

Date: February 16, 2020

MEETING NOTICE
City of Medford Cannabis Advisory Committee

Meeting No. 2
February 18, 2021
4:00 p.m.

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Medford Cannabis Advisory Committee will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the City of Medford website, at www.medfordma.org. For this meeting, members of the public who wish to listen or watch the meeting may do so by viewing the meeting on cable access or online through Medford Community Media's YouTube Channel. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the City of Medford or Medford Community Media website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Virtual Participation Information: [CAC Zoom Information](#)
Meeting ID: 913 9488 5816
Passcode: 015880

Meeting Agenda

- I. Recap of issues from February 11, 2021 Meeting
 - a. Background check sequencing/process
 - b. Community meeting: local requirement/CCC requirement
- II. Review/Discussion of Revised Scoring Criteria/Matrix
See: Attachment A
- III. Discussion/Establishment of application timelines
 - a. Application Release Date: March 1, 2021
 - b. Application Submission Period/Due Date: TBD by CAC
 - c. CAC Application Review Period: TBD by CAC*See: Attachment B*
- IV. Review/Discussion of application requirements
See: Attachment C
- V. Scheduling of next meeting
- VI. Public Participation
- VII. Adjournment

ATTACHMENT A

City of Medford

**Cannabis Advisory Committee (CAC)
Application Evaluation and Scoring Criteria**

Applications received for the Marijuana Retailer license will be evaluated against the following criteria. A scoring system of 1-5 (1 being unacceptable and 5 being highly advantageous) will be applied to Sections 1-3. Elements contained in Section 4, Community and Equity, will be scored on a scale of 1 – 15 (1 being unacceptable and 15 being highly advantageous). Recommendations will be made to the Mayor based on the result of this evaluation in addition to other information the CAC deems relevant.

CAC Member:	
Applicant Name:	
Date Reviewed:	

1. Local Impact (Total possible section score: 25 points)

Element	Score 1-5
Plan for Positive Community Impact.	
The Respondent's proposal integrates into the overall goals of the City of Medford.	
Expected economic benefits to the City.	
Strength of the plan for positive community impacts.	
Ability to demonstrate local support through letters from relevant stakeholders.	
Section Total:	

2. Location, Physical Space and Operations (Total possible section score: 25 points)

Element	Score 1-5
Management and Operations Profile.	
Expected traffic impacts.	
Use of sustainable green/renewable energy practices.	

The Respondent has demonstrated efforts to meet Cannabis Control Commission best practices for waste disposal, air pollution, and all other relevant energy and environmental standards, including maximization of energy efficient and renewable energy technology.	
Inclusion of an inventory of or manufactures locally/regionally grown products.	
Section Total:	

3. Management and Ownership (Total possible section score: 25 points)

Element	Score 1-5
Application of Intent.	
Experience in the regulated marijuana industry.	
Expected timeline to open.	
Respondents ability to demonstrate market and financial feasibility.	
Financial records, business plan, and other documentation demonstrating strong capitalization or access to financing.	
Section Total:	

4. Community and Equity (Total possible section score: 75 points)

Element	Score 1-15
Respondents qualification as Economic Empowerment/Social Equity Applicants.	
A commitment to help monitor health impacts to the neighborhood and on the local youth population.	
Quality of relationship with the community.	
Employment of local residents and offers competitive wages and benefits to employees.	
The quality of the Respondent's diversity and inclusion hiring plan.	
Section Total:	

Overall Score

Section	
1. Local Impact	
2. Location, Physical Space and Operations	
3. Management and Ownership	
4. Community and Equity	
Total Score:	0/150

ATTACHMENT B

City of Medford

Process for Application and Review of a Marijuana Establishment

The process below is defined by City of Medford Municipal Ordinance 854 and 855.

1. Application(s) are made available to the public: **March 1, 2021**
2. Application(s) submitted and received by the City.
 - Application(s) compiled by staff liaison to CAC.
3. CAC conducts initial screening of applicant(s).
 - Accept application(s).
 - Request additional information.
 - Reject application(s).
4. Accepted applicant(s) invited to schedule community meeting.
 - Applicant(s) must coordinate with CAC regarding time, location, outreach.
5. CAC conducts detailed review of applicant(s).
 - Additional information may be requested.
 - Applicant(s) may be rejected.
6. CAC provides ranked list of applicants and comments to Mayor based on evaluation criteria.
7. Mayor selects applicant(s) with which to negotiate Host Community Agreement (HCA).
8. Applicant with approved HCA may apply for permit via Special Permit Granting Authority (Zoning Board).
 - Separate application and review process is required.

ATTACHMENT C

City of Medford

Process and Application Criteria for Marijuana Establishments

The purpose of this document is to outline the application process for those seeking to operate a Marijuana Establishment in the City of Medford in accordance with Massachusetts G.L. c. 94G, its implementing regulations at 935 CMR 500, and Municipal Ordinance 854 and 855.

