



Massachusetts Cannabis Control Commission

Marijuana Cultivator

General Information:

License Number: MC282817
Original Issued Date: 12/08/2020
Issued Date: 12/08/2022
Expiration Date: 12/09/2023

ABOUT THE MARIJUANA ESTABLISHMENT

Business Legal Name: BB Botanics LLC

Phone Number: 781-760-0204 Email Address: bbbotanics@gmail.com

Business Address 1: 242 John Wise Avenue Business Address 2:

Business City: Essex Business State: MA Business Zip Code: 01929

Mailing Address 1: 242 John Wise Ave Mailing Address 2:

Mailing City: Essex Mailing State: MA Mailing Zip Code: 01929

CERTIFIED DISADVANTAGED BUSINESS ENTERPRISES (DBES)

Certified Disadvantaged Business Enterprises (DBEs): Not a DBE

PRIORITY APPLICANT

Priority Applicant: no

Priority Applicant Type: Not a Priority Applicant

Economic Empowerment Applicant Certification Number:

RMD Priority Certification Number:

RMD INFORMATION

Name of RMD:

Department of Public Health RMD Registration Number:

Operational and Registration Status:

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

If no, describe the circumstances below:

PERSONS WITH DIRECT OR INDIRECT AUTHORITY

Person with Direct or Indirect Authority 1

Percentage Of Ownership: 50 Percentage Of Control: 50

Role: Owner / Partner Other Role:

First Name: John Last Name: Tremblay 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: 50	Percentage Of Control: 50	
Role: Owner / Partner	Other Role:	
First Name: Theresa	Last Name: Tremblay	Suffix:
Gender: Female	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

No records found

CLOSE ASSOCIATES AND MEMBERS

Close Associates or Member 1

First Name: John	Last Name: Tremblay	Suffix:
Describe the nature of the relationship this person has with the Marijuana Establishment: Managing Member and Capital Contributor		

Close Associates or Member 2

First Name: Theresa	Last Name: Tremblay	Suffix:
Describe the nature of the relationship this person has with the Marijuana Establishment: Managing Member and Capital Contributor		

CAPITAL RESOURCES - INDIVIDUALS

Individual Contributing Capital 1

First Name: John	Last Name: Tremblay	Suffix:	
Types of Capital: Monetary/Equity	Other Type of Capital:	Total Value of the Capital Provided: \$50000	Percentage of Initial Capital: 50
Capital Attestation: Yes			

Individual Contributing Capital 2

First Name: Theresa	Last Name: Tremblay	Suffix:	
Types of Capital: Monetary/Equity	Other Type of Capital:	Total Value of the Capital Provided: \$50000	Percentage of Initial Capital: 50
Capital Attestation: Yes			

CAPITAL RESOURCES - ENTITIES

No records found

BUSINESS INTERESTS IN OTHER STATES OR COUNTRIES

No records found

DISCLOSURE OF INDIVIDUAL INTERESTS

Individual 1

First Name: John	Last Name: Tremblay	Suffix:
Marijuana Establishment Name: BB Botanics LLC	Business Type: Marijuana Retailer	
Marijuana Establishment City: Essex	Marijuana Establishment State: MA	

Individual 2

First Name: Theresa	Last Name: Tremblay	Suffix:
Marijuana Establishment Name: BB Botanics LLC	Business Type: Marijuana Retailer	

Marijuana Establishment City: Essex

Marijuana Establishment State: MA

MARIJUANA ESTABLISHMENT PROPERTY DETAILS

Establishment Address 1: 242 John Wise Avenue

Establishment Address 2:

Establishment City: Essex

Establishment Zip Code: 01929

Approximate square footage of the Establishment: 5622

How many abutters does this property have?: 1

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

Cultivation Tier:

Cultivation Environment:

FEE QUESTIONS

Cultivation Tier: Tier 01: up to 5,000 square feet Cultivation Environment: Indoor

HOST COMMUNITY INFORMATION

Host Community Documentation:

Document Category	Document Name	Type	ID	Upload Date
Certification of Host Community Agreement	EXECUTED - HCA Certification Form 2.pdf	pdf	5f39579587ec2b07e9c50264	08/16/2020
Community Outreach Meeting Documentation	Special Approval for Virtual Community Outreach Meeting.pdf	pdf	5f3957eab18f5e08358c5de5	08/16/2020
Plan to Remain Compliant with Local Zoning	Plan to Remain Compliant with Local Zoning (Updated).pdf	pdf	5f60f1a6330fbb198067c3d8	09/15/2020
Community Outreach Meeting Documentation	Virtual Outreach Meeting Participant List (Updated).pdf	pdf	5f60f1c06b2b651987ef9dd2	09/15/2020
Community Outreach Meeting Documentation	Community Outreach Meeting Documentation (Updated).pdf	pdf	5f60f1dc2da2cc1193da768a	09/15/2020

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.: \$

PLAN FOR POSITIVE IMPACT

Plan to Positively Impact Areas of Disproportionate Impact:

Document Category	Document Name	Type	ID	Upload Date
Plan for Positive Impact	Plan for Positive Impact (Updated).pdf	pdf	5f60f1f9f3c78911b8a3d648	09/15/2020

ADDITIONAL INFORMATION NOTIFICATION

Notification:

INDIVIDUAL BACKGROUND INFORMATION

Individual Background Information 1

Role:

Other Role:

First Name: John

Last Name: Tremblay Suffix:

RMD Association: Not associated with an RMD

Background Question: no

Individual Background Information 2

Role:
First Name: Theresa
RMD Association: Not associated with an RMD
Background Question: no

Other Role:
Last Name: Tremblay **Suffix:**

ENTITY BACKGROUND CHECK INFORMATION

No records found

MASSACHUSETTS BUSINESS REGISTRATION

Required Business Documentation:

Document Category	Document Name	Type	ID	Upload Date
Articles of Organization	Articles of Organization.pdf	pdf	5f41a15b1e17f807ff96a83b	08/22/2020
Department of Revenue - Certificate of Good standing	BB-MADOR CertGoodStanding8-17-2020.pdf	pdf	5f41a1a6f6d8f5082e447820	08/22/2020
Bylaws	BB Botanics LLC - Initial Agreement:By-Laws.pdf	pdf	5f4c209187ec2b07e9c52c61	08/30/2020
Secretary of Commonwealth - Certificate of Good Standing	BB Sec Cert Good Stand (Updated).pdf	pdf	5f60f218330fbb198067c3dc	09/15/2020
Secretary of Commonwealth - Certificate of Good Standing	BB UI Attestation (Updated).pdf	pdf	5f60f2256b2b651987ef9dd8	09/15/2020

Certificates of Good Standing:

Document Category	Document Name	Type	ID	Upload Date
Secretary of Commonwealth - Certificate of Good Standing	CCC-renewal sec of state good standing.pdf	pdf	615239661a0911693590bc5c	09/27/2021
Department of Revenue - Certificate of Good standing	CCC-renewal cert of good standing.pdf	pdf	6152398a92505868ec665ccf	09/27/2021
Department of Unemployment Assistance - Certificate of Good standing	CCC-renewal cert of good standing.pdf	pdf	617c45fe99d47637982b906d	10/29/2021
Department of Unemployment Assistance - Certificate of Good standing	BB-Unemployment Attestation form 11-2-2021.pdf	pdf	6181c03bd8c16731dcbdeb02	11/02/2021
Department of Unemployment Assistance - Certificate of Good standing	BB-dept of unemploment good standing 2022.pdf	pdf	6345a2b376c6660008214a93	10/11/2022
Secretary of Commonwealth - Certificate of Good Standing	BB-goodstanding 2022.pdf	pdf	6345a2ed2bb694000864c357	10/11/2022
Department of Revenue - Certificate of Good standing	Scan_0001.pdf	pdf	6345ad3376c6660008217614	10/11/2022

Massachusetts Business Identification Number: 001354546

Doing-Business-As Name:

DBA Registration City:

BUSINESS PLAN

Business Plan Documentation:

Document Category	Document Name	Type	ID	Upload Date
Plan for Liability Insurance	Plan to Obtain Liability Insurance.pdf	pdf	5f41a22a3a4447086ca97e72	08/22/2020
Proposed Timeline	Proposed Timeline - Cultivation.pdf	pdf	5f41a3bd971c7c07c0435c35	08/22/2020
Business Plan	Business Plan (Updated).pdf	pdf	5f62521721e18b195f3c1a47	09/16/2020
Proposed Timeline	BB_Proposed Timeline - Cultivation 11-2-2021.pdf	pdf	61814e5a084df83201bf8265	11/02/2021
Proposed Timeline	BB-proposed cultivation timeline 2022.pdf	pdf	63596450bd58f900086f180d	10/26/2022

OPERATING POLICIES AND PROCEDURES

Policies and Procedures Documentation:

Document Category	Document Name	Type	ID	Upload Date
Policies and Procedures for cultivating.	Policies & Procedures for Cultivating.pdf	pdf	5f41c005233f7b0865382539	08/22/2020
Restricting Access to age 21 and older	Policy for Restricting Access to Individuals Age 21 and Older.pdf	pdf	5f41c13f7116b407de654331	08/22/2020
Prevention of diversion	Policy for Preventing Diversion.pdf	pdf	5f41c5163a4447086ca97e91	08/22/2020
Storage of marijuana	Policy for Storage of Marijuana.pdf	pdf	5f41c5b49fd04f085a977a06	08/22/2020
Transportation of marijuana	Policies and Procedures for Transportation of Marijuana.pdf	pdf	5f41c707233f7b0865382542	08/22/2020
Inventory procedures	Inventory Procedures.pdf	pdf	5f41c73c5fa28707f4581954	08/22/2020
Quality control and testing	Procedures for Quality Control and Testing.pdf	pdf	5f41c8a187ec2b07e9c517f5	08/22/2020
Dispensing procedures	Dispensing Procedures.pdf	pdf	5f41c9629fd04f085a977a0b	08/22/2020
Record Keeping procedures	Recordkeeping Procedures.pdf	pdf	5f41c9fe971c7c07c0435c47	08/22/2020
Maintaining of financial records	Maintaining of Financial Records.pdf	pdf	5f41ca2f5fa28707f4581958	08/22/2020
Qualifications and training	Employee Qualification and Training Requirements.pdf	pdf	5f41cbae3a4447086ca97e99	08/22/2020
Energy Compliance Plan	Energy Compliance Plan - Cultivation.pdf	pdf	5f4c2102233f7b0865383915	08/30/2020
Security plan	Security Plan - Cultivation (Updated).pdf	pdf	5f60f265344d30117270f496	09/15/2020
Personnel policies including background checks	Personnel Policies including Background Checks (Updated).pdf	pdf	5f60f287a0ca7e1950fb47b5	09/15/2020
Diversity plan	Diversity Plan (Updated).pdf	pdf	5f629489c70203116b324179	09/16/2020
Diversity plan	BB_Diversity Plan 11-2-2021.pdf	pdf	61814ec244662a31f288edda	11/02/2021
Diversity plan	BB-PPLI-Diversity Plan 10-13-2022.pdf	pdf	634969fc2bb69400086929a6	10/14/2022

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 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:

COMPLIANCE WITH POSITIVE IMPACT PLAN

Progress or Success Goal 1

Description of Progress or Success: We are a pre-operational establishment under going PPLI and have not made any hiring efforts, but we are working towards completion of the build out.

COMPLIANCE WITH DIVERSITY PLAN

Diversity Progress or Success 1

Description of Progress or Success: We are a pre-operational establishment under going PPLI and have not made any hiring efforts, but we are working towards completion of the build out.

HOURS OF OPERATION

Monday From: 10:00 AM	Monday To: 8:00 PM
Tuesday From: 10:00 AM	Tuesday To: 8:00 PM
Wednesday From: 10:00 AM	Wednesday To: 8:00 PM
Thursday From: 10:00 AM	Thursday To: 8:00 PM
Friday From: 10:00 AM	Friday To: 8:00 PM
Saturday From: 10:00 AM	Saturday To: 8:00 PM
Sunday From: 10:00 AM	Sunday To: 8:00 PM

Host Community Agreement Certification Form

Instructions

Certification of a host community agreement is a requirement of the application to become a Marijuana Establishment (ME) and Medical Marijuana Treatment Center (MTC). Applicants must complete items 1-3. The contracting authority for the municipality must complete items 4-8. Failure to complete a section will result in the application not being deemed complete. This form should be completed and uploaded into your application. 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(2) and 501.400(2).

Certification

The parties listed below do certify that the applicant and municipality have executed a host community agreement on the specified date below pursuant to G.L. c. 94G § 3(d):

1. Name of applicant:

BB Botanics LLC

2. Name of applicant's authorized representative:

John Tremblay

3. Signature of applicant's authorized representative:

 CEO

4. Name of municipality:


Town of Essex

5. Name of municipality's contracting authority or authorized representative:

Ruth Preen, Chairwoman



6. Signature of municipality's contracting authority or authorized representative:



7. Email address of contracting authority or authorized representative of the municipality (*this email address may be used to send municipal notices pursuant to 935 CMR 500.102(1) and 501.102(1).*):

bzubricki@essexma.org

8. Host community agreement execution date:

08/10/2020





ESSEX BOARD of selectmen

TOWN HALL • MARTIN STREET • ESSEX, MASSACHUSETTS 01929-1219

Telephone (978) 768-6531

May 6, 2020

Mr. John Tremblay
BB Botanics, LLC
10 Lexington Road
Woburn, MA 01801

Dear Mr. Tremblay:

The Essex Board of Selectmen is in receipt of your request to hold your required Community Outreach Meeting for a proposed, retail marijuana establishment at 242 John Wise Avenue via virtual, web-based means.

Given the complexities and public health considerations attendant to the ongoing COVID-19 crisis, the Board does understand for this departure from an in-person meeting and does hereby approve your request for a virtual meeting, by vote of the Board this evening. Please note that this approval is granted in strict accordance with Administrative Order Number 2, issued by the Massachusetts Cannabis Control Commission on April 27, 2020. You must fully comply with all requirements that are set down in said Order.

Should you have any questions and for assistance with coordination of the meeting information on the Town's website, please contact Town Administrator Brendhan Zubricki at (978) 768-6531. Thank you.

Sincerely,

Ruth R. Pereen

Ruth R. Pereen
Chairman



Plan to Remain Compliant with Local Zoning

BB Botanics LLC (“BBB”) will remain compliant at all times with the local zoning requirements set forth in the Town of Essex’s Zoning Bylaw. As of the application submission, the proposed location is zoned “by right” in accordance with the Town of Essex’s Zoning Bylaw.

BBB has worked collaboratively with municipal officials on site suitability to date. BBB has attended several municipal meetings, engaged with municipal officials, boards, and committees to discuss BBB’s plans for a proposed marijuana retail establishment and has executed a Host Community Agreement with the Town of Essex.

In June of 2020, the Town of Essex Annual Town Meeting approved amendments to the Zoning Bylaws creating Adult-use Cannabis provisions. These approved bylaws are currently pending approval at the Attorney General’s office. If approved, the proposed location is in full compliance with the newly approved zoning bylaws.


As required by the Town of Essex Zoning Bylaw, BBB has initiated the required Special Permit and Site Plan Approval applications from the local Planning Board. In accordance with the Special Permit - Massachusetts General Laws, Ch.40A, the terms of the Special Permit will be determined in line with the [Town of Essex Special Permit Issuance Rules](#). The duration for obtaining a ruling on the special permit application is no later than 90 days from submission of application materials, and will take effect after the passage of a 20 day appeal period. The special permit conditions will be set by the Town of Essex Planning Board during the Special Permit application hearings.

BBB will comply with all conditions and standards set forth in any local permit required to operate a Marijuana Retail Establishment at BBB’s proposed location.


BBB will continue to work cooperatively with various municipal departments, board, and officials to ensure that BBB’s marijuana retail facility remains compliant with all local laws, regulations, rules, and codes with respect to design, construction, operation, and security.

In compliance with 935 CMR 500.110(3), the property is not located within 500 feet of an existing public or private school providing education to children in kindergarten or grades 1 through 12.

