

SELECT BOARD MEETING AGENDA

DATE: 6:00pm Monday, December 22, 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. **FY 2016 Budget Public Hearing**
General Budget Discussion
3. Public Comment
4. **Katherine Moore – Parking a Horse in a Trailer near Mast Way School on Town Property**
Requests to park a 16' aluminum stock trailer beside Mast Way School (on Town property) which will be used to shelter a horse during the day.
5. **Ad Hoc Racetrack Committee – Lee Racetrack Sound Study RFP**
Discussion of the RFP results from Acentech, Noise Control Engineering, Nancy Timmerman, HMMH, Cavanaugh Tocci Associates and Reuter Associates. Present the Board with their recommendation for the firm to hire for the Sound/Noise Study Project.
6. **Randy Stevens, Highway Supervisor – Recommend Firm to Hire for Hydraulic Study & Conceptual Plan for 2 Culvert Replacements**
Report to the Board further information obtained pertaining to Right Angle and CMA and present a recommendation as to which firm to hire to complete a hydraulic study and conceptual plan for replacing a 5' culvert on Packers Falls Road and a 6' culvert on Tuttle Road.
7. **Julie Glover, Town Administrator Report**
 - Facility Needs Assessment Update
 - Miscellaneous
8. **Consent Agenda Items** - (Individual items may be removed by any Selectman for separate discussion and vote)

SIGNATURES REQUIRED

Abatements (5)
Notice of Intent to Cut

INFORMATION ONLY

Donation Check in the Amount of \$100 to the EMD
Fire & Rescue Dept Annual Meeting Election Results Letter
2015 Education Tax Warrant

9. Acceptance of the BOS Public Meeting Minutes from November 24, 2014 and December 8, 2014.
10. Acceptance of Manifest #12 and Weeks Payroll Ending December 21, 2014
11. Miscellaneous/Unfinished Business
12. Non-Public
 - a. RSA 91-A:3 II (c) – Planning and Zoning Board Issue
 - b. RSA 91-A:3 II (d) – Kennard Property
 - c. RSA 91-A:3 II (d) – Bricker property
 - d. RSA 91-A:3 II (b) – Personnel Issue
13. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on December 19, 2014

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

**Town of Lee
FY 2016 Proposed Budget**

Worksheet

4130 · Selectmen

	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
4130-S1 · Selectmen Salary	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00		0.00
4130-S2 · Town Administrator Salary	68,000.00	68,261.41	69,360.00	69,360.00	69,360.00		0.00
4130-W1 · Town Secretary Wages	39,932.00	39,175.02	42,580.51	42,580.51	42,580.51		0.00
4130-W2 · Temp. Selectmen Office	0.00	0.00	3,500.00	3,500.00	3,500.00		0.00
4130-W7 · Overtime	3,075.00	3,028.71	4,500.00	4,500.00	4,500.00		0.00
4130-04 · Town Report Expense	4,000.00	3,546.35	4,000.00	4,000.00	4,000.00		0.00
4130-12 · Conference				200.00	0.00		200.00

Total 4130 · Selectmen	121,007.00	120,011.49	129,940.51	130,140.51	129,940.51		200.00
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4140 · Elections & Registrations

4140-W1 · Moderator Wages	369.00	123.00	480.00	360.00	360.00		(\$120.00)
4140-W2 · Supervisors of the Checklist	3,383.00	1,485.56	3,600.00	2,400.00	2,400.00		(\$1,200.00)
4140-W3 · Election Wages	2,800.00	864.39	3,000.00	2,000.00	2,000.00		(\$1,000.00)
4140-01 · Legal Notices	200.00	0.00	200.00	200.00	200.00		\$0.00
4140-04 · Printing (Ballots)	4,500.00	2,028.50	4,000.00	3,000.00	3,000.00		(\$1,000.00)
4140-05 · Postage	200.00	0.00	200.00	100.00	100.00		(\$100.00)
4140-11 · Mileage	50.00	43.45	50.00	50.00	50.00		\$0.00
4140-13 · Election Day Meals	500.00	112.72	800.00	700.00	700.00		(\$100.00)
4140-40 · Town Meeting Expenses	750.00	1,381.24	750.00	750.00	750.00		\$0.00

Total 4140 · Elections & Registrations	12,752.00	6,038.86	13,080.00	9,560.00	9,560.00		(\$3,520.00)
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4141 · Town Clerk/Tax Collector

4141-S1 · TC/TC Salary	47,209.00	47,376.72	48,153.18	48,153.18	48,153.18		\$0.00
4141-W1 · TC/TC Deputy Wages	5,843.00	490.60	5,843.00	17,297.16	17,297.16		\$11,454.16
4141-W2 · TC/TC Assistant Wages	16,958.00	17,714.62	17,297.16	5,843.00	5,843.00		(\$11,454.16)
4141-W3 · TC/TC Temporary Wages	0.00	0.00	0.00	0.00	0.00		\$0.00
4141-W7 · TC/TC OT	0.00	0.00	0.00	0.00	0.00		\$0.00
4141-01 · Advertisements	200.00	193.20	0.00	250.00	250.00		\$250.00
4141-02 · Legal Notices	0.00	0.00	250.00	0.00	0.00		(\$250.00)
4141-05 · Postage	6,300.00	4,531.10	6,300.00	6,300.00	6,300.00		\$0.00
4141-06 · Association Dues	80.00	105.00	80.00	80.00	80.00		\$0.00
4141-08 · Registry Redemptions	500.00	395.90	500.00	500.00	500.00		\$0.00

**Town of Lee
FY 2016 Proposed Budget**

	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
4141-09 · Office Supplies	3,000.00	1,716.39	2,000.00	2,000.00	2,000.00		\$0.00
4141-11 · Mileage	1,350.00	1,508.01	1,350.00	1,350.00	1,350.00		\$0.00
4141-12 · Conference/Travel	300.00	64.97	300.00	250.00	250.00		(\$50.00)
4141-14 · Training	1,000.00	450.00	1,000.00	1,000.00	1,000.00		\$0.00
4141-30 · Telephone	400.00	349.84	400.00	400.00	400.00		\$0.00
4141-40 · Binding Vital Records	300.00	0.00	300.00	0.00	0.00		(\$300.00)
4141-41 · Lien Searches	1,500.00	440.00	1,500.00	1,500.00	1,500.00		\$0.00
4141-42 · Dog Tags	350.00	253.13	350.00	350.00	350.00		\$0.00
Total 4141 · Town Clerk/Tax Collector	85,290.00	75,589.48	85,623.34	85,273.34	85,273.34		(\$350.00)
4150 · Financial Administration							
4150-S1 · Treasurer's Salary	5,116.00	5,112.89	5,116.00	5,116.00	5,116.00		\$0.00
4150-S2 · Finance Officer Salary	4,000.00	21,415.31	48,000.00	48,000.00	48,000.00		\$0.00
4150-W1 · Bookkeeper Wages	39,932.00	22,670.40	0.00	0.00	0.00		\$0.00
4150-W2 · Fin. Temporary Help	0.00	0.00	0.00	0.00	0.00		\$0.00
4150-W7 · Finance OT	3,075.00	3,340.76	0.00	0.00	0.00		\$0.00
4150-01 · Advertising	1,400.00	546.15	1,000.00	800.00	800.00		(\$200.00)
4150-02 · Legal Notices	1,000.00	305.90	1,000.00	1,000.00	1,000.00		\$0.00
4150-03 · Equipment Agreements	2,000.00	0.00	2,000.00	0.00	0.00		(\$2,000.00)
4150-04 · Printing	3,000.00	0.00	2,000.00	2,000.00	2,000.00		\$0.00
4150-05 · Postage	3,000.00	2,731.15	3,000.00	3,000.00	3,000.00		\$0.00
4150-06 · Dues/Subscriptions	4,000.00	4,579.80	4,200.00	4,800.00	4,800.00		\$600.00
4150-07 · Reference Materials	200.00	0.00	200.00	0.00	0.00		(\$200.00)
4150-08 · Registry/Redemptions	0.00	0.00	0.00	0.00	0.00		\$0.00
4150-09 · Office Supplies	4,000.00	3,503.60	4,500.00	4,000.00	4,000.00		(\$500.00)
4150-10 · Kitchen Supplies	200.00	70.80	200.00	200.00	200.00		\$0.00
4150-11 · Mileage	1,500.00	1,431.26	900.00	1,500.00	1,500.00		\$600.00
4150-12 · Conference/Travel	1,200.00	568.05	1,200.00	1,200.00	1,200.00		\$0.00
4150-14 · Training	2,000.00	810.00	2,000.00	2,000.00	2,000.00		\$0.00
4150-16 · Equipment M & R	200.00	378.50	500.00	500.00	500.00		\$0.00
4150-17 · New Equipment	1,000.00	567.00	500.00	500.00	500.00		\$0.00
4150-24 · Gas/Oil Town Car	0.00	0.00	0.00	0.00	0.00		\$0.00
4150-29 · Other Expenses	0.00	0.00	0.00	0.00	0.00		\$0.00

