

# SELECT BOARD MEETING AGENDA

**DATE:** 6:00pm Monday, January 20, 2015

**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. **Racetrack Public Hearing**
3. **3<sup>rd</sup> Public Budget Hearing**
4. Public Comment
5. Select Board – Finalize the FY16 Budget and Warrant
6. Julie Glover, Town Administrator Report
  - *Miscellaneous*
7. Consent Agenda Items - (Individual items may be removed by any Selectman for separate discussion and vote)

## SIGNATURES REQUIRED

Abatements (2)

## INFORMATION ONLY

DRA Equalization Ratio

Clara Kustra Resignation as Supervisor of the Checklist

Comcast Letter

Reimbursement Request for Car Registration

Letter from UNH RE: Burleigh Demeritt House

Strafford County Commissioners Proposed Operating Budget for 2015  
(full copy available at Town Hall)

8. Acceptance of Manifest #14 and Weeks Payroll Ending January 18, 2015
9. Miscellaneous/Unfinished Business
10. Adjournment

**Posted: Town Hall, Public Safety Complex, Public Library and on [leenh.org](http://leenh.org) on January 16, 2015**

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



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

Office Use Only

Meeting Date: Jan 20, 2015

Agenda Item No. 2

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**1/20/2015**

**Agenda Item Title: Racetrack Public Hearing**

**Requested By: Lee USA Speedway**

**Date: 1/16/2015**

**Contact Information: Judy MacDonald**

**Presented By: Lee USA Speedway**

**Description: 2015 License to Operate a Racetrack, including review of proposed operation schedule**

**Financial Details: \$100.00 license application fee**

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

MOTION: Move to accept the Lee USA Speedway's 2015 proposed operation schedule and grant them a license, subject to the conditions imposed by the Lee Racetrack Ordinance, including inspections by the Building Inspector, Fire Chief, Police Chief and submission of certificate of insurance to the Town Administrator. OR

Move to accept the Lee USA Speedway's 2015 proposed operation schedule with the following changes: \_\_\_\_\_

\_\_\_\_\_ and grant them a license, subject to the conditions imposed by the Lee Racetrack Ordinance, including inspections by the Building Inspector, Fire Chief, Police Chief and submission of certificate of insurance to the Town Administrator. OR

Move to postpone approval of the 2015 license until the following condition are met:

**2015 LICENSE to OPERATE a MOTOR VEHICLE RACETRACK  
IN THE TOWN OF LEE**

A license to conduct motor vehicle racing at the **Lee USA Speedway** during the time period of April 11 – November 15, 2015 is hereby granted SUBJECT TO all provisions of the Town of Lee *Racetrack Ordinance* adopted on March 10, 1977 by the Annual Town Meeting, and SUBJECT TO any revisions or amendments to the Ordinance as hereinafter enacted.

The Select Board grants approval with the understanding that failure to comply with the provisions of the Ordinance shall be grounds for revocation or suspension of this license.

\*No practice or tire testing dates are permitted\*

**23 RACES**

- |                                |                               |
|--------------------------------|-------------------------------|
| 1) Sunday, April 12, 2015      | AC Governor Cup 150           |
| 2) Sunday, May 17, 2015        | Open Modifieds                |
| 3) Friday, May 29, 2015        | Season Opener - Nascar Weekly |
| 4) Friday, June 5, 2015        | Nascar Weekly                 |
| 5) Friday, June 12, 2015       | Nascar Weekly                 |
| 6) Friday, June 19, 2015       | Nascar Weekly – Modifieds     |
| 7) Friday, June 26, 2015       | Nascar Wkly & Pro Late Models |
| 8) Friday, July 3, 2015        | Nascar Weekly - Fireworks     |
| 9) Friday, July 10, 2015       | Nascar Weekly                 |
| 10) Friday, July 17, 2015      | Nascar Weekly – NEMA          |
| 11) Friday, July 24, 2015      | Nascar Weekly – Sup Late Mod  |
| 12) Friday, July 31, 2015      | Nascar Weekly                 |
| 13) Friday, August 7, 2015     | NNWAAS Weekly - ISMA          |
| 14) Friday, August 14, 2015    | Nascar Weekly                 |
| 15) Friday, August 21, 2015    | Nascar Weekly                 |
| 16) Friday, August 28, 2015    | Nascar Weekly                 |
| 17) Friday, September 4, 2015  | Championship Nascar Weekly    |
| 18) Friday, September 11, 2015 | After Season Special          |
| 19) Saturday, Sept. 19, 2015   | After Season Special          |
| 19) Saturday, Sept. 26, 2015   | After Season Special          |
| 20) Saturday, October 3, 2015  | After Season Special          |
| 21) Saturday, October 10, 2015 | Octoberfest - Qualifying      |
| 23) Sunday, October 11, 2015   | Octoberfest - Features        |

**3 TEST & TUNE**

- 1) Saturday, April 11, 2015
- 2) Saturday, May 16, 2015
- 3) Friday, October 9, 2015

**RAIN DATES**

- 1) Saturday, April 25, 2015
- 2) Saturday, April 26, 2015
- 3) Saturday, May 23, 2015
- 4) Sunday, May 24, 2015
- 5) Friday, October 16, 2015
- 6) Saturday, October 17, 2015
- 7) Sunday, October 18, 2015
- 8) Friday, October 23, 2015
- 9) Saturday, October 24, 2015
- 10) Sunday, October 25, 2015

Dates and hours of operation were approved by the Select Board on \_\_\_\_\_.

\_\_\_\_\_  
David Cedarholm, Chairman

\_\_\_\_\_  
Carole Dennis

\_\_\_\_\_  
Scott Bugbee

\*\*\*\*\*

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Administrator

\_\_\_\_\_  
Date

**2015 TENTATIVE LEE USA SPEEDWAY SCHEDULE**

NO.	DAY	DATE		RACE EVENT	NO.	RAIN DATES	NO.	TEST & TUNE
	Saturday	4/11/2015	noon - 5pm	Test & Tune			1	Test & Tune
1	Sunday	4/12/2015	12 noon	ACT Governor Cup 150				
	Saturday	4/25/2015		Test & Tune - Rain Date		1		
	Sundat	4/26/2015		ACT Rain Date		2		
	Saturday	5/16/2015	noon - 5pm	Test & Tune			2	Test & Tune
2	Sunday	5/17/2014	12 noon	Open Modifieds				
	Saturday	5/23/2015		Test & Tune - Rain Date		3		
	Sunday	5/24/2015		Opening Day - Rain Date		4		
3	Friday	5/29/2015	7pm	Season Opener - NASCAR Weekly				
4	Friday	6/5/2015	7pm	NASCAR Weekly				
5	Friday	6/12/2015	7pm	NASCAR Weekly				
6	Friday	6/19/2015	7pm	NASCAR Weekly - Modifieds				
7	Friday	6/26/2015	7pm	NASCAR Wkly & Pro All Series Late Models				
8	Friday	7/3/2015	7pm	NASCAR Wkly - Fireworks				
9	Friday	7/10/2015	7pm	NASCAR Weekly				
10	Friday	7/17/2015	7pm	NASCAR Weekly - NEMA Midgets & Lites				
11	Friday	7/24/2015	7pm	NASCAR Weekly - Super Late Models				
12	Friday	7/31/2015	7pm	NASCAR Weekly				
13	Friday	8/7/2015	7pm	NASCAR Weekly - ISMA				
14	Friday	8/14/2015	7pm	NASCAR Weekly				
15	Friday	8/21/2015	7pm	NASCAR Weekly				
16	Friday	8/28/2015	7pm	NASCAR Weekly				
17	Friday	9/4/2015	7pm	Championship NASCAR Weekly				
18	Friday	9/11/2015	7pm	After Season Special				
19	Saturday	9/19/2015	12 noon	After Season Special				
20	Saturday	9/26/2015	12 noon	After Season Special				
21	Saturday	10/3/2015	12 noon	After Season Special				
	Friday	10/9/2015		Test & Tune			3	Test & Tune
22	Saturday	10/10/2015	12 noon	Oktoberfest - Qualifying				OP - 12 - 10 PM
23	Sunday	10/11/2015	12 noon	Oktoberfest - Features				OP - 12 - 10 PM
	Friday	10/16/2015				5		
	Saturday	10/17/2015		Oktoberfest - Qualifying		6		OP - 12 - 10 PM
	Sunday	10/18/2015		Oktoberfest - Features		7		OP - 12 - 10 PM
	Friday	10/23/2015				8		
	Saturday	10/24/2015		Oktoberfest - Qualifying		9		OP - 12 - 10 PM
	Sunday	10/25/2015		Oktoberfest - Features		10		OP - 12 - 10 PM
	Saturday	11/14/2015		Flea Market				OP - 7AM
	Sunday	11/15/2015		Flea Market - Rain Date		11		

# **RACETRACK INSPECTION REGULATIONS AND LICENSING PROCEDURES**

These regulations are within the authority of NH RSA 31:41-a and in accordance with the Lee Racetrack Ordinance, which was adopted by the Legislative Body on March 10, 1997; and as amended by multiple Town Meetings, the last being on March 13, 2012.

## **Authority**

***RSA 31:41-a Motor Vehicle Race Tracks. – Towns shall have the power to make bylaws relating to the regulation and licensing of motor vehicle race tracks within the limits of the town, and may fix fees not to exceed \$100 annually for the operation of such race tracks, and failure to observe such bylaws shall constitute a violation and any fines collected hereunder shall inure to such uses as said towns may direct. For the purposes of this section, a motor vehicle shall be defined as any self-propelled vehicle, except tractors, activated by an internal combustion engine and not operated exclusively on stationary tracks***

## **Procedure**

Prior to the issuance of the yearly racetrack license, the following inspections will be required. Any inspections performed by an outside agency, including but not limited to, a structural engineer, fire protection engineer, or NH licensed master electrician, will be at the expense of the owner and/or operator of the racetrack. No license will be issued until all licensing officials have indicated by signature that s/he is satisfied that all items under his/her authority are satisfactory and in compliance with all local statutes, codes, ordinances and regulations. Once all three signatures have been obtained, the Town Administrator will forward a copy to the owner and/or operator of the racetrack, after confirming that a Certificate of Insurance, of the types and amounts specified in the Ordinance, has been received.

### **A. Under the authority of the Fire Chief:**

1. A bi-annual Bleacher and Grandstand Inspection Report conducted by an outside agency, fully licensed to perform such an inspection, and submitted to the Fire Chief for review;
2. Fire Suppression Systems and Hood Cleaning Report conducted annually by an outside agency, fully licensed to perform such inspections, and submitted to the Fire Chief for review;
3. Conduct Fire Extinguisher, Fire Alarm, and Emergency Light inspections by an outside agency, fully licensed to perform such inspections, and submit results to the Fire Chief for review;
4. The Fire Department shall conduct a Limited Visual Life Safety Inspection of the property in accordance with NFPA 101-Life Safety Code;
5. The Fire Department shall issue the Place of Assembly Permits for tent and bleacher areas after inspection of same.

# **RACETRACK INSPECTION REGULATIONS AND LICENSING PROCEDURES**

## **B. Under the authority of the Building Inspector:**

1. Conduct a visual inspection of electrical systems;
2. Conduct a visual inspection of any evident and/or obvious structural issues, including stairs and decks;
3. These inspections are performed under the 2009 International Existing Building Code, International 2009 Building Code, 2011 National Electrical Code & NFPA 70.

## **C. Under the authority of the Police Chief:**

1. Confirm that all gates are in their proper locations and are in proper working order ;
2. Confirm that all signs relative to the sale and consumption of alcoholic beverages are properly posted, pursuant to Section 7 of the Racetrack Ordinance.

All of the above notwithstanding, the Town of Lee reserves the right to perform additional inspections and/or require additional reports from outside agencies if it is deemed to be in the best interest of the Town and for the safety of the general public before issuing the license.

**TOWN of LEE**

**Application for License to Operate a Racetrack**

**For the Racing Season 2015**

Name of Applicant LEE USA SPEEDWAY INC

Business Address 380 CALEF HIGHWAY, LEE, NH 03861

(MAILING ADDRESS) P. O. Box 344, ROWLEY, MA 01969

Business Telephone 978-462-4252

Contact Person JOHN MACDONALD / WILLIAM CALLEN

Insurance Carrier/Policy Number GL201400000581

A copy of the insurance policy binder is attached.

We request a license to operate the Lee USA Speedway for the **2015** racing season. Attached is a schedule of the racing season that includes the dates, times and types of events.

Also included are tentative rain dates requested in the event a race is cancelled due to inclement weather.

We have previously received a copy of the Town of Lee's Racetrack Ordinance and understand the requirements contained within.

Date 12/08/2014

Signed   
JOHN E MACDONALD, PRESIDENT

Lee USA Speedway Representative

**FEE \$100**



LEEUSAS-01

DOYLES

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

4/8/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Office of America-LNG 1855 West State Road 434 Longwood, FL 32750	<b>CONTACT NAME:</b> Shelley Doyle <b>PHONE (A/C, No, Ext):</b> (407) 788-3000 <b>E-MAIL ADDRESS:</b> Shelley.Doyle@ioausa.com	<b>FAX (A/C, No):</b> (407) 788-7933
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Lee USA Speedway, Inc. POB 344 Rowley, MA 1969	<b>INSURER A:</b> Gotham Insurance Company	<b>NAIC #</b> 25569
	<b>INSURER B:</b> United States Fire Insurance Company	<b>NAIC #</b> 21113
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>PLL</b> <input checked="" type="checkbox"/> <b>AI</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GL20140000581	04/08/2014	04/08/2015	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 5,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMPI/OP AGG	\$ 5,000,000
							<b>PARTICIPANT LEG</b>	\$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE	\$
								AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N    N/A						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
B	<b>Excess Medical</b>			US100196	04/08/2014	04/08/2015	ADD 10,000	50,000
A	<b>Liquor Liability</b>			GL20140000581	04/08/2014	04/08/2015		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is included as an Additional Insured, but only as respects to claims arising out of the negligence of the Named Insured:

East Coast Sand and Gravel Inc, First Strafford Realty Trust, Moran Equipment Corporation, Checkered Flag Structures are additional insured on the General Liability & Participant Accident policies when required by written contract.

<b>CERTIFICATE HOLDER</b>  Town of Lee 7 MAST ROAD Lee, NH 03861	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> 

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15613

**CHECKERED FLAG STRUCTURES, INC.**

P.O. BOX 344  
ROWLEY, MA 01969  
(978) 462-4252

The Provident Bank  
Newburyport, Massachusetts  
the Provident Bank  
53-7402-2113

12/12/2014

PAY TO THE ORDER OF TOWN OF LEE

\$ \*\*100.00

One Hundred and 00/100\*\*\*\*\*

DOLLARS

TOWN OF LEE

VOID AFTER 60 DAYS

7 MAST ROAD  
LEE, NH 03824

*John C. Gas Donald*

PRESIDENT

MEMO

LICENSE TO OPERATE THE RACE TRACK

AUTHORIZED SIGNATURE

⑈015613⑈ ⑆211374020⑆ 27 327467⑈

Security Features. Details on back.