Virtual Community Outreach Meeting Participant List


Questrom School of Business

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From: 05/20/2020 To: 05/21/2020
Search

Maximum report duration: 1 Month
The report displays information for meetings that ended at least 30 minutes ago.

Export as CSV File
Toggle columns

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
BB Botanics Community Out...	974 6631 6214	Andrew Gold	agold88@bu.edu			No	05/04/2020 05:45:22 PM	05/21/2020 05:42:17 PM	05/21/2020 06:25:17 PM	45	42	Zoom

Meeting Participants

☒ Export with meeting data

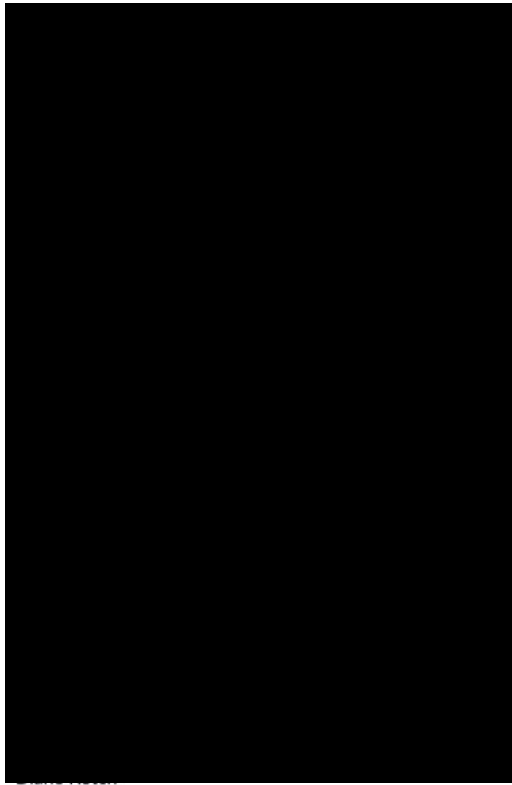
☐ Show unique users

Export

Meeting ID : 974 6631 6214 Topic : BB Botanics Community... User Email : agold88@bu.edu
Duration (Minutes) : 43 Start Time : 05/21/2020 05:42:17 PM End Time : 05/21/2020 06:25:17 PM
Participants : 42

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Andrew Gold	agold88@bu.edu	05/21/2020 05:41:54 PM	05/21/2020 06:24:53 PM	43
		05/21/2020 05:46:06 PM	05/21/2020 05:47:08 PM	2
		05/21/2020 05:46:26 PM	05/21/2020 05:47:11 PM	1
		05/21/2020 05:46:57 PM	05/21/2020 05:47:10 PM	1
		05/21/2020 05:47:10 PM	05/21/2020 06:24:53 PM	38
		05/21/2020 05:47:11 PM	05/21/2020 05:50:38 PM	4
		05/21/2020 05:47:12 PM	05/21/2020 06:24:36 PM	38
		05/21/2020 05:47:24 PM	05/21/2020 05:47:38 PM	1
		05/21/2020 05:47:39 PM	05/21/2020 06:23:59 PM	37
		05/21/2020 05:49:01 PM	05/21/2020 05:49:24 PM	1
		05/21/2020 05:49:24 PM	05/21/2020 06:24:53 PM	36



	05/21/2020 05:50:55 PM	05/21/2020 05:50:57 PM	1
	05/21/2020 05:50:58 PM	05/21/2020 06:24:25 PM	34
	05/21/2020 05:52:47 PM	05/21/2020 05:52:50 PM	1
	05/21/2020 05:52:49 PM	05/21/2020 05:52:52 PM	1
	05/21/2020 05:52:51 PM	05/21/2020 06:24:19 PM	32
	05/21/2020 05:52:53 PM	05/21/2020 06:24:53 PM	32
	05/21/2020 05:52:58 PM	05/21/2020 05:53:02 PM	1
	05/21/2020 05:53:03 PM	05/21/2020 06:24:53 PM	32
	05/21/2020 05:54:20 PM	05/21/2020 05:54:34 PM	1
	05/21/2020 05:54:35 PM	05/21/2020 06:24:53 PM	31
	05/21/2020 05:55:12 PM	05/21/2020 05:55:32 PM	1
	05/21/2020 05:55:33 PM	05/21/2020 06:24:53 PM	30
	05/21/2020 05:55:42 PM	05/21/2020 05:56:09 PM	1
	05/21/2020 05:56:07 PM	05/21/2020 05:56:11 PM	1
	05/21/2020 05:56:09 PM	05/21/2020 06:24:53 PM	29
	05/21/2020 05:56:12 PM	05/21/2020 06:05:26 PM	10

	05/21/2020 05:57:33 PM	05/21/2020 06:24:53 PM	28
	05/21/2020 05:57:42 PM	05/21/2020 06:24:05 PM	27
	05/21/2020 05:57:49 PM	05/21/2020 06:23:59 PM	27
	05/21/2020 05:58:15 PM	05/21/2020 06:24:53 PM	27
	05/21/2020 05:58:42 PM	05/21/2020 06:24:26 PM	26
	05/21/2020 05:58:55 PM	05/21/2020 06:24:16 PM	26
	05/21/2020 05:58:56 PM	05/21/2020 06:24:24 PM	26
	05/21/2020 05:59:25 PM	05/21/2020 06:24:03 PM	25
	05/21/2020 05:59:38 PM	05/21/2020 06:24:11 PM	25
	05/21/2020 05:59:58 PM	05/21/2020 06:24:21 PM	25
	05/21/2020 06:00:02 PM	05/21/2020 06:24:13 PM	25
	05/21/2020 06:00:12 PM	05/21/2020 06:24:09 PM	24
	05/21/2020 06:01:36 PM	05/21/2020 06:24:06 PM	23
	05/21/2020 06:01:44 PM	05/21/2020 06:23:59 PM	23
	05/21/2020 06:01:48 PM	05/21/2020 06:23:58 PM	23
	05/21/2020 06:02:03 PM	05/21/2020 06:24:07 PM	23
	05/21/2020 06:02:05 PM	05/21/2020 06:23:48 PM	22
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	05/21/2020 06:02:21 PM	05/21/2020 06:24:39 PM	23
	05/21/2020 06:03:36 PM	05/21/2020 06:24:21 PM	21
	05/21/2020 06:04:47 PM	05/21/2020 06:23:58 PM	20
	05/21/2020 06:06:40 PM	05/21/2020 06:24:43 PM	19
	05/21/2020 06:07:56 PM	05/21/2020 06:23:54 PM	16
	05/21/2020 06:11:55 PM	05/21/2020 06:24:10 PM	13
	05/21/2020 06:14:23 PM	05/21/2020 06:24:53 PM	11
	05/21/2020 06:23:19 PM	05/21/2020 06:23:56 PM	1
	05/21/2020 06:23:35 PM	05/21/2020 06:24:53 PM	2

Community Outreach Meeting Attestation Form

Instructions

Community Outreach Meeting(s) are a requirement of the application to become a Marijuana Establishment (ME) and Medical Marijuana Treatment Center (MTC). 935 CMR 500.101(1), 500.101(2), 501.101(1), and 501.101(2). The applicant must complete each section of this form and attach all required documents as a single PDF document before uploading it into the application. If your application is for a license that will be located at more than one (1) location, and in different municipalities, applicants must complete two (2) attestation forms – one for each municipality. Failure to complete a section will result in the application not being deemed complete. 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(2) and 501.400(2).

Attestation

I, the below indicated authorized representative of that the applicant, attest that the applicant has complied with the Community Outreach Meeting requirements of 935 CMR 500.101 and/or 935 CMR 501.101 as outlined below:

1. The Community Outreach Meeting was held on the following date(s):
2. At least one (1) meeting was held within the municipality where the ME is proposed to be located.
3. At least one (1) meeting was held after normal business hours (this requirement can be satisfied along with requirement #2 if the meeting was held within the municipality and after normal business hours).



4. A copy of the community outreach notice containing the time, place, and subject matter of the meeting, including the proposed address of the ME or MTC was published in a newspaper of general circulation in the municipality at least 14 calendar days prior to the meeting. A copy of this publication notice is labeled and attached as "Attachment A."

- a. Date of publication: May 7th, 2020
- b. Name of publication: Gloucester Times

5. A copy of the community outreach notice containing the time, place, and subject matter of the meeting, including the proposed address of the ME or MTC was filed with clerk of the municipality. A copy of this filed notice is labeled and attached as "Attachment B."

- a. Date notice filed: May 5th, 2020

6. A copy of the community outreach notice containing the time, place, and subject matter of the meeting, including the proposed address of the ME or MTC was mailed at least seven (7) calendar days prior to the community outreach meeting to abutters of the proposed address, and residents within 300 feet of the property line of the applicant's proposed location as they appear on the most recent applicable tax list, notwithstanding that the land of the abutter or resident is located in another municipality. A copy of this mailed notice is labeled and attached as "Attachment C." Please redact the name of any abutter or resident in this notice.

- a. Date notice(s) mailed: May 5th, 2020

7. The applicant presented information at the Community Outreach Meeting, which at a minimum included the following:
- a. The type(s) of ME or MTC 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 ME or MTC to prevent diversion to minors;
 - d. A plan by the ME or MTC to positively impact the community; and
 - e. Information adequate to demonstrate that the location will not constitute a nuisance as defined by law.
8. Community members were permitted to ask questions and receive answers from representatives of the ME or MTC.



Name of applicant:

BB Botanics LLC

Name of applicant's authorized representative:

John Tremblay

Signature of applicant's authorized representative:



classified marketplace...

ATTACHMENT A

PUBLIC NOTICES

PUBLIC NOTICES

Notice is hereby given that BB Botanics LLC will be holding a Virtual Web-Based Community Outreach Meeting for a proposed Marijuana Retail and Cultivation Establishment. The meeting is scheduled for 05/21/2020 at 6:00 PM EST. This Community Outreach Meeting will be held in accordance with all regulatory requirements under 935 CMR 500.000 and in accordance with amended requirements found in the Cannabis Control Commission's Administrative Order effective April 28th, 2020 concerning Virtual Web-Based Community Outreach Meeting guidelines.

The proposed Marijuana Retail and Cultivation Establishment is anticipated to be located at 242 John Wise Avenue, Essex, MA, 01929.

The public can submit questions in advance to botanicsoutreach@gmail.com. There will also be an opportunity for the public to ask questions during a dedicated Q&A period during the meeting.

The municipality will post information on the municipal website with access to presentation materials as well as instructions and a link for accessing the virtual web-based meeting no later than 24 hours prior to the meeting date and time.

Instructions on how to participate are as follows:

Join Zoom Meeting <https://questrom.zoom.us/j/97466316214?pwd=RFpYeTJCM0dqT3pYOEJRRnRoc2Rjdz09>

Meeting ID: 974 6631 6214
Password: 707050
GT - 5/7/20

CITY OF GLOUCESTER ZONING BOARD OF APPEALS

Pursuant to section 17 of Chapter 53 of the Acts of 2020, the Zoning Board of Appeals will hold a remote public hearing on Thursday, May 14, 2020, at 7:00 PM. Access information for the remote public hearing will be listed on the agenda at www.glooucester-ma.gov. The Chair Joseph Parisi, III reserves the right under the law to reschedule the date and/or deadline for this and any other public hearing at any time provided that the applicant and the public are notified as quickly as is reasonably possible.

Please visit <http://glooucester-ma.gov/remote-public-meetings> for instructions and guidance on how to join a remote meeting and for the link to join this meeting.

Petition of Regina Attaya seeking Special Permit 2.4.3 (b) alter/expand a non-conforming single- or two-family structure. Special Permit 2.3.1 #3 conversion to two-family modification of existing Variance sec. 1.7.4 to allow petitioner to partially tear down and replace the existing structure and to add an addition to the building for the purpose of converting to a 2-family dwelling at 86-86R Rocky Neck Ave. (Map 128, Lot 37 & 38)

Petition of John Lefavor seeking a Special Permit 2.3.1 #6 two to three family Variance 2.2.1 for front

APARTMENTS

AMESBURY MA 1 & 2 bedrooms Country setting, \$1080-\$1380 Heat/hot water. No dogs/ cats. Call 978-388-4212 www.amesburybritish.com

BEVERLY, Modern 1 bedrm apt. 3rd floor, near town, trains & beaches \$1100+ utilities, & security deposit. NO PETS. 978-406-1524

GROVELAND, MA - 2 bedroom includes heat & hot water, hardwood, storage, deck, parking, new pool. Cats only... Starting at \$1500/mo. 978-691-3153

ROWLEY, MA



Tranquility, fresh air & plenty of parking await you at our oasis in the woods. Spacious 2 bedroom apartments from only \$1380-\$1400 including heat/hot water. Professional 24 hr. on-site management plus many other amenities. Enjoy country living while only 30 minutes from Boston. Cats Okay. 978-948-2056
1 1/4 miles East of Rt. 95 on 133. www.millwoodapartments.net

ROOM FOR RENT

WANTED ROOM FOR RENT in Danvers, near Saint Mary's Church. Nondrinker. References avail. 508-420-5380

MOTELS/HOTELS

A-1 RENTALS

Getting Divorced? Live at the Salisbury Inn. From \$200/week. 978-465-5584

ROOMMATES



ANDOVER - Mature, professional seeks to share million dollar home, 1 or 2 bedrooms, 100% use of kitchen, living room, fully furnished, all utilities. No pets. Heated garage 3 minutes from \$3/35. Long or short term. Starting \$1200+ up, plus security deposit. See outside of 7 Germano Way or call for video. Call Owner, 954-463-6117

First Run

HAVERHILL Share large 3 bedroom condo. No pets. No smoking. Parking. \$800/mo. includes everything. Call (978) 866-8807

I AM LOOKING TO SHARE AN APARTMENT FOR June 1st. Will pay \$550 a mo. with utilities included, no deposit. So. Lawrence, Methuen, Andover, No Andover area. Call 978-398-1811

MA/NH border, near Seabrook/Amesbury Rte. 95/495, Share large house. No pets. \$545 includes heat, electric, washer/dryer. NONSMOKER 603-394-7335; 978-807-0569

SEEKING ROOM FOR RENT in North Shore or Merrimack Valley area. Short term for 50 year old working nonsmoker, clean, neat, with no pets. Can pay \$400-\$500/mo. 978-967-9810



MEDICAL

ATTENTION CAREGIVERS!

If you are a PCA, CNA, Nurse or offer personal care services please go to the business and service directory and check out the category for Adult Care. Your services are needed!

IMMEDIATE OPENING!

IF YOU ARE LOOKING FOR A POSITION AS A CARE GIVER PLEASE CHECK OUT THE ADULT CARE SECTION IN THE BUSINESS AND SERVICE DIRECTORY. PEOPLE LOOKING FOR PCAS, HEALTH AIDES, CNAS HAVE ADS RUNNING AND COULD USE YOUR HELP

TRADES/INDUSTRIAL



CNC Plasma Cutting Operator Hudson, NH

Cleco Manufacturing is an industry leader in the production of precision forms and production machinery for the Precast Concrete Industry.

Located in Hudson NH Cleco is a division of the Concrete Systems group of Companies.

Cleco is searching for a CNC Plasma Cutting Operator to join our team.

Full time position is available for someone with 3 to 5 years' experience. Skill requirements for this position include; strong mechanical knowledge, working with sheet metals and heavy plates, operating overhead crane, forklift, using measuring tools, ability to read blue prints. Must have computer skills.

Candidate must have good work habits and a willingness to work overtime during the busy season. Competitive wages, benefits and 401K offered.

Please forward resume to:

Concrete Systems Inc.
9 Commercial Street Hudson NH 03051
Email: hr@csigroup.com



Merchandise

CEMETERY LOTS

PURITAN LAWN: ONE OF THE BETTER SECTIONS, HM LOT 15c, FOR TWO WITH Falcon Vault. Retail \$5400, asking \$2800 or best offer. (plus transfer fee paid). Call 239-297-4462

PURITAN LAWN Peabody MA - Two grave sites, section 1, lot 362-3, on entrance road to the right. \$3,000. Call Gerry 603-630-3408

FIREWOOD FOR SALE

ADS in this category
If the ad shows a price it must show it by cu. ft. Half a cord is 64 cu. ft. and a cord is 128 cu. ft.

