

SELECT BOARD MEETING AGENDA

DATE: 6:00pm Monday, March 31, 2014

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

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

1. **Call to Order - 6:00 pm**
2. **Public Comment**
3. **James Banks, Zoning Board Chairman – Zoning Board Re-Appointments**
Discuss the Zoning Board re-appointment standing operating procedure.
4. **Julie Glover, Town Administrator – Applications for Committees, Commissions and Boards**
Present the Board with applications for review and action.
5. **Select Board Organizational Discussion**
6. **Dana Partis, Cub Scout Leader – Cub Scout Pack 459**
Present plan for addressing the safety and noise issues while using the Public Safety Complex.
7. **Board of Selectmen – Meeting Room Policy**
Discuss proposed revisions and updates to the existing policy
8. **Katrinka Pellecchia, Library Building Committee Chair – Committee Renewal**
Request that the Board renew the Library Building Committee.
9. **Randy Stevens, Highway Supervisor**
 - a. **Unfinished Business at Little River Park**
Present the Board with a list of items that remain unfinished at Little River Park.
 - b. **Carbide Plow Cutting Edges**
Review quotes for \$2200 of carbide snow plow edges and recommend purchase from Atlantic Plow Blade with Jordan Equipment as 2nd choice.
10. **Selectman Bugbee**
 - a. **McGregor Ambulance Service**
 - b. **Accounting Package**
 - c. **Annual Audit**
 - d. **Undesignated Fund Balance**
11. **Julie Glover, Town Administrator Report**
 - Business Cards for BOS
 - Staff Liaison for the Recreation Commission
 - LRP Usage Policy
 - E-Crier, Channel 13, Public Safety Complex Outdoor Sign
 - Miscellaneous
12. **Consent Agenda Items - (Individual items may be removed by any Selectman for separate discussion and vote)**

SIGNATURES REQUIRED

Certification of Yield Taxes Assessed & Yield Tax Levy
People's United Bank Paperwork (2 sets)
Veteran's Tax Credit Application
MS-2
MS-6
Primex Membership Agreement Form

INFORMATION ONLY

McGregor Memorial EMS Statistics Letter
Maud Jones –Checks for Sale of Timber, per RSA 31:95-b
Change of Use Letter from Town of Durham

13. **Acceptance of Minutes – Minutes and Non Public Minutes from March 17, 2014**

14. Acceptance of Manifest #19 and Weeks Payroll Ending March 30, 2014

15. Miscellaneous/Unfinished Business

16. Non-Public

- a. RSA 91-A:3 II (c) – Abatement Request
- b. RSA 91-A:3 II (a) – EMD stipend
- c. RSA 91-A:3 II (a) – Personnel

17. Adjournment

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

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



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

Office Use Only

Meeting Date: March 31, 2014

Agenda Item No. 4

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/31/2014

Agenda Item Title: Applications for Committees, Commissions and Boards

Requested By: Board of Selectmen 3/17/2014

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 (3) of the following appointments to a 3 yr term on the Zoning Board:

Phil Sanborn, John Hutton, David Allen and/or Alice MacKinnon to the Zoning Board;

Motion: To approve the following appointments to a 3 yr term to the following positions;

Mark E. Beliveau to the Planning Board;

Charles Cox and David Miner to the Agricultural Commission;

Anne Tappan, Timothy Moody & David Meeker to the Conservation Commission;

David Meeker, Laura Gund, Patricia Jenkins & David Miner to the Heritage Commission.

Motion: To approve the following appointments to a 3 year term ALTERNATE position:

Catherine Fisher to the Conservation Commission.

Steven Haendler to the Agricultural Commission.



RECEIVED
MAR 10 2014

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

TOWN OF LEE NEW HAMPSHIRE
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: p.sanborn@comcast.net

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

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 Towning Board

[Signature]
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 31st 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

**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 31st day of March, 2014

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

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**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:



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 - Former 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 31st day of March, 2014

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

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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: David Miner

Address: 114 Mast Rd Lee Phone/Cell: 659-5047

of Years as a Resident: 45+

Email address: barnbuilder@Comcast.net

Full Membership (3 year term) position applying for: Ag Com

Term Expires on the following date: 11-17

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've been actively involved
in agriculture for most of my
life

David Miner
Signature

3/29/11
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: **DAVID MINER** 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 31st 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 **DAVID MINER** 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 31st 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:



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: Timothy Moody
Address: 4 Noble Farm Drive Phone/Cell: 380-5428
of Years as a Resident: 15
Email address: moodysmm@comcast.net

Full Membership (3 year term) position applying for: Conservation Commission
Term Expires on the following date: March 31, 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: _____

I have served on the Lee Conservation
Commission for 10 years. I have a
thorough understanding of EPA stormwater
regulations under the Clean Water Act.

Timothy Moody
Signature

3/19/14
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: **TIMOTHY MOODY** 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 31st day of March, 2014

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.....> **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 **TIMOTHY MOODY** 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: David Meeker

Address: 203 Wadleigh Falls Road Phone/Cell: 659-5441

of Years as a Resident: 36

Email address: david-meeker@comcast.net

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

Term Expires on the following date: Current term 3/31/2014

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: _____

Experience, I have been a member since 1983.

David Meeker
Signature

3/15/2014
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: **DAVID MEEKER** 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 31st day of March, 2014

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.....> **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 **DAVID MEEKER** 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: David Meeker
Address: 203 Wadleigh Falls Rd Phone/Cell: 603/659-5441
of Years as a Resident: 37
Email address: David-meeker@comcast.net

Full Membership (3 year term) position applying for: Heritage Comm.
Term Expires on the following date: 3/31/14 current
Alternate Position (3 year term) position applying for: _____
Term Expires on the following date: 3/31/17

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

Past experience

Signature Loxen D Meeker Date 3/20/2014

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: **DAVID MEEKER** of Lee, New Hampshire in the **County of Strafford:**

Whereas, there is a vacancy in the office of the HERITAGE 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 31st day of March, 2014

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

.....>

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**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **DAVID MEEKER** 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: LAURA GUND

Address: 48 CARTLAND ROAD Phone/Cell: 659-2044

of Years as a Resident: 51

Email address: walgrove@comcast.net

Full Membership (3 year term) position applying for: HERITAGE Comm.

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: _____

50 years of volunteering in Lee

Laura Gund
Signature

3-20-14
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: **LAURA GUND** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the HERITAGE 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 31st 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 HERITAGE 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 **LAURA GUND** 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: Patricia S. Jenkins

Address: 9 Waverly Mill Road Phone/Cell: _____

of Years as a Resident: 50+

Email address: gophie@comcast.net

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

Term Expires on the following date: March 2014 / 2017

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

Term Expires on the following date: _____

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

Life. Farmer Service.

Patricia S. Jenkins
Signature

20 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: **PATRICIA JENKINS** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the HERITAGE 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 31st 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 HERITAGE 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 **PATRICIA JENKINS** 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: David Miner
Address: 114 Mast Rd Phone/Cell: 659 5047
of Years as a Resident: 45+
Email address: barnbuilder@Comcast.net

Full Membership (3 year term) position applying for: Heritage Historical Comm
Term Expires on the following date: 14-17
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've Been the barn
preservation Structural Advisor

David Miner
Signature

3/27/14
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: **DAVID MINER** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the HERITAGE 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 31st day of March, 2014

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.....>
.....>

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 HERITAGE 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 **DAVID MINER** 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 03801

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

Applicant's Name: Mark F. Beliveau

Address: 67 Mast Road Phone/Cell: 969-6574

of Years as a Resident: 27

Email address: mbeliveau@pierceatwood.com

Full Membership (3 year term) position applying for: Planning Board

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: _____

Previous service on planning board.

30 year environmental and land use attorney

Mark Beliveau
Signature

3/13/14
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: **MARK E. BELIVEAU** of Lee, New Hampshire in the **County of Strafford:**

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

Given under our hands, this 31st day of March, 2014

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **MARK E. BELIVEAU** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2014

Received and Recorded:



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

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

Applicant's Name: David Allen
Address: 23 Lee Hook Rd Phone/Cell: 603-659-6317
Lee, NH 603-842-0954
of Years as a Resident: 52 yrs
Email address: Sanwalpumpkins@comcast.net

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

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

Current member, lifelong resident, level headed,
building back ground

David Allen
Signature

3/19/14
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: **DAVID ALLEN** 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 31st 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 **DAVID ALLEN** took and subscribed the foregoing oath.
Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2014

Received and Recorded:



MAR 17 REC'D

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: ALICE MACKINNON

Address: 88 HIGH RD, LEE, NH Phone/Cell: 988-2123

of Years as a Resident: 40 YEARS

Email address: almanac@msn.com

Full Membership (3 year term) position applying for: ~~SEE~~ ZONING BOARD OF ADJUSTMENT

Term Expires on the following date: MARCH 31, 2017

Alternate Position (3 year term) position applying for: ~~SAME AS ABOVE~~

Term Expires on the following date: ~~MARCH 31, 2017~~

I feel the following experience and background qualifies me for this position: I HAVE
30+ YEARS OF MUNICIPAL EXPERIENCE INCLUDING WRITING
ORDINANCES ; AMENDMENTS, PARTICIPATING IN UPDATING
MASTER PLANS, AND TESTIFYING IN COURT AS AN
EXPERT WITNESS IN THE SUPERIOR COURTS OF STRAFFORD ROCKINGHAM,
BELMONT MERRIMACK ; CARROLL COUNTIES ON MATTERS OF LAND USE,
PERSONNEL ISSUES, ASSESSMENT, ROAD LAY-OUTS (OTHER MUNICIPAL
ISSUES.

Alice MacKinnon
Signature

MARCH 17 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: **ALICE MACKINNON** 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 31st 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 **ALICE MACKINNON** 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: Catherine Fisher
Address: 13 Allen's Avenue Phone/Cell: 659-2574
of Years as a Resident: 31
Email address: catherineckx@gmail.com

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

Term Expires on the following date: _____

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

Term Expires on the following date: 3/2017

I feel the following experience and background qualifies me for this position: Long-standing interest in conservation issues, three years experience as alternate with the LCC in which I've learned a great deal, thirty years experience teaching natural history and nature-love to children at Mastway School.

Catherine Fisher
Signature

3/16/14
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: **CATHERINE FISHER** 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 31st 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 an ALTERNATE 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 **CATHERINE FISHER** 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: Steven Haendler

Address: 314 Lee Hook Rd Phone/Cell: 292-5949

of Years as a Resident: 59 c. 988-5016

Email address: henly@comcast.net

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

Term Expires on the following date: _____

Alternate Position (3 year term) position applying for: Agriculture Comm

Term Expires on the following date: 2017

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

lifelong resident - currently, market farmer
of fruits & vegetables - certified tree farmer

Steven A. Haendler
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: **STEVEN HAENDLER** 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 31st 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 an **ALTERNATE** 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 **STEVEN HAENDLER** 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 31, 2014
Agenda Item No. 5

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST**

3/31/2014

Agenda Item Title: Select Board Organizational Discussion and Appointments

Requested By: Select Board

Date: 3/17/2014

Contact Information: n/a

Presented By: Chairman Cedarholm

Description: Appointment of Select person to act as a liaison for the Select Board to specific town Boards, Committees and Commissions.

Financial Details: n/a

Legal Authority RSA673:2 II(a) Selectmen shall designate one selectman or admin official of the town as ex officio to Planning Board. RSA 35-B:4 allows a selectman to be an ex officio member of the Recreation Commission.

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: To approve the following Select Board Representatives to the assigned Boards, Committees and Commissions:

- | | |
|---|--|
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Energy Committee | <input type="checkbox"/> Heritage Commission |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Senior Advisory Committee |
| <input type="checkbox"/> Energy Committee | <input type="checkbox"/> Emergency Management |
| <input type="checkbox"/> Agricultural Commission | |
| <input type="checkbox"/> Library Building Committee | |

OR

Motion: To discontinue the practice of assigning Select Board members to Boards, Committees and Commissions and have the respective Chairperson act as a liaison to the Select Board.

**BOARDS, COMMITTEES & COMMISSIONS
BOS APPOINTMENTS FOR 2013-2014**

PLANNING BOARD

Selectman Cedarholm

ZONING BOARD

No Selectmen Representative

AGRICULTURAL COMMISSION

No Selectmen Representative

CONSERVATION COMMISSION

Selectwoman Dennis

RECREATION COMMISSION

Selectwoman Dennis

ENERGY COMMITTEE

Selectman LaCourse

SENIOR ADVISORY COMMITTEE

Selectwoman Dennis

HERITAGE COMMITTEE

Selectwoman Dennis and Chairman Cedarholm

LIBRARY BUILDING COMMITTEE

Selectwoman Dennis



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

Office Use Only

Meeting Date: March 31, 2014

Agenda Item No. 7

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/31/2014

Agenda Item Title: Meeting Room Policy

Requested By: Board of Selectmen

Date: 3/17/2014

Contact Information: 603-659-55414

Presented By: Town Administrator Julie Glover

Description: Present to the Board a draft of the Public Safety Complex Meeting Room Policy including all suggested updates and edits collected from the Board, Department Heads.

Financial Details: Enter Estimated Cost, if any, funding source, etc.

Legal Authority NH RSA 41:11-a

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

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to approve the changes to the Lee Public Safety Complex Meeting Room Policy as presented or

MOTION: Move to Table until further examination and review.



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: _____



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: 3/15/14

Name of Group: DRCSID CROSS school Committee

Purpose of Event or Meeting:

Contact Person: KATE POLITANO

Address: 39 MILL POND RD; DURHAM

Phone: 603 438 0283 Email: KEPOLITANO@GMAIL.COM

Number of People: 25

Date(s) of Use: 4/1 Time of Use: 6:30 - 8:30

Will food or beverages be served? NO Do you require the use of the kitchen; if so, provide extent of use: NO

Please indicate any special arrangements required:

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

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

Signature of Contact Person: [Handwritten Signature]

Town Administrator's Signature: Date:

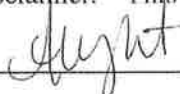
TOWN OF LEE

MEETING ROOM REQUEST FORM

Date of Application: 3/10/14
Name of Group: Strafford County Democratic Committee (sponsored by Lee Democratic Committee)
Purpose of Event or Meeting: Executive Committee meeting to discuss county-wide issues
Contact Person: Ann Wright (Vice-Chair)
Address: 10 Thornton Lane
Lee NH
Phone: 659-9549
Email: Ann_Wright@comcast.net
Number of People: 15
Date(s) of Use: 3rd Wednesday of the Month for April, ^{MAY} June, ~~July~~ *
Time of Use: 6:30-8
Will food or beverages be served? No Do you require the use of the kitchen; if so, provide extent of use: _____

Please indicate any special arrangements required:

I have been provided with and understand the guidelines governing the use of the Town of Lee Public Meeting Rooms. I understand that 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"

Signature of Contact Person: 

Town Administrator's Signature: _____ Date: _____

*The May meeting will be larger as ~~it will~~ all Strafford County Democrats will be invited. Estimated # is 50.

Julie Glover

From: Sharon Taylor <leelibrary@comcast.net>
Sent: Tuesday, March 18, 2014 4:05 PM
To: 'Julie Glover'; 'Denise Duval'
Subject: Upcoming programs at the complex

Hi Julie and Denise,

The following programs are what we already have booked at the complex. From our conversation today I understand they are to also go on the town meeting calendar, and that the library is responsible for placing on the town calendar. I appreciate that the meeting room policy will be discussed at the March 31st meeting. I am planning on advertising the events as taking place at the complex and will change or cancel according to decisions made at the next BOS meeting. Will I now, or in the future need to place any programs on the BOS agenda for approval? Thanks for letting me know.

**"If I am Not For Myself, Who Will Be For Me?"
George Washington's Runaway Slave
Wednesday, April 2, 2014 at 7:00 PM
Lee Safety Complex**

Oney Judge Staines, according to the Constitution, was only three-fifths of a person. To her masters, George and Martha Washington, she was merely "the girl." All she wanted was the freedom to control her own actions, but her account of escaping the Executive Mansion in Philadelphia, fleeing north and establishing a life in New Hampshire is not a typical runaway story. Portrayed by Gwendolyn Quezaire-Presutti, Oney's tale provides an alternative perspective on the new nation's social, political and economic development, from one whose personal experience so contradicted the promise of the principles embodied in the nation's founding documents. A living history presentation.

Hosted by the Lee Public Library and the Lee Historical Society. Made possible by a grant from the NH Humanities Council.

**Robotics
Saturday, April 12, 2014 at 10:30 AM
Lee Safety Complex**

As part of a NASA sponsored competition, the UNH LuncCats have designed and built a robotic excavator capable of mining soil on the moon. Join us as they demonstrate their Lunabot and how it was conceived and built. Then, have some fun while learning about engineering. Build a boat from basic materials. The boat that can hold the most weight without sinking wins a special LunaCats prize. **For grades 4-8. Please register**

**NH Audubon REDUX
Saturday, May 3, 2014 at 10:30 AM
Lee Safety Complex**

What makes birds different from other animals? Using mounted birds, feathers, wings, feet, beaks, nests and eggs, children will learn about bird habitat and basic biology in this interactive program offered by the NH Audubon Society. And—a **REAL** red-tailed hawk and peregrine falcon will be sure to steal the show! **Please register.**

Portsmouth Naval Shipyard History

Thursday, May 8 at 7 p.m.

Lee Safety Complex

Discover the rich history of the Naval Shipyard! Your host, Gary Hildreth, is a retired submariner who fell in love with Portsmouth Naval Shipyard and the New Hampshire/Maine Seacoast area. After a full naval career of nearly 29 years, Gary began his second career as a member of the Shipyard's Public Affairs Team. His knowledge, enthusiasm, and a few sea stories not in print, make the "Yard's" history and folklore come alive and entertaining. Presented by the Lee Public Library and Lee Historical Society.

Sharon Taylor
Director

Lee Public Library
9 Mast Road
Lee, NH 03861
603-659-2626

www.leenh.org/Pages/LeeNH_Library/index



Visit us on Facebook

HOURS

Monday 12-8 p.m.

Tuesday 12-8 p.m.

Wednesday 12-8 p.m.

Thursday 10-5 p.m.

Friday 10-5 p.m.

Saturday 10-3 p.m.



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

Office Use Only

Meeting Date: March 31, 2014

Agenda Item No. 8

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/31/2014

Agenda Item Title: Library Building Committee Renewal

Requested By: Katrinka Pellecchia, LPLCC Building Committee Chair 3/17/2014

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.

*formed in
late april*

*1st meeting
5/23/13*

**Lee Public Library Community Center Building Committee
Composition and Charge**

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.

Jan 23, 2014 Information Session Feedback

37 attended; 20 filled out feedback sheets

1. Did the information provided meet your expectations for this session?

Less than expected: 0 As expected: 9 More than expected: 6 Significantly more than expected: 5

2. Why/Why not?

Very professional, representing great effort by many residents.

Great amount of info.

Received a good summary of physical location/space, as well as financial aspects.

Very thorough \$\$ picture.

Excellent presentations covering all aspects and impacts of the project.

It covered everything.

Good overview since I haven't been keeping up to date with the project.

Financial information was helpful. I liked Chuck Cox's comments on working together, inspiring community.

I'm glad there was some detail about finances.

Costs and tax affect.

I saw most of this info on TV!

Good visuals showing plans, and well-prepared presenters able to answer questions.

