



# Massachusetts Cannabis Control Commission

## Marijuana Retailer

### General Information:

License Number: MR281845  
Original Issued Date: 09/05/2019  
Issued Date: 10/08/2020  
Expiration Date: 10/10/2021

## ABOUT THE MARIJUANA ESTABLISHMENT

Business Legal Name: BERKSHIRE ROOTS INC.

Phone Number: 413-553-9333 Email Address: Khospot@ko-resources.com

Business Address 1: 501 DALTON AVE Business Address 2:

Business City: PITTSFIELD Business State: MA Business Zip Code: 01201

Mailing Address 1: 501 DALTON AVE Mailing Address 2:

Mailing City: PITTSFIELD Mailing State: MA Mailing Zip Code: 01201

## CERTIFIED DISADVANTAGED BUSINESS ENTERPRISES (DBES)

Certified Disadvantaged Business Enterprises (DBEs): Not a DBE

## PRIORITY APPLICANT

Priority Applicant: yes

Priority Applicant Type: RMD Priority

Economic Empowerment Applicant Certification Number:

RMD Priority Certification Number: RP201903

## RMD INFORMATION

Name of RMD: Berkshire Roots Inc.

Department of Public Health RMD Registration Number: 19

Operational and Registration Status: Obtained Final Certificate of Registration and is open for business in Massachusetts

To your knowledge, is the existing RMD certificate of registration in good standing?: yes

If no, describe the circumstances below:

## PERSONS WITH DIRECT OR INDIRECT AUTHORITY

Person with Direct or Indirect Authority 1

Percentage Of Ownership: 1 Percentage Of Control: 25

Role: Executive / Officer Other Role: President

First Name: Albert Last Name: Wojtkowski Suffix:

Gender: Male User Defined Gender:

What is this person's race or ethnicity?: White (German, Irish, English, Italian, Polish, French)

Specify Race or Ethnicity:

Person with Direct or Indirect Authority 2

Percentage Of Ownership: 1 Percentage Of Control: 25

Role: Manager Other Role: General Manager

First Name: Kurt Last Name: Hospot Suffix:

Gender: Male User Defined Gender:

What is this person's race or ethnicity?: White (German, Irish, English, Italian, Polish, French)

Specify Race or Ethnicity:

**ENTITIES WITH DIRECT OR INDIRECT AUTHORITY**

Entity with Direct or Indirect Authority 1

Percentage of Control: 100 Percentage of Ownership: 100

Entity Legal Name: KO Resources, LLC Entity DBA: DBA City:

Entity Description: Massachusetts Limited Liability Company

Foreign Subsidiary Narrative:

Entity Phone: Entity Email: Entity Website:

Entity Address 1: Entity Address 2:

Entity City: Entity State: Entity Zip Code:

Entity Mailing Address 1: Entity Mailing Address 2:

Entity Mailing City: Entity Mailing State: Entity Mailing Zip Code:

Relationship Description: KO Resources, LLC owns Berkshire Roots Inc. KO Resources is a Massachusetts LLC that is managed by Albert Wojtkowski. Albert Wojtkowski is the President of Berkshire Roots Inc.

**CLOSE ASSOCIATES AND MEMBERS**

Close Associates or Member 1

First Name: Andrea Last Name: Nuciforo Suffix: Jr.

Describe the nature of the relationship this person has with the Marijuana Establishment: Andrea is a close associate of Berkshire Roots, Inc. Andrea provides legal counsel and compliance support to Berkshire Roots, Inc.

**CAPITAL RESOURCES - INDIVIDUALS**

No records found

**CAPITAL RESOURCES - ENTITIES**

Entity Contributing Capital 1

Entity Legal Name: KO Resources LLC Entity DBA:

Email: albert@plt.com Phone: 413-553-5515

Address 1: 75 North Street Address 2: Suite 410

City: Pittsfield State: MA Zip Code: 01201

Types of Capital: Monetary/Equity Other Type of Capital: Total Value of Capital Provided: \$500000 Percentage of Initial Capital: 100

Capital Attestation: Yes

**BUSINESS INTERESTS IN OTHER STATES OR COUNTRIES**

No records found

### DISCLOSURE OF INDIVIDUAL INTERESTS

No records found

### MARIJUANA ESTABLISHMENT PROPERTY DETAILS

Establishment Address 1: 253 Meridian Street

Establishment Address 2:

Establishment City: Boston

Establishment Zip Code: 02128

Approximate square footage of the establishment: 1330

How many abutters does this property have?: 5

Have all property abutters been notified of the intent to open a Marijuana Establishment at this address?: Yes

### HOST COMMUNITY INFORMATION

Host Community Documentation:

Document Category	Document Name	Type	ID	Upload Date
Certification of Host Community Agreement	HCA Certification Form.pdf	pdf	5c9542085fd63c1b24eb8e34	03/22/2019
Plan to Remain Compliant with Local Zoning	NLG - Plan for Local Compliance 3.1.19.pdf	pdf	5c9bb96b3d84de123a61562c	03/27/2019
Community Outreach Meeting Documentation	BRI East Boston Community Outreach Doc 1.pdf	pdf	5cd5d195a943080f66d742ae	05/10/2019
Community Outreach Meeting Documentation	BRI East Boston Community Outreach Doc 2.pdf	pdf	5cd5d1d5fd3d140a83f3b7fc	05/10/2019

Total amount of financial benefits accruing to the municipality as a result of the host community agreement. If the total amount is zero, please enter zero and provide documentation explaining this number.: \$1

### PLAN FOR POSITIVE IMPACT

Plan to Positively Impact Areas of Disproportionate Impact:

Document Category	Document Name	Type	ID	Upload Date
Plan for Positive Impact	BRI - East Boston - Plan for Positive Impact - 05.08.19 .pdf	pdf	5cd326058b36620a8ef03d8e	05/08/2019

### ADDITIONAL INFORMATION NOTIFICATION

Notification: I understand

### INDIVIDUAL BACKGROUND INFORMATION

Individual Background Information 1

Role: Other Role:  
First Name: Albert Last Name: Wojtkowski Suffix:  
RMD Association: RMD Owner  
Background Question: no

Individual Background Information 2

Role: Other Role:  
First Name: Kurt Last Name: Hospot Suffix:  
RMD Association: RMD Manager

Date generated: 12/03/2020

Background Question: no

### Individual Background Information 3

Role: Other Role:  
First Name: Andrea Last Name: Nuciforo Suffix:  
RMD Association: RMD Manager  
Background Question: no

### ENTITY BACKGROUND CHECK INFORMATION

#### Entity Background Check Information 1

Role: Parent Company Other Role:  
Entity Legal Name: KO Resources LLC Entity DBA:  
Entity Description: Massachusetts limited liability company  
Phone: 413-329-3369 Email: a.wojtkowski@ko-resources.com  
Primary Business Address 1: 75 North street Suite 410 Primary Business Address 2:  
Primary Business City: Pittsfield Primary Business State: MA Principal Business Zip Code: 01201  
Additional Information:

### MASSACHUSETTS BUSINESS REGISTRATION

Required Business Documentation:

Document Category	Document Name	Type	ID	Upload Date
Bylaws	BRI - Bylaws.pdf	pdf	5bc5f8792d28790c500813d5	10/16/2018
Department of Revenue - Certificate of Good standing	BRI - Fka -KHEMORGANICS - Cert of Good Standing - MA DOR April 11 2018 (1).pdf	pdf	5bc5f87d629ac50c14735e25	10/16/2018
Articles of Organization	BRI- ArticlesOfOrg.pdf	pdf	5bc5f889a5b0140c1e4b97f2	10/16/2018
Secretary of Commonwealth - Certificate of Good Standing	19030467990.pdf	pdf	5c9d3b88293a5312448ed94e	03/28/2019

Certificates of Good Standing:

Document Category	Document Name	Type	ID	Upload Date
Department of Unemployment Assistance - Certificate of Good standing	BRI - DUA - Cert of GoodStanding - Aug 2020.pdf	pdf	5f58f3254db2031be970a21f	09/09/2020
Secretary of Commonwealth - Certificate of Good Standing	BRI - SecofMA - Cert of Good Standing - Sep 2020.pdf	pdf	5f58f330054242245dc87c8d	09/09/2020
Department of Revenue - Certificate of Good standing	BRI - DOR Certificate of Good Standing - Aug 2020.pdf	pdf	5f58f33911000e2447af9634	09/09/2020

Massachusetts Business Identification Number: 001319343

Doing-Business-As Name:

DBA Registration City:

### BUSINESS PLAN

Business Plan Documentation:

Document Category	Document Name	Type	ID	Upload
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					Date
Plan for Liability Insurance	NLG - Berkshire Roots Inc - Plan to Secure Liability Insurance 06 24 2018.pdf	pdf	5c8a9c833183181258e1d905		03/14/2019
Proposed Timeline	NLG - Berksshire Roots Inc - Proposed Timeline - 3.1.19.pdf	pdf	5c8a9c852724e81b5255df94		03/14/2019
Business Plan	NLG-Berkshire Roots Inc. - Biz Plan March 1 2019.pdf	pdf	5c8a9c898d16491b5c0fab69		03/14/2019

### OPERATING POLICIES AND PROCEDURES

Policies and Procedures Documentation:

Document Category	Document Name	Type	ID	Upload Date
Restricting Access to age 21 and older	BRI - Restricted Access 21 and over .pdf	pdf	5c8aa5b3c4b7a71b66d1549c	03/14/2019
Security plan	BRI - East Boston Retail App - Security Plan .pdf	pdf	5c992019b411c1126cf06b71	03/25/2019
Personnel policies including background checks	BRI - East Boston App - Personnel and background checks.pdf	pdf	5c9939c7c4b7a71b66d169a0	03/25/2019
Quality control and testing	BRI - Quality control 3.1.19.pdf	pdf	5c9d39ed5d4b0b1b3ebc4790	03/28/2019
Qualifications and training	Berkshire Roots Inc - Qualifications and Training 5.8.19.pdf	pdf	5cd32281ecfaea0f8793dcef	05/08/2019
Diversity plan	BRI - Diversity Plan 05 08 2019.pdf	pdf	5cd322a4613c400fa8750674	05/08/2019
Dispensing procedures	Dispensing Procedures.pdf	pdf	5f623a1dc70203116b323f46	09/16/2020
Inventory procedures	Inventory Procedures .pdf	pdf	5f623a3c6da0351996d30c0a	09/16/2020
Maintaining of financial records	Maintenance of Financial Records.pdf	pdf	5f623a563d790d1949d5e79d	09/16/2020
Plan for obtaining marijuana or marijuana products	Plan for Obtaining Marijuana- 2020.pdf	pdf	5f623a6f8dc8ce197183ce1d	09/16/2020
Prevention of diversion	Prevention of Diversion 2020.pdf	pdf	5f623a835f18fb1181f78d3a	09/16/2020
Record Keeping procedures	Record Keeping Procedures.pdf	pdf	5f623b9ba0ca7e1950fb4b86	09/16/2020
Storage of marijuana	Storage of Marijuana.pdf	pdf	5f623bb021e18b195f3c197b	09/16/2020
Transportation of marijuana	Transportation Of Marijuana.pdf	pdf	5f623bc48dc8ce197183ce27	09/16/2020
Energy Compliance Plan	Energy Compliance Plan (Sept 1 2020).pdf	pdf	5f63c5889193d007a2192e06	09/17/2020

### MARIJUANA RETAILER SPECIFIC REQUIREMENTS

No documents uploaded

No documents uploaded

### ATTESTATIONS

I certify that no additional entities or individuals meeting the requirement set forth in 935 CMR 500.101(1)(b)(1) or 935 CMR 500.101(2)(c)(1) have been omitted by the applicant from any marijuana establishment application(s) for licensure submitted to the Cannabis Control Commission.: I Agree

I understand that the regulations stated above require an applicant for licensure to list all executives, managers, persons or entities having direct or indirect authority over the management, policies, security operations or cultivation operations of the Marijuana Establishment; close

associates and members of the applicant, if any; and a list of all persons or entities contributing 10% or more of the initial capital to operate the Marijuana Establishment including capital that is in the form of land or buildings.: I Agree

I certify that any entities who are required to be listed by the regulations above do not include any omitted individuals, who by themselves, would be required to be listed individually in any marijuana establishment application(s) for licensure submitted to the Cannabis Control Commission.:

I Agree

Notification: I Understand

I certify that any changes in ownership or control, location, or name will be made pursuant to a separate process, as required under 935 CMR 500.104(1), and none of those changes have occurred in this application.: I Agree

I certify that to the best knowledge of any of the individuals listed within this application, there are no background events that have arisen since the issuance of the establishment's final license that would raise suitability issues in accordance with 935 CMR 500.801.: I Agree

I certify that all information contained within this renewal application is complete and true.: I Agree

#### ADDITIONAL INFORMATION NOTIFICATION

Notification: I Understand

#### COMPLIANCE WITH POSITIVE IMPACT PLAN

Progress or Success Goal 1

Description of Progress or Success: Please see the attached pdf. for a comprehensive description of the progress and success of BRI's Positive Impact Plan.

#### COMPLIANCE WITH DIVERSITY PLAN

Diversity Progress or Success 1

Description of Progress or Success: Please see the attached pdf.'s for a comprehensive description of the progress and success of BRI's Diversity Plan.

#### HOURS OF OPERATION

Monday From: 9:00 AM	Monday To: 7:00 PM
Tuesday From: 9:00 AM	Tuesday To: 7:00 PM
Wednesday From: 9:00 AM	Wednesday To: 7:00 PM
Thursday From: 9:00 AM	Thursday To: 7:00 PM
Friday From: 9:00 AM	Friday To: 7:00 PM
Saturday From: 9:00 AM	Saturday To: 7:00 PM
Sunday From: 11:00 AM	Sunday To: 6:00 PM

## Host Community Agreement Certification Form

The applicant and contracting authority for the host community must complete each section of this form before uploading it to the application. Failure to complete a section will result in the application being deemed incomplete. Instructions to the applicant and/or municipality appear in italics. Please note that submission of information that is “misleading, incorrect, false, or fraudulent” is grounds for denial of an application for a license pursuant to 935 CMR 500.400(1).

### Applicant

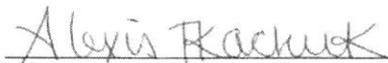
I, ALBERT S. WOJTKOWSKI, (*insert name*) certify as an authorized representative of Berkshire Roots Inc. (*insert name of applicant*) that the applicant has executed a host community agreement with the City of Boston (*insert name of host community*) pursuant to G.L.c. 94G § 3(d) on 02/07/2019 (*insert date*).



Signature of Authorized Representative of Applicant

### Host Community

I, Alexis Tkachuk, (*insert name*) certify that I am the contracting authority or have been duly authorized by the contracting authority for the City of Boston (*insert name of host community*) to certify that the applicant and the City of Boston (*insert name of host community*) has executed a host community agreement pursuant to G.L.c. 94G § 3(d) on 02/07/2019 (*insert date*).



Signature of Contracting Authority or  
Authorized Representative of Host Community

**FROM: Berkshire Roots Inc.**  
**TO: Cannabis Control Commission**  
**DATE: March 1, 2019**  
**RE: Plan to remain compliant with Local Zoning**

**PLAN:**

BRI will establish and operate an adult use retail facility at 253 Meridian Street in Boston. BRI will comply with all applicable city codes, ordinances and bylaws in doing so. The property is located in a Community Commercial (CC) Neighborhood Business Subdistrict in the East Boston Neighborhood District of Boston. As set forth in Article 8, Section 8-7, Use Item No. 39B, the Boston Zoning Code allows cannabis establishment use by Conditional Use in a Business District.

