

SELECT BOARD MEETING AGENDA

DATE: 6:00pm Monday, April 13, 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. Non-Public - RSA 91-A:3 II (a)
3. Public Comment
4. **Joe Hannon, State Representative – Update the Board on Local Legislative Issues**
Discuss the recent House vote on HB547 regarding utility pole taxation and the proposed State budget, especially as it relates to revenues, grants, and aid for municipalities.
5. **Nick Scuderi, ORYA – Multi-Purpose Field - Goals and Equipment**
Request the Board's permission to leave the goals in place during the season on the multi-purpose field at LRP.
6. **Select Board – Town Center Committee Charge**
Discuss and draft a charge for the Town Center Committee.
7. **Chairwoman Dennis – Communication with the Select Board**
Discuss the issue of the public communicating with the Board via e-mail.
8. **Julie Glover, Town Administrator Report**
 - Municipal Records Committee
 - Draft PSC Gym Policy
 - Draft E-Crier Policy
 - Draft Select Board Operational/Ethics Policy
 - Final Meeting Room Policy
 - Last year's Goal Setting List
 - Miscellaneous
9. **Motion to accept the Consent Agenda as presented:**

SIGNATURES REQUIRED

Intent to Cut
Certificate of Yield Taxes Assessed
Veteran Tax Credit Application
Elderly Exemption Application (2)
Abatement

INFORMATION ONLY

Dispatch Capital Assessment Fee for 2015
Request for Car Registration Reimbursement
FEMA Revised Flood Insurance Rate Maps
Pennichuck Corp Notice of Annual Meeting and Proxy Statement
DES Alteration of Terrain Permit Extension
Quote Results and Road Agent Recommendations for Catch Basin
Cleaning, Tree Work, Line Striping and Plow Cutting Edges
ZBA Public Hearing Notice

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

10. **Motion to accept the BOS Public Meeting Minutes and Non-Public Meeting Minutes from March 30, 2015.**
11. **Motion to accept Manifest #20 and Weeks Payroll Ending April 12, 2015.**
12. **Miscellaneous/Unfinished Business**
13. **Adjournment**

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on April 10, 2015

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

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 33-A

DISPOSITION OF MUNICIPAL RECORDS

Section 33-A:1

33-A:1 Definition of Terms. – In this chapter:

I. "Board" means the municipal records board.

II. "Municipal" refers to a city or town, county or precinct.

III. "Municipal officers" means:

(a) In the case of a town, the board of selectmen.

(b) In the case of a city which has adopted the council manager plan under RSA 49-A, the city manager.

(c) In the case of any other city, the mayor.

(d) In the case of a county, the county commissioners.

(e) In the case of a precinct, the precinct commissioners.

IV. "Municipal records" means all municipal records, reports, minutes, tax records, ledgers, journals, checks, bills, receipts, warrants, payrolls, deeds and any other written or computerized material that may be designated by the board.

V. "Active" means until termination or expiration of obligations or services, cessation of need for further attention, and completion or release of any pending legal processes.

Source. 1967, 105:1. 1977, 358:1, eff. July 1, 1977. 2005, 187:1, eff. Aug. 29, 2005.

Section 33-A:2

33-A:2 Authority Granted. – [Repealed 1977, 358:7, I, eff. July 1, 1977.]

Section 33-A:3

33-A:3 Municipal Committees. – The municipal officers or their designee together with the clerk, treasurer, an assessor, and tax collector of each city or town shall constitute a committee to govern the disposition of municipal records pursuant to this chapter. Unless otherwise provided by a municipal ordinance, the committee shall designate the office responsible for the retention of each type of record created for the municipality.

Source. 1967, 105:1. 1977, 358:2, eff. July 1, 1977. 2005, 187:2, eff. Aug. 29, 2005. 2006, 119:1, eff. May 12, 2006.

Section 33-A:3-a

33-A:3-a Disposition and Retention Schedule. – The municipal records identified below shall be

retained, at a minimum, as follows:

- I. Abatements: 5 years.
- II. Accounts receivable: until audited plus one year.
- III. Aerial photographs: permanently.
- IV. Airport inspections-annual: 3 years.
- V. Airport inspections-daily, including fuel storage and vehicles: 6 months.
- VI. Annual audit report: 10 years.
- VII. Annual reports, town warrants, meeting and deliberative session minutes in towns that have adopted official ballot voting: permanently.
- VIII. Archives: permanently.
- IX. Articles of agreement or incorporation: permanently.
- X. Bank deposit slips and statements: 6 years.
- XI. Blueprints-architectural: life of building.
- XII. Bonds and continuation certificates: expiration of bond plus 2 years.
- XIII. Budget committee-drafts: until superseded.
- XIV. Budgets: permanently.
- XV. Building permits-applications and approvals: permanently.
- XVI. Building permits-lapsed: permanently.
- XVII. Building permits-withdrawn, or denied: one year.
- XVIII. Capital projects and fixed assets that require accountability after completion: life of project or purchase.
- XIX. Cash receipt and disbursement book: 6 years after last entry, or until audited.
- XX. Checks: 6 years.
- XXI. Code enforcement specifications: permanently.
- XXII. Complaint log: expiration of appeal period.
- XXIII. Contracts-completed awards, including request for purchase, bids, and awards: life of project or purchase.
- XXIV. Contracts-unsuccessful bids: completion of project plus one year.
- XXV. Correspondence by and to municipality-administrative records: minimum of one year.
- XXVI. Correspondence by and to municipality-policy and program records: follow retention requirement for the record to which it refers.
- XXVII. Correspondence by and to municipality-transitory: retain as needed for reference.
- XXVIII. Current use applications and maps: until removed from current use plus 3 years.
- XXIX. Current use release: permanently.
- XXX. Deed grantee/grantor listing from registry, or copies of deeds: discard after being updated and replaced with a new document.
- XXXI. Deferred compensation plans: 7 years.
- XXXII. Underground facility damage prevention forms: 4 years.
- XXXIII. Dredge and fill permits: 4 years.
- XXXIV. Driveway permits and plans: permanently.
- XXXV. Easements awarded to municipality: permanently.
- XXXVI. Elections-federal elections: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expired or at least 22 months after the election, whichever is longer.
- XXXVII. Elections-not federal: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expired or at least 60 days after the election, whichever is longer.
- XXXVIII. Elections-challenge affidavits by the town clerk: until the contest is settled and all appeals have expired or 22 months after the election, whichever is longer.
- XXXIX. Elections-ward maps: until revised plus 1 year.

- XL. Emergency medical services run reports: 10 years.
- XLI. Equipment maintenance: life of equipment.
- XLII. Excavation tax warrant and book or list: permanently.
- XLIII. Federal form 1099s and W-2s: 7 years.
- XLIV. Federal form 941: 7 years.
- XLV. Federal form W-1: 4 years.
- XLVI. Fire calls/incident reports: 10 years.
- XLVII. Grants, supporting documentation: follow grantor's requirements.
- XLVIII. Grievances: expiration of appeal period.
- XLIX. Health-complaints: expiration of appeal period.
- L. Health-inspections: 3 years.
- LI. Health-service agreements with state agencies: term plus 7 years.
- LII. Health and human services case records including welfare applications: active plus 7 years.
- LIII. Inspections-bridges and dams: permanently.
- LIV. Insurance policies: permanently.
- LV. Intent to cut trees or bushes: 3 years.
- LVI. Intergovernmental agreements: end of agreement plus 3 years.
- LVII. Investigations-fire: permanently.
- LVIII. Invoice, assessors: permanently.
- LIX. Invoices and bills: until audited plus one year.
- LX. Job applications-successful: retirement or termination plus 50 years.
- LXI. Job applications-unsuccessful: current year plus 3 years.
- LXII. Labor-public employees labor relations board actions and decisions: permanently.
- LXIII. Labor union negotiations: permanently or until contract is replaced with a new contract.
- LXIV. Ledger and journal entry records: until audited plus one year.
- LXV. Legal actions against the municipality: permanently.
- LXVI. Library:
 - (a) Registration cards: current year plus one year.
 - (b) User records: not retained; confidential pursuant to RSA 201-D:11.
- LXVII. Licenses-all other except dog, marriage, health, and vital records: duration plus 1 year.
- LXVIII. Licenses-dog: current year plus one year.
- LXIX. Licenses-dog, rabies certificates: disposal once recorded.
- LXX. Licenses-health: current year plus 6 years.
- LXXI. Liens-federal liens upon personal property, other than IRS liens: permanently.
- LXXII. Liens-hospital liens: 6 years.
- LXXIII. Liens-IRS liens: one year after discharge.
- LXXIV. Liens-tax liens, state liens for support of children: until court order is lifted plus one year.
- LXXV. Liens-tax liens, state meals and rooms tax: until release plus one year.
- LXXVI. Liens-tax sale and record of lien: permanently.
- LXXVII. Liens-tax sales/liens redeemed report: permanently.
- LXXVIII. Liens-Uniform Commercial Code leases: lease term plus 4 years; purge all July 1, 2007.
- LXXIX. Liens-Uniform Commercial Code security agreements: 6 years; purge all July 1, 2007.
- LXXX. Meeting minutes, tape recordings: keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape.
- LXXXI. Minutes of boards and committees: permanently.
- LXXXII. Minutes of town meeting/council: permanently.
- LXXXIII. Minutes, selectmen's: permanently.
- LXXXIV. Motor vehicle-application for title: until audited plus one year.
- LXXXV. Motor vehicle-titles and voided titles: sent to state division of motor vehicles.
- LXXXVI. Motor vehicle permits-void and unused: until audited plus one year.

- LXXXVII. Motor vehicle permits and registrations-used: current year plus 3 years.
- LXXXVIII. Municipal agent daily log: until audited plus one year.
- LXXXIX. Notes, bonds, and municipal bond coupons-cancelled: until paid and audited plus one year.
- XC. Notes, bonds, and municipal bond coupon register: permanently.
- XCI. Oaths of office: term of office plus 3 years.
- XCII. Ordinances: permanently.
- XCIII. Payrolls: until audited plus one year.
- XCIV. Perambulations of town lines-copy kept by town and copy sent to secretary of state: permanently.
- XCV. Permits or licenses, pole: permanently.
- XCVI. Personnel files: retirement or termination plus 50 years.
- XCVII. Police, accident files-fatalities: 10 years.
- XCVIII. Police, accident files-hit and run: statute of limitations plus 5 years.
- XCIX. Police, accident files-injury: 6 years.
- C. Police, accident files-involving arrests: 6 years.
- CI. Police, accident files-involving municipality: 6 years.
- CII. Police, accident files-property damage: 6 years.
- CIII. Police, arrest reports: permanently.
- CIV. Police, calls for service/general service reports: 5 years.
- CV. Police, criminal-closed cases: statute of limitations plus 5 years.
- CVI. Police, criminal-open cases: statute of limitations plus 5 years.
- CVII. Police, motor vehicle violation paperwork: 3 years.
- CVIII. Police, non-criminal-internal affairs investigations: as required by attorney general and union contract and town personnel rules.
- CIX. Police, non-criminal-all other files: closure plus 3 years.
- CX. Police, pistol permit applications: expiration of permit plus one year.
- CXI. Property inventory: 5 years.
- CXII. Property record card: current and last prior reassessing cycle.
- CXIII. Property record map, assessors: until superceded.
- CXIV. Property tax exemption applications: transfer of property plus one year.
- CXV. Records management forms for transfer of records to storage: permanently.
- CXVI. Road and bridge construction and reconstruction, including highway complaint slips: 6 years.
- CXVII. Road layouts and discontinuances: permanently.
- CXVIII. Scenic roads: permanently.
- CXIX. School records: retained as provided under RSA 189:29-a.
- CXX. Septic plan approvals and plans: until replaced or removed.
- CXXI. Sewer system filtration study: permanently.
- CXXII. Sign inventory: 7 years.
- CXXIII. Site plan review: life of improvement plus 3 years.
- CXXIV. Site plan review-lapsed: until notified that planning board action and appeal time has expired plus one year.
- CXXV. Site plan review-withdrawn or not approved: appeal period plus one year.
- CXXVI. Special assessment (betterment of property): 20 years.
- CXXVII. Street acceptances: permanently.
- CXXVIII. Street signs, street lights and traffic lights-maintenance records: 10 years.
- CXXIX. Subdivision applications-lapsed: until notified that planning board action and appeal period has expired plus one year.
- CXXX. Subdivision applications-successful and final plan: permanently.
- CXXXI. Subdivision applications-withdrawn, or not approved: expiration of appeal period plus one year.

- CXXXII. Subdivision applications-working drafts prior to approval: expiration of appeal period.
- CXXXIII. Summary inventory of valuation of property: one year.
- CXXXIV. Tax maps: permanently.
- CXXXV. Tax receipts paid, including taxes on land use change, property, resident, sewer, special assessment, and yield tax on timber: 6 years.
- CXXXVI. Tax-deeded property file (including registered or certified receipts for notifying owners and mortgagees of intent to deed property): permanently.
- CXXXVII. Time cards: 4 years.
- CXXXVIII. Trust fund minutes, quarterly reports, and bank statements: permanently.
- CXXXIX. Vehicle maintenance records: life of vehicle plus 2 years.
- CXL. Voter checklist-marked copy kept by town pursuant to RSA 659:102: 7 years.
- CXLI. Voter registration:
- (a) Forms, including absentee voter registration forms: until voter is removed from checklist plus 7 years.
 - (b) Same day, returned to undeclared status, form and report from statewide centralized voter registration database: 7 years.
 - (c)(1) Party change form: until voter is removed from checklist plus 7 years.
 - (2) List of undeclared voters from the statewide centralized voter registration database: 7 years.
 - (d) Forms, rejected, including absentee voter registration forms, and denial notifications: 7 years.
 - (e) Qualified voter affidavit: until voter is removed from checklist plus 7 years.
 - (f) Domicile affidavit: until voter is removed from checklist plus 7 years.
 - (g) Overseas absentee registration affidavit: until voter is removed from checklist plus 7 years.
 - (h) Absentee ballot voter application form in the federal post card application format, for voters not previously on the checklist: until voter is removed from checklist plus 7 years.
 - (i) Absentee ballot affidavit envelope for federal post card applicants not previously on the checklist: until voter is removed from checklist plus 7 years.
 - (j) Notice of removal, 30-day notice: until voter is removed from checklist plus 7 years.
 - (k) Report of death: until voter is removed from checklist plus 7 years.
 - (l) Report of transfer: until voter is removed from checklist plus 7 years.
 - (m) Undeliverable mail or change of address notice from the United States Postal Service: until voter is removed from checklist plus 7 years.
- CXLII. Vouchers and treasurers receipts: until audited plus one year.
- CXLIII. Warrants-land use change, and book or list: permanently.
- CXLIV. Warrants-property tax, and lists: permanently.
- CXLV. Warrants-resident tax, and book or list: permanently.
- CXLVI. Warrants-town meeting: permanently.
- CXLVII. Warrants-treasurer: until audited plus one year.
- CXLVIII. Warrants-utility and betterment tax: permanently.
- CXLIX. Warrants-yield tax, and book or list: permanently.
- CL. Welfare department vouchers: 4 years.
- CLI. Work program files: current year plus 6 years.
- CLII. Writs: expiration of appeal period plus one year.
- CLIII. Zoning board of adjustment applications, decisions, and permits-unsuccessful: expiration of appeal period.
- CLIV. Intent to excavate: completion of reclamation plus 3 years.
- CLV. Election return forms, all elections: permanently.

[Paragraph CLVI effective September 1, 2015.]

CLVI. Affidavits of religious exemption: until voter is removed from checklist plus 7 years.

Source. 2005, 187:3, eff. Aug. 29, 2005. 2006, 119:2-5, eff. May 12, 2006. 2010, 172:1-3, eff. Aug. 16, 2010; 191:1, eff. Aug. 20, 2010. 2012, 113:1, eff. May 31, 2012; 284:13, eff. Sept. 1, 2015. 2014, 319:1, eff. Sept. 30, 2014.

Section 33-A:4

33-A:4 Disposition Schedule. – [Repealed 1977, 358:7, II, eff. July 1, 1977.]

Section 33-A:4-a

33-A:4-a Municipal Records Board. –

I. There is hereby established a municipal records board consisting of the following persons or their designees:

- (a) The director of the division of archives and records management.
- (b) The director of the New Hampshire Historical Society.
- (c) The state librarian.
- (d) The presidents of the New Hampshire Tax Collectors' Association, the New Hampshire City and Town Clerks' Association and the Association of New Hampshire Assessors.
- (e) The registrar of vital records.
- (f) The secretary of state.
- (g) A municipal treasurer or finance director appointed by the president of the New Hampshire Municipal Association for a 3-year term.
- (h) A professional historian appointed by the governor and council for a 3-year term.
- (i) A representative of the Association of New Hampshire Historical Societies appointed by its president for a 3-year term.
- (j) A representative of the department of revenue administration.
- (k) The state records manager.

II. The board shall elect its own chairman and vice-chairman. The board shall meet at the call of the chairman, but not less than once every 2 calendar years. Five members of the board shall constitute a quorum for all purposes. Board members shall serve without compensation. Administrative services for the board shall be provided by the director of the division of archives and records management who shall serve as secretary of the board.

Source. 1977, 358:3. 1985, 102:1. 1991, 197:1, eff. July 27, 1991. 2003, 97:4, eff. Aug. 5, 2003; 319:56, eff. July 1, 2003.

Section 33-A:4-b

33-A:4-b Powers and Duties of Board. – The board shall advise the secretary of state on standards and procedures for the effective and efficient management of municipal records. Such standards and procedures shall govern the retention, preservation and disposition of municipal records. The board shall oversee the local government records management improvement program as provided in RSA 5:47-5:51.

Source. 1977, 358:3, eff. July 1, 1977. 2002, 145:3, eff. July 12, 2002. 2005, 187:4, eff. Aug. 29, 2005.

Section 33-A:5

33-A:5 Microfilming. – If municipal records are disposed of by microfilming, 2 films shall be produced. One film shall be retained by the municipality in a fireproof container and properly labeled.

One shall be transferred to a suitable location for permanent storage.

Source. 1967, 105:1. 1977, 358:4, eff. July 1, 1977.

Section 33-A:5-a

33-A:5-a Electronic Records. – Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper, microfilm, or both. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by the record committee of the municipality responsible for the records. The municipality is responsible for assuring the accessibility of the records for the mandated period.

Source. 2005, 187:5, eff. Aug. 29, 2005. 2006, 275:6, eff. June 15, 2006.

Section 33-A:6

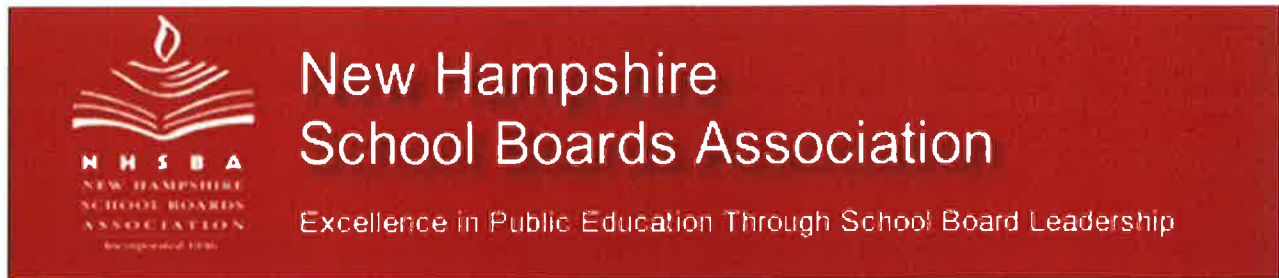
33-A:6 Exception. – Notwithstanding any other provision hereof, original town meeting and city council records shall not be disposed of but shall be permanently preserved. Such records prior to 1900 need not be microfilmed unless legible.

Source. 1967, 105:1, eff. July 10, 1967.

FY 16/17 HOUSE BUDGET - Municipal Reductions

	FY 16 M&R	FY 17 M&R	FY 16 & FY 17 State Aid Grants Water/Sewer	FY 16 & FY 17 Flood Control Based on FY 15 PILOT	FY 16 FEMA	FY 16 & 17 Highway Block Grants	Total
State Total	\$4,999,996	\$9,999,993	\$7,141,489	\$1,129,699	\$4,319,966	\$8,054,864	\$35,568,971
KENSINGTON	\$7,601	\$15,202	\$0		\$9,033	\$13,192	\$45,028
KINGSTON	\$22,434	\$44,869	\$0		\$31,505	\$39,622	\$138,430
LACONIA	\$59,653	\$119,306	\$0		\$59,164	\$77,902	\$316,025
LANCASTER	\$14,962	\$29,923	\$0		\$6,282	\$24,676	\$75,843
LANDAFF	\$1,592	\$3,184	\$0		\$5,135	\$6,724	\$16,638
LANGDON	\$2,788	\$5,577	\$0		\$0	\$9,522	\$17,887
LEBANON	\$53,764	\$107,529	\$324,937		\$40,360	\$72,562	\$599,152
LEE	\$14,912	\$29,824	\$0		\$5,557	\$25,774	\$76,067
LEMPSTER	\$4,399	\$8,798	\$0		\$10,395	\$15,252	\$38,844
LINCOLN	\$6,057	\$12,115	\$0		\$197,551	\$7,566	\$223,289
LISBON	\$5,794	\$11,589	\$0		\$0	\$18,126	\$35,509
LITCHFIELD	\$32,044	\$64,089	\$0		\$18,739	\$46,108	\$160,980
LITTLETON	\$21,682	\$43,364	\$80,969		\$14,720	\$40,816	\$201,551
LONDONDERRY	\$92,841	\$185,682	\$0		\$51,480	\$136,248	\$466,251
LOUDON	\$20,466	\$40,931	\$0		\$4,672	\$39,754	\$105,823
LYMAN	\$2,003	\$4,006	\$0		\$669	\$12,234	\$18,912
LYME	\$6,150	\$12,299	\$0		\$1,413	\$22,460	\$42,322
LYNDEBOROUGH	\$6,306	\$12,611	\$0		\$8,308	\$20,396	\$47,621
MADBURY	\$6,806	\$13,611	\$0		\$3,567	\$12,348	\$36,332
MADISON	\$10,384	\$20,767	\$0		\$2,627	\$24,254	\$58,032
MANCHESTER	\$414,395	\$828,790	\$611,646		\$134,678	\$467,852	\$2,457,360
MARLBOROUGH	\$7,498	\$14,995	\$0		\$921	\$17,388	\$40,802
MARLOW	\$2,673	\$5,346	\$0		\$1,350	\$10,256	\$19,625
MASON	\$5,098	\$10,197	\$0		\$6,693	\$17,462	\$39,450
MEREDITH	\$22,548	\$45,096	\$0		\$16,597	\$49,046	\$133,287
MERRIMACK	\$94,365	\$188,730	\$257,423		\$83,240	\$135,546	\$759,304
MIDDLETON	\$6,405	\$12,810	\$0		\$3,249	\$14,176	\$36,641
MILAN	\$5,047	\$10,094	\$0		\$2,371	\$9,458	\$26,969
MILFORD	\$54,615	\$109,230	\$0		\$5,148	\$73,932	\$242,925
MILLSFIELD	\$278	\$556	\$0		\$6,832	\$0	\$7,666
MILTON	\$15,997	\$31,995	\$0		\$0	\$29,928	\$77,920
MONROE	\$2,717	\$5,435	\$0		\$0	\$7,720	\$15,872
MONT VERNON	\$9,628	\$19,256	\$0		\$32,811	\$20,952	\$82,646
MOULTONBOROUGH	\$15,337	\$30,673	\$0		\$3,468	\$34,204	\$83,682
NASHUA	\$345,963	\$691,926	\$1,507,448		\$197,332	\$366,326	\$3,108,995
NELSON	\$2,692	\$5,384	\$0		\$0	\$9,820	\$17,895
NEW BOSTON	\$20,858	\$41,717	\$0		\$18,855	\$45,540	\$126,970
NEW CASTLE	\$3,640	\$7,279	\$0		\$453	\$4,636	\$16,008
NEW DURHAM	\$9,345	\$18,690	\$0		\$15,588	\$26,268	\$69,890
NEW HAMPTON	\$8,431	\$16,863	\$0	\$33,422	\$2,208	\$23,828	\$84,752
NEW IPSWICH	\$18,854	\$37,707	\$0		\$5,055	\$33,668	\$95,284
NEW LONDON	\$19,777	\$39,553	\$228,753		\$6,721	\$31,812	\$326,616
NEWBURY	\$7,924	\$15,848	\$0		\$13,706	\$26,618	\$64,096
NEWFIELDS	\$6,454	\$12,908	\$0		\$12,033	\$9,858	\$41,253
NEWINGTON	\$2,681	\$5,361	\$0		\$5,106	\$8,906	\$22,054
NEWMARKET	\$44,245	\$88,491	\$0		\$34,639	\$40,974	\$208,349
NEWPORT	\$23,603	\$47,207	\$147,450		\$2,135	\$41,184	\$261,579
NEWTON	\$19,353	\$38,706	\$0		\$28,598	\$23,828	\$110,485
NORTH HAMPTON	\$17,571	\$35,142	\$0		\$12,694	\$22,912	\$88,319
NORTHFIELD	\$16,578	\$33,157	\$0		\$2,121	\$28,420	\$80,276
NORTHUMBERLAND	\$8,457	\$16,914	\$0		\$9,615	\$11,844	\$46,830
NORTHWOOD	\$15,877	\$31,754	\$0		\$7,615	\$23,668	\$78,914
NOTTINGHAM	\$18,366	\$36,731	\$0		\$0	\$33,884	\$88,981
ORANGE	\$1,077	\$2,154	\$0		\$28,730	\$5,024	\$36,986
ORFORD	\$4,717	\$9,435	\$0		\$78,064	\$14,466	\$106,682
OSSIPEE	\$16,244	\$32,487	\$0		\$4,136	\$41,346	\$94,213
PELHAM	\$51,227	\$102,455	\$0		\$24,548	\$72,266	\$250,496
PEMBROKE	\$26,140	\$52,280	\$0		\$17,007	\$38,506	\$133,934

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***New Hampshire School Boards Association
Legislative Bulletin
April 3, 2015***

A Brief Summary of Education Issues at the State House

The House adopted a proposed budget with votes of 212-161 on **HB 1** and 194-179 on **HB 2**. These House recommendations now move over to the Senate where the process is basically repeated within the Senate Finance Committee. The Senate schedule has a deadline to act on all House bills by Thursday, June 4. Assuming the Senate proposed budget differs from the House version, the deadline to establish any Committees of Conference is Thursday, June 11, with a deadline of Thursday June 18 for conferees to complete Committee of Conference reports. Both the House and Senate have scheduled Thursday, June 25 as the deadline for both bodies to take action (vote) on Committee of Conference reports.

NH House Adopts Budget

State Budget: Amidst much debate and discussion focused on the adoption of Keno and use of the rainy day fund as well as cuts to programs, including stabilization grants in the Adequate Education formula, the following appropriations were adopted by the House for major education state aid programs.

	FY 2015 Authorization	FY 2016 Dept. Educ. Request	FY 2016 House Passed	FY 2017 Dept. Educ. Request	FY 2017 House Passed
Adequacy Aid	936,064,198		931,015,998		926,979,904
Charter Tuition	21,077,731	26,597,062	26,114,660	30,207,138	33,250,380
Charter Tuit-New	1,695,300	1,968,718	1,981,123	1,695,300	4,245,133
	958,837,229		959,111,781		964,475,417
Building Aid	42,800,000	50,000,000	42,800,000	50,000,000	37,000,000
Catastrophic Aid	22,537,308	30,000,000	22,300,000	30,000,000	22,300,000
Court Ordered Placements	2,500,000	2,500,000	1,500,000	2,500,000	1,500,000
Tuit & Transp Aid	7,400,000	7,900,000	7,400,000	8,400,000	7,400,000
Dropout Prev	600,000	600,000	600,000	600,000	600,000
Statewide Sp Ed	100,000	100,000	100,000	100,000	100,000
Career Tech Org	-	115,000	115,000	115,000	115,000
	75,937,308	91,215,000	74,815,000	91,715,000	69,015,000

Adequacy Aid

The significant cut in Adequacy Aid Stabilization grants was largely averted by adding \$6.8 million to the FY 2016 appropriation, and \$28.3 million for FY 2017. For FY 2016, the distribution of adequacy aid is not changed, and communities will continue to receive their stabilization grants, if currently receiving such a grant. The current 108% cap on any increase also remains in effect. For FY 2017 and beyond, the cap is entirely removed and stabilization grants are funded at 90% of the municipality's current stabilization grant, if there is one. This 10% reduction decreases stabilization grants by \$15.8 million; elimination of the cap increases total grants by \$11.1 million.

