

## Tammy Hodgman

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**From:** Tammy Hodgman  
**Sent:** Thursday, December 12, 2024 10:40 AM  
**To:** fordrecordsrequests@gmail.com  
**Subject:** FW: ORR-Employee roster  
**Attachments:** FOAA demographic data.pdf; pay data.pdf

Dear Mr. Ford,

Please find the attached reports. Our system does not export all the requested data you listed in one report. Nor do we track race or ethnicity in our payroll system.

This is a screen capture of employment status options which you will note in the pay data:

1 - FULL TIME EXEMPT

2 - FULL TIME NON EXEMPT

3 - PART TIME ELIGIBLE

4 - PART TIME NON ELIGIBLE

5 - SEASONAL

6 - ON CALL

7 - TEMPORARY

The report information you are requesting is not a report that we create as part of our normal course of business. Not every employee works every pay period, as we have on-call, temporary, and part-time or seasonal employees.

This records request is considered closed.

Thank you,  
Tammy

### **Tammy Hodgman**

Executive Assistant and Website Coordinator | [tahodgman@windhammaine.us](mailto:tahodgman@windhammaine.us)

Town of Windham | Office of the Town Manager

8 School Road | Windham, ME 04062 | [www.windhammaine.us](http://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.

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**From:** Tammy Hodgman  
**Sent:** Thursday, December 12, 2024 8:31 AM  
**To:** fordrecordsrequests@gmail.com  
**Subject:** RE: ORR-Employee roster

Dear Mr. Ford,

This email serves as the statutory 5-day acknowledgement of your information request.

Please note that the Maine Freedom of Access Act provides access to documents but does not require municipalities to compile information from several documents to fulfill a request.

I will coordinate the collection of information and will be in touch it is complete.

Thank you,

**Tammy Hodgman**

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**From:** Randi Lemieux <[rklemieux@windhammaine.us](mailto:rklemieux@windhammaine.us)>

**Sent:** Monday, December 9, 2024 7:45 AM

**To:** Bradley Ford <[fordrecordsrequests@gmail.com](mailto:fordrecordsrequests@gmail.com)>

**Subject:** RE: ORR-Employee roster

Good Morning,

You have sent this request to the Windham Police Department, this has been forwarded to our Human Resource Department.

If you have any questions for them, they can be reached at 207-892-1907.

Thank you,

Randi Lemieux  
Administrative Assistant- Records  
Windham Police Department  
375 Gray Road, Windham ME 04062  
Phone: 207-892-1919 ext. 4214 Fax 207-892-1925  
[rklemieux@windhammaine.us](mailto:rklemieux@windhammaine.us)

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**From:** Bradley Ford <[fordrecordsrequests@gmail.com](mailto:fordrecordsrequests@gmail.com)>  
**Sent:** Saturday, December 7, 2024 7:29 PM  
**To:** Randi Lemieux <[rklemieux@windhammaine.us](mailto:rklemieux@windhammaine.us)>  
**Subject:** ORR-Employee roster

**Warning: Unusual sender** <[fordrecordsrequests@gmail.com](mailto:fordrecordsrequests@gmail.com)>  
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Good morning,

My request is for an electronic file that includes a roster or listing of every current city employee as of Friday, November 1, 2024.

This request includes employees coded as full-time, part-time, temporary, seasonal, as well as elected officials.

I am requesting the roster or listing include information commonly found in an Employee Master File and is most commonly found in the Human Resources Department or Payroll Department.

The file would include information such as the following fields for each employee:

First Name  
Last Name  
Hire Date  
Gender  
Race  
Ethnicity  
Department  
Job Title  
Base Salary Amount  
Gross Annual Wages  
Bonus Amount  
Car Allowance (Annual)  
Cell Phone Allowance (Annual)  
Certification Pay (Annual)

If there fees associated with this request, please inform me of the cost before fulfilling this request.

If you have any questions regarding this request, please contact me via this email ([fordrecordsrequests@gmail.com](mailto:fordrecordsrequests@gmail.com)).

If you need to redact a portion of the request in order to expedite the fulfillment of the request, I agree to redaction in advance.

If you seek to deny part or all of this request, please let me know the basis for a denial in part or in whole.

My preferred delivery method is for the record to be sent via email as an Excel file but a PDF file will also be acceptable.

Thank you for your time and have a great day.

Bradley Ford  
320 Desert Sky  
McGregor, Texas 76657  
817-909-9894  
[fordrecordsrequests@gmail.com](mailto:fordrecordsrequests@gmail.com)

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Bradley Ford  
[fordrecordsrequests@gmail.com](mailto:fordrecordsrequests@gmail.com)