

Right to Know Law Request log

<u>Date of Request</u>	<u>Name of Requestor</u>	<u>Address</u>	<u>Information Requested</u>	<u>Date Fulfilled</u>	<u>Emp's involved</u>	<u>TOTAL hours</u>
2/29/16	K. Simone	Alton Bay	School District financial records, surplus	3/1/16	2	0.5 hour
8/16/16	Jeff Clay	Alton, NH	Attorney invoices from 8/16/16 going back three years	8/18/16	1 + atty	6+ hours
			Town attorney's contract	8/18/16	1	0.5 hour
			Email log for previous Town Administrator going back two years (Request temporarily withdrawn on 8/22/16)			
			Emails of current Town Administrator since date of hire (Request temporarily withdrawn on 8/22/16)			
8/16/16	Jeff Clay	Alton, NH	Ordinances established by the Board of Selectmen	8/16/16	2	0.5 hour
			Policies established by the Board of Selectmen	8/16/16	3	0.5 hour
			Copy of Town Administrator contract	8/16/16	2	0.5 hour
			Copy of Town Administrator job description	8/16/16	1	1 hour
			Money allocated for and spent on the Senior Center during 3 years	8/16/16	1	0.5 hour
8/16/16	Jeff Clay	Alton, NH	Anonymous letter	8/16/16	2	0.5 hour
8/17/16	Jeff Clay	Alton, NH	Hand passed notes during Selectmen's meeting	8/17/16	2	0.5 hour
8/16/16	Jeff Clay	Alton, NH	Town Attorney invoices going back three years	8/18/16, 8/19/16	2 + atty	6+ hours
			Town Attorney contract	8/18/16, 8/19/16, 10/4/16	1	0.5 hour
			Email log for previous Town Administrator going back two years	8/18/16, 8/19/16	3	2 hours
			Emails of current Town Administrator since date of hire	8/18/16, 8/19/16	3	8+ hours
8/30/16	Jeff Clay	Alton, NH	Town Attorney contract	9/6/16, 10/4/16	1	1 hour
			Amount of annual retainer for Town Attorney	9/6/16	1	0.5 hour
			Pearson Road Sr/Comm Ctr expenditures from \$125,000 warrant article	9/6/16	2	1 hour
10/11/16	Jeff Clay	Alton, NH	Invoices from Town Attorney from 1988 to 2012	10/17/16, 11/4/16	2 + atty	8+ hours
2/3/17	Jeff Clay	Alton, NH	Money paid to Town Attorney from "beginning of time" to 2/3/17	2/8/17, 2/13/17	2 + atty	2+ hours
2/9/17	Jeff Clay	Alton, NH	Documents and emails concerning each nonprofit warrant article at 2017 Deliberative Session	2/14/17	2	1.5 hours
2/10/17	Jeff Clay	Alton, NH	Nonpublic meeting minutes	2/14/17	1	0.5 hour
			Documents concerning the Life Ministeries warrant article	2/14/17	1	0.5 hour

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2/10/17	Jeff Clay	Alton, NH	Video of 2017 Deliberative Session	2/14/17	1	0.5 hour
2/13/17	Jeff Clay	Alton, NH	Documents concerning the St Katharine Drexel Church 2017 election site	2/14/17, 3/21/17	2	2 hours
2/14/17	Jeff Clay	Alton, NH	Bids and contracts for paving at Pearson Road Sr/Comm Ctr	2/15/17	2	1 hour
			Money paid to Timothy MacDonald 'T-Mack' from 1/1/16-12/30/16	2/15/17	2	0.5 hour
2/15/17	Jeff Clay	Alton, NH	Documents from Selectmen or Town Administrator re: requests by citizens to speak at Selectmen's meeting	2/21/17, 3/2/17	2	2 hours
			Documents showing Selectmen approval for all appointments at Selectmens meeting	2/21/17, 3/2/17	2	2 hours
2/15/17	Jeff Clay	Alton, NH	Public and nonpublic minutes of P&R subcommittee in 2016	2/16/17	2	0.5 hour
2/16/17	Jeff Clay	Alton, NH	Minutes of the 2017 Deliberative Session (to inspect)	2/16/17	1	0.5 hour
			Minutes of the 2/8/17 Budget Committee minutes and 2/8/17 Selectmens minutes (to inspect)	2/16/17	2	0.5 hour
2/17/17	Jeff Clay	Alton, NH	Minutes of the 2017 Deliberative Session (copy electronically)	2/22/17	3	0.5 hour
			Minutes of the 2/8/17 Budget Committee minutes and 2/8/17 Selectmens minutes (copy electronically)	2/22/17	2	0.5 hour
1/0/00	Jeff Clay	Alton, NH	Deed to West Alton Comm Center	2/22/17	3	0.5 hour
2/21/17	Jeff Clay	Alton, NH	Documents giving the Historical Society care and control over W Alton Comm Center	2/22/17	1	0.5 hour
			Documents and emails between Town and AG's office re: 2017 Deliberative Session	2/22/17	1	0.5 hour
2/23/17	R. Carr	Alton, NH	Letter by Reuben Wentworth read into Selectmen's meeting 2009-2011	3/2/17, 3/6/17	2	2 hours
3/2/17	SmtProcure	Florida	Purchasing records from 1/1/10 to 3/2/17 (Request withdrawn on 3/9/17)	3/7/17	2 + atty	2 hours
3/16/17	Jeff Clay	Alton, NH	Minutes of Budget Committee and Selectmen approvals on 2017 warrant articles	3/22/17	1	0.5 hour

