

March 12, 2026

Christine Dixon
10 Central Street
Manchester-by-the-Sea, MA 01944

Re: Outstanding Public Records Request — Town of Manchester-by-the-Sea

Dear Records Access Officer:

I am writing to follow up on a public records request submitted to the Town of Manchester-by-the-Sea pursuant to the Massachusetts Public Records Law (M.G.L. c. 66, § 10). A check was mailed on January 27, 2026, and the Town confirmed receipt on February 19, 2026. I have followed up on multiple occasions—most recently on March 4, 2026. On March 9, the Town Clerk indicated that IT had pulled over 27,000 emails and that a relevance review was underway. No responsive records have been provided to date.

Under Massachusetts law, responsive records must be provided within ten business days of a request (950 CMR 32.06(2)(d)), with extensions available only through the Supervisor of Records (M.G.L. c. 66, § 10(b)(vi)). The compliance window has been substantially exceeded.

I respectfully request that the Town provide all remaining responsive records within five (5) business days of receipt of this letter. If the production is not completed by that date, I intend to file a petition with the Supervisor of Records pursuant to 950 CMR 32.08.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Ryan DiCenzo
On behalf of New England Convenience Store & Energy Marketers Association (NECSEMA)
100 Franklin Street
Boston, MA 02110