

SELECT BOARD MEETING AGENDA

DATE: 6:00pm Monday, July 6, 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. Motion to Enter into Non-Public Session under - RSA 91-A:3 II (a) - Police Chief Personnel Issue
3. Public Comment
4. **Ben Genes, Town Treasurer – Public Deposit Investment Pool (PDIP)**
Discuss the funds held in the PDIP.
5. **Scott Nemet, Fire Chief – UNH Communications Center Contract**
Present the Board with the renewal agreement between the Town of Lee and the UNH Communications Center from July 1, 2015 through June 30, 2016.
6. **Roger Rice, Transfer Station Manager – Waste Management Contract**
 - a. *Present the Board with a copy of the executed contract between the Lamprey Regional Solid Waste Coop and Waste Management.*
 - b. *At the Select Board meeting on 11/24/14, "Chairman Cedarholm suggests that Mr. Rice collect his 25 recruits (for the food waste composting pilot program) and then come back to report to the Board. They will decide then how to proceed. It was made clear not to purchase any materials or accrue any expenses at this point." Mr. Rice has collected his 25 recruits and requests permission to conduct a pilot program with Mr. Fox Composting for food waste composting AND to initially provide compostable bags to these residents for the first few months.*
7. **Randy Stevens, Highway Supervisor – Parking at Little River Park**
Discuss the parking situation at LRP with the Highway Supervisor and decide on what the layout should be.
8. **Julie Glover, Town Administrator Report**
 - a. **Health Insurance** – review health insurance option and employee benefit costs.
 - b. **Draft E-Crier Policy**
 - c. **Re-Valuation RFP**
 - d. **Miscellaneous**
9. **Motion to accept the Consent Agenda as presented:**

SIGNATURES REQUIRED

Abatements (5)
Local River Management Advisory Committee Nominee
Form

INFORMATION ONLY

Trustees of Trust Funds Letter re: Conservation Comm expense
Unanticipated Revenue to the Conservation Comm from LCHIP
Planning Board Public Notice re: Site Review Application for
ground mounted solar array at 1 Concord Rd
Registration Fee Reimbursement Request

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

10. **Motion to accept the Select Board Public and Non Public Meeting Minutes from June 15th.**
11. **Motion to accept Manifest #26 and Weeks Payroll Ending July 5, 2015.**
12. **Miscellaneous/Unfinished Business**
13. **Adjournment**

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on July 1, 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: 7/6/15

Agenda Item No. 5

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
7/6/2015

Agenda Item Title: Communication Service Memorandum of Agreement

Requested By: Chief Nemet

Date: 6/30/2015

Contact Information: SNemet@LeeFire.org 659-5411

Presented By: Chief Nemet

Description: This document is the agreement between the Town of Lee, NH and the UNH Communication Center for 24 hour emergency dispatching for the Lee Fire & Rescue Department.

Financial Details: \$8,445.00

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

Legal Opinion: Primex- No Issues

REQUESTED ACTION OR RECOMMENDATIONS:

Request the Select Board to review and sign the memorandum of agreement for the UNH Communications Center to provide 24 hour emergency dispatching for the Lee Fire & Rescue Department for the period of July 1, 2015 through June 30, 2015.

**COMMUNICATIONS SERVICES
MEMORANDUM OF AGREEMENT
BETWEEN
THE TOWN OF LEE, NH
AND
THE UNH COMMUNICATIONS CENTER
FROM JULY 1, 2015 THROUGH JUNE 30, 2016**

The following agreement between the Town of Lee, New Hampshire and the UNH Communications Center, unless otherwise stipulated, shall remain in effect from July 1, 2015 through June 30, 2016. The UNH Communications Center agrees to provide 24 hour emergency dispatching services for the Lee Fire and Rescue Department and dedicated emergency telephones and radio dispatching for the aforementioned emergency service unit.

The cost associated for the emergency dispatching services, shall be based upon the percentage of total calls for service that the community generates during the previous year in relation to the total communications. Based on your town's percentage of total calls calculated user fee for 2015-2016 is \$8,445.

The total sum of \$8445.00 shall be due to the Alarms Monitoring Account, payable to UNH, within thirty (30) days of the effective date of this agreement, unless other written arrangements have been made with the UNH Communications Center.

All costs associated with the emergency telephone installations, maintenance, monthly toll charges, and supporting equipment shall be the direct responsibility of the individual emergency service units.

It is agreed that if an exceptional extended emergency occurs within the Town of Lee (excepting on University property) which requires additional personnel to be placed in the Communications Center for dispatching coverage, the Town of Lee will reimburse the Communications Center for all associated extra cost incurred.

Long distance telephone costs associated with dispatching services for the Town of Lee will be billed periodically to the individual emergency service unit.

The UNH Communications center will generate a dispatch call for service for each call including all pertinent information and entries such as time call received, caller information, time dispatched, time arrived, call cleared and other similar notations. The dispatch center will forward a summary of all calls dispatched to the receiving agency when requested. Records

maintained by the dispatch center for records checks, license checks and NCIC checks will be available to law enforcement agencies only.

Dispatching procedures for the Lee emergency service units will be developed jointly by the Department head and the Communications Center Supervisor. Procedures of issue remaining unresolved will be referred to the University of New Hampshire Chief of Police.

The UNH Police Department will maintain control of its personnel including scheduling, recruitment, selection, discipline and evaluation of performance. In all situations where a conflict in procedures arises, the policy and procedures of the UNH Police Department will be controlling.

The UNH Communications Center will hold harmless and indemnify the Town of Lee and its personnel from any and all liabilities, arising in the provision of dispatch service, caused by a negligent act of the Communications Center's personnel.

The UNH Communications Center agrees to provide a rider to its liability insurance policy in the amount of \$1,000,000, naming the Town of Lee as an additional insured, and to supply the Town of Lee with a copy of this rider as soon as possible. Likewise the Town of Lee will provide to the UNH Communications Center the same indemnification and insurance provisions as specified in this section.

It is mutually agreed that this Memorandum of Agreement is acceptable to the UNH Communications Center and Town of Lee and may be canceled by either party to the Agreement upon one year written notice.

If any section of this Agreement is held invalid by judicial ruling, said invalidation shall not have bearing upon any other section contained therein.

It is further agreed that this Memorandum of Agreement may be amended from time to time by the signatories thereto, such amendments must be in writing, signed, witnessed, and notarized, to be effective.

This agreement supersedes any previous agreement between the above named parties for the like services, and represents the complete and final agreement between the parties.

UNH Communications Center

 5/19/15

Paul Dean Date
Executive Director of Public Safety
University of New Hampshire Police Department

Town of Lee, New Hampshire

Board of Selectmen Date

Board of Selectmen Date

Board of Selectmen Date

 6/4/15
Lee Fire Chief Date

Primex³ Contractual Indemnification Form

Member Name: Town of Lee

Title of Contract: Communication Services Memo of Agreement between the T/O Lee, NH and the UNH Communication Center

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

Member Contact: Julie Glover

Date: June 8, 2015

Dear Julie,

Scope of Review

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

Waivers of Subrogation and Insurance Related Clauses

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

Recommendations:

No issues noted.

Indemnification Clauses

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

Recommendations:

No issues noted.

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

Thank you,

Holly Soriano

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



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Meeting Date: July 6, 2015

Agenda Item No. 6b

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
7/6/2015

Agenda Item Title: Update on Food Waste Composting at the Transfer Station

Requested By: Roger Rice

Date: 6/3/2015

Contact Information: 603-659-2239

Presented By: Roger Rice, Transfer Station Manager

Description: Inform the Board that he (Mr. Rice) has acquired the requested number of households needed for the Board to consider participating in the Food Waste Composting program with Mr. Fox Composting. See Select Board Meeting dated 11/24/2014.

Financial Details: TBD

Legal Authority RSA 41:8; 31:39; 149:M-17

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to authorize the Transfer Station Manager to enroll the Town of Lee in the Food Waste Composting Pilot program through Mr. Fox Composting and allow the Transfer Station to purchase compostable bags to be provided to the 25 residents who will be participating in this program.

