

SELECT BOARD MEETING AGENDA

DATE: 5:30pm Monday, April 27, 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 - 5:30 pm**
2. **Motion to Enter into Non-Public Session under - RSA 91-A:3 II (c)**
3. **Public Comment**
4. **Senator Martha Fuller Clark – Update the Board on Senate Legislative Issues**
5. **Naida Kaen, State Representative – Update the Board on House 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.
6. **Richard Miller – Trustee of the Trust Fund Appointment**
Request the Board's appointment as a Trustee of the Trust Fund. Term will extend until the next election.
7. **Jud Porter, Lee VFW Post 10676 Member – Public Safety Complex Meeting Room Request**
Request that the Board waive the insurance requirement for their group so that they may conduct their meetings at the PSC.
8. **Scott Nemet, Fire Chief – Hiring Temporary Staff**
Request permission to utilize a Temporary Hiring list for calling in firefighters to cover sick and vacation days.
9. **Randy Stevens, Highway Supervisor – Paving Bid Results**
Present paving bid results and request authority to enter into an agreement with the selected company.
10. **Julie Glover, Town Administrator – Lee Fair Committee Designation and Charge**
Approve the Lee Fair Committee charge and appoint the Lee Fair Committee members.
11. **Carole Dennis, Select Board Chairwoman – Public Email Response**
Discuss and approve a uniform email response for the Board to use when acknowledging receipt of a public email.
12. **Julie Glover, Town Administrator Report**
 - *Final ORYA MOU*
 - *Draft Internet Intent & Implementation Policy*
 - *Draft Select Board Operational/Ethics Policy*
 - *Draft Town Center Committee Charge*
 - *Criteria for Waiving Insurance Requirement/Waiver*
 - *NHRS Tax Shelter Election Form*
 - *Miscellaneous*
13. **Motion to accept the Consent Agenda as presented:**

SIGNATURES REQUIRED

Public Safety Complex Gym Policy and Guidelines
Notice of Intent to Cut
Veteran Tax Credit Applications (2)
Elderly Exemption Applications (2)
Ad Hoc Racetrack Committee Appointment
Notice of Intent to Excavate (2)

INFORMATION ONLY

Final Tax Bill Notification to Board of Tax & Land Appeals
Ltr to UNH Facilities from Heritage Comm re: Burley-Demeritt House
Inter-Department Memo re: Traffic Circle Project
Ltr to NH Dept of Transportation from Conservation Comm re: Roadside
Invasive Plants
Donation from SAC to the Heritage Comm for the 250th Celebration

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

14. **Motion to accept the BOS Public Meeting Minutes and Non-Public Meeting Minutes from April 13, 2015.**
15. **Motion to accept Manifest #21 and Weeks Payroll Ending April 26, 2015.**

16. Motion to Enter into Non-Public Session under - RSA 91-A:3 II (c) - Tax Deeds

17. Miscellaneous/Unfinished Business

18. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on April 24, 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.

LEGISLATIVE BULLETIN

Bulletin #17

2015 Session

April 24, 2015

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NHMA Government Affairs Contact Information

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Government Affairs Counsel

Barbara T. Reid
Government Finance Advisor

Timothy W. Fortier
Communications & Member
Services Coordinator



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Website: www.nhmunicipal.org

Highway Funding Top Municipal Priority

As we have reported, state aid to municipalities in the House-approved biennial budget was reduced by \$49 million from what current law authorizes. The largest portion of that reduction—\$21.6 million—comes from reductions in the amount of highway fund revenue going to municipalities, specifically, \$8 million from highway block grants and \$13.6 million from municipal bridge aid.

How did lawmakers come up with these numbers? You remember **SB 367** from last year, right? **SB 367** was the four-cent increase in the road toll (gas tax) enacted last year, the bill that NHMA members strongly supported because it provided additional money in highway block grants and municipal bridge aid. In fact, the additional funds were specifically earmarked in the bill: \$8 million for highway block grants and \$13.6 million for bridge aid.

Coincidence that those numbers are the exactly the same as the House reductions? Not at all. Those hard-won increases were neutralized by offsetting cuts in the existing or “base” bridge aid and highway block grant appropriations. With the bridge aid, the House simply OK’d the Governor’s recommendation to cut the base appropriation by \$13.6 million—exactly the amount of the promised increase from new road toll revenue. A last-minute budget deal in the House resulted in the offsetting cut of \$8 million from the base highway block grants. The effect was to “level fund” municipal highway and bridge aid. ***The real effect was to cut the additional municipal funding from the road toll increase before municipalities saw even one penny!***

The NHMA Board of Directors recently determined that NHMA’s top budget priority is the restoration of highway and bridge funding to the level intended when **SB 367** was passed last year. That means that as the Senate prepares its version of the two-year state spending plan, **we need your help in urging senators to include in their budget the promised \$8 million in highway block grants and \$13.6 million in bridge aid to municipalities.**

To that end, ***all Senators, not just those on the Finance Committee, need to hear from you*** about funding municipal roads and bridges at

Highway Funding - continued

the levels contemplated when the road toll increase was enacted last year, for the following reasons:

- Municipalities are not asking for more money; we only ask for the funding that was promised less than a year ago when the road toll was increased. These funds were supposed to supplement, not supplant, existing state aid.
- Money from the road toll increase is already coming into the state coffers. In fact, the Senate Finance Committee indicated that total road toll revenues for this year are actually exceeding estimated projections!
- An 8-10-year wait for state bridge aid is unreasonable, which is exactly why part of the road toll increase was allocated to municipal bridge aid in the first place. Many municipalities appropriate their share of the bridge cost well in advance of their allotted project year and hold that money in a reserve fund—they could certainly be “moved up” on the list and be ready to go, if and when state funds are available. Concerns we have heard about municipalities not being able to appropriate their share of the cost or spend the money fast enough appear to be unwarranted.
- NHMA members have long supported a policy to fund highways adequately, whether from a road toll increase, increased motor vehicle registration fees, or any other sources, as long as the revenue is used exclusively for highway purposes and the statutory share (12%) of the gross revenues is distributed to municipalities under the highway block grant provision of RSA 235:23. The House Finance Committee chair and others have publicly stated that the highway fund has a “structural deficit” – revenues are not keeping pace with spending obligations and needs. NHMA members support addressing that deficit appropriately as part of this biennial budget.

Contact your Senator now and let him or her know how important highway block grant and municipal bridge aid are to your community – especially if you have road projects in the works or are waiting for state bridge aid. [Here is a link](#) to a list by municipality of the increase in highway block grant funding per year that should be provided by last year’s road toll increase.

Other Budget Priorities

As noted in the preceding article, restoration of highway funding is NHMA’s top budget priority. Another priority is the distribution of meals and rooms tax revenue. The House version of the budget suspends (yet again) the statutory catch-up formula for both years of the biennium, freezing the distribution at the 2015 level. The catch-up formula is supposed to work as follows: if meals and rooms tax revenues come in higher than the previous year, then 75% of the increase goes to municipalities, with a cap of \$5 million. As we have explained in the past, the catch-up

Budget Priorities - continued

formula is intended to gradually bring the municipal funding level to 40% of the meals and rooms tax revenues received (the funding level promised, but never met, since the law was enacted in 1967). Currently, municipalities receive approximately 25% of the total revenue.

Adding insult to injury is the fact that meals and rooms tax revenue is coming in very strong this year, higher than estimated in the fiscal year 2015 budget and ***much higher than last year***. If the catch-up formula were left intact, municipalities would see an additional \$5 million in their distribution checks in December and the state would still have received more meals and rooms tax revenue than planned in its budget!

Regarding state aid grants (SAG) for water and wastewater projects . . . the House version of the budget continues the moratorium enacted two years ago. Ideally, we'd like to see the moratorium lifted completely, with the state recognizing the importance of financial participation in funding a portion of the expenses for costly water and wastewater projects that not only benefit the host community, but provide regional and statewide benefits, too. Removing the moratorium would cost the state about \$7.2 million over the biennium. (Have we mentioned that this is almost exactly the amount of additional revenue the state would realize by repealing the pollution control exemption under RSA 72:12-a?)

However, in the absence of lifting the moratorium, there are a number of municipalities with projects that appear to have qualified for SAG funding prior to enactment of the moratorium, but just didn't "get on the list" in time when the 2014-2015 state budget was passed. At a minimum, these projects should be funded in the next budget.

Be sure to talk with your senator about these issues, too!

Mixed Result on Pole, Utility Valuation Bills

The Senate Ways and Means Committee made its recommendations this week on **HB 192**, the **NHMA policy bill** that would prevent the use of DRA utility property valuations in local property tax appeals, and on **HB 547**, the bill that would establish a statutory formula for valuation of telephone poles and conduits. The result was anti-climactic.

The ideal recommendations would have been to pass **HB 192** and kill **HB 547**. Our worst fear was the opposite—a recommendation to kill **HB 192** and pass **HB 547**. The committee chose a middle path.

First, it voted to recommend re-referring **HB 192**. In theory, a bill that is re-referred in the Senate will be studied between legislative sessions and then brought back in the second year and either passed or killed. In practice, however, the study almost never happens, and the bill is inevitably killed. (In contrast, a retained bill in the House usually does get studied and has a realistic chance of passage the following year.)