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3/16/17	Jeff Clay	Alton, NH	Copies of collection notices mailed out related to ambulance services in 2016	3/22/17, 3/23/17	4 + Comstar	8+ hours
			Documents regarding money received related to ambulance services in 2016	3/22/17, 3/23/17	5 + Comstar	8+ hours
3/27/17	Jeff Clay	Alton, NH	Workshop minutes public and nonpublic from 1/1/16 - 3/27/17 electronically	3/30/17	1	0.5 hour
3/28/17	D. Foss	Barnstead	Chain of custody of deposit of US notes and Federal Reserve Notes as compensation to employees	3/30/17, 4/5/17	3 + atty	6+ hours
4/27/17	Jeff Clay	Alton, NH	Revenues and expenditures of ambulance services from 1/1/2000 - 4/27/17	5/1/17	3	1 hour
5/1/17	Jeff Clay	Alton, NH	"financial register if you will" indicating revenue sources and expenditures on ambulance, not town reports	5/3/17	3	3 hours
5/8/17	Jeff Clay	Alton, NH	Verbal request on site - ambulance expenditures and revenues	5/8/17	3	0.5 hour
5/9/17	Jeff Clay	Alton, NH	Documents regarding ambulance and equipment fund established in 2000 including expenditures and rev's	5/11/17	2	1 hour
5/11/17	Jeff Clay	Alton, NH	Names, positions, money paid out to all emps in the "wage" line in the ambulance budget from 1/1/03 - 5/1/17	5/17/17	3	1.5 hours
5/18/17	Jeff Clay	Alton, NH	Expenditures from Fire Department "as far back as we have them in electronic format"	5/24/17	2	0.5 hour
5/18/17	Jeff Clay	Alton, NH	Documents and emails concerning the purchase of the new ambulance	5/24/17, 6/8/17	6	16+ hours
5/23/17	Jeff Clay	Alton, NH	Documents establishing the Alton NH Fire Department as a department of the Town of Alton NH	5/24/17	5 + atty	2 hours
5/23/17	Jeff Clay	Alton, NH	Employment contracts of all employees of the Alton NH Fire Department	5/24/17	2	0.5 hour
5/23/17	Jeff Clay	Alton, NH	Documents and emails pertaining to ambulance billing	3/27/17, 4/12/17, 5/8/17, 5/24/17	5	40+ hours

