

SELECT BOARD MEETING AGENDA

DATE: 6:00pm Monday, Oct 28, 2013

HELD: Public Safety Complex (2nd Floor Meeting Room) 20 George Bennett Rd, Lee

The Select Board reserves the right to make changes as deemed necessary during the meeting. Please limit your speaking time to 15 minutes.

1. **Call to Order - 6:00 pm**
2. **Public Comment**
3. **Caren Rossi, Planning/Zoning Administrator – Stepping Stones Road**
Provide update on 101 Stepping Stones Road
4. **Dorn Cox, Energy Committee Chairman – Biomass Tours**
Invite the Board to tour Biomass Plants on Nov. 9 & 15
5. **Patricia Jenkins, Heritage Commission Chairperson – Flag Hill Property**
Ask the Board for direction regarding how to proceed with Heritage Easement issues at Flag Hill
6. **Chief Peter Hoyt and Deputy Fire Chief Joe Lombardo, Lee Fire Department – Full Time Staffing**
Discussion on hiring an additional full-time Firefighter/EMT
7. **Roger Rice, Transfer Station Manager – Loader Tires Purchase Request**
Present 3 bids and make recommendation on purchase of Loader Tires
8. **Selectman David Cedarholm – Safety Complex Gym**
Discussion on the Public Safety Complex Gym and the need for additional meeting space
9. **Julie Glover, Town Administrator – Milestone Construction Manager Contract**
Present contract to the Select Board for approval
10. **Town Administrator’s Report**
 - NHMA Conference November 6th & 7th
 - Christmas Lights
 - Holiday schedule
 - Little River Park Shed
 - Miscellaneous
11. **Consent Agenda Items - (Individual items may be removed by any Selectman for separate discussion and vote)**

<p><u>SIGNATURES REQUIRED</u> MS 5</p>	<p><u>INFORMATION ONLY</u> Zoning Board of Adjustment Public Notice</p>
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12. **Acceptance of Minutes – Minutes and Non Public Minutes from October 14, 2013**
13. **Acceptance of Manifest #8 and Weeks Payroll Ending October 27, 2013**
14. **Miscellaneous/Unfinished Business**
15. **Non-Public**
 - a. **RSA 91-A:3 II (b) – Roger Rice**
16. **Adjournment**

Posted: Town Hall, Public Safety Complex, Transfer Station, Public Library and on leenh.org on Oct 25, 2013 at 12:00 pm

Individuals needing assistance or auxiliary communication equipment due to sensory impairment or other disabilities should contact the Town Office at 659-5414. Please notify the town six days prior to any meeting so we are able to meet your needs.



TOWN of LEE
7 MAST RD, LEE, NH 03861
(603) 659-5414

Office Use Only

Meeting Date: Oct 28, 2013

Agenda Item No. 3

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
10/28/2013

Agenda Item Title: 101 Stepping Stones Road

Requested By: Board of Selectmen

Date: 10/14/2013

Contact Information: 603-659-6783

Presented By: Caren Rossi, Planning/Zoning Administrator

Description: Update on 101 Stepping Stones Road

Financial Details: n/a

Legal Authority RSA CHAPTER 676 Planning & Zoning ADMINISTRATIVE AND ENFORCEMENT PROCEDURES

Legal Opinion: Enter a summary; attach copy of the actual opinion

REQUESTED ACTION OR RECOMMENDATIONS:

Enter the action that you are requesting of the Board or a recommendation that you would like them to consider. Attach any back-up documentation that you wish the Board to review.

Penalties and Remedies

Section 676:15

676:15 Injunctive Relief. – In case any building or structure or part thereof is or is proposed to be erected, constructed, altered, or reconstructed, or any land is or is proposed to be used in violation of this title or of any local ordinance, code, or regulation adopted under this title, or of any provision or specification of an application, plat, or plan approved by, or any requirement or condition of a permit or decision issued by, any local administrator or land use board acting under the authority of this title, the building inspector or other official with authority to enforce the provisions of this title or any local ordinance, code, or regulation adopted under this title, or the owner of any adjacent or neighboring property who would be specially damaged by such violation may, in addition to other remedies provided by law, institute injunction, mandamus, abatement, or any other appropriate action or proceeding to prevent, enjoin, abate, or remove such unlawful erection, construction, alteration, or reconstruction.

Source. 1983, 447:1. 1988, 19:5, eff. Jan. 1, 1989.

Section 676:16

676:16 Penalties for Transferring Lots in Unapproved Subdivisions. – Any owner, or agent of the owner, of any land located within a subdivision in a municipality that has adopted subdivision regulations who transfers or sells any land before a plat of the subdivision has been approved by the planning board and filed with the appropriate recording official under RSA 674:35, II, shall forfeit and pay a civil penalty of \$1,000 for each lot or parcel so transferred or sold; and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties. The municipality may enjoin a transfer or sale which violates the provisions of this section and may recover the penalty imposed by civil action. In any action to recover a penalty, the prevailing party may recover reasonable court costs and attorney's fees as may be ordered by the court.

Source. 1983, 447:1. 1997, 92:3, eff. Jan. 1, 1998.

Section 676:17

676:17 Fines and Penalties; Second Offense. –

I. Any person who violates any of the provisions of this title, or any local ordinance, code, or regulation adopted under this title, or any provision or specification of any application, plat, or plan approved by, or any requirement or condition of a permit or decision issued by, any local administrator or land use board acting under the authority of this title shall be guilty of a misdemeanor if a natural person, or guilty of a felony if any other person; and shall be subject to a civil penalty of \$275 for the first offense, and \$550 for subsequent offenses, for each day that such violation is found to continue after the conviction date or after the date on which the violator receives written notice from the municipality that the violator is in violation, whichever is earlier. Each day that a violation continues shall be a separate offense.

II. In any legal action brought by a municipality to enforce, by way of injunctive relief as provided by RSA 676:15 or otherwise, any local ordinance, code or regulation adopted under this title, or to enforce any planning board, zoning board of adjustment or building code board of appeals decision

made pursuant to this title, or to seek the payment of any fine levied under paragraph I, the municipality shall recover its costs and reasonable attorney's fees actually expended in pursuing the legal action if it is found to be a prevailing party in the action. For the purposes of this paragraph, recoverable costs shall include all out-of-pocket expenses actually incurred, including but not limited to, inspection fees, expert fees and investigatory expenses.

III. If any violation of a local ordinance, code or regulation, or any violation of a planning board, zoning board of adjustment or building code board of appeals decision, results in the expenditure of public funds by a municipality which are not reimbursed under paragraph II, the court in its discretion may order, as an additional civil penalty, that a violator make restitution to the municipality for such funds so expended.

IV. The superior court may, upon a petition filed by a municipality and after notice and a preliminary hearing as in the case of prejudgment attachments under RSA 511-A, require an alleged violator to post a bond with the court to secure payment of any penalty or remedy or the performance of any injunctive relief which may be ordered or both. At the hearing, the burden shall be on the municipality to show that there is a strong likelihood that it will prevail on the merits, that the penalties or remedies sought are reasonably likely to be awarded by the court in an amount consistent with the bond sought, and that the bond represents the amount of the projected expense of compliance with the injunctive relief sought.

V. The building inspector or other local official with the authority to enforce the provisions of this title or any local ordinance, code, or regulation adopted under this title may commence an action under paragraph I either in the district court pursuant to RSA 502-A:11-a, or in the superior court. The prosecuting official in the official's discretion may, prior to or at the time of arraignment, charge the offense as a violation, and in such cases the penalties to be imposed by the court shall be limited to those provided for a violation under RSA 651:2 and the civil penalty provided in subparagraph I(b) of this section. The provisions of this section shall supersede any inconsistent local penalty provision.

Source. 1983, 447:1. 1985, 103:25; 210:4. 1988, 19:6, 7. 1996, 226:5, 6. 1997, 92:4, 5. 2004, 242:1. 2006, 101:1, eff. Jan. 1, 2007. 2009, 173:1, eff. Sept. 11, 2009.



TOWN of LEE
7 MAST RD, LEE, NH 03861
(603) 659-5414

Office Use Only

Meeting Date: Oct 28, 2013

Agenda Item No. 4

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
10/28/2013

Agenda Item Title: Biomass Tours

Requested By: Dorn Cox, Energy Committee Chairman **Date: 10/23/2013**

Contact Information: leeenergy2011@gmail.com

Presented By: Dorn Cox, Energy Committee Chairman

Description: Invite the Board to tour Biomass Plants on November 9th & 15th

Financial Details: n/a

Legal Authority

Legal Opinion: Enter a summary; attach copy of the actual opinion

REQUESTED ACTION OR RECOMMENDATIONS:

Enter the action that you are requesting of the Board or a recommendation that you would like them to consider. Attach any back-up documentation that you wish the Board to review.



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Meeting Date: Oct 28, 2013

Agenda Item No. 5

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
10/28/2013

Agenda Item Title: Flag Hill Property

Requested By: Patricia Jenkins, Heritage Commission Chairperson Date: 10/16/2013

Contact Information: grephie@comcast.net

Presented By: Patricia Jenkins, Heritage Commission Chairperson

Description: Ask the Board for direction regarding how to proceed with violations of the Conservation and Preservation Easement occurring at Flag Hill

Financial Details: n/a

Legal Authority The Flag Hill Winery and Distillery has a Conservation and Preservation Easement on the West/South elevations of its house and barns and on the 3.62 surrounding acres, which was executed in 2004. The Reinholds are the Grantors, NH LCHIP is the Executory Interest Holder and the Town is the Grantee. The Lee Heritage Commission (LHC) monitors the property annually and reports directly to LCHIP.

Legal Opinion: Last year LCHIP engaged the NH Attorney General's office in the interpretation of the C&P Easement regarding on-site storage tanks within the farmstead, and the opinion of the AG's office in October 2012 was that storage tanks are permissible under Section 3.C and 3.D of the easement. I understand the Heritage Commission's concerns about the disturbance of vegetation and the generator's visibility from the road. The photographic evidence we have of the west side of the house shows a few, scattered maple trees and some hedges along the west side of the house in front of a screened porch. I think it is fair to ask Mr. Reinhold to clarify that none of the trees will be affected by the installation of the tank and to get a better sense of where the generator will be located and what measures might be taken to camouflage it if it will be visible. Indicating the location of the generator on a site plan of the farmstead area would be the most helpful visual. Specifications for the generator, particularly its size would also be helpful. Amy Dixon, Historic Resource Specialist LCHIP

REQUESTED ACTION OR RECOMMENDATIONS:

Enter the action that you are requesting of the Board or a recommendation that you would like them to consider. Attach any back-up documentation that you wish the Board to review.

Denise Duval

From: Patricia Jenkins <grephie@comcast.net>
Sent: Thursday, September 26, 2013 5:23 PM
To: laura Gund
Subject: Fwd: RE: Easement question Flag Hill

----- Original Message -----

Subject:RE: Easement question Flag Hill
Date:Thu, 26 Sep 2013 10:08:24 -0400
From:Amy Dixon <adixon@lchip.org>
To:Patricia Jenkins <grephie@comcast.net>

Dear 'tricia,

Thanks for being in touch about the proposed installation of a propane tank and generator at Flag Hill Winery that will fall within the farmstead area of the Conservation and Preservation Easement. Last year LCHIP engaged the NH Attorney General's office in the interpretation of the C&P Easement regarding on-site storage tanks within the farmstead, and the opinion of the AG's office in October 2012 was that storage tanks are permissible under Section 3.C and 3.D of the easement. I understand the Heritage Commission's concerns about the disturbance of vegetation and the generator's visibility from the road. The photographic evidence we have of the west side of the house shows a few, scattered maple trees and some hedges along the west side of the house in front of a screened porch. I think it is fair to ask Mr. Reinhold to clarify that none of the trees will be affected by the installation of the tank and to get a better sense of where the generator will be located and what measures might be taken to camouflage it if it will be visible. Indicating the location of the generator on a site plan of the farmstead area would be the most helpful visual. Specifications for the generator, particularly its size would also be helpful.