Pole, Utility Valuation - continued

Meanwhile, the committee recommended amending **HB 547** to drop the statutory valuation formula and instead require the Assessing Standards Board to study both issues—*i.e.*, the valuation of telephone poles and conduits *and* the use of DRA utility valuations in property tax appeals. The ASB would be required to make an interim report to the legislature by December 1 of this year, and a final report by December 1, 2016.

We can live with this. We certainly will be disappointed if **HB 192** does not pass this year, because it would provide immediate relief to dozens of municipalities that are battling the utility companies in superior court and in the BTLA; the longer the issue drags on, the more money will be transferred from property taxpayers to lawyers. However, the issue is not dead, and we are optimistic that the ASB study could recommend legislation as early as next year.

As for **HB 547**, the committee's recommendation may actually be better than simply killing the bill. By sending the issue to the ASB for study, it provides a forum for a careful review of the facts, which will expose the outrageous claims made by FairPoint.

Both bills will go to the full Senate next week. We fully support the recommendation of Ought to Pass with Amendment on **HB 547**. As for **HB 192**, we would love to see the Senate overturn the committee report and instead pass the bill. If any senators want to pursue that effort, we certainly will support it. Realistically, however, that is unlikely, and as long as the issue is being studied, we can live with a re-referral.

Cameras at Polling Places: The Long, Strange Trip Continues

A few weeks ago we reported on the efforts to repeal or modify the law that, as of September 1, will require moderators at elections to take a photograph of anyone who votes by signing a challenged voter affidavit, rather than by showing a photo identification. At that time, the Senate had killed a bill to repeal the odd requirement, and the House had eliminated the funding for the Secretary of State to provide the needed photography requirement. Thus, the law was scheduled to take effect, and municipalities would be required to provide their own cameras and printers, a blatantly unconstitutional mandate.

In the last week, a solution—of sorts—has emerged. The House Election Law Committee this week recommended passage of **SB 39**, relative to recounts on questions, with a non-germane amendment that makes a modest change to the camera requirement: it allows the moderator to take a photograph that “may be in color or in black and white.” (If not changed, the law would require a color photograph.)

Cameras at Polling Places - continued

How, you might wonder, does this solve the problem? By allowing for a black-and-white photograph, the law will enable the Secretary of State's office to buy inexpensive instant cameras that print a photograph without the need for a printer. These apparently can be bought for under \$100 each, so the cost for 300 polling places would be about \$30,000. The budget trailer bill, now in the Senate, would still need to be amended to restore the requirement that the Secretary of State supply the cameras, but we are told that is the plan.

If the plan goes through, then yes, it does eliminate the unfunded mandate. But if ever there was an appropriate application of the phrase "like putting lipstick on a pig," this is it. As we understand it, this is how the process would work: The Secretary of State's office buys 300-plus instant cameras (probably equal to the total number sold in the United States last year), finds a place to store 300-plus instant cameras, trains election officials on their use (presumably not difficult), distributes them to municipalities before each election, and collects them after each election. Given that there will be city primaries in September, city general elections in November, a presidential primary in January or February, town elections in March, April, and May, and state primary and general elections next September and November, with a few special elections sprinkled here and there, that's a lot of distributing and collecting.

And for what? To guard against the approximately one case of identity fraud that occurs in a given decade—and perhaps give a boost to the price of Fujifilm stock? This is silly.

SB 39 will likely go to the House floor on Wednesday, May 6. Because the amendment does begin to address the unfunded mandate problem (although, again, **HB 2** will still need to be amended to close the loop), we encourage representatives to hold their noses and vote for it. However, the real solution remains a repeal of the camera requirement.

Pre-Rulemaking Feedback Request: **Non-Tidal Shoreline Structures**

The New Hampshire Department of Environmental Services (DES) is in the early stages of a process to update and improve dock permitting on **non-tidal waters**, particularly as it pertains to public facilities, commercial uses, and structures on rivers and streams. DES is seeking feedback from a number of interest groups, and has contacted NHMA for assistance in obtaining municipal input, particularly from the perspective of municipal use of the waterfront.

Currently, the only rules that exist are for residential docks and for marinas. There are no rules governing the use of non-tidal waterfront by municipalities for projects such as a riverwalk, a municipal dock, or for development of a waterfront park with a restaurant.

Shoreline Structures - continued

Request for written input

DES seeks input on such issues as:

- What should be the role of the municipality and the state on waterfront property?
- Who should control waterfront property: the municipality or the state?
- Definitions related to waterfront use, including what is a commercial use, etc.?
- What might municipalities want to do on a riverfront, small pond, large pond, lake, etc.?
- How would municipalities like to see their waterfronts developed?

Please provide your written feedback to Darlene Forst, Shoreland Section Supervisor, NH DES Land Resource Management Programs by email:

Darlene.Forst@DES.nh.gov. Indicate what types of activities or development your municipality might like to undertake on waterfront property, provide answers to the above questions, and be sure to include your contact information.

GOALS

The goal at this point is to develop a strategy for the permitting of structures in non-tidal public waters that would allow reasonable use and economic development while minimizing the impacts on water quality, wildlife, and public use.

DES would then put together a regulatory framework for the proposed rules that will allow the Department to implement the strategy in a quick and efficient manner that maximizes predictability, transparency, and accountability.

It is anticipated that there may be a working group to help sort through the feedback received and guide the development of the strategy and draft rules. Please let Darlene know if you would like to participate in a working group on this issue.

School Boards Association Legislative Bulletin

Beginning this week, we are including a link to the Legislative Bulletin of the New Hampshire School Boards Association. NHMA does not cover school issues, but obviously they are of interest to municipalities, especially to those cities with dependent school districts. There is some overlap between the issues that NHMA and NHSBA cover—for example, Right-to-Know Law, town and school district meeting procedures, employment, and the state retirement system—but the NFISBA Bulletin is the best place to read about legislation that uniquely affects schools and school districts.

The link will appear each week after the last article and before the legislative calendars.

Click [here](#) for the NH School Boards Association's Legislative Bulletin.



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

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

Applicant's Name: Richard Miller
Address: 4 LOVE LANE Phone/Cell: 603-969-6240
of Years as a Resident: 15
Email address: CAPT03@COMCAST.NET

Full Membership (3 year term) position applying for: TRUSTEE OF THE TRUST FUNDS.
Term Expires on the following date: _____
Alternate Position (3 year term) position applying for: _____
Term Expires on the following date: _____

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

I UNDERSTAND THE TOWN NEEDS THIS POSITION FILLED AND I AM WILLING TO ASSIST THE TRUSTEES OF THE TRUST FUNDS.

Richard Miller
Signature

4-20-15
Date

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

To: **RICHARD MILLER** of Lee, New Hampshire in the **County of Strafford:**

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

Given under our hands, this 27th day of April, 2015

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **RICHARD MILLER** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2015

Received and Recorded:



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

Office Use Only
 Meeting Date: 4/27/15
 Agenda Item No. _____

BOARD OF SELECTMEN
4/27/15 **MEETING AGENDA REQUEST**
 (Meeting Date Requested)

Agenda Item Title: HOMES FOR LEE POST 10676

Requested By: LEE VFW Date: 4-16-15

Contact Information: JUD PORTER 27 GRANGER DR LEE 659-2762

Presented By: JUD PORTER

Description: WE CAN NO LONGER MEET AT FLAG HILL

WOULD LIKE TO MEET AT A TOWN FACILITY

CAN NOT AFFORD REQUESTED INSURANCE

Financial Details: OUR POST HAS MONEY FOR VETERAN ASSISTANCE & CHARITY
THAT WE RAISE BY SELLING POPPIES. THIS MONEY BY LAW
CAN NOT BE SPENT ON ANYTHING ELSE

Legal Authority (usually NH RSA or Town Ordinance/Policy): OUR DISCRETIONARY FUNDS RAISED BY DUES & RAFFLE ARE
STRETCHED TO THE LIMIT ON MEMORIAL DAY CEREMONIES, SCOUT AWARDS, FLAGS
ETC
INSURANCE COST 15,000

Legal Opinion: _____

REQUESTED ACTION OR RECOMMENDATIONS:

WE REQUEST THAT THE SELECTMEN WAIVE THE REQUIREMENT
FOR INSURANCE TO MEET AT THE SAFETY COMPLEX OR SOME OTHER TOWN FACILITY
OR ~~WE~~ WE MEET ONCE A MONTH FOR ONE TO TWO HOURS
IN THE EVENING, 8 TO 10 PEOPLE

NOTE: I AM ADVISED THAT THE INSURANCE IS NOT AVAILABLE
 THROUGH THE STATE OR NATIONAL VFW. I ASSUME THAT THIS IS
 BECAUSE MOST POSTS OWN THEIR FACILITIES AND STATE AND
 REGIONAL MEETINGS ARE HELD IN ~~VARIOUS~~ PLACES THAT CATER TO THE PROBLEM.



