

TOWN OF OTIS
BOARD OF SELECTMEN ♦ BOARD OF HEALTH
Town Hall, One North Main Road, P.O. Box 237
Otis, Massachusetts 01253-0237
(413) 269-0100 ♦ Fax (413) 269-0104

Berkshire SS:

To Russell Loring, Constable of the Town of Otis in the County of Berkshire,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Town Affairs to meet in the Otis Town Hall/Community Center, One North Main Road, in said Town on **Tuesday, May 28, 2019**, for the election of the following Town Officers and terms thereof:

- 1 SELECTPERSON FOR 3 (THREE) YEARS
- 1 MODERATOR FOR 1 (ONE) YEAR
- 1 TREE WARDEN FOR 1 (ONE) YEAR
- 1 TOWN CLERK FOR 3 (THREE) YEARS
- 1 FINANCE BOARD MEMBER FOR 3 (THREE) YEARS
- 1 ASSESSOR FOR 3 (THREE) YEARS
- 1 CEMETERY COMMISSIONER FOR 3 (THREE) YEARS
- 1 LIBRARY TRUSTEE MEMBER FOR 3 (THREE) YEARS
- 3 PLANNING BOARD MEMBERS FOR 5 (FIVE) YEARS
- 1 SCHOOL COMMITTEE MEMBER FOR 3 (THREE) YEARS

And the Selectmen give notice that the polls shall open for the Election of Officers at 10 o'clock in the forenoon of Tuesday, May 28, 2019, in the Otis Town Hall and may be closed at 7 o'clock in the evening of that day; and that the laws governing elections in the Commonwealth shall be enforced, and the Australian system of voting shall be used with the voting machine.

You are also required to notify and warn the inhabitants of said Town qualified to vote in Town Affairs to meet in the Otis Town Hall, One North Main Road, on Tuesday, May 21, 2019, at 7 p.m. then and there to act upon the following articles, namely:

ARTICLE 1: To receive the reports of the various Town Officers and act thereon.

ARTICLE 2: To raise and appropriate such money as may be necessary to defray the Town's expenses for this fiscal year. See appropriations list attached at end of Warrant.

ARTICLE 3: To see if the Town will vote to raise and appropriate the sum of \$183.28 to pay FY18 bills for Berkshire Mountain Spring Water for \$30.00, Barbara Penn for \$93.76, and Alex Tinari for \$59.52; or take any other action thereon.

ARTICLE 4: To see if the Town will vote to transfer the sum of \$92,452.14 from Free Cash to the Rescue Truck Repairs account; or take any other action thereon.

ARTICLE 5: To see if the Town will vote to raise and appropriate the sum of \$218,963.86 or any other sum for the purpose of paying the principal and interest due in fiscal 2020 and fiscal 2021 for the fourth and fifth annual payments for the 2016 KME fire truck purchased in FY16 and to take said sum from Free Cash; or take any other action thereon.

ARTICLE 6: To see if the Town will vote to raise and appropriate the sum of \$97,320.98 or any other sum for the purpose of paying the principal and interest due in fiscal 2020 for the first of three annual payments for the 2019 4x4 dump/plow truck purchased in FY19 and to take said sum from Free Cash; or take any other action thereon.

ARTICLE 7: To see if the Town will vote to raise and appropriate the sum of \$139,772.95 or any other sum for the purpose of paying the principal and interest for the 2019 loader/backhoe purchased in FY19 and to take said sum from Free Cash; or take any other action thereon.

ARTICLE 8: To see if the Town will vote to authorize the Treasurer to borrow the sum of \$390,000.00 or any other sum for the purpose of buying a new 2020 grader; or take any other action thereon.

ARTICLE 9: To see if the Town will vote to raise and appropriate the sum of \$15,000.00 or any other sum for the purpose of purchasing and installing Fire Alarms and to take said sum from Free Cash; or take any other action thereon.

ARTICLE 10: To see if the Town will vote to raise and appropriate the sum of \$40,000.00 or any other sum for the purpose of paving Tyringham Road and to take said sum from Free Cash; or take any other action thereon.

ARTICLE 11: To see if the Town will vote to raise and appropriate the sum of \$65,000.00 or any other sum for the purpose of paving the Waste Water Treatment Plant and to take said sum from Free Cash; or take any other action thereon.

ARTICLE 12: To see if the Town will vote to accept \$178,640.00 or any other sum as an Available Fund under the Chapter 90 State Aid to Highways Program; or take any other action thereon.

ARTICLE 13: To see if the Town will vote to raise and appropriate \$66,450.00 or any other sum for the operation and maintenance of the municipal sewer system and to meet the appropriation, transfer funds from the sewer user fees; or take any other action thereon.

ARTICLE 14: To see if the Town will vote to adopt a General Bylaw, pursuant to the provisions of Section 53E 1/2 of Chapter 44 of the Massachusetts General Bylaws, as most recently amended, by inserting a new bylaw establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

Section I: There are hereby established in the Town of Otis pursuant to the provisions of G.L. Ch. 44, 53E 1/2, the following Revolving Funds:

Plumbing/Gas	Fees & Charges for Plumbing/Gas Inspections
Wire Inspector	Fees & Charges for Wire Inspections
Fire Department Inspections	Fees & Charges for Fire Inspections
Sanitation Inspector	Fees & Charges for Sanitation Inspections
Recreation Commission	Fees & Charges for Recreation Programs
Demolition Debris Removal	Fees & Charges for Transfer Station Demolition
Debris	
Cemetery	Fees & Charges for Cemetery Commission Expenses
Tax Title	Fees & Charges for Tax Title Expenses

Section II: Expenditures from each revolving fund set forth herein shall be subject to the limitation established by Town Meeting or any increase therein as may be authorized in accordance with G.L. Ch. 44, 53E 1/2 .

Plumbing & Gas Inspector	\$15,000.00
Wire Inspector	\$15,000.00
Fire Department Inspections	\$6,000.00
Sanitation Inspector	\$9,000.00
Recreation Commission	\$5,000.00
Demolition Debris Removal	\$25,000.00
Cemetery	\$2,000.00
Tax Title	\$10,000.00

ARTICLE 15: To see if the Town will vote to authorize the Selectboard to enter into a ten (10) year contract, commencing on July 1, 2020, with the qualified vendor selected by MassDEP through a competitive bid process for recycling processing services for the Town, subject to the Selectboard's determination that the contract is in the best interest of the Town and subject to Town Meeting approval in the Spring of 2020 for funding for these services; or take any other action thereon.

ARTICLE 16: To see if the Town will vote to raise and appropriate the sum of \$447,699.00 or any other sum in FY20 for paying the principal and interest for the Wind Project Bond; funds to be transferred from the Wind Municipal Light Plant; or take any other action thereon.

ARTICLE 17: To see if the Town will vote to raise and appropriate the sum of \$36,610.00 or any other sum for paying the principal and interest due in FY20 on funds borrowed for the Wind Project Serial Note; funds to be transferred from the Wind Municipal Light Plant; or take any other action thereon.

