

## Tammy Hodgman

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**From:** Tammy Hodgman  
**Sent:** Thursday, March 6, 2025 9:11 AM  
**To:** justin@usestarjump.com  
**Subject:** RE: FOIA Request: Purchase Orders

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

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**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.

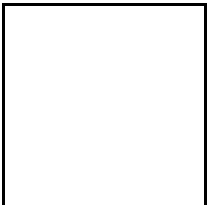
Dear Tammy,

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

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

**Warning: Unusual sender** <[justin@usestarjump.com](mailto: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](mailto:justin@usestarjump.com).

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

Sincerely,  
Justin Wenig