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5/24/17	Jeff Clay	Alton, NH	Documents establishing the Alton NH Fire Department as a department of the Town of Alton NH	5/25/17	1 + atty	2 hours
5/25/17	Jeff Clay	Alton, NH	List of all Fire Department and Ambulance Department employee wages for 2016	5/25/17	2	1 hour
5/25/17	Jeff Clay	Alton, NH	List of 2016 step wages for each employee of Fire and Ambulance Department	5/25/17	2	1 hour
5/25/17	Jeff Clay	Alton, NH	Ambulance tracking report for "as far back as possible"	5/25/17, 5/26/17	3 + Comstar	2 hours
6/8/17	Jeff Clay	Alton, NH	Approval of expenditures for the ambulance accessories	6/12/17	3	1 hour
6/26/17	Jeff Clay	Alton, NH	Minutes of 2016 Public Participation policy amendment	6/27/17	2	0.5 hour
6/27/17	Jeff Clay	Alton, NH	Police report on a response to a State Police residence	6/27/17, 6/28/17	3+atty	2 hours
6/27/17	D. Foss	Barnstead	Weekly wage payment method to employees	6/27/17	1 + atty	0.5 hour
6/27/17	Jeff Clay	Alton, NH	Police emails to/from AG and Sheriffs Office about jeff clay	6/28/17	2+atty	1.5 hours
7/10/17	Jeff Clay	Alton, NH	Minutes of BOS vote regarding 2016 anonymous letter	7/13/17	1	0.5 hour
7/13/17	Jeff Clay	Alton, NH	Minutes of BOS vote regarding 2016 anonymous letter electronically	7/17/17	1	0.5 hour
9/7/17	Jeff Clay	Alton, NH	List of Fire Assoc donation of money to the Town for last 5 years	9/11/17	1+atty	0.5 hour
9/12/17	Jeff Clay	Alton, NH	Fire Assoc legal standing, membership roles, finances, records	9/15/17	3	1 hour
9/11/17	Jeff Clay	Alton, NH	List of Fire Association donation of money to the Town for all of time. (Request withdrawn on 9/18/17)	9/14/17, 9/18/17	4+atty	9.5 hours
9/15/17	Jeff Clay	Alton, NH	List of Fire Association documents, emails, agreements, donation receipts, deposits (no time frame given)	9/18/17	2	0.5 hour
9/18/17	Atty Stephan Nix	Gilford	Information on Map 41 Lot 6-1 Echo Point	9/19/17, 9/26/17	6	2 hours
9/18/17	D. Foss	Barnstead	Responses to 032817 RTK request on US notes and Fed Reserve notes used for wages	9/19/17	1	1 hour

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9/18/17	Jeff Clay	Alton, NH	Ambulance Fund checking and savings acct deposits and withdrawals back to date of creation	9/19/17, 9/27/17, 10/6/17	4	14 hours
9/21/17	D. Foss	Barnstead	Are U.S. notes deposited for disbursement as wages to employees? (Requested of Police Prosecutor)	9/21/17	2+atty	1 hour
9/21/17	D. Foss	Barnstead	Are U.S. notes deposited for disbursement as wages to employees? (Requested of Police Lieutenant)	9/21/17	1	0.5 hour
9/21/17	D. Foss	Barnstead	Chain of custody on deposits of U.S. notes for disbursement as wages to employees per State law. (Requested of Police Prosecutor)	9/21/17	2+atty	1 hour
9/21/17	D. Foss	Barnstead	Chain of custody on deposits of U.S. notes for disbursement as wages to employees per State law. (Requested of Police Lieutenant)	9/21/17	1	0.5 hour
10/10/17	Jeff Clay	Alton, NH	ID all employees of ambulance and Fire Dept	10/12/17	2	1 hour
10/10/17	Jeff Clay	Alton, NH	Inspect all ambulance fund cancelled checks, who was paid, amounts, why, including savings accounts, going back to creation	10/12/17, 10/20/17	5	9+
10/10/17	Jeff Clay	Alton, NH	Classification forms for all fire and ambulance employees	10/12/17, 10/20/17	3+ atty	2 hours
10/12/17	Jeff Clay	Alton, NH	Copy of BOS 092017 meeting electronically	10/13/17	3	1 hour
10/12/17	Jeff Clay	Alton, NH	Ambulance merger into Fire Department documents	10/13/17	1	0.5 hour
10/16/17	Jeff Clay	Alton, NH	Fire Dept legal organization and establishment	10/20/17	2	0.5 hour
10/16/17	Jeff Clay	Alton, NH	Fire Dept legal status, town mtg vote, RSA's on Fire Dept (asked at Fire Dept)	10/20/17	3	0.5 hour
10/18/17	Jeff Clay	Alton, NH	Communications, texts, emails, correspondence between Town Administrator and Police Prosecutor	10/20/17	2	0.5 hour