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
4/27/2015

Agenda Item Title: Fire Department Temporary Staff

Requested By: Chief Nemet

Date: 4/21/2015

Contact Information: Chief Nemet, 20 George Bennett Road, Lee, NH 659-5411

Presented By: Chief Nemet

Description: The Fire Department would like to utilize a Temporary Hiring list, along with other area departments, for the hiring of Temporary Staff at a rate of \$16.00/hr. to cover sick days, vacation days, and coverage.

Financial Details:

	Current/hr	Proposed	Increase	On-Call	
On-call FF	12.88	16.00	24.22%	FY 16 Budget	24% Increase
On-call LT	13.62	16.50	21.15%	47,000	11,280
On-call EMT	12.88	15.00	16.46%		

On-Call FY15

Budget	To date	Est Annual	Surplus
47,000	25,074	33,43	13,568

Legal Authority NH RSA 154:5

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

REQUESTED ACTION OR RECOMMENDATIONS:

Request the Select Board to allow the Fire Chief to utilize a Temporary Hiring list for the hiring of Temporary Staff to cover sick days, vacation days, and coverage.

Request that the Select Board raise the pay for the paid on call members who cover shifts to be \$16.50/hr for Lieutenant, the Firefighter/EMT to \$16.00/hr and firefighter, or emergency medical technician to \$15.00/hr.



Lee Fire & Rescue Department

Chief of Department Scott M. Nemet • Assistant Chief Joseph P. Lombardo

20 George Bennett Road, Lee, NH 03861

Phone: (603) 659-5411 Fax: (603) 659-9611

"Protecting Yours Like It's Ours"

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

RE: Temporary Firefighter/EMT Hiring

Dear Select Board,

Over the past several months I have met with the Fire Chiefs from Barrington, Epping, and Brentwood. During these meetings it has become clear that each department lacks an adequate number of available firefighter/ emergency medical technicians to provide coverage when full time staff members take a sick day, vacation day, or participates in outside training or meetings and are not available for emergency calls.

Currently our department has two paid on call firefighter/ emergency technician members that are available to assist us with staffing on these days. However, this is not a reliable resource since they may be required to work at their regular jobs. Throughout the past ten years this number has been as high as seven members and as low as zero. During those times it was common to have either a paid on call emergency medical technician or a firefighter to cover these shifts so that we do have complete staffing. While this helps, we are not always providing personnel possessing both firefighter and emergency medical technician qualifications.

As a means to alleviate these shortages and provide the best and expected coverage for our communities, the Barrington, Epping, Brentwood Fire Chiefs and myself, have met to discuss the most efficient and reliable way to ensure we do have qualified personnel available. Each town has developed a list of our current members that would like to participate in a temporary Firefighter/EMT program. They meet the requirements of each town that results in our ability to provide essential coverage when the need arises. When a department is in need of coverage, the Chief will check the availability of their qualified paid on call staff first. If none are available, the Fire Chief will then contact the people on the temporary list. It is the responsibility of the Fire Chief to choose the qualified member. The Fire Chief may utilize the same per diem member for other coverage shifts.

A concern that has come up is the Affordable Care Act. The Town of Lee currently has 32 or 33 employees that meet the criteria. I would expect our department to utilize this list only a handful of times throughout the year because of the frequent times our qualified paid on call members can cover. In light of that I believe we would only be adding another two or three temporary employees to be hired. Pursuing this avenue will provide the department with a way to permanently maintain qualified staffing when needed.

Professionalism • Integrity • Teamwork • Courtesy • Dedication • Compassion



Lee Fire & Rescue Department

Chief of Department Scott M. Nemet • Assistant Chief Joseph P. Lombardo

20 George Bennett Road, Lee, NH 03861

Phone: (603) 659-5411 Fax: (603) 659-9611

"Protecting Yours Like It's Ours"

I would like to pay Temporary employees \$16.00 an hour to be competitive with other area departments. Currently when a paid on call member covers a shift they receive their paid on call rate. The Lieutenant rate is \$13.62 an hour and a firefighter/emergency medical technician, firefighter, or emergency medical technicians rate is \$12.88 an hour.

I would also ask that the Select Board consider raising the pay for the paid on call members who cover shifts to be \$16.50 for a Lieutenant, the firefighter/emergency medical technician to \$16.00 and firefighter, or emergency medical technician to \$15.00.

The per diem employees covering the shifts will become Town of Lee employees and will be covered under Workers Compensation. They shall follow all Town and department rules and regulations.

Myself and the other Fire Chief's think that this is a great opportunity for our communities and they have been approved to move forward.

Minimum Qualifications:

- High School Diploma or equivalent
- NH certified (Pro Board) Firefighter Level 1
- Nationally Registered Emergency Medical Technician
- Must possess a valid NH Operators license
- Must pass background check

Yours in fire safety,

Scott Nemet
Chief



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

Office Use Only
Meeting Date: Click here to enter a date.
Agenda Item No. Click here to enter number.

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
4/27/2015

Agenda Item Title: Paving - Bid Results

Requested By: Randy Stevens

Date: 4/22/2015

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: Review paving bids and authorize the Highway Supervisor to enter into an agreement with the successful bidder.

Financial Details: 2015-16 Highway Budget account # 01.43111.650.00 + a possible encumbrance from the 2014-15 Highway Budget-TBD later

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

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Authorize the Highway Supervisor to enter into an agreement and sign a contract with _____ for paving various town roads per the 2015 road work plan.

2015 Paving Bids-Lee Highway Department

Vendor	price /ton	price picked up at plant	based on asphalt liquid price/ton	estimated tons
R+D Paving	\$ 71.45	no bid	542.5	2146
Continental Paving	\$ 72.00	65	542.5	2157
Brox industries	\$ 72.75	64	542.5	2158
Advanced Paving	\$ 74.00	no bid	not stated	2180
GMI Asphalt	\$ 75.43	no bid	542.5	2200
Bell & Flynn	\$ 75.50	no bid	542.5	2500
2014 successful bidder				
Continental Paving	\$ 72.00	65	625	



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

Office Use Only

Meeting Date: April 27, 2015

Agenda Item No. 10

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
4/27/2015

Agenda Item Title: Lee Fair Committee Charge, Appointment of Members

Requested By: Town Administrator Julie Glover

Date: 4/13/2015

Contact Information: 603-659-5414

Presented By: Julie Glover

Description: Present the Select Board with a draft of the Lee Fair Committee Charge and a member list for the Board to appoint.

Financial Details:

Legal Authority NH RSA 31-95-b; RSA 41:8

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to approve the Lee Fair Committee charge and appoint the following members to this year's Committee:

Chuck Cox, Gloria Quigley, Erick Sawtelle, Annamarie Gasowski and Laura Gund



Town of Lee, New Hampshire Lee Fair Committee Charge

The Lee Fair is an important part of Lee's community, benefiting not only the Town but numerous community non-profit organizations. The Lee Fair is a Town of Lee sponsored event. Consequently, this document, in conjunction with the document creating the Lee Fair Fund, will serve to formalize the structure, operation, and funding of the Lee Fair Committee.

By adoption of this document, the Select Board of the Town of Lee set forth the charge for the creation and operation of the Lee Fair Committee ("Fair Committee"). This charge may be changed from time to time, by a vote of the Select Board, after consultation with the Fair Committee, by adopting a written amendment to this charge.

Further, by adopting this document, the Select Board hereby affirms the appointment for any previous calendar year all members of the Lee Fair Committee, and verify, adopt, and ratify any and all actions of the Lee Fair Committees, which have occurred prior to the date of the vote hereon, subject to the requirement that all actions of the Lee Fair Committee from the date of the vote adopting this document forward shall be in accordance with the provisions of this document and the terms of the Lee Fair Fund; subsequent to its creation, and all local, State and Federal laws and ordinances.

The Fair Committee shall include no less than three (3) members and no more than ten (10) members. Town staff may also serve on the Fair Committee as Ex-officio members, as may be deemed necessary. Members shall apply as set forth in the Town's "Policy on Boards, Committees and Commissions", which was adopted by the Select Board in 2013 and as may be amended from time to time. Upon receipt of application, the Select Board will appoint or reject the proposed members of the Fair Committee, who shall serve for a term of one year beginning April 1st of each year. Should a vacancy occur during the year term, the Committee shall nominate a replacement member who may be appointed or rejected by the Select Board. Each year thereafter, the Select Board will appoint a new Fair Committee in the manner described. There is no limit to the number of times a person may be appointed to serve on the Fair Committee. The Fair Committee Chair shall be nominated by the Committee at the first business meeting of the Committee following the Fair each year.

The Select Board hereby delegates to the Fair Committee authority over all operations of the Lee Fair including but not limited to:

- contracting with vendors necessary for the operation of the Lee Fair;
- receiving income and making expenditures of funds related to the operations of the Lee Fair including raising private donations to support the operation of the Lee Fair and its beneficiaries, subject to the rules and restrictions which may be set forth in the document creating the Lee Fair Fund which shall be held by the Town's Trustees of the Trust Funds; and in accordance with the Town's standard Accounts Payable operating procedures, and all New Hampshire statutes that apply to municipal budgets;
- assigning volunteers to assist with set up/break down of the Fair and other duties as may be deemed necessary. All volunteers' time must be logged in order to ensure appropriate insurance coverage.