**Town of Lee  
FY 2016 Proposed Budget**

Worksheet

	FY 2014		FY 2015	FY 2016			FY 15 v 16
	Budget	Actual	Budget	Dept Request	ABC	Select Board	Dept Request
<b>4130 · Selectmen</b>							
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
<b>Total 4130 · Selectmen</b>	<b>121,007.00</b>	<b>120,011.49</b>	<b>129,940.51</b>	<b>130,140.51</b>	<b>129,940.51</b>		<b>200.00</b>
<b>4140 · Elections &amp; Registrations</b>							
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
<b>Total 4140 · Elections &amp; Registrations</b>	<b>12,752.00</b>	<b>6,038.86</b>	<b>13,080.00</b>	<b>9,560.00</b>	<b>9,560.00</b>		<b>(\$3,520.00)</b>
<b>4141 · Town Clerk/Tax Collector</b>							
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 Searchs	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
<b>Total 4141 · Town Clerk/Tax Collector</b>	<b>85,290.00</b>	<b>75,589.48</b>	<b>85,623.34</b>	<b>85,273.34</b>	<b>85,273.34</b>		<b>(\$350.00)</b>
<b>4150 · Financial Administration</b>							
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

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	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
<b>Total 4150 · Financial Administration</b>	<b>97,973.00</b>	<b>92,602.87</b>	<b>95,016.00</b>	<b>93,116.00</b>	<b>93,116.00</b>		<b>(\$1,900.00)</b>
<b>4151 · Information Technology</b>							
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
<b>Total 4151 · Information Technology</b>	<b>108,200.00</b>	<b>85,222.43</b>	<b>90,800.00</b>	<b>92,900.00</b>	<b>74,900.00</b>		<b>\$2,100.00</b>
<b>4152 · Property Valuation</b>							
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
<b>Total 4152 · Property Valuation</b>	<b>28,000.00</b>	<b>28,000.00</b>	<b>30,600.00</b>	<b>30,600.00</b>	<b>30,600.00</b>		<b>\$0.00</b>
<b>4153 · Legal Expenses</b>							
Fairpoint	0.00	6,462.52	0.00	7,000.00	7,000.00		\$7,000.00

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	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)
<b>Total 4153 · Legal Expenses</b>	<b>50,000.00</b>	<b>51,521.55</b>	<b>35,000.00</b>	<b>17,000.00</b>	<b>17,000.00</b>		<b>(\$18,000.00)</b>
<b>4155 · Personnel Administration</b>							
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 Holid	-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
<b>Total 4155-42 · Health Insurance</b>	<b>350,647.64</b>	<b>327,453.34</b>	<b>451,000.00</b>	<b>490,880.00</b>	<b>466,880.00</b>		<b>\$39,880.00</b>
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)
<b>Total 4155 · Personnel Administration</b>	<b>632,773.12</b>	<b>588,916.52</b>	<b>754,967.26</b>	<b>806,897.00</b>	<b>774,287.00</b>		<b>\$51,929.74</b>
<b>4191 · Planning &amp; Zoning</b>							
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

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	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
<b>Total 4191 · Planning &amp; Zoning</b>	<b>116,675.78</b>	<b>95,726.39</b>	<b>113,509.78</b>	<b>113,608.03</b>	<b>107,408.03</b>		<b>\$98.25</b>
<b>4194 · Government Buildings</b>							
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)
<b>Total 4194 · Government Buildings</b>	<b>93,812.00</b>	<b>88,470.68</b>	<b>87,829.28</b>	<b>87,730.96</b>	<b>89,230.96</b>		<b>(\$98.32)</b>
<b>4195 · Cemetery</b>							
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

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	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
<b>Total 4195 · Cemetery</b>	<b>12,414.00</b>	<b>11,050.48</b>	<b>11,114.00</b>	<b>13,114.00</b>	<b>13,114.00</b>		<b>\$2,000.00</b>
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
<b>Total 4196-40 · Property Liability</b>	<b>33,532.47</b>	<b>22,183.57</b>	<b>40,272.00</b>	<b>43,274.00</b>	<b>43,274.00</b>		<b>\$3,002.00</b>
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
<b>Total 4196 · Insurance</b>	<b>100,770.85</b>	<b>53,403.47</b>	<b>90,062.00</b>	<b>94,078.00</b>	<b>94,078.00</b>		<b>\$4,016.00</b>
4199 · Other General Government	15,000.00	3,502.40	5,000.00	0.00	0.00		<b>(\$5,000.00)</b>
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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	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
<b>Total 4210 · Police Department</b>	<b>560,639.34</b>	<b>560,749.08</b>	<b>562,063.68</b>	<b>605,771.45</b>	<b>604,271.45</b>		<b>\$43,707.77</b>
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
<b>Total 4211 · Dispatch Center</b>	<b>17,065.00</b>	<b>16,711.70</b>	<b>17,065.00</b>	<b>17,065.00</b>	<b>16,711.70</b>		<b>\$0.00</b>
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)



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	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
<b>Total 4220 · Fire Department</b>	<b>270,173.00</b>	<b>264,717.17</b>	<b>312,074.42</b>	<b>339,227.20</b>	<b>339,227.20</b>		<b>\$27,152.78</b>
<b>4290 · Emergency Management</b>							
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)
<b>Total 4290 · Emergency Management</b>	<b>10,000.00</b>	<b>6,792.28</b>	<b>9,200.00</b>	<b>7,000.00</b>	<b>9,000.00</b>		<b>(\$2,200.00)</b>
<b>4311 · Highway Department</b>							
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

**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
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
<b>Total 4311 · Highway Department</b>	<b>467,664.00</b>	<b>430,999.00</b>	<b>480,243.08</b>	<b>503,603.08</b>	<b>503,603.08</b>		<b>\$23,360.00</b>
<b>4321 · Transfer Station</b>							
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
<b>Total 4321 · Transfer Station</b>	<b>172,856.00</b>	<b>160,501.80</b>	<b>160,483.54</b>	<b>162,445.54</b>	<b>163,545.54</b>		<b>\$1,962.00</b>
<b>4324 · Solid Waste Disposal</b>							
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)

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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)
<b>Total 4324 · Solid Waste Disposal</b>	<b>145,600.00</b>	<b>117,590.41</b>	<b>150,800.00</b>	<b>146,600.00</b>	<b>146,600.00</b>		<b>(\$4,200.00)</b>
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
<b>Total 4415 · Public Health Agcy &amp; Hospitals</b>	<b>8,101.00</b>	<b>8,101.00</b>	<b>9,623.00</b>	<b>10,791.00</b>	<b>10,791.00</b>		<b>\$1,168.00</b>
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
<b>Total 4441 · General Assistance</b>	<b>9,200.00</b>	<b>3,254.20</b>	<b>8,750.00</b>	<b>8,600.00</b>	<b>8,600.00</b>		<b>(\$150.00)</b>
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
<b>Total 4442 · Direct Welfare Assistance</b>	<b>18,000.00</b>	<b>14,182.21</b>	<b>17,500.00</b>	<b>17,500.00</b>	<b>17,500.00</b>		<b>\$0.00</b>
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)
<b>Total 4444 · Intergovernmental Agencies</b>	<b>4,890.86</b>	<b>4,890.86</b>	<b>4,772.26</b>	<b>3,624.80</b>	<b>3,624.80</b>		<b>(\$1,147.46)</b>
<b>4445 · Private Public Assis Facilities</b>							
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
<b>Total 4445 · Private Public Assis Facilities</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>3,250.00</b>	<b>5,462.00</b>	<b>4,000.00</b>		<b>\$2,212.00</b>
<b>4520 · Parks &amp; Recreation</b>							
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)
<b>Total 4520 · Parks &amp; Recreation</b>	<b>38,770.00</b>	<b>30,919.99</b>	<b>31,600.00</b>	<b>30,800.00</b>	<b>30,200.00</b>		<b>(\$800.00)</b>
<b>4550 · Library</b>							
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
<b>Library Subtotal</b>	<b>168,119.88</b>	<b>162,852.82</b>	<b>171,799.00</b>	<b>183,818.12</b>	<b>179,618.12</b>		<b>\$12,019.12</b>

**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
<b>Expenses Paid by Town Administrator:</b>							
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
<b>Total 4550 . Town Administrator/Library</b>	<b>198,420.38</b>	<b>193,337.55</b>	<b>203,618.64</b>	<b>235,875.12</b>	<b>216,555.30</b>		<b>\$32,256.48</b>
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
<b>Total 4618 - Community Plan. Coordinator</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>\$0.00</b>
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
<b>Total 4912 - Transfer to Special Revenue</b>	<b>8,200.00</b>	<b>8,200.00</b>	<b>8,200.00</b>	<b>29,200.00</b>	<b>19,200.00</b>		<b>\$21,000.00</b>
	<b>3,555,731.33</b>	<b>3,266,571.84</b>	<b>3,664,064.79</b>	<b>3,842,655.03</b>	<b>3,757,009.91</b>		<b>178,590.24</b>

4.87%

3,724,012.03  
Est Contingency \$37,240

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

**2015 TOWN WARRANT**  
**For the TOWN OF LEE, NEW HAMPSHIRE**

**FIRST SESSION:** To the inhabitants of the Town of Lee, County of Strafford, State of New Hampshire, qualified to vote in Town Affairs, you are hereby notified to meet at the Mast Way School located on Mast Road, Lee at 9:00 am on the 31st of January, 2015. This session shall consist of explanation, discussion and deliberation of the Warrant Articles numbered 1 through **XX**. Warrant Articles may be amended subject to the following limitations: (a) Warrant Articles whose wording is prescribed by law shall not be amended, and (b) Warrant Articles that are amended shall be placed on the official ballot for a final vote on the main motion as amended.

**SECOND SESSION:** To the inhabitants of the Town of Lee, County of Strafford, State of New Hampshire, qualified to vote in Town Affairs, you are hereby notified to meet at the Public Safety Complex, 20 George Bennett Road, Lee on the 10<sup>th</sup> of March, 2015. The Polls will be open from 7:00 am to 7:00 pm.

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**ARTICLE 1**

To choose all necessary Town Officers for the ensuing year:

**ARTICLES 2 -6**

The 2014 Lee Zoning Ordinance, if amendments/changes/additions are passed by Town vote this March, will change to the 2015 Lee Zoning Ordinance. The proposed changes are as follows:

Note: ***Changes are Bold Italics*** and Deletions are indicated by strikethrough.

**ARTICLE 2**

**Shall the Town add the following regulations under Article III: General Provisions:**

***C. SITE REVIEW REGULATIONS: All permitted uses and uses allowed by Special Exception and or Variance may be subject to Site Plan Review in accordance with the Site Review Regulations as adopted by the Town of Lee, January 7, 1977 and all subsequent amendments to the Site Review Regulations.***

***Lee Planning Board approval of a site plan is a prerequisite to the issuance of a building permit.***

***Site Plan Review Regulations apply to the Commercial Excavation of Earth. Site approval including an excavation permit shall be required from the Lee Planning Board in accordance with Article XII herein. When such excavation site is located within the Residential Zone, a variance must be obtained from the Zoning Board of Adjustment in accordance with the provisions of Article XIX of the Lee Zoning Ordinance.***

### **ARTICLE 3**

**Shall the Town make the following changes to Article V: Residential Zone (Zone A):**

#### **B. LOT REQUIREMENTS**

(3) Setbacks: On each lot (except as provided under the terms of articles pertaining to cluster, condominium and manufactured housing subdivisions) the required setback for any building shall be:

Front – Fifty (50) feet from the public **and private** right-of-way;

Back and Side – Twenty five (25) feet from the lot lines. When such line is along a right of way, side and/or back setback shall be thirty five (35) feet.

(3-a) When the use is permitted by Special Exception in the Residential Zone, **the required setback for any new buildings shall be:**

Front – Fifty (50) feet from the public **and private** right-of-way.

Back and Side – Thirty-Five (35) feet from the lot line.

Parking areas shall also adhere to the above setback requirements for special exceptions.

(4) Lot of Record: A building housing a permitted use may be constructed on a lot of record at the time of this ordinance (March 5, 1974) if a waste water disposal system and a water supply system is constructed according to the applicable article of the Lee Building Regulations and provided that all of the setback requirements of this ordinance can be satisfied.

~~(5) Unconforming Lots: Any vacant lot which does not meet the minimum size and / or frontage requirements of this ordinance and is contiguous to another lot or lots in the same ownership, shall be combined with the contiguous lot(s) prior to sale or development so as to make a conforming or more closely conforming lot.~~

### **ARTICLE 4**

**Shall the Town make the following change to Article V: Residential Zone (Zone A):**

#### **D. SPECIAL EXCEPTION**

In addition, any use under Special Exception must conform to the following criteria:

**1.** A landscaped buffer zone must be maintained between the Special Exception and any residential lot line. ***The requirements of the buffer will be determined by the Planning Board during the Site Review process.***

**2.** Signs must conform to requirements of Article XVII of this ordinance.

**3.** Only one (1) residential structure and/or one (1) business shall be permitted for that use on each lot.

### **ARTICLE 5**

**Shall the Town make the following changes to Article XVII: Signs:**

**7. Farm Signs:** This ordinance pertains to signs which identify agricultural operations (Agricultural Signs) and signs which advertise farm products and/or services (Agricultural Product Signs). The scope of this ordinance is to regulate only those signs which are designed to be legible from the public traveled way. Farm Signs shall meet all relevant existing Town of Lee, NH Ordinances, and other existing applicable performance standards, including setbacks, illumination restrictions or standards, and others. Farm signs shall also



conform to the criteria for such signs as listed in Section 7 a-d.

a. General Provisions:

~~1. The sign or signs shall not be placed within the State or Town rights of way or overhanging into the same.~~

**1.2. The top of the sign shall not be greater than eight (8) feet in height above the crown of the road directly in front of said sign location.**

**2.3. The sign may be illuminated from the top area of the sign shining downward on the sign and only during open business hours and only by exterior light directly illuminating the sign from a light source(s) mounted on the sign or on a pole for housing said light within five (5) feet of said sign and no higher than two(2) feet above the sign structure without directing the light source as to create a potential hazard to traffic, pedestrians and others using the public traveled way to minimize "Light Trespass."**

## **ARTICLE 6**

**Shall the Town make the following change to Article XXIV: Enforcement:**

~~It shall be the duty of the Board of Selectmen or the Code Enforcement Officer and they are hereby given the power and authority, to enforce the provisions of this ordinance. Upon any well-founded information that this ordinance is being violated, the Selectmen shall take immediate steps to enforce the provisions of this ordinance by seeking injunction in the Superior Court or by any other legal action.~~

***The Board of Selectmen or the Code Enforcement Officer are hereby given the power and authority, to enforce the provisions of this ordinance.***

## **ARTICLE 7**

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, to be located on North River Road at Map 20 Lot 2-300 (aka Bricker Property) 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 \$60,000 from the Library Capital Reserve Fund; with the balance to be raised through cost reductions, grants, private fundraising, donations and in-kind contributions. No construction shall begin until all funds have been secured from the sources indicated. The Select Board does/does not recommend this appropriation.

*Note: If the Bond funds are received in FY16, the following language will need to be added to this Warrant Article: "and in addition to raise and appropriate the sum of \$23,112 for the first year's interest payment on the bonds or notes,"*

Requires 3/5 ballot vote to pass.

### **ARTICLE 8**

To see if the Town will vote to raise and appropriate the sum of Four Hundred Thirty Thousand Dollars (\$430,000.00) for the purchase of a tanker truck and related safety equipment meeting current NFPA 1901 Design Standards to replace the existing 1995 International Tanker and to authorize the withdrawal of this amount from the Fire Equipment Capital Reserve Fund for this acquisition. This Warrant Article is null and void if Warrant Article XX does not pass. (The Select Board recommends this appropriation.) Majority vote required.

### **ARTICLE 9**

To see if the Town will vote to raise and appropriate a sum not to exceed Two Hundred Eighty-One Thousand Dollars (\$281,000.00,) including transaction costs, for the purchase of the property located at 1 Lee Hill Road (Tax Map 20 Lot 1-0), containing 2.3 acres, more or less, and known as the "Bricker House." (The Select Board recommends this appropriation.) Majority vote required.

### **ARTICLE 10**

Shall the Town of Lee raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$X,XXX,XXX. Should this article be defeated, the default budget shall be \$3,670,759.79, which is the same as last year, with certain adjustments required by previous action of the Select Board or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (The Select Board recommends this appropriation.) Majority vote required.

### **ARTICLE 11**

To see if the Town will vote to raise and appropriate the sum of three hundred and thirty-seven thousand dollars (\$337,000) from general taxation to be deposited into the following Capital Reserve Funds. (The Select Board recommends this appropriation.) Majority vote required.

Accrued Benefits Trust	\$ 25,000
Fire Ponds and Cisterns CRF	\$ 20,000
Fire Equipment CRF	\$110,000
Highway Equipment CRF	\$ 40,000
Library CRF	\$ 7,000
Revaluation CRF	\$ 10,000
Highway Dept. Road/Bridge Improvement CRF	\$ 80,000
Town Building CRF	\$ 35,000

Transfer Station Equipment CRF

\$ 10,000  
\$337,000

**ARTICLE 12 – Submitted by Petition**

By petition, to see if the Town will vote to raise and appropriate the sum of one hundred thousand dollars (\$100,000) to deposit into the Lee Library/Community Center Capital Reserve Fund. If the bond for the Lee Public Library Community Center passes, this warrant article is null and void. (The Select Board does/does not recommend this appropriation.) Majority vote required.

