



## Massachusetts Cannabis Control Commission

### Marijuana Retailer

#### General Information:

License Number: MR284816  
Original Issued Date: 07/25/2023  
Issued Date: 07/25/2023  
Expiration Date: 07/25/2024

### ABOUT THE MARIJUANA ESTABLISHMENT

Business Legal Name: Cannabis Connection II, Inc

Phone Number: 413-579-8055 Email Address: tom@ccofwestfield.com

Business Address 1: 1102 Riverdale St

Business Address 2: Unit 2

Business City: West Springfield Business State: MA

Business Zip Code: 01089

Mailing Address 1: 40 Westfield Industrial Park

Mailing Address 2:

Mailing City: Westfield

Mailing State: MA

Mailing Zip Code: 01085

### 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: 16.67

Percentage Of Control: 33.33

Role: Owner / Partner

Other Role:

First Name: Thomas

Last Name: Keenan

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: 33.33	Percentage Of Control: 33.33	
Role: Owner / Partner	Other Role:	
First Name: Curtis	Last Name: Gezotis	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 3

Percentage Of Ownership: 33.33	Percentage Of Control: 33.33	
Role: Owner / Partner	Other Role:	
First Name: Marc	Last Name: Lichwan	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 4

Percentage Of Ownership: 16.67	Percentage Of Control:	
Role: Owner / Partner	Other Role:	
First Name: Joseph	Last Name: Keenan	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

No records found

CAPITAL RESOURCES - INDIVIDUALS

Individual Contributing Capital 1

First Name: Marc	Last Name: Lichwan	Suffix:	
Types of Capital: Monetary/ Equity	Other Type of Capital:	Total Value of the Capital Provided: \$1000000	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

Individual 1

First Name: Thomas	Last Name: Keenan	Suffix:
Marijuana Establishment Name: Cannabis Connection, Inc	Business Type: Marijuana Retailer	
Marijuana Establishment City: Westfield	Marijuana Establishment State: MA	

#### Individual 2

First Name: Curtis	Last Name: Gezotis	Suffix:
Marijuana Establishment Name: Cannabis Connection, Inc	Business Type: Marijuana Retailer	
Marijuana Establishment City: Westfield	Marijuana Establishment State: MA	

#### Individual 3

First Name: Marc	Last Name: Lichwan	Suffix:
Marijuana Establishment Name: Cannabis Connection, Inc.	Business Type: Marijuana Retailer	
Marijuana Establishment City: Westfield	Marijuana Establishment State: MA	

#### Individual 4

First Name: Joseph	Last Name: Keenan	Suffix:
Marijuana Establishment Name: Cannabis Connection, Inc	Business Type: Marijuana Retailer	
Marijuana Establishment City: Westfield	Marijuana Establishment State: MA	

### MARIJUANA ESTABLISHMENT PROPERTY DETAILS

Establishment Address 1: 1102 Riverdale St	
Establishment Address 2: Unit 2	
Establishment City: West Springfield	Establishment Zip Code: 01089
Approximate square footage of the establishment: 4419	How many abutters does this property have?: 3
Have all property abutters been notified of the intent to open a Marijuana Establishment at this address?: Yes	

### HOST COMMUNITY INFORMATION

Host Community Documentation:

Document Category	Document Name	Type	ID	Upload Date
Certification of Host Community Agreement	2023-4-22 CCII HCA Cert.pdf	pdf	6446a4390509d6000987cc06	04/24/2023
Community Outreach Meeting Documentation	2023-5-11 Community Outreach Attestation.pdf	pdf	644fc5cf0509d600098f5258	05/01/2023
Plan to Remain Compliant with Local Zoning	2023-4-26 Zoning Compliance Plan.pdf	pdf	64664dd423b80900084020b1	05/18/2023

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	2023-5-17 - Plan to Positively Impact Areas of Disproportionate Impact.pdf	pdf	64664de69c23790008c1a270	05/18/2023

## ADDITIONAL INFORMATION NOTIFICATION

Notification:

### INDIVIDUAL BACKGROUND INFORMATION

#### Individual Background Information 1

Role: Owner / Partner      Other Role:

First Name: Thomas      Last Name: Keenan      Suffix:

RMD Association: Not associated with an RMD

Background Question: yes

#### Individual Background Information 2

Role: Owner / Partner      Other Role:

First Name: Curtis      Last Name: Gezotis      Suffix:

RMD Association: Not associated with an RMD

Background Question: no

#### Individual Background Information 3

Role: Owner / Partner      Other Role:

First Name: Marc      Last Name: Lichwan      Suffix:

RMD Association: Not associated with an RMD

Background Question: no

#### Individual Background Information 4

Role: Owner / Partner      Other Role:

First Name: Joseph      Last Name: Keenan      Suffix:

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	2023-3-1 CCOWS Art of Org (FILED).pdf	pdf	6430235383993900089fb53e	04/07/2023
Bylaws	2023-4-6 Bylaws - Cannabis Connection II Inc.pdf	pdf	643023c42c9c310008baeb55	04/07/2023
Department of Unemployment Assistance - Certificate of Good standing	2023-4-24 DUA Cert.pdf	pdf	6446a07a0509d6000987bf80	04/24/2023
Department of Revenue - Certificate of Good standing	2023-4-24 Cert DOR.pdf	pdf	6449282c0509d600098a7774	04/26/2023
Secretary of Commonwealth - Certificate of Good Standing	2023-4-25 Cert SEC.pdf	pdf	644988810509d600098b8c62	04/26/2023

No documents uploaded

Massachusetts Business Identification Number: 001640466

Date generated: 08/02/2023

Page: 4 of 6

Doing-Business-As Name:

DBA Registration City:

#### BUSINESS PLAN

Business Plan Documentation:

Document Category	Document Name	Type	ID	Upload Date
Proposed Timeline	2023-4 CCII Proposed Timeline.pdf	pdf	644ea4a50dd43c00071269c9	04/30/2023
Plan for Liability Insurance	2023-5-2 CCOWS Insurance.pdf	pdf	645168590dd43c000714fb13	05/02/2023
Business Plan	2023-4 Biz Plan.pdf	pdf	64664e1123b809000840227f	05/18/2023

#### OPERATING POLICIES AND PROCEDURES

Policies and Procedures Documentation:

Document Category	Document Name	Type	ID	Upload Date
Plan for obtaining marijuana or marijuana products	1 Plan for obtaining.pdf	pdf	64664e529c23790008c1a468	05/18/2023
Restricting Access to age 21 and older	2 Restricting Access to age 21 and older.pdf	pdf	64664e579c23790008c1a4b4	05/18/2023
Security plan	3 Security Plan - 5-17 Revision.pdf	pdf	64664e609c23790008c1a4df	05/18/2023
Prevention of diversion	4 Diversion Plan 5-17 Revision.pdf	pdf	64664e659c23790008c1a4f3	05/18/2023
Storage of marijuana	5 Storage - 5-17 Revision.pdf	pdf	64664e6c23b8090008402363	05/18/2023
Transportation of marijuana	6 Transportation of Marijuana.pdf	pdf	64664e7723b8090008402381	05/18/2023
Inventory procedures	7 Inventory - 2023-5-17 Revision.pdf	pdf	64664e7c23b80900084023aa	05/18/2023
Quality control and testing	8 Quality Control & Testing.pdf	pdf	64664e819c23790008c1a538	05/18/2023
Dispensing procedures	9 Dispensing Procedures.pdf	pdf	64664e929c23790008c1a579	05/18/2023
Personnel policies including background checks	10 Personnel Policies Including Background Checks.pdf	pdf	64664e969c23790008c1a594	05/18/2023
Record Keeping procedures	11 Record Keeping Procedures.pdf	pdf	64664eaa9c23790008c1a5b2	05/18/2023
Maintaining of financial records	12 Maintaining of Financial Records.pdf	pdf	64664eb423b8090008402429	05/18/2023
Diversity plan	13 Diversity Plan - 5-17 Revision.pdf	pdf	64664eba23b809000840243d	05/18/2023
Qualifications and training	14 Qualifications and training.pdf	pdf	64664ebf23b8090008402457	05/18/2023
Energy Compliance Plan	15 Energy Efficiency and Conservation.pdf	pdf	64664ec223b809000840246b	05/18/2023

#### MARIJUANA RETAILER SPECIFIC REQUIREMENTS

No documents uploaded

No documents uploaded

#### ATTESTATIONS

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

Commission.: I Agree

I understand that the regulations stated above require an applicant for licensure to list all executives, managers, persons or entities having direct or indirect authority over the management, policies, security operations or cultivation operations of the Marijuana Establishment; close associates and members of the applicant, if any; and a list of all persons or entities contributing 10% or more of the initial capital to operate the Marijuana Establishment including capital that is in the form of land or buildings.: I Agree

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

I Agree

Notification:

I 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:

#### COMPLIANCE WITH POSITIVE IMPACT PLAN

No records found

#### COMPLIANCE WITH DIVERSITY PLAN

No records found

#### HOURS OF OPERATION

Monday From: 9:00 AM	Monday To: 9:00 PM
Tuesday From: 9:00 AM	Tuesday To: 9:00 PM
Wednesday From: 9:00 AM	Wednesday To: 9:00 PM
Thursday From: 9:00 AM	Thursday To: 9:00 PM
Friday From: 9:00 AM	Friday To: 9:00 PM
Saturday From: 9:00 AM	Saturday To: 9:00 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:

2. Name of applicant’s authorized representative:

3. Signature of applicant’s authorized representative:



4. Name of municipality:

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



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).*):

8. Host community agreement execution date:





# 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:

b. Name of publication:

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:

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:

7. The applicant presented information at the Community Outreach Meeting, which at a minimum included the following:
- The type(s) of ME or MTC to be located at the proposed address;
  - Information adequate to demonstrate that the location will be maintained securely;
  - Steps to be taken by the ME or MTC to prevent diversion to minors;
  - A plan by the ME or MTC to positively impact the community; and
  - 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:

Name of applicant's authorized representative:

Signature of applicant's authorized representative:





# Legal Notices

## Commonwealth of Massachusetts

### The Trial Court

Family Court  
Hamden Division  
50 State Street  
Springfield MA 01103  
(413) 748-7758

### CITATION ON PETITION FOR FORMAL ADJUDICATION

Docket No. HD23P0794EA

The Estate of

ALYCE T ZUCHOWICZ

Date of Death: 03/06/2023

To all interested persons:

A Petition for Formal Probate of Will with Appointment of Personal Representative has been filed by

CAROL WHITMAN of WEST SPRINGFIELD MA

requesting that the Court enter a formal Decree and Order and for such other relief as requested in the Petition

The Petitioner requests that:

CAROL WHITMAN of WEST SPRINGFIELD MA

be appointed as Personal Representative(s) of said estate to serve without Surety on the bond in an unsupervised administration.

### IMPORTANT NOTICE

You have the right to obtain a copy of the Petition from the Petitioner or at the Court. You have a right to object to this proceeding. To do so, you or your attorney must file a written appearance and objection at this Court before: 10:00 a.m. on the return day of 05/15/2023.

This is NOT a hearing date, but a deadline by which you must file a written appearance and objection if you object to this proceeding. If you fail to file a timely written appearance and objection followed by an affidavit of objections within thirty (30) days of the return day, action may be taken without further notice to you.

### UNSUPERVISED ADMINISTRATION UNDER THE MASSACHUSETTS UNIFORM PROBATE CODE (MUPC)

A Personal Representative appointed under the MUPC in an unsu-

## WEST SPRINGFIELD TOWN COUNCIL

### NOTICE OF PUBLIC HEARING

PROPOSED AMENDMENT TO THE GENERAL ORDINANCES SECTION 7-12 COMMISSION ON DISABILITIES

The West Springfield Town Council will hold a Public Hearing on Monday, May 15, 2023 at 7:00 p.m., in the Council Chambers, 26 Central Street, Second Floor, West Springfield, MA 01089, to consider a proposed amendment to the General Ordinances relative to Section 7-12, Commission on Disabilities.

A copy of the proposed amendment can be viewed on the Town Council's website at <https://www.townofwestspringfield.org/government/elected-officials/town-council-copy>, under "Public Hearing Information".

Notice also published at: <http://masspublicnotices.org/>

Edward Sullivan, President

Brian Clune, Vice President

April 27, May 4

## COMMONWEALTH OF MASSACHUSETTS

### The Trial Court

Probate and Family Court

Hamden Division

Springfield MA 01103

(413) 748-7758

Docket No. HD09P2391PM  
CITATION GIVING NOTICE OF PETITION FOR RESIGNATION OF A CONSERVATOR PERSON

In the interests of:

RICHARD MALAGUTI, JR

OF WEST SPRINGFIELD, MA

RESPONDENT

Incapacitated Person/Protected Person

Person

To the named Respondent and all other interested persons, a petition has been filed by: EDWARD RONCARATI OF SPRINGFIELD, MA in the above captioned matter requesting that the court: Accept the Resignation of the Conservator of

## TOWN OF WEST SPRINGFIELD PLANNING BOARD

### NOTICE OF PUBLIC HEARING

The West Springfield Planning Board will hold a public hearing on May 17, 2023 at 6:05 p.m. in the second floor Auditorium located in the J. Edward Christian Municipal Office Building, 26 Central Street, West Springfield, MA.