Town of Lee, New Hampshire
Lee Fair Committee Charge

Further, the Select Board hereby requires the Fair Committee:

- to report to the Select Board at the beginning of the Lee Fair planning process each year and regularly thereafter as requested by the Select Board until the books are "closed" on the Lee Fair for the year; and
- to prepare a written report on the activities and finances of the Lee Fair for presentation to the Select Board at their first regular meeting in October; and
- to present a budget request for each fiscal year to be provided to the Town Administrator in time to coincide with the preparation and presentation of the Select Board's budget ;
- to meet regularly to manage the planning and operations of the Lee Fair;
- to keep written minutes of those meetings; and
- to make all decisions regarding the planning and operations of the Lee Fair at those meetings, by a majority vote of those members of the Fair Committee present and voting at the meeting.
- to ensure that all vendors comply with the Town's Insurance Requirements, including but not limited to, providing a Certificate of Insurance with the Town as an additional insured prior to the day of the Fair.

IN WITNESS WHEREOF, this Lee Fair Committee Charge is hereby adopted and approved by the Lee Select Board on this day of _____ to be effective immediately hereafter.

Carole Dennis, Chairwoman

Scott Bugbee

John R. LaCourse



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

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

Applicant's Name: Chuck Cox

Address: 36 Capt. Smith Emerson Rd Phone/Cell: 868 1822

of Years as a Resident: 32

Email address: tuckawayfarm@comcast.net

Full Membership (3 year term) position applying for: Lee Fair Committee

Term Expires on the following date: _____

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

Term Expires on the following date: _____

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

Member of Lee Agricultural Commission.

Served on Lee Fair Committee for Two years

Chuck Cox
Signature

4/22/2015
Date

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

To: **CHUCK COX** of Lee, New Hampshire in the **County of Strafford**:

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

Given under our hands, this 27TH day of April, 2015

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **CHUCK COX** took and subscribed the foregoing oath.
Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2015

Received and Recorded:



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

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

Applicant's Name: Gloria B. Quigley

Address: 75 Turtle Pond Rd., Lee Phone/Cell: 868-1466

of Years as a Resident: 35

Email address: gbquigley@gmail.com

Full Membership (3 year term) position applying for: Lee Fair Committee

Term Expires on the following date: _____

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

Term Expires on the following date: _____

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

Interested in keeping the fair a viable option

Longtime resident

Church rep on committee

Gloria B. Quigley
Signature

4/22/15
Date

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

To: **GLORIA QUIGLEY** of Lee, New Hampshire in the **County of Strafford**:

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

Given under our hands, this 27TH day of April, 2015

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **GLORIA QUIGLEY** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2015

Received and Recorded:



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

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

Applicant's Name: Eric Sawtelle
Address: 93 N. River Rd Phone/Cell: 234-7907
of Years as a Resident: 40
Email address: esawtelle@aol.com

Full Membership (3 year term) position applying for: fair committee

Term Expires on the following date: _____

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

Term Expires on the following date: _____

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

Shear stupidity...

Eric Sawtelle
Signature

April 22, 2015
Date

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

To: **ERICK SAWTELLE** of Lee, New Hampshire in the **County of Strafford**:

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

Given under our hands, this 27TH day of April, 2015

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **ERICK SAWTELLE** took and subscribed the foregoing oath. Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2015

Received and Recorded:



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

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

Applicant's Name: Annamarie Gasowski

Address: 46 Lamprey Lane Phone/Cell: 659-5273/

of Years as a Resident: 30

Email address: anniegasowski@gmail.com

Full Membership (3 year term) position applying for: Lee Fair Committee

Term Expires on the following date: 2018

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

Term Expires on the following date: _____

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

Event planning experience; volunteering
experience; retired teacher

Annamarie Gasowski
Signature

4/23/15
Date

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

To: **ANNAMARIE GASOWSKI** of Lee, New Hampshire in the **County of Strafford:**

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

Given under our hands, this 27TH day of April, 2015

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **ANNAMARIE GASOWSKI** took and subscribed the foregoing oath. Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2015

Received and Recorded:

Lee
Comm



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

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

Applicant's Name: LAURA GUND

Address: 48 CARTLAND RD Phone/Cell: 659-2044

of Years as a Resident: 50+

Email address: walgrove@comcast.net

Full Membership (3 year term) position applying for: _____

Term Expires on the following date: _____

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

Term Expires on the following date: _____

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

INTERESTED

Laura Gund
Signature

4-22-15
Date

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

To: **LAURA GUND** of Lee, New Hampshire in the **County of Strafford**:

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

Given under our hands, this 27TH day of April, 2015

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **LAURA GUND** took and subscribed the foregoing oath.
Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2015

Received and Recorded:



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

Proposed response to emails sent to the Select Board, and/or individual members:

Your email of (DATE) has been received and forwarded to the Town Administrator and the Select Board. Thank you for taking the time to contact us. While the Select Board does not respond in writing to each correspondence, we appreciate hearing from you and consider all input received.

Sincerely,

(NAME)



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

Office Use Only

Meeting Date: April 27, 2015

Agenda Item No. 12a

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
4/27/2015

Agenda Item Title: ORYA Memorandum of Understanding

Requested By: Town Administrator Julie Glover

Date: 4/13/2015

Contact Information: 603-659-5414

Presented By: Julie Glover

Description: Present the Select Board with the final ORYA MOU document for approval and signatures.

Financial Details: \$11,250 in Hwy budget for Little River Park maintenance; \$7,646 YTD actual in FY15

Legal Authority NHRSA 41:8; RSA 41:11-a; RSA 35-B

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to approve the 2015 Oyster River Youth Association Memorandum of Understanding.

MEMORANDUM OF UNDERSTANDING

BETWEEN THE OYSTER RIVER YOUTH ASSOCIATION AND THE TOWN OF LEE

FOR THE MANAGEMENT OF RECREATIONAL FIELDS

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

WITNESSETH:

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

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

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

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

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

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

NOW THEREFORE,

Section 1 - PURPOSE

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

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

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

Section 2 – SCHEDULING AND USE

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

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

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

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

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

SECTION 3 – FEES AND CHARGES

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

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

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

SECTION 4 – MAINTENANCE

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

SECTION 5 – TERM OF AGREEMENT

- A. The term of the Agreement shall be from _____ to _____.
- B. The Town and ORYA shall have the option of mutually extending the agreement and any amendments mutually agreed to by the parties until such time as one or the other desires to terminate the program. Any such termination must be by three month's written notice. The terms and conditions set forth herein may be modified by mutual consent to reflect changed conditions and/or preferences.

SECTION 6 – INSURANCE AND INDEMNIFICATION

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

SECTION 7 – AUTHORITY

- A. ORYA shall have no right or authority, express or implied, to take any action, expend any sum, incur any obligation, or otherwise obligate the Town in any manner whatsoever, except to the extent specifically provided in this MOU or specifically authorized by the Lee Select Board as reflected in the minutes of a Board meeting.
- B. ORYA shall have no right or interest in any of the Town’s property as a result of this MOU.
- C. ORYA shall advise the Town of the status of their activities required under this MOU on a regular basis and work in coordination with the staff of the Selectmen’s Office and the Highway Department.

SECTION 8 – COMPENSATION

- A. Neither party shall receive any compensation from the other for the services provided under this MOU, except that the Town agrees to reimburse ORYA for reasonable expenses incurred for the mowing and maintenance of the playing fields, provided that: 1) the Town reviews and approves the bids received for such services; 2) the amount expended cannot exceed the funds that the Town has appropriated during the fiscal year for these services; and 3) ORYA submits timely payment requests that include copies of contractor invoices, material receipts, etc.
- B. ORYA will repair any damage or worn areas it creates from the regular use of the fields. Repairs will be made seasonally during optimal germination periods to maintain a quality playing surface.
- C. ORYA shall not charge the Town any fee for use of their offices, personnel, or overhead expenses except as agreed to by the Board of Selectmen in advance. Likewise, the Town shall not charge ORYA for any similar expenses, except as agreed to by ORYA in advance.

Approved by the Lee Select Board on _____, 2015

Carole Dennis

Scott Bugbee

John LaCourse

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

_____ Date: _____

EXHIBIT A



**Recreational Fields
Usage Agreement**

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

Name of Organization/Group/Person: _____

Contact Person: _____ Phone #: _____

Mailing Address: _____

E-Mail address: _____

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

Details (description of activity): _____

Dates & Times: _____

(Attach schedule if more than three dates)

Rules & Regulations Governing Use of Town of Lee Recreation Facilities

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

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

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

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

Applicant Signature: _____

Date: _____

Printed Name: _____

EXHIBIT B

**Town of Lee, NH
INSURANCE REQUIREMENTS**

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

AMOUNT OF INSURANCE

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

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

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

ADDITIONAL INSURED

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

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

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



Primex³ Contractual Indemnification Form

Member Name: Town of Lee

Title of Contract: MEMORANDUM OF UNDERSTANDING BETWEEN THE OYSTER RIVER YOUTH ASSOCIATION AND THE TOWN OF LEE FOR THE MANAGEMENT OF RECREATIONAL FIELDS

Third Parties: Those parties described as indemnified parties in the Contract.