From: bhummm@aol.com [<mailto:bhummm@aol.com>]

Sent: Thursday, June 25, 2015 2:36 PM

To: larry@accutechmarine.com

Subject: additional parking for LRP

Larry,

When we met in the park with the BOS, I expressed some concern that the expansion of the parking lot south of the existing lot might encroach on the easement on the former Mills property. Later, after looking at the survey plan, I remembered that the Mills portion of the park doesn't have any frontage on 155 and is almost certainly well clear of where additional parking might be created. You might want to talk to the Lee Sno Travellers though, since their trail comes out to the road not far south of the current extent of the parking lot. They might want to relocate it.

Town of Lee - FT Employee Costs - FY 2016

Annual Wages **	Grand-fathered	Plan	Monthly Premiums						12.50%	7.65%	Town's
			MTB5-R\$3 Health	J1 Dental	Employee Cont.	Life	*** STD	*** LTD	26.38%	SS/Medi 1.45%	Annual Costs
38,570.89		2 Person	1,590.63	79.38	208.36	5.00	21.26	14.46	11,247	559	68,405.98
57,570.00		Family	2,147.35	139.22	362.50	5.00	31.74	21.59	16,787	835	98,980.95
33,780.46		Family	2,147.35	139.22	362.50	5.00	18.62	12.67	4,223	2,584	64,111.56
48,480.00		1 Single	795.31	41.28	0.00	5.00	26.73	18.18	6,060	3,709	68,886.69
43,003.78		1 Single	795.31	41.28	0.00	5.00	23.71	16.13	5,375	3,290	62,246.14
55,608.58		2 Buyout	318.12	79.38	9.53	5.00	30.66	19.10	6,951	4,254	72,126.49
42,331.12	G	F Buyout	318.12	139.22	0.00	5.00	23.34	15.87	5,291	3,238	56,879.46
70,053.60		2 Person	1,590.63	79.38	208.36	5.00	38.62	26.27	8,757	5,359	102,547.90
43,591.60	G	Family	2,147.35	139.22	0.00	5.00	24.03	16.35	5,449	3,335	80,358.70
41,070.64	G	Family	2,147.35	139.22	0.00	5.00	22.64	15.40	5,134	3,142	77,301.74
48,612.31		1 Single	795.31	79.38	9.53	5.00	26.80	18.24	6,077	3,719	69,390.10
48,381.02		2 Person	1,590.63	79.38	208.36	5.00	26.67	18.14	6,048	3,701	76,267.35
50,691.90	G	2 Person	1,590.63	79.38	0.00	5.00	27.95	18.94	6,336	3,878	81,569.05
63,150.25	G	2 Person	1,590.63	79.38	0.00	5.00	34.82	23.68	7,894	4,831	96,677.11
38,780.97	G	2 Person	1,590.63	79.38	0.00	5.00	21.38	14.54	4,848	2,967	67,126.53
50,394.96		Family	2,147.35	0.00	338.01	5.00	26.75	18.20	13,294	731	86,731.39
76,760.00		2 Person	1,590.63	79.38	208.36	5.00	42.32	28.79	20,249	1,113	116,575.35
50,744.23		Family	2,147.35	139.22	362.50	5.00	26.94	18.32	13,386	736	88,558.35
48,257.41		Family	2,147.35	139.22	362.50	5.00	25.62	17.43	12,730	700	85,352.84
51,267.60		Family	2,147.35	139.22	362.50	5.00	27.22	18.51	13,524	743	89,232.98
48,518.57		2 Person	1,590.63	79.38	208.36	5.00	25.76	17.52	12,799	704	80,140.44
48,562.63		Family	2,147.35	139.22	362.50	5.00	25.78	17.54	12,811	704	85,746.26
48,257.41	New PD	Family	2,147.35	139.22	362.50	5.00	25.62	17.43	12,730	700	85,352.84
1,146,439.93			37,220.71	2,268.56	3,936.37	115.00	624.98	423	218,002	55,531	1,860,566.19

Other than wages

714,126

** Includes the 1% COLA and Police Officers Holiday wages but no OT

Town of Lee
 Projected Health Insurance
 Costs Options
 FY2016

6/23/2015

Employee Contribution = 25% of the difference btw. Single plan cost and either 2-Person or Family plan cost
 Buyout = 40% Single Plan Cost

		Monthly Premium			Monthly Premium			Monthly Premium		
		S	795.31	S	713.18	S	713.18	S	713.18	
		2	1590.63	2	1426.37	2	1426.37	2	1426.37	
		F	2147.35	F	1925.59	F	1925.59	F	1925.59	
Cadillac Tax Est. for 2018		\$9,729.74			0			0		
		New Plan w/current grandfather				New Plan w/no grandfather				
Grand-fathered	Plan	Rate	MTB5-R\$3/15M\$1		Rate	MTB20-Rx10/20/45		Rate	MTB20-Rx10/20/45	
			Monthly	Annual		Monthly	Annual		Monthly	Annual
			Empl	Current Contribution		Current Contribution	Proposed Contribution			
	Family	2147.35	338.01	4,056.12	1925.59	303.10	3,637.23	1925.59	303.10	3,637.23
	2 Person	1590.63	198.83	2,385.96	1426.37	178.30	2,139.57	1426.37	178.30	2,139.57
	1 Single	795.31	0.00	0.00	713.18	0.00	0.00	713.18	0.00	0.00
	Family	2147.35	338.01	4,056.12	1925.59	303.10	3,637.23	1925.59	303.10	3,637.23
	2 Person	1590.63	198.83	2,385.96	1426.37	178.30	2,139.57	1426.37	178.30	2,139.57
	1 Single	795.31	0.00	0.00	713.18	0.00	0.00	713.18	0.00	0.00
	2 Buyout	318.12	0.00	0.00	285.27	0.00	0.00	285.27	0.00	0.00
G	F Buyout	318.12	0.00	0.00	285.27	0.00	0.00	285.27	0.00	0.00
	Family	2147.35	338.01	4,056.12	1925.59	303.10	3,637.23	1925.59	303.10	3,637.23
	2 Person	1590.63	198.83	2,385.96	1426.37	178.30	2,139.57	1426.37	178.30	2,139.57
G	Family	2147.35	0.00	0.00	1925.59	0.00	0.00	1925.59	303.10	3,637.23
G	Family	2147.35	0.00	0.00	1925.59	0.00	0.00	1925.59	303.10	3,637.23
	Family	2147.35	338.01	4,056.12	1925.59	303.10	3,637.23	1925.59	303.10	3,637.23
	Family	2147.35	338.01	4,056.12	1925.59	303.10	3,637.23	1925.59	303.10	3,637.23
	2 Person	1590.63	198.83	2,385.96	1426.37	178.30	2,139.57	1426.37	178.30	2,139.57
	Family	2147.35	338.01	4,056.12	1925.59	303.10	3,637.23	1925.59	303.10	3,637.23
	1 Single	795.31	0.00	0.00	713.18	0.00	0.00	713.18	0.00	0.00
	2 Person	1590.63	198.83	2,385.96	1426.37	178.30	2,139.57	1426.37	178.30	2,139.57
G	2 Person	1590.63	0.00	0.00	1426.37	0.00	0.00	1426.37	178.30	2,139.57
G	2 Person	1590.63	0.00	0.00	1426.37	0.00	0.00	1426.37	178.30	2,139.57
G	2 Person	1590.63	0.00	0.00	1426.37	0.00	0.00	1426.37	178.30	2,139.57
	Family	2147.35	338.01	4,056.12	1925.59	303.10	3,637.23	1925.59	303.10	3,637.23
New	Family	2147.35	338.01	4,056.12	1925.59	303.10	3,637.23	1925.59	303.10	3,637.23
		37,221	3,698	44,379	33,377	3,316	39,796	33,377	4,457	53,489

Town's FY16 Annual Cost	\$402,270	\$360,728	\$347,034
Savings vs Current Plan/Contribution		\$41,542	\$55,235
Savings Impact on Tax Rate		-0.100	-0.133

**Town of Lee
Electronic Media Policy**

1.) Authority:

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

2.) Purpose & Application:

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

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

3.) Administration:

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

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

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

4.) Definitions:

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

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

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

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

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

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

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

5.) Policy:

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

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

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

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

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

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

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

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

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

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

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

The Town may link to any community service organization that provides assistance or vital services to the community such as food pantries, soup kitchens, homeless shelters, substance abuse counseling centers, etc. and the Town may allow the link if the Town believes that the link serves the stated intent of the Town’s site by informing members of the community of services available within the Town. The Town will not link to a community service organization if the Town determines that said link will result in the endorsement of any religious or political viewpoint. In determining whether a link will result in such an endorsement, the Town may follow the link and review the content of the resulting page. By providing a link to a community service organization, the Town shall not be construed as advocating or adopting any political position of that community service organization on any issue. The Town may request such information as it deems necessary to ensure that the above-stated criteria are met.

