

**From:** James Kreidler  
**To:** [kellymkelly@comcast.net](mailto:kellymkelly@comcast.net); "Kathy Spofford"  
**Cc:** [sjs488@comcast.net](mailto:sjs488@comcast.net)  
**Subject:** RE: Public Records Request May 12, 2017  
**Date:** Friday, May 19, 2017 11:26:38 AM

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Ms. Kelly,

Please accept the below as a response to your request.

1. Any notes and papers passed between Gordon Clark and myself during the town meeting, if they were in fact public documents, would be exempt from disclosure pursuant to exemption (e) of the public records law which allows the withholding of: *notebooks and other materials prepared by an employee of the commonwealth which are personal to him and not maintained as part of the files of the governmental unit.*
2. I have compiled the responsive documents to this second part of your request. There are 10 pages. Accordingly, the documents will be available in the treasurer collector's office where you can pay the associated fee:
  - a. 10 pages @ \$.05/page = \$.50
  - b. 30 minutes @ \$25/hr. = \$12.50  
\$13.00

You may appeal this response to the Supervisor of Public Records pursuant to 950 CMR 32.08(1)(d). By law, the Supervisor is required to respond within 10 business days of receipt of your appeal. You may also seek judicial review of an unfavorable response by commencing a civil action in the superior court, under G.L. c. 66, §10A(c).

Please advise as to your wishes.

Regards,

Jim  
James M. Kreidler  
Town Administrator  
Town of Townsend  
272 Main Street  
Townsend, MA 01469  
(978) 597-1700  
[jkreidler@townsend.ma.us](mailto:jkreidler@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.

This message (including any attachments) contains confidential information intended for a specific

individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics unless it falls under one of the statutory exemptions to the Public Records Law MGL Chapter 4, Section 7(26). Consequently, email is subject to the disclosure, retention and maintenance provisions as required by law. MGL Chapter 66

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**From:** kellymkelly@comcast.net [mailto:kellymkelly@comcast.net]  
**Sent:** Friday, May 12, 2017 8:25 AM  
**To:** Kathy Spofford; kellymkelly@comcast.net  
**Cc:** jkreidler@townsend.ma.us; sjs488@comcast.net  
**Subject:** Re: Public Records Request

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:

1. A copy of the notes and papers passed between the town administrator and Gordon Clark at the Tuesday, May 9, 2017 annual town meeting. As it was an official town meeting, all notes from that meeting are considered public record and not personal. 2. Any correspondence between any of the Selectmen, town administrator, town counsel or Chief Eaton with Kym Craven, Richard Bailey, or Public Safety Strategies from May 1, 2016 until present. 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 business 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 Kelly 5 Taurus Lane Townsend, MA 01469

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