

SELECT BOARD MEETING AGENDA

DATE: 6:00pm Monday, March 3, 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. Public Comment
3. Caren Rossi, Planning and Zoning Administrator – Hayes Road Subdivision Road Naming
Jones & Beach Engineers, Inc. recommends Chestnut {Drive.}
4. Randy Stevens, Highway Supervisor – Cab and Chassis for 1-Ton Dump Truck
Review bids submitted for the new 2015 1-ton cab and chassis and authorize the Highway Supervisor to order the vehicle from the lowest responsible bidder. Said vehicle to be paid for out of the Expendable Highway Equipment Trust Fund.
5. Dana Partis, Cub Scout Master – Use of the Public Safety Complex Building
Discuss the Town Administrator's recent decision to disallow use of the Public Safety Complex for Cub Scout meetings during week nights.
6. Julie Glover, Town Administrator - Planning Board Appointment
Request the Board appoint Ryan Crosbie to a 3 year term on the Planning Board to place Kevin Crawford who resigned in October 2013.
7. Town Administrator's Report
 - Health Insurance – does Board want to explore other plans as a cost-saving measure and to prepare for certain provisions of the Affordable Care Act
 - MRI – Police Department Survey
 - ORYA Memorandum of Understanding regarding field maintenance and scheduling
 - Recreation Commission - confirm that responsibility for facilities lies solely under the Town's (i.e. Board and Town Departments) control
 - Appointments for Commissions, Committees and Boards
 - Miscellaneous
8. Consent Agenda Items - (Individual items may be removed by any Selectman for separate discussion and vote)

SIGNATURES REQUIRED

General Assistance Guidelines – Certificate of Adoption
Notice of Intent to Cut Wood or Timber
Veterans Tax Credit Exemption
Notice of Intent to Excavate
Gravel Tax Levy
People's United Bank Signature Cards
Vacation Request – Roger Rice

INFORMATION ONLY

Comcast merge with Time Warner Letter
Fire Department Personal Protection Clothing Purchase Letter
Plodzick & Sanderson Auditors Letter

9. Acceptance of Minutes – Minutes and Non Public Minutes from February 18, 2014
10. Acceptance of Manifest #17 and Weeks Payroll Ending March 2, 2014
11. Miscellaneous/Unfinished Business
12. Non-Public
 - a. RSA 91- A:3 II (a) – PD Personnel Issues
 - b. RSA 91- A:3 II (c) – Roger Rice
13. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on February 28, 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: Mar 3, 2014

Agenda Item No. 3

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/3/2014

Agenda Item Title: Hayes Road Subdivision Road Naming

Requested By: Caren Rossi, Planning and Zoning Administrator **Date: 1/30/2014**

Contact Information: 659-6783

Presented By: Caren Rossi

Description: Present Jones & Beach Engineers' recommended name of Chestnut {Drive} for the Hayes Road Subdivision.

Financial Details: n/a

Legal Authority **Town of Lee 2009 Subdivision Regulations**

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

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to approve the recommended name of Chestnut {Drive} for the Hayes Road Subdivision.

**2009 SUBDIVISION REGULATIONS
FOR THE
TOWN OF LEE, NEW HAMPSHIRE
Subdivision Regulations Appendix**

5-25-98 Added by Board of Selectmen

Guidelines for naming Lee Town subdivisions and subdivision roads (and possibly other roads as well):

1. Initial consideration should be given to the name of the original owner of the subdivision parcel, especially if the original owner was a long-time resident and a respected figure in town (as in Captain Parker Drive).
2. If the original owner was not well known, or did not live on the property very long, then consideration might be given to a subsequent owner who was a notable leader in town affairs (as in Sackett Road).
3. If the property is not associated with any notable owner, then consideration might be given to the properties association or relationship to some historical event or geological formation (as in Wheelwright Drive).
4. If the subdivision exists on a prior, well-known farm, then the word "farm" might be included as a means to highlight Lee's agricultural heritage (as in James Farm Road or Hale Farm Road).
5. We should avoid - at all costs - phony developer names, which are commonly found in American suburbs - such as "Sherwood Forest Drive" and "Robin Hood Lane". Such names lack authenticity and have no connection with the town's history or character.
6. In two cases - Jacob Lane and Swaan Drive - we have subdivision roads named after the children of the developers. This practice should not be encouraged, although both these names are dignified and attractive.
7. The above guidelines need not be used in a rigid fashion. In some cases exceptions might well be made. Whatever criteria are used, the end result should be names that are authentic, tasteful, and reflect the general character of the community.

Recommendations:

- Private roads should be called lanes or ways (as in Jenkins Lane or Clement Way)
- Public roads that are relatively narrow, short, and dead-ended, should also be called lanes or ways (as in York Lane).
- Public throughways or connector roads should be called roads (as in Mast Road, Turtle Pond Road, Concord Road, Garrity Road etc.)
- Subdivision roads should be called drives (or perhaps lanes in some cases), but not roads.



TOWN of LEE
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Office Use Only
Meeting Date: 3/3/2014

Agenda Item No.4

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/3/2014

Agenda Item Title: Cab and Chassis bids 1-ton dump truck (F-450)

Requested By: Randy Stevens

Date: 2/27/2014

Contact Information: 603-659-6515

Presented By: Randy Stevens, Highway Supervisor

Description: Review Bids received on Feb. 27th for ONE (1) NEW 2014 MODEL YEAR OR 2015 MODEL YEAR ONE TON 4WD CAB AND CHASSIS (16,500GVW) and make recommendation for purchase. The new Cab and chassis will replace the 11 year old F-450. The truck's replacement is in the CIP for the current Fiscal Year.

Financial Details: To be funded by the Highway Equipment Capital Reserve Fund – current balance \$155,280

Legal Authority NH RSA 35:1, WA 10-2002 (naming BOS as Agent to Expend)

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to approve awarding the bid for the new 2015 1- ton cab and chassis to _____ in the amount of \$ _____ and to authorize the Highway Supervisor to purchase the vehicle. Funds to be expended from the Highway Equipment Capital Reserve Fund.

2015 Cab and Chassis Bid Results

Town of Lee
27-Feb-14

Vendor	Price for C&C	Price Allowed for Trade	Price for Power Equip. Grp.	Cab Steps	Parts & Service Manuals	Total w/Trade & Options	Extended Warranty
Autofair Ford	\$29,963.00	\$12,000.00	\$763.00	\$273.00	\$150.00	\$19,149.00	\$840.00
Bill Dube Ford	\$33,060.00	\$10,000.00	included	included	no price given	\$23,060.00	\$2,050.00
Grappone Ford	\$31,370.00	\$6,000.00	\$825.00	\$298.00	\$200.00	\$26,693.00	\$3,320.00
State Bid (2014) (didn't include limited slip rear axle)	\$28,921.00	N/A	N/A	\$370.00	N/A		

* Power Equipment Group = heated mirrors with turn signals, heated convex spot mirror, power door locks with remote, Passive anti theft system



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

Office Use Only
Meeting Date: Mar 3, 2014
Agenda Item No. 5

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/3/2014

Agenda Item Title: Cub Scout use of the Public Safety Complex Building

Requested By: Dana Partis, Cub Scout Master **Date: 02/24/2014**

Contact Information: 781-953-8292

Presented By: Dana Partis

Description: Request to use the Public Safety Complex for Cub Scout meetings

Financial Details: n/a

Legal Authority NH RSA 41:8 and 41:11-a

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

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to accept the recommendation of the Fire Chief and Town Administrator and limit the Lee Cub Scouts from using the Public Safety Complex to one Saturday each year for the Pinewood Derby.

OR

Move to allow the Lee Cub Scouts the use of a meeting room in the Public Safety Complex, with the following conditions: _____

OR

Julie Glover

From: Scott Nemet <snemet@leefire.org>
Sent: Thursday, February 27, 2014 5:05 PM
To: 'Dana Partis'
Cc: 'Julie Glover'
Subject: RE: Select Board meeting - 3/3/14 at 6PM

Hello Mr. Partis,

I would like to reiterate the past couple of emails regarding safety. The Lee Fire Department is scheduled for training or meetings every Thursday night. On February 20, 2014 the fire department was scheduled to hold a business meeting. We average 10-15 members at these meetings. We arranged the room so that we could utilize half of the first floor meeting room and the Cub Scouts utilized the other half. Once the Cub Scouts arrived it was asked of me if the Cub Scouts could utilize the whole first floor which seemed to be due to the large group of parents and children participating in the meeting. I approved the Scouts to use our section of the room and moved our meeting to the Emergency Operations Center so that the Cub Scout would have a more pleasant experience. At our meeting 13 members showed up. This room comfortable fits 8, needless to say we were all sitting close to each other. During the meeting I constantly had to repeat myself to the members. The member sitting next to me within a foot could not hear me as the group was being extremely loud in the meeting room. As well as the noise we had the door entering the Emergency Operations Center hit multiple times disrupting our meeting. The door in the main hallway of the building had this occur to it as well. We worked through our meeting and finished. I have children of my own and understand they can be loud, but in a Public Safety Complex which houses the Fire Department and Police Department and with other meetings taking place I do not think it is polite to the others using the building to allow the loud noise.

My biggest worry for everyone was when I witnessed children running in the parking lot near my office window. This is a Public Safety Complex that like I said houses the Fire and Police Departments. During an emergency the police department is exiting the parking lot. Our members who might not have been at the meeting will be entering the parking lot thinking about the emergency they will be responding to and will not know that there is a meeting being conducted with the Cub Scouts at this facility with these children running in the parking lot. Also we will be having emergency vehicles exiting the parking lot responding to the call. I would never want anything to happen to these children or to my members. This would be the worse outcome and I would never want to see this happen.

I think the Cub Scouts are a great group and I support the children in the community but I worry about the safety of the children around a emergency response facility. I hope that you are able to find a facility that meets your needs.

Scott Nemet
Chief of Department



Lee Fire & Rescue
20 George Bennett Road
Lee, NH 03861
603.659.5411
http://www.leenh.org/Pages/LeeNH_Fire/index

From: Dana Partis [mailto:dana@partis.us]

Sent: Thursday, February 27, 2014 12:57 PM

To: Julie Glover

Cc: Denise Duval; mjd712 .; Warden, James; sowinski, elizabeth; Nield, Jeffrey; Shannon James-Brown; RN, John B Hall; lpitt@ci.durham.nh.us; partis, Christal; Hannon, Joseph; Anne Hall; Dale Doller; snemet@leefire.org; Caren Rossi

Subject: Re: Select Board meeting - 3/3/14 at 6PM

Thank you for your email... I will limit my time to 15 mins. I strongly agree this is a great location and one of the safest in Lee and after addressing the safety issues and noise concerns with our Pack I feel we as a Town will be able to work together to make this work for our children in our community. This Lee community program is very important and is a high priority just like all other town programs, business and meetings. Especially for the kids. I also look forward to address that for all future "Scout" meetings that the town will not see us as a low priority, but as a great program for our future generation.

Regarding the "Meeting Room Policy" and what it states "The Town reserves the right to cancel use of the room or to change the room assignment at any time," and your note especially for safety reasons. This will also be discussed and addressed for both the safety and what is right for our community not just for one meeting or group.

I have spoken highly of Lee, NH to many people during my travels... I have reached out to the Police, Fire and town to see how we can help the town and become a really asset to Lee... I am really disappointed in how this was handled and will be addressing. I think it is time to make changes where needed to ensure we do the right thing especially for the kids, their safety and the future. And so when the next Lee citizen or Lee program is addressing a concern they can feel their town is working with them not against them.

I'll have our Certificate of Insurance email once received.

Thank you
Dana Partis

On Thu, Feb 27, 2014 at 12:22 PM, Julie Glover <townadministrator@leenh.org> wrote:

Mr. Partis:

Before I address your questions below, I have discovered that we never received a Certificate of Insurance for use of the room, as required in the "Meeting Room Policy" (copy attached) which was first sent to you on Sept. 11, 2013. Even if the Board allows the Cub Scouts to utilize the facility for any reason (including the Soap Box Derby) we will need a Certificate prior to the use of the building.

1) Board of Selectmen meetings begin at 6:00 p.m. and the agenda is posted on the Town website, Town Hall and other locations the Friday prior. It is not possible to know exactly what time you should be available to speak, as the time needed for items before you on the agenda (including Public Comment) are not constant. Most presentations of this nature are allocated no more than 15 minutes so I would suggest that you plan on limited your time to that.

2) There is no required format

3) There is a projector and a screen, however it is up to individual users to connect their laptop and ensure compatibility

4) The Town Administrator and Town Secretary attend all Board meetings, unless an emergency arises.

5) The complaints to which you are referring all arose from your meeting on Feb. 20th, however, there were issues in the past with the condition of the room and kitchen after the room had been used by the Scouts. In addition, I have been present in the building on at least one other occasion when I personally witnessed the noise level and children running in the parking lot. Since the Fire Chief (and Police Chief) have both expressed strong concerns that having the Scouts use the Public Safety Building presents safety issues, I cannot ignore that. In addition, as you and I discussed, the noise level makes it impossible for the other meetings in the building, which are conducted as part of the business and essential function of the Town, to operate undisturbed. Finally, the Meeting Room Policy states that "The Town reserves the right to cancel use of the room or to change the room assignment at any time," to which I might add, especially for safety reasons.

