

SELECT BOARD MEETING AGENDA

DATE: Monday, December 7, 2015 at 6:00 pm
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. Lou Ann Griswold, Master Plan Sub Committee – Update
Present the results of the survey which was conducted this summer/fall.
4. Tom Dronsfield, Police Chief – Replacing Base Station Radio
Review the Grant application and discuss the funding for the Town's portion.
5. Scott Nemet, Fire Chief – Introduce New Part-Time Firefighter
6. Caren Rossi, Planning and Zoning Administrator – Bond Acceptance for Chestnut Way
Inform the Board of the Chestnut Way inspection conducted by Civil Consultants and Town Staff on 12/3/2015. A Performance Bond is required before lots may be sold or building permit issued. Civil Consultants to determine Bond amount (actual Performance Bond will not be available until Monday.)
7. Julie Glover, Town Administrator Report
 - a. Personnel Policy Amendment - Comp Time Policy
 - b. Personnel Policy Amendment - Vehicle Use
 - c. Chief Dronsfield's Special Duty Agreement
 - d. Prof. Photographers Association of New England Meeting Rm 1st Time Application
 - e. Radon Testing Results
 - f. Christmas Eve
 - g. Little River Park Pavilion
 - h. Miscellaneous

8. Motion to accept the Consent Agenda as presented:

SIGNATURES REQUIRED

Abatements (7)
Veteran Tax Credit
LRAC Application

INFORMATION ONLY

Xfinity Rate Changes

Individual items may be removed by any Select Board member for separate discussion and vote.

9. Motion to accept the Select Board Public Meeting Minutes from November 23, 2015.
10. Motion to accept Manifest #11 and Weeks Payroll Ending December 6, 2015.
11. Motion to Enter into Non-Public Session
 - a. NH RSA 91-A:3 II (a) – (e) – review of previously sealed minutes (2015)
12. Miscellaneous/Unfinished Business
13. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on November 18, 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 Master Plan 2016



Ten year plan
2016-2026

Committee Members

- Ed Bannister
- Ryan Crosbie
- Gail Smith
- Lou Ann Griswold

Special thank you to Barb Wauchope

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Purpose

- Provides a vision for the town
- Serves as a reference for town planning
- Guides decision-making concerning:
 - Zoning ordinances
 - Budgets
 - Capital improvements and
 - Growth-related issues

Process

- Gathered feedback from departments, committees, and commissions to help develop appropriate survey questions
- Gathered data & guidance from Strafford County Regional Planning Office & Lee Planning Board
- Sent post card notifications to all Town residents
- Set up an informational display on Voting Day-- March 2015
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Process

- Developed a questionnaire
- Piloted the questionnaire and modified it based on feedback
- Conducted a survey using the questionnaire

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Survey Process

- Questionnaire sent via standard mail to 561 households
 - Used randomization in attempt to eliminate bias
- Online access
 - Announced in E-Crier in July and August
 - Invitation sent out to all E-Crier subscribers
 - Open for two months
- Hard copies made available in July and August at
 - Library
 - Town Hall
 - Transfer Station

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Sample

| Sample Set | Returns |
|------------|--------------------------|
| Randomized | 174 (31% return rate) |
| Online | 166 |
| Hard copy | 50 |
| Total | 390 |

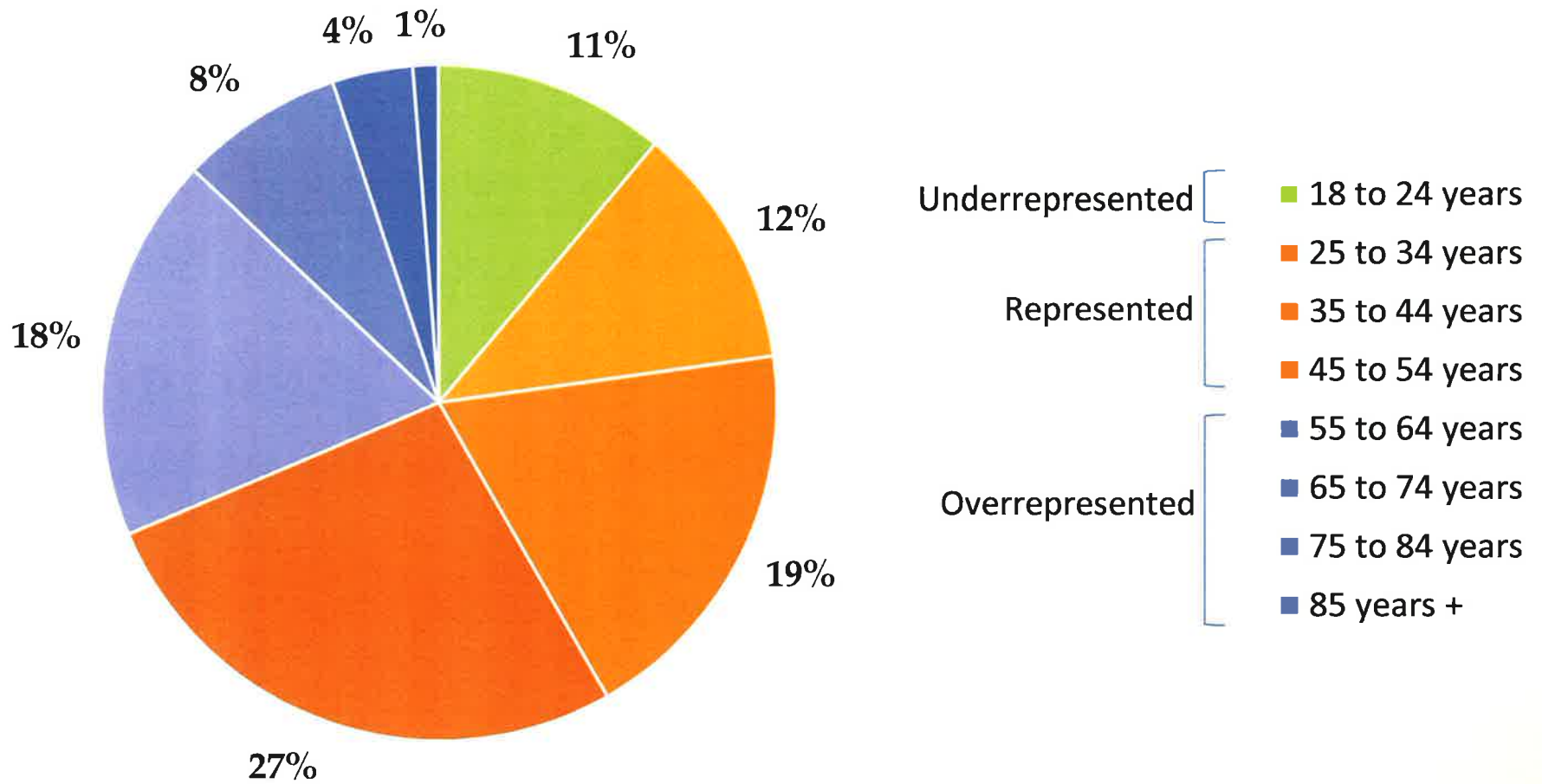
Adequacy of Data

- Compared samples to the total population of Lee based on 2010 census
- Compared each sample set to the census data
 - No sample set matched the census data exactly (by age)
 - The sample sets were similar to one another
- Combined the sample sets for all data analysis

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Respondents



Data Analysis

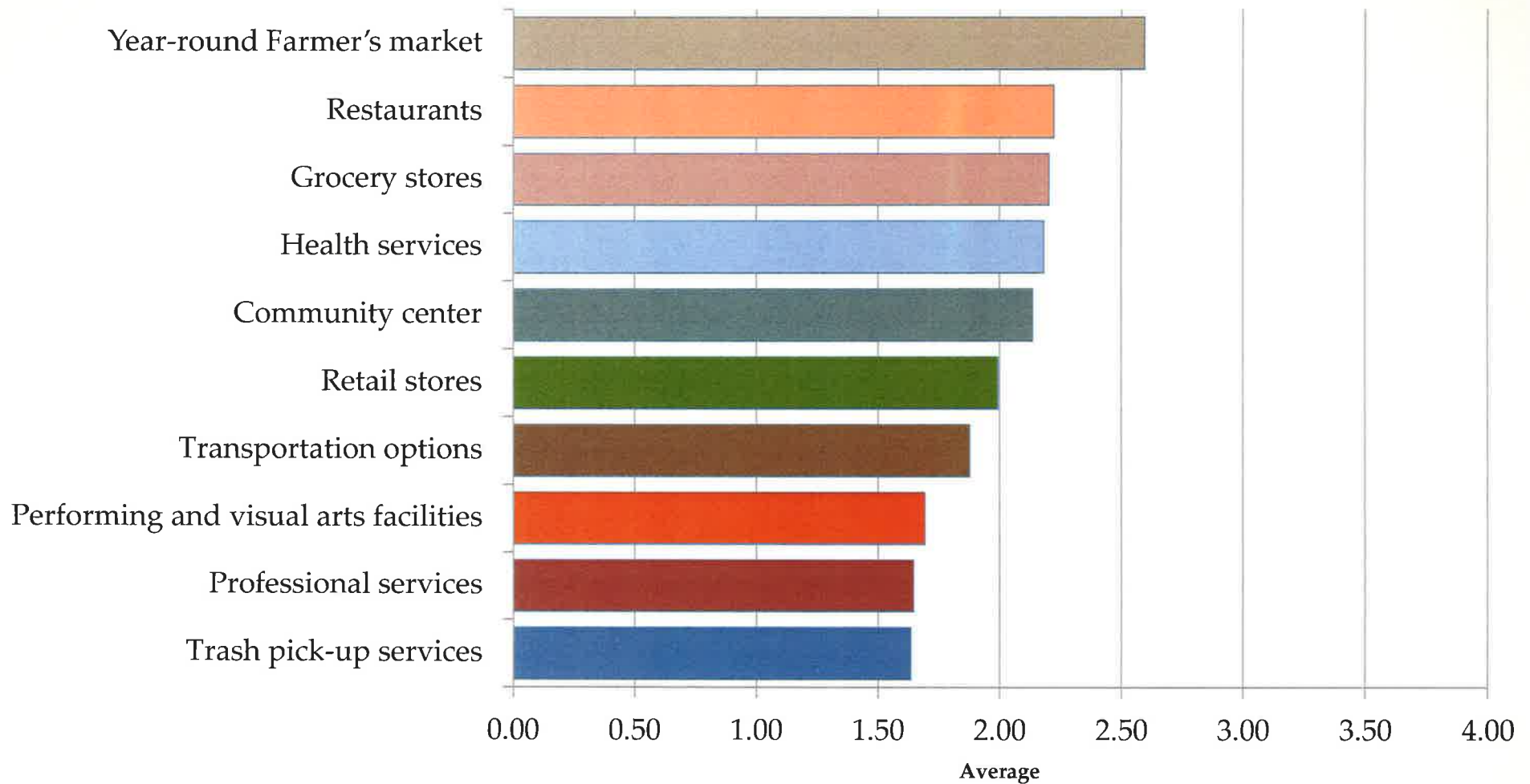
- Options for rating

| | Points |
|------------------------|--------|
| ○ Not important at all | 1 |
| ○ Somewhat important | 2 |
| ○ Important | 3 |
| ○ Very important | 4 |