**Town of Lee
FY 2016 Proposed Budget**

	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
4150-40 · Professional Audit	14,000.00	12,750.00	14,000.00	14,000.00	14,000.00		\$0.00
4150-41 · Electronic Storage	0.00	0.00	0.00	0.00	0.00		\$0.00
4150-42 · Safety Committee	2,950.00	2,921.05	500.00	500.00	500.00		\$0.00
4150-43 · Payroll Expenses	4,000.00	3,668.48	4,000.00	4,000.00	4,000.00		\$0.00
4150-44 · Interest	200.00	5.11	200.00	0.00	0.00		(\$200.00)
4150-45 · Temp. Agencies	0.00	5,226.66	0.00	0.00	0.00		\$0.00
Total 4150 · Financial Administration	97,973.00	92,602.87	95,016.00	93,116.00	93,116.00		(\$1,900.00)
4151 · Information Technology							
4151-S1 . IT director Salary	0.00	0.00	0.00	0.00	0.00		\$0.00
4151-03 · Printers/Copiers/Faxes	8,500.00	9,590.88	5,500.00	8,200.00	8,200.00		\$2,700.00
4151-05 . Postage	0.00	0.00	0.00	0.00	0.00		\$0.00
4151-11 . Mileage	0.00	20.91	0.00	0.00	0.00		\$0.00
4151-14 · Training	1,000.00	0.00	1,000.00	1,000.00	1,000.00		\$0.00
4151-16 · Maintenance & Repair	2,000.00	0.00	2,000.00	2,000.00	2,000.00		\$0.00
4151-22 · Alarms	1,500.00	1,472.26	1,500.00	1,500.00	1,500.00		\$0.00
4151-30 . Telephone	1,200.00	994.78	1,800.00	1,200.00	1,200.00		(\$600.00)
4151-40 · Computer Hardware	8,000.00	3,385.00	18,000.00	18,000.00	0.00		\$0.00
4151-41 · Computer Software	30,000.00	18,805.00	1,500.00	1,000.00	1,000.00		(\$500.00)
4151-42 · Computer Services	37,000.00	33,494.60	38,500.00	38,500.00	38,500.00		\$0.00
4151-43 · PEG Access	1,000.00	0.00	1,000.00	1,000.00	1,000.00		\$0.00
4151-44 . Telephone	0.00	0.00	0.00	0.00	0.00		\$0.00
4151-45 . Cell Phone Service	0.00	0.00	0.00	0.00	0.00		\$0.00
4151-46 · Software Support Service	18,000.00	17,459.00	20,000.00	20,500.00	20,500.00		\$500.00
Total 4151 · Information Technology	108,200.00	85,222.43	90,800.00	92,900.00	74,900.00		\$2,100.00
4152 · Property Valuation							
4152-W2 · Assessing Tech	0.00	0.00	0.00	0.00	0.00		\$0.00
4152-11 Mileage	0.00	0.00	600.00	600.00	600.00		\$0.00
4152-40 · Assessing Firms	28,000.00	28,000.00	30,000.00	30,000.00	30,000.00		\$0.00
4152-41 · Tax Map Updates	0.00	0.00	0.00	0.00	0.00		\$0.00
Total 4152 · Property Valuation	28,000.00	28,000.00	30,600.00	30,600.00	30,600.00		\$0.00
4153 · Legal Expenses							
Fairpoint	0.00	6,462.52	0.00	7,000.00	7,000.00		\$7,000.00

**Town of Lee
FY 2016 Proposed Budget**

	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
P & Z	0.00	37,292.23	0.00	0.00	0.00		\$0.00
Other	50,000.00	7,766.80	35,000.00	10,000.00	10,000.00		(\$25,000.00)
Total 4153 · Legal Expenses	50,000.00	51,521.55	35,000.00	17,000.00	17,000.00		(\$18,000.00)
4155 · Personnel Administration							
4155-W1 · Bonus	1,000.00	1,000.00	1,000.00	1,000.00	0.00		\$0.00
4155-13 · Food/Meetings	500.00	48.25	500.00	500.00	500.00		\$0.00
4155-40 · Group I Retirement	69,674.45	63,391.05	62,108.07	72,610.00	65,000.00		\$10,501.93
4155-41 · Group II Retirement	121,300.00	117,049.85	135,831.45	147,000.00	147,000.00		\$11,168.55
4155-42 · Health Insurance							\$0.00
Health Ins Contribution Holi	-11,500.00	-15,403.05	-20,000.00	-35,620.00			(\$15,620.00)
Other	362,147.64	342,856.39	471,000.00	526,500.00			\$55,500.00
Total 4155-42 · Health Insurance	350,647.64	327,453.34	451,000.00	490,880.00	466,880.00		\$39,880.00
4155-43 · Health Insurance Buyout	4,800.00	4,729.74	4,400.00	4,000.00	4,000.00		(\$400.00)
4155-44 · Social Security Tax	52,389.17	49,118.58	58,712.00	59,130.00	59,130.00		\$418.00
4155-45 · Medicare Tax	19,211.86	17,389.17	20,665.74	22,270.00	22,270.00		\$1,604.26
4155-46 · NH Unemployment	5,000.00	4,770.00	5,000.00	4,007.00	4,007.00		(\$993.00)
4155-47 · Special Awards/Flowers	1,250.00	537.56	500.00	500.00	500.00		\$0.00
4155-49 · Pay in Lieu of Vacation	7,000.00	3,428.98	15,250.00	5,000.00	5,000.00		(\$10,250.00)
Total 4155 · Personnel Administration	632,773.12	588,916.52	754,967.26	806,897.00	774,287.00		\$51,929.74
4191 · Planning & Zoning							
4191-S1 · P & Z Administrator	50,188.00	50,817.83	50,188.00	50,188.00	50,188.00		\$0.00
4191-S2 · CEO/Building Inspector	0.00	0.00	0.00	0.00			\$0.00
4191-W1 · P & Z Secretary	0.00	0.00	0.00	0.00			\$0.00
4191-W2 · Building Inspector	44,031.00	22,755.00	31,200.00	31,200.00	25,000.00		\$0.00
4191-W7 · Overtime	5,615.00	4,126.27	3,500.00	3,500.00	3,500.00		\$0.00
4191-02 · Legal Notices	1,400.00	4,369.10	5,500.00	5,400.00	5,400.00		(\$100.00)
4191-03 · Equipment Lease	0.00	0.00	2,500.00	2,500.00	2,500.00		\$0.00
4191-05 · Postage	1,450.00	1,858.04	1,150.00	1,900.00	1,900.00		\$750.00
4191-06 · Dues & Subscriptions	1,205.00	70.00	1,205.00	400.00	400.00		(\$805.00)
4191-07 · Resource Materials	250.00	98.25	250.00	250.00	250.00		\$0.00
4191-09 · Office Supplies	1,100.00	1,225.61	1,100.00	1,100.00	1,100.00		\$0.00
4191-11 · Mileage	250.00	0.00	100.00	100.00	100.00		\$0.00