For a town-by-town listing showing the ESTIMATED adequacy aid impact of the House proposal, [click here](#).

Building Aid

The moratorium, prohibiting the Dept. of Education from issuing building aid for new projects, is extended through June 30, 2017.

Catastrophic Aid

The negotiated agreement that restored much of the stabilization grants resulted in removing the \$7.5 million that had been proposed to increase the appropriation for Catastrophic Aid in FY 2017, intending to make it fully funded. The appropriation for FY 2017 is now level funded at \$22,300,000, and will fund approximately 70+% of entitlements.

Charter Schools

Additional grants for charter schools are adjusted by \$36 effective 7/1/15 for a total of \$2,036. Beginning 7/1/16, *except for VLACS*, \$1,000 is added to the additional grant for a total of \$3,036, with CPI adjustments beginning 7/1/17 and every biennium thereafter.

Health Care Plans

HB2 contains language stipulating that the state, or any political subdivision of the state, shall not offer its employees any health care plan subject to the excise tax under the Patient Protection and Affordable Care Act unless the extra expense arising from such tax is borne by the plan participants. The expenses arising from the excise tax shall not be transferred to the public. *This provision does NOT apply to any health insurance plan in effect when the state budget becomes effective.*

Career and Tech Ed Centers

HB25, the capital budget, continues to reflect the state's commitment to renovating the regional centers, budgeting \$3,025,000 for Dover and \$4,875,000 for Somersworth. These funds for CTE centers in Dover and Somersworth shall not be spent, obligated, or encumbered until such time as an action plan has received approval from the legislature's Capital Budget Overview Committee.

NHSBA Policy Bills Heard This Week in the House

SB149 addresses negotiating student tuition contracts and the 'right-to-know' law. The bill was filed in response to a resolution adopted by the NHSBA Delegate Assembly: "NHSBA supports legislation amending RSA 91-A to allow school boards to consider, discuss, strategize and negotiate student tuition contracts confidentially, consistent with applicable provisions of RSA 91-A." SB149 adds this provision to the list of reasons for which a board may enter into nonpublic session. This bill has passed the Senate, and NHSBA testified in the House in support of the bill this week. Please contact members of the [House Judiciary Committee](#) and share your support of this bill.

SB151 will allow home educated pupils, who attend classes at a public school, to be included, proportionally, in the student count for adequacy aid calculations. These students are currently excluded from the pupil count, despite the fact that they are attending public school and utilizing the resources of the district. This bill was filed in response to a resolution adopted by the NHSBA Delegate Assembly: "NHSBA supports the state funding of a percentage of adequacy aid for home education students who attend public schools in New Hampshire. The funding percentage should be prorated based on the percentage of the day that home education students are attending classes in public schools." This bill has passed the Senate, and NHSBA testified in the House in support of the bill this week. Please contact members of the [House Education Committee](#) and

share your support of this bill.

Criminal History Records Check

HB346 authorizes the release of information regarding the presence or absence of any record of convictions of the applicant of any crimes or charges pending disposition, rather than the current report that only lists the presence of convictions for certain felonies. The bill requires the state police to release a copy of the records check to the SAU, school district, chartered public school, or public academy, rather than the current police report indicating the presence or absence of certain felony convictions. This week NHSBA testified in support of this bill that provides an appropriate expansion of information provided by the criminal history records check. Experience has shown that individuals charged with felonious assault may sometimes plead to a misdemeanor; such plea bargains are not revealed under the current law. The additional information supplied is not included in the hiring prohibitions specified in statute. The additional information is simply supplied to the district, which then uses this information to make a hiring decision. School districts are required to have a policy on criminal history checks and applicants are usually asked if they have ever been convicted of a crime. Applicants should truthfully disclose this information. The proposed legislation will help with those hiring decisions. The bill has passed the House and is now in the [Senate Education Committee](#).

Legislation Considered Next Week includes:

Tuesday, April 7, 2015

HOUSE EDUCATION, 207, LOB

9:30 a.m. **SB 157-FN**, relative to encouraging high school students to take and pass a United States citizenship test.

10:15 a.m. **SB 190-FN**, relative to payment of costs for career and technical education center programs and administration by the department of education.

11:00 a.m. **SB 227**, relative to calculating the cost of an adequate education

SENATE EDUCATION, Room 103, LOB

9:00 a.m. **HB 124**, relative to the implementation of new college and career readiness standards.

9:20 a.m. **HB 519**, establishing a committee to study department of education policies affecting dyslexic students.

9:40 a.m. **HB 578-FN**, relative to state board of education compliance with unfunded federal education mandates.

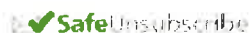
10:00 a.m. **HB 563-FN**, relative to funding for chartered public school pupils.

EXECUTIVE SESSION MAY FOLLOW

For the complete text of any bill, go to the [general court web site](#) and enter the bill number, e.g. HB102, and make sure the Session Year is 2015.

For more information on specific legislation, please call Dean Michener, NHSBA Director of Governmental Affairs at 603-228-2061, or email: deanm@nhsba.org.

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**FY 2016 / FY 2017
ESTIMATED ADEQUATE EDUCATION AID - HOUSE PASSED**

	- FY 2016 -							- FY 2017 -					
	NO CHANGE FROM CURRENT LAW							REDUCE STABILIZATION GRANTS BY 10% AND ELIMINATE CAP ON GRANTS			INCREASE / (DECREASE) FROM CURRENT LAW		
	A	B	C	D	E	F	G	H	I	J	K	L	M
	Total Calculated Cost of an Adequate Education	Statewide Education Property Tax (SWEPT)	Preliminary Grant	Stabilization Grant	Cap Impact	Total State Grant	Total State Grant & SWEPT	Stabilization Grant	Cap Impact	Total State Grant	Change in Stabilization Grant	Repeal of Cap	Change in Total State Grant
		[A - B]			[C + D + E]	[B + F]			[C + H + I]	[H - D]	[I - E]	[J - F]	
State Total	756,528,599	363,137,917	421,209,733	158,480,276	(11,111,933)	568,578,076	931,715,993	142,632,248	0	563,841,981	(15,848,028)	11,111,933	(4,736,095)
111 Hopkinton	3,356,272	1,463,055	1,893,217	-	-	1,893,217	3,356,272	-	-	1,893,217	-	-	-
112 Hudson	14,719,788	6,067,793	8,651,995	-	-	8,651,995	14,719,788	-	-	8,651,995	-	-	-
113 Jackson	331,521	911,004	-	78,127	-	78,127	989,131	70,314	-	70,314	(7,813)	-	(7,813)
114 Jaffrey	3,229,221	986,344	2,242,877	1,210,683	-	3,453,560	4,439,904	1,089,615	-	3,332,492	(121,068)	-	(121,068)
115 Jefferson	547,223	273,452	273,771	208,016	-	481,787	755,239	187,214	-	460,985	(20,802)	-	(20,802)
116 Keene	11,171,884	4,207,896	6,963,988	3,556,155	-	10,520,143	14,728,039	3,200,540	-	10,164,527	(355,616)	-	(355,616)
117 Kensington	1,430,673	713,714	716,959	-	(135,875)	581,084	1,294,798	-	-	716,959	-	135,875	135,875
118 Kingston	3,236,496	1,462,121	1,774,375	-	-	1,774,375	3,236,496	-	-	1,774,375	-	-	-
119 Laconia	9,589,659	4,402,329	5,187,330	1,463,505	(39,145)	6,611,690	11,014,019	1,317,155	-	6,504,485	(146,351)	39,145	(107,206)
120 Lancaster	2,223,849	588,368	1,635,481	1,995,143	-	3,630,624	4,218,992	1,795,629	-	3,431,110	(199,514)	-	(199,514)
121 Landaff	183,440	115,295	68,145	61,334	-	129,479	244,774	55,201	-	123,346	(6,133)	-	(6,133)
122 Langdon	364,990	142,750	222,240	174,135	(41,107)	355,268	498,018	156,722	-	378,962	(17,414)	41,107	23,694
123 Lebanon	5,748,335	4,543,496	1,204,839	768,410	(19,480)	1,953,769	6,497,265	691,569	-	1,896,408	(76,841)	19,480	(57,361)
124 Lee	2,798,848	1,015,473	1,783,375	672,635	-	2,456,010	3,471,483	605,372	-	2,388,747	(67,264)	-	(67,264)
125 Lempster	657,145	263,457	393,688	271,086	-	664,774	928,231	243,977	-	637,665	(27,109)	-	(27,109)
126 Lincoln	610,379	1,842,174	-	-	-	-	1,842,174	-	-	-	-	-	-
127 Lisbon	1,087,407	263,294	824,113	884,432	-	1,708,545	1,971,839	795,989	-	1,620,102	(88,443)	-	(88,443)
128 Littlefield	5,315,989	1,869,042	3,446,947	2,167,003	-	5,613,950	7,482,992	1,950,303	-	5,397,250	(216,700)	-	(216,700)
129 Littleton	3,436,629	1,257,813	2,178,816	1,498,757	-	3,677,573	4,935,386	1,348,881	-	3,527,697	(149,876)	-	(149,876)
130 Londonderry	16,980,590	6,550,222	10,430,368	1,295,082	-	11,725,450	18,275,672	1,165,574	-	11,595,942	(129,508)	-	(129,508)
131 Loudon	3,132,082	1,158,954	1,973,128	714,779	-	2,687,907	3,846,861	643,301	-	2,616,429	(71,478)	-	(71,478)
132 Lyman	181,895	143,021	38,874	101,586	(5,338)	135,122	278,143	91,427	-	130,302	(10,159)	5,338	(4,821)

LEGISLATIVE BULLETIN

Bulletin #14

2015 Session

April 3, 2015

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Phony Numbers on Pole Valuation

“Trust, but verify.”
— Ronald Reagan

The Senate Ways & Means Committee heard testimony this week on **HB 547**, the bill that would write into statute an appraisal formula for telephone poles and conduits. As you will recall, this is the bill that originally called for a reinstatement of the tax exemption for telephone poles and conduits. House members rewrote the bill in consultation with FairPoint representatives to create a statutory appraisal formula.

At this week’s hearing, assessors and other officials from at least seven municipalities spoke against the bill, as did one taxpayer from Concord, who summarized the bill succinctly: “This is a giveaway.”

Two representatives from the Assessing Standards Board also spoke, telling the committee that the board had voted unanimously to oppose the bill. As they explained, one of the ASB’s responsibilities is to recommend guidelines for assessing property. They urged the committee to refer the matter to the ASB if it believes the issue of pole valuation needs to be studied. A representative of the Department of Revenue Administration, while officially taking no position on the bill, also suggested referring the matter to the ASB.

Speaking in support of the bill were its House sponsors and representatives from two telephone companies. They continued to say the bill is necessary to end the approximately 480 lawsuits the phone companies have filed against municipalities. Privately, however, FairPoint has acknowledged that it will not drop any of the lawsuits if the bill passes, because the lawsuits are not primarily about pole valuations. The phone company representatives objected to letting the ASB study the issue. After all, the proposed formula has been thoroughly vetted—by FairPoint! Why let someone who understands assessing weigh in on it?

They also claimed the bill is a response to wild variations in appraised pole values around the state. As examples, they cited average per-pole valuations from a number of towns, ranging from \$93.70 to \$6,865. The highest number cited, \$6,865, was for Groton, and the second highest,

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Pole Valuation - continued

\$2,400, was for Lempster. Before the hearing, we also heard a claim that Derry had assessed its poles at an average of \$5,365. FairPoint's New Hampshire president said at the hearing, "This is part of the problem. Numbers are just being made up."

Some of those numbers had been mentioned before, but curiously, FairPoint had never provided any information to back them up. The numbers sounded fishy, so after the hearing, we decided to do something we should have done a long time ago: verify.

Groton's assessor provided us with the assessing card for FairPoint's properties in that town. It shows a total pole value of \$44,253 for 71 poles. That's a per-pole value of \$623—not \$6,865. The same assessor represents Lempster and provided the card for FairPoint's properties in that town. It shows a total pole value of \$253,162 for 355 poles—a per-pole value of \$713, not \$2,400. The company that does the assessing for those towns (and many others) begins with a pole value of \$900 and factors in depreciation—so ***no pole in those towns has ever been appraised at over \$900***, let alone at an average of \$6,865. We also checked with Derry. The poles there were appraised at \$962 per pole—not \$5,365.

So FairPoint's president is correct—numbers ***are*** just being made up. But it's not the towns, or their assessors, that are making them up. We don't know where FairPoint got its insanely inaccurate numbers. We assume they indicate mistake, not deceit; but a huge mistake it is, and it thoroughly undermines the premise for the legislation. (We suspect the company may have aggregated its entire property valuation in each town, which includes a value for conduits and for the use of the public right of way, and divided that figure by the number of poles. This would dramatically misstate the value per pole, and it is surprising that anyone could make such an enormous error.)

Here, then, is what we know:

- The exorbitant assessments we've been hearing about for months, which are the entire premise for this bill, **never happened**.
- The bill was sold as a way to end 480 lawsuits, but in fact FairPoint acknowledges that it will not end a single lawsuit.
- Not one person with any assessing expertise has expressed support for the bill.
- The state's foremost authority on assessing issues, the ASB, voted unanimously to oppose the bill.

In short, the House passed a bill that (1) was drafted by the people it will benefit, with no input from anyone else, (2) is based on imaginary facts, (3) is intended to achieve a goal that it clearly won't achieve, and (4) is opposed by everyone who knows anything about the subject.

Simply put, the House was duped. In their defense, House members relied in good faith on the representations made to them. Now that those claims have proven false, there is no excuse for continuing this charade.

Pole Valuation - continued

The Senate Ways and Means Committee may vote on HB 547 when it meets next Tuesday, April 7. Please contact [committee members](#) before then and urge them to kill HB 547. Please contact your own senator as well.

Utility Valuation Bill Still Pending

The Senate Ways and Means Committee has not yet voted on **HB 192**, the **NHMA policy bill** that prohibits the use of Department of Revenue Administration values in appeals of local utility property tax assessments. The committee meets on Tuesday mornings, so there is a good chance it will take up the bill next **Tuesday, April 7**.

If you have not yet contacted your own senators or [members of the committee](#), please do so as soon as possible and urge them to **support HB 192**. The need and the justification for the bill were discussed in [last week's Bulletin](#) (page 3).

House Adopts Budget – Municipal Aid Reduced

On Wednesday the House adopted its version of **HB 1**, the fiscal year 2016/2017 state operating budget. [Last week's Bulletin](#) listed the cuts in state aid to municipalities that were proposed by the House Finance Committee. By a vote of 212-161 (generally along party lines with just a few exceptions), the House concurred with the Finance Committee's recommendations. There were many floor amendments proposed, one of which included among other provisions, restoration of \$5 million in the meals and rooms tax distribution for fiscal year 2017. Unfortunately, that amendment failed by a vote of 212 to 163. Click [here](#) to see how your representative voted on that amendment.

While some legislators disagree with us, our definition of a “cut” includes any reduction in funding to municipalities which requires action by the legislature to change current law. Each of the six categories of state aid shown on the chart on page 5 required changes to current law to reduce or eliminate funding. Those changes are included in **HB 2**, the companion bill that enacts the statutory changes necessary to implement the operating budget, which the House also adopted on Wednesday. In addition to those reductions in municipal aid, there are changes to the education funding statutes. A floor amendment was adopted which provides a “stabilization” grant in fiscal year 2017 at ninety percent of the 2012 level and eliminates the cap on adequacy grants—a provision that will help school districts experiencing increased enrollment over the past few years. However, to fund elimination of that cap, catastrophic aid was reduced. See the New Hampshire School Boards Association April 3rd [Legislative Bulletin](#) for more information.

So what does this mean for your municipality? We have compiled a [list](#) showing the **estimated** reductions by municipality for the biennium based on the following information:

Municipal Aid - continued

- The meals and rooms tax estimate was computed taking the difference between the distributions in December 2013 and December 2014, when an additional \$5 million from the catch-up formula was recognized.
- The water/sewer estimates were provided by the Department of Environmental Services to the House Finance Committee based on the best information available in February.
- The flood control figures are based on the 2014 payments from the Department of Revenue Administration.
- The FEMA match is based on information provided last year with **SB 409**.
- The highway funding is based on estimates associated with the road toll increase last year in **SB 367**.
- Our understanding is that the bridge aid reductions for fiscal years 2016/2017 will delay funding rather than eliminate funding, therefore no municipal impact is provided, but you probably know your situation regarding state bridge aid.
- Estimates of the education funding changes are available on the General Court website.

The Senate begins its formal review of the budget next week. We anticipate many changes in both revenue estimates and appropriations in the Senate version and will keep you posted as this process continues over the next several months.

Cameras at Polling Places—Requirement Still In, Funding Out

Two weeks ago, we reported that the House might include a provision in **HB 2** to suspend until 2017 the requirement that moderators take photographs of voters who vote by executing a challenged voter affidavit, rather than by showing a photo ID. (We erroneously referred to a qualified voter affidavit in that article. Our apologies—we do know the difference.) Without the suspension, the requirement would take effect September 1 of this year.

As we mentioned, the law that is scheduled to take effect includes a provision for the Secretary of State to provide each municipality with the necessary photography equipment. Without that provision, municipalities would be required to purchase cameras and printers for use at the polls—an obvious unfunded mandate. Of course, having the Secretary of State provide the equipment would require spending state money, and the Finance Committee was trying to save every dollar it could. That is why the committee considered suspending the requirement.

It seemed, then, that there were two options: (1) repeal (or suspend) the picture-taking requirement to save the state money (and avoid unnecessary hassles for local election officials); or (2) leave the requirement in place and find the money for the Secretary of State to provide the equipment.

Anybody want to guess what the House did? Of course! It left the local mandate in place and eliminated the state funding! Under **HB 2** as adopted by the House, the requirement that the Secretary of State provide the equipment is repealed, but the picture-taking requirement for local election officials remains in place, and will still take effect September 1.

Polling Places - continued

This is a plain, unambiguous violation of part 1, article 28-a of the New Hampshire Constitution. We understand there is a movement afoot for moderators to simply ignore the requirement, and we fully support that approach. We hope, however, that the Senate will avoid this problem by repealing the requirement.

NHMA 4/2/2015		State Aid to Municipalities - FY 16/17 House Budget			
		A Current Law	B Governor Recommended	C House Passed	D Gain/(Loss) A-C
1 Meals & Rooms Distribution	FY 15	63,805,057			
	FY 16	68,805,057	63,805,057	63,805,057	(5,000,000)
	FY17	73,805,057	68,805,057	63,805,057	<u>(10,000,000)</u>
					(15,000,000)
2 Environmental Grants See note 2 below	FY 15	9,163,286			
	FY 16	10,681,218	8,044,775	7,618,201	(3,063,017)
	FY17	11,332,424	7,653,311	7,253,952	<u>(4,078,472)</u>
					(7,141,489)
3 Flood Control See Note 3 below	FY 15	787,898			
	FY 16	825,000	230,700	230,700	(594,300)
	FY17	825,000	230,700	230,700	<u>(594,300)</u>
					(1,188,600)
4 Highway Block Grant	FY 15	30,000,000			
	FY 16	34,885,357	34,885,357	30,885,357	(4,000,000)
	FY17	36,105,706	36,105,706	32,105,706	<u>(4,000,000)</u>
					(8,000,000)
5 Bridge Aid See note 5 below	FY 15	15,100,000			
	FY 16	13,600,000	6,800,000	6,800,000	(6,800,000)
	FY17	13,600,000	6,800,000	6,800,000	<u>(6,800,000)</u>
					(13,600,000)
6 FEMA Match See note 6 below	FY 16	4,319,966	0	0	(4,319,966)
7 Total Aid to Municipalities	FY 16	<u>133,116,598</u>	<u>113,765,889</u>	<u>109,339,315</u>	<u>(23,777,283)</u>
	FY17	<u>135,668,187</u>	<u>119,594,774</u>	<u>110,195,415</u>	<u>(25,472,772)</u>
Governor and House Reductions from Current Law					\$ (49,250,055)

Notes:

- 2 Environmental grants under Column A include *ESTIMATES* of the minimum amount of eligible projects if the moratorium were lifted (per Department of Environmental Services letter to House Finance Division I dated 3/9/15).
- 3 Assumes Massachusetts and Connecticut will not make payments under the flood control compacts in the absence of intervention by the Attorney General's office.
- 5 While funding for Bridge Aid is not required by current law, historically \$6.8 million has been appropriated annually from the Highway Fund. The road toll increase enacted last year provided an additional \$8.3 million in bridge aid in FY 15 and was supposed to provide an additional \$6.8 million each year thereafter.
- 6 FEMA match was appropriated under SB 409 in 2014 for FY 2016. The municipal share was \$4,319,966.

LEGISLATIVE BULLETIN

Bulletin #13

2015 Session

March 27, 2015

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Budget Cuts, Downshifts, and Unmet Expectations

The state budget process is complex. The various shrinking sources of state aid are tucked in here and there, but we know where they are. In the House Finance Committee proposed budget, state aid to municipalities is a mixed bag, with some sources flat-funded at the same levels as fiscal year 2015, and other areas reduced. While in many ways flat funding in the current environment is a positive, **by current law**, municipalities were supposed to receive an increase in two major sources: the meals and rooms tax distribution and highway and bridge aid.

So is flat funding a downshift? Is flat funding a cut? A broken promise? Do municipal officials have unrealistic expectations, as some legislators say, when they expect to receive the state aid funds in accordance with current law?

In bottom line dollars, here is what's in the House Finance Committee proposed budget for the biennium, and what's not there. Finance Committee members would want you to know that some of these cuts were in the Governor's proposed budget, and were not made by the Finance Committee, although we are not sure it matters where the cuts originated:

- Over the coming two years, under the proposed House budget, municipalities will not see the additional **\$15 million in meals and rooms tax revenue** called for by the "catch-up" statute that was enacted in 1993 to raise the municipal share of that revenue to 40%, as was promised back in 1967 when the tax was enacted. That catch-up formula remained in place from 1993 to 2009, raising the municipal percentage to 29% before it was suspended. Some legislators say towns and cities haven't been cut here, because that line will be flat-funded at the 2015 distribution level, and that we should not have expected the increase.
- Over the next two years, municipalities with completed waste water treatment projects will not see over **\$7 million in state aid grant monies** they are owed under state statute. These projects were approved locally with the expectation of state funds to assist with repayment prior to the freeze on the state money that was implemented in December 2008. After several years of effort, grant monies for

Budget Cuts - continued

some projects were explicitly funded in 2015, then pulled back to help address the state's 2015 deficit. They were promised for 2016 and included in the Governor's budget proposal, and now they've been eliminated again. Downshifting, you say?

- Municipalities also will not see the expected **\$8 million** in additional funding in **highway block grants** or the **\$13.6 million** in additional funding for **bridge aid** explicitly targeted from the road toll increase enacted by **SB 367** in 2014. (See article below.) So despite working hard to pass the road toll increase, municipalities will be flat-funded in these areas in the coming biennium. Unreasonable expectations for an increase?
- The long-overdue payment of **\$4.3 million** for the state's share of **disaster relief** has also been cut from the budget. For eight declared disasters occurring in 2010 through 2013, municipalities paid the full 25% match for FEMA disaster funds. This match has historically been shared equally with the state, but the state never reimbursed those municipalities for its 12.5% share. That led to the passage last year of **SB 409**, which explicitly appropriated the \$4.3 million for the state match to be paid in 2016. Those funds have been cut from the budget, however, with some saying it is an "old" obligation, and if the municipalities have made it this far without the money, they don't need it. An unrealistic expectation? A downshift?
- **Flood control** funding has also been cut approximately **\$1.2 million** in the proposed budget. This represents payments to those municipalities that lost land to the flood control compacts still necessary to mitigate downstream flooding of both the Merrimack and Connecticut Rivers. While the funds reimburse municipalities for only a tiny fraction of the value the land would have today, some say the difficulty in getting other states to pay their share should not be the state's problem, so only the state share has been appropriated.
- Click [here](#) to see the New Hampshire School Boards Association's Bulletin for information about education funding in the proposed budget.

NHMA has been urged over time by various government officials to have its members take a position on revenues. NHMA has gathered local officials together in regular and special policy meetings to address revenues, but as one can imagine, with 234 separate municipal governments, it is not easy to reach agreement. One revenue source that did garner sufficient support to become policy was the increase in the road toll, and yet before a cent of that money has been distributed, the money is "reallocated." Other NHMA legislation that would result in increased revenue to the state as well as municipalities—**HB 224**, which would end the so-called pollution control subsidy to big business—was again defeated in the House. So what is the incentive for municipalities to join together behind any revenue source?

Budget Cuts - continued

Please make sure your representatives are aware of the effects of this proposed budget on municipalities. Whether called downshifting, cuts, or unmet expectations, what is clear is that the legislature's refusal to raise revenue, or its effort to live within its means, is being done in part at a cost to municipal government—and to local property taxpayers. Make sure your representative knows what he or she is voting for when they vote on the budget on April 1st.

Road Toll (Gas Tax) Funding—Gone Before It Arrives

On Thursday, in order to present a balanced budget that does not rely on any new revenue sources or tax or fee increases, the House Finance Committee voted to “reallocate” the road toll revenues attributable to the 4 cent increase enacted last year in **SB 367**. This reallocation *eliminates* \$4 million each year in highway block grant funding to municipalities, and instead directs that money for operational activities at the Department of Transportation. As you may recall, NHMA members strongly supported and advocated for what became the first road toll increase in over 20 years, conditioned upon the additional revenue's being used exclusively for highway purpose and “*that the proportionate share of such additional revenues is distributed to cities and towns as required by existing law*” (NHMA POLICY). Existing law (RSA 235:23) requires that 12 percent of road toll revenue and motor vehicle fees collected by the state the previous year goes to cities and towns, distributed under a formula based on the number of miles of class IV and class V roads in each municipality, and on population estimates.

In accordance with RSA 235:23, **SB 367** was to provide \$4 million each year in additional highway block grant funding beginning July 1, 2015. (Click [here](#) to see a table showing the estimated block grant increase for each municipality). The bill also provided \$6.8 million each year in additional bridge aid to municipalities to help reduce the 8-10 year wait for such state aid. As we reported in *Bulletin #11*, the additional \$6.8 million for municipal bridge aid was already eliminated in the Governor's budget, and now the additional \$4 million in highway block grant funding is eliminated in the House Finance Committee budget. So here's the bottom line for municipalities ...as George Costanza was told in the famous “Seinfeld” episode... “No soup for you!”

Committee to Vote on Utility Valuation Bill

The Senate Ways and Means Committee heard testimony this week on **HB 192**, the **NHMA policy bill** that prohibits the use of Department of Revenue Administration values in appeals of local utility property tax assessments. The committee is likely to vote on the bill this coming **Tuesday morning, March 31. Please contact members of the committee before then and urge them to support the bill.**

Many local officials and others appeared at the hearing to speak in support of the bill. However, almost an equal number of utility lobbyists spoke in opposition. The primary argument against the bill was that the courts and the Board of Tax and

Utility Valuation Bill - continued

Land Appeals should be able to consider all relevant evidence, without interference from the legislature.

The answers to that argument are easy. First, there are many examples of the legislature's determining what evidence is or is not admissible (breathalyzer results, early offers in medical malpractice cases, *nolo contendere* pleas in subsequent civil cases).

Second, DRA valuations of utility property clearly are not relevant in local property tax appeals, so the court or the BTLA is not missing anything by not hearing the evidence. On the contrary, **HB 192** would help to keep misleading information out of the tribunal. As was explained at the hearing, DRA does not appraise property in a specific municipality when it determines utility values under RSA 83-F. This is because the utility property tax under RSA 83-F is a state-level tax, and it does not matter to the state or DRA what property a company has in what municipality.

