

Stephen I. Hansen, Esq.  
shansen@eckertseamans.com  
(617) 342-6838

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**FIRST CLASS AND ELECTRONIC MAIL**

Records Access Officer  
Tara M. Ward  
101 Main Street, Ashland, MA 01721  
publicrecords@ashlandmass.com

Dear Ms. Ward,

I write pursuant to the Massachusetts Freedom of Information Act, G.L. c. 66, § 10, *et seq.*, to request that the following documents be made available for inspection and copying. All requests relate to a public project known as the West Union Transmission Sewer Replacement (the "Project") for the Town of Ashland. The categories of documents are as follows:

1. Any and all certifications of completed equipment/material procurement and delivery that were provided by M.E. Smith, Inc. ("M.E. Smith") for the Project, and any acknowledgement or response to the certifications;
2. Any and all documents which set forth the construction schedule (baseline and all updates) for the Project;
3. Any written narratives or summaries prepared with the schedules and/or updates which address or explain the schedule and/or updates;
4. All correspondence and/or change orders which document or relate to any changes to the Project or Project schedule;
5. Any Time Impact Analyses and Time Extension Requests and related correspondence or analysis of time impacts conducted by M.E. Smith, the Town of Ashland or any third party.
6. Any and all documents that relate to delays, project impacts, time extensions, or deficiency items for the Project, including correspondence by or between M.E. Smith and the Town of Ashland.
7. Any and all documents related to M.E. Smith's manpower, man hours, labor utilization, or labor coordination for the Project;

8. Any and all documents related to Godwin Pumps of America, AKA Xylem Dewatering Solutions, Inc.; and,
9. All Project meeting minutes.

I would kindly ask if you would contact me following your investigation in accumulating the requested records so that we may discuss the volume of documents available for inspection and the anticipated costs of copying so as to reduce the burden on you and manage the costs.

Please do not hesitate to contact me with any questions regarding the enclosed. Thank you for your attention to the foregoing.

Very truly yours,



Stephen I. Hansen  
SIH