**Town of Lee
FY 2016 Proposed Budget**

	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
4191-14 · Training	700.00	984.21	1,000.00	1,000.00	1,000.00		\$0.00
4191-17 · Equipment Replacement	300.00	460.39	300.00	300.00	300.00		\$0.00
4191-18 · Electricity	1,000.00	965.28	1,250.00	1,250.00	1,250.00		\$0.00
4191-24 · Gas/Oil Vehicle	1,700.00	658.19	1,200.00	950.00	950.00		(\$250.00)
4191-26 · Vehicle M & R	350.00	834.08	850.00	850.00	850.00		\$0.00
4191-30 · Telephone	1,720.00	1,587.36	1,200.00	1,600.00	1,600.00		\$400.00
4191-40 · Outside Consulting	250.00	0.00	1,050.00	1,050.00	1,050.00		\$0.00
4191-41 · Recording Fees	250.00	0.00	50.00	50.00	50.00		\$0.00
4191-42 · Legal Fees	0.00	0.00	5,000.00	5,000.00	5,000.00		\$0.00
4191-43 · Strafford County Reg. Plan.	4,916.78	4,916.78	4,916.78	5,020.03	5,020.03		\$103.25
Total 4191 · Planning & Zoning	116,675.78	95,726.39	113,509.78	113,608.03	107,408.03		\$98.25
4194 · Government Buildings							
4194-W1 · Janitor Wages	37,648.00	38,118.60	38,400.96	38,400.96	38,400.96		\$0.00
4194-W2 · Janitor Assistant	11,616.00	7,191.68	11,848.32	12,500.00	14,000.00		\$651.68
4194-W3 · Janitor Temporary Wages	0.00	0.00	0.00				\$0.00
4194-W7 · Overtime	513.00	733.05	500.00	800.00	800.00		\$300.00
4194-11 · Mileage	400.00	359.55	500.00	500.00	500.00		\$0.00
4194-15 · Uniforms	300.00	275.35	300.00	300.00	300.00		\$0.00
4194-16 · Maintenance & Repair	21,000.00	24,438.72	15,000.00	15,000.00	15,000.00		\$0.00
4194-18 · Electricity	6,425.00	4,082.89	5,250.00	6,000.00	6,000.00		\$750.00
4194-19 · Heat Town Hall Complex	5,330.00	6,098.42	6,000.00	6,000.00	6,000.00		\$0.00
4194-21 · Bottled Water	850.00	479.54	800.00	800.00	800.00		\$0.00
4194-23 · Landscape	1,000.00	350.68	500.00	500.00	500.00		\$0.00
4194-30 · Telephone	360.00	390.00	360.00	360.00	360.00		\$0.00
4194-40 · Janitor Supplies	6,370.00	5,952.20	6,370.00	6,370.00	6,370.00		\$0.00
4194-41 · Energy Comm.	2,000.00	0.00	2,000.00	200.00	200.00		(\$1,800.00)
Total 4194 · Government Buildings	93,812.00	88,470.68	87,829.28	87,730.96	89,230.96		(\$98.32)
4195 · Cemetery							
4195-S1 · Superintendent Salary	600.00	600.00	600.00	600.00	600.00		\$0.00
4195-W1 · Labor	800.00	0.00	0.00	800.00	800.00		\$800.00
4195-05 · Postage	0.00	0.46	0.00	0.00	0.00		\$0.00
4195-09 · Office Supplies	100.00	0.00	100.00	800.00	800.00		\$700.00

**Town of Lee
FY 2016 Proposed Budget**

	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
4195-17 · New Equipment	0.00	0.00	0.00	0.00	0.00		\$0.00
4195-25 · Gas/Oil/Fuel	0.00	0.00	0.00	0.00	0.00		\$0.00
4195-28 · Miscellaneous	0.00	115.42	0.00	0.00	0.00		\$0.00
4195-40 · Capital Improvements	1,000.00	0.00	500.00	1,000.00	1,000.00		\$500.00
4195-41 · Flags	414.00	444.60	414.00	414.00	414.00		\$0.00
4195-42 · Maintenance	4,500.00	3,975.00	4,500.00	4,500.00	4,500.00		\$0.00
4195-43 · Memorial Replacement	5,000.00	5,915.00	5,000.00	5,000.00	5,000.00		\$0.00
Total 4195 · Cemetery	12,414.00	11,050.48	11,114.00	13,114.00	13,114.00		\$2,000.00
4196 · Insurance							
4196-40 · Property Liability							\$0.00
Property Liability Holiday	-6,680.53	-12,640.45	0.00	0.00	0.00		\$0.00
Property Liability - Other	40,213.00	34,824.02	40,272.00	43,274.00	43,274.00		\$3,002.00
Total 4196-40 · Property Liability	33,532.47	22,183.57	40,272.00	43,274.00	43,274.00		\$3,002.00
4196-41 · Worker's Compensation	59,568.38	25,758.90	42,329.00	43,343.00	43,343.00		\$1,014.00
4196-42 · Fire Dept. Accident & Health	5,670.00	5,461.00	5,461.00	5,461.00	5,461.00		\$0.00
419642b · Insurance Deductible	2,000.00	0.00	2,000.00	2,000.00	2,000.00		\$0.00
Total 4196 · Insurance	100,770.85	53,403.47	90,062.00	94,078.00	94,078.00		\$4,016.00
4199 · Other General Government	15,000.00	3,502.40	5,000.00	0.00	0.00		(\$5,000.00)
4210 · Police Department							
4210-S1 · Police Chief Salary	78,706.00	78,114.44	80,280.12	80,280.12	80,280.12		\$0.00
4210-W1 · Sergeant Wages	109,455.00	107,695.63	111,639.00	56,376.00	56,376.00		(\$55,263.00)
4210-W2 · Senior Patrolman Wages	98,710.00	73,902.24	95,132.34	98,136.00	98,136.00		\$3,003.66
4210-W3 · Patrolman Wages	83,662.00	95,036.46	92,056.02	187,972.30	187,972.30		\$95,916.28
4210-W4 · Police Secretary Wages	39,932.00	39,244.80	40,730.64	42,073.20	42,073.20		\$1,342.56
4210-W7 · Overtime	27,075.35	26,080.71	27,075.00	17,075.35	17,075.35		(\$9,999.65)
4210-W8 · Holiday Wages	14,425.15	11,852.16	14,425.00	14,425.15	14,425.15		\$0.15
4210-03 · Contracts	9,800.00	7,929.31	12,800.00	12,800.00	12,800.00		\$0.00
4210-04 · Printing	1,500.00	947.87	1,500.00	1,500.00	1,500.00		\$0.00
4210-06 · Dues	500.00	480.00	500.00	500.00	500.00		\$0.00
4210-09 · Supplies	3,500.00	4,937.30	2,500.00	4,000.00	2,500.00		\$1,500.00
4210-14 · Training	4,500.00	3,219.39	4,500.00	4,500.00	4,500.00		\$0.00
4210-15 · Uniforms	3,600.00	8,279.27	3,600.00	3,600.00	3,600.00		\$0.00

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	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
4210-17 · Equipment Replacement	8,500.00	38,851.75	7,000.00	7,000.00	7,000.00		\$0.00
4210-18 · Electricity	10,500.00	8,126.35	10,250.00	10,250.00	10,250.00		\$0.00
4210-19 · Heat	8,000.00	8,540.60	8,000.00	8,000.00	8,000.00		\$0.00
4210-24 · Gas/Oil Vehicles	27,000.00	25,792.91	20,000.00	27,000.00	27,000.00		\$7,000.00
4210-26 · Vehicle Repair	13,500.00	6,313.53	13,500.00	13,500.00	13,500.00		\$0.00
4210-27 · Radio Repair	1,100.00	387.40	1,100.00	1,100.00	1,100.00		\$0.00
4210-30 · Telephone	5,650.00	5,218.62	4,250.00	4,250.00	4,250.00		\$0.00
4210-40 · Attorney	6,723.84	6,723.84	6,925.56	7,133.33	7,133.33		\$207.77
4210-41 · Evidence	300.00	89.50	300.00	300.00	300.00		\$0.00
4210-42 · CALEA	4,000.00	2,985.00	4,000.00	4,000.00	4,000.00		\$0.00
Total 4210 · Police Department	560,639.34	560,749.08	562,063.68	605,771.45	604,271.45		\$43,707.77
4211 · Dispatch Center							
4211-40 · UNH Police Department	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00		\$0.00
4211-41 · Strafford County Dispatch	7,065.00	6,711.70	7,065.00	7,065.00	6,711.70		\$0.00
Total 4211 · Dispatch Center	17,065.00	16,711.70	17,065.00	17,065.00	16,711.70		\$0.00
4215 · Ambulance	13,086.00	13,086.10	14,501.00	20,179.00	20,179.00		\$5,678.00
4220 · Fire Department							
4220-S1 · Fire Chief Salary	14,297.00	35,550.41	57,000.00	57,000.00	57,000.00		\$0.00
4220-S2 · Deputy Salary	7,682.00	7,681.52	7,682.00	7,682.00	7,682.00		\$0.00
4220-W1 · Captain Wages	45,163.00	21,927.11	0.00	0.00	0.00		\$0.00
4220-W2 · Lieutenant Wages	36,131.00	31,588.86	36,853.62	35,006.40	35,006.40		(\$1,847.22)
4220-W3 · Paid Call Wages	37,000.00	28,309.13	47,000.00	47,000.00	47,000.00		\$0.00
4220-W4 · Full Time Lieutenant	17,000.00	15,354.00	38,188.80	38,188.80	38,188.80		\$0.00
4220-W7 · Overtime	2,050.00	2,993.85	3,000.00	5,000.00	5,000.00		\$2,000.00
4220-W8 · Holiday	3,000.00	2,063.32	3,000.00	3,000.00	3,000.00		\$0.00
4220-W9 · Incentive Pay	13,000.00	11,450.00	18,000.00	26,000.00	26,000.00		\$8,000.00
4220-03 · Equip. Maint. Agreements	5,000.00	6,923.15	9,000.00	8,500.00	8,500.00		(\$500.00)
4220-04 · Printing	100.00	0.00	100.00	100.00	100.00		\$0.00
4220-05 · Postage	50.00	49.12	50.00	50.00	50.00		\$0.00
4220-06 · Dues/Subscriptions	5,000.00	4,496.10	5,000.00	6,000.00	6,000.00		\$1,000.00
4220-09 · Office Supplies	1,000.00	1,225.65	2,000.00	2,000.00	2,000.00		\$0.00
4220-10 · Supplies - Other	3,000.00	793.38	2,000.00	1,000.00	1,000.00		(\$1,000.00)

