

**TOWN OF LITTLETON, MASSACHUSETTS  
SELECT BOARD'S REGULATIONS AND POLICIES  
ADDENDUM**

**ALCOHOL LICENSE POLICY UPDATE  
(with applicable references to Part/Section)**

**OFFICIALS  
OF THE  
TOWN OF LITTLETON**

Town Offices

37 Shattuck Street  
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**Select Board**

GARY WILSON  
CHARLES DECOSTE  
MARK RAMBACHER  
MATTHEW NORDHAUS  
KAREN MORRISON

**Town Clerk**

DIANE CRORY

**Interim Town Administrator**

RYAN FERRARA

**Town Attorney**

THOMAS J. HARRINGTON, ESQ. IVRIA  
GLASS FRIED, ESQ.

January 24, 2024

## Policy on Issuing Licenses

*Reference:* SECTION 3: PERMITTING / LICENSING – Policy on Issuing Licenses – Alcoholic Beverage Licenses section

*Revision:* Replacing the Alcoholic Beverage License Section: Removed obsolete information, fee chart, and license quota as they are on the website; Added Pro-Rating license fees

*Approval:* January 22, 2024, Select Board Vote: 5 to 0, Unanimous approval

### ALCOHOLIC BEVERAGE LICENSES

Massachusetts General Law Chapter 138 dictates the rules for Alcoholic Beverage Licenses. The Town is defined as the Local Licensing Authority and follows the rules for license application submissions, approvals, and reporting as defined by the ABCC (Alcohol Beverages Control Commission). Annually, the ABCC provides the Town with a quota for All Alcoholic Beverages (On/Off Premises) licenses and Wine & Malt Beverages (On/Off Premises) licenses based on the latest Federal census numbers. There is no quota for Club Licenses or Farm Series Pouring Permits.

On its website, the ABCC outlines the detailed process/rules/forms for applying for new/changed retail licenses and special permits. The effective date of an alcoholic beverages license is the date of the ABCC approval for said license. The License Fees for Alcoholic Beverage licenses are on file in the Town Administrator/Select Board Office.

For new/changed licenses with an effective date between January 1 and June 30, the full license fee will be charged. Any previously paid alcohol license fee (for that year) will be credited toward the new license fee.

For new/changed licenses with an effective date between July 1 and December 31, the license fee will be pro-rated at the rate of 1/12 of the fee per month from the effective date. Any previously paid alcohol license fee (for that year) will be credited toward the new license fee.