ALL HARDWOOD SEASONED
1 year or 2 year, 16" cut & split
Call Mike 603-294-6492

FUEL

\$1.19

Senior Citizen Pri
PAYLESS OIL
All Cities and Town
No minimum. Senior & Veteran
877-688-76
Price subject to ch

MISC ITEMS WA

CASH FOR
RECORD ALB
33LPS & 45s WANTED. C
(617) 633-2

STAIRLIFTS W

TO BUY, in good con
Call Richard 603-236

Wanted Brothers

TYPEWRITER, WILL PA
Call Jan to 7pm 978-735-20

MISC MERCHAN

LAWN MOWERS: Craftsman
cut. \$125 Craftsman push
Bolens 21" push, 1kg rear
All recently serviced Call

REFRIGERATOR

Stainless Steel, side by si
6 yrs old \$275. Call (50

WANTED TO BUY - Porcelain s
air meters, automotive & ga
items. 1920's to 1960's. CAS
to you. Call Mark (978)

WARNI

If you get an email or cashie
then the asking price for you
merchandise asking you to ref
it is likely a scam. Sells

WOODEN swing set outdoor
Swings, Canopy Play area Lots
Machine \$125, twin white b
side bars \$75 All good condit

8 FT. FIBERGLASS PRAM
Needs seats.
Best offer 508-932-0990

PETS & FREE

ATTENTIC ATTENTIC

Beware of anyone replying to
send you a check for shipping
them back the diff
Also beware when respondi
that ask you to send at
Possible scan



ATTACHMENT B

ESSEX TOWN CLERK

May 5th, 2020 **MAY 06 2020**



NOTICE OF VIRTUAL WEB-BASED COMMUNITY OUTREACH MEETING

Re: Notice to Town Departments

Dear Town Official,

Notice is hereby given that BB Botanics LLC will be holding a **Virtual Web-Based Community Outreach Meeting** for a proposed Marijuana Retail and Cultivation Establishment. The meeting is scheduled for **05/21/2020 at 6:00 PM EST**. This Community Outreach Meeting will be held in accordance with all regulatory requirements under 935 CMR 500.000 and in accordance with amended requirements found in the Cannabis Control Commission's Administrative Order effective April 27th, 2020 concerning Virtual Web-Based Community Outreach Meeting guidelines.

The proposed Marijuana Retail and Cultivation Establishment is anticipated to be located at **242 John Wise Avenue, Essex, MA, 01929**.

The public can submit questions in advance to botanicsoutreach@gmail.com. There will also be an opportunity for the public to ask questions during a dedicated Q&A period during the meeting.

The municipality will post information on the municipal website with access to presentation materials as well as instructions on accessing the virtual web-based meeting no later than 24 hours prior to the meeting date and time.

This meeting can be attended using a telephone, smart-device, and computer, however in order to visualize the presentation materials, an attendee will need to use a computer or smart-device with a screen.

Instructions on how to participate are as follows:

BB Botanics LLC is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://questrom.zoom.us/j/97466316214?pwd=RFpzeTJCM0dqT3pYOEJRRnRoc2Rjdz09>

Meeting ID: 974 6631 6214

Password: 707050

ATTACHMENT B



Instructions Continued:

One tap mobile

+16468769923,,97466316214#,,1#,707050# US (New York)

+13017158592,,97466316214#,,1#,707050# US (Germantown)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 974 6631 6214

Password: 707050

Find your local number: <https://questrom.zoom.us/j/ac4rbgNu2Z>

Join by SIP

97466316214@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

221.122.88.195 (China)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (EMEA)

103.122.166.55 (Australia)

209.9.211.110 (Hong Kong, China)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

Meeting ID: 974 6631 6214

Password: 707050

ATTACHMENT C



May 5th, 2020

NOTICE OF VIRTUAL WEB-BASED COMMUNITY OUTREACH MEETING

Re: Notice to Abutters within 300 feet of 242 John Wise Avenue Property Line

Dear Abutter,

Notice is hereby given that BB Botanicals LLC will be holding a **Virtual Web-Based Community Outreach Meeting** for a proposed Marijuana Retail and Cultivation Establishment. The meeting is scheduled for **05/21/2020 at 6:00 PM EST**. This Community Outreach Meeting will be held in accordance with all regulatory requirements under 935 CMR 500.000 and in accordance with amended requirements found in the Cannabis Control Commission's Administrative Order effective April 27th, 2020 concerning Virtual Web-Based Community Outreach Meeting guidelines.

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Meeting ID: 974 6631 6214

Password: 707050

ATTACHMENT C



Instructions Continued:

One tap mobile

+16468769923,,97466316214#,,1#,707050# US (New York)

+13017158592,,97466316214#,,1#,707050# US (Germantown)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

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Meeting ID: 974 6631 6214

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162.255.37.11 (US West)

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64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

Meeting ID: 974 6631 6214

Password: 707050

ATTACHMENT C

For delivery information, visit our website at www.usps.com.

ESSEX, MA 01929

OFFICIAL USE

Certified Mail Fee \$3.55

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$0.00

☐ Return Receipt (electronic) \$0.00

☐ Certified Mail Restricted Delivery \$0.00

☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$4.10

Postmark Here 05/05/2020

Sent To [REDACTED]

Street and Apt. No., or PO Box No.
234 John Wise Ave

City, State, ZIP+4®
Essex, MA 01929

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$4.10

Postmark Here 05/05/2020

Sent To [REDACTED]

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241 John Wise Ave

City, State, ZIP+4®
Essex, MA 01929

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☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$4.10

Postmark Here 05/05/2020

Sent To [REDACTED]

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30 Martin St

City, State, ZIP+4®
Essex, MA 01929

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

For delivery information, visit our website at www.usps.com.

PEABODY, MA 01960

OFFICIAL USE

Certified Mail Fee \$3.55

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$0.00

☐ Return Receipt (electronic) \$0.00

☐ Certified Mail Restricted Delivery \$0.00

☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$4.10

Postmark Here 05/05/2020

Sent To [REDACTED]

Street and Apt. No., or PO Box No.
28 Gardner St

City, State, ZIP+4®
Peabody, MA 01960-1843

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Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$0.00

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☐ Certified Mail Restricted Delivery \$0.00

☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$4.10

Postmark Here 05/05/2020

Sent To [REDACTED]

Street and Apt. No., or PO Box No.
22 Eastern Ave

City, State, ZIP+4®
Essex, MA 01929

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Certified Mail Fee \$3.55

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$0.00

☐ Return Receipt (electronic) \$0.00

☐ Certified Mail Restricted Delivery \$0.00

☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$4.10

Postmark Here 05/05/2020

Sent To [REDACTED]

Street and Apt. No., or PO Box No.
30 Martin St

City, State, ZIP+4®
Essex, MA 01929

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

ATTACHMENT C

For delivery information, visit our website at www.usps.com

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OFFICIAL USE

Certified Mail Fee	\$3.55	0803
Extra Services & Fees (check box, add fee as appropriate)	\$0.00	15
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.55	
Total Postage and Fees	\$4.10	05/05/2020

Postmark Here

Street and Apt. No., or PO Box No.
30 Martin St
City, State, ZIP+4®
Essex, MA 01929

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ESSEX, MA 01929

OFFICIAL USE

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Extra Services & Fees (check box, add fee as appropriate)	\$0.00	15
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<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.55	
Total Postage and Fees	\$4.10	05/05/2020

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<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
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<input type="checkbox"/> Adult Signature Required	\$0.00	
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Postage	\$0.55	
Total Postage and Fees	\$4.10	05/05/2020

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City, State, ZIP+4®
Essex, MA 01929

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RYE, NH 03870

OFFICIAL USE

Certified Mail Fee	\$3.55	0803
Extra Services & Fees (check box, add fee as appropriate)	\$0.00	15
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.55	
Total Postage and Fees	\$4.10	05/05/2020

Postmark Here

Street and Apt. No., or PO Box No.
PO Box 250
City, State, ZIP+4®
Rye, NH 03870

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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ESSEX, MA 01929

OFFICIAL USE

Certified Mail Fee	\$3.55	0803
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<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
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<input type="checkbox"/> Adult Signature Required	\$0.00	
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Postage	\$0.55	
Total Postage and Fees	\$4.10	05/05/2020

Postmark Here

Street and Apt. No., or PO Box No.
30 Martin St
City, State, ZIP+4®
Essex, MA 01929

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



John Tremblay <bbotanics@gmail.com>

Fwd: Information Request for CCC License Renewal BB Botanics

1 message

Andrew Gold <ag24kgold@gmail.com>

To: John Tremblay <bbotanics@gmail.com>

21 September 2021 at 12:19

Hello Town of Essex,

BB Botanics LLC is coming up for annual license renewal with the Cannabis Control Commission.

As per regulations, on 12/15/2020,

"BB Botanics LLC shall submit as a component of the renewal application **documentation that the establishment requested from its Host Community the records of any cost to a city or town reasonably related to the operation of the establishment, which would include the city's or town's anticipated and actual expenses resulting from the operation of the establishment in its community.** The applicant shall provide a copy of the electronic or written request, which should include the date of the request, and either the substantive response(s) received or an attestation that no response was received from the city or town. The request should 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."

935 CMR 500.103; 935 CMR 501.103. Thus, an ME or MTC licensee must seek documentation of the cost imposed by its operations in the host community."

As such, please accept this email as our formal request for any records outlined in the above regulation related to the operation of the BB Botanics cannabis retail license at 242 John Wise Ave. Please consider actual and anticipated costs associated with the operation of the establishment.

If there have been no costs to date, please express as much.

Please use [this CCC guidance document](#) for your reference on the above regulatory language.

Thank you,

The Tremblay's
BB Botanics LLC



ESSEX BOARD OF SELECTMEN

TOWN HALL
978-768-6531

* 30 MARTIN STREET

* ESSEX, MASSACHUSETTS 01929-1219
FACSIMILE 978-768-2505

September 22, 2021

John Tremblay
BB Botanics LLC
5 Conn Street, Unit E
Woburn, MA 01801

Re: BB Botanics' Request for Documentation of Costs

Dear Mr. Tremblay:

Please accept this letter as the Town of Essex's response to your request for records of any costs incurred by the Town reasonably related to the BB Botanics LLC ("BB Botanics") cannabis operations. Please be advised that the Town is in the process of documenting costs that have been realized, and will continue to be realized, based upon the operation of marijuana establishments in Town, including BB Botanics' anticipated operations. As you are aware, BB Botanics has not commenced operations in Essex. The Town expects certain impacts associated with BB Botanics' operations to become more evident over time. These include, but are not limited to, potential public health consequences and related requirements for educational programming, potential public use and underage user enforcement, and infrastructure costs. Accordingly, the following are anticipated:

1. Municipal inspection costs.
2. Executive, planning, legal, and inspection staff time spent involving ongoing business plan review, community outreach, and other assistance.
3. Executive and administrative time associated with future Host Community Agreement renewals.
4. Traffic studies and/or mitigation review and implementation, including the implementation of new traffic signs and signals.
5. Increased law enforcement services and public safety personnel, including overtime costs where higher congestion or crowds are anticipated and/or where criminal activity has been reported.
6. Legal fees and costs associated with drafting, negotiating, and/or reviewing the Host Community Agreement at renewal time, operational plans and local permitting applications; legal fees and costs associated with public hearings/meetings.
7. Studies or improvements to address increased impact on utilities (for example, water supply/electricity).
8. Time spent developing community awareness of responsible approaches to cannabis use and avoidance of substance abuse.
9. Costs associated with the increase in substance abuse, including but not limited to such items as increased demand on local health care clinics and facilities; need for increased counseling and/or intervention programs.

10. Costs related to increased fire protection services.
11. Costs related to road and other infrastructure systems and improvements.
12. Costs associated with record keeping, including but not limited to documentation of costs reasonably related to community impacts.
13. Potential public use and underage user enforcement costs.
14. Costs to address potential public health consequences of marijuana use.
15. Educational programming cost including public health classes and DARE resource costs.
16. Infrastructure studies.
17. Municipal review of future operational issues.
18. Costs of drug recognition expert and advanced roadside impairment driving enforcement training programs for local police officers.
19. Other specialized training for local law enforcement officers.
20. Executive/administrative/staff/public safety/legal time spent responding to complaints or inquiries.
21. Studies to determine relative increase in substance abuse problems in the community
22. Police/Fire time associated with ongoing security plan review.
23. School specific programming and services.
24. Increased funding/provision of public health services.

As stated previously, as BB Botanics is not in operation, BB Botanics' impacts on the community are still emerging.

Respectfully,

Brendhan Zubricki

Brendhan Zubricki
Town Administrator

cc: Chief of Police
Fire Chief
Board of Health
Superintendent of Public Works
file



John Tremblay <bbotanics@gmail.com>

Fwd: Information Request for CCC License Renewal BB Botanics

1 message

Andrew Gold <ag24kgold@gmail.com>

To: John Tremblay <bbotanics@gmail.com>

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As per regulations, on 12/15/2020,

"BB Botanics LLC shall submit as a component of the renewal application **documentation that the establishment requested from its Host Community the records of any cost to a city or town reasonably related to the operation of the establishment, which would include the city's or town's anticipated and actual expenses resulting from the operation of the establishment in its community.** The applicant shall provide a copy of the electronic or written request, which should include the date of the request, and either the substantive response(s) received or an attestation that no response was received from the city or town. The request should 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."

935 CMR 500.103; 935 CMR 501.103. Thus, an ME or MTC licensee must seek documentation of the cost imposed by its operations in the host community."

As such, please accept this email as our formal request for any records outlined in the above regulation related to the operation of the BB Botanics cannabis retail license at 242 John Wise Ave. Please consider actual and anticipated costs associated with the operation of the establishment.

If there have been no costs to date, please express as much.

Please use [this CCC guidance document](#) for your reference on the above regulatory language.

Thank you,

The Tremblay's
BB Botanics LLC



ESSEX BOARD OF SELECTMEN

TOWN HALL
978-768-6531

* 30 MARTIN STREET

* ESSEX, MASSACHUSETTS 01929-1219
FACSIMILE 978-768-2505

September 22, 2021

John Tremblay
BB Botanics LLC
5 Conn Street, Unit E
Woburn, MA 01801

Re: BB Botanics' Request for Documentation of Costs

Dear Mr. Tremblay:

Please accept this letter as the Town of Essex's response to your request for records of any costs incurred by the Town reasonably related to the BB Botanics LLC ("BB Botanics") cannabis operations. Please be advised that the Town is in the process of documenting costs that have been realized, and will continue to be realized, based upon the operation of marijuana establishments in Town, including BB Botanics' anticipated operations. As you are aware, BB Botanics has not commenced operations in Essex. The Town expects certain impacts associated with BB Botanics' operations to become more evident over time. These include, but are not limited to, potential public health consequences and related requirements for educational programming, potential public use and underage user enforcement, and infrastructure costs. Accordingly, the following are anticipated:

1. Municipal inspection costs.
2. Executive, planning, legal, and inspection staff time spent involving ongoing business plan review, community outreach, and other assistance.
3. Executive and administrative time associated with future Host Community Agreement renewals.
4. Traffic studies and/or mitigation review and implementation, including the implementation of new traffic signs and signals.
5. Increased law enforcement services and public safety personnel, including overtime costs where higher congestion or crowds are anticipated and/or where criminal activity has been reported.
6. Legal fees and costs associated with drafting, negotiating, and/or reviewing the Host Community Agreement at renewal time, operational plans and local permitting applications; legal fees and costs associated with public hearings/meetings.
7. Studies or improvements to address increased impact on utilities (for example, water supply/electricity).
8. Time spent developing community awareness of responsible approaches to cannabis use and avoidance of substance abuse.
9. Costs associated with the increase in substance abuse, including but not limited to such items as increased demand on local health care clinics and facilities; need for increased counseling and/or intervention programs.

