



# TOWN OF TYNGSBOROUGH

Office of the Select Board  
Town Offices | 25 Bryant Lane  
Tyngsborough, MA 01879

Tel: (978) 649-2300 Ext. 100 | Fax: (978) 649-2320

## Cannabis Host Community Agreement Transparency Practices

### 1. Approval Process

- a. Applicant should identify a potential location in which they would like to operate an establishment.
  - i. Applicant should confirm with the Tyngsborough Planning Department that the proposed location meets zoning requirements for proposed operation.
  - ii. Applicant should confirm with the Town Manager's office whether a Host Community Agreement (HCA) is available for that particular use. (Tyngsborough's Zoning Bylaws limit the number of HCAs available for retail to two.)
- b. Applicant should submit a written request to the Select Board outlining the proposed business plan and whether the proposed applicant qualifies as a social equity applicant under Tyngsborough's Cannabis Social Equity Policy as those have been certified as eligible to participate in the Cannabis Control Commission (CCC) Social Equity Program or are Certified Empowerment Priority Applicants by the CCC.
- c. The Select Board will, at a public hearing, review the application documents and either a) approve, b) approve with conditions, c) deny, or d) request additional information from the applicant or time to consider the application.
- d. If approved, and no HCA currently exists, the Town and the applicant will proceed to negotiate an HCA to move forward.

### 2. Contact Information

- a. Town Manager's Office (978) 649-2300 x. 100
  - i. Town Manager Colin Loiselle [cloiselle@tyngsboroughma.gov](mailto:cloiselle@tyngsboroughma.gov)
  - ii. Assistant Town Manager Sean Walsh [swalsh@tyngsboroughma.gov](mailto:swalsh@tyngsboroughma.gov)
  - iii. Executive Assistant Jacqueline Schnackertz [jschnackertz@tyngsboroughma.gov](mailto:jschnackertz@tyngsboroughma.gov)

### 3. Application Evaluation

- a. Applicant should provide:
  - i. Written request for licensing to Select Board
  - ii. Proposed business plan
  - iii. Contact information of applicant
- b. Documentation should be submitted to the Town Manager's Office in person or by email any of the above Town Manager's Office contacts.
- c. Applications will be evaluated based on the following criteria:
  - i. Zoning - does the proposed operation meet the zoning requirements of the proposed location?



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- ii. Feasibility - is the proposed plan of operation of the business achievable and in the public interest? Does the applicant have the means and resources to make this happen?
- iii. Responsibility - are the proposed applicant and business responsible to operate the proposed facility and operation?