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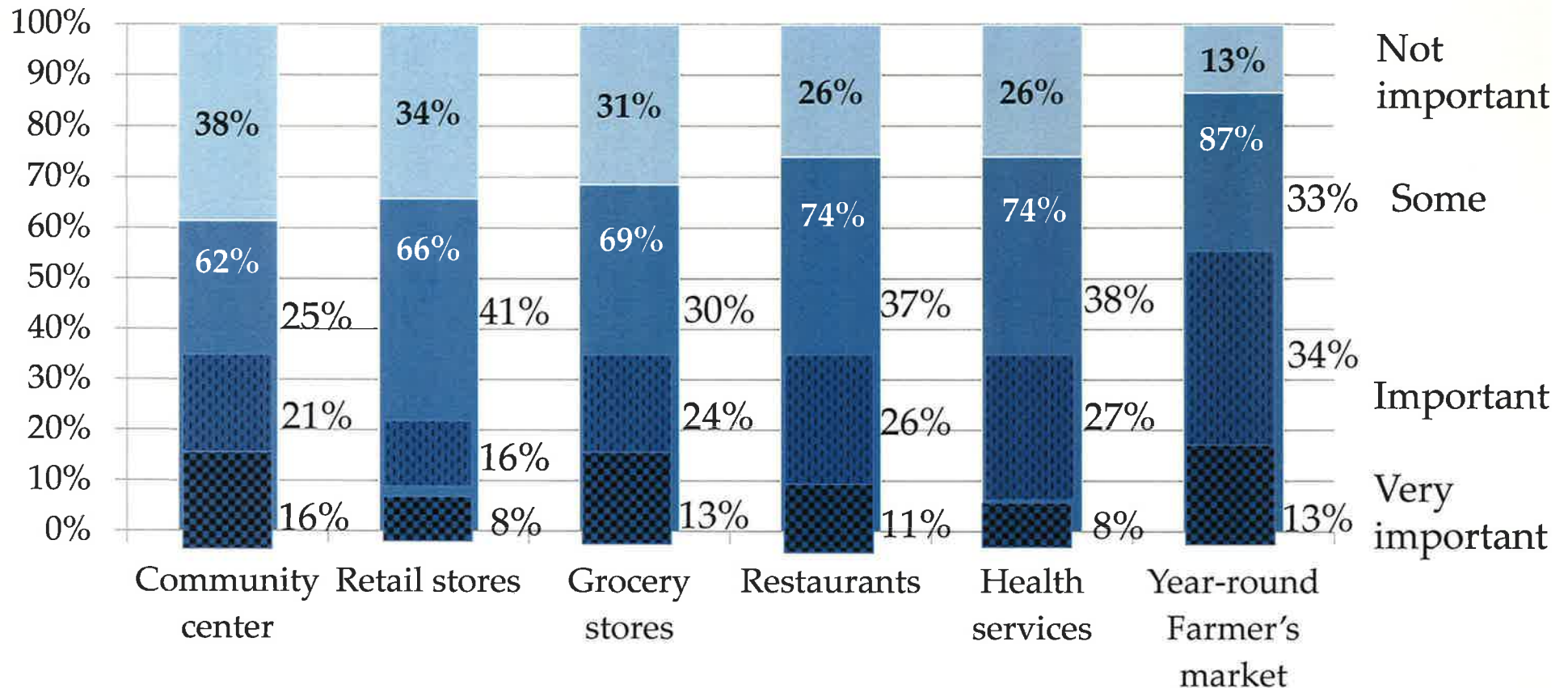
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Services Needed in Lee for the Next Ten Years



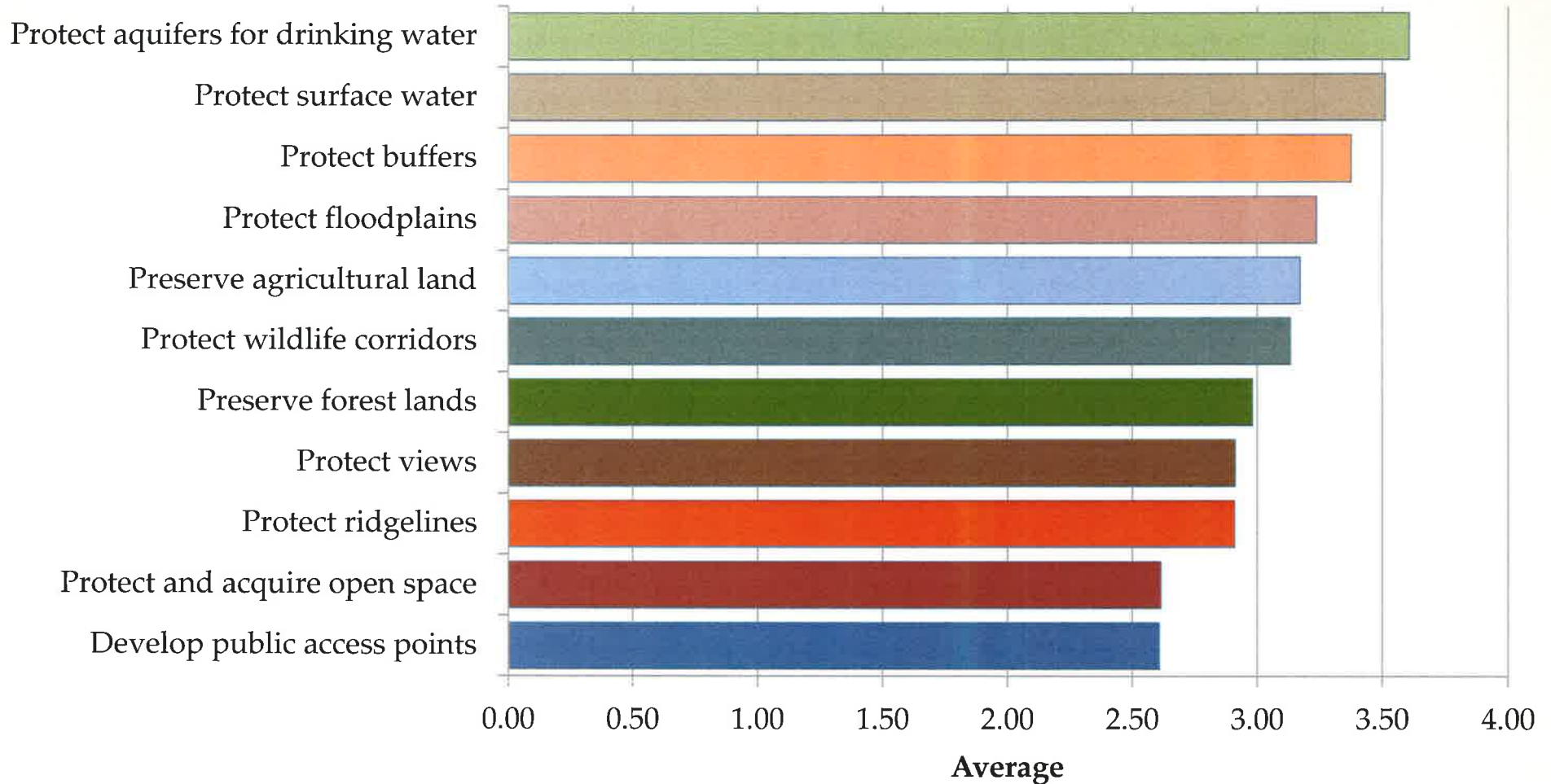
- Having year-round farmer's market is most important
- Restaurants, grocery stores, health services, & a community center were all important

Services Needed in Lee for the Next Ten Years



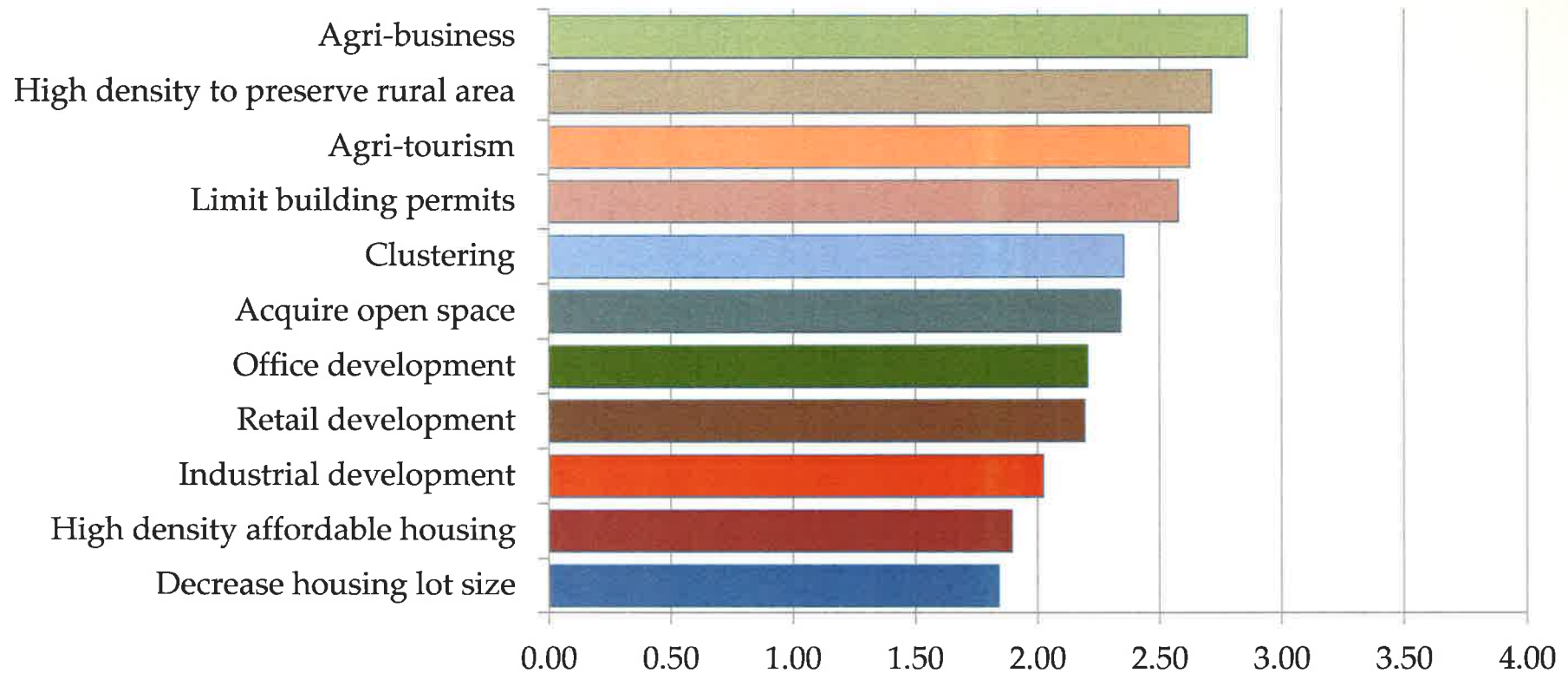
- Having year-round farmer's market is most important
- The availability of businesses is important: retail, restaurants, grocery stores

