

SELECT BOARD MEETING AGENDA

DATE: 6:00pm Monday, February 2, 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. **Public Comment**
3. **Patricia Jenkins, Heritage Commission – Burleigh Demeritt House Update**
Discuss the status of the Burleigh Demeritt House and what UNH has proposed to do with the house.
4. **Scott Nemet, Fire Chief – Emergency Operations Plan Approval**
Present and request the Board's approval of the updated Town of Lee Emergency Operations Plan dated 2014.
5. **Caren Rossi, Planning & Zoning Administrator – Building Permit Fee Schedule**
Request that the building permit fees be increased to a base fee of \$50.00 up to the first \$2000 in estimated cost of construction and base to increase in \$5.00 increments per thousand after \$2000.
6. **Roger Rice, Transfer Station Manager – Art Donation to Transfer Station**
Discuss with the Board the piece of art work that he commissioned for the Transfer Station.
7. **Lamprey River Solid Waste Committee – Opening**
Discuss the process for advertising a local committee opening.
8. **Julie Glover, Town Administrator Report**
 - Moderator Stipend
 - Records Room
 - Photocopier Fees
 - Renovations for the PSC kitchen
 - Miscellaneous
9. **Consent Agenda Items - (Individual items may be removed by any Selectman for separate discussion and vote)**

SIGNATURES REQUIRED

Notice of Intent to Cut
Lee's Ltr of Commitment for Dover's Household
Hazardous Waste Collection Day

INFORMATION ONLY

Granite State Quest Ride for Cancer Notification Letter

10. **Acceptance of the BOS Public Meeting Minutes from January 5, 2015.**
11. **Acceptance of Manifest #15 and Weeks Payroll Ending February 1, 2015**
12. **Miscellaneous/Unfinished Business**
13. **Adjournment**

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on January 30, 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.



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

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.

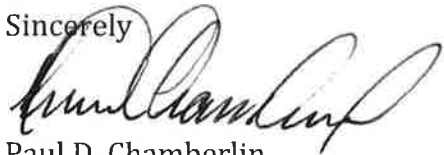
The University does not want to see the house continue to deteriorate and will initiate temporary measures to protect the exterior of the main house and kitchen and seal the cellar entrance. The shed attachment, which is not contemporary to the main house, is too deteriorated to salvage. We will clean 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

A handwritten signature in black ink, appearing to read "Paul D. Chamberlin". The signature is fluid and cursive, with a large initial "P" and "C".

Paul D. Chamberlin,
Associate Vice President, Facilities

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



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

Office Use Only
Meeting Date: <u>Feb 2, 2015</u>
Agenda Item No. <u>4</u>

BOARD OF SELECTMEN

Feb 2, 2015 **MEETING AGENDA REQUEST**
 (Meeting Date Requested)

Agenda Item Title: Emergency Operations Plan Approval Signatures

Requested By: EMD Nemet **Date:** 1/22/15

Contact Information: 659-5411 snemet@leefire.org

Presented By: EMD Nemet

Description: Board to sign and approve Town of Lee, NH Emergency Operations Plan 2014. Pages to include; Statement of Promulgation (Basic Plan-iv), Annual Concurrence (Basic Plan-v), Signatories to the Town of Emergency Operations Plan (EOP) (Basic Plan vii)

Financial Details: \$ 0

Legal Authority NH RSA 21-P:39
 (usually NH RSA or Town Ordinance/Policy):

Legal Opinion: _____

REQUESTED ACTION OR RECOMMENDATIONS:

Move to approve the 2014 Town of Lee, NH Emergency Operations Plan.

Jane Hubbard
Hubbard Consulting LLC
PO Box 445
Andover, NH 03216
Phone (603)848-8801
Email: jhubb_99@yahoo.com

January 19, 2015

Scott Nemet
Emergency Management Director
Town of Lee
7 Mast Road
Lee, NH 03861

Dear Scott:

Enclosed are 5 copies of the Town of Lee's Emergency Operations Plan 2014. Lee's EOP now includes the new Emergency Support Function (ESF) format as well as a Terrorism Annex which meets the recommended guidelines of the NH Homeland Security and Emergency Management. The Board of Selectmen and Emergency Management Director need to complete the following:


- ✓ Sign the *Statement of Promulgation* (Table of Contents)
- ✓ Sign the *Annual Concurrence* (Table of Contents)
- ✓ Once these documents are signed, you need to send a copy to your Field Representative at the NH Homeland Security and Emergency Management.

In addition, all the signatories to the EOP should sign the *Signatory* page, in order to make them aware of their role in the EOP.

Lastly, I am attaching a list of Emergency Management Recommendations that were discussed during the EOP planning process. These are not required by the state but are my recommendations intended to improve the Town's emergency management functions. I would be happy to assist you with any of the items if choose to implement any of them.

I look forward to the opportunity to work with you and the Town in the future. Please don't hesitate to contact me if you have any questions or comments on the EOP.

Sincerely,


Jane Hubbard
Hubbard Consulting LLC

Attachment: Lee's EOP (5 Paper & 2 CDs) and 2 Public Versions
CC: Julia Chase, NH HSEM (Paper & CD)

Town of Lee, NH

Emergency Operations Plan

2014



Public Release Edition

STATEMENT OF PROMULGATION

This publication of the Town of Lee Emergency Operations Plan represents a concerted effort on the part of town government to provide a mechanism for effectively responding to and recovering from the impact of natural or human-caused disasters or emergencies.

The stated purpose of this plan and associated supporting documents is to facilitate the delivery of local government, community, and mutual aid resources, and to provide needed assistance and relief to disaster victims and the community at large. As no community has the resources to manage a major emergency without outside assistance, this plan represents the town's best intentions to deal with disaster within the framework of community-wide cooperation, and statewide coordination.

The adoption of this plan nullifies all previously adopted Emergency Operations Plans for the Town of Lee, NH.

The Town of Lee, NH Emergency Operations Plan is adopted effective this day, the _____ of _____, 2014.

Chairman,
Board of Selectmen

Board of Selectmen

Board of Selectmen



Emergency Management Director

ANNUAL CONCURRENCE

The Town of Lee shall execute this page annually by the members of the new governing body at their first organizational meeting.

**Town of Lee, NH
Emergency Operations Plan**

REVIEWED AND APPROVED

DATE: 1/22/15

SIGNATURE: 

TYPED NAME: Scott Nemet
Emergency Management Director

CONCURRENCE OF APPROVAL

SIGNATURE: _____

TYPED NAME: David Cedarholm
Chairman of the Board of Selectmen

SELECTWOMAN

SIGNATURE: _____

TYPED NAME: Carole Dennis

SELECTMAN

SIGNATURE: _____

TYPED NAME: Scott Bugbee

Signatories to the Town of Lee Emergency Operations Plan (EOP)

Selectmen, Chairman of the Board



Emergency Management Director

Police Chief



Fire Chief

Town Administrator

Highway Supervisor

Health Officer

Code Enforcement Officer

School District

Welfare Officer

EMS Director

EXECUTIVE SUMMARY

The publication of the Town of Lee Emergency Operations Plan (EOP) represents a concerted effort on the part of town government to provide a mechanism for effectively responding to and recovering from the impact of natural or human-caused disasters or emergencies.

The purpose of the Emergency Operations Plan is to facilitate the delivery of all types of emergency response and to help deal with the consequences of significant disasters. The Plan outlines the planning assumptions, policies, concept of operations, organizational structures and specific assignments of responsibility to the town departments and agencies involved in coordinating the local, state and federal response activities.

For security purposes the complete EOP is distributed to a select number of town officials and is not publicly available.

SCOPE

1. The *EOP* addresses the emergencies and disasters likely to occur as described in the *Hazard Specific Annex* as well as those natural disasters identified in the Lee Hazard Mitigation Plan (2013).
2. The EOP includes those actions that support local and state government efforts to save lives, protect public health and safety, and protect property.
3. Comprises all local departments and agencies assigned one or more functions, activities, and/or tasks, to provide response and recovery activities in support of local operations during an emergency or disaster.
4. Provides for the integration and coordination between government, the private sector, and volunteer organizations involved in emergency response and recovery efforts.
5. Describes how state and federal resources will be coordinated to supplement local resources in response to a disaster.
6. Where possible, the *EOP* corresponds with the National Incident Management System (NIMS) of March 1, 2004. The Lee EOP establishes the basic elements of the NIMS, including the Incident Command System (ICS).

STRUCTURE

The Lee **EOP** is structured in the following format:

1. The format of the **EOP** is consistent with the State of New Hampshire Emergency Operations Plan as well as the Federal Response Plan (FRP) using the ESF concept and approach to providing assistance.
2. The **Basic Plan**, which describes the purpose, scope, situations and assumptions, hazard analysis, concept of operations, plan management, and authorities of the State departments and/or agencies in response to an emergency or disaster.
3. **Administrative Appendices** that include: a list of acronyms/abbreviations, terms and definitions, a compendium of emergency authorities and directives, and hazard analysis and assessment, which serve as points of reference and information for the users.
4. **Emergency Support Functions (ESFs)** that delineate primary and/or co-primary and support agencies and describe policies, situations, concept of operations, and responsibilities; necessary standard operating procedures/guides (SOPs/SOGs) to implement functions.
5. **Annexes**, which includes: Radiological Protection, Biological, Hazard Specific Annex and Terrorism Annex.

PLANNING ASSUMPTIONS

An emergency or disaster can occur in the town at any time, any place. It may create significant degrees of human suffering, property damage and economic hardship to individuals, local government, and the business community. The Town of Lee assumes that there are many emergency situations that may directly produce severe consequences and the varying degrees of impact will affect the response. Hence, the following assumptions are valid:

1. The town, in conjunction with the state, is primarily responsible for natural, manmade, and technological emergency preparedness and has shared responsibilities with the state and federal government for national security preparedness.
2. These responsibilities necessitate the development of a multi-hazard plan, with functional ESFs and detailed procedures.
3. That a disaster, producing a great number of casualties and wide spread damage, may occur with little or no warning.
4. Depending upon the severity of the situation, the Town of Lee may be quickly overwhelmed with the emergency.
5. Each level of government will respond to an incident using its available resources, to include the use of mutual aid, and may request assistance from the next higher level of government, if required (i.e., municipality to state and state to federal government).