3. What additional questions, if any, do you have about the LPLCC?

Forget the fireplace, a stone wall will do fine. Some solar should be installed at time of construction, perhaps tied to exterior lighting.

Not sure yet.

In the virtual tour, there seemed to be a lot of unused "wall space" – is this intentional?

This is really off-base: a community center in my opinion should include something I have not heard talked about. In the event of an extended power outage, shower facilities for town residents, even if limited, would be a good idea. In the past, this has been an issue!

Will you try to put the bond forward sooner? I think it's a great idea.

Will it hold more books?

Is the large meeting room large enough? Didn't catch # of people.

4. After hearing tonight's presentation, would you support a bond to build the new LPLCC?

Not Likely: 2 Somewhat Likely: 2 Probably: 2 Yes, would vote to support: 14

5. Why/Why Not?

The Library can represent the community center – the "focal center" of Lee – yielding a literary, community and social center.

I believe in the library and the community center.

Needed in community, it would be a great resource – time to reap the rewards of townspeople's efforts.

I agree that moving forward sooner would save the town more money [in the] longer term.

This project will become a focal point for Lee and meet educational and social needs for the town.

I support the project.

Many people have put lots of time and energy into the project and it shows. Have tried to keep the project reasonably priced while still fulfilling the needs. Fireplace though?

We really need a better facility, both for the library and community center.

There are other town improvements that should come before a library.

Want to use that slick calculator to check my tax impact.

Need to scale back \$\$.

Will add significant value to our town through a manageable tax increase.

Solar Energy:

Abundant Resource: Maine and New Hampshire each get 30% more sunshine per year than Germany, the world leader in solar energy installations. It is important to know that we have a strong and viable local solar resource before investing in technology to harvest sunshine.

Economic Opportunity: The cost for solar electric systems has dropped by 75% over the past 5 years. When you factor in today's 30% federal tax credit and additional state rebates, the average return on investment from solar energy ranges from 8% to 12% per year. With a 25-year panel warranty, modern solar technology is robust and proven to last decades in our climate.

Environment: Maine, New Hampshire, and Massachusetts are among the most oil dependent states in the United States and have the highest per capita CO2 emissions in New England. Solar energy enables us to reduce dependence and emissions, while keeping more money in our local economies.

Opportunities: Photovoltaics, Solar hot water (SHW), passive solar

Area Companies: Revision Energy (traditional, PPA, SHW), Revolution Energy (PPA),

Wind Energy:

Wind systems range from small residential systems less than 1 kW in size to giant commercially owned wind farms that produce hundreds of megawatts and supply a significant portion of our energy needs. As seen by the countless commercial wind farms in the U.S., wind technology is an efficient and reliable means to generate electricity. However, wind systems must be carefully sited, taking into account wind speed and turbulence, which has a drastic affect on the energy production of the wind turbine. Since wind energy increases by roughly the cube of the wind speed, it is imperative that the wind turbines are mounted on a tall enough pole to take full advantage of the location's wind resources and minimize the wind turbulence.

Wind turbines have a remarkably simple design. The kinetic energy in the wind rotates the rotor blades of the wind turbine, converting kinetic energy to rotational energy. As the wind turbine revolves, it turns the shaft connected to the rotor, which in turn supplies power to the generator, converting rotational energy into electricity.

Opportunities: Wind Turbine

Area Companies:

Bio-Mass Heating (Pellet and Wood-Chip):

Depending on the situation we could look at either wood chip or wood pellet. Wood pellet boiler systems are compact and less costly to install while wood chip systems have a much bigger footprint and up front cost. On the other hand wood chips cost a lot less than pellets, so in large scale, where heat demand is more than 2 million BTUs per hour, they can be the most cost effective solution.

A wood-fueled boiler system can be set up to work seamlessly with a fossil fuel boiler and can be a stand-alone installation or paired with a traditionally fueled system. Keeping fossil fuel boilers can reduce the overall investment by reducing the output capacity required of the more costly pellet boilers.

Opportunities: Wood chip or wood pellet boiler

Area Companies: Revision Heat (Pellet), Froling Energy (Wood Chip or Pellet),

Geothermal Heating/Cooling:

Geothermal Draws Energy from the Earth, heating and cooling your building providing all-season comfort by tapping the energy that is naturally stored in the earth. This energy isn't just renewable: it's constant.

Heat: A Geothermal system draws the earth's natural warmth into the home, through the use of a geothermal ground source heat pump.

Air Conditioning: Conventional cooling systems pump indoor heat to the hot outdoor air, requiring immense amounts of electricity. Using significantly less electricity than a condenser unit, a geothermal system draws the earth's cooler temperature into the water, providing cost-effective summer comfort.

Hot Water.: Geothermal heat pumps can assist in the production of domestic hot water off their system for low-cost hot water.

Opportunities: Open or closed loop, heating and cooling

Area Companies: Ultra Geothermal,

Other Educational Opportunities:

Windows: Explore cost and options on the current market; including materials, glazing layers and esthetics.

Area Companies: Marvin, Eagle (Anderson), Pella

Insulation: Explore differences and cost impacts/returns of the leading insulation materials including fiberglass, dense-pack cellulous and spray foam.

Area Companies: Green Cocoon,

Lighting:

Water Collection/Irrigation:



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 EDX

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 31st 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 31, 2014

Agenda Item No. 9a

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/31/2014

Agenda Item Title: Unfinished Business at Little River Park

Requested By: Randy Stevens **3/24/2014**

Contact Information: 603-659-6515

Presented By: Randy Stevens, Highway Supervisor

Description: Present the Board with a list of items that remain unfinished at Little River Park. The priority issues being Playground Safety, Warning Signs and Erosion.

Financial Details: TBD

Legal Authority RSA 41:11-a

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

REQUESTED ACTION OR RECOMMENDATIONS:



TOWN OF LEE HIGHWAY DEPARTMENT

7 Mast Road
Lee New Hampshire 03861



Randy Stevens - Supervisor

Telephone 603-659-3027/6515

MEMORANDUM

TO: Board of Selectmen
FROM: Randy Stevens, Highway Supervisor
DATE: March 20, 2014
RE: **Unfinished Business at Little River Park**

Below is a list of some of the unfinished business at LRP that I thought the Board should be aware of. The two items that I think are priority are the Playground Safety /Warning signs and the erosion issues.

1. Should have an as built plan showing existing electrical conduit locations.
2. Should have an as built plan showing the all-purpose field as constructed. (Per the BOS the existing grade is a combination of the original plan and the plan done by Farwell Engineering.)
3. Need to do some finish grading around both ends of the All Purpose Field and place rocks or a fence on the 155 end of the field to discourage wheeled vehicles from driving on the field.
4. Need to reconstruct the detention pond (puddle) and add a concrete structure per Farwell Engineering's Plan.
5. Need to find a new home for the existing stone piles. Some could be stockpiled at the Highway Garage for future use.
6. Need to clean up the remaining stockpiles of material on site. S+J showed some interest in some of the misc. piles of material at the park for use at Noble Farm, unless there is some intention of using the misc. piles to stabilize the slopes (especially where the potential Library/Community Center would be located).
7. Stabilize the remaining area between the Ball Field and the All Purpose Field. This area could be made into parking by leveling and installing a layer of the stone stockpiled on site. It also could be made into a grassed park like area with grass, trees, and overflow parking. Something needs to be done as soon as possible to vegetate it at least temporarily to prevent the ongoing erosion problem. **Note** - in the original plan this space was a playing field. Any parking or non grass use might require having an engineer re-look at the drainage.

Playground Area-

1. Order playground safety signs and install. Make the Joint Loss Safety Committee aware of this issue.
2. Add some loam (top dress) to existing grass area and reseed. This area is so rough it is very hard to mow efficiently.
3. Assign someone (hopefully a paid employee) to draft a safety checklist and implement routine inspections of the playground and all other town owned recreational facilities (recommended by the Town's insurance carrier).

4. Redirect drainage around the Climbnets and fix erosion issues that start at the right side of the Ball Field and continue along the far side of the basketball court to beyond the Climbnets.
5. Slide installation?

I would be more than happy to explain these items in more detail or answer any questions.



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

Office Use Only
Meeting Date: Click here to enter a date. 3/31/14
Agenda Item No. Click here to enter number. 9B

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/31/2014

Agenda Item Title: Carbide Plow Cutting Edges

Requested By: Randy Stevens

Date: 3/27/2014

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: Review quotes for approximately 2,200 dollars worth of carbide snow plow edges. Written quotes as follows; Atlantic Plow Blade -52/ft, Jordan Equipment – 55/ft., H.P. Fairfield 56/ft.

Financial Details: Funds to come from the cutting edge line item in the Highway Budget

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 purchase approximately 2,200 dollars worth of carbide plow cutting edges from Atlantic Plow Blade with Jordan Equipment as a back up if Atlantic Plow Blade cannot fill the order.



Recreational Fields Usage Agreement

Town of Lee, 7 Mast Road, Lee NH 03861

Phone (603) 659-5414/ www.leenh.org

Name of Organization/Group/Person: _____

Contact Person: _____ Phone #: _____

Mailing Address: _____

E-Mail address: _____

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

Details (description of activity): _____

Dates & Times: _____

(Attach schedule if more than three dates)

Rules & Regulations Governing Use of Town of Lee Recreation Facilities

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



Recreational Fields Usage Agreement

Town of Lee, 7 Mast Road, Lee NH 03861

Phone (603) 659-5414/ www.leenh.org

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

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

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

Applicant Signature: _____

Date: _____

Printed Name: _____

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



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

Office Use Only

Meeting Date: March 31, 2014

Agenda Item No. 11

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST**

3/31/2014

Agenda Item Title: e-crier, CH 13, Safety Complex Sign

Requested By: Town Administrator

Date: 3/28/2014

Contact Information: 659-5414

Presented By: Julie Glover

Description: Discussion with Board of Selectmen regarding items placed in the e-crier, on Channel 13, and the Public Safety Complex (Outdoor) Sign

Financial Details: n/a

Legal Authority RSA 41:8

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

REQUESTED ACTION OR RECOMMENDATIONS:

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

TOWN OF LEE, NEW HAMPSHIRE

7 Mast Road
Lee, New Hampshire 03861
(603) 659-5414
March 14, 2014

CONGRATULATIONS TO SCOTT BUGBEE!
OUR NEW TOWN SELECTMAN!

SWEARING IN CHIEF TOM DRONSFIELD
MARCH 9, 2014



**FARM BREAKFAST AT THE GRANGE
MARCH 9, 2014**





Much thanks to all the supporters and the many volunteers who made the March 9th Future Farmer's of America Blue Jacket Fundraiser breakfast held at the Jeremiah Smith Grange and sponsored by Strafford County Farm Bureau, the Lee and Durham Agricultural Commissions and the Strafford County FFA a great success!!!! We served 370 breakfasts! There is even talk of it becoming a Lee "Annual Tradition"!

FUNDRAISER FOR THE YOUTH GROUP

Lee Church Congregational

Pasta Dinner / Silent Auction / Talent Show

Saturday, March 29th 5:00 – 8:00 pm

Viewing begins at 4:30 pm

We are looking for donations from local businesses as well as homemade/service donations for the Auction. We welcome talents of all kinds and would love to have talent from our community at large. If you would like to share please contact Judy Belanger at 659-6923 or Gilles Dionne at 312-2444. All proceeds from this event will go towards our community service trip this summer. Tickets for the dinner/entertainment will be \$8 for adults and \$5 for kids under 12 and seniors. Please join us! Thank you for all your support!

EYEWITNESS TO AMERICAN HISTORY

THE GREAT DEPRESSION, PEARL HARBOR & WWII

Pot Luck Luncheon, Sunday, March 30th 12:00 pm

Held at the Lee Church

Spend an hour with Mr. Harold Ward, a 92 year old, Black American, from the Town of Lee, NH. Mr. Ward will be accompanied by a PowerPoint presentation of some 75 photos of significant events, places, people, etc., of his lifetime – including Black American history of the period. For more information contact Wayne Nelson (603) 661-4572.

**Co-Sponsored by the Veterans' Voice Health Council
Affiliated with the Manchester VAMC & New Hampshire Veterans
Organizations.**

IMPORTANT DATES FOR THE ORCSD

March 24 – 28, 2014 9:00 – 4:00 pm, Kindergarten Registration

Mast Way or Moharimet Elementary Schools

[CLICK HERE](#) for more details

OYSTER RIVER SCHOOLS

SEEK COMMUNITY GARDENERS TO HELP WITH SCHOOL VEGETABLE GARDEN PROJECTS

Oyster River Schools are seeking community members to help out with the program establishing school production gardens located at each of the four schools. The main purpose of the gardens is to provide produce for the school cafeteria meals year round while supporting teacher curriculums. This effort supplements the purchase of locally grown fresh food from area farmers. If you are interested in participating, please contact Principal Dennis Harrington at dharrington@orcscd.org.

**GOVERNOR & EXECUTIVE COUNCIL MEETING
MINUTES FROM MARCH 12TH**

[CLICK HERE](#) for the minutes

Next Governor & Executive Council Meeting

Wednesday, March 26, 2014 at 10:00 am

Executive Council Chamber

The State House Concord, NH

**ATTENTION KNITTERS,
CROCHETERS & WEAVERS!**

This is an opportunity to become involved in the Boston Marathon Scarf Project. Old South Church in Boston is gathering knitted, crocheted or woven scarves to present to each of the 35,000 runners this year. The purpose is simply to celebrate resilience and honor the runners. Anyone interested can create a scarf in royal blue and yellow. The dimensions are 4-6" for width and 60" for length. Completed scarves can be dropped at the Library, Transfer Station, Swap Shop or the Lee Church. Deadline for completion is April 1, 2014. For more information, call 659-2861 or email at leechurchucc@comcast.net.

**VISIT the LEE FARMERS MARKET FB PAGE YEAR
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EDUCATION and EVENTS**

www.facebook.com/LeeFarmersMarket



LEE AGRICULTURAL COMMISSION UPCOMING EVENTS

March - May: Backyard Farming Series. See below.
June - Sept: Lee Farmer's Market. Thursdays from 3 - 6pm.
Saturday, Sept 6th: Lee Fair. Chicken BBQ, Pig Roast & Farm Games

BACKYARD FARMING INITIATION PRESENTS: "LIVING HEALTHY WITH LIVING THINGS. THE BENEFICIAL ROLE OF MICROBES IN OUR FOOD AND ENVIRONMENT."

Sponsored by the Lee Agricultural Commission & Public Library
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The Town of Lee now has a curb-to-curb Volunteer Transportation Assistance Program for our 55+ residents and residents with a disability that prevents them from driving. But we need drivers to make this program work. Drivers may choose when they'll provide rides. Drivers use their own vehicles, with a mileage stipend offered by READY RIDES. Drivers must be at least 25 years old, hold a valid driver's license with a favorable driving record and have a legally registered, inspected and insured vehicle. Applicants must complete a motor vehicle and criminal background check. Driver Orientation meetings are held frequently to begin this process.

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LIBRARY TRUSTEES' CORNER

The Trustees would like to thank the citizens of Lee for approving Warrant Article #10 to deposit \$100,000 in the Lee Public Library Community Center Capital Reserve Fund. Four years ago, the town established the "three-legged stool" approach to paying for the new building: We will save some, donate some and borrow some. This is the fourth year that Lee has voted to set money aside – these savings, combined with fund-raising efforts will mean that the eventual bond will be smaller, which means a smaller impact on all our property taxes. A well-located, spacious, functional, environmentally-designed Library Community Center will provide Lee with a cultural center for programs, workshops and community meetings. The building will provide access to everyone with up-to-date resources and technologies as well as quiet spaces for browsing, studying, tutoring and researching. Appropriate spaces for children, seniors, young adults and adults will serve our population while drawing people together and providing a stimulating, welcoming community center.

The Library Community Center will continue Lee's tradition of community pride because we'll do it together. Everyone has a contribution they can make whether it's services, time or expertise.

The trustees congratulate Scott Bugbee on his election and look forward to working with the Select Board as the town continues to move this important project forward.

LEE PUBLIC LIBRARY

You like us at the library, now like us on Facebook!



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Saturday: 10:00 am – 3:00 pm

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Tuesdays 5:15 - 7:30 pm

Come join a lively group of creative adults who will be working on individual or group projects such as painting on slate, barrel staves, floor cloths or furniture; drawing or clay work and making greeting cards. Instruction for all projects is offered by the library's resident artist, Caroline West. Donations for adult open studio programs are greatly appreciated.

GREAT BAY TIME BANK

Monday, March 17th 7:00 pm

Do you need help with something? Can you offer services to help others? The Great Bay Time Bank is looking for new members. Come to the library to learn more about how a time bank works!



LIGHTHOUSES OF THE NH SEACOAST & SOUTHERN ME

Tuesday, March 18th 7:00 pm

Lee Safety Complex

Join author and lighthouse historian, Jeremy D'Entremont, as he presents an overview of the history of five local lighthouses; Boon Island Light, Cape Neddick "Nubble" Light, White Island Light at the Isles of Shoals, Whaleback Light, and Portsmouth Harbor Light. Each of these locations has rich human history, with tales of hardship and heroism—and even ghosts.



BIRDS OF NEW HAMPSHIRE

Saturday, March 22nd 10:30 am

Lee Safety Complex

What makes birds different from other animals? Using mounted birds, feathers, wings, feet, beaks, nests and eggs, children will learn about bird habitat and basic biology in this interactive program offered by the NH Audubon Society. A **REAL** red-tailed hawk and peregrine falcon will be sure to steal the show! For children grades K-4 and their families! **Please register** by calling the library at 659-2626.



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Jeremiah Smith Grange

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**Hosted by the Lee Public Library and the Lee Historical Society.
Made possible by a grant from the NH Humanities Council.**

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<http://www.boxtops4education.com/products/participating-products>

Drop your box tops off at the library and help our school out!

EBSCOHOST

Consumer Health Complete on Ebscohost provides an extensive database on consumer health issues from diseases to prescription drug information as well as a monthly health highlight. This month's highlight is healthy eyes. Visit the library's website by clicking on the link below, choosing **Reference Databases** and then **EBSCOHOST** to find **Consumer Complete Health**. Call the library at 659-2626 for the User ID and Password.

http://www.leenh.org/Pages/LeeNH_Library/index.

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DID YOU ATTEND A SCHOOL IN LEE?

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Check your local TV channel 13 to view Selectmen's meetings aired daily at 7:00 am; 2:00 pm; 7:00 pm. [CLICK HERE](#) for more details on Channel 13. [CLICK HERE](#) to view town meetings and videos online through the media site at leenh.org.

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To view the meeting calendar on leenh.org [CLICK HERE](#)

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— AFTER THE GREAT STORM, MARCH 13, 1888 —
C. Dustin opening walk to Boston Branch Grocery



WALL STREET DURING THE BLIZZARD OF 1888



TOWN OF LEE, NEW HAMPSHIRE

7 Mast Road
Lee, New Hampshire 03861
(603) 659-5414
March 21, 2014

HAPPY FIRST DAY OF SPRING!!!
THURSDAY, MARCH 20TH
NO MORE SNOW!