The aim of the City of Medford's municipal ordinance is to minimize any adverse impacts that Marijuana Establishments may have on adjacent or nearby properties and to provide standards for the placement, design, siting, safety, security, monitoring, modification, and discontinuance of Marijuana Establishments subject to reasonable conditions aimed to protect public health, safety, and welfare.

This Ordinance is intended to be used in conjunction with other applicable ordinances of the City of Medford that are designed to encourage appropriate land use and impose reasonable safeguards to govern the time, place and manner of Marijuana Establishment operations and any business dealings in marijuana accessories in such a fashion as to protect public health, safety, well-being, and to minimize undue impacts on the natural environment.

License Types and Application Deadlines

License Type	Number Allowed	Application Deadline
Marijuana Retailer	3	To be determined by CAC
Marijuana Cultivator	No Cap	Rolling
Marijuana Product Manufacturer	No Cap	Rolling
Craft Marijuana Cooperative	No Cap	Rolling
Microbusiness	No Cap	Rolling
Delivery-Only	No Cap	Rolling
Marijuana Transporter	No Cap	Rolling
Independent Testing Laboratory	No Cap	Rolling
Marijuana Research Facility	No Cap	Rolling

Submission Instructions

Applications must include all items listed in the *Application Requirements* section below to be considered complete. These conditions are minimum conditions only. If the applicant wishes to include additional benefits to the City or considerations, they may do so. In addition, the City may require direct impact mitigation particular to the specific location proposed by the applicant and its specific impacts.

Respondents shall **submit five hard copies and one electronic copy** of application materials in an envelope clearly marked "Marijuana Establishment CAC Application." Information regarding security and any other information considered proprietary shall be sealed in an inner envelope marked "Confidential." Submittals shall be delivered to:

Cannabis Advisory Committee
Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155

Included in the envelope shall be a check made out to “City of Medford” in the amount of \$500 to cover the cost of the Cannabis Advisory Committee (CAC) review.

Basis for review

The basis for the City’s review and consideration of Host Community Agreements (HCAs) is a desire to ensure the highest quality operators, with locations that minimally impact surrounding neighbors or the community at large. An operator lacking sufficient experience, capitalization, or other factors could result in a negative impact to the community.

Cannabis Advisory Committee

The Cannabis Advisory Committee (CAC) is comprised of the Chief of Police, Director of the Board of Health, Director of Diversity and Human Resources or a designee, Director of Finance or a designee, and the Building Commissioner. The Office of Community Development will be the staff liaison to the CAC.

Staff Contact: Viktor Schrader, Director of Economic Development, City of Medford
Email: vschrader@medford-ma.gov

Initial Review and Community Outreach Requirement

Following the submission of an application, the CAC may conduct an initial screening and preliminary review of respondents to determine respondents’ general compliance with the review criteria. After completing initial screening and preliminary review, the CAC shall invite respondents to schedule a coordinated Community Outreach Meeting as part of the review process.

Respondents invited to proceed with a coordinated Community Outreach Meeting shall consult with the CAC or its designee for purposes of selecting a date and location for the Community Outreach Meeting that will minimize conflict with the meeting schedules of other municipal boards requiring notification of this meeting to ensure availability and attendance of appropriate municipal representatives at the meeting. Respondents are encouraged to make use of municipally owned meeting space for Community Outreach Meetings and shall reserve public space on the same terms as applicable to other private entities.

The Community Outreach Meeting shall include, at a minimum, disclosure of the following information:

- The type(s) of Marijuana Establishments to be located at the proposed address.
- Information adequate to demonstrate that the location will be maintained securely.
- Steps to be taken by the Marijuana Establishment to prevent diversion to minors.
- A plan by the Marijuana Establishment to positively impact the City.

Application Review and Recommendation

After Community Outreach Meetings have taken place, applications will be subject to detailed review by the CAC for purposes of making a recommendation to the Mayor as to whether any respondents have met the minimum criteria to be recommended to the Mayor for negotiation of a Host Community Agreement.

In the case of Marijuana Retailers, for which there are a limited number of licenses, the CAC evaluation will include a ranking of respondents based on the review criteria listed below (Selection Criteria). The

CAC may, in its discretion, assign numeric rankings and weight to the various review criteria to determine which respondents have presented proposals deemed to be in the best interest of the City.

The CAC reserves the right to reject any and all applications deemed not to be in the City's best interest. Neither the City, the Mayor, employees nor any of its agents, attorneys, consultants or officials will be liable for any costs incurred by the Respondent for preparation of their application or their participation in subsequent interviews or presentations.

Selection Criteria

The CAC shall review applications in accordance with the following review criteria to make recommendations to the Mayor with respect to the Respondent(s) it considers to have submitted proposals deemed to be in the best interest of the City. The CAC may, in its discretion, develop and implement a numeric or other ranking system for Respondents, assign weight to the various review criteria; and expand upon the general review categories listed below by breaking down general categories into subparts:

1. Demonstrated compliance with the laws and regulations of the Commonwealth and the City of Medford;
2. Consistency to community values;
3. Thoroughness of response to the application requirements.

