

SELECT BOARD MEETING AGENDA

DATE: 6:00pm Monday, March 30, 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. **Richard and Belinda Gleason – Safety & Health Issues for Pine Knoll Residents**
Discuss the road and living conditions in Pine Knoll Village. Request that the Board compel the landowner of Pine Knoll Village to provide safe roads and living conditions.
4. **Randy Stevens, Highway Supervisor**
 - a. **Gravel and Stone Quote Results**
Authorize the highway supervisor to purchase up to \$9231.06 worth of sand, stone and gravel from the vendor that is in the best interest of the Town based on price, availability, quality and haul distance.
 - b. **Alteration of Terrain Permit expires 4/15/15**
Seek direction from the Board as to what should be done with regards to the AOT and unfinished business at LRP
 - c. **Department Update**
Give an update on bridge reports, signage, lighting upgrades, budget expenditures and winter 2015.
 - d. **Engineers Report on the Hydraulic Study & Conceptual Plan for Tuttle Rd and Packers Falls Rd Culverts**
Present the Board with the engineer's report for replacing the culverts at Tuttle and Packers Falls Roads.
 - e. **Draft Summer Roadwork Plan**
Present the Board with a draft summer roadwork plan for review.
 - f. **Stone at Little River Park**
Request the Board's permission to use up to 200 cubic yards of the 3/8 and 3/4 stone that is currently held at LRP.
5. **Annamarie Gasowski, Library Trustees Chair – Request a Work Session with the Select Board**
6. **Chairwoman Dennis – Select Board Ethics Policy**
Discuss the idea of formulating an Ethics Policy for the Lee Select Board. –
7. **Julie Glover, Town Administrator Report**
 - BOS Goal Setting
 - Town Center Committee
 - Draft E-Crier Policy
 - Draft Meeting Room Policy
 - PSC Gym
 - ORYA – MOU & Stevens Field for Lacrosse
 - Miscellaneous
8. **Consent Agenda Items - (Individual items may be removed by any Selectman for separate discussion and vote)**

<u>SIGNATURES REQUIRED</u> Notice of Intent to Excavate Veteran Tax Credit Application MS-232 250 th Anniversary Planning Committee Doc Highway Safety Grant Application NH Breast Cancer Coalition Endorsement	<u>INFORMATION ONLY</u> Lamprey Regional Solid Waste Truck Liability Insurance Coverage Certificate from Primex
---	--
9. **Acceptance of the BOS Public Meeting Minutes from March 2, 2015 and March 16, 2015.**
10. **Acceptance of Manifest #17 and Weeks Payroll Ending March 29, 2015**
11. **Miscellaneous/Unfinished Business**
12. **Non-Public**
 - a. **RSA 91-A:3 II (a)**
13. **Adjournment**

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on March 27, 2015

Individuals needing assistance or auxiliary communication equipment due to sensory impairment or other disabilities should contact the Town Office at 659-5414



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

Office Use Only	
Meeting Date:	<u>3/30/15</u>
Agenda Item No.	<u>3</u>

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST**

3/16 or 3/30 (Meeting Date Requested)
30

Agenda Item Title: Safety
Health issues for residents in Pine Knoll

Requested By: Richard & Belinda Gleason **Date:** 03/10/15

Contact Information: Belinda Gleason - 817-4228

Presented By: _____

Description: Discuss safety of residents. Road conditions. Asking you to find a way to enforce safe roads for us residents

Financial Details: _____

Legal Authority _____
(Usually NH RSA and/or Town Ordinance/Policy):

Legal Opinion: _____

REQUESTED ACTION OR RECOMMENDATIONS:

If a landowner is providing a unsafe place for tenants than town shall either fine them or charge them for materials needed to make it safe.



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

Office Use Only
Meeting Date: Click here to enter a date. **3/30/15**
Agenda Item No. Click here to enter number. **4a)**

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/30/2015**

Agenda Item Title: Gravel and Stone Quotes

Requested By: Randy Stevens

Date: 3/24/2015

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: Review of gravel and stone quotes

**Financial Details: Funding to come from the current Highway Operating Budget
4311.45**

Legal Authority Enter underlying legal authority, usually NH RSA and/or Town Policy or Ordinance

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Authorize the Highway Supervisor to purchase up to \$9,231.06 worth of sand, stone, and gravel from the vendor that is in the best interest of the town based on prices obtained, availability, quality of material, and haul distance.



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

Office Use Only Meeting Date: Click here to enter a date. 3/30/15 Agenda Item No. Click here to enter number. 4b)

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/30/2015

Agenda Item Title: LRP –AOT Permit and Unfinished Business List

Requested By: Randy Stevens

Date: 3/24/2015

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: Alteration of Terrain Permit expires 4/15/2015 –Looking for direction from the Board as to whether the Highway Supervisor and/or Town Administrator should be following up on the AOT and unfinished business at the Park

Financial Details: N/A

Legal Authority Enter underlying legal authority, usually NH RSA and/or Town Policy or Ordinance

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion:

Unfinished Business at Little River Park

- As built plan showing electrical conduit locations.
- As built plan showing the all purpose field as constructed. (Per the BOS the existing grade is a combination of the original plan and the plan done by Farwell Engineering.
- Finish grading around both ends of the All Purpose Field.
- Reconstruct the detention pond (puddle) and add a concrete structure per Farwell Engineering's Plan.
- Find a new home for the existing stone piles. Some could be stockpiled at the Highway Garage for future use.
- S+J might be interested in some of the other piles of material at the park unless there is some intention of fixing/stabilizing the slopes especially where the potential Library/Community Center would be located.
- Stabilize the remaining area between the Ball Field and the All Purpose Field. This area could be made into parking by leveling and installing a layer of the stone stockpiled on site. It also could be made into a grassed park like area with grass, trees, and overflow parking. Something needs to be done as soon as possible to vegetate it at least temporarily to prevent the ongoing erosion problem.

Playground Area-

- Order playground safety signs and install. Make the Joint Loss Safety Committee aware of this issue.
- Add some loam (top dress) to existing grass area and reseed. This area is so rough it is very hard to mow efficiently.
- Assign someone (hopefully a paid employee) to draft a safety checklist and implement routine inspections of the playground and all other town owned recreational facilities (recommended by the Town's insurance carrier).
- Redirect drainage around the Climbnets and fix erosion issues along the far side of the basketball court all the way past the Climbnets.
- Slide installation?

Done

Not Done

Not Done or Partially Done



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

Office Use Only
Meeting Date: Click here to enter a date. 3/30/15
Agenda Item No. Click here to enter number. 4 c)

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/30/2015

Agenda Item Title: Highway Department Update

Requested By: Randy Stevens

Date: 3/24/2015

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: Update on happenings at the Highway Department to include; winter update, upgrade of lighting at shop, bridge reports, signage and budget expenditures to date.

Financial Details: N/A

Legal Authority Enter underlying legal authority, usually NH RSA and/or Town Policy or Ordinance

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: No motion required-information only.



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

Office Use Only
Meeting Date: Click here to enter a date. 3/30/15
Agenda Item No. Click here to enter number. 4d)

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/30/2015

Agenda Item Title: Summary of Engineers Report on the Hydraulic Study, Conceptual Design, and Cost Estimate of the Tuttle Rd and Packers Falls Rd Culverts.

Requested By: Randy Stevens

Date: 3/24/2015

Contact Information: Randy Stevens rsteven@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: This report was a first step in the eventual replacement of the Packers Falls Rd and Tuttle Rd culverts. Hopefully, another budget estimate from the manufacture of the box culverts will be available for the meeting. This subject is being presented as information only at this time.

Financial Details: N/A

Legal Authority Enter underlying legal authority, usually NH RSA and/or Town Policy or Ordinance

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: None required at this time.

MEMORANDUM

TO: Randy Stevens, Road Agent
Highway Department

FROM: Josh Bouchard, P.E.
CMA Engineers, Inc.

RE: Town of Lee
Packers Falls Road and Tuttle Road Culvert Replacement Projects
CMA #947

SUBJECT: Concept Design and Cost Estimate

This memorandum summarizes the findings and recommendations of the hydrologic and hydraulic (H&H) analysis, concept design, and conceptual opinions of costs that have been prepared for the Town of Lee for planning of culvert replacement projects on Packers Falls Road and Tuttle Road. Please don't hesitate to contact us with any questions as you review the information below and the attachments.

Packers Falls Road

The culvert on Packers Falls Road is located approximately 500 feet south of the intersection of Mast Road (NH Route 155A) at the crossing of Chesley Brook. The existing culvert is a corrugated metal pipe with approximate dimensions of 84 inches wide by 49 inches high. The culvert crosses perpendicular to the road, re-routing the natural alignment of the brook. The brook's natural course is skewed approximately 45° to the roadway. Chesley Brook meets the Oyster River approximately 1,000 feet downstream of Packers Falls Road.

United States Geological Survey (USGS) Streamstats was used to delineate the culvert's watershed. The watershed is approximately 1,000 acres that encompasses an area from Elder Osborne Drive to the west, Captain Parker Drive to the north, and Wednesday Hill Road to the south.

Natural Resources Conservation Service (NRCS) Websoil Survey was used to determine the soil types within the watershed. The report found the watershed is comprised of primarily Class A (39%) and Class C (41%) soils. Class A soils are a free-draining soils that generate little runoff and Class C soils have a slow infiltration rate and product significantly more runoff. The soil type and ground cover determine the watershed's weighted curve number (CN), and the CN was developed by the NRCS for predicting runoff or infiltration of a watershed during storm events. A CN of 0 would have no runoff because all the stormwater will infiltrate into the ground and a CN of 100 would have zero infiltration, so all stormwater will become runoff. The weighted CN for this watershed is 55.9.

Autodesk's Storm and Sanitary (S&S) was used to compile all the input data from Streamstats, Websoil Survey, and analyze the watershed for runoff amounts for the 50-year and 100-year storm events. S&S was then used to analyze the hydraulic opening of the proposed culvert crossing. Several trial openings were compared to determine the most effective culvert type and dimensions.

Based on this analysis, the 50-year and 100-year runoff amounts to the culvert are 154 cubic feet per second (cfs) and 205 cfs, respectively. The culvert was sized to pass the 50-year storm event while maintaining one foot of freeboard to the top of the culvert opening. This practice is typical to account for unanticipated constrictions and passage of debris during storm events. The culvert was also checked to confirm it passes the 100-year storm event without creating a surcharge (pressure flow) condition. The conceptual analysis determined that the appropriate culvert opening is a 10-foot wide by 4-foot high precast concrete box culvert. Anecdotally, it is reported that the Oyster River backs up and over Packers Falls Road. While this condition will need to be examined in detail during future phases of design, the issue was not considered in the conceptual Packers Falls Road culvert sizing analysis because it does not affect the size of the culvert. CMA Engineers recommends that the Town accommodate the Oyster River backflow condition by raising the Packers Falls Road elevation by two to three feet at the Chesley Brook crossing, to an elevation above the Oyster River flood elevation. This approach will prevent overtopping of the road at a trade-off of approximately 400 feet of roadway reconstruction and impacts during the culvert replacement project.

CMA Engineers' opinion of cost for the Packers Falls Road culvert is \$320,000. This estimate includes the installation of the proposed box culvert, raising the road elevation, a 20% construction contingency, and the engineering and permitting required to see the project from design through completion of construction.

Tuttle Road

The culvert crossing on Tuttle Road is approximately $\frac{3}{4}$ of a mile south of its intersection with North River Road (NH Route 155) at the crossing of an Unnamed Stream. Similar to Packers Falls Road, the existing culvert is a corrugated metal pipe with approximate dimensions of 81 inches wide by 59 inches high. The culvert crosses perpendicular to the road, and it is approximately 100 feet upstream of the Lamprey River, which runs parallel to Tuttle Road in the project area.

USGS's Streamstats was used to delineate the culvert's watershed, which is approximately 1,125 acres that encompasses an area from Thurston Drive to the West, Little River Road to the North, and almost to Riverside Farm Drive to the South.

NRCS's Websoil Survey was used to determine the soil types found in the watershed. The report found the watershed is comprised of primarily Class A (60%), Class B (14%), and Class D (17%) soils. Based on the Websoil survey, the weighted CN for this watershed is 49.9.

S&S was used to compile all the input data from Streamstats, Websoil Survey, and analyze the watershed for runoff amounts for the 50-year and 100-year storm events. Based on the S&S analysis, the 50-year and 100-year runoff amounts to the culvert are 148 cfs and 209 cfs, respectively. The culvert was sized to pass the 50-year storm event with one foot of freeboard and also sized to pass the 100-year storm event without surcharging. The analysis determined the appropriate culvert opening is a 7-foot wide by 5-foot high precast concrete box culvert. Anecdotally, it is reported that the Lamprey River backs up and over Tuttle Road at the project site. Similar to Packers Fall Road, this issue was not considered in the culvert sizing analysis because it does not affect the size of the culvert required to convey the unnamed brook under Tuttle

Road. Further, due to the very limited roadway grade change in proximity to the culvert, CMA Engineers recommends that the Town not raise the road elevation, but make accommodations for the road overtopping during severe storm events including alternate routes for Emergency Services access. CMA Engineers has determined by inspection that the costs associated with preventing roadway overtopping of from Lamprey River flows would offset the inconvenience of limited access for a few days.

CMA Engineers' opinion of cost for the Tuttle Road culvert is \$260,000. This estimate includes the installation of the proposed box culvert, raising the road elevation, a 20% construction contingency, and the engineering and permitting required to see the project from design through completion of construction.

Encl. Packers Fall Road Concept Plan
Packers Falls Road Conceptual Estimate
Tuttle Road Concept Plan
Tuttle Road Conceptual Estimate



- NOTES:**
 1. AERIAL MAPPING FROM NH GRANIT, 6-INCH RESOLUTION TAKEN IN 2011.
 2. AERIAL PHOTO LOCATED ON THE NH STATE PLAN COORDINATE SYSTEM, NAD83.

CMA ENGINEERS CIVIL/ENVIRONMENTAL ENGINEERS		
35 Bow Street Portsmouth, NH 03801 603/451-8199	Linger Place 35 So Commercial Street Manchester, NH 03101 603/627-0708	10 Free Street Portland, Maine 04101 207/541-4223
enr@cmaengineers.com www.cmaengineers.com		

Town of Lee, New Hampshire
 Tuttle and Packers Falls Roads
 Culvert Replacements
 Conceptual Design

Packers Falls Road Site Plan

Figure 1

CMA

ENGINEERS
CIVIL/ENVIRONMENTAL ENGINEERS

PROJECT NAME: Packers Falls Road Culvert Replacement
PROJECT NO.: 947
SHEET NO.: _____ CITY/TOWN Lee
CALCULATED BY: JWB DATE: 2/18/2015
CHECKED BY: JLG DATE: _____

Engineers Opinion of Probable Construction Cost (Conceptual)

Item #	Item Description	Unit	Quantity	Unit Cost	Cost
1	Mobilization	LS	1	\$ 20,000.00	\$ 20,000.00
2	Erosion Control	LS	1	\$ 5,000.00	\$ 5,000.00
3	Water Diversion and Dewatering	LS	1	\$ 15,000.00	\$ 15,000.00
4	Excavation	CY	600	\$ 10.00	\$ 6,000.00
5	Ledge Removal	CY	60	\$ 100.00	\$ 6,000.00
6	3/4" Washed Stone Culvert Base	CY	19	\$ 30.00	\$ 555.56
7	10' x 4' Reinforce Concrete Box Culvert	U	1	\$ 65,000.00	\$ 65,000.00
8	Fill	CY	400	\$ 20.00	\$ 8,000.00
9	B-Stone	CY	120	\$ 50.00	\$ 6,000.00
10	C-Stone	CY	60	\$ 50.00	\$ 3,000.00
11	Crushed Stone (Coarse)	CY	600	\$ 30.00	\$ 18,000.00
12	Crushed Stone (Fine)	CY	200	\$ 30.00	\$ 6,000.00
13	Bituminous Pavement	TON	169	\$ 110.00	\$ 18,562.13
14	Guardrail	LF	300	\$ 20.00	\$ 6,000.00
15	Traffic and Dust Control	LS	1	\$ 5,000.00	\$ 5,000.00
16	Loam and Seed	SY	1,333	\$ 3.00	\$ 4,000.00
17	Restoration	LS	1	\$ 10,000.00	\$ 10,000.00
18	Project Cleanup and Misc. Items	LS	1	\$ 10,000.00	\$ 10,000.00
				Construction Subtotal	\$ 212,200.00
				Construction Contingency (20%)	\$ 42,500.00
				Design and Permitting Engineering (12%)	\$ 25,500.00
				Construction Engineering (15%)	\$ 31,900.00
				Total Project Cost	\$ 320,000.00

*Estimate assumes roadway being raised 2 feet over 400 l.f.



NOTES:

1. AERIAL MAPPING FROM NH GRANIT, 1-FOOT RESOLUTION TAKEN IN 2011.
2. AERIAL PHOTO LOCATED ON THE NH STATE PLAN COORDINATE SYSTEM, NAD83.

CMA
ENGINEERS
CIVIL/ENVIRONMENTAL ENGINEERS

35 Bow Street
Portsmouth, NH 03801
603.431-6196

Larger Place
55.56 Commercial Street
Manchester, NH 03101
603.827-8708

10 Free Street
Portland, Maine 04101
207.7541-4223

info@cmaengineers.com

www.cmaengineers.com

Town of Lee, New Hampshire
Tuttle and Packers Falls Roads
Culvert Replacements
Conceptual Layout

Tuttle Road Site Plan

Figure 2

CMA

ENGINEERS
CIVIL/ENVIRONMENTAL ENGINEERS

PROJECT NAME: Tuttle Road Culvert Replacement
PROJECT NO.: 947
SHEET NO.: CITY/TOWN Lee
CALCULATED BY: JWB DATE: 2/18/2015
CHECKED BY: JLG DATE:

Engineers Opinion of Probable Construction Cost (Conceptual)

Item #	Item Description	Unit	Quantity	Unit Cost	Cost
1	Mobilization	LS	1	\$ 20,000.00	\$ 20,000.00
2	Erosion Control	LS	1	\$ 5,000.00	\$ 5,000.00
3	Water Diversion and Dewatering	LS	1	\$ 15,000.00	\$ 15,000.00
4	Excavation	CY	600	\$ 10.00	\$ 6,000.00
5	Ledge Removal	CY	60	\$ 100.00	\$ 6,000.00
6	3/4" Washed Stone Culvert Base	CY	19	\$ 30.00	\$ 555.56
7	7' x 5' Reinforce Concrete Box Culvert	U	1	\$ 65,000.00	\$ 65,000.00
8	Fill	CY	400	\$ 20.00	\$ 8,000.00
9	B-Stone	CY	70	\$ 50.00	\$ 3,518.52
10	C-Stone	CY	35	\$ 50.00	\$ 1,759.26
11	Crushed Stone (Coarse)	CY	100	\$ 30.00	\$ 3,000.00
12	Crushed Stone (Fine)	CY	50	\$ 30.00	\$ 1,500.00
13	Bituminous Pavement	TON	53	\$ 110.00	\$ 5,800.67
14	Guardrail	LF	300	\$ 20.00	\$ 6,000.00
15	Traffic and Dust Control	LS	1	\$ 5,000.00	\$ 5,000.00
16	Loam and Seed	SY	444	\$ 3.00	\$ 1,333.33
17	Restoration	LS	1	\$ 10,000.00	\$ 10,000.00
18	Project Cleanup and Misc. Items	LS	1	\$ 10,000.00	\$ 10,000.00
				Construction Subtotal	\$ 173,500.00
				Construction Contingency (20%)	\$ 34,700.00
				Design and Permitting Engineering (12%)	\$ 20,900.00
				Construction Engineering (15%)	\$ 26,100.00
				Total Project Cost	\$ 260,000.00

*Estimate assumes roadway elevation not being raised.

CMA Engineers Estimated Total Cost for the Packers Falls and Tuttle Rd Culvert Replacements

Tuttle Rd	
Design and permitting	20,900
Construction	173,500
Construction Contingency	34,700
Construction Engineering	26,100
Total	255,200

Packers Falls Rd	
Design and permitting	25,500
Construction	212,200
Construction Contingency	45,200
Construction Engineering	31,900
Total	314,800









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

Office Use Only
Meeting Date: Click here to enter a
date. 3/30/15
Agenda Item No. Click here to enter
number. 4e)

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/30/2015

Agenda Item Title: Draft Summer Road Work Plan

Requested By: Randy Stevens

Date: 3/24/2015

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: Review and approval of the Draft Summer Road Work Plan in order that paving bids can be obtained.

Financial Details: N/A

Legal Authority Enter underlying legal authority, usually NH RSA and/or Town Policy or Ordinance

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: None required at this time.