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UPCOMING EVENTS

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FUNDRAISER FOR THE YOUTH GROUP

Lee Church Congregational

Pasta Dinner / Silent Auction / Talent Show

Saturday, March 29th 5:00 – 8:00 pm

Viewing begins at 4:30 pm

We are looking for donations from local businesses as well as homemade/service donations for the Auction. We welcome talents of all kinds and would love to have talent from our community at large. If you would like to share please contact Judy Belanger at 659-6923 or Gilles Dionne at 312-2444. All proceeds from this event will go towards our community service trip this summer. Tickets for the dinner/entertainment will be \$8 for adults and \$5 for kids under 12 and seniors. Please join us! Thank you for all your support!

EYEWITNESS TO AMERICAN HISTORY

THE GREAT DEPRESSION, PEARL HARBOR & WWII

Pot Luck Luncheon, Sunday, March 30th 12:00 pm

Held at the Lee Church

Spend an hour with Mr. Harold Ward, a 92 year old, Black American, from the Town of Lee, NH. Mr. Ward will be accompanied by a PowerPoint presentation of some 75 photos of significant events, places, people, etc., of his lifetime – including Black American history of the period. For more information contact Wayne Nelson (603) 661-4572.

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Made possible by a grant from the NH Humanities Council.

SENIOR ADVISORY COMMITTEE

Please help the Lee Senior Advisory Committee (SAC) identify Lee residents who are 50 years of age and older. We would like to advise seniors who may have needs and organize activities for those who want socialization. Please feel free to contact shirlwalker@comcast.net or the town office. We encourage you to come to our monthly meeting, normally held on the 2nd Monday of each month at 9:00am at the 2nd floor of the Safety Complex.

The Lee Senior Advisory Committee has instituted an Annual Flu Clinic, held in the fall and co-sponsored by Walgreens. We co-sponsor several programs with the Lee Library: (1) Understanding Medicare Part D (fall), (2) a drop-in knitting gathering with expert instruction held every other Wednesday, 9:00am, (3) Open Art Studio—you choose from several offerings (call the library to register, 659-2626).

SAC invites you to take part in our meeting discussions and bring your concerns to us. Recently our committee discussed the potential for senior housing in Lee, an issue brought to our attention by a local resident. SAC encouraged her to meet with the Planning Board and Select Board. Another resident who visited several times recently filled a vacancy on the committee. SAC was responsible for the warrant article granting more property tax relief for veterans. We need you to help carry on this important work!

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LIBRARY TRUSTEES' CORNER

The Trustees are pleased to announce that Barbara Nadori has joined the Lee Public Library Community Center Foundation as a board member. Barbara recently retired from teaching second grade at Mast Way Elementary School, where she taught for many years. A resident of Lee since 1993, she would like to see an expanded library community center, which will offer more opportunities to come together as a town and will also strengthen the literacy programs for our children. The Trustees look forward to working with Barbara and the other Foundation board members, the Building Committee and the Select Board as the town moves forward with this very important project. Working together, Lee can build it!

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Wednesday, April 2nd 7:00 pm

Public Safety Complex

ARMCHAIR PLANT WALK

Tuesday, April 8th 6:30 - 8:00 pm

Join Wendy Snow Fogg from Misty Meadows Herbal Center for a presentation of plants you might see while walking in gardens and wild places in New England. Beautiful photographs of flowers, trees and wild medicine plants were taken by Wendy on her own walks. You will also see some very special photos of rare and endangered plants; excerpts from "Plants At Risk" by United Plant Savers.



BOOK DISCUSSION

Monday, April 14th 7:00 pm

"The Orphan Master's Son" by Adam Johnson

The Orphan Master's Son is... "An exquisitely crafted novel that carries the reader on an adventuresome journey into the depths of totalitarian North Korea and into the most intimate spaces of the human heart."—Pulitzer Prize citation

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CPR/AED

Wednesday, April 16th 5:30 – 8:00 pm

The McGregor Institute of EMS (an affiliate of the Durham Ambulance Corps) is holding an American Heart Association CPR/AED course at the Library. The program is free, but there is a \$20 materials fee. To register for the class email: cprmanager@mcgregorems.org or visit the website <http://www.cprsafef.org>.

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**BITS of HISTORY from
The NEWMARKET ADVERTISER
March 14, 1896**

A shocking fatality occurred last Saturday evening when Waldo Caswell, a well-known shoe freighter was given aconite by a friend in mistake for whiskey. He died before a doctor could reach him.

LEE HISTORICAL SOCIETY
ANNUAL MEETING

Friday, April 4, 2014, 6:00 pm

Jeremiah Smith Grange

Pot Luck Supper 6:00
"Short" Business Meeting 7:00

Music by the **Fiddling Thomsons**

Enjoy the sounds of twin fiddles, banjo, accordion, wooden flute, penny whistle, and wooden spoons!

Come in by the warm woodstoves; sample delicious food; and meet the Thomsons of Lee, Historical Society members, and friends.

You've Got Questions? We've Got Answers.

Affordable Care Act / Health Insurance Marketplace

If you have questions or need assistance please give us a call or schedule an appointment today

603-749-2346 enroll@GoodwinCH.org

**We have several Certified Enrollment Specialists on staff and trained ready to assist you with options, questions and enrollment...
Walk-In's welcome at 311 Rt. 108, Somersworth, Mon-Fri, 8am-5pm**



www.GoodwinCH.org

Denise Duval

From: leechurchucc@comcast.net
Sent: Monday, March 24, 2014 4:58 PM
To: Denise Duval
Subject: Notices for Community Event Board

Good Morning Denise-

Robin Estee has informed me that requests for notices to be posted to the Community Board at the Public Safety Complex should be delivered to the Town Hall for approval. Below are two requests. Both are Community Service Fundraisers for the Youth Group who meet at Lee Church. The youth are raising funds for a mission trip to Litchfield, NH in July, 2014 to help with home repairs for low income families and seniors.

I have written out the notice, and then an abbreviated message which I thought might fit on the sign. I understand the Town Hall has final decision on what is posted.

Please let me know if you have any questions.

Thank you!

Sally Cedarholm
Administrative Assistant

Lee Church Congregational

Requests for Notice on Safety Complex Board

This Week:

For a Pasta Dinner and Silent Auction / Talent Show - viewing starts at 4:30 PM.

Dinner – Auction 3/29 Lee CH
4:30 PM Youth Group Cmty FD

For a Breakfast prior to the Lee Easter Egg Hunt on April 19th.

We are working in conjunction with Cynthia McClain. The idea is to put the Easter Egg Hunt notice on one side of the board, and the Breakfast notice on the other side.

Week of April 20th

Cmty Breakfast 4/19 Lee CH
8 AM Youth Group Cmty FD

SELECTMEN'S MEETING

March 31, 2014

CONSENT AGENDA ITEMS

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

SIGNATURES REQUIRED

- Certification of Yield Taxes Assessed & Yield Tax Levy
- People's United Bank Paperwork (2 sets)
- Veteran's Tax Credit
- MS-2
- MS-6
- Primex Membership Agreement Form

INFORMATION ONLY

- McGregor Memorial EMS Statistics Letter
- Maud Jones – Checks for Sale of Timber per RSA 31:95-b
- Change of Use Letter from Town of Durham

**CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2013 to March 31, 2014**

TOWN / CITY OF: Lee, NH
COUNTY OF: Strafford
CERTIFICATION DATE: March 14, 2014

SEND SIGNED COPY TO: DEPT. OF REVENUE ADMINISTRATION
 PROPERTY APPRAISAL DIVISION
 P.O. BOX 487
 CONCORD, NH 03302-0487

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
# 1 Frank W. Reinhold Jr. Linda R. Reinhold 297 North River Rd. Lee, NH 03861 ACCOUNT OR SERIAL #: 1	WHITE PINE	45.390			\$125.00	\$5,673.75	\$567.38	
	HEMLOCK	0.000			\$37.50	\$0.00	\$0.00	TOTAL TAX
	RED PINE	0.000			\$47.50	\$0.00	\$0.00	TOTAL TAX
	SPRUCE & FIR	0.000			\$95.00	\$0.00	\$0.00	DUE ON THIS OPERATION
	HARD MAPLE	0.000			\$200.00	\$0.00	\$0.00	(TOTAL OF COL. # 9)
	WHITE BIRCH	0.000			\$70.00	\$0.00	\$0.00	
	YELLOW BIRCH	0.000			\$150.00	\$0.00	\$0.00	
	OAK	0.000			\$250.00	\$0.00	\$0.00	
	ASH	0.000			\$107.50	\$0.00	\$0.00	
	BEECH & S. MAPLE	0.000			\$62.50	\$0.00	\$0.00	
	PALLET / TIE LOGS	17.525			\$32.50	\$569.56	\$56.96	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
					TONS	CORDS		\$675.44
# 3 OPERATION NUMBER 13-255-03	SPRUCE & FIR		0.00	0.00	\$ -	\$ -	\$0.00	\$0.00
	HARDWOOD & ASPEN		0.00	0.00	\$ 3.13	\$ -	\$0.00	\$0.00
	PINE		0.00	0.00	\$ 1.38	\$ -	\$0.00	\$0.00
	HEMLOCK		0.00	0.00	\$ 2.25	\$ -	\$0.00	\$0.00
	WHOLE TREE CHIPS		511.00	0.00	\$ 1.00	\$ -	\$511.00	\$51.10
HIGH GRADE SPRUCE		0.00	0.00	\$ -	\$ -	\$0.00	\$0.00	
CORDWOOD		0.00	0.00	\$ -	\$ -	\$0.00	\$0.00	
						\$6,754.31	\$675.44	

TOWN: Lee, NH
 COUNTY: Strafford
 OWNER: Frank W. Reinhold Jr.
 OWNER: Linda R. Reinhold
 ADDRESS: 297 North River Rd.
 ADDRESS: Lee, NH 03861

INTENT FILED DURING TAX YEAR: April 1, 2013 to March 31, 2014

ACCOUNT & SERIAL #: 1
 MAP & LOT #: 12-12-0000
 OPERATION #: 13-255-03
 DATE OF BILLING: March 14, 2014

SPECIES	LOW	HIGH	CORDS LOW	CORDS HIGH	RANGE DIFFERENCE	RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS	# TONS	# CORDS
	MBF	MBF								
WHITE PINE	\$100.00	\$150.00			\$50.00	0.50	\$ 125.00	45.390		
HEMLOCK	\$30.00	\$45.00			\$15.00	0.50	\$ 37.50	0.000		
RED PINE	\$35.00	\$60.00			\$25.00	0.50	\$ 47.50	0.000		
SPRUCE & FIR	\$75.00	\$115.00			\$40.00	0.50	\$ 95.00	0.000		
HARD MAPLE	\$150.00	\$250.00			\$100.00	0.50	\$ 200.00	0.000		
WHITE BIRCH	\$60.00	\$80.00			\$20.00	0.50	\$ 70.00	0.000		
YELLOW BIRCH	\$100.00	\$200.00			\$100.00	0.50	\$ 150.00	0.000		
OAK	\$200.00	\$300.00			\$100.00	0.50	\$ 250.00	0.000		
ASH	\$85.00	\$130.00			\$45.00	0.50	\$ 107.50	0.000		
BEECH/SOFT MAPLE	\$50.00	\$75.00			\$25.00	0.50	\$ 62.50	0.000		
PALLET/TIE LOGS	\$25.00	\$40.00			\$15.00	0.50	\$ 32.50	17.525		
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000		
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000		
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS CORDS	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	# TONS	# CORDS
SPRUCE & FIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.50	\$ -	\$ -	0.000	0.000
HARDWOOD & ASPEN	\$2.00	\$4.25	\$0.00	\$0.00	\$2.25	0.50	\$ 3.13	\$ -	0.000	0.000
PINE	\$1.00	\$1.75	\$0.00	\$0.00	\$0.75	0.50	\$ 1.38	\$ -	0.000	0.000
HEMLOCK	\$1.50	\$3.00	\$0.00	\$0.00	\$1.50	0.50	\$ 2.25	\$ -	0.000	0.000
WHOLE TREE CHIPS	\$0.50	\$1.50	\$0.00	\$0.00	\$1.00	0.50	\$ 1.00	\$ -	511.000	0.000
HIGH GRADE SPRUCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.50	\$ -	\$ -	0.000	0.000
CORD WOOD/FUELWOOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.50	\$ -	\$ -	0.000	0.000

* STUMPAGE VALUE = % RATING X RANGE DIFFERENCE + LOW RANGE VALUE

**ORIGINAL WARRANT
YIELD TAX LEVY
March 14, 2014
THE STATE OF NEW HAMPSHIRE**

Strafford

TO: COLLECTORS NAME, Collector of Taxes for Town of Lee, NH, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$675.44**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at Lee, NH

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

DATE SIGNED: March 14, 2014

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
Frank W. Reinhold Jr. Linda R. Reinhold 297 North River Rd. Lee, NH 03861	12-12-0000	13-255-03	\$675.44

TAX DUE DATE: April 13, 2014 TOTAL YIELDTAX: \$675.44

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2013 to March 31, 2014

REPORT OF WOOD OR TIMBER CUT

RSA 79:11

See instructions on back of form

MAR 14 REC'D

OPERATION # 13-255-03-T

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

Mailing Address:

WOODWARD TIMBER INC
H W WOODWARD
62 STAGE ROAD
NOTTINGHAM NH 03290-

8. Description of Wood or Timber Cut

Table with columns: SPECIES, EXACT SCALE CUT, USE INTERNATIONAL 1/4 RULE LOG SCALE. Rows include White Pine (45,390 MBF), Hemlock, Red Pine, Spruce & Fir, Hard Maple, White Birch, Yellow Birch, Oak, Ash, Beech & Soft Maple, Pallet or Tie Logs (17.525 MBF), Others (Specify) MBF. PULPWOOD section includes Spruce & Fir, Hardwood & Aspen, Pine, Hemlock, Whole Tree Chips (511).

1. City/Town of: LEE

2. Tax Map/Lot # or USFS sale name/unit #: M26 L12

3. Exact Acreage of Cut: 5

4. Is the cutting complete? Yes [X] No []

5. If yes, date cutting was completed? 1/24/14

6. Name of sawmill or pulpmill logs or pulpwood was sold to:

NC Hunt Lumber

Pleasant River Lumber

PJNH

7. I hereby report the wood or timber cut under penalty of perjury.

Signature: Frank W Reinhold, Jr. DATE: 3/12/13

SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

FRANK W REINHOLD, JR, member 3/12/13

FRANK W REINHOLD JR

297 N. River Rd

Lee NH 03861

603-659-2949

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

Table with columns: Species, Amount. Row: Cordwood 15

10. Under penalty of perjury, I (the logger/forester or person responsible for cutting) declare that I have verified that the above figures are true and correct.

Signature: H W Woodward

DATE: 2/21/14

PENALTY: Any person who fails to file a Report of Wood or Timber Cut with the proper assessing officials or fails to send copies to the Department of Revenue administration in accordance with RSA 79:11, shall be guilty of a misdemeanor.

DOOMAGE: If an owner neglects to file a report or willfully falsifies a report, the assessing officials shall assess doamage which is two times what the tax would have been if the report has been properly filed. Refer to RSA 79:12 for the complete statute on doamage.

Average Stumpage Value List

Suggested for the **SOUTHERN** Region of N.H.

October 1, 2013 to March 31, 2014

Available at www.nh.gov/revenue

LOW VALUE: LARGE LOGGING COSTS, POOR ACCESSIBILITY OR LOW GRADE TIMBER

HIGH VALUE: SMALL LOGGING COST, GOOD ACCESSIBILITY, OR HIGH GRADE TIMBER

SAW LOGS	MBF LOW	MBF HIGH
White Pine	\$100.00	\$150.00
Hemlock	\$30.00	\$45.00
Red Pine	\$35.00	\$60.00
Spruce & Fir	\$75.00	\$115.00
Hard Maple	\$150.00	\$250.00
White Birch	\$60.00	\$80.00
Yellow Birch	\$100.00	\$200.00
Oak	\$200.00	\$300.00
Ash	\$85.00	\$130.00
Beech & Soft Maple	\$50.00	\$75.00
Pallet & Tie Logs	\$25.00	\$40.00

Stumpage values for species not listed are available from DRA @ (603) 230-5950

PULPWOOD	TONS LOW-HIGH	CORDS LOW-HIGH
Spruce & Fir	\$1.00-\$2.00	\$3.50-\$7.50
Hardwood & Aspen	\$2.00-\$4.00	\$4.50-\$10.50
Pine	\$.50-\$1.50	\$2.00-\$4.00
Hemlock	\$1.50-\$2.50	\$4.00-\$10.00
Fuel Chips	\$.50-\$1.50	
MISCELLANEOUS	TONS LOW-HIGH	CORDS LOW-HIGH
High Grade Spruce	\$20.00-\$30.00	
Cordwood		\$8.00-\$12.00

Note: The assessing official shall use the average stumpage value list provided by the department of Revenue Administration, taking into consideration the location of the timber, the quality of the timber, the size of the sale and other factors necessary to harvest the wood or timber that affect the value of timber being cut.

Upon a claim of over assessment, the assessing official shall consider the stumpage price paid or conduct an inspection of the property and use the above stumpage value list.

This is only an **Average** stumpage value range list. The selectman/Assessor may go above or below.

Prepared by:



Jesse Bushaw, LPF

Department of Revenue Administration

This stumpage value forecast is compiled from a survey two weeks prior to printing.

Values may change during this period.

October 1, 2013

OFF-SITE SIGNATURE CARD PAGE 1 OF 2
 INFORMATION ABOUT THE AUTHORIZED SIGNERS



ACCOUNT NUMBER _____ Date: _____

Business Name TOWN OF LEE, Tax ID # 02-0308336

Business Address C/O Selectmans Office, 7 Mast Road City Lee State NH Zip 03861

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

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

Business Owner and Authorized Signer Information

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

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

<p>1. Name (First MI Last) <u>Benjamin R Genes</u> Title _____ SSN _____ - 5678 DOB <u>██████</u> Non Resident Alien (NRA) (check if applicable) _____ Home Address <u>43 N River Road</u> City <u>Lee</u> State <u>NH</u> Zip <u>03861</u> Home Phone <u>603</u> - <u>659</u> - <u>3769</u> Business Phone _____ - _____ Check One: Owner _____ Signer <u>XXXXXXXX</u> Photo ID: State <u>NH</u> ID# <u>██████</u> Exp. Date <u>4.14.14</u> Secondary ID (list type used) <u>SS Card</u> SIGNATURE of Authorized Owner X </p>	<p>Notary Acknowledgement (Notary is needed only if form is not signed before a People's United employee) State of _____) _____)ss.: County of _____) On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her signature(s) on the instrument, the individual, or the person upon behalf of which the individual(s) acted, executed the instrument.</p> <p style="text-align: center;">sign here</p> <p>_____ Notary Public, State of _____</p>
--	--

<p>2. Name (First MI Last) <u>Scott Bugbee</u> Title _____ SSN _____ - 1002 DOB <u>██████</u> Non Resident Alien (NRA) (check if applicable) _____ Home Address <u>31 Spencer Lane</u> City <u>Lee</u> State <u>NH</u> Zip <u>03861</u> Home Phone <u>603</u> - <u>659</u> - <u>2766</u> Business Phone <u>603</u> - <u>862</u> - <u>2766</u> Check One: Owner _____ Signer <u>XXXXXXXX</u> Photo ID: State <u>NH</u> ID# <u>██████</u> Exp. Date <u>7.21.16</u> Secondary ID (list type used) _____ SIGNATURE of Authorized Signer X </p>	<p>Notary Acknowledgement (Notary is needed only if form is not signed before a People's United employee) State of _____) _____)ss.: County of _____) On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her signature(s) on the instrument, the individual, or the person upon behalf of which the individual(s) acted, executed the instrument.</p> <p style="text-align: center;">SIGN HERE</p> <p><u>Scott</u> _____ Notary Public, State of _____</p>
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OFF-SITE SIGNATURE CARD PAGE 2 OF 2
 INFORMATION ABOUT THE AUTHORIZED SIGNERS



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

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

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

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

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

Name of Business: TOWN OF LEE

I am exempt from backup withholding because I am:
 an Exempt Payee (Form W-9 is required) a Non-Resident Alien (form W-8BEN is required)

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

Management Approval: _____
 Signature / Employee # _____

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

Signature
 Scott Bugbee
 Printed Name

Title Selectman

Signature of People's United Bank Witness
 Beth Bartlett
 Printed Name of People's United Bank Witness

Scott SIGN HERE Acknowledgement
 (Notary is needed only if not signed before a People's United employee)
 State of _____)
)ss.: _____
 County of _____)

On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.