6. The state will modify normal operations and redirect resources to assist and support our local government in saving lives, relieving human suffering, sustaining survivors, protecting property, and re-establishing essential services.
7. Private and volunteer organizations, (i.e., American Red Cross, Volunteer Organizations Active in Disasters (VOAD), etc.) will provide life-sustaining relief to individuals and families, not normally available from government resources. Local and/or state agencies will assist these organizations by providing information, guidance, and coordination of relief efforts.
8. The Incident Command System (ICS) will be used as the principal on-scene incident management system to direct and control response and initial relief actions and activities.
9. Local government will continue to function under all disaster and emergency conditions.
10. Citizens expect governments to keep them informed and to provide assistance in the event of an emergency or disaster. All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from the effects of an emergency or disaster.
11. If the situation warrants, the Governor of New Hampshire may declare a STATE OF EMERGENCY and request immediate federal assistance to augment efforts in relieving major emergency or disaster related problems beyond the capabilities of state and local government.

ESF DESCRIPTIONS

ESF-1, Transportation – Provides for coordination, control and allocation of transportation assets in support of the movement of emergency resources including the evacuation of people, and the redistribution of food and fuel supplies.

ESF-2, Communications and Alerting – Provides the responsibilities and establishment of procedures to provide communications and alerting for the town. Consists of personnel and equipment, including local, state, federal, and volunteer resources essential to coordinate and disseminate information before, during, and after an impending or actual emergency.

ESF-3, Public Works & Engineering – Provides for debris clearance, roads, highways and bridge repairs, engineering, construction, repair and restoration of essential public works systems and services, and the safety inspection of damaged public buildings.

ESF-4, Fire Fighting – Provides for mobilization and deployment, and assists in coordinating structural fire fighting resources to combat urban incidents; provides incident management assistance for on-scene incident command and control operations.

ESF-5, Information and Planning – Provides for the overall management and coordination of the town's emergency operations in support of their government; collects, analyzes and disseminates critical information on emergency operations for decision making purposes; identifies the roles and responsibilities of local government in coordinating state and federal assistance to local government.

ESF-6, Mass Care & Shelter – Manages and coordinates sheltering, feeding and first aid for disaster victims; provides for temporary housing, food, clothing, and special populations needs in situations that do not warrant mass-care systems; manages the receipt and distribution of donated goods and services; provides assistance in coordinating and managing volunteer resources.

ESF-7, Resource Support – Secures resources through mutual aid agreements and procurement procedures for all ESFs, as needed; provides for coordination and documentation of personnel, equipment, supplies, facilities, and services used during disaster response and initial relief operations.

ESF-8, Health and Medical Services – Provides care and treatment for the ill and injured; mobilizes trained health and medical personnel and other emergency medical supplies, materials and facilities; provides public health and environmental sanitation services, disease and vector control, and the collection, identification, and protection of human remains.

ESF- 9, Search & Rescue – Provides resources for ground, water, and airborne activities to locate, identify, and remove from a stricken area, persons lost or trapped in buildings and other structures; provides for specialized emergency response and rescue operations.

ESF- 10, Hazardous Materials – Provides response, inspection, containment and cleanup of hazardous materials accidents or releases.

ESF –11, Food & Water – Identifies, secures, prepares, and/or arranges for transportation of safe food and water supplies for mass feeding to affected areas following a disaster.

ESF- 12, Energy – Coordinates with the private sector the emergency repair and restoration of critical public energy utilities, (i.e., gas, electricity, etc.); coordinates the rationing and distribution of emergency power and fuel.

ESF- 13, Law Enforcement & Security – Provides for the protection of life and property by enforcing laws, orders, and regulations, including the movement of persons from threatened or hazardous areas; provides for area security, traffic, and access control.

ESF- 14, Public Information – Provides for effective collection, control, and dissemination of public information to inform the general public adequately of emergency conditions and available assistance; coordinates a system to minimize rumors and misinformation during an emergency.

ESF- 15, Volunteers and Donations – Facilitates the delivery of donated goods and volunteer services to support response operations and relief efforts in a disaster.

ESF-16, Animal Health – Establish procedures to create an Animal Response Team, which will coordinate volunteer groups, mutual aid, emergency responders, and veterinary medical personnel to respond to the needs of animals affected by disasters.

Hazard Specific Annex

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Public Health Incident
See Seacoast Regional Public Health Network Annex

MULTIPLE VEHICLE ACCIDENT

SITUATION

As there are main east-west and north-south thoroughfares, substantial volumes of traffic utilize roadways within the town that could significantly impede town traffic should they become impassable.

RESPONSIBILITIES (may consist of but not limited to)

Police Department

- Initial response and assessment
- Interior and outer perimeter control
- Traffic rerouting
- Assist Fire Department
- Notify and coordinates state law enforcement agencies
- Investigation of collision and/or fatalities
- Notify Emergency Management Director

Fire Department

- Initial response and assessment
- Command and control of scene
- Extrication and rescue
- Fire Control
- Hazardous Materials Response
- Notify and coordinate regional and state agencies regarding hazardous materials
- Extrication and rescue

EMS/McGregor Ambulance

- Implement Mass Casualty Plan

Highway Supervisor

- Coordinate debris removal and clearance of local roads.
- Assist with equipment and personnel
- Assist police with road closure
- Provide containment materials for spills if requested
- Provide sand/salt of roadway if requested
- Assist with post clean-up and opening of roadway if requested
- Coordinate with NH DOT as necessary

HAZARDOUS MATERIALS

SITUATION

Hazardous materials may be released in an uncontrolled fashion endangering either personnel or the environment. A hazard can be in the form of solid, liquid, or gaseous contaminants.

RESPONSIBILITIES (may consist of but not limited too)

Fire Department

- Initial response and assessment
- Command and control of the scene
- Implementation of department standard operating procedures
- Recommend protective actions to be taken
- Notify Emergency Management Director
- Coordination of mutual aid response and Hazardous Materials Teams
- Coordination of state and federal agencies in mitigating the release
- Initiate investigation of the release, in coordination with local and state police.

EMS/McGregor Ambulance

- Treatment, triage and transport

Police Department

- Initial response and assessment with Fire Department
- Establish perimeter security
- Establish on scene security
- Coordination of mutual aid response of law enforcement agencies
- Coordination of state police response when applicable
- Conduct criminal investigation if appropriate

Highway Supervisor

- Assist fire and police as requested
- Assist with personnel and equipment
- Provide equipment and personnel as necessary
- Assist police with road closure if necessary
- Provide containment materials for spills if requested
- Coordinate with NH DOT as necessary

Emergency Management Director

- Staff EOC as necessary
- Notify State EOC
- Notify Board of Selectmen
- Assist fire and police as requested
- Assist in long term planning strategies
- Initiate Emergency Public Information System

EARTHQUAKE

SITUATION

The town is within an area prone to seismic activity. Most activity is of a minor nature yet the potential exists for a significant event.

RESPONSIBILITIES (may consist of but not limited too)

Fire Department

- Initial response and assessment
- Command and control of the scene
- Search and rescue of affected property
- Hazardous Materials Response
- Assist with evacuation

EMS/McGregor Ambulance

- Implement Mass Casualty Plan

Police Department

- Initial response and assessment
- Assist in providing emergency information to residents
- Establish perimeter control
- Establish security of affected areas
- Recommend public restrictions to the Board of Selectmen (curfew)

Emergency Management Director

- Consider activation of the EOC
- Staff EOC as necessary
- Notify State EOC
- Determine the stability of temporary shelters with the Fire Department.
- Track the deployment of personnel and equipment
- Coordinate state and federal agencies and resources
- Initiate Emergency Public Information System

Highway Supervisor

- Inspect and assess the municipal infrastructure
- Assist the fire department with equipment and personnel
- Inspect and assess structural stability of buildings, bridges and dams in conjunction with appropriate agencies or contractors.

Health Officer

- Coordinate American Red Cross Services
- Coordinate the set-up of temporary shelters

HURRICANES

SITUATION

As a community on the eastern seaboard, the town is susceptible to high winds and torrential rains associated with hurricanes. The nature of many structures (wooden, mobile homes) as well as the nature of flood plains creates the potential for severe damage.

RESPONSIBILITIES (may consist of but not limited too)

A. At a Hurricane “Advisory”

Emergency Management Director

- Assess the availability of department head personnel
- Discuss standby plans with department heads.
- Monitor WebEOC
- Activate Emergency Public Notification System and issues statement to the media on the town’s plans as needed

B. At a Hurricane “Watch”

Fire Department

- Review general operating guidelines and determine availability to recall additional personnel
- Monitor weather and advise Emergency Management Director of Hurricane Watch
- Review vehicle/equipment resource status (fuel, pumps, tarps, saws)

EMS/McGregor Ambulance

- Treatment, triage and transport

Police Department

- Review general operating guidelines and determine availability to recall additional personnel
- Review vehicle/equipment resource status (fuel, protective clothing)

Emergency Management Director

- Conduct EOC briefing, as necessary
- Monitor Hurricane behavior
- Consider activation of the EOC
- Monitor WebEOC

Highway Supervisor

- Debris clearance
- Provide traffic control devices
- Coordinate with NH DOT as necessary

C. At a Hurricane “Warning”

Fire Department

- Implement storm coverage standard operating procedure and deploy personnel
- Assemble available equipment

Prepare department facilities for high winds and loss of power
Assist the Highway Supervisor as necessary
Respond to emergencies

EMS/McGregor Ambulance

Treatment, triage and transport

Police Department

Recall additional personnel, as necessary
Assemble available equipment
Prepare department facilities for high winds and loss of power
Provide security to severely damaged areas
Monitor traffic conditions and determine alternative routes where required

Health Officer

Coordinate shelter operations
Monitor safety of food, water and sanitation services at shelter
Coordinate with the EMD on shelter needs

School District

Identify availability of food, water and sanitation services
Identify available personnel to assist with shelter operations

Emergency Management Director

Authorize opening of emergency shelters
Contact Health Officer to begin shelter procedures
Assemble all available equipment lists and track deployment of equipment
Assemble all available personnel lists and track deployment of personnel
Monitor hurricane movement and storm status
Review special needs facilities and personnel lists for distinct considerations
Prepare informational bulletins for the public
Monitor utility services and coordinates activities
Staff EOC as necessary
Coordinate emergency transportation with bus companies
Maintain contact with State EOC

Highway Supervisor

Debris Clearance
Provide traffic control devices
Coordinate with NH DOT as necessary

TORNADO

SITUATION

Shifting weather patterns could result in severe weather affecting the town through a “watch” issued by the National Weather Service or a “warning” involving and actual sighting in the area. Destruction from a tornado could be severe as several higher populated areas are dominated by wooden structures.