Draft Summer 2015 Paving and Asphalt Work Plan - Lee Highway Dept.

ROAD NAME	CL-6 MI.	Width Feet	Sq Yds	Tons Required	Cost 1" Overlay	Last Done	Scheduled Year	Duration Years
Paving								
DURGIN DRIVE	0.17	20	1995	114	8,186	2001	2015	14
JAMES FARM RD	1.1	24	15468	863	63,563	2002	2015	13
WOODHEAD CIRCLE	0.15	22	1936	110	7,945	2002	2015	13
HALE FARM RD	0.33	22	4259	243	17,480	2003	2015	12
PLUMER LN.	0.22	22	2839	162	11,653	2003	2015	12
CARTLAND RD.	0.4	18	4224	241	17,335	2005	2015	10
LEE HILL RD #1	0.5	22	6453	368	26,484	2005	2015	10
Totals				2120	152,647			
Shim and sand seal								
FOX GARRISON RD	0.98	20	11499	1.60	18,398	2006	2015	9
Shim and Spot Seal								
NEW TOWN PLAINES RD	0.95	22	12261	1.60	?	2006	2015	9
HAYES RD	0.2	22	2581	1.60	?	2006	2015	9
Comparison of Various Surface Treatments								
Type	Gallons asph/sy	Price /sy	Approx. thickness	Leveling affect	Cost per mile			
Sand Seal	0.25	1.60/sy	1/4 inch	no	20,651			
Chip Seal	0.40	2.35sy	1/2 inch	no	30,331			
Asphalt Rubber	0.60	4.35 sy	5/8 inch	no	56,145			
Hot Top	0.80	4.20 sy	1 inch	yes	54,209			

Notes -

Paving prices figured at \$72/ton (same as last year) -
 Plan is dependent on some funds from fiscal 14-15 being encumbered
 Most of shimming to be done in house out of 14-15 budget
 Ditching to be done on most roads prior to asphalt work
 No crack sealing is figured in this year due to funding



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

Office Use Only
Meeting Date: Click here to enter a date. 3/30/15
Agenda Item No. Click here to enter number. 4 f)

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/30/2015

Agenda Item Title: Stone at LRP

Requested By: Randy Stevens

Date: 3/24/2015

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: Seeking permission to use up to 200 cy's of the 3/8 and 3/4 stone that is currently stockpiled at LRP

Financial Details: N/A

Legal Authority Enter underlying legal authority, usually NH RSA and/or Town Policy or Ordinance

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Authorize the Highway Supervisor to use up to 200 cubic yards of the stone currently stockpiled at LRP for use on the gravel roads and highway projects.



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

Office Use Only

Meeting Date: 3/30/15
Agenda Item No. 5

BOARD OF SELECTMEN

March 30, 2015 **MEETING AGENDA REQUEST**
(Meeting Date Requested)

Agenda Item Title: Library Trustees request to schedule a work session meeting with the Select Board

Requested By: Annamarie Gasowski **Date:** March 26, 2015

Contact Information: annicgasowski@gmail.com 659-5273

Presented By: Library Trustees

Description: Communication with Select Board concerning various points including: bond vote, Library Building Committee, Town Center Committee, to develop a plan to move forward with the Library Community Center project while working to improve communication and working relationships with all parties

Financial Details: _____
None

Legal Authority _____
(usually NH RSA or Town Ordinance/Policy):

Legal Opinion: _____

REQUESTED ACTION OR RECOMMENDATIONS:

Motion to schedule date for work session with Library Trustees

SELECTMEN'S MEETING

March 30, 2015

CONSENT AGENDA ITEMS

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

SIGNATURES REQUIRED

- Notice of Intent to Excavate
- Veteran Tax Credit Application
- MS-232
- 250th Anniversary Planning Committee Doc
- Highway Safety Grant Application
- NH Breast Cancer Coalition Endorsement

INFORMATION ONLY

- Lamprey Regional Solid Waste Truck Liability Insurance Coverage Certificate from Primex

**Town Center Steering Committee Report
For the Board of Selectmen
January 24, 2011**

Overview:

At the March 2010 Town Meeting, Lee residents were presented the findings of the Lee Town Center Study. This study was the end result of a collaborative planning process which produced a Town Center preliminary design featuring the preservation/reuse of the existing historic buildings located at the current municipal site. The design also reflects the cultural and recreational relationship between the proposed library/community center at the former Bricker site and the athletic and passive recreational opportunities available at the adjacent Little River Park. Future Town Center Study efforts would focus on identifying various funding options to offset construction costs, including grants, monetary and in-kind donations and naming opportunities. Voters approved a \$60,000 warrant article for the Library Capital Reserve Fund as a beginning step in moving the project forward.

In July, 2010, the Board of Selectmen formed a Town Center Steering Committee to oversee the next phase of the project. Committee members include:

- Jim Griswold, Selectmen, Chairman
- Margaret Dolan, Library Trustee
- Allan Dennis, Code Enforcement Officer
- Robert Smith, Planning Board—CIP
- Dawn Genes, Recreation Commission
- Patricia Jenkins, Heritage Commission
- Laurel Cox, Land Protection Administrator
- Paul Gasowski, Citizen Representative
- Mary Woodward, Citizen Representative
- Caren Rossi, Code Enforcement Office, ex-officio
- Lisa Morin, Librarian, ex-officio

Charge to the Town Center Committee:

The Board of Selectmen outlined the Committee's responsibilities as follows:

1. *Reaffirm recommendations that the former Bricker property adjacent to Little River Park is the most suitable site for building a facility that would feature:*
 - a. *A public Library*
 - b. *A multipurpose room available for use by Town organizations and groups*
 - c. *Office and storage space for the Recreation Commission*
2. *Reaffirm recommendations that the Town Hall offices remain at their current site and that the historic portions of the Town Hall and Library buildings be renovated for municipal office space:*
 - a. *This preserves the existing historic buildings highly valued by the community*
 - b. *This makes use of existing facilities, rather than building new.*
3. *Work directly with the Library Trustees to establish policies and procedures for identifying funding sources and methods for obtaining income/donations to an array of trust funds dedicated to the Town Center.*

The Committee examined each charge, developed action plans accordingly and reviewed each finding. A summary of the Committee's activities and findings for each charge appears below:

Summary of Committee Activities/Findings for Each Charge

Charge #1: *Reaffirm recommendations that the former Bricker property adjacent to Little River Park is the most suitable site for building a facility that would feature:*

- a. *A public Library*
- b. *A multipurpose room available for use by Town organizations and groups*
- c. *Office and storage space for the Recreation Commission*

Action Item: **The Committee reviewed the 2006 space needs assessment reports for the Library, prepared by Consultant Patience Jackson .**

Finding:

1. Committee members reaffirm the report findings that the current Library footprint is inadequate to support library programming and service needs. *This doesn't have anything to do w/ "Charge #1"*

Action Item: **The Committee reviewed the Bricker parcel's suitability as a building site for a future Library/Community Center**

Findings:

1. Expansion of municipal office space at the current Town Center Complex is only possible if library services are relocated off-site. Some town administrative services need to be relocated to the current library facility.
2. The varied services and passive recreation programs that the Library currently provides would create a mutually beneficial relationship with the active recreation programs at Little River Park. The proximity of both complexes to each other and the village center, along with the space provided by a Community Room would greatly benefit the Town.
3. The multipurpose Community Room would provide valuable meeting space and increased programming opportunities for several community groups, including:
 - o Senior citizens
 - o Civic groups and Commissions (Agriculture, Historical Society, etc.)
 - o Youth groups (Boys and Girls Scouts, 4-H, etc.)
 - o Library
 - o Recreation
4. Ingress and egress options for the property were reviewed and found to be adequate, although an egress via Lee Hill Road (through adjoining property) would create a better traffic flow for both the Library/Community Center and Little River Park.
5. Storage and office space for the Recreation Commission in the Library/Community Center is necessary as there is currently no space for this function in any existing town buildings. Recreation office space near Little River Park would be most desirable.

Charge #2: *Reaffirm recommendations that the Town Hall offices remain at their current site and that the historic portions of the Town Hall and Library buildings be renovated for municipal office space:*

- a. *This preserves the existing historic buildings highly valued by the community*
- b. *This makes use of existing facilities, rather than building new.*

Action Item: **The Committee reviewed the 2007 space needs assessment report for the Town Municipal Offices.**

Findings:

1. The Committee reaffirms that the current Town Hall footprint is inadequate to meet the office space needs for town administrative services.

Action Item: The Committee considered the best use of the existing Town Center buildings.

Findings:

1. The Committee reaffirms that the buildings at the current Town Center Complex are best suited for municipal office space and that the Library will need to be at a new location.

Action Item: The Committee reviewed the suitability of the current Town Center Complex for renovations to the Town Hall, the Library and the Annex.

Findings:

1. Expansion of the existing Town Hall and Library facilities is not possible due to the proximity of the bog and vernal pools, as well as septic system and parking constraints. The best option would be to renovate existing facilities for municipal office space.
2. Renovating the existing facilities will preserve the historic character of the Town Center.
3. Renovating the existing facilities would allow for the "decoupling" of this initiative from the Library/Community Center project, deferring renovation costs until a future date. The Committee agreed that town administrative departments could realign offices into the existing Town Hall, Library and Annex without major renovation costs at this time.

Charge #3: *Work directly with the Library Trustees to establish policies and procedures for identifying funding sources and methods for obtaining income/donations to an array of trust funds dedicated to the Town Center.*

Action Item: The Committee reviewed fundraising options with the Library Trustees and Director.

Findings:

1. The Committee met with Hopkinton Town Library Trustee Christine Hamm to learn how to organize and implement a grass roots fundraising campaign.
2. The Committee reviewed the Library Board of Trustees' proposal to establish a 501 c (3) organization for fundraising purposes. A fundraising goal of \$850,000 was established.
3. The Committee and Library Trustees discussed the feasibility of a target date of 2016 for the groundbreaking of the new Library/Community to coincide with the 250th Anniversary of the Founding of the Town of Lee.

Action Item: The Committee reviewed other funding options for the Library/Community Center

1. The Committee reviewed past and ongoing library construction projects in the State of NH to identify possible roadblocks in the funding and construction process.
2. The Committee held a preliminary discussion of in-kind contributions of items and labor as part of the capital campaign for a new Library/Community Center. No dollar amount has been determined at this time.
3. The Committee offered a preliminary recommendation for the establishment of a Library/Community Center Capital Reserve fund, appropriating \$100,000 per year for the next five years, leading to a bond in 2016.
4. The Committee reviewed integrating a future bond into the Capital Improvement Plan; this discussion is still ongoing.

5. The Committee identified several grant funding organizations that might provide matching funds as the project progresses.

Committee Recommendations:

With the Board of Selectmen's decision to "decouple" the Town Hall project from the Library/Community Center Project, deferring the Town Hall site renovations until a future date, the next phase of the Town Center project should focus on the construction of the Library/Community Center at the former Bricker parcel. Preliminary budget estimates put the project cost at \$3.85 million. The Committee recommends a multi-tiered approach for funding the project, including:

- Establishing a new Library/Community Center Capital Reserve fund, requesting \$100,000 in appropriations each year over the next five years, for a fund balance of \$500,000 by 2016.
- Launching a \$850,000 Capital Campaign, with naming opportunities, through the efforts of the Lee Public Library Trustees. Donated funds would be held in a separate 501 c (3) fund, overseen by an independent Board of Directors.
- Identifying and soliciting in-kind donations to offset construction costs
- Applying for challenge and matching grants
- Bonding the remaining balance of the project.

Conclusion

The Committee has focused on the long-term needs of the Town and has concentrated their efforts on planning the necessary steps to reach our goal of a active, viable and resident service-based Town Center. With the Safety Complex and Transfer Station nearly complete and Little River Park under development, the updating of our historic town offices and buildings and the creation of a new Library/Community Center will provide the infrastructure necessary to carry the Town of Lee well into the future.

The Town Center Steering Committee will host a public information hearing on Wednesday, March 2 at 7:00 pm at the Public Safety Complex. The Committee will prepare a timeline of the next phases of the Town Center project and will have visual aids and handouts available.

Appendix: Meeting Minutes

7:00 PM

MEMBERS PRESENT: Jim Griswold, Chairman; Paul Gasowski, Citizen Rep.; Mel Jenkins, Heritage/Historical; Allan Dennis, Town Hall; Bob Smith, CIP; Peg Dolan, Library; Mary Woodward, Citizen Rep.; Caren Rossi, Secretary

MEMBERS ABSENT: Dawn Genes, Recreation Committee; Lisa Morin, Library

Jim Griswold opened up the meeting and explained that he feels that the Town Center Committee is at a standstill and a cross roads. They have worked very hard to get where they are but it is clear that we can not fund a 5.5 million dollar project.

Jim Griswold asked each member to explain why they feel the Town Center is important.

Bob Smith spoke. He spoke first from a tax payer's perspective. He feels the committee has gone in the wrong direction. This town wants to keep its rural character/historic nature. He feels the town has worked very hard to keep it.

Bob Smith spoke from the CIP hat. He feels a new building is low on the priority list, not that the library isn't in need. He feels that the best way to accomplish this is to start putting money away now towards the future construction.

Bob Smith then spoke as a committee member and stated that he feels we need to take a step back and listen to new ideas and possibly down size. He is not convinced there is justification for some of the ideas that were presented and they bother him, i.e.; new furniture etc. He thinks these types of things need to be looked at to possibly cut costs.

Peg Dolan spoke. She stated that she has looked at different options and then came up with the current proposal. They currently do not have a children's room, no meeting room, just no room in the building itself. She is open to different ideas. She has visited many different libraries. She feels it is most important to have a common room or space for people to do activities.

Mary Woodward spoke from the children's librarian aspect. There needs to be a children's area. She is here to hear ideas and to help in whatever needs to be done. She spoke later that newcomers do not have a place to go and meet people.

Paul Gasowski spoke. He feels the project can be done and he is not intimidated by the cost of it or its size. He doesn't feel we have a town center and feels we can do better. It is ok to dream but you need to be realistic. He feels we have the opportunity to reduce the carbon footprint and live locally. We need a sense of place. We have it with out agriculture heritage. We need to sharpen our sense of community, heritage and village. He also feels we can not do one project without the other. He feels we should design the town and make a statement.

Paul Gasowski also suggested the Grange is a possible option.

Mel Jenkins spoke as a citizen. He has lived here for 50 years. He feels there is heritage and historic interest in keeping the historic nature of the town. He does not see this in the current design. He doesn't feel we have exhausted the church option either. He does not feel the town can afford a 5 million dollar bond.

The committee spoke with regard to the vernal pool and the 7 acre space behind the Mast Way School. The sense of the group is that it is a dead issue.

Allan Dennis spoke for the Town Hall. The property is tight, with the bog in the back of the property. There are definitely space issues. As far as community sense goes, if we need these things, how do we cut costs? They don't enjoy seeing us, paying tax payments, building permits etc. We are not something they enjoy doing. We should look at the needs first, then the wants. Library and community room in one building is a good idea. We can make do with less. He spoke that the Epsom library is a plain Jane, it works well, as well as low costs. He suggested we make the best use with the property. There is a lot of gravel there; he suggested we remove the gravel to the park level. This would involve cutting a large majority of the trees but we will be able to extract all the gravel. Then build a realistic building.

Caren Rossi spoke and stated that we need meeting space. Not that it can't be done some other way.

Peg Dolan asked that the group look at the Brentwood Library. It looks great. What they did was they took the old school house and placed it in front of a box.

The group discussed other ways communities have built buildings Bob Smith provided the group with a newspaper article showing an old barn being sold as a possible option.

There was discussion about having the current plan reviewed by a civil engineer. There was also discussion of phasing the project and different items people felt could be taken out to reduce the size and cost of the project.

The group discussed what drives the usage. They felt it was the following:

- Population
- Gas prices
- Not able to get information at home

The group also discussed the estimated population growth for the town. Some members felt the town is done growing. There was also discussion that a library is not just for books, it is for a place for people to go, people space.

Action items for the next meeting:

- The committee to look at the Brentwood Library at their leisure.
- Caren to scan the needs assessments of the Town Hall and the Library and send them to all members.
- All members to review the needs assessments.
- Allan to estimate how much gravel is on the site. Find out what would it take to remove it. Is there safe ingress and egress for this to occur?
- Allan to do a conceptual design of what the project would look like.
- Jim to find out renovation costs verses new costs.

Next meeting is: August 24, 2010 at 7 PM upstairs at the Town Hall.

Minutes by:

Caren Rossi

**MINUTES OF THE MEETING
TOWN CENTER STEERING COMMITTEE MEETING
TUESDAY, August 24, 2010
7:00 PM**

MEMBERS PRESENT: Jim Griswold, Chairman; Paul Gasowski, Citizen Rep.; Pat Jenkins, Heritage/Historical; Allan Dennis, Town Hall; Bob Smith, CIP; Peg Dolan, Library; Mary Woodward, Citizen Rep.; Dawn Genes, Recreation, Caren Rossi, Secretary

Jim Griswold opened up the meeting

The minutes of the last meeting were discussed and it was voted to table them to the next meeting as not everyone had a chance to review them.

Jim Griswold explained that he had contacted an associate that was very familiar with the construction field. He advised Jim that renovations were extremely expensive and dangerous as you never know what you are getting into. New you usually have pretty solid numbers and know what you are getting into.

Allan Dennis explained that he did some research on the extracting of material on the site and he estimates 12, 251 cubic yards of material could be excavated from the site. He estimated it to be \$38,000 to \$55,000 depending upon the market. He does not feel that there is a good market in the trees as it is not that good of lumber mostly pulp wood.

The committee discussed the reason to have the material excavated out and the area regarded. Some felt it would be nice to have the slopes tapered. As well as the extra income could help defer some costs.

Jim Griswold asked that the committee consider this possibility for the future.

Jim Griswold then reefered to the Needs Assessments for both facilities. He stated that he agrees we need to do something, but not sure what. He is certain that the Library and Recreation need to be kept together.

The committee discussed the options of fundraising. Lisa Morin is going to contact the Portsmouth Library and see who they used for their fundraising and see if those person/persons would be willing to come to the next meeting to speak to the group. The group also discussed grants and it was determined that there are no grants at this level. Some energy grants maybe possible. We are not a 501, c 3. Jim Griswold stated that he would authorize a nominal fee of \$300 to the consultant if they charged.

The committee discussed reducing the buildings to reduce the costs. It was also discussed that Denise Myers plan has everyone's needs met, is that really necessary now or can it be done in phases?

Peg Dolan stated that the members of the library visited the Hopkinton Library which is built on a slab and is smaller and lovely. This was discussed and if Peg wanted to contact the designer to see if they would be willing to talk to us that would be great.

The committee discussed the possibility of bonding the project. Bob Smith will get some figures for the next meeting.

Jim Griswold asked that for the next meeting everyone look at their portion of the design and see how it can be reduced by 10, 15 or even 20%.

Action items for the next meeting:

- Each representative to look to see how their section can be reduced by 10, 15 or 20%.
- Caren to get Pat Jenkins the vault size in Denise Myers report.
- Lisa Morin will contact the Portsmouth Library to see who they used and contact that person to come speak to the committee.
- Bob Smith will run some numbers using bond amounts.

Next meeting will be scheduled when Lisa Morin can schedule the fundraiser to come speak to us.

Minutes by

Caren Rossi

**MINUTES OF THE MEETING
TOWN CENTER STEERING COMMITTEE MEETING
TUESDAY, October 14, 2010
7:00 PM**

MEMBERS PRESENT: Jim Griswold, Chairman; Paul Gasowski, Citizen Rep ; Allan Dennis, Town Hall; Bob Smith, CIP; Peg Dolan, Library; Lisa Morin, Library; Mary Woodward, Citizen Rep.; Philip Sanborn, Recreation; Chris Hamm, Hopkinton NH; Cynthia Unrein, Library; Dave Cedarholm, Citizen; Caren Rossi, Secretary

Jim Griswold opened up the meeting and explained that Chris Hamm is going to give the group a presentation of how she went about having a successful fundraising campaign for the Town of Hopkinton NH.

Chris Hamm explained that she and her helpers raised \$850,000. They started off with a raffle sale at the library and raised approximately \$17.00 per week and that grew into a door to door campaign. She and other members went out and asked individual donors to donate money for the library. They had approximately 500 donors. With one person a death donation of \$180,000.