 Notary Public, State of _____

Signature
 David Cedarholm
 Printed Name

Title Chairman, Board of Selectmen

Signature of People's United Bank Witness
 Beth Bartlett
 Printed Name of People's United Bank Witness

David SIGN HERE Acknowledgement
 (Notary is needed only if not signed before a People's United employee)
 State of _____)
)ss.: _____
 County of _____)

On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.

 Notary Public, State of _____

Signature
 Carole T Dennis
 Printed Name

Title Selectwoman

Signature of People's United Bank Witness
 Beth Bartlett
 Printed Name of People's United Bank Witness

Carole SIGN HERE Acknowledgement
 (Notary is needed only if not signed before a People's United employee)
 State of _____)
)ss.: _____
 County of _____)

On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.

 Notary Public, State of _____

IN WITNESS WHEREOF, I/we have signed these Certified Resolutions on the 1st day of April, 2014.

SIGNING INSTRUCTIONS

- A Business Owned by Only One Person: If the Depositor is owned by only one person, this document must be signed by the owner. In the case of a corporation that is owned by only one shareholder, this document must be signed by the president of the corporation.
- Partnership: If the Depositor is a partnership, this document must be signed by all of the general partners of the Depositor. This includes a business owned jointly by a husband and wife.
- Limited Liability Company: If the Depositor is a limited liability company with more than one member, this document must be signed by each of the members of the Depositor. If the Depositor is operated by one or more manager(s), this document may be signed by each of the managers rather than the member(s).
- Limited Liability Partnership: If the Depositor is a limited liability partnership with more than one partner, this document must be signed by each of the partners of the Depositor. If the Depositor is operated by one or more manager(s), this document may be signed by each of the managers, rather than the partner(s).
- Corporation Owned by More than One Shareholder: If the Depositor is a corporation that is owned by more than one shareholder, this document must be signed by the president of the corporation. If the president of the corporation is also an Authorized Signer (listed above), at least one additional person must also sign this document.
- Corporation Owned by One Shareholder: If the Depositor is a corporation that is owned by one shareholder, this document must be signed by the president.
- Other Entity: If the Depositor is an entity not listed above, this document must be signed by a person or persons authorized by the governing body of the Depositor to do so. If one of the persons signing this document is also an Authorized Signer (listed above), at least one additional person must also sign this document.

IF ANY PERSON SIGNS THIS DOCUMENT OUTSIDE OF THE PRESENCE OF A PEOPLE'S UNITED BANK REPRESENTATIVE, THAT PERSON'S SIGNATURE MUST BE NOTARIZED.

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

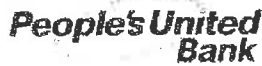
ATTESTING OFFICER
TODAY
OTHER OFFICER

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

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



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

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

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

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

Authorization of Deposit Accounts at People's United Bank

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

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

Authorized Signers

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

Please Print Name of Authorized Signer	Please Print Title of Authorized Signer
Benjamin R Genes	Signer <i>Treasurer</i>
Scott Bugbee	Signer <i>Selectman</i>
David Cedarholm	Signer <i>Chairman Board of Selectman</i>
Carole T Dennis	Signer <i>Selectwoman</i>

Use of Deposit Accounts

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

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

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

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

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

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

Miscellaneous Resolutions

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

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

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

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

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

Certifications

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

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

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

SAMPLE AUTHORIZATION CONFIRMATION LETTER

The Purpose of this document is to certify that the person signing is duly elected or appointed to the position he/she holds.

The letter should be on State or Municipal Letterhead along with an embossed seal.

The language should read:

To People's United Bank:

You are hereby notified that I certify that Benjamin R Genes, Scott Bugbee, David Cedarholm and Carole T Dennis are (duly appointed) (duly elected) Selectmen/Selectwomen for the Town of Lee, New Hampshire.

Dated this _____ day of _____, 2014.

Signed: _____
(Printed Name and Title of Town Clerk)

Linda

**SIGN
HERE**

(Seal)

**OFF-SITE SIGNATURE CARD PAGE 1 OF 2
INFORMATION ABOUT THE AUTHORIZED SIGNERS**



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

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

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

Business Owner and Authorized Signer Information

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

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

<p>1. Name (First MI Last) Benjamin R Genes Title Treasurer SSN _____ - 5678 DOB _____ Non Resident Alien (NRA) (check if applicable) _____ Home Address 43 N River Road City Lee State NH Zip 03861 Home Phone 603 - 659 - 3769 Business Phone _____ - _____ Check One: Owner _____ Signer XXXXXXXX Photo ID: State NH ID# _____ Exp. Date 4.14.14 Secondary ID (list type used) SS Card SIGNATURE of Authorized Owner _____</p>	<p align="center">Notary Acknowledgement (Notary is needed only if form is not signed before a People's United employee) State of _____))ss.: County of _____) On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her signature(s) on the instrument, the individual(s) acted as the person upon behalf of which the individual(s) acted, executed the instrument. _____ Notary Public, State of _____</p>
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<p>2. Name (First MI Last) Scott Bugbee Title Selectman SSN _____ - 1002 DOB _____ Non Resident Alien (NRA) (check if applicable) _____ Home Address 31 Spencer Lane City Lee State NH Zip 03861 Home Phone 603 - 659 - 2766 Business Phone 603 - 862 - 2766 Check One: Owner _____ Signer XXXXXXXX Photo ID: State NH ID# _____ Exp. Date 7.21.16 Secondary ID (list type used) _____ SIGNATURE of Authorized Signer _____</p>	<p align="center">Notary Acknowledgement (Notary is needed only if form is not signed before a People's United employee) State of _____))ss.: County of _____) On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her signature(s) on the instrument, the individual, or the person upon behalf of which the individual(s) acted, executed the instrument. _____ Notary Public, State of _____</p>
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**OFF-SITE SIGNATURE CARD PAGE 2 OF 2
INFORMATION ABOUT THE AUTHORIZED SIGNERS**



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

Notary Acknowledgement
(Notary is needed only if form is not signed before a People's United employee)
 State of _____)
)ss.: _____
 County of _____)

 On the ____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her signature(s) on the instrument, the individual, or the person upon behalf of which the individual(s) acted, executed the instrument.

David **SIGN HERE** Public, State of _____

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

Notary Acknowledgement
(Notary is needed only if form is not signed before a People's United employee)
 State of _____)
)ss.: _____
 County of _____)

 On the ____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her signature(s) on the instrument, the individual, or the person upon behalf of which the individual(s) acted, executed the instrument.

 _____ **sign here** Public, State of _____

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

Name of Business: TOWN OF LEE
 I am exempt from backup withholding because I am: an Exempt Payee (Form W-9 is required) a Non-Resident Alien (form W-8BEN is required)

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

Management Approval: _____
 Signature / Employee # _____

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

Signature
Scott Bugbee
 Printed Name
Selectman
 Title

Signature of People's United Bank Witness
 Printed Name of People's United Bank Witness

Scott →

sign here

Notary Acknowledgement
 (This is not signed before a People's United employee)

State of _____)
)ss.: _____

County of _____)

On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.

STAMP _____
 Notary Public, State of _____

Signature
David Cedarholm
 Printed Name
Chairman, Board of Selectmen
 Title

Signature of People's United Bank Witness
 Printed Name of People's United Bank Witness

Dave →

sign here

Notary Acknowledgement
 (This is not signed before a People's United employee)

State of _____)
)ss.: _____

County of _____)

On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.

STAMP _____
 Notary Public, State of _____

Signature
Carole T Dennis
 Printed Name
Selectwoman
 Title

Signature of People's United Bank Witness
 Printed Name of People's United Bank Witness

Carole →

sign here

Notary Acknowledgement
 (This is not signed before a People's United employee)

State of _____)
)ss.: _____

County of _____)

On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.

STAMP _____
 Notary Public, State of _____

SAMPLE AUTHORIZATION CONFIRMATION LETTER

The Purpose of this document is to certify that the person signing is duly elected or appointed to the position he/she holds.

The letter should be on State or Municipal Letterhead along with an embossed seal.

The language should read:

To People's United Bank:

You are hereby notified that I certify that Benjamin R Genes, Scott Bugbee, David Cedarholm and Carole T Dennis are (duly appointed) (duly elected) Selectmen/Selectwomen for the Town of Lee, New Hampshire.

Dated this _____ day of _____, 2014.

Signed: _____
(Printed Name and Title of Town Clerk)

(Seal)

BUSINESS DEPOSIT ACCOUNT CERTIFIED RESOLUTIONS



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

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

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

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

Authorization of Deposit Accounts at People's United Bank

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

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

Authorized Signers

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

Please Print Name of Authorized Signer	Please Print Title of Authorized Signer

Use of Deposit Accounts

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

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

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

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

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

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

Miscellaneous Resolutions

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

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

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

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

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

Certifications

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

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

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

Signature
Scott Bugbee
 Printed Name
Selectman
 Title

Signature of People's United Bank Witness

 Printed Name of People's United Bank Witness

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

Signature
David Cedarholm
 Printed Name
Chairman, Board of Selectmen
 Title

Signature of People's United Bank Witness

 Printed Name of People's United Bank Witness

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

Signature
Carole T Dennis
 Printed Name
Selectwoman
 Title

Signature of People's United Bank Witness

 Printed Name of People's United Bank Witness

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

Signature _____
Joanne Clancy
 Printed Name _____
Finance Officer
 Title _____
 Signature of People's United Bank Witness _____
 Printed Name of People's United Bank Witness _____

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

Signature _____
 Printed Name _____
 Title _____
 Signature of People's United Bank Witness _____
 Printed Name of People's United Bank Witness _____

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

Signature _____
 Printed Name _____
 Title _____
 Signature of People's United Bank Witness _____
 Printed Name of People's United Bank Witness _____

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

IN WITNESS WHEREOF, I/we have signed these Certified Resolutions on the ____ day of _____, 20 14.

SIGNING INSTRUCTIONS

- **A Business Owned by Only One Person:** If the Depositor is owned by only one person, this document must be signed by the owner. In the case of a corporation that is owned by only one shareholder, this document must be signed by the president of the corporation.
- **Partnership:** If the Depositor is a partnership, this document must be signed by all of the general partners of the Depositor. This includes a business owned jointly by a husband and wife.
- **Limited Liability Company:** If the Depositor is a limited liability company with more than one member, this document must be signed by each of the members of the Depositor. If the Depositor is operated by one or more manager(s), this document may be signed by each of the managers rather than the member(s).
- **Limited Liability Partnership:** If the Depositor is a limited liability partnership with more than one partner, this document must be signed by each of the partners of the Depositor. If the Depositor is operated by one or more manager(s), this document may be signed by each of the managers rather than the partner(s).
- **Corporation Owned by More than One Shareholder:** If the Depositor is a corporation that is owned by more than one shareholder, this document must be signed by the president of the corporation. If the president of the corporation is also an Authorized Signer (listed above), at least one additional person must also sign this document.
- **Corporation Owned by One Shareholder:** If the Depositor is a corporation that is owned by one shareholder, this document must be signed by the president.
- **Other Entity:** If the Depositor is an entity not listed above, this document must be signed by a person or persons authorized by the governing body of the Depositor to do so. If one of the persons signing this document is also an Authorized Signer (listed above), at least one additional person must also sign this document.

IF ANY PERSON SIGNS THIS DOCUMENT OUTSIDE OF THE PRESENCE OF A PEOPLE'S UNITED BANK REPRESENTATIVE, THAT PERSON'S SIGNATURE MUST BE NOTARIZED.

<p>Signature Benjamin R Genes Printed Name <i>Treasurer</i> Title</p>	<p>← sign here Acknowledgement (Signature not signed before a People's United employee) State of _____) County of _____) ss. _____</p> <p>On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.</p> <p>_____ Notary Public, State of _____</p>
<p>Signature of People's United Bank Witness Beth Bartlett Printed Name of People's United Bank Witness</p>	

BUSINESS DEPOSIT ACCOUNT CERTIFIED RESOLUTIONS



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

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

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

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

Authorization of Deposit Accounts at People's United Bank

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

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

Authorized Signers

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

Please Print Name of Authorized Signer	Please Print Title of Authorized Signer
Benjamin R Genes	Treasurer Signer
Scott Bugbee	Selectman Signer
David Cedarholm	Chairman, Board of Selectmen Signer
Carole T Dennis	Selectwoman Signer

Use of Deposit Accounts

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

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

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

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

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

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

Miscellaneous Resolutions

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

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

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

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

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

Certifications

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

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

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

BUSINESS DEPOSIT ACCOUNT CERTIFIED RESOLUTIONS



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

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

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

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

Authorization of Deposit Accounts at People's United Bank

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

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

Authorized Signers

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

Please Print Name of Authorized Signer	Please Print Title of Authorized Signer
Benjamin R Genes	Treasurer Signer
Scott Bugbee	Selectman Signer
David Cedarholm	Chairman, Board of Selectmen Signer
Carole T Dennis	Selectwoman Signer

IN WITNESS WHEREOF, I/we have signed these Certified Resolutions on the 31st day of March, 2014.

SIGNING INSTRUCTIONS

- A Business Owned by Only One Person: If the Depositor is owned by only one person, this document must be signed by the owner. In the case of a corporation that is owned by only one shareholder, this document must be signed by the president of the corporation.
- Partnership: If the Depositor is a partnership, this document must be signed by all of the general partners of the Depositor. This includes a business owned jointly by a husband and wife.
- Limited Liability Company: If the Depositor is a limited liability company with more than one member, this document must be signed by each of the members of the Depositor. If the Depositor is operated by one or more manager(s), this document may be signed by each of the managers rather than the member(s).
- Limited Liability Partnership: If the Depositor is a limited liability partnership with more than one partner, this document must be signed by each of the partners of the Depositor. If the Depositor is operated by one or more manager(s), this document may be signed by each of the managers, rather than the partner(s).
- Corporation Owned by More than One Shareholder: If the Depositor is a corporation that is owned by more than one shareholder, this document must be signed by the president of the corporation. If the president of the corporation is also an Authorized Signer (listed above), at least one additional person must also sign this document.
- Corporation Owned by One Shareholder: If the Depositor is a corporation that is owned by one shareholder, this document must be signed by the president.
- Other Entity: If the Depositor is an entity not listed above, this document must be signed by a person or persons authorized by the governing body of the Depositor to do so. If one of the persons signing this document is also an Authorized Signer (listed above), at least one additional person must also sign this document.

IF ANY PERSON SIGNS THIS DOCUMENT OUTSIDE OF THE PRESENCE OF A PEOPLE'S UNITED BANK REPRESENTATIVE, THAT PERSON'S SIGNATURE MUST BE NOTARIZED.

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

Use of Deposit Accounts

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

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

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

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

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

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

Miscellaneous Resolutions

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

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

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

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

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

Certifications

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

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

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

IN WITNESS WHEREOF, I/we have signed these Certified Resolutions on the 31st day of March, 2014.

SIGNING INSTRUCTIONS

- **A Business Owned by Only One Person:** If the Depositor is owned by only one person, this document must be signed by the owner. In the case of a corporation that is owned by only one shareholder, this document must be signed by the president of the corporation.
- **Partnership:** If the Depositor is a partnership, this document must be signed by all of the general partners of the Depositor. This includes a business owned jointly by a husband and wife.
- **Limited Liability Company:** If the Depositor is a limited liability company with more than one member, this document must be signed by each of the members of the Depositor. If the Depositor is operated by one or more manager(s), this document may be signed by each of the managers rather than the member(s).
- **Limited Liability Partnership:** If the Depositor is a limited liability partnership with more than one partner, this document must be signed by each of the partners of the Depositor. If the Depositor is operated by one or more manager(s), this document may be signed by each of the managers, rather than the partner(s).
- **Corporation Owned by More than One Shareholder:** If the Depositor is a corporation that is owned by more than one shareholder, this document must be signed by the president of the corporation. If the president of the corporation is also an Authorized Signer (listed above), at least one additional person must also sign this document.
- **Corporation Owned by One Shareholder:** If the Depositor is a corporation that is owned by one shareholder, this document must be signed by the president.
- **Other Entity:** If the Depositor is an entity not listed above, this document must be signed by a person or persons authorized by the governing body of the Depositor to do so. If one of the persons signing this document is also an Authorized Signer (listed above), at least one additional person must also sign this document.

IF ANY PERSON SIGNS THIS DOCUMENT OUTSIDE OF THE PRESENCE OF A PEOPLE'S UNITED BANK REPRESENTATIVE, THAT PERSON'S SIGNATURE MUST BE NOTARIZED.

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

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: March 24, 2014

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

RE: Veteran Tax Credit Application
Tax Map 17 Lot 1-1200

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

If there are any questions, please let me know.