The purpose of the hearing is to consider a Special Permit application submitted in accordance with § 300-8.11 and 300-5.3 Table 5-1, which requires a special permit for the necessary use of keeping of hens on lots of less than one half acre in residential zoning districts. The applicant is seeking a permit to allow for the keeping of six (6) hens at 115 Greystone Avenue in the Residence A-2 (RA-2) zoning district. The applicant and owner is William Roy of West Springfield, MA.

A complete copy of the proposed Special Permit application and plans may be inspected at [www.townofwestspringfield.org](http://www.townofwestspringfield.org) under projects of the Planning Board.

Notice also published at: <http://masspublicnotices.org/>

Respectfully,  
Frank V. Palange  
Chairperson, Planning Board

April 27, May 4

## Commonwealth of Massachusetts

### The Trial Court

Probate and Family Court Department

Hamden Division

Springfield MA 01103

(413) 748-7758

Docket No. HD23C0123CA  
A Petition to Change Name of

MAKSIM ANDREYEVICH KOLESNICHENKO

NOTICE OF PETITION FOR CHANGE OF NAME

MAKSIM ANDREYEVICH KOLESNICHENKO of WEST

Decree changing their name to:

MAX KOLES

### IMPORTANT NOTICE

Any person may appear for purposes of objecting to the petition by filing an appearance at HAMDEN PROBATE and FAMILY COURT before 10:00 a.m. on the return day of 05/19/2023. This is NOT a hearing date, but a deadline by which you must file a written appearance if you object to this proceeding.

WITNESS, HON. BARBARA M HYLAND, First Justice of this Court.

Date: April 21, 2023

Rosemary A. Saccomani

Register of Probate

April 27

## TOWN OF WEST SPRINGFIELD PLANNING BOARD

### NOTICE OF PUBLIC HEARING

The West Springfield Planning Board will hold a public hearing on May 17, 2023 at 6:00 p.m. in the second floor Auditorium located in the J. Edward Christian Municipal Office Building, 26 Central Street, West Springfield, MA.

The purpose of the hearing is to consider a Special Permit application submitted in accordance with § 300-6.3 F (10), which requires a special permit for accessory structures greater than 600 square feet in residential zoning districts. The applicant is seeking approval to build a 30' x 28' accessory structure at the property located at 177-179 Ashley Street in the Residence A-2 (RA-2) zoning district. The applicant and owner is Richard Peterson of Agawam, MA.

A complete copy of the proposed Special Permit application and plans may be inspected at [www.townofwestspringfield.org](http://www.townofwestspringfield.org) under projects of the Planning Board.

Notice also published at: <http://masspublicnotices.org/>

Respectfully,  
Frank V. Palange  
Chairperson, Planning Board

April 27

## Commonwealth of Massachusetts

### The Trial Court

Probate and Family Court Department  
Hamden Division  
50 State Street  
Springfield MA 01103  
(413) 748-7758

### INFORMAL PROBATE PUBLICATION NOTICE

Docket No. HD23P0663EA

The Estate of:

JEANNINE G. SULLIVAN

Also Known As:

JEANNINE G. SULLIVAN

Date of Death: Oct. 19, 2022

To all persons interested in the above captioned estate, by Petition of

Petitioner CATHY SULLIVAN CLARK of EAST SANDWICH MA

a Will has been admitted to informal probate.

CATHY SULLIVAN CLARK of EAST SANDWICH MA

has been informally appointed as the Personal Representative of the estate to serve without surety on the bond.

The estate is being administered under informal procedure by the Personal Representative under the Massachusetts Uniform Probate Code without supervision by the Court. Inventory and accounts are not required to be filed with the Court, but interested parties are entitled to notice regarding the administration from the Personal Representative and can petition the Court in any matter relating to the estate, including distribution of assets and expenses of administration. Interested parties are entitled to petition the Court to institute formal proceedings and to obtain orders terminating or restricting the powers of Personal Representatives appointed under informal procedure. A copy of the Petition and Will, if any, can be obtained from the Petitioner.

Notice also published at: <http://masspublicnotices.org/>

April 27

## Commonwealth of Massachusetts

### The Trial Court

Probate and Family Court Department  
Hamden Division  
50 State Street  
Springfield MA 01103  
(413) 748-7758

### JORDAN CARMELO CABRERA NOTICE OF PETITION FOR CHANGE OF NAME

Docket No. HD23C0119CA

In the matter of:

JORDAN CARMELO CABRERA

NOTICE OF PETITION FOR CHANGE OF NAME

A Petition to Change Name of

Minor has been filed by

JORDAN CARMELO CABRERA

of WEST SPRINGFIELD MA

requesting that the court enter a Decree changing their name to:

JAHVANTE WILLIAM PEREZ, JR.

### IMPORTANT NOTICE

Any person may appear for purposes of objecting to the petition by filing an appearance at HAMDEN PROBATE and FAMILY COURT before 10:00 a.m. on the return day of 05/16/2023. This is NOT a hearing date, but a deadline by which you must file a written appearance if you object to this proceeding.

WITNESS, HON. BARBARA M HYLAND, First Justice of this Court.

Date: April 18, 2023

Rosemary A. Saccomani

Register of Probate

April 27

### PUBLIC NOTICE

Notice is hereby given that a Community Outreach Meeting for a Proposed Marijuana Establishment is scheduled for 5/11/2023 at 6:00pm at 1102 Riverdale St, Unit 2, West Springfield, MA 01089. The proposed Adult Use Retail Marijuana Establishment is anticipated to be located at 1102 Riverdale St, Unit 2, West Springfield, MA 01089. There will be an opportunity for the public to ask questions.

Notice also published at: <http://masspublicnotices.org/>



# Attachment B.

RECEIVED

2023 APR 25 P 2:42


TOWN CLERK'S OFFICE  
WEST SPRINGFIELD

## PUBLIC NOTICE

Notice is hereby given that a Community Outreach Meeting for a proposed Marijuana Establishment is scheduled for 5/11/2023 at 6:00pm at 1102 Riverdale St, Unit 2, West Springfield, MA 01089. The proposed Adult Use Retail Marijuana Establishment is anticipated to be located at 1102 Riverdale St, Unit 2, West Springfield, MA 01089. There will be an opportunity for the public to ask questions.

# Attachment C.

## ABUTTER NOTICE



WORCESTER, MA 01606

To Whom It May Concern,

Notice is hereby given that a Community Outreach Meeting for a proposed Marijuana Establishment is scheduled for 5/11/2023 at 6:00pm at 1102 Riverdale St, Unit 2, West Springfield, MA 01089. The proposed Adult Use Retail Marijuana Establishment is anticipated to be located at 1102 Riverdale St, Unit 2, West Springfield, MA 01089. There will be an opportunity for the public to ask questions.



April 20, 2023

**PLAN TO REMAIN COMPLIANT WITH LOCAL ZONING**

Cannabis Connection II, Inc ("CCII") will be located at 1102 Riverdale St, Unit 2, West Springfield, MA, zoned "Business A". The City of West Springfield has enacted a zoning ordinance which allows Adult Use Marijuana Establishments to be operated in "Business A" zones under a Special Permit.

CCII has received Special Permit Approval from the City of West Springfield for its Adult Use Retail Marijuana Establishment.

CCII will remain in regular contact with all departments within the city to ensure compliance with all applicable by-laws and zoning ordinances.



1102 Riverdale St, West Springfield, MA 01089

May 17, 2023

### **PLAN TO POSITIVELY IMPACT AREAS OF DISPROPORTIONATE IMPACT**

#### **EMPLOYMENT**

##### **GOALS:**

Our goal is to hire and retain at least 50% of our employees who reside, or previously resided, in disproportionately impacted areas.

##### **PROGRAMS:**

CCII Plans to hire approximately 40 employees, at least 50% of whom previously or currently reside in areas which the CCC has identified as disproportionately impacted, primarily West Springfield where the ME will operate. Individuals who apply for employment who currently or previously reside in West Springfield, or other such areas will be offered positions prior to other applicants with similar qualifications in order to achieve our goal.

##### **MEASUREMENTS:**

We will review employment statistics to ensure we are achieving our goal of employing at least 50% of our staff who come from disproportionately impacted areas. We will document the number of individuals hired from such areas and provide these data with our renewal applications each year. We will make recommendations to the Board of Directors on ways to improve this plan if we fail to achieve our goal continuously for any 90 day period.

##### **AFFIRMATIONS:**

- CCI acknowledges, 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 laws.



D

# The Commonwealth of Massachusetts

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

FORM MUST BE TYPED

## Articles of Organization (General Laws Chapter 156D, Section 2.02; 950 CMR 113.16)

FORM MUST BE TYPED

### ARTICLE I

The exact name of the corporation is:

Cannabis Connection II, Inc.

### ARTICLE II

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

Applying for a license with the Cannabis Control Commission.

### ARTICLE III

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

WITHOUT PAR VALUE		WITH PAR VALUE		
TYPE	NUMBER OF SHARES	TYPE	NUMBER OF SHARES	PAR VALUE
Preferred	100			
Common A	3,000			
Common B	57,000			

*\*G.L. Chapter 156D eliminates the concept of par value, however a corporation may specify par value in Article III. See G.L. Chapter 156D, Section 6.21, and the comments relative thereto.*

#### ARTICLE IV

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

See Attached.

#### ARTICLE V

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

None

#### ARTICLE VI

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

See Attached.

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

**ARTICLE VII**

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

**ARTICLE VIII**

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

- a. The street address of the initial registered office of the corporation in the commonwealth:  
**40 Westfield Industrial Park, Westfield, MA 01085**
- b. The name of its initial registered agent at its registered office:  
**Thomas P. Keenan**
- c. The names and street addresses of the individuals who will serve as the initial directors, president, treasurer and secretary of the corporation (an address need not be specified if the business address of the officer or director is the same as the principal office location):

President: **Thomas P. Keenan**

Treasurer: **Thomas P. Keenan**

Secretary: **Curtis S. Gezotis**

Director(s): **Thomas P. Keenan**  
**Curtis S. Gezotis**  
**Marc C. Lichwan**

- d. The fiscal year end of the corporation:  
**October 31**
- e. A brief description of the type of business in which the corporation intends to engage:  
**Applying for a license with the Cannabis Control Commission.**
- f. The street address of the principal office of the corporation:  
**40 Westfield Industrial Park, Westfield, MA 01085**
- g. The street address where the records of the corporation required to be kept in the commonwealth are located is:

**40 Westfield Industrial Park, Westfield, MA 01085**, which is  
*(number, street, city or town, state, zip code)*

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

Signed this 7th day of February, 2023 by the incorporator(s):

Signature: 

Name: Thomas P. Keenan

Address: 40 Westfield Industrial Park, Westfield, MA 01085

**Cannabis Connection II, Inc.**

**Articles of Organization**

**Continuation Sheet IV**

**Article IV:**

The relative rights, preferences, and limitations of the shares of each class are as follows:

- A. Preferred Stock.** The rights, preferences, privileges, and restrictions granted to and imposed on the Preferred Stock are as follows:
  - (1) Dividend Provisions.** The holders of shares of Preferred Stock shall collectively be entitled to receive, when and as declared by the Board of Directors out of any assets of the corporation legally available therefor, Seventeen and six-tenths percent (17.6%) of any aggregate dividends, as may be declared from time to time by the Board of Directors, paid to the holders of all issued and outstanding Class A and Class B Common Stock.
  - (2) Liquidation Preference.**
    - (a)** In the event of any liquidation, dissolution or winding up of the corporation, either voluntary or involuntary, the holders of Preferred Stock shall be entitled to receive, pro rata with any distribution of the assets or surplus funds of the corporation to the holders of Class A and Class B Common Stock by reason of their ownership thereof, Seventeen and six-tenths percent (17.6%) of the aggregate distribution paid to the holders of all issued and outstanding Class A and Class B Common Stock (the "Liquidation Preference").
    - (b)** For purposes of this Section 2, any acquisition of the corporation by means of merger or other form of corporate reorganization in which the outstanding shares of the corporation are exchanged for securities or other consideration issued, or caused to be issued, by the acquiring corporation or its subsidiary (other than a reincorporation transaction), or by means of a sale of all or substantially all of the assets of the corporation, shall be treated as a liquidation, dissolution or winding up of the corporation. In such event, the holders of Preferred Stock and Common Stock shall be entitled to receive at the closing of such transaction in cash, securities or other property in amounts to be distributed as specified in Sections 4(A)(2)(a).

(3) Conversion. The Preferred Stock shall not be convertible into shares of Common Stock.

(4) Voting Rights. The Preferred Stock shall have no voting rights.

**B. Class A and Class B Common Stock.**

(1) Dividend Rights. Subject to the prior rights of holders of all classes of stock at the time outstanding having prior rights as to dividends, the holders of Class A Common Stock and Class B Common Stock shall be entitled to receive, when and as declared by the Board of Directors, out of any assets of the corporation legally available therefor, such dividends as may be declared from time to time by the Board of Directors. The Board of Directors may not issue a dividend to the holders either Class A or Class B Common Stock unless an equal, per share, dividend is also issued the holders of the other Class of Common Stock.

