

Today's Date: March 3, 2017

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:

- Hours billed and current totals spent since inception for any and all investigations, audits, or legal opinions conducted by Town Counsel, private investigator or Audit Agency into any member, officer(s), Department head(S) or the department or Commission as a whole for Police Department, Water Department and Conservation Commission

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 calendar 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,

Stephen J Sheldon

18 Horseshoe Dr

Townsend, MA 01469

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2016.0.7998 / Virus Database: 4756/14050 - Release Date: 03/03/17