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

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

STEP 1 NAME AND ADDRESS	PROPERTY OWNER'S LAST NAME Gargac	FIRST NAME Dale	INITIAL H
	PROPERTY OWNER'S LAST NAME Gargac	FIRST NAME Sabrina	INITIAL B
	MAILING ADDRESS 22 Lee Hill Road		
	CITY/TOWN Lee	STATE NH	ZIP CODE 03861
	CITY/TOWN TAX MAP #	BLOCK #	LOT #
	ADDRESS OF PROPERTY 22 Lee Hill Road		
STEP 2 VETERANS' TAX CRED- ITS/EX- EMPTION	1 Veteran's Name Dale Harris Gargac		
	2 Date of Entry into Military Service 08/21/2002	3 Date of Discharge/Release from Military Service 12/26/2011	
	4 <input checked="" type="checkbox"/> Veteran	<input checked="" type="checkbox"/> Veterans' Tax Credit	
	<input type="checkbox"/> Spouse/CU Partner	<input type="checkbox"/> Credit for Service Connected Total and Permanent Disability	
	<input type="checkbox"/> Surviving Spouse/CU Partner	<input type="checkbox"/> Credit for Surviving Spouse/CU Partner of Veteran Who Was Killed or Died on Active Duty	
	5 Name of Allied Country Served in _____		
7 <input checked="" type="checkbox"/> US Citizen at time of entry into the Service	8 <input type="checkbox"/> Alien but Resident of NH at time of entry into the Service		
9 Does any other eligible Veteran own interest in this property?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If YES, give name		
10 <input checked="" type="checkbox"/> Total Veteran Exemption	<input checked="" type="checkbox"/> (a) Veteran	<input type="checkbox"/> (b) Surviving Spouse/CU Partner of that Veteran	
STEP 3 OTHER EXEMP- TIONS	11 <input type="checkbox"/> Elderly Exemption Applicant's Date of Birth _____ Spouse/CU Partner's Date of Birth _____ Must be 65 years of age on or before April 1st of year for which exemption is claimed.		
	12 <input type="checkbox"/> Disabled Exemption	<input type="checkbox"/> Solar Energy Systems Exemption	
STEP 4 IMPROVE- MENTS	<input type="checkbox"/> Blind Exemption	<input type="checkbox"/> Woodheating Energy Systems Exemption	
	<input type="checkbox"/> Deaf Exemption	<input type="checkbox"/> Wind-Powered Energy Systems Exemption	
STEP 5 RESIDEN- CY	13 <input type="checkbox"/> Improvements to Assist Persons with Disabilities <input type="checkbox"/> Improvements to Assist the Deaf		
STEP 6 OWNER- SHIP	14 <input checked="" type="checkbox"/> This is my primary residence		
	<input checked="" type="checkbox"/> NH Resident for one year preceding April 1st in the year in which the tax credit is claimed (Veterans' Credit)	<input type="checkbox"/> NH Resident for Five Consecutive Years preceding April 1st in the year the exemption is claimed (Disabled & Deaf Exemptions)	
STEP 7 SIGNA- TURES	15 Do you own 100% interest in this residence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If NO, what percent (%) do you own? _____		
WHEN TO FILE	Under penalties of perjury, I hereby declare that the above statements are true.		
	SIGNATURE (IN INK) OF PROPERTY OWNER Sabrina Gargac	DATE 02/24/2014	
APPEAL PROCE- DURE	SIGNATURE (IN INK) OF PROPERTY OWNER		
	DATE 02/24/2014		
WHEN TO FILE	Deadline: Form PA-29 must be filed by April 15th <i>preceding</i> the setting of the tax rate. The assessing officials shall send written notice to the taxpayer of their decision by July 1st <i>prior</i> to the date of notice of tax. Failure of the assessing officials to respond shall constitute a denial of the application. Example: If you are applying for an exemption and/or credit off your 2008 property taxes, which are due no earlier than December 1, 2008, then you have until April 15th, 2008 to file this form. The assessing officials have until July 1st, to send notice of their decision. Failure of the assessing officials to respond shall constitute a denial of the application.		
	A late response or a failure to respond by assessing officials does not extend the appeal period. Date of filing is when the completed application form is either hand delivered to the city/town, postmarked by the post office, or received by an overnight delivery service.		
APPEAL PROCE- DURE	If an application for a property tax exemption or tax credit is denied by the town/city, an applicant may appeal in writing on or before September 1st following the date of notice of tax under RSA 72:1-d to the New Hampshire Board of Tax and Land Appeals (BTLA) or to the Superior Court. Example: If you were denied an exemption from your 2008 property taxes, you have until September 1, 2009, to appeal.		
	Forms for appealing to the BTLA may be obtained from the NH BTLA, 107 Pleasant Street, Concord, NH 03301, their web site at www.nh.gov/btla or by calling (603) 271-2578. Be sure to specify EXEMPTION APPEAL .		

PROPERTY OWNER'S NAME

PROPERTY OWNER'S NAME

TAX MAP/BLOCK/LOT

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

MUNICIPAL AUTHORIZATION

VETERANS' TAX CREDIT

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

VETERANS' EXEMPTION

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

APPLICABLE ELDERLY AND DISABLED EXEMPTION (OPTIONAL) INCOME AND ASSET LIMITS

Income Limits	Disabled Exemption	Elderly Exemption	Elderly Exemption Per Age Category	
Single	\$ _____	\$ _____	65 - 74 years of age	\$ _____
Married	\$ _____	\$ _____	75 - 79 years of age	\$ _____
Asset Limits			80 + years of age	\$ _____
Single	\$ _____	\$ _____		
Married	\$ _____	\$ _____		

OTHER EXEMPTIONS

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

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

The following documentation may be requested at the time of application in accordance with RSA 72:34, II:

- List of assets, value of each asset, net encumbrance and net value of each asset.
- * Statement of applicant and spouse's/CU partner's income.
- * Federal Income Tax Form.
- * State Interest and Dividends Tax Form.
- * Property Tax Inventory Form filed in any other town.

* Documents are considered confidential and are returned to the applicant at the time a decision is made on the application.

Municipal Notes

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



REPORT OF APPROPRIATIONS ACTUALLY VOTED

Form Due Date: **20 Days after the TOWN/VILLAGE MEETING**

Instructions

Cover Page

- Select the entity type that you are filing for (Municipality or Village District)
- Select the entity name from the pull down menu (County will automatically populate)
- Enter the entity's contact information
- Enter the preparer's information

Account Codes:

- Enter the *Warrant Article Number(s)* and other required information for each applicable account code
- Select the "Add Warrant Article" button to add additional *Warrant Articles* to the account code

For Assistance Please Contact:

DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

http://www.revenue.nh.gov/munc_prop/municipalservices.htm

ENTITY'S INFORMATION ?

Entity Type: Municipality Village

Municipality: LEE

County: STRAFFORD

PREPARER'S INFORMATION ?

First Name

Joanne

Last Name

Clancy

Street No.

7

Street Name

Mast Road Lee, NH 03861

Phone Number

(603) 659-5414

Email (optional)

jclancy@leenh.org



APPROPRIATIONS AS VOTED

GENERAL GOVERNMENT ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted	
4130 - 4139	Executive ?	Add Warrant Article	\$129,941	
		-	8	\$129,941
4140 - 4149	Election, Registration & Vital Statistics ?	Add Warrant Article	\$98,703	
		-	8	\$98,703
4150 - 4151	Financial Administration ?	Add Warrant Article	\$185,816	
		-	8	\$185,816
4152	Revaluation of Property ?	Add Warrant Article	\$30,600	
		-	8	\$30,600
4153	Legal Expense ?	Add Warrant Article	\$35,000	
		-	8	\$35,000
4155 - 4159	Personnel Administration ?	Add Warrant Article	\$754,967	
		-	8	\$754,967
4191 - 4193	Planning & Zoning ?	Add Warrant Article	\$113,510	
		-	8	\$113,510
4194	General Government Buildings ?	Add Warrant Article	\$87,829	
		-	8	\$87,829
4195	Cemeteries ?	Add Warrant Article	\$11,114	
		-	8	\$11,114
4196	Insurance ?	Add Warrant Article	\$90,062	
		-	8	\$90,062
4197	Advertising & Regional Association ?	Add Warrant Article		
		-		
4199	Other General Government ?	Add Warrant Article	\$39,292	
		-	8	\$5,000
		-	12	\$34,292
General Government Subtotal			\$1,576,834	



PUBLIC SAFETY ?			
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted
4210-4214	Police ?	Add Warrant Article	\$562,064
		- <input type="text" value="8"/>	\$562,064
4215-4219	Ambulance ?	Add Warrant Article	\$14,501
		- <input type="text" value="8"/>	\$14,501
4220-4229	Fire ?	Add Warrant Article	\$312,074
		- <input type="text" value="8"/>	\$312,074
4240-4249	Building Inspection ?	Add Warrant Article	
		- <input type="text"/>	
4290-4298	Emergency Management ?	Add Warrant Article	\$9,200
		- <input type="text" value="8"/>	\$9,200
4299	Other (Including Communications) ?	Add Warrant Article	\$17,065
		- <input type="text" value="8"/>	\$17,065
Public Safety Subtotal			\$914,904

AIRPORT/AVIATION CENTER ?			
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted
4301 - 4309	Airport Operations ?	Add Warrant Article	
		- <input type="text"/>	
Airport/Aviation Subtotal			

HIGHWAYS AND STREETS ?			
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted
4311	Administration ?	Add Warrant Article	\$480,243
		- <input type="text" value="8"/>	\$480,243
4312	Highways & Streets ?	Add Warrant Article	
		- <input type="text"/>	
4313	Bridges ?	Add Warrant Article	
		- <input type="text"/>	



4316	Street Lighting ?	Add Warrant Article	
		-	
4319	Other ?	Add Warrant Article	
		-	
Highways and Streets Subtotal			\$480,243

SANITATION ?			
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted
4321	Administration ?	Add Warrant Article	\$160,484
		- 8	\$160,484
4323	Solid Waste Collection ?	Add Warrant Article	
		-	
4324	Solid Waste Disposal ?	Add Warrant Article	\$150,800
		- 8	\$150,800
4325	Solid Waste Clean-up ?	Add Warrant Article	
		-	
4326-4328	Sewage Collection & Disposal ?	Add Warrant Article	
		-	
4329	Other Sanitation ?	Add Warrant Article	
		-	
Sanitation Subtotal			\$311,284

WATER DISTRIBUTION AND TREATMENT ?			
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted
4331	Administration ?	Add Warrant Article	
		-	
4332	Water Services ?	Add Warrant Article	
		-	
4335	Water Treatment ?	Add Warrant Article	
		-	



4338 - 4339 Water Conservation & Other ?

Add Warrant Article
-

Water Distribution and Treatment Subtotal

ELECTRIC ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted
4351 - 4352	Administration & Generation ?	Add Warrant Article - <input type="text"/>	<input type="text"/> <input type="text"/>
4353	Purchase Costs ?	Add Warrant Article - <input type="text"/>	<input type="text"/> <input type="text"/>
4354	Electric Equipment Maintenance ?	Add Warrant Article - <input type="text"/>	<input type="text"/> <input type="text"/>
4359	Other Electric Costs ?	Add Warrant Article - <input type="text"/>	<input type="text"/> <input type="text"/>
Electric Subtotal			<input type="text"/>

HEALTH ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted
4411	Administration ?	Add Warrant Article - <input type="text"/>	<input type="text"/> <input type="text"/>
4414	Pest Control ?	Add Warrant Article - <input type="text" value="8"/>	\$1,650 <input type="text" value="1,650"/>
4415 - 4419	Health Agencies & Hospital & Other ?	Add Warrant Article - <input type="text" value="8"/>	\$9,623 <input type="text" value="9,623"/>
Health Subtotal			\$11,273

WELFARE ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted
4441 - 4442	Administration & Direct Assistance ?	Add Warrant Article - <input type="text" value="8"/>	\$26,250 <input type="text" value="26,250"/>



4444	Intergovernmental Welfare Payments ?	Add Warrant Article		\$4,772
		-	8	\$4,772
4445 - 4449	Vendor Payments & Other ?	Add Warrant Article		\$3,250
		-	8	\$3,250
Welfare Subtotal				\$34,272

CULTURE AND RECREATION ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted	
4520 - 4529	Parks & Recreation ?	Add Warrant Article	\$31,600	
		-	8	\$31,600
4550 - 4559	Library ?	Add Warrant Article	\$203,619	
		-	8	\$203,619
4583	Patriotic Purposes ?	Add Warrant Article	\$550	
		-	8	\$550
4589	Other Culture & Recreation ?	Add Warrant Article		
		-		
Culture and Recreation Subtotal				\$235,769

CONSERVATION & DEVELOPMENT ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted	
4611 - 4612	Administration & Purchasing of Natural Resources ?	Add Warrant Article		
		-		
4619	Other Conservation ?	Add Warrant Article	\$3,500	
		-	8	\$3,500
4631 - 4632	Redevelopment and Housing ?	Add Warrant Article		
		-		
4651 - 4659	Economic Development ?	Add Warrant Article		
		-		
Conservation & Development Subtotal				\$3,500



DEBT SERVICE ?			
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted
4711	Principal Long Term Bonds & Notes ?	Add Warrant Article	\$90,000
		- <input type="text" value="8"/>	\$90,000
4721	Interest Long Term Bonds & Notes ?	Add Warrant Article	\$32,078
		- <input type="text" value="8"/>	\$32,078
4723	Interest on Tax Anticipation Notes ?	Add Warrant Article	
		- <input type="text"/>	
4790 - 4799	Other Debt Service ?	Add Warrant Article	
		- <input type="text"/>	
Debt Service Subtotal			\$122,078

CAPITAL OUTLAY ?			
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted
4901	Land ?	Add Warrant Article	\$180,000
		- <input type="text" value="7"/>	\$180,000
4902	Machinery, Vehicles, & Equipment ?	Add Warrant Article	\$27,593
		- <input type="text" value="16"/>	\$27,593
4903	Buildings ?	Add Warrant Article	
		- <input type="text"/>	
4909	Improvements Other Than Buildings ?	Add Warrant Article	
		- <input type="text"/>	
Capital Outlay Subtotal			\$207,593

OPERATING TRANSFERS OUT ?			
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations As Voted
4912	To Special Revenue Fund ?	Add Warrant Article	\$8,200
		- <input type="text" value="8"/>	\$8,200
4913	To Capital Projects Fund ?	Add Warrant Article	
		- <input type="text"/>	



4914	To Proprietary Fund ?		
	Sewer	Add Warrant Article	
		-	
	Water	Add Warrant Article	
		-	
	Electric	Add Warrant Article	
		-	
	Airport	Add Warrant Article	
		-	
4915	To Capital Reserve Fund ?	Add Warrant Article	\$392,000
		-	9
		-	10
		-	11
			\$282,000
			\$100,000
			\$10,000
4916	To Expendable Trust Funds/Fiduciary Funds ?	Add Warrant Article	
		-	
4917	To Health Maintenance Trust Funds ?	Add Warrant Article	
		-	
4918	To Non-expendable Trust Funds ?	Add Warrant Article	
		-	
4919	To Agency Funds ?	Add Warrant Article	
		-	
Operating Transfers Out Subtotal			\$400,200
Total Voted Appropriations			\$4,297,950

You have reached the end of the the form. Please review all information for accuracy, then proceed to the signature process.



BUDGET SUMMARY	
Item	Appropriations As Voted
General Government	\$1,576,834
Public Safety	\$914,904
Airport/Aviation Center	
Highways and Streets	\$480,243
Sanitation	\$311,284
Water Distribution and Treatment	
Electric	
Health	\$11,273
Welfare	\$34,272
Culture and Recreation	\$235,769
Conservation & Development	\$3,500
Debt Service	\$122,078
Capital Outlay	\$207,593
Operating Transfers Out	\$400,200
Total Appropriations as Voted	\$4,297,950



PREPARER'S CERTIFICATION

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

Preparer's First Name

Joanne

Preparer's Last Name

Clancy

Joanne T. Clancy, FO
Preparer's Signature and Title

March 21, 2014

Date

Check to Certify Electronic Signature: You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

CERTIFICATION OF APPROPRIATIONS VOTED

This is to certify that the information contained in this form, appropriations actually voted by the town/ city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

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Governing Body Member's Signature and Title

Submit

Print

Please save and e-mail the completed PDF form to your Municipal Services Advisor:

- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlarneau: shelley.gerlarneau@dra.nh.gov
- Jean Samms: jean.samms@dra.nh.gov

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

**NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487**



BUDGET OF THE TOWN/VILLAGE DISTRICT

Form Due Date: **20 Days after the TOWN/VILLAGE MEETING**

Instructions

Cover Page

- Select the entity type that you are filing for (Municipality or Village District)
- Select the entity name from the pull down menu (County will automatically populate)
- Enter the entity's contact information
- Enter the preparer's information

Account Codes:

- Enter the *Warrant Article Number(s)* and other required information for each applicable account code
- Select the "Add Warrant Article" button to add additional *Warrant Articles* to the account code

For Assistance Please Contact:

NH DRA Municipal and Property Division
Phone: (603) 230-5090
Fax: (603) 230-5947
http://www.revenue.nh.gov/runc_prop/municipalservices.htm

ENTITY'S INFORMATION ?

Entity Type: Municipality Village

Municipality: County:

PREPARER'S INFORMATION ?

First Name: Last Name:

Street No.: Street Name: Phone Number:

Email (optional):



APPROPRIATIONS

GENERAL GOVERNMENT

Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Ensuing FY (Recommended)	Appropriations Ensuing FY (Not Recommended)
4130 - 4139	Executive	Add Warrant Article - 8	\$121,007	\$112,374	\$129,941	
4140 - 4149	Election, Registration & Vital Statistics	Add Warrant Article - 8	\$97,642	\$89,023	\$98,703	
4150 - 4151	Financial Administration	Add Warrant Article - 8	\$198,173	\$168,806	\$185,816	
4152	Revaluation of Property	Add Warrant Article - 8	\$43,000	\$28,878	\$30,600	
4153	Legal Expense	Add Warrant Article - 8	\$15,000	\$17,527	\$35,000	
4155 - 4159	Personnel Administration	Add Warrant Article - 8	\$730,655	\$598,000	\$754,967	
4191 - 4193	Planning & Zoning	Add Warrant Article - 8	\$55,703	\$51,082	\$113,510	
4194	General Government Buildings	Add Warrant Article - 8	\$90,847	\$76,023	\$87,829	
4195	Cemeteries	Add Warrant Article - 8	\$12,414	\$8,156	\$11,114	
4196	Insurance	Add Warrant Article - 8	\$97,319	\$82,544	\$90,062	



Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enacting FY (Recommended)	Appropriations Enacting FY (Not Recommended)
4197	Advertising & Regional Association ?	Add Warrant Article -				
4199	Other General Government ?	Add Warrant Article -	\$10,000	\$27,042	\$5,000	
		8			\$5,000	
	General Government Subtotal		\$1,471,760	\$1,259,455	\$1,542,542	

PUBLIC SAFETY ?						
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enacting FY (Recommended)	Appropriations Enacting FY (Not Recommended)
4210-4214	Police ?	Add Warrant Article -	\$554,989	\$511,853	\$562,064	
		8			\$562,064	
4215-4219	Ambulance ?	Add Warrant Article -	\$13,086	\$14,145	\$14,501	
		8			\$14,501	
4220-4229	Fire ?	Add Warrant Article -	\$247,923	\$183,850	\$312,074	
		8			\$312,074	
4240-4249	Building Inspection ?	Add Warrant Article -	\$54,336	\$53,903		
		8				
4290-4298	Emergency Management ?	Add Warrant Article -	\$10,000	\$4,099	\$9,200	
		8			\$9,200	
4299	Other (Including Communications) ?	Add Warrant Article -	\$17,065	\$17,065	\$17,065	
		8			\$17,065	
	Public Safety Subtotal		\$897,399	\$784,915	\$914,904	



AIRPORT/AVIATION CENTER ?									
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enacting FY (Recommended)	Appropriations Enacting FY (Not Recommended)			
4301 - 4309	Airport Operations ?	Add Warrant Article							
		-							
Airport/Aviation Subtotal									
HIGHWAYS AND STREETS ?									
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enacting FY (Recommended)	Appropriations Enacting FY (Not Recommended)			
4311	Administration ?	Add Warrant Article	\$466,504	\$407,859	\$480,243				
		-			\$480,243				
4312	Highways & Streets ?	Add Warrant Article							
		-							
4313	Bridges ?	Add Warrant Article							
		-							
4316	Street Lighting ?	Add Warrant Article							
		-							
4319	Other ?	Add Warrant Article							
		-							
Highways and Streets Subtotal					\$407,859	\$480,243			



SANITATION ?									
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enacting FY (Recommended)	Appropriations Enacting FY (Not Recommended)			
4321	Administration ?	Add Warrant Article - 8	\$172,096	\$144,180	\$160,484				
4323	Solid Waste Collection ?	Add Warrant Article -			\$160,484				
4324	Solid Waste Disposal ?	Add Warrant Article - 8	\$145,600	\$128,049	\$150,800				
4325	Solid Waste Clean-up ?	Add Warrant Article -			\$150,800				
4326-4329	Sewage Collection & Disposal & Other ?	Add Warrant Article -							
Sanitation Subtotal			\$317,696	\$272,229	\$311,284				

