

NEW ENGLAND TREATMENT ACCESS, LLC.

**TOWN OF BROOKLINE SELECT BOARD MARIJUANA ESTABLISHMENT
LICENSE CONDITIONS FOR:**

- 1. MARIJUANA RETAILER LICENSE**
- 2. MEDICAL MARIJUANA TREATMENT LICENSE**

(as voted by the Select Board on)

Definitions

1. The “Establishment” means the business operated at the address identified on the Select Board’s License(s) of the Town of Brookline (“Town”) issued pursuant to the Town’s General By-Laws.
2. “Executive Management Team Members” means the individuals who are responsible for the day-to-day operations of the Establishment, including the chief executive officer (CEO) or executive director (ED), chief operations officer (COO) or director of operations, chief financial officer (CFO) or director of finance, director of human resources, chief medical officer, director of security, and any other individuals involved in the oversight and business management of the Establishment’s operations.
3. “Premises” means the property located at the address identified on the Select Board’s Marijuana Establishment License issued pursuant to the Town’s General Laws that is under the legal control of the Licensee.
4. “Inspectional Departments” means the Town’s Police Department, Fire Department, Health Department, Building Department, Planning Department, and/or Department of Public Works/Transportation Division.

General Requirements

5. The hours of operation under the Licensee’s Select Board License to Operate as a Marijuana Retailer and Select Board License to Operate as a Medical Marijuana Treatment Center shall not exceed the hours of 10 a.m. to 10 p.m. on Mondays through Fridays, and 9 a.m. to 10 p.m. on Saturdays and Sundays. Effective December 1, 2019, the hours of operation under the Licensee’s Select Board License to Operate as a Marijuana Retailer shall not exceed 10 a.m. to 8 p.m. on Mondays through Fridays, 10 a.m. to 8 p.m. on Saturdays, and 12:00 pm to 6:00 p.m. on Sundays. The Licensee shall be closed on the last Monday in May, on Thanksgiving Day, on Christmas Day, and on the day following Christmas when Christmas is on a Sunday.
6. The Licensee shall comply with all applicable State and local laws, regulations, by-laws, codes, conditions and agreements with the Town, including, but not limited to, G.L. c. 94G, 935 CMR 500, 935 CMR 501, the Town of Brookline’s General By-Laws (including, but not limited to, **Article 8.37 of the General By-Laws**), the Town of

Brookline's Zoning By-Laws, all applicable Town building, fire prevention, police, and health codes, regulations and standards, and any conditions imposed on licenses and permits held by the Licensee in connection with the Licensed Establishment (including, but not limited to, the Town's Zoning Board of Appeals special permit and any Select Board license). In the event of a conflict between these conditions, on the one hand, and State or local law or regulation, on the other, State or local law or regulation shall govern.

7. The Licensee shall comply with all agreements with the Town, including but not limited to Host Community Agreement ("HCA") with the Town. In the case where the HCA Stipulation(s) conflict with a State or local law or regulation, or with a condition imposed by a Massachusetts Cannabis Control Commission ("CCC") license, a condition of this Select Board License, or the Zoning Board of Appeals special permit, then the State or local law or regulation or License or permit condition shall control.
8. The Licensee shall comply with the site plan and parking plan consistent with the conditions of the Special Permits granted by the Zoning Board of Appeals on November 13, 2015 and October 29, 2018 within 90 days of the issuance of the Licensee's 2020 licenses. Said extension is provided in order to allow time to develop alternative approaches to accommodating queuing as expanded upon below.
9. The Licensee shall maintain all permits and licenses required by State and local laws in connection with the Establishment, including, but not limited to, a valid, current license in good standing from the CCC. Any voiding of the license of the CCC by operation of law (including due to cessation of operations, failure to become operational within the permitted time, or relocation without State approval), and any revocation or suspension of the State license applicable to the Establishment, shall result in an automatic suspension of the Select Board license pending hearing or the opportunity therefor and pending further determination by the Select Board made in conformity with law.
10. The Licensee's operations at the Establishment shall be limited to those permitted by a CCC license and the Select Board Marijuana Establishment License pertaining to the Establishment and to the Premises, and to the duly licensed Marijuana Couriers the Establishment partners with.
11. The Licensee may close the Establishment or cease its operations, whether on a temporary or permanent basis, if permitted by State law, and if permitted by the Select Board after a written request to close or cease operations submitted to the Select Board that explains the reason(s) therefor, the length of such closing or cessation of operations, and any plans to reopen. The notification and request for permission to the Select Board must be submitted thirty (30) days in advance of the closing or cessation of operations. In the event of an emergency preventing the thirty (30) days notice and request for Select Board permission to close or cease operations, the Licensee shall submit the notice and request to as soon as it is aware of the need to close or cease operations. Failure to provide such notice and to obtain such permission may, after hearing or reasonable opportunity therefor, result in cancelation of the license.