The Boston Zoning Code further provides at Section 8-7, Use Item No. 39B that a cannabis establishment shall be sited at least one-half mile or 2,640 feet from another existing cannabis establishment and at least 500 feet from a pre-existing public or private school providing education in kindergarten or any grades 1 through 12. The subject property is compliant with said requirements of Article 8, Section 8-7, Use Item No. 39B

The city's Dept. of Emerging Industries has also concluded that BRI's proposed use is compliant with the Boston city code. BRI has complied with the Boston city code and MA state law and on March 26, 2019 BRI was issued a Conditional Use Permit to operate a Marijuana Establishment at 253 Meridian street in Boston.

BRI has met, or will soon meet, with the police chief, fire chief, building inspector and other appropriate department heads to ensure continued compliance. Mr. Hospot and professionals designated by him will interact with the city, and will be responsible for assuring the BRI's ongoing compliance.

## Community Outreach Meeting Attestation Form

The applicant must complete each section of this form and initial each page before uploading it to the application. Failure to complete a section will result in the application being deemed incomplete. Instructions to the applicant appear in italics. Please note that submission of information that is “misleading, incorrect, false, or fraudulent” is grounds for denial of an application for a license pursuant to 935 CMR 500.400(1).

I, Albert Wojtkowski , attest as an authorized representative of Berkshire Roots Inc. that the applicant has complied with the requirements of 935 CMR 500 and the guidance for licensed applicants on community outreach, as detailed below.

1. The Community Outreach Meeting was held on Thursday, October 11, 2018 at 6:20 p.m.
2. A copy of a notice of the time, place, and subject matter of the meeting, including the proposed address of the Marijuana Establishment, was published in a newspaper of general circulation in the city or town on Thursday, September 27, 2018, which was at least seven calendar days prior to the meeting. A copy of the newspaper notice is attached as Attachment A (*please clearly label the newspaper notice in the upper right hand corner as Attachment A and upload it as part of this document*).
3. A copy of the meeting notice was also filed on Tuesday, September 25, 2018 with the city or town clerk, the planning board, the contracting authority for the municipality, and local licensing authority for the adult use of marijuana, if applicable. A copy of the municipal notice is attached as Attachment B (*please clearly label the municipal notice in the upper right-hand corner as Attachment B and upload it as part of this document*).
4. Notice of the time, place and subject matter of the meeting, including the proposed address of the Marijuana Establishment, was mailed on Tuesday, September 25, 2018 , which was at least seven calendar days prior to the community outreach meeting to abutters of the proposed address of the Marijuana Establishment, and residents within 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town. A copy of one of the notices sent to abutters and parties of interest as described in this section is attached as Attachment C (*please clearly label the municipal notice in the upper right hand corner as Attachment C and upload it as part of this document; please only include a copy of one notice and please black out the name and the address of the addressee*).

5. Information was presented at the community outreach meeting including:
  - a. The type(s) of Marijuana Establishment to be located at the proposed address;
  - b. Information adequate to demonstrate that the location will be maintained securely;
  - c. Steps to be taken by the Marijuana Establishment to prevent diversion to minors;
  - d. A plan by the Marijuana Establishment to positively impact the community; and
  - e. Information adequate to demonstrate that the location will not constitute a nuisance as defined by law.
  
6. Community members were permitted to ask questions and receive answers from representatives of the Marijuana Establishment.



"ATTACHMENT A"

Thank you for placing your order with us.

Boston Globe <support@globe.com>

To: [Redacted]  
Cc: [Redacted]

Fri, Sep 21, 2018 at 10:24 AM

**THANK YOU for your submission!**

This is your confirmation that your order has been submitted. Below are the details of your transaction. Please save this confirmation for your records.

<b>Job Details</b>	<b>Schedule for Ad number W00640490</b>
<p>Order Number: <b>W0064049</b>          Business Type: <b>Legal Notice - Public Notice</b>          Ad Size: <b>Legal Notices</b>          Ad Cost: <b>\$119.60</b>          Payment Type: <b>Visa</b></p>	<p><b>Thu Sep 27, 2018</b>  <b>Boston Globe Legal</b></p>
<b>Account Details</b>	<b>Notices</b>
<p>Ashley Dick          100 North Street Ste 405          Pittsfield, MA 01201          413-553-5515  <a href="mailto:ashley@nuciforo.com">ashley@nuciforo.com</a>          Nuciforo Law Group LLC          Credit Card - Visa *****5096</p>	

**City of Boston Notice  
of Public Meeting  
East Boston**

Notice is hereby given that a Community Outreach Meeting for a proposed Marijuana Establishment is scheduled for **Thursday, October 11, 2018 at 6:20 PM at the East Boston Social Center located at 68 Central Square, Boston, MA 02128.** The proposed Adult-Use Marijuana Establishment is anticipated to be located at 253 Meridian Street, Boston, MA 02128. There will be an opportunity for the public to ask questions.

**notices & more**  
boston.com/classifieds

**LEGAL NOTICES**      **LEGAL NOTICES**

The Massachusetts Department of Transportation  
invites you to  
Public Information Meetings  
for the  
I-495/I-90 Interchange Improvements Project

**Tuesday, October 9, 2018**  
Meeting 6:30- 8:30 PM  
Marathon Elementary School  
129 Hayden Rowe Street  
Hopkinton, MA 01748

**Thursday, October 11, 2018**  
Meeting 6:30- 8:30 PM  
Worcester Technical High School  
1 Skyline Drive  
Worcester, MA 01605

**Monday, October 15, 2018**  
Meeting 6:30- 8:30 PM  
Florence Sawyer School  
100 Mechanic Street  
Bolton, MA 01740

**Tuesday, October 16, 2018**  
Meeting 6:30- 8:30 PM  
Milford Town Hall  
52 Main Street  
Milford, MA 01757

MassDOT will be holding public information meetings for residents of nearby towns and cities to become acquainted with the current stage of the I-495/I-90 Interchange Improvements Project. The project team will share details regarding the advancing concepts as well as answer questions about the project.

The I-495/I-90 Interchange serves as a major crossroads for commuter traffic, and is used by nearly half of freight trucking entering eastern Massachusetts. A goal of this project is to make safety and operational improvements to the interchange which will enhance commerce and facilitate economic growth locally and regionally.

To be added to the project email list, please contact 495-90improvements@state.ma.us. All meeting venues are accessible. To request language or access accommodations, please contact MassDOT's director of Civil Rights at 857-368-8580, TTD/TTY 857-368-0603, Fax 857-368-0602 or by email at MassDOT.CivilRights@dot.state.ma.us.

Please share this notice with others who may be interested in the project. For more information, we invite you to visit: <http://www.massdot.state.ma.us/highway/HighlightedProjects/1-495I-90InterchangeImprovements/ProjectBackground.aspx>

**City of Boston Notice of Public Meeting East Boston**  
Notice is hereby given that a Community Outreach Meeting for a proposed Marijuana Establishment is scheduled for **Thursday, October 11, 2018 at 6:20 PM at the East Boston Social Center located at 68 Central Square, Boston, MA 02128.** The proposed Adult-Use Marijuana Establishment is anticipated to be located at 253 Meridian Street, Boston, MA 02128. There will be an opportunity for the public to ask questions.

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Experience Globe.com.  
Experience Globe.com

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powered by **carGurus**

**LEGAL NOTICES**

**CHILD AND ADULT CARE FOOD PROGRAM PUBLIC ANNOUNCEMENT OF INVITATION TO BID**  
Ellis Memorial announces its intention of sponsoring the USDA Child and Adult Care Food Program. Planned dates of operation are November 1, 2018 through October 31, 2019 with the option to renew for up to three years, five (5) days per week. Bids are solicited from vendors. Anticipated service is 270 meals (breakfast/lunch) per day, 211 snacks per day, 1% and whole milk at 3 site locations. Bids must be received by October 17, 2018 1:00 PM at 58 Berkeley Street, 3rd Floor Boston, MA 02111. All bids are subject to review by the Massachusetts Department of Elementary and Secondary Education, Office for Food and Nutrition Programs, 75 Pleasant Street, Malden, MA 02148.

The public bid opening will be at October 17, 2018 at 3:00 PM. Copies of the Invitation to Bid may be received from Ellis Memorial 58 Berkeley Street, Boston, MA 02116.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9922. Submit a completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**LED Street & Outdoor Lighting Retrofit (#MAPC-DOER-20).** The Metropolitan Area Planning Council (MAPC), on behalf of the Cities of Everett and the Towns of Douglas, Oxford, Westford, Westport and Whitman, invites bids for the retrofit of roughly 5,500 LED streetlights. This IFB is specific to retrofitting light fixtures will have already been procured through a separate, parallel process. IFB information packets will be available starting on Monday September 24, 2018 by contacting [proche@mapc.org](mailto:proche@mapc.org). Massachusetts Prevailing Wage Laws apply to all services. Bid deposits are required. Sealed bids will be opened Tuesday October 15th at 4:00 PM at MAPC offices, 60 Temple Place, Floor 6, Boston, MA 02111. MAPC reserves the right to accept or reject any and all bids.

**Women leader**

► **STUDY**  
*Continued from Page B1*

The number of women presidents has plummeted among public state universities and stagnated among private colleges and universities, according to the report, which was produced by the Center for Women in Politics and Public Policy at the University of Massachusetts Boston on behalf of a private foundation.

The Eos Foundation, the philanthropic foundation that funded the study, said it hopes the report will pressure private colleges and public officials to diversify their leadership.

"The governor and the Legislature need to make this a priority and . . . hold [public colleges] accountable for greater diversity at all levels," said Andrea Silbert, president of the Eos Foundation. "I am not hearing that it's a priority."

Governor Charlie Baker's spokeswoman Elizabeth Guyton said the governor and lieutenant governor "strive to increase diversity in the higher education system," are pleased with the appointments they have made, and look forward to reviewing the report.

The state's higher education commissioner said the report shows there is work to do.

"We're going to work with Eos and campus leaders to continue to diversify the leadership corps of our public colleges and universities," said Carlos E. Santiago, who plans to speak on a panel Thursday morning about the results of the study.

While Baker appoints board chairs for UMass and community colleges, state university boards appoint their own chairs. The data suggests Baker has already made gender parity a priority: Fifty-three percent of the 199 trustees Baker has appointed to community colleges and state universities are women, according to the state Department of Higher Education.

The report ranks all Bay State colleges and universities

based in sen the scl en's co colleg wome male g the bes ership; Smith lege, a lege. Near are Bos iversity, the Ma Technol Rem wome making they're f Massa found. B percent nationw ber had cent. In while, tl presiden percent roughly t Just f president stitution study are cording to Califo outdo Ma for wome color, the make up l the Califo System, women of The st strategies gender bal sector, inc vacancies quiring un ing. The repu cific recom public high — in partic of Higher oversees all er than the make gende priority. It sugge



RECEIVED  
CITY CLERK'S OFFICE  
2018 SEP 26 P 4: 12  
BOSTON, MA

## Notice of Public Meeting

**Notice is hereby given that a Community Outreach Meeting for a Proposed Marijuana Establishment is scheduled for:**

**Date: Thursday, October 11, 2018**  
**Time: 6:20PM**  
**Location: East Boston Social Center: 68 Central Square, Boston, MA 02128**

**The Proposed Marijuana Establishment is anticipated to be located at:**

**253 Meridian Street, East Boston, MA 02128**

**There will be an opportunity for the public to ask questions.**

If you have any questions about this meeting or have comments about the proposal please contact:

J. Jesús García  
Mayor's Office of Neighborhood Services  
[jose.garcia-mota@boston.gov](mailto:jose.garcia-mota@boston.gov)  
617-635-2681

*Please note, the city does not represent the owner(s)/developer(s)/attorney(s). The purpose of this meeting is to get community input and listen to the residents' positions on this proposal. This flyer has been dropped off by the proponents per the city's request*



## **Aviso de reunión pública**

**Por medio de la presente se da aviso de que se ha programado una reunión comunitaria para un establecimiento propuesto de marihuana:**

**Date: jueves, 11 de octubre, 2018**

**Time: 6:20PM**

**Location: East Boston Social Center: 68 Central Square, Boston, MA 02128**

**El establecimiento propuesto de marihuana se ubicaría en:**

**253 Meridian Street, East Boston, MA 02128**

**Habrà oportunidad para que el público haga preguntas.**

Si usted tiene preguntas acerca de esta reunión favor contactar a:

J. Jesús García

Oficina de la Alcaldía de Servicios Comunitarios

[jose.garcia-mota@boston.gov](mailto:jose.garcia-mota@boston.gov)

617-635-2681

*"Por favor tenga en cuenta que la Alcaldía no representa al presentador, solicitante o dueño de esta propuesta. El propósito de esta reunión es escuchar a la comunidad y la opinión de los residentes con respecto al proyecto. Este folleto ha sido dejado por los proponentes a solicitud de la Alcaldía".*

"ATTACHMENT C"

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# **Berkshire Roots, Inc.**

501 Dalton Avenue, Pittsfield, Massachusetts, 01201

## **NOTICE OF COMMUNITY OUTREACH MEETING REGARDING ADULT-USE MARIJUANA ESTABLISHMENT**

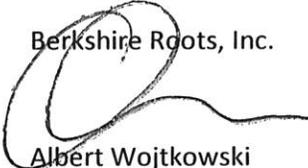
Notice is hereby given that Berkshire Roots Inc., of 501 Dalton Avenue, Pittsfield, Massachusetts, will conduct a public Community Outreach Meeting to address the below mentioned proposal on **Thursday October 11, 2018 at 6:20 PM, at the East Boston Social Center, 68 Central Square, Boston, MA, 02128.** Community members will be permitted and encouraged to ask questions and receive answers from Berkshire Roots Inc. representatives.

Berkshire Roots Inc. intends to apply for an Adult-Use Marijuana Retailer License at 253 Meridian Street, Boston, MA 02128, pursuant to Massachusetts General Law Ch. 94G and Chapter 55 of the Acts of 2017 and other laws and regulations promulgated thereunder, including those promulgated by the Massachusetts Cannabis Control Commission.

This Community Outreach Meeting will include but not be limited to discussion of the following items:

1. The type of establishment to be located at the proposed site.
2. Any concern surrounding local zoning bylaws, local licensing regulations, local ordinances and local board of health regulations.
3. Local tax and Host Community Agreement information, including a plan to positively impact the community.
4. Proposed security measures for the site.
5. Proposal to prevent diversion at the site.
6. Demonstration that the location will not constitute a nuisance to the community as defined by law.

A copy of this notice is on file with the City Clerk, the City Councilors' office, the Planning and Development office, as well as the Mayor's office, all located at One City Hall Square, Boston, MA. A copy of this notice has been mailed to abutters of the proposed address of the Marijuana Establishment, owners of land directly opposite on any public or private way/road, and abutters to the abutters within three hundred feet of the property line. Notice of this Community Outreach Meeting has been mailed to the above mentioned, as well as published in the Boston Globe not less than seven days prior to the date of the meeting.

Berkshire Roots, Inc.  
  
