


Tammy Hodgman

From: Tammy Hodgman
Sent: Wednesday, March 26, 2025 11:18 AM
To: justin@usestarjump.com
Subject: RE: FOIA Request: Purchase Orders

Good morning, Justin,

We were able to accommodate your request just within two hours' time, so there will be no charge. You may access your records at:  [InvProof Reports 3.26.2025](#). Access to this folder will expire 4/26/2025.

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: Justin <justin@usestarjump.com>
Sent: Thursday, March 20, 2025 11:58 PM
To: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: Re: FOIA Request: Purchase Orders

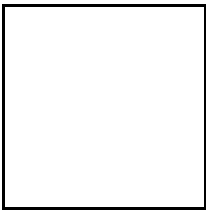
External sender <justin@usestarjump.com>

Make sure you trust this sender before taking any actions.

Good day Tammy,

Thank you so much for your advice. Looking forward for your positive response.
Please let me know for any updates.

Sincerely,
Justin



On March 20, 2025 at 11:59 AM EDT tahodgman@windhammaine.us wrote:

Hi Justin-

We are currently reviewing our records, including some of the older invoice proof reports currently stored outside of the office that may be responsive to 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. 1 M.R.S. § 408-A(8-B) outlines that “the agency or official may charge a fee to cover the actual cost of searching for, retrieving and compiling the requested public record...” and that would only be after the first 2 hours of staff time at no charge. After the first two hours we will charge a fee of not more than \$25 per hour.

I will be in touch soon with that estimate.

Thank you,
Tammy

From: Justin <justin@usestarjump.com>
Sent: Tuesday, March 18, 2025 4:56 AM
To: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: Re: FOIA Request: Purchase Orders

Warning: Unusual link

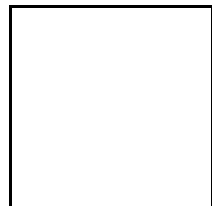
This message contains an unusual link, which may lead to a malicious site. Confirm the message is safe before clicking any links.

Good day Tammy,

Thank you so much for the detailed information on how you track your expenses. Upon checking the sample report you sent, the details are sufficient to suffice my request. Hence, I would be very much grateful if you can provide those invoice entry proof report from January 1, 2022 to present to fulfill my request.

Thank you for your attention and cooperation. I'm looking forward for your positive feedback.

Sincerely,
Justin



On March 17, 2025 at 4:26 PM EDT tahodgman@windhammaine.us wrote:

Dear Justin,

The Town of Windham utilizes MUNIS a Tyler Technology software solution for our financial operations. Departments submit invoices to be paid by a Request for Check (RFC) that require approvals by department heads, the manager and finance director. When approved they are included in our warrant – the bi-weekly accounts payable process to cut vendor checks.

The only reports we physically generate are an invoice entry proof report which is run to review prior to the warrant report. These reports include Vendor name, invoice(s)/payment total and a generic description like equipment for cruiser, office supplies, coffee supplies, etc. and the account to apply the payment against. The invoice entry proof report and final warrant document are the only documents we physically run.

I've attached a sample of each at  [UseStarJump FOAA](#) . It does not include the detail you are requesting.

Thank you,

Tammy Hodgman

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From: Justin <justin@usestarjump.com>
Sent: Monday, March 17, 2025 8:10 AM
To: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: Re: FOIA Request: Purchase Orders

External sender <justin@usestarjump.com>

Make sure you trust this sender before taking any actions.

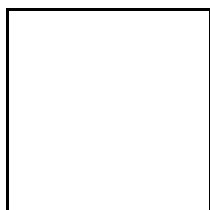
Dear Tammy,

I understand that the Town is not required to create a new record or compile information in a format that does not already exist under 1 M.R.S. § 408-A(6). However, I would appreciate any available records related to my request, even if they do not follow the specific format I mentioned. I will review them to determine if they meet my needs.

Thank you once again and looking forward for your positive response.