12. The Licensee acknowledges that the conditions herein pertain to its sales of marijuana and related products as may be permitted under existing State law, and that in adopting these conditions the Town assumes operations by the Licensee that comply with existing State law. The Town reserves the right to modify these conditions as may be permitted by law in the event that changes in State law do or could authorize changes in the products sold by the Licensee or in the nature of the licensee's business. The Town reserves the right to modify these conditions in connection with the annual license renewal process and as otherwise permitted by existing law, including Article 8.37 of the Town's General By-Laws.

Management-Related Requirements

13. The Licensee must obtain Select Board approval for Board Members, Executive Management Team Members, Directors, the Manager, and any Alternate Manager(s), and for any changes in Board Members, Executive Management Team Members, Directors, the Manager, and Alternate Manager(s), which may entail the Select Board's review of a person's suitability for such position. In the event that the Select Board or designee undertakes a criminal background check in connection with such suitability determination, the Licensee shall provide to each person for whom it seeks Select Board approval a CORI Acknowledgment Form and a hard or electronic copy of the Town's "CORI Policy: Licensing", and provide to that the person an opportunity to review such materials prior to the person's execution of the CORI Acknowledgement Form and the Establishment's submittal of the executed CORI Acknowledgement Form to the Town.
14. The Licensee must obtain the approval of the Chief of Police or designee for the executive(s) or manager(s) responsible for security at the Premises (including for formulating and/or implementing security measures, plans and policies pertaining to the Licensee's operations, physical facility or transportation to or from the site), and for any change of personnel in such position.
15. The Licensee must notify the Select Board regarding partnerships with Marijuana Delivery Couriers, including, but not limited to, the Marijuana Courier's name, host community, Cannabis Control Commission license number, and Social Equity, Economic Empowerment, or DBE status, and provide an operations narrative that includes, but is not limited to, Marijuana Courier pick-up and loading location, hours of delivery, frequency of orders, and such other information as may be specified by the Town.
16. The Licensee must notify the Select Board of any voiding of a Marijuana Courier license with which the Establishment is partnered. Voiding of the Marijuana Courier license by operation of law (e.g., due to cessation of operations, failure to become operational within the permitted time, or relocation without State approval), and any revocation or suspension of the Marijuana Courier license, shall result in a public hearing before the Select Board pending possible further determination and Select Board action, including modification of these conditions and action against the license.
17. A Manager or Alternate Manager must be on the Premises during the Establishment's

hours of operation. In the event of an emergency, the Manager or Alternate Manager on site who needs to leave the Premises shall designate an Alternate Manager to act as the temporary manager on duty. A written record shall be kept which identifies the Manager or Alternate Manager on duty for each shift. The Manager or Alternate Manager on duty shall have total responsibility for the proper operation of the Establishment's Premises and operations.