Albert Wojtkowski  
President



## Notice of Public Meeting

**Notice is hereby given that a Community Outreach Meeting for a Proposed Marijuana Establishment is scheduled for:**

**Date: Thursday, October 11, 2018**

**Time: 6:20PM**

**Location: East Boston Social Center: 68 Central Square, Boston, MA 02128**

**The Proposed Marijuana Establishment is anticipated to be located at:**

**253 Meridian Street, East Boston, MA 02128**

**There will be an opportunity for the public to ask questions.**

If you have any questions about this meeting or have comments about the proposal please contact:

J. Jesús García

Mayor's Office of Neighborhood Services

[jose.garcia-mota@boston.gov](mailto:jose.garcia-mota@boston.gov)

617-635-2681

*Please note, the city does not represent the owner(s)/developer(s)/attorney(s). The purpose of this meeting is to get community input and listen to the residents' positions on this proposal. This flyer has been dropped off by the proponents per the city's request*



## Aviso de reunión pública

**Por medio de la presente se da aviso de que se ha programado una reunión comunitaria para un establecimiento propuesto de marihuana:**

**Date: jueves, 11 de octubre, 2018**

**Time: 6:20PM**

**Location: East Boston Social Center: 68 Central Square, Boston, MA 02128**

**El establecimiento propuesto de marihuana se ubicaría en:**

**253 Meridian Street, East Boston, MA 02128**

**Habrà oportunidad para que el público haga preguntas.**

Si usted tiene preguntas acerca de esta reunión favor contactar a:

J. Jesús García

Oficina de la Alcaldía de Servicios Comunitarios

[jose.garcia-mota@boston.gov](mailto:jose.garcia-mota@boston.gov)

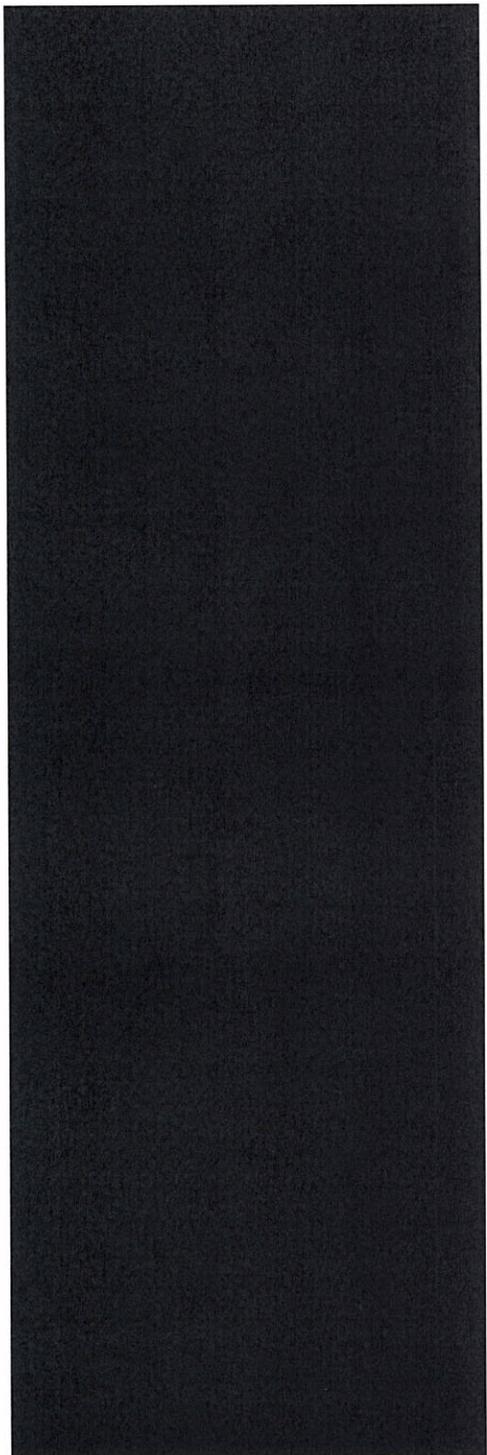
617-635-2681

*"Por favor tenga en cuenta que la Alcaldía no representa al presentador, solicitante o dueño de esta propuesta. El propósito de esta reunión es escuchar a la comunidad y la opinión de los residentes con respecto al proyecto. Este folleto ha sido dejado por los proponentes a solicitud de la Alcaldía".*

List of all abutters as provided by City of Boston (redacted).  
 "ATTACHMENT C"

OWNER	ADDRESSEE	MLG_ADDRESS	MLG_CITYSTAT	MLG_ZIPCODE	LOC_ADDRESS	LOC_CITY	LOC_ZIPCODE
			EAST BOSTON I	2128	4 PRINCETON S	EAST BOSTON	2128
			WESTON MA	2493	291 MERIDIAN	EAST BOSTON	2128
			CHESTNUT HILL	2467	293 MERIDIAN	EAST BOSTON	2128
			CAMBRIDGE M	2139	297 MERIDIAN	EAST BOSTON	2128
			MARBLEHEAD I	1945	23 LEXINGTON	EAST BOSTON	2128
			EAST BOSTON I	2128	27 LEXINGTON	EAST BOSTON	2128
			EAST BOSTON I	2128	30 PRINCETON	EAST BOSTON	2128
			EAST BOSTON I	2128	24 PRINCETON	EAST BOSTON	2128
			EAST BOSTON I	2128	12 PRINCETON	EAST BOSTON	2128
			BOSTON MA	2116	285 MERIDIAN	EAST BOSTON	2128
			EAST BOSTON I	2128	29 LEXINGTON	EAST BOSTON	2128
			BOSTON MA	2215	28 PRINCETON	EAST BOSTON	2128
			EAST BOSTON I	2128	287 MERIDIAN	EAST BOSTON	2128
			EAST BOSTON I	2128	289 MERIDIAN	EAST BOSTON	2128
			MARBLEHEAD I	1945	21 LEXINGTON	EAST BOSTON	2128
			BOSTON MA	2116	22 PRINCETON	EAST BOSTON	2128
			EAST BOSTON I	2128	26 PRINCETON	EAST BOSTON	2128
			EAST BOSTON I	2128	20 PRINCETON	EAST BOSTON	2128
			EAST BOSTON I	2128	14 PRINCETON	EAST BOSTON	2128
			BOSTON MA	2128	10 PRINCETON	EAST BOSTON	2128
			RANDOLPH	2368	246 BORDER ST	EAST BOSTON	2128
			EAST BOSTON I	2128	WM C KELLY SC	EAST BOSTON	2128
			E BOSTON MA	2128	294 MERIDIAN	EAST BOSTON	2128
			EAST BOSTON I	2128	294 MERIDIAN	EAST BOSTON	2128
			EAST BOSTON I	2128	294 MERIDIAN	EAST BOSTON	2128
			EAST BOSTON I	2128	284 MERIDIAN	EAST BOSTON	2128
			BOSTON MA	2108	280 MERIDIAN	EAST BOSTON	2128
			MEDFORD MA	2155	234 MERIDIAN	EAST BOSTON	2128
			EAST BOSTON I	2128	247 MERIDIAN	EAST BOSTON	2128
			BRIDGEWATER	2324	248 MERIDIAN	EAST BOSTON	2128
			RANDOLPH MA	2368	184 BORDER ST	EAST BOSTON	2128
			E BOSTON MA	2128	272 MERIDIAN	EAST BOSTON	2128
			BOSTON MA	2110	40 WM C KELLY	EAST BOSTON	2128
			RANDOLPH MA	2368	221 BORDER ST	EAST BOSTON	2128
			E BOSTON MA	2128	244 MERIDIAN	EAST BOSTON	2128
			EAST BOSTON I	2128	257 BORDER ST	EAST BOSTON	2128
			E BOSTON MA	2128	241 MERIDIAN	EAST BOSTON	2128
			EAST BOSTON I	2128	263 MERIDIAN	EAST BOSTON	2128
			EAST BOSTON I	2128	11 PRINCETON	EAST BOSTON	2128
			EAST BOSTON I	2128	21 PRINCETON	EAST BOSTON	2128
			EAST BOSTON I	2128	255 MERIDIAN	EAST BOSTON	2128
			FORT PIERCE FL	34982	3 MORTON PL	EAST BOSTON	2128
			EAST BOSTON I	2128	269 MERIDIAN	EAST BOSTON	2128
			E BOSTON MA	2128	PRINCETON ST	EAST BOSTON	2128
			LYNN MA	1902	29 PRINCETON	EAST BOSTON	2128
			REVERE MA	2151	28 SARATOGA	EAST BOSTON	2128
			EAST BOSTON I	2128	2 MORTON PL	EAST BOSTON	2128
			E BOSTON MA	2128	288 MERIDIAN	EAST BOSTON	2128
			EAST BOSTON I	2128	251 MERIDIAN	EAST BOSTON	2128
			E BOSTON MA	2128	294 MERIDIAN	EAST BOSTON	2128
			EAST BOSTON I	2128	294 MERIDIAN	EAST BOSTON	2128
			SWAMPSCOTT	1907	240 MERIDIAN	EAST BOSTON	2128
			REVERE MA	2151	2 SARATOGA S	EAST BOSTON	2128
			MARSHFIELD M	2050	228 MERIDIAN	EAST BOSTON	2128
			EAST BOSTON I	2128	290 MERIDIAN	EAST BOSTON	2128

4 ATTACHMENT C11



EAST BOSTON I	2128	255 BORDER ST	EAST BOSTON	2128
E BOSTON MA	2128	9 PRINCETON S	EAST BOSTON	2128
BOSTON MA	2128	259 MERIDIAN	EAST BOSTON	2128
EAST BOSTON I	2128	15 PRINCETON	EAST BOSTON	2128
REVERE MA	2151	19 PRINCETON	EAST BOSTON	2128
EAST BOSTON I	2128	17 PRINCETON	EAST BOSTON	2128
EAST BOSTON I	2128	13 PRINCETON	EAST BOSTON	2128
EAST BOSTON I	2128	23 PRINCETON	EAST BOSTON	2128
E BOSTON MA	2128	31 PRINCETON	EAST BOSTON	2128
EAST BOSTON I	2128	25 PRINCETON	EAST BOSTON	2128
NEWTON MA	2459	27 PRINCETON	EAST BOSTON	2128
EAST BOSTON I	2128	1 MORTON PL	EAST BOSTON	2128
REVERE MA	2151	20 SARATOGA :	EAST BOSTON	2128
NEWTON MA	2459	SARATOGA PL	EAST BOSTON	2128
QUINCY MA	2169	24 WM C KELLY	EAST BOSTON	2128
E BOSTON MA	2128	35 WM C KELLY	EAST BOSTON	2128
HINGHAM MA	2043	44 SARATOGA :	EAST BOSTON	2128
EAST BOSTON I	2128	9 SARATOGA S	EAST BOSTON	2128
ADDISON TX	75001	42 SARATOGA :	EAST BOSTON	2128
EAST BOSTON I	2128	26 SARATOGA :	EAST BOSTON	2128
REVERE MA	2151	22 SARATOGA :	EAST BOSTON	2128
E BOSTON MA	2128	13 SARATOGA :	EAST BOSTON	2128
NEWTON MA	2459	SARATOGA PL	EAST BOSTON	2128
EAST BOSTON I	2128	8 SARATOGA S	EAST BOSTON	2128
EAST BOSTON I	2128	15 SARATOGA :	EAST BOSTON	2128
E BOSTON MA	2128	21 SARATOGA :	EAST BOSTON	2128
EAST BOSTON I	2128	11 SARATOGA :	EAST BOSTON	2128
EAST BOSTON I	2128	25 SARATOGA :	EAST BOSTON	2128
EAST BOSTON I	2128	27 SARATOGA :	EAST BOSTON	2128
EAST BOSTON I	2128	35 SARATOGA :	EAST BOSTON	2128
SEATTLE WA	98112	35 SARATOGA :	EAST BOSTON	2128
SOMERVILLE M	2145	41 SARATOGA :	EAST BOSTON	2128
NEWTON MA	2459	SARATOGA PL	EAST BOSTON	2128
EAST BOSTON I	2128	17 SARATOGA :	EAST BOSTON	2128
EAST BOSTON I	2128	19 SARATOGA :	EAST BOSTON	2128
EAST BOSTON I	2128	SARATOGA ST	EAST BOSTON	2128
NEWTON MA	2459	1 SARATOGA PI	EAST BOSTON	2128
NEWTON MA	2459	2 SARATOGA PI	EAST BOSTON	2128
EAST BOSTON	2128	35 SARATOGA :	EAST BOSTON	2128
EAST BOSTON	2128	35 SARATOGA :	EAST BOSTON	2128
E BOSTON MA	2128	35 SARATOGA :	EAST BOSTON	2128
EAST BOSTON I	2128	32 BENNINGTC	EAST BOSTON	2128
WELLESLEY MA	2482	10 BENNINGTC	EAST BOSTON	2128
E BOSTON MA	2128	36 BENNINGTC	EAST BOSTON	2128
NEWTON MA	2459	16 BENNINGTC	EAST BOSTON	2128
RANDOLPH MA	2368	31 WM C KELLY	EAST BOSTON	2128

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 (800)275-8777 1:19 PM  
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Product Description	Sale Qty	Final Price
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Certified (@@USPS Certified Mail #) (70180680000094763469)	1	\$3.45
First-Class Mail Letter (Domestic) (EAST BOSTON, MA 02128) (Weight:0 Lb 0.70 Oz) (Estimated Delivery Date) (Wednesday 09/26/2018)	1	\$0.50
Certified (@@USPS Certified Mail #) (70180680000094763452)	1	\$3.45
First-Class Mail Letter (Domestic) (EAST BOSTON, MA 02128) (Weight:0 Lb 0.70 Oz) (Estimated Delivery Date) (Wednesday 09/26/2018)	1	\$0.50
Certified (@@USPS Certified Mail #) (70180680000094763445)	1	\$3.45
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Certified (@@USPS Certified Mail #) (70180680000094763438)	1	\$3.45
First-Class Mail Letter (Domestic) (EAST BOSTON, MA 02128) (Weight:0 Lb 0.70 Oz) (Estimated Delivery Date) (Wednesday 09/26/2018)	1	\$0.50
Certified (@@USPS Certified Mail #) (70180680000094763414)	1	\$3.45
First-Class Mail Letter (Domestic) (BOSTON, MA 02215) (Weight:0 Lb 0.70 Oz) (Estimated Delivery Date) (Wednesday 09/26/2018)	1	\$0.50
Certified	1	\$3.45
Certified	1	\$3.45

"ATTACHMENT C"

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 Letter  
 (Domestic)  
 (EAST BOSTON, MA 02128)  
 (Weight:0 Lb 0.70 Oz)  
 (Estimated Delivery Date)  
 (Wednesday 09/26/2018)  
 Certified 1 \$3.45  
 (@@USPS Certified Mail #)  
 (70180680000094813027)  
 First-Class 1 \$0.50  
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 (Domestic)  
 (NEWTON CENTER, MA 02459)  
 (Weight:0 Lb 0.70 Oz)  
 (Estimated Delivery Date)  
 (Wednesday 09/26/2018)  
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 (Domestic)  
 (REVERE, MA 02151)  
 (Weight:0 Lb 0.70 Oz)  
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 (Wednesday 09/26/2018)  
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 (Estimated Delivery Date)  
 (Thursday 09/27/2018)  
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 (70180680000094812990)

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 Personal/Bus Check \$422.65

