

Tammy Hodgman

From: Tammy Hodgman
Sent: Tuesday, September 2, 2025 9:57 AM
To: Becky Jones
Subject: FW: FOAA Request – Town Clerk Hiring Process
Attachments: 1-Town Employment Opportunities Listing.pdf; 2-Town Employment Opportunities Listing full job description.pdf; 3-MMA Municipal Career Center - Town Clerk - Town of Windham.pdf; 4-Maine Municipal Clerks Listserv Screenshot.pdf; 5-Windham Facebook post.pdf; 6-Indeed screen capture.pdf; 7-Windham Eagle ad.pdf; 8-Emails_opt.pdf; 9-Agenda August 12 2025.pdf

Hi Becky,
Please find the attached requested documents specific to your request and the Town's comments within your original email below.

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: Tammy Hodgman
Sent: Wednesday, August 27, 2025 8:58 AM
To: Becky Jones <becky.jones808@gmail.com>
Subject: RE: FOAA Request – Town Clerk Hiring Process

Hi Becky,
This email serves as the statutory 5-day acknowledgement of your information request. We are currently reviewing our records to determine those that may be responsive to your request. I will coordinate the collection of information and be in touch soon.

Thank you,

From: Becky Jones <becky.jones808@gmail.com>
Sent: Tuesday, August 26, 2025 3:38 PM
To: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: FOAA Request – Town Clerk Hiring Process

Warning: Unusual sender <becky.jones808@gmail.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Hi Tammy, I hope you are doing well

Pursuant to Maine's Freedom of Access Act (1 M.R.S.A. §401 et seq.), I am requesting all records, communications, and documents relating to the recruitment and selection process for the Town Clerk position. Since the position is still open, this request focuses on all materials up to the present date.

This request specifically includes, but is not limited to:

1. Job Posting and Hiring Process

- All versions of the job posting/advertisement for the Town Clerk position, including dates posted.
 - Refer to documents 1 and 2 which are screen captures from our website, (8/21, late due to illness) (<https://www.windhammaine.us/Jobs.aspx>).
 - Refer to document 3 which is a screen capture from MMA's website, (8/13) <https://www.memun.org/Municipal-Career-Center/town-clerk-twon-of-windham>
 - Refer to document 4 which is a screen capture of Linda Morrell's request to advertise with the Maine Municipal Clerk's Listserv (8/25, vacation 8/15-8/24)
 - Refer to document 5 which is our first Facebook post (8/21), <https://www.facebook.com/photo?fbid=1232257702274489&set=a.304273151739620>
 - Refer to document 6 which is our post on Indeed (8/25), <https://www.indeed.com/jobs?q=clerk&l=Windham%2C+ME&from=searchOnHP&vjk=89f3d96606ee4c58> (Indeed is not utilized as much as they have changed their cost structure which is too expensive for a low-yield of qualified applicants)
 - Refer to document 7 which is our Windham Eagle ad. (8/21 request, only to post 8/28-29 due print deadline; not a typical resource – low yield)

Note the application period was extended to 9/4/2025 due to late posts on our website and Clerk's listserv.

- Any internal or external communications about qualifications, requirements, or eligibility criteria.

The job description provides "qualifications, requirements, or eligibility criteria" which was provided to all external employment advertisement venues in their various intake portals which is provided in the documents listed above and in document 8 – Emails_opt.pdf.

2. Applications and Candidate Evaluation

- Communications discussing the evaluation or selection of candidates. Not applicable.
- Any communications, emails, or written discussions regarding potential candidates for the Town Clerk position, including recommendations or considerations of specific individuals. Not applicable.

3. Emails, Texts, and Correspondence

- All emails, or other written communications between Town staff, Council members, or outside parties regarding the clerk hiring process. See document 8 – Emails_opt.pdf

Emails from applicants were excluded as they are confidential.

- Communications with legal counsel, recruiters, or consultants regarding the hiring process or candidate qualifications. Not applicable.

4. Meetings and Reports

- Drafts or final agendas, minutes, or recordings of meetings where the clerk hiring process was discussed.

All meeting information, including agenda, minutes and video for 8/12/2025 can be found on our website:

<https://windhamweb.legistar.com/DepartmentDetail.aspx?ID=20718&GUID=9AD73D50-208F-4663-892C-631C68D2D40C>

The agenda and video are posted. The minutes have yet to be approved. They will be part of the meeting agenda for the September 9, 2025 meeting, which will post on Thursday, September 4th. In the future, all agendas and materials may be found at:

<https://windhamweb.legistar.com/Calendar.aspx>

- See document 9-Agenda August 12, 2025; refer to discussion item CD 25-142
- Memos, reports, or staff notes prepared for the Council regarding the hiring process.
 - The memo is online and part of CD 25-142 on the attached agenda and is also included in document 8-Emails.

Format: I request that these records be provided electronically if possible.

Thank you for your attention to this matter.

Kindly,

Becky Woodbury