



## Massachusetts Cannabis Control Commission

### Marijuana Retailer

#### General Information:

License Number: MR281700  
Original Issued Date: 08/09/2021  
Issued Date: 08/09/2021  
Expiration Date: 08/09/2022

### ABOUT THE MARIJUANA ESTABLISHMENT

Business Legal Name: Not Grampa's Tobacco, Inc.

Phone Number: 978-413-4408  
Email Address: Bfeldman10@yahoo.com

Business Address 1: 703 School St  
Business City: Winchendon Business State: MA Business Zip Code: 01475  
Business Address 2:  
Mailing Address 1: 703 School St  
Mailing City: Winchendon Mailing State: MA Mailing Zip Code: 01475  
Mailing Address 2:

### CERTIFIED DISADVANTAGED BUSINESS ENTERPRISES (DBES)

Certified Disadvantaged Business Enterprises (DBEs): Not a DBE

### PRIORITY APPLICANT

Priority Applicant: no  
Priority Applicant Type: Not a Priority Applicant  
Economic Empowerment Applicant Certification Number:  
RMD Priority Certification Number:

### RMD INFORMATION

Name of RMD:  
Department of Public Health RMD Registration Number:  
Operational and Registration Status:  
To your knowledge, is the existing RMD certificate of registration in good standing?:  
If no, describe the circumstances below:

### PERSONS WITH DIRECT OR INDIRECT AUTHORITY

Person with Direct or Indirect Authority 1

Percentage Of Ownership: 100 Percentage Of Control: 90  
Role: Owner / Partner Other Role:

First Name: Bernard	Last Name: Feldman	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:	Percentage Of Control: 10	
Role: Manager	Other Role:	
First Name: Tiffany	Last Name: Newton	Suffix:
Gender: Female	User Defined Gender:	
What is this person's race or ethnicity?: White (German, Irish, English, Italian, Polish, French)		
Specify Race or Ethnicity:		

#### ENTITIES WITH DIRECT OR INDIRECT AUTHORITY

No records found

#### CLOSE ASSOCIATES AND MEMBERS

No records found

#### CAPITAL RESOURCES - INDIVIDUALS

##### Individual Contributing Capital 1

First Name: Bernard	Last Name: Feldman	Suffix:	
Types of Capital: Monetary/Equity, Land, Buildings	Other Type of Capital:	Total Value of the Capital Provided: \$500000	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: Bernard	Last Name: Feldman	Suffix:
Marijuana Establishment Name: Not Grampa's Tobacco, Inc.	Business Type: Marijuana Retailer	
Marijuana Establishment City: Winchendon	Marijuana Establishment State: MA	

##### Individual 2

First Name: Tiffany	Last Name: Newton	Suffix:
Marijuana Establishment Name: Not Grampa's Tobacco, Inc.	Business Type: Marijuana Retailer	
Marijuana Establishment City: Winchendon	Marijuana Establishment State: MA	

#### MARIJUANA ESTABLISHMENT PROPERTY DETAILS

Establishment Address 1: 703 School St	
Establishment Address 2:	
Establishment City: Winchendon	Establishment Zip Code: 01475
Approximate square footage of the establishment: 20000	How many abutters does this property have?: 8
Date generated: 09/24/2021	

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	Community Host Certification Form.pdf	pdf	5bedb98a82d97d04a00782dd	11/15/2018
Community Outreach Meeting Documentation	Community Attestation.pdf	pdf	5f99c34aa758690804869fa5	10/28/2020
Plan to Remain Compliant with Local Zoning	Plan to Remain Compliant with Local Zoning.pdf	pdf	6023f578604cbb361670f1eb	02/10/2021

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

#### PLAN FOR POSITIVE IMPACT

Plan to Positively Impact Areas of Disproportionate Impact:

Document Category	Document Name	Type	ID	Upload Date
Plan for Positive Impact	Plan for Positive Impact.pdf	pdf	6023f77c6d809f35defbb719	02/10/2021

#### ADDITIONAL INFORMATION NOTIFICATION

Notification: I understand

#### INDIVIDUAL BACKGROUND INFORMATION

Individual Background Information 1

Role: Owner / Partner      Other Role:  
First Name: Bernard      Last Name: Feldman      Suffix:  
RMD Association: Not associated with an RMD  
Background Question: no

Individual Background Information 2

Role: Manager      Other Role:  
First Name: Tiffany      Last Name: Newton      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	Not Grampa's Articles of Incorporation.pdf	pdf	5bf8bd9dfe03b20d5f6956e5	11/23/2018
Department of Revenue - Certificate of Good	SCN_0033.pdf	pdf	5e4c0e594dd5bb049410753a	02/18/2020

standing				
Secretary of Commonwealth - Certificate of Good Standing	SCN_0032.pdf	pdf	5e4c0e67813339048c3fd8e1	02/18/2020
Department of Revenue - Certificate of Good standing	Unemployment Attestation.pdf	pdf	6023fd7c4cfbf7366ef3e236	02/10/2021
Bylaws	NOT GRAMPA-BYLAWS-1.pdf	pdf	60365b38425ec707cc817bf3	02/24/2021
Articles of Organization	NOT GRAMPA-ANNUAL REPORT-1.pdf	pdf	60365d057fa14107d40326c9	02/24/2021

No documents uploaded

Massachusetts Business Identification Number: 001326261

Doing-Business-As Name:

DBA Registration City:

### BUSINESS PLAN

Business Plan Documentation:

Document Category	Document Name	Type	ID	Upload Date
Business Plan	Business_Plan-1.pdf	pdf	5bf8bee3e18f9d0d73850e7f	11/23/2018
Business Plan	Not Grampa Tobacco Sheet1.pdf	pdf	5bf8bf06bcbac00d7d74bb30	11/23/2018
Business Plan	BALANCE SHEET opening- NOT GRAMPA TOBACCO.pdf	pdf	5bf8bf106906170d879396a2	11/23/2018
Proposed Timeline	Business Timeline.pdf	pdf	5e4c0ead81ae16046bec9e14	02/18/2020
Plan for Liability Insurance	Memo - Customer - 293702.pdf	pdf	5e4c0f751c3b1d04a32b33a3	02/18/2020

### OPERATING POLICIES AND PROCEDURES

Policies and Procedures Documentation:

Document Category	Document Name	Type	ID	Upload Date
Plan for obtaining marijuana or marijuana products	Obtaining Marijuana and Marijuana Products.pdf	pdf	5bef2799bcbac00d7d74b4ca	11/16/2018
Restricting Access to age 21 and older	Restricting Access to Persons under 21_CP.pdf	pdf	5bef27a7e18f9d0d73850802	11/16/2018
Prevention of diversion	Prevention of Diversion_CP.pdf	pdf	5bef27dc4287b10d4f36f573	11/16/2018
Storage of marijuana	Storage of Marijuana.pdf	pdf	5bef27f26906170d87939033	11/16/2018
Inventory procedures	Inventory Procedures_CP.pdf	pdf	5bef2805813a010d917acd3e	11/16/2018
Record Keeping procedures	Record Keeping Procedures_CP.pdf	pdf	5bef2885fe03b20d5f69501c	11/16/2018
Transportation of marijuana	Transportation of Marijuana.pdf	pdf	5bef29a3fe03b20d5f695026	11/16/2018
Qualifications and training	Qualifications and Training_CP.pdf	pdf	5e4c1117fe55e40432f71541	02/18/2020
Security plan	Security Plan-1.pdf	pdf	6023fab6d44ed235c8c46e7a	02/10/2021
Energy Compliance Plan	Energy Efficiency and Conservation Procedures.pdf	pdf	6023fac3fade7a35e9f2eea3	02/10/2021



Quality control and testing	Quality Control and Testing.pdf	pdf	6023fae04cfbf7366ef3e219	02/10/2021
Dispensing procedures	Dispensing Procedures_CP.pdf	pdf	6023fb1884d16335f02244a3	02/10/2021
Personnel policies including background checks	Operating Policy and Procedures.pdf	pdf	6023fb531681d1368fdb49a4	02/10/2021
Maintaining of financial records	Maintaining Financial Records.pdf	pdf	6023fb7172b5633675943a8b	02/10/2021
Diversity plan	Diversity Plan 2021 review .pdf	pdf	6023fbc01681d1368fdb49ab	02/10/2021

#### MARIJUANA RETAILER SPECIFIC REQUIREMENTS

No documents uploaded

No documents uploaded

#### ATTESTATIONS

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

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

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

Notification: I Understand

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

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

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

#### ADDITIONAL INFORMATION NOTIFICATION

Notification: I Understand

#### COMPLIANCE WITH POSITIVE IMPACT PLAN

No records found

#### COMPLIANCE WITH DIVERSITY PLAN

No records found

#### 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: 9:30 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: 9:00 AM

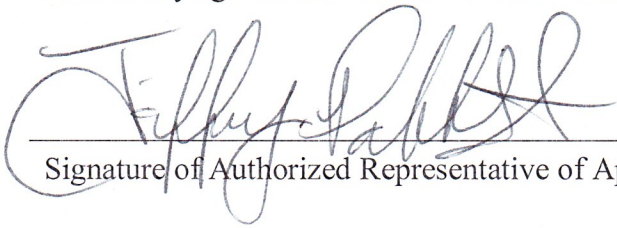
Sunday To: 9:00 PM

# Host Community Agreement Certification Form

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

## Applicant

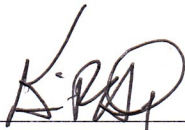
I, Tiffany Parkhurst, certify as an authorized representative of Not Grampa's Tobacco, Inc. that the applicant has executed a host community agreement with the Town of Winchendon pursuant to G.L.c. 94G § 3(d) on July 16, 2018.



Signature of Authorized Representative of Applicant

## Host Community

I, Keith Hickey certify that I am the contracting authority or have been duly authorized by the contracting authority for The Town of Winchendon Massachusetts to certify that the applicant and The Town of Winchendon Massachusetts has executed a host community agreement pursuant to G.L.c. 94G § on July 16, 2018.



Signature of Contracting Authority or  
Authorized Representative of Host Community



## Community Outreach Meeting Attestation Form

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

I, Tiffany Parkhurst, (insert name) attest as an authorized representative of Ned Grampp's Distro, Inc. (insert name of applicant) that the applicant has complied with the requirements of 935 CMR 500 and the guidance for licensed applicants on community outreach, as detailed below.

1. The Community Outreach Meeting was held on July 16, 2018 (insert date).
2. A copy of a notice of the time, place, and subject matter of the meeting, including the proposed address of the Marijuana Establishment, was published in a newspaper of general circulation in the city or town on July 6, 2018 (insert date), which was at least seven calendar days prior to the meeting. A copy of the newspaper notice is attached as Attachment A (*please clearly label the newspaper notice in the upper right hand corner as Attachment A and upload it as part of this document*).
3. A copy of the meeting notice was also filed on June 26, 2018 (insert date) with the city or town clerk, the planning board, the contracting authority for the municipality, and local licensing authority for the adult use of marijuana, if applicable. A copy of the municipal notice is attached as Attachment B (*please clearly label the municipal notice in the upper right-hand corner as Attachment B and upload it as part of this document*).
4. Notice of the time, place and subject matter of the meeting, including the proposed address of the Marijuana Establishment, was mailed on June 26, 2018 (insert date), which was at least seven calendar days prior to the community outreach meeting to abutters of the proposed address of the Marijuana Establishment, and residents within 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town. A copy of one of the notices sent to abutters and parties of interest as described in this section is attached as Attachment C (*please clearly label the municipal notice in the upper right hand corner as Attachment C and upload it as part of this document; please only include a copy of one notice and please black out the name and the address of the addressee*).



Smith said, "One of the things both I will miss the most is his knowledge of the town. Ricci has a vast knowledge of people, places,

endanger due to my illness. I am proud of what I have accomplished, and I can retire with no regrets. The only thing I ever wanted was my fellow professional's mutual respect. I feel so privileged to have been able to be a firefighter in Winchendon for the better part of my life, and my entire career. I am incredibly honored to be able to say that."

Attachment A

# ALS

to email or 367-9886

THE END OF THE MONTH

sale by written or oral announcement made before or during the foreclosure sale. If the sale is set aside for any reason, the Purchaser at the sale shall be entitled only to a return of the deposit paid. The purchaser shall have no further recourse against the Mortgagor, the Mortgagee or the Mortgagee's attorney. The description of the premises contained in said mortgage shall control in the event of an error in this publication. **TIME WILL BE OF THE ESSENCE.**

Other terms, if any, to be announced at the sale.

U.S. Bank National Association, as Trustee for Structured Asset Securities Corporation, Mortgage Pass-Through Certificates, Series 2006-GEL4 Present Holder of said Mortgage,

By Its Attorneys,  
ORLANDS PC  
PO Box 540540  
Waltham, MA 02454  
Phone: (781) 790-7800  
16-011281  
July 6, 2018  
July 13, 2018  
July 20, 2018

PO#

## LEGAL NOTICE

### Community Outreach Meeting

Notice is hereby given that a Community Outreach Meeting for a proposed Marijuana Establishment is scheduled for July 16, 2018 at 7:30 pm at the Winchendon Town Hall at 109 Front St. **The proposed Adult Use Retail Marijuana Establishment is anticipated to be located at 463 Maple St.** Any person wishing to participate or provide comment is strongly encouraged to attend where there will be an opportunity for the public to ask questions. Reasonable accommodation will be attempted upon written request to the Selectmen's Office prior to the meeting. The meeting room is accessible to persons with disabilities. By: Winchendon Board of Selectmen Barbara Anderson, Chair (978) 297-0085 July 6, 2018

## LEGAL NOTICE

### Community Outreach Meeting

Notice is hereby given that a Community Outreach Meeting for a proposed Marijuana Establishment is scheduled for July 16, 2018 at 7:15pm at the Winchendon Town Hall at 109 Front St. **The proposed Adult Use Retail Marijuana Establishment and Cultivation facility is anticipated to be located at 703 School St.** Any person wishing to participate or provide comment is strongly encouraged to attend where there will be an opportunity for the public to ask questions. Reasonable accommodation will be attempted upon written request to the Selectmen's Office prior to the meeting. The meeting room is accessible to persons with disabilities.

By: Winchendon Board of Selectmen  
Barbara Anderson, Chair  
(978) 297-0085  
July 6, 2018

## LEGAL NOTICE

### Community Outreach Meeting

Notice is hereby given that a Community Outreach Meeting for a proposed Marijuana Establishment is scheduled for July 16, 2018 at 7:00pm at the Winchendon Town Hall at 109 Front St. **The proposed Adult Use Retail Marijuana Establishment is anticipated to be located at 350 Baldwinville State Rd.** Any person wishing to participate or provide comment is strongly encouraged to attend where there will be an opportunity for the public to ask questions. Reasonable accommodation will be attempted upon written request to the Selectmen's Office prior to the meeting. The meeting room is accessible to persons with disabilities. By: Winchendon Board of Selectmen Barbara Anderson, Chair (978) 297-0085 July 6, 2018

Legal publication

RECEIVED

JUN 26 2018

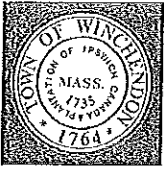
12:30pm  
WINCHENDON TOWN CLERK

LEGAL NOTICE  
*Community Outreach Meeting*

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By: Winchendon Board of Selectmen  
Barbara Anderson, Chair  
(978) 297-0085

Publication Date: July 6, 2018  
Winchendon Courier



## 300 foot Abutters List Report

Winchendon, MA  
June 26, 2018*Notices sent 6/26/18 TM***Subject Property:**

Parcel Number: 1-0-237  
 CAMA Number: 1-0-237  
 Property Address: 703 SCHOOL ST

Mailing Address: FELDMAN BERNARD  
 PO BOX 277 38 KEENE AVE  
 FITZWILLIAM, NH 03447

**Abutters:**

Parcel Number: 1-0-115  
 CAMA Number: 1-0-115  
 Property Address: SCHOOL ST

Mailing Address: MAY, LINDA A. RICHARDSON, LURAY  
 70 ROBBINS ROAD  
 WINCHENDON, MA 01475

Parcel Number: 1-0-118  
 CAMA Number: 1-0-118  
 Property Address: 677 SCHOOL ST

Mailing Address: SEVIGNY, DAVID L. JR. SEVIGNY,  
 RACHEAL C.  
 677 SCHOOL STREET  
 WINCHENDON, MA 01475

Parcel Number: 1-0-119  
 CAMA Number: 1-0-119  
 Property Address: SCHOOL ST

Mailing Address: MAY, LINDA A. RICHARDSON, LURAY  
 70 ROBBINS ROAD  
 WINCHENDON, MA 01475

Parcel Number: 1-0-22  
 CAMA Number: 1-0-22  
 Property Address: SCHOOL ST

Mailing Address: ALL AMERICAN BUILDERS, INC.  
 300 ELMWOOD ROAD  
 WINCHENDON, MA 01475

Parcel Number: 1-0-236  
 CAMA Number: 1-0-236  
 Property Address: SCHOOL ST

Mailing Address: FELDMAN BERNARD S  
 38 KEENE AVE  
 FITZWILLIAM, NH 03447

Parcel Number: 1-0-239  
 CAMA Number: 1-0-239  
 Property Address: SCHOOL ST

Mailing Address: ALL AMERICAN BUILDERS, INC.  
 300 ELMWOOD ROAD  
 WINCHENDON, MA 01475

Parcel Number: 1-0-25  
 CAMA Number: 1-0-25  
 Property Address: SCHOOL ST

Mailing Address: JONAS DAMON REALTY CO., INC. C/O  
 DAMON HARRY  
 808 FULLAM RD  
 FITZWILLIAM, NH 03447

Parcel Number: 1-0-26  
 CAMA Number: 1-0-26  
 Property Address: 701 SCHOOL ST

Mailing Address: FELDMAN BERNARD  
 PO BOX 277 38 KEENE AVE  
 FITZWILLIAM, NH 03447



www.cai-tech.com

Data shown on this report is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this report.