Minutes by:

Caren Rossi

**MINUTES OF THE MEETING
TOWN CENTER STEERING COMMITTEE MEETING
TUESDAY, October 20, 2010
7:00 PM**

MEMBERS PRESENT: Jim Griswold, Chairman; Paul Gasowski, Citizen Rep.; Allan Dennis, Town Hall; Bob Smith, CIP; Peg Dolan, Library; Lisa Morin, Library; Mary Woodward, Citizen Rep.; Dawn Genes, Recreation; Library; Citizen; Caren Rossi, Secretary

Jim Griswold opened up the meeting.

Jim Griswold asked if everyone had had a chance to review the minutes of the last meeting. Lisa Morin had some grammatical changes to be made.

Bob Smith made a motion to accept the minutes as amended. Peg Dolan second. Vote all. Minutes accepted as amended.

Jim Griswold explained that the first thing he would like to discuss is the "uncoupling decision" mentioned in the Board of Selectmen's minutes last month.

The group discussed at great lengths this statement and Jim Griswold apologized and explained that he should have discussed this with the group and taken a vote on this statement.

Jim Griswold stated that he wished to change the agenda around and review what everyone thought of Chris Hamms presentation.

All members expressed their feelings on Chris Hamm's presentation. The majority of the group all felt that she did a great job, our concerns was that we did not have someone like her in this town that could take charge of something like that. There was also mention that Lee is not as wealthy of a community as Hopkinton. There was also a discussion as to how we get a list of wealthy people in the community. There was also discussion that people who have left Lee might also be interested in donations.

There was also discussion to do in kind labor and a great place this could be done would be the community's center as the town needs a place town's people can all come together.

Mary Woodward explained that she has been doing a lot of research on other towns fundraising efforts and construction projects. She is going to put all of it together and email to the group.

Action Items:

Caren and Allan are going to create a list of all of the commercial business and their owners.
Lisa is going to contact Denise Mires to see if he could do a model in 3d for the group.

All members are going to make a list of people that they know who might have money.

Lisa is going to make a list of business members who use the library.

Jim Griswold is going to speak to the Board of Selectmen to see if they agree to have Laurel Cox work on grants for the library.

The next meeting is Thursday, November 18, 2010 at 7 pm. upstairs at the town hall.

Meeting adjourned at 8:34pm.

Minutes by:

Caren Rossi

**MINUTES OF THE MEETING
TOWN CENTER STEERING COMMITTEE MEETING
THURSDAY, November 18, 2010
7:00 PM**

MEMBERS AND GUESTS PRESENT: Jim Griswold, Chairman; Paul Gasowski, Citizen Rep., Allan Dennis, Town Hall; Bob; Peg Dolan, Library; Lisa Morin, Library; Mary Woodward, Citizen Rep., Laurel Cox, Grant Expert; Geoff Carlton, Recreation; Katrinka Pellecchia, Library Trustee.

Jim Griswold opened the meeting and asked if everyone had had a chance to review the minutes of the last meeting. Lisa Morin requested that the name of Denise Mires be corrected to read Dennis Mires. Paul Gasowski requested that the section on the uncoupling issue be extended to add: Paul Gasowski expressed concern about the lack of coordination and communication with the Little River Park Project. The group subsequently discussed the matter.

Peg Dolan made a motion to accept the minutes as amended. Paul Gasowski seconded. Vote all. Minutes accepted as amended.

The next agenda item was the Lee Public Trustees' productive meeting with Terry Knowles, Assistant Director, Charitable Trusts Unit for the State of NH. Katrinka Pellecchia circulated, and led a discussion of, a Working Draft of a Proposal for Establishing the Lee Public Library Foundation, including setting up a 501(c)(3) entity. Topics included the benefits of the foundation, the skills required for its board of directors, the process's technical components, and objectives for a fundraising consultant, if one is hired. A donor will pay the initial costs of 501(c)(3) filing.

The group discussed whether the foundation's name should include reference only to the library or to the library/community center joint purpose. The issue was tabled pending more information on donor interest and community perception.

Lisa Morin added that Durham, which is looking at a \$5 Million project, has earmarked \$100,000 for a consultant and other capital campaign costs. Katrinka stressed the consultant's value in formulating how to structure the donor pyramid, the related printed materials, and the plan for handling of contributions if the project isn't completed.

The steering committee agreed that the 501(c)(3) path seems necessary. The committee agreed that, given the dollar amount, a consultant seems necessary for several reasons; but felt that the committee members could do some of the groundwork to control the cost.

Paul Gasowski asked about the CIP. Jim explained that Bob Smith has concluded that a couple of scenarios work and others don't. Bob will present his findings at the December 2 steering committee meeting. Jim explained his intent that at next year's town meeting there will be a CIP proposal for a library trust fund allocated to bricks and mortar. The group agreed that the 3D model is not worth the cost because it won't provide sufficient additional information for the group's better understanding of the projected costs. Lisa Morin and Allan Dennis explained that a subsequent RFP process is necessary.

Paul Gasowski stated that, with the 501(c)(3), an emphasis on the community aspect of the project should help. The group discussion ensued discussed the foundation's name and purpose in the context of honest communication both with taxpayers and donors. Lisa agreed to try to formulate the draft operating budget that will apply once the new facility is in operation. She will also ask Dennis Mires if he will provide a more detailed floor plan drawing like Lebanon's. Geoff Carlton reported that Lee recreation, library, and Little River Park representatives should start meeting together.

The steering committee agreed that the \$100,000 warrant vote will be an important test of the community's support. Jim confirmed that Laurel Cox will provide hands-on expertise and support for the grants component of the effort. The group discussed that the funding effort should be a three-pronged initiative: the warrant, the foundation, and in-kind; and that key elements will be good planning, letting people know, and involving as many people in the community as possible.

The group then discussed their take-away from the summary of the experiences of other New Hampshire town library projects. Lisa Morin stressed that a major donor often seems key. Paul Gasowski and Geoff Carlton mentioned the new art and gaming dimensions of Kittery's project. Lisa also updated the group on the rapid progress of the Durham library initiative.

Action items:

- *Jim Griswold will ask the two other selectman for their agreement to proceed with the warrant proposal, but not the 3D model because its cost does not seem warranted currently.
- *Allan and Geoff will start brainstorming on potential in-kind donations.
- *Lisa Morin will try to project how much the operating budget will increase once the new library opens and will ask Dennis Mires for a better floor plan drawing to use in the capital campaign
- *Mary Woodward will investigate whether Income USA provides any useful information about the profile of Lee.
- * Lisa Morin and Laurel Cox will continue to investigate grant opportunities.

In Jim Griswold's absence, Lisa Morin will chair the next meeting on Thursday, December 2, 2010 at 7 pm. upstairs at the town hall.

Meeting adjourned at 8:25pm.

Minutes by:

Mary Woodward

**MINUTES OF THE MEETING
TOWN CENTER STEERING COMMITTEE MEETING
THURSDAY, DECEMBER 2, 2010
7:00 PM**

MEMBERS PRESENT: Lisa Morin, acting Chairman; Paul Gasowski, Citizen Rep.; Allan Dennis, Town Hall; Bob Smith, CIP; Peg Dolan, Library; Mary Woodward, Citizen Rep; Caren Rossi, Secretary

Lisa Morin, acting chairman opened up the meeting at 7:01pm.

Bob Smith gave the board a presentation to the committee showing how the proposal would affect the cip

The next meeting is to be determined and will advise the group.

Meeting adjourned at 8:34pm.

Minutes by:

Caren Rossi

**MINUTES OF THE MEETING -- DRAFT
TOWN CENTER STEERING COMMITTEE
THURSDAY, JANUARY 13, 2011
7:00 PM**

MEMBERS PRESENT: Jim Griswold, Chairman ; Margaret Dolan, Library Trustee; Allan Dennis, Town Hall ; Bob Smith, CIP (Planning Board) ; Laurel Cox, Land Protection Administrator; Paul Gasowski, Citizen

Representative; Dawn Genes, Recreation Commission; Patricia Jenkins, Heritage Commission; Lisa Morin, Library

Jim Griswold opened up the meeting.

Jim Griswold informed the committee that the Board of Selectmen will most likely support a \$100,000 warrant article for a new Library/Community Center capital reserve fund at the March Town Meeting, to serve as a metric as to whether the town wants to move forward with the Town Center proposal or not.

- Discussion ensued as to the significance of the outcome of the vote on the proposed warrant article. Bob Smith stated that he feels the vote won't tell us anything, given today's economic climate – the amount requested isn't significant enough to tell if people really want this project. Paul Gasowski would not see the vote as a litmus test for the project, that a no vote could indicate the town isn't ready to take on this project now. Jim Griswold noted that the proposed warrant article would be just one part of the overall plan for financing the Library/Community Center: start the process of putting money away each of the next 5 years, have a fundraising goal of \$850,000, identify in-kind donations and grants, and bond the rest. Laurel Cox suggested having two warrant articles, one which would be a resolution seeking support for the proposed Library/Community Center, the other for a \$100,000 warrant article. Dawn Genes advised against having a yes/no resolution.

Paul Gasowski presented his preliminary draft of the Committee's report for the Board of Selectmen. Several Committee members provided suggestions and edits. All agreed to take a closer look at the report and to email edits. Jim Griswold will present the final draft at the January 24 Board of Selectmen Meeting.

The Committee discussed holding a Public Hearing/Information Session on Wednesday, March 2 to update voters prior to the Town Meeting. Dawn Genes suggested that the Committee create an informational pamphlet based on the Committee's report for the Selectmen for handing out at the meeting and at the polls. Jim Griswold suggested that we need to create a big timeline that outlines what needs to happen next in the Town Center Project. Pat Jenkins states that we need to reiterate that this project is just not about the Library, but also addresses municipal office space needs. Margaret Dolan suggests that ideally, a Selectmen, Library Trustee and Citizen Representative should present the warrant article. Lisa Morin suggests publicizing the Public Hearing in the upcoming Conservation Newsletter as well as the newspaper to ensure that all voters are aware of this meeting date.

Paul Gasowski inquired as to the status of the Bannister Property. Jim Griswold indicated that the Selectmen may work with the Conservation Commission to get an appraisal on the property. The current asking price is too high for the property's future use as a park or additional parking space.

Action items:

Committee members will review the initial draft of the Town Center Committee Report and provide suggested edits so that the final report will be ready by the Monday, Jan. 24 Selectmen meeting.

Jim Griswold, Lisa Morin and Paul Gasowski will meet on Thursday, January 27 at 7:00 p.m. at the library to begin working on the visual presentation for the Public Information Session.

Minutes by:

Lisa Morin

Town Center Committee Progress Report

Revised February 16, 2010

TABLE OF CONTENTS

Preface	ii
Introduction	1.
Additional Background Information	1
Town Center Planning History Annotated Chronology	2
Appendix A: Town Center Committee Members	11
Appendix B: Town Site Summary Chart	12
Appendix C: Town Center Committee Expenditures	13
Appendix D: Other Resources	14
Appendix E: Meeting Notes	15

PREFACE:

This report presents an annotated chronology of the Town Center Committee and the Town of Lee's efforts to address the critical needs of Lee's Town Center from January, 2007-present. For most of this time period, the Town Center Committee has functioned as an ad hoc committee under the guidance of the Board of Selectman. In July of 2009, the Selectmen elevated the Town Center Committee to the status of an Advisory Committee. Over the past several years, many volunteers have donated considerable time and effort and the Town of Lee is grateful for their dedication and expertise. Interested Lee citizens, public officials, members of other committees, and professionals who have been (or will be involved) in the project(s) should find this document useful as the work continues. Finally, this report is summative in nature and is intended to be used only as a guideline. More detailed information on certain critical documents may be obtained through the appendices and/or links listed at the end of the report.

INTRODUCTION (ADAPTED FROM TOWN OF LEE MASTER PLAN)

In 2006, the Town of Lee updated and adopted a Master Plan designed to guide the future development of the community through the year 2015. All Town departments and commissions contributed to this policy document, and with public input from a Town-wide survey sent to all Town residents, some general themes emerged, including:

- Protect, preserve and enhance the Town's historical and rural heritage
- Maintain and develop recreational facilities that are consistent with the needs of the citizens
- Slow down residential growth
- Identify and address the needs of senior citizens
- Identify, preserve and protect Lee's natural resources

As its part of the Master Plan, the Lee Public Library Board of Trustees outlined its goal of planning for a new Library to meet current and future public needs. To begin the process, the Board of Trustees had hired Library Consultant Patience Jackson in the fall of 2005 to conduct a space needs assessment for the Library. The assessment, which was approved by the Trustees in April of 2006, determined that a new Library (between 5,300 to 13,000 gross square feet) is essential to serve the Town's needs and interests.

Also outlined in the Master Plan is the Recreation Commission's goal to develop baseball and soccer fields, playground facilities and walking trails at Little River Park. The Recreation Commission also identified the need to partner with other Town organizations for multiple uses of Town-owned facilities as a way to expand and enhance recreational opportunities for all age groups.

ADDITIONAL BACKGROUND INFORMATION

Over the course of the last several years, the Town Hall has experienced "growing pains" of its own, as the Town added new personnel to the Town's administrative offices. While the reconfiguration of office space alleviates some of the overcrowding, this provides a short-term solution at best.

In 2006, the Board of Selectmen and the Planning Board began discussions to seek voter approval at the March 2007 Town Meeting for the Planning Board to prepare a recommended Capital Improvement Plan (CIP). If voters approved the use of a CIP, all Town departments and initiatives would provide details and costs for capital improvements anticipated over the next decade.

When all these planned and proposed developments were evaluated, it quickly became apparent that a collaborative approach to Town planning and development which allowed for complex, cohesive decision making and prioritizing while keeping the best use of tax dollars in mind was vital to the success of the Master Plan.

TOWN CENTER PLANNING HISTORY: AN ANNOTATED CHRONOLOGY

January 26, 2007: Town Of Lee Facility Planning Workshop with David Provan

In an effort to bring together all Town departments, boards and groups to discuss these issues, consultant David Provan of RightRoad Development Advisors was hired to conduct a facility planning workshop that would address the needs of the Lee community. Workshop participants outlined the following goals:

- Determine the status and existing conditions of recreational, administrative and Library facilities
- Develop a collaborative planning approach for future Town facilities to increase capacity and communication, while decreasing potential duplication of goals or services
- Identify the funding amount required to recommend a warrant article for the March 2007 Town Meeting that would finance a planning options study for future Town facilities

Outcome: Workshop participants drafted a warrant article to study land use options for future facilities. The warrant article was submitted for consideration to the Board of Selectmen.

March 1, 2007 Public Information Session on the Proposed Town Land Use Options Study Warrant Article

Participants in the Town of Lee Facility Planning workshop sought public input and feedback during a presentation; an informational brochure was handed out to those in attendance.

March 13, 2007 Town Meeting

Voters authorized the Planning Board to prepare and amend a Capital Improvement Plan for a period of at least six years (Warrant article #4).

March 14, 2007 Town Meeting (Continued)

Warrant Article 24: Town Land Use Option Study approved as amended by voters:

“To see if the Town will vote to raise and appropriate an amount not to exceed thirty thousand dollars (\$30,000) to be used to study land use options for future Town facilities, including Town Hall, Library, historic and recreational facilities, as well as office and meeting space. The lands to be studied include a focus on Town owned properties within a half mile radius of Town Hall. The data to be collected and analyzed includes soil types, septic and water options, drainage, traffic patterns, parking patterns, parking options, utilities needs, planning and space needs.

Fifteen thousand from General Taxation

Fifteen Thousand from the Town Building Trust Fund

May 2007 Formation of an Ad-Hoc Town Center Committee (See Appendix A for Names of Committee Members)

Initial efforts by the Committee focused on data gathering. Over the course of several months, the Committee:

- Commissioned a space needs assessment report for the Town Hall, conducted by Sumner Davis Architects, which recommends that the Town Hall needs 6,000 square feet (gross) of office and meeting space. (Cost of report: \$3,300.00)
- Reviewed the 2006 Library Space Needs Assessment Report conducted by Patience Jackson
- Commissioned and reviewed to-scale survey maps of the current municipal lot and the Lee Hill area prepared by Peter Landry Surveying (Cost of survey: \$3,000)
- Reviewed the 2005 Bales property survey map conducted by RSL Layout and Design
- Reviewed the Recreation Commission Plan for Little River Park prepared by AMES MSC
- Reviewed a recommendation by the Library Trustees for a 10,000-11,000 gross square foot new Library based on findings of the 2006 space needs assessment report
- Reviewed the Lee Church Congregational Master Plan adopted in 2001 for background information for the examination of the Bales property site

Outcome: After several meetings to review all documents and discuss access issues, the Committee concluded that the current municipal site could not support expansion of both the Town Hall and the Library.

Summer/Fall 2007: Review of the Bales Property as a Possible Location for Both a New Town Hall and a New Library.

- The Board of Selectmen authorized the Committee to engage the engineering firm, Civilworks, to provide consultation services (\$13,683.12).
- Civilworks reviewed the data gathered by the Committee and presented three possible options regarding the development of the Bales site.
- The Committee reviewed the three options and selected one for further consideration.

January 2008 Preliminary Concept Plan for Bales Property

Based on the Committee's recommendation, Civilworks drafted a preliminary concept plan for the Bales property, which involved:

- The preservation of the existing Town Hall, Historical Society and schoolhouse portion of the Library
- The construction of a new Town Hall and Library on the Bales parcel, which would be consistent with the historic architecture of the Lee Hill area and would be designed to meet Leadership in Energy and Environment Design (LEED) standards
- The creation of a network of walking trails linking all Town properties

- The creation of a Town green for outdoor community gatherings and memorials

January 30, 2008 Town of Lee Capital Improvements Plan Adopted by the Planning Board

The CIP timeline includes the construction of a new Town Hall in 2012 and the construction of a new Library in 2016.

February 2008 Town Center Committee Recommends a Warrant Article for Consideration by the Board of Selectmen for Engineering Studies for the Bales Property Preliminary Concept Plan

“To see if the Town will vote to raise and appropriate the sum of ninety-seven thousand seven hundred fifty dollars (\$97,750.00) for the purpose of the Preliminary Engineering Budget for Phase 2 of the Town Center Project, to include Level I Environmental Site Assessment, Wet Soils Delineation, Topographic Survey, Soil Tests, Preliminary Site Design, Historical Structure Reuse/Relocation Study and Architectural Programming, and to authorize the withdrawal of forty-seven thousand seven hundred fifty dollars (\$47,750.00) from the Town Building Trust Fund and the balance of fifty thousand (\$50,000) to come from general taxation.

Outcome: The Board of Selectmen recommended the warrant article be posted as part of the Town warrant.

March 5, 2008 Public Information Session

Dana Lynch of Civilworks presented an overview of the Bales Property Conceptual Plan.

Outcome: The vernal pool located on the Bales Property precluded the site from consideration for construction. Based on public input regarding the vernal pool, the Committee reviewed the plan and recommended the warrant article be amended at Town meeting, seeking \$10,000 to continue the study of other Town-owned properties as future sites for Town facilities.

March 13, 2008 Town Meeting

Warrant Article #13 approved as amended by voters:

To raise and appropriate the sum of \$10,000 to continue research on site options and to develop multiple options for future Town facilities, including Town Hall, Library, historic and recreation facilities, as well as office and meeting space, and to authorize the withdrawal of \$10,000 from the Town Building Trust Fund for this purpose. The lands to be studied include a focus on Town owned land within a half mile radius of Town Hall. The data to be collected and analyzed includes soil types, septic and water options, drainage, traffic patterns and parking, utilities needs, planning and space needs.

Outcome: With a balance of under \$10,000 remaining from the 2007 warrant article and the approval of amended warrant article #13, \$19,000 was available to continue exploring other site options.

Spring/Summer 2008 Committee Activities

The Committee conducted site walks and reviews of other Town-owned properties found within a ½ mile radius of the current municipal lot, including:

- Stevens Field (adjacent to the Public Safety Complex)
- Land adjacent to the Highway Department and Transfer Station
- Former Bricker property (adjacent to Little River Park)

The Committee established the following criteria for these site reviews, including:

- Environmental impact (wetlands/easements)
- Proximity to other Town services/multifunction possibilities
- Site feasibility (ledge, slope, room for further expansion)
- Preservation of existing historic structures and playing fields
- Possibility for “green building” design
- Traffic/access.

The Committee created a summary chart of its findings (see Appendix B)

July 23, 2008 Public Information Session

The Committee presented an update of its work to date and distributed copies of its site summary chart.

Summer 2008 Committee Meets to Review All Possible Sites

Based on its review of the data gathered, the Town Center Committee concluded:

- The existing municipal site could definitely not support expansion of both the Library and Town Hall due to limited parking, antiquated septic systems, and well locations and to avoid further encroachment on the Lee Hill Bog.
- Development of the property adjacent to the Highway Department and Transfer Station would inhibit future expansion of these departments. Also, the ball field adjacent to the Mast Way School is sited on land that is only partially owned by the Town, with the remainder of the parcel owned by the Oyster River School District.
- Development of Stevens Field could involve safety issues given its proximity to the Public Safety Complex, causing crowding and the elimination of a current practice field.

