

# SELECT BOARD MEETING AGENDA

**DATE:** 6:00pm Monday, September 29, 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. Public Comment speaking time limited to 3 minutes.

1. **Call to Order - 6:00 pm**
2. **Public Comment**
3. **Michael Gamache, Oyster River Youth Association – Update**  
*Provide an update to the Board on ORYA's programs and activities.*
4. **Dawn Genes, Lamprey River Watershed Association – Raffle & Tag Sale Permit**  
*Request permission to sell tickets for a Raffle to benefit the Lamprey River Watershed Association.*
5. **Katrinka Pellecchia, Library Building Committee Chair – Challenge NHDOT Decision re: Bricker Driveway**  
*The Library Building Committee requests that the Town's attorney review the NHDOT decision to require that the Bricker property's driveway on George Bennett Road is closed or used as an entrance only because the driveway is non-conforming prior to granting a permit for the new proposed Library driveway on Route 155.*
6. **Julie Glover, Town Administrator – Personnel Policy**  
*Discuss the policy pertaining to 'pay in lieu of vacation', discuss revising the Smoking Policy section pursuant to Attorney Ricker from Primex and finalize the policy for distribution to Department Heads.*
7. **Julie Glover, Town Administrator Report**
  - *Environmental Site Assessment Phase I and II draft RFP*
  - *Auditor RFP*
  - *General Permit Discussion (NH RSA 287-A and 31:91)*
  - *Miscellaneous*
8. **Consent Agenda Items - (Individual items may be removed by any Selectman for separate discussion and vote)**

**SIGNATURES REQUIRED**

2014 MS-1

**INFORMATION ONLY**

DRA 2013 Cyclical Inspections

9. **Acceptance of the BOS Public Meeting Minutes from September 15, 2014.**
10. **Acceptance of the BOS Workshop Minutes from September 22, 2014.**
11. **Acceptance of Manifest #6 and Weeks Payroll Ending September 28, 2014**
12. **Miscellaneous/Unfinished Business**
13. **Adjournment**

**Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on September 26, 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.

**O**YSTER



**R**IVER

**youth association**

# Our Mission

Oyster River Youth Association provides inclusive, fair, diverse and developmentally appropriate recreational programs to the youth of Durham, Lee, and Madbury, NH. ORYA meets the changing needs of the children and families in our community for sports and recreational activities by acquiring and maintaining facilities, promoting volunteerism and seeking collaborative and strategic partnerships.

# ORYA Programs

- Soccer
- Football
- Lacrosse
- Hip Hop Dance
- Rugby
- Various camps and clinics
- Hockey
- Baseball
- Basketball
- Learn to Skate /  
Figure Skating
- Track & Field
- Tennis

# Baseball



# Basketball



# Football



# Hockey





# Lacrosse



# Soccer



# Track and Field



# Community Support

- Durham, Lee, Madbury recreation funds
- Volunteerism
- Partnerships: Towns, UNH, ORCSD, other private groups

# Community Benefit

- High value and cost effective programming
- Responsive to changing needs and interests of our community

# Recent Highlights - Facilities

- Tibbetts Field expansion and improvements/upgrades to Madbury Baseball field
- Little River Park project and dugouts at “Town Field” near Mast Way
- Father Lawless Fields improvements

# LITTLE RIVER PARK

Town of Lee



# Tibbetts Field

When you enjoy the game and do not worry  
about the outcome, you play your best.

Trust yourself and your team.

GCT 2012





# Recent Highlights - Programs

- New programs:
  - Figure skating
  - Girls Hockey
  - Football
  - Futsal
  - Touch rugby
- Increased fundraising
- Expanded programs
  - Soccer, hockey, football, lacrosse, baseball, basketball
  - Partnerships with national sports organizations, UNH & ORCSD
- Online registration, scholarship program and new logo/color scheme



# ORYA Special Events

- Cross-ice rec hockey tournaments
- 3 vs. 3 Basketball tournaments
- Annual Opening Day for Youth Baseball
- All-star Baseball tournaments
- Annual Soccerfest & Jamborees
- Seacoast Junior Football Jamborees

# Soccerfest



# Seacoast Junior Football Jamboree



# 2014 Goals & the Future

- Long term vision and goals for ORYA
  - Continued facilities improvements and maintenance
  - Program expansion and systemization
  - Community development / appreciation programs
- Increase community awareness
- Maintain strong partnerships with towns, ORCSD, UNH, volunteers, donors
- Continue to maintain excellence with volunteer coaching staff & training
- Sustainable funding model

# Financial Overview

- Non-Profit organization
- 75-80% of funding = participant fees
- Remaining funding = three towns & fundraising
- ORYA expenses average ~\$500k/yr
  - Facilities
  - Volunteer training & background checks
  - Insurance & sports league fees
  - Administration
- Field usage & maintenance - partnership with three towns

# Want to Stay in the Know about ORYA?

- Follow us on Facebook!  
“Oyster River Youth Association”







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

Office Use Only

Meeting Date: September 29, 2014

Agenda Item No.4

**BOARD OF SELECTMEN  
MEETING AGENDA REQUEST**

**9/29/2014**

**Agenda Item Title: Raffle & Tag Sale Permit**

**Requested By: Dawn Genes**

**9/17/2014**

**Contact Information: 603-659-9363**

**Presented By: Dawn Genes, Lamprey River Watershed Association**

**Description:** Request permission to sell tickets for a Raffle to benefit the Lamprey River Watershed Association.

**Financial Details: NA**

**Legal Authority: NH RSA 287-A Permit Required.** – Any charitable organization desiring to conduct a raffle under the provisions of this chapter shall first obtain a permit therefor from the selectmen or designee of the town, or the mayor and aldermen or designee of the city where the drawing for prizes is to be held. Except as otherwise provided in this section, the permit shall expire at the time of the drawing and shall not be transferable. At the request of the charitable organization to conduct more than one raffle, the governing body may extend the permit to one year from the date of issuance.

**Legal Opinion:**

**REQUESTED ACTION OR RECOMMENDATIONS:**

**MOTION:** Move to accept the Lamprey River Watershed Association's request to sell tickets for a Raffle to benefit the Association, said Raffle to take place on October 17, 2014 from 6:00 - 9:00 pm at the Lee Grange Hall.



**TOWN OF LEE**  
 Office of the Selectmen  
 7 Mast Road  
 Lee, New Hampshire 03861  
 (603) 659-5414

## RAFFLE & TAG SALE PERMIT

**PLEASE Complete and Return to Selectmen's Office -- NO LATER THAN 30 DAYS PRIOR TO EVENT**

Organization Name: Lamprey River Watershed Association

Federal Tax ID number for Organization: 22-2509281 DOJ #1874

Charitable nonprofits that have been in existence for at least 2 years are permitted to conduct fundraising raffles in New Hampshire; this includes any person or entity that is determined by the Internal Revenue Service to be a tax exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code; however, "Charitable organization" is not limited to those organizations to which contributions are tax deductible under section 170 of the Internal Revenue Code.

Check (✓) Nature of Organization: 501 c 3  
 Religious \_\_\_ Educational \_\_\_ Charitable  Civic \_\_\_ Sports \_\_\_ Veterans \_\_\_ Fraternal or Political \_\_\_

Other (Describe) \_\_\_\_\_

Contact Person: Dawn Jones, Exec Dir Day Time Telephone: 603-659-9363

Address: 43 North River Road Lee Email dawn.jones@lrwa-nh.org

Type of Permit:  Raffle  Tag Sale

Date of Event: Oct 17, 2014 Specific Time: 6-9 pm

Location of Event: Lee Grange Hall

Please be advised the Town will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The Town Administrator may contact you to obtain additional information. You must provide a way for us to contact you during the day so that your request can expedited. Information on these requirements may be found at: <http://www.doi.nh.gov/charitable-trusts/fag.htm>

**For Raffle Permits Only:**  
 Prize (s) To Be Awarded: Local restaurant coupons, bird seed, services coupons  
 Cost of Ticket: \$1 or 6 for \$5.00 Date of Drawing: Oct 17, 2014  
 Place of Drawing: Lee Grange Hall

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE Select Board PER the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: [Signature] DATE: Sept 17, 2014

Select Board Approval \_\_\_\_\_ Date: \_\_\_\_\_  
 (Chairman's Signature)

## Julie Glover

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**From:** Blodgett, Audrey <Audrey.Blodgett@doj.nh.gov>  
**Sent:** Monday, September 22, 2014 2:00 PM  
**To:** Julie Glover  
**Subject:** RE: Lamprey River Watershed Assoc.

This organization is in full compliance with this office – its next report for 9/30/2014 is due 2/15/2015.  
Audrey

Audrey Blodgett, Paralegal  
Charitable Trusts Unit  
NH Department of Justice  
33 Capitol Street  
Concord NH 03301  
(603) 271-3591  
Fax (603) 223-6207

The information contained in this electronic message and any attachments to this message may contain confidential or privileged information and is intended for the exclusive use of the addressee(s). Please notify the Attorney General's Office immediately at (603) 271-3591 or reply to [justice@doj.nh.gov](mailto:justice@doj.nh.gov) <<mailto:justice@doj.nh.gov>> if you are not the intended recipient and destroy all copies of this electronic message and any attachments.

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**From:** Julie Glover [<mailto:townadministrator@leenh.org>]  
**Sent:** Monday, September 22, 2014 1:57 PM  
**To:** Charitabletrusts  
**Subject:** Lamprey River Watershed Assoc.

In accordance with NH RSA 287-A, the Lamprey River Watershed Assoc. (#1874) has applied for a permit with the Board of Selectmen to conduct a fund-raising raffle on Oct. 17, 2014. So that we may do our due diligence in advance of issuing said permit, please advise if this organization is in full compliance with the regulations of the NH Charitable Trust Unit. If this information is available online, please provide the link.  
Thank you.

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.*

# TITLE XXIV GAMES, AMUSEMENTS, AND ATHLETIC EXHIBITIONS

## CHAPTER 287-A RAFFLES

### General Provisions

#### Section 287-A:1

**287-A:1 Definitions.** – As used in this chapter:

I. "Raffle" means a lottery in which each participant buys a ticket for an article or articles put up as a prize with the winner being determined by a random drawing.

II. "Charitable organization" means the following:

(a) Any person or entity that is determined by the Internal Revenue Service to be a tax exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code, as that section now exists or may hereafter be amended; or

(b) Any other person or entity that is or holds itself out to be established, in whole or in part, for any benevolent, philanthropic, patriotic, educational, humane, scientific, public health, environmental conservation, civic, social, sporting, recreational, or other charitable purpose which has been in existence for at least 2 years, or political committee or political party which has been in existence for at least 2 years, or any person who in any manner employs a charitable appeal as the basis of any solicitation or an appeal that suggests that there is a charitable purpose to any solicitation. "Charitable organization" is not limited to those organizations to which contributions are tax deductible under section 170 of the Internal Revenue Code.

III. "50/50 raffle" means a raffle conducted by a charitable organization whereby moneys collected by sale of raffle tickets are split evenly between the prize winner or winners and the charitable organization after the raffle drawing.

**Source.** 1971, 43:1. 1973, 270:1. 1999, 306:1. 2000, 115:1, eff. July 7, 2000.

#### Section 287-A:2

**287-A:2 Raffle Authorized.** – A charitable organization may conduct a raffle to promote the purpose for which it was organized, in the manner hereinafter provided, and not otherwise.

**Source.** 1971, 43:1, eff. April 5, 1971.

#### Section 287-A:3

**287-A:3 Printed Tickets.** – All raffle tickets shall be printed with the name of the charitable organization thereon, the date and place of the drawing, and the prize or prizes to be awarded and the amount of the donation.

**Source.** 1971, 43:1, eff. April 5, 1971.

#### **Section 287-A:4**

**287-A:4 Distribution of Tickets.** – Raffle tickets shall be sold only to persons 16 years of age or over and no raffle tickets shall be sold by persons other than the members of the charitable organization or such person or persons, as may be designated by the organization, and who shall receive no financial remuneration.

**Source.** 1971, 43:1, eff. April 5, 1971.

#### **Section 287-A:5**

**287-A:5 Agency Not Permitted.** – No charitable organization shall act as an agent for conducting a raffle, where it is unlawful for the charitable organization's principal to conduct such a raffle.

**Source.** 1971, 43:1, eff. April 5, 1971.

#### **Section 287-A:6**

**287-A:6 Effect on Other Laws.** – RSA 647 shall not apply to the sale of raffle tickets in the manner provided for in this chapter.

**Source.** 1971, 43:1. 1973, 40:4, eff. Nov. 1, 1973.

#### **Section 287-A:7**

**287-A:7 Permit Required.** – Any charitable organization desiring to conduct a raffle under the provisions of this chapter shall first obtain a permit therefor from the selectmen or designee of the town, or the mayor and aldermen or designee of the city where the drawing for prizes is to be held. Except as otherwise provided in this section, the permit shall expire at the time of the drawing and shall not be transferable. At the request of the charitable organization to conduct more than one raffle, the governing body may extend the permit to one year from the date of issuance.

**Source.** 1971, 43:1, eff. April 5, 1971. 2011, 94:1, eff. July 1, 2011.

### **Raffles Held in Conjunction With Bingo Games**

#### **Section 287-A:8**

**287-A:8 Tickets; Distribution.** –

- I. All raffle tickets sold in conjunction with bingo games shall be numbered sequentially.
- II. No ticket or multiple tickets shall be sold for more than \$1.
- III. Notwithstanding RSA 287-A:4, raffle tickets sold in conjunction with bingo games shall be sold

only by members of a charitable organization licensed by the racing and charitable gaming commission to conduct bingo and only at bingo games being operated by the charitable organization.

**Source.** 1985, 374:1. 2004, 97:8; 257:9. 2008, 25:1, eff. July 11, 2008.

### **Section 287-A:9**

**287-A:9 Players.** – [Repealed 2009, 228:3, III, eff. July 16, 2009.]

### **Section 287-A:10**

**287-A:10 Prizes.** – Prizes awarded at any raffle held in conjunction with a bingo game shall not exceed \$500 wholesale cost.

**Source.** 1985, 374:1. 1991, 276:3, eff. June 10, 1991.

### **Section 287-A:11**

**287-A:11 Permit Not Required.** – The provisions of RSA 287-A:7 shall not apply to raffles held in conjunction with bingo games.

**Source.** 1985, 374:1, eff. June 18, 1985.



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

Office Use Only	
Meeting Date:	<u>9/29/14</u>
Agenda Item No.	<u>5</u>

**BOARD OF SELECTMEN**  
**Sept. 29, 2014 MEETING AGENDA REQUEST**  
(Meeting Date Requested)

**Agenda Item Title: Request that the Town’s legal dept look at the NHDOT assertion that the Bricker property’s non-conforming driveway affects the LPLCC application for a driveway (proposed driveway does conform to NHDOT standards).**

**Requested By: LPLCC Building Committee Date: 9/24/2014**

**Contact Information: [kbpellecchia@comcast.net](mailto:kbpellecchia@comcast.net)**

**Presented By: Katrinka Pellecchia**

**Description: Even though the engineering study shows that the proposed driveway to the LPLCC does meet NHDOT guidelines, NHDOT has stated that they will not grant approval until the Bricker property’s driveway on George Bennett Road is closed or possibly used as entrance-only, as the driveway is non-conforming. NHDOT states the original, unsubdivided lot is the lot of record. The Building Committee would like a legal opinion on this issue – i.e., why is the original lot the lot of record, since it has been subdivided since 2006.**

**Financial Details:** \_\_\_\_\_  
\_\_\_\_\_

**Legal Authority** \_\_\_\_\_  
*(usually NH RSA or Town Ordinance/Policy):*

**Legal Opinion:** \_\_\_\_\_  
\_\_\_\_\_

**REQUESTED ACTION OR RECOMMENDATIONS:**

**To have the Town’s legal counsel review all materials to determine if the Bricker’s non-conforming driveway on George Bennett Road does indeed impact the entrance to the LPLCC from Route 155.**

September 9, 2014  
Julie Glover, Town Administrator  
Town of Lee  
7 Mast Road  
Lee, NH 03861

Dear Julie,

As the Lee Public Library Community Center (LPLCC) Building Committee continues to revise the plans and the financial package for the proposed LPLCC, several aspects of the project have presented rather unique challenges. In addition to the rigors of meeting the projected future needs of a library community center in a smaller building, the Building Committee has been impacted by the unresolved issue of the non-conforming driveway on the Bricker residence property. For us, this is both a financial matter and a practical consideration. As you know, the NHDOT has ruled that our application for the proposed driveway cut on Route 155 for the LPLCC may not proceed until the non-conforming driveway on the Bricker residence property (George Bennett Road) is satisfactorily remedied, even though our engineering study for the LPLCC curb-cut meets the preliminary requirements. Presently, the Select Board and the Library Trustees are seeking a mutually agreeable resolution with Bricker/Momonee to the non-conforming driveway issue.

