

9/19/17

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			Email log for previous Town Administrator going back two years (Request temporarily withdrawn on 8/22/16)			
			Emails of current Town Administrator since date of hire (Request temporarily withdrawn on 8/22/16)			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

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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
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 (Request withdrawn on 3/9/17)	3/7/17	2 + atty	2 hours

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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
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

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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
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 SP 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 Association donation of money to the Town for last five 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

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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
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	pending	5	pending
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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