September 2008 Bricker Property/Municipal Site Renovation Concept Recommended for Future Town Facilities

The Committee recommended to the Board of Selectmen that the former Bricker property adjacent to Little River Park appears to be the most suitable site for building a facility that would feature:

- A public Library
- A multipurpose room available for use by Town organizations and groups
- Office and storage space for the Recreation Commission

The Committee felt the former Bricker site is well-suited for the proposed Library/Community Center because:

- The south-facing slope offers exciting green building design possibilities (passive solar, possibly geo-thermal).
- With the proposed development of playing fields, perimeter trails, a playground and picnic pavilion, the Library/Community Center would provide meeting space and restroom facilities for community members visiting Little River Park.
- Architectural design options could take advantage of the natural landscape and still be consistent with the historical architecture of the surrounding Lee Hill area.
- The multi-function building would meet various community needs.

The Committee recommended that the Town Hall offices remain at their current site and that the historic portions of the Town Hall and Library buildings be renovated for municipal office space:

- This preserves the existing historic buildings highly valued by the community
- This makes use of existing facilities, rather than building new.

The Committee drafted a letter to the Board of Selectmen outlining the need to amend the original CIP timeline for Town Hall and Library construction. The new Library/community center would now need to be constructed first, and renovation of the existing Library and Town Hall would need to occur later.

November 2008 Consultant Dana Lynch Hired

With Board of Selectmen approval, the Committee engaged the consulting services of Dana Lynch of Civilworks in Dover, NH to assist the Committee in determining costs and the timeline associated with the next phase of the project. (\$9700.00)

November 13 2008: Public Information Session

The Committee provided an overview and sought public input regarding the proposed Bricker site for a new Library/Community Center and the renovation of Town Hall and Library facilities for municipal office space.

February 2009 PLAN NH Grant Application

The Board of Selectmen asked Land Protection and Community Planning Administrator Laurel Cox to apply for a design charrette grant through PLAN NH for assistance in creating conceptual designs for a Town Center. The Town Center Committee provided support materials for the application packet.

February 2009 Warrant Article Submitted for Consideration to the Board of Selectmen for Preliminary Design Work

The Committee recommended a \$55,200 warrant article for consideration by the Board of Selectmen for a preliminary design concept for the construction of a new Library/Community Center on the former Bricker parcel and the renovation of the Town Hall and Library. Costs include:

- Historical Structure Re-use Study \$10,000

- Architectural Programming for Library/Community Center \$15,000
- Architectural Programming for Town Hall/Library Reuse \$10,000
- Preliminary Site Design (Library/Community Center) \$9,000
- Preliminary Site Design (Town Hall/Library Reuse) \$4,000
- 15% contingency \$7,200

Outcome: The Board of Selectmen included the Warrant Article as part of the warrant for Town Meeting.

March 11, 2009 Town Meeting

Warrant article #6 approved by voters as amended:

To see if the Town will vote to authorize the expenditure of the sum of fifty-five thousand, two hundred dollars (\$55,200) for the Town Center preliminary design to include the following:

- Historical Structure Reuse Study for existing Town Hall and Library
- Architectural Programming and Preliminary Site Design for the existing Town Hall, Library and for the Community Center (Library and Community Room) to be located at the Bricker Property

And to authorize the withdrawal of twenty-seven thousand, six hundred dollars (\$27,600.00) from the Town Building Capital Reserve Fund and twenty-seven thousand, six hundred dollars (\$27,600.00) from the Library Capital Reserve Fund.

April 2009 Requests for Qualifications (RFQs) Advertised

RFQs for the preliminary site design for the existing Town Hall and Library buildings as well as the proposed Library/Community Center were due by May 29th. The site walk for potential RFQ applicants was scheduled for May 13.

April 2009 The Town Received Verbal Notification that the Town of Lee is a Recipient of a PLAN NH Community Design Charrette Grant.

Written confirmation from PLAN NH received on May 12.

May 13 2009 Site Walk and Submission Deadline for Potential RFQ Applicants are Postponed until after the Design Charrette.

June 19 & 20, 2009 PLAN NH Design Charrette

Town officials and community residents met with design professionals to begin formulating the future of a new Town center. Highlights included:

- A tour of Town facilities and properties
- Listening sessions with residents
- Saturday brainstorming and conceptual design work sessions
- A Saturday presentation of initial concepts and proposals by the charrette team

July 2009 The Board of Selectmen Formally Appointed Members to the Town Center Committee (See Appendix A)

The Committee is now an advisory Committee to the Board.

July 14, 2009 RFQ Process Resumes

The revised RFQ timeline and site walk information were sent to all design firms that had originally responded to the advertisement and to all design firms that participated in the charrette.

July 20, 2009 Site Walk for Potential RFQ Participants

Committee members and representatives from numerous design firms toured the Bricker parcel, Little River Park and the municipal site.

July 31, 2009 Deadline for RFQ Submissions

Sixteen firms submitted RFQs.

August 4, 2009 Committee Outlines Evaluation Criteria for Reviewing RFQs, including:

- Library design experience
- Historic structure preservation/renovation
- LEED certification and experience
- Community participation/initiative
- Grant writing experience
- Project schedule
- Description of firm
- Familiarity with area and project

Firms that participated in the charrette would be so noted. The Committee also developed some general guidelines for scoring and assessing the submitted RFQs.

August 18, 2009 Committee Chose Three Firms as Finalists

- Dennis Mires, PA
- SMP Architecture
- Warrenstreet Architects

Note: Listing is in alphabetical order, not by preference.

August 24, 2009 Official PLAN NH Charrette Report Presented to Board of Selectmen

Further review and action pending.

August 25, 2009 Requests for Proposals (RFPs) Reviewed and Finalized by the Committee.

The three firms will make their presentations to the Town Center Committee and be interviewed on September 15.

Consultant Dana Lynch sent out RFPs with supporting documentation to the three firms. Dana also contacted the other firms thanking them for their time and effort.

September 15, 2009 Presentations by Three Design Firm Finalists for Town Center Preliminary Design Project

The Town Center Committee interviewed representatives from the architectural firms Dennis Mires, PA, SMP Architecture and Warrenstreet Architects. After discussion, the Committee voted to recommend to the Board of Selectmen that the firm of Dennis Mires, PA be hired for the Town Center Preliminary Site Design Project.

September 22, 2009 Town Center Committee meets with Architects Dennis Mires and Stephen Walnut of McGinley, Kalsow & Associates, Inc.

Meeting discussion focused on goal setting, data gathering and project schedule.

Late September, 2009 Design Team Walk-Throughs and Interviews

Design Team Consultants walk through existing facilities, tour proposed library/ community center site and conduct user interviews with Town Office and Library staff regarding operations and service functions.

September 28, 2009 Board of Selectmen Signs Contract between Dennis Mires, PA and Town Center Committee.

The Board of Selectmen also approves retaining Consultant Dana Lynch for the Town Center Project.

Fall, 2009 Town Center Committee and Design Team Meet to Review Multiple Drafts of Preliminary Site Designs for the Proposed Library/Community Center and the Historic Municipal Complex.

Meetings held on October 6 & 20, November 3 & 17, December 1 & 15.

See Appendix E for meetings notes.

December 15, 2009 Town Center Committee and Design Team Meet to Review Budget Estimates and Floor Plans.

Preliminary construction estimates include \$3.8 million for a new library/community center, and \$1.7 million for the municipal complex. Brainstorm session on possible strategies for moving the project forward, including phased construction, management of bond debt, and use of volunteer labor.

December 17, 2009 Impact of Proposed Town Center Design Project on CIP and Tax Rate Reviewed.

Representatives from the Board of Selectmen, Town Center Committee, Library, Planning Board and Town Administration examine the financial impact of various construction timeframes and bonding on the CIP and tax rate.

December 22, 2009 Library Board of Trustees Meets with Board of Selectmen to Review Preliminary Budget Estimates.

Trustees are considering a Capital Fundraising Campaign. Selectmen and Trustees agree that a warrant article will be presented at March Town Meeting to begin setting aside funds for the Library's Capital Reserve Fund.

January 7, 2010 Public Hearing for FY2010-2011

Advisory Budget Committee presents proposed FY2010-2011 Town Budget to Board of Selectmen. Includes proposed warrant articles for monies for Library Capital Reserve Fund and Town Hall Building Fund.

February 2 & 9, 2010 Town Center Committee Plans for Public Hearing on Lee Town Center Study

Reviews draft of Lee Town Center Study provided by Dennis Mires; feedback/edits provided to Dennis. Presentation outline and materials developed; committee members preview presentation materials.

February 10, 2010 Town Warrant and Budget for FY2010-2011 Posted

Warrant Article 11 requests \$20,000 for the Town Building/New Building Capital Reserve Fund and Warrant Article 18 requests \$60,000 for the Library Capital Reserve Fund.

February 16, 2010 Town Center Committee and Architect Dennis Mires present Lee Town Center Study at Public Hearing.

Appendix A: Town Center Committee Members

Ad-Hoc Town Center Committee (May 2007-July 2009)

Frank Reinhold – Board of Selectmen
Margaret Dolan – Library Trustee
Katrinka Pellecchia – Library Trustee
Patricia Jenkins – Heritage Commission
Robert Smith – Lee Church Congregational
Dawn Genes – Recreation Commission
Geoff Carlton – Recreation Commission
Bill Humm – Conservation Commission
Laurel Cox – Land Protection Administrator
Diane Guimond – Town Administrator
Allan Dennis – Code Enforcement, Planning & Zoning
Caren Rossi – Code Enforcement, Planning & Zoning
Lisa Morin – Library

Advisory Town Center Committee (July 2009 – present)

Joe Lombardo – Selectman, Committee Chairperson
Frank Reinhold – Citizen Representative, Committee Vice-Chairperson
Margaret Dolan – Library Trustee
Katrinka Pellecchia – Library Trustee
Patricia Jenkins – Heritage Commission
Robert Smith – Planning Board
Dawn Genes – Recreation Commission
Geoff Carlton – Recreation Commission
Tim Moody – Conservation Commission
Diane Guimond – Town Administrator
Allan Dennis – Code Enforcement, Planning & Zoning
Paul Gasowski – Citizen Representative
Caren Rossi – Code Enforcement, Planning & Zoning, Ex-officio
Lisa Morin – Library, Ex-officio
Michael Blake – Fire Chief, Ex-officio

Appendix B: Town Site Summary Chart

	Existing Town Hall Location	Highway Department/ Recycling Road	Stevens Field	Bricker Property
ENVIRONMENTAL IMPACT				
a) Distance to wetlands				
b) Distance to vernal pools				
c) Removal of trees	none	moderate to extensive	slight	moderate to extensive
d) Fragmentation (impact to wildlife)	slight	slight	slight	moderate
e) impact on biodiversity of site (plants)	slight	moderate	slight	significant
SITE FEASIBILITY				
a) possibility for ledge	slight	high	high	slight
b) slope of site	0%	0%	0%	0 - 45%
c) lot size	1.0 acre	3 acres	3 acres	5 acres
d) utilization of existing structures	yes	no	no	no
e) can support more than one function	no	yes	no	yes
f) room for future expansion?	no	maybe	no	limited
g) access from road	good	good	good	indirect
h) is a service or function given up for this site?	yes (either library or town)	no	yes (athletic field and open)	yes (park trails and forest)
BUILDING(S)				
a) use of "green" design	yes - reuse of existing bldg	could be green design	could be green design	could be green design
b) fit w/ historical and archaeological flow	yes	none to fit with	none to fit with	none to fit with
c) ability to meet emergency service needs (i.e. evac. center)	maybe (with renovations)	yes (with basement)	maybe (no basement)	yes (with basement)
d) can support more than one function on this site?	no	yes	no	yes
e) utilizes existing structures?	yes	no	no	no
SOCIAL				
a) safety - car traffic	wide in/out	traffic to/from transfer station	emergency vehicle traffic	shared access with recreation
b) proximity to other town services	room for only one service	recycling, hwy dept & school	close to police & fire dept.	close to recreation

GREEN = Few limitations

Yellow = Some limitations

Orange = many limitations

Appendix C: Town Center Committee Expenditures

FY 07/08 (July 1, 2007 – June 30, 2008)

Appropriation:	\$30,000 (Warrant Article #4)
Expenses:	
	\$13,683.12 Civilworks (Bales Property Plan)
	\$3,300.00 SDA (Town Hall Needs Assessment)
	\$3,000.00 Landry Surveying, LLC
	\$26.00 Strafford County Registry of
Deeds	
	\$14.00 Durham Copy
	\$3.00 TOP copy
Total Expenses:	\$20,026.12
Encumbered Funds	\$9,000.00

FY 08/09 (July 1, 2008 – June 30, 2009)

Appropriation:	\$10,000.00 (Warrant Article #13)
Encumbered Funds	\$ 9,000.00 (From FY 07/08)
Expenses:	
	\$7,696.22 Civilworks (Consulting)
	\$2,500.00 PLAN NH contribution
	\$2,303.78 Doucet Survey (Bricker Property)
Total Expenses:	\$12,500.00
Encumbered Funds:	\$6,500.00

FY 09/10 (July 1, 2009 – June 30, 2009) – AS OF FEBRUARY 8, 2010

Appropriation:	\$55,200.00 (Warrant Article #6)
Encumbered Funds:	\$ 6,500.00 (earmarked for consulting services)
Expenses:	
	\$40,750.00 Dennis Mires (Architect)
	\$ 2,615.00 Civilworks (Consulting)
	\$ 17.94 Staples
Remaining Funds	\$18,317.06

Appendix D: Other Resources

Town of Lee Master Plan
The Town of Lee Capital Improvement Plan
The Lee, NH Design Charrette (PLAN NH)

Are available for viewing online at the town's website: www.leenh.org
Or may be viewed at the Lee Public Library.

Appendix E: Meeting Notes

The following is a summary of items discussed at the meeting. All parties are requested to review the information for accuracy and completeness, with a response, if necessary, within seven (7) days with appropriate corrections or additions. These notes will become a permanent part of the project records.

II. Goal Setting Discussion

- 10.06.09: To distill the goals below, look to last sentence of paragraph. Dana L. confirmed discussion below is consistent with prior work. Goals agreed as long as we recognize specific subsets may be identified as we go along.
- A. Lee has an agricultural history. People are attracted to Lee for its quality of life (designated scenic roads, preserved barns under tax credit program, vistas, rural setting, etc.), yet convenience to road network, Exeter, Portsmouth, UNH. Public Safety Building has negative image/scale due to apparent size. Maintain rural character and scale in new and renovated buildings.
 - B. Maintain linkages and connectedness of public buildings with trails, walks, vocabulary: Town Office site, public safety building, library, Little River Park, etc., i.e. "Campus" concept?
 - C. All buildings get modified over their lifetime to reflect changing needs and function. Provide construction techniques and infrastructure placement to maximize flexibility so that expensive changes may be minimized in the future.
 - D. After the 20+ year building horizon, life will go on and new and different needs will arise. Recognize current context and future potential, i.e. church, cemetery, grange, Little River Park, etc. Maximize the way buildings may be added to and/or sites may be expanded.
 - E. The current Town Office site has a colorful history of buildings being moved to the site and several have since had additions. Since Lee has so few "historic" buildings, it wants to retain as much as possible, not only for their physical characteristics, but their social history. It may be possible to move certain buildings to other sites. They recognize the approach is rehabilitation, not preservation.
 - F. The Committee wants to be smart about reducing their carbon footprint by promoting conservation, salvage, and reuse of materials; energy conservation; energy generation; and pursuit of local materials.
 - G. Important town documents and records, i.e. clerk's records, Historic records, etc., are currently located in many different departments including individual's houses with little or no fire safety or environmental control. Provide a central, securable, fire safe, controlled environment of appropriate size for important documents that must be retained.
 - H. What conclusions we reach through this process will cast the die for the future. The entire Team needs to be sensitive to the significant historical context within which we are working, while recognizing functionality and the long term cost-benefit evaluation in order to make informed decisions regarding the balance of rehabilitation and new construction.

III. Data Gathering

Action

B. Utilities – Initial information indicated below; Design Team to flushout:

- Water: All buildings that have water served from one (1) well behind Annex; distributed from Annex.
- Sanitary Sewer: All buildings have own tank/septic system. Town Office “tank” actually on adjacent store property. Annex site “only site for septic”? **10.06.09:** Anticipate single disposal system for site. **10.20.09:** Design Team to coordinate with Caren for test pit schedule. **11.17.09:** Design Team confirmed flows <750gpd, which sizes septic field and establishes well radius of 75’ under state regulations. Local regulations require 125’ and buffer from wetland. Design Team to explore off site well and see if need to pursue waiver from Town regulations and compliance with state. **12.01.09:** Town to provide map of land not in conservation. Plan 8 provides adequate buffer to bog, simplifies snow plowing, maximizes utility flexibility and improves physical appearance. **12.15.09:** Pending. CR/AD
- Gas: Single above ground propane tank serves all buildings. **10.06.09:** Explore alternative energy source. Central plant for complex?
- Electric: Overhead to most buildings. **10.06.09:** Need to anticipate single phase service going forward. Feed buildings to remain, underground.

C. Town Office Site:

1. Town Office Building:
10.06.09: Reviewed Town Office building with program issues identified in SDA and discussion: (see drawings attached)
- a. Building reuseable.
 - b. Shown as single meeting space with support space in new cell and front added vestibule removed. New interior vestibule. **11.03.09:** Confirmed use.
 - c. Connect with IT Manager to confirm needs: moving toward access TV of meetings, etc. **10.20.09:** Pending. **11.03.09:** Pending. **11.17.09:** Pending. MKA
2. Hobo Shed:
 a. Exists in original location. Ell was added to make space for equipment over the years. MKA
- b. Colorful history that means many want to preserve. Is it viable to relocate? Relocate to Grange site? Little River Park? DMPA/MKA/
 SWC
11.03.09: Revisit vault use: confirm what clerk needs; Historic at Library as archive? Maintenance requirement. **11.17.09:** Current plans show vault in former Library for clerk vital records and vault in Library for Historic archives, etc. Shed to remain in place and continue to serve multitude of functions. Be available to public Active Artists Workshop? Bulky historic artifact storage and restoration workshop, etc., in keeping with historic tradition. Provide “grasscrete pavers” for stable access.

3. Existing Library:
 - a. Front section is former school that is seen as a valuable and historic space over a basement where structure has been reinforced for library loading. MKA
 - b. Later additions not necessarily historic, but reinforce coziness they want to retain in new Library. MKA
DMPA

10.06.09: Reviewed Town Office program from SDA report and discussion overlaid on existing Library footprint.

 - a. Appreciated positive report on reuse of building.
 - b. Most public traffic is generated by Town Clerk.
 - c. Clerk needs active vault and another archival vault.
 - d. Good detail feedback provided by Committee to inform next iteration of alternatives. 10.20.09: See attached plans dated 10.19.09. MKA
11.03.09: Confirm clerk vault needs; Committee to provide feedback on plans given site arrangements. 11.17.09: See updated plans. 12.01.09: See updated plans. 12.15.09: See updated plans.

4. Historical Society Building:
 - a. Former railroad station relocated to site over a full basement. MKA
 - b. Interesting building that want's to be saved , but may be relocated. MKA
DMPA

10.06.09: If to be relocated maybe to Bricker as Historic or Little River site as Info Center (?), with Historic in a Town Center building. 11.03.09: See latest site concepts 4 and 5; may be too crowded. 11.17.09: Current plans attached. Show relocation to Bricker parcel. Concept is historic engagement should be encouraged on both sites. Historic and Heritage Committee meet this week and notes will be distributed. 12.01.09: See updated site plan Option 8. Accomplishes current goals with flexibility for long term. 12.15.09: See updated plans. CR

5. Annex:
 - a. Later building constructed by volunteers. MKA
 - b. Appears to be last significant one in the complex. MKA

10.06.09: Appears that it may accommodate continuing functions of Code Enforcement/Planning Board with renovation. Will be sketched out. 10.20.09: Pending. 11.03.09: Pending. 11.17.09: See attached.

6. Parking:
 - a. Need to review parking needs now that Library and Community Center functions moving to Bricker parcel. MKA
E.V

10.06.09: No parking in front of Annex. 10.20.09: See Schemes I-4 attached

 - a. Consider Town Office building meeting space, i.e. Town Boards, with A/V and TV, and historic displays around room.
 - b. Parking may be based on meeting space of 75-- that is used after hours and office requirement for office space. 11.17.09: Currently showing 65-- seats in Town Hall which at 1.3 generates 21+ cars required, showing 30--. 12.01.09: Plan 8 shows 20 cars; meetings seldom reach 65.

