

SELECT BOARD MEETING AGENDA

&

BOND HEARING

Pursuant to NH RSA 33:8-a

DATE: 6:00pm Monday, January 6, 2014

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. **BOND HEARING – Library Community Center Project**
Presentation by the Lee Public Library Community Center Building Committee, Dennis Mires and Milestone Construction
3. Public Comment
4. Department of Transportation, Driveway Permit Application – Future Lee Library Driveway Entrance
Request permission to construct a driveway on the west side of NH Route 155 in the Town of Lee at a location which will meet NHDOT requirements.
5. Town Administrator's Report
 - Review Warrant Articles
 - Miscellaneous
6. Consent Agenda Items - (Individual items may be removed by any Selectman for separate discussion and vote)

SIGNATURES REQUIRED

Abatements
Notice of Intent to Cut Wood

INFORMATION ONLY

7. Acceptance of Minutes – Minutes and Non Public Minutes from December 23, 2013
8. Acceptance of Manifest #13 and Weeks Payroll Ending January 5, 2014
9. Miscellaneous/Unfinished Business
10. Non-Public
 - a. RSA 91- A:3 II (a) – Personnel Issue
11. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on January 3, 2014

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: Jan 3, 2013

Agenda Item No. 2

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
1/2/2014

Agenda Item Title: Library Bond Hearing – NH RSA 33:8-a

Requested By: Board of Selectman

Date: 1/2/2014

Contact Information: 603-659-5414

Presented By: Library Building Committee, Dennis Myers and Milestone Construction

Description: To see if the Town will vote to raise and appropriate the sum of \$3,700,000 (gross budget) for the purpose of designing, engineering, building and equipping a new Public Library Community Center, and to authorize the issuance of not more than \$X,XXX,XXX of bonds or notes in accordance with the provisions of the Municipal Finance Act RSA 33:1 et seq., as amended; and to authorize the Selectmen to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Selectmen to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Selectmen to take any other action or to pass any other vote relative thereto, including, but not limited to, withdrawing \$XXX,XXX from the Library Building Capital Reserve Fund created for this purpose and utilizing \$XXX,XXX from the Undesignated Fund Balance, with the balance of \$XXX,XXX to be raised by private fundraising and donation.

Financial Details: Proposed total project cost \$3.7M, bond amount TBD but is expected to be between \$2.5M and \$3.0M

Legal Authority RSA 33:8-a – Procedure For Authorizing Bonds Or Notes In Excess Of \$100,000

I. There shall be at least one public hearing concerning any proposed municipal bond or note issue in excess of \$100,000 held before the governing board of any municipality. Said hearing shall be held at least 15 days, but not more than 60 days prior to the meeting, or adjourned session thereof, at which the bond or note issued is to be voted upon. Notice of the time, place and subject of such hearing shall be published in a newspaper of general circulation in the municipality at least 7 days before it is held. Whenever possible the governing board shall determine the form of the warrant article after the public hearing.

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to approve the Warrant Article as presented, with the following amounts inserted: Gross Budget \$ _____; Bond amount \$ _____; Library CRF \$ _____; Fund Balance \$ _____; Donation \$ _____. The Board will/will not recommend this Warrant Article.



Community Room

The material contained in these drawings and the design they are intended to convey are the exclusive property of Dennis B. Mires. Possession and use hereof is granted only confidentially in connection with construction and / or sale of the structure depicted herein as authorized by him, and the recipient agrees to abide by these restrictions. Any use, reproduction or disclosure of any information, in whole or in part, contained herein, without written permission of Dennis B. Mires, is expressly prohibited.

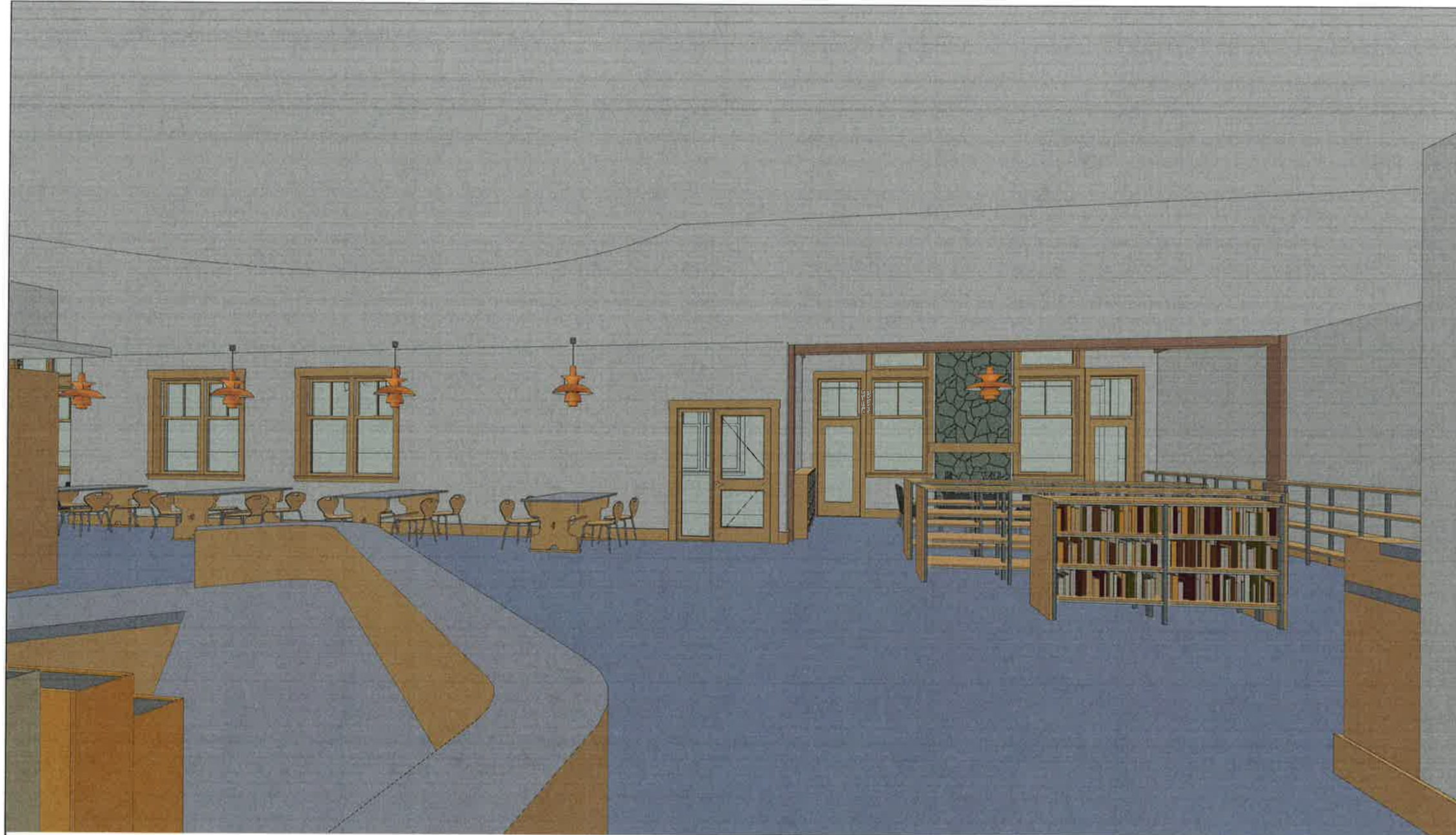
DENNIS MIRES, P.A.
THE ARCHITECTS
 697 Union Street, Manchester NH
 603-625-4548 FAX 603-625-1067