10. Costs related to increased fire protection services.
11. Costs related to road and other infrastructure systems and improvements.
12. Costs associated with record keeping, including but not limited to documentation of costs reasonably related to community impacts.
13. Potential public use and underage user enforcement costs.
14. Costs to address potential public health consequences of marijuana use.
15. Educational programming cost including public health classes and DARE resource costs.
16. Infrastructure studies.
17. Municipal review of future operational issues.
18. Costs of drug recognition expert and advanced roadside impairment driving enforcement training programs for local police officers.
19. Other specialized training for local law enforcement officers.
20. Executive/administrative/staff/public safety/legal time spent responding to complaints or inquiries.
21. Studies to determine relative increase in substance abuse problems in the community
22. Police/Fire time associated with ongoing security plan review.
23. School specific programming and services.
24. Increased funding/provision of public health services.

As stated previously, as BB Botanics is not in operation, BB Botanics' impacts on the community are still emerging.

Respectfully,

Brendhan Zubricki

Brendhan Zubricki
Town Administrator

cc: Chief of Police
Fire Chief
Board of Health
Superintendent of Public Works
file

Hello Town of Essex,

BB Botanics LLC is coming up for annual license renewal with the Cannabis Control Commission.

As per regulations, on 12/15/2023,

"BB Botanics LLC shall submit as a component of the renewal application documentation that the establishment requested from its Host Community the records of any cost to a city or town reasonably related to the operation of the establishment, which would include the city's or town's anticipated and actual expenses resulting from the operation of the establishment in its community. The applicant shall provide a copy of the electronic or written request, which should include the date of the request, and either the substantive response(s) received or an attestation that no response was received from the city or town. The request should 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."

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Thank you,

The Tremblay's
BB Botanics LLC



ESSEX BOARD OF SELECTMEN

TOWN HALL
978-768-6531

* 30 MARTIN STREET

* ESSEX, MASSACHUSETTS 01929-1219
FACSIMILE 978-768-2505

October 7, 2022

John Tremblay
BB Botanics LLC
5 Conn Street, Unit E
Woburn, MA 01801

Re: BB Botanics' Request for Documentation of Costs

Dear Mr. Tremblay:

Please accept this letter as the Town of Essex's response to your annual request for records of any costs incurred by the Town reasonably related to the BB Botanics LLC ("BB Botanics") cannabis operations. Please be advised that the Town is in the process of documenting costs that have been realized, and will continue to be realized, based upon the operation of marijuana establishments in Town, including BB Botanics' anticipated operations. As you are aware, as was the case last year at this time, BB Botanics has not commenced operations in Essex. The Town expects certain impacts associated with BB Botanics' operations to become more evident over time. These include, but are not limited to, potential public health consequences and related requirements for educational programming, potential public use and underage user enforcement, and infrastructure costs. Accordingly, the following are anticipated:

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Respectfully,

Brendhan Zubricki

Brendhan Zubricki
Town Administrator

cc: Chief of Police
Fire Chief
Board of Health
Superintendent of Public Works
file



Plan for Positive Impact

BB Botanicals LLC ("BB") is committed to having a positive impact on both populations of disproportionate impact as defined by the Commission. The company's goals will be to promote restorative justice efforts for 935 CMR 500.800 eligible convicted non-violent drug offenders through a commitment to reducing the barrier to entry to employment opportunities in the commercial adult-use cannabis industry for the following disproportionately harmed groups;

- Commission-designated Social Equity Program participants;
- Massachusetts residents who have past non-violent drug convictions;
- Massachusetts residents with parents or spouses who have drug convictions.

BB is committed to the following Goal, Program, and Measurements:

Goal:

In year one BB will successfully hire and train a minimum of one (1) full-time employee from one of the above identified groups of disproportionately harmed groups.

Program:

Job Fair - BB will host an annual job fair in the community of Essex to recruit local residents for job openings and to raise awareness regarding employment opportunities and suitability guidelines and provide general information about opportunities available in the cannabis industry. BB will advertise for its job fairs through local newspapers and local career centers. At the job fairs, the hiring managers will be present to meet potential candidates and answer questions.

Hiring Practices - BB will integrate specific questions into the human resources interview to help identify potential candidates willingness to volunteer personally sensitive information to better identify whether the candidate belongs to one of the three groups of targeted disproportionately impacted persons.

Measurements: At the end of year one of BB receiving the provisional license the following three measurement metrics will be used in measuring the success of the program:

1) The following criteria are the target goals for the Job Fair program to be deemed successful upon review;

- Must be advertised through at least one local newspaper



- Must be advertised through at least one local career center
- Target attendance of 25 persons

2) The following criteria are the target goals for the Hiring Procedure program to be deemed successful upon review;

- Human Resources integrates language into hiring application indicating very clearly to the reader that past non-violent drug offences do not constitute mandatory disqualification an applicant
- Human Resources integrates language into hiring application encouraging an applicant for disclosure or to have the option to input ("in-person") for the applicant to request to discuss personal details in person
- Have attempted to hire and onboard at least one (1) employee from the designated disproportionately harmed groups

BB 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 Marijuana Establishments.

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

BB acknowledges that the progress or success of the plan, in its entirety, must be documented annually upon receipt of provisional license.



The Commonwealth of Massachusetts
William Francis Galvin

Minimum Fee: \$500.00

Secretary of the Commonwealth, Corporations Division
 One Ashburton Place, 17th floor
 Boston, MA 02108-1512
 Telephone: (617) 727-9640

Special Filing Instructions

Certificate of Organization

(General Laws, Chapter)

Identification Number: 001354546

1. The exact name of the limited liability company is: BB BOTANICS LLC

2a. Location of its principal office:

No. and Street: 5 CONN ST

UNIT E

City or Town: WOBURN

State: MA

Zip: 01801

Country: USA

2b. Street address of the office in the Commonwealth at which the records will be maintained:

No. and Street: 5 CONN ST

UNIT E

City or Town: WOBURN

State: MA

Zip: 01801

Country: USA

3. The general character of business, and if the limited liability company is organized to render professional service, the service to be rendered:

TO PURSUE A RECREATIONAL MARIJUANA LICENSE

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name: JOHN TREMBLAY

No. and Street: 5 CONN ST

City or Town: WOBURN

State: MA

Zip: 01801

Country: USA

I, JOHN TREMBLAY resident agent of the above limited liability company, consent to my appointment as the resident agent of the above limited liability company pursuant to G. L. Chapter 156C Section 12.

6. The name and business address of each manager, if any:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
MANAGER	JOHN TREMBLAY	5 CONN ST WOBURN, MA 01801 USA
MANAGER	THERESA TREMBLAY	5 CONN ST UNIT E WOBURN, MA 01801 USA

7. The name and business address of the person(s) in addition to the manager(s), authorized to execute documents to be filed with the Corporations Division, and at least one person shall be named if there are no managers.

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
SOC SIGNATORY	THERESA TREMBLAY	5 CONN ST WOBURN, MA 01801 USA
SOC SIGNATORY	JOHN TREMBLAY	5 CONN ST WOBURN, MA 01801 USA

8. The name and business address of the person(s) authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
REAL PROPERTY	THERESA TREMBLAY	5 CONN ST WOBURN, MA 01801 USA
REAL PROPERTY	JOHN TREMBLAY	5 CONN ST WOBURN, MA 01801 USA

9. Additional matters:

SIGNED UNDER THE PENALTIES OF PERJURY, this 15 Day of November, 2018,
JOHN TREMBLAY

(The certificate must be signed by the person forming the LLC.)

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

November 15, 2018 11:42 AM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive, flowing style with a large initial 'W' and 'G'.

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth



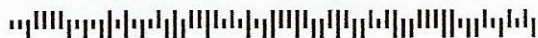
Commonwealth of Massachusetts
Department of Revenue
Geoffrey E. Snyder, Commissioner

mass.gov/dor

Letter ID: L0868489792
Notice Date: August 17, 2020
Case ID: 0-001-001-060



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



BB BOTANICS LLC
5 CONN ST UNIT E
WOBURN MA 01801-5668

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, BB BOTANICS LLC 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) 887-6400 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 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

LIMITED LIABILITY COMPANY

INITIAL AGREEMENT

AMONG

BB Botanics LLC

AND

ITS MEMBERS

DATED: November 1, 2018

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INTRODUCTION

THIS AGREEMENT, dated as of October 30, 2018, by and among the person named on Schedule A hereto as the “Managers” and each of the persons named on Schedule B hereto as the Members (together, the “Original Members”):

BACKGROUND

WHEREAS, the Original Members intend to form a limited liability company, to be named BB BOTANICS LLC, (The “LLC”), under the Massachusetts Limited Liability Company Act (The “Act”), for the purposes of Retail and Cultivation Marijuana Establishment. The LLC may also pursue any other purpose permitted by law: and

WHEREAS, this Agreements sets forth the understanding among the Members concerning, among other things, their respective rights and duties as among themselves and with respect to the LLC;

NOW THEREFORE, the Original Members agree as follows:

TERMS AND CONDITIONS

Section 1. Formation of the LLC: Original Members

1.1 Effective date of Agreement: Formation of LLC

This Agreement shall be effective on the date (the “Effective Date”) on which the latter of the Members signing and dating shall have done so. Either immediately before, or promptly after they have signed this Agreement, the Members shall cause to be delivered to the Massachusetts Secretary of State for filing:

- a. an LLC Certificate of Organization (“Certificate”) substantially in form and content to that attached to this Agreement, as Exhibit C.

1.2 Admission of Original Members

Immediately upon the formation of the LLC, its members (the “Members”) shall include those named on Schedule “B” hereto.

1.3 Admission of LLC

Promptly after the formation of the LLC, a Member shall sign this Agreement on behalf of the LLC and LLC shall become a party to this Agreement.

Section 2. Name of LLC: Purposes and Power, Etc.

2.1 LLC Name, Purposes, Etc.

The business and affairs of the LLC shall be conducted solely under the name set forth in the Certificate and its purposes, resident agent, registered office, duration and form of management shall be solely as set forth in that document, furthermore, the LLC may do business under the name of “BB Botanics LLC.”

2.2 LLC Powers

The LLC shall have all powers identified in the Act, Section 7, II

Section 3. Fiscal Year

The fiscal year of the LLC shall be the calendar year.

Section 4. Capital Contributions

Promptly after the formation of the LLC, the Original Members as named on Schedule “B” hereto shall each contribute \$10,000.00 in cash to the LLC plus the costs to register this LLC. No Member shall be entitled to interest on his contribution nor to the return of the contribution except in connection with the LLC’s dissolution. No Member may make additional contributions to the LLC without the consent of all other Members. In the event the LLC dissolves, any bank loans and other debt shall be satisfied before any distributions of capital contributions are made to Members. All LLC funds remaining after said payments are made shall be divided in accordance with the profit and losses allocation in Exhibit A.

Section 5. Allocation and Distributions; Draws

5.1 Allocations and Distributions.

Each Member shall be entitled to allocations of LLC profits and losses and to allocation of distributions of LLC assets as set forth as a percentage interest in Schedule “B”.

5.2 Draws.

Each Member shall be entitled to draw upon his share of LLC profits, as the majority of the Members shall determine from time to time.

Section 6. Management of LLC

6.1 Participation in LLC Management: Allocation of Votes.

The management of the LLC shall be vested in the Managers, who are those named on Schedule A hereto.

6.2 Number of Votes of Members;

On each LLC matter, each Member shall have one vote.

6.3 Agency

Each Manager shall have the power, right and authority to act as agent for the LLC on all LLC matters; provided that no Manager shall make any important commitment (any capital expense which exceeds \$10,000.00 or any contract which pledges more than \$10,000.00 of the LLC's capital) on behalf of the LLC with any third party without first obtaining approval for the commitment by a majority of the Members.

6.4 Contracts with Members

With the approval of a majority of the Members, the LLC may engage in contracts or other arrangements with any Member or Affiliate of a Member, and may pay compensation in connection with such business, provided in each case the amounts payable thereunder are reasonably comparable to those which would be payable to unaffiliated persons under similar agreements and, if the determination of such amounts is made in good faith it shall be conclusive absent manifest error.

6.5. Indemnification and Exculpation

No Manager, or its Affiliates, shall have any liability to the LLC or to any Member for any loss suffered by the LLC which arises out of any action or inaction of any Manager or its Affiliates if such Manager or its Affiliates, as the case may be, in good faith, determined that such course of conduct did not constitute gross negligence or willful misconduct of such Manager or its Affiliates. Each Manager and its Affiliates shall be indemnified by the LLC against any losses, judgments, liabilities, expenses and amounts paid in settlement of any claims sustained by it with respect to actions taken by such Manager or its Affiliates on behalf of the LLC, provided that no indemnification shall be provided for any person with respect to any matter as to which he shall have been adjudicated in any proceeding not to have acted in good faith in the reasonable belief that his action was in the best interest of the LLC. Without limiting the foregoing, such indemnification may include payment by the LLC of expenses incurred in defending a civil or criminal action or proceeding in advance of the final disposition of such action or proceeding.

Section 7. Transfers, Pledges, Admissions, Disassociations and Cash-Outs

7.1 Transfers of Memberships and LLC Interests.

Except with the consent of non-transferring Members holding a majority of capital and profits interests in the LLC, no Member (the “Transferring Member”) shall transfer to a third party or to another Member any management right or other right of the Member, including any portion of the Member’s LLC interest.

7.2 Pledges.

No Member shall pledge any portion of his Membership rights or his LLC interest without the consent of a majority of the other Members.

7.3 Admission of New Members

No person shall be admitted as a new Member of the LLC except with the consent of majority of the Members.

7.4 Voluntary Withdrawal of Member:

- a. Right of Members to Withdraw. Any Member may voluntarily withdraw from the LLC without penalty upon 60 days notice to the LLC.
- b. LLC Payment for LLC Interest of Withdrawing Member. If a Member voluntarily withdraws from the LLC under section 7.4(a), his Membership in the LLC shall be terminated as of the date of his withdrawal and subject to section 7.7 (concerning Member expulsion) and section 10 (concerning Member non-competition), the LLC shall pay him/her/them an amount which is equal to the average value of three appraisals obtained by the remaining members and of the LLC upon reasonable terms, as agreed among himself and the remaining Member(s) at the time of withdrawal.

7.5 Death or Disability of Member

If a Member dies or is disabled, he shall be disassociated from the LLC and the LLC shall pay him, or his representative, a reasonable amount for his LLC interest upon reasonable terms, as agreed among himself, his representative or executor/administrator and the remaining Members at the time of death or disability.

7.6 Expulsion of Members.

A majority of the Members may expel any Member for good cause. Good cause which, if in question, shall be defined by an Arbitrator (as contemplated under Section 12) shall include without limitation:

- a. any material breach of this Agreement; and
- b. any action by a Member that risks significant harm to the business or reputation of the LLC.

7.7 No Payment of LLC Interest of Expelled Member.

A Member expelled from the LLC under section 7.6 shall not be entitled to payment for his LLC interest by the LLC or by any other Member.

Section 8. Duties of Members/Managers

8.1 Duty of Care; Fiduciary Duty.

In carrying on the business and affairs of the LLC:

- a. Each Member shall use the same care as he would use in conduction of his own affairs.
- b. Each Member shall be a fiduciary of the other Members and of the LLC.

Section 9. Fiscal Matters

9.1 Books and Records.

The books and records of the LLC shall be kept and maintained at the principal office of the LLC and shall be available for examination by any Member, or such Member's duly authorized representative, during regular business hours. The LLC may maintain books and records and may provide such financial or other statements, as the Members deem advisable.

9.2 Bank Accounts

The bank accounts of the LLC shall be maintained in such banking institutions as the Members determine, and withdrawals shall be made on such signature or signatures, as the Members shall determine.

9.3 Accounts.

The books of the LLC shall be examined annually by such accountant or accounting firms as shall be selected by the Members. As soon as practicable after the end of each fiscal year, the Manager(s) shall mail to each Member statements showing the profits and losses of the LLC, the balance sheet of the LLC, and all necessary tax information, together with a report of such accounting firm covering the results of its examination of the books of the LLC.

9.4 Tax Matters Partner

John Tremblay shall serve as the "Tax Matters Partners" in connection with any communication with the IRS or Mass. DOR or any audit of the Federal or State income tax of the LLC.

