

SELECT BOARD MEETING AGENDA

DATE: 6:00pm Monday, June 8, 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 limited to 3 minutes.

1. **Call to Order - 6:00 pm**
2. **Public Comment**
3. **Annie Gasowski, 250th Anniversary Committee Representative**
 - a. **Banner Design and Spending Approval** – Present the Board with a banner design for approval and request approval to purchase them for an amount not to exceed \$1710.00.
 - b. **Hanging Banners** – Present the Board with the forms necessary to obtain permission from the utility companies to attach banners to their poles.
4. **Paul Silver, Post 114 Commander – Raffle Permit Request**

Request a Raffle Permit for events to take place at the Market Basket in Lee on July 24th & 25th and Sept 25th & 26th both taking place from 9am to 3pm.
5. **Bill Callen, Lee USA Speedway Manager – Racetrack Event Request**

Request permission to co-host The Color Run 5k Event at the Racetrack on August 13, 2015 (not race car related.)
6. **Caren Rossi, Planning and Zoning Administrator and Lee Fair Representative**
 - a. **Request Funds for Mailer** – Funds will pay to copy and mail out a two page survey for the Master Plan Update to 561 residents in Lee plus include a postage paid envelope.
 - b. **Insurance Waiver Request for Lee Fair** – Request a liability insurance waiver on behalf of the musical performers at the Lee Fair.
 - c. **Hayes Road Subdivision** – Naming two roads for the new subdivision off of Hayes Road.
7. **Roger Rice, Transfer Station Manager**
 - a. **Update on Waste Management/Lamprey Regional Coop Agreement** - Present the Board with an update from the meeting between the Lamprey Regional Coop and Waste Management regarding the pending Solid Waste contract.
 - b. **Update on donated Sculpture** – Update on funds donated for installation costs (\$426.00), site visit by Primex representative and details on location and fencing.
8. **Randy Stevens, Highway Supervisor – Highway Budget, Expenditures and Planned Work**

Request an explanation of the following statement and how it applies to work and expenditures that the Board has previously approved: “The Board, led by Chairwoman Carole Dennis, discussed imposing both a spending and hiring freeze at last night’s meeting. What came out of this discussion was a directive to the Department Heads to curtail spending on all but essential items for the remainder of this fiscal year”.
9. **Julie Glover, Town Administrator**
 - a. **Capital Reserve Fund/Request for Reimbursements** - Request reimbursements from the Trustees of the Trust Funds for FY15 expenditures from Capital Reserve Funds.
 - b. **Encumber Funds for purchase of Kennard Property** – Voters appropriated \$180,000 in March 2014 to purchase the Kennard Property, but the Conservation Commission is still negotiating terms of the P&S; therefore, the appropriation needs to be encumbered.
10. **Julie Glover, Town Administrator Report**
 - NH Department of Transportation Plan to Discontinue Streetlights in Lee
 - NH Electric Coop Directors Ballot
 - Select Board Operational/Ethics Policy - FINAL
 - Town Center Update
 - Revised Lee Fair Fund Authorization
 - Miscellaneous

11. Motion to accept the Consent Agenda as presented:

SIGNATURES REQUIRED

Lee Fair Committee Swearing In Document for Mark Kustra
Intent to Cut
Ossipee Forest Fire Report/Bill

INFORMATION ONLY

USDA Notice to Wetland Reserve Program Landowners – Delay
Tree Cutting
Southern Maine Veteran’s Memorial Cemetery Association Letter
DOT Letter re: Installation of Milled Rumble Strips along Route 4

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

12. Motion to accept the Select Board Public Meeting Minutes from May 26th and Non Public Meeting Minutes from May 11th and May 26th 2015.

13. Motion to accept Manifest #24 and Weeks Payroll Ending June 7, 2015.

14. Miscellaneous/Unfinished Business

15. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on June 5, 2015

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



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

Office Use Only

Meeting Date: June 8, 2015

Agenda Item No. 3a

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/8/2015

Agenda Item Title: 250th Anniversary Banners

Requested By: Annie Gasowski

Date: 6/3/2015

Contact Information: anniegasowski@gmail.com

Presented By: Annie Gasowski, 250th Anniversary Committee Representative

Description: Present the Board with a draft banner design for approval and request approval to purchase in an amount not to exceed \$1710.00.

Financial Details: cost not to exceed \$1,710. 250th Anniversary Planning Committee Account current balance \$6,999.96

Legal Authority NH RSA 41:8

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

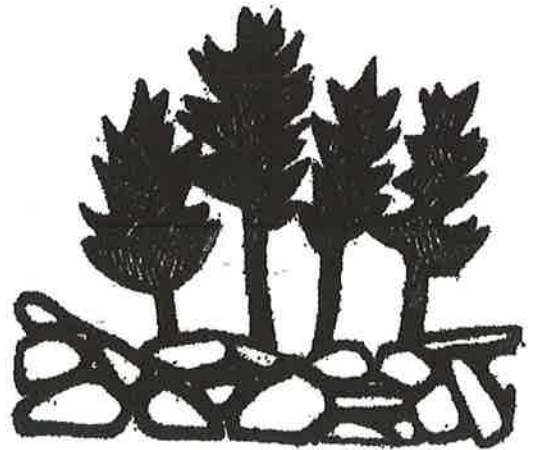
REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to approve the banner design and authorize payment to purchase in an amount not to exceed \$1710.00.

LEEN
H



250



LEEN
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250



Select Board Meeting 6/8/15

1. Update on available souvenirs for 250th

- T-shirts
- caps & bags
- mugs & cups
- coins and other

2. Banners

- Final design - Design cost - \$75/ hr.
- Specifics of banners : Quote from AMI Graphics

Material: Double Sided Vinyl Banner

Size: 48"H x 30"W

Quantity: 12

Finishing: Stitched with 3" Pole Pocket Top & Bottom

Cost: \$690 (\$57.50 Each)

30" Pole Banner Hardware = \$85 Each

Total Cost for (12) Pole Banners & Hardware = \$1,710

\$855 for (6) Pole Banners & Hardware plus design fee

- Pole identification and permission forms
- Installation - before the Lee Fair if possible

3. Mast Tree cutting and Mast Way School program

- Report of meeting with Conservation Commission, Lee Church representative, Mast Way teachers, 250th Comm. - identification of tree by Don Quigley

5. Parade planning to date

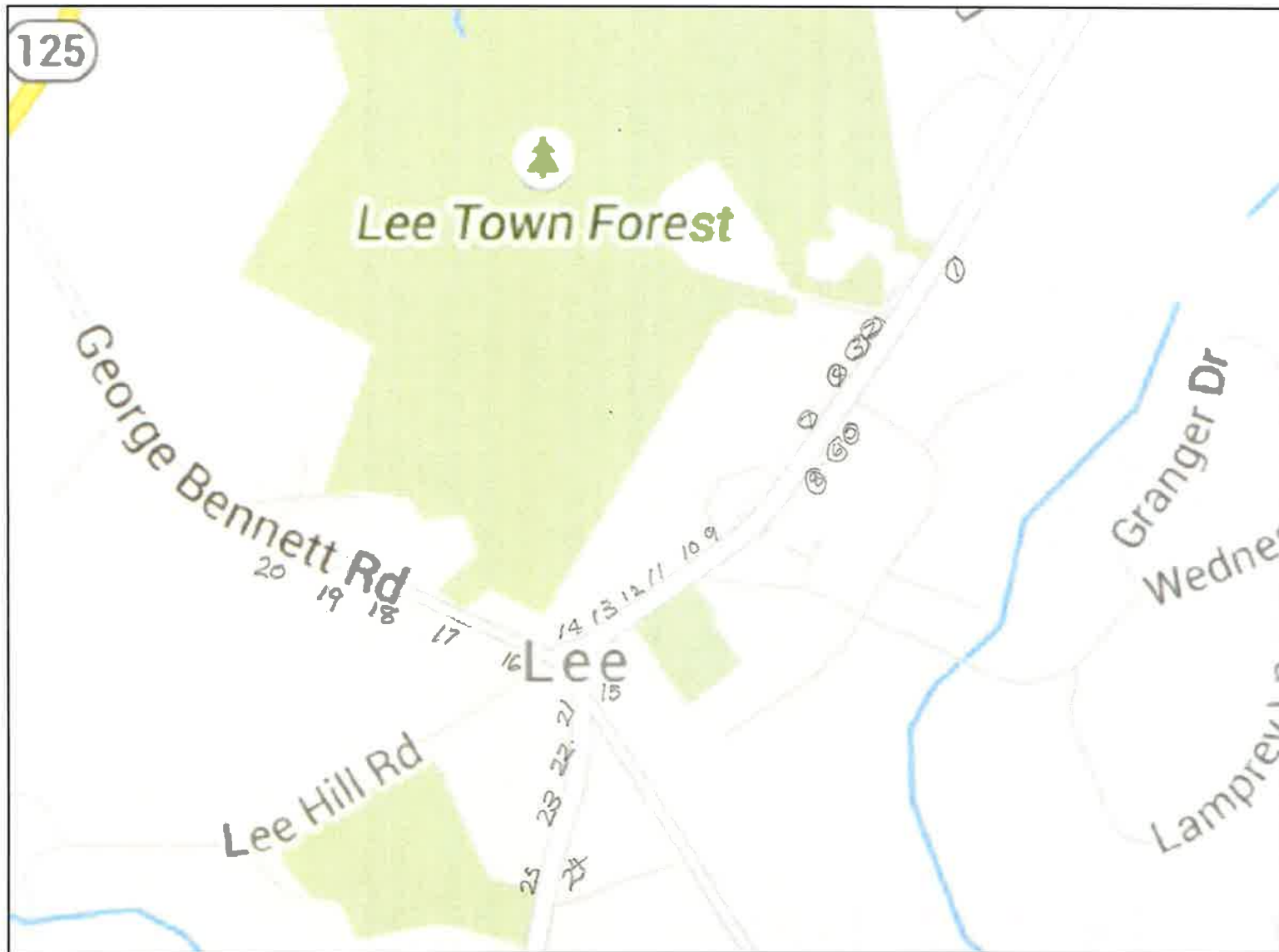
6. Liberty Tree Memorial -

Sarah Whittaker

Elm Research Institute

11 Kit Street, Keene, NH 03431

800-367-3567 or 603-358-6198



①-②-NHE Coop

9-25 NET & T and PSNH

**PUBLIC SERVICE OF NEW HAMPSHIRE POLE ATTACHMENT
APPLICATION AND PERMISSION TO TEMPORARILY ATTACH**

In accordance with the terms and conditions of this Application and Permission to Attach, permission is hereby requested by the undersigned municipality to make one decorative attachment, description of which, including dimensions and method of attachment included with this request, to each of the utility poles listed below for the following specified holiday or event:

Events: _____

Pole Number Street Location
(Sketch required if more than 12 poles or more than one street is involved.)

By signing below, municipality agrees that if the requested permission is granted by PSNH, such permission is subject to, and municipality shall be fully and legally bound by, the attached terms and conditions "PSNH – TEMPORARY POLE ATTACHMENT TERMS AND CONDITIONS" and all other documents referred to therein.

(Name of Municipality)

Date: _____

By: _____
Name:
Title:
Duly Authorized

Permission is hereby GRANTED for temporary attachment to the poles specified on the above list, subject to the attached terms and conditions "PSNH - POLE ATTACHMENT TERMS AND CONDITIONS" and all other documents referred to therein. Attachment may begin on _____, and removal is to be completed by _____. (Not to exceed six months.)

Public Service Company of New Hampshire

Date: _____

By: _____
Name:
Title:
Duly Authorized

PSNH – TEMPORARY POLE ATTACHMENT TERMS AND CONDITIONS

1. The requester must complete the *PSNH Pole Attachment Application and Permission to Temporarily Attach* 30 days prior to the date of the event.
2. If the utility pole is jointly owned, the municipality must acquire permission from both owning utilities.
3. PSNH shall have no responsibility for the installation, maintenance or removal of any attachment, and shall have no responsibility to assist municipality with same.
4. This grant of permission is for the term only, shall be non-exclusive, and shall not create or vest in municipality any rights or interests in any utility pole.
5. This permission is granted by PSNH only, and does not apply to, nor is it intended in any way to serve as permission by or from any other joint owner of any utility pole, from which separate permission may need to be obtained.
6. For and in consideration of the permission granted, municipality, its employees, departments, contractors and agents, agree to indemnify, protect and hold harmless PSNH, and its officers, directors and employees, from and against any and all claims, demands, causes of action and costs, including attorneys' fees, for damages to property and injury or death to persons, including payments made under any Worker's Compensation Law or under any plan for employee disability and death benefits, which may arise out of or be caused by the installation, use and removal of any attachment to utility poles pursuant to this permission, and from and against any and all damages, cost and expenses imposed on or incurred by PSNH as a result of the presence of any attachment to utility poles pursuant to this permission, or as a result of any acts or omissions of municipality, its employees, departments, contractors and agents in the exercise of the permission granted hereunder.
7. The permission does not extend to any utility poles which are, or are determined to be, located outside of the limits of any public highway right-of-way and are on private property not owned by PSNH.
8. PSNH will be held harmless for any damage to attachments which may occur during normal maintenance, repair, or emergency utility work.
9. There are no pole attachment fees or charges; nor any payment for pre-attachment survey costs of the first 100 or fewer pole locations annually.
10. Any charges for make-ready work, if any, to accommodate Town's decorative attachments, will be payable in full in advance.

11. **Decorations** must be of a non-conductive material such as plastic, fiberglass or wood.
12. **Decorations** must be secured with removable hardware like “ratchet strap brackets” or other devices that allow for easy removal, i.e., “quick connect pins” so mounting bracket can be left in a permanent position.
13. **Attachments** shall be made with appropriately-sized lag screws, or metal banding.
14. Attachments to a utility pole must stay at least 10 feet below the lowest PSNH facilities during installation, display and removal and must not extend more than 42 inches horizontally from the pole surface.
15. The maximum allowable decoration length is five feet.
16. Paper signs, tassels, ropes, strings or additional attachments are not allowed.
17. Only one decorative pole attachment per pole will be permitted.
18. PSNH is not responsible for installation, maintenance, or removal of decorations.
19. The installation and removal should be coordinated with local public safety officials.
20. The attachment must not pose any threat to the safety of PSNH’s employees or agents of PSNH. Nor should it interfere with the performance of the company’s service obligations and cause a threat to the physical integrity of the pole.
21. Attachments to utility poles shall be done in accordance with all appropriate laws, ordinances and regulations for proper display. Attachments shall be done in conformance with the National Electrical Code (NEC), the National Electrical Safety Code (NESC), and the rules and regulations of the Occupational Safety and Health Act (OSHA), New Hampshire Department of Transportation (NH DOT) and any other governing authority having jurisdiction.
22. When attachments are permanently removed, all hardware shall be removed.
23. PSNH reserves the right to remove any attachments after six months and bill the municipality. PSNH will be held harmless for any damage to the attachments.
24. Pole to pole, pole to tree, or pole to building attachment is not allowed.
25. Painting of poles is not allowed.

26. Electrified decorative attachments are not allowed.
27. Attachments to poles with URD conduit piping will only be allowed when the bracket can be attached to only the wooden pole. Straps or metal bands cannot come into contact with the conduit. Puncturing or piercing the conduit is prohibited.

Julie

This is a follow up email to our phone conversation about placing banners up on NHEC poles. As we discussed listed below are the rules and stipulations for the banners:

1. Banners are the towns responsibility to hang, maintain, and take down
2. If the banners will be up more than 3 months we will have to have a signed document for the extended time, this will be drawn up by NHEC
3. The banners must be attached below the lowest attachment
4. Prior to hanging the banner a site visit and meeting must be done to ensure the banners will not cause any issues with maintaining the poles and power or road clearance

I hope this helps if you have any questions please email or call I'm available at the below number.

John Akers
New Hampshire Electric Cooperative
Operations Supervisor
Raymond District



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

Office Use Only
Meeting Date: 6/8/2015
Agenda Item No. 4

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/8/2015

Agenda Item Title: Raffle Permit Request

Requested By: Paul Silver

Date: 5/28/2015

Contact Information: 603-978-0869

Presented By: Paul Silver, Commander, Post 114

Description: Request a Raffle Permit approval for events to be held at the Market Basket in Lee on July 24th & 25th and September 25th & 26th both taking place from 9am to 3pm.

Financial Details: n/a

Legal Authority RSA 287-A, RSA 31:91 and/or RSA 286

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to approval the Raffle Permit for the American Legion Post 114 to hold raffle events at the Market Basket in Lee on July 24th and 25th 2015 and September 25th and 26th 2015 both events taking place from 9am to 3pm.

Julie Glover <townadministrator@leenh.org>
To: Donna Silver
Lee Raffle Permit

RECEIVED
JUN 01 2015
TOWN OF LEE, NH
SELECTMAN'S OFFICE

May 28, 2015 10:51 AM

As requested.

Please let me know if you have any questions.

Julie E. Glover
Town Administrator
Town of Lee
7 Mast Road
Lee, NH 03861
603-659-5414

The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from Town employees regarding the business of the Town of Lee, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure.



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

RAFFLE & TAG SALE PERMIT

PLEASE Complete and Return to Selectmen's Office -- NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: AMERICAN LEGION POST 114, BARRINGTON, N.H

Federal Tax ID number for Organization: 223046185
Charitable nonprofits that have been in existence for at least 2 years are permitted to conduct fundraising raffles in New Hampshire; this includes any person or entity that is determined by the Internal Revenue Service to be a tax exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code; however, "Charitable organization" is not limited to those organizations to which contributions are tax deductible under section 170 of the Internal Revenue Code.

Check (v) Nature of Organization:

Religious ___ Educational ___ Charitable ___ Civic ___ Sports ___ Veterans Fraternal or Political ___

Other (Describe) _____

Contact Person: PAUL SILVER Day Time Telephone: (603) 998-0869
Address: PO BOX 459, BARRINGTON, NH Email: PAULSILVER69@GMAIL.COM

Type of Permit: Raffle Tag Sale

Date of Event: JULY 24+25 AND SEPT. 25+26 (BOTH DATES 9AM-3 PM)

Location of Event: MARKET BASKET STORE AT THE TRAFFIC CIRCLE

Please be advised the Town will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The Town Administrator may contact you to obtain additional information. You must provide a way for us to contact you during the day so that your request can expedited. Information on these requirements may be found at: <http://www.doi.nh.gov/charitable-trusts/faq.htm>

For Raffle Permits Only:

Prize (s) To Be Awarded: 1. RIFLE 2. PISTOL 3. FLY FISHING OUTFIT
Cost of Ticket: \$15 EACH Date of Drawing: NOV 3, 2015
Place of Drawing: AT THE POLLS (BARRINGTON MIDDLE SCHOOL) WHEN THE POLLS CLOSE.

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE Select Board PER the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT:

DATE:

Commander, Post 114

5/28/15

SECRETARY

Select Board Approval _____ Date: _____
(Chairman's Signature)



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

Office Use Only

Meeting Date: June 8, 2015

Agenda Item No. 5

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/8/2015

Agenda Item Title: Racetrack Event Request

Requested By: Bill Callen

Date: 6/1/2015

Contact Information: billcallen@myfairpoint.net

Presented By: Bill Callen, Racetrack Manager

Description: Request permission for the Lee USA Speedway to co-host The Color Run 5k Event at the Racetrack on August 13, 2015. Said event is not race car related.

Financial Details: N/A

Legal Authority Lee Racetrack Ordinance, Sec. 17.A. No use other than vehicular racing, race car education/safety testing and automotive-related flea markets shall be scheduled or sponsored at any vehicular racetrack within the Town of Lee without written approval of the Board of Selectmen of the Town of Lee, New Hampshire.

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to grant Lee USA Speedway permission to co-host The Color Run 5k Event at the Racetrack on 8/13/2015.

What Is The Color Run?

Also known as The Happiest 5k on the Planet, we love chucking paint and making people smile. With events in more than 50 countries, The Color Run is on almost every single continent on EARTH!

Less about your 10-minute-mile and more about having the time of your life, The Color Run is a five-kilometer, un-timed race in which thousands of participants are doused from head to toe in different colors at each kilometer.

With only two rules, the idea is easy to follow:

1. Wear white at the starting line
2. Finish plastered in color!

The fun continues after Color Runners complete the race with an unforgettable Finish Festival. This larger than life party is equipped with music, dancing and massive color throws, which create millions of vivid color combinations. Trust us, this is the best post-5k party on the planet!

It's a unique paint race that celebrates healthiness, happiness and individuality.

We're making rainbows all over the world, come join us!

Runners”, are doused from head to toe in different colors at each kilometer. With only two rules, the idea is easy to follow:

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The fun continues after Color Runners complete the race with an unforgettable Finish Festival. This larger than life party is equipped with music, dancing and massive color throws, which create millions of vivid color combinations. Trust us, this is the best post-5k party on the planet! The map below outlines The Color Run 5k at a glance:

Healthiness

While our 5k event is all about having fun, we also focus on promoting a healthy lifestyle. More than half of our participants are first-time 5k runners and the event is making headway on the national focus of improving health and wellness. We hope that The Color Run 5k event will be able to act as a catalyst for our participants to live an active, healthy lifestyle.

Happiness

Seeing how happy The Color Run has made people has been tremendously rewarding for us. It is an event for all fitness levels, ages and backgrounds. Our tag line, “The Happiest 5k on the planet”, was created after seeing the expressions of pure joy from participants. Want to add some happiness to your life? [Click here to register.](#)

Individuality

Color Runners vary in demographics and reasons for running. With no winners or official times, The Color Run caters to everyone –first time runners to seasoned athletes. Some Color Runners participate as a celebration and capstone of their healthy living accomplishments, while others participate for reasons unique to them. What are you running for? [Tell us here.](#)

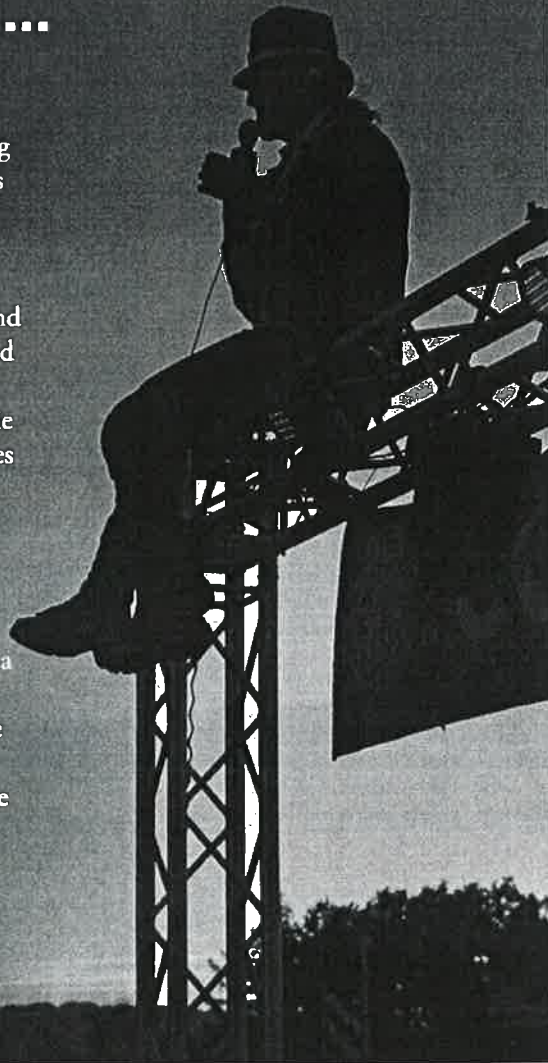
Giving Back

As a for-profit event management company, we love the opportunity we have to partner with charities to help shine a light on their amazing work within society and highlight the causes they stand for. We have raised donations for more than 80 local and national charities since 2012. To date, The Color Run has donated more than \$4 million to charity. For more information on how The Color Run works with charities, visit our [Charity Page](#). Interested in nominating your charity for the event in your community? [Click here.](#)

THE SHORT OF IT...

Jamie Leibert is no stranger to adversity, but he's also experienced the triumph of rising from the dirt, dusting himself off, and starting anew, which is what makes him such a compassionate and inspiring person. Despite having struggled through years of broken homes, drugs, alcohol, homelessness and prison, Jamie turned his life around and has built a multi-million dollar company. Not forgetting his past, Jamie is an advocate for at-risk youth and uses his expertise in sports as an avenue to build character and strength in young minds and hearts.

Jamie's passion for under served kids inspired him to found Just Care More a non-profit organization focused on taking time to show young people love and empathy while supporting their dreams, to change lives and instill hope within these kids who feel lost and desperate. Using extreme sports centered activities and sharing sessions with counselors, Just Care More is making a difference one life at a time.



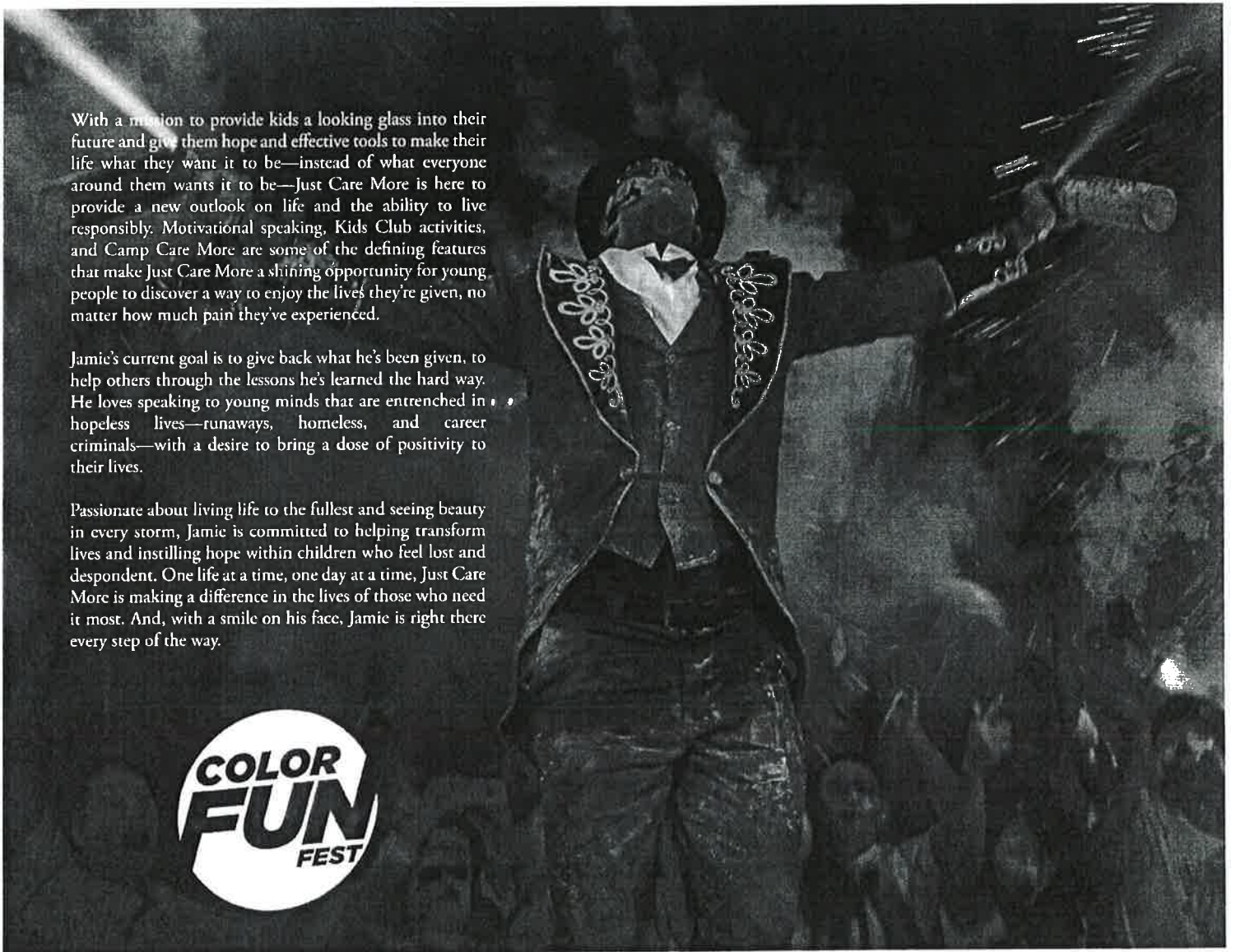
"From living in his car and going to prison, to now running a Multi-Million dollar company, Jamie Leibert is a success story for the ages and I'm proud to know him"

- Craig Crossley

With a mission to provide kids a looking glass into their future and give them hope and effective tools to make their life what they want it to be—instead of what everyone around them wants it to be—Just Care More is here to provide a new outlook on life and the ability to live responsibly. Motivational speaking, Kids Club activities, and Camp Care More are some of the defining features that make Just Care More a shining opportunity for young people to discover a way to enjoy the lives they're given, no matter how much pain they've experienced.

