



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Rebecca Buck, Staff Associate *RB*

Date: April 12, 2006

Subject: Status of Grant and Position Requests

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2252 – \$5,000 grant from the National Alcohol Beverage Control Association to the Department of Liquor Control. These grant funds will be used print updated training manuals to be used at alcohol server/seller education seminars.
[JFO received 03/13/06]

JFO #2253 – Request from the Department of Health to establish one (1) new limited service position: Systems Developer II. This sponsored position is 100% federally funded and associated with a continuing Epidemiology and Laboratory Capacity grant from the Centers for Disease Control and Prevention. The Department has been assured that the CDC is committed to providing support for this project through 03/31/09.
[JFO received 03/13/06]

JFO #2254 – Request from the Department of Health to establish two (2) new limited service positions: one (1) Administrative Assistant B and one (1) Health Systems Training and Technical Assistance Specialist. These sponsored positions are 100% federally funded and associated with a continuing Immunization Program grant from the Centers for Disease Control and Prevention.
[JFO received 03/13/06]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since these items were submitted to the Joint Fiscal Committee, the Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of these actions.

cc: Linda Morse
Michael Hogan
Cynthia LaWare
Paul Jarris
Molly Paulger
Laurie Grimm



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STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: March 16, 2006

Subject: Grant and Positions Requests

Enclosed please find three (3) requests which the Joint Fiscal Office recently received from the Administration:

JFO #2252 – \$5,000 grant from the National Alcohol Beverage Control Association to the Department of Liquor Control. These grant funds will be used print updated training manuals to be used at alcohol server/seller education seminars.
[JFO received 03/13/06]

JFO #2253 – Request from the Department of Health to establish one (1) new limited service position: Systems Developer II. This sponsored position is 100% federally funded and associated with a continuing Epidemiology and Laboratory Capacity grant from the Centers for Disease Control and Prevention. The Department has been assured that the CDC is committed to providing support for this project through 03/31/09. (Due to the size of the background information package regarding this long-standing grant, I have not included the entire submission in this mailing. I would be pleased to provide the entire package upon request.)
[JFO received 03/13/06]

JFO #2254 – Request from the Department of Health to establish two (2) new limited service positions: one (1) Administrative Assistant B and one (1) Health Systems Training and Technical Assistance Specialist. These sponsored positions are 100% federally funded and associated with a continuing Immunization Program grant from the Centers for Disease Control and Prevention. (Due to the size of the background information package regarding this long-standing grant, I have not included the entire submission in this mailing. I would be pleased to provide the entire package upon request.)

[JFO received 03/13/06]

The Joint Fiscal Office has reviewed these submissions and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you would like any item(s) held for legislative review. Unless we hear from you to the contrary by March 30 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: Michael Smith, Secretary
James Reardon, Commissioner
Linda Morse, Administrative Assistant
Michael Hogan, Commissioner
Cynthia LaWare, Secretary
Paul Jarris, Commissioner
Molly Paulger, Classification Manager
Laurie Grimm, Human Resources Specialist

INFORMATION NOTICE

The following items were recently received by the Joint Fiscal Committee:

JFO #2252 – \$5,000 grant from the National Alcohol Beverage Control Association to the Department of Liquor Control. These grant funds will be used print updated training manuals to be used at alcohol server/seller education seminars.

[JFO received 03/13/06]

JFO #2253 – Request from the Department of Health to establish one (1) new limited service position: Systems Developer II. This sponsored position is 100% federally funded and associated with a continuing Epidemiology and Laboratory Capacity grant from the Centers for Disease Control and Prevention. The Department has been assured that the CDC is committed to providing support for this project through 03/31/09.

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JFO #2254 – Request from the Department of Health to establish two (2) new limited service positions: one (1) Administrative Assistant B and one (1) Health Systems Training and Technical Assistance Specialist. These sponsored positions are 100% federally funded and associated with a continuing Immunization Program grant from the Centers for Disease Control and Prevention.

[JFO received 03/13/06]

JFO #
2252

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: **Title:** Alcohol Server Awareness Program for Stores Training Manuals.

This is a request for approval of a grant from the National Alcohol Beverage Control Association. This grant will be used to provide copies of the updated manual that Liquor Control has put together to those alcohol servers and sellers that take the training course. This award will cover cost of printing 4,000 manuals.

