

SELECT BOARD MEETING AGENDA

DATE: 6:00pm Monday, March 17, 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. **Select Board Organizational Discussion and Designation of Chairperson**
3. **Public Comment**
4. **Executive Councilor Chris Pappas – State Update**
Present to the Board what is happening at the State level that has an impact on Lee citizens and answer any questions or concerns.
5. **William J. Oldenburg, PE – Administrator – State Contract to provide safety improvements on rural roads**
Present to the Board the High Risk Rural Road Sign Replacement Program and discuss the safety improvements it will provide, including installing, replacing and upgrading warning signs on rural roads.
6. **Julie Glover, Town Administrator – Meeting Room Policy**
Review policy, discuss potential modifications
7. **Chief Tom Dronsfield – Police Department Chief**
 - a. **2005 Dodge Ram**
Request approval to trade-in the police department's 2005 Dodge Ram and put trade-in money towards the cost of outfitting the new cruiser.
 - b. **Mobile Cruiser Radio**
Request approval to purchase a new mobile cruiser radio. Present the Board with verbal quotes from Motorola and Kenwood.
8. **Katrinka Pellicchia, Library Building Committee Chair – Committee Renewal**
Request that the Board renew the Library Building Committee.
9. **Julie Glover, Town Administrator – Applications for Committees, Commissions and Boards**
Present the Board with applications for review and action.
10. **Larry Kindberg, Recreation Commission Chairman**
 - a. **Easter Egg Hunt**
Request permission to hold the Town's annual Easter Egg Hunt on Saturday, April 19th at 9:00 am at the Town Field. Request that the expenditure of \$800 for eggs, prizes and miscellaneous items be taken from the Recreation operating budget.
 - b. **Fishing Derby and Fish Fry**
Request permission to hold the Town's annual Fishing Derby on May 10th at Steven's Farm and the Fish Fry at the Public Safety Complex. Request that the expenditure of \$1200 for fish stock, food for fish fry, prizes, and miscellaneous items be taken from the Recreation operating budget.
11. **Randy Stevens, Highway Supervisor**
 - a. **Quotes for Snowplow**
Review quotes for the purchase of a new, 9 foot Stainless Steel snow plow for the new 2015 Ford F450 cab and chassis, to be funded by the highway equipment capital reserve fund.
 - b. **Quotes for Dump Body**
Review quotes for the purchase of a new, 9 foot 2/3 cubic yard dump body for the new 2015 Ford F450 cab and chassis to be funded by the expendable highway equipment capital reserve fund.
 - c. **Wetland Permitting Quotes for replacing culverts on Thompson Mill, Birch Hill & Wednesday Hill Roads**
Review quotes for the permitting of 3 replacement culverts on town roads, to be funded from the existing highway budget.

12. Town Administrator's Report

- (1) Disposal of 2008 Crown Victoria
- (2) ECOsmith Clothing Bin – Mast Way PTO
- (3) Playing Fields – Review quotes for field maintenance and fees charged for use of field
- Miscellaneous

13. Consent Agenda Items - (Individual items may be removed by any Selectman for separate discussion and vote)

SIGNATURES REQUIRED

ORYA Memorandum of Understanding

INFORMATION ONLY

Dept of Revenue – Sales Ratio Survey
Northeast Resource Recovery Association Letter
DOT Traffic Circle Plans
Legislative Bulletin Update
Transfer of Vehicle from Police to Fire Letter

14. Acceptance of Minutes – Minutes and Non Public Minutes from March 3, 2014

15. Acceptance of Manifest #18 and Weeks Payroll Ending March 16, 2014

16. Miscellaneous/Unfinished Business

17. Non-Public

- a. RSA 91-A:3 II (a) – PD Personnel

18. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on March 14, 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.

Executive Councilor Chris Pappas, who represents District Four that includes Lee, would like to attend a Selectmen's meeting to speak for a few minutes about what has been happening at the state level that has impact on your citizens, answer any questions the Board might have and hear any concerns of the Board.

Would it be possible for him to be first on the Agenda at your Tuesday, March 4th meeting?

You can reach me with any questions or confirmation at 603-271-3632
Email: jruel@nh.gov or fax: 271-3633.

Thank you for your assistance with this.

Sincerely,


Joanne Ruel



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

RECEIVED
FEB 14 2014

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

TOWN OF LEE, NH
SELECTMAN'S OFFICE

February 11, 2014

Lee Selectmen's Office
Town of Lee
7 Mast Road
Lee, NH 03861-6555

Dear Town of Lee Selectmen:

The NH Department of Transportation (NHDOT) is preparing the Statewide contract to provide safety improvements including installing, replacing, and upgrading warning signs on rural roads.

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy For Users (SAFETEA-LU) established the Highway Safety Improvement Program (HSIP) as a core Federal aid program administered by the Federal Highway Administration (FHWA) beginning in FY 2006. The purpose of the HSIP is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. High risk rural roads are defined as those roadways that are functionally classified as rural major collectors, rural minor collectors, or rural local roads with a fatal and incapacitating injury crash rate above the statewide average for those functional classes of roadway, or likely to experience an increase in traffic volume that leads to a fatal and incapacitating injury crash rate in excess of the average statewide rate. The Highway Safety Improvement Program (HSIP) is based on data-driven decision making for safety investments. The State's HRRR Program funding is \$900,000 in 2014 and 2015. Since 2009, it has focused on lane departure crashes on major collectors, minor collectors, and local rural roads through the installation/improvement of warning signs, object markers, and delineators. With this program New Hampshire Department of Transportation has been replacing warning signs, object markers and delineators on roads with functions classes of 7, 8 & 9 around the state. Initial sign cost is paid for with this program and any future sign replacement cost will be town's responsibility. Signs should last for 15 years.

Attached are two maps of your town – one to keep and one to return. **Please review the blue highlighted roads and send back a marked-up version** indicating the roads the warning signs, object markers and delineators **should NOT be installed or improved**. These new signs are bright in color and reflectivity, so please keep in mind town roads that do not need improvements/upgrade or would be sensitive to the bright new signs.

Please return the town map with your corrections by March 11, 2014. To either memarshall@dot.state.nh.us or NH Department of Transportation c/o Michelle Marshall, Highway Design, PO Box 483, Concord, NH 03302-0483.