Jamie's current goal is to give back what he's been given, to help others through the lessons he's learned the hard way. He loves speaking to young minds that are entrenched in hopeless lives—runaways, homeless, and career criminals—with a desire to bring a dose of positivity to their lives.

Passionate about living life to the fullest and seeing beauty in every storm, Jamie is committed to helping transform lives and instilling hope within children who feel lost and despondent. One life at a time, one day at a time, Just Care More is making a difference in the lives of those who need it most. And, with a smile on his face, Jamie is right there every step of the way.



COLORFUNFEST SPONSORSHIP LEVELS

TITLE/PRESENTING: \$7,500

- Customized entertainment for after-party highlighting sponsor
- Exclusive naming rights (Color Fun Fest 5K presented by _____)
- Category Exclusivity
- Title placement on all event t-shirts
- Logo on race bibs
- Logo banner in staging area
- Logo banner on start line barricades
- Logo banner on finish line barricades
- Opportunity to speak at opening of event
- Special announcement 5 times by Emcee
- Promotion on e-mail blasts to all participants
- Pre-event social media giveaway of your product/service
- Logo banner at color stations
- 10 X 20 Booth (includes tent, lighting, tables, & chairs)
- Logo on all of our fliers, typically 10,000-20,000 per location
- Packet inserts
- Logo on website
- 50 complimentary race entries

PLATINUM: \$5000

- Category Exclusivity
- Logo on all race t-shirts
- Logo on race bibs
- Logo banner in staging area
- Logo banner on start line barricades
- Logo banner on Finish line barricades
- Special announcement prior to run by Emcee
- Promotion on e-mail blasts to all participants
- Pre-event social media giveaway of your product
- Logo on fliers, typically 10K-20k per location
- Packet Inserts
- 10 X 20 Booth (includes tent, lighting, tables & chairs)
- Logo on website
- 30 complimentary race entries

GOLD: \$3500

- Category Exclusivity
- Special announcement prior to the run by Emcee
- Logo on race bibs
- Logo on Finish line Barricades
- Logo on start line barricades
- Pre-event social media shout out
- 10 X 10 Booth (includes tent, lighting, tables, & chairs)
- Packet inserts
- Logo on website
- 15 complimentary race entries

SILVER: \$2000

- Special announcement prior to the run by Emcee
- Logo on LED pinners (near start/finish line)
- Packet inserts
- 10 X 10 Booth (includes tent, lighting, tables, & chairs)
- Logo on Race bibs
- Logo on website
- 10 complimentary race entries

BRONZE: \$2000

- Special announcement prior to the run by Emcee
- 10 X 10 Booth (includes tent, lighting, tables & chairs)
- Logo on website
- 5 Complimentary race entries

INDIVIDUAL PRICING

- Logo banner in staging area \$2000
- Logo banner on Start line barricades \$1500
- Logo banner on finish line barricades \$1500
- Logo banner at color stations \$1000
- 3 mile markers with company logo \$800
- Logo on website - \$750
- Logo on Race bibs - \$750
- Booth set up (includes tent, lighting, table, & chairs) - \$750
- Booth Space (You provide your setup) - \$650
- Logo and shout out on our social media outlets - \$750
- Logo on our eblasts (typically 2-3 per city) - \$700
- Logo on fliers (typically 10,000-20,000 per city) - \$500

- Booth set up (includes tent, lighting, table, & chairs) - \$750
- Booth Space (You provide your setup) - \$650
- Logo and shout out on our social media outlets - \$750
- Logo on our eblasts (typically 2-3 per city) - \$700
- Logo on fliers (typically 10,000-20,000 per city) - \$500
- Packet inserts (provided by sponsor) - \$400
- Special announcement before the race by Emcee - \$300
- (banners To BE provided by sponsor)



JUST CARE+MORE

A foundation that inspires confidence and hope for at-risk youth through adventure sports, teaching kids to overcome life obstacles by strengthening Proudy Benefits: Physical, emotional, and body helping decision leadership skills and life lessons that will last a lifetime.

CONTACT CRAIG@COLORFUNFEST.COM

RACETRACK ORDINANCE

In accordance with the provisions of the New Hampshire Revised Statutes Annotated, Chapter 31, Section 41-a, as originally adopted at the Town Meeting assembled on March 10, 1977 and, as amended at the Town Meeting assembled on March 15, 1989, as amended at the Town Meeting assembled on March 11, 1992, as amended at the Town Meeting assembled on March 11, 1998 and as amended at the Town Meeting assembled on March 15, 2006, and as amended by Warrant Article 7 of the March 13, 2012 Election the following regulations are adopted with respect to regulation of motor vehicle racetracks within the Town of Lee.

Section 1: Definitions:

Motor Vehicle: For the purpose of these regulations, a motor vehicle shall be defined as any self-propelled vehicle, except tractors, activated by an internal combustion engine and not operated exclusively on stationary tracks.

Event: A racing contest to be contained within a calendar day, to include, but not limited to practice, heat races and feature races.

Rain Date: An event shall be considered complete, when five (5) heat races or feature races have been completed, whichever comes first.

Section 2: Motor vehicle racetracks may be open and may operate from April 1 through October 31 each year for automobile, go-cart and motorcycle racing only. Vehicular racing shall be limited in total operating hours per race date, including warm-up, to eight (8) hours inclusive. At no time shall said operating and warm-up time begin before 12:00 PM. No racing may be started after 11:30 PM and all racing is to stop by 12:00 midnight.

Section 3: Not later than sixty (60) days prior to opening of the racetrack each year, said racetrack owners and/or operators shall submit to the Selectmen, in writing, an application for a license on a form prescribed by the Selectmen, together with a proposed operation schedule for the ensuing year. Said schedule shall list the form of the vehicular racing to be scheduled on each date listed. The Selectmen may, consistent with the provisions of these regulations and the interest of public safety, health and welfare, alter the racing schedule in connection with the issuance of any license.

Section 4: Upon receipt of the license application, the Selectmen shall schedule a Public Hearing on the request for a license. In so doing, the Selectmen shall give notice to abutters and to the public, at the applicants expense, in the same manner as provided for a hearing conducted by the Zoning Board of Adjustment. At said hearing, which shall be conducted where practicable no more than thirty (30) days after receipt of the license application, the applicant shall have the burden of establishing that operation of the racetrack for the ensuing year will be in conformance with all provisions of any other Federal, State or local statute, ordinance or regulations applicable to the racetrack. Abutters and other interested parties shall be afforded an opportunity to address the Selectmen during this hearing on the subject of license issuance. A license shall

be issued to the applicant if he or she satisfies, by a preponderance of the evidence, the burden of proof as specified in this section. Said license shall be valid for not more than one (1) year and shall set forth the scheduled events, not to exceed twenty three (23), plus twenty three (23) rain dates per license period, stating the date, time and a brief description of each event. A notation on the license shall indicate that such rain dates are subject to change upon written approval of the Selectmen for good cause shown.

Section 5: A license fee in the amount of one hundred dollars (\$100.00) per annum shall be assessed for each racetrack operation in the Town. This fee is to be paid upon application for license.

Section 6: No vehicular racetrack shall be operated within the Town of Lee unless the owner and/or operators shall have, upon written application to the Board of Selectmen, obtained a license to operate such vehicular racetrack contingent upon proof that said owners and/or operators can and will comply with the provisions of the Town of Lee Racetrack Ordinance.

Section 7: Only malt beverages, and no other alcoholic beverages, may be sold and consumed in restricted areas on racetrack property while the racetrack is open to the public for the purpose of viewing vehicular racing. No other alcoholic beverages shall be sold, consumed or allowed during such period of public viewing of vehicular racing. No malt beverages shall be sold to anyone under the age of twenty-one years, and proper age identification shall be required prior to sale. The racetrack owner and/or operator, whoever is in direct charge of the race, shall post signs advising the public of this section at visible locations within the seating areas and at each entrance gate; said signs shall also state the penalty for violation of this section. Failure of the racetrack owner and/or operator to comply with this section shall be grounds for the revocation of the license. Any person in possession of alcoholic beverages outside the restricted area in violation of this section shall be guilty of a violation. The alcoholic beverage shall be seized and disposed of in compliance with State statutes, local law or regulations. Prior to each racing season, the Board of Selectmen or their designee shall inspect to insure signs are properly posted.

Section 8: Authorized agents or representatives of the Town may enter, with or without notice or consent, the premises of any racetrack which holds or has applied for a license at any reasonable time and inspect and report on the conditions found as to compliance with the provisions of the regulations. It shall be the duty of the owner and/or operator of the racetrack to cooperate with such agents or representatives and permit access to any portions of said premises at their request. Failure to comply with these provisions shall be grounds for revocation or suspension of the license.

Section 9: The racetrack owners and/or operators shall provide, at their own expense, such Police and Fire protection as is deemed necessary by the Police Chief and Fire Chief of the Town of Lee, New Hampshire pursuant to written standards promulgated by the said Police Chief and Fire Chief to insure public safety. Said written standards shall be made available upon request and satisfactory compliance with all safety standards referred to hereinafter shall be made in writing to the respective Police Chief and Fire Chief prior to any and all scheduled racing events. A copy of these standards shall be attached to the operating license when issued.

Section 10: Racetrack owners and/or operators shall provide, at their expense, suitable and sufficient sanitary facilities including toilets with adequate lavatories. Restroom facilities shall be available for use by patrons at all times the racetrack is open to the public. All sanitary and washing facilities shall at all times be maintained in good working order and be in compliance with New Hampshire Health, Water Supply and Pollution Control laws and regulations and with all applicable State laws, local ordinances, regulations and/or by-laws.

Section 11: Racetrack owners and/or operators shall provide, during all times they are open to the public and/or operating, at their own expense, an adequate ambulance service properly licensed under the laws of the State of New Hampshire sufficient to provide for whatever emergency their activities might cause. At no time shall the racetrack be open to the public without one (1) properly manned ambulance at the racetrack.

Section 12: All litter shall be cleaned up within thirty six (36) hours from the end of each racing event. This section shall be monitored by the local Health Officer during the racing season.

Section 13: Overnight camping shall be permitted on site in accordance with the following standards:

- A. Overnight camping shall be permitted in recreational vehicles with self-contained sanitary facilities.
- B. Such vehicles shall reside at the site only twenty four (24) hours prior to a scheduled event and no longer than twenty four (24) hours following completion of that event.
- C. A specific section of the back parking area shall be designated for this use and shall be posted on site accordingly.
- D. Camping vehicles shall not be permitted within the Shoreline Conservation District.
- E. "Gray Water" may only be discharged into approved septic facilities.

Section 14: Owners and/or operators of racetracks shall be responsible for any and all violations of these regulations and their license to operate such vehicular racetrack shall be contingent upon full compliance with these regulations with total cooperation and good faith. The violation of any section of these regulations shall be grounds for revocation or suspension of said license at the discretion of the Board of Selectmen.

Section 15: Prior to the opening of any racing season, the owners and/or operators shall post a cash bond with sufficient sureties in the amount specified by the Board of Selectmen of the Town of Lee; said bond shall be applied in the event expenses are incurred by the Town of Lee as a result of any authorized event under these regulations.

Section 16: No license shall be issued, and any license issued, shall be revoked or suspended at the determination of the Selectmen, unless the license shall take out and maintain in effect at the expense of the licensee a policy or policies of liability insurance in a company or companies approved by the Selectmen with limits not less than two million dollars (2,000,000.00) protecting and insuring the licensee and Town and all agents, servants and representatives of each as named insured from liability for personal injuries and property damage resulting from the ownership, use or operation of the racetrack and/or track premises. The licensee, by application for and/or acceptance of any license, shall be conclusively deemed to have agreed to indemnify the Town and its agents, servants and representatives from all liability including personal injuries and property damage coming out of the existence, use, ownership or operation of the racetrack and/or track premises and such indemnity agreement shall be expressly covered in said policy or policies.

Section 17:

A. No use other than vehicular racing, race car education/safety testing and automotive-related flea markets shall be scheduled or sponsored at any vehicular racetrack within the Town of Lee without written approval of the Board of Selectmen of the Town of Lee, New Hampshire.

B. The racetrack shall be kept secure from unauthorized entry when not in use.

C. Automotive related flea markets may be scheduled on the third Sunday of May, June, July and August in addition to the traditional year-end Flea Market scheduled for the first weekend in November. It is understood that no race engines will be permitted to start during these Flea Markets; all activities will take place within the confines of the track/pit areas and only automotive-related vendors will be allowed to participate.

Section 18: No motorcycle event of any nature or kind will be permitted on any vehicular racetrack within the Town of Lee when said date conflicts or falls upon the same weekend as a National or regional motorcycle race of any nature or kind.

Section 19: The invalidity of any other section of these regulations does not affect the validity of any other section of these regulations.

Section 20: The Selectmen may waive or alter the provisions of these regulations for due cause shown.

Section 21:

A. No vehicle, as defined in Section 1 of this ordinance, shall be operated on the racetrack unless equipped with a muffler that meets or exceeds manufacturers specifications to reduce noise below the 97 db level. Sound levels resulting from any activities at the racetrack operation shall not exceed the established level using the A scale (dBA) and Fast Response setting. Sound levels shall be measured at any racetrack property line. Measurements shall be taken using a properly calibrated sound meter which is mounted 36 inches above the ground on a tripod and pointed directly towards the racing track surface. Any sound measurement that exceeds the established level, regardless of the duration, shall be a violation.

- B. Any person operating a motor vehicle racetrack shall allow Town officials, or their designated representatives, to conduct from time to time, at said persons expense, such noise level test or readings that may be deemed appropriate and necessary by the Town of Lee Board of Selectmen or their authorized agents.

Section 22: Any violation of this ordinance shall be punishable as set forth in New Hampshire Revised Statutes Annotated 651 and as amended. Upon the Selectmen of the Town of Lee, or their designated representative, shall rest the responsibilities of enforcement of the regulations.

Dated: _____

John R. LaCourse, Chairman

W. James Griswold

David Cedarholm

**Town of Lee
Board of Selectmen**



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

Office Use Only

Meeting Date: June 8, 2015

Agenda Item No. 6a

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/8/2015

Agenda Item Title: Master Plan Committee Fund Request

Requested By: Caren Rossi

Date: 6/8/2015

Contact Information: 603-659-6783

Presented By: Caren Rossi, Planning and Zoning Administrator

Description: Request permission to expend \$1200 to pay for a two page survey regarding the Master Plan Update to be mailed out to 561 residents in Lee. Mailer will include a postage paid envelope.

Financial Details: not to exceed \$1200, from Planning & Zoning Operational budget.

Legal Authority NH RSA 674:3 Master Plan Preparation. –

I. In preparing, revising, or amending the master plan, the planning board may make surveys and studies, and may review data about the existing conditions, probable growth demands, and best design methods to prevent sprawl growth in the community and the region. The board may also consider the goals, policies, and guidelines of any regional or state plans, as well as those of abutting communities.

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to grant the Master Plan Committee permission to expend not more than \$1200 to mail out surveys to Lee residents for the Master Plan update.



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

Office Use Only

Meeting Date: June 8, 2015

Agenda Item No. 6b

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/8/2015

Agenda Item Title: Insurance Waiver Request for Lee Fair Musical Performers

Requested By: Caren Rossi

Date: 6/4/2015

Contact Information: 603-659-6783

Presented By: Caren Rossi, Lee Fair Representative

Description: Request a waiver of the liability insurance requirement on behalf of the musical performers at the Lee Fair.

Financial Details: N/A

Legal Authority NH RSA 41:8; 41:11-a

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to grant a waiver of the liability insurance requirement for the musical performers at the Lee Fair in 2015.



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

Office Use Only

Meeting Date: 6/8/15
Agenda Item No. 6c

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/8/2015

Agenda Item Title: Naming Roads in a Subdivision

Requested By: Caren Rossi, P & Z Admin.

Date: 6/5/2015

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

Presented By: Caren Rossi

Description: Road names for a new subdivision off of Hayes Rd

Financial Details: n/a

Legal Authority NH RSA 231:133; 2009 Subdivision Regulations Article V, Section 5:01(12)

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

REQUESTED ACTION OR RECOMMENDATIONS:

To name the two roads in the Cheney Development Daniels Drive and Armstrong Way, as indicated on the plan submitted.

2009 Subdivision Regulations

Section V Street Design and Construction Specifications

- 12) Street names shall not duplicate nor bear phonetic resemblance to the names of existing streets within the Town of Lee and shall be subject to the final approval of the Board of Selectmen.

Subdivision Regulations Appendix

5-25-98 Added by Board of Selectmen

Guidelines for naming Lee Town subdivisions and subdivision roads (and possibly other roads as well):

1. Initial consideration should be given to the name of the original owner of the subdivision parcel, especially if the original owner was a long-time resident and a respected figure in town (as in Captain Parker Drive).
2. If the original owner was not well known, or did not live on the property very long, then consideration might be given to a subsequent owner who was a notable leader in town affairs (as in Sackett Road).
3. If the property is not associated with any notable owner, then consideration might be given to the properties association or relationship to some historical event or geological formation (as in Wheelwright Drive).
4. If the subdivision exists on a prior, well-known farm, then the word "farm" might be included as a means to highlight Lee's agricultural heritage (as in James Farm Road or Hale Farm Road).
5. We should avoid - at all costs - phony developer names, which are commonly found in American suburbs - such as "Sherwood Forest Drive" and "Robin Hood Lane". Such names lack authenticity and have no connection with the town's history or character.
6. In two cases - Jacob Lane and Swaan Drive - we have subdivision roads named after the children of the developers. This practice should not be encouraged, although both these names are dignified and attractive.
7. The above guidelines need not be used in a rigid fashion. In some cases exceptions might well be made. Whatever criteria are used, the end result should be names that are authentic, tasteful, and reflect the general character of the community.

Nomenclature for traveled ways in Lee (throughways, subdivision roads, dead-end roads, private roads, etc.)

Subdivision Road Names:

1. Earle Drive
2. Granger Drive
3. Swaan Drive (private)
4. Riverside Farm Drive
5. Langelley Drive
6. Decato Drive
7. Wheelwright Drive
8. Furber Drive
9. Radford Drive

Lanes

1. Lamprey Lane
2. Toon Lane
3. Belle Lane
4. Jacob Lane
5. Thornton Lane
6. Spencer Lane
7. Plumer Lane

Roads

1. Sackett Road
2. James Farm Road
3. Hale Farm Road
4. Hobb's Road
5. Tamarack Road
6. Sawyer Road

Avenues

1. Allen's Avenue
2. Demeritt Avenue

Recommendations:

- Private roads should be called lanes or ways (as in Jenkins Lane or Clement Way)
- Public roads that are relatively narrow, short, and dead-ended, should also be called lanes or ways (as in York Lane).
- Public throughways or connector roads should be called roads (as in Mast Road, Turtle Pond Road, Concord Road, Garrity Road etc.)
- Subdivision roads should be called drives (or perhaps lanes in some cases), but not roads.

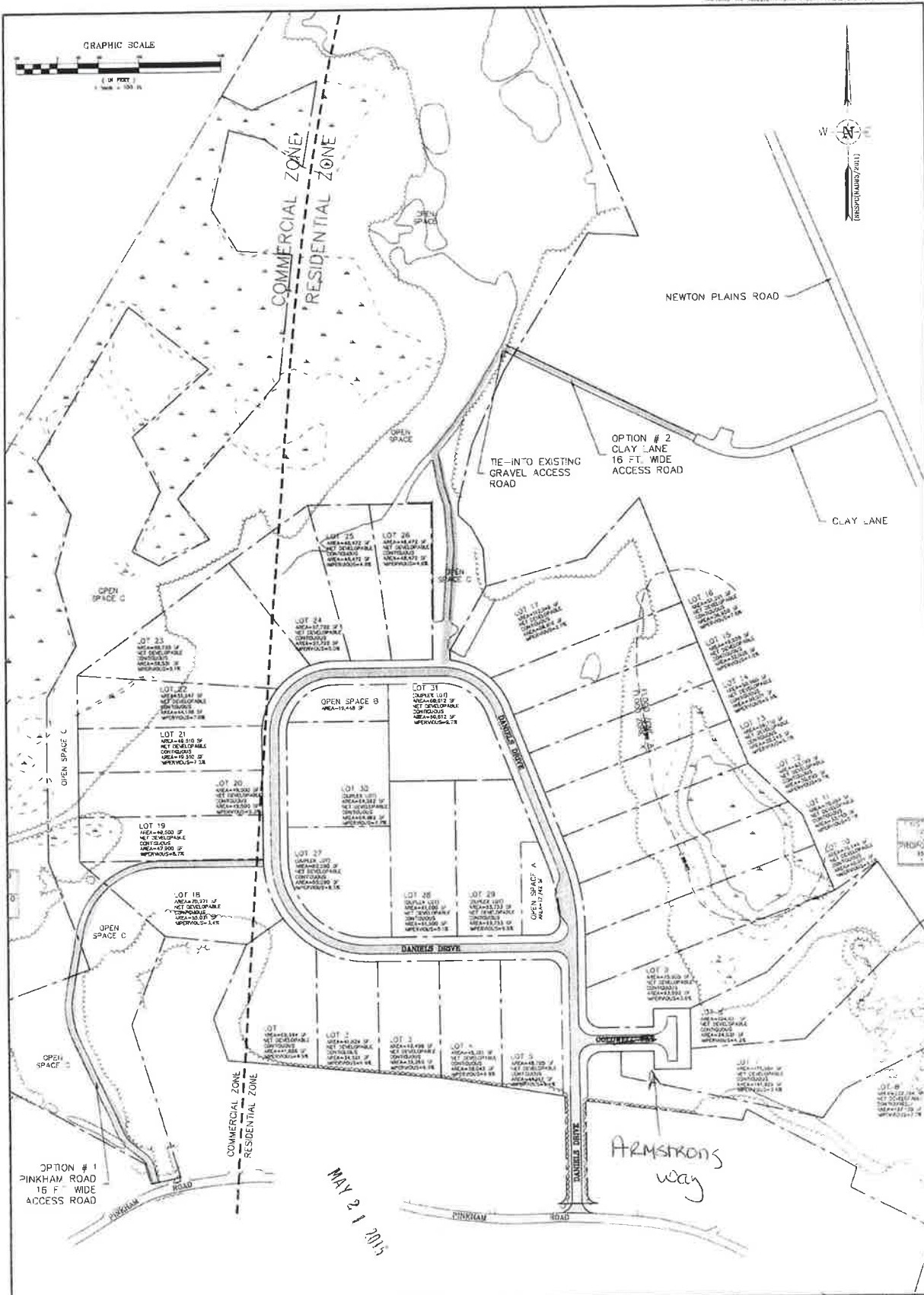
Private Roads:

1. Layne Drive
2. Jenkin's lane
3. Owl Lane
4. Northside Road
5. Cherry Lane (part)
6. Fernald Lane
7. Randall Road (part)
8. Carpenter Lane?
(Bartlett's Way)
9. Clement Way
10. Little River Road
11. (Glenmere Village)

Murray Road
Ellis Road

Circle

1. Woodhead Circle



JNB-13-053
CP



SECONDARY ACCESS
CONCEPT PLAN
prepared for
CHENEY LEE PROPERTY LLC
126 MAP 3 315 2, 4, 1, 1, 1
ROUTE 25 PINKHAM RD & NEWTON
PLAINS RD, LEA, NH

DATE	3/24/15	SEAL
SCALE	AS SHOWN	
DESIGNED BY	JNB	
CHECKED BY	JNB	
APPROVED BY	JNB	
TITLE	SECONDARY ACCESS CONCEPT PLAN	

NO.	REVISIONS	DATE	INT.

June 6, 2015

Lamprey Regional Cooperative
Board of Directors
Waste Management Contract Renewal

Present: Dennis Koch, Town of Epping; Karen Anderson, Town of Greenland, Roger Rice, Town of Lee; Joseph Moriarty, Town of Madbury, Clay Mitchell, Town of Newfields, Rick Stern, Town of Newington, Jodi Lavoie-Carnes, Town of Rollinsford; Dennis Messier, City of Somersworth; Paul Deschaine, Town of Stratham.

Mr. Deschaine opened the meeting and asked the members present if they wished to go into non-public to discuss the revised contract terms with Waste Management due to the confidentiality clause. Mr. Deschaine further recognized that a vote on the contract could not be taken in closed session, and asked if anyone had items in the contract that wished to discuss in a closed session. Mr. Rice made a motion to go into a non-public session, seconded by Mr. Stern.