(2) Liquidation Rights. Subject to the prior rights of holders of all classes of stock at the time outstanding having prior rights as to liquidation, dissolution or winding up of the corporation, upon the liquidation, dissolution or winding up of the corporation, the assets of the corporation shall be distributed ratably among the holders of the Class A and Class B Common Stock in proportion to the number of shares of Class A and Class B Common Stock held by each such holder.

(3) Voting Rights. Except as otherwise provided in these Articles of Organization, the holder of each share of Class A Common Stock shall have the right to one vote for each such share and shall be entitled to vote upon such matters and in such manner as may be provided by law and the holder of each share of Class B Common Stock shall have no right to vote.

**Cannabis Connection II, Inc.**

**Articles of Organization**

**Continuation Sheet VI**

**Article VI:**

The provisions of Article IV may only be amended by unanimous consent of the issued and outstanding shares of Class A Common Stock.

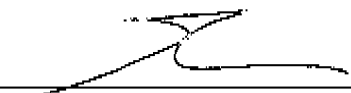
**CONSENT TO USE OF CORPORATE NAME**

William Francis Galvin  
Secretary of the Commonwealth of Massachusetts  
Corporations Division  
One Ashburton Place, 17<sup>th</sup> Floor  
Boston, MA 02108

Dear Sir:

Pursuant to M.G.L.c. 156D, Section 4.01(c)(1), Cannabis Connection, Inc., a Massachusetts corporation organized under the laws of the Commonwealth of Massachusetts, hereby consents to the organization of a Massachusetts corporation named "Cannabis Connection II, Inc." and to the use of such name by that new corporation in perpetuity for any and all purposes.

Cannabis Connection, Inc.

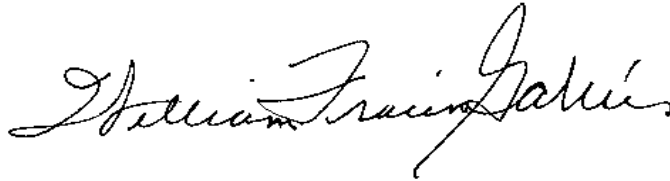
By:   
Thomas P. Keenan, Director

Dated: February 7<sup>th</sup>, 2023

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:

March 01, 2023 11:41 AM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive style with a large, stylized 'G' at the end.

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*



**BYLAWS**  
**OF**  
**CANNABIS CONNECTION II, INC. (the “corporation”)**

**Article I. Stockholders**

**Section 1.01 Annual Meeting.** The annual meeting of stockholders shall be held on the second Tuesday of January in each year (or if that be a legal holiday in the place where the meeting is to be held, on the next succeeding full business day) at 10:00 a.m. unless a different hour and date is fixed by the directors and stated in the notice of the meeting. The purposes for which the annual meeting is to be held, in addition to those prescribed by law, by the Articles of Organization or by these Bylaws, may be specified by the directors or the president. All annual meetings will be for unlimited purposes. If no annual meeting is held in accordance with the foregoing provisions, a special meeting may be held in lieu thereof, and any action taken at such meeting shall have the same effect as if taken at the annual meeting.

**Section 1.02 Special Meetings.** Special meetings of stockholders may be called by the president or by a director. Upon written application of one or more stockholders who hold at least ten percent (10%) of the capital stock entitled to vote at the meeting, special meetings shall be called by the secretary, or in case of the death, absence, incapacity or refusal of the secretary, by any other officer. The call for the meeting shall state the date, hour, place and purposes of the meeting.

**Section 1.03 Place of Meeting.** Meetings of the stockholders may be held anywhere in the United States of America, and the place of any meeting shall be designated in the call thereof, or if no place is so designated, then the place shall be presumed to be the principal office of the corporation.

**Section 1.04 Notice of Meetings.** A written notice of every meeting of stockholders, stating the place, date and hour thereof, shall be given by the secretary or by the person calling the meeting not less than 7 nor more than 60 days before the meeting to each stockholder by leaving such notice with him or at such stockholder’s residence or usual place of business, or by mailing it postage prepaid and addressed to such stockholder at the address as it appears upon the books of the corporation. Notices may be given via facsimile or e-mail transmission, if reasonable, to a stockholder who has provided the corporation with a facsimile number or email address and has not notified the corporation that such stockholder does not wish to receive notices in this manner. No notice need be given to any stockholder if a written waiver of notice, executed before or after the meeting by the stockholder or such stockholder’s authorized attorney, is filed with the record of the meeting.

**Section 1.05 Quorum.** The holders of not less than seventy-five percent (75%) in interest of Class A Common stock issued, outstanding and entitled to vote at a meeting shall constitute a quorum, but a lesser number may adjourn any meeting from time to time without further notice; except that, if two or more classes of stock are outstanding and entitled to vote as separate classes, then in the

case of each such class, a quorum shall consist of the holders of a majority in interest of the stock of that class issued, outstanding and entitled to vote.

**Section 1.06 Voting and Proxies.** Each stockholder shall have one vote for each share of stock entitled to vote held by such stockholder of record according to the records of the corporation, unless otherwise provided by the Articles of Organization. Stockholders may vote either in person or by written proxy dated not more than six months before the meeting named therein. Proxies shall be filed with the clerk of the meeting, or of any adjournment thereof, before being voted. Except as otherwise limited therein, proxies shall entitle the persons named therein to vote at any adjournment of such meeting, but shall not be valid after final adjournment of such meeting. A proxy with respect to stock held in the name of two or more persons shall be valid if executed by one of them unless at or prior to the exercise of the proxy the corporation received a specific written notice to the contrary from any one of them. A proxy purporting to be executed by or on behalf of a stockholder shall be deemed valid unless challenged at or prior to its exercise.

**Section 1.07 Record Date.** The directors may fix in advance a time of not more than sixty (60) days preceding the date of any meeting of stockholders or the date for the payment of any dividend or the making of any distribution to stockholders, or the last day on which the consent or dissent of stockholders may be effectively expressed for any purpose, as the record date for determining the stockholders having the right to notice of and to vote at such meeting, and any adjournment thereof, or the right to receive such dividend or distribution or the right to give such consent or dissent. In such case only stockholders of record on such record date shall have such right, notwithstanding any transfer of stock on the books of the corporation after the record date. Without fixing such record date the directors may for any of such purposes close the transfer books for all or any part of such period.

**Section 1.08 Action at Meeting.** Except as provided in Sections 1.10 and 1.11 below, when a quorum is present, the holders of a majority of the stock present or represented and voting on a matter (or if there are two or more classes of stock entitled to vote as separate classes, then in the case of each such class, the holders of a majority of the stock of that class present or represented and voting on a matter) except where a larger vote is required by law, or these Bylaws, shall decide any matter to be voted on by the stockholders. Any election by stockholders shall be determined by a plurality of the votes cast by the stockholders entitled to vote at the election. No ballot shall be required for such election unless requested by a stockholder present or represented at the meeting and entitled to vote in the election. The corporation shall not directly or indirectly vote any share of its stock.

**Section 1.09 Action without Meeting.** Any action to be taken by stockholders may be taken without a meeting if a majority of the stockholders entitled to vote on the matter consent to the action by a writing filed with the records of the meetings of stockholders. Such consent shall be treated for all purposes as a vote at a meeting. Delivery of consent by electronic means, including, without limitation, facsimile or e-mail transmission, is permitted.

**Section 1.10 Elections of Directors.** Notwithstanding any provision of these Bylaws or the Articles of Organization to the contrary, no Initial Director may be removed from office by the

Shareholders for so long as such Initial Director remains a Shareholder. For purposes of these Bylaws, Curt Gezotis, Marc Lichwan and Thomas Keenan are the Initial Directors.

**Section 1.11 Major Decisions.** Notwithstanding any provision of these Bylaws or the Articles of Organization to the contrary, and specifically in addition to the provisions of Section 4.02 herein, the corporation shall not undertake any of the following actions without the approval of the holders of at least two-thirds (2/3rd) of Class A and Class B Common Shares on an aggregate collective basis:

- a. Change in the corporate purpose;
- b. Borrowing money other than trade payables incurred in the ordinary course of business;
- c. Decision to liquidate/dissolve the corporation;
- d. Admission of additional stockholders

**Section 1.12 Electronic Participation.** A shareholder of the corporation may participate in a meeting through conference telephone, electronic video screen communication, or other electronic transmission by and to the corporation. Participation in a meeting by conference telephone or electronic video screen communication constitutes presence in person as long as all shareholders participating can hear one another. Participation by other electronic transmission by and to the corporation (other than conference telephone or electronic video screen communication) constitutes presence in person at the meeting as long as participating shareholders can communicate with other participants concurrently, each shareholder entitled to vote has the means to participate in all matters before the shareholders, including the ability to propose or object to a specific corporate action, and the corporation implements some means of verifying that each person participating is entitled to participate in the votes or other actions taken by persons entitled to participate.

## **Article II. Directors**

**Section 2.01 Powers.** The business of the corporation shall be managed under the direction of a board of directors who may direct the exercise of all the powers of the corporation except as otherwise provided by law, or by these Bylaws. In the event of a vacancy in the board of directors, the remaining directors, except as otherwise provided by law, may exercise the powers of the full board until the vacancy is filled.

**Section 2.02 Election.** A three (3) member board of directors shall be elected by the stockholders entitled to vote on the matter at the annual meeting, provided however that no Initial Director, as defined in Section 1.10 above, shall be removed from office for so long as such Initial Director remains a stockholder.

**Section 2.03 Tenure.** Except as otherwise provided by law, by the Articles of Organization or by these Bylaws, directors shall hold office until the next annual meeting of stockholders and thereafter until their successors shall have been elected and qualified. Any director may resign by

delivering such stockholder's written resignation to the corporation at its principal office or to the president or secretary. Such resignation shall be effective upon receipt unless it is specified to be effective at some other time or upon the happening of some other event.

**Section 2.04 Vacancies.** Any vacancy occurring in the board of directors may be filled by the stockholders entitled to vote on the matter at a special meeting called for the purpose of filling such a vacancy. A director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office. Any directorship to be filled by reason of any increase in the number of directors shall be filled by election at an annual meeting or at a special meeting of shareholders entitled to vote on the matter called for that purpose.

**Section 2.05 Removal.** A director, except for the Initial Directors, may be removed from office with or without cause by vote of a majority of the stockholders entitled to vote in the election of directors, at a meeting called for the purpose of removing the director, with prior notice of the meeting setting forth the removal of one or more directors as one of the purposes of the meeting.

**Section 2.06 Meetings.** Regular meetings of the directors may be held without call or notice at such places and at such times as the directors may from time to time determine, provided that any director who is absent when determination is made shall be given notice of the determination. A regular meeting of the directors may be held without a call or notice at the same place as the annual meeting of stockholders, or the special meeting held in lieu thereof, following such meeting of stockholders.

Special meetings of the directors may be held at any time and place designated in a call by the president, treasurer or two or more directors. Both regular and special meetings may be held by telephone conference or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time.

Notwithstanding the foregoing no meeting of the directors may be held without the attendance of an Initial Director unless such Initial Director, after notice, consents to such meeting going forward.

**Section 2.07 Notice of Meetings.** Notice of all special meetings of the directors shall be given to each director by the secretary, or if there be no secretary, by the assistant secretary, or in case of the death, absence, incapacity or refusal of such persons, by the officer or one of the directors calling the meeting. Notice shall be given to each director in person or by telephone or facsimile or e-mail transmission at least twenty-four hours in advance of the meeting, or by written notice mailed to his business or home address at least forty-eight hours in advance of the meeting. Notice need not be given to any director if a written waiver of notice, executed by him before or after the meeting, is filed with the records of the meeting, or to any director who attends the meeting without protesting prior thereto or at its commencement the lack of notice to him. A notice or waiver of notice of a directors' meeting need not specify the purposes of the meeting.

**Section 2.08 Electronic Participation.** A director of the corporation may participate in a meeting through conference telephone, electronic video screen communication, or other electronic transmission by and to the corporation. Participation in a meeting by conference telephone or electronic video screen communication constitutes presence in person as long as all directors participating can hear one another. Participation by other electronic transmission by and to the corporation (other than conference telephone or electronic video screen communication) constitutes presence in person at the meeting as long as participating directors can communicate with other participants concurrently, each director has the means to participate in all matters before the board, including the ability to propose or object to a specific corporate action, and the corporation implements some means of verifying that each person participating is entitled to participate and all votes or other actions are taken by persons entitled to participate.

**Section 2.09 Quorum.** At any meeting of the directors, a majority of the directors then in office shall constitute a quorum, provided that all Initial Directors' attendance shall be required for a quorum to be present. Less than a quorum may adjourn the meeting from time to time without further notice.

**Section 2.10 Action at Meeting.** At any meeting of the directors at which a quorum is present, the vote of a majority of those present, unless a different vote is specified by law, by the Articles of Organization, or by these Bylaws, shall be sufficient to decide such matter.

**Section 2.11 Action by Consent.** Any action by the directors may be taken without a meeting if a written consent thereto is signed by all the directors and filed with the records of the directors' meetings. Such consent shall be treated as a vote of the directors for all purposes.