Member Contact: Julie Glover

Date: April 22, 2015

Dear Julie,

Scope of Review

We have reviewed the agreement/contract you have forwarded to us. Please keep in mind that our review is limited in scope to the insurance, subrogation and indemnification sections because those sections potentially impact the rights of the risk pool. Before executing the contract, Primex³ strongly recommends that you have the Town's legal counsel review and evaluate the entire contract, as well as our comments.

Waivers of Subrogation and Insurance Related Clauses

In regards to the insurance and subrogation provisions in the attached contract, it is important to understand that the Primex³ coverage documents do not allow risk pool members to compromise the risk pool's right to recover its claims payments from responsible third parties through subrogation. Primex³ will typically object to proposed waivers or impairments of subrogation rights. In addition, it is important for you to make sure parties doing business with public entities are adequately insured. Primex³ will typically offer suggestions regarding insurance requirements.

Recommendations:

No issues noted.

Indemnification Clauses

With respect to proposed contract clauses requiring your indemnification of other entities and individuals, Primex³ will not provide you any coverage for that contractual obligation unless Primex³ has approved the indemnification clause, either in its original form or as modified by Primex³, in a signed Contractual Indemnification Form. Aspects of a contractual indemnification clause which are not explicitly approved in this manner are excluded from coverage by Primex³.

Recommendations:

No issues noted.

We hope this helps, but please don't hesitate to call us if you have any questions.

Thank you,

Holly Soriano

* Primex³ has reviewed the insurance, indemnification and subrogation provisions, if any, in this agreement in order to protect the interests of the risk pool. Your legal counsel should carefully review and approve all provisions of this agreement prior to your execution of it. To the extent Primex³ approves or conditionally approves any indemnification obligations, such indemnification will be provided solely for claims arising out of the acts of the public entity risk pool member covered under the applicable Primex³ Coverage Document, and indemnification is subject to the terms, limits, conditions and exclusions contained in the applicable Primex³ Coverage Document, Sections A for Bodily Injury Liability and B Property Damage Liability only. Sections A for Personal Injury Liability, C Public Officials Errors and Omissions, D Unfair Employment Practices, E Employee Benefit Liability, F Educator's Legal Liability Claims Made Coverage are not included in the scope of coverage. Any indemnification obligation that exceeds the foregoing parameters shall be your responsibility and Primex³ shall have no liability.

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 I94:52)
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

2015 Town Center Committee Charge

Purpose:

The purpose of the Committee is to determine the status and existing conditions of municipal administrative and Library facilities within the Town Center and to develop a broad set of goals, objectives and recommendations through a collaborative planning approach for the future use of Town facilities in order to increase capacity and communication, while decreasing potential duplication of goals or services.

(Lee's Town Center has been defined as the area contained within a ½ mile radius of the Lee Triangle, which is at the intersection of Mast Road (Route 155,) George Bennett Road, and Lee Hook Road.)

The Committee will work under the authority and direction of the Select Board. The Select Board shall have full discretion to appoint Committee members.

Deliverable:

The Committee is to prepare a memorandum of its preliminary findings that contains goals, objectives, and recommendations and other related information and figures as deemed appropriate by the Committee and the Select Board.

Duration:

The Committee will produce a preliminary memorandum within six months following the first meeting of the Committee. This schedule may be subject to modification according to review and approval of the Select Board.

**TAX SHELTER ELECTION FORM
FOR POLITICAL SUBDIVISION EMPLOYERS**
*Required By Internal Revenue Code Section 414(h) For Employees' Retirement
Contributions To Be Treated As Being Picked Up By The Employer*

Tax sheltering of employee contributions is effective only on a prospective basis **and** only upon execution of this form by the New Hampshire Retirement System (NHRS) and receipt of a copy by the employer

To the New Hampshire Retirement System Board of Trustees:

The _____ hereby notifies the Board of Trustees of
(Name of Employer)
its election to participate in the tax shelter program under RSA 100-A:16, I(e) with respect to all of its Employee, Teacher, Police Officer and Firefighter members of the NHRS.

The employer understands that by making this election, it will be required to make whatever changes are necessary to its tax reporting procedures so that payroll deductions for NHRS mandatory employee contributions for all NHRS membership classes will not be reported as taxable wages for Federal income tax purposes but will be reported as wages for purposes of F.I.C.A. and Medicare taxes, if required by Federal law. All NHRS members in the employ of the employer shall be included in the tax shelter program with no exceptions.

The employer is requesting that the tax sheltering of contributions be effective as of the beginning of the first payroll period commencing in the month of _____
(Prospective Date: Month and Year)

(Signature of Chief Fiscal Officer)

(Date Signed)

(Print Chief Fiscal Officer's Name and Title)

Employer NHRS ID # _____ *To be assigned by NHRS*

CERTIFICATION OF ELECTION

I hereby certify that on _____ the governing body of _____
(Date) (Name of Employer)
elected to participate **prospectively** in the New Hampshire Retirement System's tax shelter program under the provisions of RSA 100-A:16, I(e) and Internal Revenue Code Section 414(h).

(Signature of Administrative Authority)

(Title)

(Date Signed)

Please return this form with a copy of the document evidencing the governing body's adoption of the tax shelter program to: NHRS Field Audit Division, 54 Regional Drive, Concord, NH 03301-8507

FOR NEW HAMPSHIRE RETIREMENT SYSTEM USE ONLY

This acknowledges NHRS' receipt of the election by _____ to participate in the tax shelter provisions of the New Hampshire Retirement System. Effective with contributions for the first complete payroll period beginning in the month of _____, all deductions for members' mandatory retirement contributions shall be considered pre-tax contributions under the provisions of RSA 100-A:16, I (e) and Internal Revenue Code 414(h).

(Date Signed)

(NHRS Executive Director or Designee)

SELECTMEN'S MEETING

April 27, 2015

CONSENT AGENDA ITEMS

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

SIGNATURES REQUIRED

- Public Safety Complex Gym Policy and Guidelines
- Notice of Intent to Cut
- Veteran Tax Credit Applications (2)
- Elderly Exemption Applications (2)
- Ad Hoc Racetrack Committee Appointment
- Notice of Intent to Excavate

INFORMATION ONLY

- Final Tax Bill Notification to Board of Tax & Land Appeals
- Ltr to UNH Facilities from Heritage Comm re: Burley-Demeritt House
- Inter-Department Memo re: Traffic Circle Project
- Ltr to NH Dept of Transportation from Conservation Comm re:
Roadside Invasive Plants
- Donation from SAC to the Heritage Comm for the 250th Celebration



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

Public Safety Complex Gym Policy and 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 and alcohol 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



NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO CUT WOOD OR TIMBER
(RSA 79:10)

20__ - 20__

OPERATION NO.

15255-03
FOR OFFICE USE ONLY

For Tax Year April 1, to March 31

SEE INSTRUCTIONS FOR FILLING OUT THIS FORM ON REVERSE

PLEASE TYPE OR PRINT

1 Town/City of Lee NH

* 2 Tax Map No./Lot or USFS sale name & unit #: 4-7-5 4-6-4

3 Is this intent an: Original Supplemental
Orig. Oper. # _____

4 Name of road from which accessible: Rt 125

5 a Acreage of lot: _____ Acreage of cut: 8

b Anticipated start date: 1/15/2015

6 Type of ownership (check only one):
a Owner of Land.....
b Previous owner retaining deeded timber rights.....
c Owner of stumpage & timber rights on public lands (Fed., state, municipal, etc.).....

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

Report of Cut Form/Certificate to be sent to:
OWNER LOGGER/FORESTER

* A Robert Adams
SIGNATURE OF OWNER(S) DATE

B _____
SIGNATURE OF OWNER(S) DATE

PRINT OWNER(S) NAME CLEARLY

MAILING ADDRESS

TOWN/CITY STATE ZIP CODE

Tele. No.: () _____

8 DESCRIPTION OF WOOD OR TIMBER TO BE CUT

Species	Estimated Amount To Be Cut	
White Pine	6	MBF
Hemlock		"
Red Pine		"
Spruce & Fir		"
Hard Maple		"
White Birch		"
Yellow Birch		"
Oak		"
Ash		"
Beech & Soft Maple		"
Pallet or Tie Logs	6	"
Others (Specify)		
Pulpwood:	Tons	or Cords
Spruce & Fir		
Hardwood & Aspen		
Pine		
Hemlock		
Whole Tree Chips	300	
Miscellaneous:		
Birch Bolts		
Cordwood & Fuelwood	60	

9 AMOUNT OF WOOD OR TIMBER FOR PERSONAL USE OR EXEMPT.
Not included in # 8 above

6 cord FW

10 PLEASE SIGN THE FOLLOWING:

1. [Signature] (DATE)
(SIGNATURE OF PERSON CUTTING OR RESPONSIBLE FOR CUTTING)
John F Cupp (335-3571)
(PRINT NAME FROM ABOVE) (TELEPHONE)
70 Cahoon Way Barrington NH
MAILING ADDRESS

hereby accept responsibility for signing and 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.