Once out of non-public session, Mr. Deschaine re-opened the public meeting and began a discussion of the revised term sheet from Waste Management dated May 22, 2015, and asked for a motion to act upon the terms offered. Mr. Rice made a motion to accept the terms and move on to the contract stage, seconded by Rick Stern. Mr. Deschaine asked if there was any discussion on the motion, hearing none, a vote was called, with 8 votes in the affirmative and 1 abstention from the Town of Lee. Mr. Deschaine went on to poll the members regarding the extension of the current contract. Ms. Anderson made a motion to authorize the Chairman to sign the extension to Lamprey's Waste Management contract, extending the term to 2026, contingent on a careful review of the amendment of contract terms; the motion was seconded by Mr. Rice. Mr. Deschaine called for a vote and the vote was unanimous.

Mr. Stern asked for a discussion on the incentive being offered by Waste Management and the plans for its distribution. After some discussion, a motion was made by Mr. Moriarty to distribute any surplus money obtained in the current fiscal year as a rate subsidy of the tipping fee; seconded by Ms. Lavoie-Carnes. Mr. Deschaine called for a vote which was unanimous.

The Selectman from the Town of Lee (Lee's alternate member to the Board) asked for the balances of the reserves in the two CD's held by the Cooperative. Lamprey's treasurer, Ms. Kemp, stated that the balance in the Operating CD is \$96,564; and the Closure CD balance is \$223,623. The outstanding truck loan when paid back fully will bring the balance of the Closure CD to \$344,681. Ms. Kemp also distributed all past audits for the Cooperative from 2008 to 2013. The 2014 audit has not been completed.

Mr. Messier commended the committee members for doing a great job on the negotiations. Mr. Deschaine stated that it is a point to remember that for the number of years that the member towns have been part of a cooperative, there have been discussions

by various parties considering individual negotiations. Mr. Deschaine stated that his feeling was that Lamprey has always had a good working relationship with Waste Management, and that if the Cooperative stays as a group, they are a stronger voice than if it was to disband. His experience has been that individually any town may get a good deal for one or two years, but in the years since 1978 the Cooperative has always come out ahead on average. The Cooperative has much more bargaining power collectively than individually.

The meeting was adjourned at 4:10

Respectfully submitted,

Valerie Kemp
Treasurer



LAMPREY REGIONAL COOPERATIVE

WASTE DISPOSAL PROPOSAL TERM SHEET

UPDATED May 22, 2015

Waste Management of New Hampshire Incorporated (WMNH) submits this term sheet for the Cooperative's (Coop) consideration. The terms outlined herein would be subject to the parties reaching a mutually agreeable Amendment to the existing Waste Disposal Agreement (WDA) entered into on December 22, 2006.

1. Contract term extends to December 31, 2026 – 10 Year Extension. Term subject to early termination should landfill operations at TREE cease on or about 12/31/24.
2. Disposal fees remain consistent with the current WDA through 12/31/16. Effective 1/1/17 (the extended term) the disposal fee shall be \$64.00 per ton. Said fee shall escalate annually as outlined below.

EFFECTIVE DATE	RATE
JANUARY 1, 2017	\$64.00
JANUARY 1, 2018	\$65.00
JANUARY 1, 2019	\$66.00
JANUARY 1, 2020	\$67.00
JANUARY 1, 2021	\$68.50
JANUARY 1, 2022	\$70.00
JANUARY 1, 2023	\$71.50
JANUARY 1, 2024	\$73.00
JANUARY 1, 2025	\$74.00
JANUARY 1, 2026	\$75.00

3. WMNH shall issue a check for \$100,000 to the Coop on a date(s) specified by the Coop. If for any reason, the contract is terminated prior to June 30, 2024, the cash incentive shall be prorated over the 120-month term of this agreement, and the Coop shall return to WMNH an amount equal to the prorated amount for the number of months that would have remained had the Agreement not been terminated.
4. WMNH agrees to receive segregated recyclable materials from any participating Coop member for the term of the Agreement. Service fees for processing and transportation of recyclables will be negotiated based on type and tonnage of material to be delivered. Agreements may be offered either to the Coop or directly to individual communities at the time of a request for quote.
5. All rates and terms subject to all current participating members continuing their participation and executing a “joinder” agreement acknowledging the revised Waste Disposal Agreement. Any District Member which is not currently participating in this agreement may join at any time during the contract term under the same terms.
6. This offer shall remain valid until July 30, 2015 provided the Lamprey Board of Directors issues a letter of award not later than June 15, 2015. We understand an award letter issued by the Board may be conditioned upon receiving formal approval of the governing body of each of the participating member communities by July 30, 2015.
7. Lamprey agrees to keep these negotiations confidential and will not enter into any negotiations with other firms while discussions continue.

Thank you for your consideration and we look forward to discussing this with you at your convenience.

Sincerely,

Waste Management
James Nocella
Area Manager, Public Sector Solutions

MSW contracts and prices (MSW – Municipal Solid Waste)

Two quotes of prices by the ton for MSW disposal;

Covanta in Haverhill, MA quoted \$75./Ton and the Wheelabrator incinerator in Penacook quoted \$69./Ton.

We are currently under contract as a signer of the LRC contract with W-M to dispose of our trash in Rochester through December 2016.

I'm expecting a response by Friday from Mike Durfor for the W-M response to our LRC counter offer.

May 21, 2015

Roger Rice, T.S. Mgr.

Julie Glover

From: Roger Rice
Sent: Thursday, May 21, 2015 12:20 PM
To: Julie Glover
Subject: Re: MSW quotes

W-M charges LRC \$79.50/ ton
LRC charges members \$81.85/ ton.
Roger

reserve !!
81.85
79.50

\$ 2.35

Sent from my iPhone

On May 21, 2015, at 8:44 AM, Julie Glover <townadministrator@leenh.org> wrote:

Thanks.

Can you please send me what the current tipping fee paid by the LRC to WM is and what we pay the LRC?

Julie E. Glover
Town Administrator
Town of Lee
7 Mast Road
Lee, NH 03861
603-659-5414

The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from Town employees regarding the business of the Town of Lee, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure.

From: Roger Rice
Sent: Thursday, May 21, 2015 8:26 AM
To: Julie Glover
Subject: MSW quotes

Attached

Julie Glover

From: Roger Rice
Sent: Saturday, May 23, 2015 11:25 AM
To: Julie Glover
Subject: Fwd: WM
Attachments: image002.jpg

Sent from my iPhone

To: Roger Rice <rrice@leenh.org>
Subject: FW: WM

Here is the compilation of the offers and counter offers.
This might be a help for the BOS to see before Tuesday night. I'll be there. Roger

From: mdurfor@nrra.net
To: pdeschaine@strathamnh.gov; kanderson@greenland-nh.com;
Subject: WM
Date: Fri, 22 May 2015 13:07:01 -0400

All

I will double check this before Tuesday but please look it over.

From the initial offer WM has come down \$490K in cost and up \$25k in extension funds.
Lamprey has come up \$290K from its first response.

The last two years are only if TREE cant accept waste due to permit issues but they fully expect that will be no issue by then.

Waiting to hear back if they will guarantee alternate site as in the current contract.

(They will make best efforts but if not you have an 8 year deal as outlined).

mike

Michael Durfor

Executive Director

Northeast Resource Recovery Association

2101 Dover Rd Epsom, NH 03234

Phone: 603-736-4401 Fax: 603-736-4402

mdurfor@nrra.net www.nrra.net

"MEMBERS HELPING MEMBERS FOR OVER 30 YEARS!"

Please consider the environment before printing this e-mail.

This e-mail and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal.





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

Office Use Only

Meeting Date: 6/8/2015

Agenda Item No. 7b

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/8/2015

Agenda Item Title: Art Donation to Transfer Station

Requested By: Roger Rice

Date: 6/4/2015

Contact Information: 603-659-2239

Presented By: Roger Rice, Transfer Station Manager

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

Financial Details: The value of the art piece is approximated to be between \$1000 and \$2000. The funding for the installation has come from a grant and donations, which total \$426.00.

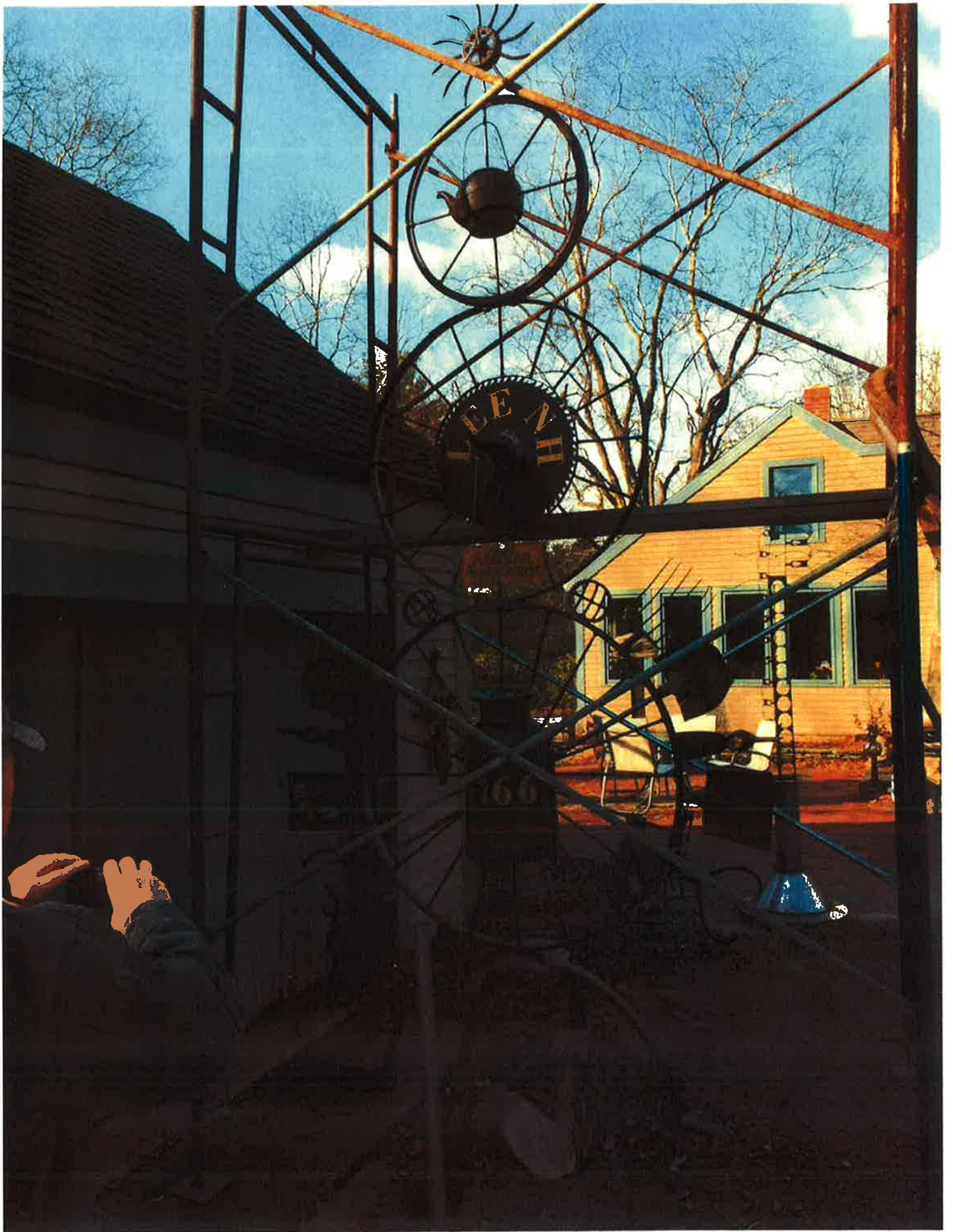
Legal Authority NH RSA 31:95-e II. Prior to the acceptance of any such gift with a value of \$5,000 or more, the selectmen or board of commissioners shall hold a public hearing on the proposed acceptance. For gifts with a value of less than \$5,000, a public hearing on the proposed acceptance shall be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

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

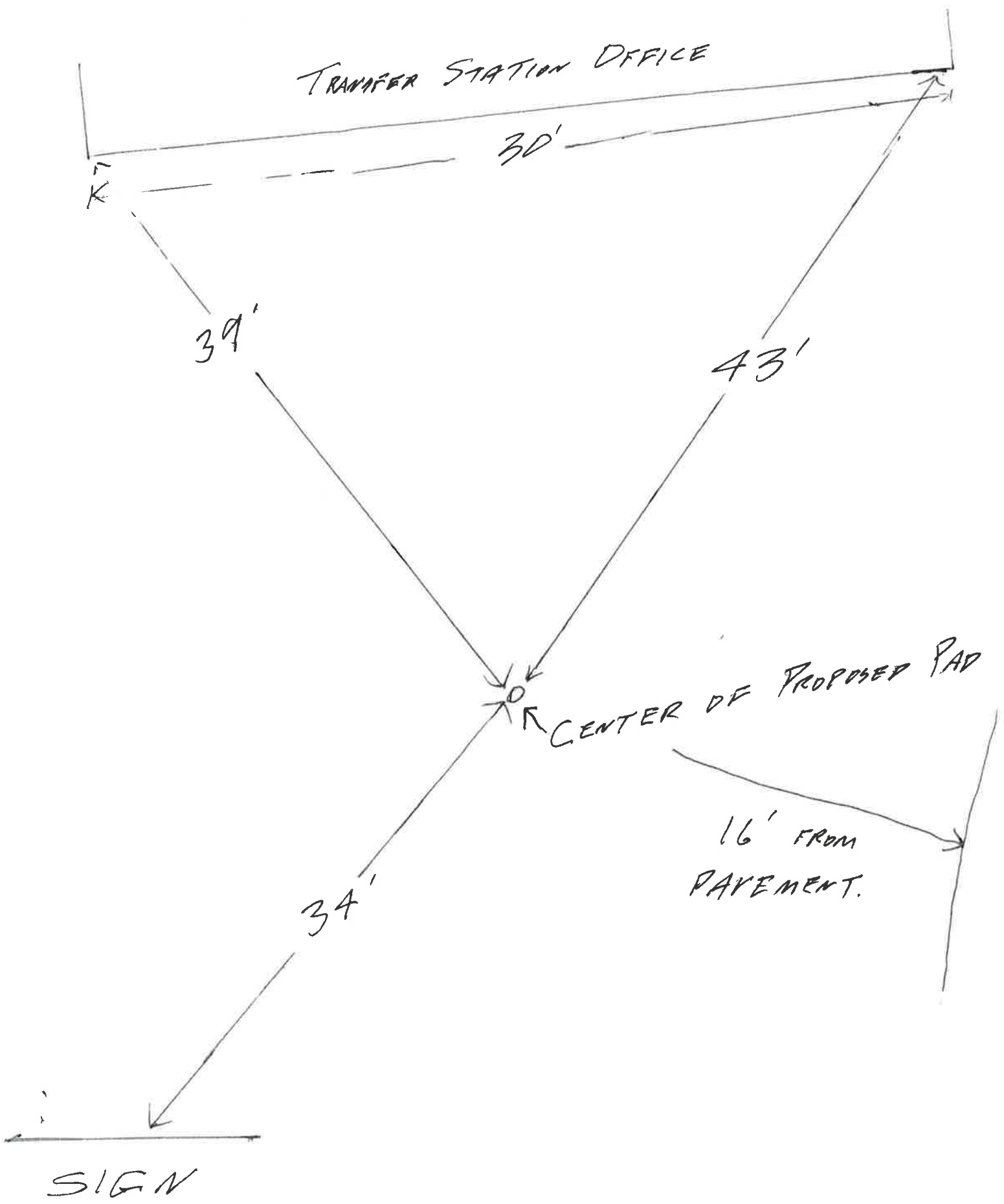
Legal Opinion: Enter a summary; attach copy of the actual opinion

REQUESTED ACTION OR RECOMMENDATIONS:

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

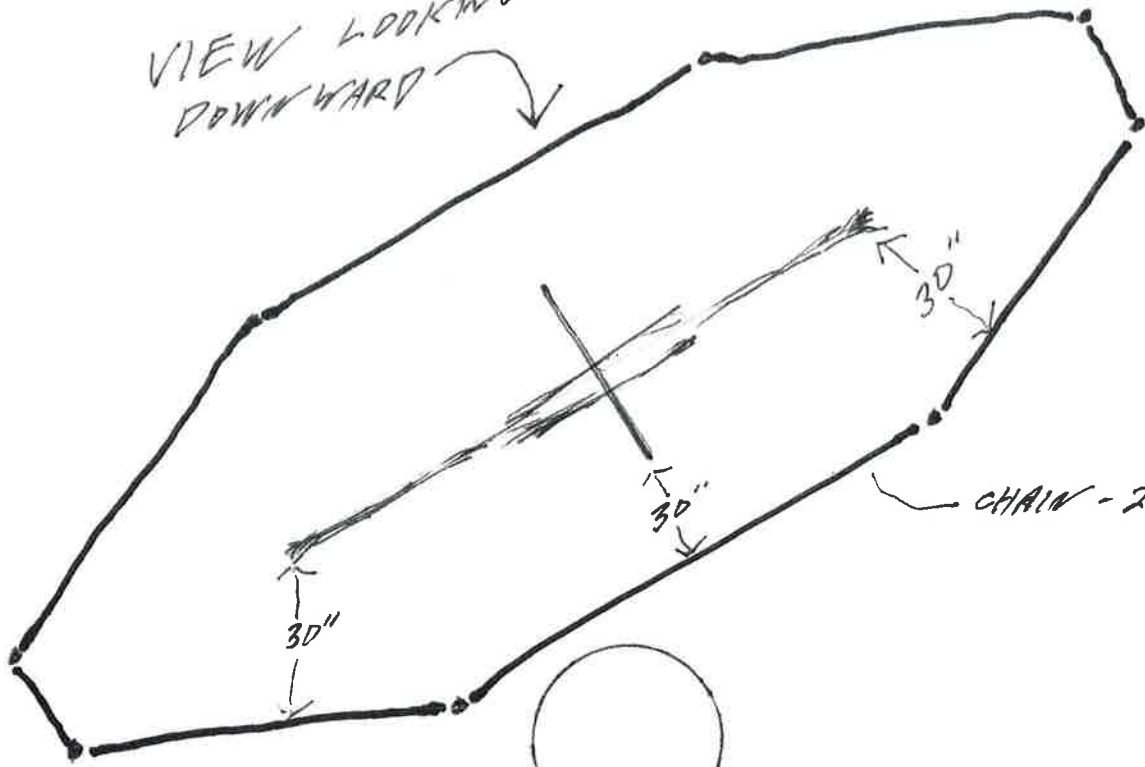


SUN. 4, 2015

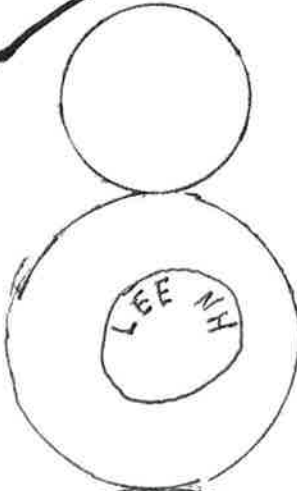
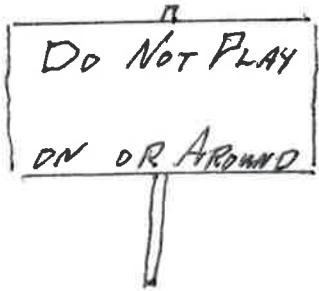


JUL. 9, 2015

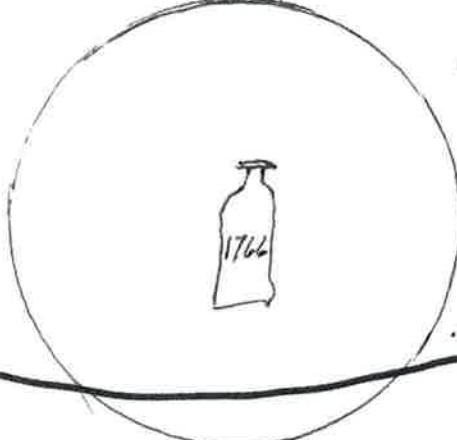
VIEW LOOKING
DOWNWARD



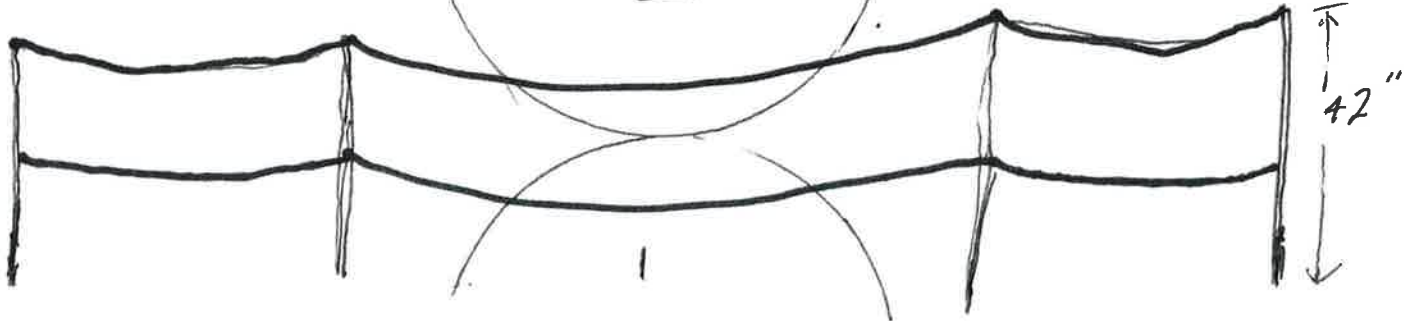
CHAIN - 2 ROWS



SCULPTURE
6' 8" WIDE
AND 2' DEEP
AND 13' 6" HIGH



CHAIN AT
72"
AND
24"
HIGH







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

Office Use Only
Meeting Date: Click here to enter a date. **6/8/15**
Agenda Item No. Click here to enter number. **8**

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/8/2015**

Agenda Item Title: Highway Budget, Expenditures and Planned Work

Requested By: Randy Stevens

Date: 6/2/2015

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: Request an explanation of the following statement and how it applies to both work that the BOS has previously approved and planned work/expenditures:

"The Board, led by Chairwoman Carole Dennis, discussed imposing both a spending and hiring freeze at last night's meeting. What came out of this discussion was a directive to the Department Heads to curtail spending on all but essential items for the remainder of this fiscal year".

Financial Details: \$46,640 (see attached breakdown)

Legal Authority NH RSA 41:8; 41:9

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion:

Planned Highway Department expenses before Board of Selectmen spending directive		
4 tires for 1 ton (600) -4 tires for T1 (1600)+ mounting	2,400	
Concrete culvert pipe for Wednesday Hill and Thompson Mill culverts	3,000	
Outlet structure for LRP detention pond	1,200	ordered
100 tons rip rap stone for LRP drainage swale @15.50/ton	1,550	
excavator-one day constructing rock swale at LRP	400	
289 tons of Hot Top picked up for shimming roads to be paved@60/ton	17,340	
one more day with Urban Tree cutting trees BOS approved taking down	1,250	
hired out sandblasting of one plow and one wing	3,000	
sweeper broom replacement wafers	500	
signs, post, etc	1,000	
encumber 10-15K towards paving contract	15,000	
Total		46,640



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

Office Use Only

Meeting Date: June 8, 2015

Agenda Item No. 9a

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/8/2015

Agenda Item Title: Capital Reserve Funds/Request for Reimbursements

Requested By: Julie Glover

Date: 6/4/2015

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: Request reimbursements from the Trustees of Trust Funds for FY15 expenditures from Capital Reserve Funds.

Financial Details: \$57,626.14 + interest from closed CRFs; \$4,825.97 from LUCT Fund; \$87,754.85 from various CRFs (see attached)

Legal Authority NH RSA 35:15; 31:22

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to request the reimbursements from the Trustees of Trust Funds for FY15 expenditures from Capital Reserve Funds as presented.



**TOWN OF LEE
SELECTMEN'S OFFICE**

7 MAST RD, LEE, NEW HAMPSHIRE 03861
(603) 659-5414

TO: Board of Selectman
DATE: June 8, 2015
FROM: Joanne T. Clancy, Finance Officer
RE: Request Reimbursements from Trustees of the Trust Funds

Throughout the course of the current fiscal year, expenditures have been made (backup attached) from the General Fund, to be reimbursed from five separate accounts held by the Trustees of the Trust Funds. The Board of Selectmen is the agent to expend for all five funds.