LEE PUBLIC LIBRARY

proj. no.:#P1n

date:

VIEW IN TO
 COMMUNITY ROOM



The material contained in these drawings and the design they are intended to convey are the exclusive property of Dennis B. Mires. Possession and use hereof is granted only confidentially in connection with construction and / or sale of the structure depicted herein as authorized by him, and the recipient agrees to abide by these restrictions. Any use, reproduction or disclosure of any information, in whole or in part, contained herein, without written permission of Dennis B. Mires, is expressly prohibited.

DENNIS MIRES, P.A.
THE ARCHITECTS
697 Union Street, Manchester NH
603-625-4548 FAX 603-625-1067

LEE PUBLIC LIBRARY

proj. no.:#Pln

date:

VIEW IN FROM
LIBRARY DOOR



FRONT ELEVATION



FRONT ELEVATION

LEE PUBLIC LIBRARY

#Site Full Address

DENNIS MIRBS, P.A.
THE ARCHITECTS
1000 W. 10th Street, Suite 100
Tulsa, Oklahoma 74106
Phone: (918) 438-1111
Fax: (918) 438-1112
www.dennismirbs.com

3D Views

revisions:

date: **/**/****
proj. no.: #Pin

3D.3



REAR ELEVATION



REAR ELEVATION

LEE PUBLIC LIBRARY #Site Full Address
<p>DENNIS MITTS, P.A. THE ARCHITECTS 1000 W. 10TH ST. MILWAUKEE, WI 53233</p>
<p>3d Views</p>
<p>revisions:</p>
<p>date: **/**/**** proj. no.: #P#</p>
<p>3D.4</p>



Side East
SCALE: 1/8" = 1'-0"



Side/West
SCALE: 1/8" = 1'-0"

LEE PUBLIC LIBRARY

#Site Full Address

DENNIS MORSE, P.A.
ARCHITECTS
1111 W. 10TH ST.
TULSA, OK 74107
(918) 438-7100

NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF DENNIS MORSE, P.A.

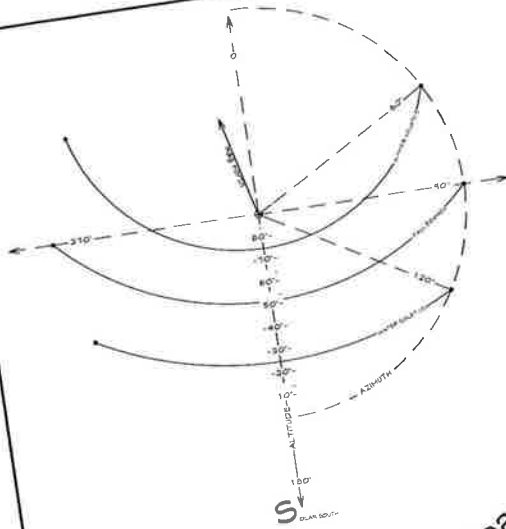
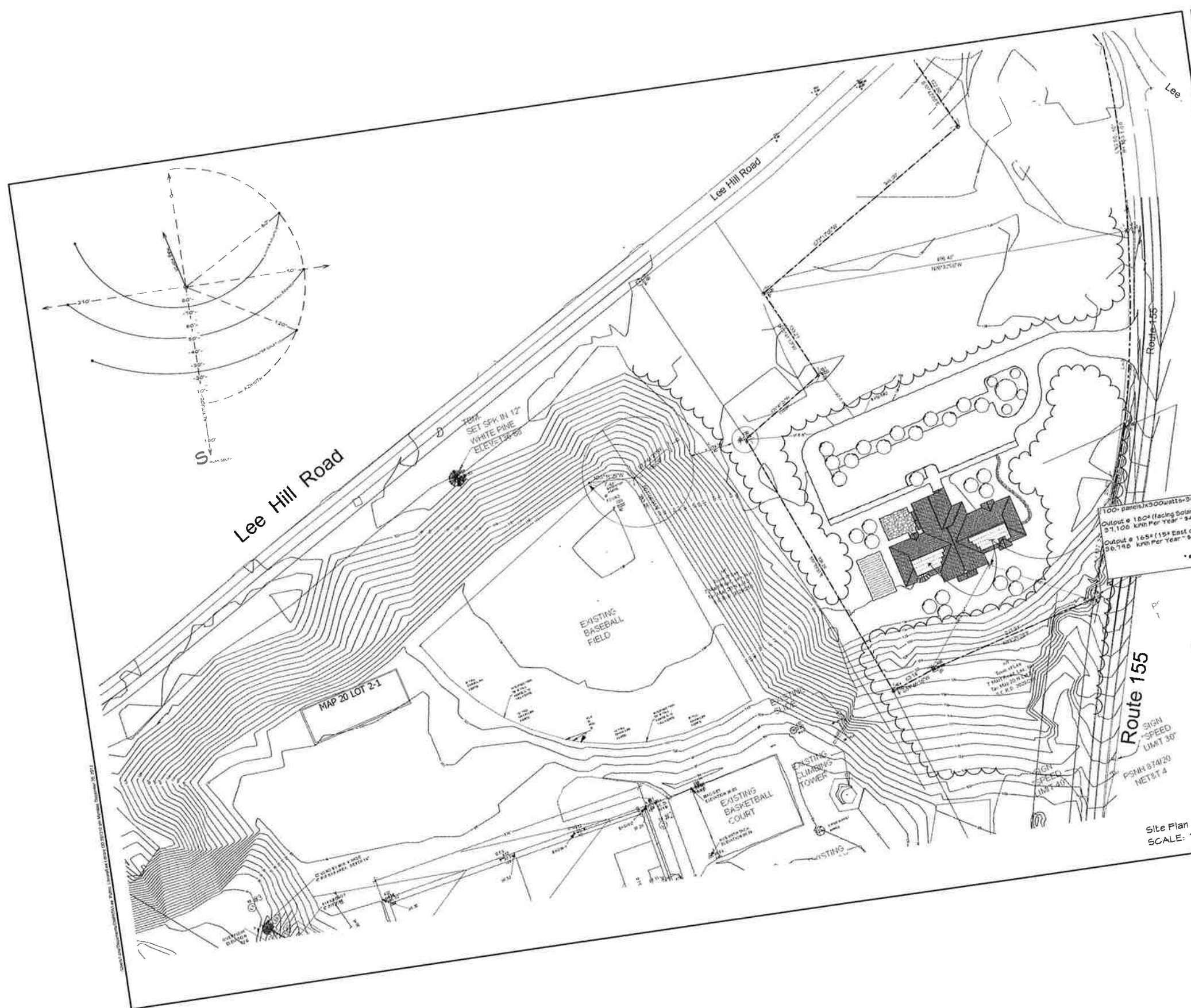
Elevations

