

**REQUEST FOR ACCESS TO PUBLIC RECORDS**

I request to review the following records in the Town of Lebanon:

To review all e-mails contained in the e-mail file of lebselectmen@metrocast.net, which is maintained by employee Susan Collins, from January 1, 2014 through December 3, 2015. I will reserve the right to request to purchase any items at the town's rate of \$0.25.

e-mails retained to Requestor shall not be redacted of Request Name

Date: 12/3/15

Signed Jeanette Lemay

Contact Information:

Print Name: Jeanette Lemay

Address: \_\_\_\_\_

Phone #: 603-767-5749 Email: \_\_\_\_\_

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\_\_\_\_\_ Request Approved

Signature of Recipient of Public Records:

\_\_\_\_\_

\_\_\_\_\_ Request Denied

Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**TOWN OF LEBANON, ME.  
WEEKLY TIME SLIP**

*original documents  
1 hr  
12/10/15*

NAME Ben Thompson W.E. Date      /      /     

DATE	JOB DESCRIPTION	IN	OUT	IN	OUT	HRS.
1/7 Sun.	Printing FOIA Leds selection			12 <sup>00</sup>	5 <sup>00</sup>	5.0
1/14 Sun.	Printing FOIA Leds selection			9 <sup>00</sup>	11 <sup>00</sup>	2.0
1/14 Sun.	315-345 Legal CH Email / 4:30-4:45 <i>Meeting</i>	12 <sup>00</sup>	3:15	3:45	4:30	4.0
Mon.		4:45	7:00	7:15	8:45	3.75
Mon.						
1/15 Mon.	Finalize recovery of emails			9 <sup>00</sup>	9:45	.75
Tues.	(sent, unbox, deleted)					
1/15 Tues.	Continue printing (sent)			1:15	4:00	2.75
1/23 Tues.	Continue printing (sent) + sort			9:45 AM	10 <sup>30</sup> PM	12.75
Wed.						
Wed.	1/23 Subtotal	\$15.00	X			31 Hr
Wed.	Labor \$465.00					
Thurs.	+ Attorney Review					2 hr
Thurs.						
Thurs.	33 billable hours					
Fri.	X \$15 per hour					
Fri.	<del>\$495</del>					
Fri.	\$495					
Sat.	+ \$1100.00 copy charge					
Sat.						
Sat.	\$1595.00 Total Due					

TOTAL HOURS

Signed \_\_\_\_\_

OFFICE OF THE SELECTMEN  
TOWN OF LEBANON

15 UPPER GUINEA ROAD  
LEBANON, MAINE 04027  
Ben Thompson, Chairman  
Royce Heath, Selectman  
Paul Nadeau, Selectman



TEL: 457-6082  
FAX: 457-6067

December 7, 2015

Dear Jeannette:

I am writing in response to the two separate Freedom of Access Act requests you filed on December 3, 2015. You requested public records regarding emails contained in the accounts of [clibby@metrocast.net](mailto:clibby@metrocast.net) and/or [lebanontax@metrocast.net](mailto:lebanontax@metrocast.net), from January 1, 2014 through December 3, 2015 that contain particular key words. Additionally, you requested emails from the account of [lebselectmen@metrocast.net](mailto:lebselectmen@metrocast.net) maintained by Susan Collins from **January 1, 2014 through December 3, 2015**. This request is significantly broad and includes a significant number of documents. It would be helpful for you to clarify more specifically the information you are seeking. This will assist us in responding to your request more efficiently.

Please let us know by Friday December 11, 2015 whether you can more narrowly define the information you are seeking. If not, we will commence review of the documents you have requested. By law we are permitted to charge you a fee to cover the actual cost of searching for, retrieving and compiling the requested public record of not more than \$15 per hour after the first hour of staff time per request. If the estimate exceeds \$100 we will ask that you provide payment up front.

If after reviewing our files we determine there are any public records that are responsive to your request, you may review the public records in our office during reasonable office hours and/or may request that we provide you with a copy for which we are permitted to charge a reasonable fee.

Please feel free to contact me should you have any questions.

Sincerely,

Ben Thompson

Over 4,000 Copies = Can be  
viewed at Lebanon Town  
Hall During normal business  
Hours