

Today's Date: March 31, 2017

Town Administrator
Town of Townsend
Massachusetts, 01469
RE: Massachusetts Public Records Request

Dear Mr. Kreidler:

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) Copy of all the recently ratified contracts for any and all town employees.

- 2) Copy of the letter from Town Counsel referenced in the Parker report Item 124 on page 96

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.