DRA values the business as a whole, using the net book value as supplied by the company. It then allocates that value among the municipalities based on the company's allocated business—without actually considering what property the utility has in what municipality. It does not matter to DRA if a company has a substation or a hydro facility in a particular town, and that information is not reflected in its valuation. Because property must be appraised for local property tax purposes based on the market value of the specific property in the municipality, the DRA valuation is not only irrelevant but misleading.

If Wal Mart or Home Depot were to appeal its tax assessment in a particular town (assuming it owns its stores, rather than leasing them), would the superior court/BTLA consider the net book value of the company's New Hampshire business as a whole, allocated among all the municipalities where it does business? Of course not. It would only consider an appraisal of the market value of the specific property in the specific municipality. The question here is no different.

Further, if the DRA valuation is to be used in court or in the BTLA, due process requires that the municipality be able to depose and cross-examine the appraiser. DRA employs one person to value over 100 utility companies in 234 cities and towns. If he is going to have to be a witness every time a utility company appeals its assessment, the state will essentially be paying an employee to spend all of his time in court, testifying on matters that have nothing to do with the work he was hired to do, for the benefit of private businesses and in opposition to the state's political subdivisions. If that is not a misuse of state resources, we don't know what is.

Again, please contact members of the Ways and Means Committee and your own senator and urge them to support HB 192.

Hearing on Pole Valuation Bill Scheduled for Tuesday

The Senate hearing on **HB 547**, dealing with valuation of telephone poles for property tax purposes, has been scheduled for this coming **Tuesday, March 31, at 9:10 a.m., in State House Room 103**, before the Ways and Means Committee. Please consider attending or sending your local assessor to ***oppose this bill***.

The current version of this bill was discussed at length in *Bulletin #10*, and that discussion will not be repeated here. However, we will repeat the basic point that legislators are not assessors, and it is not within their expertise to establish a valuation formula for telephone poles or any other class of property.

If there is a reason to assess telephone poles differently from other property—and no reason for doing so has been demonstrated—it would make sense to refer the issue to the Assessing Standards Board, which *does* have the expertise and has been specifically charged, under RSA 21-J:14-b, with recommending legislation and guidelines to be followed in assessing property. Neither the ASB nor the Department of Revenue Administration was consulted on **HB 547**. The current version of the bill was drafted by a few legislators in consultation with lobbyists for the telecommunications industry, and was pushed through the committee, and the House, with no public hearing and almost no discussion in committee. This is no way to establish an appraisal formula for billions of dollars in property.

Again, **HB 547** will not even achieve the stated goal of its supporters, which is to “relieve municipalities of the burden” of the many lawsuits the telephone companies have filed over their tax bills. Not one lawsuit will be dismissed if **HB 547** becomes law; to the contrary, it will almost certainly lead to hundreds more lawsuits by electric and gas companies demanding that their utility properties be assessed in a similar manner.

Please contact your senator and members of the Ways and Means Committee and urge them to oppose HB 547.

Casino Bill Promises Revenue Sharing (or “Fool me once . . .”)

SB 113, the perennial bill to bring casino gambling to New Hampshire, passed the Senate two weeks ago on a 13-11 vote and is scheduled for a hearing in the House Ways and Means Committee on **Tuesday, April 7, at 9:00 a.m., in LOB Room 202**. NHMA has no position on the bill. On several occasions NHMA’s members have declined to take a position on the issue of expanded gambling. Despite the possibility of additional state and local revenue, our members have not achieved a consensus on whether the positives outweigh the negatives.

This year’s bill comes with a sweetener (as a similar bill last year did). It promises to distribute a portion of the slot machine revenue to cities and towns under the revenue sharing formula in RSA 31-A:4. For those who don’t remember revenue sharing, that is the program, created in 1970 when the legislature took away several other sources of municipal revenue, under which the state promised to return a portion of its general revenue to cities and towns. Until 2009, when the program was

Revenue Sharing - continued

suspended, revenue sharing under RSA 31-A provided about \$25 million annually to municipalities.

Given the prospect of getting \$25 million a year, a few people have asked whether we will support **SB 113**.

Ha! It seems [we've been here before](#).

To be fair, we have no doubt that the sponsors of **SB 113** fully intend to see \$25 million annually distributed to cities and towns. Similarly, we're sure the legislature was sincere in its original promise in 1970. No doubt it was also sincere when it promised to pay 35 percent of the cost of police and firefighter pensions, in exchange for requiring municipalities to participate in the retirement system; and when it promised to distribute 40 percent of meals and rooms tax revenue to cities and towns; and when it promised grants for mandated water infrastructure; and when it promised compensation for land taken for flood control. Perhaps it was even sincere last year when it promised increased bridge aid and block grants from the road toll increase.

In some cases it took several decades for the state to welch on its obligation. But lately, as discussed in the first two articles above, legislative promises seem to be written in fast-disappearing ink. So forgive us if we look this gift horse in the mouth.

If individual municipalities want to weigh in on **SB 113**, we encourage them to do so. And maybe, just maybe, cities and towns will get some revenue sharing—for a year or two. We are not getting our hopes up.

HOUSE CALENDAR

Joint House/Senate Meetings Are Listed Under This Section

TUESDAY, MARCH 31

CRIMINAL JUSTICE AND PUBLIC SAFETY, Room 204, LOB

10:00 a.m. **SB 106-FN**, restricting the sale or possession of synthetic drugs. **NHMA Policy.**

FRIDAY, APRIL 3

COASTAL RISK AND HAZARDS COMMISSION (RSA 483-E:1), Department of Environmental Services, Pease

11:00 a.m. Steering Committee.



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

Public Safety Complex Gym Guidelines

The Town of Lee encourages good exercise habits and healthy living. It is understood that regular exercise is an essential part of good health. The Town of Lee provides its full time employees and Lee Fire & Rescue call firefighters with the opportunity to exercise in the Public Safety Complex Gym before and after individual work hours. The gym is available for use once a "Release of Liability" form has been signed and returned to the Town Administrator.

When beginning an exercise program, start easily so that your body can gradually adjust. Being too aggressive is likely to result in injury.

Warm up with stretching and/or light calisthenics for about 5-10 minutes before using the fitness equipment. Cool down after using the equipment for another 5-10 minutes. When strength training, exercise at least twice a week, but not on consecutive days.

You may find it helpful to keep a written record of your performance to monitor your progress.

1. Appropriate clothing must be worn; open-toe shoes are strictly prohibited.
2. Sign in before you begin your workout.
3. Do not use equipment if you are not already familiar with it.
4. Please wipe equipment, benches, etc. clean with a towel when you are done.
5. Replace any weights that you might have used back on the appropriate rack.
6. The machines and weights should be used with care. Dropping plates, dumbbells and weight stacks can cause injury, equipment damage, and facility damage.
7. Food is not allowed. Plastic water bottles may be used.
8. All types of tobacco use are prohibited.

The above list is not intended to be all inclusive. Follow any other posted rules or guidelines.

Adopted by the Lee Select Board on _____

Carole Dennis, Chairperson

GYM AND SHOWERS – RELEASE OF LIABILITY

Please CAREFULLY READ this RELEASE OF LIABILITY.

The Town of Lee has on its premises a Gym and showers that it allows its employees to utilize during their personal time, such as during breaks, lunch, and before or after work. Use of the Gym and showers is not a requirement of employment and is solely optional. Nothing in the foregoing shall be deemed to exclude, amend, or otherwise modify the Releasees' ability to assert any other defense or claim of immunity available at law or equity, including the municipal immunity set forth in RSA chapter 507-B.

In consideration of being permitted to enter and use the Gym and/or showers, the undersigned:

1. Hereby releases, waives, discharges and covenants not to sue the Town of Lee, its officials, employees, agents and representatives (hereinafter "Releasees") from all liability to the undersigned, and his/her representatives, heirs, and successors in interest (hereinafter "undersigned") for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property of the undersigned, whether caused by the negligence of the Releasees, breach of contract (express or implied), or otherwise while the undersigned is in, about or using the Gym or showers.

2. Hereby releases, waives, discharges and covenants not to sue the Releasees from any vicarious liability for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property of the undersigned caused by the Town of Lee, its officials, employees, agents, representatives, independent contractors, consultants or other users of Gym or shower rooms.

2. Hereby agrees to indemnify and save and hold harmless the Releasees from any loss, injury, liability, damage or cost they may incur due to the presence of the undersigned in or about, or the undersigned's use of, the Gym or shower rooms whether caused by the negligence of the Releasees or otherwise.

3. Hereby assumes full responsibility for and risk of bodily injury or property damage, including but not limited to death, paralysis, brain injury, heart attack, stroke, aneurysm, broken bones, torn tendons or ligaments, torn muscles, spinal injury, damage to organs, disease, infection and any other physical or emotional injury, medical or psychiatric condition or complication of any kind whatsoever, due to any cause, including the negligence of Releasees or otherwise, while in, about or using the Gym and showers.

4. Hereby represents and warrants: (a) that he/she acknowledges that presence in or about, and use of, the Gym and showers is on an unsupervised basis and is otherwise dangerous and involves the risk of serious bodily and psychiatric injury, death and property damage; (b) that some of the risks of harm include, but are not limited to, physical activity and exertion, equipment failure, equipment maintenance or lack thereof, equipment defects, slippery surfaces, obstacles which might cause trip and falls, pre-existing health problems, carelessness and negligence of Releasees or others, structural failures, design defects, impeded access, electrical, heat, air conditioning or ventilation defects, lack of security and/or supervision, and any other risk of harm whatsoever that one might encounter in an unsupervised exercise or shower area; (c) that he/she has read this Release of Liability carefully and had an opportunity to review it with legal counsel; and (d) that he/she is in good health and has no physical condition that prevents them from using the Gym and showers.

Signature of Employee

Date: _____

Street Address

City/Town

State

Signature of Authorized Supervisor

Date: _____

Internet Intent & Implementation Policy

1.) Authority:

In accordance with RSA 31:39 and its role as the Governing Body, the Select Board (the “Board”) has the authority to adopt ordinances and policies to order its prudential affairs and guide the administrative functions of the corporate body politic of the Town of Lee.

2.) Purpose & Application:

This purpose of this policy is to describe the Town’s intent for maintaining a presence on the internet and prescribe how the Town will manage its internet web site and electronic newsletter (collectively the “sites”), and publish information on the sites, deal with information submitted by others for publishing, retain information published, link to the sites of others, and allow others to link to the Town’s sites.

The policy shall apply to the Town’s main site, the web pages maintained by its various departments (e.g. fire and police), the electronic newsletter, and any other publications, whether in print or electronic, that the Town may distribute as deemed necessary.

3.) Administration:

This policy shall be administered by the Town Administrator, or her/his designee, on behalf of the Town of Lee (the “Town”) who shall periodically report to the Board on the use and activity of the site (e.g. “hits” and major development issues). All inquiries and complaints should be directed to:

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

S/he shall be assisted by the Town Secretary as the primary party with responsibility of website maintenance, issuance of the electronic newsletter, and the training of all other staff personnel who post to the website. Only the staff so authorized may publish materials upon the website.

4.) Definitions:

Whenever the male gender is used it shall be deemed to refer to the female gender and vice-versa.

Commercial: Advertising and promotional material, including any program disguised as a so-called “Infomercial,” designed to promote the sale of commercial products or services by telling about, promoting or praising a product, service, or business, in such a manner as to make people want to buy; as intentionally showing business or product names, logos, or symbols as promotion; as having the intent to make a profit as a result thereof.

Electioneering: A communication, activity, or distribution of information, a handbill or flier designed or intended to influence the vote of a voter on any question or office, or in any manner to expressly advocate the election or defeat of a candidate or passage or defeat of an issue or to promote or advance one candidate, issue, or position over another or to raise funds toward such purposes.

Issue: A program whose primary purpose is to discuss the activities of an elected or appointed person or entity and the matters before them or a balanced view of a matter proposed for, or subject to, a ballot vote.

Offensive: Language of slang, vulgar or colloquial expression which refers, in the context in which it is used, to sexually explicit acts or to human elimination; or abusive language against persons, ethnic groups, religious groups, sexual orientation, or persons with disabilities.

Official: Relating to the performance of one's appointed or elected position or the administration or management of an entity, whether paid for by government or private funds, where the primary purposes is to inform the public as to the ongoing activities for the person or entity, solicit public opinion and communication, and provide constituent services.

Violence: Extreme acts of violence against people, animals or property; or depictions of extreme violent acts in dramatic and/or poetic manners.

5.) Policy:

a.) Intent: The Town's site is intended to be a vital component in its efforts to distribute information to the public at large about the Town's activities, services, decision making process, decisions and resulting ordinances, policies and regulations. The site should act as a means for our residents and visitors to readily obtain information, and submit service requests, comments, and applications at a time and a manner most convenient to them. The site should be as complete as may be technically possible while the quantity and type of documents being posted must bear a meaningful relationship to the intent of this policy and the corresponding benefit must justify the staff time consumed.

The Town does not intend the site to create a forum or other means for the public to advocate an opinion or exchange the same on issues of local interest (i.e. a "blog") and the Town retains total and absolute editorial control over its site.

Notwithstanding that the Town may link to an outside site, it will not directly publish any material on its site unless such material is considered to be an official communication of the Town or where the Town has sponsored or co-sponsored the publication of the material as an official action.

b.) Copyright and Trademarks: The Town will declare and defend a copyright on and retain all intellectual property rights to all items on the site including all text, graphic images and other content excepting that provided to it by third parties. It shall provide attribution for any material it uses from third parties that are similarly copyrighted or trademarked and refer any party seeking to use such material to the original owner. Any use of the materials on the Town's site without appropriate attribution or without the written permission of the Town is prohibited. The following acts or activities are prohibited without prior written permission from the Town: (a) modification and/or re-use of text, images or other site content; (b) distribution of the Town's site content as their own; or (c) "mirroring" the Town's information on a non-town site.

c.) External Links from the Town Site: The Town, in its sole discretion, may add links to its site which allow its users to access other sites when such a link will further the intent of this policy. Those sites may include, but are not limited to, the following:

- Federal, State and County Government and the official website of those elected to represent the Town therein;
- University System of NH
- Local and Regional Broadcast, Cable and Print Media;
- Units of Local Government such as the Oyster River Cooperative School District or other towns or cities or units thereof;

- Any utility regulated or franchised by the state Public Utilities Commission or the Town which serves the community or portions thereof;
- An association or agency funded in whole or in part by the by the Town (i.e. Oyster River Youth Association, McGregor Ambulance);
- A public or professional interest association which the Town, its employees, or officers have joined (i.e. New Hampshire Municipal Association, Government Finance Officers Association, Tax Collectors Association, etc.);
- A not-for-profit corporation to which the Town makes an annual appropriation.

The Town will not link to the following except under circumstances provided for in this section:

- Commercial sites or the sites of other public or private organizations or corporations excepting those that have been retained by the Town, or established a partnership with the Town to help meet its strategic goals (e.g. CodeRed, Avitar); and
- Electioneering or Political sites excepting those efforts for which the Town has taken an official position of endorsement (e.g. “Donor Town” Tax).

Additional sites the Town will generally not link to include individual or personal home pages or those which:

- Violate the Town’s equal opportunity norms or values, or content contrary to the policies or ordinances of the Town;
- Promote or exhibit hate, bias, or discrimination, or advocate for, illegal drugs or illegal activities;
- Promote any religion or religious viewpoint;
- Make claims or representations in violation of advertising or consumer protection laws or infringe on any trademark, copyright, or patent rights of another;
- Contain libelous slanderous or otherwise defamatory content, generally offensive language, depiction of extreme violence, or obscenity; and
- Contain content that a reasonable citizen may not consider to maintain the dignity and decorum appropriate for government.

The link will contain only the name of the organization or service linked to, a logo, and a brief description. The Town reserves the right to determine where such external links will appear on its site.

Any site that the Town links to must open to a “home” or “start” page which (a) contains a valid HTML title tag that provides the name of the site or the organization that operates the site and (b) provides readily identifiable contact information including an e-mail or postal address, or telephone number. Any such site may not include a programming feature that “traps” the user and does not allow them to return to the Town’s site by clicking the browser “back” button or clicking on a preinstalled link to come back to the Town’s site.

Those seeking to have a link placed on the Town’s site must submit a request to the Town Administrator, who will determine if the link would be in keeping with this policy.

The Town Administrator shall develop and implement a plan to periodically monitor the content of the sites to which it links. If the Town finds any site is no longer in conformance with this policy, or it does not maintain current material or present a technically quality site (e.g. out of focus images) it reserves the right to, without notice, remove the link forthwith. Any such third party will thereafter have to make an application for reinstatement and satisfactorily demonstrate it is in compliance with this policy.

d.) External Links to Town Site: The Town will allow other parties to link to the Town's site without prior written permission provided that it is not a site that this policy would generally prohibit the Town from linking to and is otherwise in conformance with this policy. However, those linking to the Town's site should understand that content and internal web links may change at any time without notice and the site may be out of service, at any time, for maintenance or unanticipated interruptions. No party shall link to the Town's site in a way as to make it appear the Town's site is an integral part of its site, capture pages within frames, present the Town's site content as its own, otherwise misrepresent this site's content or misinform users about the origin or ownership of its content, or imply it has the endorsement of the Town for its services, products or activities.

e.) Activities on the Town Web Calendar: Postings on the site calendar shall be restricted to official Town activities or those which the Town has officially sponsored.

f.) Retention of Materials Published: Materials published on the website, excepting those published in the so-called "Red Banner" which shall be considered a "transitory correspondence" no longer needed for reference (RSA. 33-A:3-a, XXV) shall be retained on the site for five years. Information removed thereafter shall be maintained in paper or electronic format until such time – if at all – as it may be disposed of in accordance with the schedule in RSA 33:A:3-a after consultation with the Municipal Records Committee.

g.) Use for Compliance with RSA 91-A & Other Requirements: To the extent consistent with statute and Town policy or ordinance, the site shall be used as one of the posting locations for compliance with the posting requirement for public notices for meetings, public hearings, bidding, employment and the like. In the event of any cancellation or change in the posting of such a meeting or event, it shall be the responsibility of the party who initially posted it or asked for it to be posted to take appropriate action so that the public is notified of the change in a timely manner. The minutes of all Boards and Committee meetings shall be posted on the website as well.

h.) Third Party Endorsements, Releases & Notices: Adding a link from the Town's site to other sites, when deemed appropriate to furthering the intent of this policy, does not constitute an endorsement or approval of that third party's service or activities. Some of the material on the Town's site may have been generated by third parties who have granted the Town permission to use it. Those parties retain ownership of the material. Persons seeking to use or modify those materials including, but not limited to, icons, graphics, and general content will need to contact the owner of such materials directly. The Town will not act on their behalf to seek such permission. Web sites the Town may link to are not controlled, maintained or otherwise regulated by the Town. The Town is not responsible for the content of those web sites. Visitors to those sites use the information voluntarily at their own risk and must conduct their own due diligence appropriate to the use of any such materials. Visitors to external sites linked from the Town's site are advised to contact the operators of those sites with any questions about accuracy, copyright compliance, legality, security, privacy or right to reproduce or otherwise use their materials, including graphics and logos, thereon.

i.) Privacy & Use of Data: The Town may not use its web site to:

- Record personal information about our users and their visits for commercial purposes;
- Send unsolicited email regarding any commercial offers or advertisements; and
- Disclose, sell, rent or otherwise distribute personal information to any third party, unless such data must be released in accordance with law.

The Town may use its web site to:

- Record statistics to monitor overall site traffic to ensure users of the site are able to access information in an effective manner and to determine means to continually improve the site to better suit the users' needs (i.e. which pages get the most/least traffic, the most effective means of communication such as graphics, text, and links and our effectiveness in communicating urgent messages to the population during emergencies). In keeping with industry standards we will record the following information about users:
 - o The Internet domain and/or IP address from which users access our site;
 - o The type of browser and operating system used to access our site
 - o The date and time of a user's visit;
 - o The pages visited; and
 - o The address of any Web site that users link to us from.
- Provide electronic payment capabilities by check, credit card or other means. Any related personal and/or payment information transmitted may only be collected, processed and disclosed to complete an online transaction and for record-keeping for such activities as billing, permits, licenses and other business-related purposes.
- Respond to a user's request for information or a user's submission of information, or to complete an online application transaction. In receiving such personal information as is commonly contained in an e-mail or filling out and submitting an application or other online form, the Town may use that information to respond to the user. Any such information is treated by law the same as if it had been submitted by any other method of delivery.
- Inform the general public, through data in bulk aggregate form, of our annual activities or perform any other such action in fulfillment of this policy.

j.) Site Security & Technology: The Town will use, and require of any associated vendors, state of the art encryption technology, browser cookies, and the like. The Town will display, and require the same of any associated vendors, visible indicators of active encryption technology and take all reasonable precautions to safeguard the confidentiality of information. If any data transmitted to the Town, or its associated vendors, or stored data is disrupted or corrupted by any third party, it shall forthwith issue the appropriate public notice and contact the individuals whose data is involved to so notify them. The Town's site may transfer information to the computer of a user through cookies or other technology. The Town recognizes that some users may prefer to modify their computer settings to refuse such cookies and will not accept any responsibility for diminished usefulness of our web site if a user does so.

k.) Disclaimer: The Town reserves the right to revise this Policy without prior notice when it is deemed to be in its best interests.

The Town will make every attempt to ensure the information on its site is accurate and up to date. Relying upon materials contained thereon is at the sole risk of the user. Persons needing official, final, or "certified" copies of documents for legal or other transactions must obtain those directly from authorized Town agents as provided for in RSA 91-A and Town policy.

The materials and information contained on or obtained from our site will be distributed and transmitted "AS IS" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Information contained on the site, including information obtained from sites accessed through external links thereon, is to be provided without any representation of any kind as to its accuracy or content and should be verified by the user. The Town is not responsible for any general, direct, special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the site and/or the materials

contained on the site whether the materials contained on the site are provided by the Town or by a third party.

The Town recognizes that, even with our best efforts to protect the confidentiality of user information and the information we display, it is not always possible to avoid human error or prevent unauthorized access to, unauthorized disclosure of, or disruption or corruption of data. The Town, in the event of unauthorized access, unauthorized disclosure, third party intervention, or when any loss occurs due to error, omission, or inaccurate information being displayed on the site, reserves the right to recover any expenses it incurred, unpaid fees or taxes owed to it.

l.) Notices: The Town will post appropriate notices throughout its site at locations which, in its sole discretion, are deemed to be most appropriate and in accordance with industry best practice. Such notices will include, but not be limited to, the following:

- A copy of the policy;
- The means to obtain final, official, or certified copies of documents;
- A user friendly statement of our privacy, security and technology, and indemnification policy;
- A notice that the Town does not endorse the service, activity or product or entity for which a link may be provided, and the Town is not responsible for the content or availability of the same;
- A means for people to notify us if they find any information that is incorrect or links are not working or are deemed inappropriate in accordance with this policy; and
- Indemnification:

m.) Indemnification: In using the Town's site, users shall agree to indemnify and save harmless the Town of Lee, its employees, officers, successors and assigns from any and all claims and causes of action arising out of their use of the site, including the payment of any and all damages awarded as a result thereof and the payment of legal costs including attorney fees, by the user or any third party in connection with their use of the site, materials contained thereon, or materials obtained from a third party site.

n.) Complaints: The Town will acknowledge the receipt of any complaint from a person with respect to material contained on the site or links established thereon. The Town will conclude its review of the complaint and advise the complainant within 45 days of receipt of the complaint including their right to appeal if they are aggrieved by the decision. Action in response to a complaint may include:

- i.) Correction of any incorrect information;
- ii.) A finding there is no basis for the complaint;
- iii.) A referral to the Strafford County District Attorney (when the complaint alleges obscene or otherwise illegal material or activities); or
- iv.) Other action taken in accordance with this policy statement. The Town Administrator shall, through his weekly report, keep the Board advised of the receipt and status of the processing of any such complaints.

6.) Violations:

Noncompliance with these policies by users shall not be tolerated and dealt with in strictest terms in accordance with law. Whenever such a violation shall become known, the Town Administrator shall so notify the party involved. If the matter is not satisfactorily addressed by the notified party, the Town Administrator shall refer the matter to Town Counsel for appropriate and reasonable action including, but not limited to removal of the link established hereunder, a cease and desist notification, and a suit in equity.

7.) Appeals:

Any party aggrieved by the decision of the Town Administrator including, but not limited to, a refusal to grant permission to re-use site material, grant a web link, or post the number or type of documents being requested, may appeal the matter to the Select Board, on a form to be designated by the Town Administrator, together with any and all materials that would be submitted at an appeal hearing, within fourteen days of having been notified of said decision. Such Appeal shall be placed upon the agenda of the next regular business meeting of the Board, for which the Agenda remains open, where the Board will consider the matter and determine whether or not to have a formal hearing. The timetable after that shall be as established by the Board and its decision in any such matter shall be final.

8.) Evasion of This Policy:

The intent of this policy is to guide the staff in developing and maintaining the Town web site and electronic newsletter. It shall be a violation of this policy, and a disciplinary offense, for staff to act in any manner other than prescribed herein.

9.) Periodic Review and Revisions:

Annually, at the time of goal setting for the budget, the Town Administrator shall review this policy with staff to determine how effectively it is meeting its purpose. Suggested revisions shall be submitted to the Board for consideration and adoption with the annual budget submitted by the Town Administrator.

Adoption:

Whereas this fulfills our intent for uniform procedures throughout the organization, we do hereby adopt the provisions of this policy on this XX day of XXX 2015.

Effective Date: This policy shall be effective on XX/XX/2015



TOWN OF LEE

SELECT BOARD OPERATIONAL GUIDELINES

KNOW ALL PERSONS BY THESE PRESENTS, the Lee Select Board hereby ordains to adopt these operational guidelines pertaining to the functions of the Board and the conduct of its members.

I. GENERAL INFORMATION

A. The Select Board for the Town of Lee consists of three equal members who shall operate by majority vote to manage the prudential affairs of the Town and perform the duties prescribed by law in accordance with the Right to Know Law (RSA 91-A).

B. Individual members have no authority to make decisions on behalf of the Town or to take any action as a Town Official except upon a majority vote of the Board or as otherwise allowed by law. This does not prohibit Members from acting as an ordinary citizen of the Town by expressing personal viewpoints and opinions on municipal matters to the extent that such information is based on encounters and observations derived outside of the privileged purview of a member.

C. The Select Board derives its authority from New Hampshire State Law as specifically set forth in the Revised Statutes Annotated and as further established under common law (court decisions). Generally, the Select Board does not have the final authority to act on any particular issue unless there is a specific law granting such authority or when the legislative body has lawfully delegated such authority to the Board.

II. GETTING ORGANIZED

A. The first meeting of the Select Board following the Oath of Office being administered to any of the members shall include:

- (1) Voting on the selection of the Chairperson.

[NOTE: There is no provision in these guidelines for an established order based on length of service in the selection of Chair, nor is there any provision that would prevent a member from serving consecutive or more than two terms as Chair.]

- (2) Voting on Liaison Assignments
 - i. Planning Board Representative
 - ii. Ad-Hoc Representatives as may be deemed necessary by the Board
- (3) Voting on the Establishment of a Meeting Schedule
- (4) Voting on the Establishment of Goals & Objectives

[NOTE #1: Nothing in these guidelines shall prevent the Members from voting by majority to table such decisions until such time as the Board members may be ready to act, nor shall these guidelines be construed as preventing the Members from voting on these matters at any other time upon a vote of the majority.]

[NOTE #2: Nothing in these guidelines shall prevent the Members from voting to replace the Chair or Board Liaisons at any time during any duly posted public meeting upon a determination by the remaining Board members that the Chair or Liaison has acted inappropriately or exceeded his/her authority or upon a request to be replaced.]

- B. The Chair for the first meeting of any new Board shall be the person most recently chosen to serve as Chair or in the absence of a previously designated Chair; it shall be the most senior person as determined by length of service until such time as the new Chair is selected.