However, as the LPLCC Building Committee re-examined our pre-application with NHDOT, we have inevitably returned to questions about the NHDOT ruling and interpretation of our proposal. As a result, the Committee believes that:

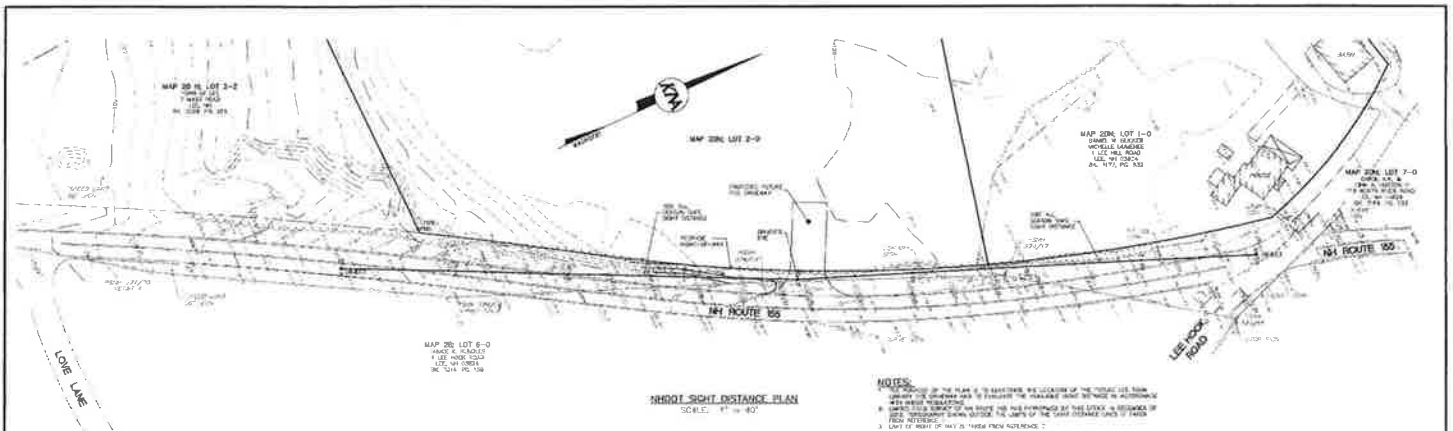
- a legal review of the subdivision of the original Bricker lot is needed, focusing on the deed and the records of the related negotiations;
- the Select Board assign Town's legal counsel to conduct this work;
- Town's legal counsel should review the driveway pre-application materials, the procedures followed by all parties and the 'ruling' from NHDOT, paying particular attention to the rationale behind the 'ruling' and the notion that the 'lot of record' is the original Bricker lot, before the subdivision of the property.

As part of this process, legal counsel might also wish to study any and all communication with NHDOT prior to, during and subsequent to the pre-application process.

In closing, the Building Committee's interests in a review of this matter are only outweighed by the interests of the Town. Since the Town owns the subdivided parcel, it is prudent for the Town to satisfactorily determine whether (and under what conditions) a curb cut and driveway can be approved, both for this particular project (LPLCC) or any other potential use of the property.

The LPLCC Building Committee

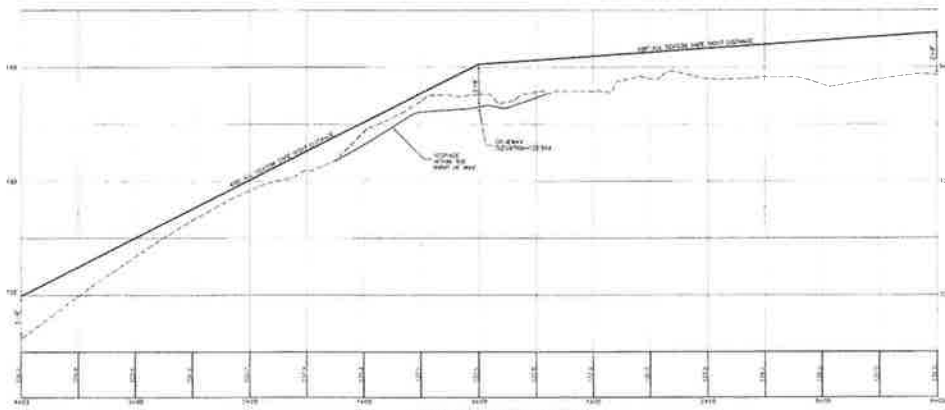




**BRIDGE SIGHT DISTANCE PLAN**  
SCALE: 1" = 40'

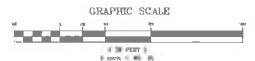
**NOTES:**  
 1. THE LOCATION OF THE BRIDGE IS SHOWN BY THE DOTTED LINE.  
 2. THE SIGHT TRIANGLES ARE TO BE LOCATED AS SHOWN BY THE DOTTED LINE.  
 3. THE SIGHT TRIANGLES ARE TO BE LOCATED AS SHOWN BY THE DOTTED LINE.  
 4. THE SIGHT TRIANGLES ARE TO BE LOCATED AS SHOWN BY THE DOTTED LINE.  
 5. THE SIGHT TRIANGLES ARE TO BE LOCATED AS SHOWN BY THE DOTTED LINE.

**REFERENCE:**  
 1. TECHNICAL APPROVAL OF THE MAP BY THE STATE OF NEW HAMPSHIRE.  
 2. RECORD PLAN # 100-100.  
 3. RECORD PLAN # 100-100.  
 4. RECORD PLAN # 100-100.  
 5. RECORD PLAN # 100-100.



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

**PRELIMINARY**



**SIGHT DISTANCE PLAN AND PROFILE**  
**TOWN OF LEE PUBLIC LIBRARY**

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

ORDER OF RECORD: 22A  
APPLICANT: JAMES J. AMES, P.E.  
ONE ARCADE STREET  
MANTONVILLE, NH 03104

**KM** KIMMEL-ROBERTSON ASSOCIATES, INC.  
Civil Engineering Land Surveying Landscape Architecture  
18 Descriptive Path North, Suite 20, Andover, NH 03024 Phone (603) 431-3881

DATE	DESCRIPTION	BY

DATE: NOVEMBER 2, 2012  
PROJECT: 12-001-2  
SHEET: 1 OF 1

January 21, 2014

New Hampshire Department of Transportation  
District 6 Office  
Attn: Jim Driver  
P.O. Box 740  
Durham, New Hampshire 03824

RE: Application for Driveway Permit – Lee Town Library  
NH Route 155  
Lee, New Hampshire  
KNA# 13-0912-2

FILE COPY

Dear Mr. Driver,

Enclosed please find an executed application for a Driveway Permit for the future Lee Town Library. As previously discussed, the Town of Lee is in the initial stages of planning for a new 12,125-sf Town Library. The subject facility will be located on the west side of NH Route 155 on Town of Lee Tax Map 20N; Lot 2-0, and will require a new driveway accessing NH Route 155. We are requesting a conceptual approval of the proposed future driveway based on the enclosed material, acknowledging that formal civil design plans and profiles will be submitted at a later date for final review and approval. At this early stage in the planning process, the Town is interested in verifying the ability to access NH Route 155 in the location shown on the attached conceptual site plan.

Enclosed with this letter are the following items for the Departments consideration:

1. Executed Application for Driveway Permit;
2. Property deeds back to 1969;
3. 2005 subdivision plan illustrating the subject property;
4. Conceptual site plan prepared by the project Architect (lot highlighted); and
5. Site Distance Plan and Profile prepared by this office.

After you have had the chance to review the enclosed material, please do not hesitate to contact the writer should you have any questions or concerns.

Best regards,

  
Jeffrey Merritt, P.E.  
Project Manager

*Civil Engineering*

*Land Surveying*

*Landscape Architecture*

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

District 1, 641 Main St, Lancaster, NH 03584

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

District 3, 2 Sawmill Rd, Gilford, NH 05249

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

District 5, PO Box 16476, Hooksett, NH 03106

District 6, PO Box 740, Durham, NH 03824

APPLICATION FOR DRIVEWAY PERMIT

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

The driveway entrance(s) requested is (are) for access to: Future Lee Town Library Describe nature and size of industry, business or subdivision: Proposed 12125 sf Town Library Residence, Industry, Business, Subdivision, Other 40 Feet (circle one): North South / East / West of Utility Pole Number: PSNH 874/18 410 Feet or Miles (circle one): North / South / East / West of Road or Junction: Lee Hook Road

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

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

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

Signature of Landowner (Applicant) Julie E Glover per BOS 1/7/14

Mailing Address 7 Mast Road

Printed Name of Landowner Julie E Glover

Town/City, State, Zip Code Lee, NH 03824

Date: 1/7/2014

Telephone Number(s) 603-659-5414

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

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

2006 OCT 24 AM 9:57  
REGISTER OF DEEDS  
STRAFFORD COUNTY

024552

BK 3450PG0283

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, that We, **Daniel W. Bricker and Michelle Bricker, f/k/a Michelle Momenee**, husband and wife, of 1 Lee Hill Road, Lee, County of Strafford and State of New Hampshire

for consideration paid, hereby grant to the **Town of Lee** with a principal mailing address of 7 Mast Road, Lee, County of Strafford, State of New Hampshire, 03824

with WARRANTY COVENANTS, the following described premises:

A certain tract or parcel of land with any improvements thereon situate on the westerly side of Route 155, so-called, in Lee, Strafford County, New Hampshire, and shown as Lot 2 on a plan captioned "Subdivision of Land prepared for Daniel Bricker & Michelle Momenee located at Route 155 & Lee Hill Road, Lee, N.H." dated May, 2005 prepared by Atlantic Survey Co., Inc. and recorded in the Strafford County Registry of Deeds as Plan #87-60, more particularly bounded and described as follows:

Beginning at an iron rod at the southeasterly corner of Lot 1 as shown on said plan; thence running N 76° 37' 56" W a distance of 496.42 feet to a stone bound at land now or formerly of Robert K. Wolfe Revocable Living Trust; thence turning and running along said Wolfe land the following courses and distances:

S 10° 41' 13" E a distance of 133.21 feet to a stone bound;

S 71° 41' 21" W a distance of 130.00 feet to a point;

thence turning and running along land now or formerly of the Town of Lee the following courses and distances:

S 07° 06' 31" E a distance of 393.26 feet to an iron pipe;

N 84° 56' 16" E a distance of 63.14 feet to a stone bound;

N 89° 25' 26" E a distance of 233.91 feet to a point;

thence turning and running along said Route 155 the following courses and distances:

On a curve to the left with a radius of 4979.16' a length of 137.32 feet to a point;  
N 32° 43' 48" E a distance of 25.87 feet to a point;  
On a curve to the left with a radius of 1531.00' a length of 336.81 feet to an iron  
rod at the point of beginning.

Containing 5.11 acres.

Meaning and intending to convey a portion of the same premises conveyed to the  
grantors herein by deed of Michelle Momenee dated April 26, 2005 and recorded in the  
Strafford County Registry of Deeds at Book 3177, Page 481.

Signed this 23 day of October, 2006.



Daniel W. Bricker

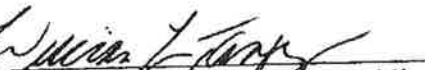


Michelle Bricker

STATE OF NEW HAMPSHIRE  
COUNTY OF STRAFFORD

On this, the 23 day of October, 2006, before me, the undersigned Officer,  
personally appeared Daniel W. Bricker and Michelle Bricker, known to me, or  
satisfactorily proven, to be the persons whose names are subscribed to the foregoing  
instrument, and acknowledged that they executed the same for the purposes set forth  
therein.



  
Justice of the Peace/Notary Public  
My commission expires: \_\_\_\_\_

BK 3450 PG 0284

009587

2005 APR 26 PM 12: 52

STRAFFORD COUNTY  
REGISTRY OF DEEDS

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS, That Michelle Momenee, a single person, of 1 Lee Hill Road, Lee, County of Strafford, and State of New Hampshire for consideration paid, grants to Daniel W. Bricker, a single person, and Michelle Momenee, a single person, of 1 Lee Hill Road, Lee, County of Strafford, and State of New Hampshire, as joint tenants with rights of survivorship, with QUITCLAIM COVENANTS, the following described property:

**TRACT I:**

A certain tract of land with the buildings thereon, situate on the corner of Little River Road (road from Lee Hill to Northwood), Lee Hook and Wadleigh Falls Road in Lee, Strafford County and State of New Hampshire, bounded and described as follows:

Beginning at a point in the Southeasterly sideline of Little River Road, said point also being at the junction of the Northwesterly corner of the herein described premises with the Northeasterly corner of land formerly of Tuttle and now of Leonard Wenant; thence Northeasterly by the Southeasterly sideline of Little River Road to the Southwesterly sideline of Lee Hook Road; thence Easterly and Southerly by the Southwesterly sideline of Lee Hook Road to the Northwesterly sideline of Wadleigh Falls Road; thence Southwesterly by the Northwesterly sideline of Wadleigh Falls Road to the Northeasterly corner of land formerly of the Town of Lee and now of Ralph H. and Doris H. Granger; thence Northwesterly by land of said Granger a distance of two hundred ninety-seven (297) feet, more or less, to a stone bound; thence N 07° 13' W by land of said Granger a distance of three hundred ninety-three and six-tenths (393.06) feet to a stone bound at the Southwesterly corner of land formerly of Wenant and now of Robert K. and Rita M. Wolfe; thence Northeasterly by land of said Wolfe a distance of one hundred thirty-four (134) feet, more or less, to a stone bound; thence Northerly by land of said Wolfe a distance of one hundred thirty-four (134) feet, more or less, to a stone post at the Southwesterly corner of land of Wenant; thence Northeasterly by land of said Wenant a distance of three hundred sixty-six (366) feet, more or less, to a stone bound; thence Northerly by land of said Wenant a distance of one hundred twenty-two (122) feet, more or less, to the point of beginning.

**Tract II:**

A certain parcel of land with any buildings thereon situate on the Southeasterly

BK 3177 PG 0481

side of Mast Road in Lee, Strafford County, State of New Hampshire, bounded and described as follows:

Beginning at a point in the Southeasterly sideline of Mast Road, said point also being at the junction of the Northeasterly corner of the herein described premises with the Northwesterly corner of land of Durost; thence S 08° 45' E by land of said Durost a distance of one hundred twenty-two and no-tenths (122.0) feet to a corner; thence S 73° 15' W by land of said Durost a distance of twenty-two and no-tenths (22.0) feet to the Southeasterly corner of land of John A., Jr. and Karen G. Curtis; thence N 08° 45' W by land of said Curtis a distance of one hundred twenty-two and no-tenths (122.0) feet to the Southeasterly sideline of Mast Road; thence N 73° 15' E by the Southeasterly sideline of Mast Road a distance of twenty-two and no-tenths (22.0) feet to the point of beginning.

Meaning and intending to convey the same premises conveyed to Michelle Momenee by Quitclaim Deed of James J. Duprie dated February 17, 2005 to be recorded herewith.

This is a noncontractual transfer therefore tax stamps are not required.

Signed this 26 day of April, 2005.

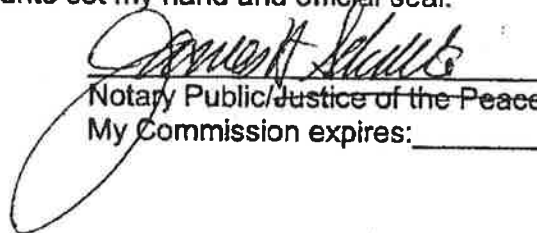
  
Witness

  
Michelle Momenee

STATE OF NEW HAMPSHIRE  
STRAFFORD, SS.

On this, the 26<sup>th</sup> day of April, 2005, before me, personally appeared Michelle Momenee, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that she executed the same for the purposes therein contained.

In Witness Whereof, I hereunto set my hand and official seal.

  
Notary Public/Justice of the Peace  
My Commission expires: \_\_\_\_\_



BK3177 PG0482

2005 APR 26 PM 12:52

STRAFFORD COUNTY  
REGISTRY OF DEEDS

009586

BK3177 PG0479

BURNS, BRYANT,  
COX, ROCKEFELLER  
& DURKIN, P.A.  
ATTORNEYS AT LAW  
255 WASHINGTON ST.  
P.O. BOX 608  
DOVER, NEW HAMPSHIRE  
03821-0608  
603-742-2332

**QUITCLAIM DEED**

***KNOW ALL MEN BY THESE PRESENTS***, That I, James J. Duprie, a divorced person, of 151 Wednesday Hill Road, Lee, County of Strafford, and State of New Hampshire.

