



CANNABIS CONTROL COMMISSION

*EXECUTIVE SESSION MINUTES – MAY BE DISCLOSED AFTER LEASES IN WORCESTER AND BOSTON HAVE BEEN SIGNED AND AFTER REVIEW AND APPROVAL BY THE COMMISSION.*

October 9, 2018

9 a.m.

Massachusetts Cannabis Control Commission

101 Federal Street 13<sup>th</sup> Floor, Boston MA 02110

COMMISSION MEMBERS IN ATTENDANCE:

Chairman Steven Hoffman

Commissioner Kay Doyle

Commissioner Jen Flanagan

Commissioner Britte McBride

Commissioner Shaleen Title

COMMISSION MEMBERS ABSENT: None

LIST OF DOCUMENTS

1. Staff memo on Office Space Procurement

Chairman Hoffman asked the Commissioners if they have reviewed the memo regarding office space procurement from Union Station in Worcester, MA. Commissioner Flanagan asked Executive Director Shawn Collins about the buildout time. The buildout will take 52 weeks in a worst-case scenario according to the Executive Director, due to procurement as well as historic building issues. The Chairman asked for a contingency plan if the Commission cannot move before June 2019. The Executive Director replied that the Division of Capital Asset Management and Maintenance is in talks with Rockhill Management about a lease extension for 101 Federal Street. Assuming a lease is executed for Franklin Street, the Commission could work out of the two Boston offices for a period of time. The Executive Director also mentioned

that the Department of Public Health has some space for Medical Marijuana Program personnel, but only until July 2019. Commissioner Title asked if some people could work from home, the Boston office space and what other potential contingencies are in place.

The Executive Director discussed how square footage is determined. Chairman Hoffman brought up that the intent of the Commission was to have most staff work in Worcester. Commissioner Flanagan agreed but that she is unaware of the medical marijuana program issues. Commissioner Title asked when the personnel analysis will be complete so that the Commission can understand its square footage needs.

Executive Director Collins replied that the Division of Capital Asset Management and Maintenance had several questions that were answered by the Commission regarding personnel needs and that the proposal was created by looking as far into the future as possible.

Commissioner Title asked when a decision would be made as to when staff would know whether they would work in Worcester. Executive Director Collins believes after the turn of the year and that employment positions stated that they may be working from Worcester.

The Boston and Worcester leases would make use of the entire space. The Commission currently has 34 employees and 5,000 square feet at the Federal Street office. Chairman Hoffman stated that he is not comfortable having 30 staff working from Boston. Commissioner Flanagan wondered whether staff would be moving back and forth between the two offices; the medical program is an outstanding variable. Commissioner Doyle discussed her knowledge of the Medical Marijuana Program.

Executive Director Collins discussed the operational structure of the Department of Public Health's Medical Marijuana Program staff. The Boston space would be designed more as a co-working space where staff could work out of. Chairman Hoffman replied that he believed the square footage of Franklin Street to be enough.

Commissioner McBride asked about comparing costs of having a satellite office as well as a permanent office versus our current office arrangement.

Chief Financial Officer Adriana Campos discussed the costs of staying in 101 Federal Street versus moving to Worcester and that an analysis was done of the costs of both options. The Executive Director stated that the permanent and satellite option is the most cost-effective one.

Commissioner Doyle asked whether it was correct to assume that state-owned public office space in Boston was not available. Executive Director Collins said that was correct.

General Counsel Christine Baily brought up technological and security concerns surrounding space issues.

Commissioner McBride stated that she was comfortable with both options. Coming from an agency that had some field operatives who required mobile working space, it can be a very effective use of resources, however, she wants to ensure that those satellite office costs are being justified. She believes that accommodating Medical Marijuana Program staff is justifiable.

Executive Director Collins said that working groups, task forces, and other meetings have space needs and creating those spaces would also help staff in logistics and planning.

Commissioner McBride asked about other options and what the next-best space looked like. Executive Director Collins discussed other proposals in Greater Boston and that all other options were ruled out. In Worcester, Ms. Campos discussed an option on Main Street in Worcester, however, there are some accessibility issues. Executive Director Collins stated that the noise and disruption from trains in Union Station was minimal.

Commissioner Doyle commented that to be sensitive to staff commuting from Boston, meetings should be scheduled in a thoughtful manner. Commissioner McBride agreed. Commissioner Title asked if all public meetings will be in Worcester. The Chairman replied that he assumed that public meetings probably could not be held in the Franklin Street office and asked the Executive Director if he concurred.

Executive Director Collins stated that the use of 50 Franklin Street for a public meeting would be difficult. Commissioner Flanagan said that she would like to see public meetings throughout the Commonwealth.

Executive Director Collins stated that there are 15 parking spaces in Worcester and none at Franklin Street. Commissioner Title stated that she would have been more comfortable if she could have seen an analysis of which staff was working in each office, but that a January timeline for that report was acceptable.

Chairman Hoffman asked for a motion authorizing the Executive Director and the Division of Capital Asset Management and Maintenance to begin negotiations with the Worcester Redevelopment Authority to acquire a lease at Union Station in Worcester MA. Commissioner Flanagan made the motion and was seconded by Commissioner McBride.

Chairman Hoffman: Aye

Commissioner Doyle: Aye

Commissioner Flanagan: Aye

Commissioner McBride: Aye

Commissioner Title: Aye

The motion is unanimously approved by the Commission.

Commissioner Flanagan offered a motion authorizing the Executive Director and the Division of Capital Asset Management and Maintenance to begin negotiations with Grid Management, LLC for a satellite office lease at 50 Franklin Street in Boston, MA with Commissioner McBride seconding the motion.

Chairman Hoffman: Aye

Commissioner Doyle: Aye

Commissioner Flanagan: Aye

Commissioner McBride: Aye

Commissioner Title: Aye

The motion is unanimously approved by the Commission.

Commissioner Flanagan made a motion to adjourn and was seconded by Commissioner Title.  
The roll call vote was unanimous and the Executive Session adjourned.