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

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

the Town's site by clicking the browser "back" button or clicking on a preinstalled link to come back to the Town's site.

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

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

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

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

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

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

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

compliance, legality, security, privacy or right to reproduce or otherwise use their materials, including graphics and logos, thereon.

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

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

The Town may use its web site to:

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

j.) Site Security & Technology: The Town will use, and require of any associated vendors, state of the art encryption technology, browser cookies, and the like. The Town will display, and require the same of any associated vendors, visible indicators of active encryption technology and take all reasonable precautions to safeguard the confidentiality of information. If any data transmitted to the Town, or its associated vendors, or stored data is disrupted or corrupted by any third party, it shall forthwith issue the appropriate public notice and contact the individuals whose data is involved to so notify them.

The Town's site may transfer information to the computer of a user through cookies or other technology. The Town recognizes that some users may prefer to modify their computer settings to refuse such cookies and will not accept any responsibility for diminished usefulness of our web site if a user does so.

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

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

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

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

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

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

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

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

- Correction of any incorrect information;
- A finding there is no basis for the complaint;

- A referral to the Strafford County District Attorney (when the complaint alleges obscene or otherwise illegal material or activities); or
- Other action taken in accordance with this policy statement. The Town Administrator shall, through his weekly report, keep the Board advised of the receipt and status of the processing of any such complaints.

6.) Violations:

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

7.) Appeals:

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

8.) Evasion of This Policy:

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

9.) Periodic Review and Revisions:

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

Adoption: Whereas this fulfills our intent for uniform procedures throughout the organization, we do hereby adopt the provisions of this policy on this ___ day of _____ 2015.

Effective Date: This policy shall be effective on _____ 2015

Carole Dennis, Chairwoman

Scott Bugbee, Selectman

John R. LaCourse, Selectman

Request for Proposal

Revaluation (Statistical Update) of the Town of Lee, NH

The Town of Lee, New Hampshire (the "Town") seeks competitive proposals for a Statistical Update of values of all taxable and tax-exempt properties situated within the Town.

The Town currently uses Avitar Appraisal Software. A full Town-wide revaluation was last done in 2011. Lee is scheduled for assessment review by the NH DRA in 2016.

The total area of the Town is 12,146 acres, with 2,176 parcels. 1,074 acres are tax-exempt and 7,044 acres are enrolled in Current Use. The following is a breakdown of the parcel count:

- Single Family – 1,480
- Multi-Family – 92
- Condominiums – included in Single Family
- Mobile Homes – 185
- Commercial/Industrial – 58
- Exempt – 60
- Vacant -297
- Utilities – 4

Interested assessment companies ("Bidder / Contractor") are invited to submit proposals that shall include:

1. The Bidder's ability to provide the services and minimum specifications described below, in accordance with the DRA's 600 rules and DRA's update agreements;
2. Name and telephone number of person(s) to be contacted for further information and clarification;
3. Bidder's ability to conform to attached proposal schedule;
4. A list of all personnel who will be assigned to Lee, including their years of experience and qualifications;
5. Listing of all municipal valuation updates completed during the past five (5) years, including client contacts, telephone numbers, and size of municipalities (indicated by number of real estate parcels, scope of services rendered, and date completed under present corporate entity). Such list must include at least two (2) communities comparable to the Town of Lee.
6. Indication of how many years Bidder has been engaged as a company, corporation, partnership, or individual specializing in government assessing revaluation services.

Five (5) copies of the proposal shall be submitted no later than July 30, 2015 at 4:00 pm to:

Town of Lee
RFP 2016 Statistical update

By Mail:

Town of Lee
7 Mast Road
Lee, NH 03861

For delivery by courier or in person:

Town Hall
7 Mast Road
Lee, NH 0386

Inquiries may be directed by email to townadministrator@leenh.org or by mail to 7 Mast Road, Lee, NH 03861. Town Administrator Julie Glover can be reached Monday thru Thursday from 8:00 am to 4:30, Friday 8:00 am to 12:30 pm or by appointment.

Services to be Included

All services shall be performed in a professional manner in accordance with applicable NH Statutes, and NH DRA and ASB Rules.

1. Perform complete exterior and interior inspection (full measure and list) and appraisal of all sale properties within the Town within the two year range of April 1, 2014 through March 31, 2016. The existing property cards may be used for reference; however all data on the cards, other than lot measurements, must be verified by measurement and inspection. The Contractor will attempt to set up an appointment with the property owner and if necessary follow up with callbacks.
2. Perform sales analysis of all sales, determining appropriate classification using data from April 1, 2014 through March 31, 2016. The sales analysis and final values will be determined as of April 1, 2016.
3. Input all property records and sales analysis data into Town's appraisal software and generate new values for the entire Town.
4. Complete a full field review of all properties prior to sending proposed valuation notices.
5. Make progress reports to the Selectmen and Contracted Assessing Agent at least monthly unless otherwise agreed to by both contract parties.
6. Provide appropriate public and media information to ensure effective communications regarding the property assessment process, including but not limited to ongoing press releases, progress reports, notification of revaluation results and information reviews. All information shall be made available in a timely fashion to allow inclusion in local newspapers and posting in two public places within the Town. Costs for advertising shall be the responsibility of the Bidder.
7. Develop and distribute all communications to taxpayers advising of the preliminary assessments and scheduling of the informal review of assessments. All mailings shall be by first class mail and all mailing costs shall be the Bidder's responsibility. The Bidder shall be responsible for scheduling hearings. Said Hearings will be a minimum of three (3) days duration with evening and Saturday scheduling available. The notification shall contain instructions regarding the appeal process for abatement per RSA 76:16, RSA 76:1-a, and RSA 76:17.
8. Bidder shall notify by first class mail all property owners addressed during the hearings of the disposition of their review stating whether or not a change in value has resulted, and the amount, along with instructions for appealing the informal review process.
9. Develop a draft USPAP compliant manual, to be available at the time of the informal hearings with a final copy supplied to both the Town and the NH Department of Revenue Administration at the completion of the project.