*for consideration paid, grant to* Michelle Momenee (f/k/a Michelle D. Baver and Michelle Momenee-Duprie), a divorced person, of 1 Lee Hill Road, Lee, County of Strafford, and State of New Hampshire.

*with QUITCLAIM COVENANTS:*

**Tract I:**

A certain tract of land with buildings thereon, situate on the corner of Little River Road (road from Lee Hill to Northwood), Lee Hook and Wadleigh Falls Road in Lee, Strafford County and State of New Hampshire, bounded and described as follows:

Beginning at a point in the Southeasterly sideline of Little River Road, said point also being at the junction of the Northwesterly corner of the herein described premises with the Northeasterly corner of land formerly of Tuttle and now of Leonard Wenant; thence Northeasterly by the Southeasterly sideline of Little River Road to the Southwesterly sideline of Lee Hook Road; thence Easterly and Southerly by the Southwesterly sideline of Lee Hook Road to the Northwesterly sideline of Wadleigh Falls Road; thence Southwesterly by the Northwesterly sideline of Wadleigh Falls Road to the Northeasterly corner of land formerly of the Town of Lee and now of Ralph H. and Doris H. Granger; thence Northwesterly by land of said Granger a distance of two hundred ninety-seven (297) feet, more or less, to a stone bound; thence N 07° 13' W by land of said Granger a distance of three hundred ninety-three and six-tenths (393.06) feet to a stone bound at the Southwesterly corner of land formerly of Wenant and now of Robert K. and Rita M. Wolfe; thence Northeasterly by land of said Wolfe a distance of one hundred thirty-four (134) feet, more or less, to a stone bound; thence Northerly by land of said Wolfe a distance of one hundred thirty-four (134) feet, more or less, to a stone post at the



Southwesterly corner of land of Wenant; thence Northeasterly by land of said Wenant a distance of three hundred sixty-six (366) feet, more or less, to a stone bound; thence Northerly by land of said Wenant a distance of one hundred twenty-two (122) feet, more or less, to the point of beginning.

**Tract II:**

A certain parcel of land with any buildings thereon situate on the Southeasterly side of Mast Road in Lee, Strafford County, State of New Hampshire, bounded and described as follows:

Beginning at a point in the Southeasterly sideline of Mast Road, said point also being at the junction of the Northeasterly corner of the herein described premises with the Northwesterly corner of land of Durost; thence S 08° 45' E by land of said Durost a distance of one hundred twenty-two and no-tenths (122.0) feet to a corner; thence S 73° 15' W by land of said Durost a distance of twenty-two and no-tenths (22.0) feet to the Southeasterly corner of land of John A. Jr. and Karen G. Curtis; thence N 08° 45' W by land of said Curtis a distance of one hundred twenty-two and no-tenths (122.0) feet to the Southeasterly sideline of Mast Road; thence N 73° 15' E by the Southeasterly sideline of Mast Road a distance of twenty-two and no-tenths (22.0) feet to the point of beginning.

Meaning and intending to convey the same premises conveyed to James J. Duprie and Michelle D. Baver, by deed of Virginia B. Durost dated July 18, 1997, and recorded at Book 1939, Page 632, Strafford County Registry of Deeds.

This conveyance is pursuant to a Divorce Decree in the Matter of Michelle Momenee-DuPrie and James Momenee-DuPrie, Docket #01-M-958, Strafford County Superior Court, dated January 15, 2004 and therefore is exempt from tax stamps.

Signed this 17 day of February 2005.

  
James Duprie

STATE OF NEW HAMPSHIRE  
COUNTY OF Strafford

Feb. 17, 2005

Personally appeared James Duprie, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument and acknowledged that he executed the same for the purposes therein contained.

  
Christine S. Smith  
Notary Public, Strafford, New Hampshire  
My commission expires: 8/14/07

77 PG0480

BURNS, BRYANT,  
ROCKEFELLER  
DURKIN, P.A.  
ATTORNEYS AT LAW  
255 WASHINGTON ST.  
P.O. BOX 808  
DOVER, NEW HAMPSHIRE  
03821-0608  
603-742-2332

97 JUL 18 PM 3:05  
REGISTER OF DEEDS  
STRAFFORD COUNTY

009270

1939PG0632

LAW OFFICE  
OF  
JAMES H. SCHULTE  
680 CENTRAL AVENUE  
SUITE 103  
DOVER, NEW HAMPSHIRE  
03820

TEL 603-743-6300  
FAX 603-743-6400

WARRANTY DEED

**KNOW ALL MEN BY THESE PRESENTS**, That Virginia B. Durost, a single person, of One Lee Hill Road, Lee, Strafford County, State of New Hampshire for consideration paid, grant to James J. DuPrie, a single person, and Michelle D. Baver, a single person, as joint tenants with rights of survivorship, both of 93 Spinnaker Way, Portsmouth, Rockingham County, State of New Hampshire with **WARRANTY COVENANTS** the following:

**TRACT I:**

A certain tract of land with the buildings thereon, situate on the corner of Little River Road (road from Lee Hill to Northwood), Lee Hook and Wadleigh Falls Road in Lee, Strafford County and State of New Hampshire, bounded and described as follows:

Beginning at a point in the Southeasterly sideline of Little River Road, said point also being at the junction of the Northwesterly corner of the herein described premises with the Northeasterly corner of land formerly of Tuttle and now of Leonard Wenant; thence Northeasterly by the Southeasterly sideline of Little River Road to the Southwesterly sideline of Lee Hook Road; thence Easterly and Southerly by the Southwesterly sideline of Lee Hook Road to the Northwesterly sideline of Wadleigh Falls Road; thence Southwesterly by the Northwesterly sideline of Wadleigh Falls Road to the Northeasterly corner of land formerly of the Town of Lee and now of Ralph H. and Doris H. Granger; thence Northwesterly by land of said Granger a distance of two hundred ninety-seven (297) feet, more or less, to a stone bound; thence N 07° 13' W by land of said Granger a distance of three hundred ninety-three and six-tenths (393.06) feet to a stone bound at the Southwesterly corner of land formerly of Wenant and now of Robert K. and Rita M. Wolfe; thence Northeasterly by land of said Wolfe a distance of one hundred thirty-four (134) feet, more or less, to a stone bound; thence Northerly by land of said Wolfe a distance of one hundred thirty-four (134) feet, more or less, to a stone post at the Southwesterly corner of land of Wenant; thence Northeasterly by land of said Wenant a distance of three hundred sixty-six (366) feet, more or less, to a stone bound; thence Northerly by land of said Wenant a distance of one hundred twenty-two (122) feet, more or less, to the point of beginning.

Meaning and intending to convey the same premises conveyed to Virginia B. Durost and Walter N. Durost as joint tenants by Warranty Deed of Dale Underwood and Harriette Underwood dated June 23, 1964 and recorded at the Strafford County Registry of Deeds at Book 781, Page 480. The said Walter N. Durost deceased October 31, 1984. See Strafford County Probate No. A 21222.

**Tract II:**

A certain parcel of land with any buildings thereon situate on the Southeasterly side of Mast Road in Lee, Strafford County, State of New Hampshire, bounded and described as follows:

Beginning at a point in the Southeasterly sideline of Mast Road, said point also being at the junction of the Northeasterly corner of the herein described premises with the Northwesterly corner of land of Durost; thence S 08° 45' E by land of said Durost a distance of one hundred twenty-two and no-tenths (122.0) feet to a corner; thence S 73° 15' W by land of said Durost a distance of twenty-two and no-tenths (22.0) feet to the Southeasterly corner of land of John A., Jr. and Karen G. Curtis; thence N 08° 45' W by land of said Curtis a distance of one hundred twenty-two and no-tenths (122.0) feet to the Southeasterly sideline of Mast Road; thence N 73° 15' E by the Southeasterly sideline of Mast Road a distance of twenty-two and no-tenths (22.0) feet to the point of beginning.

Meaning and intending to convey the same premises conveyed to Walter N. Durost by Warranty Deed of Leonard O. Wenant and Louise F. Wenant dated August 26, 1968 and recorded at the Strafford County Registry of Deeds at Book 855, Page 289. See also Strafford County Probate No. A 21222 of Walter Durost.

Signed this 18th day of July, 1997.

*Virginia B. Durost*  
Virginia B. Durost

STATE OF NEW HAMPSHIRE  
STRAFFORD, SS.

Dated: July 18, 1997

Personally appeared Virginia B. Durost, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument and acknowledged that she executed the same for the purposes therein contained.

*Tammy A. Melnick*  
Justice of the Peace/Notary Public  
My commission expires: 8-25-98

STATE OF NEW HAMPSHIRE

DEPARTMENT OF REVENUE ADMINISTRATION

REAL ESTATE TRANSFER TAX

XXX1 THOUSAND XX9 HUNDRED AND X95 DOLLARS

7-18-97 269431 \$ 1995.00

VOID IF LITERED

TAMMY A. MELNICK, Notary Public  
My Commission Expires August 25, 1998

BK 1939PG0633

LAW OFFICE  
OF  
JAMES H. SCHULTE  
680 CENTRAL AVENUE  
SUITE 103  
DOVER, NEW HAMPSHIRE  
03820  
TEL 603-743-6300  
FAX 603-743-6400

1969 MAR 26 AM 11:06

# DEED OF WARRANTY

LEONARD O. WENANT and LOUISE F. WENANT, husband and wife,

855  
289

of Lee, Strafford County, State of New Hampshire, for consideration paid, grant to Walter N. Durost of said Lee, County of Strafford and State of New Hampshire

with WARRANTY covenants,

(Description and incumbrances, if any)

A certain parcel of land situate on the Southeasterly side of Mast Road in Lee, Strafford County and State of New Hampshire, and bounded and described as follows:

Beginning at a point in the Southeasterly sideline of Mast Road, said point also being at the junction of the Northeasterly corner of the herein described premises with the Northwesterly corner of land of Durost; thence S 08° 45' E by land of said Durost a distance of one hundred twenty-two and no-tenths (122.0) feet to a corner; thence S 73° 15' W by land of said Durost a distance of twenty-two and no-tenths (22.0) feet to the Southeasterly corner of land of John A., Jr. and Karen C. Curtis; thence N 08° 45' W by land of said Curtis a distance of one hundred twenty-two and no-tenths (122.0) feet to the Southeasterly sideline of Mast Road; thence N 73° 15' E by the Southeasterly sideline of Mast Road a distance of twenty-two and no-tenths (22.0) feet to the point of beginning.

Meaning and intending to convey a portion of the premises acquired by Leonard O. and Louise F. Wenant by deed dated December 30, 1966 and recorded in Strafford County Records, Book 823, Page 288.



And we, LOUISE F. WENANT and LEONARD O. WENANT, wife & husband, do hereby release to said Grantee all rights of

claim and homestead and other interest therein.

WITNESS our hands and seals this 26th day of August 68, 1968

Witness:

*A. Eleanor Keenan to Notary*

*Leonard Wenant*  
*Louise F. Wenant*

STATE OF NEW HAMPSHIRE  
STRAFFORD, ss.

LEONARD O. WENANT and LOUISE F. WENANT

Personally appeared and acknowledged the foregoing instrument to be their voluntary act and deed.

June-Aug 26, 19 68

Before me,

*A. Eleanor Keenan*  
Notary Public

EXAMINED BY: *Marjorie C. Holmes*

REGISTER

781  
480

WARRANTY DEED

DALE UNDERWOOD and HARRIETTE UNDERWOOD, husband and wife, of Lee, Strafford County and State of New Hampshire, for consideration paid, grant to WALTER N. DUROST and VIRGINIA B. DUROST, husband and wife, of Dunbarton, Merrimack County and State of New Hampshire, as joint-tenants with rights of survivorship, with WARRANTY covenants,

A certain tract of land with the buildings thereon, situate on the corner of Little River Road (road from Lee Hill to Northwood), Lee Hook and Wadleigh Falls Road in Lee, Strafford County and State of New Hampshire, and bounded and described as follows:

Beginning at a point in the Southeasterly sideline of Little River Road, said point also being at the junction of the Northwesterly corner of the herein described premises with the Northeasterly corner of land formerly of Tuttle and now of Leonard Wenant; thence Northeasterly by the Southeasterly sideline of Little River Road to the Southwesterly sideline of Lee Hook Road; thence Easterly and Southerly by the Southwesterly sideline of Lee Hook Road to the Northwesterly sideline of Wadleigh Falls Road; thence Southwesterly by the Northwesterly sideline of Wadleigh Falls Road to the Northeasterly corner of land formerly of the Town of Lee and now of Ralph H. and Doris H. Granger; thence Northwesterly by land of said Granger a distance of two hundred ninety-seven (297) feet, more or less, to a stone bound; thence N 07° 13' W by land of said Granger a distance of three hundred ninety-three and six-tenths (393.6) feet to a stone bound at the Southwesterly corner of land formerly of Wenant and now of Robert K. and Rita M. Wolfe; thence Northeasterly by land of said Wolfe a distance of one hundred thirty-four (134) feet, more or less, to a stone bound; thence Northerly by land of said Wolfe a distance of one hundred thirty-four (134) feet, more or less, to a stone post at the Southwesterly corner of land of said Wenant; thence Northeasterly by land of said Wenant a distance of three hundred sixty-six (366) feet, more or less, to a stone bound; thence Northerly by land of said Wenant a distance of one hundred twenty-two (122) feet, more or less, to the point of beginning.

Meaning and intending to convey a portion of the premises acquired by Dale and Harriette Underwood from Joseph D. and Blanch W. Hallinan by deed dated August 5, 1958 and recorded in Strafford County Records, Book 691, Page 324.

And we, HARRIETTE UNDERWOOD and DALE UNDERWOOD, husband and wife, release to said grantees our respective rights of dower, curtesy and homestead and other interest therein.

WITNESS our hands and seals this 23<sup>rd</sup> day of June, 1964.

Witness:

*John M. Sabour*  
Notary Public

*Dale Underwood*  
*Harriette Underwood*

THE STATE OF NEW HAMPSHIRE

STRAFFORD, SS.

June 23<sup>rd</sup>, 1964

Personally appeared the above-named DALE UNDERWOOD and HARRIETTE UNDERWOOD and acknowledged the foregoing instrument to be their voluntary act and deed. Before me,

