



## Massachusetts Cannabis Control Commission

### Marijuana Retailer

#### General Information:

License Number: MR281594  
Original Issued Date: 07/24/2019  
Issued Date: 08/12/2021  
Expiration Date: 09/24/2022

### ABOUT THE MARIJUANA ESTABLISHMENT

Business Legal Name: Potency LLC

Phone Number: 413-446-5802  
Email Address: massyildcultivation@gmail.com

Business Address 1: 1450 East Street  
Business City: Pittsfield  
Business State: MA  
Business Zip Code: 01201  
Business Address 2: Suite 2  
Mailing Address 1: 1450 East Street  
Mailing City: Pittsfield  
Mailing State: MA  
Mailing Zip Code: 01201  
Mailing Address 2: Suite 1

### 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: 15.64  
Role: Owner / Partner  
Percentage Of Control: 17  
Other Role:

First Name: Tim	Last Name: Mack	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: 15.63	Percentage Of Control: 17	
Role: Owner / Partner	Other Role:	
First Name: Sonia	Last Name: Barile	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: Jewish		

Person with Direct or Indirect Authority 3

Percentage Of Ownership: 15.64	Percentage Of Control: 15	
Role: Owner / Partner	Other Role:	
First Name: Michael	Last Name: Osterer	Suffix:
Gender: Male	User Defined Gender:	
What is this person's race or ethnicity?: Decline to Answer		
Specify Race or Ethnicity:		

Person with Direct or Indirect Authority 4

Percentage Of Ownership:	Percentage Of Control: 25	
Role: Board Member	Other Role: Owner of Modern Equity	
First Name: Owen	Last Name: Martinetti	Suffix:
Gender: Male	User Defined Gender:	
What is this person's race or ethnicity?: Decline to Answer		
Specify Race or Ethnicity:		

Person with Direct or Indirect Authority 5

Percentage Of Ownership:	Percentage Of Control: 25	
Role: Board Member	Other Role:	
First Name: Christopher	Last Name: Abbenda	Suffix:
Gender: Male	User Defined Gender:	
What is this person's race or ethnicity?: Decline to Answer, Hispanic, Latino, or Spanish (Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, Colombian)		
Specify Race or Ethnicity:		

ENTITIES WITH DIRECT OR INDIRECT AUTHORITY

Entity with Direct or Indirect Authority 1

Percentage of Control: 1	Percentage of Ownership: 47.34	
Entity Legal Name: Modern Equity MA, LLC	Entity DBA:	DBA City:
Entity Description: Investment Company		
Foreign Subsidiary Narrative:		
Entity Phone:	Entity Email:	Entity Website:

Entity Address 1:		Entity Address 2:
Entity City:	Entity State:	Entity Zip Code:
Entity Mailing Address 1:		Entity Mailing Address 2:
Entity Mailing City:	Entity Mailing State:	Entity Mailing Zip Code:
Relationship Description: ENTER DESCRIPTION		

#### CLOSE ASSOCIATES AND MEMBERS

No records found

#### CAPITAL RESOURCES - INDIVIDUALS

No records found

#### CAPITAL RESOURCES - ENTITIES

##### Entity Contributing Capital 1

Entity Legal Name: Berkshire Hydroponics LLC		Entity DBA:
Email: berkshirehydroponics@gmail.com	Phone: 413-446-5802	
Address 1: 1450 East Street		Address 2: Suite 1
City: Pittsfield	State: MA	Zip Code: 01201
Types of Capital: Monetary/Equity, Other	Other Type of Capital:	Total Value of Capital Provided: \$100    Percentage of Initial Capital: 100
Capital Attestation: Yes		

#### BUSINESS INTERESTS IN OTHER STATES OR COUNTRIES

No records found

#### DISCLOSURE OF INDIVIDUAL INTERESTS

##### Individual 1

First Name: Tim	Last Name: Mack	Suffix:
Marijuana Establishment Name: Mass Yield Cultivation LLC		Business Type: Marijuana Cultivator
Marijuana Establishment City: Pittsfield		Marijuana Establishment State: MA

##### Individual 2

First Name: Sonia	Last Name: Barile	Suffix:
Marijuana Establishment Name: Mass Yield Cultivation LLC		Business Type: Marijuana Cultivator
Marijuana Establishment City: Pittsfield		Marijuana Establishment State: MA

##### Individual 3

First Name: Michael	Last Name: Osterer	Suffix:
Marijuana Establishment Name: Mass Yield Cultivation LLC		Business Type: Marijuana Cultivator
Marijuana Establishment City: Pittsfield		Marijuana Establishment State: MA

#### MARIJUANA ESTABLISHMENT PROPERTY DETAILS

Establishment Address 1: 1450 East Street - Suite 2	
Establishment Address 2:	
Establishment City: Pittsfield	Establishment Zip Code: 01201
Approximate square footage of the establishment: 2721	How many abutters does this property have?: 25
Have all property abutters been notified of the intent to open a Marijuana Establishment at this address?: Yes	

#### HOST COMMUNITY INFORMATION

Host Community Documentation:

Date generated: 09/24/2021

Document Category	Document Name	Type	ID	Upload Date
Certification of Host Community Agreement	Krypies Host Community Agreement 1 Page.pdf	pdf	5b71c23e5a6f093923e4f468	08/13/2018
Community Outreach Meeting Documentation	Krypies Host Community Agreement.pdf	pdf	5b71c246aa953e3937b59651	08/13/2018
Community Outreach Meeting Documentation	Berkshire Eagle Notice of Meeting 5-8-18 Mass Yield Cultivation.pdf	pdf	5b71c2580d95792d85f4212e	08/13/2018
Plan to Remain Compliant with Local Zoning	Plan to Remain Compliant with Local Zoning.pdf	pdf	5b71c4df185bb22d71065685	08/13/2018
Certification of Host Community Agreement	Krypies Host Community Agreement 2.pdf	pdf	5bb5103be4655b4c2db213ad	10/03/2018
Certification of Host Community Agreement	Krypies Host Community Agreement 1 Page 2.pdf	pdf	5bb51071ca5aee4c5f98f1e8	10/03/2018
Community Outreach Meeting Documentation	Berkshire Eagle Notice of Meeting 5-8-18 2.pdf	pdf	5bb51082479d474c27c11852	10/03/2018
Plan to Remain Compliant with Local Zoning	Plan to Remain Compliant with Local Zoning 2.pdf	pdf	5bb510928e16bb4c3741747f	10/03/2018
Community Outreach Meeting Documentation	1450 East St - 2018 Notice to Abutters.pdf	pdf	5be1e02a25766f0d55cc290f	11/06/2018
Community Outreach Meeting Documentation	1450 East - App.pdf	pdf	5be1e042fe03b20d5f6946ce	11/06/2018
Community Outreach Meeting Documentation	1450 East St - 2018.pdf	pdf	5be1e0514088250d697fcd74	11/06/2018
Community Outreach Meeting Documentation	community outreach meeting 5-4-18.pdf	pdf	5bfedcefd912bf0445fe6c0c	11/28/2018
Community Outreach Meeting Documentation	Berkshire Eagle Notice of Meeting 5-8-18 2.pdf	pdf	5bfedcf8d84f77046ceee478	11/28/2018
Community Outreach Meeting Documentation	Community outreach meeting attestation form.pdf	pdf	5c40e0ffb411c1126cefea14	01/17/2019

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

#### PLAN FOR POSITIVE IMPACT

Plan to Positively Impact Areas of Disproportionate Impact:

Document Category	Document Name	Type	ID	Upload Date
Plan for Positive Impact	POSITIVE IMPACT ON THE COMMUNITY.pdf	pdf	5b7b279c0d95792d85f42892	08/20/2018
Plan for Positive Impact	POSITIVE IMPACT ON THE COMMUNITY 2.pdf	pdf	5bb510c7e7481b4c6f43542b	10/03/2018
Plan for Positive Impact	POSITIVE IMPACT ON THE COMMUNITY 3.pdf	pdf	5be1e076bcbac00d7d74ab4b	11/06/2018
Plan for Positive Impact	POSITIVE IMPACT ON THE COMMUNITY 4-18-19.pdf	pdf	5cb8c383942dc34c4ebe03cd	04/18/2019



Plan for Positive Impact	06 10 2019 REVISED Krypies Positive Impact Plan.pdf	pdf	5cfff69713edb917cc1fd422	06/11/2019
Plan for Positive Impact	KRYPIES LLC POSITIVE IMPACT PLAN rev 06 12 2019.pdf	pdf	5d01523469291617ba86058c	06/12/2019

#### ADDITIONAL INFORMATION NOTIFICATION

Notification: I understand

#### INDIVIDUAL BACKGROUND INFORMATION

##### Individual Background Information 1

Role:	Other Role:
First Name: Tim	Last Name: Mack Suffix:
RMD Association: Not associated with an RMD	
Background Question: yes	

##### Individual Background Information 2

Role:	Other Role:
First Name: Owen	Last Name: Martinetti Suffix:
RMD Association: Not associated with an RMD	
Background Question: no	

##### Individual Background Information 3

Role:	Other Role:
First Name: Christopher	Last Name: Abbenda Suffix:
RMD Association: Not associated with an RMD	
Background Question: no	

#### ENTITY BACKGROUND CHECK INFORMATION

##### Entity Background Check Information 1

Role: Investor/Contributor	Other Role:
Entity Legal Name: Modern Equity MA LLC	Entity DBA:
Entity Description: Investment Company	
Phone: 631-327-1668	Email: owenmartinetti@gmail.com
Primary Business Address 1: 24 Amity Street	Primary Business Address 2: Apt 201
Primary Business City: Cohoes	Primary Business State: NY Principal Business Zip Code: 12047
Additional Information:	

#### MASSACHUSETTS BUSINESS REGISTRATION

Required Business Documentation:

Document Category	Document Name	Type	ID	Upload Date
Secretary of Commonwealth - Certificate of Good Standing	Cert of Good Standing Sec of State - Krypies.pdf	pdf	5b71c9aa37742339413936ef	08/13/2018
Articles of Organization	LLC paperwork - 2018 - Krypies.pdf	pdf	5b71ca005a6f093923e4f489	08/13/2018
Department of Revenue - Certificate of	Cert of Good Standing DOR -	pdf	5b7b225d4e62492d8f3445cd	08/20/2018

Good standing	Krypies LLC.pdf			
Bylaws	Krypies-LLC-Operating-Agreement.pdf	pdf	5bb512be53586f55aed004db	10/03/2018

#### Certificates of Good Standing:

Document Category	Document Name	Type	ID	Upload Date
Secretary of Commonwealth - Certificate of Good Standing	Certificate of Good Standing - MA SEC of State 5-14-2020 - Krypies.pdf	pdf	5ecbe8b00f6f0d34840b5118	05/25/2020
Department of Unemployment Assistance - Certificate of Good standing	5-13-2020 DUA Certificate of Good Standing.pdf	pdf	5ecbe8c1504715348b1e3865	05/25/2020
Department of Revenue - Certificate of Good standing	Certificate of Good Standing Payment Receipt - 5-13-2020.pdf	pdf	5ecbe92f5c6c422d41afd1ff	05/25/2020
Department of Revenue - Certificate of Good standing	DOR Certificate of Good Standing 5-15-2020 - Krypies LLC.pdf	pdf	5ee134c08e2a8b24c980ea7f	06/10/2020
Department of Revenue - Certificate of Good standing	POTENCY DOR Cert of Good Standing 7-13-2021.pdf	pdf	60f949935907208a4670ca4	07/22/2021
Department of Unemployment Assistance - Certificate of Good standing	POTENCY MA DUA Cert of Good Standing 7-12-2021.pdf	pdf	60f949b3004ebe08af5a9b4b	07/22/2021
Secretary of Commonwealth - Certificate of Good Standing	Potency MA Sec of State Certificate of Good Standing-7-14-21 - Potency LLC.pdf	pdf	60f949bdccf53908baf47cab	07/22/2021

Massachusetts Business Identification Number: 001321904

Doing-Business-As Name:

DBA Registration City:

#### BUSINESS PLAN

##### Business Plan Documentation:

Document Category	Document Name	Type	ID	Upload Date
Plan for Liability Insurance	Cannasure MJ Application KRYPIES LLC- V.5.17.pdf	pdf	5b71d2cd18807b2d67c3f67f	08/13/2018
Proposed Timeline	Project Timeline.pdf	pdf	5b7c4edecea8212d4c7b5221	08/21/2018
Business Plan	Krypies LLC Business Plan.pdf	pdf	5b7c4f0889bc002d9918a84b	08/21/2018
Proposed Timeline	Project Timeline 2.pdf	pdf	5bb513542c8858559aa31c19	10/03/2018
Plan for Liability Insurance	Plan to Obtain Liability Insurance 2.pdf	pdf	5bb5136671f5aa55a4a03bc3	10/03/2018
Business Plan	Supplement for Business Plan.pdf	pdf	5bb515d353586f55aed004f4	10/03/2018
Proposed Timeline	Project Timeline 2.pdf	pdf	5bb515ea0a81ab55b83d10a6	10/03/2018
Proposed Timeline	Potency Project Timeline 7-22-2021.pdf	pdf	60fa992eba4187083b73165e	07/23/2021

#### OPERATING POLICIES AND PROCEDURES

##### Policies and Procedures Documentation:

Document Category	Document Name	Type	ID	Upload
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				Date
Restricting Access to age 21 and older	Restricting Access to age 21 and older.pdf	pdf	5b7311575a6f093923e4f60d	08/14/2018
Security plan	Security Plan.pdf	pdf	5b73116303a477392d0a27f3	08/14/2018
Prevention of diversion	Prevention of Diversion.pdf	pdf	5b73116daa953e3937b597fd	08/14/2018
Transportation of marijuana	Transportation of Marijuana.pdf	pdf	5b7311795a6f093923e4f611	08/14/2018
Inventory procedures	Inventory Procedures.pdf	pdf	5b7311860d95792d85f42275	08/14/2018
Quality control and testing	Quality Control.pdf	pdf	5b7311aa03a477392d0a27fb	08/14/2018
Dispensing procedures	Dispensing Procedures.pdf	pdf	5b7311b8aa953e3937b59805	08/14/2018
Personnel policies including background checks	Personnel Policies including background checks.pdf	pdf	5b7311c58d67cc394b81b1bd	08/14/2018
Record Keeping procedures	Record Keeping Procedures.pdf	pdf	5b7311d3aa953e3937b59809	08/14/2018
Maintaining of financial records	Maintaining of Financial Records.pdf	pdf	5b7311e04e62492d8f343fc2	08/14/2018
Qualifications and training	Qualifications & Training.pdf	pdf	5b7311ee18807b2d67c3f79b	08/14/2018
Plan for obtaining marijuana or marijuana products	Plan for Obtaining Marijuana Inventory.pdf	pdf	5b7c4f1cda72283955c60a38	08/21/2018
Storage of marijuana	Storage of Marijuana 2.pdf	pdf	5bb51656ec5a2655cc7f19ee	10/03/2018
Quality control and testing	Quality Control & Testing 2.pdf	pdf	5bb5166443bd2355d6b6165c	10/03/2018
Dispensing procedures	Dispensing Procedures & Packaging 2.pdf	pdf	5bb5167371f5aa55a4a03bd4	10/03/2018
Personnel policies including background checks	Personnel policies & background checks 3 .doc.pdf	pdf	5bb5168f8e8761559496b3d7	10/03/2018
Diversity plan	Diversity Plan.pdf	pdf	5bb516a32c8858559aa31c29	10/03/2018
Qualifications and training	Training and Qualifications.pdf	pdf	5bb516bb71f5aa55a4a03bd8	10/03/2018
Security plan	Security Plan.pdf	pdf	5bb516d853586f55aed004fc	10/03/2018
Diversity plan	Diversity Plan 2.pdf	pdf	5be1e0b14287b10d4f36ec27	11/06/2018
Diversity plan	Diversity Plan 4-18-19.pdf	pdf	5cb8c3b3e2695d45078d6abe	04/18/2019
Diversity plan	KRYPIES LLC Diversity Plan Revised 06 12 2019.pdf	pdf	5d01527850e7af1803c1f91b	06/12/2019
Diversity plan	Krypies REVISED Diversity Plan Renwal Application 05 25 2020.pdf	pdf	5ecd95bb502f482d48991c28	05/26/2020
Dispensing procedures	Krypies Renewal Dispensing Procedures & Packaging 5-26-20.pdf	pdf	5ecd9f4cce51fd2d12e5f4c9	05/26/2020
Security plan	Krypies Renewal Security Plan 05 26 2020.pdf	pdf	5ecda3375fa02a2d3651f27e	05/26/2020
Plan for obtaining marijuana or marijuana products	1. POTENCY 2021 Plan to Obtain Marijuana.pdf	pdf	60fa9a96d07ddc0864d05fde	07/23/2021
Separating recreational from medical operations, if applicable	2. POTENCY 2021 Seperating Recreational from Medical.pdf	pdf	60fa9aca996a07084e65fe52	07/23/2021
Restricting Access to age 21 and older	3. POTENCY 2021 Plan For Restricting Access.pdf	pdf	60fa9b052c0e380876f89230	07/23/2021
Security plan	4. POTENCY 2021 Security Plan.pdf	pdf	60fa9b31b27f97082de3523d	07/23/2021
Transportation of marijuana	5. POTENCY 2021 Plan for Prevention of	pdf	60fa9b7c801ea30834da9528	07/23/2021

	Diversion.pdf			
Storage of marijuana	6. POTENCY 2021 Waste Disposal.pdf	pdf	60fa9c26371f960874735d70	07/23/2021
Storage of marijuana	6. POTENCY 2021 Storage of Marijuana.pdf	pdf	60fa9c6635907208a46710e1	07/23/2021
Transportation of marijuana	7. POTENCY 2021 Shipping, Receiving and Transportation Plan.pdf	pdf	60fa9d00996a07084e65fe56	07/23/2021
Inventory procedures	8. POTENCY 2021 Inventory Procedures.pdf	pdf	60fa9d429a5de6088a18aa57	07/23/2021
Quality control and testing	9. POTENCY 2021 Quality Control, Product Safety & Testing.pdf	pdf	60fa9d9935907208a46710e5	07/23/2021
Dispensing procedures	10. POTENCY 2021 Dispensing Procedures.pdf	pdf	60fa9de4004ebe08af5a9fa2	07/23/2021
Personnel policies including background checks	11. POTENCY 2021 Personnel Policies.pdf	pdf	60fa9e272c0e380876f89234	07/23/2021
Record Keeping procedures	12. POTENCY 2021 Recordkeeping.pdf	pdf	60fa9e5bb27f97082de35241	07/23/2021
Maintaining of financial records	13. POTENCY 2021 Financial Recordkeeping.pdf	pdf	60fa9e8735907208a46710e9	07/23/2021
Qualifications and training	15. POTENCY 2021 Qualifications and Trainings.pdf	pdf	60fa9ecc004ebe08af5a9fa6	07/23/2021

#### 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 Agree

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

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

#### ADDITIONAL INFORMATION NOTIFICATION

Notification: I Understand

## COMPLIANCE WITH POSITIVE IMPACT PLAN

### Progress or Success Goal 1

**Description of Progress or Success:** 1. Potency has not held the education and training sessions on hydroponic and soil gardening.

COVID-19 has hampered Potency's ability to perform education and training sessions as they must be conducted in person.

### Progress or Success Goal 2

**Description of Progress or Success:** 2. Social Equity Priority Programs GOAL:

- a. 20% of Potency service providers, suppliers, contractors, builders, and vendors will be local businesses in Pittsfield and North Adams; and
- b. 20% of Potency employees will be residents of Pittsfield and North Adams for employment opportunities.

### PROGRESS TOWARD GOAL

- a. 41.18% of Potency Vendors are from Pittsfield, an area identified by the CCC as an ADI
- a. 35.29% of Potency Vendors are women-owned or operated businesses
- b. 20% of Potency Employees are from Pittsfield, an area identified by the CCC as an ADI
- b. 20% of Potency Employees are women.

## COMPLIANCE WITH DIVERSITY PLAN

### Diversity Progress or Success 1

**Description of Progress or Success:** Potency strives to engage vendors who are minority or women-owned businesses and gives priority to those in areas of disproportionate impact.

### Progress on Diversity Plan

#### Employees/Managers

20% are women, and 20% are from Pittsfield, an area of disproportionate impact.

#### Vendors

41.18% of Potency's Vendors are from Pittsfield, an area of disproportionate impact.  
35.29% of Potency's Vendors are minority or women owner or operated businesses.

## HOURS OF OPERATION

Monday From: 10:00 AM	Monday To: 7:00 PM
Tuesday From: 10:00 AM	Tuesday To: 7:00 PM
Wednesday From: 10:00 AM	Wednesday To: 7:00 PM
Thursday From: 10:00 AM	Thursday To: 7:00 PM
Friday From: 10:00 AM	Friday To: 7:00 PM
Saturday From: 10:00 AM	Saturday To: 7:00 PM
Sunday From: 10:00 AM	Sunday To: 7:00 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, ~~Timothy~~ Mark, (insert name) certify as an authorized representative of Krypties LLC (insert name of applicant) that the applicant has executed a host community agreement with City of Pittsfield (insert name of host community) pursuant to G.L.c. 94G § 3(d) on June 5, 2018 (insert date).

Timothy Mark

Signature of Authorized Representative of Applicant

### Host Community

I, Linda Tyer, (insert name) certify that I am the contracting authority or have been duly authorized by the contracting authority for City of Pittsfield (insert name of host community) to certify that the applicant and City of Pittsfield (insert name of host community) has executed a host community agreement pursuant to G.L.c. 94G § 3(d) on June 5, 2018 (insert date).

Linda M. Tyer

Signature of Contracting Authority or  
Authorized Representative of Host Community

## 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, ~~Timothy~~ Mark, (insert name) certify as an authorized representative of Krypties LLC (insert name of applicant) that the applicant has executed a host community agreement with City of Pittsfield (insert name of host community) pursuant to G.L.c. 94G § 3(d) on June 5, 2018 (insert date).

Timothy Mark

Signature of Authorized Representative of Applicant

### Host Community

I, Linda Tyer, (insert name) certify that I am the contracting authority or have been duly authorized by the contracting authority for City of Pittsfield (insert name of host community) to certify that the applicant and City of Pittsfield (insert name of host community) has executed a host community agreement pursuant to G.L.c. 94G § 3(d) on June 5, 2018 (insert date).

Linda M. Tyer

Signature of Contracting Authority or  
Authorized Representative of Host Community

## **RECREATIONAL ADULT USE HOST COMMUNITY AGREEMENT**

This HOST COMMUNITY AGREEMENT ("Agreement") is entered into as of June 5, 2018 ("Effective Date") by and between [KRYPIES LLC] with its main office presently located at [1450 East Street Suite 2, Pittsfield, MA 01201] herein referred to as ([KRYPIES LLC]) and the City of Pittsfield ("CITY"), a municipal corporation validly existing under the laws of the Commonwealth of Massachusetts, with a principal place of business at 70 Allen St, Pittsfield, MA 01201. Collectively, [KRYPIES LLC] and the CITY may be referred to as "Parties".

### **RECITALS**

**WHEREAS**, the Massachusetts Cannabis Control Commission ("CCC") has granted, or is expected to grant, [KRYPIES LLC] a license to operate a Marijuana Retailer ("MR") at a property located at [1450 East Street, Suite 2, Pittsfield, MA 01201] ("Premises").

**WHEREAS**, [KRYPIES LLC], upon being granted an Approval to Sell by the CCC and all other required permits, licenses and approvals from the CITY to begin sales of adult-use marijuana in compliance with 935 CMR 500, agrees to pay certain community impact fees to the CITY in order to provide financial resources to be used for the betterment of the CITY as determined by the City in its sole discretion.

**WHEREAS**, section 25 of Chapter 55 of the Acts of 2017, styled "An Act to Ensure Safe Access to Marijuana", provides that "[a]n agreement between a . . . medical marijuana treatment center and a host community may include a community impact fee for the host community, provided, however that the community impact fee shall be reasonably related to the costs imposed upon the municipality by the operation of the establishment and shall, in no event, amount to more than 3 percent of the gross sales of the establishment or be effective for longer than 5 years."

**WHEREAS**, section 25 of Chapter 55 of the Acts of 2017 further provides that "[a]ny cost to a city or town imposed by the operation of marijuana establishment shall be documented and considered a public record as defined by clause Twenty-sixth of section 7 of chapter 4 of the General Laws."

**NOW THEREFORE**, in consideration of the provisions of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, [KRYPIES LLC] offers and the CITY accepts this Agreement in accordance with M.G.L. c. 44, § 53A, and the Parties hereby agree as follows:

1. Host Community Fees. The parties stipulate and agree that the CITY will incur additional expenses and impacts upon the CITY's road system, law enforcement, fire protection services, inspectional services, permitting services and public health services. Accordingly, in order to mitigate any such impacts upon the CITY and use of CITY resources, [KRYPIES LLC] shall pay fees to the CITY, on a biannual basis, as follows:



- (a) for the first year of operation, an amount equal to Sixty Thousand Dollars (\$60,000); and
- (b) for the second year of operation, an amount equal to One Hundred Thousand Dollars (\$100,000); and
- (c) for the third year of operation, an amount equal to One Hundred Fifty Thousand Dollars (\$150,000); and
- (d) for the fourth year of operation, an amount equal to Two Hundred Thousand Dollars (\$200,000); and
- (e) for the fifth year of operation, an amount equal to Two Hundred Thousand Dollars (\$200,000).

The initial payment of the Host Community Fee to the CITY shall be made on or before the first of July or January, whichever occurs first, following the end of the first six (6) months from the day [KRYPIES LLC] commences adult-use marijuana sales from the Premises. Thereafter, Host Community Fee payments shall be made to the CITY on or before the first of July and the first of January each year. [KRYPIES LLC] shall notify the CITY when it commences adult-use marijuana sales within the CITY at the Premises. The Host Community Fee shall continue being paid by [KRYPIES LLC] to the CITY, until [KRYPIES LLC] ceases the adult-use marijuana sales at the Premises or upon the expiration of Five (5) years after the Execution Date, whichever is earlier. While the purpose of the Host Community Fee is to assist the CITY in addressing any public health, safety or other effects or impacts the Premises may have on the CITY, the CITY may expend all such fees at the CITY's sole and absolute discretion.

2. Local Preference. Except for senior management positions, [KRYPIES LLC] commits to hiring the majority of its employees from the local communities, to the extent permitted by law. In addition to the direct hiring, [KRYPIES LLC] will work in a good faith, legal and non-discriminatory manner to hire local vendors, suppliers, contractors and builders from the Pittsfield area where possible.
3. Property Taxes. Except as provided in section 44 of Chapter 55 of the Acts of 2017, at all times during the Term of this Agreement, all property, both real and personal, owned or operated by [KRYPIES LLC] shall be treated as taxable, and all applicable real estate and personal property taxes for that property shall be paid either directly by [KRYPIES LLC] or by its landlord to the CITY, and [KRYPIES LLC] shall not object to or otherwise challenge the taxability of such property and shall not seek a non-profit exemption from paying such taxes. Notwithstanding the foregoing, (i) if real or personal property owned or operated by [KRYPIES LLC] is determined to be non-taxable or partially non-taxable, a determination of which the [KRYPIES LLC] agrees not to seek at any time during this Agreement or (ii) if [KRYPIES LLC] is determined to be entitled or subject to exemption with the effect of reducing or eliminating the tax which would otherwise be due if not so exempted, then [KRYPIES LLC] shall pay, as an additional fee to the CITY, an amount which when added to the taxes, if any, paid on such property, shall be equal to the taxes which would have been payable on such property at fair cash value and at the otherwise applicable tax rate, if there had been no abatement or exemption ("Additional Fee"). Such

Additional Fee payments shall be in addition to all payment obligations owed by [KRYPIES LLC] under Section 1 of this Agreement.

4. Right to Re-Open.

(a) In the event that [KRYPIES LLC] enters into a host community agreement or other similar agreement with another municipality in the Commonwealth of Massachusetts that contains financial terms more beneficial to such municipality than this Agreement provides to the CITY, taking into consideration the marketplace, number of other operating adult-use marijuana facilities and customers in the municipality as compared to the CITY, [KRYPIES LLC] agrees to reopen this Agreement and, in good faith, negotiate an amendment that fairly adjusts the Host Community Fee set forth in this Agreement to reflect any such better terms.

(b) If, during the term of this Agreement, the Host Community Fees imposed upon [KRYPIES LLC] under this Agreement are determined to exceed the costs imposed upon the CITY by the operation of the Premises, then the CITY agrees to reopen this Agreement and, in good faith, negotiate an amendment that fairly adjusts the Host Community Fee such that the fee is reasonably related to the costs imposed upon the CITY due to [KRYPIES LLC]'s operation of the Premises.

5. Permits and Licenses. The Parties agree that this Agreement and all terms, conditions and requirements contained herein, are subject to, and conditioned upon [KRYPIES LLC] obtaining the required registrations, permits and licenses to sell adult-use marijuana at the Premises. If, for any reason, [KRYPIES LLC] is unable to obtain the required permits and licenses to operate, this Agreement shall be null and void and neither Party shall have any further obligations under this Agreement.

6. Omitted.

7. Term. This Agreement shall go into effect on the Effective Date and shall terminate in the event that [KRYPIES LLC] ceases its MR operations in the CITY or [KRYPIES LLC]'s MR license is revoked by the CCC. This Agreement shall terminate upon the occurrence or existence of the appointment of a trustee, receiver or other custodian for any substantial part of [KRYPIES LLC]'s assets, or if [KRYPIES LLC] petitions for, permits or suffers insolvency, bankruptcy, liquidation or a winding up of its business or assets. Furthermore, in accordance with section 25 of Chapter 55 of the Acts of 2017, this Agreement shall terminate no later than Five (5) years after the Execution Date. In the event of termination, payments due in that Six (6) month period shall be prorated based on the number of days of operation during said Six (6) month period.

8. Local Authority. This Agreement does not waive, limit, control, govern or in any way describe the legal authority of any CITY board, commission, committee, officer or official to regulate, authorize, restrict, inspect, investigate, enforce against, or issue, deny, suspend or revoke any permit, license or other approval with respect to, [KRYPIES LLC], the Premises or any MR thereon; nor does it waive, limit, control, govern or in any way describe the legal authority of the Pittsfield Police Department to investigate, prevent or

take action against any criminal activity with respect to [KRYPIES LLC], the Premises or any MR thereon. Nothing in this Agreement presumes, implies, suggests or otherwise creates any promise either that [KRYPIES LLC] shall obtain or retain any or all local permits, licenses and other approvals that are required in order to operate an MR at the Premises, or that the CITY shall be required to support or assist in any application for the same. The CITY, by entering into this Agreement is not thereby required or obligated to issue such permits and approvals as may be necessary for the MR to operate in the CITY, or to refrain from enforcement action against [KRYPIES LLC] and/or the Premises for violations of the terms of said permits, approvals and or applicable statutes, ordinances and regulations. The CITY acknowledges that [KRYPIES LLC] may now or in the future enjoy certain rights under the laws of the Commonwealth, and in further consideration of the payments contemplated under this Agreement the CITY agrees that it will refrain from imposing any restrictions on [KRYPIES LLC]'s exercise of any rights that may arise solely under such laws. Notwithstanding any other provision of this Section 8, the CITY hereby acknowledges that [KRYPIES LLC]'s obligations under this Agreement are contingent upon [KRYPIES LLC]'s successful and timely operation of its business, and the CITY therefore agrees to promptly provide [KRYPIES LLC] with a certificate of occupancy for the entirety of the Premises upon [KRYPIES LLC]'s substantial completion of the permitted work at the Premises.

9. Common Agreement. No MR or marijuana establishment shall sell or otherwise distribute within the CITY adult-use marijuana or adult-use marijuana infused products, including any products containing or consisting of THC or CBD, unless and until such MR or marijuana establishment has entered into a Host Community Agreement with the same terms, conditions and restrictions as appear within this Agreement. For the avoidance of doubt, the CITY agrees and acknowledges that it will impose upon any MR or marijuana establishment operating within the CITY the same financial and other obligations set forth in this Agreement.
10. Notices. Any and all notices or other communications required or permitted under the Agreement by either Party to the other shall be in writing and delivered by mail, postage prepaid, return receipt requested, by registered or certified mail, or by other reputable delivery service.

(a) Notice to [KRYPIES LLC] shall be delivered to:

[1450 East Street, Suite 2, Pittsfield, MA 01201 |

(b) Notice to CITY shall be delivered to:

City of Pittsfield  
Mayor's Office  
70 Allen St  
Pittsfield, MA 01201

11. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or in writing, between the Parties hereto with respect to the subject matter of this

Agreement. This Agreement may not be changed verbally, and may only be amended by an agreement in writing signed by both Parties.

12. No Rights in Third Parties. This Agreement is not intended to, nor shall it be construed to, create any rights in any third parties.
13. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
14. Severability. If any provision of this Agreement shall be held by a court of competent jurisdiction to be contrary to law, that provision will be enforced to the maximum extent permissible and the remaining provisions of this Agreement will remain in full force and effect, unless to do so would result in either Party not receiving the benefit of its bargain.
15. Successors. This Agreement shall be binding upon and shall inure to the benefit of the Parties, their respective heirs, executors, administrators and assigns.
16. Assignment. Neither Party may assign this Agreement without the prior written consent of the other Party.
17. Acknowledgement. The individuals signing below have full authority to do so by the entity on behalf of which they have signed.

**IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be duly executed as of the Execution Date set forth above.

CITY OF PITTSFIELD

Linda M. Tyer  
Linda M. Tyer, Mayor

[Organization Name] Kryptics LLC

Twof Mark 5.22.18  
[Organization Representative] [Date]

**CITATION ON PETITION  
FOR SALE OF REAL ESTATE  
BY A  
PERSONAL REPRESENTATIVE**

**PUBLICATION NOTICE**

Docket No. BE14P0399EA

In the matter of: Estate of  
Cecile Mary Bailey  
a/k/a Cecile Duplase Bailey

Berkshire Probate & Family Court  
44 Bank Row  
Pittsfield, MA 01201  
(413) 442-6941

To all persons interested in the above captioned matter, a Petition for Sale of Real Estate has been filed by **Susan J. Casey, of Lenox Dale, Massachusetts** requesting that the court authorize the Personal Representative to sell the decedent's real estate at a private sale.

You have the right to obtain a copy of the Petition from the Petitioner or at the Court. You have a right to object to this proceeding. To do so, you or your attorney must file a written appearance and objection at this court before: 10:00 a.m. on the return day of 05/29/18.

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

**WITNESS,**  
Hon. Richard A. Simons,  
First Justice of  
Berkshire Probate Court  
Date: May 1, 2018

Francis B. Marinaro,  
Register of Probate

Law Office of Michael Considine  
49 Main Street, PO Box 378  
Lee, MA 01238  
413-243-4900  
05/08/18

Commonwealth of  
Massachusetts  
The Trial Court  
Probate and Family Court

**CITATION GIVING NOTICE OF  
PETITION TO EXPAND THE  
POWERS OF A CONSERVATOR**

Docket No. BE17P0720PM

In the Interest of  
Michael W Conlon  
Of: Cheshire, MA

Respondent  
Incapacitated Person/  
Protected Person

To the named Respondent and all other interested persons, a petition has been filed by

which you have to file the written appearance, if you object to the petition. If you fail to file the written appearance by the return date, action may be taken in this matter without further notice to you. In addition to filing the written appearance, you or your attorney must file a written affidavit stating the specific facts and grounds of your objection within 30 days after the return date.

**IMPORTANT NOTICE**

The outcome of this proceeding may limit or completely take away the above-named person's right to make decisions about personal affairs or financial affairs or both. The above-named person has the right to ask for a lawyer. Anyone may make this request on behalf of the above-named person. If the above-named person cannot afford a lawyer, one may be appointed at State expense.

**WITNESS,**

Hon. Richard A. Simons,  
First Justice of this Court  
Date: May 04, 2018

Francis B. Marinaro  
Register of Probate

Kevin Coffman Bopp  
Law Office of Kevin Coffman Bopp  
P.O. Box 724  
Williamstown, MA 01267  
413-458-0014  
05/08/18

**GOOSE POND  
MAINTENANCE DISTRICT  
NOTICE OF PUBLIC MEETING**

The Goose Pond Maintenance District will hold its Annual Meeting of Proprietors, **Saturday, May 26, 2018, at 2:00 PM, at the cafeteria of Lee Elementary School, 310 Greylock Street, Lee, MA.** Proprietors eligible to vote under the provisions of the Special Act of the General Court, Chapter 31, Acts of 1994 will consider and act upon nominations and election of certain District officials, the raising and appropriating of funds for FY 2019, other articles presented in the meeting warrant and duly posted at the town halls and post offices of Lee and Tyringham, and such other business as may properly come before the meeting. All interested parties are invited to attend.

The Prudential Committee  
5/8/2018

**IMPORTANT INFORMATION  
ABOUT YOUR SPECTRUM  
CHANNEL LINEUP**

Communities Served: Cities of North Adams, Pittsfield; Towns of Adams, Cheshire, Clarksburg, Dalton, Great Barrington, Lee, Lenox, Richmond, Sheffield, Stockbridge and Williamstown MA.

Effective on or after May 29, 2018, Animal Planet will move from Digi Tier 1/Silver to TV Select with no change in channel position.

Effective on or after June 4, 2018, WCVB-ABC programming on Basic

successors and assigns, dated October 23, 2006 and recorded with the Berkshire County (Northern District) Registry of Deeds at Book 1267, Page 800, subsequently assigned to HSBC Mortgage Services, INC by Mortgage Electronic Registration Systems, Inc. as nominee for Decision One Mortgage Company, LLC its successors and assigns by assignment recorded in said Berkshire County (Northern District) Registry of Deeds at Book 1499, Page 1006, subsequently assigned to U.S. Bank Trust, N.A., as Trustee for LSF8 Master Participation Trust by HSBC Mortgage Services, INC by assignment recorded in said Berkshire County (Northern District) Registry of Deeds at Book 1550, Page 14, subsequently assigned to U.S. Bank National Association, not in its individual capacity but solely as Trustee for the Maroon Plains Trust by U.S. Bank Trust, N.A., as Trustee for LSF8 Master Participation Trust by assignment recorded in said Berkshire County (Northern District) Registry of Deeds at Book 1616, Page 189 for breach of the conditions of said Mortgage and for the purpose of foreclosing same will be sold at Public Auction at 3:00 PM on May 22, 2018 at 51 Summer Street, Adams, MA, all and singular the premises described in said Mortgage, to wit:

Beginning at the intersection point of the north line of Smith Street with the east line of Summer Street, which point is supposed to be marked by a stone monument; thence northeasterly along the east line of said Summer Street seventy-one and ninety-three hundredths (71.93) feet to a point in the east line of said street; thence South 44° 30' East one hundred thirty-two (132) feet; more or less, to an iron pin in the westerly line of land of Henry Kaiser, otherwise known as Henry Kyser; thence South 43° 36' West along the westerly line of land of said Kaiser, sixty-seven and fifty-five hundredths (67.55) feet to an iron pin in the north line of Smith Street; thence North 46° 24' West one hundred thirty-two (132) feet, more or less, to the point of beginning. Together with a right of way for all the usual purposes of a street or way over, along and upon a strip of land four (4) feet in width and ninety-one (91) feet in length, commencing at the east line of Summer Street and running in a generally easterly direction along the northerly line of the premises hereinabove described. Said premises are subject to an easement for the right of way along a corresponding strip of land four (4) feet in width and ninety-one (91) feet in length, running from Summer Street in an easterly direction, which strip of land lies just south of the four (4) foot strip above-described, that is, along the north line of the premises herein described. The aforesaid two strips, taken together as eight (8) feet in width and ninety-one (91) feet in length, are to be used as a common driveway or right of way for the benefit of the premises herein described and Whalen

laws, liens, unpaid taxes, tax titles, water bills, municipal liens and assessments, rights of tenants and parties in possession, and attorney's fees and costs.

**TERMS OF SALE:**

A deposit of FIVE THOUSAND DOLLARS AND 00 CENTS (\$5,000.00) in the form of a certified check, bank treasurer's check or money order will be required to be delivered at or before the time the bid is offered. The successful bidder will be required to execute a Foreclosure Sale Agreement immediately after the close of the bidding. The balance of the purchase price shall be paid within thirty (30) days from the sale date in the form of a certified check, bank treasurer's check or other check satisfactory to Mortgagee's attorney. The Mortgagee reserves the right to bid at the sale, to reject any and all bids, to continue the sale and to amend the terms of the 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, not in its individual capacity but solely as trustee for Maroon Plains Trust

Present Holder of said Mortgage,  
By Its Attorneys,  
ORLANDS PC  
PO Box 540540  
Waltham, MA 02454  
Phone: (781) 790-7800  
15-015662  
05/01/18, 05/08/18, 05/15/18

**NOTICE OF COMMUNITY  
OUTREACH MEETING**

Notice is hereby given that Mass Yield Cultivation LLC and Krypries LLC will hold a **Community Outreach Meeting on May 15, 2018 at the Berkshire Athenaeum Central Library, 1 Wendell Ave, Pittsfield MA 01201 between 9:30 AM and 10:30 AM** to discuss the proposed siting of an adult use marijuana establishment in the City of Pittsfield

Mass Yield Cultivation LLC and Krypries LLC intend to apply for a license to operate for the following: Adult-use marijuana establishments and retail sales of marijuana to be located at 1450 East Street Suite 2 Pittsfield MA and 10-12 Commercial St., Pittsfield MA in accordance with M.G.L. c. 94 G and The Massachusetts Cannabis Control Commission's regulations at 935 CMR 500.000 et seq.

Topics to be discussed at the meeting will include but not limited



## Public Notices

- to
- 1.) The types of adult use marijuana establishment to be located at the proposed address.
  - 2.) Plans for maintaining a secure facility
  - 3.) Plans to prevent diversion to minors
  - 4.) Plans to positively impact the community
  - 5.) Plans to ensure the establishment will not constitute a nuisance to the community

Interested members of the community are encouraged to ask questions and receive answers from members of Mass Yield Cultivation LLC and Krypies LLC.

A copy of this notice has been published in the local newspaper at least 7 calendar days prior to the meeting and filed with the Town Clerk of Pittsfield. This notice will also be mailed at least 7 calendar days to the abutters of the addresses of the marijuana establishment, owners of land directly opposite of public or private street or way, and abutters to the abutters of 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list.

Mass Yield Cultivation LLC  
and Krypies LLC  
Timothy Mack  
President  
05/04/18

NOTICE OF MORTGAGEE'S SALE  
OF REAL ESTATE

Premises: 100 Newell Street,  
Pittsfield, Massachusetts

By virtue and in execution of the Power of Sale contained in a certain mortgage given by Rosemond Agyeman to Mortgage Electronic Registration Systems, Inc., as Nominee for Union Capital Mortgage Business Trust and now held by U.S. Bank Trust National Association, not in its individual capacity but solely as Owner Trustee for Carlsbrook Asset Holding Trust, said mortgage dated July 20, 2006, and recorded in the Berkshire County (Middle District) Registry of Deeds, in Book 3578 at Page 261, as affected by an Assignment of Mortgage dated September 8, 2016, and recorded with said Deeds in Book 5851 at Page 331, as affected by a Confirmatory Assignment of Mortgage dated February 21, 2017, and recorded with said Deeds in Book 5928 at Page 235, as affected by an Assignment of Mortgage dated September 28, 2017, and recorded with said Deeds in Book 6149 at Page 83, of which mortgage the undersigned is the present holder, for breach of the conditions in said mortgage and for the purpose of foreclosing the same will be sold at Public Auction on May 22, 2018, at 11:00 AM Local Time upon the premises, all and singular the premises described in said mortgage, to wit: The real estate with the buildings thereon located at

## Wanted

P.C.  
500  
U.S.  
Assoc.  
capac  
Trust  
Holding  
Mortg  
234-9  
05/01

**OLD FORGE  
HIRING UP  
THE SUMMER!!**

Now Hiring:  
•Dishwasher  
•Kitchen Assistants  
•Fry Cook  
•Line Cook  
•Servers

**OF Apply Within  
Se7, Lanesboro, MA**

**"HIGINTERS WANTED  
NET  
Will 413-553-3538.**

By: The

Mari B  
Officer,  
Hall, 80  
Mill Riv  
Request  
be avail  
10 a.m.

**MEDIATE  
PENINGS**

**THMOND POND  
RAMP MONITORS:**  
Procure  
copy front-time position, running  
Officer b 4th - September 8th.  
nmbos@shifts 6:00 AM - 12:00  
2:00 Noon - 6:00 PM.  
Services de greeting the public;  
that boats entering the  
New Not carrying zebra mus-  
telecommner invasive species;  
can providally activity log; and  
solution a high standard of  
bandwidth and safety on the ramp  
potential ing areas.  
premises with flexible and availa-  
Town of N hours, prior or similar  
the right access to a motor  
proposals CPR/first aid certifica-  
informalities preferred. Training is  
best interior more information,  
questions Town Administrator at:  
specificatio  
the Office by email  
than May 11 in@richmondma.org  
05/08/18

## Under

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**ADAM** Silk Christmas for  
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Lv msg-will call back.

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**Commercial**  
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Center, Inc.  
under. Adam  
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convenience s  
in an R-4 Zon

**AD TODAY ★**  
**NER.** 1200 btu. \$70.

**AD TODAY ★**  
**AD TODAY ★**  
**URISTER** luggage.  
never used. \$45.

Tuesday, May 8, 2018

## \$100 and Under

**AUTHENTIC BRASS** bed. Full size.  
Excellent condition. \$100.  
413-458-3839

**BAMBOO POLES.** 12' long will cut  
to size. \$3 each. 413-298-3759.

**BIKE CARRIER.** Three bicycle.  
Trunk/hatch mount, folds. Excellent  
condition. \$35. 413-776-9427

**BOOK.** "Straw Bale Gardens" by  
Joel Karsten. NEW. \$10.  
518-658-2605

**BOOK CASE.** 45" H, 29" W, and  
12" D. Excellent condition. \$50.  
413-443-0718

**BOOK CASE.** 62" H, 35" W, and  
12" D. Excellent condition. \$50.  
413-443-0718

**BOOK CASE.** Adjustable shelves.  
84" H, 66" W, and 9" D. Excellent  
condition. \$100. 413-443-0718

**BOTTLE CAPPER.** Metal. \$15.  
413-443-0754. Leave message

**BRASS 21" ANDIRONS.** \$90.  
413-441-4377

**BRASS BED.** Full size. Beautiful.  
\$100. 413-243-2739

**BUBBLE WRAP.** Approx. 5 ft. x 12  
ft. Clean. \$15 per sheet.  
413-743-5900

**BUREAUS \$45-up.**  
Sofas, love seats,  
recliners, \$55-up.  
Sectionals.  
Excellent condition.  
413-743-5712

**CARGO COVER** for Subaru Forester,  
fits 2008-2013. \$95. 413-442-5876

**CELL PHONE BATTERY.** Fits LG  
(VN250, OCTANE VN530, 340NV)  
NEW. \$7.50. 413-743-5883

## ★ NEW AD TODAY ★

**CHAISE LOUNGE.** Weathered  
wood. Metal webbing. Sturdy. Pos-  
sibly antique. \$30. 413-458-3562

**CLASSY 10** dbl. rolls of wall paper.  
Birge by Imperial Home Delight.  
Striped. \$20 OBO. 413-743-7169

**COMBINATION KENMORE** con-  
vection oven/microwave. \$35.  
413-623-5000

**COMPOST CONTAINER** by Gar-  
dens Supply Co. 2'x7" high and  
2'x2" wide. \$60. 518-658-2605

**COMPUTER DESK.** 54" L, 31.5" W,  
and 31" H. Excellent condition. \$45.  
413-443-3217

**CORD CUTTERS:** roof-mounted  
UHF/VHF/FM antenna, \$25.  
413-684-1652.

**CRAFTSMAN LAWN MOWER.**  
22" & Mulcher. 6 HP Briggs &  
Stratton model 917387620. Big rear  
wheels. \$80. 413-212-6031

**DINING TABLE.** Formica. Apart-

Tuesday, May 8, 2018

**Notices**

s of adult use marijuana  
nt to located at the  
dress  
or maintaining a secure  
to prevent diversion to  
o positively impact the  
ensure the establishment  
institute a nuisance to  
hity

f members of the  
are encouraged to ask  
nd receive answers from  
f Mass Yield Cultivation  
/ples LLC.

if this notice has been  
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d filed with the Town  
tified. This notice will  
lled at least 7 calendar  
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300 feet of the property  
petitioner as they appear  
it recent applicable tax

Cultivation LLC  
LLC  
ck

**\* MORTGAGEE'S SALE  
REAL ESTATE  
00 Newell Street,  
Massachusetts**  
nd in execution of the  
le contained in a certain  
given by Rosemond  
o Mortgage Electronic  
Systems, Inc., as  
for Union Capital  
business Trust and now  
S. Bank Trust National  
ut solely as Owner  
r Carlsbrook Asset  
st, said mortgage dated  
36, and recorded in the  
ounty (Middle District)  
Deeds, in Book 3578 at  
as affected by an

**Public Notices**

P.C. 275 West Natick Road, Suite  
500 Warwick, RI 02886 Attorney for  
U.S. Bank Trust National  
Association, not in its individual  
capacity but solely as Owner  
Trustee for Carlsbrook Asset  
Holding Trust Present Holder of the  
Mortgage Telephone: (401)  
234-9200 MLG File No: 16-11830  
05/01/18, 05/08/18, 05/15/18

**OFFICE OF PROCUREMENT  
Sealed Proposal Packages  
in Response to RFP for:**

**"HIGH BANDWIDTH INTERNET  
NETWORK PROCUREMENT"**  
Will be received until 2 p.m.  
May 25, 2018

By: The Office of Procurement  
Man Enoch, Chief Procurement  
Officer, New Marlborough Town  
Hall, 807 Mill River Southfield Road,  
Mill River, Massachusetts 01244  
Request for Proposal Package will  
be available Friday, May 4, 2018 at  
10 a.m. at the Office of  
Procurement. Bidders can request a  
copy from the Chief Procurement  
Officer by email at:  
nmbos@newmarlboroughma.gov

Services Required:  
New Marlborough seeks a  
telecommunications vendor who  
can provide a complete service  
solution for the provision of high  
bandwidth internet access, and  
potential related services, to all  
premises in New Marlborough. The  
Town of New Marlborough reserves  
the right to reject any or all  
proposals and to waive any minor  
informalities as it deems to be in the  
best interest of the Town. All  
questions regarding the RFP or its  
specifications must be received by  
the Office of Procurement no later  
than May 11, 2018 at noon.  
05/08/18

**PUBLIC HEARING  
ADAMS ZONING BOARD  
OF APPEALS**

In accordance with the Adams  
Zoning Bylaws and requirements of  
MGL c. 40A, a public hearing will be

**Public Notices**

**Town of Lenox  
Zoning Board of Appeals**

Notice is hereby given that the  
Lenox Zoning Board of Appeals will  
hear the Special Permit petition of  
Shanlen Realty Corp. dba Hoff's, for  
property at 90 Main Street in the  
Commercial "C" district (Map 43,  
Parcel 192) in Lenox on **May 16th at  
7:00 p.m. in Lenox Town Hall (6  
Walker Street)**. The petitioner  
seeks a Special Permit under  
Section 5.32 of the Lenox Zoning  
Bylaw, "Nonconforming Uses" of  
the Zoning Bylaw to renovate the  
current garage and office into a  
convenience store, with a reduction  
of the number of filling stations from  
six (6) to four (4), and the relocation  
of automobile service and towing  
service to elsewhere. Copies of the  
petition are available for review in  
the office of Town Clerk  
Monday-Friday, 8:30 a.m. to 4:00  
p.m. or on the Lenox website 24/7.  
05/01/18

**TOWN OF WEST STOCKBRIDGE  
CONSERVATION COMMISSION  
NOTICE OF PUBLIC HEARING**

Pursuant to M.G.L. Chapter 131,  
Section 40, the West Stockbridge  
Conservation Commission will hold  
a Public Hearing on **May 17 at 7pm**  
in the main meeting room at the  
**West Stockbridge Town Hall, 21  
State Line Road, West  
Stockbridge**, to review: RDA  
MassDOT, paying Rte 41 and NOI,  
Stockman Associates, for Heyman-  
Bloch, 79 West Center Rd.  
staircase, expansion of deck, and  
associated work. Copies are on file  
in Town Hall and may be viewed  
Monday through Friday,  
9:00am-3:30pm.

Romi Barrett  
West Stockbridge Town Clerk  
05/08/18

**Public Notices**

**Town of Lenox  
Zoning Board of Appeals**

Notice is hereby given that the  
Lenox Zoning Board of Appeals will  
hear the Special Permit petition of  
Shanlen Realty Corp. dba Hoff's, for  
property at 90 Main Street in the  
Commercial "C" district (Map 43,  
Parcel 192) in Lenox on **May 16th at  
7:00 p.m. in Lenox Town Hall (6  
Walker Street)**. The petitioner  
seeks a Special Permit under  
Section 5.32 of the Lenox Zoning  
Bylaw, "Nonconforming Uses" of  
the Zoning Bylaw to renovate the  
current garage and office into a  
convenience store, with a reduction  
of the number of filling stations from  
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service to elsewhere. Copies of the  
petition are available for review in  
the office of Town Clerk  
Monday-Friday, 8:30 a.m. to 4:00  
p.m. or on the Lenox website 24/7.  
05/01/18

**TOWN OF WEST STOCKBRIDGE  
CONSERVATION COMMISSION  
NOTICE OF PUBLIC HEARING**

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**Announcements**

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**Business Rentals**

**PITTSFIELD**  
Elm Street, 1,200 sf retail  
space in busy shopping center.  
Prime location. **845-638-6600**

**Apartment Rentals**  
1, 2, & 4 bedrooms available at  
Power House Lofts. **\$1195 and up.**  
CT Management Group  
413-664-4539 x 13

**ALL RENTALS**  
on-line at:  
[www.rhbc.com](http://www.rhbc.com)  
by the  
Rental Housing Association  
of  
Berkshire County

**\* NEW AD TODAY \***

**LENEX.** Charming, 2 bedroom  
home in the heart of the  
Berkshires, Church St. Enclosed  
sunroom. \$1500+ utilities.  
413-443-5171, 413-281-4721.

**LENEX SCHOOLHOUSE**

The Berkshire's newest 55+  
community is now leasing  
**BRAND NEW** studios and one  
bedrooms. Studios starting at  
\$594 and 1 bedrooms \$936.  
Heat, hot water & electricity  
included. Includes fitness center,  
resident lounge, business center,  
and on-site laundry.

**413-551-7641**  
[www.LenoxSchoolhouse.com](http://www.LenoxSchoolhouse.com)

**NORTH ADAMS:  
FRANKLIN COURT**

1 & 2 bedroom apartments in  
modern brick buildings. Large living  
room, eat in kitchen. Each  
apartment has its own oversized  
garage. Laundry, swimming pool,  
large gazebo. From \$795 to \$985  
includes heat, hot water. No pets.  
**(413) 281-3868**

**Help Wanted**

**OLD FORGE  
HIRING UP  
FOR THE SUMMER!!**  
Now Hiring:  
• Dishwasher  
• Kitchen Assistants  
• Fry Cook  
• Line Cook  
• Servers  
**Apply Within  
Rte. 7, Lanesboro, MA**

**PAINTERS WANTED**  
Must have own transportation.  
Call **413-553-3538**.

**IMMEDIATE  
OPENINGS**

**RICHMOND POND  
BOAT RAMP MONITORS:**  
Seasonal part-time position, running  
from June 4th - September 8th.  
Available shifts 6:00 AM - 12:00  
Noon and 12:00 Noon - 6:00 PM.  
Duties include greeting the public;  
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Candidates with flexible and availa-  
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\$1 each, \$75 takes them all.  
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**\$100 and Under**

**AUTHENTIC BRASS** bed. Full size.  
Excellent condition. \$100.  
413-458-3839

**BAMBOO POLES.** 12' long will cut  
to size. \$3 each. 413-298-3759.

**BIKE CARRIER.** Three bicycle.  
Trunk/hatch mount, folds. Excellent  
condition. \$35. 413-776-9427

**BOOK.** "Straw Bale Gardens" by  
Joel Karsten. NEW. \$10.  
518-658-2605

**BOOK CASE.** 45" H, 29" W, and  
12" D. Excellent condition. \$50.  
413-443-0718

**BOOK CASE.** 62" H, 35" W, and  
12" D. Excellent condition. \$50.  
413-443-0718

**BOOK CASE.** Adjustable shelves.  
84" H, 66" W, and 9" D. Excellent  
condition. \$100. 413-443-0718

**BOTTLE CAPPER.** Metal. \$15.  
413-443-0754. Leave message

**BRASS - 21" ANDIRONS.** \$90.  
413-441-4377

**BRASS BED.** Full size. Beautiful.  
\$100. 413-243-2739

**BUBBLE WRAP.** Approx. 5 ft. x 12  
ft. Clean. \$15 per sheet.  
413-743-5900

**BUREAUS \$45-up.**  
Sofas, love seats,  
recliners, \$55-up.  
Sectionals.  
Excellent condition.  
**413-743-5712**

**CARGO COVER** for Subaru Forester,  
fits 2008-2013. \$95. 413-442-5876

**CELL PHONE BATTERY.** Fits LG  
(VN250, OCTANE VN530, 340NV)  
NEW. \$7.50. 413-743-5883

**\* NEW AD TODAY \***

**CHAISE LOUNGE.** Weathered  
wood. Metal webbing. Sturdy. Pos-  
sibly antique. \$30. 413-458-3562

**CLASSY 10 dbi.** rolls of wall paper.  
Blarge by Imperial Home Delight.  
Striped. \$20 OBO. 413-743-7169



## Public Notices

to  
 1) The types of adult use marijuana establishment to be located at the proposed address.  
 2) Plans for maintaining a secure facility.  
 3) Plans to prevent diversion to minors.  
 4) Plans to positively impact the community.  
 5) Plans to ensure the establishment will not constitute a nuisance to the community.