10. All field cards, logs, and work documents such as property record cards in hard copy, electronic or both formats shall be kept at all stages and be retained as property of the Town. All review meeting schedules, property record cards, before and after changes, worksheets and any other documentation provided at the time of the review meetings shall be turned over to the Town when complete.
11. The successful Contractor shall make available a Supervisor of the Company, skilled at public speaking endeavors, to meet with and address citizens groups, service clubs, and other interested groups as a means of establishing and promoting understanding and support for the revaluation program and sound assessing procedures and administration. The Contractor shall supply visual aids and other media at its disposal to this end.
12. As a condition of the Contract, the Contractor's employees, agents, or sub-contractors shall at all times treat the taxpayers, residents, and Town employees with respect and courtesy. The Contractor shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.
13. The NH DRA, Property Appraisal Division, must first approve all employees assigned to the project for the activities they will be assigned to perform.
14. All employees working outside the Town Hall or assigned office quarters will, at all times, wear an identification card, on a conspicuous location upon their person. All employees will be required to allow close inspection of the identification by any interested Town taxpayer or resident upon request. Vehicle information shall be posted and available with the Town Offices and Lee Police Department.
15. The Contractor shall provide all records, paper products, appraisal and data cards, computer supplies, equipment, literature, calculators, portable computers, and the like, adequate for the successful execution of the Contract.
16. The successful Contractor agrees to review, process, defend and support all values established for the revaluation tax year upon appeals to the NH BTLA or Superior Court, in all cases where the appeal has been submitted in a timely fashion as prescribed by law, at no additional cost to the Town. All abatement recommendations for those reviews will be in writing and submitted to the Select Board or their designated representative.
17. If applicable, a performance bond will be required. Liquidated damages of three hundred dollars per day (\$300) for late completion will be based upon the date of September 1, 2016.
18. State the total sum of compensation for the Statistical Revaluation effort, and the manner in which invoices will be submitted to the Town, accompanied by an itemized account of the nature and extent of the work performed that is represented in the invoice. A clause that will serve to withhold 10% of each invoice as a surety to the satisfactory completion of the Contract, which funds will be released within 30 days of satisfactory delivery of all specified deliverable products.
19. Upon final maintenance of all properties by the Contractor, no later than September 1, 2016, the Contractor shall deliver to the Town, in completed and final form, and in good order, the following deliverable products:

- An estimate of fair market value for all exempt and taxable properties within the Town;
- A final property record card, with data and value current and accurate, for each parcel in the Town;
- A manual describing base values for all land and building classifications, depreciation schedules, and special conditions applied throughout the project;
- A manual describing income, vacancy, and expense models, along with capitalization rates and schedules utilized throughout the project;
- A manual describing coefficients, variables, or factors utilized in multiple regression routines or direct sales comparison routines including any weighting procedures;
- Documentation regarding all sales analyses and analyses of any kind performed throughout the course of the statistical revaluation, in a bound, indexed booklet or notebook;
- All data and values current and accurate in the CAMA system;
- All manuals utilized throughout the course of the project;
- Bound manual defining all codes utilized on the record cards or CAMA system;
- Source or field records with any correspondence, hearing sheets or other worksheets, including review appraisers instructions enclosed or attached;
- Maps showing delineated economic neighborhoods;

The Town of Lee will provide access to all property tax records and associated data as may be available from its own files. Additional assistance shall be provided by a member of the staff, if available, to provide for the proper and efficient administration of revaluation tasks. A work area, telephone, and network computer terminal will be available.

Commencement and Completion of Work

1. The project shall begin no later than 30 days after the execution of a contract between the winning Bidder and the Town, or on such other date as agreed by both parties to the contract. The project shall begin with a meeting among Town officials, the winning Bidder and the NH DRA.
2. The project shall be concluded and results delivered to the Select Board by August 15, 2016. State with specificity the start date, the turnover date (no later than August 15, 2016), and define all key milestones as to the progress plan of the project, including, but not limited to the following events:
 - Clerical start-up operations
 - Measure and List of current Sale Properties.
 - File maintenance timeline
 - Sales analysis startup and completion
 - Modeling and calibration startup and completion
 - Generation of preliminary valuations
 - Final field reviews
 - Turnover of reviewed preliminary valuations for Monitor review
 - Notice to taxpayers of preliminary valuations
 - Informal hearings schedule
 - Request for Project Review

3. The Revaluation shall be considered complete only when informal reviews have been completed, the figures reviewed by the Select Board and/or their designee, changes have been made as required, the Select Board has accepted the new values, and all data has been entered into the assessing program on the Town's computer system.

Town-Contractor Relationship

1. Disagreements and disputes, if any, arising under the terms of this agreement, either at law, equity, or by arbitration shall be resolved pursuant to the laws and procedures of the State of New Hampshire, in which State this agreement shall be deemed to have been executed.
2. Indemnification - The Contractor shall indemnify the Town and hold its officers, agents, servants and employees harmless from any and all claims, actions, causes of action(s), suit judgments, costs and expenses caused or arising out of the acts or omissions of the Contractor or any of its independent contractors, agents, or employees. Notwithstanding the foregoing, nothing contained herein shall be deemed to constitute a waiver of the immunity of the Town, which immunity is hereby reserved to the Town.

Contract Awards

The Town of Lee reserves the right to reject any or all proposals, or to accept the proposal that the Town deems to be in the best interest of the Town, regardless of lowest bid amount. The Town reserves the right to waive informalities in the bid process. The Town will evaluate proposals based on the following criteria:

- Qualifications and experience of the individuals assigned to the contract, and relevant experience in conducting similar services.
- History of the individual or firm, including years in business, and ability of the firm to perform the work described in a timely fashion.
- Confirmation of Public Liability, Automobile Liability and Worker's Compensation Insurance in amounts acceptable to the Town.
- Previous work experience with local, county, or state government.
- How well the proposal communicates an understanding of the scope of work in Lee.
- Cost of Services.

The following non-collusion clause shall be part of every bid specification package. Bidders must sign this statement in order for the bid to be valid:

"The undersigned certified under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As use in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity."

Name of person signing bid

Date

Company

The Town of Lee reserves the right to request additional data or information or a presentation in support of written proposals. However, the Town may award a contract based on offers received, without additional submissions. Accordingly, the proposal should be submitted on the most favorable terms from all aspects, which the Bidder can submit. The Town reserves all rights to negotiate with the consultant of its choice based not solely upon cost along, but on the qualifications and ability of the consultant to perform, consistent with the Town's intent, requirements, time schedule, and funds availability.

The NH Department of Revenue requires a contract before any work shall commence. Any contract awarded as a result of this RFP will comply with applicable Statutes and DRA and ASB rules, and is subject to review by the NHDRA.

Bids will be opened and tabulated following the due date, for final information to be presented to the Select Board at their regularly scheduled meeting on August 3, 2015.

After the bid opening, the bidder may not amend, correct, modify or change in any fashion, a bid, which would be contradictory to the interests of the Town of Lee or fair competition. The Select Board may waive minor informalities, or allow the bidder to make corrections, as long as the intent of the bid is not disturbed.

The cost associated with responding to this request for proposal shall be borne solely by the responding bidders and are not reimbursable in any way.

Revaluation Schedule Dates

Proposed bids due:	July 30, 2015 at 4:00 pm
Contract awarded:	TBD
Begin update:	within 30 days of execution of contract
Create preliminary values to Town for review:	TBD
Field review:	TBD
Completion of preliminary values:	TBD
Taxpayer hearings:	TBD
Final values to Select Board:	no later than August 15, 2016
Turnover of values to Select Board:	TBD

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: June 22, 2015

RE: Chris Giannini
14 Sigourney Street
Revere, MA 02151

Property Tax Map 26 Lot 2-F21
Address: F21 Wadleigh Campground

Tax Year: 2015
Assessment: \$2,500

The subject is a camper on a rented site. Abatement is due to improvement being registered for the 2015 tax year and as this is the case, it is recommended that an abatement of the first issue tax bill in the amount of \$30.55 plus any applicable interest be granted.

Abatement Granted

Abatement Denied

Dated _____

Remit To		2015 LEE PROPERTY TAX -- BILL 1 OF 2			
TOWN OF LEE TAX COLLECTOR'S OFFICE 7 MAST ROAD LEE, NH 03861 Temp - Return Service Requested		GIANNINI, CHRIS			
		Map	Lot	Sub	Net Value
		000026	000002	000F21	\$ 2,500
		Parcel Location			Acres
F21 WADLEIGH CAMPGROUND			0.000		
12% APR Charged After 07/01/2015		Invoice	Summary of Taxes		
Questions on ASSESSMENT must be directed to Assessor/Selectmen (603) 659-5414 Questions on errors may be directed to the Tax Collector. See back for important info		2015P01010404	First Bill:		\$ 37.00
		Billed To	Billing Date	- Abated/Paid:	
GIANNINI, CHRIS 14 SIGOURNEY ST REVERE, MA 02151		05/29/2015	- Vet. Credits:		\$ 0.00
		Payment Due Date	+ Penalties:		\$ 0.00
		07/01/2015	Amount Due:		\$ 30.55
		Amount Enclosed:			

Please return top copy with your payment.