6/26/2018

Page 1 of 1

*... D ... MA 6-26-18*

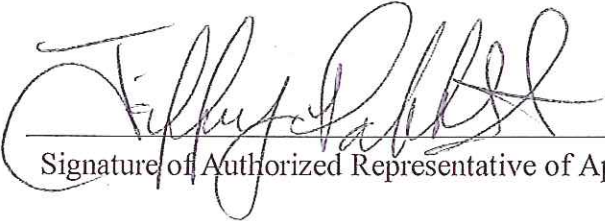


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## Applicant

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\_\_\_\_\_  
Signature of Authorized Representative of Applicant

## Host Community

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\_\_\_\_\_  
Signature of Contracting Authority or  
Authorized Representative of Host Community

## Plan to Remain Compliant with Local Zoning

At Not Grampa's Tobacco, Inc. we have a healthy open relationship with local officials and departments. Our company will work closely with the Town officials to ensure that our business is compliant with all the local zoning bylaws. Not Grampa's Tobacco, Inc. will review local bylaws on a regular basis. The Town of Winchendon has an Annual Town Meeting once a year in which, zoning laws and requirements are updated. At a minimum Not Grampa's Tobacco, Inc. will collaborate with the town planning department about any updates to zoning at this time each year to ensure compliance.

Our establishment is allowed at the premises according to zoning but due to limited licenses allowed by our town for Adult Marijuana Retail businesses, we were required to apply for a town license and receive BOS approval to be allowed to open such a business. This license approval will be renewed on a yearly basis.

Not Grampa's Tobacco, Inc. must submit to the Town of Winchendon and have approved, site plans for our Adult Marijuana Retail Facility prior to final approval from the state.

A building permit(s) for all updates to the premises will be obtained, as well as any special permits for updates that may be required.

Occupancy Permit and Board of Health approval will also need to be obtained before opening and will be updated yearly or as necessary per the Town of Winchendon requirements.

The Town of Winchendon's Zoning Bylaws for all Marijuana Facilities are listed below for more detailed information if necessary:

### 6. Application Requirements for all Marijuana Facilities.6.1

All Marijuana Facilities shall be subject to the application requirements set forth in Rules and Regulations for the

Review and Approval of Site Plans and Site Development in Winchendon, Ma. for Formal Site Plan Review.

6.1.2 In addition to the application requirements set forth in in the Regulations for Site Plan Review, a special permit/site plan application for a Marijuana Facility shall also include the following:

(a) a statement from the Applicant, setting forth the following information:

(i) the name and address of each owner of the Facility. (ii) the source of all marijuana that will be sold or distributed at

## Plan to Remain Compliant with Local Zoning

the Marijuana Facility, if applicable; (iii) the source of all marijuana that will be cultivated, processed, and/or packaged at the Marijuana Facility, if applicable; (iv) the quantity of marijuana that will be cultivated, processed, packaged, sold and/or distributed at the Marijuana Facility; and

Plans must show all proposed security measures for the Marijuana Facility, including lighting and alarms, to ensure the safety of persons and to protect the premises from theft.

(b) If the Applicant is a non-profit organization, a copy of its Articles of Organization, a current Certificate of Legal Existence from the Secretary of the Commonwealth, and the most recent annual report; if the Applicant is a for-profit corporate entity, a copy of its Articles of Incorporation or equivalent documents, a current Certificate of Legal Existence from the Secretary of the Commonwealth, and the most recent annual report; if the Applicant is a public agency.

(c) Copies of all licenses issued by the CCC or DPH, and any materials submitted to these entities by the Applicant for purposes of seeking licensing.

(d) A detailed floor plan of the premises of the proposed Marijuana Facility that identifies the square footage available and describes the functional areas of the facility, along with a deed, lease, purchase and sale agreement or other legally-binding document for the site of the proposed Marijuana Facility;

(e) The resume(s) of the Applicant, including company history, references, and relevant experience, where applicable;

### 6.2 Additional Requirements 6.2.1 Use Requirements

(a) No marijuana shall be smoked, eaten, or otherwise consumed or ingested on the premises of any Marijuana Facility absent a positive vote by ballot question presented to the voters of the city or town at a biennial state election pursuant to G.L. c.94G, §3(b). The prohibition on on-site consumption shall also include private social clubs or any other establishment, which allows for social consumption of marijuana or marijuana products on the premises, regardless

## Plan to Remain Compliant with Local Zoning

of whether the product is sold to consumers on site.

(b) Marijuana Facilities shall provide the Special Permit Granting Authority and all abutters located within 500 feet of the Marijuana Facility with the name, phone number and email address of an on-site community relations staff person to whom one can provide notice if there are operating problems associated with the establishment.

(c) The hour of operation of Retail Marijuana Facilities shall be set by the Special Permit Granting Authority.

6.2.2 Limitation on number of Retail Marijuana Facilities – No more than three (3) Adult Use Marijuana Retailers and no more than one (1) Medical Marijuana Treatment Center retail dispensary shall be permitted to be located in the Town of Winchendon.

### 6.2.3 Locational and Physical Requirements

All aspects of a Marijuana Facility relative to the acquisition, cultivation, possession, processing, sales, distribution, dispensing, or administration of marijuana, products containing marijuana, related supplies, or educational materials must take place at a fixed location within a fully enclosed building and shall not be visible from the exterior of the business.

No outside storage of marijuana, related supplies, or educational materials is permitted.

(a) No Retail Marijuana Facility shall have a gross floor area accessible to patients or customers which is in excess of 2,500 square feet. Space, which is dedicated to administration or operations and is accessible only to employees of the Retail Marijuana Facility shall not be included in this limitation.

(b) In the R80 District all Marijuana Facilities shall be subject to siting on a parcel no less than 5 acres. In addition, all Marijuana Facilities in the R80 district shall be subject to double the setback distance requirements to those outlined in Article 7.2 of the Winchendon Zoning Bylaws.

6.2.4 All Marijuana Facilities shall provide adequate ventilation such that the application of pesticides shall be performed in compliance with M.G.L. c. 132B and the regulations promulgated at 333 CMR

## Plan to Remain Compliant with Local Zoning

2.00 through 333 CMR 14.00.

No use shall be allowed at a Marijuana Facility which creates a nuisance to abutters or to the surrounding area, or which creates any hazard, including but not limited to, fire, explosion, fumes, gas, smoke, odors, obnoxious dust, vapors, offensive sound or vibration, flashes, glare, objectionable effluent or electrical interference, which may impair the normal use and peaceful enjoyment of any property, structure or dwelling in the area.

6.2.5 Buffer. No Marijuana Facility shall be located within 500 feet of any of the following pre-existing uses: (a) any public or private school providing education in kindergarten or grades 1 through 12;

(b) any drug or alcohol rehabilitation facility;

(c) any correctional facility, half-way house, or similar facility; or

(d) any playground or athletic fields, recreational facilities, youth centers such as a YMCA, and parking areas for the bike path, or similar facility in which children commonly congregate.

6.2.6. The distance specified above shall be measured by a straight line from the point of the front door for which the proposed Marijuana facility is to be located to the property line of the facility in question.

6.2.7. No Marijuana Facility shall be located inside a building containing residential units, including transient housing such as motels and dormitories, or inside a movable or mobile structure such as a van or truck.

6.2.8 Signage for Marijuana Facilities will be subject to the Town of Winchendon Zoning Bylaw Article 9 and the provisions for marketing set forth in 935 CMR 500.105 (4).

## Positive Impact Plan

Not Grampa's Tobacco, Inc. has multiple ways in which it plans to helping communities considered areas of disproportionate impact that are local to us . These goals include and are not limited to:

Goal 1: Requiring 10% of our staff live or have lived in Fitchburg, an area of disproportionate impact nearest our company location.

Program 1: Not Grampa's Tobacco, Inc. will post job listings to fill any openings with the Sentinel and Enterprise weekly until the position is filled, specifying that we are looking for Fitchburg residents to fill these open position(s).

Metric 1: Not Grampa's Tobacco, Inc. will take an annual survey of where our employees reside in order to maintain 10% of our employee's are current or past residents of Fitchburg. This number will be compared to the total number of employees to ensure our goal of 10% Fitchburg residents is met.

Goal 2: Making a monetary donation to a non-profit located in and benefiting the people of Fitchburg. The organization that we chose is the Joint Coalition of Health.

Program 2: We will be donating a portion of our profits, not to exceed 1% of profits to the Joint Coalition of Health, a non-profit that benefits Fitchburg and surrounding communities.

Metric 2: We will hold a yearly meeting with the Joint Coalition of Health to find out how our donations are being used and what kind of impact it is having on the community of Fitchburg. We will come up with a plan for the donation for the coming year as well. The monetary amount donated each year will be compared to total profits obtained by Not Grampa's Tobacco, Inc. for that same year to ensure it does not exceed 1% of profits.

Goal 3: Not Grampa's Tobacco, Inc. will also offer training and proper use programs to individuals from Fitchburg with prior drug convictions, or individuals whose parents or spouses have drug convictions and any other residents that would like to attend in order to reduce the rates of improper marijuana use. These trainings will include information about driving while, under the influence, possession of more than the legalized amount of marijuana, age requirements for use, as well as the benefits from marijuana use, when used in the proper ways and quantities. Essentially these training will cover marijuana use laws to ensure that all participants understand the laws surrounding marijuana use.

Program 3: We will partner with local organizations in Fitchburg to ensure we are reaching the correct audience for our trainings. These trainings will be offered bi-annually.

## Positive Impact Plan

Metric 3: We hope to show a decrease in these types of arrests and convictions over each year with the biggest change and impact being shown at 5 years. Not Grampa's Tobacco, Inc. will look at these rates prior to offering these trainings and then again at 1 year, 2 years, and all following years up to 5 years. We will also measure the learning and satisfaction of our participants after each training with a brief survey.

All of Not Grampa's Tobacco, Inc.'s goals and their success in conjunction with the overall plan for positive impact will be shown and documented yearly at each renewal for licensure.

The applicant acknowledges and is aware, and will adhere to, the requirements set forth in 935CMR 500.105(4) which provides the permitted and prohibited advertising, branding, marketing, and sponsorship practices of every Marijuana Establishment; and 2. Any actions taken, or programs instituted, will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws.





*"Catalysts for Change and Advocates for the Underserved since 1998"*

January 8, 2021

Not Grampa's Tobacco, Inc.  
703 School Street  
Winchendon, MA 01475

Dear Ms. Newton,

This letter is to confirm, that per our conversations, The Joint Coalition On Health (JCOH) is happy to accept donations from your establishment.

Since its formation in 1998, JCOH initiatives and programs have included multiple, innovative large scale and long-term efforts aimed at improving health equity and social justice for vulnerable populations in Central Massachusetts. Your donation will support JCOH's in its mission to be *catalysts for change and advocates for the underserved*.

Please contact us if you would like any additional information.

Sincerely,

A handwritten signature in black ink that reads 'Susan Buchholz'. The signature is fluid and cursive, with the first name 'Susan' and last name 'Buchholz' clearly legible.

Susan Buchholz  
Chair & Coordinator  
Joint Coalition On Health



Date of this notice: 05-07-2018

Employer Identification Number:  
82-5447356

Form: SS-4

Number of this notice: CP 575 A

NOT GRAMPAS TOBACCO INC  
111 CENTRAL STREET  
WINCHENDON, MA 01475

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 82-5447356. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1120

04/15/2019

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

**IMPORTANT INFORMATION FOR S CORPORATION ELECTION:**

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at [www.irs.gov](http://www.irs.gov) for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at [www.irs.gov](http://www.irs.gov). If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

**IMPORTANT REMINDERS:**

- \* Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is NOTG. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.



## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



NOT GRAMPAS TOBACCO INC 0  
111 CENTRAL ST  
WINCHENDON MA 01475-1611

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

The Commissioner of Revenue certifies that, as of the date of this certificate, NOT GRAMPAS TOBACCO INC 0 is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

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

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

### *What if I have questions?*

If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 8:30 a.m. to 4:30 p.m..

### *Visit us online!*

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

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

Edward W. Coyle, Jr., Chief  
Collections Bureau





William Francis Galvin  
Secretary of the  
Commonwealth

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

Date: December 11, 2019

To Whom It May Concern :

I hereby certify that according to the records of this office,

**NOT GRAMPA'S TOBACCO INC**

is a domestic corporation organized on **May 06, 2018** , under the General Laws of the Commonwealth of Massachusetts. I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 156D section 14.21 for said corporation's dissolution; that articles of dissolution have not been filed by said corporation; that, said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.



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

*William Francis Galvin*

Secretary of the Commonwealth

Certificate Number: 19120279560

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

Processed by:

## **Attestation for Unemployment Certificate of Good Standing**

To whom it may concern,

Not Grampa's Tobacco, Inc. does not currently have any employees and, therefore, cannot register with the Department of Unemployment Assistance. Once our company hires employees we will make sure to register with the Department and obtain a Certificate of Good Standing.

Thank you,

Not Grampa's Tobacco  
Tiffany Newton

**BY-LAWS OF**  
**NOT GRAMPA'S TOBACCO, INC.**

**ARTICLE**

**GENERAL PROVISIONS**

Section 1. NAME - The name of the Corporation shall be:

NOT GRAMPA'S TOBACCO INC

Section 2. LOCATION - The principal office of the Corporation shall initially be located at the same place set forth in the Articles of Organization. The directors may establish other offices and places of business in Massachusetts or elsewhere.

Section 3. FISCAL YEAR - Except as from time to time otherwise determined by the directors, the fiscal year of the Corporation shall end on the 31<sup>st</sup> day of December in each year.

Section 4. SEAL - The Corporation shall have a seal bearing the words "NOT GRAMPA'S TOBACCO INC, WINCHENDON, MASSACHUSETTS, Organized 2018" so engraved on its face that it can be embossed on paper by pressure.

**ARTICLE II**

**MEETING OF THE STOCKHOLDERS**

Section 1. ANNUAL MEETING - An annual meeting of the Stockholders shall be held on the 2<sup>nd</sup> day of September in each year (or on the next business day if that is a legal holiday) at unless a different hour is fixed by the President or the directors and stated in the notice meeting. The purpose for which the annual meeting is to be held in addition to those prescribed by law, the Articles of Organization, or these By-Laws, may be specified by the President or the directors. In the event that an annual meeting is not held on the date fixed in these By-Laws, a special meeting may be held in lieu thereof with all the force and effect of an annual meeting.

Section 2. SPECIAL MEETING - Special meetings of the Stockholders may be called by the President or the directors, and shall be called by the Secretary (or in case of the death, absence, incapacity, or refusal of the Secretary, by any other officer) upon written application of one or more Stockholders who held at least 10% of the capital stock entitled to vote thereat.

Section 3. PLACE OF MEETINGS - All meetings of the Stockholders shall be held at the principal office of the Corporation unless a different place within the United States is fixed by the President or the directors and stated in the notice of meeting.

Section 4. NOTICE OF MEETING - A written notice of each meeting of the Stockholders, stating the place, date, and hour thereof, and the purpose for which the meeting is to be held, shall be given by the Secretary ( or in case of death, absence, incapacity, or refusal of the Secretary, by any other officer) at least seven days before the meeting to each stockholder of record entitled to vote thereat, and to each stockholder, who, under the Articles of Organization or these By-Laws, is entitled to such notice, by leaving such notice with him or at his residence or usual place of business, or by mailing it postage prepaid and addressed to such stockholder at his address as it appears in the records of the Corporation. Notice of a meeting need not be given to a stockholder if a written waiver of notice, executed before or after the meeting by such stockholder or his attorney thereunto authorized, is filed with the records of the meeting.

Section 5. QUORUM - The holders of a majority in interest of all stock issued, outstanding, and entitled to vote, present or represented by proxy, shall constitute a quorum at any meeting of the Stockholders. If a quorum shall not be present or represented at any meeting of the Stockholders, a lesser number may, without further notice, adjourn the meeting to any other time.

Section 6. VOTING AND PROXIES - The Corporation shall not, directly or indirectly vote any share of its own stock. Stockholders entitled to vote shall have one vote for each share of stock owned of record by them. 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 Secretary of the meeting, or of any resumed meeting, before being voted. Except as otherwise limited therein,

proxies shall entitle the persons named therein to vote at any resumed 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 any one of them unless at or prior to exercise of the proxy, the Corporation receives 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, in which event the burden of proving invalidity shall rest on the challenger.

Section 7. ACTION AT MEETINGS - When a quorum is present at any meeting, the holders of a majority in interest of the stock having voting power, present or represented by proxy and voting on a matter, shall decide any matter to be voted on by the Stockholders, including the election of officers and directors, except where a different vote is required by law, the Articles of Organization, these By-Laws, or any agreement between the Corporation and the Stockholders. Any election by Stockholders shall be determined by a plurality of the votes cast by the election unless requested by a stockholder present or represented by proxy at the meeting and entitled to vote in the election.