Interested members of the community are encouraged to ask questions and receive answers from members of Mass Yield Cultivation LLC and Kryples LLC.

A copy of this notice has been published in the local newspaper at least 7 calendar days prior to the meeting and filed with the Town Clerk of Pittsfield. This notice will also be mailed at least 7 calendar days to the abutters of the addresses of the marijuana establishment, owners of land directly opposite of public or private street or way, and abutters to the abutters of 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list.

Mass Yield Cultivation LLC  
 and Kryples LLC  
 Timothy Mack  
 President  
 05/04/18

## NOTICE OF MORTGAGEE'S SALE OF REAL ESTATE

**Pittsfield, Massachusetts**  
 By virtue and in execution of the Power of Sale contained in a certain mortgage given by Rosemond Agymen to Mortgage Electronic Registration Systems, Inc., as Nominee for Union Capital Mortgage Business Trust and now held by U.S. Bank Trust National Association, not in its individual capacity but solely as Owner Trustee for Carlsbrook Asset Holding Trust, said mortgage dated July 20, 2006, and recorded in the Berkshire County (Middle District) Registry of Deeds, in Book 3578 at Page 261 as affected by an Assignment of Mortgage dated September 8, 2016, and recorded with said Deeds in Book 5951 at

## Public Notices

P.C. 275 West Natick Road, Suite 500 Warwick, RI 02886 Attorney for U.S. Bank Trust National Association, not in its individual capacity but solely as Owner Trustee for Carlsbrook Asset Holding Trust Present Holder of the Mortgage Telephone: (401) 234-9200 MLG File No. 16-11830 05/01/18, 05/08/18, 05/15/18

## OFFICE OF PROCUREMENT Sealed Proposal Packages in response to RFP for:

**"HIGH BANDWIDTH INTERNET NETWORK PROCUREMENT"**  
 Will be received until 2 p.m. May 25, 2018

By: The Office of Procurement

Mari Enoch, Chief Procurement Officer, New Marlborough Town Hall, 807 Mill River Southfield Road, Mill River, Massachusetts 01244. Request for Proposal Package will be available Friday, May 4, 2018 at 10 a.m. at the Office of Procurement. Bidders can request a copy from the Chief Procurement Officer by email at: [mbos@newmarlboroughma.gov](mailto:mbos@newmarlboroughma.gov)

## Services Required:

New Marlborough seeks a telecommunications vendor who can provide a complete service solution for the provision of high bandwidth internet access, and potential related services, to all premises in New Marlborough. The Town of New Marlborough reserves the right to reject any or all proposals and to waive any minor informalities as it deems to be in the best interest of the Town. All questions regarding the RFP or its specifications must be received by the Office of Procurement no later than May 11, 2018 at noon.

## PUBLIC HEARING ADAMS ZONING BOARD OF APPEALS

In accordance with the Adams Zoning Bylaws and requirements of MGL c. 40A, a public hearing will be held at the Town Hall, Mahogany Room, 8 Park Street, Adams, MA on Tuesday, May 22, 2018 at 7:00 p.m.

## Public Notices

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Notice is hereby given that the Lenox Zoning Board of Appeals will hear the Special Permit petition of Shanlen Realty Corp. dba Hoff's, for property at 90 Main Street in the Commercial "C" district (Map 43 Parcel 192) in Lenox on May 16th at 7:00 p.m. in Lenox Town Hall (6 Walker Street). The petitioner seeks a Special Permit under Section 5.3.2 of the Lenox Zoning Bylaw, "Nonconforming Uses" of the Zoning Bylaw to renovate the current garage and office into a convenience store, with a reduction of the number of filling stations from six (6) to four (4), and the relocation of automobile service and towing service to elsewhere. Copies of the petition are available for review in the office of Town Clerk Monday-Friday, 8:30 a.m. to 4:00 p.m. or on the Lenox website 24/7. 05/01/18

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Ronni Barrett  
 West Stockbridge Town Clerk  
 05/08/18

## Announcements

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**REWARD**  
 For reporting the person who stole Sony RX100 camera from SUV on Maloney St. Pittsfield.  
 413-212-0050

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**PITTSFIELD,**  
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## Apartment Rentals

1, 2, & 4 bedrooms available at Powers House Lots. \$1195 and up. CF Management Group 413-664-4539 x13

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on-line at:  
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**PITTSFIELD.** 22 Hamlin Street. 2 bedroom. \$730/mo. Renovated. 2nd

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 • Kitchen Assistants  
 • Fry Cook  
 • Line Cook  
 • Servers  
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**100 NATIONAL GEOGRAPHICS.** \$1 each, \$75 takes them all. 413-655-2414

**4 PANEL** 6' tall folding privacy screen room divider. \$50.

## ★ \$100 and Under

**AUTHENTIC BRASS** bed. Excellent condition. 413-458-3839  
**BAMBOO POLES** 12' long to size. \$3 each. 413-298-37  
**BIKE CARRIER** Three Trunk/hatch mount, folds. E condition. \$35. 413-776-942  
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**CLASSY 10** dbl. rolls of wall p Birge by Imperial Home De Striped. \$20 OBO. 413-743-716  
**COMBINATION KENMORE** section.



## KRYPIES LLC

1450 East Street – Suite 2  
Pittsfield, MA 01201

### PLAN TO REMAIN COMPLIANT WITH LOCAL ZONING

Krypies LLC will stay compliant with local zoning by making sure all new zoning rules/laws are comprehended and implemented immediately. The City of Pittsfield has a great permitting coordinator who is accessible to the public and has already been assisting Krypies LLC. Having the contact with the city allows Krypies LLC to continue communication with the zoning department and will be able to address any issues as they arise.

## 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, ~~Timothy~~ Mark, (insert name) certify as an authorized representative of Krypties LLC (insert name of applicant) that the applicant has executed a host community agreement with City of Pittsfield (insert name of host community) pursuant to G.L.c. 94G § 3(d) on June 5, 2018 (insert date).

Timothy Mark

Signature of Authorized Representative of Applicant

### Host Community

I, Linda Tyer, (insert name) certify that I am the contracting authority or have been duly authorized by the contracting authority for City of Pittsfield (insert name of host community) to certify that the applicant and City of Pittsfield (insert name of host community) has executed a host community agreement pursuant to G.L.c. 94G § 3(d) on June 5, 2018 (insert date).

Linda M. Tyer

Signature of Contracting Authority or  
Authorized Representative of Host Community

## **RECREATIONAL ADULT USE HOST COMMUNITY AGREEMENT**

This HOST COMMUNITY AGREEMENT ("Agreement") is entered into as of June 5, 2018 ("Effective Date") by and between [KRYPIES LLC] with its main office presently located at [1450 East Street Suite 2, Pittsfield, MA 01201] herein referred to as ([KRYPIES LLC]) and the City of Pittsfield ("CITY"), a municipal corporation validly existing under the laws of the Commonwealth of Massachusetts, with a principal place of business at 70 Allen St, Pittsfield, MA 01201. Collectively, [KRYPIES LLC] and the CITY may be referred to as "Parties".

### **RECITALS**

**WHEREAS**, the Massachusetts Cannabis Control Commission ("CCC") has granted, or is expected to grant, [KRYPIES LLC] a license to operate a Marijuana Retailer ("MR") at a property located at [1450 East Street, Suite 2, Pittsfield, MA 01201 ("Premises").

**WHEREAS**, [KRYPIES LLC], upon being granted an Approval to Sell by the CCC and all other required permits, licenses and approvals from the CITY to begin sales of adult-use marijuana in compliance with 935 CMR 500, agrees to pay certain community impact fees to the CITY in order to provide financial resources to be used for the betterment of the CITY as determined by the City in its sole discretion.

**WHEREAS**, section 25 of Chapter 55 of the Acts of 2017, styled "An Act to Ensure Safe Access to Marijuana", provides that "[a]n agreement between a . . . medical marijuana treatment center and a host community may include a community impact fee for the host community, provided, however that the community impact fee shall be reasonably related to the costs imposed upon the municipality by the operation of the establishment and shall, in no event, amount to more than 3 percent of the gross sales of the establishment or be effective for longer than 5 years."

**WHEREAS**, section 25 of Chapter 55 of the Acts of 2017 further provides that "[a]ny cost to a city or town imposed by the operation of marijuana establishment shall be documented and considered a public record as defined by clause Twenty-sixth of section 7 of chapter 4 of the General Laws."

**NOW THEREFORE**, in consideration of the provisions of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, [KRYPIES LLC] offers and the CITY accepts this Agreement in accordance with M.G.L. c. 44, § 53A, and the Parties hereby agree as follows:

1. Host Community Fees. The parties stipulate and agree that the CITY will incur additional expenses and impacts upon the CITY's road system, law enforcement, fire protection services, inspectional services, permitting services and public health services. Accordingly, in order to mitigate any such impacts upon the CITY and use of CITY resources, [KRYPIES LLC] shall pay fees to the CITY, on a biannual basis, as follows:

- (a) for the first year of operation, an amount equal to Sixty Thousand Dollars (\$60,000); and
- (b) for the second year of operation, an amount equal to One Hundred Thousand Dollars (\$100,000); and
- (c) for the third year of operation, an amount equal to One Hundred Fifty Thousand Dollars (\$150,000); and
- (d) for the fourth year of operation, an amount equal to Two Hundred Thousand Dollars (\$200,000); and
- (e) for the fifth year of operation, an amount equal to Two Hundred Thousand Dollars (\$200,000).

The initial payment of the Host Community Fee to the CITY shall be made on or before the first of July or January, whichever occurs first, following the end of the first six (6) months from the day [KRYPIES LLC] commences adult-use marijuana sales from the Premises. Thereafter, Host Community Fee payments shall be made to the CITY on or before the first of July and the first of January each year. [KRYPIES LLC] shall notify the CITY when it commences adult-use marijuana sales within the CITY at the Premises. The Host Community Fee shall continue being paid by [KRYPIES LLC] to the CITY, until [KRYPIES LLC] ceases the adult-use marijuana sales at the Premises or upon the expiration of Five (5) years after the Execution Date, whichever is earlier. While the purpose of the Host Community Fee is to assist the CITY in addressing any public health, safety or other effects or impacts the Premises may have on the CITY, the CITY may expend all such fees at the CITY's sole and absolute discretion.

2. Local Preference. Except for senior management positions, [KRYPIES LLC] commits to hiring the majority of its employees from the local communities, to the extent permitted by law. In addition to the direct hiring, [KRYPIES LLC] will work in a good faith, legal and non-discriminatory manner to hire local vendors, suppliers, contractors and builders from the Pittsfield area where possible.
3. Property Taxes. Except as provided in section 44 of Chapter 55 of the Acts of 2017, at all times during the Term of this Agreement, all property, both real and personal, owned or operated by [KRYPIES LLC] shall be treated as taxable, and all applicable real estate and personal property taxes for that property shall be paid either directly by [KRYPIES LLC] or by its landlord to the CITY, and [KRYPIES LLC] shall not object to or otherwise challenge the taxability of such property and shall not seek a non-profit exemption from paying such taxes. Notwithstanding the foregoing, (i) if real or personal property owned or operated by [KRYPIES LLC] is determined to be non-taxable or partially non-taxable, a determination of which the [KRYPIES LLC] agrees not to seek at any time during this Agreement or (ii) if [KRYPIES LLC] is determined to be entitled or subject to exemption with the effect of reducing or eliminating the tax which would otherwise be due if not so exempted, then [KRYPIES LLC] shall pay, as an additional fee to the CITY, an amount which when added to the taxes, if any, paid on such property, shall be equal to the taxes which would have been payable on such property at fair cash value and at the otherwise applicable tax rate, if there had been no abatement or exemption ("Additional Fee"). Such

Additional Fee payments shall be in addition to all payment obligations owed by [KRYPIES LLC] under Section 1 of this Agreement.

4. Right to Re-Open.

(a) In the event that [KRYPIES LLC] enters into a host community agreement or other similar agreement with another municipality in the Commonwealth of Massachusetts that contains financial terms more beneficial to such municipality than this Agreement provides to the CITY, taking into consideration the marketplace, number of other operating adult-use marijuana facilities and customers in the municipality as compared to the CITY, [KRYPIES LLC] agrees to reopen this Agreement and, in good faith, negotiate an amendment that fairly adjusts the Host Community Fee set forth in this Agreement to reflect any such better terms.

(b) If, during the term of this Agreement, the Host Community Fees imposed upon [KRYPIES LLC] under this Agreement are determined to exceed the costs imposed upon the CITY by the operation of the Premises, then the CITY agrees to reopen this Agreement and, in good faith, negotiate an amendment that fairly adjusts the Host Community Fee such that the fee is reasonably related to the costs imposed upon the CITY due to [KRYPIES LLC]'s operation of the Premises.

5. Permits and Licenses. The Parties agree that this Agreement and all terms, conditions and requirements contained herein, are subject to, and conditioned upon [KRYPIES LLC] obtaining the required registrations, permits and licenses to sell adult-use marijuana at the Premises. If, for any reason, [KRYPIES LLC] is unable to obtain the required permits and licenses to operate, this Agreement shall be null and void and neither Party shall have any further obligations under this Agreement.

6. Omitted.

7. Term. This Agreement shall go into effect on the Effective Date and shall terminate in the event that [KRYPIES LLC] ceases its MR operations in the CITY or [KRYPIES LLC]'s MR license is revoked by the CCC. This Agreement shall terminate upon the occurrence or existence of the appointment of a trustee, receiver or other custodian for any substantial part of [KRYPIES LLC]'s assets, or if [KRYPIES LLC] petitions for, permits or suffers insolvency, bankruptcy, liquidation or a winding up of its business or assets. Furthermore, in accordance with section 25 of Chapter 55 of the Acts of 2017, this Agreement shall terminate no later than Five (5) years after the Execution Date. In the event of termination, payments due in that Six (6) month period shall be prorated based on the number of days of operation during said Six (6) month period.

8. Local Authority. This Agreement does not waive, limit, control, govern or in any way describe the legal authority of any CITY board, commission, committee, officer or official to regulate, authorize, restrict, inspect, investigate, enforce against, or issue, deny, suspend or revoke any permit, license or other approval with respect to, [KRYPIES LLC], the Premises or any MR thereon; nor does it waive, limit, control, govern or in any way describe the legal authority of the Pittsfield Police Department to investigate, prevent or

take action against any criminal activity with respect to [KRYPIES LLC], the Premises or any MR thereon. Nothing in this Agreement presumes, implies, suggests or otherwise creates any promise either that [KRYPIES LLC] shall obtain or retain any or all local permits, licenses and other approvals that are required in order to operate an MR at the Premises, or that the CITY shall be required to support or assist in any application for the same. The CITY, by entering into this Agreement is not thereby required or obligated to issue such permits and approvals as may be necessary for the MR to operate in the CITY, or to refrain from enforcement action against [KRYPIES LLC] and/or the Premises for violations of the terms of said permits, approvals and or applicable statutes, ordinances and regulations. The CITY acknowledges that [KRYPIES LLC] may now or in the future enjoy certain rights under the laws of the Commonwealth, and in further consideration of the payments contemplated under this Agreement the CITY agrees that it will refrain from imposing any restrictions on [KRYPIES LLC]'s exercise of any rights that may arise solely under such laws. Notwithstanding any other provision of this Section 8, the CITY hereby acknowledges that [KRYPIES LLC]'s obligations under this Agreement are contingent upon [KRYPIES LLC]'s successful and timely operation of its business, and the CITY therefore agrees to promptly provide [KRYPIES LLC] with a certificate of occupancy for the entirety of the Premises upon [KRYPIES LLC]'s substantial completion of the permitted work at the Premises.

9. Common Agreement. No MR or marijuana establishment shall sell or otherwise distribute within the CITY adult-use marijuana or adult-use marijuana infused products, including any products containing or consisting of THC or CBD, unless and until such MR or marijuana establishment has entered into a Host Community Agreement with the same terms, conditions and restrictions as appear within this Agreement. For the avoidance of doubt, the CITY agrees and acknowledges that it will impose upon any MR or marijuana establishment operating within the CITY the same financial and other obligations set forth in this Agreement.
10. Notices. Any and all notices or other communications required or permitted under the Agreement by either Party to the other shall be in writing and delivered by mail, postage prepaid, return receipt requested, by registered or certified mail, or by other reputable delivery service.

(a) Notice to [KRYPIES LLC] shall be delivered to:

[1450 East Street, Suite 2, Pittsfield, MA 01201 |

(b) Notice to CITY shall be delivered to:

City of Pittsfield  
Mayor's Office  
70 Allen St  
Pittsfield, MA 01201

11. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or in writing, between the Parties hereto with respect to the subject matter of this

Agreement. This Agreement may not be changed verbally, and may only be amended by an agreement in writing signed by both Parties.

12. No Rights in Third Parties. This Agreement is not intended to, nor shall it be construed to, create any rights in any third parties.
13. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
14. Severability. If any provision of this Agreement shall be held by a court of competent jurisdiction to be contrary to law, that provision will be enforced to the maximum extent permissible and the remaining provisions of this Agreement will remain in full force and effect, unless to do so would result in either Party not receiving the benefit of its bargain.
15. Successors. This Agreement shall be binding upon and shall inure to the benefit of the Parties, their respective heirs, executors, administrators and assigns.
16. Assignment. Neither Party may assign this Agreement without the prior written consent of the other Party.
17. Acknowledgement. The individuals signing below have full authority to do so by the entity on behalf of which they have signed.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be duly executed as of the Execution Date set forth above.

CITY OF PITTSFIELD

Linda M. Tyer  
Linda M. Tyer, Mayor

[Organization Name] Kryptics LLC

Twof Mark 5.22.18  
[Organization Representative] [Date]

## 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, ~~Timothy~~ Mark, (insert name) certify as an authorized representative of Krypties LLC (insert name of applicant) that the applicant has executed a host community agreement with City of Pittsfield (insert name of host community) pursuant to G.L.c. 94G § 3(d) on June 5, 2018 (insert date).

Timothy Mark

Signature of Authorized Representative of Applicant

### Host Community

I, Linda Tyer, (insert name) certify that I am the contracting authority or have been duly authorized by the contracting authority for City of Pittsfield (insert name of host community) to certify that the applicant and City of Pittsfield (insert name of host community) has executed a host community agreement pursuant to G.L.c. 94G § 3(d) on June 5, 2018 (insert date).

Linda M. Tyer

Signature of Contracting Authority or  
Authorized Representative of Host Community



## NOTICE OF COMMUNITY OUTREACH MEETING

Notice is hereby given that Mass Yield Cultivation LLC and Kryples LLC, will hold a **Community Outreach Meeting on May 15, 2018 at the Berkshire Athenaeum Central Library, 1 Wendell Ave, Pittsfield MA 01201 between 9:30 AM and 10:30 AM** to discuss the proposed siting of an adult use marijuana establishment in the City of Pittsfield

Mass Yield Cultivation LLC and Kryples LLC intend to apply for a license to operate for the following : Adult-use marijuana establishments and retail sales of marijuana to be located at 1450 East Street Suite 2 Pittsfield MA and 10-12 Commercial St., Pittsfield MA in accordance with M.G.L. c 94 G and The Massachusetts Cannabis Control Commission's regulations at 935 CMR 500.000 et seq.

Topics to be discussed at the meeting will include but not limited

**Public Notices**

to

- 1.) The types of adult use marijuana establishment to be located at the proposed address
- 2.) Plans for maintaining a secure facility
- 3.) Plans to prevent diversion to minors
- 4.) Plans to positively impact the community
- 5.) Plans to ensure the establishment will not constitute a nuisance to the community

Interested members of the community are encouraged to ask questions and receive answers from members of Mass Yield Cultivation LLC and Kryples LLC.

A copy of this notice has been published in the local newspaper at least 7 calendar days prior to the meeting and filed with the Town Clerk of Pittsfield. This notice will also be mailed at least 7 calendar days to the abutters of the addresses of the marijuana establishment, owners of land directly opposite of public or private street or way, and abutters to the abutters of 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list.

Mass Yield Cultivation LLC  
and Kryples LLC  
Timothy Mack  
President  
05/04/18

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NOTICE OF MORTGAGE SALE

Tuesday, May 8, 2018

Public Notices	Public Notices	Public Notices	Business Rentals	Help Wanted	\$100 and Under
<p>to:</p> <p>1) The types of adult use marijuana establishment to be located at the proposed address.</p> <p>2) Plans for maintaining a secure facility</p> <p>3) Plans for preventing diversion to</p>	<p>P.O. 275 West Natick Road, Suite 500 Warwick, RI 02886 Attorney for U.S. Bank Trust National Association, not in its individual capacity but solely as Owner Trustee for Carisbrook Asset Holding Trust Present Holder of the Mortgage Telephone: (401)</p>	<p><b>Town of Lenox Zoning Board of Appeals</b></p> <p>Notice is hereby given that the Lenox Zoning Board of Appeals will hear the Special Permit petition of Shanien Realty Corp, dba Hoff's, for property at 90 Main Street in the</p>	<p><b>PITTSFIELD,</b></p> <p>Elm Street, 1,200 sf retail space in busy shopping center. Prime location. 845-638-6600</p> <p><b>Apartment Rentals</b></p>	<p><b>OLD FORGE</b></p> <p>HIRING UP FOR THE SUMMER!!</p> <p>Now Hiring:</p> <ul style="list-style-type: none"> <li>•Dishwasher</li> <li>•Kitchen Assistants</li> <li>•Fry Cook</li> </ul>	<p><b>AUTHENTIC BRASS</b> bed. Full size. Excellent condition. \$100. 413-458-3839</p> <p><b>BAMBOO POLES:</b> 12' long will cut to size. \$3 each. 413-298-3759.</p> <p><b>BIKE CARRIER</b> Three bicycle.</p>

Tuesday, May 8, 2018

Public Notices	Public Notices	Public Notices	Business Rentals	Help Wanted	\$100 and Under
<p>to:</p> <p>1) The types of adult use marijuana establishment to be located at the proposed address.</p> <p>2) Plans for maintaining a secure facility</p> <p>3) Plans for preventing diversion to</p>	<p>P.O. 275 West Natick Road, Suite 500 Warwick, RI 02886 Attorney for U.S. Bank Trust National Association, not in its individual capacity but solely as Owner Trustee for Carisbrook Asset Holding Trust Present Holder of the Mortgage Telephone: (401)</p>	<p><b>Town of Lenox Zoning Board of Appeals</b></p> <p>Notice is hereby given that the Lenox Zoning Board of Appeals will hear the Special Permit petition of</p>	<p><b>PITTSFIELD,</b></p> <p>Elm Street, 1,200 sf retail space in busy shopping center. Prime location. 845-638-6600</p>	<p><b>OLD FORGE</b></p> <p>HIRING UP FOR THE SUMMER!!</p> <p>Now Hiring:</p>	<p><b>AUTHENTIC BRASS</b> bed. Full size. Excellent condition. \$100. 413-458-3839</p> <p><b>BAMBOO POLES:</b> 12' long will cut to size. \$3 each. 413-298-3759.</p>

# KRYPIES LLC

1450 East Street – Suite 2  
Pittsfield, MA 01201

## PLAN TO ENSURE COMPLIANCE WITH LOCAL CODES, ORDINANCES AND BYLAWS OF THE MUNICIPALITY

Krypies LLC has been working the City of Pittsfield from the onset of this project. Nathaniel Joyner who is the permitting coordinator for the City of Pittsfield and Tim Mack have created an ongoing relationship, in which, Krypies LLC/Tim Mack will continue to expand to the extent necessary. Krypies has been given the approval from the City of Pittsfield, to open the proposed retail location.

Krypies LLC ensures all local codes, ordinance and bylaws of the municipality will be adhered to. The Commonwealth and City create the guidelines and laws for this industry. Krypies intends on staying current and compliant by making sure they are aware of any current laws, as well as ones that may not be in existence at this time. An Attorney has been hired in order to make sure all legal requirements of Krypies LLC are compliant with all City/State laws and regulations. All requirements below will be followed.

In the approval letter from the city, it requires the following:

1. The applicant would be subject to all other federal, state and local rule and regulations not specifically covered by the granting of a site plan review.
2. All lightning must be downward facing and not trespass off site.
3. A backflow preventer must be installed prior to receiving a Certificate of Occupancy.
4. The required on-site parking must be striped and clearly defined on-site prior to receiving a certificate of occupancy.
5. An executed host agreement shall be received by the Department of Community Development staff prior to the issuance of building permits.

The zoning regulations for the city - section of city code is provided below:

### **SECTION 7.735 -- MARIJUANA CULTIVATION, MANUFACTURING, PROCESSING; MARIJUANA TESTING AND RESEARCH IN I-L, I-G, C-W-S, OR L-D-I ZONING DISTRICTS. [Added 4-10-2018 by Ord. No. 1202]**

- A. Purpose. The intent of this section is to address local siting and land use concerns in relation to the legalization of medical and recreational marijuana in the commonwealth following ballot initiatives in 2012 and 2016. The granting of a site plan approval by the City of Pittsfield does not supersede state or federal laws or preempt an applicant from complying with all relevant state and federal laws.
- B. Applicability. Site plan review under this section shall be required for any principal or accessory use or combination of uses which also involves the cultivation, manufacturing and processing and/or laboratory testing and research of marijuana and marijuana-derived products in a I-L, I-G, C-W-S, L-D-I Zoning District.
- C. Performance standards.
  - (1) No marijuana cultivation, manufacturing, processing use or laboratory testing and research use shall be located within 500 feet (measured from edge of building or occupied space to edge of building or occupied space) of any public or private school providing education in kindergarten or any of grades 1 through 12, any public playground, or licensed day care.
  - (2) Applications for site plan review shall include a project impact statement which addresses potential impacts of the use on traffic, on-site parking, stormwater runoff, lighting, and landscaping.

## Krypies LLC - Retail store

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Krypies LLC is hoping to open up a retail location at 1450 East Street - Suite 2 in Pittsfield. Our location runs parallel to Merrill Road so that we would have little to no impact on the flow of traffic or effect any of the other businesses in the area. Our location will have 30-50 parking spots in the back of the store and up to 20 spots in the front of the store. The store will be approximately 1450sqft which will consist of a large common room, where the sales of cannabis and other cannabis products will be sold. We will also have three 10 x 10 rooms inside the store. One will be the main office and security; the middle room will contain the safe and vault for storing all cannabis products and money at the end of the day. The third room will be the break/meeting room for our employees. All glass in the building will be replaced with shatter proof glass, so that no one can enter the premises during nonoperational hours. We will also have a security guard on site during business hours which will be from 9am-8pm. There will also be 24-hour surveillance of every inch of the store with battery backup incase the loss of power occurs. We will start off with 5 full time employees plus the security guard until we are fully up and running. Then we will bring in an additional 2 full time and 5 part-time employees to fill in on evenings and weekends. All employees will go through a proper background check and we are also committed to employing Pittsfield residents.

Thank you for your consideration. If you have any other questions please don't hesitate to contact me at [BerkshireHydroponics@gmail.com](mailto:BerkshireHydroponics@gmail.com) or you can reach me on my cell 413-446-5802.

Sincerely

Timothy mack





RECEIVED-CITY CLERK  
CITY OF PITTSFIELD, MA  
2018 APR 17 P 3:49

APPLICATION FOR  
ZONING BOARD OF APPEALS

No. 2863

Filed 4/17/18

Hearing 5/16/18

Applicant Timothy Made / Krypies Address ~~1450 Ea~~ 30 Lombard St Pittsfield  
Phone Number 413-446-5802 MA 01201

Owner 1450 EAST ST LLC Address 105 HAWTHORNE AVE, Pittsfield MA  
(If Not Applicant)

NOTICE: This application must either be typewritten or written in a clear, legible hand. Submit four (4) copies of the application to the City Clerk, along with copies of the plans, specifications, and information called for by the zoning ordinance, together with a copy of any refusal of the building inspector to issue the building permit or certificate of occupancy. Include a filing fee of \$200 for Special Permits & Variances, or for Sign Appeals, payable to the City of Pittsfield. An additional fee is required in order to post the public notice in a local newspaper, applicants can choose to advertise in either the Berkshire Eagle or Pittsfield Gazette (separate fees and posting deadlines apply).

Special Permit from the requirements of Article 23 Section 7.850 of the Zoning Ordinance; or

Variance from the requirements of Article \_\_\_\_\_ Section \_\_\_\_\_ of the Zoning Ordinance; or

Exception from the requirements of Article \_\_\_\_\_ Section \_\_\_\_\_ of the Sign Ordinance.

- \_\_\_\_ 1. Appeal is hereby made from the decision of the Building Inspector refusing a building or sign permit, the applicant contending that the proposed sign, construction, alteration or use is in conformity with the provisions of the Zoning Ordinance
- \_\_\_\_ 2. Appeal is hereby made from the decision of the Building Inspector refusing a Certificate of Occupancy, the applicant contending that the structure or proposed use is in conformity with the provisions of the Zoning Ordinance

NOTICE – Mark with an X in the square opposite one of the above paragraphs under which the applicant proposes to bring the matter to the attention of the Board.

1. The premises affected are situated at 1450 EAST ST, # 2  
\_\_\_\_\_, Pittsfield, Mass. on the \_\_\_\_\_ side of the street,  
distant \_\_\_\_\_ feet from the corner formed by the intersection of \_\_\_\_\_  
and \_\_\_\_\_. Assessor's Map # K11 Block 0002 Lot 001.  
They are in the 1L Zoning District.

2. A short description of the proposed sign, construction, alteration or use is as follows:

3. The principal points on which the application or appeal is based are as follows:

Trish Mink  
Applicant signs here

MSAA NOYES for  
Owner signs here 1450 EAST ST LLC

1450 East Street, LLC  
Hawthorne Mills  
105 Hawthorne Avenue  
Pittsfield, MA 01201  
413-448-8287

March 23, 2018

City of Pittsfield  
Zoning Board of Appeals

Re: Application of Timothy Mack

To Whom it May Concern:


As the owner and landlord of 1450 East Street, Pittsfield, MA, we have no problem with the application of Timothy Mack.

Currently Mr. Mack is a tenant at our building and has been a model tenant for over 3 years.

We are happy to assist Mr. Mack in this process and if there are any questions, please feel free to contact our office.

Thank you.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Lisa A. Noyes', is written over the typed name.

Lisa A. Noyes  
Office Manager



## Krypies LLC - Retail store

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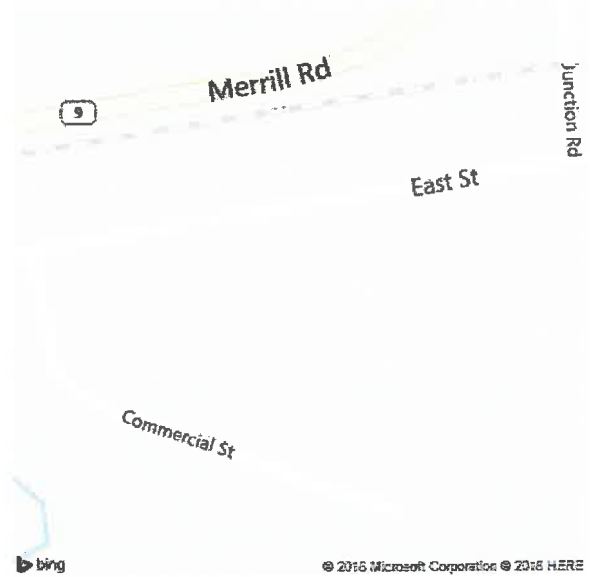
Krypies LLC is hoping to open up a retail location at 1450 East Street - Suite 2 in Pittsfield. Our location runs parallel to Merrill Road so that we would have little to no impact on the flow of traffic or effect any of the other businesses in the area. Our location will have 30-50 parking spots in the back of the store and up to 20 spots in the front of the store. The store will be approximately 1450sqft which will consist of a large common room, where the sales of cannabis and other cannabis products will be sold. We will also have three 10 x 10 rooms inside the store. One will be the main office and security; the middle room will contain the safe and vault for storing all cannabis products and money at the end of the day. The third room will be the break/meeting room for our employees. All glass in the building will be replaced with shatter proof glass, so that no one can enter the premises during nonoperational hours. We will also have a security guard on site during business hours which will be from 9am-8pm. There will also be 24-hour surveillance of every inch of the store with battery backup incase the loss of power occurs. We will start off with 5 full time employees plus the security guard until we are fully up and running. Then we will bring in an additional 2 full time and 5 part-time employees to fill in on evenings and weekends. All employees will go through a proper background check and we are also committed to employing Pittsfield residents.

Thank you for your consideration. If you have any other questions please don't hesitate to contact me at [BerkshireHydroponics@gmail.com](mailto:BerkshireHydroponics@gmail.com) or you can reach me on my cell 413-446-5802.

Sincerely

Timothy mack

Retail store  
1450'sq ft



Pittsfield  
Street View

1 Enter An Address Get Driving Directions, Maps, Traffic & More! Free MapsTab App [mapstab.com](http://mapstab.com)

2 Enter Address & Location - Get Driving Directions Driving Directions With MapBeast. [mapbeast.com/Directions](http://mapbeast.com/Directions)

Map Route Planner Satellite

Enter a location: postcode, town or city, or a place of interest (sports venue, hospital, train station, airport, tourist attraction, etc).

Search address, city or country

Google ha cerrado el anuncio

Dejar de ver anuncio

¿Por qué este anuncio? ►



Norman Rockwell Museum



Tanglewood



The Mount



Berkshire Museum

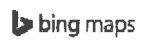


Jacob's Pillow Dance Festival



View Traffic Reports

View Maps

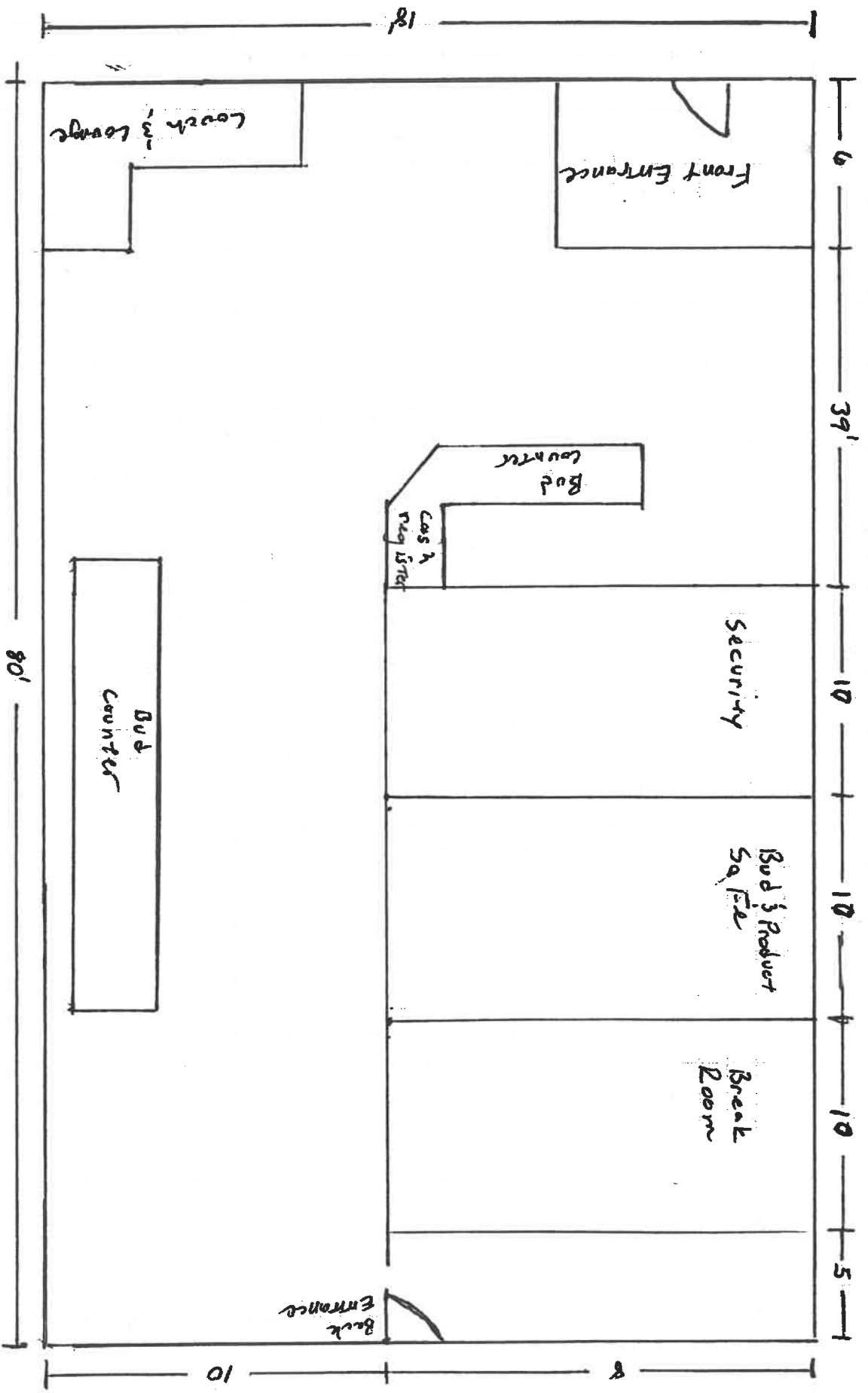


**1450 East St, Pittsfield, MA 01201**

**Location:** 42.45395, -73.21546

Kryppies Ilc





Store Front



1450 EAST ST.



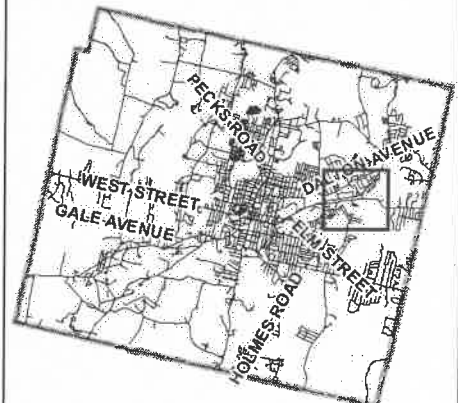
## Property Information

Property ID K110002001  
Location 1450 EAST ST  
Owner ~~XXXXXXXXXXXX~~



MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT

The City of Pittsfield makes no claims, no representations, and no warranties, expressed or implied, concerning the validity (expressed or implied), the reliability, or the accuracy of the GIS data and GIS data products furnished by the City, including the implied validity of any uses of such data. The use of this data, in any such manner, shall not supercede any federal, state or local laws or regulations.



## 1450 East St Topo Map



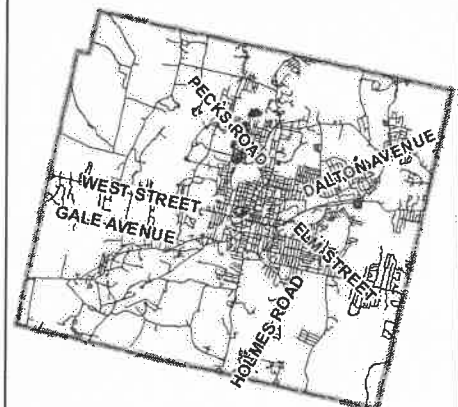
## Property Information

Property ID K110002001  
Location 1450 EAST ST  
Owner [REDACTED]

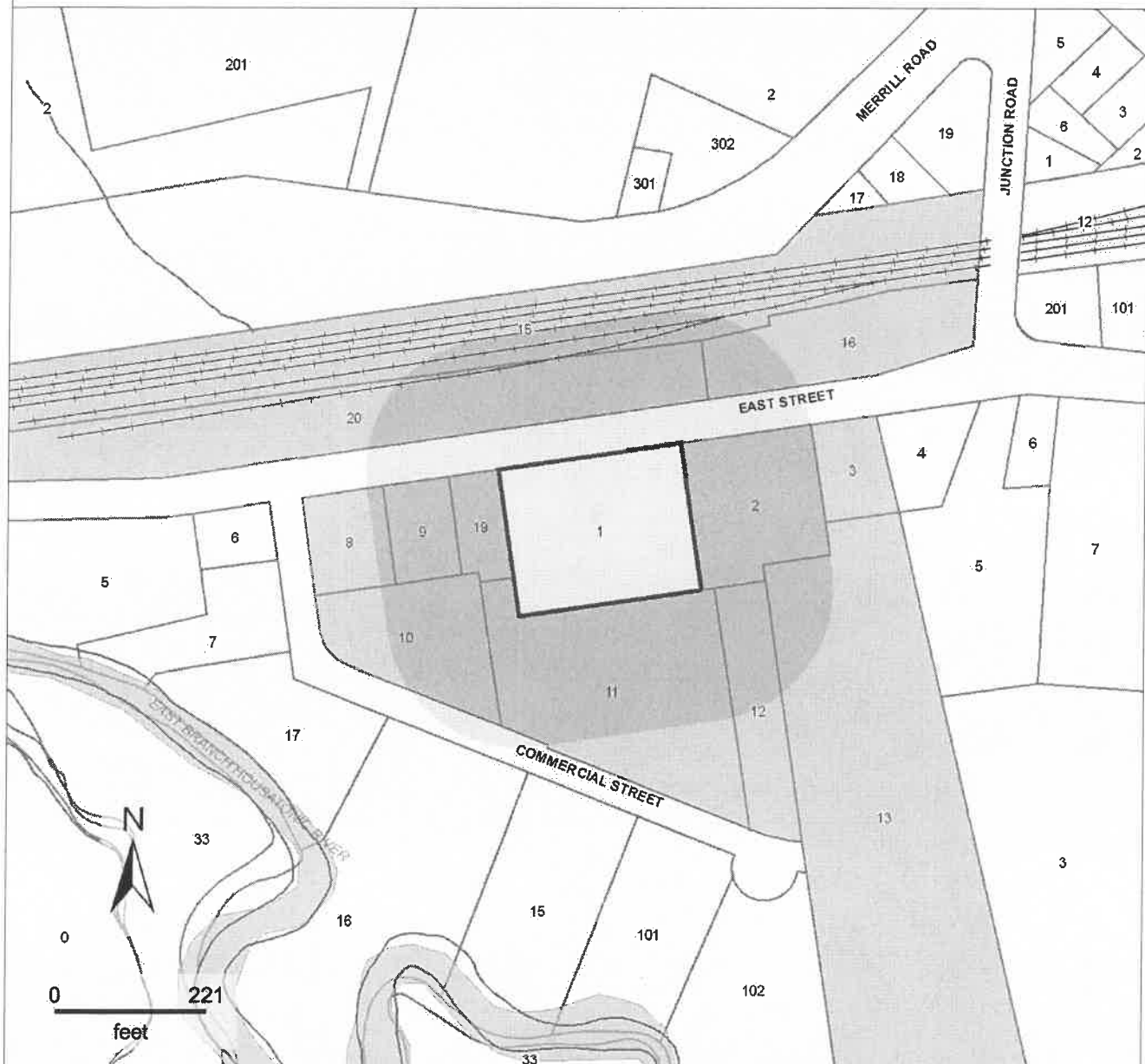


MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT

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## 1450 EAST ST. 200' ABUTTERS



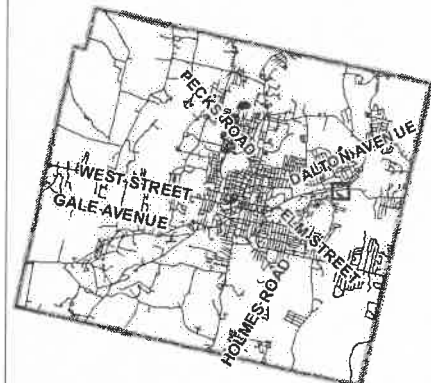
## Property Information

Property ID K110002001  
Location 1450 EAST ST  
Owner ~~XXXXXXXXXXXX~~



MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT

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Please file with  
Register of Deeds



Date: May 23, 2018

RECEIVED-CITY CLERK  
CITY OF PITTSFIELD, MA  
2018 MAY 23 P 3:45

**CITY OF PITTSFIELD**

ZONING BOARD OF APPEALS, 70 ALLEN STREET, PITTSFIELD, MA 01201

**NOTICE OF SPECIAL PERMIT**

Conditional or Limited Special Permit

(General Laws, Chapter 40 A, Section 18 as amended)

Notice is hereby given that a Conditional or Limited Special Permit has been granted

TO: Krypies LLC

(Owner or Petitioner)

ADDRESS: 30 Lombard St

CITY: Pittsfield, MA 01201

By the City of Pittsfield, Board of Appeals affecting the rights of the owner with respect to the use of premises on:

1450 East Street, Suite 2

(Street)

Pittsfield, MA

(City)

Assessors Map, Block and Lot: K11-0002-001

(Identify Land Affected)

The record title standing in the name of: Fourteen Fifty East Street LLC

Whose address is: 105 Hawthorne Ave

(Street)

Pittsfield

(City)

MA

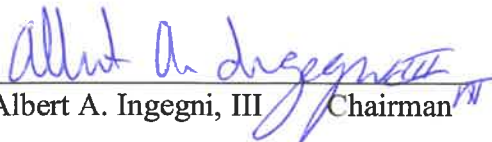
(State)

By a deed duly recorded in the Berkshire Middle District Registry of Deeds in Book 5330 Page 79.

The decision of said Board is on file with the papers in Decision or Case No. 2863 in the office of the City Clerk of Pittsfield.

Board of Appeals:

Signed this 23<sup>rd</sup> day of May, 2018

  
Albert A. Ingegneri, III Chairman

This is to certify that twenty (20) days have elapsed since the filing of the above decision with this office and no appeal has been filed, or appeal has been filed and denied, in the case.

Michele Cetti City Clerk

                     Date

(SEE FORM 4 & 6 ATTACHED)



**CITY OF PITTSFIELD**

ZONING BOARD OF APPEALS, 70 ALLEN STREET, PITTSFIELD, MA 01201

**NOTICE OF DECISION**

Petition of: Krypies LLC May 23, 2018

Premises affected: 1450 East Street, Suite 2  
Pittsfield, MA 01201  
K11-0002-001

Petition: 2863

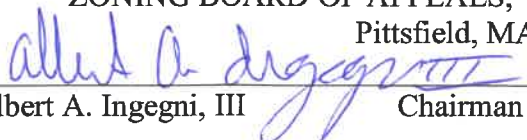
Referring to the above petition requesting a special permit under Article 23 Section 7.850 of the Zoning Ordinance to allow the operation of a recreational (adult use) marijuana retail establishment:

After a public hearing given Wednesday May 16, 2018 the Board of Appeals voted to authorize the Building Inspector to issue a permit to Krypies LLC for the construction of the above work, or desired use of the premises based upon the following conditions:

1. A copy of an executed Host Community Agreement shall be received by Department of Community Development staff prior to the issuance of Building Permits.
2. Signage notifying customers that additional parking is available at the rear of the building shall be posted in visible location.
3. Should concerns arise over parking capacity or vehicular conflicts as a result of the proposed business, the Board will request that the applicant appear at a noticed public Zoning Board of Appeals meeting to address the impact(s) and provide appropriate mitigation.
4. Should concerns arise as a result of the hours of operation of the proposed business, the Board will request that the applicant appear at a noticed public Zoning Board of Appeals meeting to address the impact(s) and provide appropriate mitigation.
5. If the rights authorized by the special permit are not exercised within two (2) years of the date of the granting of such special permit, they shall lapse and may be re-established only after notice and a new hearing.
6. *The applicant is subject to all other federal, state, and local rules and regulations not specifically covered by the granting of this special permit..*

**IMPORTANT:** Any appeal from the decision of the Zoning Board of Appeals must be made pursuant to Section 17, Chapter 40 A (G.L.) as amended, and must be filed within twenty (20) days after the date of filing of the decision with the City Clerk.

ZONING BOARD OF APPEALS,  
Pittsfield, MA.

  
Albert A. Ingegni, III Chairman *ms*



**CITY OF PITTSFIELD**

ZONING BOARD OF APPEALS, 70 ALLEN STREET, PITTSFIELD, MA 01201

**Record of Meeting**

Date Filed: May 23, 2018  
Meeting Date: May 16, 2018  
Petition No. 2863

PETITIONER'S NAME: Timothy Mack / Krypies LLC

I, Albert A. Ingegneri, III, Chairman of the Board of Appeals under the Zoning Ordinance of the City of Pittsfield, hereby certify that the following is a detailed record of all its proceedings relative to the petition of Timothy Mack / Krypies LLC requesting a special permit under Article 23 Section 7.850 of the Zoning Ordinance to allow the operation of a recreational (adult use) marijuana retail business. The premises affected are located at 1450 East Street, Suite 2 and is in an I-L zoning district.

On 4/17/2018 a petition, of which a true copy marked "A" is made part of this record and can be found at City Hall, was presented to the Board of Appeals accompanied by the filing fee of two hundred dollars.

2. Thereupon, an advertisement, a true copy of which marked "B" is made part of this record and can be found at City Hall, was published in the Pittsfield Gazette, a newspaper published in the City of Pittsfield on 4/26/2018 and 5/3/2018.

3. Notices of the hearing, a copy of which marked "C" which is made part of this record and can be found at City Hall, were mailed postpaid to the owners of all property deemed by the Board to be affected, being the same persons named in the Assessor's certificate which was a part of the petition, the Building Inspector, and the Planning Board of the City of Pittsfield. On Wednesday May 16, 2018 a hearing was held at the Pittsfield

Senior Center, at which opportunity was given to all those interested to be heard in favor or in opposition to said petition. Members present: Chairman Albert Ingegner III, John Fitzgerald, Miriam Maduro, Esther Bolen, and Howard Siegel. Non-Members present: Permitting Coordinator Nate Joyner. Chairman Albert Ingegner III read the staff analysis and findings into the record, a copy of which has been marked "D" and made part of this record.

The applicant came forward to speak on the application. The windows will be replaced with shatter-proof, lightly fogged out windows. Mr. Fitzgerald asked Mr. Joyner if there would be a concern, particularly with law enforcement and public safety, about having blacked out windows. Mr. Joyner clarified that generally with these types of businesses the windows will not be completely blacked out but rather tinted or fogged. Mr.

Fitzgerald noted the stipulations and asked if this is consistent with the other tenants or if we were singling out these businesses. Mr. Joyner noted the conditions were recommendations by the community development board, based on their meeting. He noted a precedent, a bank a number of years ago that has similar conditions. It is not entirely novel. Mr. Fitzgerald noted the lack of visible parking on the property. Mr.

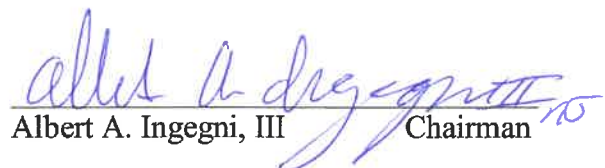
Joyner clarified that there was a condition added requiring signage to direct drivers to the lot in the back. Mr. Siegel asked about the applicant's tenancy in the building. Mr. Mack stated he owns Berkshire Hydroponics and has been a tenant for 3.5 years. Ms. Bolen asked which spot he was going to occupy; he will be in Suite 2, right next door to Berkshire Hydroponics, Suite 1. Chair Ingegner asked where they were in the regulatory process. He is filling out the applications; they are not accepting applications until June 1. He is working on approval from ZBA and had their neighborhood outreach meeting yesterday. Once ZBA approval is attained, they will be ready to submit. Mr. Fitzgerald

asked about lighting; there is lighting on the canopy in the front of the building that automatically comes in, as well as in the back parking lot. Mr. Fitzgerald asked how he came up with the hours of operation, and the number of employees expected. His other store is open 10-6p. He would like to have two shifts for the employees. He hopes for ten employees once up and running.

Chair Ingegni asked how long the state would take to approve, assuming local approvals are granted. It usually takes about two weeks, once local approval is granted. He hopes to be open for business by the end of July. Regarding product, he's been in talks with Berkshire Roots and other dispensaries. Mr. Joyner noted that the state's building code has nothing special for this type of business, but licensing has strict security requirements. They will work with their architect or engineer to submit the required plans to the state. Ms. Bolen asked how he proposes to finance the project. His hydroponics business produces enough capital to see him through.

Chairman Albert Ingegni III asked if there were any others present to speak on behalf of the application, or if there were any opposed or who had questions. Seeing none, the Chairman closed the public hearing. Mr. Fitzgerald made a motion to grant the special permit with the special conditions noted above. It was seconded by Ms. Madura. Voting in favor of the motion were: Chairman Albert Ingegni, John Fitzgerald, Miriam Maduro, Esther Bolen, and Howard Siegel. The motion passed by unanimous vote with 5 votes in favor and 0 opposed.

May 23, 2018

  
Albert A. Ingegni, III Chairman



RECEIVED-CITY CLERK  
CITY OF PITTSFIELD, MA

2018 APR 17 P 3:49

APPLICATION FOR  
ZONING BOARD OF APPEALS

No. 2863

Filed 4/17/18

Hearing 5/16/18

Applicant Timothy Made / Krypies Address ~~1450 Ea~~ 30 Lombard St Pittsfield  
Phone Number 413-446-5802 MA 01201  
Owner 1450 EAST ST LLC Address 105 HAWTHORNE AVE, Bay MA  
(If Not Applicant)

NOTICE: This application must either be typewritten or written in a clear, legible hand. Submit four (4) copies of the application to the City Clerk, along with copies of the plans, specifications, and information called for by the zoning ordinance, together with a copy of any refusal of the building inspector to issue the building permit or certificate of occupancy. Include a filing fee of **\$200 for Special Permits & Variances, or for Sign Appeals, payable to the City of Pittsfield**. An additional fee is required in order to post the public notice in a local newspaper, applicants can choose to advertise in either the Berkshire Eagle or Pittsfield Gazette (separate fees and posting deadlines apply).

Special Permit from the requirements of Article 23 Section 7.850 of the Zoning Ordinance; or

Variance from the requirements of Article \_\_\_\_\_ Section \_\_\_\_\_ of the Zoning Ordinance; or

Exception from the requirements of Article \_\_\_\_\_ Section \_\_\_\_\_ of the Sign Ordinance.

- \_\_\_\_ 1. Appeal is hereby made from the decision of the Building Inspector refusing a building or sign permit, the applicant contending that the proposed sign, construction, alteration or use is in conformity with the provisions of the Zoning Ordinance
- \_\_\_\_ 2. Appeal is hereby made from the decision of the Building Inspector refusing a Certificate of Occupancy, the applicant contending that the structure or proposed use is in conformity with the provisions of the Zoning Ordinance

NOTICE – Mark with an X in the square opposite one of the above paragraphs under which the applicant proposes to bring the matter to the attention of the Board.

1. The premises affected are situated at 1450 EAST ST, # 2  
\_\_\_\_\_, Pittsfield, Mass. on the \_\_\_\_\_ side of the street,  
distant \_\_\_\_\_ feet from the corner formed by the intersection of \_\_\_\_\_  
and \_\_\_\_\_. Assessor's Map # K11 Block 0002 Lot 001.  
They are in the 1L Zoning District.

2. A short description of the proposed sign, construction, alteration or use is as follows:

3. The principal points on which the application or appeal is based are as follows:

Trish Mink  
Applicant signs here

MISA NOYES for  
Owner signs here 1450 EAST ST LLC

1450 East Street, LLC  
Hawthorne Mills  
105 Hawthorne Avenue  
Pittsfield, MA 01201  
413-448-8287

March 23, 2018

City of Pittsfield  
Zoning Board of Appeals

Re: Application of Timothy Mack

To Whom it May Concern:

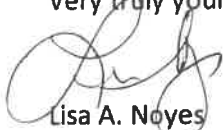
As the owner and landlord of 1450 East Street, Pittsfield, MA, we have no problem with the application of Timothy Mack.

Currently Mr. Mack is a tenant at our building and has been a model tenant for over 3 years.

We are happy to assist Mr. Mack in this process and if there are any questions, please feel free to contact our office.

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Lisa A. Noyes', is written over the typed name.

Lisa A. Noyes  
Office Manager



## Krypies LLC - Retail store

---

Krypies LLC is hoping to open up a retail location at 1450 East Street - Suite 2 in Pittsfield. Our location runs parallel to Merrill Road so that we would have little to no impact on the flow of traffic or effect any of the other businesses in the area. Our location will have 30-50 parking spots in the back of the store and up to 20 spots in the front of the store. The store will be approximately 1450sqft which will consist of a large common room, where the sales of cannabis and other cannabis products will be sold. We will also have three 10 x 10 rooms inside the store. One will be the main office and security; the middle room will contain the safe and vault for storing all cannabis products and money at the end of the day. The third room will be the break/meeting room for our employees. All glass in the building will be replaced with shatter proof glass, so that no one can enter the premises during nonoperational hours. We will also have a security guard on site during business hours which will be from 9am-8pm. There will also be 24-hour surveillance of every inch of the store with battery backup incase the loss of power occurs. We will start off with 5 full time employees plus the security guard until we are fully up and running. Then we will bring in an additional 2 full time and 5 part-time employees to fill in on evenings and weekends. All employees will go through a proper background check and we are also committed to employing Pittsfield residents.

Thank you for your consideration. If you have any other questions please don't hesitate to contact me at [BerkshireHydroponics@gmail.com](mailto:BerkshireHydroponics@gmail.com) or you can reach me on my cell 413-446-5802.

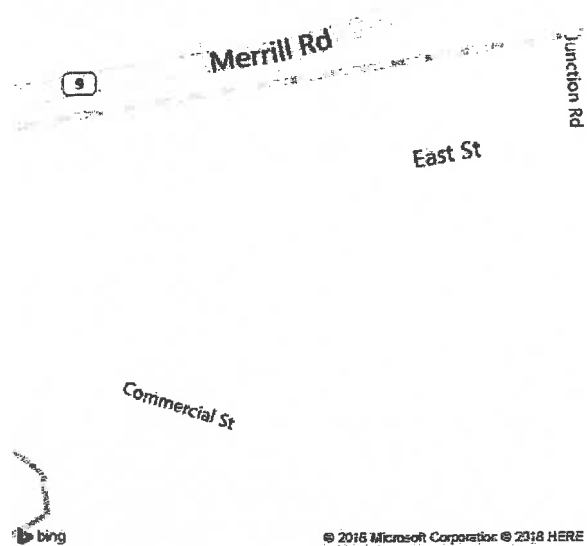
Sincerely

Timothy mack

bing maps

Notes

Retail Store  
1450'sq ft



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**Pittsfield**  
Street View

**1 Enter An Address** Get Driving Directions, Maps, Traffic & More! Free MapsTab App [mapstab.com](http://mapstab.com)

**2 Enter Address & Location - Get Driving Directions**

Driving Directions With MapBeast.  
[mapbeast.com/Directions](http://mapbeast.com/Directions)

Map Route Planner Satellite

Enter a location: postcode, town or city, or a place of interest (sports venue, hospital, train station, airport, tourist attraction, etc).