**Town of Lee
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	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
4220-12 · Conference/Travel	0.00	0.00	0.00	1,000.00	1,000.00		\$1,000.00
4220-13 · Special Events	300.00	404.94	500.00	500.00	500.00		\$0.00
4220-14 · Training	5,000.00	7,134.93	5,000.00	10,000.00	10,000.00		\$5,000.00
4220-15 · Uniforms	1,000.00	4,435.75	1,500.00	1,800.00	1,800.00		\$300.00
4220-16 · Equipment Repairs/Parts	6,000.00	4,620.28	8,500.00	8,500.00	8,500.00		\$0.00
4220-17 · New Equipment	15,000.00	26,010.63	15,000.00	15,000.00	15,000.00		\$0.00
4220-18 · Electricity	10,500.00	8,126.36	10,250.00	10,250.00	10,250.00		\$0.00
4220-19 · Heat	8,000.00	8,540.62	8,500.00	8,000.00	8,000.00		(\$500.00)
4220-21 · Bottled Water	650.00	214.60	650.00	450.00	450.00		(\$200.00)
4220-22 · Alarms	0.00	0.00	0.00	0.00	0.00		\$0.00
4220-24 · Gas/Oil/Fuel	500.00	0.00	200.00	2,500.00	2,500.00		\$2,300.00
4220-25 · Diesel Fuel	7,000.00	7,225.81	7,500.00	8,000.00	8,000.00		\$500.00
4220-26 · Vehicle M & R	5,000.00	7,922.34	8,000.00	8,000.00	8,000.00		\$0.00
4220-27 · Radio Repair	2,500.00	2,890.00	2,500.00	3,000.00	3,000.00		\$500.00
4220-28 · Miscellaneous/Other	0.00	276.37	0.00	0.00	0.00		\$0.00
4220-30 · Telephone	5,250.00	2,454.97	2,100.00	3,200.00	3,200.00		\$1,100.00
4220-40 · Medical Supplies	3,000.00	3,893.40	2,000.00	2,000.00	2,000.00		\$0.00
4220-41 · Fire Prevention Safety	1,000.00	133.60	1,000.00	500.00	500.00		(\$500.00)
4220-42 · Personal Protective Equip.	10,000.00	10,026.97	10,000.00	20,000.00	20,000.00		\$10,000.00
Total 4220 · Fire Department	270,173.00	264,717.17	312,074.42	339,227.20	339,227.20		\$27,152.78
4290 · Emergency Management							
4290-S1 · Emergency Man. Salary	3,000.00	736.28	2,000.00	0.00	2,000.00		(\$2,000.00)
4290-W1 · Emergency Man. Wages	2,000.00	0.00	1,000.00	1,000.00	1,000.00		\$0.00
4290-W7 · Emergency Man. OT	0.00	0.00	0.00	0.00	0.00		\$0.00
4290-09 · Supplies/Expenses	5,000.00	6,056.00	6,200.00	6,000.00	6,000.00		(\$200.00)
Total 4290 · Emergency Management	10,000.00	6,792.28	9,200.00	7,000.00	9,000.00		(\$2,200.00)
4311 · Highway Department							
4311-S1 · Road Agent Salary	61,286.00	61,533.36	62,511.72	62,511.72	62,511.72		\$0.00
4311-W1 · Road Agent Assist. Wages	42,306.00	41,330.88	43,152.12	43,152.12	43,152.12		\$0.00
4311-W2 · Full Time Wages	39,862.00	38,378.34	40,659.24	40,659.24	40,659.24		\$0.00
4311-W3 · Part Time Wages	6,000.00	5,988.00	6,500.00	6,500.00	6,500.00		\$0.00
4311-W4 · Temporary Help Wages	0.00	0.00	0.00	0.00	0.00		\$0.00

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	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
4311-W7 · Overtime	9,225.00	7,816.73	9,000.00	9,000.00	9,000.00		\$0.00
4311-W8 · Holiday Wages	3,500.00	3,931.25	3,500.00	4,000.00	4,000.00		\$500.00
4311-09 · Office Supplies	250.00	167.52	250.00	250.00	250.00		\$0.00
4311-10 · Supplies	4,500.00	3,233.38	3,000.00	3,500.00	3,500.00		\$500.00
4311-15 · Uniform	1,700.00	1,340.04	1,700.00	1,700.00	1,700.00		\$0.00
4311-18 · Electricity	1,750.00	1,586.51	1,750.00	1,750.00	1,750.00		\$0.00
4311-19 · Heating Fuel	6,500.00	6,459.36	6,500.00	6,500.00	6,500.00		\$0.00
4311-21 · Hand Tools & New Equipment	1,000.00	2,319.47	1,000.00	1,500.00	1,500.00		\$500.00
4311-24 · Gasoline	2,625.00	3,850.91	3,200.00	5,935.00	5,935.00		\$2,735.00
4311-25 · Diesel Fuel	16,500.00	17,136.15	18,500.00	17,625.00	17,625.00		(\$875.00)
4311-26 · Parts/In House Repairs	13,000.00	14,410.26	14,500.00	14,500.00	14,500.00		\$0.00
4311-28 · Miscellaneous/Engineering	5,000.00	4,433.60	6,000.00	6,000.00	6,000.00		\$0.00
4311-30 · Telephone	1,160.00	908.76	1,520.00	1,520.00	1,520.00		\$0.00
4311-40 · Tires	2,500.00	2,649.80	2,500.00	2,500.00	2,500.00		\$0.00
4311-41 · Wear Edges (Plow & Equip.)	3,500.00	3,356.00	3,500.00	3,500.00	3,500.00		\$0.00
4311-42 · Hired & Rental Equipment	16,000.00	7,186.93	16,000.00	16,000.00	16,000.00		\$0.00
4311-43 · Sub Contracted Repairs	9,000.00	2,152.37	8,000.00	6,000.00	6,000.00		(\$2,000.00)
4311-44 · Paving & Asphalt Products	170,000.00	159,946.37	170,000.00	190,000.00	190,000.00		\$20,000.00
4311-45 · Sand/Stone/Gravel	10,000.00	6,944.00	9,500.00	9,500.00	9,500.00		\$0.00
4311-46 · Culvert/Guard Rails, Etc.	5,000.00	4,500.00	5,000.00	6,000.00	6,000.00		\$1,000.00
4311-47 · Salt/Calcium/Magnesium	28,000.00	25,591.18	25,000.00	26,500.00	26,500.00		\$1,500.00
4311-48 · Drug & Alcohol Testing	1,000.00	453.00	750.00	750.00	750.00		\$0.00
4311-49 · Signs/Warning Devices	4,000.00	2,119.83	3,000.00	2,500.00	2,500.00		(\$500.00)
4311-50 · Building M & R	2,500.00	1,275.00	2,500.00	2,500.00	2,500.00		\$0.00
4311-51 Little River Park Maintenance	0.00	0.00	11,250.00	11,250.00	11,250.00		\$0.00
Total 4311 · Highway Department	467,664.00	430,999.00	480,243.08	503,603.08	503,603.08		\$23,360.00
4321 · Transfer Station							
4321-S1 · TS Manager Salary	46,970.00	47,147.04	47,909.40	47,909.40	47,909.40		\$0.00
4321-W1 · Full Time Wages	60,388.00	33,171.42	33,436.62	33,436.62	33,436.62		\$0.00
4321-W2 · Part Time Wages	13,325.00	30,324.59	36,164.52	36,164.52	37,664.52		\$0.00
4321-W7 · Overtime	1,538.00	1,589.79	1,538.00	1,600.00	1,600.00		\$62.00
4321-W8 · Clerical	0.00	2,696.61	0.00	100.00	100.00		\$100.00

