



Gary Christenson, Mayor

CANNABIS LICENSING AND ENFORCEMENT COMMISSION
Senior Center Auditorium, 7 Washington Street, Malden
Wednesday, March 20, 2019 at 5 PM

Commission Members in Attendance		
√	Ron Hogan	Finance
√	Kevin Molis	Chief of Police
√	Nelson Miller	Bldg. Commissioner
√	Diana Jeong	Mayor's Appt.
	<i>Vacancy</i>	Council Appt.
√	Kathleen Manning Hall	Clerk <i>Non-voting mem.</i>

MINUTES

- 1. Roll Call of Commission members.** Meeting was called to order at 5 PM. Members introduced themselves and there was a quorum sufficient to conduct business. The City Council has not yet appointed their member; they plan to solicit applications for their appointment.
- 2. Selection of a Chairperson.** *Diana Jeong nominated Ron Hogan to serve as Chair, seconded by Kevin Molis; Motion was approved unanimously.*
- 3. Schedule of Ongoing Meetings.** The fourth Wednesday of the month at 5 PM works for members' schedules. There was discussion about holding meetings in the Police Station Community Room, however after review of the schedule and realizing a conflict, meetings will be held in the Senior Center Auditorium.
- 4. Review Application Packages, Discuss Distribution.**
 - a. Ron Hogan and Nelson Miller have compiled a bound informational binder for applicants that details the application process with the goal of licensing operators who meet the highest of standards. The City will issue a maximum of five retail licenses and categories such as cultivators and product manufacturers do not count towards that five. There are several components to the application, including intent, background and financial.
 - b. Committee members are encouraged to review the binder which contains instructions for the application process, Malden's Cannabis ordinance, zoning information, requirements of the State Cannabis Commission, and licensing

forms. Binders will be available at the office of the Mayor, Building Commissioner, and as a PDF on the City website.

- c. To notify the public about the application period, the City will issue a press release on Monday (3/25) which will also be included on the City's social media platforms.
 - d. Director of Online Services Ron Cochran will establish a Cannabis Licensing page on the City website that will contain a FAQ.
 - e. The application evaluation process will be discussed at the April 24th meeting. The Committee will make every attempt to let applicants know what may be missing from applications and give them the opportunity to fix it.
- 5. Discuss Initial Application Deadline.** Discussion ensued about the length of time to grant applicants to complete the application. All applicants will receive a copy of the binder to review.
- a. Applications will be available online via PDF. Commission members agreed that 60 days is an appropriate amount of time for applicants to complete an application. *Motion by Nelson Miller that the deadline for applications should be 12 Noon on Monday, May 20th, seconded by Kevin Molis; Motion was approved unanimously.*
 - b. Applications will be accepted at the Mayor's office, 17 Pleasant Street, 4th Floor and will be time and date stamped.
- 6. Other business.** Point of contact for questions will be Ron Hogan. The Commission will establish an email address and encourage all with questions to send them via email. All members of the Commission will receive emailed questions.
- 7. Next Meeting:** Wednesday, April 24th at 5 PM in the Senior Center Auditorium, 7 Washington Street.

Motion to adjourn at 5:34 PM by Nelson Miller and seconded by Diana Jeong. All in favor, meeting adjourned.