

Shannon Phillips, City Solicitor

City Hall, 2nd Floor
562 Main Street
Melrose, MA 02176

Re: Amended Public Records Request (Request #26-64)

Dear Ms. Phillips:

Thank you for your initial response to Public Records Request #26-64, received on March 11, 2026. In response to the City's concerns regarding the scope and specificity of the original request, I am submitting this amended request with a narrowed date range, refined search terms, and email addresses for all external correspondents. This amendment is made in good faith to facilitate the City's compliance; I reserve the right to petition the Supervisor of Records pursuant to 950 CMR 32.08(1) should any dispute arise regarding the scope or fees associated with this amended request.

This request is made pursuant to the Massachusetts Public Records Law (M.G.L. c. 66, § 10).

Comparable Municipal Responses

I have submitted substantially similar public records requests to numerous other Massachusetts municipalities. All have provided complete responses for fees not exceeding \$1,000:

Municipality	Fee Charged
Belchertown	\$0
Conway	\$0
Hopkinton	\$0
Yarmouth	\$0
Mansfield	\$125
Bellingham	\$175
Dover	\$500
Manchester-by-the-Sea	\$612
South Hadley	\$625

These municipalities were able to identify, review, and produce responsive records within normal operational parameters using substantially similar request language. Should the City of Melrose anticipate fees substantially exceeding those charged by peer municipalities, I reserve the right to petition the Supervisor of Records pursuant to 950 CMR 32.08(1).

1. Date Range

I request records from March 1, 2023 to April 18, 2024.

2. Record Types

I request all records, including but not limited to emails, text messages, letters, memos, contracts, invoices, meeting minutes, public notices, and draft documents.

3. Custodians

I request records from the following custodians:

- Board of Health members and staff
- Director of Health and Human Services (Anthony Chui)
- Tobacco Inspection Coordinator (Maureen Buzby)
- City Council members
- City Solicitor

4. Search Terms

For any keyword-based searching, please limit the search to the following terms:

- “Nicotine-Free Generation”
- “NFG”
- “Tobacco-Free Generation”
- “Generational ban”
- “Birthdate ban”
- “Model ordinance”
- “Bloomberg”
- “MTCP”

To the extent that the City searches for records related to the development, drafting, consideration, or adoption of Nicotine-Free Generation policies—including model ordinances, presentations, and legal analysis—the above search terms should be sufficient to capture all responsive documents.

5. External Correspondents

I request correspondence between the custodians listed above and the following external parties. Email addresses and/or domains are provided to facilitate the City’s search:

Organization / Individual	Email Address(es)	Domain
MHOA (Dawn Sibor)	dsibor@mhoa.com	mhoa.com
MHOA Tobacco Control (Sarah McColgan)	smccolgan@mhoa.com	mhoa.com
MAHB	support@mahb.org; office@mahb.org; lynda.ritacco@mahb.org	mahb.org
MMA (John Ouellette)	jouellette@mma.org	mma.org
Mark Gottlieb (PHAI)	mark@phai.org; mark@phaionline.org	phai.org; phaionline.org

Kate Silbaugh (BU Law)	silbaugh@bu.edu	bu.edu
Mystic Valley Public Health Coalition	mvroap@gmail.com; elizabeth.parsons@cityofmedford.org	mysticvalleyphc.org
Bloomberg Philanthropies	tobaccocontrolawards@bloomberg.org	bloomberg.org
Tobacco Free Massachusetts	tobaccofreema@gmail.com	tobaccofreema.org
Any other tobacco control contractors	—	—

Format

Please provide responsive records in native electronic format with metadata intact.

Request for Fee Estimate

Given that comparable municipalities have fulfilled similar requests for fees ranging from \$0 to \$625, I would expect a fee estimate in that range. Should the fee estimate substantially exceed the fees charged by peer municipalities, I reserve the right to petition the Supervisor of Records pursuant to 950 CMR 32.08(1).

Please provide your response within 10 business days as required by M.G.L. c. 66, § 10(a).

Thank you for your cooperation.

Sincerely,

Ryan DiCenzo

On behalf of New England Convenience Store & Energy Marketers Association (NECSEMA)

100 Franklin Street

Boston, MA 02110

ryan@tenaxstrategies.com

CC: Anthony Chui, Director of Health and Human Services

Frank Brinchiero, Board of Health Chair

Christy Bolduc, Administrative Assistant