**Town of Lee
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	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
4321-04 · Printing/Stickers/Permits	1,000.00	1,432.20	450.00	1,450.00	1,450.00		\$1,000.00
4321-05 · Postage	100.00	28.79	50.00	50.00	50.00		\$0.00
4321-06 · Dues/Subscriptions	325.00	290.50	400.00	400.00	400.00		\$0.00
4321-09 · Office Expense	1,200.00	2,293.36	1,200.00	1,800.00	1,800.00		\$600.00
4321-11 - Travel	0.00	0.00	0.00	400.00	0.00		\$400.00
4321-14 · Training/Education	1,000.00	1,672.13	1,000.00	1,600.00	1,600.00		\$600.00
4321-15 · Uniforms	2,000.00	1,348.65	2,000.00	1,500.00	1,500.00		(\$500.00)
4321-16 · Equipment M & R	15,500.00	15,281.70	7,000.00	7,000.00	7,000.00		\$0.00
4321-17 · New Equipment	3,000.00	2,939.28	3,000.00	4,000.00	4,000.00		\$1,000.00
4321-18 · Electricity	9,000.00	8,809.73	9,000.00	9,000.00	9,000.00		\$0.00
4321-19 · Heating Fuel	1,800.00	1,397.72	1,900.00	1,900.00	1,900.00		\$0.00
4321-23 · Grounds Maintenance	2,700.00	2,121.10	2,500.00	2,500.00	2,500.00		\$0.00
4321-25 · Fuel/Vehicles	4,200.00	2,307.74	4,200.00	4,000.00	4,000.00		(\$200.00)
4321-28 · Miscellaneous	500.00	486.52	500.00	500.00	500.00		\$0.00
4321-29 · Other	0.00	195.36	0.00	0.00	0.00		\$0.00
4321-30 · Telephone	760.00	867.21	735.00	735.00	735.00		\$0.00
4321-40 · Safety Equipment	2,100.00	1,287.59	2,100.00	2,000.00	2,000.00		(\$100.00)
4321-41 · Engineering	100.00	0.00	100.00	100.00	100.00		\$0.00
4321-42 · Recycling Expense	3,000.00	1,100.20	3,000.00	2,000.00	2,000.00		(\$1,000.00)
4321-43 · Compliance	250.00	0.00	200.00	200.00	200.00		\$0.00
4321-44 · CFC Removal	200.00	0.00	200.00	200.00	200.00		\$0.00
4321-45 · Porta Potty	700.00	620.77	700.00	700.00	700.00		\$0.00
4321-46 · Compost Bins & Pails	1,000.00	881.80	1,000.00	1,000.00	1,000.00		\$0.00
4321-47 · Volunteer ID T-Shirts	200.00	210.00	200.00	200.00	200.00		\$0.00
Total 4321 · Transfer Station	172,856.00	160,501.80	160,483.54	162,445.54	163,545.54		\$1,962.00
4324 · Solid Waste Disposal							
4324-40 · MSW & Bulky	92,000.00	75,623.36	92,000.00	90,000.00	90,000.00		(\$2,000.00)
4324-41 · Hauling Cost	19,000.00	16,187.57	22,000.00	22,000.00	22,000.00		\$0.00
4324-42 · Tire Disposal	2,200.00	2,450.00	1,900.00	1,800.00	1,800.00		(\$100.00)
4324-43 · Electronics Disposal	6,000.00	5,926.77	6,000.00	6,000.00	6,000.00		\$0.00
4324-44 · Hazardous Waste	3,000.00	2,846.98	3,500.00	3,500.00	3,500.00		\$0.00
4324-45 · Contaminated Waste Oil	3,200.00	365.00	3,200.00	3,000.00	3,000.00		(\$200.00)

**Town of Lee
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	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
4324-46 · Lamprey Closure Cost	1,000.00	927.29	1,000.00	1,100.00	1,100.00		\$100.00
4324-47 · Solid Waste Other	800.00	0.00	800.00	500.00	500.00		(\$300.00)
4324-48 · Construction & Demolition	9,500.00	7,453.09	9,500.00	9,000.00	9,000.00		(\$500.00)
4324-49 · Glass Disposal	3,200.00	2,540.35	3,200.00	3,000.00	3,000.00		(\$200.00)
4324-50 · Fluorocarbons CFC Disposal	500.00	0.00	500.00	500.00	500.00		\$0.00
4324-51 · Antifreeze	200.00	70.00	200.00	200.00	200.00		\$0.00
4324-52 · Brush Grinding	5,000.00	3,200.00	7,000.00	6,000.00	6,000.00		(\$1,000.00)
Total 4324 · Solid Waste Disposal	145,600.00	117,590.41	150,800.00	146,600.00	146,600.00		(\$4,200.00)
4414 · Animal Control	1,650.00	1,483.87	1,650.00	1,650.00	1,650.00		\$0.00
4415 · Public Health Agcy & Hospitals							\$0.00
AIDS Response Seacoast	700.00	700.00	700.00	700.00	700.00		\$0.00
Avis Goodwin Community Health	2,330.00	2,330.00	3,852.00	5,020.00	5,020.00		\$1,168.00
Lamprey Health Care	3,296.00	3,296.00	3,296.00	3,296.00	3,296.00		\$0.00
Sexual Assault Support Services	1,775.00	1,775.00	1,775.00	1,775.00	1,775.00		\$0.00
Total 4415 · Public Health Agcy & Hospitals	8,101.00	8,101.00	9,623.00	10,791.00	10,791.00		\$1,168.00
4441 · General Assistance							\$0.00
4441-W1 · Welfare Officer Salary	8,000.00	2,689.96	8,000.00	8,000.00	8,000.00		\$0.00
4441-W2 · Welfare Assist. Wages	0.00	0.00	0.00	0.00	0.00		\$0.00
4441-06 · Dues & Subscriptions	250.00	0.00	0.00	0.00	0.00		\$0.00
4441-11 · Mileage	250.00	0.00	250.00	0.00	0.00		(\$250.00)
4441-30 · Telephone	700.00	564.24	500.00	600.00	600.00		\$100.00
Total 4441 · General Assistance	9,200.00	3,254.20	8,750.00	8,600.00	8,600.00		(\$150.00)
4442 · Direct Welfare Assistance							\$0.00
4442-40 · Rental Assistance	14,200.00	12,735.50	14,200.00	14,200.00	14,200.00		\$0.00
4442-41 · Food Assistance	600.00	0.00	600.00	600.00	600.00		\$0.00
4442-42 · Utilities Assistance	1,200.00	416.71	1,200.00	1,200.00	1,200.00		\$0.00
4442-43 · Fuel Assistance	1,000.00	280.00	1,000.00	1,000.00	1,000.00		\$0.00
4442-44 · Medical Supplies	1,000.00	0.00	500.00	500.00	500.00		\$0.00
4442 - Other	0.00	750.00	0.00	0.00	0.00		\$0.00
Total 4442 · Direct Welfare Assistance	18,000.00	14,182.21	17,500.00	17,500.00	17,500.00		\$0.00
4444 · Intergovernmental Agencies							\$0.00
Community Action Partnership	2,250.00	2,250.00	2,250.00	1,500.00	1,500.00		(\$750.00)