*John M. Sabour*  
Notary Public



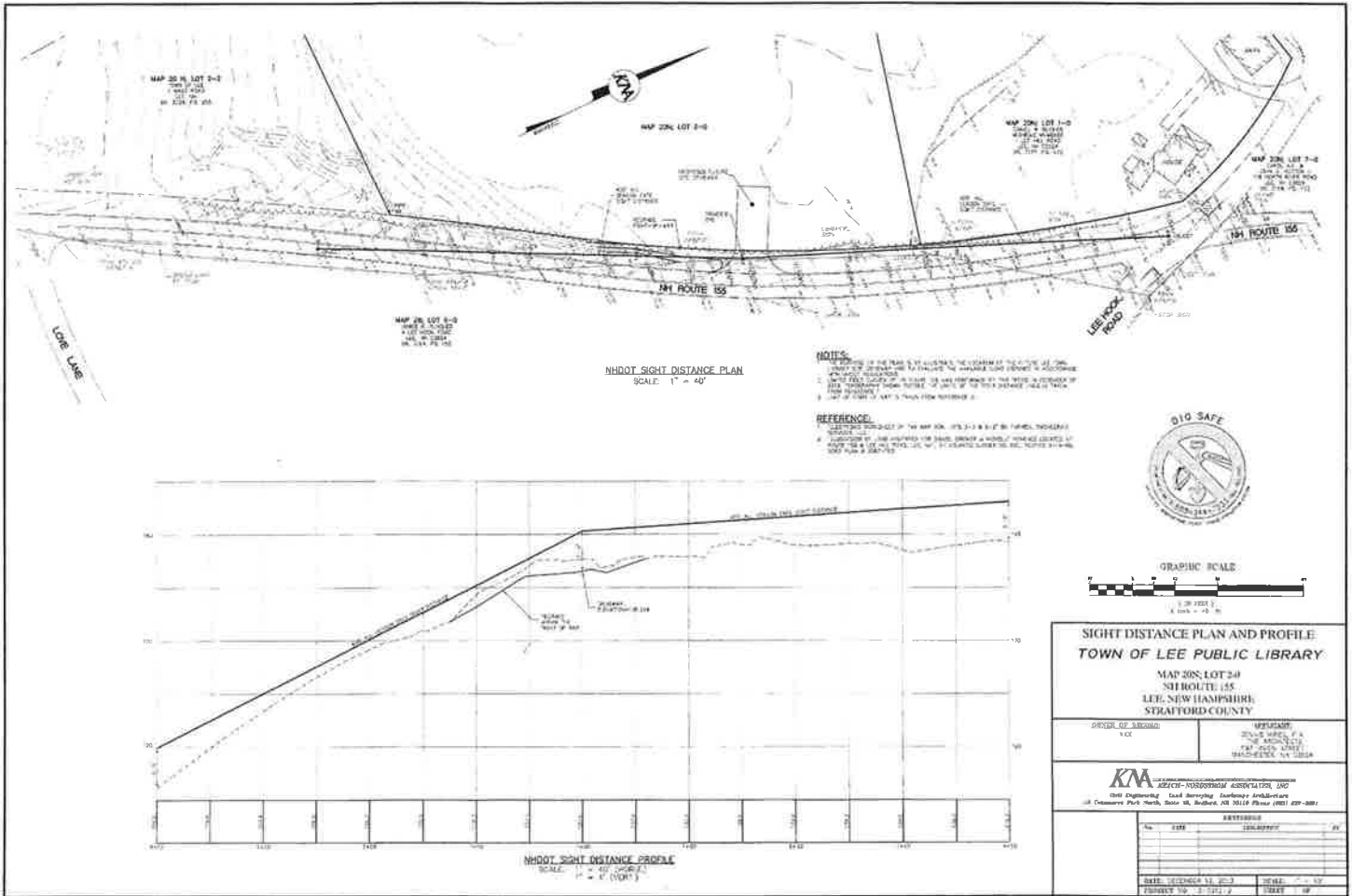
RECEIVED 8:30 A.M. JULY 24, 1964

EXAMINED BY  
\*\*\*\*\*

*Marjorie E. Holmes*

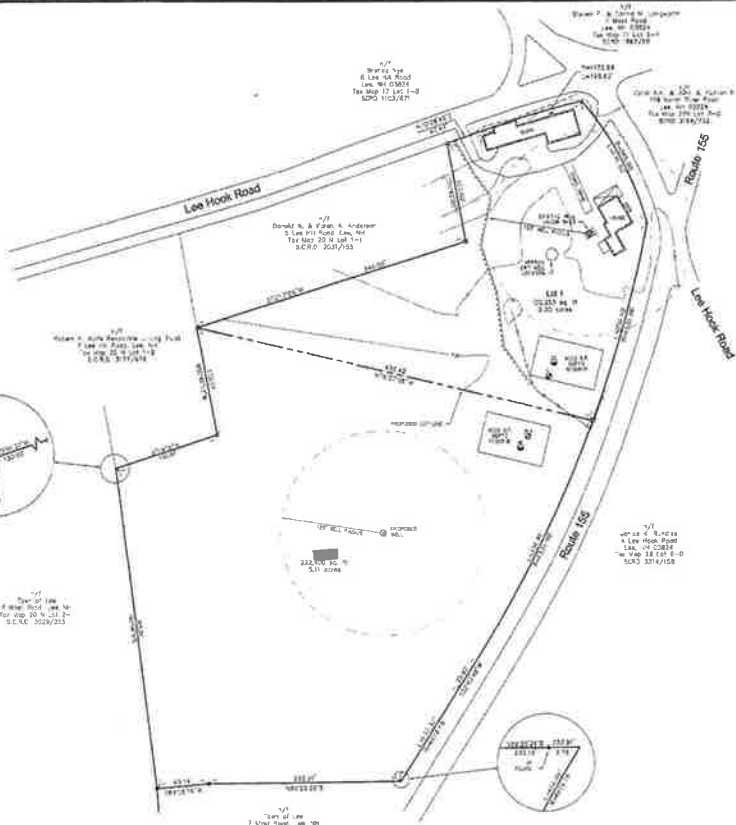
REGISTER







LOCATION MAP



LEGEND

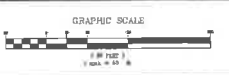
- SET 1/2" DIA. 100' X 20' CAP STAMPED "ATLANTIC S.S. MAY"
- PUBLIC WATER PIPE
- FENCED WITH 2x4-0
- UTILITY GALE
- /- NEW OR FORMERLY
- S.O.R. 3 SURVEYED COUNTY "EXISTING" OR "EXISTING"
- FENCE WALL
- FENCED WIRE FENCE
- EXISTING FENCE
- 1/2" DIRT/CLAY LINE
- BARRIERS NETWORK, V.E.

NOTES

1. RANDOM TRIANGULAR ERROR OF CLOSURE IS LESS THAN + PART 4, 12.000
2. OWNER OF RECORD: DALE A. SIOLEY & MICHELLE MOMENESE 1152-40-1000 LEE HILL ROAD LEE, NH 03824 VOL. 100, P. 102, 103 BOOK 1177, PAGE 48, 5 C.R.G.
3. ZONING REGULATIONS AND ZONING REQUIREMENTS ARE AS FOLLOWS:
  - a. ZONING DISTRICT IS RESIDENTIAL
  - b. MAXIMUM LOT SIZE IS 30,000 SQ. FT. DEVELOPABLE LAND
  - c. MINIMUM LOT FRONTAGE IS 300 FT.
  - d. BUILDING SETBACKS:
    - FRONT 35'
    - LEFT 25'
    - RIGHT 25'
4. THE SUBDIVISION REGULATIONS OF THE TOWN OF LEE ARE A PART OF THIS PLAN, AND APPROVAL OF THIS PLAN IS CONTINGENT UPON COMPLETION OF ALL REQUIRED POINTS OF THIS SUBDIVISION REGULATION, INCLUDING CITY VOTING RIGHTS MADE A PART OF THE RECORDING ATTACHED HERETO.
5. THESE DATA SUBDIVISION APPROVAL IS 11/20/05

PLANNING BOARD APPROVAL  
*[Signature]*

NO.	DATE	DESCRIPTION	BY	DATE	NO.	DATE	DESCRIPTION	BY	DATE
1	11/20/05	PREPARED	DM						
2	11/20/05	APPROVED	DM						
3	11/20/05	RECORDED	DM						



**ATLANTIC SURVEY CO., INC**  
 148 Mt. Road, Durham, New Hampshire 03824  
 603-552-8330

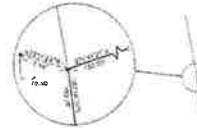
PROJECT # 03-155-8330  
 DATE: May, 2005  
 PREPARED BY: DM  
 CHECKED BY: DM  
 DATE: 05/17/05  
 SHEET 1 OF 1

**SUBDIVISION OF LAND**  
 PREPARED FOR:  
**Daniel Bricker & Michelle Momense**  
 Route 155 & Lee Hill Road, Lee, N.H.





LOCATION MAP



- LEGEND**
- ⊙ SET 1/2" x 1/4" ROD AND 1/2" CAP
  - ⊙ STAKE 1" x 1/2" x 1/2" x 1/2"
  - ⊙ FOUND IRON PIPE
  - ⊙ FOUND IRON BENCH
  - ⊙ L.I.T. BOX
  - ⊙ L.C.A. OR FORMER
  - ⊙ S.I.A. - DIMENSIONS GIVEN BETWEEN OR ACROSS
  - STAKE WALL
  - BRICK OR CONCRETE
  - BRICK OR CONCRETE
  - BRICK OR CONCRETE
  - BRICK OR CONCRETE
  - BRICK OR CONCRETE

- NOTES**
1. FOUND IRON PIPE OF COURSE IS LESS THAN 1/4" x 1/2" x 1/2"
  2. CORNER OF RECORD
  3. PALE = BRICKER & MICHELLE MOMENE
  4. LEE HILL ROAD
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PLANNING BOARD APPROVAL

*[Signature]*

NO.	DATE	DESCRIPTION	BY	CHKD.



**ATLANTIC SURVEY CO., INC.**

128 WEST ROAD, DUNHAM, NEW HAMPSHIRE 03824

603-850-9330

DATE: May, 2005

PREPARED BY: [Signature]

DESIGNED BY: [Signature]

PLANNED BY: [Signature]

SHEET 1 OF 1

**SUBDIVISION OF LAND**

PREPARED FOR:

**Daniel Bricker & Michelle Momene**

LOCATED AT:

**Route 155 & Lee Hill Road, Lee, N.H.**



George Bennett Rd

Mast Rd

N River Rd

Lee Rd

## **PAY IN LIEU OF VACATION**

### **Current Policy**

At the discretion of the Board of Selectmen, employees with more than ten (10) years of service who receive at least fifteen (15) days of earned vacation per year may elect to work during one (1) week of vacation and receive regular earnings as well as vacation pay. There is no other provision for an employee to cash in vacation for pay in lieu of time off. Employees having vacation accruals must submit a request in writing to the Board of Selectmen through their Department Head. Vacation time may not be taken in advance of being earned.



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

Office Use Only

Meeting Date: September 29, 2014

Agenda Item No. 6

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**9/29/2014**

**Agenda Item Title: Smoking Policy**

**Requested By: Julie Glover, Town Administrator**

**9/22/2014**

**Contact Information: 603-659-5414**

**Presented By: Julie Glover**

**Description: The current Smoking Policy does not prohibit other forms of tobacco (such as chewing tobacco.) The newly proposed language has been reviewed by the attorney at Primex; changes are highlighted.**

**Financial Details: n/a**

**Legal Authority NH RSA 41:8;**

**Legal Opinion: See attached**

**REQUESTED ACTION OR RECOMMENDATIONS:**

**Motion: Move to accept the new Smoking Policy language as presented and place this section into effect immediately.**

## SMOKING POLICY

*Revisions 9/24/14 by Atty. Mike Ricker, PRIMEX*

**BACKGROUND AND PURPOSE:** The Town of Lee is committed to providing a healthy, comfortable, professional and productive work environment for our employees and the citizens with whom they interact. ~~This goal can be achieved only through ongoing efforts to protect nonsmokers and to help employees adjust to restrictions on smoking.~~ According to NH RSA 155:64 et seq. (Indoor Smoking Act), smoking is prohibited in all enclosed places of public access and publicly owned buildings and offices, including work places.

**POLICY:** The Town of Lee prohibits smoking and any other use of tobacco products in all enclosed places of public access and publicly owned buildings and offices, including work places and vehicles. Smoking and tobacco product use is also prohibited during work time, which does not include approved breaks. Tobacco products include but are not limited to cigarettes, cigars, bidi cigarettes, smokeless tobacco, snuff, pipe tobacco, and chewing tobacco.

SMOKING AND ANY OTHER USE OF TOBACCO PRODUCTS IS PROHIBITED THROUGHOUT ALL TOWN BUILDINGS AND VEHICLES AND DURING WORKING HOURS.

1. Department Heads may designate a limited outdoor smoking and tobacco product use area for their facilities, well away from any means of entrance and egress.
2. The designated smoking and tobacco product use areas shall be used only during approved breaks, and not during work time.
3. In the event an employee has a legitimate medical condition related to nicotine dependency, the Town will consider requests for reasonable accommodations such as reasonable additional approved breaks, use of nicotine gum at work, time off for medical treatment, etc.
4. Smoking and tobacco product use shall not result in unsanitary work conditions, litter or unprofessional hygiene while on duty.

Discipline may be imposed according to the procedures outlined in this Policy for an employee who violates this Policy ~~willfully continues to smoke in a no-smoking area.~~

**Town of Lee**  
**Property Transaction Environmental Site Assessments, Site Investigative Services, and Remedial Phase Services - Request for Proposal**

The Town of Lee <sup>Select</sup> Board of <sup>(Town)</sup> Selectmen invites you to submit a proposal for the performance of environmental site assessment, investigation and remedial services. The services to be provided will include due diligence Phase I and possibly Phase II site investigations of properties prior to acquisition, <sup>or</sup> sale, or condemnation. ~~Projects will, in some cases, also include other services such as remedial investigation, feasibility study, cost estimation, geotechnical investigation, work plan preparation, environmental engineering, site inspection, remedial services and pollution prevention and sustainability services.~~ The scope of Phase II investigations and other additional services will be determined on a site specific basis when needed. (See Section 8.B. for required time and materials rate information that will be used for services other than Phase I site assessments.)

DO NOT EXCLUDE PERSONS FROM THE SHOP IN E.S.A.'S

The Town will request individual project proposals for services other than a Phase I from the Consultant. All projects will be budgeted and funded on an individual and as-needed basis based on work scope and cost proposals submitted by the Consultant to the Town. The Town may request proposals from more than one consultant for any project. Project proposals will be provided by the consultant at no cost to the Town.

The agreement will be managed by the Town Administrator ~~and Building Inspector~~. The term of the agreement is from the date of agreement execution with a one-year term, and a two-year renewal is possible if mutually agreed upon in writing. We ask that you address the following seven areas when preparing your proposal:

1. Site Assessment Approach

Please provide a statement or decision flow chart reflecting your firm's approach to the environmental site assessment process and how that approach may vary depending on property specific needs.

2. Phase I Environmental Site Assessment Experience

A brief discussion of your firm's environmental site assessment experience, including the number of assessments performed annually, in the State of New Hampshire. Identify municipalities for which you have or are currently approved to perform Phase I Site Assessments and list any municipalities that you have worked with in the last four years.

3. Phase I Environmental Site Assessment Scope of Services

The proposal submission should identify services that will be provided to comply with Phase I Environmental Site Assessments (ESAs) in general conformance with the USEPA standard for All Appropriate Inquiries (AAI) cited under 40 CFR Part 312 and ASTM Standard E 1527-13. Provide an outline of your Phase I ESA report formats and discuss report quality control mechanisms.

For purposes of your proposal <sup>describing the important elements of the site</sup> assume that for each site assessment a draft report that will include a <sup>scaled</sup> site drawing and site photographs and be submitted in PDF format for review by the Town Administrator prior to finalization. All final reports will be provided to the Town of <sup>in strict confidentiality</sup>



THIS IMPLIES A SURVEY

~~BOARD of selectmen~~ as hard copy

See in PDF format as well, and the number of final hard copies will be determined on a project specific basis. Identify all databases and information sources that will be reviewed and the process that will be followed for each Phase I ESA. The Town will, in most cases, be able to provide some pertinent information such as deed histories, tax maps, and permit information at the start of each assessment. Phase I ESA must be in general conformance with the USEPA standard for All Appropriate inquiries (AAI) cited under 40 CFR Part 312 and per ASTM Standard E 1527-13, but must reflect common local practices, such as the identification of suspect asbestos-containing materials.

#### 4. Phase II Investigation and Additional Services

Briefly discuss your firm's capabilities, experience, and qualifications for each of the service areas listed below. Distinguish between in-house and subcontracted services. If possible and where applicable, please provide the names and qualifications of subcontractors that your firm anticipates would be used for these services.

- a. Geophysical Survey Methods
- b. Soil Gas & Vapor Intrusion Investigations & Mitigation Systems
- c. Indoor Air Quality Monitoring
- d. Underground Storage Tanks Leak Detection, Tank Closure Assessments, etc.
- e. Asbestos (ACM) Identification and Sampling
- f. Ionizing Radiation Detection
- g. Monitoring Well/Soil Test Boring Installation
- h. Boreole Geophysical Investigations, Membrane Interface Probe, and DNAPL Site Characterization
- i. Health Risk Assessments
- j. Feasibility Studies & Cost Analyses for Site Remediation and Geotechnical Conditions
- k. Community Participation Planning & Community Relations
- l. Industrial Hygiene & Health and Safety Planning
- m. Sampling of Soil, Air, Groundwater, Surface Water, Sediments and Wastes
- n. Laboratory Analyses of Environmental Samples
- o. Groundwater Modeling
- p. Remedial Design, Remedial Work Plans, and Corrective Action Plans
- q. Interim Remedial Measures and Remedial Actions
- r. Site Management Plans and Environmental Management Plans
- s. Topographic and boundary surveys
- t. Geotechnical, Utility & Structural Engineering Services
- u. GPS and GIS Data Collection, Mapping, and two and three-dimensional Modeling Applications
- v. Opinion of Probable Cost Reports
- w. Pollution Prevention and Sustainability Assessment Services

#### 5. Project Staff

The proposal must include resumes of the individuals who would perform and manage the Phase I and Phase II services for the Town. Identify the roles of the staff that would be involved.

## 6. References

Please provide three recent client references and telephone numbers for individuals that can comment on your firm's capabilities in the performance of Phase I assessments and the additional services listed in item 4. In addition, please include a list of other federal, state, or local agencies or governments that the consultant has been retained by and where the firm has performed Phase I ESA or Phase II ESA's, or other additional environmental services listed above. The references should be able to comment on as broad a range of Phase I, Phase II and additional services as possible.