9.5. Federal Income Tax Returns and Elections

All income tax returns of the LLC shall be prepared by the Tax Matters Partner or the accounting firm chosen by the Members. The Members in their sole discretion shall determine which elections under the Code and Treasury Regulations the LLC will make for Federal income tax purposes.

9.6 Fiscal Year and Accounting Method

The fiscal year of the LLC shall be the calendar year. The books of the LLC shall be kept using the cash method of accounting and in accordance with generally accepted accounting principles.

Section 10. Dissolution and Termination

10.1 Events Causing Dissolution.

The LLC shall be dissolved and its affairs wound up upon:

- a. The sale or other disposition of all or substantially all of the assets of the LLC, unless the disposition is a transfer of assets of the LLC in return for consideration other than cash and a majority of the Members determine not to distribute any such non-cash items to the Members
- b. Subject to the provisions of Section 7.5, upon the death, insanity, retirement, resignation, expulsion, bankruptcy, dissolution or occurrence or any other event which terminates the membership of a Member.
- c. The election to dissolve the LLC made in writing by a majority of the Members.
- d. Any consolidation or merger of the LLC with or in to any entity following which the LLC is not the resulting or surviving entity;
- e. Upon the occurrence of any event specified under the laws of the Commonwealth of Massachusetts as one effecting dissolution, except that where, under the terms of this Agreement or the Act, the LLC is not to terminate, then the LLC shall immediately be reconstituted and reformed on all the applicable terms, conditions, and provisions of this Agreement.

10.2 Continuation of the LLC

Notwithstanding the occurrence of any event specified in Section 10.1, the LLC shall not be dissolved and its business and affairs shall not be discontinued, and the LLC shall remain in existence as a limited liability company under the laws of the Commonwealth of Massachusetts, if the remaining Members acting by Consent, elect within 90 days, after such occurrence to continue the LLC and its business is made by one Member, an additional Member shall be admitted to the LLC in connection with such election.

10.3 Procedures on Dissolution

Dissolution of the LLC shall be effective on the day on which occurs the event giving rise to the dissolution, but the LLC shall not terminate until the Certificate shall have been cancelled and the assets of the LLC shall have been distributed as provided herein. Notwithstanding the dissolution of the LLC, prior to the termination of the LLC, as aforesaid., the business of the LLC and the affairs of the Members, as such, shall continue to be governed by this Agreement. The Members, or, if there be none, a liquidator appointed with the consent of the Members, shall liquidate the assets of the

LLC, apply and distribute the proceeds thereof as contemplated by this Agreement and cause the cancellation of the certificate.

10.4 Distributions Upon Liquidation.

- a. After payment of liabilities owing to creditors, the Members or liquidator shall set up such reserves as it deems reasonably necessary for any contingent or unforeseen liabilities or obligations of the LLC. Said reserves may be paid over by the Members or liquidator to a bank, to be held in escrow for the purpose of paying any such contingent or unforeseen liabilities or obligations and, at the expiration of such period as the Members or liquidator may deem advisable, such reserves shall be distributed to the Member or their assigns as set forth in paragraph (b) below.
- b. After paying such liabilities and providing for such reserves, the Members or liquidator shall cause the remaining net assets of the LLC to be distributed to and among the Members in the order of priority set forth in Exhibit A.

Section 11. Arbitration

11.1 Mandatory Arbitration.

Any dispute among the Members concerning the LLC that they cannot resolve among themselves shall be finally resolved by arbitration by a single arbitrator.

11.2. Method for Choosing Arbitrator

If the Members cannot agree among themselves as to the person who shall serve as their arbitrator, they shall request the Boston office of the American Arbitration Association to appoint this arbitrator and this appointment shall bind all Members.

11.3 Applicability of AAA rules

Except as provided in section 12.2, all arbitrations under this section shall be governed by the Rules of Commercial Arbitration of the AAA.

Section 12. Term, Etc.

12.1 Term and Termination

The term of this Agreement shall begin on the Effective Date and shall end upon the earlier of:

- a. the date on which the LLC is terminated under this Agreement or under other applicable law; or
- b. the date on which a majority of the Members agree to terminate it.

12.2 Survival of Certain Rights and Duties

The rights and duties of the parties under Section 14 shall survive the termination of this Agreement.

Section 13. Incorporation of Exhibits; Entire Agreement; Amendments.

13.1 Incorporation of Certificate of Formation Etc.

The Certificate of Formation, the Addendum to Certificate of Formation and the Table of Capital Contributions are hereby incorporated in this Agreement and made an integral part of it.

13.2 Entire Agreement

This Agreement contains the complete agreement between the Members concerning its subject matter, and it supersedes any earlier agreements among them concerning its subject matter.

13.3 Amendments

No amendment of this Agreement or of the Certificate shall be valid except in writing signed by all Members.

Section 14 Applicability of the Act

Except as otherwise expressly provided in this Agreement and in the Certificate, all provisions of the Act as now in effect and as amended from time to time shall apply in the Agreement as if fully incorporated herein.

Section 15 Notices

All notices under this agreement shall be in writing. They shall be sent by fax or by registered U.S. mail, return receipt requested, to the Members at their respective address as stated on the first page of their Agreement. A Member may change the Member's address for purposes of this section at any time upon reasonable notice to the other Member(s). Notices shall be deemed to have been received when actually received.

Section 16. Governing Law: Forum

16.1 Governing Law

The laws of the Commonwealth of Massachusetts shall govern this Agreement.

16.2 Forum

Except to the extent that a Member of the LLC seeks injunctive relief with respect to any matter relating to the LLC, all disputes among the Members relating to this Agreement shall be finally resolved by arbitration under section 12 of this Agreement.

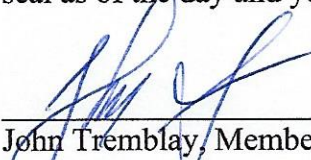
Section 17. Captions.

Captions in this Agreement are for convenience only and shall be deemed irrelevant in construing any of its provisions.

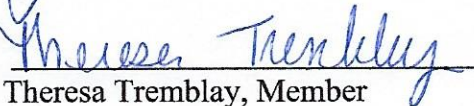
Section 18. Access of Members to Legal Advice

Each Member acknowledges that, before signing this Agreement and accepting its terms, the Member has had every reasonable opportunity to consider these terms and to review them with the Member's attorney.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement under seal as of the day and year first above written.

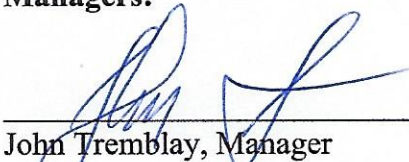


John Tremblay, Member

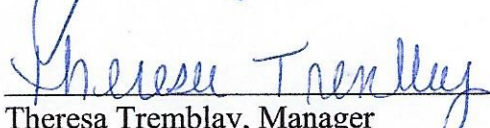


Theresa Tremblay, Member

Managers:



John Tremblay, Manager



Theresa Tremblay, Manager

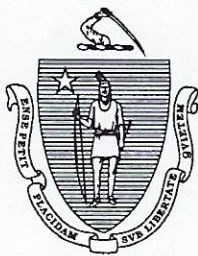
SCHEDULE "A"
MANAGERS

John Tremblay
PO Box 372
Burlington MA 01803

Theresa Tremblay
PO Box 372
Burlington MA 01803

SCHEDULE "B"
MEMBERS

<u>Member</u>	<u>Percentage Interest</u>	<u>Capital Contribution</u>
John Tremblay PO Box 372 Burlington MA 01803	50%	\$50,000
Theresa Tremblay PO Box 372 Burlington MA 01803	50%	\$50,000



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

William Francis Galvin
Secretary of the
Commonwealth

September 8, 2020

TO WHOM IT MAY CONCERN:

I hereby certify that a certificate of organization of a Limited Liability Company was filed in this office by

BB BOTANICS LLC

in accordance with the provisions of Massachusetts General Laws Chapter 156C on **November 15, 2018.**

I further certify that said Limited Liability Company has filed all annual reports due and paid all fees with respect to such reports; that said Limited Liability Company has not filed a certificate of cancellation; that there are no proceedings presently pending under the Massachusetts General Laws Chapter 156C, § 70 for said Limited Liability Company's dissolution; and that said Limited Liability Company is in good standing with this office.

I also certify that the names of all managers listed in the most recent filing are: **JOHN TREMBLAY, THERESA TREMBLAY**

I further certify, the names of all persons authorized to execute documents filed with this office and listed in the most recent filing are: **JOHN TREMBLAY, THERESA TREMBLAY**

The names of all persons authorized to act with respect to real property listed in the most recent filing are: **JOHN TREMBLAY, THERESA TREMBLAY**



In testimony of which,

I have hereunto affixed the

Great Seal of the Commonwealth

on the date first above written.

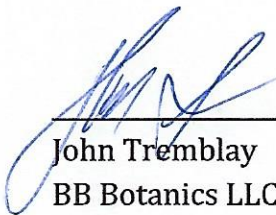
William Francis Galvin

Secretary of the Commonwealth



Department of Unemployment Assistance Certificate of Good Standing Attestation Form

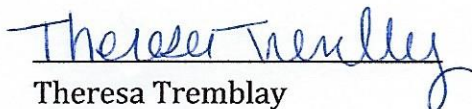
We, John and Theresa Tremblay, Managing Members of BB Botanics LLC do hereby attest that BB Botanics LLC cannot register with the Department of Unemployment until hiring employees. Signed under the pains and penalties of perjury.



John Tremblay
BB Botanics LLC

9-12-2020

Date



Theresa Tremblay
BB Botanics LLC

9-12-2020

Date



Plan to Obtain Liability Insurance

BB Botanics LLC ("BB") is in the process of obtaining quotes from Cannasure Insurance Services, Corcoran & Havlin Insurance, Lighthouse Insurance Agency LTD and Nine Point Strategies to maintain general liability insurance coverage for no less than \$1,000,000 per occurrence and \$2,000,000 in aggregate annually and product liability coverage for no less than \$1,000,000 per occurrence & \$2,000,000 in aggregate annually.

The policy deductible will be no higher than \$5,000 per occurrence. BB will consider additional coverage based on availability & cost-benefit analysis.

If adequate coverage is unavailable at a reasonable rate, BB will place in escrow at least \$250,000 to be expended for liabilities coverage. Any withdrawal from such escrow will be replenished within 10 business days. BB will keep reports documenting compliance with 935 CMR 500.105(10).



Business Plan

EXECUTIVE SUMMARY

Company Overview

BB Botanicals LLC ("BB") is a Massachusetts limited liability company that is applying for multiple license types from the Commonwealth of Massachusetts Cannabis Control Commission to operate an Adult-Use Recreational Marijuana Establishment.

BB and its affiliated entities are applying for the following License Types;

- Marijuana Retailer at 242 John Wise Avenue, Essex
- Marijuana Cultivator at 242 John Wise Avenue, Essex

BB will maintain the company in good standing with the Massachusetts Secretary of the Commonwealth, the Department of Revenue, and the Department of Unemployment Assistance. BB will apply for all state and local permits and approvals required to build out and operate the facility. BB will also work cooperatively with various municipal departments to ensure that the proposed facility complies with all state and local codes, rules and regulations with respect to design, renovation, operation, and security.

BB is prepared to position itself as a narrow differentiator within the flourishing Massachusetts recreational cannabis marketplace. Through a highly experienced team working under a well-defined platform of values and mission, the organization will evolve into a long-standing family run business for years to come. In doing so, BB looks forward to working cooperatively with the Town of Essex to help all stakeholders of the business profit beyond just dollars and cents.



Organizational Mission: Through prudent stewardship by BB's senior leadership with a heavy focus on our employees and customers, the organization is committed to social justice, inclusion, and delivering value to the market by providing consistent high quality affordable cannabis to consumers who are 21 years of age or older.

In pursuit of the mission, the organization will focus on its core values that include:

- Human Engagement and Talent Management
 - Recruiting and Training Qualified and Diverse Staff
 - Low Staff Turnover
- Customer Centric Fundamentals
 - Product Mix Aligned with Consumer Demands
 - Affordability
 - Data Analytics
- Corporate Social Responsibility Initiatives
 - Local Hiring Preferences for Vendors and Staff
 - Diverse Employee Pool
 - Promotion of Inclusion/Equity
 - Expungement Efforts
- Environmental Initiatives
 - Energy Consumption Efforts
- Community Engagement
 - Active Corporate Citizen in the Community
 - Transparent and Constant Communication with Town Officials
 - Open Dialogue with Local Interest Groups



TEAM

BB has put together a team to implement the operations of the Marijuana Establishment and intends to create approximately 15 full-time staff positions within the first three years of operation. No Person or Entity Having Direct or Indirect Control over BB's team is or will be a controlling person with over more than three licenses in a particular class of license.

John Tremblay – Managing Member

In 1987, Mr. Tremblay co-founded with his wife, Theresa, Duct Works Engineering, an HVAC business still successfully in operation today. The organization employs 12 full-time diverse workers. Along with the HVAC business, John also holds an active construction license to perform various commercial and residential construction projects.

Theresa Tremblay - Managing Member

In 1987, Mrs. Tremblay co-founded with her husband, John, Duct Works Engineering, an HVAC business still successfully in operation today. The organization employs 12 full-time diverse workers and Mrs. Tremblay oversees administrative duties within the organization. Mrs. Tremblay also co-founded "Friends for a Cause", a nonprofit organization focused on Christmas fundraising to provide gifts to underprivileged and disproportionately impacted families.

Mike Ingersol - Director of Operations

Mr. Ingersol currently works within the Massachusetts Recreational Cannabis marketplace as a registered dispensary agent to a vertically integrated operator. Prior to the past 6 months, Mr. Ingersol had been in the cannabis industry in Denver, Colorado for 4 years. During that time, Mike was the Director of product planning and logistics. Some of his achievements were scheduling all post harvest operations, planning product packaging breakdowns, incorporating all new label and compliance regulation changes and leading the logistics and distribution team. Mike was responsible for managing 4 team leaders and over 20 of their employees. Mike is a native to Massachusetts and is excited to be back home to apply his knowledge and experience to a family run business.



Operational Overview

BB will establish inventory controls and procedures for the conduct of inventory reviews and comprehensive inventories of marijuana products in the process of cultivation and finished, stored marijuana; conduct a monthly inventory of marijuana in the process of cultivation and finished, stored marijuana; conduct a comprehensive annual inventory at least once every year after the date of the previous comprehensive inventory; and promptly transcribe inventories if taken by use of an oral recording device.

BB will tag and track all marijuana seeds, clones, plants, and marijuana products using Metrc and in a form and manner approved by the Commission.

No marijuana product, including marijuana, will be sold or otherwise marketed for adult use that has not first been tested by Independent Testing Laboratories, except as allowed under 935 CMR 500.000.

BB will maintain records which will be available for inspection by the Commission upon request. The records will be maintained in accordance with generally accepted accounting principles and maintained for at least 12 months or as specified and required by 935 CMR 500.000.

BB will obtain and maintain general liability insurance coverage for no less than \$1,000,000 per occurrence and \$2,000,000 in aggregate, annually, and product liability insurance coverage for no less than \$1,000,000 per occurrence and \$2,000,000 in aggregate, annually, except as provided in 935 CMR 500.105(10)(b) or otherwise approved by the Commission. The deductible for each policy will be no higher than \$5,000 per occurrence. If adequate coverage is unavailable at a reasonable rate, BB will place in escrow at least \$250,000 to be expended for liabilities coverage (or such other amount approved by the Commission). Any withdrawal from such escrow will be replenished within 10 business days of any expenditure.

BB will keep reports documenting compliance with 935 CMR 500.105(10) in a manner and form determined by the Commission pursuant to 935 CMR 500.000.

BB will provide adequate lighting, ventilation, temperature, humidity, space, and equipment, in accordance with applicable provisions of 935 CMR 500.105 and 500.110.

BB has secured bonding as required under 935 CMR 500.105: *General Operational Requirements for Marijuana Establishments*.

BB and BB agents will at all times comply with all local rules, regulations, ordinances, and bylaws.



Benefits to the Host Community

BB looks forward to working cooperatively with the Town of Essex to ensure that BB operates as a responsible, contributing member of the community. BB desires to establish a mutually beneficial relationship with the Town of Essex in exchange for permitting BB to open its marijuana dispensary.