SHADED AREA FOR ASSESSING OFFICIALS ONLY

- The collector/assessing officials hereby certify that:
- All owners of record have signed intent;
 - The land is not under the Current Use unproductive category;
 - The form is complete and accurate;
 - Any timber tax bond required has been received;
 - The tax collector will be notified within 30 days of receipt per RSA 79:10;
 - This form to be forwarded to DRA within 30 days.

Amount of Timber Tax Bond Required and Posted:

\$ _____ Date: _____

Signature Collector/Assessor

Signature Selection Assessor

Date: _____

FOR OFFICE USE ONLY

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: April 20, 2015

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

RE: Veteran Tax Credit Application
Tax Map14 Lot 1

The above referenced application was timely filed and supporting information has been provided and reviewed. Based on the review it appears that Peter Patterson 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.

RECEIVED

APR 13 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	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">PROPERTY OWNER'S LAST NAME PATTERSON</td> <td style="width: 33%;">FIRST NAME PETER</td> <td style="width: 33%;">INITIAL H</td> </tr> <tr> <td>PROPERTY OWNER'S LAST NAME PATTERSON</td> <td>FIRST NAME ALANA</td> <td>INITIAL</td> </tr> <tr> <td colspan="3">MAILING ADDRESS 28 JENKINS RD</td> </tr> <tr> <td>CITY/TOWN LEE</td> <td>STATE NH</td> <td>ZIP CODE 03861</td> </tr> <tr> <td>CITY/TOWN TAX MAP # 14</td> <td>BLOCK #</td> <td>LOT # 1</td> </tr> <tr> <td colspan="3">ADDRESS OF PROPERTY 28 JENKINS RD</td> </tr> </table>	PROPERTY OWNER'S LAST NAME PATTERSON	FIRST NAME PETER	INITIAL H	PROPERTY OWNER'S LAST NAME PATTERSON	FIRST NAME ALANA	INITIAL	MAILING ADDRESS 28 JENKINS RD			CITY/TOWN LEE	STATE NH	ZIP CODE 03861	CITY/TOWN TAX MAP # 14	BLOCK #	LOT # 1	ADDRESS OF PROPERTY 28 JENKINS RD			PROPERTY OWNER'S NAME		
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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? _____	PROPERTY OWNER'S NAME																				
STEP 7 SIGNA- TURES	<p>Under penalties of perjury, I hereby declare that the above statements are true.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><i>Peter H. Patterson</i></td> <td style="width: 40%; text-align: right;">11 APR 2015</td> </tr> <tr> <td><small>SIGNATURE (IN INK) OF PROPERTY OWNER</small></td> <td style="text-align: right;"><small>DATE</small></td> </tr> <tr> <td><i>Alana W. Patterson</i></td> <td style="text-align: right;">11 APR 2015</td> </tr> <tr> <td><small>SIGNATURE (IN INK) OF PROPERTY OWNER</small></td> <td style="text-align: right;"><small>DATE</small></td> </tr> </table>	<i>Peter H. Patterson</i>	11 APR 2015	<small>SIGNATURE (IN INK) OF PROPERTY OWNER</small>	<small>DATE</small>	<i>Alana W. Patterson</i>	11 APR 2015	<small>SIGNATURE (IN INK) OF PROPERTY OWNER</small>	<small>DATE</small>	PROPERTY OWNER'S NAME												
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WHEN TO FILE	<p>Deadline: Form PA-29 must be filed by April 15th <i>preceding</i> the setting of the tax rate. The assessing officials shall send written notice to the taxpayer of their decision by July 1st <i>prior</i> to the date of notice of tax. Failure of the assessing officials to respond shall constitute a denial of the application. Example: If you are applying for an exemption and/or credit off your 2008 property taxes, which are due no earlier than December 1, 2008, then you have until April 15th, 2008 to file this form. The assessing officials have until July 1st, to send notice of their decision. Failure of the assessing officials to respond shall constitute a denial of the application.</p> <p>A late response or a failure to respond by assessing officials does not extend the appeal period.</p> <p>Date of filing is when the completed application form is either hand delivered to the city/town, postmarked by the post office, or received by an overnight delivery service.</p>	PROPERTY OWNER'S NAME																				
APPEAL PROCE- DURE	<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

PROPERTY OWNER'S NAME

TAX MAP/LOT

14-1-0

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

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					<u>Granted</u>	<u>Denied</u>	<u>Date</u>
<input type="checkbox"/> Elderly Exemption		Amount \$ _____					
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<input type="checkbox"/> Solar Energy Systems Exemption		Amount \$ _____					
<input type="checkbox"/> Woodheating Energy Systems Exemption		Amount \$ _____					
<input type="checkbox"/> Wind-Powered Energy Systems Exemption		Amount \$ _____					

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

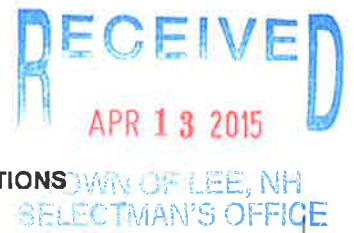
Date: April 20, 2015

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 Sara Nadeau 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.



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 <u>Nadeau</u>	FIRST NAME <u>Sara</u>	INITIAL <u>B</u>
	PROPERTY OWNER'S LAST NAME <u>Nadeau</u>	FIRST NAME <u>Albert</u>	INITIAL <u>R</u>
	MAILING ADDRESS <u>41 Belle Lane</u>		
	CITY/TOWN <u>Lee NH</u>	STATE <u>NH</u>	ZIP CODE <u>03861</u>
	CITY/TOWN TAX MAP # <u>33-4-23</u>	BLOCK #	LOT #
	ADDRESS OF PROPERTY <u>41 Belle Lane Lee NH 03861</u>		
STEP 2 VETERANS' TAX CRED- ITS/EX- EMPTION	1 Veteran's Name <u>Sara B Nadeau</u>		
	2 Date of Entry into Military Service <u>1/5/98</u>	3 Date of Discharge/Release from Military Service <u>7/30/06</u>	
	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 <u>US</u>	6 Branch of Service <u>USAF</u>	
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.		
	<u>Sara B Nadeau</u>		<u>3/10/15</u>
	SIGNATURE (IN INK) OF PROPERTY OWNER		DATE
<u>Albert Nadeau</u>		<u>3/10/15</u>	
SIGNATURE (IN INK) OF PROPERTY OWNER		DATE	
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 of 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

33-4-2300

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
<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
<input type="checkbox"/> Total Exemption	<input type="checkbox"/> (a) Veteran	<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	Amount \$	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Disabled Exemption	Amount \$	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Improvements to Assist the Deaf	Amount \$	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Improvements to Assist Persons with Disabilities	Amount \$	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Blind Exemption	Amount \$	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Deaf Exemption	Amount \$	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Solar Energy Systems Exemption	Amount \$	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Woodheating Energy Systems Exemption	Amount \$	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Wind-Powered Energy Systems Exemption	Amount \$	_____	<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

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: April 13, 2015

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

RE: Elderly Exemption Application
Tax Map 16 Lot 6-200

The above referenced application was timely filed and supporting information has been provided and reviewed. Based on the review it appears that Gerald Collins 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
APR 09 2015

FORM
PA-29

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

TOWN OF LEE, NH
 SELECTMAN'S OFFICE

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

STEP 1 NAME AND ADDRESS	PROPERTY OWNER'S LAST NAME <i>Collins</i>	FIRST NAME <i>Gerold</i>	INITIAL <i>L</i>
	PROPERTY OWNER'S LAST NAME <i>Bob 195 Newmarket, NH</i>	FIRST NAME <i>03857</i>	INITIAL
	MAILING ADDRESS <i>Newmarket, NH</i>		ZIP CODE <i>03857</i>
	CITY/TOWN	STATE	ZIP CODE
	CITY/TOWN/TOWNSHIP # <i>16 West Mill Pond R., Lee, NH</i>	BLOCK #	LOT #
ADDRESS OF PROPERTY <i>16 6 2</i>			
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	<input type="checkbox"/> Credit for Service Connected Total and Permanent Disability	
	<input type="checkbox"/> Surviving Spouse	<input type="checkbox"/> Credit for Surviving Spouse 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 of that Veteran		
STEP 3 OTHER EXEMP- TIONS	11 <input checked="" type="checkbox"/> Elderly Exemption Applicant's Date of Birth <i>10/26/48</i> Spouse's Date of Birth _____ Must be 65 years of age on or before April 1st of year for which exemption is claimed.		
	<input type="checkbox"/> Disabled Exemption	<input checked="" type="checkbox"/> Solar Energy Systems Exemption	
	<input type="checkbox"/> Blind Exemption	<input checked="" 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 checked="" 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 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.		
	<i>Gerold L Collins</i>		<i>April 9, 2015</i>
	SIGNATURE (IN INK) OF PROPERTY OWNER		DATE
	SIGNATURE (IN INK) OF PROPERTY OWNER		DATE
WHEN TO FILE	<p>Deadline: Form PA-29 must be filed by April 15th <i>preceding</i> the setting of the tax rate. The assessing officials shall send written notice to the taxpayer of their decision by July 1st <i>prior</i> to the date of notice of tax. Failure of the assessing officials to respond shall constitute a denial of the application. Example: If you are applying for an exemption and/or credit of your 2013 property taxes, which are due no earlier than December 1, 2013, then you have until April 15th, 2013 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 PROCE- DURE	<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 2013 property taxes, you have until September 1, 2014, 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

16-6-305

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 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"/> (b) Surviving Spouse		<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	Amount \$	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Disabled Exemption	Amount \$	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Improvements to Assist the Deaf	Amount \$	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Improvements to Assist Persons with Disabilities	Amount \$	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Blind Exemption	Amount \$	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Deaf Exemption	Amount \$	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Solar Energy Systems Exemption	Amount \$	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Woodheating Energy Systems Exemption	Amount \$	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Wind-Powered Energy Systems Exemption	Amount \$	_____		<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 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 13, 2015

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

RE: Elderly Exemption Application
Tax Map 10 Lot 5-58

The above referenced application was timely filed and supporting information has been provided and reviewed. Based on the review it appears that Richard and Belinda Gleason 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.