**Section 2.12 Presumption of Assent.** A director of the corporation who is present at a meeting of the board of directors at which action on any corporate matter is taken shall be presumed to have assented to the action unless he shall file his written dissent to such action with the person acting as the clerk of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the secretary of the corporation within twenty-four hours after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

**Section 2.13 Personal Liability.** No director of the corporation shall be personally liable to the corporation or the stockholders of the corporation for monetary damages for breach of a fiduciary duty as a director of the corporation, except (a) for any breach of the director's duty of loyalty to the corporation or its stockholders (b) for acts or omissions not in good faith or which involve intentional misconduct, or a knowing violation of law (c) any transaction from which the director derived an improper personal benefit, or (d) as otherwise provided by law.

### **Article III. Officers**

**Section 3.01 Enumeration.** The officers of the corporation shall consist of a president, a treasurer, a secretary, and such other officers, including one or more vice presidents, assistant treasurers and assistant secretaries as the directors may determine.

**Section 3.02 Election.** The president, treasurer and secretary shall be elected annually by the directors at their first meeting following the annual meeting of stockholders. Other officers may be chosen by the directors at such meeting or at any other meeting.

**Section 3.03 Qualification.** The president may, but need not be a director. No officer need be a stockholder. Any two or more offices may be held by the same person. Any officer may be required by the directors to give bond for the faithful performance of such officer's duties to the corporation in such amount and with such sureties as the directors may determine.

**Section 3.04 Tenure.** Except as otherwise provided by law, by the Articles of Organization or by these Bylaws, the president, treasurer and secretary shall hold office until the first meeting of the directors following the annual meeting of stockholders and thereafter until such officer's successor is chosen and qualified; and all other officers shall hold office until the first meeting of the directors following the annual meeting of stockholders, unless a shorter term is specified in the vote choosing or appointing them. Any officer may resign by delivering such officer's written resignation to the corporation at its principal office or to the president or secretary, and such resignation shall be effective upon receipt unless it is specified to be effective at some other time or upon the happening of some other event.

**Section 3.05 Removal.** Any officer or agent elected or appointed by the board of directors may be removed by the board of directors whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the corporation or the person so removed.

**Section 3.06 Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the board of directors for the unexpired portion of the term.

**Section 3.07 President.** The president, also known as the Chief Executive Officer or "CEO" shall be the principal executive officer of the corporation and, subject to the control of the board of directors, shall in general, supervise and control all of the business and affairs of the corporation. The president shall, when present, preside at all meetings of the stockholders and of the board of directors. The president may sign, with the secretary or any other proper officer of the corporation thereunto authorized by the board of directors, any deeds, mortgages, bonds, contracts, or other instruments which the board of directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the board of directors or by these Bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of president and such other duties as may be prescribed by the board of directors from time to time. The president may sign, with the treasurer or any assistant treasurer of the corporation, certificates for shares of the corporation, the issuance of which shall have been authorized by the board of directors of the corporation.

**Section 3.08 The Vice Presidents.** In the absence of the president or in the event of the president's death or inability to act, the vice president (or in the event there be more than one vice president, the vice president in the order designated at the time of their election, or in the absence of any

designation, then in the order of their election) shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. Any vice president may sign, with the treasurer or any assistant treasurer of the corporation, certificates for shares of the corporation, the issuance of which shall have been authorized by the board of directors of the corporation. Any vice president shall perform such other duties as from time to time may be assigned to such vice president by the president or by the board of directors.

**Section 3.09 The Secretary.** The secretary shall: (a) keep the minutes of the meetings of the stockholders and of the board of directors in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized; (d) keep a register of the names and post office address of each stockholder, in alphabetical order, arranged by class, showing the number of shares owned by each stockholder; and in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to such secretary by the president or by the board of directors.

**Section 3.10 The Treasurer.** If required by the board of directors, the treasurer shall give a bond for the faithful discharge of the treasurer's duties in such sum and with such surety or sureties as the board of directors shall determine. The treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the corporation, receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article IV of these Bylaws; (b) have general charge of the stock transfer books of the corporation; (c) sign with the president, or a vice president, certificates for shares of the corporation, the issuance of which shall have been authorized by resolution of the board of directors; and (d) in general perform all duties incident to the office of treasurer and such other duties as may from time to time be assigned to such treasurer by the president or by the board of directors.

**Section 3.11 Assistant Secretaries and Assistant Treasurers.** The assistant secretaries and assistant treasurers, in general, shall perform such duties as shall be assigned to them by the secretary or the treasurer, respectively, or by the president or the board of directors.

#### **Article IV. Contracts, Loans, Checks and Deposits**

**Section 4.01 Contracts.** The board of directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

**Section 4.02 Loans.** No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the board of directors. Such authority may be general or confined to specific instances.

**Section 4.03 Checks, Drafts, etc.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the board of directors.

**Section 4.04 Deposits.** All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the board of directors may select.

## **Article V. Capital Stock**

**Section 5.01 Certificates of Stock.** Each stockholder shall be entitled to a certificate of the capital stock of the corporation in such form as may be prescribed from time to time by the directors. The certificate shall be signed by the president or a vice president, and by the treasurer or an assistant treasurer, but when a certificate is countersigned by a transfer agent or a registrar, other than a director, officer or employee of the corporation, such signatures may be facsimiles. In case any officer who has signed or whose facsimile signature has been placed on such certificate shall have ceased to be such officer before such certificate is issued, it may be issued by the corporation with the same effect as if he were such officer at the time of issue. In the event that the offices of president and treasurer are held by the same person, and there is no vice president or assistant treasurer then in office, in such case the stock certificate may be signed by the secretary as well as by the person who is both president and treasurer.

Every certificate for shares of stock which is subject to any restriction on transfer pursuant to the Articles of Organization, the Bylaws or any agreement to which the corporation is a party, shall have the restriction noted conspicuously on the certificate and shall also set forth on the face or back either the full text of the restriction or a statement of the existence of such restriction and a statement that the corporation will furnish a copy to the holder of such certificate upon written request and without charge. Every certificate issued when the corporation is authorized to issue more than one class or series of stock shall set forth on its face or back either the full text of the preferences, voting powers, qualifications and special and relative rights of the shares of each class and series authorized to be issued or a statement of the existence of such preferences, powers, qualifications and rights, and a statement that the corporation will furnish a copy thereof to the holder of such certificate upon written request and without charge.

**Section 5.02 Transfers.** Subject to the restrictions, if any, stated or noted on the stock certificates, shares of stock may be transferred on the books of the corporation by the surrender to the corporation or its transfer agent of the certificate therefor properly endorsed or accompanied by a written assignment and power of attorney properly executed, with necessary transfer stamps affixed, and with such proof of the authenticity of signature as the corporation or its transfer agent may reasonably require. Except as may be otherwise required by law, by the Articles of Organization or by these Bylaws, the corporation shall be entitled to treat the record holder of stock as shown on its books as the owner of such stock for all purposes, including the payment of dividends and the right to vote with respect thereto, regardless of any transfer, pledge or other disposition of such stock, until the shares have been transferred on the books of the corporation in



accordance with the requirements of these Bylaws. It shall be the duty of each stockholder to notify the corporation of such stockholder's post office address.

**Section 5.03 Replacement of Certificates.** In case of the alleged loss or destruction or the mutilation of a certificate of stock, a duplicate certificate may be issued in place thereof, upon such terms as the directors may prescribe.

**Section 5.04 Clarification on Dividends and Liquidation Proceeds.** The corporation's Articles of Organization contain certain provisions regarding the issuance of dividends and the distribution of the corporation's assets upon liquidation. The intent of such provisions is that the holders of the Preferred Stock receive fifteen (15%) percent of the total amounts of such dividends issued or liquidations proceeds distributed to all stockholders.

## **Article VI. Miscellaneous Provisions**

**Section 6.01 Fiscal Year.** Except as from time to time otherwise determined by the directors, the fiscal year of the corporation shall be the twelve months ending October 31.

**Section 6.02 Seal.** The seal of the corporation shall, subject to alteration by the directors, impress its name, the word "Massachusetts", and the year of its incorporation.

**Section 6.03 Corporate Records.** The original, or attested copies, of the Articles of Organization and Bylaws, and any amendments thereto; records of all meetings, and written consents in lieu of meetings, of the incorporators, stockholders, and directors for at least the prior three years; the resolutions of the directors regarding shares of stock, including, without limitation, resolutions concerning classes of stock and voting rights; all written communication to the stockholders for at least the prior three years, including financial statements provided to the stockholders and notices of availability of financial statements; the names and business addresses of the officers and directors of the corporation; the most recent annual report of the corporation filed with the Massachusetts Secretary of State's office; and the stock and transfer records, which shall contain the names of all stockholders and the record address and the amount of stock held by each, shall be kept in Massachusetts at the principal office of the corporation, or at an office of its registered agent or of the secretary. Said copies and records need not all be kept in the same office. They shall be available at all reasonable times to the inspection of any stockholder for any proper purpose but not to secure a list of stockholders for the purpose of selling said list or copies thereof or of using the same for a purpose other than in the interest of the applicant, as a stockholder, relative to the affairs of the corporation.

**Section 6.04 Indemnification.** The corporation may indemnify a director or officer of the corporation for any and all claims, expenses, judgments, fines, amounts paid in settlement, and any other liabilities (including payment by the corporation of expenses incurred in defending a civil or criminal action or proceeding) with respect to any matter arising out of the performance of his or her duties as such officer or director, unless the director or officer shall have been adjudicated in any proceeding not to have acted in good faith. Prior to any indemnification, the indemnification shall be approved by a majority vote of the disinterested directors if there are more than two disinterested directors,

and if there are fewer than two disinterested directors then special legal counsel selected by the disinterested director shall make a determination regarding indemnification. In the alternative, the holders of Class A Common Stock of the corporation who are not interested parties may vote on the determination of indemnification. Any decision concerning the indemnification of an officer or director shall be made pursuant to Subdivision E of the Massachusetts Business Corporation Act, M.G.L. c. 156D.

In the event a director or officer is not indemnified pursuant to the above paragraph, and said director or officer is wholly successful, on the merits or otherwise, in the defense of any proceeding to which such director or officer was a party because such director or officer was a director or officer of the corporation, the corporation shall indemnify such director or officer against reasonable expenses incurred by such director or officer in connection with the proceeding.

The corporation shall also have power to purchase and maintain insurance on behalf of a director and/or an officer of the corporation against any liability incurred as a director or officer of the corporation, or arising out of such director or officer's status as such.

**Section 6.05 Resident Agent.** The secretary shall be the registered agent of the corporation, so long as the business address of the secretary is the same as the business address of the corporation. If the business address of the secretary is different from the business address of the corporation, the board of directors shall appoint a resident agent who shall have the same business address as the address of the corporation.

**Section 6.06 Articles of Organization.** All references in these Bylaws to the Articles of Organization shall be deemed to refer to the Articles of Organization of the corporation, as amended and in effect from time to time.

**Section 6.07 Amendments.** These Bylaws may at any time be amended by affirmative vote of two-thirds (2/3rd) of Class A and Class B Common Shares on an aggregate collective basis, provided that notice of the substance of the proposed amendment is stated in the notice of the meeting.



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

mass.gov/dor

Letter ID: L1221929248  
Notice Date: April 24, 2023  
Case ID: 0-001-952-684



## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



CANNABIS CONNECTION II, INC  
# WESTFIELD  
40 WESTFIELD INDUSTRIAL PARK RD  
WESTFIELD MA 01085-1626

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

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

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

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

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

If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 9:00 a.m. to 4:00 p.m..

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

Visit [mass.gov/dor](https://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



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

William Francis Galvin  
Secretary of the  
Commonwealth

Date: April 25, 2023

To Whom It May Concern :

I hereby certify that according to the records of this office,  
**CANNABIS CONNECTION II, INC.**

is a domestic corporation organized on **March 01, 2023** , under the General Laws of the Commonwealth of Massachusetts. I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 156D section 14.21 for said corporation's dissolution; that articles of dissolution have not been filed by said corporation; that, said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.



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

*William Francis Galvin*

Secretary of the Commonwealth

Certificate Number: 23040689840

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

Processed by: ssc



USI Insurance Services  
711 E. Main Street  
Suite 201  
Chicopee, MA 01020  
[www.usi.com](http://www.usi.com)

May 1, 2023

Cannabis Connection II, Inc.  
40 Westfield Industrial Park  
Westfield MA 01085

RE: Premium Indication for West Springfield location

Dear Tom,

As discussed, these are estimated insurance costs at the new retail marijuana store in West Springfield.


Property	Building Coverage	\$1,200,000	
	Business Income	\$1,500,000	
	Marijuana Inventory	\$ 400,000	
	Tenant Improvements	\$ 200,000	
	Deductible	\$ 2,500	
	Valuation – Replacement Cost		
	Marijuana Inventory – Actual Cash Value		
	Perils – Special Form		
			Estimated Premium - \$13,000
General Liability	\$1,000,000 Per Occurrence		
	\$2,000,000 Aggregate		
	Based on Sales - \$15,000,000		
			Estimated Premium - \$15,000
Products Liability	\$1,000,000 Each Claim		
	\$2,000,000 Aggregate		
	Based on Sales - \$15,000,000		
			Estimated Premium - \$28,000

Excess Liability	\$1,000,000 Each Occurrence \$1,000,000 Aggregate	Estimated Premium - \$3,900
Workers Comp	\$500,000 Employers Liability \$1,340,000 Payroll	Estimated Premium - \$8,700

Once you have actual limits we can obtain a firm quote from the insurance company. As I indicated, these premiums are estimates based on the figures you provided.