VARIOUS MEETINGS

Professional Photographers Association of New England

Budget Public Hearings

Bond Hearings

Library Programs

Trustees of the Trust Fund

Strafford Regional Planning Commission

Lee Democratic Committee

Legal Meetings

UNH Cooperative Extension Programs

Library Building Committee

Lee Historical Society

BOS/ABC Workshops

CPR Trainging

OYRA Meetings

250th Anniversary Committee Meeting

CIP Committee

Lee Fair

Strafford County Wardens

Town Center Committee

REGULARLY MONTHLY MEETINGS

| | |
|--|--|
| Board of Selectmen | Every other Monday at 6pm |
| Planning Board | 2 nd and 4 th Wednesday at 6pm |
| Zoning Board | 3 rd Wednesday at 6pm |
| Fire Department Meeting | 1 st Thursday at 6:30pm |
| Fire Department Training | 2 nd Thursday at 6:30pm |
| Fire Department Business Meeting | 3 rd Thursday at 6:30pm |
| Fire Department Training | 4 th Thursday at 6:30pm |
| Recreation Commission | 1 st Tuesday at 6:30pm |
| Senior Advisory Committee | 2 nd Monday at 9am |
| Lamprey River Project Review Committee | 1 st Thursday at 7pm |
| Energy Committee | 1 st Tuesday at 7pm |
| Lamprey River Watershed Committee | 3 rd Monday at 6pm |
| Lamprey River Advisory Committee | 2 nd Tuesday at 7pm |



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 on the reverse of 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: _____



**Lee Police Department
Town of Lee
20 George Bennett Road
Lee, New Hampshire 03824-6567**

**Chester W. Murch, Chief of Police
Joseph E. McGann, Jr., Lieutenant**

**603-659-5866 Business
603-659-6668 Fax**

March 17, 2004

Board of Selectmen
7 Mast Road
Lee, New Hampshire 03824

Re: Meeting Room at the New Public Safety Complex

Dear Board Members:

The purpose of this letter is to request some guidance on the above captioned matter and to also address some of our concerns.

Some residents of the Town of Lee have been inquiring who can use this room and when. Some of the requests however do not have any affiliation with the Town of Lee other than the requestor lives in Lee.

Another issue that has come up just prior to this letter is that there needs to be a central person that handles all the requests for the use of that room. Since the room became available, most of the requests have gone through my secretary, Robin. However, today I discovered that there may be a request for the room that hasn't previously gone through Robin.

Our concerns include but are not limited to: (a) who can use the room; (b) who is responsible for "booking" the room; (c) who is responsible for providing a key to the building; (d) who is responsible for getting the key back; (e) who is responsible for clean up; (f) what about the liability and insurance issues; and (g) when is the room available.

A pamphlet clearly needs to be created by either the Town Administrator or the Board of Selectmen that address at least the above listed issues. But to address each issue individually; "Who can use the room?" Are we going to allow only Town of Lee affiliated clubs and organizations, or are we going to allow any resident of Lee to use the room? If we open the room up to any resident of Lee, does this mean that birthday parties, baby showers, weddings, etc... can be held

*Robin. Call Municipal ASSO. Liability
disclaimer*

in the meeting room? What about a resident of Lee that actually belongs to an outside organization like the University of New Hampshire, Epping, etc... We need to be very clear about who will be allowed to use the room.

The next issue; who is responsible for "booking" the room? Are all requests to come through my secretary, Robin, or is someone else going to be responsible for keeping the schedule of events. Whatever the Board decides, it needs to be consistent and it needs to be just one central repository, one person only who keeps the schedule. This also means though that the Fire Department will need to be in touch with the keeper of the schedule to prevent double booking of the room.

Who is responsible for providing a key to the building? Even though the Police Department is manned 24 hours a day, the police department can not be held responsible for opening or closing the meeting room for any gatherings, due to the potential of emergency calls at the same time. One person needs to be the keeper of the key and needs to be responsible for having the group picking up the key sign for it.

Who is responsible for getting the key back? It would make sense that the person who releases the key to the organization using the room also receives the key back after the event.

Who is responsible for clean up? I don't believe that it should be the responsibility of the new janitor, William Stevens, to clean up after a gathering. It should be noted in the pamphlet that will be completed, that the organization is responsible for leaving the room and kitchen area as it was found.

It is my hope that the liability and insurance issues be covered in depth by the pamphlet. Will it be the responsibility of the organization to provide insurance coverage and a certificate of insurance?

Also the pamphlet needs to be very clear that the room is not available on Thursday nights, nor is the room available every third Tuesday night of the month. The fire department will be responsible for letting the keeper of the room schedule know if there are any other dates that the room will not be available.

The pamphlet that is developed should be reviewed by the Town's Attorney to ensure that the Town won't or can't be held liable for any incident that occurs. But also, the pamphlet needs to spell out that if there is some type of emergency, the organization needs to know that they may have to reschedule if the meeting hasn't started yet. Or the potential exists that the meeting may have to be cut short if they have started the meeting and an emergency happens and we need the room for a command center.

Another item that needs to be very clear in the pamphlet is the issue of parking at the new facility. Parking needs to be confined to the front of the building so as to not impede the emergency responders from parking their personal vehicles. But also parking cannot impede the emergency vehicles from responding. It would be much safer for all concerned if parking were only allowed at the front of the building.

These are just some of the major concerns that have come to mind. As we continue this discussion it is possible that more concerns may arise. I am aware that the New Public Safety Complex was presented to the residents of Lee that there would be a meeting room available. However, the residents of Lee or the users of this room need to realize that the primary purpose of this Public Safety Complex is police and fire issues. Thank you for the guidance on the usage of this room.

Sincerely,

Chester W. Murch
Chief of Police



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

Office Use Only

Meeting Date: March 17, 2014

Agenda Item No. 7a

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/17/2014

Agenda Item Title: 2005 Dodge Ram

Requested By: Chief Tom Dronsfield

Date: 3/13/2014

Contact Information: 603-659-5866

Presented By: Chief Tom Dronsfield

Description: Vehicle was purchased with Drug Forfeiture funds. Proceeds from sale must be deposited into the Town's Drug Forfeiture account and funds can then be expended from that account to purchase equipment for the new cruiser.

Financial Details: Vehicle's estimated worth is \$8,000

Legal Authority: Federal Department of Justice

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

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to approve the sale of the 2005 Dodge Ram and use the proceeds to purchase equipment for the new cruiser in accordance with DOJ guidelines.



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

Office Use Only

Meeting Date: March 17, 2014

Agenda Item No. 7b

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/17/2014

Agenda Item Title: Mobile Cruiser Radio

Requested By: Chief Tom Dronsfield

Date: 3/13/2014

Contact Information: 603-659-5866

Presented By: Chief Tom Dronsfield

Description: Request the Board of Selectmen's approval for purchase of a new mobile cruiser radio. The current radios and radar units are 12 years old and were acquired at no charge from the UNH Project 54 which is no longer active. The radios are outdated and the parts are no longer available for purchase or service. In addition, one of the department radios recently became inoperable.

Financial Details: Verbal quotes are available from Motorola for \$3279.00 and from Kenwood for \$2745.70. (These are the same quotes that Chief Nemet recently received.)

Legal Authority NH RSA 41:8; Town of Lee Purchasing Policy

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

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to approve the purchase of a new mobile cruiser radio in the amount of _____ from _____.



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

Office Use Only

Meeting Date: March 17, 2014

Agenda Item No. 8

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/17/2014**

Agenda Item Title: Library Building Committee Renewal

Requested By: Katrinka Pellecchia, LPLCC Building Committee Chair 3/13/2014

Contact Information: 603-659-3447

Presented By: Katrinka Pellecchia and Paul Gasowski

Description: Request that the Board of Selectmen renew the Library Building Committee.

