

On Mar 17, 2017, at 11:55 AM, Kathy Spofford <[kspofford@townsend.ma.us](mailto:kspofford@townsend.ma.us)> wrote:

Sue,

I am sorry Sue but there are no records specific to your request. All the information is in the contract that was sent to you, there are no other documents

Kathy

Kathleen M. Spofford  
Town Clerk  
Town of Townsend  
272 Main Street  
Townsend, MA 01469  
978-597-1704  
FAX: 978-597-8135

This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics unless it falls under one of the statutory exemptions to the Public Records Law MGL c. 4, s. 7(26). Consequently, email is subject to the disclosure, retention and maintenance provisions as required by law. MGL c. 66.

**From:** Sue Lisio [<mailto:smlisio@comcast.net>]

**Sent:** Friday, March 17, 2017 7:23 AM

**To:** Kathy Spofford

**Subject:** RE: Public Records

Kathy,

I haven't seen this request come through yet.

Please advise.

thanks!

Sue

On February 28, 2017 at 6:08 AM Sue Lisio <[smlisio@comcast.net](mailto:smlisio@comcast.net)> wrote:

Hi Kathy,

Thank you for forwarding the two contracts the town signed with the State.

**I was actually looking for the documents that outline the processes we use for both.**

**My understanding was that the contract with the State means that the Town agrees to documenting these processes.**

**Copies of those documenter processes are what I am looking for. Sorry.**

**Please consider this a public records request as of today if that makes it easier to produce for me.**

**I will gladly accept them in electronic format.**

Please let me know if there will be a charge and if the charge is expected to be over \$10, please let me know before doing the work.

thank you,

Sue Lisio

28 Ash Street

Townsend, MA 01469

978-597-6473

On February 27, 2017 at 9:38 AM Kathy Spofford <[kspofford@townsend.ma.us](mailto:kspofford@townsend.ma.us)> wrote:

Hi Sue,

I just received this from the Accountant today. See attached.

Thank you,

Kathy

Kathleen M. Spofford

Town Clerk

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**From:** Sue Lisio [<mailto:smlisio@comcast.net>]

**Sent:** Monday, February 27, 2017 9:02 AM

**To:** Kathy Spofford

**Subject:** RE: Public Records

Hi Kathy,

Any luck finding this?

Do you think I should I do a formal records request?

Thanks,

Sue

On February 21, 2017 at 8:38 AM Kathy Spofford <[kspofford@townsend.ma.us](mailto:kspofford@townsend.ma.us)> wrote:

Hi Sue,

Let me check with the Selectmen's Office. I do not have it here. I will get back to you on it.

Kathy

Kathleen M. Spofford

Town Clerk

Town of Townsend

272 Main Street

Townsend, MA 01469

978-597-1704

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**From:** Sue Lisio [<mailto:smlisio@comcast.net>]

**Sent:** Sunday, February 19, 2017 4:23 PM

**To:** Kathy Spofford

**Subject:** Public Records

Hi Kathy,

I'm looking to get copies of the Two Best Practices the town agreed to in the Community Compact with the State which they signed 2015.

Is this available in electronic format? Thought I'd just ask to see if available before putting in a 'formal' request.

Thank you,