

Carolyn Smart

From: kellymkelly@comcast.net
Sent: Monday, September 04, 2017 4:00 PM
To: rao@townsend.ma.us
Subject: Public Records Request

Today's Date: September 4, 2017

RAO
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:

1. A copy of the invoice for Trident Insurance Company, posted on 9/13/2016, for \$5,000 and listed under Town Counsel: Professional Legal Services on the FY 2017 fiscal year ledger. Please include any documentation associated with this claim, deductible or expense.
2. A copy of the July legal bill from K&P

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,

Kelly M. Kelly

5 Taurus Lane