Importance of Natural Resources in Lee



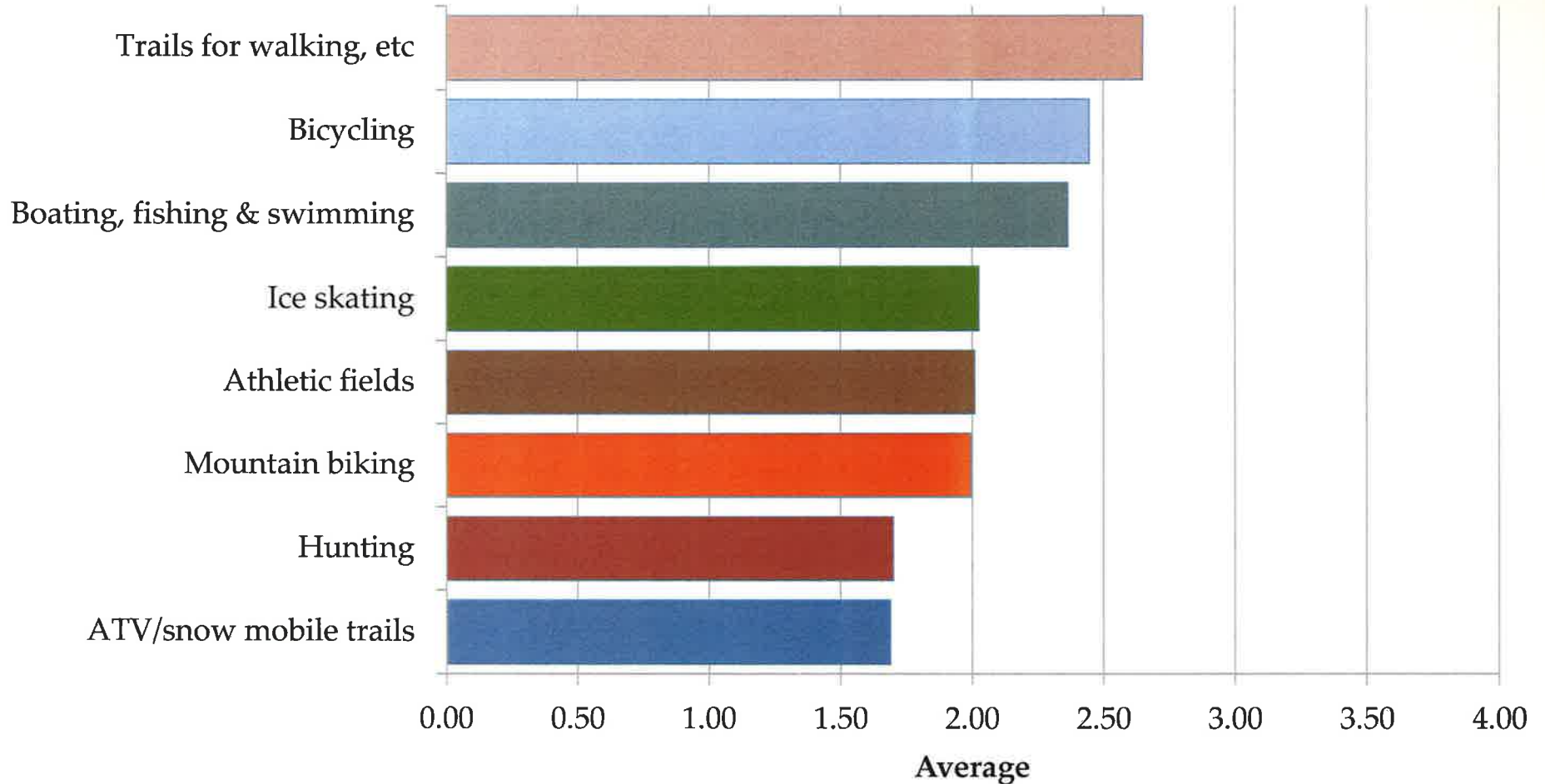
- This category was important in all factors
- All rated at least somewhat important
- Water-related resources rated most important,
- followed by agriculture and forested/wildlife lands

Use & Development of Land



- Areas of high importance to residents were to preserve:
 - agriculture
 - rural areas
 - open space
- Furthermore, they said
 - limit building permits
 - encourage clustering of housing
- Also identified office, retail & industrial development as important, but less so

Use & Development of Land for Recreational Activities

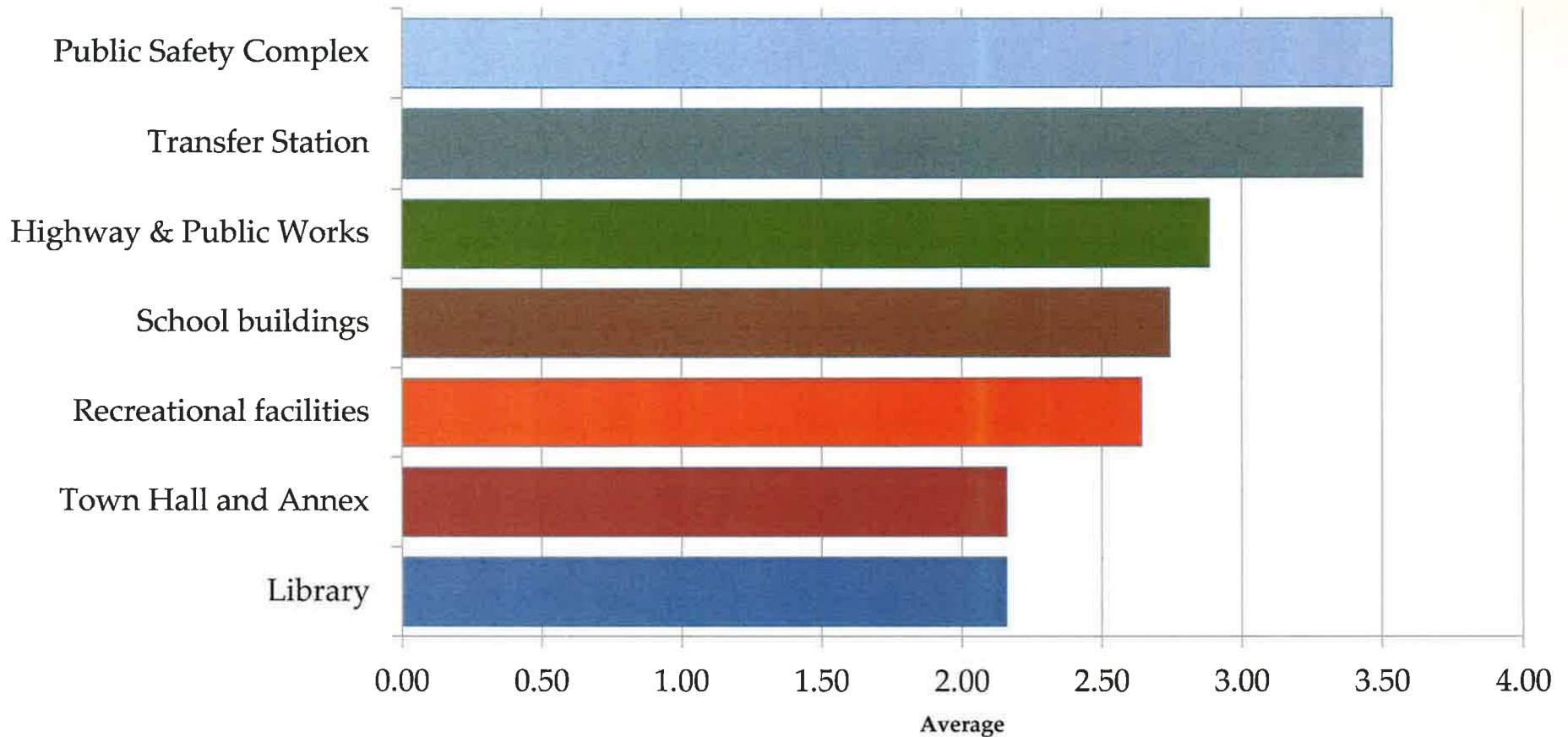


- Trails for walking, bicycling, and water activities were rated the highest

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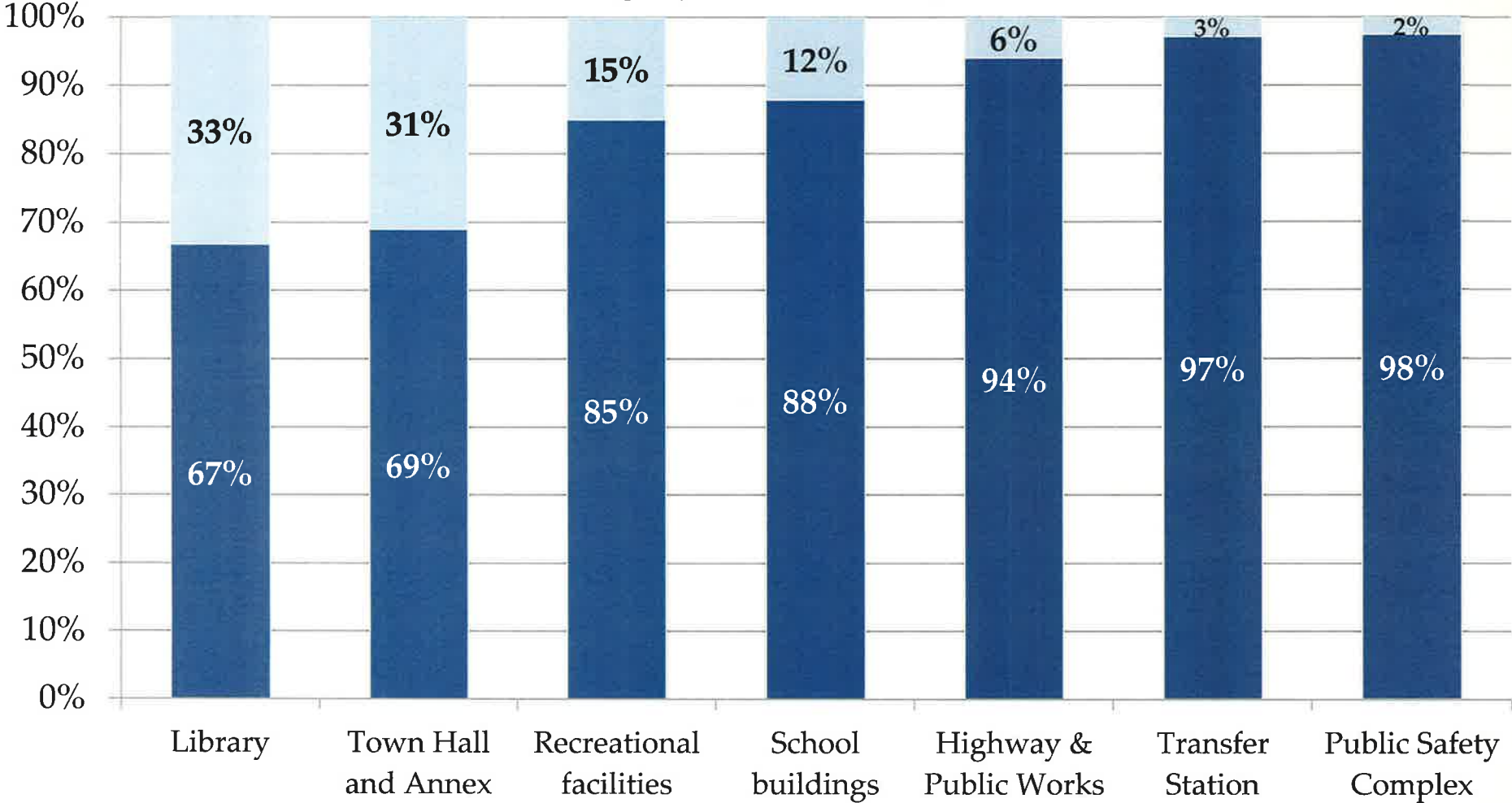
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Adequacy of Town Buildings for the Next Ten Years