Please approve this request for the Trustees of the Trust Funds to reimburse the General Fund from the following:

Roads and Bridges Capital Reserve Fund	9,520.23
Library/Town Center Capital Reserve Fund	13,000.00
Accrued Benefits Expendable Trust Fund	4,363.14
Highway Equipment Capital Reserve Fund	38,473.95
Town Buildings Capital Reserve Fund	22,397.53

Carole Dennis, Chairwoman

Scott Bugbee, Selectman

John LaCourse, Selectman



RECEIVED
MAR 23 2015

CMA ENGINEERS, INC.
CIVIL/ENVIRONMENTAL ENGINEERS

35 Bow Street
Portsmouth, New Hampshire
03801-3819

Phone: 603/431-6196
Fax: 603/431-5376

E-mail: info@cmaengineers.com
Web Site: www.cmaengineers.com

Invoice

TOWN OF LEE, NH
SELECTMAN'S OFFICE

Town of Lee
7 Mast Road
Lee, NH 03824

March 20, 2015
Project No: 00947.00
Invoice No: 1

Hydraulic Studies for Culvert Replacements - Tuttle Road and Packers Falls Road Culverts
Professional Services from January 31, 2015 to February 27, 2015

Professional Personnel

	Hours	Amount	
PROJECT ENGINEER	11.00	1,267.42	
PROJECT ENGINEER	31.50	3,138.35	
CLERICAL	.50	33.25	
Totals	43.00	4,439.02	
Total Labor			4,439.02

Reimbursable Expenses

Mileage		20.70	
Total Reimbursables		20.70	20.70

Billing Limits

	Current	Prior	To-Date
Total Billings	4,459.72	0.00	4,459.72
Limit			6,800.00
			2,340.28

Total this Invoice \$4,459.72

Due 3/27/2015
30435
Discount
Payment 4,459.72
Check Amount 4,459.72

4,459.72

H. BETT
CRF
Roads + Bridges
1310



CMA ENGINEERS, INC.
CIVIL/ENVIRONMENTAL ENGINEERS

35 Bow Street
Portsmouth, New Hampshire
03801-3819

Phone: 603/431-6196
Fax: 603/431-5376

E-mail: info@cmaengineers.com
Web Site: www.cmaengineers.com

Invoice

Town of Lee
7 Mast Road
Lee, NH 03824

April 24, 2015
Project No: 00947.00
Invoice No: 2

Hydraulic Studies for Culvert Replacements - Tuttle Road and Packers Falls Road Culverts
Professional Services from February 28, 2015 to April 03, 2015

Professional Personnel

	Hours	Amount	
PROJECT MANAGER	1.00	144.31	
PROJECT ENGINEER	2.00	230.44	
PROJECT ENGINEER	15.50	1,544.27	
CLERICAL	1.00	66.49	
Totals	19.50	1,985.51	
Total Labor			1,985.51

Billing Limits	Current	Prior	To-Date
Total Billings	1,985.51	4,459.72	6,445.23
Limit			6,800.00
Remaining			354.77

Total this Invoice

\$1,985.51

JWB ✓

R. H. [Signature]
Ex H+BTB

52,131,010.00

001271

PAID MAY 08 2015

TOTAL: \$1,985.51

Portsmouth, New Hampshire

Portland, Maine

DENNIS B. MIRES, AIA, PRESIDENT
 JOHN J. URDL, AIA, VICE PRESIDENT
 STEPHEN T. PEACH, AIA LEED AP

DENNIS MIRES, P.A.
 THE ARCHITECTS

EXCELLENCE SINCE 1980

Lee Public Library
 Katrinka Pellecchia
 9 Mast Rd.
 Lee, NH 03861

Invoice number 1
 Date 11/01/2014

Project **2013001 LEE PUBLIC LIBRARY**

Description	Phase Fee	Percent Complete	Prior Billed	Fee Earned	Current Billed
Additional Services - Library & Community Center	13,000.00	26.92	0.00	3,500.00	3,500.00
Total	13,000.00	26.92	0.00	3,500.00	3,500.00

Invoice total **3,500.00**

1.000 *Full Payment*

Town of Lee
 Dennis Mires, PA

Date 11/7/2014 Type Bill Reference 1

Original Amt. 3,500.00

Balance Due 3,500.00

11/7/2014 Discount

Check Amount

30889
 Payment 3,500.00
 3,500.00

General Funds

Town of Lee

3,500.00

TO REORDER PLEASE CALL CHECK-O-MATIC (845) 781-7675 TOLL FREE 800-555-6374

email: info@thearchitects.net
www.thearchitects.net



DENNIS B. MIRES, AIA, PRESIDENT
 JOHN J. URDI, AIA, VICE PRESIDENT
 STEPHEN T. PEACHI, AIA LEED AP

DENNIS MIRES, P.A.
 THE ARCHITECTS

EXCELLENCE SINCE 1980

Lee Public Library
 Katrinka Pellecchia
 9 Mast Rd.
 Lee, NH 03861

Invoice number 2
 Date 12/02/2014

Project 2013001 LEE PUBLIC LIBRARY

Description	Phase Fee	Percent Complete	Prior Billed	Fee Earned	Current Billed
Additional Services - Library & Community Center	13,000.00	50.00	3,500.00	6,500.00	3,000.00
Total	13,000.00	50.00	3,500.00	6,500.00	3,000.00

Invoice total **3,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2	12/02/2014	3,000.00	3,000.00				
Total		3,000.00	3,000.00				

30013

Town of Lee						
Dennis Mires, PA						
Date	Type	Reference	Original Amt.	Balance Due	12/5/2014 Discount	Payment
12/5/2014	Bill	2013001	3,000.00	3,000.00		3,000.00
					Check Amount	3,000.00

General Funds

Town of Lee

3,000.00

TO REORDER PLEASE CALL CHECK-O-MATIC (845) 781-7875 TOLL FREE 800-555-8374

email: info@thearchitects.net
 www.thearchitects.net



DENNIS B. MIRES, AIA, PRESIDENT
 JOHN J. URDI, AIA, VICE PRESIDENT
 STEPHEN T. PEACH, AIA LEED AP

DENNIS MIRES, P.A.
 THE ARCHITECTS

EXCELLENCE SINCE 1980

Lee Public Library
 Katrinka Pellecchia
 9 Mast Rd.
 Lee, NH 03861

LP Lee Capital Reserve fund
to pay
Common

Invoice number 3
 Date 01/02/2015

Project 2013001 **LEE PUBLIC LIBRARY**

Description	Phase Fee	Percent Complete	Prior Billed	Fee Earned	Current Billed
Additional Services - Library & Community Center	13,000.00	88.46	6,500.00	11,500.00	5,000.00
Total	13,000.00	88.46	6,500.00	11,500.00	5,000.00

Invoice total **5,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
3	01/02/2015	5,000.00	5,000.00				
	Total	5,000.00	5,000.00	0.00	0.00	0.00	0.00

30171

Town of Lee Dennis Mires, PA			1/16/2015			
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
1/16/2015	Bill	3	5,000.00	5,000.00		5,000.00
					Check Amount	5,000.00

General Funds Town of Lee 5,000.00



*ok to pay
\$1500 -
Library/Community Center
Capital Reserve Fund*

DENNIS B. MIRES, AIA, PRESIDENT
TIM J. LIND, AIA, VICE PRESIDENT
STEPHEN T. PUGH, AIA LEED AP

DENNIS MIRES, P.A.
THE ARCHITECTS

EXCELLENCE SINCE 1980

Leo Public Library
Katrinka Pollecchia
9 Mast Rd.
Lee, NH 03861

Invoice number 4
Date 02/05/2015

Project 2013001 **LEE PUBLIC LIBRARY**

Description	Phase Fee	Percent Complete	Prior Billed	Fee Earned	Current Billed
Additional Services - Library & Community Center	13,000.00	100.00	11,500.00	13,000.00	1,500.00
Total	13,000.00	100.00	11,500.00	13,000.00	1,500.00

Invoice total **1,500.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
4	02/05/2015	1,500.00	1,500.00				
	Total	1,500.00	1,500.00	0.00	0.00	0.00	0.00

Town of Lee
Dennis Mires, PA

30282

Date	Type	Reference	Original Amt.	Balance Due	2/13/2015 Discount	Payment
2/13/2015	Bill	4	1,500.00	1,500.00		1,500.00
					Check Amount	1,500.00

General Funds Town of Lee 1,500.00



**Town of Lee
Accrued Benefits Expenditures
FY 2015**

Date	Num	Memo	Account	Debit	Credit
09/30/2014	JTC-128	to adjust expense accounts for severance check S Taylor	Accrued Benefits	4,363.14	
		Severance Sick	4550-S1 · Library Director Salary		969.60
		Severance Vacation	4550-S1 · Library Director Salary		2,714.88
		Retirement	4155-40 · Group I Retirement		396.81
		SS	4155-44 · Social Security Tax		228.43
		MC	4155-45 · Medicare Tax		53.42
				4,363.14	4,363.14
TOTAL				4,363.14	4,363.14

7:19 PM

06/04/15

Accrual Basis

Town of Lee
Highway Equipment CRF
As of June 4, 2015

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1310 · Due from					
Due from Expendable Trust Funds					
Highway Equipment					
Bill	01/31/2014	EM01317	Cives Corporation	Town of Lee	3,350.95
Bill	05/23/2014	2015 Ford F-450	Autofair Ford	Highway Equi...	20,411.00
Bill	06/20/2014	E142076	Donovan Equipmen...	Highway Equi...	9,325.00
Bill	06/20/2014	2210	Langs Corner Gara...	Highway Equi...	5,292.00
Bill	06/30/2014	30098	Langs Corner Gara...	Town of Lee	95.00
Total Highway Equipment					<u>38,473.95</u>
Total Due from Expendable Trust Funds					<u>38,473.95</u>
Total 1310 · Due from					<u>38,473.95</u>
TOTAL					<u>38,473.95</u>

7 Mast Road
Lee NH 03861
(803)659-6515

VEHICLE INFORMATION

2015 Ford F-450 *Red Cab Truck's Red*
TBD New Auto 10 2

TRADE IN INFORMATION

2003 Ford F-450 Red
1FDXF47PX3ED84072
50773

DEALER ADDS	\$ 763.00
DEALER ADDS	\$ 150.00
DEALER ADDS	\$ 1,535.00
ADMINISTRATION FEE	\$ 372.00
TITLE FEE	\$ 27.00
TOTAL	\$ 3,241.00
LESS TRADE-IN	\$ 12,000.00
PAYOFF ON TRADE	\$ 0
LESS DEPOSIT	\$ 0
LESS REBATE	\$ 0
LESS 30% Title +	\$ 2,041.00
TOTAL FINANCED	\$ 0

LEASE TERMS

MI PER YEAR	NUMBER OF MONTHS	MONTHLY PAYMENT
-------------	------------------	-----------------

Expense Highway Easy Test Form
 at Lee

Town of Lee
Autofair Ford

Date: 5/23/2014
Type: Bill
Reference: 2015 Ford F-450

Original Amt. 20,411.00

5/23/2014
Balance Due 20,411.00
Discount
Check Amount
30215
Payment 20,411.00

General Funds Town of Lee 20,411.00



Town of Lee
 7 Mast Road
 Lee, NH 03861
 603 659-5414

Ocean National Bank
 70 Main Street
 Durham, NH 03824
 52-143/112

30215

5/23/2014

PAY TO THE ORDER OF Autofair Ford \$ **20,411.00

Twenty Thousand Four Hundred Eleven and 00/100***** DOLLARS

Autofair Ford
 1475 South Willow Street
 Manchester, NH 03103

[Handwritten Signature]
 AUTHORIZED SIGNATURE

MEMO Town of Lee

SECURITY FEATURES INCLUDED. DETAILS ON BACK

⑈030215⑈ ⑆011201432⑆ 000517968⑈

Town of Lee Autofair Ford					5/23/2014	30215
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
5/23/2014	Bill	2015 Ford F-450	20,411.00	20,411.00		20,411.00
					Check Amount	20,411.00

General Funds

Town of Lee

20,411.00

LANGS CORNER GARAGE INC
 351 WALLIS ROAD
 RYE NH 03870

Phone # (603) 431-9727
 Fax # (603) 436-5727



Estimate

Date	Estimate #
6/18/2014	2210

Town of Lee
 7 Mast Rd
 Lee, N.H. 03824

FAX	Terms	Salesperson	Phone	YEAR-MAKE-MODEL / VIN # - ENGINE SIZE
	CHARGE		608-6172	15-F450

Qty	Item	Description	List Price	Total
1	29100-1	BLADE ASSY - 9' X SS	2965.00	2,965.00
1	75500	OFF TRUCK KIT - X BLADE-SILVER-28900	3844.00	3,844.00
1	7183-1	MOUNT KIT MM FORD F250SD-550SD 2008-	595.00	595.00
1	49900	CONTROL JS FF - 29700	388.00	388.00
1	29049	PLUG-IN HARNESS KIT	217.00	217.00
1	29070-1	MODULE 3 PORT - DRL / NON-DRL	129.00	129.00
1	27590	CUT EDGE KIT - 9' HD X-BLADE 1/2x6 6601	181.00	181.00
	Discount			-2,528.00
	Discount	municipal		-499.00
		installed price		
		deduct cutting edge and add rubber deflector - total price will be		

6/20/2014
 Discount
 6/20/2014
 Check Amount

30353
 Payment
 5,292.00
 5,292.00

ETF

6/20/2014
 5,292.00
 5,292.00

RECEIVED JUN 19 2014

5,292.00

Web Site	Total	\$5,292.00
WWW.LANGSCORNERGARAGE.COM		

G
 TOR

LANG'S CORNER GARAGE, INC.
 351 Wallis Road
 Rye, NH 03870

Phone # (603) 431-9727 Fax # (603) 436-5727



Invoice

Date	Invoice #
6/20/2014	30098

Bill To
Town of Lee 7 Mast Rd Lee, N.H. 03861

Ship To

P.O. #	Terms	Salesperson	Ship Date	Ship Via	Phone	YEAR-MAKE-MODEL / VIN #
randy	CHARGE	Paul	6/20/2014	Install	608-6172	15-F450-1FDUF4H1FEA52536

Qty	Item	Description	List Price	Price Each	Amount
1	29100-1	BLADE ASSY - 9' X SS	2965.00	2,965.00	2,965.00
1	75500	OFF TRUCK KIT - X BLADE-SILVER-28900	3844.00	3,844.00	3,844.00
1	7183-1	MOUNT KIT MM FORD F250SD-550SD 2008-	595.00	595.00	595.00
1	49900	CONTROL JS FF - 29700	388.00	388.00	388.00
1	29049	PLUG-IN HARNESS KIT	217.00	217.00	217.00
1	29070-1	MODULE 3 PORT - DRL / NON-DRL	129.00	129.00	129.00
1	27600-1	DEFL KIT - RUBBER XBLADE	324.00	324.00	324.00
	Discount			-2,576.00	-2,576.00
	Discount	municipal		-499.00	-499.00

BALLAST

ATTENTION:....Ballast weight of 0 pounds has been added behind rear axle to satisfy NHTSA certification regulations: isis manufacture's & Fisher while snowplow is attached

30420

6/30/2014
Discount

Due 6/30/14

Check Amount

Payment
95.00
95.00

of this vehicle with Fisher
it installed:

RGAWR: 12000

Axle weight: 5175

975500

t attached

Handwritten notes:
 6/20/14
 5292.00 paid previously
 pay \$95.00 due from exp. truck
 Highway 290.00 amount

Web Site	Total	\$5,387.00
WWW.LANGSCORNERGARAGE.COM		

INVOICE



DONOVAN EQUIPMENT CO., INC.
 6 ENTERPRISE DRIVE
 LONDONDERRY, NH 03053
 TELEPHONE (603) 669-2250

SHIP TO

SOLD TO

T/O LEE NH HWY DEPT
 ATTN: ACCTS PAYABLE
 7 MAST ROAD
 LEE NH 03861

ACCOUNT NUMBER	
990121120	
DATE	INVOICE NO.
06/18/14	E142076

TERMS: DUE UPON RECEIPT

SALESMAN	ORDER NUMBER	ORDER DATE	SHIP DATE	VIA:	C/M REFERENCE
KOSZALKA	RANDY	06/05/14	06/18/14		

ORDER	SHP D	ITEM NUMBER	UNIT	DESCRIPTION	UNIT PRICE	SELL PRICE	AMOUNT
1	1	GM63816B	EA	GODWIN 9' 184U BODY			\$9,325.00
1	1	GM58316R	EA	GODWIN 615 HOIST			

Highway Equip. (SAFE)

ATTN: E HETT
A.H.

RECEIVED JUN 19 2014

6/20/2014 30345
 Due Discount Payment
 61.00 9,325.00
 Check Amount 9,325.00

G 9,325.00

\$9,325.00	NON-TAX MDSE	TAXABLE MSDE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	\$9,325.00
------------	--------------	--------------	-----------	---------	---------------	---------------	------------

TERMS: NET 30 DAYS FROM INVOICE DATE
 SERVICE CHARGE PERIODIC RATE = 2%
 PER MONTH, WHICH IS AN ANNUAL
 PERCENTAGE RATE OF 24%.

* All claims and goods returned must be accompanied by the original invoice. All returns are subject to 15% handling charge

SIGNATURE

CUSTOMER COPY



Cives Corporation, dba

VIKING—CIVES (USA)
 14331 Mill ST. Harrisville, NY
 13648(315) 543-2321
 (315) 543-2366 (fax)

INVOICE NO: EM01317
 PAGE: 1
 DATE: 1/22/2014
 SALESMAN: TIME IRELAND

FED. ID # 16-0955800

B
 I C0002547
 L TOWN OF LEE
 L 7 MAST ROAD
 T LEE NH 03861
 O

S
 H TOWN OF LEE
 I 7 RECYCLING WAY
 P LEE NH 03861
 T
 O

ORDER #	P.O NUMBER	PKGS	PPD	WEIGHT	SHIP VIA	TERMS
EM01317					VCU DELIVERED	Net 30 Days
LINE/REL	QTY ORDERERED	QTY SHIPPED	QTY BACK ORDERERED	UNIT PRICE	EXTENDED PRICE	

1

1

1

0

\$ 3,350.95

\$ 3,350.95

ITEM : IEM1317
 DESCRIPTION : TOWN OF LEE
 U/M : EA
 DATE SHIPPED : 1/9/2014

S60010 - 132WHD RH WING WITH ONE SHOE
 S61041 - FULL TRIP HYD ARMS WITH CUSHION SPRING ON LOWER ARM

*Ex. Hancock County
 TR Fund
 # 3916*

Town of Viking-Cives
 Date 1/31/2014
 Type Bill
 Discount
 Amount
 Payment 3,350.95
 3,350.95
 29799
 3
 NGE

RECEIVED JAN 29 2014

General Funds

3,350.95

TO REORDER PLEASE CALL

SALES AMOUNT	\$ 3,350.95
MISC CHG	
FREIGHT	
SALES TAX	
PREPAID AMOUNT	
TOTAL	\$ 3,350.95

RECEIVED
 FEB 06 2015
 OFFICE

AG Architects, PC

634 Central Avenue, Dover, NH 03820

E Mail aga@agarchitects.com

www.agarchitects.com

Phone 603-743-3700

Fax 603-743-3777



February 01, 2015

Project No: 14670.00

Invoice No: 2516

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

Project 14670.00 Lee Municipal Facilities Needs and Site Alternatives Analysis
Professional Services from January 01, 2015 to January 31, 2015

Phase	C00	Predesign				
Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing	
Programming	13,175.00	40.00	5,270.00	0.00	5,270.00	
Facility/Site Reviews	5,900.00	30.00	1,770.00	0.00	1,770.00	
Meetings	1,725.00	30.00	517.50	0.00	517.50	
Total Fee	20,800.00		7,557.50	0.00	7,557.50	
Total Fee					7,557.50	

Total this Phase

\$7,557.50

30265

2/13/2015
 Discount

Payment
 7,557.50
 Check Amount 7,557.50

Schematic Design

Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
10,700.00	0.00	0.00	0.00	0.00
1,775.00	0.00	0.00	0.00	0.00
1,725.00	0.00	0.00	0.00	0.00
14,200.00		0.00	0.00	0.00
Total Fee				0.00

Total this Phase

0.00

7,557.50

from
 voiding CRF

Thank you for your business!

Reimbursable Expenses

Photocopies	8.22	
Total Reimbursables	8.22	8.22

Total this Phase **\$11.67**

Total this Invoice **\$11.67**

Outstanding Invoices

Number	Date	Balance
2516	2/1/2015	157.11
Total		157.11

Total Now Due

\$168.78

Jef 3/12/15

Town Bldg CRF

AG Architects, PC

634 Central Avenue, Dover, NH 03820

E-Mail aga@agarchitects.com

www.agarchitects.com

Phone 603-743-3700

Fax 603-743-3777



RECEIVED
MAR 10 2015

TOWN OF LEE, NH
SELECTMAN'S OFFICE

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

March 01, 2015
Project No: 14670.00
Invoice No: 2526
Invoice Amount: \$11.67

Project 14670.00 Lee Municipal Facilities Needs
Professional Services from February 01, 2015 to February 28, 2015

Phase	C00	Predesign				
Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing	
Programming	13,175.00	40.00	5,270.00	5,270.00	0.00	
Facility/Site Reviews	5,900.00	30.00	1,770.00	1,770.00	0.00	
Meetings	1,725.00	30.00	517.50	517.50	0.00	
Total Fee	20,800.00		7,557.50	7,557.50	0.00	
Total Fee					0.00	
Total this Phase					0.00	

Phase	30361	Design				
Due	Discount	Payment	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
1.67		11.67				
17.11		157.11				
	Check Amount	168.78	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
				0.00	0.00	0.00
Total Fee					0.00	
Total this Phase					0.00	

ous Reimbursable Expenses

168.78	civil consultant-reimbursables	3.45	
		3.45	3.45

Excel
 Construction
 Management LLC
 60 Deertrees Lane
 Newfields, NH 03856

Invoice

RECEIVED
 APR 13 2015

Date	Invoice #
4/30/2015	055

Bill To
Town of Lee NH Julie Glover Town Hall 7 Mast Rd. Lee, NH 03861

TOWN OF LEE, NH
 SELECTMAN'S OFFICE

Description	Amount
Town Lee "Records Room" All work as per contract dated February 24, 2015 has been completed. <i>Town Bldng CRF</i> <i>and a record vote 2/3/15</i> <i>001127</i> <i>3/15</i>	13,070.00 <i>Sent email for work 4-30-15</i>

PAID APR 24 2015

TOTAL:

\$13,070.00

E-mail	Total	\$13,070.00
sue.todd@comcast.net		



D-U-N-S 09-4738007
FED. ID 58-2608861

District # 114
35 Progress Ave
NASHUA, NH 03062-3301
603-886-1100

Billing Questions, Contact =

INVOICE NO.
81144220

INVOICE DATE
03-23-15

PO NUMBER

SERVICE REQUEST #
32020912

SERVICE REQ. CREATED
03-10-15

NATIONAL ACCOUNT NUMBER

PAYMENT TERMS
Due upon receipt

Bill To: 114-01308730
Lee Fire Department
7 Mast Road
LEE NH 03824-0000

Ship To: 114-01336295
Lee Fire Department
20 George Bennett Rd
LEE NH 03824-0000

RECEIVED
APR 08 2015

TOWN OF LEE, NH
SELECTMAN'S OFFICE

approved by BOS 5/11/15
Town Bldg CRF
[Signature]

"Let us know how we are doing"
www.simplexgrinnell.com

Service Requested By: Scott Namet

Requestors Phone Number: 603-659-5411

Description of work
General Service
Tech arrived on site and found a heat detector needed to be remounted. Tech returned with a work box and cut it into the sheet rock. Tech mounted heat detector and terminated wires. System normal upon departure.
Service is complete.
Thank you for your business!

Labor	\$794.00
Material	\$13.00
Other	\$149.00
Invoice Amount	\$956.00
Taxes	\$0.00
Total Invoice Amount	\$956.00
Payment Received	\$0.00

Total Amount Due **\$956.00**



REMITTANCE COPY

PLEASE TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT - WRITE INVOICE NO. ON YOUR CHECK.

TOTAL AMOUNT DUE
\$956.00

BILL TO Lee Fire Department
114-01308730
SHIP TO Lee Fire Department
114-01336295

INVOICE NUMBER 81144220
INVOICE DATE 03-23-15
CUSTOMER P.O.

REMIT TO SimplexGrinnell
Dept. CH 10320
Palatine

IL 60055-0320

4000095600881144220



Billing Questions:

District # 114
 35 Progress Ave
 NASHUA, NH 03062-3301
 603-886-1100

INVOICE NO.
81144220
DATE OF INVOICE
03-23-15

INVOICE SERVICE DETAIL

SERVICE REQ #	TASK #	DATE OF SERVICE	ITEMIZATION OF CHARGES	PRODUCT ID	UOM	AMOUNT
32020912	45871373	19-MAR-15	ALARM AND DETECTION REGULAR LABOR	SFTW OP RG	2 HR	\$397.00
32020912	45985872	21-MAR-15	WORK BOX	MISC PARTS OP 0-	1 EA	\$13.00
			ALARM AND DETECTION REGULAR LABOR	SFTW OP RG	2 HR	\$397.00
32020912	45871373	23-MAR-15	TRUCK CHARGE	TRUCK CHARGE	1 EA	\$0.00
32020912	45985872	23-MAR-15	FUEL SURCHARGE	FUEL SURCHARGE	1 EA	\$30.00
			TRUCK CHARGE	TRUCK CHARGE	1 EA	\$119.00



SERVICE REQUEST
FORWARD TO YOUR ACCOUNTS PAYABLE DEPARTMENT

BOOK #

Safer. Smarter. Tyco.™

TR # 1162

TASK/CALL # 4,5,7,8,5,8,7,2

35 Progress Ave.
Nashua, NH 03062
P 603-888-1100 F 603-598-2567

LICENSE #

PROJECT #

NAME <u>Lee Public Safety</u>						
ADDRESS (OR ATTENTION OF) <u>500 Bennett Rd.</u>						
ADDRESS						
CITY <u>Lee</u>		STATE <u>NH</u>		ZIP		
TR ARRIVAL DATE <u>03/21/15</u>	BILL	NON-BILL.	SERV. COMPL.	ACE CODE	NAT. ACCT.	

CUSTOMER PURCHASE ORDER					
LABOR - REG		LABOR - OT		LABOR - DT	
<u>1.0</u>		<u>0.0</u>		<u>0.0</u>	
TRAVEL - REG		TRAVEL - OT		TRAVEL - DT	
<u>1.0</u>		<u>0.0</u>		<u>0.0</u>	
MIN.			INSP. MONTH		
PHONE			MILES		

"PUT CUSTOMER STAMP ON ALL 3 PAGES"

WE STRONGLY RECOMMEND IMMEDIATE CORRECTION OF ANY DEFICIENCIES/IMPAIRMENTS IDENTIFIED. WE URGE YOU TO NOTIFY THE LOCAL AUTHORITY HAVING JURISDICTION AND YOUR INSURANCE CARRIER WITHOUT DELAY.
SimplexGrinnell, proposes to furnish the work, and/or materials hereinafter described, subject to the terms and conditions outlined below.

I authorize SimplexGrinnell to proceed with the work as agreed to and outlined below:

Customer signature _____ Date _____

PAYMENT TERMS		IMMEDIATE <input type="checkbox"/>		COD <input type="checkbox"/>		NET 10 <input type="checkbox"/>	
<input type="checkbox"/> Time and Material		<input type="checkbox"/> Price Not to Exceed \$ _____		<input type="checkbox"/> Fixed Price of \$ _____			
DEPOSIT \$ _____		BALANCE DUE \$ _____		<input type="checkbox"/> BILLABLE		<input type="checkbox"/> NON-BILLABLE	

SCOPE OF WORK / PROBLEM CODE _____

WORK PERFORMED / RESOLUTION CODE Cut in an "old work box" on New 2nd Floor office Relocated Heat Detector Terminal and installed System Normal on Department.

GRP	PRODUCT I.D.	SERIAL # / DESCRIPTION	QTY.	COST	NO.	USG.	UNIT PRICE
		<u>MISC - OLD WORK BOX</u>	<u>(1)</u>				
SYSTEM TYPE/LOCATION			CONTACT NAME		TOTALS		

IMPORTANT NOTICE TO CUSTOMER
Customer acknowledges and agrees to the terms and conditions on the reverse side of this Service Request, agrees that the services have been completed to Customer's satisfaction and that the system is in good working order and repair, unless services performed were of a temporary nature, in which case Customer acknowledges that part of customer's system may have been bypassed or is otherwise inoperable until service can be completed. CUSTOMER'S ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE REVERSE SIDE.