III. DUTIES OF MEMBERS

A. Chair

The Chair shall preside over all meetings and shall have the authority to:

- (1) Maintain order and control of the agenda. (See also Board of Selectmen Meeting Procedures as approved on June 25 2012, attached hereto and incorporated herein as Appendix A.)
- (2) Ensure that informal parliamentary procedures are followed.
- (3) Place limits on the length of time and the content of input provided by meeting participants.
- (4) Call for a special or emergency meeting.
- (5) Request the voluntary (or involuntary removal by a Police Officer) of persons who disrupt the business of Town government.
- (6) Represent the Town at ceremonial events and serve as the Town's Chief Executive Official.
- (7) Serve as the Board spokesperson by presenting the official viewpoint of the Select Board to the media, citizens, government agencies, civic groups and others based upon a majority vote.

(NOTE: nothing herein is intended to prohibit the remaining members of the Select Board from attending ceremonial events or voting to override a ruling of the Chair, nor is anything intended to prevent the Chair from delegating his/her authority as may be deemed necessary.)

- (8) Sign official documents on behalf of the Select Board in instances where only one signature is required.

B. Partial List of Select Board's Duties & Responsibilities

The following is a partial list of the Member's duties and responsibilities, as compiled from New Hampshire Practice, Local Government Law by Peter J. Loughlin, and Knowing the Territory by the New Hampshire Municipal Association. In some instances, the Legislative Body must grant specific authority to the Select Board under the statute noted. [NOTE: Further clarification of the obligations of the Select Board with regards to implementation of its authority can be found in the Town of Lee Ordinances, Policies, and Regulations.]

1. Accept, Refuse to Accept & Convey Tax Deeds (RSA 80)
2. Accept Donations & Approve Gift Expenditures (RSA 31: 19,)
3. Accept Town Streets (RSA 674:40-a)
4. Act as Agents to Expend Capital Reserve Funds (RSA 35:15)
5. Adopt an Administrative Code (RSA 41:8)
6. Adopt Personnel Rules (RSA 41:8)
7. Adopt Police Policies (RSA 105:2-a)
8. Adopt Purchasing Policies (RSA 41:9)
9. Adopt Welfare Guidelines (RSA 165:1)
10. Appeal Wetlands Permit Decisions of the NH Dept. of Environmental Services (RSA 482-A: 10)
11. Apply For, Accept & Expend Unanticipated Money (RSA 31:95-b)
12. Appoint, Direct & Control an Emergency Management Director (RSA 21-P:39)
13. Appoint Election Inspectors (RSA 658)
14. Appoint Town Counsel & Manage Litigation (New Hampshire Practice §486)
15. Appoint a Welfare Director (RSA 41:2 & 669:75)
16. Appointments & Removals to Boards & Committees (RSA 669:75)
17. Appraise Taxable Property & Issue Abatements & Approve Exemptions (RSA 72, 74-76)
18. Approve Appts. of Deputy Town Clerk/Tax Collector & Deputy Treasurer (RSA 41 29-a, 45-c)
19. Approve Budget Line Item Transfers (RSA 32:10)
20. Approve Expenditures from Revolving Funds (RSA 31 95-h)
21. Approve the Acquisition of Real Property Interests in the Name of the Town by the Conservation Commission (RSA 36-A:4)
22. Approve Town Expenditures (RSA 41:9)
23. Assessment of Betterments (RSA 231 29)
24. Assessment of Current Use Change Taxes (RSA 79-A)
25. Assessment of Timber Taxes (RSA 79)
26. Assessment & Payment of Educational Taxes (RSA 194:7, & 198)
27. Assign Names to Town Streets (RSA 231:133)
28. Authorize the Use of Sidewalks and Local Highways for OHRV's (RSA 215-A:6)
29. Call Special Town Meetings (RSA 39:1)
30. Convey Town Land (RSA 41:14-a)
31. Employ and Dismiss a Town Physician (RSA 41:10)
32. Encumber Unexpended Funds (RSA 32:7)
33. Enforce Remedies & Penalties for Injuries Done by Dogs (RSA 466:22)
34. Enforcement of Zoning Ordinances (New Hampshire Practice §483)
35. Establish & Maintain Internal Control Procedures (RSA 41:9)
36. Establish Boards & Committees (RSA 41:8)
37. Establish the Default Budget (RSA 32:5 & 40:13)
38. Establish Fees (RSA 41:9-a, ART. 15 ATM 3/14/90)

39. Fill Vacancies in Elective Offices (RSA 669:61-75)
40. Issue an Extent Against a Tax Collector (RSA 85:5)
41. Issue a License to Carry a Loaded Weapon or Designate Such Duties (RSA 159:6)
42. Issue & Negotiate Tax Anticipation Notes (RSA 33:7)
43. Issue Licenses for Use of Streets (RSA 31:99,100, 102-a, 286:2)
44. Issue Permits for Charity Raffles (RSA 287-A:7)
45. Layout Town Highways (RSA 231)
46. Negotiate Collective Bargaining Agreements (RSA 273-A)
47. Negotiate Inter-Municipal Agreements (RSA 53-A:l & 162-G)
48. Negotiate a Payment Schedule for Library Appropriations (RSA 202-A:11)
49. Nominate the Appointment of a Health Officer (RSA 128:1) & Approve Appointment of Deputy Health Officer (RSA 128:5-b)
50. Notify the Public, Hold Public Hearings & Issue Orders on the Operation of Dams & Flumes (RSA 482)
51. Order the Cutting or Removal of Trees within a Designated Scenic Highway (RSA 231:158)
52. Order Reconstruction of Railroad Crossings over Local Highways (RSA 373:2)
53. Perambulation of Town Boundaries (RSA 51:2)
54. Prepare Budget Recommendations (RSA 32)
55. Prepare the Annual Town Report (RSA 41: 13-14)
56. Prepare Town Meeting Warrants (RSA 39:2)
57. Propose Amendments to the Zoning Ordinance, Historic District Ordinance or Building Code (RSA 675:3)
58. Regulate Entertainment and Dancing for On-Premise Liquor Licensees (RSA 179:19)
59. Regulate Fireworks (RSA 160-8)
60. Regulate Hazardous & Dilapidated Buildings (RSA 155-8)
61. Regulate Junk Dealers (RSA 322:1)
62. Regulate Junkyards (RSA 236: 1 15)
63. Regulate Noise (RSA 31:39)
64. Regulate the Operation of Snowmobiles (RSA 215-C:3 l)
65. Regulate Pool Tables & Bowling Alleys (RSA 286:6)
66. Regulate Town Highways, Sidewalks & Commons (RSA 41:11)
67. Regulate the Town Landfill & Recycle Center (RSA 149-M:17)
68. Regulate Town Property (RSA 41:11-a)
69. Regulate Trash Collection & Transportation (RSA 149-M:17)
70. Regulate Voluntary Recycling (RSA 149-M:17)
71. Request a Special Election to Fill a State Representative Vacancy (RSA 661:8)
72. Remove Elected Officials from Office for insanity or incapacitation (RSA 41: I 2) or for cause [RSA 41:16-c (Town Clerk) 41:26-d (Treasurer) and 41:40 (Tax Collector)]
73. Revise School District Boundaries (RSA 194:52)
74. Serve as Election Officials (RSA 658:9 & 659:95)
75. Serve as Local Governing Body (RSA 672:6)
76. Serve as Sewer Commission & Adopt Sewer Regulations (RSA 149-I)
77. Sit on Board of Health & Adopt Health Regulations (RSA 147)
78. Sit on the Municipal Records Disposition Committee (RSA 33-A:3)
79. Submit Reports to NH Department of Revenue Administration (RSA 2 I-J:34)

C. Delegation of Select Board Duties

- (1) Although the Select Board has historically delegated many of its responsibilities to staff members with enhanced levels of expertise, qualifications and specific competencies, it is important to note that nothing herein is intended to imply that the Select Board cannot assume control over the day-to-day, hands-on tasks associated with its obligations; and it should also be understood that the Select Board retains the final decision-making authority for all of its responsibilities.
- (2) It shall be the responsibility of the Town Administrator to keep the Select Board informed of their duties in a timely manner and to ensure, to the greatest extent practical, that the Board acts in compliance with all applicable laws, including, but not limited to posting notices, meeting deadlines, producing minutes and reports, advertising, scheduling hearings, etc.

D. Limitations on Select Board Duties

- (1) The duties and responsibilities of the Select Board as set forth in these guidelines and as otherwise enumerated under law are almost always subject to certain conditions, limitations and exclusions that require further examination to determine the full extent of the Board 's authority as it pertains to each specific set of circumstances.
- (2) The Select Board has no direct authority over the personnel or operations of the Fire Department (RSA 154:2) or Library (RSA 202-A:6), however, the Board shall retain jurisdiction over the finances, respective budgets and any other subject matters required by law, as otherwise set forth in RSA 32, 41:8, 41:9 and 41:9-a and any other applicable laws.

IV. BUSINESS PROTOCOLS

A. Public Sessions

The Select Board can only act in a duly posted public session unless a subject matter is specifically exempt by law from such-requirement. Notice of all meetings shall be posted at least 24 hours in advance of the meeting (except in the event of an emergency as noted herein) on the Town's website and the Town Hall bulletin board. Additional postings may be made at other municipal buildings such as the Library and Public Safety Complex, and notice may be provided to local media outlets to the extent practical. There is no legal requirement to post an agenda with a notice of meeting. Notes, tapes and other materials used for compiling minutes of a public session meeting shall be made available for public inspection in the Office of the Select Board during regular business hours upon the conclusion of a meeting; draft minutes shall be available in accordance with NH RSA 91-A.

B. Non-Public Sessions

The Select Board may meet in non-public session only to discuss the subject matters referenced in RSA 91-A:3 II, provided that such action is preceded by a motion, second, and roll call vote that indicates the precise reasons for entering a non-public session, including a reference to the applicable statutory citation; and furthermore provided that such action can only take place during a duly posted public meeting. Upon the close of non-public session business, the Select Board may, by 2/3 vote, seal the minutes until such time as divulgence is otherwise permitted under law (RSA 91-A:3, III); otherwise a draft of the non-public session minutes shall be made available for public inspection in the Office of the Select Board within 72 hours.

C. Minutes

An original document of all minutes from all meetings of Select Board shall be signed by the Board following a majority vote to approve such minutes; whereupon they shall be kept in the Office of the Select Board or transferred to a suitable location for permanent storage after an undesignated time period. The minimum content of the minutes shall be as set forth in RSA 91-A:2 & 4, but nothing herein is intended to prohibit the Members from including such additional information as they may deem necessary. Sealed minutes shall be held in the custody of the Office of the Select Board. Draft minutes shall be noted as such.

D. Non-Meetings

There are a few specific situations where the Select Board is permitted under law to conduct official business without posting notice of a meeting or taking minutes as set forth in RSA 91-A:2, I. These non-meetings may be held during the course of a non-public session or upon the conclusion of a public session meeting or at any other time that is convenient to the participants.

E. Emergency Meetings

RSA 91-A:2 II defines the circumstances and explains the procedures for the Select Board to have a meeting with less than 24 hour notice. Such meetings require an emergency where immediate action is deemed to be imperative by the Chair, who shall instruct the Town Administrator to post a notice of such meeting as soon as possible on the Town website, and shall employ whatever further means are reasonably available to inform the public that a meeting is to be held.

F. Public Hearings

- (1) Public hearings are generally held for the following reasons: (a) to solicit input on proposed regulations, ordinances, fees or special events with significant community impacts; (b) to resolve a personnel matter upon a request from an employee to hold such proceedings in public; (c) to settle an appeal of a decision made by a Town employee; (d) in response to a petition to layout or accept a public highway; or (e) for the purpose of deciding any question affecting the conflicting rights or claims of different persons. It should be noted the Select Board cannot legally preside over hearings when such responsibilities or decision-making authority has been delegated by statute or ordinance to some other party, (such as subdivision approvals, appeals of administrative decisions of the Building Inspector, removal of the Fire Chief or Library Director, etc.)
- (2) During such proceedings, the Board members should refrain from expressing any opinions unless specifically asked or until such time as all other speakers have had an opportunity to speak and the hearing is then closed by the Chair. Members may, however, ask questions of speakers and respond to questions if they so choose. Typically a hearing should begin with some type of opening remark from the Chair and then a presentation or viewpoint from a supporter of the subject matter or the person requesting the hearing and thereafter alternate with opposing views. In the case of contested proceedings, each party should be given one opportunity to make closing remarks and a rebuttal. (See also RSA 43 for specific requirements under certain situations.)
- (3) Decisions of the Board following a public hearing should always be expressed in writing and/or under signatures of the Board members, however the drafting of a decision and circulation for signatures may be exempt from the open meeting requirement of NH law.

G. Personnel Hearings

- (1) Personnel hearings are to be conducted in non-public session unless otherwise requested by the

affected employee, in which case they must be held in public session. If the hearing is held in non-public session then all proceedings and documents related thereto shall be exempt from public disclosure except as otherwise required by law. If the hearing is held in public session, then all records related thereto shall be subject to public disclosure.

- (2) The procedures used for a personnel hearing should be similar to the process used for any public hearing, except that a member has no obligation to answer any questions posed by the participants. In addition, either party may call witnesses or submit evidence to support his/her viewpoint, but the Members are not required to comply with or establish any formal set of evidentiary rules; and the provisions of RSA 43 are not applicable except for removal proceedings as set forth in RSA 41: 16-c (Town Clerk) 41:26-d (Treasurer) and 41:40 (Tax Collector).

H. Lack of a Quorum

In the event that one member is absent from a meeting, the remaining two members of the Board shall constitute a quorum and all decisions made shall have the same effect as any other decision of the entire Board, unless otherwise prescribed by law. In the event that two Members are absent from a meeting, no official meeting can take place and therefore no decisions can be made.

I. Remote Participation in Meetings

The provisions of RSA 91-A:2, III shall apply to the remote participation of a member at a public meeting of the Board by telephone or video conference, only upon the consent of the remaining two members of the Board.

J. Voting Abstentions

In the event that a member should voluntarily abstain from voting, such action shall not count towards the tally of a vote for the purposes of determining the majority viewpoint. If more than one member abstains from a vote, no action shall be taken.

K. Illegal Votes

It is illegal for the Select Board to make any decisions by use of a secret ballot or by e-mail or in such a way as to be contrary to the Right to Know Law.

L. Disqualifications

Members should disqualify themselves from the Board and step down from all participation in deliberations (to include voting) on any subject matter where there is a conflict of interest or perceived conflict of interest. A member should voluntarily disqualify himself/herself whenever he/she has a direct personal or pecuniary interest in the outcome. In addition, a member should disqualify himself/herself when acting in a quasi-judicial capacity based on a juror's standard of impartiality.

[NOTE: There are no circumstances when a majority of the Board members can refuse to allow a member to participate in the official proceedings of the Board, however, Members are encouraged to publicly disclose any and all potential conflicts of interest and to thereafter defer to the will of the majority in determining whether or not to step down.]

M. Voting Procedures

Votes should be taken by the Board upon a motion and a second whenever the Board members wish to go on record as having made a decision on behalf of the Town. In some instances, however, the Board may wish to

convey its opinion or consent by a simple consensus process.

N. Role of the Town Administrator

The Town Administrator shall strive to ensure that all meetings of the Select Board comply with the requirements of NH law (public notice, postings, non-public sessions, public hearings, minutes, etc.) In addition, the Town Administrator shall be available during meetings to provide advice and recommendations to the Members upon request. The Town Administrator shall also perform all of the duties and responsibilities as set forth in his/her job description or as otherwise determined by the Select Board.

O. Correspondence

- (1) The Office of the Town Administrator shall open all mail addressed to members of the Select Board at the Town Offices unless marked confidential and/or personal. Such mail shall be date stamped upon being opened and placed in the appropriate mailbox in Town Hall.
- (2) Incoming correspondence addressed to the Select Board or an individual member should be promptly shared with all members of the Board and the Town Administrator. The Town Administrator may respond on behalf of the Board to routine questions of an administrative nature (with copies provided to the Board), but all other matters shall be placed on an upcoming agenda for Board review and decision, if required. The Town Administrator may thereafter respond on behalf of the Board unless otherwise directed.
- (3) Members should not sign or use official Town letterhead as individuals without the consent of the majority of Board members.

P. Political Issues

The Members should refrain from endorsing (or giving the appearance of endorsing) any specific candidate for elected office (including themselves) while acting at a public meeting or in an official capacity. Members are encouraged, however, to speak on any political issues that may affect the Town of Lee, to include expressions of specific viewpoints of the Select Board, as may be applicable.

Q. Appointments of Town Officials

The Select Board acts as the Appointing Authority for many other Town Officials, including employees, members of boards, commissions and committees, and to fill vacancies in some elected offices. Often times these appointment decisions have long-term implications in much the same way as the President may appoint a Justice to the Supreme Court, with an emphasis on local consequences. In making these decisions by majority vote, the Board should always discuss individual qualifications in a non-public session (except for positions that are subject to future elections in which case all discussions must be done in public and all application materials are subject to public disclosure). Ultimately, decisions to appoint should be made based primarily on a candidate's qualifications, experience, track record, and ideology, even when considering re-appointments.

IV. MEMBERS' CODE OF CONDUCT

A. Select Board Meetings

The following guidelines are presented as a list of suggestions for Members to consider in order to best facilitate the management of the Town:

- (1) Be prepared for all meetings by reading the materials in advance of the meeting.
- (2) Actively participate in all deliberations.
- (3) Be respectful of differences of opinion. Treat others with dignity and attentiveness.
- (4) Be fair and open-minded.
- (5) Attend all meetings to the greatest extent possible; otherwise notify the Chair in advance to request that an absence be excused.
- (6) Demonstrate the characteristics of honesty, integrity and positive role- model leadership.
- (7) There should be no hesitation to express a viewpoint or present the opinions of concerned citizens.
- (8) Research and requests for additional information are strongly encouraged, but it is suggested that the Town Administrator be utilized to process all such inquiries
- (9) Be attentive to the remarks of others during a meeting, including input received from members of the public, staff and other Town Officials.

B. General Rules

The following guidelines are intended to assist the Members in the performance of their official duties:

- (1) Don't make unilateral promises, threats or decisions on behalf of the Board.
- (2) Be very cautious about making promises with regards to a future vote or the treatment of any individual.
- (3) Do make yourself available to listen to (or read about) constituent concerns.
- (4) There is a fine line that is often impossible to identify between "acting in concert with personal beliefs and principles" vs. "acting in the best interests of the Town based on a specific set of circumstances". Follow your conscience.
- (5) Don't cast blame for problems without having all the facts. In most instances it is better to steer conversations towards identification of problems and possible solutions rather than pointing fingers at individuals who may have made mistakes.
- (6) Don't be afraid to explain that you were not aware of a certain situation or that you may not know the answer to a specific question about Town government. There are many resources available for you to get the right answers in a short period of time. Also keep in mind that the right answer may not always be the answer desired, but this will always be better than giving misinformation or false hope.
- (7) Friendships and business relations should not be a deciding factor when making decisions in the best interests of the Town. A true friend will understand and respect the need for a Member to avoid the appearance of favoritism.
- (8) The business of running the Town often requires perseverance, patience and long-term planning. The existence of phrases such as "Rome wasn't built in a day" and "the wheels of government grind slowly" is indicative of a frustrating reality at times. However, Members are encouraged to be mindful of their role in the posterity of future generations while dealing with current issues.

- (9) Keep in mind that the eyes of Lee are upon you. The things you say and do and the people you associate with are a reflection on your character as an official who is elected to represent the Lee community.
- (10) Try to avoid being a player on either end of the rumor mill. Work towards earning (and keeping) a reputation for having integrity.
- (11) Statements made by individual Members that amount to personal attacks or public insults (regardless of the setting) will impede the ability of the Select Board to function in the best interests of the Town.
- (12) Privileged information should not be shared or discussed with anyone other than the parties directly involved. In some instances the disclosure of privileged information can result in legal consequences (of a personal nature as well as creating Town liability) and/or removal from office.
- (13) In the event a Member becomes aware of any wrong-doing on the part of an elected or appointed Town Official, this knowledge must be shared with the remaining members of the Board during a non-public session meeting prior to any action being taken.
- (14) Members are indemnified by a Town insurance policy from liability for official conduct that is taken within the confines of their duties and responsibilities. Members are also covered under the Town's worker's compensation insurance policy as "employees", but they are not eligible for any other employee benefits.

C. Relationships with Other Elected Town Officials

- (1) Members are encouraged to maintain open lines of communication and positive relations with other elected Town Officials for the sake of facilitating municipal operations. When discussing Town business, such communications should be prefaced as either being a personal viewpoint or the official position of the Board, as may be appropriate.
- (2) In the event that a Member is aggrieved by a decision or action that is taken by an elected Town Official, the issue should be shared with the remaining members of the Board during a public or non-public session meeting (as allowed by law) prior to any action being taken.
- (3) The role of the Select Board in any proceedings related to the removal from office of an elected Town Official is specifically set forth in law and must be followed in a precise manner.

D. Relationships with Other Town Boards & Committees

- (1) The Members should be mindful of the statutory authority granted to certain Boards and Commissions with a goal of assisting such agencies in the fulfillment of their mission to the greatest extent practical. This is especially relevant in dealing with the Town's Legislative Body as well as the Planning Board, ZBA, and Commissions.
- (2) Whenever the Select Board decides to establish a board or committee that is not prescribed by law or is otherwise under the Board's jurisdiction, the Board shall adopt a resolution that specifies the name of the agency, the number of members and alternates if desired, the length of terms, the mission of the agency, (to include duties, responsibilities and authority), residency requirements, the date by which the agency shall cease to exist and any other information deemed relevant.
- (3) In some situations the role of the Select Board in any proceedings related to the removal from office

of members of Boards, Committees and/or Commissions is specifically set forth in law and must be followed in a precise manner. However, there are also situations where the Select Board may have the authority to replace members with or without cause and with or without due process as may be allowed by law. Accordingly, it is important that the Oath of Office be carefully worded by the Members to ensure the Board preserves its rights pertaining to the status of appointees.

- (4) Members who serve as ex-officio members (or Liaisons) of other Boards and Committees are expected to vote and act in a manner that is consistent with the majority viewpoint of the Board, to the extent practical.
- (5) All Town Boards, Committees and Commissions are subject to the Right to Know Law and must therefore comply with all provisions of RSA 91-A.

E. Relationships with Other Members

- (1) It is recognized under NH law that a chance meeting or social event involving a quorum of the Board (two or more members) does not constitute a "meeting". However, individual Members must not discuss any Town business during such situations.
- (2) Communications between Members during meetings or public events should always take into account a level of decorum that is commensurate with the position of elected leaders of the Town. Accordingly, it is expected that Members will conduct themselves in a professional manner at all times; and that members of the Board can ultimately agree to disagree in the event of differences of opinion regardless of the circumstances or the intensity of feelings.
- (3) All written communications between Members may be considered public documents under the law. This includes emails and handwritten notes. Members can be held personally (and financially) liable by a court for destruction of any such documents or willful violations of the Right to Know Law.

E. Relationships with Staff

- (1) It is requested that Members deal with staff issues or requests for information through the Office of the Town Administrator at all times. This is not to imply, however, that Members must do anything differently from ordinary residents with regards to routine government services (such as vehicle registrations, permit applications, etc.) in which case Members should expect to be treated in the same manner as every other "customer".
- (2) In the event a Member observes an employee exhibiting inappropriate behavior, such conduct should be promptly referred to the Town Administrator and/or other appropriate Department Head and may also be disclosed to the other members of the Select Board during a non-public session of a meeting.
- (3) Members should be aware that staff meetings are not open to the public and these meetings are not subject to the Right to Know Law. Members of the Select Board should only attend these types of meetings upon invitation or request of the Town Administrator.
- (4) Members are encouraged to meet as individuals on a regular basis with the Town Administrator and other Department Heads to exchange information and share ideas. Such meetings are not subject to the Right to Know Law; however, any written documentation that is exchanged may be subject to public disclosure.
- (5) Members should never solicit political favors, contributions or election support from employees, who are expected to remain neutral in such matters at all times, but especially during work.

- (6) Disciplinary decisions made by Department Heads and/or the Town Administrator must be implemented without consulting the Select Board or individual Members in order to preserve the juror status and impartiality that is required for the Board and its members to serve as an appeals body.

F. Relationships with Legal Counsel

- (1) The Town Attorney works for the Town of Lee under such terms and conditions as may be determined solely by the Select Board. Consultations between the Members and legal counsel are exempt from the Right to Know Law.
- (2) Members of the Select Board are encouraged to communicate with the Town Attorney through the Office of the Town Administrator. Often times the Town Administrator may be able to provide answers without incurring any legal expenses.
- (3) Members who have a legal question about Town business that is not of an urgent or emergency nature who do not wish to involve the Town Administrator in such an inquiry, are expected to discuss this matter with the remaining members of the Board during a non-public session of a meeting prior to contacting the Town Attorney directly.
- (4) Members who have a legal question about Town business of an urgent or emergency nature who do not wish to involve the Town Administrator are authorized to contact the Town Attorney directly, provided, however, that the nature of the communication shall be put into writing and shared with all Board members as soon as practical.
- (5) From time to time Members are individually served with a lawsuit in the exercise of their duties. Because the timing of the Town's response can be a critical component in a lawsuit, Members should immediately notify the Town Administrator if they have been sued as a Town Official. The Town Administrator will then forward copies of the lawsuit to all of the Members and the Town Attorney and the Town's insurance carrier. (Sometimes the Town's insurance carrier will provide and pay for legal counsel in which case the Town Attorney may not be involved in the proceedings.)

G. Relationships with the Media

- (1) It is recommended that Members never go "off the record" when communicating with a reporter and keep in mind that there may be times when it is in the Town's best interest for a Select Board Member to have "no comment," but such remarks should be used very judiciously.
- (2) Members should be very careful and cautious when choosing words during a conversation with a reporter (or in the presence of the media) to avoid being misquoted, or having words taken out of context, or disclosing information that should not be made public.
- (3) Although the Chair serves as the official spokesperson for the Board, there is nothing in these guidelines that is intended to prevent any other member of the Select Board from speaking with the media and offering a personal viewpoint that may differ from the Board.
- (4) Newspaper accounts of municipal events are not always an entirely accurate depiction of the factual circumstances. Accordingly, members of the Select Board should not make decisions based solely on reports in the newspaper or on television or other media outlets.

I. Relationships with Civic Organizations & Citizens

Members are encouraged to visit with members of local civic organizations and concerned citizens to solicit feedback and input on government operations and/or discuss current issues, public events and personal viewpoints concerning Town affairs.

J. Ethics

- (1) Individual Members should not seek to exert any undue influence or interference in the exercise of the official duties of other Town Officials or employees. In the event that a Member has legitimate personal interests in the outcome of a government function, and he/she acts as a private citizen in pursuit of that objective, than he/she should thereafter disqualify himself/herself as a Select Board member in any matters related thereto.
- (2) The Members shall uphold and exemplify the provisions of the Code of Ethics for Public Officials of the Town of Lee, as adopted by the Lee Select Board on XX/XX/XX, attached hereto and incorporated herein as Appendix B.

K. Violations

- (1) There are no defined consequences under NH law for failure to comply with these guidelines. However, it should be noted that the remaining members of the Select Board may vote to publicly censure an individual Member for repeated or egregious failures to meet these obligations.
- (2) In the event that a quorum of the Board is of the opinion that one of the Members has violated State Law, then they may vote in public session to initiate judicial removal proceedings and/or petition a court of competent jurisdiction for the imposition of such other penalties as may be allowed by law.

IN WITNESS WHEREOF, these Operational Guidelines for the Select Board are adopted and approved on this ____ day of _____ 2015

Carole Dennis, Chairwoman

Scott Bugbee

John R. LaCourse

**APPENDIX A
TOWN OF LEE, NH
Board of Selectmen
Meeting Procedures**

The purpose of these procedures is to allow for the orderly conduct of Town business that is fair for the public, Selectmen, volunteers, and Town Employees and provide for open, transparent and effective local governance.