**ARTICLE 13**

To see if the Town will vote to raise and appropriate the sum of Ten thousand dollars (\$10,000) to be deposited into the Recreation Capital Reserve Fund. (The Select Board does/does not recommend this appropriation.) Majority vote required.

**ARTICLE 14**

To see if the Town will vote to raise and appropriate the sum of Thirty-nine thousand, seven hundred and seventy-two dollars (\$39,772) for the purchase of a new police cruiser equipped with new safety equipment. (The Select Board recommends this appropriation.) Majority vote required.

**ARTICLE 15**

To see if the Town will vote to establish a contingency fund for Fiscal Year 2016 for unanticipated expenses that may arise and further to raise and appropriate XX dollars (\$XX,XXX) to go into the fund. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. The governing body shall annually publish a detailed report of all expenditures from the fund. (The Select Board recommends this appropriation.) Majority vote required.

**ARTICLE 16**

To see if the Town will vote to raise and appropriate the sum of Sixty thousand dollars (\$60,000) for the purpose of constructing a pavilion and installing fencing at Little River Park and to authorize the withdrawal of this sum from the Recreation Capital Reserve Fund. (The Select Board does/does not recommend this appropriation.) Majority vote required.

**ARTICLE 17**

Shall the Town vote to authorize that expenditures from the Public Safety Special Duty Revolving Fund also be utilized for the purpose of purchasing police cruisers and other equipment for the Police Department? The Town established this fund in 2011 pursuant to NH RSA 31:95-h to be expended for the purpose of public safety special duty only. Revenues received from outside agencies for special duty are deposited into this fund. (The Select Board recommends this article.) Majority vote required.

**ARTICLE 18**

Inserted at the request of Bruce Johnson, Webster Selectman:

“Resolved that the State of New Hampshire provide a comprehensive meaningful system of funding for State Education needs. To see if the Town will vote to ask our governor and our state legislators to reform state funding for education with that reform to be directed to significant reduction of property taxes. The record of the vote approving this article shall be transmitted by written notice from the Select Board to the governor and state legislators informing them of the instructions from their constituents within 30 days of the vote.”

To transact any other business which may legally come before this meeting.

**GIVEN UNDER OUR HANDS AND SEAL THIS 20th DAY OF JANUARY 2015**

\_\_\_\_\_  
David Cedarholm, Chairman

\_\_\_\_\_  
Carole Dennis  
Select Board for the Town of Lee

\_\_\_\_\_  
Scott Bugbee

**State of New Hampshire, County of Strafford, Town of Lee**

We hereby certify that true attested copies of this Warrant were posted at the Town Clerk's Office, Public Library and the Public Safety Complex, on January , 2015 in compliance with RSA 39:5.

\_\_\_\_\_  
David Cedarholm, Chairman

\_\_\_\_\_  
Carole Dennis  
Select Board for the Town of Lee

\_\_\_\_\_  
Scott Bugbee

Personally appeared, David Cedarholm, Carole Dennis, and Scott Bugbee who subscribed to the foregoing instrument before me, \_\_\_\_\_, Denise Duval, Notary Public.

# ABATEMENT RECOMMENDATION

**TO:** Select Board  
Town of Lee

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

**DATE:** January 5, 2015

**RE:** Barbara Burleigh  
PO Box 36  
Hampton, NH 03843

**Property Tax Map 10 Lot 005-36**  
**Address:** 11 Balsam Lane

**Tax Year:** 2014  
**Assessment:** \$25,700

---

The subject was a mobile home on a rented site. Information was recently provided that shows that property was transferred in June 2014 to the mobile home park owner who then subsequently removed the mobile home. As this is the case, it is my opinion that an abatement of the second issue bill in the amount of \$393 plus any applicable interest should 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:** January 5, 2015

**RE:** Patricia Wellington  
C/O Wellington Campground  
95 Lee Hook Road  
Lee, NH 03861

**Property Tax Map 31 Lot 004-244**  
**Address: L44 Wellington Campground**

**Tax Year: 2014**  
**Assessment: \$3,500**

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The subject is a camper on a rented site in Wellington Campground. Assessing office received notice on December 8, 2014 that the camper had recently been removed by Mrs. Wellington. Although this is the case, the camper was on site for April 1, 2014 and not registered. The camper remained on site for an adequate amount of time to be considered taxable. To maintain consistency in the process for taxing campers, it is recommended to deny this abatement application.

Please note that the valuation will be removed for 2015, unless a different camper is on site for April 1<sup>st</sup> 2015.

Abatement Granted

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Abatement Denied

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_



State of New Hampshire  
Department of Revenue Administration

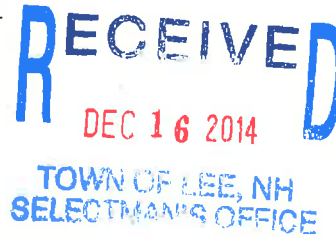
109 Pleasant Street  
PO Box 1313, Concord, NH 03302-1313  
Telephone (603) 230-5950  
www.nh.gov/revenue



John T. Beardmore  
Commissioner

MUNICIPAL AND PROPERTY  
DIVISION  
Stephan W. Hamilton  
Director  
  
David M. Cornell  
Assistant Director

12/15/2014



TOWN OF LEE  
OFFICE OF SELECTMEN  
7 MAST ROAD  
LEE

NH 03824

Dear Selectmen/Assessing Officials:

The Department of Revenue Administration is charged with the responsibility of annually equalizing the local assessed valuation of municipalities and unincorporated places throughout the state. The Department has conducted a sales-assessment ratio study using market sales, which have taken place in your municipality between October 1, 2013 and September 30, 2014. Based on this information, we have determined the average level of assessment of land, buildings and manufactured housing as of April 1, 2014.

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


Based on the enclosed survey, we have determined a median ratio for the land, buildings and manufactured housing in your municipality for Tax Year 2014 to be **96.9%**. The median ratio is the generally preferred measure of central tendency for assessment equity, monitoring appraisal performance, and determining reappraisal priorities, or evaluating the need for reappraisal. The median ratio, therefore, should be the ratio used to modify the market value of properties under review for abatement to adjust them in accordance with the overall ratio of all properties in your municipality.

We have also determined the overall equalization assessment - sales ratio for the land, buildings and manufactured housing in your municipality for Tax Year 2014 to be **96.4%**. This ratio will be used to equalize the modified local assessed valuation for all land, buildings and manufactured housing in your municipality. This ratio does not include any public utility property in your municipality, nor will it be used to equalized th net local assessed value of public utilities.

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

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

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

Sincerely,  
  
Linda C. Kennedy,  
Manager

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

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



# 2014 Final Ratio Study Report

1 of 5

12/12/2014 2:28:35 PM

Town Name: Lee, Strafford County

Use Code: AA - Any & All

Date Range: 10-01-2013 through 09-30-2014

*John W. Hill 12/12/14*  
*Lexie C. Kennedy*  
 Ratios were created using stipulated year assessments.

## Summary of Codes Used

<b>Group Class:</b> AA - Any & All	<b>Property Codes:</b> 11 = Single Family Home 12 = Multi Family 2-4 Units 14 = Single Res Condo Unit 18 = Mfg Housing Without Land 22 = Residential Land 26 = Mixed Use Cmcl/Ind Land 33 = Commercial L&B
<b>Modifier Codes:</b> 00 = No Modifier Code 70 = Waterfront	<b>Special Codes:</b> 00 = No Special Code

Indicated Ratio / Weighted Mean			
Year	2014	2013	2012
Indicated Ratio	96.4	99.6	100
Weighted Mean	96.4	99.6	102.7

## Basic Statistics Section (Not Trimmed)

Sales In Date Range	Sales Used	Results
Total: 73 XX Moved: 0 Sales w/PA34: 51 %Sales w/PA34: 69.9%	Total Strata: 73 Sales Used: 48 %Sales Used: 65.8% Sales Used w/PA34: 35 %Sales Used w/PA34: 72.9%	%Mean: 100.3% %Median: 96.9% %WtMean: 96.5% COD (Median): 10.9 PRD: 1.04 Median Selling Price: \$233,000 Median Assessed Value: \$239,750

## Extended Statistics Section (Trimmed)

Town Code:	121	Weighted Mean:	96.4	COD:	9.4	PRD:	1.02
Valid Sales:	48	Wt.Mean Lo 90%CI:	93.7	COD Lo 90%CI:	7.6	PRD Lo 90%CI:	1.01
Trimmed:	1	Wt.Mean Up 90%CI:	98.9	COD Up 90%CI:	12.3	PRD Up 90%CI:	1.05
Untrimmed:	47	Median Ratio:	96.9	Weighted COD:	7.8	COV:	13.1
Trim Factor:	3	Median Lo 90%CI:	92.9	Med. Abs. Dev.:	9	25th Percentile:	91.3
Lo Trim Point:	77.3	Median Up 90%CI:	100.2	Med % Dev.:	9.3	75th Percentile:	103.6
Up Trim Point:	140.3	Mean Ratio:	98.7	Coef. Conc. 10%:	68.8	Broaden Median:	96.9
Min Ratio:	77.3	Mean Lo 90%CI:	96.1	Coef. Conc. 15%:	83.3	Geometric Mean:	98





# 2014 Final Ratio Study Report

12/12/2014 2:28:35 PM

Town Name: Lee, Strafford County

Use Code: AA - Any & All

Date Range: 10-01-2013 through 09-30-2014

*Ratios were created using stipulated year assessments.*

<b>Max Ratio:</b>	173.1	<b>Mean Up 90%CI:</b>	102.3	<b>Coef. Conc. 20%:</b>	87.5	<b>Harmonic Mean:</b>	97.3
<b>Min Sale \$:</b>	\$12,534	<b>Avg. Sale Price:</b>	\$293,732	<b>Coef. Conc. 50%:</b>	97.9	<b>Std. Deviation:</b>	12.9
<b>Max Sale \$:</b>	\$2,073,000	<b>Avg. Appraised Val:</b>	\$283,187	<b>Coef. Conc. 100%:</b>	100	<b>Normality Test:</b>	Accept

*The general descriptive and median ratio statistics are not trimmed of outliers and are based on all valid sales in the sample.*

## Summary of Exclusion Codes Used

Codes	Description	Count	%Excluded	%Strata
15	Improvements +/- Incomplete at Assmt date	1	4.0	2.1
17	L/B Assessment - L/O Sale	1	4.0	2.1
21	MPC - Can Be Sold Separately	2	8.0	4.2
24	Sale Between owners of Abutting Prop	1	4.0	2.1
35	Government Agency as Grantor/Grantee	5	20.0	10.4
37	Financial Entity as Grantor/Grantee	2	8.0	4.2
38	Family/Relatives/Affil as Grantor/Grantee	1	4.0	2.1
40	Business Affiliates as Grantor/Grantee	1	4.0	2.1
47	Other Sale of Convenience	2	8.0	4.2
89	Resale in EQ Period	1	4.0	2.1
90	RSA 79-A Current Use	5	20.0	10.4
99	Unclassified Exclusion	3	12.0	6.2
		<b>25</b>	<b>100.0</b>	<b>52.2</b>

## Included Sales

Verno	Book Page	Sale Price	Assessed Value	Ratio	PC	MC	SC	Trim	Notes
2	4169-0836	\$367,534	\$323,900	88.1	11				
3	4170-0220	\$287,534	\$289,700	100.8	11				
7	4172-0568	\$288,534	\$283,600	98.3	11				
10	4173-0197	\$194,000	\$194,300	100.2	11	70			
13	4174-0577	\$750,000	\$613,200	81.8	11				
17	4176-0058	\$160,000	\$160,300	100.2	14				



# 2014 Ratio Study Summary Report

12/12/2014 2:29:33 PM

Town Name: Lee, Strafford County

Date Range: 10/01/2013 through 09/30/2014

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

Strata	Description	Mean Ratio	Median Ratio	WM Low CI	WM Ratio	WM High CI	COD	PRD	Total Strata	Sales PA34	Valid	Valid %	Valid PA34	Valid PA34 %	UT#	UT %
11	Single Family Home	96.75	93.56	91.95	95.17	98.49	8.94	1.02	51	39	35	68.6%	28	80.0%	35	100%
70	Waterfront	0	0	0	0	0	0	0	9	7	3	33.3%	2	66.7%	3	100%
12	Multi Family 2-4 Units	99.85	100.14	0	99.15	0	4.54	1.01	5	2	4	80.0%	2	50.0%	4	100%
14	Single Res Condo Unit	105.44	101.66	0	102.96	0	10.56	1.02	4	1	4	100%	1	25.0%	4	100%
18	Mfg Housing Without Land	0	0	0	0	0	0	0	6	5	3	50.0%	3	100%	3	100%
33	Commercial L&B	0	0	0	0	0	0	0	3	1	2	66.7%	1	50.0%	2	100%
AA	Any & All	98.73	96.91	93.74	96.41	98.89	9.45	1.02	73	51	48	65.8%	35	72.9%	47	97.9%
GC1	Area Improved Res	98.93	96.91	93.17	96.14	99.11	9.67	1.03	66	47	46	69.7%	34	73.9%	45	97.8%
GC2	Area Improved Non-Res	0	0	0	0	0	0	0	3	1	2	66.7%	1	50.0%	2	100%



# 2014 Ratio Study Summary Report

12/12/2014 2:29:33 PM

Town Name: Lee, Strafford County

Date Range: 10/01/2013 through 09/30/2014

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

Type	Description	Median Low CI	Median Ratio	Median High CI	PRD Low CI	PRD	PRD High CI	COD	UT#
All (AA)	Any & All	92.92	96.91	100.17	1.01	1.02	1.05	9.45	47
Group (GC1)	Area Improved Res	93.00	96.91	100.47	1.01	1.03	1.06	9.67	45
Group (GC2)	Area Improved Non-Res	0	0	0	0	0	0	0	2

Title	Description	Criteria Met
Strata-Any and All (Median)	Overall Median Point Estimate confidence interval should overlap range of 90-110	True
Strata-Any and All (PRD)	Overall PRD Confidence Interval should overlap range of .98-1.03	True
Strata-Any and All (COD)	Coefficient of Dispersion < 20.0	True
Strata-GC1	Median Confidence Interval should overlap overall median +/- 5%	True
Strata-GC2	Median Confidence Interval should overlap overall median +/- 5%	N/A



## 2014 Final Ratio Study Report

3 of 5

12/12/2014 2:28:35 PM

Town Name: Lee, Strafford County

Use Code: AA - Any & All

Date Range: 10-01-2013 through 09-30-2014

*Ratios were created using stipulated year assessments.*

### Included Sales

Verno	Book Page	Sale Price	Assessed Value	Ratio	PC	MC	SC	Trim	Notes
21	4178-0567	\$12,534	\$21,700	173.1	18			Yes	ADJ FLOORING. PROPERTY ON MARKET ONLY 6 DAYS - SELLER NEEDED TO SELL - PREVIOUSLY SOLD IN JULY 2011 FOR \$21,500 - NO WAY MARKET DECLINED THAT MUCH.
26	4181-0701	\$52,000	\$54,000	103.8	18				
27	4181-0972	\$416,000	\$350,100	84.2	11				
28	4182-0208	\$245,000	\$214,800	87.7	11				
38	4189-0586	\$227,000	\$235,000	103.5	12				
46	4192-0835	\$168,400	\$153,800	91.3	11				
48	4192-0937	\$163,934	\$149,100	91	11				
49	4193-0426	\$290,000	\$314,300	108.4	11				
50	4194-0541	\$30,000	\$42,100	140.3	18				ADJ DECK
53	4195-0909	\$160,000	\$205,600	128.5	11				
58	4198-0186	\$170,000	\$160,900	94.6	11				
62	4199-0753	\$245,000	\$264,800	108.1	11				
63	4202-0158	\$272,534	\$286,900	105.3	12				
68	4204-0897	\$212,000	\$215,600	101.7	11				
69	4205-0038	\$164,000	\$167,100	101.9	11	70			
74	4206-0946	\$226,534	\$196,100	86.6	11				
75	4207-0305	\$197,534	\$180,400	91.3	11				
76	4208-0859	\$230,000	\$209,800	91.2	11				
79	4209-0549	\$230,000	\$251,100	109.2	11				ADJ CONDITION - IN NEED OF REPAIRS
88	4214-0384	\$220,000	\$182,100	82.8	11				
89	4214-0832	\$267,534	\$250,300	93.6	11				
90	4214-0917	\$220,000	\$213,500	97	11				
91	4215-0988	\$424,934	\$391,800	92.2	11				
92	4216-0381	\$2,073,000	\$2,048,200	98.8	33				
93	4216-0813	\$259,934	\$251,500	96.8	12				
96	4218-0806	\$375,000	\$342,400	91.3	11				