Operational Requirements

18. There shall be no consumption, production or manufacture of any marijuana products at the Establishment or anywhere on the Premises. Production and manufacture does not pertain to repackaging of marijuana products produced or manufactured off-site. The Licensee shall comply with Police Department requests to post Police Department signage in neighboring areas notifying the public that public consumption is prohibited by law.
19. Marijuana Courier pick-ups, double parking, and loading on Boylston Street is prohibited.
20. Marijuana Courier pick-ups and loading is only permitted within the lot via the three dedicated parking spaces as shown on the site plan by Dennis Colwell Architects, A1.0.
21. The Licensee shall have a police officer on-site to direct pedestrian and vehicular traffic in and out of the Premises during operating hours. An additional police officer may be required if requested by the Brookline Police Department.
22. The Licensee will install sufficient concave mirror(s) to permit staff and detail officers to view the two parking spots directly behind the Eversource transformer station from the upper lot.
23. The Licensee shall have an attendant on the Premises during the Establishment's hours of operation to assist visitors with parking vehicles and with ingress onto and egress from the Premises.
24. The Licensee shall not supply marijuana or marijuana products free of charge or as otherwise prohibited by 935 CMR 500.105. Prohibited endeavors shall include, but are not limited to, product "giveaways", gifts, coupons, free or donated marijuana or the distribution of marijuana or marijuana products as an incentive, prize or bonus in a game, contest or tournament involving skill or chance.
25. The Licensee and the Marijuana Courier with which it partners shall accept as valid proof of age a government-issued photographic identification containing a date of birth, both in connection with sales by the Company through the Establishment's operations and for deliveries of marijuana and marijuana products to locations. The Licensee shall use Police Department-approved ID scanner technology to verify the adult consumer is 21 years of age or older prior to entry into the facility and will verify ID again at point of

sale. Medical patients shall be verified prior to entry and at the point of sale using the state tracking system to confirm state registration. As recommended by the Brookline Police Department in order to optimize the process for checking identifications prior to entry, the Licensee shall install some type of awning or shade at the entry door and shall also procure a shade cover for the scanning devices in order for staff to better view the scanning device.

26. There shall be no queuing on the public way or public sidewalks.
27. The Licensee shall participate in a site plan review process to identify ways to incorporate queuing within the parking lot and/or into the existing footprint of the building without any exterior modifications to the building (with the exception of the glass vestibule at the main entrance, subject to approval of the Building Commissioner). In addition, the site plan review will address the need for temporary removable restroom facilities on the property. Said process, to be coordinated by the Planning Department, shall consist of representatives of the relevant Town departments, which may include, but not be limited to, Police, Fire, Engineering & Transportation, Health, Building and Planning Departments. Within 90 days of the issuance of the 2020 licenses, the Licensee shall submit the parking plan for which the Licensee received a Building Permit, along with: 1.) floor plans, 2.) a customer queuing plan that includes identification checkpoints and points of sale, and 3.) a customer demand management plan, which together shall show how the Licensee will prevent customer queuing on the public way. Said plans shall be submitted for site plan review and approval of the aforementioned Town departments. The Licensee shall appear before the Select Board with the results of the aforementioned site plan review process.
28. The Licensee shall submit a status report on the implementation of the Diversity Plan, including but not limited to supporting statistics, 180 days prior to the license renewal date to the Director for the Office of Diversity and Inclusion for review and direction. As part of the annual Site Plan Review process, the Licensee shall submit a follow up report on the implementation of the Diversity Plan 30 days prior to the license renewal date to the Planning Department and the Director for the Office of Diversity and Inclusion.
29. (a) [The following paragraph is for the 2020 licensing period and will be reviewed in connection with the 2021 renewal.] The Licensee shall comply with the Transportation Demand Management Plan (“TDMP”) that it submitted to the Town pursuant to conditions of the Licensee’s special permit. Within 90 days of the issuance of its 2020 licenses, in connection with the site plan review process addressed in Condition # 24, the Licensee shall submit to the Planning Director and Director of Engineering and Transportation for their approval a revised TDMP that satisfies Sections (b) and (c) below and other requirements that may be established by the Director of Engineering and Transportation or designee, with input from other relevant Town departments as appropriate. The effectiveness of the TDMP will be reviewed with Town staff in September 2020 in anticipation of the annual licensing renewal process by the Select Board. (This is in addition to the 12-month review stipulated for March 2020 under

existing conditions, as amended.) To facilitate review of the effectiveness of the TDMP, the Licensee shall provide the Town with performance monitoring records, reports, and other records to show the Licensee's continued implementation of and compliance with the TDMP. Following the bi-annual review of the TDMP's effectiveness, the Licensee will work with Town staff, if deemed needed by the Director of Engineering and Transportation, to submit a revised TDMP for approval by the Planning Department and the Transportation Division of the Brookline Department of Public Works to meet performance goals and TDMP industry best practices.