Search address, city or country

Google ha cerrado el anuncio

Dejar de ver anuncio

¿Por qué este anuncio? ▶



**Norman Rockwell Museum**



**Tanglewood**



**The Mount**



**Berkshire Museum**



**Jacob's Pillow Dance Festival**



View Traffic Reports

View Maps

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Fuller St

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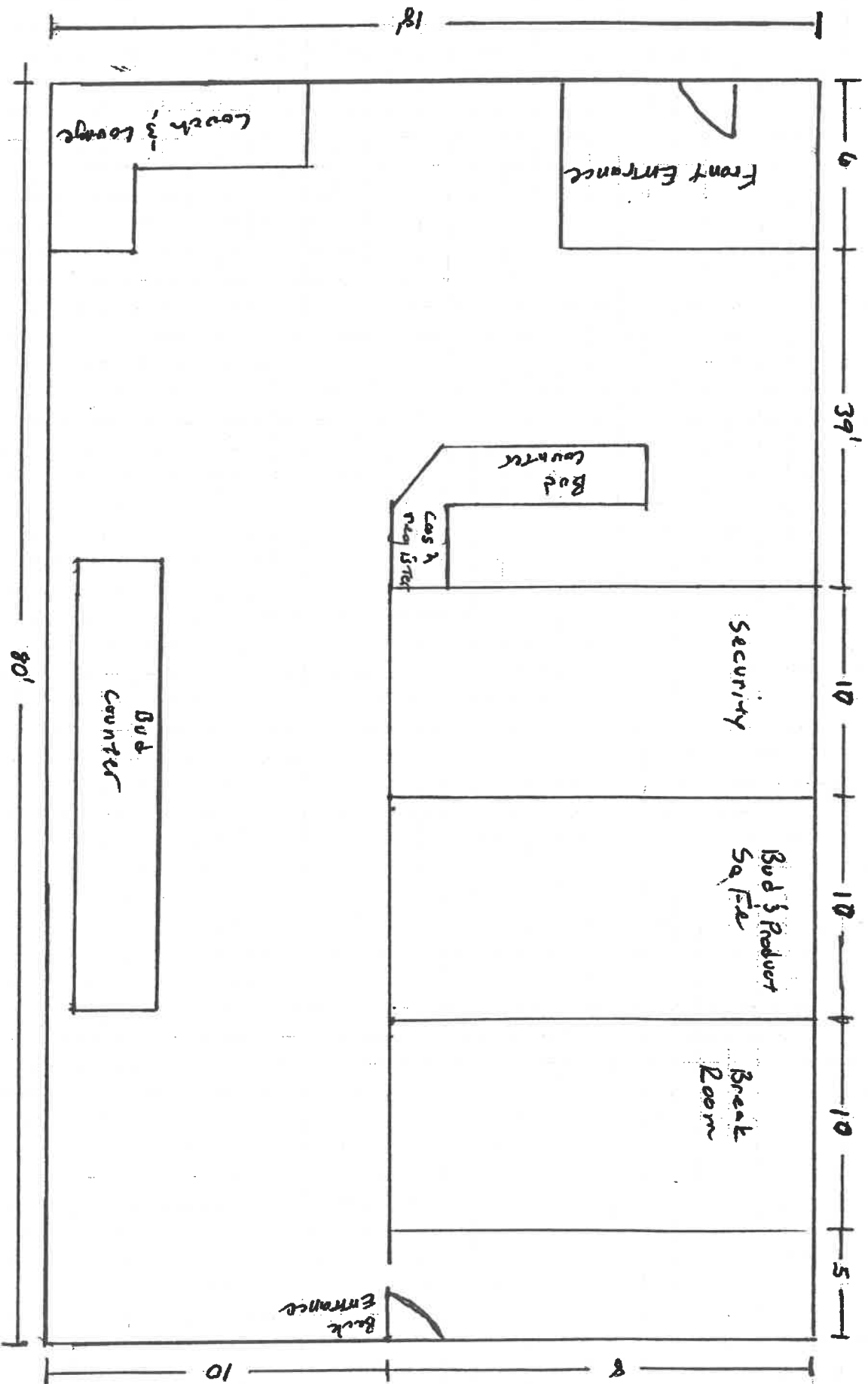
bing maps

**1450 East St, Pittsfield, MA 01201**

**Location:** 42.45395, -73.21546

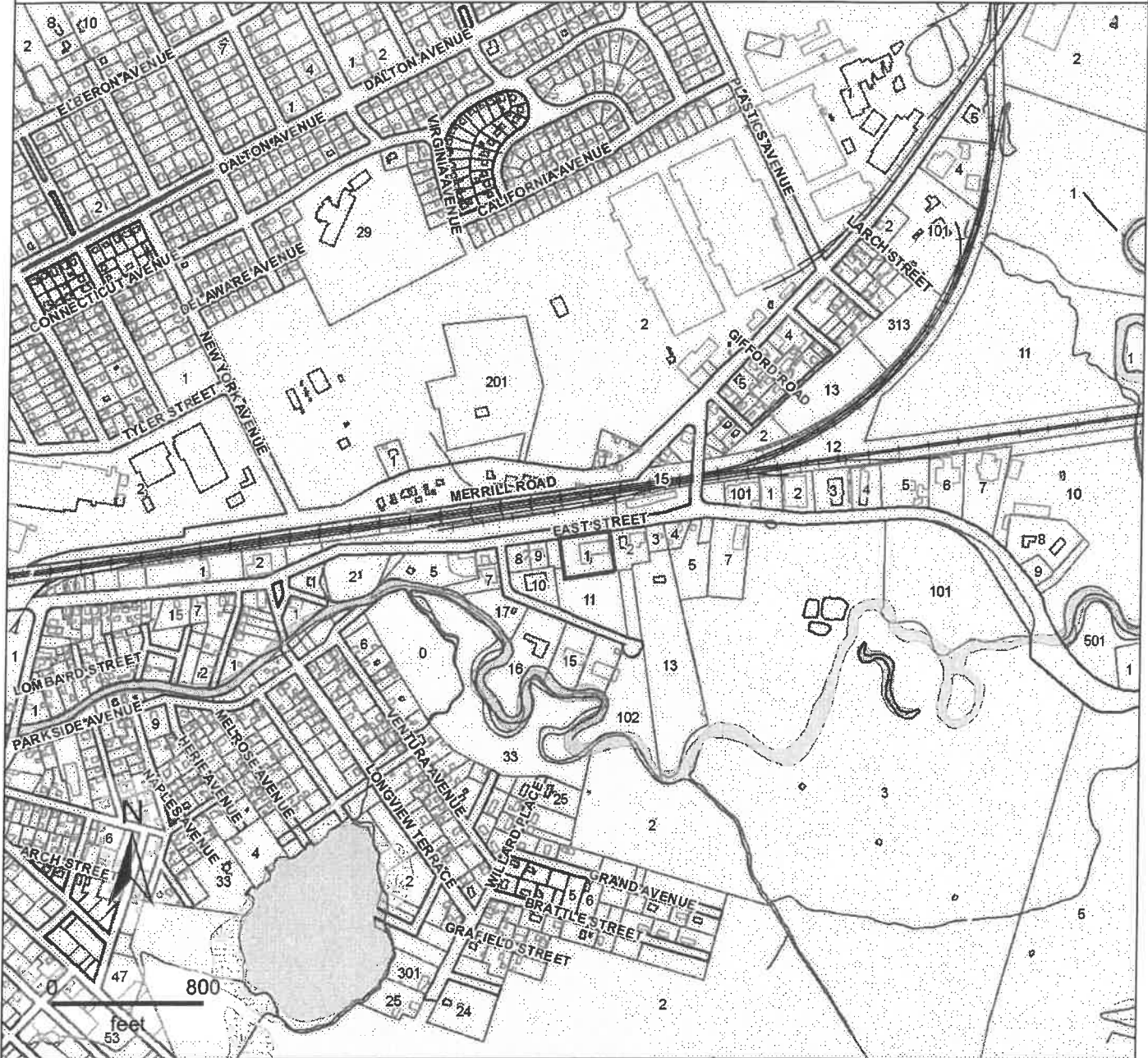
Kryppies llc





Store Front

1450 EAST ST.



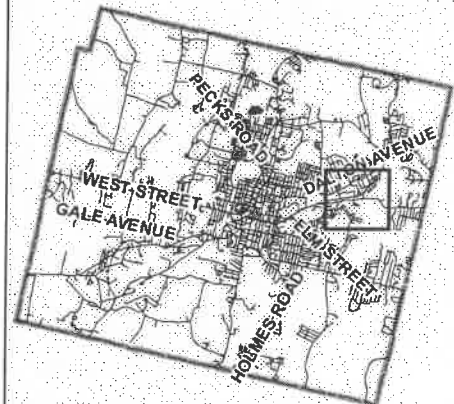
**Property Information**

**Property ID** K110002001  
**Location** 1450 EAST ST  
**Owner** ~~XXXXXXXXXXXX~~



**MAP FOR REFERENCE ONLY  
 NOT A LEGAL DOCUMENT**

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1450 East St Topo Map

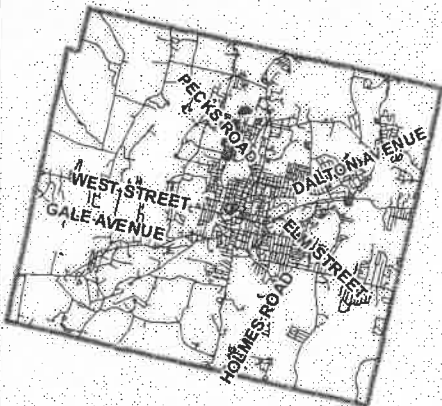


Property Information  
Property ID K110002001  
Location 1450 EAST ST  
Owner ~~REDACTED~~



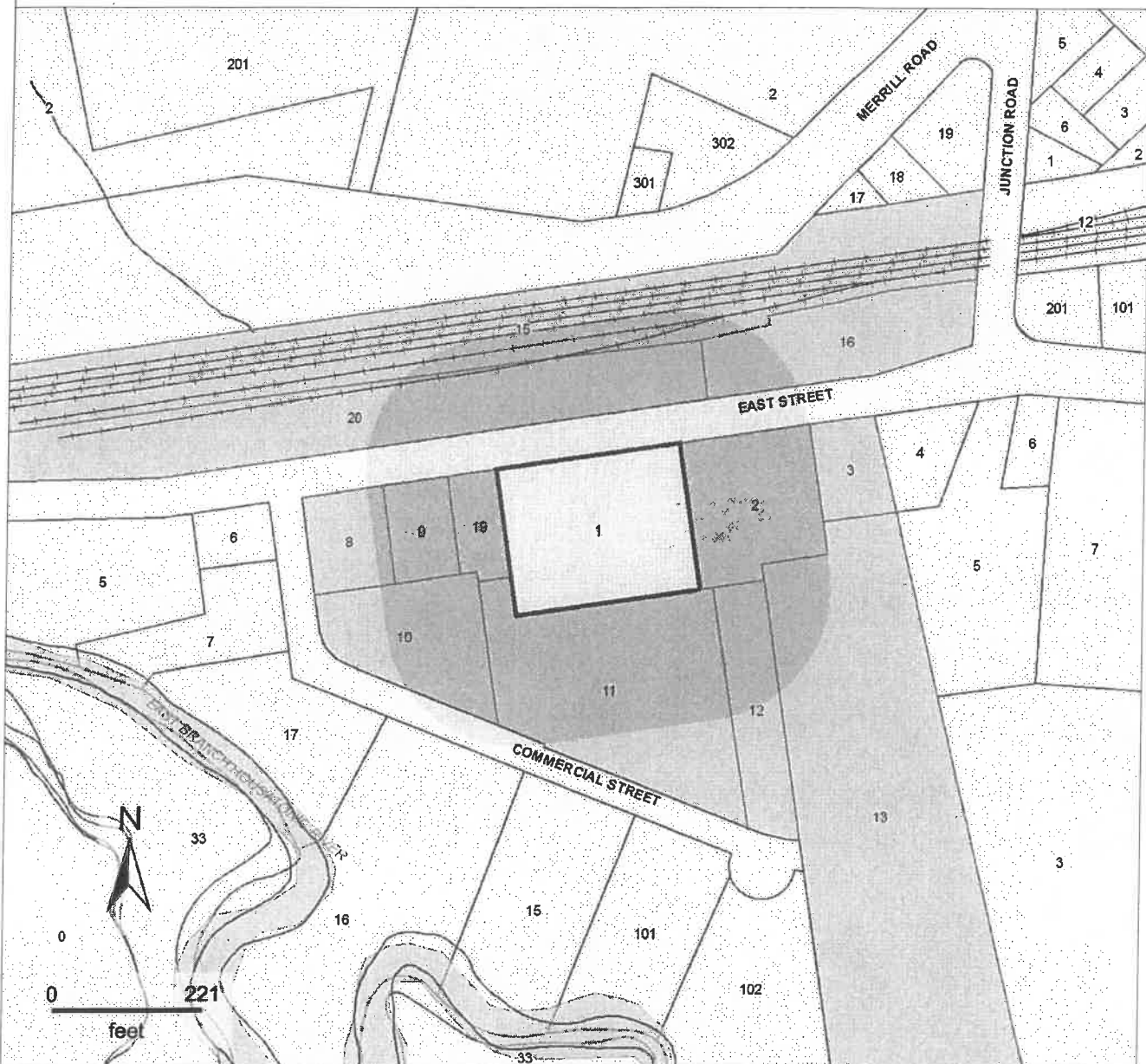
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NOT A LEGAL DOCUMENT

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## 1450 EAST ST. 200' ABUTTERS



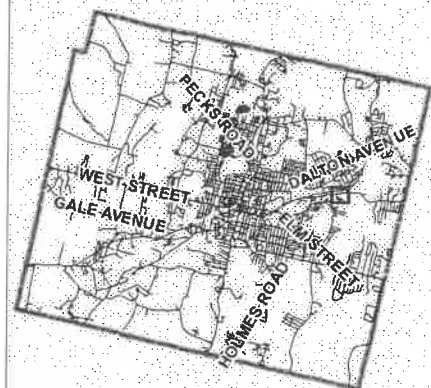
## Property Information

Property ID K110002001  
Location 1450 EAST ST  
Owner MASSACHUSETTS



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NOT A LEGAL DOCUMENT

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## PHS orchestra sets concert

The Pittsfield High School Chamber Orchestra will present a free concert on Tuesday, May 8 at Zion Lutheran Church at 6 p.m.

The program includes "Impromptu" by Jean Sibelius, the Suite in E by Arthur Foote (Praeludium), Benjamin Britten's "Simple Symphony", Three Idylls by Frank Bridge, and a special piece for solo violin and string orchestra, the Praeludium and Allegro by Fritz Kreisler, featuring soloist Adam Shepardson in his last public performance with the orchestra, along with seniors Olivia Nda (viola) and Kamea Quetti-Hall (cello).

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## LEGAL NOTICES

### CITY OF PITTSFIELD ZONING BOARD OF APPEALS NOTICE OF PUBLIC HEARING

Notice is hereby given that the Zoning Board of Appeals will give a hearing at the **Pittsfield Senior Center, Second Floor Meeting Room, located at 330 North Street on Wednesday May 16, 2018 at 7:00 P.M.** to all parties interested in the petition of **Timothy Mack / Krupies LLC** requesting a special permit under Article 23 Section 7.850 of the Zoning Ordinance to allow the operation of a recreational (adult use) marijuana retail business. The premises affected are located at **1450 East Street** and is in an L-L zoning district.

Albert A. Ingegni, III, Chairman  
Zoning Board of Appeals

4/26/18  
5/3/18

### CITY OF PITTSFIELD ZONING BOARD OF APPEALS NOTICE OF PUBLIC HEARING

Notice is hereby given that the Zoning Board of Appeals will give a hearing at the **Pittsfield Senior Center, Second Floor Meeting Room, located at 330 North Street on Wednesday May 16, 2018 at 7:00 P.M.** to all parties interested in the petition of **Friends of Eleanor Sossini Animal Shelter** requesting a variance from the requirements of Article 23 Sections 4.202 & 7.724 of the Zoning Ordinance to allow the operation of an animal shelter use in an otherwise prohibited zoning district. The premises affected are located at **875 Crane Avenue (Parcels K13-2-1; K13-2-2; K14-2-18)** and are in a(n) **CWS** zoning district.

Albert A. Ingegni, III, Chairman  
Zoning Board of Appeals

4/26/18  
5/3/18

### City of Pittsfield Pittsfield Community Development Board Notice of Special Permit Public Hearing

The Pittsfield Community Development Board will hold a public hearing on the application of **One Twenty Onota Street LLC** for a special permit under Section 7.842 to construct a 21 unit assisted living facility. The application also includes a request under Section 10.110f to reduce the number of required off-street parking spaces. The property is located at **43-45 West Union Street** and can be further identified as Assessor's Map G9-25-12 and G9-25-13.

The public hearing will be held at the **Froio Senior Center, 330 North Street, 3rd Floor Meeting Space on Monday, May 21, 2018 at 7:00 P.M.**

A copy of the plan and application is on file in the Department of Community Development, Room 205, City Hall and may be viewed during regular business hours (Mon-Fri 8:30 a.m. to 4:00 p.m.).

Sheila B. Irvin, Chair  
Community Development Board

5/3/18  
5/10/18

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# Charter school lists honor roll

## LEGAL NOTICES

Berkshire Arts & Technology (BART) Charter Public School has announced the students who made honor roll for the third quarter of the 2017-2018 school year. Students who earned 80% or above in all of their classes received the distinction of "Honors". Students who earned 90% or above in all of their classes received the distinction of "High Honors."

Academic courses at BART are aligned with the Massachusetts State Curriculum Frameworks for the appropriate grade level and include all standards deemed necessary for a complete, college-preparatory, middle and high school education.

Students in grade 6 who earned high honors are Abreyana Avila, Tiana Carver, Addison Chen, Ricardo Diaz, Gianna Fosty, Terra Lim, Joseph McGovern, Marissa Ostrowski, Hilary Walter, Yavuz Yildiz, and Alonna Ziarnik. Students in grade 6 who earned honors are Josephine Adelt, Alexandra Bartlett, Travis Boyd, Eva Cole, Jeffrey Daignault, Justina Lloyd, Jonathan Nondo, Joseph Onorato, Evan Poplaski, Mohammed Ridoy, Nathan Robinson, Julianna Salinovici, Tristan Scholl, and Meghan Schrade.

Students in grade 7 who earned high honors are Ivan Chen, Julia LaSalle, Jeremy Patterson, Christopher Sunn, Charlotte Weiskotten, Matthew Weiskotten, and Anna Zheng. Students in Grade 7 who earned honors are Daysha Bell, Jack Cooper, Zy Aira Cooper, Kalyn Daniels, Feelee Davis, Maia DiLegio, Cameron Durocher, Nia Franklin, Isabella Hartley, Isaac Huberdeau, Bethany Ifetayo, Benjamin Jowett, Viviana

Lanphear, Matthew Lizzo, Daniel McGaury, Sawyer Moser, Katarina Stefanik, and Chloe Whitman.

Students in grade 8 who earned high honors are Ty Aubin, Conroy Casey, Atticus Clark, Nathaniel Gillman, Alyssa Heaton, Wylie Jones, John Kozak, Mia LaFrazia, Olivia Leasure, Brianna Martinez, Madison Ostrowski, Jenna Pizani, Igor Polotai, Abigail Scholl, Abigail Webster, and Asa Webster. Students in grade 8 who earned honors are Kaylana Balardini, Joaquin Barnes, George Crane, Samuel Gallick, Naomie Ifetayo, Audrey Krzanik, Corylynn Levesque, Kyle Manzolini, Nicole Pelton, McKenna Ferras, Ethan Rudin, Jarryd Valentine, and Kelsea Vigard.

Students in Grade 9 who earned high honors are Emma Danylin, Kyle Gwilt, and Charles Waltermire. Students in grade 9 who earned honors are Piper Forfa, Maya Gayle, Miranda Ann Grant, Cameron Langsdale, Hannah LeVardi-Earle, Diego Mongue, Kayla Saunders, Kassondra Stockmal, Trinity Sullivan, and Molly Weeks.

Students in grade 10 who earned high honors are Alyssa Anderson, Driss Bourzgui, Sarah deBethune, Andrew Gillman, Joy Kalinowsky, Ashley Pixley, Finley Root, Sean Salinovici,

William Schrade, and Kylie Taylor. Students in grade 10 who earned honors are Troy Brainerd, Austin Cauffield, Eduardo Dominguez Ahuatl, Miles Fippinger, Troy Healey, Grace Krzanik, Ryleigh McGovern, William Peets, Luke Salinovici, Gianna Sondrini, and Nicholas Viggiano.

Students in grade 11 who earned high honors are Ruth Bristol, Natalie Celebi, Thomas Cook, Darrel Lynch, and Caitlin Terpak. Students in grade 11 who earned honors are Isaiah Albright, Jessica Doubiago, Joshua Doubiago, Macie Fitch, Johnyce Lanphear-Dyer, Na'Yah Mateo-Jessamy, Olivia Shaw, and Hannah Stringer.

Students in grade 12 who earned high honors are Mark Borelli, Kyle Brooks, Hayley Cauffield, Ari Drayman, Caleb Duffy, Crystal Harrington, Casey Jackson, Heather Perkins, Kimberly Perkins, Emily Taylor, and Harrison Todd. Students in grade 12 who earned honors are Gerardo Aguilar, Xaida Brazeau, Rena-Marie Clairmont, Timothy Durocher, Andrew Kerwood, Jordan LeSage, Jacob Mack, Chase MacPherson, Ashlyn Marcell, Trinity Peets, Pamela Pixley, Amber Pizani, Caelin Rod, and Jamie Vachula.

### Williams wind ensemble will perform

The Williams College Department of Music presents a concert with the Williams College Wind Ensemble in Chapin Hall on Friday, May 11 at 8 p.m. This free event is open to the public.

In this concert titled "In Evening's Stillness..." the Wind Ensemble presents music by Schwantner, Stucky, Alarcon, and more, featuring Ronald Feldman, cello and Anna DeLoi '18, harp.

### CITY OF PITTSFIELD ZONING BOARD OF APPEALS NOTICE OF PUBLIC HEARING

Notice is hereby given that the Zoning Board of Appeals will give a hearing at the Pittsfield Senior Center, Second Floor Meeting Room, located at 330 North Street on Wednesday May 16, 2018 at 7:00 P.M., to all parties interested in the petition of Timothy Maek / Krzyles LLC requesting a special permit under Article 23 Section 1.850 of the Zoning Ordinance to allow the operation of a recreational (adult use) marijuana retail business. The premises affected are located at 1450 East Street and is in an L-1 zoning district.

Albert A. Ingegnoli, III, Chairman  
Zoning Board of Appeals

4/26/18  
5/3/18

### CITY OF PITTSFIELD ZONING BOARD OF APPEALS NOTICE OF PUBLIC HEARING

Notice is hereby given that the Zoning Board of Appeals will give a hearing at the Pittsfield Senior Center, Second Floor Meeting Room, located at 330 North Street on Wednesday May 16, 2018 at 7:00 P.M., to all parties interested in the petition of Friends of Eleanor Sorsini Animal Shelter requesting a variance from the requirements of Article 23 Sections 4.202 & 7.734 of the Zoning Ordinance to allow the operation of an animal shelter use in an otherwise prohibited zoning district. The premises affected are located at 875 Crane Avenue (Parcels K13-2-1; K13-2-2; K14-2-18) and are in a(n) CWR zoning district.

Albert A. Ingegnoli, III, Chairman  
Zoning Board of Appeals

4/26/18  
5/3/18

Additional legal notices appear on page 21

### MA STATE AUTO INSPECTIONS

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Sat. 8am-2pm  
★★★★★

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**CITY OF PITTSFIELD**

ZONING BOARD OF APPEALS, 70 ALLEN STREET, PITTSFIELD, MA 01201

**ZONING BOARD OF APPEALS  
ABUTTER NOTIFICATION**

**PLEASE TAKE NOTICE:**

That an application has been made by Timothy Mack / Krypies LLC requesting a special permit under Article 23 Section 7.850 of the Zoning Ordinance to allow the operation of a recreational (adult use) marijuana retail business. The premises affected are located at 1450 East Street and is in an I-L zoning district. A hearing upon this petition will be given at the Pittsfield Senior Center, Second Floor Meeting Room, located at 330 North Street on Wednesday May 16, 2018 at 7:00 P.M. at which time you may appear either in person, or by agent, or by attorney, and present any reason which you may have as to the granting or denying of this petition.

If you are in any way interested in this petition for or against, please be present at the hearing. The Board desires to learn public sentiment in each case. If you would like to learn more about this petition please contact the Permitting Coordinator at (413) 448-9673.

Zoning Board of Appeals  
Pittsfield, MA

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Albert A. Ingegneri, III, Chairman



nD<sup>01</sup>

## CITY OF PITTSFIELD

DEPARTMENT OF COMMUNITY DEVELOPMENT, CITY HALL, 70 ALLEN STREET, RM 205, PITTSFIELD, MA 01201

**TYPE OF APPLICATION:** Special Permit  
**APPLICANT:** Kryppies, LLC  
**OWNER:** Fourteen Fifty East Street, LLC  
**PROPERTY LOCATION:** 1450 East Street, Suite 2  
**PROPERTY DESCRIPTION:** 1,450 sf space within a +/-19,000 sf building  
**ASSESSOR MAP & LOT:** K11-2-1  
**CURRENT ZONING:** I-L  
**SURROUNDING USES:** Commercial, industrial  
**USE REQUESTED:** Retail recreational marijuana dispensary  
**FILING DATE:** April 17, 2018  
**PUBLIC HEARING DATE:** May 16, 2018

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### BACKGROUND

Kryppies, LLC ("the applicant") has submitted an application for special permit approval for the operation of a retail recreational marijuana dispensary at 1450 East Street, Suite 2.

The proposed dispensary would occupy an approximately 1,450 square feet in a 19,000 square foot building. Depending on whether the use is viewed as a high or medium parking generator (10 or 15 spaces), the 20 spaces designated on the aerial photo provided meets the requirements of the zoning ordinance. The applicant has also indicated access to the overall parking provided on-site.

### ANALYSIS

#### ***SECTION 7.850 RECREATIONAL MARIJUANA RETAIL AND/OR MEDICAL MARIJUANA RETAIL, REQUIREMENTS:***

##### **D. Performance Standards**

1. No medical and/or recreational marijuana retail use shall be located within 500 feet (measured from edge of building or occupied space to edge of building or occupied space) of any public or private school providing education in kindergarten or any of grades 1 through 12, any public playground, or licensed daycare.

COMMENT: This requirement has been met.

....

3. In reviewing a special permit under this section the Board shall consider the impact of the proposal on the following:
  - a. Character of the neighborhood to include visual compatibility with surrounding uses.

COMMENT: The use is compatible given the commercial nature of the corridor. The Board may wish to discuss signage and window treatments with the applicant.

**b. Proximity to other licensed marijuana uses to prevent clustering.**

COMMENT: There are no proposed locations in proximity to this location.

**c. Relationship to surrounding uses to avoid unnecessary exposure to minors.**

COMMENT: There are no schools, day care centers or playgrounds within 500 feet of the proposed location.

**d. The provision of adequate lighting to promote security for customers and the public.**

COMMENT: The applicant has not indicated on-site lighting. The Board may wish to discuss this with the applicant.

**e. Hours of operation.**

COMMENT: The applicant proposes daily operation between 9:00 am and 8:00 pm.

**f. Site design and other development related site impacts.**

COMMENT: The proposed retail dispensary will operate in a building that contains several commercial tenants, which include personal service, retail, and office space. The site currently features wide open access from the roadway to the parking areas without defined curb cuts. The applicant has designated 20 new lined parking spaces for the proposed use. Given the varied nature of the businesses, the Board may wish to consider a condition that states "Should concerns arise over parking capacity or vehicular conflicts as a result of the proposed business, the Board will request that the applicant appear at a noticed public Zoning Board of Appeals meeting to address the impact(s) and provide appropriate mitigation."

The Board may wish to consider an additional condition which results in the posting of signage notifying customers that additional parking is available at the rear of the building.

**SECTION 13.204** of the Zoning Ordinance requires that the Special Permit Granting Authority shall make the following findings with respect to the proposed use if an approval is granted:

**A. That the proposed use is in compliance with all applicable provisions and requirements of the ordinance and in harmony with its general intent and purpose.**

COMMENTS: With the granting of the requested special permit under section 7.850 the use will be in compliance with the applicable provisions of the zoning ordinance.

**B. The proposed use will not be detrimental or can be conditioned so as not to be detrimental to adjacent uses or to the established character of the neighborhood.**

COMMENTS: The proposed use is comparable to the prior uses of the building and the proposed conditions have been suggest to address potential impacts to ensure the proposed use will not be detrimental to adjacent uses or the established character of the neighborhood.

**C. The proposed use will not be inconsistent with the overall purpose of the Master Plan as adopted and amended by the Planning Board.**

COMMENTS: The proposed use is not inconsistent with the Master Plan.

**D. The proposed use will not create undue traffic congestion or duly impair pedestrian safety.**

COMMENTS: Conditions have been suggested to ensure the proposed use will not create traffic congestion or impair pedestrian safety.

**E. The proposed use will not overload any public water, drainage or sewer system or any other municipal facility to such an extent that the proposed use or any other area of the City will be unduly subject to the hazards affecting public health, safety or general welfare.**

COMMENTS: The proposed use will not overload any municipal infrastructure and will not create hazards to the public health, safety, or general welfare.

## **SUMMARY**

The applicant proposes to operate a retail recreational marijuana dispensary at 1450 East Street, Suite 2. The proposal meets the required setbacks of known schools, playgrounds and day care centers. The primary concern from staff is visual impacts, especially of blacked out windows. The Board may wish to discuss the applicant's proposed treatment of the storefront. The Board may also want to consider a condition regarding the hours of operation to allow for future evaluation, if needed.

Should the Board vote to grant the requested special permit under Section 7.850, it may wish to adopt the following conditions:

1. A copy of an executed Host Community Agreement shall be received by Department of Community Development staff prior to the issuance of Building Permits.



2. Signage notifying customers that additional parking is available at the rear of the building shall be posted in visible location.
3. Should concerns arise over parking capacity or vehicular conflicts as a result of the proposed business, the Board will request that the applicant appear at a noticed public Zoning Board of Appeals meeting to address the impact(s) and provide appropriate mitigation.
4. Should concerns arise as a result of the hours of operation of the proposed business, the Board will request that the applicant appear at a noticed public Zoning Board of Appeals meeting to address the impact(s) and provide appropriate mitigation.
5. *The applicant is subject to all other federal, state, and local rules and regulations not specifically covered by the granting of this special permit.*

### **Notice of Community outreach meeting**

Notice is hereby given that Mass yield Cultivation LLC and Krypies LLC. Will hold a community outreach meeting on **May 15,2018 at the Berkshire Athenaeum Central library 1 Wendell Ave Pittsfield Ma 01201 between 9:30am and 10:30 am to discuss the proposed siting of an adult use marijuana establishment in the town of Pittsfield**

**Mass Yield Cultivation LLC and Krypies LLC intend to apply for a license to operate for the following: Adult use marijuana establishments and retail sales of marijuana to be located at 1450 East street suite 2 Pittsfield Ma and 10-12 commercial St. Pittsfield Ma in accordance with M.G.L C94g and The Cannabis Control Commissions regulations at 935 CMR 500.000et seq.**

**Topics to be discussed will include but not limited to**

- 1.) The types of adult use marijuana establishment to located at the proposed address**
- 2.) Plans for maintaining a secure facility**
- 3.) Plans to prevent diversion to minors**
- 4.) Plans to positively impact the community**
- 5.) Plans to ensure the establishment will not constitute a nuisance to the community**

**Interested members of the community are encouraged to ask questions and receive answers from members of Mass Yield Cultivation LLC and Krypies LLC.**

**A copy of this notice has been published in the local newspaper at least 7 calendar days prior to the meeting and filed with the town clerk of Pittsfield this notice will also be mailed at least 7 calendar days to the abutters of the addresses of the marijuana establishment, owners of land directly opposite of public or private street or way, and abutters to the abutters of 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list.**

**Mass Yield Cultivation LLC and Krypies LLC**

**Timothy Mack**

**President**

**5/4/18**

## NOTICE OF COMMUNITY OUTREACH MEETING

Notice is hereby given that Mass Yield Cultivation LLC and Kryples LLC, will hold a **Community Outreach Meeting on May 15, 2018 at the Berkshire Athenaeum Central Library, 1 Wendell Ave, Pittsfield MA 01201 between 9:30 AM and 10:30 AM** to discuss the proposed siting of an adult use marijuana establishment in the City of Pittsfield

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Topics to be discussed at the meeting will include but not limited

**Public Notices**

to

- 1.) The types of adult use marijuana establishment to located at the proposed address
- 2.) Plans for maintaining a secure facility
- 3.) Plans to prevent diversion to minors
- 4.) Plans to positively impact the community
- 5.) Plans to ensure the establishment will not constitute a nuisance to the community

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Mass Yield Cultivation LLC  
and Kryples LLC  
Timothy Mack  
President  
05/04/18

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NOTICE OF MORTGAGE SALE

Tuesday, May 8, 2018

Public Notices	Public Notices	Public Notices	Business Rentals	Help Wanted	\$100 and Under
<p>to:</p> <p>1) The types of adult use marijuana establishment to be located at the proposed address.</p> <p>2) Plans for maintaining a secure facility</p> <p>3) Plans for preventing diversion to</p>	<p>P.O. 275 West Natick Road, Suite 500 Warwick, RI 02886 Attorney for U.S. Bank Trust National Association, not in its individual capacity but solely as Owner Trustee for Carisbrook Asset Holding Trust Present Holder of the Mortgage Telephone: (401)</p>	<p><b>Town of Lenox Zoning Board of Appeals</b></p> <p>Notice is hereby given that the Lenox Zoning Board of Appeals will hear the Special Permit petition of Shanien Realty Corp, dba Hoff's, for property at 90 Main Street in the</p>	<p><b>PITTSFIELD,</b></p> <p>Elm Street, 1,200 sf retail space in busy shopping center. Prime location. 845-638-6600</p> <p><b>Apartment Rentals</b></p>	<p><b>OLD FORGE</b></p> <p>HIRING UP FOR THE SUMMER!!</p> <p>Now Hiring:</p> <ul style="list-style-type: none"> <li>•Dishwasher</li> <li>•Kitchen Assistants</li> <li>•Fry Cook</li> </ul>	<p><b>AUTHENTIC BRASS</b> bed. Full size. Excellent condition. \$100. 413-458-3839</p> <p><b>BAMBOO POLES:</b> 12' long will cut to size. \$3 each. 413-298-3759.</p> <p><b>BIKE CARRIER</b> Three bicycle.</p>

Tuesday, May 8, 2018

Public Notices	Public Notices	Public Notices	Business Rentals	Help Wanted	\$100 and Under
<p>to:</p> <p>1) The types of adult use marijuana establishment to be located at the proposed address.</p> <p>2) Plans for maintaining a secure facility</p> <p>3) Plans for preventing diversion to</p>	<p>P.O. 275 West Natick Road, Suite 500 Warwick, RI 02886 Attorney for U.S. Bank Trust National Association, not in its individual capacity but solely as Owner Trustee for Carisbrook Asset Holding Trust Present Holder of the Mortgage Telephone: (401)</p>	<p><b>Town of Lenox Zoning Board of Appeals</b></p> <p>Notice is hereby given that the Lenox Zoning Board of Appeals will hear the Special Permit petition of</p>	<p><b>PITTSFIELD,</b></p> <p>Elm Street, 1,200 sf retail space in busy shopping center. Prime location. 845-638-6600</p>	<p><b>OLD FORGE</b></p> <p>HIRING UP FOR THE SUMMER!!</p> <p>Now Hiring:</p>	<p><b>AUTHENTIC BRASS</b> bed. Full size. Excellent condition. \$100. 413-458-3839</p> <p><b>BAMBOO POLES:</b> 12' long will cut to size. \$3 each. 413-298-3759.</p>

## 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, Tim Mack, *(insert name)* attest as an authorized representative of Krypies LLC *(insert name of applicant)* that the applicant has complied with the requirements of 935 CMR 500 and the guidance for licensed applicants on community outreach, as detailed below.

1. The Community Outreach Meeting was held on May 15, 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 May 8, 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 May 7, 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 May 7, 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)*.

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



## 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, ~~Timothy~~ Timothy Mack, (insert name) certify as an authorized representative of Krypties LLC (insert name of applicant) that the applicant has executed a host community agreement with City of Pittsfield (insert name of host community) pursuant to G.L.c. 94G § 3(d) on June 5, 2018 (insert date).

Timothy Mack

Signature of Authorized Representative of Applicant

### Host Community

I, Linda Tyer, (insert name) certify that I am the contracting authority or have been duly authorized by the contracting authority for City of Pittsfield (insert name of host community) to certify that the applicant and City of Pittsfield (insert name of host community) has executed a host community agreement pursuant to G.L.c. 94G § 3(d) on June 5, 2018 (insert date).

Linda M. Tyer

Signature of Contracting Authority or  
Authorized Representative of Host Community

## Katherine J Bierwas

---

**From:** Sonia Orenstein <Sonia@davidorenstein.com>  
**Sent:** Thursday, July 22, 2021 11:14 AM  
**To:** Joyner, Nathaniel  
**Cc:** Katherine J Bierwas  
**Subject:** Potency f/k/a Krypties MR281594

Good Morning Nate,

I hope you are doing well. Potency f/k/a Krypties is currently submitting our provisional license renewal application. The Cannabis Control Commission requires us to get a response from the municipality, stating what costs, if any, were incurred by the City of Pittsfield for Potency's provisional license?

I appreciate your help with this and look forward to hearing back from you.

Best regards,

*Sonia Orenstein Barile*

David L. Orenstein CPA & Associates  
150 Pittsfield Road – Suite E1  
Lenox, MA 01240  
413-447-1900 ext. 102

## KRYPIES LLC

1450 East Street – Suite 2  
Pittsfield, MA 01201

### POSITIVE IMPACT ON THE COMMUNITY

Krypies LLC is a start-up entity, applying for licensing to open a retail marijuana store. Krypies LLC is an entity that anticipates receiving licensing from the Commonwealth of Massachusetts to bring a marijuana retail store to Pittsfield. Pittsfield is an area of disproportioned impact. Tim Mack is the owner of this entity and currently owns a successful garden equipment and supply company named Berkshire Hydroponics. Tim has also applied for a cultivation facility license under the entity named Mass Yield Cultivation LLC. These three entities will be able to work hand in hand; from equipment and supplies, to growing the product along with the ability to sell both on wholesale and retail levels.

Krypies LLC is an equal opportunity employer and will be hiring eight to ten people, once licensing for the store is completed. Krypies is committed to hiring female and minority employees. All employees hired will be experienced and have ties to the community. All employees will be educated and trained to run an efficient and compliant retail store.

Krypies LLC plans on giving back a significant amount of financial resources to Pittsfield and the surrounding communities. Our business plan reserves 5% of gross sales to go back into the community in various ways. This 5% is in addition to the required host community agreement amounts that maybe due.

Krypies LLC will work with the community in various ways to help make the legalization of adult use marijuana a successful, compliant and safe industry. Since, this legalized industry is so new to the Commonwealth, Krypies LLC, knows there will be a variety of opportunities to help positively impact both the community and the state!

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1450 East Street – Suite 2  
Pittsfield, MA 01201

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### **Veterans PTSD Initiative**

Krypies LLC will create a program for Veteran's with PTSD. To educate how Marijuana can be used for relief from PTSD. The veterans need to be cared for in ways that have not been allowed in the past. Marijuana's medicinal benefits have been proven to help with PTSD. Krypies LLC with the guidance from a licensed medical practitioner will educate Veterans on the types of Marijuana products and their uses, along with ways to legally obtain the products. Krypies LLC will also work with the local veteran's groups to help teach veteran's the skills needed to work within the industry. Krypies LLC will link up with local veteran associations in the community to bring this initiative and education to the people.

### **Hydroponics Education & Training**

Krypies LLC would like to either start a non-profit organization or team up with an existing non-profit organization to provide education on the hydroponic method of farming/gardening. Hydroponics is a method of growing plants without soil using mineral nutrient solutions in a water solvent. Hydroponics is a dirt-free, space saving, water effective method of growing soilless.

## KRYPIES LLC

1450 East Street – Suite 2  
Pittsfield, MA 01201

Classes to teach this method would be structured to help those interested. Bringing education to the community on hydroponics is important to the industry, as individuals may want to learn and prepare for careers to work within the field. The classes would be hands on where the participants can learn to grow and create a community garden to feed the needy. The purpose of the non-profit would be to educate and give back by creating a program that encompasses many positive impacts on the community.

### **Other Social Equity Programs & Education**

Krypies LLC is committed to the community and is currently researching different ways to give back to the community. Some of the programs Krypies LLC would like to start, have received negative feedback. Not because the programs themselves are an issue but because marijuana is still illegal on a federal level. Many in the community would like to have these programs but are not allowed to participate because of the illegality at the federal level.

Some of the plans that encountered barriers were as follows:

- Donations to the police department to start a program in the schools similar to DARE. To educate children on Marijuana.
- A high school program to teach Hydroponics to students for careers within the industry as part of the vocational programs.
- Scholarships to students who have been affected by disproportionate criminalization of racial and ethnic minorities.

Initial research has led Krypies LLC, that programs to do with children are a barrier at this time. Giving back to a community almost always involves children's programs.

As state above, Krypies LLC is committed to continually finding ways to implement programs to positively affect the community for many years to come.

## KRYPIES LLC

1450 East Street – Suite 2  
Pittsfield, MA 01201

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## KRYPIES LLC

1450 East Street – Suite 2  
Pittsfield, MA 01201

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As state above, Krypies LLC is committed to continually finding ways to implement programs to positively affect the community for many years to come.

### **Measurement & Accountability**

Krypies LLC's goals for positive impact on the community will be measured by the results of the various methods. Such as:

- Diversity in the workplace will be measured by the actual employees hired.
- Programs to educate veterans' - either marijuana use or skills to work in the industry will be measured by actual events, trainings and the response to those events will be documented.
- Hydroponics education & training will also be measured by the actual events, trainings and opportunities held by Krypies LLC.
- Any and all positive impact programs held by Krypies will be measurable by the means necessary for that particular program.



## **KRYPIES LLC**

1450 East Street – Suite 2  
Pittsfield, MA 01201

### **POSITIVE IMPACT ON THE COMMUNITY**

Krypies LLC is a start-up entity, applying for licensing to open a retail marijuana store. Krypies LLC is an entity that anticipates receiving licensing from the Commonwealth of Massachusetts to bring a marijuana retail store to Pittsfield. Pittsfield is an area of disproportioned impact. Tim Mack is the owner of this entity and currently owns a successful garden equipment and supply company named Berkshire Hydroponics. Tim has also applied for a cultivation facility license under the entity named Mass Yield Cultivation LLC. These three entities will be able to work hand in hand; from equipment and supplies, to growing the product along with the ability to sell both on wholesale and retail levels.

Krypies LLC is an equal opportunity employer and will be hiring eight to ten people, once licensing for the store is completed. Krypies is committed to hiring female and minority employees. All employees hired will be experienced and have ties to the community. All employees will be educated and trained to run an efficient and compliant retail store.

Krypies LLC plans on giving back a significant amount of financial resources to Pittsfield and the surrounding communities. Our business plan reserves 5% of gross sales to go back into the community in various ways. This 5% is in addition to the required host community agreement amounts that maybe due. Krypies LLC will work with the community in various ways to help make the legalization of adult use marijuana a successful, compliant and safe industry. Since, this legalized industry is new to the Commonwealth, Krypies LLC, knows there will be a variety of opportunities to help positively impact both the community and the state.

### **Veterans PTSD Initiative**

Krypies LLC will create a program for Veteran's with PTSD. To educate how Marijuana can be used for relief from PTSD. The veterans need to be cared for in ways that have not been allowed in the past. Marijuana's medicinal benefits have been proven to help with PTSD. Krypies LLC with the guidance from a licensed medical practitioner will educate Veterans on the types of Marijuana products and their uses, along with ways to legally obtain the products. Krypies LLC will also work with the local veteran's groups to help teach veteran's the skills needed to work within the industry. Krypies LLC will link up with local veteran associations in the community to bring this initiative and education to the people.

### **Hydroponics Education & Training**

Krypies LLC would like to either start a non-profit organization or team up with an existing non-profit organization to provide education on the hydroponic method of farming/gardening. Hydroponics is a method of growing plants without soil using mineral nutrient solutions in a water solvent. Hydroponics is a dirt-free, space saving, water effective method of growing soilless.

## KRYPIES LLC

1450 East Street – Suite 2  
Pittsfield, MA 01201

Classes to teach this method would be structured to help those interested. Bringing education to the community on hydroponics is important to the industry, as individuals 21 years old and older may want to learn and prepare for careers to work within the field. The classes would be hands on where the participants can learn to grow and create a community garden to feed the needy. The purpose of the non-profit would be to educate and give back by creating a program that encompasses many positive impacts on the community. This program would require participants are 21 years and older and in accordance with state laws.

### **Other Social Equity Programs & Education**

Krypies LLC is committed to the community and is currently researching different ways to give back to the community. Some of the programs Krypies LLC would like to start, have received negative feedback. Not because the programs themselves are an issue but because marijuana is still illegal on a federal level. Many in the community would like to have these programs but are not allowed to participate because of the illegality at the federal level.

Money has been allocated in our business plan to give 5% of gross sales back to the community. Portions of the 5% will be allocated to the various programs. Plans to disburse money will be on a monthly, quarterly or annually basis depending on the program.

Some of the plans that encountered barriers were as follows:

- Donations to the police department will be given twice a year. The police department will determine where the money is spent.
- An education program to teach Hydroponics to students 21 years or older for careers within the industry as part of the vocational programs.
- Scholarships to students 21 years or older who have been affected by disproportionate criminalization of racial and ethnic minorities.

As state above, Krypies LLC is committed to continually finding ways to implement programs to positively affect the community for many years to come.

MYC acknowledges that specifically named organizations will be contacted and will confirm they can receive the donation we plan on making or will work with the proposed establishment in the furthering of its goals. A letter from all organizations that will be receiving donations will be included or attached to our Diversity Plan. Any actions taken, or programs instituted, by the applicant will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws. The applicant will adhere to the requirements set forth in 935 CMR 500.105(4) which provides the permitted and prohibited advertising, branding, marketing, and sponsorship practices of every Marijuana Establishment; Any actions taken, or programs instituted, by Mass Yield Cultivation will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws.

## KRYPIES LLC

1450 East Street – Suite 2  
Pittsfield, MA 01201

### **Measurement & Accountability**

Krypies LLC's goals for positive impact on the community will be measured by the results of the various methods. Such as:

- Diversity in the workplace will be measured by the actual employees hired.
- Programs to educate veterans' - either marijuana use or skills to work in the industry will be measured by actual events, trainings and the response to those events will be documented.
- Hydroponics education & training will also be measured by the actual events, trainings and opportunities held by Krypies LLC.
- Any and all positive impact programs held by Krypies will be measurable by the means necessary for that particular program.

**KRYPIES LLC**  
**REVISED POSITIVE IMPACT PLAN**

Krypies LLC (hereinafter “KRYPIES”) has allocated up to 5% of gross sales to create a positive impact on their Community. KRYPIES presents the following Positive Impact Plan for consideration by the Cannabis Control Commission:

KRYPIES will implement, at a minimum, three programs to positively impact areas of disproportionate impact as defined by the Commission, specifically, Pittsfield and North Adams. KRYPIES’s cultivation facility will operate in Pittsfield. These programs include:

1. Education & Training in Hydroponic and Soil Gardening for cultivation of Cannabis and vegetables, for the benefit of individuals in Pittsfield and North Adams, to prepare for employment in the Cannabis field, or to participate in personal or Community Gardening;
2. Veterans PTSD Initiative, providing lectures by Ardis Fisch, MD on the benefits of Cannabis in the treatment of PTSD, anxiety, insomnia, and treatment of decreased appetite and available employment opportunities for Veterans in the Cannabis field; and
3. Other Social Equity Programs: KRYPIES will donation up to 5% of gross sales annually, with a minimum of \$5000.00, to **BIO of Berkshire County** for their transportation initiative, which provides rides to work and to medical appointments when public transportation is unavailable, especially between North Adams and Pittsfield; this will facilitate the hiring of residents of North Adams by KRYPIES, who may otherwise be unable to get to a job in Pittsfield.

**I. EDUCATION & TRAINING IN HYDROPONICS AND GARDENING**

**Goals:**

1. To educate individuals from Pittsfield, North Adams and the surrounding area, 21 years of age or older, on the hydroponic method of farming/gardening for the cultivation of Cannabis and on the basics of gardening in soil for use in personal Cannabis cultivation, and the growth of flowers and vegetables in personal and community gardens for sources of food and beautification.
2. To identify individuals who may be interested in a career in Cannabis cultivation through hydroponics, the method used by KRYPIES.

**Program:**

KRYPIES Applicant, Tim Mack, is the owner of Berkshire Hydroponics, a one stop shop for indoor and outdoor organic and GMO free gardening supplies in Pittsfield.

Mr. Mack will share his expertise in hydroponic and soil gardening by holding a minimum of four educational and training sessions, to participants 21 years of age or older, on how hydroponics gardening is used in Cannabis cultivation for individual use and consumption, or when working within the Cannabis cultivation industry.

Two of the four educational training sessions will, additionally, focus on soil gardening for individuals who wish to grow flowers and vegetables in personal or community gardens.

The training sessions will be presented at Berkshire Hydroponics in Pittsfield; this location allows for hands-on demonstrative training and education on the hydroponic method of growing plants using mineral nutrient solutions in a water solvent. This location would provide for a maximum of 30 participants for each training session.

**Measurements:**

KRYPIES will promote these events by placing a minimum of thirty (30) posters and flyers placed throughout Pittsfield and North Adams, including, but not limited to, the City of Pittsfield and North Adams Veterans' Services Department, Berkshire Works employment program, flyer boards, and community gardens throughout Berkshire County; press releases, as well, will be sent to, at a minimum, the Berkshire Eagle, Berkshire Record and Pittsfield Gazette newspapers, WUPE, WBEC, WNAW, WBRK radio stations, Williams College, Massachusetts College of Liberal Arts (MCLA), and Berkshire Community College (BCC).

KRYPIES will:

1. maintain copies of the flyers/posters that are distributed for each session, track the number of flyers/posters distributed and their locations;
2. track the dates and times of each training;
3. track number of participants at each training;
4. request the participants complete a survey at the end of each training session.

The information requested will include, but not be limited to:

- i. the participant's city or town of residence,
- ii. their reason for their interest in hydroponics and/or soil gardening,
- iii. their interest in employment within the Cannabis industry,
- iv. and their suggestions for improvement to the training sessions.

KRYPIES will maintain the above information for the Commission's review, as well as identify the number of employees gained as a result of the training sessions.

**II. VETERANS' PTSD INITIATIVE TO EDUCATE VETERANS ON THE BENEFICIAL AND MEDICINAL EFFECTS OF CANNABIS**

**Goals:**

1. To educate Veterans on the beneficial and medicinal effects of Cannabis in the treatment of PTSD, anxiety, insomnia, and treatment of decreased appetite (often suppressed by psychiatric medications). Dr. Ardis Fisch, Medical Director of SaVida Health of Pittsfield, a nationwide opioid addiction clinic, will explain these benefits, and why she recommends THC to avoid the use of opiates, alcohol or crack cocaine.
2. To identify individuals who may be interested in a career in Cannabis cultivation; KRYPIES provides Veterans with hiring preference.

**Program:**

KRYPIES will sponsor Dr. Ardis Fisch to speak on the beneficial and medicinal effects of Cannabis in the treatment of PTSD, anxiety, insomnia, and decreased appetite, sometimes associated with psychiatric medications, as well as how using Cannabis can help control the urge for alcohol, crack cocaine, and opioids, whereby impacting the opioid crisis.

A member of the KRYPIES staff will present information on how and where to legally obtain Cannabis, and how and where to obtain a medical marijuana card in the Pittsfield and North Adams areas. Further, the KRYPIES staff member will present

information on employment opportunities in the Cannabis industry and highlight KRYPIES's hiring preference program for Veterans.

Dr. Fisch and KRYPIES staff will conduct a minimum of two (2) educational sessions to Veterans' groups through the Pittsfield and North Adams Veterans' Services Departments and other Veterans' organizations in Pittsfield and North Adams.

**Measurements:**

KRYPIES will promote these events by placing a minimum of thirty (30) posters and/or flyers throughout Pittsfield and North Adams, including, but not limited to, the Pittsfield and North Adams Veterans' Services Departments, American Legion Posts and VFW Halls, Vietnam Veterans of America Chapters and at other Veterans' organizations in these areas.

KRYPIES will:

1. maintain copies of the flyers/posters that are distributed for each session, track the number of flyers/posters distributed and their locations;
2. track the dates and times of each education session;
3. track number of participants at each education session;
4. request the participants complete a survey at the end of each education session.

The information requested will include, but not be limited to:

- i. the participant's city or town residence,
- ii. their interest in employment within the Cannabis industry,
- iii. their likelihood to seek a medical marijuana card or Cannabis products as a result of the education session;
- iv. and the suggestions for improvement to the education sessions.

KRYPIES will maintain the above information for the Commission's review, as well as identify the number of employees hired as a result of the education sessions.

**III. OTHER SOCIAL EQUITY PROGRAMS**

KRYPIES will donate to social equity organizations willing to accept funding from a Cannabis company, including a minimum of \$5000.00 to BIO of Berkshire County which provides rides to work and to medical appointments when public transportation is unavailable, especially between North Adams and Pittsfield; this will facilitate the hiring of residents of North Adams by KRYPIES, who may otherwise be unable to get to a job in Pittsfield.

BIO would provide reporting consistent with the requirements of its 2019 Transportation for Justice Grant, which includes a summary of activities undertaken and how the funding was expensed. KRYPIES will provide this information to the Commission and track the number of KRYPIES employees who benefited from the program.

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

**KRYPIES LLC**  
**REVISED POSITIVE IMPACT PLAN**

Krypies LLC (hereinafter “KRYPIES”) has allocated up to 5% of gross sales to create a positive impact on their Community. KRYPIES presents the following Positive Impact Plan for consideration by the Cannabis Control Commission:

KRYPIES will implement, at a minimum, three programs to positively impact areas of disproportionate impact as defined by the Commission, specifically, Pittsfield and North Adams. KRYPIES’s cultivation facility will operate in Pittsfield. These programs include:

1. Education & Training in Hydroponic and Soil Gardening for cultivation of Cannabis and vegetables, for the benefit of individuals in Pittsfield and North Adams, to prepare for employment in the Cannabis field, or to participate in personal or community gardening;
2. Social Equity Program: KRYPIES will donation up to 5% of gross sales annually, with a minimum of \$5,000.00, to **BIO of Berkshire County** for their transportation initiative, which provides rides to work and to medical appointments when public transportation is unavailable, especially between North Adams and Pittsfield; this will facilitate the hiring of residents of North Adams by KRYPIES, who may otherwise be unable to obtain employment in Pittsfield.

**I. EDUCATION & TRAINING IN HYDROPONICS AND GARDENING**

**Goals:**

1. To educate individuals from Pittsfield, North Adams and the surrounding area, 21 years of age or older, on the hydroponic method of farming/gardening for the cultivation of Cannabis and on the basics of gardening in soil for use in personal Cannabis cultivation, and the growth of flowers and vegetables in personal and community gardens for sources of food and beautification.
2. To identify individuals who may be interested in a career in Cannabis cultivation through hydroponics, the method used by KRYPIES.

**Program:**

KRYPIES Applicant, Tim Mack, is the owner of Berkshire Hydroponics, a one stop shop for indoor and outdoor organic and GMO free gardening supplies in Pittsfield.

Mr. Mack will share his expertise in hydroponic and soil gardening by holding a minimum of four educational and training sessions, to participants 21 years of age or older, on how hydroponics gardening is used in Cannabis cultivation for individual use and consumption, or when working in the Cannabis cultivation industry.

Two of the four educational training sessions will, additionally, focus on soil gardening for individuals who wish to grow flowers and vegetables in personal or community gardens.

The training sessions will be presented at Berkshire Hydroponics in Pittsfield; this location allows for hands-on demonstrative training and education on the hydroponic method of growing plants using mineral nutrient solutions in a water solvent. This location would allow a maximum of 30 participants for each training session.



**Measurements:**

KRYPIES will promote these events by placing a minimum of thirty (30) posters and flyers placed throughout Pittsfield and North Adams, including, but not limited to, MassHire Berkshire Career Center, flyer boards, and community gardens throughout Berkshire County; press releases, as well, will be sent to, at a minimum, the Berkshire Eagle, Berkshire Record and Pittsfield Gazette newspapers, WUPE, WBEC, WNAW, WBRK radio stations, Williams College, Massachusetts College of Liberal Arts (MCLA), and Berkshire Community College (BCC).

KRYPIES will:

1. maintain copies of the flyers/posters that are distributed for each session, track the number of flyers/posters distributed and their locations;
2. track the dates and times of each training;
3. track the number of participants at each training; and
4. request the participants complete a survey at the end of each training session.

