

# TOWN OF HARDWICK

307 MAIN STREET

P.O. BOX 575

GILBERTVILLE, MA 01031-0575

# INVOICE

INVOICE # 25-03

DATE: 7/14/2025

Phone: 1-413-477-6197 Fax: 1-413-477-6703

**TO:**

JEFFERY SMITH

[REDACTED]

[REDACTED]

**SHIP/SEND TO:**

JEFFERY SMITH

[REDACTED]

[REDACTED]

Phone:

[REDACTED]

Phone:

[REDACTED]

**INVOICE FOR PUBLIC RECORDS REQUEST MGL c66 §10 (a)(iii);(d)(ii)**

*“ ... if an agency is required to devote more than 4 hours of employee time to search for, compile, segregate, redact or reproduce the record or records requested, the records access office may also include as part of the fee an hourly rate.... no more than \$25.00 per hour.”*

*Original request of July 1, 2025, amended on July 2, 2025 to be:*

- *All **text messages** for the Town Administrator between June 8, 2024 and July 1, 2025.*
- *All **telephone call records** for the Town Administrator between June 8, 2024 and July 1, 2025*
- *All **emails** for the Town Administrator:*
  - *Between June 8, 2024 and October 1, 2024*
  - *Between February 13, 2025 and July 1, 2025*

|  |  |  |  |  |                  |
|--|--|--|--|--|------------------|
|  |  |  |  |  | <b>TERMS</b>     |
|  |  |  |  |  | Due upon receipt |

| QUANTITY            | DESCRIPTION                                                                                                                                                                                    | UNIT PRICE | TOTAL           |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------|
| 6 hours             | Employee time to search for, compile, segregate, redact records requested under public records request law, consult with Town Counsel, and co-ordinate with Information Technology department. | \$25.00    | \$150.00        |
|                     |                                                                                                                                                                                                |            |                 |
| SUBTOTAL            |                                                                                                                                                                                                |            | <b>\$150.00</b> |
| SALES TAX           |                                                                                                                                                                                                |            |                 |
| SHIPPING & HANDLING |                                                                                                                                                                                                |            |                 |
| TOTAL DUE           |                                                                                                                                                                                                |            | <b>\$150.00</b> |

Please make all checks/money orders payable to: “Town of Hardwick”

If you have any questions concerning this invoice, please contact Ryan J. Witkos at [clerk@hardwick-ma.gov](mailto:clerk@hardwick-ma.gov)