# 2014 Final Ratio Study Report

12/12/2014 2:28:35 PM

Town Name: Lee, Strafford County

Use Code: AA - Any & All

Date Range: 10-01-2013 through 09-30-2014

*Ratios were created using stipulated year assessments.*

## Included Sales

Verno	Book Page	Sale Price	Assessed Value	Ratio	PC	MC	SC	Trim	Notes
100	4224-0230	\$305,000	\$291,900	95.7	11				
101	4225-0175	\$210,000	\$178,700	85.1	11				
103	4227-0762	\$428,600	\$436,500	101.8	11				
104	4227-1022	\$372,534	\$287,900	77.3	11				
106	4228-0196	\$363,000	\$336,300	92.6	11				CORRECT SITE SIZE
110	4229-0333	\$182,400	\$170,000	93.2	11				BP CHANGE - ADJ SKETCH
111	4229-0695	\$240,000	\$301,000	125.4	11				BP CHANGE - LIST DECK
112	4230-0197	\$385,000	\$361,300	93.8	12				
115	4231-0785	\$300,000	\$270,000	90	33				
119	4234-0338	\$236,000	\$244,500	103.6	11				
123	4236-0431	\$253,000	\$304,200	120.2	11				
124	4237-0460	\$320,000	\$295,800	92.4	11				
130	4243-0233	\$114,934	\$148,500	129.2	14				
133	4243-0753	\$168,000	\$163,600	97.4	11	70			
134	4243-0846	\$150,000	\$154,700	103.1	14				
135	4245-0608	\$189,000	\$168,600	89.2	14				

## Excluded Sales

Verno	Book Page	Sale Price	Assessed Vaue	Ratio	PC	MC	SC	EX	Notes
1	4169-0130	\$105,000	\$138,800	132.2	11			35	Government Agency as Grantor/Grantee
5	4171-0439	\$109,000	\$194,000	178	11			17	L/B Assessment - L/O Sale NO - SALE INCLUDED SOME SITE WORK AS WELL AS LAND
8	4173-0069	\$5,000	\$327,200	6544	11			99	Unclassified Exclusion DEED IS FOR CORRECTION FOR 2012 PURCHASE PRICE
12	4174-0046	\$100,000	\$307,000	307	22			35	Government Agency as Grantor/Grantee
31	4185-0554	\$215,000	\$250,000	116.3	11	70		99	Unclassified Exclusion SHORT SALE
34	4186-0234	\$33,934	\$33,300	98.1	18			37	Financial Entity as Grantor/Grantee Resale to 105



## 2014 Final Ratio Study Report

5 of 5

12/12/2014 2:28:35 PM

Town Name: Lee, Strafford County

Use Code: AA - Any & All

Date Range: 10-01-2013 through 09-30-2014

*Ratios were created using stipulated year assessments.*

### Excluded Sales

Verno	Book Page	Sale Price	Assessed Vaue	Ratio	PC	MC	SC	EX	Notes
36	4189-0447	\$500,000	\$306,800	61.4	26			21	MPC - Can Be Sold Separately sold with verno #39 - which are the individual mobile homes - see #39
39	4189-0872	\$400,000	\$490,100	122.5	18			21	MPC - Can Be Sold Separately also sold with verno #36 which is mh park land
40	4189-0897	\$250,000	\$324,500	129.8	11	70		90	RSA 79-A Current Use
54	4196-0013	\$575,000	\$638,600	111.1	11			89	Resale in EQ Period CU: Resale to 113
78	4209-0518	\$31,000	\$90,100	290.6	22	70		24	Sale Between owners of Abutting Prop
80	4210-0433	\$199,800	\$262,500	131.4	11			90	RSA 79-A Current Use
81	4210-0857	\$1,030,000	\$1,033,100	100.3	11	70		90	RSA 79-A Current Use
82	4210-0876	\$80,000	\$91,300	114.1	22	70		90	RSA 79-A Current Use AOLS SOLD AS PACKAGE WITH VERNO #81
97	4219-0741	\$425,000	\$176,000	41.4	11			99	Unclassified Exclusion OUTLIER - RESIDENTIAL PROPERTY PURCHASED FOR CONVERSION TO COMMERCIAL. ADJACENT TO NEWER DUNKIN DONUTS
98	4221-0357	\$620,000	\$835,100	134.7	11	70		38	Family/Relatives/Affil as Grantor/Grantee
102	4227-0415	\$180,000	\$227,800	126.6	11			35	Government Agency as Grantor/Grantee
105	4228-0107	\$27,000	\$33,300	123.3	18			37	Financial Entity as Grantor/Grantee Resale of 34
109	4229-0019	\$242,000	\$238,100	98.4	11			35	Government Agency as Grantor/Grantee
113	4231-0124	\$780,000	\$638,600	81.9	11			90	RSA 79-A Current Use Resale V54.
114	4231-0182	\$427,000	\$194,000	45.4	11			15	Improvements +/- Incomplete at Assmt date Resale of 5
118	4232-0822	\$371,000	\$320,200	86.3	11			47	Other Sale of Convenience Resale to 125 by relocation company
125	4237-0795	\$376,000	\$320,200	85.2	11			47	Other Sale of Convenience Resale of V 118 by relocation company
127	4239-0179	\$2,184,000	\$1,627,600	74.5	33			40	Business Affiliates as Grantor/Grantee
128	4241-0632	\$236,250	\$242,400	102.6	12			35	Government Agency as Grantor/Grantee

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL & PROPERTY DIVISION  
2014 ASSESSMENT-SALES ANALYSIS REPORTS**

An assessment-sales analysis report has been prepared for the entire sampling of sales in a municipality as well as for each class of property (stratum *singular*, strata *plural*) a municipality has provided property-type codes for. Stratified reports are available on the NH Mosaic Equalization System for each municipality.

Each report includes the following:

1. **Equalization summary sheet:** summarizes each stratum, and pertinent statistics for that stratum, as well as statistics for the overall sampling.
2. **Assessment review summary sheet:** summarizes the three strata used for assessment review and whether they meet the assessment review guidelines adopted by the Assessing Standards Board. This sheet includes a graph that visually shows the statistics calculated for the assessment review process.
3. **Equalization Ratio (weighted mean):** The weighted mean ratio will be used to adjust the modified local assessed value of your municipality in order to calculate the total equalized value of your municipality. The Assessing Standards Board adopted the use of the weighted mean for equalization only. It has not been adopted or recommended for use for any other purpose.

If it can be determined that the weighted mean does not reflect an accurate measure of the municipality's assessment level, another factor may be used. This is rare and generally occurs when there are insufficient sales in the ratio study.

**Alternate Ratio Methodology:** The DRA may consider one of the following as an alternate ratio methodology to the weighted mean:

- The DRA may consider other factors if the sampling of the sales is not generally reflective of the make-up of the municipality. To challenge the representativeness of the ratio study, the municipality must provide data and information as to the correct representativeness and the ratio samples that fall into each category.
- The DRA may consider separate assessment ratios for categories unduly affected by bi-modal or multi-modal assessments in a municipality. Consideration will be dependent upon data and information provided by the municipality and verified by the DRA.
- A municipality may request the DRA to consider using separate ratios for each stratum in their overall ratio study that contains at least 20 valid sales in a stratum, and shows a confidence interval, calculated with a 90% confidence level that is wholly outside the confidence level of other strata.

Applying the separate ratios, when justified, the DRA will arrive at a single weighted overall ratio for the municipality based upon the separate ratios and the total assessed valuation of each. This single weighted overall ratio shall be used by the DRA to adjust payments-in-lieu-of-taxes, railroad tax monies, shared revenues, current use values and to compute the municipality's total equalized valuation, where applicable.

For each alternate ratio methodology listed above, the municipality must be able to provide the DRA with accurate assessed value information, subject to verification, for all properties within the strata. Absent the necessary data and information, the weighted mean will be used.

4. **Statistics calculated as part of the ratio study:** The report shows the statistics calculated prior to trimming for outliers and the statistics calculated after the trim procedure was used. Your final equalization ratio will be calculated after trimming. These statistics include, but are not limited to:

**Measures of assessment level**

- Median ratio
- Mean ratio
- Weighted mean (aggregate) ratio

**Measures of dispersion (equity)**

- Coefficient of dispersion
- Price-related differential

Measures of dispersion are *not* used to adjust figures as part of the equalization process.

**Measures of reliability**

- Confidence levels (90%)

**Miscellaneous information**

- Minimum and maximum sale price
- Minimum and maximum ratio
- Number of sales

**For a brief explanation of each statistic shown in the report, refer to “Assessment-Sales Ratio Study Glossary”**

5. **Sales used in the ratio study**

- The verification number of the sale
- If a PA-34 was received, it is coded with a Y
- The selling price
- The assessment
- The ratio for the individual sale
- Comments regarding the sale or assessment

6. **Sales not included in the ratio study and the reason why**

7. **Frequency distribution for the sales not used in the ratio study**

For example: 2 family sales, 3 sheriff's sales, etc.

8. **Time-trended Ratio Study (specific towns)**

The DRA will provide a time trended ratio study report for towns that meet specific criteria set forth in the 2013 Equalization Manual. This includes, but is not limited to, towns which have supplemental sales from prior equalization years added to it. The ability to produce a time-trended ratio study is dependent upon the ability to calculate a valid and reasonable time trending factor.

Unfortunately, in some cases, there were either no sales or not enough sales to give a reliable indicator of assessment or dispersion levels for a specific property type.

These reports are meant to be a tool to indicate to assessing officials the status of individual stratum. The Department of Revenue Administration is not suggesting, in any way, these ratios be used to factor classes of property up or down without further comprehensive study by the local assessing officials.



When reviewing the information for sales used in the overall sampling and sales used in the individual strata, it is important to remember you are looking at two different pictures. The statistics for the overall sampling are calculated using all the sales in the sampling and present a picture of what is happening throughout the municipality. The statistics for the individual strata are calculated using only those sales identified as being a part of that stratum and present a picture of what is happening in just the specific property type. Sales that may be trimmed from the overall sampling may have been left in the stratum or vice versa.

### ASSESSMENT REVIEW PROCESS

The Assessing Standards Board has adopted the following statistical guidelines for municipalities in their year of assessment review:

1. A median ratio between .90 and 1.10 with a 90% confidence level for the overall sample;
2. An overall coefficient of dispersion (COD) of the municipality's median ratio of not greater than 20.0 without the use of the confidence level;
3. A median ratio for the three strata adopted by the Assessing Standards Board with a 90% confidence level within 5% of the overall median point estimate; and

For example: If a municipality's median point estimate were 1.00, the 5% range would be from .95 to 1.05. The median point estimates with 90% confidence intervals for the three assessment review strata would have to cross the .95 - 1.05 range.

4. A price-related differential (PRD) between .98 and 1.03 with a 90% confidence interval.

The minimum sample size for calculating a statistic for any of the categories is eight. Failure to calculate statistics due to insufficient sample size shall not have an adverse effect in meeting assessment review guidelines.

Refer to the "Sales-Assessment Sheet Glossary" included with these education handouts for some general definitions for terms used in this report.

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL & PROPERTY DIVISION  
EQUALIZATION BUREAU  
RATIO AND COEFFICIENT OF DISPERSION GUIDELINES**

The Department of Revenue Administration, in its role of assisting and educating municipalities on any issue relating to the assessment of the property tax, is providing information regarding the level of assessment and equity in your municipality as part of the annual equalization process.

RSA 75:1 requires that all municipalities shall appraise all taxable property at its full and true market value – 100%. The equalization ratio that the Department of Revenue Administration has calculated for your municipality is a measure of the assessments versus the market value of sale properties.

The New Hampshire Constitution, Pt 1, Article 12, 102, requires that all assessments be proportional. The New Hampshire Supreme Court decision, **Appeal of Andrews**, 136 N.H. 61 (1992) states that, “In order to be proportional, all taxpayers must be assessed at the same ratio.” The New Hampshire Board of Tax and Land Appeals decision, **Birch Pond Office Park Association vs. City of Nashua**, No. 4246-88, states “...there should only be one general level of assessment per town, i.e., two or more ratios or levels of assessment by classes of property is impermissible...”

The DRA calculates the ratios, coefficient of dispersion and price-related differential to determine the level of assessment and equity that exists in each municipality. The coefficient of dispersion and price related differential are two statistics that measure equity and proportionality among taxpayers. In order to help municipalities achieve the highest proportionality among its taxpayers, the Department of Revenue Administration is recommending the following national standards as guidelines for assessing officials.

<b>C.O.D. AND P.R.D. GUIDELINES SUMMARY</b> <i>(See International Association of Assessing Officers Standards 2014 for complete standards)</i>			
TYPE OF PROPERTY	MEASURE OF CENTRAL TENDENCY (RATIO)	COEFFICIENT OF DISPERSION	PRICE-RELATED DIFFERENTIAL
<b>Residential Improved (single family, condos, manuf. hshg., 2-4 multi-family units)</b>			
• Very large jurisdictions, new properties	.90 - 1.10	5.0 - 10.0	.98 - 1.03
• Large to mid-size jurisdictions, older & newer properties	.90 - 1.10	5.0 - 15.0	.98 - 1.03
• Rural/small jurisdictions, older properties	.90 - 1.10	5.0 - 20.0	.98 - 1.03
<b>Income Producing Properties</b>			
• Very large jurisdictions, newer properties	.90 - 1.10	5.0 - 15.0	.98 - 1.03
• Large to mid-size jurisdictions older & new props.	.90 - 1.10	5.0 - 20.0	.98 - 1.03
• Rural residential , older properties	.90 - 1.10	5.0 - 25.0	.98 - 1.03
<b>Residential Vacant Land</b>			
• Very large jurisdictions, rapid development	.90 - 1.10	5.0 - 15.0	.98 - 1.03
• Large to mid-size jurisdictions, slower development	.90 - 1.10	5.0 - 20.0	.98 - 1.03
• Rural/small jurisdictions/little development	.90 - 1.10	5.0 - 25.0	.98 - 1.03
<b>Other(non-agricultural) vacant land</b>			
• Very large jurisdictions; rapid development	.90 - 1.10	5.0 - 20.0	.98 - 1.03
• Large to mid-size jurisdictions	.90 - 1.10	5.0 - 25.0	.98 - 1.03
• Rural/small jurisdictions; little development	.90 - 1.10	5.0 - 30.0	.98 - 1.03

The statistics calculated during the conduct of your municipality’s equalization study are very important and should be understood thoroughly. The Department of Revenue Administration, Municipal & Property Division field staff will meet with assessing officials to explain the significance of these statistics to the municipality and what steps should be taken to either improve upon or to maintain good assessment proportionality in compliance with RSA 75:1 and the New Hampshire Constitution.

If you would like to set up an appointment for your municipality to meet with a member of our field staff, please call Stephan Hamilton, Director, Municipal & Property Division, at 230-5950.