CUSTOMER ACCEPTANCE

(Customer Acceptance)

(Print Name)

SIMPLEXGRINNELL LP
Michael Vario 131162
(SimplexGrinnell Representative)
Michael Vario
(Print Name)



D-U-N-S 09-4738007
FED. ID 58-2608861

District # 114
35 Progress Ave
NASHUA, NH 03062-3301
603-886-1100

Billing Questions, Contact =

Bill To: 114-01308730
Lee Fire Department
7 Mast Road
LEE NH 03824-0000

INVOICE NO.
81152511

INVOICE DATE
03-25-15

PO NUMBER

SERVICE REQUEST #
32079258

SERVICE REQ. CREATED
03-23-15

NATIONAL ACCOUNT NUMBER

PAYMENT TERMS
Due upon receipt

RECEIVED
APR 08 2015
TOWN OF LEE, NH
SELECTMAN'S OFFICE

Ship To: 114-01336295
Lee Fire Department
20 George Bennett Rd
LEE NH 03824-0000

Approved by BOS 5/11/15
Town Bldg CRF
[Signature]

"Let us know how we are doing"
www.simplexgrinnell.com

Service Requested By: Scott Namet

Requestors Phone Number: 603-659-5411

Description of work
Service Call
Upon arrival tech met with customer that said there was work that needed to be done on location and took the fire alarm system offline. Tech removed the old device, put an extension ring in, cut the sheet rock accordingly that was put into two layers assuming for sound proofing and fire grading. When work on location was complete tech put the old device back up and cleaned it up. System is back online and normal upon departure.

Service is complete
Thank you for your business!

Labor	\$496.25
Material	
Other	\$149.00
Invoice Amount	\$645.25
Taxes	\$0.00
Total Invoice Amount	\$645.25
Payment Received	\$0.00

Total Amount Due **\$645.25**



REMITTANCE COPY

PLEASE TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT - WRITE INVOICE NO. ON YOUR CHECK.

TOTAL AMOUNT DUE

\$645.25

BILL TO Lee Fire Department
114-01308730
SHIP TO Lee Fire Department
114-01336295

INVOICE NUMBER 81152511
INVOICE DATE 03-25-15
CUSTOMER P.O.

REMIT TO SimplexGrinnell
Dept. CH 10320
Palatine

IL 60055-0320

0000064525081152511



Billing Questions:

District # 114
 35 Progress Ave
 NASHUA, NH 03062-3301
 603-886-1100

INVOICE NO.
81152511
DATE OF INVOICE
03-25-15

INVOICE SERVICE DETAIL

SERVICE REQ #	TASK #	DATE OF SERVICE	ITEMIZATION OF CHARGES	PRODUCT ID	UOM	AMOUNT
32079258	45998849	24-MAR-15	ALARM AND DETECTION REGULAR LABOR	SFTW TSPW RG	2.5 HR	\$496.25
32079258	45998849	25-MAR-15	FUEL SURCHARGE	FUEL SURCHARGE	1 EA	\$30.00
			TRUCK CHARGE	TRUCK CHARGE	1 EA	\$119.00

Town of Lee

001373

PAID MAY 22 2015

TOTAL:

\$1,601.25



TOWN OF LEE
SELECTMEN'S OFFICE
7 MAST RD, LEE, NEW HAMPSHIRE 03861
(603) 659-5414

TO: Board of Selectman
DATE: June 8, 2015
FROM: Joanne T. Clancy, Finance Officer
RE: Request Reimbursement from Trustees of the Trust Funds

On March 11, 2014, with Warrant Article # 7, Lee voters chose to expend up to \$180,000.00, including transaction costs, from the Land Use Change Tax CRF for the purchase of the Kennard property at 164 Stepping Stones Road. To date, expenditures towards that purchase total \$4,825.97.

Please approve this request for the Trustees of the Trust Funds to reimburse the General Fund for those expenses:

Land Use Change tax CRF:	4,825.97
--------------------------	----------

Carole Dennis, Chairwoman

Scott Bugbee, Selectman

John LaCourse, Selectman

Town of Lee
Donahue, Tucker & Ciandella, PLLC
July 2013 through June 2014

Date	Num	Amount	P & Z	Kennard	Other Cons.	Fairpoint	Other	Total
07/18/2013	100238 SCS	-5,749.64	3,183.75	0.00	47.50	0.00	2,518.39	5,749.64
08/30/2013	101128 SCS	-2,767.00	1,533.75	0.00	247.00	0.00	986.25	2,767.00
08/30/2013	100522	-417.41	0.00	0.00	0.00	417.41	0.00	417.41
09/27/2013	101957 SCS	-2,234.50	1,287.50	0.00	844.50	0.00	102.50	2,234.50
09/27/2013	101368 RDC	-417.41	0.00	0.00	0.00	417.41	0.00	417.41
10/25/2013	102020	-991.46	0.00	0.00	0.00	991.46	0.00	991.46
11/08/2013	102948	-280.06	0.00	0.00	0.00	280.06	0.00	280.06
11/08/2013	102901 SCS	-5,272.50	4,560.00	0.00	357.50	110.00	245.00	5,272.50
11/22/2013	103391 SCS	-4,024.02	1,863.00	0.00	245.00	163.00	1,753.02	4,024.02
12/20/2013	104485 SCS	-5,801.45	5,003.70	0.00	374.64	281.00	142.11	5,801.45
12/20/2013	104414 RDC	-487.98	0.00	0.00	0.00	487.98	0.00	487.98
01/31/2014	105216	-485.13	0.00	0.00	0.00	485.13	0.00	485.13
02/28/2014	105714	-361.93	0.00	0.00	0.00	361.93	0.00	361.93
02/28/2014	105748 SCS	-5,347.52	1,463.60	1,355.00	0.00	1,135.00	1,393.92	5,347.52
03/28/2014	106580 SCS	-2,379.94	1,496.19	87.50	0.00	0.00	796.25	2,379.94
03/28/2014	106507 RDC	-449.68	0.00	0.00	0.00	449.68	0.00	449.68
04/25/2014	107214	-252.37	0.00	0.00	0.00	252.37	0.00	252.37
04/25/2014	107214	-2,158.71	1,844.71	70.00	0.00	16.50	227.50	2,158.71
05/23/2014	107785 SCS	-5,671.70	3,506.70	0.00	0.00	0.00	2,165.00	5,671.70
05/23/2014	107800 RDC	-255.27	0.00	0.00	0.00	255.27	0.00	255.27
TOTAL		-45,805.68	25,742.90	1,512.50	2,116.14	6,104.20	10,329.94	45,805.68

Joanne Clancy

From: John/Anne Tappan <steppingstonefarm@comcast.net>
Sent: Friday, April 11, 2014 11:28 AM
To: Joanne Clancy
Cc: BHumm@aol.com; Karen Long
Subject: Re: Land Use Change Trust Fund
Attachments: Town of Lee Trust Fund Reimbursement Policy.pdf

Joanne,

Article 7 appropriated "...a sum not to exceed One Hundred Eighty thousand dollars (\$180,000), including transaction costs, to purchase and acquire approximately forty acres, more or less...and to authorize the withdrawal ... from the Land Use Change Tax Fund...". The legislation that created that fund stated that it was "for the purpose of land acquisition or conservation easements." Therefore, any expenditures that are purchase or transaction costs associated with the purchase and acquisition of this land can be reimbursed from the Land Use Change Capital Reserve Fund up to the \$180k limit. The legislation states no breakdown of purchase price and acquisition costs, but documents distributed before the election show an expected sale price of \$172k and transaction costs of up to \$8k. Though only the total stated in the legislation is binding, any significant deviation from the expected breakdown would be likely to draw questions.

The standard practice has been for the town to pay the costs and then the board of selectmen submit a reimbursement request letter with supporting documentation to the trustees of the trust funds. I don't think that it matters which town accounts have been charged with the costs before the reimbursement. By state statute we need to have a voucher before making a disbursement of funds. If you are not already familiar with it, please see the attached trust fund reimbursement policy letter from 2012 for our understanding of this requirement. It is not necessary that a project be completed before requesting reimbursement though that has been the most common practice. Doing so makes it easier to ensure that all costs are reimbursed without any duplication. I don't know any of the details of the Conservation Committee account, but historically the trust accounts have been earning higher interest rates than the town accounts and that has been an additional incentive to delay reimbursement.

If I can be of further assistance, just ask.

John Tappan

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

From: Joanne Clancy
To: steppingstonefarm@comcast.net
Cc: BHumm@aol.com
Sent: Thursday, April 10, 2014 6:05 PM
Subject: Land Use Change Trust Fund

Good Afternoon John,

As the new Chairman for the Trustees I have a question for you. The Conservation Commission has been working towards acquiring the Kennard Property as reflected in warrant article #7 which was voted on and passed this year. Legal fees connected with this purchase have been accruing for some time and have been paid out of Conservation Comm. funds. They would like to know if these expenditures can be reimbursed from the Land Use Change Tax Trust, the source of revenue for the purchase indicated in the warrant article. They would also like to know if new legal fees which are bound to be incurred can also be taken from the trust. I believe I have seen these reimbursements happen retroactively but am not certain this is correct. The end of the fiscal year is fast approaching and I will be requesting reimbursements from trusts for other expenditures. I would like those requests to be as inclusive as possible.

Thank you for your help. I look forward to hearing from you.

Joanne Clancy

From: John/Anne Tappan <steppingstonefarm@comcast.net>
Sent: Wednesday, April 16, 2014 3:41 PM
To: Joanne Clancy
Cc: BHumm@aol.com; 'Karen Long'
Subject: Re: Land Use Change Trust Fund

Joanne,

I think that the reimbursement of transaction costs has to wait until FY 2014/15.

From Chapter 32, Municipal Budget Law,

32:7 Lapse of Appropriations. – Annual meeting appropriations shall cover anticipated expenditures for one fiscal year. All appropriations shall lapse at the end of the fiscal year and any unexpended portion thereof shall not be expended without further appropriation, unless:

and then follows a number of conditions that can prevent an appropriation from lapsing at the end of the fiscal year. I found nothing about starting the appropriation before the fiscal year.

John

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

From: Joanne Clancy
To: 'John/Anne Tappan'
Cc: BHumm@aol.com ; 'Karen Long'
Sent: Monday, April 14, 2014 2:02 PM
Subject: RE: Land Use Change Trust Fund

Hi John,

Thank you for this clarification. I understand that the trust fund cannot reimburse the Conservation Comm. until after July 1, 2014 because the warrant article is for fiscal year 2015. Is this also correct?

Joanne

Donahue, Tucker & Ciandella, PLLC

225 Water Street
Exeter, NH 03833

RECEIVED
FEB 19 2014

*71355-
Kennard Property*

February 18, 2014

**TOWN OF LEE, NH
SELECTMAN'S OFFICE**

Invoice# 105714 RDC
Our file# 1579 0004
Billing through 01/31/2014

Town of Lee
Attn: Julie Glover, Town Admin.
7 Mast Road
Lee, NH 03824

FairPoint Tax Abatement 2011

Balance forward as of invoice dated January 24, 2014	\$485.13
Payments received since last invoice	\$485.13
Accounts receivable balance carried forward	\$0.00

PROFESSIONAL SERVICES

12/04/2013	LMH	Prepare email with script; Review and print copies for files	0.25 hrs.	22.50
12/16/2013	LMH	email to Muni clients with attachments;	1.00 hrs.	90.00
12/17/2013	LMH	Compile copies of emails and attachments; Additional e-mails;	0.75 hrs.	67.50
12/31/2013	EAM	Revise memorandum on taxation of property owned by water and lighting precincts in public rights of way; Email Jane Taylor	0.90 hrs.	144.00

Town of Lee

Donahue, Tucker & Ciandella, PLLC

Date	Type	Reference	Original Amt.	Balance Due	2/28/2014 Discount	Payment
2/28/2014	Bill	105714	361.93	361.93		361.93
2/28/2014	Bill	105748 SCS	5,347.52	5,347.52		5,347.52
					Check Amount	5,709.45
						29895

Fair Point

General Funds

5,709.45

		on format for option		
01/20/2014	LMM	Conference with Atty Somers re: option to purchase for land to be donated for conservation purposes	0.20 hrs.	35.00 CC
01/21/2014	SCS	Work on misc. issues related to purchase of Kennard property	1.30 hrs.	227.50 CC
01/21/2014	SCS	Work on warrant article for Kennard parcel , email correspondence re: same	0.20 hrs.	35.00 CC
01/21/2014	TF	Kennard: Conference with Attorney Somers; Attend conference call with Ms. Glover and MacDonald	0.80 hrs.	80.00 CC
01/27/2014	TF	Conference with Attorney Somers re status of draft Right of First Offer and Right of First Refusal;	0.10 hrs.	10.00 CC
01/28/2014	SCS	Telephone conference with Julie Glover re: town meeting issues	0.30 hrs.	52.50 ✓
01/28/2014	TF	Kennard: Review file and notes from conference call with Ms. Glover and Mr. Humm; Make additional redline edits to draft Purchase and Sale Agreement; Prepare draft Right of First Offer and Right of First Refusal; Conference with Attorney Somers re same;	2.25 hrs.	225.00 CC
01/29/2014	SCS	Review and revise draft p and s re: Kennard, telephone conference with Julie Glover and Bill Humm	1.30 hrs.	227.50 CC
01/29/2014	TF	Kennard: Conference with Attorney Somers; Prepare additional redline to draft Right of First Offer and Right of First Refusal. Additional revisions to	1.40 hrs.	140.00 CC

		Kossi, telephone conference with June Glover and work on warrant articles		
01/16/2014	SCS	Work on revising purchase and sales agreement for conservation land	0.20 hrs.	Kennard 35.00 CC
01/16/2014	TF	Kennard: Conference with Attorney Somers re details of draft Purchase & Sale Agreement, existing signs are considered non commercial and are protected, exception is " death to zoning" as that is related to published book	2.00 hrs.	Kennard 200.00 CC
01/20/2014	SCS	Work on warrant article related to donation of land for conservation purposes, in particularly	0.80 hrs.	Kennard 140.00 CC

Donahue, Tucker & Ciandella, PLLC

225 Water Street
Exeter, NH 03833

RECEIVED
MAR 24 2014

TOWN OF LEE, NH
SELECTMAN'S OFFICE

March 20, 2014

*Kennan
Proposed
787.50*

Town of Lee
Attn: Julie Glover, Town Admin.
7 Mast Road
Lee, NH 03824

Invoice# 106507 RDC
Our file# 1579 0004
Billing through 02/28/2014

FairPoint Tax Abatement 2011

Balance forward as of invoice dated February 18, 2014	\$361.93
Payments received since last invoice	\$361.93
Accounts receivable balance carried forward	\$0.00

PROFESSIONAL SERVICES

02/01/2014	RDC	Review Atty. Miller memo on case study; Review Atty. Maher prior memos on discovery;	0.40 hrs.	76.00
02/03/2014	RDC	Review Atty. Miller note on conference with FairPoint counsel; Review settlement issues;	0.40 hrs.	76.00
02/03/2014	EAM	Email Attorney Gorrow regarding Protective Order; Review Counter-Proposal to FairPoint's Protective Order; Email FairPoint's Counsel	1.25 hrs.	200.00

Town of Lee
Donahue, Tucker & Ciandella, PLLC

Date	Type	Reference	Original Amt.	Balance Due	3/28/2014 Discount	30041 Payment
3/28/2014	Bill	106580 SCS	2,379.94	2,379.94		2,379.94
3/28/2014	Bill	106507 RDC	449.68	449.68		449.68
					Check Amount	2,829.62

General Funds

2,829.62

579

LEE, TOWN OF

Invoice# 106580

Page 4

Winona request for rehearing , detailed v/message to Atty Weaver re: dog daycare, review of minutes for Nov Bannister meeting

02/19/2014

SCS

Planning Board: Telephone conference with Caren Rossi re: Cheney subdivision and preliminary review of same

0.50 hrs.

87.50

PZ

02/19/2014

SCS

Telephone conference with Caren Rossi re: ZBA meeting

0.10 hrs.

17.50

PZ

02/25/2014

SCS

Kennard: Finalize p and s and various exhibits for review by town and seller, telephone conference with Atty John Weaver re: potential appeal of ZBA decision on dog day care

1.00 hrs.

175.00

87.50 PZ
87.50 CC

Donahue, Tucker & Ciandella, PLLC

225 Water Street
Exeter, NH 03833

RECEIVED
APR 16 2014

April 15, 2014

TOWN OF LEE, NH
SELECTMAN'S OFFICE

*Kenward
PROPERTY
\$-10,000*

Town of Lee
Attn: Julie Glover, Town Admin.
7 Mast Road
Lee, NH 03824

Invoice# 107214 RDC
Our file# 1579 0004
Billing through 03/31/2014

FairPoint Tax Abatement 2011

Town of Lee Donahue, Tucker & Ciandella, PLLC				4/25/2014	30149	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
4/25/2014	Bill	107214	252.37	252.37		252.37
4/25/2014	Bill	107214	2,158.71	2,158.71		2,158.71
					Check Amount	2,411.08

03/18/2014 TF Kennard: Conference with Attorney Somers; Review emailed Purchase & Sale Agreement (from Mr. Humm) against the Agreement with DTC edits; Follow-up conference with Attorney Somers re revised Agreement to be provided to Mr. Humm, and telephone conference with Ms. Glover re same; Follow-up email to Attorney Somers; 03/19/2014 TF Lee/Kennard: Attention to emails from Mr. Humm and Attorney Somers re draft P&S Agreement, comments from Mr. Humm and need to forward Agreement to Mr. Kennard and his counsel, etc.;

0.50 hrs.

50.00 *W*

0.20 hrs.

20.00 *W*

70.00 *02*

Laurel Cox
 Land Protection Administrator

TIME SHEET

36 Captain Smith Emerson Road
 Lee, NH, 03861
 603-868-1822
 603-781-9699, cell

DATE: 2014

Lee Conservation Commission
 Kennard Farm Project

transaction costs

DATE	TIME	DESCRIPTION	HOURS	DAILY TOTAL
01/01/14	2:00-4:00	Kennard P&S	2	2
01/13/14	12:00-3	Prep and Kennard visit with F.Mitchell & Kristin Weiland and C.Cox re: UNH class	3	3
1/23/14	1:00-2:00	Lee conservation map update; SRPC appt.: M.Barton, K.Pimental, D.Camara	1	1
01/27/14	10:30-12:30	C&K visit; SRPC; met w/K.Pimental and C.Copeland re: Lee CL Map and Kennard handout	2	2
01/30/14	11:00-1:00	SRPC trip, met w/D.Camara re: Kennard handout and Lee CL Map; Compuprint trip	2	2
01/31/14	1:30-2:30	Lee Town Hall, mtg. W/B.Humm and D.Weyrick re: presentation	1	1
02/01/14		Lee Town Deliberative Session		
02/05/14	10:00-11:00	E-mails to SRPC and B.Humm re: mailing Kennard mailer via B.Layton, Compuprint	1	1
02/19/14	11:00-1:00	Flyer to Rochester and then to Compuprint	2	2
02/23/14	10:30-11:30	Kennard/UNH Forestry group meeting	1	1
02/28/14	9:00-11:00	Kennard /UNH full class meeting; History group	2	2
03/14/14	2:00-3:00	F.Mitchell e-mails re: UNH class; R.Kennard call re: town vote and files	1	1
05/02/14	9:00-11:00	UNH class presentation on Kennard Farm study	2	2
		2014 Total = 20 Hours At \$35/Hour = \$700		20 H

2013 + 2014 hours = 21 H + 20 H = 41 H = \$1435 + Mileage + \$48.47 = \$1483.47

RECEIVED MAY 27 2014

OK to pay. W. Humm

1310
 due from LUCT

Laurel Cox

Land Protection Administrator

36 Captain Smith Emerson Road
Lee, NH, 03861
603-868-1822
603-781-9699, cell

TIME SHEET

DATE: 11-6-2013 - 5-2-2014

Lee Conservation Commission
Kennard Farm Project

DATE	TIME	DESCRIPTION	HOURS	DAILY TOTAL
11/06/13	2:00-3:00	LCC, Kennard files	1	1
11/07/13	3:00-5:00	LCC, Kennard maps, files	2	2
11/19/13	3:00-4:00	LCC, Kennard ag map, soils, files	1	1
11/21/13	4:00-5:00	Newsletter, exploration with library partnership: P.Dolan, K.Pelecchia, A. and P.Gasowski	1	1
11/25/13	10:00-11:00	LCC, Kennard, newsletter budget, C&K and Compuprint (Bob Layton) calls	1	1
12/01/13	6:30-8:30	LCC prep and meeting	2	2
12/12/13	2:00-3:00	Kennard file, E.Feigenbaum re: ORWA support letter and possible article for Lee PR	1	1
12/11/13	10:00-11:00	B.Humm meeting re: P&S and e-mails with B.Eckert and F.Mitchell re: UNH class project	1	1
12/13/13	7:00-8:00	Calls to E.Feigenbaum and D.WEyrick re: ORWA letter of recommendation and support articles for ORWA approach to land protection near the Lee Traffic Circle	1	1
12/14/13	9:30-11:30	Kennard files, call re: lawyer and P&S; management plan; B.Humm e-mail update	2	2
12/27/13	2:00-4:00	Review and printing of P&S LP agreements; B.Humm e-mail update;	2	2
12/28/13	11:00-12:00	Review of P&S LP agreements	1	1
12/29/13	1:30-3:00	P&S craft of draft	1.5	1.5
12/30/13	10:00-12:00	P&S	2	2
12/31/13	10:00-11:30	P&S	1.5	1.5
				21 H
		Total 2013 Hours At \$35/Hour = \$735		

Kennard Farm Project Mileage Records. 2013 and 2014

12/1/13	Lee TH	3.53 miles, One Way
1/13/14	Kennard	2.78
1/27/14	Rochester C&K Printing & SRPC	12.27
1/30/14	Rochester, SRPC & Compuprint	15.39
1/31/14	Lee TH	3.53
2/28/14	Kennard	2.78
5/2/14	Durham, UNH	3

Totsl miles one way = 43.28, Round Trip – 83.56 miles

IRS 2014 mileage rate = \$.56 per mile.

$83.56 \times \$.56 = \48.47

Town of Lee
Ms Laurel Cox

Date	Type	Reference
6/6/2014	Bill	Kennard

Original Amt.	1,483.47
---------------	----------

Balance Due	1,483.47
-------------	----------

6/6/2014	Discount
Check Amount	

30303

Payment	1,483.47
	1,483.47

General Funds

Town of Lee

1,483.47

DONAHUE, TUCKER & CIANDELLA, PLLC

Attorney At Law
225 Water Street
Exeter, New Hampshire 03833
603-778-0686 www.dtclawyers.com

RECEIVED
SEP 17 2014

September 16, 2014

Client Number 1579 TOWN OF LEE, NH
Invoice Number 109718 SELECTMAN'S OFFICE
Billing through 09/30/2014 SCS

Town of Lee
Attn: Julie Glover, Town Admin.
7 Mast Road
Lee, NH 03824

Billing Summary

FairPoint Tax Appeal

PREVIOUS BALANCE FOR THIS MATTER	\$148.50
PAYMENTS RECEIVED	(\$148.50)
CURRENT FEES FOR THIS MATTER	\$70.00
TOTAL CURRENT CHARGES FOR THIS MATTER	\$70.00
TOTAL DUE FOR THIS MATTER	<u>\$70.00</u>

4153

General Counsel

PREVIOUS BALANCE FOR THIS MATTER	\$4,003.14
PAYMENTS RECEIVED	(\$4,003.14)
FOR THIS MATTER	\$2,197.50
	\$66.03

4153
407.50
Kennard
175 or
11-47

Town of Lee
Donahue, Tucker & Ciandella, PLLC

Date	Type	Reference
9/26/2014	Bill	109718

Original Amt.
6,317.24

Balance Due
6,317.24

9/26/2014
Discount
Check Amount

30751
Payment
6,317.24
6,317.24

General Funds

Town of Lee

TOWN OF

Invoice# 109718

Page 2

DONAHUE, TUCKER & CIANDELLA, PLLC

Attorney At Law

225 Water Street
Exeter, New Hampshire 03833
603-778-0686 www.dtclawyers.com

September 16, 2014

Our File # 1579 0003
Invoice # 109718 SCS
Billing through 09/30/2014
Total Balance Due \$2,263.53

Town of Lee
Attn: Julie Glover, Town Admin.
7 Mast Road
Lee, NH 03824

Balance forward as of invoice dated August 13, 2014
Total Payments since last invoice September 9, 2014
Accounts receivable balance carried forward

\$4,003.14
(\$4,003.14)

\$0.00

General Counsel

PROFESSIONAL SERVICES:

Date	Client	Description	Hours	Amount	Notes
08/04/2014	SCS	Telephone conference with Julie Glover re: misc. tax deed issues	0.20 hrs.	35.00	✓
08/06/2014	SCS	122 Mast Rd: Brief review of operations manual from applicant	0.10 hrs.	17.50	PZ
08/07/2014	SCS	Work on remaining issues for Kennard acquisition	1.00 hrs.	175.00	CC

DONAHUE, TUCKER & CIANDELLA, PLLC

Attorney At Law
225 Water Street
Exeter, New Hampshire 03833
603-778-0686 www.dtclawyers.com

October 16, 2014

Client Number 1579
Invoice Number 110429 SCS
Billing through 09/30/2014

Town of Lee
Attn: Julie Glover, Town Admin.
7 Mast Road
Lee, NH 03824

RECEIVED
OCT 20 2014

TOWN OF LEE, NH
SELECTMAN'S OFFICE

Billing Summary

FairPoint Tax Appeal

PREVIOUS BALANCE FOR THIS MATTER	\$70.00
PAYMENTS RECEIVED	(\$70.00)
CURRENT FEES FOR THIS MATTER	\$175.00
TOTAL CURRENT CHARGES FOR THIS MATTER	<u>\$175.00</u>
TOTAL DUE FOR THIS MATTER	<u>\$175.00</u>

General Counsel

PREVIOUS BALANCE FOR THIS MATTER	\$2,263.53
PAYMENTS RECEIVED	(\$2,263.53)
FEES FOR THIS MATTER	<u>\$3,067.50</u>
	<u>\$4,067.50</u>

Town of Lee
Donahue, Tucker & Ciandella, PLLC

Date	Type	Reference
10/24/2014	Bill	110429
10/24/2014	Bill	109909
10/24/2014	Bill	110282

Original Amt.	Balance Due	10/23/2014	30848
3,881.18	3,881.18	Discount	Payment
218.56	218.56		3,881.18
366.10	366.10		218.56
		Check Amount	366.10
			4,465.84

General Funds

DONAHUE, TUCKER & CIANDELLA, PLLC

Attorney At Law

225 Water Street
Exeter, New Hampshire 03833
603-778-0686 www.dtclawyers.com

October 16, 2014

Town of Lee
Attn: Julie Glover, Town Admin.
7 Mast Road
Lee, NH 03824

Our File # 1579 0003
Invoice # 110429 SCS
Billing through 09/30/2014
Total Balance Due \$3,111.18

Balance forward as of invoice dated	September 16, 2014	\$2,263.53
Total Payments since last invoice	October 6, 2014	(\$2,263.53)
Accounts receivable balance carried forward		<u>\$0.00</u>

General Counsel

PROFESSIONAL SERVICES:

09/02/2014	SCS	122 Mast Rd: Review motion to reconsider re: ZBA matter;	0.50 hrs.	87.50 P2
09/02/2014	SCS	Review and revise Kennard p and s, e mail correspondence re: same;	0.40 hrs.	70.00 Kennard