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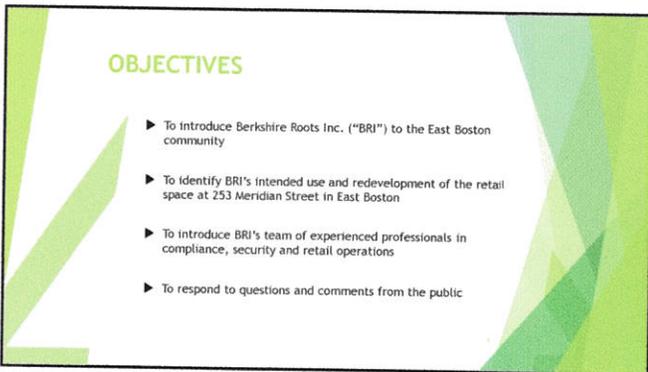
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 your mobile device:



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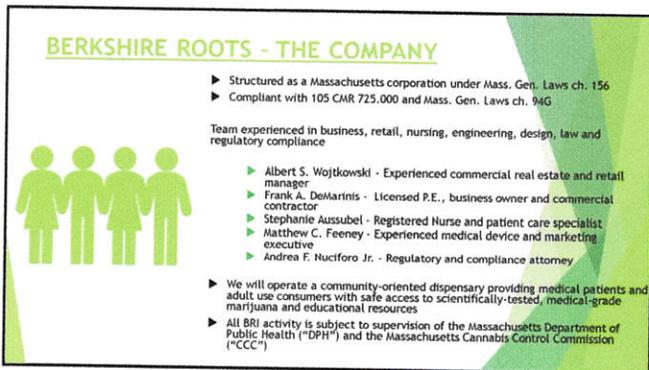
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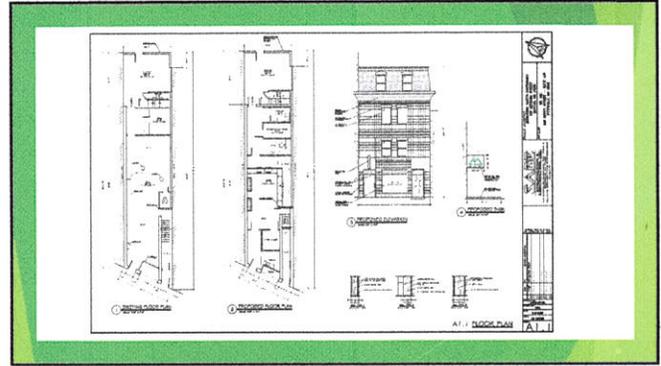
6

### STATUS OF APPLICATION



- DPH granted BRI an approval to sell in March 2018
- BRI anticipates provisional adult use certificate from CCC in Q4 2018 in Pittsfield for cultivation, processing, packaging and dispensary use
- BRI anticipates provisional adult use certificate from CCC in Q3 2019 at 253 Meridian Street in East Boston for dispensary-only use
- BRI has application pending with City of Boston for a dispensary-only use

7

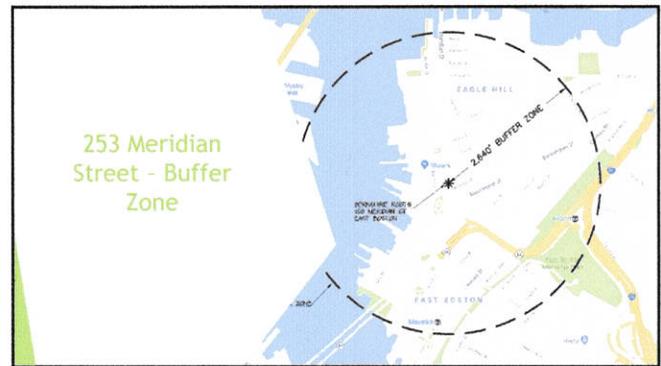


10

### 253 MERIDIAN STREET PROPOSAL

- 🏠 1,400 +/- square foot dispensary
- 🚫 No cultivation, processing or packaging to occur on site
- 🚫 No product consumption to occur on site
- 👤 All BRI employees will be thoroughly vetted in accordance with Mass. Gen. Laws ch. 94G, 105 CMR 725.030 and 935 CMR 500.105(2)
- 👤 All employees to be badged at all times
- 🔍 Background checks will include CORI, credit, social media and other analysis as set forth in state regulations

8



11



9

### ROBUST SECURITY PROTOCOLS

- 👤 Patients and consumers enter through double-lock man trap doors
- 🔒 Physical separate for medical and adult use
- 📄 All sales are tracked and reported to DPH and/or CCC through Leaf Logix and METRC
- 👤 Patients and consumers present identification (e.g. patient card, drivers license) at exterior door, and again at security desk prior to entering retail spaces
- ✅ DPH- and CCC-approved POS stations track every transaction (e.g. product, cash amount, patient name, etc.)

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### USE IS PERMISSIBLE AT 253 MERIDIAN

- Located in a Community Commercial Business Subdistrict
- Address has historical retail use
- Meets "1/2 Mile" rule established by City of Boston in 2012
- Lies more than 500 feet from "places where children commonly congregate" per 105 CMR 725.110(A)(14)

13

### APPEARANCE, FUNCTION WILL ENHANCE COMMUNITY



- Sleek and stylish façade
- Subtle and understated signage (e.g. no green buds, no neon)
- Nearby uses include check cashing, liquor, money transfer, pizza, bowling and coffee
- 253 Meridian Street has a long history of retail use
- Property requires significant investment, both exterior and interior, and significant mechanical system upgrades and code compliance
- No products, and no operations of any kind, will be visible from outside the building in accordance with DPH and CCC regulation

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### BRI'S USE IS EXTREMELY SECURE

- Robust security measures to prevent theft or diversion
- Public access limited to retail space
- Full-time human security guard
- Multi-point video surveillance 24/7/365
- Secure Limited Access Areas ("SLAA") prevail at storage and transportation spaces and at technology stations
- Access to SLAA shall occur on an "escorted access only" basis, as required by 105 CMR 7253.110(C)(4)
- Vehicular traffic only to accommodate patient and consumer business and transportation of product from Pittsfield

14

### ANTICIPATED BENEFITS IN EAST BOSTON

- 253 MERIDIAN STREET WILL REMAIN FULLY TAXABLE AT PREVIOUSLY COMMERCIAL RATE
- DISPENSARY WILL BE A "PURPOSE BUILT" RETAIL FACILITY USING STATE OF THE ART DESIGN AND CONSTRUCTION METHODS AND USING LATEST GREEN TECHNOLOGIES
- BRI WILL USE LOCAL CONTRACTORS AND SUBCONTRACTORS WHEREVER POSSIBLE
- THROUGH HCA, BRI WILL PROVIDE SIGNIFICANT FINANCIAL BENEFITS TO THE CITY THROUGH REVENUE SHARING
- BRI WILL REQUIRE 12-15 FULL TIME EMPLOYEES IN EAST BOSTON
- BRI WILL WORK CLOSELY WITH THE POLICE AND FIRE DEPT. ON SECURITY PROTOCOLS, CODE COMPLIANCE AND PUBLIC SAFETY

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### SPECIFIC SECURITY MEASURES

- BRI will employ robust security measures to prevent theft and diversion, including:
  - Secured disposal of all production waste per 105 CMR 7253.105(I)
  - Storage of all cannabis products in a "secure, locked safe or vault" per 105 CMR 7253.110(A)(5)
  - Designation of dispensary agents, with prior approval of DPH, to access building passwords, combinations, biometric security codes and the like per 105 CMR 7253.110(A)(9)
  - Designation of interior limited access areas and display badge requirements per 105 CMR 7253.110(C)(1) and (3)

15

### Best-In-Class Security Protocols

- Detailed Security Plan For 253 Meridian Street**
  - Developed in consultation with city officials and video and audio technology experts
  - Details how all people, medicine, products and assets will be secured against external threats
- Security System Features**
  - Access Control, Alarm System, CCTV and Secure Transport
- Training**
  - Industry standards and crime prevention
  - Code of Conduct and DPH/CCC compliance

18

### BRI TRACK RECORD OF SECURITY AND COMPLIANCE



- ▶ Leaf Logix tracking software
- ▶ Comprehensive operating policies and procedures approved by DPH
- ▶ Inventory Tracking
- ▶ METRC interface through Comm. of Massachusetts online portal
- ▶ Patient record keeping
- ▶ Reporting practices to local agencies
- ▶ Medicine testing
- ▶ Staff licensing
- ▶ Employee handbooks, operations manuals, and operations tool
- ▶ All fully compliant with state and municipal requirements

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### CONTACT INFORMATION



**Company:**  
Kurt Hospot, General Manager  
501 Dalton Avenue  
Pittsfield, Massachusetts 01201  
(413) 841-8208

**Counsel:**  
Andrea F. Nuciforo Jr.  
Nuciforo Law Group LLC  
One International Place, Suite 1400  
Boston, Massachusetts 02110  
(617) 535-7720  
anuciforo@nuciforo.com

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**NUCIFORO**  
**Law Group LLC**

One International Place • Suite 1400  
Boston, Massachusetts 02110  
Direct (617) 535-7720

75 North Street • Suite 410  
Pittsfield, Massachusetts 01201  
Direct (413) 553-5515

**BY EMAIL and FIRST CLASS MAIL**

September 17, 2020

Lesley Delaney Hawkins, Esq.  
Executive Secretary & General Counsel  
Licensing Board for the City of Boston  
One City Hall Square  
Boston, Massachusetts 02201

Kathleen Joyce, Chair  
Boston Cannabis Board  
One City Hall Square  
Boston, Massachusetts 02201

RE: Berkshire Roots Inc. – MC281590  
Request for Documented Costs per 935 CMR 500.103(4)(d)

Dear Ms. Hawkins and Ms. Joyce:

I represent Berkshire Roots, Inc. (“BRI”). In accordance with Mass. Gen. Laws ch. 94G s. 3, please accept this correspondence as a request for documented costs imposed upon the city of Boston in its capacity as a host community for BRI. Section 3 provides in relevant part as follows:

An agreement between a marijuana establishment or a medical marijuana treatment center and a host community may include a community impact fee for the host community; provided, however, that the community impact fee shall be reasonably related to the costs imposed upon the municipality by the operation of the marijuana establishment or medical marijuana treatment center and shall not amount to more than 3 per cent of the gross sales of the marijuana establishment or medical marijuana treatment center or be effective for longer than 5 years. Any cost to a city or town imposed by the operation of a marijuana establishment or medical marijuana treatment center shall be documented and considered a public record as defined by clause Twenty-sixth of section 7 of chapter 4.

935 CMR 500.103(4)(d) provides in relevant part as follows:

At the time of renewal, licensees shall make available an accounting of the financial benefits accruing to the municipality as the result of the host community agreement with

the licensee. The Commission will make this information available on its website. Municipalities are encouraged to share cost-benefit information with licensees and the Commission.

The Guidance on Licensure (Jan. 2020)([https://mass-cannabis-control.com/wp-content/uploads/200825\\_Guidance\\_on\\_Licensure.pdf](https://mass-cannabis-control.com/wp-content/uploads/200825_Guidance_on_Licensure.pdf)) published by the Massachusetts Cannabis Control Commission requires all licensees to provide updated information for the following:

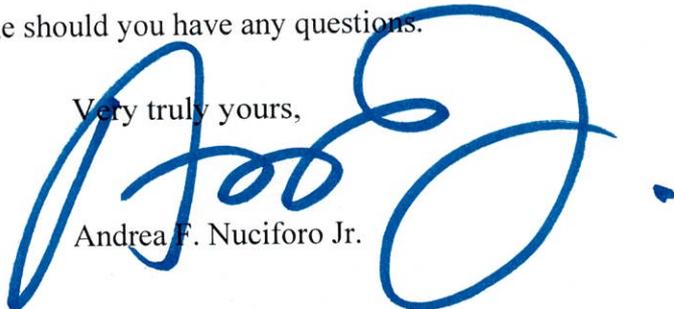
Proof that the licensee requested from the host community the records of any costs imposed on the city or town that are reasonably related to the operation of the ME or MTC. The licensee's request shall state that, in accordance with M.G.L. c. 94G, § 3(d), any cost to a city or town imposed by the operation of a ME or MTC shall be documented and considered a public record as defined by M.G.L. c. 4, § 7, cl. 26. Documentation shall include the request and the substantive response from the city or town that includes the actual and anticipated expenses resulting from the operation. If the city or town does not submit a substantive response, the licensee shall provide an attestation to that effect.

Therefore, in connection with the Host Community Agreement executed on February 7, 2019 by BRI and the City of Boston, BRI hereby requests: (i) that the city produce any and all records of any costs imposed upon the city in relation to the operation of the BRI dispensary location at 253 Meridian Street; and (ii) that the city's response include all actual and anticipated expenses resulting from the BRI's operation. Please provide these materials to me, or to:

James Winokur, CEO  
Berkshire Roots Inc.  
253 Meridian Street  
East Boston, MA 02128

Feel free to contact me should you have any questions.

Very truly yours,

  
Andrea F. Nuciforo Jr.

AFN/ajd

cc: Mr. James Winokur, CEO

**FROM: Berkshire Roots Inc.**  
**TO: Cannabis Control Commission**  
**DATE: September 29, 2020**  
**RE: MGL ch. 94G Section 3 – Attestation regarding municipal cost request**

I, James Winokur, Chief Executive Officer of Berkshire Roots, Inc. (“BRI”), do hereby certify and attest that on September 17, 2020, BRI sent a letter to the City of Boston requesting they provide the following: (i) any and all records of any costs imposed upon the city in relation to the operation of the BRI dispensary location at 253 Meridian Street; and (ii) that the city's response include all actual and anticipated expenses resulting from the BRI's operation. The letter was sent to Lesley Hawkins, Executive Secretary & General Counsel to the licensing board for the City of Boston and to Kathleen Joyce, the Chair of the Boston Cannabis Board. On September 21, 2020, Lesley Hawkins confirmed receipt of BRI's request and provided that the Boston Cannabis Board shall review and respond accordingly.

As of September 29, 2020, BRI has received no further communication from the Boston Cannabis Board or the City of Boston relative to the request.

  
James Winokur, CEO

9.29.20

Date

**FROM: Berkshire Roots Inc.**  
**TO: Cannabis Control Commission**  
**DATE: May 8, 2019**  
**RE: 935 CMR 500.105(1)(j):**  
**Plan to positively impact areas of disproportionate impact**

### Summary

Berkshire Roots Inc. (“BRI”) is dedicated to positively impacting the community in and around East Boston. CNB has designated East Boston as an area that has been disproportionately affected by cannabis prohibition. Such an area shall be referred to herein as a “DPI community”. BRI believes that it has an obligation, both legal and moral, to support East Boston and other DPI communities and individuals that have endured high rates of arrest, conviction, and incarceration related to marijuana use. As described below, BRI will prioritize hiring within DPI communities, and will provide expertise, education, outreach and capital as part of BRI’s effort to serve East Boston and other DPI communities.

### Positive Impact Plan Goals

BRI has adopted the Positive Impact Plan (“Plan”) described herein for the purpose of positively impacting East Boston. BRI has proposed a marijuana establishment at 253 Meridian Street in East Boston. While this specific address does not fall within a census track defined as an area of disproportionate impact under 935 CMR 500.101(1)(a)(11), or as described in CNB’s “Guidance for Identifying Areas of Disproportionate Impact” dated April 2018, the address is in close proximity to a number of other census tracks that do meet those definitions. Therefore, BRI intends to positively impact residents of East Boston and others that live in nearby DPI communities. Furthermore, in accordance with the Guidance on Required Positive Impact Plans and Diversity Plans (revised 2/25/19), the Plan seeks to serve those Massachusetts residents that have past drug convictions, or those with parents or spouses with past drug convictions. Under the Plan, BRI will establish the following goals:

1. Reducing Barriers. Prioritize the hiring of individuals from East Boston in order to reduce barriers to entry into the adult use cannabis sector.
2. Providing Mentoring, Professional and Technical Services. Provide cannabis education, industry-specific technical training and mentoring services for individuals facing systemic barriers.
3. Providing Business Assets, Talent and Capital. Reduce financial, capitalization and knowledge-based barriers to entry for individuals and small businesses in the commercial adult use cannabis industry in East Boston and nearby DPI communities.