RESPONSIBILITIES (may consist of but not limited too)

Fire Department

- Initial response and assessment
- Search and rescue
- Monitor weather and advise Emergency Management Director of Tornado Watch

EMS/McGregor Ambulance

- Implement Mass Casualty Plan

Police Department

- Provide security to severely damaged areas
- Provide traffic control
- Monitor weather and advise Emergency Management Director of Tornado Watch

Highway Supervisor

- Prepare personnel and equipment upon notification of a tornado “warning”
- Maintain roadway passage
- Inspect and assess structural stability of buildings, bridges and dams in conjunction with appropriate agencies or contractors.
- Assist police department in traffic control

Health Officer

- Coordinate shelter operations, as necessary
- Coordinate with the EMD on shelter needs

Emergency Management Director

- Activate the EOC upon notification of a tornado warning
- Authorize opening of emergency shelters
- Assemble all available equipment lists and track deployment of equipment
- Assemble all available personnel lists and track deployment of personnel
- Monitor tornado movement and storm status
- Review special needs facilities and personnel lists for distinct considerations
- Prepare informational bulletins for release through Public Notification System
- Monitor utility services and coordinates activities
- Staffs EOC as necessary
- Notify State EOC
- Coordinates emergency transportation with bus companies

DOWNED AIRCRAFT

SITUATION

The town has experienced very few aircraft accidents over the years. With local and surrounding airports, the potential exists for general aviation aircraft to affect the town in an accident as a result of an in-flight emergency.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- Initial response and assessment
- Command and control of the scene
- Fire control
- Rescue operations
- Hazardous materials response
- Coordinate outside agencies

EMS/McGregor Ambulance

- Implement Mass Casualty Plan

Police Department

- Initial response and assessment
- Perimeter control
- Assist Fire Department
- Provide scene security
- Assist in any evacuations
- Coordinate investigation with state and federal agencies

Board of Selectmen

- Request state and/or federal assistance if required

Emergency Management Director

- Staff EOC if required
- Notify State EOC
- Prepares information for release by PIO
- Coordinate the needs of the emergency responders
- Establish temporary morgues in cooperation with Health Officer
- Activate shelter operations, if required
- Coordinate the needs for the un-injured
- Coordinate the needs of the families of the injured

FLOODING

SITUATION

With pre-identified flood plain areas, the town is vulnerable to flooding resulting in restricted travel ways and possible evacuation.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- Initial response and assessment
- Command and control of the scene
- Water rescue
- Evacuation of flooded areas
- Assist with damaged buildings
- Assist with notification of residents
- Oversee the evacuation of residents

EMS/McGregor Ambulance

- Treatment, triage and transport

Police Department

- Initial response and assessment
- Assist with notification of residents
- Establish perimeter security of evacuated or flooded areas
- Evacuation of flooded areas
- Establish traffic rerouting
- Provide scene security
- Blockade roadways
- Initiates Public Information System and issues statement to the media

Highway Supervisor

- Assess road and bridge conditions
- Monitor river elevations and dams
- Maintain storm drain system
- Assist with heavy equipment
- Monitor sewer/water treatment facilities
- Fill/disperse sandbags
- Monitor erosion to roads and culvert damage
- Provide traffic control devices for flooded roads
- Coordinate with NH DOT as necessary

Emergency Management Director

- Command and control of the emergency
- Consider activating EOC
- Assemble all available equipment lists and track deployment of equipment
- Track the deployment of personnel working the emergency
- Coordinate the need for emergency transportation/evacuation
- Coordinate shelter operations with Health Officer
- Coordinate emergency transportation with School District (buses)
- Oversee the evacuation of residents

EXPLOSIONS

SITUATION

A detonation of any origin resulting in personal injuries, structural damage or the interruption of services.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- Initial response and assessment
- Command and control of the scene
- Provide Fire control
- Conduct search and rescue
- Stabilize structures
- Provide Emergency medical services and implement Mass Casualty Plan
- Coordinate outside agency response
- Initiate origin and cause investigation of incident to determine if intentional
- Provide emergency medical services

EMS/McGregor Ambulance

- Implement Mass Casualty Plan

Police Department

- Initial response and assessment
- Interior and outer perimeter control
- Traffic rerouting
- Assist with evacuation
- Assist Fire Department
- Provide scene security
- Contact State Police Explosives Division
- Coordinate investigation of the incident with cooperation of the Fire Department and State Fire Marshal's office if intentional

Emergency Management Director

- Staff EOC if required
- Notify State EOC
- Activate shelter operations if required
- Coordinates American Red Cross activities if required
 - a. Coordinates the needs for the un-injured
 - b. Coordinates the needs of the families
 - c. Coordinates the needs of the emergency responders
 - d. Establishes temporary morgues if needed

SNOW/ICE STORM

SITUATION

The town may experience an unusually severe storm for which the residents are prohibited from travel for essentials such as food or medical care or experience prolonged services outages resulting in the need for coordinated assistance.

RESPONSIBILITIES (may consist of but not limited to)

Highway Supervisor

- Monitor weather conditions
- Debris Clearance
- Maintain clear/sanded roadways for emergency vehicle access
- Provide traffic control devices
- Assist with barricading roadways in coordination with Police
- Provide situation reports to the Emergency Management Director

Fire Department

- Monitor weather conditions
- Implement storm coverage standard operating procedures
- Assemble available equipment and check operation.
- Prepare generators for use
- Ensure all vehicles are fueled prior to the storm
- Place 4WD units into service, if available

EMS/McGregor Ambulance

- Treatment, triage and transport

Police Department

- Monitor weather conditions
- Evaluate parking ban requirements
- Evaluate personnel status. Call back off duty personnel as needed
- Patrol and search for abandoned vehicles/hazards
- Place 4WD units into service, if available
- Ensure all vehicles are fueled prior to the storm

Emergency Management Director

- Staff EOC as necessary
- Notify State EOC
- Assist Fire, Police and Highway Supervisor as necessary
- Provide informational bulletins to the PIO
- Activate shelters and coordinate with Welfare and Health Department
- Track deployment of personnel and equipment
- Determine assistance needed for special needs populations
- Request/coordinate state and federal assistance
- Assess the requirements for fuel, food, and water

PROLONGED SERVICE OUTAGE

SITUATION

The potential exists for essential services to be interrupted for long periods of time. Essential services are defined as: electric, potable water, natural gas, vehicle fuel shortages.

RESPONSIBILITIES *(may consist of but not limited to)*

Fire Department

- Assist the Emergency Management Director with personnel and equipment
- Call back off duty personnel if required
- Assist special populations with backup power

Police Department

- Increase patrol services and visibility
- Call back off duty personnel if required
- Initiate the Public Information System
- Assist the Emergency Management Director with personnel and equipment

Emergency Management Director

- Determine the extent of the emergency
- Activate shelter operations, if required
- Assist special needs populations
- Develop a restoration priorities plan
- Track progress of restoration
- Coordinate state/federal resources

Highway Supervisor

- Assist the Emergency Management Director with personnel and equipment
- Monitor utility services repair

CONFLAGRATION (Fire)

SITUATION

The community has numerous large structures, tracts of woodlands and property which could affect normal operations of the community and tax its resources should they become involved in fire of significant size.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- Initial response and assessment
- Command and control of the incident
- Rescue trapped occupants
- Coordinate utility service requirements
- Protect exposures
- Control the fire
- Determine severity of fire threat
- Establish perimeters for forest fires
- Conduct fire investigations
- Assess evacuation needs if necessary

EMS/McGregor Ambulance

- Treat, triage and transport

Police Department

- Initial response and assessment
- Establish and maintain a security perimeter control
- Assist the Fire Department in evacuations
- Conduct criminal investigations in coordination with the Fire Department
 - Consider activating the Emergency Public Information System

Highway Supervisor

- Support Fire Department with equipment and supplies
- Conduct post incident clean-up for return to public use

Emergency Management Director

- Activate EOC if necessary
- Notify State EOC

CIVIL DISTURBANCE

SITUATION

A public gathering of people at one location could result in civil disorder or riot over a multitude of issues and could become well organized in a matter of a few hours or spontaneously.