**Town of Lee
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	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
Homeless Shelter Strafford Cty	500.00	500.00	0.00	500.00	500.00		\$500.00
Elder Services Transportation	0.00	0.00	1,500.00	1,500.00	1,500.00		\$0.00
The Homemakers Health Services	2,140.86	2,140.86	1,022.26	124.80	124.80		(\$897.46)
Total 4444 · Intergovernmental Agencies	4,890.86	4,890.86	4,772.26	3,624.80	3,624.80		(\$1,147.46)
4445 · Private Public Assis Facilities							
A Safe Place	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00		\$0.00
American Red Cross	0.00	0.00	0.00	1,962.00	500.00		\$1,962.00
CASA	0.00	0.00	500.00	500.00	500.00		\$0.00
Girls on the Run	0.00	0.00	0.00	0.00			\$0.00
My Friend's Place	0.00	0.00	0.00	0.00			\$0.00
Child and Family Services	0.00	0.00	750.00	1,000.00	1,000.00		\$250.00
Total 4445 · Private Public Assis Facilities	2,000.00	2,000.00	3,250.00	5,462.00	4,000.00		\$2,212.00
4520 · Parks & Recreation							
4520-W1 · Recreation Wages	0.00	0.00	0.00	0.00			\$0.00
Oyster River Youth Association	25,000.00	25,000.00	26,000.00	26,700.00	26,700.00		\$700.00
Recreation Expenses	12,245.00	5,397.26	3,400.00	3,500.00	3,500.00		\$100.00
LRP Electricity	525.00	522.73	1,200.00	600.00			(\$600.00)
Town Sponsored Activities (Fair)	1,000.00	0.00	1,000.00	0.00			(\$1,000.00)
Total 4520 · Parks & Recreation	38,770.00	30,919.99	31,600.00	30,800.00	30,200.00		(\$800.00)
4550 · Library							
4550-S1 · Library Director Salary	49,448.00	49,631.76	50,430.84	55,057.60	55,057.60		\$4,626.76
4550-W1 · Circulation/Lib. Ast. Wages	30,993.00	31,361.19	31,612.86	33,524.40	33,524.40		\$1,911.54
4550-W2 · Children's Librarian	20,909.00	20,674.86	21,327.18	21,333.00	21,333.00		\$5.82
4550-W3 · Assistant I	12,365.00	12,309.21	21,783.12	12,616.72	12,616.72		(\$9,166.40)
4550-W4 · Assistant II (aka page)	8,604.88	8,186.70	0.00	9,166.40	9,166.40		\$9,166.40
4550-W5 · Substitute/Temp. Wages	1,000.00	1,109.10	1,000.00	1,500.00	1,500.00		\$500.00
*4550-18 · Electricity	4,700.00	2,350.00	0.00	4,200.00	0.00		\$4,200.00
*4550-40 · Trustees Quarterly Payment	34,880.00	37,230.00	39,580.00	40,355.00	40,355.00		\$775.00
4550-41 · Misc. to be offset by Rev.	5,220.00	0.00	6,065.00	6,065.00	6,065.00		\$0.00
* Electricity expense to be added to quarterly payment							\$0.00
Library Subtotal	168,119.88	162,852.82	171,799.00	183,818.12	179,618.12		\$12,019.12

**Town of Lee
FY 2016 Proposed Budget**

	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
Expenses Paid by Town Administrator:							
4550-19 . Heat	2,670.00	3,054.23	2,670.00	2,670.00	2,670.00		\$0.00
13· Bottled H2O (to be reimbursed by Lib.)	200.00	0.00	200.00	200.00	200.00		\$0.00
41! Property Liability Insurance	1,787.00	1,787.00	1,800.00	1,787.00	1,800.00		(\$13.00)
41! Worker's Compensation	431.62	431.62	500.00	500.00	432.92		\$0.00
41! Ancillary Payroll Expenses	25,211.88	25,211.88	26,649.64	46,900.00	31,834.26		\$20,250.36
Total 4550 . Town Administrator/Library	198,420.38	193,337.55	203,618.64	235,875.12	216,555.30		\$32,256.48
4583 · Patriotic Purposes	750.00	0.00	550.00	550.00	550.00		\$0.00
4618 · Community Planning Coordinator							
4618-W1 · Community Planning Wages	0.00	0.00	0.00	0.00			\$0.00
4618-09 · Expenses	5,000.00	0.00	0.00	0.00			\$0.00
4618-11 · Mileage	0.00	0.00	0.00	0.00			\$0.00
4618-30 · Strafford County Reg. Plan.	0.00	0.00	0.00	0.00			\$0.00
Total 4618 · Community Plan. Coordinator	5,000.00	0.00	0.00	0.00			\$0.00
4619 · Conservation Commission	2,500.00	2,500.00	3,500.00	4,050.00	4,050.00		\$550.00
4711 · Principal/Bonds Long Term Note	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00		\$0.00
4721 · Interest/Bonds - Long Term Note	36,498.00	36,498.00	32,078.00	28,643.00	28,643.00		(\$3,435.00)
4912 · Transfer to Special Revenue							
Agriculture Commission	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00		\$0.00
Heritage Commission	6,700.00	6,700.00	6,700.00	27,700.00	17,700.00		\$21,000.00
Total 4912 · Transfer to Special Revenue	8,200.00	8,200.00	8,200.00	29,200.00	19,200.00		\$21,000.00
	3,555,731.33	3,266,571.84	3,664,064.79	3,842,655.03	3,757,009.91		178,590.24

4.87%

Proposed Ancillary Personnel Costs Included in 4155 Above					
	TS/GB Split	Lib. Asst. to FT	New Police Off.	Firefighter to FT	Total Addn'l.
Group I NHRS	2,810.00	4,800.00			7,610.00
Group II NHRS			13,000.00	10,000.00	23,000.00
Health Insurance	24,000.00		24,000.00	11,500.00	59,500.00
Soc. Sec.				-1,870.00	-1,870.00
Medicare			700.00	70.00	770.00
	26,810.00	4,800.00	37,700.00	19,700.00	89,010.00

Proposed Library Bond Warrant Article
Drafted by Town Administrator

To see if the municipality will vote to raise and appropriate the sum of \$2,250,000 (gross budget) for the purpose of designing, engineering, building and equipping a new Public Library and Community Center, and to authorize the issuance of not more than \$1,000,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act RSA 33:1 et seq., as amended; and to authorize the Select Board to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Select Board to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Select Board to take any other action or to pass any other vote relative thereto, including, but not limited to, withdrawing \$371,000 from the Lee Library/Community Center Capital Reserve Fund created for this purpose, and withdrawing \$80,000 from the Library Capital Reserve Fund; with the balance of \$799,000 to be raised by private fundraising and donation. The Select Board does/does not recommend this appropriation.

Requires 3/5 ballot vote to pass.

YES NO

Julie Glover

From: Annie Gasowski <anniegasowski@gmail.com>
Sent: Monday, December 15, 2014 1:34 PM
To: Julie Glover
Cc: Cynthia Giguere; Michelle Stevens; Peg Dolan; Katrinka Pellecchia; Bruce Larson; Annie Gasowski; Cynthia Giguere-Unrein; Scott Bugbee; Carole Dennis; David Cedarholm
Subject: Language for the bond warrant article

Julie:

As the result of our meeting last week, the Library Trustees would like to suggest the following changes to the language of the warrant article for the Lee Public Library Community Center bond:

PROPOSED LPLCC BOND LANGUAGE 1/2015:

To see if the town will vote to raise and appropriate the sum of \$2,250,000 (gross budget) for the purpose of designing, engineering, building and equipping a new Public Library and Community Center, and to authorize the issuance of not more than \$1,000,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act RSA 33:1 et seq., as amended; and to authorize the Select Board to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Select Board to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Select Board to take any other action or to pass any other vote relative thereto, including, but not limited to, withdrawing \$374,000 from the Lee Library/Community Center Capital Reserve Fund created for this purpose, and withdrawing \$115,000 from the Library Capital Reserve Fund; with the balance to be raised through cost reductions, grants, private fundraising, donations and in-kind contributions. The Select Board does/does not recommend this appropriation.

Requires 3/5 ballot vote to pass.

Please let me know when this needs to be finalized and what we need to do to further.

Thanks

Annie Gasowski, Chair
Board of Trustees
Lee Public Library



TOWN of LEE
7 MAST RD, LEE, NH 03861
(603) 659-5414
Email: dduval@leenh.org

Office Use Only
Meeting Date: 12-22-14
Agenda Item No. 4

²²
12-8-14 **BOARD OF SELECTMEN**
MEETING AGENDA REQUEST
(Meeting Date Requested)

Agenda Item Title: Town Resident parking trailer near Mast
Way School

Requested By: Katherine Moore **Date:** 12.4.14

Contact Information: 75 Fox Garrison Rd, Lee 03866

Presented By: _____

Description: Please see attached. Thank you, Katherine

Financial Details: none

Legal Authority 41:11-a and RSA 435:14
(usually NH RSA or Town Ordinance/Policy):

Legal Opinion: _____

REQUESTED ACTION OR RECOMMENDATIONS:

Katherine A. Moore
75 Fox Garrison Rd.
Lee, NH 03861
603/659-3516

To: Town of Lee Selectman
Mast Rd.
Lee, NH 03861
Ref. Horse trailer at Mast Way School
Date: 12/5/14

Dear Select Persons of Lee,

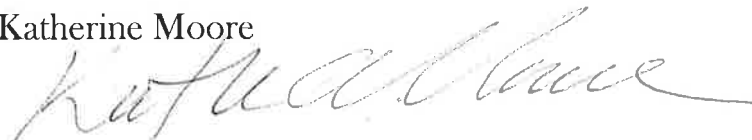
I am writing in request to park a 16' aluminum stock trailer beside the Mast Way School. This property is actually owned by the Town of Lee. This would be a temporary "on occasion" parking as to allow for shelter for a horse who I intend to ride to and from my place of employment, Mast Way School. I prefer the trailer, not because the horse is dangerous in a pen or on a tie, but to solve the problem of people who are unfamiliar with livestock doing something that could potentially cause a problem.