ARTICLE 18: To see if the Town will Vote to raise and appropriate the sum of \$63,776.70 or any other sum for paying the interest due in FY20 on funds borrowed for the Otis Fiber Project; or take any other action thereon.

ARTICLE 19: To see if the Town will vote to transfer the care, custody, management and control of the East Otis One Room Schoolhouse and accompanying land, located at 2 Old Blandford Road, East Otis, MA, and having an assessor's parcel identification number of 16-59, from the Board of Selectmen for the purpose of an Educational, Recreational and Information Center, to the Board of Selectmen for the purpose of an Educational, Recreational and Information Center and for the purpose of conveying a perpetual history preservation restriction encumbering said East Otis One Room Schoolhouse land and building to the Commonwealth of Massachusetts, by and through the Massachusetts Historical Commission, on such terms and conditions, and for such consideration, as the Board of Selectmen deem appropriate, provided however, that such transfer is contingent upon the Town being awarded a grant from the Commonwealth of Massachusetts in the amount of \$75,000.00 or any other sum; or take any action relative thereto.

ARTICLE 20: To see if the Town will vote, pursuant to M.G.L. Ch. 41, Section 81A, to reduce the number of Planning Board members from seven (7) to five (5) as follows: by rescinding Article 28 of the May 20, 2008 Annual Town Meeting that expanded the Board membership from five (5) to seven (7) and eliminating the two positions that Article 28 created; or take any other action thereon.

ARTICLE 21: To see if the Town will vote to charge a 3% retail tax on all Cannabis sales made by Town establishments.

ARTICLE 22: To see if the Town will vote to approve Section 6.7 of the Marijuana Establishments (ME) & Medical Marijuana Treatment Centers (MMTC) as follows; or take any other action thereon.

ADD TO THE END OF SECTION 6.0 (SPECIAL REGULATIONS)

6.7 MARIJUANA ESTABLISHMENTS (ME) & MEDICAL MARIJUANA TREATMENT CENTERS (MMTC)

6.7.1 Purpose.

The purpose of this section is to provide for the placement of Marijuana Establishments (MEs) and Medical Marijuana Treatment Centers in suitable locations in the Town of Otis (the "Town") in recognition of and in accordance with "The Regulation of the Use and Distribution of Marijuana Not Medically Prescribed," M.G.L. c. 94G and "Medical Use of Marijuana", M.G.L. c. 94I. The specific purpose of this section is to safeguard the built environment by permitting compliance with state law in a manner consistent with community and neighborhood concerns, while also ensuring that those entities permitted to operate a ME or Medical Marijuana Treatment Center, as defined herein, comply with the relevant provisions of Chapter 334 of the Acts of 2016, Chapter 351 of the Acts of 2016, Chapter 55 of the Acts of 2017, and the regulations promulgated by the Cannabis Control Commission (CCC) found at 935 CMR 500.000 and 105 CMR 725.000 et seq.

6.7.2 Definitions.

CRAFT MARIJUANA COOPERATIVE – a Marijuana Cultivator comprised of residents of the commonwealth organized as a limited liability company or limited liability partnership under the laws of the commonwealth, or an appropriate business structure as determined by the CCC, and that is licensed to cultivate, obtain, manufacture, process, package and brand marijuana and Marijuana Products to deliver marijuana to MEs but not to consumers.

INDEPENDENT TESTING LABORATORY - a laboratory that is licensed by the CCC and is: (i) accredited to the most current International Organization for Standardization 17025 by a third-party accrediting body that is a signatory to the International Laboratory Accreditation Accrediting Cooperation mutual recognition arrangement or that is otherwise approved by the commission; (ii) independent financially from any medical marijuana treatment center or any licensee or ME for which it conducts a test; and (iii) qualified to test marijuana in compliance with 935 CMR 500.160 and M.G.L. c.94C, § 34.

LICENSE – the certificate issued by the CCC that confirms that a ME has met all applicable requirements pursuant to St. 2012, c. 334, as amended by St. 2017, c. 55 and 935 CMR 500.000. A ME may be eligible for a provisional or final license.

MARIJUANA ESTABLISHMENT (ME) – a Marijuana Cultivator, Craft Marijuana Cooperative, Marijuana Product Manufacturer, Marijuana Retailer, Independent Testing Laboratory, Marijuana Research Facility, Marijuana Transporter, or any other type of licensed marijuana-related business, except a medical marijuana treatment center.

MARIJUANA CULTIVATOR – an entity licensed to cultivate, process, and package marijuana; to deliver marijuana to MEs; and to transfer marijuana to other MEs but not consumers.

MARIJUANA CULTIVATION FACILITIES – facilities that a Marijuana Cultivator may be licensed to operate.

MARIJUANA PRODUCT MANUFACTURER – an entity licensed to obtain, manufacture, process, and package marijuana and Marijuana Products; to deliver marijuana and Marijuana Products to other MEs, and to transfer marijuana and Marijuana Products to other MEs but not consumers.

MARIJUANA PRODUCTS – products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

MARIJUANA RETAILER – an entity licensed to purchase and deliver marijuana and Marijuana Products from MEs and to deliver, sell, or otherwise transfer marijuana and Marijuana Products to other MEs and to consumers.

MARIJUANA TRANSPORTER – an entity, not otherwise licensed by the CCC, that is licensed to purchase, obtain, and possess cannabis or marijuana product solely for the purpose of transporting, temporary storage, sale and distribution to MEs, but not to consumers.

MEDICAL MARIJUANA TREATMENT CENTER – a not-for-profit entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers.

MICRO-BUSINESS – a ME that is licensed to act as a: licensed Marijuana Cultivator in an area less than 5,000 square feet; licensed Marijuana Product Manufacturer, and licensed marijuana delivery service in compliance with the operating procedures for each such license.

RESEARCH FACILITY – an entity licensed to engage in research projects by the CCC.

SPECIAL PERMIT GRANTING AUTHORITIES, the Planning Board shall be the Special Permit Granting Authority (SPGA) for all MEs and Medical Marijuana Treatment Centers. The Zoning Board shall be the Special Granting Authority for all property variances and changes of use special permits.

SPECIAL OVERSIGHT AUTHORITIES, The Conservation Commission and The Board of Heath shall have authority over those areas within their specific jurisdictions in respect to any given application.

6.7.3 Designated Locations for MEs and Medical Marijuana Treatment Centers.

6.7.3.1 MEs and Medical Marijuana Treatment Centers may be sited on any property within the Town provided the applicant meets all of the provisions of this Bylaw.

6.7.3.2 No ME or Medical Marijuana Treatment Center shall be located within 1000 feet of any licensed public or private school providing education in pre k, kindergarten or any of grades 1 through 12, any public playground, or licensed daycare or other similar facility where organized youth activities occur. Distances shall be between the nearest property lines of each use. The Special Permit Granting Authority may reduce this setback distance if it finds site-specific circumstances or barriers adequately separate the proposed marijuana use and a protected use. The burden shall be on the Applicant to demonstrate that reducing the minimum setback will serve the purpose of this Section and address the concerns of the Special Permit Granting Authority.