## 7. Scheduling and Workload

Please indicate a commitment that your firm could provide contractually for the number of working days that would be required from an initial Town request for a Phase I site assessment to the delivery of a Phase I report to the Town. State any assumptions you feel are necessary. Given your current and projected workload, indicate the maximum number of Phase I site assessments that you could perform simultaneously for the Town and still meet the stated contractual time commitment for delivery of Phase I reports.

## 8. Fee Proposal

It is not possible for the Town to provide a detailed scope of work, particularly for Phase II level work. Therefore, we request time and material cost information that your firm would propose for the performance of the Phase II services. Please submit a unit price proposal for the performance of individual Phase I site assessments. We have provided a Fee Proposal Form in Attachment 1. Complete all applicable portions of the Fee Proposal Form and submit the form with your technical proposal. You may add additional titles or equipment to the form.

### A. Unit Price Quote for Phase I Assessments (Optional)

The Town is interested in receiving a unit price quote(s) for individual Phase I ESAs. The unit price quote is desirable for budgetary purposes. It is assumed that the real costs for a particular Phase I site assessment performed under a unit price arrangement could be less or more than the unit price quote. The quote, therefore, should represent a reasonable "average" level of effort to complete a Phase I ESA. The unit price quote should be for all services that you identified in the Phase I scope of services in Item 3, including completion of the final report. Assume that Unit Rate prices will remain the same for the first full year the professional services agreement.

### B. Time and Materials Rates

Please provide proposed rates for investigation, engineering and remedial services: (Assume that labor rates, subcontractor management fees, and rental rates remain the same for the first full year of the professional services agreement.)

#### 1. Labor Rates

Identify hourly rates of the management and technical personnel that would provide Phase I and Phase II services. The labor rates must include indirect costs and profit. Additional titles and rates may be provided.

#### 2. Subcontractor Management Fees

Indicate any management fees, as percentage markups, that are proposed to be applied to subcontracted work.



### 3. Rental Rates

For site assessment equipment that are not owned in-house please indicate rental rates that would be charged and the amount of any proposed mark-up or service charge.

#### Proposal Evaluation

The Town will evaluate proposals submitted by the deadline and consider the narrative project approach and description for the services identified in this RFP, staff qualifications and experience, the proposer's level of experience and qualification relative to the required services identified in this RFP, and the competitiveness of the proposed rates. Selection decisions will not be based solely on price. The Town may request additional information from proposers as necessary to assist the Town in evaluating a proposal. The Town may also request an interview with the proposer in order to further evaluate the proposal and firms qualifications. Selection of a consultant for a professional services agreement is subject to approval and authorization by the Lee Board of Selectmen. The Town may execute agreements with more than one company.

#### Additional Information

Assume all reports, data packages, correspondences and deliverables must be submitted in both a hard copy report and an electronic copy (in PDF format). The Town will determine the number of draft and final hard copies on a project by project basis but in all instances the Town will require an electronic file in PDF format of all work products.

No pre-proposal information meeting will be held for this RFP.

Proposals and all materials submitted with the proposal shall become the property of the Town. If any proprietary information is submitted with the proposal it must be clearly identified and a request to keep such information confidential must be submitted along with the proposal.

The selection of a consultant is within the Town's sole discretion, and the Town is under no obligation to provide reasons for rejection or acceptance of proposals. The Town reserves the right to withdraw the RFP or to reject any or all proposals. The submission of a proposal in no way creates an obligation on the part of the Town to contract with the submitter and creates no liability on the Town for any costs incurred in preparing a proposal.

**Five copies of the submission for this RFP are to be delivered to the Selectmen's office, Town Hall, 7 Mast Road, Lee NH 03861 by XXX PM on XX/XX/2014. Please contact Julie Glover via email at townadministrator@leenh.org with any questions about this RFP solicitation.**

Any substantive changes to this RFP made subsequent to the date of issuance will be shared with all potential proposers receiving the RFP and will be on the Town's web page.

*select*  
*), and all data and information become the sole property of the Town.*  
*Board's*

**ATTACHMENT 1**

**Fee Proposal Form**

**You are requested to provide unit rate fees for the following labor, subcontractor and expense categories:**

**A. Unit Price Fees for Phase I Environmental Site Assessments in accordance with ASTM Practice E1527-13, or most recent version, and common local practice.**

Depending on current site uses, the Consultant proposes the following unit rates for the type of properties listed for the performance of Phase I environmental site assessments (Note: These unit rates must include the costs of a kick-off and closure meeting with Town staff.)

Cost for EPA AAI  
(All Appropriate Inquiries)

- |  |          |
|--|----------|
| 1. Vacant Land                                 | \$ _____ |
| 2. Small Commercial (25,000 sq. ft. or less)   | \$ _____ |
| 3. Large Commercial (More than 25,000 sq. ft.) | \$ _____ |
| 4. Gas Station, Auto Repair                    | \$ _____ |
| 5. Mobile Home                                 | \$ _____ |
| 6. Single Family Home                          | \$ _____ |

**B. Time and Materials Rates for investigation, engineering and remedial services**

For services beyond the scope of Phase I assessments the consultant proposes the following time and material restrictions that shall apply to payment requests:

1. Labor Rates (Not-to-exceed rates including Consultant overhead and profit through at least the first year of the agreement.)

<u>Title</u>	<u>Maximum Hourly Rate</u>
Associate	\$ _____
Project Manager	\$ _____
Senior Professional	\$ _____
Professional	\$ _____
Specialist (i.e. Assessor)	\$ _____
Technician	\$ _____
Non-Technical	\$ _____

2. Subcontractor Fees

The Consultant proposes to mark up the costs of subcontractor services by \_\_\_\_\_%.

### 3. Rental Rates

Equipment not owned by the Consultant shall be provided at current commercial rates and, if leased, will be billed at cost plus a \_\_\_\_\_% service charge. No such equipment may be used without prior approval of the Town. Please identify below any equipment that you anticipate using for which this provision may apply:

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**REQUEST FOR PROPOSALS  
INDEPENDENT AUDIT SERVICES  
LEE, NEW HAMPSHIRE**

**A. INTRODUCTION**

The Town of Lee, NH, requests qualified independent Certified Public Accountants to present proposals to perform financial audits for a three year period commencing with the audit of the fiscal year ending June 30, 2015 in accordance with generally accepted auditing standards as set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards, the provisions of the federal Single Audit Act, US Office of Management and Budget (OMB) Circular A-133 Audits of State and Local Governments, and the specifications listed below.

**B. GENERAL INFORMATION**

The Town of Lee (pop. 4,330) has an operating budget of approximately \$3,664,000 and a Capital Improvement Project budget of \$392,000. The Town uses the following fund types: General, Special Revenue, Capital Projects, Trust and Agency Funds as well as General Long-Term Debt Account Groups. Lee employs 22 full-time, seven regular part time and several on-call firefighters.

The Finance Office currently uses Quickbooks but is in the process of converting to Tyler Technologies' Infinite Visions and expects to be online by April 2015. The Town Clerk/Tax Collector uses Avitar and Interware.

The Town operates on a July 1 – June 30 fiscal year basis. The base year to be audited will be the fiscal year ending June 30, 2015. The Town is also interested in a multi-year proposal, which would include the fiscal years ending June 30, 2016 and 2017. Audit services for future years are subject to annual review and will be dependent on satisfactory completion of the prior year's audit.

Questions concerning this request should be directed to:

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

Phone - 603-659-5414  
E-mail – townadministrator@leenh.org

The Town reserves the right to negotiate with the successful Proposer for an extension of the professional relationship beyond the initial three-year contract period.

**C. PROPOSAL FILING AND REVIEW PROCESS**

Sealed proposals shall be mailed or delivered to the Town Administrator at the address listed above on or before 4:00 pm on **XX/XX/XXXX**. Faxed or email proposals will not be accepted.

Proposals shall be submitted in a sealed envelope, addressed to the Town of Lee at the above address, bearing on the outside the name of the Proposer and clearly captioned "Proposal for Audit Services." Proposals will become part of the Town's files without obligation on the Town's part.

Awards shall be made on the basis of the proposal that, in the opinion of the Town, is in the best interest of the Town and any award made will be made to the firm, which, in the opinion of the Town, is best qualified. The Town reserves the right to reject any and all proposals.

During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information for clarification from Proposers, or to allow corrections of errors or omissions. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

#### **D. REVIEW CRITERIA**

Review of all proposals will include but not be limited to an assessment of the responsiveness of the proposal to the criteria set forth herein and to professional standards by clearly stating an understanding of the work to be performed. Examples of such include but are not limited to the following:

- Samples of work and reports furnished.
- Appropriateness and adequacy of proposed procedures.
- Orderliness of presentation for ease of comprehension.
- Necessity of procedures.
- Reasonableness of time estimates.
- Appropriateness of assigned staff levels.
- Timeliness of expected completion.
- An assessment of the technical experience of the firm and qualifications of the staff.

#### **E. THE PROPOSAL ELEMENTS**

The Proposal shall:

- a. List the location of office out of which the audit will be served;
- b. Identify the size of the Proposer's firm and its experience with municipal government agencies in matters pertaining to financial audits
- c. Name a minimum of three (3) references of New Hampshire municipalities previously served;
- d. Include a program and schedule of audit activities to be conducted, estimated number of hours and a resume and time schedule of personnel expected to service the account;
- e. Identify and list the experience and qualifications of staff to be assigned to the audit;
- f. State the maximum fee for which the audit services will be perform for each of the three (3) fiscal years starting with FY 2015. The fee shall include all costs for which the firm expects to be compensated. This statement shall include the payment terms and discount features, if any. Payment terms to stipulate that final payment is not due until after all reports have been delivered to and accepted by the Town. Any fee proposal selected shall be on a not-to-exceed basis;

- g. Be signed by an official authorized to bind the firm;
- h. Specifically note any exceptions to the RFP of the service to be provided by the firm, and/or any service to be provided by the firm not mentioned in the RFP;
- i. Include an affirmative statement that it is independent of the Town of Lee as defined by generally accepted accounting standards.

## **F. AUDIT**

**Scope:** The audit will include the balance sheets of the Town's various fund types and account groups and the related statements of revenues, expenditures, and changes in fund balance for the year ended. The audit will be made in accordance with generally accepted auditing standards; and will include tests of the accounting records of the Town. The combining individual fund and account group financial statements and schedules will be subject to the auditing procedures applied to the combined financial statements.

Procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, and banks.

Auditor will be expected to retain for a minimum of three (3) years all working papers and other materials created, used, or obtained during the performance of their audit services. Such retention will be at the auditor's expense and with the expectation of responding to the reasonable inquiries of successor auditors. The selected auditor will be required to make retained materials available upon request of the Town of Lee.

The Town views its engagement of an audit firm as an ongoing professional relationship in which the firm is expected to:

- Be available for consultation by phone or email inquiries during course of year. The proposal shall specify any limitations and additional charges, if any, for such services and the basis on which they accrue;
- Advise and inform through the term of the agreement on questions, practices and procedures for handling various accounting activities; and
- Advise the Town of any significant changes in governmental accounting procedures, as they become aware of them as they may materially affect the financial statements and accounting procedures.

### ***Reports to be Issued:***

1. A report on the fair presentation of the financial statements in conformity with the most recently adopted generally accepted accounting principles (GAAP) as interpreted by the Government Accounting Standards Board (GASB), NH Department of Revenue Administration rules Rev 1700 and Rev 1900, and any other appropriate governmental measure. The selected auditor will be responsible for insuring acceptance of the final audit report by state and/or federal agencies.
2. A Single Audit report on the schedule of federal financial assistance, if necessary.

3. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
4. A report on compliance with applicable laws, regulations and internal practices and areas for strengthening internal controls and operating efficiencies.
5. Completion of the "Annual City/Town Financial Report" (MS-5) for submission to the NH Department of Revenue Administration.
6. Final, unqualified auditor's reports, or if qualified, specify why, and General Purposes Financial Statements with supporting schedules (10 copies, 8 ½ X 11")
7. Management Letters (8 copies, 8 ½ X 11");
8. One complete copy in media format.

Draft copies of the reports mentioned in this section must be presented to the Town for its review and comment prior to publication. At the conclusion of the audit, an exit conference will be held with the Town Administrator and Finance Officer to review any adjusting entries to be made and any findings and/or recommendations arising from that year's audit;

The final report shall be completed before the first (1<sup>st</sup>) of October following the close of the fiscal year being audited.

***Nature of Town's Assistance to Auditor during Audit:***

Town staff agrees to render all feasible assistance to the audit firm and shall respond promptly to requests for information, provide all necessary books and records, and provide physical facilities required by the firm for the expeditious conduct of the engagement.

**TITLE III  
TOWNS, CITIES, VILLAGE DISTRICTS,  
AND UNINCORPORATED PLACES**

**CHAPTER 31  
POWERS AND DUTIES OF TOWNS**

**Miscellaneous**

**Section 31:91**

**31:91 Soliciting Funds.** – The right to grant permits for soliciting funds for charitable purposes and for the sale of tags, flowers or other objects for charitable purposes shall be vested in the mayor and aldermen of a city or the selectmen of towns.

**Source.** 1923, 121:1. PL 42:70. RL 51:89. RSA 31:91. 1955, 270:1, eff. July 22, 1955.



# MEMO

**TO:** Julie Glover  
Town Administrator  
Town of Lee

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

**DATE:** September 21, 2014

**RE:** 2014 MS-1 Form

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Attached is the 2014 MS-1 report form. On the attached spreadsheets, I have provided a comparison of net taxable assessing information for the past several years as well as comparison breakdown of the various categories for 2013 and 2014 tax years, so that you may have a better idea of where the actual changes are occurring.

The current use assessments changes are a result of applying updated DRA pricing rates. The other change in land assessments are the result of corrections, subdivisions, lot line adjustments etc. The change in building values is mainly a result of the continuing permit changes while the utility value change is from DRA update. The total exemption amount remained constant and as such the result is a net taxable increase of roughly \$2,300,000 or roughly .50%. This is typical to what I have seen in other communities, which have had assessment changes in the .25% to the 2.0% range due to the general economy and real estate market of the region.

I hope this information is helpful and if you have any questions or desire a meeting to discuss this or any other matter, please let me know.

	13 VALUE	14 VALUE	\$ CHANGE	% CHANGE
<b>LAND</b>				
CURRENT USE	\$951,103	\$937,632	-\$13,471	-1.42%
CONSERVATION RESTRICTION	\$29,124	\$29,124		
DISCR. ESMNT	\$0			
DISCR. PRES ESMNT	\$8,000	\$6,300	-\$1,700	-21.25%
FARM STRUCT & LAND UNDER RSA 79F	\$0			
RES LAND	\$113,812,400	\$114,151,100	\$338,700	0.30%
COMM/INDUST LAND	\$16,906,600	\$16,846,400	-\$60,200	-0.36%
<b>TAXABLE LAND</b>	<b>\$131,707,227</b>	<b>\$131,970,556</b>	<b>\$263,329</b>	<b>0.20%</b>
EXEMPT LAND	\$10,195,800	\$8,584,939	-\$1,610,861	-15.80%
<b>BLDG</b>				
RESIDENTIAL	\$243,852,032	\$245,173,144	\$1,321,112	0.54%
MOBILE HOME	\$5,601,800	\$5,574,600	-\$27,200	-0.49%
COMM/INDUST	\$36,859,300	\$37,236,000	\$376,700	1.02%
DISC PRES ESEMNT	\$46,968	\$47,756	\$788	1.68%
FARM STRUCT RSA 79F	\$0	\$0		
<b>TAXABLE BLDGS</b>	<b>\$286,360,100</b>	<b>\$288,031,500</b>	<b>\$1,671,400</b>	<b>0.58%</b>
EXEMPT BLDGS	\$7,868,000	\$7,908,700	\$40,700	0.52%
UTILITIES	\$6,041,000	\$6,415,000	\$374,000	6.19%
<b>TAXABLE VALUE BEFORE EXEMPTIONS</b>	<b>\$424,108,327</b>	<b>\$426,417,056</b>	<b>\$2,308,729</b>	<b>0.54%</b>
DISABLED VETS	\$234,000	\$234,000		
IMPROVEMENTS TO ASSIST DEAF	\$0	\$0		
IMPROVEMENTS TO ASSIST DISABLED	\$4,400	\$4,400		
SCHOOL	\$0	\$0		
WATER/AIR POLLUTION	\$0	\$0		
<b>MODIFIED ASSESSMENT</b>	<b>\$423,869,927</b>	<b>\$426,178,656</b>	<b>\$2,308,729</b>	<b>0.54%</b>
BLIND EXEMPTION	\$15,000	\$15,000		
ELDERLY EXEMPTION	\$9,284,146	\$9,285,124	\$978	0.01%
DEAF EXEMPTION	\$0	\$0		
DISABLED EXEMPTION	\$0	\$0		
WOOD HEAT EXEMPTION	\$0	\$0		
SOLAR EXEMPTION	\$0	\$0		
WIND EXEMPTION	\$0	\$0		
ADDITIONAL SCHOOL	\$0	\$0		
<b>EXEMPTION TOTAL</b>	<b>\$9,299,146</b>	<b>\$9,300,124</b>	<b>\$978</b>	<b>0.01%</b>
<b>NET TAXABLE VALUE</b>	<b>\$414,570,781</b>	<b>\$416,878,532</b>	<b>\$2,307,751</b>	<b>0.56%</b>
VET TAX CREDIT	\$63,375	\$90,200	\$26,825	42.33%
SURVIVING SPOUSE	\$0	\$0		
DISBALED VET TAX CREDIT	\$4,200	\$4,200	\$0	0.00%

<b>TAX YEAR</b>	<b>ASSESSMENT</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>	
2005	\$397,188,654			
2006	\$495,548,668	\$98,360,014	24.76%	REVAL
2007	\$484,775,635	-\$10,773,033	-2.17%	
2008	\$487,700,712	\$2,925,077	0.60%	
2009	\$494,138,873	\$6,438,161	1.32%	
2010	\$494,622,829	\$483,956	0.10%	
2011	\$408,425,460	-\$86,197,369	-17.43%	REVAL
2012	\$411,991,167	\$3,565,707	0.87%	
2013	\$414,570,781	\$2,579,614	0.63%	
2014	\$416,878,532	\$2,307,751	0.56%	
<b>* ASMNT = TAXABLE VALUE AFTER EXEMPTIONS</b>				



## SUMMARY INVENTORY OF VALUATION

Submit to the Department of Revenue Administration by September 1

### Instructions

Note: for ease of use please begin at the last section and work backwards

**REPORTS REQUIRED:** RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

**NOTE:** The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7. Please complete all applicable pages and refer to the instructions for individual items.