(b) At a minimum, the TDMP shall include, but is not limited to (as the Director of Engineering and Transportation may determine with any input from relevant Town departments):

- (1) The provisions in the August 24, 2018 TDMP.
- (2) Performance goals for site trips, travel modes, and parking demand on a weekday and Saturday.
- (3) Performance mode goals that meet the most recent United States Census Bureau American Community Survey five-year summaries for Brookline (currently 28% public transit, 21% bike or walk, 42% drive, and 9% carpool/other).
- (4) Provide employees with a 100% subsidy to cover membership costs for a bike share.
- (5) Provide employees with 100% parking subsidy for management and essential employees and 50% parking subsidy for all others.
- (6) Employee parking on public streets or lots prohibitions while working and corrective actions including termination for violation.
- (7) Explore joining the Allston-Brighton TMC to provide guaranteed ride home program for employees who do not drive in cases of emergencies as well as other services such as carpool/rideshare, etc.
- (8) Explore with the Town and the CCC the possibility of an offer of discounts or other incentives to customers who utilize modes of transportation to the site other than a motor vehicle.
- (9) Revise the NETA website and Transportation Guide to include a bike share such as BlueBikes as an option and show locations of the closest stations, remove parking option #3 "Brookline Municipal Lot #5", update the number of available parking spaces at Homewood Suites, and to include language that discourages parking on the residential side streets.
- (10) Work with Town staff to identify locations for pedestrian way-finding signage for those arriving by MBTA D-Line. The Licensee shall cover 100% of the costs to fabricate and install the signs.

c) All performance monitoring will be conducted by a qualified transportation consultant and shall, at a minimum, include, but not be limited to (as determined by the Director of Engineering and Transportation with any input from other relevant Town departments):

- (1) The provisions in the August 24, 2018 TDMP.

- (2) The performance monitoring program will include two weekdays and in addition a Saturday on dates to be approved by the Town in advance of the study.
- (3) Total number of employees, the percent arriving by each mode, the location of parking for those that arrive by personal vehicle, number of times a service through the TMA was used, and summary of events/materials provided to employees concerning travel to work options and corrective actions taken to meet the allowable trip generation.
- (4) Customer intercept survey data that collects the following data points: home zip code, arrival mode (MBTA, bike, walk, bike share, ride share/TNC/taxi,, drive, etc.); and if by 'drive,' the location where they parked, a summary of events/materials provided to customers concerning travel to work options, and corrective actions take to meet the allowable trip generation.
- (5) Delivery vehicle trips in and out of the site.

- 30. During periods of snow, the Licensee will maintain the public sidewalk on the exterior of the Premises in a non-slippery condition and will remove snow banks from the full width of the sidewalk to allow for the free flow of pedestrian traffic.
- 31. The Licensee will work cooperatively with the Inspectional Departments in their efforts to monitor the efficacy of its procedures related to directing customers and staff to off-street parking and to implement recommended changes arising from such monitoring.
- 32. The Licensee will endeavor to identify additional off-street customer parking opportunities in the vicinity in addition to the Homewood Suites.
- 33. The Licensee will post Police Department-approved signage conspicuously displayed in the vicinity of sales transactions areas that inform the public of the penalties for driving under the influence of marijuana, of the penalties for persons purchasing marijuana while under-aged or on behalf of an under-aged person, and for possessing an open container of marijuana in the passenger area of a motor vehicle.
- 34. The Licensee shall make reasonable, Police Department-approved efforts to ensure that customer pick-up and drop off (including by Transportation Network Companies ("TNCs") such as Uber and Lyft) occurs in locations and in a manner that does not obstruct the public way or inhibit the passage of members of the general public to move through the Washington/Boylston/High Streets intersection. The Licensee's actions shall, at minimum, include the following:
 - a. Work with TNCs, customers, the Brookline Police Department, and the Transportation Division of the Brookline Department of Public Works to identify and implement clearly marked customer pick-up and drop off locations. Pick-up and drop-off locations should accommodate traffic coming from the east and west of the site.
 - b. Supplement the Town of Brookline's efforts to facilitate the orderly arrival and departure of the Licensee's customers by clearly messaging the availability of alternatives to privately owned motor vehicles (such as public transportation and