MEETING SCHEDULES

- 1) Regular meetings of the Board of Selectmen shall be held on every other Monday at the Public Safety Complex and will convene at 6:00 PM unless rescheduled by a vote of the Board due to unforeseen circumstances. The Town Administrator will present a suggested schedule of dates to the Board for adoption prior to the start of the fiscal year.
 - a. The Chairman, or a majority of the Board, shall determine if insufficient business or other non-urgent matter warrants postponement or cancellation of a scheduled Board of Selectmen meeting.
 - b. The Chairman and Road Agent shall determine if inclement weather or other emergency warrants postponement or cancellation of a scheduled meeting.
 - c. The Town Administrator shall be responsible for providing notice of a cancelled meeting

- 2) Special meetings may be called by the Chairman or by a majority of the Board at any time.
 - a. Twenty-four (24) hours' notice shall be given to each member, except in emergencies.
 - b. Special Meetings are generally limited to one or more items requiring Board action and shall include on the agenda an opportunity for citizen comment specifically related to the matter(s) included on the agenda.

- 3) Written notice of all meetings shall be properly posted as required by RSA 91A:2 II. In emergencies, all efforts will be made to post a written notice of the emergency meeting with as much notice as possible.

AGENDA SETTING

In order to help the Selectmen organize the agenda so that the Town's business may be accomplished in a timely and efficient manner and to allow the Board to make informed decisions and to prevent unnecessary disruptions of Selectmen's meetings, while still continuing the tradition of providing opportunities for all persons to address the Board, the following procedures have been adopted:

- 1) Requests to meet with the Board and/or to be included on the agenda shall be in writing, stating the purpose and as much information as possible to permit Board and staff review in advance of the meeting. Please use the attached "Board of Selectmen Meeting Agenda Request" form. This requirement applies to Town Department Heads, employees, Boards, Commissions, and members of the public. Requests must be received in the Selectmen's office by noon the Thursday prior to the meeting on the following Monday in order to be considered for inclusion on the agenda.
 - a. The deadline may be waived in the event of an emergency or for items that require the Board's immediate attention and for which prior notice is not possible.

- b. The Town Administrator reserves the right to postpone requested agenda items to a subsequent meeting and/or to request further information on the Board's behalf, so that the Board will have enough time to give the matter the attention it may deserve and enough information to be able to make an informed decision.
 - c. The Board of Selectmen reserve the right to table any agenda item, if, in its opinion, more time or information is required in order to take responsible action.
- 2) The Town Administrator is available to assist with drafting the written request to ensure that it is presented to the Board in a correct and complete form.
- 3) The Agenda may include "Consent Agenda" items at the discretion of the Town Administrator and unanimous consent of the Board. Such items are considered routine in nature yet still require a formal vote of the Board.
 - a. If one Selectman believes that an item requires discussion, it shall be removed from the Consent Agenda and placed on the regular agenda.
 - b. Complete information for all Consent Agenda items shall be provided to the Board in advance of the meeting.
- 4) Each agenda shall have a Public Comment session to allow citizens to address any Town issue, except employee personnel matters. Such matters may be addressed at a scheduled session that will be public or non-public at the request of the person being discussed and in their presence, in accordance with RSA 91 A: 3 II. The Public Comment session may be waived by the Chairman, if the meeting is a special meeting and/or a Public Hearing.

CONDUCT OF MEETINGS

All participants have a responsibility to adhere to the highest ideals of civility and decorum while participating in all meetings conducted on behalf of the community.

- 1) Role of Presiding officer – the presiding officer, usually the Chairman, shall be responsible for ensuring that all meetings are conducted in accordance with the requirements of these procedures by ensuring the orderly conduct of Town business that comes before the Board. The presiding officer shall have the cooperation and support of fellow Selectmen in maintaining order and civility throughout Board meetings.
- 2) Orderly Conduct of Meetings – Selectmen, members of the general public, the Town Administrator, and Town employees shall confine their remarks to the merits of pending questions and shall not engage in personal attacks, or accusations not related to official duties.
- 3) During the Public Comment portion of the meeting, individuals will be limited to a five-minute presentation, unless permission to speak for a longer period is requested and granted by majority vote of the Board. Anyone speaking is required to state his/her name and address. The Chairman may extend the opportunity to speak to non-residents.
- 5) In cases where a member of the public wishes to speak on a matter during the regular course of the meeting, the Chairman may recognize said party, but is under no obligation to do so, and request

that he/she rise, be recognized, state their name, place of residence and purpose for addressing the Board.

- 6) The Chairman will limit or prohibit speakers who are determined to be disruptive or whose remarks are rude, personal or slanderous. If the person does not withdraw, the Chairman may order a police officer or other appropriate authority to remove and/or confine the person in some convenient place until the meeting is adjourned.

Approved by the Lee Board of Selectmen on June 25 2012.

John R. LaCourse, Chairman

W. James Griswold, Selectman

David Cedarholm, Selectman



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

Office Use Only

Meeting Date: _____

Agenda Item No. _____

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST**

_____ (Meeting Date Requested)

Agenda Item Title: _____

Requested By: _____ Date: _____

Contact Information: _____

Presented By: _____

Description: _____

Financial Details: _____

Legal Authority _____

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

Legal Opinion: _____

REQUESTED ACTION OR RECOMMENDATIONS:

APPENDIX B
CODE OF ETHICS

**For Public Officials of the Town of Lee
Adopted by the Lee Select Board**

Preamble

The citizens and businesses of Lee are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. The effective functioning of democratic government therefore requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Public officials be independent, impartial, and fair in their judgment and actions;
- Public office be used for the public good, not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of cooperation.

To this end, the Lee Select Board has adopted a Code of Ethics for our public officials to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, officials will work for the common good of the people of Lee and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.

2. Comply with the Law

Officials shall comply with Federal and State laws, as well as the Town of Lee's ordinances and policies in the performance of their public duties.

3. Conduct of Officials

The professional and personal conduct of officials must be above reproach and avoid even the appearance of impropriety. Officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other officials, the staff or public.

4. Respect for Process

Officials shall perform their duties in accordance with the processes and rules of order which have been established by their respective board, commission or committee, and which govern the deliberation of public policy issues, meaningful involvement of the public, and the ability of Town staff to implement policy decisions as authorized by the Select Board.

5. Conduct of Public Meetings

Officials shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Endorsement of Candidates

Officials have the right to endorse candidates for all Select Board seats or other elected offices. However, it is inappropriate to mention endorsements during public meetings or other official Town functions.

7. Keep political support away from public forums

Just as Board and Commission members may offer political support to a Member of the Select Board, but not in a public forum while conducting official duties, Members may also support other Board and Commission members who are running for office, but not in an official forum in their capacity as a Selectperson.

8. Communication

Officials shall publicly share substantive information that is relevant to a matter under consideration by a board, commission, or committee, which they may have received from sources outside of the public decision-making process.

9. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, officials shall not use their public positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest.

10. Gifts and Favors

Officials shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

11. Confidential Information

Officials shall respect the confidentiality of information concerning the property, personnel, or affairs of the Town. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

12. Use of Public Resources

Officials shall not use public resources not available to the public in general, such as Town staff time, equipment, supplies or facilities, for private gain or personal purposes.

13. Representation of Private Interests

In keeping with their role as stewards of the public interest, Public Officials shall not appear on behalf of the private interests of third parties before any Board, Commission, Committee or proceeding of the Town. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Lee nor will they allow the inference that they do.

14. Advocacy

Officials shall represent the official policies or positions of the Town to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Lee nor will they allow the inference that they do.

15. Policy Role of Officials

Officials shall respect and adhere to the Select Board structure of government. In this structure, the Select Board determines the policies of the Town with the advice, information and analysis provided by the public, other boards, committees, commissions, and Town staff.

Public Officials therefore should not interfere with the administrative functions of the Town or the professional duties of Town staff

16. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision-making process, Public officials shall refrain from using their position to unduly influence the deliberations or outcomes of proceedings. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Lee nor will they allow the inference that they do.

17. Positive Work Place Environment

Officials shall support the maintenance of a positive and constructive work place environment for Town employees and for citizens and businesses dealing with the Town. Officials shall recognize their special role in dealings with Town employees to in no way create the perception of inappropriate direction to staff.

18. Implementation

As an expression of the standards of conduct for public officials expected by the Town of Lee, this Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when officials are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the written orientation materials for candidates for all Town positions, applicants to boards, committees, and commissions, and newly elected and appointed officials. All Public Officials shall annually review the Code of Ethics, and the Select Board shall consider recommendations to update it as necessary.

19. Compliance and Enforcement

The Lee Code of Ethics expresses standards of ethical conduct expected for all Public Officials. Officials

themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees and commissions have the additional responsibility to intervene when actions that appear to be in violation of the Code of Ethics are brought to their attention.

In accordance with NH RSA 42:1-a I. "The manner of dismissing a town officer who violates the oath as set forth in RSA 42:1 shall be by petition to the superior court for the county in which the town is located."

A violation of this code of ethics shall not be considered a basis for challenging the validity of a board, committee, or commission decision.

ADOPTED by the LEE SELECT BOARD on this ____ day of _____ 2015.

Carole Dennis, Chairperson

Scott Bugbee

John R. LaCourse



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

Office Use Only

Meeting Date: April 13, 2015

Agenda Item No. 8

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
4/13/2015

Agenda Item Title: Public Safety Complex Meeting Room Policy

Requested By: Town Administrator Julie Glover

Date: 3/31/2015

Contact Information: 603-659-5414

Presented By: Julie Glover

Description: Present the Board with the final Meeting Room Policy for approval and signatures. Latest revision recognizes that certain “other governmental users” may be provided insurance coverage under the Town’s policy and therefore do not need to submit a certificate of insurance.

Financial Details: Enter Estimated Cost, if any, funding source, etc.

Legal Authority NH RSA 41:11-a

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to approve the revised Meeting Room Policy as presented.



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.
 - b. 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.
 12. 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.



TOWN OF LEE

MEETING ROOM APPLICATION FORM

Office Use Only

Date Received: _____

BOS Approved: _____

Insurance Cert: Y ___ N ___

Insurance Waived _____

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

SELECT BOARD WORKSHOP MINUTES

June 16, 2014

PAGE 1

Board members present: Chairman Cedarholm, Selectwoman Dennis and Selectman Bugbee.

Others present: Katrinka Pellechia, Town Administrator Julie Glover and Town Secretary Denise Duval.

1. Chairman Cedarholm opens the workshop at **6:05 pm** with describing its purpose being to start developing a comprehensive plan for Town facilities and properties. Selectwoman Dennis adds that 'amongst other things' and more broadly speaking 'a plan to develop a plan'.
2. Chairman Cedarholm moves to accept the Public Minutes from the Board of Selectmen and Library Building Committee Workshop held on May 8, 2014 as amended by him. Selectwoman Dennis, seconds. Selectman Bugbee reviews the amendments and typos are corrected. All in favor. **Motion Carries.**
3. Chairman Cedarholm moves to accept the Non-Public Minutes from May 12, 2014. (They were not signed on 6/9/14) Selectman Bugbee, seconds. All in favor. **Motion Carries.**
4. Selectwoman Dennis begins the discussion with stating that her idea for the purpose of the work plan was to establish a plan to assist the Board of Selectmen with identifying and prioritizing current and future municipal goals and objectives. The other two Board members like this but would like to make sure it is broad enough to cover all subject matters. Selectwoman Dennis' list includes the following:
 - a. Little River Park – After speaking to Randy, a realistic deadline would be getting the projects there done by August. (This subject title becomes **FIELDS**)
 - b. Racetrack Ad Hoc Committee and Charge
 - c. Employee Personnel Policy and Handbook
 - d. LBC Charge – 30 days from re-establishing the Committee (6/9/14)
 - e. Ordinances – TA Glover points out that ordinances need to be passed by the legislative body. In the past the governing body may have just adopted them. Chief Dronsfiel has chosen 3 to take a look at now, revise if necessary and put in front of the voters in March. The three ordinances are Noise, Open Container and Misuse of Power.

Selectwoman Dennis states that the Fire Chief did not have an item for consideration and neither did Caren Rossi. The Fire Chief will be on the agenda with an update in the near future and Ms. Rossi has indicated that she will update the Board at the 1st meeting in July. Selectman Dennis indicated that she was unable to reach Roger.

Selectman Bugbee add his items to the 'to do' list as follows:

- f. Audit
- g. Fund Balance
- h. Staff Evaluations
- i. Facilities – Town Buildings
- j. 250th Anniversary (not really a "work plan" item) – just looking for an update
- k. Budget Process
- l. Salary Study

SELECT BOARD WORKSHOP MINUTES

June 16, 2014

PAGE 2

Chairman Cedarholm adds to the list:

- m. Succession Planning
- n. Tax Collection/Tax Rate/Goal – set a tax rate goal and maintain
- o. Fund balance
- p. Tax liens – update on tax liens
- q. Bricker House

There is discussion regarding the 3 fields, LRP, Stevens and Town (Mast Way). Selectwoman Dennis suggests wrapping the 3 fields together as one topic item titled Fields.

The Board and TA formulate 15 topic items which include all of the above minus the 250th. Updates on that can be provide by the Heritage Commission.

The Board needs to complete LBC Charge by 7/7/14.

Selectman Bugbee suggests starting to work on Audit in Sept and putting out to bid in Oct. Should have new auditor by December.

Selectwoman Dennis asks to talk about the Salary Study. She was under the impression that they were pretty up to date on that. Chairman Cedarholm was thinking about the Highway Department and Library. TA Glover states we have completed the Transfer Station.

The Board decides to set the Fund Balance discussion for the 2nd meeting in July. Selectman Bugbee suggests inviting the Finance Officer and Treasurer to the Fund Balance discussion.

The Budget Process can be set in early August.

Selectwoman Dennis starts the discussion regarding the Racetrack Charge. Chairman Cedarholm points out that the charge will be quite different this time since the previous charge was to update the ordinance. Now we need to focus on how to measure. The place to measure is at the property line, but where at the property line. TA Glover points out that there is an expert sound engineer coming to the June 23rd meeting to discuss the process of measuring noise. More discussion can take place then.

TA Glover suggests that the Employee Policy and Handbook not be part of a regular meeting. Selectman Bugbee will not be at the meeting on July 21st. The Board decides to discuss this at a workshop on Monday, July 14th which is an off-meeting Monday.

TA Glover points out that the Staff Evaluations for the Fire and Police Chiefs have essentially been done since they were just hired and her contract is up in December. They would start discussing her contract in October. The Board decides to start evaluations on August 4th with the Road Agent, Transfer Station Manager and Planning and Zoning Administrator.

The Board decides to follow-up with draft ordinances to review from Chief Dronsfield in November.

The next item the Board addresses is facilities. The questions arise as to how to address, should there be a new committee, should they review the Town Center Committee work, should Town Hall take priority, should we research moving town offices moving to the PSC? Selectwoman Dennis points out that the Board has already renewed the Library Building Committee last week. She adds that if they are thinking of putting another committee together outside of the building committee then at the very least they should be taking a look at the Town Center Report from 2009 and starting from there. Selectman Bugbee agrees. Selectwoman Dennis states that the Town Hall seems to be the priority from their previous discussions, maybe there needs to be a committee to research moving town offices to the PSC. One of Chairman Cedarholm's concerns is that the Library Community Center Plan is too grandiose and even with scaling down the plan there are a number of fatal flaws including issues with access to that site. He suggests starting from scratch. Lee would not be the first community to do this. Portsmouth and Kittery did it. Chairman Cedarholm states that we need a comprehensive committee to go back and look at the real options such as Stevens Field and the existing Town Center site. They were never seriously considered. If the town should really look at the existing Town Center site for a current Town Hall, it has great soils for septic system, the additions are in fantastic condition and it has a lot of real estate if the Historical Society and Annex are relocated. Both the Hist and the Annex were moved there from another location. They have no historical connection to that site. Chairman Cedarholm states that it is a priority to get the town offices out of the existing building even if it is just temporary. Selectwoman Dennis also suggests starting with a temporary plan for Town Hall. She thinks that a consultant for Town Hall could provide some short term answers on whether or not it is feasible to move to PSC and the cost involved. Selectman Bugbee asks what do we do with the Library Charge. Do we expand their scope? Selectwoman Dennis thinks that too broad a scope will lead to failure with any committee. Selectman Bugbee would rather look at where the Town wants to ultimately be. Chairman Cedarholm suggests hiring a consultant/architect to look at PSC as temporary, expanding PSC for a more permanent solution or building at Stevens Field. Selectman Bugbee is hesitant to spend on a temporary fix. He would rather spend the effort on where they ultimately want to be. Selectwoman Dennis agrees that temporary is not the best solution, but wants to get the employees out of a bad situation. She is only thinking about temporary because she is concerned about the state of the town hall and its effect on employees. Either way the earliest we can do something is July of next year according to Selectman Bugbee. The paving of Town Hall parking lot is on the schedule for this year also. The Board needs to keep this in mind. Selectman Dennis asks that the new committee or person that the Town asks to look at these facilities is familiar with the 2009 Town Center Report. Chairman Cedarholm clarifies that the 2009 Town Center Report assessed the condition of facilities, did a needs assessment based on criteria, provided a range of size options and then brought forward a conceptual plan. Selectman Dennis agrees with this and further states that they need to know the conditions of the buildings now. An updated needs assessment would be a better request along with the cost. The town offices needs assessment was done by the Sumner Davis Architects in October 2007. Katrina Pellechia states from the audience that the warrant article was for \$50,000; \$25,000 came for the town building line; \$25,000 came for the library capital reserve fund; \$45,000 was spent. Should the Board get an updated assessment from this company? They agree it is not necessary. A local company can use this report towards completing a new updated report. The Board agrees that they need to hire new (local) firm to do an updated needs assessment and comprehensive plan. Issues at the Town Hall include no private space, cannot use upstairs,

SELECT BOARD WORKSHOP MINUTES

June 16, 2014

PAGE 4

hanging wires, limited in square footage layout, air quality, mildew, mold, and lack of insulation and proper storage. Selectman Bugbee would like to build a new facility at the Stevens Field with the planning and zoning, town clerk tax collector and town administrative offices. Build a vault off the back for each department. At the same time generate enough parking for everyone.

Selectwoman Dennis states that more than 3 department heads volunteered to her that the department head meetings are going extremely well and they are feeling that they have a say in what is going on.

The Board wants to put out an RFP to a consultant by 7/21/2014 and Selectman Bugbee asks to let the company in Somerville know about it. The Town has a Town Building Maintenance Trust Fund. TA Glover will look into using these funds to pay for a consultant. TA will send a draft RFP prior to the 7/21/14 meeting date.

Selectwoman Dennis asks to get the Bricker property discussion somewhere on the agenda. Chairman Cedarholm states that the Brickers are interested in moving sometime in 2015 so it needs to be discussed prior to January. The Board decides on discussing sometime in September.

The Board agrees to start the Salary Study discussion in August and the Succession Planning in January.

The Board agrees to discuss the Tax Rate Goal and the Budget Process in September. Selectwoman Dennis wants the Board to be aware of that there is a balance and they can't just not do anything and not address our Town's needs as a whole specific to the tax rate. Chairman Cedarholm agrees and states that we need to pay our staff what they are worth and that should be priority number one. Priority number two is to provide the staff with a good, safe and adequate place to work and provide adequate facilities to the residents of the town. He states that we need to be careful of design and construction costs and size so we don't end up with an \$8 town tax rate. The Tax Rate, Budget Process and CIP should all be discussed together. Bob Smith should be included.

With regards to Tax Collection, it was suggested that an update on liens be provided to the Board rather than this being an agenda item. The Board sets the update for the BOS meeting on 7/21/14.

TA Glover has been working on the health care issue on an on-going basis. This is a work in progress. The Affordable Care Act Cadillac plan provision does not kick in until 2018. The Town of Lee is already at the Cadillac level per TA Glover.

Selectwoman Dennis moves to not bring forward new initiatives until April 2015. Chairman Cedarholm seconds. Selectman Bugbee opposes. All in favor. 2 in favor. 1 opposed. **Motion Carries.**

Selectwoman Dennis asks if the legal questions regarding Warrant #25 were formed yet. She has not seen them. TA Glover indicates that she and Chairman Cedarholm worked on those

SELECT BOARD WORKSHOP MINUTES

June 16, 2014

PAGE 5

questions and they were forwarded to Attorney Somers on Friday. TA Glover states that she will forward this email to them tomorrow. Selectwoman Dennis asks that in the future something like this gets run by the entire Board so they all have the opportunity to ask a question or discuss what is going forward. She feels out of the loop and does not want this to happen again.

Selectwoman Dennis wants to do something for Caren Rossi and Scott Nemet in recognizing their promotions. Selectman Bugbee states that Chief Nemet expressed to him that he does not want anything. Selectwoman Dennis asks TA Glover to inquire with both of them so nothing gets overlooked.

Selectman Bugbee brings up what Roger Rice was going to talk about at the last meeting. There is apparently going to be a 'hit to the Town' over the trucking part of the Lamprey Cooperative. The five towns are going to be exposed to paying back \$110,000 to the general fund.

- 5. Selectman Bugbee motions to adjourn at 8:00 pm. Chairman Cedarholm, seconds. All in favor. Motion Carries.

Minutes transcribed by:

Minutes accepted by The Lee Select Board:

Denise Duval, Town Secretary

David Cedarholm, Chairman

7/14/14

Carole Dennis

Scott Bugbee

SELECTMEN'S MEETING

April 13, 2015

CONSENT AGENDA ITEMS

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

SIGNATURES REQUIRED

- Intent to Cut
- Certificate of Yield Taxes Assessed
- Veteran Tax Credit Application
- Elderly Exemption Application (2)
- Abatement

INFORMATION ONLY

- Dispatch Capital Assessment Fee for 2015
- Request for Car Registration Reimbursement
- FEMA Revised Flood Insurance Rate Maps
- Pennichuck Corp Notice of Annual Meeting and Proxy Statement
- DES Alteration of Terrain Permit Extension
- Quote Results and Road Agent Recommendations for Catch Basin Cleaning, Tree Work, Line Striping and Plow Cutting Edges
- ZBA Public Hearing Notice

(Assigned by Municipality)

YR TOWN OP#

15 - 055 - 01 - T

For Tax Year April 1, 2015 to March 31, 2016

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

1. Town/City of: LEE

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

3. Intent Type: Original [X] Supplemental [] (Original Intent Number)

4. Name of Access Road: ROUTE 155

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

5b. Anticipated Start Date: 5/4/2015

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

REPORT OF CUT / CERTIFICATE TO BE SENT TO: OWNER [] OR LOGGER / FORESTER [X] BY MAIL [] OR E-MAIL []

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

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

JAMES R. BANKS SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED 25 MAR 15

JAMES R. BANKS PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

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

JAMES R. BANKS PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

36 CARPENTER LN MAILING ADDRESS

LEE NH 03861 CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS

(603) 659-5607 HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

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

4. Any timber tax bond required has been received. \$ _____ Date: _____ 5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10. 6. This form to be forwarded to DRA within 30 days.

8. Description of Wood or Timber To Be Cut

Table with columns: Species, Estimated Amount To Be Cut (Tons, Cords). Rows include White Pine (300 MBF), Hemlock (35 MBF), Red Pine (MBF), Spruce & Fir (MBF), Hard Maple (10 MBF), White Birch (5 MBF), Yellow Birch (5 MBF), Oak (25 MBF), Ash (10 MBF), Beech & Soft Maple (15 MBF), Pallet or Tie Logs (150 MBF), Other (Specify) (MBF), Pulpwood (Tons, Cords), Spruce & Fir, Hardwood & Aspen (600), Pine (750), Hemlock (60), Whole Tree Chips (2000), Miscellaneous, High Grade Spruce/Fir (Tons), Cordwood & Fuelwood (Cords).

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

Table with columns: Species, Amount.

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

Brett K. Barton SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE 3/25/15

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

279 PROVINCE RD MAILING ADDRESS

BARNSTEAD NH 03218 CITY OR TOWN STATE ZIPCODE

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

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

(Assigned by Municipality)

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

YR TOWN OP#

15-055-02-T

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

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

1. Town/City of: LEE

2. Tax Map/Block/Lot or USFS Sale Name & Unit No.
MAP 30 LOT 02

3. Intent Type: Original Supplemental 14-255-02-T
(Original Intent Number)

4. Name of Access Road: TUTTLE RD.

5a. Acreage of Lot: 71.3 Acreage of Cut: 45

5b. Anticipated Start Date: 4/1/2015

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

REPORT OF CUT / CERTIFICATE TO BE SENT TO:
OWNER OR LOGGER / FORESTER
BY MAIL OR E-MAIL

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

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

Signature of James R. Banks dated 25 May 15

JAMES R. BANKS
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

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

JAMES R. BANKS
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

36 CARPENTER LN
MAILING ADDRESS

LEE NH 03861
CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS

(603) 659-5607
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:

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

4. Any timber tax bond required has been received.

\$ Date:

5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.

6. This form to be forwarded to DRA within 30 days.

8. Description of Wood or Timber To Be Cut

Table with columns: Species, Estimated Amount To Be Cut, Tons, Cords. Includes rows for White Pine, Hemlock, Red Pine, Spruce & Fir, Hard Maple, White Birch, Yellow Birch, Oak, Ash, Beech & Soft Maple, Pallet or Tie Logs, Other (Specify), Pulpwood, Spruce & Fir, Hardwood & Aspen, Pine, Hemlock, Whole Tree Chips, Miscellaneous, High Grade Spruce/Fir, Cordwood & Fuelwood.

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

Table with columns: Species, Amount:

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

Signature of Brett K. Barton dated 3/25/15

SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

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

279 PROVINCE RD
MAILING ADDRESS

BARNSTEAD NH 03218
CITY OR TOWN STATE ZIPCODE

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

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

John Hutton

118 North River Rd

Lee NH 03861

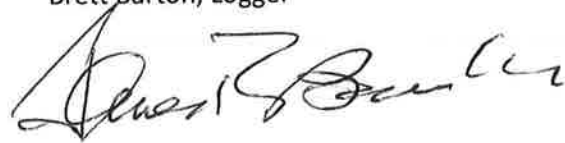
3/24/15

To Whom It May Concern,

On behalf of James Banks, I am filing a request for an extension to complete the timber harvesting on the Tuttle Rd lot (map 30, lot 2) under operation #14-255-02-T. Thank you for your time and consideration.