4. Non-Profit Support. Support non-profit organizations aligned with BRI's goals of community support and inclusiveness.

#### Positive Impact Plan Programs

BRI will adopt not less than four programs designed to meet the goals articulated above. The company will evaluate the programs from time to time, and not less frequently than semi-annually, to measure the degree to which the programs achieve BRI's stated goals.

1. Hiring. BRI will create a hiring preference in favor of residents of East Boston and nearby DPI communities. In particular, BRI will identify activities and programs within East Boston and nearby DPI communities that attract Massachusetts residents with past drug convictions, or those with spouses or parents with past drug convictions. BRI will host and participate in community service days, charity events, job fairs and other community-based activities in order to meet and interact with those that may have an interest in working within the adult use cannabis sector. BRI will also build relationships within regional chambers of commerce and workforce development agencies, align with educational resources such as community college programs, and otherwise reach out to DPI communities to identify and hire employees that meet program characteristics and that satisfy CNB suitability criteria.
2. Education and Training. BRI will conduct industry-specific job training programs in East Boston for individuals expressing interest in the commercial adult use cannabis industry. The programs will feature managers and staff with operational expertise, experts in plant science and agriculture, and people with finance, technology and accounting expertise within the cannabis sector. The program will be designed to provide cultivation, manufacturing, packaging and/or retail expertise to program participants. The program will also seek to raise awareness of educational and employment opportunities within the cannabis sector in Massachusetts. BRI will conduct such seminars at least quarterly for the first two years of operation, and will assess thereafter the nature and frequency of such programs.
3. Debt and Equity Funding. BRI will offer a quarterly seminar to individuals within DPI communities designed to promote financial literacy in the cannabis sector. Among other things, the seminar will be designed to: (i) inform participants in understanding and accessing sources of capital; (ii) educate participants in accounting, finance and technology relating to the cannabis sector; and (iii) offer mentorship opportunities and on-site technical training.

Furthermore, for individuals and start-up companies within DPI communities that meet reasonable viability thresholds, BRI will provide debt and/or equity funding. BRI will

support businesses founded by individuals or start-up companies with limited net worth and limited access to traditional sources of capital.

4. Non-Profit Support. BRI will provide financial assistance to non-profit and community-based organizations within East Boston. BRI will establish a fund derived from the operation of the business, and adopt an application process through which non-profit and community-based organizations can seek funding. BRI will prioritize applications from human services organizations such as North Suffolk Mental Health Association Inc. that have a demonstrated mission of improving the lives of residents of East Boston and nearby DPI communities.

#### Positive Impact Plan Measurements and Accountability

At least annually, BRI will create a written report that will evaluate the Plan and the degree to which it has achieved its goals. In accordance with 935 CMR 500.103(4)(a), the report will detail the following: (i) number of employees hired, retained or promoted that come from DPI communities; (ii) number and subject matter of education and training events conducted; (iii) number of individuals and businesses that participated in such events; (iv) number and nature of mentorship relationships; (v) aggregate data demonstrating the financial impacts of the Plan, including payroll, health care, tax, non-profit contribution, equity and debt performance; and (vi) demographic data reflecting specific positive impacts of the Plan in East Boston and nearby DPI communities.

BRI shall assess the hiring program by determining whether it has established a workforce where at least 60% of its employees come from or live in a DPI community. BRI will strive to achieve at least that level of DPI participation over time. BRI will assess the education and training program by the degree to which it attracts participants, causes participants to later seek employment in the cannabis sector, or leads participants to launch CNB applicant companies or vendors. BRI will assess the debt and equity program and the related seminar by measuring whether BRI's financing and/or expertise has enabled one or more individuals or startup companies from a DPI community to successfully launch in the cannabis sector.

BRI shall post the report on its website, and shall share the report with CNB and the community in a manner consistent with CNB regulation and Massachusetts law.

#### Affirmative Statement

In accordance with the Guidance on Required Positive Impact Plans and Diversity Plans (revised 2/25/19), BRI affirmatively states as follows: (1) The applicant acknowledges and is aware, and will adhere to, the requirements set forth in 935 CMR 500.105(4) which provides the permitted and prohibited advertising, branding, marketing, and sponsorship practices of every Marijuana Establishment; and (2) Any actions taken, or programs instituted, will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws.

# **BYLAWS**

## **BERKSHIRE ROOTS, INC.**

### Article I: Offices

Section 1. Principal Office. The principal office of the Corporation shall be 100 North Street, Suite 405, Pittsfield Massachusetts 01201.

Section 2. Other Offices. The Board of Directors may establish branch or subordinate offices at any time and at any place.

### Article II: Purpose

To make cannabis products available to qualified patients and their personal caregivers in a safe, healthy, and clean environment that complies with the laws of The Commonwealth of Massachusetts and the directives of the Massachusetts Department of Public Health. Additionally, the purpose includes providing palliative and other services to qualified patients, as well as educational materials regarding the potential benefits and dangers associated with the use of medical marijuana. As permitted by law, the Corporation may engage in any and all activities in furtherance of, related to, or incidental to these purposes.

### Article III: Shareholders

Section 1. Annual Meeting. A meeting will be held annually for the purpose of electing members of the Board of Directors (the "Directors") of the Corporation and for transacting such other business as may come before the meeting. The annual meeting will be held on a date and time designated by the Board of Directors.

Section 2. Special Meetings. Special meetings of the Shareholders may be called at any time by the Board of Directors, by the President, or by Shareholders entitled to cast in total not less than 50 percent of the votes at that meeting. If a special meeting becomes called by anyone other than the Board of Directors, the person calling the meeting will make a written request to the Corporation specifying the time and date of the meeting and the general nature of the business proposed to be transacted.

Section 3. Place of Meeting. Shareholders' meetings will be held at any place within or outside the Commonwealth of Massachusetts at a place to be determined at the Board of Directors discretion. If no designation of the location gets made for any annual or special meeting of the Shareholders, the meetings shall be held at the corporation's principal place of business.

Section 4. Notice. Written notice of any Shareholder meeting will be given not less than 10 days before the date of the meeting to each Shareholder entitled to vote at that meeting. The notice shall state the place, date, and hour of the meeting. If, for a special meeting, the notice shall state the purpose of the meeting. A mailed notice is effective when deposited in the United States mail with postage prepaid and the proper address of the Shareholder as appearing on the records of the corporation.

Section 5. Quorum and Required Vote. A majority of the outstanding voting shares, whether represented in person or by proxy, shall constitute a quorum entitled to take action at a meeting of

Shareholders. Without a quorum, a majority of the represented Shareholders may adjourn the meeting to another time without further notice.

Section 6. Consent of Shareholders in Lieu of Meeting. Any action to be taken at any annual or special meeting of Shareholders may be taken without a meeting, without prior notice, and without a vote, if a signed consent in writing, setting forth the action so taken, gets presented by the holders of outstanding shares having not less than the minimum number of shares that would be necessary to authorize or pass such an action were a meeting otherwise called and all votes cast.

#### Article IV: Directors

Section 1. Powers. The Board of Directors will manage the business and affairs of the Corporation by or under the Board.

Section 2. Number and Tenure. The Board will consist of one or more Directors, all of whom shall be natural persons who shall be elected for a term of three years. Each Director shall hold office until a successor becomes elected and qualified. Directors do not need to be Shareholders. Any Director may resign at any time upon notice given in writing to the Corporation. The authorized number of Directors will be one (1) until changed by a duly adopted amendment to the Bylaws adopted by the vote or written consent of a majority of the outstanding Shareholders.

Section 3. Vacancies. A vacancy in the Board of Directors will exist if a Director resigns, dies, or becomes removed by the Shareholders; or when a court of appropriate jurisdiction declares the Director of unsound mind or enters a felony conviction against a Director; or when the authorized number of Directors increases.

Section 4. Regular Meetings. By resolution, the Board may give the time and place, either within or outside the Commonwealth of Massachusetts, for the holding of regular Board meetings without any notice other than that of the resolution.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called for any purpose at any time by the Chairman of the Board, the President, or a majority of Directors.

Section 6. Quorum. A majority of the authorized number of Directors will be considered a quorum to transact business.

Section 7. Notice of Meetings. Any regular meeting of the Board may be held without notice of the date, time, and place of the meeting. Any special meeting of the Board may be preceded by at least a two (2)-day notice of the date, time, and place of the meeting. The Board may give this notice personally, by mail, facsimile, electronic mail, or by any other method allowed by law. Notice is effective at the earliest of: (a) receipt; (b) delivery to the proper address or telephone number as shown in the Corporation's records; or (c) five (5) days after its deposit in the United States mail, with postage prepaid and the correct address noted.

Section 8. Waiver of Notice. Notice of a meeting need not be given to any Director who signs a written waiver delivered to the Corporation for inclusion in the minutes or for filing with the corporate records.

Section 9. Action by Directors Without A Meeting. Any action required or permitted to be taken at a meeting of the Board may be taken without a meeting if all members of the Board consent to it in writing.

Section 10. Presence through Communications Equipment. Unless otherwise provided by law or by the articles of organization, Directors may participate in any meeting of the board of Directors by means of a conference telephone or similar electronic or communications equipment by mean of which all persons participating in the meeting can hear each other at the same time, and participation by such means shall constitute presence in person at a meeting.

#### Article V: Officers

Section 1. Officers. The Officers of the Corporation will consist of the President, the Treasurer, and the Secretary. Officers shall be elected for three years and shall hold office until their successors become elected and qualified. An appointee may hold one or more offices. Albert S. Wojtkowski shall initially serve as President, Treasurer and Secretary.

Section 2. Removal and Resignation. Any Officer or agent appointed by the Board may be removed by the Board at any time with or without cause. Any Officer may resign at any time by giving written notice to the Corporation.

Section 3. Vacancies. The Board may fill a vacancy due to resignation, removal, disqualification, death, or otherwise.

Section 4. President. The President shall preside at all meetings of Shareholders and Directors, have the general management and supervision of the affairs of the Corporation, and shall perform all other duties as determined by the Board.

Section 5. Treasurer. The Treasurer shall have the custody of all moneys and securities of the corporation and shall keep accurate financial records for the Corporation.

Section 6. Secretary. The Secretary shall issue notices for all meetings except for notices for special meetings of the Shareholders and special meeting of the Directors; shall prepare the minutes of the meetings of the Shareholders and meetings of the Board; and shall keep a record of Shareholders at the principal office.

#### Article VI: Liability

Section 1. No Personal Liability. The directors and the officers of the Corporation shall not be personally liable for any debt, liability or obligation of the Corporation for or arising out of a breach of fiduciary duty as an officer or director notwithstanding any provision of law imposing such liability; provided, however, that the foregoing shall not eliminate or limit the liability of an officer or director to the extent that such liability is imposed by applicable law for acts or omissions not in good faith or which involve intentional misconduct, recklessness, or a knowing violation of the law.

Section 2. Corporate Obligations. All persons, corporations or other entities extending credit to, contracting with, or having any claim against, the Corporation, may look only to the funds and property of the Corporation for the payment of any such contract or claim, or for the payment of any debt,

damages, judgment or decree, or of any money that may otherwise become due or payable to them from the Corporation.

Section 3. Indemnification. The Corporation shall, to the extent legally permissible, indemnify any person serving or who has served at any time as a director, executive director, president, vice president, treasurer, assistant treasurer, clerk, assistant clerk or other officer of the Corporation, or at its request as a director or officer of any organization, or at its request in any capacity with respect to any employee benefit plan, and may indemnify an employee or other agent who has so served, against all liabilities and expenses, including, without limitation, amounts paid in satisfaction of judgments, in compromise or as fines and penalties, and counsel fees, reasonably incurred by him in connection with the defense or disposition of any action, suit or other proceeding, whether civil or criminal, in which he may be involved or with which he may be threatened, while in office or thereafter, by reason of his being or having been such a director or officer, except with respect to any matter as to which he shall have been adjudicated in any proceeding not to have acted in good faith; provided, however, that as to any matter disposed of by a compromise payment by such person, pursuant to a consent decree or otherwise, no indemnification either for said payment or for any other expenses shall be provided unless such compromise and indemnification shall be approved by a majority vote of the Board.

#### Article VII: Amendments

These Bylaws may be adopted, altered, amended or repealed, in whole or in part, by a two-thirds (2/3) vote of a majority of the directors then in office.

#### Article VIII: Powers

Section 1. Statement of Powers. By and through the Board, the Corporation shall have the power to do any and all lawful acts which may be necessary or convenient to affect the purpose for which the Corporation is organized, and to assist other organizations or persons whose activities further accomplish, foster or attain such purposes. The Corporation shall have the power to lease, sell, mortgage, transfer, in such manner and on such terms as they may deem advisable, all property, real or personal; to acquire, by purchase or otherwise, and retain for whatever period they shall think proper, all kinds of real and personal property and every kind of investment, including cash, securities and other property; to execute agreements and contract in furtherance of the business of the Corporation; to settle, compromise or pay any claims, including taxes, in accordance with law; to secure, hold and maintain municipal and state licenses and permits; to collect rents and other proceeds from real estate not specifically devised and to pay all carrying charges thereon and make such repairs thereto as they deem proper without the necessity of obtaining leave of any court.

Section 2. Investments. The Corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Directors, without being restricted to the class of investments, provided, however, that no action shall be taken by or on behalf of the Corporation if such action is a prohibited transaction under Massachusetts law.

Section 3. Loans. No moneys shall be borrowed on behalf of the Corporation and no evidences of such indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 4. Deposits. All funds of the Corporation, not otherwise employed, shall be deposited from time to time to the credit of the Corporation in such banks, investment firms or other depositories as the Board of Directors shall select.

Section 5. Audits. Within three (3) months after the close of the Corporation's fiscal year, the Corporation will prepare reviewed financial statements in accordance with generally accepted accounting principles (GAAP) and make these statements available to all Shareholders and, if required by law, to the Massachusetts Department of Public Health and the Massachusetts Cannabis Control Commission.

Section 6. Insurance. The Corporation may purchase and maintain insurance (including but not limited to insurance for legal expenses and costs incurred in connection with defending any claim, proceeding or lawsuit) on behalf of any person who is or was a director, officer, employee, fiduciary or agent of the Corporation or who, while serving in this role, is or was serving at the request of the Corporation as a director, officer, partner, trustee, employee, fiduciary or agent of any other foreign or domestic Corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise, against any liability asserted against him or incurred by him in any such capacity, or arising out of his status as such. In addition, the Corporation shall maintain liability insurance coverage in compliance with 105 CMR 725.105(Q), or any other provision of Massachusetts law or regulation.