The CAC shall consider the following factors in its evaluation of applicants:

- A commitment to help monitor health impacts to the neighborhood and on the local youth population.
- Inclusion of an inventory of or manufactures locally/regionally grown products.
- Employment of local residents and offers competitive wages and benefits to employees.
- Use of sustainable green/renewable energy practices.
- The criminal records of the persons or owners of entities (except for marijuana-related infractions).
- Quality of relationship with the community.
- The Respondent has demonstrated efforts to meet Cannabis Control Commission best practices for waste disposal, air pollution, and all other relevant energy and environmental standards, including maximization of energy efficient and renewable energy technology.
- The Respondent's proposal integrates into the overall goals of the City of Medford.
- Respondents qualification as Economic Empowerment/Social Equity Applicants.
- The quality of the Respondent's diversity and inclusion hiring plan.
- Experience in the regulated marijuana industry.
- Expected traffic impacts.
- Expected timeline to open.
- Expected economic benefits to the City.
- Strength of the plan for positive community impacts.
- Respondents management and operations team's prior experience in commercial cannabis ventures or other relevant experience.
- Respondents ability to demonstrate market and financial feasibility.
- Financial records, business plan, and other documentation demonstrating strong capitalization or access to financing.
- Ability to demonstrate local support through letters from relevant stakeholders.

Application Requirements

1. Cover Letter – Please submit a 1-2 page cover letter summarizing the Respondent’s proposal and indicating why the Respondent should be selected to operate a Marijuana Establishment in the City.
2. Application of Intent:
 - a. Documentation that the entity applying for the Marijuana Establishment license with the CCC is an entity registered to do business in Massachusetts.
 - b. Certificate of good standing, issued within the previous 90 days from submission of the application from the Corporations Division of the Secretary of the Commonwealth.
 - c. A list of all Persons or Entities having Direct or Indirect Control of the Marijuana Establishment, as defined in 935 CMR 500.002.
 - d. Documentation detailing the amounts and sources of capital resources available to the Respondent from any individual or entity that will be contributing capital resources for purposes of establishing or operating the Marijuana Establishment.
 - e. Documentation of the proposed address for the Marijuana Establishment and evidence of property interest or site control in the form of clear title, an option to purchase, a legally enforceable agreement to give title, or documentation evidencing legal authorization to use the premises, such as a lease or option to lease.
 - f. Evidence that the proposed location complies with applicable buffer zones and zoning requirements in the form of a survey plan or GIS mapping showing the location and all properties and uses within applicable buffers as set forth in the City’s Zoning Ordinance.
3. Management and Operations Profile
 - a. Timeline for achieving operation of the Marijuana Establishment and evidence the Marijuana Establishment will be ready to operate within the timeline.
 - b. Demonstration of Marijuana Establishment’s plan to obtain liability insurance policy.
 - c. Detailed operating policies and procedures from the Marijuana Establishment, including, but not limited to, the following (to the extent applicable to the proposed operations):
 - i. Security
 - ii. Personnel policies
 - iii. Prevention of diversion of marijuana to minors or the illicit market
 - iv. Marijuana storage
 - v. Transportation and onsite deliveries both to and from the Marijuana Establishment

- vi. Delivery to customers
 - vii. Cultivation process and procedures, including evidence of plans for compliance with Cannabis Control Commission best practices for energy use, water consumption and pesticide controls.
 - viii. Product manufacturing process and procedures
 - ix. Retail dispensing procedures
 - x. Research process and procedures
 - xi. Testing process and procedures
 - xii. Record keeping and maintenance of financial records
 - d. Qualifications of all close associates with managerial or operational control.
 - e. Certification that no person having direct or indirect control of the Marijuana Establishment has committed any offense(s) that would result in a presumptive negative suitability determination under 935 CMR 500.802 Tables B-D.
 - f. Disclosure of ownership interest of any person having direct or indirect control of the proposed Marijuana Establishment in any other licensed Marijuana Establishments within the Commonwealth or elsewhere (license pending or otherwise approved).
 - g. Training plans for employees.
- 4. Plan for Positive Community Impacts**
- a. Proposed hours of operation.
 - b. Proposal for ensuring the protection of public health.
 - c. Proposal for full and part-time employment and anticipated benefits packages for employees.
 - d. A proposal demonstrating municipal benefits the Marijuana Establishment will provide to the City, financial or otherwise.
 - e. Diversity plan to promote equity among minorities, women, veterans, people with disabilities, people of all gender identities and sexual orientation.
 - f. Plan for environmental sustainability in cultivation, manufacturing, and sourcing of retail products and within the overall operation of the marijuana establishment.
 - g. Status as Economic Empowerment or Social Equity Applicant.
 - h. A diversity and inclusion hiring plan, detailing all efforts and systems the applicant will undertake in order hire and retain a workforce that is diverse and inclusive.