

**Right to Know Law Request log**

<b><u>Date of Request</u></b>	<b><u>Name of Requestor</u></b>	<b><u>Address</u></b>	<b><u>Information Requested</u></b>	<b><u>Date Fulfilled</u></b>	<b><u>Emp's involved</u></b>	<b><u>TOTAL hours</u></b>
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 <b>(Request temporarily withdrawn on 8/22/16)</b>			
			Emails of current Town Administrator since date of hire <b>(Request temporarily withdrawn on 8/22/16)</b>			
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 yrs	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
<b><u>Date of</u></b>	<b><u>Name of</u></b>			<b><u>Date</u></b>	<b><u>Emp's</u></b>	<b><u>TOTAL</u></b>

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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 minutesof 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 <b>(Request withdrawn on 3/9/17)</b>	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. <b>(Request withdrawn on 9/18/17)</b>	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, amts, 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 (Request withdrawn on 06/07/2018)	5/31/18, 6/21/18	2	0.5 hour
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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, 3/19/19	4	1 hour
1-10-19	Jeff Clay	Alton, NH	Costs paid to Water Dept for Hwy Dept services 010118-011019	01/17/19, 02/02/19, 3/19/19	4	2 hours
1-10-19	Jeff Clay	Alton, NH	Last Water bill for water provided to Highway Dept	01/17/19, 02/02/19, 3/19/19	4	1 hour
1-10-19	Jeff Clay	Alton, NH	Budget Comm docs, emails, texts re 6pm mtg on 010919	1/17/19, 1/21/19, 2/4/19	3	3 hours
1-10-19	Jeff Clay	Alton, NH	All 2019 petition warrant articles	7/19, 1/21/19, 2/4/19, 3/19/19	4	1 hour
1-10-19	Jeff Clay	Alton, NH	Police "blotter" for 01/09/19	7/19, 1/21/19, 2/4/19, 3/19/19	5	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 1/1/18-1/23/19	1-30-19	4	1 hour
1-24-19	Jeff Clay	Alton, NH	Police Chief emails 1/1/18-1/24/19	1-29-19	2	0.5 hour
1-24-19	Jeff Clay	Alton, NH	Police Sgt Tolios documents 1/1/18-1/24/19	1-29-19	2	0.5 hours
1-24-19	Jeff Clay	Alton, NH	Exec Sec emails 10/24/18-01/24/19	3-19-19	3	4
1-24-19	Jeff Clay	Alton, NH	Exec Sec emails re: jeff clay 01/01/18-01/24/19	3-19-19	3	6
1-24-19	Jeff Clay	Alton, NH	Exec Sec emails to TA and BOS (unknown timeframe)	3-19-19	3	4
2-5-19	Jeff Clay	Alton, NH	(Unknown as it was all illegible scribble)	2-12-19	2	0.5 hours
2-5-19	Jeff Clay	Alton, NH	Requesting again that he be allowed to copy all doc's from the Town's RTK laptop	2/5/19, 2/12/19, 3/19/19	4	2 hours
2-6-19	Loring Carr	Alton, NH	Employee Manual inspection	2-7-19	2	0.5 hours
2-19-19	Peter Keen	Alton, NH	Town Administrator email to state reps dated 2/7/19	2-19-19	2	0.5 hours
5-1-19	Joseph Haas	Gilmanton,	Abatement applications for 03-01-19	4/30/19, 5/6/19	3	1 hour
5-7-19	Jeff Clay	Alton, NH	Dept Head O.T. for 2018 and 2019	5-10-19	2	0.5 hours
5-7-19	Jeff Clay	Alton, NH	Previous requests involving emails onto flashdrive	5-10-19	3	1.5 hours
5-10-10	Bob Holt	Alton, NH	Backhoe bids	5-14-19	2	0.5 hours
5-15-19	Jeff Clay	Alton, NH	Water Works emails between WW, WW Comm, TA, Town Atty between 11-1-18 - 5-15-19	5/16/19, 6/12/19	6	3 hours
5-20-19	Bob Holt	Alton, NH	Backhoe lease, interest rate, final purchase price after trade-in	5/22/19, 5/30/19	5	1 hour
6-4-19	Joseph Haas	Gilmanton	Auction files of 2019 proposed properties for auction	6/7/19, 6/12/19	4	1.5 hours
6-6-19	Loring Carr	Alton, NH	Min/max wage chart for 2018, 2019 referenced - 6/3/19 BOS mtg	6-10-19	3	1 hour
6-9-19	RighttoKnowNH	Unknown	Access to records and docs that specify charges for copies	6-10-19	4	1 hour



6-21-19	Joseph Haas	Gilmanton	Arianna Dr: taxdeed letters, concom map, driveway permit	6/26/2019, 7/10/19, 7/27/19	5	2 hours
6-17-19	RighttoKnowNH	Unknown	Policies and fee charges for photocopying, email, and USB drives	6-25-19	3	1 hour
8-16-19	Joseph Haas	Gilmanton	Annual wages of all emp's, Fin Mgr resumes, Revenues of commercial and noncomm vehicles, Town Treasurer email, Loring Carr RTK requests,	8/20/19, 8/29/19	6	3 hours