#### Article IX: Anti-Trust Policy

The Corporation shall comply fully with all federal and state antitrust laws which prohibit companies from working together to restrict competition. The Corporation and its directors and officers are informed about antitrust laws and recognize possible antitrust issues or questions. While competitors in the Massachusetts medical marijuana industry may collaborate, such competitors may not unlawfully restrict competition within the industry. The Corporation shall not engage in any anti-competitive activities. Furthermore, to ensure against inadvertent violations of applicable antitrust laws and except to ensure that prices are affordable for the Corporation's patients, and to prevent diversion for non-medical purposes, directors, officers and employees shall not discuss with competitors:

1. Pricing strategies for medical marijuana or related products and services;
2. Establishment of market monopolies for products or services;
3. Refusal to deal with a company because of pricing or distribution practices for medical marijuana or related products or services;
4. Strategies or plans to give business or remove business from a specific company.

Furthermore, directors, officers, and employees shall not engage in any actions or understandings arising in the context of the Corporation's activities which appear to be anti-competitive in purpose or inconsistent with this policy.

#### Article X: Severability

The invalidity or unenforceability of any provisions of these Bylaws shall not affect the validity or enforceability of any other provision of these Bylaws, which shall remain in full force and effect.

Article XI: Dissolution

Dissolution of the Corporation will comply with Massachusetts law. The Directors may authorize a petition for the dissolution of the Corporation. A two-thirds vote will be required for such dissolution. Articles of Dissolution will be filed with the Massachusetts Secretary of State. All outstanding annual reports will be filed with the Secretary of State. A letter to the Massachusetts Department of Revenue on the Corporation's letterhead will be sent stating that the Corporation is dissolving. All outstanding business will be completed. All outstanding debts will be paid, and all assets transferred or liquidated in accordance with law. Any remaining funds in the Corporation will be distributed as per the direction of the directors at the meeting authorizing the dissolution.

In the event that the dissolution also requires one or more RMD locations to close, cease conducting business or dissolve, the board of directors shall vote to take the following actions: (i) written notice to the Massachusetts Department of Public Health; (ii) written notice to patients and caregivers via mail, or in-person if the opportunity arises to notify the patient or caregiver arises prior to the closing of the doors of the Corporation's place of business; (iii) any remaining cannabis product will be destroyed at the close of business, and disposed of in a manner consistent with 105 CMR 725.000 et seq. and with the policies and procedures of the RMD.

As set forth above, these Bylaws have been adopted by a vote of the Board as per Article VII and affirmed by the President of the Corporation on this 24 day of February 2018.



---

Albert S. Wojtkowski  
President



mass.gov/dor

## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



KHEM ORGANICS INC  
501 DALTON AVE  
PITTSFIELD MA 01201-2927

### ***Why did I receive this notice?***

The Commissioner of Revenue certifies that, as of the date of this certificate, KHEM ORGANICS INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

**This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.**

### ***What if I have questions?***

If you have questions, call us at (617) 887-6367 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 8:30 a.m. to 4:30 p.m..

### ***Visit us online!***

Visit [mass.gov/dor](http://mass.gov/dor) to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief  
Collections Bureau

D

The Commonwealth of Massachusetts  
William Francis Galvin  
Secretary of the Commonwealth  
One Ashburton Place, Boston, Massachusetts 02108-1512

BR, Inc. is a registrant  
with the Department of Public Health  
in accordance with 105 CMR 725.100(C)  
as of March 15, 2018.  
Bryan Harter  
Director  
Medical Use of Marijuana Program  
Bureau of Healthcare Safety and Quality  
Massachusetts Department of Public Health

FORM MUST BE TYPED      **Articles of Entity Conversion of a**      FORM MU  
**Domestic Non-Profit with a Pending Provisional**  
**or Final Certification to Dispense Medical Use Marijuana**  
**to a Domestic Business Corporation**  
(General Laws Chapter 156D, Section 9.53; 950 CMR 115.30)

RECEIVED

(1) Exact name of the non-profit: BR, Inc. MAR 12 2018

(2) A corporate name that satisfies the requirements of G.L. Chapter 156D, Section 4.01:  
Berkshire Roots, Inc. MA Dept. of Public Health  
99 Chauncy Street  
Boston, MA 02111

(3) The plan of entity conversion was duly approved in accordance with the law.

(4) The following information is required to be included in the articles of organization pursuant to G.L. Chapter 156D, Section 2.02(a) or permitted to be included in the articles pursuant to G.L. Chapter 156D, Section 2.02(b):

**ARTICLE I**  
The exact name of the corporation upon conversion is:  
  
Berkshire Roots, Inc.

**ARTICLE II**

Unless the articles of organization otherwise provide, all corporations formed pursuant to G.L. Chapter 156D have purpose of engaging in any lawful business. Please specify if you want a more limited purpose.\*

To transact business as a marijuana establishment in accordance with Chapter 55 of the Acts of 2017, and to engage in the cultivation, processing, and sale of marijuana and marijuana infused products, and to engage in any other lawful business.

4  
P.C.

**ARTICLE III**

State the total number of shares and par value, \* if any, of each class of stock that the corporation is authorized to issue. All corporations must authorize stock. If only one class or series is authorized, it is not necessary to specify any particular designation.

WITHOUT PAR VALUE		WITH PAR VALUE		
TYPE	NUMBER OF SHARES	TYPE	NUMBER OF SHARES	PAR VALUE
Common	200,000			

**ARTICLE IV**

Prior to the issuance of shares of any class or series, the articles of organization must set forth the preferences, limitations and relative rights of that class or series. The articles may also limit the type or specify the minimum amount of consideration for which shares of any class or series may be issued. Please set forth the preferences, limitations and relative rights of each class or series and, if desired, the required type and minimum amount of consideration to be received.

None.

**ARTICLE V**

The restrictions, if any, imposed by the articles or organization upon the transfer of shares of any class or series of stock are:

None.

**ARTICLE VI**

Other lawful provisions, and if there are no such provisions, this article may be left blank.

None.

*Note: The preceding six (6) articles are considered to be permanent and may be changed only by filing appropriate articles of amendment.*

**ARTICLE VII**

The effective date of organization of the corporation is the date and time the articles were received for filing if the articles are not rejected within the time prescribed by law. If a later effective date is desired, specify such date, which may not be later than the 90th day after the articles are received for filing:

**ARTICLE VIII**

The information contained in this article is not a permanent part of the articles of organization.

- a. The street address of the initial registered office of the corporation in the commonwealth:  
100 North Street Suite 405, Pittsfield, MA 01201
- b. The name of its initial registered agent at its registered office:  
Andrea F. Nuciforo, Jr.
- c. The names and addresses of the individuals who will serve as the initial directors, president, treasurer and secretary of the corporation (an address need not be specified if the business address of the officer or director is the same as the principal office location):

President: Albert S. Wojtkowski

Treasurer: Albert S. Wojtkowski

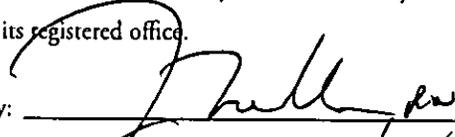
Secretary: Albert S. Wojtkowski

Director(s): Albert S. Wojtkowski

- d. The fiscal year end of the corporation:  
December 31
- e. A brief description of the type of business in which the corporation intends to engage:  
Marijuana Establishment
- f. The street address of the principal office of the corporation:  
100 North Street Suite 405, Pittsfield, MA 01201
- g. The street address where the records of the corporation required to be kept in the commonwealth are located is:

100 North Street Suite 405, Pittsfield, MA 01201, which is  
*(number, street, city or town, state, zip code)*

- its principal office;
- an office of its transfer agent;
- an office of its secretary/assistant secretary;
- its registered office.

Signed by:   
*(signature of authorized individual)*

- Chairman of the board of directors,
- President,
- Other officer,
- Court-appointed fiduciary,

on this 9<sup>th</sup> day of March, 2018

COMMONWEALTH OF MASSACHUSETTS

1307799

William Francis Galvin  
Secretary of the Commonwealth  
One Ashburton Place, Boston, Massachusetts 02108-1512

2671

Articles of Entity Conversion of a  
Domestic Non-Profit with a Pending Provisional or  
Final Certification to Dispense Medical Use Marijuana  
to a Domestic Business Corporation  
(General Laws Chapter 156D, Section 9.53; 950 CMR 113.30)

I hereby certify that upon examination of these articles of conversion, duly submitted to me, it appears that the provisions of the General Laws relative thereto have been complied with, and I hereby approve said articles; and the filing fee in the amount of \$ 475 having been paid, said articles are deemed to have been filed with me this 23 day of March, 2018, at 2:38 a.m. (p.m.)  
time

SECRETARY OF THE  
COMMONWEALTH  
2018 MAR 23 PM 2:38  
CORPORATIONS DIVISION

Effective date: \_\_\_\_\_  
(must be within 90 days of date submitted)



WILLIAM FRANCIS GALVIN  
Secretary of the Commonwealth

SB  
Examiner  
A  
Name approval

Filing fee: Minimum \$250

TO BE FILLED IN BY CORPORATION  
Contact Information:

C  
M

Andrea F. Nuciforo, Jr.

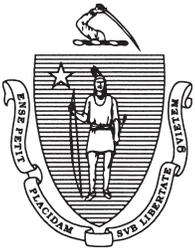
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Upon filing, a copy of this filing will be available at [www.sec.state.ma.us/cor](http://www.sec.state.ma.us/cor). If the document is rejected, a copy of the rejection sheet and rejected document will be available in the rejected queue.



*The Commonwealth of Massachusetts*  
*Secretary of the Commonwealth*  
*State House, Boston, Massachusetts 02133*

William Francis Galvin  
Secretary of the  
Commonwealth

Date: March 22, 2019

To Whom It May Concern :

I hereby certify that according to the records of this office,  
**BERKSHIRE ROOTS, INC.**

is a domestic corporation organized on **March 23, 2018** , under the General Laws of the Commonwealth of Massachusetts. I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 156D section 14.21 for said corporation's dissolution; that articles of dissolution have not been filed by said corporation; that, said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.



In testimony of which,  
I have hereunto affixed the  
Great Seal of the Commonwealth  
on the date first above written.

A handwritten signature in black ink that reads "William Francis Galvin".

Secretary of the Commonwealth

Certificate Number: 19030467990

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by:

**FROM: Berkshire Roots Inc.**  
**TO: Cannabis Control Commission**  
**DATE: June 24, 2018**  
**RE: Plan for Obtaining Liability Insurance Coverage**  
**REGULATION: 935 CMR 500.105(10).**

**PLAN:**

Berkshire Roots Inc. ("BRI") will obtain liability insurance in compliance with 935 CMR 500.105(10)(a). The policy will provide coverage of no less than \$1 million dollars per occurrence and \$2 million dollars aggregate, annually, and product liability coverage for not less than \$1 million per occurrence and \$2 million in aggregate, annually. The deductible shall be no more than \$5,000 per occurrence.

BRI carries D&O liability coverage at prevailing rates. BRI has secured commercial auto coverage at prevailing rates, including enhanced coverage for optional bodily injury, for any BRI vehicles used to transport of product.

BRI will retain the services of a local insurance agent and legal counsel to review and adjust coverages from time to time to meet the needs of the company, to assure compliance with CCC regulation, and to adequately protect BRI's assets, personnel and patients.

In connection with its operational RMD at 501 Dalton Avenue in Pittsfield, BRI currently maintains liability insurance coverages as required by 105 CMR 725.105(Q). BRI will maintain or extend such coverage in strict compliance with applicable regulations and Massachusetts law.

**FROM: Berkshire Roots Inc.**  
**TO: Cannabis Control Commission**  
**DATE: March 1, 2019**  
**RE: Detailed Summary of Business Plan for the Adult Use Marijuana Establishment**  
**REGULATION: 935 CMR 500.101(j)(2)(e)(7)**

## **BUSINESS PLAN**

### **The Company**

Berkshire Roots, Inc. (“BRI” or “company”) is a community-based cannabis facility headquartered at 501 Dalton Avenue in Pittsfield, Massachusetts. Formerly known as Khem Organics Inc., the company was formed in 2015 solely for the purpose of securing an RMD certificate from the Massachusetts Department of Public Health (“DPH”). With the adoption of an adult use law in 2016, the company now seeks licenses issued by the Massachusetts Cannabis Control Commission (“CNB”) to allow participation in the adult use market.

Currently, BRI cultivates, processes, packages and dispenses products to qualifying patients under CNB supervision and in accordance Massachusetts law and 935 CMR 500.000 et seq. The company has secured the necessary local permits, and in February of 2019, BRI secured four Final Licenses from the CNB. BRI continues to serve qualifying patients in the medical market from its Pittsfield location, and anticipates to commence operations as an Adult Use Marijuana Establishment in Q1 2019.

Additionally, BRI is currently pursuing licensure for a second Adult Use Retail Establishment in East Boston. BRI has secured a location at 253 Meridian Street, executed a lease agreement and has held multiple community outreach meetings. On February 2, 2019 BRI executed a Host Community Agreement with the local licensing authority in the City of Boston.

### **The Brand**

All products will be sold under the brand “Berkshire Roots.” BRI has developed the brand and will assure its use and protection as a premium and recognizable brand for cannabis products throughout Massachusetts.

### **Patients and Customers**

The mission of BRI is to provide high quality cannabis products to adults intending to use the products in a manner consistent with Massachusetts law. BRI will continue to provide high quality cannabis products to registered patients suffering from qualifying medical conditions at 501 Dalton Avenue in Pittsfield, MA. The company shall focus on patient and customer safety and experience, and will adhere strictly to CNB regulations, as amended from time to time.

## **Management**

Key members of the management team include:

Albert S. Wojtkowski, President  
Stephanie Aussubel, CEO  
Joe Baillargeon, CCO  
Dennis Depaolo, COO  
Kurt Hospot, General Manager  
Tom McMenemy, Business Operations

## **Operations**

BRI has adopted and will maintain standard operating procedures (“SOPs”). The SOPs conform to Massachusetts law and regulation, and control the performance of all BRI management, visitors, contractors and staff. At least annually, BRI reviews, assess and makes any necessary revisions to the SOPs in order to maintain compliance with the applicable regulations and industry best practices.

Company operations occur at 501 Dalton Avenue in Pittsfield. The facility is comprised of 26,400 sq ft +/-, with co-located cultivation, processing, packaging and dispensary functionality. As reflected on [www.berkshireroots.com](http://www.berkshireroots.com), the company offers 20-40 products, ranging from flower to vaper to infused edibles. The facility features nine point-of-sale stations, highly trained staff, and CNB-compliant security protocols. Hours of operation are Monday thru Sunday 10am-7pm, subject to local approval and consistent with customer preference.

The company will operate an Adult Use Retail Establishment at 253 Meridian Street in East Boston that location is comprised of 1,200 sq ft +/- of retail space, and will offer 20-40 products, ranging from flower to vaper to infused edibles. The facility will feature 5 point-of-sale stations, highly trained retail staff, and CNB-compliant security protocols. Initial hours of operation shall be Monday thru Saturday 10am-6pm, subject to local approval and consistent with customer demand.

## **Revenue Projections**

BRI intends to earn annual gross sales of \$1.6 million in the medical market, and \$6.0 million in the adult use market between both locations. The company aspires to increase revenue by five to seven percent per year over the course of three full years of operation.

## **Growth Projections**

BRI intends to maintain and operate two facilities, one at 501 Dalton Avenue in Pittsfield MA, and the second at 253 Meridian Street in Boston MA. BRI will maintain strict compliance with all state and municipal requirements.