- c. Evaluate options for using/connecting/etc., church land potential in future: with church participation, or buy parsonage parcel. **11.03.09:** Need to pursue authorization to open dialogue with Church. **11.17.09:** Composite plan helps visualize potential of Church parcel and interconnectability of Town Office parcel, school and safety building and potential of the beautiful bog as asset. Should approach Church when we have a more concrete proposal. **12.01.09:** Plan 8 allows for future connection to Church site. Let Church pursue their plans then can have a meaningful discussion about shared benefit.
- d. Minimize view of cars from street, beef up landscaping. MKA
11.03.09: Enclosed 4 and 5; concerns about enough parking.
- e. Site Engineer will evaluate utilities with revised schemes. **11.03.09:** EV
 Based on plan of ≤ 750 gal., 75' well radius and size of septic field to be confirmed after test pits. **11.17.09:** Note local requirements above. Todd M. will confirm soil types with Code Enforcement and test pits may not be required at this time.
- f. Historic Society to provide program needs: current and projected. DW, LC
11.03.09: Pending. **12.01.09:** See notes attached. Plan 8 incorporates most of criteria with maximum future flexibility. PJ

D. Library at Bricker Parcel:

- I. Program:
 - a. Patience Jackson Needs Assessment is a good start that may need to be updated. For a town of its size, Lee has a high percentage of patron use and high circulation rates (48,000/yr. +/-). The character of this demographic needs to be considered when comparing to other comparable Towns. Provide spontaneous meeting opportunities/space for patrons. Staff has visited libraries and find Brentwood most comfortable in scale, character, etc. DMPA
10.06.09: Patience Jackson Report projections:

2025	Population: 5,690
	Library Area: 11,894 GSF - 12,370 GSF
	Wisconsin Guidelines: (attached)
2030	Population (OSP): 5,510
	Library Area 12,546 GSF - 14,498 GSF
	2-3sf/capita recommended

 Ultimate library program may be 11,000 - 13,000 GSF depending on levels/relationship of community rooms. **10.20.09:** Library reviewing. LM
11.03.09: Received Lisa's update which is close to Jackson's Study overall with variations in components. Reviewed scale of components and relationships. See diagram attached; expect feedback. In addition to functional considerations, need to consider site, orientation, sustainability and best to minimize carbon footprint. Recognize height of pines 50' +/- when evaluating daylighting and solar access. Consider basement to provide utility space, vault, storage, etc. **11.17.09:** See Library comments attached and plan reflecting program. Basement part basement anticipated but not shown. Updated site plan attached. Initial reaction is positive and getting closer to a concrete concept. **12.01.09:** Library comments attached. See updated plans showing smaller footprint, basement, site, and elevations.

12.15.09: Updated plan reflects comments from last meeting: larger community room, flip toilet rooms and recreation office, relocate elevator. Add toilet rooms in basement.

- b. Community Center means seating for 100 minimum, plus access after hours, toilet room support, storage space for not only tables and chairs, but users materials, kitchenette. Possible Emergency Operations Center (EOC), which is currently at Safety Building. Story hour will be in Library and not share Community Room. Church currently provides meeting space needs.

DMPA

10.06.09: Community Center

- Classroom type space ≤ 25 people. Crafts, etc., Nature Center, after school, spinners, knitting, quilting, etc.
- Large general activity space. High ceiling, not necessarily gym, run around; seating for 100+.
- Multi-Purpose at Safety Complex booked: (get copy of schedule from Asst. Police). Planning Board, ZBA, Recreation Commission, voting, CIP, P & F training. All town meeting functions - no other place. **10.20.09:** 27 groups, average 20 hours/week, evenings.
- Be careful not to duplicate or make redundant facilities.
 - a. Town meeting at school gym
 - b. School gym used by community
 - c. After school program at school
 - d. Church sponsors, church provide, i.e. Scouts, 4H, etc.

11.03.09: Passive recreation and cultural center with office (recreation?) to manage; EOC stays at Safety Complex, community room could function as shelter with appropriate support, i.e. kitchen, showers, generator, etc. **11.17.09:** See attached plan concept, don't forget showers.

12.01.09: See updated plans. Make community room bigger and therefore, basement recreation room. Add toilets in basement. Flip Recreation office with toilet rooms.

- e. **11.17.09:** Reviewed preliminary budget, see attached. Noted that projects like this often have multiple funding sources, private fund-raising, grants, etc., in addition to bond. Our charge is to develop a long range master plan and implement and adjust over time recognizing other Town capital needs. **12.01.09:** First pass at Town Center budget enclosed. Need to update Bricker budget and outline phasing sequence. **12.15.09:** Issued updated project budget for Bricker & identified individual project budgets for Town Center site and sequence. See attached.

- c. Little River Park support in form of rest rooms, lockers(?), recreation office, possible equipment and supply storage.

DMPA

- 10.06.09:** Recreation needs to develop long range plan of program needs.
- To identify their use of community rooms and equipment storage requirements.
 - Needs for administrative space.
 - Need for grounds maintenance storage, material storage, equipment storage. **10.20.09:** Received preliminary program.

Planning on three (3) side open pavilion with concession and toilet rooms.
Park plan evolving.

- d. Use slope to Park as amphitheater? DMPA/EV
10.06.09:
- Use functions in 'C' above to create stepped/terraced building with slope up to Library, +/- 34-38' grade difference. **10.20.09:**
 - a. Scale of buildings and size of grade difference does not support combining into one terraced building.
 - b. Separating also maximizes flexibility of phasing/budgeting.
 - c. Separating allows for maximizing solution for each program need.
 - Use slope as transition that is terraced with pavilions, picnic tables, benches, passive recreation, amphi-theatre, etc. **10.20.09:** See concept plan attached.
 - a. Transition path laid out as accessible sloped walk integrating stair short cuts and activities along the way: part of fitness trail?; picnic tables; benches; bleachers for ballfield; amphi-theater, etc.
 - b. Tree line indicates required cut with ability to landscape the new open space.
 - c. Library concept is to be carved out of the trees while retaining solar access and room to grow both building and parking in future.
 - d. Driveway access needs to be reviewed for sight lines and speed. May explore R.O.W. access to road.
 - e. Plan shows scale of relocated Historic Society building at end of parking lot.
 - Concept of passive recreation at top of slope through transition of slope to active of Little River Park back to passive at river.
11.03.09: Note Historic cellar hole on plan. **11.17.09:** See update. **12.01.09:** Update reflects path from park parking to community room. **12.15.09:** Issued rendered site plan.
2. Little River Park on significant aquifer. Town to provide mapping CR/DG
10.06.09: Pending. **11.03.09:** Pending. **11.17.09:** Copy received from Dawn.

IV. Schedule

- B. Preliminary user interviews regarding Town Office functions this week and next. MKA
10.06.09: Continuing dialogue. **10.20.09:** Continuing comments on plan iterations. **11.03.09:** Welcome feedback. **11.17.09:** Continuing. **12.01.09:** Committee voted to recommend Plan 8 for the Town Center site and its related floor plans and Bricker parcel concept and Library building plan concept. **12.15.09:** Total project budget at \$5.6 million. Discussed strategies for moving project forward.
 - a. Take A & E fees through Construction Contract Documents in March; for Library/Community Center. Construction bond the following year.
 - b. Take fees and construction bond for Library/Community Center in March.
 - c. Town Center sequence to follow based on management of bond debt.
 - d. Discussed volunteer labor, donated materials, etc. Best to handle those potential items as deduct alternates at time of bid; but approve budgets for full amount.

Town Center Study Committee
Lee, NH
Meeting Notes
December 15, 2009
Page 8 of 8

- e. Another strategy is to have Town commit to raising a certain amount of money to reduce bond request, say furniture and equipment budget. Architects to provide alternative timelines for each step. DMPA/MKA
- C. Meeting with Library staff, Monday, September 28, 9:00 a.m. 10.06.09: Continuing back and forth dialogue. 10.20.09: Continuing. 11.03.09: Welcome feedback. 11.17.09: Feedback by first of next week. 12.01.09: See note in B above. 12.15.09: See above. DMPA
- D. No further meetings of full Committee scheduled at this time. Architects to package report for end of year. Be available for input as Town sorts out strategy, public hearings, etc.

Respectfully submitted,


Dennis B. Mires, AIA, President

DBM/pf
(LeeTownCenter/Minutes/12-15-09MtgMin)



Town of Lee, NH

Meeting Room Policy

Public Safety Complex

PURPOSE

In order to provide residents of Lee the use of facilities managed by the Town, while at the same time recognizing that the primary responsibility is to provide for uninterrupted municipal services, the Select Board has established the following to direct and govern the use and care of the Meeting Rooms at the Public Safety Complex.

Eligibility Criteria

Town of Lee Boards, Commissions, Committees, Town Departments, Lee Public Library, and Non-profit Organizations which involve and/or benefit a significant number of Lee residents, are permitted to use the meeting rooms. Although these activities will typically be Lee-based, they may include regional or statewide groups, including State or Federal Government-related activities, which have a direct connection with municipal government. All meetings and events must be scheduled through the Selectmen's office.

No group using the room may discriminate on the basis of race, creed, color, age, sexual orientation, disability, gender, religion, national origin or citizenship status. Meetings and programs must be free and membership to the organization must be open to the public. The rooms are not available for private functions; i.e. birthday parties, anniversary parties, baby showers or bridal showers.

Use of the rooms shall be prioritized as follows:

1. Town Boards, Committees, Commissions, Departments, and the Lee Public Library
2. State and/or Federal Government
3. Lee-based non-profit, civic organizations, ORCSD
4. Regional non-profit, civic-organizations

The Town reserves the right to "bump" scheduled groups in the event a priority user requires a meeting room. Reasonable effort will be made to provide as much notice as possible to the displaced group. **The Town Administrator and the Select Board reserve the right to revoke the use of the meeting rooms or change the room assignment at any time.**

The Town of Lee assumes and bears no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of the using organization. Anyone entering and exiting the Public Safety Complex should be aware that first responders and emergency vehicles may, at any time, be driving into or out of the driveway, bays, and/or parking areas. Exercise extreme caution!

Meeting Rooms: The Public Safety Complex has a large training/conference area on the first floor. Use of the kitchen may be permitted, but any group wanting to do so need to request this in advance, with specific

information regarding the type of use (i.e. light refreshments or use of the stove.) Alcoholic beverages/smoking are prohibited. There are two meeting rooms on the second floor, including the room that is used primarily for the Select Board; however, other uses may be permitted. The occupancy limit for each of the rooms is as follows:

- First Floor Meeting Room – max. capacity is 186 standing or 86 with seating
- 2nd floor Board Room – max. capacity is 127 standing or 59 with seating
- 2nd floor Bunk Room - 10-12 seated

All attendees **MUST** be aware of all labeled parking areas and **MUST** obey all traffic patterns as marked. Entry (and exit) into the building should be via the front entrance only for safety reasons.

Reservation Responsibilities: An individual authorized to represent a group or organization shall contact the Selectmen’s Office to schedule the use of a meeting room. If a key is needed to access the Public Safety Complex, the contact person from the group or organization shall also be responsible to make arrangements to pick up and sign for the building key from the Town Secretary no more than 24 hours in advance, unless the function is on a Sunday. The key shall be returned to the Town Secretary within 24 hours of the end of the function unless it is on a Friday or Saturday (in which case the key should be placed in the Selectmen’s Drop Box at Town Hall no later than Monday morning.) A meeting or event may be cancelled or abbreviated depending on emergency calls, weather, and other circumstances. **The Town is not responsible for any cost or inconvenience incurred by the cancellation.**

Rules and Regulations:

1. The meeting rooms are available on a first-come, first-serve basis, within the priority uses described above. There will be no charge for regular use of the meeting rooms for groups directly affiliated with the Town of Lee. The Town reserves the right to charge fees for meetings that extend beyond regular hours or for extraordinary use of the rooms that would place an extra burden on Town staff. No meeting may be scheduled on a Town Holiday.
2. Application for first-time use of a meeting room must be done in writing at least 30-days in advance of the first requested date of use on the form provided. The person who is authorized to represent the group or organization shall be responsible for signing the application form. First-time users must receive approval from the Select Board before scheduling a meeting room.
 - a. Town Boards, Committees, Commissions, Departments, and the Lee Public Library are not required to submit an application or receive approval from the Board of Selectmen in order to use a meeting room. However, meetings still need to be scheduled through the Selectmen’s Office.
 - b. First time users are required to tour the facility to understand the emergency vehicle traffic pattern prior to the event. Contact the Fire Department to schedule a tour @ 659-5411.
 - c. Permission for use of a meeting room is not transferable to any other individual or group.
 - d. All groups or organizations using the meeting rooms on an on-going basis must re-apply annually after April 1st.

3. An overhead projector and screen are available in the first floor meeting room and the second floor Board Room; however, groups must provide a laptop. Any damage done to the equipment shall be the financial responsibility of the user and shall be reported to the Selectmen's Office at the start of the following business day. Equipment malfunctions should also be reported. No other Town-owned equipment may be used, including telephones, photocopiers, faxes, computers, etc.
4. Use of Town meeting rooms does not constitute endorsement by the Town of a program or points of view expressed. No advertisement or announcement implying sponsorship, co-sponsorship, or approval by the Town may be made unless written permission has been previously granted by the Board of Selectmen. Any advertisement concerning events or meetings other than those by a Board, Committee, Commission, or Department of the Town or the Lee Public Library shall bear the following notice: "This activity is solely the responsibility of (name of the organization here) and not sponsored or endorsed or approved by the Town of Lee."
5. A group may not advertise, sell or solicit products, services or memberships in the meeting room. An exception may be made for fundraising activities of the Town, a recognized Friends group, or the Fire and/or Police Association, or for the sale of materials related to a program sponsored by the Town, a recognized Friends group, or the Fire and/or Police Association
6. Groups using the meeting room may not charge fees; nor may a collection be taken for the meeting or activity. Voluntary donations toward refreshments may be solicited through the use of a labeled container on the refreshment table. Groups that normally collect dues from members may do so, but dues payment cannot be a requirement for attending the meeting, nor are non-members to be approached or solicited for money at the meeting.
7. Smoking and alcoholic beverages are prohibited in all Town facilities.
8. Use of Town meeting rooms should not interfere with the use of other portions of the Town facilities by Town employees or Town officials. Therefore, each group or organization shall be responsible for maintaining order and discipline and the group shall designate an adult who is in charge of maintaining order who shall remain present for the duration of the event. Any and all activities of the group using the Public Safety Complex shall be restricted to the assigned meeting room. Rough housing and running inside of the building and in and around parking areas is strictly forbidden. The Town does not assume liability for injuries or damage to personal property, which occur as a result of actions of the sponsors or participants.
 - a. Groups using the rooms are responsible for the following: setting up the room for the event, proper supervision, costs arising from any damage or loss to the room(s) during use, and for the cleanliness of the facilities at the close of the meeting to the satisfaction of the Town. It is the group's responsibility to take their garbage with them. Groups are expected to leave the room in the same condition it was in before the activity began. Failure to do so shall result in cleaning fees, charges for damages and/or the cancellation of any further room privileges.
 - b. Nothing should be attached to any walls, doors or other surfaces.
 - c. Any minors in attendance must be supervised by an adult who is at least 21 years of age. All minors should be escorted into and out of the building by an adult utilizing the Main Entrance.

- d. All doors and windows must be securely locked and all lights turned off before the group vacates the building. **This includes the front door. Thermostat settings should be returned to their original settings.**
 - e. The person in charge of the meeting or event is the individual who signed the application. This person is fully responsible for ensuring that all rules, regulations and laws are followed by all persons in attendance. This person is financially responsible for damages that occur, proper supervision and actions of the participants, and for a satisfactory clean-up and lock up of the facility. Application for use, and use of the facility, constitutes agreement to this provision.
9. There may be other meetings and events in the building at the same time and all groups are to be respectful of other groups in the building, especially with respect to noise levels.
10. **Except as indicated below,** the Town of Lee shall not provide insurance coverage to any outside groups or organizations meeting in the Public Safety Complex. Each group or organization shall provide a valid Certificate of Insurance with the Town named as an additional insured prior to using the room, with policy limits of a minimum of \$1,000,000 per occurrence.
- a. **If an organization's use of the facility is determined to be "an extended governmental use" by the Town's insurance provider, the Select Board may waive the requirement that the organization provide its own insurance coverage. Such groups are generally those that have been established by State Statute and in which the Town has elected to participate, such as the Lamprey Regional Cooperative; Lamprey River Advisory Committee; Southeast Watershed Alliance, etc.**
- The Town Administrator will confirm with the Town's insurance provider and report to the Select Board prior to the organization's first use of the facility.**
11. The Town and its employees are not responsible for any items left in the facility. A "Lost & Found" box is located outside the first floor meeting room as a convenience. It is preferred that items not be turned in to the Police Department, as they may be required to be held as evidence, and therefore not eligible to be released to its rightful owner for a period of days. However, items found that are of significant value should be given to the Police Department.
13. The Town Administrator or Select Board, may deny use of a room for any reason, even if the group or organization had prior use of the room(s). Groups denied the use of a meeting room by the Town Administrator may appeal the decision to the Select Board in writing within ten days from the date of denial. The Board will provide a written decision within thirty (30) days of the receipt of the written appeal and the decision of the Board will be final.
- a. A group or organization that is denied on appeal may be eligible to reapply for use of a meeting room in one year from the date of the Board's written decision.
 - b. Any violation of this policy, Town Ordinances, State and/or Federal law, or compromise of any other mutually accepted condition of use, including the repeated failure to utilize a reserved room without first giving at least 24 hours prior cancellation notice to the Selectmen's office, may result in a group being barred from use of the meeting rooms permanently.

DRAFT 033015



<u>Office Use Only</u>	
Date Received:	_____
BOS Approved:	_____
Insurance Cert:	Y ___ N ___
Insurance Waived	___

**TOWN OF LEE
MEETING ROOM APPLICATION FORM**

Unless determined to be an extended-governmental use by the Town's insurance provider, all users agree to provide a Certificate of Insurance to the Town with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured.

All advertisements, announcements, press releases, flyers, etc., relating to meetings and/or events must contain the disclaimer: "This event is not sponsored by the Town of Lee"

Date of Application: _____

Name of Group: _____

Purpose of Event or Meeting: _____

Contact Person: _____ Event Supervisor: _____

Address: _____

Phone: _____ Email: _____

Number of People: _____

Date(s) of Use: _____ Time of Use: _____

Will food or beverages be served? _____ Do you require the use of the kitchen; if so, provide extent of use: _____

Please indicate on the reverse any special arrangements requested.

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

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

Signature of Legally Responsible Person: _____

Print Name: _____

ATTACH CERTIFICATE OF INSURANCE

MEMORANDUM OF UNDERSTANDING

BETWEEN THE OYSTER RIVER YOUTH ASSOCIATION AND THE TOWN OF LEE

FOR THE MANAGEMENT OF RECREATIONAL FIELDS

This Memorandum of Understanding ("MOU"), made and entered into this ____ day of _____ ~~2014~~2015, by and between the Town of Lee ("TOWN"), a municipal corporation whose address is 7 Mast Road, Lee, NH 03861 and the Oyster River Youth Association ("ORYA") a 501 (C)(3) non-profit organization, whose address is 2 Dover Road, Durham, NH 03824. This MOU supports the Town's management and/or scheduling of athletic fields and/or facilities.

WITNESSETH:

WHEREAS, the parties are mutually interested in supporting adequate programs and facilities for the community in the area of athletics and recreation; and

WHEREAS, it is understood that cooperative efforts can eliminate unnecessary duplication of services, reduce overall park and recreation costs, and can more effectively meet the educational, recreational, and leisure time needs of the Town of Lee and ORYA; and

WHEREAS, the governing bodies of the Town and ORYA are authorized to enter into agreements with each other and to do all things necessary to meet the respective obligations of their organizations; and

WHEREAS, the Town owns recreational playing fields and ORYA has the experience to manage recreational facilities and its mission is to provide recreational programs to the youth of Durham, Lee, and Madbury; and because it is in the best interest of the community and of both the Town and ORYA to provide the best service possible to meet their respective obligations with the least expenditure of public funds and resources, cooperation between the Town and ORYA is necessary and will benefit both organizations; and

WHEREAS, the Town has determined that some of the recreational needs of the community could be better met if the management of its playing fields was assigned to ORYA and ORYA has the desire and capacity to do so; and

WHEREAS, ORYA shall act as the coordinator for scheduling of non-Town or Recreation Commission use of the playing fields at Little River Park, Stevens Field, and the Town Field at Mastway School, and the mowing of said fields, commencing upon the execution of this MOU.

