

Robert Teree  
202 Stark Mountain Road  
W. Halifax, VT 05358  
March 14, 2024

**Halifax, VT Selectboard, Town Treasurer (Patty Dow) and Road Foreman (Mike Fournier)**

Town of Halifax, Vermont  
PO Box 127  
West Halifax, VT 05358  
[Delivered via email transmittal]

**RE: Public Records Request of all purchase orders, invoices, canceled checks and delivery receipts for all gravel and sand purchases and any related 3rd party trucking fees for fiscal years 2019 through 2024.**

Dear Halifax Selectboard, Patty Dow, Mike Fournier,

Under the **Vermont Public Records Law, §315 et seq.** I am requesting an opportunity to inspect and obtain copies of all public records related to the following:

- For fiscal years 2019 through 2024 (to date):
  - All purchase orders (POs) for gravel and sand purchases.
  - All invoices for gravel and sand purchases.
  - All canceled checks for gravel and sand purchases.
  - All delivery receipts showing date, type of material delivered, amount delivered, vendor delivering, and what Halifax representative signed for the material for all gravel and sand purchases.

If there are any fees for searching or copying these records, please inform me if estimates exceed \$500 USD. They will be paid promptly by check. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of The Town of Halifax's general finances and financial controls.

The law requires a response to this request within 2 days, or within 10 days for extraordinary circumstances. If you expect a significant delay in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

**I would also like to request that those this letter is addressed to (or their representatives) not to destroy any town records related to the above (POs, invoices, canceled checks, delivery receipts) for any fiscal year, not just those requested.**

Thank you for your support and help.

Sincerely,

Robert Teree  
Halifax Vermont Resident