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION**

**2014**

**STRATIFIED ASSESSMENT-SALES ANALYSIS REPORTS**

**GLOSSARY**

<b>Assessment</b>	The gross local assessed value of a property prior to any adjustments for exemptions such as blind, elderly, etc.
<b>Average Sale Price</b>	The average (mean) sale price among valid sales in the municipality for that year.
<b>Average Market Value \$</b>	The average (mean) assessed value among valid sales in the municipality for that year.
<b>Bootstrap</b>	A computer intensive statistical procedure designed to provide numerous random samples from the original data set that are in turn used to generate the statistics of interest, such as point estimates and confidence intervals. This procedure is particularly helpful when the original set of data is small, in order to give more accurate statistics.
<b>Broadened Median</b>	The broadened median attempts to preserve the resistance of the median to outliers while also achieving insensitivity to rounding and grouping.
<b>Coefficient of Concentration</b>	The percentage of observations falling within a specified percentage (i.e. 15%) of a measure of central tendency (median ratio).
<b>Coefficient of Dispersion</b>	The COD is a measure of assessment equity and represents the average deviation of a group of ratios from the median ratio expressed as a percentage of the median. A COD is calculated for the entire sampling and for each stratum.
<b>Coefficient of Variation</b>	The COV is a measure of relative dispersion of the sample data about the mean of the data. The COV is the standard deviation divided by the mean ratio, expressed as a percentage.
<b>Confidence Intervals</b>	For a given confidence level, the range within which one can conclude that a measure of the population (such as the median) lies.
<b>Confidence Levels</b>	The required degree of confidence in a statistical test or confidence level. A 90% confidence level means that one can be 90% confident that the statistic falls within the indicated range.
<b>Equalization Ratio</b>	The DRA will use the weighted mean ratio to equalize the modified assessed value for each municipality. The Assessing Standards Board adopted the use of the weighted mean for equalization only. It has not been adopted or recommended for use for any other purpose.  If it can be determined that the weighted mean does not reflect an accurate measure of the municipality's assessment level, another factor may be used. This is rare and generally occurs when there are insufficient sales in the ratio study.
<b>Geometric Mean Ratio</b>	The nth root of the product (multiplication) of the ratios, where n is the number of ratios. This is another measure of assessment level, one that is less sensitive than the mean to extreme ratios.

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
2014  
STRATIFIED SALES-ASSESSMENT ANALYSIS REPORTS  
GLOSSARY**


<b>Harmonic Mean Ratio</b>	Calculated by taking the sum of the reciprocals of each ratio. (The “reciprocal” of a number is the inverse of the number, or 1 divided by the number.) The sum is then divided by the number of ratios, and the reciprocal of that quotient is the harmonic mean.
<b>Maximum Ratio</b>	The highest ratio for the sales used in the sampling.
<b>Maximum Sale Price</b>	The highest sales price for the sales used in the sampling.
<b>Mean Ratio</b>	The average ratio - the sum of ratios divided by the number of ratios.
<b>Median Absolute Deviation</b>	The median of the absolute deviations from the median ratio. The MAD like the COD is a measure of variability.
<b>Median Ratio</b>	The middle ratio when a set of ratios is arrayed in order of magnitude.
<b>Minimum Ratio</b>	The lowest ratio for the sales used in the sampling.
<b>Minimum Sale Price</b>	The lowest sales price for the sales used in the sampling.
<b>Percentile - 25<sup>th</sup> &amp; 75<sup>th</sup></b>	The values that divide a set of data into specified percentages when the data are arrayed in ascending order: 25 <sup>th</sup> - the lowest 25% of the ratios 75 <sup>th</sup> - the lowest 75% of the ratios
<b>Modified Assessed Value</b>	The sum of all local assessed values in the municipality minus the value of property exempted under RSA 72:12-a, 72:37-a and 72:23 IV and 72:36-a.
<b>Normality Test</b>	A test to determine if the data is considered to be normally distributed or conforms to the bell-shaped curve (Gaussian shape).  <i>Note: Typically, ratio study data does not follow the bell curve. Utilizing the “bootstrap” technique (as defined above) helps to improve the reliability of the measures calculated.</i>
<b>Price-Related Differential</b>	The PRD is calculated by dividing the mean ratio by the weighted mean ratio. It measures vertical inequities (differences in the appraisal of low-value and high-value properties) in assessments. PRDs > 1.03 tend to indicate assessment regressivity (lower-value properties assessed at higher ratios). PRDs < .98 tend to indicate assessment progressivity (lower-value properties assessed at lower ratios than higher-value properties).
<b>Property Types</b>	The property types are listed as 4-letter abbreviations on the top of each stratified report. For example: resl = residential land; coml = commercial land. For a full listing of property types, refer to property-type listing sent with original municipal assessment sheets.
<b>Ratio</b>	The ratio for a single sale means the assessment divided by the sale price.
<b>Sales In Dates &amp; Sales in Strata</b>	The number of sales in dates and number of sales in strata equals the number of sales in the entire sampling or in an individual stratum prior to excluding any sales as invalid.

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
2014  
STRATIFIED SALES-ASSESSMENT ANALYSIS REPORTS  
GLOSSARY**

<b>Sales Used # and %</b>	The number and percent of sales used for the entire sampling or individual stratum.
<b>% Sales w/PA-34</b>	The % of sales used for which an Inventory of Property Transfer, Form PA-34, was received.
<b>Standard Deviation</b>	The square root of the following quantity: the sum of the squares of the differences between the ratios and their mean, divided by the number of ratios minus one. The standard deviation is a measure of uniformity, but is rarely used in sales ratio data, since much of its interpretation depends on the data having a normal distribution.
<b>Strata</b>	(stratum, sing.) A class or subset of the population being studied. For example: residential land or waterfront.
<b>Stratified Analysis</b>	The statistical calculations and report prepared for individual stratum in a municipality.
<b>Trim Method "Outliers"</b>	A 3.0 trim procedure was used for identifying and removing sales from the sampling as outliers. These sales are identified by a "Yes" in the Trim column of the analysis sheet.
<b>Total Equalized Valuation</b>	The total equalized value of all property in the municipality as determined in accordance with RSA 21-J:3, XIII. The total equalized valuation includes the equalized valuation of a municipality's assessed values and the equalized value of payments made in lieu of taxes.
<b>Weighted Mean</b>	(a.k.a. aggregate) The sum of the assessments divided by the sum of the sales prices in a ratio study.

RECEIVED  
NOV 17 2014

TOWN OF LEE, NH  
SELECTMAN'S OFFICE

TO: Supervisors of the Checklist, Board of Selectmen, Town Clerk, Town  
Administrator, NH Votes  
FR: Clara Kustra, Chair Supervisors of the Checklist   
DT: 17 November 2014  
RE: Resignation

It is with sincere regret that I submit my resignation as a Supervisor of the Checklist effective 1 December 2014. As a Supervisor since 1986, I have seen almost a doubling in the number of registered Lee voters along with the implementation of the statewide voter database. These responsibilities make an absence from any election difficult for the remaining Supervisors.

As an official "snowbird" I will miss the town election but more importantly, will be unavailable for the Presidential Primary 2016. I think a Presidential Primary is probably the most taxing of all the elections the Supervisors handle.

By resigning now, a new Supervisor may be appointed (the Supervisors are authorized to fill a vacancy RSA 669:64) and that person would run to fill out my term that expires in March 2016. I believe the Supervisors have someone in mind to fill the position and this will allow time for training the new Supervisor before the next election.

It has been my pleasure to serve as a Supervisor and if I can be of assistance during this transition will be happy to do so.



RECEIVED  
JAN 12 2015

TOWN OF LEE, NH  
SELECTMAN'S OFFICE

January 9, 2015

Board of Selectmen  
Town of Lee  
7 Mast Road  
Lee, NH 03824

**Re: Annual Customer Notice**

Dear Chairman and Members of the Board:

Each year Comcast provides its customers with annual notices, including such information as Comcast's customer privacy policy, payment procedures, equipment compatibility and billing dispute and complaint procedures.

In accordance with RSA 53-C:3-d, enclosed please find a copy of the inserts received by customers in their bills during 2014. In addition, please find a copy of the Affidavit submitted to the Attorney General's Office certifying the inclusion of such documents into customer bills during the 2014 calendar year.

Please do not hesitate to contact me if you have any questions at 603.334.3603.

Sincerely,

*Jay Somers*

Jay Somers, Sr. Manager  
Government & Regulatory Affairs

Enclosures



X60478

## **Comcast Customer Privacy Notice for Cable Television, High-Speed Internet and Phone Services**

### **Why is Comcast providing this notice to me?**

As a subscriber to cable service or other services provided by Comcast, you are entitled under Section 631 of the federal Cable Communications Policy Act of 1984, as amended, (the "Cable Act") to know the following:

- the limitations imposed by the Cable Act upon cable operators in the collection and disclosure of personally identifiable information about subscribers;
- the nature of personally identifiable information we collect;
- the nature of the use of personally identifiable information;
- under what conditions and circumstances we may disclose personally identifiable information and to whom;
- the period during which we maintain personally identifiable information;
- the times and places at which you may have access to your personally identifiable information; and
- your rights under the Cable Act concerning personally identifiable information and its collection and disclosure.

Personally identifiable information is information that identifies a particular person; it does not include aggregate data that does not identify a particular person or persons. This notice is also provided to you in accordance with applicable California law, which only applies to our customers located in California who are served by a cable television corporation.

In addition, Section 702 of the federal Telecommunications Act of 1996, as amended, (the "Telecommunications Act") provides additional privacy protections for certain information related to our phone services:

- information about the quantity, technical configuration, type, destination, location, and amount of your use of the phone services; and
- information contained on your telephone bill concerning the type of phone services and features you receive.



That phone information, when matched to your name, address, and telephone number is known as customer proprietary network information or CPNI for short. This notice, which includes our CPNI Policy, describes what CPNI information we obtain, how we protect it, and how it may be used. If you are a customer of our phone services, you have the right, and Comcast has a duty, under the Telecommunications Act and applicable state law, to protect the confidentiality of CPNI. We also honor any restrictions applied by state law, to the extent applicable. **WE EXPLAIN BELOW UNDER "HOW DO I GIVE OR WITHHOLD MY APPROVAL FOR COMCAST TO USE CPNI TO MARKET ADDITIONAL PRODUCTS AND SERVICES TO ME?" HOW YOU CAN APPROVE OUR USE OF CPNI OR WITHDRAW YOUR APPROVAL?**

**Special Note:** Our CPNI Policy applies to the voice communications-related services provided by the applicable Comcast operating company that delivers voice services to our customers.

In this notice, the terms "Comcast," "we," "us," or "our" refer to the operating company subsidiary or subsidiaries of Comcast Corporation that (i) owns and/or operates the cable television system in your area pursuant to a cable television franchise with the local franchising authority, or (ii) is operating in your area. The term "you" refers to you as a subscriber to one or more of our cable service and other services.

## I. Collection

### What kind of information does this notice apply to?

The Cable Act applies to personally identifiable information that you have furnished to Comcast, or that Comcast has collected using the cable system, in connection with the provision of cable service or other services. The Telecommunications Act applies to CPNI related to our regulated phone services, and certain orders of the Federal Communications Commission apply the CPNI rules to our interconnected voice over Internet protocol communications services. This notice applies to our cable television service, our high-speed Internet service, and our phone services as provided for by applicable law and except as otherwise noted.

**Special Note:** This notice only covers information that is collected by Comcast in connection with the provision of our cable television service, our high-speed Internet service, and our phone and communications services to you as a subscriber to one or more of these services. It does not cover information that may be collected through any other products, services, or websites, even if accessed through our services and even if co-branded with them. You should read the privacy policies for these other products, services, and websites to learn how they handle your personal information.

### For what purposes may Comcast collect personally identifiable information and CPNI?

The Cable Act authorizes Comcast as a cable operator to use the cable system to collect personally identifiable information concerning any subscriber for the following purposes:

- to obtain information necessary to render our cable service or other services to our subscribers; and
- to detect unauthorized reception of cable communications.

The Cable Act prohibits us from using the cable system to collect personally identifiable information concerning any subscriber for any purposes other than those listed above without the subscriber's prior written or electronic consent.

The Telecommunications Act authorizes us to use, disclose, or permit access to individually identifiable CPNI in our provision of:

- the telecommunications services from which this information is derived; or
- services necessary to, or used in, the provision of these services, including the publishing of directories.

The Telecommunications Act prohibits us from using CPNI for any purposes other than those listed above except as permitted or required by law or with your approval.

### What kind of personally identifiable information and CPNI does Comcast collect?

Comcast collects information from you at several different points when you initiate and use our services. Some of this information is personally identifiable information, but much of it is not. We collect certain personally identifiable information that our subscribers furnish to us in connection with the provision of cable service or other services. In order to provide reliable, high quality service to you, we keep regular business records containing information about you that may constitute personally identifiable information. These records include some, but typically not all, of the following information:

- your name;
- service address;
- billing address;
- e-mail address;
- telephone number;
- driver's license number;
- social security number;
- bank account number;

- credit card number; and
- other similar account information.

With respect to phone services, examples of CPNI include information typically available from telephone-related details on your monthly bill, such as:

- location of service;
- technical configuration of service;
- type of service;
- quantity of service;
- amount of use of service; and
- calling patterns

CPNI does not include your name, address, and telephone number, because the Telecommunications Act classifies that information as “subscriber list information” which is not subject to the protections applicable to CPNI. However, that information is also subject to certain protections as described below under “To whom may Comcast disclose personally identifiable information?”

We also collect and maintain certain other information about your account. For example, this information may include:

- billing, payment, and deposit history;
- additional service information;
- customer correspondence and communications records;
- maintenance and complaint information;
- records indicating the number of television sets, set-top boxes, modems, or telephones connected to our cable system; and
- additional information about the service options you have chosen.

Some of our services permit you to establish secondary accounts, and if you do so we collect similar information in order to establish and service the secondary accounts. During the initial provisioning of our services, and during any subsequent changes or updates to our services, Comcast may collect technical information about your televisions, any set-top boxes, computer hardware and software, cable modems, telephones, and/or other cable or other service-related devices, and customization settings and preferences. Additionally, if you rent your residence, we may have a record of whether landlord permission was required prior to installing our cable facilities as well as your landlord’s name and address.

### **What kind of information do you collect if I use interactive or transactional services or television viewing controls?**

When you use our interactive or other transactional services such as video on demand, for example, our systems may automatically collect certain information about your use of these services. Most of this information is not personally identifiable information and it is simply used, for example, to carry out a particular request you make using your remote control, set-top box, or other equipment. This may include information required to change your television channel, review listings in an electronic program guide, pause or fast forward through certain on demand programs, or invoke a calling feature for our phone service, among other things. It may also include other information such as the time you actually use our services and the use of other features of our services, and which menus and menu screens are used most often and the time spent using them. In order to carry out a particular request you make to watch a pay-per-view program or purchase a product, service, or feature, for example, our system may collect certain personally identifiable information. This information typically consists of account and billing-related information such as the pay-per-view programs or other products, services, or features ordered so that you may be properly billed for them. Follow your program guide commands or any special instructions on your video screen when you make these transactional requests. These commands and instructions will explain your choices so that you can complete or cancel your requests as you wish.

### **What kind of information do you collect and use to improve your cable services and deliver relevant advertising?**

Our cable systems may collect anonymous and/or aggregate information using set-top boxes and other equipment. We use this information to determine which programs are most popular, how many people watch a program to its conclusion, and whether people are watching commercials, for example. As described below under “How does Comcast use personally identifiable information and CPNI?”, we may provide subscriber lists or certain anonymous and/or aggregate information to third parties working on our behalf, such as audience measurement or market research firms, for example. These firms may combine this information with other aggregated or non-aggregated demographic information (such as census records) to provide us with audience analysis data, though we will require them to remove personally identifiable information about our subscribers from this data. We use this information to improve our cable television service and other services and make programming and advertising more relevant to our subscribers. We may also use this information to distribute and deliver relevant programming

and advertising to you without disclosing personally identifiable information about you to programmers or advertisers. In addition to this privacy notice, we may provide additional notices to you regarding specific advertising or other initiatives. These notices will describe the initiatives in greater detail and may, as appropriate, contain information you can use to choose to participate, or not participate, in these initiatives.

## II. Use

### How does Comcast use personally identifiable information and CPNI?

We collect, maintain, and use personally identifiable information and CPNI as permitted by the Cable Act and the Telecommunications Act and other applicable laws. We use this information primarily to conduct business activities related to providing you with our cable service and other services, and to help us detect theft of service. Generally speaking, we use personally identifiable information in connection with:

- billing and invoicing;
- administration;
- surveys;
- collection of fees and charges;
- marketing;
- service delivery and customization;
- maintenance and operations;
- technical support;
- hardware and software upgrades; and
- fraud prevention.

