

Caroline A. Kinsella
Health Director
Town of Milton
525 Canton Avenue
Milton, MA 02186

Re: Supplemental Public Records Request of December 29, 2025

Dear Ms. Kinsella:

I am writing to follow up on my public records request submitted on December 29, 2025. The Town responded with a single attachment consisting of Board of Health meeting minutes from April 2025. While I appreciate the Town's timely response, the production appears to be substantially incomplete given the scope of the original request, which sought records across multiple categories including correspondence, contracts, grant applications, and policy development documents spanning from January 1, 2023 to present.

Comparable Municipal Responses

I submitted substantially similar FOIA requests to numerous other Massachusetts municipalities. These municipalities 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 the same request language. A single set of meeting minutes is unlikely to represent the full universe of responsive records, particularly given that the request encompassed correspondence with more than a dozen external entities, contracts and payment records, grant applications, and policy development documents.

Restated Request

To ensure clarity, I am restating the categories of records sought in my original request. Pursuant to the Massachusetts Public Records Law (M.G.L. c. 66, § 10), I request the following records from January 1, 2023 to present that reference Nicotine-Free Generation, Tobacco-Free

Generation, Generational ban, NFG, Birthdate ban, Model ordinance, Technical assistance, Grant funding, Bloomberg, or MTCP:

1. Correspondence

I request all correspondence (including emails, text messages, letters, and memos) between any municipal official or employee and the following external parties:

- Board of Health members and staff
- Municipal health department directors
- Select Board
- Municipal attorneys
- South Shore Tobacco Control Program
- John Norton
- Massachusetts Health Officers Association (MHOA)
- Massachusetts Association of Health Boards (MAHB)
- Massachusetts Municipal Association (MMA)
- Tobacco Free Massachusetts
- Public Health Advocacy Institute (PHAI)
- Mark Gottlieb (PHAI)
- Kate Silbaugh (BU Law)
- Bloomberg Philanthropies representatives
- Mystic Valley Public Health Coalition
- Maureen Buzby

2. Documents Related to NFG Policy Development

I request all documents related to the development, drafting, consideration, or adoption of Nicotine-Free Generation policies, including model ordinances, presentations, technical assistance materials, and legal analysis.

3. Contracts and Payment Records

I request all contracts, agreements, MOUs, and payment records with tobacco control contractors, specifically including South Shore Tobacco Control Program, John Norton, Mystic Valley Public Health Coalition, Maureen Buzby, Massachusetts Health Officers Association, Massachusetts Association of Health Boards, or Massachusetts Municipal Association.

4. Grant Applications

I request all grant applications and awards related to tobacco control from the Massachusetts Department of Public Health, Centers for Disease Control and Prevention, or private foundations.

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 for a complete production of responsive records. 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).

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

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

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CC: Roxanne Musto, Board of Health Chair
Jean M. Peterson, Senior Administrative Clerk