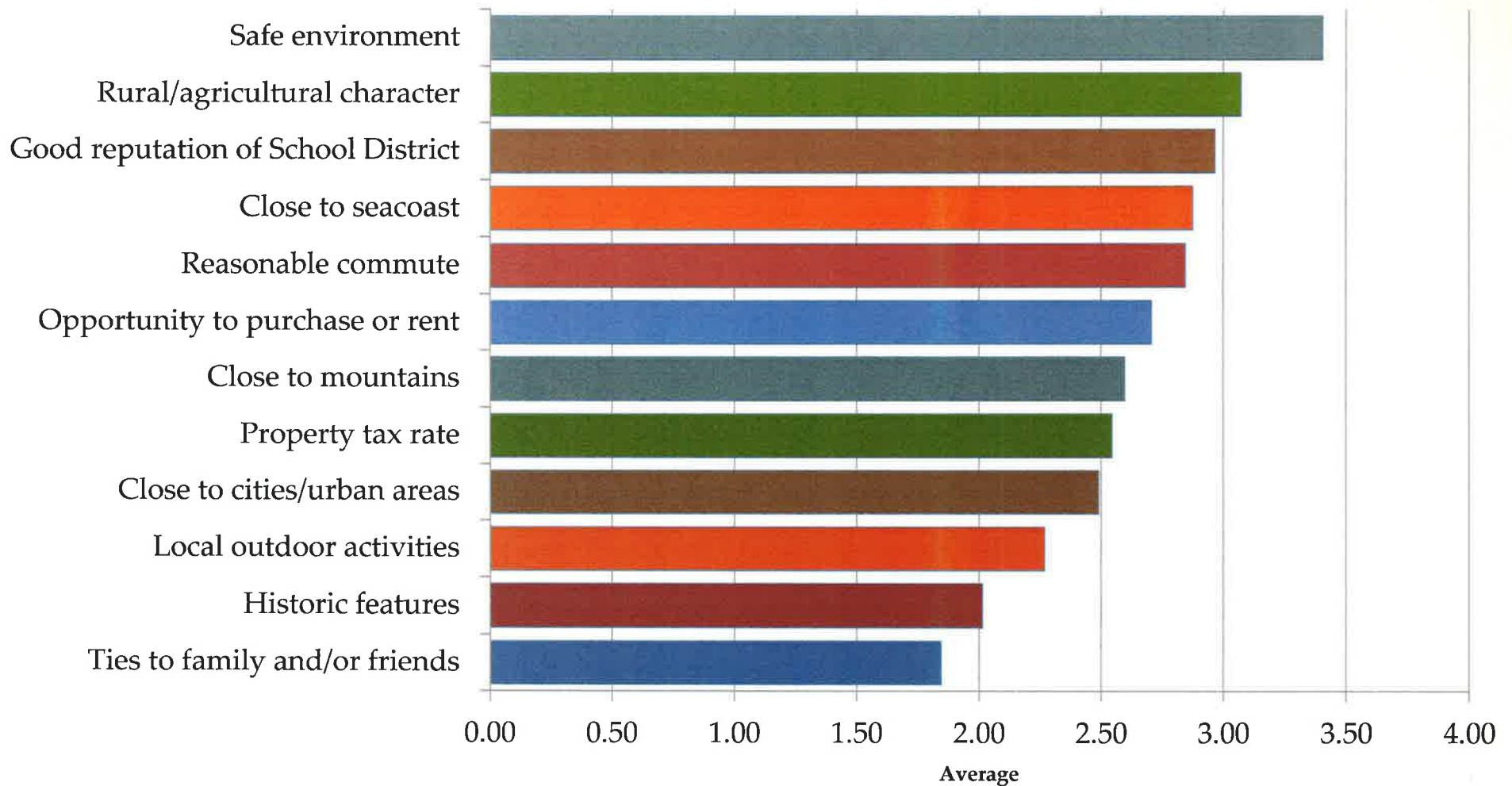
- All town buildings considered adequate
- Those with the highest rating were:
 - Public Safety Complex
 - Transfer Station

Adequacy of Town Buildings



 Needs improvement
 Adequate, good or excellent

Why Did You Choose Lee?

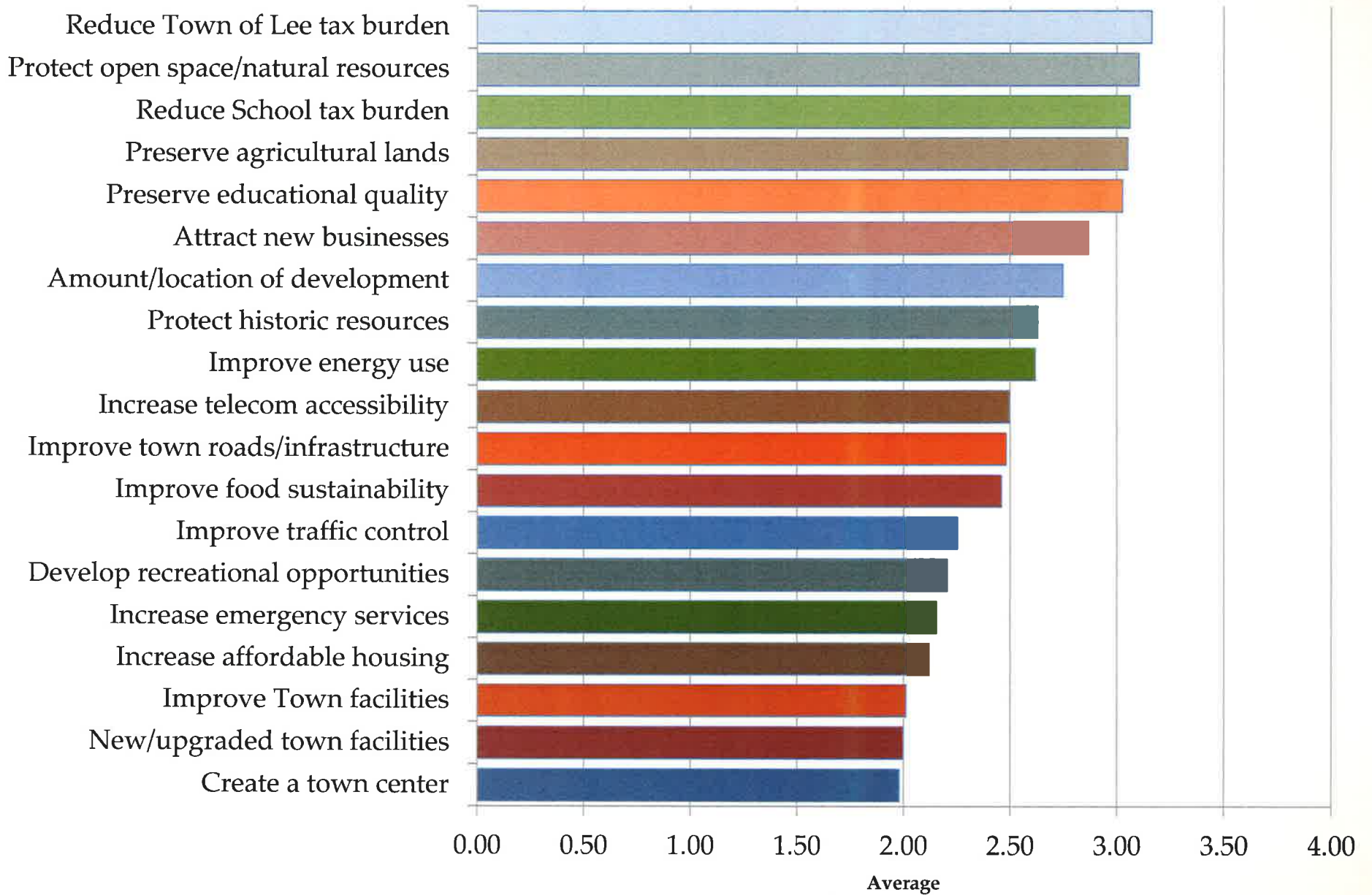


- Safe environment, rural character, and reputation of the schools rated the highest

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General Issues



General Issues

- General issues reflect the detailed data just presented
- The tax burden (Town taxes and School) are very important
- Ranked lowest:
 - Improving, building/upgrading Town facilities
 - Creating a Town Center

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Written Comments on Surveys

(in order of frequency)

- Business & housing development 31
- School and town tax burden 30
- Adequacy of town buildings 15
- Open space, rural character, 15
- & environmental resources
- Bike paths, sidewalks, & walking paths 12
- Library & community center 12
-

Using the Survey Data

- Departments, Committees, & Commissions
 - Use the survey data to guide goal-setting and develop written action items for submittal to the Master Plan Committee
- Master Plan Committee
 - Incorporate all data & input to draft the Master Plan
 - Public meeting for review and modification
 - Present to Planning Board for adoption
 - Present to Select Board

Chapters

- **Our Town**

- Historical perspective
- Community character
- Vision

- **Natural resources**

- Water resources (rivers, streams)
- Lakes, ponds
- Ground water & wells
- Wetlands
- Animal life
- Plant life

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- **Land use**

- Agriculture
- Conservation
- Residential
- Commercial

- **Transportation**

- Roads
- Bike paths
- Walking paths

- **Community resources**

- Parks
- Recreation
- Library
- Meeting spaces
- Safety: Police & Fire
- School

Final Master Plan Availability

- Online
- Planning Board Office (bring thumb drive)
- Library

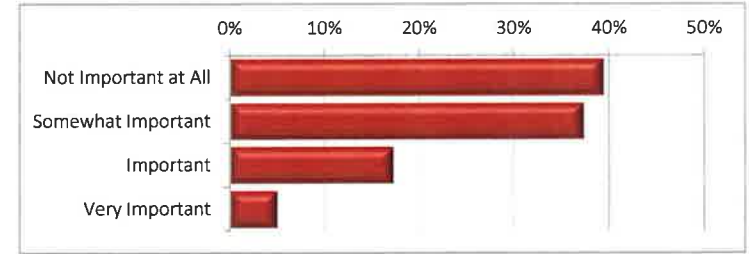
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Services Needed in Lee for the Next Ten Years