The Town of Essex stands to benefit in various ways, including but not limited to the following:

1. *Jobs*: The facility will add approximately 15 full-time jobs, in addition to hiring qualified, local contractors and vendors.
2. *Monetary Benefits*: A Host Community Agreement with significant monetary donations will provide the Town of Essex with additional financial benefits beyond local property taxes.
3. *Community Participation & Outreach*: BB will make charitable contributions to the Town of Essex based organizations, participate in charitable events as a sponsor and generally look for opportunities to enhance social equity in the community.
4. *Access to Quality Product*: BB will allow qualified consumers in the Commonwealth to have access to high quality marijuana and marijuana products that are tested for cannabinoid content and contaminants.
5. *Control*: In addition to the Commission, the the Town of Essex Police Department and other municipal departments will have oversight over BB's security systems and processes.
6. *Responsibility*: BB is composed of experienced professionals who will be thoroughly background checked and scrutinized by the Commission.
7. *Economic Development*: BB's operation of its facility will contribute to the overall economic development and economic sustainability of the Town of Essex.



MARKET RESEARCH

Market Analysis

BB anticipates that its primary customers will be residents and employees aged 21 years and older who live in the Town of Essex and the surrounding communities of Ipswich, Hamilton, Manchester, Gloucester, Wenham, Rockport, Wrowley, Topsfield, and Beverly. BB's anticipated market area consists of a 5 to 10 mile circular radius centered on the proposed location where there will be a projected 29,471 - 175,789 residents and between 11,494 - 45,330 households of total addressable market. Projected market conditions show approximately 150,000 - 450,000 annual transactions within the addressable market. BB hopes to capture an estimated 15-20% of transactions within the total addressable market.

Product Offerings

In addition to traditional sativa, indica, and hybrid cannabis flower, BB will offer a wide range of products that will allow BB to serve customers with a wide variety of needs.

Products BB intends to offer include, but will not be limited to:

- | | |
|---|--|
| 1. Concentrates | 7. Sprays |
| 2. Topical Salves | 8. Inhalation Ready to Use Extracted Hash Oils |
| 3. Creams and Lotions | 9. Pre-Dosed Oil Vaporizers |
| 4. Patches | 10. Ingestion Capsules |
| 5. Oral Mucosal and Sublingual Dissolving Tablets | 11. Infused Food and Beverages |
| 6. Tinctures | |

Pricing Structure

BB's pricing structure will vary based on market conditions. BB plans to provide products of superior quality and will price accordingly.

Proposed Business Hours (Subject to Municipal Regulation)

Monday: 8:00 a.m. to 9:00 p.m.	Friday: 8:00 a.m. to 9:00 p.m.
Tuesday: 8:00 a.m. to 9:00 p.m.	Saturday: 8:00 a.m. to 9:00 p.m.
Wednesday: 8:00 a.m. to 9:00 p.m.	Sunday: 10:00 a.m. to 9:00 p.
Thursday: 8:00 a.m. to 9:00 p.m.	

Growth Strategy

In addition to the organization's core mission, BB's plans to grow the company through:

1. Strong and consistent branding;
2. Intelligent, targeted, and compliant marketing programs;
3. An exemplary customer experience;



Communication

BB will engage in reasonable marketing, advertising, and branding practices that do not jeopardize the public health, welfare, or safety of the general public, or promote the diversion of marijuana or marijuana use in individuals younger than 21 years old. Any such marketing, advertising, and branding created for viewing by the public will include the statement: "Please Consume Responsibly," in a conspicuous manner on the face of the advertisement and will include a minimum of two of the warnings, located at 935 CMR 500.105(4)(a), in their entirety in a conspicuous manner on the face of the advertisement.

All marketing, advertising, and branding produced by or on behalf of BB will include the following warning, including capitalization, in accordance with M.G.L. c. 94G, § 4(a½)(xxvi): "This product has not been analyzed or approved by the Food and Drug Administration (FDA). There is limited information on the side effects of using this product, and there may be associated health risks. Marijuana use during pregnancy and breast-feeding may pose potential harms. It is against the law to drive or operate machinery when under the influence of this product. KEEP THIS PRODUCT AWAY FROM CHILDREN. There may be health risks associated with consumption of this product. Marijuana can impair concentration, coordination, and judgment. The impairment effects of edible marijuana may be delayed by two hours or more. In case of accidental ingestion, contact poison control hotline 1-800-222-1222 or 9-1-1. This product may be illegal outside of MA."

BB will seek events where 85% or more of the audience is reasonably expected to be 21 years of age or older, as determined by reliable, current audience composition data. At these events, BB will market its products and services to reach a wide range of qualified consumers.

BB will communicate with customers through:

1. A company run website;
2. A company blog;
3. Popular cannabis discovery networks such as WeedMaps and Leafly;
4. Popular social media platforms such as Instagram, Facebook, Twitter, and SnapChat; and
5. Opt-in direct communications.

BB will provide a catalogue and a printed list of the prices and strains of marijuana available to consumers and will post the same catalogue and list on its website and in the retail store.



Sales

BB will sell its products and services by engaging customers with knowledgeable personnel.

BB will ensure that all marijuana products that are provided for sale to consumers are sold in tamper or child-resistant packaging. Packaging for marijuana products sold or displayed for consumers, including any label or imprint affixed to any packaging containing marijuana products or any exit packages, will not be attractive to minors.

Packaging for marijuana products sold or displayed for consumers in multiple servings will allow a consumer to easily perform the division into single servings and include the following statement on the exterior of the package in a printed font that is no smaller than ten-point Times New Roman, Helvetica, or Arial, including capitalization: "INCLUDES MULTIPLE SERVINGS." BB will not sell multiple serving beverages and each single serving of an edible marijuana product contained in a multiple-serving package will be marked, stamped, or otherwise imprinted with the symbol issued by the Commission under 935 CMR 500.105(5) that indicates that the single serving is a marijuana product. In no instance will an individual serving size of any marijuana product contain more than five (5) milligrams of delta-nine tetrahydrocannabinol.

BB places a premium on cleanliness, hygiene, and proper product storage to achieve and maintain successful operation of the business. In addition to regularly sanitizing surfaces with products kept separately and away from Marijuana, BB staff will ensure personal hygiene including washing hands throughout the day and before handling or dispensing any Marijuana.

Logo

BB has developed a logo to be used in labeling, signage, and other materials such as letterhead and distributed materials.

The logo is discreet, unassuming, and does not use medical symbols, images of marijuana, related paraphernalia, or colloquial references to cannabis or marijuana.

BB's logo can be seen below:



FINANCIAL PROJECTIONS

BB Botanicals LLC - 3 Year P/L				
Revenue Mix	YR1	YR2	YR3	Totals
<i>Flower</i>	\$1,537,560.08	\$1,640,576.60	\$1,728,347.45	\$4,906,484.13
<i>Vape</i>	\$453,928.24	\$484,341.43	\$510,253.70	\$1,448,523.37
<i>Concentrate</i>	\$366,315.65	\$390,858.80	\$411,769.74	\$1,168,944.19
<i>Edibles</i>	\$395,519.84	\$422,019.67	\$444,597.73	\$1,262,137.24
<i>Topicals</i>	\$106,181.01	\$113,295.14	\$119,356.43	\$338,832.58
<i>Wholesale Production</i>	\$850,000.00	\$1,000,000.00	\$1,200,000.00	\$3,050,000.00
<i>Other Accessories</i>	\$43,535.98	\$46,452.89	\$48,938.12	\$138,926.99
Total Gross Revenue	\$3,753,040.80	\$4,097,544.53	\$4,463,263.17	\$12,313,848.50
Returns	-\$112,591.22	-\$122,926.34	-\$133,897.90	-\$369,415.46
Return %	-3%	-3%	-3%	
Revenue after Returns	\$3,640,449.58	\$3,974,618.19	\$4,329,365.27	\$11,944,433.05
HCA Community Impact Fee	-\$109,213.49	-\$119,238.55	-\$129,880.96	-\$358,332.99
% HCA Community Impact Fee	-3%	-3%	-3%	
Total Net Revenue	\$3,531,236.09	\$3,855,379.65	\$4,199,484.32	\$11,586,100.05
% Change		8%	8%	
Costs of Goods Sold	-\$1,502,308.68	-\$1,602,963.37	-\$1,688,721.91	-\$4,793,993.96
% of Revenue	-55%	-55%	-55%	
Gross Profit	\$1,229,161.65	\$1,311,515.48	\$1,381,681.56	\$3,922,358.69
% Gross Profit	45%	45%	45%	
Operating Expenses	-\$435,456.00	-\$402,680.68	-\$358,958.85	-\$1,197,095.53
% of Revenue	-15.00%	-13.00%	-11.00%	-12.92%
EBITDA	\$793,705.65	\$908,834.80	\$1,022,722.71	\$2,725,263.16
% of Revenue	27.34%	29.34%	31.34%	29.42%
Non-Operating Expenses	-\$580,608.00	-\$588,533.30	-\$587,387.21	-\$1,756,528.51
% of Revenue	-20%	-19%	-18%	-20%
Net Income	\$213,097.65	\$320,301.50	\$435,335.50	\$968,734.65
% of Revenue	7.34%	10.34%	13.34%	10.46%

*All figures are in US dollars. Please note that such figures are draft projections.



Policy for Restricting Access to Individuals Age 21 and Older

Retail/Cultivation Facility Access Restriction – Employees, Vendors, and Visitors

BB Botanics LLC (“BB”) will restrict access to its facilities to individuals who are age 21 and older and are either employees or approved visitors. All employees and prospective employees of BB will have provided adequate proof of meeting the age 21 and older requirement prior to being submitted for the required registration with the Cannabis Control Commission as Marijuana Establishment Agents.

To ensure that access to BB is restricted to individuals age 21 and older, mandatory positive identification of all individuals seeking access to the premises of BB is required to gain entry to the premises. Individuals who are not able to provide Massachusetts State-Issued Identification, or two forms of identification if their State-Issued Identification is that of a state other than Massachusetts, will not be allowed access to the premises of BB as a visitor.

Retail Facility Access Restriction – Retail Customers

Access to the establishment will require any and all individuals looking to gain access to the retail areas of the facility to provide proof that they are 21 years of age or older prior to entering any area of the facility, prior to entering the retail sales area, and a third time at the sales counter. At each check, an ID scanning device will be utilized as part of the age confirmation process to ensure that individuals with expired or false identification are unable to enter the retail areas of the facility.

This triple-check method ensures that access to the premises of the establishment and its retail areas will only be possible to individuals 21 years of age or older.



Procedures for Quality Control and Testing

All environmental media inputs, marijuana and marijuana product sold by BB Botanics LLC will have undergone a strict quality control process in accordance with all quality control requirements detailed in 935 CMR 500, including:

- Mandatory testing of marijuana products that is performed by an Independent Testing Laboratory that has been appropriately certified and licensed by the Cannabis Control Commission (“the Commission”) in compliance with the *Protocol for Sampling and Analysis of Finished Medical Marijuana Products and Marijuana-infused Products*, as amended in November, 2016, published by the Department of Public Health
- Mandatory testing of environmental media (e.g. soils, solid growing media, and water) performed in compliance with the *Protocol for Sampling and Analysis of Environmental Media for Massachusetts Registered Medical Marijuana Dispensaries* published by the Department of Public Health
- Mandatory segregation and material review by the Management Team of any marijuana product batches for which laboratory results indicate contaminant levels above acceptable limits established in the DPH protocols identified in 935 CMR 500.160(1).
 - In the case of laboratory test results indicating that the contamination cannot be remediated in a compliant manner, the Commission will be notified directly within 72 hours and will include a description of the proposed plan of action for both the destruction of the contaminated product and the assessment of the source of contamination.
- Maintenance of results of all testing for a minimum of one year, in accordance with 935 CMR 500.160(3)
- Disposal of all excess marijuana in compliance with 935 CMR 500.105(12) if returned by the Independent Testing Laboratory as per 935 CMR 500.160(8)
- A hold process under which all marijuana product is held until such time that it has been tested by an Independent Testing Laboratory and deemed to comply with the standards required under 935 CMR 500.160 and is determined to be acceptable to be sold or otherwise marketed for adult use.

In addition to these testing requirements, BB Botanics LLC will also train staff involved in the post-harvest processing of marijuana to ensure that only the leaves and flowers of



the female marijuana plant are processed accordingly in a safe and sanitary manner, which will include ensuring the aforementioned material is:

- Well cured and generally free of seeds and stems;
- Free of dirt, sand, debris, and other foreign matter;
- Free of contamination by mold, rot, other fungus, and bacterial diseases;
- Prepared and handled on food-grade stainless steel tables; and
- Packaged in a secure area which is under 24/7 video surveillance as well as all other security requirements for limited access areas in which marijuana or marijuana products are stored or packaged.

All agents of BB Botanicals LLC whose job includes contact with marijuana will be trained on, and subject to, the requirements for food handlers specified in 105 CMR 300.000.

Any agent working in direct contact with marijuana will conform to numerous sanitary practices required by BB Botanicals LLC, including maintaining adequate personal cleanliness and washing hands appropriately.

Hand washing facilities will be located in BB Botanicals LLC's production areas and where good sanitary practices require employees to wash and sanitize their hands.

BB Botanicals LLC will maintain sufficient space for placement of equipment and storage of materials as is necessary for the maintenance of sanitary operations.

Litter and waste will be properly removed so as to minimize the development of odor and the potential for the waste attracting and harboring pests.

All floors, walls, and ceilings will be constructed of such material and in such a manner that they may be adequately kept clean and in good repair so as to ensure a sanitary production space.

All contact surfaces will be maintained, cleaned, and sanitized as frequently as necessary to protect against contamination.

All toxic items will be identified, held, and stored in a manner that both protects against contamination of marijuana and is in compliance with all applicable regulations and



requirements of the state of Massachusetts regarding the identification, holding, and storage of such products.

The water supply at BB Botanicals LLC will be sufficient for necessary operations.

Plumbing will be of adequate size and design and maintained to carry sufficient quantities of water to required locations throughout the establishment.

BB Botanicals LLC will provide its employees with adequate, readily accessible toilet facilities.

Storage and transportation of finished products will be under conditions that will protect them against physical, chemical, and microbial contamination.

Recordkeeping Procedures

General Overview

BB Botanicals LLC ("BB") has established policies regarding recordkeeping and record-retention in order to ensure the maintenance, safe keeping, and accessibility of critical documents. Electronic and wet signatures are accepted forms of execution of BB documents. Records will be stored at BB in a locked room designated for record retention. All written records will be available for inspection by the Commission upon request.

Recordkeeping

To ensure that BB is keeping and retaining all records as noted in this policy, reviewing Corporate Records, Business Records, and Personnel Records to ensure completeness, accuracy, and timeliness of such documents will occur as part of BB's quarter-end closing procedures. In addition, BB's operating procedures will be updated on an ongoing basis as needed and undergo a review by the executive management team on an annual basis.

- Corporate Records: are defined as those records that require, at a minimum, annual reviews, updates, and renewals, including:
 - Insurance Coverage:
 - Directors & Officers Policy
 - Product Liability Policy
 - General Liability Policy
 - Umbrella Policy
 - Workers Compensation Policy
 - Employer Professional Liability Policy
 - Third-Party Laboratory Contracts
 - Commission Requirements:
 - Annual Agent Registration
 - Annual Marijuana Establishment Registration
 - Local Compliance:
 - Certificate of Occupancy
 - Special Permits
 - Variances
 - Site Plan Approvals
 - As-Built Drawings
 - Corporate Governance:
 - Annual Report
 - Secretary of State Filings



- **Business Records:** Records that require ongoing maintenance and updates. These records can be electronic or hard copy (preferably electronic) and at minimum include:
 - Assets and liabilities;
 - Monetary transactions;
 - Books of accounts, which will include journals, ledgers, and supporting documents, agreements, checks, invoices, and vouchers;
 - Sales records including the quantity, form, and cost of marijuana products;
 - Salary and wages paid to each agent, and any executive compensation, bonus, benefit, or item of value paid to any individual affiliated with BB, including members, if any.
- **Personnel Records:** At a minimum will include:
 - Job descriptions for each agent and volunteer position, as well as organizational charts consistent with the job descriptions;
 - A personnel record for each marijuana establishment agent. Such records will be maintained for at least twelve (12) months after termination of the agent's affiliation with BB and will include, at a minimum, the following:
 - All materials submitted to the Commission pursuant to 935 CMR 500.030(2);
 - Documentation of verification of references;
 - The job description or employment contract that includes duties, authority, responsibilities, qualifications, and supervision;
 - 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;
 - Documentation of periodic performance evaluations; and
 - A record of any disciplinary action taken.
 - Notice of completed responsible vendor and eight-hour related duty training.
 - A staffing plan that will demonstrate accessible business hours and safe cultivation conditions;
 - Personnel policies and procedures; and
 - All background check reports obtained in accordance with 935 CMR 500.030.
- **Handling and Testing of Marijuana Records**
 - BB will maintain the results of all testing for a minimum of one (1) year.
- **Inventory Records**
 - The record of each inventory will include, at a minimum, the date of the inventory, a summary of the inventory findings, and the names, signatures, and titles of the agents who conducted the inventory.

- Seed-to-Sale Tracking Records
 - BB will use seed-to-sale tracking software to maintain real-time inventory. The seed-to-sale tracking software inventory reporting will meet the requirements specified by the Commission and 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.
 - Inventory records will include, at a minimum, the date of the inventory, a summary of the inventory findings, and the names, signatures, and titles of the individuals who conducted the inventory.
- Incident Reporting Records
 - Within ten (10) calendar days, BB will provide written notice to the Commission of any incident described in 935 CMR 500.110(7)(a), by submitting an incident report, detailing the incident, the investigation, the findings, resolution (if any), confirmation that the Police Department and Commission were notified within twenty-four (24) hours of discovering the breach, and any other relevant information. Reports and supporting documents, including photos and surveillance video related to a reportable incident, will be maintained by BB for no less than one year or the duration of an open investigation, whichever is longer, and made available to the Commission and law enforcement authorities upon request.
- Visitor Records
 - A visitor sign-in and sign-out record will be maintained at the security office. The record will include the visitor's name, address, organization or firm, date, time in and out, and the name of the authorized agent who will be escorting the visitor.
- Waste Disposal Records
 - When marijuana or marijuana products are disposed of, BB will create and maintain a written record of the date, the type and quantity disposed of or handled, the manner of disposal or other handling, the location of disposal or other handling, and the names of the two BB agents present during the disposal or handling, with their signatures. BB will keep disposal records for at least three (3) years. This period will automatically be extended for the duration of any enforcement action and may be extended by an order of the Commission.
- Security Records
 - A current list of authorized agents and service personnel that have access to the surveillance room will be available to the Commission upon request.
 - Twenty-four (24) hour recordings from all video cameras that are available for immediate viewing by the Commission upon request and that are retained for at least ninety (90) calendar days.

- Transportation Records
 - BB will retain all shipping manifests for a minimum of one (1) year and make them available to the Commission upon request.
- Agent Training Records
 - Documentation of all required training, including training regarding privacy and confidentiality requirements, and a signed statement of the individual indicating the date, time, and place he or she received the training, the topics discussed and the name and title of the presenter(s).
- Closure
 - In the event BB closes, all records will be kept for at least two (2) years at BB's expense in a form (electronic, hard copies, etc.) and location acceptable to the Commission. In addition, BB will communicate with the Commission during the closure process and accommodate any additional requests the Commission or other agencies may have.
- Written Operating Policies and Procedures: Policies and Procedures related to BB's operations will be updated on an ongoing basis as needed and undergo a review by the executive management team on an annual basis. Policies and Procedures will include the following:
 - Security measures in compliance with 935 CMR 500.110;
 - Agent security policies, including personal safety and crime prevention techniques;
 - A description of BB's hours of operation and after-hours contact information, which will be provided to the Commission, 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);
 - Emergency procedures, including a disaster plan with procedures to be followed in case of fire or other emergencies;
 - Alcohol, smoke, and drug-free workplace policies;
 - 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 Commission;



- Engaged in unsafe practices with regard to BB operations, which will be reported to the Commission; or
- Been convicted or entered a guilty plea, plea of *nolo contendere*, or admission to sufficient facts of a felony drug offense involving distribution to a minor in the Commonwealth, or a like violation of the laws of another state, the United States or a foreign jurisdiction, or a military, territorial, or Native American tribal authority.
- A list of all executives of BB, and members, if any, of the licensee must be made available upon request by any individual. 935 CMR 500.105(1)(m) requirement may be fulfilled by placing this information on BB's website.
- Policies and procedures for the handling of cash on BB 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.
- Policies and procedures for energy efficiency and conservation that will include:
 - Identification of potential energy use reduction opportunities (including but not limited to natural lighting, heat recovery ventilation and energy efficiency measures), and a plan for implementation of such opportunities;
 - Consideration of opportunities for renewable energy generation, including, where applicable, submission of building plans showing where energy generators could be placed on site, and an explanation of why the identified opportunities were not pursued, if applicable;
 - Strategies to reduce electric demand (such as lighting schedules, active load management and energy storage); and
 - Engagement with energy efficiency programs offered pursuant to M.G.L. c. 25 § 21, or through municipal lighting plants.

Record-Retention

BB; will meet Commission recordkeeping requirements and retain a copy of all records for two (2) years, unless otherwise specified in the regulations.

Maintaining of Financial Records

BB Botanics LLC's ("BB") operating policies and procedures ensure financial records are accurate and maintained in compliance with the Commission's Adult Use of Marijuana regulations (935 CMR 500). Financial records maintenance measures include policies and procedures requiring that:

- Confidential information will be maintained in a secure location, kept separate from all other records, and will not be disclosed without the written consent of the individual to whom the information applies, or as required under law or pursuant to an order from a court of competent jurisdiction; provided however, the Commission may access this information to carry out its official duties.
- All recordkeeping requirements under 935 CMR 500.105(9) are followed, including:
 - Keeping written business records, available for inspection, and in accordance with generally accepted accounting principles, which will include manual or computerized records of:
 - Assets and liabilities;
 - Monetary transactions;
 - Books of accounts, which will include journals, ledgers, and supporting documents, agreements, checks, invoices, and vouchers;
 - Sales records including the quantity, form, and cost of marijuana products; and
 - Salary and wages paid to each employee and any executive compensation, bonus, benefit, or item of value paid to any individual affiliated with a marijuana establishment, including members, if any.
- All sales recording requirements under 935 CMR 500.140(6) are followed, including:
 - Utilizing a point-of-sale (POS) system approved by the Commission, in consultation with the DOR, and a sales recording module approved by DOR;
 - Conducting a monthly analysis of its equipment and sales date, and maintaining records, available to the Commission upon request, that the monthly analysis has been performed;
 - Complying with 830 CMR 62C.25.1: *Record Retention* and DOR Directive 16-1 regarding recordkeeping requirements;



- Adopting separate accounting practices at the point-of-sale for marijuana and marijuana product sales, and non-marijuana sales;
 - Maintaining such records that would allow for the Commission and DOR to audit and examine the point-of-sale system used in order to ensure compliance with Massachusetts tax laws and 935 CMR 500; and
 - If collocated with a medical marijuana treatment center, maintaining and providing the Commission on a biannual basis accurate sales data collected by the licensee during the six months immediately preceding this application for the purpose of ensuring an adequate supply of marijuana and marijuana products under 935 CMR 500.140(10).
- Additional written business records will be kept, including, but not limited to, records of:
 - Compliance with liability insurance coverage or maintenance of escrow requirements under 935 CMR 500.005 and all bond or escrow requirements under 935 CMR 500.105(16);
 - Fees paid under 935 CMR 500.005 or any other section of the Commission's regulations; and
 - Fines or penalties, if any, paid under 935 CMR 500.550 or any other section of the Commission's regulations.



Employee Qualification and Training Requirements

Suitability Standard and Background Check Requirements

All employees of BB Botanicals LLC will be required to undergo the registration process outlined in 935 CMR 500.030: *Registration of Marijuana Establishment Agents*. This includes all of its board members, directors, employees, executives, managers and volunteers who are associated with BB Botanicals LLC. To meet the necessary base qualifications for employment with BB Botanicals LLC, employees must:

- Be 21 years of age or older;
- Not be convicted of an offence in the Commonwealth involving the distribution of controlled substances to minors, or a like violation of the laws of another state, the United States or foreign jurisdiction, or a military, territorial, or Native American tribal authority; and
- Be determined suitable for registration consistent with the provisions of 935 CMR 500.800 and 500.802.

BB Botanicals LLC will only employ individuals who meet all requirements for registration of marijuana establishment agents outlined in the provisions of 935 CMR 500.800 and 500.802 and have successfully completed the registration process for marijuana establishment agents as required in 935 CMR 500.030

All employees of BB Botanicals LLC will have completed the registration process for marijuana establishment agents and received confirmation of their status as a registered marijuana establishment agent of Royston Farm prior to beginning their employment at BB Botanicals LLC.

BB Botanicals LLC will notify the Cannabis Control Commission (the Commission) within one business day after a marijuana establishment agent ceases to be associated with the establishment.

BB Botanicals LLC will notify the Commission in a form and manner determined by the Commission within five business days of any changes to the information that BB Botanicals LLC was previously required to submit to the Commission or after discovery that a registration card has been lost or stolen.



Employee Training

All marijuana establishment agents at BB Botanicals LLC will complete training prior to performing job functions as well as eight hours of on-going training annually. Training will be tailored to the specific roles and responsibilities of the job function of each marijuana establishment agent and will include, on or after July 1st 2019, the completion of a Responsible Vendor Program for all current employees as outlined in 935 CMR 500.105(2)(b).

Employees hired after July 1st, 2019 must successfully complete the Responsible Vendor Program within 90 days of hire as a condition of their employment at BB Botanicals LLCs.

Employee Qualifications

In addition to the mandatory qualifications for employment at BB Botanicals LLC listed above, the following are mandatory qualifications for specific positions:

Cultivation Manager

- 3+ Years in a Management Role at a Massachusetts Licensed Adult-Use or Medical Cannabis Cultivation Facility
- Bachelor's Degree, or 5+ years in a managerial role in a greenhouse horticultural production operation;
- Extensive familiarity with Massachusetts Adult-Use Cannabis Regulations as pertain to Indoor and Outdoor Cultivation Operations

Cultivation Supervisor

- 2+ years of experience in a Supervisor/Lead role at a Massachusetts Licensed Adult-Use or Medical Cannabis Cultivation Facility
- Familiarity with Massachusetts Adult-Use Cannabis Regulations as pertain to Indoor and Outdoor Cultivation Operations
- High school degree or equivalent

Post-Harvest Supervisor

- 1+ year of experience in a Supervisor/Lead role at a Massachusetts Licensed Adult-Use or Medical Cannabis Cultivation Facility
- Familiarity with Massachusetts Adult-Use Cannabis Regulations as pertain to Indoor and Outdoor Cultivation Operations
- High school degree or equivalent

Energy Compliance Plan

BB Botanicals LLC (“BB”) is committed to building an organizational philosophy rooted in operational sustainability demonstrated through prudent management and standard operating procedures focused on adopting industry best practices for minimizing the carbon footprint associated with a Marijuana Establishment.

In order to be compliant with the Energy and Environment Compiled Guidance published in January of 2020, BB will perform the following duties;

Identification and implementation of potential energy-use reduction opportunities;®

- The Chief Operating Officer (“COO”) will be responsible for monitoring monthly energy consumption through auditing utility reports provided by utility providers as well as monitoring operational tools installed to manage energy consumption. The COO will make necessary adjustments to operations based on energy usage data as needed.
- During facility upgrades, renovations, or expansions, the COO will incorporate researching best practices in all areas of the guidance to minimize energy consumption for future ongoing operations
- When equipment fails and/or needs to be replaced, the COO will seek to source equipment which utilizes the optimal energy efficient solution for the identified need.
- All energy-use reduction programs will be implemented and continuously improved upon through strict standard operating procedures and an internal energy and waste audit.

Consideration of opportunities for renewable energy generation, including, where applicable, submission of building plans showing where energy generators could be placed on the site, and an explanation of why the identified opportunities were not pursued, if applicable;

- Considerations for renewable energy resources are initially made based on the existing conditions of the property and continuously evaluated annually during an internal energy audit procedure. During the design and development phase of the project, BB will contract licensed engineers to evaluate opportunities for renewable energy generation and strategic placement of energy generators if deemed necessary. If not, documentation of why opportunities were not pursued will be recorded by the subject matter expert and approved by the COO.
- The COO will evaluate all utilities for the most effective and appropriate supply decisions for the proposed establishment. As part of the annual internal energy and waste audit, the COO will evaluate whether renewable energy sources are more prudent and effective means of consumption.



- As part of any facility upgrades, renovations, or expansions, as well as part of any failed or needing replaced equipment, the COO will evaluate all alternative energy opportunities as a prerequisite during the design and development phases of the proposed project prior to selection of solution. In tandem with a subject matter expert, the COO will determine the most appropriate path forward.

Strategies to reduce electric demand (such as lighting schedules, active load management, and energy storage); and

- During the design and development phase, BB's senior leadership will work closely with a licensed electrical engineer to implement and install energy efficient tools and resources to monitor and optimize energy loads throughout operations.
- Through ongoing operations, the COO will audit the utility reports for consumption swings outside of acceptable variances described in the standard operating procedure for the annual audit
- During BB's annual internal energy and waste audit, existing and non-existing active load/demand management and energy storage opportunities will be considered and evaluated for suitability on a case by case basis based on criteria deemed essential by a licensed subject matter expert.

Engagement with energy efficiency programs offered pursuant to M.G.L. c. 25, § 21, or through municipal lighting plants.

- During the design and development phase, BB's senior leadership will engage a licensed engineering firm to perform an analysis of available energy efficiency programs offered pursuant to M.G.L. c. 25, § 21, or through municipal lighting plants.
- Upon the establishment of all utility accounts, BB's senior leadership will request notifications from service providers on incentives and opportunities to ensure awareness of current campaigns.
- During BB's annual internal energy and waste audit, the COO will engage and subject matter experts most knowledgeable (utility account representatives, vendors, independent audit firms) of available energy efficiency programs offered to evaluate the suitability of engaging such offers in accordance with the energy compliance guidelines set forth by the Commission.



Additional Requirements for Cultivation Facilities

- During the design and development phase, BB's senior leadership in collaboration with licensed engineers and subject matter experts will select operational cultivation equipment aligned with the organization's commitment to sustainability. All electrical, mechanical, plumbing, waste disposal, and fire suppression equipment will be evaluated based on compliance with the energy guidance issued by the Commission.
- After selection of specific energy-using equipment, standard operating procedures will be developed, maintained, and continuously improved upon. This documentation will cover how each particular item of equipment is tested, calibrated, maintained, and re-tested to ensure proper operational functionality.
- The COO will perform annual performance tests on all major energy-using equipment including, but not limited to, horticultural lighting, HVAC systems, and dehumidification systems.



Personnel Policies Including Background Checks

Overview

BB Botanicals LLC ("BB") will securely maintain personnel records, including registration status and background check records. BB will keep, at a minimum, the following personnel records:

- Job descriptions for each employee and volunteer position, as well as organizational charts consistent with the job descriptions;
- A personnel record for each marijuana establishment agent;
- A staffing plan that will demonstrate accessible business hours and safe cultivation conditions;
- Personnel policies and procedures; and
- All background check reports obtained in accordance with 935 CMR 500.030.

Agent Personnel Records

Personnel records for each agent will be maintained for at least twelve (12) months after termination of the agent's affiliation with BB and will include, at a minimum, the following:

- All materials submitted to the Commission pursuant to 935 CMR 500.030(2);
- Documentation of verification of references;
- The job description or employment contract that includes duties, authority, responsibilities, qualifications, and supervision;
- 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;
- Documentation of periodic performance evaluations;
- A record of any disciplinary action taken;
- Notice of completed responsible vendor and eight-hour related duty training; and
- Results of initial background investigation, including CORI reports.

Personnel records will be kept in a secure location to maintain confidentiality and be only accessible to the agent's manager or members of the executive management team.

After-Hours Contacts

John Tremblay – (781) 760-0204



Proposed Business Hours (Subject to Municipal Regulation)

Monday: 8:00 a.m. to 9:00 p.m.	Friday: 8:00 a.m. to 9:00 p.m.
Tuesday: 8:00 a.m. to 9:00 p.m.	Saturday: 8:00 a.m. to 9:00 p.m.
Wednesday: 8:00 a.m. to 9:00 p.m.	Sunday: 10:00 a.m. to 9:00 p.
Thursday: 8:00 a.m. to 9:00 p.m.	

Agent Background Checks

- In addition to completing the Commission's agent registration process, all agents hired to work for BB will undergo a detailed background investigation prior to being granted access to a BB facility or beginning work duties.
- Background checks will be conducted on all agents in their capacity as employees or volunteers for BB pursuant to 935 CMR 500.100 and will be used by the Director of Security, who will be registered with the Department of Criminal Justice Information Systems pursuant to 803 CMR 2.04: iCORI Registration and the Commission for purposes of determining the suitability of individuals for registration as a marijuana establishment agent with the licensee.
- For purposes of determining suitability based on background checks performed in accordance with 935 CMR 500.101(1), BB will consider:
 - A. All conditions, offenses, and violations are construed to include Massachusetts law or like or similar law(s) of another state, the United States or foreign jurisdiction, a military, territorial or Native American tribal authority, or any other jurisdiction.
 - B. All criminal disqualifying conditions, offenses, and violations include the crimes of attempt, accessory, conspiracy, and solicitation. Juvenile dispositions will not be considered as a factor for determining suitability.
 - C. Where applicable, all look-back periods for criminal conditions, offenses, and violations included in 935 CMR 500.802 commence upon the date of disposition; provided, however, that if disposition results in incarceration in any institution, the look-back period will commence upon release from incarceration.
- Suitability determinations will be made in accordance with the procedures set forth in 935 CMR 500.800. In addition to the requirements established in 935 CMR 500.800, BB will:
 - A. Comply with all guidance provided by the Commission and 935 CMR 500.802: Tables B through D to determine if the results of the background are grounds for Mandatory Disqualification or Presumptive Negative Suitability Determination.
 - B. Consider whether offense(s) or information that would result in a Presumptive Negative Suitability Determination under 935 CMR 500.802. In the event a Presumptive Negative Suitability Determination is made, BB will consider the following factors:

- I. Time since the offense or incident;
- II. Age of the subject at the time of the offense or incident;
- III. Nature and specific circumstances of the offense or incident;
- IV. Sentence imposed and length, if any, of incarceration, if criminal;
- V. Penalty or discipline imposed, including damages awarded, if civil or administrative;
- VI. Relationship of offense or incident to nature of work to be performed;
- VII. Number of offenses or incidents;
- VIII. Whether offenses or incidents were committed in association with dependence on drugs or alcohol from which the subject has since recovered;
- IX. If criminal, any relevant evidence of rehabilitation or lack thereof, such as information about compliance with conditions of parole or probation, including orders of no contact with victims and witnesses, and the subject's conduct and experience since the time of the offense including, but not limited to, professional or educational certifications obtained; and
- X. Any other relevant information, including information submitted by the subject.

C. Consider appeals of determinations of unsuitability based on claims of erroneous information received as part of the background check during the application process in accordance with 803 CMR 2.17: Requirement to Maintain a Secondary Dissemination Log and 2.18: Adverse Employment Decision Based on CORI or Other Types of Criminal History Information Received from a Source Other than the DCJIS.

- All suitability determinations will be documented in compliance with all requirements set forth in 935 CMR 500 et seq. and guidance provided by the Commission.
- Background screening will be conducted by an investigative firm holding the National Association of Professional Background Screeners (NAPBS®) Background Screening Credentialing Council (BSCC) accreditation and capable of performing the searches required by the regulations and guidance provided by the Commission.
- References provided by the agent will be verified at the time of hire.
- As a condition of their continued employment, agents, volunteers, contractors, and subcontractors are required to renew their Program ID cards annually and submit to other background screening as may be required by BB or the Commission.

A staffing plan and records will be developed in compliance with 935 CMR 500.105(9).
935 CMR 500.105(1)



Alcohol, smoke, and drug-free workplace policies are included in the company's employee handbook in accordance with 935 CMR 500.105(1).

BB will develop a policy for the immediate dismissal of any agent who has diverted marijuana, engaged in unsafe practices, or been convicted or entered a guilty plea for a felony charge of distribution of a drug to a minor. 935 CMR 500.105(1)



Diversity Plan

BB Botany LLC ("BB") will adhere to 935 CMR 500.101(e) and implement a diversity and inclusion plan to promote equity among Women, Minorities, Veterans, People with Disabilities, and LGBTQ+ people, collectively "diverse population(s)".

In an effort to develop and promote a diverse and inclusive workplace, BB will pursue the following;

Goals

1. **Supplier Initiatives** - Purchase a minimum of 10% of supplies and equipment from diverse population owned businesses;
2. **Hiring Initiatives** - Hire individuals from the above referenced collective group of Women, Minorities, Veterans, People with Disabilities, and LGBTQ+ people to represent a collective minimum of 50% of existing hired staff at any given period in time, broken down as follows, 20% Women, 10% Minorities, 10% Veterans, 5% People with Disabilities, and 5% LGBTQ+ people;
3. **Inclusivity Initiatives** - BB will aim for employee retention rate of 50% within the hired diverse population as it pertains to workplace inclusion and diversity;

Programs

Supplier Initiatives:

- BB will actively identify and pursue partnerships with suppliers, contractors and Marijuana Establishments who meet the diverse population criteria above
- BB will give preference to suppliers and contractors whose owners or employees meet the criteria outlined above.
- BB will actively recruit these individuals or companies and promote this Program when sourcing these service
 - As part of any bid or solicitation for services, BB will request demographic information from the business or individual in order to see if they meet the Program Populations outlined above.
 - When requesting bids from suppliers and contractors we will expressly promote the Supplier Contractor priority outlined in this plan.
- BB will give priority to Marijuana Establishments supplying the retail establishment whose owners or a majority of its employees meet the above criteria when entering into wholesale agreements.

Hiring Initiatives:

- Initial and ongoing staffing plan will incorporate policies for a “blind” recruitment process to reduce any exposure the hiring manager(s) may have to potential conscious or subconscious biases
- Job Posting will include language promoting work interest from an applicant of diverse populations
- Hiring Manager(s) will receive annual training on diversity and inclusion

Inclusivity Initiatives:

- Onboarding will include training and sensitivity materials particularly focused on diversity and inclusion in the workplace. Topics for the training will include emotional awareness materials, cognitive biases recognitions, and organizational behavior studies focused on productivity within racially and ethnically diverse workplaces
- Fund continuing education for management focused on organizational culture and promoting work environments of inclusion and diversity
- Staff survey rating diversity and inclusivity within the establishment
- Conduct exit interviews with all exiting employees to determine their reason for leaving BB and requesting feedback particularly focused on inclusivity, safety and workplace environment

Measurements

The success of the company’s Diversity Plan will be measured annually against the following metrics when applicable, at a minimum these include:

1. *Representation:* Percentage of employees from diverse populations compared with company, labor market or industry benchmarks.
2. *Retention:* Comparing average tenure for employees from diverse populations to average tenure across the workforce or average tenure of members of the dominant group.
3. *Recruitment:* Comparing the number of applicants for open positions from diverse populations against the potential pool of applicants from diverse populations or labor market representation.
4. *Selection:* Tracking appointments of individuals from diverse populations compared with appointments of applicants who are not members of a monitored group.
5. *Promotion:* Tracking promotions awarded to individuals from diverse populations compared with promotions awarded to individuals who are not members of a monitored group.
6. *Development:* Tracking lateral moves, appointments to acting roles, training and other learning and development participation, and other stretch assignment opportunities by identity group.
7. *Pay and benefits:* Compare financial and non-financial rewards earned by individuals from diverse populations to financial and non-financial rewards earned by individuals who are not members of a monitored group.



8. *Training:* Tracking of all employee and management training on diversity, inclusion and diversity hiring.
9. *Employee Engagement:* Compare employee engagement scores for individuals from diverse populations with scores reported by individuals who are not members of a diverse population.
10. *Supplier Engagement:* The demographics, numbers, amounts and percentages of all third-party suppliers, contractors and Marijuana Industry Partners that BB has engaged with and done business with;
11. *Job Satisfaction:* Data derived from annual surveys and exit interviews.

BB acknowledges that the progress or success of this plan must be documented upon renewal (one year from provisional license, and each year thereafter).

BB 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 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 law.



Diversity Plan

BB Botanicals LLC (“BB”) will adhere to 935 CMR 500.101(e) and implement a diversity and inclusion plan to promote equity among Women, Minorities, Veterans, People with Disabilities, and LGBTQ+ people, collectively “diverse population(s)”.

In an effort to develop and promote a diverse and inclusive workplace, BB will pursue the following;

Goals

1. ***Supplier Initiatives*** - Purchase a minimum of 10% of supplies and equipment from diverse population owned businesses;
2. ***Hiring Initiatives*** - Hire individuals from the above referenced collective group of Women, Minorities, Veterans, People with Disabilities, and LGBTQ+ people to represent a collective minimum of 50% of existing hired staff at any given period in time, broken down as follows, 20% Women, 10% Minorities, 10% Veterans, 5% People with Disabilities, and 5% LGBTQ+ people;
3. ***Inclusivity Initiatives*** - BB will aim for employee retention rate of 50% within the hired diverse population as it pertains to workplace inclusion and diversity;

Programs

Supplier Initiatives:

- BB will actively identify and pursue partnerships with suppliers, contractors and Marijuana Establishments who meet the diverse population criteria above
- BB will give preference to suppliers and contractors whose owners or employees meet the criteria outlined above.
- BB will actively recruit these individuals or companies and promote this Program when sourcing these service
 - As part of any bid or solicitation for services, BB will request demographic information from the business or individual in order to see if they meet the Program Populations outlined above.
 - When requesting bids from suppliers and contractors we will expressly promote the Supplier Contractor priority outlined in this plan.
- BB will give priority to Marijuana Establishments supplying the retail establishment whose owners or a majority of its employees meet the above criteria when entering into wholesale agreements.

Hiring Initiatives:

- Initial and ongoing staffing plan will incorporate policies for a “blind” recruitment process to reduce any exposure the hiring manager(s) may have to potential conscious or subconscious biases
- Job Posting will include language promoting work interest from an applicant of diverse populations
- Hiring Manager(s) will receive annual training on diversity and inclusion

Inclusivity Initiatives:

- Onboarding will include training and sensitivity materials particularly focused on diversity and inclusion in the workplace. Topics for the training will include emotional awareness materials, cognitive biases recognitions, and organizational behavior studies focused on productivity within racially and ethnically diverse workplaces
- Fund continuing education for management focused on organizational culture and promoting work environments of inclusion and diversity
- Staff survey rating diversity and inclusivity within the establishment
- Conduct exit interviews with all exiting employees to determine their reason for leaving BB and requesting feedback particularly focused on inclusivity, safety and workplace environment

Measurements

The success of the company’s Diversity Plan will be measured annually against the following metrics when applicable, at a minimum these include:

1. *Representation:* Percentage of employees from diverse populations compared with company, labor market or industry benchmarks.
2. *Retention:* Comparing average tenure for employees from diverse populations to average tenure across the workforce or average tenure of members of the dominant group.
3. *Recruitment:* Comparing the number of applicants for open positions from diverse populations against the potential pool of applicants from diverse populations or labor market representation.
4. *Selection:* Tracking appointments of individuals from diverse populations compared with appointments of applicants who are not members of a monitored group.
5. *Promotion:* Tracking promotions awarded to individuals from diverse populations compared with promotions awarded to individuals who are not members of a monitored group.
6. *Development:* Tracking lateral moves, appointments to acting roles, training and other learning and development participation, and other stretch assignment opportunities by identity group.
7. *Pay and benefits:* Compare financial and non-financial rewards earned by individuals from diverse populations to financial and non-financial rewards earned by individuals who are not members of a monitored group.



8. *Training:* Tracking of all employee and management training on diversity, inclusion and diversity hiring.
9. *Employee Engagement:* Compare employee engagement scores for individuals from diverse populations with scores reported by individuals who are not members of a diverse population.
10. *Supplier Engagement:* The demographics, numbers, amounts and percentages of all third-party suppliers, contractors and Marijuana Industry Partners that BB has engaged with and done business with;
11. *Job Satisfaction:* Data derived from annual surveys and exit interviews.

BB acknowledges that the progress or success of this plan must be documented upon renewal (one year from provisional license, and each year thereafter).

During 2020 and 2021, BB has been working diligently towards securing necessary regulatory approvals at the local and state level and was unable to begin any staffing or procurement efforts. As such, no progress towards the above goals was made, however, the major accomplishments of the past several months have us hopeful to pursue these efforts in 2022.

BB 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 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 law.



Diversity Plan

BB Botanicals LLC ("BB") will adhere to 935 CMR 500.101(e) and implement a diversity and inclusion plan to promote equity among Women, Minorities, Veterans, People with Disabilities, and LGBTQ+ people, collectively "diverse population(s)".

In an effort to develop and promote a diverse and inclusive workplace, BB will pursue the following;

Goals

1. **Supplier Initiatives** - Purchase a minimum of 10% of supplies and equipment from diverse population owned businesses;
2. **Hiring Initiatives** - Hire individuals from the above referenced collective group of Women, Minorities, Veterans, People with Disabilities, and LGBTQ+ people to represent a collective minimum of 50% of existing hired staff at any given period in time, broken down as follows, 20% Women, 10% Minorities, 10% Veterans, 5% People with Disabilities, and 5% LGBTQ+ people;
3. **Inclusivity Initiatives** - BB will aim for employee retention rate of 50% within the hired diverse population as it pertains to workplace inclusion and diversity;

Programs

Supplier Initiatives:

- BB will actively identify and pursue partnerships with suppliers, contractors and Marijuana Establishments who meet the diverse population criteria above
- BB will give preference to suppliers and contractors whose owners or employees meet the criteria outlined above.
- BB will actively recruit these individuals or companies and promote this Program when sourcing these service
 - As part of any bid or solicitation for services, BB will request demographic information from the business or individual in order to see if they meet the Program Populations outlined above.
 - When requesting bids from suppliers and contractors we will expressly promote the Supplier Contractor priority outlined in this plan.
- BB will give priority to Marijuana Establishments supplying the retail establishment whose owners or a majority of its employees meet the above criteria when entering into wholesale agreements.



Hiring Initiatives:

- Initial and ongoing staffing plan will incorporate policies for a “blind” recruitment process to reduce any exposure the hiring manager(s) may have to potential conscious or subconscious biases
- Job Posting will include language promoting work interest from an applicant of diverse populations
- Hiring Manager(s) will receive annual training on diversity and inclusion

Inclusivity Initiatives:

- Onboarding will include training and sensitivity materials particularly focused on diversity and inclusion in the workplace. Topics for the training will include emotional awareness materials, cognitive biases recognitions, and organizational behavior studies focused on productivity within racially and ethnically diverse workplaces
- Fund continuing education for management focused on organizational culture and promoting work environments of inclusion and diversity
- Staff survey rating diversity and inclusivity within the establishment • Conduct exit interviews with all exiting employees to determine their reason for leaving BB and requesting feedback particularly focused on inclusivity, safety and workplace environment

Measurements

The success of the company’s Diversity Plan will be measured annually against the following metrics when applicable, at a minimum these include:

1. *Representation:* Percentage of employees from diverse populations compared with company, labor market or industry benchmarks.
2. *Retention:* Comparing average tenure for employees from diverse populations to average tenure across the workforce or average tenure of members of the dominant group.
3. *Recruitment:* Comparing the number of applicants for open positions from diverse populations against the potential pool of applicants from diverse populations or labor market representation.
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from diverse populations to financial and non-financial rewards earned by individuals who are not members of a monitored group.

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8. *Training:* Tracking of all employee and management training on diversity, inclusion and diversity hiring.
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