Please let me know if you have any other questions.

With thanks,
Amy

Amy S. Dixon

Historic Resource Specialist

Land & Community Heritage Investment Program

13 West St., #3 | Concord, NH 03301 | Tel 603.224.4113 | Fax 603.224.5112 | <http://www.lchip.org/>

From: Patricia Jenkins [<mailto:grephie@comcast.net>]
Sent: Wednesday, September 25, 2013 3:07 PM
To: Amy Dixon
Subject: Easement question Flag Hill

Amy,

Frank Reinhold of Flag Hill Winery in Lee would like to put in a below ground propane tank on the west side of his under easement property. We need a statement from LCHIP as to whether or not he may do this before we go to the Lee Select Board.

Please find, the attachment concerning this issue.

Pictures can follow if this will help.

Thank you kindly,

`tricia

Patricia S. Jenkins

Lee Heritage Commission

Dear Amy,

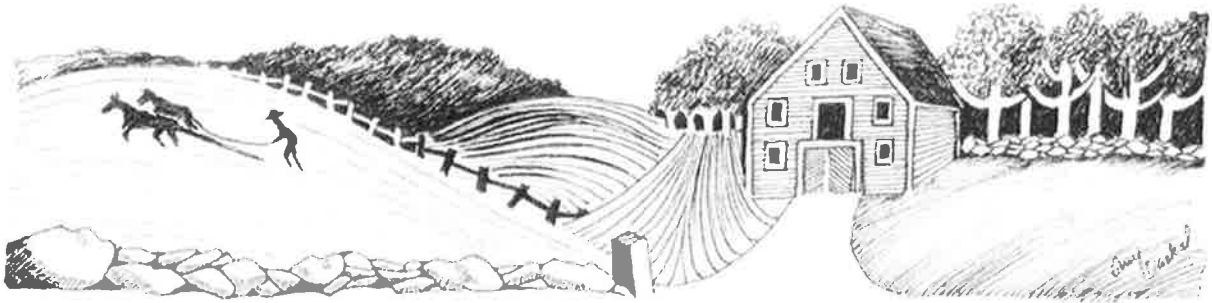
On September 16th, Frank e-mailed us requesting permission to install a propane tank “in the ground in the lawn area on the side of the house facing the road.” Frank has purchased an emergency generator, powered by propane, which needs to be connected near the main power feed for the property. That feed is located on the corner of the back side of the house. To further quote Frank, “Based on careful installation and strategic location of ground cover the tank and generator will not be noticeable from road area.” Due to recent frequent power loss and due to the large quantities of frozen produce he has on hand, he wants to protect his investment which includes 3 walk-in refrigerators and two walk-in freezer units.

In part, the easement states that the purposes of the easement in section 1., A is to “conserve, preserve and maintain the unique characteristics of the Farmstead Area substantially in its present scenic condition, as viewed from North River Road.....” In Section 2, it states that “except as specifically permitted under this Easement” no storage tanks are allowed to “be constructed, installed, placed or allowed to remain on, above or under the Farmstead Area.” Section 2, D, also states that there shall be no removal, filling, or other disturbances of the soil surface” unless such activities are necessary in the accomplishment of the on-premises agricultural.uses of Flag Hill Winery. The generator could probably be considered under this section as necessary to the accomplishment of the agricultural activities.

Additionally, Section 3, H, seems to give the Grantor the right to repair and replace utilities that serve any building existing at the time of this easement, including gas and associated infrastructure. This, however, would be a new installation.

Our concern, in addition to propane being a hazardous substance, would be the disturbance of the vegetation in the front of the house, as well as any pipes or lines and apparently the generator itself, that might be visible from the road and change the appearance of that side of the house.

Lee Heritage Commission
(grephie@comcast.net
and walgrove@comcast.net)



LEE HERITAGE COMMISSION

Lee Select Board
7 Mast Road
Lee, NH 03861

20 October 2013

Dear Lee Select Board:

The Lee Heritage Commission (LHC) has conducted its annual review of the Flag Hill Winery and Distillery property covered by the Conservation and Preservation Easement executed in 2004 and found continued violations as described in our letter of October 15, 2013 (misdated 2015).

The owner, Frank Reinhold, has now requested to install a generator (already in place) on the west lawn of the house and to bury a propane tank under the north lawn. The LHC has not reached a consensus on granting this request.

Sincerely,

Patricia S. Jenkins
LHC Chairman
Lee Heritage Commission

Enclosure (6)

cc: Frank Reinhold
Julie Glover, Town Administrator
Amy Dixon, LCHIP



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7 MAST RD, LEE, NH 03861
(603) 659-5414

Office Use Only

Meeting Date: Oct 28, 2013

Agenda Item No. 6

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
10/28/2013

Agenda Item Title: Lee Fire Department Staffing

Requested By: Chief Hoyt and Deputy Lombardo **Date: 10/23/2013**

Contact Information: 603-659-5411

Presented By: Chief Hoyt and Deputy Lombardo

Description: Request permission to hire a full time Firefighter/EMT

Financial Details: Estimated cost of a new, FT firefighter is \$80,000/annual (\$40,000 salary, \$25,540 medical, \$11,000 NHRS, \$2500 Workers Comp, \$580 Medicare)

Legal Authority NH RSA 41:8

Legal Opinion: Enter a summary; attach copy of the actual opinion

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to authorize the Fire Chief to hire a full-time firefighter/EMT for FY14. Wages to be paid out of Acct. 4220 Fire Department; Personnel costs TBD.

OR

Table for further consideration.

Lee Fire and Rescue Full Time Staffing

During the 2002 annual Lee Town Meeting residents adopted a full time staffing plan for the Lee Fire and Rescue Department authorizing two full time Firefighter/EMT's. This was based primarily upon a lack of adequate and reliable personnel resources to meet the growing demands placed upon the department. Initially, this plan worked well with two full time firefighters. One of the individuals hired was a retired firefighter receiving a pension as part of the Group 2 retirement system. Since his hiring the State of New Hampshire revised its rules regarding Group 2 retirees essentially limiting them at first to 39 hours per week, which was subsequently reduced to 32 hours per week if they served in the capacity of a firefighter with another department. This ruling immediately affected the department. Consequently, we now have one Firefighter/EMT working a 40 hour week, while the other is limited to 32 hours per week.

A recent report commissioned by the Town of Lee and prepared by the Property Liability Trust highlights a number of concerns; the most significant of which is ensuring the safety of responders. Many of these concerns were also included in recent strategic planning discussions conducted internally by the department. Currently the department is manned between the hours of 6 AM and 6 PM. One individual is on duty from 6 AM until 2 PM, while the second individual is on shift from 10 AM until 6 PM. During the hours of 6 to 10 AM and 2 to 6 PM the department often responds with one person to an incident that clearly calls for at least two qualified personnel. This is especially prevalent during the morning hours between 6 and 10 AM. It is important to note that during this early morning time period the propensity for cardiac and other life threatening medical emergencies is significantly higher. The benefit of having two responders arrive to assist during this period cannot be overstated. It clearly can and has saved lives. Because of the limitations imposed by the State of New Hampshire the Friday 6 to 10 AM shift is often covered by a certified firefighter that does not hold an Emergency Medical Provider License thereby compounding the lack of adequate morning response. There have been instances where no coverage is available during this same time period. The afternoon period is equally short during a time period where there is a greater likelihood of motor vehicle incidents that clearly require two or more qualified personnel to respond. Last fiscal year 68 calls were handled by a sole firefighter or firefighter/EMT.

The most effective solution to help address the concerns of the department is to place a full time Firefighter/EMT in the position currently held by a part time employee. To aid in covering the critical morning time period the current part time employee's hours would be adjusted to ensure adequate five day coverage during the morning period while still complying with the state retirement mandate. After evaluating call volume and the types of incidents occurring during those hours the department's administration feels this is the most critical period to address at this time. This still leaves a significant gap in afternoon coverage that will have to be addressed for fiscal year 2014 – 2015. This proposal is intended to address the immediate concerns currently facing the department.

Funding currently exists in line item 4220-W2 to cover a portion of the full time shift employee. However, it will require additional money to cover ancillary costs such as retirement, health benefits and associated employment taxes. The part time payroll funding will be taken from item 4220-W3 (Paid Call

Wages). In order to ensure adequate funding remains to cover the departments call force our current part time employee's hours will be reduced to twenty hours per week for the remainder of this fiscal year.

Town of Lee
Fire Dept. Budget to Actual
 July 1 through October 19, 2013

	Jul 1 - Oct 1...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
4000 · Operating Budget				
4220 · Fire Department				
4220-S1 · Fire Chief Salary	4,123.95	14,297.00	-10,173.05	28.8%
4220-S2 · Deputy Salary	1,920.38	7,682.00	-5,761.62	25.0%
4220-W1 · Captain Wages	12,798.05	45,163.00	-32,364.95	28.3%
4220-W2 · Lieutenant Wages	10,010.87	36,131.00	-26,120.13	27.7%
4220-W3 · Paid Call Wages				
Captain	0.00	0.00	0.00	0.0%
Firefighter				
Lee Full Time Employee	205.07	0.00	205.07	100.0%
Other	6,674.94	0.00	6,674.94	100.0%
Firefighter - Other	0.00	0.00	0.00	0.0%
Total Firefighter	6,880.01	0.00	6,880.01	100.0%
Lieutenant	413.85	0.00	413.85	100.0%
4220-W3 · Paid Call Wages - Other	0.00	37,000.00	-37,000.00	0.0%
Total 4220-W3 · Paid Call Wages	7,293.86	37,000.00	-29,706.14	19.7%
4220-W7 · Overtime	635.12	2,050.00	-1,414.88	31.0%
4220-W8 · Holiday				
Captain	347.36	0.00	347.36	100.0%
Lieutenant	173.68	0.00	173.68	100.0%
4220-W8 · Holiday - Other	0.00	3,000.00	-3,000.00	0.0%
Total 4220-W8 · Holiday	521.04	3,000.00	-2,478.96	17.4%
4220-W9 · Incentive Pay	3,275.00	13,000.00	-9,725.00	25.2%
4220-03 · Equipment Maint Agreements	1,250.00	5,000.00	-3,750.00	25.0%
4220-04 · Printing	0.00	100.00	-100.00	0.0%
4220-05 · Postage	0.00	50.00	-50.00	0.0%
4220-06 · Dues/Subscriptions	1,165.50	5,000.00	-3,834.50	23.3%
4220-09 · Office Supplies	140.22	1,000.00	-859.78	14.0%
4220-10 · Supplies - Other	266.71	3,000.00	-2,733.29	8.9%
4220-12 · Conference/Travel	0.00	0.00	0.00	0.0%
4220-13 · Special Events	312.82	300.00	12.82	104.3%
4220-14 · Training	1,266.69	5,000.00	-3,733.31	25.3%
4220-15 · Uniforms				
Protective Gear	0.00	0.00	0.00	0.0%
Uniforms	0.00	0.00	0.00	0.0%
4220-15 · Uniforms - Other	0.00	1,000.00	-1,000.00	0.0%
Total 4220-15 · Uniforms	0.00	1,000.00	-1,000.00	0.0%
4220-16 · Equipment Repairs/Parts	22.48	6,000.00	-5,977.52	0.4%
4220-17 · New Equipment	597.82	15,000.00	-14,402.18	4.0%
4220-18 · Electricity	2,309.88	10,500.00	-8,190.12	22.0%
4220-19 · Heat	0.00	8,000.00	-8,000.00	0.0%
4220-21 · Bottled Water	90.03	650.00	-559.97	13.9%
4220-22 · Alarms	0.00	0.00	0.00	0.0%
4220-24 · Gas/Oil/Fuel	972.13	500.00	472.13	194.4%
4220-25 · Diesel Fuel	0.00	7,000.00	-7,000.00	0.0%
4220-26 · Vehicle Maintenance & Repair				
Maintenance	0.00	0.00	0.00	0.0%
Repairs	0.00	0.00	0.00	0.0%
4220-26 · Vehicle Maintenance & Repair - Other	0.00	5,000.00	-5,000.00	0.0%
Total 4220-26 · Vehicle Maintenance & Repair	0.00	5,000.00	-5,000.00	0.0%
4220-27 · Radio Repair	0.00	2,500.00	-2,500.00	0.0%
4220-28 · Miscellaneous/Other	74.90	0.00	74.90	100.0%
4220-40 · Medical Supplies	740.27	3,000.00	-2,259.73	24.7%
4220-41 · Fire Prevention Safety	0.00	1,000.00	-1,000.00	0.0%
4220-42 · Personal Protective Equipment				
Firefighter	0.00	0.00	0.00	0.0%
Medical	0.00	0.00	0.00	0.0%
4220-42 · Personal Protective Equipment - Other	0.00	10,000.00	-10,000.00	0.0%