6.7.4 Designated Number of MEs and Medical Marijuana Treatment Centers.

6.7.4.1 The total aggregate number of non-retail MEs in the Town shall not exceed three (3).

6.7.4.2 The total number of Marijuana Retailers shall not be greater than one (1).

6.7.4.3 The total number of Medical Marijuana Treatment Centers shall not be greater than one (1).

6.7.5 Special Permit Required. No ME or Medical Marijuana Treatment Center shall be operated or expanded without first obtaining a Special Permit from the Town Special Permit Granting Authority in accordance with this Section and Section 9.3, "Special Permits"

6.7.5.1 The Special Permit Granting Authority shall be the Planning Board.

6.7.5.2 A Special Permit shall only be valid for use by the Applicant and will become null and void upon the sale or transfer of the license of an ME or Medical Marijuana Treatment Center or change in the location of the business.

6.7.5.3 In the event that the Commonwealth's licensing authority suspends the license or registration of a ME or Medical Marijuana Treatment Center, the Special Permit shall be so suspended by the Town until the matter is resolved to the satisfaction of said licensing authority.

6.7.5.4 The Special Permit shall be considered null and void if meaningful construction has not begun on the project within 2 years of obtaining said permit, as determined by the Building Inspector or their designee(s).

6.7.5.5 Conditions of Special Permit approval may include but are not limited to the following:

6.7.5.5.a Proposed modification of the exterior features or appearances of any structure;

6.7.5.5.b Limitation of size, number of occupants or hours of operation;

6.7.5.5.c Regulation of number, design and location of access for vehicles or other traffic features;

6.7.5.5.d Requirement of off-street parking or other special features beyond the minimum required by this or other applicable ordinances;

6.7.5.5.e Proposed security precautions shall be adequate to protect the safety and well-being of users of the establishment.

6.7.6 Marijuana Retailer and Medical Marijuana Treatment Centers Requirements & Performance Standards

6.7.6.1 The minimum lot size for this use shall be two (2) acres within the residential (R-40) district and 20,000 square feet in the village (V1) districts. The Special Permit Granting Authority may modify or waive this requirement.

6.7.6.2 The minimum required front, side, and rear yard setbacks shall be forty (40) feet in the R-40 district and 20 feet in the V1 districts..

6.7.6.3 In any residential area, any property line of an abutting residential or institutional use shall be provided with a continuous screening along such side and rear property lines.

6.7.6.4 In reviewing a Special Permit application under this Section the Special Permit Granting Authority shall consider, in addition to, the criteria in Section 9.3.2 of the Town of Otis Zoning Bylaw, the impact of the proposal on the following:

6.7.6.4.a Proximity to other marijuana uses to prevent clustering.

6.7.6.4.b The provision of adequate shielded lighting to promote security for customers and the public, and to prevent light projection onto neighboring properties.

6.7.6.4.c Hours of operation.

6.7.6.4.d Site design and other development related site impacts.

6.7.7 Outdoor Cultivation Requirements & Performance Standards

Commercial outdoor cultivation of marijuana is prohibited.

6.7.8 Commercial Indoor Cultivation, Craft Cooperative, Manufacturing, Processing, Testing & Research: Requirements & Performance Standards

6.7.8.1 The minimum lot size for industrial uses cultivation, craft cooperative, manufacturing, processing, test & research uses shall be twenty (20) acres as required by Massachusetts law M.G.L. c.94G.

6.7.8.2 The minimum required building setbacks shall be three hundred (300) feet for front yards, and three hundred (300) feet for side and rear yards.

6.7.8.3 No fertilizers, chemicals, compost, soils, materials, machinery, or equipment shall be stored outdoors.

6.7.8.4 In all residential areas, any property line of an abutting residential or institutional use shall be provided with a continuous screening along such side and rear property lines.

6.7.8.5 In reviewing a Special Permit application under this Section the Special Permit Granting Authority shall, in addition to, the criteria in Section 9.3.2 of the Town of Otis Zoning Bylaw, consider the impact of the proposal on the following:

6.7.8.5.a Proximity to other marijuana uses to prevent clustering.

6.7.8.5.b The provision of adequate lighting to promote security for customers and the public, and not project light onto adjacent properties.

6.7.8.5.c Hours of operation.

6.7.8.5.d Site design and other development related site impacts.

6.7.9 Additional Requirements & Performance Standards for MEs and Medical Marijuana Treatment Centers

6.7.9.1 Hours of operation. Operating hours of a Marijuana Retailer or Medical Marijuana Treatment Center shall be 9:00 am to 7:00 pm, unless determined otherwise by the Special Permit Granting Authority. Hours of operation shall apply to all sales, delivery and dispensing activities for the business. There shall be no hourly restrictions all other MEs, unless imposed by said authority as part of site plan approval.

6.7.9.2 Signage. All signage must comply with the regulations set forth in Section 5.2 of the Zoning Bylaw for the Town and the regulations established by the CCC.

6.7.9.3 On-site consumption of marijuana. On-site consumption is prohibited on or within the premises of any ME, except for Research Facilities and as may be allowed by state law.

6.7.9.4 Visibility of activities. All activities of any ME shall be conducted indoors..

6.7.9.5 Paraphernalia. Devices, contrivances, instruments and paraphernalia for inhaling or otherwise consuming marijuana, including, but not limited to, rolling papers and related tools, water pipes, and vaporizers may lawfully be sold at a Marijuana Retailer. No retail marijuana, marijuana products or paraphernalia shall be displayed or kept in a retail marijuana store so as to be visible from outside of the licensed premises.

6.7.9.6 Lighting. Outdoor light levels shall not exceed 1 foot-candle along property lines, nor 10 foot-candles for any location on the property. Any light poles, new or existing, may not exceed 18' in overall height. All outdoor light fixtures must be shielded with light aimed downward to prevent light trespass onto adjacent properties (Dark Sky compliant). The Special Permit Granting Authority may modify this requirement if, upon recommendation by the Police Chief, it is required for adequate safety and security.

6.7.9.7 Landscaping. All Marijuana Establishments (ME) shall be landscaped to harmonize the building with surrounding uses. Landscaping shall be provided at the rate of one (1) canopy tree for every 30' of lineal road frontage and shall be located within 15' of the front property line(s). Existing trees may count toward this requirement and may be clustered. Landscaping must consist of native, non-invasive plant species. The Special Permit Granting Authority may modify or waive this requirement.