Please let me know if you have any further questions.

Sincerely,

  
Michelle Arsenault  
Senior Select Account Manager

# Cannabis II Connection

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Cannabis Connection II, Inc will provide an unparalleled shopping experience to Adult Use Cannabis Consumers in West Springfield Massachusetts.



Our facility in West Springfield will closely resemble our Westfield store, customers will enjoy shopping in a beautiful environment that inspires healing, creativity and comfort.

Our knowledgeable budtenders will guide our customers through our vast variety of products featuring locally sourced cannabis products and including only the highest quality cannabis flowers, concentrates, edibles and more.



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April 20, 2023



## **Executive Summary**

### **Company Summary**

Cannabis Connection II, Inc ("CCII") was created by three lifelong Western Mass residents with strong ties to the West Springfield Community. CCII will operate an Adult Use Retail Marijuana Establishment that will provide an unparalleled consumer experience.

Our retail store will be located at 1102 Riverdale St, Unit 2, West Springfield, MA in an existing building on property zoned BA, greater than 500 feet away from residential dwellings and any location that children or minors normally congregate. The property will be developed to exacting standards to provide a beautiful, yet highly secure facility, that is easily accessible to all Adult Use consumers.

### **Products**

We will sell a wide range of cannabis and cannabis infused products including concentrates, edibles, topicals and other products that we purchase from cultivators and product manufacturers licensed in Massachusetts. We will also engage in the sale of accessories and supplies so that consumers are able to select the delivery method that works best for them so that they may enjoy the benefits of the products we sell.

### **Services**

CCII will ensure that all our customers are given first class treatment whenever they visit our store. We will utilize a software platform that will enable us to manage a one-on-one relationship with our customers no matter how large our consumer base grows. While we will not be a medical facility, we believe that our customers should understand the therapeutic benefits that our products can offer and will happily educate any interested customers about these benefits. We believe that this education is very important so that customers can understand how cannabis can provide treatment for many conditions which traditional pharmaceuticals cannot treat or do not treat effectively, and which the general public is likely unaware.

### **Our Mission**

To provide our customers with the highest quality cannabis products and service they can trust. To build our brand on the core values of customer service, hospitality, honesty, integrity and community outreach.

### **Vision**

Be the most well-respected Adult Use Retail Marijuana Establishment in Massachusetts.

### **Management**

The management team has several years' experience in the 'budding' cannabis industry and have developed relationships and are forming strategic partnerships to facilitate our goal of being a leader in the Massachusetts Adult Use Industry.





### **Leadership Team**

Thomas P. Keenan (Tom) is a Board Member, President/CEO and Treasurer of CCII. He has been a medical marijuana patient since 2015. He is an attorney with a private practice in Westfield. He has been part of the local community his whole life and been active in a professional capacity for over a decade. He was a founding member, and is currently the President of the Friends of the Westfield Senior Center, Inc. He helped create and is currently serving on the board of directors of the Westfield Woman's Club Foundation, Inc. He also assisted in the creation of the Friends of the Westfield 350, Inc. He volunteered his time to each group and was successful at obtaining 501(c)3 status for each organization, all of which are actively promoting and supporting the enrichment of the local community.

Tom has been involved in the legal cannabis industry for the past seven years, functioning in several different capacities. First as legal counsel for a medical marijuana applicant and subsequently acting as a proponent for cannabis reforms, testifying at public hearings at the state and local levels. Since forming Cannabis Connection, Inc in 2018, he has served as CEO, building the business into one of the most well-respected Adult Use Marijuana retailers in the state. He believes that his experience and knowledge of the industry, along with his ties to the local community, will enable CCII to fit seamlessly into the core values of West Springfield, while generating the greater revenues for the city as any other Adult Use Retail Marijuana Establishment would.

Curtis S. Gezotis (Curt) is a Board Member, COO and Secretary of CCII. He is a lifelong Westfield resident and medical marijuana patient. He served the city as a Firefighter for 33 years and recently retired in 2016 after a long and distinguished career. He has also been a well-respected building contractor in and around Westfield since 1985. Over the years he has served the local community as a board member of the Amelia Park Children's Museum, Westfield Little League, Westfield Babe Ruth, Westfield Athenaeum and Westfield Bank, and also on the Board of Corporators for Noble Hospital.

Curt became involved in the cannabis industry in 2015 when he joined the board of a non-profit corporation that was in the process of applying for Medical RMD licenses. He has since resigned and is no longer involved with that company. Since forming Cannabis Connection, Inc. in 2018, he has served as its COO, building the business into one of the most well-respected Adult Use retailers in the state. He has developed business relationships with companies all over Massachusetts and throughout the US and, as a result, he has gained insight into successful policies and procedures that are unique to the cannabis industry.

Marc C. Lichwan (Marc) is a Board Member of CCII. He owns residential property in West Springfield and owns a successful mechanical contracting business, MCL Mechanical Services, Inc., headquartered in West Springfield. Marc became involved in the cannabis industry in 2015 when he joined the board of a non-profit corporation that was in the process of applying for Medical RMD licenses. He has since resigned and is no longer involved with that company. He has extensive knowledge in running a successful business and brings years of real-world business experience to CCII.



## **Startup Costs**

### **Start-up Summary**

The proposed store will be fully funded with \$1,000,000 in a personal loan from Marc C. Lichwan. This will include approximately \$300,500.00 of capital expenses to renovate the property, approximately \$300,000.00 in pre-opening operational expenses, leaving approximately \$400,000.00 to cover unexpected expenses and initial inventory.

CCII has executed a lease agreement with Marcus Rose Family Realty, LLC which owns the property at 1102 Riverdale St, West Springfield, MA 01089, where the retail store will be located. CCII has successfully negotiated a Host Community Agreement with West Springfield, CCII will complete the renovations while going through the application process with the CCC. This will minimize the time required for CCII to become operational in West Springfield. The lease is for a 10-year initial term with two 5-year extension terms.



## Operations

### Security

Massachusetts regulations clearly define the security requirements for any Marijuana Establishment. SOP's will be an integral part of our security procedures, and all employees will learn and understand all SOP's as part of their training. All inventory will be stored in locked, secure vaults and all entrances and exits to the facility will be secured with commercial grade locks. No loitering will be permitted in or around the facility and CCII will actively engage West Springfield Police to be a regular presence in the vicinity of the facility.

### Highlights of our Security Procedures and Plans

#### Video Surveillance

- A video surveillance system that covers all areas where any marijuana items (including plants and waste) will be present at any time including pathways where product will be moved, without any blind spots
- 24 hours a day, 7 days a week monitoring and recording, at a minimum resolution of 1080p in all lighting conditions.
- Live video feeds, 24 hours a day.
- Camera coverage of interior and exterior, limited and non-limited access areas.
- Logs of all maintenance activity for the surveillance equipment including name of the individual, date and time of access, and reason for access.
- The surveillance system will have a backup battery that will provide continuous recording in event of any power failure.
- All required recordings, including the backups of the surveillance area recordings kept for 90 days with a method to store video longer than 90 days if requested.
- A live video feed will be available to the West Springfield Police Department.

#### Limited Access Areas

- Limited Access Areas ("LAA") will be clearly designated and only authorized individuals will have the ability to access.
- Only the minimum number of individuals to enable efficient operations will have access.
- Locks will be commercial grade and keys will be issued only to authorized individuals, reproduction of such keys will be strictly prohibited.

#### Diversion Prevention

- Strict SOP's regarding the prevention of diversion of any regulated products.
- Reporting to CCC and local police of any incident regarding diversion or suspected diversion, and criminal or suspected criminal activity, or suspicious act involving any sales or regulated product.
- Annual review of security systems and procedures
- Strict compliance with SOP's related to tracking software, POS systems, inventory management and compliance.



- Prohibition of any individual without government issued identification showing proof that they are at least 21 years of age.
- CCII will reserve the right to refuse to sell to any consumer that is believed to engage in diversion of any regulated

### **Consumer Education**

CCII will emphasize the therapeutic benefits of cannabis and will attempt to educate consumers to assist in the selection of cannabis, describing the potential differing effects of various strains, as well as various forms and routes of administration.

- Warnings required by the regulations, including:
  - o that marijuana has not been analyzed or approved by the FDA, that there is limited information on side effects, that there may be health risks associated with using marijuana, and that it should be kept away from children; and
  - o that when under the influence of marijuana, driving is prohibited by M.G.L. c. 90, § 24, and machinery should not be operated.
- Materials to enable consumers to track the strains used and their associated effects;
- Information describing proper dosage and titration for different routes of administration. Emphasis shall be on using the smallest amount possible to achieve the desired effect. The impact of potency must also be explained.
- Information regarding tolerance, dependence, withdrawal, substance abuse signs and symptoms, as well as referral information for substance abuse treatment programs.
- Clear notification that consumers may not sell marijuana to any other individual.

### **Testing/Labeling/Packaging**

CCII is committed to providing safe, properly tested products to consumers and will only purchase inventory from cultivators and product manufacturers, licensed by the CCC. CCII will require test results for any products purchased and will refuse to work with any entity that is unable to produce such documentation or that is believed to be in violation of any testing requirements. All products will be purchased, ready to sell, with all required labeling attached to the child resistant packaging, including test results, warnings and any other information required by CCC.

### **Insurance**

CCII will obtain all insurance required under the regulations and will provide documentation of such, as required.



April 20, 2023

### **RESTRICTING ACCESS TO AGE 21 AND OLDER**

Upon an individual entering CCII's facility, a CCII agent shall immediately inspect the individual's identification to determine that the individual is 21 years of age or older.

Every person attempting to enter the sales floor must provide one of the following forms of government issued identification:

1. Driver's license issued by a U.S. state or territory
2. State ID card issued by a U.S. state or territory
3. U.S. Passport or Passport Card
4. Foreign Passport
5. U.S. Military I.D.
6. Firearms License (License to Carry)

The Agent will inspect the ID to confirm that it contains the 'Big 3' pieces of information, namely, 1) the date of birth, 2) full name and 3) photograph of the person. If the ID does not contain all 3 pieces of information, the person will be denied entry.

NOTE: Temporary Driver's Licenses that contain the 'Big 3' can only be accepted if there is a barcode that can be scanned OR the temporary license is accompanied by the expired license which scans and also contains identical information.

Once the 'Big 3' are confirmed, the Agent will use the FLAG methodology of ID verification:

- **Feel**
  - Feel for information cut-out or pasted on (especially near photo and birth date areas)
  - Feel the texture – most driver's license should feel smooth, or (depending on your State) they will have an identifying texture.
- **Look**
  - Look for the State seals or water marks; these seals are highly visible without any special light.

- Look at the photograph. Hairstyles, eye makeup and eye color can be altered, so focus your attention on the person's nose and chin as these features don't change. When encountering people with beards or facial hair, cover the facial hair portion of the photo and concentrate on the nose or ears.
  - Look at the height and weight. They should reasonably match the person.
  - Look at the date of birth and do the math!
  - Compare the age on the ID with the person's apparent age.
  - Look at the expiration date. If the ID has expired, it is not acceptable.
  - If needed, compare the ID to the book of Government Issued ID's
- **Ask**
    - Ask questions of the person, such as their middle name, zodiac sign, or year of high school graduation. Ask them the month they were born. If they respond with a number, they may be lying. If the person is with a companion, ask the companion to quickly tell you the person's name.
    - If you have questions as to their identity, ask the person to sign their name, and then compare signatures.
  - **Give Back**
    - If the ID looks genuine give the ID back to the customer and allow entry.

As an added level of security, and in addition to using the FLAG method with every individual, all ID's that have barcodes will be scanned using an ID scanner which will confirm the validity and authenticity of the document.

No individual will be permitted beyond the secure entryway until their age has been verified. The door leading from the secure entryway to the sales floor must be unlocked remotely by the Agent and will automatically re-lock upon closure or after 5 seconds elapses without opening the door.

The main entrance will be staffed by an Agent during all hours of operation and all doors will be monitored at all times by security.

There will be no public access, regardless of age, to any other exterior door of the facility. These doors will be secured by electronic locking mechanisms activated by key card and will be under constant video surveillance, as described in our security plan.



1102 Riverdale St, West Springfield, MA 01089

April 20, 2023

### **QUALITY CONTROL AND TESTING**

#### **Testing of Marijuana and Marijuana Products**

CCII only obtains pre-packaged marijuana and marijuana products from CCC licensed Cultivators and Product Manufacturers with a current, valid license to wholesale such products. CCII does not accept delivery of any products without a valid COA's issued by a CCC licensed, independent testing facility. These COA's are compared to the testing labels on each individual product as part of the receiving process. Any discrepancies discovered in the verification process are addressed and appropriate action, including rejection of shipments, is taken.