### For Assistance Please Contact:

**DRA Municipal and Property Division**  
Phone: (603) 230-5950  
<http://www.revenue.nh.gov/mun-prop/>

### ENTITY'S INFORMATION ?

Entity Type:  Municipality  Village

Municipality:  County:  Original Date:   
Revision Date:

### ASSESSOR

Assessor's Name

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.

### MUNICIPAL OFFICIALS

Municipal Official 1

Municipal Official 2

Municipal Official 3

Municipal Official 4

Municipal Official 5

Municipal Official 6

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

### PREPARER'S INFORMATION

Preparer's Name

Phone Number

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.

Email (optional)



**Municipality Values**

**Value Land Only (Exclude amount listed in lines 3A, 3B and 4) ?**

		<b>Number of Acres</b>	<b>Assessed Valuation</b>
1-A	Current Use (At current values) RSA 79-A ?	7,043.51	\$937,632
1-B	Conservation Restriction Assessment RSA 79-B ?	162.96	\$29,124
1-C	Discretionary Easements RSA 79-C ?		
1-D	Discretionary Preservation Easements RSA 79-D ?	0.4	\$6,300
1-E	Taxation of Land Under Farm Structures RSA 79-F ?		
1-F	Residential Land (Improved and Unimproved) ?	3,323.95	\$114,151,100
1-G	Commercial/Industrial Land (excluding Utility Land) ?	541.01	\$16,846,400
1-H	<b>Total of Taxable Land ?</b>	<b>11,071.83</b>	<b>\$131,970,556</b>
1-I	Tax Exempt and Non-Taxable Land ?	1,073.78	\$8,584,939

**Value Buildings Only (Exclude amount listed in lines 3A and 3B) ?**

		<b>Number of Structures</b>	<b>Assessed Valuation</b>
2-A	Residential ?		\$245,173,144
2-B	Manufactured Housing as defined in RSA 674:31 ?		\$5,574,600
2-C	Commercial/Industrial (excluding Utility buildings) ?		\$37,236,000
2-D	Discretionary Preservation Easements RSA 79-D ?	10	\$47,756
2-E	Taxation of Farm Structures RSA 79-F ?		
2-F	<b>Total of Taxable Buildings ?</b>		<b>\$288,031,500</b>
2-G	Tax Exempt and Non-Taxable Buildings ?		\$7,908,700

**Utilities and Timber ?**

		<b>Assessed Valuation</b>
3-A	Utilities ?	\$6,415,000
3-B	Other Utilities ?	
4	Mature Wood and Timber RSA 79:5 ?	

**5) Valuation before Exemptions (Total of lines 1H, 2F, 3A, 3B and 4) ?**

		<b>\$426,417,056</b>
--	--	----------------------



**Exemptions**

		Total # Granted	Assessed Valuation
6	Certain Disabled Veterans (RSA 72:36-a) ?	1	\$234,000
7	Improvements to Assist the Deaf RSA (72:38-b V) ?		
8	Improvements to Assist Persons with Disabilities (RSA 72:37-a) ?	2	\$4,400
9	School Dining/Dormitory/Kitchen Exemption (RSA 72:23-IV) ?		
10a	Non-Utility Water & Air Pollution Control Exemption (RSA 72:12-a) ?		
10b	Utility Water & Air Pollution Control Exemption (RSA 72:12-a) ?		
<b>11) Modified Assessed Valuation of all Properties (Line 5 minus lines 6,7,8,9,10a,10b) ?</b>			<b>\$426,178,656</b>

**Summation of Exemptions ?**

		Amount Per Exemption	Total # Granted	Assessed Valuation
12	Blind Exemption (RSA 72:37) ?	\$15,000	1	\$15,000
13	Elderly Exemption (RSA 72:39-a & b)		68	\$9,285,124
14	Deaf Exemption (RSA 72:38-b) ?			
15	Disabled Exemption (RSA 72:37-b) ?			
16	Wood Heating Energy Systems Exemption (RSA 72:70) ?			
17	Solar Energy Systems Exemption (RSA 72:62) ?			
18	Wind Powered Energy Systems Exemption (RSA 72:66) ?			
19	Add'l School Dining/Dormitory/Kitchen Exemptions (RSA 72:23 IV) ?			
<b>20) Total Dollar Amount of Exemptions (sum of lines 12-19)</b>				<b>\$9,300,124</b>

**Calculations**

21 NET VALUATION: Used To Compute Municipal, County, and Local Education Tax Rates (Line 11 minus Line 20)	\$416,878,532
22 LESS UTILITIES: (Line 3A) Do not include the value of other utilities listed in Line 3B	\$6,415,000
23 NET VALUATION WITHOUT UTILITIES TO COMPUTE STATE EDUCATION TAX (Line 21 minus Line 22)	\$410,463,532

Notes:



**Utility Summary: Electric, Hydroelectric, Renewable - Misc., Nuclear, Gas/Pipeline, Water & Sewer**

**Utility Value Appraiser** ?

Who Appriases/Establishes the Utility Value in the Municipality? (If multiple, please list)

DRA

If the Municipality Uses DRA Utility Values, is it Equalized By The Ratio?  Yes  No

**SECTION A**

**List Electric Companies** ?

Electric Company	Assessed Valuation
PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE	\$5,008,500
NEW HAMPSHIRE ELECTRIC COOP	\$1,342,600

**A1 Total of all Electric Companies listed in this section:** \$6,351,100

**List Gas Companies** ?

Gas Company	Assessed Valuation

**A2 Total of all Gas Companies listed in this section:**



**List Water and Sewer Companies** ?

Water/Sewer Company	Assessed Valuation
PENNICHUCK EAST UTILITY INC	\$63,900
<b>A3 Total of all Water and Sewer Companies listed in this section:</b>	<b>\$63,900</b>
<b>Grand Total Valuation of all Sect. A Utility Companies</b>	<b>\$6,415,000</b>

**SECTION B**

**List Other Utility Companies** ?

Other Utility Company	Assessed Valuation
<b>B1 Total of All Other Companies listed in this section (must agree with line 3B):</b>	





**Tax Credits and Exemptions**

**Veterans' Tax Credits**

Credit Description	Limits	Number of Individuals	Estimated Tax Credits
<b>1</b> <b>Veterans' Tax Credit/Optional Veterans' Tax Credit (RSA 72:28)</b> (50 Standard Credit, \$51 up to \$500 upon adoption by city/town)	\$500	172	\$85,750
<b>2</b> <b>Surviving Spouse (RSA 72:29-a)</b> "The surviving spouse of any person who was killed or died while on active duty in the armed forces of the United States..." (700 Standard Credit, \$701 up to \$2,000 upon adoption by city or town)	\$700		
<b>3</b> <b>Tax Credit for Service-Connected Total Disability (RSA 72:35)</b> "Any person who has been honorably discharged from the military service of the United States and who has total and permanent service-connected disability, or who is a double amputee or paraplegic because of service-connected injury..." (700 Standard Credit, \$701 up to \$2,000 upon adoption by city or town)	\$1,400	3	\$4,200
<b>Total Number and Amount</b>		<b>175</b>	<b>\$89,950</b>

\*If both husband and/or wife qualify for the credit they count as 2. If someone is living at a residence such as a brother & sister, and one qualifies count as 1, not one-half.

**Disabled and Deaf Exemption Report**

	Disabled Exemption Report (RSA 72:37-b)		Deaf Exemption Report (RSA 72:38-b)	
	Single	Married	Single	Married
Income Limits				
Asset Limits				

**Elderly Exemption Report - RSA 72:39-a**

First Time Filers Granted Elderly Exemption for Current Tax Year			Total Number of Individuals Granted an Elderly Exemption for the Current Tax Year & Total Number of Exemptions Granted			
Age	#	Amount Per Individual	Age	#	Max Allowable Exemption	Total Actual Exemption Granted
65-74	1	\$174,000	65-74	30	\$5,220,000	\$3,783,700
75-79		\$210,000	75-79	9	\$1,890,000	\$1,107,104
80+		\$270,000	80+	29	\$7,830,000	\$4,394,320
<b>Total</b>				<b>68</b>	<b>\$14,940,000</b>	<b>\$9,285,124</b>
<b>Income Limits</b>	<b>Single</b>	\$46,500	<b>Asset Limits</b>	<b>Single</b>	\$222,500	
	<b>Married</b>	\$59,400		<b>Married</b>	\$222,500	

**Community Tax Relief Incentive - RSA 79-E**

Adopted:  Yes  No



**Property Reports**

**Current Use Reports - RSA 79-A** ?

	Total Number of Acres Receiving Current Use	Assessed Valuation	Other Current Use Statistics	Total Number of Acres
Farm Land	1,690.05	\$617,888	Receiving 20% Rec. Adjustment	2,003.87
Forest Land	3,511.32	\$273,692	Removed from Current Use During Current Tax Year	6.5
Forest Land with Documented Stewardship	653.88	\$33,598	Owners in Current Use	231
Unproductive Land	92.49	\$995	Parcels in Current Use	308
Wet Land	1,095.77	\$11,459		
<b>Total</b>	<b>7,043.51</b>	<b>\$937,632</b>		

**Land Use Change Tax** ?

<b>Gross Monies Received for Calendar Year (Jan 1 through Dec 31)</b>		\$49,300
Conservation Allocation	Percentage <input type="text" value="50"/>	And/Or Dollar Amount <input type="text"/>
Monies to Conservation Fund		\$24,650
Monies to General Fund		\$24,650

**Conservation Restriction Assessment Report - RSA 79-B (must file PA-60)** ?

	Total Number of Acres Receiving Conservation	Assessed Valuation	Other Conservation Restriction Assessment Statistics	Total Number of Acres
Farm Land	52.71	\$23,509	Receiving 20% Recreation Adjustment	<input type="text"/>
Forest Land	98.25	\$5,483	Removed from Conservation During Current Tax Year	<input type="text"/>
Forest Land with Documented Stewardship	<input type="text"/>	<input type="text"/>		
Unproductive Land	<input type="text"/>	<input type="text"/>		
Wet Land	12	\$132	Owners in Conservation	6
			Parcels in Conservation	7
<b>Total</b>	<b>162.96</b>	<b>\$29,124</b>		

**Discretionary Easements - RSA 79-C** ?

Total Number of Acres	# of Owners	Assessed Valuation	Description of Discretionary Easements Granted (e.g. Golf Course, Ball Park, Race Track)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Taxation of Farm Structures and Land Under Farm Structures - RSA 79-F** ?

Total Number Granted	Total Number of Structures	Total Number of Acres	Assessed Valuation Land	Assessed Valuation Structures
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>





Tax Increment Financing Districts - RSA 162-K [?](#)

TIF District Name	Date of Adoption/ Modification	Original Assessed Value	Unretained Captured Assessed Value	Amount used on page 2	Retained Captured Assessed Value	Current Assessed Value



Revenues Received from Payments in Lieu of Tax ?

	Revenue	Number of Acres
State and Federal Forest Land , Recreational and/or Flood control land from MS-4, acct 3356 & 3357	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
White Mountain National Forest only, acct. 3186	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

	Revenue	List Source(s) of Payment in Lieu of Taxes
Other from MS-4, acct. 3186	\$2,148	DURHAM, TOWN OF
Other from MS-4, acct. 3186		
Other from MS-4, acct. 3186		
Other from MS-4, acct. 3186		
Other from MS-4, acct. 3186		
Other from MS-4, acct. 3186		
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Other from MS-4, acct. 3186		
Other from MS-4, acct. 3186		
Other from MS-4, acct. 3186		
Other from MS-4, acct. 3186		
Other from MS-4, acct. 3186		
<b>Total</b>	<b>\$2,148</b>	



LEE

**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

SCOTT

Preparer's Last Name

MARSH

Preparer's Signature and Title

*Scott Marsh*

*Contract Assessor's Agent*

9/22/14

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**

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 Signature

*Scott Marsh*

Assessor's Signature

*Scott Marsh*

Municipal Official's Signature

Municipal Official's Signature

Municipal Official's Signature

Municipal Official's Signature

Municipal Official's Signature

Municipal Official's Signature

Submit

Please save and e-mail the completed PDF form to [equalization@dra.nh.gov](mailto:equalization@dra.nh.gov)

Print

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**



**State of New Hampshire  
Department of Revenue Administration**

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov



John T. Beardmore  
Commissioner

Kathryn E. Skouteris, ESQ.  
Assistant Commissioner

MUNICIPAL AND PROPERTY  
DIVISION  
Stephan W. Hamilton  
Director

David M. Cornell  
Assistant Director

**RECEIVED**  
SEP 22 2014  
TOWN OF LEE, NH  
SELECTMAN'S OFFICE

September 12, 2014

Town of Lee  
ATTN: Board of Selectmen  
7 Mast Rd  
Lee NH 03861

Re: 2013 Cyclical monitoring

Dear Members of the Board of Selectmen,

As part of the Department's duty under RSA 21-J:11 II; I am forwarding the final results of my monitoring activity of the 2013 cyclical property inspections. Enclosed, please find the PA 45/46 monitoring report. Note, only property record cards with points have been included.

The monitoring report was sent to Scott Marsh of MRI for his review on July 30, 2014.

If you have any questions regarding the enclosed information, please feel free to contact me. Thank you for your time and cooperation.