- bike shares) as options to travel to the Establishment, and by providing information about the location and functioning of pick-up and drop off areas and the location of adjacent bike share corrals.
- c. Explore the installation of a bike share corral at the Establishment in cooperation with relevant Town departments, which includes the Brookline Planning Department and the Brookline Department of Public Works.
 - d. Install internal signage proximate to the retail area's exit(s) reminding customers of transportation options and encouraging the use of public transportation, bike shares, and the pick-up and drop off areas.
 - e. Support the Brookline Police Department's efforts to promote proper use of the pick-up and drop off areas and engage in proactive customer education about appropriate means of arrival and departure.
35. Except in emergency situations, within 60 minutes after the closing time for adult-use sales, all exterior close-down activities by the Licensee and their employees and vendors, including but not limited to waste disposal and waste receptacle movement, cleaning of outdoor premises, and rearrangement and storage of materials, shall cease completely. Any further required close-down actions, should Licensee remain open later for medical sales or other allowable purposes, shall occur only within the building.
36. The Licensee shall require that all Marijuana Courier pick-ups shall be fulfilled between 10:00 am and 7:00 pm. The Marijuana Courier must return all undeliverable or unfulfilled orders to the Retail location in which it originated from no later than 8pm.
37. The Licensee shall obtain address lists from Boston College, Boston University and Tufts and provide them to a Marijuana Courier with which it partners, to ensure that delivery will not occur to university-owned premises. Additionally, consistent with CCC regulations, delivery to federally-supported public housing (see <https://resources.hud.gov>) is prohibited.

Security-Related Requirements

38. The Licensee shall immediately notify the Town's Police Department of any known or suspected violation of criminal law or suspicious activity that has taken place on or near the location of the Establishment. This is to include any criminal behavior related or unrelated to the business of the Establishment. The Licensee shall maintain an incident log that lists and describes unusual incident(s) (by way of illustration only, the presentation of fake identification).
39. The Licensee shall promptly copy the Town's Chief of Police on any notifications and submissions it makes to the CCC pursuant to 935 CMR 500.110 and 935 CMR 501.110 or other provision of law relating to the Establishment ("Incident Reporting").

40. The Licensee shall facilitate the immediate access and transfer of video footage from any video surveillance system of the Establishment's interior or exterior when so requested by the Town's Police Department (which request may be made when the Police Department has a reason to believe that such footage may be of assistance in an ongoing investigation related or non-related to the Establishment's business).
41. The Licensee shall connect its alarm system to a third party monitoring system, and notify the Town's Chief of Police about said third party monitoring system. During non-business hours, an Executive Management Team Member, Manager or Alternate Manager with access to all areas of the Premises (including limited access areas) shall respond to the alarm in person within one hour. In the event of accidental activation of a panic alarm, the Licensee will notify the Police Department that the activation was accidental. The Police Department may conduct a check of the facility in the event of an accidental activation.

Public Health-Specific Requirements

42. All packaging and labeling of marijuana and marijuana products must be done in accordance with State law and regulations.
43. The Licensee must distribute a Patient Handbook to registered medical marijuana patients, and must provide educational materials for adult use consumers. Both patient and adult use educational materials must include information to ensure proper MIP dosage and safety tips, including instructions, information and warnings about the following:
 - a. Dosage safety: urging consumption on a "start Low" and "go slow" basis, including information about variability among individual tolerance to products and person-to-person variation in the effects;
 - b. Guidance for first-time or low-tolerance patients or consumers;
 - c. Information regarding dosage and ingredients of available products;
 - d. Duration: Information about both the time interval until the product effects are felt and the length of product effects;
 - e. Responsible storage: Direction to keep products away from children, kept in child-resistant packaging, and not to store near other food items;
 - f. Driving and machinery: Not to operate a vehicle or machinery under the influence;
 - g. Pregnancy: That there may be additional health risks associated with consumption of this product for women who are pregnant, breastfeeding, or planning on becoming pregnant.
 - h. With regard to edible MIPs:
 - (i) Alcohol: Not to mix MIPs with alcohol;
 - (ii) Eating first: To eat a full meal before consuming MIPs as doing so helps in lowering the intensity of the effects.