#### **Marijuana and Product Handling**

CCII instills a culture dedicated to sanitation, safety, and quality assurance in the pursuit of providing consumers with the best quality marijuana. CCII ensures staff are maintaining the facility and providing a safe, hygienic atmosphere to meet customer's needs. Quality control protocols ensure that best management practices are continually adhered to and that good communication persists among and between all employees. CCII enforces quality centric policies and procedures through reoccurring and randomly performed quality control inspections throughout the facility. Every employee is trained on quality control responsibilities and will be expected to uphold CCII's strict quality control standards in every aspect of their position.

All inventory shall arrive at our establishment, pre-packaged and fully tested, in child proof packaging. In the event that handling marijuana is required in the future we will follow these procedures, including:

- All agents whose job includes contact with marijuana is subject to the requirements for food handlers specified in 105 CMR 300.000.
- Any agent working in direct contact with marijuana shall conform to sanitary practices indicated in 935 CMR 500.105(3) while on duty, including:
  - o Maintaining adequate personal cleanliness; and
  - o Washing hands appropriately.

- Hand-washing facilities shall be located in production areas and where good sanitary practices require employees to wash and sanitize their hands.
- There shall 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.
- 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 the establishment
- The establishment shall provide its employees with adequate, readily accessible toilet facilities
- Storage and transportation of finished products shall be under conditions that will protect them against physical, chemical, and microbial contamination.
- The establishment shall notify the Commission within 72 hours of any laboratory testing results indicating contamination if contamination cannot be remediated and disposal of the production batch is necessary.





1102 Riverdale St, West Springfield, MA 01089

April 20, 2023

### **PERSONNEL POLICIES INCLUDING BACKGROUND CHECKS**

#### **Personnel Records**

CCII maintains accurate personnel records by creating a dedicated employee file for every new hire. These records are maintained for at least 12 months after termination of an employee's affiliation with the facility. Accordingly, personnel records contain all information required under 935 CMR 500, including:

- all materials submitted to the CCC pursuant to 935 CMR 500.030(2) regarding marijuana establishment agent applications;
- documentation of verification of any references;
- job descriptions for each employee and volunteer position, as well as organizational charts consistent with the job descriptions;
- 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;
- documentation of periodic performance evaluations;
- a record of any disciplinary action taken; and
- notice of completed responsible vendor and/or Basic Core Curriculum and other training.

All employee records are kept confidential and will only be shared with the CCC or authorized law enforcement officials. Paper files are kept in the locked file storage room and any electronic files are password protected, accessible only to authorized CCII personnel.

#### **Employee Background Checks**

CCII conducts a full background check on every prospective employee prior to hiring that individual. CCII keeps records of the results of all background checks and will make the confirmation of criminal history background checks available for inspection upon request by the CCC or authorized law enforcement. CCI requires employees to report any new or pending charges or convictions. If an employee is charged or convicted for a controlled substance-

related felony or any other felony, CCII will report it immediately to the CCC and terminate employment.

### **Worker Safety Standards**

Employee and public safety is one of CCII's foremost business considerations. Every attempt is made to prevent accidents from occurring while conducting business. CCII's safety and sanitation policies address both Occupational Safety and Health Administration (OSHA) regulations and good business practices.

### **Tobacco, Alcohol & Drug Use**

CCII does not allow or tolerate the use of tobacco, alcohol or any illegal substance by employees or visitors in the facility.

### **Employee Dismissal**

Any employee who is found to have 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, shall be immediately terminated from employment. Any keys, access cards or property belonging to CCII shall be returned immediately. Any access cards or codes that such an employee had access to, or potentially may have had access to, shall be disabled. In the event that a dismissed employee refuses to return a physical key, the locks which that key opens shall be immediately re-keyed.



1102 Riverdale St, West Springfield, MA 01089

April 20, 2023

### **RECORD KEEPING PROCEDURES**

CCII utilizes a recordkeeping plan that adheres to all the requirements set forth in Massachusetts regulations. CCII maintains copies at the facility of all required books, records, papers, documents, data, or other physical or electronic information necessary to fully account for each transaction conducted under its license. All records are retained by CCII for the current year and at least the six preceding calendar years. Records will be made available to the CCC and authorized law enforcement upon request.

#### **Record Retention**

To ensure no loss of critical data, CCII utilizes Google Workspace which includes data retention and back-up for all critical electronic records. Electronic information will be securely stored on the Google cloud, creating maximum redundancy and long-term data security.

Records are maintained and stored to ensure that locating information can be accomplished by anyone with appropriate authorization and that documents are easily accessible for investigative purposes.

CCII's records are available for inspection by the CCC, upon request. Written records that are required to be available for inspection include, but are not necessarily limited to, all records required in 935 CMR 500.105(9).

All physical records are kept in a locked file cabinet in a secure, limited access area with access granted only to designated employees.

Company files are never stored in public internet spaces, including unsecured file storage sites. Emailing sensitive data files to anyone outside the company is prohibited without the permission of Management or Ownership. Customer-specific transaction data and contact information, including email addresses, will not be shared with any third-party without customer's consent.

## **Standard Operating Procedures**

CCII utilizes a SOP document system to operate in a consistent format across the company for maximum organization, control, and ease of training and use.

## **Inventory Recordkeeping**

METRC and DutchiePOS provide redundant, real-time seed-to-sale tracking and accountability for all inventory in the facility. Accountability within the systems includes transaction level data that records every employee interaction with inventory. This includes every inventory movement within the facility. Every action will appear on the inventory history detail record with the associated time/date, user credentials, actions performed, and the status change details. All seed-to-sale tracking records required by 935 CMR 500.105(8) shall be retained as long as the CCC requires. All records related to disposal of waste shall be retained for at least 3 years. Further details on the content of our inventory records can be found in our Inventory Plan

## **Storage Related Records**

CCII's storage area environments are consistently maintained at the correct temperature and humidity and in a sanitary condition. We also track chain-of-custody, inventory quantities, and important product dates such as date of receipt, production date, and use-by date. Further details on the content of our storage records can be found in our Storage Plan.

## **Security and Surveillance Records**

CCII maintains professionally-monitored security alarm and video surveillance systems; all records related to the alarm system, monitoring, and activity will be provided to the CCC upon request. CCII will retain a record of all inspections, servicing, alterations, or upgrades to the security systems. Further details on the content of our security records can be found in our Security Plan.

## **Incident Reporting Records**

Any security incident reportable under 935 CMR 110 will be maintained for no less than one year or the duration of an open investigation, whichever is longer, and will be made available to the CCC and law enforcement authorities upon request.

## **Visitor Logs**

A facility Visitor Log is filled out any time an authorized visitor is escorted into the facility. Every visitor is required to provide personal and company (or agency) identification in order to receive a numbered visitor's badge. The Visitor Log is available for inspection at all times and include:

- Date
- Visitor Name and Company (if applicable),
- Visitor Badge Number
- Purpose for the visit,
- Name of employee authorizing and escorting visitor,

- Sign in and sign out times.

### **Business Records**

CCII maintains all financial records following generally accepted accounting principles.

Transaction information regarding the sale, transfer, transport, or disposal of marijuana is also logged in METRC & DutchiePOS, supplementing and reinforcing the information reflected in CCII's sales records. Such records include the following:

- Assets and liabilities;
- Monetary transactions;
- Books of accounts;
- Sales records; and
- Salary and wages paid to each employee.

Further details on the content of our financial records can be found in our Plan for Maintaining Financial Records.

### **Personnel Records**

CCII maintains accurate personnel records by creating a dedicated employee file for every new hire. These records will be maintained for at least 12 months after termination of an employee's affiliation with the facility. CCII maintains records on every employee documenting their responsible vendor training program and/or Basic Core Curriculum compliance for four years and will make them available to inspection by the CCC and any other applicable licensing authority upon request during normal business hours. Such personnel records shall include, at a minimum, the following:

- ID – State issued drivers license or ID card
- Signed Agent Registration Form
- Photograph
- iCori and/or background check reports
- RVT or BCC completion certificate

Further details on the content of our personnel records can be found in our Personnel Policy Plan.



1102 Riverdale St, West Springfield, MA 01089

April 20, 2023

### **MAINTAINING OF FINANCIAL RECORDS**

CCII utilizes financial recordkeeping procedures that follow generally accepted accounting principles (GAAP). CCII will remain in good standing with the Secretary of the Commonwealth, DUA and DOR. CCII maintains copies of all required financial information necessary to conduct business under our license. All financial records will be made available to the CCC and authorized law enforcement upon request.

Software or other methods to manipulate or alter sales data are prohibited from use. CCII analyzes sales data daily to ensure that no software has been installed that could be utilized to manipulate or alter sales data. If such analysis determines that software may have been installed for the purpose of manipulation or alteration of sales data or other methods have been utilized to manipulate or alter sales data, CCII shall immediately disclose the information to the Commission, cooperate in any investigation, and take such other action directed by the Commission.

#### **Retention Policy**

Financial records are kept in a secure, limited access area, accessible only to CCII's designated employees. Physical financial records are scanned prior to being placed in the secure storage area. Electronic information will then be backed-up on a secure data retention system to protect against loss.

Financial records include:

- All financial transactions and the financial condition of the business, including contracts for services performed or received;
- Purchase invoices, bills of lading, manifests, sales records, copies of bills of sale, and any supporting documents (including the items and/or services purchased, from whom the items were purchased, and the date of purchase);
- Bank statements and canceled checks for all accounts relating to the business; and
- Accounting and tax records related to the business and all investors in the facility.

In addition, pursuant to 935 CMR 500.105, CCII will make available to the CCC upon request all business records, including manual or computerized records of:

- Assets and liabilities;
- Monetary transactions;
- Books of accounts, including 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, any stipend paid to board members, and any executive compensation, bonus, benefit, or item of value paid to any individual affiliated with the business.

CCII will retain all transportation manifests for no less than one year and make them available to the CCC upon request.

### **Sales & Tax Data**

CCII complies with 830 CMR 62C.25.1 and *DOR Directive 16-1* regarding recordkeeping requirements to ensure an accurate accounting for the calculation of sales taxes due. CCII has adopted separate accounting methods within DutchiePOS for marijuana and non-marijuana sales. CCII will make available for audit and examination all records in order to ensure compliance with Massachusetts tax laws and 935 CMR 500.140. As required by DOR Directive 16-1, CCII's POS system will record all transactions in a manner that will allow the Department to verify what was sold and whether the appropriate amount of tax was collected.

Furthermore, pursuant to G.L. c. 62C, § 25 and the Records Retention Regulation, CCII will maintain a complete and accurate record of the gross receipts & expenditures from all purchases and sales.

CCII conducts a monthly analysis of equipment and sales data to determine that no software has been installed that could be utilized to manipulate or alter sales data and that no other methods have been employed to manipulate or alter sales data.

CCII will keep these records so long as their contents are material in the administration of Massachusetts tax laws.

Each POS transaction record provides enough detail to independently determine the taxability of each sale and the amount of tax due and collected. Detailed information collected for each sales transaction includes, at minimum: individual item sold, selling price, tax due, invoice number, date of sale, method of payment, POS terminal number and POS transaction number. CCII maintains auditable internal controls to ensure the accuracy and completeness of the transactions recorded in the POS system. The records provide the opportunity to trace any transaction back to the original source or forward to a final total.



1102 Riverdale St, West Springfield, MA 01089

May 17, 2023

## **DIVERSITY PLAN**

### **STATEMENT OF PURPOSE**

CCII is committed to developing and maintaining an atmosphere of inclusivity and tolerance at our business and hiring a diverse workforce that is made up of minorities, women, veterans, people with disabilities, and people identifying as LGBTQ+. In addition, CCII will make every effort to employ and advance in employment qualified and diverse people at all levels within the company. We acknowledge that the progress and success of our diversity plan must be documented upon renewal of our license and each year hereafter.

### **DIVERSITY GOALS**

#### **GOAL #1**

CCII diversity goal #1 is to maintain a workforce which is within 5% of the composition of the diversity of general population of the Commonwealth of Massachusetts, including minorities, women, veterans, persons with disabilities and the LGBTQ+ community. According to the US Census Bureau, the Massachusetts population includes the following percentages of the target demographic groups:

- 27.8% - Minorities (Non-White)
- 51.5% - Women
- 4.7% - Veterans
- 7.9% - People with Disabilities
- 1%(est.) - LGBTQ+

#### **GOAL #2**

CCII's diversity goal #2 is that at least 20% of our total wholesale cannabis suppliers are diverse businesses, including cultivators and product manufacturers that are majority-owned by women, minorities, veterans, and individuals with disabilities or individuals who identify as members of the LGBTQ+ community.



## **DIVERSITY PROGRAMS**

### **PROGRAM #1**

CCII will give priority to diverse applicants when selecting individuals for interviews and hiring. From our experience with Cannabis Connection, Inc., we expect consistent flow of qualified minority, female, disabled and veteran candidates as well as individuals that belong to the LGBTQ+ community. If we fail to meet Goal #1 in our initial round of hiring, we will restrict interviews and hiring to only individuals who are members of one of the groups identified. If, within 90 days following our opening day we have not achieved Goal #1, or during any consecutive 90 day period thereafter, we will take the following additional steps to ensure a diverse pool of job seekers, including:

- Posting jobs to DEI job sites, including but not limited to sites such as: diversity.com , hpla.com , diversityjobboard.com , prodivnet.com
- Encouraging current minority, female, veteran, LGBTQ+, and employees with a disability to refer applicants for employment.
- Participating in career day programs, using minority, female, veteran & disabled employees whenever possible in order to encourage job applications from those pools of people.

