From: [redacted] <[redacted]>
To: Wendy Hansbury <hansburyw@manchester.ma.us>
CC: Ellen Lufkin <lufkine@manchester.ma.us>
Town Clerk <townclerk@manchester.ma.us>
Date: 12/29/2025 4:53:37 PM
Subject: [EXTERNAL] - FOIA Request - Board of Health
Attachments: FOIA Request - Manchester-by-the-Sea.pdf

Hi,

I hope you are well. Please find the attached FOIA request for your review.

If you require any clarification or additional information, please feel free to contact me. I would appreciate confirmation of receipt at your convenience.

Thank you for your time and assistance.

Best,
[redacted]



This email and any files transmitted with it may contain legally privileged and confidential information. If you are not the intended recipient or the intended recipient's authorized agent or if you have received this email in error, you are hereby notified that this email may not be further disseminated, reviewed, copied, or distributed. Please immediately notify the sender if you have received this email by mistake and delete this email from your system. If you are not the intended recipient, you are hereby notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. Thank you!

Wendy Hansbury
Public Health Agent
Town of Manchester-by-the-Sea
10 Central Street
Manchester-by-the-Sea, MA 01944

Pursuant to the Massachusetts Public Records Law (M.G.L. c. 66, § 10), I request all records, including but not limited to emails, text messages, letters, memos, contracts, invoices, grant applications, meeting minutes, public notices and draft documents 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.

a) Correspondence between any municipal official or employee and:

- Board of Health members and staff
- Municipal health department directors
- Select Board
- Municipal attorneys
- North Shore Tobacco Control Program
- Ashley Hall
- 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
- Any other tobacco control contractors

b) 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

c) All contracts, agreements, MOUs, and payment records with tobacco control contractors, specifically including North Shore Tobacco Control Program, Ashley Hall, Mystic Valley Public Health Coalition, Maureen Buzby, Massachusetts Health Officers Association, Massachusetts Association of Health Boards, or Massachusetts Municipal Association

d) 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

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

Sincerely,

[redacted]

On behalf of New England Convenience Store & Energy Marketers Association (NECSEMA)
100 Franklin Street
Boston, MA 02110

CC: Peter Colarusso, Board of Health Chair
Ellen Lufkin, Administrative Assistant
Christine Dixon, Town Clerk