It continues to be my opinion, which I will express to the Board Monday night, that having the Cub Scouts meet at the Public Safety Complex is an incompatible use and therefore should not be allowed.

Julie E. Glover

Town Administrator

Town of Lee

7 Mast Road

Lee, NH 03861

[603-659-5414](tel:603-659-5414)

The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from Town employees regarding the business of the Town of Lee, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure.

From: Dana Partis [mailto:dana@partis.us]

Sent: Wednesday, February 26, 2014 10:24 PM

To: Denise Duval; Town Administrator

Cc: <mjd712@gmail.com>; Warden, James; sowinski, elizabeth; Nield, Jeffrey; shannon_james-brown@us.ibm.com; RN, John B Hall; lpitt@ci.durham.nh.us; partis, Christal; Partis, Dana; Hannon, Joseph; ajhall0628@comcast.net; Dale Doller

Subject: Select Board meeting - 3/3/14 at 6PM

Julie/Denise,

Can you please share the following?

- Time I can have allocated for discussing the use of the Safety Complex for Cub Scouts on Monday 3/3?
- What format is required for the meeting? Powerpoint presentation? Hard copies? Number of copies?
- Will there be a project and screen I can use with my computer or do I need to bring my own? Would like to use Powerpoint and will be showing a 2 minute video which I will provide the speakers required for sound. I believe 20 minutes would be all I need.
- Will you both be present during the meeting?
- When we spoke, it sounded like there has been a number of complaints which have not been brought to my attention. Enough complaints for the town to make a decision to kick us out of the Safety Complex. Would have been nice if these were addressed with us in advance before a decision was made. Do you have any records of the complaints, who made the complaints and dates? If not, who is best to contact to learn more?

Thank you in advance for any information and please contact me if there are any questions.

Dana Partis
Cub Master – Pack 459
781-733-9559



Town of Lee, NH

Meeting Room Policy

Public Safety Complex and Town Hall

Town of Lee Boards, Commissions, Committees or Non-profit Organizations which are affiliated with the Town are permitted to use the meeting rooms. Although these activities will typically be Lee-based, they may include regional or statewide groups, including State or Federal Government-related activities, as long as they have a tangible connection with municipal government. All meetings and events must be scheduled through the Town Administrator's office.

The meeting rooms are also available on a first-come-first-served basis, to community non-profit, educational, cultural and civic organizations. No fees, admission or other charges, sales of any kind, or solicitation of funds will be allowed.

Granting of permission to use Town facilities does not constitute an endorsement by the Town staff or its governing board or commissions.

No group using the room may discriminate on the basis of race, creed, color, age, sexual orientation, disability, gender, religion, national origin or citizenship status in the provision of services. Meetings and programs must be free and membership to the organization must be open to the public. The rooms are not open to private functions; i.e. birthday parties, anniversary parties, baby showers or bridal showers.

The Town of Lee assumes and bears no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of the using organization.

Public Safety Complex: The Public Safety Complex has a large training/conference area on the first floor that can be divided into two (2) meeting spaces or used as one large meeting area. Use of the kitchen may be permitted, but any group wanting to do so need to make the request in advance with specific information regarding the type of use (i.e. light refreshments or use of the stove.) Alcoholic beverages are strictly prohibited. There is also a meeting room on the second floor that is used primarily for the Board of Selectmen, Planning Board, and Zoning Board of Adjustment meetings; however, other uses may be permitted. The occupancy limits for each of the spaces is as follows:

First Floor Meeting Room – max. capacity is 186 standing or 86 with seating
Board Room – max capacity is 127 standing or 59 with seating

All attendees **MUST** be aware of all labeled parking areas and **MUST** obey all traffic patterns as marked.

Town Hall: The Town Hall has one meeting space available upstairs. This room is restricted to fifteen (15) people and under. This meeting area is available **ONLY** to Town of Lee Boards, Committees, Commissions, etc. wherein the Chair of such has a key to the building and a code for the building alarm system.

Reservation Responsibilities: One member of the group or organization will be responsible for contacting the Town Administrator's office to request the use of any of the meeting rooms. If a key is needed to access the Public Safety Complex, the contact person from the group or organization will also be responsible to make arrangements for pick up and signing for the building key from the Police Secretary no more than 24 hours in advance, unless the function is on a Sunday. This same member of the group or organization will be responsible for returning and signing for the return of the key back to the Police Secretary within 24 hours of the end of the function unless the function is on a Saturday. The potential exists that the function will need to be cancelled or abbreviated depending on emergency calls and situations. **The Town reserves the right to cancel use of the room or to change the room assignment at any time.**

Rules and Regulations: In order to provide the citizens of Lee with the opportunity to enjoy the use of facilities administered by the Town, while at the same time recognizing the primary responsibility for providing uninterrupted services to the citizens of Lee, the Board of Selectmen has adopted the following rules and regulations regarding the use of its meeting rooms:

1. All uses of the room(s) must be open to the public at no charge, and attendance may not be restricted because of a person's national origin, age, background, views, or disabilities.
2. The meeting rooms are available on a first come, first served, basis. There will be no charge for regular use of the meeting rooms. The Town reserves the right to charge fees for meetings that extend beyond regular hours or for extraordinary use of the rooms that would place an extra burden on Town staff. No meeting may be scheduled on a Town Holiday.
3. Application for the first-time use of a meeting room must be done in writing using the form provided. The Town reserves the right to deny use of a room for any reason, even if the group or organization had prior use of the room(s). Request for audio/visual equipment should be made well in advance of scheduled events. Any damage done to the equipment shall be the responsibility of the user and shall be reported to the Town Administrator at the start of the following business day. Equipment malfunctions should also be reported.

Groups denied the use of a meeting room may appeal the decision to the Board of Selectmen within ten days from the date of denial of use.

4. Use of Town meeting rooms does not constitute endorsement by the Town of a program or points of view expressed. No advertisement or announcement implying sponsorship, co-sponsorship, or approval by the Town may be used unless written permission to do so has been previously given by the Board of Selectmen. Any advertisement concerning events or meetings at the Town in any Town meeting room other than those by a Board, Committee or Commission of Lee shall bear the following notice: "This activity is solely the responsibility of (name of the organization here) and not sponsored or endorsed or approved by the Town of Lee."
5. No products, services or memberships may be advertised, solicited or sold. An exception may be made for fund raising activities of the Town or a recognized Friends group or for the sale of materials related to a program sponsored by the Town or a recognized Friends group.
6. Groups using the meeting room may not charge fees; nor may a collection be taken for the meeting or activity. Voluntary donations toward refreshments may be solicited through the use of a labeled container on the refreshment table. Groups that normally collect dues from members may do so, but dues payment cannot be a requirement for attending the meeting, nor are non-members to be approached or solicited for money at the meeting.

7. These facilities may not be used for any religious worship, exercise or instruction, or the support of any religious establishment.

8. Smoking and alcoholic beverages are prohibited in all Town facilities.

9. Each group or organization will be responsible for discipline at their event. The Town does not assume liability for injuries or damage to personal property, which occur as a result of actions of the sponsors or participants. The Town will not be responsible for personal articles left behind.

10. The Town of Lee will not provide insurance coverage to any outside groups or organizations meeting in the Public Safety Complex. Each group or organization will need to provide proof of insurance and a Certificate of Insurance with the Town named as an additional insured prior to using the room.

11. Groups using the rooms are responsible for the following: setting up the room for the event, proper supervision, costs arising from any damage or loss to the room(s) during use. The group is responsible for any damage to the facility and for the cleanliness of the facilities at the close of the meeting. It is the group's responsibility to take their garbage with them. Groups are expected to leave the room in the same condition it was in before the activity began. Failure to do so will result in cleaning fees, charges for damages and/or the cancellation of any further room reservations.

12. Failure to abide by this policy, other misuse of a meeting room, or the repeated failure to utilize a reserved room without first giving 24 hours prior cancellation notice to the Town Administrator's office, may result in a group being barred from use of the meeting rooms for one year.



TOWN OF LEE

MEETING ROOM REQUEST FORM

Users agree to provide a Certificate of Insurance to the Town with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured in accordance with the Town's Insurance Requirements.

All advertisements, announcements, press releases, flyers, etc., relating to meetings and/or events must contain the disclaimer: "This event is not sponsored by the Town of Lee"

Date of Application: _____

Name of Group: _____

Purpose of Event or Meeting: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Number of People: _____

Date(s) of Use: _____ Time of Use: _____

Will food or beverages be served? _____ Do you require the use of the kitchen; if so, provide extent of use: _____

Please indicate any special arrangements required:

IN CONSIDERATION OF PERMISSION GRANTED by the Town of Lee, County of Strafford, State of New Hampshire, to use Lee's Meeting Rooms for the purpose indicated above, I the undersigned representative of the above group/organization and all its members, hereby and forever discharge, release, indemnify, and hold harmless the Town of Lee, its successors and assigns, agents and employees from all debts, claims, demands, damages, actions and causes of action whatsoever, which we may now have or may hereafter have, as a result of our use of the Meeting Room(s). I attest that I/we do not, as a matter of policy or practice, discriminate against any person on the basis of race, color, religion, national origin, handicap status, age, marital status, sexual orientation, or gender.

I have read and agree to abide by the Town of Lee Meeting Room Policy. I will be responsible for all our participants and guests. I, the undersigned, have read this contract and understand all of its terms and I sign this release voluntarily and with full knowledge of its significance.

Signature of Contact Person: _____

Town Administrator's Signature: _____ Date: _____



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

Office Use Only

Meeting Date: Mar 3, 2014

Agenda Item No. 6

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/3/2014

Agenda Item Title: Planning Board Appointment

Requested By: Planning Board

Date: 2/27/2013

Contact Information: 603-659-6783

Presented By: Town Administrator Julie Glover

Description: Request a 3 year appointment to the Planning Board to replace Kevin Crawford who resigned in October 2013

Financial Details: n/a

Legal Authority NH RSA 673:2 II. In other towns, the planning board shall consist of 5 or 7 members as determined by the local legislative body. The membership shall be filled by one of the following procedures:

(a) The selectmen shall designate one selectman or administrative official of the town as an ex officio member and appoint 4 or 6 other persons who are residents of the town, as appropriate;

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: To approve the appointment of Ryan Crosbie to a 3 year term on the Planning Board.

To: **RYAN CROSBIE** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of **PLANNING BOARD MEMBER** and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said named above, upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office until March 2017.

Given under our hands, this 3rd day of March, 2014

.....>

.....> **SELECT BOARD**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **PLANNING BOARD** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the **State of New Hampshire** - **So help me God.**

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **RYAN CROSBIE** took and subscribed the foregoing oath. Before me,

.....
Linda Reinhold, **Town Clerk**

Date: _____, 2014

Received and Recorded:



TOWN of LEE, NEW HAMPSHIRE
7 Mast Road, Lee, New Hampshire 03861

**APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION OR
COMMITTEE POSITION WITHIN THE TOWN OF LEE.**

Applicant's Name: Ryan Crosbie
Address: 51 Birch Hill Rd. Phone/Cell: 659-1389
of Years as a Resident: 2
Email address: rcrosbie@pikeindustries.com

Full Membership (3 year term) position applying for: Planning Board
Term Expires on the following date: March 2017
Alternate Position (3 year term) position applying for: _____
Term Expires on the following date: _____

I feel the following experience and background qualifies me for this position: _____
Experience in the planning + permitting process in various towns + cities
throughout NH, good understanding of overall environmental + land
use compliance + permitting - including haz mat, groundwater protection,
storm water controls, and air pollution sources.


Signature

2/21/14
Date

You are welcome to submit a letter or resume with this form. Applicants are requested to attend the Board of Selectmen's Meeting to express their interest. Applicants will be notified of the meeting date in advance. Thank you for your application and interest in the Town of Lee.

Ryan A. Crosbie

Residence: 52 Birch Hill Road, Lee
Telephone: 603-659-1389

Background:

I am currently employed as *Environmental and Land Manager* for Pike Industries, Inc. (Pike) in New Hampshire. Through my experience at Pike and previous employers, I am familiar with the federal and state regulatory framework applicable to a wide range of industries, including aggregates and metal mining, asphalt processing, machining and tooling, paper manufacturing, sign manufacturing, transportation facilities, and healthcare facilities, among others. I have had exposure to many environmental programs, namely: land use, planning, waste management, groundwater protection, surface water withdrawals, wetland permitting, shore land protection, storm water pollution prevention, waste management, air emissions, and emergency planning, among others. I have performed environmental compliance and management system audits, assisted with planning and permitting issues, provided training for a variety of environmental requirements, and performed due diligence environmental site assessments to help Pike and other companies minimize risk and liabilities. I have an educational background in Geology (M.Sc.), which I still use today in the investigation for new resources and in community outreach activities (classrooms, scouts, etc). My experience with geology has provided me a strong understanding and appreciation of the complex interaction between humans and the environment.

CERTIFICATIONS & MEMBERSHIPS

- Certified Hazardous Materials Manager (#14363) (since 2007)
- New Hampshire Hazardous Waste Coordinator (#1424) (since 2006)
- Certified Environmental Auditor - National Registry of Environmental Professionals (#9698) (since 2002)
- Member, Associated General Contractors of New Hampshire (since 2008)
 - Chairman of the Environmental Committee 2008-2012
- Member, National Stone Sand and Gravel Association (since 2008)
 - Currently serving on the Environmental Committee
- Member, Geological Society of America (since 1999)
- Member, New Hampshire Wetlands Council (since 2010)
 - Currently serving as Vice Chairman
- Member, Watershed Management Planning Area Advisory Committee – Souhegan River (since 2009)
- Member, Geological Society of New Hampshire (since 2011)

MEMORANDUM OF UNDERSTANDING

BETWEEN THE OYSTER RIVER YOUTH ASSOCIATION AND THE TOWN OF LEE

FOR THE MANAGEMENT OF RECREATIONAL FIELDS

This Memorandum of Understanding ("MOU"), made and entered into this ____ day of _____ 2014, by and between the Town of Lee ("TOWN"), a municipal corporation whose address is 7 Mast Road, Lee, NH 03861 and the Oyster River Youth Association ("ORYA") a 501 (C)(3) non-profit organization, whose address is 2 Dover Road, Durham, NH 03824. This MOU supports the Town's management and/or scheduling of athletic fields and/or facilities.

WITNESSETH:

WHEREAS, the parties are mutually interested in supporting adequate programs and facilities for the community in the area of athletics and recreation; and

WHEREAS, it is understood that cooperative efforts can eliminate unnecessary duplication of services, reduce overall park and recreation costs, and can more effectively meet the educational, recreational, and leisure time needs of the Town of Lee and ORYA; and

WHEREAS, the governing bodies of the Town and ORYA are authorized to enter into agreements with each other and to do all things necessary to meet the respective obligations of their organizations; and

WHEREAS, the Town owns recreational playing fields and ORYA has the experience to manage recreational facilities and its mission is to provide recreational programs to the youth of Durham, Lee, and Madbury; and because it is in the best interest of the community and of both the Town and ORYA to provide the best service possible to meet their respective obligations with the least expenditure of public funds and resources, cooperation between the Town and ORYA is necessary and will benefit both organizations; and

WHEREAS, the Town has determined that some of the recreational needs of the community could be better met if the management of its playing fields was assigned to ORYA and ORYA has the desire and capacity to do so; and

WHEREAS, ORYA shall act as the coordinator for scheduling of non-Town or Recreation Commission use of the playing fields at Little River Park and the Town Field at Mastway School, and the mowing of said fields, commencing upon the execution of this MOU.

NOW THEREFORE,

Section 1 - PURPOSE

A. The purpose of this MOU is the maintenance, scheduling and operation of the Town's recreational playing fields. The parties agree that the fields are intended to be used jointly by the Town, community groups, ORYA, and other non-profit sports leagues. In planning programs and scheduling

activities, the recreational needs and opportunities for school-aged children and the citizens of Lee will be the highest priority.

B. Nothing contained herein shall constitute or designate ORYA or any of its employees or agents as employees or agents of the Town, nor shall the Town be deemed or considered as a partner or agent of ORYA.

Section 2 – SCHEDULING AND USE

A. ORYA shall act as scheduling coordinator for the playing fields upon the commencement of this MOU for sports-related activities during times that are not in conflict with Town-sponsored use and events.

B. ORYA agrees that the first priority for the use of the Town-owned playing fields will be given to Town programs or Recreation Commission-sponsored programs, but shall have the authority to allocate use of the fields for all other groups, including programs sponsored by ORYA and the Oyster River Cooperative School District (ORCSD.)

C. ORYA shall utilize the Town of Lee's "Recreational Fields Usage Agreement" (Appendix A) for all applicants applying for use, except for their own programs, and provide the Town with a signed copy.

D. ORYA shall provide the Selectmen's Office with a copy of the schedule of use for each field at the start of each playing season and the Selectmen's Office will advise of any Town-sponsored dates as soon as they are determined.

E. Neither ORYA nor any applicant, in its policies and practices, shall discriminate against any person on the basis of race, color, religion, national origin, handicap status, age, marital status, sexual orientation, or gender. As part of his/her application, the applicant shall attest to his/her non-discrimination practices.

SECTION 3 – FEES AND CHARGES

A. The Board of Selectmen reserves the right to determine the fees that shall be charged for use of the fields. Any such fees shall not be applicable to ORYA or Town-sponsored use. Although payment will be collected by ORYA, checks shall be made payable to the "Town of Lee" and shall be forwarded to the Town's Finance Office on a weekly basis.

B. It shall be ORYA's responsibility to ensure that payment is submitted by an applicant in a timely fashion and for all usage of the field(s) and to advise any applicant who does not submit payment that use of the field will be rescinded until such time as funds are received.

C. In addition, the Town may charge users for labor and materials that the Town may incur because of their use of the property, including but not limited to property damage, trash removal, etc.

SECTION 4 – MAINTENANCE

- A. ORYA shall be responsible for the mowing and general maintenance of the playing fields to a standard traditionally provided to serve recreational athletic use, including the maintenance of the dirt portions of the baseball fields. The Town remains responsible for fertilization, over seeding and ensuring that the irrigation system is maintained in good, working order. All of that notwithstanding, both parties agree to work collaboratively to ensure that the fields are maintained in optimal condition.
- B. Trash and garbage cleanup is the responsibility of the party using the property. ORYA shall ensure that the fields and surrounding areas are left clean immediately after each use.
- C. All user-owned equipment, materials and gear shall be removed from the site after each use. Failure to do so may result in the Town removing and storing the items with the cost for removal being assessed to the owner(s).

SECTION 5 – TERM OF AGREEMENT

- A. The first term of the joint operation program described in this MOU is considered a pilot program. It enables the parties to try out the arrangement and evaluate whether it works and is beneficial to both parties. The first term of the Agreement shall be from _____ 2014 to _____ 2014. At any time during this period, for any reason or no reason, either party may, by one month's written notice, terminate the agreement.
- B. Contingent upon the satisfactory results of a joint evaluation of the pilot program, the Town and ORYA shall have the option of mutually extending the agreement and any amendments mutually agreed to by the parties until such time as one or the other desires to terminate the program. Any such termination must be by three month's written notice. The terms and conditions set forth herein may be modified by mutual consent to reflect changed conditions and/or preferences.

SECTION 6 – INSURANCE AND INDEMNIFICATION

- A. ORYA agrees to protect, defend, hold harmless, indemnify, and defend the Town of Lee, its officers, employees, and agents from any costs, claims, judgments, awards or liability for damages arising out of or in any way resulting from the use, maintenance or operation of Town-owned fields when such facilities are being, or have been, used pursuant to an ORYA program or assignment contemplated by this MOU.
- B. ORYA agrees to provide a Certificate of Insurance to the Town with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured in accordance with the Town's Insurance Requirements (Appendix B).
- C. ORYA agrees to ensure that all non-ORYA or Town-sponsored users of the field (such as outside sports leagues) provide a Certificate of Insurance, with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured in accordance

with the Town's Insurance Requirements (Appendix B). Copies of all such Certificates will be provided to the Selectmen's Office prior to any use of the field(s.)

D. The Town shall maintain general liability coverage for liabilities normally assumed by the Town arising out of the use of its properties, including recreational playing fields.

SECTION 7 – AUTHORITY

A. ORYA shall have no right or authority, express or implied, to take any action, expend any sum, incur any obligation, or otherwise obligate the Town in any manner whatsoever, except to the extent specifically provided in this MOU or specifically authorized by the Lee Board of Selectmen as reflected in the minutes of a Board meeting.

B. ORYA shall have no right or interest in any of the Town's property as a result of this MOU.

C. ORYA shall advise the Town of the status of their activities required under this MOU on a regular basis and work in coordination with the staff of the Selectmen's Office and the Highway Department.

SECTION 8 – COMPENSATION

A. Neither party shall receive any compensation from the other for the services provided under this MOU, except that the Town agrees to reimburse ORYA for reasonable expenses incurred for the mowing and maintenance of the playing fields, provided that: 1) the Town reviews and approves the bids received for such services; 2) the amount expended cannot exceed the funds that the Town has appropriated during the fiscal year for these services; and 3) ORYA submits timely payment requests that include copies of contractor invoices, material receipts, etc.

B. ORYA shall not charge the Town any fee for use of their offices, personnel, or overhead expenses except as agreed to by the Board of Selectmen in advance. Likewise, the Town shall not charge ORYA for any similar expenses, except as agreed to by ORYA in advance.

Approved by the Lee Board of Selectmen on _____, 2014

John R. LaCourse

David Cedarholm

Carole Dennis

Approved by the Oyster River Youth Association (duly authorized agent):

_____ Date: _____



Recreational Fields Usage Agreement

Town of Lee, 7 Mast Road, Lee NH 03861
Phone (603) 659-5414/ www.leenh.org

Name of Organization/Group/Person: _____

Contact Person: _____ Phone #: _____

Mailing Address: _____

E-Mail address: _____

Field(s) Requested:	<input type="checkbox"/>	Little River Park Baseball Field	\$35.00/game
	<input type="checkbox"/>	Little River Park Multi-Purpose Field	
	<input type="checkbox"/>	LRP Playground /Picnic Tables	No Fee
	<input type="checkbox"/>	Town Field (at Mast Way)	No Fee

Details (description of activity): _____

Dates & Times: _____

(Attach schedule if more than three dates)

Rules & Regulations Governing Use of Town of Lee Recreation Facilities

1. All groups and organizations will assume liability for their own members and the actions thereof. Any damage resulting to the facility, equipment, or other Town of Lee property will be billed to the responsible party. Users are responsible for the safety of their participants and guests at all times. All participants, spectators and guests must realize the inherent danger of using this facility and shall release the Town of Lee of any and all liability for personal injury and/or property damage upon arriving at the facility. Users must not use the facility if they discover an unsafe condition, and they must report all unsafe conditions to the Selectmen's Office immediately.
2. Users agree to provide a Certificate of Insurance to the Town with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured in accordance with the Town's Insurance Requirements.
3. The Town of Lee reserves the right to close the facility when the weather conditions or other concerns have created hazardous field conditions. The Town of Lee, at any time, at its discretion reserves the right to change, or amend the foregoing regulations or withdraw any group, organization or person the privilege of using Park facilities within its discretion.



Recreational Fields Usage Agreement

Town of Lee, 7 Mast Road, Lee NH 03861
Phone (603) 659-5414/ www.leenh.org

4. Little River Park is a "Carry-in, Carry-Out" facility. All trash shall be removed and properly disposed of by Park users. Glass containers are prohibited. All users are responsible for removal of their personal property from the park after each use or game. The Town shall not be responsible for any personal property left at the Park.
5. All parking shall occur in designated graveled parking areas and shall not occur on any grassed area. All parking signs shall be followed.
6. All dogs must be on a leash at all times. Dogs and other animals are not allowed on any of the playing fields. Dog owners are responsible for removing their dog's waste from Park grounds.
7. All activities should be stopped as soon as you hear thunder or see lightning, or observe dark threatening clouds developing overhead. All participants should remove themselves to a safe location. According to the National Weather Service, ***the only completely safe action is to quickly get inside a safe building or vehicle.*** You are ***not safe*** anywhere outside. Stay inside until 30 minutes after you hear the last clap of thunder. Do ***not*** shelter under trees.
8. **NO ALCOHOLIC BEVERAGES, PROFANITY, and OBJECTIONABLE LANGUAGE OR DISORDERLY CONDUCT:** Those violating such prohibitions will be ejected from the premises & may have compromised future park use.

IN CONSIDERATION OF PERMISSION GRANTED by the Town of Lee, County of Strafford, State of New Hampshire, to use Lee's Recreational Fields for the purpose indicated above, I the undersigned representative of the above group/organization and all its members, hereby and forever discharge, release, indemnify, and hold harmless the Town of Lee, its successors and assigns, agents and employees from all debts, claims, demands, damages, actions and causes of action whatsoever, which we may now have or may hereafter have, as a result of our use of Lee's Recreational Fields, I attest that I/we do not, as a matter of policy or practice, discriminate against any person on the basis of race, color, religion, national origin, handicap status, age, marital status, sexual orientation, or gender.

I have read and agree to abide by the Rules & Regulations and this Agreement. I will be responsible for all our participants, coaches and guests. I, the undersigned, have read this contract and understand all its terms. I sign this release voluntarily and with full knowledge of its significance.

Applicant Signature: _____

Date: _____

Printed Name: _____

EXHIBIT B

Town of Lee, NH INSURANCE REQUIREMENTS

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations performed for the Town of Lee whether such operation be by himself or by anyone directly or indirectly employed by him.

AMOUNT OF INSURANCE

- A) Comprehensive General Liability:
Bodily injury or Property Damage - \$1,000,000
Per occurrence and general aggregate
- B) Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000
Per occurrence and general aggregate

Coverage requirements can be met with excess policies. Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work for the Town of Lee. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

ADDITIONAL INSURED

All liability policies (including any excess policies used to meet coverage requirements) shall include naming the Town of Lee, New Hampshire as an Additional Insured.

- 1) The contractor's insurance shall be primary in the event of a loss.
- 2) Town of Lee shall be listed as a Certificate Holder. The Town shall be identified as follows:

Town of Lee
Attn: Town Administrator
7 Mast Rd
Lee, NH 03861

TOWN OF LEE, NEW HAMPSHIRE

POLICY ON BOARDS, COMMITTEES AND COMMISSIONS

I. INTRODUCTION:

This Policy serves to outline procedures regarding appointment to Town committees, commissions, and boards (hereinafter referred to collectively as “committee(s),” unless specific reference is being made to a particular body whose title is different) and the conduct and responsibilities of Committees and their members. This policy applies to all committees whose members are appointed and which are created by, or under the purview of, the Board of Selectmen. This Policy also applies to all committees created by the Legislative Body (“Town Meeting”) and all committees governed by State Statute to the extent allowed by law.

This Policy is in place to assist the Board of Selectmen in making informed choices for committees and their members and to provide consistency in the committee creation and member selection and appointment process. This policy also addresses the safety of our juvenile and elderly citizens when interacting with committee members.

This Policy does not abrogate the prerogative of the Board of Selectmen to choose the citizens it feels are most qualified for appointment or to waive any procedures herein when it is judged by the Board of Selectmen to be in the best interest of the Town.

All terms shall expire effective March 30th therefore applications for appointment should be made to the Board of Selectmen by the first Board meeting in March.

II. RECRUITMENT, SELECTION, AND APPOINTMENT PROCESS OF COMMITTEE MEMBERS:

A. RECRUITMENT:

PUBLIC NOTICE OF OPENINGS: public notice of all committee seats which are available shall be posted in at least two (2) public places, including the Town website and ecrier. This notice will include both vacant and expiring positions.

B. SELECTION: (Criteria to consider when selecting members)

1. Service on other Committee(s).
2. Life experience which interests him/her in serving on the Committee.
3. Is the Candidate able and willing to fulfill the time requirements of the committee and to regularly attend meetings?
4. Potential Conflict of Interest: Are there any possible business or personal conflicts of interest that may affect the Candidate’s ability to make decisions that are in the best interest of the Town as a whole.

C. APPOINTMENT PROCESS FOR FIRST-TIME CANDIDATES:

The candidate for a committee must:

1. Attend at least one (1) meeting of the committee to which he/she is applying for appointment.

2. Complete and return a Volunteer/Appointment form, available from the Office of Selectmen-Town Administrator; or on the website at www.leenh.org. Forms will be forwarded to the Board of Selectmen for consideration during the first meeting in March.
3. Volunteers who work with or around children or elderly persons, enter the homes of citizens, or collect or manage money will be subject to a criminal background check per RSA 41:9-b. All volunteers of the Recreation Commission will be subject to a criminal background check prior to being appointed as a volunteer.
5. Candidates will be interviewed by the Board of Selectmen the first time he/she applies for that Committee. These interviews may be conducted in a public meeting or non-public meeting session, as allowed by law. Current members seeking reappointment or Alternates seeking appointment as regular members may be asked to an interview.
6. Once appointed, all new committee members must be sworn in by the Town Clerk within five (5) business days.

D. MEMBERS SEEKING REAPPOINTMENT AND MEMBERS SEEKING APPOINTMENT TO MULTIPLE COMMITTEES:

1. Current members of committees whose terms are about to expire may seek reappointment to the same committee, unless specified otherwise by a committee's-bylaws or state or other law. Current members seeking reappointment should follow steps 2-5 above.
2. Members of one committee who want to join another committee must complete all steps for First Time Candidates, above. Committee members will not be allowed to serve on more than three (3) boards whose members are appointed by the Board of Selectmen. However, anyone serving on more than three committees upon the date of adoption of this policy shall be allowed to complete his/her terms on those committees.

E. EMPTY OR VACANT POSITIONS WITHIN TERM:

If a seat on a committee becomes vacant between term expirations, the Board of Selectmen may fill these positions at any time during the year, following the guidelines outlined in this Policy, unless state law dictates a different manner of filling the vacancy.

F. ALTERNATES:

Alternate members are appointed to Committees to serve if a regular member is unable to take his/her seat at any given meeting. Alternate positions are an excellent method of allowing a citizen to become familiar with the requirements of the Committee, and to gauge his/her ability to assume regular membership. It also gives the Board of Selectmen an opportunity to assess the citizen's qualifications to serve as a regular member. Whenever feasible, first consideration for regular membership should be given to alternate members in good standing.

G. TERMS:

All committee members will be appointed to three (3)-year terms, unless otherwise decided by the Board of Selectmen or as otherwise provided by state law. Committee membership as a whole shall be appointed for staggered three (3)-year terms. Terms will expire by April 1st, however a member can still serve after that date, until he/she is reappointed or someone else is appointed to that seat.

H. DISBANDING AND REMOVAL:

The Board of Selectmen may, by majority vote, remove any member of a committee whom it has appointed and/or disband any committee at its discretion, except where not permitted by law, if it is deemed to be in the best interest of the Town to do so.

III. ADMINISTRATION OF COMMITTEE

A. Once a committee is formed, it is the responsibility of the Members to assemble as soon as practicable to begin carrying out their mission, and to establish a regular schedule of meetings, or as prescribed by the Board of Selectmen or governing law.

B. At the first meeting of a newly-formed committee, or at the first meeting after the yearly appointment time, a chairperson, vice-chairperson, secretary, and minute taker must be chosen (the secretary and minute-taker can be one in the same).

C. Per NH RSA 91-A, meetings shall be open to the public and all committees shall post notice of every meeting in two appropriate places one of which may be the Town's website.

D. Per N.H. RSA 91-A:2 II, at each and every meeting of the committee, minutes must be taken, put in written form, and a copy submitted to the Office of the Selectmen by the deadlines required. A written draft is required to be made available to the public within five (5) business days after the meeting.

IV. RESPONSIBILITIES OF COMMITTEE/MEMBERS

A. Attend meetings: Any more than three unexcused absences within a period of six months, or six meetings, may be grounds for dismissal/removal as a committee member.

B. Attitude and conduct: While differences of opinion are anticipated and encouraged, and members must be allowed full voice, members are expected to be civil and observe recognized rules of order and procedures. Members who are quarrelsome, disruptive, use their authority inappropriately, either on the Committee, or with other Town officials should not be considered for reappointment and may be removed as a member before their term expires.

C. Effort: It is expected that members, particularly of the Town's land use boards, will become as familiar as possible in their committee's subject areas, are encouraged to participate in any training opportunities available to them (i.e., NHMA, Law Lecture series, OEP Conference, etc.).

D. All committee members will adhere to and be conscious of at all times while in service to standard ethical guidelines.

E. All Committee members are expected to educate themselves regarding relevant Town/State/Federal ordinances and laws, especially NH RSA 91-A aka The Right-to-Know Law.

V. AMENDMENT PROCEDURE

This Policy may, from time to time, be amended by a majority vote of the Board of Selectmen. In addition, the Board of Selectmen reserves the right to change or waive any of the provisions of this policy, except where contrary to State Statute provisions.

VI. EFFECTIVE DATE

This Policy shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.



TOWN of LEE, NEW HAMPSHIRE
7 Mast Road, Lee, New Hampshire 03861

**APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION OR
COMMITTEE POSITION WITHIN THE TOWN OF LEE.**

Applicant's Name: _____

Address: _____ Phone/Cell: _____

of Years as a Resident: _____

Email address: _____

Full Membership (3 year term) position applying for: _____

Term Expires on the following date: _____

Alternate Position (3 year term) position applying for: _____

Term Expires on the following date: _____

I feel the following experience and background qualifies me for this position: _____

Signature

Date

You are welcome to submit a letter or resume with this form. Applicants are requested to attend the Board of Selectmen's Meeting to express their interest. Applicants will be notified of the meeting date in advance. Thank you for your application and interest in the Town of Lee.

To: **DAWN GENES** of Lee, New Hampshire in the **County of Strafford:**

Whereas, there is a vacancy in the office of RECREATION COMMISSION MEMBER and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said named above, upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office until March 2017.

Given under our hands, this 3rd day of March, 2014

.....>

.....> **SELECT BOARD**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the RECREATION COMMISSION according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the **State of New Hampshire - So help me God.**

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named DAWN GENES took and subscribed the foregoing oath. Before me,

.....
Linda Reinhold, **Town Clerk**

Date: _____, 2014

Received and Recorded:



TOWN of LEE, NEW HAMPSHIRE
7 Mast Road, Lee, New Hampshire 03861

APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION OR COMMITTEE POSITION WITHIN THE TOWN OF LEE.

Applicant's Name: DAWN GENES

Address: 43 NORTH RIVER ROAD Phone/Cell: 609-3769

of Years as a Resident: 22

Email address: dawn.genes@comcast.net

Full Membership (3 year term) position applying for: _____

Term Expires on the following date: _____

Alternate Position (3 year term) position applying for: Recreation Commission

Term Expires on the following date: March 2018

I feel the following experience and background qualifies me for this position: _____

Eight years or more of working to develop a former gravel pit into a park for her residents, 2 kids, and an entire career of soil & water conservation & resource management.

Dawn Genes
Signature

2-10-14
Date

You are welcome to submit a letter or resume with this form. Applicants are requested to attend the Board of Selectmen's Meeting to express their interest. Applicants will be notified of the meeting date in advance. Thank you for your application and interest in the Town of Lee.

To: **NANCY A. RYAN** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of SENIOR ADVISORY COMMITTEE MEMBER ALTERNATE and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said named above, upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office until March 2017.

Given under our hands, this 3rd day of March, 2014

.....>

.....> **SELECT BOARD**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as an ALTERNATE member of the SENIOR ADVISORY COMMITTEE according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the **State of New Hampshire - So help me God.**

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **NANCY A. RYAN** took and subscribed the foregoing oath. Before me,

.....
Linda R. Reinhold, **Town Clerk**

Date: _____, 2014

Received and Recorded:



RECEIVED
FEB 06 2014

TOWN of LEE, NEW HAMPSHIRE
7 Mast Road, Lee, New Hampshire 03861

TOWN OF LEE, NH
SELECTMAN'S OFFICE

APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION OR
COMMITTEE POSITION WITHIN THE TOWN OF LEE.

Applicant's Name: NANCY A. RYAN
Address: 18 BELLE LN, LEE NH Phone/Cell: Home- 603-659-3482
of Years as a Resident: 34
Email address: NANCYALICER@CS.COM

Full Membership (3 year term) position applying for: LEE SENIOR ADVISORY COMMITTEE
Term Expires on the following date: 2017 (?)
Alternate Position (3 year term) position applying for: _____
Term Expires on the following date: _____

I feel the following experience and background qualifies me for this position: _____

I have an interest in senior issues. I would enjoy improving and enhancing the lives of Lee seniors. I have 23 years experience overseeing the NH Breast Cancer Coalition, a non-profit, all volunteer organization. Please see attached letter.

Nancy A. Ryan
Signature

2/6/2014
Date

You are welcome to submit a letter or resume with this form. Applicants are requested to attend the Board of Selectmen's Meeting to express their interest. Applicants will be notified of the meeting date in advance. Thank you for your application and interest in the Town of Lee.

approved by the Board of Selectmen 2/18/14

Nancy Ryan
18 Belle Ln
Lee NH 03861-6438

February 3, 2014

Town of Lee
7 Mast Road
Lee NH 03861

To Whom It May Concern:

Thank you for the opportunity to apply for appointment to the Lee Senior Advisory Committee. My interest in serving on this committee is based on a personal interest in senior issues and on a desire to contribute my time and skills to the Town of Lee.

During the last several years I have become increasingly aware of the personal challenges faced by senior residents in Lee. For example, I have observed the growing needs of two elderly women in my neighborhood and observed their dependence on the kindness, time, and resources of family and friends. I thought it might be helpful to have a comprehensive list of reliable resources for Lee seniors who may need help beyond what family and friends can provide. I also thought Lee seniors might benefit from having accessible, interesting activities geared to their interests and abilities. When I learned that the Lee Senior Advisory Committee had a similar vision, I attended several meetings in 2013 to learn more.

I have a variety of skills I can bring to the Committee. I obtained a Bachelor's Degree in Sociology from the University of California, Riverside (1970). I worked for ten years in the State of California community mental health system, for eight years as a data processing manager for an accounting firm in Portsmouth, and have served since 1991 as a full-time volunteer for two nonprofit breast cancer organizations.

I am a founding member and current President of the New Hampshire Breast Cancer Coalition. I also serve as New Hampshire's Field Coordinator for the National Breast Cancer Coalition, which is based in Washington, DC. My responsibilities for these two nonprofit organizations include general administration and record keeping, communication (email, web site, general correspondence), fundraising, event organizing, managing monthly Board meetings, lobbying, preparing a periodic newsletter, and financial oversight.

I would enjoy helping the Lee Senior Advisory Committee carry out its mission to improve and enhance the lives of Lee seniors. Thank you for your consideration.

Sincerely,



Nancy Ryan
18 Belle Lane
Lee NH 03861
(603) 659-3482
Email: NancyAliceR@cs.com

SELECTMEN'S MEETING

March 3, 2014

CONSENT AGENDA ITEMS

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

SIGNATURES REQUIRED

- General Assistance Guidelines – Certificate of Adoption
- Notice of Intent to Cut Wood or Timber
- Veterans Tax Credit Exemption
- Notice of Intent to Excavate
- Gravel Tax Levy
- People's United Bank Signature Cards
- Vacation Request – Roger Rice

INFORMATION ONLY

- Comcast merge with Time Warner Letter
- Fire Department Personal Protection Clothing Purchase Letter
- Plodzik & Sanderson Auditor's Letter

Certification of Adoption General Assistance Guidelines

*On February 18, 2014, after duly-noticed meeting, the Board of Selectmen voted unanimously to **APPROVE and ADOPT** the Lee Human Services General Assistance Guidelines.*

_____	_____
	Date
_____	_____
	Date
_____	_____
	Date

See copy on file with the
TC/TX Office
Or
General Assistance Office

*These guidelines supersede all
previously issued guidelines*

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

RSA 79:10 See instructions on back.

YR TOWN OP# 13-255-04-T

For Tax Year April 1, 20 13 to March 31, 20 14

PLEASE TYPE OR PRINT

- 1 City/Town of Lee
2 Tax Map No./Lot or USFS sale name & unit #: Map 9 Lot 1
3 Is this intent an: Original [X] Supplemental [] Orig. Oper. #
4 Name of road from which accessible: Turtle Pond Road (RT# 155)
5 a Acreage of lot: 70 Acreage of cut: 3
b Anticipated start date: February
6 Type of ownership (check only one):
a Owner of Land and Stumpage []
b Previous owner retaining deeded timber rights []
c Owner/Purchaser of stumpage & timber rights on public lands (Fed., state, municipal, etc.) or Utility Easements [X]

Report of Cut Form/Certificate to be sent to:

OWNER [] LOGGER/FORESTER [X]

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

A [Signature] SIGNATURE OF OWNER(S) OR CORPORATE OFFICER 305 DATE 2/18/14

B [Signature] SIGNATURE OF OWNER(S) OR CORPORATE OFFICER 2/3/14 DATE 2/18/14

C Jeffrey C. Eames president FULLY AUTHORIZED. CORPORATE OFFICER NAME AND TITLE

PRINT OWNER(S) NAME FORT MOUNTAIN TRUCKING

MAILING ADDRESS 168 GRANITE ST.

CITY/TOWN STATE ZIP CODE ALLENSTOWN N.H. 03275

Tele. No.: (603-485-4459)

FOR ASSESSING OFFICIALS ONLY

The selectmen/assessing officials hereby certify that:

- 1 All owners of record have signed intent;
2 The land is not under the Current Use-unproductive category;
3 The form is complete and accurate; and
4 Any timber tax bond required has been received.
Enter Amount of Timber Tax Bond Required and Date Posted:

\$ _____ Date _____

- 5 The tax collector will be notified within 30 days of receipt per RSA 79:10;
6 This form to be forwarded to DRA within 30 days.

8 Description Of Wood Or Timber To Be Cut

Table with 2 columns: Species, Estimated Amount To Be Cut. Rows include White Pine (25-35), Hemlock, Red Pine, Spruce & Fir, Hard Maple, White Birch, Yellow Birch, Oak (1-3), Ash, Beech & Soft Maple, Pallet or Tie Logs (1-3), Others (Specify), Pulpwood (Tons or Cords), Spruce & Fir, Hardwood & Aspen (30), Pine (30), Hemlock, Whole Tree Chips.

Miscellaneous: High Grade Spruce (Tons), Cordwood & Fuelwood (Cords)

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

Table with 2 columns: Species, Amount.

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] SIGNATURE OF LOGGER/FORESTER OR PERSON RESPONSIBLE FOR CUTTING DATE 2/18/14

Jeffrey C. Eames pres. 485-4459 PRINT NAME TELEPHONE

MAILING ADDRESS 168 GRANITE ST.

CITY/TOWN STATE ZIP CODE ALLENSTOWN N.H. 03275

[Signature] SIGNATURE (in ink) OF ASSESSING OFFICIAL DATE 2/18/14

[Signature] SIGNATURE (in ink) OF ASSESSING OFFICIAL DATE

[Signature] SIGNATURE (in ink) OF ASSESSING OFFICIAL DATE

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: February 24, 2014

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

RE: Veteran Tax Credit Application
Tax Map 12 Lot 7-100

The above application and discharge paperwork has been provided and reviewed. Based on my review it appears that Chad Daniels 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.revenue.nh.gov or contact your city/town. Note: "CU Partner" stands for "Civil Union Partner".

STEP 1 NAME AND ADDRESS	PROPERTY OWNER'S LAST NAME, FIRST NAME INITIAL <i>Daniels Chad M.</i>
	PROPERTY OWNER'S LAST NAME, FIRST NAME INITIAL <i>Daniels Jennifer A.</i>
	MAILING ADDRESS <i>5 Caverno Drive</i>
	CITY/TOWN STATE ZIP CODE <i>Lee, NH 03861</i>
	CITY/TOWN TAX MAP # BLOCK # LOT # <i>12 7 1</i>
	ADDRESS OF PROPERTY <i>5 Caverno Drive, Lee NH 03861</i>
STEP 2 VETERANS' TAX CRED- ITS/EX- EMPTION	1 Veteran's Name <i>Chad M. Daniels</i>
	2 Date of Entry into Military Service <i>09-03-1987</i> 3 Date of Discharge/Release from Military Service <i>07-10-1991</i>
	4 <input checked="" type="checkbox"/> Veteran <input checked="" type="checkbox"/> Veterans' Tax Credit <input type="checkbox"/> Spouse/CU Partner <input type="checkbox"/> Credit for Service Connected Total and Permanent Disability <input type="checkbox"/> Surviving Spouse/CU Partner <input type="checkbox"/> Credit for Surviving Spouse/CU Partner 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 <i>Army</i>
	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/CU Partner of that Veteran
STEP 3 OTHER EXEMP- TIONS	11 <input type="checkbox"/> Elderly Exemption Applicant's Date of Birth _____ Spouse/CU Partner'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
	13 <input type="checkbox"/> Improvements to Asslst Persons with Disabilities <input type="checkbox"/> Improvements to Assist the Deaf
STEP 4 IMPROVE- MENTS	
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. <i>Chad M. Daniels</i> <i>02-24-2014</i> SIGNATURE (IN INK) OF PROPERTY OWNER DATE
	<i>Jennifer Daniels</i> <i>02-24-2014</i> 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 off your 2008 property taxes, which are due no earlier than December 1, 2008, then you have until April 15th, 2008 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 received 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 2008 property taxes, you have until September 1, 2009, 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/BOOK/LOT

12-7-10

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/CU Partner 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/CU Partner	<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/CU partner'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

Memo

TO: Board of Selectmen
Town of Lee

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

DATE: February 24, 2014

RE: Notice of Intent to Excavate
Tax Map 4 Lot 6

The attached form was received and upon review it appears complete and accurate and as such, it is recommended the form be approved.

If there are any questions or additional information desired, please let me know.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
 NOTICE OF INTENT TO EXCAVATE
 RSA 72-B

RECEIVED
 FEB 24 2014

FORM
 PA-38
 139

TOWN OF LEE, NH
 SELECTMAN'S OFFICE
 For Tax Year April 1, 2014 to March 31, 2015

YR - TOWN - OP# - E

- - - -

GENERAL INSTRUCTIONS FOR FILING THIS FORM ON REVERSE

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

- Town/City of: Lee, NH
- Tax Map/Block/Lot #: M-4 Lot-6
- Name of Road From Which Accessible:
Old Mill Rd, Pinkham Rd
- Total Acreage of Lot: 150 ±
- Date of Permit per RSA 155-E:2: Grandfathered
or
(Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, I (d): _____
- Permit Number per RSA 485-A:17, if any: _____
(Alteration of Terrain Permit)
- Incidental Construction/155-E Exception: Check if Yes
- Total Permitted Area (acres): 150 ACRES
- Excavation Area (acres) as of April 1: 5 Acres
- Reclaimed Area (acres) as of April 1: _____
- Remaining Cubic Yards of Earth to Excavate: Unknown
- Type of Ownership (Check only one):
 Owner of land
 Previous owner retaining deeded earth excavation rights
 Owner of earth or earth excavation rights on public lands (Fed, State, Municipal, etc) or, removes earth from public lands or right of way

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	<u>25,000</u>
SAND	<u>25,000</u>
LOAM	<u>1500</u>
STONE PRODUCTS	
OTHER (<u>Clay</u>)	<u>3000</u>
TOTAL	<u>54,500</u>

15. CHECK ONLY THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100.00 FEE
 (check payable to to State of New Hampshire)
- ORIGINAL WITH NO FEE
 (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100.00 FEE
 (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE
 (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

A. Pearl Peters 2/18/14
 SIGNATURE (in Ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

Pearl Peters
 PRINT OWNER(S) OR CORPORATE OFFICER(S) NAME CLEARLY

B. Seth Peters 2/18/14
 SIGNATURE (in Ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

Seth Peters
 PRINT OWNER(S) OR CORPORATE OFFICER(S) NAME CLEARLY

23 Old Mill Rd
 MAILING ADDRESS

Lee NH 03861
 CITY OR TOWN STATE ZIPCODE

Malpasocreek99@gmail.com
 E-MAIL ADDRESS

603-866-1999 603-866-1999
 TELEPHONE (Type numbers only, no symbols) CELL PHONE (Type numbers only, no symbols)

DATE INTENT SENT TO TOWN: 2/24/14

E-MAIL REPORT & CERTIFICATE? (Check if YES. If No, they will be mailed to the address above)

TO BE COMPLETED BY ASSESSING OFFICIALS

Amount of Security Required \$ _____

Security Posted (Bond, Certified Check, etc.) \$ _____

SIGNATURES & DATE OF ASSESSING OFFICIALS

The Selectmen/Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- All owners of record have signed the Intent;
- If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- The form is complete and;
- Any bond required under RSA 72-B:5 has been received.

 SIGNATURE (IN INK) DATE

 SIGNATURE (IN INK) DATE

 SIGNATURE (IN INK) DATE

 SIGNATURE (IN INK) DATE

 SIGNATURE (IN INK) DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN
 SIGNED COPY TO - OWNER, RETURNED BY ASSESSING OFFICIALS
 SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

TOWN OF LEE
OFFICE OF THE TAX COLLECTOR
7 MAST ROAD
LEE, NH 03824
(603) 659-2964

February 24, 2014

SETH PETER
PEARL PETERS
23 OLD MILL ROAD
LEE, NH 03824

EXCAVATION TAX ASSESSMENT PER RSA 72-B

TAX YEAR APRIL 1, 2013 - MARCH 31, 2014

PARCEL DATA	EARTH TYPE	CUBIC YARDS EXCAVATED	TAX PER CUBIC YARD	TAX DUE
PARCEL I.D./ TAX MAP NUMBER:	GRAVEL	0	\$0.02	\$0.00
004-006	SAND	1,138	\$0.02	\$22.76
OPERATION NUMBER:				
13-255-01-E	LOAM	158	\$0.02	\$3.16
ACCOUNT NUMBER:				
#	STONE PRODUCTS	23	\$0.02	\$0.46
SERIAL NUMBER:	OTHER	0	\$0.02	\$0.00
#				
	TOTAL EARTH:	1,319	TOTAL TAX:	\$26.38

Per RSA 72-B:4 - Interest as provided in RSA 72-B:6 shall be charged 30 days after the bills are mailed.

***** 18% APR INTEREST WILL BE CHARGED AFTER**

ON UNPAID TAXES ***

APPEAL: Pursuant to RSA 72-B:13, an owner may, within 90 days of notice of the tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 72-B:8, RSA 72-B:8-a and RSA 72-B:9.

TAX OFFICE HOURS MON 8-6 AND WEDS & FRI 8-4

ORIGINAL WARRANT

GRAVEL TAX LEVY - RSA 72-B
TAX YEAR APRIL 1, 2012-MARCH 31, 2013

DATE: February 24, 2014

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
SETH PETER PEARL PETERS 23 OLD MILL ROAD LEE, NH 03824	004-006	13-255-01-E	\$26.38

DATE DUE: **TOTAL TAX DUE:** **\$26.38**

REPORT OF EXCAVATED MATERIAL

RSA 72-B:9

See instructions on back of form

RECEIVED

OPERATION # 13-255-01 - E

For Tax Year : April 1, 2013 to March 31, 2014

Mailing Address:

**SETH PETERS
PEARL PETERS
23 OLD MILL ROAD
LEE NH 03824-**

1. Town/City of: LEE, NH
2. Tax Map/Lot # or Road Project Name or #:
M4 L6
3. Total permitted area under RSA 155-E (acres): 150 ±
4. Excavation area as of April 1 : 5 Acres
5. Reclaimed area as of April 1 : —
6. Remaining cubic yards of earth to excavate:
Unknown

7. DESCRIPTION OF EARTH EXCAVATED DURING TAX YEAR:

EARTH TYPE	EXACT CUBIC YARDS EXCAVATED
GRAVEL	—
SAND	1138 yds.
LOAM	158 yds.
STONE PRODUCTS	23 yds.
OTHER:	
TOTAL	1319

8. EXEMPT EARTH

Excavated earth that was used on the parcel of land, or other parcel that is contiguous and in common ownership, in the construction, reclamation, reconstruction or alteration of such parcel of land during the tax year is exempt from the excavation tax. Excavation of earth from a parcel of land which does not exceed 1,000 cubic yards during the tax year is also exempt from the excavation tax but must be reported.

The amount of exempt earth should not be included in # 7.

EXEMPT EARTH TYPE	CUBIC YARDS EXCAVATED

I / We hereby report the amount of earth excavated under penalty of perjury (If Corporation, an Officer must sign) :

Seth Peters
PRINT OWNER(S) NAME OR CORPORATION CLEARLY

Seth Peters 2/24/14
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER & TITLE DATE

PRINT OWNER(S) NAME CLEARLY

SIGNATURE (IN INK) OF OWNER(S) DATE

23 Old Mill Rd
MAILING ADDRESS

Lee NH 03861
CITY / TOWN STATE ZIP CODE

PHONE #: 603-866-1999 CELL #:

PENALTY: Any person who fails to file a Report of Excavated Material (PA-39) with the proper municipal assessing officials or fails to send copies to the Department of Revenue Administration in accordance with RSA 72-B:9 shall be guilty of a misdemeanor.

DOOMAGE: If an owner neglects to file a Report of Excavated Material (PA-39) or willfully falsifies a report, the assessing officials shall assess doamage which is two (2) times what the tax would have been if the report had been properly filed. Refer to RSA 72-B:10 for the statute on doamage.

BUSINESS DEPOSIT ACCOUNT CERTIFIED RESOLUTIONS



Legal Name of Business (the "Depositor")	TOWN OF LEE
Trade Names of Depositor, If Any (i.e. Doing Business As)	
Primary Address of Depositor	c/o Selectmans office, 7 Mast Road, Lee, NH 03861
Type of Legal Entity	
Owner, President, Chairperson, General Partner, Authorized Officer, Managing Member or Principal (Specify Name & Title)	Authorized Officer -
Account Number	

The Certified Resolutions that appear in this document have been duly adopted by the owner(s) or the governing body of the Depositor whose identifying information appears above and which the signers below certify as correct. When the phrase "Deposit Accounts" appears in these Resolutions, it means any or all of the following People's United Bank deposit accounts: People's United Business Checking Accounts, People's United Business Savings Accounts, People's United Business Money Market Accounts, and People's United Commercial Certificates of Deposit or any additional accounts which may be established in the future.

When the phrase "Deposit Services" appears in these Resolutions, it means the following People's United Bank deposit services: People's United MasterMoney™ BusinessCard, People's United Business ATM Card, Telephone Banking, and Online Banking, or any additional service which may be requested.

The Certified Resolutions authorize and direct the Depositor: (i) to establish the Deposit Accounts with People's United Bank and to obtain the Deposit Services from People's United Bank; and (ii) to enter into and to be bound by the People's United Bank Business Deposit Account Contract (including the People's United Bank Business Schedule of Deposit Account Charges), in its current form and as it may be modified from time to time (the "Business Deposit Account Contract"). People's United Bank will open and maintain the Deposit Accounts and provide the Deposit Services for the Depositor in reliance on these Certified Resolutions.

Authorization of Deposit Accounts at People's United Bank

RESOLVED, That People's United Bank, an FDIC insured depository institution headquartered in Bridgeport, Connecticut, be, and it hereby is, designated a depository of funds of the Depositor, with authority to accept at any time for the credit of the Depositor deposits in the Deposit Accounts by any person or entity seeking to make such deposit and in whatever manner such deposit is endorsed or if unendorsed; and

RESOLVED, That the Depositor be, and it hereby is, authorized and directed to enter into and to be bound by the Business Deposit Account Contract and that all of the Deposit Accounts and Deposit Services shall be subject to such Business Deposit Account Contract, as modified from time to time and Depositor waives its right to jury trial in any action arising out of or connected with any account or service; and

Authorized Signers

RESOLVED, That each of the following named individuals, or persons from time to time holding the following offices of the Depositor, be, and each hereby is, designated as an Authorized Signer to act on behalf of the Depositor in accordance with these Certified Resolutions (fill in names and titles of individuals); and

Please Print Name of Authorized Signer	Please Print Title of Authorized Signer
Benjamin R Genes	Signer
John R Lacourse	Signer
David Cedarholm	Signer
Carole T Dennis	Signer

Use of Deposit Accounts

RESOLVED, That People's United Bank be, and it hereby is, authorized and directed to certify, pay, or otherwise honor all checks, drafts, notes, bills of exchange, acceptances, and other instruments (collectively, "Instruments") or orders for the payment, transfer, or withdrawal of money, including electronic orders or transfers, for whatever purpose and to whomsoever payable when such Instruments and/or orders are made, signed, or endorsed by the signature, the facsimile or specimen signature (actual or purported), or the oral direction of any ONE of the Authorized Signers, including payments and/or transfers to any one or more Authorized Signers and even if such payment, transfer, or withdrawal will create or increase an overdraft in the account on which it is drawn, although any such payment shall be permitted in the sole discretion of People's United Bank; and

RESOLVED, That each Authorized Signer be, and hereby is, individually authorized on behalf of the Depositor to open and close the Deposit Accounts, to apply for and to obtain any services related to those accounts (including the Deposit Services), to update information on any Deposit Account, and to endorse, negotiate, and collect any and all Instruments; and

RESOLVED, That each Authorized Signer be, and hereby is, individually authorized on behalf of the Depositor to instruct, orally or by such other means as People's United Bank may make available to the Depositor, People's United Bank to initiate the transfer of funds between any Deposit Account and any other Deposit Account; and

RESOLVED, That People's United Bank may rely on the signature, endorsement, order, facsimile signature, specimen signature, or oral instruction reasonably believed by People's United Bank to be made by any ONE Authorized Signer, and that People's United Bank may act on any direction of any ONE Authorized Signer without inquiry and without regard to the application of the proceeds thereof, provided that People's United Bank acts in good faith; and

RESOLVED, That the Depositor hereby acknowledges that People's United Bank will assign the Depositor a Business Personal Security Number and/or a Business Identification Number that any Authorized Signer will be able to use to access one or more of the Deposit Accounts via telephone, on the Internet, or through the use of a Business Card, if such a Card is issued to the Depositor; and

RESOLVED, That, if the Depositor receives a Business ATM Card or MasterMoney™ BusinessCard, the Depositor hereby authorizes each Authorized Signer to receive his or her own unique Personal Identification Number that will enable that Authorized Signer to utilize the Depositor's Business ATM card or MasterMoney™ BusinessCard to access some or all of the Deposit Accounts on behalf of the Depositor; and

Miscellaneous Resolutions

RESOLVED, That People's United Bank shall not be liable in connection with the collection of Instruments and/or orders that are handled by People's United Bank without gross negligence, and People's United Bank shall not be liable for the acts or failure to act of its agents or subagents, any networks, clearing houses, or other interchanges or devices used, or for any other casualty; and

RESOLVED, That the Depositor assumes full responsibility for and shall indemnify People's United Bank against all losses, costs, liabilities, and claims resulting from payments, withdrawals, transfers, or orders made or purported to be made in accordance with, or from actions taken in good faith and in reliance upon, these Resolutions; and

RESOLVED, That the Depositor shall notify People's United Bank promptly and in **writing** of any change in (a) these Resolutions; (b) the identity of the Authorized Signers; (c) the identity of persons authorized to obtain and use a Business ATM Card; (d) the identity of the persons authorized to use a MasterMoney™ BusinessCard on behalf of the Depositor; (e) the ownership of the Depositor; or (f) the Depositor's legal structure or status, including the Depositor's dissolution or bankruptcy; and

RESOLVED, That People's United Bank may rely on these Certified Resolutions and on any certification by any ONE Authorized Signer or authorized representative of the Depositor as to the names and signatures of the Authorized Signers of the Depositor until People's United Bank has actually received written notice, facsimile or otherwise, of a change and has had a reasonable period of time to act on such notice; and

RESOLVED, That each of the persons listed at the end of the Certified Resolutions as a signer of the Certified Resolutions be, and each hereby is, designated a duly authorized representative of Depositor for all matters related to these Certified Resolutions, including the execution of this document on behalf of the Depositor, and the certification to People's United Bank (a) of the name, office (if any), and signature of each of the Authorized Signers, (b) that the Resolutions set forth herein have been adopted in accordance with all applicable governing documents, third party agreements, and laws applicable to the Depositor, and (c) of all other matters to be certified herein.

Certifications

Each individual who signs this document hereby certifies and warrants to People's United Bank that:

- (a) The Resolutions set forth herein: (i) have been properly adopted by the Depositor in accordance and conformity with the Depositor's governing documents, all agreements with third parties, and all laws applicable to the Depositor; (ii) have not been modified or rescinded; and (iii) are in full force and effect and binding on the Depositor.
- (b) He or she is the duly authorized representative of the Depositor, authorized to act on behalf of the Depositor in all matters pertaining to its rights, responsibilities, and activities in connection with these Certified Resolutions including but not limited to executing this document on behalf of the Depositor;
- (c) The Depositor is duly organized and in good standing in the jurisdiction in which it is organized;
- (d) A current and complete copy of the Depositor's organizational document (for example, its certificate of incorporation, its articles of organization, its partnership agreement, its charter, or other similar document) has been provided herewith to People's United Bank. Sole proprietorships are not required to submit an organizational document;
- (e) If the Depositor is a corporation owned by one shareholder, the undersigned certifies to People's United Bank that he/she is the sole shareholder and officer of such corporation;

- (f) If a trade name is used by Depositor, the undersigned certifies that a duly certified Trade Name or Doing Business As Certificate or the equivalent has been delivered to People's United Bank;
- (g) If the Depositor is a limited liability company or partnership, the undersigned are all of its members, managers, or partners, as the case may be;
- (h) He or she understands that People's United Bank will rely on the truth of these certifications in conducting business with the Depositor;
- (i) If the Depositor, or any one individual listed as an authorized signer, should direct People's United Bank to make preauthorized transfers, to combine or to electronically deliver account statements, or to establish an internet banking relationship including the designation of an internal administrator that can entitle other individuals (who may or may not be signers) to view and have access to any and all accounts granted the right by People's United Bank at its sole discretion, the Depositor hereby agrees to be subject to the terms and conditions of the BDAC, the Business Deposit Account Schedule of Charges, the Business Electronic Banking Agreement, and any other agreements, as updated, with People's United Bank that apply to the depositor's accounts now or in the future;
- (j) The Depositor (and any current or future authorized signatories or otherwise designated individuals) hereby certifies that it does not, nor will it ever engage in restricted transactions, such as internet gambling. Such transactions are prohibited from being processed into or out of the Depositor's account(s) or relationship via any means, including but not limited to check or check collection systems, electronic money transmission, card-based transactions (ATM or MasterMoneyTM BusinessCard), ACH (Automated Clearing House), Wire Transfers, or third-party processors; and
- (k) Each signature below represents the true and accurate signature of the named person and that such person holds the corresponding title (if any);

<p>Signature John R Lacourse Printed Name</p> <p>Title</p> <p>Signature of People's United Bank Witness</p> <p>Printed Name of People's United Bank Witness</p>	<p style="text-align: center;">Notary Acknowledgement (Notary is needed only if form is not signed before a People's United employee)</p> <p>State of _____)ss.: _____</p> <p>County of _____)</p> <p><i>On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.</i></p> <p style="text-align: center;">STAMP</p> <p style="text-align: right;">_____ Notary Public, State of _____</p>
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<p>Signature David Cedarholm Printed Name</p> <p>Title</p> <p>Signature of People's United Bank Witness</p> <p>Printed Name of People's United Bank Witness</p>	<p style="text-align: center;">Notary Acknowledgement (Notary is needed only if form is not signed before a People's United employee)</p> <p>State of _____)ss.: _____</p> <p>County of _____)</p> <p><i>On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.</i></p> <p style="text-align: center;">STAMP</p> <p style="text-align: right;">_____ Notary Public, State of _____</p>
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<p>Signature Carole T Dennis Printed Name</p> <p>Title</p> <p>Signature of People's United Bank Witness</p> <p>Printed Name of People's United Bank Witness</p>	<p style="text-align: center;">Notary Acknowledgement (Notary is needed only if form is not signed before a People's United employee)</p> <p>State of _____)ss.: _____</p> <p>County of _____)</p> <p><i>On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.</i></p> <p style="text-align: center;">STAMP</p> <p style="text-align: right;">_____ Notary Public, State of _____</p>
--	---

<p>Signature _____</p> <p>Printed Name _____</p> <p>Title _____</p> <p>Signature of People's United Bank Witness _____</p> <p>Printed Name of People's United Bank Witness _____</p>	<p style="text-align: center;">Notary Acknowledgement</p> <p>(Notary is needed only if form is not signed before a People's United employee)</p> <p>State of _____)</p> <p style="text-align: right;">)ss.: _____</p> <p>County of _____)</p> <p><i>On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.</i></p> <p style="text-align: center;">STAMP</p> <p style="text-align: right;">_____ Notary Public, State of _____</p>
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<p>Signature _____</p> <p>Printed Name _____</p> <p>Title _____</p> <p>Signature of People's United Bank Witness _____</p> <p>Printed Name of People's United Bank Witness _____</p>	<p style="text-align: center;">Notary Acknowledgement</p> <p>(Notary is needed only if form is not signed before a People's United employee)</p> <p>State of _____)</p> <p style="text-align: right;">)ss.: _____</p> <p>County of _____)</p> <p><i>On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.</i></p> <p style="text-align: center;">STAMP</p> <p style="text-align: right;">_____ Notary Public, State of _____</p>
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<p>Signature _____</p> <p>Printed Name _____</p> <p>Title _____</p> <p>Signature of People's United Bank Witness _____</p> <p>Printed Name of People's United Bank Witness _____</p>	<p style="text-align: center;">Notary Acknowledgement</p> <p>(Notary is needed only if form is not signed before a People's United employee)</p> <p>State of _____)</p> <p style="text-align: right;">)ss.: _____</p> <p>County of _____)</p> <p><i>On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.</i></p> <p style="text-align: center;">STAMP</p> <p style="text-align: right;">_____ Notary Public, State of _____</p>
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**OFF-SITE SIGNATURE CARD PAGE 1 OF 2
INFORMATION ABOUT THE AUTHORIZED SIGNERS**



ACCOUNT NUMBER _____ Date: _____
 Business Name TOWN OF LEE, Tax ID # 02-0308336
 Business Address C/O Selectmans Office, 7 Mast Road City Lee State NH Zip 03861

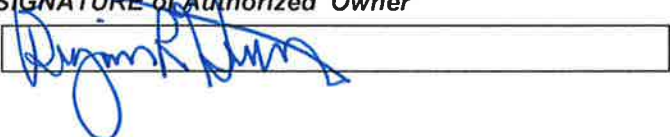
Employee Name BETH BARTLETT Employee # 63231 OD Officer # 63231 Account Type _____


Only use this form as a signature card for off-site visits or if a People's United Bank employee does not verify the signer's identity. A Notary signature is required ONLY if a People's United Bank employee does not verify the signer's identity.
 Make additional copies if more than four signers. Always fax the signed signature card to Doc View.

Business Owner and Authorized Signer Information

The **OWNER** is an owner, managing member, general partner, authorized officer or principal of the business and an authorized signer on the account. The **SIGNER** is an authorized signer on the account. By designating a person as a Signer, Owner represents and warrants to People's United Bank that the person has the authority to act on behalf of the Business with respect to the Account.

By signing this signature card I/we agree that I/we have received a copy of the Business Deposit Account Contract, Business Schedule of Deposit Account Charges and Business Deposit Accounts Schedule of Interest and agree to the terms and conditions contained therein as they may be modified from time to time. I/we agree to waive any right to trial by jury in connection with the Account.

<p>1. Name (First MI Last) <u>Benjamin R Genes</u> Title <u>TREASURER</u> SSN <u>208 - 46 - 5678</u> DOB <u>4/14/56</u> Non Resident Alien (NRA) (check if applicable) _____ Home Address <u>43 N River Road</u> City <u>Lee</u> State <u>NH</u> Zip <u>03861</u> Home Phone <u>603 - 659 - 3769</u> Business Phone _____ Check One: Owner _____ Signer <u>XXXXXXX</u> Photo ID: State <u>NH</u> ID# <u>04GBS56141</u> Exp. Date <u>4.14.14</u> Secondary ID (list type used) <u>SS Card</u> SIGNATURE of Authorized Owner </p>	<p align="center">Notary Acknowledgement</p> <p>(Notary is needed only if form is not signed before a People's United employee)</p> <p>State of _____)ss.: County of _____)</p> <p>On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her signature(s) on the instrument, the individual, or the person upon behalf of which the individual(s) acted, executed the instrument.</p> <p align="center">_____ Notary Public, State of _____</p>
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<p>2. Name (First MI Last) <u>John R Lacourse</u> Title _____ SSN <u>046 - 46 - 2864</u> DOB <u>03.17.52</u> Non Resident Alien (NRA) (check if applicable) _____ Home Address <u>275 Stepping Stones Road</u> City <u>Lee</u> State <u>NH</u> Zip <u>03861</u> Home Phone <u>603 - 659 - 6149</u> Business Phone <u>603 - 862 - 1324</u> Check One: Owner _____ Signer <u>XXXXXXXX</u> Photo ID: State <u>NH</u> ID# <u>03LEJ52172</u> Exp. Date <u>03.17.14</u> Secondary ID (list type used) <u>SS Card</u> SIGNATURE of Authorized Signer </p>	<p align="center">Notary Acknowledgement</p> <p>(Notary is needed only if form is not signed before a People's United employee)</p> <p>State of _____)ss.: County of _____)</p> <p>On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her signature(s) on the instrument, the individual, or the person upon behalf of which the individual(s) acted, executed the instrument.</p> <p align="center">_____ Notary Public, State of _____</p>
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**OFF-SITE SIGNATURE CARD PAGE 2 OF 2
INFORMATION ABOUT THE AUTHORIZED SIGNERS**



3.
 Name (First MI Last) David Cedarholm
 Title _____
 SSN 120 - 52 - 0201 DOB 4.13.59
 Non Resident Alien (NRA) (check if applicable) _____
 Home Address 81 Fox Garrison Road
 City Lee State NH Zip 03861
 Home Phone 603 - 659 - 5414
 Business Phone _____
 Check One: Owner _____ Signer XXXXXXXX
 Photo ID: State NH ID# 04CMD59131 Exp. Date 4.13.17
 Secondary ID (list type used) _____
SIGNATURE of Authorized Signer

Notary Acknowledgement
 (Notary is needed only if form is not signed before a People's United employee)
 State of _____)
)ss.: _____
 County of _____)
 On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her signature(s) on the instrument, the individual, or the person upon behalf of which the individual(s) acted, executed the instrument.

 STAMP _____
 Notary Public, State of _____

4.
 Name (First MI Last) Carole T Dennis
 Title _____
 SSN 002 - 48 - 2251 DOB 7.12.56
 Non Resident Alien (NRA) (check if applicable) _____
 Home Address 93 Mast Road
 City Lee State NH Zip 03861
 Home Phone 603 - 659 - 5414
 Business Phone _____
 Check One: Owner _____ Signer XXXXXXXX
 Photo ID: State NH ID# 07DSC56121 Exp. Date 7.12.16
 Secondary ID (list type used) _____
SIGNATURE of Authorized Signer

Notary Acknowledgement
 (Notary is needed only if form is not signed before a People's United employee)
 State of _____)
)ss.: _____
 County of _____)
 On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her signature(s) on the instrument, the individual, or the person upon behalf of which the individual(s) acted, executed the instrument.

 STAMP _____
 Notary Public, State of _____

CERTIFICATION OF TAXPAYER IDENTIFICATION NUMBER

As a duly authorized representative of the business identified above and speaking on behalf of the business, I certify, under penalties of perjury that (1) the number shown on this form is my correct taxpayer identification number and (2)(a) I am not subject to backup withholding for the reason checked below, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and (3) I am a U.S. person (including a U.S. resident alien). You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Name of Business: TOWN OF LEE

I am exempt from backup withholding because I am:

an Exempt Payee (Form W-9 is required) a Non-Resident Alien (form W-8BEN is required)

By: _____ Date _____
 Signature (person signing in position "1" above) BENJAMIN GONES
 The Following exception condition exists on this account (i.e.: Out of state identification or CHEX record for business or signers): _____

Management Approval: _____
 Signature / Employee # _____

CHEX SYSTEMS CALLED BY: _____
 Signature / Employee # _____ TIN Issue Date: _____

Vacation Request and Approval Form for Department Heads

Date: 2-28-17

From: [Signature]
Department Head Name

To: **Board of Selectmen, Town of Lee, NH**

Please indicate below the dates you are requesting for your vacation period.

From				To			
3	1	8	17	3	1	8	17
	1		1		1		1
	1		1		1		1

Please indicate below your available vacation time.

Vacation Time Available In Hours/Days	Vacation Time Taken in Last 12 Months in Hours/Days
240	48/6

Vacation is approved/disapproved.

John R. LaCourse
Chairman

Carole Dennis

David Cedarholm

Board of Selectmen



**TIME WARNER CABLE TO MERGE WITH COMCAST CORPORATION TO CREATE
A WORLD-CLASS TECHNOLOGY AND MEDIA COMPANY**

*Strategic Combination Will Accelerate Delivery of Comcast's Technologically Advanced
Products and Services to Time Warner Cable's Customers*

*Transaction Creates Multiple Pro-Consumer and Pro-Competitive Benefits,
Including for Small and Medium-Sized Businesses*

PHILADELPHIA and NEW YORK – (February 13, 2014) -- Comcast Corporation (Nasdaq: CMCSA, CMCSK) and Time Warner Cable (NYSE: TWC) today announced that their Boards of Directors have approved a definitive agreement for Time Warner Cable to merge with Comcast. The agreement is a friendly, stock-for-stock transaction in which Comcast will acquire 100 percent of Time Warner Cable's 284.9 million shares outstanding for shares of CMCSA amounting to approximately \$45.2 billion in equity value. Each Time Warner Cable share will be exchanged for 2.875 shares of CMCSA, equal to Time Warner Cable shareholders owning approximately 23 percent of Comcast's common stock, with a value to Time Warner Cable shareholders of approximately \$158.82 per share based on the last closing price of Comcast shares. The transaction will generate approximately \$1.5 billion in operating efficiencies and will be accretive to Comcast's free cash flow per share while preserving balance sheet strength. The merger will also be tax free to Time Warner Cable shareholders.

This transaction will create a leading technology and innovation company, differentiated by its ability to deliver ground-breaking products on a superior network while leveraging a national platform to create operating efficiencies and economies of scale.

"The combination of Time Warner Cable and Comcast creates an exciting opportunity for our company, for our customers, and for our shareholders," said Brian L. Roberts, Chairman and Chief Executive Officer, Comcast Corporation. "In addition to creating a world-class company, this is a compelling financial and strategic transaction for our shareholders. Also, it is our intention to expand our buyback program by an additional \$10 billion at the close of the transaction. We believe there are meaningful operational efficiencies and the adjusted purchase multiple is approximately 6.7x Operating Cash Flow. This transaction will be accretive and will yield many synergies and benefits in the years ahead. Rob Marcus and his team have created a pure-play cable company that, combined with Comcast, has the foundation for future growth. We are looking forward to working with his team as we bring our companies together to deliver the most innovative products and services and a superior customer experience within the highly competitive and dynamic marketplace in which we operate."

"This combination creates a company that delivers maximum value for our shareholders, enormous opportunities for our employees and a superior experience for our customers," said Robert D. Marcus, Chairman and CEO of Time Warner Cable. "Comcast and Time Warner Cable have been the leaders in all of the industry's most important innovations of the last 25 years and this merger will accelerate the pace of that innovation. Brian Roberts, Neil Smit, Michael Angelakis and the Comcast management team have built an industry-leading platform and innovative products and services, and we're excited to be part of delivering all of the possibilities of cable's superior broadband networks to more American consumers."

The new cable company, which will be led by President and CEO Neil Smit, will generate multiple pro-consumer and pro-competitive benefits, including an accelerated deployment of existing and new innovative products and services for millions of customers. Comcast's subscribers today have access to the most comprehensive video experience, including the cloud-based X1 Entertainment Operating System, plus 50,000 video on demand choices on television, 300,000 plus streaming choices on XfinityTV.com, Xfinity TV mobile apps that offer 35 live streaming channels plus the ability to download to watch offline later, and the newly launched X1 cloud DVR. Comcast is also a technology leader in broadband and has increased Internet speeds 12 times in the past 12 years across its entire footprint.

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Time Warner Cable owns cable systems located in key geographic areas, including New York City, Southern California, Texas, the Carolinas, Ohio, and Wisconsin. Time Warner Cable will combine its unique products and services with Comcast's, including StartOver, which allows customers to restart a live program in progress to the beginning, and LookBack, which allows customers to watch programs up to three days after they air live, all without a DVR. Time Warner Cable also has been a leader in the deployment of community Wi-Fi, and will combine its more than 30,000 hotspots, primarily in Los Angeles and New York City, and its in-home management system, IntelligentHome, with Comcast's offerings.

Through this merger, more American consumers will benefit from technological innovations, including a superior video experience, higher broadband speeds, and the fastest in-home Wi-Fi. The transaction also will generate significant cost savings and other efficiencies. American businesses will benefit from a broader platform, and the Company will be better able to offer advanced services like high-performance point-to-point and multi-point Ethernet services and cloud-based managed services to enterprises. Additionally, the transaction will combine complementary advertising platforms and channels and allow Comcast to offer broader and more valuable packages to national advertisers.

Through the merger, Comcast will acquire Time Warner Cable's approximately 11 million managed subscribers. In order to reduce competitive concerns, Comcast is prepared to divest systems serving approximately 3 million managed subscribers. As such, Comcast will, through the acquisition and management of Time Warner Cable systems, net approximately 8 million managed subscribers in this transaction. This will bring Comcast's managed subscriber total to approximately 30 million. Following the transaction, Comcast's share of managed subscribers will remain below 30 percent of the total number of MVPD subscribers in the U.S. and will be essentially equivalent to Comcast Cable's subscriber share after its completion of both the 2002 AT&T Broadband transaction and the 2006 Adelphia transaction.

The companies said the merger agreement between Comcast and Time Warner Cable is subject to shareholder approval at both companies and regulatory review and other customary conditions and is expected to close by the end of 2014.

J.P. Morgan, Paul J. Taubman, and Barclays Plc acted as financial advisors to Comcast and Davis Polk & Wardwell LLP and Willkie Farr & Gallagher LLP are its legal advisors. Morgan Stanley, Allen & Company, Citigroup and Centerview Partners are financial advisors to Time Warner Cable and its Board of Directors, and Paul, Weiss, Rifkind, Wharton & Garrison LLP and Skadden, Arps, Slate, Meagher & Flom LLP are legal advisors.

Teleconference and Webcast for Financial Community

Comcast and Time Warner Cable will host a conference call with the financial community on Thursday, February 13, 2014, at 8:30 a.m. Eastern Time (ET) to discuss this announcement. The conference call will be broadcast live via the companies' Investor Relations websites at www.cmcsa.com and www.twc.com/investors. Those interested in participating via telephone should dial (800) 263-8495 with the conference ID number 22627319. A replay of the call will be available starting at 12:30 p.m. ET on February 13, 2014, on the companies' Investor Relations websites or by telephone. To access the telephone replay, dial (855) 859-2056 with the conference ID number 22627319.

Teleconference for Journalists

Comcast and Time Warner Cable will also host a conference call with journalists on Thursday, February 13, 2014, at 9:45 a.m. Eastern Time (ET) to discuss this announcement. Journalists interested in participating in the call should dial (888) 290-8622 with the conference ID number 29882449. A replay of the call will be available starting at 1:30 PM (ET) on February 13, 2014. To access the telephone replay, dial (800) 585-8367 with the conference ID number 29882449.

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About Comcast Corporation

Comcast Corporation (Nasdaq: CMCSA, CMCSK) is a global media and technology company with two primary businesses, Comcast Cable and NBCUniversal. Comcast Cable is the nation's largest video, high-speed Internet and phone provider to residential customers under the XFINITY brand and also provides these services to businesses. NBCUniversal operates 30 news, entertainment and sports cable networks, the NBC and Telemundo broadcast networks, television production operations, television station groups, Universal Pictures and Universal Parks and Resorts. Visit www.comcastcorporation.com for more information.

About Time Warner Cable

Time Warner Cable Inc. (NYSE:TWC) is among the largest providers of video, high-speed data and voice services in the United States, connecting 15 million customers to entertainment, information and each other. Time Warner Cable Business Class offers data, video and voice services to businesses of all sizes, cell tower backhaul services to wireless carriers and enterprise-class, cloud-enabled hosting, managed applications and services. Time Warner Cable Media, the advertising arm of Time Warner Cable, offers national, regional and local companies innovative advertising solutions. More information about the services of Time Warner Cable is available at www.twc.com, www.twcabc.com and www.twcmedia.com.

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Media Contacts

Comcast:

D'Arcy Rudnay, (215) 286-8582
John Demming, (215) 286-8011

Time Warner Cable:

Ellen East, (212) 364-8228
Susan Leepson, (212) 364-8281
Bobby Amirshahi, (212) 364-8292

Investor Contacts

Comcast:

Jason S. Armstrong, (215) 286-7972
Jane B. Kearns, (215) 286-4794

Time Warner Cable:

Tom Robey, (212) 364-8218
Laraine Mancini, (212) 364-8202

Important Information For Investors And Shareholders

This communication does not constitute an offer to sell or the solicitation of an offer to buy any securities or a solicitation of any vote or approval. In connection with the proposed transaction between Comcast Corporation ("Comcast") and Time Warner Cable Inc. ("Time Warner Cable"), Comcast and Time Warner Cable will file relevant materials with the Securities and Exchange Commission (the "SEC"), including a Comcast registration statement on Form S-4 that will include a joint proxy statement of Comcast and Time Warner Cable that also constitutes a prospectus of Comcast, and a definitive joint proxy statement/prospectus will be mailed to shareholders of Comcast and Time Warner Cable. INVESTORS AND SECURITY HOLDERS OF COMCAST AND TIME WARNER CABLE ARE URGED TO READ THE JOINT PROXY STATEMENT/PROSPECTUS AND OTHER DOCUMENTS THAT WILL BE FILED WITH THE SEC CAREFULLY AND IN THEIR ENTIRETY WHEN THEY BECOME AVAILABLE BECAUSE THEY WILL CONTAIN IMPORTANT INFORMATION. Investors and security holders will be able to obtain free copies of the registration statement and the joint proxy statement/prospectus (when available) and other documents filed with the SEC by Comcast or Time Warner Cable through the website maintained by the SEC at <http://www.sec.gov>. Copies of the documents filed with the SEC by Comcast will be available free of charge on Comcast's website at <http://cmcsa.com> or by contacting Comcast's Investor Relations Department at 866-281-2100. Copies of the documents filed with the SEC by Time Warner Cable will be available free of charge on Time Warner Cable's website at <http://ir.timewarnercable.com> or by contacting Time Warner Cable's Investor Relations Department at 877-446-3689.

Comcast, Time Warner Cable, their respective directors and certain of their respective executive officers may be considered participants in the solicitation of proxies in connection with the proposed transaction. Information about the directors and executive officers of Time Warner Cable is set forth in its Annual Report on Form 10-K for the year ended December 31, 2012, which was filed with the SEC on February 15, 2013, its proxy statement for its 2013 annual meeting of stockholders, which was filed with the SEC on April 4, 2013, and its Current Reports on Form 8-K filed with the SEC on April 30, 2013, July 29, 2013 and December 6, 2013. Information about the directors and executive officers of Comcast is set forth in its Annual Report on Form 10-K for the year ended December 31, 2013, which was filed with the SEC on February 12, 2014, its proxy statement for its 2013 annual meeting of stockholders, which was filed with the SEC on April 5, 2013, and its Current Reports on Form 8-K filed with the SEC on July 24, 2013 and August 16, 2013. These documents can be obtained free of charge from the sources indicated above. Additional information regarding the participants in the proxy solicitations and a description of their direct and indirect interests, by security holdings or otherwise, will be contained in the joint proxy statement/prospectus and other relevant materials to be filed with the SEC when they become available.

Cautionary Statement Regarding Forward-Looking Statements

Certain statements in this communication regarding the proposed acquisition of Time Warner Cable by Comcast, including any statements regarding the expected timetable for completing the transaction, benefits and synergies of the transaction, future opportunities for the combined company and products, and any other statements regarding Comcast's and Time Warner Cable's future expectations, beliefs, plans, objectives, financial conditions, assumptions or future events or performance that are not historical facts are "forward-looking" statements made within the meaning of Section 27A of the Securities Act of 1933, as amended, and Section 21E of the Securities Exchange Act of 1934, as amended. These statements are often, but not always, made through the use of words or phrases such as "may", "believe," "anticipate," "could", "should," "intend," "plan," "will," "expect(s)," "estimate(s)," "project(s)," "forecast(s)", "positioned," "strategy," "outlook" and similar expressions. All such forward-looking statements involve estimates and assumptions that are subject to risks, uncertainties and other factors that could cause actual results to differ materially from the results expressed in the statements. Among the key factors that could cause actual results to differ materially from those projected in the forward-looking statements are the following: the timing to consummate the proposed transaction; the risk that a condition to closing of the proposed transaction may not be satisfied; the risk that a regulatory approval that may be required for the proposed transaction is not obtained or is obtained subject to conditions that are not anticipated; Comcast's ability to achieve the synergies and value creation contemplated by the proposed transaction; Comcast's ability to promptly, efficiently and effectively integrate Time Warner Cable's operations into those of Comcast; and the diversion of management time on transaction-related issues. Additional information concerning these and other factors can be found in Comcast's and Time Warner Cable's respective filings with the SEC, including Comcast's and Time Warner Cable's most recent Annual Reports on Form 10-K, Quarterly Reports on Form 10-Q and Current Reports on Form 8-K. Comcast and Time Warner Cable assume no obligation to update any forward-looking statements. Readers are cautioned not to place undue reliance on these forward-looking statements that speak only as of the date hereof.



Lee Fire & Rescue Department

Chief of Department Scott M. Nemet • Assistant Chief Joseph P. Lombardo
20 George Bennett Road, Lee, NH 03861
Phone: (603) 659-5411 Fax: (603) 659-9611

February 19, 2014

Board of Selectmen
Town of Lee
7 Mast Road
Lee, NH 03861

RE: Personal Protective Clothing Purchase

Dear Board of Selectmen:

We have utilized Bergeron Protective Clothing, Epsom, NH for our Globe Manufacturing personal protective clothing (P.P.E.) which includes jackets, pants, boots, helmets, gloves, and hoods, for at least fifteen years. They are the dealer for New Hampshire, Maine, Vermont, and West of I-90 and Essex County in Massachusetts.

Recently, the National Fire Protection Association came out with a new standard on P.P.E., stating that all jackets and pants must be replaced after 10 years. As of this date, more than 80% of our jackets and pants were purchased in 2005 and 2006.

When choosing our P.P.E. we look for the best price, best quality, and the best service and feel that we have received all of these from Bergeron. I have a recent quote from Bergeron (copy attached) for one set of P.P.E., which includes one jacket and one pair of pants, at a cost of \$1,591.92.

In accordance with the Town's Purchasing Policies and Procedures, I am requesting that the Board allow the Department to use Bergeron Protective Clothing for our P.P.E. as a sole-source provider.

Yours in Fire Safety,

A handwritten signature in black ink, appearing to read "Scott Nemet".

Scott Nemet
Chief



Quote #: 155863

Date: 02/08/2014

Firm Until: 01/10/2015

Lee Fire Department
 Chief Scott Nemet
 Town Office
 7 Mast Rd
 Lee, NH 03824

Qty	Style	Description	Your Cost
1	32782ESK	G-Xtreme Jacket, Advance 7 Oz Color: Gold, Trim Color: L/Yellow Aralite thermal liner Stedaire 3000 moisture barrier NYC lime/yellow triple trim Radio pocket left chest 2 x 3.5 x 7 Self material mic strap above radio Coat snap and strap combo light holder right chest Black suede cuffs	915.27
5	19721	3" Scotchlite Letter Color: L/Yellow, Location: Row B Add "LEE" row B "FD" row C	15.00
0	19721	3" Scotchlite Letter Color: L/Yellow Add \$3.00 per letter to add name to hung letter patch or rank to row F	0.00
1	N127132	Hung Letter Patch (Advance) Color: Gold	21.45
Subtotal:			<u>\$951.72</u>
1	E2782ESK	Globe G-XCEL Pant, Advance Color: Gold, Trim Color: L/Yellow Aralite Thermal liner Stedaire 3000 moisture barrier Lime/yellow triple trim at cuffs Black suede knees Black suede cuffs	605.85
1	GXLBELT	GXCEL Belt with Velcro	34.35

1024 Suncook Valley Hwy, Unit 5D ~ Epsom, New Hampshire 03234

Phone: (603) 736-8500

FAX: (603) 736-9115

From: BERGERON PROTECTIVE CLOTHING LLC

To: Lee Fire Department

Quote #: 155863

Firm Until: 01/10/2015

Qty	Style	Description	Your Cost
Subtotal:			\$640.20
TOTAL:			\$1,591.92

Globe and Cairns Garments size 60 or larger, add 30% oversize charge.

Prices quoted are F.O.B. Factory and do not include shipping and handling charges. This quote is based on current prices which are subject to change by the Manufacturer without notice. TERMS are NET 30 days. For Invoices \$5,000.00 or greater, a 3.5% processing fee will be applied when paying by credit card. Shipping date is approximately 90 Days A.R.O. for custom-made coats and pants, 7 to 14 days on stock items.

1024 Suncook Valley Hwy, Unit 5D ~ Epsom, New Hampshire 03234

Phone: (603) 736-8500

FAX: (603) 736-9115



Stephen D. Plodzik, PA

February 23, 2014

Edward T. Berry, CPA

To the Members of the Board of Selectmen
Town of Lee
7 Mast Road
Lee, NH 03861

James A. Saffka, CPA

Sheri A. Pratt, CPA

Dear Members of the Board:

Melodie A. Frazer, CPA

We have audited the financial statements of the governmental activities, major fund, and the aggregate remaining fund information of the Town of Lee for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 28, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Michael J. Campo, CPA

Kathryn C. Sanders, CPA

Donna M. LaClair, CPA*

Ashley J. Miller, CPA

Significant Audit Findings

Tyler A. Paine, CPA

Qualitative Aspects of Accounting Practices

Kyle G. Gingras, CPA

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Lee are described in Note 1 to the financial statements. As described therein, the Town changed accounting policies related to financial reporting by adopting Governmental Accounting Standards Board (GASB) Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, in 2012-2013. The nature of reporting terminology differences from the prior year are described therein.

* Also licensed in Massachusetts

We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town of Lee's financial statements were:

Management's estimate of the allowance for uncollectible taxes is based on historical data and information known concerning the assessment appeals. We evaluated the key factors and assumptions used to develop the allowance for uncollectible taxes in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the capital asset useful lives is based on historical information and industry guidance. We evaluated the key factors and assumptions used to develop the useful lives of the capital assets in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

PLODZIK & SANDERSON
Professional Association | Accountants & Auditors

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of the audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

The government-wide financial statements were prepared by the independent auditors and likewise were approved by management. This practice is consistent with previous years.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 12, 2014.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

- The Town's financial statements do not comply with GASB Statement No. 45 dealing with the financial reporting for other postemployment benefit (OPEB) plans.

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Selectmen and management of the Town of Lee and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,



PLODZIK & SANDERSON
Professional Association

