

Steven A. Bolton
Corporation Counsel
BoltonS@nashuanh.gov

Dorothy Clarke
Deputy Corporation Counsel
ClarkeD@nashuanh.gov

Celia K. Leonard
Deputy Corporation Counsel
LeonardC@nashuanh.gov



**CITY OF NASHUA
OFFICE OF CORPORATION
COUNSEL**

**229 Main Street
P.O. Box 2019
Nashua, NH 03061-2019**

**T: (603) 589-3250
F: (603) 589-3259**

Legal@nashuanh.gov

August 20, 2021

Laurie Ortolano
41 Berkeley Street
Nashua, NH 03064

Via email only to laurieortolano@gmail.com

RE: RTK requests received August 18, 2021

Dear Ms. Ortolano,

The City is in receipt of your requests dated August 18, 2021, under NH RSA 91-A, the "Right-to-Know" law.

This office is aware that you sent the following request to:

Celia K. Leonard at 7:37 am,
Tim Cummings at 7:42 am,
Lisa Fauteux at 8:36 am,
Kim Kleiner at 8:54 am; and
Sue Lovering at 9:29 am:

"Pursuant to the Right to Know Law (RSA. 91-A), I am requesting public access, within 5 business days, to the governmental records reasonably described as follows:

an electronic copy of the training material used by Attorney Neumann to conduct Right-to-Know training on or about June 15-17, 2021.

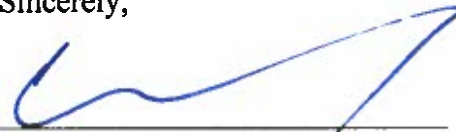
Per RSA 91-A:4 IV(c) If you deny any portion of this request, please cite the specific exemption used to justify the denial to make each record, or part thereof, available for inspection along with a brief explanation of how the exemption applies to the information withheld."

Attorney Nuemann provided overview training regarding RSA 91-A on June 16 and 17, 2021, to any City employee that was interested. Training materials were not provided per se, rather a number of templates were provided to assist individual departments/divisions in responding to requests and maintaining documentation.

The attached materials (with the exception of the PDF entitled "Pertinent Sections of 91-A") were developed as tools to collect information and assist in responding to the Right-to-Know requests the City receives. In light of this, these documents are attorney-client privileged materials and attorney work product and exempt from disclosure under RSA 91-A:5, IV. However, the City has decided to waive the privileges as to the documentation provided to City employees on June 16 and 17, 2021.

Accordingly, attached please find the requested documents.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Celia K. Leonard', is written over a horizontal line.

Celia K. Leonard, Esquire
Deputy Corporation Counsel

cc: (2021-650)

Tim Cummings, Economic Development Director
Lisa Fauteux, Division Director, DPW
Kimberly Kleiner, Administrative Services Director
Sue Lovering, City Clerk
Commissioner Tracy Pappas
Alderdwoman Elizabeth Lu
Laura Colquhoun