

Minutes

Cannabis Advisory Committee

Meeting 2

February 18, 2021, 4:00 p.m.

(Due to technical difficulties this meeting was not recorded.)

Attendees:

CAC Members: Neil Osborne, Aleesha Nunley-Benjamin, Paul Mochi, Jack Buckley, Mary Ann O'Connor

City Staff: David Rodriguez, Alicia Hunt, Viktor Schrader

I. Recap of issues from February 11, 2021 Meeting

1. Background check sequencing/process:

- CAC discussed City's ability to administer background checks for applicants, the CAC's approach to evaluating the results of the background checks, and the requirement of background checks as part of scoring and evaluating applications per City ordinance.
- Schrader presented CCC's requirements and information provided by legal counsel to the City indicating that many communities rely on CCC's background check process in lieu of conducting their own.
- Chief Buckley shared that Medford background checks would only reveal Massachusetts based offenses while the CCC process is likely more encompassing.
- Motion to conduct background check of persons or owners of entities applying as part of City's application process.
 - i. Approved (4 affirmative; 1 negative – Chief Buckley)
- CAC requested additional legal guidance on the issue of requiring background checks for applicants and process for conducting.

2. Community meeting: local requirement/CCC requirement

- CAC reviewed and discussed the City's ordinance requirements for community meetings and ability to sequence with CCC requirements. CAC members requested that additional information on CCC process be gathered and discussed at a future meeting.

II. Review/Discussion of Revised Scoring Criteria/Matrix

- CAC reviewed and discussed amended scoring matrix.
 - Motion to change scoring from current 1-5 range to 0-5 range.
 - i. Unanimously approved.
 - Committee discussed whether ordinance requires criminal records of persons or owners of entities applying be included in evaluation criteria.
 - Motion to include background check in evaluation/scoring criteria.
 - i. Unanimously approved.
 - Comment: Recommendation made to include results of background check as a separate scoring category and as pass/fail based on majority vote by CAC.

- CAC directed staff to update scoring matrix and present to CAC for review at next meeting.

III. Application Timeline

1. CAC discussed application deadline requirements and determining a schedule for the following items: CAC's initial screening of applicants; time allowed for applicants to submit additional or corrected information; community meeting requirement; and CAC process for final application review.
 - Motion to set application deadline of April 30th; 30 days for initial screening of applications by CAC and City staff resulting in invitation(s) to selected applicants to conduct a community meeting; and, stipulation of 10 calendar days for applicants to respond to CAC requests for additional/missing information.
 - i. Unanimously approved.
 - Process and schedule for the community meeting requirement will be discussed at a future meeting.
 - Process and schedule for final application review and scoring will be discussed at a future meeting.

IV. Application Requirements

- CAC reviewed changes made to the application requirements document in response to feedback received during the CAC's previous meeting.
 - Motion to approve application requirement document as presented.
 - i. Unanimously approved.
- CAC directed staff to develop and present a formal application document for review at the next CAC meeting.

V. Scheduling of Next Meeting

- Mr. Rodriguez announced City Council's suggestion to conduct meetings in the evening.
- CAC reviewed calendars for upcoming week and determined that Thursday, February 25th at 4 p.m. is the only universally available time for committee members but that an effort would be made in the future to schedule evening meetings.
 - Motion to schedule next CAC meeting on Thursday, February 25th at 4 p.m.
 - i. Unanimously approved.

VI. Meeting opened for public participation.

VII. Meeting adjourned at 5:30 p.m.