**FROM:** Berkshire Roots Inc.  
**TO:** Cannabis Control Commission  
**DATE:** March 1, 2019  
**RE:** 935 CMR 500.101(2)(e)(4)(b) - Restricting access to people under the age of 21

**PLAN:**

Prior to gaining access to the retail facility at 253 Meridian Street individuals must show photo identification to a camera that is monitored by a security guard to ensure that the individual is over the age 21. BRI security agents will be equipped with an electronic scanner that will detect any counterfeit ID. All BRI security agents will need to complete the Responsible Vendor Training Program in a manner determined by the Commission.

BRI will work with city officials, including the police department, fire department and the community development board, to assure that no diversion to minors occurs.

BRI will work with city officials including the police department to ensure that Mass Gen. Laws Ch. 161 Sec. 95 pertaining to loitering is strictly enforced.

In compliance with 935 CMR 500.105(4)(b)(2-4), BRI will not market, advertise or brand in a manner that might target or attract individuals under the age of 21.

**FROM:** Berkshire Roots Inc.  
**TO:** Cannabis Control Commission  
**DATE:** March 1, 2019  
**RE:** 935 CMR 500.101(2)(e)(8)(h) - Personnel Policies including Background Checks

**PLAN:**

BRI provides a warm, friendly and community-oriented workplace for all dispensary agents. BRI holds our dispensary agents to high professional standards, and for those that succeed, BRI offers many opportunities for advancement. BRI will [continue to] ensure that each new employee participates in orientation. Each orientation session includes an introduction to the security program, a review of security responsibilities, a Responsible Vendor Training<sup>1</sup> program and a demonstration of proper use of security devices, including the panic alarm system.

BRI will continue to maintain high ethical standards. BRI strives to provide an ethical and respectful workplace. BRI strictly prohibits any form of workplace violence, intimidation, discrimination or sexual or other forms of harassment. BRI is and will remain compliant with all labor laws enforced by federal EEOC or under Massachusetts law.

BRI provides fair and appropriate compensation, along with benefits such as health insurance, paid time off, overtime and performance bonuses, and workers compensation coverage as required by law. BRI is committed to complying with or exceeding Massachusetts law with respect to compensated personal and family medical leave.

BRI assures that all staff behave in a safe and responsible manner, consistent with workplace safety standards promulgated by US OSHA and the Massachusetts division of occupational safety.

BRI's management periodically works with BRI staff to foster the development of individual career ladders. BRI works to promote dispensary agents where the availability of positions within the RMD allow, and as part of BRI's effort to support staff advancement, productivity and career objectives. Performance-based evaluations will be conducted at least annually.

BRI requires background authorization and CORI forms from each and every employee. All background check information on employees is highly confidential and is treated as such. Background check information is stored in a secured limited access area.

<sup>1</sup> In accordance with 935 CMR 500.105(2) all establishment agents shall complete the responsible vendor training program, operated by an education provider accredited by the Commission to provide the annual minimum two hour of responsible vendor training to marijuana establishment agents. Subject to CNB approval, BRI will conduct its responsible vendor training program not later than July 1, 2019.

**FROM:** Berkshire Roots Inc.  
**TO:** Cannabis Control Commission  
**DATE:** March 1, 2019  
**RE:** 935 CMR 500.105(1)(g) - Quality Control and Testing Procedures

**PLAN:**

BRI aims to provide customers with adult use cannabis of the highest quality. BRI shall implement strict operational controls, maintain a sanitary and secure environment, conduct rigorous quality testing and ensure all products offered for sale have been properly tested by a CNB-approved independent laboratory testing facility. All products shall be cultivated, processed, tested and packaged at BRI's vertically integrated facility at 501 Dalton Avenue in Pittsfield. BRI will ensure that no marijuana product shall be sold or otherwise marketed for adult use that has not first been tested by an Independent Testing Laboratory and deemed to comply with the standards required under 935 CMR 500.160.

BRI has developed internal quality testing protocols to ensure high-quality product free from any contaminants. These protocols include, but are not limited to, limiting direct or indirect contact with product or product-facing surfaces, use of gloves and gowns where appropriate and strict hand hygiene practices. Retail and storage areas will be cleaned and monitored daily for signs of contaminants such as mold, fungus and pests. If contamination occurs, BRI staff will remedy the contamination, relying on individual staff expertise, industry best practice and peer support.

BRI will meet or exceed sanitary guidelines required by 935 CMR 500.160. BRI intends to provide the Massachusetts cannabis industry with adult use cannabis of the highest quality. BRI will do so by implementing strict operational controls, maintaining a sanitary and secure environment, and utilizing a commission approved independent testing laboratory.

All areas of the establishment at 253 Meridian Street and perimeter will be monitored daily for signs of contaminants such as mold, fungus and pests. All areas will be cleaned and maintenance to varying degrees on a daily, weekly and monthly basis. If contamination occurs, BRI staff will remedy the contamination, relying on their individual expertise and on peer support, and executive direction.

The establishment at 253 Meridian Street will be equipped with adequate hand washing areas to include hot water, sanitizing soap and paper towel dispensers. All edible products will be handled and stored in compliance with the sanitation requirements in 105 CMR 590.000: *Minimum Sanitation Standards for Food Establishments*.

In compliance with 935 CMR 500.105(3)(b)(9) BRI will ensure that all contact surfaces will be maintained in a clean and sanitary condition. All surfaces will be cleaned and sanitized as frequently as necessary to

protect against contamination, using a sanitizing agent registered by the US Environmental Protection Agency (EPA).

In compliance with 935 CMR 500.105(3)(b)(4) BRI has adopted policies to instruct agents on how to move and where to store items during times of maintenance or sanitation.

All of BRI's storage containers will be light shielding, air tight and secure to protect the finished products and the agents handling them. Storage and transportation of products will always occur under conditions that protect products against physical, chemical, and microbial contamination, as well as against deterioration of finished products or containers. Containers will be monitored for cleanliness and serviced as necessary.

BRI will ensure that all storage of marijuana at a laboratory providing marijuana testing services shall comply with 935 CMR 500.105(11). All marijuana not passing laboratory testing standards will be reported to the commission and returned to the company of origin or disposed of in compliance with 935 CMR 500.105(12).

BRI with the assistance of its building and engineering team will select interior materials such as; floors, walls and ceilings that promote ease of cleaning and repair. In accordance with 935 CMR 500.105(3)(b)(6) BRI will keep each area of the establishment clean and in good repair.

BRI's water source will be capable of providing a safe, potable, and adequate supply of water to meet or exceed the needs of the establishment.

Along with the aid of third-party contractors, BRI will ensure there will be no cross-connections between the potable and waste water lines. BRI will strive to provide its agents and employees with areas to accommodate day to day needs. These areas may include but not limited to; breaks room, locker area, readily accessible toilet facilities that are maintained in a sanitary condition and always in good repair.

BRI will ensure that all procedures related to toxic item identification and disposal are designed to maintain full compliance with 935 CMR 500.105(3)(b)(10).

In accordance with standard record keeping procedures, BRI will maintain the results of all testing for no less than one year

**FROM:** Berkshire Roots Inc.  
**TO:** Cannabis Control Commission  
**DATE:** March 8, 2019  
**RE:** 935 CMR 500.101(2)(e)(9) - Qualifications and Training

**PLAN:**

Employee training is a critical component of BRI's operation and success. Our executive team is responsible for the development and execution of the BRI Training Plan. Pursuant to 935 CMR 500.105(2), training is tailored to the roles, responsibilities and job functions of each dispensary agent, and includes at a minimum; (i) orientation training; (ii) introduction to security program; (iii) a review of security responsibilities; and upon approval by the commission, (iv) a Responsible Vendor Program as described under 935 CMR 500.105(2)(b). All BRI agents shall receive at a minimum, eight (8) hours of on-going training per year. Transportation agents, security agents and executives shall receive at a minimum, twelve hours of on-going training per year.

No employee or consultant may work on-site prior to receiving required training. No employee or consultant may work on-site if any training module is eight (8) weeks or more past due.

BRI does not discriminate in hiring or operating decisions. All managers and supervisors must comply with all applicable EEOC and MCAD guidelines when managing personnel issues. All BRI policies and practices are designed to prevent discrimination based on race, color, height or weight, gender, sexual orientation, religious affiliation, marital status, disability or medical condition.

All executives and officers have previously disclosed education and employment history, as required by Massachusetts state law and regulations. BRI continues to update such information from time to time as required by Massachusetts law and regulation.

All dispensary agents must be 21 years of age or older, and must satisfy the background and CORI checks required by Massachusetts law and regulation.

All BRI agents will be required to maintain a comprehensive knowledge applicable Massachusetts state law, regulations and CNB guidances. Agents will be required to participate in on going education and training as offered by BRI. The on premises staff at 253 Meridian Street shall include at least the following roles:

## **Dispensary Manager**

Job Description: The role of Dispensary Manager is to establish guidelines and procedures for the daily operations of the retail facility as well as, ensure full compliance with applicable Massachusetts law, regulations and CNB guidances. Duties include: overseeing all on premises staff including the security and transportation teams, hiring and on-going evaluation of all staff, administrative and reporting procedures, tracking and establishing profit and loss statements, managing payroll, cash management and audits, inventory management and audits, record keeping and general on-going compliance.

### Responsibilities:

- Overseeing and managing all staff
- Maintaining efficient and complaint daily operations
- Day to day leadership and management that supports the vision and core values of the company
- Manage people, processes and system improvement initiatives
- Foster a success-oriented, accountable environment
- Ensure retail space and staff are in compliance with applicable regulations
- Support transportation and delivery protocols
- Reporting to executive team at least weekly

### Experience and Qualifications:

- Suitability as defined by 935 CMR 500.802
- Customer service, inventory, and management experience
- Minimum of two years of strong operational experience
- Skilled in personnel management, resourcefulness and strategy planning
- Possess personal qualities of integrity, credibility and commitment to corporate mission
- Ability to maintain corporate confidentiality to the utmost degree
- Flexible and able to multitask
- Able to work within a fast-paced environment while also cultivating clarity and implementing solutions
- Industry knowledge
- Dedication to team work and superior customer service skills

## **Development & Outreach Coordinator:**

Job Description: The Development & Outreach coordinator will be responsible for the hiring and on-boarding of all 253 Meridian Street staff, and coordination of community

outreach events in accordance with BRI's Diversity Plan and Positive Impact Plan. This individual must be willing and able to travel within Massachusetts as necessary.

**Responsibilities:**

- Recruiting employees
- Ensuring compliance with BRI's Diversity Plan and elements of advancement and empowerment for staff
- Coordinating employee training, job fairs and seminars
- Evaluating overall staff performance and cohesiveness
- Fulfilling charitable obligations set by BRI
- Managing employee files
- Report to executive team on a monthly basis

**Experience and Qualifications:**

- Suitability as defined by 935 CMR 500.802
- Minimum of two years of HR or community outreach experience
- Skilled in recruitment, resourcefulness and strategy planning
- Possess personal qualities of integrity, credibility and commitment to corporate mission
- Flexible and able to multitask
- Able to work within a fast-paced environment while also cultivating clarity and implementing solutions
- Industry knowledge
- Dedication to team work and superior customer service

**Assistant Dispensary Manager**

**Job Description:** Assistant Dispensary Manager provides leadership and management necessary to ensure that proper operational controls, administrative and reporting procedures, and employee systems are in place to effectively manage operational aspects of the dispensary.

**Responsibilities:**

- Aid Dispensary Manager in daily operations
- Day to day leadership and management that supports the vision and core values of the company
- Manage people, processes and system improvement initiatives
- Fostering a success-oriented, accountable environment
- Ensuring retail space and staff are in compliance with applicable regulations
- Ordering supplies

#### Experience and Qualifications:

- Suitability as defined by 935 CMR 500.802
- Customer service, inventory, and management experience
- Minimum of two years of strong operational experience
- Skilled in personnel management, resourcefulness and strategy planning
- Possess personal qualities of integrity, credibility and commitment to corporate mission
- Flexible and able to multitask
- Able to work within a fast-paced environment while also cultivating clarity and implementing solutions
- Industry knowledge
- Dedication to team work and superior customer service

#### **Customer Service Associate**

Job Description: The role of Customer Service Associate (“CSA”) is to be the primary customer-facing representative and implement retail procedures set by the Dispensary Manager.

#### Responsibilities:

- Retail transactions
- Cash management
- Inventory management and auditing
- Data entry
- Customer guidance and education
- Opening/closing procedures
- Cleaning

#### Experience and Qualifications:

- Suitability as defined by 935 CMR 500.802
- Customer service or health/wellness experience
- Industry knowledge
- Dedication to team work and superior customer service

## Security Agents

Job Description: The role of Security Agents (“SA’s”) is to direct and coordinate activities relating to the protection, safe guarding and security of company assets, employees, customer and the public. SA’s are responsible for maintaining all security aspects of the facility including all deliveries, individuals entering and leaving the premises, and monitoring of security cameras. All SA’s must maintain a thorough understanding of applicable Massachusetts law, regulations and CNB guidances and how they apply to the security operations of the company.

### Responsibilities:

- Aids in planning and evaluating security operations
- Serves as liaison with public law enforcement, fire and other agencies as related to BRI security.
- Coordinates all activity within secured areas
- Monitoring of security cameras and other security systems
- Assists in preparation of emergency management and planning
- Auditing of security systems, data entry in accordance with audits
- Maintains compliance with 935 CMR 500.110
- Skilled in strategy planning
- Possess personal qualities of integrity, credibility and commitment to corporate mission
- Opening/closing procedures

### Experience and Qualifications:

- Suitability as defined by 935 CMR 500.802
- Law enforcement experience strongly desired
- Minimum 2 years in a security position of significant responsibility
- Excellent people skills
- Industry knowledge
- Dedication to team work and superior customer service

**FROM: Berkshire Roots Inc.**  
**TO: Cannabis Control Commission**  
**DATE: May 8, 2019**  
**RE: 935 CMR 500.101 (2)(e)(8)(k) - Summary of Diversity Plan to promote equity among minorities, women, veterans, people with disabilities and people of all gender identities and sexual orientations**

#### **Diversity Mission**

To encourage the entire community to participate in the Berkshire Roots Inc. (“BRI”) mission, and to establish specific, measurable goals to promote equity for the above-listed groups in the operation of BRI’s proposed Marijuana Establishment. It will be the responsibility of the Community Outreach Director and the General Manager to ensure program success.

#### **Vision**

We strive to build a staff that reflects the racial, ethnic and cultural diversity of the community and our country. We will build lasting relationships with people from diverse backgrounds and will aspire to be a leader in promoting inclusion, equity and community engagement. We believe that our commitment to promoting diversity will inspire exceptional employee performance, enhance patient and customer experience and contribute to financial viability.

#### **Five Key Elements**

1. Establish ambitious goals for staff diversity
2. Recruit, hire and retain a diverse staff
3. Increase staff awareness of the importance of inclusion and diversity
4. Conduct continuous outreach designed to engage diverse members of the community
5. Measure engagement and participation against the diversity goals

#### **Plan Summary**

##### **Element No. 1**

BRI will strive to develop and maintain a diverse pool of candidates for participation in the cannabis sector. Our intent is to build a workforce that is reflective of the demographics of our community. Our workforce will include minorities, women, veterans, people with disabilities, and people of all gender identities and sexual orientations in numbers at least equal to those present within the community at large, if not more. We will conduct an analysis of the community using public and private resources and will endeavor to improve our understanding of the community.