The information requested will include, but not be limited to:

- i. the participant's city or town of residence,
- ii. their reason for their interest in hydroponics and/or soil gardening,
- iii. their interest in employment within the Cannabis industry,
- iv. and their suggestions for improvement of the training sessions.

KRYPIES will maintain the above information for the Commission's review, as well as identify the number of employees gained as a result of the training sessions.

**II. OTHER SOCIAL EQUITY PROGRAM**

KRYPIES will donate a minimum of \$5,000.00 to BIO of Berkshire County which provides rides to work and to medical appointments when public transportation is unavailable, especially between North Adams and Pittsfield; this will facilitate the hiring of residents of North Adams by KRYPIES, who may otherwise be unable to get to a job in Pittsfield.

BIO would provide reporting consistent with the requirements of its 2019 Transportation for Justice Grant, which includes a summary of activities undertaken and how the funding was expended. KRYPIES will provide this information to the Commission and track the number of KRYPIES employees who benefited from the program.

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

## Katherine J Bierwas

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**From:** Sonia Orenstein <Sonia@davidorenstein.com>  
**Sent:** Wednesday, June 12, 2019 2:14 PM  
**To:** Katherine J Bierwas  
**Subject:** FW: Our meeting

*Sonia Orenstein Barile*

David L. Orenstein CPA & Associates  
150 Pittsfield Road – Suite E1  
Lenox, MA 01240  
413-447-1900 ext. 102

**From:** Wendy Krom <wendy@biorganizing.org>  
**Sent:** Tuesday, May 28, 2019 11:57 AM  
**To:** Sonia Orenstein <Sonia@davidorenstein.com>  
**Cc:** Hammerling, Myrna <mhammerling@knessetisrael.org>; Jeff@biorganizing.org; Jim Kolesar <jkolesar@williams.edu>; Sloan Letman <sloanletman@gmail.com>  
**Subject:** Re: Our meeting

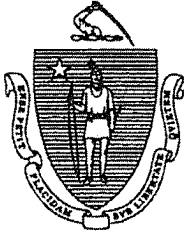
Dear Sonia,

Thank you so much for following up. We were so happy for the opportunity to meet with you! I added Jim Kolesar to this email chain. He was with us, rather than Jeff. And I also looped in Sloan Letman who had hoped to be with us that morning. It has been on my to-do list to check in with folks and send you a more official response, but the short answer is -- yes!! Count us in as a nonprofit partner. We'll talk more about this with our Executive Council that meets on June 13, and it would be great if you let us know what else you would like to have from us at this point.

Great to meet you, and looking forward to partnering on making transportation work for folks in the Berkshires.  
Best,  
Wendy

Wendy Jill Krom, Lead Organizer  
Berkshire Interfaith Organizing  
P.O. Box 1133, Pittsfield, MA 01202  
413-464-1804

