



## TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079  
(603) 890-2120 · FAX: (603) 890-2220

### OFFICE OF THE TOWN MANAGER

*Joseph R. Devine, Town Manager*  
*Colleen P. Mailloux, Assistant Town Manager*

November 3, 2025

Jay Dino  
[REDACTED]

VIA EMAIL: [REDACTED]

Dear Jay,

The Town of Salem is in receipt of your request for documents under NH RSA 91-A, which we received on October 27, 2025.

As you know, in accordance with NH RSA 91-A:4, IV(b-1-3), the Town of Salem shall, within five business days, “make such record available, deny the request (to include a brief explanation of how the exemption applies to the record withheld), or provide a written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay.” Please consider this letter as fulfillment of your request.

In your request, you specifically requested the following:

***A copy of all 91-A Training completed by all staff members. A copy of the Torn Up 91-A request filed on Saturday, October 25, 2025, between 11:30 and 12:55 pm, along with the requester's second 91-A request filed with Betsy. I believe she is the assistant administrator for the library.***

Library Staff have not had formal 91A training. Enclosed are all documents and email files relating to your request.

This should satisfy your request with the Town of Salem. If you have any questions, please don't hesitate to contact me at 603-685-6421.

Sincerely,

**Ciara Salazar**

Assistant to the Town Manager's Office / Communications Coordinator

Records Request

10/25/25

full name, date of employment & salary  
for Betty

Good citizen



Records Request | 10/25/25

Full Name, date of employment & salary  
for letter

1 *Betsy White*

Good citizen