NOW THEREFORE,

Section 1 - PURPOSE

A. The purpose of this MOU is the maintenance, scheduling and operation of the Town's recreational playing fields. The parties agree that the fields are intended to be used jointly by the Town, community groups, ORYA, and other non-profit sports leagues. In planning programs and scheduling

activities, the recreational needs and opportunities for school-aged children and the citizens of Lee will be the highest priority.

B. Nothing contained herein shall constitute or designate ORYA or any of its employees or agents as employees or agents of the Town, nor shall the Town be deemed or considered as a partner or agent of ORYA.

Section 2 – SCHEDULING AND USE

A. ORYA shall act as scheduling coordinator for the playing fields upon the commencement of this MOU for sports-related activities during times that are not in conflict with Town-sponsored use and events. The Selectmen's Office and the Recreation Commission shall direct scheduling inquiries for any non-Town sponsored event to ORYA.

B. ORYA agrees that the first priority for the use of the Town-owned playing fields will be given to Town programs or Recreation Commission-sponsored programs, but shall have the authority to allocate use of the fields for all other groups, including programs sponsored by ORYA and the Oyster River Cooperative School District (ORCSD.)

C. ORYA shall utilize the Town of Lee's "Recreational Fields Usage Agreement" (Appendix A) for all applicants applying for use, except for their own programs, and provide the Town with a signed copy.

D. ORYA shall provide the Selectmen's Office with a copy of the schedule of use for each field at the start of each playing season and the Selectmen's Office will advise of any Town-sponsored dates as soon as they are determined.

E. Neither ORYA nor any applicant, in its policies and practices, shall discriminate against any person on the basis of race, color, religion, national origin, handicap status, age, marital status, sexual orientation, or gender. As part of his/her application, the applicant shall attest to his/her non-discrimination practices.

SECTION 3 – FEES AND CHARGES

A. The Board of Selectmen reserves the right to determine the fees that shall be charged for use of the fields. Any such fees shall not be applicable to ORYA or Town-sponsored use. Although payment will be collected by ORYA, checks shall be made payable to the "Town of Lee." and ORYA shall be forwarded all payments to the Town's Finance Office on a weekly basis in a timely manner.

B. It shall be ORYA's responsibility to ensure that payment is submitted by an applicant in a timely fashion and for all usage of the field(s) and to advise any applicant who does not submit payment that use of the field will be rescinded until such time as funds are received.

C. In addition, the Town may charge users for labor and materials that the Town may incur because of their use of the property, including but not limited to property damage, trash removal, etc.

SECTION 4 – MAINTENANCE

- A. ORYA shall be responsible for the mowing, ~~fertilization, over-seeding,~~ and general maintenance of the playing fields to a standard traditionally provided to serve recreational athletic use, including the maintenance of the dirt portions of the baseball fields. The Town remains responsible for ~~fertilization, over-seeding and~~ ensuring that the irrigation system is maintained in good, working order. All of that notwithstanding, both parties agree to work collaboratively to ensure that the fields are maintained in optimal condition.
- B. Trash and garbage cleanup is the responsibility of the party using the property. ORYA shall ensure that the fields and surrounding areas are left clean immediately after each use.
- C. All user-owned equipment, materials and gear, ~~other than that belonging to ORYA,~~ shall be removed from the site after each use. Failure to do so may result in the Town removing and storing the items with the cost for removal being assessed to the owner(s).

SECTION 5 – TERM OF AGREEMENT

- A. ~~The first term of the joint operation program described in this MOU is considered a pilot program. It enables the parties to try out the arrangement and evaluate whether it works and is beneficial to both parties.~~ The first term of the Agreement shall be from _____ 2014 to _____ 2014. ~~At any time during this period, for any reason or no reason, either party may, by one month's written notice, terminate the agreement.~~
- B. ~~Contingent upon the satisfactory results of a joint evaluation of the pilot program,~~ the Town and ORYA shall have the option of mutually extending the agreement and any amendments mutually agreed to by the parties until such time as one or the other desires to terminate the program. Any such termination must be by three month's written notice. The terms and conditions set forth herein may be modified by mutual consent to reflect changed conditions and/or preferences.

SECTION 6 – INSURANCE AND INDEMNIFICATION

- A. ORYA agrees to protect, defend, hold harmless, indemnify, and defend the Town of Lee, its officers, employees, and agents from any costs, claims, judgments, awards or liability for damages arising out of or in any way resulting from the use, maintenance or operation of Town-owned fields when such facilities are being, or have been, used pursuant to an ORYA program or assignment contemplated by this MOU.
- B. ORYA agrees to provide a Certificate of Insurance to the Town with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured in accordance with the Town's Insurance Requirements (Appendix B).
- C. ORYA agrees to ensure that all non-ORYA or Town-sponsored users of the field (such as outside sports leagues) provide a Certificate of Insurance, with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured in accordance

with the Town's Insurance Requirements (Appendix B). Copies of all such Certificates will be provided to the Selectmen's Office prior to any use of the field(s.)

D. The Town shall maintain general liability coverage for liabilities normally assumed by the Town arising out of the use of its properties, including recreational playing fields.

SECTION 7 – AUTHORITY

A. ORYA shall have no right or authority, express or implied, to take any action, expend any sum, incur any obligation, or otherwise obligate the Town in any manner whatsoever, except to the extent specifically provided in this MOU or specifically authorized by the Lee ~~Select~~ Board ~~of Selectmen~~ as reflected in the minutes of a Board meeting.

B. ORYA shall have no right or interest in any of the Town's property as a result of this MOU.

C. ORYA shall advise the Town of the status of their activities required under this MOU on a regular basis and work in coordination with the staff of the Selectmen's Office and the Highway Department.

SECTION 8 – COMPENSATION

A. Neither party shall receive any compensation from the other for the services provided under this MOU, except that the Town agrees to reimburse ORYA for reasonable expenses incurred for the mowing and maintenance of the playing fields, provided that: 1) the Town reviews and approves the bids received for such services; 2) the amount expended cannot exceed the funds that the Town has appropriated during the fiscal year for these services; and 3) ORYA submits timely payment requests that include copies of contractor invoices, material receipts, etc.

B. ORYA shall not charge the Town any fee for use of their offices, personnel, or overhead expenses except as agreed to by the Board of Selectmen in advance. Likewise, the Town shall not charge ORYA for any similar expenses, except as agreed to by ORYA in advance.

Approved by the Lee ~~Select~~ Board ~~of Selectmen~~ on _____, 20142015

~~John R. LaCourse~~ Carole Dennis

~~David Cedarholm~~ Scott Bugbee

~~Carole Dennis~~ John LaCourse

Approved by the Oyster River Youth Association (duly authorized agent):

_____ Date: _____

EXHIBIT A



**Recreational Fields
Usage Agreement**

Town of Lee, 7 Mast Road, Lee NH 03861
Phone (603) 659-5414/ www.leenh.org

Name of Organization/Group/Person: _____

Contact Person: _____ Phone #: _____

Mailing Address: _____

E-Mail address: _____

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

Details (description of activity): _____

Dates & Times: _____

(Attach schedule if more than three dates)

Rules & Regulations Governing Use of Town of Lee Recreation Facilities

1. All groups and organizations will assume liability for their own members and the actions thereof. Any damage resulting to the facility, equipment, or other Town of Lee property will be billed to the responsible party. Users are responsible for the safety of their participants and guests at all times. All participants, spectators and guests must realize the inherent danger of using this facility and shall release the Town of Lee of any and all liability for personal injury and/or property damage upon arriving at the facility. Users must not use the facility if they discover an unsafe condition, and they must report all unsafe conditions to the Selectmen's Office immediately.

2. Users agree to provide a Certificate of Insurance to the Town with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured in accordance with the Town's Insurance Requirements.
3. The Town of Lee reserves the right to close the facility when the weather conditions or other concerns have created hazardous field conditions. The Town of Lee, at any time, at its discretion reserves the right to change, or amend the foregoing regulations or withdraw any group, organization or person the privilege of using Park facilities within its discretion.
4. Little River Park is a "Carry-in, Carry-Out" facility. All trash shall be removed and properly disposed of by Park users. Glass containers are prohibited. All users are responsible for removal of their personal property from the park after each use or game. The Town shall not be responsible for any personal property left at the Park.
5. All parking shall occur in designated graveled parking areas and shall not occur on any grassed area. All parking signs shall be followed.
6. All dogs must be on a leash at all times. Dogs and other animals are not allowed on any of the playing fields. Dog owners are responsible for removing their dog's waste from Park grounds.
7. All activities should be stopped as soon as you hear thunder or see lightning, or observe dark threatening clouds developing overhead. All participants should remove themselves to a safe location. According to the National Weather Service, ***the only completely safe action is to quickly get inside a safe building or vehicle.*** You are **not safe** anywhere outside. Stay inside until 30 minutes after you hear the last clap of thunder. Do **not** shelter under trees.
8. **NO ALCOHOLIC BEVERAGES, PROFANITY, and OBJECTIONABLE LANGUAGE OR DISORDERLY CONDUCT:** Those violating such prohibitions will be ejected from the premises & may have compromised future park use.

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

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

Applicant Signature: _____

Date: _____

Printed Name: _____

EXHIBIT B

Town of Lee, NH INSURANCE REQUIREMENTS

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations performed for the Town of Lee whether such operation be by himself or by anyone directly or indirectly employed by him.

AMOUNT OF INSURANCE

- A) Comprehensive General Liability:
Bodily injury or Property Damage - \$1,000,000
Per occurrence and general aggregate
- B) Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000
Per occurrence and general aggregate

Coverage requirements can be met with excess policies. Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work for the Town of Lee. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

ADDITIONAL INSURED

All liability policies (including any excess policies used to meet coverage requirements) shall include naming the Town of Lee, New Hampshire as an Additional Insured.

- 1) The contractor's insurance shall be primary in the event of a loss.
- 2) Town of Lee shall be listed as a Certificate Holder. The Town shall be identified as follows:

Town of Lee
Attn: Town Administrator
7 Mast Rd
Lee, NH 03861

FORM PA-38

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO EXCAVATE
RSA 72-B

GENERAL INSTRUCTIONS FOR FILING THIS FORM ON REVERSE

(Assigned by Municipality)

YR TOWN OP# E
[] [] - [] [] [] - [] [] - [E]

For Tax Year April 1, 15 to March 31, 16

PLEASE TYPE or PRINT (if filling in form on-line; use TAB key to move through fields)

- 1. Town/City of: Lee NH
- 2. Tax Map/Block/Lot #: R+4 & R+125
- 3. Name of Access Road: R+4 & R+125
- 4. Total Acreage of Lot: Fe DELAID Project NH 15692
- 5. Date of Permit per RSA 155-E:2: _____
or (Municipal Excavation Permit)
- 6. Date of Report, if required, per RSA 155-E:2, I (d): _____
- 7. Permit Number per RSA 485-A:17, if any: _____
(Alteration of Terrain Permit)
- 8. Incidental Construction/155-E Exception: Check if YES
- 9. Total Permitted Area (acres): _____
- 10. Excavation Area (acres) as of April 1: _____
- 11. Reclaimed Area (acres) as of April 1: _____
- 12. Remaining Cubic Yards of Earth to Excavate: _____
- 13. Type of Ownership:
 - Owner of land
 - Previous owner retaining deeded earth excavation rights
 - Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	
SAND	
LOAM	
STONE PRODUCTS <i>Asphalt</i>	1550
OTHER (<i>Fill</i>)	4850
TOTAL	6400 cy.

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

[Signature] pres 3-12-15
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
SUR Construction Inc Willij R Creteau
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)

Po Box 720		
MAILING ADDRESS		
Rochester	NH	03867
CITY OR TOWN	STATE	ZIPCODE
bcreteau@surconstruction.com		
E-MAIL ADDRESS		
603 3324554	603 8478581	
HOME PHONE (Enter number without dashes)	CELL PHONE (Enter number without dashes)	

DATE INTENT SENT TO TOWN: 3/13/15

E-MAIL REPORT & CERTIFICATE? YES NO
If NO, Report and Certificate will be mailed to the address above.

TO BE COMPLETED BY ASSESSING OFFICIALS

Amount of Security Required \$ _____
Security Posted (Bond, Certified Check, etc.) \$ _____

SIGNATURES & DATE OF ASSESSING OFFICIALS

The Selectmen/Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- 1. All owners of record have signed the Intent;
- 2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- 3. The form is complete; and
- 4. Any bond required under RSA 72-B:5 has been received.

SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN
SIGNED COPY TO - OWNER, RETURNED BY ASSESSING OFFICIALS
SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

REPORT OF EXCAVATED MATERIAL

RSA 72-B:9

03-13-15 P01:21 IN

See instructions on back of form

OPERATION # 14-255-09 - E

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

Mailing Address:

**SUR CONSTRUCTION
WILFRID R CRETEAU**

**PO BOX 720
ROCHESTER**

NH 03867-



1. Town/City of: LEE, NH

2. Tax Map/Lot # or Road Project Name or #:
FEDELAID PROJECT NH 15692

3. Total permitted area under RSA 155-E (acres): _____

4. Excavation area as of April 1 : _____

5. Reclaimed area as of April 1 : _____

6. Remaining cubic yards of earth to excavate:

7. DESCRIPTION OF EARTH EXCAVATED DURING TAX YEAR:

EARTH TYPE	EXACT CUBIC YARDS EXCAVATED
GRAVEL	
SAND	
LOAM	
STONE PRODUCTS	
OTHER: <u>Fill</u>	<u>850 cy</u>
TOTAL	<u>850 cy</u>

8. EXEMPT EARTH

Excavated earth that was used on the parcel of land, or other parcel that is contiguous and in common ownership, in the construction, reclamation, reconstruction or alteration of such parcel of land during the tax year is exempt from the excavation tax. Excavation of earth from a parcel of land which does not exceed 1,000 cubic yards during the tax year is also exempt from the excavation tax but must be reported.

The amount of exempt earth should not be included in # 7.

EXEMPT EARTH TYPE	CUBIC YARDS EXCAVATED

I / We hereby report the amount of earth excavated under penalty of perjury (If Corporation, an Officer must sign) :

SUR construction Wilfrid R Creteau
PRINT OWNER(S) NAME OR CORPORATION CLEARLY

[Signature] per 3-12-15
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER & TITLE DATE

PRINT OWNER(S) NAME CLEARLY

SIGNATURE (IN INK) OF OWNER(S) DATE

Po Box 720
MAILING ADDRESS

Rochester NH 03867
CITY / TOWN STATE ZIP CODE

PHONE #: 603 332 4554 CELL #: 603 977 8581

PENALTY: Any person who fails to file a Report of Excavated Material (PA-39) with the proper municipal assessing officials or fails to send copies to the Department of Revenue Administration in accordance with RSA 72-B:9 shall be guilty of a misdemeanor.

DOOMAGE: If an owner neglects to file a Report of Excavated Material (PA-39) or willfully falsifies a report, the assessing officials shall assess doamage which is two (2) times what the tax would have been if the report had been properly filed. Refer to RSA 72-B:10 for the statute on doamage.

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: March 23, 2015

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

RE: Veteran Tax Credit Application
Tax Map 13 Lot 001-700

The above application and discharge paperwork was provided and reviewed. Based on the review it appears that Carol Williams-Barnard does qualify for the Veterans Tax Credit as a spouse. It is recommended that the application be approved for the 2015 tax year, and the \$500 credit be applied.

If there are any questions, please let me know.

RECEIVED
MAR 11 2015

FORM
PA-29

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

TOWN OF LEE, NH
SELECTMAN'S OFFICE

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

STEP 1 NAME AND ADDRESS	PROPERTY OWNER'S LAST NAME <i>Williams</i>	FIRST NAME <i>Carol</i>	INITIAL <i>L</i>
	PROPERTY OWNER'S LAST NAME	FIRST NAME	INITIAL
	MAILING ADDRESS <i>7 James Farm Rd Lee NH</i>		
	CITY/TOWN <i>Lee</i>	STATE <i>NH</i>	ZIP CODE <i>03861</i>
	CITY/TOWN TAX MAP # <i>13 1 7</i>	BLOCK #	LOT #
	ADDRESS OF PROPERTY <i>7 James Farm Rd, Lee, NH 03861</i>		
STEP 2 VETERANS' TAX CRED- ITS/EX- EMPTION	1 Veteran's Name <i>Theodore Paul Baman Jr.</i>		
	2 Date of Entry into Military Service <i>11/30/67</i>	3 Date of Discharge/Release from Military Service <i>11/16/93 8/30/91</i>	
	4 <input type="checkbox"/> Veteran <input checked="" type="checkbox"/> Veterans' Tax Credit		
	<input type="checkbox"/> Spouse/CU Partner <input type="checkbox"/> Credit for Service Connected Total and Permanent Disability		
	<input type="checkbox"/> Surviving Spouse/CU Partner <input type="checkbox"/> Credit for Surviving Spouse/CU Partner of Veteran Who Was Killed or Died on Active Duty		
	Veteran of Allied Country		
	5 Name of Allied Country Served in _____	6 Branch of Service <i>Marines</i>	
7 <input type="checkbox"/> US Citizen at time of entry into the Service	8 <input type="checkbox"/> Alien but Resident of NH at time of entry into the Service		
9 Does any other eligible Veteran own interest in this property? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If YES, give name _____			
10 <input type="checkbox"/> Total Veteran Exemption <input type="checkbox"/> (a) Veteran <input type="checkbox"/> (b) Surviving Spouse/CU Partner of that Veteran			
STEP 3 OTHER EXEMP- TIONS	11 <input type="checkbox"/> Elderly Exemption Applicant's Date of Birth _____ Spouse/CU Partner's Date of Birth _____ Must be 65 years of age on or before April 1st of year for which exemption is claimed.		
	12 <input type="checkbox"/> Disabled Exemption <input type="checkbox"/> Solar Energy Systems Exemption		
	<input type="checkbox"/> Blind Exemption <input type="checkbox"/> Woodheating Energy Systems Exemption		
<input type="checkbox"/> Deaf Exemption <input type="checkbox"/> Wind-Powered Energy Systems Exemption			
STEP 4 IMPROVE- MENTS	13 <input type="checkbox"/> Improvements to Assist Persons with Disabilities <input type="checkbox"/> Improvements to Assist the Deaf		
STEP 5 RESIDEN- CY	14 <input type="checkbox"/> This is my primary residence		
	<input checked="" type="checkbox"/> NH Resident for one year preceding April 1st in the year in which the tax credit is claimed (Veterans' Credit)		
	<input type="checkbox"/> NH Resident for Five Consecutive Years preceding April 1st in the year the exemption is claimed (Disabled & Deaf Exemptions)		
<input type="checkbox"/> NH Resident for Three Consecutive Years preceding April 1st in the year the exemption is claimed (Elderly Exemption)			
STEP 6 OWNER- SHIP	15 Do you own 100% interest in this residence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If NO, what percent (%) do you own? _____		
STEP 7 SIGNA- TURES	Under penalties of perjury, I hereby declare that the above statements are true.		
	SIGNATURE (IN INK) OF PROPERTY OWNER <i>Carol Williams</i>		DATE <i>3/10/2015</i>
	SIGNATURE (IN INK) OF PROPERTY OWNER		DATE
WHEN TO FILE	<p>Deadline: Form PA-29 must be filed by April 15th <i>preceding</i> the setting of the tax rate. The assessing officials shall send written notice to the taxpayer of their decision by July 1st <i>prior</i> to the date of notice of tax. Failure of the assessing officials to respond shall constitute a denial of the application. Example: If you are applying for an exemption and/or credit off your 2008 property taxes, which are due no earlier than December 1, 2008, then you have until April 15th, 2008 to file this form. The assessing officials have until July 1st, to send notice of their decision. Failure of the assessing officials to respond shall constitute a denial of the application.</p> <p>A late response or a failure to respond by assessing officials does not extend the appeal period.</p> <p>Date of filing is when the completed application form is either hand delivered to the city/town, postmarked by the post office, or receipted by an overnight delivery service.</p>		
APPEAL PROCEDURE	<p>If an application for a property tax exemption or tax credit is denied by the town/city, an applicant may appeal in writing on or before September 1st following the date of notice of tax under RSA 72:1-d to the New Hampshire Board of Tax and Land Appeals (BTLA) or to the Superior Court. Example: If you were denied an exemption from your 2008 property taxes, you have until September 1, 2009, to appeal.</p> <p>Forms for appealing to the BTLA may be obtained from the NH BTLA, 107 Pleasant Street, Concord, NH 03301, their web site at www.nh.gov/btla or by calling (603) 271-2578. Be sure to specify EXEMPTION APPEAL.</p>		

PROPERTY OWNER'S NAME

PROPERTY OWNER'S NAME

TAX MAP/BLOCK/LOT

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

MUNICIPAL AUTHORIZATION

VETERANS' TAX CREDIT

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

VETERANS' EXEMPTION

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

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

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

OTHER EXEMPTIONS

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

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

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

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

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

Municipal Notes

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

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
PERMANENT APPLICATION FOR PROPERTY TAX CREDIT/EXEMPTIONS

Web site for the Veterans' qualifying medals and discharge papers: www.nh.gov/revenue/munc_prop/propertyappraisal.htm
 then click on either Veterans Medals List or Veterans Qualifying Discharge Papers.

