

## Interim Town Manager FOAA Policy

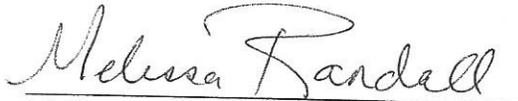
Purpose: To expedite the FOAA requests and facilitate the smooth operation of the Sangerville Town Office during the period in which Alvina Church, Sangerville Town Clerk, will be acting as interim Town Manager

This Policy is in effect until the Town Manager resumes his full time duties, or at a date otherwise specified at the discretion of the Select Board.

### Policy:

FOAA requests must be submitted in writing and dated to ensure that all requests are dealt with promptly. As per State law, the interim Town Manager will communicate either orally or in writing, at her discretion, with the requester within 5 business days as to whether or not the Town will provide the requested document. All copying of documents will be reserved for the last Wednesday of the month. The documents will then be ready for dispersal on last Thursday of the month. The Town of Sangerville charges 25 cents per page for all FOAA documents.

  
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William Rowe, Chairman

  
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Melissa Randall

  
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Thomas Carone