### **PROGRAM #2**

CCII will utilize the Massachusetts Supplier Diversity Office and other available resources, including the CCC's public documents, to find and prioritize the engagement of qualified wholesale suppliers, vendors and other contractors that are majority owned and controlled by diverse individuals.

## **DIVERSITY MEASUREMENTS**

### **MEASUREMENT #1**

CCII will collect and review legally permissible demographic information of all employees to ensure our goal of employing a workforce that is with 5% of the diversity of the general population of Massachusetts. We will update our diversity goal #1 with census data as it becomes available. Upon our annual license renewal, we will provide a report showing the steps we have taken to in an effort to achieve our diversity goal #1.

### **MEASUREMENT #2**

CCII will document the number of diverse supply partnerships for our wholesale needs and compare to the overall number of partnerships we have worked with throughout the year to determine if we have achieved our goal of 20% of our total partnerships with diverse businesses. Upon our annual license renewal, we will provide a report showing the steps we have taken to in an effort to achieve our diversity goal #2.

### **NOTES:**

- We are prohibited from asking employees if they are a member of a protected class, so it is impossible for us to certify that the data provided above is factual.
- All data provided is self-reported or has been informally obtained and may not represent actual statistics.

**AFFIRMATIONS:**

- CCII acknowledges, 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 laws.



1102 Riverdale St, West Springfield, MA 01089

April 20, 2023

### **QUALIFICATIONS AND TRAINING**

#### **Initial Training**

CCII provides new employees with training that is pertinent to the employee's position within the company, including, but not limited to:

- DutchiePOS Software: user interface allows data entry into seed-to-sale tracking and sales systems for barcodes, state ID tags, consumer registry, inventory and transaction tracking, and reports;
- Consumer Consultation: first-time customer, receptionist check in, product consultation, dosage, education, consumer literature and resources;
- Security Process and Procedures: employee check in, vendor check in, ID verification, safety features, life safety plans, cash handling, diversion prevention measures;
- Packaging & Labeling Principles; and
- Administration / Operational Best Practices: merchandising, facility maintenance, sanitation and safety, recordkeeping, legal compliance, maintenance, opening & closing procedures, cash handling, inventory control, product rotation, product return and disposal, consumer complaints and adverse events/product recalls.

#### **Training on Statutes and Rules**

A comprehensive understanding of the laws and regulations that govern the cannabis industry is vital in such a heavily-regulated and highly-scrutinized environment. Employees must appreciate the importance of compliance for their own safety, the safety and health of consumers and the operational success of the company.

CCII ensures that all employees complete training prior to performing their assigned job functions. Training is tailored to the roles and responsibilities of the job function of each marijuana establishment agent, and all employees will receive eight hours of on-going training annually.

### **Responsible Vendor Training/Basic Core Curriculum**

All registered agents must successfully complete a responsible vendor program prior to handling any marijuana products and will complete such a program at least annually.

### **Facility Security and Crime Prevention**

All employees are trained to observe the premises for suspicious persons or activity prior to entering the facility and will be encouraged to report inoperative or damaged security equipment, or any facility damage that may pose an opportunity for unauthorized entry. Any concerns reported will be immediately corrected when possible or scheduled to be corrected as soon as possible.

CCII conducts periodic security and safety drills to ensure that employees know the correct action to take in various situations. Drills train agents to protect themselves and to also observe and review the security procedures.

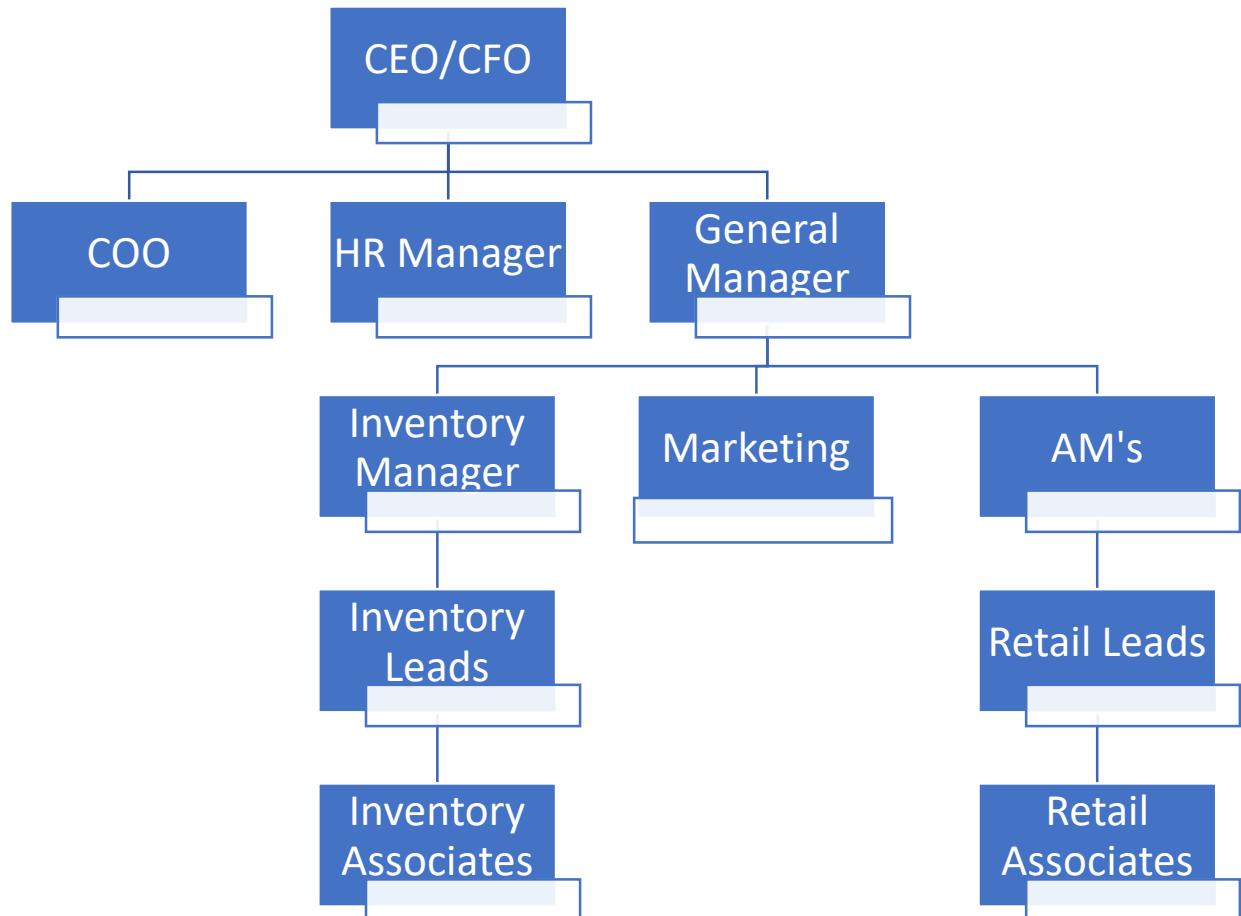
### **Training Documentation**

Attendance at formal training sessions is mandatory. Training on specific SOP's, including applicable laws and regulations, occurs periodically and as needed. Training documentation is retained onsite as hard copies and electronic backups in each employee's personnel file, available for inspection by the CCC upon request. Employees who do not complete the required training in the specified time could have their hours and duties reduced or restricted until the training is completed. Failure to complete any required training may lead to an employee's reassignment or termination.

### **Staffing Plan**

Position Title	Number of FT Positions Projected
Chief Executive Officer/ Chief Financial Officer	1
Chief Operating Officer	1
Human Resources & Office Manager	1
General Manager	1
Inventory Manager	1
Retail Assistant Managers	3-4
Retail Lead Associate	4-5
Inventory Lead Associate	1-2
Retail Associate	16-23
Inventory Associate	6
Marketing	1-2
<b>Total</b>	<b>35-47</b>

## Hierarchy of Cannabis Connection II



## **JOB DESCRIPTIONS**

CCII provides a transparent approach to each position held within the company, along with the functions/responsibilities of each position. Below is the breakdown of each position.

### **Chief Executive Officer (Reports to the Board of Directors)**

The Chief Executive Officer is responsible for overseeing all aspects of operations including compliance, security, dispensary operations, and marketing. The CEO must be capable of effectively delegating responsibility and monitoring progress to ensure that the business functions according to plan. The CEO is responsible for preparing an annual and multi-year business plan to the board of directors which will include financial projections and strategic objectives and reporting to board of directors at least quarterly.

#### **Responsibilities:**

- Build and promote a culture of compliance, peak performance, and excellence which includes recruiting talent and developing the talent of organization.
- Develop annual projections and three-year projections including strategic objectives.
- Implementing the appropriate incentive structure to achieve annual and long-term goals without compromising compliance.
- Delegate responsibility to the executive team to execute business strategies and initiatives and monitor the progress to ensure that business objectives are achieved.
- Review and update the operating procedures at least annual to ensure best practices and compliance with all regulations.
- Monitoring the competitive landscape and regulatory environment in order to develop a strategy to generate the highest risk-adjusted returns and effectively service our customers.
- Evaluate investment opportunities to effectively allocate capital.
- Responsible for managing public relations for the organization and making public and media appearances to promote the business and the brand as well as meeting with public officials and trade groups to maintain good relations.

#### **Qualifications/Experience:**

- At a minimum, a Bachelor's Degree preferably in business or finance.
- Experience operating medical / Adult-use cannabis or healthcare business.
- Experience managing a large organization in a heavily regulated industry.
- Knowledgeable on regulations related to the Mass Medical/Adult-use cannabis Program.

**Chief Financial Officer (Reports to CEO)**

The Chief Financial Officer is responsible for managing the finances of the Company including preparing financial statements, managing cash/cash flow, and supporting the CEO in evaluating investment opportunities.

**Responsibilities:**

- Responsible for the company's financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting, tax compliance, and various special analyses.
- Research and analyze the return profiles of capital allocation opportunities.
- Work with outside accountants to prepare tax returns and manage tax expenses.
- Setup financial infrastructure and work with auditors/consultants to ensure the appropriate controls are in place. Review at least annually the financial controls and update processes/systems to ensure the necessary controls are in place.
- Manage and cultivate banking relationships. Continually assess access to capital.
- Work with executive team to prepare annual budgets and projections.
- Implement a process to record transactions by department and compare costs incurred to budget and performance analysis of profit centers.
- Perform cash projections to effectively manage cash balances and maximize the return on any excess cash balances.

**Qualifications/Experience:**

- Bachelor's Degree preferably in business or finance.
- Experience managing the financial operations at medical / Adult-use cannabis or healthcare business a plus.
- Experience working as a CFO or Controller in a comparable industry.
- Knowledgeable on regulations related to the Massachusetts Medical / Adult-use cannabis Program.
- Organized and detail oriented.

**Chief Operating Officer (Reports to CEO)**

The COO will be responsible for overseeing the day-to-day operations of the dispensary and marketing operations.

**Responsibilities:**

- Provide day-to-day leadership and management of the dispensary and marketing operations which includes setting production schedules, managing inventory levels, coordinating product and cash transports.
- Responsible for managing the marketing and promotional activity of the business.
- Responsible for driving the company to achieve and surpass sales, profitability, cash flow and business goals and objectives.
- Oversee all P&L and budgeting for the entire operations.
- Responsible for the measurement and effectiveness of all processes internal and external. Provides timely, accurate and complete reports on the operating condition of the company.
- Spearhead the development, communication and implementation of effective growth strategies and processes.
- Collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the rapid growth objectives of our organization.
- Motivate and lead a high-performance management team; attract, recruit and retain required members of the executive team not currently in place; provide mentoring as a cornerstone to the management career development program.
- Responsible for approving and managing research and development projects.
- Implements corrective action plans such as product recalls or regulatory violations

**Qualifications/Experience:**

- Bachelor's Degree preferably in business or finance.
- Experience operating medical / Adult-use cannabis or healthcare business a plus.
- Experience working as a COO in a comparable industry.
- Knowledgeable on regulations related to the Massachusetts Medical / Adult-use cannabis Program.
- Organized and detail oriented.



### **Human Resources & Office Manager (Reports to CEO)**

The Human Resources - Office Manager is a dual role involving full spectrum human resources and office management responsibilities for Cannabis Connection. This role is responsible for performing HR-related duties on a professional level in the following HR functional areas: Benefits Administration, Employee Relations, Performance Management, Training and Development, Onboarding, Policy Implementation, Recruitment/Employment, and Employment Law compliance. The Office Manager component of this position is responsible for overall office activities, purchasing requests. The Office Manager will serve as backup for Payroll, Accounts Payable, and other accounting functions, as assigned and necessary.

