

Dear Licensee,

After much deliberation about COVID-19, our operations, and the safety of our staff and licensees the Talbot County Board of Liquor License Commissioners is temporarily changing our operations. These changes will take place on **Tuesday, 3/17/2020** and include the following:

- 1) Staffing – The office will remain open but minimally staffed. Only one or two employees will be available at the office during normal business hours. Other employees may be working remotely.
- 2) Renewals – Renewals may be scanned and emailed to me ([pfinneyfrock@talbotcountymd.gov](mailto:pfinneyfrock@talbotcountymd.gov)). You may pay the processing fee and turn in the original application at the time you pick up the new license. We will let you know, through email, if anything on the application needs to be corrected. Corrections to the application may be sent by email to the staff member that is reviewing your renewal.
- 3) Office access – We ask that you do not visit the office if you are feeling ill or have been out of the United States in the past 30 days.
- 4) Board Hearings – Not everyone will need to appear at a board hearing that was required to do so in the past. Licensees will be notified about their need to appear before the Board. Our agendas are full and to reduce the number of people in the hearing room we will have hearings that begin at 9:00 a.m. and 9:45 a.m. We will notify the licensee or attorney what time they should appear before the board.
- 5) Per diem events – Events that are cancelled will not receive a refund. If the event is rescheduled let the Board know and we will issue a new license for the new date
- 6) If you plan to change your hours or days of operations please send us an email and let us know about the changes. There is no fee for these changes.

Please call us if you have any questions!