Town of Lee
Fire Dept. Budget to Actual
July 1 through October 19, 2013

	<u>Jul 1 - Oct 1...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 4220-42 · Personal Protective Equipment	0.00	10,000.00	-10,000.00	0.0%
4220 · Fire Department - Other	0.00	0.00	0.00	0.0%
Total 4220 · Fire Department	<u>49,787.72</u>	<u>247,923.00</u>	<u>-198,135.28</u>	<u>20.1%</u>
Total 4000 · Operating Budget	<u>49,787.72</u>	<u>247,923.00</u>	<u>-198,135.28</u>	<u>20.1%</u>
Total Expense	<u>49,787.72</u>	<u>247,923.00</u>	<u>-198,135.28</u>	<u>20.1%</u>
Net Ordinary Income	<u>-49,787.72</u>	<u>-247,923.00</u>	<u>198,135.28</u>	<u>20.1%</u>
Net Income	<u><u>-49,787.72</u></u>	<u><u>-247,923.00</u></u>	<u><u>198,135.28</u></u>	<u><u>20.1%</u></u>



TOWN of LEE
7 MAST RD, LEE, NH 03861
(603) 659-5414

Office Use Only
Meeting Date: Oct 28, 2013
Agenda Item No. 7

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
10/28/2013

Agenda Item Title: Loader Tires Purchase Request

Requested By: Roger Rice, Transfer Station Manger Date: 10/16/2013

Contact Information: 603-659-2239

Presented By: Roger Rice, Transfer Station Manager

Description: Present Bid Results for the Loader Tires and make a recommendation for purchase and install.

Financial Details: \$6,284 New England Truck Tire Center; \$6,490 GCR Tire Center; \$6,790.52 Sullivan Tire. Acct. 4321-16 Equipment Maintenance & Repair \$15,000 FY14

Legal Authority RSA 41:8

Legal Opinion: Enter a summary; attach copy of the actual opinion

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Approve the purchase of Three Loader Tires from _____ for
\$ _____



10/16/13 12:21p

Date: October 16, 2013

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Scott Walsh						

QTY	Item #	Description	Line Total
4		17.5R225 MICHELIN XTLA	\$ 1,499.00 EA
4		DISMOUNT & MOUNT	\$50.00EA
4		25" O RINGS	\$ 10.00 EA
4		O/R VALVES	\$ 12.00 EA

\$ 6,284.00

MICHELIN STATE BID

Sales Tax

GCR TIRE CENTERS

GCR MANCHESTER 03824TTD
 459 E. INDUSTRIAL PARK DR
 MANCHESTER, NH 03109
 (603) 669-5432

GCR TIRE CENTERS

Michael Gagnon
 Commercial Sales

A Division of
 Bridgestone Americas Tire Operations

BRIDGESTONE DAYTON



GCR Tire Centers

459 E. Industrial Park Drive
 Manchester, NH 03109
 Toll Free 800.562.3852
 Bus. 603.669.5432
 Cell. 603.707.2459
 Fax. 603.669.0512
 michaelgagnon@gcrtires.com

SOLD TO LEE TRANSFER STATION
 LEE, NH 03824

PURCHASE ORDER NO.		SALES PERSON	PHONE	SHIP VIA	Quote		
		3411		PICKUP			
ITEM NO.	DESCRIPTION	QTY. ORDERED	QTY. SHIPPED	F.E.T.	PRICE	NET EXTENSION	
419346	BS 17.0R25 VHT D2A 1* TO E3L3	4	4	0.00	1515.00	6060.00	
MD1725	SV MT + DSMT OTR 17.5-25	4	4		75.00	300.00	
V80TR	SV VALVE STEM - OTR	4	4		15.00	60.00	
ORING	OR DRINGS	4	4		10.00	40.00	
FS	FUEL SURCHARGE-WITH SERVICES ONLY	1	1		30.00	30.00	

CHK'D BY: _____ DELV'D BY: _____

Total Weight: 1480. **DO NOT PAY. THIS IS A QUOTE**

SubTot Parts: 6190.00
 SubTot Labor: 300.00

CASH

Customer authorizes company to perform the above written services to their vehicle.
 SEE INFORMATION STATEMENT OF REVERSE SIDE REGARDING CONSUMER CREDIT CONTRACT AND SECURITY AGREEMENT

X _____
 PRINT NAME / AUTHORIZED SIGNATURE

NOTE: In order to save all FINANCE CHARGES, the customer must pay, in full, the entire unpaid balance by the 10th of the following month. FINANCE CHARGES are computed on amounts 30 days or more past due at the PERIODIC RATE of 1.5% PER MONTH (MINIMUM CHARGE OF \$1.00) which is an ANNUAL PERCENTAGE RATE OF 18%. The above credit terms have been set out in accord with the Truth-In-Lending requirements of the Federal Government and are for the customer's benefit and protection.

Inv Total : 6490.00

PAY FROM THIS INVOICE

DELIVERY

PO# _____
 Date Delivered: _____
 Fleet Authorization # _____
 Credit Release # _____
 Phone: _____
 Customer/Fleet Acct # _____
 Customer/Fleet Loc # _____

Disposition of Take Off Tires:
 Ret'd w/Driver Ret'd w/ Dealer
 Ret'd to Customer Ret'd for Warranty

Tire Replacement Reason _____

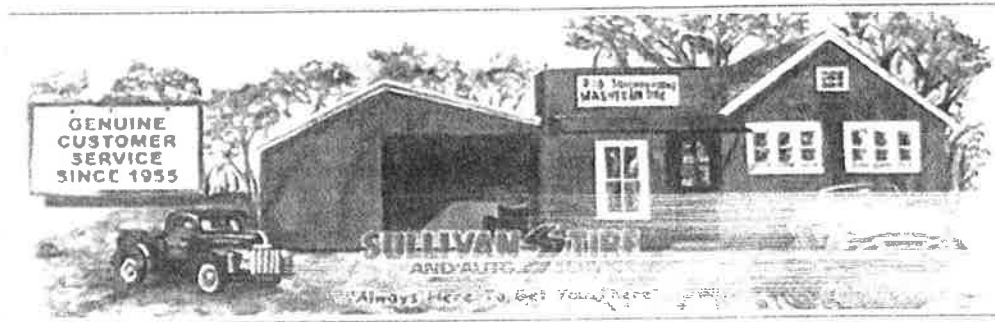
Vehicle Information:
 Make _____
 Model _____
 Vehicle # _____
 Trailer # _____
 Tire/Wheel Pos: _____
 Container # _____

For ERS Information Only:
 ERS Work Order # _____
 DOT On Tires _____
 DOT Off Tires _____
 Driver Roll Time _____
 Serial/VIN# _____

- Your wheel components have been inspected and it has been determined your wheel components require immediate attention.
- A wheel assembly has been installed. Industry guidelines require that the torque level of the wheel nuts be rechecked between 50 and 100 miles of operation and retorqued as necessary. Failure to do so may result in loss of this assembly. I acknowledge receipt of wheel assembly info.

 (Signature)

 (Name Printed)



Date: October 15, 2013

SALES QUOTE

LEE TRANSFER ATTN:
ROGER RICE

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Bruce French						

Qty	Item #	Description	Unit Price	Line Total
4	7979	17.5R25 VMT	\$1579.63	\$6318.52
4		ORINGS	\$18.00	\$72.00
4		DISMOUNT AND MOUNT	\$100.00	\$400.00

Subtotal

Sales Tax

Total

\$6790.52

Thank you for your business!



TOWN of LEE
7 MAST RD, LEE, NH 03861
(603) 659-5414

Office Use Only

Meeting Date: Oct 28, 2013

Agenda Item No. 8

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
10/28/2013

Agenda Item Title: Safety Complex Gym

Requested By: Selectman David Cedarholm Date: 10/14/2013

Contact Information: dcedarholm@ci.durham.nh.us

Presented By: Selectman David Cedarholm

Description: Recommend that the Town appropriate the Public Safety Complex Gym for additional public meeting space.

Financial Details: n/a

Legal Authority NH RSA 41:8

Legal Opinion: Enter a summary; attach copy of the actual opinion

REQUESTED ACTION OR RECOMMENDATIONS:

Enter the action that you are requesting of the Board or a recommendation that you would like them to consider. Attach any back-up documentation that you wish the Board to review.

monies and put it forever on one thing. They felt the body here should have a chance to vote its mind without a Selectmen's recommendation.

Dwight Barney spoke in favor of this Article.

David Cedarholm asked if the town has any experience in other timber sales. Mr. Humm stated that to his knowledge the town has not. Mr. Cedarholm stated he would vote against this Article.

Adam Griffith commented against the Article.

Steve Frazier, Tobin Farwell and Geoffrey Carlton asked for clarification and made comments.

Moderator Neill asked for a count of votes.

YES	99	NO	47
-----	----	----	----

ARTICLE 8 ADOPTED.

9. To see if the Town will vote to raise and appropriate the sum of twenty-three thousand five hundred thirty-five dollars (\$23,535.00) for the purchase of a new police cruiser and changeover of radios and safety equipment. (The Selectmen recommend this appropriation. Majority vote required.)

Article 9 was moved by Police Chief Murch, seconded by Selectman Griswold.

ARTICLE 9 ADOPTED.

10. To see if the Town will vote to raise and appropriate the sum of one hundred, thirty-six thousand, one hundred dollars (\$136,100.00) for the purpose of completing the second floor of the Public Safety Complex and authorize the withdrawal of twenty-five thousand dollars (\$25,000.00) from the Fire Building Maintenance Expendable Trust Fund with one hundred eleven thousand one hundred dollars (\$111,100.00) from general taxation. (The Selectmen recommend this appropriation. Majority vote required.)

ARTICLE 10 was moved by Police Chief Murch, seconded by Selectman LaCourse.