"We have a great dream. It started way back in 1776,  
and God grant that America will be true to her dream."  
~~~ Rev. Martin Luther King, Jr.



William Francis Galvin  
Secretary of the  
Commonwealth

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

April 11, 2018

TO WHOM IT MAY CONCERN:

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

**KRYPIES LLC**

in accordance with the provisions of Massachusetts General Laws Chapter 156C on **April 9, 2018.**

I further certify that said Limited Liability Company has filed all annual reports due and paid all fees with respect to such reports; that said Limited Liability Company has not filed a certificate of cancellation or withdrawal; and that said Limited Liability Company is in good standing with this office.

I also certify that the names of all managers listed in the most recent filing are: **NONE**

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

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



In testimony of which,

I have hereunto affixed the

Great Seal of the Commonwealth

on the date first above written.

*William Francis Galvin*

Secretary of the Commonwealth

**D** **The Commonwealth of Massachusetts**  
William Francis Galvin  
Secretary of the Commonwealth  
One Ashburton Place, Room 1717, Boston, Massachusetts 02108-1512  
**Limited Liability Company**  
**Certificate of Organization**  
(General Laws Chapter 156C, Section 12)

Federal Identification No.: \_\_\_\_\_

- (1) The exact name of the limited liability company:

Krypies LLC

- (2) The street address of the office in the commonwealth at which its records will be maintained:

30 Lombard Street  
Pittsfield, MA 01201

- (3) The general character of the business:

Forming LLC to apply for marijuana licensing.

- (4) Latest date of dissolution, if specified: \_\_\_\_\_

- (5) The name and street address, of the resident agent in the commonwealth:

NAME

ADDRESS

Timothy Mack

30 Lombard Street  
Pittsfield, MA 01201

- (6) The name and business address, if different from office location, of each manager, if any:

NAME

ADDRESS

**The LLC will have no managers.**

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

NAME

ADDRESS

Timothy Mack

30 Lombard Street  
Pittsfield, MA 01201

- (8) The name and business address, if different from office location, of each person authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property recorded with a registry of deeds or district office of the land court:

NAME

ADDRESS

- (9) Additional matters:

Signed by (by at least one authorized signatory):



Consent of resident agent:

1 Timothy Mack

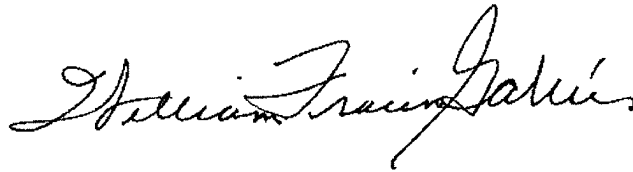
resident agent of the above limited liability company, consent to my appointment as resident agent pursuant to G.L. c 156C § 12\*

\*or attach resident agent's consent hereto.

THE COMMONWEALTH OF MASSACHUSETTS

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

April 09, 2018 09:32 AM

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

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*



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

mass.gov/dor

Letter ID: L0507011712  
Notice Date: August 14, 2018  
Case ID: 0-000-567-322



## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



KRYPIES LLC  
30 LOMBARD ST  
PITTSFIELD MA 01201-5550

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

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

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

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

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

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

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

Visit [mass.gov/dor](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



**LIMITED LIABILITY COMPANY OPERATING AGREEMENT  
OF  
Krypies LLC**

This Single-member LLC Operating Agreement represents Krypies LLC that was formed in the State of Massachusetts on April 9th 2018, hereinafter known as the "Company".

Tim Mack of 30 Lombard Street, Pittsfield, Massachusetts, 01201 is recognized as the sole member of the Company (the "Member(s)").

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows:

**1. Name and Principal Place of Business**

The name of the Company is Krypies LLC with a principal place of business at Krypies LLC, 30 Lombard Street, Pittsfield, Massachusetts, 01201. The mailing address shall be the same address as the principal office location.

**2. Registered Agent**

The name of the Registered Agent is Tim Mack with a registered office located at 30 Lombard Street, Pittsfield, Massachusetts, 01201 for the service of process as of April 9th 2018. This may change at any time by the Company filing an amendment with the Secretary of State, or respective office, in the State of Massachusetts.

**3. Formation**

The Company was formed on April 9th 2018, when the Member(s) filed the Articles of Organization with the office of the Secretary of State pursuant to the statutes governing limited liability companies in the State of Massachusetts (the "Statutes").

**4. Purpose**

The purpose of the Company is This LLC was formed to apply for a marijuana cultivation license. Once license is approved, the LLC will formally change its purpose to marijuana cultivator.

**5. Term**

The term of the Company shall be perpetual, commencing on the filing of the Articles of Organization of the Company, and continuing until terminated under the provisions set forth herein.

**6. Member(s) Capital Contributions**

The Member(s) will not be making an initial Capital Contribution to the LLC.

**7. Distributions.**

The Member may make such capital contributions (each a "Capital Contribution") in such amounts and at such times as the Member shall determine. The Member shall not be obligated to make any

Capital Contributions. The Member may take distributions of the capital from time to time in accordance with the limitations imposed by the Statutes.

A "Capital Account" for the Member's shall be maintained by the Company. The Member's Capital Account shall reflect the Member's capital contributions and increases for any net income or gain of the Company. The Member's Capital Account shall also reflect decreases for distributions made to the Member and the Member's share of any losses and deductions of the Company.

#### 8. Books, Records and Tax Returns

The Company shall maintain complete and accurate books and records of the Company's business and affairs as required by the Statutes and such books and records shall be kept at the Company's Registered Office and shall in all respects be independent of the books, records and transactions of the Member.

The Company's fiscal year shall be the calendar year with an ending month of December. The Member intends that the Company, as a single member LLC, shall be taxed as a Sole Proprietorship in accordance with the provisions of the Internal Revenue Code.

#### 9. Bank Accounts

All funds of the Company shall be deposited in the Company's name in a bank account or accounts as chosen by the Member(s). Withdrawals from any bank accounts shall be made only in the regular course of business of the Company and shall be made upon such signature or signatures as the Member(s) from time to time may designate.

#### 10. Management of the Company

The business and affairs of the Company shall be conducted and managed by the Member(s) in accordance with this Agreement and the laws of the State of Massachusetts.

Tim Mack, as sole member of the Company, has sole authority and power to act for or on behalf of the Company, to do any act that would be binding on the Company, or incur any expenditures on behalf of the Company. The Member shall not be liable for the debts, obligations or liabilities of the Company, including under a judgment, decree or order of a court. The Company is organized as a "member-managed" limited liability company. The Member is designated as the initial managing member.

#### 11. Ownership of Company Property

The Company's assets shall be deemed owned by the Company as an entity, and the Member shall have no ownership interest in such assets or any portion thereof. Title to any or all such Company assets may be held in the name of the Company, one or more nominees or in "street name", as the Member may determine.

Except as limited by the Statutes, the Member may engage in other business ventures of any nature, including, without limitation by specification, the ownership of another business similar to that operated by the Company. The Company shall not have any right or interest in any such independent ventures or to the income and profits derived therefrom.

#### 12. Dissolution and Liquidation

The Company shall dissolve and its affairs shall be wound up on the first to occur of (i) At a time, or upon the occurrence of an event specified in the Articles of Organization or this Agreement. (ii) The determination by the Member that the Company shall be dissolved.

Upon the death of the Member, the Company shall be dissolved. By separate written documentation, the Member shall designate and appoint the individual who will wind down the Company's business and transfer or distribute the Member's Interests and Capital Account as designated by the Member or as may otherwise be required by law.

Upon the disability of a Member, the Member may continue to act as Manager hereunder or appoint a person to so serve until the Member's Interests and Capital Account of the Member have been transferred or distributed.

### 13. Indemnification

The Member (including, for purposes of this Section, any estate, heir, personal representative, receiver, trustee, successor, assignee and/or transferee of the Member) shall not be liable, responsible or accountable, in damages or otherwise, to the Company or any other person for: (i) any act performed, or the omission to perform any act, within the scope of the power and authority conferred on the Member by this agreement and/or by the Statutes except by reason of acts or omissions found by a court of competent jurisdiction upon entry of a final judgment rendered and un-appealable or not timely appealed ("Judicially Determined") to constitute fraud, gross negligence, recklessness or intentional misconduct; (ii) the termination of the Company and this Agreement pursuant to the terms hereof; (iii) the performance by the Member of, or the omission by the Member to perform, any act which the Member reasonably believed to be consistent with the advice of attorneys, accountants or other professional advisers to the Company with respect to matters relating to the Company, including actions or omissions determined to constitute violations of law but which were not undertaken in bad faith; or (iv) the conduct of any person selected or engaged by the Member.

The Company, its receivers, trustees, successors, assignees and/or transferees shall indemnify, defend and hold the Member harmless from and against any and all liabilities, damages, losses, costs and expenses of any nature whatsoever, known or unknown, liquidated or unliquidated, that are incurred by the Member (including amounts paid in satisfaction of judgments, in settlement of any action, suit, demand, investigation, claim or proceeding ("Claim"), as fines or penalties) and from and against all legal or other such costs as well as the expenses of investigating or defending against any Claim or threatened or anticipated Claim arising out of, connected with or relating to this Agreement, the Company or its business affairs in any way; provided, that the conduct of the Member which gave rise to the action against the Member is indemnifiable under the standards set forth herein.

Upon application, the Member shall be entitled to receive advances to cover the costs of defending or settling any Claim or any threatened or anticipated Claim against the Member that may be subject to indemnification hereunder upon receipt by the Company of any undertaking by or on behalf of the Member to repay such advances to the Company, without interest, if the Member is Judicially Determined not to be entitled to indemnification as set forth herein.

All rights of the Member to indemnification under this Agreement shall (i) be cumulative of, and in addition to, any right to which the Member may be entitled to by contract or as a matter of law or equity, and (ii) survive the dissolution, liquidation or termination of the Company as well as the death, removal, incompetency or insolvency of the Member.

The termination of any Claim or threatened Claim against the Member by judgment, order, settlement or upon a plea of *nobo contendere* or its equivalent shall not, of itself, cause the Member not to be entitled to indemnification as provided herein unless and until Judicially Determined to not be so entitled.

#### 14. Miscellaneous

This Agreement and the rights and liabilities of the parties hereunder shall be governed by and determined in accordance with the laws of the State of Massachusetts. If any provision of this Agreement shall be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Agreement, which shall remain in full force and effect.

The captions in this Agreement are for convenience only and are not to be considered in construing this Agreement. All pronouns shall be deemed to be the masculine, feminine, neuter, singular or plural as the identity of the person or persons may require. References to a person or persons shall include partnerships, corporations, limited liability companies, unincorporated associations, trusts, estates and other types of entities.

This Agreement, and any amendments hereto may be executed in counterparts all of which taken together shall constitute one agreement.

This Agreement sets forth the entire agreement of the parties hereto with respect to the subject matter hereof. It is the intention of the Member(s) that this Agreement shall be the sole agreement of the parties, and, except to the extent a provision of this Agreement provides for the incorporation of federal income tax rules or is expressly prohibited or ineffective under the Statutes, this Agreement shall govern even when inconsistent with, or different from, the provisions of any applicable law or rule. To the extent any provision of this Agreement is prohibited or otherwise ineffective under the Statutes, such provision shall be considered to be ineffective to the smallest degree possible in order to make this Agreement effective under the Statutes.

Subject to the limitations on transferability set forth above, this Agreement shall be binding upon and inure to the benefit of the parties hereto and to their respective heirs, executors, administrators, successors and assigns.

No provision of this Agreement is intended to be for the benefit of or enforceable by any third party.

**IN WITNESS WHEREOF**, the Member(s) have executed this Agreement on April 9th 2018.

The Member(s) of Mass Yield Cultivation LLC



---

Tim Mack

**Cannasure Insurance Services, LLC**

1991 Crocker Road, Suite 320  
Westlake, Ohio 44145  
P: 800-420-5757

**Marijuana Business Application**

Email Applications to:  
**submission@cannasure.com**

**APPLICANT'S INSTRUCTIONS:**

1. All Applicants must complete the relevant sections of this Application in accordance with the specific coverages being requested.
2. Answer all questions completely. Please attach extra sheets as required. Incomplete or illegible applications may be discarded.
3. Application must be signed and dated by the owner, partner, or officer not earlier than 90 days before the proposed effective date of coverage.
4. Please read the statements at the end of this application carefully. Thank you!

**SECTION I – GENERAL INFORMATION**

Business Name:

DBA:

Address:

City:

State:

Zip:

Phone:

Website:

Main Contact:

Email Address:

Years in business under current management:

Date established:

Inspection contact name and information:

Type of enterprise:

☐

Corporation

☐

Individual

☐

Partnership

☐

Proprietorship

☐

LLC

☐

Non-profit

☐

For profit

☐

Joint venture

☐

Government entity

☐

Other:

1. Is the insured a member of any cannabis / marijuana trade associations?

☐

Yes

☐

No

If "Yes", what organization(s)?

☐

CCSE

☐

NORML - NBN

☐

NCIA

☐

CCIA

☐

Other:

Description of Product Use:

☐

Recreational

☐

Medicinal

☐

Both

Has any applicant or principal filed for Bankruptcy in the last 5 years?

Yes

No

a. If yes, which type?

7

11

13

Description of operations:

List of subsidiaries and their operations:

List any additional offices and provide locations:

Have any of the principals engaged in this or similar enterprises under a different name?

☐

Yes

☐

No

If "Yes", please list entity and operations:

Provide business financial information for the last five (5) years and estimates for the next year:

| Year                       | Domestic sales | Foreign sales | Payroll | # of employees |
|----------------------------|----------------|---------------|---------|----------------|
| Next year                  |                |               |         |                |
| Last year                  |                |               |         |                |
| 2 <sup>nd</sup> year prior |                |               |         |                |
| 3 <sup>rd</sup> year prior |                |               |         |                |
| 4 <sup>th</sup> year prior |                |               |         |                |

## SECTION II – PRIOR INSURANCE AND CLAIMS HISTORY

1. Please provide insurance information for the past three (3) years.

| Carrier | Limits | Deductible | Retro date | Premium | Exposure base or policy rate |
|---------|--------|------------|------------|---------|------------------------------|
|         |        |            |            |         |                              |
|         |        |            |            |         |                              |
|         |        |            |            |         |                              |

2. In the last five (5) years, has any claim been made against any person(s) or organization(s) to be covered under this insurance?  
 If “Yes”, please provide five (5) year loss history for all claims below and attach a description for any loss greater than \$10,000:

☐ Yes ☐ No

| Year | # of claims | Total paid | Total reserves | Total incurred | Valuation date |
|------|-------------|------------|----------------|----------------|----------------|
|      |             |            |                |                |                |
|      |             |            |                |                |                |
|      |             |            |                |                |                |
|      |             |            |                |                |                |
|      |             |            |                |                |                |

## SECTION III – INSURANCE INFORMATION

Please indicate below, by placing an “X” in the box, which coverages are being requested and complete relevant portions of this application as applicable.

| Coverage                   | Requested? | Application Sections to Complete                                                                                                                                                                                                                                                       |
|----------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Commercial Property</b> |            | Section IV – Property Coverage<br>Section V – Premises Information                                                                                                                                                                                                                     |
| <b>General Liability</b>   |            | Section V – Premises Information<br>Section VI – Operations<br>Section VII – Liability Coverage: <i>(only complete the parts that apply to your operations)</i><br><br>Part A. – Dispensary Operations<br>Part B. – Grow Operations<br>Part C. – Manufacturing & Processing Operations |
| <b>Products Liability</b>  |            | Section V – Premises Information<br>Section VI – Operations<br>Section VII – Liability Coverage: <i>(only complete the parts that apply to your operations)</i><br><br>Part A. – Dispensary Operations<br>Part B. – Grow Operations<br>Part C. – Manufacturing & Processing Operations |

| SECTION IV – PROPERTY COVERAGE (please complete this section for each location/building)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------|----------------------|-------------------------|---|-----------------|---|-------------------------|-------|--|--|--|--|------|--------------------|--|--|--|--|------|-------------------|--|--|--|--|------|------------------|--|--|--|--|------|------------------|--|--|--|--|------|
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Location/Building # _____ / _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | How many Buildings/Structures at this location? _____ |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Physical Address: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Is this location fully open and operational? Yes      No<br>If no, when do you expect to be open and fully operational? _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | What are the operations at this building only (Manufacturer, Processor, Indoor Grow, Outdoor Grow (No Structure), Retail, Dispensary, Lab, Delivery, Other (describe): _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Is there any oil extraction done at this location? Yes      No<br>If Yes, what method is used? (CO2, Butane, Propane, etc...) _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| <b>General Building Questions:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Year Building Built: _____ <i>If the building is over 20 years old, provide the year the following were updated:</i> Square footage: _____<br>Roof _____ Plumbing _____ Electrical _____ HVAC _____ Age of Roof _____<br>Roof Construction type (Tile, Metal, Wood Shingle, etc...) _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 7.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Construction Type: (Frame, Masonry, Glass, etc...) _____ No. of Stories _____ ISO Protection Class _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 8.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Are there Fire Sprinkleres? Yes      No      Percentage of the Building is Sprinkled? _____%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 9.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Does the applicant own the building? Yes      No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 10.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Is the building currently undergoing or planning to undergo any renovations, repairs, construction, etc? Yes      No<br>If Yes, please provide details: _____<br>What stage are the renovations currently at? _____<br>If not currently occurring, for when are the renovations planned? _____<br>When do you expect the renovations to be completed? _____<br>What is the total estimated value of the renovation? _____<br>Is there coverage on the building currently? Yes      No<br>Do you currently have a builders risk policy? Yes      No      If yes, please provide a coverage certificate. If no, name of contractor: _____                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| <b>Property Questions:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 11.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Does the applicant have an approved safe: Yes      No<br><i>minimum safe requirements: 800lb with a 1-hour fire rating; under 2000lb must be bolted to the ground</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 12.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Is there a vacuum oven, centrifuge, distillation column and/or Roto Vaps in the building? Yes      No<br>If Yes, please provide manufacturer, model number, replacement cost, and motor's HP for each. _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 13.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Is there an electrical back up system? _____ How are the plants watered? _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Property Coverage for the location listed above:<br><br><div style="display: flex; justify-content: space-between;"> <div> Building Coverage: \$ _____<br/> Loss of Income: \$ _____<br/> Business Personal Property: \$ _____<br/> Indoor Grow Equipment: \$ _____<br/> Outdoor Grow Equipment: \$ _____<br/> Tenants Improvements: \$ _____<br/> Completed Stock*: \$ _____<br/> Goods In Process**: \$ _____ </div> <div> Triple Net Lease      Applicant Owns Building<br/> Number of months to be covered _____<br/> <br/> _____% of stock requires refrigeration </div> <div style="font-size: small;"> <p><b>*Completed Stock</b> is defined as Manufactured Products ready for sale or packaged and sealed inventory containing marijuana buds and/or its derivatives. No harvested or growing plants fall under this category.</p> <p><b>**Goods in Process</b> is defined as Cannabis Buds and Flowers that have been harvested and are in the curing phase of production. No Stock, crop or growing plants fall under this category.</p> </div> </div> |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| 15.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Crop Coverage Table:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">Crop Coverage Limits</th> <th style="width: 25%;">Number of Plants</th> <th style="width: 5%;">X</th> <th style="width: 25%;">Per Plant Value</th> <th style="width: 5%;">=</th> <th style="width: 20%;">Total Property Coverage</th> </tr> </thead> <tbody> <tr> <td>Seeds</td> <td></td> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td>Immature Seedlings</td> <td></td> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td>Vegetative Plants</td> <td></td> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td>Flowering Plants</td> <td></td> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td>Harvested Plants</td> <td></td> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> </tbody> </table> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |                 | Crop Coverage Limits | Number of Plants        | X | Per Plant Value | = | Total Property Coverage | Seeds |  |  |  |  | \$ - | Immature Seedlings |  |  |  |  | \$ - | Vegetative Plants |  |  |  |  | \$ - | Flowering Plants |  |  |  |  | \$ - | Harvested Plants |  |  |  |  | \$ - |
| Crop Coverage Limits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Number of Plants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | X                                                     | Per Plant Value | =                    | Total Property Coverage |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| Seeds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |                 |                      | \$ -                    |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| Immature Seedlings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |                 |                      | \$ -                    |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| Vegetative Plants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |                 |                      | \$ -                    |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| Flowering Plants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |                 |                      | \$ -                    |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| Harvested Plants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |                 |                      | \$ -                    |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |
| *no coverage for plants while growing outdoors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |                 |                      |                         |   |                 |   |                         |       |  |  |  |  |      |                    |  |  |  |  |      |                   |  |  |  |  |      |                  |  |  |  |  |      |                  |  |  |  |  |      |



**SECTION V – PREMISES INFORMATION (please complete this section for each location/building)**

|                                                                                                                                                                            |                                                               |                                       |                                      |  |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------|--------------------------------------|--|----------------------------------------------------------|
| 16. Location/Building #: _____ / _____                                                                                                                                     |                                                               |                                       |                                      |  |                                                          |
| 17. Description of business operation(s) at this location:                                                                                                                 |                                                               |                                       |                                      |  |                                                          |
| <input type="checkbox"/> Cultivation / Growing                                                                                                                             | <input type="checkbox"/> Processor of Marijuana               |                                       |                                      |  |                                                          |
| <input type="checkbox"/> Manufacturer of Marijuana Containing Products                                                                                                     | <input type="checkbox"/> Recreational Marijuana (Retail Shop) |                                       |                                      |  |                                                          |
| <input type="checkbox"/> Medical Marijuana (Dispensary)                                                                                                                    | <input type="checkbox"/> Marijuana Testing Lab                |                                       |                                      |  |                                                          |
| 18. Describe the type of crime area in which applicant's premises is located: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High |                                                               |                                       |                                      |  |                                                          |
| 19. Square footage of building occupied by insured: _____                                                                                                                  |                                                               |                                       |                                      |  |                                                          |
| 20. Describe the area in which the applicant's business is located:                                                                                                        |                                                               |                                       |                                      |  |                                                          |
| <input type="checkbox"/> Commercial                                                                                                                                        | <input type="checkbox"/> Industrial                           | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Residential |  |                                                          |
| 21. Is the nature of the business advertised on the outside of the building?                                                                                               |                                                               |                                       |                                      |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 22. Does applicant occupy the entire building?                                                                                                                             |                                                               |                                       |                                      |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. If "No", are there connecting doors to adjacent units?                                                                                                                  |                                                               |                                       |                                      |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. If "Yes", how are the connecting doors secured ( <i>i.e., deadbolts, alarms, etc.</i> ):                                                                                |                                                               |                                       |                                      |  |                                                          |
| 23. Does anyone live on the premises?                                                                                                                                      |                                                               |                                       |                                      |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If "Yes", please describe occupancy:                                                                                                                                       |                                                               |                                       |                                      |  |                                                          |
| If "Yes", is separate homeowner's insurance coverage in place?                                                                                                             |                                                               |                                       |                                      |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 24. Does the premises have a pool, pond, or other water exposure?                                                                                                          |                                                               |                                       |                                      |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If "Yes", please explain:                                                                                                                                                  |                                                               |                                       |                                      |  |                                                          |
| 25. Which of the following security systems are utilized ( <i>please check all that apply</i> ):                                                                           |                                                               |                                       |                                      |  |                                                          |
| <input type="checkbox"/> Central station burglar alarm                                                                                                                     | <input type="checkbox"/> Exterior video cameras               |                                       |                                      |  |                                                          |
| <input type="checkbox"/> Interior video cameras                                                                                                                            | <input type="checkbox"/> Interior motion detectors            |                                       |                                      |  |                                                          |
| <input type="checkbox"/> Security guards – armed                                                                                                                           | <input type="checkbox"/> Security guards – unarmed            |                                       |                                      |  |                                                          |
| <input type="checkbox"/> Door greeter/ID checker                                                                                                                           | <input type="checkbox"/> Gated doors                          |                                       |                                      |  |                                                          |
| <input type="checkbox"/> Gated windows                                                                                                                                     | <input type="checkbox"/> Hold-up button/panic button          |                                       |                                      |  |                                                          |
| <input type="checkbox"/> Safe or vault                                                                                                                                     | <input type="checkbox"/> Dog(s); Breed and Number:            |                                       |                                      |  |                                                          |
| <input type="checkbox"/> Fencing                                                                                                                                           |                                                               |                                       |                                      |  |                                                          |
| 26. Are all security measures fully operational during non-business hours?                                                                                                 |                                                               |                                       |                                      |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If "No", which ones are not:                                                                                                                                               |                                                               |                                       |                                      |  |                                                          |
| 27. If guards and/or greeters are used are they employees?                                                                                                                 |                                                               |                                       |                                      |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. If "No", do independent contractors acting as security guards or greeters/ID checkers carry their own insurance and name applicant as an additional insured?            |                                                               |                                       |                                      |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Does the applicant get certificates of insurance (COIs) evidencing limits and AI status for the applicant?                                                              |                                                               |                                       |                                      |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. What limits do independent contractors carry?                                                                                                                           |                                                               |                                       |                                      |  |                                                          |
| 28. Are there any firearms on the property (including any firearms carried by security guards)                                                                             |                                                               |                                       |                                      |  | Yes <input type="checkbox"/> No                          |
| If "Yes", please explain:                                                                                                                                                  |                                                               |                                       |                                      |  |                                                          |
| 29. Does applicant have a written plan or manual that describes business security procedures including what to do in the event of a robbery or other crime?                |                                                               |                                       |                                      |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 30. Are employees instructed to cooperate and obey the robber's instructions and not to resist?                                                                            |                                                               |                                       |                                      |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| SECTION VI – Operations                                                                                                                                                                                                                                                          |                    |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|
| 2. Please provide the following financial information:                                                                                                                                                                                                                           |                    |                          |
|                                                                                                                                                                                                                                                                                  | Previous 12 months | Projected next 12 months |
| Annual gross receipts from medical marijuana (i.e. leaves, bud, flower, and trim)                                                                                                                                                                                                |                    |                          |
| Annual gross receipts from infused medical marijuana edible products containing THC or other active cannabinoids (e.g. baked goods, candies, other food or drink items, tinctures, capsules, etc.)                                                                               |                    |                          |
| Annual gross receipts from topical medical marijuana products containing THC or other active cannabinoids (e.g. oils, creams, lotions, etc.)                                                                                                                                     |                    |                          |
| Annual gross receipts from medical marijuana oil cartridges or medical marijuana concentrates intended to be used with vaporizers or vapor pens                                                                                                                                  |                    |                          |
| Annual gross receipts from medical marijuana concentrates not intended for use in vaporizing devices                                                                                                                                                                             |                    |                          |
| <b>Total Medical Marijuana &amp; Medical Marijuana Containing Products:</b>                                                                                                                                                                                                      |                    |                          |
| Annual gross receipts from recreational marijuana (i.e. leaves, bud, flower, and trim)                                                                                                                                                                                           |                    |                          |
| Annual gross receipts from infused recreational marijuana edible products containing THC or other active cannabinoids (e.g. baked goods, candies, other food or drink items, tinctures, capsules, etc.)                                                                          |                    |                          |
| Annual gross receipts from topical recreational marijuana products containing THC or other active cannabinoids (e.g. oils, creams, lotions, etc.)                                                                                                                                |                    |                          |
| Annual gross receipts from recreational marijuana oil cartridges or recreational marijuana concentrates intended to be used with vaporizers or vapor pens                                                                                                                        |                    |                          |
| Annual gross receipts from recreational marijuana concentrates not intended for use in vaporizing devices                                                                                                                                                                        |                    |                          |
| <b>Total Recreational Marijuana &amp; Recreational Marijuana Containing Products:</b>                                                                                                                                                                                            |                    |                          |
| Annual gross receipts from vaporizing devices including room vaporizers and vapor pens                                                                                                                                                                                           |                    |                          |
| Annual gross receipts from smoking accessory sales (e.g. pipes, rolling papers, or other non-vaporizer type smoking products)                                                                                                                                                    |                    |                          |
| Annual gross receipts from sales of other goods (e.g. Hemp clothing, non-THC containing hemp protein, non-THC containing hemp based lotions or oils, etc.)                                                                                                                       |                    |                          |
| Annual gross receipts from sales of nutritional supplements                                                                                                                                                                                                                      |                    |                          |
| Annual gross receipts from services (e.g. massage, acupuncture, etc.)                                                                                                                                                                                                            |                    |                          |
| <b>Total Revenues (All Products and Services):</b>                                                                                                                                                                                                                               |                    |                          |
| Total number of patient contacts                                                                                                                                                                                                                                                 |                    |                          |
| Total payroll                                                                                                                                                                                                                                                                    |                    |                          |
| 3. What experience does the insured have in operating a marijuana business and/or running or managing a commercial business?<br>Please describe:                                                                                                                                 |                    |                          |
| 4. Is the applicant in compliance with all local and state laws regarding the growth, manufacturing, dispensing, and/or control of marijuana or marijuana containing products?<br><div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div> |                    |                          |

**SECTION VII – LIABILITY COVERAGE (please complete all relevant sections as applicable)**

**A. DISPENSARY INFORMATION**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <p>31. Are there any employed professionals (<i>e.g., physicians or pharmacists</i>)?<br/> If “Yes”, do the employed professionals carry their own separate professional liability insurance?</p>                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>32. How does the dispensary ensure compliance with state law (<i>please check all that apply</i>):</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Checking photo ID and registration card of patient<br/> <input type="checkbox"/> Confirming physician’s recommendation<br/> <input type="checkbox"/> Checking photo ID to verify consumer is over age 21<br/> <input type="checkbox"/> Maintaining maximum amount of medical marijuana on premises<br/> <input type="checkbox"/> Other (<i>describe</i>): </div>                |                                                                                                                      |
| <p>33. How much inventory is displayed to customers?<br/> <input type="checkbox"/> 0-5%   <input type="checkbox"/> 6-10%   <input type="checkbox"/> 11-25%   <input type="checkbox"/> Greater than 25%</p>                                                                                                                                                                                                                                                                                                                                          |                                                                                                                      |
| <p>34. Is any on-site consumption of marijuana or marijuana containing products permitted?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                             |
| <p>35. Does applicant offer delivery of marijuana products?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                             |
| <p>36. What is the highest concentration (%) and dosage (mg) of active cannabinoids per serving contained in the applicant’s strongest (i.e. highest dosage) product? Please provide product name, concentration (%), and dosage (mg) of active cannabinoids per serving:</p>                                                                                                                                                                                                                                                                       |                                                                                                                      |
| <p>37. If the applicant distributes marijuana oils or concentrates with concentrations greater than 70% or dosages per serving greater than 50 mg, are these products only distributed to patients who have a physician recommendation for high dose product(s) or documented tolerances built up over time?<br/> If “No”, please explain how the applicant controls access to these high dose / concentration products:</p> <div style="text-align: right; margin-right: 50px;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No </div> |                                                                                                                      |
| <p>38. If applicant distributes marijuana oils or concentrates manufactured by others, does applicant only obtain these products from manufacturers that utilize a closed-loop extraction system and non-volatile solvents in their extraction process?<br/> If “No”, what type of extraction system and solvents are used by the insured’s manufacturers / suppliers?</p> <div style="text-align: right; margin-right: 50px;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No </div>                                                   |                                                                                                                      |
| <p>39. Does applicant maintain a ledger with a record of the quantity of marijuana or marijuana containing product dispensed in each transaction, the type and source of the marijuana dispensed, the total amount paid by the customer for all goods and services provided, the date and time dispensed?</p> <div style="text-align: right; margin-right: 50px;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No </div>                                                                                                                |                                                                                                                      |
| <p>40. Does applicant maintain separate records for medical and recreational marijuana products?</p> <div style="text-align: right; margin-right: 50px;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No </div>                                                                                                                                                                                                                                                                                                                         |                                                                                                                      |
| <p>41. Does applicant grow medical or recreational marijuana or are other cannabis plants on the premises?<br/><br/> If “Yes”, please complete Section V – Growing Facility Information.</p> <div style="text-align: right; margin-right: 50px;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No </div>                                                                                                                                                                                                                                 |                                                                                                                      |
| <p>42. Are any marijuana containing products manufactured, mixed, labeled, or relabeled by the applicant including: marijuana infused baked goods or candies, infused oils or lotions, other food products, or smoking accessories?<br/><br/> If “Yes”, please complete Section VI – Manufacturing &amp; Processing Operations.</p> <div style="text-align: right; margin-right: 50px;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No </div>                                                                                          |                                                                                                                      |
| <p>43. Do any products, ingredients, or components originate from outside of the United States?<br/> If “Yes”:</p> <div style="margin-left: 20px;"> <p>a. Specify what products are imported and the country(ies) of origin:</p> <p>b. Are imported products and components tested for contamination and verification that they match what was ordered?<br/> <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> </div>                                                                                                                  |                                                                                                                      |
| <p>44. For products that applicant does not produce or manufacture, does applicant obtain certificates of insurance (COIs) evidencing products coverage and AI status from all US based manufacturers or suppliers?</p> <div style="text-align: right; margin-right: 50px;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No </div>                                                                                                                                                                                                      |                                                                                                                      |
| <p>45. For products that applicant does not produce, does applicant obtain certificates of analysis (COAs) evidencing that product testing was performed by the original manufacturer or by the insured’s direct supplier?</p> <div style="text-align: right; margin-right: 50px;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No </div>                                                                                                                                                                                               |                                                                                                                      |

46. Does applicant use a 3<sup>RD</sup> party testing lab to test their marijuana and marijuana containing products? ☐ Yes ☐ No  
 If "Yes", do all testing reports received from this laboratory indicate the following (please check all that apply):
- ☐ Products are not contaminated with pesticides
  - ☐ Products are not contaminated by bacteria
  - ☐ Products are not contaminated by mold / fungus
  - ☐ Products are not contaminated by mycotoxins
  - ☐ Products are not contaminated by heavy metals
  - ☐ Products are not contaminated by residual solvents
  - ☐ Cannabinoid profiles (e.g. THCA, delta8-THC, delta9-THC, CBDA, CBD, CBG, CBN, etc.)
  - ☐ Cannabinoid dosage per serving (milligrams per serving for each cannabinoid)
  - ☐ Terpene profiles

If "No", how does applicant ensure product purity?

## B. GROWING FACILITY INFORMATION

47. Does applicant grow any marijuana that is intended to be distributed for recreational purposes? ☐ Yes ☐ No  
 If "Yes", what percentage of revenue is derived from these operations? %
48. Does applicant maintain separate records for medical and recreational products? ☐ Yes ☐ No
49. Are marijuana cultivation areas located: ☐ Indoors ☐ Outdoors ☐ Greenhouse  
 a. If outdoors, provide the approximate size of the growing area in acres:
50. If cultivation areas are located outdoors, are the cultivation areas surrounded by a fence? ☐ Yes ☐ No  
 If "Yes", please answer the following:
- a. Please describe fence (i.e. height, material used, electrified, etc.):
  - b. If electrified fencing, barbed wire, or razor wire is used, are there warning signs on the property? ☐ Yes ☐ No
  - c. Is fenced in area locked at all times: ☐ Yes ☐ No
  - d. Are there locked gates at all entrances to the property and/ or growing area: ☐ Yes ☐ No
51. If cultivation areas are located in a greenhouse, will the greenhouse be fully enclosed with locking doors? Yes ☐ No ☐  
 If "No", please describe how the greenhouse will be secured to prevent unauthorized entry:
52. What is the maximum number of plants on the premises at any one time?
53. Are any marijuana containing products manufactured, mixed, labeled, or relabeled by the applicant including: marijuana infused baked goods or candies, infused oils or lotions, other food products, or smoking accessories? ☐ Yes ☐ No  
 If "Yes", please complete Section VI – Manufacturing & Processing Operations.
54. Does applicant use a 3<sup>RD</sup> party testing laboratory to test their marijuana and marijuana containing products? ☐ Yes ☐ No  
 If "Yes", do all testing reports received from this laboratory indicate the following (please check all that apply):
- ☐ Products are not contaminated with pesticides
  - ☐ Products are not contaminated by bacteria
  - ☐ Products are not contaminated by mold / fungus
  - ☐ Products are not contaminated by mycotoxins
  - ☐ Products are not contaminated by heavy metals
  - ☐ Products are not contaminated by residual solvents
  - ☐ Cannabinoid profiles (e.g. THCA, delta8-THC, delta9-THC, CBDA, CBD, CBG, CBN, etc.)
  - ☐ Cannabinoid dosage per serving (milligrams per serving for each cannabinoid)
  - ☐ Terpene profiles
- If "No", how does applicant ensure product purity?
55. Is marijuana or any marijuana containing product ever released into the stream of commerce (i.e. to other distributors or infused product manufacturers) before testing reports confirming products are free from any contaminants (e.g. pesticides, mold, fungus, heavy metals, etc.) are received back from the 3<sup>rd</sup> party testing laboratory? ☐ Yes ☐ No

### C. Manufacturing & Processing Operations

56. Please supply a complete list of products manufactured or processed by applicant

57. Are manufacturing and processing facilities located: ☐ Indoors ☐ Outdoors  
If outdoors, provide the approximate size of the processing area in acres:

58. Will the production of any of the above listed products require open flame, frying, or other cooking methods? Yes ☐ No ☐  
If "Yes", please answer the following:  
a. Does your establishment have an automatic fire suppression system that extends over all cooking surfaces? Yes ☐ No ☐  
b. Are hoods and flues inspected / cleaned by an outside service and tagged for verification of this? ☐ Yes ☐ No

59. Will your operation(s) include the extraction of cannabis oils or the manufacture of any concentrates? Yes ☐ No ☐  
If "Yes", please answer the following:  
a. What extraction or manufacturing method will the applicant utilize?  
  
b. If applicant will use an extraction method that utilizes pressurized or flammable materials, is the insured's production equipment or system certified or intended for this use? Yes ☐ No ☐  
c. Will the oils or concentrates be distributed in bulk to other infused product manufacturers? ☐ Yes ☐ No ☐  
d. Are any of the products (e.g. oils, wax, shatter, hash, etc.) intended for use in vaporizing devices? ☐ Yes ☐ No ☐  
If "Yes", which product(s)?  
  
e. What is the highest concentration (%) and dosage (mg) of active cannabinoids per serving contained in the applicant's strongest (i.e. highest dosage) product? Please provide product name, concentration (%), and dosage (mg) of active cannabinoids per serving:

60. Does the applicant actually produce the individual filled cartridges for vapor pens? ☐ Yes ☐ No  
If "Yes", please answer the following:  
a. Are the cartridges one size fits all or are they only compatible with a particular brand?  
i. If only compatible with a particular brand, which brand?  
b. Please supply a copy of the insured's label and packaging for the cartridges evidencing warnings and disclaimers.

61. Are all marijuana and marijuana containing products manufactured and distributed by the applicant sold in child proof packaging or containers? ☐ Yes ☐ No

62. Has applicant consulted with an attorney to determine that their labeling including: warnings, disclaimers, notification of contraindications, listing of ingredients, and similar meets all state and local requirements? Yes ☐ No ☐  
If "No", please answer the following:  
a. Does labeling contain warning to keep product away from children and pets? ☐ Yes ☐ No  
b. Does labeling contain warning that the product contains intoxicating materials (i.e. marijuana) and that users should not drive or operate heavy machinery after consumption? ☐ Yes ☐ No  
c. Does labeling meet state standards (if any) for being packaged in a way that does not appeal to children? ☐ Yes ☐ No  
d. What steps has the applicant taken to ensure that packaging and labeling meets state and local requirements?

63. Do any products, ingredients, or components originate from outside of the United States? ☐ Yes ☐ No  
If "Yes":  
a. Specify what products are imported and the country(ies) of origin:  
  
b. Are imported products and components tested for contamination and verification that they match what was ordered? ☐ Yes ☐ No

64. For products that applicant does not produce or manufacture, does applicant obtain certificates of insurance (COIs) evidencing products coverage with limits of at least \$1M and AI status from all US based manufacturers or suppliers? ☐ Yes ☐ No

65. Does applicant use a 3<sup>RD</sup> party testing lab to test their marijuana and marijuana containing products? ☐ Yes ☐ No

If "Yes", do all testing reports received from this laboratory indicate the following (please check all that apply):

- ☐ Products are not contaminated with pesticides
- ☐ Products are not contaminated by bacteria
- ☐ Products are not contaminated by mold / fungus
- ☐ Products are not contaminated by mycotoxins
- ☐ Products are not contaminated by heavy metals
- ☐ Products are not contaminated by residual solvents
- ☐ Cannabinoid profiles (e.g. THCA, delta8-THC, delta9-THC, CBDA, CBD, CBG, CBN, etc.)
- ☐ Cannabinoid dosage per serving (milligrams per serving for each cannabinoid)
- ☐ Terpene profiles

If "No", how does applicant ensure product purity?

66. Is marijuana or any marijuana containing product ever released into the stream of commerce (i.e. to other distributors or infused product manufacturers) before testing reports confirming products are free from any contaminants (e.g. pesticides, mold, fungus, heavy metals, etc.) are received back from the 3<sup>rd</sup> party testing laboratory? ☐ Yes ☐ No

67. Does applicant have a written product recall plan? ☐ Yes ☐ No

#### SECTION VIII – ADDITIONAL INSURED

\_\_\_\_ Mark "X" if there are NO additional insureds needed at this time

**ADDITIONAL INSURED** (check one): \_\_\_\_ Landlord \_\_\_\_ Loss Payee \_\_\_\_ Governmental Agency \_\_\_\_ Other

\_\_\_\_ Waiver of Subrogation

\_\_\_\_ Primary Wording with Non-Contributory Wording?

Location/Bldg #: \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State and Zip Code: \_\_\_\_\_

**ADDITIONAL INSURED** (check one): \_\_\_\_ Landlord \_\_\_\_ Loss Payee \_\_\_\_ Governmental Agency \_\_\_\_ Other

\_\_\_\_ Waiver of Subrogation

\_\_\_\_ Primary Wording with Non-Contributory Wording?

Location/Bldg #: \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State and Zip Code: \_\_\_\_\_

## SECTION IX – SIGNATURE, CONSENT AND AGREEMENT

This Application is the basis for coverage; therefore, any incorrect or incomplete statements or answers could nullify coverage. Completion of this form neither binds coverage nor guarantees that a policy will be issued. *(Not applicable in North Carolina)*

I hereby request that my application for insurance coverage be submitted for consideration to the company shown in this application. Accordingly, I authorize and direct any person or organization whatsoever to release and furnish to that company any and all information requested which may relate to my insurability.

I hereby indicate that the aforementioned statements and answers are correct and complete. I further understand that an incorrect or incomplete statement or answer could void my protection.

I hereby consent to the review by the company shown in this application of any incidents or occurrences likely to result in malpractice allegation or claim. I agree to cooperate in the review of claims and incidents which apply to the coverage requested.

Where applicable, I hereby consent to the review of my application by the committees appointed by my county or state professional association / society. I agree to cooperate with these committees.

### COPY OF NOTICE OF INFORMATION PRACTICES (PRIVACY) HAS BEEN GIVEN TO THE APPLICANT.

*(Not required in all states, contact your agent or broker for your state's requirements.)*

Personal information about you, including information from a credit or other investigative report, may be collected from persons other than you in connection with this application for insurance and subsequent amendments and renewals. Such information as well as other personal and privileged information collected by us or our agents may in certain circumstances be disclosed to third parties without your authorization. Credit scoring information may be used to help determine either your eligibility for insurance or the premium you will be charged. We may use a third party in connection with the development of your score. You may have the right to review your personal information in our files and request correction of any inaccuracies. You may also have the right to request in writing that we consider extraordinary life circumstances in connection with the development of your credit score. These rights may be limited in some states. Please contact your agent or broker to learn how these rights may apply in your state or for instructions on how to submit a request to us for a more detailed description of your rights and our practices regarding personal information. *(Not applicable in AZ, CA, DE, KS, MA, MN, ND, NY, OR, VA, or WV. Specific ACORD 38s are available for applications in these states.)*

### NOTICE TO APPLICANT

The coverage applied for is solely as stated in the policy. If policy is issued on a "CLAIMS MADE" or "CLAIMS MADE AND REPORTED" basis, it provides coverage only for those claims that are first made against the insured during the policy period unless the extended reporting period option is exercised in accordance with the terms of the policy. If issued on an "OCCURRENCE" basis, the policy provides coverage only for those occurrences that take place during the policy period. The Insurer will rely upon this application and all such attachments in issuing the policy. If the information in this application or any attachment materially changes between the date this application is signed and the effective date of the policy, the Applicant will promptly notify the Insurer, who may modify or withdraw any outstanding quotation or agreement to bind coverage.

### FRAUD STATEMENTS

#### Applicable in AL, AR, DC, LA, MD, NM, RI and WV

Any person who knowingly (or willfully)\* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)\* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. *\*Applies in MD Only.*

#### Applicable in CO

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

#### Applicable in FL and OK

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing false, incomplete, or misleading information is guilty of a felony (of the third degree)\*. *\*Applies in FL Only.*

#### Applicable in KS

Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

#### Applicable in KY, NY, OH and PA

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties\* (not to exceed five thousand dollars and the stated value of the claim for each such violation)\*. *\*Applies in NY Only.*

#### Applicable in ME, TN, VA and WA

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)\* include imprisonment, fines and denial of insurance benefits. *\*Applies in ME Only.*

#### Applicable in NJ

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

#### Applicable in OR

Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

☐ **I have read the statements above, understand their meaning and agree.**

Applicant's signature:

Date:

Applicant's name:

Applicant's title:





## Description

Krypies is a retail store that will provide an unparalleled shopping experience. Beginning with our flagship store in Pittsfield, MA, customers will enjoy shopping in a beautiful environment that inspires healing, creativity and comfort.

Our knowledgeable budtenders will navigate and guide our customers through our vast product variety featuring locally sourced marijuana products along with our core product line of the highest quality cannabis flowers, concentrates, edibles and more.

# Krypies LLC

*BUSINESS PLAN*

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## Executive Summary

### Company Summary

Krypies LLC is a brand of cannabis store that will provide an unparalleled shopping experience.

Our store will be located on one of the busiest streets in Pittsfield, Massachusetts. The facility is well positioned, and it matches the ideal picture of a community store.

Our knowledgeable budtenders will navigate and guide our customers through our vast product variety featuring locally sourced marijuana along with our core product line of the highest quality cannabis flowers, concentrates, edibles and more.

Krypies LLC is organized/formed as a Limited Liability Company (LLC)/Corporation and will be led by Tim Mack who will serve as CEO / Owner.

### Products & Services

Aside from the dispensing of cannabis plant material and concentrates which is our core product, Krypies LLC will sell a wide range of additional Cannabis Infused products such as edibles and topicals. We will also engage in the sale of accessories and supplies related to concentrate delivery methods.

Krypies Store will ensure that all our customers are given first class treatment whenever they visit our store. We have a CRM software that will enable us to manage a one-on-one relationship with our customers no matter how large our customer base grows.

**Our mission:** To provide high quality cannabis to customers with a product and service they can trust. To build our brand on the core values of customer service and care, hospitality, highest standards of quality, honesty, integrity and community outreach.

**Vision:** Be the number one cannabis store in Massachusetts.

**Goal:** Our primary goal is to advocate and support a proactive approach to health management and recreational use by providing a local and safe environment to dispense cannabis and cannabis products.

**Management:** The owner has several years' experience and will develop strong vendor relationships and many strategic partnerships extending nationally and covering all areas of the Cannabis Industry.

## Market Opportunities

60% of the U.S. population now lives in states that have legalized some form of cannabis use and sales, illustrating the rising acceptance of cannabis nationwide and highlighting the industry's immense potential for future growth.

The passage of initiatives in California, Nevada, Massachusetts, Maine, Florida, Arkansas, Montana, North Dakota, and West Virginia will add \$7.4

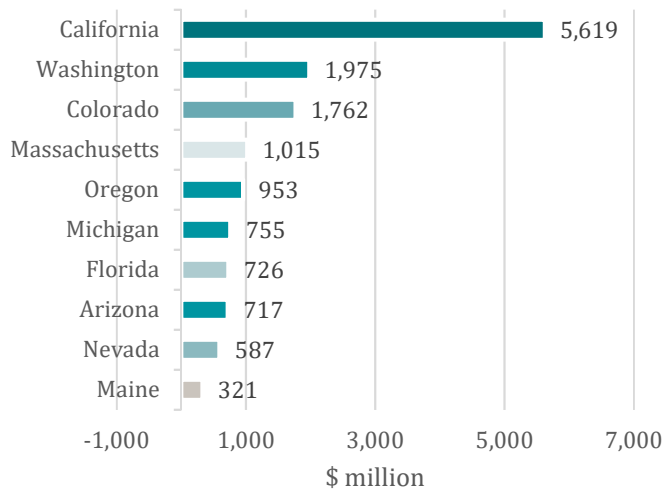


Figure 1. Medical and recreational cannabis sales in top states, 2020

billion to the 2021 market forecast bringing the overall market projection for legal adult-use and medical sales in North America to \$24.5 billion by 2021. That brings the compound annual growth rate (CAGR) to 28%.

Legal cannabis sales reached \$9.2 billion in North America in 2017, according to a new report from cannabis industry analysts ArcView Market Research, in partnership with BDS Analytics. That represents an unprecedented 33% increase over 2016.

As at June 2018, there are 30 States that now allow cannabis for medical use, 16 States allow Cannabidiol (CBD), 9 States and the District of Columbia now allow for recreational cannabis use.

In 2016, Massachusetts residents voted to legalize recreational cannabis. While cannabis is technically legal at the moment, recreational sales are not yet allowed. State legislators are presently tasked with creating the framework for dispensaries to begin selling recreational marijuana.

Massachusetts cannabis market only in recreational part is expected to become a \$1 billion industry by 2020. Research from multiple marijuana data and investment firms predict Massachusetts can become such a travel destination. If correct, an influx of tourists to Massachusetts can expand the economic impact of this legislation far beyond simply the cannabis industry.

The program was slated to begin recreational cannabis sales July 1, but the start date wasn't mandated by law. Already, 28 entities have applied for 51 business licenses, including 15 retail stores, and the Cannabis Control Commission has begun to review those applications. The review process includes a background check and a 60-day window during which the municipality in which the business hopes to locate must certify that the applicant has met all local requirements.

# Executive Summary

## Start-up Summary

The business will be funded with approximately \$75,000. This will include total capital cost of \$50,000 leaving nearly \$25,000 as working capital.

Table 1. Start-up expenses, \$

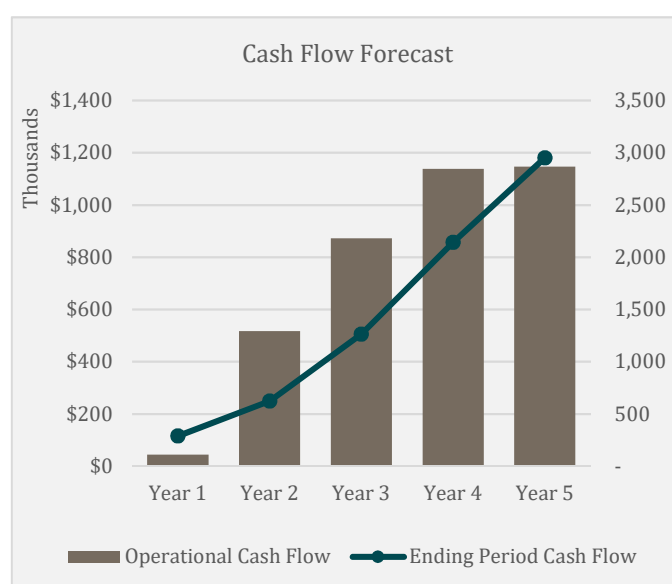
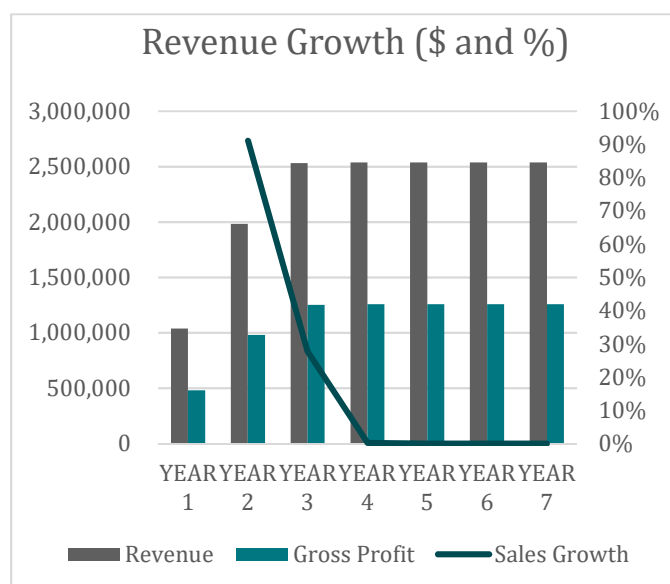
| \$                                                                                                                                                                        | Quarter 1      | Quarter 2      | Quarter 3      | Quarter 4      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|
| <b>CAPEX</b>                                                                                                                                                              |                |                |                |                |
| <b>Land &amp; Development</b>                                                                                                                                             | 0              | 0              | 0              | 0              |
| <b>Space improvements including finishing/painting, kitchen, office space, bathrooms, etc.</b>                                                                            | 5,000          | 0              | 0              | 0              |
| <b>Security system including multiple camera feeds and metal/weapons detectors</b>                                                                                        | 15,000         | 0              | 0              | 0              |
| <b>Furniture, Display Counters, Refrigerators, Freezers, Multiple POS/ Cash Registers, Registration Computer, Commercial Label Printer, Storage Hardware and Shelving</b> | 3,500          | 0              | 0              | 0              |
| <b>Cost for Computer Software (Accounting Software, Payroll Software, CRM Software, Microsoft Office, QuickBooks Pro)</b>                                                 | 4,350          | 0              | 0              | 0              |
| <b>OPEX</b>                                                                                                                                                               |                |                |                |                |
| <b>Direct Costs</b>                                                                                                                                                       | 119,695        | 152,003        | 176,004        | 200,004        |
| <b>Initial &amp; General Costs</b>                                                                                                                                        | 19,681         | 14,681         | 14,681         | 14,681         |
| <b>Operating Expenses, including salaries</b>                                                                                                                             | 88,818         | 109,413        | 111,792        | 114,170        |
| <b>Marketing &amp; Sales Expenses</b>                                                                                                                                     | 5,000          | 7,500          | 7,500          | 7,500          |
| <b>Misc.</b>                                                                                                                                                              | 1,363          | 1,884          | 1,955          | 2,027          |
| <b>Total</b>                                                                                                                                                              | <b>262,407</b> | <b>285,481</b> | <b>311,932</b> | <b>338,383</b> |

## Financial Summary

Krypies LLC will fund its startup costs largely through personal savings and private investments.

From a total investment of approximately \$75,000, Krypies LLC is expected to generate nearly \$2 million in gross revenues with net income of nearly \$400,000 in Year 2, its first full year of operations. Revenues are expected to grow to nearly \$2.5 million in Year 3 to 5.

After the first year of operations, it is expected that Krypies LLC will be able to trim expenses through realizing business efficiencies, gaining operational experience and industry knowledge.



## Direct and Indirect Social Impacts

Krypies LLC will create more than eight to ten new jobs in county with over \$270,000 on salaries, \$34,428 Social Security taxes, Medicare taxes for Insurance each year. Company also intends 5% of sales will be allocated to the schools and different community programs.

Table 2. Taxes flow, \$

|                           | Year 1  | Year 2  | Year 3  | Year 4  | Year 5  |
|---------------------------|---------|---------|---------|---------|---------|
| <b>Federal Tax</b>        | 100,918 | 206,058 | 263,114 | 263,755 | 263,755 |
| <b>State Tax</b>          | 14,302  | 26,371  | 51,636  | 52,737  | 52,737  |
| <b>Community programs</b> | 51,851  | 99,121  | 126,567 | 126,875 | 126,875 |

## Market Overview

Spending on legal cannabis worldwide is expected to hit \$57 billion by 2027. The recreational market will cover 67% of the spending; medical marijuana will take up the remaining 33%.

Tom Adams, editor-in-chief of Arcview Market Research and managing director for BDS Analytics, writes in the introduction: "... the expansion of medical cannabis markets can be expected to lead to broader public acceptance, "setting the stage for the eventual move to adult-use legalization" and that this model "will drive the world market, excluding the United States and Canada, to grow at 35% annually to \$10.5 billion by 2027, as a key part of the \$57 billion overall market."

The largest group of cannabis buyers will be in North America, going from \$9.2 billion in 2017 to \$47.3 billion a decade later. The largest growth spread, however, is predicted within the rest-of-world markets, from \$52 million spent in 2017 to a projected \$2.5 billion in 2027.

According to the report: "The Road Map to a \$57 Billion Worldwide Market"<sup>1</sup>:

- The initial decision by many U.S. states and Canada to create medical-only cannabis regulations prompted many other countries to act similarly while California's and Canada's willingness to legalize adult recreational use triggered a second wave of laws internationally to increase access to medical cannabis.
- South America has some of the most liberal medical cannabis programs. Led by Brazil, Argentina, Peru and Uruguay, the South American medical cannabis market may grow from \$125 million in 2018 to \$776 million in 2027.
- Germany is poised to be the leader of the European cannabis market, and Italy is expected to be second with \$1.2 billion in sales by 2027. Overall, however, the European cannabis market is not expected to grow as stridently as its potential suggests.
- Australia's legal cannabis market is forecast to grow from \$52 million in 2018 to \$1.2 billion in 2027, the 5th largest in the world.
- Israel has a small population and a long history of legal medical marijuana use. It continues as a leader with years in the development of cannabis pharmaceuticals.

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<sup>1</sup> <https://arcviewgroup.com/research/reports/>



## North American Cannabis Market

Although the federal government still considers the use of cannabis a criminal offence, more than half the states of America have legalized it in some form. Most states sell it only for medical purposes, often broadly defined. But eight states – Alaska, California, Colorado, Maine, Nevada, Massachusetts, Oregon and Washington – have gone further, legalizing the recreational use. Legal weed is more high-priced than the black-market variety, but it is better value: three times more potent and only about 50% more expensive<sup>2</sup>.

Legal cannabis sales reached \$9.2 billion in North America in 2017, according to a new report from cannabis industry analysts Arcview Market Research, in partnership with BDS Analytics. That represents an unprecedented 33% increase over 2016.

The report further predicts the entire legal cannabis market to reach \$24.5 billion in sales – a 28% annual growth rate by 2021 – as more states legalize cannabis for recreational use and existing markets mature.

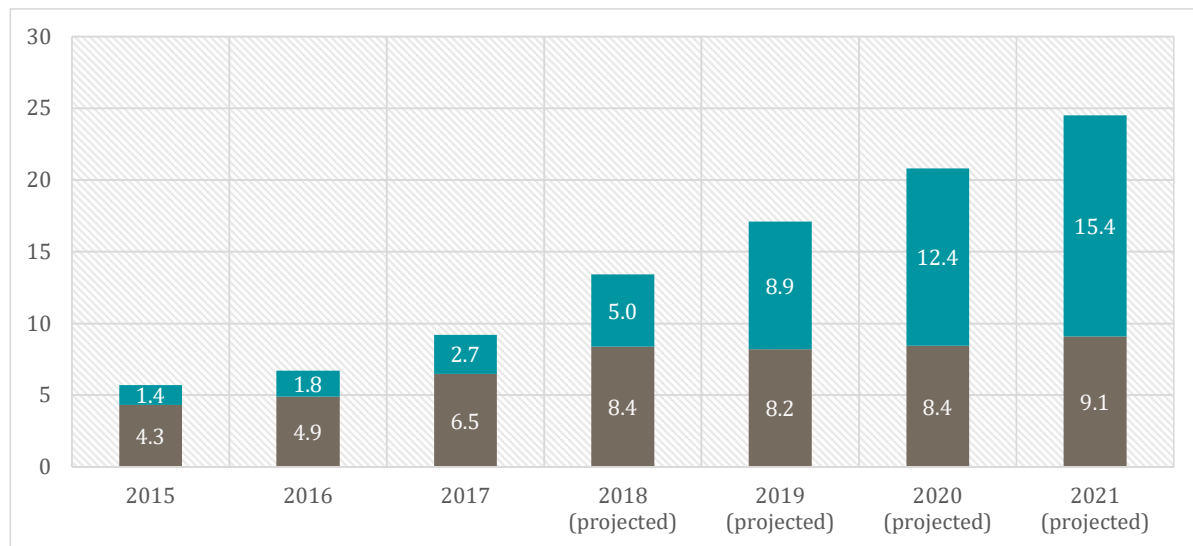


Figure 2. Medical and recreational cannabis sales forecast, billion \$

<sup>2</sup> <http://www.economist.com/blogs/graphicdetail/2016/02/daily-chart-10>

## The U.S. Cannabis Market

60% of the U.S. population now lives in states that have legalized some form of cannabis use and sales, illustrating the rising acceptance of cannabis nationwide and highlighting the industry's immense potential for future growth.

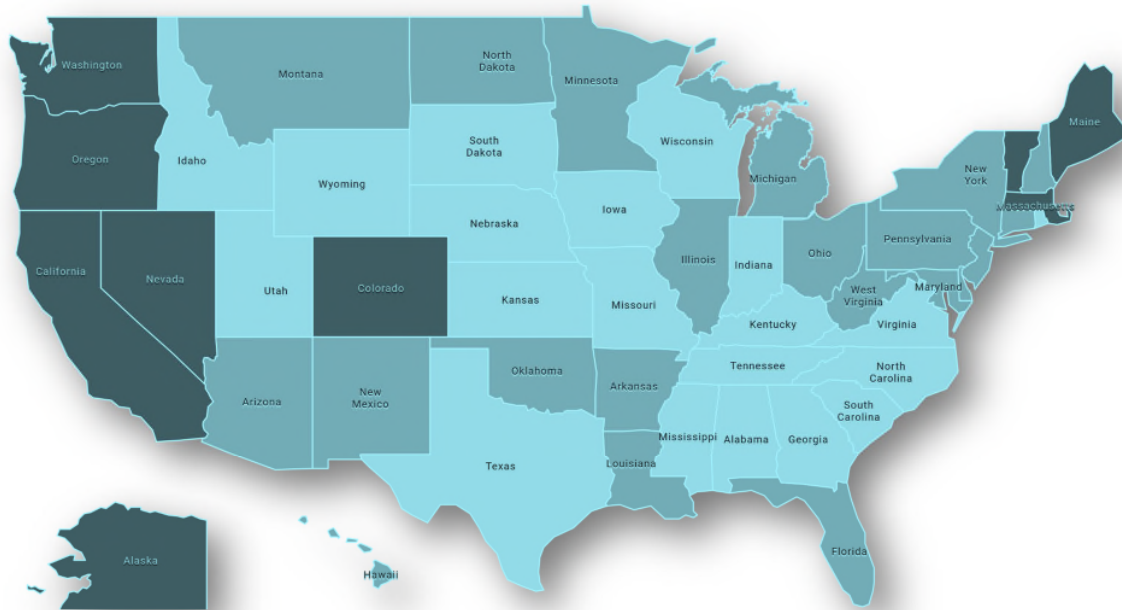
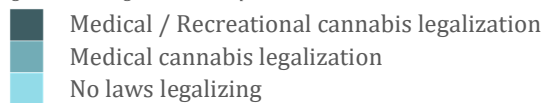


Figure 3. U.S. legalization map



As at June 2018, there are 30 States that now allow cannabis for medical use, 16 States allow Cannabidiol (CBD), 9 States and the District of Columbia now allow for recreational cannabis use.

There are 9,397 active licenses for cannabis businesses in the U.S., according to Ed Keating, chief data officer for Cannabiz Media, which tracks cannabis licenses. This includes cultivators, manufacturers, retailers, distributors, deliverers and test labs.

The industry employed 121,000 people in 2017. If cannabis continues its growth trajectory, the number of workers in that field could reach 292,000 by 2021, according to BDS Analytics.

According to research firm Cowen & Co the U.S. legal cannabis industry is expected to reach \$75 billion in sales by 2030.<sup>3</sup>

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<sup>3</sup> <https://www.bloomberg.com/news/articles/2018-04-04/cannabis-sales-forecast-suggests-it-may-surpass-soda-by-2030>

## U.S. Cannabis Retail Market

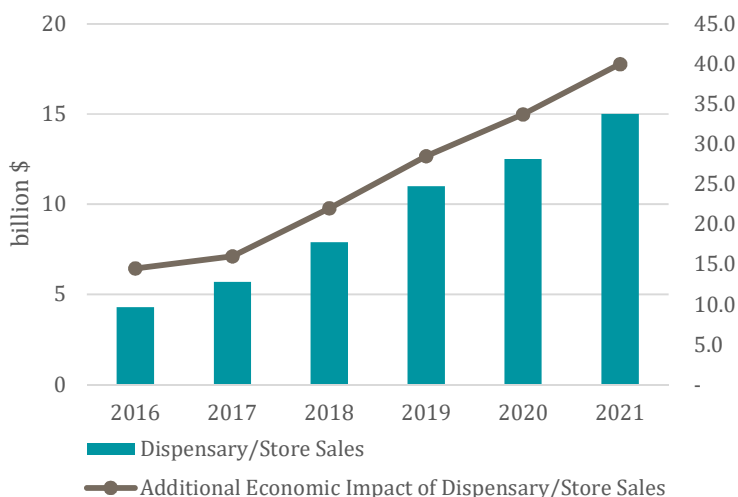


Figure 4. Cannabis retail industry economic impact

BDS Analytics estimates that the retail sector owed \$1 billion in state taxes in 2016 and owes another \$1.4 billion for 2017.

In 2017, overall cannabis sales in the United States at the retail level to soar by 31.5%, hitting \$5.7 billion on the back of continued growth in existing recreational cannabis markets.

In fact, rec sales are expected to surpass medical next year for the first time ever. Medical marijuana sales also are expected to buoy the industry, fueled in part by the expected launch

of MMJ markets in Maryland and Hawaii. At the same time, fledging medical marijuana programs in states such as Illinois, Nevada and New York could post impressive growth last year.

The expected growth comes after a solid 2016, when recreational cannabis sales jumped by 80% to hit \$1.8 billion. Colorado and Washington led the charge, while Oregon's adult-use market posted strong sales gains in its first full calendar year of operation. The industry also saw a spike in medical marijuana sales last year, as patient counts rose in new MMJ states and continued climbing in mature markets like Arizona and Michigan.

The cannabis retail market is growing at a high rate in the United States alone, with there currently being over 1,000 open and operating dispensaries throughout the country according to data from Statista<sup>4</sup>. The growing numbers of dispensaries is a large part as to why New Frontier projects the industry to top \$25 billion in revenue by 2025.

The increase in retail sales over the next five years will provide a substantial economic boost for the United States. The total economic output from legal cannabis will grow 150% from \$16 billion in 2017 to \$40 billion by 2021, according to the "US Legal Cannabis: Driving \$40 Billion Economic Output" report released by Arcview Market Research, in partnership with BDS Analytics.

The level of sophistication and involvement among investors in the marijuana industry varies quite widely, as some belong to cannabis-specific venture capital firms while others have taken a material interest in a friend or family member's cannabis business. For example, only a handful of investors in our survey indicated they intend to invest over \$25 million in cannabis companies, whereas a large portion of respondents plan to invest less than \$20,000.

<sup>4</sup> <https://www.statista.com/statistics/754751/medical-marijuana-dispensaries-number-by-state/>

But in general, more investors are pumping money into the cannabis industry than ever before, and they're also increasing the size of their capital placements. The average investor/investment firm involved in the cannabis industry has placed \$450,000 in cannabis companies.

## Target Market

On December 28, 2016, the Massachusetts state legislature voted to delay sales of recreational marijuana for six months. Originally, licensing for cannabis shops was set to begin on January 1, 2018, under the measure, but the delay set by legislators moved the date to July 1, 2018. Legislators cited needing more time to tinker with the measure as the reason for enacting the delay. Personal use, possession, and cultivation of marijuana all became legal on December 15, 2016.

Right now, there are 34,816 (up from 19,000 in early 2016) people who have gotten medical cannabis cards that allow them to use weed legally to treat a variety of ailments. They are served by 10 dispensaries. It is expected over 700,000 customers potentially interested in using of a recreational cannabis.

Massachusetts cannabis market only in recreational part is expected to become a \$1 billion industry by 2020. Research from multiple marijuana data and investment firms predict Massachusetts can become such a travel destination. If correct, an influx of tourists to Massachusetts can expand the economic impact of this legislation far beyond simply the marijuana industry.

## Cannabis Taxes

Under the new law, recreational marijuana will be taxed 17 to 20 percent. The baseline tax is 17 percent, which is determined from a combination of a 6.25 percent sales tax and a 10.75 percent special excise tax on adult use. But cities and towns can choose to add a three percent tax on top of the 17 percent, tallying up to a 20 percent tax on retail cannabis.

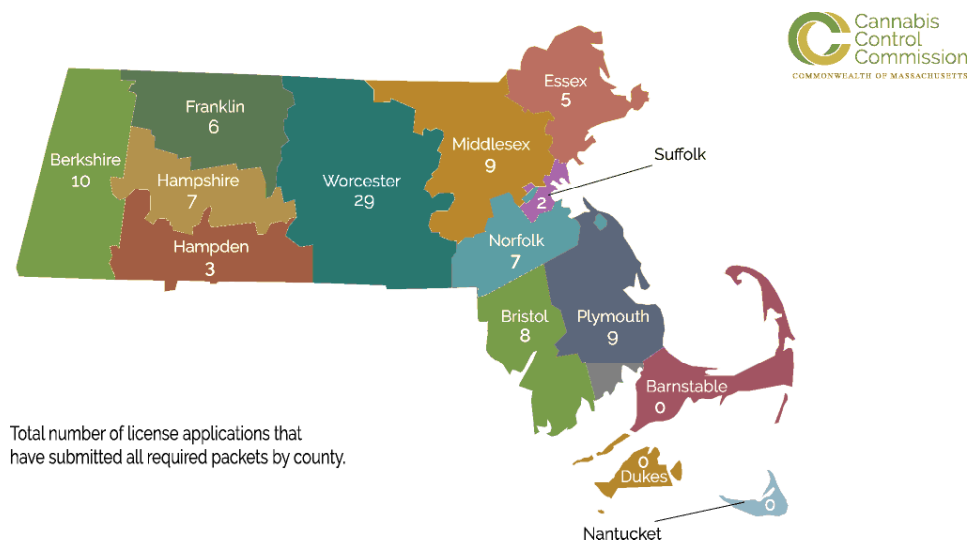


Figure 5. Total number of license applications

### Recreational Licensing

In total, 108 prospective marijuana businesses have submitted at least one "packet" of the application to the CCC and 93 have submitted all four necessary packets, including 15 retail stores. The review process includes a background check and a 60-day window during which the municipality in which the business hopes to locate must certify that the applicant has met all local requirements.

Worcester County had 29 applications, Middlesex, Norfolk, Bristol and Plymouth counties all had 5-9 applications each, Suffolk County, which includes Boston, had two applications, and Berkshires County had 10 applications.

### Cannabis Control Commission (CCC) Deadlines

|                         |                                                                                                                                                                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>March 15, 2018</i>   | CCC shall promulgate rules and regulations for the issuance of licenses.                                                                                                                                                                  |
| <i>April 1, 2018</i>    | Accept applications for licenses.                                                                                                                                                                                                         |
| <i>April 1-15, 2018</i> | Review applications of operating medical establishments and businesses that demonstrate experience in or business practices that promote economic empowerment in communities disproportionately impacted, for grant or denial of license. |
| <i>May 1, 2018</i>      | Independent Testing Laboratory regulations and rules promulgated.<br>Regulations for Nantucket and Duke counties promulgated.                                                                                                             |
