



CANNABIS CONTROL COMMISSION

PUBLIC MEETING MINUTES

April 3, 2018 10:30 a.m.

Massachusetts Gaming Commission
101 Federal Street, 12th Floor
Boston, MA

COMMISSION MEMBERS IN ATTENDANCE

Chairman Steven Hoffman
Commissioner Kay Doyle
Commissioner Jen Flanagan
Commissioner Britte McBride
Commissioner Shaleen Title

COMMISSIONER MEMBERS ABSENT: None

LIST OF DOCUMENTS:

1. Presentation: <https://mass-cannabis-control.com/document/presentation-4-3-2018-commission-meeting/>
2. February 26, 2018 minutes: <https://mass-cannabis-control.com/document/meeting-minutes-2-26-2018-cannabis-control-commission/>
3. March 20, 2018 minutes: <https://mass-cannabis-control.com/document/meeting-minutes-3-20-2018-cannabis-control-commission/>
4. March 27, 2018 minutes: <https://mass-cannabis-control.com/document/meeting-minutes-3-27-2018-cannabis-control-commission/>
5. Commonwealth of Massachusetts Division of Capital Asset Management and Maintenance Office of Leasing and State Office Planning Request For Proposals (RFP): <https://mass-cannabis-control.com/document/handout-dcamm-office-leasing-state-office-planning-request-proposals-rfp/>
6. Memorandum from Executive Director Shawn Collins to the Cannabis Control Commission regarding Office Space RFPs dated April 3, 2018: <https://mass-cannabis-control.com/document/handout-6-memorandum-executive-director-shawn-collins-cannabis-control-commission-regarding-office-space-rfps/>
7. Memorandum from Executive Director Shawn Collins to the Cannabis Control Commission regarding Investigative Services Procurement: <https://mass-cannabis->

[control.com/document/handout-memorandum-regarding-investigative-services-procurement/](https://mass-cannabis-control.com/document/handout-memorandum-regarding-investigative-services-procurement/)

8. Updated Municipal Guidance or language for municipal guidance: https://mass-cannabis-control.com/wp-content/uploads/2018/03/FINAL_Guidance-for-Municipalities_040218.pdf

Chairman Hoffman called the meeting to order at 10.30 a.m. and informed the meeting that it was being recorded. The Chairman noted that yesterday the applications for priority certification opened and recognized the accomplishment. He thanked Governor Baker for his support, recalled how far the Commission had come in 7 months and acknowledged the work the Executive Director had done to build a great team. He also thanked JD Soft for helping the Commission get to this point.

Chairman Hoffman opened the discussion on minutes. He asked if there were any questions or comments on minutes for February 26, 2018. There were none. Commissioner Doyle moved to approve the minutes for February 26, 2018, Commissioner Flanagan seconded. The Commission unanimously approved the minutes.

He asked if there were any questions or comments on minutes for March 20, 2018. There were none. Commissioner Doyle moved to approve the minutes for March 20, 2018, Commissioner Flanagan seconded. The Commission unanimously approved the minutes.

He asked if there were any questions or comments on minutes for March 27, 2018. There were none. Commissioner Doyle moved to approve the minutes for March 27, 2018, Commissioner Flanagan seconded. The Commission unanimously approved the minutes.

Executive Director Collins gave his report. The Massachusetts Cannabis Industry Portal (Mass CIP) at 12pm, after significant tests over the weekend. Everything functioned well. The Commission has interacted with many applicants. The benefit of having an electronic system is that the Commission can pull data easily. There has been no blips or stress on the system. The commission has been very pleased with JD Soft and the Executive Director recognized the work done by Chief Technology Officer Dave McKenna as well as Luella Wong, who have shepherded the project. He is also complimented the entire team at the Commission for the thoughtful approach to phasing in the licensing.

Mr. Collins referred to a slide entitled "Priority Applications, April 3, 2018." He described the slide. He noted that there were 5 applications filed for economic empowerment applicants and 16 withdrawn, but he added that he believed people were trying out the system, because he himself had done that. He noted that there were 18 RMD applications filed and 12 withdrawn. The Chairman asked for expectations with updating numbers and approving applications. Mr. Collins said that the Commission could anticipate approving some applications next week. Mr. Collins explained the steps in the review process, including working with the Department of Public Health to verify RMD Applicant's status. The Chairman clarified that the Commission could anticipate approving applicants as Priority Applicants and updating numbers on a weekly basis, but a summary of the total number approved would not be provided until the end of the process. The Executive Director agreed.