Revisions:

date: **/**/****

proj. no.: ***/**

01.3



LEE PUBLIC LIBRARY

#Site Full Address

DENNIS MILES, P.A.
 ARCHITECTS
 THE ARCHITECTS
 AND ENGINEERS

Site w/ PV
 Analysis

revisions:

date: 11/12/2011
 proj. no.: 1111

SP.PV

Site Plan w/ Solar Potential
 SCALE: 1" = 50'



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

Office Use Only

Meeting Date: Jan 6, 2013

Agenda Item No. 4

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
1/6/2014

Agenda Item Title: NH Dept. of Transportation, Driveway Permit Application

Requested By: Library Building Committee

Date: 1/2/2014

Contact Information: 603-659-5414

Presented By: Library Building Committee

Description: Request permission to construct 1 driveway on the west side of NH Route 155 in the Town of Lee at a location which will meet the requirements for safety specified in said statutes.

Financial Details: Cost to construct driveway TBD

Legal Authority NH RSA 236:13 Driveways and Other Accesses to the Public Way

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

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to approve request of the Library Community Center Building Committee to submit Driveway Permit Application to the NH DOT and authorize Town Administrator to execute same.

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

District 1, 641 Main St, Lancaster, NH 03584

District 4, 19 Base Hill Road, Swanzey, NH 03446

District 2, 8 Eastman Hill Road, Enfield, NH 03748

District 5, PO Box 16476, Hooksett, NH 03106

District 3, 2 Sawmill Rd, Gilford, NH 03249

District 6, PO Box 740, Durham, NH 03824

APPLICATION FOR DRIVEWAY PERMIT

Pursuant to the provisions of Revised Statutes Annotated, Chapter 236, Section 13 (printed on reverse of application) and amendments thereto, and Declaratory Ruling 2000-01, permission is requested to: (circle one): Construct Alter (Indicate quantity of) 1 driveway entrance(s) to my property on the (circle one): North South East West side of NH Route 155 or Street/Road: In the Town of Lee at a location which will meet the requirements for safety specified in said statutes.

The driveway entrance(s) requested is (are) for access to: Future Lee Town Library Residence, Industry, Business, Subdivision, Other

Describe nature and size of industry, business or subdivision: Proposed 12125 sf Town Library 40 Feet (circle one): North South East West of Utility Pole Number: PSNH 874/18 410 Feet or Miles (circle one): North South East West of Road or Junction: Lee Hook Road

Town Tax Map # 20N and Lot # 2-0

As the landowner (or designated applicant) I agree to the following:

- 1. To construct driveway entrance(s) only for the bonafide purpose of securing access to private property such that the highway right-of-way is used for no purpose other than travel.
2. To construct driveway entrance(s) at permitted location(s).
3. To construct driveway entrance(s) in accordance with statutes, rules, standard drawings, and permit specifications as issued by the New Hampshire Department of Transportation.
4. To defend, indemnify and hold harmless the New Hampshire Department of Transportation and its duly appointed agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.
5. To furnish and install drainage structures that are necessary to maintain existing highway drainage and adequately handle increased runoff resulting from the land development and obtain all easements thereto.
6. I am the owner or a duly authorized agent of the owner of the parcel upon which the driveway will be constructed. I have provided accurate and complete title and subdivision information concerning the parcel to the Department. I understand that the Department is relying on this information in considering this application and that the Department does not perform independent title research or make judgments about title or access disputes.
• For new driveway(s), include copy of current deed and, if not the same, previous deed dated prior to July 1, 1971 of the parcel. If this parcel is part of a larger tract subdivided after July 1, 1971, then provide complete subdivision plans and deed history dating back to at least July 1, 1971.
• Attach sketch or plan showing existing and proposed driveway(s) and the adjacent highway indicating distance to town road, town line, or other readily identifiable feature or landmark and also to the nearest utility pole (including pole numbers)

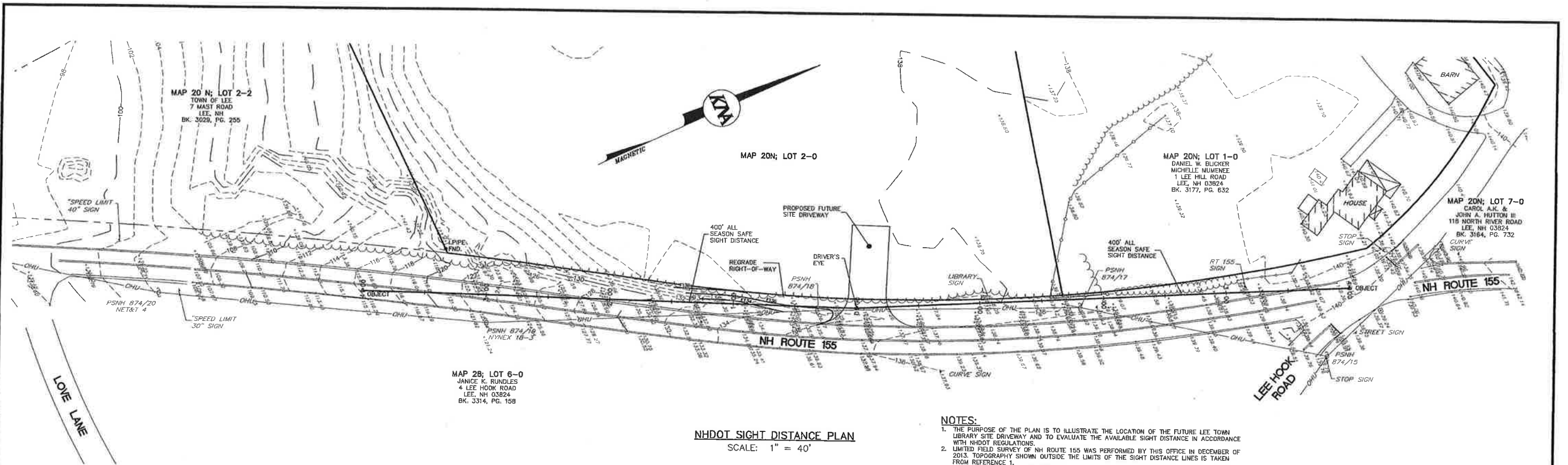
Signature of Landowner (Applicant) 7 Mast Road Mailing Address