DATE: February 23, 2005

DEPARTMENT: Liquor Control

GRANT / DONATION: This grant will allow Liquor Control to print new revised manuals.

FEDERAL CATALOG No.: NA

GRANTOR / DONOR: National Alcohol Beverage Control Association
4216 King Street West
Alexandria, VA 22302

AMOUNT / VALUE: \$5,000.00

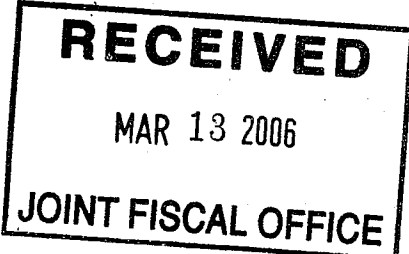
POSITIONS REQUESTED: None

GRANT PERIOD: 1/2006 -3/2006

COMMENTS: See attachments.

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

AH
(INITIAL)
(INITIAL) MSB
DATE: 3/2/06



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STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)

FORM AA-1
(Rev. 9-90)

1. **Agency:**
 2. **Department:** Vermont Department of Liquor Control
 3. **Program:** Alcohol Server Awareness Program for Stores Training Manuals
 4. **Legal Title of Grant:** Alcohol Server Awareness Program for Stores Training Manuals
 5. **Federal Catalog No.:**
 6. **Grantor and Office Address:**
 National Alcohol Beverage Control Association
 4216 King Street West
 Alexandria, VA 22302

7. **Grant Period:** From: January, 2006 To: March, 2006

8. **Purpose of Grant:** (attach additional sheets if needed)
See attached sheet.

9. **Impact on Existing Programs if Grant is not Accepted:**
 N/A

10. **Budget Information:**

	(1st State FY) FY 2006	(2nd State FY) FY 2007	(3rd State FY) FY 2008
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EXPENDITURES:

Personal Services	\$	\$	\$
Operating Expenses	\$ 5,000.00	\$	\$
Grants	\$	\$	\$
TOTAL	\$ 5,000.00	\$ 0.00	\$ 0.00

REVENUES:

<u>State Funds:</u>			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
(source) Grant	\$ 5,000.00	\$	\$

TOTAL	\$ 5,000.00	\$ 0.00	\$ 0.00
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<u>Appropriation Nos.</u>	<u>Amounts</u>
2300002000	\$ 5,000.00
	\$
	\$

-over-

REC'D FEB 09 2006

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X _____

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Michael Hogg 2/8/06
 (Signature) (Date)
Commissioner DLC
 (Title)

14. Action by Governor:

- Approved
- Rejected

[Signature] 3/2/06
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

[Signature] _____
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) (Date)

State of Vermont
Department of Liquor Control
13 Green Mountain Drive, Drawer 20
Montpelier, VT 05620-4501
www.state.vt.us/dlc

[phone] 802-828-2345
[fax] 802-828-2803

Michael J. Hogan, Commissioner

February 8, 2006

Michael K. Smith
Secretary of Administration
109 State Street
Montpelier, VT 05609-0201

Dear Secretary Smith:

Enclosed is a new request by the Department of Liquor Control for approval of a grant for Alcohol Awareness Program for Stores Training Manuals. The grant is being offered by the National Alcohol Beverage Association. The total amount of the grant is \$5,000 and does not have any new positions associated with it. It will entail the printing of training manuals for alcohol server/seller education seminars. These manuals are an integral part of the alcohol beverages server/seller training programs mandated by the Vermont State Legislature.

If you have any questions, please call me at 828-4929.

Sincerely,



Michael J. Hogan
Commissioner of Liquor Control

MJH:ml



REC'D FEB 09 2006



NATIONAL ALCOHOL
BEVERAGE CONTROL
ASSOCIATION, INC.

Alabama

Idaho

Iowa

Maine

MD - Montgomery County

MD - Worcester County

Michigan

Mississippi

Montana

New Hampshire

North Carolina

Ohio

Oregon

Pennsylvania

Utah

Vermont

Virginia

Washington

West Virginia

Wyoming

January 13, 2006

Steven M. Waldo
Vermont Department of Liquor Control
13 Green Mountain Drive, Drawer 20
Montpelier, VT 05620-4501

Dear Steve,

On behalf of the NABCA Board of Directors, it is my pleasure to inform you that your *Alcohol Server Awareness Program (ASAP) for Stores Training Manual* was deemed an appropriate effort to be supported by the NABCA Educational Award in the amount of \$5,000.00.

