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**From:** sjs488 <sjs488@comcast.net>  
**Sent:** Thursday, July 13, 2017 2:02 PM  
**To:** James Kreidler; rao@townsend.ma.us; Kellymkelly@comcast.net  
**Subject:** RE: Massachusetts Public Records Request

Can you scan it and email to me? That would be great .

Thanks

Sent via the Samsung Galaxy S® 4 mini™, an AT&T 4G LTE smartphone

----- Original message -----

From: James Kreidler <jkreidler@townsend.ma.us>  
Date: 07/13/2017 1:25 PM (GMT-05:00)  
To: 'Stephen Sheldon' <sjs488@comcast.net>, rao@townsend.ma.us, Kellymkelly@comcast.net  
Cc:  
Subject: RE: Massachusetts Public Records Request

Mr. Sheldon,

I will have the file pulled for your review. It will be available in my office (or my assistant's office if I happen to be out) anytime Monday-Friday from 9:00am to 4:00pm.

Alternatively, as the file contains only seven pages and I would be happy to scan and email them along if you'd prefer.

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:** Stephen Sheldon [mailto:sjs488@comcast.net]  
**Sent:** Friday, July 07, 2017 1:31 PM  
**To:** jkreidler@townsend.ma.us; rao@townsend.ma.us; Kellymkelly@comcast.net  
**Subject:** Massachusetts Public Records Request

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:

As the towns procurement officer, please provide a time and place where the procurement folder can

be viewed. Per your own admission you are responsible to ensure the rules are followed by any department.

Section 4. (a) Except as permitted pursuant to this section and section seven, for the procurement of a supply or service in the amount of \$10,000 or greater, but less than \$35,000, a procurement officer shall seek written or oral quotations from no fewer than three persons customarily providing such supply or service. The procurement officer shall record the names and addresses of all persons from whom quotations were sought, the names of the persons submitting quotations and the date and amount of each quotation. A governmental body may require that procurements in amounts of less than \$35,000 be based on written quotations or be subject to the provisions of section five.

*[ Subsection (a) as amended by 2016, 218, Sec. 6 effective November 7, 2016. For text effective until November 7, 2016, see above.]*

**(a) Except as permitted pursuant to this section and section 7, for the procurement of a supply or service in the amount of \$10,000 or greater, but not more than \$50,000, a procurement officer shall seek written quotations from no fewer than 3 persons customarily providing the supply or service. The procurement officer shall record: (1) the names and addresses of all person from whom quotations were sought, (2) the purchase description used for the procurement, (3) the names of the persons submitting quotations and (4) the date and amount of each quotation. Such information shall be retained in the file required pursuant to section 3. A governmental body may require that any procurement in an amount of not more than \$50,000 be subject to section 5.**

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,

Stephen J Sheldon



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