RESPONSIBILITIES (may consist of but not limited to)

Police Department

- Initial response and assessment
- Command and control of the incident
- Notify the Emergency Management Director
- Determine crowd control equipment needs and their locations
- Determine protective measures for facilities and personnel
- Establish inner and outer perimeter control
- Anticipate traffic reroute patterns and coordinate with the selectmen with the public works function
- Initiate criminal investigation
- Determine suitable facility for mass confinement if necessary
- Coordinate mutual aid law enforcement agencies
- Recommend public restrictions to the Board of Selectmen (curfew)
- Establish scene security

Fire Department

- Initial response and assessment in coordination with the Police Department
- Call back off duty personnel as needed
- Extinguish fires under the protection of the Police Department
- Provide medical assistance to the injured with Police Dept.
- Assist the Police Department as requested

EMS/McGregor Ambulance

- Treatment, triage and transport

Emergency Management Director

- Staff the EOC as required
- Notify State EOC
- Prepare and release informational bulletins for the public
- Assist the Police Department
- Assist in notifying the public of authorized restrictions
- Coordinate state/federal agencies
- Track deployment of personnel and equipment

Highway Supervisor

- Assist with road closures

TERRORIST ACTIVITY

SITUATION

The deliberate destruction or damage to services, facilities, roadways, railways, or functions could occur at any time with or without notice and may take place in phases with the potential for additional targets.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department

- Initial response and assessment
- Command and control of the incident/unified with Police Department
- Control fires
- Search and rescue operations
- Hazardous materials response
- Evacuate area if required

EMS/McGregor Ambulance

- Initiate Mass Casualty Plan

Police Department

- Initial response and assessment
- Command and control of the incident/unified with the Fire Department
- Notify the Emergency Management Director
- Investigate for further threat
- Evaluate other potential targets
- Assist in evacuation if required
- Coordinate mutual aid law enforcement agencies
- Conduct criminal investigations
- Provide facilities for long term investigation
- Consider activating the Public Information System

Emergency Management Director

- Staff the EOC as required
- Notify State EOC
- Coordinate American Red Cross activities
- Request/coordinate state and federal agencies
- Tracks the deployment of personnel and equipment
- Develop strategic plan for the incident
- Assists Fire and Police Departments as required
- Coordinates evacuation process as required

Highway Supervisor

- Maintain roadway passage
- Monitor town services
- Assist departments with personnel and equipment



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

Office Use Only

Meeting Date: 2/2/15
Agenda Item No. 5

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST
2/2/2015**

Agenda Item Title: Building Permit Fees

Requested By: Caren Rossi

Date: 1/23/2015

Contact Information: Caren Rossi, crossi@leenh.org or 659-6783

Presented By: Caren Rossi

Description: Request to increase building permit fees

Financial Details:

Legal Authority RSA 674:51 II D

Legal Opinion:

REQUESTED ACTION OR RECOMMENDATIONS:

Make a motion to increase the building permit fees to a base fee of \$50.00 up to the first \$2,000 estimated cost of construction and \$5.00 per thousand thereafter.

BUILDING REGULATIONS ORDINANCE

TOWN OF LEE, NEW HAMPSHIRE

MARCH 11, 2008

ARTICLE I

AUTHORITY AND PURPOSE

Pursuant to the authority conferred by Chapter 156, re-codified chapter 674:51 New Hampshire state statutes, the Town of Lee, New Hampshire State Statutes, the Town of Lee Hereby adopts in official town meeting of March 13, 1956 and as revised in town meeting on March 14, 1991, March 1992, March 1993, March 1994, March 1995, March 1996, March 1999, March 14, 2001, March 8, 2005 and March 11, 2008 the following ordinance.

The purpose of this ordinance is to provide minimum building standards for any construction within the Town of Lee in order to promote the general welfare of the town; to protect the health and safety of its residents; to conserve the value of land; to control water and groundwater pollution; to conserve shore cover, and to protect wildlife habitat.

ARTICLE II

DEFINITIONS

Abutter- Shall mean any person whose property adjoins or is directly across the street or stream from the land under consideration.

Abandonment- The visible or otherwise apparent intention of an owner to discontinue the use of a building or premises or the removal of a characteristic equipment or furnishings used in the performance of any nonconforming use without its replacement by similar equipment or furnishings. Abandonment of over one year requires the replacement with a conforming use under local ordinance.

5. Tennis Courts or other major site improvements;
6. Demolition.

No structure shall be put to any different use until a permit has been issued and any necessary approval(s) as applicable have been obtained from the Zoning Board of Adjustment or the Planning Board.

Permits must be obtained for the placement or replacement of mobile homes on site. Permits must be obtained for the relocation of any structure.

Exempted from permits are the following:

- 1) Papering and painting of structures;
- 2) Fencing;
- 3) Landscaping;
- 4) Roof Covering: (as defined in the BOCA Nations Code-1990);
- 5) Residing;

B. Fees²

Fees for Building Permits shall be determined by the Governing Body as provided in RSA 674:51; sections III-(d).

C. Application Process

Application for building permit must be filed with the Building Inspector for the Town of Lee and shall be filed on the appropriate town forms.

It shall contain the following information: Names, and address and signature of the applicant and property owner, the date, the location of the property and a complete description including building plans of the proposed construction.

² March 2005

Building Codes

Section 674:51

674:51 Power to Amend State Building Code and Establish Enforcement Procedures. –

The state building code established in RSA 155-A shall be effective in all towns and cities in the state and shall be enforced as provided in RSA 155-A:7. In addition, towns and cities shall have the following authority:

I. The local legislative body may enact as an ordinance or adopt, pursuant to the procedures of RSA 675:2-4, additional provisions of the state building code for the construction, remodeling, and maintenance of all buildings and structures in the municipality, provided that such additional regulations are not less stringent than the requirements of the state building code. The local legislative body may also enact a process for the enforcement of the state building code and any additional regulations thereto, and the provisions of a nationally recognized code that are not included in and are not inconsistent with the state building code. Any local enforcement process adopted prior to the effective date of this paragraph shall remain in effect unless it conflicts with the state building code or is amended or repealed by the municipality.

II. Any such ordinance adopted under paragraph I by a local legislative body shall be submitted to the state building code review board for informational purposes.

III. The local ordinance or amendment adopted according to the provisions of paragraph I shall include, at a minimum, the following provisions:

(a) The date of first enactment of any building code regulations in the municipality and of each subsequent amendment thereto.

(b) Provision for the establishment of a building code board of appeals as provided in RSA 673:1, V; 673:3, IV; and 673:5.

(c) Provision for the establishment of the position of building inspector as provided in RSA 673:1, V. The building inspector shall have the authority to issue building permits as provided in RSA 676:11-13 and any certificates of occupancy as enacted pursuant to paragraph III, and to perform inspections as may be necessary to assure compliance with the local building code.

(d) A schedule of fees, or a provision authorizing the governing body to establish fees, to be charged for building permits, inspections, and for any certificate of occupancy enacted pursuant to paragraph III.

IV. The regulations adopted pursuant to paragraph I may include a requirement for a certificate of occupancy to be issued prior to the use or occupancy of any building or structure that is erected or remodeled, or undergoes a change or expansion of use, subsequent to the effective date of such requirement.

V. No municipality or local land use board as defined in RSA 672:7 shall adopt any ordinance, regulation, code, or administrative practice requiring the installation of automatic fire suppression sprinklers in any new or existing detached one- or 2-family dwelling unit in a structure used only for residential purposes. Notwithstanding any provision of law to the contrary, no municipality or local land use board shall enforce any existing ordinance, regulation, code, or administrative practice requiring the installation or use of automatic fire suppression sprinklers in any manufactured housing unit as defined in RSA 674:31 situated in a manufactured housing park as defined in RSA 205-A:1, II. Nothing in this paragraph shall affect the ability of an applicant for a local land use permit to include the installation of fire

suppression sprinklers pursuant to RSA 674:36, IV, or affect the validity or enforceability of such inclusion.

Source. 1983, 447:1. 1989, 70:1. 1990, 71:3. 2002, 8:10. 2003, 245:7, eff. July 14, 2003. 2008, 38:1, eff. July 11, 2008. 2011, 269:1, eff. July 1, 2011. 2013, 207:2, eff. Sept. 8, 2013.

APPLICATION FOR BUILDING PERMIT
TOWN OF LEE, NEW HAMPSHIRE

Date Filed: _____ Tax Map #: _____ Permit #: _____

Application shall be required for a permit to build, alter or repair structures, septic systems, electric or plumbing work, pools, wells, paving or other major site improvements and demolition of buildings.

- Type of Permit:
- | | |
|--|--|
| <input type="checkbox"/> Above ground pool | <input type="checkbox"/> Leachfield |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Mobil Home |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Modular Home |
| <input type="checkbox"/> Commercial Addition | <input type="checkbox"/> Multi-family |
| <input type="checkbox"/> Commercial Remodel | <input type="checkbox"/> New Home |
| <input type="checkbox"/> Deck | <input type="checkbox"/> New Home w/garage |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Other |
| <input type="checkbox"/> Duplex | <input type="checkbox"/> Out Building |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Paving |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Inground Pool | <input type="checkbox"/> Remodel |
| <input type="checkbox"/> In Law Apartment | <input type="checkbox"/> Well |

Size of new construction in sq. ft.: _____ Number of Bedrooms in New Homes: _____
Existing Building on lot used for: Residential Commercial

Name of Owner: _____
Corporation or Trust: _____
Address: _____ City: _____ State: _____ Zip _____
Telephone # (H): _____ (W) _____
Project Street Address (if different): _____

Contractor: _____ Address: _____
Telephone #: _____ Pager/ Mobile Phone #: _____

Foundation Contractor: _____ Address: _____ Phone: _____

Masonry Contractor: _____ Address: _____ Phone: _____

Plumbing Contractor: _____
Address: _____ Phone: _____ Lic.#: _____

Electrical Contractor: _____
Address: _____ Phone: _____ Lic. #: _____

Inspections shall be required for the following and it will be the responsibility of the General Contractor, Contractor, Sub-Contractor or the Owner to notify the Building Inspector for inspections at 659-6783:

1. Foundation
2. Framing
3. Electrical Rough-In
4. Plumbing Rough-In
5. Final Occupancy; permit issued where applicable
6. Septic System prior to covering after installation

Permit Issue Date: _____

Estimated Cost of Construction: _____ Fee: _____

Permit Fees are based on the following: Estimated cost of the given project including labor. If in the case of a do-it-yourself project a fair and reasonable estimate must be included. Fees are based on \$20.00 for the first \$2,000.00 of estimated cost of construction and \$3.00 per \$1,000.00 there-after.

This application must be accompanied by drawings or statements sufficient to show that proposed work will conform with all applicable codes and ordinances and/or other material necessary for the Code Enforcement Officer to make a decision as to compliance with applicable ordinances and regulations.