Section 8. ACTION BY CONSENT - Any action required or permitted to be taken at any meeting of the Stockholders may be taken without a meeting if all 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.

### ARTICLE III

#### DIRECTORS

Section 1. POWERS - The business and property of the Corporation shall be managed by a Board of Directors who may exercise all the powers of the Corporation which are not expressly reserved to the Stockholders by law, the Articles of Organization, or these By-Laws.

Section 2. ELECTION - A Board of Directors of such number shall be fixed by the Stockholders shall be elected at the annual meeting of the Stockholders. The number of directors shall not be fixed at less than three, except



that whenever there shall be fewer than three Stockholders the number of directors may be fixed at not less than the number of Stockholders, No director need be a stockholder. Except as otherwise provided by law, the Articles of Organization, or these By-Laws, directors shall hold office until the next annual meeting of Stockholders and thereafter until their respective successors are chosen and qualified. Any vacancy in the Board may be filled by the directors.

Section 3. RESIGNATION AND REMOVAL - Any director may resign by delivering his 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 later time. A director may be removed from office (a) with or without cause by vote of a majority in interest of the Stockholders entitled to vote at a special meeting called for the purpose, or (b) for cause by vote of a majority of the directors then in office, at a special meeting called for the purpose. A director may be removed for cause only after reasonable notice and opportunity to be heard before the body proposing to remove him, and said notice shall contain a statement of the causes assigned for such proposed removal.

Section 4. MEETINGS - Regular meetings of the directors may be held without call or notice at such place and times as the directors may from time to time determine; provided that, any director who is absent when such determination is made shall be given notice thereof. A regular meeting of the directors shall be held at the same place as the annual meeting of the 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, the Treasurer or two or more directors.

Section 5. NOTICE OF SPECIAL MEETINGS - Notice of all special meetings of the directors shall be given to each director by the Secretary or, in case of the death, absence, incapacity or refusal of the Secretary, by the officer or one of the directors calling the meeting. Such notice shall be given to each director in person or by telephone or telegram sent to his business or home address at least twenty-four hours in advance of the meeting, or by mail addressed to his business or home address and postmarked at least forty-eight hours in advance of the meeting. Except as required by law and these By-Laws as a condition to the

removal of a director, notice of a special meeting 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 waiver of notice need not specify the purpose of any special meeting unless such purpose is the removal of a director or an officer.

Section 6. QUORUM - At any meeting of the directors, two-thirds of the directors then in office shall constitute a quorum for the transaction of business, but a lesser number may without further notice adjourn the meeting to any other time.

Section 7. ACTION AT MEETINGS - At any meeting of the directors at which a quorum is present, the vote of a majority of those present shall decide any matter, unless a different vote is specified by law, the Articles of Organization, or these By-Laws.

Section 8. 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 meetings of the directors, such consent shall be treated for all purposes as a vote at a meeting.

Section 9. EXECUTIVE COMMITTEE - The directors may, by vote of a majority of the directors then in office, elect from their number an Executive Committee and may by like vote delegate thereto some or all of their powers except those which by law, the Articles of Organization, or these By-Laws, they are prohibited from delegating. The Executive Committee may make rules for the conduct of its business, but in the absence of such rules its business shall be conducted as nearly as may be practicable in the same manner as is provided by these By-Laws for the business of the directors.

## ARTICLE IV

### OFFICERS

Section 1. OFFICERS - The Officers of the Corporation shall consist of a President, a Treasurer, a Secretary, and such other officers as the Stockholders may determine.

Section 2. ELECTION - The President, Treasurer, and Secretary shall be elected annually by the directors at their first regular meeting following the annual meeting of the Stockholders. Other officers may be chosen by the directors at such meeting or any other meeting. No officer need be a stockholder or a director. Any two or more officers may be held by the same person provided that the President and the Secretary shall not be the same person. The Secretary shall be a resident of the State of Massachusetts unless the Corporation shall have a resident agent for the service of process appointed in the manner prescribed by law. Except as otherwise provided by law, the Articles of Organization, or these By-Laws, the President, Treasurer and Secretary shall hold office until the next annual meeting of the Stockholders and thereafter until their respective successors are chosen and qualified. All other officers shall hold office until the next annual meeting of the Stockholders and thereafter until their respective successors are chosen and qualified, unless appointed to a shorter term.

Section 3. RESIGNATION AND REMOVAL - Any officer may resign by delivering his 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 later time. The Stockholders may remove any officer with or without cause, provided that an officer may be removed for cause only after reasonable notice and opportunity to be heard by the shareholders, and said notice shall contain a statement of the causes assigned for such proposed removal.

Section 4. PRESIDENT AND VICE PRESIDENT - The President shall be the Chief Executive Officer of the Corporation and shall, subject to the direction and control of the Stockholders, have general charge and supervision of the business of the Corporation. Unless otherwise provided by the Stockholders, he shall preside when present at all meetings of the Stockholders and directors. He shall have such other powers and duties as are usually incident to his office and as may be vested in him by these By-Laws or from time to time designated by the Stockholders.

Any Vice President shall have such powers and duties as may be vested in him by these By-Laws or from time to time designated by the Stockholders.

Section 5. TREASURER AND ASSISTANT TREASURERS - The Treasurer shall, subject to the direction and control of the Board of Directors, have general charge of the financial affairs of the Corporation and shall keep full and accurate books of account. He shall have custody of all funds, securities and valuable documents of the Corporation, except as the directors may otherwise provide, and shall render a statement of the financial affairs of the Corporation at each annual meeting of the Stockholders and to the directors and President upon request. He shall have such other powers and duties as are usually incident to his office and as may be vested in him by these By-Laws or from time to time designated by the directors.

Any Assistant Secretary shall have such powers and duties as may be vested in him by these By-Laws or from time to time designated by the directors.

Section 6. SECRETARY AND ASSISTANT SECRETARIES - The Secretary shall give such notices of meetings of Stockholders and directors as are required by these By-Laws and shall keep a record of all the meetings of Stockholders and directors. Unless a transfer agent is appointed, he shall keep in Massachusetts, at the principal office of the Corporation or at his office, the stock and transfer records of the Corporation in which shall be contained the names and record addresses of all Stockholders and the amount of stock held by each. He shall have such other powers and duties as are usually incident to his office and as may be vested in him by these By-Laws or from time to time designated by the directors.

Any Assistant Secretary shall have such powers and duties as may be vested in him by these By-Laws or from time to time designated by the directors. In the absence of the Secretary from any meeting of Stockholders or directors, an Assistant Secretary, or, if none, a temporary secretary designated by the person presiding at the meeting, shall perform the duties of the Secretary.

## ARTICLE V

### INDEMNIFICATION OF DIRECTORS AND OFFICERS

Section 1. INDEMNIFICATION - The Corporation shall indemnify each director, officer, employee, and other agent, and each former director, officer,

employee, and other agent, and each person who serves or may have served at the request of the Corporation as a director, officer, employee, or other agent of another organization in which it, directly or indirectly, owns shares or of which it is a creditor, and his heirs, executors and administrators, against all expenses and liabilities, including counsel fees, reasonably incurred by, or imposed upon, him in connection with any action, suit or proceeding which he may be made a party, or in which he may become involved, by reason of his being or having been a director, officer, employee, or other agent, of the Corporation, or at its request, of any other such organization, whether or not he continues to be a director, officer, employee, or other agent, at the time of incurring such expenses or liabilities, except in respect to matters as to which he shall be finally adjudged in such action, suit or proceeding not to have acted in good faith in the reasonable belief that his action was in the best interests of the Corporation, or to be liable for gross negligence or willful malfeasance; provided that, in the event of a settlement of any such action, suit or proceeding, indemnification shall be provided only in connection with such matters covered by the settlement as to which the Corporation is advised by written opinion of counsel that the director, officer, employee, or other agent to be indemnified did not commit a breach of duty owed to the Corporation and only if a majority of disinterested directors approves the settlement and indemnification as being in the best interests of the Corporation. The foregoing right of indemnification shall be in addition to, and not exclusive of, any other rights to which any person indemnified pursuant to this section may be entitled under any agreement or pursuant to any vote of directors or Stockholders of otherwise.

## STOCK

Section 1. CERTIFICATES - 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 board of directors. The certificates shall be signed by the President or a Vice President, and by the Treasurer or an Assistant Treasurer, and such signatures may be facsimiles if the certificate is countersigned by a transfer agent or a registrar who is not a director, officer or employee of the Corporation. In the event that any officer who has signed or whose facsimile signature has been placed in such certificate shall have ceased to hold office before such certificate is issued, it may be issued by the Corporation with the same effect as if he held such office at the time of its issuance.

Each certificate for shares of stock which are subject to any restriction on transfer pursuant to the Articles of Organization, these By-Laws, or any agreement to which the Corporation is a party, shall have the existence of such restriction noted conspicuously on the certificate and shall also set forth on its face or back the full text of the restriction or a statement that the Corporation will furnish a copy of such text 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 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, voting powers, qualifications and special and relative rights to the shares of each class and series authorized to be issued or a statement of the existence of such preferences, voting 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 2. ISSUANCE - Unless otherwise voted by the Stockholders, any unissued capital stock from time to time authorized under the Certificate of Formation and any capital stock of the Corporation held in its treasury may be issued or disposed of by vote of the board of directors in such manner, for such consideration and upon such terms consistent with law as the directors may determine.

Section 3. 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 therefore 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 signatures as the Corporation or its transfer agent may reasonably require. Except as may be otherwise required by law, the Articles of Organization, or these By-Laws, 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 to such stock, 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 By-Laws. It shall be the duty of each stockholder to notify the Corporation of his mailing address.

Section 4. RECORD DATE - The directors may fix in advance a time of not more than sixty 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 resumed meeting, or the right to receive such dividend or distribution or the right to so consent or dissent. In such event, only the 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 a record date the directors may for any such purposes close the transfer books for all of any pad of such sixty-day period.

Section 5. DIVIDENDS - Except as restricted by law, the Articles of Organization, or any agreement to which the Corporation may be a party, dividends upon the capital stock of the Corporation may be declared by the board of directors at any regular or special meeting and may be paid in cash, in property, or in shares of the capital stock.

Section 6. REPLACEMENT OF CERTIFICATES - If any certificates of stock are lost, stolen, mutilated or destroyed, the Corporation may, on such terms as to proof, indemnity or otherwise as the directors may prescribe (which shall in the case of a mutilated certificate included the surrender thereof), issue a new certificate in place thereof.

#### MISCELLANEOUS PROVISIONS

Section 1. EXECUTION OF INSTRUMENTS - All contracts, deeds, leases, bonds, notes, checks, and other instruments authorized to be executed by an officer of the Corporation in its behalf shall be signed by the President or the Treasurer except as the directors may generally or in particular cases otherwise determine.

Section 2. VOTING OF SECURITIES - Except as the board of directors may otherwise designate, the President or Treasurer may waive notice of, and appoint any person or persons (with or without power of substitution) to act as proxy or attorney in fact for this Corporation at any meeting of Stockholders of any other Corporation, the securities of which may be held by this Corporation.

Section 3. CORPORATE RECORDS - The original or attested copies of the Articles of Organization, By-Laws, and records or all meetings of the incorporators and Stockholders, and the stock and transfer records, which shall contain the names of record addresses of all Stockholders 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 transfer agent or of the Secretary, but such corporate records need not all be kept in the same office. They shall be available at all reasonable times for inspection by any Stockholder for any purpose in the proper interest of the stockholder relative to the affairs of the Corporation.

Section 4. DEFINITIONS - All references in these By-Laws to the Articles of Organization and to these By-Laws shall be deemed to refer, respectively, to the Articles of Organization and the By-Laws of the Corporation as amended and in effect from time to time.

## ARTICLE VIII

### AMENDMENT OF BY-LAWS

Section 1. AMENDMENT - These By-Laws may at any time be amended or repealed, in whole or in part, by vote of the Stockholders provided that the substance of any proposed change must be stated in the notice of meeting at which such action is to be taken. A majority of the directors in office may also amend or repeal these By-Laws except that no amendment or repeal may be made by the directors which changes the date of the annual meeting of Stockholders, or which alters the provisions of these By-Laws with respect to removal or directors, indemnification of directors and officers, or amendment of these By-Laws, or which by law or the Articles of Organization requires action by the Stockholders. Not later than the time of giving notice of the meeting of Stockholders next following the making, amending, or repealing by the directors of any By-Law, notice thereof stating the substance of such change shall be given to all



Stockholders entitled to vote on amending the By-Laws, and any By-Law adopted by the directors may be amended or repealed by the Stockholders.

## ARTICLE IX

### RESTRICTIONS ON THE TRANSFER OF STOCK

Section 1. VOLUNTARY TRANSFER - (a) Any stockholder who desires to transfer all or any part of the stock owned by him without consideration, shall notify the Corporation in writing, naming the proposed transferee and one arbitrator. The Corporation may within thirty (30) days thereafter give written notice to the stockholder naming a second arbitrator. The two arbitrators so named shall within ten (10) days name a third. It shall then be the duty of the arbitrators to ascertain by majority vote within an additional thirty (30) days the fair market value of the stock. After the report of the arbitrators as to such value, the board of directors shall have an additional thirty (30) days within which to purchase such stock or to designate a person or persons to purchase the same or any specified part thereof at such value. Written notice of such determination shall be given to the stockholder within such thirty (30) day period. If the Corporation shall not have exercised its rights under this paragraph, the stockholder may dispose of the same in the manner set out in his written notice within thirty (30) days after the expiration of the last (30) day period. If the stockholder does not so dispose of such stock, all of the restrictions imposed herein shall apply to all of the stock owned by him.

(b) Any stockholder who desires to sell or otherwise transfer for consideration all or any part of the stock owned by him shall first make a written offer of such stock for sale to the Corporation or to one or more purchasers to be designated by the board of directors acting on behalf of the Corporation at the same price and upon the same terms offered to such stockholder by an identified bona fide prospective purchaser of such stock. The Corporation shall have the option for a period of thirty (30) days following its receipt of such written offer to accept such offer by causing a written notice to be sent to such stockholder stating that the Corporation itself will purchase such stock or stating the name or names of the purchaser or purchasers of such stock or specified part thereof designated by

the board of directors. Such option shall terminate if the Corporation shall have failed to exercise the same within such thirty (30) day period.

In the event that the Corporation does not elect to exercise its option hereunder, the stockholder so desiring to sell all or part of his stock shall have the right for a period ending on the thirtieth (30<sup>th</sup>) day after the expiration of the aforesaid thirty (30) day option period to sell such stock to, and only to, the aforesaid bona fide prospective purchaser in the same quantity, at the same price, and upon the same terms as were specified in the offer to the Corporation or to the person or persons designated by the board of directors. Upon the expiration of such thirty (30) day period, if such stockholder has not sold such stock as provided herein, all of the restrictions imposed herein shall apply to all of the stock owned by the stockholder.

Section 2. INVOLUNTARY TRANSFER - Any person acquiring any shares of stock by the insolvency or bankruptcy of any stockholder, by the foreclosure of any pledge or hypothecation, or by any other involuntary transfer or assignment, or by death, or otherwise by process of law, before being entitled to exercise any rights as a holder of such stock of the Corporation, shall offer in writing all of such acquired shares to the Corporation for purchase by it and deliver to the Corporation together with such offer, (a) the certificate or certificates representing all of such shares of stock, (b) proper proof or authentication of such person's right to acquire such shares and to transfer the same, and (c) a stock power or powers duly executed in blank by such person. Such offer shall be made within thirty (30) days of such involuntary transfer and shall name one arbitrator.

The Corporation may within thirty (30) days thereafter give written notice to the stockholder naming a second arbitrator. The two arbitrators so named shall within ten (10) days name a third. It shall then be the duty of the arbitrators to ascertain by majority vote within an additional thirty (30) days the fair market value of the stock. After the report of the arbitrators as to such value, the board of directors shall have an additional thirty (30) days within which to purchase such stock or to designate in writing a person or persons to purchase the same or any specified part thereof at such value. In the event that the Corporation does not elect to exercise its option hereunder, the shares of stock so acquired shall be transferred on the books of the Corporation into the name of the person acquiring

the same and such stock shall thereafter be subject to all the restrictions imposed by this Article.

Section 3. MISCELLANEOUS - No shares of stock shall be sold or transferred on the books of the Corporation until the provisions contained herein have been complied with, but the board of directors may in any particular instance waive these requirements.

A pledge or hypothecation shall not be subject to this restriction, and prior to foreclosure no transfer of the shares pledged or hypothecated shall be made by the Corporation on its books (except to any extent required by law). If the pledge or hypothecation shall be foreclosed, any such transfer shall be subject to this restriction.

The following statement shall be legibly stamped or endorsed upon each certificate of stock of the Corporation now owned or hereafter acquired:


**“THIS CERTIFICATE IS SUBJECT TO AND TRANSFERABLE ON THE BOOKS OF THE CORPORATION ONLY UPON COMPLIANCE WITH THE PROVISIONS OF THE STOCK RESTRICTION PROVISIONS APPLICABLE THERETO, A COPY OF WHICH WILL BE SUPPLIED TO THE HOLDER OF THIS CERTIFICATE WITHOUT CHARGE UPON WRITTEN REQUEST TO THE SECRETARY OF THE CORPORATION.”**

Each stockholder shall surrender to the Corporation all of the certificates of stock in the Corporation now owned or hereafter acquired by him and the Corporation shall inscribe thereon the legend set forth in the preceding sentence and return said certificates to the stockholder.