Sincerely,


Brett Barton, Logger



James Banks, Land Owner

TOWN: Lee, NH
COUNTY: Strafford
OWNER: James R. Banks
OWNER:
ADDRESS: 36 Carpenter Lane
ADDRESS: Lee, NH 03861

INTENT FILED DURING TAX YEAR: April 1, 2014 to March 31, 2015

ACCOUNT & SERIAL #: 1
MAP & LOT #: 20-12-0000
OPERATION #: 14-255-01
DATE OF BILLING: March 17, 2015

<i>SPECIES</i>	<i>LOW MBF</i>	<i>HIGH MBF</i>			<i>RANGE DIFFERENCE</i>	<i>RATING %</i>	<i>STUMPAGE VALUE *</i>	<i># BOARD FEET IN THOUSANDS</i>			
WHITE PINE	\$105.00	\$155.00			\$50.00	0.50	\$ 130.00	136.000			
HEMLOCK	\$30.00	\$45.00			\$15.00	0.50	\$ 37.50	1.880			
RED PINE	\$35.00	\$60.00			\$25.00	0.50	\$ 47.50	1.560			
SPRUCE & FIR	\$75.00	\$120.00			\$45.00	0.50	\$ 97.50	0.000			
HARD MAPLE	\$150.00	\$275.00			\$125.00	0.50	\$ 212.50	0.930			
WHITE BIRCH	\$60.00	\$80.00			\$20.00	0.50	\$ 70.00	0.000			
YELLOW BIRCH	\$110.00	\$225.00			\$115.00	0.50	\$ 167.50	0.510			
OAK	\$200.00	\$350.00			\$150.00	0.50	\$ 275.00	2.130			
ASH	\$100.00	\$135.00			\$35.00	0.50	\$ 117.50	0.000			
BEECH/SOFT MAPLE	\$50.00	\$80.00			\$30.00	0.50	\$ 65.00	0.340			
PALLET/TIE LOGS	\$30.00	\$50.00			\$20.00	0.50	\$ 40.00	96.860			
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
<i>TONS & CORDS</i>	<i>TONS LOW</i>	<i>TONS HIGH</i>	<i>CORDS LOW</i>	<i>CORDS HIGH</i>	<i>TONS</i>	<i>CORDS</i>	<i>RATING %</i>	<i>STUMPAGE VALUE TONS *</i>	<i>STUMPAGE VALUE CORDS *</i>	<i>#TONS</i>	<i>#CORDS</i>
SPRUCE & FIR	\$1.00	\$2.00	\$3.50	\$7.50	\$1.00	\$4.00	0.50	\$ 1.50	\$ 5.50	0.000	0.000
HARDWOOD & ASPEN	\$2.50	\$4.50	\$6.00	\$14.00	\$2.00	\$8.00	0.50	\$ 3.50	\$ 10.00	53.860	0.000
PINE	\$0.50	\$1.50	\$2.00	\$4.00	\$1.00	\$2.00	0.50	\$ 1.00	\$ 3.00	219.930	0.000
HEMLOCK	\$1.50	\$2.50	\$4.00	\$10.00	\$1.00	\$6.00	0.50	\$ 2.00	\$ 7.00	0.000	0.000
WHOLE TREE CHIPS	\$0.50	\$1.50	\$0.00	\$0.00	\$1.00	\$0.00	0.50	\$ 1.00	\$ -	619.550	0.000
HIGH GRADE SPRUCE	\$20.00	\$30.00	\$0.00	\$0.00	\$10.00	\$0.00	0.50	\$ 25.00	\$ -	0.000	0.000
CORD WOOD/FUELWOOD	\$0.00	\$0.00	\$8.00	\$14.00	\$0.00	\$6.00	0.50	\$ -	\$ 11.00	0.000	0.000

* STUMPAGE VALUE = % RATING X RANGE DIFFERENCE + LOW RANGE VALUE

**CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2014 to March 31, 2015**

TOWN / CITY OF: Lee, NH
COUNTY OF: Strafford
CERTIFICATION DATE: March 17, 2015

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

SEND SIGNED COPY TO: DEPT. OF REVENUE ADMINISTRATION
 PROPERTY APPRAISAL DIVISION
 P.O. BOX 487
 CONCORD, NH 03302-0487

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
James R. Banks 0 36 Carpenter Lane Lee, NH 03861	WHITE PINE	136.000			\$130.00	\$17,680.00	\$1,768.00	
	HEMLOCK	1.880			\$37.50	\$70.50	\$7.05	
	RED PINE	1.560			\$47.50	\$74.10	\$7.41	TOTAL TAX
ACCOUNT OR SERIAL #: 1	SPRUCE & FIR	0.000			\$97.50	\$0.00	\$0.00	DUE ON THIS
	HARD MAPLE	0.930			\$212.50	\$197.63	\$19.76	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT MAP & LOT NUMBER 20-12-0000	WHITE BIRCH	0.000			\$70.00	\$0.00	\$0.00	(TOTAL OF COL. # 9)
	YELLOW BIRCH	0.510			\$167.50	\$85.43	\$8.54	
	OAK	2.130			\$275.00	\$585.75	\$58.58	
	ASH	0.000			\$117.50	\$0.00	\$0.00	
	BEECH & S. MAPLE	0.340			\$65.00	\$22.10	\$2.21	
	PALLET / TIE LOGS	96.860			\$40.00	\$3,874.40	\$387.44	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
					TONS	CORDS		\$2,361.79
# 3 OPERATION NUMBER 14-255-01	SPRUCE & FIR		0.00	0.00	\$ 1.50	\$ 5.50	\$0.00	\$0.00
	HARDWOOD & ASPEN		53.86	0.00	\$ 3.50	\$ 10.00	\$188.51	\$18.85
	PINE		219.93	0.00	\$ 1.00	\$ 3.00	\$219.93	\$21.99
	HEMLOCK		0.00	0.00	\$ 2.00	\$ 7.00	\$0.00	\$0.00
	WHOLE TREE CHIPS		619.55	0.00	\$ 1.00	\$ -	\$619.55	\$61.96
	HIGH GRADE SPRUCE		0.00	0.00	\$ 25.00	\$ -	\$0.00	\$0.00
	CORDWOOD		0.00	0.00	\$ -	\$ 11.00	\$0.00	\$0.00
						\$23,617.90	\$2,361.79	

**ORIGINAL WARRANT
YIELD TAX LEVY**
March 17, 2015
THE STATE OF NEW HAMPSHIRE

Strafford

TO: COLLECTORS NAME, Collector of Taxes for Town of _____ Lee, NH _____, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$2,361.79** , with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at Lee, NH

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

DATE SIGNED: March 17, 2015

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
James R. Banks 36 Carpenter Lane Lee, NH 03861	20-12-0000	14-255-01	\$2,361.79

TAX DUE DATE: April 16, 2015 TOTAL YIELDTAX: \$2,361.79

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2014 to March 31, 2015

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
REPORT OF WOOD OR TIMBER CUT
RSA 79:11

See instructions on back of form

OPERATION # 14-255-01 - T

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

Mailing Address:

BRETT K BARTON
279 PROVINCE ROAD
BARNSTEAD NH 03218-

1. City/Town of: LEE
2. Tax Map/Lot # or USFS sale name/unit #: M20 L12
3. Exact Acreage of Cut: 15
4. Is the cutting complete? Yes No
5. If yes, date cutting was completed? 8/15/15
6. Name of sawmill or pulpmill logs or pulpwood was sold to:

Robbms Lumber Co.
NAME

Colby Lumber Co.
NAME

Pine Tree Power
NAME

Verso Paper
NAME

7. I hereby report the wood or timber cut under penalty of perjury.
(If a corporation, an officer must sign)

[Signature] 13 MAR 15
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

CORPORATE OFFICER NAME AND TITLE DATE
JAMES R BARKS REV TRUST

PRINT OWNER(S) NAME

MAILING ADDRESS

CITY / TOWN STATE ZIP CODE

TELE NO.:

8. Description of Wood or Timber Cut

SPECIES	EXACT SCALE CUT	
	USE INTERNATIONAL 1/4	RULE LOG SCALE
White Pine	136	MBF
Hemlock	1,88	MBF
Red Pine	1,56	MBF
Spruce & Fir		MBF
Hard Maple	.93	MBF
White Birch		MBF
Yellow Birch	.51	MBF
Oak	2.13	MBF
Ash		MBF
Beech & Soft Maple	0.34	MBF
Pallet or Tie Logs	96.86	MBF
Others (Specify)		MBF
PULPWOOD		TONS OR CORDS
Spruce & Fir		
Hardwood & Aspen	53.86	
Pine	219.93	
Hemlock		
Whole Tree Chips	619.55	
MISCELLANEOUS:		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood		Cords

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

Species:	Amount

10. Under penalty of perjury, I (the logger/forester or person responsible for cutting) declare that I have verified that the above figures are true and correct.

[Signature]
SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING

DATE: 2/28/15

PENALTY: Any person who fails to file a Report of Wood or Timber Cut with the proper assessing officials or fails to send copies to the Department of Revenue administration in accordance with RSA 79:11, shall be guilty of a misdemeanor.

DOOMAGE: If an owner neglects to file a report or willfully falsifies a report, the assessing officials shall assess dooimage which is two times what the tax would have been if the report has been properly filed. Refer to RSA 79:12 for the complete statute on dooimage.

Average Stumpage Value List

Suggested for the **SOUTHERN** Region of N.H.

April 1, 2014 to September 31, 2014

Available at www.nh.gov/revenue

LOW VALUE: LARGE LOGGING COSTS, POOR ACCESIBILITY OR LOW GRADE TIMBER

HIGH VALUE: SMALL LOGGING COST, GOOD ACCESIBILITY, OR HIGH GRADE TIMBER

SAW LOGS	MBF LOW	MBF HIGH
White Pine	\$105.00	\$155.00
Hemlock	\$30.00	\$45.00
Red Pine	\$35.00	\$60.00
Spruce & Fir	\$75.00	\$120.00
Hard Maple	\$150.00	\$275.00
White Birch	\$60.00	\$80.00
Yellow Birch	\$110.00	\$225.00
Oak	\$200.00	\$350.00
Ash	\$100.00	\$135.00
Beech & Soft Maple	\$50.00	\$80.00
Pallet & Tie Logs	\$30.00	\$50.00

Stumpage values for species not listed are available from DRA @ (603) 230-5950

PULPWOOD	TONS	CORDS
	LOW-HIGH	LOW-HIGH
Spruce & Fir	\$1.00-\$2.00	\$3.50-\$7.50
Hardwood & Aspen	\$2.50-\$4.50	\$6.00-\$14.00
Pine	\$.50-\$1.50	\$2.00-\$4.00
Hemlock	\$1.50-\$2.50	\$4.00-\$10.00
Fuel Chips	\$.50-\$1.50	
MISCELLANEOUS	TONS	CORDS
	LOW-HIGH	LOW-HIGH
High Grade Spruce	\$20.00-\$30.00	
Cordwood		\$8.00-\$14.00

Note: The assessing official shall use the average stumpage value list provided by the department of Revenue Administration, taking into consideration the location of the timber, the quality of the timber, the size of the sale and other factors necessary to harvest the wood or timber that affect the value of timber being cut.

Upon a claim of over assessment, the assessing official shall consider the stumpage price paid or conduct an inspection of the property and use the above stumpage value list.

This is only an **Average** stumpage value range list. The selectman/Assessor may go above or below.

Prepared by:



Jesse Bushaw, LPF

Department of Revenue Administration

This stumpage value forecast is compiled from a survey two weeks prior to printing.

Values may change during this period.

April 1, 2014

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: April 6, 2015

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

RE: Elderly Exemption Application
Tax Map 19 Lot 7-600

The above referenced application was timely filed and supporting information has been provided and reviewed. Based on the review it appears that Nadeau And Paul Preston do qualify for the 65-74 years of age elderly exemption and it is recommended that the application be approved for the 2015 tax year.

If there are any questions, please let me know.

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

RECEIVED
 MAR 02 2015
 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>Preston</i>	FIRST NAME <i>Nadean</i>	INITIAL	
	PROPERTY OWNER'S LAST NAME <i>Preston</i>	FIRST NAME <i>Paul</i>	INITIAL <i>S.</i>	
	MAILING ADDRESS <i>18 Fox Garrison Road</i>			
	CITY/TOWN <i>Lee</i>	STATE <i>NH</i>	ZIP CODE <i>03861</i>	
	CITY/TOWN TAX MAP #	BLOCK #	LOT #	
	ADDRESS OF PROPERTY <i>18 Fox Garrison Road Lee, NH 03861</i>			
STEP 2 VETERANS' TAX CREDITS/EXEMPTION	1 Veteran's Name <i>Paul S. Preston</i>			
	2 Date of Entry into Military Service <i>12/23/75</i>	3 Date of Discharge/Release from Military Service <i>12/5/79</i>		
	4 <input checked="" 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 _____	
	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 checked="" type="checkbox"/> Total Veteran Exemption <input type="checkbox"/> (a) Veteran <input type="checkbox"/> (b) Surviving Spouse/CU Partner of that Veteran			
	STEP 3 OTHER EXEMPTIONS	11 <input checked="" type="checkbox"/> Elderly Exemption Applicant's Date of Birth <i>5/18/49</i> Spouse/CU Partner's Date of Birth <i>3/17/54</i> 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		
STEP 4 IMPROVEMENTS	13 <input type="checkbox"/> Improvements to Assist Persons with Disabilities		<input type="checkbox"/> Improvements to Assist the Deaf	
	STEP 5 RESIDENCY			
STEP 6 OWNER-SHIP	14 <input checked="" type="checkbox"/> This is my primary residence			
	<input 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 checked="" type="checkbox"/> NH Resident for Three Consecutive Years preceding April 1st in the year the exemption is claimed (Elderly Exemption)			
STEP 7 SIGNATURES	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? _____			
WHEN TO FILE	Under penalties of perjury, I hereby declare that the above statements are true. <i>Nadean Preston</i> SIGNATURE (IN INK) OF PROPERTY OWNER DATE <i>3/2/2015</i> <i>Paul S. Preston</i> SIGNATURE (IN INK) OF PROPERTY OWNER DATE <i>3/2/2015</i>			
	<p>WHEN TO FILE</p> <p>Deadline: Form PA-29 must be filed by April 15th preceding the setting of the tax rate. The assessing officials shall send written notice to the taxpayer of their decision by July 1st prior 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

14-7-600

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 type="checkbox"/>	Veterans' Tax Credit (\$50 minimum to \$500)	Amount \$			
<input type="checkbox"/>	Service Connected Total & Permanent Disability (\$700 minimum to \$2000)	Amount \$			
<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"/>	Review Discharge Papers (Form DD214), Form # _____				
<input type="checkbox"/>	Other Information _____				

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

APPLICABLE ELDERLY AND DISABLED EXEMPTION (OPTIONAL) INCOME AND ASSET LIMITS					
Income Limits	Disabled Exemption	Elderly Exemption	Elderly Exemption Per Age Category		
			Single	\$	\$
Married	\$	\$	75 - 79 years of age	\$	
Asset Limits			80 + years of age	\$	
Single	\$	\$			
Married	\$	\$			

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

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

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: April 6, 2015

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

RE: Elderly Exemption Application
Tax Map 10 Lot 5-56

The above referenced application was timely filed and supporting information has been provided and reviewed. Based on the review it appears that Paul Murphy does qualify for the 65-74 years of age elderly exemption and it is recommended that the application be approved for the 2015 tax year.

If there are any questions, please let me know.

RECEIVED
 MAR 10 2015
 TOWN OF LEE, NH
 SELECTMAN'S OFFICE

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

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 Murphy	FIRST NAME PAUL	INITIAL R
	PROPERTY OWNER'S LAST NAME	FIRST NAME	INITIAL
	MAILING ADDRESS 4 Laurel Ln		
	CITY/TOWN Lee	STATE N.H.	ZIP CODE 03861-4417
	CITY/TOWN TAX MAP #	BLOCK #	LOT #
ADDRESS OF PROPERTY 4 Laurel Ln. Lee N.H. 03861-4417			
STEP 2 VETERANS' TAX CRED- ITS/EX- EMPTION	1 Veteran's Name		
	2 Date of Entry into Military Service		3 Date of Discharge/Release from Military Service
	4 <input type="checkbox"/> Veteran <input 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 _____
	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 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 checked="" type="checkbox"/> Elderly Exemption Applicant's Date of Birth 5-19-1948 Spouse/CU Partner's Date of Birth Deceased 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 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No If NO, what percent (%) do you own? 100% Building of LAND (Lot)		
STEP 7 SIGNA- TURES	Under penalties of perjury, I hereby declare that the above statements are true.		
	Paul B. Murphy		1-9-2015
	SIGNATURE (IN INK) OF PROPERTY OWNER		DATE
SIGNATURE (IN INK) OF PROPERTY OWNER		DATE	
WHEN TO FILE	Deadline: Form PA-29 must be filed by April 15th preceding the setting of the tax rate. The assessing officials shall send written notice to the taxpayer of their decision by July 1st prior 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. A late response or a failure to respond by assessing officials does not extend the appeal period. Date of filing is when the completed application form is either hand delivered to the city/town, postmarked by the post office, or received by an overnight delivery service.		
APPEAL PROCEDURE	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. 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.		

PROPERTY OWNER'S NAME
 PROPERTY OWNER'S NAME
 TAX MAP/BLOCK/LOT

16-5-56

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 type="checkbox"/> Veterans' Tax Credit (\$50 minimum to \$500)	Amount \$ _____		<input 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"/> (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
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 a 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	<table border="1"> <tr> <td>INCOME LIMITATION</td> <td>Includes Income from any source including Social Security or pension.</td> <td>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.</td> </tr> <tr> <td>ASSET LIMITATION</td> <td>Includes The value of all assets, tangible and intangible.</td> <td>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.</td> </tr> </table>	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.
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	<p>Line 1 Enter the Name of the Veteran.</p> <p>Line 2 Enter the date of entry into military service.</p> <p>Line 3 Enter the date of discharge or release from military service.</p> <p>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.</p> <p>Line 5 Enter the name of the Allied Country in which you served, if applicable.</p> <p>Line 6 Enter the Branch of Service that you served in.</p> <p>Line 7 Check the box if you were a US citizen at the time of entry into the service.</p> <p>Line 8 Check the box if you were an alien but a resident of NH at the time of entry into the service.</p> <p>Line 9 Check the appropriate box to indicate if another veteran owns an interest in this property. If yes, provide name.</p> <p>Line 10 Check the appropriate box(es) to indicate whether you are applying for a total veteran's exemption.</p>
STEP 3 OTHER EXEMPTIONS	<p>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.</p> <p>Line 12 Check the appropriate box or boxes to indicate the exemption(s) you are applying for.</p>
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.

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 principle 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: • 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: • 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.

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: April 6, 2015

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

RE: Veteran Tax Credit Application
Tax Map 11 Lot 4-300

The above referenced application was timely filed and supporting information has been provided and reviewed. Based on the review it appears that Julian Barry does qualify for the Veterans tax credit and it is recommended that the application be approved for the 2015 tax year.

If there are any questions, please let me know.

4/14

RECEIVED
MAR 25 2015
TOWN OF LEE, NH
SELECTMAN'S OFFICE

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

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	FIRST NAME	INITIAL	
	BARRY	JULIAN		
	PROPERTY OWNER'S LAST NAME	FIRST NAME	INITIAL	
	68 NORTHSIDE RD			
	MAILING ADDRESS			
	LEE	NH	03861	
	CITY/TOWN	STATE	ZIP CODE	
CITY/TOWN TAX MAP #	BLOCK #	LOT #		
ADDRESS OF PROPERTY				
STEP 2 VETERANS' TAX CRED- ITS/EX- EMPTION	1 Veteran's Name	JULIAN BARRY		
	2 Date of Entry into Military Service	7 NOV 51	3 Date of Discharge/Release from Military Service	
				30 OCT 53
	4 <input checked="" 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	US	6 Branch of Service	Army
	7 <input checked="" 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 checked="" type="checkbox"/> Total Veteran Exemption	<input checked="" type="checkbox"/> (a) Veteran	<input type="checkbox"/> (b) Surviving Spouse/CU Partner of that Veteran		
STEP 3 OTHER EXEMPT- IONS	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 checked="" 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	DATE		
		25 MARCH 2015		
WHEN TO FILE	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.			
	A late response or a failure to respond by assessing officials does not extend the appeal period. 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.			
APPEAL PROCE- DURE	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. 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 .			

PROPERTY OWNER'S NAME

PROPERTY OWNER'S NAME

TAX MAP/BLOCK/LOT

11-4-300

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 type="checkbox"/> Service Connected Total & Permanent Disability (\$700 minimum to \$2000)		Amount \$ _____			
<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"/> Review Discharge Papers (Form DD214), Form # _____					
<input type="checkbox"/> Other Information _____					

VETERANS' EXEMPTION					
Total Exemption	(a) Veteran	(b) Surviving Spouse/CU Partner	Granted	Denied	Date
<input type="checkbox"/>	<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					
	Amount \$	Granted	Denied	Date	
<input type="checkbox"/> Elderly Exemption	_____				
<input type="checkbox"/> Disabled Exemption	_____				
<input type="checkbox"/> Improvements to Assist the Deaf	_____				
<input type="checkbox"/> Improvements to Assist Persons with Disabilities	_____				
<input type="checkbox"/> Blind Exemption	_____				
<input type="checkbox"/> Deaf Exemption	_____				
<input type="checkbox"/> Solar Energy Systems Exemption	_____				
<input type="checkbox"/> Woodheating Energy Systems Exemption	_____				
<input type="checkbox"/> Wind-Powered Energy Systems Exemption	_____				

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

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: April 6, 2015

RE: Jolene Clark
79 Branson Road
Farmington, NH 03835

Property Tax Map 12 Lot 1-400
Address: 77 Mast Road

Tax Year: 2014
Assessment: \$140,800

The subject was a conventional style home and outbuildings situated on a 1.15-acre parcel. The reason for the request is that the improvements were uninhabitable and subsequently removed in January 2015. Site is currently vacant and in my opinion an adjustment is appropriate. Applicant has requested a reduction based on a proration of the improvement assessment. This appears reasonable and as such it is recommended that an abatement in the amount of \$461 plus any applicable interest be granted.

Abatement Granted

Abatement Denied

Dated _____



TAXPAYER'S RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

TAX YEAR APPEALED 2014

INSTRUCTIONS

1. Complete the application by typing or printing legibly in ink. **This application does not stay the collection of taxes; taxes should be paid as assessed. If an abatement is granted, a refund with interest will be made.**
2. File this application with the municipality by the deadline (see below). Date of filing is the date this form is either hand delivered to the municipality, postmarked by the post office, or received by an overnight delivery service.

DEADLINES: The "notice of tax" means the date the board of tax and land appeals (BTLA) determines the last tax bill was sent by the municipality. (If your municipality bills twice annually, you must apply after the bill that establishes your final tax liability and not before.)

Step One: Taxpayer must file the abatement application with the municipality by March 1 following the notice of tax.

Step Two: Municipality has until July 1 following the notice of tax to grant or deny the abatement application.

Step Three: Taxpayer may file an appeal either at the BTLA (RSA 76:16-a) or in the superior court (RSA 76:17), but not both. An appeal must be filed:

- 1) no earlier than: a) after receiving the municipality's decision on the abatement application; or b) July 1 following the notice of tax if the municipality has not responded to the abatement application; and
- 2) no later than September 1 following the notice of tax.

EXCEPTION: If your municipality's final tax bill was sent out after December 31 (as determined by the BTLA), the above deadlines are modified as follows (RSA 76:1-a; RSA 76:16-d, II):

Step One: 2 months after notice of tax;

Step Two: 6 months after notice of tax; and

Step Three: 8 months after notice of tax.

FORM COMPLETION GUIDELINES:

1. **SECTION E.** Municipalities may abate taxes "for good cause shown." RSA 76:16. Good cause is generally established by showing an error in the assessment calculation or a disproportionate assessment. Good cause can also be established by showing poverty and inability to pay the tax.
2. **SECTION G.** If the abatement application is based on disproportionate assessment, the taxpayer has the burden to show how the assessment was disproportionate. To carry this burden the taxpayer must show: a) what the property was worth (market value) on the assessment date; and b) the property's "equalized assessment" exceeded the property's market value. To calculate the equalized assessment, simply divide the assessment by the municipality's equalization ratio (assessment ÷ ratio). Because a property's market value is a crucial issue, taxpayers must have an opinion of the market value estimate. This value estimate can be shown by obtaining an appraisal or presenting sales of comparable properties.
3. **SECTION H.** The applicant(s) must sign the application even if a representative (e.g. Tax Representative, Attorney, or other Advocate) completes Section I.
4. Make a copy of this document for your own records.

FOR MUNICIPALITY USE ONLY:
Town File No.: _____
Taxpayer Name: _____

RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

SECTION A. Party(ies) Applying (Owner(s)/Taxpayer(s))

Name(s): Jolene Clark

Mailing Address: 79 Bronson Road Farmington NH 03835

Telephone Nos.: (Home) 603-839-1862 (Cell) 973-7057 (Work) _____ (Email) jclark@nhpain.com

Note: If an abatement is granted and taxes have been paid, interest on the abatement shall be paid in accordance with RSA 76:17-a. Any interest paid to the applicant must be reported by the municipality to the United States Internal Revenue Service, in accordance with federal law. Prior to the payment of an abatement with interest, the taxpayer shall provide the municipality with the applicant's social security number or federal tax identification number. Municipalities shall treat the social security or federal tax identification information as confidential and exempt from a public information request under RSA 91-A.

SECTION B. Party's(ies)' Representative if other than Person(s) Applying (Also Complete Section A)

Name(s): _____

Mailing Address: _____

Telephone Nos.: (Home) _____ (Cell) _____ (Work) _____ (Email) _____

SECTION C. Property(ies) for which Abatement is Sought

List the tax map and lot number, the actual street address and town of each property for which abatement is sought, a brief description of the parcel, and the assessment.

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
Map 12 lot 1 sub 400 0078-07	77 Mast Rd	House + Land	140,800

SECTION D. Other Property(ies)

List other property(ies) in the municipality owned in the same name(s), even if abatements for the other property(ies) have not been sought. The taxpayer's entire real property estate must be considered in determining whether the appealed property(ies) is (are) disproportionately assessed.

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>

SECTION E. Reasons for Abatement Application

RSA 76:16 provides that an abatement may be granted for "good cause shown." "Good cause" generally means: 1) establishing an assessment is disproportionate to market value and the municipality's level of assessment; or 2) establishing poverty and inability to pay the tax. This form can be utilized for either basis of requesting an abatement. The taxpayer has the burden to prove good cause for an abatement.

- 1) If claiming disproportionality, state with specificity all the reasons supporting your application. Statements such as "taxes too high," "disproportionately assessed" or "assessment exceeds market value" are insufficient. Generally, specificity requires the taxpayer to present material on the following (all may not apply):
 - 1. physical data – incorrect description or measurement of property;
 - 2. market data – the property's market value on the April 1 assessment date, supported by comparable sales or a professional opinion of value; and/or
 - 3. level of assessment – the property's assessment is disproportionate by comparing the property's market value and the town-wide level of assessment.

Note: If you have an appraisal or other documentation, please submit it with this application.

- 2) If claiming poverty or inability to pay, state in detail why abatement of taxes is appropriate as opposed to some other relief such as relocating, refinancing or obtaining some alternative public assistance. Ansara v. City of Nashua, 118 N.H. 879 (1978).

(Attach additional sheets if needed.)

The house on the Property was Demolished
on Jan 5th, 2015 would like Building Removed
From Assessment from 1/5/2015 - 3/31/2015

The house should have been underlined when they placed Bucket on Roof
The house fell apart and crumbled with NO pressure added !! Glad we
Took it down before All this SNOW!!

SECTION F. Taxpayer's(s) Opinion of Market Value

State your opinion of the market value of the property(ies) appealed as of April 1 of the year under appeal.

Town Parcel ID# 12-1-400 ^{Pg} 48-07 Appeal Year Market Value \$ 78,700

Town Parcel ID# _____ Appeal Year Market Value \$ _____

Explain the basis for your value opinion(s). (Attach additional sheets if necessary.)

Removed House 1/5/2015 just land Assessment should
be charge for 3 Months
Land: 78,700
Buildy 62,100 Total 140,800

SECTION G. Sales, Rental and/or Assessment Comparisons


List the properties you are relying upon to show overassessment of your property(ies). If you are appealing an income producing property, list the comparable rental properties and their rents. (Attach additional sheets if needed.)

Town Parcel ID#	Street Address	Sale Price/Date of Sale	Rents	Assessment

SECTION H. Certification by Party(ies) Applying

Pursuant to BTLA Tax 203.02(d), the applicant(s) **MUST** sign the application. By signing below, the Party(ies) applying certifies (certify) and swear(s) under the penalties of RSA ch. 641 the application has a good faith basis, and the facts stated are true to the best of my/our knowledge.

Date: 3/25/15


 (Signature)

 (Signature)

SECTION I. Certification and Appearance by Representative (If Other Than Party(ies) Applying)

By signing below, the representative of the Party(ies) applying certifies and swears under penalties of RSA ch. 641:

1. all certifications in Section H are true;
2. the Party(ies) applying has (have) authorized this representation and has (have) signed this application; and
3. a copy of this form was sent to the Party(ies) applying.

Date: _____

(Representative's Signature)

SECTION J. Disposition of Application* (For Use by Selectmen/Assessor)

*RSA 76:16, II states: the municipality "shall review the application and shall grant or deny the application in writing by July 1 after notice of tax date"

Abatement Request: GRANTED _____ Revised Assessment: \$ _____ DENIED _____

Remarks:

Date: _____

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

Tax Collector Office Hours

2014 LEE PROPERTY TAX -- BILL 2 OF 2

TOWN OF LEE
 MONDAY 8:00 AM TO 6:00 PM
 WEDNESDAY & FRIDAY 8:00 AM TO 4:00 PM
 603 659-2964
 Tax Collector: Linda R. Reinhold

CLARK, JOLENE

Map	Lot	Sub	Pg-Line
000012	000001	000400	0048-07
Parcel Location			Acres
77 MAST ROAD			1.150

Questions on ASSESSMENT directed to the Assessor/Selectmen (603) 659-5414
 Questions on errors may be directed to the Tax Collector. See back for important info.