6.7.9.8 Control of Emissions. Sufficient measures and means of preventing smoke, odors, debris, dust, fluids, chemicals and any other substances from exiting a ME, must be provided at all times. In the event that any odors, debris, dust, fluids or other substances exit a Marijuana Retailer, Marijuana Product Manufacturer, Research Facility or Independent Testing Laboratory, the owner of the subject premises and the licensee shall be jointly and severally liable for such conditions and shall be responsible for immediate, full cleanup and correction of such condition. The licensee shall properly dispose of all such materials, items and other substances in a safe, secure manner in accordance with all applicable federal, state and local laws and regulations. A detailed plan addressing the

measures and means of control of all potential emissions using the Best Available Technology (BAT) must be provided.

6.7.9.9 Odor Control and Mitigation: A detailed plan to control and mitigate any odors or emissions from exiting the proposed ME facility, using the Best Available Technology (BAT) must be submitted as part of the Special Permit application to the Special Permit Granting Authority. The plan must include Design and Specifications of filtration technologies and equipment proposed to be implemented. This plan must include an action plan addressing the response to emissions that may occur during the operation of the facility. At any time during the operations of a duly licensed ME facility, release of emissions or odors will require the ME to immediately take corrective measures as outlined in the action plan and inform the special permit granting authority and zoning enforcement officer in writing of the measures taken to mitigate the occurrence.

The Special Permit Granting Authority reserves the right to engage an independent consultant to review and advise during any application. The Town of Otis shall have the right to continued monitoring of emissions and water runoff from the facility. All said consultant costs are to be borne by and be the sole responsibility of the Applicant.

See Appendix E & F: Odor Control Plan Template

6.7.9.10 Parking. Off-street parking to be provided for at a minimum as follows:

6.7.9.10.a Marijuana Cultivation Facilities and Manufacturing Product Manufacturers: one (1) parking space for each employee plus adequate space for service and supply vehicles and one (1) parking space for each 1,000 square feet of gross floor area.

6.7.9.10.b Marijuana Research Facilities and Independent Testing Laboratories: one (1) parking space for each employee plus one (1) parking space for each 300 SF of gross floor area.

6.7.9.10.c Marijuana Retailers and Medical Marijuana Treatment Centers: one (1) parking space for each employee plus one (1) parking space for each 200 SF of gross floor area.

6.7.9.11 Fencing. As a condition of the Special Permit approval, the Special Permit Granting Authority will determine the location, height and type of fencing, if applicable. Additional fencing may be required if determined necessary by the Police Chief. In no instance shall barbed-wire fencing be permitted.

6.7.9.12 Marijuana Waste Disposal. There shall be no outdoor storage of marijuana waste for any ME, Marijuana Retailer, Medical Marijuana Treatment Center, Marijuana Cultivation Facility, Marijuana Product Manufacturer, Marijuana Research Facility or Testing Laboratories. All marijuana waste generated shall be secured indoors, to be serviced by an authorized professional waste removal service company or medical waste company.

6.7.9.13 Marijuana Retailers are prohibited from selling alcoholic beverages.

6.7.10 Filing Requirements.

Applications for Special Permits shall be submitted to the Planning Board for approval. The Planning Board, acting as the Special Permit Granting Authority, shall then approve, approve with conditions, or deny the Special Permit.

Said applications shall include the following:

6.7.10.1 Site Plan. In addition to the site plan contents required per Section 9.4, the site plan shall also include:

6.7.10.1.a The names, mailing addresses, phone numbers, email addresses and signatures of the applicant, owner and operator.

6.7.10.1.b Physical address (if one exists) and the map, lot and block number of the proposed site.

6.7.10.1.c Security Plan. A security plan is required to ensure the safety of employees, patrons and the public to protect the premises from theft or other criminal activity. The security plan shall be reviewed and approved by the local Police Chief. The following elements may be included in the security plan and are only required if deemed necessary by the Police Chief:

6.7.10.1.c.i An interior floor plan (secured areas, windows, doors, etc.)

6.7.10.1.c.ii Exterior lighting

6.7.10.1.c.iii Fencing

6.7.10.1.c.iv Gates

6.7.10.1.c.v Alarms

6.7.10.1.c.vi Additional security measures not listed above.

6.7.10.2 Traffic Study. The Special Permit Granting Authority may require a traffic study that includes an analysis of traffic generation, circulation and off-street parking demands to determine sufficient parking and optimum configuration for site ingress and egress.

6.7.9.10.3 Board of Health (BOH) review along with a written copy of their findings is required.

6.7.10.4 Site Control. Evidence that the Applicant has site control in the form of a deed, valid lease, or purchase & sale agreement or a notarized statement from the property owner certifying the Applicant has firm site control.

6.7.11 State License. A copy of the license or registration as a ME from the CCC or documentation that demonstrates that said facility and its owner/operators qualify and are eligible to receive a Certification of Registration and meet all of the requirements of a ME in accordance with the regulations adopted by said commission, as amended.

6.7.12 Discontinuance of Use.

Any ME or Medical Marijuana Treatment Center under this Section shall be required to remove all material, plants, equipment, and other paraphernalia in compliance with regulations established by the CCC within 30 days after the expiration or voiding of its

license. A Performance Bond or Cash Account in an appropriate amount determined by the Special Permit Granting Authority shall be secured by the applicant and issued to and held by the Town to assure compliance under this section is required.

6.7.13 No Town Liability: Indemnification.

6.7.13.1 The Applicant and all licensees waive and release the Town, its elected officials, employees and agents from any liability for injuries, damages or liabilities of any kind that result from any arrest or prosecution of the ME or Medical Marijuana Treatment Center owners, operators, employees, clients or customers for any violation of state, local or federal laws, rules or regulations.

6.7.13.2 The Applicant, in receiving approvals issued pursuant to this chapter, and all licensees, jointly and severally, agree to indemnify, defend and hold harmless the Town, its elected officials, employees, attorneys, agents, insurers and self-insurance pool against all liability, claims and demands on account of any injury, loss or damage, including, without limitation, claims arising from errors or omissions, bodily injury, personal injury, sickness, disease, death, property loss or damages or any loss of any kind whatsoever, arising out of or in any manner connected with any ME or Medical Marijuana Treatment Center that is subject of the approval/license.

6.7.14 ME Facility Inspection.

6.7.14.1 The Building Inspector, Police Chief, Fire Chief, or designee, shall inspect any operating ME or Medical Marijuana Treatment Center annually to ensure compliance with this section and conditions of the Special Permit as granted by the Special Permit Granting Authority.

6.7.14.2 See Appendix E and F for detailed emission inspection requirements.

6.7.15 Other Laws Remain Applicable.

Business License Required. At all times while a permit is in effect the licensee shall possess a valid license.

6.7.15.1 To the extent that the state has adopted or adopts in the future any additional or stricter law or regulation governing MEs or Medical Marijuana Treatment Centers, the additional or stricter regulation shall apply. Compliance with any applicable state law or regulation shall be deemed an additional requirement for issuance or denial of any license under this chapter, and noncompliance with any applicable state law or regulation shall be grounds for revocation or suspension of any license issued hereunder.

6.7.15.2 The issuance of any license pursuant to this chapter shall not be deemed to create an exception, defense or immunity to any person in regard to any potential criminal liability the person may have for the cultivation, possession, sale, distribution or use of marijuana.

