



## TOWN OF WESTMINSTER

Louis Bordeaux, Town Manager  
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### PUBLIC RECORDS REQUEST

Date of Request: 8/15/25

Name: Woo Park

Mailing Address: 1111B S Governors Ave STE

City/Town/State/Zip: Dover, DE, 19904

Telephone #: (302) 585-3132 E-mail: foia@thedatabranch.com

This Public Records request, including any associated correspondence, will be considered a public record in its entirety. As such, it will be made available to any member of the public upon request. Do not include any sensitive information, such as medical information, financial account numbers or Social Security numbers. Submission of this form does not constitute receipt of it by the Town of Westminster. Your Public Records request will be considered as received on the next business day following its submission.

Signature: WP

I, the above signed, am requesting copies of the following documents on file at your office (use the rear of this page if additional room is needed):

The Data Branch is hereby submitting a commercial records request. We seek a spreadsheet containing all purchase orders from January 1, 2021, to present day.

**Requested Information:**

Spreadsheet containing all purchase orders from January 1, 2021, to present day. If easily accessible, please provide the following details for each purchase order:

- Purchase order number or equivalent
- Purchase date
- Vendor ID or equivalent
- Vendor name
- Line item details
- Line item quantity
- Line item unit price
- Line item total price

**Format & Delivery:**

We understand systems and formats may vary. These records generally live in your ERP, and a spreadsheet export of that may be easiest. We would appreciate it if you replied in this email thread if possible.

However, if this is not possible, please feel free to send them in any format you prefer, including:

- Spreadsheet (Preferred)
- PDF
- Word
- Existing reports from your ERP
- Any readily available, already existing records resembling purchasing records (even if missing some requested columns)

**Note on Commercial Nature & Scope:**

This request is for research and informational purposes. We recognize it as a commercial request and will comply with all relevant policies. We appreciate your time as well as your team and are happy to work with you to narrow or clarify the request if needed.

**Contact Information:**

Email: [foia@thedatabranch.com](mailto:foia@thedatabranch.com)  
Phone: (302) 585-3132

Address: 1111B S Governors Ave STE, Dover, DE

**Note: Charges may apply for staff research, compilation and copies of documents. No new records will be created by any person(s), department, board, committee or commission under the jurisdiction of the Town of Westminster.**

We appreciate your attention to this matter and look forward to your prompt response. Please confirm receipt of this request and provide an estimated date for the delivery of the requested records.  
Thank you for your cooperation.  
Sincerely,  
The Data Branch Research Team

The Town of Westminster will provide copies of documents pursuant to Vermont Statute 1 V.S.A. § 316

## **PUBLIC RECORDS REQUEST FEES**

- a) Letter or legal size copies: \$0.25 per page.
- b) Ledger size copies: \$0.35 per page.
- c) Computer generated Black/White: \$0.25 per page.
- d) Computer generated color: \$1.00 per page.
- e) Requests that take longer than 30 minutes to fulfill will be billed at the following rates:
  - 1. For staff time involved in physically duplicating a record, \$.33 per minute after the first 30 minutes.
  - 2. For senior-level staff time, and information technology specialists' time spent extracting data from databases or performing similar tasks necessary to comply with a request to create a new public record, \$.57 per minute.
  - 3. For any other staff time for which cost can be charged and collected under this section, \$.45 per minute.

Those fees, where applicable, must be paid in advance.

Payment must be paid in cash or by check only.

Checks shall be made payable to the Town of Westminster.

Records that require an outside source for reproduction (maps, drawings, plans, etc.) shall be paid on a direct basis by the requestor.

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### **OFFICE USE ONLY**

Date of request: \_\_\_\_\_ Received by: \_\_\_\_\_

Total letter/legal size copies \_\_\_\_\_ @ \$0.25 per page: \$\_\_\_\_\_

Total ledger size copies \_\_\_\_\_ @ \$0.35 per page: \$\_\_\_\_\_

Total computer-generated B&W copies \_\_\_\_\_ @ \$0.25 per page: \$\_\_\_\_\_

Total computer-generated color copies \_\_\_\_\_ @ \$1.00 per page: \$\_\_\_\_\_

Total minutes \_\_\_\_\_ @ \$0.33 per minute: \$\_\_\_\_\_

Total minutes \_\_\_\_\_ @ \$0.57 per minute: \$\_\_\_\_\_

Total minutes \_\_\_\_\_ @ \$0.45 per minute: \$\_\_\_\_\_

**TOTAL** \$\_\_\_\_\_

*Fee schedule adopted by the Board of Selectmen, July 10, 2007.*

*Public Records Request adopted by the Selectboard, March 13, 2024.*