Enclosed is an evaluation form to be used to track the program's progress. Please report back to us in the near future and then on a periodic basis, so that we may be kept apprised of its status.

We look forward to hearing from you. Should you feel the need to contact us at any time, please do not hesitate to do so.

Sincerely,

James M. Sgueo
President & CEO

Enclosure

4216 KING STREET WEST
ALEXANDRIA, VIRGINIA
22302-1507

TEL: (703) 578-4200
FAX: (703) 820-3551

NO. 019319

DATE	INVOICE NO	COMMENT	AMOUNT	DISCOUNT	NET AMOUNT
01/11/06	2006	AWARD EDUCATION AWARD-ALCOHOL	5,000.00	.00	5,000.00

CHECK: 019319 01/11/06 VERMONT DEPT OF LIQUOR CONTROL CHK TOTAL: 5,000.00

NATIONAL ALCOHOL BEVERAGE CONTROL ASSOCIATION, INC.

25-80/440

NO. 019319

4216 KING STREET WEST
ALEXANDRIA, VIRGINIA 22302-1507
(703) 578-4200

019319

MERRILL LYNCH
CASH MANAGEMENT ACCOUNT*
BANK ONE, COLUMBUS, N.A.
COLUMBUS, OHIO 43271

*FIVE THOUSAND DOLLARS AND NO CENTS

PAY TO THE ORDER OF:

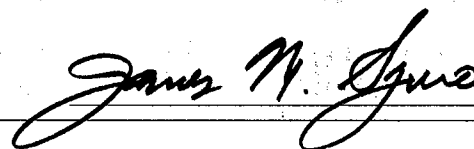
DATE

AMOUNT

VERMONT DEPT OF LIQUOR CONTROL
13 GREEN MOUNTAIN DRIVE
DRAWER 20
Montpelier VT 05620-4501

01/11/06

*****5,000.00*



⑈019319⑈ ⑆044000804⑆ 040801217285⑈

**THE NABCA EDUCATIONAL AWARD PROGRAM
2005/06 APPLICATION**

1. PROJECT ADMINISTRATION

ABC Agency Vermont Department of Liquor Control

Project Coordinator Steven M. Waldo, Investigator and Marcia L. Lawrence,

Title Marketing and Customer Service Supervisor and Executive Assistant to the
Commissioner

Address 13 Green Mountain Drive, Drawer 20, Montpelier, VT 05620-4501
Street or PO Box City State Zip

Daytime Telephone (802) 263-5355/828-4932 Fax Number (802) 828-2803

Email Address steve@dlc.state.vt.us / marcia@dlc.state.vt.us

2. PROJECT DESCRIPTION

Project Title Alcohol Server Awareness Program (ASAP) for Stores Training Manual

Project Start Date January 2006 Project Completion Date March 2006

Project Description (attach): See detailed instructions in the Application Guidelines.

3. BUDGET


Amount Requested from NABCA:

Income from other Sources:

Name:	Amount:


Itemized Project Budget (attach): See detailed instructions in the Application Guidelines.

4. SIGNATURES

 12/14/05
Signature of ABC Director/Administrator Date

Michael J. Hogan, Commissioner

Name (Please Print)

 12/14/05
Signature of Project Coordinator Date

Marcia L. Lawrence, Marketing and Customer Service Supervisor

Name (Please Print)

Vermont Department of Liquor Control Project Description

A. Summary

On July 1, 2000, the Vermont State Legislature mandated that all licensees "ensure that every employee who is involved in the sale or serving of alcohol beverages completes a training program approved by the department of liquor control before the employee begins serving or selling alcoholic beverages and at least once every 24 months thereafter." (**Title 7 VSA §239(c)**) A licensee may comply with this requirement by conducting its own training program on its premises, using information and materials furnished by the Department of Liquor Control (DLC) or by attending a seminar given by an investigator from the Vermont Department of Liquor Control.