6.7.15.3 Prior to the issuance of a Special Permit, the ME or Medical Marijuana Treatment Center must have entered into a Host Community Agreement (HCA) with the Town. If, upon review by the Select Board, the ME is found to not be fully in compliance with the HCA, the special permit and/or the local license may be suspended or rescinded.

6.7.16 Violations.

6.7.16.1 It shall be the responsibility of the License Holder, his or her business agent and/or Permit Holder to ensure compliance with all sections of this bylaw pertaining to his or her distribution of marijuana and/or marijuana products and/or the manufacture of marijuana or marijuana products. The violator shall receive:

6.7.16.1.a In the case of a first violation, a fine of three hundred dollars (\$300.00).

6.7.16.1.b In the case of a second violation within 24 months of the date of the current violation, a fine of three hundred dollars (\$300.00) and the License or Permit shall be suspended for seven (7) consecutive business days.

6.7.16.1.c In the case of three or more violations within a 24 month period, a fine of three hundred dollars (\$300.00) and the License or Permit shall be suspended for thirty (30) consecutive business days.

6.7.16.1.d Refusal to cooperate with inspections pursuant to this bylaw shall result in the suspension of the License or Permit for thirty (30) consecutive business days.

6.7.16.2 In addition to the monetary fines set above, any License Holder or Permit Holder who engages in the sale or distribution of marijuana or marijuana products while his or her License or Permit is suspended shall be subject to the suspension of all Town-issued permits and licenses for thirty (30) consecutive business days.

6.7.16.3 The Zoning Enforcement Officer shall provide notice of the intent to suspend a License or Permit, which notice shall contain the reasons therefor and establish a time and date for a hearing which date shall be no earlier than seven (7) days after the date of said notice. The License Holder or its business agent or Permit Holder shall have an opportunity to be heard at such hearing and shall be notified of the Town's decision and the reasons therefore in writing. After a hearing, the Town shall suspend the License or Permit if the Town finds that a violation of this bylaw occurred. For purposes of such suspensions, the Town shall make the determination notwithstanding any separate criminal or non-criminal proceedings brought in court hereunder or under the Massachusetts General Laws for the same offense. All marijuana and marijuana products shall be removed from the retail establishment upon suspension of the License. Failure to remove all marijuana and marijuana products shall constitute a separate violation of this regulation.

6.7.16.4 Each day any violation exists shall be deemed to be a separate offense.

6.7.16.5 Enforcement of this regulation shall be by the applicable Granting Authority.

6.7.16.6 Any resident who desires to register a complaint pursuant to the regulation may do so by contacting the Town or its designated agent(s) in writing and they shall investigate.

6.7.17 Severability.

The provisions of this bylaw are severable, and the invalidity of any section, subdivision, subsection, paragraph or other part of this bylaw shall not affect the validity or effectiveness of the remainder of this bylaw.

APPENDIX E

ODOR CONTROL PLAN TEMPLATE

Marijuana Cultivation¹

1. TABLE OF CONTENTS

2. FACILITY INFORMATION

- a. Name of facility
- b. Name, phone number, and email of facility owner
- c. Name, phone number, and email of facility operator or licensee, and any authorized designees
- d. Facility physical address
- e. Facility mailing address (if different from physical address)
- f. Facility type
- g. Facility hours of operation
- h. Description of facility operations
- i. Emergency contact information
- j. Business license application number(s) and/or business file number(s) (if applicable)
- k. Air permit and permit number (if applicable)

3. FACILITY ODOR EMISSIONS INFORMATION

a. Facility floor plan

This section should include a facility floor plan, with locations of odor-emitting activity(ies) and emissions specified. Relevant information may include, but is not limited to, the location of doors, windows, ventilation systems, and odor sources. If a facility has already provided the locations of specific odor-emitting activities and emissions in its business license application floor plan, it may instead reference the facility's business file number(s) and the relevant sections within such application where the floor plan is located.

b. Specific odor-emitting activity(ies)

¹ **NOTE:** If the owner or operator of a facility believes that certain information contained in its odor control plan is confidential, it should clearly mark all information as such.

2

This section should describe the odor-emitting activities or processes (e.g., cultivation) that take place at the facility, the source(s) (e.g., budding plants) of those odors, and the location(s) from which they are emitted (e.g., flowering room).

c. Phases (timing, length, etc.) of odor-emitting activities

This section should describe the phases of the odor-emitting activities that take place at the facility (e.g., harvesting), with what frequency they take place (e.g., every two weeks on Tuesdays), and for how long they last (e.g., 48 hours).

4. ODOR MITIGATION PRACTICES (all based on industry-specific best control technologies and best management practices)

*For each odor-emitting source/process outlined in Section 3(b) of the Odor Control Plan, specify the administrative and engineering controls the facility implements or will implement to control odors. **NOTE** that descriptions of 'administrative controls' and 'engineering controls' shall include, but are not limited to, the following sections:*

a. Administrative Controls

i. Procedural activities

This section should describe activities such as building management responsibilities (e.g., isolating odor-emitting activities from other areas of the buildings through closing doors and windows).

ii. Staff training procedures

This section should describe the organizational responsibility(ies) and the role/title(s) of the staff members who will be trained about odor control; the specific administrative and engineering activities that the training will encompass; and the frequency, duration, and format of the training (e.g., 60 minute in-person training of X staff, including the importance of closing doors and windows and ensuring exhaust and filtration systems are running as required).

iii. Recordkeeping systems and forms

This section should include a description of the records that will be maintained (e.g., records of purchases of replacement carbon, performed maintenance tracking, documentation and notification of malfunctions, scheduled and performed training sessions, and monitoring of administrative and engineering controls).

Any examples of facility recordkeeping forms should be included as appendices to the OCP.

b. Engineering Controls

i. The best control technology for marijuana cultivation facilities is carbon filtration.

ii. For Existing facilities with engineering controls for all odor sources on the date of rule adoption:

3

1) Evidence that engineering controls for all odor sources were installed and operational on the date of rule adoption

2) Evidence that engineering controls are sufficient to effectively mitigate odors for all odor sources

This section should include evidence that Engineering Controls meet at least one of the following:

A) Are consistent with accepted and available industry-specific best control technologies designed to effectively mitigate odors for all odor sources.

B) Have been reviewed and certified by a Professional Engineer or a Certified Industrial Hygienist as sufficient to effectively mitigate odors for all odor sources.

C) Have been approved by the Planning Board as sufficient to effectively mitigate odors for all odor sources.

3) Components of engineering controls

This section shall include, but is not limited to, technical system design, a description of technical process(es), and an equipment maintenance plan.

A) System design

The system design should describe the odor control technologies that are installed and operational at the facility (e.g., carbon filtration) and to which odor-emitting activities, sources, and locations they are applied (e.g., bud room exhaust).