Tax Rates		Assessments		Invoice	Summary Of Taxes	
County:	\$ 2.88	Land:	78,700	2014P02004807	Total Tax:	\$ 4,182.00
School:	\$ 19.12	Current Use Credit:	0	Billing Date	- 1st Bill:	\$ 2,025.00
Town:	\$ 5.19	Buildings:	62,100	11/21/2014	- Abated/Paid:	\$ 0.00
State Education:	\$ 2.51	Total:	140,800	Payment Due Date	- Vet. Credits:	\$ 0.00
				12/29/2014	+ Penalties:	\$ 0.00
				Interest Rate	Amount Due:	\$ 2,157.00
				12% APR After 12/29/2014		

ck # 104

Total Tax Rate:	\$ 29.70	Net Value:	140,800
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Keep this copy for your records.

OWNER INFORMATION			SALES HISTORY				PICTURE
CLARK, JOLENE 79 BRANSON ROAD FARMINGTON, NH 03835			Date	Book	Page	Type	Price Grantor
			01/22/2015	589	335	U I 81	PLUMER, ELEANOR LOUISE
			01/23/1951			Q I	1 SEE DEED
LISTING HISTORY			NOTES				
02/20/14	JQ	OWNERSHIP	UPSTAIRS VRY NARROW & CAN'T STAND UP; ROOF LEAKS ON BACK ADD; REV OF 37% DEPR IND STILL APPROP; SOME ROOF LEAKS IN MAIN HSE; H2O DAM THRUOUT 1ST FLR; POOL NOT USED-HAS LEAKS; POOL IRREG; FPL DOESNT WK; VP SHAPE EXT AND INT; LOTS OF OVERGROWTH 06-11 PER CONVERSATION WITH OWNER - REMOVE EXEMPTION - 11-11 ADJ OUTBLDGS, OVERALL CNDTN 2/14-OWNER DECEASED, TRANSFER PER WILL TO JOLENE CLARK. BK 589 PG 335.				
11/03/11	JQ	1/4 - EXT					
06/13/11	SM	EXEMPT					
07/12/07	CRDL						
08/02/02	JDRL						
07/15/87	BH						

EXTRA FEATURES VALUATION								MUNICIPAL SOFTWARE BY AVITAR																													
Feature Type	Units	Lngh x Width	Size Adj	Rate	Cond	Market Value	Notes	LEE ASSESSING OFFICE PARCEL TOTAL TAXABLE VALUE <table border="1"> <thead> <tr> <th>Year</th> <th>Building</th> <th>Features</th> <th>Land</th> </tr> </thead> <tbody> <tr> <td>2013</td> <td>\$ 58,300</td> <td>\$ 3,800</td> <td>\$ 78,700</td> </tr> <tr> <td colspan="4" style="text-align: right;">Parcel Total: \$ 140,800</td> </tr> <tr> <td>2014</td> <td>\$ 58,300</td> <td>\$ 3,800</td> <td>\$ 78,700</td> </tr> <tr> <td colspan="4" style="text-align: right;">Parcel Total: \$ 140,800</td> </tr> <tr> <td>2015</td> <td>\$ 58,300</td> <td>\$ 3,800</td> <td>\$ 78,700</td> <td colspan="2" style="text-align: right;">Parcel Total: \$ 140,800</td> </tr> </tbody> </table>				Year	Building	Features	Land	2013	\$ 58,300	\$ 3,800	\$ 78,700	Parcel Total: \$ 140,800				2014	\$ 58,300	\$ 3,800	\$ 78,700	Parcel Total: \$ 140,800				2015	\$ 58,300	\$ 3,800	\$ 78,700	Parcel Total: \$ 140,800	
Year	Building	Features	Land																																		
2013	\$ 58,300	\$ 3,800	\$ 78,700																																		
Parcel Total: \$ 140,800																																					
2014	\$ 58,300	\$ 3,800	\$ 78,700																																		
Parcel Total: \$ 140,800																																					
2015	\$ 58,300	\$ 3,800	\$ 78,700	Parcel Total: \$ 140,800																																	
FIREPLACE I-STAND	1		100	3,000.00	50	1,500																															
POOL-INGRND-GUNITE	452	1 x 452	95	33.00	7	992																															
CARPORT WOOD	144	16 x 9	171	11.00	50	1,354																															
						3,800																															

LAND VALUATION														
Zone: RES	Minimum Acreage: 1.95	Minimum Frontage: 250				Site:			Driveway:			Road:		
Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI	R	Tax Value	Notes
IF RES	1.150 ac	71,500	F	110	100	100	100		100	78,700	0	N	78,700	
										78,700			78,700	



OWNER
CLARK, JOLENE
 79 BRANSON ROAD
 FARMINGTON, NH 03835

TAXABLE DISTRICTS

District	Percentage

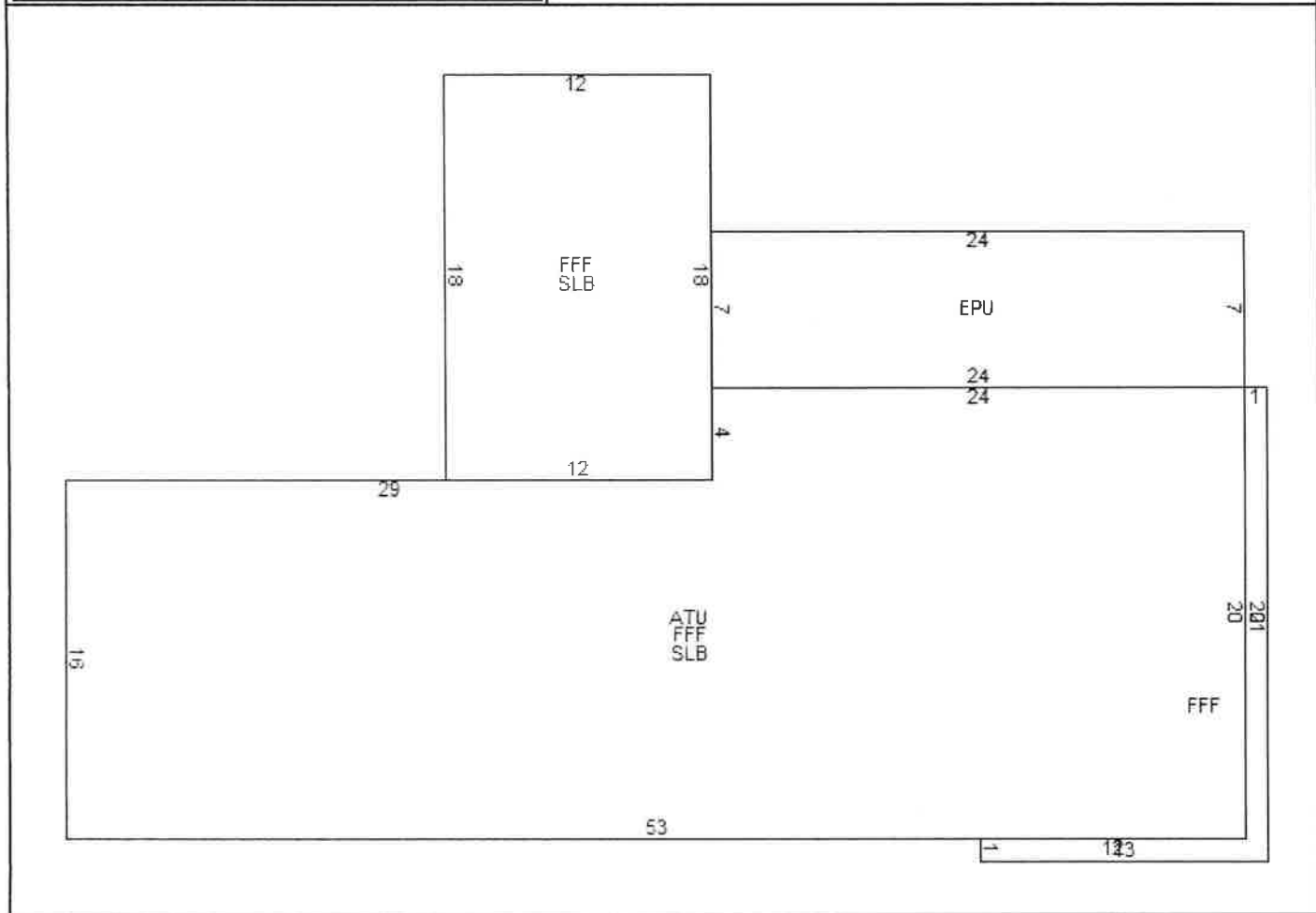
BUILDING DETAILS

Model: 1 STORY FRAME CONVENTNL
 Roof: GABLE OR HIP/ASPHALT
 Ext: ASBEST SHNGL
 Int: WALL BOARD
 Floor: PINE/SOFT WD
 Heat: GAS/CONVECTION

Bedrooms: 2 Baths: 1.5 Fixtures: 5
 Extra Kitchens: Fireplaces:
 A/C: No Generators:
 Quality: A0 AVG
 Com. Wall:
 Size Adj: 1.1798 Base Rate: RSA 75.00
 Bldg. Rate: 0.9792
 Sq. Foot Cost: \$ 73.44

PERMITS

Date	Project ID	Permit Type	Notes
12/30/14	1626	DEMOLITION	DEMO BLDG ON SITE ANI



BUILDING SUB AREA DETAILS

ID	Description	Area	Adj.	Effect.
FFF	FST FLR FIN	1193	1.00	1193
SLB	SLAB	1160	0.00	0
ATU	ATTIC	944	0.10	94
EPU	ENCL PORCH	168	0.35	59
		3,465		1,346

2011 BASE YEAR BUILDING VALUATION

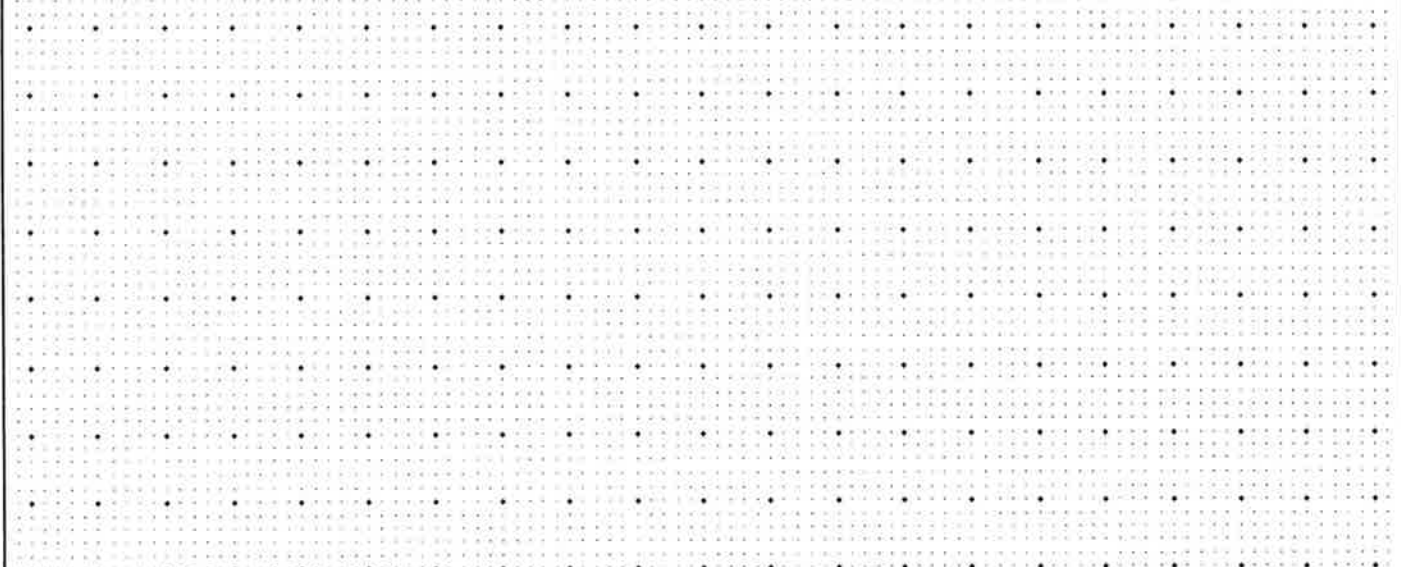
Market Cost New:	\$ 98,850
Year Built:	1944
Condition For Age:	VERY POOR 41 %
Physical:	
Functional:	
Economic:	
Temporary:	
Total Depreciation:	41 %
Building Value:	\$ 58,300

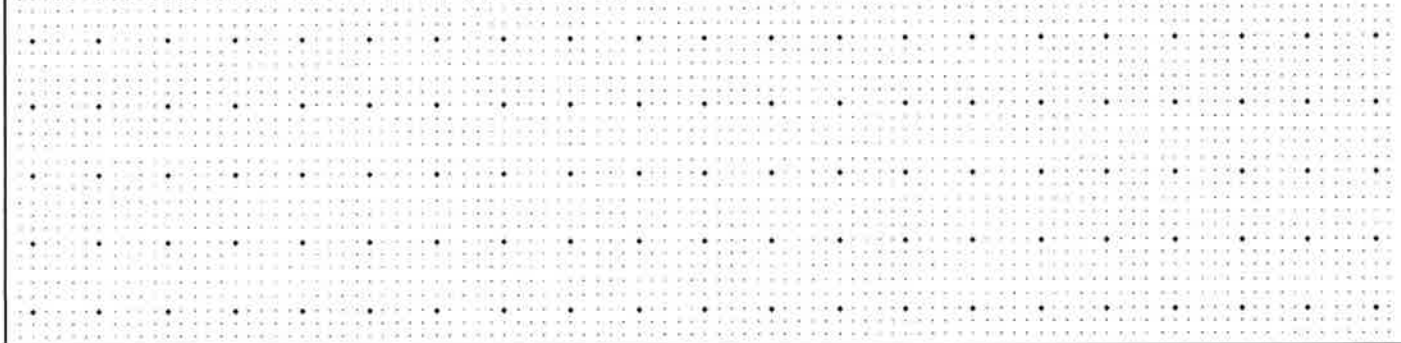
PICTURE	OWNER	TAXABLE DISTRICTS		BUILDING DETAILS		
	CLARK, JOLENE	<u>District</u>	<u>Percentage</u>	Model:		
	79 BRANSON ROAD			Roof:		
	FARMINGTON, NH 03835			Ext:		
PERMITS						
	<u>Date</u>	<u>Project ID</u>	<u>Permit Type</u>	<u>Notes</u>	Int:	
	12/30/14	1626	DEMOLITION	DEMO BLDG ON SITE ANI	Floor:	
					Heat:	
					Bedrooms:	Baths:
					Extra Kitchens:	Fixtures:
					A/C:	Fireplaces:
					Quality:	Generators:
					Com. Wall:	
					Stories:	
					Base Type:	

PICTURE	OWNER	TAXABLE DISTRICTS		BUILDING SUB AREA DETAILS		

PICTURE	OWNER	TAXABLE DISTRICTS		2011 BASE YEAR BUILDING VALUATION		
				Year Built:		
				Condition For Age:		%
				Physical:		
				Functional:		
				Economic:		
				Temporary:		%

PICTURE	OWNER	TAXABLE DISTRICTS		BUILDING DETAILS					
	CLARK, JOLENE 79 BRANSON ROAD FARMINGTON, NH 03835	<table border="1"> <thead> <tr> <th>District</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	District	Percentage			Model: Roof: Ext: Int: Floor: Heat: Bedrooms: Baths: Fixtures: Extra Kitchens: Fireplaces: A/C: Generators: Quality: Com. Wall: Stories: <p style="text-align: right;">Base Type:</p>		
	District	Percentage							
PERMITS									
Date	Project ID	Permit Type	Notes						
12/30/14	1626	DEMOLITION	DEMO BLDG ON SITE ANI						

				BUILDING SUB AREA DETAILS		
				(This area is currently blank in the provided image.)		

				2011 BASE YEAR BUILDING VALUATION		
				Year Built:	Condition For Age:	%
				Physical:	Functional:	Economic:
				Temporary:		%

COMMISSIONERS
GEORGE MAGLARAS, *Chairman*
ROBERT J. WATSON, *Vice Chairman*
LEO E. LESSARD, *Clerk*

TREASURER
PAMELA J. ARNOLD

COUNTY ADMINISTRATOR
RAYMOND F. BOWER

**STRAFFORD COUNTY
COMMISSIONERS**

WILLIAM A. GRIMES
Justice & Administration Building
259 County Farm Road, Suite 204
Dover, New Hampshire 03820
Telephone: (603) 742-1458
Fax: (603) 743-4407



RECEIVED
MAR 30 2015

TOWN OF LEE, NH
SELECTMAN'S OFFICE

Dear Board of Selectmen/Councilmen:

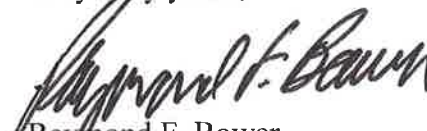
Enclosed is your agency's Dispatch Capital Assessment fee for 2015. Please note that the fee remains at the same rate as the last five years. This level funding of the assessment is due to several factors, which are:

- A fee based on a multi-year capital plan;
- The County continuing to pay certain operational costs which had been previously paid for by the Capital Fund;
- Conservative use of monies for necessary upgrades, repairs, and equipment

As noted in our assessment letters for the last several years, we believe that the assessment should stay relatively stable for the next few years, barring any unforeseen events.

If you have any questions regarding this assessment, please feel free to call me.

Very truly yours,


Raymond F. Bower
County Administrator

Jlm

Enclosure

Cc: Police and Fire Chiefs
Town Administrators

COMMISSIONERS
GEORGE MAGLARAS, *Chairman*
ROBERT J. WATSON, *Vice Chairman*
LEO E. LESSARD, *Clerk*

TREASURER
PAMELA J. ARNOLD

COUNTY ADMINISTRATOR
RAYMOND F. BOWER

STRAFFORD COUNTY COMMISSIONERS

WILLIAM A. GRIMES
Justice & Administration Building
259 County Farm Road, Suite 204
Dover, New Hampshire 03820
Telephone: (603) 742-1458
Fax: (603) 743-4407



March 27, 2015

Carole Dennis, Chairwoman
Lee Board of Selectmen
Lee Town Office
7 Mast Road
Lee, New Hampshire 03824

Re: Police Dispatch Assessment – Year 2015 Invoice


Dear Chairwoman Dennis:

The Commissioners are very pleased to present the towns with the 2015 Dispatch Assessment, which remains the same as that set for the past five (5) years. The 2015 base rate was based on the following formula of \$1,694.95, plus \$1.25 per capita for police services, less 5%. This rate is based on the New Hampshire Office of State Planning 2002 Population

<u>Dispatch Service</u>	<u>Population x Per Capita</u>	<u>Total</u>
Police Services	4,296 x \$1.25	\$5,370.00
Base Rate		<u>1,694.95</u>
Total:		\$7,064.95
Less 5%		<u>-353.25</u>
Total Due 2015:		<u>6,711.70</u>

Total amount of invoice is due upon receipt, no later than April 30, 2015. Please send check payable to:
Strafford County Commissioners
259 County Farm Road, Suite 204
Dover, NH 03820

Very truly yours,


Raymond F. Bower
County Administrator

Jlm

Cc: Julie Glover, Town Administrator
Police Chief Thomas Dronsfield, Jr.

Town of Lee
Town Clerk/Tax Collector
7 Mast Road
Lee, NH 03824

Memo

To: Board of Selectmen
From: Rachel Deane, Deputy Town Clerk / Tax Collector
CC: Town Administrator, Julie Glover
Date: 4/6/2015
Re: Reimbursement of Municipal Registration Fees

Kenneth Sole of 45 Wednesday Hill Rd requests that the Town of Lee reimburse him \$525.00 for car registration fees.

On March 27, 2015, Kenneth Sole asked to register his new vehicle. I asked Mr. Sole if he would like to transfer an existing plate that he owned onto his new vehicle to reduce his registration fees. Mr. Sole seemed confused and was not sure what to do. I explained the registration options to him again, explaining the benefits of transferring and the fees for a new car registration. After discovering that Mr. Sole did not have the proper paperwork to complete a transfer he decided to proceed with a new plate and paid \$525.00 to the Town and \$54.80 to the State for a new registration, new plate and 2016 decals.

On April 3, 2015, Mr. Sole decided that he wanted to transfer his vanity plate onto his new vehicle instead. Mr. Sole had renewed his vanity plate in January 2015 for his older vehicle and discovered he would lose his vanity plate (due to new State laws) and the fees he had paid to renew his older car. Mr. Sole contacted the NH-DMV and explained the situation. The NH-DMV allowed him to transfer his vanity plate onto his new vehicle and reimbursed him the State fees of \$54.80 and instructed our office to proceed with the transfer.

Mr. Sole requests that the Town of Lee reimburse him the \$525.00 registration fees he paid on March 27th. He has since transferred his vanity plate onto his new car and has paid an additional \$433.50 for Town registration fees. As Mr. Sole has paid to transfer his plate and renewed his vehicle for 2016, the Town Clerk recommends that the Board of Selectmen follow the NH-DMV's course and grant Mr. Sole's request.



State of New Hampshire

REGISTRATION CERTIFICATE

0910A0034439

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

PLATE 3776553 TYPE PASS CD 2 VSN 0259044 GWV 4115
MAKE SUBA MODEL OUTBACK BDY STL STWAG CLR BLK
YEAR 2015 F G AXLES 2 LP NEW 27000 VIN 4S4BSACC1F3304407

03/31/2016

DOB/ID LAST NAME SUFFIX FIRST NAME M
03/07/1945 SOLE KENNETH



OWNERS

NEW REGISTRATION
CTA: 15766460
27MAR2015 5018.0002 0910 8551 1 \$54.80

NOT VALID WITHOUT DIRECTOR'S SEAL

ATTENTION:

RSA 266.1 IV provides that newly registered vehicles and vehicles of which the ownership has been transferred must be inspected within 10 consecutive days of the registration date stamped on the registration certificate...

Table with columns: STATE FEES, MUNICIPAL FEES, TOTAL DUE, MUNICIPAL COMMENT. Includes registration fee of \$54.80 and total due of \$525.50.

LEGAL ADDRESS
45 WEDNESDAY HILL RD
LEE NH 03861

KENNETH SOLE
PO BOX 292
DURHAM NH 03824

CHANGE ADDRESS IN SPACE ABOVE

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

X

Handwritten signature of Kenneth Sole

RDMV 344 (REV 02/08)

OWNER'S COPY



State of New Hampshire

REGISTRATION CERTIFICATE

0910A0034605

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

PLATE IPSA TYPE IPASS CD 5 VSN 0258730 GWV 4115
MAKE SUBA MODEL OUTBACK BDY STL STWAG CLR BLK
YEAR 2015 F G AXLES 2 LP NEW 27000 VIN 4S4BSACC1F3304407

03/31/2016

DOB/ID LAST NAME SUFFIX FIRST NAME M
03/07/1945 SOLE KENNETH

OWNERS

TRANSFER REGISTRATION

03APR2015 5018.0001 0910 8551 1 \$10.00

NOT VALID WITHOUT DIRECTOR'S SEAL

ATTENTION:

RSA 266.1 IV provides that newly registered vehicles and vehicles of which the ownership has been transferred must be inspected within 10 consecutive days of the registration date stamped on the registration certificate...

Table with columns: STATE FEES, MUNICIPAL FEES, TOTAL DUE, MUNICIPAL COMMENT. Includes registration fee of \$10.00 and total due of \$433.50.

LEGAL ADDRESS
45 WEDNESDAY HILL RD
LEE NH 03861

KENNETH SOLE
PO BOX 292
DURHAM NH 03824

CHANGE ADDRESS IN SPACE ABOVE

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

X

RDMV 344 (REV 02/08)

MUNICIPAL COPY

Rachel Deane

From: Merchant, Cathay [Cathay.Merchant@dos.nh.gov]
Sent: Monday, April 06, 2015 12:16 PM
To: Rachel Deane
Cc: Dymment, Kathleen
Subject: Mr. Sole- refund
Attachments: mr. sole_20150406110736.pdf; mr. sole2_20150406110807.pdf

Rachel,

Due to Mr. Sole's confusion on the transfer process/new registration an exception was made because he had not put the plates on his vehicle. The decision was made to void off the new registration and the state issued a credit that the customer could then mail in for a refund. Per our conversation, you stated he was confused and wasn't sure if he should transfer the plates as he was "junking" the vehicle that the plates were on. Mr. Sole should have taken the current vehicle with the plates on it be junked and then transferred plates to his new vehicle.

Attached is the letter that was mailed to Mr. Sole along with his credit and the cover sheet from you regarding this transaction.

Please let me know if they require anything further.

Thank you,

Kate Merchant

DMV Registration Bureau
MA Help Desk
23 Hazen Drive
Concord, NH 03305
(603)227-4030
fax (603)271-1061
cathay.m.merchant@dos.nh.gov

-----Original Message-----

From: Rachel Deane [<mailto:rdeane@leenh.org>]
Sent: Monday, April 06, 2015 11:46 AM
To: Dymment, Kathleen
Subject: RE: PLATE ADDED BACK INTO INVENTORY

Thank you! May I also have statement (email is fine) that explains why the State allowed Mr. Sole to transfer his Vanity Plate and receive a reimbursement? I will need this to present to the Town of Lee Board of Selectmen. Mr. Sole is requesting that the \$525 he paid in municipal motor vehicle fees to be reimbursed as well.

Again, thank you for all of your help!





Federal Emergency Management Agency

Washington, D.C. 20472

RECEIVED
APR 06 2015

TOWN OF LEE, NH
SELECTMAN'S OFFICE

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
115-CWG (C)

March 30, 2015

David Cedarholm
Chairperson, Board of Selectmen
Town of Lee
Seven Mast Road
Lee, New Hampshire 03861

Community: Town of Lee,
Strafford County, New Hampshire
Community No.: 330148
Map Panels Affected: See FIRM Index

Dear Mr. Cedarholm:

On April 9, 2014, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) provided you with Preliminary copies of the revised Flood Insurance Rate Maps (FIRMs) for the Town of Lee, Strafford County, New Hampshire (All Jurisdictions), for informational purposes. Although your community is unaffected by the updated information presented on the FIRMs, your community does lie on one or more of the revised map panels. Those Preliminary copies presented revised flood hazard information for the coastal communities in Strafford County, New Hampshire (All Jurisdictions).

The revised FIRM panels, as shown on the FIRM Index, will be effective as of September 30, 2015, and will revise the FIRM that was in effect prior to that date. For insurance rating purposes, the community number and new suffix code for the FIRM panels being revised are indicated on the panels and must be used for all new policies and renewals.

Please note, since there were no changes to Special Flood Hazard Areas (SFHAs) or Flood Hazard Determinations (FHDs) in your community, you do not need to adopt or show evidence of adoption of floodplain management regulations.

A Consultation Coordination Officer (CCO) has been designated to assist your community. The CCO will be the primary liaison between your community and FEMA. Your CCO's contact information is provided below:

Richard Verville
Chief, Hazard Mitigation Assistance Branch
Federal Emergency Management Agency
99 High Street, Sixth Floor
Boston, Massachusetts 02110
(617) 956-7524

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions to document previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Amendment (LOMAs), Letters of Map Revision (LOMRs)) that will be superseded when the revised FIRM panels referenced above become effective. Information on LOMCs is presented in the following four categories:

(1) LOMCs for which results have been included on the revised FIRM panels; (2) LOMCs for which results could not be shown on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the SFHA as shown on the FIRM; (3) LOMCs for which results have not been included on the revised FIRM panels because the flood hazard information on which the original determinations were based are being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the revised FIRM and will become effective 1 day after the revised FIRM becomes effective. For the LOMCs listed in Category 4, we will review the data previously submitted for the LOMA or LOMR request and issue a new determination for the affected properties after the revised FIRM becomes effective.