I am well aware that with snow fall this area will form a snow bank from the plowing of Mast Rd. and I will take responsibility for shoveling in front of the trailer to move it as necessary. I am also very sensitive to not causing any difficulty or hardships for the road or field crew and will be sure to check with field and road personnel to assure it is not a problem for anyone.

I also understand that if granted permission, but you later find a problem with the above mentioned arrangement, that you may relinquish this privilege. I will certainly respect such a request. I appreciate your taking my request into consideration and I look forward to hearing back from you.

Sincerely,

Katherine Moore

A handwritten signature in cursive script that reads "Katherine Moore". The signature is written in dark ink and is positioned below the printed name.

Section 435:14

435:14 Shelter Available. – Horses shall be provided either:

I. An adequately ventilated, dry barn with stalls of sufficient size so that the horse is able to lie down, and shall be provided adequate and suitable exercise in arenas, barn yards, paddocks or pastures; or

II. A roofed shelter, with at least 3 sides from November 1 through April 15, shall be provided for horses kept in paddocks or pastures, and said horses shall not be kept tied but shall be able to move around freely.

Source. 1985, 72:1, eff. July 1, 1985. 2003, 9:2, eff. April 22, 2003.



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

Office Use Only

Meeting Date: December 22, 2014

Agenda Item No. 5

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
12/22/2014

Agenda Item Title: Lee Racetrack Sound Study RFP

Requested By: Ad Hoc Racetrack Committee

Date: 12/8/2014

Contact Information: 603-659-5411

Presented By: Tom Loureiro, Chairman

Description: Discuss the RFP results from Acentech, Noise Control Engineering, Nancy Timmerman, HMMH, Cavanaugh Tocci Associates and Reuter Associates. Present the Board with their recommendations for the firm to hire for the Sound / Noise Study Project at the Lee Racetrack.

Financial Details: \$9,750 - \$18,100

Legal Authority RSA 31:41-a; Lee Racetrack Ordinance

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to authorize the Town Administrator to enter into an agreement with

_____ to perform a Sound / Noise Study at the Lee USA Speedway for a cost not to exceed _____ and to withdraw funds from the Contingency Fund for same.

**Auto Racing Noise Study RFP
November 17, 2014**

	Acentech 33 Moulton St Cambridge, MA 02138 617-499-8034 Eric Wood	Noise Control Eng. LLC 799 Middlesex Tpke Billerica MA 01821-3445 978-670-5339 Michael Bahtiarian	Nancy Timmerman 25 Upton St Boston MA 02118 617-266-2595 Nancy Timmerman	HMMH 77 So Bedford St Burlington MA 01803 781-229-0707 Christopher Menge	Cavanaugh Tocci Assoc 327 F Boston Post Rd Sudbury MA 01776-3027 978-443-7871 Gregory Tucci	Reuter Associates 10 Vaughn Mall St 201A Portsmouth NH 03801 603-430-2081 Eric Reuter
Phase I		\$ 4,600.00	\$ 5,440.00	\$ 7,640.00	\$ 16,600.00	\$ 3,120.00
Is the Ordinance enforceable in its current form?	Estimate for PH I & II is \$9,750 based on time & materials	Estimate based on time & materials	Estimate based on \$160/hr.	Estimate based on time & materials	No breakdown based on PH I&II in the RFP	Estimate based on time & materials
If not, what changes should be made to the Ordinance to make it effective and enforceable?	Proposing to install two or more noise-monitoring systems for the 2015 season at a cost TBD		If Timmerman does not do sound measurements, deduct \$5500 from the total project cost	Incl. preliminary noise analysis	Estimate based on time & materials	Estimate based on \$220/hr.
Does the current ordinance reflect best practices and standards for sound monitoring and control?	No cost itemization, no fee schedule, no timeline submitted			No Fee Schedule	Does not include attendance at meetings.	
What guidance would you provide with respect to the topics provided in Attachment B?					Fee schedule provided	
What other factors should the Committee and the Board consider when determining how best to effectively and defensibly monitor and enforce the Ordinance?					Incl. noise measuring at 3 race events	
Phase II		\$ 13,500.00	\$ 10,610.00	\$ 6,833.00		\$ 6,240.00
Provide specific guidance as to the logistics of noise monitoring, including location, equipment, frequency and related topics. Given your experience and the information provided, who should be conducting monitoring activities (e.g., town officials/police, independent outside party, etc.)?		Estimate based on time & materials	Estimate based on \$160/hr.	Estimate based on time & materials		Includes noise measurements at 2 race events
How long would it take for you to collect sufficient baseline data to be able to commence monitoring for enforcement purposes?	May include a noise contour map?	PH II includes noise monitoring & field measurements	PH I & II includes noise monitoring & field measurements	Incl. taking noise measurements during one race night		Cost estimate to attend additional meetings is \$570 per meeting
		Optional noise modeling/mapping \$5200				Optional Noise Contour Modeling \$1,760
		Optional 2nd round of field measurements \$2600				
TOTAL FOR PH I & II	\$ 9,750.00	\$ 18,100.00	\$ 16,050.00	\$ 14,473.00	\$ 16,600.00	\$ 10,500.00



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

Office Use Only
Meeting Date: 12/22/2014
Agenda Item No. 6

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
12/22/2014

Agenda Item Title: Recommend firm to hire for hydraulic study and conceptual plan for two culvert replacements.

Requested By: Randy Stevens

Date: 12/17/2014

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: Report further information obtained pertaining to Right Angle and CMA with regards to considering them for completing a hydraulic study and conceptual plan for a culvert on Packers Falls Rd.(5'dia.) and a culvert on Tuttle Rd(6'dia.). This being a first step in the planning and engineering of the eventual replacement of the culverts.

Financial Details: \$6,800. The funding to come from the Expendable Highway and Bridge Trust Fund. Both of these culverts are included in the CIP.

Legal Authority NH RSA 35:1 c: WA 11- March 2011

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to authorize the Highway Supervisor to enter into an agreement with CMA Engineers to provide engineering services for the hydraulic study and conceptual plan for the replacement of the Tuttle Rd culvert at Beaver Creek and the Packers Falls culvert at Chesley Brook, at a cost not to exceed \$6,800 and to withdraw the necessary funds from the Highway Department Road and Bridge Improvement Plan Capital Reserve Fund.

RFP Results for a Hydraulic Study and Conceptual Plan for Culvert Replacements on Tuttle Rd and Packers Falls Rd

	Farwell	CMA	Right Angle	Hoyle Tanner
HYD Study Tuttle Rd	\$1,100.00	\$1,300.00	\$1,080.00	\$3,390.00
Conceptual Plan Tuttle	\$1,320.00	\$2,300.00	\$2,250.00	\$2,210.00
Hyd Study Packers Falls Rd	\$1,100.00	\$1,000.00	\$1,080.00	\$2,775.00
Conceptual Plan Packers Falls	\$1,320.00	\$2,200.00	\$2,250.00	\$2,210.00
Other Expenses			\$300.00	
Total for Both Culverts	\$4,840.00	\$6,800.00	\$6,960.00	\$10,585.00



Outline of Tasks

Town of Lee, Municipal Facilities Needs and Site Alternatives Analysis

AG Architects Project No. 14-670

18 December 2014

DRAFT

Task	Proposed Schedule
• Organizational Meeting: Confirm goals, process communication.	5-8 January
• Review Town Organization: Verify departments, boards, commissions, committees.	5-8 January
• Review prior studies: Master Plan, 2007 Town Offices Needs Assessment, 2009 Lee Town Center Study ...	5-16 January
• Review existing building plans, site plans.	5-16 January
• Develop survey with Town.	9-16 January
• Send Survey to Public, post on Town website, locate at Town facilities: Include questions on sites and location for Town Hall, their use of Town facilities, functional concerns, historic concerns, sustainable design concerns. Provide date for responses.	19 January- 5 February
• Develop Program Evaluation Forms and send to department staff, boards, commissions, committees.	9-26 January — <i>RL</i>
• Review feedback from Program Evaluation Forms.	26-30 January
• Conduct interviews with departments, boards, commissions, committees.	2-13 February
• Develop adjacency matrix and flow diagram for Town Hall Departments.	16-20 February
• Identify potential for future needs, Town growth.	2-20 February
• Develop Program Summary with recommended sizes and spaces, verify size of facility.	16-20 February
• Post preliminary Program Summary on Town website.	23 February
• Tour potential and available sites.	22-24 December 2014
• Inspect existing buildings: Evaluate condition, space available, structure, building systems.	19-23 January

