



Hooksett Wastewater Treatment

FACILITY

1 Egawes Drive, Hooksett, New Hampshire 03106

Phone (603) 485-7000 | Fax (603) 485-4306|

Website www.hooksettsewer.com Email hooksettsewer@comcast.net

“RIGHT TO KNOW” REQUEST FORM

Photocopying: \$0.50 per page 8-1/2x11; \$0.75 per page 8-1/2x14; \$1.00 per page 11x17

Date Stamped and Time Received:

Description of Information Requested: _____

Name of Person Requesting (print): _____ Date: _____

How would the Requestor like to receive the information?

- ☐ Fax it to this fax number _____
- ☐ Email to this e-address _____
- ☐ Mail it to this postal address _____
- ☐ Call this number when the document is ready to be picked up _____
- ☐ Other _____

Signature of Requestor: _____ Date: _____

THIS SECTION TO BE COMPLETED BY SEWER COMMISSION OFFICE

Name of person receiving request (Print) Signature Date

RESPONSE

Date the information was provided: _____ Format: _____

Charge \$: _____ Note: _____

___ Check here if information requested is not available. Reason: _____ (attach explanation if necessary)

Name of person responding (Print) Signature Date



Hooksett Wastewater Treatment Facility

Board of Sewer Commissioners
1 Egawes Drive
Hooksett, NH 03106
(603) 485-7000

RIGHT TO KNOW REQUEST INSTRUCTIONS

While State law does not require the submission of a written Right to Know request, written request assure that the Hooksett Sewer Commission and the requester have a verifiable copy of the request, and there is no ambiguity as to what is being requested.

If a computer, photocopying machine, or other, is used to copy the governmental record/s requested, the person requesting the copy may be charged the actual cost of providing a copy.

PARTIAL LIST OF EXEMPTIONS TO RSA 91-A

- RSA 91-A:5, IV Internal Personnel Practices
- RSA 91-A:5, IV Personal Information
- RSA 91-A:5, IV Medical Information
- RSA 91-A:5, IV Welfare Information
- RSA 91-A:5, IV Other Invasion of Privacy
- RSA 91-A:5, IV Confidential, Commercial, or Financial Information
- RSA 91-A:3, II (a) Executive Session – Personnel
- RSA 91-A:3, II (b) Executive Session – Hiring
- RSA 91-A:3, II (c) Executive Session – Personal
- RSA 91-A:3, II (d) Executive Session – Property
- RSA 91-A:3, II (e) Executive Session – Pending Claims
- Notes or materials made for personal use which do not have an official purpose, including notes and materials made prior to, during or after a public proceeding
- Legal Advice from Sewer Commission Counsel