44. Marijuana and marijuana products, including edible marijuana products, are subject to random inspection and testing by the Town, and/or verification by the Town that inspection and/or testing has occurred, as may be consistent with State law.
45. There shall be no production or manufacture of any products at the Establishment. This does not pertain to repackaging of cannabis products produced or manufactured off-site.
46. The Licensee shall keep an updated product and price list on file with the Board and the Town's Health Department.
47. The Licensee shall work cooperatively with the Health Department should the Health Department have any COVID-related requests.

Facility-Specific Requirements

48. The Licensee shall maintain a designated patient/handicap drop off space/zone within its parking lot.
49. The Licensee shall conspicuously post Police Department-approved signage at any entrance actively used by the public (including any door leading into a vestibule) indicating that entry into the premises by persons not possessing valid identification is prohibited. The notice shall be no smaller than 8.5" by 11."
50. The Licensee shall conspicuously post signs in the parking lot informing the public that parking spaces are for use by the Licensee's customers only and that parking time is limited to 30 minutes maximum.
51. The Licensee shall maintain and keep all of its parking facilities clean from garbage and debris.
52. Prior to opening for Adult Use, the Licensee shall seal and stripe the customer parking lot adjacent to the facility.
53. The Licensee shall install and maintain lighting near its bicycle rack.
54. The Licensee shall procure and maintain the use of a pedestal-style "Parking Lot Full" sign in the customer parking lot adjacent to the facility.
55. The Licensee shall make available and maintain temporary removable restroom facilities (commonly known as Port-A-Potties) for its customers. The exact number of restrooms shall be determined by the relevant Town departments and/or officials, which may include the Director of Public Health or designee, in cooperation with the Brookline Police Department. There shall be no Port-A-Potties or similar facilities on public property.

56. The Licensee shall comply with Zoning By-Law Section 6.04.6(a) (“Any illumination on parking lots must be shielded so as not to shine upon abutting or other nearby properties”).

Community Relations-Specific Requirements

57. The Licensee must hold an annual community meeting to provide abutters and community residents with an opportunity to comment on the Licensee’s operating practices, policies and plans.
- (a) Community meetings shall be advertised in the Brookline local newspaper between two (2) and four (4) weeks in advance of the meeting and announced on the Licensee's website beginning at least four (4) weeks in advance of the meeting and through the date of the meeting.
 - (b) The Licensee shall promptly notify the Town Administrator of community meetings and supply a copy of the Brookline local newspaper advertisement.
 - (c) The Licensee shall notify all Town Meeting members of community meetings two (2) to three (3) weeks in advance of the meeting.
 - (d) As part of the Town's annual license renewal process, the Licensee shall submit a report outlining the number of attendees, a summary of comments received, and proposed responses and plans to address comments.

Access to Information and Required Notifications and Submissions

58. The Licensee shall cooperate and comply with requests for information made by the Select Board and its agents.
59. The Licensee shall cooperate with reasonable requests for information from and meetings with the Town’s Community Impact Coordinator. The Licensee shall cooperate with the Coordinator’s reasonable efforts to establish a regular schedule of check-ins to ensure timely discussion of issues and quick response to concerns. The Licensee shall also cooperate and engage, as reasonably requested, with the Cannabis Mitigation Advisory Committee.
60. Within twenty-four (24) hours of receipt of notice of it, the Licensee shall:
- (a) file with the Town Administrator, Director of Public Health and the Building Commissioner any summary cease and desist order, cease and desist order, quarantine order, suspension order, revocation order, order limiting sales, deficiency statement, plan of correction, notice of a hearing, notice of any other administrative process or legal action, denial of a Certificate of Registration, denial of a renewal of a Certificate of Registration, or final action issued by a state or federal agency (including, but not limited to, the CCC) regarding the Licensee or the Licensee’s License, or regarding a Marijuana Courier with which the Licensee is partnered, or the Marijuana Courier’s license, or the Licensee's Certificate of Registration;

- (b) inform the Town Administrator if any of the Licensee's State agent registrations is revoked, if a renewal application for a State agent registration is denied, or if the agent is subject to any pending administrative process or legal action or if such action has occurred with regard to the license of a Marijuana Courier with which the Licensee is partnered; and
- (c) Inform the Town Administrator of receipt of notice of any federal enforcement action against or investigation of the Licensee or against a Marijuana Courier with which the Licensee is partnered.