More specifically, we also use personally identifiable information to:

- install, configure, operate, provide, support, and maintain our cable service and other services;
- confirm you are receiving the level(s) of service requested and are properly billed;
- identify you when changes are made to your account or services;
- make you aware of new products or services that may be of interest to you;
- understand the use of, and identify improvements to, our services;
- detect unauthorized reception, use, or abuse of our services;
- determine whether there are violations of any applicable policies and terms of service;
- manage the network supporting our services;

- configure cable service and other service-related devices; and
- comply with law.

The Telecommunications Act further permits Comcast to use, disclose, and permit access to CPNI obtained from our customers, either directly or indirectly, to:

- initiate, render, bill, and collect for telecommunications services;
- protect our rights and property, and protect our users of these services and other carriers from fraudulent, abusive, or unlawful use of, or subscription to, these services;
- provide any inbound telemarketing, referral, or administrative services to you for the duration of the call, if you initiated the call and you approve of the use of this information to provide these services; and
- to provide call location information concerning the user of a commercial mobile phone service.

With respect to phone services, unless we obtain your approval in accordance with our policies described below under "How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?", Comcast may not use CPNI to market products and services to you other than the phone services.

Comcast transmits, and may collect and store for a period of time, personally identifiable and non-personally identifiable information about you when you use our high-speed Internet and phone services to:

- send and receive e-mail, video mail, and instant messages;
- transfer and share files;
- make files accessible;
- visit websites;
- place or receive calls;
- leave and receive voice mail messages;
- use the applicable communications center or voice center;
- establish custom settings or preferences;
- communicate with us for support; or
- otherwise use the services and their features.

Our transmission, collection, and storage of this information are necessary to render the services. In certain situations, third-party service providers may transmit, collect, and store this information on our behalf to provide features of our services. These third parties are not permitted to use your personally identifiable information except for the purpose of providing these features.

We may also combine personally identifiable information, which we collect as described in this notice as part of our regular business records, with personally identifiable information obtained from third parties for the purpose of creating an enhanced database or business records. We may use this database and these business records in marketing and other activities related to our cable service and other services. We also maintain records of research concerning subscriber satisfaction and viewing habits, which are obtained from subscriber interviews and questionnaires.

### **III. Disclosure**

#### **Under what circumstances may Comcast disclose personally identifiable information to others?**

Comcast considers the personally identifiable information contained in our business records to be confidential. The Cable Act authorizes Comcast as a cable operator to disclose personally identifiable information concerning any subscriber if the disclosure is:

- necessary to render, or conduct a legitimate business activity related to, the cable service or other services provided to the subscriber;
- required by law or legal process (described below under “When is Comcast required by law to disclose personally identifiable information and CPNI by law?”); or
- of the names and addresses of subscribers for “mailing list” or other purposes (subject to each subscriber’s right to prohibit or limit this disclosure and the CPNI Policy described below under “How do I place myself on Comcast’s ‘do not call’ and ‘do not mail’ lists?”).

The Cable Act prohibits us from disclosing personally identifiable information concerning any subscriber for any purposes other than those listed above without the subscriber’s prior written or electronic consent.

#### **To whom may Comcast disclose personally identifiable information?**

We may disclose personally identifiable information as provided for in the Cable Act when it is necessary to render, or conduct a legitimate business activity related to, the cable service or other services we provide to you. These kinds of disclosures typically involve billing and collections, administration, surveys, marketing, service delivery and customization, maintenance and operations, and fraud prevention, for example. We may also collect, use, and disclose information about you in non-

personally identifiable or aggregate formats, such as ratings surveys and service usage and other statistical reports, which do not personally identify you, your particular viewing habits, or the nature of any transaction you have made over the cable system. The frequency of any disclosure of personally identifiable information varies in accordance with our business needs and activities.

The Cable Act authorizes Comcast as a cable operator to disclose limited personally identifiable information to others, such as charities, marketing organizations, or other businesses, for cable or non-cable “mailing list” or other purposes. From time to time we may disclose your name and address for these purposes. However, you have the right to prohibit or limit this kind of disclosure by contacting us by telephone at 1-800-XFINITY or by sending us a written request as described below under “How do I contact Comcast?” Any “mailing list” and related disclosures that we may make are limited by the Cable Act to disclosures of subscriber names and addresses where the disclosures do not reveal, directly or indirectly, (i) the extent of any viewing or other use by the subscriber of a cable service or other service provided by us; or (ii) the nature of any transaction made by the subscriber over our cable system.

We may sometimes disclose personally identifiable information about you to our affiliates or to others who work for us. We may also disclose personally identifiable information about you to outside auditors, professional advisors, service providers and vendors, potential business merger, acquisition, or sale partners, and regulators. We make these disclosures as provided for in the Cable Act. Typically, we make these disclosures when the disclosure is necessary to render, or conduct a legitimate business activity related to, the cable service or other services we provide to you. We may be required by law or legal process to disclose certain personally identifiable information about you to lawyers and parties in connection with litigation and to law enforcement personnel.

If we (or our parent company) enter into a merger, acquisition, or sale of all or a portion of our assets, subscribers’ personally identifiable information will, in most instances, be one of the items transferred as part of the transaction. If this notice will be changed as a result of a transaction like that, you should refer below under “Will Comcast notify me if it changes this notice?”

We may also use or disclose personally identifiable information about you without your consent to protect our customers, employees, or property, in emergency situations, to enforce our rights under our terms of service and policies, in court or elsewhere, and as otherwise permitted by law.

**When may Comcast disclose personal information to others in connection with phone service?**

Comcast may disclose to others personally identifiable information in connection with features and services such as Caller ID, 911/E911, and directory services as follows:

- We may transmit your name and/or telephone number to be displayed on a Caller ID device unless you have elected to block such information. Please note that Caller ID blocking may not prevent the display of your name and/or telephone number when you dial certain business or emergency numbers, 911, 900 numbers, or toll-free 800, 888, 877, 866, or 855 numbers.
- We may provide your name, address, and telephone number to public safety authorities and their vendors for inclusion in E911 databases and records, inclusion in "reverse 911" systems, or to troubleshoot 911/E911 record errors.
- We may publish and distribute, or cause to be published and distributed, telephone directories in print, on the Internet, and on disks. Those telephone directories may include subscriber names, addresses, and telephone numbers, without restriction to their use.
- We may also make subscriber names, addresses, and telephone numbers available, or cause such subscriber information to be made available, through directory assistance operators.
- We may provide subscribers' names, addresses, and telephone numbers to unaffiliated directory publishers and directory assistance providers for their use in creating directories and offering directory assistance services.
- Once our subscribers' names, addresses, and telephone numbers appear in telephone directories or directory assistance, they may be sorted, packaged, repackaged and made available again in different formats by anyone.

We take reasonable precautions to ensure that non-published and unlisted numbers are not included in our telephone directories or directory assistance services, but we cannot guarantee that errors will never occur.

**When is Comcast required to disclose personally identifiable information and CPNI by law?**

We make every reasonable effort to protect subscriber privacy as described in this notice. Nevertheless, we may be required by law to disclose personally identifiable information or individually identifiable CPNI about a subscriber. These disclosures may

be made with or without the subscriber's consent, and with or without notice, in compliance with the terms of valid legal process such as a subpoena, court order, or search warrant.

For subscribers to our cable television service, the Cable Act requires Comcast as a cable operator to disclose personally identifiable information to a third-party or governmental entity in response to a court order. If the court order is sought by a non-governmental entity, we are required to notify the subscriber of the court order. If the court order is sought by a governmental entity, the Cable Act requires that the cable subscriber be afforded the opportunity to appear and contest in a court proceeding relevant to the court order any claims made in support of the court order. At the proceeding, the Cable Act requires the governmental entity to offer clear and convincing evidence that the subject of the information is reasonably suspected of engaging in criminal activity and that the information sought would be material evidence in the case.

For subscribers to our high-speed Internet and phone services, the Cable Act requires Comcast to disclose personally identifiable information and individually identifiable CPNI to a private third party in response to a court order, and we are required to notify the subscriber of the court order. The Cable Act requires us to disclose personally identifiable information and individually identifiable CPNI about subscribers to high-speed Internet and phone services to a government entity in response to a subpoena, court order, or search warrant, for example. We are usually prohibited from notifying the subscriber of any disclosure of personally identifiable information to a government entity by the terms of the subpoena, court order, or search warrant.

**How does Comcast protect personally identifiable information?**

We follow industry-standard practices to take such actions as are necessary to prevent unauthorized access to personally identifiable information by a person other than the subscriber or us. However, we cannot guarantee that these practices will prevent every unauthorized attempt to access, use, or disclose personally identifiable information.

**How long does Comcast maintain personally identifiable information?**

Comcast maintains personally identifiable information about you in our regular business records while you are a subscriber to our cable service or other services. We also maintain this information for a period of time after you are no longer a subscriber if the information is necessary for the purposes for which it was collected or to satisfy legal requirements. These

purposes typically include business, legal, or tax purposes. If these purposes no longer apply, we will destroy the information according to our internal policies and procedures.

#### **IV. Customer Access and Choice**

##### **How can I see my personally identifiable information or CPNI and correct it, if necessary?**

You may examine and correct, if necessary, the personally identifiable information regarding you that is collected and maintained by Comcast in our regular business records. In most cases, the personally identifiable information contained in these records consists solely of billing and account information. We will correct our records if you make a reasonable showing that any of the personally identifiable information we have collected about you is inaccurate.

If you have Internet access, you can view and change certain information yourself as follows:

- For accounts you have established at the Comcast.com website, use the Sign In or My Account (or similar) feature at [www.comcast.com](http://www.comcast.com);
- For high-speed Internet accounts, use the Sign In or My Account (or similar) feature at [www.comcast.net](http://www.comcast.net);
- For digital voice accounts, use the applicable communications-related or voice center, using the Sign In or My Account (or similar) feature at [www.comcast.net/digitalvoicecenter](http://www.comcast.net/digitalvoicecenter).

You may also examine the records containing your personally identifiable information at your local Comcast office upon reasonable prior notice to us and during our regular business hours. If you wish to examine these records, please contact us by mail or telephone at 1-800-XFINITY, giving us a reasonable period of time to locate and, if necessary, prepare the information for review, and to arrange an appointment. You will only be permitted to examine records that contain personally identifiable information about your account and no other account.

If you make an affirmative, written request for a copy of your CPNI, we will disclose the relevant information we have to you at your account address of record, or to any person authorized by you, if we reasonably believe the request is valid. However, subscribers to our phone services should be aware that we generally do not provide them with records of any inbound or outbound calls or other records that we don't furnish in the ordinary course of business (for example, as part of a bill) or which are available only from our archives, without valid legal process such as a court order. In addition, we cannot correct any errors in customer names, addresses, or telephone numbers

appearing in, or omitted from, our or our vendors' directory lists until the next available publication of those directory lists. Further, we may have no control over information appearing in the directory lists or directory assistance services of directory publishers or directory assistance providers which are not owned by us or our subsidiaries.

Comcast reserves the right to charge you for the cost of retrieving and photocopying any documents that you request.

##### **How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?**

In addition to phone and voice services, various direct and indirect subsidiaries of Comcast Corporation offer many other communications-related services, such as High-Speed Internet services. From time to time we may like to use the CPNI information we have on file to provide you with information about our communications-related products and services or special promotions. Our use of CPNI may also enhance our ability to offer products and services tailored to your specific needs. In addition, Comcast also offers various other services that are not related to the services to which you subscribe. Under the CPNI rules, some of those services, such as Comcast cable television services, are considered to be non-communications related products and services. Therefore, you may be asked during a telephone call with one of our representatives for your oral consent to Comcast's use of your CPNI for the purpose of providing you with an offer for communications-related or non-communications related products and services. If you provide your oral consent for Comcast to do so, Comcast may use your CPNI only for the duration of that telephone call in order to offer you additional services.

If you deny or restrict your approval for us to use your CPNI, you will suffer no effect, now or in the future, on how we provide any services to which you subscribe. Any denial or restriction of your approval remains valid until your services are discontinued or you affirmatively revoke or limit such approval or denial.

##### **How do I place myself on Comcast's "do not call" and "do not mail" lists?**

You may contact Comcast at 1-800-XFINITY to ask us to put your name on our internal company "do not call" and "do not mail" lists so that you do not receive marketing or promotional telephone calls or postal mail from us or made at our request. You also have the right to prohibit or limit disclosure of your personally identifiable information for "mailing list" or other purposes as described above in this notice by contacting us at 1-800-XFINITY.

Comcast's use of your account information for marketing and promotional activities is also subject to your right to limit or restrict us from making those offers as described above in "How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?" in this notice.

If you prefer to contact Comcast in writing instead of by telephone, you may send a written request to the address listed below under "How do I contact Comcast?". Be sure to include your name and address, your Comcast account number, and a daytime telephone number where you can be reached in the event we have any questions about your request. The written request should be signed by the person who is identified in our billing records as the subscriber. If you have a joint account, a request by one party will apply to the entire account. If you have multiple accounts, your notice must separately identify each account covered by the request.

**What e-mail communications will Comcast send to me and how do I manage them?**

We may send a welcome e-mail and sometimes other information to new subscribers to our cable service and other services (including each new secondary account holder, where applicable). We may also send service-related announcements to our subscribers from time to time. For example, we may send you an e-mail announcement about a pricing change, a change in operating policies, a service appointment, or new features of one or more of the cable service or other services you receive from us. You may not opt-out of these service-related communications. If you fail to check your primary e-mail address for service-related announcements, you may miss important information about our services, including legal notices, for example.

We reserve the right to send you promotional or commercial e-mail as permitted by applicable law. You can manage the promotional or commercial e-mails Comcast may send to you by following the instructions contained in the e-mails or by going to the Web page located at [www.comcast.com/preferences](http://www.comcast.com/preferences) and following the directions there. We may ask for additional information on this preferences page such as your zip code, for example. By providing this additional information to us we will be able to better inform you of the availability of special offers and promotions in your area. If you no longer wish to receive these e-mails you may opt-out of receiving them by going to the same page and changing your contact preferences.

**What can I do if I think my privacy rights have been violated?**

If you believe that you have been aggrieved by any act of ours in violation of the Cable Act, we encourage you to contact us directly as described below in "How do I contact Comcast?" in order to resolve your question or concern. You may also enforce the limitations imposed on us by the Cable Act as applicable with respect to your personally identifiable information through a civil lawsuit seeking damages, attorneys' fees, and litigation costs. Other rights and remedies may be available to you under federal or other applicable laws as well.

**Will Comcast notify me if it changes this notice?**

As required by the Cable Act, we will provide you with a copy of this customer privacy notice at the time we enter into an agreement to provide any cable service or other service to you, and annually afterwards, or as otherwise permitted by law. You can view the most current version of this notice by going to [www.comcast.com](http://www.comcast.com), searching for "privacy policy," and selecting the appropriate link.

We may modify this notice at any time. We will notify you of any material changes through written, electronic, or other means and as otherwise permitted by law. If you find the changes to this notice unacceptable, you have the right to cancel your service. If you continue to use the service following notice of the changes, we will consider that to be your acceptance of and consent to the changes in the revised privacy notice. This includes your consent for any personally identifiable information that we may collect and use starting on the effective date of the revised notice, as well as for any personally identifiable information that we have collected prior to the effective date of the revised notice. However, we will only consider your continued use of the service to be your acceptance of and consent to changes in the revised privacy notice for changes made after December 31, 2006.

**How do I contact Comcast?**

If you have any questions or suggestions regarding this privacy notice, or wish to contact us about your personal information, please reach us as follows:

Phone: 1-800-XFINITY

Website: <http://customer.comcast.com/contact-us>

Mail: Comcast Cable Communications, LLC

Attn: Law Department - Customer Privacy Notice  
One Comcast Center  
Philadelphia, PA 19103-2838

Revised and effective: March 1, 2011



# Important Notices To Our Customers

## How to Use Your Cable Service Notice to Customers Regarding Equipment Compatibility & Important Information

X35346 8773/1000-3000, 8633-0100, 0110,0120 (ALL)

### How To Use Your Cable Service

Congratulations on your choice of one of the world's best entertainment and information media - cable TV! We have designed our XFINITY TV service to be as simple to use as it is exciting to explore!

This information is provided to enable you to be more knowledgeable about your service and to answer any questions you may have about it.