Sincerely,

Justin



On March 12, 2025 at 2:00 PM EDT tahodgman@windhammaine.us wrote:

Justin,

Though we don't use purchase orders, we do utilize financial software throughout our procurement process.

The Town is not required to create a record that does not already exist. This request is exempt under 1 M.R.S. § 408-A(6). Under FOAA, while the data maintained by the Town is a public record, the Town is not obligated to create or produce a record in a form that is not already electronically stored. In other words, FOAA does not require that a record be made or that information be compiled in a form that does not otherwise exist.

In this instance, some of the raw data is stored within the Town's software; however, the specific 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.

Thank you,

Tammy

From: Justin <justin@usestarjump.com>
Sent: Wednesday, March 12, 2025 10:42 AM
To: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: Re: FOIA Request: Purchase Orders

External sender <justin@usestarjump.com>
Make sure you trust this sender before taking any actions.

Dear Tammy,

I hope this message finds you well. I am following up on my regarding the list of purchase order issued by Town Of Windham. Given the critical importance of these records in the procurement processes, I would appreciate clarification.

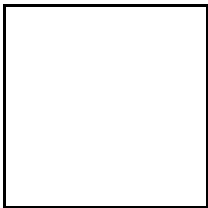
If these records are maintained under a different system or format on your end, may you please provide guidance on how they can be accessed? I would be glad to know if you can provide any record or reports in your good office that tracts your expenses which indicates the vendor name, purchase/procurement date, description of goods/services availed and the transaction amount.

If they do not exist, please provide a detailed explanation of how procurement activities are tracked within your agency.

Thank you for your time, and I look forward to hearing from you.

Sincerely,

Justin



On March 6, 2025 at 9:11 AM EST tahodgman@windhammaine.us wrote:

Justin –

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).

Sincerely,

Tammy

From: Justin <justin@usestarjump.com>
Sent: Thursday, March 6, 2025 8:37 AM
To: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: Re: FOIA Request: Purchase Orders

Warning: Unusual sender <justin@usestarjump.com>

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

Dear Tammy,

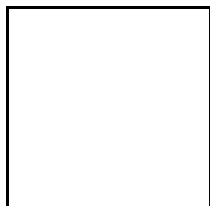
Thank you for acknowledging receipt of my FOIA request. I appreciate your prompt attention to this matter.

Please let me know if you need further details or clarification.

Thank you again for your assistance.

Sincerely,

Justin



On March 6, 2025 at 8:34 AM EST tahodgman@windhammaine.us wrote:

Dear Mr. Wenig,

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,

Tammy Hodgman

Executive Assistant and Website Coordinator | tahodgman@windhammaine.us

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From: Linda Morrell <lsmorrell@windhammaine.us>
Sent: Thursday, March 6, 2025 6:52 AM
To: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: FW: FOIA Request: Purchase Orders

From: Justin Wenig <justin@usestarjump.com>
Sent: Wednesday, March 5, 2025 9:24 PM
To: Linda Morrell <lsmorrell@windhammaine.us>
Subject: FOIA Request: Purchase Orders

Warning: Unusual sender <justin@usestarjump.com>

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

Dear FOIA Officer,

I am writing to request access to and copies of records under the Maine Freedom of Access Act.

I am requesting public records related to purchase orders issued by Town Of Windham, specifically:

- A list of purchase orders issued by Town Of Windham from January 1, 2022 to present date, including but not limited to:
 - Purchase date
 - Vendor name
 - Description of goods/services purchased
 - Line item quantity
 - Line item price/amount
- If vendor names are coded in the PO file, please provide a vendor list with corresponding codes.

I am looking for existing, already maintained electronic records (without copying, scanning, or printing).

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

Should this request be denied wholly or partially, please provide a detailed justification for each decision, citing specific exemptions under the ME Freedom of Information Act. Additionally, I request that all segregable portions of otherwise exempt material be provided.

Should you need further information or clarification to expedite this request, do not hesitate to contact justin@usestarjump.com.

Thank you for your attention and cooperation. I look forward to your prompt response within the statutory period.

Sincerely,

Justin Wenig