TOWN OF

Invoice# 110429 Page 3

09/19/2014	SCS	travel to and attend PB hearing; Telephone conference with Julie Glover and Alexandra Breed re: p and s agreement for Kennard;	0.30 hrs.	52.50	<i>Kennard</i>
09/19/2014	SCS	122 Mast Rd: Review of Civil Consultant Report for RB proceeding;	0.20 hrs.	35.00	<i>PZ</i>
09/19/2014	JEH	Re: Kennard: Conference with Attorney Somers; Review latest version of Sales Agreement and email correspondence from Mr. Humm; Email Sales Agreement and Exhibit B to Attorney Breed;	1.25 hrs.	125.00	<i>Kennard</i>
					<i>02</i>

DONAHUE, TUCKER & CIANDELLA, PLLC

Attorney At Law
 225 Water Street
 Exeter, New Hampshire 03833
 603-778-0686 www.dtc lawyers.com

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 NOV 17 2014

Town of LEE, NH
 SELECTMAN'S OFFICE

November 14, 2014

Town of Lee
 Attn: Julie Glover, Town Admin
 7 Mast Road
 Lee, NH 03824

4191-02 6113.63 Client Number 1579
 4153 122.50 Invoice Number 110911 SCS
 Billing through 10/31/2014
 490.- Total Balance Due \$6,796.13

1310 LUCT

4153 Fairp 70.-

6796.13

Billing Summary

[Signature] 11/20/14

Telephone Co. Tax Litigation

4153 Fairpoint

4153-70.00

PREVIOUS BALANCE FOR THIS MATTER	\$175.00
PAYMENTS RECEIVED	(\$175.00)
CURRENT FEES FOR THIS MATTER	\$70.00
TOTAL CURRENT CHARGES FOR THIS MATTER	\$70.00
TOTAL DUE FOR THIS MATTER	<u>\$70.00</u>

General Counsel LUCT

Kennard #490-

4152 122.50

PREVIOUS BALANCE FOR THIS MATTER	\$3,111.18
PAYMENTS RECEIVED	(\$3,111.18)

Town of Lee
 Donahue, Tucker & Ciandella, PLLC

Date	Type	Reference	Original Amt.	Balance Due	11/21/2014 Discount	30953 Payment
11/21/2014	Bill	110911	6,796.13	6,796.13		6,796.13
11/21/2014	Bill	110846	474.40	474.40		474.40
					Check Amount	7,270.53

General Funds

7,270.53

DONAHUE, TUCKER & CIANDELLA, PLLC

Attorney At Law

225 Water Street
Exeter, New Hampshire 03833
603-778-0686 www.dtclawyers.com

November 14, 2014

Town of Lee
Attn: Julie Glover, Town Admin.
7 Mast Road
Lee, NH 03824

Our File # 1579 0003
Invoice # 110911 SCS
Billing through 10/31/2014
Total Balance Due \$3,841.06

Balance forward as of invoice dated	October 16, 2014	\$3,111.18
Total Payments since last invoice	November 4, 2014	(\$3,111.18)
Accounts receivable balance carried forward		<u>\$0.00</u>

General Counsel

PROFESSIONAL SERVICES:

10/01/2014	SCS	E mail correspondence to Atty Breed re: Kennard acquisition	0.10 hrs.	17.50	<i>Kennard</i>
10/06/2014	SCS	Work on revisions to Kennard p and s and e mail correspondence re: same; Attention to need to have further work and agreement between parties re: deed restrictions, telephone conference with Alexandra Breed and Caren Rossi	1.40 hrs.	245.00	<i>Kennard</i>

		Bellestero re: stormwater: Conference with Attorney Somers; Prepare memo:		
10/10/2014	SCS	Review and respond to misc. e mail correspondence on Kennard p and s	0.30 hrs.	52.50 <i>Kennard</i>
10/14/2014	JEH	Kennard: Draft request for title examination:	0.20 hrs.	20.00 <i>Ken</i>
10/16/2014	JEH	Kennard: Grantor search at registry to locate certificates of death for William Kennard and Esther Kennard; Revise request for title exam; Email same to abstractor pending execution of purchase and sales agreement:	0.60 hrs.	60.00 <i>Ken</i>
			0.50 hrs.	87.50 <i>P2</i>

10/22/2014	SCS	presented, Einar analysis of same to attorney; Review misc. emails re: Kennard transaction;	0.20 hrs.	35.00 <i>Ken</i>
10/22/2014	JEH	Kennard: Conference with Attorney Somers; Prepare comparison of DTC's last revision v. Attorney Dredde's revision to Purchase and	0.60 hrs.	60.00 <i>Ken</i>

DONAHUE, TUCKER & CIANDELLA, PLLC

Attorney At Law
225 Water Street
Exeter, New Hampshire 03833
603-778-0686 www.dtclawyers.com

RECEIVED
TOWN OF LEE, NH
SELECT TOWNS OFFICE

December 10, 2014

Town of Lee
Attn: Julie Glover, Town Admin.
7 Mast Road
Lee, NH 03824

Client Number 1579
Invoice Number 111368 SCS
Billing through 11/30/2014
Total Balance Due \$4,569.69

Billing Summary

Telephone Co. Tax Litigation

PREVIOUS BALANCE FOR THIS MATTER	\$70.00
PAYMENTS RECEIVED	(\$70.00)
CURRENT FEES FOR THIS MATTER	\$0.00
TOTAL CURRENT CHARGES FOR THIS MATTER	\$0.00
TOTAL DUE FOR THIS MATTER	<u>\$0.00</u>

General Counsel

PREVIOUS BALANCE FOR THIS MATTER	\$3,841.06
	(\$3,841.06)
	\$2,117.50

Town of Lee
Donahue, Tucker & Ciandella, PLLC

Date	Type	Reference
12/19/2014	Bill	111368 SCS
12/19/2014	Bill	111298 RDC

Original Amt.	4,569.69	Balance Due	4,569.69	12/19/2014	30059
	388.61		388.61	Discount	
				Payment	4,569.69
				Check Amount	388.61
					4,958.30

General Funds

TO REORDER PLEASE CALL CHECK-O-MATIC (845) 781-7875 TOLL FREE 800-555-8374

4,958.30

CURRENT FEES FOR THIS MATTER

DONAHUE, TUCKER & CIANDELLA, PLLC

Attorney At Law

225 Water Street
 Exeter, New Hampshire 03833
 603-778-0686 www.dtclawyers.com

December 10, 2014

Town of Lee
 Attn: Julie Glover, Town Admin.
 7 Mast Road
 Lee, NH 03824

Our File # 1579 0003
 Invoice # 111368 SCS
 Billing through 11/30/2014
Total Balance Due \$2,181.13

Balance forward as of invoice dated	November 14, 2014	\$3,841.06
Total Payments since last invoice	December 2, 2014	(\$3,841.06)
Accounts receivable balance carried forward		<u>\$0.00</u>

General Counsel

PROFESSIONAL SERVICES:

11/03/2014	SCS	Telephone conference with Julie Glover: no action needed at this time on Kennard until issue on agriculture and forestry resolved, e mail correspondence to Alexandra Breed re: same	0.20 hrs.	35.00	<i>Kennard</i>
11/06/2014	SCS	E mail re: Kennard conservation easement	0.10 hrs.	17.50	<i>Kennard</i>
11/06/2014	JEH	Kennard: Brief conference re status; Email to	0.10 hrs.	10.00	<i>Kennard</i>

DONAHUE, TUCKER & CIANDELLA, PLLC

Attorney At Law
225 Water Street
Exeter, New Hampshire 03833
603-778-0686 www.dtclawyers.com

February 18, 2015

RECEIVED
FEB 23 2015

Client Number 1579
Invoice Number 112456 SCS
Billing through 01/31/2015
Total Balance Due \$5,449.06

Town of Lee
Attn: Julie Glover, Town Admin.
7 Mast Road
Lee, NH 03824

TOWN OF LEE, NH
SELECTMAN'S OFFICE

*Caus.
P-Z*

Billing Summary

General Counsel

PREVIOUS BALANCE FOR THIS MATTER	\$567.50
PAYMENTS RECEIVED	(\$567.50)
CURRENT FEES FOR THIS MATTER	\$1,650.00
CURRENT EXPENSES FOR THIS MATTER	\$32.20
TOTAL CURRENT CHARGES FOR THIS MATTER	\$1,682.20
TOTAL DUE FOR THIS MATTER	<u>\$1,682.20</u>

VRC Enforcement Action

Town of Lee							30335
Donahue, Tucker & Ciandella, PLLC						2/27/2015	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment	
2/27/2015	Bill	112373	598.55	598.55		598.55	
2/27/2015	Bill	112456	5,449.06	5,449.06		5,449.06	
						Check Amount	6,047.61

General Funds

6,047.61

TO REORDER PLEASE CALL CHECK-O-MATIC (845) 781-7675 TOLL FREE 800-555-8374

PREVIOUS BALANCE FOR THIS MATTER	\$0.00
PAYMENTS RECEIVED	(\$0.00)

SCS

Telephone conference with Atty Breed re:
Kenard conveyance

0.30 hrs.

52.50 *Kw*
2.1

MONAHANUE, TUCKER & CIANDELLA, PLLC

Attorney At Law

225 Water Street
Exeter, New Hampshire 03833
603-778-0686 www.dtclawyers.com

January 18, 2015

Town of Lee
Attn: Julie Glover, Town Admin.
7 Mast Road
Lee, NH 03824

Our File # 1579 0003
Invoice # 112456 SCS
Billing through 01/31/2015
Total Balance Due \$1,682.20

Balance forward as of invoice dated	January 16, 2015	\$567.50
Total Payments since last invoice	February 12, 2015	(\$567.50)
Accounts receivable balance carried forward		<u>\$0.00</u>

General Counsel

PROFESSIONAL SERVICES:

01/05/2015	SCS	Kennard: Draft revisions to p and s pursuant to recent discussions of Cons Comm, BOS and Mr. Kennard, e mail correspondence and comparison of recent drafts to determine outstanding issues	1.30 hrs.	227.50	<i>Kennard</i>
01/05/2015	JEH	Kennard: Conference with Attorney Somers; Redline revisions to proposed restrictions; Compare versions of P&S; Redline revisions to P&S incorporating restrictions;	1.25 hrs.	125.00	<i>Kennard</i>
01/06/2015	JEH	Email to Julie Glover re various versions of P&S and comparison of our last draft and Attorney Breed's revisions;	0.20 hrs.	20.00	<i>Kennard</i>

Donahue, Tucker, Ciandella PLLC
 Invoice Summary

Case	Department	Account	Amount	Inv. Date
Kennard	WA 7 - 2014	4153	\$297.50	2/28/2015
General	Admin	4153	\$450.00	2/28/2015
P&Z	P&Z	4191-42	\$570.00	2/28/2015
Fairpoint	Admin	4153	\$70.00	2/28/2015
VRC	P&Z	4191-42	\$40.00	2/28/2015
Hertog	P&Z	4191-42	\$0.00	2/28/2015
Bruno	P&Z	4191-42	\$1,790.97	2/28/2015

4191-42 2400.97 **\$3,218.47**
 4153 817.50
 2418.47

[Handwritten Signature] 3/24/15

Town of Lee
 Donahue, Tucker & Ciandella, PLLC

30439

Date	Type	Reference	Original Amt.	Balance Due	3/27/2015 Discount	Payment
3/27/2015	Bill	112930	3,218.47	3,218.47		3,218.47
3/27/2015	Bill	112892	833.32	833.32		833.32
					Check Amount	4,051.79

General Funds

4,051.79

LEE, TOWN OF

Invoice# 112930

Page 4

02/13/2015	SCS	Somers: Revisions to proposed language per Attorney Somers review; Review of plan re perimeter buffer; Kennard: Review and make further revisions to documents based on recent changes	0.20 hrs.	35.00 ✓
02/16/2015	JEH	Conference re status of Kennard P&S;	0.10 hrs.	10.00 ✓
02/17/2015	SCS	Work on Kennard revisions, telephone conference with Julie Glover re: same, e mail correspondence to Atty Breed	0.40 hrs.	70.00 ✓
02/17/2015	JEH	Conference with Attorney Somers: Revisions in redline to Kennard P&S;	0.60 hrs.	60.00 ✓
02/18/2015	SCS	Telephone conference with Julie Glover re: revisions to Kennard p and s , work on same and e mail on same	0.70 hrs.	122.50 ✓

297.50

Donahue, Tucker, Ciandella PLLC
Invoice Summary

Case	Department	Account	Amount	Inv No.	Inv. Date
Kennard	WA 7 - 2014	46.13101.000.00	\$132.50	113842	5/15/2015
General	Admin	01.41531.000.00	\$1,009.45	113842	5/15/2015
P&Z	P&Z	01.41531.000.01	\$167.50	113842	5/15/2015
VRC	P&Z	01.41531.000.01	\$30.00	113842	5/15/2015
Hertog	P&Z	01.41531.000.01	\$440.00	113842	5/15/2015
Bruno	P&Z	01.41531.000.01	\$0.00	113842	5/15/2015
			\$1,779.45		
Fairpoint	Admin	01.41531.000.02	\$375.78	113698	5/12/2015
			\$2,155.23		

 5/21/15

Town of Lee

001354

PAID MAY 22 2015

TOTAL:

\$2,155.23

04/13/2015	SCS			
04/15/2015	JEH	Email to Attorney Breed requesting Kennard violation for Peter MacDONALD	0.10 hrs.	10.00 <i>Kenn</i>
04/20/2015	JEH	Conference with Attorney Somers re Kennard;	0.10 hrs.	10.00 <i>Kenn</i>

04/23/2015	SCS	Review and respond to further revisions to n	0.30 hrs.	52.50 <i>Kennad</i>
04/23/2015	JEH	Conference with Attorney Somers re Kennard;	0.10 hrs.	10.00 <i>Kenn</i>
04/24/2015	JEH	Letter to Attorney Breed with comments on	0.50 hrs.	50.00 <i>Kennad</i>
				<u>132.50</u>



**TOWN OF LEE
SELECTMEN'S OFFICE**

7 MAST RD, LEE, NEW HAMPSHIRE 03861
(603) 659-5414

TO: Board of Selectman
DATE: June 8, 2015
FROM: Joanne T. Clancy, Finance Officer
RE: Request Closure of Funds from Trustees of the Trust Funds

On March 11, 2014, in Warrant Articles # 14 and 15, Lee voters chose to close out two Capital Reserve Funds and return the balance plus accumulated interest to the General Fund.

Please approve this request for the Trustees of the Trust Funds to close the accounts and remit the following to the General Fund:

Fire Building Maintenance Fund (WA 15) 541.93 + accumulated interest

Solid Waste Site Closure CRF (WA 14) 57,084.20 + accumulated interest

Carole Dennis, Chairwoman

Scott Bugbee, Selectman

John LaCourse, Selectman

REPORT OF THE TRUST FUNDS OF THE CITY/TOWN OF

LEE, NEW HAMPSHIRE

Please duplicate these pages if you need additional lines.

	Date of Creation	NAME OF TRUST FUND Start with common trust funds	Purpose of Trust	HOW INVESTED Bank, deposits, stocks, bonds, etc.	%	***PRINCIPAL***		
						Balance Beginning of Year	New Funds Created	Cash Gains or Losses on Securities
1	1914 or earlier	Cemetery	perpetual care	PFMM & CD		\$ 127,208.00	2,700.00	\$ -
2	2002	Road & Bridge Improv.	repair replace bridges roads	Comm Check & Repurchase		\$ 185,982.24	130,000.00	\$ -
3	1992	Accrued Benefits	pay benefits	Public Funds Money Market		\$ 24,320.44	25,000.00	\$ -
4	1988	Town Buildings	improve / build	Comm Check & ICS		\$ 71,093.39	70,000.00	\$ -
5	1994	Revaluation Fund	property assessment	Public Funds Money Market		\$ 18,820.00	10,000.00	\$ -
6	1977	Highway Equipment	acquire equipment	PFMM & ICS		\$ 118,086.00	90,000.00	\$ -
7	1972	Solid Waste Site Close	site closure expenses	Public Funds Money Market		\$ -	-	\$ -
8	1989	Land Use Change	land / easement acquisition	Comm Check & Repurchase		\$ 262,201.60	7,747.50	\$ -
9	1985	Land Acquisition	purchase land or easements	Comm Check & Repurchase		\$ 149,232.79	10,000.00	\$ -
10	1956	Fire Equipment	purchase equipment	Comm Check & Repurchase		\$ 154,493.34	95,000.00	\$ -
11	1998	Library Capital Reserve	library improvements	PFMM & CDARS		\$ 107,191.03	7,000.00	\$ -
12	1993	Recreation	provide rec facilities	Comm Check & ICS		\$ 33,097.18	25,000.00	\$ -
13	2005	Fire Ponds & Cisterns	repair replace ponds cisterns	Public Funds Money Market		\$ 25,631.00	30,000.00	\$ -
14	2006	Transfer Station Equip.	purchase equipment	PFMM & ICS		\$ 62,532.67	40,000.00	\$ -
15	1995	Fire Building	repair fire building	Public Funds Money Market		\$ 202.00	-	\$ -
16	2011	Library / Community Ctr	build new library and comm center	Money Market & CD		\$ 100,000.00	200,000.00	\$ -
17	2011	Conservation Land Stewardship	stewardship town land or interest	not funded		\$ -	-	\$ -
18								
19								
20								
21						\$ 1,440,091.68	742,447.50	\$ -

FOR THE YEAR ENDING

2014

PRINCIPAL		INCOME					Grand Total Principal & Income End of Year	
Withdrawals	Balance End of Year	Balance Beginning of Year	Income During Year		Expended During Year	Balance at End of Year		
			%	Amount				
\$ -	\$ 129,908.00	\$ 78,181.40		\$ 4,981.40	\$ 5,952.40	\$ 77,210.40	\$ 207,118.40	1
\$ 164,850.86	\$ 151,131.38	\$ 17,329.27		\$ 867.84	\$ -	\$ 18,197.11	\$ 169,328.49	2
\$ 49,175.14	\$ 145.30	\$ 1,423.69		\$ 154.22	\$ -	\$ 1,577.91	\$ 1,723.21	3
\$ 28,774.00	\$ 112,319.39	\$ 36,930.44		\$ 463.90	\$ -	\$ 37,394.34	\$ 149,713.73	4
\$ -	\$ 28,820.00	\$ 12,853.11		\$ 265.34	\$ -	\$ 13,118.45	\$ 41,938.45	5
\$ 24,750.00	\$ 183,336.00	\$ 11,944.53		\$ 1,042.11	\$ -	\$ 12,986.64	\$ 196,322.64	6
\$ -	\$ -	\$ 56,664.43		\$ 419.77	\$ -	\$ 57,084.20	\$ 57,084.20	7
\$ -	\$ 269,949.10	\$ 54,534.37		\$ 1,878.03	\$ -	\$ 56,412.40	\$ 326,361.50	8
\$ -	\$ 159,232.79	\$ 64,001.34		\$ 1,109.99	\$ -	\$ 65,111.33	\$ 224,344.12	9
\$ -	\$ 249,493.34	\$ 80,815.14		\$ 1,702.32	\$ -	\$ 82,517.46	\$ 332,010.80	10
\$ 4,485.00	\$ 109,706.03	\$ 8,014.74		\$ 812.83	\$ -	\$ 8,827.57	\$ 118,533.60	11
\$ 5,500.00	\$ 52,597.18	\$ 19,874.68		\$ 249.19	\$ -	\$ 20,123.87	\$ 72,721.05	12
\$ -	\$ 55,631.00	\$ 2,041.83		\$ 362.18	\$ -	\$ 2,404.01	\$ 58,035.01	13
\$ -	\$ 102,532.67	\$ 1,682.32		\$ 549.94	\$ -	\$ 2,232.26	\$ 104,764.93	14
\$ -	\$ 202.00	\$ 335.95		\$ 3.98	\$ -	\$ 339.93	\$ 541.93	15
\$ 17,425.00	\$ 282,575.00	\$ 417.11		\$ 1,436.51	\$ -	\$ 1,853.62	\$ 284,428.62	16
\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	17
								18
								19
								20
\$ 294,960.00	\$ 1,887,579.18	\$ 447,044.35		\$ 16,299.55	\$ 5,952.40	\$ 457,391.50	\$ 2,344,970.68	21

MS-9
Rev. 08/09

ARTICLES CONTINUED

ARTICLE 7

To see if the Town will vote to raise and appropriate a sum not to exceed One Hundred Eighty thousand dollars (\$180,000), including transaction costs, to purchase and acquire approximately forty acres, more or less, of land at 164 Stepping Stones Road, owned by Ronald William Kennard, being a portion of Map 7 Lot 5-0, this conveyance to be made under such terms and conditions as the Selectmen determine to be in the best interest of the Town, including but not limited to a deed restriction prohibiting the subdivision of the property to be acquired, and a deed restriction prohibiting the use of the property for activities other than agriculture, forestry or other activities which maintain the property as open space, and to authorize the withdrawal of up to One Hundred eighty Thousand dollars (\$180,000) from the Land Use Change Tax Fund for this acquisition and no amount to be raised from general taxation. (Recommended by the Board of Selectmen.) Majority vote required.

YES 408
NO 296

ARTICLE 8

Shall the Town of Lee raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$3,664,065. Should this article be defeated, the default budget shall be \$3,555,732, which is the same as last year, with certain adjustments required by previous action of the Board of Selectmen or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (The Board of Selectmen recommends this appropriation.) Majority vote required.

YES 430
NO 257

ARTICLE 9

To see if the Town will appropriate the sum of two hundred and eighty-two thousand dollars (\$282,000) to be deposited into the Capital Reserve Trust Funds and to authorize the use of (\$282,000) from the Unassigned Fund Balance. Majority vote required.

Accrued Benefits Trust	\$ 25,000
Fire Ponds and Cisterns CRF	\$ 20,000
Fire Equipment CRF	\$ 55,000
Highway Equipment CRF	\$ 40,000
Library CRF	\$ 7,000
Revaluation CRF	\$ 10,000
Highway Dept. Road/Bridge Improvement CRF	\$ 70,000
Town Building CRF	\$ 35,000
Transfer Station Equipment CRF	\$ 20,000

YES 543
NO 143

282,000 -

392,000 -

ARTICLE 10

To see if the Town will vote to raise and appropriate the sum of One hundred thousand dollars (\$100,000) to be deposited into the Lee Library/Community Center Capital Reserve Fund (The Board of Selectmen recommends this appropriation.) Majority vote required.

YES 358
NO 350

100,000 -

ARTICLE 11

To see if the Town will vote to raise and appropriate the sum of Ten thousand dollars (\$10,000) to be deposited into the Recreation Capital Reserve Fund. (The Board of Selectmen recommends this appropriation.) Majority vote required.

YES 428
NO 264

10,000 -

ARTICLE 12

To see if the Town will vote to establish a contingency fund for Fiscal Year 2015 for unanticipated expenses that may arise and further to raise and appropriate Thirty-four thousand two hundred and ninety-two dollars (\$34,292) to go into the fund. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. The governing body shall annually publish a detailed report of all expenditures from the fund. (The Board of Selectmen recommends this appropriation.) Majority vote required.

YES 480
NO 209

ARTICLE 13

To see if the Town will vote to change the purpose of the existing Accrued Benefits Trust Fund to include expenditures for current Town employees for payments in lieu of vacation and to name the Board of Selectmen as the agent to expend. (The Board of Selectmen recommends this article.) 2/3 ballot vote required

YES 369
NO 314

ARTICLE 14

To see if the Town will vote to discontinue the Fire Building Maintenance Fund created in 1995. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the Town's general fund. (The Board of Selectmen recommends this article.) Majority vote required.

YES 588
NO 109

ARTICLE 15

To see if the Town will vote to discontinue the Solid Waste Capital Reserve Fund created in 1972. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the Town's general fund. (The Board of Selectmen recommends this article.) Majority vote required.

YES 579
NO 117

ARTICLE 16

To see if the Town will vote to raise and appropriate the sum of Twenty-seven thousand, five hundred and ninety-three dollars (\$27,593) for the purchase of a new police cruiser and changeover of radios and safety equipment. (The Board of Selectmen recommends this appropriation.) Majority vote required.

YES 384
NO 318

Unassigned Fund Balance
 WPA #9 282,000 -
 WPA #12 34,292 -
 316,292 -

YOU HAVE NOW COMPLETED VOTING



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

Office Use Only

Meeting Date: June 8, 2015

Agenda Item No. 9b

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/8/2015

Agenda Item Title: Encumber Funds for Purchase of Kennard Property

Requested By: Conservation Commission

Date: 6/4/2015

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: In March 2014 voters appropriated \$180,000 to purchase the Kennard property. The Conservation Commission is still negotiating the terms of the Purchase & Sales Agreement; therefore, the balance of the appropriation which is \$175,174.03 needs to be encumbered for FY16.

Financial Details: 175,174.03

Legal Authority WA7-2014; NH RSA 32:3 VI c; RSA 32:7

Legal Opinion: "Article 7 adopted at the 2014 Town Meeting is a special warrant article and the select board should vote to encumber the funds for an additional fiscal year before June 30, 2015 (assuming Lee is a fiscal not calendar year town). If the purchase and sales agreement is signed before June 30, 2015 that will encumber the funds." Stephen C. Buckley, Esquire, NHMA

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to encumber \$175,174.03 into FY16 for the purchase of the Kennard Property.

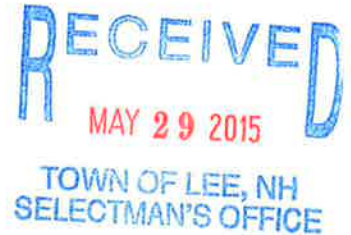


THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

May 26, 2015



CAROLE DENNIS
CHAIRWOMAN OF SELECT BOARD
7 MAST ROAD
LEE, NH 03861

Dear MS. DENNIS:

In 2012 we wrote to you in regards to the Department of Transportation's proposal to discontinue state maintained streetlights not needed for motorists' safety. The intent was to hold down state expenses. We have now completed the process of evaluating each light in your region, and are compiling this information on maps to aid in this process.

Attached to this letter is a map that provides details for the Departments plans for discontinuing certain state maintained streetlights within the Town of Lee.

Although not required, the Department is willing to meet with you to discuss concerns and answer questions that your town may have with the streetlight discontinuance program. The Department will accept any information (i.e. accident history) that the Town may have in regards to the streetlights slated for discontinuance. Please forward any relative information you feel pertinent to this issue to the Bureau of Highway Maintenance, Attn: Caleb Dobbins at the address below before June 12th, 2015. Following that date and the resolution of possible differences, the department intends to have the utility companies begin removing all designated lights.

If you would like to set up a meeting, please contact the Bureau of Highway Maintenance by phone or email: (603) 271-2693, Bureau58@dot.state.nh.us.