During the past year, the DLC has conducted approximately 1,154 seminars for second-class license holders that incorporate written and audio-visual materials with personal instruction by a state investigator or trained educator. The Alcohol Server Awareness Program (ASAP) for Stores manual is an integral part of this training program. The manual covers such topics as Liquor Liability: the Dram Shop Act, How to Identify a Minor and How to Refuse a Sale (see enclosed manual). A revised and condensed version of the manual has just been completed and the Department of Liquor Control proposes to use the NABCA Educational Award to provide copies of the updated booklet for use in its alcohol server/seller training program.

B. Criteria

1. The use of written and audio-visual materials, in conjunction with a Power Point presentation and professional instruction from a trained DLC investigator is a highly effective, comprehensive approach to alcohol server training.
2. The DLC developed the instruction manual and will use it in all DLC sponsored seminars. Steven M. Waldo, state representative to the NABCA Education Task Force and Marcia L. Lawrence, state representative to the NABCA Distribution Center Logistics Committee and Executive Assistant to the Commissioner, will be the Project Coordinators.
3. The Alcohol Server Awareness Program (ASAP) for Stores is a collaboration of the Vermont Department of Liquor Control and the Vermont Department of Health.

C. Time Line

The manual has already been developed and can be distributed for use as soon as grant monies are made available for printing and assembly costs.

D. Evaluation

Though difficult to measure the impact of individual components of the training programs, their combined effect has greatly increased the ability of servers and sellers to comply with the laws and regulations regarding the sale and service of alcohol beverages. For example, those who have attended a DLC server/seller training seminar are three times less likely to sell to a minor than those who have not.

E. Continuation

Funds for more manuals will be provided by the DLC as needed. The NABCA Educational Award will cover the cost of printing approximately 4,000 copies.

Budget

All funds from this grant will be used for the sole purpose of printing training manuals. No personal contracts will be involved and no new positions are associated with this grant. In accordance with State guidelines, the printing will be awarded through the bid process conducted by the Vermont Purchasing & Contract Administration, contingent upon the approval of these grant funds.

*SAMPLE PAGES
FROM BOOKLET

VERMONT DEPARTMENT OF LIQUOR CONTROL

The Vermont Department of Liquor Control
Green Mountain Drive Drawer 20
Montpelier, VT 05620
Phone: (802) 828-2339
Fax: (802) 828-1031
Or Visit us on the Web at
www.state.vt.us/dlc

Vermont Department of Liquor Control

Green Mountain Drive Drawer 20
Montpelier, VT 05620
Phone: (802) 828-2339
Fax: (802) 828-1031

Vermont Department of Liquor Control

ALCOHOL SERVER AWARENESS PROGRAM (ASAP) FOR STORES

Training Material to train employees in alcohol and tobacco laws



**Provided for licensees by The
Vermont Department of Liquor
Control and the Vermont
Department of Health**

The Vermont Department of Liquor Control Mission Statement

The Department of Liquor Control purchases, distributes and sells distilled spirits through its agency stores; enforces Vermont's alcohol and tobacco statutes, with a strong emphasis on limiting youth access; educates licensees; and promotes responsibility. An integral part of our mission is to control the distribution of alcoholic beverages, while providing excellent customer service and effective public safety, for the general good of the state.



Department of Health
Vermont Department of Liquor
Control and the Vermont
Department of Health

The Vermont Department of Liquor Control

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Department of Health
Vermont Department of Liquor
Control and the Vermont
Department of Health

NOTES

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Introduction

The Vermont Department of Liquor Control's (DLC) mission is to enforce alcohol and tobacco laws in Vermont. The Liquor Control Board's three members are appointed by the Governor.

The Department of Liquor Control is the state agency that enforces Alcohol and Tobacco Laws in Vermont

The Liquor Control Board creates regulations regarding the sale of alcohol and tobacco products. These regulations have the force and effect of law in the State of Vermont. The Liquor Control Board has the authority to suspend or revoke licenses for violations and may impose additional penalties.

