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## Licensing Board

# Minutes

Of the Provincetown Licensing Board Work Session on **Thursday, January 29, 2015** at 4:00 p.m. in Caucus Hall, Town Hall, 260 Commercial Street.

**Members Present:** Frank Thompson, Kristin Hatch, Stephen Rome

**Staff Present:** Aaron Hobart

### Work Session

Discussion regarding the Accela software system and how it can handle fees and violations. Dave Sullivan of the Cape Cod Commission will be in attendance. Possible changes to the Licensing Rules & Regulations may be discussed. Vote(s) may be taken.

Discussion regarding renewal date of Taxi Vehicle Licenses.

Discussion with Dave regarding Accela and renewals

Further discussion regarding changing the renewal date on vehicles to December 31<sup>st</sup>

Discussion regarding Taxi Operator license renewal dates. 1Year from issuance.

Accela will set the license issuance date as the driver's date each year to renew.

Discussion about how Accela allows staff to communicate with Licensees.

Discussion regarding how Accela handles inspections. Done on an iPad that will move the workflow to the next step.

Discussion regarding the system working with other departments for parade permits etc.

Aaron: Elizabeth is working on her end to get people coming to her to the right places downstairs.

Accela won't do parade permits to start.

Discussion regarding the Accela system and how it will benefit Licensing/Health/Building Departments.

ABCC will be connected to towns via Accela as will DEP and others.

Discussion about how to handle the renewals with December 31<sup>st</sup> renewal date.

Discussion regarding double fees for late registration for all businesses in town. Can Accela automatically assess double fees.

Dave: yes it's a batch script that will do that automatically that will put the status of the license their license is expired.

Discussion regarding rewording of taxi regulations section **S** sub-section **P**. Final proposed wording as follows:

**The total Taxicab/Livery License fee is \$72 plus the application fee of \$30.**

**1) All Taxicab/Livery Licenses will expire on December 31<sup>st</sup> of each year.**

**2) An Application fee of \$30 will be charged for changes to the Taxicab/Livery License during the licensing year**

Discussion regarding enforcement of late opening of businesses.

Discussion regarding demo of the Accela system given to the board by Dave Sullivan.