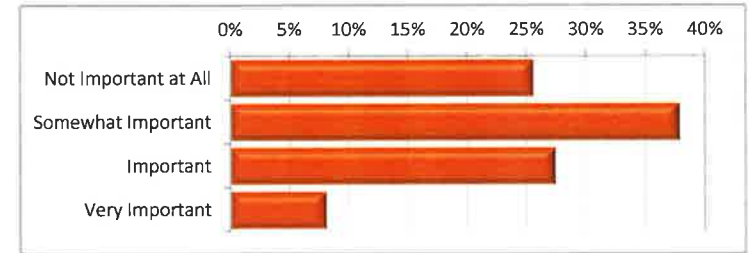
Transportation options (taxis, shared rides, car pools, buses)

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 70 | 41% | 63 | 39% | 18 | 38% | 151 | 39% |
| Somewhat Important | 64 | 38% | 64 | 39% | 15 | 32% | 143 | 37% |
| Important | 26 | 15% | 29 | 18% | 11 | 23% | 66 | 17% |
| Very Important | 9 | 5% | 7 | 4% | 3 | 6% | 19 | 5% |
| | 169 | | 163 | | 47 | | 379 | |



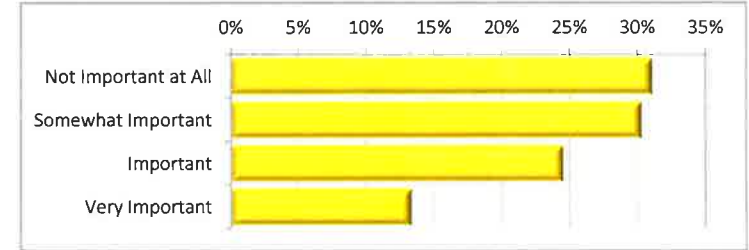
Health services

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 46 | 27% | 38 | 23% | 14 | 30% | 98 | 26% |
| Somewhat Important | 68 | 40% | 62 | 38% | 15 | 33% | 145 | 38% |
| Important | 41 | 24% | 50 | 30% | 14 | 30% | 105 | 27% |
| Very Important | 14 | 8% | 14 | 9% | 3 | 7% | 31 | 8% |
| | 169 | | 164 | | 46 | | 379 | |



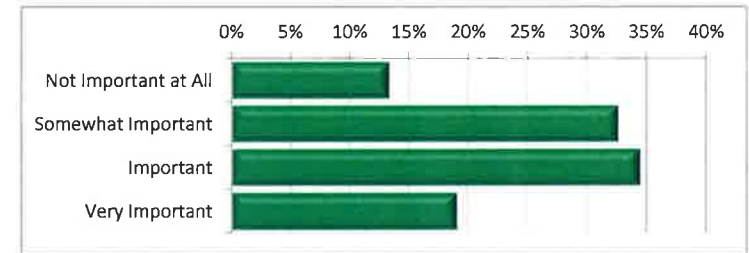
Grocery stores

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 57 | 34% | 40 | 25% | 22 | 46% | 119 | 31% |
| Somewhat Important | 52 | 31% | 55 | 34% | 9 | 19% | 116 | 30% |
| Important | 41 | 24% | 44 | 27% | 9 | 19% | 94 | 24% |
| Very Important | 20 | 12% | 23 | 14% | 8 | 17% | 51 | 13% |
| | 170 | | 162 | | 48 | | 380 | |



Year-round Farmer's market/locally grown products

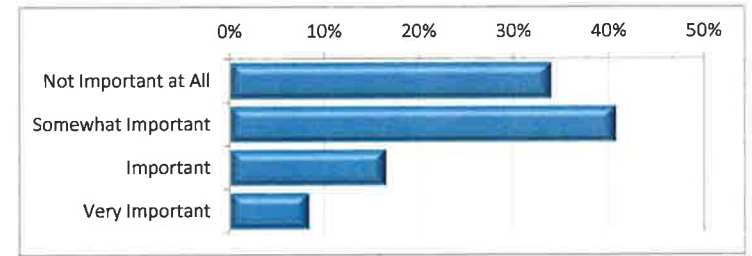
| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 27 | 16% | 17 | 10% | 7 | 14% | 51 | 13% |
| Somewhat Important | 55 | 33% | 56 | 34% | 14 | 29% | 125 | 33% |
| Important | 56 | 33% | 61 | 37% | 15 | 31% | 132 | 34% |
| Very Important | 31 | 18% | 29 | 18% | 13 | 27% | 73 | 19% |
| | 169 | | 163 | | 49 | | 381 | |



Retail stores

Not Important at All
Somewhat Important
Important
Very Important

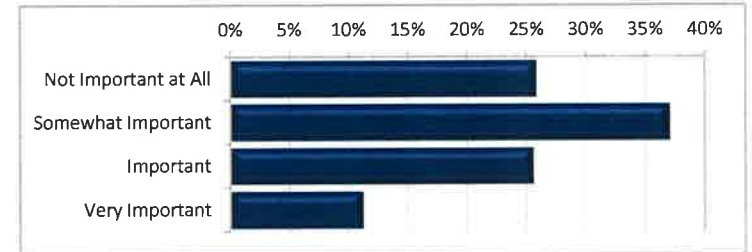
| Randomized | | Online | | Hardcopies | | Combined | |
|------------|-----|--------|-----|------------|-----|----------|-----|
| 58 | 34% | 53 | 33% | 19 | 40% | 130 | 34% |
| 68 | 40% | 69 | 42% | 19 | 40% | 156 | 41% |
| 30 | 18% | 27 | 17% | 6 | 13% | 63 | 16% |
| 14 | 8% | 14 | 9% | 4 | 8% | 32 | 8% |
| 170 | | 163 | | 48 | | 381 | |



Restaurants

Not Important at All
Somewhat Important
Important
Very Important

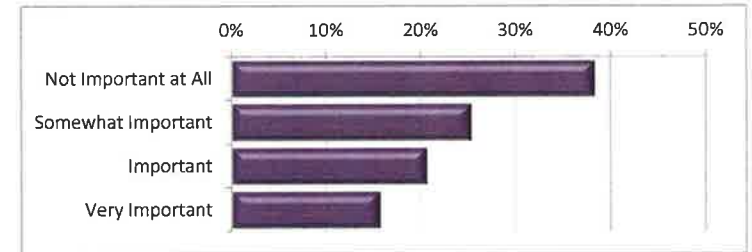
| Randomized | | Online | | Hardcopies | | Combined | |
|------------|-----|--------|-----|------------|-----|----------|-----|
| 50 | 29% | 33 | 20% | 16 | 33% | 99 | 26% |
| 64 | 37% | 60 | 37% | 18 | 38% | 142 | 37% |
| 38 | 22% | 49 | 30% | 11 | 23% | 98 | 26% |
| 19 | 11% | 21 | 13% | 3 | 6% | 43 | 11% |
| 171 | | 163 | | 48 | | 382 | |



Community center with meeting space

Not Important at All
Somewhat Important
Important
Very Important

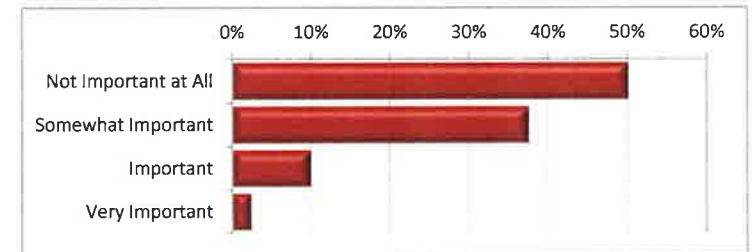
| Randomized | | Online | | Hardcopies | | Combined | |
|------------|-----|--------|-----|------------|-----|----------|-----|
| 77 | 45% | 51 | 31% | 19 | 39% | 147 | 38% |
| 45 | 26% | 41 | 25% | 11 | 22% | 97 | 25% |
| 29 | 17% | 40 | 24% | 10 | 20% | 79 | 21% |
| 19 | 11% | 32 | 20% | 9 | 18% | 60 | 16% |
| 170 | | 164 | | 49 | | 383 | |



Professional services

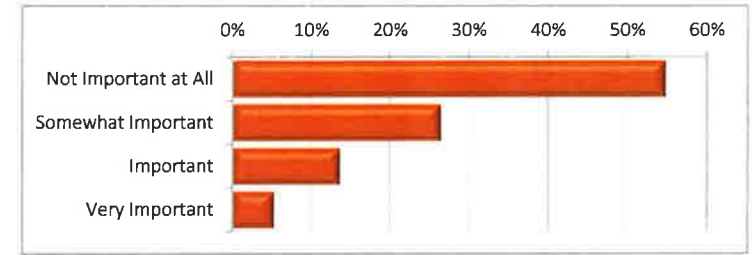
Not Important at All
Somewhat Important
Important
Very Important

| Randomized | | Online | | Hardcopies | | Combined | |
|------------|-----|--------|-----|------------|-----|----------|-----|
| 91 | 53% | 78 | 48% | 23 | 47% | 192 | 50% |
| 60 | 35% | 62 | 38% | 22 | 45% | 144 | 38% |
| 19 | 11% | 17 | 10% | 2 | 4% | 38 | 10% |
| 1 | 1% | 6 | 4% | 2 | 4% | 9 | 2% |
| 171 | | 163 | | 49 | | 383 | |



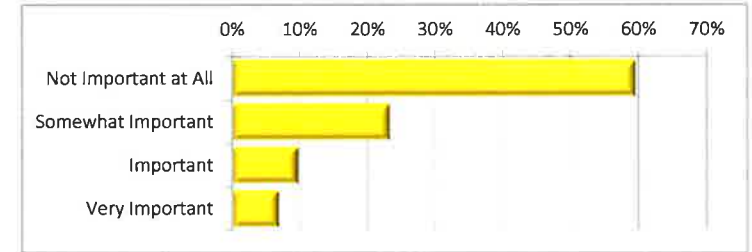
Performing and visual arts facilities

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 97 | 57% | 83 | 51% | 30 | 61% | 210 | 55% |
| Somewhat Important | 50 | 29% | 43 | 26% | 8 | 16% | 101 | 26% |
| Important | 18 | 11% | 27 | 16% | 7 | 14% | 52 | 14% |
| Very Important | 5 | 3% | 11 | 7% | 4 | 8% | 20 | 5% |
| | 170 | | 164 | | 49 | | 383 | |



Trash pick-up services

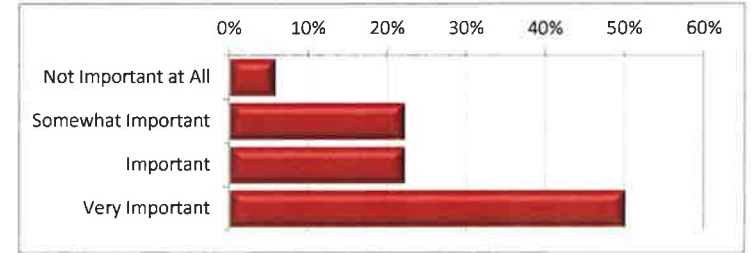
| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 105 | 62% | 89 | 55% | 34 | 71% | 228 | 59% |
| Somewhat Important | 41 | 24% | 42 | 26% | 6 | 13% | 89 | 23% |
| Important | 13 | 8% | 18 | 11% | 6 | 13% | 37 | 10% |
| Very Important | 10 | 6% | 14 | 9% | 2 | 4% | 26 | 7% |
| | 169 | | 163 | | 48 | | 380 | |



