



Permitting and Inspections Department  
Michael A. Russell, MS, Director

March 6, 2018

Amanda B. Lynch  
Germani Martemucci & Hill  
43 Deering Street  
Portland, ME 04101

RE: Freedom of Access Act (FOAA) Request

Dear Ms. Lynch:

Thank you for contacting the City of Portland. I am responding to your Maine Freedom of Access Act (FOAA) request dated March 2, 2018.

We strive to provide excellent customer service and are currently experiencing a very high demand for services. Property files are available for review at City Hall during normal business hours. We will provide any requested documents that are not part of the property file shortly.

As soon as we have gathered these documents, we will forward copies to you. We will also include an invoice for the reasonable costs of copying and \$15 per hour, after the first hour, for the time searching for, retrieving and compiling the requested information, as we are entitled to under 1 M.R.S.A. § 408-A.

Sincerely,

Keri Ouellette  
Intake and Review Manager