Shortly before the FIS report and FIRM effective date, we will send you copies of the revised FIRM panels. Additional information and resources your community may find helpful regarding the NFIP and floodplain management, such as *The National Flood Insurance Program Code of Federal Regulations*, *Answers to Questions About the National Flood Insurance Program*, *Use of Flood Insurance Study (FIS) Data as Available Data*, *Frequently Asked Questions Regarding the Effect that Revised Flood Hazards have on Existing Structures*, and *National Flood Insurance Program Elevation Certificate and Instructions*, can be found on our website at <http://www.floodmaps.fema.gov/lfid>. Paper copies of these documents may also be obtained by calling our FEMA Map Information eXchange (FMIX), toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have questions concerning mapping issues in general or the enclosed Summary of Map Actions, please call FMIX at the number shown above.

Sincerely,



Luis Rodriguez, P.E., Chief
Engineering Management Branch
Federal Insurance and Mitigation Administration

Enclosure:

Final Summary of Map Actions

cc: Community Map Repository
Allan Dennis, Building Inspector, Town of Lee
Alex Sirotek, Regional Service Center, STARR Region I
Kerry Bogdan, Senior Engineer, FEMA Region I
Richard Verville, Chief, Hazard Mitigation Assistance Branch, FEMA Region I
Fay Rubin, Project Manager, University of New Hampshire
FEDD File

FINAL SUMMARY OF MAP ACTIONS

Community: LEE, TOWN OF

Community No: 330148

To assist your community in maintaining the Flood Insurance Rate Map (FIRM), we have summarized below the previously issued Letter of Map Change (LOMC) actions (i.e., Letters of Map Revision (LOMRs) and Letters of Map Amendment (LOMAs)) that will be affected when the revised FIRM becomes effective on September 30, 2015.

1. LOMCs Incorporated

The modifications effected by the LOMCs listed below will be reflected on the revised FIRM. In addition, these LOMCs will remain in effect until the revised FIRM becomes effective.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel
			NO CASES RECORDED		

2. LOMCs Not Incorporated

The modifications effected by the LOMCs listed below will not be reflected on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lot(s) or structure(s) involved were outside the Special Flood Hazard Area, as shown on the FIRM. These LOMCs will remain in effect until the revised FIRM becomes effective. These LOMCs will be revalidated free of charge 1 day after the revised FIRM becomes effective through a single revalidation letter that reaffirms the validity of the previous LOMCs.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel
LOMA	03-01-0724A	05/08/2003	5 LEE ROAD	330148_03B	33017C0315E
LOMA	15-01-0694A	01/22/2015	Unit 1-2, Oyster River Condominiums - 2 Swaan Dr .	33017C0314D	33017C0314E

3. LOMCs Superseded

The modifications effected by the LOMCs listed below have not been reflected on the Final revised FIRM panels because they are being superseded by new detailed flood hazard information or the information available was not sufficient to make a determination. The reason each is being superseded is noted below. These LOMCs will no longer be in effect when the revised FIRM becomes effective.

LOMC	Case No.	Date Issued	Project Identifier	Reason Determination Will be Superseded
			NO CASES RECORDED	

FINAL SUMMARY OF MAP ACTIONS

Community: LEE, TOWN OF

Community No: 330148

1. Insufficient information available to make a determination.
2. Lowest Adjacent Grade and Lowest Finished Floor are below the proposed Base Flood Elevation.
3. Lowest Ground Elevation is below the proposed Base Flood Elevation.
4. Revised hydrologic and hydraulic analyses.
5. Revised topographic information.

4. LOMCs To Be Redetermined

The LOMCs in Category 2 above will be revalidated through a single revalidation letter that reaffirms the validity of the determination in the previously issued LOMC. For LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures has changed, the LOMC cannot be revalidated through this administrative process. Therefore, we will review the data previously submitted for the LOMC requests listed below and issue a new determination for the affected properties after the effective date of the revised FIRM.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel
			NO CASES RECORDED		



25 MANCHESTER STREET
PO BOX 1947
MERRIMACK, NH 03054-1947

(603) 882-5191
FAX (603) 913-2305

WWW.PENNICHUCK.COM

April 7, 2015

Ms. Julie Glover, Town Administrator
Lee Town Hall
7 Mast Road
Lee, NH 03861

Dear Ms. Glover:

Pennichuck Corporation will hold its Annual Meeting of Sole Shareholder at 9:00 a.m. on Saturday, May 9, 2015 at the Courtyard Marriott, 2200 Southwood Drive, Nashua, New Hampshire. As you are aware, Pennichuck Corporation is the parent corporation of Pennichuck East Utility, Inc.

The proxy material provided to the Company's Sole Shareholder, the City of Nashua, describing the matter to be voted upon by the Sole Shareholder together with other information about the Company's Board of Directors and management team is available on the Company's website at www.pennichuck.com, under the "Board of Directors" caption. A copy of the proxy material together with the Annual Report to the Sole Shareholder (which includes the Audited Consolidated Financial Statements for December 31, 2014 and 2013) are also enclosed with this letter.

The Annual Meeting is open to the public; therefore, I would appreciate your assistance, if possible, by making the Annual Meeting information, or a link to the Pennichuck website, available on your municipality's website.

You are invited to attend the meeting, if you so desire. Call either Suzanne Ansara, Corporate Secretary, at 603-913-2303, or me at 603-913-2301, if you have any questions.

Regards,

A handwritten signature in blue ink, appearing to read 'John L. Patenaude'.

John L. Patenaude
Chief Executive Officer



PENNICHUCK CORPORATION
25 Manchester Street
Merrimack, New Hampshire 03054

NOTICE OF ANNUAL MEETING OF SOLE SHAREHOLDER
To be Held on May 9, 2015

To the City of Nashua, New Hampshire, in its capacity as the Sole Shareholder of Pennichuck Corporation:

In accordance with the By-Laws of Pennichuck Corporation and applicable laws, Pennichuck Corporation hereby provides notice that you are cordially invited to attend the Annual Meeting of Sole Shareholder of Pennichuck Corporation. The City of Nashua, New Hampshire is the Sole Shareholder of Pennichuck Corporation.

The Annual Meeting will be held at the Courtyard Marriott, 2200 Southwood Drive, Nashua, New Hampshire, on Saturday, May 9, 2015 at 9:00 a.m., for the following purpose:

1. To elect three Directors, each for a three-year term, and until their successors are elected and qualified.

To facilitate the City's review of the matters to be addressed at the Annual Meeting, the Pennichuck Corporation Board of Directors have approved the delivery of the Proxy Statement attached to this Notice.

By order of the Board of Directors

A handwritten signature in blue ink, appearing to read 'John L. Patenaude'.

JOHN L. PATENAUDE
Chief Executive Officer

Merrimack, New Hampshire
March 30, 2015



PENNICHUCK CORPORATION
25 Manchester Street
Merrimack, New Hampshire 03054

PROXY STATEMENT

Annual Meeting of Sole Shareholder

This Proxy Statement is furnished to the City of Nashua, New Hampshire (the “City”), in its capacity as the Sole Shareholder of Pennichuck Corporation (“Pennichuck Corporation” or the “Company”), by the Board of Directors of Pennichuck Corporation, in connection with the solicitation of a proxy to be voted at the Annual Meeting of Sole Shareholder for the purpose set forth in the accompanying Notice of Annual Meeting of Sole Shareholder.

The Annual Meeting will be held at the Courtyard Marriott, 2200 Southwood Drive, Nashua, New Hampshire, on Saturday, May 9, 2015 at 9:00 a.m., for the following purpose:

Matter to be Voted Upon at the Annual Meeting

At the Annual Meeting, the City, in its capacity as the Sole Shareholder of Pennichuck Corporation, is being asked to consider and vote upon the following:

- (1) To elect David P. Bernier, Stephen D. Genest and Thomas J. Leonard as Directors, each for a three-year term, and until their successors are elected and qualified.

Voting at the Annual Meeting

Background. Pennichuck Corporation was acquired by the City on January 25, 2012. This acquisition was accomplished pursuant to an Agreement and Plan of Merger reached between the City and Pennichuck Corporation dated November 11, 2010 (the “Merger Agreement”). The transaction, in which the City issued \$150.6 million of general obligation bonds to acquire the outstanding stock of Pennichuck Corporation and pay all transaction costs, was authorized by special legislation enacted by the State Legislature in 2007 and 2010. The Mayor and the Board of Aldermen unanimously approved the acquisition pursuant to this special legislation on

January 11, 2011. The New Hampshire Public Utilities Commission approved the Merger Agreement on November 23, 2011, concluding that “the transaction is in the public interest and will not have an adverse effect on rates, terms, service, or operation of the utilities.”

Corporate Structure. As part of the acquisition, the corporate structure of Pennichuck Corporation and its utility subsidiaries was retained. Under this structure, the City is the sole shareholder of Pennichuck Corporation. Pennichuck Corporation continues to own five corporate subsidiaries, including three regulated public utilities (Pennichuck Water Works, Inc., Pennichuck East Utility, Inc., and Pittsfield Aqueduct Company, Inc.), a service company (Pennichuck Water Service Corporation), and a real estate company (The Southwood Corporation).

Election of the Board of Directors. Under this corporate governance system, the City exercises its control over Pennichuck Corporation in its capacity as the Company’s Sole Shareholder in accordance with the Articles of Incorporation, the By-Laws and the New Hampshire laws governing business corporations. In accordance with these rules, Pennichuck Corporation’s business affairs are managed and overseen by a Board of Directors. One of the most important responsibilities of the City, in its capacity as Sole Shareholder, is to elect members of the Board of Directors from individuals nominated by the Pennichuck Corporation Board of Directors at the Company’s Annual Meeting.

Voting at the Annual Meeting. It is important to remember that the City itself is the Sole Shareholder, not any individual person who may hold an office with the City. The City must exercise its responsibilities as Sole Shareholder through public meetings of the City’s Board of Aldermen and Mayor, acting in accordance with applicable New Hampshire laws and the provisions of the City Charter. As a municipal entity, the City is not typically in a position to “attend” an annual meeting, or any other meeting of the Sole Shareholder, “in person.”

Traditional corporate law principles provide a ready solution for this type of “institutional” voting of shares. As the Sole Shareholder, the City may review the proposed vote and take action at appropriate City meetings determined by the City. The City may then either designate an individual person to attend the Annual Meeting in person with the authority to vote the City’s shares in accordance with the City’s determination, or the City may vote its shares by proxy.

To facilitate these options, the Pennichuck Corporation Board of Directors has prepared this Proxy Statement which contains details of the business to be conducted at the Annual Meeting. If the City determines to vote its shares by proxy, it should cause the enclosed proxy card to be completed and returned to Pennichuck Corporation prior to the Annual Meeting. By executing the enclosed proxy card, the City will be designating the actions it has determined to take with respect to the matters to be heard at the Annual Meeting and will be authorizing the officers of the Company named on the proxy card to act as the City’s proxy to vote on the City’s behalf at the Annual Meeting in accordance with the instructions set forth on the proxy card.

Corporate Governance Matters

Current Board of Directors. On January 25, 2012, the date on which the City acquired Pennichuck Corporation, an initial Board of Directors, as previously approved by the City, was appointed and took office. Each director elected was assigned to Class A, Class B or Class C. Following this initial appointment, Class A directors serve for a one-year term, Class B for a two-year term, and Class C for a three-year term. Following these initial terms, each new class of directors serves for a three-year term following their election and until their successors have been elected and qualified. Class A directors were elected on March 23, 2013 to serve a three-year term. Class B directors were elected on May 10, 2014 to serve a three-year term.

The Pennichuck Corporation Board currently has eleven directors. Of the eleven directors, three have terms ending in 2015, four have terms ending in 2016 and four have terms ending in 2017.

The current members of the Company's Board of Directors are as follows:

<u>Term Expiring 2015</u> Class C	<u>Term Expiring 2016</u> Class A	<u>Term Expiring 2017</u> Class B
David P. Bernier Stephen D. Genest Thomas J. Leonard	C. George Bower Jay N. Lustig John D. McGrath Preston J. Stanley, Jr.	James P. Dore Elizabeth A. Dunn Paul A. Indeglia James McMahon

Board Meetings and Attendance. In 2014, the Board of Directors held twelve meetings. Each member of the Board participated in all Board and applicable Committee meetings held, except for three directors who missed one Board meeting and two directors who missed two Board meetings. A majority of the members of the Board attended the 2014 Annual Meeting of Sole Shareholder.

Board Compensation. In 2014, each director received an annual retainer of \$12,000, except as follows: Mr. Dore, who was elected to the Board on May 10, 2014, received eight month's compensation of \$8,000 for his services as a director, and Mr. Bower, who was elected to the Board on November 25, 2014, received one month's compensation of \$1,000 for his services as a director.

Annual Performance Evaluation. The Board of Directors conducts an annual self-evaluation of the Board and its Committees to determine whether they are functioning effectively. The Audit, Finance and Risk Committee, the Communications Committee, the Compensation and Benefits Committee, and the Nominating and Governance Committee are also required to each evaluate their performance.

Corporate Code of Conduct. The Company has adopted a written Corporate Code of Conduct that applies to its directors, officers and employees. A current copy of the Corporate Code of Conduct can be found on the Company's website at www.pennichuck.com, under the "Board of Directors" caption.

Board Committees. The Board of Directors has established four standing committees: the Audit, Finance and Risk Committee, the Communications Committee, the Compensation and Benefits Committee, and the Nominating and Governance Committee.

Each Committee has adopted a written Charter which sets forth its purpose, membership, duties and responsibilities. A copy of each Charter can be found on the Company's website at www.pennichuck.com, under the "Board of Directors" caption.

The current members of the Board Committees are as follows:

Audit, Finance and Risk Committee

James McMahon, Chairman
James P. Dore
Paul A. Indeglia

Communications Committee

Thomas J. Leonard, Chairman
Elizabeth A. Dunn
Jay N. Lustig

Compensation and Benefits Committee

Stephen D. Genest, Chairman
David P. Bernier
Elizabeth A. Dunn

Nominating and Governance Committee

Jay N. Lustig, Chairman
C. George Bower
John D. McGrath
Preston J. Stanley, Jr.

Audit, Finance and Risk Committee. The Audit, Finance and Risk Committee is responsible for the appointment, compensation and retention of the independent auditors; preapproval of all audit and non-audit services to be provided by the independent auditors; review and approval of all related party transactions; review and evaluation of the qualifications, performance and independence of the lead partner of the independent auditors; oversight of the integrity of the

Company's financial statements; oversight of Company financing activities; and business risk assessment. The Audit, Finance and Risk Committee held seven meetings in 2014.

Communications Committee. The Communications Committee is responsible for the development and assistance in communications between the Board, the Company and the Sole Shareholder. The Communications Committee held one meeting in 2014.

Compensation and Benefits Committee. The Compensation and Benefits Committee is responsible for annually reviewing and approving corporate goals and objectives relevant to Chief Executive Officer compensation; evaluating the Chief Executive Officer's performance in light of those goals and objectives and determining and recommending to the Board of Directors the Chief Executive Officer's compensation based on evaluation of performance; reviewing and approving executive salaries; reviewing and approving any employment agreements, special compensation and benefits, or severance arrangements as they pertain to executive officers other than the Chief Executive Officer; overseeing the Company's compensation and benefit policies; and establishing, terminating or amending existing compensation and employee benefit plans. The Compensation and Benefits Committee held nine meetings in 2014.

Nominating and Governance Committee. The Nominating and Governance Committee is responsible for identifying individuals qualified to become Board members; recommending to the Board the persons to be nominated by the Board for election as directors at the Annual Meeting of Sole Shareholder; developing and recommending to the Board of Directors a set of corporate governance principles; and overseeing an annual self-evaluation of the Board. The Nominating and Governance Committee held six meetings in 2014.

The process followed by the Nominating and Governance Committee to identify and evaluate director candidates included requests to Board members for recommendations and meetings to evaluate biographical and background information relating to potential candidates. The Nominating and Governance Committee is authorized to retain advisors and consultants and to compensate them for their services. The Nominating and Governance Committee did not retain such advisors or consultants during 2014.

The Nominating and Governance Committee considers whether to nominate any candidate for director in accordance with the criteria set forth in its Charter, subject to the restrictions set forth in the Company's By-Laws. These criteria include the candidate's integrity, business acumen, knowledge of the Company's business and industry, experience, diligence, conflicts of interest and the ability to act in the interests of the Sole Shareholder. The Committee does not assign specific weights to particular criteria and no particular criterion is a prerequisite for each prospective nominee. The backgrounds and qualifications of the Company's directors, considered as a group, should provide a composite mix of experience, knowledge and abilities that will allow the Board of Directors to fulfill its responsibilities.

Senior Management. The members of the Company's Senior Management team are as follows:

John L. Patenaude, *Chief Executive Officer*

Mr. Patenaude has been the Chief Executive Officer of Pennichuck Corporation and its subsidiaries since January 27, 2012. He served in a consulting capacity to the City of Nashua as the Transaction Executive in connection with the acquisition of Pennichuck Corporation from June 2010 to January 2012. Mr. Patenaude was the Vice President-Finance and Chief Financial Officer of Nashua Corporation from 1998 to 2009, and the Treasurer from August 2000 to 2009. Mr. Patenaude holds a Master of Science degree in Taxation from Bentley College and a Bachelor of Science degree in Accounting from Boston College. Mr. Patenaude's current annual salary is \$197,500.

Donald L. Ware, *Chief Operating Officer*

Mr. Ware has been the Chief Operating Officer of Pennichuck Corporation since January 27, 2012. He was the Senior Vice President of Operations and Engineering of Pennichuck Corporation from 2004 to January 2012, and Chief Engineer and Vice President from 1995 to 2004. Mr. Ware is also the Chief Operating Officer and Executive Vice President of Pennichuck Water Works, Inc. and the Company's other water utilities. From 1986 to 1995, Mr. Ware was General Manager for the Augusta Water District in Augusta, Maine. Mr. Ware holds a Bachelor of Science degree in Civil Engineering from Bucknell University and a Master of Business Administration degree from the Whittemore Business School at the University of New Hampshire. Mr. Ware's current annual salary is \$187,563.

Larry D. Goodhue, *Chief Financial Officer, Treasurer and Controller*

Mr. Goodhue has been the Chief Financial Officer and Treasurer of Pennichuck Corporation and its subsidiaries since March 2012 and Controller since December 2006. Mr. Goodhue served as a financial consultant to Metrobility Optical Systems, Inc. from July 2006 to October 2006 and to Pennichuck Corporation from October 2006 to November 2006. From October 2005 to June 2006, he was the Vice President of Finance and Administration for Metrobility Optical Systems, Inc. and the Corporate Controller from September 2000 to September 2005. From May 2000 to August 2000, he served as Acting Chief Operating Officer for Annalee Mobilitee Dolls, Inc. and was the Controller from 1998 to April 2000. Mr. Goodhue holds a Bachelor of Science degree in Business Administration from Merrimack College. Mr. Goodhue's current annual salary is \$150,256.

Summary of Proposal to be Voted Upon at the Annual Meeting

PROPOSAL 1 – ELECTION OF DIRECTORS

On March 27, 2015, the Company's Board of Directors took action to recommend that the Sole Shareholder elect David P. Bernier, Stephen D. Genest and Thomas J. Leonard as directors, each for a three-year term and until their successors are elected and qualified. Each nominee has been a director of the Company since 2012.

THE BOARD OF DIRECTORS RECOMMENDS A VOTE "FOR" EACH OF THESE THREE NOMINEES.

Information about the professional backgrounds for each nominee follows:

Nominees for Director:

David P. Bernier

Mr. Bernier has been the Superintendent of the North Conway Water Precinct in North Conway, NH since October 2004. He was the Superintendent of Public Works for the Town of Dartmouth, MA from November 2000 to October 2004, and Supervisor of the Water and Sewer Department from March 2000 to November 2000. He was the Superintendent of the Town of Gorham, NH Water and Sewer Department from October 1984 to March 2000. Mr. Bernier holds an AAS degree with emphasis in water treatment from New Hampshire Technical College.

Stephen D. Genest

Mr. Genest has been the Director of Human Resources of SMITHS Titeflex Aerospace in Laconia, NH since 2007. From 2006 to 2007, Mr. Genest was the Director of Human Resources for L3 Communications Security and Detection Systems in Woburn, MA. He was the Director of Human Resources for Ametek Aerospace and Defense in Wilmington, MA from 2000 to 2005, and Manager of Employee Relations from 1997 to 2000. Mr. Genest holds a Bachelor of Arts degree in English from St. Anselm College, a Master's degree in English from Rivier College, and a Master of Business Administration from Rivier College.

Thomas J. Leonard

Mr. Leonard has served as the Chairman of Pennichuck Corporation's Board of Directors since January 27, 2012. He has been an Attorney with the law firm of Welts White and Fontaine, PC in Nashua, NH since 2011. From 1996 through 2010, Mr. Leonard was In-House Counsel, COO and Director of Friel Business Enterprises in Hudson, NH. Mr. Leonard holds a Bachelor of Arts degree in Economics from Dartmouth College, and a Juris Doctor degree from University of New Hampshire Law (formerly Franklin Pierce Law Center).



**PROXY CARD
PENNICHUCK CORPORATION**

PROXY for Annual Meeting of Sole Shareholder - May 9, 2015

THIS PROXY IS SOLICITED ON BEHALF OF THE BOARD OF DIRECTORS

The Sole Shareholder, the City of Nashua, New Hampshire, hereby appoints JOHN L. PATENAUDE or LARRY D. GOODHUE, as proxies to represent and vote as designated hereon, all shares of common stock of Pennichuck Corporation (the "Company") which the Sole Shareholder would be entitled to vote if personally present at the Annual Meeting of Sole Shareholder of the Company to be held at the Courtyard Marriott, 2200 Southwood Drive, Nashua, New Hampshire, on Saturday, May 9, 2015 at 9:00 a.m. The shares represented by this proxy will be voted as directed by the Sole Shareholder.

The Board of Directors recommends a vote "FOR" each of the nominees named in Proposal 1.

Proposal 1:

To elect David P. Bernier, Stephen D. Genest and Thomas J. Leonard as Directors, each for a three-year term, and until their successors are elected and qualified.

	<u>For</u>	<u>Against</u>
David P. Bernier	<input type="checkbox"/>	<input type="checkbox"/>
Stephen D. Genest	<input type="checkbox"/>	<input type="checkbox"/>
Thomas J. Leonard	<input type="checkbox"/>	<input type="checkbox"/>

Authorized Signature:

CITY OF NASHUA, NEW HAMPSHIRE (Sole Shareholder)

By: _____ Date: _____

Name: _____

Title: _____

This Proxy Card is Valid Only When Signed and Dated



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

April 8, 2015

Town of Lee
Attn: Randy Stevens
7 Mast Road
Lee, NH 03861

Re: Town of Lee Ballfield Complex
Tax Map 20, Lots 2-1, 2-2 & 3-0, Lee, NH

Permit: AoT-0107A
Original Permit Issuance: April 14, 2010

Dear Applicant:

Based upon a recent request, we are hereby amending RSA 485-A:17 Alteration of Terrain Permit AoT-0107. **The amendment consists of a 5 year time extension.** The amended permit number is AoT-0107A and is subject to the following conditions:

1. No activity shall cause or contribute to any violations to the surface water quality standards established in Env-Wq 1700.
2. You must submit revised plans for permit amendment prior to any changes in construction details or sequences. You must notify the Department in writing within ten days of a change in ownership.
3. You must notify the Department in writing upon completion of construction. Forms are available at: <http://des.nh.gov/organization/divisions/water/aot/categories/forms.htm>.
4. The approved plans and supporting documentation in the permit file are a part of this approval.
5. **This permit expires on April 14, 2020.** No earth moving activities shall occur on the project after this expiration date unless the permit has been extended by the Department. If requesting an extension, the request must be received by the department at least 30 days before the permit expires. The Amendment Request form is available at: <http://des.nh.gov/organization/divisions/water/aot/categories/forms.htm>.
6. No construction activity shall occur until a Wetlands Permit is obtained from the Department, if applicable.
7. This permit does not relieve the applicant from the obligation to obtain other local, state or federal permits that may be required (e.g., from US EPA, US Army Corps of Engineers, etc.). Projects disturbing over 1 acre may require a federal stormwater permit from EPA. Information regarding this permitting process can be obtained at: <http://des.nh.gov/organization/divisions/water/stormwater/construction.htm>.

Sincerely,

Ridgely Mauck, P.E.
Alteration of Terrain Bureau

cc: Lee Planning Board



TOWN OF LEE HIGHWAY DEPARTMENT

7 Mast Road
Lee New Hampshire 03861



Randy Stevens - Supervisor

Telephone 659-6515

MEMORANDUM

Date: April 10, 2015

To: Board of Selectmen
From: Randy Stevens
Re: Quotes

Please find attached quote spreadsheet for catch basin cleaning, tree work, line striping, and plow cutting/wear edges for the next 12 months. The recommended vendor is highlighted in yellow and the approximate cost or days of work are in bold for each item. I would like to be able to use the second lowest bidder on each item as a backup if the low bidder cannot provide the service or material in a timely matter or as quoted.

Lee Highway Department Quote Results 4/10/2015

Catch Basin Cleaning Quotes/hour

Vendor	Price Per Hour	Extra cost	Comments	One Day's work/yr
Bellemore Catch Basin Maint.	140	8 hr min		
Eastern Pipe Service	150	none		
Hartigan	No Bid			

Tree Work Quotes

Vendor	Bucket Truck /w operator	Additional ground person	Minimum charge	Emergency Work	Stump grinding	Log truck	Brush Chipper
Urban Tree	115-125/hr	25/hr	2 hours	1-1/2 times	90/hr	75/hr	15-20 hr
Burkes Tree Service	75/hr	115/hr	4 hrs	300/hr	2.00/inch	75/hr	50/hr
Accu-Cut	no bid						
Orion Tree	no bid						
Knowles Tree Service	no bid						

5-6 day's work/yr

Line Striping Quotes

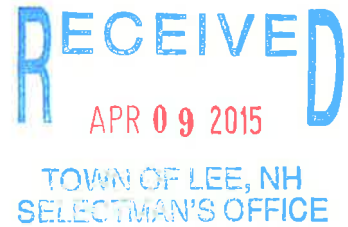
Vendor		Single white edge line	Double centerline	SWL x5000'	DYL x47,500'	Total
Industrial Traffic Lines	Londonderry	0.0345	0.068	\$ 172.50	\$ 3,230.00	\$ 3,402.50
Hiway Safety Systems	Rockland, MA	0.0375	0.074	\$ 187.50	\$ 3,515.00	\$ 3,702.50
Markings Inc	Pembroke, MA	0.0385	0.077	\$ 192.50	\$ 3,657.50	\$ 3,850.00
L&D	Barre, VT	0.12	0.14	\$ 600.00	\$ 6,650.00	\$ 7,250.00

Plow Cutting Edges

Vendor	Atlantic Plow Blade	Jordan Equipment	HP Fairfield
3' Carbide edge	no bid	160.80	180.00
4' Carbide edge	no bid	214.40	260.00
10'steel plow edge	no bid	112.86	120.00
Wing Shoe	no bid	40.75	35.34
loader edge	no bid	477.78	no bid
Total			
funds available \$2,750.00			

Recommended vendor

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



**Public Notice
Zoning Board of Adjustment**

The Town of Lee Zoning Board of Adjustment will conduct a public hearing on April 15, 2015 at a meeting beginning at 7:00 pm at the Public Safety Complex on 20 George Bennett Rd. An application for a Variance from applicant Paul & Jennifer Myers of 24 Layne Drive, property is known as Lee Tax Map #11-04-1400, being the same lot as shown on Lee Tax Map #11-04-1500. The applicant is requesting a variance of the 2015 Lee Zoning Ordinance, Article XIV; Shoreland Conservation District, section C-b and/or Article XXIII, number-3, in that the applicant is proposing to expand/remodel/raze an existing dwelling with a new dwelling and associated improvements that is within the Shoreland Conservation District where no permanent or temporary structures are allowed.

You are invited to appear in person or by representation of agent of counsel and state reasons why these applications should or should not be approved. Application information is on file with the Office of Planning & Zoning located at the Lee Town Hall.

POSTED AT THE LEE TOWN HALL & OFFICE OF PLANNING & ZONING ON
MONDAY, APRIL 06, 2015 AT 2:30 PM.

ADVERTISED IN FOSTER'S DAILY DEMOCRAT.