The undersigned hereby assumes the responsibility that the proposed work will conform with all applicable laws, ordinances and regulations and that he/she will notify the code Enforcement Officer when work is ready for each required inspection and that a certificate of occupancy, if required, will be obtained prior to occupying or using the premises or building.

Signature of Owner: _____

Signature of Applicant: _____

*** I hereby certify that the building site is ___ is not ___ (check one) located in a "Special Flood Hazard Area" as designated by the Federal Emergency Management Agency and its flood insurance rate maps.

Signature of Owner: _____

This permit is subject to compliance with all applicable State and Local Laws, Regulations and Ordinances.

Comments/Other Information: _____

Date of Approval: _____

Approved by: _____
Building Inspector /Code Enforcement Officer

Lee Building Regulations are available at the Lee Town Offices along with Zoning, Site Plan and Subdivision Regulations.
Amended 5/1/2013

Town	Building Permit Fee	Confirmed by:
Barrington	Building: 1-2 family residential \$6 per \$1000 of construction cost. Minimum fee of \$50 for construction cost under \$1000. Minimum fee of \$75 for construction cost over \$1000.	
Barrington	<hr/> Multi-family Residential \$8 per \$1000 of construction cost. And Commercial Minimum fee of \$50 for construction cost under \$1000. Minimum fee of \$50 for Construction cost over \$1000.	
Barrington	<hr/> Electric/Plumbing/Electrical: \$50 for construction from \$1-\$3000, 15/thousand above \$3001	
Brentwood	Building Permit: \$2.50/ 1000 minimum of \$25.00	
Chester	Building Permit \$6/\$1,000 (cost based on ICC tables) minimum \$65	CEO
Concord	Building Permit .08/sqft + 7.55/\$1,000 Elec/Plumbing/Mechanical: per device	
Dover	Building \$10/Thousand Commercial P/E \$15 +\$ 25 app fee	CEO
Durham	Residential building: \$25 for \$0-\$1,000, \$50 for \$1,001-10,000, \$5/\$1,000 over \$10,000 Commercial building: \$25 for \$0-\$1,000, \$50 for \$1,001-\$6,250, \$8/\$1,000 over \$6,250 Electrical/Plumbing/Mechanical: \$25 for \$0-\$2,000, \$15/\$1,000 over \$2,000	SEC
Epping:	Application Fee Residential: \$50 + \$5/thousand. Application Fee Commercial \$150 +10/thousand	
Exeter		

Permit Fee Residential: \$5/thousand. Permit Fee Commercial: \$10/thousand
 Electrical/Plumbing: \$50 + applicable permit fee. Mechanical: \$50

Greenland	Bulding Residential: \$5/1000 Building Commerical: \$5/1000 MIN of \$25 Electrical/Mechanical/Plumbing no charge 0-\$1,500, \$25 for \$1,500-\$5,000, \$5/1,000 over \$5,000	CEO
Londonderry	New Construction: \$25 app fee plus \$6/\$1,000 Residential Electrical/Plumbing \$50 Commercial Electrical/Plumbing \$125 Renovation \$75	CEO
Hampton Falls	Building permit: \$25 up to \$5,000, add \$5/\$1,000 over \$5,000 Electrical/Mechanical \$50, Plumbing \$60	CEO
Hanover	Depends on permit base fee \$60 then residential is based square footage	
Keene	\$75 minimum \$8/\$1,000	
Laconia	Building Permit .15/sqft	
Lee	Building: \$20.00 for the first 2,000. \$3/1000 after that. Electrical/Plumbing/Mechanical: \$20.00 for the first 2,000. \$3/1000 after that.	SEC/CEO
Madbury	Building \$4/thousand+ 25 application fee Electrical \$25, Plumbing \$25	CEO
Manchester	Building Permit Residential: .006/\$1,000 + \$25 Building Permit Commercial: .01/\$1,000	
Nashua	Building Permit Residential: .11/sqft Building Permit Commercial: .20/sqft	
Newfields	Residential Building Fee: \$25 + 5/thousand. Commercial: \$125 +7/thousand	

Newington	Set by Board of Selectmen	
Newmarket	Building permit fee: \$20-\$250 plus \$5 per \$1,000 Electrical/Mechanical/Plumbing \$90	
North Hampton	Building permit: \$5/\$1,000 (\$45 min) Elec/Plumb/Mech/Demo/Sign/Septic \$45	CEO
Nottingham		
Portsmouth	\$50 minimum/Residential .30 cents per square foot/Commercial .40 cents per square foot Decks/porches .25 cents per square foot/Siding, roofing, sheds \$25 flat rate Renovations: Residential \$7 per \$1,000/Commercial \$10 per \$1,000	
Rochester	\$10.00 permit fee Additional \$10.00 fee for construction value up to \$1000.00 \$9/thousand for construction value over \$1,000.00 Electrical is the same	CEO
Rollinsford	\$5 per \$1,000 plus \$25 application fee	CEO
Somersworth	Major/Minor Building Permit Fee: \$5/ \$1000, \$10 application fee Electrical : \$10 Application Fee See Site for the chart Plumbing: \$4 per fixture + \$10 Permit Fee Mechanical : \$4/1000 \$10 minimum	
Stratham	Electrical \$30 Building permits set individually Roofing and Siding \$25	
Wakefield	Building Permit: \$30 & \$5/\$1,000 Electrical/Plumbing \$50, Mechanical \$25, Location fee \$20	

Wolfeboro

Building Permit: \$4/\$1,000, \$75 Finished, \$50 Unfinished, \$25 Minimum
Electrical/Plumbing \$25, Gas \$15

CEO



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

Office Use Only
Meeting Date: 2/2/2015
Agenda Item No. 6

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
2/2/2015

Agenda Item Title: Art Donation to Transfer Station

Requested By: Roger Rice

Date: 1/23/2015

Contact Information: 603-659-2239

Presented By: Roger Rice, Transfer Station Manager

Description: Request that the Select Board accept a proposed commission of art from Jill Nooney of a 14 foot tall metal art sculpture to be installed on a concrete pad in the front of the Transfer Station. Maintenance of said structure to be managed by the Transfer Station.

Financial Details: Said installation to cost approximately \$200.00. The funding to come from the Transfer Station's budget line item 4321-23. The value of the art piece has not yet been determined.

Legal Authority NH RSA 31:95-e II. Prior to the acceptance of any such gift with a value of \$5,000 or more, the selectmen or board of commissioners shall hold a public hearing on the proposed acceptance. For gifts with a value of less than \$5,000, a public hearing on the proposed acceptance shall be at the discretion of the selectmen or board of commissioners. If no public hearing is held, the board of selectmen or board of commissioners shall post notice of the gift in the agenda and shall include notice in the minutes of the board of selectmen or board of commissioners meeting at which such gift is discussed. The acceptance of gifts under this paragraph shall be made in public session of any regular board of selectmen or board of commissioners meeting.

III. No acceptance of any personal property under the authority of this section shall be deemed to bind the town or village district to raise, appropriate or expend any public funds for the operation, maintenance, repair, or replacement of such personal property.

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to accept the commission of art from Jill Nooney and to have it installed in the front of the Transfer Station on a concrete pad by the Transfer Station with the assistance of the Highway Department.





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

Office Use Only

Meeting Date: February 2, 2015

Agenda Item No. 7

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
2/2/2015

Agenda Item Title: Appointment to Lamprey Regional Cooperative

Requested By: Roger Rice 1/17/2014

Contact Information: 603-659-2239

Presented By: Roger Rice, Transfer Station Manager

Description: Present the Board with a request to be appointed for another three-year appointment to the LRC

Financial Details: N/A

Legal Authority Lamprey Regional Cooperative Amendment and Restatement of 8/14/95

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: To approve the appointment of Roger Rice to the Lamprey Regional Cooperative for a three year term until March 30, 2018

**Public Safety Complex
Records Room
Jan. 22, 2015**

Excel Construction
60 Deertrees Ln
Newfields, NH 03856
778-7415
mike@buildwithexcel.com

Robillard Teague Group
PO Box 116
So. Berwick ME 03908
207-252-3388
altneter@aol.com

Remove/Dispose/Cap all Existing Plumbing	\$600	
Drywall	\$2,580	
Acoustic Ceiling	\$900	
Flooring	\$1,290	
Painting	\$750	
Mechanical	\$900	
Electrical	\$1,950	
Total Base Bid	\$8,970	
Add Alternate 1: 2 hr fire rating	\$4,100	\$11,753*
<i>Revised Total</i>	<i>\$13,070</i>	
Add Alternate 2: Fireproof	\$17,700	\$14,258.12*
<i>Revised Total</i>	<i>\$26,670</i>	

*waiting for clarification

Excel Construction Management^{LLC}

Town of Lee
Town Administrator
7 Mast Rd.
Lee, NH 03861

January 21, 2015

RE: Records Room Bid

We are pleased to submit this proposal for the Records Room at the 2nd floor of the Town of Lee safety Complex as per the Request for Proposals received at the Mandatory Site Walk-through on January 7, 2015 at 10:00 AM.

Please see the attached Bid Form as required by the RFP.

Base Bid:

This price is for the scope of work as outlined in the RFP including the revisions as per Addendum #1 and #2; namely the 2 x 4 ceiling tiles and the additional door hardware.

Base Bid: Eight Thousand Nine Hundred and Seventy (\$8,970.00) Dollars.

Add Alternate #1;

This price is to include 2 hour separation of the walls and the replacement of the existing door which is not a rated door.

Add to Base Bid : Four Thousand One Hundred (\$4,100.00) Dollars.

Add Alternate #2;

This price includes fireproof construction which consists of: 2 layers of 1" shaft liner on interior walls and ceiling, 1 layer of cement board on floor prior to VCT flooring, fire sealants at all joints and penetrations which will furnish a 4 hour rating on walls and ceilings and 2 hour on the floor. This work also will include a fire damper in the ductwork and 2 explosion proof light fixtures.

Add to Base Bid: Seventeen Thousand seven Hundred (\$17,700.00) Dollars.

We thank you for the opportunity to present this proposal.