TYPE OF CREDIT OR EXEMPTION	AMOUNT	WHO MAY APPLY
STANDARD TAX CREDIT RSA 72:28	\$50 (\$51-\$500 if RSA 72:28-a is adopted) is subtracted from the taxes due on the applicant's RESIDENTIAL property occupied as veteran's principal place of abode. For Veteran's surviving spouse/CU partner: See RSA 72:28 II. For Proration: See RSA 72:30.	Every resident in the U.S. who served not less than 90 days in the armed forces in any of the qualifying wars or armed conflicts, as listed in RSA 72:28, and was honorably discharged; or the spouse/CU partner or surviving spouse of such resident. • 'Under Honorable Conditions' does not qualify.
SURVIVING SPOUSE/CU PARTNER TAX CREDIT RSA 72:29-a	\$700 (\$701-\$2000 if RSA 72:29-b is adopted) is subtracted from taxes due on the applicant's property, whether residential or not.	The surviving spouse/CU partner of any person who was killed or died while on active duty in the armed forces, as listed in RSA 72:28, so long as the surviving spouse/CU partner remains single.
SERVICE-CONNECTED TOTAL DISABILITY TAX CREDIT RSA 72:35	\$700 (\$701-\$2000 if RSA 72:35-a is adopted) is subtracted from the property taxes due on the applicant's residential property.	Any person who: <ul style="list-style-type: none"> • has been honorably discharged and who has a total and permanent service-connected disability; OR • is a double amputee or paraplegic because of the service-connected injury; OR • is the surviving spouse/CU Partner of above qualified veteran and remains single.
EXEMPTION FOR CERTAIN DISABLED SERVICE-MEN RSA 72:36-a	"...shall be exempt from all taxation on said homestead..."	Any person, who: <ul style="list-style-type: none"> • is discharged from the military services of the U.S. under conditions other than dishonorable, or an officer who is honorably separated from military service; AND • is totally and permanently disabled from service connection and satisfactory proof of such service connection is furnished to the assessors; AND • is a double amputee of the upper or lower extremities or any combination thereof, paraplegic, or has blindness of both eyes with visual acuity of 5/200 or less as the result of service connection; AND • owns a specially adapted homestead which has been acquired with the assistance of the Veterans Administration or owns a specially adapted homestead which has been acquired using proceeds from the sale of any previous homestead which was acquired with the assistance of the Veterans Administration.

IMPROVEMENTS TO ASSIST PERSONS WITH DISABILITIES AND THE DEAF

EXEMPTION	AMOUNT OF EXEMPTION	WHO MAY APPLY
IMPROVEMENTS TO ASSIST PERSONS WITH DISABILITIES RSA 72:37-a and RSA 72:38-b	The value of improvements made for the purpose of assisting a person with a disability or deafness is deducted from the assessed value of the residential real estate.	Any person owning residential real estate upon which he resides and to which he has made improvements for the purpose of assisting a person with a disability or deafness who also resides on such real estate.

THE OPTIONAL EXEMPTIONS BELOW MUST BE ADOPTED BY THE MUNICIPALITY BEFORE ANYONE MAY APPLY

EXEMPTION	AMOUNT OF EXEMPTION	WHO MAY APPLY
DISABLED RSA 72:37-b RSA 72:37-c	Amount of the exemption, and the level of income and assets (excluding the value of the property owner's residence) are determined by vote of the city/town, per RSA 72:37-c.	Any person eligible under the Federal Social Security Act for benefits to the disabled, and who has been a New Hampshire resident at least 5 years by April 1st of the year the exemption is claimed. NOTE: See Financial Qualifications on page 3.
BLIND EXEMPTION RSA 72:37	\$15,000 (unless the city/town votes an increase) is subtracted from the assessed valuation.	Every inhabitant owning residential real estate, who is legally blind, as determined by the administrator of blind services of the vocational rehabilitation division of the education department.
DEAF EXEMPTION RSA 72:38-b	\$15,000 (unless the city/town votes an increase) is subtracted from the assessed valuation.	NH Residents who are deaf or severely hearing impaired and have been a NH resident for more than 5 consecutive years and meet the income and asset requirements.
SOLAR ENERGY SYSTEMS RSA 72:61	Determined by vote of the city/town, per RSA 72:63.	Any person owning real property equipped with a solar energy heating or cooling system, as defined in RSA 72:61.
WOODHEATING ENERGY SYSTEMS RSA 72:69	Determined by vote of the city/town, per RSA 72:71.	Any person owning real property equipped with a woodheating energy system, as defined by RSA 72:69.
WIND-POWERED ENERGY SYSTEMS RSA 72:65	Determined by vote of the city/town, per RSA 72:67.	Any person owning real property equipped with a wind-powered energy system, as defined by RSA 72:65.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
PERMANENT APPLICATION FOR PROPERTY TAX CREDIT/EXEMPTIONS
GENERAL INSTRUCTIONS

WHERE TO FILE	File with your city/town of primary residency by April 15th <i>preceding</i> the setting of the tax rate.		
WHO MAY FILE	Applicant must be qualified as of April 1st of the year the exemption and/or tax credit is claimed. Financial qualifications required for certain exemptions must be met by the time of application. An applicant must have resided in this state for at least one year preceding April 1st, in the year in which the veterans' tax credit is claimed. An applicant must have resided in this state for at least three years preceding April 1st in the year for which the elderly exemption is claimed and five years in which the deaf or disabled exemption is claimed. The terms owner, own or owned, shall include those persons who hold equitable title or the beneficial interest for life in the property.		
RECOGNITION OF CIVIL UNION (CU PARTNERS)	Effective January 1, 2008, New Hampshire recognizes civil unions. RSA 457-A. Parties who enter into civil unions are entitled to all the rights and subject to all the obligations and responsibilities provided for in state law that apply to parties who are joined together under RSA 457.		
CREDITS	Tax credits approved will be deducted from their property tax amount.		
EXEMPTIONS	Tax exemptions approved are deducted from the amount of the property owner's total assessed value prior to the calculation of tax due.		
ELDERLY EXEMPTIONS RSA 72:39-a RSA 72:33-b	Applicant must have resided in this state for at least 3 consecutive years preceding April 1st in the year which the exemption is claimed. Property must be: owned by a resident; or owned by a resident jointly or in common with the resident's spouse or civil union partner, either of whom meets the age requirement for the exemption claimed; or owned by a resident jointly or in common with a person not the resident's spouse or civil union partner, if the resident meets the applicable age requirement for the exemption claimed; or owned by a resident, or the resident's spouse, either of whom meets the age requirement for the exemption claimed, and when they have been married for at least 5 years. Property cannot have been transferred to the applicant, from a person under the age of 65, and related to the applicant by blood or marriage, within the preceding five years. Property must meet the definition of residential real estate, per RSA 79:39-a(c), which includes the housing unit, which is the person's principal home and related structures such as a detached garage or woodshed. It does not include attached dwelling units and unattached structures used or intended for commercial or other non-residential purposes. If fractional interest is owned, see RSA 72:41, Proration.		
ELDERLY, DEAF & DISABLED FINANCIAL QUALIFICATIONS RSA 72:39-a RSA 72:38-b RSA 72:37-b	INCOME LIMITATION	Includes Income from any source including Social Security or pension.	Excludes Life insurance paid on the death of an insured; Expenses and costs incurred in the course of conducting a business enterprise; Proceeds from the sale of assets.
	ASSET LIMITATION	Includes The value of all assets, tangible and intangible.	Excludes The value of the person's actual residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinance. The value of any good faith encumbrances.
ADA COMPLIANT	Individuals who need auxiliary aids for effective communications in programs and services of the New Hampshire Department of Revenue Administration are invited to make their needs and preferences known. Individuals with hearing or speech impairments may call TDD Access: Relay NH 1-800-735-2964.		

LINE-BY-LINE INSTRUCTIONS

STEP 1 NAME & ADDRESS	Type or print the property owner(s) name and address in the spaces provided. Also, enter the Tax Map, Block, Lot numbers and the property (Location) address for which the credit or exemption applies.
STEP 2 VETERAN'S TAX CREDIT/ EXEMPTION	Line 1 Enter the Name of the Veteran. Line 2 Enter the date of entry into military service. Line 3 Enter the date of discharge or release from military service. Line 4 Check the box or boxes that apply to indicate whether you are a veteran, veteran's spouse/CU partner or surviving spouse/ CU partner of a veteran and what type of credit(s) you are applying for. Line 5 Enter the name of the Allied Country in which you served, if applicable. Line 6 Enter the Branch of Service that you served in. Line 7 Check the box if you were a US citizen at the time of entry into the service. Line 8 Check the box if you were an alien but a resident of NH at the time of entry into the service. Line 9 Check the appropriate box to indicate if another veteran owns an interest in this property. If yes, provide name. Line 10 Check the appropriate box(es) to indicate whether you are applying for a total veteran's exemption.
STEP 3 OTHER EXEMPTIONS	Line 11 If an elderly exemption is requested, check that box and enter the applicant's date of birth. And if appropriate, enter the spouse/CU partner's date of birth. Line 12 Check the appropriate box or boxes to indicate the exemption(s) you are applying for.
STEP 4 IMPROVEMENTS	Line 13 Check the box if your property has improvements to assist persons with disabilities or to assist the deaf.
STEP 5 RESIDENCY	Line 14 Check the box or boxes to indicate that you meet the minimum resident time requirements listed. NOTE: The surviving spouse/CU partner tax credit under 72:28 III and 72:29-a may be applied on any property in the same municipality where the applicant is a resident.
STEP 6 OWNERSHIP	Line 15 Check the box indicating whether or not you own 100% of the property. If no, give the percentage that you do own.
STEP 7 SIGNATURES	All property owners must sign in ink. Attach additional pages with owners signatures if there are more than two owners of record.



Report of Appropriations Actually Voted: Lee
Form Due Date: 20 Days after the Meeting

For Assistance Please Contact:

NH DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>

CERTIFICATION OF APPROPRIATIONS VOTED

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

Governing Body Certifications		
Name	Position	Signature
Carole Dennis	Chairwoman, Select Board	
Scott Bugbee	Selectman	
John LaCourse	Selectman	

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:
**NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487**

Appropriations

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations As Voted
General Government			
0000-0000	Collective Bargaining		\$0
4130-4139	Executive	10	\$130,141
4140-4149	Election, Registration, and Vital Statistics	10	\$95,073
4150-4151	Financial Administration	10	\$170,016
4152	Revaluation of Property	10	\$30,600
4153	Legal Expense	10	\$17,000
4155-4159	Personnel Administration	10	\$815,687
4191-4193	Planning and Zoning	10	\$135,408
4194	General Government Buildings	10	\$87,731
4195	Cemeteries	10	\$13,114
4196	Insurance	10	\$92,078
4197	Advertising and Regional Association		\$0
4199	Other General Government	20	\$20,000
Public Safety			
4210-4214	Police	10	\$620,983
4215-4219	Ambulance	10	\$20,179
4220-4229	Fire	10	\$336,227
4240-4249	Building Inspection		\$0
4290-4298	Emergency Management	10	\$7,000
4299	Other (Including Communications)		\$0
Airport/Aviation Center			
4301-4309	Airport Operations		\$0
Highways and Streets			
4311	Administration	10	\$483,603
4312	Highways and Streets		\$0
4313	Bridges		\$0
4316	Street Lighting		\$0
4319	Other		\$0
Sanitation			
4321	Administration	10	\$162,446
4323	Solid Waste Collection		\$0
4324	Solid Waste Disposal	10	\$148,600
4325	Solid Waste Cleanup		\$0
4326-4328	Sewage Collection and Disposal		\$0
4329	Other Sanitation		\$0
Water Distribution and Treatment			
4331	Administration		\$0
4332	Water Services		\$0
4335	Water Treatment		\$0
4338-4339	Water Conservation and Other		\$0
Electric			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0

4354	Electric Equipment Maintenance			\$0
4359	Other Electric Costs			\$0
Health				
4411	Administration			\$0
4414	Pest Control	10		\$1,650
4415-4419	Health Agencies, Hospitals, and Other	10		\$10,791
Welfare				
4441-4442	Administration and Direct Assistance	10		\$23,100
4444	Intergovernmental Welfare Payments	10		\$3,625
4445-4449	Vendor Payments and Other	10		\$4,000
Culture and Recreation				
4520-4529	Parks and Recreation	10		\$30,800
4550-4559	Library	10		\$235,875
4583	Patriotic Purposes	10		\$550
4589	Other Culture and Recreation			\$0
Conservation and Development				
4611-4612	Administration and Purchasing of Natural Resources			\$0
4619	Other Conservation	10		\$4,050
4631-4632	Redevelopment and Housing			\$0
4651-4659	Economic Development			\$0
Debt Service				
4711	Long Term Bonds and Notes - Principal	10		\$90,000
4721	Long Term Bonds and Notes - Interest	10		\$28,643
4723	Tax Anticipation Notes - Interest			\$0
4790-4799	Other Debt Service			\$0
Capital Outlay				
4901	Land			\$0
4902	Machinery, Vehicles, and Equipment	08		\$430,000
4903	Buildings			\$0
4909	Improvements Other than Buildings	11		\$60,000
Operating Transfers Out				
4912	To Special Revenue Fund	10		\$16,500
4913	To Capital Projects Fund			\$0
4914A	To Proprietary Fund - Airport			\$0
4914E	To Proprietary Fund - Electric			\$0
4914O	To Proprietary Fund - Other			\$0
4914S	To Proprietary Fund - Sewer			\$0
4914W	To Proprietary Fund - Water			\$0
4915	To Capital Reserve Fund	13,14,15,16,17,18,19		\$195,000
4916	To Expendable Trusts/Fiduciary Funds			\$0
4917	To Health Maintenance Trust Funds			\$0
4918	To Non-Expendable Trust Funds			\$0
4919	To Fiduciary Funds			\$0
Total Voted Appropriations				\$4,520,470

To: **JANET P. ALLEN** of Lee, New Hampshire in the **County of Strafford:**

Whereas, there is a vacancy in the office of 250TH ANNIVERSARY PLANNING COMMITTEE and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said named above, upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office until December 2016.

Given under our hands, this 30TH day of March, 2015

.....>

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

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the 250th ANNIVERSARY PLANNING COMMITTEE according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the **State of New Hampshire - So help me God.**

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **JANET P. ALLEN** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2015

Received and Recorded:



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

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

Applicant's Name: Janet (Jan) P. Allen

Address: 85 Tuttle Road Lee Phone/Cell: 603-292-6143

of Years as a Resident: 5

Email address: jlm pa@aol.com

Full Membership (3 year term) position applying for: 250th Anniversary Committee

Term Expires on the following date: _____

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

Term Expires on the following date: _____

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

President - Lee Historical Society
Many years + varied experience in event planning
through non-profits

Janet P. Allen
Signature

3/17/2015
Date

You are welcome to submit a letter or resume with this form. Applicants are requested to attend the Board of Selectmen's Meeting to express their interest. Applicants will be notified of the meeting date in advance. Thank you for your application and interest in the Town of Lee.



Margaret Wood Hassan
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR
HIGHWAY SAFETY AGENCY
78 REGIONAL DRIVE, BUILDING 2
CONCORD, N.H. 03301-8530

TDD Access: Relay NH 1-800-735-2964
603-271-2131
FAX 603-271-3790

Peter M. Thomson
COORDINATOR

March 5, 2015

Chief Thomas C. Dronsfield, Jr.
Lee Police Department
20 George Bennett Road
Lee, NH 03861

Dear Chief Dronsfield:

Enclosed is an application for a highway safety grant for the Town of Lee. If you concur with the contents of this contract, please sign the signature sheet (page 2) as Project Director, secure the signature of the Chairman of the Board of Selectmen, and complete the Joint Approval Form. **Return the entire signed contract packet as received**, and it will be given consideration for final approval.

Please be advised that no equipment may be ordered or funds expended under this agreement until final approval has been granted and notice to this effect has been sent to you.

Grant recipients are advised to check with local financial officials as to which account reimbursement checks will be credited.

Should you have any questions concerning this agreement, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "John Clegg".

John Clegg
Program Manager

/djf
Enclosure

**JOINT APPROVAL
OF
HIGHWAY SAFETY PROJECT APPLICATION**

TO: NH Highway Safety Agency
78 Regional Drive, Building #2
Concord, NH 03301-8530

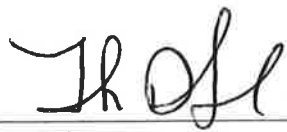
Date: _____

This is to certify that the LEE Highway Safety Committee has reviewed the attached Federal Highway Safety Project Application and is aware of the contents of the application.

This further certifies that after due consideration by the Committee and the city/town officials that this project application represents a top priority need of the town or city for the period covered by the grant period.

X _____
Chairman, Board of Selectmen or
Other Authorizing Official

X _____
Chairman, Highway Safety Committee

X  _____
Project Director

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

State Of New Hampshire
Highway Safety Agency
78 Regional Drive, Building 2
Concord, NH 03301-8530

Date Received	Project Number
Date Approved	PSP and Task # 15-03, 05

Part I

1. Project Title Lee Laptop	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
--------------------------------	---

3. Applicant	
A. Name of Agency DUNS Number 103942798 Lee Police Department	B. Address of Agency 20 George Bennett Road Lee NH 03861-6357
C. Government Unit (Check One) <input type="checkbox"/> State <input checked="" type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit Town of Lee 7 Mast Road Lee, NH 03861-6567

4. Contract Duration	Functional Area PT - Police Traffic Services
A. Contract Period	CFDA# 20.600
Start Date: March 1, 2015	Program Title State & Community Highway Safety
Termination Date: September 15, 2015	Funding Source National Highway Traffic Safety Administratio

6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment	\$5,000.00	\$2,500.00	\$2,500.00		
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$5,000.00	\$2,500.00	\$2,500.00		

7. Local Benefit: It is anticipated that the federal share for local benefit will be: <u>100%</u> (<u>\$2,500.00</u>)
--

Part II

BUDGET AND PERSONNEL DATA	
a. Personnel Services *See Proposed Solution (page 3) for explanation of pay rates	
b. Current Expenses	
c. Equipment One (1) laptop computer	\$5,000.00
d. Indirect Costs and Audit Expense	
e. Contractual Services	
f. Other Expenses	
Total	\$5,000.00

Part III

Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
1) Name Thomas C. Dronsfield, Jr.	2) Title Chief, Lee Police Department	3) Address 20 George Bennett Road Lee, NH 03861
4) Signature X		5) Telephone Number 659-5866
B. Authorized Official		
1) Name David Cedarholm Carol Dennis	2) Title Chairman, Lee Board of Selectmen	3) Address 7 Mast Road Lee, NH 03861
4) Signature X		5) Telephone Number 659-5414

Part IV (For HSA Use Only)

1. Approval Date	2. Signature & Title
3. Federal Funds Obligated by this Agreement:	
Peter M. Thomson, Coordinator NH Highway Safety Agency	

**SCHEDULE A
GENERAL PROJECT INFORMATION**

Description of Project

STATEMENT OF PROBLEM/NEED: The Town of Lee is a bedroom community. The 2000 census lists the Town of Lee at 4,341 residents which doubles during the summer. The primary dispatch center for the Lee Police Department is the Strafford County Dispatch Center which currently dispatches for nine (9) area police departments, in addition to the Sheriff's Office and three (3) area fire and EMS departments.

Routes 4, 125, 152 and 155 traverse through the Town of Lee. The primary dispatch service for the Lee Police Department is the Strafford County Dispatch Center. With all the police, fire and EMS departments that are dispatched through Strafford County, officers are not always able to receive assistance from the dispatcher for motor vehicle records and license checks as the dispatcher is tied up with priority calls at other agencies or frequencies, especially during busy times.

PROPOSED SOLUTION: The Lee Police Department will purchase one (1) laptop computer. With the installation of the laptop, the Lee Police Department will benefit greatly from the enhanced ability of officers on the street to access the department's record management system for information. Addresses and descriptions of persons, outstanding warrants, motor vehicle information via the State of New Hampshire DMV files, information on property owners and business owners, and other information that is invaluable to street police operations will now be at the officer's fingertips. Officers will also be able to stay visible to the motoring public and document motor vehicle activity in the cruiser without having to document activity at the police department.

