

From: Travers, Matthew <mtravers@CityofMelrose.org>

Sent: Sep 29, 2025 14:55:02.000000000 UTC

Subject: RE: MTCP request for new hire paperwork

To: Depina, Zendilli M (DPH) <Zendilli.M.Depina@mass.gov>; Buzby, Maureen <mbuzby@CityofMelrose.org>

Cc: Brush, Mary (DPH) <mary.brush@mass.gov>; Chui, Anthony <achui@CityofMelrose.org>

No problem! Please let me know if you need anything else.

Matt

From: Depina, Zendilli M (DPH) <Zendilli.M.Depina@mass.gov>
Sent: Monday, September 29, 2025 10:52 AM
To: Travers, Matthew <mtravers@CityofMelrose.org>; Buzby, Maureen <mbuzby@CityofMelrose.org>
Cc: Brush, Mary (DPH) <mary.brush@mass.gov>; Chui, Anthony <achui@CityofMelrose.org>
Subject: Re: MTCP request for new hire paperwork

Hello Matt,

Thanks so much for sending. We appreciate it.

Best,

Zendilli Depina, MPH (she/her)
Senior Tobacco Prevention Programs Specialist
Massachusetts Tobacco Cessation and Prevention Program
Massachusetts Department of Public Health
250 Washington Street, Boston, MA 02108
zendilli.m.depina@mass.gov
 [Book time to meet with me](#)

From: Travers, Matthew <mtravers@CityofMelrose.org>
Sent: Monday, September 29, 2025 10:46 AM
To: Buzby, Maureen <mbuzby@CityofMelrose.org>
Cc: Depina, Zendilli M (DPH) <Zendilli.M.Depina@mass.gov>; Brush, Mary (DPH) <mary.brush@mass.gov>; Chui, Anthony <achui@CityofMelrose.org>
Subject: RE: MTCP request for new hire paperwork

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Attached is the complete packet.

Thank you,
Matt

From: Buzby, Maureen <mbuzby@CityofMelrose.org>
Sent: Monday, September 29, 2025 9:29 AM
To: Travers, Matthew <mtravers@CityofMelrose.org>
Cc: Depina, Zendilli M (DPH) <zendilli.m.depina@mass.gov>; Brush, Mary (DPH) <mary.brush@mass.gov>; Chui, Anthony <achui@CityofMelrose.org>
Subject: MTCP request for new hire paperwork

Hi Matt,

Later this fall State Tobacco Program Management representatives will conduct an on-site visit here in Melrose as part of an MTCP audit of Tobacco Prevention Programs. In advance of that meeting they have asked us to provide all the paperwork and protocols that involve hiring/paying youth buyers. Can you please send Zendilli Depina and Mary Brush (copied above) an electronic copy of the new employee payroll paperwork packet?

Please let me know if you have any questions.

Thanks very much!

Maureen

Maureen Buzby
Regional Tobacco Prevention Program
562 Main Street
Melrose, MA 02176
781-979-4158

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