

Today's Date: June 26, 2017
Town Clerk
Town of Townsend Massachusetts, 01469
RE: Massachusetts Public Records Request

This is a request under the Massachusetts Public Records Law (M. G. L. Chapter 66, Section 10). I request that I be provided with the following:

1. A copy of the DEP Survey of the Townsend Water Department
2. Any e-mails exchanged between the town administrator, water department, Board of Selectmen or any other town employee regarding this report
3. A copy of an public records requests received from any town resident to receive a copy of this report, including requests sent to the town administrator, town administrator assistant, town clerk, or the assistant town clerk.

I recognize that you may charge reasonable costs for copies, as well as for personnel time needed to comply with this request. Electronic copies instead of paper would be acceptable. If you need me to supply a thumb-drive, let me know.

If you expect costs to exceed \$10.00 each, please provide a detailed fee estimate for EACH request before proceeding. The Public Records Law requires you to provide me with a written response within 10 business days. If you cannot comply with my request, you are statutorily required to provide an explanation in writing.

Please respond to this email when you receive it in your office so I may have a record of your receipt for my records. Sincerely,

Kelly Kelly
5 Taurus Lane
Townsend, MA 01469