

From: Buzby, Maureen <mbuzby@cityofmelrose.org>
Sent: Jul 01, 2025 21:06:59.000000000 UTC
Subject: FW: MTCP Q4 reporting due
To: mkripley1@gmail.com <mkripley1@gmail.com>

Here you go.

From: Brush, Mary (DPH) <mary.brush@mass.gov>

Sent: Monday, June 30, 2025 11:13 AM

To: Buzby, Maureen <mbuzby@cityofmelrose.org>

Subject: MTCP Q4 reporting due

Hi Maureen

Your FY25 MTCP reporting form is attached. Please complete Q4 section and **submit by July 18th**. Please take the time to fill out each tab completely and thoroughly to give us the best understanding of the work being done. Let me know if you have any questions about this or any other part of the report.

POLICY

- Please remember to send over any potential policy updates as soon as you know about them. A bulleted list of communities and potential policy change and time line will be enough so we can keep track of where and what policy work is happening for better coordination and collaboration.
- Please continue to send an electronic copy of all signed regulations to me and Lisa Stevens Goodnight.

POST

- Please continue to keep POST data updated by completing mergers, updating reinspection data, and closing out cases on a regular basis. As a reminder follow up compliance checks should take place within 3-6 months of a violation. Please make sure you are following up and updating POST if you “referred to another agency” during check. We use this data for many purposes, so it is important to have it up to date and correct.

QERs

- QERs are due on **July 18th**. If you need more time, please let us know ASAP, however – going over a month to submit your QER is not sustainable.
- PLEASE do not change the amounts on previous QERs, if you made a mistake, please let us know first and submit a justification. Changing the amounts makes it extremely difficult to reconcile the accounts and keep track of expenditures.
- PLEASE do not send in incomplete QERs. Make sure that total allocations, FTEs, total award, billed to date, and remaining balance are filled out in the template. If you lose some of the information like contract number, city/town, etc. please retype it, but don't send it back blank.
- Contact Zendilli with any questions zendilli.m.depina@mass.gov

Thank you for all the work you do. We appreciate it.

Mary

Mary Brush

Community Liaison, Massachusetts Tobacco Cessation and Prevention Program
Bureau of Community Health and Prevention
Massachusetts Department of Public Health
Work Cell: 617-512-4286

Free Materials: [Clearinghouse](#)

Web: [Mass.gov - MTCP](#)

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