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**From:** Stephen Sheldon <sjs488@comcast.net>  
**Sent:** Thursday, August 10, 2017 12:15 PM  
**To:** rao@townsend.ma.us; Kellymkelly@comcast.net  
**Subject:** Massachusetts Public Records Request

Today's Date: August 10, 2017

To: RAO, 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:

Any and all email, with any attachments from 02-26-2017 to 8-10-2017 from the Town Administrator, any and all members of the Board of selectmen, Town Administrators Executive Assistant, Town Clerk, Assistant Town Clerk to any print or media outlet.

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

18 Horseshoe Dr

West Townsend, MA 01474