B) Operational processes

This section should describe the activities being undertaken to ensure the odor mitigation system remains functional, the frequency with which such activities are performed, and the role/title(s) of the personnel responsible for such activities (e.g., when trimming

activities are conducted, X personnel are responsible for isolating the trim room from non-odorous areas of the facility and for ensuring the exhaust system is operational and routed through odor mitigation systems).

C) Maintenance plan

The maintenance plan should include a description of the maintenance activities that are performed, the frequency with which such activities are performed, and the role/title(s) of the personnel responsible for maintenance activities. The activities should serve to maintain the odor mitigation systems and optimize performance (e.g., change carbon filter, every 6 months, carried out by the facility manager).

4

iii. For new facilities and existing facilities without engineering controls for all odor sources on the date of rule adoption

1) The engineering control system and all components shall be reviewed and certified by a Professional Engineer or a Certified Industrial Hygienist as meeting professional expectations of competency and as sufficient to effectively mitigate odors for all odor sources.

This section shall include, but is not limited to, technical system design, a description of technical process(es), and an equipment maintenance plan.

A) System design

The system design should describe the odor control technologies to be installed and implemented at the facility (e.g., carbon filtration) and to which odor-emitting activities, sources, and locations they will be applied (e.g., bud room exhaust). It should describe critical design factors and criteria, with supporting calculations presented as appropriate (e.g., desired air exchanges per hour required to treat odorous air from specific areas, odor capture mechanisms, exhaust flow rates, rates of carbon adsorption consumption, etc.).

B) Operational processes

This section should describe the activities that will be undertaken to ensure the odor mitigation system remains functional, the frequency with which such activities will be performed, and the title/role(s) of the personnel responsible for such activities (e.g., when trimming activities are conducted, X personnel are responsible for isolating the trim room from non-odorous areas of the facility and for ensuring the exhaust system is operational and routed through odor mitigation systems).

C) Maintenance plan

The maintenance plan should include a description of the maintenance activities that will be performed, the frequency with which such activities will be performed, and the role/title(s) of the personnel responsible for maintenance activities. The activities should serve to maintain the odor mitigation system and optimize performance (e.g., change carbon filter, every 6 months, carried out by the facility manager).

iv. If the facility reasonably believes that Engineering Controls are not necessary to effectively mitigate odors for all odor sources, the facility shall submit as part of its OCP the basis for such belief.

c. Timeline for implementation of odor mitigation practices

The timeline should begin upon receipt of approval from the Town and should include a comprehensive timeline for the design, review process, installation, and operation of the various odor mitigation practices outlined in Section 4 of the Odor Control Plan. In general, a timeline should consist of, but is not limited to, the following:

- i. Approval of OCP by the Planning Board
- ii. Approval of OCP by other Otis town agencies
- iii. Purchase and installation of engineering controls
- iv. Inspections and approval by Otis town agencies
- d. Complaint tracking system

This section may include, but is not limited to, the mechanism for, and the responsible staff involved in, receiving odor-related complaints, how and by whom such complaints will be addressed, and how the odor complaint and response will be recorded (e.g., logbook, complaint report).

5. APPENDICES

- a. Any recordkeeping forms from Section 4.a.iii.
- b. Odor complaint and response tracking form from Section 4.d.

APPENDIX F
ODOR CONTROL PLAN TEMPLATE
Marijuana-Infused Products (MIPs)¹

1. TABLE OF CONTENTS

2. FACILITY INFORMATION

- a. Name of facility
- b. Name, phone number, and email of facility owner
- c. Name, phone number, and email of facility operator or licensee, and any authorized designees
- d. Facility physical address
- e. Facility mailing address (if different from physical address)
- f. Facility type
- g. Facility hours of operation
- h. Description of facility operations
- i. Emergency contact information
- j. Business license application number(s) and/or business file number(s) (if applicable)
- k. Air permit and permit number (if applicable)

3. FACILITY ODOR EMISSIONS INFORMATION

a. Facility floor plan

This section should include a facility floor plan, with locations of odor-emitting activity(ies) and emissions specified. Relevant information may include, but is not limited to the location of doors, windows, ventilation systems, and odor sources. If a facility has already provided the locations of specific odor-emitting activities and emissions in its business license application floor plan, it may instead reference the facility's business file number(s) and the relevant sections within such application where the floor plan is located.

b. Specific odor-emitting activity(ies)

This section should describe the odor-emitting activities or processes that take place at the facility, the source(s) of those odors, and the location(s) from which they are emitted.

NOTE: If the owner or operator of a facility believes that certain information contained in its odor

control plan is confidential, it should clearly mark all information as such.

c. Phases (timing, length, etc.) of odor-emitting activities

This section should describe the phases of the odor-emitting activities that take place at the facility, with what frequency they take place (e.g., every two weeks on Tuesdays), and for how long they last (e.g., 48 hours).

4. ODOR MITIGATION PRACTICES (all based on industry-specific best control technologies and best management practices)

For each odor-emitting source/process outlined in Section 3(b) of the Odor Control Plan, specify the administrative and engineering controls the facility implements or will implement to control odors.

NOTE that descriptions of 'administrative controls' and 'engineering controls' shall include, but are

no limited to, the following sections:

a. Administrative Controls

i. Procedural activities

This section should describe activities such as building management responsibilities (e.g. isolating odor-emitting activities from other areas of the buildings through closing doors and windows).

ii. Staff training procedures

This section should describe the organizational responsibility(ies) and the role/title(s) of the staff members who will be trained about odor control; the specific administrative and engineering activities that the training will encompass; and the frequency, duration, and format of the training (e.g., 60 minute in-person training of X staff, including the importance of closing doors and windows and ensuring exhaust and filtration systems are running as required).

iii. Recordkeeping systems and forms

This section should include a description of the records that will be maintained (e.g., records of purchases of replacement carbon, performed maintenance tracking, documentation and notification of malfunctions, scheduled and performed training sessions, and monitoring of administrative and engineering controls).

Any examples of facility recordkeeping forms should be included as appendices to the OCP.

b. Engineering Controls

i. The best control technology for MIPs facilities is carbon filtration.

ii If the facility reasonably believes that Engineering Controls are not necessary to effectively mitigate odors for all odor sources, the facility shall submit as part of its odor control plan the basis for such belief.

A MIPs facility that demonstrates all of the following does not need engineering controls to effectively mitigate odors:

3

1) *The facility does not use oil activation processes on-site, and/or all products are made with activated oil.*

2) *The facility does not use distillation or extraction processes on-site; or the facility has received a permit from the Fire Department to use certain distillation or extraction processes.*

3) *The facility does not have cultivation processes co-located on-site. (If any*

cultivation processes are co-located on-site, engineering controls are required).

NOTE: A facility's belief that it does not need engineering controls to effectively mitigate odors for all odor sources is subject to approval by the Town.

iii. For Existing facilities with engineering controls for all odor sources on the date of rule adoption:

1) Evidence that engineering controls for all odor sources were installed and operational on the date of rule adoption

2) Evidence that engineering controls are sufficient to effectively mitigate odors for all odor sources

This section should include evidence that Engineering Controls meet at least one of the following:

A) Are consistent with accepted and available industry-specific best control technologies designed to effectively mitigate odors for all sources.