WATER DISTRIBUTION AND TREATMENT ?									
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enacting FY (Recommended)	Appropriations Enacting FY (Not Recommended)			
4331	Administration ?	Add Warrant Article -							
4332	Water Services ?	Add Warrant Article -							
4335	Water Treatment ?	Add Warrant Article -							



Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enacting FY (Recommended)	Appropriations Enacting FY (Not Recommended)
4338 - 4339	Water Conservation & Other ?	Add Warrant Article				
		-				
Water Distribution and Treatment Subtotal						

ELECTRIC ?						
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enacting FY (Recommended)	Appropriations Enacting FY (Not Recommended)
4351 - 4352	Administration & Generation ?	Add Warrant Article				
		-				
4353	Purchase Costs ?	Add Warrant Article				
		-				
4354	Electric Equipment Maintenance ?	Add Warrant Article				
		-				
4359	Other Electric Costs ?	Add Warrant Article				
		-				
Electric Subtotal						

HEALTH ?						
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enacting FY (Recommended)	Appropriations Enacting FY (Not Recommended)
4411	Administration ?	Add Warrant Article				
		-				
4414	Pest Control ?	Add Warrant Article	\$1,650	\$403	\$1,650	
		-			\$1,650	
Health Subtotal						



Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enacting FY (Recommended)	Appropriations Enacting FY (Not Recommended)
4415 - 4419	Health Agencies & Hospital & Other ?	Add Warrant Article - 8	\$8,101	\$7,675	\$9,623	
Health Subtotal			\$9,751	\$8,078	\$11,273	

WELFARE ?						
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enacting FY (Recommended)	Appropriations Enacting FY (Not Recommended)
4441 - 4442	Administration & Direct Assistance ?	Add Warrant Article - 8	\$26,500	\$16,019	\$26,250	
4444	Intergovernmental Welfare Payments ?	Add Warrant Article - 8	\$4,891	\$3,681	\$4,772	
4445 - 4449	Vendor Payments & Other ?	Add Warrant Article - 8	\$2,000	\$800	\$4,772	
Welfare Subtotal			\$33,391	\$20,500	\$34,272	

CULTURE AND RECREATION ?						
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enacting FY (Recommended)	Appropriations Enacting FY (Not Recommended)
4520 - 4529	Parks & Recreation ?	Add Warrant Article - 8	\$38,245	\$33,860	\$31,600	
4550 - 4559	Library ?	Add Warrant Article - 8	\$168,120	\$157,315	\$203,619	
4583	Patriotic Purposes ?	Add Warrant Article - 8	\$750	\$539	\$550	



4589	Other Culture & Recreation ?	Add Warrant Article								
		-								
Culture and Recreation Subtotal			\$207,115	\$191,714	\$235,769					

CONSERVATION ?										
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enslung FY (Recommended)	Appropriations Enslung FY (Not Recommended)				
4611 - 4612	Admin. & Purch. of Natural Resources ?	Add Warrant Article	\$14,917	\$10,689						
		- 8								
4619	Other Conservation ?	Add Warrant Article	\$2,500	\$2,500	\$3,500					
		- 8			\$3,500					
4631 - 4632	Redevelopment and Housing ?	Add Warrant Article								
		-								
4651 - 4659	Economic Development ?	Add Warrant Article								
		-								
Conservation Subtotal			\$17,417	\$13,189	\$3,500					

DEBT SERVICE ?										
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Enslung FY (Recommended)	Appropriations Enslung FY (Not Recommended)				
4711	Principal Long Term Bonds & Notes ?	Add Warrant Article	\$90,000	\$90,000	\$90,000					
		- 8			\$90,000					
4721	Interest Long Term Bonds & Notes ?	Add Warrant Article	\$36,498	\$40,218	\$32,078					
		- 8			\$32,078					
4723	Interest on Tax Anticipation Notes ?	Add Warrant Article								
		-								



Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Ensu-ing FY (Recommended)	Appropriations Ensu-ing FY (Not Recommended)
4790 - 4799	Other Debt Service ?	Add Warrant Article				
		-				
Debt Service Subtotal			\$126,498	\$130,218	\$122,078	

CAPITAL OUTLAY ?						
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Ensu-ing FY (Recommended)	Appropriations Ensu-ing FY (Not Recommended)
4901	Land ?	Add Warrant Article				
		-				
4902	Machinery, Vehicles, & Equipment ?	Add Warrant Article				
		-				
4903	Buildings ?	Add Warrant Article				
		-				
4909	Improvements Other Than Buildings ?	Add Warrant Article				
		-				
Capital Outlay Subtotal						

OPERATING TRANSFERS OUT ?						
Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Ensu-ing FY (Recommended)	Appropriations Ensu-ing FY (Not Recommended)
4912	To Special Revenue Fund ?	Add Warrant Article	\$8,200	\$5,200	\$8,200	
		-			\$8,200	
4913	To Capital Projects Fund ?	Add Warrant Article				
		-				
4914	To Enterprise Fund ?					



Sewer	Add Warrant Article						
	-						
Water	Add Warrant Article						
	-						
Electric	Add Warrant Article						
	-						
Airport	Add Warrant Article						
	-						
4918 To Nonexpendable Trust Funds ?	Add Warrant Article						
	-						
4919 To Fiduciary Funds ?	Add Warrant Article						
	-						
Operating Transfers Out Subtotal		\$8,200	\$5,200	\$8,200	\$8,200		
Operating Budget Total		\$3,555,731	\$3,093,357	\$3,664,065			



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****SPECIAL WARRANT ARTICLES****

Special Warrant articles are defined in RSA 32:3.VI, as appropriations 1) In petitioned warrant articles; 2) Appropriations raised by bonds or notes; 3) Appropriations to a separate fund created pursuant to law, such as capital reserve funds or trust funds; 4) An appropriation designated on the warrant as a special article or as a non-lapsing or nontransferable article.

Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Ensuig FY (Recommended)	Appropriations Ensuig FY (Not Recommended)
4915	To Capital Reserve Fund ?	Add Warrant Article	\$387,000	\$345,000	\$392,000	
	Accrued Benefits Trust	- 9			\$25,000	
	Fire Ponds & Cisterns Trust	- 9			\$20,000	
	Fire Equipment Trust	- 9			\$55,000	
	Highway Equipment Trust	- 9			\$40,000	
	Library Trust	- 9			\$7,000	
	Revaluation Trust	- 9			\$10,000	
	Roads & Bridges Trust	- 9			\$70,000	
	Town Building Trust	- 9			\$35,000	
	Transfer Station Equipment Trust	- 9			\$20,000	
	Library/Community Center Trust	- 10			\$100,000	
	Recreation Trust	- 11			\$10,000	
4916	To Expendable Trust Fund ?	Add Warrant Article				
		-				
4917	To Health Maintenance Trust Funds ?	Add Warrant Article				
		-				
	Other Special Warrant Articles	Add Warrant Article				
		-				
	Special Articles Recommended		\$387,000	\$345,000	\$392,000	



****INDIVIDUAL WARRANT ARTICLES****



"Individual" warrant articles are not the same as "Special Warrant Articles". Individual warrant articles might be negotiated cost items for labor agreements or items of a one time nature you wish to address individually.

Account #	Purpose of Appropriations (RSA 32:3, V)	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Appropriations Ensuig FY (Recommended)	Appropriations Ensuig FY (Not Recommended)
	Other Individual Warrant Articles	Add Warrant Article	\$107,964	\$26,737		
4901	Kennard Property	-			\$180,000	
4902	Police Cruiser	-			\$27,593	
4199	Contingency Fund	-			\$34,292	
Individual Articles Recommended			\$107,964	\$26,737	\$241,885	

You have reached the end of the Appropriations Section. Please review the this section for accuracy, then move on to the Revenues Section.



REVENUES

TAXES ?	Account #	Source of Revenue	Warrant Article #	Estimated Revenues Prior Year	Actual Revenues Prior Year	Estimated Revenues Ensuing Year
	3120	Land Use Change Taxes - General Fund ?	Add Warrant Article	\$3,000		\$3,000
			-			\$3,000
	3180	Resident Taxes ?	Add Warrant Article			
			-			
	3185	Yield Taxes ?	Add Warrant Article	\$1,000		\$1,000
			-			\$1,000
	3186	Payment in Lieu of Taxes ?	Add Warrant Article	\$3,260	\$2,237	\$3,260
			-			\$3,260
	3189	Other Taxes ?	Add Warrant Article			
			-			
	3190	Interest & Penalties on Delinquent Tax ?	Add Warrant Article	\$80,000	\$97,112	\$80,000
			-			\$80,000
		Inventory Penalties	Add Warrant Article			
			-			
	3187	Excavation Tax (\$0.02 per cubic yard) ?	Add Warrant Article			
			-			
	Taxes Subtotal			\$87,260	\$99,349	\$87,260



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LICENSES, PERMITS, AND FEES						
Account #	Source of Revenue	Warrant Article #	Estimated Revenues Prior Year	Actual Revenues Prior Year	Estimated Revenues Ensuing Year	
3210	Business Licenses & Permits	Add Warrant Article	\$7,000	\$3,708	\$7,000	
		-			\$7,000	
3220	Motor Vehicle Permit Fees	Add Warrant Article	\$675,000	\$655,295	\$675,000	
		-			\$675,000	
3230	Building Permits	Add Warrant Article	\$11,000	\$11,355	\$11,000	
		-			\$11,000	
3290	Other Licenses, Permits, & Fees	Add Warrant Article	\$22,000	\$24,528	\$22,000	
		-			\$22,000	
3311 - 3319	From Federal Government	Add Warrant Article	\$8,053	\$8,428		
		-				
Licenses, Permits and Fees Subtotal			\$723,053	\$703,314	\$715,000	

FROM STATE						
Account #	Source of Revenue	Warrant Article #	Estimated Revenues Prior Year	Actual Revenues Prior Year	Estimated Revenues Ensuing Year	
3351	Shared Revenues	Add Warrant Article				
		-				
3352	Meals & Rooms Tax Distribution	Add Warrant Article	\$194,323	\$193,606	\$194,323	
		-			\$194,323	
3353	Highway Block Grant	Add Warrant Article	\$95,636	\$94,688	\$95,636	
		-			\$95,636	
3354	Water Pollution Grant	Add Warrant Article				
		-				



3355	Housing & Community Development ?	Add Warrant Article				
		-				
3356	State & Fed. Forest Land Reimburse. ?	Add Warrant Article				
		-				
3357	Flood Control Reimbursement ?	Add Warrant Article				
		-				
3359	Other (Including Railroad Tax) ?	Add Warrant Article	\$2,500	\$2,438	\$2,500	\$2,500
		-				\$2,500
3379	From Other Governments ?	Add Warrant Article		\$555,118		
		-				
From State Subtotal			\$292,459	\$845,850		\$292,459

CHARGES FOR SERVICES ?

Account #	Source of Revenue ?	Warrant Article #	Estimated Revenues Prior Year	Actual Revenues Prior Year	Estimated Revenues Ensuing Year
3401	Income from Departments ?	Add Warrant Article	\$70,000	\$75,367	\$70,000
		-			\$70,000
3402	Water Supply System Charges ?	Add Warrant Article			
		-			
3403	Sewer User Charges ?	Add Warrant Article			
		-			
3404	Garbage - Refuse Charges ?	Add Warrant Article			
		-			



3409	Other Charges ?	Add Warrant Article				
		-				
Charges for Services Subtotal			\$70,000	\$75,367		\$70,000

MISCELLANEOUS REVENUES ?						
Account #	Source of Revenue	Warrant Article #	Estimated Revenues Prior Year	Actual Revenues Prior Year	Estimated Revenues Ensuing Year	
3501	Sale of Municipal Property ?	Add Warrant Article	\$192,406	\$37,606		
		-				
3502	Interest on Investments ?	Add Warrant Article	\$14,000	\$14,134	\$14,000	
		-			\$14,000	
3503 - 3509	Other ?	Add Warrant Article	\$41,000	\$44,159	\$41,000	
		-			\$41,000	
Miscellaneous Revenues Subtotal			\$247,406	\$95,899	\$55,000	

INTERFUND OPERATING TRANSFERS IN ?						
Account #	Source of Revenue	Warrant Article #	Estimated Revenues Prior Year	Actual Revenues Prior Year	Estimated Revenues Ensuing Year	
3912	From Special Revenue Funds ?	Add Warrant Article				
		-				
3913	From Capital Projects Funds ?	Add Warrant Article	\$31,700			
		-				
3914	From Enterprise Funds ?	Add Warrant Article				
	Sewer - (Offset)	-				



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	Add Warrant Article				
Water - (Offset)	-				
Electric - (Offset)	Add Warrant Article				
Airport - (Offset)	-				
	Add Warrant Article				
	-				
3915 From Capital Reserve Funds ?	Add Warrant Article				\$180,000
	-	7			\$180,000
3916 From Trust & Fiduciary Funds ?	Add Warrant Article	\$10,108		\$11,650	\$5,000
	-				\$5,000
3917 Transfers from Conservations Funds ?	Add Warrant Article				
	-				
Interfund Operating Transfers In Subtotal		\$41,808		\$11,650	\$185,000

OTHER FINANCING SOURCES ?				Actual Revenues Prior Year	Estimated Revenues Ensuing Year
Account #	Source of Revenue	Warrant Article #	Estimated Revenues Prior Year		
3934	Proc. From Long Term Bonds & Notes ?	Add Warrant Article			
		-			
	Amount Voted from Fund Balance	9&12	\$135,000	\$316,292	\$316,292
	Estimated Fund Balance to Reduce Taxes		\$250,000		
Other Financing Sources Subtotal			\$385,000	\$316,292	\$316,292
Total Estimated Revenue & Credits			\$1,461,986	\$2,216,429	\$1,721,011



BUDGET SUMMARY

Item	Prior Year	Ensuing Year
Operating Budget Appropriations Recommended	\$3,555,731	\$3,664,065
Special Warrant Articles Recommended	\$387,000	\$392,000
Individual Warrant Articles Recommended	\$107,964	\$241,885
TOTAL Appropriations Recommended	\$4,050,695	\$4,297,950
Less: Amount of Estimated Revenues & Credits	\$1,461,986	\$1,721,011
Estimated Amount of Taxes to be Raised	\$2,588,709	\$2,576,939



LEE (255)

PREPARER'S CERTIFICATION

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

Preparer's First Name

Joanne

Preparer's Last Name

Clancy

Joanne A. Clancy, Finance Officer
Preparer's Signature and Title

March 21, 2014
Date

Check to Certify Electronic Signature: You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

GOVERNING BODY CERTIFICATION

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

Governing Body Member's Signature and Title

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Please save and e-mail the completed PDF form to your Municipal Account Advisor:

- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlarneau: shelly.gerlarneau@dra.nh.gov
- Jean Samms: jean.samms@dra.nh.gov

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487

MEMBERSHIP AGREEMENT

Town of Lee

Agreement dated this 1st day of January, 2014 by and between the Town of Lee, hereinafter referred to as "Applicant" and the Trustees of the New Hampshire Public Risk Management Exchange, hereinafter referred to as "Trustees".

WITNESSETH:

WHEREAS, pursuant to the authority of RSA 5-B, RSA 281-A:11, and RSA 282-A:69, the New Hampshire Public Risk Management Exchange engages in the pooling of liabilities of certain political subdivisions of the State of New Hampshire pursuant to a certain Amendment to and Restatement of Trust Agreement with an effective date of February 10, 2006, hereinafter referred to as the "Trust" and the "Trust Agreement", respectively; and

WHEREAS, the Applicant wishes to become a Member of the Trust and participate in certain programs of the Trust;

NOW THEREFORE, the Applicant and the Trustees hereby mutually agree as follows:

1. This Membership Agreement is made by the Applicant for membership in the Trust and participation in the following program(s) of the Trust:

<u>Program</u>	<u>Membership Term</u>
(X) Workers' Compensation Program	Effective January 1, 2014
(X) Unemployment Compensation Program	Effective January 1, 2014
(X) Property & Liability Program	Effective July 1, 2014

2. The Applicant agrees to be bound by the provisions of the Membership Agreement, General Conditions-All Coverage Documents, Public Entity Coverage Documents, any Primex program participation agreements, Trust Agreement, and all Trust by-laws, policies, procedures and coverage documents, as amended, revised or adopted from time to time.
3. The Applicant further agrees to pay all member contributions and assessments called pursuant to the terms of the Trust Agreement.
4. The Applicant acknowledges receipt of the Trust Agreement and coverage documents relative to the programs of the Trust in which the Applicant seeks participation.
5. The Applicant designates and appoints the Trust or its representatives as its Attorney-in-Fact to represent it as a Member in all activities related to the program(s) in which the Member participates including, but not limited to, activities related to the New Hampshire Workers' Compensation Law and to the New Hampshire Employment Security Law and to use its

discretion before the New Hampshire Department of Labor, the New Hampshire Department of Employment Security, or courts or other agencies of the State of New Hampshire or the United States of America, on claims regarding workers' compensation or unemployment compensation, liability, property, health benefits, and short/long term disability depending upon the program(s) in which the Member participates, as further provided in the Trust Agreement.

The power shall not be revocable during the period of this Membership Agreement.

6. In addition to the other financial responsibilities of the Members, the Trust and the Members participating in the Trust program(s) jointly and severally covenant to assume and discharge, by payment, any lawful awards against any Member participating in such program(s) which awards shall have been sustained by the courts where an appeal by either party has been taken.
7. If participating in the Unemployment Compensation program, then the Applicant shall contribute to the Trust for the initial period of the Applicant's participation in such program at the payroll rate determined appropriate for the Applicant based upon loss experience.
8. The Applicant's membership term in the Trust begins on January 1, 2014 for the Workers' Compensation Program, January 1, 2014 for the Unemployment Compensation Program and July 1, 2014 for the Property & Liability Program. The Applicant may not terminate its membership in the Trust at its own option. Membership shall renew automatically and continue unless or until it is terminated or cancelled in strict accordance with the terms and General Conditions of the Public Entity Coverage Documents, Trust Agreement, and any applicable Trust by-laws, policies and procedures.
9. The Applicant hereby represents and warrants to the Trustees that the Applicant is a political subdivision within the meaning set forth in Article 2.1 of the Trust Agreement. This representation and warranty shall survive the expiration or termination of this Membership Agreement. The Applicant represents and warrants that the official who signs this Agreement is a duly authorized member of the municipality's governing body and empowered to legally bind the Applicant to all terms of this Agreement.
10. Attached hereto is a Resolution to Enter Membership Agreement.

IN WITNESS WHEREOF, the Applicant and the Trustees have caused this Membership Agreement to be executed by their duly authorized officials as of the date above first written.

For the Applicant:

Authorized Official Signature

Print Name

Title

For the Trustees:

Ty Gagne, Chief Executive Officer

RESOLUTION TO ENTER PRIMEX³ MEMBERSHIP AGREEMENT

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its Membership Agreement as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of membership. The coverage provided by Primex³ in any year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Lee adopted on _____.