Chief Murch commented that in 2002 there was and is a clear plan for the second floor. Plans include a large meeting room, two bunkrooms for police and fire, two bathrooms, a completed gym, a janitor's room and storage that also is completed. An area of refuge, unused space was where the IT office was completed. Locker rooms for male and female, a kitchenette, and small day room for the fire are also in the plan.

Robert Hart had a few question. Sherry Griffith and David Cedarholm spoke in favor of this article.

Meeting Room Schedule

Jan 2013 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
<ul style="list-style-type: none"> 6 pm - Board of 6 pm - Public 6:30pm - Recreati 	<ul style="list-style-type: none"> 6 pm - LRAAC- Wild 	<ul style="list-style-type: none"> 7pm - Lamprey 	<ul style="list-style-type: none"> 6:30pm - Fire 	<ul style="list-style-type: none"> 6:30pm - Fire 		
13	14	15	16	17	18	19
<ul style="list-style-type: none"> 9am - Senior 6pm - Public 	<ul style="list-style-type: none"> 6:30pm - Fire 7pm - Fire 7pm - Lamprey 		<ul style="list-style-type: none"> 6:30pm - Fire 	<ul style="list-style-type: none"> 6:30pm - Fire 	<ul style="list-style-type: none"> Cub Scout Pine 	
20	21	22	23	24	25	26
<ul style="list-style-type: none"> 6pm - Lamprey 	<ul style="list-style-type: none"> 6pm - Board of 6pm - Public 	<ul style="list-style-type: none"> 6pm - ORCSD 6pm - Planning 	<ul style="list-style-type: none"> 3pm - Intergrated 6:30pm - Fire 			
27	28	29	30	31	1	2
<ul style="list-style-type: none"> 9am - Senior 7pm - Race Track 	<ul style="list-style-type: none"> 8am - ORCSD - 	<ul style="list-style-type: none"> 8am - ORCSD - 	<ul style="list-style-type: none"> 8am - ORCSD - 6:30pm - Fire 	<ul style="list-style-type: none"> 8am - ORCSD - 		

Meeting Room Schedule

Feb 2013 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
<ul style="list-style-type: none"> 9am - Senior 7pm - Race Track 	<ul style="list-style-type: none"> 8am - ORCSD - 	<ul style="list-style-type: none"> 8am - ORCSD - 	<ul style="list-style-type: none"> 8am - ORCSD - 6:30pm - Fire 	<ul style="list-style-type: none"> 8am - ORCSD - 		
3	4	5	6	7	8	9
<ul style="list-style-type: none"> 6pm - Board of 6:30pm - Recreati 			<ul style="list-style-type: none"> 6:30pm - Fire 			
10	11	12	13	14	15	16
<ul style="list-style-type: none"> 9am - Senior 	<ul style="list-style-type: none"> 6pm - L-RAC- Wild 	<ul style="list-style-type: none"> 6pm - Planning 	<ul style="list-style-type: none"> 6:30pm - Fire 			
17	18	19	20	21	22	23
<ul style="list-style-type: none"> 6pm - Lamprey 	<ul style="list-style-type: none"> 6pm - Board of 6:30pm - Fire 7pm - Fire 7pm - Lamprey 		<ul style="list-style-type: none"> 6:30pm - Fire 			
24	25	26	27	28	1	2
<ul style="list-style-type: none"> 9am - Senior 	<ul style="list-style-type: none"> 6pm - Zoning 		<ul style="list-style-type: none"> 6:30pm - Fire 	<ul style="list-style-type: none"> 6pm - Candidates 		

Meeting Room Schedule

Mar 2013 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
	9am - Senior		6pm - Zoning	6:30pm - Fire	6pm - Candidates	
3	4	5	6	7	8	9
	6pm - Board of 6:30pm - Recreati		6pm - Zoning	6:30pm - Fire 7pm - Recreation		8am - Election Day Set Up @ Public
10	11	12	13	14	15	16
Election Day Set Up @ Public Safety	9am - Senior	Annual Town 6pm - LRAC- Wiild		6:30pm - Fire	8am - LGC - Safety	
17	18	19	20	21	22	23
	6pm - Board of 6pm - Lamprey	6:30pm - Fire 7pm - Fire 7pm - Lamprey	6pm - Carole Dennis 7pm - Library	6:30pm - Fire		
24	25	26	27	28	29	30
	9am - Senior		9am - SAC Knitting	6:30pm - Fire		
31	1	2	3	4	5	6
	6pm - Board of	6:30pm - Lee	6pm - History of	6pm - Planning 6:30pm - Fire		Lee Cub Scouts Flag

Meeting Room Schedule

Apr 2013 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
	6pm - Board of	6:30pm - Lee	6pm - History of	6pm - Planning 6:30pm - Fire		Lee Cub Scouts Flag
7	8	9	10	11	12	13
	9am - Senior	6pm - LRAC- Willd		6:30pm - Fire		
14	15	16	17	18	19	20
	6pm - Board of 6pm - Lamprey	6:30pm - Fire 7pm - Fire 7pm - Lamprey	6pm - Planning	6:30pm - Fire		4pm - Police/Fire
21	22	23	24	25	26	27
	9am - Senior		6pm - Planning	6:30pm - Fire		
28	29	30	1	2	3	4
	8am - (No title) @ Public Safety Complex - ENTIRE 1st FLOOR MEETING ROOM 6pm - Board of			6:30pm - Fire		

Meeting Room Schedule

May 2013 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
	8am - (No title) @ Public Safety Complex - ENTIRE 1st FLOOR MEETING ROOM 6pm - Board of			6:30pm - Fire		
5	6	7	8	9	10	11
(No title) @ Public 7pm - Lee Fair		6:30pm - Recreati 6pm - Planning	6:30pm - Fire 7pm - Lamprey			
12	13	14	15	16	17	18
9am - Senior 6pm - Board of	6pm - LRAC- Wiild	6pm - Zoning	6:30pm - Fire			
19	20	21	22	23	24	25
6pm - Fair 6pm - Lamprey	6:30pm - Fire 7pm - Fire 7pm - Lamprey	6pm - Zoning	6:30pm - Fire 7pm - Library			
26	27	28	29	30	31	1
9am - Senior	6pm - Board of	6pm - Zoning	6:30pm - Fire			

Meeting Room Schedule

Jun 2013 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	9am - Senior	6pm - Board of	6pm - Zoning	6:30pm - Fire		
2	3	4	5	6	7	8
		6:30pm - Lee 6:30pm - Recreati	6pm - Zoning	6:30pm - Fire 7pm - Lamprey		
9	10	11	12	13	14	15
	9am - Senior 6pm - Board of	6pm - LRAC- Wild	6pm - Planning	6:30pm - Fire		
16	17	18	19	20	21	22
	6pm - Lamprey	6:30pm - Fire 7pm - Fire 7pm - Lamprey		6:30pm - Fire		
23	24	25	26	27	28	29
	9am - Senior 6pm - Board of			10am - AFLAC Open 6:30pm - Fire 7pm - Library	7pm - Town	
30	1	2	3	4	5	6
		6:30pm - Recreati		6:30pm - Fire 7pm - Lamprey		

Meeting Room Schedule

JUL 2013 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

6:30pm - Recreati

6:30pm - Fire
7pm - Lamprey

9am - Senior
6pm - Board of

5pm - Library
6pm - LRAC- Wild

7pm - 250th

6:30pm - Fire

6pm - Lamprey

6:30pm - Fire
7pm - Fire
7pm - Lamprey

6:30pm - Fire

9am - Senior
6pm - Board of

2:30pm - Library

6:30pm - Fire
7pm - Library

6:30pm - Fire
6:30pm - Library
7pm - Lamprey

Meeting Room Schedule

Aug 2013 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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9am - Senior

6pm - Board of
6pm - Lamprey

9am - Senior

6pm - Board of
6:30pm - Library
6:30pm - Recreati

6pm - LRAC- Wild
6:30pm - Lee Fair

6:30pm - Fire
6:30pm - Lee Fair
7pm - Fire
7pm - Lamprey

6:30pm - Lee Fair
7:30pm - Recreati

6pm - Zoning

6pm - Planning

6pm - Zoning
7pm - Stratford

6pm - Planning

6:30pm - Fire
6:30pm - Library
7pm - Lamprey

6:30pm - Fire

6:30pm - (No title)
6:30pm - Fire

6:30pm - Fire
6:30pm - Library

6:30pm - Fire
6:30pm - Library

Meeting Room Schedule

Sep 2013 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
		<ul style="list-style-type: none"> 6pm - Board of 6:30pm - Lee Fair 6:30pm - Oyster 	<ul style="list-style-type: none"> 6pm - Planning 	<ul style="list-style-type: none"> 6:30pm - Fire 7pm - Lamprey 		
8	9	10	11	12	13	14
<ul style="list-style-type: none"> 9am - Senior 	<ul style="list-style-type: none"> 6pm - LRAC- Wild 7pm - Recreation 	<ul style="list-style-type: none"> 6pm - Planning 7pm - Lamprey 7pm - Rte 125 	<ul style="list-style-type: none"> 6:30pm - Fire 	<ul style="list-style-type: none"> 8:30am - 250th 		
15	16	17	18	19	20	21
<ul style="list-style-type: none"> 9am - Senior 6pm - Board of 	<ul style="list-style-type: none"> 6:30pm - Fire 7pm - Fire 7pm - Lamprey 	<ul style="list-style-type: none"> 6pm - Planning 7pm - Recreation 	<ul style="list-style-type: none"> 6pm - Cub Scout 6:30pm - Fire 7pm - BOS/ABC 			
22	23	24	25	26	27	28
<ul style="list-style-type: none"> 9am - Senior 	<ul style="list-style-type: none"> 6pm - Planning 	<ul style="list-style-type: none"> 6:30pm - Fire 7pm - Library 	<ul style="list-style-type: none"> 6:30pm - Fire 7pm - Library 			
29	30	1	2	3	4	5
<ul style="list-style-type: none"> 6pm - Board of 6pm - Lamprey 	<ul style="list-style-type: none"> 5pm - Library 6:30pm - Lee 6:30pm - Recreati 	<ul style="list-style-type: none"> 5:15pm - Oyster 7pm - Library 	<ul style="list-style-type: none"> 6:30pm - Fire 7pm - BOS/ABC 7pm - Lamprey 	<ul style="list-style-type: none"> 7:30am - Dept & 		

Meeting Room Schedule

Oct 2013 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
<ul style="list-style-type: none"> 6pm - Board of 6pm - Lamprey 	<ul style="list-style-type: none"> 5pm - Library 6:30pm - Lee 6:30pm - Recreati 	<ul style="list-style-type: none"> 5:15pm - Oyster 7pm - Library 	<ul style="list-style-type: none"> 6:30pm - Fire 7pm - BOS/ABC 7pm - Lamprey 	<ul style="list-style-type: none"> 7:30am - Dept & 		
6	7	8	9	10	11	12
		<ul style="list-style-type: none"> 6pm - LRAC- Wild 7pm - Lamprey 	<ul style="list-style-type: none"> 9am - CIP 5:15pm - Oyster 	<ul style="list-style-type: none"> 10am - SAC - Flu 6:30pm - Fire 7pm - BOS/ABC 		
13	14	15	16	17	18	19
<ul style="list-style-type: none"> 9am - Senior 6pm - Board of 	<ul style="list-style-type: none"> 6:30pm - Fire 7pm - Fire 	<ul style="list-style-type: none"> 5:15pm - Oyster River Football 7th Grade 2pm - Planning 	<ul style="list-style-type: none"> 7:30am - Dept & 6pm - Cub Scout 6:30pm - Fire 7pm - BOS/ABC 	<ul style="list-style-type: none"> 7:30am - Dept & 		
20	21	22	23	24	25	26
<ul style="list-style-type: none"> 6pm - Lamprey 	<ul style="list-style-type: none"> 9am - UNH 	<ul style="list-style-type: none"> 5:15pm - Oyster 6pm - Planning 7pm - Library D- 	<ul style="list-style-type: none"> 8am - Oyster 6:30pm - Fire 			
27	28	29	30	31	1	2
<ul style="list-style-type: none"> 7am - CPR Training 9am - Senior 6pm - Board of 		<ul style="list-style-type: none"> 5:15pm - Oyster 6pm - Planning 	<ul style="list-style-type: none"> 2pm - Primex @ 6:30pm - Fire 7pm - BOS/ABC 			

