
From: Veronica Kell <vakdlc@gmail.com>
Sent: Thursday, September 07, 2017 10:10 AM
To: rao@townsend.ma.us
Cc: Lyndsy Butler
Subject: Public Record Request

September 7, 2017

Kathy Spofford, Town Clerk

Memorial Hall

272 Main St

Townsend, MA 01469

Re: Massachusetts Public Records Request

Dear Ms. Spofford:

This is a request under the Massachusetts Public Records Law (M. G. L. Chapter 66, Section 10). I am requesting that I be provided a copy of the following records:

Conservation Agent Report, Conservation Chair Report, and Recording of the Conservation Commission Meeting for 9/6/2017.

I shall provide a thumb drive for transfer of the recording of the meeting and for any electronic files (as opposed to paper copies).

The Public Records Law requires you to provide me with a written response within 10 business days, and to provide records electronically whenever available. If you cannot comply with my request, you are statutorily required to provide an explanation in writing.

Sincerely,

Veronica Kell

68 Meadow Rd, Townsend, MA

978-597-5163

cc: Lyndsy Butler, Townsend Conservation Commission Administrative Assistant



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