### Complaint Procedures

If you have a complaint regarding your cable television service or your bill, please call the local customer service number listed below or our toll-free telephone number which is available 24 hours a day, seven days a week. You can also visit our local business office listed on your billing statement. Alternatively, if you wish to put your comments in writing, your letter should be addressed to Comcast at the local address listed on your billing statement. We will promptly try to resolve your complaint. If we are unable to resolve your complaint, we will notify you that we are unable to do so and explain the reason why. If you are dissatisfied with our resolution of your complaint, or we are unable to resolve your complaint, you may contact the local franchising authority to discuss your complaint. Please refer to your monthly cable bill or call the local customer service number listed below for the name and address of your local franchising authority.

### General Do's and Don'ts

We have installed cable in your home in a manner that is consistent with Federal Communications Commission ("FCC") rules. Here are a few tips to keep it operating safely and reliably:

1. During severe electrical storms you should unplug your television set and cable converter to avoid damage. Comcast and your set manufacturer are not responsible for damage which occurs due to acts of nature.
2. Your cable converter operates on 110 volts. Please take all the same precautions you would for any small appliance, such as checking the cord to make sure it is not worn or damaged.
3. For your own safety, do not attempt to open or otherwise tamper with your cable converter.
4. If you have someone other than Comcast install the inside wiring in your home, or if you do it yourself, you are responsible for ensuring that the installation
  - a. complies with all applicable governmental regulations (FCC signal leakage rules, for example), and
  - b. does not interfere with the normal operations of the cable system or any other communications systems, such as those used by police and fire departments.

## Billing

Your monthly cable bill not only gives you a listing of your current charges, payments and credits, but it may also contain special messages to our customers. Take time to review your bill to make sure your name, address and other information are correct. You generally will be billed at the same time each month unless you are notified otherwise.

Your first statement will include a monthly charge for the upcoming month. It may also include:

1. Your installation charge,
2. A partial charge for your first month's service if you are connected in the middle of a billing cycle; for example, if your monthly cable fee is \$24.00 and you connect to cable on the tenth day of a 30-day month, you would be billed for 2/3 of a month. The amount shown next to the line entry "prorate" or "partial month" would be \$16.00,
3. Your payment due date,
4. An address to send any written requests in a separate letter to Comcast, and
5. All prices for services (these may be subject to applicable franchise fees and taxes).

## Theft Of Service

The Cable Act (47 USC § 533) created both civil and criminal penalties for manufacturers, suppliers and users of unauthorized cable devices. This federal theft-of-service law supplements any existing state or local laws, and provides a federal remedy against any person who, without authorization, intercepts or receives any communication service which is provided over a cable system.

This federal law prohibits the unauthorized interception or receipt of any communications service over a cable system. This would include the theft of audio, video, textual data or other service, including data transmitted to or from a customer over a system that has interactive capability. The law applies to both manufacturers and distributors of equipment, as well as individual subscribers.

The Cable Act provides both civil and criminal penalties for theft of cable services. Under this federal legislation, a cable operator may seek substantial monetary damages for the theft of its cable services. In addition, if the violations are willful and for commercial advantage or private financial gain, the court may award damages of up to \$50,000 in civil cases and a maximum of \$100,000 for certain criminal violations, in addition to a maximum of five years imprisonment for subsequent offenses.

***Theft of service creates unfair burdens on cable subscribers who are forced to subsidize the benefits that other individuals are getting by receiving cable service without paying for it.***

## About Your Converter/CableCARD

In order to receive XFINITY TV, as well as to descramble certain optional premium or pay-per-view services, you may require an electronic channel selection device called a "converter" or a CableCARD activated device. A converter and a remote control or a CableCARD are available from Comcast on a lease basis or converters or remotes may be purchased at certain retail outlets, including consumer appliance or electronics stores.

Some television components like DVD players, DVD recorders, cable-ready sets and remote-control devices may not be compatible with your cable television service. We encourage you to make certain components you purchase are compatible with your cable television service prior to making a purchase. For further information, please refer to the Equipment Compatibility section of this notification, or call your local Comcast office.

Converters that unscramble services also provide our customers with the option to use "parental control" to block channels they wish not to view.

It is easy to watch your television after connecting to cable using a converter. Just turn on both your television set and the converter. Make sure that your television is tuned to the output channel of your converter (Ch. 2, 3 or 4), and then select the channel you want to watch by using the controls on either the converter or the hand-held remote control device. To ensure reliable operation, make sure the converter is plugged into a "live" electrical outlet, rather than one controlled by a light switch. Loss of power to some converters may result in a temporary loss of cable service, even after the power is restored.

**IF YOUR CONVERTER IS PROVIDED TO YOU BY COMCAST, YOU MUST RETURN IT ONCE YOU ARE NO LONGER A CUSTOMER.**

## If You Have Problems

If you experience a problem with picture or signal quality, you should review your television, DVD player and/or DVD recorder owner's manual for proper adjustment or please try the troubleshooting information below. If your service problem does not clear up you should call the local customer service number listed below and describe the problem to a customer service representative.

In order to correct the problem, we may need access to your premises. If required, a service call will be scheduled at a time convenient to you. We will make all reasonable efforts to resolve any complaints you have concerning the quality of our signals promptly and efficiently. Excluding conditions beyond our control, we will respond to a service interruption no later than twenty-four hours after receipt of notification. We respond to other service problems no later than the next business day after notification. If our service technician is unable to correct the problem to your satisfaction we will, at your request, schedule a second service appointment. If we remain unable to correct the problem you will be notified of this fact and the reason why. If you are dissatisfied with our resolution of your service problem, you may contact the local franchising authority to discuss the problem with your service. Please refer to your monthly cable bill or call the local customer service number listed below for the name and address of your local franchising authority.

### **Wrong Channel**

- Check television set dial and converter for channel setting. Try channel 2, 3, or 4.



### **Snow on Screen**

- Check to make sure converter is plugged into a working outlet.



### **No Picture, No Sound**

- Make sure the television set is plugged into a "live" electrical outlet, and not controlled by a wall switch.



### **Picture Shrinks**

- May be an overloaded circuit in your television set, or
- Electric company power cutback.



### **No Picture**

- Check channel setting on converter and television set.
- Check listing to make sure channel is broadcasting during this time slot.
- Check other channels to compare reception.



### **DVD Player, DVD Recorder-Cable Hookups**

1. Additional equipment, such as coaxial cables, signal splitters or A/B switches, may cause picture distortion if it does not meet Comcast systems' standards. Please call our repair department before you purchase additional hookup equipment.
2. We recommend against cutting cable wire connectors. An improperly cut cable may cause picture distortion.
3. All cable connections must be fitted "wrench tight."

### **True Cable Compatibility**

Please refer to the Equipment Compatibility section in this notice regarding cable compatibility, or call your Comcast office if you have questions.

### **Installing Digital Cable Service**

Digital TV self-installation kits and manuals are available from your local Comcast cable office for a separate charge.

## **A Brief Note About The Services We Offer**

*Not all services are available in all areas. Please call your local Comcast office for details.*

### **Limited Basic**

Limited Basic Service is one of our most viewed levels of service. Limited Basic may include off-air broadcast stations and franchise-required public, educational and government access channels. All such programming

varies on a community-by-community basis and is subject to change at any time. Currently, our cable customers must subscribe to Limited Basic in order to subscribe to any tiers of video service offered by Comcast.

### **Digital Service Tiers**

Our Digital Service tiers generally carry all non-premium cable channels, such as The Discovery Channel, Lifetime, ESPN, A&E, USA, TNT and, where available, regional sports services. All such programming varies on a community-by-community basis and is subject to change at any time.

A customer must receive Limited Basic Service in order to be eligible to receive a Digital Service Tier.

### **Premium Services**

Premium Services are generally available to customers who receive Limited Basic Service. Premium channels generally include Home Box Office (HBO), Showtime, Cinemax, STARZ!, and Encore. All premium services may not be available in all areas. There is a separate monthly charge for each premium channel a customer receives.

### **Other Optional Services**

In addition to these programming services, we may also offer our customers the option of renting converters or remotes for an additional monthly charge; Pay-Per-View or other services, including ordering and downloading pay-per-view services; and optional interactive television services, such as e-mail and access to the Internet.

We may also have available XFINITY Internet Service for personal computers that offers content-enhanced access to the Internet; full motion video; national, regional, and local content; e-mail; personalized browsers; and other exciting features at unprecedented speed and convenience. XFINITY Internet service may not be available in all areas and is subject to certain terms and conditions.

## **A Note About Programming**

We receive programming from various non-cable and cable networks. We are not responsible for the content of programs aired by these networks. Programming complaints or questions should be directed to the particular cable or broadcast networks.

## **Moving**

**BEFORE YOU MOVE**, please call Comcast. This is the best way for us to disconnect your service, recover your converter and arrange for cable television service in your new home. Call us in advance, and we will schedule a new installation if your new home is in our service area.

If you decide to disconnect your service, converters, remote control devices and any other equipment provided by Comcast should be returned to us immediately. Customers are liable for these items and will continue to be billed until the equipment is returned, or, if you have lost it or are otherwise unable to return it, paid for.

## **Emergencies**

Emergencies such as fallen utility lines, violent storms or sub-freezing weather may interfere with reception of your service. We will promptly have one of our crews correct an emergency situation as soon as it is safely possible.

## **Important Notice To Our Customers Regarding Equipment Compatibility**

### **“Cable Ready” and “Cable Compatible Equipment”**

Many subscribers currently rent or own converters to receive our cable services. Because a converter functions as the channel tuner on your television, DVD player or DVD recorder, it may prevent you from using some of the special features and functions of your television, DVD player or DVD recorder. For example, you may not be able to view one program while recording another, record two or more consecutive programs that appear on different channels, use advanced picture generation and display features such as “picture in picture,” channel review or use other features that necessitate channel selection by the television set. Some of these problems may be resolved by the use of A/B switches, signal splitters, and/or other supplemental equipment that can be purchased from Comcast or at electronic stores. Please call us if you would like to discuss the type of special equipment needed to resolve individual compatibility problems or if you have any questions regarding other equipment compatibility issues.

In order to enable you to utilize special features, which your television may have, we will make available, upon your request, equipment which will allow for simultaneous reception of two or more scrambled or encrypted signals and for tuning to alternative channels on a pre-programmed schedule. This equipment could include for example, converters and multiple descrambler/decoders and/or timers (or if such devices are not available, multiple devices will be provided), and signal bypass switches.

If you plan to purchase cable services that we scramble or encrypt, such as premium, pay-per-view or digital services, you should make sure that any converter, or navigation device or Digital-cable-ready television (which can receive digital cable services using a device that we must provide called CableCARD in place of a converter) that you purchase from a retail outlet is compatible with our system or Note: CableCARD will not support two-way, interactive services such as On Demand, pay-per-view and the Comcast interactive program guide. Sets capable of supporting two-way services will be available in the future, and Comcast is committed to supporting that technology when it becomes available.

Upon your request, we will provide you with the necessary technical parameters necessary for any converter rented or acquired from retail outlets to operate with our cable system. If you see advertisements for converters that have descramblers in them, you should understand that these devices may be illegal to use. Because of the need to protect our

scrambled services, we will not authorize the use of any converter/descrambler which does not conform to all required signal security specifications. People who use illegal converters/descramblers may be subject to prosecution for theft of cable service. It is unlawful to alter or tamper with any device belonging to a cable operator in order to receive, intercept or assist in receiving or intercepting any communications service offered over a cable system. People who take such actions may be subject to fines or imprisonment.

### **Availability Of Special By-Pass Equipment**

Some of the channels offered on the Comcast cable system may also be scrambled and viewed only if a set-top converter is used. However, as described above, a converter may limit your ability to use certain advanced features on your television set, DVD Player or DVD Recorder. If you use a converter and you have problems using the special features, additional special equipment may be necessary to regain some or all of these features. Comcast will consult with you in order to determine what specific equipment may be available to solve your particular situation. This equipment may include an additional converter, or, if you have a receiver that can tune our cable channels, possibly a switch (or a special converter with a switch) that will enable you to by-pass the converter and tune all unscrambled channels with your television set, DVD player or DVD recorder.

### **Pay-Per-View Programming**

Comcast may not have the right to distribute pay-per-view programming to commercial establishments, and you may not order or request pay-per-view programming for receipt, exhibition or taping in a commercial establishment. You may neither exhibit nor assist in the exhibition of pay-per-view programming in a commercial establishment unless explicitly authorized to do so in advance, by Comcast and our program provider. If you fail to abide by this restriction, you will be held liable for any claims made against you or Comcast on account of any unauthorized commercial exhibition.

### **Remote Controls**

If you use a converter with remote control capability, Comcast provides remote control devices for a monthly charge. In some areas, you may also be able to buy them from us. It is also possible the remote control that came with your TV, DVD player or DVD recorder is capable of controlling the converter box. In that case, please feel free to use it. Finally, you may choose to buy a “universal” remote control device capable of working with our converters at retail outlets, including many appliance or consumer electronics stores.

Any or all of the above remote control devices may not be compatible with the converters required for optional services voluntarily requested by you.

We hope this information has been useful. If you have any questions, please contact us. The phone number of your Comcast office is contained on your monthly bill, or in your monthly billing mailing.

## **Important Information**

### **Service Area(s)**

MA, NH & ME

### **Phone Numbers**

#### **Billing/Repair**

1-800-COMCAST (266-2278)

#### **New Services/Sales**

1-800-COMCAST (266-2278)

#### **After-Hours Repair**

1-800-COMCAST (266-2278)

### **Mailing/Office Address**

Comcast  
1 Comcast Center  
Philadelphia, PA 19102

## **Local Franchising Authority**

Consumer Division of the  
Department of Telecommunications and Cable  
1-800-392-6066  
1000 Washington Street, Suite 820  
Boston, MA 02118

Office of the Attorney General  
Consumer Protection and Antitrust Bureau  
33 Capital Street  
Concord, NH 03301

Office of the Attorney General  
Consumer Information and Mediation Service  
6 State House Station  
Augusta, ME 04333

**AFFIDAVIT**

Customer Annual Notice

I, Ronni Summerton, certify that Comcast of Connecticut/Georgia/ Massachusetts/New Hampshire/New York/North Carolina/Virginia/Vermont, LLC, Comcast of Maine/New Hampshire, Inc., Comcast of Massachusetts/New Hampshire, LLC and Comcast of New Hampshire, Inc. complied with New Hampshire RSA 53-C:3-d (Notice to Subscribers Regarding Quality of Service) by providing each customer located in the communities attached hereto an insert regarding 1) **Customer Privacy Notice**, 2) **Important Information** and 3) **Notice to Customers Regarding Equipment Compatibility & Important Information**. Each notice was submitted with subscriber bills in February, September and September of 2014 respectively.

  
\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Ronni Summerton  
*Print Name*

\_\_\_\_\_  
January 9, 2015  
*Date*

Attachment

**Town of Lee**  
**Town Clerk/Tax Collector**  
**7 Mast Road**  
**Lee, NH 03861**

# Memo

**To:** Board of Selectmen  
**From:** Linda Reinhold, Town Clerk/Tax Collector  
**Date:** 1/16/2015  
**Re:** Request for Reimbursement

---

On November 7, 2014, Matthew Rowell inadvertently renewed a vehicle he no longer owned.

We instructed him on the procedure to request his money back. He wrote a letter to the state with the backup required and they refunded him a check for \$43.20 for the state portion. He is now requesting the Town refund him the town portion of \$52.50.

In the past, the Selectmen have granted a refund if the State refunded.



Matthew F. Rowell  
285 Lee Hook Rd  
Lee, NH 03861  
January 15, 2015

Lee Town  
BOS  
7 Mast Road  
Lee, NH 03861

Dear Lee Town:

This letter is to request refund for a vehicle registration renewal processed in error. I traded my 2003 Honda Civic in the summer of 2014 for a 2010 Honda CRV. Upon registering the new CRV I had it in my mind that the 2003 Civic was removed from my account. I failed to catch it during my automatic vehicle renewal and respectfully request reimbursement. NH Department of Motor Vehicles has already provide reimbursement for their part of the motor vehicle registration fee, please see the check and information that was submitted to the State.

