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January 5, 2021

Sent via Email and U.S. Mail

Carmen J. Morris
City Clerk, City of Biddeford
205 Main Street
Biddeford, ME 04005

RE: Freedom of Access Act Request

Dear Carmen:

I am writing to make a request for information to the City of Biddeford pursuant to the Maine Freedom of Access Act ("FOAA"), 1 M.R.S. § 401 *et seq.* Specifically, I request that the City make available for inspection and copying, pursuant to 1 M.R.S. § 408-A, *all* public records, as defined below, in the possession or control of the City (including its employees) that relate or pertain to, involve in any way, or have been produced or come into the possession of the City concerning:

- A. *Any public record regarding the habitability and/or physical condition of the building located at 16 Piersons Lane, Biddeford, ME 04005, including but not limited to descriptions, accounts, or photographs the condition of that building.*
- B. *Any public record containing memoranda, reports, correspondence, writings, and or photographs—whether in electronic format or otherwise—that discuss or mention the physical condition of the building located at 16 Piersons Lane, Biddeford, ME 04005.*

To the extent that the City of Biddeford has possession or control of public records that are covered by this request at one time, but no longer has possession or control of those materials, please identify those public records, describe the nature of the disposition of the records, and provide contact information for the current custodian of such records.

If the City of Biddeford objects to the provisions of any of the requested public records on the basis that they are not subject to the Freedom of Access Act, please describe in your reply to this request the nature of the materials that the City of Biddeford refuses to provide and indicate the basis for the refusal.

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For purposes of this request, the following terms have the indicated meanings:

A. "Public record" means public record as defined by 1 M.R.S. § 402(3): specifically, "any written, printed or graphic matter or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or aural comprehension."

B. The City of Biddeford means the municipality *per se*, including but not limited to the Biddeford Housing Authority and the Biddeford Fire Department.

Kindly have a member of your staff contact me as soon as possible so that I may make appropriate arrangements for the inspection of the requested information and the copying of selected documents, but in no event later than the five-day deadline provided by 1 M.R.S. § 409(1).

Thank you for your attention to this matter. I look forward to hearing from you at your earliest convenience.

Sincerely,



Trevor D. Savage