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2/9/18	Kristine Simone	Alton, NH	Selectmen minutes	2/12/18	2	0.5 hour
2/8/18	Andrea Caruso	Alton, NH	Tax rate impact by warrant articles, revenues of unpaid taxes	2/22/18	3	2 hours
2/16/18	Jeff Clay	Alton, NH	Selectmen agendas for workshops	2/26/18	2	1 hour
2/18/18	Jeff Clay	Alton, NH	Emails, texts by Police, Administrator, Selectmen	3/6/18	4	6 hours
3/8/18	Jeff Clay	Alton, NH	Ambulance staff funding docs, emails, texts since 1-1-16	3/8/18	3	1.5 hours
3/8/18	Jeff Clay	Alton, NH	Nonprofit warr art doc's pertaining to public hearings for 2018 ballot	3/15/18, 3/23/18	2	1 hour
3/9/18	Jeff Clay	Alton, NH	Ambulance staffing changes on emails, doc's, dec's of extended hours since 1-1-16	3/15/18, 4/5/18	3	4 hours
3/9/18	Jeff Clay	Alton, NH	Chuck Humphrey and Enhanced EMS docs, emails since 1-1-16	3/16/18, 4/5/18	4	2 hours
3/22/18	Jeff Clay	Alton, NH	Fire Chief contract	3/28/18	2	0.5 hour
3/22/18	Jeff Clay	Alton, NH	Fire pumper and ambulance inspection reports for last ten years	4/5/18, 4/30/18	5	9 hours
3/28/18	Jeff Clay	Alton, NH	Fire Chief resignation letter	4/2/18	2	0.5 hour
4/3/18	Loring Carr	Alton, NH	Vehicle purchases, 11/6/17 BOS minutes, DRA opinion, Legal Counsel opinion	4/5/18,	3	1 hour
4/11/18	Michael Sice	Unknown	Fire sale invoices for Scott Airpak and associated equipment	4/13/18	4	1 hour
4/13/18	Michael DeFortuna	Lakewood,	Recycling contracts, invoices, receipts, weights, charges	4/24/18, 5/8/18	3	1 hour
4/19/18	Sylvia Leggett	Alton, NH	Rumble strip DOT letters	4/19/18	1	0.5 hour
5/14/18	Ed Dennehy	Alton, NH	Hazmat spill report	5/16/18	2	1-2 hours
5/23/18	American Legion	Alton, NH	Video copy of 051518 Planning Board meeting	5/30/18, 5/31/18	3	2 hours
5/31/18	American Legion	Alton, NH	video copy of 050718 Selectmens meeting	5/31/18, 6/21/18	2	0.5 hour
			(Request withdrawn on 06/07/2018)			

6/6/18	Deltek	Seattle, WA	Vendor contract list with details	6/6/18	2	0.5 hour
6/13/18	Jeff Clay	Alton, NH	Water Commission resignation letters of last two years	6/19/18	4	1 hour
6/21/18	DiscoverOrg	Seattle, WA	IT employees and charted data	6/27/18	2	0.5 hour
10/4/18	Jeff Clay	Alton, NH	RTK training proof of Selectmen from 2015 to current	10/9/18	2	1 hour
10/4/18	Brown & James	Missouri	082418 boating incident	10/4/18	2	0.5 hour
10/4/18	Brown & James	Missouri	082418 boating incident	11/29/18	2	0.5 hour
10/10/18	Jeff Clay	Alton, NH	Previous Water Commission Chair resignation letter	10/15/18	2	0.5 hour
10/10/18	Jeff Clay	Alton, NH	Fire Chief's hire letter	10/15/18	2	0.5 hour
10/15/18	Jeff Clay	Alton, NH	BOS regular and workshop public and NP minutes 1/1/16 to 10/15/18	10/15/18	2	0.5 hour
10/17/18	Jeff Clay	Alton, NH	Town Adm emails 1/1/18-10/17/18	12/23/18	3	40 hours
10/17/18	Jeff Clay	Alton, NH	Non-meeting emails or docs of BOS with legal counsel	10/23/18	3	6 hours
10/22/18	Boyle Shaughness	Manchester	082418 boating incident	10/22/18	4	1 hour
11/30/18	Kate Varney	Alton, NH	Solid Waste Dept history, configuration, etc, of site	12/2/18	1	0.5 hour
12/31/18	Jeff Clay	Alton, NH	082018 Selectmen's meeting video	1/3/19, 1/11/19	3	3 hours
1/8/19	Jeff Clay	Alton, NH	Roster of TA emails 1/1/18-12/31/18	1/15/19, 1/22/19	3	1 hour
1/8/19	Jeff Clay	Alton, NH	List of excluded emails from 10/17/18 request	1/15/19, 1/22/19	3	1 hour
1/10/19	Jeff Clay	Alton, NH	Fire Station bid notices 010116-011019	1/17/19, 1/22/19	4	1 hour
1/23/19	Jeff Clay	Alton, NH	Record Retention Comm decision on email retention	1/30/19	4	1 hour
1/23/19	Jeff Clay	Alton, NH	Email 'register' of all Town emails 010118-012319	1/30/19	4	1 hour