BRI will develop and implement several strategic initiatives to secure and maintain a diverse and qualified group of employees. These initiatives will include, at a minimum, the following:

- Hosting career fairs at least quarterly (i.e. a minimum of 4 times per year), in underrepresented and minority communities;

- Using online resources such as indeed.com, zip recruiter.com and social media platforms to cast a wide search for diverse employees;
- Interacting with local chambers of commerce and civic organizations to build relationships with diverse segments of the business community;
- Creating and distributing internal workplace newsletters to encourage current employees to recommend individuals that might advance the diversity and business performance objectives of the company;
- Contracting with suppliers that demonstrate a commitment to diversity and inclusion; and
- Partnering with child care, transportation, human services and other organizations in an effort to identify diverse candidates and overcome traditional obstacles to employment.

## Element No. 2

In order to attract and retain a diverse staff, the company will engage in the activities listed below:

- Develop new partnerships, and maintain and strengthen current partnerships with culturally diverse institutions, including colleges, trade unions and churches, with a focus on conducting targeted recruiting and hiring initiatives for potential candidates that will diversify the staff;
- Provide specific opportunities for success, including job training that will ensure employees have the required skills to carry out assigned responsibilities. Job training will occur daily during the first week of employment and will focus on: (1) habits for success; (2) safe and responsible employment practices; (3) understanding company policies and state regulations. Once initial training is complete, employees will receive ongoing bi-monthly training sessions to ensure continued compliance and equip employees with skills necessary for advancement.
- Provide specific opportunities for success, including mentoring programs. Mentoring programs will be offered to those individuals seeking additional and specific guidance out-side of the normal course of employee recruiting and training. Mentoring programs will focus on aiding the mentee in the following areas: (1) job achievements; (2) company advancement; and (3) long term career objectives. Mentoring will occur at a time and frequency as determined by the mentee but in no instance less than quarterly.
- At least quarterly, BRI will offer a business-relevant seminar to introduce diverse sectors of the workforce to technical skills (e.g. plant science, cultivation techniques, manufacturing, etc.) and analytical skills (e.g. financial accounting, inventory management, etc.)
- Gather, compile and share demographic data, and reflect on any patterns or trends which appear in the data;
- Establish procedures for diversity orientation and annual continuing education for all management and staff;
- Develop a consistent process for identifying, screening and interviewing candidates on issues relating to diversity and equity;
- Analyze exit surveys, and develop recommendations to improve retention and quality of staff;
- Implementation of a process to provide orientation to all new administrators on the topic of diversity and equity; and
- Organize social and networking events each twice a year in an effort to build relationships and increase retention.

### Element No. 3

In order to increase staff awareness of the importance of inclusion and diversity, the company will:

- Conduct quarterly reviews of the business to search for and remove barriers for people of diverse backgrounds, to ensure they have access to opportunities within the company;
- Develop collaborative workplace processes to provide first-hand experiences;
- Utilize instructional materials aligned to the company's business objectives in order to provide all employees with an understanding of how cultural differences might affect or enhance participation in the workplace;
- Create an environment of trust between management and staff as well as amongst peers within the workplace;
- Hold an annual employee training to maintain awareness and to continue to promote diversity within the company; and
- Develop a process and procedure to properly document and resolve any matters that may impact the diversity plan.

### Element No. 4

In order to engage diverse members of the community, the company will conduct at least one of the following items per month:

- Encourage community participation in activities sponsored by the company, including community events (to be held quarterly), street fairs (to occur monthly during summer), job fairs (to be held quarterly);
- As permitted and is practical within the city, BRI will encourage community participation in activities sponsored by the company, including chamber of commerce events, small business Saturdays, various networking events and community fundraisers. BRI will participate in at least one of the aforementioned events at least quarterly;
- Engage in honest conversation with management and staff on a semiannual basis about issues that impact a diverse population; and
- Use print and electronic communication tools, including web and social media, to share information about the opportunities for employment and participation within the company.

### Element No. 5

In order to measure outcomes against the diversity goals of the company, BRI will:

- At least annually evaluate the then-current process used for recruiting, hiring and retaining staff to determine whether the diversity plan is still effective;
- Collect and analyze data, including demographic information related to the composition of the workforce, and whether the company's plan is achieving its diversity objectives;
- Measure the number of individuals from the above-referenced demographic groups who were hired and retained after the issuance of a license;
- Measure the number of promotions for people falling into the above-referenced demographic groups since initial licensure;
- Measure the number of positions created since initial licensure;

- Measure the number and subject matter of trainings held, and track the number of individuals falling into the above-listed demographics in attendance;
- Document the number and natures of employment outreach and community events and the individuals that attended, and retain copies of any materials distributed at such events;
- Publish such employment data, and at least annually, share that data with management, staff and the CNB; and
- Develop a written plan for continuous improvement.

Affirmative Statement

In accordance with the Guidance on Required Positive Impact Plans and Diversity Plans (revised 2/25/19), BRI affirmatively states as follows:

(1) The applicant acknowledges and is aware, and will adhere to, the requirements set forth in 935 CMR 500.105(4) which provides the permitted and prohibited advertising, branding, marketing, and sponsorship practices of every Marijuana Establishment; and

(2) Any actions taken, or programs instituted, will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws.

**FROM:** Berkshire Roots Inc.  
**TO:** Cannabis Control Commission  
**DATE:** September 1, 2020  
**RE:** 935 CMR 500.101(2)(e)(8)(j) – Maintenance of Financial Records

**PLAN:**

### Accounting Practices

BRI shall maintain all financial records in accordance with 935 CMR 500.105(9). BRI shall maintain a balance sheet, income statements and cash flow statements reflecting the performance of the business. BRI will use generally accepted accounting principles in maintaining such statements. Among other things, the statements shall track revenue, expenditures, cost of goods sold, assets and liabilities. All financial records will be maintained in house, with the assistance of a CPA and tax preparer retained by BRI.

Separately, BRI will track earned revenues through Leaf Logix. BRI management shall export, analyze and verify all revenue figures at least daily. BRI will export data from Leaf Logix and import it into financial tracking software. Subject to confidentiality considerations and applicable regulations, and in accordance with BRI's full absorption accounting methodology, BRI will share data with its CPA and tax professional for purposes of the timely payment of taxes, HCA fees, payroll and other company obligations.

On a daily basis and in accordance with 935 CMR 500.140(6), BRI will use Leaf Logix to track and record all sales from each point-of-sale station ("POS"). Data gathered from each POS shall include the sales figure, the amount and nature of the product sold, and cost of marijuana product sold.

At the close of business each day, a BRI manager will reconcile the daily sales from each POS and record the data electronically within Leaf Logix. All sales will be recorded and tracked by category: (i) adult use products; and (ii) non-marijuana items. BRI understands that non-marijuana items have different and separate tax requirements.

All financial records and all data shall be maintained electronically and shall be available to the Commission upon request at any time.

### **Injurious Occurrence**

BRI shall not under any circumstance utilize software or any other method(s) of manipulation to alter or otherwise change any element of sales, inventory, or security data. Any violation of this policy shall be handled in accordance with BRI's personnel policies. With the assistance of a contracted IT team, BRI will conduct a monthly analysis of our equipment and sales data in order to assure compliance with 935 CMR 140(6). In particular, BRI shall ensure that no software has been installed that could be utilized to manipulate or alter sales data, and that no other methodology has been employed to manipulate or alter sales data.

BRI will maintain records that it has performed the above-mentioned monthly audits and such record will be provided to the Commission upon request. In accordance with 935 CMR 500.140(6)(e), if BRI determines that software has been installed for the purpose of manipulation or alteration of sales data or other methods have been utilized to manipulate or alter sales data BRI will take the following steps:

1. immediately disclose the information to the Commission;
2. cooperate with the Commission in any investigation regarding manipulation or alteration of sales data; and
3. take such other action directed by the Commission to comply with 935 CMR

### **Taxes**

BRI will remain in compliance with 830 CMR 62C.25.1: *Record Retention*, and with DOR Directive 16-1 regarding recordkeeping requirements at all times.

**FROM:** Berkshire Roots Inc.  
**TO:** Cannabis Control Commission  
**DATE:** September 1, 2020  
**RE:** 935 CMR 500.101(2)(e)(8)(i) - Record keeping procedures  
**PLAN:**

BRI shall maintain all records in compliance with 935 CMR 500.000, as it may be amended from time to time.

#### Leaf Logix Product Tracking

Leaf Logix seed-to-sale software allows BRI maintain detailed records regarding current inventory, past production and sales, dispensary records and other data relative to cultivation, product manufacturing, packaging, testing, sale, storage and security.

BRI will use Leaf Logix to maintain real-time inventory. Leaf Logix software and inventory control system meets the requirements of 935 CMR 500.105(8)(c) and (d), including, at a minimum, an inventory of marijuana plants; marijuana plant-seeds and clones in any phase of development such as propagation, vegetation, flowering; marijuana ready for dispensing; all marijuana products; and all damaged, defective, expired, or contaminated marijuana and marijuana products awaiting disposal.

All product tracking shall indicate the date of any inventory, a summary of the inventory findings, and the names, signatures, and titles of the dispensary agents who conducted the inventory.

#### Personnel Records

For each dispensary agent, BRI will maintain, at a minimum, an organizational chart depicting where the agent fits within the company, and a job description and statement of requirements and qualifications.

For each dispensary agent, BRI shall maintain a confidential personnel file. BRI will maintain that file for at least twelve (12) months after termination of the agent's affiliation with the company. The file shall include, at a minimum, the following:

- i. All materials submitted to the CCC pursuant to 935 CMR 500.030(2);
- ii. The job description or employment contract that includes duties, authority, responsibilities, qualifications, and supervision;
- iii. Documentation of all required training, including training regarding privacy and confidentiality requirements, and the signed statement of the individual indicating the date, time, and place he or she received said training and the topics discussed, including the name and title of presenters;

- iv. Documentation of periodic performance evaluations; and
- v. A record of any disciplinary action taken.
- vi. Notice of completed responsible vendor training program.
- vii. Personnel policies and procedures; and
- viii. All background check reports obtained in accordance with 935 CMR 500.030.

#### Corporate Documents.

BRI shall maintain all corporate records, including provisional and final certificates, insurance policies and declarations, accounting information, host community agreements, evidence of equipment acquisition, ownership and disposition and other corporate records documentation in a manner consistent with 935 CMR 500.105(9)(e). All records will be securely maintained, and shall be available upon request to the CCC.

BRI's corporate records shall also include third-party laboratory agreements, documents pertaining to municipal permitting and compliance, corporate annual reports and other filings with the Massachusetts Secretary of State.

#### Financial and Other Business Records

BRI shall maintain, in electronic form in a manner consistent with traditional business accounting practices, documents pertaining to BRI's business operation. These records shall include at minimum:

- i. A balance sheet;
- ii. Income statements;
- iii. Cash flow statements;
- iv. A statement of all monetary transactions;
- v. A chart of accounts, including check ledger;
- vi. A collection of payables;
- vii. A collection of receivables;
- viii. Payroll records and any other evidence of compensation;
- ix. Any other records that BRI determines to maintain in the ordinary course of business.

#### Marijuana Testing Records

BRI will maintain all lab test results for at least one year. All such results shall be available to CCC at all times.

#### Incident Reporting Records

- o Within seven days, BRI will provide written notice to the Commission of any incident described in 935 CMR 500.110(7)(a), by submitting an incident report.

Such report shall describe the incident in question, and shall indicate BRI's investigation and resolution of the incident. All related documents, including photos and surveillance video related to the incident, will be maintained by BRI for not less than one year or the duration of an open investigation, whichever is longer, and made available to the CCC and law enforcement authorities upon request.

- Visitor Records
  - BRI shall maintain a visitor sign-in and sign-out record at the facility entrance. The record will include visitors' name, address, firm name if applicable, date, time in and out, and the name of any authorized agents who will be escorting the visitor.
  
- Waste Disposal Records
  - When marijuana or marijuana products are disposed of, BRI shall create a written record of the date, the type and quantity disposed of or handled, the manner of disposal or other handling and the location of disposal or other handling. Two dispensary agents shall be present during any disposal or handling, and each agent shall sign the written record. BRI will keep disposal records for at least three (3) years.
  
- Security Records
  - A current list of authorized agents and service personnel that have access to the surveillance room will be available to the CCC upon request.
  - Twenty-four (24) hour recordings from all video cameras that are available for immediate viewing by the CCC upon request and shall be retained for at least ninety (90) days.
  
- Transportation Records
  - BRI shall retain all shipping manifests for a minimum of one (1) year and make them available to the CCC upon request.
  
- Written Standard Operating Procedures: Standard operating procedures related to BRI's operations will be updated on an ongoing basis, and not less frequently than annually. The standard operating procedures shall include, at a minimum, the following:
  - Security measures in compliance with 935 CMR 500.110;
  - Agent security policies, including personal safety and crime prevention techniques;
  - Hours of operation and after-hours contact information, which will be provided to CCC, made available to law enforcement officials upon request, and updated pursuant to 935 CMR 500.000.
  - Storage of marijuana in compliance with 935 CMR 500.105(11);
  - Description of the various strains of marijuana to be cultivated, processed or sold, as applicable, and the form(s) in which marijuana will be dispensed;

- Procedures to ensure accurate recordkeeping, including inventory protocols in compliance with 935 CMR 500.160;
- Plans for quality control, including product testing for contaminants in compliance with 935 CMR 500.160;
- A staffing plan and staffing records in compliance with 935 CMR 500.105(9);
- Workplace health and safety policies, including a provision that the workplace shall be free to alcohol, smoking, or any form of harassment, intimidation or violence;
- A plan describing how confidential information will be maintained;
- Policy for the immediate dismissal of any dispensary agent who has:
  - Diverted marijuana, which will be reported the Police Department and to the CCC;
  - Engaged in unsafe practices with regard to BRI's operations; or
  - Been convicted of any felony in Massachusetts or like violation in any other state or under the laws of the United States.
- Procedures for the handling of cash on premises including but not limited to storage, collection frequency and transport to financial institution(s).
- Policies and procedures to prevent the diversion of marijuana to individuals younger than 21 years old.

**FROM:** Berkshire Roots Inc.  
**TO:** Cannabis Control Commission  
**DATE:** September 1, 2020  
**RE:** Energy Compliance Plan

**PLAN:**

In an effort to mitigate its environmental impact, BRI will utilize best management practices to reduce energy and water consumption at its dispensary located at 253 Meridian Street in East Boston. While BRI does not own the premises, BRI made improvements to the premises in accordance with a commercial lease. Prior to renovation of the premises, BRI chose to utilize tools and materials that would reduce the day to day energy use. BRI has since implemented several energy reduction strategies as defined below:

1. Installation of LED lighting controlled by movement sensor. On average, LED lights use 75% less energy than traditional incandescent lighting. BRI has installed LED lights throughout the entire retail, inventory and vestibule spaces, all of which are controlled by movement sensor to ensure that lights are not on when a space is not in use.
2. Efficient Electric Water Heater. BRI has installed a state-of-the-art electric water heater for domestic hot water to promote energy efficiency.
3. Improved Insulation. BRI has utilized spray foam insulation on the underside of the ceilings to increase air sealing within the retail space, and increase R-values throughout the premises.
4. Split-System HVAC. BRI has installed split system HVAC units with modern electronic thermostat control. These HVAC systems are adjusted according to the season. The electronic thermostat control is programmed to adjust to the temperature to energy saving levels outside of regular business hours. BRI ensures regular and routine maintenance of all HVAC units to ensure the units are operating at top efficiency.
5. Auto-Door Closers. All exterior doors have been outfitted with automatic closers to reduce air infiltration into the space. Additionally, BRI has outfitted the retail space with a vestibule entrance to further reduce air infiltration into the space.