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**From:** Kirsten Hildonen  
**Sent:** Tuesday, December 26, 2023 9:53 AM  
**To:** Glenn Douglas  
**Cc:** Kellie Caron; Michael Malaguti; Arthur Rugg  
**Subject:** 91-A Right-to-Know request - Douglas 2023-12-21 PB NP minutes  
**Attachments:** Planning Board Non Public Draft Minutes 12-6-23.pdf; PL Rules of Procedure UPDATED.pdf

Hello,

Your Right-to-Know request received via email on **December 21, 2023**, as listed below, has been processed.

**Description of Request:**

“...a copy of the 12/6/2023 Planning Board Non-Public session meeting minutes and copies of all materials discussed or reviewed.”

**Response:**

When responding to an RSA 91-A request, the Town complies with the definition of government records stated in RSA 91-A:1-a:

any information created, accepted, or obtained by, or on behalf of, any public body, or a quorum or majority thereof, or any public agency in furtherance of its official function. Without limiting the foregoing, the term ‘governmental records’ includes any written communication or other information, whether in paper, electronic, or other physical form, received by a quorum or majority of a public body in furtherance of its official function, whether at a meeting or outside a meeting of the body. The term ‘governmental records’ shall also include the term ‘public records.’

The Town also complies with the exemptions stated in RSA 91-A:5 and those created by case law.

**Records Found Responsive:**

Attached you will find a PDF of the draft non-public minutes from the December 6, 2023 Planning Board meeting and a copy of the document that was circulated there. There are no additional governmental records to include in your request.

Please direct any correspondence regarding this request to this email address.

Best,

**Kirsten Hildonen**

Administrative Support Coordinator  
Town of Londonderry  
603-432-1100 x153