If the Town of LEE, wishes to assume the financial responsibility to operate any of the lights still proposed to be discontinued after the meeting and subsequent review of submitted information, the Town will need to send a letter to the utility company requesting that change, as well as a copy of the letter to the Department of Transportation. Attached is a sample letter should your town wish to retain any of the lights proposed to be discontinued.

I understand this proposal creates challenges for some, and we hope to work with you to address these situations. As any owner knows, reducing unnecessary energy consumption to save costs is good fiscal oversight, and we expect to accomplish this in a safe and practical manner.

Sincerely,

William Cass, P.E.
Assistant Commissioner

Enclosure: Streetlight Map, List of Lights & Sample Letter to Power Company

CC: JULIE GLOVER, TOWN ADMINISTRATOR
(Please see above addressee to view enclosed materials)

Town of Lee - NHDOT Streetlight Inventory
May 19, 2015

Pole Inventory #	NHDOT District	Town	Street/Route	Utility	Account #	Pole #	Comment	District Decision	GPS Coordinate Latitude	GPS Coordinate Longitude
218	6	Lee	Route 152	PSNH	800141201	850/372	at Wadleigh Falls Bridge	KEEP	43 091657	-71.007053
219	6	Lee	Lee Circle	PSNH	800141201	850/17A-1L	Poles to be reset during 15692 Const.	KEEP	43 149388	-71.006200
220	6	Lee	Lee Circle	PSNH	800141201	870/19L1	Poles to be reset during 15692 Const.	KEEP	43.148881	-71.007154
221	6	Lee	Lee Circle	PSNH	800141201	870/20S-1L	Poles to be reset during 15692 Const.	KEEP	43 148751	-71.006375
222	6	Lee	Lee Circle	PSNH	800141201	8/397	Poles to be reset during 15692 Const.	KEEP	43 149348	-71.007562
635	6	Lee	Route 152	PSNH	800141201	850/319A	at Rt 125/152 Intersection	KEEP	43 098301	-71.041860
636	6	Lee	Route 152	PSNH	800141201	850/319B	at Rt 125/152 Intersection	REMOVE	43 098420	-71.042386

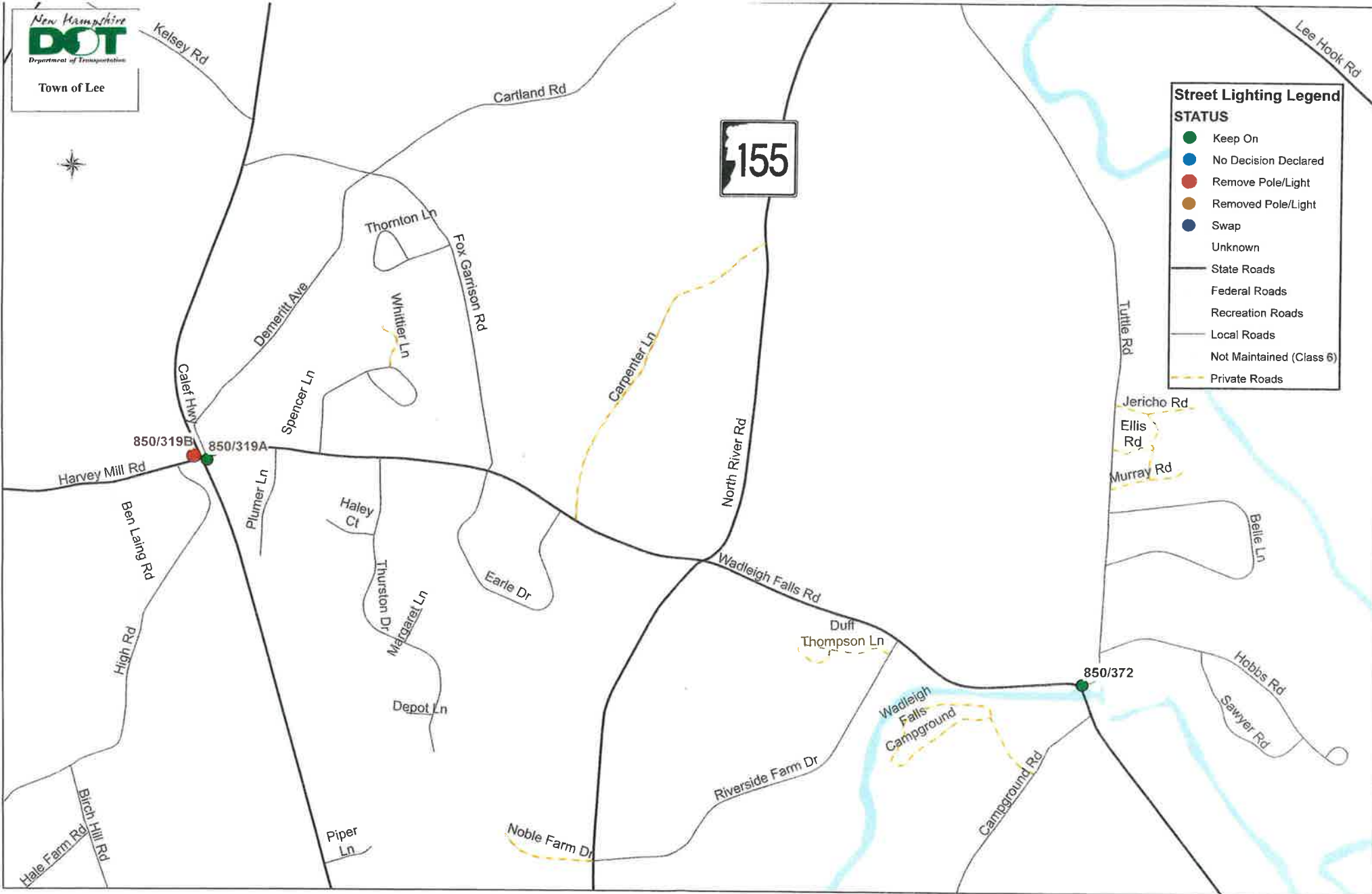


Street Lighting Legend

STATUS

- Keep On
- No Decision Declared
- Remove Pole/Light
- Removed Pole/Light
- Swap
- Unknown

- State Roads
- Federal Roads
- Recreation Roads
- Local Roads
- Not Maintained (Class 6)
- Private Roads



MAY 2015

Guide to the Candidates

This brochure contains the statements of the candidates seeking election to the New Hampshire Electric Cooperative Board of Directors. After reviewing this material, please vote for no more than four (4) candidates on the accompanying ballot. Please return completed ballots in the enclosed, postage-paid envelope. All ballots must be received no later than 4:30 p.m. on Wednesday, June 10, 2015. See official notice for the 76th Annual Meeting of the New Hampshire Electric Cooperative.



579 Tenney Mountain Highway | Plymouth, NH 03264
1-800-698-2007

www.nhec.coop

YOUR CO-OP, YOUR VOTE



To Our Valued Members...

As a democratically controlled cooperative, we rely on the active participation of you, our member-consumers, in the business of the cooperative. One of your most important functions each year is electing a Board of Directors that will represent you and your interests at the highest level of the company.

This brochure is an important part of the Cooperative's way of doing business. It is your guide to the candidates who are running for election to four seats on the Co-op's 11-member Board of Directors. Each candidate appears with brief biographical information and a statement submitted, word-for-word, by the candidates themselves. In the interest of fairness, the listing of candidates has been rotated in the printing of the ballots so that each candidate has the opportunity to appear first. Candidates' statements appear in alphabetical order in this brochure. I encourage you to read the material closely, then fill out and return your ballot **no later than 4:30 p.m. on Wednesday, June 10, 2015.**

I also hope you'll join me at your Co-op's 76th Annual Meeting at 5 p.m. on Tuesday, June 16, 2015 at Prospect Hall on the campus of Plymouth State University. The ability to make your voice heard is unique to member-owned cooperatives. I hope you'll take advantage of your opportunity.



Sincerely,

Steve Camerino
President/CEO

2015 NOMINATING COMMITTEE REPORT

The Nominating Committee unanimously nominated the following four individuals to be on the ballot to fill the four Board seats up for election: Charles R. (Chuck) Braxton, Kenneth A. Colburn, Sharon L. Davis, and David C. Talbot. All of these candidates are highly qualified to serve the best interest and future needs of the Co-op.

The Nominating Committee is appointed in accordance with NHEC's Code of Bylaws. The Committee's primary objective is to evaluate applicants and to nominate the candidates they believe will contribute the most to the governance of the Co-op. When determining its nominations, the Committee uses its collective best judgment concerning the qualifications of potential candidates, the current and projected needs, challenges and opportunities facing the Cooperative, the overall best interest of the Cooperative, and the effective and equitable representation of the membership. The Committee discusses the skills, experience, knowledge and geographic location of candidates and nominates the candidates it feels have the skills to best meet the needs and challenges of the Cooperative.

This year, the Nominating Committee met three times to assess the strategic needs of the NHEC Board of Directors, conduct interviews, and deliberate the merits of each candidate for nomination. The Committee reviewed eight (8) Candidate Questionnaires and résumés received by the January 29, 2015 deadline. The Committee interviewed six (6) applicants that were considered to have the best potential to be nominated. Following the interview process, Charles R. (Chuck) Braxton, Kenneth A. Colburn, Sharon L. Davis, and David C. Talbot were nominated.

The Committee thanks the applicants who participated in the nomination process.

We encourage all members to exercise their privilege, as member-owners of the Co-op, to vote in the 2015 election.

Respectfully submitted, Nominating Committee: Edward French, Chair; Daniel Andrews, Anthony Avrutine, Richard Barisano, Kelly Bolger, Jeanette Heidmann, Charles Henderson, Neil Irvine, Walter Johnson, Maurice Lafreniere, and Ann Rohrborn.

NOTE: The candidate material included in this brochure has not been reviewed by the Nominating Committee

SHARON L. DAVIS

NHEC Service Location: Campton, NH
Nominated By: Nominating Committee



Work Experience

45 years of varied business experience with service on non-profit Boards of Directors. Owner/operator "The Country Lady Bug Greenhouse". Former Associate Executive Director for Pemi-Baker Home Health & Hospice. 1989/2007 VP-Regulatory

Compliance Officer, Pemigewasset National Bank & Northway Bank. 1968/1988 worked for a law firm in Plymouth. Serving 5th term as Campton Selectman and Treasurer of Pemi-Baker Regional & Campton School Districts.

Educational Background

Graduate of Plymouth High School and Champlain College. UNH Continuing Education in Paralegal Studies; ABA Compliance School; New England School of Banking; Leadership New Hampshire; ICBA Compliance School. Through NRECA training, earned Credentialed Cooperative Director and Board Leadership designations. September 2012 received Northeast Public Power Association Commissioner Service Award in recognition of distinguished service to NHEC.

Additional Comments

I have served 12 years on the NHEC Board and have served as Chairman of NHEC's Audit Committee, as Assistant Treasurer and for the last 4 years as NHEC's Treasurer & Chairman of Corporate Services Committee. During my Audit Committee Chairmanship, the Audit Committee's function was expanded to receive internal control reviews driven by an annual risk assessment including its information security program that ensures protection of members' information.

I am very excited about the most recent decision to embark on an effort to bring community solar to NHEC's membership. This would provide members with an opportunity to receive the benefit of solar without having to have solar installed on their homes.

I would appreciate your vote. My email address is countryladybug@eagle1st.com.

DAVE TALBOT

NHEC Service Location: North Woodstock, NH
Nominated By: Nominating Committee



"Service to the members and commitment to Cooperative principles."

I am pleased that the nominating committee has endorsed my candidacy for a fifth term. I have served diligently on the Board for twelve years: seven as treasurer and four as assistant treasurer. I serve as Chair of the Audit Committee and as member of Executive and Corporate Services Committees. My experience in finance and management serves you in:

- Discerning complex issues that come before the board
- Understanding your desire for reliable electric energy at affordable rates
- Exploring renewable energy sources and clean technology to preserve our environment and improve health
- Embracing new technology and methods that create efficiency in operation
- Reviewing cash flows and financial reports
- Responding to members' needs

My career and education have prepared me for this role. I teach finance and economics at Plymouth State University. Prior experience includes executive positions in the ski resort industry (including CFO at Loon Mountain), Treasurer of Tech Resources, Inc. and President of Granite Bank. My education includes a BSBA from University of Denver with advanced business and finance degrees from Brown University and Plymouth State. I keep current through participation in educational courses offered by utility industry trade associations and achieved the designation of Certified Credentialed Director.

I believe in contributing to the community. I serve as trustee and treasurer of the NHEC Foundation, and have served on numerous community boards including Speare Memorial Hospital and North Country Center for the Arts.

I request your vote!

CHARLES R. "CHUCK" BRAXTON

NHEC Service Location: Meredith, NH
Nominated By: Nominating Committee



Experience

Chuck is a REALTOR® at Roche Realty Group. For the past 11-years his practice has specialized in large acreage and waterfront properties. Earlier Chuck was president of ENTAG, an e-financial services firm serving renewable generation; NE

region VP for Duke Energy's energy services affiliate; and chief marketing officer for a \$600m energy delivery unit of Niagara Mohawk. Chuck also was a senior executive in medical device and high-tech businesses. Committed to preservation of the environment, Chuck is also President of Windy Waters Conservancy protecting the Lake Waukewan watershed.

Education

Chuck earned 60% of his college education costs. He holds an MBA in finance and industrial marketing and a BS in Engineering with honors. Chuck also earned the Credentialed Cooperative Director designation and the Board Leadership Certificate from the National Rural Electric Cooperative Association.

Chuck's Perspective

In my twelve years of service as a director, I am proud of what we have accomplished for you—our members. Working with others on the board and in management, we have ensured that your Cooperative operates ethically, transparently, fairly and responsively. We put policies in place to sustain these guiding principles. We are proactive to help you manage your energy bills, to support renewable energy sources and energy efficiency and to control costs in a challenging business climate. Thanks for the opportunity to continue to serve you. Thanks for your vote. Questions, comments or concerns? Please contact me any time at 603-677-2154 or cbraxton@metrocast.net. I look forward to hearing from you at any time.

KEN COLBURN

NHEC Service Location: Meredith, NH
Nominated By: Nominating Committee



During three terms as a director, I've pushed for a cost-effective, sustainable future for our Co-op. NHEC has made good progress, and I ask for your vote to continue this work.

NHEC is healthy, respected, and independent. We've improved our reliability and storm recovery, upgraded our grid, kept rates as stable as possible despite seasonal cost swings, and hired a capable new CEO. We've invested in efficiency and renewables, and reached NH's "net metering" cap, but will continue to help members go solar. These actions keep money in our local economy, enhance reliability, reduce risk, improve security, and help prevent harmful transmission projects.

Utilities face tough challenges: rising costs, slower growth, pollution impacts, and disruptive new technologies. NHEC can't solve them simply by increasing the monthly member charge. My current work focuses on creating economic opportunity via wise energy and environmental policies. I've led NH's air pollution agency at DES, managed energy and environment issues for BIA, worked in manufacturing, and taught at Proctor Academy. I earned a BS from MIT; an MBA and MEd from UNH. I'm proud to represent NH at NRECA (the national association of electric cooperatives) and to serve on the Meredith Energy Committee and the NH Sustainable Energy Association, Jordan Institute, Conservation NH, and Squam Lakes Natural Science Center boards. Earlier, I chaired the Andover School Board and the New London Hospital Board. I'm a NH native and a lifelong NHEC member.

Please contact me at 279-0770 or
kcolburn@symbioticstrategies.com,
and thank you for your vote.

OFFICIAL NOTICE



76th Annual Meeting of the New Hampshire Electric Cooperative, Inc.

Tuesday, June 16, 2015

The Annual Meeting of the Members of New Hampshire Electric Cooperative, Inc. will be held Tuesday, June 16, 2015 at Prospect Hall on the campus of Plymouth State University in Plymouth, NH. Registration begins at 5 p.m. and the meeting will commence at 6 p.m. Members will be asked to take action on the items listed below.

1. Secretary's report of members present
2. Reading of the notice of meeting by the Secretary
3. Reading of the minutes of the 2014 meeting for approval by the members and taking necessary action on those minutes
4. Presentation and consideration of, and actions upon, report of officers, directors and committees
5. Presentation of results of the Board of Directors' election and vote on bylaw changes
6. Unfinished business
7. New business
8. Adjournment

Joan Aubrey, Secretary
April 22, 2015

MEET & EAT!



76th Annual Meeting of Members

Tuesday, June 16, 2015

Prospect Hall, Plymouth State University
High Street, Plymouth, NH

Dinner starts at 5:00 p.m.

Business Meeting begins at 6:00 p.m.

Come early and enjoy dinner provided by Sodexo Catering. A suggested donation of \$5 per person will benefit worthy causes in the Plymouth area. Door prizes and post-meeting raffle! **Please RSVP to: 1-800-698-2007**

www.nhec.coop

**NEW HAMPSHIRE ELECTRIC COOPERATIVE
2015 Official Ballot**

Completely fill in the oval opposite the name of each candidate you wish to vote for as shown. ●

Please use black ink only. Do not use red ink.

Place your completed ballot in the green, postage-paid return envelope and mail.

Ballots must be received by 4:30 p.m., Wednesday, June 10, 2015.

Ballot counting will start on Thursday, June 11, 2015 at the Co-op's Plymouth Headquarters facilities beginning at 7:30 a.m.

**Ballot 1 Question 1
Election of Directors**

VOTE FOR NOT MORE THAN FOUR (4)
Ballots with more than four (4) votes will
be voided

Statements from candidates appear in the
accompanying brochure

Please read the Nominating Committee's
report in the enclosed brochure

Dave Talbot
Nominated by Nominating Committee

Chuck Braxton
Nominated by Nominating Committee

Ken Colburn
Nominated by Nominating Committee

Sharon Davis
Nominated by Nominating Committee

Write-in Candidates

- _____
Write-in
- _____
Write-in
- _____
Write-in
- _____
Write-in

BALLOT 2 QUESTION 1: BYLAW AMENDMENTS

Completely fill in the oval to the right of your choice as shown. ●

Shall NHEC's Bylaws be amended effective June 16, 2015 to reflect the changes as described on the back of this ballot?

YES

NO



TURN BALLOT OVER TO VOTE FOR BYLAW CHANGE AND BOARD OF DIRECTORS

BALLOT 2 QUESTION 1: BYLAW AMENDMENT

Proposed additions are underlined.

ARTICLE III, Voting, Sections 5 and 7

Section 5. Regulation by Board of Directors. The Board of Directors may make reasonable rules and regulations pursuant to Section 7, Article IV of these Bylaws to fill in the details relating to voting by mail or electronically where not explicitly covered by the preceding sections of this article.

Section 6. Effect of Mail Ballot. No action taken by mail ballot may be reconsidered, rescinded, repealed or amended other than by mail ballot. All actions taken by mail ballot shall take effect at the adjournment of the meeting at which the results of such balloting were declared, unless a different time is specified in the text of the subject submitted to mail ballot.

Section 7. Electronic Voting. The use of the term "mail" elsewhere in these bylaws notwithstanding, any provision of these bylaws concerning notices, voting, ballots, material accompanying ballots, the distribution of ballots and materials accompanying ballots, the return of ballots, and the counting, retention and recounting of ballots, may be satisfied by the use of electronic communications, electronic transactions or electronic records in accordance with rules and regulations concerning electronic voting established by the Board of Directors.

Statement from Board of Directors on Ballot 2 Question 1: Bylaw Amendment:

This amendment is proposed by the Board of Directors.

Adopting this ballot question would allow for the possible future use of electronic communications in NHEC membership votes, subject to rules and regulations to be adopted by the Board of Directors.



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

Office Use Only

Meeting Date: June 8, 2015

Agenda Item No. 10c

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/8/2015

Agenda Item Title: Select Board Operational Guidelines and Code of Ethics

Requested By: Carole Dennis, Chairwoman

Date: 5/26/2015

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: 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 and good governance. These guidelines and code are being adopted to enforce this credo.

Financial Details: NA

Legal Authority NH RSA 41:8

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to approve the Select Board Operational Guidelines and Code of Ethics as presented.



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. Heritage Commission Member
 - iii. 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, based upon a majority vote, to the media, citizens, government agencies, civic groups, and others. This includes financial information, data, budgetary estimates, etc. which shall first be reviewed by the Town Administrator, Finance Officer, Treasurer, and/or Auditor, as may be necessary.

(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:1 & 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 1)
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: 1 2) or for cause [RSA 41:16-c (Town Clerk) 41:26-d (Treasurer) and 41:40 (Tax Collector)]
73. Revise School District Boundaries (RSA 194:52)
74. Serve as Election Officials (RSA 658:9 & 659:95)
75. Serve as Local Governing Body (RSA 672:6)
76. Serve as Sewer Commission & Adopt Sewer Regulations (RSA 149-I)
77. Sit on Board of Health & Adopt Health Regulations (RSA 147)
78. Sit on the Municipal Records Disposition Committee (RSA 33-A:3)
79. Submit Reports to NH Department of Revenue Administration (RSA 2 1-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 the 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; (e) for the purpose of deciding any question affecting the conflicting rights or claims of different persons, or (f) when dictated by NH Statutes. It should be noted that 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. So long as a majority of the board is present, only a majority of the votes actually cast is necessary to support an action. When a member abstains from a vote, they remain “present” at the meeting for the purposes of a quorum and often participate in the discussion of an issue. Under New Hampshire law, a member who abstains is presumed to go along with whatever the majority of the rest of the board does in that matter.

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.

The Member should immediately leave their seat at the board table, and preferably, leave the room until the board moves on to the next subject. If the official remains in the meeting room, taking a seat with the general public is appropriate. These actions make it clear to all in attendance that the member is, for all purposes, no different from the public in relation to this matter.

[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, other than a member of the Select Board itself, this knowledge must be shared with the remaining members of the Board during a non-public session 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 (provided that it meets the requirements of NH RSA 91-A) 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 May 26, 2015, 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 Town of Lee Code of Ethics expresses standards of ethical conduct expected for all Public Officials.

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

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

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

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

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

Carole Dennis, Chairperson

Scott Bugbee

John R. LaCourse



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

Office Use Only

Meeting Date: June 8, 2015

Agenda Item No. 10e

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/8/2015

Agenda Item Title: Lee Fair Fund

Requested By: Town Administrator Julie Glover

Date: 5/26/2015

Contact Information: 603-659-5414

Presented By: Julie Glover

Description: Present the Select Board with a revised Lee Fair Fund Authorization form for approval, pursuant to changes requested by John Tappan, Trustee of Trust Funds.

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

Legal Authority NH RSA 31:95-b

Legal Opinion: “(t)here is no problem with the Selectmen creating a fund to be held by the Trustees of Trust Funds and used to support the Lee Fair. My suggestion would be to draft a document/letter that states the purpose of the money which will then be given to the Trustees of Trust Funds...” Terry Knowles, Assistant Director - Charitable Trusts Unit, email correspondence dated 12/24/13

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to accept the Revised Lee Fair Fund Authorization form as presented.



**Town of Lee, New Hampshire
Lee Fair Fund Authorization**

Authority:

This Fund is established pursuant to the authority granted under RSA 31:95-b and in all respects shall be governed by that statute and the laws of the State of New Hampshire.

Purpose of the Fund:

This Fund is created for the sole benefit of, and to provide financial support for, the operational, capital, and equipment needs of the Lee Fair. The Fund shall accept contributions from and through the Lee Fair Committee, which shall be the result of sponsorships and other contributions and proceeds from and related to the Lee Fair, including private donations, gifts and/or grants. The Fund may also accept contributions from other persons or entities, which are given to the Town or the Lee Fair Committee for the Fund's use consistent with its purposes.

Agents:

As explained more fully in the Section entitled "Operation of the Fund," the Lee Fair Committee shall have the authority to expend the funds, in a manner similar to the authority granted to Town Department Heads regarding the expenditure of their respective operating budget.

Operation of the Fund:

The Trustees of the Trust Funds shall receive from the Lee Fair Committee the net proceeds of the Lee Fair from whatever source derived. The Trustees of the Trust Funds shall also have the ability to, upon issuance of a voucher signed by a majority of the members of the Lee Fair Committee (appointed by the Select Board in accordance with the Lee Fair Committee Charge adopted by the Select Board,) release funds to reimburse expenses made by the Lee Fair Committee at such times and in such amounts as the Fair Committee may demonstrate to the Trustees' satisfaction are necessary expenditures that are consistent with the purpose of the Lee Fair Fund.

The Lee Fair Committee shall issue a report, no less than annually and more often, if requested by the Select Board, on the status of the Lee Fair, and its projected revenues and expenses, in addition to any other reports which may be required, which is to be included in the Town of Lee's Annual Town Report.

The funds remain in the Fund from year to year and the Fund is totally expendable.

IN WITNESS WHEREOF, and pursuant to the authority granted to the Select Board by RSA 31:95-b, the Lee Fair Fund is hereby adopted and approved on this day _____ by the Lee Select Board and is effective immediately hereafter.