Thank you,


Michael Todd

Excel Construction Management



Setting the Standard
for Building Safety™

60 Deertrees Lane • Newfields, New Hampshire 03856
Phone 603.778.7415 • Email mike@buildwithexcel.com • Fax 603.778.9552

PROPOSAL FORM
TOWN OF LEE, N.H.
Public Safety Complex Records Room

To the Town of Lee, New Hampshire, herein called the Owner:

The undersigned, as Bidder, herein referred to as singular and masculine declares as follows:

1. All interested in the Proposal as Principals are named herein.
2. This proposal is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity;
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Proposal.
4. The undersigned has carefully examined the sites of the proposed work and fully informed and satisfied himself as to the conditions there existing, the character and requirements of the proposed work, the difficulties attendant upon its execution and the accuracy of all estimated quantities stated in this Proposal, and the undersigned has carefully read and examined the Proposal, Agreement, Specifications and other Contract Documents therein referred to and knows and understands the terms and provisions thereof;
5. The bidder will supply or perform all labor, services, material, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the Contract Documents in the manner and within the time therein set forth, and that the bidder will take in full payment therefore the following item prices, to wit:

Include a proposed project completion schedule with your bid.

	<u>QTY</u>	<u>Unit</u>	<u>Unit Price/Total Price</u>
1. Remove/Dispose/Cap all Existing Plumbing	1	LS	\$ 600 ⁰⁰ <i>SIX HUNDRED DOLLARS</i>
			<hr/> Total Price in Figures
2. Drywall, Door Hardware	1	LS	\$ 2,580 ⁰⁰ <i>TWO THOUSAND FIVE HUNDRED AND EIGHTY DOLLARS</i>
			<hr/> Total Price in Figures
3. Acoustic Ceiling	1	LS	\$ 900 <i>NINE HUNDRED DOLLARS</i>
			<hr/> Total Price in Figures
4. Flooring & Vinyl Base	1	LS	\$ 1,290 ⁰⁰ <i>ONE THOUSAND TWO HUNDRED AND NINETY DOLLARS</i>
			<hr/> Total Price in Figures
5. Painting	1	LS	\$ 750 ⁰⁰ <i>SEVEN HUNDRED AND FIFTY DOLLARS</i>
			<hr/> Total Price in Figures

6. Mechanical	1	LS	\$ 900 ⁰⁰ NINE HUNDRED DOLLARS Total Price in Figures
7. Electrical	1	LS	\$ 1,950 ⁰⁰ ONE THOUSAND NINE HUNDRED AND FIFTY DOLLARS Total Price in Figures

Award of Bid will be based on the Total of Items 1 through 7.

In Figures \$ 8,970⁰⁰

In Words \$ EIGHT THOUSAND NINE HUNDRED AND SEVENTY DOLLARS

Add Alternate:

Additional cost to provide a 2-hour fire resistant rating:

\$ SEE ATTACHED LETTER FOR ADD ALTERNATES 1 & 2.
Total Price in Figures

To Bidder: It is the intention of this contract that the items listed above describe completely and thoroughly the entirety of the work as described in the specifications. All other items required to accomplish the above items are considered to be subsidiary work, unless shown as a pay item. The undersigned agrees that for extra work, if any, performed in accordance with the terms and provisions of the Contract Documents, the bidder will accept compensation as stipulated therein.

Date 1/21/15

Company Name: EXCEL CONSTRUCTION MANAGEMENT LLC

Print name: MICHAEL TODD

Title: PRINCIPAL

Michael Todd
Signature

Business Address: 60 DEERTREES LANE

Town, State, Zip Code: NEWFIELDS, NH 03856

Telephone: 603-778-7415

Email: mike@buildwithexcel.com

The Bidder has received and acknowledged Addenda No. 1 through 2

All Proposals are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/25/2014

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).

PRODUCER THE ROWLEY AGENCY INC. 139 Loudon Road P.O. Box 511 Concord NH 03302-0511	CONTACT NAME: Sara Hartshorn	
	PHONE (A/C, No, Ext): (603) 224-2562 FAX (A/C, No): (603) 224-8012 E-MAIL ADDRESS: shartshorn@rowleyagency.com	
INSURED Excel Construction Management, LLC 60 Deertrees Lane Newfields NH 03856	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Firemen's Ins Co of Wash. DC	21784
	INSURER B: Acadia Insurance Company	31325
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			CLA0109232-22	7/1/2014	7/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CLA0109232-22	7/1/2014	7/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUA0109234-21	7/1/2014	7/1/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	3A States: NH, MA, ME WCA0120232-23	7/1/2014	7/1/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Leased/Rented Equipment			CIM0123534-20	7/1/2014	7/1/2015	LIMIT \$50,000 DEDUCTIBLE \$250

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

RE: INFORMATIONAL PURPOSES, ONLY...Covering operations of the Named Insured during the policy period.

CERTIFICATE HOLDER

CANCELLATION

SAMPLE CERTIFICATE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Sara Hartshorn/SBH

References:

Great Bay Camping Store
Route 108
Newfields, NH
Larry & Pat Edgerly
778-9443
Architect; Annino Assoc.
508-643-4551

Stratham Tire Projects
Brentwood, NH
Somersworth, NH
Newfields, NH
Lionel Labonte
603-679-2232
Architect; Annino Assoc.

Raspberries Salon & Day Spa
Jeff & Kelly Dillion
10 Chestnut Hill Road
Rochester, NH
Jeff cell 234-5405
Architect; Annino Assoc.

Seacoast Science Center
Odiorne Point
Rye; NH
Jim Chase
436-8043 ext 22
Architect; Black River Architects

Lahey Clinic Hospital Inc.
1 Essex Center Drive
Peabody, MA 01960
Mr. Robert Butler
978-538-4163

Town of Kingston, NH
148 Main St.
Kingston, NH 03848
Rich St. Hilaire
603-765-4371

East Kingston Library Trustees
Ted Lloyd; Trustee
603-479-7073
Architect: Annino Assoc.
508-643-4551

Gandolfo's New York Deli
48 Portsmouth Ave
Exeter, NH 03833
Dick Warren
978-375-7086

Pecks Gourmet to Go
Joseph Crugnali
Naked Restaurants
238 Bedford St.
Lexington, MA 02420
781-862-0338

The Kane Company
210 Commerce Way
Portsmouth, NH
Mr. Thomas Levigne
603-430-4000

Black River Architects, Inc.
1640 Massachusetts Ave.
Cambridge, MA 02138
Mr. Arch Horst
617-661-3007

State of New Hampshire
NH Parks
Thomas Mansfield, Architect
Concord, NH
603-271-2606 ext 425

The Wilder Companies
800 Boylston Street
Suite 1300
Boston, MA 02199
Game Stop @ The Loop
Zoots @ The Loop
Kelli Burke
617-247-9200

Sylvan Learning Center
8349 W. Radcliff Road
Hardinsburg, IN 47125
Glenda Daugherty
812-472-3512

Weare Public Library
10 Paige Memorial Ln.
Weare, NH 03281
Structural Floor Repairs
Christine Hague, Director
603-529-2044

Hopkinton School District SAU 66
204 Maple St.
Contoocook, NH 03229
Ms. Valerie Aubry
603-746-5186 ext. 256

Town of Epping
Harvey-Mitchell Memorial Library
151 Main Street
Epping, NH 03042-2440
603-679-5944

Annino Associates
Doug Annino, AIA
125 No. Washington St.
No. Attleboro, MA 02760
Ph 508-643-4551

York County Community College
Nancy Drouin, Director of Finance and Administration
112 College Drive
Wells, ME 04090
Ph 207-216-4434

DSH Design Group
233 Needham Street
Suite 300
Newton, MA 02464
Davood Shahin
617-454-1230

Norwood Dialysis
101 Access Road
Norwood, MA 02062
Doug Annino, AIA
508-643-4551

Beach View Inn
101 Ocean Boulevard
Hampton Beach, NH 03842
Exterior Facades
Chuck Bellemore
603-494-4659

C.N. Carley Associates
72 North Main St.
Concord, NH 03301
Chris Carley
603-228-3815

NHTI
Concord's Community College
31 College Dr.
Concord, NH 03301
Michael Therrien, Facilities
603-271-2415

Town of Derry Fire Dept.
Battalion Chief Michael Doyle
Island Pond Fire Station
603-432-6121

Harriman Associates
Mark Lee, Architect
46 Harriman Drive
Auburn, ME 04210
Ph 207-784-5100

Port Lighting
Todd Gerrish
24 London Ln., Seabrook, NH
Ph 603-474-2110

Tower Hill Veterinary Clinic
179 Old Candia Rd.
Auburn, NH 03032
Dr. Amy Bright
603-289-4872

Portland Housing Authority
Mr. Mark Dromgoole
Director of Modernization
117 Anderson St.
Portland, ME 04101
207-774-0226

Atomic Fireworks
Mr. Steve Carbone
287 Lafayette Rd.
Seabrook, NH 03874
603-474-1900

Hampton Recreation Dept.
Ms. Dyana Martin
100 Winnacunnett Rd.
Hampton, NH 03842
603-929-5920

Mountain View Community
Carroll County Commissioners
Bob Murray, Supt. Of Facilities
93 Water Village Rd.
Ossipee, NH 03864
603-297-4431

Metal Spinners
Dana Munick
60 Winter St.
Malden, MA 02148
781-321-0366

Central Park Veterinary Clinic
252 Route 108
Somersworth, NH 03878
Dr. Matthew Robbins
603-742-1203

Pennichuck East Utilities
Mr. John Boisvert, PE
Chief Engineer
P O Box 1947
Merrimack, NH 03054-1947
603-913-2328

Sherman Plaza
Mr. Otto Weiss
Waypoint KLA
75 Otis St.
Medford, MA. 20155
617-959-4194

Great Bay Discovery Center
Ms. Cory Riley
State of NH Fish & Game Dept.
225 Main St.
Durham, NH 03824
603-868-1095

Custom Residential:

John & Cheryl Grella
Hampton, NH 03842
603-926-1052

Ken & Janet Smaldone
Exeter, NH 03833
617-650-1170

Leo & Lisa Poisson
Stratham, NH 03885
603-778-3198

Heidi & Mark Spencer
Exeter, NH 03833
603-770-0860 Heidi cell
978-587-7656 Mark cell

Lionel Labonte
Newmarket, NH 03857
603-679-2232

Jeff & Diane Paquette
Durham, NH 03824
603-659-2032

Jim & Arlene Walker
North Hampton, NH 03862
603-964-5982

Credit Application Trade References

A.H. Harris: 255 West Road, Portsmouth NH; Bruce Rolston	603-436-3833
Middleton Lumber: Lafayette Rd., Hampton, NH; Debbie	603-926-7626
Hennigar Door: Sharon St., Malden MA; Bob Hennigar or Betty	781-397-2229
Harvey Industries; West Rd. Portsmouth, NH;	603-433-0900
Exeter Lumber; Portsmouth Ave. Exeter, NH; Rick Gregoire	603-772-5933
Kamco Supply; PO Box 2489 Woburn, MA;	781-938-0909
Casella Waste Services; 53 Pelham Rd. Salem, NH; Tim Wright	978-817-3371
Hammond Lumber; Riverside St. Portland, ME; Dan Hammond	207-771-8880
Eldredge Lumber; York / Portland ME; Matt Mcgrail	207-891-6103
Northern Building Systems; Uxbridge, MA; Bob Fisette	888-562-9990
Redi-Mix Companies; Manchester, NH; Pete Hebert	603-296-6520
Sherwin Williams Co. Portsmouth Ave. Stratham NH;	603-772-6602
Aggregate Industries; 1715 Broadway, Saugus,MA	781-941-7200
F.W. Webb Companies; Continental Dr, Exeter NH; Dan	603-772-1143
National Lumber; Maple St. Mansfield, MA	508-339-8020
Quality Insulation; PO Box 534451 Atlanta GA; Jeff Wilson	603-436-7788



THE ROWLEY AGENCY INC.
INSURANCE • BONDS • BENEFITS

...an Assurex Global Partner

February 5, 2014

**RE: EXCEL CONSTRUCTION MANAGEMENT, LLC
60 Deertrees Lane
Newfields, NH 03856**

To Whom It May Concern:


Please be advised that Excel Construction Management, LLC has an established bond program with North American Specialty Insurance Company of Needham, MA.

We anticipate that individual jobs of as much as \$1,500,000 will be approved, with total outstanding work-on-hand of as much as \$2,500,000.

Excel Construction Management, LLC has been an excellent bond client of this agency, and to my knowledge they have always satisfied their contractual obligations. We strongly recommend their services to you.

Please keep in mind that this letter is not a commitment. Bond approvals are made as conditions dictate at the time of the request for the bond.

THE ROWLEY AGENCY, INC.

By: 
William E. Ver Planck, CPCU
Vice President, Bond Manager

WVP/cmh



TD Bank
America's Most Convenient Bank®
28 Portsmouth Avenue
Stratham, NH 03885
T 603 778 4278
F 603 778 4283

tdbank.com

October 27, 2014

RE: Excel Construction Management, LLC

To whom it may concern,

This letter is to confirm that Excel Construction Management, LLC has been approved and closed on an unsecured \$100,000.00 line of credit with TD Bank.

Should you have any questions, please do not hesitate to contact me at (603) 778-4282

Sincerely,

A handwritten signature in cursive script that reads "Marta R. Ingibersdottir".

Marta R. Ingibersdottir VP

Store Manager

OPTION # 2.

14258.12

PLEASE NOTE: WE SHALL ADD THE EQUIVALENCY OF TWO LAYERS OF 5/8" FIRE CODE SHEETROCK TO THE INSIDE OF THE RECORDS ROOM AND ADD A SUSPENDED CEILING.

SCHEDULE:

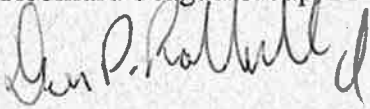
WE CAN START THIS PROJECT AT YOUR CONVENIENCE UPON YOUR ACCEPTANCE OF OUR PROPOSAL.

INSURANCES:

A CERTIFICATE OF INSURANCE WILL BE DELIVERED TO THE TOWN BY OUR INSURANCE AGENCY UPON ACCEPTANCE OF OUR PROPOSAL.

SINCERELY,

Robillard Teague Group, LLC.



Dennis Robillard, Jr.
Principal

D.F. RICHARD



(603)742-2020 * 1-800-649-6457

*** SERVICE INVOICE ***

RECEIVED
JAN 22 2015



TOWN OF LEE NH
SELECTMAN'S OFFICE

Date: 1/15/15

Account#: 125113

Ref. #: 249976



TOWN OF LEE
ATTN: MS JULIE GLOVER
7 Mast Rd
Lee NH 03861-6567

QUANTITY	DESCRIPTION	AMOUNT
----------	-------------	--------

SITE: ./20 GEORGE BENNETT ROAD/./LEE NH 03861/PROPANE-RANGE
 CALL DATE: 1/15/15
 CALL REASONS: PROPANE SERVICE, INSTALL, PIPING
 WORK PERFORMED: INSTALLED PIPING, TESTED GAS PRESSURE

50.000	1/2 REFRIGERATION TUBING	70.50
2.000	1/2 FLARED NUT	4.77
1.000	1/2FLAREX1/2MALE UNION	2.30
1.000	1/2FLAREX3/4MALE UNION	3.05
1.000	3/4 B/I TEE	3.32
1.000	3/4 B/I UNION	12.00
3.000	3/4XCLOSE B/I NIPPLE	4.50
1.000	3/4 X 1/2 B/I 90	3.96
3.000	1/2 B/I 90	4.73
2.000	1/2X6 B/I NIPPLE	8.28
1.000	1/2X2-1/2 B/I NIPPLE	2.55
1.000	1/2X3 B/I NIPPLE	2.55

* CONTINUED * PAGE 1

A late payment FINANCE CHARGE will be added on any balance over 30 days past due.

IMPORTANT: PLEASE SEE REVERSE SIDE FOR CREDIT INFORMATION

CHARGES/PAYMENTS AFTER ABOVE DATE NOT INCLUDED

DETACH HERE AND RETURN WITH PAYMENT FOR PROPER CREDIT

Account#: 125113

Ref. #: 249976

Date: 1/15/15

TOWN OF LEE
ATTN: MS JULIE GLOVER
7 Mast Rd
Lee NH 03861-6567

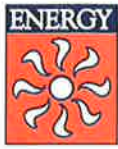
AMOUNT REMITTED: \$ _____

Remit To: D.F. RICHARD ENERGY
P.O. BOX 669
DOVER, NH 03821-0669

CHECK HERE FOR CHANGE OF ADDRESS AND COMPLETE REVERSE SIDE

D.F. RICHARD

*** SERVICE INVOICE ***



(603)742-2020 * 1-800-649-6457

Date: 1/15/15

Account#: 125113

Ref. #: 249976



TOWN OF LEE
ATTN: MS JULIE GLOVER
7 Mast Rd
Lee NH 03861-6567

QUANTITY	DESCRIPTION	AMOUNT
1.000	1/2 B/I CAP	2.21
1.000	JOINT MECH 1/2 FTG	15.17
1.000	OUTLET TERM 1/2 FLG MNT	17.07
18.000	1/2" COUNTER STRIKE TRACPIPE	63.72
2.000	ROD THREAD 3/8	1.26
1.000	1/2X1/2 FLARE T-HANDLE W/TAP	24.20
1.000	1/2 SWIVEL NUT	3.96
1.000	1/2 APOLLO BALL VALVE	14.01
1.000	1/2" IPS GAS BALL VALVE	7.88
3.000	3/8MT GAL CEILING PLATE	3.33
3.000	3/4 SPLIT RING HANGER	3.78
1.000	2# REGULATOR	49.05
1.000	3/4 B/I COUPLING	3.92
1.000	3/4 X 1/2 B/I COUPLING	3.44
1.000	3/4" MAXITROL REGULATOR	83.09
10.000	1/2 COPPER CLIP	1.65

* CONTINUED * PAGE 2

A late payment FINANCE CHARGE will be added on any balance over 30 days past due.

IMPORTANT: PLEASE SEE REVERSE SIDE FOR CREDIT INFORMATION

CHARGES/PAYMENTS AFTER ABOVE DATE NOT INCLUDED

DETACH HERE AND RETURN WITH PAYMENT FOR PROPER CREDIT

Account#: 125113

Ref. #: 249976

Date: 1/15/15

TOWN OF LEE
ATTN: MS JULIE GLOVER
7 Mast Rd
Lee NH 03861-6567

AMOUNT REMITTED: \$ _____

Remit To: D.F. RICHARD ENERGY
P.O. BOX 669
DOVER, NH 03821-0669

CHECK HERE FOR CHANGE OF ADDRESS AND COMPLETE REVERSE SIDE

D.F. RICHARD

*** SERVICE INVOICE ***



(603)742-2020 * 1-800-649-6457

Date: 1/15/15

Account#: 125113

Ref. #: 249976



TOWN OF LEE
ATTN: MS JULIE GLOVER
7 Mast Rd
Lee NH 03861-6567

QUANTITY	DESCRIPTION	AMOUNT
1.000	1/2 GALV TWO HOLE CLIP 130-50	0.26
	TOTAL PARTS	420.51
	TOTAL LABOR	514.50
	<<< TOTAL CHARGE FOR INVOICE # 249976 >>>	935.01

INSTALLED GAS LINE AND LEAK TESTED OK. RANGE NOT READY FOR CONNECTION YET. WILL NEED TO RETURN TO CONNECT AND CONVERT THE RANGE.

PAGE 3

A late payment FINANCE CHARGE will be added on any balance over 30 days past due.

