

From: Buzby, Maureen <mbuzby@CityofMelrose.org>
Sent: Sep 23, 2025 19:23:48.000000000 UTC
Subject: Fwd: BOH Site Visit Materials and Agenda
To: Chui, Anthony <achui@CityofMelrose.org>

FYI
Sent from my iPhone

Begin forwarded message:

From: "Depina, Zendilli M (DPH)" <Zendilli.M.Depina@mass.gov>
Date: September 23, 2025 at 2:34:37 PM EDT
To: "Buzby, Maureen" <mbuzby@cityofmelrose.org>
Cc: "Brush, Mary (DPH)" <mary.brush@mass.gov>
Subject: BOH Site Visit Materials and Agenda

Hello Maureen,

Thank you so much for confirming your site visit on 12/1 from 10am to 12pm. Mary and I are very excited to meet your constituents and review your work. Attached are the Pre Site Visit Materials and below is our planned agenda. Please complete the Pre Site Visit Materials before your scheduled visit and send all necessary materials as soon as you are able.

See you soon!,

Site Visit Agenda

- Introductions (5 min)
- Site Visit Purpose -MTCP (5 min)
- Discussion Topics – Program (55 mins)
 - Program Staffing and Structure
 - Inspections, Compliance Checks, and Enforcement
 - POST
 - Procedures
 - Enforcement
 - Data Entry
 - Workload Distribution
 - Training
 - Evidence
 - Budgets

- Landscape of your collaborative and region
 - From your perspective, what is your collaborative's biggest accomplishment within the past 1-2 years?
 - What challenges have you faced in your collaborative?
 - Do you work with a PHE/SSA region? How has this affected your work? What has worked well? What assistance is needed?
- How can MTCP better help you?
- Contract Review –MTCP (45 min)
 - Policy Chart
 - Workplan review
 - Plans for FY26
 - Areas of Concern (if there are any that need addressing)
 - Timeliness
 - Attendance
 - Questions from Program for MTCP about review
- Other Discussion (10 min)
 - How are you reframing your work with a racial equity lens?
 - How are you engaging civic partners in the tobacco work?
 - What support does your municipality need?
 - Racial equity?
 - Health equity?

Zendilli Depina, MPH (she/her)
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[Book time to meet with me](#)

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