Sincerely,

Name  
Real Estate Appraiser  
Keith.Gagnon@DRA.NH.Gov  
603-419-9795

cc: file



**NH DEPARTMENT OF REVENUE ADMINISTRATION**  
**MUNICIPAL and PROPERTY DIVISION**  
**RESIDENTIAL MONITORING REPORT**

Lee		2013				Monitoring
Keith Gagnon		4/23/2014			J. Quintal	
		<b>Map/Lot Numbers of Samples</b>				
<b>Data Item</b>	<b>Points</b>	<b>12/1/A16</b>	<b>12/1/A08</b>	<b>21/1/10</b>	<b>34/4/50</b>	<b>Comments:</b>
<b>Owner/Land Section</b>		1	2	3	4	12/1/A16
Address; if applicable	1					7x16 wood deck not listed. May have been installed after assessor visit.
Topography	1					
Parcel ID	1					
Lot Size	1					
Card Number ( _ of _ )	1					
Land-Use Code/Neighborhood	1/1					
<b>Sale History Section</b>						12/1/A08
Sale Date	2					Improvement now measures 8 x 30. May have been replaced after assessor visit.
Sale Price	2					
Sale Validity	2					
Sales Notes if Non-Valid	1					
<b>Improvement Section</b>						21/1/10
Style Type	2					14 x 14 slate patio not listed.
Incorrect Photo	1					
Date of Visit / ID / Entry Code	1					
Foundation Type	2					
Story Height	2					
Exterior Wall	1					
Roof Style	2					
Roof Cover	1					
Interior Wall	1					
Interior Floor	1					
Heating Type	1					
Central A/C	2					
Bedrooms	1					
Bathrooms	2					
Fixture Count	1 per					
Depreciation / Func. Code / UC	2					
Year Built	2					
Condition	2					
Grade	2					
Comments / Notes	1					
OB's if < 200 SF	1 per			1		
OB's if > 200 SF	3 per					
Extra Features	1 per	1				
Sketch Accuracy Up To 2'	1 Pt					
Sketch Accuracy > 2'	1Pt/Ft					
Sketch Labeling < \$5,000 impact	2		2			
Sketch Labeling > \$5,000 impact	4					
<b>Interior Inspection</b>						34/4/50
By Company Lister Y/N		n	n	n	y	
By DRA Monitor Y/N		y	n	n	n	
<b>Total Points</b>		1	2	1	0	

Points on Residential monitoring should total less than 6





**NH DEPARTMENT OF REVENUE ADMINISTRATION**  
**MUNICIPAL and PROPERTY DIVISION**  
**RESIDENTIAL MONITORING REPORT**

Lee		2013				Monitoring
Keith Gagnon		4/23/2014			J. Quintal	
Data Item	Points	Map/Lot Numbers of Samples				Comments:
		12/1/wf1	13/1/47	13/1/45	20/2/90	
<b>Owner/Land Section</b>		1	2	3	4	12/1/wf1
Address; if applicable	1					
Topography	1					
Parcel ID	1					
Lot Size	1					
Card Number ( of )	1					
Land-Use Code/Neighborhood	1/1					
<b>Sale History Section</b>						
Sale Date	2					13/1/47
Sale Price	2					
Sale Validity	2					
Sales Notes if Non-Valid	1					
<b>Improvement Section</b>						
Style Type	2					13/1/45
Incorrect Photo	1					
Date of Visit / ID / Entry Code	1					
Foundation Type	2					
Story Height	2					
Exterior Wall	1					
Roof Style	2					
Roof Cover	1					
Interior Wall	1					
Interior Floor	1					
Heating Type	1					20/2/90
Central A/C	2					
Bedrooms	1					
Bathrooms	2					
Fixture Count	1 per					
Depreciation / Func. Code / UC	2					
Year Built	2					
Condition	2					
Grade	2					
Comments / Notes	1					
OB's if < 200 SF	1 per					
OB's if > 200 SF	3 per					
Extra Features	1 per					
Sketch Accuracy Up To 2'	1 Pt					
Sketch Accuracy > 2'	1Pt/Ft					
Sketch Labeling < \$5,000 impact	2					
Sketch Labeling > \$5,000 impact	4					
<b>Interior Inspection</b>						
By Company Lister Y/N		n	n	n	y	
By DRA Monitor Y/N		n	n	n	n	
<b>Total Points</b>		0	0	0	0	

Points on Residential monitoring should total less than 6



**NH DEPARTMENT OF REVENUE ADMINISTRATION**  
**MUNICIPAL and PROPERTY DIVISION**  
**RESIDENTIAL MONITORING REPORT**

Lee		2013				Monitoring	
Keith Gagnon		4/23/2014				J. Quintal	
Data Item	Points	Map/Lot Numbers of Samples				Comments:	
		28/3/70	13/3/17	13/4/30	28/3/12		
<b>Owner/Land Section</b>		1	2	3	4	28/3/70	
Address; if applicable	1						
Topography	1						
Parcel ID	1						
Lot Size	1						
Card Number ( of )	1						
Land-Use Code/Neighborhood	1/1						
<b>Sale History Section</b>							
Sale Date	2					13/3/17	
Sale Price	2						
Sale Validity	2						
Sales Notes if Non-Valid	1						
<b>Improvement Section</b>							
Style Type	2					13/4/30	
Incorrect Photo	1						
Date of Visit / ID / Entry Code	1						
Foundation Type	2						
Story Height	2						
Exterior Wall	1						
Roof Style	2						
Roof Cover	1						
Interior Wall	1						
Interior Floor	1						
Heating Type	1						
Central A/C	2						
Bedrooms	1						
Bathrooms	2						
Fixture Count	1 per						
Depreciation / Func. Code / UC	2						
Year Built	2						
Condition	2						
Grade	2						
Comments / Notes	1		1				
OB's if < 200 SF	1 per						
OB's if > 200 SF	3 per						
Extra Features	1 per						
Sketch Accuracy Up To 2'	1 Pt						
Sketch Accuracy > 2'	1Pt/Ft						
Sketch Labeling < \$5,000 impact	2						
Sketch Labeling > \$5,000 impact	4						
<b>Interior Inspection</b>							
By Company Lister Y/N		n	y	n	n		
By DRA Monitor Y/N		y	n	y	n		
<b>Total Points</b>		0	1	0	0		

Points on Residential monitoring should total less than 6

OWNER INFORMATION	SALES HISTORY	PICTURE												
<b>ANDERSON, DONALD W</b> MACDONALD, KAREN A 5 LEE HILL ROAD  LEE, NH 03861-6326	<table border="1"> <thead> <tr> <th>Date</th> <th>Book</th> <th>Page</th> <th>Type</th> <th>Price</th> <th>Grantor</th> </tr> </thead> <tbody> <tr> <td>08/14/1998</td> <td>2031</td> <td>155</td> <td>Q I</td> <td>142,000</td> <td>ROBERTS, JUNE</td> </tr> </tbody> </table>	Date	Book	Page	Type	Price	Grantor	08/14/1998	2031	155	Q I	142,000	ROBERTS, JUNE	
Date	Book	Page	Type	Price	Grantor									
08/14/1998	2031	155	Q I	142,000	ROBERTS, JUNE									

LISTING HISTORY	NOTES
04/09/13 JQ BP - EXT 12/06/10 JS BP - EXT 02/01/07 BHPM 02/01/06 DSUM 06/28/02 CRRL 08/21/87 KN	TAN; NO ACCESS TO ATU OVER GAR; 07- NOH APT 2ND FLR 3/4 DORM ACROSS COMPLTE REAR; 12-10 CORRECT DECK & PORCH 04-13 BP COMPLETE - ADJ DATA, SKETCH

EXTRA FEATURES VALUATION								MUNICIPAL SOFTWARE BY AVITAR																															
<b>Feature Type</b>	<b>Units</b>	<b>Lngh x Width</b>	<b>Size Adj</b>	<b>Rate</b>	<b>Cond</b>	<b>Market Value</b>	<b>Notes</b>	<b>LEE ASSESSING OFFICE</b>  PARCEL TOTAL TAXABLE VALUE <table border="1"> <thead> <tr> <th>Year</th> <th>Building</th> <th>Features</th> <th>Land</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>\$ 162,700</td> <td>\$ 3,900</td> <td>\$ 68,200</td> </tr> <tr> <td colspan="4" style="text-align: right;">Parcel Total: \$ 234,800</td> </tr> <tr> <td>2013</td> <td>\$ 188,700</td> <td>\$ 3,900</td> <td>\$ 68,200</td> </tr> <tr> <td colspan="4" style="text-align: right;">Parcel Total: \$ 260,800</td> </tr> <tr> <td>2014</td> <td>\$ 188,700</td> <td>\$ 3,900</td> <td>\$ 68,200</td> </tr> <tr> <td colspan="4" style="text-align: right;">Parcel Total: \$ 260,800</td> </tr> </tbody> </table>				Year	Building	Features	Land	2012	\$ 162,700	\$ 3,900	\$ 68,200	Parcel Total: \$ 234,800				2013	\$ 188,700	\$ 3,900	\$ 68,200	Parcel Total: \$ 260,800				2014	\$ 188,700	\$ 3,900	\$ 68,200	Parcel Total: \$ 260,800			
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Parcel Total: \$ 260,800																																							
FIREPLACE 1-STAND	1		100	3,000.00	100	3,000																																	
SHED-WOOD	96	8 x 12	227	7.00	60	915																																	
						<b>3,900</b>																																	

LAND VALUATION														
<b>Zone:</b> RES	<b>Minimum Acreage:</b> 1.95			<b>Minimum Frontage:</b> 250			<b>Site:</b>			<b>Driveway:</b>		<b>Road:</b>		
<b>Land Type</b>	<b>Units</b>	<b>Base Rate</b>	<b>NC</b>	<b>Adj</b>	<b>Site</b>	<b>Road</b>	<b>DWay</b>	<b>Topography</b>	<b>Cond</b>	<b>Ad Valorem</b>	<b>SPI</b>	<b>R</b>	<b>Tax Value</b>	<b>Notes</b>
IF RES	0.920 ac	68,222	E	100	100	100	100		100	68,200	0	N	68,200	
	<b>0.920 ac</b>									<b>68,200</b>			<b>68,200</b>	



**OWNER**  
**ANDERSON, DONALD W**  
 MACDONALD, KAREN A  
 5 LEE HILL ROAD  
 LEE, NH 03861-6326

**TAXABLE DISTRICTS**

District	Percentage

**BUILDING DETAILS**

Model: **1.75 STORY FRAME CAPE**  
 Roof: **GABLE OR HIP/ASPHALT**  
 Ext: **VINYL SIDING**  
 Int: **DRYWALL**  
 Floor: **CARPET/PINE/SOFT WD**  
 Heat: **OIL/FA DUCTED**

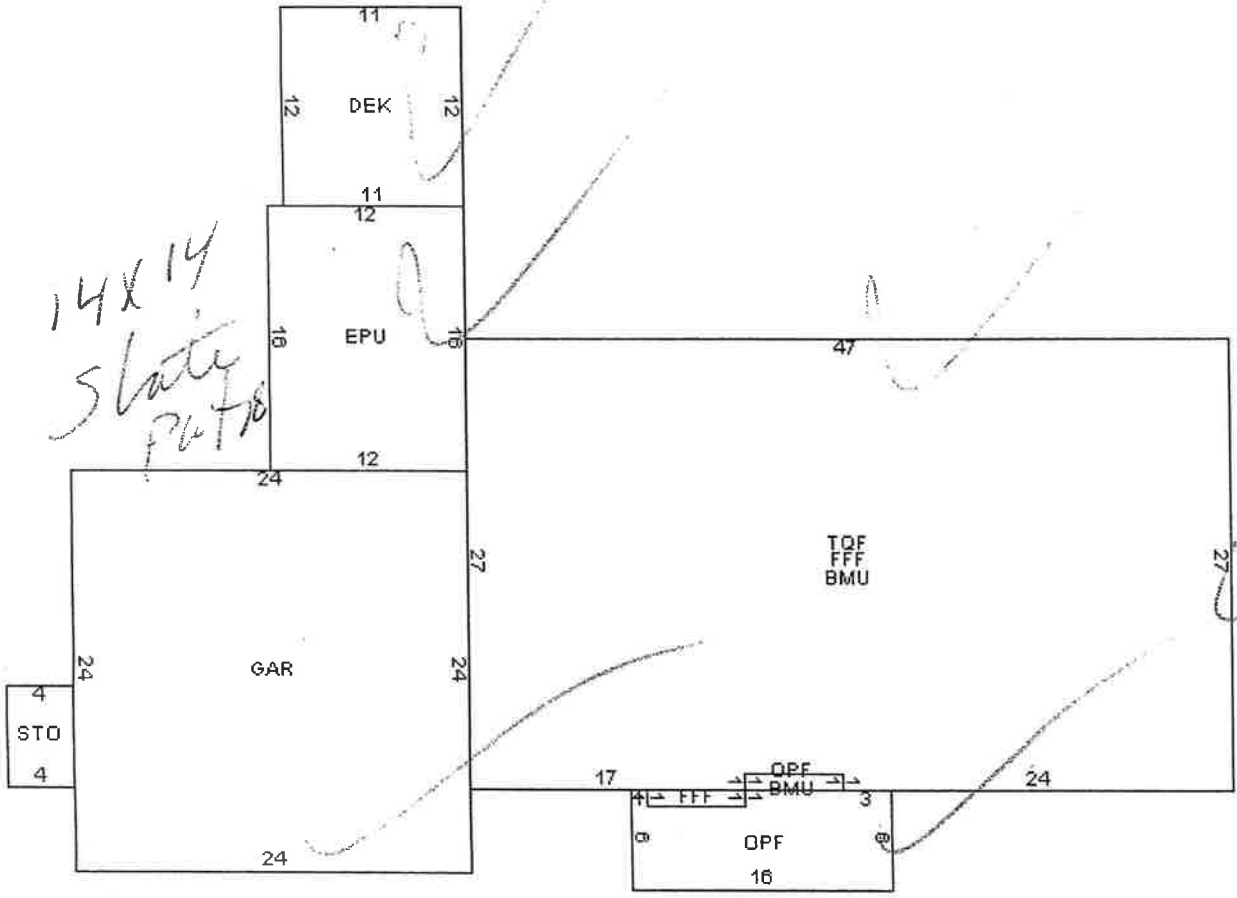
Bedrooms: **4** Baths: **3.0** Fixtures: **9**  
 Extra Kitchens:      Fireplaces:  
 A/C: **No**      Generators:  
 Quality: **A1 AVG+10**  
 Com. Wall:  
 Size Adj: **0.9585**      Base Rate: **RSA 75.00**  
    Bldg. Rate: **1.0542**  
    Sq. Foot Cost: **\$ 79.07**

**PERMITS**

Date	Project ID	Permit Type	Notes
06/29/12	1250	REMODEL	ADD DORMER AND FARM
05/11/10	941	DECK	ENCLOSE EXISTING DECK
06/28/06	544	ADDITION	EXTEND SHED DORMER
11/30/05	440	OUTBUILDING	GARDEN SHED 100 SQ FT.

**BUILDING SUB AREA DETAILS**

ID	Description	Area	Adj.	Effect.
TQF	3/4 STRY FIN	1263	0.75	947
FFF	FST FLR FIN	1269	1.00	1269
BMU	BSMNT.	1269	0.15	190
OPF	OPEN PORCH FIN	96	0.25	24
DEK	DECK/ENTRANCE	132	0.10	13
STO	STORAGE AREA	24	0.25	6
EPU	ENCL PORCH	192	0.35	67
GAR	GARAGE ATTCHD	576	0.45	259
		<b>4,821</b>		<b>2,775</b>



**2011 BASE YEAR BUILDING VALUATION**

Market Cost New:	<b>\$ 219,419</b>
Year Built:	<b>1964</b>
Condition For Age:	<b>GOOD 14 %</b>
Physical:	
Functional:	
Economic:	
Temporary:	
Total Depreciation:	<b>14 %</b>
Building Value:	<b>\$ 188,700</b>

OWNER INFORMATION	SALES HISTORY	PICTURE												
<b>EPSTEIN, HARVEY</b> WHITE, BARBARA 34 MAST ROAD  LEE, NH 03861-6518	<table border="1"> <thead> <tr> <th>Date</th> <th>Book</th> <th>Page</th> <th>Type</th> <th>Price</th> <th>Grantor</th> </tr> </thead> <tbody> <tr> <td>05/13/1977</td> <td>996</td> <td>370</td> <td>Q1</td> <td>1</td> <td>SEE DEED</td> </tr> </tbody> </table>	Date	Book	Page	Type	Price	Grantor	05/13/1977	996	370	Q1	1	SEE DEED	
Date	Book	Page	Type	Price	Grantor									
05/13/1977	996	370	Q1	1	SEE DEED									

LISTING HISTORY	NOTES
10/21/13 JQ 1/4 R - INT 07/12/07 CRDL 07/06/07 INSP MARKED FOR INSPECTION 01/29/03 THCL 08/12/02 TMRM 08/03/87 BH	BROWN WITH WHITE TRIM; USING 3 BDRMS, 1 BONUS RM W/CLOSET SPACE=FAM RM; ALL ORG WINDOWS/ CABNITS; SOME FLRS ARE NEWER; 10/13- MULTIPLE CORRECTIONS. OWNER CLAIMS BLT 1960 BUT I COULD NOT LOCATE DATA SUPPORTING THAT CLAIM. KITCHEN IS LATE 1980S.

