

Tammy Hodgman

From: Tammy Hodgman
Sent: Tuesday, June 17, 2025 9:46 AM
To: mike.vichich@recordsretrievalsolutions.com
Cc: Randi Lemieux; Kevin L. Schofield; Jessica Talbot
Subject: RE: Online Form Submittal: Police Department Request For Public Records (Freedom of Access Act (FOAA))

Dear Mr. Vichich,

In this instance, requests will not be fulfilled by a query of raw data from our software. The report being requested does not exist as a pre-existing document. You are asking the Town to generate a new report by running the software—essentially asking for the creation of a compilation of data that is not otherwise available. FOAA does not require the Town to do this. The request is exempt under 1 M.R.S. § 408-A(6) because fulfilling it would require the creation of a record that does not currently exist (a specific report).

Thank you,

Tammy Hodgman

Executive Assistant and Website Coordinator | tahodgman@windhammaine.us

Town of Windham | Office of the Town Manager

8 School Road | Windham, ME 04062 | www.windhammaine.us

Ph. 207.892.1907 | Fax 207.892-1910

PUBLIC HOURS: Monday 7:00-5:00 Tuesday 7:00-6:00 Wednesday 7:00-5:00 Thursday 7:00-4:00



NOTICE: Under Maine's Freedom of Access ("Right to Know") law, documents – including emails – in the possession of public officials about town business are considered public records. This means if anyone asks to see it, we are required to provide it. There are very few exceptions. We welcome citizen comments and want to hear from our constituents, but please keep in mind that what you write in an email is not private and will be made available to any interested party.

From: Randi Lemieux <rklemieux@windhammaine.us>
Sent: Tuesday, June 17, 2025 7:59 AM
To: mike.vichich@recordsretrievalsolutions.com; Kevin L. Schofield <klschofield@windhammaine.us>; Jessica Talbot <jltalbot@windhammaine.us>
Cc: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: RE: Online Form Submittal: Police Department Request For Public Records (Freedom of Access Act (FOAA))

You request was submitted to the Windham Police Department. I don't have access to the records you requested. I have included Tammy Hodgman in this email, she should be your point of contact for these types of requests.

Tammy, can you help?

Regards,

Randi Lemieux, Records Division
207-892-1919 Ext: 4214 Fax 207-892-1925
Email: rklemieux@windhammaine.us



From: noreply@civicplus.com <noreply@civicplus.com>

Sent: Monday, June 16, 2025 9:06 AM

To: Kevin L. Schofield <klschofield@windhammaine.us>; Randi Lemieux <rklemieux@windhammaine.us>; Jessica Talbot <jitalbot@windhammaine.us>

Subject: Online Form Submittal: Police Department Request For Public Records (Freedom of Access Act (FOAA))

External sender <noreply@civicplus.com>

Make sure you trust this sender before taking any actions.

Police Department Request For Public Records (Freedom of Access Act (FOAA))

Date of 6/16/2025

Request:

****Name and Contact Information****

You are not required to give us contact information, however, it will make it easier to contact you to arrange for an appointment to arrange for delivery of copied records.

First Name Mike

Middle Initial V

Last Name Vichich

Telephone # Field not completed.

Email Address: mike.vichich@recordsretrievalsolutions.com

Address1 112 South Main Street, Suite B

Address2 *Field not completed.*

City Ann Arbor

State Michigan

Zip 48104

Records Requested

To assist us with finding the record(s) you request, please fill out the information below.

Date and Time of Incident: 1/1/2020 12:00 AM - 3/31/2025 11:45 PM

Identify the
Records
You seek

Dear Public Records Officer,

I am writing to request access to and copies of records under the Maine Freedom of Access Act (FOAA) (1 M.R.S.

Specifically, we are requesting electronic records of all purchase orders issued by the Town of Windham from Jan all departments.

For each purchase order, please include:

- Contract number or purchase order number (or comparable identifier such as invoice, check number, or internal
- Purchase date
- Vendor details (name, ID, address, contact person, email address)
- Line item description
- Line item quantity
- Line item price/amount
- Contract start and end dates (if applicable)
- Contract signatory (if available)
- Yes / No for competitive process. If not, please indicate reason

Additional clarifications:

- If vendor names are represented by codes, please provide the vendor list matching those codes.
- Providing raw electronic purchase orders without additional compilation is acceptable if more convenient.
- Electronic records are preferred, without copying, scanning, or printing.
- If this request has reached the wrong department, please forward it to the appropriate individual and inform me o
- Should you deny any part of this request, please specify your reasoning clearly, citing relevant exemptions under M.R.S. § 401 et seq.), and release any segregable, non-exempt portions.

For your convenience and security, please upload responsive documents using this unique link:

<https://recordsretrievalsolutions.com/upload/eyJlbnRpdHlfaWQiOiI2NWE2MDNmN2M3NjlmYTE2ZjY1OTM2NjgiL>

If we can provide further information or clarification, please contact mike@recordsretrievalsolutions.com.

Sincerely,
Mike Vichich
112 South Main Street
Suite B
Ann Arbor, MI 48104

ID: TOW0101202003312025-65A603F7C769FA16F6593668

Would
you like
to:

Request a copy of the records?

Email not displaying correctly? [View it in your browser.](#)