Tax Collector Office Hours		2015 LEE PROPERTY TAX -- BILL 1 OF 2			
TOWN OF LEE MONDAY 8:00 AM TO 6:00 PM WEDNESDAY & FRIDAY 8:00 AM TO 4:00 PM 603 659-2964 Tax Collector: Linda R. Reinhold		GIANNINI, CHRIS			
Questions on ASSESSMENT must be directed to Assessor/Selectmen (603) 659-5414 Questions on errors may be directed to the Tax Collector. See back for important info		Map	Lot	Sub	Pg-Line
		000026	000002	000F21	0104-04
		Parcel Location			Acres
		F21 WADLEIGH CAMPGROUND			0.000
Tax Rates	Assessments	Invoice	Summary Of Taxes		
County: \$ 1.44	Land: 0	2015P01010404	First Bill: \$ 37.00		
School: \$ 9.56	Current Use Credit: 0	Billing Date	- Abated/Paid: \$ 6.45		
Town: \$ 2.60	Buildings: 2,500	05/29/2015	- Vet. Credits: \$ 0.00		
State Education: \$ 1.25	Total: 2,500	Payment Due Date	+ Penalties: \$ 0.00		
		07/01/2015	Interest Rate		
		12% APR After 07/01/2015	Amount Due:		\$ 30.55

Total Tax Rate:	\$ 14.85⁺	Net Value:	2,500
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Keep this copy for your records. + 1st Bill Rate=1/2 Last Year's Final Rate



CERTIFICATE OF REGISTRATION

M.G.L. Chapter 90 Section 24B makes it a crime to alter this Certificate

RMV Division

PLATE TYPE AHN	REGISTRATION NUMBER CA6196F	REGISTRATION TYPE CAMPER	EFFECTIVE DATE 02/24/15	EXPIRES LAST DAY OF →	MONTH 11	YEAR 15	TRANSACTION NUMBER 01505544320233												
MFORS MODEL YEAR 2014	MAKE DUTCH	MODEL TRAVEL	BODY STYLE/TYPE CAMP	COLOR GRAY	Not valid without official signature of Registrar		IF VEHICLE CARRYING PASSENGERS FOR HIRE: MAXIMUM NUMBER OF PASSENGERS THAT CAN BE SEATED												
VEHICLE IDENTIFICATION NUMBER 47CTATS20EM452118		INSURANCE COMPANY COMMERCE INSURANCE		TITLE NUMBER	REGISTRAR <i>Celia J. Blue</i>		TOTAL REGISTERED WEIGHT FOR A COMMERCIAL VEHICLE OR TRAILER 010000												
RESIDENTIAL ADDRESS (IF DIFFERENT)					<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">FEES</td> </tr> <tr> <td style="text-align: right;">REGISTRATION</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td style="text-align: right;">TITLE</td> <td style="text-align: right;">75.00</td> </tr> <tr> <td style="text-align: right;">SPECIAL PLATES</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="text-align: right;">SALES TAX</td> <td style="text-align: right;">1502.81</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">1627.81</td> </tr> </table>			FEES		REGISTRATION	50.00	TITLE	75.00	SPECIAL PLATES	0.00	SALES TAX	1502.81	TOTAL	1627.81
FEES																			
REGISTRATION	50.00																		
TITLE	75.00																		
SPECIAL PLATES	0.00																		
SALES TAX	1502.81																		
TOTAL	1627.81																		
NAME(S) OF OWNER(S) AND MAILING ADDRESS GIANNINO, CHRISTOPHER 14 SIGOURNEY STREET REVERE, MA 02151																			
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION REGISTRY OF MOTOR VEHICLES DIVISION The records of the RMV database constitute the official status of the vehicle registration.																			

SPECIAL MESSAGE IF THIS VEHICLE IS NEWLY ACQUIRED, IT MUST BE INSPECTED WITHIN SEVEN (7) DAYS OF REGISTRATION.	CHANGE OF ADDRESS STREET ADDRESS _____ _____ CITY, STATE, ZIP CODE _____
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Important Information for Vehicle Owners

- | | |
|---|---|
| <ul style="list-style-type: none"> • Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and for the trailer, if any, and his/her license to operate, upon his/her person or in the vehicle, in some easily accessible place. • By law, you must report any change of address to the RMV within 30 days in writing. Address changes can be made on the RMV website: www.massrmv.com or by mail to: RMV, P.O. Box 55889, Boston, MA 02205-5889. Once you have reported the address change to the RMV, please write corrected address in box provided above. | <ul style="list-style-type: none"> • Return the registration plates to the RMV immediately if: <ul style="list-style-type: none"> - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle. Keep a copy of the <i>Bill of Sale, Title, and completed Reassignment of Title</i> for your records to document the transfer. - You move to another state and you register the vehicle in that state. - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy. |
|---|---|

Transferring Your Plates: Massachusetts law (M.G.L. Chapter 90, Section 2) allows you to transfer **valid registration plates from this vehicle to a newly acquired new or used motor vehicle or trailer** while you obtain insurance and a new registration. **All** of the following must be met: **1.** You are at least 18 years of age and you own the motor vehicle or trailer identified on this *Registration Certificate*; **2.** You transfer ownership of this vehicle to another person or permanently lose possession of it (such as through repossession, etc.); **3.** The newly acquired vehicle is of the **same vehicle type** (passenger vehicle to passenger vehicle, trailer to trailer, etc.); the **same registration type** (passenger to passenger, commercial to commercial); and has the **same number of wheels**; and, **4.** The **seller and buyer** properly complete the Assignment of the Certificate of Title (for the newly acquired "used" vehicle) or Certificate of Origin (if a "new" vehicle). If **all** of the above are met, you may operate the newly acquired vehicle with the transferred plates **up to 5:00 pm of the 7th calendar day** following the date of transfer (or loss of possession). The day of transfer or loss is day #1. During those 7 days, you **must** carry the *Bill of Sale* (or the dealer's *Purchase Contract*) for the newly acquired vehicle **and** this *Registration Certificate* when operating the vehicle. See *FAQs About the Seven-Day Registration Transfer Law* on the RMV's website at www.massrmv.com.

No Insurance Card Required: Massachusetts's law does **not** require an insurance card. The law, M.G.L. Chapter 90, Section 34A and Chapter 175, Section 113A requires the vehicle's owner to maintain a compulsory motor vehicle liability insurance policy or bond for bodily injury coverage and property damage insurance. If an insurer is identified on the face of this *Registration Certificate*, it is required by law to electronically notify the RMV (Registry of Motor Vehicles) if coverage lapses. The vehicle owner is then notified by the RMV to obtain new insurance within 10 days or the registration will be revoked. Bonds are filed with the State Treasurer's office.

Be first in line by going online at www.massrmv.com

- | | | |
|---------------------------------|----------------------------------|---|
| Schedule a Road Test | Request a Duplicate Title | NEED TO VISIT AN RMV OFFICE?
SAVE TIME
Complete Your Application Online! |
| Renew Your Driver's License | Request a Duplicate Registration | |
| Renew Your Registration | Change Your Address | |
| Pay Citations/Court Hearing Fee | Cancel My Plate/Registration | |
| Replace Your Driver's License | Order a Special Plate | |
| | | |

VISIT OUR WEBSITE FOR A FULL LIST OF AVAILABLE TRANSACTIONS

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: June 15, 2015

RE: Norbert Vautour
30 Russeau Heights
Greenville, NH 03048

Property Tax Map 12 Lot 1-D17
Address: LD17 Forest Glen

Tax Year: 2013
Assessment: \$6,200

The subject is a camper on rented land. Abatement request is for prior year amount which current owners were not aware of due to campground owner not providing ownership and applicants not being on site as of April 1, 2013. As this is the case, it is recommended that an abatement in the amount of \$178 plus any applicable interest be granted.