Furthermore, the technology that will be placed in the laptop system will reduce radio transmissions and dispatcher workload time by allowing the officer on the street to bypass the dispatcher to retrieve vehicle and license status information. It is anticipated that the number of motor vehicle stops will greatly increase and the number of motor vehicle related arrests will increase as officers will now have the ability to check the license status of all operators during motor vehicle stops. As a result of the installation of the laptop, the number of impaired or suspended drivers removed from the roadways of New Hampshire will increase as well.

By having the laptops installed in the cruisers, there will be an increase in the officer's safety as well as the officer will be able run license and records check from inside the patrol vehicle which will increase the level of stops and decrease the time that would normally be taken up by the use of the dispatcher allowing them to address other emergency radio traffic.

Currently the Lee Police Department has five marked cruisers of which three have laptops installed. This means that the benefits of this laptop system are not present in two of the marked cruisers. This grant reduces the amount of vehicles that are not currently equipped with a laptop.

ANTICIPATED RESULTS: It is anticipated that the number of motor vehicle stops will increase and the number of motor vehicle related arrests will increase as officers will have the ability to check the license and driving records of all operators during motor vehicle stops. As a result of the installation of the laptop system, it is believed that the number of impaired or suspended drivers removed from the roadways in the State of New Hampshire will increase as well. The technology involved in the laptop system will reduce radio transmissions and the dispatcher's workload time by allowing the officer on the street to bypass the dispatcher to retrieve vehicle and license status information.

The recipient of these funds is encouraged to provide programs to encourage the use of safety belts by all drivers and passengers in motor vehicles (23 U.S.C. 1200.11 (a)(d)) and to adopt and enforce seat belt use policies for employees operating company-owned, rented, or personally-owned vehicles when performing official business.

See attached Addenda for additional information that is hereby made a part of this contractual agreement.

ADDENDUM TO THE APPLICATION FOR HIGHWAY SAFETY PROJECT GRANT

PROJECT REPORTS: It is agreed that quarterly reports will be made to the NH Highway Safety Agency for one year summarizing the progress being made in implementing the project and identifying any problems being encountered. A final report will be made upon completion of the project. Monthly reports will be submitted within 20 days of the project termination date.

PROJECT TERMS: All purchases and expenditures under this project will be subject to audit procedures satisfactory to Federal regulations. It is understood that no monies provided under this project will be used for the replacement of any existing equipment which currently meets Federal Highway Safety Standards. If any existing equipment is sold or traded during the project period, in order to reduce the actual outlay of funds for equipment which is provided under this project, the proceeds will be applied in pro-rated amounts to the Federal and local shares of the costs of the project.

PROCUREMENT AND EQUIPMENT COST: State agencies receiving federal funds for the purchase of equipment are required to process orders through the Division of Plant and Property Management in accordance with state regulations. Items of equipment requiring testing and certification to verify their accuracy (i.e. breath testing devices and traffic control radar) must be selected from the State approved devices.

EQUIPMENT: Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the State; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used and kept in operation for highway safety purposes (23 CRF 1200.21).

PROJECT INVENTORY: An inventory of each item of equipment having a useful life of more than two years and a cost of five thousand dollars (\$5,000.00) or more will be provided to the NH Highway Safety Agency during the period in which it is in use. Before such equipment is disposed of, either by trade-in or write-off, authorization will be obtained from the Highway Safety Agency, acting as agent for the National Highway Traffic Safety Administration.

PROJECT CREDIT: All publications, public information or publicity released in conjunction with this project shall state that "this project is being supported in part through a grant from the NH Highway Safety Agency with federal funds provided by the National Highway Traffic Safety Administration, US Department of Transportation", or words to that effect.

AUDIT REPORTS: The grantee agrees to provide the NH Highway Safety Agency with a copy of the audit report including this project which was conducted under provisions of Circular A-133 - Audit of State and Local Governments and Non-Profit Organizations.

Certifications and Assurances

Section 402 Requirements (as amended by Pub. L. 112-141)

(a) The Governor is responsible for the administration of the State highway safety program through the NH Highway Safety Agency (NH RSA 238) which has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program (23 USC 402(b) (1) (A)); (b) The political subdivisions of this State are authorized, under NH RSA 238:6, to carry out within their jurisdictions local highway safety programs which have been approved by the Governor and are in accordance with the uniform guidelines promulgated by the Secretary of Transportation (23 USC 402(b) (1) (B)); (c) At least 40 percent of all Federal funds apportioned to this State under 23 USC 402 for this fiscal year will be expended by or for the benefit of the political subdivision of the State in carrying out local highway safety programs in accordance with 23 USC 402(b) (1) (C), 402(h)(2), unless this requirement is waived in writing; (d) This State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks throughout the state in accordance with 23 USC 402(b) (1) (D); (e) The State will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State as identified by the State highway safety planning process, including: 1) National law enforcement mobilizations; 2) Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits; 3) An annual statewide safety belt use survey in accordance with 23 CFR Part 1340 for the measurement of State safety belt use rates; 4) Development of statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources. 5) Coordination of its highway safety plan, data collection, and information systems with the state strategic highway safety plan as defined in section 148 (a). (23 USC 402 (b) (1) (E)); (f) The State shall actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 USC 402 (j)). 6) The State will not expend Section 402 funds to carry out a program to purchase, operate, or maintain an automated traffic enforcement system. (23 U.S.C. 402(c)(4)).

Other Federal Requirements

(g) All NH Highway Safety Agency employee's time which is charged to federal funds utilize Section 402 funds. All Time and Attendance charges from federal sources come from that single cost objective which brings the State of New Hampshire into compliance with the applicable federal regulation as stated in 2 CFR 225, Appendix B, h(3). An additional certification will be provided by the NH Highway Safety Agency each year in April in order to meet the federal requirement for biennial certification. (h) Cash drawdowns will be initiated only when actually needed for disbursement (49 CFR 18.20); cash disbursements and balances will be reported in a timely manner as required by NHTSA (49 CFR 18.21); the same standards of timing and amount, including the reporting of cash disbursement and balances, will be imposed upon any secondary recipient organizations (49 CFR 18.41); failure to adhere to these provisions may result in the termination of drawdown privileges. (i) The State has submitted appropriate documentation for review to the single point of contact designated by the Governor to review Federal programs, as required by Executive Order 12372 (Intergovernmental Review of Federal Programs); (j) Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the State; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used and kept in operation for highway safety purposes (23 CFR 1200.21). (k) The State will comply with all applicable State procurement procedures and will maintain a financial management system that complies with the minimum requirements of 49 CFR 18.20; (l) The State's highway safety program has been specifically exempted from the provisions of Circular A-95 by the Governor of the State of New Hampshire. (m) Federal Funding Accountability and Transparency Act (FFATA). The State will comply with FFATA guidance, OMB Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010, (https://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf) by reporting to FSRS.gov for each sub-grant awarded. 1) Name of the entity receiving the award; 2) Amount of the award; 3) Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source; 4) Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country, and an award title descriptive of the purpose of each funding action; 5) A unique identifier (DUNS); 6) The names and total compensation of the five most highly compensated officers of the entity if, of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity; (i) The entity in the preceding fiscal year received—(I) 80 percent or more of its annual gross revenues in Federal awards; and (II) \$25,000,000 or more in annual gross revenues from Federal awards; and ii) The public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986; 7) Other relevant information specified by the Office of Management and Budget in subsequent guidance or regulation. (n) The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) and the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq.*; PL 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 *et seq.*), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; The Civil Rights Restoration Act of 1987, which provides that any portion of a state or local entity receiving federal funds will obligate all programs or activities of that entity to comply with these civil rights laws; (k) the requirements of any other nondiscrimination statute(s) which may apply to the application; and (l) the Civil Right Restoration Act of 1987 (Pub.L. 100-259) which requires Federal-aid recipients and all sub recipients to prevent discrimination and ensure non-discrimination in all programs and activities.

The Drug-Free Workplace Act of 1988(41 U.S.C. 8103)

In accordance with the Drug-Free Workplace Act of 1988 (41 U.S.C. 702) and former Governor Judd Gregg's Executive Order No. 89-6, the State will provide a drug-free workplace by: a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; b. Establishing a drug-free awareness program to inform employees about: 1) The dangers of drug abuse in the workplace; 2) The grantee's policy of maintaining a drug-free workplace; 3) Any available drug counseling, rehabilitation, and employee assistance programs; and 4) The penalties that may be imposed upon employees for drug violations occurring in the workplace. c. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a). d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will: 1) Abide by the terms of the statement; and 2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. e. Notifying the agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted: 1) Taking appropriate personnel action against such an employee, up to and including termination; or 2) Requiring such employee to participate

satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency. g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

Buy America Act

The subgrantee will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements: Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

Political Activity (Hatch Act)

The subgrantee will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that: 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L.L.L., "Disclosure Form to Report Lobbying," in accordance with its instructions. 3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Certification Regarding Debarment and Suspension

In accordance with the provision of 49 CFR Part 29, the State agrees that it shall not knowingly enter into any agreement under its Highway Safety Plan with a person or entity that is barred, suspended, declared ineligible, or voluntarily excluded from participation in the Section 402 program, unless otherwise authorized by NHTSA. The State further agrees that it will include a clause in all lower tier covered transactions and in solicitations for lower tier covered transactions.

Instructions for Primary Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below. 2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default. 4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. 5. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations. 6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction. 7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. 8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs. 9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings. 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief, that its principals: a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency; b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property; c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default. 2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below. 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment. 3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. 4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations. 5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. 6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below) 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs. 8. Nothing contained in

the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings. 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Policy to Ban Text Messaging While Driving

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to: 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted driving including policies to ban text messaging while driving: a) Company-owned or –rented vehicles, or Government-owned, leased or rented vehicles; or b) Privately-owned when on official Government business or when performing any work on behalf of the Government. 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as: a) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and b) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Environmental Impact

The Governor's Representative for Highway Safety has reviewed the State's Fiscal Year highway safety planning document and hereby declares that no significant environmental impact will result from implementing this Highway Safety Plan. If, under a future revision, this Plan will be modified in such a manner that a project would be instituted that could affect environmental quality to the extent that a review and statement would be necessary, this office is prepared to take the action necessary to comply with the National Environmental Policy Act of 1969 (42 USC 4321 et seq.) and the implementing regulations of the Council on Environmental Quality (40 CFR Parts 1500-1517).

Policy on Seat Belt Use

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's website at www.nhtsa.dot.gov. Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, DC, metropolitan area, and dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to provide technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit its website at www.trafficsafety.org.

HS-4(a) (3/28/13)

NH Highway Safety Agency
78 Regional Drive, Building #2
Concord, NH 03301-8530
Telephone 603-271-2131

**ADDENDUM TO THE APPLICATION
FOR HIGHWAY SAFETY PROJECT GRANT**

FEDERAL REGULATIONS

2 CFR Part 25 (formerly Circular A-87). This provides principles for determining the allowable costs of programs administered by State, local and federally-recognized Indian tribal governments under grants from and contracts with the Federal Government. They are designed to provide the basis for a uniform approach to the problem of determining costs and to promote efficiency and better relationships between grantees and the Federal Government. The principles are for determining costs only and are not intended to identify the circumstances nor to dictate the extent of Federal and State or local participation in the financing of a particular project. They are designed to provide that federally-assisted programs bear their fair share of costs recognized under these principles except where restricted and prohibited by law.

COMMON RULE (49 CFR Part 18) (Effective October 1988) This rule establishes the Uniform Administrative Requirements for Grants and Cooperative Agreements and Sub-awards to state and local governments and Indian tribal governments. Administrative rules set forth include:

18.10	Forms for Applying for Grants	18.32	Equipment
18.11	State Plans	18.33	Supplies
18.20	Standards for Financial Management Systems	18.34	Copyrights
18.21	Payment	18.35	Sub-awards to Debarred and Suspended Parties
18.22	Allowable Costs	18.36	Procurement
18.23	Period of Availability of Funds	18.37	Subgrants
18.24	Matching or Cost Sharing	18.40	Monitoring and Reporting Program Performance
18.25	Program Income	18.41	Financial Reporting
18.26	Non-Federal Audits	18.42	Retention and Access Requirements for Records
18.30	Changes	18.50	Closeout
18.31	Real Property		

CIRCULAR A-133 (June 1997). This Circular establishes audit requirements for State and local governments that receive Federal aid, and defines Federal responsibilities for implementing and monitoring those requirements.

Further information concerning these Circulars may be obtained by contacting the Financial Management Branch, Budget Review Division, Office of Management & Budget, Washington, DC 20503. Telephone 202-395-4773.

FEDERAL FUNDING ACCOUNTABILITY & TRANSPARENCY ACT. *Data Universal Numbering System (DUNS) Numbers Requirement.* As the recipient of federal highway safety funds, the applicant agency must have a DUNS number. This is a unique nine-character number that identifies the applicant agency and is used by the federal government to track how federal funds are distributed. If the applicant agency is authorized to make sub-awards under this contract, it must: 1) notify potential sub-recipients that no entity may receive a sub-award unless that entity has provided the applicant agency with its DUNS number; and 2) the applicant agency may not make a sub-award to an entity unless the entity has provided its DUNS number to the applicant agency. (<http://fedgov.dnb.com/webform>)



U.S. Department
of Transportation
**National Highway
Traffic Safety
Administration**

Region 1
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Volpe Center
Kendall Square
55 Broadway, RTV-8E
Cambridge, MA 02142-1093
Tel. 617-494-3427
Fax 617-494-3646

March 18, 2015

Mr. Peter Thomson, Coordinator
New Hampshire Highway Safety Agency
78 Regional Drive, Building 2
Concord, New Hampshire 03301-8530

Dear Mr. Thomson:

We have reviewed your March 9, 2015 request to utilize \$4,000 in §402 funds for the following items:

Grantee	Item	Task #	Total funds	NHTSA funds
Lee PD	1 In-cruiser laptop	15-03, 05	\$5,000	\$2,500
Moultonborough PD	1 In-cruiser laptops	15-02, 07	\$5,120	\$1,500

Your requests are approved.

The Highway Safety Office must ensure that this equipment is Buy America compliant and is used for the originally authorized grant purposes for as long as needed for those purposes (23 CFR § 1200.21(b)). Further, the Highway Safety Office should ensure that the sub grantee shall manage and dispose of this equipment in accordance with State laws and procedures (23 CFR § 1200.21(c)). As in the purchase of any equipment with federal funds, records shall be maintained with sufficient detail to allow an auditor to determine that the equipment was used in a manner consistent with the terms of the grant (49 CFR § 18.42).

If you have any questions regarding this matter please feel free to contact Regional Program Manager Dan DeMille at (617) 494-2605.

Sincerely,

Michael N. Geraci
Regional Administrator



DOT AUTO SAFETY HOTLINE
888-DASH-2-DOT
888-327-4236
www.safercar.gov
www.safertruck.gov



February 26, 2015

Selectman David Cedarholm, Chairman
Board of Selectmen
Town of Lee
Town Hall, 7 Mast Rd
Lee NH 03861

Dear Chairman Cedarholm:

On September 20, 2010, the National Breast Cancer Coalition (NBCC) launched Breast Cancer Deadline 2020®, a strategic plan to understand how, by January 1, 2020, to end deaths from breast cancer. The plan focuses on primary prevention (stopping women from getting breast cancer) and understanding and preventing metastasis (the spread of cancer), which is responsible for 90% of breast cancer deaths.

The New Hampshire Breast Cancer Coalition (NHBCCC) Board of Directors is inviting elected officials and organizations in our state to get involved by publicly acknowledging support for Breast Cancer Deadline 2020®. The endorsement is voluntary and is not a sanction of the National Breast Cancer Coalition's positions.

I invite you to join your elected colleagues who have already endorsed Breast Cancer Deadline 2020® (see enclosed list). I have enclosed a print version of the public official endorsement form and a stamped return envelope for your use. (The endorsement can also easily be accomplished on-line by visiting the National Breast Cancer Coalition website: www.breastcancerdeadline2020.org)

NHBCCC thanks you in advance for your help. Your effort will show that New Hampshire stands behind Breast Cancer Deadline 2020® and your name will be listed on the National Breast Cancer Coalition website and the New Hampshire Breast Cancer Coalition website (www.nhbcc.org).

Questions? Call the New Hampshire Breast Cancer Coalition at 603-659-3482 or e-mail nancyalicer@cs.com.

Sincerely,

A handwritten signature in cursive script that reads "Nancy A. Ryan".

Nancy A. Ryan, President
NHBCCC

Enclosures

Public Official Endorsement Form

It's time to abandon our old ideas about breast cancer. It's time to get serious about knowing how to end breast cancer. Yes. Knowing how to end breast cancer. That means we have to change the conversation and our behavior about the way we approach breast cancer.

We've been invigorated and inspired by the positive response we've received from public officials like you who tell us they support **Breast Cancer Deadline 2020®**. Join the voices of all those who are saying, "I stand behind **Breast Cancer Deadline 2020®** and knowing how to end breast cancer by January 1, 2020."

I support Breast Cancer Deadline 2020®.

PUBLIC OFFICIAL

*Name: _____
(First & Last Required)

*State / Province: _____

Address: _____

*Email: _____

Phone: _____

*Elected or appointed position held: _____

*Term of office ends: (month/year) _____

I am an authorized representative of the above official and am empowered to make this endorsement on her/his behalf.

*Name: _____
(First & Last Required)

By declaring my support **Breast Cancer Deadline 2020®**, I commit to:

- Becoming educated about the issues and solutions to end breast cancer by January 1, 2020
- Communicating to others about **Breast Cancer Deadline 2020®**, and asking them to join the movement

**Required*

This endorsement is a show of support for Breast Cancer Deadline 2020® only. It is not meant to indicate a financial arrangement, a sanction of NBCC's positions nor is it meant to indicate support by NBCC of the endorsing official.

New Hampshire Elected Officials Endorsing Breast Cancer Deadline 2020® as of 2/25/2015

Governor Maggie Hassan	State Rep. Martha Hennessey
U.S. Senator Jeanne Shaheen	State Rep. Peggy McCarthy
U.S. Senator Kelly Ayotte	State Rep. Richard McNamara
U.S. Rep. Ann McLane Kuster	State Rep. Sharon Nordgren
U. S. Rep. Frank Guinta	State Rep. Harold Parker
Former U.S. Rep. Carol Shea-Porter	State Sen. David Pierce
State Senator Andy Sanborn	State Rep. John Potucek
State Senator Martha Fuller Clark	State Rep. James Spillane
State Rep. Rick Ladd	State Rep. David Wood
State Senator John Reagan	State Rep. Michael Vose
State Rep. Christy Dolat Bartlett	State Senator Jeff Woodburn
Former State Rep. Amanda Merrill	State Senator Donna Soucy
State Rep. Laurie Sanborn	State Senator Molly Kelly
State Rep. Larry Gagne	State Rep. Mary Jane Wallner
State Rep. Ed Butler	
State Rep. Naida Kaen	
Former State Rep. William Butynski	
Former State Rep. Pamela Hubbard	
State Rep. Steven Smith	
State Rep. Dick Hinch	
State Rep. Don LeBrun	
State Rep. Robert Backus	
State Rep. Travis Bennett	
State Rep. Michael Cahill	
State Rep. Glenn Cordelli	
State Rep. Allen Cook	
State Rep. Helen Deloge	
State Rep. Linda Di Silvestro	
State Rep. Alethea Froburg	
State Rep. William Gannon	
State Rep. Pamela Gordon	
State Rep. Peter Hansen	



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<i>Participating Member:</i> Lamprey Regional Solid Waste PO Box 299 Stratham, NH 03885-0299		<i>Member Number:</i> 505	<i>Company Affording Coverage:</i> NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply; If Not:	
<input type="checkbox"/> General Liability (Occurrence Form) <input type="checkbox"/> Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence	\$
			General Aggregate	\$
			Fire Damage (Any one fire)	\$
			Med Exp (Any one person)	\$
<input checked="" type="checkbox"/> Automobile Liability <input type="checkbox"/> Any auto	7/1/2014	7/1/2015	Combined Single Limit (Each Accident)	\$5,000,000
			Aggregate	\$5,000,000
<input type="checkbox"/> Workers' Compensation & Employers' Liability			<input type="checkbox"/> Statutory	
			Each Accident	\$
			Disease – Each Employee	\$
			Disease – Policy Limit	\$
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	
Description: Proof of Primex Member coverage only.				

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
Town of Lee 7 Mast Road Lee, NH 03861			By: <i>Tammy Denver</i>
			Date: 3/18/2015 tdenver@nhprimex.org
			Please direct inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax