



Massachusetts Cannabis Control Commission

Public Record Request

Marijuana Microbusiness

General Information:

License Number: MB281425
Original Issued Date: 04/09/2020
Issued Date: 04/09/2020
Expiration Date: 04/09/2021

Payment Received: \$625 Payment Required: \$625

ABOUT THE MARIJUANA ESTABLISHMENT

Business Legal Name: Hemp Holistics, LLC

Phone Number: 978-267-1175 Email Address: info@hempholistics.life

Business Address 1: 351 Bennett Rd	Business Address 2:
Business City: Ashby	Business State: MA Business Zip Code: 01431
Mailing Address 1: 351 Bennett Rd	Mailing Address 2:
Mailing City: Ashby	Mailing State: MA Mailing Zip Code: 01431

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: 100	Percentage Of Control: 100	
Role: Owner / Partner	Other Role:	
First Name: Matthew	Last Name: Leder	Suffix:
Gender: Male	User Defined Gender:	
What is this person's race or ethnicity?: White (German, Irish, English, Italian, Polish, French)		
Specify Race or Ethnicity:		

ENTITIES WITH DIRECT OR INDIRECT AUTHORITY

No records found

CLOSE ASSOCIATES AND MEMBERS

Close Associates or Member 1

First Name: Terrence	Last Name: Marks	Suffix: II
Describe the nature of the relationship this person has with the Marijuana Establishment: Terrence is one of our initial hires. An airforce veteran and local resident of our home town. As our team is so small Terrence will have a significant influence over the operations of the business.		

CAPITAL RESOURCES - INDIVIDUALS

Individual Contributing Capital 1

First Name: Matthew	Last Name: Leder	Suffix:	
Types of Capital: Monetary/Equity, Land, Buildings	Other Type of Capital:	Total Value of the Capital Provided: \$22624.57	Percentage of Initial Capital: 100
Capital Attestation: Yes			

CAPITAL RESOURCES - ENTITIES

No records found

BUSINESS INTERESTS IN OTHER STATES OR COUNTRIES

No records found

DISCLOSURE OF INDIVIDUAL INTERESTS

No records found

MARIJUANA ESTABLISHMENT PROPERTY DETAILS

Cultivation Environment: Indoor	Establishment Activities: Cultivating
Establishment Address 1: 351 Bennett Rd	
Establishment Address 2:	
Establishment City: Ashby	Establishment Zip Code: 01431
Approximate square footage of the Establishment: 720	How many abutters does this property have?: 5
Have all property abutters have been notified of the intent to open a Marijuana Establishment at this address?: Yes	

HOST COMMUNITY INFORMATION

Host Community Documentation:

Document Category	Document Name	Type	ID	Upload Date
Community Outreach Meeting Documentation	HH Community Outreach Public Notice.pdf	pdf	5cd0ace6613c400fa87501d4	05/06/2019
Community Outreach Meeting Documentation	community outreach meeting attestation.pdf	pdf	5cd0ad741e17b90a620c7f6e	05/06/2019

Certification of Host Community Agreement	HCA Cert form.pdf	pdf	5cd0ad8175ac520a781495b9	05/06/2019
Community Outreach Meeting Documentation	outreach meeting sentinel receipt.pdf	pdf	5d9ced7979b12e15e03da64b	10/08/2019
Plan to Remain Compliant with Local Zoning	Zoning Compliance plan.pdf	pdf	5d9cf02cbc90861af114c9c6	10/08/2019
Community Outreach Meeting Documentation	Attachment B.pdf	pdf	5da8e0a4c9aebd2b498a8143	10/17/2019
Community Outreach Meeting Documentation	Attachment C.pdf	pdf	5da8e0ef0724b82ff99cd37d	10/17/2019

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

PLAN FOR POSITIVE IMPACT

Plan to Positively Impact Areas of Disproportionate Impact:

Document Category	Document Name	Type	ID	Upload Date
Plan for Positive Impact	Positive impact plan Updated 10.17.pdf	pdf	5da8d76ac9aebd2b498a80fc	10/17/2019

ADDITIONAL INFORMATION NOTIFICATION

Notification: I understand

INDIVIDUAL BACKGROUND INFORMATION

Individual Background Information 1

Role: Owner / Partner

Other Role:

First Name: Matthew

Last Name: Leder Suffix:

RMD Association: Not associated with an RMD

Background Question: no

Individual Background Information 2

Role: Volunteer

Other Role:

First Name: Terrence

Last Name: Marks Suffix: II

RMD Association: Not associated with an RMD

Background Question: no

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	5c881e043779161b2a8758a3	03/12/2019
Secretary of Commonwealth - Certificate of Good Standing	Certificate of Good Standing SEC of Commonwealth.pdf	pdf	5c8d48a0c4b7a71b66d1592a	03/16/2019
Department of Revenue - Certificate of Good standing	certificate of good standing dep of rev.pdf	pdf	5c915bc83d84de123a614738	03/19/2019
Bylaws	Bylaws.pdf	pdf	5c916385eadf341230f6ae66	03/19/2019

No documents uploaded

Date generated: 10/16/2020

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Massachusetts Business Identification Number: 001349003

Doing-Business-As Name: HEMP HOLISTICS LLC

DBA Registration City: Ashby

BUSINESS PLAN

Business Plan Documentation:

Document Category	Document Name	Type	ID	Upload Date
Business Plan	Business Plan.pdf	pdf	5c87eff35fd63c1b24eb7699	03/12/2019
Business Plan	Cash flow projections.pdf	pdf	5c87effc1e71bd126232d8dc	03/12/2019
Proposed Timeline	Proposed Timeline Update 10.17.pdf	pdf	5da8cb8851e4622fd806963c	10/17/2019
Plan for Liability Insurance	Plan for obtaining liability insurance_Updated_10-24.pdf	pdf	5db1e70dec4af12b5426b2f7	10/24/2019

OPERATING POLICIES AND PROCEDURES

Policies and Procedures Documentation:

Document Category	Document Name	Type	ID	Upload Date
Restricting Access to age 21 and older	Restricted access.pdf	pdf	5c87f1173d84de123a613770	03/12/2019
Security plan	Security Plan.pdf	pdf	5c87f20c635d511b34752085	03/12/2019
Prevention of diversion	Prevention of diversion.pdf	pdf	5c87f27f2724e81b5255d964	03/12/2019
Storage of marijuana	Storage Policy.pdf	pdf	5c87f34eedbb73122a618f6d	03/12/2019
Inventory procedures	Inventory Policy.pdf	pdf	5c87f3dd5d4b0b1b3ebc2541	03/12/2019
Maintaining of financial records	Maintaining of financial records.pdf	pdf	5c87f5513183181258e1d3a1	03/12/2019
Transportation of marijuana	Transportation of marijuana policy-Updated-10-24.pdf	pdf	5db1d27d51e4622fd806aad1	10/24/2019
Quality control and testing	Quality Control and Testing Policy-Updated-10-24.pdf	pdf	5db1d60de3decf2b0b0d411a	10/24/2019
Record Keeping procedures	Record Keeping Procedures_Updated_10-24.pdf	pdf	5db1de82572d3130006a4302	10/24/2019
Qualifications and training	Qualifications and intended training_Updated_10-24.pdf	pdf	5db1e1d5cdbfc22fc658cf83	10/24/2019
Policies and procedures for cultivating	Cultivation policies and procedures_Updated_10-24.pdf	pdf	5db23b56cdbfc22fc658d108	10/24/2019
Personnel policies including background checks	Personnel policies and background checks_Updated_12-3.pdf	pdf	5de67a04bcb01253152f8aad	12/03/2019
Diversity plan	Diversity Plan_Updated_01-27.pdf	pdf	5e322ffbd29b0704447d4f7e	01/29/2020

ATTESTATIONS

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

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

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

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

Notification: I Understand

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

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

ADDITIONAL INFORMATION NOTIFICATION

Notification: I Understand

COMPLIANCE WITH POSITIVE IMPACT PLAN

No records found

COMPLIANCE WITH DIVERSITY PLAN

No records found

PRODUCT MANUFACTURER SPECIFIC REQUIREMENTS

No records found

HOURS OF OPERATION

Monday From: 7:00 AM	Monday To: 8:00 PM
Tuesday From: 7:00 AM	Tuesday To: 8:00 PM
Wednesday From: 7:00 AM	Wednesday To: 8:00 PM
Thursday From: 7:00 AM	Thursday To: 8:00 PM
Friday From: 7:00 AM	Friday To: 8:00 PM
Saturday From: Closed	Saturday To: Closed
Sunday From: Closed	Sunday To: Closed

Outline

1. Executive Summary
2. Market Analysis
3. Organization and Management
4. Products
5. Marketing
6. Financial Projections

Business Plan *Hemp Holistics, LLC*

Executive Summary

- Hemp Holistics will be located at 351 Bennett RD Ashby, MA. At its core, our mission is to provide sustainably grown, organic, craft grade cannabis for the Commonwealth of Massachusetts. Agriculture has been a deep entrenched tradition of Massachusetts for hundreds of years. Hemp Holistics will carry on this tradition to a new industry. We feel it is our duty to continue to learn from the community, and to teach the community about the techniques and habits of successful organic farmers.
- We will be growing, harvesting, and distributing craft quality cannabis flower. Our potential customers will be local retail cannabis dispensaries, other micro businesses, and local cannabis product manufacturers. Hemp Holistics will utilize greenhouses, a drying/curing shed and an office. The greenhouses will be well positioned for sunlight, not utilizing conventional lighting. We will be using the shed for our drying, curing, and propagation. The office will allow us to store our cannabis in our safe as well as any of our security equipment.
- Why organic farming? Hemp Holistics is taking a simple approach to an industry that is just emerging within the commonwealth. Taking advantage of the soil food web, we are able to cut out all of the bottled nutrients you would normally require for growing luscious crops. This instead puts focus on the health, taste and scent of our product for the customer. Utilizing organic inputs allows us to not only mitigate cost during production, but also restore the soil food web within the earth's soil! Customers at markets are already increasingly more knowledgeable about “organic” vs non “organic” foods. The same will carry over to the cannabis market as well.
- Hemp Holistics truly feels that our craft quality organic cannabis is one way to distinguish ourselves from the rest of the larger tier cultivators. Starting local collaborations with Cannabis product manufacturers, breeders and other micro businesses will allow us to further distinguish ourselves in the industry. Working with product manufacturers and dispensaries will allow Hemp Holistics to tailor our crop to what their customer base is requesting. This model is derived from the “farm to table” movement.
- Knowledge and education are two large parts of the cannabis industry. Hemp Holistics is focused on bringing education for cannabis, and sustainable agriculture practices to the commonwealth of Massachusetts. This will be distributed through social media platforms, and our plan for positive impact. Bringing not only a wealth of information but also passion to the community will allow Hemp Holistics to help and give back to the state.
- Sustainability, is an important part of any agricultural business. One of our many goals is to boost the health of local soil through the utilization of organic inputs. Rain water will be a major resource for us, allowing us to water our crops year round without relying on well water. Cannabis requires a high intensity light in order to flourish, and this is another area where we incorporate sustainability. The sun is by far the highest intensity light there is, and we intend to take full advantage of this free light source. The last part of our sustainability plan is, utilizing composted plants as a renewable food source. Feeding plants, with plants. What could be more sustainable than that?!

Market Analysis

- Since this is a brand new industry, we can look to a few pieces of market information. Estimates coming in are stating that the Massachusetts cannabis market will take in \$729 Million from sales by the end of 2019. This gives confidence to Hemp Holistics that we will be able to sell all of our products to retail cannabis dispensaries, micro-businesses and cannabis product manufacturers.
- We are seeing market information stating that the United States will generate \$17.5 billion in tax revenue by the year 2030. This is a staggering number that not only shows the demand for cannabis but also a demand for jobs within the industry.
- Looking at cannabis concentrate sales we are seeing a rise. Concentrate retail sales are estimated at \$8 billion in the US by 2022. This shows the potential for Hemp Holistics to sell our craft flower and trim to cannabis product manufacturers across the commonwealth.
- Our potential customers will be looking for a craft, soil grown product. A product that was given the time and passion needed to bring the plant to its zenith. Generally these customers are looking for a complex terpene profile, something that will excite their senses. Our potential customers tend to support sustainable agriculture, and take pride in a product they purchased that was grown with those methods.
- One of the major distinctions of Hemp Holistics will be our organic cannabis. This gives Hemp Holistics an advantage over the competition. Currently our competition utilizes non-organic inputs. Organic cannabis will have a larger retail price point as it is a craft product and the time required to produce the product is increased. We can estimate this as we see organic vegetables tend to cost more than non-organic. This trend gives us only an idea of what the market is going to look like for a craft cannabis cultivator.

Organization and Management

Matthew Leder, Owner

- Percentage of ownership (Hemp Holistics, LLC): 100%
- Extent of involvement (i.e. active or silent partner): Active
- Position in the business (i.e. CFO): Owner
- Duties and responsibilities: Everything
- Educational background: North Eastern Institute of Cannabis, Clark University
- Experience or skills relevant to the business
 - Involved with agriculture since age 6.
 - Attention to detail
 - Treasurer of Cannabis Growers Association
 - Work ethic
 - Security knowledge
- Past employment: Network Engineer, Mechanic, Food Industry.
- Skills will benefit the business: Years of retail sales experience, Training techniques, cannabinoid/terpene knowledge, computer security.
- Awards and recognition: Certificate of Competency from the Northeastern Institute of Cannabis, High school diploma, shop student award, certificate from the networking program at Clark University
- How each person's' skills and experience will complement you and each other: The first volunteer Hemp Holistics, LLC plans on hiring has to have an incredible work ethic and attention to detail

Matthew, the owner, has a certification from the Northeastern Institute of Cannabis. This certifies he has the experience, and knowledge to work in the cannabis industry. He currently sits on the board for Cannabis Growers Association (a non profit group) as the CFO.

Terrence Marks, Volunteer/Cultivator

- Percentage of ownership (Hemp Holistics, LLC): 0%
- Extent of involvement (i.e. active or silent partner): Active
- Position in the business (i.e. CFO): Volunteer cultivator
- Duties and responsibilities: Tending to plants, proper documentation of work, cleanup
- Agricultural background: None
- Experience or skills relevant to the business
 - Extensive background in Airforce
 - Extreme attention to detail
 - Member of the Cannabis Growers Association
 - Work ethic
 - Past employment:
- Skills will benefit the business: Years of retail sales experience, plant training techniques taught by the owner.
- How each person's' skills and experience will complement you and each other: Terrence has an incredible work ethic and attention to detail. Him and the owner are able to work extremely well together and both have the same vision for the LLC.

Terrence will be starting off as a volunteer for Hemp Holistics as he has little experience with cultivating cannabis. Per our mission objective, we will teach Terrence all skills necessary to properly perform his position. Terrence is an Air Force veteran and we are honored to have him on the team!

Products and Services

Hemp Holistics will offer a wide variety of strain specific services and products. What we mean by that is we will tailor our canopy square footage to licensed cannabis product manufacturers and retail establishments. Giving them the ability to contract Hemp Holistics to grow specific strains for their own customers needs. This allows scalability for both retailers and manufacturers looking to satisfy the strain demand of their customers. The other canopy space will be dedicated to relevant, new, and local strains.

The organic flower we will offer to retail establishments will be our flagship product. Boutique cannabis cigars (Cannagars), and pre-roll packs will allow us to excite a specific type of customer. These other flagship products will be sold to local dispensaries in correlation with our flower line.

Hemp Holistics trim will be sold to product manufacturers and other micro businesses that have a product manufacturers license. Most product manufacturers will utilize quality trim for their edibles so we would love to have this option available for our customers.

Comparison

Currently there is no organic cannabis for us to compare within the retail market in the commonwealth! Looking to what we have now in dispensaries, there is a significant demand for organic grade cannabis. This is where Hemp Holistics will thrive in our niche market. With our organic products, the taste, smell, and experience will excite customer senses. Our flower will be unlike anything else sold in current retail establishments.

Accreditation

ProVerde Laboratories will provide our testing and accreditation of our product. This will be a crucial and absolutely necessary part in our harvesting process, as we want our customer to know exactly what they are purchasing. We want the commonwealth to be knowledgeable about the absence of pesticides, the terpene profiles, the cannabinoid profiles and if they are ingesting a clean product. This is detrimental to the health of the commonwealth. One of the last parts of having proper accreditation is Hemp Holistics priding itself on complying with US Department of Agriculture organic requirements of 7 CFR 205. Complying with this will allow us to utilize the USDA organic stamp on our flower product.

Lifecycle

During the growing seasons (May-Oct) Hemp Holistics will grow our flagship flower product, autoflower product, as well as any contracted strains from our collaborators. Once the growing season has stopped (November-April) we will switch to just our autoflowering strains. We will not have to rely on lights during the lifecycle of these autoflowering plants. Driving our costs down and bringing a sustainable product to the commonwealth. Every harvest we will swap out the different strains for what the demand will be in the coming months or to what our collaborators require.

Pricing

As this boutique or “Craft” product enters the market we have to remember that there are no retail establishments in Massachusetts that offer craft quality organic cannabis. This will drive up the cost of the product. Prices will fluctuate within the marketplace the first few months and stabilize after about a year of retail. This is what Colorado has shown us!

Currently a pound of organic cannabis wholesale average is \$1,000-\$1,500 in Oregon. Given the craft quality and organic methods of growing we would estimate a pound of cannabis flower to sell for \$1,250-\$1,500. Our pre roll product is expected to sell wholesale for \$30 a pack (5 Prerolls). Our boutique cigars are expected to sell wholesale for around \$80 per cigar.

Sales and Distribution

Hemp Holistics will position itself to sell our organic grade cannabis flower wholesale to retail establishments, product manufacturers, and other micro businesses. Our pre-rolls and cannagars will only be sold to retail establishments. As Hemp Holistics is a B to B business there will be no sales of any cannabis products to the public of any kind.

Brand awareness will be a crucial piece in distributing. We will be heavily utilizing cannabis events, and social media. We have to bring knowledge to the commonwealth around cannabis and our product lines. Having this presence will allow Hemp Holistics to market effectively to our core audience. Products, passing testing, will be delivered to a dispensary for retail sale and to manufacturers or micro businesses for production of cannabis goods.

Marketing

Target Customers

- Consumers who want only the best taste, smell and quality of cannabis.
- Consumers who can tell the difference between hand trimmed and machine trimmed flower.
- Product manufacturers looking for a quality organic flower to use for extractions or edibles.
- Micro Businesses looking for a quality organic flower to use for their extractions or edibles or deliveries.
- Consumers whom are used to purchasing organic vegetables over non organic.
- Consumers who want an experience when they use cannabis products.

Unique Selling Proposition

What differentiates Hemp Holistics with other cannabis cultivators is not only our sustainable practices but also the use of organic certified inputs and practices for a truly organic product. No cultivator in Massachusetts cultivates organic cannabis and we intend to take full advantage of this. The consumer will be able to see all of the inputs Hemp Holistics utilizes during our grows and how we produce our cannabis products, as this will be documented on social media.

Our other unique selling proposition would be our collaboration with other micro businesses, retail establishments or product manufacturers on what they need in terms of flower. There is no cannabis business on the market that is currently utilizing this strategy and we believe this will help not only our business but other local businesses as well. We are taking a from farm to table approach with our unique proposition.

Pricing, position, promos Strategy

Hemp Holistics intends to have a higher price point than other non organic, wholesale cannabis. As of right now the average wholesale price for a pound of cannabis flower is roughly \$1,400. Pricing will always fluctuate however given the accreditation our product will have, we foresee no issue maintaining a \$1,400 price per pound for the first two years.

Hemp Holistics is positioning itself for the niche organic market in the commonwealth. No other cultivator currently holds any organic accreditation. Hemp Holistics hopes to also achieve the energy and environmental leader award from the cannabis control commission. This will further cement our sustainable position within the market.

Hemp Holistics will utilize various social media platforms, cannabis events, pamphlets, business cards and of course word of mouth to promote the brand.

Distribution Plan

As a cannabis micro business, Hemp Holistics will only distribute cannabis to retail establishments, other micro businesses and cannabis product manufacturers. Consumers from the commonwealth will be required to purchase our products from a retail establishment. We will distribute knowledge through our social media platforms and in person at events.

Financial Projections

Sales Forecast

- During its first year of sales, Hemp Holistics is estimating an average of \$14,000 per month in gross sales
 - Yearly sales are estimated to be around \$168,000
 - We estimate that we will sell 10 pounds per month at \$1,400 per pound.
 - Flower and trim will be our only products for the first year.
- During its second year of sales, Hemp Holistics is estimating an average of \$84,000 per quarter in gross sales
 - Yearly sales are estimated to be around \$336,000
 - We estimate that we will sell 60 pounds per quarter at \$1,400 per pound
 - Flower, trim and pre rolls will be our products for the second year.
- During our third year of sales, Hemp Holistics is estimating an average of \$95,760 per quarter in gross sales
 - Yearly sales are estimated to be around \$383,040
 - We estimate that we will sell 60 pounds per quarter at \$1,200 per pound
 - Decrease of wholesale price will be offset by our new cannagars and preroll products. This allows Hemp Holistics to increase top line growth and still be relevant in the market.

Expenses

Most costs will be variable, below are various expenses we will encounter within a quarter.

- Amendments/Tools: Variable
- Electricity: Variable
- Labor: Variable
- Seed to sale tracking: Fixed
- Cloud productivity apps/storage: Fixed
- Cloud storage: Fixed
- Insurance: Fixed

Total quarterly expenses: **\$5,200**

Cash flow projections on separate spreadsheet

Break-Even Projection

Hemp Holistics plans to break even by our fifth month of operation. It will take us three months to grow our plants. Another month is needed to dry and start the curing process. Finally the fifth month we will be able to sell our product after testing and packaging.

Cash Flow Projection
Hemp Holistics, LLC

Starting date

Apr-19

Cash balance alert minimum

1,000

	Beginning	May-19	Jun-19	Jul-19	Aug-19	May-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Total
Cash on hand (beginning of month)	0	9,350	6,775	4,200	1,625	13,050	16,550	25,050	33,550	37,050	45,550	54,050	57,550	
CASH RECEIPTS		May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Total
Cash sales	0	0	0	0	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	126,000
Returns and allowances	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Collections on accounts receivable	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest, other income	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Loan proceeds	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Owner contributions	16,000	500	500	500	500									2,000
TOTAL CASH RECEIPTS	16,000	500	500	500	14,500	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	128,000
Total cash available	16,000	9,850	7,275	4,700	16,125	27,050	30,550	39,050	47,550	51,050	59,550	68,050	71,550	
CASH PAID OUT		May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Total
Advertising	50	50	50	50	50	50	50	50	50	50	50	50	50	600
Commissions and fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract labor	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Employee benefit programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance (other than health)	100	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Interest expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Materials and supplies (in COGS)	350	350	350	350	350	350	350	350	350	350	350	350	350	4,200
Meals and entertainment	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mortgage interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office expense	3,000	925	925	925	925	925	925	925	925	925	925	925	925	11,100
Other interest expense	0	0	0	0	0	0	0	0	0	0		0	0	0
Pension and profit-sharing plan	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Purchases for resale	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent or lease	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent or lease: vehicles, equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Repairs and maintenance	0	50	50	50	50	50	50	50	50	50	50	50	50	600
Supplies (not in COGS)	100	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Taxes and licenses	1,550	0	0	0	0	4,200	0	0	12,600	0	0	12,600	1,250	30,650
Travel													300	300
Utilities	300	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Wages (less emp. credits)	1,200	1,200	1,200	1,200	1,200	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	24,000
Other expenses														0
Other expenses														0
Other expenses														0
Miscellaneous														0
SUBTOTAL	6,650	3,075	3,075	3,075	3,075	5500	5500	5500	5500	5500	5500	5500	5500	77,450
CASH PAID OUT		May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Total
Loan principal payment	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Capital purchases	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other startup costs	0		0	0	0	0	0	0	0	0	0	0	0	0
To reserve and/or escrow	0	0	0	0	0	5,000	0	0	5,000	0	0	5,000	0	15,000
Owners' withdrawal														0
TOTAL CASH PAID OUT	0	0	0	0	0	5,000	0	0	5,000	0	0	5,000	0	15,000
Cash on hand (end of month)	9,350	6,775	4,200	1,625	13,050	16,550	25,050	33,550	37,050	45,550	54,050	57,550	66,050	

Plan for obtaining liability insurance

Hemp Holistics, LLC

Initial Quote

- As of 03/08/2019 Hemp Holistics had contacted Charles River Insurance Brokerage.
- We worked to submit all relevant information about the company to CRIB within the same day of contact.
- As of 3/14/2019 we received a quote from CRIB.
- Hemp Holistics, LLC will ensure that a revised quote before start of operations will include:
 - General liability coverage and product liability coverage of no less than \$1 million per occurrence and \$2 million in aggregate annually
 - A deductible no higher than \$5,000 per occurrence

Obtaining insurance


- When awarded a license, Hemp Holistics will utilize the saved quote from CRIB to move forward with coverage.

Host Community Agreement Certification Form

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

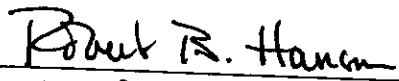
Applicant

I, Matthew Leder, (insert name) certify as an authorized representative of Hemp Holdings LLC (insert name of applicant) that the applicant has executed a host community agreement with Town of Ashby (insert name of host community) pursuant to G.L.c. 94G § 3(d) on 5/2/2019 (insert date).


Signature of Authorized Representative of Applicant

Host Community

I, Robert B. Hanson, (insert name) certify that I am the contracting authority or have been duly authorized by the contracting authority for Town of Ashby (insert name of host community) to certify that the applicant and Town of Ashby (insert name of host community) has executed a host community agreement pursuant to G.L.c. 94G § 3(d) on May 1, 2019 (insert date).


Signature of Contracting Authority or
Authorized Representative of Host Community

Community Outreach Meeting

Notice is hereby given that a Community Outreach Meeting for a proposed Marijuana Establishment is scheduled for 05/04/2019 at 12pm within the Ashby Town Library, basement room. The proposed Tier one Micro-Business Cultivation establishment is anticipated to be located at 351 Bennett Rd, Ashby MA 01431. There will be an update about the company and an opportunity for the public to ask questions.

Thank you for your time!

– Matthew Leder
Hemp Holistics LLC

Community Outreach Meeting Attestation Form

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

I, Matthew Leder, (insert name) attest as an authorized representative of Hempholistics, LLC (insert name of applicant) that the applicant has complied with the requirements of 935 CMR 500 and the guidance for licensed applicants on community outreach, as detailed below.

1. The Community Outreach Meeting was held on May 4th 2019 (insert date).
2. A copy of a notice of the time, place, and subject matter of the meeting, including the proposed address of the Marijuana Establishment, was published in a newspaper of general circulation in the city or town on April 27th 2019 (insert date), which was at least seven calendar days prior to the meeting. A copy of the newspaper notice is attached as Attachment A (*please clearly label the newspaper notice in the upper right hand corner as Attachment A and upload it as part of this document*).
3. A copy of the meeting notice was also filed on April 25th 2019 (insert date) with the city or town clerk, the planning board, the contracting authority for the municipality, and local licensing authority for the adult use of marijuana, if applicable. A copy of the municipal notice is attached as Attachment B (*please clearly label the municipal notice in the upper right-hand corner as Attachment B and upload it as part of this document*).
4. Notice of the time, place and subject matter of the meeting, including the proposed address of the Marijuana Establishment, was mailed on April 24th 2019 (insert date), which was at least seven calendar days prior to the community outreach meeting to abutters of the proposed address of the Marijuana Establishment, and residents within 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town. A copy of one of the notices sent to abutters and parties of interest as described in this section is attached as Attachment C (*please clearly label the municipal notice in the upper right hand corner as Attachment C and upload it as part of this document; please only include a copy of one notice and please black out the name and the address of the addressee*).

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

Community Outreach Meeting

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Thank you for your time!

– Matthew Leder
Hemp Holistics LLC

Ad Number Ad Type
0001591788-01 CLS Liner

Production Method Production Notes
AdBooker

External Ad Number

Ad Attributes

Ad Released Pick Up
No

Ad Size Color
1 X 22 II

WYSIWYG Content

Community Outreach Meeting
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April 27, 2019

<u>Run Date</u>	<u>Product</u>	<u>Placement</u>	<u>Rate</u>	<u>Sched Cst</u>	<u>Disc/Prem</u>	<u>Color</u>	<u>Pickup</u>	<u>Tax</u>	<u>Subtotal</u>
04/27/2019	Sentinel and Enterpr	Legal	\$23.31 per Inch	\$56.98	\$0.00	\$0.00	\$0.00	\$0.00	\$56.98
04/27/2019	SE SunMedia	Legal	\$2.70 per Inch	\$6.60	\$0.00	\$0.00	\$0.00	\$0.00	\$6.60

Order Confirmation

Ad Order Number
0001591788

Customer
MATTHEW LEDER

Payor Customer
MATTHEW LEDER

PO Number
Outreach meeting

Sales Rep.
rfrchette

Customer Account
167836

Payor Account
167886

Ordered By
Legals

Order Taker
rfrchette

Customer Address
351 BENNETT ROAD
ASHBY MA 01431 USA

Payor Address
351 BENNETT ROAD
ASHBY MA 01431 USA

Customer Fax
Customer EMail

Customer Phone
9782671175

Payor Phone
9782671175

Special Pricing

Tear Sheets
0

Proofs
0

Affidavits
0

Blind Box

Promo Type

Materials

Invoice Text

Ad Order Notes

Net Amount
\$63.58

Tax Amount
\$0.00

Total Amount
\$63.58

Payment Method
Credit Card

Payment Amount
\$0.00

Amount Due
\$63.58

Community Outreach Meeting

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Thank you for your time!

– Matthew Leder
Hemp Holistics LLC

Hemp Holistics, LLC
Zoning Compliance plan

Zoning

- Hemp Holistics, LLC will not stray from our Residential / Agricultural zoning of our parcel of land.
- Hemp Holistics, LLC will not utilize our land for anything other than cultivation as this is all our zoning will allow us to perform.

Canopy space

- Our canopy space will not exceed 2500 square feet per 7.2.12.1 of the zoning bylaws.

Existing structures

- Since there is an existing 10X12 shed on the property we have decided to repurpose this shed as our drying/curing/processing building which is also per 7.2.12.1 of the zoning bylaws to maintain residential character.

Landscape buffer

- If required, Hemp Holistics, LLC will utilize a landscape buffer up to 20 feet in width per 7.2.12.3

School buffer

- Hemp Holistics, LLC is located more than 500 feet for an existing or proposed public/private school.

Special Permit

- Hemp Holistics, LLC will be required to obtain a special permit from the Town of Ashby. We will fully comply with all of the special permit requirements of 7.2.12 Marijuana Cultivation of Limited Area.



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: 001349003

1. The exact name of the limited liability company is: HEMP HOLISTICS LLC

2a. Location of its principal office:

No. and Street: 351 BENNETT RD
 City or Town: ASHBY State: MA Zip: 01431 Country: USA

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

No. and Street: 351 BENNETT RD
 City or Town: ASHBY State: MA Zip: 01431 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:

AGRICULTURE AND ANY LAWFUL BUSINESS FOR WHICH A LIMITED LIABILITY COMPANY MAY BE ORGANIZED UNDER THE LAWS OF THE COMMONWEALTH OF MASSACHUSETTS. HEMP HOLISTICS LLC WILL NOT ENGAGE IN THE SALE OR CULTIVATION OF MARIJUANA (CANNABIS) OR ANY OF THE RELATED REGULATED PRODUCTS.

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name: MATTHEW KARL LEDER
 No. and Street: 351 BENNETT RD
 City or Town: ASHBY State: MA Zip: 01431 Country: USA

I, MATTHEW KARL LEDER 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

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	Address (no PO Box)

	First, Middle, Last, Suffix	Address, City or Town, State, Zip Code
SOC SIGNATORY	MATTHEW KARL LEDER	351 BENNETT RD ASHBY, MA 01431 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

9. Additional matters:

**SIGNED UNDER THE PENALTIES OF PERJURY, this 4 Day of October, 2018,
MATTHEW KARL LEDER**

(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:

October 04, 2018 10:09 AM

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

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

Written by: Matthew Leder & Terrence Marks

Bylaws

Hemp Holistics, LLC

Article 1: Name

- The name of this limited liability company shall be Hemp Holistics, LLC.
- Hemp Holistics, LLC is registered in the state of Massachusetts.

Article 2: Mission

- To cultivate invigorating craft cannabis cultivars for the Commonwealth retail market.
- To promote, and encourage the Commonwealth to use organic agricultural practices.
- To educate the Commonwealth about hemp and cannabis.

Article 3: Power

- This LLC shall have the spirit and power to achieve its mission by any proper means necessary.
- Maintaining funds, entering into contracts, purchase and sell cultivars of cannabis, and all other powers, and privileges granted to LLCs under the laws of the commonwealth.
- This LLC is member managed. All decisions regarding any matter of business shall be made by the members by action of the majority. Giving power to the people within the LLC.

Article 4: Meetings

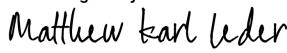
- Daily member meetings will be held on premise.
- Monthly member meetings will be held at any place designated by the owner.
- The manner of notice for meetings will be via email.

Article 5: General matters

- All authorized signatures will be handled by the owner.
- All contracts will be executed by the owner.

CERTIFICATION OF THE ADOPTION OF THE BYLAWS

The undersigned, Secretary of Hemp Holistics, LLC, hereby certifies that the foregoing is a true and correct copy of the Bylaws of the Limited Liability Corporation adopted as of 3/19/2019.

DocuSigned by:

91B41E3634FE44D...

Matthew Leder, Owner



Commonwealth of Massachusetts
Department of Revenue
Christopher C. Harding, Commissioner

mass.gov/dor

Letter ID: L1289155968
Notice Date: March 12, 2019
Case ID: 0-000-557-459



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



HEMP HOLISTICS, LLC
351 BENNETT RD BLDG ASHBY
ASHBY MA 01431-1710

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, HEMP HOLISTICS, 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) 887-6367 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 8:30 a.m. to 4:30 p.m..

Visit us online!

Visit mass.gov/dor 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



William Francis Galvin
Secretary of the
Commonwealth

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

March 11, 2019

TO WHOM IT MAY CONCERN:

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

HEMP HOLISTICS LLC

in accordance with the provisions of Massachusetts General Laws Chapter 156C on **October 4, 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 or withdrawal; 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: **NONE**

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

The names of all persons authorized to act with respect to real property listed in the most recent filing are: **NONE**



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

Diversity Plan
Hemp Holistics, LLC

For the limited purpose of stating our diversity plan, our procedures in place to interview, hire, and train are as follows

Goals

- Fill at least 50% of employment opportunities outside the address of Hemp Holistics, LLC, with members of the LGBTQ+ community and military veterans.
- Create a hands on volunteer training program to provide industry experience for minorities, women, veterans, people with disabilities and the LGBTQ+ community.

Programs

Diverse Hiring:

- Hemp Holistics, LLC will advertise opportunities tailored toward individuals falling into the above-listed demographics with local career centers as part of our quarterly intern onboarding program.
 - Hemp Holistics, LLC 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.
- Hemp Holistics, LLC will hold quarterly recruitment seminars in the Town of Ashby's library and Town of Fitchburg's library with a focus on attracting individuals from the above-listed demographics.

Volunteer onboarding program:

- Hemp Holistics, LLC will interview potential volunteers each month with a focus on attracting individuals from the above-listed demographics.
- Hemp Holistics, LLC will provide hands on training and on the job experience to our volunteers.
- Hemp Holistics, LLC will make an active attempt to bring at least one new volunteer onboard every quarter.

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

Measurement:

- Hemp Holistics, LLC will maintain a digital record of the number of positions created from individuals from the above-listed demographics.
- Hemp Holistics, LLC will maintain a digital record of all monthly volunteer interviews. Volunteer hires and retained volunteers. This allows us to report on the success of our volunteer program.
- Hemp Holistics, LLC will create an annual report of our internal promotions. This allows us to report on the promotions of volunteers and employees from the above-listed demographics.

Hemp Holistics, LLC will document the progress or success of our plans every year around the renewal of our license to present to the Cannabis Control Commission.

Maintaining of financial records

Hemp Holistics, LLC

For the limited purpose of stating our financial record procedures, our procedures in place to backup, track, maintain and manage financial records are as follows

Management:

- The owner will manage the financial records of Hemp Holistics.
- No other employee will have access to financial records.

Backup:

- Our backup solution will be through Intuit QuickBooks online, a cloud financial application.
- Hemp Holistics will be able to download transactions when required.
- Hemp Holistics will keep copies of our statements in the cloud for a duplicate.

Track:

- Our employees hours, pay will be recorded through Intuit QuickBooks online.
- Invoices will be tracked/created through Intuit QuickBooks online.
- All our operating bills will be tracked through Intuit QuickBooks online.
- Hemp Holistics will be able to track all of our income and expenses through Intuit QuickBooks online.

Bank:

- Hemp Holistics will be utilizing SafeHarbor as its bank.
- Utilizing a bank will allow us to have more records of all our income and expenses. This will allow us to be as accurate as possible for our taxes.
- With our bank we would be able to perform direct deposits for our employees. We will be able to keep all our financial assets secure during and after transactions.

Written by: Matthew Leder

Personnel Policies and background checks
Hemp Holistics, LLC

Index

Discrimination and harassment
Supervisors and assessments
Alcohol, smoke, and drug-free workplace policies
Records
Data Confidentiality
Staffing plan and onboarding
Sick and personal days
Jury Duty
Work hours
Compensation
Meals and breaks
Dismissal

For the limited purpose of stating our personnel and background check policies, our policies in place to manage our personnel are as follows.

Discrimination and harassment:

- Discrimination against any present or potential employee on the basis of race, sex, religion, country of origin, and color will not be tolerated at Hemp Holistics.
- Hemp Holistics will provide a work environment that is free from any form of sexual harassment.
- Hemp Holistics has a zero tolerance sexual harassment policy.

Supervisors and assessments:

- Hemp Holistics is a member managed, not manager managed company.
- We will rely on each other to handle any grievances seen within the workplace.
- Workplace performance assessments will be handled by the owner on a quarterly basis. This allows Hemp Holistics to see whom within the company will be awarded an annual salary raise.

Alcohol, smoke, and drug-free workplace policies:

- Hemp Holistics, LLC will not allow any consumption of alcohol on premises.
 - Employees are not allowed to be intoxicated, possess or use alcohol at the workplace
- Hemp Holistics, LLC will not allow any smoking to be performed on premises.
 - State law prohibits smoking in public workplaces. Smoking includes the lighting of a cigar, cigarette, pipe or other tobacco product or possessing a lighted cigar, cigarette, pipe or other tobacco or non-tobacco product designed to be combusted and inhaled
 - Smoking shall be prohibited in workplaces, work spaces, common work areas, classrooms, conference and meeting rooms, or offices
- Hemp Holistics, LLC will not allow any illegal drug consumption on premises.
 - Employees are not allowed to be intoxicated, possess or use legal or illegal drugs at the workplace
- A no tolerance policy will be implemented to ensure no establishment agent is intoxicated at the workplace. If they are, this will result in their suspension for one week without pay. An establishment agent's second offense will result in termination.

Records:

- A personal record will be kept for each marijuana establishment agent
- These personal records will be kept for at least 12 months after termination with Hemp Holistics, LLC.
 - Records shall include:
 - A. All materials submitted to the commission pursuant to 935 CMR 500.030(2)
 - B. Documentation of verification of references
 - C. The job description or employment contract that includes duties, authority, responsibilities, qualifications, and supervision
 - D. 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
 - E. Documentation of periodic performance evaluations
 - F. A record of any disciplinary action taken
 - G. Notice of completed responsible vendor and eight-hour related duty training

Data Confidentiality:

- Hemp Holistics, LLC will utilize IT security products, such as security firewalls and security data leakage prevention software to stop the loss of confidential information and other records
- Hemp Holistics, LLC will execute monthly team meetings surrounding the importance of data confidentiality.
- This confidential information and other records will be kept up to 12 months after an employee leaves Hemp Holistics, LLC
- The owner will maintain records and confidential information every time we onboard a new establishment agent. This will allow us to keep up to date records and maintain the confidential information about our establishment agent everytime our organization changes.

Staffing plan & Onboarding:

- Interview process:
 - Randomized agricultural questions, discussions.
 - Meeting/connecting with the team
 - Tour of the business
 - Review of our philosophies
- Onboarding process:
 - Offer letter
 - Week 1: Collection of all required paperwork for the IRS, and background checks per (935 CMR 500.101(1)(b); 935 CMR 500.101(2)(c); or 935 CMR 500.030). Teaming building and diversity training. Alcohol, smoke, and drug-free workplace policies.
 - Week 2: Greenhouse training
 - Week 3: Agriculture training
 - Week 4: Agriculture training
- Hours of operation
 - 7am EST-8pm Est
 - Mon-Fri
- Agent records:
 - Records will be maintained for at least 12 months after dismissal or termination with Hemp Holistics, LLC;
 - All materials submitted to the Commission pursuant to 935 CMR 500.030(2);
 - Documentation of verification of references;
 - 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 time of the presenters;
 - Documentation of periodic performance evaluations;
 - A record of any disciplinary action taken; and
 - Notice of completed responsible vendor and eight-hour related duty training.
- Positions:
 - Owner
 - Oversees all operations of Hemp Holistics, LLC
 - Trains employees on different agricultural techniques
 - Maintains inventory, records and documentation of our facilities
 - Assist all employees or volunteers with other duties they have
 - Develops and documents new growing procedures
 - Lead Grower
 - Oversees all agriculture operations
 - Leads staff of growers, volunteers whom are engaged in the growing, care, and cleanliness of our facilities
 - Maintaining inventory of our facilities
 - Develops and documents new growing procedures
 - Grower / Volunteer Grower
 - Oversees all growing, care and maintenance of our facilities
 - Documentation and records of all growing, care and maintenance of our facilities
 - Minimum requirements:
 - Education
 - Highschool diploma or equivalent
 - Prior work history
 - At least one year of retail experience
 - Experience
 - No prior agricultural experience required, however a drive to learn and work ethic will allow for proper experience at Hemp Holistics, LLC
 - Hiring from within:
 - Hemp Holistics, LLC will always try to fill positions that are needed from within the company first. This will allow us to keep our new employees or volunteers and grow their experience just like our plants.

- Turnover:
 - Volunteers
 - Hemp Holistics, LLC foresees having new volunteers join every 90 days
 - Hemp Holistics, LLC has this particular turn over documented within our diversity plan to allow the equity of the cannabis industry to anyone that needs experience
 - Employees
 - Hemp Holistics, LLC estimates that our employee turnover could potentially be after 2-3 years.
 - Hemp Holistics, LLC wants to retain all high efficiency employees but will always advocate for our employees and their own personal growth

Sick and personal days:

- An employee or volunteer is allotted one week of sick time per year.
- Personal days are meant for employees and volunteers to take time off for themselves. Birthdays, long weekends, etc.

Jury Duty:

- Employees subpoenaed to appear in court on jury duty will be compensated at their normal wage for the day/days.

Work hours:

- Mon-Fri our employees can work between the hours of 7am and 7pm. As the business changes, hours could change as well, especially around harvests.
- Sat-Sun our employees can work between the hours of 7am and 7pm. As the business changes, hours could change as well, especially around harvests.
- No employee will need to work any major holiday.

Compensation:

- All employees will be paid \$15/hr.
- If employees work over 40 hours per week, Hemp Holistics will pay its employees 1.5 times their regular rate. This will extend past January 1st, 2023 as the required rate drops the .5 premium pay rate.
- Hemp Holistics, LLC
- believes in paying our employees above the federal and state minimums to provide a better quality of life.
- The payroll schedule for all Hemp Holistics employees is monthly. Payment will be at the end of each month.

Meals and breaks:

- Every employee will be required to take an hour lunch. This is necessary to keep our employees performing at peak efficiency as they will require an added time to digest their lunch.
- If there is a time when an employee or volunteer requires a break, they will be allowed a 15 minute break. This is not to be abused.

Dismissal:

- Any establishment agent will be immediately dismissed if they happen to...
 - 1. Divert marijuana, which will be reported to Law Enforcement Authorities and the Cannabis Control Commission
 - 2. Engage in unsafe practices with regard to the operation of the Marijuana Establishment, which will be reported to the Cannabis Control Commission
 - 3. Been convicted or entered a guilty plea, plea for 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 any other jurisdiction
- Any establishment whom does not comply with Hemp Holistics, LLC alcohol, smoke and drug free workplace policies will be immediately suspended for one week without pay, the next offense will result in dismissal of that establishment agent.

Qualifications and intended training for agents

Hemp Holistics, LLC

For the limited purpose of stating our qualification requirements and intended training,
our procedures in place to hire and train our agents are as follows

Qualifications:

- 21+ Years or older
- Previous customer focused work experience
- Great work ethic
- Drive to help people and to excite the commonwealth
- Proper references
- A passion for cannabis
- Previous experience with plants, plant growth, plant diseases/pests and nurturing plants
- Troubleshooting skills
- An ability to get along with the team

Intended training:

- Responsible vendor training under 935 CMR 500.105(2) for every employee and volunteer
- Hemp Holistics, LLC will ensure that all employees are trained on job specific duties prior to performing job functions
- Hemp Holistics, LLC will ensure that employees will receive a minimum of eight hours of ongoing training annually
- All new employees shall complete the Responsible Vendor Program within ninety days of being hired
- Sexual harassment and discrimination training for every employee and volunteer
- Security, privacy and confidentiality training for every employee and volunteer
- Interpening training for every employee and volunteer
- Germination training for our cultivators
- Trimming and handling training for our cultivators
- Soil conditioning training for our cultivators
- Sales training for our cultivators and sales reps
- Nutrition, microbes and fungi training for our cultivators
- All Responsible Vendor Documentation will be retained for four years

Positions:

- Owner
 - Must own the business partially or fully.
 - Responsible for all agents
 - Responsible for day to day operations
- Master grower
 - Must have at least 10 years of experience in growing
 - Must have great troubleshooting skills
 - Must have experience in agriculture from some point of their career.
 - Must have attention to detail
 - Must be willing to work flexible hours
 - Must be able to lift fifty or more pounds
 - Responsible for all plants
 - Responsible for team meetings and classes hosted at Fitchburg Library.
- Grower
 - Must have attention to detail
 - Must be willing to work flexible hours
 - Must be able to lift fifty or more pounds.
 - Responsible for all plants
 - Responsible for cleanliness of Hemp Holistics, LLC
- HR/CPA
 - Must have at least two years of administrative work.
 - Must have multitasking capabilities
 - Must be an organized person
 - Responsible for all accounts
 - Responsible for for employees and their growth.

Quality Control and Testing Policy
Hemp Holistics, LLC

For the limited purpose of stating our quality control and testing policy, our procedures in place to observe, inspect, test, and compost marijuana are as follows.

Observation and inspection:

- Employees will always be observing and inspecting buds during the veg and flower phase for any pathogens, mold, etc.
- During drying/curing our employees will inspect all buds during this crucial time.
- If any bud is showing signs of mold, mildew, or any other pathogens, we will audit the impacted cannabis. We will then dispose of this infected plant.
-

Flowers:

- Only leaves and flowers of the female marijuana plant will be processed accordingly in a safe and sanitary manner as described below
 - Well cured and generally free of seeds and stems;
 - Free of dirt, sand, debris, and other foreign matter;
 - Free of contamination by mold, rot, fungus, and bacterial diseases;
 - Prepared and handled on food-grade stainless steel tables; and
 - Packaged in a secure area.
- All agents whose job includes contact with marijuana is subject to the requirements for the food handlers specified in 105 CMR 300.00
- Any agent working in direct contact with marijuana shall conform to sanitary practices while on duty, including:
 - Maintaining adequate personal cleanliness and
 - Washing hands appropriately.
- Storage and transportation of finished products shall be under conditions that will protect them against physical, chemical, and microbial contamination.

General Operations:

- Water supply shall be sufficient for necessary operations.
- Plumbing shall be of adequate size and design and maintained to carry sufficient quantities of water to required locations throughout Hemp Holistics, LLC.

Cleanliness:

- Hand-washing facilities shall be located in production areas and where good sanitary practices require employees to wash and sanitize their hands.
- There will be sufficient space for placement of equipment and storage of materials as is necessary for the maintenance of sanitary operations.
- Litter and waste shall be properly removed so as to minimize the development of odor and the potential for the waste attracting and harboring pests.
- Floors, walls, and ceilings shall be constructed in such a manner that they may be adequately kept clean and in good repair.
- All contact surfaces, shall be maintained, cleaned, and sanitized as frequently as necessary to protect against contamination.
- All toxic items shall be identified, held, and stored in a manner that protects against contamination of marijuana.
- Hemp Holistics, LLC will provide its employees with adequate, readily accessible toilet facilities.

Lab testing

- Hemp Holistics will send samples of every plant off to a marijuana testing establishment. Most likely ProVerde laboratories.
- If any cannabis fails contamination level tests, we will dispose of the rest of that plant via composting. Complying with 935 CMR 500.105(12).
- If we fail our testing we will contact the Cannabis Control Commission within 72 hours and ask the lab to also contact the commission.
- A plan to respond to results will be created within our physical Management and operations profile. Depending on the infection and the the steps to remediate we will have to have several plans created.
- Hemp Holistics will maintain all test results year to year.

Soil:

- Every crop rotation Hemp Holistics will have their soils tested in compliance with the protocol for sampling and analysis of environmental media for massachusetts registered medical marijuana dispensaries.

Sales:

- All products will be sold with a QR code mapped to tests of products. This allows us to be completely transparent with customers.
- No cannabis will be sold without a test performed batch to batch. This will allow us to comply with 935 CMR 500.160

Record Keeping Procedures

Hemp Holistics, LLC

For the limited purpose of stating our record keeping procedures, our procedures in place to record, store, and maintain records are as follows

Written procedures:

- All operating procedures will be printed or written out as required under 935 CMR 500.105(1).

Inventory records:

- All inventory records, such as amendment count, tool count etc, will be printed or written out as required under 935 CMR 500.105(8)

Seed to sale tracking records:

- All Seed to sale records will be kept within our Trellis system under 935 CMR 500.105(8)(e)

Waste:

- Hemp Holistics, KLLC will keep waste records for at least three years.

Personnel records:

- Hemp Holistics will keep records of all employee and volunteer agents.
- These records can easily be compared against an organizational chart of the business.
- All records of our agents will be maintained for at least twelve months post termination. The records kept are listed below.
 - All materials submitted to the commission under 935 CMR 500.030(2)
 - Documentation of references provided by agent
 - A job description which includes authority, responsibilities, qualifications, duties and supervision.
 - All required training, such as privacy confidentiality requirements, topics discussed, name/titles of presenters and a signed statement of the date/time/place the agent received training.
 - Quarterly performance evaluations
 - Records of any disciplinary actions taken against the agent
 - Documentation that the agent completed the responsible vendor and related duty training.

Staffing plan:

- Hemp Holistics staffing plan will demonstrate business hours and our safe cultivation conditions.
- Our plan will be allocated to the cloud to ensure all employees are kept up to date

Personnel:

- Hemp Holistics will keep records of all our personnel policies and procedures within our cloud system.
- All background reports obtained under 935 CMR 500.030 will be stored on premise and within the cloud.

Business records:

- Hemp Holistics will have computerized records of
 - Assets and liabilities
 - Monetary transactions
 - Account books
 - Sales records
 - Salary and wages paid out
 - Waste disposal as required under 935 CMR 500.105(12)
- Hemp Holsitics, LLC will maintain our records in accordance with generally accepted accounting principles.
- Written operating procedures shall be maintained as required by 935 CMR 500.105(1).935 CMR 500.105(9)

Closure

- Hemp Holistics, following a closure will keep all records for at least two years at our own expense in a form and location acceptable by the Commission.

Restricted Access: 21+ Policy
Hemp Holistics, LLC

For the limited purpose of stating our Restricted Access policy, our procedures in place to avoid, prevent, and mitigate access to persons under the age of 21 are as follows

On premises

- Anyone entering the premises must first check in at the fence gate.
- Hemp Holistics will have proper signage stating our business premises is 21 years old only.
- We will require a federal ID or State ID stating the person or persons are at least 21 years of age.
- Access to limited access areas shall be restricted to employees, agents, visitors, local authorities or volunteers specifically permitted by the commission or Hemp Holistics.

Public events

- Hemp Holistics will not allow anyone during public events to handle our product. Only our employees or volunteers will have this privilege.
- No cannabis products will be sold at public events.

Business transactions

- Anyone handling our product for distribution or sale will be required to show our employees or volunteers a valid form of identification stating they are over the age of 21 and that they are a marijuana establishment agent.

Marketing

- Hemp Holistics will engage in reasonable marketing that does not promote diversion of marijuana or marijuana use in individuals younger than 21 years old.
- Hemp Holistics will include “For use only by adults 21 years of age or older. Keep out of the reach of children.” on the face of our advertising, or marketing, in a conspicuous manner.

Website

- The Hemp Holistics website will have an prompt to verify that the entrant is 21 years of age or older.

Hemp Holistics, LLC
Positive impact plan

Area of disproportionate impact:

- Fitchburg, MA

Positive impact services to be provided:

- Gardening tutorials for families in areas of disproportionate impact with a maximum amount of 10 enrollees per class.
- Hiring seminars in an area of disproportionate impact with a maximum amount of 5 enrollees per hiring seminar.

Goals:

- To provide business assets in the form of time, each month, to lead a class in gardening at Fitchburg Public Library.
- Reduce barriers of entry into the commercial adult-use cannabis industry through our hiring seminars.

Programs:

- Gardening classes in an area of disproportionate impact. A reduction of grocery costs, and free mentorship from experts on the best gardening practices.
 - A curriculum that covers soil, water, light and plant needs will be supplied during our gardening classes.
 - Additional topics to be discussed open request during the course.
- If Hemp Holistics, LLC is hiring, we will offer a hiring seminar to be held at the end of our gardening classes to reduce the barrier of entering into the commercial adult-use cannabis industry.
 - Hemp Holistics, LLC hiring seminar will include a questionnaire, brief overview of our company and the culture we are trying to create.
 - Hemp Holistics, LLC will have an informal introduction of the owner and employees of the company at our seminar
 - Hemp Holistics, LLC will follow up with potential hirees after the seminar in a timely manner.
- Advertising of our programs will be via email, newspaper or social media.
 - Hemp Holistics, LLC will adhere to all requirements set forth in 935CMR 500.105(4) during our advertising campaigns.
- Actions taken or programs instituted, by Hemp Holistics, LLC will not violate the Cannabis Control Commissions regulations with respect to limitations on ownership or control or other applicable state laws.

Measurements:

- During our gardening program and hiring seminar, Hemp Holistics will issue a sign in sheet to allow us to record the amount of attendees. We will be able to measure the success of our program using our participant numbers.
- Hemp Holistics hiring seminars will allow us to measure the demand of commercial adult-use cannabis industry positions within areas of disproportionate impact, through our sign in sheet.
- A record of what towns our gardening class participants live in will also be used to enable us to measure the reach of our gardening program.

Timeline:

- After each quarter Hemp Holistics, LLC will gather the measurements from our last three months to compare quarters.
- After each year Hemp Holistics, LLC will gather the measurements of each quarter to determine the success over time of our plan for positive impact.