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 approve the renewal of the Library Building Committee and to approve the current members, whose terms expire in March 2016.

Lee Public Library Community Center Building Committee Composition and Charge

formed in
late April
1st meeting
5/23/13

Purpose:

To form a building committee that will oversee and recommend the final plans for the new Lee Public Library Community Center to be built on the bluff overlooking Little River Park. These plans will meet the needs of the Town of Lee, be sustainable and energy-efficient and fiscally responsible.

Charge:

1. To become acquainted with the special building needs required by a modern library;
2. To become acquainted with the conceptual plans already developed in order to make recommendations for improvement if needed;
3. To provide periodic summations to the Select Board and Library Trustees, either in writing or by meeting;
4. To work with the architect to have plans ready for public information sessions Dec 2013 – Jan 2014 and a final presentation to the Town at the Deliberative Session in February 2014;
5. Once that is complete and the Town has approved project funds, it is expected that the Committee will remain in place through the construction phase and completion of the project.

Committee Composition:

- Minimum of seven members, maximum of eleven;
- Community members will be selected from the applications received;
- Other members will include a representative from the Board of Selectmen, a representative from the Lee Public Library Board of Trustees and the Library Director (ex officio);
- The initial term of the Building Committee shall be for one year;
- Meetings will be open to the public and comply with the current Right to Know Law.

DRAFT - LPLCC Building Committee Workshop Sessions 2014-15- DRAFT

Concept:

The LPLCC will meet every three weeks, beginning in April, 2014 thru January, 2015. These meetings will be business/workshop meetings, with the business agenda either preceding or following the planned workshop. Most of the focus will be on the workshop element, with joint participation from the Trustees, the Foundation and the general public. Each workshop session will focus on detailing, organizing and advancing the current resource files/folio on various sections/aspects of the project. The final product will be a LPLCC Plan for the project and the attendant files to give us a 'quick start' on the construction phase. One of the goals will be to involve the public in this stage of the pre-construction process, soliciting input and support for various aspects of the design, as we prepare for the bond vote and construction. Finally, either in conjunction with this initiative or as a separate program series, various experts will be invited to participate in the workshops and a public education campaign.

Timeline:

April, 2014 thru January, 2015 spans 44 weeks and potentially 14 workshops; however, 8-10 sessions might be a better starting point for planning purposes. Perhaps we will need to conclude this by early December, assuming that the town budget hearing and a bond hearing will occur in January.

Possible Timeline:

- **April** – Building Committee “Re-Start,” Create strategic plan for 2014 based on Board of Selectmen (BOS) feedback
- **May** – Building Committee Meeting (BCM), First 1 or 2 workshops from outline below pulling community support for planning/workshops, BOS update.
- **June** – BCM Second set of 1 or 2 workshops from outline below pulling community support for planning/workshops, BOS update.
- **July** – BCM Third set of 1 or 2 workshops from outline below pulling community support for planning/workshops, Information session to solicit feedback and update community with a larger forum
- **August** – BCM Fourth set of 1 or 2 workshops from outline below pulling community support for planning/workshops,
- **September** – 1st BCM, welcome Dennis Mires back, update him on progress, update plans if needed, 2nd BCM welcome Milestone back update them on progress to update budgets
- **October** – BCM, review updated plans and budgets, Information session to solicit feedback and update community with a larger forum
- **November** – BCM, Information Sessions with entire team on what is going to bond
- **December** – BCM, Information Sessions with entire team on what is going to bond
- **January** – Present bond numbers to BOS at budget hearings
- **Feb - March** – Public Information Sessions leading up to vote

Possible Topics/Focal Points:

DRAFT - LPLCC Building Committee Workshop Sessions 2014-15- DRAFT

Working from the exterior/outside to the interior/inside:

1. Grant Opportunities: Looking at the convicted plan created over 2013 to evaluate targeted grant opportunities. Look at sustainability grants, community center grants, and library grants...
2. Little River Park/Library Master Plan: Mitigating the slope between LPLCC and Little River Park, ADA grant opportunities. How to build connections
3. Exterior Landscaping:
 - a. Entrances and patios
 - b. Gardens, artwork, exterior structures (gazebo...)
4. Exterior Façade Design (siding, stone, trim, doors, windows, color palette, etc.)
5. Sustainability (could be one or multiple meetings)
 - a. Solar collection and mitigation (including PV thru PPA or traditional purchase and passive solar systems)
 - b. Building Systems (HVAC, Plumbing)
 - c. Building Envelope
 - d. Lighting systems and strategies
 - e. Water Collection and irrigation
6. Interior Programing/Space Planning (one or two spaces per meeting)
 - a. Small common/gathering areas (entry/foyer, gallery, meeting room, craft room, kitchen);
 - b. Large common/gathering areas (community room and patio);
 - c. Staff and support areas;
 - d. Children and youth rooms;
 - e. Designated spaces (loungue area, quiet study, NH room, stacks);
 - f. Community Center
7. Community Center: In addition to actual space build out a comprehensive plan for community center which is on par with the rest of the library plan. i.e. looking at the users, specific space requirements, use requirements, acoustics, A/V needs, stage/platform?, lets talk to specific groups like BSA (senior patrol leader, adult leaders) and so on.
8. Technology: General tech, networking and media;
9. Building Systems (could be covered in addition to sustainability topics):
Mechanicals, HVAC and lighting;
10. Furniture and fixtures: Designing, planning, invitatory and acquisition
planning of furniture and fixtures outside of the building project including:
shelving, furniture and fixtures;
11. Interior Finishes: Walls, trim, floors and ceilings;

When the Building Committee was formed in April, 2013, the charge to the committee included working with architect Dennis Mires to finalize the plans for the new Library Community Center and to present these plans to the Town through information sessions, culminating in a presentation at the Deliberative Session in support of a bond vote. It was expected that the committee would remain in place through the construction phase and completion of the project once the funds were approved.

The committee worked with Dennis Mires and Milestone Construction to develop a budget; information sessions were held, but as the bond was not included in the 2014 ballot, the final phase of preparing support for the project has been extended another year. In the coming year the Building Committee plans to continue its work, culminating in more dialogue through information sessions and a presentation at the Deliberative Session in 2015.

The current committee members' terms expire in 2016. We hope to replace the two original committee members who resigned during the past year.

The committee is proposing an ambitious schedule over the coming year, incorporating workshops that will be open to the public. These workshops will cover various aspects of the project (see attached draft).

As a town committee, the Building Committee's minutes and documentation will continue to be made available on the town's website – a crucial element in building support for the project as well as gathering input.



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

RECEIVED
MAR 10 2014
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: CHARLES CDX

Address: 36 CAPTAIN SMITH EMERSON RD Phone/Cell: 603-868-1822

of Years as a Resident: 32

Email address: tuckawayfarm@comcast.net

Full Membership (3 year term) position applying for: LEE LIBRARY/COMMUNITY CENTER BUILDING COMMITTEE

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: _____

Served on Lee Library/Community Center Bd Comm. this
past year. Background in carpentry
woodworking and design.