Abatement Granted

Abatement Denied

Dated _____

**ABATEMENT
RECOMMENDATION**

TO: Select Board
Town of Lee

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

DATE: June 15, 2015

RE: Paula and Joseph Elwell
4 Ahern Circle
Merrimac. MA 01860

Property Tax Map 12 Lot 1-D15
Address: LD15 Forest Glen

Tax Year: 2013
Assessment: \$6,300

The subject is a camper on rented land. Abatement request is for prior year amount which current owners were not aware of due to campground owner not providing ownership and applicants not being on the site as of April 1, 2013 having purchased camper on June 3, 2015. As this is the case, it is recommended that an abatement in the amount of \$181 plus any applicable interest/fees be granted.

Abatement Granted

Abatement Denied

Dated _____

**ABATEMENT
RECOMMENDATION**

TO: Select Board
Town of Lee

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

DATE: June 15, 2015

RE: Paula and Joseph Elwell
4 Ahern Circle
Merrimac. MA 01860

Property Tax Map 12 Lot 1-D15
Address: LD15 Forest Glen

Tax Year: 2014
Assessment: \$6,300

The subject is a camper on rented land. Abatement request is for prior year amount which current owners were not aware of due to campground owner not providing ownership and applicants not being on the site as of April 1, 2013 having purchased camper on June 3, 2015. As this is the case, it is recommended that an abatement in the amount of \$187 plus any applicable interest/fees be granted.

Abatement Granted

Abatement Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: June 22, 2015

RE: Isa Ocampo
51 Bristol St Apt #3
Cambridge,, MA 02141

Property Tax Map 12 Lot 1-D02
Address: LD02 Forest Glen

Tax Year: 2013
Assessment: \$4,600

The subject was a camper on rented land. Abatement request is due to current owner and camper not being the same one which was on site for April 1, 2013. As this is the case, it is recommended that an abatement in the amount of \$132 plus any applicable interest/fees be granted.

Abatement Granted

Abatement Denied

Dated _____



LOCAL RIVER MANAGEMENT ADVISORY COMMITTEE
NOMINEE FORM

Please complete both sides of this Form and email to riversprogram@des.nh.gov or mail to Rivers Coordinator, NH DES, 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095
Please type "NOMINEE FORM" and nominee's name in the subject line of the email.
For questions contact the Rivers Coordinator at 271-2959.

NOMINEE NAME: PRESTON SAMUEL DATE: 26 JUN 15
RIVER NAME: LAMPREY
REPRESENTING: MUNICIPALITY: LEE OTHER: _____

Nominee Contact Information:

Street Address: 1700 W LANE
Town: LEE
Zip Code: 03861
Email: PRESTON.SAMUEL@COMCAST.NET
Phone (home): 659-0290 Phone (cell): — Phone (work): —

Is this a: New Appointment or a Reappointment

Please state your interest(s) in serving on the Local Advisory Committee:

- Local Government
- Business
- Conservation
- Recreation
- Agriculture
- Riparian Landowners

(Form continued on page 2)

Board of Selectmen or Authorized Signature(s) – REQUIRED (e-signature acceptable)

Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____

Note: By statute, the Commissioner of DES appoints the Local River Management Advisory Committee (LAC) members for each Designated River from nominees submitted by the local governing bodies through which the Designated River flows (RSA 483:8-a).

Please include a short description of your relevant background knowledge of local river-related issues or general river management and protection:

CURRENT MEMBER LRAC (ONE TERM)

Most Local Advisory Committees engage in a variety of activities. Reviewing those activities listed below, please check those that are of most interest to you:

- Management Plan Preparation/Implementation
- Event Organization
- Public Education
- Grant Writing
- Public Relations
- Committee Administration
- Other _____

Most Local Advisory Committees meet monthly. In some cases they may meet more frequently to complete specific tasks, while in other cases your attendance may not required at all meetings. Please check one of the boxes below to indicate your availability to attend regularly scheduled meetings.

- I can attend monthly meetings on most weeknights
- I can attend monthly meetings only if scheduled on a specific weeknight
- I can only attend a limited number of monthly meetings
- I cannot attend monthly meetings, but am willing to complete tasks on behalf of the Local Advisory Committee

For DES Office Use Only

1. Nominee form has been reviewed by RMPP staff on (date) _____
2. LAC Chair and Nominee have been contacted regarding nomination on (date) _____
3. RMPP Staff recommends appointment to Commissioner:
 Approve _____ RMPP staff _____ Date
4. Appointment letter and information packet sent on (date) _____
5. Contacts database updated (date) _____
6. LAC Member List updated (date) _____



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

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

Applicant's Name: RESTON SAMUEL
Address: ITCON LANE, LEE Phone/Cell: 603-659-0200
of Years as a Resident: 9
Email address: RESTON.SAMUEL@COMCAST.NET

Full Membership (3 year term) position applying for: LAMPREY RIVER
ADVISORY COMMITTEE
Term Expires on the following date: 13 AUG 15 (SEE ATT.)
Alternate Position (3 year term) position applying for: _____
Term Expires on the following date: _____

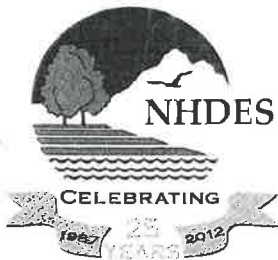
I feel the following experience and background qualifies me for this position: _____

REAPPOINTMENT TO EXISTING POSITION

[Signature]
Signature

26 JUN 15
Date

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



The State of New Hampshire
Department of Environmental Services

Thomas S. Burack, Commissioner

*Celebrating 25 Years of Protecting
New Hampshire's Environment*



August 13, 2012

Preston L. Samuel, P.E.
1 Toon Lane
Lee, New Hampshire 03861

Dear Mr. Samuel:

I am pleased to appoint you to a three-year term on the Lamprey River Local Advisory Committee. Your term will begin on August 13, 2012 and will end on August 13, 2015. The success of the NH Rivers Management and Protection Program (RMPP) relies heavily on the commitment of citizen volunteers like yourself, and we sincerely appreciate your willingness to serve on the committee.

As a member of the Lamprey River Local Advisory Committee, your responsibilities are to: 1) advise the Commissioner of this Department, the statewide Rivers Management Advisory Committee, and the municipalities through which the Lamprey River flows, on matters pertaining to the management of the river; 2) consider and comment on any federal, state, or local governmental plans to approve, license, fund, or construct facilities that would alter the resource values and characteristics for which the river was designated; 3) develop or assist in the development and local adoption of a local river corridor management plan under RSA 483:10; and 4) report biennially to the Rivers Management Advisory Committee and the Commissioner on the status of compliance with relevant federal and state laws and regulations, local ordinances, and plans. I have included a copy of RSA 483 - the Rivers Management and Protection Act, a fact sheet about the Rivers Program and the Lamprey River.

You may wish to contact Sharon Meeker, Committee Chair, at 659-5441 or s-meeker@comcast.net for the next meeting date and location. Jacque Colburn, Rivers Coordinator, will be glad to answer any questions that you may have about the Rivers Program or your responsibilities. You may reach Jacque at 271-2959.

Congratulations on your appointment and thank you for your dedication to the rivers of New Hampshire.

Sincerely

Thomas S. Burack
Commissioner

*Thank you
for serving!*

Enclosures

cc: Lee Board of Selectmen
Sharon Meeker, Chair, Lamprey River LAC (via e-mail)
Cynthia Copeland, Executive Director, Strafford Regional Planning Commission (via e-mail)
Jacque Colburn, Lakes & Rivers Coordinator, DES Watershed Bureau (via e-mail)

www.des.nh.gov

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095
(603) 271-3503 • TDD Access: Relay NH 1-800-735-2964

Trustees of Trust Funds
Town of Lee
7 Mast Road
Lee, NH 03861

June 19, 2015

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

Dear Select Board:

The Trustees of Trust Funds have received from the Select Board a request for reimbursement of \$4,825.97 from the Land Use Change Fund for transaction costs associated with the purchase of the Kennard property at 164 Steppingstone Road approved in Warrant Article 7 on 11 March 2014. While most of the seventy individual charges on the invoices are clearly transaction costs or related to transaction costs, some of the charges are not so clearly related. One of those is the entry for 11/21/13 on the time sheets of Laurel Cox, Land Protection Administrator. That entry has the description: "Newsletter, exploration with library partnership: P. Dolan, K. Pelecchia, A. and P. Gasowski." The cost is \$35.00. On our first review, we rejected the reimbursement request as documented. At our request, we received a written explanation of this entry from William Humm, Chairman of the Conservation Commission. That explanation shows that this cost is related to the Conservation Commission's work in investigating this parcel and publicizing its value.

