



5 9/10/07
BOS
Agenda

TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9612
Fax (978) 264-9630

Town Manager's Office

July 19, 2007

RE: REQUEST FOR NEW MANAGER

Not Your Average Joe's, Inc
Michael Minichello
5 Bridge Street
Dartmouth, MA 02748

Dear Mr. Minichello:

I have scheduled Mr. Richard Murphy to meet the Board of Selectmen regarding your request to replace the current Manager, Todd Labourene, of the Acton Not Your Average Joe's with Mr. Murphy. This has been scheduled for September 10, 2007 at 7:35 P.M. in the Faulkner Hearing Room at the Acton Town Hall.

Please call my office at 978-264-9612 to confirm his availability for this meeting.

Very truly yours,

Christine M. Joyce
Town Manager's Office

Responsible Alcohol Service

At Not Your Average Joe's we are driven to provide extraordinary guest service with excellent food and beverage. Our philosophy is:

- Our guests deserve our absolute best performance all the time.
- Food and beverage made to 100% specification.
- Service should compliment the guest experience.
- Policies are guidelines.

These philosophies fall into every area of our operations from menu creation to training. Within this vast area of duties and information is a commitment to the policies and guidelines of responsible alcohol service. If you are not already certified part of your training at NYAJoe's you will be required to take a serve/safe alcohol training class.

In your server or bartender training, you will be introduced to the basic premises of SERVE SAFE ALCOHOL training. Some of the basic guidelines you will be expected to know and adhere to are as follows:

1. The legal age to purchase an alcoholic beverage in Massachusetts is 21. No one under 21 will be served an alcoholic beverage.
2. Anyone who looks younger than 30 must be asked to provide proper identification, and will not be served if it is not available.
3. Proper identification is a Valid; Massachusetts State Driver's License, Massachusetts Liquor ID, Military ID or U.S. Passport.
4. No one will be served to the point of intoxication.
5. If anyone appears to be intoxicated entering or leaving the restaurant, a manager must be notified immediately.

Not Your Average Joe's takes serving alcoholic beverages seriously, for the safety of both guests and employees. Not adhering to these guidelines is considered terms for dismissal.

We appreciate your understanding and adherence to these guidelines.

Richard B. Murphy
558 East Sixth St. Apt. 3
South Boston, MA 02127
(617) 620-1328

Experience

10/2004 - Present General Manager

Rustic Kitchen
Hingham, MA

- Opened Hingham location in October 2004, responsible for all hiring & training of staff, layout of restaurant, implementation of beverage program, MICROS programming and implementation of systems of control including budgetary guidelines & inventory.
- Supervised a management team of 5 people, responsible for their professional development.
- Directly responsible for day to day operations of a 3 million dollar a year restaurant.
- Managed a staff of over 50 employees.
- Oversaw all financial responsibilities, including: daily cash handling, payroll, P & L review, scheduling, labor budgets, sales projections and adherence to budgetary guidelines.
- Directly responsible for all liquor beer and wine inventory and ordering.
- Developed wine menus and cocktail menus based on guest trends & preferences.
- Supervised beverage programs and beverage managers at all three Rustic Kitchen locations.
- Actively participated in the Derby St. Shoppes Merchant Association Board.
- Wrote employee manuals based on job description for entire FOH staff.
- Certified in Safe Food Management and BarCode.

8/2001 - 10/2004 Beverage Manager / Dining Room Manager

Rustic Kitchen
Boston & Cambridge

- Opened both high volume restaurants.
- Responsible for all liquor, beer, wine & beverage inventory and ordering.
- Created weekly server, bar and support staff schedules, working within budgetary guidelines for labor.
- Developed wine menus and cocktail menus based on guest trends & preferences.
- Coordinated weekly staff trainings with distributors and wine vendors.
- Staffed high volume bar by interviewing and hiring all bartenders and barbacks.

1993 - 1998

Senior Retail Trainer

BankBoston
Boston, MA

- Designed and taught training classes for all BankBoston New England Retail employees.
- Managed Conversion Training for banks purchased by BankBoston.
- Developed and implemented new sales training program for all BankBoston Supermarket Branches.
- Supervised a management team of 10 people, responsible for their professional development.

Education

6/1992

Skidmore College

Bachelor's Degree in Political Science

Additional Experience:

Five years of bar tending experience in high volume establishments varying from fine dining to casual atmospheres in Nantucket and Manhattan

References available upon request

Christine Joyce

From: Frank Widmayer
Sent: Tuesday, September 04, 2007 1:33 PM
To: Stephen Barrett
Cc: Roland Bartl; Mark Hald; Manager Department
Subject: RE: BOS meeting on September 10th

I have reviewed the application for the change of manager at Not Your Average Joe's and I have no objection to the change.

Frank J. Widmayer III
Chief of Police
(978) 263-2911

From: Stephen Barrett
Sent: Wednesday, August 29, 2007 4:37 PM
To: Frank Widmayer
Cc: Roland Bartl; Mark Hald; Manager Department
Subject: BOS meeting on September 10th
Importance: High

Frank:

Not your average Joe's is appearing before the BOS on September 10th for a change of liquor license manager. Could you please provide your comments for next Wednesday's packet submittal?

Thank you,

Steve

9/5/2007

Christine Joyce

From: Heather Hasz
Sent: Friday, July 20, 2007 7:45 AM
To: Christine Joyce
Cc: Heather Hasz
Subject: Not Your Average Joe's

July 20, 2007

Re: Change of Manager

The Health Department has reviewed the paperwork regarding the change of manager at Not Your Average Joe's. At this time, there are no outstanding issues with this establishment and the Health Department recommends approval.