General Issues for the Town of Lee for the Next Ten Years

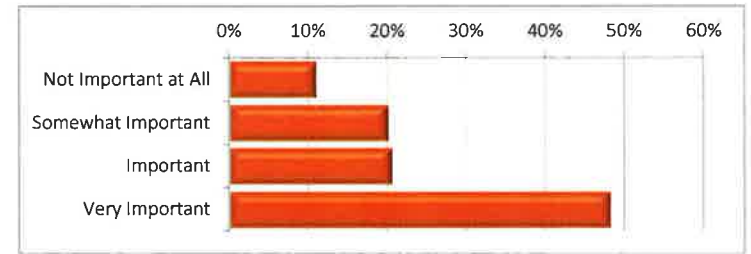
Reduce Town of Lee tax burden

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 10 | 6% | 10 | 6% | 2 | 4% | 22 | 6% |
| Somewhat Important | 28 | 16% | 45 | 28% | 12 | 24% | 85 | 22% |
| Important | 38 | 22% | 34 | 21% | 13 | 27% | 85 | 22% |
| Very Important | 96 | 56% | 74 | 45% | 22 | 45% | 192 | 50% |
| | 172 | | 163 | | 49 | | 384 | |



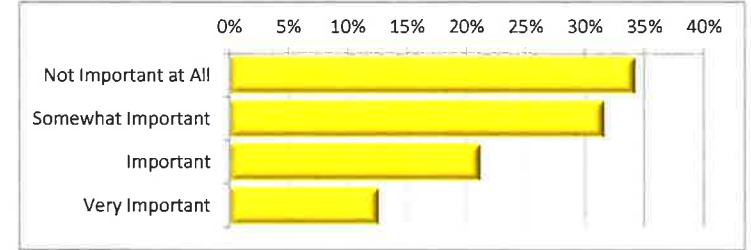
Reduce Oyster River School tax burden

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 19 | 11% | 18 | 11% | 5 | 10% | 42 | 11% |
| Somewhat Important | 35 | 20% | 35 | 22% | 7 | 14% | 77 | 20% |
| Important | 32 | 19% | 33 | 20% | 14 | 29% | 79 | 21% |
| Very Important | 86 | 50% | 76 | 47% | 23 | 47% | 185 | 48% |
| | 172 | | 162 | | 49 | | 383 | |



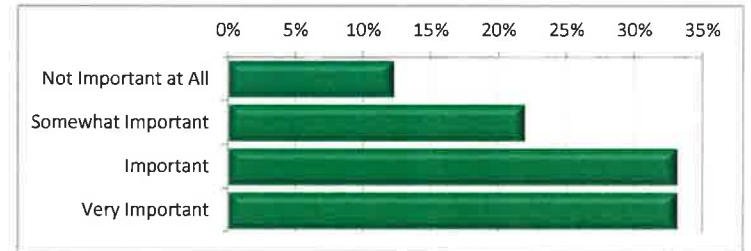
Increase affordable housing in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 64 | 37% | 48 | 30% | 19 | 38% | 131 | 34% |
| Somewhat Important | 56 | 33% | 49 | 31% | 16 | 32% | 121 | 32% |
| Important | 27 | 16% | 44 | 28% | 10 | 20% | 81 | 21% |
| Very Important | 25 | 15% | 18 | 11% | 5 | 10% | 48 | 13% |
| | 172 | | 159 | | 50 | | 381 | |



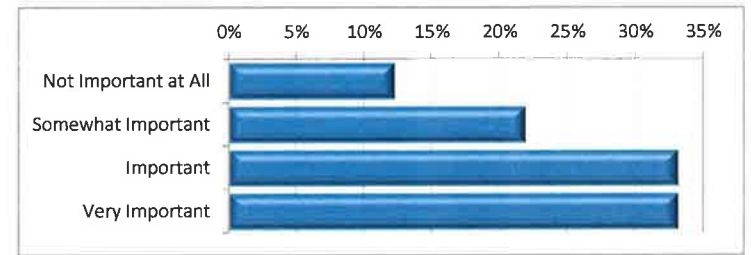
Attract new businesses in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 28 | 16% | 12 | 7% | 7 | 15% | 47 | 12% |
| Somewhat Important | 32 | 18% | 40 | 24% | 12 | 25% | 84 | 22% |
| Important | 61 | 35% | 53 | 32% | 13 | 27% | 127 | 33% |
| Very Important | 52 | 30% | 59 | 36% | 16 | 33% | 127 | 33% |
| | 173 | | 164 | | 48 | | 385 | |



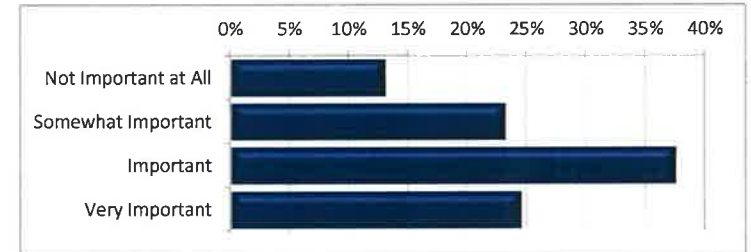
Improve Lee's town roads/infrastructure

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 22 | 13% | 14 | 9% | 10 | 20% | 46 | 12% |
| Somewhat Important | 60 | 35% | 73 | 45% | 22 | 45% | 155 | 40% |
| Important | 69 | 40% | 52 | 32% | 11 | 22% | 132 | 34% |
| Very Important | 21 | 12% | 22 | 14% | 6 | 12% | 49 | 13% |
| | 172 | | 161 | | 49 | | 382 | |



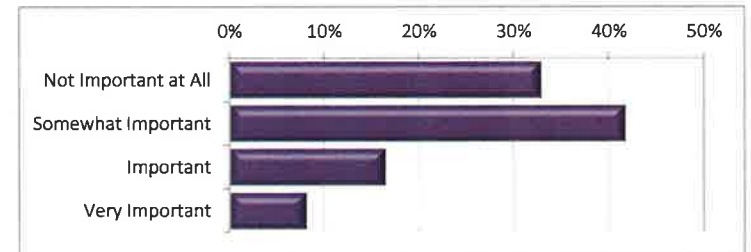
Amount and location of new development in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 27 | 16% | 17 | 11% | 6 | 12% | 50 | 13% |
| Somewhat Important | 41 | 24% | 38 | 24% | 10 | 20% | 89 | 23% |
| Important | 61 | 36% | 60 | 38% | 23 | 46% | 144 | 38% |
| Very Important | 40 | 24% | 43 | 27% | 11 | 22% | 94 | 24% |
| | 169 | | 158 | | 50 | | 377 | |



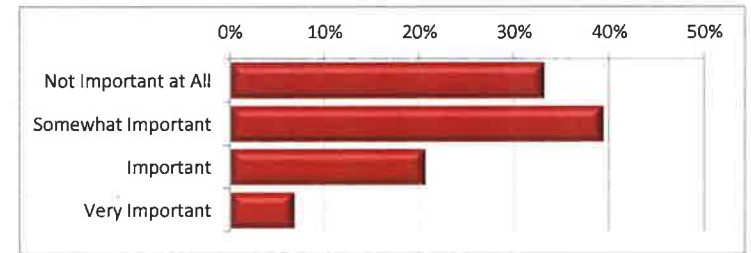
New or upgraded town facilities (not including Mast Way school)

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 65 | 38% | 42 | 26% | 19 | 40% | 126 | 33% |
| Somewhat Important | 74 | 43% | 72 | 45% | 14 | 30% | 160 | 42% |
| Important | 27 | 16% | 29 | 18% | 7 | 15% | 63 | 16% |
| Very Important | 7 | 4% | 17 | 11% | 7 | 15% | 31 | 8% |
| | 173 | | 160 | | 47 | | 380 | |



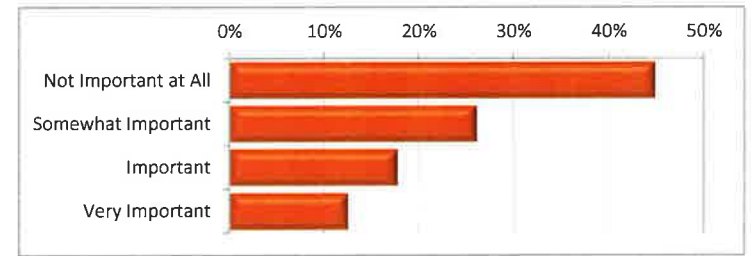
Improve Town of Lee facilities

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 66 | 38% | 44 | 27% | 17 | 35% | 127 | 33% |
| Somewhat Important | 70 | 40% | 63 | 39% | 18 | 37% | 151 | 39% |
| Important | 29 | 17% | 40 | 25% | 10 | 20% | 79 | 21% |
| Very Important | 8 | 5% | 14 | 9% | 4 | 8% | 26 | 7% |
| | 173 | | 161 | | 49 | | 383 | |



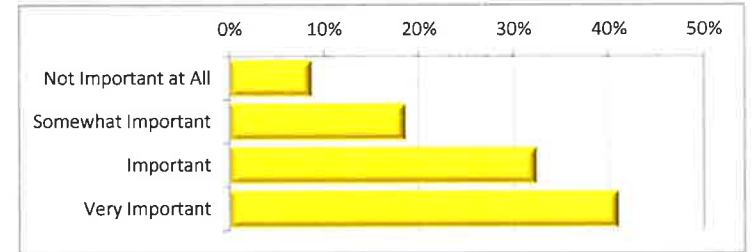
Create a Lee town center

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 90 | 52% | 61 | 37% | 21 | 42% | 172 | 45% |
| Somewhat Important | 44 | 25% | 45 | 27% | 11 | 22% | 100 | 26% |
| Important | 28 | 16% | 31 | 19% | 9 | 18% | 68 | 18% |
| Very Important | 12 | 7% | 27 | 16% | 9 | 18% | 48 | 13% |
| | 174 | | 164 | | 50 | | 388 | |



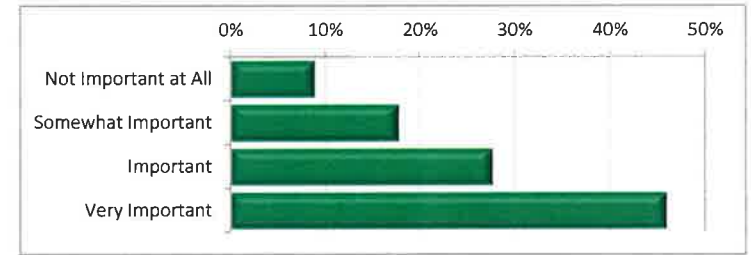
Preserve agricultural lands in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 17 | 10% | 7 | 4% | 9 | 18% | 33 | 9% |
| Somewhat Important | 35 | 20% | 30 | 19% | 6 | 12% | 71 | 18% |
| Important | 60 | 35% | 52 | 32% | 12 | 24% | 124 | 32% |
| Very Important | 61 | 35% | 73 | 45% | 23 | 46% | 157 | 41% |
| | 173 | | 162 | | 50 | | 385 | |