That all of these costs are related to this parcel of land is not in dispute. The decision depends on where one draws the line between what the voters would clearly recognize as transaction costs and what should be the Conservation Commission's expenses in investigating and evaluating the natural resources in Lee. At our second meeting to review this reimbursement request, we were inclined to disqualify more of the enumerated costs, but we are adhering to our first assessment and approving all but the single entry mentioned above.

From the Land Use Change Fund, we have reimbursed \$4,790.97, which is the requested amount less the \$35.00 previously mentioned.

Please contact us if you have any questions about this matter.

Respectfully,



John H. Tappan
Trustee



Karen E. Long
Trustee



Richard Miller
Trustee

CC: Joanne T. Clancy, Finance Officer
William Humm, Conservation Commission Chairman

LCHIP

Land & Community Heritage
Investment Program



June 5, 2015

Laura Gund
Lee Conservation Commission
7 Mast Road
Lee, NH 03824

Dear Laura,

Thank you for taking good care of your LCHIP-assisted resources. We are sending the enclosed check in recognition that you conducted and reported appropriate and timely stewardship and monitoring in 2014. The payment is for the monitoring of the land associated with the Randall and Tuckaway Farm projects, which are also known as the North Lee Conservation Project lands. A check is being sent to the Lee Heritage Commission under separate cover for their work in monitoring the buildings associated with the North Lee Conservation Project.

The LCHIP Monitoring Endowment fund was created to support long term stewardship of the resources protected with assistance from LCHIP. Payments are based on income available from the endowment, the number of projects receiving funds and a variety of resource-based factors. Because the amount available to provide these incentive payments may vary from year to year, we suggest that you do not include a specific payment from this source as part of your organization's annual budget.

This letter also serves as a reminder that the Conservation Commission will need to submit completed 2015 monitoring reports no later than the end of December 2015 to fulfill the agreement with LCHIP and to receive an incentive payment next year. The current monitoring report form is available on the LCHIP website, lchip.org.

Thank you for your responsible care of these important properties. If you have any questions please feel free to call us at 224-4113.

Sincerely,

A handwritten signature in cursive script that reads "Dijit Taylor".

Dijit Taylor
Executive Director

Unanticipated Revenue

State of New Hampshire
Office of State Treasurer
25 Capitol Street - Rm. 121
Concord, NH 03301

State of New Hampshire
Vendor Payments

Bank of America
Concord, NH
51-44 / 119

06/04/15

2258754

PAY EXACTLY *Six Hundred and 00/100 Dollars*

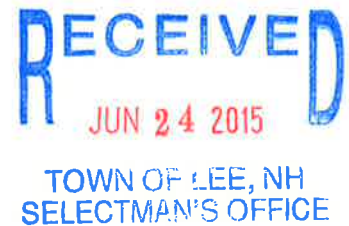
\$ *****600.00

VOID AFTER 180 DAYS

PAY TO THE ORDER OF LEE CONSERVATION COMMISSION
7 MAST ROAD
LEE NH 03824

William E. Dwyer
Authorized Signature

⑈02258754⑈ ⑆011900445⑆ 000000011123⑈



**Public Notice
Lee Planning Board
7 Mast Road
Lee, NH 03861
603-659-6783**

The Town of Lee Planning Board will conduct a public hearing on July 9, 2015 at 7:00 pm at the Public Safety Complex, 20 George Bennett Rd, Lee, NH on the following application:

A Site Review application for a proposed ground mounted solar array at 1 Concord Road, Progressive Electric. The property is owned by CE Morgan Holdings LLC. Concord Rd Solar LLC is the applicant/agent. The property is known as Lee Tax Map #04-04-0000. This is an application acceptance hearing and a possible final hearing.

You are invited to appear in person or by representation of agent of counsel and state reasons why these applications should or should not be approved. Application information is on file at the Office of Planning & Zoning located at 13 Mast Road, Lee NH.

POSTED AT THE TOWN OF LEE OFFICE OF PLANNING & ZONING AND THE LEE TOWN HALL ON TUESDAY, JUNE 17, 2015 AT 12:00 NOON.

ADVERTISED IN THE FOSTERS DAILY DEMOCRAT.

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

Memo

To: Select Board
From: Rachel Deane, Deputy Town Clerk / Tax Collector
CC: Town Administrator, Julie Glover
Date: 7/1/2015
Re: Reimbursement of Municipal Registration Fees-Overpayment

On June 29, 2015, Marion Kelley of 225 Lee Hook Road registered her vehicle and licensed her dogs. The total amount due to the Town and State-NH was \$252.10. Mrs. Kelley mistakenly wrote her check for \$352.10. The error was noted during the Clerk's close-out procedure. I placed a phone call to Mrs. Kelley at 6:15pm on Monday, June 29th and asked her to submit another check for the correct amount. Unfortunately, Mrs. Kelley was unable to come into the clerk's office before 7pm that night.

Per RSA 41:9 VIII, all funds collected by the Town Clerk shall be deposited in a timely manner. Therefore, the check for \$352.10 was deposited by the Town Clerk into the Town's bank account and processed as a miscellaneous transaction. It is the Town Clerk's recommendation that the Select Board remit a check to Marion Kelley for the overpayment of \$100.00.

41:8-d Revocation. – A town which has voted to enlarge its board of selectmen may rescind its action in the manner described in RSA 41:8-b, except that the question shall read: "Are you in favor of decreasing the board of selectmen to 3 members?"

Source. 1967, 325:1. 1979, 410:8. 1983, 180:2. 1990, 192:2, eff. June 26, 1990.

Section 41:8-e

41:8-e Effective Date and Manner of Increase or Decrease. – If a town votes to enlarge or to decrease its board of selectmen the change does not take effect in either case until the first annual meeting following the meeting at which the questions were acted upon. If the town votes to enlarge the board to 5 members, at the first annual meeting following the meeting when the action was taken the town shall elect 2 members for a 3-year term and one member for a one-year term. At the next succeeding annual meeting 2 members shall be elected for a 3-year term, at the next following annual meeting one member shall be elected for a 3-year term, and at succeeding annual meetings members shall be elected to fill the vacancies regularly occurring. If a town votes to decrease its board to 3 members, at the annual meeting following the meeting at which it so voted, the terms of office of all members of the board of selectmen shall end and the town shall elect 3 members of the board of selectmen, one for one year, one for 2 years, one for 3 years and at all succeeding annual meetings shall elect a member to the board for a 3-year term.

Source. 1967, 325:1, eff. Sept. 1, 1967.

Section 41:9

41:9 Financial Duties. –

I. The selectmen shall pay all sums of money received by them in behalf of the town to the town treasurer immediately after receipt, and state to him from whom and for what received.

II. They shall draw orders upon the treasurer for the payment of all accounts and claims against the town allowed by them, and take proper vouchers therefor.

III. They shall keep a fair and correct account of all moneys received, all accounts and claims settled and all orders drawn by them, and of all their other financial transactions in behalf of the town.

IV. They shall publish in the next annual report, or post at the annual meeting, the general fund balance sheet from the most recently completed audited financial statements or from the financial report filed pursuant to RSA 21-J:34, V.

V. In the case of an accumulated general fund deficit, the selectmen shall insert an article in the warrant recommending such action as they deem appropriate, which may include, but is not limited to, raising a sum of money for the purpose of reducing that deficit.

VI. The selectmen shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties.

VII. The selectmen shall annually review and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies.

VIII. The selectmen shall be responsible for establishing procedures to ensure that all funds paid to the town from any department shall be remitted to the treasurer at least on a weekly basis or daily whenever such funds total \$500 or more. Remittances to the treasurer from the tax collector shall be in accordance with RSA 41:35 and remittances from the town clerk shall be in accordance with RSA 261:165.