Commissioner Title asked if a prospective applicant would like to see the application, instead of creating an account and starting an application, then withdrawing it, they could watch one of the tutorials posted on the Commission's website. The Executive Director agreed that that was correct and explained that the Commission staff and JD Soft were uploading guidance and tutorials as aggressively as possible on the website to create an account, fill out an application and troubleshoot any problems an applicant may have. The Commission staff will be tracking user interaction with the system, but noted that it was clear from the numbers today that applicants were able to interact with the system with success.

Mr. Collins provided a staffing update. There are four positions open on MassCareers and the Commission website: Digital Director, Legal Assistant, Fiscal Specialist and Receptionist. The positions close on Friday, April 6, 2018. The interview process will begin right away. There will be more positions posted soon. The Chairman asked what the staff count was now. Mr. Collins said there were 13 total staff including the 5 Commissioners.

Mr. Collins discussed the investigative services RFP which the Commission had previously approved. The Commissioners had a memorandum before them outlining the process to date. Mr. Collins summarized the process, including the issuance of the RFP on March 1, 2018, responses were due March 19, 2018, and the receipt of 7 complete responses, 3 firms were invited in for interviews. The procurement management team, consisting of Commissioner McBride, Executive Director Collins, General Counsel Christine Baily, Chief Financial Officer Adriana Campos, and Program Manager Analyst Maryalice Gill, unanimously recommended Creative Services, Inc., a Massachusetts firm currently used by the Department of Public Health for their investigative services and background checks. They have experience in the Massachusetts marijuana market that will assist the Commission in building out the background check process. They have provided a very competitive pricing model. The Chairman asked if there were any questions or comments. There were none. The Chairman asked for a timeframe for negotiations and bringing a contract back to the Commission. The Chairman asked for a motion to authorize the Executive Director to enter into negotiations for a contract with Creative Services, Inc. Commissioner McBride made the motion, Commissioner Doyle seconded. The Commissioners unanimously approved the motion.

Mr. Collins discussed the issuance of a new RFP for a permanent office space. The effort has been lead by the Division of Capital Asset Maintenance and Management (DCAMM). There will be two RFPs, the first of which would be a headquarters of approximately 13,000 square feet in the city of Worcester. The second RFP would be a satellite office of just about 5,000 square feet within a ¼ mile radius of rapid transit stop in the metro Boston area. These recommendations are based on the work done with DCAMM and leveraging their experience in securing similar office space. The Worcester office would contain the public meeting space for the Commission. The square footage was based on a projection of what the Commission would look like ten years from now, including the absorption of the Medical Use of Marijuana Program, and conference rooms. The satellite office allows the Commission to keep some space for personnel who need to be in the metro Boston area regularly, including himself and the Commissioners. Commissioner Title asked if the meetings would be held in the Worcester

office, that the RFP specify that it needs to be accessible by public transportation. Mr. Collins agreed that one of the criteria would be that the public meeting space would be accessible. Chairman Hoffman asked for a motion to authorize the Executive Director to issue two RFPs with DCAMM for a main office and a remote office. Commissioner Flanagan made the motion to approve, Commissioner Doyle seconded. The Commissioners unanimously approved the motion. Chairman Hoffman asked the Executive Director if he felt confident that the Commission would be able to secure space by the time their current lease ended. Mr. Collins affirmed that he was.

Commissioner Doyle discussed an update to the Municipal Guidance regarding the issue of G.L. c.94G §3(a)(2)(ii), which requires an election procedure if a municipality voted “yes on Question 4” or takes action after December 31, 2019 and wants to limit the number of marijuana retailers below 20% of the number liquor stores licensed for sale of alcoholic beverages not to be drunk on the premises. Municipalities have asked the Commission for guidance on what to do if the calculation results in a fraction. Commissioner Doyle recommended that if the calculation resulted in less than a whole number, the municipality should round that number up to one. The Commission will honor properly enacted bans, but not an effective ban because the calculation results in a number less than one. Commissioner Doyle also recommended that if the calculation results in a fraction between two whole numbers, the municipalities should round up, because it is the most cautious, defensible choice and will provide the Commission with definitive information as to how many marijuana retailers are permitted in a particular municipality. Commissioner Title moved, Commissioner Flanagan seconded. The Commissioners unanimously approved the motion.

The Chairman announced that there was no further business and the next meeting would take place on April 10, 2018 at 10:30 a.m. in the Gaming Commission meeting room. He adjourned the meeting as of 11:00 a.m.