EXTRA FEATURES VALUATION								MUNICIPAL SOFTWARE BY AVITAR			
Feature Type	Units	Lngh	x Width	Size Adj	Rate	Cond	Market Value	Notes			
PATIO	300	25	x 12	113	7.00	50	1,187				
							1,200				
								PARCEL TOTAL TAXABLE VALUE			
Year	Building	Features	Land								
2012	\$ 112,600	\$ 1,200	\$ 65,300		Parcel Total: \$ 179,100						
2013	\$ 112,600	\$ 1,200	\$ 65,300		Parcel Total: \$ 179,100						
2014	\$ 116,400	\$ 1,200	\$ 65,300		Parcel Total: \$ 182,900						

LAND VALUATION														
Zone: RES	Minimum Acreage: 1.95	Minimum Frontage: 250				Site:				Driveway:		Road:		
Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI	R	Tax Value	Notes
IF RES	0.520 ac	59,333	F	110	100	100	100		100	65,300	0	N	65,300	
										65,300			65,300	

PICTURE



OWNER

EPSTEIN, HARVEY  
WHITE, BARBARA  
34 MAST ROAD  
LEE, NH 03861-6518

TAXABLE DISTRICTS

District	Percentage

BUILDING DETAILS

Model: 1 STORY FRAME RANCH  
 Roof: GABLE OR HIP/ASPHALT  
 Ext: WOOD SHINGLE  
 Int: DRYWALL  
 Floor: HARDWOOD/CARPET  
 Heat: OIL/FA DUCTED

Bedrooms: 4    Baths: 2.0    Fixtures:  
 Extra Kitchens:    Fireplaces:  
 A/C: No    Generators:

Quality: A0 AVG  
 Com. Wall:  
 Size Adj: 1.0227    Base Rate: RSA 75.00  
    Bldg. Rate: 1.0022  
    Sq. Foot Cost: \$ 75.17

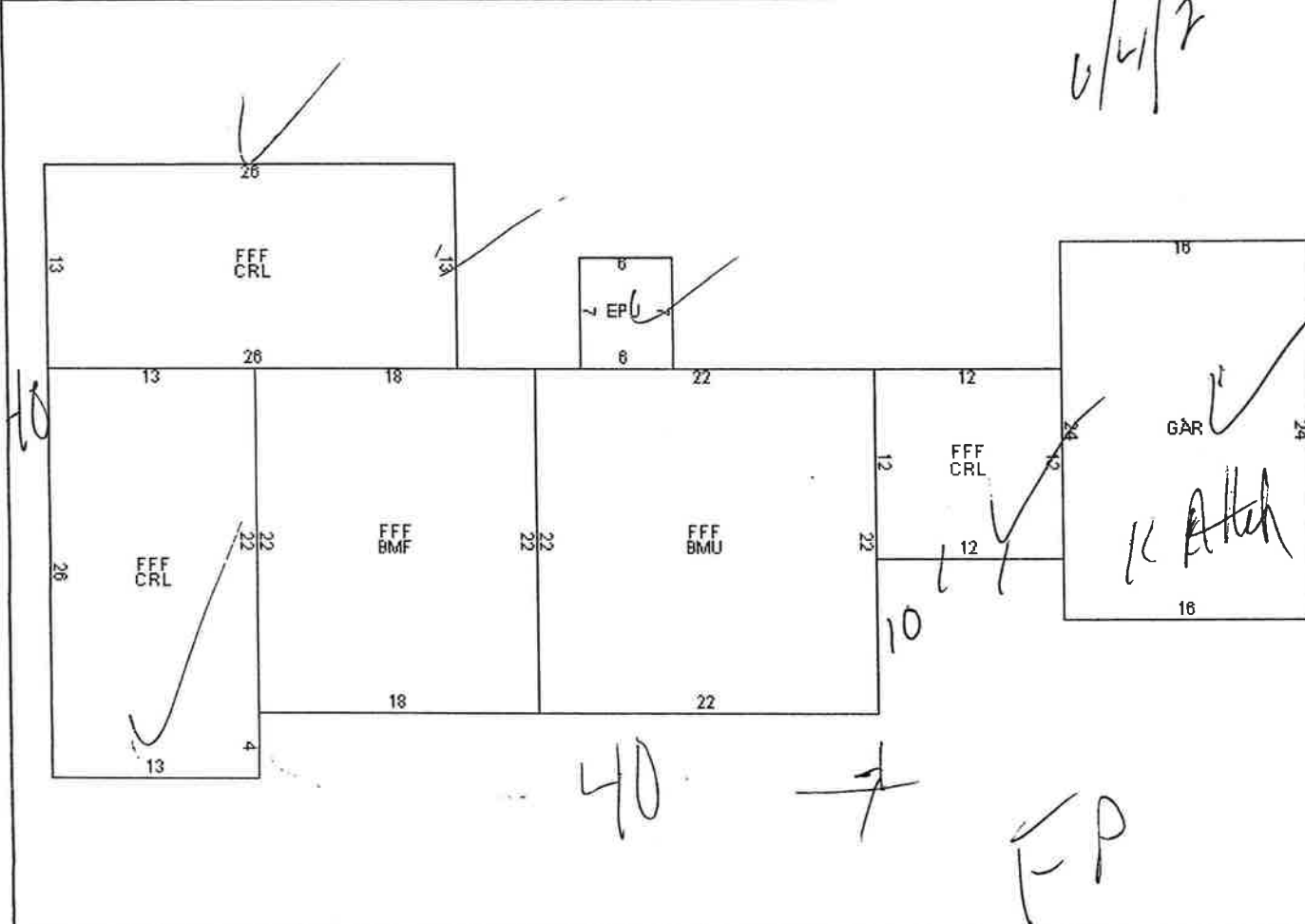
PERMITS

Date	Project ID	Permit Type	Notes

BUILDING SUB AREA DETAILS

ID	Description	Area	Adj.	Effect.
EPU	ENCL PORCH	42	0.35	15
GAR	GARAGE ATTCHD	384	0.45	173
BMF	BSMNT FINISHED	396	0.30	119
FFF	FST FLR FIN	1700	1.00	1700
CRL	CRAWL SPACE	820	0.05	41
BMU	BSMNT	484	0.15	73
		<b>3,826</b>		<b>2,121</b>

6/4/2



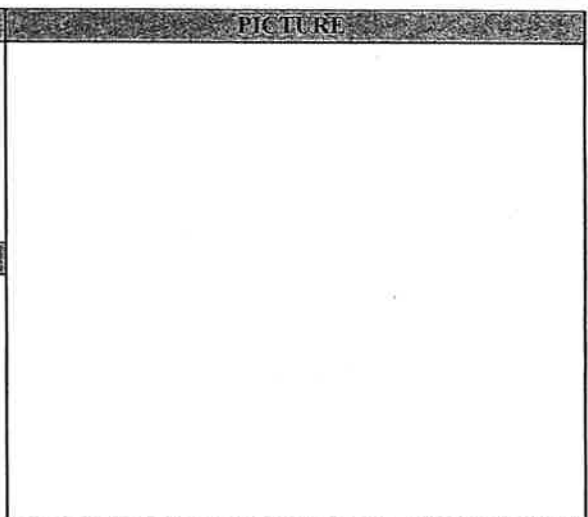
2011 BASE YEAR BUILDING VALUATION

Market Cost New:		\$ 159,436
Year Built:		1935
Condition For Age:	AVERAGE	22 %
Physical:		
Functional:	OD	5 %
Economic:		
Temporary:		
Total Depreciation:		27 %
Building Value:		\$ 116,400

**OWNER INFORMATION**  
 UNKNOWN  
 C/O FOREST GLEN CAMPGROUND  
 PO BOX 676  
 DURHAM, NH 03824

**SALES HISTORY**

Date	Book	Page	Type	Price	Grantor



**LISTING HISTORY**  
 02/19/13 JQ LIST CAMPER

**NOTES**  
 2/13- LIST CAMPER - FOREST RIVER WITH DETACHED DECK AREAS.

**EXTRA FEATURES VALUATION**

Feature Type	Units	Lngh x Width	Size Adj	Rate	Cond	Market Value	Notes
DECK	144	12 x 12	171	7.00	25	431	
DECK	128	8 x 16	185	7.00	25	414	
						<b>800</b>	

*124 12  
50' w front*

**MUNICIPAL SOFTWARE BY AVITAR**  
**LEE ASSESSING OFFICE**

**PARCEL TOTAL TAXABLE VALUE**

Year	Building	Features	Land
2013	\$ 6,300	\$ 800	\$ 0
			Parcel Total: \$ 7,100
2014	\$ 6,300	\$ 800	\$ 0
			Parcel Total: \$ 7,100

**LAND VALUATION**

Zone: RES Minimum Acreage: 1.95 Minimum Frontage: 250 Site: AVERAGE Driveway: Road:

Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI	R	Tax Value	Notes
IF RES	0		E										0 ac	

*Greg Gent, /a*



**OWNER**  
 UNKNOWN  
 C/O FOREST GLEN CAMPGROUND  
 PO BOX 676  
 DURHAM, NH 03824

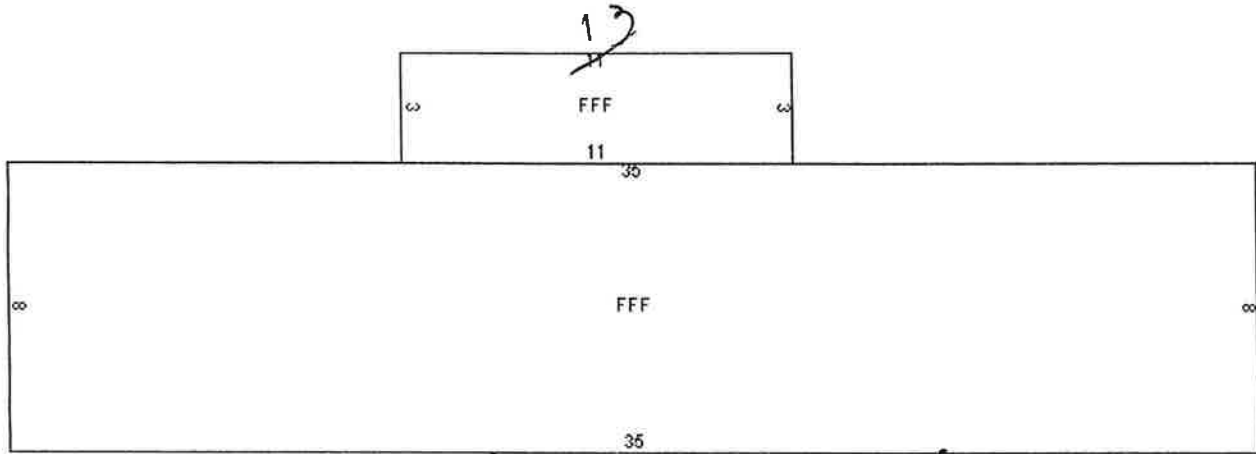
TAXABLE DISTRICTS	
District	Percentage

**BUILDING DETAILS**  
 Model: **1 STORY FRAME CAMPER**  
 Roof: **FLAT/ROLLED/COMPO**  
 Ext: **AVERAGE**  
 Int: **WALL BOARD**  
 Floor: **CARPET/LINOLEUM OR SIM**  
 Heat: **GAS/FA DUCTED**  
 Bedrooms: **1** Baths: **1.0** Fixtures:  
 Extra Kitchens:      Fireplaces:  
 A/C: **No**      Generators:  
 Quality: **A0 AVG**  
 Com. Wall:  
 Size Adj: **1.5626**      Base Rate: **RCM 20.00**  
    Bldg. Rate: **1.3282**  
    Sq. Foot Cost: **\$ 26.56**

PERMITS			
Date	Project ID	Permit Type	Notes

**BUILDING SUB AREA DETAILS**

ID	Description	Area	Adj.	Effect.
FFF	FST FLR FIN	313	1.00	313
		313		313



**2011 BASE YEAR BUILDING VALUATION**

Market Cost New:		<b>\$ 8,313</b>
Year Built:		<b>2002</b>
Condition For Age:	<b>AVERAGE</b>	<b>24 %</b>
Physical:		
Functional:		
Economic:		
Temporary:		
Total Depreciation:		<b>24 %</b>
Building Value:		<b>\$ 6,300</b>

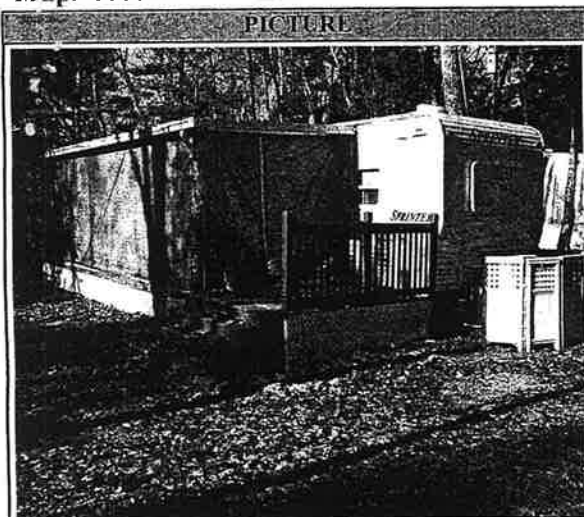


OWNER INFORMATION	SALES HISTORY	PICTURE												
UNKNOWN C/O FOREST GLEN CAMPGROUND PO BOX 676  DURHAM, NH 03824	<table border="1"> <thead> <tr> <th>Date</th> <th>Book</th> <th>Page</th> <th>Type</th> <th>Price</th> <th>Grantor</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date	Book	Page	Type	Price	Grantor							
Date	Book	Page	Type	Price	Grantor									

LISTING HISTORY	NOTES
02/25/13 JQ LIST CAMPER	2/13- LIST CAMPER - SPRINTER BY KEYSTONE MNF. 2004. PARAGIOSS.

EXTRA FEATURES VALUATION	MUNICIPAL SOFTWARE BY AVILAR																				
<table border="1"> <thead> <tr> <th>Feature Type</th> <th>Units</th> <th>Lngh x Width</th> <th>Size Adj</th> <th>Rate</th> <th>Cond</th> <th>Market Value</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Feature Type	Units	Lngh x Width	Size Adj	Rate	Cond	Market Value	Notes									<b>LEE ASSESSING OFFICE</b>				
Feature Type	Units	Lngh x Width	Size Adj	Rate	Cond	Market Value	Notes														
<b>PARCEL TOTAL TAXABLE VALUE</b>																					
<table border="1"> <thead> <tr> <th>Year</th> <th>Building</th> <th>Features</th> <th>Land</th> </tr> </thead> <tbody> <tr> <td>2013</td> <td>\$ 6,900</td> <td>\$ 0</td> <td>\$ 0</td> </tr> <tr> <td colspan="3" style="text-align: right;">Parcel Total:</td> <td>\$ 6,900</td> </tr> <tr> <td>2014</td> <td>\$ 6,900</td> <td>\$ 0</td> <td>\$ 0</td> </tr> <tr> <td colspan="3" style="text-align: right;">Parcel Total:</td> <td>\$ 6,900</td> </tr> </tbody> </table>		Year	Building	Features	Land	2013	\$ 6,900	\$ 0	\$ 0	Parcel Total:			\$ 6,900	2014	\$ 6,900	\$ 0	\$ 0	Parcel Total:			\$ 6,900
Year	Building	Features	Land																		
2013	\$ 6,900	\$ 0	\$ 0																		
Parcel Total:			\$ 6,900																		
2014	\$ 6,900	\$ 0	\$ 0																		
Parcel Total:			\$ 6,900																		

LAND VALUATION														
Zone: RES	Minimum Acreage: 1.95	Minimum Frontage: 250												
Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI	R	Tax Value	Notes
1F RES	0		E											
		0 ac												



**OWNER**  
**UNKNOWN**  
 C/O FOREST GLEN CAMPGROUND  
 PO BOX 676  
 DURHAM, NH 03824

**TAXABLE DISTRICTS**

District	Percentage

**BUILDING DETAILS**

Model: **1 STORY FRAME CAMPER**  
 Roof: **FLAT/ROLLED/COMPO**  
 Ext: **AVERAGE**  
 Int: **WALL BOARD**  
 Floor: **CARPET/LINOLEUM OR SIM**  
 Heat: **GAS/FA DUCTED**

Bedrooms: **1**    Baths: **1.0**    Fixtures:  
 Extra Kitchens:    Fireplaces:  
 A/C: **No**    Generators:  
 Quality: **A0 AVG**

Com. Wall:  
 Size Adj: **1.4649**    Base Rate: **RCM 20.00**  
    Bldg. Rate: **1.2452**  
    Sq. Foot Cost: **\$ 24.90**

**PERMITS**

Date	Project ID	Permit Type	Notes

**BUILDING SUB AREA DETAILS**

ID	Description	Area	Adj.	Effect.
FFF	FST FLR FIN	313	1.00	313
OPU	OPEN PORCH	224	0.15	34
DEK	DECK/ENTRANCE	56	0.10	6
		<b>593</b>		<b>353</b>

**2011 BASE YEAR BUILDING VALUATION**

Market Cost New:	<b>\$ 8,790</b>
Year Built:	<b>2004</b>
Condition For Age:	<b>AVERAGE 21 %</b>
Physical:	
Functional:	
Economic:	
Temporary:	
Total Depreciation:	<b>21 %</b>
Building Value:	<b>\$ 6,900</b>