Any decision of the Corporation with respect to the exercise of any right of first refusal, option or offer to purchase shares under Sections 1 or 2 shall be made by a vote of a majority in interest of the Stockholders, provided, however, that a proposed transferor of shares under Section 1 or a person acquiring shares through an involuntary transfer described in Section 2 shall not be entitled to vote on such matter.

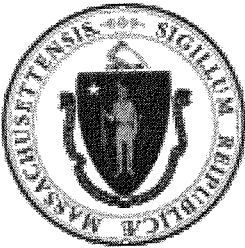
**CERTIFICATE OF ADOPTION**

The undersigned certifies that the foregoing By-Laws have been adopted as the By-Laws of the Corporation.

A handwritten signature in black ink, appearing to read "Bernard S. Feldman", written over a horizontal line.

BERNARD S. FELDMAN

Dated: July 1, 2018



**The Commonwealth of Massachusetts**  
**William Francis Galvin**

Minimum Fee: \$100.00

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

**Annual Report**

(General Laws, Chapter 156D, Section 16.22; 950 CMR 113.57)

Identification Number: 001326261

1. Exact name of the corporation: NOT GRAMPA'S TOBACCO INC

2. Jurisdiction of Incorporation: State: MA Country:

3,4. Street address of the corporation registered office in the commonwealth and the name of the registered agent at that office:

Name: JOHN W CALLAHAN  
No. and Street: 111 CENTRAL STREET  
City or Town: WINCHENDON State: MA Zip: 01475 Country: USA

5. Street address of the corporation's principal office:

No. and Street: 111 CENTRAL STREET  
City or Town: WINCHENDON State: MA Zip: 01475 Country: USA

6. Provide the name and addresses of the corporation's board of directors and its president, treasurer, secretary, and if different, its chief executive officer and chief financial officer.

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
PRESIDENT	BERNARD S FELDMAN	38 KEENE AVE PO BOX 277 FITZWILLIAM, NH 03447 USA
TREASURER	BERNARD S FELDMAN	38 KEENE AVE PO BOX 277 FITZWILLIAM, NH 03447 USA
SECRETARY	BERNARD S FELDMAN	38 KEENE AVE PO BOX 277 FITZWILLIAM, NH 03447 USA
DIRECTOR	BERNARD S FELDMAN	38 KEENE AVE PO BOX 277 FITZWILLIAM, NH 03447 USA

7. Briefly describe the business of the corporation:

RETAIL & WHOLESALE

8. Capital stock of each class and series:

Class of Stock	Par Value Per Share Enter 0 if no Par	Total Authorized by Articles of Organization or Amendments <i>Num of Shares</i> <i>Total Par Value</i>	Total Issued and Outstanding <i>Num of Shares</i>
CNP	\$0.00000	10,000 \$0.00	10,000

9. Check here if the stock of the corporation is publicly traded: ☐

10. Report is filed for fiscal year ending: 12/31/ 2019

Signed by BERNARD S FELDMAN , its PRESIDENT  
on this 15 Day of March, 2020

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# **BUSINESS PLAN**

## **Not Grampa's Tobacco Inc.**

**Bernard Feldman, Owner**

**June 10, 2018**

## **1. EXECUTIVE SUMMARY**

### **1.1 Product**

Not Grampa's Tobacco Inc. will sell recreational cannabis. We will sell marijuana and other products that we buy from wholesale companies. These items will include marijuana flower, edible cannabis products, vape oils and vape systems, Pipes, bongs, and other cannabis paraphernalia.

### **1.2 Customers**

The target customers for Not Grampa's Tobacco Inc are 21 -40 year olds who use cannabis. We will be targeting Massachusetts consumers in our surrounding area. The percentage of the population that partakes in using cannabis in Massachusetts is 17.8% which is approximately 989,000 people. This study was conducted before cannabis was legalized in Massachusetts and research shows the percentage of users increases in states that have legalized the sale and use of cannabis because more people are comfortable to admit to using it.

### **1.3 What Drives Us**

The main starting goal of our company is to fulfill the need in our area to sell cannabis at a very affordable rate. Both producing and selling our own product allows us to maintain quality and product control. While doing so we would be creating job opportunities for



our town, and producing tax dollars to be used for the education system, police department, fire department or any other public service the town deems appropriate. After the initial start up we hope to manufacture our own edible foods as well as vape oils to increase our competitive edge in the market and continue to bring prosperity to our town. Lastly, we want to grow our manufacturing in order to compete in the home delivery service that will begin after the first year of licensing.

## **2. COMPANY DESCRIPTION**

### **2.1 Mission Statement**

To better our community by creating jobs and tax revenue to the town by producing high quality cannabis for an affordable cost and being able to pass that savings on to our customers.

### **2.2 Principal Members**

Bernard Feldman- President / Owner. He will contribute 100% of start up cost. He will oversee all aspects of the business, both cultivating and retail.

Tiffany Parkhurst- Retail and Cultivating Manager, will completely oversee the retail and cultivating aspects of the business. This will include inventory, hiring, sales, and maintaining all paperwork necessary to keep the retail and cultivating business running smoothly.

### **2.3 Legal Structure**

Not Grampa's Tobacco Inc. is a C corporation incorporated in Winchendon, Massachusetts.

## **3. MARKET RESEARCH**

### **3.1 Industry**

Not Grampa's Tobacco Inc will be part of the Recreational Cannabis Industry. This is a new industry especially in our state of Massachusetts. Any information for sales and business success is based off of other states that have legalized cannabis in the last couple of years. Based on the profit margins in other states it would be reasonable to assume we would do nearly 1 million dollars in gross sales per month and only grow from there, particularly once home delivery begins.

### **3.2 Customers**

Our customers are 21- 59 years of age. Within this age range Men 68.9 % of customers leaving women to make up the difference of 31.1% customers typically buy \$25-\$50 per visit with median spend of \$33.

### **3.3 Competitors**

Our competitors will be all other retail stores in our surrounding areas most specifically the 2 others locations that may be allowed in our town of Winchendon, MA.

### **3.4 Competitive Advantage**

Not Grampa's Tobacco has 2 major advantages over our competitors. The first advantage is that we will be growing and selling our own product and therefore will have better product, quality, and price control. The second is our location. We are well located on Route 12 with a good traffic flow of approximately 4,669 (5,000) vehicles per day.

### **3.5 Regulation**

Not Grampa's Tobacco Inc. must meet all state regulations set forth under 935 CMR: Cannabis Control Commission 935 CMR 500.000 Adult Use of Marijuana, that pertain to cultivating and running a retail location as well as town regulations for the Town of Winchendon that fall under General Bylaw (Article 40) and the Zoning Bylaw (Article 6.2)

## **4. PRODUCT/SERVICE LINE**

### **4.1 Product or Service**

We will provide premium cannabis and cannabis products as well as exceptional customer service and knowledge about our products

Flower

edibles

concentrates

Incidentals

### **4.2 Pricing Structure**

Flowers \$12.00 per gram

Edibles \$12.50

Concentrates \$15.00 per gram

Incidentals \$30.00

### **4.3 Product/Service Life Cycle**

Our product is in the very beginning stages as we can not grow until we become approved by the Town and State. We will begin accumulating other product and necessary items as soon as approval is granted.

### **4.4 Intellectual Property Rights**

Not Grampa's Tobacco Inc. is a trademarked name in the State of Massachusetts. We have

a Proprietary cultivation process for our product.

## **4.5 Research & Development**

We will be working on R & D for flowers and concentrates

For the flowers this will included growing products in mulitple conditions to see what produces the best tasting product as well as the most energy efficient ways to grow a successful product.

For concentrates we will be researching and preforming a few different ways to extract the concentrate from the flower in order to produce the best possible product that we can in the most efficient way.

## **5. MARKETING & SALES**

### **5.1 Growth Strategy**

As we make our way in this market we will begin to make our own edibles and concentrates and sell them to other retail companies. After the first year home delivery is expected to begin and we will be able to broaded our service area be bringing our product to our customers as well as our customers coming to us.

### **5.2 Communication**

We will have social media accounts as well as our own website for us to communicate with our customers. We will also have a mailing/e-mail list that we can send out information about upcoming promotions.

### **5.3 Prospects**

Our product will be sold on our own shelves only in the beginning until we are producing edibles and concentrates to sell to other retail facilities. Consumers can come in and purchase our products right off our shelves. As home delivery becomes available to our area we will also deliver our goods to our customers.

**6. FINANCIAL PROJECTIONS**

INCOME		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTALS
FLOWER SALES	0.47	182736	152280	126900	126900	126900	126900	126900	126900	126900	152280	152280	152280	1680156
EDIBLE SALES	0.25	97200	81000	67500	67500	67500	67500	67500	67500	67500	81000	81000	81000	893700
CONCENTRATION	0.25	97200	81000	67500	67500	67500	67500	67500	67500	67500	81000	81000	81000	893700
INCIDENTALS	0.03	11664	9720	8100	8100	8100	8100	8100	8100	8100	9720	9720	9720	107244
TOTAL INCOME		388800	324000	270000	270000	270000	270000	270000	270000	270000	324000	324000	324000	3574800
<b>COST OF GOODS SOLD</b>														
FLOWERS	0.4	73094.4	60912	50760	50760	50760	50760	50760	50760	50760	60912	60912	60912	672062.8
EDIBLES	0.4	38880	32400	27000	27000	27000	27000	27000	27000	27000	32400	32400	32400	357480.4
CONCENTRATES	0.4	38880	32400	27000	27000	27000	27000	27000	27000	27000	32400	32400	32400	357480.4
INCIDENTALS	0.5	5832	4860	4050	4050	4050	4050	4050	4050	4050	4860	4860	4860	53622.5
TOTAL COST OF GOODS		156686.4	130572	108810	108810	108810	108810	108810	108810	108810	130572	130572	130572	1440644.4
NET REVENUE		232113.6	193428	161190	161190	161190	161190	161190	161190	161190	193428	193428	193428	2134155.6
<b>OPERATING EXPENSES</b>														
REPAIRS & MAINTENANCE		500	500	500	500	500	500	500	500	500	500	500	500	6000
MONITORING SYSTEM		1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	18000
SUPPLIES		2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	24000
UTILITIES		1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	12000
MARKETING		2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	24000
TOTAL OPERATING EXPENSES		7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	84000
<b>ADMINISTRATIVE EXPENSES</b>														
RENT		3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	36000
CAM		750	750	750	750	750	750	750	750	750	750	750	750	9000
BANK & CREDIT CARD FEES		3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	36000
LOCAL DONATIONS		500	500	500	500	500	500	500	500	500	500	500	500	6000
DUES & SUBSCRIPTIONS		200	200	200	200	200	200	200	200	200	200	200	200	2400
INSURANCE		5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	60000
OFFICE SUPPLIES		500	500	500	500	500	500	500	500	500	500	500	500	6000
POSTAGE		100	100	100	100	100	100	100	100	100	100	100	100	1200
PROFESSIONAL FEES		500	500	500	500	500	500	500	500	500	500	500	500	6000
WEEDWARE		100	100	100	100	100	100	100	100	100	100	100	100	1200
SALARIES & WAGES		34000	34000	34000	34000	34000	34000	34000	34000	34000	34000	34000	34000	408000
SALARIES & WAGES-SECURITY		4800	4800	4800	4800	4800	4800	4800	4800	4800	4800	4800	4800	57600
TRAVEL & ENTERTAINMENT		250	250	250	250	250	250	250	250	250	250	250	250	3000
MISC EXPENSES		5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	60000
TOTAL ADMINISTRATICE EXPENSES		57700	57700	57700	57700	57700	57700	57700	57700	57700	57700	57700	57700	692400
TOTAL EXPENSES		64700	64700	64700	64700	64700	64700	64700	64700	64700	64700	64700	64700	776400
EBITDA		167413.6	128728	96490	96490	96490	96490	96490	96490	96490	128728	128728	128728	1357755.6
LOCAL & STATE TAX	0.06	22628.16	18856.8	15714	15714	15714	15714	15714	15714	15714	18856.8	18856.8	18856.8	208053.36
FEDERAL TAX	0.21	79198.56	65998.8	54999	54999	54999	54999	54999	54999	54999	65998.8	65998.8	65998.8	728186.76
STATE TAX	0.08	11582.835	8789.696	6462.08	6462.08	6462.08	6462.08	6462.08	6462.08	6462.08	8789.696	8789.696	8789.696	91976.179
TOTAL TAX EXPENSE		101826.72	84855.6	70713	70713	70713	70713	70713	70713	70713	84855.6	84855.6	84855.6	936240.12
NET INCOME		65586.88	43872.4	25777	25777	25777	25777	25777	25777	25777	43872.4	43872.4	43872.4	421515.48

**NOT GRAMPA'S TOBACCO INC.**  
**OPENING**  
**BALANCE SHEET**  
(UNAUDITED)

**ASSETS**

<b>CASH ON HAND</b>	<b>25,000.</b>
<b>INVENTORY</b>	<b>150,000.</b>
<b>LEASEHOLD IMPROVEMENTS</b>	<b>225,000.</b>
<b>SUPPLIES</b>	<b>10,000.</b>
<b>F/F &amp; EQUIPMENT</b>	<b>45,000.</b>
<b>DEPOSITS</b>	<b>5,000.</b>
<b>SECURITY SYSTEM</b>	<b>40,000.</b>
 <b>TOTAL ASSETS</b>	 <b>500,000.</b>

**LIABILITIES & EQUITY**

<b>TOTAL LIABILITIES</b>	<b>0.</b>
 <b>SHAREHOLDER'S EQUITY</b>	 <b>500,000.</b>
 <b>TOTAL LIABILITY &amp; EQUITY</b>	 <b>500,000.</b>



NOT GRAMPA'S TOBACCO INC  
703 SCHOOL ST  
WINCHENDON,MA. 01475  
603-585-9085

## *Memo-Letter*

November 20 2019

Cannabis Control Commission  
101 Federal St 13th Floor  
Boston, Ma 02110

Please be advised that Not Grampa's Tobacco Inc will comply with general liability and product liability limits of \$1Million per occurrence and \$2Million in the aggregate annually. The liability deductible will be no higher than \$5,000 per occurrence.

I have completed a liability application with James C Beauvais of The Clifford P Beauvais Insurance Agency Inc, Winchendon, Ma. 01475. Insurance application has been submitted to Kinsale Insurance Company of Richmond, Va. 23226

Should you have any questions please contact me.

Yours truly,

Bernard S Feldman

## Restricting Access to Persons under 21

Not Grampa's Tobacco Inc. will work diligently to ensure that no persons under the age of 21 years old are allowed access to the building as laid out by Massachusetts State Law 935 CMR 500.000. Steps that will be taken to ensure that those under age 21 are not allowed inside the building include but are not limited to the following:

1. Retail Premises
  - a. Surveillance
    - i. Our entire exterior premises will be monitored as well as the full inside of our Retail space. We will have a combination of regular cameras and 360 cameras. Management and security will have ability to monitor the cameras at all times and a separate security room will be onsite to hold and manage all footage.
  - b. Security
    - i. All security personal will be hired through a security firm in which, all necessary screening and trainings have been conducted.
    - ii. While the store is open there will be no fewer than 1 security guard on the premises during hours of operation.
    - iii. One security guard will always be stationed at the entrance.
      1. Said security guard will be trained in recognizing fraudulent ID's in accordance with Massachusetts state laws.
  - c. Entry Procedures
    - i. A person trap, an enclosed area secured by a locked door on before entry to the main building, approximately 6 ft by 9ft, serves as the only consumer entry to the retail facility. Once a potential customer enters the trap from the door facing the parking lot, a trained security guard (see more on this in subsection below) will check their ID. If the potential customer is over 21 the security guard will unlock the door and allow the person to enter the premises.
      1. If someone presents an ID that claims they are under 25 or that is issued out of state the security guard will scan the ID with PatronsCan or a like software.
      2. If someone fails to present an ID, presents an ID that does not get approved by the scanner, or states that they are under 21 they will be asked to leave. If they do not leave they will be escorted off the premises by the security guard.
    - ii. There will only be 1 person allowed in the person trap at a time as to protect against anyone under 21 accidentally being allowed entry into the store
2. There will be a clearly visible sign on the door stating, "No one under 21 is permitted into this facility".

## Restricting Access to Persons under 21

3. The exit will also have a person trap that is under heavy surveillance so that any unauthorized person, including those less than 21 years of age may not gain access while a customer is leaving.

### Hiring

1. To ensure no one hired as an employee is under 21, potential employees must present a license prior to entering the interview. If an interviewee is determined to be under 21, their interview will be cancelled and they will be asked to leave the premises.

### Delivery Persons

1. All delivery persons must have ID's checked prior to entering the building to verify age, and they must have a badge that is worn throughout the delivery.