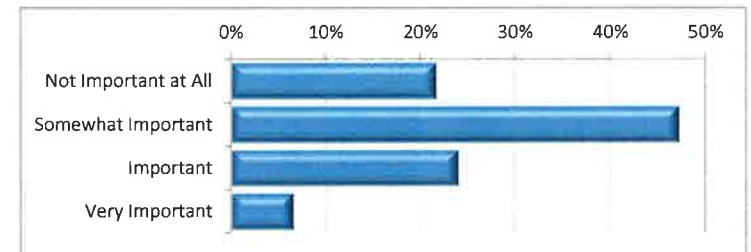
Protect open space/natural resources in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 15 | 9% | 10 | 6% | 9 | 18% | 34 | 9% |
| Somewhat Important | 33 | 19% | 28 | 17% | 7 | 14% | 68 | 18% |
| Important | 51 | 30% | 47 | 29% | 8 | 16% | 106 | 28% |
| Very Important | 73 | 42% | 78 | 48% | 25 | 51% | 176 | 46% |
| | 172 | | 163 | | 49 | | 384 | |



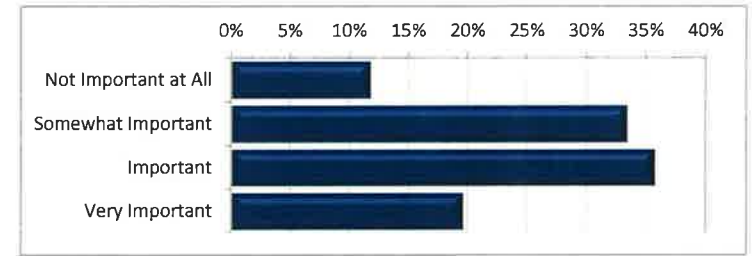
Increase emergency services in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 46 | 27% | 27 | 17% | 10 | 20% | 83 | 22% |
| Somewhat Important | 66 | 38% | 87 | 55% | 28 | 56% | 181 | 47% |
| Important | 45 | 26% | 39 | 25% | 8 | 16% | 92 | 24% |
| Very Important | 15 | 9% | 6 | 4% | 4 | 8% | 25 | 7% |
| | 172 | | 159 | | 50 | | 381 | |



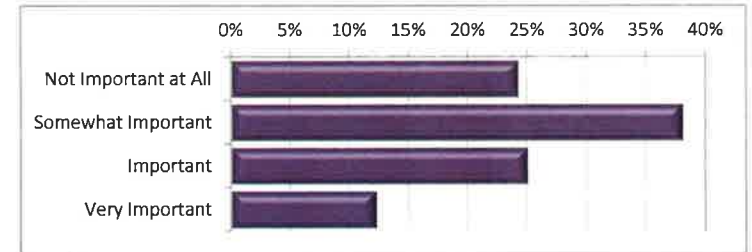
Protect historic resources

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 21 | 12% | 13 | 8% | 11 | 22% | 45 | 12% |
| Somewhat Important | 65 | 38% | 47 | 29% | 16 | 32% | 128 | 33% |
| Important | 55 | 32% | 66 | 41% | 16 | 32% | 137 | 36% |
| Very Important | 32 | 18% | 36 | 22% | 7 | 14% | 75 | 20% |
| | 173 | | 162 | | 50 | | 385 | |



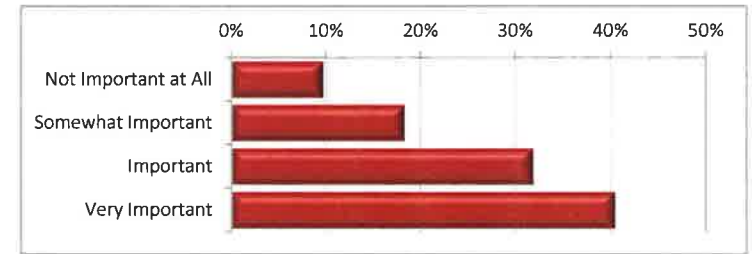
Improve traffic control in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 46 | 27% | 31 | 19% | 16 | 32% | 93 | 24% |
| Somewhat Important | 61 | 35% | 68 | 43% | 17 | 34% | 146 | 38% |
| Important | 47 | 27% | 40 | 25% | 9 | 18% | 96 | 25% |
| Very Important | 18 | 10% | 21 | 13% | 8 | 16% | 47 | 12% |
| | 172 | | 160 | | 50 | | 382 | |



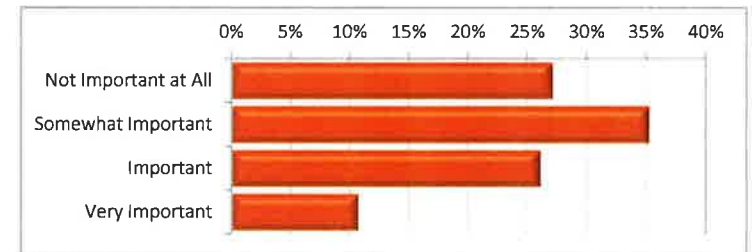
Preserve educational quality in Oyster River schools

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 21 | 12% | 12 | 7% | 4 | 8% | 37 | 10% |
| Somewhat Important | 27 | 16% | 28 | 17% | 15 | 30% | 70 | 18% |
| Important | 55 | 32% | 59 | 37% | 8 | 16% | 122 | 32% |
| Very Important | 70 | 40% | 62 | 39% | 23 | 46% | 155 | 40% |
| | 173 | | 161 | | 50 | | 384 | |



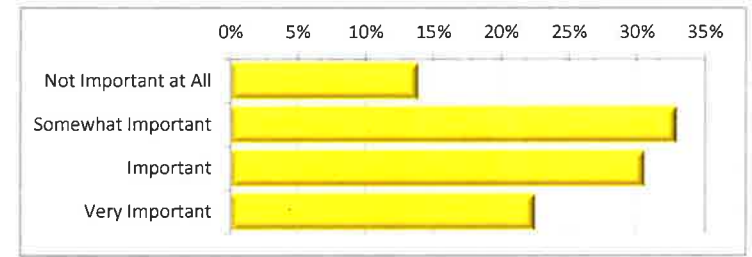
Develop more recreational opportunities in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 51 | 29% | 38 | 24% | 15 | 31% | 104 | 27% |
| Somewhat Important | 59 | 34% | 58 | 36% | 18 | 38% | 135 | 35% |
| Important | 48 | 28% | 47 | 30% | 5 | 10% | 100 | 26% |
| Very Important | 15 | 9% | 16 | 10% | 10 | 21% | 41 | 11% |
| | 173 | | 159 | | 48 | | 380 | |



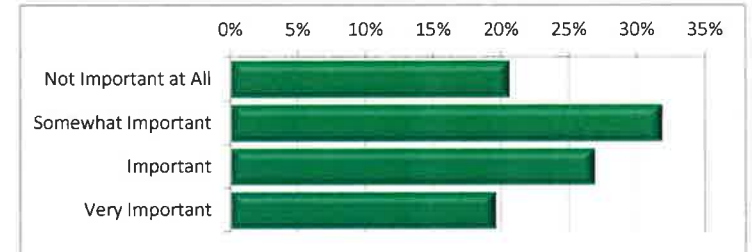
Improve energy use in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 24 | 14% | 22 | 14% | 7 | 14% | 53 | 14% |
| Somewhat Important | 56 | 32% | 52 | 33% | 18 | 36% | 126 | 33% |
| Important | 57 | 33% | 47 | 30% | 13 | 26% | 117 | 30% |
| Very Important | 36 | 21% | 38 | 24% | 12 | 24% | 86 | 22% |
| | 173 | | 159 | | 50 | | 382 | |



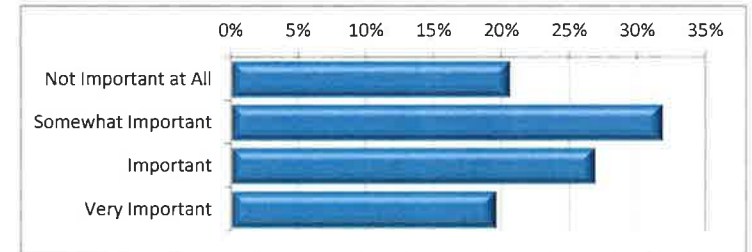
Improve food sustainability in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 39 | 23% | 30 | 19% | 10 | 20% | 79 | 21% |
| Somewhat Important | 59 | 35% | 49 | 31% | 14 | 28% | 122 | 32% |
| Important | 44 | 26% | 48 | 30% | 11 | 22% | 103 | 27% |
| Very Important | 28 | 16% | 32 | 20% | 15 | 30% | 75 | 20% |
| | 170 | | 159 | | 50 | | 379 | |



Increase telecommunications/internet accessibility in Lee

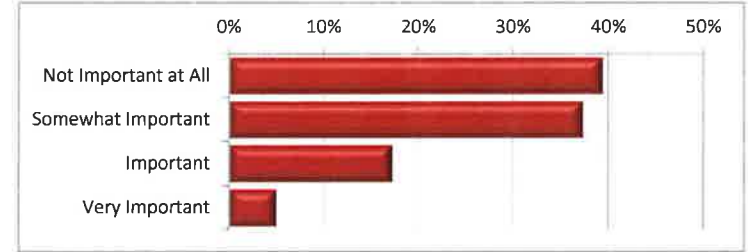
| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 43 | 25% | 21 | 13% | 12 | 24% | 76 | 20% |
| Somewhat Important | 43 | 25% | 54 | 34% | 19 | 39% | 116 | 30% |
| Important | 61 | 35% | 46 | 29% | 9 | 18% | 116 | 30% |
| Very Important | 27 | 16% | 39 | 24% | 9 | 18% | 75 | 20% |
| | 174 | | 160 | | 49 | | 383 | |



Services Needed in Lee for the Next Ten Years

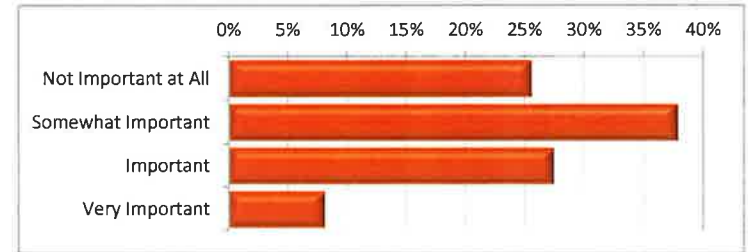
Transportation options (taxis, shared rides, car pools, buses)

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 70 | 41% | 63 | 39% | 18 | 38% | 151 | 39% |
| Somewhat Important | 64 | 38% | 64 | 39% | 15 | 32% | 143 | 37% |
| Important | 26 | 15% | 29 | 18% | 11 | 23% | 66 | 17% |
| Very Important | 9 | 5% | 7 | 4% | 3 | 6% | 19 | 5% |
| | 169 | | 163 | | 47 | | 379 | |