Charles Cox
Signature

3/10/2014
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.

To: **CHARLES COX** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the LIBRARY COMMUNITY CENTER BUILDING COMMITTEE 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 17th day of March, 2014

.....>

.....> **BOARD of SELECTMEN**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the LIBRARY COMMUNITY CENTER BUILDING 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 **CHARLES COX** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2014

Received and Recorded:



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

Office Use Only

Meeting Date: March 17, 2014

Agenda Item No. 9

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/17/2014

Agenda Item Title: Applications for Committees, Commissions and Boards

Requested By: Board of Selectmen 3/13/2014

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: Present the Board with applications for appointments to Town Boards, Committees and Commissions.

Financial Details: N/A

Legal Authority NH RSA 673:2; 673:3; 673:4-b; 36-A:3; 35-B:4

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: To approve the following appointments to regular positions:

Phil Sanborn & John Hutton to the Zoning Board;

Charles Cox to the Agricultural Commission;

Anne Tappan to the Conservation Commission;

Joseph Hannon to the Recreation Commission.



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: John Hutton

Address: 118 North River Rd Phone/Cell: (603) 659-3572 / 817-6646

of Years as a Resident: 9

Email address: Coppalhouse@comcast.net

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

Term Expires on the following date: _____

Alternate Position (3 year term) position applying for: no

Term Expires on the following date: _____

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

Self employed 15 yrs land use experience
and conservation issues

John A. Hutton
Signature

2-25-14
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: **JOHN A HUTTON III** of Lee, New Hampshire in the **County of Strafford:**

Whereas, there is a vacancy in the office of the ZONING BOARD 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 17th day of March, 2014

.....>

.....> **BOARD of SELECTMEN**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the ZONING 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 **JOHN A HUTTON III** took and subscribed the foregoing oath. Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2014

Received and Recorded:



RECEIVED
MAR 10 2014

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

PLANNING & ZONING DEPARTMENT
PLANNING OFFICE

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

Applicant's Name: Philip SANBORN

Address: 11 Love Lane Phone/Cell: 603 498-1060

of Years as a Resident: 50

Email address: psanborn@comcast.net

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

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: _____

Current member of Zoning Board

Philip Sanborn
Signature

3/6/14
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: **PHILIP SANBORN** of Lee, New Hampshire in the **County of Strafford:**

Whereas, there is a vacancy in the office of the ZONING BOARD 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 17th day of March, 2014

.....>

.....> **BOARD of SELECTMEN**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the ZONING 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 **PHILIP SANBORN** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2014

Received and Recorded:



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

RECEIVED
MAR 10 2014
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: CHARLES COX

Address: 36 CAPTAIN SMITH EMERSON RD. Phone/Cell: 603-868-1822

of Years as a Resident: 32

Email address: tuckawayfarm@comcast.net

Full Membership (3 year term) position applying for: LEE AGRICULTURAL COMMISSION

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: _____

Served on Lee Ag Comm. for three years -

Farmed in Lee for 32 years.

Degree in Agriculture from Cornell University -

Member of Farm Bureau - Farmer Union, NOFA, etc.

Charles Cox
Signature

3-10-2014
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.

To: **CHARLES COX** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the AGRICULTURAL COMMISSION 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 17th day of March, 2014

.....>

.....> **BOARD of SELECTMEN**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the AGRICULTURAL 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 **CHARLES COX** took and subscribed the foregoing oath. Before me,

.....
Linda R. 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: Anne M Tappan

Address: 187 Steppingstone Rd Phone/Fax: 868-1830

of Years as a Resident: 23

Email address: steppingstonefarm@comcast.net

Full Membership (3 year term) position applying for: Conservation Commission

Term Expires on the following date: March 2014

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: _____

member of Cons. Comm. since early 1990's

former NH Fish + Game employee: Coord. Nongame &

Endangered Wildl. program

B.S. Wildlife Biology

Anne M Tappan
Signature

4 March 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.

To: **ANN M TAPPAN** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the CONSERVATION COMMISSION 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 17th day of March, 2014

.....>

.....> **BOARD of SELECTMEN**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the CONSERVATION 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 **ANN M TAPPAN** took and subscribed the foregoing oath. Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2014

Received and Recorded:



RECEIVED
MAR 10 2014
TOWN OF LEE, NH
SELECTMAN'S OFFICE

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: Joseph Hannon
Address: 1 Thornton Lane Lee, NH Phone/Cell: 603-418-5531
of Years as a Resident: 4
Email address: dochannon@hotmail.com

Full Membership (3 year term) position applying for: Recreation Commission
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: I have an undergraduate degree in Movement Studies & Exercise Science and a Postcard of Pediatric Medicine. I coach track for ORYA and am very involved in volunteering. Past experiences organizing events and programs for schools and community will make me an asset to the team/town.

Joseph Hannon
Signature

3/10/14
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: **JOSEPH HANNON** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of RECREATION COMMISSION 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 17th day of March, 2014

.....>

.....> **BOARD of SELECTMEN**

.....>

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 JOSEPH HANNON took and subscribed the foregoing oath. Before me,

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

Date: _____, 2014

Received and Recorded:



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

Office Use Only

Meeting Date: March 17, 2014

Agenda Item No. 10

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/17/2014

Agenda Item Title: Easter Egg Hunt, Fishing Derby and Fish Fry

Requested By: Larry Kindberg, Recreation Commission Chair 3/13/2014

Contact Information: 603-292-5790

Presented By: Larry Kindberg

Description: Request permission to hold (3) Town events in 2014 - Easter Egg Hunt on April 19th at 9:00am at the Town Field, Fishing Derby on May 10th at Steven's Farm and Fish Fry at the Public Safety Complex, also May 10th.

Financial Details: \$2,000 – there is currently \$9,700 in the Recreation Operating Account

Legal Authority NH RSA 35-B

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to approve that the Recreation Commission host the Annual Easter Egg Hunt on Saturday, April 19th at 9:00 am at the Town Field and that \$800 be taken from the Recreation operating budget to cover the costs associated with this event.

Move to approve that the Recreation Commission host the Annual Fishing Derby on May 10th at Steven's Farm and the Fish Fry on the same day at the Public Safety Complex and that \$1200 be taken from the Recreation operating budget to cover the costs associated with these events.



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

Office Use Only
Meeting Date: 3/17/2014

Agenda Item No.11-a

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/17/2014

Agenda Item Title: Quotes for Stainless Steel Snowplow for new cab & chassis

Requested By: Randy Stevens

Date: 3/12/2014

Contact Information: rstevens@leenh.org 659-6515

Presented By: Randy Stevens, Highway Supervisor

Description: Review Quotes received on March 13th, 2014 for the purchase of a new 9 foot Stainless Steel snow plow for installation on the new 2015 Ford F450 cab and chassis.