Meeting Room Schedule

Nov 2013 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
	7am - CPR Training 9am - Senior 6pm - Board of		5:15pm - Oyster 6pm - Planning	2pm - Primex @ 6:30pm - Fire 7pm - BOS/ABC		
3	4	5	6	7	8	9
		6:30pm - Lee 6:30pm - Recreati	8:30am - Lamprey 6pm - Planning 7pm - Historical	6:30pm - Fire 7pm - Lamprey		
10	11	12	13	14	15	16
	9am - Senior 6pm - Board of	6pm - LRAC- Wiild 7pm - Lamprey	6pm - Planning 7pm - CIP Review	6:30pm - Fire 7pm - BOS/ABC	7:30am - CIP	
17	18	19	20	21	22	23
	6pm - Lamprey	6:30pm - Fire 7pm - Fire	6pm - Planning 6:30pm - 250th	6pm - Cub Scout 6:30pm - Fire 7pm - BOS/ABC		
24	25	26	27	28	29	30
	9am - Senior 6pm - Board of		6pm - Planning 7pm - Planning	6:30pm - Fire		

Meeting Room Schedule

Dec 2013 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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6:30pm - Recreati

6pm - Planning

6pm - CIP
6:30pm - Fire
7pm - BOS/ABC
7pm - Lamprey

9am - Senior
6pm - BOS FY15

6pm - LRAC- Wild
7pm - Lamprey

6pm - Planning

6:30pm - Fire

6pm - BOS FY15
6pm - Lamprey

6:30pm - Fire
7pm - Fire

6pm - Planning

6pm - Cub Scout
6:30pm - Fire

9am - Senior
6pm - Board of

6pm - Planning

6:30pm - Fire

GYM SIGN-IN

For insurance purposes, it is requested that **ALL** employees/family that use the gym sign-in:

NAME	DATE	NAME	DATE
Davis	9-11-13 x 2	Emily Roche	10-7-13
D Skerry	9-13-13	S. Nemet	10/2/13
D Martin	9-13-13	Christina	13-10-2
Bambi Miller	9/15/13	P. Stetson	10/4/13
OWENS	9/15/13	Christina	10/4/13
Christina	9/15/13	D Skerry	10/5/13
P Jenkins	9/15/13	D Martin	10/5/13
D. Martin	9/15/13	Bambi M.	10/6/13
D Skerry	9-17-13	Christina	10/7/13
Christina	9-18-13	P. Stetson	10/7/13
P. Stetson	9-18-13	N. Lange	10-8/13
P Jenkins	9/18/13	E Roche	10-8-13
Mary Kevins	9/19/13	D. Duval	10-8-13
P. Stetson	9/20/13	J. Glover	10-8-13
P. Jenkins	9/20/13	S. Nemet	10-8-13
Christina	9/20/13	M. Kelsay	10-8-13
D Skerry	9/21/13	D Skerry	10-9-13
D Martin	9/21/13	D Martin	10-9-13
Bambi Miller	9/22/13	P. Stetson	10-11-13
D Skerry	9/21/13	Christina	10-11-13
D. Martin	9/22/13	Bambi Miller	10-11-13
Christina	9/22/13	N. Lange	10-11-13
P. Jenkins	9/23/13	E Roche	10-11-13
Christina	9/23/13	Bambi Miller	10-12-13
M. Kevins	9/23/13	Bambi Miller	10/13/13
S. Nemet	9/25/13	S. Nemet	10/14/13
Bambi Miller	9/23/13	HUN	10/14/13
M. Kevins	9/24/13	N. Lange	10/15/13
S. Nemet	9/24/13	E Roche	10/15/13
Bambi Miller	9/24/13	M. Kelsay	10/16/13
M. Kevins	9/25/13	P. Jenkins	10/16/13
P. Stetson	9/25/13	Christina	10/16/13
P. Jenkins	9/25/13	D. Martin	10/16/13
Christina	9/25/13	D. Skerry	10-16-13
OWENS	20150924	P. Stetson	10-18-13
S. Nemet	20150924	P. Jenkins	10/18/13
OWENS	20130924	M. Nelsey	10/18/13
M. Kevins	9/27/2013	Christina	10/18/13
P. Stetson	9/27/13	Bambi Miller	10/19/13
P. Jenkins	9/27/13	P. Jenkins	10/21/13
Christina	9/27/13	M. Kelsay	10/21/13
Kaisha M. Kevins	9/27/13	D. Martin	10/21/13
Bambi Miller	9/29/10	D Skerry	10/21/13
M. Kevins	9/30/13	Bambi Miller	10/22/13
S. Nemet	10/1/13	P. Stetson	10/22/13
S. Nemet	10/1/13	M. Nelsey	10/22/13
P. Stetson	10/2/13	P. Jenkins	10/23/13
N. Lange	10/2/13	Mary Blair	10/22/13

GYM SIGN-IN

For insurance purposes, it is requested that **ALL** employees/family that use the gym sign-in:

NAME	DATE	NAME	DATE
P Stetson	8/2/13	M/Kelsey	8/21/13
P Jenkins	8/2/13	M Blair	8/22/13
M. Kelsey	8/2/13	N Lance	8-22-13
C Kustra	8/2/13	Bambi Miller	8-23-13
P Stetson	8/5/13	Bambi Miller	8/25/13
P. Jenkins	8/5/13	P. Stetson	8/26/13
M. Kelsey	8/5/13	M. Kelsey	8/26/13
C Kustra	8/5/13	M. Kelsey	8/26/13
Bambi Miller	8/5/13	D Sherry	8/26/13
D Brathill	8/6/13	D Martin	8/26/13
S Nemet	8/6/13	N Lance	8/27/13
P. Stetson	8/7/13	E Brathill	8-27-13
C Kustra	8/7/13	P Stetson	8-27-13
M. Kelsey	8/7/13	C Kustra	8-28-13
P. Jenkins	8/7/13	M. Kelsey	8-28-13
M Owens	8/7/13	P Stetson	8/28/13
S. Nemet	8/7/13	P Stetson	8/30/13
S Nemet	8/8/13	M Kelsey	8-30-13
P Stetson	8/8/13	C Kustra	8-30-13
M. Kelsey	8/9/13	Bambi Miller	8/31/13
P Jenkins	8/9/13	D Sherry	9/1/13
M Blair	8/9/13	D Martin	9/2/13
P Stetson	8/10/13	S Nemet	9/3/13
C Kustra	8/12/13	D Brathill	9/3/13
P. Jenkins	8/12/13	P Stetson	9/4/13
M. Kelsey	8/12/13	M. Kelsey	9/4/13
D Brathill	8/12/13	C Kustra	9/4/13
S Nemet	8/12/13	D Sherry	9/4/13
Bambi Miller	8/14/13	D Martin	9/4/13
M. Kelsey	8/16/13	N Lance	9-4-13
P Stetson	8/16/13	M. Kelsey	9-6-13
P Jenkins	8/16/13	C Kustra	9-6-13
M Blair	8/16/13	Bambi Miller	9/8/13
Nick Lane	8-16-13	P Stetson	9/9/13
P Stetson	8/19/13	P. Jenkins	9/9/13
M Kelsey	8/19/13	C. Kustra	9/9/13
P. Jenkins	8/19/13	D Sherry	9/9/13
C Kustra	8/19/13	D. Martin	9/9/13
M Blair	8/19/13	M Kelsey	9/11/13
M Owens	8/19/13	P Stetson	9/11/13
S Nemet	8/19/13	P. Jenkins	9/11/13
N Lance	8/20/13	C Kustra	9/11/13
C Kustra	8/20/13	M Blair	9/13/13
P. Jenkins	8/24/13	P. Jenkins	9/13/13
P Stetson	8/24/13	P. Stetson	9/13/13
		C Kustra	9/13/13

GYM SIGN-IN

For insurance purposes, it is requested that **ALL** employees/family that use the gym sign-in:

NAME	DATE	NAME	DATE
M. Kelsey	6/19/13	P. Stetson	7-15-13
P. Jenkins	6/19/13	P. Jenkins	7/15/13
M. K	6/19/13	C. Ruston	7/15/13
Minke Vibey	6/20/13	M. Owens	7/15/13
S. Nemet	6/20/13	K. Newett	7/15/13
P. Stetson	6/21/13	M.	7/15/13
P. Jenkins	6/21/13	S. Nemet	7/16/13
Bambi Miller	6/21/13	C. Ruston	7/16/13
San B. Miller	6/22/13	S. Nemet	7/19/13
Brothwell	6/24/13	B. DORNSFIELD	7/17/13
S. Nemet	6/24/13	B. Miller	7/18/13
	6/25/13	P. Stetson	7/19/13
	6/25/13	C. RUSTON	7/19/13
	6/26/13	P. Jenkins	7/19/13
Mark Pige	6/27/13	P. Stetson	7/22/13
Bambi Miller	6/27/13	C. Ruston	7/22/13
Mark Pige	6/28/13	S. Nemet	7/22/13
	6/29/13	B. Brothwell	7/22/13
San B. Miller	6/30/13	M.	7/22/13
P. Stetson	7/1/13	S. Nemet	7/23/13
C. Ruston	7/1/13	P. Stetson	7/24/13
M. Jenkins	7/1/13	P. Jenkins	7/24/13
	7/1/13	M. Kelsey	7/24/13
Brothwell	7/1/13		7/24/13
	7/2/13		7/25/13
P. Jenkins	7/3/13	S. Nemet	7/25/13
P. Stetson	7/4/13	B. DORNSFIELD	7/25/13
C. RUSTON	7/5/13	P. Jenkins	7/26/13
P. Stetson	7/8/13	M. Kelsey	7/26/13
P. Jenkins	7/8/13	C. Ruston	7/26/13
C. RUSTON	7/8/13	S. Nemet	7/26/13
	7/8/13	P. Stetson	7/29/13
	7/9/13	M. Kelsey	7/29/13
S. Nemet	7/9/13	C. Ruston	7/29/13
P. Stetson	7/10/13	S. Nemet	7/29/13
	7/10/13		7/30/13
S. Nemet	7/10/13	S. Nemet	7/30/13
M. Owens	7/10/13	P. Stetson	7/31/13
	7/11/13	P. Jenkins	7/31/13
S. Nemet	7/11/13	M. Kelsey	7/31/13
M. Owens	7/11/13		7/31/13
P. Stetson	7/12/13		7/31/13
P. Jenkins	7/12/13		7/31/13
C. Ruston	7/12/13		7/31/13
	7/12/13		7/31/13
San B. Miller	7/13/13	Scott Nemet	8/1/13
	7/13/13		