RECEIVED
MAR 31 2015

TOWN OF LEE, NH
SELECTMAN'S OFFICE

RECEIVED
MAR 30 2015

FORM
PA-29

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

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>Cleason</i>	FIRST NAME <i>Richard</i>	INITIAL <i>F.</i>
	PROPERTY OWNER'S LAST NAME <i>Lee</i>	FIRST NAME <i>New Hampshire</i>	INITIAL
	MAILING ADDRESS <i>6 Laurel Lane</i>	CITY/TOWN <i>New Hampshire</i>	ZIP CODE <i>03861</i>
	CITY/TOWN TAX MAP # <i>10</i>	BLOCK # <i>5</i>	LOT # <i>58</i>
	ADDRESS OF PROPERTY <i>6 Laurel Lane</i>		
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 <i>07/03/48</i> 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 type="checkbox"/> NH Resident for one year preceding April 1st in the year in which the tax credit is claimed (Veterans' Credit)		
	<input type="checkbox"/> NH Resident for Five Consecutive Years preceding April 1st in the year the exemption is claimed (Disabled & Deaf Exemptions)		
<input type="checkbox"/> NH Resident for Three Consecutive Years preceding April 1st in the year the exemption is claimed (Elderly Exemption)			
STEP 6 OWNER- SHIP	15 Do you own 100% interest in this residence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If NO, what percent (%) do you own? _____		
STEP 7 SIGNA- TURES	Under penalties of perjury, I hereby declare that the above statements are true.		
	SIGNATURE (IN INK) OF PROPERTY OWNER <i>Richard F. Cleason Jr.</i>		DATE <i>3/31/2015</i>
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 receipted 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

10-5-58

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					
Total Exemption	(a) Veteran	(b) Surviving Spouse/CU Partner	Granted	Denied	Date
<input type="checkbox"/>	<input type="checkbox"/>	<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	\$ _____	
			80 + years of age	\$ _____	
Asset Limits					
Single	\$ _____	\$ _____			
Married	\$ _____	\$ _____			

OTHER EXEMPTIONS					
	Amount \$	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"/>	_____	

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- 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



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

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

Applicant's Name: Andy Lelio

Address: 31 Hobbs Rd Lee Phone/Cell: 781-7321

of Years as a Resident: 16

Email address: andy.lelio@gossinternational.com

Full Membership (3 year term) position applying for: Ad Hoc Race track Comm

Term Expires on the following date: _____

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

Term Expires on the following date: _____

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

currently serving on this Ad Hoc Comm.

[Handwritten Signature]

Signature

4/21/15

Date

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

To: **ANDY LELIO** of Lee, New Hampshire in the **County of Strafford:**

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

Given under our hands, this 27TH day of April, 2015

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **ANDY LELIO** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2015

Received and Recorded:

Memo

TO: Board of Selectmen
Town of Lee

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

DATE: April 22, 2015

RE: Notice of Intent to Excavate
Tax Map 18 Lot 4

The attached form was received and upon review it appears complete and accurate and as such, it is recommended the form be approved.

If there are any questions or additional information desired, please let me know.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO EXCAVATE

RSA 72-B

GENERAL INSTRUCTIONS FOR FILING THIS FORM ON REVERSE

(Assigned by Municipality)

YR TOWN OP# E

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

- Town/City of: LEE
- Tax Map/Block/Lot #: 18-004
- Name of Access Road: CARTLAND ROAD
- Total Acreage of Lot: 30A
- Date of Permit per RSA 155-E:2: _____
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, 1 (d): _____
- Permit Number per RSA 485-A:17, if any: _____
(Alteration of Terrain Permit)
- Incidental Construction/155-E Exception: Check if YES
- Total Permitted Area (acres): 20A
- Excavation Area (acres) as of April 1: 2A
- Reclaimed Area (acres) as of April 1: 18A
- Remaining Cubic Yards of Earth to Excavate: 15000³yd.
- Type of Ownership:
 - Owner of land
 - Previous owner retaining deeded earth excavation rights
 - Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	
SAND	<u>5000³yd</u>
LOAM	
STONE PRODUCTS	<u>10000³yd.</u>
OTHER ()	
TOTAL	<u>15000³yd</u>

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

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire) LIC # 21673
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

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

William Chick 3/30/15
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

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

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

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

<u>230 PISCASSIC RD</u>		
MAILING ADDRESS		
<u>NEWFIDOLS</u>	<u>NH</u>	<u>03856</u>
CITY OR TOWN	STATE	ZIP CODE
E-MAIL ADDRESS		
<u>603-772-3735</u>	<u>603-583-0367</u>	
HOME PHONE (Enter number without dashes)	CELL PHONE (Enter number without dashes)	

DATE INTENT SENT TO TOWN: 3/30/15

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

TO BE COMPLETED BY ASSESSING OFFICIALS	
Amount of Security Required \$	_____
Security Posted (Bond, Certified Check, etc.) \$	_____
SIGNATURES & DATE OF ASSESSING OFFICIALS	
The Selectmen/Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:	
<ol style="list-style-type: none"> All owners of record have signed the Intent; If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land; The form is complete; and Any bond required under RSA 72-B:5 has been received. 	
SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE

FOR DRA USE ONLY

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

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO EXCAVATE
GENERAL INSTRUCTIONS

WHO TO CONTACT	Any person who may have questions pertaining to the completion of this form may contact the Department of Revenue Administration, Municipal & Property Division, at (603) 230-5950.
WHO MUST FILE	Every owner who intends to excavate earth shall file a Notice of Intent to Excavate, Form PA-38, with the municipal assessing officials in the town or city where such excavation is to take place. Owners shall include: 1. Any person who owns land upon which earth is excavated; 2. A previous owner who retains earth excavation rights to the land and who registers a claim with the registry of deeds; or 3. Any person who has purchased excavated earth or earth excavation rights upon public lands, or removes earth from a public right-of-way.
WHEN TO FILE	A separate Notice of Intent to Excavate must be filed for each tract of land where the excavation will occur: 1. Prior to excavation; and 2. At the beginning of the tax year (April 1) for excavation not yet completed or in progress.
ADMINISTRATION & ENFORCEMENT FEE	The original Notice of Intent to Excavate must be accompanied by the \$100 administration and enforcement fee if the estimated amount of earth to be excavated exceeds 1,000 cubic yards during the tax year. MAKE CHECKS PAYABLE TO: STATE OF NEW HAMPSHIRE and submit it to your municipal assessing officials along with the completed Notice of Intent to Excavate.
SUPPLEMENTAL NOTICE OF INTENT TO EXCAVATE	Every owner who has filed a Notice of Intent to Excavate under RSA 72-B:8 shall file a supplemental Notice of Intent to Excavate for the amount of earth which exceeds the original amount of earth estimated. If the owner originally stated an estimate of 1,000 cubic yards or less and was exempt from the \$100 enforcement fee, the owner shall provide the \$100 enforcement fee with the supplemental Notice of Intent to Excavate. If the owner paid the \$100 enforcement fee with the original Notice of Intent to Excavate, no additional fee is required for the supplemental Intent. Failure to file a supplemental Intent and failure to provide the required enforcement fee shall constitute a violation by the owner or any other person doing the excavation, or both.
BOND	If an owner does not own land in the town in which the owner intends to excavate and has filed a Notice of Intent to Excavate, the assessing officials shall notify the owner in writing of the amount and conditions of any other security deemed necessary to secure the payment of the excavation tax. If an owner ceases to own land in the town where such owner is excavating after filing a Notice of Intent to Excavate, such owner shall notify the assessing officials and the Department in writing of the change in ownership within 15 days of the change. An owner who neglects to so notify the assessing officials or the Department shall be guilty of a misdemeanor. Any person who commences excavation or continues to excavate without furnishing a bond or other securities as deemed necessary by the assessing officials shall be guilty of a misdemeanor. Bonding is for excavation purposes only, not for reclamation purposes.
LIEN	Unless a bond or other security is provided, all excavation tax assessments create a lien upon the land on the date of excavation on account of which it is made and against the owner of record of such land.
PENALTY	Excavation before the appropriate Notice of Intent to Excavate has been filed with and signed (in ink) by the assessing officials shall constitute a violation.
DISTRIBUTION	The owner shall file the Notice of Intent to Excavate with the local assessing officials. After the municipal assessing officials sign the Notice of Intent to Excavate, the following distribution will occur: 1. The assessing officials will retain the original; 2. A signed copy will be provided to the owner; and 3. A signed copy will be mailed, with enforcement fee (<i>if applicable</i>), to: NH DEPT OF REVENUE ADMINISTRATION MUNICIPAL & PROPERTY DIVISION PO BOX 487 CONCORD NH 03302-0487
TDD ACCESS	Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department. TDD Access: Relay NH 1-800-735-2964.