Financial Details: \$5,292 (low bid), to be funded by the Highway Equipment Capital Reserve Fund, which has a current balance of \$195,280.53

Legal Authority NH RSA 35:1 (WA8-1977); 35:15 (WA10-2002)

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to approve awarding the quote for the purchase and installation of a new Fisher 9 foot Stainless Steel X-blade to _____ in the amount of _____. Funds to be expended from the Highway Equipment Capital Reserve Fund.



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

Office Use Only
Meeting Date: 3/17/2014
Agenda Item No.11-b

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/17/2014

Agenda Item Title: Quotes for a new 9 foot 2/3 cubic yard Dump Body to be installed on the new 2015 Ford F450 Cab & Chassis

Requested By: Randy Stevens

Date: 3/12/2014

Contact Information: rstevens@leenh.org 659-6515

Presented By: Randy Stevens, Highway Supervisor

Description: Review Quotes received on March 13th, 2014 for the purchase of a new 9 foot 2/3 cubic yard Dump Body for installation on the new 2015 Ford F450 cab and chassis.

Financial Details: \$8,750 (low bid), to be funded by the Highway Equipment Capital Reserve Fund, which has a current balance of \$195,280.53

Legal Authority NH RSA 35:1 (WA8-1977); 35:15 (WA10-2002)

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to approve awarding the quote for the purchase and installation of a new 2/3 cubic yard 9 foot Dump Body to _____ in the amount of _____. Funds to be expended from the Highway Equipment Capital Reserve Fund : or table the matter until more quotes can be obtained.

Dump Body and Plow Quotes - Lee Highway 3/13/2014

| Fisher X-Blade Plow Quotes | | | |
|----------------------------|-------|--------------|-------|
| Vendor | Price | Cutting Edge | Total |
| Langs Corner Garage | 5,292 | inc | 5,292 |
| J&B Sales | 5,445 | 175 | 5,620 |
| Messer Equipment | 5,595 | 130 | 5,725 |
| H.P. Fairfield | 5,995 | inc | 5,995 |

Dump Body Quotes

| Vendor | Painted Steel | LED Strobes | Rear Fenders | Pintle Plate | Total |
|-------------------|---------------|-------------|--------------|--------------|-------|
| Donovan Equipment | 6,850 | 650 | 700 | 550 | 8,750 |
| Messer Equipment | 7,255 | 555 | 585 | 675 | 9,070 |
| H.P. Fairfield | 7,750 | 600 | 775 | 750 | 9,875 |

| Vendor | Stainless Steel | LED Strobes | Rear Fenders | Pintle Plate | Total |
|-------------------|-----------------|-------------|--------------|--------------|--------|
| Messer Equipment | 9,450 | 555 | 585 | 675 | 11,265 |
| H.P. Fairfield | 11,550 | 600 | 775 | 750 | 13,675 |
| Donovan Equipment | 12,850 | 650 | 700 | 550 | 14,750 |

| | | |
|---------------------------|---------------|------------|
| Price for cab and chassis | 20,411 | w/trade in |
| Lowest quote for plow | 5,292 | |
| Lowest quote for body | 8,750 | |
| Total | 34,453 | |



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

Office Use Only
Meeting Date: 3/17/2014
Agenda Item No.11-c

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/17/2014

Agenda Item Title: Wetland Permitting Quotes for replacing culverts on Thompson Mill Rd, Birch Hill Rd and Wednesday Hill Rd.

Requested By: Randy Stevens

Date: 3/12/2014

Contact Information: rstevens@leenh.org 659-6515

Presented By: Randy Stevens, Highway Supervisor

Description: Review Quotes received on March 6th, 2014 for the permitting of three replacement culverts on town roads.

Financial Details: To be funded from within the existing Highway Budget. Some funds to be taken from the culvert line item, some from the gravel line item and the balance from the "other" line item.

Legal Authority Enter underlying legal authority, usually NH RSA and/or Town Policy or Ordinance

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to approve awarding the quote for permitting of culverts #1 to _____ in the amount of \$ _____ with funding for same to come from within the current Highway Operating Budget.
or Move to approve awarding the quote for permitting of culverts #1 and optional culvert #3 to _____ in the amount of \$ _____ with funding for same to come from within the current Highway Operating Budget.

Quote Results for Wetland Permitting - Town of Lee, NH - March 6, 2014

| Firm | Culverts 1+2 | Culvert #3 | Total |
|-------------------------|---------------------|-------------------|---|
| Marc Jacobs | 6,430 | 4,150 | 10,580 (Deduct 450 if all three culverts done at same time) |
| Right Angle Engineering | 6,995 | 5,995 | 12,990 |
| GZA | 9,570 | 4,920 | 14,520 |



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

Office Use Only

Meeting Date: March 17, 2014

Agenda Item No. 12 (1)

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/17/2014

Agenda Item Title: Disposal of 2008 Crown Victoria

Requested By: Police Department **3/13/2014**

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: 2008 Crown Victoria has been declared surplus by the Police Department.

Financial Details: TBD

Legal Authority NH RSA 41:8; 31:39; Town of Lee's Purchasing Policy

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to approve selling the 2008 Crown Victoria by the sealed bid process and the authorize the Town Administrator to do same.

2008 Ford Crown Victoria V-8 Police Package, white exterior with blue interior, 110,782 miles, no dents or rust, good interior and tires. Synthetic oil changes every 6,000 miles with synthetic transmission service every 50,000 miles, needs a battery.



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

Office Use Only

Meeting Date: March 17, 2014

Agenda Item No. 12 (2)

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/17/2014

Agenda Item Title: ECOsmith Clothing Bin – Mast Way PTO

Requested By: Julie Glover, Town Administrator

3/13/2014

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: Discuss with the Board the distribution of proceeds from the ECOsmith Clothing Bin located at the Transfer Station.

Financial Details: TBD

Legal Authority NH RSA 41:8

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to approve allowing the funds from the sale of used clothing to ECOsmith to be distributed to the Mastway PTO.



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

Office Use Only

Meeting Date: March 17, 2014

Agenda Item No. 12 (3)

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST**

3/17/2014

Agenda Item Title: Playing Fields

Requested By: Julie Glover, Town Administrator

3/13/2014

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: Review quotes for field maintenance and discuss fees charged for the use of the fields.

Financial Details: \$8,319 total – cost to contract with Make a Difference Landscaping for mowing Little River Park (\$5,000) and Hillside for fertilizer treatments (\$3,319). Highway Department Budget has \$11,250 for Park Maintenance in FY15. \$17,189 balance in the funds appropriated for WA 8-FY14 Installation of Multi-Purpose playing Field.

Legal Authority NH RSA 41:11-a; 35-B, Memorandum of Understanding between Town of Lee and ORYA

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

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to approve ORYA's recommendation for maintenance of fields at Little River Park and continue to have Highway Department maintain Town Field.