Date Signed

Board: _____

Title of Board

Signature _____

Name: _____

Title: _____ duly authorized

Date: _____



McGregorEMS.org

TEL: 603.862.3674

FAX: 603.862.4415

McGregor Memorial EMS

formerly Durham Ambulance Corps

"Committed to Compassionate Excellence"

William Cote

Executive Director

BCote@mcgregorems.org



McGregorInstitute.net

47 COLLEGE RD
DURHAM, NH 03824

March 13, 2014

To Whom It May Concern:

I am pleased to share with you a compilation of key statistics for your community from McGregor's activity in 2013. The data is taken from NH TEMSIS, a confidential reporting system used by EMS providers and administered by the State of New Hampshire. McGregor completes an extensive process to validate this data to ensure accuracy and publishes statistics within the first quarter of each year.

In 2013, McGregor continued to enhance the services that have traditionally been offered to the communities. While McGregor has always provided first and second due (two ambulance) coverage, for the past several years we have increasingly been providing third due (three ambulance) coverage in order to meet demand. We are able to do this at low cost to the communities through the dedication of our volunteer providers who gave over 30,800 hours of their time in 2013.

In spite of another record setting year, McGregor was able to provide an ambulance for over 99.1% of the times service was requested and covered 90% of our third due calls. To our knowledge, this exceeds the availability of any other ambulance provider in the region. In addition, highly trained and experienced paramedics were available 99.9% of the time as they respond in a separate rapid response vehicle.

As you review the data, you may have questions. Please feel free to contact either me or Chris Lemelin, Business Manager, and we'll gladly discuss the data further with you.

Sincerely,

William Cote, Executive Director



Serving the communities of Durham, Lee, Madbury,
and the University of New Hampshire since 1968.

2013 Statistics for the Town of Lee

Dedication: McGregor would like to thank our many volunteers who dedicated more than 30,837 hours of their time in 2013 to ensure professional ambulance coverage to the communities of Durham, Lee, Madbury and the University of New Hampshire.

Summary of Materials

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Executive Summary

Enclosed please find statistical data for McGregor EMS runs which occurred during 2013. Below is an Executive Summary.

Total Number of Calls: 1,986 (Units of Service)

Percentage of Calls (1st & 2nd due) covered by McGregor: = 99.9%

Percentage of Paramedic Calls (1st & 2nd due) for which a McGregor paramedic was available: 99.9%

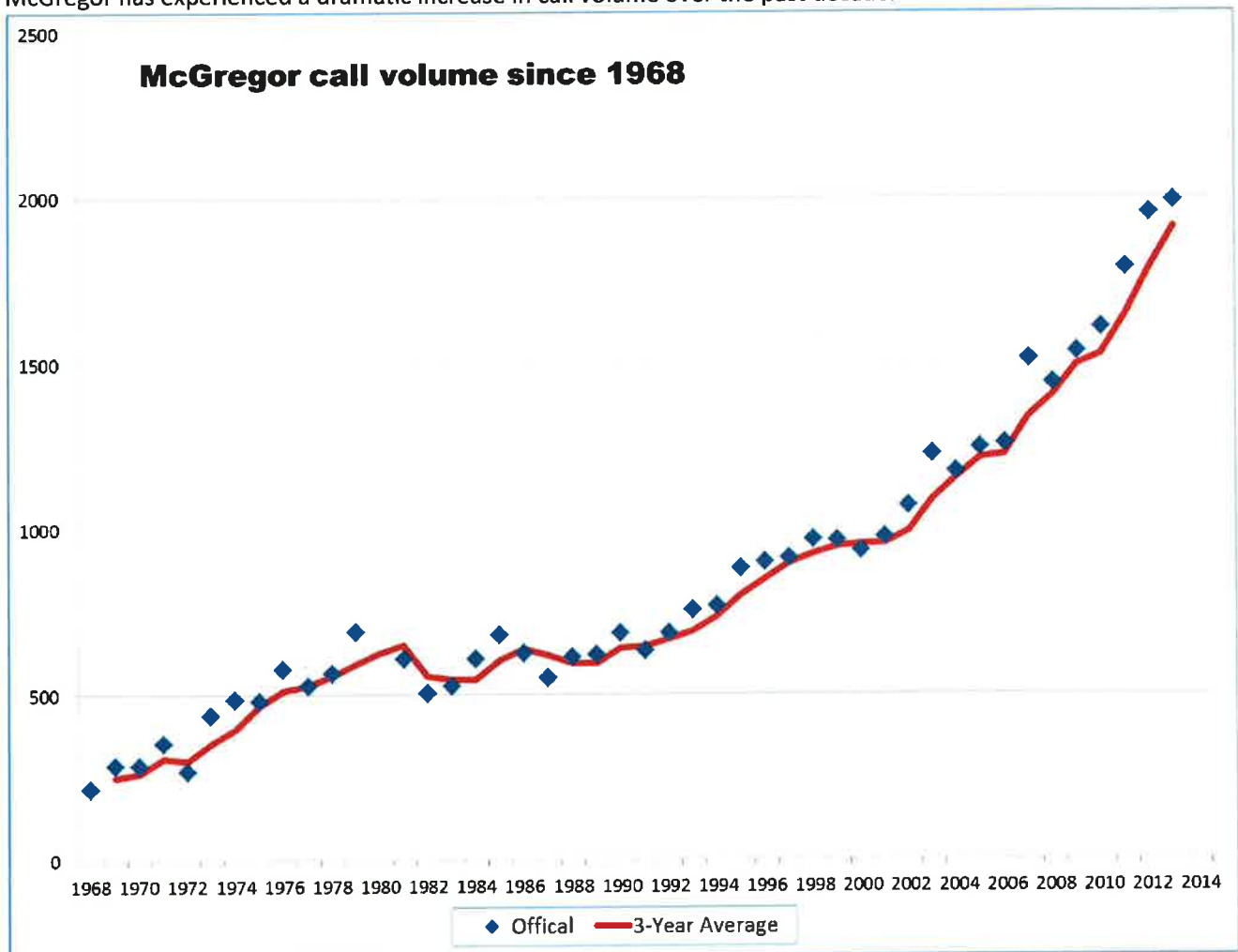
Lee:

Response Times¹: Average for Lee runs: 9 minutes 22 seconds

Call Volume Trends

Call Volume Since 1968

McGregor has experienced a dramatic increase in call volume over the past decade.



¹ From time of dispatch tone to arrival on scene

2013 Response Characteristics

Responses by Community Served

This is the number of times McGregor responded to each of the communities listed:

Community	Responses
Durham	725
Lee	509
Madbury	89
Univ. of New Hampshire	515
Primary Communities Total	1838
Barrington	62
Dover	44
Epping	1
Newmarket	26
Newington	2
Nottingham	13
Mutual Aid Total	148
Grand Total	1986

Type of Response

This chart indicates which McGregor vehicle responded to our calls:

Type of Request	Responses
911 Response	1943
Paramedic Intercept	38
Standby (Scheduled Event)	5
Grand Total	1986

Simultaneous Ambulance Responses

McGregor has noted an increase in the number of simultaneous calls (calls which occurred concurrently.)

Simultaneous Responses	Responses	Percent	Covered by McGregor	Required Mutual Aid
1 st due	1517	76%	100%	0%
2 nd due	378	19%	99.7%	0.3%
3 rd due	77	4%	90%	10%
4 th due	5	<1%	20%	80%
5 th due	6	<1%	17%	83%
6 th due	3	<1%	100%	0%
Total	1986	100%	99.1%	0.9%

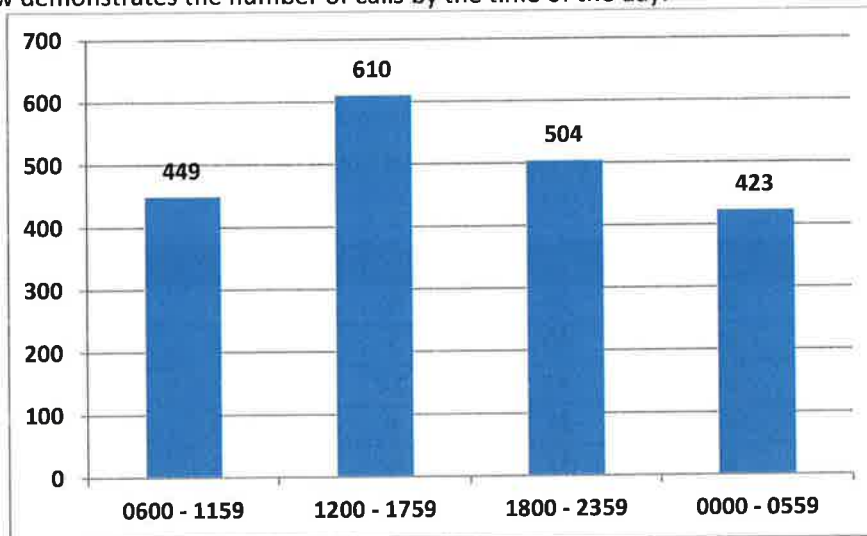
Responses by Apparatus

This chart indicates which McGregor vehicle responded to our calls:

Apparatus	Response
Ambulance 1 (2005)	160
Ambulance 2 (2012)	848
Ambulance 3 (2009)	896
Ambulance 4 (borrowed ²)	5
Ambulance 5 (borrowed)	4
Ambulance 6 (borrowed)	3
Medic 7 ³ (Paramedic)	54
Medic 8 (borrowed)	1
Car 9	6
Other / Mutual Aid	9
Total	1986

Call Volume by Time of Day

The graph below demonstrates the number of calls by the time of the day.

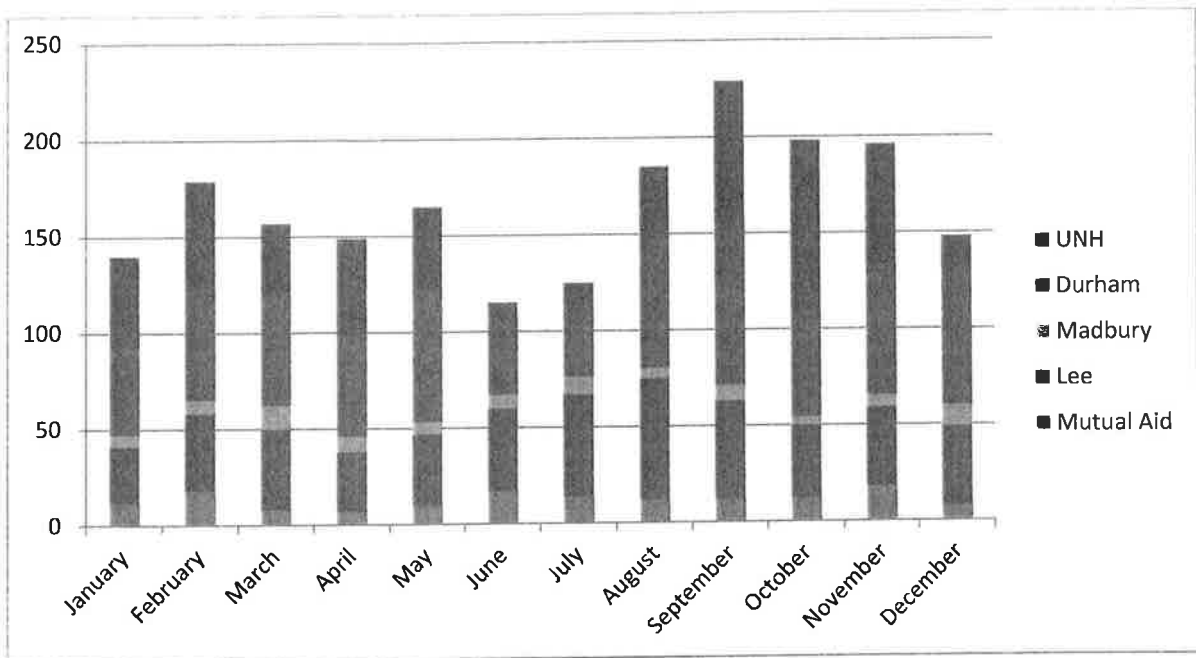


² McGregor continues its commitment to providing first and second due ambulance coverage 100% of the time. However, we are increasingly staffing our Reserve Ambulance (3rd due) during peak times or when the other calls occur simultaneously. In addition, for very large events (such as UNH concerts) we have been staffing an additional two ambulances, generously loaned by New England Speedway, bringing McGregor's total capacity to 5 ambulances and reducing our use of mutual aid.

³ Note that the Intercept / Car 9 is only reported when it was the sole vehicle

Call Volume by Month of the Year

The graph below demonstrates the seasonality of call volume in each community.

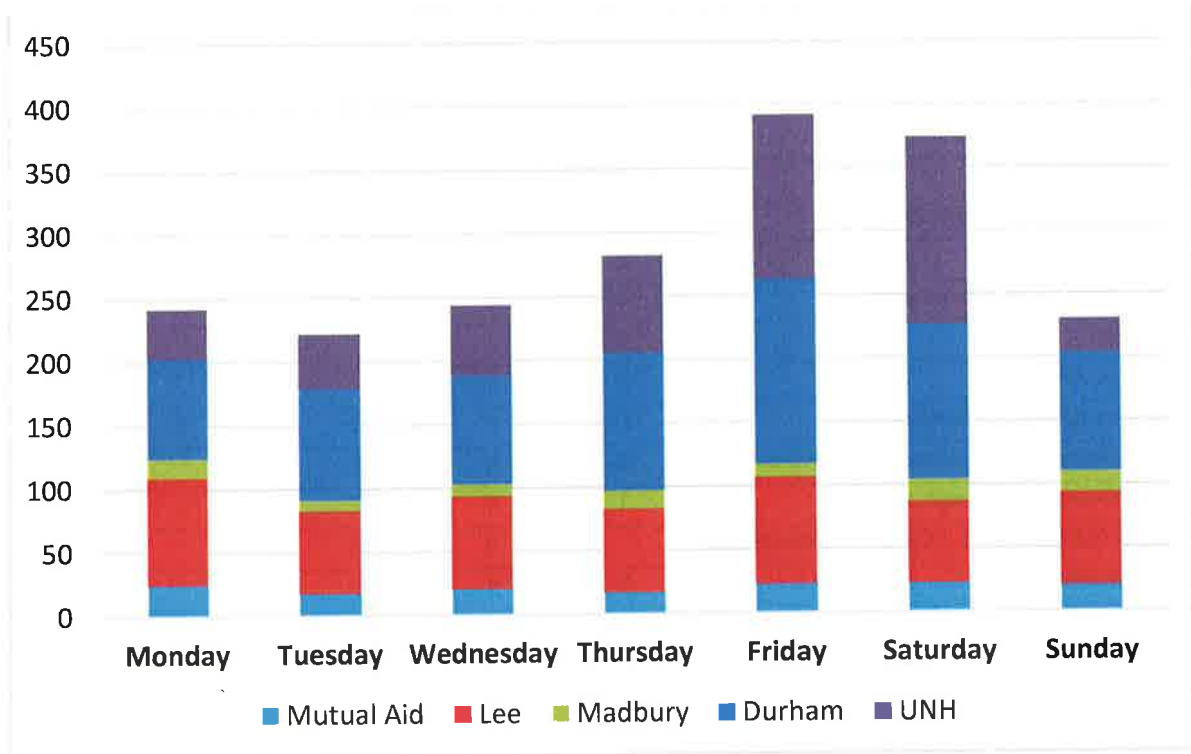


The table below demonstrates the same data as the above chart but in tabular format.

	Durham	Lee	Madbury	UNH	Mutual Aid	Total
January	56	29	6	37	12	140
February	60	40	7	54	18	179
March	58	42	12	37	8	157
April	53	31	8	50	7	149
May	69	37	6	43	10	165
June	40	43	7	8	17	115
July	38	53	9	11	14	125
August	71	63	5	34	12	185
September	87	51	8	71	12	229
October	55	38	4	89	12	198
November	67	41	6	64	18	196
December	71	41	11	17	8	148
Grand Total	725	509	89	515	148	1986

Call Volume by Day of the Week

The graph below demonstrates distribution of call volume over days of the week in each community.



	Monday	Tuesday	Wed.	Thur.	Friday	Sat.	Sun.	Total
Durham	79	88	86	109	146	123	94	725
Lee	84	65	73	66	84	64	73	509
Madbury	15	8	9	14	10	17	16	89
UNH	39	43	55	76	129	147	26	515
Mutual Aid	25	18	21	17	23	23	21	148
Total	242	222	244	282	392	374	230	1986

Important Note: To best capture trends, days in this section begin and end at 6:00am. Early morning calls (those occurring before 6am) are thus counted during the preceding day. For example, a call occurring at 12:30 am on Sunday would be counted as a Saturday call for the purposes of this data.

Primary Provider Impression by Community

Primary Impression	Durham	Lee	Madbury	UNH	Mutual Aid	Total
Abdominal Pain / Problems	14	22	8	17	2	63
Airway Obstruction	1			1		2
Alcohol Abuse and Effects	50	1	1	98		150
Allergic Reaction	6	8		11	1	26
Altered Level of Consciousness	28	8	2	21	4	63
Asthma	2	5	1	1	1	10
Back Pain (Non-Traumatic)	8	9	2	2	1	22
Cancer	1	1				2
Cardiac Arrest	3	4		1	1	9
Cardiac Rhythm Disturbance	12	8	3	2		25
Chest Pain / Discomfort (Non-Traumatic)	26	31	6	5	5	73
CHF (Congestive Heart Failure)	1	5	2		1	9
COPD (Emphysema / Chronic Bronchitis)		8	2		1	11
Dehydration	6	4	1	5	3	19
Diabetic Hyperglycemia	8	1		4	1	14
Diabetic Symptoms (Hypoglycemia)	3	3				6
Diarrhea	2	5	1	1		9
Drug Overdose / Misuse of Medications	3	4		5	2	14
Electrocution		1				1
Epistaxis (Non-Traumatic)	1		1	1		3
Fever	9	6	1	9	1	26
G.I. Bleed	2	2				4
General Malaise	9	6		3	3	21
Headache	2	4		2		8
Heat Exhaustion / Stroke				2		2
Hypertension	3	7		1		11
Hypotension	1	2		2	1	6
Hypothermia					1	1
Hypovolemia / Shock	1					1
Migraine	2	4		2		8
Nausea / Vomiting (Unknown Etiology)	18	8	2	8	3	39
No Apparent Illness / Injury	37	34	3	16	3	93
Not Applicable	2	1		4		7

(Continued on next page)

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Primary Impression	Durham	Lee	Madbury	UNH	Mutual Aid	Total
OB / Delivery		1				1
Obvious Death		1				1
Other	28	22	4	23	8	85
Other Abdominal / GI Problem		5			2	7
Other Cardiovascular Problem		4	2	1	1	8
Other CNS Problem		4				4
Other Endocrine / Metabolic Problem		1	1			2
Other GU Problems	2	4				6
Other Illness / Injury	12	10	1	9	2	34
Other OB / Gyn				2		2
Pain	68	56	12	31	13	180
Poisoning / Adverse Effects of Prescribed Meds	2	1		2	1	6
Psychiatric / Behavioral Disorder	14	17	4	16	3	54
Respiratory Distress	22	10	5	6	7	50
Seizure	10	10		10	1	31
Sepsis	1	3		1		5
Sexual Assault/Rape (Suspected)	1			1		2
Smoke Inhalation		1				1
Stroke / CVA	9				3	12
Syncope / Fainting	11	8		23	1	43
TIA (Transient Ischemic Attack)	1				1	2
Traumatic Injury	79	42	11	57	15	204
Unconscious	2	1		4		7
Unknown Problem	12	7		2		21
Weakness	18	14	1	6	3	42
Not Recorded (No patient contact, etc.)	172	85	12	97	52	418
Grand Total	725	509	89	515	148	1986

Treatment and Transport Disposition by Community

This table shows the disposition of responses to the Durham, Lee, Madbury, and UNH communities during 2013.