Carole Dennis, Chairwoman

Scott Bugbee

John R. LaCourse

To: **MARK KUSTRA** 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 8TH day of June, 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 **MARK KUSTRA** 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: Mark Kustra _____

Address: _____ 36 angell rd LEE NH _____ Phone/Cell: _603-817-4967_____

of Years as a Resident: _____ 45 _____

Email address: __kustrasautobody@hotmail.com_____

Full Membership (3 year term) position applying for: LEE FAIR_____

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 have been a part of the fair for the last few years

Signature

Date

 _____ 6/2/15 _____

**ORIGINAL WARRANT
YIELD TAX LEVY
June 1, 2015
THE STATE OF NEW HAMPSHIRE**

Strafford

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

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$6,779.72**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at Lee, NH

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

DATE SIGNED: June 1, 2015

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
James R. Banks 36 Carpenter Lane Lee, NH 03861	30-02-0000	14-255-02	\$6,779.72

TAX DUE DATE: July 1, 2015 TOTAL YIELDTAX: \$6,779.72

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2015 to March 31, 2016

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2015 to March 31, 2016

TOWN / CITY OF: Lee, NH
COUNTY OF: Strafford
CERTIFICATION DATE: June 1, 2015

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

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
<u>NAME OF OWNER</u>	<u>SPECIES</u>	<u>NUMBER OF BOARD FEET IN THOUSANDS</u>	<u>NUMBER OF TONS</u>	<u>NUMBER OF CORDS</u>	<u>STUMPAGE VALUE</u>	<u>TOTAL ASSESSED VAL.</u>	<u>TAX AT 10 %</u>	
James R. Banks 0 36 Carpenter Lane Lee, NH 03861	WHITE PINE	346.600			\$135.00	\$46,791.00	\$4,679.10	
	HEMLOCK	4.770			\$45.00	\$214.65	\$21.47	
	RED PINE	0.000			\$40.00	\$0.00	\$0.00	TOTAL TAX
<u>ACCOUNT OR SERIAL #:</u> 1	SPRUCE & FIR	0.000			\$130.00	\$0.00	\$0.00	DUE ON THIS
	HARD MAPLE	0.000			\$262.50	\$0.00	\$0.00	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT <u>MAP & LOT NUMBER</u> 30-02-0000	WHITE BIRCH	0.000			\$102.50	\$0.00	\$0.00	(TOTAL OF
	YELLOW BIRCH	0.495			\$190.00	\$94.05	\$9.41	COL. # 9)
	OAK	11.000			\$240.00	\$2,640.00	\$264.00	
	ASH	0.000			\$112.50	\$0.00	\$0.00	
	BEECH & S. MAPLE	0.760			\$65.00	\$49.40	\$4.94	
	PALLET / TIE LOGS	210.600			\$40.00	\$8,424.00	\$842.40	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
					TONS	CORDS		
# 3 <u>OPERATION NUMBER</u> 14-255-02	SPRUCE & FIR		0.00	0.00	\$ 5.00	\$ 9.75	\$0.00	\$0.00
	HARDWOOD & ASPEN		320.00	0.00	\$ 6.88	\$ 11.75	\$2,200.00	\$220.00
	PINE		1,240.00	0.00	\$ 3.00	\$ 4.63	\$3,720.00	\$372.00
	HEMLOCK		0.00	0.00	\$ 5.00	\$ 10.00	\$0.00	\$0.00
	WHOLE TREE CHIPS		1,832.00	0.00	\$ 2.00	\$ -	\$3,664.00	\$366.40
	HIGH GRADE SPRUCE		0.00	0.00	\$ 26.00	\$ -	\$0.00	\$0.00
	CORDWOOD		0.00	0.00	\$ -	\$ 15.00	\$0.00	\$0.00
						\$67,797.10	\$6,779.72	

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

INTENT FILED DURING TAX YEAR: April 1, 2015 to March 31, 2016

ACCOUNT & SERIAL #: 1
MAP & LOT #: 30-02-0000
OPERATION #: 14-255-02
DATE OF BILLING: June 1, 2015

<i>SPECIES</i>	<i>LOW MBF</i>	<i>HIGH MBF</i>			<i>RANGE DIFFERENCE</i>		<i>RATING %</i>	<i>STUMPAGE VALUE *</i>	<i># BOARD FEET IN THOUSANDS</i>		
WHITE PINE	\$110.00	\$160.00			\$50.00		0.50	\$ 135.00	346.600		
HEMLOCK	\$30.00	\$60.00			\$30.00		0.50	\$ 45.00	4.770		
RED PINE	\$30.00	\$50.00			\$20.00		0.50	\$ 40.00	0.000		
SPRUCE & FIR	\$100.00	\$160.00			\$60.00		0.50	\$ 130.00	0.000		
HARD MAPLE	\$150.00	\$375.00			\$225.00		0.50	\$ 262.50	0.000		
WHITE BIRCH	\$75.00	\$130.00			\$55.00		0.50	\$ 102.50	0.000		
YELLOW BIRCH	\$130.00	\$250.00			\$120.00		0.50	\$ 190.00	0.495		
OAK	\$155.00	\$325.00			\$170.00		0.50	\$ 240.00	11.000		
ASH	\$80.00	\$145.00			\$65.00		0.50	\$ 112.50	0.000		
BEECH/SOFT MAPLE	\$40.00	\$90.00			\$50.00		0.50	\$ 65.00	0.760		
PALLET/TIE LOGS	\$30.00	\$50.00			\$20.00		0.50	\$ 40.00	210.600		
Hickory	\$0.00	\$50.00			\$50.00		0.00	\$ -	0.000		
OTHERS:	\$0.00	\$0.00			\$0.00		0.00	\$ -	0.000		
<i>TONS & CORDS</i>	<i>TONS LOW</i>	<i>TONS HIGH</i>	<i>CORDS LOW</i>	<i>CORDS HIGH</i>	<i>TONS</i>	<i>CORDS</i>	<i>RATING %</i>	<i>STUMPAGE VALUE TONS *</i>	<i>STUMPAGE VALUE CORDS *</i>	<i>#TONS</i>	<i>#CORDS</i>
SPRUCE & FIR	\$4.00	\$6.00	\$7.00	\$12.50	\$2.00	\$5.50	0.50	\$ 5.00	\$ 9.75	0.000	0.000
HARDWOOD & ASPEN	\$5.50	\$8.25	\$8.50	\$15.00	\$2.75	\$6.50	0.50	\$ 6.88	\$ 11.75	320.000	0.000
PINE	\$2.00	\$4.00	\$3.00	\$6.25	\$2.00	\$3.25	0.50	\$ 3.00	\$ 4.63	1240.000	0.000
HEMLOCK	\$4.00	\$6.00	\$8.00	\$12.00	\$2.00	\$4.00	0.50	\$ 5.00	\$ 10.00	0.000	0.000
WHOLE TREE CHIPS	\$1.00	\$3.00	\$0.00	\$0.00	\$2.00	\$0.00	0.50	\$ 2.00	\$ -	1832.000	0.000
HIGH GRADE SPRUCE	\$20.00	\$32.00	\$0.00	\$0.00	\$12.00	\$0.00	0.50	\$ 26.00	\$ -	0.000	0.000
CORD WOOD/FUELWOOD	\$0.00	\$0.00	\$10.00	\$20.00	\$0.00	\$10.00	0.50	\$ -	\$ 15.00	0.000	0.000

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

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

See instructions on back of form

JUN 01 2015

OPERATION # 14-255-02-T

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

Mailing Address:

BRETT K BARTON
279 PROVINCE ROAD
BARNSTEAD NH 03218-

8. Description of Wood or Timber Cut

SPECIES	EXACT SCALE CUT	
	USE INTERNATIONAL 1/4	RULE LOG SCALE
White Pine	346.6	MBF
Hemlock	4.77	MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	11	MBF
Ash		MBF
Beech & Soft Maple	.76	MBF
Pallet or Tie Logs	210.6	MBF
Others (Specify)		MBF
	PULPWOOD	TONS OR CORDS
Spruce & Fir		
Hardwood & Aspen	320	
Pine	1240	
Hemlock		
Whole Tree Chips	1832	
MISCELLANEOUS:		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood		Cords

- City/Town of: LEE
- Tax Map/Lot # or USFS sale name/unit #: M30 L02
- Exact Acreage of Cut: 45
- Is the cutting complete? Yes No
- If yes, date cutting was completed? 5/1/15
- Name of sawmill or pulpmill logs or pulpwood was sold to:

NAME Robbins Lumber Co.
NAME NC Hunt Lumber Co.
NAME Pine Tree Power
NAME Verso Paper

7. I hereby report the wood or timber cut under penalty of perjury.
(If a corporation, an officer must sign)
James R. Bawks 30 May 15
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

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

CORPORATE OFFICER NAME AND TITLE DATE

JAMES R. BAWKS
PRINT OWNER(S) NAME
36 CARPENTER LN
MAILING ADDRESS
LEE NH 03861
CITY / TOWN STATE ZIP CODE

TELE NO.:

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

Species:	Amount

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

Bawks Brett
SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING

DATE: 5/25/15

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

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

Average Stumpage Value List

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

April 1, 2015 to September 30, 2015

Available at <http://revenue.nh.gov/mun-prop/property/timber.htm>

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

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

SAW LOGS	MBF LOW	MBF HIGH
White Pine	\$100.00	\$160.00
Hemlock	\$30.00	\$60.00
Red Pine	\$30.00	\$50.00
Spruce & Fir	\$100.00	\$160.00
Hard Maple	\$150.00	\$375.00
White Birch	\$75.00	\$130.00
Yellow Birch	\$130.00	\$250.00
Oak	\$155.00	\$325.00
Ash	\$80.00	\$145.00
Beech & Soft Maple	\$40.00	\$90.00
Pallet & Tie Logs	\$30.00	\$50.00

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

PULPWOOD	TONS LOW-HIGH	CORDS LOW-HIGH
Spruce & Fir	\$4.00-\$6.00	\$7.00-\$12.50
Hardwood & Aspen	\$5.50-\$8.25	\$8.50-\$15.00
Pine	\$2.00-\$4.00	\$3.00-\$6.25
Hemlock	\$4.00-\$6.00	\$8.00-\$12.00
Fuel Chips	\$1.00-\$3.00	
MISCELLANEOUS	TONS LOW-HIGH	CORD LOW-HIGH
High Grade Spruce	\$20.00-\$32.00	
Cordwood		\$10.00-\$20.00

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

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

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

Prepared by:



Jesse Bushaw, LPF

Department of Revenue Administration

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

Values may change during this period.

April 1, 2015

-Mutual Aid to Ossipee-

STATE OF NEW HAMPSHIRE
Department of Resources and Economic Development
Division of Forests and Lands
Forest Protection
FOREST FIRE REPORT/BILL

After a fire, FILL OUT immediately. Send COPY NO.2 at once to Forest Ranger. Present COPIES 1 and 3 to Selectmen. Keep COPY NO.4. After town payment (within 30 days RSA 227-L:22,V1), COPY NO.1 duly signed should be forwarded to Forest Ranger. Town will keep COPY NO.3. BILLS MUST BE PRESENTED TO DIRECTOR, THROUGH FOREST RANGER, WITHIN 60 DAYS OF BEING INCURRED. (RSA 227-L:22,V)

Pay Personnel PROMPTLY. RETURN UNDISBURSED AMOUNT, if any, to Town Treasurer (Director should be notified of such returns.) Obtain Town Treasurer's receipt (on reverse of COPY NO.4) if any balances are returned. After final settlement and, in any case, before town settling time, AUDITORS MUST VERIFY ACCOUNTS, CERTIFY EXAMINATION (also on reverse of COPY NO.3) and PUBLISH A SUITABLE STATEMENT IN ANNUAL TOWN REPORTS.

FIRE LOCATION, TIME & REPORT INFORMATION

Town/City Lee Street/Road Boyle Mountain Fire
Grid location
Date 5/9 Day of Week Saturday
Time fire reported
Time fire reached
Time fire extinguished
Land owner
Reported by
Person receiving report
Time of control
Town assisting in Mutual Aid

CAUSE - Check One: Lightning, Campfire, Smoking, Debris Burning, Arson, Children, Railroads, Equipment use*, Miscellaneous*
EST. ACREAGE: Class A spot, Class B 1/4-9A, Class C 10-99A, Class D 100-299A, Other 300+A
Grass or Brush - check one: Grass, Brush
MUTUAL AID: Yes, No
For Use by Forest Ranger: Date Reviewed, Ranger
*Explanation (i.e. OHRV, Skidder, etc.)

Was State Forest Fire Law violated? Yes No Permit fire? Yes No
Which law?
What action has been taken against violator?

Person(s) responsible Name Address

FIRE BILL SECTION

Table with columns: FULL NAME (First, Last), TITLE OR SERVICE RENDERED, HOURS, RATE, AMOUNT. Includes entries for Emery Epton and Ben Allen as firefighters. Includes a sub-table for PASSENGER CAR, TRUCK, OTHER with columns for MILES, HOURS, TRIPS. Total Expense: \$344.50

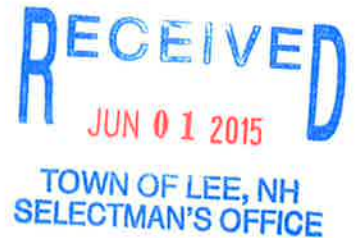
I hereby certify that \$344.50 of the amount of this bill, has been paid by the Town of Lee. Town Treasurer

SUBMIT RECEIPTS FOR SUPPLY PURCHASES WITH THIS BILL
Date of Report/Bill 6/4/2015 Deputy Warden
Warden/Deputy Warden In Charge



United States Department of Agriculture

Natural Resources Conservation Service



NOTICE TO WETLAND RESERVE PROGRAM (WRP) LANDOWNERS

ACTION REQUIRED - Delay Tree Cutting

May 29, 2015

RE: Forest Management and Tree Cutting restrictions on WRP easement land due to Northern Long-eared Bat (NLEB) Endangered Species Act (ESA) Listing

Dear WRP easement landowner,

On May 4, 2015, the Northern Long-eared Bat (*Myotis septentrionalis*), was listed as Federally Threatened under the Endangered Species Act (ESA) Interim Final 4(d) rule administered by the US Fish and Wildlife Service (USFWS). As a result, there are new restrictions to follow related to forest management and tree cutting projects previously approved under easement restoration agreements or Compatible Use Authorizations on land enrolled in WRP.

During June and July, NLEB raise their young in the forest and the young are unable to fly. Since the bats can be virtually anywhere in the NH forest, the USFWS has provided guidance to NRCS that cutting trees during this time can be harmful to the species.

The following conservation measures must be followed to protect the NLEB:

Do not cut trees >3" DBH between June 1st - July 31st.

During August-May, tree cutting may resume on projects approved under easement restoration agreements or under a Compatible Use Authorizations as long as we are not within a ¼ mile of a known hibernacula.

For projects within a ¼ mile of a known hibernacula, we will need to consult with USFWS and NHFG on a project-by-project basis.

You may use the document "Do I Need A Permit? A Key to Northern Long-eared Bat 4(d) Rule for non-Federal Projects" available at the link below to determine which activities are consistent with the 4(d) rule and which activities are not consistent and require a project level consultation.

<http://www.fws.gov/midwest/endangered/mammals/nleb/Interim4dRuleKeyNLEB.html>

Please don't hesitate to email or call me with any questions at brooke.smart@nh.usda.gov or 868-9931 ext. 106.

Sincerely,

Brooke Smart, Resource Conservationist for Easement Programs

Southern Maine Veterans' Memorial Cemetery Association

Chairman
James E. N. Bachelder

Vice Chairman
James Q. Gulnac

Treasurer
Joe Doiron

Secretary
Ronald Rivard

Trustees
Phil Cabana
Curtis Mills
Steve Smith

Board Members
John Tuttle
Walter Wheeler
David Richmond
Raymond G. Fortier
Gordon Parent
Robert Champagne

Dear Board of Selectmen,

The Southern Maine Veteran's Cemetery, located in Springvale Maine, is a steady work in progress. The purpose of this cemetery is to honor Veterans with a final resting place that is garnished with reverence and perennial beauty. This cemetery was framed with funds from our Federal Government; it is owned and maintained by the State of Maine. The state takes care of general maintenance: mowing grass, plowing snow, and opening and closing graves. Beautification projects for the cemetery are the sole responsibility of the Southern Maine Veteran's Cemetery Association [SMVCA]; our organization is not funded by state or federal money. We volunteer our time, and our ornamentation projects are supported by donations

SMVCA raised funds to purchase a display cabinet for Military memorabilia. This display honors military achievements and stands prominently in the lobby of our administration building. Additional fundraising efforts allowed our association to add ornamental features to the cemetery. We planted flowers and shrubs, and we landscaped a memorial walkway where families, or individuals, may purchase and place memorial monuments or personalized pavers. This walkway provides families with a tangible way to honor a departed veteran whose remains may be interred elsewhere. Personal monuments and pavers are a means for our association to raise essential funds for larger projects and improvements to Southern Maine Veteran's cemetery.

In October of 2014, SMVCA embarked on an ambitious fundraising drive and we recently met a \$15,000 goal. These funds were used to purchase a monument that honors veterans of the past, present and future. The monuments dedication ceremony is planned for May 30, 2016, Memorial Day. During this fundraising drive we received a generous, \$1,000.00 donation from the Town of Shapleigh. This small town's altruism motivated our organization to reach out to all communities within a sixty mile radius of the Southern Maine Veterans Cemetery. This cemetery serves your community by providing a local burial option for your Veterans and their eligible family members. SMVCA members are committed to serving the needs of these veterans and their families who have lost loved ones, or who are faced with end of life decisions.

We ask for annual financial support from your community as we look forward to this cemetery's future. We hope to erect monuments to honor POW/MIA veterans, Purple Heart recipients, and veterans who were KIA. Our vision for the cemetery includes a carillon, a living memorial to our Nation's deceased veterans a battlefield Cross, an Avenue of flags, and the list goes on. Any donation is appreciated with heartfelt thanks.

Respectfully,

Ron Rivard Secretary SMVCA

Checks may be made payable to: Great Works Foundation
Mailing Address: SMVCA P O Box 583 Springvale, Me 04083

For additional information please contact:
Chairman SMVCA: James Bachelder 207-432-7127 james.bachelder@metrocast.net
Secretary SMVCA: Ronald Rivard 207-636-3319 ronrita@metrocast.net

RECEIVED
MAY 13 2015
TOWN OF LEE, ME
SELECTMAN'S OFFICE





THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



TOWN OF LEE, NH
SELECTMAN'S OFFICE
RECEIVED
APR 15 2015

JEFF BRILLHART, P.E.
ACTING COMMISSIONER

Statewide
28513/X-A003(762)
Milled Rumble Strips

Bureau of Highway Design
Room 200
Tel: 603-271-2171
Fax: 603-271-7025

April 10, 2015

Town of Lee
Board of Selectmen
7 Mast Road
Lee, NH 03861-6555

Dear Ms. Glover:

My name is Ronald Grandmaison and I am a Project Manager with the NH Department of Transportation (NHDOT). I would like to take a few moments to offer some information to the Selectboard regarding an ongoing safety effort the Department has undertaken throughout the State that initiated an upcoming project along a State owned roadway within your town.

The Department of Transportation has proposed a project for next year that involves installation of milled rumble strips (centerline and/or shoulder) along two lane roads throughout the State to improve safety by reducing lane-departure crashes. The specific road within your community where rumble strips are being proposed is along the **US Route 4**. US Route 4 is one of twenty-five corridors across the state seeing these evaluations being completed. We are planning on completing the remaining corridors in the coming years. Not all of US Route 4 will be receiving rumble strips. The evaluations and prioritization for installation are based on crash history and the roadways conformance with the Department's *Guidelines for the Installation of Milled Rumble Strips* (attached).

Why install rumble strips? They are one of the nine FHWA Proven Safety Countermeasures to address crashes that occur in the focus areas of intersections, pedestrians, and roadway departure:



Run off the road (ROR) crashes and head-on collisions due to fatigued, inattentive, or otherwise impaired drivers are a major contributor to New Hampshire's fatal and injury crashes. Rumble strips are placed as a countermeasure for driver error, rather than roadway deficiencies. Milled shoulder rumble strips/stripes (SRS) and milled centerline rumble stripes (CRS) are a low-cost safety measure that alerts drivers when they drift from their travel lane, providing an opportunity for the driver to maneuver their vehicle out of harm's way. Another recognized benefit of shoulder rumble strips/stripes is that they alert pedestrians and bicyclists of possible danger from errant vehicles approaching from behind that leave the travel way and enter the shoulder area. Roadway departure fatalities, which include runoff-the-road (ROR) and head-on fatalities, are a serious problem in the United States. In 2003, there were 25,562 roadway departure fatalities, accounting for 55 percent of all roadway fatalities in the United States. That same year:

- More than 16,700 people died in ROR crashes (39 percent of all roadway fatalities).
- Head-on crashes 12 percent of all fatal crashes

Source: FHWA website

<http://www.fhwa.dot.gov/research/deployment/rumblestrips.cfm>

The funding we are using to install the rumble strips is Highway Safety Improvement Program (HSIP) funding and this funding cannot be used for paving or bridges, areas where, historically, NH has not had enough funding to meet the demands. Our Commissioner has been extremely outspoken regarding the condition of NH's bridges and roadways and has said that the State House needs to do something to increase revenue (like the recent Gas Tax) or continue to fall behind in the required maintenance of the State's infrastructure. Funding is 100% State and Federal funding with no funding required by the Town.

Please feel free to contact me at the number listed above or via e-mail should you have any questions or comments.

Sincerely,



Ronald J. Grandmaison, PE
Project Manager

RJG/rjg

cc: Jim Marshall, Administrator, Bureau of Highway Design (via E-mail)
William Lambert, Administrator, Bureau of Traffic (via E-mail)
Brian Schutt, District 6 Maintenance Engineer (via E-mail)
Dean Wilson, District Construction Engineer (via E-mail)
Strafford Regional Planning Commission (via E-mail)

Attachment

S:\Highway-Design\TOWNS\Statewide\28513 Rumble Strips 2015\Letters\2015-04-10 Municipality Letter (Lee).docx

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

RUMBLE STRIP INSTALLATION GUIDELINES

The following are guidelines established for the use of milled rumble strips/stripes along New Hampshire roadways. Run off the road (ROR) crashes and head-on collisions due to fatigued, inattentive, or otherwise impaired drivers are a major contributor to New Hampshire's fatal and injury crashes. Rumble strips are placed as a countermeasure for driver error, rather than roadway deficiencies. Milled shoulder rumble strips/stripes and milled centerline rumble stripes (CRS) provide low-cost highly effective safety solutions that alert drivers when they drift from their travel lane, providing an opportunity for the driver to maneuver their vehicle back into the proper travel way. Another benefit of shoulder rumble strips/stripes is that they alert pedestrians and bicyclists of possible danger from errant vehicles that leave the travel way and enter the shoulder area. Because of their proven significant safety benefits at a relatively low cost (NCHRP Synthesis Report 641), a project specific cost to benefit analysis will not be required for these countermeasures to be Highway Safety Improvement Program funded.

General Design Guidelines for the Installation of Milled Rumble Strips/Stripes on New Hampshire Highways

Milled Shoulder Rumble Strips (SRS) will be installed on all Interstate Highways, and similarly Limited Access divided highways to reduce the number of run off the road crashes. Milled SRS should also be considered on roadway segments and corridors with the following characteristics:

1. Posted speed limit of 40 MPH or greater.
2. Minimum of 6' wide shoulders.

Rumble "Stripes" will generally not be installed on Interstate or similar Limited Access highways, but may be used on median side shoulders or other facility types where determined advantageous by the Department.

- Milled Centerline Rumble Strips/Stripes (CRS/S) will be considered on an individual project-by-project basis to reduce the number of crossing the centerline road crashes. Milled CRS/S should be considered on roadway segments and corridors with the following characteristics:

1. Posted speed limit of 40 MPH or greater.
2. Pavement width of 28' or greater
3. Existing pavement in good condition and minimum wearing course depth of 1 ¼ inches (so that the installation of CRS will not accelerate pavement delamination and deterioration of the centerline pavement joint).

A public informational meeting will be held within the affected communities.

Specific Design Guidelines for the Installation of Milled Rumble Strips/Stripes on New Hampshire Highways

Installation procedures for Milled Shoulder Rumble Strips (SRS) on Interstate and similarly Limited Access divided highways:

Right Side Shoulders

- Depth shall be 1/2 inch
- Width shall be 16"
- Location shall be 30" from the outside of the edge line
- SRS shall not be installed on bridge decks.
- Terminate SRS 30' before at grade bridges and begin them 30' after. (This eliminates conflicts with at grade approach slabs.)
- Install SRS on fill over bridge structures

Ramp starting and stopping locations

Off ramps: Terminate SRS when the shoulder either gets narrower than 6' or at the beginning of the concrete nose

Mainline: Begin at concrete nose for off ramp
Terminate at end of concrete nose for on ramp

On ramps: Begin at end of the concrete nose as long as the shoulder is wider than 6' throughout the length of the acceleration lane

Note: At cloverleaf interchanges that have high volume and the acceleration lane is also the deceleration lane, consideration should be given to start the SRS 500' to 1000' beyond the off ramp nose

Note: If the ramp continues as a multi-lane roadway beyond the nose, consideration should be given during the design phase to extend SRS beyond the nose.

Left Side Shoulders (Median side)

- Depth shall be 1/2 inch
- Width shall be 16"
- Location shall be directly beneath the edge line with the remaining 10" extending into the shoulder area.

Median Crossovers (Starting and Stopping locations)

- When SRS are 30" off the edge line (shoulders greater than 6') terminate SRS 50' before and begin SRS 50' after.
- When the SRS are 6" off the edge line (shoulders 6' & less) terminate SRS 130' before and begin SRS 50' after.

Installation procedures for Milled Shoulder Rumble Strips/Stripes and Centerline Rumble Strips/Stripes on NHS and other undivided 2-lane or 4-lane roadways:

Shoulder Rumble Strips/Stripes (SRS)

- Depth shall be 1/2 inch
- Width shall be 12"
- Location shall be either 12" from the outside of the edge line or directly beneath the edge line with the remaining 8" extending into the shoulder area
- Where bicycle traffic is anticipated;
 - Provide a minimum 4' clear area from rumble strip/stripe to edge of pavement.

- Provide a minimum 5' clear area from rumble strip/stripe where vertical obstructions are present (guardrail & curbing).
- Provide gaps of 12' in the shoulder rumble strips/stripes every 48' unless other breaks for major drives or sideroads are provided.

Intersections, drives and climbing lanes – starting and stopping locations

- If the highway has on and off ramps, terminate SRS at the edge line taper point
- Where right turn lanes exist – terminate at the beginning of the edge line taper of the turn lane
- Where no right turn lane exists - terminate SRS 300' before pavement radius of the side road
- Where no left turn lane exists (but many vehicles make this movement), terminate SRS 300' before the pavement radius of the side road.
- Begin SRS 150' after the radius of the side road
- At major commercial drives, use the guidelines noted above
- SRS will run by single resident & field driveways
- For truck climbing lanes, terminate SRS at the beginning of the edge line taper, unless the shoulder maintains a minimum width of 8'. Begin SRS when the edge line tapers back to normal and the shoulder has a minimum width of 8'.
- SRS will not be placed on segments of roadway that have more than 5 side roads and/or major commercial drives in a one-mile segment.

Note: Design should also take into consideration whether they should be installed in residential areas.

Centerline Rumble Strips/Stripes (CRS)

- Depth shall be 1/2 inch (passing zones included)
- Width shall be 12"
- Location shall be directly under the centerline

Intersections with no turn lanes or painted islands - starting and stopping locations

- Terminate CRS 25' before the end of the double yellow centerline
- Begin CRS 25' after start of the double yellow centerline

Intersections with raised islands - starting and stopping locations

- When approaching an island and at the point where the double yellow lines diverge, the CRS shall continue along the left double yellow line and terminate 25' before the end of the double yellow. If the double yellow becomes a single yellow terminate 25' before that point

Intersections with left turn lanes - starting and stopping locations

- Terminate CRS 25' before the end of the double yellow.
- Begin CRS 25' after the start of the double yellow.

Intersections with Painted Islands - starting and stopping locations

- At the point where the painted island starts (double yellow lines diverge), CRS shall only continue along the left double yellow line and terminate 25' before the end of the double yellow.

Installation procedures for Milled Transverse Rumble Strips:

- Rumble strips shall have a finished dimension of 4 inches (+/- 1/2 inch) wide in the direction of travel and a minimum of 11 feet long measured perpendicular to the direction of travel. The depressions shall have a trapezoidal shape with a maximum 3/8 inch depth. Rumble strips shall be placed in relation to the roadway according to the patterns shown on the plan.