Julie Glover

From: Nick Scuderi <nick@oryarec.org>
Sent: Thursday, March 13, 2014 9:13 AM
To: Julie Glover
Cc: Randy Stevens
Subject: Re: MOU

Thanks,
Nick

On Mar 12, 2014, at 3:29 PM, Julie Glover <townadministrator@leenh.org> wrote:

As I said, we need to get BOS approval and will be discussing this on Monday night.

Julie E. Glover
Town Administrator
Town of Lee
7 Mast Road
Lee, NH 03861
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: Nick Scuderi [<mailto:nick@oryarec.org>]
Sent: Wednesday, March 12, 2014 3:22 PM
To: 'Julie Glover'; 'Randy Stevens'
Subject: RE: MOU

Are you guys set to approve hillside for fert/chem and Make a difference for mowing.

\$5000 for mowing and \$3319 for chem./fert treatments?

I would like to award the bids but the MOU request prior approval from Town of Lee

Nick

From: Julie Glover [<mailto:townadministrator@leenh.org>]
Sent: Wednesday, March 12, 2014 2:18 PM
To: 'Randy Stevens'; 'Nick Scuderi'
Subject: RE: MOU

Randy – Will you be at the meeting Monday night to discuss this?

Julie E. Glover
Town Administrator
Town of Lee
7 Mast Road

Lee, NH 03861

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: Randy Stevens [<mailto:rstevens@leenh.org>]

Sent: Wednesday, March 12, 2014 1:56 PM

To: 'Julie Glover'; 'Nick Scuderi'

Subject: RE: MOU

Hi,

The Highway Dept has mowed the Ball Field by the TR ST. since 2002 with no issues that I know of. We did it for many years prior to that also; however the town had hired it out for two or three years prior to 2002. It makes no big difference to us either way. We drive right by it to mow the Tr. St. I personally would rather see the 2000 dollars put towards some field maintenance at both that field and Stevens Field. I can either sit in my office and watch someone mow it through my office window or I can hop on a mower and mow it and get some fresh air at the same time.

Randy Stevens

Lee Highway Department

7 Mast Rd Lee, NH 03861

603-659-6515

From: Julie Glover [<mailto:townadministrator@leenh.org>]

Sent: Tuesday, March 11, 2014 12:20 PM

To: 'Nick Scuderi'

Cc: Randy Stevens

Subject: RE: MOU

I will put this on the BOS agenda for next Monday night. I understand from Ben Genes that the ORYA Board approved the MOU – did they sign it? I will need a signed copy from you so that I can get the BOS to sign it, thanks.

Julie E. Glover

Town Administrator

Town of Lee

7 Mast Road

Lee, NH 03861

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: Nick Scuderi [<mailto:nick@oryarec.org>]

Sent: Wednesday, March 05, 2014 6:05 PM

To: 'Julie Glover'

Subject: MOU

Julie

\$8,319 would be the cost of mowing and chemicals for Little River based off of the bids that We would select for 2014.

We would be selecting Make a Difference from Lee and Hillside for the mowing/chemical treatments of the fields. These are provided that they submit the additional requested information.

Please let me know if these are acceptable to the town and we will copy the bids and submit invoices as they arrive.

The mowing of Town field was a separate bid. I would reward that one to JLG landscaping at \$2000 for the Year if I were selecting. Last we spoke you were still unsure if you were going to do this or not. Please let me know if you would like to do this through the same arrangement or separately or not at all.

Thanks,
<image001.gif>

Nicholas A. Scuderi
Oyster River Youth Association
P: 603.868.5150
F: 603.868.9816
www.oryarec.org

Julie Glover

From: Nick Scuderi <nick@oryarec.org>
Sent: Tuesday, March 11, 2014 2:23 PM
To: 'Julie Glover'
Subject: may help for Monday

Expires: Wednesday, April 15, 2015 12:00 AM

My proposal For Little River Park precedence/fee schedule

GROUPS

No fee for the use of town facilities will be charged for activities sponsored by the following:

A. Town/School District

1. The individual schools or school districts.
2. School related organizations (PTO, Teachers' Guild, etc.). No fee other than insurance costs for the use of town facilities will be charged for activities sponsored by the categories listed below. This assumes that during the time the facility is in use it is being monitored and left in the same or better condition than it was received. If personnel are needed the cost of these personnel shall be borne by the user. Such cost will be charged also in the event the facility is not left in an acceptable state.

B. Community/Municipality Based in the Oyster River School District

1. Youth groups (ORYA, Boy/Girl Scouts, 4-H, etc.).
2. Community service organizations (Lee Historical Society, Red Cross, League of Women Voters, etc.).
3. Local government (elections, town meetings, budget hearings, etc.). For the following groups, a custodial, equipment, and/or room rental fee will be charged at a rate set by the School Board.

Fee groups

C. Outside Groups/Non profit (proof may be required 501(c)3 Certificate of Tax Exemption)

1. Any group that does not fall in the above listed category and any groups not sponsored by the Town of Lee or Oyster River Youth Association.

D. Outside Groups For Profit

Rental Priorities

If there is a conflict in the scheduling of events in school facilities, consideration will be given in the following order:

1. Use for Town of Lee Events
2. Use for Oyster River Youth Association activities.
3. Use for Oyster River community's recreational programs.
4. Use for educational, cultural, civic and/or governmental programs.
5. All other acceptable uses.

My proposal For Little River Park

GROUPS

No fee for the use of town facilities will be charged for activities sponsored by the following:

A. Town/School District

1. The individual schools or school districts.
2. School related organizations (PTO, Teachers' Guild, etc.). No fee other than insurance costs for the use of town facilities will be charged for activities sponsored by the categories listed below. This assumes that during the time the facility is in use it is being monitored and left in the same or better condition than it was received. If personnel are needed the cost of these personnel shall be borne by the user. Such cost will be charged also in the event the facility is not left in an acceptable state.

B. Community/Municipality Based in the Oyster River School District

1. Youth groups (ORYA, Boy/Girl Scouts, 4-H, etc.).
2. Community service organizations (Lee Historical Society, Red Cross, League of Women Voters, etc.).
3. Local government (elections, town meetings, budget hearings, etc.). For the following groups, a custodial, equipment, and/or room rental fee will be charged at a rate set by the School Board. ?

Fee groups

C. Outside Groups/Non profit (proof may be required 501(c)3 Certificate of Tax Exemption)

2. Any group that does not fall in the above listed category and any groups not sponsored by the Town of Lee or Oyster River Youth Association.

D. Outside Groups For Profit

Rental Priorities

If there is a conflict in the scheduling of events in school facilities, consideration will be given in the following order:

1. Use for Town of Lee Events
2. Use for Oyster River Youth Association activities.
3. Use for Oyster River community's recreational programs.
4. Use for educational, cultural, civic and/or governmental programs.
5. All other acceptable uses.

From: Julie Glover [<mailto:townadministrator@leenh.org>]

Sent: Tuesday, March 11, 2014 1:54 PM

To: 'Nick Scuderi'

Subject: RE:

I will ask the Board this on Monday night.

Julie E. Glover

Town Administrator

Town of Lee

7 Mast Road

Lee, NH 03861

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: Nick Scuderi [<mailto:nick@oryarec.org>]

Sent: Tuesday, March 11, 2014 1:53 PM

To: 'Julie Glover'

Subject:

If the school request are they being charged or is this for outside groups only?

Thanks,



Nicholas A. Scuderi

Oyster River Youth Association

P: 603.868.5150

F: 603.868.9816

www.oryarec.org

SELECTMEN'S MEETING

March 17, 2014

CONSENT AGENDA ITEMS

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

SIGNATURES REQUIRED

- OYRA Memorandum of Understanding

INFORMATION ONLY

- Dept of Revenue – Sales Ratio Survey
- Northeast Resource Recovery Association Letter
- DOT Traffic Circle Plans
- Legislative Bulletin Update
- Transfer of Vehicle from Police to Fire Letter

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 11 day of March 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 otherwise 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 4/1 2014 to 12/31 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.

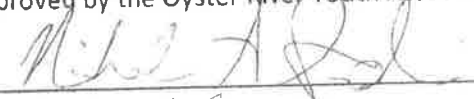
Approved by the Lee Board of Selectmen on _____, 2014

John R. LaCourse

David Cedarholm

Carole Dennis

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



Nicholas A Swader

Date: 3/11/2014

Memorandum

TO: Julie Glover
Town Administrator
Town of Lee

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

DATE: March 3, 2014

RE: DRA Sales Ratio Survey

I have completed a review of the information from the Department of Revenue Administration's analysis of the sale data that was provided by the Town. Copies of the letter, equalization summary sheet and assessment review summary sheet are attached.

The various statistical indications are very similar to that which was expected and I had estimated in my October 28, 2013 memo. The Town's overall median ratio for the 39 valid sales for 2013 is 104.1% with a COD of 13.81 and a PRD of 1.06.

In addition the various statistical indications meet current Assessment Review Guidelines.

If there are any questions, please feel free to contact me at your convenience.



State of New Hampshire
Department of Revenue Administration

109 Pleasant Street
PO Box 1313, Concord, NH 03302-1313
Telephone (603) 230-5950
www.nh.gov/revenue



John T. Beardmore
Commissioner

MUNICIPAL AND PROPERTY
DIVISION
Stephan W. Hamilton
Director

David M. Cornell
Assistant Director

2/25/2014 RECEIVED
FEB 27 2014

TOWN OF LEE
OFFICE OF SELECTMEN
7 MAST ROAD
LEE

NH 03824

TOWN OF LEE, NH
SELECTMAN'S OFFICE

TO: SCOTT MARSH

Dear Selectmen/Assessing Officials:

The Department of Revenue Administration is charged with the responsibility of annually equalizing the local assessed valuation of municipalities and unincorporated places throughout the state. The Department has conducted a sales-assessment ratio study using market sales, which have taken place in your municipality between October 1, 2012 and September 30, 2013. Based on this information, we have determined the average level of buildings and manufactured housing as of April 1, 2013.

The sales values have been determined from revenue stamps and verified whenever possible. When it appears that changes in the assessed values of properties have been made solely because of the sale price, the assessed values prior to the sale have been used.

Based on the enclosed survey, we have determined the overall equalization assessment - sales ratio for the land, buildings and manufactured housing in your municipality for Tax Year 2013 to be **99.6 %**. This ratio will be used to equalize the modified local assessed valuation for all land, buildings and manufactured housing in your municipality. This ratio does not include any public utility property in your municipality, nor will it be used to equalize the net local assessed value of public utilities.

We have also determined a median ratio for the land, buildings and manufactured housing in your municipality for Tax Year 2013 to be **104.1%**. The median ratio is the generally preferred measure of central tendency for assessment equity, monitoring appraisal performance, and determining reappraisal priorities, or evaluating the need for reappraisal. The median ratio, therefore, should be the ratio used to modify the market value of properties under review for abatement to adjust them in accordance with the overall ratio of all properties in your municipality.

In an effort to provide municipalities with more detailed information regarding their level of assessment (i.e. equalization ratio) and dispersion (i.e. coefficient of dispersion and price-related differential), we have prepared separate analysis sheets for various property types (stratum). See attached summary sheet showing your municipality's figures and a further explanation of the D.R.A.'s stratified analysis.

Please review the enclosed list of sales used in determining your assessment-sales ratio. If any incorrect data has been used, or if you would like to meet with me to discuss this ratio or an alternate ratio methodology as outlined in the accompanying information sheet, please contact me immediately.

You will be notified of your municipality's total equalized valuation when the Department has completed its process of calculating the total equalized valuation.

Sincerely,

Linda C. Kennedy
Linda C. Kennedy,
Manager

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.



2013 Ratio Study Summary Report

2/20/2014 10:34:26 AM

Town Name: Lee, Strafford County

Date Range: 10-01-2012 through 09-30-2013

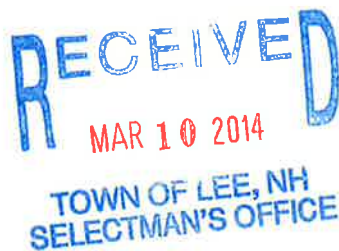
NH Dept of Revenue Administration. Ratios were created using stipulated year assessments.

| Strata | Description | Mean Ratio | Median Ratio | WM Low CI | WM Ratio | WM High CI | COD | PRD | Total Strata | Sales PA34 | Valid | Valid % | Valid PA34 | Valid PA34 % | UT# | UT % |
|--------|--------------------------|------------|--------------|-----------|----------|------------|-------|------|--------------|------------|-------|---------|------------|--------------|-----|------|
| 11 | Single Family Home | 101.06 | 100.14 | 95.71 | 99.06 | 102.37 | 10.18 | 1.02 | 49 | 18 | 28 | 57.1% | 10 | 35.7% | 28 | 100% |
| 70 | Waterfront | 109.07 | 108.99 | 0 | 106.97 | 0 | 9.16 | 1.02 | 10 | 5 | 5 | 50.0% | 1 | 20.0% | 5 | 100% |
| 18 | Mfg Housing Without Land | 135.04 | 142.11 | 0 | 132.23 | 0 | 8.90 | 1.02 | 7 | 3 | 5 | 71.4% | 2 | 40.0% | 5 | 100% |
| 19 | Unclass/Unk Imp Res | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 2 | 100% | 1 | 50.0% | 2 | 100% |
| 22 | Residential Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 2 | 2 | 33.3% | 2 | 100% | 2 | 100% |
| AA | Any & All | 105.12 | 104.07 | 96.37 | 99.61 | 102.89 | 13.81 | 1.06 | 72 | 28 | 39 | 54.2% | 16 | 41.0% | 39 | 100% |
| GC1 | Area Improved Res | 107.07 | 104.60 | 97.29 | 100.50 | 103.72 | 12.66 | 1.07 | 64 | 26 | 37 | 57.8% | 14 | 37.8% | 37 | 100% |
| GC3 | Area Unimproved | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 2 | 2 | 33.3% | 2 | 100% | 2 | 100% |



**NORTHEAST RESOURCE
RECOVERY ASSOCIATION**

Members Helping Members



March 4, 2014

John R. LaCourse, Ph.D
Town of Lee, NH
7 Mast Road
Lee, NH 03861

Dear Mr. LaCourse,

Thank you for making your annual dues payment and supporting the work of the Northeast Resource Recovery Association (NRRA). Your involvement enables us to develop new cooperative marketing and purchasing programs and to improve recycling in the Northeast Region.

This is a cooperative organization whose focus is to serve its members, and it is my hope that you will not hesitate to contact us with any questions or concerns you have regarding recycling. Also, I believe that the strength of NRRA increases as members become more active. Members throughout the region regularly attend the monthly Member/Operations Marketing Meetings to hear the latest solid waste and recycling news as well as network with their colleagues. Please consider joining us if your schedule permits.

If you are interested in a member logo for your web site, brochures or educational information, please contact the NRRA office - we will be happy to assist you. Enclosed is your official NRRA membership certificate and decal. We hope you will proudly display these at a your facility.

NRRA's 32nd Annual Recycling Conference & Expo was a huge success. We hope you will join us for the 33rd event on June 9th & 10th, 2014. Be sure to check our web site, www.nrra.net, regularly for conference updates.

Again, thank you for your support!

Best regards,

Michael Durfor
Executive Director

2101 Dover Road (NH Route 4) Epsom, NH 03234
Phone: (603) 736.4401 Fax: (603) 736.4402 Toll Free: (800) 223.0150
Email: info@nrra.net Website: www.nrra.net

Partnering to make recycling strong through economic & environmentally sound solutions

Printed on Recycled Paper



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

LEE
X-A000(885)
15692

Bureau of Highway Design
Room 200
Tel: (603) 271-2171
Fax: (603) 271-7025

March 11, 2014

Town of Lee
Chairman of Selectman
Mr. John R. LaCourse, PhD
Town Hall
7 Mast Road
Lee, NH 03861

Dear: Town of Lee

For your information, we are forwarding one complete set of half-scale construction plans for the above subject project.

The Department expects to receive bids for this project on March 27, 2014. Construction will be started shortly after Governor and Executive Council approves the contract.

Sincerely,

William J. Oldenburg, P.E.
Administrator
Bureau of Highway Design

Enclosures

Denise Duval

From: governmentaffairs@nhmunicipal.org on behalf of NH Municipal Association
<governmentaffairs@nhmunicipal.org>
Sent: Friday, March 07, 2014 12:03 PM
To: dhayes@leenh.org
Subject: NHMA Legislative Bulletin #10

New Hampshire Municipal Association

THE SERVICE AND ACTION ARM OF NEW HAMPSHIRE MUNICIPALITIES

LEGISLATIVE BULLETIN

Bulletin #10

2014 Session

March 7, 2014

Quick Links

[NH Legislature](#)

Government Affairs Contact Information

Judy A. Silva
Executive Director

Cordell A. Johnston
Government Affairs Counsel

Barbara T. Reid
Government Finance Advisor

Timothy W. Fortier
Communications and Member
Services Coordinator

25 Triangle Park Drive
Concord NH 03301
Tel: 603.224.7447
Fax: 603.415.3090
NH Toll Free: 800.852.3358

EM: governmentaffairs@nhmunicipal.org

Website: www.nhmunicipal.org

An Important Week

There are very few committee hearings next week, as the House and Senate will be meeting in session to take final action on many bills in advance of their upcoming deadlines. The House will have full session days on Wednesday and Thursday, and the Senate will be in session on Thursday.

Meanwhile, we assume everyone knows what Tuesday is. In honor of town meeting day, there will be no activity in the House on Tuesday. We wish everyone a successful and productive town meeting.

Road Toll (Gas Tax) Increase Passes First Senate Hurdle

On Tuesday the Senate Ways and Means Committee voted 4-1 to recommend Ought to Pass on an amended version of **SB 367, an NHMA policy bill**, dealing with the road toll (gas tax) increase. The amended version removes the sections of the original bill that tied future road toll increases to the Consumer Price Index at four-year intervals.

[Read More](#)

Committee Narrowly Rejects Pension Changes

On Wednesday the Senate Executive Departments and Administration Committee voted 3-2 to recommend

Inexpedient to Legislate on **SB 364**, which would mandate an employer-funded defined contribution plan (in addition to the existing defined benefit plan) for newly hired employees and teachers, and expand pension benefits for newly hired police and firefighters. As explained in [Bulletin #8](#), the actuarial estimate of the cost to employers for this proposal was \$81 million over the next five years, with the costs increasing down the road as more "new" employees, teachers, and public safety workers are hired.

[Read More](#)

[Agritourism Bill Would Thwart Local Zoning](#)

The Senate Energy and Natural Resources Committee will hear testimony next week on **SB 354**, relative to the definition of "agritourism." Although a bill that merely defines one word may seem innocuous enough, this one would create a hole the size of a barn in local land use authority.

[Read More](#)

[Paint Stewardship Program](#)

The House will vote next week on **HB 1570**, establishing a "paint stewardship program" under which a nonprofit organization approved by the state would dispose of unused paint collected at specified locations throughout the state, which may include municipal transfer stations and retail stores. The program would be funded by a mandatory fee on all paint sold within the state, and all manufacturers of paint sold in the state would be required to participate in the program.

[Read More](#)

Other items of interest in this week's bulletin:

[House and Senate Calendars](#)

[House and Senate Floor Action](#)

[Webinar: Conflicts of Interest](#)

[Webinar: Improving Town Websites for Voter and Officials](#)

[Forward email](#)

 [SafeUnsubscribe](#)



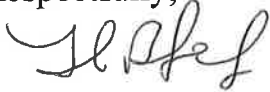
This email was sent to dhayes@leenh.org by governmentaffairs@nhmunicipal.org
[Update Profile/Email Address](#) Instant removal with [SafeUnsubscribe™](#) [Privacy Policy](#).
NH Municipal Association | 25 Triangle Park Drive | Concord | NH | 03301

Transfer of Town Vehicle

To the Select board,

The police department currently has a 2010 Ford F-150 in its fleet. I feel that this vehicle is better suited for the fire department's needs. I have spoken with Chief Nemet and he agrees that the fire department could utilize this vehicle. We feel that it is financially better for the town to simply transfer this vehicle to the fire department, rather than purchase or retro-fit another vehicle. I will leave all of the current emergency lighting and equipment on the vehicle as it will not fit any replacement vehicle that we purchase anyway. This again will keep the total cost of the vehicle down as it would mostly require changing lights from blue to red, minor paint change and replacing the mobile radio that has recently failed.

Respectfully,



Chief Thomas C. Dronsfield Jr.



Chief Scott Nemet