61. Within fourteen (14) days of submission to the CCC, the Licensee shall provide to the Select Board a copy of its application to the CCC for an original or renewed CCC license, with personal information such as birth dates, social security numbers (including last 4 digits), financial/bank account numbers, driver's license numbers and criminal offender record information (CORI), and personal addresses, telephone numbers and email addresses redacted. Copies of such applications may be disclosed in accordance with the provisions of the Public Records law. The Licensee may identify information within such documents that has not been redacted that it believes is non-public record information, for the Town's consideration.
62. The Licensee shall promptly provide prior written notice to the Town Administrator of its intent to cease accepting a form of electronic payment (*e.g.*, credit or debit card).
63. The Licensee shall provide the Town Administrator, Chief of Police, Fire Chief, Health Director, Planning Director, and Building Commissioner with an up-to-date list of the names, 24-hour telephone numbers and email addresses of all Executive Management Team Members, Managers, Alternate Managers, and key holders of the Premises to whom the Town may communicate if necessary during business hours and after business hours.
64. Executive Management Team Members, Managers and Alternate Managers shall respond within twenty-four (24) hours of contact by a Town staff member. The Licensee agrees to appear before the Select Board and/or to communicate with Town staff if requested to do so.
65. The Licensee shall maintain on the Premises in a readily-accessible location one or more binders containing (a) all operating policies and procedures required by 935 CMR 500 and 935 CMR 501, (b) an up-to-date list of all products sold by the Licensee through the Establishment's operations, including the strains and forms in which marijuana and marijuana products are sold, along with prices charged, (c) the Licensee's entire application for an original CCC license in connection with the Establishment and any application for a Town Select Board license, in addition to renewal applications for such licenses, if dating within the past five (5) years; (d) a Town Health Department-approved pest control and a rubbish and litter plan, (e) a copy of the Registration Cards for the Establishment's Agents staffing, or supervising staff, of the Establishment, and (f) proof of a general liability insurance policy or escrow account as required by 935 CMR 500 and/or 935 CMR 501. Upon the request of the Select Board or its agent, the licensee

shall make the binder(s) available for inspection.

66. The Licensee will cooperate with a pre-operational inspection by the Inspectional Departments prior to commencing recreational marijuana and recreational marijuana product sales.
67. The Licensee shall submit requested data and reports to the Board and its agents in the form and manner that they may determine. The Licensee may identify information within such documents that it believes is non-public record, for the Town's consideration. These submissions shall include, as part of the annual renewal process, a report the accuracy and completeness of which is attested to under penalties of perjury detailing information that shall include:
 - i. Names and 24-hour site contact information for all Executive Management Team members, Managers and Alternate Managers.
 - ii. An independent financial audit of the Licensee prepared by a licensed CPA for the preceding fiscal year.
 - iii. The number and geographical distribution of customers visiting the facility by month (zip code information will suffice with regard geographical distribution information).
 - iv. In connection with the Transportation Demand Management Plan, performance monitoring records, reports and records of any required remedial actions, and any other records as may permit the Select Board to review the effectiveness of the TDMP and that may evidence the Licensee's continued implementation of and compliance with the TDMP's performance goals.
 - v. The number and percentage of on-site employees using the Licensee's public transportation subsidy for employees, and the number and percentage of on- site employees who generally commute to the facility using a means other than a vehicle parked in Town.
 - vi. Total number of employees whose duties entail working at the facility on a part- or full-time basis.
 - vii. Certification that all employees who drive to the facility are instructed to park in an off-site private parking facility.
 - viii. A description of changes or additions to the information the Licensee had previously provided to the Town as part of its application.
 - ix. A copy of the complete application for renewal to the CCC, redacted in conformity with the above. The Licensee may identify any additional information within such redacted documents that it believes is non-public record, for the Town's consideration.
 - x. In connection with community meetings held during the preceding license period, a report outlining the number of attendees, a summary of comments received, and proposed responses and plans to address comments.
 - xi. A report summarizing community complaints received during the preceding license period other than through community meetings, including the number of complaints received, a summary of the substance of each of the complaints, and the manner in which the Licensee addressed

and/or remediated each of the complaints (or its planned response(s), with respect to complaints not yet addressed/remediated).