In the event of any questions I can be reached at (603) 397-7717 or at [matthew.rowell1@gmail.com](mailto:matthew.rowell1@gmail.com).

Thank you for your understanding and attention to this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "M Rowell".

Matthew F. Rowell



Matthew F. Rowell  
285 Lee Hook Rd  
Lee, NH 03861  
November 26, 2014

NH Department of Safety  
Division of Motor Vehicles  
23 Hazen Drive  
Concord, NH 03305

Dear NH Department of Safety:

This letter is to request refund for a vehicle registration renewal processed in error. I traded my 2003 Honda Civic in the summer of 2014 for a 2010 Honda CRV. Upon registering the new CRV I had it in my mind that the 2003 Civic was removed from my account. I failed to catch it during my automatic vehicle renewal and respectfully request reimbursement.

In the event of any questions I can be reached at (603) 397-7717 or at [matthew.rowell1@gmail.com](mailto:matthew.rowell1@gmail.com).

Thank you for your understanding and attention to this matter.

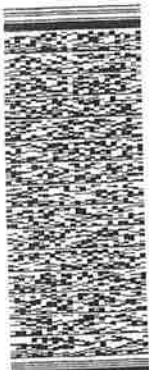
Sincerely,

A handwritten signature in cursive script that reads "M Rowell".

Matthew F. Rowell

NEW HAMPSHIRE  
**2015**  
1 089 981

NEW HAMPSHIRE  
**2015**  
1 089 981



State of New Hampshire

REGISTRATION CERTIFICATE

0910A0032475

Registration certificate not valid for title purposes. All resident taxes for which I am liable have been paid.

E  
X  
P

11/30/2015

PLATE 2616971 TYPE PASS CD 8 VSN 1089981 GWV 3265  
MAKE HOND MODEL CIVIC LX BDY STL 4DSED CLR SIL  
YEAR 2003 FG AXLES 2 LP NEW 16200 VIN 2HGES16523H542355  
PP# PP TYPE SP#

DOB/ID LAST NAME SUFFIX FIRST NAME M  
11/25/1980 ROWELL MATTHEW F

O  
W  
N  
E  
R  
S



N.H.S.D. - M.V.  
OFFICIAL DIRECTOR  
VALIDATION # 2201

NOT VALID WITHOUT DIRECTOR'S SEAL

ATTENTION:

RSA 266:1 IV provides that newly registered vehicles and vehicles of which the ownership has been transferred must be inspected within 10 consecutive days of the registration date stamped on the registration certificate. If a new vehicle is purchased at retail from a licensed dealer the vehicle must be inspected no later than 30 days after the date of transfer.

RETAIN FOR TAX PURPOSES

STATE FEES

REGISTRATION	\$43.20
STATE PARK PLATE	\$0.00
TITLE	\$0.00
TOTAL DUE	\$43.20

MUNICIPAL FEES

MOS/MILLS 12 3	\$49.00
MOS/MILLS 0 0	\$0.00
PERMIT FEE	\$49.00
AGENT	\$2.50
CLERK	\$1.00
LOCAL TITLE	\$0.00
TRANSFER	\$0.00
TRANSFER CREDIT	\$0.00

TOTAL DUE \$52.50

MUNICIPAL COMMENT:

Receipt: 53876;

Pursuant to RSA 261:55, the Director must be notified in writing within 10 days when moving from the address printed on the registration certificate.

RENEW REGISTRATION

07NOV2014 5004.0003 0910 8551 1 \$43.20

MATTHEW F ROWELL  
285 LEE HOOK RD  
LEE NH 038616416

LEGAL ADDRESS  
285 LEE HOOK RD  
LEE NH 03861

CHANGE ADDRESS IN SPACE ABOVE

(THIS APPLICATION IS SIGNED AND ANY ADDITIONAL INFORMATION IS OFFERED UNDER PENALTY OF UNSWORN FALSIFICATION PURSUANT TO RSA 641:3)

X

RDMV 344 (REV 02/08)

OWNER'S COPY

# Motor Vehicle Registration Renewal

*Return*

Town of Lee  
7 Mast Road

Date of Notice 10/22/2014

Lee, NH 03861

**Registrant** ROWELL MATTHEW F

285 LEE HOOK RD  
LEE, NH 038616416

285 LEE HOOK RD

LEE, NH 03861

Vehicles							Local Fee	State Fee
V32730	VVETE	2005	FORD	F-150	1FTPW14555KE59030	BLU/	\$102.50	\$55.20
T421100	TRAI	1972	MOOD	UTLTY	S091218	WHI/	\$9.50	\$6.00
<del>T242444</del>	<del>TRAI</del>	<del>2000</del>	<del>PACE</del>	<del>JT714TA2</del>	<del>4FPUB1425YG041556</del>	<del>WHI/</del>	<del>\$18.50</del>	<del>\$36.00</del>
2616971	PASS	2003	HOND	CIVIC LX	2HGES16523H542355	SIL/	\$53.50	\$43.20

If renewing by mail, please return this notice with your check by **11/20/2014**. Please make check payable to: **Town of Lee**. **TOTAL \$324.40**  
 \* indicates a vehicle that is over 26,000 pounds. The State portion of this registration must be handled at the sub-station. **Note: only ONE check is required.** **266.90**

**Messages**

**GENERAL ELECTION WILL BE HELD ON 11/4 AT THE LEE SAFETY COMPLEX FROM 7AM - 7PM.  
THE TOWN CLERK'S OFFICE WILL BE CLOSED ON 11/27 & 11/28 FOR THANKSGIVING..**

**To renew online with E-Reg log onto the Town of Lee website at  
[www.leenh.org](http://www.leenh.org)**

**To register vehicles on this notice use your PIN No: 1411.25108**

If registering in person, please deduct \$1.00 per vehicle from your check.

**TO RENEW BY MAIL SEND THIS NOTICE AND A SELF-ADDRESSED STAMPED ENVELOPE TO:**

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

Please write **ONLY ONE** check payable to the Town of Lee. This will include both the town and state fees.

**The Town Clerk's office now accepts all major credit cards.**

The Town of Lee's office is a Municipal Agent for the New Hampshire Motor Vehicle Department. This allows us to process the State portion. The fee for this service is \$2.50 and has been added to the total amount.

**CALL 603-659-2964 IF YOU HAVE ANY QUESTIONS**

Monday 8:00 am - 6:00 pm  
Wednesday & Friday 8:00 am - 4:00 pm

"The Department of Safety may re-present your checks electronically for any check returned for insufficient or uncollected funds. Per RSA 6:11-a, a fee of \$25.00 or 5 percent of the face amount, whichever is greater, plus bank fees, will be charged for each returned check and collected with a separate electronic transaction."

**Please let us know your e-mail address if you would like to be notified of your vehicle renewals by e-mail next year:**

# State of New Hampshire

Vendor Payments

Check Number: 2183467  
STATEMENT OF REMITTANCE

VOUCHER NUMBER	INVOICE NUMBER	DESCRIPTION	CONTACT INFORMATION	DATE	AMOUNT
361026	10255591	TOTAL REF PLT# 2616971	(603) 271-7727 APSharedServices@nh.gov	12/15/14	43.20

If you have further payment questions, reference the contact information provided next to the line item in question.

Page 1 of 1

**TOTAL**

**43.20**

**INFORMATIONAL MESSAGE**

**Questions On Your Payment?**

Please use the contact information provided above in the fourth column from the left.

REMOVE DOCUMENT ALONG THIS PERFORATION

State of New Hampshire  
Office of State Treasurer  
25 Capitol Street - Rm. 121  
Concord, NH 03301

**State of New Hampshire**  
Vendor Payments

Bank of America  
Concord, NH  
51-44 / 119

01/02/15

**2183467**

PAY EXACTLY *Forty Three and 20/100 Dollars*

\$ \*\*\*\*\*43.20

VOID AFTER 180 DAYS

PAY TO THE ORDER OF  
**MATTHEW F ROWELL**  
285 LEE HOOK RD  
LEE NH 03861-6416

*William F. Dwyer*  
Authorized Signature

⑈02183467⑈ ⑆011900445⑆ 000000011123⑈



University of  
New Hampshire

Facilities  
Office of the Associate Vice President

Ritzman Lab  
22 Colovos Road  
Durham, NH 03824-3515

V: 603.862.2650  
F: 603.862.3927  
TTY: 7 7.7 (Relay NH)

[www.unh.edu/facilities](http://www.unh.edu/facilities)

December 10, 2014

Patricia S. Jenkins  
Lee Heritage Commission  
7 Mast Road  
Lee, NH 03861

Dear Ms. Jenkins

The University is disappointed that a strategy to preserve the Burley-DeMeritt House remains elusive. The University has no academic or administrative needs that could be accommodated through reuse of the house that would justify the expense of a wholesale renovation and code upgrade. And we have no need for a residence of this size or location. Thus it is very challenging for us to find resources to spend preserving the house when we have so many programs and purposes competing for those same resources.

Equally challenging is the physical location of the house with respect to the public road and the UNH Organic Dairy. Carving out a parcel of land around the house with access to the public road for the purpose of transferring title to someone who would restore the house to use as a residence has been explored. However, doing so would jeopardize the organic dairy certification and the awkward "lollypop" shaped parcel would interfere with agricultural operations in general.

Despite efforts going back a decade or more during which time several options and alternatives were explored, no external funding has been identified that could contribute to the preservation or restoration of the house. During that time the Heritage Commission has expressed the strong preference that the house remain in its historic location and both UNH and the Lee Heritage Commission have explored alternate uses and funding sources with that objective in mind.

To our knowledge, there is no current prospect that any funding will be raised.

The University does not want to see the house continue to deteriorate and will initiate temporary measures to protect the exterior of the main house and kitchen and seal the cellar entrance. The shed attachment, which is not contemporary to the main house, is too deteriorated to salvage. We will clean the interior of animal waste and repair the damaged shingles on the main roof. We considered a couple of alternatives to protect the exterior of the structure and have settled on wrapping the surface with TYVEC, a moisture barrier material that will keep water away from the exterior but allow the building to "breathe" rather than trapping moisture and condensation inside. To prevent animal damage, the TYVEC will be covered with wire mesh.

A permanent resolution is needed but we recognize that any permanent resolution is dependent on funding being identified. As long as the house remains unused, it will continue to deteriorate so we do not have an unlimited period of time to work with. To that end, we suggest a mutual deadline of June 30, 2018, be established by which time the Lee Heritage Commission or other groups will have a plan and funding in hand for the restoration of the house or at least the permanent stabilization and preservation of the house in its current location. To facilitate fund raising, UNH will place the house on the New Hampshire Register of Historic Places. As we have discussed, this will allow access to LCHIP funding if those funds are available.

If such a plan and funding has not been achieved by the date established above, the University will act to place the house in the hands of someone with the resources and desire to restore the house so it can once again serve as a home by either moving the house to another location or dismantling and re-erecting the house on another site.

Between now and 2018, the University will continue to work with the Lee Heritage Commission and support efforts to raise funds for the restoration or preservation of the house.

Sincerely



Paul D. Chamberlin,  
Associate Vice President, Facilities

Copy:  
Chair, UNH Committee on Real Property Acquisition and Disposal

Peter. B. Schmidt, Chairman  
Robbie Parsons, Vice Chairman  
Audrey Stevens, Clerk

STRAFFORD COUNTY  
DELEGATION  
WILLIAM A. GRIMES  
Justice & Administration Building  
259 County Farm Road, Suite 204  
Dover, New Hampshire 03820  
Telephone: (603) 516-7100  
Fax: (603) 743-4407



**NOTICE**

RECEIVED  
JAN 15 2015

TOWN OF LEE, NH  
SELECTMAN'S OFFICE

TO: Strafford County Delegation Members  
Strafford County Cities and Towns Mayors, Selectmen, Councilmen  
New Hampshire Secretary of State's Office

FROM: Strafford County Delegation Chairman Peter Schmidt and  
Strafford County Commissioners Maglaras, Watson and Lessard

DATE: January 13, 2015

SUBJECT: Strafford County Commissioners Proposed Operating Budget for 2015 and  
Public Hearing and Meeting of Full Delegation to Receive Input: Wednesday, January 28, 2015, 7:00 p.m.

This is to notify you that the Public Hearing and Meeting with the Full Strafford County Delegation has been scheduled for Wednesday, January 28, 2015 at 7:00 p.m. (SNOW DATE: Wednesday, February 4, 2015, 7:00 p.m.) in Superior Courtroom II of the William A. Grimes Strafford County Justice and Administration Building.

At this time, the Delegation will receive public input on the Commissioners Proposed 2015 Operating Budget at the Public Hearing and conduct any other business that may legally come before the Delegation at that time.

If you have any questions regarding this information, please feel free to contact Jean Miccolo, Administrative Assistant at 516-7100. The Commissioners' Proposed 2015 Budget is enclosed for your review.

Jlm  
Enclosure

Cc: Dan Heon, Dietary  
Elected Officials and Department Heads  
April Cote, Deputy Clerk of Courts  
Sheriff David Dubois & Security  
James Gaunya, Maintenance Director



Peter. B. Schmidt, Chairman  
 Robbie Parsons, Vice Chairman  
 Audrey Stevens, Clerk

STRAFFORD COUNTY  
 DELEGATION  
 WILLIAM A. GRIMES  
 Justice & Administration Building  
 259 County Farm Road, Suite 204  
 Dover, New Hampshire 03820  
 Telephone: (603) 516-7100



**NOTICE**  
**PUBLIC HEARING AND MEETING OF THE**  
**STRAFFORD COUNTY DELEGATION**  
**ON THE STRAFFORD COUNTY COMMISSIONERS PROPOSED 2015 BUDGET**  
**Wednesday, January 28, 2015, 7:00 P.M.**  
 (Snow Date: Wednesday, February 4, 2015, 7:00 p.m.)

NOTICE is hereby given that a Public Hearing and Meeting before the Strafford County Delegation will be held on Wednesday, January 28, 2015 at 7:00 p.m. (SNOW DATE: Wednesday, February 4, 2015) in Superior Courtroom II, Second Floor of the William A. Grimes Strafford County Justice and Administration Building, 259 County Farm Road, Dover, New Hampshire on the Strafford County Commissioners' Proposed Operating Budget for 2015. The Public Hearing is to receive public input on the Proposed Operating Budget. A Public Meeting will be held after the Public Hearing to hear any other business that may legally come before the Delegation at that time. The following is a Resume of Accounts of the Commissioners' Proposed 2015 Budget:

**STRAFFORD COUNTY COMMISSIONERS PROPOSED 2015 BUDGET - RESUME OF ACCOUNTS**

<u>ACCT#</u>	<u>RESUME OF ACCCOUNTS</u>	<u>COMMISSIONERS' RECOMMENDATION</u>
4100	Administration	398,321.00
4110	County Attorney	1,393,520.00
4102	Domestic Violence Grant	431,104.00
4112	Child Advocacy Center	124,641.00
4120	Registry of Deeds	593,574.00
4140	Sheriff	1,637,831.00
4141	Dispatch Center	795,375.00
4150	Medical Examiner	25,000.00
4160	J&A Maintenance	405,641.00
4190	Human Service Department	10,728,174.00
5131	Court Jester Cafe	95,962.00
6100	Department of Corrections	10,059,206.00
6102	Community Corrections	833,283.00
6103	Supervised Visitation Program	322,527.00
6104	HOC Laundry	34,500.00
6105	Drug Court/Second Chance Act Grant	492,113.00
6106	Transitional Housing Program	168,121.00
6130-38	Jail Industry Program	150,001.00
6140	Jail Industries Program	206,042.00
9100	Debt Accounts	2,715,657.00
9200	Insurances J&A	2,757,337.00
9350	Resource Agencies	288,542.00
9370-9900	Other Accounts	37,000.00
9902	Capital Expenses J&A & Deeds	600,013.00
5100-9902	Riverside Rest Home	<u>22,579,432.00</u>
	Operating Expenditures	57,872,917.00
	Revenues	<u>28,190,289.00</u>
	Amount to be Raised by Taxation	<u>29,682,628.00</u>

Information and directions may be obtained in advance of the meeting by contacting the Strafford County Commissioners office at (603)516-7100.

Respectfully submitted  
 Audrey Stevens, Clerk  
 Strafford County Delegation