

# TOWN OF BROWNFIELD



January 25, 2017

Maine Municipal Association  
Legal Services Department  
60 Community Drive  
Augusta, ME 04330

Dear Christine Bragg;

Per your group's discussions with the Town Administrator of Brownfield and Selectmen, please apply the following restrictions to the dissemination of information to persons requesting information for the Town of Brownfield.

Calls and written requests may be accepted from any of the following positions: Selectmen, Town Administrator, Town Clerk, Clerical Assistant, code Enforcement Officer, Public Works Director, Chairman of the Planning Board and Secretary. Attached you will find a list with the names of the personnel currently filling these positions. Changes to this list will be forwarded to you as they occur.

**The following is our policy for requests and responses.** Any of the above approved personnel may request information from MMA in the course of performances of their duties to the Town. These requests may come from private e-mails, faxes or phones or from the Town Office directly. The above-approved personnel will state if they want MMS's response to be verbal or written. If a written response is requested, it shall be faxed, mailed or e-mailed to the Town Office only: The appropriate addresses and numbers to respond to are as follows:

**Fax #:** 207-935-7702

**Phone #:** 207-935-2007

**E-mail:** [town@fairpoint.net](mailto:town@fairpoint.net). Please put the name of the person who requested the information in the subject line and the subject matter as the first line in the body.

**Mail:** 82 Main Street, ATTN: (Requestor's Name), Brownfield, ME 04010

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This policy is to be effective immediately and will continue until further notice by two or more Selectmen.

Best Regards,

William Flynn  
Board of Selectmen

Rick Emery  
Board of Selectmen

Erik Walker  
Board of Selectmen