IMPORTANT: PLEASE SEE REVERSE SIDE FOR CREDIT INFORMATION

CHARGES/PAYMENTS AFTER ABOVE DATE NOT INCLUDED

DETACH HERE AND RETURN WITH PAYMENT FOR PROPER CREDIT

Account#: 125113

Ref. #: 249976

Date: 1/15/15

TOWN OF LEE
ATTN: MS JULIE GLOVER
7 Mast Rd
Lee NH 03861-6567

AMOUNT REMITTED: \$ _____

Remit To: D.F. RICHARD ENERGY
P.O. BOX 669
DOVER, NH 03821-0669

CHECK HERE FOR CHANGE OF ADDRESS AND COMPLETE REVERSE SIDE

SELECTMEN'S MEETING

February 2, 2015

CONSENT AGENDA ITEMS

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

SIGNATURES REQUIRED

- Notice of Intent to Cut
- Lee's Letter Of Commitment for Dover's Household Hazardous Waste Collection Day

INFORMATION ONLY

- Granite State Quest Ride for Cancer Notification Letter

(Assigned by Municipality)

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO CUT WOOD OR TIMBER

YR 14 - TOWN 255 - OP# 07-T

For Tax Year April 1, 2014 to March 31, 2015

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

1. Town/City of: LEE

2. Tax Map/Block/Lot or USFS Sale Name & Unit No.
MAP 21 LOT 8-0

3. Intent Type: Original Supplemental _____
(Original Intent Number)

4. Name of Access Road: ROUTE 155

5a. Acreage of Lot: 104.8 Acreage of Cut: 60

5b. Anticipated Start Date: 2/23/2015

6. Type of ownership (check only one):
- a. Owner of Land and Stumpage (Joint Tenants)
 - b. Owner of Land and Stumpage (Tenants in Common)
 - c. Previous owner retaining deeded timber rights
 - d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

REPORT OF CUT / CERTIFICATE TO BE SENT TO:

OWNER OR LOGGER / FORESTER

BY MAIL OR E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Timber Tax Information is Available at www.revenue.nh.gov
Questions?? Call (603) 230-5950

[Signature] 23 JAN 15
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

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

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

36 carpenter lane
MAILING ADDRESS

lee NH 03831
CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS

HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:

- All owners of record have signed the Intent;
- The land is not under the Current Use Unproductive category;
- The form is complete and accurate; and

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

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	250	MBF
Hemlock	30	MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple	8	MBF
White Birch	5	MBF
Yellow Birch	5	MBF
Oak	25	MBF
Ash	10	MBF
Beech & Soft Maple	15	MBF
Pallet or Tie Logs	75	MBF
Other (Specify)		MBF
Pulpwood	Tons	Cords
Spruce & Fir		
Hardwood & Aspen	500	
Pine	750	
Hemlock	50	
Whole Tree Chips	1700	
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood		Cords

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

Species	Amount:

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

[Signature] 1/23/15
SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

BRETT K. BARTON
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

279 PROVINCE RD.
MAILING ADDRESS

BARNSTEAD NH 03218
CITY OR TOWN STATE ZIPCODE

(603) 396-3804 _____
PHONE NUMBER E-MAIL ADDRESS

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

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

DOUGLAS W. STEELE II
Director
d.steele@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6450
Fax: (603) 516-6463
www.dover.nh.gov

City of Dover, New Hampshire

COMMUNITY SERVICES DEPARTMENT

January 7, 2015

Town of Lee
Attn: Roger Rice
7 Mast Road
Lee, NH 03824

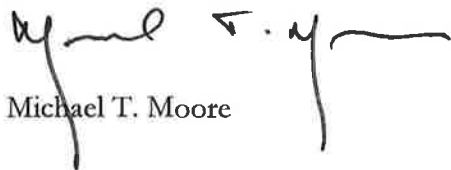
Dear Mr. Rice,

Enclosed, please find a Letter of Commitment relating to your communities intention to participate in Dover's fall HHW collection 2015. The application to the State is due February 1, 2015. Please send your signed Letter of Commitment back to me as soon as possible.

As in the past, the City of Dover will act as the "managing partner" for the collection. All activities with this collection should be coordinated through this office. September 6, 2015 has been selected as the *tentative* date for the collection.

Funding will come from each city/town based on population and State grant monies. Upon receipt of your commitment letter, the grant application will be submitted to the NH Department of Environmental Services for review.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael T. Moore". The signature is stylized with a long horizontal stroke at the end.

Michael T. Moore

HOUSEHOLD HAZARDOUS WASTE COLLECTION PROJECT

The community of Lee hereby commits to participate and cooperate with the community of Dover in a Household Hazardous Waste Collection Project on 9/6/15 (tentative)

The community hereby grants Dover the authority to represent the community in organizing the collection project.

The City / Town of Lee has appropriated \$ 1996.00 for the purpose of allowing all residents of the community access to the Household Hazardous Waste Collection Project.

Authorized Agent for Participating Community

Lee

Community Name

Authorization Date



RECEIVED
JAN 23 2015
TOWN OF LEE
TOWN CLERK/TAX COLLECTOR

The Granite State Quest ♦ P.O. Box 972 ♦ Exeter, NH 03833 ♦ www.granitestatequest.org

January 5, 2015

Dear Town Official,

Thanks to your support, the twelfth annual Granite State Quest – A Ride to Conquer Cancer was held on July 12, 2014. Thanks to the riders, numerous volunteers and thousands of friends and family members we raised \$85,000 increasing our twelve-year total to over \$1.3 million. As with our previous rides, 100% of these funds will directly benefit the Massachusetts General Hospital's Pediatric Oncology department.

Last year 97 riders participated in the ride and we are hoping to increase the number to between 125 and 150 for this year's ride scheduled for Saturday, July 11th. This year we will be returning to a single start with all riders leaving Timberland in Stratham at 7:30AM. Some of the riders will finish after 50 miles with the remaining continuing to ride an additional 50 miles.

We are hopeful that once again you will support our event by allowing us to ride through your town. Our plans are to use the same route as last year with perhaps a few changes to the second loop. Last year's cue sheet is attached. We would appreciate it if you could contact us as soon as possible if you anticipate any concerns relative to our ride on Saturday, July 11th, 2015. In March we will send you a Certificate of Insurance for Commercial General Liability, along with a copy of the Release and Waiver Form that each rider and volunteer will be required to sign. We will be glad to complete any necessary town documents or permits.

Please let me know if you have any questions or if other town officials need to be notified.

Sincerely,

Bruce Taylor
Founding Member
btaylor@granitestatequest.org
603 512-9093

Granite State Quest 2015							
LOOP 1 for 50 and 100 Mile Riders				Loop 2 for 100 Mile Riders			
Road	Turn On	Distance	At Mile	Road	Turn On	Distance	At Mile
Leave Timberland	Start	0	0.0	Leave Timberland			50.3
Route 111 (Exeter Road)	Right	0.3	0.3	Route 111 (Exeter Road)	Right	0.3	50.6
NH 27	Left	0.5	0.8	Route 27 (Hampton Road)	Right	0.5	51.1
North NH 1A Ocean Blvd	Left	6.3	7.1	Route 27 (High Street)	Straight	1.2	52.3
Bridge after Odiorne Park	Reverse	10.2	17.3	Cross Portsmouth Ave	Straight	1.3	53.6
South NH 1A	Reverse	0.0	17.3	Main Street	Straight	0.3	53.9
Dunes Hotel	Stop	6.3	23.6	Brentwood Rd (Route 111A)	Bear Left	0.9	54.8
Winnacunnet Rd	Right	5.0	28.6	Pine Road	Right	2.7	57.5
Park Ave	Left	1.7	30.3	Route 27 (Epping Road)	Right	1.5	59.0
Drakeside Road	Right	0.5	30.8	Watson Road	Left	1.7	60.7
Towle Farm	Left	1.4	32.2	Piscassic Road (Route 87)	Left	2.7	63.3
Brown Road	Right	1.3	33.5	Bald Hill Road	Right	1.9	65.2
NH-88 West	Right	0.7	34.2	Grant Road	Left	1.9	67.1
Nason Road	Left	0.0	34.2	Camp Lee Road	Right	0.1	67.2
NH84 Kensington Road	Right	1.5	35.7	Wadleigh Falls (Rt 152)	Left	2.2	69.4
NH150 Amesbury Road	Left	1.0	36.7	Tuttle Road	Right	0.0	69.4
Cottage Road	Right	0.3	37.0	N. River Road (Rt 155)	Bear Right	1.9	71.3
Stumpfield Rd	Right	1.2	38.2	Mast Road	Straight	0.4	71.7
North Rd. (Rt 108)	Right	2.3	40.5	Mast Rd (155A)	Straight	1.7	73.4
Hobbs Road	Right	2.2	42.7	Main Street	Right	2.3	75.7
Shaw's Hill	Right	0.4	43.1	UNH Field House	Rest Stop	0.3	76.0
Hilliard Rd	Bear Right	0.2	43.3	Newmarket Rd (Rt 108)	Right	1.0	77.0
Moulton Ridge Rd.	Left	0.4	43.7	Durham PT / Bay Road	Left	0.6	77.6
North Road - Stop sign	Straight	0.5	44.2	Main Street (Rt 108)	Left	7.6	85.2
Drinkwater Road	Left	0.9	45.1	New Road	Left	0.6	85.8
High Street (Rt 27)	Right	2.4	47.5	Newmarket Rd. (Rt. 108)	Left	2.4	88.2
Rt. 111	Left	1.9	49.4	Main Street (Rt 85)	Right	0.5	88.7
Marin Way	Left	0.4	49.8	Piscassic Road (Route 87)	Right	0.8	89.5
Timberland	Bear left	0.5	50.3	Oaklands Road	Left	1.3	90.9
		50.3		Oaklands Road	Right	1.1	91.9
				Beech Hill Road	Bear Left	0.4	92.3
				Epping Road (Route 27)	Left	0.9	93.2
				Epping Road (Route 27)	Bear Left	1.7	95.0
				Pass Portsmouth Ave	Straight	1.2	96.2
				N. Hampton Rd (Rt 111)	Left	2.5	98.7
				Marin Way	Left	0.6	99.3
				Timberland	Finish	0.3	99.6