

Tammy Hodgman

From: Tammy Hodgman
Sent: Tuesday, September 3, 2024 2:37 PM
To: Stephen Napolitano
Subject: FW: FOAA_RE:Windham Eagle Ads
Attachments: Request Windham Eagle 9.2.2024.pdf

Hello,

We have gathered the email communications requesting “ALL emails dated from August 12, 2024 to September 02, 2024 that is to or from The Windham Eagle and to or from any town of Windham town official/Town of Windham employee in regards to the Town Clerk position or running ANY ad in the Windham Eagle.”

They may be accessed here: [☐ Napolitano FOAA 9.2.2024](#)

Please view the emails with Microsoft Outlook. Microsoft has info on how to open PST files here:

<https://support.microsoft.com/en-us/office/open-and-close-outlook-data-files-pst-381b776d-7511-45a0-953a-0935c79d24f2>

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: Tuesday, September 3, 2024 8:53 AM
To: Stephen Napolitano <snapacn@gmail.com>
Cc: Barry A. Tibbetts <batibbetts@windhammaine.us>
Subject: RE: FOAA

Good morning,

This email serves as the statutory 5-day acknowledgement of your information request. I will coordinate the collection of information and will be in touch when we have compiled the documents.

We are currently reviewing our records to determine where records that may be responsive to your request are stored and will be reviewed in fulfilling your request. We will inform you of a projected turnaround time and cost for fulfilling your request as soon as we are able to provide you with a reasonably accurate estimate.

Thank you,

Tammy Hodgman

Executive Assistant and Website Coordinator | tahodgman@windhammaine.us

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From: Stephen Napolitano <snapacn@gmail.com>

Sent: Monday, September 2, 2024 9:40 AM

To: Mark Morrison <markmorrison@windhammaine.us>; Barry A. Tibbetts <batibbetts@windhammaine.us>

Cc: Tammy Hodgman <tahodgman@windhammaine.us>

Subject: FOAA

Hello Barry and Mark,

This is a formal FOAA request for ALL emails dated from August 12, 2024 to September 02, 2024 that is to or from The Windham Eagle and to or from any town of Windham town official/Town of Windham employee in regards to the Town Clerk position or running ANY ad in the Windham Eagle. **Please include access to email attachments.**

If this request cannot be fulfilled by the town in the two-hour period allotted (free of cost), in the spirit of efficiency and cost-effectiveness, I would ask that you please advise me of a breakdown of this request that you estimate can be done within the two-hour period.

It would be easier and minimal effort to receive this information electronically stored, a link or URL. As another option, I am willing to visit the town office to review the emails to save time and money.

Thank you and I look forward to your acknowledgement of my request within 5 days of receipt of the request.

1 M.R.S. § 408-A (3)

Thank you,
Stephen Napolitano