

DECOULOS & COMPANY

ENVIRONMENTAL ENGINEERING & LAND PLANNING

VIA EMAIL

Wednesday, August 26, 2015

Angela A. Cywinski, Tax Assessor
Town of Aquinnah
65 State Road
Aquinnah, MA 02535

RE: *Public Records Request for Assessor Records*

Dear Ms. Cywinski:

This is a formal request made pursuant to the Massachusetts Public Records Law, G.L. c. 66, § 10, and the Public Records Access Regulations, 950 CMR 32.00, *et seq.*, for access to, inspection, examination and copies of the following public documents:

1. A list or report of all vacant lots in the town of Aquinnah that are potentially developable.

Without limitation, the above information includes documents, including all drafts, (written, printed, typed or graphic matter of any kind or nature); mechanical and electronic sound recordings or transcripts of such recordings; letters; agreements; correspondence; communications; memoranda; written comments; notes; affidavits; telegrams; summaries or recordings of telephone conversations; electronic mail; personal communications; conversations, meetings, and interviews; pamphlets; publications; diaries; photographs; reports; charts; work sheets; data sheets; data processing sheets; plans; summaries or records of investigations; opinions or reports of consultants; circulars; press releases; drafts; studies; calculations; field notes; analyses; models; computer models; marginalia; and any other writings.

Should you maintain that any of the requested materials are exempt from disclosure under the Public Records Statute, please describe those materials in detail. However, if exceptions are claimed for certain materials, I expect to be allowed prompt access to the rest of the requested materials while the claimed exceptions are being evaluated. I await your reply within ten (10) days, as the statute provides.

Thank you in advance for your anticipated cooperation in this matter. I will call you tomorrow to discuss this request and to arrange for the inspection and copying. Please feel free to contact me if you have any questions.

Very truly yours,



James J. Decoulos, PE, LSP
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