## Record Keeping Procedures

Not Grampa's Tobacco, Inc. will maintain vigilant when it comes to record keeping procedures. To ensure all laws and regulations are being followed, our bookkeeper, managerial staff, and accountant will work closely to define and maintain a system for keeping the appropriate documents. The following outlines the ways in which Not Grampa's Tobacco Inc. will ensure appropriate record keeping:

1. Follow all operating procedures as required by 935 CMR 5.105(1)
2. Follow all inventory record keeping regulations outlined by 935 CMR 500.105(8)
3. Keep up to date seed-to-sale tracking records for all marijuana products as required by 935 CMR 500.105(8)(e)
4. The following Not Grampa's Tobacco's, Inc. personnel records will be kept to further certify that accurate records are kept:
  - a. Job descriptions for each job function and volunteer position
  - b. Organizational charts consistent with the job descriptions
  - c. An up to date employee/volunteer database including all current, and past (up to 12 months after termination) employees and their contact information.
  - d. A personnel record for each Not Grampa's Tobacco, Inc. employee. Such records shall be maintained for at least 12 months after termination of the individual's affiliation with Not Grampa's Tobacco, Inc. and shall include, but is not limited, the following. Not Grampa's Tobacco Inc. reserves the right to add or remove any field that does not conflict with local, state or federal laws:
    - i. All materials submitted to the Commission pursuant to 935 CMR 500.030(2)
    - ii. Documentation of verification of references
    - iii. The job description or employment contract that includes duties, authority, responsibilities, qualifications, and supervision processes.
    - iv. Documentation of all required training, including training regarding privacy and confidentiality requirements, safety training and requirements, and any additional training that may occur. This documentation will include an indication of training signed by the employee, indicating

## Record Keeping Procedures

- the date, time, and place they received said training, the topics discussed, and the name of the trainer .
  - v. Documentation of periodic performance evaluations outlined in Not Grampa's Tobacco hiring procedures
  - vi. All records of any disciplinary action taken
  - vii. Notice of completed responsible vendor and eight-hour related duty training.
  - viii. All background check reports obtained in accordance with 935 CMR 500.030.
  - c. A staffing plan that will demonstrate accessible business hours
  - d. Personnel policies and procedures and
  - e. All background check reports obtained in accordance with 935 CMR 500.030.
5. Not Grampa's Tobacco, Inc.'s Business records of the last 7 years will be kept in accordance with GAAP procedures, which shall include manual or computerized records of:
- a. Assets and liabilities
  - b. Monetary transactions
  - c. Books of accounts, which shall include journals, ledgers, and supporting documents, agreements, checks, invoices, and vouchers
  - d. Sales records including the quantity, form, and cost of marijuana products
  - e. Salary and wages paid to each employee, stipend paid to each board member, and any executive compensation, bonus, benefit, or item of value paid to any individual affiliated with Not Grampa's Tobacco, Inc., including members of the nonprofit corporation, if any.
6. Not Grampa's Tobacco, Inc. waste disposal records as required under 935 CMR 500.105(12)
7. Not Grampa's Tobacco, Inc. will maintain all records for at least two years after closure at our own expense in a form and location acceptable to the Commission.

Not Grampa's Tobacco, Inc. will make all records available for inspection by the Commission, upon request. Periodic internal review of bookkeeping practices will be made and any necessary adjustments

## Record Keeping Procedures

will be made to ensure that best practices are followed in accordance with GAAP procedures and best practices set forth by the Massachusetts DOR.

# Qualifications and Training

Not Grampa's Tobacco, Inc. has general qualification for all employees, which are not specific to each role. Specific job qualifications can be found in the job descriptions in our General Policies and Procedures. Not Grampa's Tobacco has its own training requirements as well as the Responsible Vendor Training that the Commonwealth of Massachusetts will require as of July 2019 set forth in 935 CMR 500.105 (2).

1. Qualifications
  - a. General Qualifications
    - i. Must be at least 21 years old.
    - ii. Must Pass a CORI check
    - iii. High school Diploma or GED preferred
  - b. Retail Qualifications
    - i. Prior retail experience
    - ii. Some knowledge of Marijuana or willingness to learn about It
2. Job Descriptions
  - a. Executive Retail Manager
    - i. Employment Qualifications
      1. Proven leadership capabilities.
      2. Planning, organization and prioritization
      3. Analytical problem solving
      4. Management control
      5. Clear understanding of company mission and values.
      6. Ability to work independently and as part of a team.
      7. Experience in Sales
  - b. Purchasing Supervisor
    - i. Employment Qualifications
      1. Proven leadership capabilities.
      2. Planning, organization and prioritization
      3. Analytical problem solving
      4. Supervisory experience
      5. Ability to work independently and as part of a team.
      6. Prior purchasing experience
  - c. Outside Accountant
    - i. Employment Qualifications
      1. Will be versed in municipal, state, and federal rules of taxation of marijuana products.
      2. Knowledge of Best Bookkeeping practices
      3. Licensed as an Accountant
      4. Working knowledge of Quickbooks
      5. Analytical problem solving
      6. Proven organizational skills
      7. Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)



## Qualifications and Training

8. Strong writing skills
  9. Understand and follow protocol for the proper lines of communication
  10. Ability to work independently and as part of a team.
- d. Retail Shift Supervisor
    - i. Employment Qualifications
      1. Proven leadership capabilities.
      2. Planning, organization and prioritization
      3. Analytical problem solving
      4. Basic to Intermediate accounting skills
      5. Supervisory experience
      6. Ability to work independently and as part of a team.
      7. Experience in Sales
  - e. Retail Sales Associate
    - i. Employment Qualifications
      1. Exceptional customer service skills
      2. Some Cannabis knowledge
      3. Good accounting skills (for product)
      4. Friendly and welcoming demeanor
      5. Ability to work independently and as part of a team.
      6. Experience in a retail environment or similar position
  - f. Cashier
    - i. Employment Qualifications
      1. Exceptional customer service skills
      2. Proven organizational skills
      3. Experience with Weedware or other POS systems
      4. Understand and follow protocol for the proper lines of communication
      5. Knowledge in basic accounting
      6. Previous experience in inventory control
      7. Ability to work independently and as part of a team.
  - g. Book Keeper
    - i. Employment Qualifications
      1. Knowledge of Best Bookkeeping practices
      2. Experience as a book keeper
      3. Working knowledge of Quickbooks
      4. Analytical problem solving
      5. Proven organizational skills
      6. Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
      7. Strong writing skills
      8. Understand and follow protocol for the proper lines of communication
      9. Ability to work independently and as part of a team.

## Qualifications and Training

- h. Security Officer
  - i. Employment Qualifications
    1. Exceptional Customer Service skills
    2. Analytical problem solving
    3. Proven organizational skills
    4. Previous experience as a key holder.
    5. Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
    6. Strong writing skills
    7. Understand and follow protocol for the proper lines of communication
    8. Ability to work independently and as part of a team.
  - i. Facility Maintenance Technician
    - i. Employment Qualifications
      1. Planning, organization and prioritization skills a must
      2. Analytical problem solving
      3. Prior experience in Maintenance
      4. Ability to work independently and as part of a team.
      5. Ability to read and follow through with work orders in a timely manner
- 3. Training
  - a. In House Training
    - i. Each employee at Not Grampa's Tobacco, Inc. will receive a minimum of 8 hrs of training annually
      1. General Training
        - a. All new Employees must complete a minimum of 1-2 weeks of job specific training on site before beginning work and performing job functions.
        - b. Must annually complete training of necessary security and emergency protocols as well as pass a written test on such information with a 75% or better.
      2. Retail Training
        - a. Will be trained on all products that are offered and must be able to pass a written test with a 75% or better on an annual basis.
        - b. When new products are introduced educational material will be distributed to all retail employees.
        - c. A guide of all products on hand will be kept and updated periodically.
  - b. State Training

## Qualifications and Training

- i. Must Complete Responsible Vendor Program within 90 days of hire and pass by Commonwealth of Massachusetts standards with a 70% or better per 935 CMR 500.105(2)
- ii. All Responsible Vendor Program will be retained for 4 years

# Energy Efficiency and Conservation Procedures

Energy Conservation Opportunities are measures that can be performed in the current fiscal year. Such measures may include increased senior management involvement, behavior modification of employees, or awareness/training, such as, turning off lights when leaving a room or turning down heaters when closing for the night; the elimination of unneeded appliances, such as hot plates or duplicate coffee pots; and keeping lighting fixtures, filters, and heating and cooling coils clean.

## Lighting

1. Use photocells to automatically switch lights on at night or use motion sensors to increase safety. Photocells are controls that make lights "smart". They sense whether available surrounding light is present to determine whether a light should be lit or not. The light turns on and off automatically.
2. Recommend Lighting Standards should not be exceeded, wherever possible.
3. Turn off all lights at night, including task, office and restroom lights, when they are not in use.
4. Replace Fluorescent light bulbs with led to reduce energy use by up to 75%.
5. Turn off lights in unused common areas such as copy rooms, break rooms, conference rooms and rest rooms. The effect on lamp life and energy use when turning the lamp back on is negligible.
8. Make sure photocells (light sensors that turn on electric lights after dark) are clean.
7. Have vending machine operator(s) turn off the advertising lighting in the machine or utilize power management software.
8. Classroom and general workspace lighting levels shall be 30 – 50 foot candles. Corridors shall be between 10 – 30 foot-candles. As recommended by Illuminating Engineering Society of North America.
9. Eliminate interior incandescent bulbs and replace with fluorescent or LED bulbs, where possible. Update fire alarm systems with LED exit signage. • Begin fluorescent bulb and ballast recycling program.
10. Replace exterior fluorescent bulbs with led lighting where possible.
11. Eliminate bulbs in fixtures as an initial conservation measure, but the long-term fix is to replace the T-8 bulbs with electronic ballasts to led diodes.

## Energy Efficiency and Conservation Procedures

In doing this, lighting would also be re-evaluated to avoid over-lighting with the new diodes since they are more energy efficient & produce more light.

12. Investigate advancements in solar technology for exterior and parking light lighting.

13. Investigate advancements in solar technology for interior lighting

14. Investigate structural options for natural lighting (windows located in front of building) with architect and structural engineer while maintaining ccc requirements.

15. Efforts will be focused on existing systems and practices that will have the greatest conservation impact with minimal expense such as space temperatures, accurate monitoring of systems, use of computers, lighting in all spaces, hot water supply (boiler and hot water settings), outside lighting levels, alterations to buildings, vending machine use, water conservation, changing behavior and educating employees about the importance of energy conservation and management.

16. Use lower wattage bulbs in both critical and non-critical areas.

17. Avoid using incandescent task light and fluorescent (desk lamps). Use an led lamp to replace the incandescent lamp or fluorescent lamps in your task light.

18. Eliminate interior incandescent bulbs and replace with fluorescent or LED bulbs, where possible.

19. Many areas have more lighting than is required for current tasks. Measure current lighting levels and reduce excess lighting by using power reducers, multi-level switching, or simple removal of lamps and ballasts. Note that some ballast continue to use some energy even when lamps are not operating.

20. Building Services staff will receive regular training, certification(s), and in-service training regarding the operation and maintenance of mechanical equipment and systems.

21. Review operational hours and staff hours to make adjustments to lighting schedules and implement changes as needed. For example reduced lighting and heating usage during holidays and potential operational hours.

# Energy Efficiency and Conservation Procedures

## Electricity

1. Purchase only "Energy Star" qualified products or high energy efficient systems and equipment.
2. Use the automatic setting on thermostats so the fans turn on only when you need heating or cooling. On the manual setting, the fan operates continuously and can increase our energy usage.
3. Turn off your computer monitor when you are away from your desk for more than 15 minutes and at the end of the day. Most monitors now come with power management, standby and shut down
4. Lower heating settings to 69 degrees F. with a set back at night and holidays or when unoccupied to 60- 65 degrees.
5. Reduce hot water heater from 120 to 105 degrees, wherever practical (i.e., Not food service).
6. Eliminate unnecessary hot plates, foot / cup warmers, coffee pots, microwaves and other small appliances in your area and turn off all tools, office machines and portable appliances when not in use. Turn off the photocopiers and other office equipment.
7. Order laptops instead of desktop computers to cut electrical use by 50%. Estimated savings per year is \$25-40 per unit.
8. Less frequently used equipment with remote controls such as televisions and DVD devices should be unplugged when not in use because they still use some power even when turned off.
9. Purchase energy efficient office equipment and computer electronics to reduce heat output that needs to be vented or cooled.
10. Replace all electric hot water heaters with on demand hot water units to take advantage of thermo loss and avoid additional electric costs.
11. Install plug load controllers in work areas to control multiple loads like monitors, task lights and fans. These devices use a motion sensor that is incorporated with a plug load surge suppressor. Inactive equipment can be shut down when the work area is unoccupied.
12. Evaluate perimeter lighting, shut off unnecessary exterior, decorative lighting and on-premises signage lighting coordinate audits and analysis

## Energy Efficiency and Conservation Procedures

through Mass Save / national Grid Program and ongoing energy monitor software (Mcbx Platforms).

13.Reduce perimeter lighting, shut off unnecessary exterior, decorative lighting and on-premises signage lighting.

14.Investigate and Install where Applicable High efficiency equipment to control timing, equipment systems performance optimization

15.Investigate and install monitor-based commissioning to ensure equipment, systems and building to operate efficiently through continuous monitoring and working on a regular basis with account representative with Mass save and or all energy efficiency programs.

16.Collect all data and review analysis every 90 days with senior management and account representatives from regular audits conducted with efficiency programs investigated from new advancements and opportunities. Audits collaborated with representees from National Grid (Keith Miller) Cannabis representee and account managers from all monitoring software programs.

17.Equipment and Systems Performance Optimization through continued efforts with : for example (Espo program) and other programs through Audits and current Engagement conducted with Keith Miller Lead Strategic Account Representative National Grid.

18.Active engagement and Investigation of Audits and site visits to retail location by Senior management and Account managers from National Grid and or architects, electrical engineers and other staff as applicable.

19.Identify and investigate incentives offered by national grid to offset cost for machinery upgrades to old or in efficient equipment identified through monitoring based software.

20.Review Audits and Architectural and structural findings on regular monthly basis to evaluate potential system upgrades for electrical efficiency and renewable energy sources to offset electricity from the grid.

21.Monitor energy consumption by installing multi circuit power meters configuring such design to monitor any combination of 3 phase or single phase circuits. Meters will collect data across a broad range of voltages with revenue grade accuracy.

22.Monitors to include (time of use) and energy monitoring software to collect data about consumption patterns and analyzing such data in order to



## Energy Efficiency and Conservation Procedures

make changes and achieve peak distribution while maintaining thermo conductivity.

23. Use technology to ensure consistent and accurate utility consumption reporting through auditing, control and monitoring of energy consuming processes.

24. Review operational hours and staff hours to make adjustments to lighting schedules and implement changes as needed .

25. Evaluate the programmatic use of buildings after normal hours of operation and on holidays. Increasing the amount of program charges to keep pace with the rising costs of utilities (i.e. energy efficiency programs) should be considered.

### Heating, Cooling, Ventilation

1. Dynamic HVAC optimization scheduling programs can take into account the forecasted weather for the day and condition the building during off-peak hours to reduce peak demand.

2. Scheduling all of the electric baseboard space heaters in common areas to turn off during anticipated on peak hours will reduce the peak demand for power.

3. Evaluate findings of electrical usage, demand, and peak distribution on regular monthly basis with program administrators through Mass Save and National Grid as well as Energy efficiency programs to identify equipment that needs tuning optimization and equipment replacement set by benchmarks from above mentioned programs and software monitoring systems also known as Mcbx platforms.

4. Monitor all Heating, Cooling, and Ventilation Systems through continuous monitoring and tune-ups of equipment as needed.

5. Collect data from Mcbx platforms and or energy monitoring software and identify and adjust Equipment and other high demand equipment to operate during off peak hours.

6. Make sure that air handling unit filters are changed every 2 - 3 months, and that coils on the outdoor condensing unit and indoor heating and cooling units are kept clean. Switch to filters with lower airflow resistance.

7. Clean air conditioning refrigerant condensers to reduce compressor horsepower.

## Energy Efficiency and Conservation Procedures

8. Check control sequencing for multiple chillers and AC units. For light load operation, use the smallest and most efficient chiller or AC unit available and avoid frequent equipment cycling.
9. Install locking devices on thermostats to maintain desired temperature settings
10. Install programmable thermostats and automatic settings, when possible.
11. Avoid introducing high moisture exhaust air into air conditioning system. Periodically calibrate the sensors that control louvers and dampers.
12. Verify that the building control system is going into the night setback mode during unoccupied hours. Time clocks may require adjustments after daylight savings switch-over or after power outages. Even computer control systems may need updating after equipment modifications.
13. Install smart climate control technology and consider centralized energy management systems.
14. Establish and utilize Occupant Comfort Zones and Recommended Lighting Standards for use in facilities.

### Building

1. Perform energy audits or thermal imaging on all buildings.
2. Incorporate energy efficiency guidelines for all building retrofits and new construction.
3. Consider new construction technologies: i.e., Dupont Energrain or equivalent interior rigid 5mm aluminum laminated panels (paraffin filled) mounted behind drywall and ceilings to reduce temperature peaks by up to 12%. Stabilizing temperature will reduce system demands.
4. Confirm that OSA (Outside Air) economizers are functioning properly to take advantage of free cooling.
5. Confirm that the amount of outside air matches the occupant load. One improvement to consider is adding carbon dioxide monitors or controls that will automatically bring in as much OSA as necessary for the current occupant load.
6. Investigate potential energy storage devices with current market advances that may include battery storage, solar array. An example is water chillers

## Energy Efficiency and Conservation Procedures

creating ice at night during off peak hours to offset electrical demand and usage during peak hours.