#### **Duties And Responsibilities:**

- Maintain compliance in all areas of Human Resources
- Recruit, onboard, and lead staff training and development efforts
- Consult with and train managers in best practices for hiring and retention
- Manage employee relations to maintain open line of communication
- Maintain personnel records in accordance with all state and federal regulations
- Conduct internal investigations
- Provide advice to managers on updating and interpreting policies and procedures
- Ensure employees are informed of benefits offerings and assist with enrollment process
- Act as liaison between Cannabis Connection and benefits broker/insurers to assist employees
- File first reports of injury to Workers' Compensation insurer for any reportable workplace injury or illness, then work with store manager to identify causes of workplace accidents and best corrective actions
- Prepare employee separation notices and related documentation; conduct exit interviews
- Provide clerical support when needed to assist managers
- Keep inventory of office and other supplies; order new supplies as needed
- Maintain office files and implement an efficient system for managers to access files and records
- Oversee petty cash fund
- Prepare Payroll when assigned and necessary
- Process Accounts Payable checks as assigned and necessary
- Reconcile and report differences or issues found in financial records

#### **Qualifications And Skills:**

- Must be at least 21 years of age
- Bachelor's degree in a related field and three years of human resource experience; or any combination of education, training and experience that demonstrates the ability to perform the duties of this position required
- PHR/SPHR or SHRM-CP/SHRM-SCP preferred
- MS Office or Google Workspace proficiency needed
- Excellent communication skills with the ability to positively influence individuals at all levels of Cannabis Connection necessary
- Working knowledge of clerical practices and procedures needed
- Must be highly organized and detail oriented

## **General Manager (Reports to CEO)**

The General Manager (GM) is responsible for overseeing the daily operations of Cannabis Connection, including maintaining compliance with company policies and procedures, compliance with state licensing requirements related to retail, and supervision of all activities relating to store operations. Additionally, the GM is responsible for maintaining Company brand standards on the sales floor and ensuring all patrons receive the highest level of customer service. The GM is also responsible for ensuring that all employees are properly educated on our partners products, as well as MA regulations regarding the retail sale of cannabis.

### **Responsibilities and Duties**

- Manages daily operations of the business, including compliance with company policies and procedures, coaching and motivating staff and ensuring the store is stocked, clean, in proper operational order and adheres to Company brand standards.
- Manages dispensary recruiting process with assistance from the HR manager and/or CEO; creates orientation and training procedures for new hires and schedules training shifts.
- Manages performance of employees, including providing growth and learning opportunities, assisting with conflict resolution, providing annual reviews, and issuing corrective action as needed.
- Supervises Managers and ensures policy and procedural information is communicated and followed uniformly throughout the departments; holds Managers accountable for meeting performance standards and promoting a team environment.
- Monitors daily cash handling procedures and transactions to avoid discrepancies; monitors operating and financial metrics to control costs and enhance dispensary profitability and sustainability.
- Maintains comprehensive understanding of MA rules and regulations related to retail sales of cannabis in order to uphold compliance standards
- Reviews data analytics to compare sales and inventory to assess trends and project future needs.
- Manages time off requests and completes departmental payroll requirements on a weekly basis; holds employees accountable for following attendance policy and call-out procedures
- Coordinates with senior leadership to create and maintain departmental budget
- Works closely with security team to ensure employee and patron safety within facility
- Ensures patron needs are addressed appropriately and responds as needed.

### **Qualifications and Skills**

- Must be at least 21 years of age.
- Bachelor's degree in business management or hospitality, or 5+ years of management experience in a high-volume retail establishment required.
- Prior experience in cannabis extremely beneficial.
- Fluency with Google Workspace and/or Microsoft Office 365
- Demonstrated leadership skills and the ability to motivate, inspire, train, and coach talent.
- Self-motivated and proactive about identifying areas of growth and development for the betterment of the business.
- Passionate and knowledgeable about the benefits of cannabis use required.
- Ability to function within cross-platform software environment.

## **Inventory Manager (Reports to GM)**

The Inventory Manager (IM) is responsible for supervising the daily activities involving our inventory of cannabis products and ensuring all activities are compliant with state regulations. The IM works with the Retail Sales Manager and General Manager to maintain a robust variety of cannabis products on the sales floor in adequate quantities, at all times. The IM is responsible for developing efficient and compliant inventory management practices, training the inventory team on effective implementation of these practices and making adjustments as needed to increase efficiency and/or to remain compliant with any amendments that the state may implement.

### **Responsibilities & Duties**

- Manages daily operations dealing with inventory, including receiving shipments, preparing products virtually and physically to be sold, making adjustments as needed
- Monitors all movements of inventory within the facility, investigates any discrepancies and coordinates with Retail Sales Manager and GM to analyze issues and develop policies to prevent future discrepancies.
- Responsible for proper disposal of returned or defective products on a daily basis.
- Develop and maintain compliant policies and procedures that ensure inventory is received and prepared for the sales floor efficiently and accurately.
- Develop and maintain systems to ensure that in store and online menus are consistent in appearance and include a robust variety of products available for sale to our customers.
- Coordinates with Retail Sales Manager and GM to assess sales floor inventory to ensure products are restocked or replaced efficiently.
- Works with other managers in developing & revising a planogram for the sales floor.
- Coordinates with other managers to determine periodic promotions, sales and discounts.
- Coaches inventory team on company policies and procedures and receives feedback regarding potential improvements.
- Maintains professional communication with all employees and managers.
- Maintains comprehensive understanding of rules and regulations
- Performs periodic audits of all cannabis products, as required by state regulations.
- Holds the inventory team accountable for errors and identifies coaching opportunities
- Analyzes sales data to identify trends and project future inventory needs.
- Creates work schedules for the inventory team, manages time off requests, and reviews timesheets for approval.
- Coordinates with HR and GM to recruit, hire and train new inventory team members.

### **Qualifications & Experience**

- Must be at least 21 years of age.
- Bachelor's Degree in business or related concentration, or at least 5 years of experience supervising a team required.
- Previous working experience in cannabis industry required
- Fluency with Google Workspace or Microsoft Office, especially Sheets/Excel; knowledge of pivot tables and basic formulas required.
- Highly organized and detail oriented.

### **Assistant Manager (Reports to General Manager)**

Assistant Managers (AM's) are responsible for supporting the Retail Sales Manager with the daily operations of the sales floor. They ensure the store is prepared for opening every morning, support Leads and Associates on the sales floor throughout the day and perform closing procedures at the end of each day. Additionally, AM's ensure all team members who interact with customer adhere to Cannabis Connection's standards and procedures. AM's serve as a point of contact for resolution of any retail issues when the Sales Manager is not present.

#### **Responsibilities & Duties**

- Manages daily cash handling, including opening and closing registers, providing cash drops as needed, observing and monitoring transactions and approving staff purchases.
- Ensures proper store opening and closing procedures are performed and completed by Leads & Associates.
- Maintains adherence to company presentation, branding, and merchandising standards, as well as overall appearance and cleanliness of sales floor.
- Regularly reviews company policies & procedures and ensures adherence by all team members.
- Coaches Leads and Associates, provides growth and learning opportunities, and assists with conflict resolution among the sales team.
- Serves as a conduit for communications between the sales team and management and provides feedback to both.
- Maintains comprehensive understanding of industry rules and regulations related to retail cannabis sales in order to ensure compliance standards.
- Assesses sales floor flow and inventory needs; audits and monitors inventory levels.
- Communicates with Inventory team to ensure products are stocked adequately and replacements are moved timely.
- Ensures Associates and Leads maintain positive energy throughout the day and provides periodic feedback on job performance.
- Sets an example for Associates and Leads by providing excellent customer service at all times.
- Regularly reviews in store menus and inventory on the sales floor and notifies management or Inventory team of any discrepancies observed or items in need of replenishment.
- Manages customer complaints, phone questions and handles returns of products.
- Ensures a secure facility and that all staff comply with established safety and security procedures
- Holds sales team accountable for maintaining equipment and software and ensuring proper use during shift

#### **Qualifications & Experience**

- Must be at least 21 years of age.
- Bachelor's Degree in business or related concentration, or at least two years of experience supervising a team, preferably in a retail environment, required.
- Passionate and knowledgeable about the benefits of cannabis use required.
- Outgoing, energetic, and enthusiastic attitude; strong work ethic.
- High attention to detail and discretion when handling transactions.

### **Retail Lead Associate** (Reports to AM's)

Leads perform the same duties as Retail Associates, but also provide leadership and support to the Associates. Leads coordinate coverage on the sales floor during high volume times and assist Assistant Managers with opening registers and managing cash flow. Leads are the conduit for Associates to communicate with management.

#### **Responsibilities & Duties**

- Organizes daily division of duties for Associates and ensures all tasks are completed by sales team.
- Prepares for Associates arrival, collects badges & keycards and distributes to associates.
- Ensures sales floor is set up correctly every morning and provides feedback to management about adjustments to improve efficiency.
- Understands MA rules and regulations regarding retail sales of cannabis and notifies management of any errors and oversights.
- Maintains company branding and presentation standards at all times and regularly reviews the sales floor to ensure compliance.
- Provides support to retail management team as needed by assisting with opening registers and managing cash flow during the day; making change and moving cash to safe.
- Understands overall store needs, issues or potential issues.
- Ensures Associates maintain positive energy throughout the day and provides periodic feedback on job performance.
- Sets an example for Associates by providing excellent customer service at all times and coaches Associates on ways to improve.
- Regularly reviews in store menus and inventory on the sales floor and notifies Assistant Managers of any discrepancies observed or items in need of replenishment.
- Maintains compliance according to company safety and security standards.

#### **Qualifications & Skills**

- Must be at least 21 years of age.
- High school diploma or GED required.
- Ability to prioritize and adjust in a fast-paced retail environment.
- Previous leadership experience preferred.
- Passionate and knowledgeable about the benefits of cannabis use required.
- High level of integrity and confidentiality when handling sensitive personal and financial information.
- Knowledge of Google Workspace and Microsoft Office Suite, including Sheets/Excel.
- Organization and time management skills.
- Ability to multitask and handle demands from multiple people.
- Ability to ask the right questions and hold others accountable.
- Able to work well with others and motivate a team.

**Inventory Associate** (Reports to the IM)

The Inventory Associate is responsible for maintaining accurate and compliant cannabis inventory, which includes flower as well as a variety of cannabis infused products. This position requires a high attention to detail and compliance mindset in order to ensure the Company is meeting all requirements under state law.

**Responsibilities & Duties**

- Responsible for maintaining accurate and compliant cannabis inventory, including flower and processed product
- Responsible for overseeing internal and external transactions, including physical and electronic transfer of product between departments and for sale
- Complete required data entry (logging transactions, transfers, and daily intake/outgoing product) using Excel, Leaflogix and state electronic recordkeeping systems in order to maintain compliance
- Completes periodic audits for internal and state compliance purposes
- Monitor and track quality control of incoming/outgoing product and packaging

**Qualifications & Skills**

- Must be at least 21 years of age
- High school diploma required or GED; bachelor's degree preferred
- Previous experience in an inventory or compliance role required; cannabis industry experience highly valued
- High attention to detail and compliance mindset
- Proficient in Windows operating system, Google Workspace & Microsoft Office products,
- Expert knowledge of state cannabis regulations
- Demonstrated ability to multi-task and manage time effectively
- Must be able to pass a background check in accordance with state regulations

**Retail Associates** (Reports to AM's)

The Retail Associate is the first point of contact for our patrons and serves as our primary brand ambassador. This person is responsible for providing the highest level of friendly, knowledgeable, and compassionate customer service to our patrons.

**Responsibilities & Duties**

- Uses expertise to educate patients and customers on product selection and purchase procedures; answers questions; positively represents the company
- Maintains a calm and helpful demeanor during high-volume times to ensure customer satisfaction
- Demonstrates compassion and sensitivity when assisting patrons in order to accommodate their unique needs and preferences
- Addresses customer concerns and/or complaints using prescribed operation procedures
- Maintains privacy and confidentiality of customer information
- Supports other members of the team
- Follows daily operation procedures in compliance with company policy and CCC regulations
- Utilizes computerized point of sale system to complete transactions

**Qualifications & Experience**

- Must be at least 21 years of age
- High school diploma or GED required
- Previous retail, hospitality, and/or customer service experience preferred
- Basic computer skills required; POS software and cash management experience preferred
- Basic math skills including adding and subtraction required
- Ability to resolve issues with a professional manner
- Must be able to accommodate scheduling expectations including weekend and holiday work
- Outgoing, energetic, and enthusiastic attitude; strong work ethic
- High attention to detail when handling monetary transactions
- Must be able to pass a background check in accordance with state regulations
- Open for all holidays except Christmas - must be willing to work a flexible schedule including weekends, holidays and events



1102 Riverdale St, West Springfield, MA 01089

May 17, 2023

### **ENERGY EFFICIENCY AND CONSERVATION PROCEDURES**

CCII has reviewed the potential energy reduction opportunities (such as natural lighting and energy efficiency measures), and due to the preexisting structure where the establishment will be located, we are limited in opportunities. However, we have determined that we can replace the existing HVAC systems to more energy efficient units.

CCII is leasing space in an existing commercial building. We are not permitted to install renewable energy generators on the exterior of the building.

The majority of our lighting fixtures will be LEDs and we will use programmable thermostats throughout the facility, both of which will reduce energy and may qualify for energy efficiency programs offered pursuant to M.G.L. c. 25, § 21, or through municipal lighting plants.