

## Kathy Spofford

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**From:** Beth Faxon <bfaxon@townsend.ma.us>  
**Sent:** Tuesday, June 18, 2019 9:46 AM  
**To:** kspofford@townsend.ma.us  
**Cc:** lbutler@townsend.ma.us  
**Subject:** Request for Master Plan committee meeting minutes

**RECEIVED**  
JUN 18 2019  
TOWN OF TOWNSEND  
TOWN CLERK

Hi Kathy,

I have a request from a Planning Board member for all Master Plan Meeting minutes from January 2018 (when the committee was formed) through present.

Could you please pull all approved meeting minutes on file in the Town Clerks office and, send to me via scanner?

Thank you.

*Beth Faxon*  
*Planning and Zoning Board of Appeals Administrator, Town of Townsend*  
[bfaxon@townsend.ma.us](mailto:bfaxon@townsend.ma.us)  
Land Use Department  
272 Main St.  
Townsend, MA 01469  
978-597-1722  
Office Hours: Mon. – Thur. 9am - 4pm  
[www.townsend.ma.us](http://www.townsend.ma.us)

*If this email is received by a multi-member public board, commission or committee please take care to never "respond to all" as you may inadvertently create a violation of the open meeting law. Thank you.*

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