7. Investigate and report data with senior management from audits conducted with electrical and structural engineers about solar panels and other renewable energy generation in order to achieve peak shaving. (reduced electrical demand during peak hours)

8. Utilize performance contracting to limit economic impact on building retrofits.

9. Continue updating and replacing of aging equipment with more efficient systems.

10. Continued participation with energy efficiency programs offered by National grid and collaboration with Keith Miller (Lead Strategic Account representative).

# Quality Control and Testing

At Not Grampa's Tobacco, Inc. we want to ensure our product is of the highest quality and to do so we follow a rigid Quality Control regimen. Part of this includes testing our product and when it comes to that we follow all testing standards set forth by the Commonwealth of Massachusetts in 935 CMR 500.000.

## 1. Quality Control

### a. Retail Quality Control

- i. Hand-washing facilities will be located in production areas and where good sanitary practices require employees to wash and sanitize their hands
- ii. There will be sufficient space for the placement of the equipment and storage of materials necessary for the maintenance of sanitary operations
- iii. 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.
- iv. Floors, walls, and ceilings will be constructed in such a manner that they may be adequately kept clean and in good repair
- v. All contact surfaces will be maintained, cleaned, and sanitized as frequently as necessary to protect against contamination
- vi. All toxic items will be identified, held, and stored in a manner that protects against contamination of marijuana
- vii. Water supply will be sufficient for necessary operations
- viii. Plumbing will be of adequate size and design and maintained to carry sufficient quantities of water to the required locations throughout the establishment.
- ix. Not Grampa's Tobacco will provide its employees with adequate, readily accessible toilet facilities.
- x. All transportation and storage of finished products will be under conditions that will protect them against physical, chemical, and microbial contamination.
- xi. Gloves and other protective equipment as necessary will be worn by any employee that handles Marijuana products
  1. Any agent whose job includes contact with marijuana will be subject to requirements for food handlers as specified in 105 CMR 300.000
  2. Any agent working in direct contact with marijuana shall conform to sanitary practices while on duty, including
    - a. Maintaining adequate personal cleanliness
    - b. Washing hands appropriately as stated in 935 CMR 500.105(3)
- xii. All marijuana buds will be inspected each morning as they are put out for display and again at the end of shift when the product is put back in the storage room.

## Quality Control and Testing

1. This will allow Not Grampa's Tobacco, Inc. to ensure that only the leaves and flowers of the female marijuana plant are processed accordingly in a safe and sanitary manner. The following items will be completed upon each inspections to meet these expectations
    - a. Check to make sure all product is well cured and generally free of seeds and stems
    - b. Products are free of dirt, sand, debris, and other foreign matter
    - c. Products are free of contamination by mold, rot, other fungus, and bacterial diseases
    - d. All products will be prepared and handled on food-grade stainless steel tables
  - xiii. All other marijuana products will be inspected each morning and each evening at closing to make sure nothing has been tampered with or damaged.
  - xiv. Any Marijuana product that has exceeded 1 yr from the testing date will be considered expired and will be sent for retesting in accordance with 935 CMR 500.160 (4)
  - xv. All Accessories will be checked at the beginning of the day and the end of the day to ensure nothing has been damaged.
  - xvi. The retail storage room will be checked once daily for quality and to make sure the room has the proper humidity, air pressure, temperature, and lighting.
  - xvii. If any product is found to be below quality standards it will be removed and placed in Product Loss Storage to be disposed of in accordance with 935 CMR 500.105
2. Testing
- a. Testing Procedures
    - i. All products will be previously tested by the company that Not Grampa's Tobacco, Inc. purchases them from and will have met all standards set forth by the Commonwealth of Massachusetts in 935 CMR 500.160
    - ii. All testing results will be kept on premises for a minimum of 1 yr per 935 CMR 500.160 (4)
  - b. Contamination Protocol
    - i. If Not Grampa's Tobacco Inc. receives laboratory testing results that indicate contamination they will notify The Commission directly within 72 hrs that the contamination cannot be remediated and of the disposal of the production Batch. Such notification will include a proposed plan of action in accordance with 935 CMR 500.160 (3)
    - ii. Not Grampa's Tobacco, Inc. will notify the commission of any information regarding contamination as well as produce all information regarding testing on request.

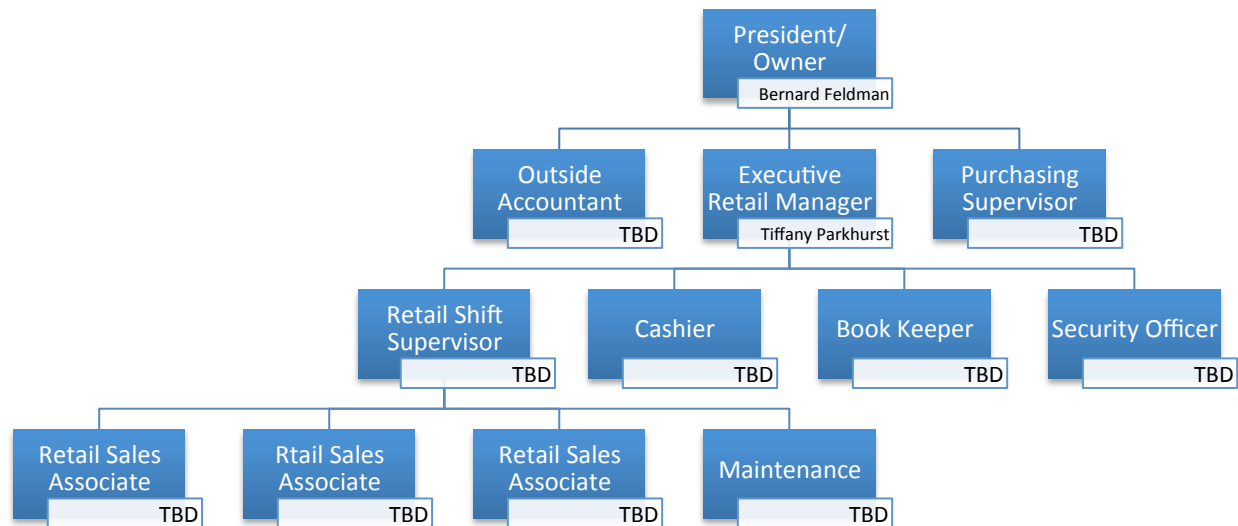
# **Not Grampa's Tobacco, Inc.**

## ***Policy and Procedures Manual for Retail***

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## Organizational Chart Structure





## **Job Descriptions**

### *Explanation*

- Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s) or foremen, qualifications required, and working conditions affecting the job (e.g., standing long period of time, heavy lifting, etc.). The supervisor shall have discretion to modify the job description to meet the needs of business or the individual as needed. Any changes to a job description must be approved by the Executive Retail Manager.

## **Job Descriptions**

### **Executive Retail Manager**

#### **Overview**

---

The Retail Manager works as the head of Retail Sales under the President of the Company. Responsibilities include delegating work assignments, overseeing job performance, and maintaining inventory. Hiring and firing, overseeing purchasing, prompt payment of bills, depositing receipts, overseeing payroll and all accounting functions

#### **Functions**

---

- Oversees entire retail department and makes all sales and promotion decisions.
- Supervises all retail employees and their job performance, and gives regular reviews of such.
- Manages the building maintenance program and improvement projects when necessary.
- Provides decisions on all disciplinary actions as deemed necessary
- Manages and assists in all training of retail employees
- Creates all schedules and manages all time off request to make sure there is sufficient coverage at all times.
- Oversees all product distribution and monetary transactions.
- Maintain accurate records of all product on the premises daily
- Enforces safe working conditions with all job assignments and is responsible for instructing staff on proper work methods.

#### **Employment Standards**

---

- Proven leadership capabilities.
- Planning, organization and prioritization
- Analytical problem solving
- Management control
- Clear understanding of company mission and values.

- Ability to work independently and as part of a team.
- Experience in Sales

*Job description and responsibilities may be modified only by the supervisor*

## **Purchasing Supervisor**

### **Overview**

---

The Purchasing Supervisor will work directly under the Retail Manager. Responsibilities include checking inventory daily and maintaining that product inventory remains suitable for daily sales. Placing orders with wholesale companies to maintain that all supplies and inventories remain in good standing. Must Accept deliveries of products purchased and send invoices for purchases to bookkeeping.

### **Functions**

---

- Work with Retail shift and POS system to determine needed products
- Work directly with contracted companies to build a relationship and make purchases
- Schedule regular deliveries of products on a need basis
- Accept deliveries and track them within our POS system
- Keep track of and forward all invoices to bookkeeping for payment
- Report any issues to the Executive Retail Manager

### **Employment Standards**

---

- Proven leadership capabilities.
- Planning, organization and prioritization
- Analytical problem solving
- Supervisory experience
- Ability to work independently and as part of a team.
- Prior purchasing experience

*Job description and responsibilities may be modified only by the supervisor*

## **Outside Accountant**

### **Overview**

---

The Outside Accountant works directly under the Executive Retail Manager as a contracted employee. They are responsible for maintaining all financial records and working with our bookkeeper to ensure that all records are accurate. Outside accountant will be responsible for filing taxes and dealing with any and all matters pertaining to this.

### **Functions**

---

- Maintain files for all departments most specifically bookkeeping
- Manage all sales records to ensure accurate accounting on a monthly basis
- Report to Executive Retail Manager any discrepancy in Sales
- File taxes and handle all matters related to this
- Assist in obtaining all necessary hiring documentation
- Schedule Quarterly meetings with the Executive Retail Manager to compile reports for State and Town as required by law.

### **Employment Standards**

---

- Knowledge of Best Bookkeeping practices
- Licensed as an Accountant
- Working knowledge of Quickbooks
- Analytical problem solving
- Proven organizational skills
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Strong writing skills
- Understand and follow protocol for the proper lines of communication
- Ability to work independently and as part of a team.

*Job description and responsibilities may be modified only by the supervisor*

## **Retail Shift Supervisor**

### **Overview**

---

The Shift Supervisor will work directly under the Executive Retail Manager. Responsibilities include assisting Sales Associates and Assisting Retail manager in and ways necessary, making sales, and reporting to Retail Manager.

### **Functions**

---

- Assist customers out on the floor and make sales as necessary
- Weigh product and be able to bring over to cashier
- Be able to check scale for accuracy on a regular basis
- Help Retail Sales Associates to make sales when they are struggling.
- Assist Retail Manager in keeping Retail Sales Associates up to date on product information
- Reports all issues to the Retail Manager

### **Employment Standards**

---

- Proven leadership capabilities.
- Planning, organization and prioritization
- Analytical problem solving
- Supervisory experience
- Ability to work independently and as part of a team.
- Experience in Sales

*Job description and responsibilities may be modified only by the supervisor*

## **Retail Sales Associate**

### **Overview**

---

The Sales Associate works under Retail Manager and Shift Supervisor. Responsibilities will include assisting customers with any questions regarding their purchase and maintaining accurate records of all sales.

### **Functions**

---

- Greets customers and makes them feel comfortable in our retail environment
- Assists customers with our educational materials as well as with our product information.
- Help customers to make the best decision about products that will suit them
- Weight out product and bring to cashier
- Be responsible for maintaining accurate records of sales
- Must be able to accurately account for all product that is missing out of draw at end of shift

### **Employment Standards**

---

- Exceptional customer service skills
- Some Cannabis knowledge
- Good accounting skills (for product)
- Friendly and welcoming demeanor
- Ability to work independently and as part of a team.
- Experience in a retail environment or similar position

*Job description and responsibilities may be modified only by the supervisor*

## **Cashier**

### **Overview**

---

The Cashier works directly under the Retail Manager. Responsibilities include taking in money and accounting for all sales made during their shift and removing items from inventory.

### **Functions**

---

- Manage all sales that come in
- Weigh all product before dispensing to the customer
- Account for all product that leaves the premises during their shift
- Account for all money taken in during their shift
- Package products in accordance with MA laws for marijuana sales
- Distribute all promotional products to customers as necessary
- Manage all entries into our POS system and maintain accurate records of sales that match this system.
- Report any issues to Retail Manager

### **Employment Standards**

---

- Exceptional customer service skills
- Proven organizational skills
- Experience with Weedware or other POS systems
- Understand and follow protocol for the proper lines of communication
- Ability to work independently and as part of a team.

*Job description and responsibilities may be modified only by the supervisor*

## **Book Keeper**

### **Overview**

---

The bookkeeper works directly under the Retail Manager. They are responsible for reconciling all sales at the end of day, and keeping all paperwork that is necessary per the state laws.

### **Functions**

---

- Maintain files for all employees
- Manage all sales records to ensure accurate accounting daily
- Report to Retail Manager any discrepancy in Sales
- Maintain records of all product deliveries daily
- Assist in obtaining all necessary hiring documentation
- Keep records of all trainings for all employees and the business as a whole

### **Employment Standards**

---

- Knowledge of Best Bookkeeping practices
- Experience as a book keeper
- Working knowledge of Quickbooks
- Analytical problem solving
- Proven organizational skills
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Strong writing skills
- Understand and follow protocol for the proper lines of communication
- Ability to work independently and as part of a team.



*Job description and responsibilities may be modified only by the supervisor*

## **Security Officer**

### **Overview**

---

The Security Officer works directly under the Retail Manager. They are responsible for monitoring the safety of the business and checking all ID's.

### **Functions**

---

- Check all ID's to ensure customers are 21 years of age or older and scan into our POS system
- Watch all cameras to make sure that they the premises is secure
- Escort people from the premises when necessary
- Assist in the Retail space when necessary for security purposes
- Buzz access doors once customer age verification has been completed and when customers are allowed to enter retail space from waiting room

### **Employment Standards**

---

- Exceptional Customer Service skills
- Analytical problem solving
- Proven organizational skills
- Previous experience as a key holder.
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Strong writing skills
- Understand and follow protocol for the proper lines of communication
- Ability to work independently and as part of a team.

## **Facility Maintenance Technician**

### **Overview**

---

The Facility Maintenance Technician works directly under the Shift Supervisor. Responsibilities include cleaning the facility and taking out all trash daily. Also, must investigate all work orders and resolve the issue(s) or schedule a 3<sup>rd</sup> party to come in and resolve the issue(s).

### **Functions**

---

- Clean the retail space, waiting area and all office areas.
- Remove all trash from the facility daily and place in the dumpster
- Intake work orders and investigate problems as necessary
- Resolve maintenance issues that are within the scope of the Facility Maintenance Technician
- Schedule 3<sup>rd</sup> party companies/ contractors to come resolve issues above the ability of Facility Maintenance Technician
- Reports all issues that require a 3<sup>rd</sup> party or contractor

### **Employment Standards**

---

- Planning, organization and prioritization skills a must
- Analytical problem solving
- Prior experience in Maintenance
- Ability to work independently and as part of a team.
- Ability to read and follow through with work orders in a timely manner

**POLICIES**

## **Background Check Policy**

All offers of employment at Not Grampa's Tobacco, Inc. are contingent upon clear results of a thorough background check. Background checks will be conducted on all Potential employees after a job offer has been made and on all employees who are promoted, as deemed necessary.

Background checks will include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position.
  - The time since the conviction.
  - The number (if more than one) of convictions.
  - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- **Credit History:** confirms candidate's credit history. This search will be run for positions that involve management of Not Grampa's Tobacco, Inc. funds and/or handling of cash or credit cards.

### **Procedure**

All potential employees with a job offer must complete a background check authorization form and return it to Human Resources.

Human Resources will order the background check upon receipt of the signed release form, and either internal HR staff, an employment screening service, and/or the Commonwealth of Massachusetts will conduct the checks. A designated HR representative will review all results.

The HR representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management and the director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

Not Grampa's Tobacco, Inc. reserves the right to modify this policy at any time without notice.

# Dress Code Policy

## **Shoes and Footwear**

- Shoes and Footwear: Sneakers and dress shoes, are acceptable for retail sales environment.

## **Clothing**

- Company shirts may be required in the retail space
- Business casual clothing will be require if company shirts are not available
- Inappropriate attire for work includes:
  - a. Clothing that is categorized as sleepwear or activewear.
  - b. Any torn, ripped, or frayed clothing
  - c. Tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

## **Jewelry, Makeup, Perfume, and Cologne**

- Jewelry, makeup, perfume, and cologne should be in good taste. Remember, that some co-workers, customers or visitors may be allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

## **Hats and Head Covering**

- Hats are ***not appropriate*** in our sales environment.
- Head covers that are required for religious purposes or to honor cultural tradition are permitted.
- If clothing fails to meet these standards, as determined by the employees and supervisor, the offending employee will be reprimanded in accordance to the disciplinary policies and procedures of the company. If the problem persists, progressive disciplinary action will be applied for each dress code violation

## **Tobacco Free Workplace Policy**

**Not Grampa's Tobacco, Inc.'s** Tobacco Free Policy is dedicated to providing a healthy, comfortable, and productive work environment for our employees.

Numerous studies have found that secondhand smoke is a major contributor to indoor air pollution. Breathing secondhand smoke (also known as tobacco smoke pollution) is a main cause of disease in healthy nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. The National Cancer Institute determined in 1999 that secondhand smoke is responsible for the early deaths of up to 65,000 Americans annually. The Americans with Disabilities Act, which requires that disabled persons have access to public places and workplaces, deems impaired respiratory function to be a disability.

The U.S. Surgeon General has determined that the simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to secondhand smoke. The Environmental Protection Agency has determined that secondhand smoke cannot be reduced to safe levels in businesses by high rates of ventilation. Air cleaners, which are only capable of filtering the particulate matter and odors in smoke, do not eliminate the known toxins in secondhand smoke. A significant amount of secondhand smoke exposure occurs in the workplace.