Printed Name of Landowner Lee, NH 03824 Town/City, State, Zip Code

Date: Telephone Number(s)

Contact /Agent, if not Landowner: Jeffrey Merritt, P.E. (Keach-Nordstrom Associates, Inc)

FOR OFFICE USE ONLY:
GPS N = GPS W =
Section: Width: Speed:
Right of Way: Drainage: SLD:
Conditions:
Permit Number Assigned:

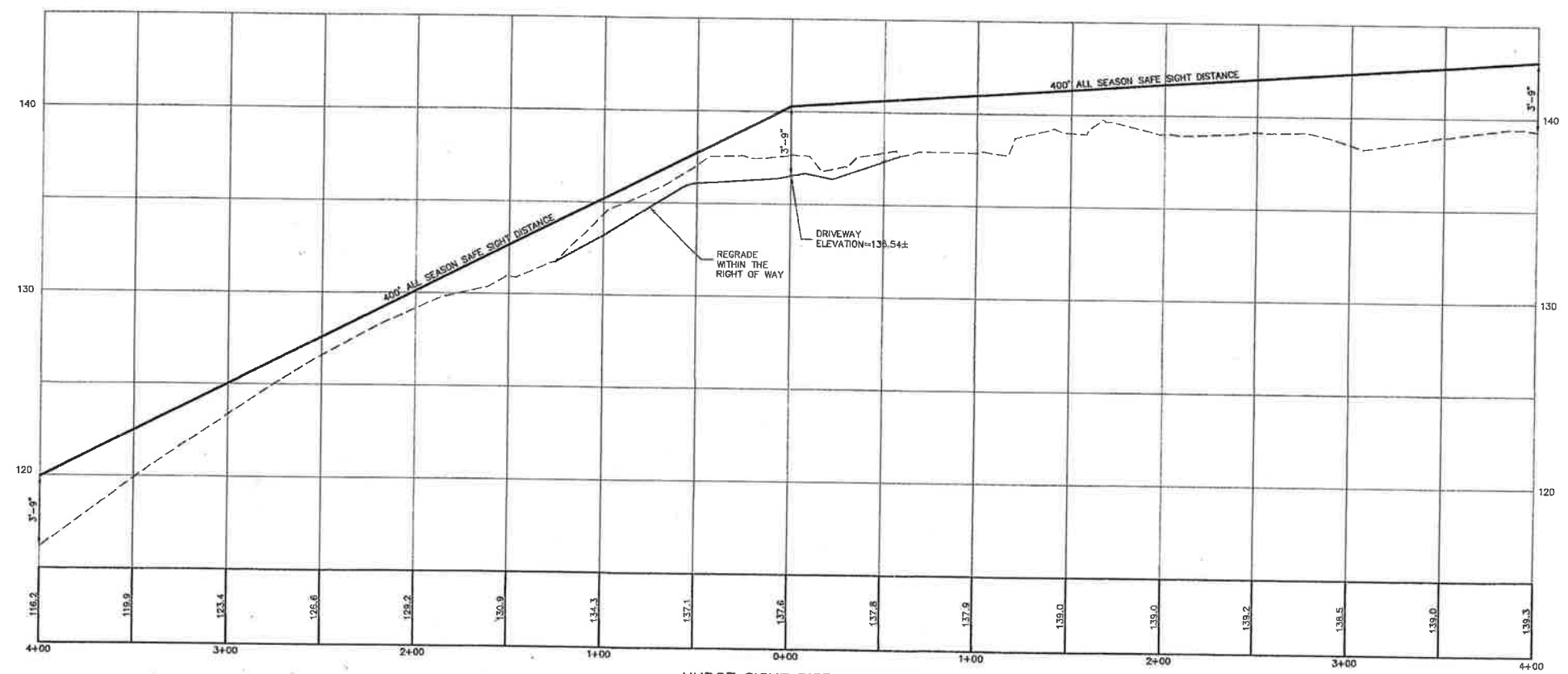
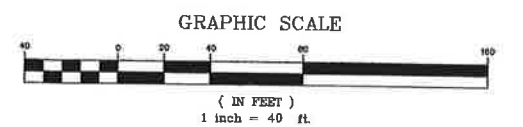


NOTES:

1. THE PURPOSE OF THE PLAN IS TO ILLUSTRATE THE LOCATION OF THE FUTURE LEE TOWN LIBRARY SITE DRIVEWAY AND TO EVALUATE THE AVAILABLE SIGHT DISTANCE IN ACCORDANCE WITH NHDOT REGULATIONS.
2. LIMITED FIELD SURVEY OF NH ROUTE 155 WAS PERFORMED BY THIS OFFICE IN DECEMBER OF 2013. TOPOGRAPHY SHOWN OUTSIDE THE LIMITS OF THE SIGHT DISTANCE LINES IS TAKEN FROM REFERENCE 1.
3. LIMIT OF RIGHT OF WAY IS TAKEN FROM REFERENCE 2.

REFERENCE:

1. "ELECTRONIC WORKSHEET OF TAX MAP 20N, LOTS 2-0 & 2-2" BY FARWELL ENGINEERING SERVICES, LLC.
2. "SUBDIVISION OF LAND PREPARED FOR DANIEL BRICKER & MICHELLE MUMENEY LOCATED AT ROUTE 155 & LEE HILL ROAD, LEE, NH", BY ATLANTIC SURVEY CO. INC., REVISED 6-19-06, SCRD PLAN # 0087-060.



NHDOT SIGHT DISTANCE PROFILE
SCALE: 1" = 40' (HORIZ.)
1" = 4' (VERT.)

PRELIMINARY

SIGHT DISTANCE PLAN AND PROFILE
TOWN OF LEE PUBLIC LIBRARY

MAP 20N; LOT 2-0
NH ROUTE 155
LEE, NEW HAMPSHIRE
STRAFFORD COUNTY

OWNER OF RECORD: XXX	APPLICANT: DENNIS MIRE, P.A. THE ARCHITECTS 697 UNION STREET MANCHESTER, NH 03104
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KMA KEACH-NORDSTROM ASSOCIATES, INC.
Civil Engineering Land Surveying Landscape Architecture
10 Commerce Park North, Suite 3B, Bedford, NH 03110 Phone (603) 827-2881

REVISIONS			
No.	DATE	DESCRIPTION	BY

DATE: DECEMBER 13, 2013 SCALE: 1" = 40'
PROJECT NO: 13-0912-2 SHEET 1 OF 1

ARTICLE 1

To choose all necessary Town Officers for the ensuing year:

ARTICLE 2

Pursuant to RSA 673:6 the Town of Lee Planning Board is allowed by vote of the legislative body to have alternate members. The Lee Planning Board is requesting that the legislative body approve two (2) alternate members. Their term will be for three (3) years each as provided in the statute. If passed by majority vote, this shall take effect upon passage.

ARTICLE 3

The 2013 Lee Zoning Ordinance, if amendments/changes/additions are passed by Town vote this March, this will change to the 2014 Lee Zoning Ordinance. The proposed changes are as follows;

Note: ***Changes are Bold Italics*** and Deletions are underlined.

Article XXIII

Nonconforming Uses ***and Buildings/Structures***

Any ***lawful*** nonconforming use may continue in its present use except that any nonconforming use or building may not be:

1. Changed to another nonconforming use;
2. Re-established after discontinuance for one (1) year except to a use conforming to the district in which it is located ;
3. Extended in area. ***Extended throughout other parts of the building or structure if it is located only in a portion of the building or structure.***

A lawful nonconforming building or structure that is damaged or destroyed may be restored or reconstructed , provided that such restoration or reconstruction shall not enlarge the overall building footprint or volume of the building or cause the building or structure to become more nonconforming.

ARTICLE 4

To see if the Town will vote to raise and appropriate the sum of \$3,700,000 (gross budget) for the purpose of designing, engineering, building and equipping a new Public Library Community Center, and to authorize the issuance of not more than \$X,XXX,XXX of bonds or notes in accordance with the provisions of the Municipal Finance Act RSA 33:1 et seq., as amended; and to authorize the Selectmen to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Selectmen to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Selectmen to take any other action or to pass any other vote relative thereto, including, but not limited to, withdrawing \$XXX,XXX from the

Library Building Capital Reserve Fund created for this purpose and utilizing \$XXX,XXX from the Undesignated Fund Balance, with the balance of \$XXX,XXX to be raised by private fundraising and donation. (The Board of Selectmen does/does not recommend this appropriation.)

Requires 3/5 ballot vote to pass.

NOTE: If the intent is to obtain the Bond in 2015, this language may need to be inserted in the WA above “ ..and further to raise and appropriate an additional sum of \$xxx for the first year’s payment on the bond”.

ARTICLE 5 (PETITION, if submitted)

ARTICLE 6

Pursuant to NH RSA 31:39 and RSA 149-M:17, shall the Town adopt revisions to its Solid Waste Ordinance, as recommended by the Board of Selectmen? Majority vote required.

ARTICLE 7

To see if the Town will vote to raise and appropriate a sum not to exceed One hundred eighty thousand dollars (\$180,000), including transaction costs, to purchase and acquire approximately forty acres, more or less, of land at 164 Stepping Stones Road, owned by Ronald William Kennard, Map 7 Lot 5-0, and to authorize the withdrawal of up to One hundred eighty thousand dollars (\$180,000) from the Land Use Change Tax Fund for this acquisition. (Recommended by the Board of Selectmen.) Majority vote required.

ARTICLE 8

Shall the Town of Lee raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$X,XXX,XXX. Should this article be defeated, the default budget shall be \$3,555,732.00, which is the same as last year, with certain adjustments required by previous action of the Board of Selectmen or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (The Board of Selectmen recommends this appropriation.) Majority vote required.

ARTICLE 9

To see if the Town will vote to raise and appropriate the sum of two hundred and ninety-two thousand dollars (\$292,000) to be deposited into the following Capital Reserve Trust Funds and to authorize the use of (\$XXX,000) from the Undesignated Fund Balance with (\$XXX,000) from general taxation. (The Board of Selectmen does/does not recommend this appropriation.) Majority vote required.

Accrued Benefits Trust

\$ 25,000

Fire Ponds and Cisterns CRF	\$ 20,000
Fire Equipment CRF	\$ 55,000
Highway Equipment CRF	\$ 40,000
Land Acquisition CRF	\$ 10,000
Library Maintenance CRF	\$ 7,000
Revaluation CRF	\$ 10,000
Highway Dept. Road/Bridge Improvement CRF	\$ 70,000
Town Building CRF	\$ 35,000
Transfer Station Equipment CRF	\$ 20,000

ARTICLE 10

To see if the Town will vote to raise and appropriate the sum of One hundred thousand dollars (\$100,000) to be deposited into the Lee Library/Community Center Capital Reserve Fund (The Board of Selectmen does/does not recommend this appropriation.) Majority vote required.

ARTICLE 11

To see if the Town will vote to raise and appropriate the sum of Thirty thousand dollars (\$30,000) to be deposited into the Recreation Capital Reserve Fund. (The Board of Selectmen does/does not recommend this appropriation.) Majority vote required.

ARTICLE 12

To see if the Town will vote to establish a contingency fund for Fiscal Year 2015 for unanticipated expenses that may arise and further to raise and appropriate Thirty-four thousand two hundred and ninety-two dollars (\$34,292) to go into the fund. This sum to come from the undesignated fund balance and no amount to be raised from taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. The governing body shall annually publish a detailed report of all expenditures from the fund. (The Board of Selectmen does/does not recommend this appropriation.) Majority vote required.

ARTICLE 13

To see if the Town will vote to change the purpose of the existing Accrued Benefits Trust Fund to include expenditures for current Town employees for payments in lieu of vacation and to name the Board of Selectmen as the agent to expend. (The Board of Selectmen does/does not recommend this appropriation.) 2/3 ballot vote required.