GYM SIGN-IN

For insurance purposes, it is requested that **ALL** employees/family that use the gym sign-in:

NAME	DATE	NAME	DATE
Bambi Miller	4/23/13	P Stetson	5/31/13
T. Dransfield	5/13/13	H. Kelsey	5/31/13
Chad	5/14/13	P Jenkins	5/31/13
T. Dransfield	5/14/13	G Miller	6-2-13
P Stetson	5/15/13	P Stetson	6-3-13
M. Kelsey	5/15/13	P Jenkins	6-3-13
Chad	5/15/13	M. Kelsey	6-3-13
T. Dransfield	5/15/10	P Stetson	6/3/13
Nemat	5/15/13	P Nemat	6/3/13
Brothall	5/15/13	Brothall	6/4/13
Bambi Miller	5/15/13	P Stetson	6/5/13
Mark Pierce	5/16/13	Mark Pierce	6/5/13
Brothall	5/16/13	Brothall	6/5/13
P Jenkins	5/17/13	Nemat	6/5/13
P Stetson	5/17/13	P Stetson	6/7/13
Chad	5/17/13	H. Kelsey	6/7/13
S. Nemat	5/17/13	Chad	6/7/13
T. Dransfield	5/18/13	Mark Pierce	6/8/13
M. Miller	5/19/13	Mark Pierce	6/9/13
P Stetson	5/20/13	P Stetson	6/10/13
P Jenkins	5/20/13	M. Kelsey	6/10/13
C. Nestra	5/20/13	Chad	6/10/13
Nemat	5/21/13	Bambi Miller	6/10/13
Mark Pierce	5/21/13	Chad	6/10/13
Chad	5/22/13	Brothall	6/11/13
P Jenkins	5/22/13	S. Nemat	6/11/13
M. Kelsey	5/22/13	P Stetson	6/12/13
S. Nemat	5/22/13	M. Kelsey	6/12/13
S. Nemat	5/23/13	P Jenkins	6/12/13
P Stetson	5/24/13	Chad	6/12/13
Chad	5/24/13	Mark Pierce	6/13/13
P Jenkins	5/24/13	P Jenkins	6/15/13
M. Kelsey	5/24/13	Chad	6/15/13
Bambi Miller	5/24/13	Brothall	6/16/13
Mark Pierce	5/25/13	P Stetson	6/17/13
T. Dransfield	5/26/13	M. Kelsey	6/17/13
Bambi Miller	5/27/13	P Jenkins	6/17/13
T. Dransfield	5/27/13	Chad	6/17/13
T. Dransfield	5/28/13	S. Nemat	6/17/13
Mal DeRocki	5/28/13	Chad	6/17/13
Chad	5/29/13	Brothall	6/18/13
P Stetson	5/29/13	Bambi Miller	6/18/13
M. Kelsey	5/29/13	Brothall	6/18/13
Chad	5/29/13	S. Nemat	6/18/13
T. Dransfield	5/30/13	P Stetson	6/19/13
T. Dransfield	5/31/13	P Jenkins	6/19/13

GYM SIGN-IN

For insurance purposes, it is requested that ALL employees/family that use the gym sign-in:

NAME	DATE	NAME	DATE
T. Dransfield	4/5/13	[Signature]	4/22/13
Chet Murph	4/5/13	Silvest	4/22
Mark Blue	4/6/13	Brothman	4/22
T. Dransfield	4/6/13	T. Dransfield	4/22/13
B. Stevens	4/6/13	Mark Blue	4/23/13
B. Stevens	4/7/13	[Signature]	4/23/13
P. Stetson	4/8/13	T. Dransfield	4/23/13
M. Kelsey	4/8/13	Brothman	4/23/13
P. Jenkins	4/8/13	Silvest	4/23/13
T. Dransfield	4/8/13	P. Stetson	4/24/13
[Signature]	4/9/13	Brothman	4/24/13
Brothman	4/9/13	M. Kelsey	4/24/13
Silvest	4/9/13	T. Dransfield	4/24/13
B. Stevens	4/9/13	S. Namer	4/24/13
P. Stetson	4/9/13	Brothman	4/24/13
H. Kelsey	4/10/13	Colner	4/24/13
Mark Blue	4/10/13	B. Miller	4/24/13
[Signature]	4/10/13	T. Dransfield	4/25/13
[Signature]	4/10/13	[Signature]	4/26/13
[Signature]	4/10/13	[Signature]	4/30/13
[Signature]	4/10/13	B. Miller	4/30/13
[Signature]	4/11/13	P. Stetson	5/1/13
[Signature]	4/11/13	P. Jenkins	5/1/13
P. Stetson	4/12/13	[Signature]	5/1/13
P. Jenkins	4/12/13	[Signature]	5/2/13
Mark Blue	4/13/13	T. Dransfield	5/2/13
Bill Stevens	4/13/13	P. Jenkins	5/3/13
Bill Stevens	4/14/13	P. Stetson	5/3/13
[Signature]	4/15/13	T. Dransfield	5/3/13
[Signature]	4/15/13	B. Miller	5/4/13
M. Kelsey	4/15/13	P. Stetson	5/6/13
[Signature]	4/15/13	P. Jenkins	5/6/13
[Signature]	4/15/13	[Signature]	5/7/13
[Signature]	4/15/13	P. Stetson	5/8/13
Bill Stevens	4/16/13	P. Jenkins	5/8/13
P. Stetson	4/17/13	M. Kelsey	5/8/13
M. Kelsey	4/17/13	[Signature]	5/8/13
[Signature]	4/17/13	[Signature]	5/9/13
[Signature]	4/17/13	P. Stetson	5/10/13
[Signature]	4/17/13	C. Kusira	5/10/13
[Signature]	4/17/13	P. Jenkins	5/10/13
[Signature]	4/17/13	M. Kelsey	5/10/13
[Signature]	4/18/13	B. Miller	5/11/13
[Signature]	4/18/13	P. Stetson	5/13/13
Bill Stevens	4-20-13	M. Kelsey	5/13/13
B. Miller	4-21-13	P. Jenkins	5/13/13
P. Stetson	4-22-13	C. Kusira	5/13/13
P. Jenkins	4-22-13	B. Miller	5/13/13
M. Kelsey	4-22-13	T. Dransfield	5/13/13

GYM SIGN-IN

For insurance purposes, it is requested that **ALL** employees/family that use the gym sign-in:

NAME	DATE	NAME	DATE
M. Kelsey	3-1-13	Chris	3/20/13
M. Kelsey	3/1/13	P. Peterson	3/22/13
M. Kelsey	3/8/13	M. Kelsey	3/22/13
M. Kelsey	3/4/13	P. Jenkins	3/22/13
P. Peterson	3/4/13	Bill Stearns	3/23/13
P. Peterson	3/4/13	Mark Pierce	3/24/13
NEMET	3/4/13	Bill Stearns	3/24/12
Brothwell	3/4/13	P. Peterson	3/25/13
Mark Pierce	3/4/13	M. Kelsey	3/25/13
Mary Bishop	3/5/13	P. Jenkins	3/25/13
Mark Pierce	3/5/13	Bill Stearns	3/25/13
D. Brothwell	3/5/13	S. Nemet	3/25/12
S. Nemet	3/5/13	D. Brothwell	3/25/13
P. Peterson	3/6/13	Bremer	3/25/13
M. Kelsey	3/6/13	Bill Stearns	3/26/13
NEMET	3/6/13	D. Brothwell	3/26
M. Kelsey	3/7/13	S. Nemet	3/26
Mark Pierce	3/7/13	P. Jenkins	3/28
M. Kelsey	3/8/13	P. Peterson	3/28/13
Mark Pierce	3/8/13	M. Kelsey	3/27/13
Mark Pierce	3/10/13	Mark Pierce	3/27/12
D. Brothwell	3/10	D. Brothwell	3/27/13
K. Brothwell	3/10	S. Nemet	3/28
Mark Pierce	3/11/13	D. Brothwell	3/28
P. Peterson	3/11/13	S. Nemet	3/28
M. Kelsey	3/11/13	P. Peterson	3/29/13
J. Jenkins	3/11/13	M. Kelsey	3/29/13
M. Kelsey	3/12/13	P. Jenkins	3/29/12
NEMET	3/12/13	Mark Pierce	3/30/13
Brothwell	3/12/13	Bill Stearns	3/30/13
T. Dr. Pennington	3/13/13	P. Peterson	4/1/13
Mark Pierce	3/13/13	P. Jenkins	4/1/13
Nemet	3/13/13	M. Kelsey	4/1/13
Brothwell	3/13/13	Bill Stearns	4/1/13
P. Peterson	3/14/13	Bill Stearns	4/1/13
P. Peterson	3/15/13	Mark Pierce	4/1/13
Mark Pierce	3/15/13	Ken Allen	4/1/13
M. Kelsey	3/16/13	P. Peterson	4/3/13
P. Peterson	3/18/13	P. Jenkins	4/3/13
M. Kelsey	3/18/13	M. Kelsey	4/3/13
P. Jenkins	3/18/13	Chris	4/3/13
Mark Pierce	3/18/13	D. Brothwell	4/3/13
Mark Pierce	3/19/13	Brothwell	4/4/13
Mark Pierce	3/19/13	P. Peterson	4/5/13
Mark Pierce	3/20/13	P. Jenkins	4-5-13
		M. Kelsey	4-5-13

GYM SIGN-IN

For insurance purposes, it is requested that **ALL** employees/family that use the gym sign-in:

NAME	DATE	NAME	DATE
Sarah Moore	1/18/13	P. Jenkins	2/4/13
Hup	1/18/13	T. Oronsthal	2/4/13
B. Brennan	1/18/13	S. Nemet	2/4/13
Nemet	1/18/13	A. Brenner	2/4/13
T. Oronsthal	1/21/13	T. Oronsthal	2/5/13
A. Brenner	1/21/13	NEMET	2/5/13
T. Oronsthal	1/22/13	BROTHWELL	2/5/13
NEMET	1/22/13	BRENNER	2/5/13
BRENNER	1/22/13	P. Stetson	2/6/13
Amelia Moore	1/23/13	Jenkins	2/6/13
T. Oronsthal	1/23/13	M. Kelsey	2/6/13
NEMET	1/23/13	Nemet	2/6/13
T. Oronsthal	1/24/13	T. Oronsthal	2/8/13
NEMET	1/24/13	NEMET	2/7/13
BRENNER	1/24/13	BRENNER	2/7/13
A. Brenner	1/24/13	P. Stetson	2/8/13
Nemet	1/25/13	P. Jenkins	2/11/13
T. Oronsthal	1/25/13	Jenkins	2/11/13
P. Stetson	1/25/13	M. Kelsey	2/11/13
M. Kelsey	1/26/13	P. Stetson	2/11/13
T. Oronsthal	1/26/13	M. Kelsey	2/13/13
P. Stetson	1/28/13	P. Jenkins	2/13/13
M. Kelsey	1/28/13	B. Brennan	2/14/13
T. Oronsthal	1/28/13	P. Stetson	2/14/13
T. Oronsthal	1/28/13	Jenkins	2/14/13
P. Stetson	1/29/13	M. Kelsey	2/14/13
Nemet	1/29/13	M. Kelsey	2/17/13
B. Brennan	1/30/13	A. Brenner	2/18/13
Hup	1/31/13	P. Stetson	2/20/13
P. Stetson	2-1-13	Jenkins	2/20/13
P. Jenkins	2-1-13	Hup	2/20/13
M. Kelsey	2/1/13	Hup	2/21/13
Ben Allen	2-1-13	P. Stetson	2/21/13
Chans	2-1-13	P. Jenkins	2/22/13
Hup	2/1/13	M. Kelsey	2/22/13
Hup	2/2/13	Hup	2/22/13
B. Brennan	2/2/13	P. Stetson	2/22/13
V. Brennan	2/2/13	P. Jenkins	2/22/13
Hup	2/3/13	M. Kelsey	2/27/13
P. Stetson	2/4/13	P. Stetson	2/27/13
M. Kelsey	2/4/13	P. Jenkins	3/1/13

