



# Licensing Board for the City of Boston

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**Commissioners:**

*Nicole Murati Ferrer, Chair*  
*Suzanne Iannella*  
*Milton Wright*

**Executive Secretary:**

*Jean Lorizio*

## MEMORANDUM

**TO:** All Retail, Pouring and Common Victualler Licensees  
**FROM:** Nicole Murati Ferrer, Esq., Chair  
**DATE:** September 26, 2012  
**RE:** **Renewal Season**

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Your renewal application and supporting documentation is due by 5:00 p.m. November 30, 2012. Please remember we will be closed Monday, November 12th, and Thursday, November 22nd.

Per the new policy implemented by the Board, our staff will not be able to accept any incomplete renewal applications or hold incomplete renewal applications. This is a directive from the Board, and as such, our staff must comply with it. Please do not ask them to make an exception.

Thank you for your anticipated cooperation.