The Massachusetts Smoke-free Workplace Law prohibits smoking in schools, restaurants and bars, taxis, private offices, and other places of work. This law (MGL chapter 270, section 22, "**AN ACT TO IMPROVE THE PUBLIC HEALTH IN THE COMMONWEALTH**") went into effect on July 5, 2004 to protect employees and the public from secondhand smoke and amends the 1988 Massachusetts Clean Indoor Air Law.

Employees who work in smoke-filled businesses suffer a 25-50% higher risk of heart attack and higher rates of death from cardiovascular disease and cancer, as well as increased acute respiratory disease and measurable decrease in lung function.

Smoke-filled workplaces result in higher worker absenteeism due to respiratory disease, lower productivity, higher cleaning and maintenance costs, increased health insurance rates, and increased liability claims for diseases related to exposure to secondhand smoke.

In light of these findings, Not Grampa's tobacco, Inc. shall be entirely tobacco free effective **(Date)**. Smoking shall not be permitted in any enclosed company facility. This includes common work areas, office space, private offices, hallways, employee lounges, restrooms,

vehicles, and all other enclosed facilities. This policy applies to all employees, clients, contractors, and visitors.

Copies of this policy shall be distributed to all employees.

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Signature of Supervisor/Instructor

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Signature of Employee



## Drug Free Workplace Policy

**Not Grampa's Tobacco, Inc.** is committed to providing a safe work environment and to promoting and protecting the health, safety, and wellbeing of our employees. This commitment is jeopardized when any **Not Grampa's Tobacco, Inc.** employee engages in use, possession, sale, conveyance, distribution or manufacture of illegal drugs, intoxicants, controlled substances or abuses prescription drugs or alcohol. Substance abuse is a significant public health problem, which has a detrimental effect on the business community in terms of productivity, absenteeism, accidents, medical costs, theft, and workers' compensation costs. Therefore, **Not Grampa's Tobacco, Inc.** has established the following policy:

- It is a violation of company policy for any employee to use, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same.
- It is a violation of company policy to use or be under the influence of alcohol anytime during hours of business operation while on or using company property.
- It is a violation of company policy for anyone to use prescription drugs illegally. It is the responsibility of the employee to report the use of prescribed drugs, that **MAY** (per warning labels provided by the pharmacy) affects the employee's judgment, performance, or behavior.
- Violations of this policy are subject to disciplinary action up to and including termination of employment.

**Not Grampa's Tobacco, Inc.** values its employees and recognizes the need for a balanced approach to achieving a drug free workplace. Our comprehensive program includes the following components:

**Not Grampa's Tobacco, Inc.** drug free workplace policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

I have read and understand the above policy.

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Employee Signature

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Date

## Cell Phone Policy

The cellular phone policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

### **Cell Phones or Similar Devices at Work**

**Not Grampa's Tobacco, Inc.** is aware that employees utilize their personal or company-supplied cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of employees, in addition to safety of all employees; all employees are asked to leave cell phones in their lockers or out of the working environment. Nevertheless, on the unusual occasion of an emergency or anticipated emergency that requires immediate attention, please inform your supervisor and ask for guidance.

Employees who violate this policy will be subject to disciplinary actions, up to and including **EMPLOYMENT TERMINATION**.

This policy does not supersede the local school or county board of education policy.

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Employee Signature

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Date

## Computer and Internet Policy

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Company business. Some job responsibilities at **Not Grampa's Tobacco, Inc.** require access to the Internet and the use of software. Only people appropriately authorized, for Company purposes, may use the Internet or access additional software.

### **Internet Usage**

Internet use, on **Not Grampa's Tobacco, Inc.** time, is authorized to conduct Company business only. Internet use brings the possibility of breaches to the security of confidential Company information. Internet use also creates the possibility of contamination to **Not Grampa's Tobacco, Inc.** networking system via viruses or spyware. Spyware allows unauthorized people, outside the Company, potential access to Company passwords and other confidential information.

Removing such programs from the **Not Grampa's Tobacco, Inc.** network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask employees to limit Internet use.

Additionally, under no circumstances may Company computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including TERMINATION OF EMPLOYMENT.

### **Email Usage at Company**

Email is to be used for **Not Grampa's Tobacco, Inc.** business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. Employees are not to conduct personal business using the Company computer or email.

Please keep this in mind, when considering, forwarding non-business emails to associates, family or friends. Non-business related emails waste company time and attention.

Viewing pornography, or sending pornographic jokes or stories via email, is considered SEXUAL HARASSMENT and will be addressed according to the company's sexual harassment policy.

### **Emails That Discriminate**

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be addressed according to the company's harassment policy.

These emails are prohibited at **Not Grampa's Tobacco, Inc.** Sending or forwarding non-business emails will result in disciplinary action that may lead to **EMPLOYMENT TERMINATION**.

### **Company Owned Employee Email**

Keep in mind that the Company owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Do not consider your electronic communication, storage or access to be private if it is created or stored within the company networking system or on the companies time.

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Employee Signature

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Date

## **Blogging and Social Media Policy**

**Not Grampa's Tobacco, Inc.** recognizes the importance of the Internet in shaping public thinking about your company and our current and potential products, employees, partners, and customers. **Not Grampas Tobacco, Inc.** also recognizes the importance of our employees joining in and helping shape industry conversation and direction through blogging and interaction in **SOCIAL MEDIA**. Therefore, **Not Grampa's Tobacco, Inc.** is committed to supporting your right to interact knowledgeably and socially in the blogosphere and on the Internet through blogging and interaction in social media.

Consequently, these guidelines in this blogging and social media policy will help you make appropriate decisions about your work-related blogging and the contents of your blogs, personal Web sites, postings on wikis and other interactive sites, postings on video or picture sharing sites, or in the comments that you make online on blogs, elsewhere on the public Internet, and in responding to comments from posters either publicly or via email.

These guidelines will help employees open up a respectful, knowledgeable interaction with people on the Internet. They also protect the privacy, confidentiality, and interests of **Not Grampa's Tobacco, Inc.** as well as current and potential products, employees, partners, customers, and competitors.

### **Guidelines for Interaction about Not Grampa's Tobacco, Inc. on the Internet**

- If employees are developing a Web site or writing a blog that will mention **Not Grampa's Tobacco, Inc.** and/or current and potential products, employees, partners, customers, and competitors, identify that you are an employee of **Not Grampa's Tobacco, Inc.** and that the views expressed on the blog or Web site are yours alone and do not represent the views of the company.
- Unless given permission by your supervisor; employees are not authorized to speak on behalf of **Not Grampa's Tobacco, Inc.**, or to represent that you do so.
- If you are developing a site or writing a blog that will mention **Not Grampa's Tobacco, Inc.**, and/or current and potential products, employees, partners, customers, and competitors, as a courtesy to the company, you must get written permission to do so. Your supervisor may choose to visit from time to time to understand your point of view.

### **Confidential Information Component of the Blogging/Social Media Policy**

- Employees may not share information that is confidential and proprietary about the company. This includes information about trademarks, upcoming product releases, sales, finances, number of products sold, number of employees, company strategy, and any other information that has not been publicly released by the company.

These are given as examples only and do not cover the range of what the company considers confidential and proprietary. If you have any question about whether information has been released publicly or doubts of any kind, speak with your manager and the Public Relations department before releasing information that could potentially harm **Not Grampa's Tobacco, inc.**, or our current and potential products, employees, partners, and customers. Employees may also want to be aware of the points made in the non-disclosure agreement signed when they joined **Not Grampa's Tobacco, Inc.**

- Company logos and trademarks may not be used without explicit permission in writing from the company. This is to prevent the appearance that employees speak for or represent the company officially.

### **Respect and Privacy Rights Components of the Blogging/Social Media Policy**

- Speak respectfully about the **Not Grampa's Tobacco, inc.** and current and potential employees, customers, partners, and competitors. Do not engage in name-calling or behavior that will reflect negatively on **Not Grampa's Tobacco, Inc.** reputation. Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is not viewed favorably by **Not Grampa's Tobacco, Inc.** and can result in disciplinary action up to and including **EMPLOYMENT TERMINATION.**
- **Not Grampa's Tobacco, Inc.** encourages employees to write knowledgeably, accurately, and using appropriate professionalism. Despite disclaimers, your Web interaction can result in members of the public forming opinions about **Not Grampa's Tobacco, Inc.** and its employees, partners, and products.
- Honor the privacy rights of current employees by seeking their permission before writing about or displaying internal company happenings that might be considered to be a breach of their privacy and confidentiality.

### **Competition Component of the Blogging Policy**

- Employees may not sell any product or service that would compete with any of **Not Grampa's Tobacco, Inc.** products or services without permission in writing from the Retail Manager or any Executive. This includes, but is not limited to training, books, products, and freelance writing. If in doubt, talk with your manager.

### **Your Legal Liability Component of the Blogging Policy**

- Recognize that you are legally liable for anything you write or present online. Employees can be disciplined by the company for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a **HOSTILE WORK ENVIRONMENT**. Employees can also be sued by company employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

### **Media Contact Component of the Blogging Policy**

- Media contacts about **Not Grampa's Tobacco, Inc.** and current and potential products, employees, partners, customers, and competitors should be referred to your supervisor and can only be done with prior written approval from management.

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Employee Signature

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Date

## **Policy Against Workplace Harassment**

**Not Grampa's Tobacco, Inc** is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

**Not Grampa's Tobacco, Inc** commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, **Not Grampa's Tobacco, Inc** has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace.

**Not Grampa's Tobacco, Inc** property (e.g., telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. **Not Grampa's Tobacco, Inc** policy against harassment covers employees and other individuals who have a relationship with **Not Grampa's Tobacco, Inc** which enables **Not Grampa's Tobacco, Inc** to exercise some control over the individual's conduct in places and activities that relate to **Not Grampa's Tobacco, Inc** work (e.g., directors, officers, contractors, vendors, volunteers, etc.).

*Prohibition of Sexual Harassment:* **Not Grampa's Tobacco, Inc** policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with a employees work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually



suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against **Not Grampa's Tobacco, Inc** policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

*Prohibition of Other Types of Discriminatory Harassment:* It is also against **Not Grampa's Tobacco, Inc** policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in **Not Grampa's Tobacco, Inc** premises such as on an employee's desk or workspace or on **Not Grampa's Tobacco, Inc** equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against **Not Grampa's Tobacco, Inc** policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

*Reporting of Harassment:* If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee, report the incident immediately to your supervisor or principal. Possible harassment by others with whom **Not Grampa's Tobacco, Inc** has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

**Not Grampa's Tobacco, Inc** will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. **Not**

**Grampa's Tobacco, Inc** goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If **Not Grampa's Tobacco, Inc** determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the supervisor or principal.

## **Sick time and Vacation Policies**

Not Grampa's Tobacco, Inc offers sick and vacation time to employees who have been employed full-time for 6 months or more. After 6 months of consecutive full time employment 1 week of paid vacation will be given. Vacation time resets on January 1<sup>st</sup> each year and cannot be rolled over. On January 1<sup>st</sup> after 1 year of consecutive full time employment the employee will get 2 weeks of vacation time per year.

Sick time benefits will start after a 6 month probation. Employees will be given 5 days (equal to 40 hours) of sick time to be used when necessary. Before the probationary period is over or for employees who work less than 40 hours a week sick time will accrue at a rate of 1 hour for every 30 hours worked, not to exceed 40 hours in a calendar year, as stated in MA Earned Sick Time Law. Part-time employees that move into a full time position internally will wait 90 days until sick and vacation time is given.

## **Medical and Other Benefits**

Benefits such as health insurance will be offered to employees who work 40 hours a week and have worked full time consecutively for 6 months. If an employee is part time and moves internally to a full time position benefits will be given after 90 days.

## **Attendance Policy**

Planned absences, this includes vacations, doctors appointments, as well as personal days, must be requested, in writing 2 weeks before the planned absence, with the supervisor.

- Management will review request and will either approve or deny it no later than 1 week after receiving the request.
- If the time is not requested 2 weeks in advance it may be approved if coverage is available.
- **ALL** unplanned absences (sick days) will require the employee to call and/or email the manager and give notification no later than 1 hour before the shift, or as soon as possible to do so.

# Safety Policies and Procedures

## *Explanation*

### *Why is Workplace Safety Important?*

Workplace safety is about preventing injury and illness to employees in the workplace. Therefore, it's about protecting the company's most valuable asset: its *employees*. By protecting the employees' well-being, the company shall reduce the amount of money paid out in health insurance benefits, workers' compensation benefits and the cost of wages for temporary help.

### *Addressing Safety and Health Hazards in the Workplace*

To make the workplace safer, the company has to acknowledge which potential health and safety hazards are present. Or determine *where* and *what* and *how* a worker is likely to become injured or ill. It starts with analyzing individual workstations and program areas for hazards — the potential for harm — be it a frayed electrical cord, repetitive motion, toxic chemicals, mold, lead paint or lifting heavy objects.

### *Job Hazard Analysis*

OSHA describes a job hazard analysis as a technique that focuses on job tasks to identify hazards before they occur. The Simulated Workplace describes this analysis as ways to strengthen the entire Simulated Workplace experience. From either view, the analysis examines the relationship between the employee, the task, the tools and the work environment.

Depending on the nature of the departments projects, supervisors may have to assist safety team members with the management of specific hazards associated with their tasks:

- chemical (toxic, flammable, corrosive, explosive)
- electrical (shock/short circuit, fire, static, loss of power)
- ergonomics (strain, human error)
- excavation (collapse)
- explosion (chemical reaction, over pressurization)
- fall (condition results in slip/trip from heights or on walking surfaces — poor housekeeping, uneven surfaces, exposed ledges)
- fire/heat (burns to skin and other organs)
- mechanical (vibration, chaffing, material fatigue, failure, body part exposed to damage)
- noise (hearing damage, inability to communicate, stress)
- radiation (X-rays, microwave ovens, microwave towers for radio or TV stations or wireless technology)

- struck by (falling objects and projectiles injure body)
- struck against (injury to body part when action causes contact with a surface, as when screwdriver slips)
- temperature extreme (heat stress, exhaustion, hypothermia)
- visibility (lack of lighting or obstructed vision that results in error or injury)
- weather phenomena (snow, rain, wind, ice that increases or creates a hazard)

### **Not Grampa's Tobacco, Inc Safety Program**

Any policy, procedure or training used by the company to further the safety of employees while working within the Simulated Workplace environment is considered part of a workplace safety program. Workplace safety programs to reduce work-related injury and illness are concerned with:

- promoting and rewarding safe practices at work
- reducing injuries and illnesses at work
- eliminating fatalities at work

### **Not Grampa's Tobacco, Inc Injury and Illness Prevention**

According to OSHA, work-related injury and illness prevention falls into three categories in order of priority: engineering controls, administrative controls, and personal protective equipment controls. The Simulated Workplace has adapted this list to make it more applicable to career CTE programs:

- administrative controls
- written procedures and safe work practices
- exposure time limitations (temperature and ergonomic hazards)
- monitor use of hazardous materials
- alarms, signs and warnings
- buddy system
- training

**Not Grampa's Tobacco, Inc** safety initiatives can be as simple as closing and locking the front door; replacing burned out lights inside and out; closing drawers before walking away from the desk or file cabinet; knowing and using proper lifting techniques; providing adjustable workstations to accommodate differences in people's stature and weight to eliminate repetitive motion, back, neck and shoulder injury; and using the proper tool for the job in an appropriate fashion. These and other basics should be universally adopted safety procedures in any workplace.

## Safety Culture Checklist

Characteristics of a Safety Culture	YES	NO
Safety and safety terms are part of the language of your company.		
Workplace safety practices are part of everyone's job description.		
Safe and unsafe behaviors are specified and enforced.		
Employees are rewarded for promoting safety.		
Safety concerns are evident in the interaction among employees and in their interaction with clients, co-workers, and visitors.		
New employees are briefed on safety procedures and are briefed on the consequences for ignoring safety practice or engaging in unsafe behavior.		
The consequences for ignoring safety practices are consistently enforced.		
Employees observe and follow correct hazardous protocols.		
Employees always wear and follow guidelines pertaining to protective gear and equipment.		
There is an active safety committee and meetings are well attended and documented.		

### *Safety Job Descriptions*

#### **Executive Director/Administrator/Risk Manager**

The executive director is ultimately responsible for having an effective workplace safety program in place.

#### **Simulated Workplace Safety Coordinator**

Although safety is everyone's responsibility, it is important that Simulated Workplace safety oversight be assigned specifically to one person. The role of workplace safety coordinator can be incorporated into someone's job description. It does not have to be a separate position. The organization should empower the workplace safety coordinator to act as needed to safeguard employees, and provide the training and resources needed to manage these risks effectively.

#### ***Responsibilities***

- Leads all safety committee functions.
- Facilitates all safety committee meetings.
- Directly reports to executive director/administrator/risk manager.
- Serves as the primary contact for any Simulated Workplace safety inspections.

#### **Workplace Safety Committee**

The workplace safety committee carries out the policies, creates procedures, analyzes data and makes recommendations for change under the leadership of the workplace safety coordinator.