Task**Proposed Schedule**

- Establish criteria for rating sites. 20-27 February
- Narrow site selection to four sites for alternatives analysis. 20-27 February
- Public Meeting: Review results of Public Survey, present proposed Program of Spaces, present sites considered, review criteria for rating sites, identify final 4 sites recommended for alternatives analysis. 2 March *Past March 10*
- Adjust Program and/or site alternatives depending on Public input. 2-6 March
- Develop alternative concepts for each of 4 sites. Identify pros and cons, and establish rating criteria, including environmental issues. 2-16 March
- Refine alternative concepts to present one concept for each of 4 sites. 16-23 March
- Prepare estimated costs for each alternate concept. 23-27 March
- Public Meeting: Present 4 alternate concepts and estimated costs to Public for input and feedback. 30 March
- Adjust alternative concepts depending on Public input. 30 March-3 April
- Post site alternative concepts to Town website. 3 April
- Provide draft report for Town review. 30 March-3 April
- Finalize report including recommendation to Town for final action to pursue. 6 April-10 April



ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: December 8, 2014

RE: Chuck Roberts
28 Washington Street
Ipswich, MA 01938

Property Tax Map 26 Lot 2-C11
Address: C11 Wadleigh Campground

Tax Year: 2013
Assessment: \$4,700

The subject was a camper on a rented site at Wadleigh Campground. Camper was removed prior to July 2013 by the previous owner. Assessing office was not notified until recently and consequently the negative balance was carried onto Mr. Roberts account inadvertently. As this is the case, it is recommended that an abatement in the amount of \$105.11 plus any applicable interest and penalties be granted.

Please note the abatement will allow the tax collector to clear her records.

Abatement Granted

Abatement Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: December 8, 2014

RE: Richard and Lisa MacDonald
53 Alpine Street
Arlington, MA 02474-2607

Property Tax Map 28 Lot 1-F
Address: LOF Ferndale Acres

Tax Year: 2014
Assessment: \$6,000

The subject was a camper on a rented site at Ferndale Acres campground. The camper was removed from the site. As this is the case, it is recommended that an abatement in the amount of \$92 plus any applicable interest be granted.

Abatement Granted

Abatement Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: December 15, 2014

RE: Darren Cox
16 Brand Ave
Wilmington, MA 01887

Property Tax Map 12 Lot 001-C15
Address: C15 Forest Glen

Tax Year: 2014
Assessment: \$5,100

The subject is a camper on a rented site in Forest Glen Campground. The assessing office reviewed sale data and found that an adjustment to the depreciation was necessary. As a result the assessment was reduced \$2,300, from \$5,100 to \$2,800. It is recommended that an abatement in the amount of \$68 plus any applicable interest be granted.

Abatement Granted

Abatement Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: December 15, 2014

RE: Bernadette Doherty
68 Undine Ave
Winthrop, NH 02152

Property Tax Map 12 Lot 001-C1
Address: C1 Forest Glen

Tax Year: 2013
Assessment: \$7,900

The subject was a camper on a rented site in Forest Glen Campground. Campground owner did not provide owner information as requested, nor did they forward the tax bill. The applicant's were not aware of the tax bill and upon review and conversation it was found that camper was removed. As this is the case, it is recommended that an abatement in the amount of \$227 plus any applicable interest/fees be granted.

Abatement Granted

Abatement Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: December 15, 2014

RE: Bernadette Doherty
68 Undine Ave
Winthrop, NH 02152

Property Tax Map 12 Lot 001-C1
Address: C1 Forest Glen

Tax Year: 2014
Assessment: \$7,500

The subject was a camper on a rented site in Forest Glen Campground. The assessing office was recently informed that camper was removed at the end of the camping season (September). As this is the case, it is recommended that an abatement in the amount of \$223 plus any applicable interest/fees be granted.

Abatement Granted

Abatement Denied

Dated _____

(Assigned by Municipality)

YR TOWN OP#
14-255-06-T

For Tax Year April 1, _____ to March 31, _____

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

- Town/City of: LEE
- Tax Map/Block/Lot or USFS Sale Name & Unit No.
MAP 33 LOT 3
- Intent Type: Original Supplemental _____
(Original Intent Number)
- Name of Access Road: LEE HOOK ROAD
- 5a. Acreage of Lot: 200 Acreage of Cut: 5
- 5b. Anticipated Start Date: 12/8/2014
- Type of ownership (check only one):
 - Owner of Land and Stumpage (Joint Tenants)
 - Owner of Land and Stumpage (Tenants in Common)
 - Previous owner retaining deeded timber rights
 - Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

REPORT OF CUT / CERTIFICATE TO BE SENT TO:	
OWNER <input checked="" type="radio"/>	OR LOGGER / FORESTER <input type="radio"/>
BY MAIL <input type="radio"/>	OR E-MAIL <input type="radio"/>

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

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
STEVE EISENHAURE LAND USE COORDINATOR

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)
STEVE EISENHAURE 12-1-2014

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

UNIVERSITY OF NEW HAMPSHIRE WOODLANDS OFFICE	
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)	
KINGMAN FARM 333 KNOX MARSH ROAD	
MAILING ADDRESS	
MADBURY NH	NH 03823
CITY OR TOWN	STATE ZIPCODE
woodlands@unh.edu	
E-MAIL ADDRESS	
(603) 862-3951	(603) 534-7979
HOME PHONE (Enter number without dashes)	CELL PHONE (Enter number without dashes)

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	65	MBF
Hemlock	10	MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	5	MBF
Ash		MBF
Beech & Soft Maple		MBF
Pallet or Tie Logs	10	MBF
Other (Specify)		MBF
Pulpwood	Tons	Cords
Spruce & Fir		
Hardwood & Aspen		
Pine		100
Hemlock		80
Whole Tree Chips		
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood	60	Cords

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

Species	Amount:
---------	---------

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

SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE
STEVE EISENHAURE 12-1-2014

PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT
333 KNOX MARSH ROAD
MAILING ADDRESS
MADBURY NH 03823
CITY OR TOWN STATE ZIPCODE
PHONE NUMBER E-MAIL ADDRESS

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:
1. All owners of record have signed the Intent;
2. The land is not under the Current Use Unproductive category;
3. The form is complete and accurate; and

- Any timber tax bond required has been received.
\$ _____ Date: _____
- The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
- This form to be forwarded to DRA within 30 days.

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE		

NANCY E. KINNER
4 GRANGER DR. PH. 603-659-7229
LEE, NH 03861

3627

51-7218/2211
431

Dec 12, 2014
Date

Pay to the Order of Town of Lee, NH \$ 100.00
One Hundred Dollars ⁰⁰/₁₀₀ Dollars

 Security Features Details on Back.

People's United Bank
peoples.com

For Donation 

⑆ 221172186⑆ 0000391557⑆ 3627

Harford Clats

GUARDIAN SAFETY® YELLOW

Lee Fire & Rescue Department

"Protecting Yours Like It's Ours"

December 12, 2014

Board of Selectman

Town of Lee

7 Mast Road

Lee, NH 03861

Dear BOS,

Lee Fire and Rescue held their annual meeting on December 11, 2014. At this meeting the following individuals were elected to hold positions within the department.

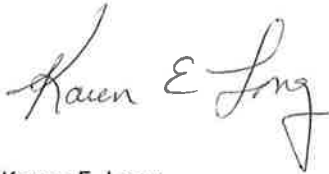
Fire Chief – Scoot Nemet

Secretary – Lindsey Suprenard

Board of Engineers Four Year Term – Frank Taylor

Board of Engineers Two Year Term – Devon Skerry

Respectfully Submitted:

A handwritten signature in black ink that reads "Karen E. Long". The signature is written in a cursive style with a large, stylized 'K' and 'L'.

Karen E. Long

Secretary



John T. Beardmore
Commissioner

Kathryn E. Skouteris
Assistant Commissioner

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



MUNICIPAL AND PROPERTY
DIVISION
Stephan W. Hamilton
Director

David M. Cornell
Assistant Director

EDUCATION TAX WARRANT FOR TAX YEAR 2015

December 11, 2014

To the Selectmen or Assessors of LEE

In accordance with the provisions of RSA 76:8 II, you are hereby required to assess the sum of **\$1,015,473** for the 2015 Education Tax. Per RSA 76:3, this amount is based on a uniform rate of \$2.42/1,000 of the 2013 equalized valuation without utilities in the amount of **\$419,616,865**.

Stephan W. Hamilton
Director
Municipal & Property Division

Note: This warrant amount will be used to calculate your locally assessed state education rate in the fall of 2015.

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

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