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**Subject:** Re: Public Records Request  
**Date:** Friday, May 12, 2017 8:35:01 AM

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Town Administrator 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 notes and papers passed between the town administrator and Gordon Clark at the Tuesday, May 9, 2017 annual town meeting. As it was an official town meeting, all notes from that meeting are considered public record and not personal. 2. Any correspondence between any of the Selectmen, town administrator, town counsel or Chief Eaton with Kym Craven, Richard Bailey, or Public Safety Strategies from May 1, 2016 until present. 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

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