### ***Responsibilities***

- Monthly meeting — it is advisable that the committee meet monthly. The agenda for these meetings should include: reviewing all accidents, accident investigation reports, inspection reports, training and other safety issues.
- Accident/Incident analysis — At least quarterly, the committee conducts an accident/incident analysis to note trends and take corrective action.
- Monthly safety inspections — the committee oversees monthly safety inspections.
- Annual training schedule — the committee develops and carries out annual training schedule to address safety requirements or areas of accident frequency.
- Annual report — the committee submits an annual report to the executive director/administrator/risk manager to include: accident analysis, safety accomplishments, and outstanding safety issues.
- Annual safety objectives — the committee establishes annual workplace safety objectives for the coming year based on the current annual report.
- Accountability — the safety committee is responsible to have an effective safety program in place.

### **Supervisors**

Supervisors are fundamentally responsible for ensuring safety in their employees

### ***Responsibilities***

- Are active members of workplace safety committee
- Assist in developing workplace safety procedures
- Enforce and promote workplace safety procedures
- Conduct investigations of any accidents/incidents occurring within their program
- Immediately report any unsafe acts, conditions or accidents

# GENERAL INDUSTRY SAFETY CHECKLIST

Template

Site: \_\_\_\_\_ Date: \_\_\_\_\_ Inspected by: \_\_\_\_\_

INSPECTION ITEM	YES	NO	N/A	COMMENTS/CORRECTIONS
<b>GENERAL</b>				
Job safety and health poster, and communications and emergency numbers posted				
Records of recent inspections and safety meetings available				
Adequate provisions for first aid and/or medical attention				
<b>HOUSEKEEPING AND FACILITIES</b>				
Are stairways, aisles and access ways kept clear?				
Are trash containers provided and emptied on a regular basis?				
Are materials stored properly?				
Are spills cleaned up immediately?				
Are walkways to the facility clear of ice and snow and illuminated?				
Are the gutters/downspouts adequate to draw water/ice away from walkways?				
Are open-sided edges longer than 4 feet protected by guardrails or covers?				
<b>PERSONAL PROTECTIVE EQUIPMENT</b>				
Eye protection is being used and adequate				
Head protection is utilized as needed				
Respirators are used when needed and stored correctly at other times				
Gloves are being used when needed				
Proper clothing is being worn, including foot protection				
Hearing protection is available and used				
<b>CHEMICAL HAZARD COMMUNICATON</b>				
Does the facility have a hazard communication program?				
Does the facility have a complete list of MSDS sheets available?				
Are chemicals properly labeled and do they have appropriate warning labels?				
Have employees received hazard communication training?				
<b>HAND AND POWER TOOLS</b>				
Are proper tools being used for the job?				

Are tools being maintained in a safe condition?				
Are mechanical guards in place?				
Is proper training provided for users of the tool(s)?				
<b>ELECTRICAL</b>				
Are electrical panels/circuits labeled and free of storage in front of panels?				
Are electrical extension cords in good repair, grounded and not used as permanent wiring?				
Are energized electrical parts protected from contact with other hazards?				
Are outdoor receptacles GFCI protected and receptacles within 6 feet of water GFCI protected?				
<b>MATERIAL HANDLING</b>				
Have all chains and/or slings been inspected for defects, and labeled or taken out of service if inadequate?				
Have all forklifts been inspected before use?				
<b>FIRE PROTECTION</b>				
Are flammable/combustible liquids stored in approved storage cabinets?				
Have the facility sprinkler/ fire alarm systems been inspected within the past 12 months?				
Do sprinklers have 18 inches of vertical clearance from stored materials?				
Are building evacuation maps posted?				
Are fire extinguishers and emergency lighting fixtures properly placed?				
Are doors/ passages unobstructed?				

**Other comments or recommendations:**

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## *Accident Reporting Policy and Procedure*

There must be a process put in place to report accidents, incidents or near misses for immediate action and to help track causes. The company must identify what needs to be reported, to whom it is to be reported, and how to report it, then put this process into a written procedure.

*For example:*

*Any accident, incident, or "near miss," no matter how slight the injury or damage, must be reported to the safety team supervisor immediately for appropriate action.*

*The supervisor is responsible for taking appropriate follow-up action, including getting medical attention for the injured, completing an investigation report and recommending or implementing appropriate corrective actions.*

The primary purpose of the accident investigation is to identify the cause(s) of the accident, incident or "near miss" and take action to prevent a similar occurrence in the future. In some instances, an employee's failure to follow recognized safety procedures requires disciplinary action to protect co-workers.

*Remember:*

One person's actions can jeopardize the safety of others in the workplace.

### **Disciplinary Program**

A disciplinary program should be developed with the assistance of the supervisor and employees. A disciplinary program can be effective for addressing "repeat offenders" who often account for a high percentage of accidents, incidents and near misses.

The nature of the disciplinary action should be in line with such factors as severity, prior history, adequacy of prior training, and length of service within the company.

*For example, general guidelines will call for:*

- First offense — counseling/retraining/written warning
- Second offense — suspension
- Third offense — dismissal

*Safety Violations Reporting  
Template*

Program \_\_\_\_\_  
Date \_\_\_\_\_  
Name of the employee \_\_\_\_\_  
Name of the safety team supervisor \_\_\_\_\_  
Nature of safety violation \_\_\_\_\_  
Consequences for this violation \_\_\_\_\_  
Was the employee put on probation? \_\_\_\_\_  
Why or why not? \_\_\_\_\_  
Remedial activities or training recommended \_\_\_\_\_  
What type of training? \_\_\_\_\_

One copy to:

- Employee File
- Safety Team Records
- Building Administrator

*Reporting Near Miss  
Template*

*A Near Miss is an event that does not result in an injury or damage. It is important to record and investigate near-misses to identify weaknesses in the company process that could possibly lead to an injury or damage.*

Program \_\_\_\_\_  
Date \_\_\_\_\_  
Name of the employee \_\_\_\_\_  
Name of the safety team supervisor \_\_\_\_\_  
Nature of incident \_\_\_\_\_  
Why the incident is was considered a "near miss"? \_\_\_\_\_  
Was the employee counseled or reprimanded? \_\_\_\_\_  
Why or why not? \_\_\_\_\_  
Remedial activities or training recommended \_\_\_\_\_  
What type of training? \_\_\_\_\_

One copy to:

- Employee File
- Building Administrator

*Accident Investigation  
Template*

Name of Injured Employee \_\_\_\_\_

Date of Accident \_\_\_\_\_

Job Title \_\_\_\_\_

Time of Accident \_\_\_\_\_

Program \_\_\_\_\_

Location of Accident \_\_\_\_\_

Name of Witness(s) \_\_\_\_\_

Description of Accident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Task Being Performed \_\_\_\_\_

Equipment, Tools, Personal Protective Equipment, Procedures Being Used:

\_\_\_\_\_  
\_\_\_\_\_

Description of Injury/Illness (include accident type, injury type and body part injured):

\_\_\_\_\_  
\_\_\_\_\_

Describe All Contributing Factors \_\_\_\_\_

Description of Work Area \_\_\_\_\_

Injured Employee's Account of Accident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Witness's Account of Accident: (Name, title, address, phone number):

\_\_\_\_\_  
\_\_\_\_\_

What Were the Basic Causes of the Accident (usually multiple causes)?

\_\_\_\_\_

Corrective measures to be implemented to prevent similar reoccurrence:

\_\_\_\_\_  
\_\_\_\_\_

Was Employee Treated for Injury? If so what type of  
treatment? \_\_\_\_\_

\_\_\_\_\_

Investigator's Name \_\_\_\_\_

Date of Investigation \_\_\_\_\_

One copy to:

- Employee File
- Safety Team Records
- Building Administrator

## Disciplinary Action

Not Grampa's Tobacco, Inc. takes disciplinary matters very seriously & will exact discipline as it sees fit for any unacceptable action or behavior. These include:

- Excessive lateness and/or absence
- Improper or indecent conduct
- Poor communication
- Uncooperative attitude
- Abuse, perfunctory, or unauthorized use, or unauthorized possession of company property.
- Unauthorized use or disclosure of company information
- Possession and/or use of illegal drugs, weapons, or explosives.
- Illegal harassment and/or discrimination- of any kind
- Violations of company policy

Disciplinary action may consist of anything from verbal/written warnings and counseling, to demotion, transfer, suspension, or termination. Rather than follow rote procedures, the company will handle each matter individually to ensure fairness to all involved. Please review and internalize the list of "Don'ts" above and try to use good judgment at all times.

**Immediate dismissals:** Any employee who has diverted marijuana, engaged in unsafe practices, or been convicted, or entered a guilty plea for a felony charge of distribution of a drug to a minor will be subject or immediate dismissal from employment with Not Grampa's Tobacco, Inc.

## **Public Non-Discrimination Notice**

**Not Grampa's Tobacco, Inc** does not discriminate on the basis of age (21 years or older), race, color, national origin, sex or disability. For further information, contact:

**Tiffany Parkhurst**  
**703 School St, Winchendon, MA 01475**  
**978-413-4408**  
**8am - 5pm**

**Not Grampa's Tobacco, Inc** does not discriminate in hiring or in service.

In adhering to this policy, this program abides by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990; and by other applicable statutes and regulations relating to equality and opportunity.

Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator:

**Tiffany Parkhurst**  
**703 School St, Winchendon, MA 01475**  
**978-413-4408**  
**8am - 5pm**

**Not Grampa's Tobacco, Inc** is an equal opportunity employer. Accommodations are available upon request to those with documented disabilities. To request disability accommodations, please contact **Tiffany Parkhurst, 703 School st, Winchenodn, MA 01475, 978-413-4408** to discuss their individual needs for accommodations.

## Maintaining Financial Records

Not Grampa's Tobacco, Inc. will maintain financial and business records on location for a minimum of 7 years following GAAP procedures. Not Grampa's Tobacco, Inc. will also comply with the Record Retention and DOR Directive 16-1 regarding recordkeeping requirements as listed in 830 CMR 62C.25.1. Some files will be electronic and some will be Paper. These files will include assets and liabilities, monetary transactions, books of accounts, Sale Records, Salary and Wages, bonuses and benefits and all others records listed under 935 CMR 500.105 (9)(e). Not

1. File types
  - a. Assets and Liabilities
    - i. A Record of all assets and liabilities will be maintained weekly and kept under lock and key of authorized personnel.
  - b. Monetary Transactions
    - i. All monetary transactions should be maintained by the POS system and all transactions will be reconciled daily and at the end of each shift.
  - c. Books of Accounts
    - i. All books will be maintained on a monthly basis and as needed in between then.
  - d. Checks
    - i. Any checks written will be accounted for daily and matched against all purchase receipts.
    - ii. Checks will be kept on premises in a fire proof cabinet under lock and key of authorized personnel.
  - e. Invoices and Vouchers
    - i. These will be maintained daily through Quickbooks or a like system.
  - f. Sales Records
    - i. Will be balanced daily using the POS system that records and maintains all files
  - g. Salary and Wages
    - i. All Salary and wages will be maintained on site daily and reviewed by the company accountant on a regular basis.
  - h. Stipend, Executive Compensation, or Bonus Benefit
    - i. All stipends, executive compensation or Bonus Benefit will be recorded and accounted for daily.
2. File Storage
  - a. All hard copy records will be kept in the financial office on premises under lock and key
  - b. All file cabinets will be fire proof so as to protect against any occurrence of fire.
  - c. Only the authorized personnel will have access to the files, whether paper or electronic, and keys will be checked regularly to ensure they are not lost or stolen

## Maintaining Financial Records

- d. All electronic files will be maintained and stored electronically as required by the Commonwealth of Massachusetts in 935 CMR 500.
- 3. Reporting
  - a. Reports of Not Grampa's Tobacco's, Inc. financial records will be made on a quarterly basis to for the Town of Winchendon.
  - b. Reports of Not Grampa's Tobacco's Inc. financial records will be made to the Commonwealth of Massachusetts on a monthly basis as required.
- 4. Financial Tracking System
  - a. In order to maintain these records to a standard that is acceptable to the municipality and the Commonwealth the company will use a POS system that has been deemed acceptable by the Commonwealth. This system will allow Not Grampa's Tobacco, Inc. to track every aspect of inventory and sales to the individual consumer. Using this system will allow Not Grampa's Tobacco, Inc. to maintain the most accurate records possible.
  - b. Weedware POS or a like software will be used for all records of sale and purchase receipts.
  - c. Bookkeeping will be done on site daily using Quickbooks and all accounting will reviewed weekly by the company accountant.
  - d. Separate book keeping practices will be maintained at point-of sale for marijuana and non marijuana sales.
- 5. Maintenance of Financial Systems (as required by The Commonwealth of Massachusetts in 935 CMR 500. 140(6)).
  - a. Any software or other method to manipulate or alter sales data will not be permitted.
  - b. Not Grampa's Tobacco, Inc. will conduct a monthly analysis of equipment to determine that no software has been installed that could be utilized to manipulate or alter sales data and will keep records that each monthly analysis has been preformed.
  - c. If Not Grampa's Tobacco, Inc. determines that software or other methods have been installed/utilized to manipulate or alter sales data, we will IMMEDIATELY disclose this information to the Commission, cooperate in any investigation, and take such other action as directed by the Commission

## Diversity Plan

Not Grampa's Tobacco, Inc.'s policy is to hire the most qualified applicant for the job while also meeting its goals set forth in the Diversity Plan. We will make efforts to hire people from Minority categories whenever possible including, women, those classifying as LGBTQ+, veterans, minority races, and those who are disabled. In addition, Not Grampa's Tobacco, Inc. will promote principles of diversity management. The concept of diversity management is a strategic business objective that is of the utmost importance to us as we seek to provide a workplace where the contributions of all employees are recognized and valued. Not Grampa's Tobacco, Inc.'s goal is to foster a high-performing, diverse workforce based on mutual acceptance and trust. We believe that a diverse workforce will provide better business outcomes as unique points of view challenge the status quo and offer valuable insights.

In order to realize fully our mission and vision, we are committed to actively fostering diversity, inclusion and cultural competency throughout our development and operational efforts.

### Goal 1:

Not Grampa's Tobacco, Inc. is committed to increasing the number of management positions or executive positions filled by an individuals falling into the listed demographics given by the Commonwealth of Massachusetts including women, veterans, minorities, individuals with disabilities, and individuals of the LGBTQ community so that these demographics may move up within our company financially and professionally. We will aim to have 50% of promotions go to individuals from these categories. We anticipate 1 to 2 promotion opportunities per year. Promotion opportunities will first be listed internally and then listed externally if, no qualified candidates are currently employed by Not Grampa's Tobacco, Inc.

### Program 1:

List promotions first internally to employees and give preference to qualified individuals who fall into the above-mentioned demographic categories. Openings will then be posted with local organizations that cater to the above-mentioned demographics, the Worcester Sentinel, as well as the veteran's office and the office for disabled individuals. When posting promotional opportunities to the public, new listings will be posted bi-weekly until the position is filled. All listings will state that Not Grampa's Tobacco, Inc. is looking for women, minorities, or persons with disabilities.

### Metric 1:

Not Grampa's Tobacco, Inc. will count the number of individuals hired who are women, veterans, minorities, individuals with disabilities, and individuals of the LGBTQ community. This number will be assessed from the total number of individuals hired to ensure 50% of all individuals hired for promotional opportunities fall within this goal.



## Diversity Plan

### Goal 2:

Not Grampa's Tobacco, Inc. is committed to hiring of its staff from the mentioned demographics at the rate of 10% minorities, 10% women, 10% veterans, 5% disabled individuals, and 5% LGBTQ+.

### Program 2:

List any open positions with in the Worcester Sentinel, the veteran's office, the office for disabled individuals and any other places that cater the above-mentioned demographics. All job position ads no matter where posted will state that preference will be given to qualified applicants in the above-mentioned demographic groups. Job Opportunities will be posted for each opening bi-weekly until the position is filled.

### Metric 2:

Not Grampa's Tobacco, Inc. will count the number of individuals hired who are women, veterans, minorities, individuals with disabilities, and individuals of the LGBTQ community. This number will be assessed from the total number of individuals hired to ensure 10% of all individuals hired are women, 10% of all individuals hired are veterans, 10% of individuals hired are minorities, 5% of individuals hired are disabled and 5% of individuals hired are LGBTQ+ and therefore meet this goal.

### Goal 3:

Not Grampa's Tobacco, Inc. will provide seminars that will assist individuals in becoming employed within an adult marijuana establishment. These seminars will be hosted in areas that are most accessible to individuals falling into the above-listed demographics to achieve their goal of entering the adult-use marijuana industry.

### Program 3:

Not Grampa's Tobacco, Inc. will offer seminars that will assist in writing a resume that will catch the eye of an employer in this field, information about, and assistance with enrolling in, trainings or certificate programs that would be sought after by an employer in this field, and how to best interview for a position in this field, (including practice interviews). These seminars will be held 2 times a year.

### Metric 3:

Not Grampa's Tobacco, Inc. will document each seminar held, then number of attendants, and whether or not they fell into the above-mentioned demographics to ensure it is meeting the goal set forth. Individuals that attended our seminar(s) will be sent out a survey 1 month and 6 months after attending to assess the efficacy of the seminar, see if they are now currently employed with a marijuana establishment and to receive feedback. The feedback will allow us to make adjustments to what needs to be "taught" in order to best help individuals looking to get into the adult marijuana industry.

## Diversity Plan

Not Grampa's tobacco will measure progress of each of these goals on a yearly basis and aims to reach this goal at every year mark.

The applicant acknowledges and is aware, and will adhere to, the requirements set forth in 935CMR 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.