The Vermont Department of Liquor Control's Enforcement Division consists of the Chief/Director, 13 Field Investigators, 2 Education Investigators, a Training Specialist, 2 Lieutenants, and office support staff. This division enforces the laws and regulations relating to alcohol and tobacco products in the State of Vermont. This includes investigating complaints, on-site inspections, compliance checks of alcohol and tobacco retailers, and providing educational programs for schools, stores, police officers, and others.

need to know if you are selling alcohol and/or tobacco in a store. This book does not list all the laws and regulations. It is meant to be a general guide for sellers.

If you have further questions speak to your boss or the liquor investigator in your area. You can also look up Title 7 in the Vermont Statutes. The Statutes are available online at the Vermont Department of Liquor Control website at www.state.vt.us/dlc. They are also available at most public libraries and town clerks offices.

Record Keeping Responsibilities

Now that you have watched the Department of Liquor Control Video and have read this booklet you are required to sign a certificate stating that you have been trained in liquor laws. Your boss should have this certificate available but if they need one they can access it on our website at www.state.vt.us/dlc. Or they can call our office and ask for one to be sent to them. This certificate must be filled out prior to you selling alcohol.

Once the certificate is filled out make sure you know where it is in case you are questioned by a Liquor Control Investigator.

Congratulations, You have completed the training process. If you have any questions please ask the boss or call the local liquor Investigator.

Compliance Checks

The Department of Liquor Control conducts compliance checks of establishments that are licensed to sell alcohol and tobacco products. In these compliance checks, an individual under 21 (for alcohol) or under 18 (for tobacco) will attempt to buy alcohol or tobacco products. The minors working with DLC will not lie, however other minors may. Because of this you should always be asking for ID's and not just asking the customer's age.

Compliance checks are conducted for alcohol and tobacco. Always remember to ask for the ID if someone looks of questionable age. Once you have the ID use some of the suggestions that are mentioned in the ID section of this booklet.

Tips to Assist Sellers

Be familiar with current liquor laws and regulations.

Maintain a logbook for incidents that occur while selling alcohol, this log can track such things as name and description of patrons, or a brief description of an incident.

There are other various regulations that you

Alcohol and tobacco licensees are trained to become familiar with Vermont laws and regulations relating to the sale of alcohol and tobacco, as well as the penalties associated with violations. Product categories covered during training sessions include malt beverages, vinous beverages, spirituous liquors, and tobacco. These are defined as follows:

Tobacco: cigarettes, cigars,
loose tobacco and chews



Malt Beverages: beer, porter, ale and stout, or malternatives such as hard lemonades

Vinous Beverages: fruit and other agricultural product-based fermented beverages containing not more than sixteen percent alcohol by volume



Spirituous Liquors: beverages containing greater than one percent of alcohol by distillation and vinous beverages containing more than sixteen percent alcohol

If you break Vermont laws or regulations, the Liquor Board and town boards have the authority to suspend an alcohol or tobacco license if the licensee is found guilty of a violation during a hearing. In addition, penalties may apply to individual sellers.

Educational Program

The purpose of DLC's educational programs is to provide training to the alcohol and tobacco seller in Vermont regarding the state's alcohol and tobacco laws and regulations. An understanding of these laws and regulations will assist the seller in making appropriate decisions in the course and scope of their duties. The Vermont Legislature, by requiring seller training, reinforced DLC's position that education provides support to sellers of alcohol and tobacco products.

Education Regulation #3 applies to licensed sellers of alcohol or tobacco products. The law requires that:

Liquor license applicants must be trained by a Liquor Control Investigator prior to the license being issued, and;

Every employee who sells alcohol or tobacco products must be trained prior to making a sale

Every employee of the licensee who sells alcohol or tobacco products, including managers and owners, must attend training prior to making a sale and every two years thereafter

Tobacco Hours of Sale:

An establishment may sell tobacco during all hours of operation.

The State of Vermont also has other tobacco laws; they are:

Vending machines selling tobacco products are not allowed.

Tobacco must be out of the reach of customers. Cartons of cigarettes and multipacks of chewing tobacco are allowed to be accessed by customers, but must be in plain view of an employee. Cigarettes can not be sold individually.



Cigars and pipe tobacco can be placed in a humidor on the sales counter in plain view but only if an employee can monitor the product.

No one can sell or buy bidis.



Matches, lighters, and rolling papers are not considered to be tobacco products and can be sold to anyone. However a store can make a policy that they won't sell these types of products to anyone under 18 if they wish.