ARTICLE 14

To see if the Town will vote to discontinue the Fire Building Maintenance Fund created in 1995. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the Town's general fund. (The Board of Selectmen does/does not recommend this appropriation.) Majority vote required.

ARTICLE 15

To see if the Town will vote to raise and appropriate the sum of Twenty-seven thousand, five hundred and ninety-three dollars (\$27,593) for the purchase of a new police cruiser and changeover of radios and safety equipment. (The Board of Selectmen does/does not recommend this appropriation.) Majority vote required.

DRAFT

**ABATEMENT
RECOMMENDATION**

TO: Select Board
Town of Lee

FROM: Scott P. Marsh, CNHA
Municipal Resources Inc.
Contracted Assessor's Agents

DATE: December 23, 2013

RE: Walter and Ann Paschal
121 Alder Street
Waltham, MA 02453

Property Tax Map 26 Lot 002-B13
Address: B13 Wadleigh Campground

Tax Year: 2013
Assessment: \$2,900

The subject is a camper on rented site in Ferndale Acres Campground. The assessor's office was only recently informed of the correct owner of this property and the assessing system has been updated. As this is the case, it is recommended that an abatement in the amount of \$106 plus any applicable interest be granted.

Please note that a supplemental recommendation to the correct owner is being processed.

Abatement Granted

Abatement Denied

Dated _____

**SUPPLEMENT
RECOMMENDATION**

TO: Select Board
Town of Lee

FROM: Scott P. Marsh, CNHA
Municipal Resources
Contracted Assessor's Agents

DATE: December 23, 2013

RE: Daniel Wallace
65 Bayfield Road
North Quincy, MA 02171

Property Tax Map 26 Lot 002-B13
Address: B13 Wadleigh Campground

Tax Year: 2013

The above referenced property is a camper on a rented site located in the Wadleigh Campground. The assessing office was only recently informed of the correct ownership and as such it is recommended that a supplemental tax bill in the amount of \$40 for the 2013 second issue be processed.

Please note that an abatement to the incorrect owner is being processed.

Supplement Approved

Supplement Denied

Dated _____

**ABATEMENT
RECOMMENDATION**

TO: Select Board
Town of Lee

FROM: Scott P. Marsh, CNHA
Municipal Resources Inc.
Contracted Assessor's Agents

DATE: December 23, 2013

RE: Donna Fleury (Donna Elerry on warrant)
2 Stonehedge Road, Unit 21
Londonderry, NH 03053

Property Tax Map 31 Lot 004-204
Address: L04 Wellington Campground

Tax Year: 2013
Assessment: \$2,700

The subject is a camper on rented site in Ferndale Acres Campground. The assessor's office was only recently informed of the correct owner of this property and the assessing system has been updated. As this is the case, it is recommended that an abatement in the amount of \$38 plus any applicable interest be granted.

Please note that a supplemental recommendation to the correct owner is being processed.

Abatement Granted

Abatement Denied

Dated _____

**SUPPLEMENT
RECOMMENDATION**

TO: Select Board
Town of Lee

FROM: Scott P. Marsh, CNHA
Municipal Resources
Contracted Assessor's Agents

DATE: December 23, 2013

RE: Lisa Gagne
26 School Street
Manchester, NH 03102

Property Tax Map 31 Lot 004-204
Address: L04 Wadleigh Campground

Tax Year: 2013

The above referenced property is a camper on a rented site located in the Wellington Campground. The assessing office was only recently informed of the correct ownership and as such it is recommended that a supplemental tax bill in the amount of \$38 for the 2013 second issue be processed.

Please note that an abatement to the incorrect owner is being processed.

Supplement Approved

Supplement Denied

Dated _____

**ABATEMENT
RECOMMENDATION**

TO: Select Board
Town of Lee

FROM: Scott P. Marsh, CNHA
Municipal Resources Inc.
Contracted Assessor's Agents

DATE: December 23, 2013

RE: Unknown
C/O Ferndale Acres
130 Wednesday Hill Road
Lee, NH 03861-1104

Property Tax Map 28 Lot 001-00H
Address: SO3 Ferndale Acres Campground

Tax Year: 2013
Assessment: \$7,700

The subject is a camper on rented site in Ferndale Acres Campground. The assessor's office was only recently informed of the correct owner of this property and the assessing system has been updated. As this is the case, it is recommended that an abatement in the amount of \$106 plus any applicable interest be granted.

Please note that a supplemental recommendation to the correct owner is being processed.

Abatement Granted

Abatement Denied

Dated _____

**SUPPLEMENT
RECOMMENDATION**

TO: Select Board
Town of Lee

FROM: Scott P. Marsh, CNHA
Municipal Resources
Contracted Assessor's Agents

DATE: December 23, 2013

RE: William A. Gilbert
25 Norwich Place
Derry, NH 03038

Property Tax Map 28 Lot 00S-003
Address: S03 Ferndale Acres Campground

Tax Year: 2013

The above referenced property is a camper on a rented site located in the Ferndale Acres Campground. The assessing office was only recently informed of the correct ownership and as such it is recommended that a supplemental tax bill in the amount of \$106 for the 2013 second issue be processed.

Please note that an abatement to the incorrect owner and site number (Map 28 Lot 1-H) is being processed.

Supplement Approved

Supplement Denied

Dated _____

**ABATEMENT
RECOMMENDATION**

TO: Select Board
Town of Lee

FROM: Scott P. Marsh, CNHA
Municipal Resources Inc.
Contracted Assessor's Agents

DATE: December 23, 2013

RE: Unknown
C/O Ferndale Acres Campground
130 Wednesday Hill Road
Lee, NH 03861

Property Tax Map 28 Lot 001-00D
Address: Lot D Ferndale Acres Campground

Tax Year: 2013
Assessment: \$5,900

The subject is a camper on rented site in Ferndale Acres Campground. The assessor's office was only recently informed that the camper was removed earlier this year. As this is the case, it is recommended that an abatement in the amount of \$82 plus any applicable interest be granted.

Abatement Granted

Abatement Denied

Dated _____

**ABATEMENT
RECOMMENDATION**

TO: Select Board
Town of Lee

FROM: Scott P. Marsh, CNHA
Municipal Resources Inc.
Contracted Assessor's Agents

DATE: December 23, 2013

RE: Unknown
C/O Ferndale Acres Campground
130 Wednesday Hill Road
Lee, NH 03861

Property Tax Map 28 Lot 001-00E **Tax Year: 2013**
Address: Lot E Ferndale Acres Campground **Assessment: \$5,700**

The subject is a camper on rented site in Ferndale Acres Campground. The assessor's office was only recently informed that the camper was removed earlier this year. As this is the case, it is recommended that an abatement in the amount of \$79 plus any applicable interest be granted.

Abatement Granted

Abatement Denied

Dated _____

**ABATEMENT
RECOMMENDATION**

TO: Select Board
Town of Lee

FROM: Scott P. Marsh, CNHA
Municipal Resources Inc.
Contracted Assessor's Agents

DATE: December 23, 2013

RE: Gary and Jeanette Ellis
1 Patrick Way
Methuen, MA 01844

Property Tax Map 26 Lot 002-B06
Address: B06 Wadleigh Campground

Tax Year: 2013
Assessment: \$7600

The subject is a camper on rented site in Ferndale Acres Campground. The assessor's office was only recently informed that the camper had been sold and removed from the site. The previous owner submitted a check for the prorated period of time the camper was in Lee. As this is the case, it is recommended that an abatement in the amount of \$82 plus any applicable interest be granted.

Abatement Granted

Abatement Denied

Dated _____

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: December 23, 2013

From: Scott Marsh, CNHA
Municipal Resources
Contract Assessors' Agents


RE: Veteran Tax Credit Application
Tax Map 21 Lot 1-100

The above application and discharge paperwork has been provided and reviewed. Based on my review it appears that Richard Lattimer does qualify for the Veterans Tax Credit. As this is the case it is recommended that the application be approved for the 2014 tax year.

If there are any questions, please let me know.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
PERMANENT APPLICATION FOR PROPERTY TAX CREDIT/EXEMPTIONS
DUE DATE APRIL 15th PRECEDING THE SETTING OF THE TAX RATE
CALL YOUR CITY/TOWN FOR INCOME AND ASSET LIMITS

There is a separate page of instructions (pages 3 & 4) that accompany this form. If you do not receive the instructions, please visit our web site at www.nh.gov/revenue or contact your city/town.

STEP 1 NAME AND ADDRESS	PROPERTY OWNER'S LAST NAME <u>Lattimer</u>	FIRST NAME <u>Richard</u>	INITIAL <u>H</u>	
	PROPERTY OWNER'S LAST NAME <u>Lattimer</u>	FIRST NAME <u>Richard</u>	INITIAL <u>H</u>	
	MAILING ADDRESS <u>115 Wadleigh Falls Rd</u>			
	CITY/TOWN <u>Lee</u>	STATE <u>NH</u>	ZIP CODE <u>03861</u>	
	CITY/TOWN TAX MAP # <u>21</u>	BLOCK #	LOT # <u>1</u>	
ADDRESS OF PROPERTY <u>115 Wadleigh Falls Rd Lee NH 03861</u>				
STEP 2 VETERANS' TAX CRED- ITS/EX- EMPTION	1 Veteran's Name <u>Richard Henry Lattimer</u>			
	2 Date of Entry into Military Service <u>18 June 1987</u>	3 Date of Discharge/Release from Military Service <u>1 OCT 2007</u>		
	4 <input checked="" type="checkbox"/> Veteran <input checked="" type="checkbox"/> Veterans' Tax Credit			
	<input type="checkbox"/> Spouse <input type="checkbox"/> Credit for Service Connected Total and Permanent Disability			
	<input type="checkbox"/> Surviving Spouse <input type="checkbox"/> Credit for Surviving Spouse of Veteran Who Was Killed or Died on Active Duty			
	Veteran of Allied Country			
	5 Name of Allied Country Served in _____		6 Branch of Service <u>USN</u>	
	7 <input checked="" type="checkbox"/> US Citizen at time of entry into the Service		8 <input type="checkbox"/> Alien but Resident of NH at time of entry into the Service	
	9 Does any other eligible Veteran own interest in this property? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If YES, give name _____			
	10 <input checked="" type="checkbox"/> Total Veteran Exemption <input checked="" type="checkbox"/> (a) Veteran <input type="checkbox"/> (b) Surviving Spouse of that Veteran			
STEP 3 OTHER EXEMP- TIONS	11 <input type="checkbox"/> Elderly Exemption Applicant's Date of Birth _____ Spouse's Date of Birth _____ Must be 65 years of age on or before April 1st of year for which exemption is claimed.			
	12 <input type="checkbox"/> Disabled Exemption		<input type="checkbox"/> Solar Energy Systems Exemption	
	<input type="checkbox"/> Blind Exemption		<input type="checkbox"/> Woodheating Energy Systems Exemption	
<input type="checkbox"/> Deaf Exemption		<input type="checkbox"/> Wind-Powered Energy Systems Exemption		
STEP 4 IMPROVE- MENTS	13 <input type="checkbox"/> Improvements to Assist Persons with Disabilities <input type="checkbox"/> Improvements to Assist the Deaf			
STEP 5 RESIDEN- CY	14 <input checked="" type="checkbox"/> This is my primary residence			
<input checked="" type="checkbox"/> NH Resident for one year preceding April 1st in the year in which the tax credit is claimed (Veterans' Credit)				
<input type="checkbox"/> NH Resident for Five Consecutive Years preceding April 1st in the year the exemption is claimed (Disabled & Deaf Exemptions)				
<input type="checkbox"/> NH Resident for Three Consecutive Years preceding April 1st in the year the exemption is claimed (Elderly Exemption)				
STEP 6 OWNER- SHIP	15 Do you own 100% interest in this residence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If NO, what percent (%) do you own? _____			
STEP 7 SIGNA- TURES	Under penalties of perjury, I hereby declare that the above statements are true.			
	SIGNATURE (IN INK) OF PROPERTY OWNER 		DATE <u>12/20/13</u>	
SIGNATURE (IN INK) OF PROPERTY OWNER		DATE		
WHEN TO FILE	Deadline: Form PA-29 must be filed by April 15th <i>preceding</i> the setting of the tax rate. The assessing officials shall send written notice to the taxpayer of their decision by July 1st <i>prior</i> to the date of notice of tax. Failure of the assessing officials to respond shall constitute a denial of the application. Example: If you are applying for an exemption and/or credit of your 2013 property taxes, which are due no earlier than December 1, 2013, then you have until April 15th, 2013 to file this form. The assessing officials have until July 1st, to send notice of their decision. Failure of the assessing officials to respond shall constitute a denial of the application. A late response or a failure to respond by assessing officials does not extend the appeal period. Date of filing is when the completed application form is either hand delivered to the city/town, postmarked by the post office, or receipted by an overnight delivery service.			
APPEAL PROCE- DURE	If an application for a property tax exemption or tax credit is denied by the town/city, an applicant may appeal in writing on or before September 1st following the date of notice of tax under RSA 72:1-d to the New Hampshire Board of Tax and Land Appeals (BTLA) or to the Superior Court. Example: If you were denied an exemption from your 2013 property taxes, you have until September 1, 2014, to appeal. Forms for appealing to the BTLA may be obtained from the NH BTLA, 107 Pleasant Street, Concord, NH 03301, their web site at www.nh.gov/btla or by calling (603) 271-2578. Be sure to specify EXEMPTION APPEAL .			

PROPERTY OWNER'S NAME

PROPERTY OWNER'S NAME

TAX MAP/PARCEL/LOT

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
PERMANENT APPLICATION FOR PROPERTY TAX CREDIT/EXEMPTIONS
TO BE COMPLETED BY CITY/TOWN ASSESSING OFFICIALS

MUNICIPAL AUTHORIZATION

VETERANS' TAX CREDIT					
CITY/TOWN TAX MAP #	BLOCK #	LOT #	Granted	Denied	Date
<input type="checkbox"/>	Veterans' Tax Credit (\$50 minimum to \$500)	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Service Connected Total & Permanent Disability (\$700 minimum to \$2000)	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Surviving Spouse of Veteran Who Was Killed or Who Died on Active Duty (\$700 minimum to \$2000)	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Review Discharge Papers (Form DD214), Form # _____				
<input type="checkbox"/>	Other Information _____				

VETERANS' EXEMPTION					
			Granted	Denied	Date
<input type="checkbox"/>	Total Exemption	<input type="checkbox"/> (a) Veteran	<input type="checkbox"/>	<input type="checkbox"/>	_____
		<input type="checkbox"/> (b) Surviving Spouse	<input type="checkbox"/>	<input type="checkbox"/>	_____

APPLICABLE ELDERLY AND DISABLED EXEMPTION (OPTIONAL) INCOME AND ASSET LIMITS					
Income Limits	Disabled Exemption	Elderly Exemption	Elderly Exemption Per Age Category		
Single	\$ _____	\$ _____	65 - 74 years of age	\$ _____	
Married	\$ _____	\$ _____	75 - 79 years of age	\$ _____	
Asset Limits			80 + years of age	\$ _____	
Single	\$ _____	\$ _____			
Married	\$ _____	\$ _____			

OTHER EXEMPTIONS					
			Granted	Denied	Date
<input type="checkbox"/>	Elderly Exemption	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Disabled Exemption	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Improvements to Assist the Deaf	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Improvements to Assist Persons with Disabilities	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Blind Exemption	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Deaf Exemption	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Solar Energy Systems Exemption	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Woodheating Energy Systems Exemption	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Wind-Powered Energy Systems Exemption	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

A photocopy of this Form (Pages 1 & 2) or a Form PA-35 must be returned to the property owner after approval or denial before July 1st.

- The following documentation may be requested at the time of application in accordance with RSA 72:34, II:
- List of assets, value of each asset, net encumbrance and net value of each asset.
 - * Statement of applicant and spouse's income.
 - * Federal Income Tax Form.
 - * State Interest and Dividends Tax Form.
 - * Property Tax Inventory Form filed in any other town.
- * Documents are considered confidential and are returned to the applicant at the time a decision is made on the application.

Municipal Notes

Selectmen/Assessor(s) Printed Name	Signatures(s) of Approval (in ink)	Date

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO CUT WOOD OR TIMBER

YR TOWN OP#
13-255-03-T (Assigned by Municipality)

For Tax Year April 1, 13 to March 31, 14

PLEASE TYPE OR PRINT (If filling in form on-line; use TAB Key to move through fields)

- 1. City/Town of Lee
- 2. Tax Map No./Lot or USFS sale name & unit #: 5-22
- 3. Intent Type: Original Supplemental
(Use mouse to click on Check Boxes) Original Operation #
- 4. Name of road from which accessible: NORTH RIVER RD (RT 155)
- 5. a. Acreage of Lot: 102 Acreage of cut: 3
- b. Anticipated start date: 12/1/13
- 6. Type of ownership (check only one):
 - a. Owner of Land and Stumpage (Joint Tenants)
 - b. Owner of Land and Stumpage (Tenants in Common)
 - c. Previous owner retaining deeded timber rights
 - d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

REPORT OF CUT FORM / CERTIFICATE TO BE SENT TO:

OWNER OR BY MAIL OR
 LOGGER/FORESTER E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)
 Timber Tax Information is Available at www.revenue.nh.gov
 Questions?? Call (603) 230-5950

[Signature] 12/12/13
 SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

 SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

 PRINT CORPORATE OFFICER NAME AND TITLE DATE

FRANK W Reinhold Jr
 PRINT OWNER(S) NAME

297 N. RIVER RD
 MAILING ADDRESS

Lee NH 03861
 CITY/TOWN STATE ZIPCODE

603-659-2949 FRANK@FLAGHILL.COM
 PHONE E-MAIL

FOR ASSESSING OFFICIALS ONLY

The Selectmen/Assessing Officials hereby certify that:

- All owners of record have signed the Intent;
- The land is not under the Current Use Unproductive category;
- The form is complete and accurate; and
- Any timber tax bond required has been received:
 \$ _____ Date _____
- The tax collector will be notified within 30 days or receipt pursuant to RSA 79:10;
- This form to be forwarded to DRA within 30 days.

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	15	MBF
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak		MBF
Ash		MBF
Beech & Soft Maple		MBF
Pallet or Tie Logs	10	MBF
Other (Specify)		MBF
Pulpwood	Tons	Cords
Spruce & Fir		
Hardwood & Aspen		
Pine		
Hemlock		
Whole Tree Chips	250	
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood		Cords

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species:	Amount:
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10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner. I have become familiar with RSA 227-J, the timber harvest laws.

[Signature] 12/12/13
 SIGNATURE OF PERSON RESPONSIBLE FOR CUTTING DATE

Woodward Timber Inc.
 PRINT NAME

62 Stage Rd,
 MAILING ADDRESS

Northingham NH 03250
 CITY/TOWN STATE ZIPCODE

 PHONE E-MAIL

Signature (in ink) of Assessing Official	Date	Signature (in ink) of Assessing Official	Date	Signature (in ink) of Assessing Official	Date
Signature (in ink) of Assessing Official	Date	Signature (in ink) of Assessing Official	Date		