B) Have been reviewed and certified by a Professional Engineer or a Certified Industrial Hygienist as sufficient to effectively mitigate odors for all odor sources.

C) Have been approved by the Town as sufficient to effectively mitigate odors for all odor sources.

3) Components of engineering controls

This section shall include, but is not limited to, technical system design, a description of technical process(es), and an equipment maintenance plan.

A) System design

The system design should describe the odor control technologies that are installed and operational at the facility (e.g., carbon filtration) and to which odor-emitting activities, sources, and locations they are applied.

B) Operational processes

This section should describe the activities being undertaken to ensure the odor mitigation system remains functional, the frequency

4 with which such activities are being performed, and the role/title(s) of the personnel responsible for such activities.

C) Maintenance plan

The maintenance plan should include a description of the maintenance activities that are performed, the frequency with which such activities are performed, and the role/title(s) of the personnel responsible for maintenance activities. The activities should serve to maintain the odor mitigation systems and optimize performance (e.g., change carbon filter, every 6 months, carried out by the facility manager).

iv. For new facilities and existing facilities without engineering controls for all odor sources on the date of rule adoption

1) The engineering control system and all components shall be reviewed and certified by a Professional Engineer or a Certified Industrial Hygienist as meeting professional expectations of competency and as sufficient to effectively mitigate odors for all odor sources.

This section shall include, but is not limited to, technical system design, a

description of technical process(es), and equipment an equipment maintenance plan.

A) System design

The system design should describe the odor control technologies to be installed and implemented at the facility (e.g., carbon filtration) and to which odor-emitting activities, sources, and locations they will be applied. It should describe critical design factors and criteria, with supporting calculations presented as appropriate (e.g., desired air exchanges per hour required to treat odorous air from specific areas, odor capture mechanisms, exhaust flow rates, rates of carbon adsorption consumption, etc.).

B) Operational processes

This section should describe the activities that will be undertaken to ensure the odor mitigation system remains functional, the frequency with which such activities will be performed, and the title/ro/e(s) of the personnel responsible for such activities.

C) Maintenance plan

The maintenance plan should include a description of the maintenance activities that will be performed, the frequency with which such activities will be performed, and the ro/e/tit/e(s) of the personnel responsible for maintenance activities. The activities should serve to maintain the odor mitigation system and optimize performance (e.g., change carbon filter, every 6 months, carried out by the facility manager).

c. Timeline for implementation of odor mitigation practices

The timeline should begin upon receipt of approval from the Town, and should include a comprehensive timeline for the design, review process, installation, and operation of the various odor mitigation practices outlined in Section 4 of the Odor Control Plan. In general, a timeline should consist of, but is not limited to, the following:

- i. Approval of OCP by the Planning Board
 - ii. Approval of OCP by other Otis town agencies
 - iii. Purchase and installation of engineering controls
 - iv. Inspections and approval by Otis town agencies
- d. Complaint tracking system

This section may include, but is not limited to, the mechanism for, and the responsible staff involved in, receiving odor-related complaints, how and by whom such complaints will be addressed, and how the odor complaint and response will be recorded (e.g. logbook, complaint report).

5. APPENDICES

- a. Any recordkeeping forms from Section 4.a.iii.
- b. Odor complaint and response tracking form from Section 4.d.

ARTICLE 23: To see if the Town of Otis will vote to enact a bylaw in the year two thousand and nineteen, entitled, "A Bylaw Establishing Recall Elections of Elected Officials in the Town of Otis", as established in section 1-9 of proposed town bylaw #1.6

Proposed Town of Otis Bylaw 1.6, Recall of Otis Elected Officials

SECTION 1. Any holder of elective office in the Town of Otis may be recalled by the registered voters of Otis as herein provided.

SECTION 2. Any one hundred (100) registered voters of the Town may file an affidavit with the Town Clerk containing the name of the officer sought to be recalled and a statement of the grounds for the recall. The Town Clerk shall thereupon deliver to said voters a sufficient number

of copies of printed form petition blanks addressed to the Selectmen demanding such recall. The blanks shall be issued under the signature and official seal of the Town Clerk. They shall be dated and shall contain the names of all persons to whom they are issued. The name of the person whose recall is sought, and the grounds for the recall as stated in the affidavit. In addition, the petitions shall demand the election of a successor to said office. A copy of the petition shall be entered in the record book to be kept in the office of the Town Clerk. The recall petition shall be returned and filed with the Town Clerk on or before the first (1st) work day following twenty (20) days after the filing of the affidavit. Said petition, before being returned and filed with the Town Clerk shall be signed by a least thirty (30%) percent of the registered voters of the town, who shall add to their signatures the street and number, if any, of their residences. Within twenty- four (24) hours of receipt of the petition the Town Clerk shall submit the petition to the registrars of voters in the town and the registrars shall within fourteen (14) days certify thereon the number of signatures which are names of registered voters of the Town. If their certification shows the petition to be insufficient, the Town Clerk shall return the petition to the voters seeking the recall, without prejudice, however, to the filing of a new affidavit for the same purpose.

SECTION 3. If the petition shall be found and certified by the Town Clerk, to be sufficient, he shall submit the same with this certification to the Board of Selectmen within seven (7) days and the Board shall within seven days give written notice of the receipt of the certificate to the officer sought to be recalled, and shall, if the officer does not resign within seven (7) days thereafter, order an election to be held on a date to be fixed by them not less than sixty (60) nor more than ninety (90) days after the date of the Town Clerk's certification that a sufficient petition has been filed, provided, however, that if any other town election is scheduled to occur within one-hundred (100) days of said certificate, the Board of Selectmen may, in its discretion, postpone the holding of the recall election to the date of such other election. If a vacancy occurs in said office after a recall election has been ordered, the elections shall nevertheless proceed as provided herein.

SECTION 4. Any officer sought to be recalled may be a candidate to succeed himself and, unless he specifically request otherwise in writing, the Town Clerk shall place his name on the official ballot without nomination. The nomination of other candidates, the publication of the warrant for the recall election, and the conduct of same shall be in accordance with the provisions of law relating to elections unless otherwise provided in this act.

SECTION 5. The incumbent shall continue to perform the duties of his office until the recall election. If then re-elected he shall continue in the office for the remainder of his unexpired term, subject to recall as before, except as provided in section 7. If not re-elected in the recall election, he shall be deemed removed from office upon the qualification of his successor, who shall hold office during the unexpired term. If the successor fails to qualify within seven (7) days after receiving written certified notification of his election, the incumbent shall thereupon be deemed recalled and the office vacant.