GYM SIGN-IN

For insurance purposes, it is requested that **ALL** employees/family that use the gym sign-in:

NAME	DATE	NAME	DATE
Amelia Morse	12/11/12	NEMET	1/3/13
BRENNER	12/11/12	BROTHWELL	1/8/13
NEMET	12/11/12	P. Stetson	1/4/13
BROTHWELL	12/12/12	P. Jenkins	1/4/13
Amelia Morse	12/12/12	M. Kelsey	1/4/13
Rossi	12/12/12	NEMET	1/4/13
Nemet	12/12/12	BROTHWELL	1/4/13
BRENNER	12/13/12	BRENNER	1/4/13
NEMET	12/13/12	B. Stevens	1-5-13
Brothwell	12/13/12	B. Stevens	1-6-13
P. Stetson	12/14/12	Brothwell	1/6/13
B. Stevens	12/15-20/12	P. Stetson	1/7/13
Tom Duffell	12/16/12		
Chet Morse	12/17/12		
J. Driscoll	12/17/12		
Urosic	12/17/12		
NEMET	12/19/12	NEMET	1/7/13
NEMET	12/18/12	Brothwell	1/8/13
BROTHWELL	12/18/12		
P. Stetson	12/19/12	Urosic	1/8/13
H. Kelsey	12/19/12	Brothwell	1/8/13
Amelia Morse	12/19/12	P. Stetson	1/9/13
Tom Prandini	12/19/12	M. Kelsey	1/9/13
NEMET	12/19/12	P. Jenkins	1/9/13
Sarah Morse	12/20/12	P. Stetson	1/9/13
Hop	12/20/12	Sarah Morse	1/9/13
P. Jenkins	12/21/12	NEMET	1/9/13
P. Stetson	12/21/12	Sarah Morse	1/10/13
H. Kelsey	12/21/12	Nemet	1/10/13
Amelia Morse	12/21/12	Brothwell	1/10/13
Richard Holt	12/21/12	P. Stetson	1/11/13
Mesa Giam	12/21/12	P. Jenkins	1/11/13
Richard Holt	12/23/12	Brothwell	1/12/13
Mesa Giam	12/23/12		
Sarah Morse	12/24/12		
M. DeRocchi	12/26/12	Sarah Morse	1/14/13
DEROCCHI, MARK	26 DEC 2012		
NEMET	12/26/12	NEMET	1/14/13
Brothwell	12/26/12		
Richard Holt	12/26/12	Brothwell	1/14/13
P. Stetson	1/2/13		
P. Jenkins	1/2/13		
M. Kelsey	1/2/13		
NEMET	1/2/13		
B. DEANFIELD	1/2/13	Sarah Morse	1/15/13
	1/3/13	P. Stetson	1/16/13
		H. Kelsey	1/18/13



TOWN of LEE
7 MAST RD, LEE, NH 03861
(603) 659-5414

Office Use Only

Meeting Date: Oct 28, 2013

Agenda Item No. 9

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
10/28/2013

Agenda Item Title: Milestone Construction Manager Contract

Requested By: Board of Selectmen

Date: 10/14/2013

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: Present the Milestone Pre-construction contract to the Select Board for review and approval

Financial Details: n/a

Legal Authority NH RSA 41:8

Legal Opinion: Enter a summary; attach copy of the actual opinion

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Approve the AIA A133-2009 "Standard Form of Agreement Between Owner and Construction Manager as Constructor" as presented by Milestone Engineering & Construction relative to the new Public Library and Community Center, provided that there is no fee to be paid to Milestone by the Town by executing said agreement.

October 21, 2013

Town of Lee
7 Mast Road
Lee, NH 03861
Attn: Julie Glover, Town Administrator

*Article
4.1.2*

RE: Lee Public Library and Community Center

Dear Ms. Glover,

Dennis Mires forwarded to me your list of questions on the AIA-A133 Agreement Between Owner and Construction Manager. The following is our responses to your questions:

- 2.1.5 Milestone will have a GMP for the bond hearing by December 31, 2013.
- 2.2.2 The paragraph to us says we must "read between the lines". It is an acknowledgement that the plans are not complete; however, we must interpret them to project the details to complete them, and carry an adequate budget to accomplish this.
- 2.2.4 This would be the contingency.
- 2.2.3 Yes, the GMP agreement can be signed after the bond hearing.
- 2.4 We understand that Dennis Mires has forwarded to you the AIA-A200 General Conditions Contract.
- 3.1.3 The owner's budget would include the costs for architects, engineers and consultants, municipal bonding costs, reports, surveys, traffic studies etc. as well as any furnishings, fixtures and equipment.
- 3.1.4 Dennis prepared an estimate for this in prior years. This estimate will need to be updated.
- 3.1.4.2 The owner will need to pay for the survey. Dennis does tell me that one already exists. It may or may not need to be updated or expanded.
- 3.1.4.3 This would be a geotechnical investigation report establishing the bearing capacity of the soil and recommendations on the foundation design for the design team.
- 5.1.1 We typically fix the fee at the establishment of the GMP so as not to create a disincentive to save money. If the fee adjusts with costs savings, the more we save, the less we make. It seems counterintuitive to most owners, so we fix the fee.
- 5.1.4 This was left blank by mistake. It should read ninety percent (90%).

5.3.2 AIA-A201 forwarded.

6.1.2 This might be an instance where the owner has not made a decision whether they want or need something, but want it in the budget now so that it is there if they need it, but can't make the decision until after the contract.

An example: Owner doesn't know if they need window treatments on the north facing walls, and wants to see the room before they decide. We must have their approval before we order them.

6.2.2 The wages are included in the General Conditions Estimate. This paragraph basically states we can bill for them.

6.2.4 Taxes, insurance, etc are a cost of doing business and we must be compensated for them. These are included in our estimate of the General Conditions.

6.5 Some of these costs are included in the general conditions. Others are in the cost of the actual work. As an example, we purchase a storage tank for the water storage for the fire protection system, we also pay to have it delivered, and pay for a crane, and man power to unload and install it.

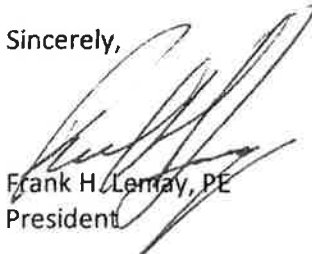
6.6.8 Please note that this is legal, mediation and arbitration costs associated with a subcontractor or supplier and Milestone on the project, not between the Owner and Construction Manager. As Construction Managers we are acting as your representative in any disputes. Please note that we need the Owner's prior approval for these costs.

7.2.2 The owner has the right to audit the costs incurred on the project, although you have no obligation to do so, and in fact most owners don't. If you do elect to audit the project, these are the parameters you would follow. Most owners simply monitor costs each month along with the architect, thereby eliminating the time and expense of an audit.

8.0 We will provide a 100% Performance and payment Bond for the project. The premium for same is a billable cost, and the premium is quoted in the proposal.

I hope this answers all our questions. Please feel free to contact me if you need any further clarifications.

Sincerely,



Frank H. Lennay, PE
President

Cc... Brian Gehris, Milestone Engineering & Construction, Inc.
Dennis Mires, Dennis Mires P.A., The Architects

SELECTMEN'S MEETING

October 28, 2013

CONSENT AGENDA ITEMS

(Individual items may be removed by any Selectman for separate discussion and vote)

SIGNATURES REQUIRED

- MS 5

INFORMATION ONLY

- Zoning Board of Adjustment Public Notice

FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here >

Town of Lee

Enter Calendar Reporting Year Here >
(January 1 to December 31)

N/A

Enter Optional Reporting Year Here >
(July 1 to June 30)

2013

DOES THE TOWN/CITY ACCOUNT FOR SOME EXPENDITURES AS PROPRIETARY FUNDS OR CAPITAL PROJECT FUNDS?

Yes

Enter Yes or No in box above & see instructions.

Enter town or city name in cell C5 and calendar reporting year for this report in C7 (optional reporting year in cell C9). In cell C12 enter yes if the municipality accounts for some expenditures as proprietary or capital project funds.

State of New Hampshire Department of Revenue Administration
Municipal Services Division
P.O. Box 487
Concord, NH 03302-0487
Telephone: (603) 230-5090

Return Completed Form By April 1 For Calendar Fiscal Year and By September 1 for Optional Fiscal Year

GOVERNING BODY (SELECTMEN)

Date Signed: _____

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

PREPARER

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete. (If prepared by a person other than the city/town officials, this declaration is based on all information of which the preparer has knowledge.)

Preparer (Please print or type) Michael J. Campo	Signature
Regular Office Hours Monday - Friday 8:00 AM to 4:00 PM	Email address mcampo@plodzik.com

FOR DRA USE ONLY

MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-5090

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
GENERAL GOVERNMENT TOTAL = show detail below				
4130-4139	Executive	107,565	-	109,261
4140-4149	Election, Reg. & Vital Statistics	97,686	-	92,136
4150-4151	Financial Administration	246,821	-	182,022
4152	Property Assessment	43,250	-	28,878
4153	Legal Expense	10,000	-	17,527
4155-4159	Personnel Administration	688,513	-	598,000
4191-4193	Planning & Zoning	44,458	-	51,082
4194	General Government Buildings	157,405	28,774	143,994
4195	Cemeteries	13,379	265	12,334
4196	Insurance	76,500	-	82,544
4197	Advertising & Regional Assoc.	-	-	-
4199	Other General Government	75,103	15,103	42,144
PUBLIC SAFETY TOTAL = show detail below				
4210-4214	Police	544,213	26,737	522,333
4215-4219	Ambulance	14,144	-	14,145
4220-4229	Fire	220,859	-	170,761
4240-4249	Building Inspection	62,201	-	53,012
4290-4298	Emergency Management	6,000	-	4,099
4299	Other (Incl. Communications)	17,065	-	16,712
AIRPORT/AVIATION CENTER TOTAL = show detail below				
4301-4309	Airport Operations	-	-	-
HIGHWAYS & STREETS TOTAL = show detail below				
4311	Administration	-	-	-
4312	Highways & Streets	464,055	33,177	461,964
4313	Bridges	-	-	-
4316	Street Lighting	-	-	-
4319	Other	-	-	-
SANITATION TOTAL = show detail below				
4321	Administration	-	-	-
4323	Solid Waste Collection	159,777	-	144,180
4324	Solid Waste Disposal	137,250	-	128,049
4325	Solid Waste Facility Clean-up	-	-	-
4326-4329	Sewage Coll. & Disposal & Other	-	-	-
Page Sub-Totals		3,186,344	104,056	2,875,177

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations, grants; agents on capital reserve or trust, transfers)
4194	Agents on capital reserve or trust
4195	Agents on capital reserve or trust
4199	Agents on capital reserve or trust
4210	Agents on capital reserve or trust
4312	Agents on capital reserve or trust

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
WATER DISTRIBUTION & TREATMENT = show detail below				
4331	Administration	-	-	-
4332	Water Services	-	-	-
4335-4339	Water Treatment, Conserv. & Other	-	-	-
ELECTRIC = show detail below				
4351-4352	Admin. and Generation	-	-	-
4353	Purchase Costs	-	-	-
4354	Electric Equipment Maintenance	-	-	-
4359	Other Electric Costs	-	-	-
HEALTH = show detail below				
4411	Administration	-	-	-
4414	Pest Control	2,000	-	403
4415-4419	Health Agencies & Hosp. & Other	17,234	-	7,675
WELFARE = show detail below				
4441-4442	Administration & Direct Assist.	6,897	-	6,684
4444	Intergovernmental Welfare Pymts	-	-	4,481
4445-4449	Vendor Payments & Other	18,000	-	9,335
CULTURE & RECREATION = show detail below				
4520-4529	Parks & Recreation	26,500	-	33,860
4550-4559	Library	163,283	5,872	158,183
4583	Patriotic Purposes	500	-	539
4589	Other Culture & Recreation	5,200	-	5,200
CONSERVATION = show detail below				
4611-4612	Admin. & Purch. of Nat. Resources	-	-	-
4619	Other Conservation	2,500	-	2,500
4631-4632	Redevelopment and Housing	-	-	-
4651-4659	Economic Development	-	-	-
DEBT SERVICE = show detail below				
4711	Princ. - Long Term Bonds & Notes	90,000	-	90,000
4721	Interest-Long Term Bonds & Notes	40,218	-	40,218
4723	Int. on Tax Anticipation Notes	-	-	-
4790-4799	Other Debt Service	-	-	-
<i>Page Sub-Totals</i>		372,332	5,872	359,078

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust; transfers)
4550	Agents on capital reserve or trust.

1	2	3	4	5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below	Actual Expenditures
CAPITAL OUTLAY				
show detail below				
4901	Land	-	-	-
4902	Machinery, Vehicles & Equipment	29,000	-	-
4903	Buildings	6,500	-	-
4909	Improvements Other Than Bldgs.	139,937	123,297	128,797
OPERATING TRANSFERS OUT				
show detail below				
4912	To Special Revenue Fund	8,845	-	-
4913	To Capital Projects Fund	-	-	-
4914	To Enterprise Fund	-	-	-
	- Sewer			
	- Water			
	- Electric			
	- Airport			
4915	To Capital Reserve Fund	345,000	-	345,000
4916	To Expend Trust Fund - not #4917	-	-	-
4917	To Health Maint. Trust Funds	-	-	-
4918	To Nonexpendable Trust Funds	-	-	-
4919	To Fiduciary Funds	-	-	-
	<i>Page Sub-Totals</i>	<i>529,282</i>	<i>123,297</i>	<i>473,797</i>
	<i>Total Local Expenditure Sub-Totals</i>	<i>4,087,838</i>	<i>233,225</i>	<i>3,708,052</i>
PAYMENTS TO OTHER GOVERNMENTS				
4931	Taxes Assessed for County	1,088,264	-	1,088,264
4932	Taxes Assessed for Village Dist.	-	-	-
4933	Taxes Assessed for Local Educ.	7,504,950	-	7,504,950
4934	Taxes Assessed for State Educ	981,844	-	981,844
4939	Payments to Other Governments	-	-	-
Less Proprietary Funds or Capital Project Funds				
TOTAL GENERAL FUND EXPENDITURES		13,662,916	233,225	13,283,110

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
4909	Agents on capital reserve or trust

1	2	3	4
Acct. #	SOURCE OF REVENUE	Estimated Revenues Used to Set Tax Rate	Actual Revenues
	TAXES		
3110	Property Taxes (commitment less overlay)	12,233,777	12,221,929
3120	Land Use Change Taxes - General Fund	3,000	7,748
3121	Land Use Change Taxes - Conservation Fund		
3180	Resident Taxes	-	-
3185	Timber Taxes	1,000	2,387
3186	Payment in Lieu of Taxes	3,260	2,237
3187	Excavation Tax (\$0.02 cents per cu yd)	300	109
3189	Other Taxes	-	-
3190	Interest & Penalties on Delinquent Taxes	80,000	97,112
	Inventory Penalties	-	-
	LICENSES, PERMITS & FEES		
3210	Business Licenses & Permits	5,000	-
3220	Motor Vehicle Permit Fees	580,000	655,295
3230	Building Permits	12,000	11,355
3290	Other Licenses, Permits & Fees	22,000	28,236
3311-3319	From Federal Government	-	-
	FROM STATE		
3351	Shared Revenues	-	-
3352	Meals & Rooms Tax Distribution	193,637	193,606
3353	Highway Block Grant	94,937	94,688
3354	Water Pollution Grant	-	-
3355	Housing & Community Development	-	-
3356	State & Federal Forest Land Reimbursement	-	-
3357	Flood Control Reimbursement	-	-
3359	Other (Including Railroad Tax)	2,500	2,439
3379	From Other Governments	8,427	8,428
	CHARGES FOR SERVICES		
3401-3406	Income from Departments	87,000	81,011
3409	Other Charges	-	-
	MISCELLANEOUS REVENUES		
3501	Sale of Municipal Property	-	37,606
3502	Interest on Investments	24,000	14,134
3503-3509	Other	41,000	54,261
	INTERFUND OPERATING TRANSFERS IN		
3912	From Special Revenue Funds	-	-
3913	From Capital Projects Funds	-	-
3914	From Enterprise Funds	-	-
	Sewer - (Offset)		
	Water - (Offset)		
	Electric - (Offset)		
	Airport - (Offset)		
3915	From Capital Reserve Funds	247,938	226,039
3916	From Trust & Fiduciary Funds	-	11,651
3917	Transfers from Conservation Fund	-	-
	OTHER FINANCING SOURCES		
3934	Proceeds from Long Term Bonds & Notes	-	-
	Less Proprietary Funds or Capital Project Funds		
	TOTAL GENERAL FUND REVENUE	13,639,776	13,750,271

General Fund Balance Sheet for Town/City of		Town of Lee	2013
or Optional Reporting Year = n/a			
A. ASSETS	Acct. #	Beginning of Year	End of year
Current assets	(a)	(b)	(c)
a. Cash and equivalents	1010	5,077,647	3,711,993
b. Investments	1030	1,325,695	3,338,193
c. Restricted Assets		-	-
d. Taxes receivable (See Section D, page 7)	1080	1,376,812	1,573,486
e. Tax liens receivable (See Section D, page 7)	1110	485,689	439,668
f. Accounts receivable	1150	3,644	5,645
g. Due from other governments	1260	-	-
h. Due from other funds	1310	614,514	303,255
i. Other current assets	1400	-	-
j. Tax deeded property (subject to resale)	1670	-	-
TOTAL ASSETS		8,884,001	9,372,240
B. LIABILITIES AND FUND EQUITY	Acct. #	Beginning of Year	End of year
Current liabilities	(a)	(b)	(c)
a. Warrants and accounts payable	2020	8,773	30,759
b. Compensated absences payable	2030	-	-
c. Contracts payable	2050	-	-
d. Due to other governments	2070	4,724,820	4,800,331
e. Due to school districts	2075	-	-
f. Due to other funds	2080	39,150	200
g. Deferred revenue	2220	1,440,585	1,379,334
h. Notes payable - Current	2230	-	-
i. Bonds payable - Current	2250	-	-
j. Other payables	2270	5,971	29,752
TOTAL CURRENT LIABILITIES		6,219,299	6,240,377
Fund equity *			
a. Nonspendable Fund Balance	2440	-	-
b. Restricted Fund Balance	2450	-	-
c. Committed Fund Balance	2460	-	-
d. Assigned Fund Balance	2490	41,722	32,402
e. Unassigned Fund Balance	2530	2,622,980	3,099,461
TOTAL FUND EQUITY		2,664,702	3,131,863
3. TOTAL LIABILITIES AND FUND EQUITY		8,884,001	9,372,240

MS-5	RECONCILIATION (to assist in balance sheet preparation)			
A. GENERAL FUND BALANCE SHEET RECONCILIATION				
	Total Revenues From Page 5		13,750,271	
	Less Expenditures From Page 4		13,283,110	
	Increase (decrease)		467,161	
	Ending Fund Equity From Balance Sheet		3,131,863	
	Less Beginning Fund Equity From Balance Sheet		2,664,702	
	Increase (decrease)		467,161	
B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075			Amount	
	1. School district liability at beg. of year (From balance sheet Acct # 2075, column b)		4,724,820	
	2. ADD: School district assessment for current year		8,486,794	
	3. TOTAL LIABILITY WITHIN CURRENT YEAR (Sum of lines 1 and 2)		13,211,614	
	4. SUBTRACT: Payments made to school district		< 8,959,993 >	
	(To balance sheet Acct # 2075, column c)		4,251,621	
C. RECONCILIATION OF TAX ANTICIPATION NOTES			Amount	
	1. Short-term (TANS) debt at beginning of year	\$	-	
	2. ADD: New issues during current year		-	
	3. SUBTRACT: Issues retired during current year	<	-	>
	4. Short-term (TANS) debt outstanding at end of year (Lines 1 + 2 - 3) (To balance sheet in Acct # 2230, column c)		-	

OPTIONAL RECONCILIATION (to assist in balance sheet preparation)

A. USE OF OVERLAY & ALLOWANCE FOR UNCOLLECTIBLES/ABATEMENTS	Year of this report	For Prior Levy	TOTAL
	(a)	(b)	(c)
1. Overlay/Allowance for Uncollectibles/Abatements (Beginning of year) *	92,000	63,000	155,000
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)	2,073	2,871	(4,944)
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)	-	-	-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)	-	-	-
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** (These amounts should be carried down to Section B, line 2)	71,907	20,093	92,000
6. Excess of estimate (Add to revenue on page 5)	18,020	40,036	58,056
<p>*Use overlay amount from tax rate for column (a) and use last year's balance of line 5, Allowance for abatements for column b (see your form from last year).</p> <p>**The amount in column c will go into line 1(b) for next year's worksheet.</p>			
B. TAXES/LIENS RECEIVABLE WORKSHEET	Acct. #1080	Acct. #1110	TOTALS
<i>(From pgs 2-3 of tax collector's report) ></i>	Taxes	Liens	
	(a)	(b)	(c)
1. Uncollected, end of year	1,645,394	459,761	2,105,155
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Section A above, line 5)	71,907	20,093	92,000
3. Receivable, end of year (To Balance Sheet Acct. #1080 and 1110, column c)	1,573,486	439,668	2,013,155

**Public Notice
Town of Lee, NH
Lee Zoning Board of Adjustment**

The Town of Lee Zoning Board of Adjustment will conduct a public hearing on Wednesday, October 30, 2013 at the Public Safety Complex meeting room at a meeting beginning at 7:00 pm regarding the application for a Special Exception to Article V, Section D, Special Exception of the 2013 Lee Zoning Ordinance. The applicant, Three Swallows Properties LLC, agent, Ed Bannister. The applicants request a Special Exception to allow for a Day Care Center in an existing building. The property is known as Tax Map #11-6-0200.

You are invited to appear in person or by representation of agent of counsel and state reasons why this application should or should not be approved. Application information is on file with the Office of Planning & Zoning located at the Lee Town Hall.

POSTED AT THE LEE TOWN HALL, OFFICE OF PLANNING & ZONING AND
LEE TOWN CLERK TAX COLLECTORS ON THURSDAY, OCTOBER 17, 2013
AT 12:00 PM.

ADVERTISED IN FOSTER'S DAILY DEMOCRAT.