

Aug. 7, 2017

Townsend Records Supervisor  
272 Main St.  
Townsend, MA 01469

To whom it may concern,

Under the Massachusetts General Law chapter 66, section 10, The Sun requests requests you provide copies of any and all correspondence between Board of Selectmen members and office employees, including Town Administrator James Kreidler, and employees and representatives of the Water Department, including Superintendent Paul Rafuse and the Board of Water Commissioners.

I am a reporter with The Sun and I am seeking these records for the purpose of gathering news. Therefore, I request a waiver of any fees associated with this request. However, please inform me prior to filing the request if there will be any fees with an itemized list of how the cost will be incurred.

Under recent changes to the public records law, you have 10 days to provide the document. If there is any cost involved, or should you have any questions, please contact me at [clisinski@lowellsun.com](mailto:clisinski@lowellsun.com) or (978) 970-4776.

Thank you for your time.

Sincerely,  
Chris Lisinski  
Reporter, The Sun