Memo

TO: Board of Selectmen
Town of Lee

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

DATE: April 22, 2015

RE: Notice of Intent to Excavate
Tax Map 35 Lot 9

The attached form was received and upon review it appears complete and accurate and as such, it is recommended the form be approved.

If there are any questions or additional information desired, please let me know.

GENERAL INSTRUCTIONS FOR FILING THIS FORM ON REVERSE

(Assigned by Municipality)

YR TOWN OP# E
 - - - -

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

- Town/City of: LEE
- Tax Map/Block/Lot #: 35-009
- Name of Access Road: RT 152
- Total Acreage of Lot: 79A
- Date of Permit per RSA 155-E:2: _____
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, I (d): _____
- Permit Number per RSA 485-A:17, if any: _____
(Alteration of Terrain Permit)
- Incidental Construction/155-E Exception: Check if YES
- Total Permitted Area (acres): 79A
- Excavation Area (acres) as of April 1: 5A
- Reclaimed Area (acres) as of April 1: 30A
- Remaining Cubic Yards of Earth to Excavate: 400 000³yd

13. Type of Ownership:

- Owner of land
- Previous owner retaining deeded earth excavation rights
- Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	
SAND	<u>400000³yd</u>
LOAM	
STONE PRODUCTS	
OTHER ()	
TOTAL	<u>400000³yd</u>

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

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire) ck #21674
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

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

William Chick 3/30/15
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

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

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

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

230 Ascassic Rd.
MAILING ADDRESS

Newfields N.H. 03856
CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS

603-722-3735 603-583-0367
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: _____

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

TO BE COMPLETED BY ASSESSING OFFICIALS

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

SIGNATURES & DATE OF ASSESSING OFFICIALS

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

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

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

FOR DRA USE ONLY

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

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO EXCAVATE
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TDD ACCESS	Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department. TDD Access: Relay NH 1-800-735-2964.

Selectmen

State of New Hampshire

Board of Tax and Land Appeals

Michele E. LeBrun, Chair
Albert F. Shamash, Esq., Member
Theresa M. Walker, Member

Anne M. Stelmach, Clerk



Governor Hugh J. Gallen
State Office Park
Johnson Hall
107 Pleasant Street
Concord, New Hampshire
03301-3834

NOTICE TO ALL TAX COLLECTORS:

In accordance with the provisions of RSA 76:13, the Tax Collector shall notify the Board of Tax and Land Appeals, **in writing**, of the date on which the **final tax bill** was sent (tax bill that establishes the total tax liability – see RSA 76:1-a for definitions).

Please complete the information below indicating the date of mailing of the final tax bill covering taxes which were committed to you on the original property warrant for **2014** and **return** this form to the **Board of Tax and Land Appeals** at the above address by **May 1, 2015**.

MUNICIPALITY OF: Lee FINAL TAX BILL MAILED ON: 11/21/2015

Final tax bill, pursuant to RSA 76:1-a, means one of the following. Please check one.

- Bill annually;
- Bill semiannually (pursuant to RSA 76:15-a);
- Operating with an optional fiscal year (pursuant to RSA 31:94-a); or,
- Special legislative act; and
- Bill quarterly (pursuant to RSA 76:15-aa).

Were any supplemental property warrants issued. Yes No If yes, when _____.

Jonda R. Bembrich
Signature of Tax Collector

CERTIFICATION

I hereby certify a copy of this Form has been provided to the Selectmen/Assessors.

Date: 4/20/2015

Jonda R. Bembrich
Signature of Tax Collector

Rev. 3/2015



LEE HERITAGE COMMISSION

April 18, 2015

Paul D. Chamberlin,
Associate Vice President, Facilities
Ritzman Lab
22 Colovos Road UNH
Durham, NH 03824-3515

Dear Sir,

The Lee Heritage Commission expresses its appreciation for the effort UNH has taken to protect the Burley-Demeritt farmhouse. Roof repairs, animal waste cleaning, and TYVEC wrapping will reduce the rate of deterioration from weather and time. Repair and/or replacement of the basement entry is necessary for security. This 'mothballing' is but a stop-gap measure for the elusive solution yet to be identified. We shall be visiting the house again as Spring finally warms and dries our fair town.

While we understand the difficulties involved in restoring the house we continue to seek a long term solution which will meet the needs and goals of both the Commission and the University.

Sincerely,

Patricia S. Jenkins,
Lee Heritage Commission

cc: Town of Lee Select Board

STATE OF NEW HAMPSHIRE
INTER-DEPARTMENT COMMUNICATION

FROM: James C. Bowles, P.E.
District Construction Engineer

DATE: April 13, 2015
AT: Construction Bureau

SUBJECT: Lee X-A000(885), 15692
Replace the Lee Traffic Circle with a 2-Lane Roundabout

TO: Construction Files
Via
Theodore Kitsis, P. E.
Administrator

MEMORANDUM

Be advised that work on the subject project was resumed by SUR Construction, Inc. on April 13, 2015.

JCB/lcp

cc:

Bureau of Environment
Bureau of Highway Design
Bureau of Highway Maintenance
Bureau of Materials & Research
Bureau of Right-of-Way
Bureau of Traffic
Contractor, SUR Construction, Inc.
Contract Administrator, Ashok Kakadia
Utility Section, Lennart Suther & Steve Swana
Director of Project Development

District 6 Maintenance
Transportation Management Center
Environmental Coordinator, D. Elliott, R. Crickard
Bureau of Environment, Dale O'Connell
Labor Compliance Section
The Town of Lee
Project Lead Person, William Oldenburg
Gino Infascelli, Wetlands Bureau, DES
Wetlands Permit #2013-03311
Golder Associates, Logan Johnson

LEE CONSERVATION COMMISSION
Town Hall, 7 Mast Road
Lee, NH 03861

April 13, 2015

Mr. Douglas DePorter, District Engineer
N.H. Department of Transportation
P.O. Box 740
Durham, NH 03824

Dear Mr. DePorter:

At our April 6 meeting, the Commission asked me to contact you regarding a patch of non-native invasive Japanese knotweed in the right-of-way of Rte. 155, just west of the intersection with Rte. 155-A. We're aware that the Dept. appropriately has not mown this in the past year or two, and we appreciate that, since, as you know, mowing spreads this alien invasive.

Recently we became aware of NHDOT's Best Management Practices for Roadside Invasive Plants (2008) and its identification of chemical control as the preferred control method for knotweed. This is consistent with information we have received from Doug Cygan, Invasive Species Coordinator for the NH Dept. of Agriculture. Moreover, we have had excellent success with herbicide treatment of knotweed on a parcel of Town-owned land.

With the above information, we believe that it would be desirable to have DOT treat the knotweed on Rte. 155. It extends west from the corner with 155-A on the north side for 0.1 to 0.2 miles and lies almost, if not entirely, between the pavement and the stone wall. Further west, there is a small patch at the intersection with Elder Osborne Drive which should also be treated.

We hope you'll look favorably on our request. We believe that controlling this invasive is not only best for the environment but should also simplify DOT's future maintenance of this stretch of highway.

Thanks in advance for your attention to this matter. If you have any questions, please contact me at 659-8857 or bhummm@aol.com.

Sincerely,



William Humm, Chair

Cc: Select Board

Document Number: 719985

Account 0056535259 SENIOR ADVISORY Effect: 04/20/15 Post: 04/20/15 Tlr: 0041
Br: 06

(See receipt for reference)

\$1,009.95

Purpose of check:

00 0000719985

Payee: TOWN OF LEE/HERITAGE COMMISSION
OR SENIOR ADVISORY COMMITTEE
OR JACQULYN NEILL
OR SHIRLEY WALKER

WARNING - THIS CHECK IS PROTECTED BY SPECIAL SECURITY GUARD PROGRAM™ FEATURES

Northeast
CREDIT UNION
2114

P.O. Box 1240
Portsmouth, NH 03802-1240
(888) 436-1847

54-8963
2114

00 0000719985

DATE
04/20/15

\$1,009.95

PAY ** ONE THOUSAND NINE DOLLARS AND 95 CENTS **

TO THE TOWN OF LEE/HERITAGE COMMISSION
ORDER OR SENIOR ADVISORY COMMITTEE
OF OR JACQULYN NEILL
OR SHIRLEY WALKER

OFFICIAL CHECK
VOID AFTER 90 DAYS

Timothy Collier
Authorized Signature



THIS CHECK CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

⑈ 7 1 9 9 8 5 ⑈ ⑆ 2 1 1 4 8 9 6 3 0 ⑆

8 7 0 0 2 0 ⑈