	Durham	Lee	Madbury	UNH	Mutual Aid	Total
Cancelled	131	71	7	77	44	330
Dead at Scene	1	2			3	6
No Patient Found	7	1	2	7	0	17
Refusal of Care	76	61	9	92	5	243
Standby Only	25	10	3	11	5	54
Transferred Care	2	2		2	15	21
Transported	483	362	68	326	76	1315
Grand Total	725	509	89	515	148	1986

Response Times

In looking at response times, we look at two key statistics: (1) time until the ambulance responds and (2) time until ambulance arrives on scene.

Time until Ambulance begins responding

McGregor first and second due ambulances began responding within:

Time for Ambulance to Respond

2013

- Average: 1.07 minutes
- Standard deviation: 1.4 minutes

2011

- Average: 1.18 minutes
- Standard deviation: 1.6 minutes

2012

- Average: 1.02 minutes
- Standard deviation: 1.2 minutes

2010

- Average: 1.13 minutes
- Standard deviation: 1.9 minutes

Under certain circumstances agreed upon by McGregor and the Fire Department, an ambulance may not respond immediately. Examples of these situations include structure fires without any injured or trapped people and motor vehicle accidents where our protocol is to respond after the Durham Fire Department. For structure fires, this ensures that McGregor ambulances will arrive on scene ready to focus on their primary responsibility: ensuring the health and safety of other first responders.

Time for Ambulance to Arrive On-Scene in Lee

Important Notes

For lights and sirens responses* (i.e. high priority calls), McGregor first and second due ambulances were on scene (in Lee):

Average Response Data

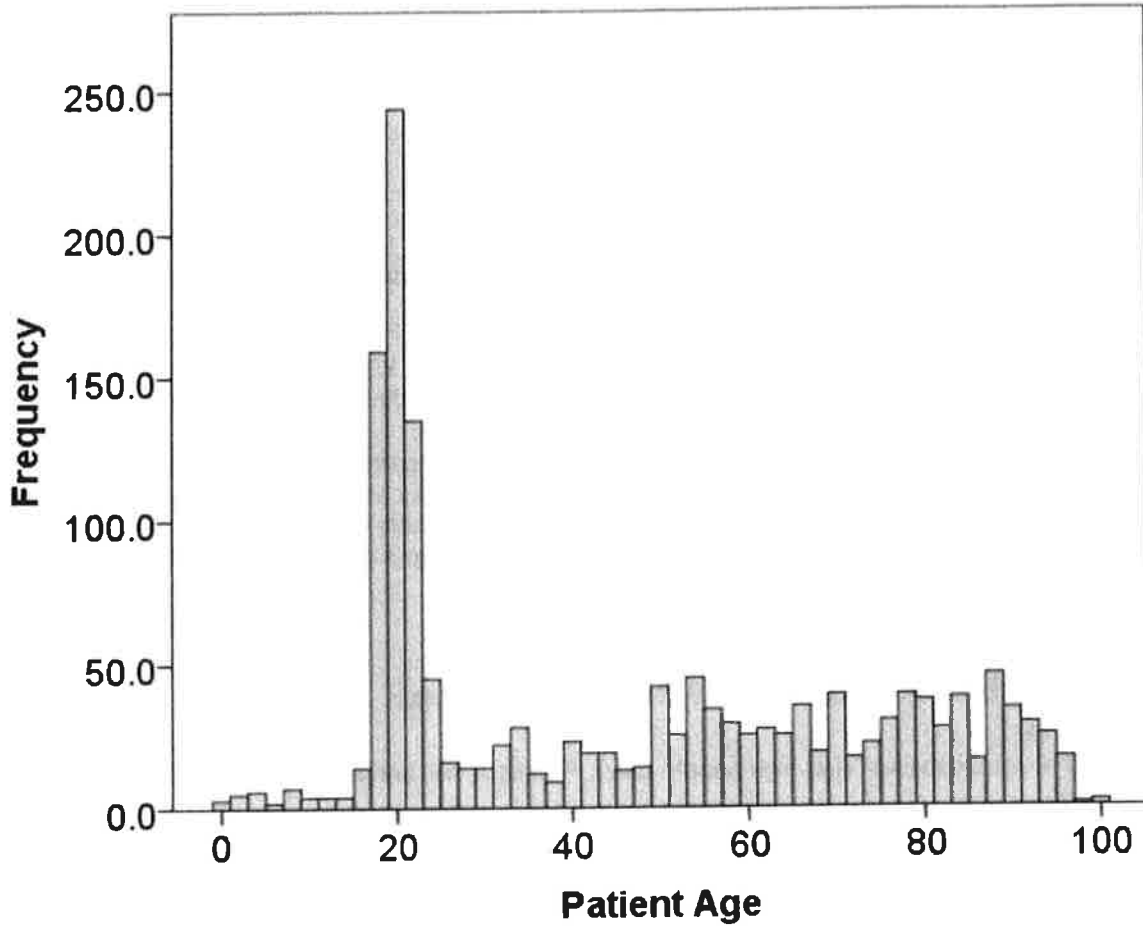
- Average: 9 minutes
- Standard deviation: 2 minutes 54 seconds

*** Use of Lights and Sirens during response:** McGregor utilizes the New Hampshire 9-1-1 "call determinants" system during responses to ensure that we use lights and sirens only for high priority calls.

Demographic Data

Patient Age

The histogram below shows the distribution of patient age over all of McGregor's patients.



Patient Community by Pickup (Incident) Location

The table below displays the home address (defined by the billing address provided by the patient) displayed by the location of the incident. It is notable that, many of our patients provide an out of town address to McGregor personnel at the time of service.

	Incident City					Grand Total
	Durham	Lee	Madbury	UNH	Mutual Aid	
Durham	333	17	3	48		401
Lee	11	192	3	4	2	212
Barrington	9	35	1	3	35	83
Dover	14	23	7	21	17	82
Madbury	3	3	56		1	63
Newmarket	12	12		2	18	44
Rochester	6	13	1	6	2	28
Nottingham	3	16		1	5	25
Manchester	6	5		9		20
Nashua	7			11		18
Concord	7	1		6		14
Exeter	5	4		4		13
Portsmouth	2	5	1	3	1	12
Epping		8	1	1	1	11
Northwood	2	7			1	10
Somersworth	1	5		2	2	10
Strafford		7		2	1	10
All Others ⁴	304	156	16	392	62	930
Total	725	509	89	515	148	1,986

⁴ Includes when there is no patient listed.

Ambulance and Paramedic Availability

A McGregor ambulance was available for:

- 99.1% of all calls in 2013
- 99.9+% of all first and second due calls in 2013
- 90% of third due calls in 2013
- 0.9% of calls required mutual aid

Responses with Paramedic

A McGregor paramedic was utilized on 51% of all McGregor calls in 2013.

Paramedic on Run Report	Response	Percent
Yes	1014	51%
No	972	49%
Total	1986	100%

A McGregor paramedic was available for:

- 99.9% of all calls in 2013
- 0.1% of calls required a mutual aid Paramedic

Hours Volunteered

McGregor volunteers gave 30,837 hours of their time in *scheduled* on call shifts during 2013.

As noted in the insert to the right, volunteers also frequently cover calls when they are not formally scheduled for hours. Thus, the actual time volunteered is actually much greater. This is accomplished by responding to ongoing calls (e.g. a structure fire or cardiac arrest in which additional person power is needed) or responding to the station for off duty coverage.

Off Duty Responses

In addition to their scheduled volunteer time, McGregor volunteers provide "off duty response" coverage. This type of coverage is typically coordinated via a "GroupMe" group messaging system that goes directly to volunteer cell phone.

There are two types of "Off Duty" responses:

- Response to active "ongoing" calls which require additional personnel (e.g. a structure fire or cardiac arrest in which additional person power is needed) or
- responding to the station for off duty coverage in the event that an additional call should occur.

In 2013, McGregor modified its tracking of off duty responses and hopes to have better statistics no this type of volunteer contribution beginning in 2014.

Coverage beyond First and Second Due: McGregor has traditionally provided 24 / 7 first and second due ambulance coverage to the communities we serve. Although McGregor has never "guaranteed" third due coverage, it is increasingly providing this additional layer when the third ambulance would be able to respond more quickly than a mutual aid ambulance.

In addition, McGregor continues to cover a significant number of its fourth and fifth due calls by proactively borrowing ambulances during predicted "surge" periods.

As a result, we believe that McGregor has the highest rate of ambulance availability in the region ensuring a quick response for the vast majority of our patients.

Other Data

Use of Lights and Sirens

McGregor's 2013 data continues to support national recommendations, which indicate that in many case an ambulance can respond with the "flow of traffic" (no lights or sirens) without endangering the patient. As a result, we have reported the use of lights and sirens while responding to all ambulance calls in 2013 with both "response mode" and "patient status" data.

Condition of Patient Found at Scene Compared to the use of Lights and Sirens on the way to the scene

This table shows that the vast majority of patients receiving a no lights and sirens response (98%) were deemed "generally stable" and none of these patients were found by the crew to be "critically unstable."

	Status 1; Critically Unstable	Status 2; Unstable	Status 3; Generally Stable	Total
Lights & Siren	9	155	970	1,134
No Lights or Siren		3	136	139
Lights & Siren, downgraded			47	47
No Lights or Siren, upgraded			3	3
Total	9	158	1156	1,348 ⁵

Use of Lights and Sirens during Ambulance Response to the Scene Compared to Response Mode during Patient Transport to the Hospital

This table shows that the vast majority of patients receiving a no lights and sirens response (99%) were also transported to the hospital without lights and sirens.

		Enroute to the Hospital				Total
		Lights & Siren	No Lights or Siren	Lights & Siren, downgraded	No Lights or Siren, upgraded	
Response to the Scene	Lights & Siren	166	963	4	5	1,138
	No Lights or Siren	1	140			141
	Lights & Siren, downgraded		47			47
	No Lights or Siren, upgraded		3			3
	Total	167	1,153	4	5	1,329 ⁶

Why not use lights and sirens on all calls? McGregor takes its responsibility to act safely very seriously. To this end, McGregor utilizes the same system used in many New Hampshire cities including Manchester, Nashua and Derry to reduce its use of lights and sirens while responding to ambulance calls.

The use of lights and sirens has been shown to increase the erratic behavior of drivers around ambulances endangering EMS crews, their patients, and others on the road. By reducing the use of lights and sirens when responding to non-emergent calls, McGregor seeks to decrease risk to everyone in the community.

⁵ This chart excludes 638 runs in which no patient status was recorded (typically because no patient was assessed or found.)

⁶ This chart excludes 657 runs in which there was either no patient transported or found.

15798

FORT MOUNTAIN TRUCKING CO INC.

www.nhforestry.com
168 GRANITE ST
ALLENSTOWN, NH 03275
(603) 485-4459



54-131-117

3/11/2014

PAY TO THE
ORDER OF Town of Lee

\$ **291.20

Two Hundred Ninety-One and 20/100***** DOLLARS

Town of Lee
7 Mast Rd.
Lee, NH 03824

AUTHORIZED SIGNATURE

MEMO

⑈015798⑈ ⑆011701314⑆ 015 930 1⑈

FORT MOUNTAIN TRUCKING CO INC.

15798

Town of Lee
5000 · Stumpage

W/E 3/8/14

3/11/2014

291.20

First Colebrook Check

291.20

FORT MOUNTAIN COMPANIES
Pay Statement Report

From Ticket Dates: 01/01/14 To: 12/31/14
 From Week Ending: 03/08/14 To: 03/08/14

LEEETOWN TOWN OF LEE
 7 MAST RD
 LEE, NH 03824

RECEIVED
 MAR 12 2014

TOWN OF LEE, NH
 SELECTMAN'S OFFICE

Destination: FORT MOUNTAIN

Contract	Date	Ticket #	Load Slip	Product Description	Gross Qty	Units	Net Qty	Category	Rate	Amount
LLEETNMJ1	02/28/14	46829		HARDWOOD FIREWOOD	18.20	TON	18.20	STUMP	4.00	72.80
LLEETNMJ1	02/28/14	46830		HARDWOOD FIREWOOD	18.20	TON	18.20	STUMP	4.00	72.80
LLEETNMJ1	02/28/14	46831		HARDWOOD FIREWOOD	18.20	TON	18.20	STUMP	4.00	72.80
LLEETNMJ1	02/28/14	46832		HARDWOOD FIREWOOD	18.20	TON	18.20	STUMP	4.00	72.80
Product Totals:					72.80		72.80			291.20
Destination Totals:					72.80		72.80			291.20
Supplier Totals:					72.80		72.80			291.20

15808

FORT MOUNTAIN TRUCKING CO INC.

www.nhforestry.com
168 GRANITE ST
ALLENSTOWN, NH 03275
(603) 485-4459



54-131-117

3/18/2014

PAY TO THE ORDER OF Town of Lee

\$ **2,347.90

Two Thousand Three Hundred Forty-Seven and 90/100***** DOLLARS

Town of Lee
7 Mast Road
Lee, NH 03861

[Handwritten Signature]

AUTHORIZED SIGNATURE

MEMO

⑈015808⑈ ⑆011701314⑆ 015 930 ⑈

FORT MOUNTAIN TRUCKING CO INC.

Town of Lee
5000 · Stumpage
W/E 3/15/14

3/18/2014

15808

2,347.90

First Colebrook Check

2,347.90

Security features. Details on back

FORT MOUNTAIN COMPANIES

Pay Statement Report

From Ticket Dates: 01/01/14 To: 12/31/14

From Week Ending: 03/15/14 To: 03/15/14

LLEETOWN TOWN OF LEE
7 MAST RD

LEE, NH 03824

Destination: FORT MOUNTAIN

Contract	Date	Ticket #	Load Slip	Product Description	Gross Qty	Units	Net Qty	Category	Rate	Amount
LLEETNMJ1	03/05/14	47117	60156566	SOFTWARE PULP	30.01	TON	30.01	STUMP	1.00	30.01
Product Totals:										
LLEETNMJ1	03/05/14	47118	42824	WHITE PINE - PALLET	85.00	BFT	85.00	STUMP	15.00	1.28
LLEETNMJ1	03/07/14	47119	42848	WHITE PINE - PALLET	170.00	BFT	170.00	STUMP	15.00	2.55
Product Totals:										
LLEETNMJ1	03/03/14	46834	28118	BLACK OAK - #1	255.00	BFT	255.00	STUMP	250.00	3.83
LLEETNMJ1	03/03/14	46834	28118	BLACK OAK - #3	905.00	BFT	905.00	STUMP	250.00	226.25
Product Totals:										
LLEETNMJ1	03/03/14	46834	28118	SOFT MAPLE - #1	110.00	BFT	110.00	STUMP	70.00	7.70
Product Totals:										
LLEETNMJ1	03/03/14	46834	28118	WHITE OAK - #3	65.00	BFT	65.00	STUMP	65.00	4.23
Product Totals:										
LLEETNMJ1	03/05/14	47118	42824	WHITE PINE - #1	100.00	BFT	100.00	STUMP	70.00	7.00
LLEETNMJ1	03/07/14	47119	42848	WHITE PINE - #1	8,010.00	BFT	8,010.00	STUMP	135.00	1,081.35
Product Totals:										
Destination Totals:					15,325.00		15,325.00			2,068.88
Supplier Totals:					16,790.01		16,790.01			2,347.90

15829



54-131-117

FORT MOUNTAIN TRUCKING CO INC.

www.nhforestry.com
168 GRANITE ST
ALLENSTOWN, NH 03275
(603) 485-4459

3/26/2014

PAY TO THE
ORDER OF Town of Lee

\$ **770.89

DOLLARS

Seven Hundred Seventy and 89/100*****

Drew C. Eames

AUTHORIZED SIGNATURE

MEMO

⑈015829⑈ ⑆01701314⑆ 015 930 1⑈

FORT MOUNTAIN TRUCKING CO INC.

Town of Lee
5000 · Stumpage

3/26/2014

770.89

15829

Security features. Details on back.

FORT MOUNTAIN COMPANIES

Pay Statement Report

From Ticket Dates: 01/01/14 To: 12/31/14
 From Week Ending: 03/22/14 To: 03/22/14

LEEETOWN TOWN OF LEE
 7 MAST RD
 LEE, NH 03824

Destination: FORT MOUNTAIN

Contract	Date	Ticket #	Load SLP	Product Description	Gross Qty	Units	Net Qty	Category	Rate	Amount
LEEETNMJ1	03/18/14	47519		HARDWOOD FIREWOOD	10.40	TON	10.40	STUMP	4.00	41.60
				Product Totals:	10.40		10.40			41.60
LEEETNMJ1	03/11/14	47120	60156731	SOFTWOOD PULP	11.86	TON	11.86	STUMP	1.00	11.86
				Product Totals:	11.86		11.86			11.86
LEEETNMJ1	03/18/14	47122	11550	WHITE PINE - PALLET	3,160.00	BFT	3,160.00	STUMP	15.00	47.40
				Product Totals:	3,160.00		3,160.00			47.40
LEEETNMJ1	03/18/14	47122	11550	RED OAK -#3	35.00	BFT	35.00	STUMP	70.00	2.45
				Product Totals:	35.00		35.00			2.45
LEEETNMJ1	03/11/14	47121	42885	WHITE PINE -#1	4,945.00	BFT	4,945.00	STUMP	135.00	667.58
				Product Totals:	4,945.00		4,945.00			667.58
				Destination Totals:	8,162.26		8,162.26			770.89
				Supplier Totals:	8,162.26		8,162.26			770.89



TOWN OF LEE, NH
 SELECTMAN'S OFFICE



DEPARTMENT OF PUBLIC WORKS
TOWN OF DURHAM
100 STONE QUARRY DRIVE
DURHAM, NH 03824
603/868-5578

March 25, 2014

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

RE: Notification of Change of Use of Town Owned Property on Packers Falls Road

Dear Ms./Mr:

In accordance with RSA 674:54, the Town of Durham is providing this letter as written notification to the Town of Lee that a change in use is about to occur on the property owned by the Town of Durham on Packers Falls Road known as Map 15 Lot 1-9. Historically, commercial gravel pit operations were conducted on the property prior to the Town of Durham acquiring the parcel in 1982, and since then Durham has continued to operate the property as a gravel/borrow pit for municipal use only. The Town of Durham is preparing to advertise the bid of a construction contract for the installation of a public water supply project including a water pipeline leading to the property from an adjoining parcel located in Durham that will be dual purpose: (1) to convey river water from the Lamprey River to artificially recharge the underlying aquifer; and (2) to convey groundwater withdrawn from the aquifer to the UNH/Durham Water System. In addition to the water pipeline, the project will include the construction of two artificial recharge basins and access roads, installation of a small prefabricated building to house valving and electrical controls, electrical conduit, monitoring wells, restoration of disturbed areas with loam and seed, and miscellaneous associated appurtenances. Construction is scheduled to begin no earlier than May 25, 2014.

I am prepared to attend a public hearing to present the necessary information relative to the project at a date and time of the Town of Lee's choosing. I look forward to hearing from you regarding the public hearing.

Sincerely,

David Cedarholm, P.E.
Town Engineer