| <i>June 1, 2018</i>     | CCC received first applications including 51 the most completed to review.                                                                                                                                                                |
| <i>July 1, 2018</i>     | The program was stated to begin recreational cannabis sales July 1, but the start date wasn't mandated by law.                                                                                                                            |

## SWOT Analyses

| S                                                                                                                                                                                                                                                                           | W                                                                                                                                                                                                                | O                                                                                                                                                                                                                                                                                                                                      | T                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Building of dependable relationships with indoor and outdoor cultivators, concentrates and edibles manufactures across Massachusetts</li><li>• Diversified, Strategic Partnerships</li><li>• Extensive industry knowledge</li></ul> | <ul style="list-style-type: none"><li>• Enhanced risk of banking / financial / IRS scrutiny</li><li>• Difficulties with finding employees</li><li>• High starting capital</li><li>• Competitive market</li></ul> | <ul style="list-style-type: none"><li>• High growth industry</li><li>• Growing interest and demand for natural, alternative medicine</li><li>• Trend toward greater cannabis legalization, including the use of cannabis for recreational purposes</li><li>• A significant drop in wholesale pricing</li><li>• Global Market</li></ul> | <ul style="list-style-type: none"><li>• Enforcement of federal law</li><li>• Possible cannabis law changing</li><li>• Indicators of a slowed global economy</li><li>• Large companies entering the market</li></ul> |

## Marketing Strategy

### Marketing Plan

Because cannabis is illegal under federal law, state governments and online advertising platforms are placing strict rules on how companies can market their products.

Google, Facebook and Twitter all have advertising policies that restrict the promotion of the sale of cannabis. Google's policy prohibits ads that promote "substances that alter mental state for the purpose of recreation." Facebook restricts any "illegal, prescription, or recreational drugs." And Twitter bans "illegal drugs" as well as substances that cause "legal highs." Instagram and Facebook have decided to go a step further by removing pages of cannabis related businesses.

The most effective strategies for legal marijuana companies are direct marketing at industry conferences and other events, building communities around marijuana -related concerns such as health and wellness. The marketing and sales strategy of Krypies LLC Store will be based on generating long-term personalized relationships with growers and manufactures.

Marketing and advertising campaign include:

- Meeting with growers and manufactures
- E-mail Marketing
- Advertising and articles in the thematic Magazines, including:
  - Cannabis Now
  - 420 Magazine
  - Marijuana Venture
  - MG Magazine
- Business events and conferences
- Business and industry associations
- Brand development
- Brochures
- Website development with search engine optimization
  - Keywords
  - Fresh content
- Platforms and Directories

Table 3. Cannabis business directories

|                                                                               |                                                                                                                                                                                             |                                                                 |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| WEEDMAP<br><a href="https://weedmaps.com/">https://weedmaps.com/</a>          | Marijuana dispensary/store finder on the planet. With over 7,750 listings throughout the U.S., Canada, and Europe.                                                                          | WeedMaps has 7.96 million total visits each month.              |
| LEAFY<br><a href="https://www.leafly.com/">https://www.leafly.com/</a>        | Leafy is a cannabis information resource for finding the right strains and products. Services include: cannabis finder, online store, branding, doctors' portal.                            | Leafy has 226.27 thousand total visits each month.              |
| <a href="https://www.cannasaver.com/">https://www.cannasaver.com/</a>         | Canna-Saver is website for cannabis and related coupons, devoted to marijuana deals and savings. Offers a constant flow of deals and savings from the top cannabis and marijuana retailers. | Cannasaver has 310.04 thousand total visits each month.         |
| <a href="http://cannabiscouponcodes.com/">http://cannabiscouponcodes.com/</a> | Website with cannabis coupon codes.                                                                                                                                                         | Cannabiscouponcodes has 81.49 thousand total visits each month. |

## Target Customers

Aside from the cannabis which is our core product, Krypties LLC Store will retail a wide range of Cannabis Infused to customers. We will also engage in the sale of accessories such as pipes, lighters, apparel, etc.

Krypties LLC Store will ensure that all our customers are given first class treatment whenever they visit our store. We have a CRM software that will enable us to manage a one-on-one relationship with our customers no matter how large our patient base grows. We will ensure that we get our customers involved in their own personal decisions to make the right choices for their needs.



## Sales Forecast

### Assumptions

During the first year, Company intends to launch sales of the vendors’ product line and it is expected to generate \$1,037,027 in revenue.

Krypies LLC will generate income from \$2,500-\$3,500 a day for the first few months with increasing to about \$6,000 a day within 1-2 years of the Store Grand Opening.

From the third year Krypies LLC expects a healthy annual increase in retail revenue.

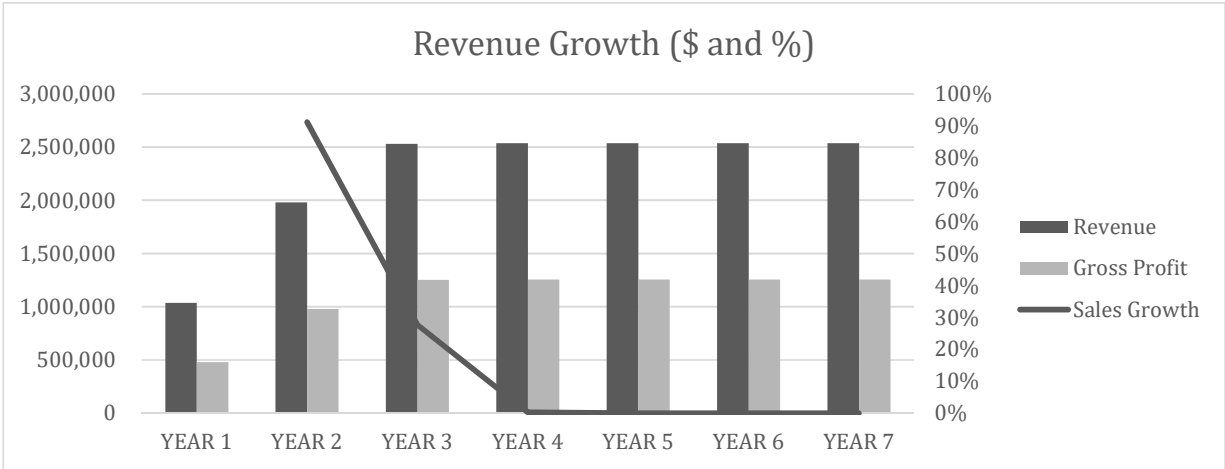


Figure 6. Sales forecast, \$

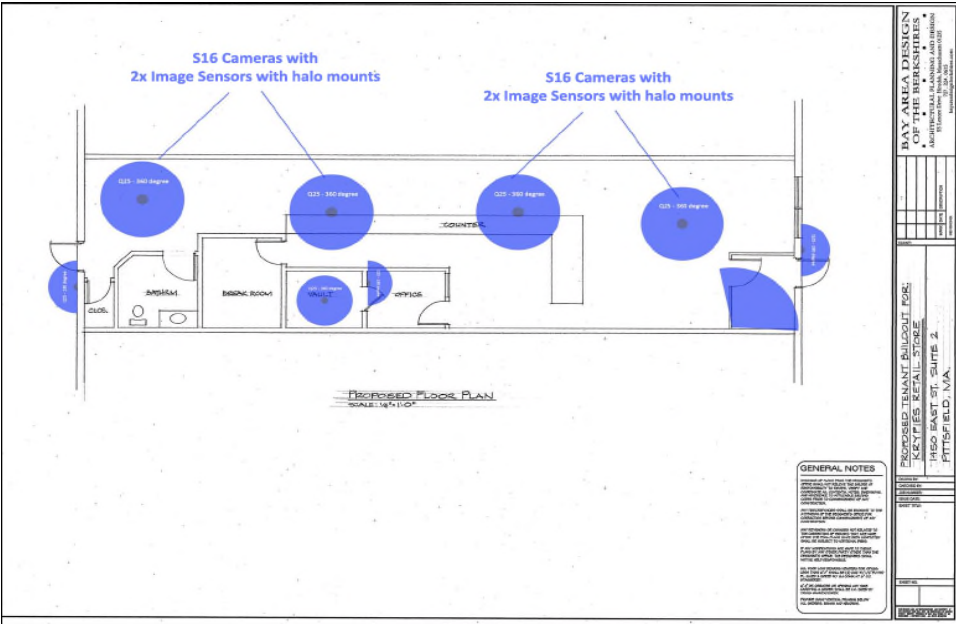
Table 4. Sales Forecast for first three years, \$

|        | \$ | 1m      | 2m      | 3m      | 4m      | 5m      | 6m      |
|--------|----|---------|---------|---------|---------|---------|---------|
| Year 1 |    | 0       | 63,438  | 69,605  | 75,773  | 81,940  | 88,108  |
|        |    | 7m      | 8m      | 9m      | 10m     | 11m     | 12m     |
| Year 1 |    | 94,275  | 100,443 | 106,610 | 112,778 | 118,945 | 125,113 |
|        |    | 1m      | 2m      | 3m      | 4m      | 5m      | 6m      |
| Year 2 |    | 131,280 | 137,448 | 143,615 | 149,783 | 155,951 | 162,118 |
|        |    | 7m      | 8m      | 9m      | 10m     | 11m     | 12m     |
| Year 2 |    | 168,286 | 174,553 | 180,621 | 186,788 | 192,956 | 199,123 |
|        |    | 1m      | 2m      | 3m      | 4m      | 5m      | 6m      |
| Year 3 |    | 205,291 | 211,458 | 211,458 | 211,458 | 211,458 | 211,458 |
|        |    | 7m      | 8m      | 9m      | 10m     | 11m     | 12m     |
| Year 3 |    | 211,458 | 211,458 | 211,458 | 211,458 | 211,458 | 211,458 |

# Operating Plan

## Store Location and Facilities

1450 East Street – Suite 2, Pittsfield, MA 01201



## Physical Security Plan

### Premises Access

- All external doors and gates will be secured by commercial locks rated to ANSI grade 1 or similar standards and materials will be available on-site for inspection to verify the security rating.
- During not operating hours, all usable cannabis products will be stored indoors on the premises in a secure area with all entries secured with a steel door in a steel frame or the equivalent and commercial locks.
- When not operating, all exterior doors, windows, or other points of ingress/egress will be locked.

### Premises Alarm & Monitoring

- The premises will have an alarm system programmed to activate upon unauthorized breach of any door, window, or other point of entry.
- The alarm system will be capable of detecting unauthorized access to any portion of the premises, including any unenclosed portion of an outdoor production operation.
- The alarm system will provide notification to an authorized representative in the event of any unauthorized entry to any portion of the premises.
- The alarm system will provide a mechanism to contact law enforce by one or more of the following methods:
  - At least two “panic buttons” are installed on the premises that can trigger the alarm system and immediately notify a security company or law enforcement.
  - Mobile “panic buttons” are carried by all license representatives on the premises that can trigger the alarm system and immediately notify a security company or law enforcement.
  - An operational landline telephone is present at all times within the limited access area that is capable of contacting security or law enforcement.

## Video Surveillance

1. The premises will be equipped with a video surveillance system.
2. Cameras will cover all areas where any marijuana items (including plants and waste) will be present at any time including pathways where product will be moved, without any “blind spots”
3. Cameras will cover all areas within 15 feet of all points of entry/exit from the licensed premises in all directions.
4. All cameras will record continuously 24 hours a day at a resolution of 1280 x 720 pixels or better in all lighting conditions.
5. All cameras will cover areas where marijuana items will be present and all cameras covering the surveillance area record at a minimum of 10 frames per second.
6. All cameras will cover exterior non-limited access areas record at a minimum of 5 frames per second.
7. The surveillance room will contain a list of personnel authorized to access the surveillance system.

8. We will keep a log of all maintenance activity for the surveillance equipment including name of the individual, date and time of access, and reason for access.
9. The surveillance system will include a monitor capable of viewing video from any camera, a digital archiving device, and a printer.
10. The surveillance system will have a backup battery that will provide at least one hour of continuous recording in event of any power failure.
11. An authorized representative will receive immediate notification within one hour of the failure of any security camera or portion of the surveillance system.
12. All required recordings, including the backups of the surveillance area recordings kept for 90 days with a method to store video longer than 90 days if requested.

## Tracking Solution

Company intends to use special tracking solution, which will allow us to remain compliant while helping to identify key data points to streamline and optimize inventory management at each phase of the operation: transportation, lab testing and dispensing.

**Transport Manifests** – Creating, submitting, and storing compliant transportation manifests noting vehicle, driver, and cargo contained for regulatory review.

**Product Details** – Product details for the inventory items, printing key information directly on the labels including ingredients, potency results, plus a reactive expiration date that can lock a product if it's past expiration.

**Inventory Management** – Analyzing the sales data to optimize the store inventory to the customers.

**Data Driven CRM** – Out-of-the-Box Customer Relationship Management (CRM) tools to reward loyal customers and referrals. Setup targeted email and text campaigns based on customer's favorite products, last visit date, purchase history, birthdays and more.

## Organizational Structure

Krypies LLC will be built on a solid foundation. From the outset, we have decided to recruit only qualified people to man various job positions in our company. We are quite aware of the rules and regulations governing the cannabis industry of which cannabis dispensing falls under which is why we decided to recruit experienced and qualify employees as foundational staff of the organization. We hope to leverage on their expertise to build our business brand to be well accepted in the United States.

These are the positions that will be available at Krypies LLC:

Figure 7. Organizational structure

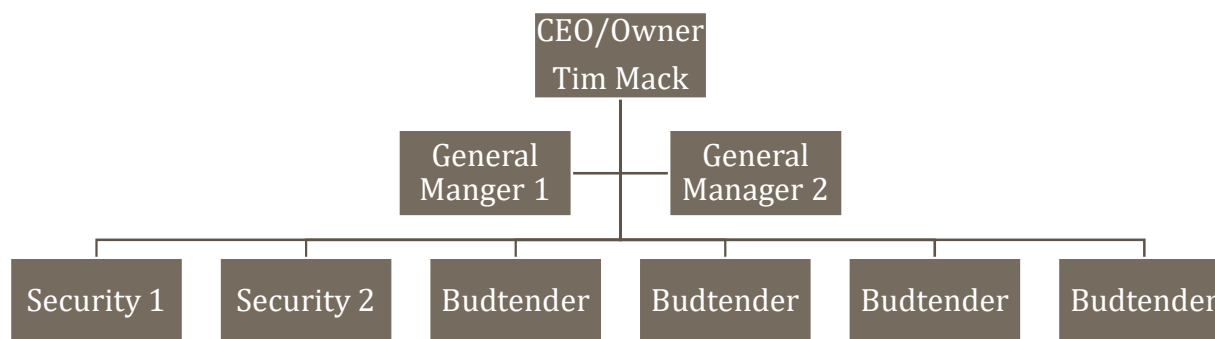


Table 5. Personnel plan

| Position          | Year 1 | Year 2 | Year 3 | Annual Salary |
|-------------------|--------|--------|--------|---------------|
| Operating Mangers | 2      | 2      | 2      | 60,000        |
| Security          | 2      | 2      | 2      | 45,000        |
| Budtenders        | 4      | 4      | 4      | 25,000        |
| CEO/Owner         | 1      | 1      | 1      | ?             |

## Financial Plan

### Direct and Operating Expense Breakdown

#### Direct Costs

Table 6. Direct costs, \$

| \$                                                                   | Year 1         | Year 2           | Year 3           | Year 4           | Year 5           |
|----------------------------------------------------------------------|----------------|------------------|------------------|------------------|------------------|
| <b>Products Purchase</b>                                             |                |                  |                  |                  |                  |
| <b>Flowers</b>                                                       | 234,266        | 395,514          | 485,772          | 486,786          | 486,786          |
| <b>Concentrates</b>                                                  | 192,945        | 325,752          | 400,090          | 400,925          | 400,925          |
| <b>Edibles</b>                                                       | 36,635         | 61,852           | 75,966           | 76,125           | 76,125           |
| <b>Topicals</b>                                                      | 2,931          | 4,948            | 6,077            | 6,090            | 6,090            |
| <b>Other</b>                                                         | 17,959         | 30,321           | 37,241           | 37,318           | 37,318           |
| <b>Delivery Costs</b>                                                |                |                  |                  |                  |                  |
| <b>Delivery costs</b>                                                | 4,071          | 6,872            | 8,441            | 8,458            | 8,458            |
| <b>Fuel</b>                                                          | 2,166          | 3,656            | 4,491            | 4,500            | 4,500            |
| <b>Other delivery costs</b>                                          | 0              | 0                | 0                | 0                | 0                |
| <b>Other Direct Costs</b>                                            |                |                  |                  |                  |                  |
| <b>Other direct costs</b>                                            | 0              | 0                | 0                | 0                | 0                |
| <b>Initial inventory</b>                                             | 31,693         | 0                | 0                | 0                | 0                |
| <b>Other direct costs</b>                                            | 0              | 0                | 0                | 0                | 0                |
| <b>Other direct costs</b>                                            | 0              | 0                | 0                | 0                | 0                |
| <b>Taxes</b>                                                         |                |                  |                  |                  |                  |
| <b>State/City/County Cannabis Business Tax (% of gross receipts)</b> | 131,276        | 221,635          | 272,213          | 272,781          | 272,781          |
| <b>Total</b>                                                         | <b>653,941</b> | <b>1,050,549</b> | <b>1,290,290</b> | <b>1,292,984</b> | <b>1,292,984</b> |

## Operating Expenses

| \$                                                                                | Year 1         | Year 2         | Year 3         | Year 4         | Year 5         |
|-----------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|
| <b>G&amp;A Expenses - Initial &amp; General Costs</b>                             |                |                |                |                |                |
| <b>Legal Fees &amp; Licensing for setting up</b>                                  | 5,000          | 0              | 0              | 0              | 0              |
| <b>Other Initial costs</b>                                                        | 0              | 0              | 0              | 0              | 0              |
| <b>Other Initial costs</b>                                                        | 0              | 0              | 0              | 0              | 0              |
| <b>Licensing renewal and other legal fees</b>                                     | 0              | 15,000         | 15,000         | 15,000         | 15,000         |
| <b>Professional Services, Commercial Insurance</b>                                | 58,725         | 58,725         | 58,725         | 58,725         | 58,725         |
| <b>G&amp;A Expenses - Retail</b>                                                  |                |                |                |                |                |
| <b>Other G&amp;A Expenses</b>                                                     | 0              | 0              | 0              | 0              | 0              |
| <b>Building Renting</b>                                                           | 15,950         | 17,400         | 17,400         | 17,400         | 17,400         |
| <b>Building Maintenance, including utilities</b>                                  | 5,981          | 6,525          | 6,525          | 6,525          | 6,525          |
| <b>Equipment Maintenance</b>                                                      | 3,988          | 4,350          | 4,350          | 4,350          | 4,350          |
| <b>Administrative expenses, including phone and internet</b>                      | 7,975          | 8,700          | 8,700          | 8,700          | 8,700          |
| <b>Inventory Control Systems, Security &amp; Other Software Services</b>          | 59,813         | 65,250         | 65,250         | 65,250         | 65,250         |
| <b>Other G&amp;A Expenses</b>                                                     | 0              | 0              | 0              | 0              | 0              |
| <b>Other G&amp;A Expenses</b>                                                     | 0              | 0              | 0              | 0              | 0              |
| <b>Property Taxes</b>                                                             | 0              | 0              | 0              | 0              | 0              |
| <b>Community Service (% of gross receipts)</b>                                    | 61,059         | 103,086        | 126,611        | 126,875        | 126,875        |
| <b>SG&amp;A Expenses - Marketing &amp; Sales Expenses</b>                         |                |                |                |                |                |
| <b>Marketing Expenses, including PR, Branding, Online and Offline advertising</b> | 27,500         | 22,500         | 15,000         | 10,000         | 7,500          |
| <b>Other Marketing &amp; Sales Expenses</b>                                       | 0              | 0              | 0              | 0              | 0              |
| <b>Other Expenses</b>                                                             | 0              | 0              | 0              | 0              | 0              |
| <b>SG&amp;A Expenses - Misc.</b>                                                  | 7,230          | 8,596          | 9,077          | 8,935          | 8,860          |
| <b>Salaries &amp; Benefits</b>                                                    | 269,428        | 275,160        | 275,160        | 275,160        | 275,160        |
| <b>Total</b>                                                                      | <b>522,647</b> | <b>585,292</b> | <b>601,797</b> | <b>596,920</b> | <b>594,345</b> |

## Profit & Loss Forecast

Business's revenue is projected to grow significantly for the first two years' timeframe. The yearly projections are in the table below:

Table 7. Income Statement, \$

|                                                    | \$ | YEAR 1    | YEAR 2    | YEAR 3    | YEAR 4    | YEAR 5    |
|----------------------------------------------------|----|-----------|-----------|-----------|-----------|-----------|
| Revenue                                            |    | 1,221,172 | 2,061,719 | 2,532,214 | 2,537,500 | 2,537,500 |
| COGS - Cost of Goods Sold                          |    | 647,705   | 1,040,021 | 1,277,359 | 1,280,026 | 1,280,026 |
| <b>Gross Profit</b>                                |    | 573,467   | 1,021,698 | 1,254,855 | 1,257,474 | 1,257,474 |
| % of revenue                                       |    | 47%       | 50%       | 50%       | 50%       | 50%       |
| SG&A Expenses                                      |    |           |           |           |           |           |
| G&A Expenses - Initial & General Costs             |    | 63,725    | 73,725    | 73,725    | 73,725    | 73,725    |
| G&A Expenses - Retail                              |    | 154,765   | 205,311   | 228,836   | 229,100   | 229,100   |
| SG&A Expenses - Marketing & Sales Expenses         |    | 27,500    | 22,500    | 15,000    | 10,000    | 7,500     |
| Senior Management Salaries & Benefits              |    | 269,428   | 275,160   | 275,160   | 275,160   | 275,160   |
| IT Salaries & Benefits                             |    | 0         | 0         | 0         | 0         | 0         |
| Other Salaries & Benefits                          |    | 0         | 0         | 0         | 0         | 0         |
| SG&A Expenses - Misc.                              |    | 7,230     | 8,596     | 9,077     | 8,935     | 8,860     |
| Total SG&A Expenses                                |    | 522,647   | 434,406   | 653,057   | 660,555   | 663,130   |
| <b>Operating Income (EBITDA)</b>                   |    | 50,820    | 434,406   | 653,057   | 660,555   | 663,130   |
| % of revenue                                       |    | 4%        | 21%       | 26%       | 26%       | 26%       |
| Depreciation and Amortization                      |    | 2,477     | 2,477     | 2,477     | 2,477     | 2,477     |
| <b>Earnings Before Interest &amp; Taxes (EBIT)</b> |    | 48,342    | 433,929   | 650,580   | 658,077   | 660,652   |
| Interest Expense                                   |    | 0         | 0         | 0         | 0         | 0         |
| <b>Earnings Before Taxes (EBT)</b>                 |    | 48,342    | 433,329   | 650,850   | 658,077   | 660,652   |
| Income Tax                                         |    | 123,872   | 247,689   | 315,513   | 316,716   | 316,922   |
| <b>Net Income</b>                                  |    | (75,530)  | 186,240   | 335,067   | 341,361   | 343,730   |
| % of revenue                                       |    | -6%       | 9%        | 13%       | 13%       | 14%       |

\$



## Cash Flow Statement

The cash flow projections show that business will have sufficient cash to support the activity. The following table presents a view of projected cash flow of the business.

Table 8. Cash Flow Statement, \$

|                                        | \$ | YEAR 1    | YEAR 2    | YEAR 3    | YEAR 4   | YEAR 5   |
|----------------------------------------|----|-----------|-----------|-----------|----------|----------|
| <b>Net Income</b>                      |    | (75,530)  | 186,240   | 335,067   | 341,361  | 343,730  |
| <b>Cash Flow from Operations</b>       |    |           |           |           |          |          |
| Depreciation                           |    | 2,413     | 2,413     | 2,413     | 2,413    | 2,413    |
| Change in Receivables                  |    | (68,726)  | (31,719)  | (5,286)   | 0        | 0        |
| Change in Inventory                    |    | (48,591)  | (22,820)  | (4,656)   | 0        | 0        |
| Change in Accounts Payable             |    | 48,591    | 22,820    | 4,656     | 0        | 0        |
| <b>Total Cash Flow from Operations</b> |    | (141,777) | 156,998   | 332,257   | 343,839  | 346,208  |
| <b>Cash Flow from Investing</b>        |    |           |           |           |          |          |
| Capital Expenditures (CAPX)            |    | (27,850)  | 0         | 0         | 0        | 0        |
| Other                                  |    | 0         | 0         | 0         | 0        | 0        |
| <b>Total Cash Flow from Investing</b>  |    | (27,850)  | 0         | 0         | 0        | 0        |
| <b>Cash Flow from Financing</b>        |    |           |           |           |          |          |
| Revolver Issuance / (Repayment)        |    | 261,639   | (112,528) | (149,111) | 0        | 0        |
| Long-Term Debt Issuance / (Repayment)  |    | 0         | 0         | 0         | 0        | 0        |
| Paid in Capital                        |    | 0         | 0         | 0         | 0        | 0        |
| Drawings (profit share)                |    | 0         | 0         | (34,631)  | (35,209) | (35,367) |
| <b>Total Cash Flow from Financing</b>  |    | 205,430   | (144,806) | (95,255)  | (35,209) | (35,367) |
| <b>Total Change in Cash</b>            |    | 35,803    | 12,193    | 237,002   | 308,630  | 310,841  |
| <b>Beginning Period Cash</b>           |    | 0         | 35,803    | 47,996    | 284,998  | 593,627  |
| <b>Ending Period Cash</b>              |    | 35,803    | 47,996    | 284,998   | 593,627  | 904,468  |

## Balance Sheet

The balance sheet shows healthy growth of net worth and strong financial position.

Table 9. Balance Sheet, \$

| \$                                      | YEAR 1         | YEAR 2         | YEAR 3         | YEAR 4         | YEAR 5           |
|-----------------------------------------|----------------|----------------|----------------|----------------|------------------|
| <b>Assets</b>                           |                |                |                |                |                  |
| Current Assets                          |                |                |                |                |                  |
| Cash                                    | 22,930         | 22,930         | 259,275        | 567,905        | 878,746          |
| Receivables                             | 68,724         | 100,443        | 105,729        | 105,729        | 105,729          |
| Inventory                               | 48,591         | 71,410         | 76,066         | 76,066         | 76,066           |
| Total Current Assets                    | 140,245        | 194,783        | 441,070        | 749,700        | 1,060,541        |
|                                         |                |                |                |                |                  |
| Long Term Assets                        |                |                |                |                |                  |
| Property Plant & Equipment (PPE), gross | 27,850         | 27,850         | 27,850         | 27,850         | 27,850           |
| Accumulated Depreciation of PPE         | (2,477)        | (4,955)        | (7,432)        | (9,909)        | (12,387)         |
| PP&E, net                               | 25,373         | 22,895         | 20,418         | 17,941         | 15,463           |
| <b>Total Assets</b>                     | <b>165,617</b> | <b>217,679</b> | <b>461,488</b> | <b>767,641</b> | <b>1,076,004</b> |
|                                         |                |                |                |                |                  |
| <b>Liabilities</b>                      |                |                |                |                |                  |
| Current Liabilities                     |                |                |                |                |                  |
| Accounts Payable                        | 48,591         | 71,410         | 76,066         | 76,066         | 76,066           |
| Total Current Liabilities               | 254,020        | 132,034        | 76,066         | 76,066         | 76,066           |
|                                         |                |                |                |                |                  |
| Long Term Liabilities                   | 0              | 0              | 0              | 0              | 0                |
| <b>Total Liabilities</b>                | <b>254,020</b> | <b>132,034</b> | <b>76,066</b>  | <b>76,066</b>  | <b>76,066</b>    |
|                                         |                |                |                |                |                  |
| <b>Equity</b>                           |                |                |                |                |                  |
| Paid-in Capital/Drawings                | 0              | 0              | (34,631)       | (69,841)       | (105,208)        |
| Retained Earnings                       | (88,403)       | 85,644         | 420,054        | 761,415        | 1,105,146        |
| Current Period Retained Earnings        | (88,403)       | 85,644         | 385,422        | 691,575        | 999,938          |
| Total Equity                            | (88,403)       | 85,644         | 385,422        | 691,575        | 999,938          |
| <b>Total Liabilities and Equity</b>     | <b>165,617</b> | <b>217,679</b> | <b>461,488</b> | <b>767,641</b> | <b>1,076,004</b> |

## Krypies LLC

1450 East Street – Suite 2  
Pittsfield, MA 01201

### PLAN FOR OBTAINING LIABILITY INSURANCE

Krypies LLC has already contacted two insurance brokers in Berkshire County who are helping to secure the liability insurance required. Applications to Cannasure and CannGen RT have been submitted through a broker. These insurance companies offer insurance within this industry. The policy to be obtained will include general and product liability insurance coverage of no less than \$1 million per occurrence and \$2 million in aggregate, annually. The deductible for each policy will be no higher than \$5,000 per occurrence.

Krypies LLC has already received our surety bond through Hudson Insurance Company.

## KRYPIES LLC

1450 East Street – Suite 2  
Pittsfield, MA 01201

This is in response to the following question received by the commission:

“In several of your plans you have made references to a dispensary, are you planning on applying to be an RMD? Please provide an explanation. Your separate explanation may be uploaded and identified as another version of your business plan.”

Answer:

Krypies LLC is not intending to apply to be an RMD. I believe the terminology “dispensary” was used in the retail business plan but may have been used incorrectly. Krypies used “dispensary” as a term for the retail store itself.

If you need any further explanation please let me know. Thank You.

## KRYPIES LLC: Standard Operating Procedures

|                                         |                        |
|-----------------------------------------|------------------------|
| <b>Section:</b> Facility Security       | Effective Date: 8/1/18 |
| <b>Policy:</b> Limited Access to Minors | Revision: 1.0          |
|                                         | Page 65 of 99          |

### 10.9 LIMITED ACCESS TO MINORS

Prevent minors entering any portion of KRYPIES LLC licensed premises unless minor has a legitimate business purpose. KRYPIES LLC does not allow minors on the premises. The licensed premises has signs that read "No Minors permitted. All persons present a valid, current driver's license or a personal identification card with a picture that has date of birth clearly visible on the card.

#### I. Procedure

- A. KRYPIES LLC will verify that consumer has a valid, unexpired government-issued photo identification and verify that the consumer is 21 years of age or older by viewing:
  - i. Passport
  - ii. Driver License or State issued Identification Card which may be issued in MASSACHUSETTS or by any other state as long as the license has picture of the person.
  - iii. United States military identification card.
  - iv. Any other identification card issued by a state that bears a picture of persons, the name of the person, the person's date of birth and a physical description of the person.
- B. The licensed premises have signs placed outside the entry of the premises and at point of sale that read "No Minors Permitted Anywhere on the Premises".
- C. Exceptions to this rule is if a person is under 21 years of age who has a legitimate business purpose for being on the licensed premises. This individual may be on the premises for a limited period of time in order to accomplish the legitimate business purpose and is accompanied by employee or authorized personnel. This could be a minor who has to be on the premises to make a repair.

## KRYPIES LLC: Standard Operating Procedures

|                                                   |                            |
|---------------------------------------------------|----------------------------|
| <b>Section:</b> Quality Control & Salvage Program | Effective Date: 08/01/2018 |
| <b>Policy:</b> Cannabis Waste Management          | Revision: 1.0              |
|                                                   | Page 36 of 98              |

### 5 QUALITY CONTROL & SALVAGE PROGRAM

#### 5.1 CANNABIS WASTE MANAGEMENT

Krypies LLC will not sell cannabis waste. The following procedure will be used to manage cannabis waste. Procedure:

- a. Agents will dispose of cannabis waste in the designated secured waste receptacle in a secured area on the licensed premises.
- b. Public access to the designated receptacle is prohibited.
  - i. If a licensee is composting cannabis waste on the licensed premises, KRYPIES LLC shall do so in compliance with the Commonwealth of Massachusetts.
  - ii. If a local agency, or waste hauler permitted by a local agency, is being used to collect and process cannabis waste, Krypies LLC will do following:
    1. Provide the Commission with the following information for the local agency, or waste hauler franchised or contracted by a local agency, who will collect and process the licensee's cannabis waste;
      - a. Name of local agency providing waste hauling services, if applicable;
      - b. Krypies LLC of the local agency franchised or contracted or permitted waste hauler, if applicable;
      - c. Company business address; and
      - d. Name of the primary contact person at the company and contact person's phone number.
    2. Obtain documentation from the entity hauling the waste that indicates the date and time of each collection of cannabis waste at the licensed premises; and
    3. Obtain a copy of the certified weight ticket or other documentation prepared by the entity hauling the waste confirming receipt of the cannabis waste at one, or more, of the following solid waste facilities:
      - a. A manned, fully permitted. solid waste landfill or transformation facility;
      - b. A manned, fully permitted composting facility or manned composting operation;
      - c. A manned, fully permitted in-vessel digestion facility or manned in-vessel digestion operation;
      - d. A manned, fully permitted transfer/processing facility or manned transfer/processing operation; or
      - e. A manned, fully permitted chip and grind operation.
    4. If a licensee is self-hauling cannabis waste to one; or more, of the solid waste facilities a licensee shall obtain for each delivery of cannabis waste by the licensee a copy of a certified weight ticket or receipt documenting delivery from the solid waste facility. Only the licensee or its employees may transport self-hauled cannabis waste.

## KRYPIES LLC: Standard Operating Procedures

|                                                   |                            |
|---------------------------------------------------|----------------------------|
| <b>Section:</b> Quality Control & Salvage Program | Effective Date: 08/01/2018 |
| <b>Policy:</b> Disposal and Destruction Protocols | Revision: 1.0              |
|                                                   | Page 37 of 98              |

### 5.2 DISPOSAL AND DESTRUCTION PROTOCOLS

Marijuana may be destroyed under the following circumstances:

1. if it goes unused, as when a variety is produced in a quantity that exceeds actual customer demand, and it is also not wanted by other dispensaries,
2. if it is found by internal quality control assessments to be infected or contaminated or fails to meet other quality control standards,
3. if it is recalled due to batch-related quality control concerns,
4. if it is returned by a customer because
5. it was found to be defective,
6. if it is no longer needed by the customer,

#### ***Procedures for Destroying Marijuana.***

Whenever marijuana is destroyed, an inventory record is generated indicating:

1. the control numbers associated with the marijuana turned over for destruction,
2. the reason it was turned over for destruction,
3. the names and signatures of the law enforcement officials receiving the marijuana,
4. the amount turned over, and
5. the date and time it was turned over.

The Inventory Control Agent must be present for the inventory transfer and must, along with at least one other employee acting as witness, sign a printed record of inventory transfer, which will be kept as a hard copy or electronically as a scanned facsimile for not less than five (5) years.

Whenever marijuana is destroyed on site an inventory record is generated indicating:

1. the control numbers associated with the marijuana destroyed,
2. the reason it was destroyed,
  - a. Spoilage or fouling of the cannabis goods.
  - b. Any event resulting in exposure or compromise of the cannabis goods.
3. the manner in which it was destroyed,
4. the amount destroyed,
5. the date and time it was destroyed, and
6. those present during the destruction and the name of the employee performing the destruction

## KRYPIES LLC: Standard Operating Procedures

|                                                   |                            |
|---------------------------------------------------|----------------------------|
| <b>Section:</b> Quality Control & Salvage Program | Effective Date: 08/01/2018 |
| <b>Policy:</b> Return and Recall Protocols        | Revision: 1.0              |
|                                                   | Page 38 of 98              |

### 5.3 RETURN AND RECALL PROTOCOLS

Marijuana may be returned to our facility for several reasons:

- it is found to be defective by the customer, or
- it has been recalled by the dispensary due to quality concerns with the associated batch.

**Product Returned as Unsatisfactory.** KRYPIES LLC believes that a customer-friendly return policy is essential to all aspects of our operation. We would like to be made aware as soon as possible of any product safety issues that have escaped our screening process so that we can promptly analyze and correct the problem. An unaccepting attitude toward product returns will only discourage reporting of quality concerns and encourage diversion for monetary gain. We will serve our mission better by supporting the return of products that customers find unsatisfactory. Our goal is to develop a policy that neither discourages nor incentivizes returns.

Any products returned for quality reasons are weighed and sent for inspection and analysis. If evidence of pests, contamination, or other defects is found, the inventory tracking system will identify all products derived from the same plant or batch (regardless whether they are still in our dispensary or have been dispensed to customers, caregivers, or other dispensaries), allowing us to do wider testing and remediate, protect, or dispose of inventory as needed and recall products when necessary.

Customers will be informed of our return policies and rules both verbally and in writing when making a purchase at our dispensary. We will make sure customers understand that

- to return products, they must first make, in advance, an appointment specifically for this purpose,
- marijuana damaged by improper storage by the patient may be returned, but shall not be replaced,
- the marijuana must have in fact been purchased at our facility and have been the most recent purchase made by the patient or by the patient's designated caregiver on the patient's behalf.

**Recalled Marijuana.** We will work to develop a responsible policy on compensating customers for recalled products



## KRYPIES LLC: Standard Operating Procedures

|                                                               |                            |
|---------------------------------------------------------------|----------------------------|
| <b>Section:</b> Workforce Security                            | Effective Date: 08/01/2018 |
| <b>Policy:</b> Staffing Structure and Current Employee Roster | Revision: 1.0              |
|                                                               | Page 83 of 98              |

### **13 WORKFORCE SECURITY**

Making sure that our routine operations follow secure procedures is as important as physically securing each facility and having emergency response procedures in place. Consistent, proactive operational security policies and procedures greatly reduce the likelihood that emergencies will arise

#### **13.1 STAFFING STRUCTURE AND CURRENT EMPLOYEE ROSTER**

We expect to employ at least 5 people at the dispensary. For any positions that have already been filled, we provide the names and biographies of the persons hired.

## KRYPIES LLC: Standard Operating Procedures

|                                     |                            |
|-------------------------------------|----------------------------|
| <b>Section:</b> Workforce Security  | Effective Date: 08/01/2018 |
| <b>Policy:</b> Background Screening | Revision: 1.0              |
|                                     | Page 84 of 98              |

### **13.2 BACKGROUND SCREENING**

We will perform background checks on all employees, volunteers, principals, directors, and board members. We will also perform background checks on any contractors or vendors who regularly work within the facility or will be employed there for an extended time. Copies of any public records obtained through the background check process will be provided to the individual concerned. To ensure transparency, the entire background checking process will be conducted by a third-party.

We will not employ anyone who has been convicted of a felony except for the purposes of the MMICP as an “excluded felony offense.” Also, we elect not to engage any contractors or vendors who would have access on a regular basis or for an extended time to restricted areas of our facility if they have been convicted of any excluded felony offenses.

1. KRYPIES LLC will ensure employees are at least 21 years of age.
2. KRYPIES LLC will obtain age of applicant on each employee application.
3. A copy of applicant’s valid, unexpired COMMONWEALTH OF MASSACHUSETTS driver’s license will be made and attached to each employment application.
4. If employee will be working in capacity of “transporter”, a copy of current auto insurance will be placed in employee and verified that insurance meets states minimum standard.
5. A Level 2 criminal background check including the disqualifying offense
6. Individuals will submit a full set of fingerprints to the Cannabis Control Commission, vendor, entity, or agency authorized for processing by the state which may be forwarded to the FBI

## KRYPIES LLC: Standard Operating Procedures

|                                    |                            |
|------------------------------------|----------------------------|
| <b>Section:</b> Workforce Security | Effective Date: 08/01/2018 |
| <b>Policy:</b> Personnel Records   | Revision: 1.0              |
|                                    | Page 85 of 98              |

### **13.3 PERSONNEL RECORDS**

We will maintain personnel records for each employee, agent, or volunteer that includes:

1. Application,
2. Documentation of all required training,
3. A signed statement from the individual indicating the date, time, and place that he or she received training and the topics discussed, including the name and title of the presenters, and
4. Record of any disciplinary action taken against employee at any time during employment.
5. These personnel records will be maintained for a period of at least six months past the end of the individual's affiliation with us.

## KRYPIES LLC: Standard Operating Procedures

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| <b>Section:</b> Workforce Security | Effective Date: 08/01/2018 |
| <b>Policy:</b> Employee Badges     | Revision: 1.0              |
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### **13.4 EMPLOYEE BADGES**

KRYPIES LLC will provide all agents with security badges that must be worn at all times while engaging in Commercial Cannabis Activity. The employee badge will include the following:

1. The licensee's "doing business as" and license number
2. The employee's first name
3. The employee number uniquely assigned to the employee for identification purposes
4. A color photograph of the employee that is at least 1 inch in width and 1.5 inches in height
5. Badges must be laminated or plastic coated

## KRYPIES LLC: Standard Operating Procedures

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| <b>Section:</b> Workforce Security                   | Effective Date: 08/01/2018 |
| <b>Policy:</b> Security of Keys and Key Codes Policy | Revision: 1.0              |
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### 13.5 SECURITY OF KEYS AND KEY CODES POLICY

Policy to describe procedure for the distribution and securing of keys/key codes provided by licensee and/or authorized representatives to employee and the procedure to be followed upon termination of employment to security to the licensed premises. It is the Policy of KRYPIES LLC to maintain the security of all keys and or key codes to any enclosed area. The licensee and / or authorized representative of KRYPIES LLC may provide a key(s) and/or key codes to designated employees. Upon termination, key shall be surrendered and key codes voided to main security upon the licensed premises.

#### I. Procedure

- a. Licensee and or authorized representative of KRYPIES LLC may distribute keys and/or key codes to designated employees. These keys or key codes are to be used exclusively for the opening of exterior and interior doors at the opening of each business day and to secure the premises at the close of each business day.
- b. When a key or key code is distributed to an employee, the "Key/Key Code Distribution" form will be completed, updated for any changes, and kept in the employee's file and a copy placed in "Key/Key Code Distribution file". This form timed and dated form is signed by the employee acknowledging the receipt of key, explicit use of key/codes and policy to contact management immediately for all lost or stolen keys.
  - i. Employee agrees to use key exclusively for intended purpose and will not share key with other employees without exclusive permission by Licensee in the event of an unusual circumstance.
  - ii. Employee will attempt to have a duplicate made.
  - iii. Employee understands that there will be a periodic inspection to assure employees possess keys assigned and none are lost.
  - iv. Employee agrees to keep unique key code confidential and will not share key codes with other employees.
  - v. The sharing of keys or key codes may lead to immediate termination
- c. Should an employee in possession of a key terminate employment without surrendering the key to the licensee or authorized, a lock smith will be called and shall change the key cylinder to all exterior/interior doors with the intent to be completed by the close of said business day. Key codes will be voided.
- d. Keys shall be kept on a secure ring and to remain in the possession of the licensee/authorized representative during business hours.

## KRYPIES LLC: Standard Operating Procedures

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| <b>Policy:</b> Code of Safe Work Practices | Revision: 1.0              |
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### 13.6 CODE OF SAFE WORK PRACTICES

Below is the Code of Safe Work Practices that will be provided to all employees.

1. **Follow All Safety Rules** - All employees must work safely and follow all safety rules.
2. **Workplace Accident and Injury Reduction Program Available** - KRYPIES LLC will have a written Workplace Accident and Injury Reduction Program that describes in detail the policies and procedures which are used to provide a safe work place.
3. **Report Unsafe Conditions or Actions** - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.
4. **Report all Injuries** - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Do not disturb or cleanup the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.
5. **Don't Work When Impaired** - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs are strictly prohibited.
6. **Housekeeping** - Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible.
7. **No Horseplay** - Horseplay is forbidden.
8. **Threats and Violence are Prohibited** - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.
9. **Fire Extinguishers** - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.
10. **Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.
11. **Computer Ergonomics** - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a footrest if their feet don't rest flat on the ground. Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.

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12. **Minimize monitor glare** - Employees should arrange their workspace so that there is not excessive glare on their monitor screen from lights or windows.
13. **Follow Security Procedures** - Employees must strictly follow all security procedures. Report any security lapses to your supervisor immediately.
14. **In the Event of a Robbery** - Remain calm.
15. **Inspect Power Cords** - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Report all problems with electrical equipment to your supervisor.
16. **Additional Information** - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area. Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

## KRYPIES LLC: Standard Operating Procedures

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| <b>Policy:</b> Emergency Management | Revision: 1.0              |
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### 13.7 EMERGENCY MANAGEMENT

Emergency situations and disasters can range from fires, robbery, injury, and severe weather, to security breaches and vandalism. KRYPIES LLC will have an emergency response team who will manage all aspects of the given emergency.

#### I. Procedure

##### A. Emergency Communication/Response

- i. Initial emergency protocols are should always be followed first (security system activated, 911 called, etc).
- ii. Once an emergency is identified, the team will be responsible for communication to leadership, employees, and the community.
- iii. The responsibilities for emergency communications are outlined below:
  1. Launch immediately after an emergency is identified.
  2. Provide a brief to senior management on the situation.
  3. Identify and brief the company spokesperson of the situation.
  4. Employee contacts will be stored in a single location and we will utilize a phone tree to cascade down relevant information to employees.
  5. Communicate situation information and procedural instructions to employees and other stakeholders.
  6. Communicate with employee families and the local community.
  7. Continually adapt to changing events associated with the emergency

##### B. Emergency Exit Protocol

- i. In the event of an emergency, the building may require evacuation. Situations requiring evacuation could be, but are not limited to the following:
  1. Natural gas leak
  2. Flammable liquid spill/and or release
  3. Power line failure
  4. Active Shooter/Hostage situation
  5. Hazardous chemical spill/and or release
  6. Flooding
  7. Fire alarm

##### C. Building Evacuation

- i. All building evacuations will occur when an alarm sounds and/or upon notification by KRYPIES LLC, Police Officer, or Fire Department personnel.
- ii. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- iii. Elevators should never be used during an emergency evacuation situation.
- iv. Assist persons with disabilities in exiting the building. Two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs.
- v. If persons with disabilities cannot be transported from the building without using an elevator – assist person with disabilities to a safe area, notify emergency personnel immediately.



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- vi. Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there. This designated area should be pre-determined by an office manager or supervisor.
- vii. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- viii. Immediately notify emergency personnel of any injured persons and individuals remaining, in the affected building.
- ix. Do not return to an evacuated building unless told to do so by emergency personnel.

## KRYPIES LLC: Standard Operating Procedures

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| <b>Policy:</b> Access for Emergency Response Units | Revision: 1.0              |
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### **13.8 ACCESS FOR EMERGENCY RESPONSE UNITS**

All Emergency Personnel will have access to all ingress and egress emergency entrance and exits at all hours of the day. If emergency units need to enter location during Off Hours, facility surveillance system has the ability to unlock doors through a wireless operating system.

## KRYPIES LLC: Standard Operating Procedures

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| <b>Section:</b> Workforce Security                    | Effective Date: 08/01/2018 |
| <b>Policy:</b> Employee Health: Communicable Diseases | Revision: 1.0              |
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### 13.9 EMPLOYEE HEALTH: COMMUNICABLE DISEASES

The purpose of this policy is to describe circumstances where an employee will be prohibited on the licensed premises in order to protect the health of other employees and customers and prevent contamination to marijuana items. It is the policy of KRYPIES LLC to prevent any employee who presents to the licensed facility with the below described conditions to have contact with marijuana items, customers and other employees until condition has been corrected.

#### I. Procedure

- A. KRYPIES LLC prohibits any individual working on a licensed premises who has or appears to have a communicable disease, open or draining skin lesion infected with *Staphylococcus Aureus* or *Streptococcus Pyogenes*, or any illness accompanied by diarrhea or vomiting for whom there is a reasonable possibility of contact with marijuana items from having contact with marijuana item until the condition is corrected.
- B. KRYPIES LLC requires all persons who work in direct contact with marijuana items conform to hygienic practices while on duty including but not limited to:
  - a. Maintaining adequate personal cleanliness.
  - b. Washing hands thoroughly in an adequate hand-washing area before starting work, prior to having contact with a marijuana item and at any other time when the hands may have become soiled or contaminated.
- C. KRYPIES LLC provides hand-washing facilities adequate and convenient, furnished with running water at a suitable temperature and provided with effective hand-cleaning and sanitizing preparations and sanitary towel service or suitable drying devices.
- D. KRYPIES LLC will remove all litter and waste from the licensed premises and maintain the operating systems for waste disposal in an adequate manner so that they do not constitute a source of contamination in areas where marijuana items are exposed
- E. KRYPIES LLC provides employees with adequate and readily accessible toilet facilities that are maintained in a sanitary condition and in good repair
- F. KRYPIES LLC stores marijuana items so that storage does not support pathogenic microorganism growth or toxic formation.
  - a. Marijuana items that are considered edible with short expiration date, are stored in refrigeration.
  - b. Marijuana items are otherwise packaged or stored in enclosed containers with shall remain dry and cool.

#### Definition:

Communicable Disease: includes but is not limited to diphtheria, measles, *Salmonella enterica* serotype Typhi infections, shigellosis, Shiga-toxigenic *Escherichia* coinfection (STEC), Hepatitis A and tuberculosis.

## KRYPIES LLC: Standard Operating Procedures

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| <b>Section:</b> Workforce Security               | Effective Date: 08/01/2018 |
| <b>Policy:</b> Employee Health: Personal Hygiene | Revision: 1.0              |
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### **13.10 EMPLOYEE HEALTH: PERSONAL HYGIENE**

The purpose of this Policy is to define the standards for Employee Personal Hygiene. All persons must wash their hands following CDC recommendations.

Some of the scenarios include:

1. Before, during, and after preparing food
  2. Before eating food
  3. Before and after treating a cut or wound
  4. After using the toilet
  5. After blowing your nose, coughing, or sneezing
  6. After touching an animal, animal feed, or animal waste
  7. After touching garbage
- I. Procedure:
- A. How?
    - i. Wet hands with clean running water (warm or cold) and apply soap.
    - ii. Rub hands together to make a lather and scrub them well; be sure to scrub the backs of hands, between fingers, and under nails.
    - iii. Continue rubbing hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
    - iv. Rinse hands well under running water.
    - v. Dry hands using a clean towel or air dry.
  - B. Hand sanitizers are not effective when hands are visibly dirty.
    - i. How should you use hand sanitizer?
      1. Apply the product to the palm of one hand.
      2. Rub your hands together.
      3. Rub the product over all surfaces of your hands and fingers until your hands are dry.
      4. Gloving is not a substitution for handwashing.
  - C. Disease Control
    - i. Personnel are not allowed to work on product if they present conditions that would harm or adulterate the finished product.
    - ii. Any evidence of infectious disease including, but not limited to, fever, open lesions, upper or lower respiratory infections, upper or lower gastrointestinal infections, on any person on the production floor is not allowed.

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| <b>Section:</b> Workforce Security | Effective Date: 08/01/2018 |
| <b>Policy:</b> Inventory Security  | Revision: 1.0              |
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### **13.11 INVENTORY SECURITY**

The inventory tracking and control system associates every product sold with a single transaction, a single patient or caregiver, and a single dispensary agent.

All sales take place under camera surveillance that captures inventory movement as well as the faces and identifying features of the patient (or designated caregiver) making the purchase and the dispensary agent making the sale.

See our Inventory Control Plan for details on our inventory tracking system.

All marijuana will be stored in a secured, locked room, or vault. Inventory will be removed from the storage safes only for the purpose of immediate transport or immediate sale.

Marijuana or paraphernalia will not be visible from any public or other property not owned by us.

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| <b>Section:</b> Integrated Accounting & Transactional Systems | Effective Date: 08/01/2018 |
| <b>Policy:</b> Tracking and Recordkeeping of Daily Operations | Revision: 1.0              |
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### 6.2 TRACKING AND RECORDKEEPING OF DAILY OPERATIONS

Daily operations are defined by critical transitions: opening for business, harvesting or packaging plants, acquiring, selling, delivering, or disposing of inventory, closing for the day, etc. The inventory tracking system will be designed to enable us to document inventory status/flow for each critical transition event:

- I. Procedure:
  - a. Those involved in handling the inventory must identify themselves to the system with a secure authentication procedure (e.g., a unique employee password or electronically-readable ID).
  - b. The type of transition event will be indicated and the inventory is identified by electronic reading of its tracking number.
  - c. The system automatically aggregates inventory by the types of transitions through which it passes (all sales, all deliveries, etc.) and by time of day (e.g., the disposition of any and every product at 3:00pm: being harvested, in transit, sold, etc.).
  - d. The following events will be tracked:
    - i. Beginning Inventory,
    - ii. Inventory Receipts
    - iii. Sales,
    - iv. Disbursements,
    - v. Deliveries
    - vi. Returns,
    - vii. Disposals, and
    - viii. Closing Inventory.
  - e. Where applicable (e.g., whenever loose inventory is being handled), authorized personnel will determine the weight of the product, entering it into the system. In this way the flow of inventory through our facility is fully documented in real time.

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| <b>Section:</b> Integrated Accounting & Transactional Systems | Effective Date: 08/01/2018 |
| <b>Policy:</b> Time and Attendance                            | Revision: 1.0              |
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### 6.3 TIME AND ATTENDANCE

Krypies LLC administrates time and attendance via a time and attendance system. General Managers should use the scheduling tool <http://wheniwork.com/> to create employee schedules.

#### I. Procedure

- a. The employee is setup to utilize the Time Clock function in a time and attendance system by the General Manager via the Administration / User Administration function
- b. Employee logs on to time and attendance system with their credentials and then logs in again under the Time Clock tab. The system tracks their hours based on when they log in for their shift and when they log out.
- c. Exceptions to the time clock are documented on a Time Clock Exception Form and must be approved by the Team Lead on-duty. Exception forms are forwarded to the General Manager for inclusion in payroll administration.

### 6.4 PAYROLL

Krypies LLC utilizes (to be determined) for payroll processing. Our payroll process is run every two weeks:

#### I. Procedure

- a. Subscribe to the payroll system and setup your club and employees online via their instructions.
- b. Every two weeks run the Time Clock report in time and attendance system per the date range for the pay period.
- c. General Manager audits, makes any needed manual entries, and approves payroll report.
- d. COO audits and inputs the approved report into the payroll system, adjusts for overtime, bonus, spiff payments and corrections to previously payroll periods.
- e. Checks and direct deposit receipts are overnighted from payroll company to Krypies LLC. Delivery requires a signature.
- f. Checks are signed by the COO and they, along with direct deposit receipts, are enveloped and secured in a locked location for distribution.
- g. Manual checks are handed out to employees personally or by mail as are direct deposit receipts.

## KRYPIES LLC: Standard Operating Procedures

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| <b>Section:</b> Integrated Accounting & Transactional Systems | Effective Date: 08/01/2018 |
| <b>Policy:</b> Accounting                                     | Revision: 1.0              |
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### **6.5 ACCOUNTING**

Accounting practices are done in accordance with GAAP rules. Krypies LLC uses both internal resources as well as outside professional services to maintain integrity, transparency, and compliance.

The General Manager and COO retain primary responsibility and accountability for establishing internal controls and secure, accurate financial information to appropriate outside services. It is expected that accurate records are maintained in time and attendance and QuickBooks. Additionally, lockable filing cabinets and control of hardware and software access to financial information.

Finally, a CPA firm is contracted for general accounting services based on references, types / sizes of business' in the firm's current client base, and their fee structures.



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| <b>Section:</b> Integrated Accounting & Transactional Systems | Effective Date: 08/01/2018 |
| <b>Policy:</b> Sales and Cash Management                      | Revision: 1.0              |
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### 6.6 SALES AND CASH MANAGEMENT

- I. Procedure
  - a. Sales and Cash Management
    - i. Team Lead or Management member is responsible for Cash Handling
    - ii. Print Register Reports out of POS SYSTEM and balance all cash drawers to \$400 as part of evening closing procedures
    - iii. Reconcile daily cash, checks, and gift card amounts to Register Reports
    - iv. Put bagged cash, checks, gift cards and their associated Register Reports in safe
  - b. Daily Sales Reporting
    - i. Designated Team Lead or Manager is responsible for daily sales reporting
    - ii. Reconcile daily cash, checks and gift card amounts to the Register Reports to validate previous night's closing activities
    - iii. Print day's Revenue Report, Deposit Report, and Sales by Category Report from time and attendance system
    - iv. Daily Sales Template (Excel Spreadsheet)
      1. Enter sales by revenue categories time and attendance system Revenue Report
      2. Enter sales tax calculations from time and attendance system Revenue Report
      3. Enter Cost of Goods Sold by revenue categories from time and attendance system Sales by Category Report
      4. Enter Credit Card, Drawer Cash, and Gift Card transactions from the Deposit Report (report any over/under cash amounts)
      5. Save completed Daily Sales Template, by date, to Krypies LLC shared drive, Daily Reports
      6. Utilizing the Daily Sales Report Spreadsheet, make daily journal entry into QuickBooks
    - v. Designated Team Lead or Manager fills out deposit slip noting the day's reporting date and makes daily bank deposit

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| <b>Policy:</b> Month End Tasks                                | Revision: 1.0              |
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### 6.7 MONTH END TASKS

- I. Procedure
  - a. Provide the following items to accounting firm
  - b. Ongoing access to Daily Sales Reports (Cloud)
  - c. PAYROLL SYSTEM Summary Report for both pay periods (Chan & Holdings)
  - d. POS Report w/categories added (Online Sales)
  - e. Bank statements (Chan & Holdings)
  - f. Month end physical inventory report (POS SYSTEM)
  - g. Memberships Report for the month (POS SYSTEM)
  - h. Approve and publish monthly financial report to Board Members

## KRYPIES LLC: Standard Operating Procedures

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| <b>Section:</b> Integrated Accounting & Transactional Systems | Effective Date: 08/01/2018 |
| <b>Policy:</b> Maintenance of Financial and Business Records  | Revision: 1.0              |
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### 6 INTEGRATED ACCOUNTING & TRANSACTIONAL SYSTEMS

#### 6.1 MAINTENANCE OF FINANCIAL AND BUSINESS RECORDS

The purpose of this policy is to outline recordkeeping requirements in the rules to ensure KRYPIES LLC remains in compliance and records are accurate and transparent. The Licensee of KRYPIES LLC will maintain records that clearly reflect all financial transactions and the financial conditions of the business.

I. Procedure

The following records will be kept and maintained for a duration of seven years. These records will be made available for inspection if requested by an employee of the Cannabis Control Commission (CCC) or the Commonwealth of Massachusetts Department of Revenue.

- A. Records will be kept in a manner that allows the records to be produced for the Commission in a hard copy or electronic form
- B. Documentation of all financial transactions related to the licensed business.
  - i. Bank statements
  - ii. Sales Invoices
  - iii. Receipts
  - iv. Tax Records
  - v. All records required by the Commonwealth of Massachusetts Department of Revenue.
- C. Purchase invoices and supporting documents for items and services purchased for use in the production, processing, research, testing and sale of marijuana items that include from whom the items were purchased and the date of purchase.
- D. Personnel Records including:
  - i. Employee's full name,
  - ii. Social security or individual tax payer identification number
  - iii. Date employment begins
  - iv. Date of termination of employment if applicable
- E. Training Records including:
  - i. Content of the training provided
  - ii. Name of the employees that received training
  - iii. The date in which the employee received track and trace training
- F. Contract regarding commercial cannabis activity
  - i. Agreements for services performed
  - ii. Agreements for services received
- G. Permits for operation
  - i. Seller's Permit
  - ii. Local Authorization to conduct the licensee's commercial cannabis activity

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| <b>Section:</b> Integrated Accounting & Transactional Systems | Effective Date: 08/01/2018 |
| <b>Policy:</b> Maintenance of Financial and Business Records  | Revision: 1.0              |
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- H. Security Records
  - i. Incident logs
- I. Destruction of Cannabis
  - i. Any records related to the destruction of cannabis products
- J. Track and Trace
  - i. Any documents required to support the track and trace system
- K. Any other relevant documents in connection with the licensed commercial cannabis business

## KRYPIES LLC: Standard Operating Procedures

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| <b>Section:</b> Staff Training   | Effective Date: 08/01/2018 |
| <b>Policy:</b> Interview Process | Revision: 1.0              |
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### 3 STAFF TRAINING

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#### 3.1 INTERVIEW PROCESS

Prospective employees should be brought in for an interview to assess the candidates.

The first interview will be a general conversational style interview, lower pressure, more of a “meet and greet.” We are looking for candidates who are easy communicators, people with the natural ability to hold a conversation and keep us interested.

Some of the traits KRYPIES LLC is looking for are:

1. The candidate speaks well, holds a conversation, is not awkward.
2. The candidate is naturally friendly and good natured.
3. The candidate is energetic/passionate.
4. The candidate seems to enjoy talking/interacting people.
5. The candidate is magnetic.
6. The candidate is welcoming.
7. The candidate makes us feel listened to.
8. The candidate is professional and mature.
9. Do we trust the candidate? Do we believe that this person will guide us to what we really need, or do we feel “sold?”

If managers are suitably impressed, the second interview will be held to help determine the aptitude of the candidate, the qualifications of the candidate, and the candidate's current knowledge of marijuana.

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| <b>Policy:</b> New Employee Onboarding | Revision: 1.0              |
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### 3.2 NEW EMPLOYEE ONBOARDING

Once a decision has been made to hire a candidate, the employee must pass a background check and drug test. The below checklist should be used to onboard a new employee.

- Pass a background check
- Pass a drug test
- Fill out our liability waiver
- Complete the Employment Contract
- Fill out a W-4 and provide all necessary documentation
- Manager or HR will need to run E-verify and take all appropriate bank information for direct deposit and paycheck processing form
- A user profile in the payroll system will need to be created for the employee
- A user profile a time and attendance system scheduling system credentials
- The employee will be informed of the policies regarding warnings, keys, and discipline.
- The GM will review the uniform policy and provides two uniform shirts in appropriate size for employee

## KRYPIES LLC: Standard Operating Procedures

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| <b>Section:</b> Staff Training   | Effective Date: 08/01/2018 |
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### 3.3 EMPLOYEE TRAINING

It is the policy at Krypies LLC that the better informed our employees are, the better they can answer questions and teach our customers the value of the products we carry. To ensure all employees enter the training on the same page, Krypies LLC utilizes the following items to standardize training:

- a. New Hire Training
- b. Formalized Staff Training
- c. One on One Training
- d. Self-Directed Training
- e. Peer to Peer Training

Employees will be tested on training content and must pass the test by their third attempt in order to remain employed. All staff will also go through periodic refresher seminars, as well as new training on any policy updates or changes in procedure.

Security and emergency response training is only part of the comprehensive training required for all employees. In developing our official safety and security policies, we will consult with local law enforcement. We will also work with local police to develop effective ongoing employee training seminars and practices. Especially in developing our policies and training procedures on crime prevention and security threat response, we will seek the involvement of local law enforcement. All emergency procedures will be rehearsed in periodic drills.

In addition to training and periodic drills, all employees will receive official Company reference material, written in plain English and presented in an easy-to-use outline format, explaining all our operational, safety, and security policies and protocols.

## KRYPIES LLC: Standard Operating Procedures

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| <b>Section:</b> Staff Training   | Effective Date: 08/01/2018 |
| <b>Policy:</b> New Hire Training | Revision: 1.0              |
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### 3.4 NEW HIRE TRAINING

#### I. Procedure

- a. Attend a 3-day Employee Educational Course
- b. Training will be done on the following procedures:
  - i. Track and trace system
  - ii. Time and attendance system
  - iii. Adult-Use Age Verification
  - iv. Inventory Control
  - v. Product Education
  - vi. Marijuana laws and regulations,
  - vii. Customer privacy, confidentiality, and secure electronic record keeping,
  - viii. Procedures for customer reception,
  - ix. Procedures for product sales, and
  - x. Personal safety, fire safety, and crime prevention.
  - xi. Security and Emergency Response

Ongoing education is recommended, and employees will be encouraged attend courses regularly at Krypties LLC, and pursue the highest levels of dispensary agent qualification.



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### **3.5 FORMALIZED STAFF TRAINING**

Classroom, traditional style training is the best way to ensure uniform instruction to the staff. However, this style of training is expensive, time-consuming and typically merits low retention when not supported by other training modalities. It is important to maximize this training by ensuring the training is informative and participant based. With any formalized training the instructors must understand the key goals of the training.

In short, when there are major changes in the way operations are handled, the General Manager will coordinate off-hours, classroom style training to ensure the information is cascaded correctly.

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### 3.6 ONE ON ONE TRAINING

A follow up to formal training is to work one on one with staff reviewing training. Regardless if training is product or procedure, it is important to follow up and test staff's knowledge. We want staff to be able to articulate knowledge in both words and actions. We need these follow ongoing with staff to ensure retention. Several ways to follow up:

- Quiz staff: Ask staff a series of increasingly complicated questions. Do your best to ensure staff can be successful when being quizzed. Do not make this a gotcha moment. Remember is staff can't pass your quiz it is because you didn't do a good job training them.
- Role Playing: This is a good; though often awkward training method. We want to see staff articulate information back to us, but understand we did not hire them to be actors. Do not focus on unnatural delivery that is so common with forced scenarios. Keep the focus on knowledge and their grasp of the information.
- Observation training. There are two ways for this to work; one where staff watches the instructor with a real customer and one where the supervisor watches staff. In the first case, I strongly encourage staff to try to stand close and pay attention when I am working with customers. Few things can provide better training then close observation of an expert about their task. Supervisors also have to make sure to make close observation of staff as they perform their duties. Make notes, constructively correct, or give praise as needed. Staff will almost always perform better when watched.

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### **3.7 SELF-DIRECTED TRAINING**

Staff needs to be encouraged to engage in self-directed education. The materials for Self-Directed Training are as follows:

- Customer Guidelines to Stay Safe and Healthy
- Customers' Rights
- Commonwealth of Massachusetts Cannabis Law Overview
- Services
- Guide to Using cannabis- test dosing
- Sativa vs. Indica
- Understanding Edible Consumption
- Applications for Cannabis and Cannabinoids
- Ailment Specific Strains
- Substance Use Prevention
- References and Resources

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### **3.8 PEER TO PEER TRAINING**

Peer-to-peer training is a great way for employees to learn information in a non-threatening way and this form of training is the ideal way for employees to learn from one another. Team building-through peer-to-peer training all team members are able to come together without the pressures of daily routines. The General Manager will be responsible for assigning Dispensary Agents for training on any area where an employee requires additional training.

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No marijuana product, including marijuana, may be sold or otherwise marketed for adult use that is not capable of being tested by Independent Testing Laboratories, except as allowed under 935 CMR 500.000. The product must be deemed to comply with the standards required under 935 CMR 500.160.

## **QUALITY ASSURANCE/CONTROL AND CHEMICAL ANALYSIS OF ACTIVE INGREDIENTS**

As part of its quality control plan, Krypties LLC will employ rigorous methods to prevent pest infestation and adulteration of plants with mold, bacteria, or other contaminants.

Krypties LLC will routinely screen for contaminants and pests and immediately quarantine any affected batches. Grow rooms and processing rooms will be sterile facilities. Employees will adhere to sanitation standards for medical laboratories. Employees handling plants will be clean-scrubbed and dressed in full sanitary lab attire. Precise climate control will minimize the risk of plant disease or insect infestation.

Creating an environmentally friendly and user-safe product means avoiding as much as possible the use of chemical fertilizers and pesticides. This can be best achieved by using preventive measures and growing conditions:

- limiting amount of human traffic and equipment brought into the facility that can be used as vehicles for pests and contaminants;
- isolation of compromised plants and quarantining them in designated mitigation area;
- abidance with clean room policies and clearances;
- adherence to site cleanliness and sanitary practices;
- environmental control to minimize introduction and growth of pests through a closed growing environment;
- production of products free of heavy metals;
- separation of cultivation areas to prevent cross-contamination;
- systematic pruning to prevent accumulation of decaying plant matter that could provide favorable growth conditions for pests;
- introduction of predator species that naturally prey on unwanted pests; and
- selecting pest resistant strains.

There are also remediation methods that can avoid or minimize the need for harsh pesticides:

- application of botanically-based, organic pesticides, fungicides, miticides and insecticides of low toxicity and short environmental persistence;
- remediation methods that include eradicating mold, bacteria, pests and diseases;
- ultraviolet disinfection to control biological contaminants; and
- alternative methods of remediation including CO<sub>2</sub> overdose and Radionics.

In short, we will prefer using non-pesticidal methods of pest control such as natural predators, organic miticides, and CO<sub>2</sub> enrichment. When we do resort to pesticides, we will use only organic compounds that are safe for use on products intended for human consumption. We will keep strict

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records of the cultivation history of every batch, including any pest or disease control measures taken.

Every batch of marijuana is tested for pests, molds, and other contaminants. We will also analyze its cannabinoid profile and determine its potency. Any marijuana found to be unusable, whether because of compromised quality, excess THC, or any other reason, will be segregated for disposal or, where this is possible, for alternate use in processing marijuana-infused products.

The Cultivation facility will maintain these quality control records in its secure database for five (5) years and make them available for review by the Department on request. We will also provide the Department on request with samples of the Cultivation facility's marijuana inventory sufficient in quantities to enable the Department to conduct its own analyses.

## **PESTICIDES**

Krypies LLC will use Plant Therapy as a pesticide. Neem Oil is mainly composed of glycerides of palmitic, stearin, and linoleic acids. Neem Oil is similar to Palm Oil. Both oils deposit stearin at low temperatures and especially after they solidify. This process is repeated with each cycle of freezing and thawing. Neem Oil has a high wax content and therefore clouds at 16 C (60.8 F) and tends to solidify at 12 C (53.6 F). At temperatures below 5 C (41 F), Neem Oil is solid and on thawing will deposit stearin. This can be filtered out if needed.

It is also normal to find creamy globules of fatty acid deposits in Neem Oil stored at room temperature. These will melt on thawing.

Ahimsa Organics Neem Oil is independently verified to be free of any pesticides or harmful levels of any metals.

For Krypies LLC – we use the following procedure for Neem Oil:

1. Mix 1 oz. neem with 1 to 1.3 gallons water, using 1/2 -2 tsp. soap or another emulsifier to mix thoroughly.
2. If the water is cold, use a little warm water (DO NOT USE HOT WATER - it can destroy the properties of the oils) to thoroughly emulsify the oil and then add the remaining water and agitate well.
3. Make sure the oil is completely emulsified before spraying.
4. If there is oil floating on top add more soap or emulsifier as needed. Spray with full leaf coverage for healthy plants. Repeat sprays every 7-10 days for 4 - 5 weeks if needed.
5. Do not apply directly to water bodies. Neem Oil in large quantities can be toxic to fish and aquatic invertebrates.

## **RETURN AND RECALL PROTOCOLS**

Marijuana may be returned to our facility for several reasons:

- it is no longer needed by the distributor
- it is found to be defective by the patient or recreational user
- it has been recalled by the cultivation facility due to quality concerns with the associated batch

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***Product No Longer Needed or No Longer Licit.*** If marijuana is returned because it is no longer needed or by the distributor or the distributor's license expires or is revoked, then pending verification that it was in fact sold by our facility, the distributor will receive a receipt indicating the type, date, and amount of returned marijuana.

***Product Returned as Unsatisfactory.*** Krypties LLC believes that a customer-friendly return policy is essential to all aspects of our operation. We would like to be made aware as soon as possible of any product safety issues that have escaped our screening process so that we can promptly analyze and correct the problem. An unaccepting attitude toward product returns will only discourage reporting of quality concerns and encourage diversion for monetary gain. We will serve our mission better by supporting the return of products that patients or recreational user find unsatisfactory. Our goal is to develop a policy that neither discourages nor incentivizes returns.

Any products returned for quality reasons are weighed and sent for inspection and analysis. If evidence of pests, contamination, or other defects is found, the inventory tracking system will identify all products derived from the same plant or batch (regardless whether they are still in our cultivation facility or have been dispensed to a distributor), allowing us to do wider testing and remediate, protect, or dispose of inventory as needed and recall products when necessary.

Distributors will be informed of our return policies and rules both verbally and in writing when making a purchase at our cultivation facility. We will make sure they understand that

- to return products, they must first make, in advance, an appointment specifically for this purpose,
- marijuana damaged by improper storage by the patient may be returned, but shall not be replaced,
- the marijuana must have in fact been purchased at our facility and have been the most recent purchase made by the distributor

***Recalled Marijuana.*** We will work to develop a responsible policy on compensating distributors for recalled products

## **DISPOSAL AND DESTRUCTION PROTOCOLS**

Marijuana may be destroyed under the following circumstances:

- if it goes unused, as when a variety is produced in a quantity that exceeds actual user demand, and it is also not wanted by other dispensaries,
- if it is found by internal quality control assessments to be infected or contaminated or fails to meet other quality control standards,
- if it is recalled due to batch-related quality control concerns,
- if it is returned by a distributor because
  - it was found to be defective,
  - if it is no longer needed by the user,
  - if Krypties LLC's license expires without being renewed or is revoked.

***Procedures for Destroying Marijuana.*** Krypties LLC will work with local law enforcement to develop policies and procedures for the lawful destruction of marijuana. Our first choice is to turn

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medically unusable marijuana over to local law enforcement for destruction. We would arrange for them to take possession of it on certain specially or regularly arranged days.

Our second choice is to process defective marijuana and plant by-products in-house by degrading then into a wholly unusable form: grinding and soiling marijuana waste with non-consumable solid wastes. In this form, marijuana waste can be disposed of at a Pittsfield and Massachusetts approved waste facility.

Whenever marijuana is turned over to the police for destruction, an inventory record is generated indicating:

- the control numbers associated with the marijuana turned over for destruction,
- the reason it was turned over for destruction,
- the names and signatures of the law enforcement officials receiving the marijuana,
- the amount turned over, and
- the date and time it was turned over.

The Inventory Control Agent must be present for the inventory transfer and must, along with at least one other employee acting as witness, sign a printed record of inventory transfer, which will be kept as a hard copy or electronically as a scanned facsimile for not less than five (5) years.

Whenever marijuana is destroyed on site an inventory record is generated indicating:

- the control numbers associated with the marijuana destroyed,
- the reason it was destroyed,
- the manner in which it was destroyed,
- the amount destroyed,
- the date and time it was destroyed, and
- those present during the destruction.

The Inventory Control Agent must be present for all on-site destruction and must, along with at least one other employee acting as witness, sign a printed record of disposal, which will be kept as a hard copy or electronically as a scanned facsimile for not less than five (5) years.

## TESTING REQUIREMENTS

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### LABORATORY TESTING

All marijuana and marijuana products, including edibles will be tested in a Marijuana Testing Laboratory prior to being dispensed. It is the purpose of the policy to outline how Krypries LLC will remain in compliance with the Commonwealth of Massachusetts Testing Standards.

- I. Procedure
  - a. Test the processed marijuana using a marijuana testing laboratory before it is dispensed.
  - b. The results will be verified and signed by two marijuana treatment center employees.
  - c. The employees will evaluate that the test results indicate the following:
    - i. That low-THC cannabis meets the definition of low-THC cannabis
    - ii. The concentration of tetrahydrocannabinol meets the potency requirements



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- iii. The labeling of the concentration of tetrahydrocannabinol and cannabidiol is accurate
- iv. The marijuana product is safe for human consumption and free from contaminants that are unsafe for human consumption.
- d. Krypties LLC will allow the department to select a random sample from edibles available for purchase in a dispensing facility which shall be tested to determine that the edible meets the potency requirements of this section, is safe for human consumption, and the labeling of the tetrahydrocannabinol and cannabidiol concentration is accurate.
- e. Krypties LLC will not charge the department for the sample.
- f. Krypties LLC will not use laboratories that are not licensed by the Commonwealth of Massachusetts's DPH.

## **PRODUCT RECALLS**

Krypties LLC will recall edibles, including all edibles made from the same batch of marijuana, which fail to meet the potency requirements, which are unsafe for human consumption, or for which the labeling of the tetrahydrocannabinol and cannabidiol concentration is inaccurate.

## **TESTING SAMPLES**

Krypties LLC will retain records of all testing and samples of each homogenous batch of marijuana for at least 9 months.

## **LABORATORY AUDITS**

As required, Krypties LLC will contract with a licensed marijuana testing laboratory to perform audits on our standard operating procedures, testing records, and samples. The results will be provided to the department to confirm that the marijuana or low-THC cannabis meets the requirements that the marijuana or low-THC cannabis is safe for human consumption.

## **CANNABINOIDS TEST STANDARDS**

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Krypties LLC will adhere to the following:

- A. The laboratory shall test for and report measurements for the following cannabinoids:
  - 1. THC;
  - 2. THCA;
  - 3. CBD;
  - 4. CBDA;
  - 5. CBG; and
  - 6. CBN.
- B. For harvest-batch samples, a laboratory shall report, to 3 significant figures, the concentration in milligrams per gram (mg/g) dry-weight sample of the cannabinoids listed in subsection (a). The laboratory shall report this information in the certificate of analysis.
- C. For harvest-batch samples, a laboratory shall also calculate the dry-weight percent of cannabinoids listed in subsection (a) that are detected in the sample in the following way:
  - 1. Dry-weight percent THC = wet-weight percent THC / (1 – percent moisture / 100).

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2. Dry-weight percent CBD = wet-weight percent CBD / (1 – percent moisture / 100).
  3. Dry-weight percent THCA = wet-weight percent THCA / (1 – percent moisture / 100).
  4. Dry-weight percent CBDA = wet-weight percent CBDA / (1 – percent moisture / 100).
  5. Dry-weight percent CBG = wet-weight percent CBG / (1 – percent moisture / 100).
  6. Dry-weight percent CBN = wet-weight percent CBN / (1 – percent moisture / 100).
- D. For samples from manufactured cannabis batches, a laboratory shall report, to 3 significant figures, the concentration in milligrams per gram (mg/g) of the cannabinoids listed in subsection (a). The laboratory shall report this information in the certificate of analysis.
- E. A laboratory may test for and provide test results for additional cannabinoids if requested to do so by the requester of the laboratory testing.
- F. For the purposes of cannabinoid potency testing of manufactured cannabis products, the laboratory shall report that the sample “passed” cannabinoid potency testing if the concentration of THC does not exceed the labeled potency of THC, plus or minus 15 percent. A cannabis product fails potency testing if the amount or percentage of THC exceeds the labeled concentration of THC, plus or minus 15 percent.
- G. For the purposes of cannabinoid potency testing of manufactured cannabis products, the laboratory shall report that the sample “passed” cannabinoid potency testing if the concentration of CBD does not exceed the labeled concentration of CBD, plus or minus 15 percent. A cannabis product fails potency testing if the amount or percentage of CBD exceeds the labeled concentration of CBD, plus or minus 15 percent.

## RESIDUAL SOLVENT TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Krypties LLC Residual Solvents and Processing Chemicals, Encore Laboratories will adhere to the following:

- A. A laboratory shall analyze samples of manufactured cannabis batches for residual solvents and processing chemicals. A laboratory does not need to analyze for residual solvents and processing chemicals in dried flower, kief, and hashish samples.
- B. The laboratory shall analyze the concentration of residual solvents present in each sample of manufactured cannabis batches in accordance with the table in subsection.
- C. For the purposes of residual-solvent testing, the laboratory shall report that the sample “passed” residual-solvent testing if the concentrations of residual solvents are at or below the following residual solvents and processing chemicals action levels:

| Chemical Name      | CAS No.  | Action Level for Medical Cannabis Goods Meant for Inhalation (ppm) | Action Level for All Other Medical Cannabis-Infused Goods (ppm) |
|--------------------|----------|--------------------------------------------------------------------|-----------------------------------------------------------------|
| 1,2-Dichloroethane | 107-06-2 | 2                                                                  | 5                                                               |
| Acetone            | 67-64-1  | 750                                                                | 5000                                                            |
| Acetonitrile       | 75-05-8  | 60                                                                 | 410                                                             |
| Benzene            | 71-43-2  | 1                                                                  | 2                                                               |
| Butane             | 106-97-8 | 800                                                                | 5000                                                            |
| Chloroform         | 67-66-3  | 2                                                                  | 60                                                              |

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|--------------------------------------|-----------|------|------|
| Ethanol                              | 64-17-5   | 1000 | 5000 |
| Ethyl acetate                        | 141-78-6  | 400  | 5000 |
| Ethyl ether                          | 60-29-7   | 500  | 5000 |
| Ethylene oxide                       | 75-21-8   | 5    | 50   |
| Heptane                              | 142-82-5  | 500  | 5000 |
| Hexane                               | 110-54-3  | 50   | 290  |
| Isopropyl alcohol                    | 67-63-0   | 500  | 5000 |
| Methanol                             | 67-56-1   | 250  | 3000 |
| Methylene chloride                   | 75-09-2   | 125  | 600  |
| Naphtha                              | 8030-30-6 | 400  | 400  |
| Pentane                              | 109-66-0  | 750  | 5000 |
| Petroleum ether                      | 8032-32-4 | 400  | 400  |
| Propane                              | 74-98-6   | 2100 | 5000 |
| Trichloroethylene                    | 79-01-6   | 25   | 80   |
| Toluene                              | 108-88-3  | 150  | 890  |
| Total xylenes (ortho-, meta-, para-) | 1330-20-7 | 150  | 2170 |

## RESIDUAL PESTICIDE TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Krypries LLC will adhere to the following:

A testing laboratory shall test all samples for residual pesticides.

- A. Medical cannabis goods must not contain levels of pesticides above those listed in the below table.
- B. The laboratory shall report the levels detected in parts per million (ppm) to 3 significant figures in the certificate of analysis. If a sample is found to contain pesticides above the allowable amount listed in the tables in subsection (b), the sample “fails” pesticide testing. If the sample fails pesticide testing, the batch fails laboratory testing and may not be released for retail sale.

| Category 2 Pesticides | Edible Cannabis Products (ppm) | Dried Cannabis Flowers (ppm) | All Other Processed Cannabis (ppm) |
|-----------------------|--------------------------------|------------------------------|------------------------------------|
| Abamectin             | 0.02                           | 0.02                         | 0.02                               |
| Acephate              | 0.02                           | 0.02                         | 0.02                               |
| Acequinocyl           | 0.27                           | 0.1                          | 0.02                               |
| Acetamiprid           | 0.01                           | 0.01                         | 0.01                               |
| Aldicarb              | 0.01                           | 0.01                         | 0.01                               |
| Azoxystrobin          | 0.01                           | 0.01                         | 0.01                               |
| Bifenazate            | 1                              | 0.1                          | 0.1                                |

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|--------------------------------|-------|------|------|
| <b>Bifenthrin</b>              | 0.01  | 0.01 | 0.01 |
| <b>Boscalid</b>                | 0.01  | 0.01 | 0.01 |
| <b>Captan</b>                  | 1     | 0.7  | 0.05 |
| <b>Carbaryl</b>                | 0.01  | 0.01 | 0.01 |
| <b>Carbofuran</b>              | 0.01  | 0.01 | 0.01 |
| <b>Chlorantraniliprole</b>     | 0.02  | 0.02 | 0.02 |
| <b>Chlordane</b>               | 0.01  | 0.01 | 0.01 |
| <b>Chlorfenapyr</b>            | 0.01  | 0.01 | 0.01 |
| <b>Chlorpyrifos</b>            | 0.02  | 0.02 | 0.02 |
| <b>Clofentezine</b>            | 1.3   | 0.1  | 0.04 |
| <b>Coumaphos</b>               | 0.01  | 0.01 | 0.01 |
| <b>Cyfluthrin</b>              | 0.01  | 0.01 | 0.01 |
| <b>Cypermethrin</b>            | 1     | 1    | 0.5  |
| <b>Daminozide</b>              | 0.01  | 0.01 | 0.01 |
| <b>DDVP (Dichlorvos)</b>       | 0.02  | 0.02 | 0.02 |
| <b>Diazinon</b>                | 0.01  | 0.01 | 0.01 |
| <b>Dimethoate</b>              | 0.01  | 0.01 | 0.01 |
| <b>Dimethomorph</b>            | 0.01  | 0.01 | 0.01 |
| <b>Ethoprop(hos)</b>           | 0.01  | 0.01 | 0.01 |
| <b>Etofenprox</b>              | 0.01  | 0.01 | 0.01 |
| <b>Etoxazole</b>               | 0.46  | 0.1  | 0.05 |
| <b>Fenhexamid</b>              | 1.7   | 0.1  | 0.08 |
| <b>Fenoxycarb</b>              | 0.01  | 0.01 | 0.01 |
| <b>Fenpyroximate</b>           | 0.5   | 0.1  | 0.1  |
| <b>Fipronil</b>                | 0.01  | 0.01 | 0.01 |
| <b>Flonicamid</b>              | 0.4   | 0.1  | 0.1  |
| <b>Fludioxonil</b>             | 0.02  | 0.02 | 0.02 |
| <b>Hexythiazox</b>             | 0.25  | 0.1  | 0.1  |
| <b>Imazalil</b>                | 0.01  | 0.01 | 0.01 |
| <b>Imidacloprid</b>            | 0.02  | 0.02 | 0.02 |
| <b>Kresoxim-methyl</b>         | 3.6   | 0.1  | 0.02 |
| <b>Malathion</b>               | 0.01  | 0.01 | 0.01 |
| <b>Metalaxyl</b>               | 0.01  | 0.01 | 0.01 |
| <b>Methiocarb</b>              | 0.01  | 0.01 | 0.01 |
| <b>Methomyl</b>                | 0.01  | 0.01 | 0.01 |
| <b>Methyl parathion</b>        | 0.01  | 0.01 | 0.01 |
| <b>Mevinphos</b>               | 0.01  | 0.01 | 0.01 |
| <b>Myclobutanil</b>            | 0.02  | 0.02 | 0.02 |
| <b>Naled</b>                   | 0.01  | 0.01 | 0.01 |
| <b>Oxamyl</b>                  | 0.026 | 0.5  | 0.2  |
| <b>Paclobutrazol</b>           | 0.01  | 0.01 | 0.01 |
| <b>Pentachloronitrobenzene</b> | 0.03  | 0.1  | 0.1  |
| <b>Permethrin</b>              | 2.5   | 0.5  | 0.02 |

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|--------------------|------|------|------|
| Phosmet            | 0.12 | 0.1  | 0.02 |
| Piperonyl butoxide | 63   | 3    | 3    |
| Prallethrin        | 0.5  | 0.1  | 0.02 |
| Propiconazole      | 0.02 | 0.02 | 0.02 |
| Propoxur           | 0.02 | 0.02 | 0.02 |
| Pyrethrins         | 0.7  | 0.5  | 0.5  |
| Pyridaben          | 4.4  | 0.1  | 0.02 |
| Spinetoram         | 0.5  | 0.1  | 0.04 |
| Spinosad           | 0.29 | 0.1  | 0.02 |
| Spiromesifen       | 20   | 0.1  | 0.1  |
| Spirotetramat      | 10   | 0.1  | 0.1  |
| Spiroxamine        | 0.01 | 0.01 | 0.01 |
| Tebuconazole       | 0.01 | 0.01 | 0.01 |
| Thiacloprid        | 0.01 | 0.01 | 0.01 |
| Thiamethoxam       | 0.01 | 0.01 | 0.01 |
| Trifloxystrobin    | 25   | 0.1  | 0.02 |

## MICROBIOLOGICAL IMPURITIES TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Krypties LLC will adhere to the following:

A testing laboratory shall test all samples for microbiological impurities. For the purposes of microbiological testing, the laboratory shall report that the sample “passed” microbiological-impurity testing if the following are not detected:

1. Shiga toxin-producing *Escherichia coli*: not detected in 1 gram;
2. *Salmonella* spp.: not detected in 1 gram.
- A. The laboratory shall report whether the strains listed in subsection (A) are detected or are not detected in 1 gram. The laboratory shall report this information in the certificate of analysis. If the strains are detected, the batch fails laboratory testing and may not be released for retail sale.
- B. A laboratory is also required to test for the pathogenic *Aspergillus* species *A. fumigatus*, *A. flavus*, *A. niger*, and *A. terreus* in all medical cannabis goods intended for consumption by inhalation, including but not limited to dried flower, kief, hashish, oil, and waxes.
  1. (1)For the purposes of pathogenic *Aspergillus*-species testing, the laboratory shall report that the sample “passed” if the concentrations of the following *Aspergillus* species are not detected:
    1. *Aspergillus fumigatus*: not detected in 1 gram;
    2. *Aspergillus flavus*: not detected in 1 gram;
    3. *Aspergillus niger*: not detected in 1 gram; and
    4. *Aspergillus terreus*: not detected in 1 gram.
  2. If a pathogenic *Aspergillus* species is detected in a sample under (c)(1), the sample fails microbiological-impurity testing, and the batch fails laboratory testing and may not be released for sale. The laboratory shall report the results in the certificate of analysis.

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- C. The laboratory may test for and provide test results for additional microorganisms if requested by the requester of the laboratory testing.

## **WATER ACTIVITY AND MOISTURE CONTENT TEST STANDARDS**

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Krypties LLC will adhere to the following:

A laboratory shall analyze a dried flower harvest-batch sample to determine its water-activity level. If the water activity is at or below 0.65 Aw, the sample “passes” water-activity testing.

- A. A laboratory shall analyze solid and semi-solid edible cannabis products to determine its water-activity level. If the water activity is at or below 0.85 Aw, the sample “passes” water-activity testing.
- B. The laboratory shall report the water-activity level of the sample in Aw to 2 significant figures. The laboratory shall report this information in the certificate of analysis.
- C. A laboratory shall analyze a dried flower harvest-batch sample to determine its moisture content. If the moisture content is at 5.0% to 13.0%, the sample “passes” moisture-content testing.
- D. The laboratory shall report the moisture content in percentage to the nearest tenth of one percent, by weight, of the dry sample. The laboratory shall report this information in the certificate of analysis.
- E. The laboratory may provide additional information on moisture content and water activity results if the laboratory determines it is important or if requested by the requester of the laboratory testing.
- F. If a harvest-batch sample “fails” water-activity or moisture-content testing, the harvest batch may be returned to the cultivator or person holding title for further drying and curing unless prohibited by these regulations. The harvest batch will then need to be retested for all tests required in this chapter.

## **FILTH AND FOREIGN MATERIAL TEST STANDARDS**

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Krypties LLC will adhere to the following:

A laboratory shall analyze all samples for filth and foreign material present in the sample. “Filth and foreign material” includes but is not limited to hair, insects, feces, packaging contaminants, and manufacturing waste and by-products.

- A. The laboratory shall report that the sample “passed” filth and foreign material testing if the concentration of filth and foreign material is at or below the filth and foreign material action levels in the following table:
- B. The laboratory shall report in the certificate of analysis whether the sample “passed” or “failed” filth and foreign-material testing. If it fails filth and foreign-material testing, the batch fails laboratory testing. A harvest batch that fails must be destroyed unless it can be remediated. Failed manufactured cannabis batches must be destroyed.

**Defect**

**Action Level**

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|                                 |                                   |
|---------------------------------|-----------------------------------|
| <b>Mold or foreign material</b> | Average of 5% or more by weight   |
| <b>Mammalian excreta</b>        | Average of 1 mg or more per pound |

## HEAVY METALS TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Krypies LLC will adhere to the following:

The laboratory shall analyze all samples for concentrations of the following heavy metals:

1. Arsenic (As);
  2. Cadmium (Cd);
  3. Lead (Pb); and
  4. Mercury (Hg).
- A. The laboratory shall report the concentration of each heavy metal listed in subsection (a) in micrograms per gram ( $\mu\text{g/g}$ ) in the certificate of analysis. The laboratory shall report that the sample “passed” heavy-metal testing if the concentrations of heavy metals listed in subsection below the following heavy metal action levels.
- B. The laboratory may test for and may provide test results for additional metals if the instrumentation detects additional metals in the samples or if requested by the requester of the laboratory testing.

| Heavy Metal    | Action Level for Medical Edible Cannabis Products, Suppositories, Sublingual Products, and Other Manufactured Products ( $\mu\text{g/g}$ ) | Action Level for All Inhaled Medical Cannabis Goods ( $\mu\text{g/g}$ ) | Action Level for Topical and Transdermal Medical Cannabis Goods ( $\mu\text{g/g}$ ) |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Cadmium</b> | 0.5                                                                                                                                        | 0.2                                                                     | 5                                                                                   |
| <b>Lead</b>    | 0.5                                                                                                                                        | 0.5                                                                     | 10                                                                                  |
| <b>Arsenic</b> | 1.5                                                                                                                                        | 0.2                                                                     | 3                                                                                   |
| <b>Mercury</b> | 3                                                                                                                                          | 0.1                                                                     | 1                                                                                   |

## TERPENES TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Krypies LLC will adhere to the following:

If the cultivator’s, manufacturer’s, or distributor’s product labeling says that the sample contains discrete terpenes, the laboratory shall test for those terpenes. The testing laboratory shall report to one-hundredth of a percent the concentration in percentage in the certificate of analysis.

- A. The laboratory shall also report a terpene measurement for a terpene requested to be tested for by the requester of the laboratory test.

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## **1.5 WORKFORCE/OPERATIONS SECURITY**

Making sure that our routine operations follow secure procedures is as important as physically securing the retail store and having emergency response procedures in place. Consistent, proactive operational security policies and procedures greatly reduce the likelihood that emergencies will arise.

### **1.5.1 Staffing Structure and Current Employee Roster**

We expect to employ at least 8-10 at the store. For any positions that have already been filled, we provide the names and biographies of the persons hired.

### **1.5.2 Background Screening**

We will perform background checks on all employees, volunteers, principals, directors, and board members. We will also perform background checks on any contractors or vendors who regularly work within the facility or will be employed there for an extended time. Copies of any public records obtained through the background check process will be provided to the individual concerned. To ensure transparency, the entire background checking process will be conducted by a third-party.

We will not employ anyone who has been convicted of a felony except for the purposes of the Marijuana Program as an “excluded felony offense.” Also, we elect not to engage any contractors or vendors who would have access on a regular basis or for an extended time to restricted areas of our facility if they have been convicted of any excluded felony offenses.

1. Krypties LLC will ensure employees are at least 21 years of age.
2. Krypties LLC will obtain age of applicant on each employee
3. application.
4. A copy of applicant’s valid, unexpired Massachusetts driver’s license will be made and attached to each employment application.
5. If employee will be working in capacity of “transporter”, a copy of current auto insurance will be placed in employee and verified that insurance meets states minimum standard.
6. A Level 2 criminal background check including the disqualifying offense
7. Individuals will submit a full set of fingerprints to the department, vendor, entity, or agency authorized for processing by the state which may be forwarded to the FBI

### **1.5.3 Personnel Records**

We will maintain personnel records for each employee, agent, or volunteer that includes:

- Application,
- Documentation of all required training,
- A signed statement from the individual indicating the date, time, and place that he or she received training and the topics discussed, including the name and title of the presenters, and
- Record of any disciplinary action taken against employee at any time during employment.
- These personnel records will be maintained for a period of at least six months past the end of the individual’s affiliation with us.

Record Keeping. Records of a Marijuana Establishment must be available for inspection by the Commission, upon request. The records of a Marijuana Establishment shall be maintained in accordance with generally accepted accounting principles. Written records that are required and are subject to inspection include, but are not necessarily limited to, all records required in any section of 935 CMR 500.000, in addition to the following:

- (a) Written operating procedures as required by 935 CMR 500.105(1);
- (b) Inventory records as required by 935 CMR 500.105(8);
- (c) Seed-to-sale tracking records for all marijuana products as required by 935 CMR 500.105(8)(e);
- (d) The following personnel records:
  1. Job descriptions for each employee and volunteer position, as well as organizational chart consistent with the job descriptions
  2. A personnel record for each marijuana establishment agent. Such records shall be maintained for at least 12 months after termination of the individual's affiliation with the Marijuana Establishment and shall include, at a minimum, the following:
    - a. all materials submitted to the Commission pursuant to 935 CMR 500.030(2);
    - b. documentation of verification of references;
    - c. the job description or employment contract that includes duties, authority, responsibilities, qualifications, and supervision
    - d. documentation of all required training, including training regarding privacy and confidentiality requirements, and the signed statement of the individual indicating the date, time, and place he or she received said training and the topics discussed, including the name and title of presenters;
    - e. documentation of periodic performance evaluations;
    - f. a record of any disciplinary action taken; and
    - g. notice of completed responsible vendor and eight-hour related duty training.
  3. A staffing plan that will demonstrate accessible business hours and safe cultivation conditions;
  4. Personnel policies and procedures; and
  5. All background check reports obtained in accordance with 935 CMR 500

#### **1.5.4 Training and Drills**

Security and emergency response training is only part of the comprehensive training required for all employees. Training will also cover:

- Marijuana laws and regulations,
- Personal safety, fire safety, and crime prevention
- Basics of Marijuana

- Dispensing procedures

Employees will be tested on training content and must pass the test by their third attempt in order to remain employed. All staff will also go through periodic refresher seminars, as well as new training on any policy updates or changes in procedure. All emergency procedures will be rehearsed in periodic drills.

In addition to training and periodic drills, all employees will receive official Company reference material, written in plain English and presented in an easy-to-use outline format, explaining all our operational, safety, and security policies and protocols.

In developing our official safety and security policies, we will consult with local law enforcement. We will also work with local police to develop effective ongoing employee training seminars and practices. Especially in developing our policies and training procedures on crime prevention and security threat response, we will seek the involvement of local law enforcement.

### **1.5.5 Business Hours**

Our retail location will be open to the general public. Krypries LLC will operate seven days per week. Hours will be Monday-Saturday 9am – 8pm and Sunday 10am – 6pm.

### **1.5.6 Security of Keys and Key Codes Policy**

Policy to describe procedure for the distribution and securing of keys/key codes provided by licensee and/or authorized representatives to employee and the procedure to be followed upon termination of employment to security to the licensed premises. It is the Policy of Krypries LLC to maintain the security of all keys and or key codes to any enclosed area. The licensee and / or authorized representative of Krypries LLC may provide a key(s) and/or key codes to designated employees. Upon termination, key shall be surrendered and key codes voided to main security upon the licensed premises.

#### **I. Procedure**

- a. Licensee and or authorized representative of Krypries LLC may distribute keys and/or key codes to designated employees. These keys or key codes are to be used exclusively for the opening of exterior and interior doors at the opening of each business day and to secure the premises at the close of each business day.
- b. When a key or key code is distributed to an employee, the “Key/Key Code Distribution” form will be completed, updated for any changes, and kept in the employee’s file and a copy placed in “Key/Key Code Distribution file”. This form timed and dated form is signed by the employee acknowledging the receipt of key, explicit use of key/codes and policy to contact management immediately for all lost or stolen keys.
  - i. Employee agrees to use key exclusively for intended purpose and will not share key with other employees without exclusive permission by Licensee in the event of an unusual circumstance.
  - ii. Employee will attempt to have a duplicate made.

- iii. Employee understands that there will be a periodic inspection to assure employees possess keys assigned and none are lost.
  - iv. Employee agrees to keep unique key code confidential and will not share key codes with other employees.
  - v. The sharing of keys or key codes may lead to immediate termination
- c. Should an employee in possession of a key terminate employment without surrendering the key to the licensee or authorized, a lock smith will be called and shall change the key cylinder to all exterior/interior doors with the intent to be completed by the close of said business day. Key codes will be voided.
- d. Keys shall be kept on a secure ring and to remain in the possession of the licensee/authorized representative during business hours.

### **1.5.7 Workplace Safety and Accident Prevention**

A Workplace Accident and Injury Reduction Program will be put in place to ensure the appropriate controls are in place to maintain internal safety. A Program Manager will be identified and will have authority and responsibility for the overall implementation and execution of the program. All Managers and Team Leads will be charged with maintaining safe working conditions thru the policy described below.

#### **1.5.7.1 Program Manager Responsibilities**

The Program Manager will be responsible for ensuring the complete and thorough implementation of all internal safety procedures related to employees. Below is a summary of the Program Manager's Responsibilities.

- **Complete Start-Up Checklist** – Create a start-up checklist of safety hazards to monitor and determine the correct method for compliance. Perform all of the tasks identified on the startup checklist.
- **Track Corrective Actions to Completion** - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the General Manager any required corrective actions that are not completed in a timely manner.
- **Injury Reporting and Recording** – All injuries and fatalities will be reported in accordance with OSHA and Massachusetts State Law.
- **Notify Accident Investigator** - Notify the appropriate accident investigator of all accidents, injuries, illnesses and near miss incidents. File documentation of completed investigations in the Accident Investigations folder.
- **Team lead and Manager Safety Training** - Ensure that all team leads and managers are aware of their responsibilities under this Workplace Accident and Injury Reduction Program. Ensure that all team leads and

managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.

- **New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices and perform all of the training required. Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). File the completed form in the [Safety Training] folder.
  - **Start-up Safety Training** - Ensure that all employees receive initial safety training when this Workplace Accident and Injury Reduction Program are first established.
  - **Hazard, Control and Personal Protective Equipment Changes** - Update this Workplace Accident and Injury Reduction Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use.
- 
- **Perform Annual Review** - Review the effectiveness of this program every year by completing the Program Review Checklist. Report the results of the review to the General Manager and place the completed checklist in the [Program Reviews] file.
  - **Disseminate Internal Safety Inspections** - Ensure that all safety inspections which are not performed by the safety committee are provided to the safety committee for review
  - **Disseminate External Safety Inspections** - Ensure that the results of third-party safety inspections (e.g. government, insurance company, etc.) are provided to the safety committee for review.
  - **Disseminate Accident Investigations** - Provide the safety committee with the results of any accident/near miss investigations, which weren't performed by the committee itself for review.
  - **Maintain Workplace Accident and Injury Reduction Program Files** - Ensure that all documentation generated by this program is properly filed.
  - **File Safety Inspections** - Review all safety inspection checklists to verify that all hazards identified during the inspection have been corrected. Provide copies of the inspection checklists to the Safety Committee for discussion at the next meeting. File completed safety inspection checklists in the [Safety Inspections] folder.

#### **1.5.7.2 All Managers and Team Leads**

Krypies LLC recognizes that safety falls on the community. Therefore, in addition to the Program Manager, all managers and team leads will be required to adhere

to the following program to ensure that the workplace remains safe and the appropriate monitoring and disciplinary mechanisms are in place.

This section identifies who is responsible for implementing each element of this Workplace Accident and Injury Reduction Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

- **Set A Good Example** - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.
- **Follow-up on Unsafe Condition Reports** - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Workplace Accident and Injury Reduction Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Workplace Accident and Injury Reduction Program Manager. Inform the Workplace Accident and Injury Reduction Program Manager in writing when appropriate corrective actions are implemented.
- **Enforce Code of Safe Practices** - Discipline employees who do not comply with the Code of Safe Practices or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:
  - Verbal warning and retraining for first offense
  - Written warning for second offense (place copy in employee's personnel file)
  - Suspension without pay or termination for subsequent offensesRefusal to Perform Dangerous Work and Reporting Dangerous Conditions.
- Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program.
- **Imminent Hazards** - In the event of an imminent hazard, which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Workplace Accident and Injury Reduction Program Manager.
- **Process Changes** - Notify the Workplace Accident and Injury Reduction Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Workplace Accident and Injury Reduction Program may need to be

updated to accommodate the process changes.

#### **1.5.7.3 Code of Safe Work Practices**

Below is the Code of Safe Work Practices that will be provided to all employees.

- 1. Follow All Safety Rules** - All employees must work safely and follow all safety rules.
- 2. Workplace Accident and Injury Reduction Program Available** – Mass Yield Cultivation LLC will have a written Workplace Accident and Injury Reduction Program that describes in detail the policies and procedures which are used to provide a safe work place.
- 3. Report Unsafe Conditions or Actions** - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.
- 4. Report all Injuries** - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Do not disturb or cleanup the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.
- 5. Don't Work When Impaired** - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs are strictly prohibited.
- 6. Housekeeping** - Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible.
- 7. No Horseplay** - Horseplay is forbidden.
- 8. Threats and Violence are Prohibited** - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.
  
- 9. Fire Extinguishers** - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor,

and evacuate the building and summon the fire department if necessary.

10. **Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.
11. **Computer Ergonomics** - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front of them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a footrest if their feet don't rest flat on the ground. Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.
12. **Minimize monitor glare** - Employees should arrange their workspace so that there is not excessive glare on their monitor screen from lights or windows.
13. **Follow Security Procedures** - Employees must strictly follow all security procedures. Report any security lapses to your supervisor immediately.
14. **In the Event of a Robbery** - Remain calm.
15. **Inspect Power Cords** - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Report all problems with electrical equipment to your supervisor.
16. **Additional Information** - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area. Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.



### **1.5.8 Emergency Management**

Define the standards for Emergency Communication and define how personnel should respond to an emergency.

#### **Emergency Communication/Response**

Emergency situations and disasters can range from fires, robbery, injury, and severe weather, to security breaches and vandalism. Krypries LLC will have an emergency response team who will manage all aspects of the given emergency. Initial emergency protocols are should always be followed first (security system activated, 911 called, etc.). Once an emergency is identified, the team will be responsible for communication to leadership, employees, and the community. The responsibilities for emergency communications are outlined below:

- Launch immediately after an emergency is identified.
- Provide a brief to senior management on the situation.
- Identify and brief the company spokesperson of the situation.
- Employee contacts will be stored in a single location and we will utilize a phone tree to cascade down relevant information to employees.
- Communicate situation information and procedural instructions to employees and other stakeholders.
- Communicate with employee families and the local community.
- Continually adapt to changing events associated with the emergency.

#### **Emergency Exit Protocol**

In the event of an emergency, the building may require evacuation. Situations requiring evacuation could be, but are not limited to the following:

- Natural gas leak
- Flammable liquid spill/and or release
- Power line failure
- Active Shooter/Hostage situation
- Hazardous chemical spill/and or release
- Flooding
- Fire alarm

#### **Building Evacuation**

- All building evacuations will occur when an alarm sounds and/or upon notification by Krypries LLC, Police Officer, or Fire Department personnel.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Elevators should never be used during an emergency evacuation situation.
- Assist persons with disabilities in exiting the building. Two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs.

- If persons with disabilities cannot be transported from the building without using an elevator – assist person with disabilities to a safe area, notify emergency personnel immediately.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there. This designated area should be pre-determined by an office manager or supervisor.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Immediately notify emergency personnel of any injured persons and individuals remaining, in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel.

**Access for Emergency Response Units:**

All Emergency Personnel will have access to all ingress and egress emergency entrance and exits at all hours of the day. If emergency units need to enter location during Off Hours, facility surveillance system has the ability to unlock doors through a wireless operating system.

### 1.5.8.1 Security Scenarios and Response

| Scenario                          | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Robbery</b>                    | <ul style="list-style-type: none"> <li>• In the event of a robbery, all employees should remain calm and cooperate with the robber.</li> <li>• If they are able to access the security system unnoticed without risk to their safety, they should do so.</li> <li>• If they cannot access the security system, then they should continue to cooperate until the robber leaves. At that point, immediately activate the security system and/or dial 911.</li> </ul> |
| <b>Data Breach</b>                | <ul style="list-style-type: none"> <li>• If a data breach is identified, the IT partners who manage the network should be contacted.</li> <li>• Employees should identify what data was stolen and understand specifically what information was lost in the breach.</li> <li>• Change all passwords.</li> <li>• Contact relevant financial institutions if banking information is compromised.</li> </ul>                                                          |
| <b>Theft</b>                      | <ul style="list-style-type: none"> <li>• If theft is identified, it should be immediately reported to a supervisor for investigation. The supervisor should identify what is missing and review security footage for breaches.</li> <li>• In the event that marijuana product is missing, it should be reported to the local authorities.</li> </ul>                                                                                                               |
| <b>Workplace Accident</b>         | <ul style="list-style-type: none"> <li>• In the event of a critical workplace accident, the alarm should be sounded right away and dial 911. After this, the workplace accidents should immediately be reported to a supervisor.</li> </ul>                                                                                                                                                                                                                        |
| <b>Chemical Contact with Eyes</b> | <ul style="list-style-type: none"> <li>• Individuals should immediately proceed to the eyewash station to begin rinsing procedures.</li> <li>• In the event of critical injury, 911 should be dialed for emergency medical assistance.</li> <li>• The supervisor should be contacted to investigate.</li> </ul>                                                                                                                                                    |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chemical Spill on a Person</b> | <ul style="list-style-type: none"> <li>• Individuals should immediately proceed safety shower to begin rinsing procedures.</li> <li>• In the event of critical injury, 911 should be dialed for emergency medical assistance.</li> <li>• The supervisor should be contacted to investigate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                 |
| <b>Fire</b>                       | <ul style="list-style-type: none"> <li>• In the event of a fire, employees should refer the Fire Plan located in <a href="#">Section 5</a> of this document. Generally speaking, employees should assist any person in immediate danger to safety</li> <li>• Activate the building fire alarm system or notify the fire department by dialing 911</li> <li>• Only after having done these two things, if the fire is small, you may attempt to use an extinguisher to put it out. You should always be certain that you will not endanger yourself or others when attempting to put out a fire.</li> <li>• The building should be evacuated</li> </ul> |
| <b>Power Outage</b>               | <ul style="list-style-type: none"> <li>• The building will be equipped with back-up power so that the facility equipment and security systems will be on at all times 24/7</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                   |                                                                                                                                                                                                                                    |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Gas Leak or Chemical Spill</b> | <ul style="list-style-type: none"> <li>• Alarm should be sounded, 911 dialed, and the building evacuated.</li> </ul>                                                                                                               |
| <b>Active Shooter</b>             | <ul style="list-style-type: none"> <li>• Employees should Run/Escape, hide if escape is not possible, and Fight as a last resort.</li> <li>• As employees are able, the alarm should be sounded, and building evacuated</li> </ul> |

### 1.5.9 Employee Health: Personal Hygiene

The purpose of this Policy is to define the standards for Employee Personal Hygiene. All persons

coming into contact with food must wash their hands following CDC recommendations.

- Before, during, and after preparing food
  - Before eating food
  - Before and after treating a cut or wound
  - After using the toilet
  - After blowing your nose, coughing, or sneezing
  - After touching an animal, animal feed, or animal waste
  - After touching garbage
- 
- How?
    - Wet hands with clean running water (warm or cold) and apply soap.
    - Rub hands together to make a lather and scrub them well; be sure to scrub the backs of hands, between fingers, and under nails.
    - Continue rubbing hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
    - Rinse hands well under running water.
    - Dry hands using a clean towel or air dry.
  - Hand sanitizers are not effective when hands are visibly dirty.
  - How should you use hand sanitizer?
    - Apply the product to the palm of one hand.
    - Rub your hands together.
    - Rub the product over all surfaces of your hands and fingers until your hands are dry.
    - Gloving is not a substitution for handwashing.
  - All personnel shall follow the color-coding system for frocks and aprons
    - white long jackets are to be used in the raw prep room
    - blue long jackets are to be used in the kitchen
    - lab workers must use scrubs
  - All personnel must follow the following guidelines
    - hair must be covered at all times when out on the production floor
    - no jewelry may be worn on any part of the arms or hands

- any earrings must be contained within the hair covering. No earrings may dangle past the bottom of the earlobe
- all necklaces must be tucked into the neckline of clothing. No part of the necklace may be visible
- clothing worn under coats must be in good working order and must not have appliques or other construction that could come loose and fall into the product. Clothing must cover body hair.
- Clothing and coats must be changed as necessary to prevent creation of unsanitary conditions.



# KRYPIES LLC DIVERSITY PLAN

## **VISION STATEMENT:**

Krypies LLC values all employees and believes everyone should have an equal chance to succeed, thereby increasing the organizations capacity to achieve its mission.

## **MASS YIELD CULTIVATION'S COMMITMENT TO DIVERSITY MANAGEMENT**

Our goal is for all employees to support the diversity management plan and its objectives. KRYPIES LLC is committed to being the employer of a highly-qualified, diverse, dedicated, and effective workforce. Pursuing the commitment will require being open to new ways of thinking about employee motivation and staff development.

## **INTRODUCTION**

It is the policy of KRYPIES LLC to foster equal opportunity for all employees and to promote principles of diversity management that will enhance the level of effectiveness and efficiency of its programs. The concept of diversity management is a strategic business objective that seeks to increase organizational capacity in a workplace where the contributions of all employees are recognized and valued. KRYPIES LLC's goal is to build a high-performing, diverse workforce based on mutual acceptance and trust. It is also KRYPIES LLC's policy to select the best qualified applicant for the job, regardless of race, national origin, gender, age, disability, religion, sexual orientation, or any other non-merit factor.

Senior management supports the development of a Comprehensive Diversity Management Plan to guide diversity management initiatives and the development of appropriate measures to document how well KRYPIES LLC is achieving its diversity management objective. The Comprehensive Diversity Management Plan represents a structured approach to ensure continued progress in reaching its diversity management goals, promoting a discrimination-free work environment, and providing opportunities for all employees to use their diverse talents to support the agency's mission.

## **DIVERSITY MANAGEMENT AT KRYPIES LLC**

The goal of diversity management is to enable all employees to reach their full potential in pursuit of the organization's mission. This includes fostering an environment where diversity is commonplace and enhances execution of the agency's objectives. Diversity management means creating a workplace where differences in heritage, background, style, tradition and views are valued, respected and used to increase organizational capacity. As the workforce becomes more diverse and the environment more open to new ideas and ways of thinking, organizations have found that employees and teams become more effective in processing information, solving problems, and contributing to the organization's mission.

## KRYPIES LLC DIVERSITY PLAN

To enhance KRYPIES LLC's ability to carry out its mission, the company will make diversity management a priority for all executives, managers, and employees. Our goal is for all employees to support the Comprehensive Diversity Management Plan and its objectives. KRYPIES LLC is committed to being the employer of a highly-qualified, diverse, dedicated, and effective workforce. Pursuing this commitment will require being open to new ways of thinking about employee motivation and staff development.

The agency is committed to the following objectives:

- Building a talented, dedicated, diverse workforce;
- Educating the workforce regarding diversity management principles;
- Improving communication throughout;
- Motivating employees to reach their highest potential and to make their greatest contribution to KRYPIES LLC;
- Encouraging employees to offer their views and suggestions toward achieving program and organizational goals without threat of retribution;
- Respecting and appreciating individual differences;
- Creating and maintaining an inclusive approach to all systems, policies, and practices; and
- Selecting the best qualified applicant for the job, regardless of race, national origin, gender, age, disability, religion, sexual orientation, or any other non-merit factors.

### **Role of Leadership**

(Managers and Supervisors) Leaders are responsible for leading change, fostering desired behaviors, and ensuring that:

- Organizational systems, policies, and practices support the vision and are responsive to change;
- The workplace is inclusive; and
- Managing diversity principles are integrated into the operations of the organization.

### **Role of All Employees**

- Support the principles of diversity management;
- Respect others, including differences and similarities in views, styles, backgrounds, etc.; and
- Fully participate in the agency's efforts to foster greater organizational effectiveness



## KRYPIES LLC DIVERSITY PLAN

and efficiency through the application of the principles of diversity management.

### INITIAL APPROACH

This Comprehensive Diversity Management Plan represents MYC LLS's initial approach to establish comprehensive diversity management goals and measures, and allows for periodic review of agency accomplishments to determine future focus areas. The Plan is based on the best information currently available about KRYPIES LLC's internal environment and will be reevaluated every 3 years, or as needed.

### DIVERSITY MANAGEMENT STRATEGY AND LINKS TO KEY PLANNING

#### A Top-Down Business Imperative

The principles of diversity management are embedded in KRYPIES LLC's Strategic Plan and Organizational Values. The schematic below shows the integration of diversity management into KRYPIES LLC's key systems. This integration provides the means to bring diversity management into the core of the agency's business, daily operations, and planning processes. Attachment 1 summarizes areas where KRYPIES LLC's key systems reflect the principles of diversity management



# KRYPIES LLC DIVERSITY PLAN

## GOALS AND MEASURES

The plan goals, along with the performance measures that will be tracked at the agency level, are as follows:

Goal 1 — Recruit diverse employees at all levels.

Outcome Measure - Diversity of new hires at KRYPIES LLC compares favorably to relevant to the commonwealth's labor market (based on Massachusetts economic data programs availability data).

Goal 2 — Develop and retain diverse employees by promoting an environment that values differences.

Outcome Measure 1 - The agency's retention rate by demographic group compares favorably with external retention rates.

Outcome Measure 2 - Employee satisfaction survey results by demographic group compare favorably to survey results of KRYPIES LLC's total workforce.

Goal 3 — Increase the diversity of employees in senior and managerial positions.

Outcome Measure - Consistent with applicable law, representation of minorities and women in senior level and managerial

## LINKS TO KEY PLANNING SYSTEMS

Diversity management links to the following KRYPIES LLC key planning systems are explained in more detail below:

### **KRYPIES LLC's Organizational Values**

KRYPIES LLC's Organizational Values serve as a guide to decision-making and individual conduct. They indicate qualities KRYPIES LLC endorses and how KRYPIES LLC will conduct critical work efforts as well as how it will value and treat its employees. Each of the values embodies the diversity management and inclusion initiatives.

**Integrity** ... in our working relationships, practices and decisions. Excellence ... both in our individual and collective actions.

**Service** ... to the public, and others who are affected by our work.

**Respect** ... for individuals' roles, diversity, and viewpoints.

**Cooperation** ... in the planning, management, and work of the agency.

**Commitment** ... to protecting the public health and safety.

**Openness** ... in communications and decision making.

# KRYPIES LLC DIVERSITY PLAN

## **Strategic Plan**

The Strategic Plan includes five goals: Safety, Security, Openness, Effectiveness, and Management Excellence. Of these, the Management Excellence Goal provides for the use of innovative recruitment strategies, leadership development, enhanced management accountability, creation of a discrimination-free environment, and support for training and development of staff.

## **Performance Plan**

The KRYPIES LLC Performance Plan incorporates the diversity workforce goals of sustaining a high-performing, diverse workforce and achieving a level of workplace diversity that compares favorably with the relevant Commonwealth labor market.

## **Affirmative Employment Plan**

The KRYPIES LLC Affirmative Employment Plan includes four Guiding Principles that embody the principles of diversity management. They include:

- Creating a working environment that is free of discrimination, including harassment, and is accessible to individuals with disabilities;
- Ensuring that agency policies, processes, and procedures provide all employees the opportunity to participate in mission accomplishments, and to compete fairly and equitably for career enhancement and advancement;
- Employing a competent and highly skilled workforce, consistent with the national labor market, and enabling employees to accomplish the agency's mission by providing support, tools, and a positive environment; and
- Recognizing, appreciating and valuing diversity, thereby establishing trust, respect, and concern for the welfare of all employees within the agency

The plan builds on the Guiding Principles of the Affirmative Employment Plan and specifically details those actions that management needs to take to make diversity and inclusion a reality at KRYPIES LLC.

## **Human Capital Strategic Plan**

The agency has established several human capital goals which are embodied in the Human Capital Strategic Plan. The following goals link to the CDMP:

- Develop the agency's current and future leaders.
- Strengthen managerial and supervisory accountability for setting individual and organizational performance expectations and for providing timely and complete feedback.
- Foster a work environment that is free of discrimination & provides opportunities for all employees to optimally use their diverse talents in support of the KRYPIES LLC's mission

## KRYPIES LLC DIVERSITY PLAN

and goals.

Use innovative recruitment, development, and retention strategies to achieve a high quality, diverse workforce with the skills needed to achieve our mission

### **Office Operating Plan**

The office operating plans include activities that management plans to achieve during the fiscal year consistent with the KRYPIES LLC's Performance Plan and Strategic Plan. The operating plans take the overall goals in the Strategic Plan and specify actions that will be taken to accomplish the goals. Several areas are delineated in the operating plans to highlight the diversity and inclusion initiatives

### **EXAMPLES OF EEO AND DIVERSITY MANAGEMENT STRATEGIES**

STRATEGIES — Examples of diversity management strategies are provided for office consideration. Strategies implemented by offices should contribute to the agency's success in diversity management.

#### **GOAL 1.0 - Recruit diverse employees at all levels**

##### STRATEGIES:

- Use diverse panel members to evaluate candidates for vacancies, when possible.
- Strengthen and develop relationships with targeted groups (e.g., minority populations) at historically minority colleges/universities and professional organizations and identify other institutions with large diverse populations.
- Continue to serve as liaison with students and employees, and encourage them to apply for development programs.
- Continue to review and modify recruitment strategies for identifying and attending minority and women job fairs.

#### **GOAL 2.0 - Develop and retain diverse employees by promoting an environment that values differences.**

##### STRATEGIES:

- Communicate strategies to clarify links between diversity management strategies and mission accomplishment.
- Support skills and training needs assessments and the development and implementation of individual development plans (IDPs) consistent with mission priorities and workforce goals.
- Conduct an organizational assessment to determine organizational strengths and areas

## KRYPIES LLC DIVERSITY PLAN

for improvements related to diversity management principles.

- Develop action plans to address any improvement areas identified in the employee satisfaction survey results or based upon office-specific organizational assessment.
- Enhance mechanisms (e.g., discussion groups, staff meetings) where managers and employees can express their ideas and concerns on diversity and work environment issues. Use facilitated support as needed.
- Where appropriate, incorporate best EEO & diversity management practices.
- Support continuous development of managerial leadership, technical, and administrative talent to ensure organizational continuity.

### **GOAL 3.0 - Increase the diversity of employees in senior and managerial positions.**

#### STRATEGIES:

- Support participation of qualified employees in internal and external leadership and executive development programs.
- Provide staff with meaningful career planning, mentoring, and developmental opportunities for exposure to senior management.
- Conduct survey to determine where there may be concerns or problems with fairness in recruitment, developmental opportunities, appraisals, promotions, and awards.
- Identify and address perceived barriers to advancement opportunities.
- Ensure that employees are given challenging assignments to develop executive core qualifications.
- Attract a pool of more diverse applicants for senior positions.
- Select the most qualified candidate regardless of race, national origin, gender, age, disability, religion, sexual orientation, or any other non-merit factor.

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**Qualification and Intended Trainings for Agents**

Krypies LLC will train every employee in accordance with the Commonwealth of Massachusetts laws and regulations. A responsible vendor training solution will be obtained and implemented after license approval. The program will be an accepted vendor training method per Massachusetts requirements and shall adhere by the following:

Marijuana Establishment Agent Training.

(a) Marijuana Establishments shall ensure that all marijuana establishment agents' complete training prior to performing job functions. Training shall be tailored to the roles and responsibilities of the job function of each marijuana establishment agent, and at a minimum must include a Responsible Vendor Program under 935 CMR 500.105(2)(b). At a minimum, staff shall receive eight hours of on-going training annually.

(b) Responsible Vendor Training.

1. On or after July 1, 2019, all current owners, managers and employees of a Marijuana Establishment that are involved in the handling and sale of marijuana for adult use at the time of licensure or renewal of licensure, as applicable, shall have attended and successfully completed a responsible vendor program to be designated a "responsible vendor."
2. Once a licensee is designated a "responsible vendor," all new employees involved in the handling and sale of marijuana for adult use shall successfully complete a responsible vendor program within 90 days of hire.
3. After initial successful completion of a responsible vendor program, each owner, manager, and employee involved in the handling and sale of marijuana for adult use shall successfully complete the program once every year thereafter to maintain designation as a "responsible vendor."
4. Administrative employees who do not handle or sell marijuana may take the "responsible vendor" program on a voluntary basis.
5. Marijuana establishments must maintain records of responsible vendor training program compliance for four years and make them available to inspection by the Commission and any other applicable licensing authority upon request during normal business hours.

Certification Training Program Standards.

- a. No owner or employee of a responsible vendor program shall have an interest in a licensed Marijuana Establishment;
- b. Program providers shall submit their programs to the Commission every two years for approval as a responsible vendor program;
- c. The program shall include at least two hours of instruction time;
- d. The program shall be taught in a real-time, interactive classroom setting where the instructor is able to verify the identification of each individual attending the program and certify completion of the program by the individual identified;
- e. The program provider shall maintain its training records at its principal place of business during the applicable year and for the following three years;
- f. The provider shall make the records available for inspection by the Commission and any other applicable licensing authority upon request during normal business hours;

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- g. The program shall provide written documentation of attendance and successful passage of a test on the knowledge of the required curriculum for each attendee;
- h. Attendees who can speak and write English must successfully pass a written test with a score of 70% or better;
- i. Attendees who cannot speak or write English may be offered a verbal test, provided that the same questions are given as are on the written test and the results of the verbal test are documented with a passing score of 70% or better; and
- j. Program providers shall solicit effectiveness evaluations from individuals who have completed their program.

7. Certification Training Class Core Curriculum.

- a. Discussion concerning marijuana's effect on the human body. Training shall include:
  - i. Marijuana's physical effects based on type of marijuana product;
  - ii. The amount of time to feel impairment;
  - iii. Visible signs of impairment; and
  - iv. Recognizing the signs of impairment.
- b. Diversion prevention and prevention of sales to minors, including best practices;
- c. Compliance with all tracking requirements; and
- d. Acceptable forms of identification. Training shall include:
  - i. How to check identification;
  - ii. Spotting false identification;
  - iii. Medical registration cards issued by the DPH;
  - iv. Provisions for confiscating fraudulent identifications; and
  - v. Common mistakes made in verification.
- e. Other key state laws and rules affecting owners, managers, and employees, which shall include:
  - i. Local and state licensing and enforcement;
  - ii. Incident and notification requirements;
  - iii. Administrative and criminal liability;
  - iv. License sanctions and court sanctions;
  - v. Waste disposal;
  - vi. Health and safety standards;
  - vii. Patrons prohibited from bringing marijuana onto licensed premises;
  - viii. Permitted hours of sale;
  - ix. Conduct of establishment;
  - x. Permitting inspections by state and local licensing and enforcement authorities;
  - xi. Licensee responsibilities for activities occurring within licensed premises;
  - xii. Maintenance of records;
  - xiii. Privacy issues; and
  - xix. Prohibited purchases and practices.
- f. Such other areas of training determined by the Commission to be included in a responsible vendor training program.

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### **Training and Drills**

Security and emergency response training is only part of the comprehensive training required for all employees. Training will also cover:

- Marijuana laws and regulations,
- Personal safety, fire safety, and crime prevention
- Basics of Marijuana Cultivation
- Harvesting and Trimming of Marijuana

Employees will be tested on training content and must pass the test by their third attempt in order to remain employed. All staff will also go through periodic refresher seminars, as well as new training on any policy updates or changes in procedure. All emergency procedures will be rehearsed in periodic drills.

In addition to training and periodic drills, all employees will receive official Company reference material, written in plain English and presented in an easy-to-use outline format, explaining all our operational, safety, and security policies and protocols.

In developing our official safety and security policies, we will consult with local law enforcement. We will also work with local police to develop effective ongoing employee training seminars and practices. Especially in developing our policies and training procedures on crime prevention and security threat response, we will seek the involvement of local law enforcement

### ***Program Manager Responsibilities***

The Program Manager will be responsible for ensuring the complete and thorough implementation of all internal safety procedures related to employees. Below is a summary of the Program Manager's Responsibilities.

- **Complete Start-Up Checklist** – Create a start-up checklist of safety hazards to monitor and determine the correct method for compliance. Perform all of the tasks identified on the start-up checklist.
- **Track Corrective Actions to Completion** - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the General Manager any required corrective actions that are not completed in a timely manner.
- **Injury Reporting and Recording** – All injuries and fatalities will be reported in accordance with OSHA and Massachusetts State Law.
- **Notify Accident Investigator** - Notify the appropriate accident investigator of all accidents, injuries, illnesses and near miss incidents. File documentation of completed investigations in the Accident Investigations folder.
- **Team lead and Manager Safety Training** - Ensure that all team leads and managers are aware of their responsibilities under this Workplace Accident and Injury Reduction Program. Ensure that all team leads and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.
- **New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices and perform all of the training required. Perform additional training if employees



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are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). File the completed form in the [Safety Training] folder.

- **Start-up Safety Training** - Ensure that all employees receive initial safety training when this Workplace Accident and Injury Reduction Program are first established.
- **Hazard, Control and Personal Protective Equipment Changes** - Update this Workplace Accident and Injury Reduction Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use.
- **Perform Annual Review** - Review the effectiveness of this program every year by completing the Program Review Checklist. Report the results of the review to the General Manager and place the completed checklist in the [Program Reviews] file.
- **Disseminate Internal Safety Inspections** - Ensure that all safety inspections which are not performed by the safety committee are provided to the safety committee for review
- **Disseminate External Safety Inspections** - Ensure that the results of third party safety inspections (e.g. government, insurance company, etc.) are provided to the safety committee for review.
- **Disseminate Accident Investigations** - Provide the safety committee with the results of any accident/near miss investigations, which weren't performed by the committee itself for review.
- **Maintain Workplace Accident and Injury Reduction Program Files** - Ensure that all documentation generated by this program is properly filed.
- **File Safety Inspections** - Review all safety inspection checklists to verify that all hazards identified during the inspection have been corrected. Provide copies of the inspection checklists to the Safety Committee for discussion at the next meeting. File completed safety inspection checklists in the [Safety Inspections] folder.

### ***All Managers and Team Leads***

Mass Yield Cultivation recognizes that safety falls on the community. Therefore, in addition to the Program Manager, all managers and team leads will be required to adhere to the following program to ensure that the workplace remains safe and the appropriate monitoring and disciplinary mechanisms are in place.

This section identifies who is responsible for implementing each element of this Workplace Accident and Injury Reduction Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

- **Set A Good Example** - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.
- **Follow-up on Unsafe Condition Reports** - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Workplace Accident and Injury Reduction Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Workplace

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Accident and Injury Reduction Program Manager. Inform the Workplace Accident and Injury Reduction Program Manager in writing when appropriate corrective actions are implemented.

- **Enforce Code of Safe Practices** - Discipline employees who do not comply with the Code of Safe Practices or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:
  - Verbal warning and retraining for first offense
  - Written warning for second offense (place copy in employee's personnel file)
  - Suspension without pay or termination for subsequent offenses Refusal to Perform Dangerous Work and Reporting Dangerous Conditions.
  - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program.
- **Imminent Hazards** - In the event of an imminent hazard, which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Workplace Accident and Injury Reduction Program Manager.
- **Process Changes** - Notify the Workplace Accident and Injury Reduction Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Workplace Accident and Injury Reduction Program may need to be updated to accommodate the process changes.

### ***Code of Safe Work Practices***

Below is the Code of Safe Work Practices that will be provided to all employees.

1. **Follow All Safety Rules** - All employees must work safely and follow all safety rules.
2. **Workplace Accident and Injury Reduction Program Available** - Krypries LLC will have a written Workplace Accident and Injury Reduction Program that describes in detail the policies and procedures which are used to provide a safe work place.
3. **Report Unsafe Conditions or Actions** - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.
4. **Report all Injuries** - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Do not disturb or cleanup the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.
5. **Don't Work When Impaired** - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs are strictly prohibited.
6. **Housekeeping** - Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible.
7. **No Horseplay** - Horseplay is forbidden.

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8. **Threats and Violence are Prohibited** - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.
9. **Fire Extinguishers** - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.
10. **Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.
11. **Computer Ergonomics** - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front of them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a footrest if their feet don't rest flat on the ground. Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.
12. **Minimize monitor glare** - Employees should arrange their workspace so that there is not excessive glare on their monitor screen from lights or windows.
13. **Follow Security Procedures** - Employees must strictly follow all security procedures. Report any security lapses to your supervisor immediately.
14. **In the Event of a Robbery** - Remain calm.
15. **Inspect Power Cords** - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Report all problems with electrical equipment to your supervisor.
16. **Additional Information** - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area. Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

## **Emergency Management**

Define the standards for Emergency Communication and define how personnel should respond to an emergency.

## **Emergency Communication/Response**

Emergency situations and disasters can range from fires, robbery, injury, and severe weather, to security breaches and vandalism. Mass Yield Cultivation will have an emergency response team who will manage all aspects of the given emergency. Initial emergency protocols are should always be followed first (security system activated, 911 called, etc.). Once an emergency is identified, the team will be responsible for communication to leadership, employees, and the community. The responsibilities for emergency communications are outlined below:

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- Launch immediately after an emergency is identified.
- Provide a brief to senior management on the situation.
- Identify and brief the company spokesperson of the situation.
- Employee contacts will be stored in a single location and we will utilize a phone tree to cascade down relevant information to employees.
- Communicate situation information and procedural instructions to employees and other stakeholders.
- Communicate with employee families and the local community.
- Continually adapt to changing events associated with the emergency.

**Emergency Exit Protocol**

In the event of an emergency, the building may require evacuation. Situations requiring evacuation could be, but are not limited to the following:

- Natural gas leak
- Flammable liquid spill/and or release
- Power line failure
- Active Shooter/Hostage situation
- Hazardous chemical spill/and or release
- Flooding
- Fire alarm

**Building Evacuation**

- All building evacuations will occur when an alarm sounds and/or upon notification by Mass Yield Cultivation, Police Officer, or Fire Department personnel.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Elevators should never be used during an emergency evacuation situation.
- Assist persons with disabilities in exiting the building. Two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs.
- If persons with disabilities cannot be transported from the building without using an elevator – assist person with disabilities to a safe area, notify emergency personnel immediately.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there. This designated area should be pre-determined by an office manager or supervisor.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Immediately notify emergency personnel of any injured persons and individuals remaining, in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel.

**Access for Emergency Response Units:**

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All Emergency Personnel will have access to all ingress and egress emergency entrance and exits at all hours of the day. If emergency units need to enter location during Off Hours, facility surveillance system has the ability to unlock doors through a wireless operating system.

***Security Scenarios and Response***

| Scenario                          | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Robbery</b>                    | <ul style="list-style-type: none"><li>• In the event of a robbery, all employees should remain calm and cooperate with the robber.</li><li>• If they are able to access the security system unnoticed without risk to their safety, they should do so.</li><li>• If they cannot access the security system, then they should continue to cooperate until the robber leaves. At that point, immediately activate the security system and/or dial 911.</li></ul>                                                                                                                                                                                    |
| <b>Data Breach</b>                | <ul style="list-style-type: none"><li>• If a data breach is identified, the IT partners who manage the network should be contacted.</li><li>• Employees should identify what data was stolen and understand specifically what information was lost in the breach.</li><li>• Change all passwords.</li><li>• Contact relevant financial institutions if banking information is compromised.</li></ul>                                                                                                                                                                                                                                              |
| <b>Theft</b>                      | <ul style="list-style-type: none"><li>• If theft is identified, it should be immediately reported to a supervisor for investigation. The supervisor should identify what is missing and review security footage for breeches.</li><li>• In the event that marijuana product is missing, it should be reported to the local authorities.</li></ul>                                                                                                                                                                                                                                                                                                 |
| <b>Workplace Accident</b>         | <ul style="list-style-type: none"><li>• In the event of a critical workplace accident, the alarm should be sounded right away and dial 911. After this, the workplace accidents should immediately be reported to a supervisor.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Chemical Contact with Eyes</b> | <ul style="list-style-type: none"><li>• Individuals should immediately proceed to the eyewash station to begin rinsing procedures.</li><li>• In the event of critical injury, 911 should be dialed for emergency medical assistance.</li><li>• The supervisor should be contacted to investigate.</li></ul>                                                                                                                                                                                                                                                                                                                                       |
| <b>Chemical Spill on a Person</b> | <ul style="list-style-type: none"><li>• Individuals should immediately proceed safety shower to begin rinsing procedures.</li><li>• In the event of critical injury, 911 should be dialed for emergency medical assistance.</li><li>• The supervisor should be contacted to investigate.</li></ul>                                                                                                                                                                                                                                                                                                                                                |
| <b>Fire</b>                       | <ul style="list-style-type: none"><li>• In the event of a fire, employees should refer the Fire Plan located in <a href="#">Section 5</a> of this document. Generally speaking, employees should assist any person in immediate danger to safety</li><li>• Activate the building fire alarm system or notify the fire department by dialing 911</li><li>• Only after having done these two things, if the fire is small, you may attempt to use an extinguisher to put it out. You should always be certain that you will not endanger yourself or others when attempting to put out a fire.</li><li>• The building should be evacuated</li></ul> |

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|                                   |                                                                                                                                                                                                                                 |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Power Outage</b>               | <ul style="list-style-type: none"><li>• The building will be equipped with back-up power so that the facility equipment and security systems will be on at all times 24/7</li></ul>                                             |
| <b>Gas Leak or Chemical Spill</b> | <ul style="list-style-type: none"><li>• Alarm should be sounded, 911 dialed, and the building evacuated.</li></ul>                                                                                                              |
| <b>Active Shooter</b>             | <ul style="list-style-type: none"><li>• Employees should Run/Escape, hide if escape is not possible, and Fight as a last resort.</li><li>• As employees are able, the alarm should be sounded, and building evacuated</li></ul> |

### **Employee Health: Personal Hygiene**

The purpose of this Policy is to define the standards for Employee Personal Hygiene. All persons coming into contact with food must wash their hands following CDC recommendations.

- Before, during, and after preparing food
  - Before eating food
  - Before and after treating a cut or wound
  - After using the toilet
  - After blowing your nose, coughing, or sneezing
  - After touching an animal, animal feed, or animal waste
  - After touching garbage
- 
- How?
    - Wet hands with clean running water (warm or cold) and apply soap.
    - Rub hands together to make a lather and scrub them well; be sure to scrub the backs of hands, between fingers, and under nails.
    - Continue rubbing hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
    - Rinse hands well under running water.
    - Dry hands using a clean towel or air dry.
  - Hand sanitizers are not effective when hands are visibly dirty.
  - How should you use hand sanitizer?
    - Apply the product to the palm of one hand.
    - Rub your hands together.
    - Rub the product over all surfaces of your hands and fingers until your hands are dry.
    - Gloving is not a substitution for handwashing.
  - All personnel shall follow the color coding system for frocks and aprons
    - white long jackets are to be used in the raw prep room
    - blue long jackets are to be used in the kitchen
    - lab workers must use scrubs
  - All personnel must follow the following guidelines
    - hair must be covered at all times when out on the production floor
    - no jewelry may be worn on any part of the arms or hands
    - any earrings must be contained within the hair covering. No earrings may dangle past the bottom of the earlobe

KRYPIES LLC  
TRAINING AND QUALIFICATIONS

- all necklaces must be tucked into the neckline of clothing. No part of the necklace may be visible
- clothing worn under coats must be in good working order and must not have appliques or other construction that could come loose and fall into the product. Clothing must cover body hair.
- Clothing and coats must be changed as necessary to prevent creation of unsanitary conditions.
- 

Disease Control

Personnel are not allowed to work on product if they present conditions that would harm or adulterate the finished product. Any evidence of infectious disease including, but not limited to, fever, open lesions, upper or lower respiratory infections, upper or lower gastrointestinal infections, on any person on the production floor is not allowed.

# KRYPIES LLC DIVERSITY PLAN

## **VISION STATEMENT:**

Krypies LLC values all employees and believes everyone should have an equal chance to succeed, thereby increasing the organizations capacity to achieve its mission.

## **KRYPIES LLC COMMITMENT TO DIVERSITY MANAGEMENT**

Our goal is for all employees to support the diversity management plan and its objectives. KRYPIES LLC is committed to being the employer of a highly-qualified, diverse, dedicated, and effective workforce. Pursuing the commitment will require being open to new ways of thinking about employee motivation and staff development.

## **INTRODUCTION**

It is the policy of KRYPIES LLC to foster equal opportunity for all employees and to promote principles of diversity management that will enhance the level of effectiveness and efficiency of its programs. The concept of diversity management is a strategic business objective that seeks to increase organizational capacity in a workplace where the contributions of all employees are recognized and valued. KRYPIES LLC's goal is to build a high-performing, diverse workforce based on mutual acceptance and trust. It is also KRYPIES LLC's policy to select the best qualified applicant for the job, regardless of race, national origin, gender, age, disability, religion, sexual orientation, or any other non-merit factor.

Senior management supports the development of a Comprehensive Diversity Management Plan to guide diversity management initiatives and the development of appropriate measures to document how well KRYPIES LLC is achieving its diversity management objective. The Comprehensive Diversity Management Plan represents a structured approach to ensure continued progress in reaching its diversity management goals, promoting a discrimination-free work environment, and providing opportunities for all employees to use their diverse talents to support the agency's mission.

## **DIVERSITY MANAGEMENT AT KRYPIES LLC**

The goal of diversity management is to enable all employees to reach their full potential in pursuit of the organization's mission. This includes fostering an environment where diversity is commonplace and enhances execution of the agency's objectives. Diversity management means creating a workplace where differences in heritage, background, style, tradition and views are valued, respected and used to increase organizational capacity. As the workforce becomes more diverse and the environment more open to new ideas and ways of thinking, organizations have found that employees and teams become more effective in processing information, solving problems, and contributing to the organization's mission.



## KRYPIES LLC DIVERSITY PLAN

To enhance KRYPIES LLC's ability to carry out its mission, the company will make diversity management a priority for all executives, managers, and employees. Our goal is for all employees to support the Comprehensive Diversity Management Plan and its objectives. KRYPIES LLC is committed to being the employer of a highly-qualified, diverse, dedicated, and effective workforce. Pursuing this commitment will require being open to new ways of thinking about employee motivation and staff development.

The agency is committed to the following objectives:

- Building a talented, dedicated, diverse workforce;
- Educating the workforce regarding diversity management principles;
- Improving communication throughout;
- Motivating employees to reach their highest potential and to make their greatest contribution to KRYPIES LLC;
- Encouraging employees to offer their views and suggestions toward achieving program and organizational goals without threat of retribution;
- Respecting and appreciating individual differences;
- Creating and maintaining an inclusive approach to all systems, policies, and practices; and
- Selecting the best qualified applicant for the job, regardless of race, national origin, gender, age, disability, religion, sexual orientation, or any other non-merit factors.

### **Role of Leadership**

(Managers and Supervisors) Leaders are responsible for leading change, fostering desired behaviors, and ensuring that:

- Organizational systems, policies, and practices support the vision and are responsive to change;
- The workplace is inclusive; and
- Managing diversity principles are integrated into the operations of the organization.

### **Role of All Employees**

- Support the principles of diversity management;
- Respect others, including differences and similarities in views, styles, backgrounds, etc.; and
- Fully participate in the agency's efforts to foster greater organizational effectiveness and efficiency through the application of the principles of diversity management.

# KRYPIES LLC DIVERSITY PLAN

## INITIAL APPROACH

This Comprehensive Diversity Management Plan represents MYC LLS's initial approach to establish comprehensive diversity management goals and measures, and allows for periodic review of agency accomplishments to determine future focus areas. The Plan is based on the best information currently available about KRYPIES LLC's internal environment and will be reevaluated every 3 years, or as needed.

## DIVERSITY MANAGEMENT STRATEGY AND LINKS TO KEY PLANNING

A Top-Down Business Imperative

The principles of diversity management are embedded in KRYPIES LLC's Strategic Plan and Organizational Values. The schematic below shows the integration of diversity management into KRYPIES LLC's key systems. This integration provides the means to bring diversity management into the core of the agency's business, daily operations, and planning processes. Attachment 1 summarizes areas where KRYPIES LLC's key systems reflect the principles of diversity management



# KRYPIES LLC DIVERSITY PLAN

## GOALS AND MEASURES

The plan goals, along with the performance measures that will be tracked at the agency level, are as follows:

Goal 1 — Recruit diverse employees at all levels.

Outcome Measure - Diversity of new hires at KRYPIES LLC compares favorably to relevant to the commonwealth's labor market (based on Massachusetts economic data programs availability data).

Goal 2 — Develop and retain diverse employees by promoting an environment that values differences.

Outcome Measure 1 - The agency's retention rate by demographic group compares favorably with external retention rates.

Outcome Measure 2 - Employee satisfaction survey results by demographic group compare favorably to survey results of KRYPIES LLC's total workforce.

Goal 3 — Increase the diversity of employees in senior and managerial positions.

Outcome Measure - Consistent with applicable law, representation of minorities and women in senior level and managerial

## LINKS TO KEY PLANNING SYSTEMS

Diversity management links to the following KRYPIES LLC key planning systems are explained in more detail below:

### **KRYPIES LLC's Organizational Values**

KRYPIES LLC's Organizational Values serve as a guide to decision-making and individual conduct. They indicate qualities KRYPIES LLC endorses and how KRYPIES LLC will conduct critical work efforts as well as how it will value and treat its employees. Each of the values embodies the diversity management and inclusion initiatives.

**Integrity** ... in our working relationships, practices and decisions. Excellence ... both in our individual and collective actions.

**Service** ... to the public, and others who are affected by our work.

**Respect** ... for individuals' roles, diversity, and viewpoints.

**Cooperation** ... in the planning, management, and work of the agency.

**Commitment** ... to protecting the public health and safety.

**Openness** ... in communications and decision making.

# KRYPIES LLC DIVERSITY PLAN

## **Strategic Plan**

The Strategic Plan includes five goals: Safety, Security, Openness, Effectiveness, and Management Excellence. Of these, the Management Excellence Goal provides for the use of innovative recruitment strategies, leadership development, enhanced management accountability, creation of a discrimination-free environment, and support for training and development of staff.

## **Performance Plan**

The KRYPIES LLC Performance Plan incorporates the diversity workforce goals of sustaining a high-performing, diverse workforce and achieving a level of workplace diversity that compares favorably with the relevant Commonwealth labor market.

## **Affirmative Employment Plan**

The KRYPIES LLC Affirmative Employment Plan includes four Guiding Principles that embody the principles of diversity management. They include:

- Creating a working environment that is free of discrimination, including harassment, and is accessible to individuals with disabilities;
- Ensuring that agency policies, processes, and procedures provide all employees the opportunity to participate in mission accomplishments, and to compete fairly and equitably for career enhancement and advancement;
- Employing a competent and highly skilled workforce, consistent with the national labor market, and enabling employees to accomplish the agency's mission by providing support, tools, and a positive environment; and
- Recognizing, appreciating and valuing diversity, thereby establishing trust, respect, and concern for the welfare of all employees within the agency

The plan builds on the Guiding Principles of the Affirmative Employment Plan and specifically details those actions that management needs to take to make diversity and inclusion a reality at KRYPIES LLC.

## **Human Capital Strategic Plan**

The agency has established several human capital goals which are embodied in the Human Capital Strategic Plan. The following goals link to the CDMP:

- Develop the agency's current and future leaders.
- Strengthen managerial and supervisory accountability for setting individual and organizational performance expectations and for providing timely and complete feedback.
- Foster a work environment that is free of discrimination & provides opportunities for all employees to optimally use their diverse talents in support of the KRYPIES LLC's mission

## KRYPIES LLC DIVERSITY PLAN

and goals.

Use innovative recruitment, development, and retention strategies to achieve a high quality, diverse workforce with the skills needed to achieve our mission

### **Office Operating Plan**

The office operating plans include activities that management plans to achieve during the fiscal year consistent with the KRYPIES LLC's Performance Plan and Strategic Plan. The operating plans take the overall goals in the Strategic Plan and specify actions that will be taken to accomplish the goals. Several areas are delineated in the operating plans to highlight the diversity and inclusion initiatives

### **EXAMPLES OF EEO AND DIVERSITY MANAGEMENT STRATEGIES**

STRATEGIES — Examples of diversity management strategies are provided for office consideration. Strategies implemented by offices should contribute to the agency's success in diversity management.

#### **GOAL 1.0 - Recruit diverse employees at all levels**

##### STRATEGIES:

- Use diverse panel members to evaluate candidates for vacancies, when possible.
- Strengthen and develop relationships with targeted groups (e.g., minority populations) at historically minority colleges/universities and professional organizations and identify other institutions with large diverse populations.
- Continue to serve as liaison with students and employees, and encourage them to apply for development programs.
- Continue to review and modify recruitment strategies for identifying and attending minority and women job fairs.

#### **GOAL 2.0 - Develop and retain diverse employees by promoting an environment that values differences.**

##### STRATEGIES:

- Communicate strategies to clarify links between diversity management strategies and mission accomplishment.
- Support skills and training needs assessments and the development and implementation of individual development plans (IDPs) consistent with mission priorities and workforce goals.
- Conduct an organizational assessment to determine organizational strengths and areas

## KRYPIES LLC DIVERSITY PLAN

for improvements related to diversity management principles.

- Develop action plans to address any improvement areas identified in the employee satisfaction survey results or based upon office-specific organizational assessment.
- Enhance mechanisms (e.g., discussion groups, staff meetings) where managers and employees can express their ideas and concerns on diversity and work environment issues. Use facilitated support as needed.
- Where appropriate, incorporate best EEO & diversity management practices.
- Support continuous development of managerial leadership, technical, and administrative talent to ensure organizational continuity.

### **GOAL 3.0 - Increase the diversity of employees in senior and managerial positions.**

#### STRATEGIES:

- Support participation of qualified employees in internal and external leadership and executive development programs.
- Provide staff with meaningful career planning, mentoring, and developmental opportunities for exposure to senior management.
- Conduct survey to determine where there may be concerns or problems with fairness in recruitment, developmental opportunities, appraisals, promotions, and awards.
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Krypies LLC acknowledges that specifically named organizations will be contacted and will confirm they can receive the donation we plan on making or will work with the proposed establishment in the furthering of its goals. A letter from all organizations that will be receiving donations will be included or attached to our Diversity Plan. Any actions taken, or programs instituted, by the applicant will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws. Krypies LLC will adhere to the requirements set forth in 935 CMR 500.105(4) which provides the permitted and prohibited advertising, branding, marketing, and sponsorship practices of every Marijuana Establishment; Any actions taken, or programs instituted, by Krypies LLC will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws.

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# KRYPIES LLC DIVERSITY PLAN

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## KRYPIES LLC DIVERSITY PLAN

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## KRYPIES LLC DIVERSITY PLAN

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- Where appropriate, incorporate best EEO & diversity management practices.
- Support continuous development of managerial leadership, technical, and administrative talent to ensure organizational continuity.

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#### STRATEGIES:

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- Provide staff with meaningful career planning, mentoring, and developmental opportunities for exposure to senior management.
- Conduct survey to determine where there may be concerns or problems with fairness in recruitment, developmental opportunities, appraisals, promotions, and awards.
- Identify and address perceived barriers to advancement opportunities.
- Ensure that employees are given challenging assignments to develop executive core qualifications.
- Attract a pool of more diverse applicants for senior positions.
- Select the most qualified candidate regardless of race, national origin, gender, age, disability, religion, sexual orientation, or any other non-merit factor.

**KRYPIES LLC**  
**REVISED DIVERSITY PLAN**

Krypies LLC (hereinafter “KRYPIES”) is committed to hiring and retaining a diverse, dedicated, and effective workforce. KRYPIES will promote equity among all demographics including: Minorities, Women, Veterans, people with disabilities and people of all gender identities and sexual orientation.

**I. GENERAL RECRUITING INITIATIVE**

**Goals:**

1. Recruit and hire individuals that fall in the above listed demographics;
2. Retain individuals that fall in the above listed demographics by providing them with a working environment that values differences and supports diversity;
3. Ensure the success of individuals who fall in the above listed demographics by providing them with the tools to ensure their success and pathways to grow within the company and the Cannabis industry; and
4. Contract with businesses owned by individuals that fall in the above listed demographics, when possible, for necessary products and services.

**Programs:**

1. Recruit new employees from the above listed demographics through recommendations from existing employees, and providing recruiting information to the Immigration Center, the Elizabeth Freeman Center (domestic violence/sexual assault services), MassHire Berkshire Career Center, the Berkshire Stonewall Community Coalition, as well as at job fairs and career centers that focus on individuals that fall in the above listed demographics.
2. Encourage employees to offer their views and suggestions toward improving KRYPIES’s systems, policies, and practices that support individuals that fall in the above listed demographics, without fear of retribution, through quarterly surveys. Summarized results will be distributed to employees for further comment and discussion with management.
3. KRYPIES will pay for employees to participate in at least one Massachusetts Cannabis “event” per year, where they may attend presentations, view exhibits, network with other Cannabis establishment employees and will offer the attendees the opportunity to share their feedback with management.
4. Identify potential partner businesses that are owned by individuals who fall in the above listed demographics through participation in Cannabis events and organizations.

**Measurements:**

1. When Recruiting, KRYPIES will:
  - a. maintain copies of the flyers/posters that are distributed;
  - b. track the number of flyers/posters distributed and their locations;
  - c. track the number of locations that are focused on reaching individuals in the above listed demographics;
  - d. track the dates and times of each recruitment activity;

- e. track number of participants at each activity who seek information from KRYPIES; and
  - f. request the participants at job fairs and recruiting events seeking information from KRYPIES voluntarily state whether they fall into one of the above listed demographics.
- 2. When hiring, KRYPIES will:
  - a. track the number of employees hired who are within the above listed demographics;
  - b. track how these employees were recruited; and
  - c. track the retention of employees who fall within the above listed demographics.
- 3. When surveying employees, KRYPIES will:
  - a. maintain copies of the survey documents and summaries; and
  - b. identify which suggestions were implemented as a result of the surveys.
- 4. When employees are offered the opportunity to attend a Massachusetts Cannabis event, KRYPIES will:
  - a. track the number of employees who participate in each event;
  - b. survey the employees who participated in each event, identifying the number and types of presentations and networking opportunities they attended at the event;
  - c. summarize feedback provided by the employee attendees; and
  - d. track any changes implemented as a result of the suggestions.
- 5. KRYPIES will identify, in their vendor database, the companies whose owners fall in the above listed demographics, and, when possible, will:
  - a. contract with those companies for necessary products and services;
  - b. track the number of companies whose owners fall within the above listed demographics; and
  - c. track the amount spent with each of those companies, individually and in total, on a quarterly basis.
- 6. KRYPIES will review all plans on a quarterly basis to ensure their success in achieving their stated goals. Modifications to improve success will be tracked and implemented, as needed.

## **II. VETERANS' PTSD INITIATIVE**

### **Goals:**

1. To educate Veterans on the beneficial and medicinal effects of Cannabis in the treatment of PTSD, anxiety, insomnia, and treatment of decreased appetite (often suppressed by psychiatric medications). Dr. Ardis Fisch, Medical Director of SaVida Health of Pittsfield, a nationwide opioid addiction clinic, will explain these benefits, and why she recommends THC to avoid the use of opiates, alcohol or crack cocaine.

2. To identify individuals who may be interested in a career in Cannabis cultivation; KRYPIES provides Veterans with hiring preference.

**Program:**

KRYPIES will sponsor Dr. Ardis Fisch to speak on the beneficial and medicinal effects of Cannabis in the treatment of PTSD, anxiety, insomnia, and decreased appetite, sometimes associated with psychiatric medications, as well as how using Cannabis can help control the urge for alcohol, crack cocaine, and opioids, whereby impacting the opioid crisis.

A member of the KRYPIES staff will present information on how and where to legally obtain Cannabis, and how and where to obtain a medical marijuana card in the Pittsfield and North Adams areas. Further, the KRYPIES staff member will present information on employment opportunities in the Cannabis industry and highlight KRYPIES's hiring preference program for Veterans.

Dr. Fisch and KRYPIES staff will conduct a minimum of two (2) educational sessions to Veterans' groups through the Pittsfield and North Adams Veterans' Services Departments and other Veterans' organizations in Pittsfield and North Adams.

**Measurements:**

KRYPIES will promote these events by placing a minimum of thirty (30) posters and/or flyers throughout Pittsfield and North Adams, including, but not limited to the Pittsfield and North Adams Veterans' Services Departments, American Legion Posts and VFW Halls, Vietnam Veterans of America Chapters and at other Veterans' organizations in these areas.

KRYPIES will:

1. maintain copies of the flyers/posters that are distributed for each session, track the number of flyers/posters distributed and their locations;
2. track the dates and times of each educational session;
3. track number of participants at each educational session; and
4. request the participants complete a survey at the end of each educational session.

The information requested will include, but not be limited to:

- i. the participant's city or town residence,
- ii. their interest in employment within the Cannabis industry,
- iii. their likelihood to seek a medical marijuana card or Cannabis products as a result of the education session; and
- iv. and the suggestions for improvement to the education sessions.

KRYPIES will maintain the above information for the Commission's review, as well as identify the number of employees hired as a result of the education sessions.

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



**KRYPIES LLC**  
**2020 Renewal Application**  
**REVISED DIVERSITY PLAN**

Krypies LLC (hereinafter “Krypies”) is in Pittsfield, which is designated as an Area of Disproportionate Impact (hereinafter “ADI”). Krypies is committed to hiring and retaining a diverse, dedicated, and productive workforce. Krypies will promote equity among all demographics, including Minorities, Women, Veterans, people with disabilities, and LGBTQ+.

**Goals:**

1. Krypies will recruit and hire 20% of its workforce from individuals that are minorities, women, veterans, people with disabilities, and LGBTQ+, giving priority to those from Pittsfield and North Adams, the ADIs local to Krypies;
2. Retain individuals that are minorities, women, veterans, people with disabilities, and LGBTQ+, by providing them the working environment that values differences and supports diversity;
3. Ensure the success of individuals who are minorities, women, veterans, people with disabilities, and LGBTQ+, by providing them with the tools necessary for their success and pathways to grow within the company, and the Cannabis industry; and
4. Contract with businesses owned by individuals that are minorities, women, veterans, people with disabilities, and LGBTQ+, giving priority to those from Pittsfield and North Adams, when possible, for necessary products and services.

**Programs:**

1. Recruit new employees who are minorities, women, veterans, people with disabilities, and LGBTQ+, through recommendations from existing employees, the Immigration Center, the Elizabeth Freeman Center (domestic violence/sexual assault services), MassHire Berkshire Career Center, the Berkshire Stonewall Community Coalition, and Veteran’s organizations in Berkshire County, as well as at job fairs and career centers that focus on individuals that fall in the above-listed demographics, giving priority to those from ADIs.
2. Encourage employees to offer their views and suggestions toward improving Krypies’s systems, policies, and practices that support individuals that fall in the above-listed demographics, without fear of retribution, through quarterly surveys. Summarized results will be distributed to employees for further comment, discussion with management, and, if appropriate, implementation.

3. Krypies will compensate employees for their time to attend, and the fees associated with participating in at least one Northeastern Cannabis “event” per year, where they may attend presentations, view exhibits, network with other Cannabis establishment employees and will offer the attendees the opportunity to share their feedback with management.
4. Identify potential partner businesses that are owned by individuals who fall in the above-listed demographics through participation in Cannabis events and organizations.

### **Measurements:**

1. When Recruiting, Krypies will:
  - a. maintain copies of the flyers/posters;
  - b. track the number of flyers/posters distributed;
  - c. track the number of locations focused on reaching minorities, women, veterans, people with disabilities, and LGBTQ+ ;
  - d. record the dates and times of each recruitment activity;
  - e. track number of participants at each activity who seek information from Krypies; and
  - f. request the participants at job fairs and recruiting events seeking information from Krypies voluntarily state whether they are minorities, women, veterans, people with disabilities, and/or LGBTQ+.
2. When hiring, Krypies will:
  - a. track the number of employees hired who are minorities, women, veterans, people with disabilities, and LGBTQ+;
  - b. track how these employees were recruited; and
  - c. track the retention of employees who are minorities, women, veterans, people with disabilities, and LGBTQ+.
3. When surveying employees, Krypies will:
  - a. maintain copies of the survey documents and summaries; and
  - b. identify which suggestions were implemented as a result of the surveys.
4. When employees are offered the opportunity to attend a Massachusetts Cannabis event, Krypies will:
  - a. track the number of employees who participate in each event;
  - b. survey the employees who participated in each event, identifying the number and types of presentations and networking opportunities they attended at the event;
  - c. summarize feedback provided by the employee attendees; and
  - d. track any changes as a result of the suggestions.
5. Krypies will identify, in their vendor database, the companies identify as owned or employ those who are minorities, women, veterans, people with disabilities, and LGBTQ+, and, when possible, will:
  - a. contract with those companies for necessary products and services;
  - b. track the number of companies whose owners minorities, women,

- veterans, people with disabilities, and LGBTQ+; and
  - c. track the amount spent with each of those companies, individually and in total, on a quarterly basis.
6. Krypies will review all plans on a quarterly basis to ensure their success in achieving their stated goals. Modifications to improve success will be tracked and implemented, as necessary, to achieve Krypies's stated goals.

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

### **Potency's Plan for Separating Recreational from Medical Operations**

Potency will sell only recreational marijuana and will not sell medical marijuana; therefore, as there will only be recreational operations, no plan for separation is required.

POTENCY  
PLAN FOR RESTRICTING ACCESS

This Plan will be updated to reflect the most recent changes to 935 CMR 500 et.al. Regulations in effect at the time of Potency LLC's (hereinafter "Potency"), fka Krypies, request for Post Provisional License Inspection.

**LIMITED ACCESS TO MINORS**

Prevent minors entering any portion of Potency licensed premises unless minor has a legitimate business purpose. Potency does not allow minors on the premises. The licensed premises has signs that read "No Minors permitted. All persons present a valid, current driver's license or a personal identification card with a picture that has date of birth clearly visible on the card.

- I. Procedure
  - A. Potency will verify that consumer has a valid, unexpired government-issued photo identification and verify that the consumer is 21 years of age or older by viewing:
    - i. Passport
    - ii. Driver License or State issued Identification Card which may be issued in MASSACHUSETTS or by any other state as long as the license has picture of the person.
    - iii. United States military identification card.
    - iv. Any other identification card issued by a state that bears a picture of persons, the name of the person, the person's date of birth and a physical description of the person.
  - B. The licensed premises have signs placed outside the entry of the premises and at point of sale that read "No Minors Permitted Anywhere on the Premises".
  - C. Exceptions to this rule is if a person is under 21 years of age who has a legitimate business purpose for being on the licensed premises. This individual may be on the premises for a limited period of time in order to accomplish the legitimate business purpose and is accompanied by employee or authorized personnel. This could be a minor who has to be on the premises to make a repair.

POTENCY LLC  
QUALITY CONTROL, PRODUCT SAFETY AND TESTING

This Plan will be updated to reflect the most recent changes to 935 CMR 500 et.al. Regulations in effect at the time of Potency LLC's (hereinafter "Potency"), fka Krypties LLC, request for Post Provisional License Inspection.

No marijuana product, including marijuana, may be sold or otherwise marketed for adult use that is not capable of being tested by Independent Testing Laboratories, except as allowed under 935 CMR 500.000. The product must be deemed to comply with the standards required under 935 CMR 500.160.

## RETURN AND RECALL PROTOCOLS

Marijuana may be returned to us for several reasons:

- it is found to be defective by the patient or recreational user
- it has been recalled by the cultivation facility due to quality concerns with the associated batch

***Product Returned as Unsatisfactory.*** Potency believes that a customer-friendly return policy is essential to all aspects of our operation. We will serve our mission better by supporting the return of products that recreational users find unsatisfactory. Our goal is to develop a policy that neither discourages nor incentivizes returns.

Any products returned for quality reasons are weighed and sent for inspection and analysis. If evidence of pests, contamination, or other defects is found, the inventory tracking system will identify all products derived from batch (regardless of whether they are still in our retail facility or have been sold to a consumer), allowing us to require the cultivator to order wider testing and remediation, to protect inventory from sale, to dispose of inventory as needed, and recall products when necessary.

Cultivators will be informed of our return policies and rules both verbally and in writing.

We will immediately remove from sale all product from the same batch that we suspect is contaminated and/or unsuitable for sale.

***Recalled Marijuana.*** We will immediately remove from sale any product that has been recalled by a cultivator and/or the Commission.

## DISPOSAL AND DESTRUCTION PROTOCOLS

Marijuana may be destroyed under the following circumstances:

- if it is found by internal quality control assessments to be infected or contaminated or fails to meet other quality control standards,
- if it is recalled due to batch-related quality control concerns,

POTENCY LLC  
QUALITY CONTROL, PRODUCT SAFETY AND TESTING

- if it is returned by a consumer because
  - it was found to be defective,
  - if Potency's license expires without being renewed or is revoked.

***Procedures for Destroying Marijuana.*** Potency will work with local law enforcement to develop policies and procedures for the lawful destruction of marijuana. Our first choice is to turn unusable marijuana over to local law enforcement for destruction. We would arrange for them to take possession of it on certain specially or regularly arranged days.

Our second choice is to process defective marijuana and marijuana products in-house by degrading then into a wholly unusable form: grinding and soiling marijuana waste with non-consumable solid wastes. In this form, marijuana waste can be disposed of at a Pittsfield and Massachusetts approved waste facility.

Whenever marijuana is turned over to the police for destruction, an inventory record is generated indicating:

- the control numbers associated with the marijuana turned over for destruction,
- the reason it was turned over for destruction,
- the names and signatures of the law enforcement officials receiving the marijuana,
- the amount turned over, and
- the date and time it was turned over.

The Inventory Control Agent must be present for the inventory transfer and must, along with at least one other employee acting as witness, sign a printed record of inventory transfer, which will be kept as a hard copy or electronically as a scanned facsimile for not less than five (5) years.

Whenever marijuana is destroyed on site, an inventory record is generated indicating:

- the control numbers associated with the marijuana destroyed,
- the reason it was destroyed,
- the manner in which it was destroyed,
- the amount destroyed,
- the date and time it was destroyed, and
- those present during the destruction.

The Inventory Control Agent must be present for all on-site destruction and must, along with at least one other employee acting as witness, sign a printed record of disposal, which will be kept as a hard copy or electronically as a scanned facsimile for not less than five (5) years.

POTENCY LLC  
QUALITY CONTROL, PRODUCT SAFETY AND TESTING

## **TESTING REQUIREMENTS**

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### **LABORATORY TESTING**

All marijuana and marijuana products, including edibles must be tested, in an Independent Testing Laboratory prior to being sold. Potency requires its suppliers comply with the Commonwealth of Massachusetts Testing Standards.

### **PRODUCT RECALLS**

Potency will recall all marijuana and marijuana products, including all product made from the same batch of marijuana, when advised the marijuana and marijuana products fail to meet potency requirements, are unsafe for human consumption, for which the labeling of the tetrahydrocannabinol and cannabidiol concentration is inaccurate, or when advised by a cultivator and/or the Commission of a recall.



POTENCY LLC  
PERSONNEL POLICIES

This Plan will be updated to reflect the most recent changes to 935 CMR 500 et.al. Regulations in effect at the time of Potency LLC's (hereinafter "Potency"), fka Krypies LLC, request for Post Provisional License Inspection.

## **1.5 WORKFORCE/OPERATIONS SECURITY**

Making sure that our routine operations follow secure procedures is as important as physically securing the retail store and having emergency response procedures in place. Consistent, proactive operational security policies and procedures greatly reduce the likelihood that emergencies will arise.

### **1.5.1 Staffing Structure and Current Employee Roster**

We expect to employ at least 8-10 at the store. For any positions that have already been filled, we provide the names and biographies of the persons hired.

### **1.5.2 Background Screening**

We will perform background checks on all employees, volunteers, principals, directors, and board members. We will also perform background checks on any contractors or vendors who regularly work within the facility or will be employed there for an extended time. Copies of any public records obtained through the background check process will be provided to the individual concerned. To ensure transparency, the entire background checking process will be conducted by a third-party.

We will not employ anyone who has been convicted of a felony except for the purposes of the Marijuana Program as an "excluded felony offense." Also, we elect not to engage any contractors or vendors who would have access on a regular basis or for an extended time to restricted areas of our facility if they have been convicted of any excluded felony offenses.

1. Potency will ensure employees are at least 21 years of age.
2. Potency will obtain age of applicant on each employee application.
3. A copy of applicant's valid, unexpired Massachusetts driver's license will be made and attached to each employment application.
4. If employee will be working in capacity of "transporter", a copy of current auto insurance will be placed in employee and verified that insurance meets states minimum standard.
5. A Level 2 criminal background check including the disqualifying offense
6. Individuals will submit a full set of fingerprints to the department, vendor, entity, or agency authorized for processing by the state which may be forwarded to the FBI

### **1.5.3 Personnel Records**

We will maintain personnel records for each employee, agent, or volunteer that includes:

- Application,
- Documentation of all required training,
- A signed statement from the individual indicating the date, time, and place that he or she received training and the topics discussed, including the name and title of the presenters, and

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- Record of any disciplinary action taken against employee at any time during employment.
- These personnel records will be maintained for a period of at least six months past the end of the individual's affiliation with us.

Record Keeping. Records of a Marijuana Establishment must be available for inspection by the Commission, upon request. The records of a Marijuana Establishment shall be maintained in accordance with generally accepted accounting principles. Written records that are required and are subject to inspection include, but are not necessarily limited to, all records required in any section of 935 CMR 500.000, in addition to the following:

- (a) Written operating procedures as required by 935 CMR 500.105(1);
- (b) Inventory records as required by 935 CMR 500.105(8);
- (c) Seed-to-sale tracking records for all marijuana products as required by 935 CMR 500.105(8)(e);
- (d) The following personnel records:

1. Job descriptions for each employee and volunteer position, as well as organizational chart consistent with the job descriptions

2. A personnel record for each marijuana establishment agent. Such records shall be maintained for at least 12 months after termination of the individual's affiliation with the Marijuana Establishment and shall include, at a minimum, the following:

- a. all materials submitted to the Commission pursuant to 935 CMR 500.030(2);
- b. documentation of verification of references;
- c. the job description or employment contract that includes duties, authority, responsibilities, qualifications, and supervision
- d. documentation of all required training, including training regarding privacy and confidentiality requirements, and the signed statement of the individual indicating the date, time, and place he or she received said training and the topics discussed, including the name and title of presenters;
- e. documentation of periodic performance evaluations;
- f. a record of any disciplinary action taken; and
- g. notice of completed responsible vendor and eight-hour related duty training.

3. A staffing plan that will demonstrate accessible business hours and safe working conditions;

4. Personnel policies and procedures; and

5. All background check reports obtained in accordance with 935 CMR 500

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#### **1.5.4 Training and Drills**

Security and emergency response training is only part of the comprehensive training required for all employees. Training will also cover:

- Marijuana laws and regulations,
- Personal safety, fire safety, and crime prevention
- Basics of Marijuana
- Dispensing procedures

Employees will be tested on training content and must pass the test by their third attempt in order to remain employed. All staff will also go through periodic refresher seminars, as well as new training on any policy updates or changes in procedure. All emergency procedures will be rehearsed in periodic drills

Employees will be tested on training content and must pass the test by their third attempt in order to remain employed. All staff will also go through periodic refresher seminars, as well as new training on any policy updates or changes in procedure. All emergency procedures will be rehearsed in periodic drills.

In addition to training and periodic drills, all employees will receive official Company reference material, written in plain English and presented in an easy-to-use outline format, explaining all our operational, safety, and security policies and protocols.

In developing our official safety and security policies, we will consult with local law enforcement. We will also work with local police to develop effective ongoing employee training seminars and practices. Especially in developing our policies and training procedures on crime prevention and security threat response, we will seek the involvement of local law enforcement.

#### **1.5.5 Business Hours**

Our retail location will be open to the general public. Potency will operate seven days per week. Hours will be Monday-Saturday 9am – 8pm and Sunday 10am – 6pm.

#### **1.5.6 Security of Keys and Key Codes Policy**

Policy to describe procedure for the distribution and securing of keys/key codes provided by licensee and/or authorized representatives to employee and the procedure to be followed upon termination of employment to security to the licensed premises. It is the Policy of Potency to maintain the security of all keys and or key codes to any enclosed area. The licensee and / or authorized representative of Potency may provide a key(s) and/or key codes to designated employees. Upon termination, key shall be surrendered and key codes voided to main security upon the licensed premises.

##### **I. Procedure**

- a. Licensee and or authorized representative of Potency may distribute keys and/or key codes to designated employees. These keys or key codes are to be used exclusively for the opening of exterior and interior doors at the opening of each business day and to secure the premises at the close of each business day.

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- b. When a key or key code is distributed to an employee, the “Key/Key Code Distribution” form will be completed, updated for any changes, and kept in the employee’s file and a copy placed in “Key/Key Code Distribution file”. This form timed and dated form is signed by the employee acknowledging the receipt of key, explicit use of key/codes and policy to contact management immediately for all lost or stolen keys.
  - i. Employee agrees to use key exclusively for intended purpose and will not share key with other employees without exclusive permission by Licensee in the event of an unusual circumstance.
  - ii. Employee will attempt to have a duplicate made.
  - iii. Employee understands that there will be a periodic inspection to assure employees possess keys assigned and none are lost.
  - iv. Employee agrees to keep unique key code confidential and will not share key codes with other employees.
  - v. The sharing of keys or key codes may lead to immediate termination
- c. Should an employee in possession of a key terminate employment without surrendering the key to the licensee or authorized, a lock smith will be called and shall change the key cylinder to all exterior/interior doors with the intent to be completed by the close of said business day. Key codes will be voided.
- d. Keys shall be kept on a secure ring and to remain in the possession of the licensee/authorized representative during business hours.

### 1.5.7 Workplace Safety and Accident Prevention

A Workplace Accident and Injury Reduction Program will be put in place to ensure the appropriate controls are in place to maintain internal safety. A Program Manager will be identified and will have authority and responsibility for the overall implementation and execution of the program. All Managers and Team Leads will be charged with maintaining safe working conditions thru the policy described below.

#### 1.5.7.1 Program Manager Responsibilities

The Program Manager will be responsible for ensuring the complete and thorough implementation of all internal safety procedures related to employees. Below is a summary of the Program Manager’s Responsibilities.

- **Complete Start-Up Checklist** – Create a start-up checklist of safety hazards to monitor and determine the correct method for compliance. Perform all of the tasks identified on the startup checklist.
- **Track Corrective Actions to Completion** - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the General Manager any required corrective actions that are not completed in a timely manner.
- **Injury Reporting and Recording** – All injuries and fatalities will be reported in accordance with OSHA and Massachusetts State Law.

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- **Notify Accident Investigator** - Notify the appropriate accident investigator of all accidents, injuries, illnesses and near miss incidents. File documentation of completed investigations in the Accident Investigations folder.
- **Team lead and Manager Safety Training** - Ensure that all team leads and managers are aware of their responsibilities under this Workplace Accident and Injury Reduction Program. Ensure that all team leads and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.
- **New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices and perform all of the training required. Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). File the completed form in the [Safety Training] folder.
- **Start-up Safety Training** - Ensure that all employees receive initial safety training when this Workplace Accident and Injury Reduction Program are first established.
- **Hazard, Control and Personal Protective Equipment Changes** - Update this Workplace Accident and Injury Reduction Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use.
- **Perform Annual Review** - Review the effectiveness of this program every year by completing the Program Review Checklist. Report the results of the review to the General Manager and place the completed checklist in the [Program Reviews] file.
- **Disseminate Internal Safety Inspections** - Ensure that all safety inspections which are not performed by the safety committee are provided to the safety committee for review
- **Disseminate External Safety Inspections** - Ensure that the results of third-party safety inspections (e.g. government, insurance company, etc.) are provided to the safety committee for review.
- **Disseminate Accident Investigations** - Provide the safety committee with the results of any accident/near miss investigations, which weren't performed by the committee itself for review.
- **Maintain Workplace Accident and Injury Reduction Program Files** - Ensure that all documentation generated by this program is properly filed.
- **File Safety Inspections** - Review all safety inspection checklists to verify that all hazards identified during the inspection have been corrected. Provide copies of the inspection checklists to the Safety Committee for discussion at the next meeting. File completed safety inspection checklists in the [Safety Inspections] folder.

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**1.5.7.2 All Managers and Team Leads**

Potency recognizes that safety falls on the community. Therefore, in addition to the Program Manager, all managers and team leads will be required to adhere to the following program to ensure that the workplace remains safe and the appropriate monitoring and disciplinary mechanisms are in place.

This section identifies who is responsible for implementing each element of this Workplace Accident and Injury Reduction Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

- **Set A Good Example** - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.
- **Follow-up on Unsafe Condition Reports** - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Workplace Accident and Injury Reduction Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Workplace Accident and Injury Reduction Program Manager. Inform the Workplace Accident and Injury Reduction Program Manager in writing when appropriate corrective actions are implemented.
- **Enforce Code of Safe Practices** - Discipline employees who do not comply with the Code of Safe Practices or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:
  - Verbal warning and retraining for first offense
  - Written warning for second offense (place copy in employee's personnel file)
  - Suspension without pay or termination for subsequent offenses Refusal to Perform Dangerous Work and Reporting Dangerous Conditions.
  - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program.
- **Imminent Hazards** - In the event of an imminent hazard, which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Workplace Accident and Injury Reduction Program Manager.
- **Process Changes** - Notify the Workplace Accident and Injury Reduction Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Workplace Accident and Injury Reduction Program may need to be updated to accommodate the process changes.

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**1.5.7.3 Code of Safe Work Practices**

Below is the Code of Safe Work Practices that will be provided to all employees.

- 1. Follow All Safety Rules** - All employees must work safely and follow all safety rules.
- 2. Workplace Accident and Injury Reduction Program Available** - Mass Yield Cultivation LLC will have a written Workplace Accident and Injury Reduction Program that describes in detail the policies and procedures which are used to provide a safe work place.
- 3. Report Unsafe Conditions or Actions** - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.
- 4. Report all Injuries** - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Do not disturb or cleanup the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.
- 5. Don't Work When Impaired** - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs are strictly prohibited.
- 6. Housekeeping** - Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible.
- 7. No Horseplay** - Horseplay is forbidden.
- 8. Threats and Violence are Prohibited** - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.
- 9. Fire Extinguishers** - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor,
- 10. Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.
- 11. Computer Ergonomics** - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front them so that they can work without twisting. The keyboard should be

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just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a footrest if their feet don't rest flat on the ground. Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.

- 12. Minimize monitor glare** - Employees should arrange their workspace so that there is not excessive glare on their monitor screen from lights or windows.
- 13. Follow Security Procedures** - Employees must strictly follow all security procedures. Report any security lapses to your supervisor immediately.
- 14. In the Event of a Robbery** - Remain calm.
- 15. Inspect Power Cords** - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Report all problems with electrical equipment to your supervisor.
- 16. Additional Information** - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area. Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

### **1.5.8 Emergency Management**

Define the standards for Emergency Communication and define how personnel should respond to an emergency.

#### **Emergency Communication/Response**

Emergency situations and disasters can range from fires, robbery, injury, and severe weather, to security breaches and vandalism. Potency will have an emergency response team who will manage all aspects of the given emergency. Initial emergency protocols are should always be followed first (security system activated, 911 called, etc.). Once an emergency is identified, the team will be responsible for communication to leadership, employees, and the community. The responsibilities for emergency communications are outlined below:

- Launch immediately after an emergency is identified.
- Provide a brief to senior management on the situation.
- Identify and brief the company spokesperson of the situation.
- Employee contacts will be stored in a single location and we will utilize a phone tree to cascade down relevant information to employees.
- Communicate situation information and procedural instructions to employees and other stakeholders.
- Communicate with employee families and the local community.
- Continually adapt to changing events associated with the emergency.



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**Emergency Exit Protocol**

In the event of an emergency, the building may require evacuation. Situations requiring evacuation could be, but are not limited to the following:

- Natural gas leak
- Flammable liquid spill/and or release
- Power line failure
- Active Shooter/Hostage situation
- Hazardous chemical spill/and or release
- Flooding
- Fire alarm

**Building Evacuation**

- All building evacuations will occur when an alarm sounds and/or upon notification by Potency, Police Officer, or Fire Department personnel.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Elevators should never be used during an emergency evacuation situation.
- Assist persons with disabilities in exiting the building. Two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs.
- If persons with disabilities cannot be transported from the building without using an elevator – assist person with disabilities to a safe area, notify emergency personnel immediately.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there. This designated area should be pre-determined by an office manager or supervisor.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Immediately notify emergency personnel of any injured persons and individuals remaining, in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel.

**Access for Emergency Response Units:**

All Emergency Personnel will have access to all ingress and egress emergency entrance and exits at all hours of the day. If emergency units need to enter location during Off Hours, facility surveillance system has the ability to unlock doors through a wireless operating system.

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### 1.5.8.1 Security Scenarios and Response

| Scenario                          | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Robbery</b>                    | <ul style="list-style-type: none"> <li>In the event of a robbery, all employees should remain calm and cooperate with the robber.</li> <li>If they are able to access the security system unnoticed without risk to their safety, they should do so.</li> <li>If they cannot access the security system, then they should continue to cooperate until the robber leaves. At that point, immediately activate the security system and/or dial 911.</li> </ul> |
| <b>Data Breach</b>                | <ul style="list-style-type: none"> <li>If a data breach is identified, the IT partners who manage the network should be contacted.</li> <li>Employees should identify what data was stolen and understand specifically what information was lost in the breach.</li> <li>Change all passwords.</li> <li>Contact relevant financial institutions if banking information is compromised.</li> </ul>                                                            |
| <b>Theft</b>                      | <ul style="list-style-type: none"> <li>If theft is identified, it should be immediately reported to a supervisor for investigation. The supervisor should identify what is missing and review security footage for breaches.</li> <li>In the event that marijuana product is missing, it should be reported to the local authorities.</li> </ul>                                                                                                             |
| <b>Workplace Accident</b>         | <ul style="list-style-type: none"> <li>In the event of a critical workplace accident, the alarm should be sounded right away and dial 911. After this, the workplace accidents should immediately be reported to a supervisor.</li> </ul>                                                                                                                                                                                                                    |
| <b>Chemical Contact with Eyes</b> | <ul style="list-style-type: none"> <li>Individuals should immediately proceed to the eyewash station to begin rinsing procedures.</li> <li>In the event of critical injury, 911 should be dialed for emergency medical assistance.</li> <li>The supervisor should be contacted to investigate.</li> </ul>                                                                                                                                                    |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chemical Spill on a Person</b> | <ul style="list-style-type: none"> <li>Individuals should immediately proceed safety shower to begin rinsing procedures.</li> <li>In the event of critical injury, 911 should be dialed for emergency medical assistance.</li> <li>The supervisor should be contacted to investigate.</li> </ul>                                                                                                                                                                                                                                                                                                                                               |
| <b>Fire</b>                       | <ul style="list-style-type: none"> <li>In the event of a fire, employees should refer the Fire Plan located in <a href="#">Section 5</a> of this document. Generally speaking, employees should assist any person in immediate danger to safety</li> <li>Activate the building fire alarm system or notify the fire department by dialing 911</li> <li>Only after having done these two things, if the fire is small, you may attempt to use an extinguisher to put it out. You should always be certain that you will not endanger yourself or others when attempting to put out a fire.</li> <li>The building should be evacuated</li> </ul> |
| <b>Power Outage</b>               | <ul style="list-style-type: none"> <li>The building will be equipped with back-up power so that the facility equipment and security systems will be on at all times 24/7</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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PERSONNEL POLICIES

|                                   |                                                                                                                                                                                                                                 |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Gas Leak or Chemical Spill</b> | <ul style="list-style-type: none"><li>• Alarm should be sounded, 911 dialed, and the building evacuated.</li></ul>                                                                                                              |
| <b>Active Shooter</b>             | <ul style="list-style-type: none"><li>• Employees should Run/Escape, hide if escape is not possible, and Fight as a last resort.</li><li>• As employees are able, the alarm should be sounded, and building evacuated</li></ul> |

### 1.5.9 Employee Health: Personal Hygiene

The purpose of this Policy is to define the standards for Employee Personal Hygiene.

All persons

coming into contact with food must wash their hands following CDC recommendations.

- Before, during, and after preparing food
- Before eating food
- Before and after treating a cut or wound
- After using the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After touching garbage
- How?
  - Wet hands with clean running water (warm or cold) and apply soap.
  - Rub hands together to make a lather and scrub them well; be sure to scrub the backs of hands, between fingers, and under nails.
  - Continue rubbing hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
  - Rinse hands well under running water.
  - Dry hands using a clean towel or air dry.
- Hand sanitizers are not effective when hands are visibly dirty.
- How should you use hand sanitizer?
  - Apply the product to the palm of one hand.
  - Rub your hands together.
  - Rub the product over all surfaces of your hands and fingers until your hands are dry.
  - Gloving is not a substitution for handwashing.
- All personnel shall follow the color-coding system for frocks and aprons
  - white long jackets are to be used in the raw prep room
  - blue long jackets are to be used in the kitchen
  - lab workers must use scrubs

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PERSONNEL POLICIES

- All personnel must follow the following guidelines
  - hair must be covered at all times when out on the production floor
  - no jewelry may be worn on any part of the arms or hands
  - any earrings must be contained within the hair covering. No earrings may dangle past the bottom of the earlobe
  - all necklaces must be tucked into the neckline of clothing. No part of the necklace may be visible
  - clothing worn under coats must be in good working order and must not have appliques or other construction that could come loose and fall into the product. Clothing must cover body hair.
  - Clothing and coats must be changed as necessary to prevent creation of unsanitary conditions.

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RECORDKEEPING

This Plan will be updated to reflect the most recent changes to 935 CMR 500 et.al. Regulations in effect at the time of Potency LLC's (hereinafter "Potency"), fka Krypies LLC, request for Post Provisional License Inspection.

## **6.2 TRACKING AND RECORDKEEPING OF DAILY OPERATIONS**

Daily operations are defined by critical transitions: opening for business, harvesting or packaging plants, acquiring, selling, delivering, or disposing of inventory, closing for the day, etc. The inventory tracking system will be designed to enable us to document inventory status/flow for each critical transition event:

- I. Procedure:
  - a. Those involved in handling the inventory must identify themselves to the system with a secure authentication procedure (e.g., a unique employee password or electronically- readable ID).
  - b. The type of transition event will be indicated and the inventory is identified by electronic reading of its tracking number.
  - c. The system automatically aggregates inventory by the types of transitions through which it passes (all sales, all deliveries, etc.) and by time of day (e.g., the disposition of any and every product at 3:00 pm: in transit, sold, etc.).
  - d. The following events will be tracked:
    - i. Beginning inventory,
    - ii. Inventory Receipts
    - iii. Sales,
    - iv. Disbursements,
    - v. Deliveries
    - vi. Returns,
    - vii. Disposals, and
    - viii. Closing Inventory.
  - e. Where applicable (e.g., whenever loose inventory is being handled), authorized personnel will determine the weight of the product, entering it into the system. In this way the flow of inventory through our facility is fully documented in real time.

## **6.3 TIME AND ATTENDANCE**

Potency administrates time and attendance via a time and attendance system. General Managers should use the scheduling tool <http://wheniwork.com/> to create employee schedules.

- I. Procedure
  - a. The employee is setup to utilize the Time Clock function in a time and attendance system by the General Manager via the Administration / User Administration function
  - b. Employee logs on to time and attendance system with their credentials and then logs in again under the Time Clock tab. The system tracks their hours based on when they log in for their shift and when they log out.

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- c. Exceptions to the time clock are documented on a Time Clock Exception Form and must be approved by the Team Lead on-duty. Exception forms are forwarded to the General Manager for inclusion in payroll administration.

## **6.4 PAYROLL**

Potency utilizes (to be determined) for payroll processing. Our payroll process is run every two weeks:

- I. Procedure
  - a. Subscribe to the payroll system and setup your club and employees online via their instructions.
  - b. Every two weeks run the Time Clock report in time and attendance system per the date range for the pay period.
  - c. General Manager audits, makes any needed manual entries, and approves payroll report.
  - d. COO audits and inputs the approved report into the payroll system, adjusts for overtime, bonus, spiff payments and corrections to previously payroll periods.
  - e. Checks and direct deposit receipts are overnighted from payroll company to Potency. Delivery requires a signature.
  - f. Checks are signed by the COO and they, along with direct deposit receipts, are enveloped and secured in a locked location for distribution.
  - g. Manual checks are handed out to employees personally or by mail as are direct deposit receipts.

## **6.5 ACCOUNTING**

Accounting practices are done in accordance with GAAP rules. Potency uses both internal resources as well as outside professional services to maintain integrity, transparency, and compliance.

The General Manager and COO retain primary responsibility and accountability for establishing internal controls and secure, accurate financial information to appropriate outside services. It is expected that accurate records are maintained in time and attendance and QuickBooks. Additionally, lockable filing cabinets and control of hardware and software access to financial information.

Finally, a CPA firm is contracted for general accounting services based on references, types / sizes of business' in the firm's current client base, and their fee structures.

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RECORDKEEPING

## **6.6 SALES AND CASH MANAGEMENT**

- I. Procedure
  - a. Sales and Cash Management
    - i. Team Lead or Management member is responsible for Cash Handling
    - ii. Print Register Reports out of POS SYSTEM and balance all cash drawers to \$400 as part of evening closing procedures
    - iii. Reconcile daily cash, checks, and gift card amounts to Register Reports
    - iv. Put bagged cash, checks, gift cards and their associated Register Reports in safe
  - b. Daily Sales Reporting
    - i. Designated Team Lead or Manager is responsible for daily sales reporting
    - ii. Reconcile daily cash, checks and gift card amounts to the Register Reports to validate previous night's closing activities
    - iii. Print day's Revenue Report, Deposit Report, and Sales by Category Report from time and attendance system
    - iv. Daily Sales Template (Excel Spreadsheet)
      1. Enter sales by revenue categories time and attendance system Revenue Report
      2. Enter sales tax calculations from time and attendance system Revenue Report
      3. Enter Cost of Goods Sold by revenue categories from time and attendance system Sales by Category Report
      4. Enter Credit Card, Drawer Cash, and Gift Card transactions from the Deposit Report (report any over/under cash amounts)
      5. Save completed Daily Sales Template, by date, to Potency shared drive, Daily Reports
      6. Utilizing the Daily Sales Report Spreadsheet, make daily journal entry into QuickBooks
    - v. Designated Team Lead or Manager fills out deposit slip noting the day's reporting date and makes daily bank deposit

## **6.7 MONTH END TASKS**

- I. Procedure
  - a. Provide the following items to accounting firm
  - b. Ongoing access to Daily Sales Reports (Cloud)
  - c. PAYROLL SYSTEM Summary Report for both pay periods (Chan & Holdings)
  - d. POS Report w/categories added (Online Sales)
  - e. Bank statements (Chan & Holdings)
  - f. Month end physical inventory report (POS SYSTEM)
  - g. Memberships Report for the month (POS SYSTEM)
  - h. Approve and publish monthly financial report to Board Members

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FINANCIAL RECORDKEEPING

This Plan will be updated to reflect the most recent changes to 935 CMR 500 et.al. Regulations in effect at the time of Potency LLC's (hereinafter "Potency"), fka Krypties LLC, request for Post Provisional License Inspection.

## **6 INTEGRATED ACCOUNTING & TRANSACTIONAL SYSTEMS**

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### **6.1 MAINTENANCE OF FINANCIAL AND BUSINESS RECORDS**

The purpose of this policy is to outline recordkeeping requirements in the rules to ensure Potency remains in compliance and records are accurate and transparent. The Licensee of Potency will maintain records that clearly reflect all financial transactions and the financial conditions of the business.

I. Procedure

The following records will be kept and maintained for a duration of seven years. These records will be made available for inspection if requested by an employee of the Cannabis Control Commission (CCC) or the Commonwealth of Massachusetts Department of Revenue.

- A. Records will be kept in a manner that allows the records to be produced for the Commission in a hard copy or electronic form
- B. Documentation of all financial transactions related to the licensed business.
  - i. Bank statements
  - ii. Sales Invoices
  - iii. Receipts
  - iv. Tax Records
  - v. All records required by the Commonwealth of Massachusetts Department of Revenue.
- C. Purchase invoices and supporting documents for items and services purchased for use in the production, processing, research, testing and sale of marijuana items that include from whom the items were purchased and the date of purchase.
- D. Personnel Records including:
  - i. Employee's full name,
  - ii. Social security or individual taxpayer identification number
  - iii. Date employment begins
  - iv. Date of termination of employment if applicable
- E. Training Records including:
  - i. Content of the training provided
  - ii. Name of the employees that received training
  - iii. The date in which the employee received track and trace training
- F. Contract regarding commercial cannabis activity
  - i. Agreements for services performed
  - ii. Agreements for services received



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- G. Permits for operation
  - i. Seller's Permit
  - ii. Local Authorization to conduct the licensee's commercial cannabis activity
- H. Security Records
  - i. Incident logs
- I. Destruction of Cannabis
  - i. Any records related to the destruction of cannabis products
- J. Track and Trace
  - i. Any documents required to support the track and trace system
- K. Any other relevant documents in connection with the licensed commercial cannabis business

## POTENCY LLC QUALIFICATIONS AND TRAININGS

This Plan will be updated to reflect the most recent changes to 935 CMR 500 et.al. Regulations in effect at the time of Potency LLC's (hereinafter "Potency"), fka Krypties LLC, request for Post Provisional License Inspection.

### **Qualification and Intended Trainings for Agents**

Potency will train every employee in accordance with the Commonwealth of Massachusetts laws and regulations. A responsible vendor training solution will be obtained and implemented after license approval. The program will be an accepted vendor training method per Massachusetts requirements and shall adhere by the following:

#### Marijuana Establishment Agent Training.

(a) Marijuana Establishments shall ensure that all marijuana establishment agents' complete training prior to performing job functions. Training shall be tailored to the roles and responsibilities of the job function of each marijuana establishment agent, and at a minimum must include a Responsible Vendor Program under 935 CMR 500.105(2)(b). At a minimum, staff shall receive eight hours of on-going training annually.

#### (b) Responsible Vendor Training.

1. On or after July 1, 2019, all current owners, managers and employees of a Marijuana Establishment that are involved in the handling and sale of marijuana for adult use at the time of licensure or renewal of licensure, as applicable, shall have attended and successfully completed a responsible vendor program to be designated a "responsible vendor."
2. Once a licensee is designated a "responsible vendor," all new employees involved in the handling and sale of marijuana for adult use shall successfully complete a responsible vendor program within 90 days of hire.
3. After initial successful completion of a responsible vendor program, each owner, manager, and employee involved in the handling and sale of marijuana for adult use shall successfully complete the program once every year thereafter to maintain designation as a "responsible vendor."
4. Administrative employees who do not handle or sell marijuana may take the "responsible vendor" program on a voluntary basis.
5. Marijuana establishments must maintain records of responsible vendor training program compliance for four years and make them available to inspection by the Commission and any other applicable licensing authority upon request during normal business hours.

#### Certification Training Program Standards.

- a. No owner or employee of a responsible vendor program shall have an interest in a licensed Marijuana Establishment;
- b. Program providers shall submit their programs to the Commission every two years for approval as a responsible vendor program;

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- c. The program shall include at least two hours of instruction time;
- d. The program shall be taught in a real-time, interactive classroom setting where the instructor is able to verify the identification of each individual attending the program and certify completion of the program by the individual identified;
- e. The program provider shall maintain its training records at its principal place of business during the applicable year and for the following three years;
- f. The provider shall make the records available for inspection by the Commission and any other applicable licensing authority upon request during normal business hours;
- g. The program shall provide written documentation of attendance and successful passage of a test on the knowledge of the required curriculum for each attendee;
- h. Attendees who can speak and write English must successfully pass a written test with a score of 70% or better;
- i. Attendees who cannot speak or write English may be offered a verbal test, provided that the same questions are given as are on the written test and the results of the verbal test are documented with a passing score of 70% or better; and
- j. Program providers shall solicit effectiveness evaluations from individuals who have completed their program.

7. Certification Training Class Core Curriculum.

- a. Discussion concerning marijuana's effect on the human body. Training shall include:
  - i. Marijuana's physical effects based on type of marijuana product;
  - ii. The amount of time to feel impairment;
  - iii. Visible signs of impairment; and
  - iv. Recognizing the signs of impairment.
- b. Diversion prevention and prevention of sales to minors, including best practices;
- c. Compliance with all tracking requirements; and
- d. Acceptable forms of identification. Training shall include:
  - i. How to check identification;
  - ii. Spotting false identification;
  - iii. Medical registration cards issued by the DPH;
  - iv. Provisions for confiscating fraudulent identifications; and
  - v. Common mistakes made in verification.
- e. Other key state laws and rules affecting owners, managers, and employees, which shall include:
  - i. Local and state licensing and enforcement;
  - ii. Incident and notification requirements;
  - iii. Administrative and criminal liability;
  - iv. License sanctions and court sanctions;
  - v. Waste disposal;
  - vi. Health and safety standards;
  - vii. Patrons prohibited from bringing marijuana onto licensed premises;
  - viii. Permitted hours of sale;

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- ix. Conduct of establishment;
  - x. Permitting inspections by state and local licensing and enforcement authorities;
  - xi. Licensee responsibilities for activities occurring within licensed premises;
  - xii. Maintenance of records;
  - xiii. Privacy issues; and
  - xix. Prohibited purchases and practices.
- f. Such other areas of training determined by the Commission to be included in a responsible vendor training program.

### **Training and Drills**

Security and emergency response training is only part of the comprehensive training required for all employees. Training will also cover:

- Marijuana laws and regulations,
- Personal safety, fire safety, and crime prevention
- Basics of Marijuana Cultivation
- Harvesting and Trimming of Marijuana

Employees will be tested on training content and must pass the test by their third attempt in order to remain employed. All staff will also go through periodic refresher seminars, as well as new training on any policy updates or changes in procedure. All emergency procedures will be rehearsed in periodic drills.

In addition to training and periodic drills, all employees will receive official Company reference material, written in plain English and presented in an easy-to-use outline format, explaining all our operational, safety, and security policies and protocols.

In developing our official safety and security policies, we will consult with local law enforcement. We will also work with local police to develop effective ongoing employee training seminars and practices. Especially in developing our policies and training procedures on crime prevention and security threat response, we will seek the involvement of local law enforcement

### ***Program Manager Responsibilities***

The Program Manager will be responsible for ensuring the complete and thorough implementation of all internal safety procedures related to employees. Below is a summary of the Program Manager's Responsibilities.

- **Complete Start-Up Checklist** – Create a start-up checklist of safety hazards to monitor and determine the correct method for compliance. Perform all of the tasks identified on the start-up checklist.
- **Track Corrective Actions to Completion** - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to

## POTENCY LLC QUALIFICATIONS AND TRAININGS

the General Manager any required corrective actions that are not completed in a timely manner.

- **Injury Reporting and Recording** – All injuries and fatalities will be reported in accordance with OSHA and Massachusetts State Law.
- **Notify Accident Investigator** - Notify the appropriate accident investigator of all accidents, injuries, illnesses and near miss incidents. File documentation of completed investigations in the Accident Investigations folder.
- **Team lead and Manager Safety Training** - Ensure that all team leads and managers are aware of their responsibilities under this Workplace Accident and Injury Reduction Program. Ensure that all team leads and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.
- **New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices and perform all of the training required. Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). File the completed form in the [Safety Training] folder.
- **Start-up Safety Training** - Ensure that all employees receive initial safety training when this Workplace Accident and Injury Reduction Program are first established.
- **Hazard, Control and Personal Protective Equipment Changes** - Update this Workplace Accident and Injury Reduction Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use.
- **Perform Annual Review** - Review the effectiveness of this program every year by completing the Program Review Checklist. Report the results of the review to the General Manager and place the completed checklist in the [Program Reviews] file.
- **Disseminate Internal Safety Inspections** - Ensure that all safety inspections which are not performed by the safety committee are provided to the safety committee for review
- **Disseminate External Safety Inspections** - Ensure that the results of third party safety inspections (e.g. government, insurance company, etc.) are provided to the safety committee for review.
- **Disseminate Accident Investigations** - Provide the safety committee with the results of any accident/near miss investigations, which weren't performed by the committee itself for review.
- **Maintain Workplace Accident and Injury Reduction Program Files** - Ensure that all documentation generated by this program is properly filed.
- **File Safety Inspections** - Review all safety inspection checklists to verify that all hazards identified during the inspection have been corrected. Provide copies of the inspection checklists to the Safety Committee for discussion at the next meeting. File completed safety inspection checklists in the [Safety Inspections] folder.

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### ***All Managers and Team Leads***

Potency recognizes that safety falls on the community. Therefore, in addition to the Program Manager, all managers and team leads will be required to adhere to the following program to ensure that the workplace remains safe and the appropriate monitoring and disciplinary mechanisms are in place.

This section identifies who is responsible for implementing each element of this Workplace Accident and Injury Reduction Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

- **Set A Good Example** - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.
- **Follow-up on Unsafe Condition Reports** - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Workplace Accident and Injury Reduction Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Workplace Accident and Injury Reduction Program Manager. Inform the Workplace Accident and Injury Reduction Program Manager in writing when appropriate corrective actions are implemented.
- **Enforce Code of Safe Practices** - Discipline employees who do not comply with the Code of Safe Practices or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:
  - Verbal warning and retraining for first offense
  - Written warning for second offense (place copy in employee's personnel file)
  - Suspension without pay or termination for subsequent offenses Refusal to Perform Dangerous Work and Reporting Dangerous Conditions.
  - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program.
- **Imminent Hazards** - In the event of an imminent hazard, which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Workplace Accident and Injury Reduction Program Manager.
- **Process Changes** - Notify the Workplace Accident and Injury Reduction Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Workplace Accident and Injury Reduction Program may need to be updated to accommodate the process changes.

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***Code of Safe Work Practices***

Below is the Code of Safe Work Practices that will be provided to all employees.

1. **Follow All Safety Rules** - All employees must work safely and follow all safety rules.
2. **Workplace Accident and Injury Reduction Program Available** - Potency will have a written Workplace Accident and Injury Reduction Program that describes in detail the policies and procedures which are used to provide a safe work place.
3. **Report Unsafe Conditions or Actions** - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.
4. **Report all Injuries** - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Do not disturb or cleanup the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.
5. **Don't Work When Impaired** - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs are strictly prohibited.
6. **Housekeeping** - Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible.
7. **No Horseplay** - Horseplay is forbidden.
8. **Threats and Violence are Prohibited** - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.
9. **Fire Extinguishers** - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.
10. **Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.
11. **Computer Ergonomics** - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level.

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If necessary, employees should raise their seats and use a footrest if their feet don't rest flat on the ground. Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.

12. **Minimize monitor glare** - Employees should arrange their workspace so that there is not excessive glare on their monitor screen from lights or windows.
13. **Follow Security Procedures** - Employees must strictly follow all security procedures. Report any security lapses to your supervisor immediately.
14. In the Event of a Robbery - Remain calm.
15. **Inspect Power Cords** - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Report all problems with electrical equipment to your supervisor.
16. **Additional Information** - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area. Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

### **Emergency Management**

Define the standards for Emergency Communication and define how personnel should respond to an emergency.

### **Emergency Communication/Response**

Emergency situations and disasters can range from fires, robbery, injury, and severe weather, to security breaches and vandalism. Potency will have an emergency response team who will manage all aspects of the given emergency. Initial emergency protocols are should always be followed first (security system activated, 911 called, etc.). Once an emergency is identified, the team will be responsible for communication to leadership, employees, and the community. The responsibilities for emergency communications are outlined below:

- Launch immediately after an emergency is identified.
- Provide a brief to senior management on the situation.
- Identify and brief the company spokesperson of the situation.
- Employee contacts will be stored in a single location and we will utilize a phone tree to cascade down relevant information to employees.
- Communicate situation information and procedural instructions to employees and other stakeholders.
- Communicate with employee families and the local community.
- Continually adapt to changing events associated with the emergency.



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### **Emergency Exit Protocol**

In the event of an emergency, the building may require evacuation. Situations requiring evacuation could be, but are not limited to the following:

- Natural gas leak
- Flammable liquid spill/and or release
- Power line failure
- Active Shooter/Hostage situation
- Hazardous chemical spill/and or release
- Flooding
- Fire alarm

### **Building Evacuation**

- All building evacuations will occur when an alarm sounds and/or upon notification by Potency, Police Officer, or Fire Department personnel.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Elevators should never be used during an emergency evacuation situation.
- Assist persons with disabilities in exiting the building. Two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs.
- If persons with disabilities cannot be transported from the building without using an elevator – assist person with disabilities to a safe area, notify emergency personnel immediately.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there. This designated area should be pre-determined by an office manager or supervisor.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Immediately notify emergency personnel of any injured persons and individuals remaining, in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel.

### **Access for Emergency Response Units:**

All Emergency Personnel will have access to all ingress and egress emergency entrance and exits at all hours of the day. If emergency units need to enter location during Off Hours, facility surveillance system has the ability to unlock doors through a wireless operating system.

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### *Security Scenarios and Response*

| Scenario                          | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Robbery</b>                    | <ul style="list-style-type: none"> <li>• In the event of a robbery, all employees should remain calm and cooperate with the robber.</li> <li>• If they are able to access the security system unnoticed without risk to their safety, they should do so.</li> <li>• If they cannot access the security system, then they should continue to cooperate until the robber leaves. At that point, immediately activate the security system and/or dial 911.</li> </ul>                                                                                                                                         |
| <b>Data Breach</b>                | <ul style="list-style-type: none"> <li>• If a data breach is identified, the IT partners who manage the network should be contacted.</li> <li>• Employees should identify what data was stolen and understand specifically what information was lost in the breach.</li> <li>• Change all passwords.</li> <li>• Contact relevant financial institutions if banking information is compromised.</li> </ul>                                                                                                                                                                                                  |
| <b>Theft</b>                      | <ul style="list-style-type: none"> <li>• If theft is identified, it should be immediately reported to a supervisor for investigation. The supervisor should identify what is missing and review security footage for breeches.</li> <li>• In the event that marijuana product is missing, it should be reported to the local authorities.</li> </ul>                                                                                                                                                                                                                                                       |
| <b>Workplace Accident</b>         | <ul style="list-style-type: none"> <li>• In the event of a critical workplace accident, the alarm should be sounded right away and dial 911. After this, the workplace accidents should immediately be reported to a supervisor.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                |
| <b>Chemical Contact with Eyes</b> | <ul style="list-style-type: none"> <li>• Individuals should immediately proceed to the eyewash station to begin rinsing procedures.</li> <li>• In the event of critical injury, 911 should be dialed for emergency medical assistance.</li> <li>• The supervisor should be contacted to investigate.</li> </ul>                                                                                                                                                                                                                                                                                            |
| <b>Chemical Spill on a Person</b> | <ul style="list-style-type: none"> <li>• Individuals should immediately proceed safety shower to begin rinsing procedures.</li> <li>• In the event of critical injury, 911 should be dialed for emergency medical assistance.</li> <li>• The supervisor should be contacted to investigate.</li> </ul>                                                                                                                                                                                                                                                                                                     |
| <b>Fire</b>                       | <ul style="list-style-type: none"> <li>• In the event of a fire, employees should refer the Fire Plan located in <a href="#">Section 5</a> of this document. Generally speaking, employees should assist any person in immediate danger to safety</li> <li>• Activate the building fire alarm system or notify the fire department by dialing 911</li> <li>• Only after having done these two things, if the fire is small, you may attempt to use an extinguisher to put it out. You should always be certain that you will not endanger yourself or others when attempting to put out a fire.</li> </ul> |

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|                                   |                                                                                                                                                                                                                                    |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <ul style="list-style-type: none"> <li>• The building should be evacuated</li> </ul>                                                                                                                                               |
| <b>Power Outage</b>               | <ul style="list-style-type: none"> <li>• The building will be equipped with back-up power so that the facility equipment and security systems will be on at all times 24/7</li> </ul>                                              |
| <b>Gas Leak or Chemical Spill</b> | <ul style="list-style-type: none"> <li>• Alarm should be sounded, 911 dialed, and the building evacuated.</li> </ul>                                                                                                               |
| <b>Active Shooter</b>             | <ul style="list-style-type: none"> <li>• Employees should Run/Escape, hide if escape is not possible, and Fight as a last resort.</li> <li>• As employees are able, the alarm should be sounded, and building evacuated</li> </ul> |

**Employee Health: Personal Hygiene**

The purpose of this Policy is to define the standards for Employee Personal Hygiene. All persons coming into contact with food must wash their hands following CDC recommendations.

- Before, during, and after preparing food
  - Before eating food
  - Before and after treating a cut or wound
  - After using the toilet
  - After blowing your nose, coughing, or sneezing
  - After touching an animal, animal feed, or animal waste
  - After touching garbage
- How?
  - Wet hands with clean running water (warm or cold) and apply soap.
  - Rub hands together to make a lather and scrub them well; be sure to scrub the backs of hands, between fingers, and under nails.
  - Continue rubbing hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
  - Rinse hands well under running water.
  - Dry hands using a clean towel or air dry.
- Hand sanitizers are not effective when hands are visibly dirty.
- How should you use hand sanitizer?
  - Apply the product to the palm of one hand.
  - Rub your hands together.
  - Rub the product over all surfaces of your hands and fingers until your hands are dry.
  - Gloving is not a substitution for handwashing.
- All personnel shall follow the color coding system for frocks and aprons
  - white long jackets are to be used in the raw prep room
  - blue long jackets are to be used in the kitchen
  - lab workers must use scrubs
- All personnel must follow the following guidelines
  - hair must be covered at all times when out on the production floor
  - no jewelry may be worn on any part of the arms or hands

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- any earrings must be contained within the hair covering. No earrings may dangle past the bottom of the earlobe
- all necklaces must be tucked into the neckline of clothing. No part of the necklace may be visible
- clothing worn under coats must be in good working order and must not have appliques or other construction that could come loose and fall into the product. Clothing must cover body hair.
- Clothing and coats must be changed as necessary to prevent creation of unsanitary conditions.

#### Disease Control

Personnel are not allowed to work on product if they present conditions that would harm or adulterate the finished product. Any evidence of infectious disease including, but not limited to, fever, open lesions, upper or lower respiratory infections, upper or lower gastrointestinal infections, on any person on the production floor is not allowed.

### **3 STAFF TRAINING**

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#### **3.1 INTERVIEW PROCESS**

Prospective employees should be brought in for an interview to assess the candidates.

The first interview will be a general conversational style interview, lower pressure, more of a “meet and greet.” We are looking for candidates who are easy communicators, people with the natural ability to hold a conversation and keep us interested.

Some of the traits Potency is looking for are:

1. The candidate speaks well, holds a conversation, is not awkward.
2. The candidate is naturally friendly and good natured.
3. The candidate is energetic/passionate.
4. The candidate seems to enjoy talking/interacting people.
5. The candidate is magnetic.
6. The candidate is welcoming.
7. The candidate makes us feel listened to.
8. The candidate is professional and mature.
9. Do we trust the candidate? Do we believe that this person will guide us to what we really need, or do we feel “sold?”

If managers are suitably impressed, the second interview will be held to help determine the aptitude of the candidate, the qualifications of the candidate, and the candidate's current knowledge of marijuana.

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### **3.2 NEW EMPLOYEE ONBOARDING**

Once a decision has been made to hire a candidate, the employee must pass a background check and drug test. The below checklist should be used to onboard a new employee.

- Pass a background check
- Pass a drug test
- Fill out our liability waiver
- Complete the Employment Contract
- Fill out a W-4 and provide all necessary documentation
- Manager or HR will need to run E-verify and take all appropriate bank information for direct deposit and paycheck processing form
- A user profile in the payroll system will need to be created for the employee
- A user profile a time and attendance system scheduling system credentials
  
- The employee will be informed of the policies regarding warnings, keys, and discipline.
- The GM will review the uniform policy and provides two uniform shirts in appropriate size for employee

### **3.3 EMPLOYEE TRAINING**

It is the policy at Potency that the better informed our employees are, the better they can answer questions and teach our customers the value of the products we carry. To ensure all employees enter the training on the same page, Potency utilizes the following items to standardize training:

- a. New Hire Training
- b. Formalized Staff Training
- c. One on One Training
- d. Self-Directed Training
- e. Peer to Peer Training

Employees will be tested on training content and must pass the test by their third attempt in order to remain employed. All staff will also go through periodic refresher seminars, as well as new training on any policy updates or changes in procedure.

Security and emergency response training is only part of the comprehensive training required for all employees. In developing our official safety and security policies, we will consult with local law enforcement. We will also work with local police to develop effective ongoing employee training seminars and practices. Especially in developing our policies and training procedures on crime prevention and security threat response, we will seek the involvement of local law enforcement. All emergency procedures will be rehearsed in periodic drills.

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In addition to training and periodic drills, all employees will receive official Company reference material, written in plain English and presented in an easy-to-use outline format, explaining all our operational, safety, and security policies and protocols.

### **3.4 NEW HIRE TRAINING**

- I. Procedure
  - a. Attend a 3-day Employee Educational Course
  - b. Training will be done on the following procedures:
    - i. Track and trace system
    - ii. Time and attendance system
    - iii. Adult-Use Age Verification
    - iv. Inventory Control
    - v. Product Education
    - vi. Marijuana laws and regulations,
    - vii. Customer privacy, confidentiality, and secure electronic record keeping, viii. Procedures for customer reception,
    - ix. Procedures for product sales, and
    - x. Personal safety, fire safety, and crime prevention.
    - xi. Security and Emergency Response

Ongoing education is recommended, and employees will be encouraged attend courses regularly at Potency and pursue the highest levels of dispensary agent qualification.

### **3.5 FORMALIZED STAFF TRAINING**

Classroom, traditional style training is the best way to ensure uniform instruction to the staff. However, this style of training is expensive, time-consuming and typically merits low retention when not supported by other training modalities. It is important to maximize this training by ensuring the training is informative and participant based. With any formalized training the instructors must understand the key goals of the training.

In short, when there are major changes in the way operations are handled, the General Manager will coordinate off-hours, classroom style training to ensure the information is cascaded correctly.

### **3.6 ONE ON ONE TRAINING**

A follow up to formal training is to work one on one with staff reviewing training. Regardless if training is product or procedure, it is important to follow up and test staff's knowledge. We want staff to be able to articulate knowledge in both words and actions. We need these follow ongoing with staff to ensure retention. Several ways to follow up:

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- Quiz staff: Ask staff a series of increasingly complicated questions. Do your best to ensure staff can be successful when being quizzed. Do not make this a gotcha moment. Remember is staff can't pass your quiz it is because you didn't do a good job training them.
- Role Playing: This is a good; though often awkward training method. We want to see staff articulate information back to us, but understand we did not hire them to be actors. Do not focus on unnatural delivery that is so common with forced scenarios. Keep the focus on knowledge and their grasp of the information.
- Observation training. There are two ways for this to work; one where staff watches the instructor with a real customer and one where the supervisor watches staff. In the first case, I strongly encourage staff to try to stand close and pay attention when I am working with customers. Few things can provide better training then close observation of an expert about their task. Supervisors also have to make sure to make close observation of staff as they perform their duties. Make notes, constructively correct, or give praise as needed. Staff will almost always perform better when watched.

### **3.7 SELF-DIRECTED TRAINING**

Staff needs to be encouraged to engage in self-directed education. The materials for Self-Directed

Training are as follows:

- Customer Guidelines to Stay Safe and Healthy
- Customers' Rights
- Commonwealth of Massachusetts Cannabis Law Overview
- Services
- Guide to Using cannabis- test dosing
- Sativa vs. Indica
- Understanding Edible Consumption
- Applications for Cannabis and Cannabinoids
- Ailment Specific Strains
- Substance Use Prevention
- References and Resources

### **3.8 PEER TO PEER TRAINING**

Peer-to-peer training is a great way for employees to learn information in a non-threatening way and this form of training is the ideal way for employees to learn from one another. Team building-through peer-to-peer training all team members are able to come together without the pressures of daily routines. The General Manager will be responsible for assigning Dispensary Agents for training on any area where an employee requires additional training.