Source. 1869, 26:3. 1874, 85:1. GL 40:9. PS 43:7. PL 47:14. RL 59:13. RSA 41:9. 1993, 181:1. 1994, 147:2. 2007, 246:2, eff. Aug. 27, 2007.

Clerk: All

Daily Cash Receipts

Covering 06/29/2015 to 06/29/2015

S#	Receipt	Clerk	Date	Time	CID	CustomerName	Amount Paid			Other
							Local	State	Other	
O	57268	LINDA	6/29/2015	8:09:01AM	0	MILLER REBECCA ANN	\$103.00	\$74.40	\$0.00	CC
O	57270	RACHEL	6/29/2015	8:11:09AM	0	COLBROTH LISA D	\$335.00	\$119.20	\$0.00	CK
O	57271	LINDA	6/29/2015	8:16:42AM	0	ELLISON DANIEL E	\$246.50	\$178.40	\$0.00	CA
O	57272	LINDA	6/29/2015	8:20:39AM	6860	ELLISON, DAN	\$7.50	\$0.00	\$0.00	CA
O	57273	RACHEL	6/29/2015	8:38:41AM	0	GOLDEN JAMES RUSSELL	\$671.50	\$263.04	\$0.00	CK
O	57274	RACHEL	6/29/2015	9:11:51AM	0	SHAHEEN DAVID PAUL	\$896.00	\$146.40	\$0.00	CK
O	57275	RACHEL	6/29/2015	9:16:13AM	0	BERNDTSON NANCY P	\$72.50	\$55.20	\$0.00	CK
O	57276	LINDA	6/29/2015	9:45:50AM	0	RAVENELLE PAUL A	\$782.00	\$128.40	\$0.00	CK
O	57277	RACHEL	6/29/2015	9:50:29AM	0	KONGKHAM PHETAKOUNE	\$1.00	\$0.00	\$0.00	CA
O	57278	RACHEL	6/29/2015	9:55:57AM	0	COMTOIS DAVID E	\$181.00	\$110.40	\$0.00	ACF
O	57279	RACHEL	6/29/2015	9:57:24AM	0	MYERS PAUL C	\$44.50	\$24.00	\$0.00	CC
O	57280	RACHEL	6/29/2015	9:58:10AM	0	ROUX MARTIN PAUL	\$246.00	\$153.60	\$0.00	CC
O	57281	RACHEL	6/29/2015	10:16:46AM	0	CAMPBELL CHRISTOPHER S	\$111.50	\$55.20	\$0.00	CA
O	57282	RACHEL	6/29/2015	10:32:48AM	0	ROBINSON KURSLA A	\$76.50	\$43.20	\$0.00	CK
O	57283	LINDA	6/29/2015	10:57:42AM	0	SHEA JOHN B	\$533.00	\$131.20	\$0.00	CK
O	57284	RACHEL	6/29/2015	11:05:00AM	0	COX CHARLES R	\$170.00	\$0.00	\$0.00	CK
O	57285	LINDA	6/29/2015	11:10:17AM	0	DAGENAIS BRIAN F	\$155.00	\$126.72	\$0.00	CK
O	57286	LINDA	6/29/2015	11:15:03AM	0	PITTROFF JESSICA D	\$70.50	\$43.20	\$0.00	CK
O	57287	RACHEL	6/29/2015	11:13:17AM	0	KELLEY MARION B	\$312.50	\$39.60	\$0.00	CK
O	57288	LINDA	6/29/2015	11:19:15AM	0	MCGLONE JR BRIAN J	\$75.00	\$43.20	\$0.00	CA
O	57289	RACHEL	6/29/2015	11:42:08AM	0	JOHN WETHERBEES AUTO REPAIR LL	\$581.50	\$362.40	\$0.00	CC
O	57290	LINDA	6/29/2015	12:16:28PM	0	BERNTH THOMAS R	\$102.00	\$109.20	\$0.00	CC
O	57292	RACHEL	6/29/2015	12:46:24PM	0	GOODWIN ADAM T	\$35.50	\$29.60	\$0.00	CC
O	57293	RACHEL	6/29/2015	1:02:55PM	0	KAISER RICHARD G	\$556.50	\$43.20	\$0.00	CK
O	57294	RACHEL	6/29/2015	1:33:25PM	0	HONDA LEASE TRUST	\$340.50	\$43.20	\$0.00	CK
O	57295	LINDA	6/29/2015	2:45:03PM	0	JANS ELECTRICAL & MAINTENANCE	\$9.50	\$12.00	\$0.00	CK
O	57296	RACHEL	6/29/2015	3:15:29PM	0	GOOCH BENJAMIN L	\$85.50	\$117.76	\$0.00	CK
O	57297	LINDA	6/29/2015	3:39:50PM	0	CASTLE JR STEVEN E	\$629.00	\$98.40	\$0.00	CK
O	57298	RACHEL	6/29/2015	3:44:17PM	484	HARRIS, CAROLE A	\$3.00	\$0.00	\$0.00	CA
O	57299	RACHEL	6/29/2015	3:51:17PM	0	RICE GWENDOLYN A	\$8.50	\$6.25	\$0.00	CA
O	57300	LINDA	6/29/2015	4:05:52PM	0	HUPPE ANDRE GERARD	\$80.50	\$125.20	\$0.00	CA
O	57301	LINDA	6/29/2015	4:23:56PM	0	CHINBURG NOAH S	\$322.50	\$47.60	\$0.00	CK
O	57302	RACHEL	6/29/2015	4:24:58PM	0	TULIANO DAVID R	\$81.50	\$44.00	\$0.00	CK
O	57303	RACHEL	6/29/2015	4:38:32PM	0	ROBAR JEFFREY F	\$73.50	\$55.20	\$0.00	CK
O	57304	LINDA	6/29/2015	4:48:23PM	0	REINHOLD JR FRANK W	\$181.50	\$83.20	\$0.00	CA
O	57305	RACHEL	6/29/2015	4:51:04PM	0	HUBBARD KATHY JEAN	\$47.50	\$43.20	\$0.00	CK
O	57306	RACHEL	6/29/2015	4:52:18PM	0	HUBBARD JOHN MICHAEL	\$11.50	\$16.00	\$0.00	CK
O	57307	RACHEL	6/29/2015	5:17:21PM	0	GRIMES STEVEN P	\$40.50	\$54.00	\$0.00	CK
O	57308	LINDA	6/29/2015	5:20:26PM	0	DANIELS JENNIFER A	\$50.50	\$43.20	\$0.00	CK
O	57310	LINDA	6/29/2015	5:40:31PM	0	CHELLAPILLA VIDYADHAR	\$487.50	\$83.20	\$0.00	CA
O	57311	LINDA	6/29/2015	5:44:35PM	0	REYNOLDS II LEIGHTON A	\$148.00	\$86.40	\$0.00	CC
O	57312	RACHEL	6/29/2015	5:59:03PM	0	LYNN MEDEIROS	\$45.00	\$0.00	\$0.00	CK
							\$9,012.00	\$3,238.57	\$0.00	

- 3.60 credit memo

Report Totals

Total Cash \$1,777.15 ✓
 Total Checks \$8,081.92 ✓
 Total Cash & Checks \$9,859.07

Total Credit Cards \$2,100.10
 Total ACH \$291.40
 Total Cash, Checks, & Credit Cards \$12,250.57

Total Credit Memo Payments \$3.60
 Total Short Slips \$0.00
 Grand Total \$12,254.17

- 3.60 credit memo

ROBERT O KELLEY
MARION BLAIR KELLEY
225 LEE HOOK RD
LEE NH 03861
603-659-4550

7433

54-8908/2114

6/29/15 Date

Pay to the
Order of

Town of Lee

\$ 352.¹⁰

Three hundred fifty-two + ¹⁰/₁₀₀

Dollars



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FEDERAL CREDIT UNION
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For

Mar Blair Kelley MP

Harvard Clarke

7433