SECTION 6. Ballots used in a recall election shall submit the following propositions in order indicated:

For the recall of (Name Officer)

Against the recall of (Name of Officer)

Immediately at the right of each proposition there shall be a square in which the voter, by making a cross mark (X), may vote for either of such propositions. Under the proposition shall appear

the word "candidates", the direction to voters required by MGL Chapter 54, Section 42, and beneath this the names of candidates nominated as herein before provided.

If a two-thirds majority of the votes cast upon the question of recall is in the affirmative, the candidate receiving the highest number of votes shall be deemed elected. If a majority of votes on the question is in the negative, the ballot for the candidates need not be counted.

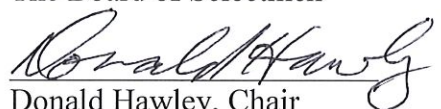
SECTION 7. No recall petition shall be filed against an officer of the Town within six (6) months after he takes office, nor in the case of an officer subjected to a recall election and not recalled thereby, until at least twelve (12) months after that election.

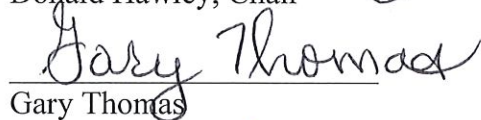
SECTION 8. No person who has been recalled from an office or who has resigned from office while recall proceedings were pending against him shall be appointed to any town office within one (1) year after such recall or such resignation.

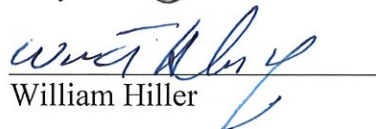
SECTION 9. This bylaw shall be submitted for acceptance to the voters of the Town of Otis at the Annual Town Meeting to be held in the year Two Thousand and Nineteen in the form of the following question, which shall be placed upon the official ballot to be used for the election of Town Officers at said meeting: "To see if the town of Otis will enact a bylaw in the year two thousand and nineteen, entitled, "A Bylaw Establishing Recall Elections in the Town of Otis", as established in sections 1-9 of proposed town bylaw #1.6. If the majority of votes in answer to said question is in the affirmative, said bylaw shall take effect, but not otherwise. If this bylaw is not accepted in the year Two thousand and nineteen, it shall again be submitted at the Annual Town Meeting in the year Two thousand and twenty, and if accepted shall take full effect but not otherwise.

Respectfully submitted:

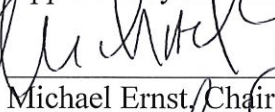
The Board of Selectmen


Donald Hawley, Chair

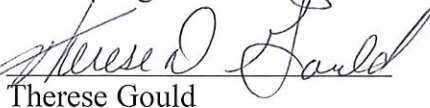

Gary Thomas


William Hiller

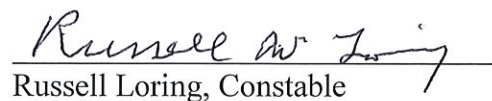
Approved by the Finance Board

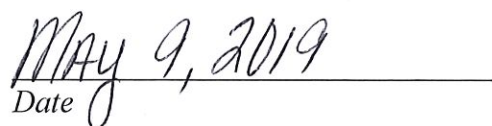

Michael Ernst, Chair


Walter Engels


Therese Gould

I have this day posted three true attest copies in three designated places in the Town of Otis.


Russell Loring, Constable


Date May 9, 2019

2019 MAY -9 AM 9:52
RECEIVED BY
TOWN CLERK
OTIS, MASSACHUSETTS

Account number	Description	2019 Budget Number	2020 Budget Number
122	Board of Selectman	\$ 40,697.00	\$ 40,365.00
123	Town Administrator	\$ 109,408.76	\$ 116,385.11
131	Finance	\$ 2,032.00	\$ 2,032.00
132	Reserve Fund	\$ 13,000.00	\$ 13,000.00
135	Accountant	\$ 20,373.74	\$ 21,124.69
136	Audit	\$ -	\$ 15,000.00
141	Assessors	\$ 80,650.00	\$ 80,850.00
145	Treasurer	\$ 26,573.74	\$ 27,624.69
146	Town Collector	\$ 60,846.04	\$ 61,983.52
150	Office Supplies	\$ 8,000.00	\$ 8,000.00
151	Legal	\$ 40,000.00	\$ 48,500.00
155	Technology	\$ 60,073.28	\$ 60,300.00
161	Town Clerk	\$ 46,665.26	\$ 47,946.87
162	Elections	\$ 16,725.00	\$ 12,970.00
171	Conservation	\$ 15,352.80	\$ 15,870.18
175	Planning Board	\$ 4,950.00	\$ 5,550.00
176	Zoning Board	\$ 6,600.00	\$ 6,600.00
190	Safety	-	\$ 8,000.00
192	Town Hall	\$ 14,300.00	\$ 14,300.00
195	Town Report	\$ 4,350.00	\$ 4,350.00
210	Police	\$ 109,673.37	\$ 141,680.24
215	Otis Rescue	\$ 211,000.00	\$ 220,000.00
220	Fire	\$ 49,790.00	\$ 51,025.00
241	Building Inspector	\$ 64,117.88	\$ 63,416.77
291	Emergency	\$ 19,500.00	\$ 19,500.00
292	Animal Control	\$ 5,900.00	\$ 6,200.00
294	Tree Warden	\$ 500.00	\$ 500.00
300	Schools	\$ 2,430,850.00	\$ 2,425,379.00
422	Highway	\$ 378,937.12	\$ 393,108.14
423	Highway Snow Removal	\$ 200,093.60	\$ 202,160.00
425	Gas & Diesel	\$ 52,700.00	\$ 52,700.00
429	Maintenance	\$ 344,074.02	\$ 367,197.22
433	Health & Sanitation	\$ 228,090.35	\$ 241,306.08
440	WWTP		
491	Cemetery	\$ 11,450.00	\$ 8,200.00
520	Community Health	\$ 1,000.00	\$ 1,000.00
522	Visiting Nurse	\$ 3,969.00	\$ 4,100.00
523	Construct	\$ 784.62	\$ 784.62
541	Council on Aging	\$ 13,610.00	\$ 18,610.00
543	Veterans	\$ 32,494.27	\$ 47,494.27
610	Library	\$ 64,064.00	\$ 65,100.00
630	Recreation	\$ 62,335.29	\$ 76,520.80
691	Historical	\$ 4,523.42	\$ 8,000.00
692	Celebrations	\$ 10,000.00	\$ 10,000.00
699	Cultural Council	\$ 5,000.00	\$ 5,000.00
820	Berkshire Regional Plan	\$ 1,253.07	\$ 1,284.40
911	Berkshire County Retirement	\$ 158,091.00	\$ 170,685.00
912	Unemployment	\$ 14,000.00	\$ 14,000.00
914	Health Insurance	\$ 310,000.00	\$ 250,373.00
916	Medicare	\$ 17,000.00	\$ 18,000.00
945	Insurance	\$ 83,500.00	\$ 95,273.00
		\$ 5,458,898.63	
	MLP	\$ 62,500.00	
		\$ 5,521,398.63	\$ 5,589,349.60