Heather M. Hasz, CEHT, CFSP
Acton Board of Health
472 Main Street
Acton, MA 01720
P - 978-264-9634
F - 978-264-9630





May 9, 2007

Board of Selectmen
Town of Acton
472 Main Street
Acton, MA 01720

Dear Sirs:

Not Your Average Joe's, Inc. would like to respectfully request a change of manager to the Liquor License for our location at 305 Main Street, Acton, MA, to Richard Murphy, as Todd Labourene has left the company.

Using the ABCC matrix of required documents for a change of manager, please find the following:

- Form 43
- Form 997
- \$200 Money Order for the ABCC
- Board Vote appointing new manager
- Form A
- CORI form
- Serv Safe Alcohol certificate (copy to follow)
- Not Your Average Joe's Responsible Alcohol service statement

Please contact me with the next available date for an appearance before the Board of Selectmen.

Thank you, in advance, for your assistance and please contact me should you require any additional information.

Sincerely,

Michael Minichello
Director of Employee Relations and Recruiting
781-297-2971 x15

**NOT YOUR AVERAGE JOE'S, INC.
CLERK'S CERTIFICATE**

I, **Stephen Silverstein, Clerk of Not Your Average Joe's, Inc.**, a Delaware corporation authorized to do business in the Commonwealth of Massachusetts (the "Corporation") having a usual place of business in Dartmouth, Massachusetts, hereby certify that I have custody of its corporate record, and that the following is a true copy of a vote passed by the Board of Directors with a resolution that was adopted as follows:

VOTED: That the Manager below be appointed in the corresponding location for the puposes of liquor licenses:

RESOLVED: That the manager below be appointed in the corresponding location for the purposes of liquor licenses:

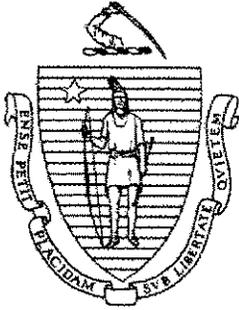
Richard Murphy

Acton, MA

IN WITNESS WHEREOF, I hereunto subscribe my name as Clerk this 6th day of June, 2007.



Stephen Silverstein, Clerk



The Commonwealth of Massachusetts
ALCOHOLIC BEVERAGES CONTROL COMMISSION

FORM A
LICENSEE PERSONAL INFORMATION SHEET

THIS FORM MUST BE COMPLETED FOR EACH:

- A. NEW LICENSE APPLICANT
- B. APPOINTMENT OR CHANGE OF MANAGER
IN A CORPORATION
- C. TRANSFER OF LICENSE (RETAIL ONLY-SEC. 12 & SEC. 15)

(Please check which transaction is the subject of an application accompanying this Form A.)

PLEASE TYPE OR PRINT ALL INFORMATION

ALL QUESTIONS MUST BE ANSWERED AND TELEPHONE NUMBERS PROVIDED OR APPLICATION WILL NOT BE ACCEPTED.

1. LICENSEE NAME Not Your Average Joe's Inc.
(NAME AS IT WILL APPEAR ON THE LICENSE)
2. NAME OF (PROPOSED) MANAGER Richard Murphy
3. SOCIAL SECURITY NUMBER [REDACTED]
4. HOME (STREET) ADDRESS [REDACTED] 71
5. AREA CODE AND TELEPHONE NUMBER (S): (Give both, your home telephone and a number at which you can be reached during the day).
DAY TIME # 978-635-0101 HOME# 617-620-1328
6. PLACE OF BIRTH: Milton, MA 7. DATE OF BIRTH: 11-17-70
8. REGISTERED VOTER: YES NO 8A. WHERE?: Stoughton, MA
9. ARE YOU A U. S. CITIZEN: YES NO
10. COURT AND DATE OF NATURALIZATION (IF APPLICABLE): _____
(Submit proof of citizenship and/or naturalization such as Voter=s Certificate, Birth Certificate or Naturalization Papers)

11. FATHER'S NAME: Richard W. Murphy 12. MOTHER'S MAIDEN NAME: Barbara Buckley

13. IDENTIFY YOUR CRIMINAL RECORD, (Massachusetts, Military, any other State or Federal): ANY OTHER ARREST OR APPEARANCE IN CRIMINAL COURT CHARGED WITH A CRIMINAL OFFENSE REGARDLESS OF FINAL DISPOSITION:

 YES -x NO (MUST CHECK EITHER YES OR NO)

IF YES, PLEASE DESCRIBE OFFENSE (S) SPECIFIC CHARGE AND DISPOSITION (FINE, PENALTY, ETC.)

14. PRIOR EXPERIENCE IN THE LIQUOR INDUSTRY: x YES NO
IF YES, PLEASE DESCRIBE:

Please see the attached resume

15. FINANCIAL INTEREST, DIRECT OR INDIRECT, IN THIS OR ANY OTHER LIQUOR LICENSE, PERMIT OR CERTIFICATE: YES x NO

IF YES, PLEASE DESCRIBE:

16. EMPLOYMENT FOR THE LAST TEN YEARS (Dates, Position, Employer, Address and if known, Telephone Numbers):

Please see attached resume

17. HOURS PER WEEK TO BE SPENT ON THE LICENSED PREMISES: 50+

18. I HEREBY SWEAR THAT UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

BY: 
PROPOSED MANAGER SIGNATURE

7/17/07
DATE