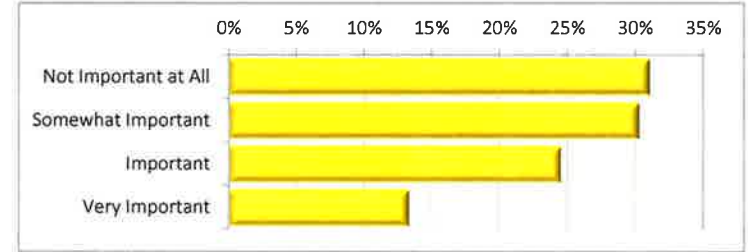
Health services

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 46 | 27% | 38 | 23% | 14 | 30% | 98 | 26% |
| Somewhat Important | 68 | 40% | 62 | 38% | 15 | 33% | 145 | 38% |
| Important | 41 | 24% | 50 | 30% | 14 | 30% | 105 | 27% |
| Very Important | 14 | 8% | 14 | 9% | 3 | 7% | 31 | 8% |
| | 169 | | 164 | | 46 | | 379 | |



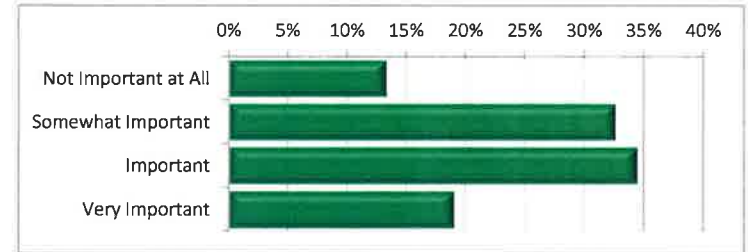
Grocery stores

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 57 | 34% | 40 | 25% | 22 | 46% | 119 | 31% |
| Somewhat Important | 52 | 31% | 55 | 34% | 9 | 19% | 116 | 30% |
| Important | 41 | 24% | 44 | 27% | 9 | 19% | 94 | 24% |
| Very Important | 20 | 12% | 23 | 14% | 8 | 17% | 51 | 13% |
| | 170 | | 162 | | 48 | | 380 | |



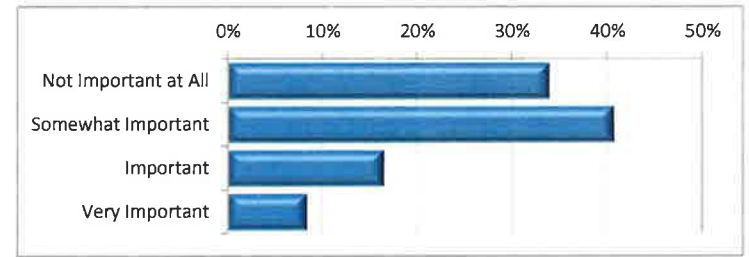
Year-round Farmer's market/locally grown products

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 27 | 16% | 17 | 10% | 7 | 14% | 51 | 13% |
| Somewhat Important | 55 | 33% | 56 | 34% | 14 | 29% | 125 | 33% |
| Important | 56 | 33% | 61 | 37% | 15 | 31% | 132 | 34% |
| Very Important | 31 | 18% | 29 | 18% | 13 | 27% | 73 | 19% |
| | 169 | | 163 | | 49 | | 381 | |



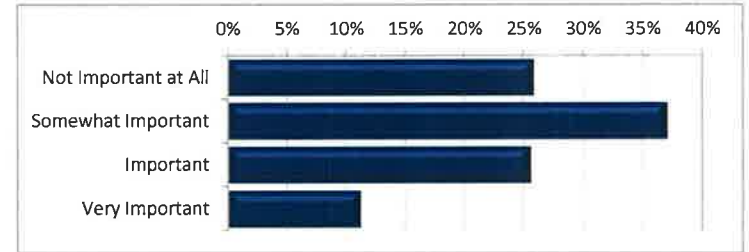
Retail stores

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 58 | 34% | 53 | 33% | 19 | 40% | 130 | 34% |
| Somewhat Important | 68 | 40% | 69 | 42% | 19 | 40% | 156 | 41% |
| Important | 30 | 18% | 27 | 17% | 6 | 13% | 63 | 16% |
| Very Important | 14 | 8% | 14 | 9% | 4 | 8% | 32 | 8% |
| | 170 | | 163 | | 48 | | 381 | |



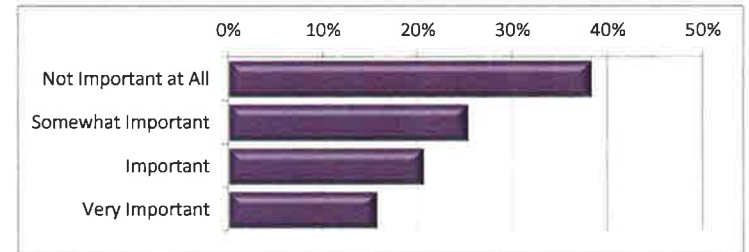
Restaurants

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 50 | 29% | 33 | 20% | 16 | 33% | 99 | 26% |
| Somewhat Important | 64 | 37% | 60 | 37% | 18 | 38% | 142 | 37% |
| Important | 38 | 22% | 49 | 30% | 11 | 23% | 98 | 26% |
| Very Important | 19 | 11% | 21 | 13% | 3 | 6% | 43 | 11% |
| | 171 | | 163 | | 48 | | 382 | |



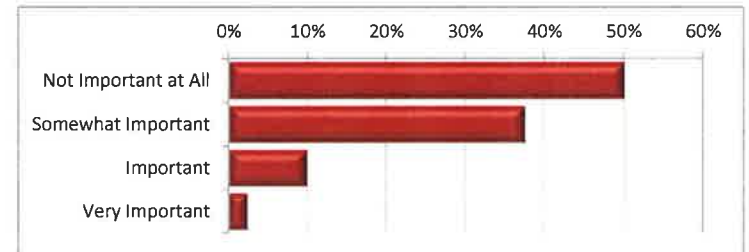
Community center with meeting space

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 77 | 45% | 51 | 31% | 19 | 39% | 147 | 38% |
| Somewhat Important | 45 | 26% | 41 | 25% | 11 | 22% | 97 | 25% |
| Important | 29 | 17% | 40 | 24% | 10 | 20% | 79 | 21% |
| Very Important | 19 | 11% | 32 | 20% | 9 | 18% | 60 | 16% |
| | 170 | | 164 | | 49 | | 383 | |



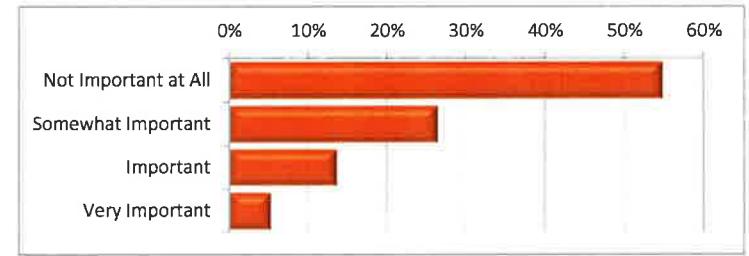
Professional services

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 91 | 53% | 78 | 48% | 23 | 47% | 192 | 50% |
| Somewhat Important | 60 | 35% | 62 | 38% | 22 | 45% | 144 | 38% |
| Important | 19 | 11% | 17 | 10% | 2 | 4% | 38 | 10% |
| Very Important | 1 | 1% | 6 | 4% | 2 | 4% | 9 | 2% |
| | 171 | | 163 | | 49 | | 383 | |



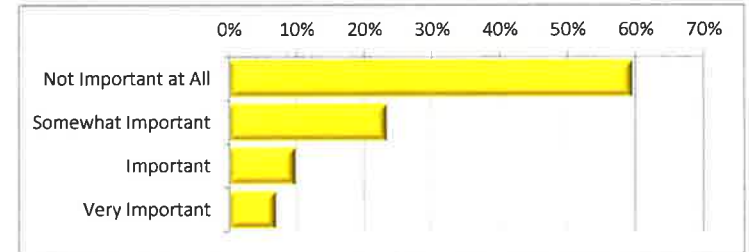
Performing and visual arts facilities

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 97 | 57% | 83 | 51% | 30 | 61% | 210 | 55% |
| Somewhat Important | 50 | 29% | 43 | 26% | 8 | 16% | 101 | 26% |
| Important | 18 | 11% | 27 | 16% | 7 | 14% | 52 | 14% |
| Very Important | 5 | 3% | 11 | 7% | 4 | 8% | 20 | 5% |
| | 170 | | 164 | | 49 | | 383 | |



Trash pick-up services

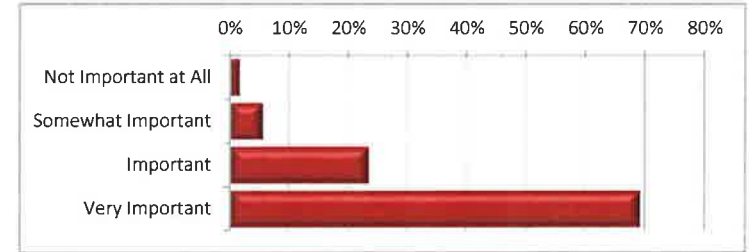
| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 105 | 62% | 89 | 55% | 34 | 71% | 228 | 59% |
| Somewhat Important | 41 | 24% | 42 | 26% | 6 | 13% | 89 | 23% |
| Important | 13 | 8% | 18 | 11% | 6 | 13% | 37 | 10% |
| Very Important | 10 | 6% | 14 | 9% | 2 | 4% | 26 | 7% |
| | 169 | | 163 | | 48 | | 380 | |



Natural Resources

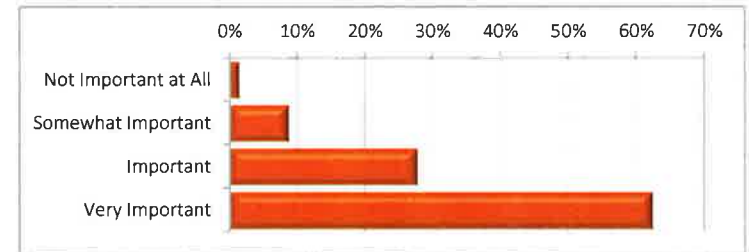
Protect aquifers for drinking water

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 3 | 2% | 0 | 0% | 3 | 6% | 6 | 2% |
| Somewhat Important | 10 | 6% | 9 | 6% | 2 | 4% | 21 | 5% |
| Important | 39 | 23% | 42 | 26% | 9 | 18% | 90 | 23% |
| Very Important | 118 | 69% | 112 | 69% | 35 | 71% | 265 | 69% |
| | 170 | | 163 | | 49 | | 382 | |



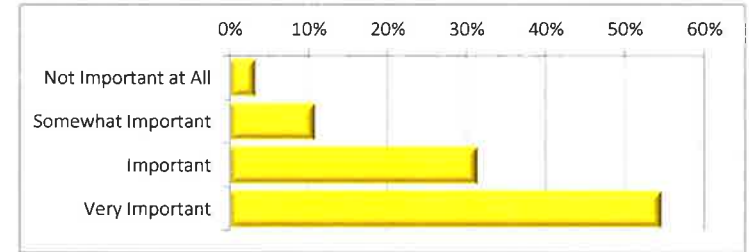
Protect surface water (lakes and ponds) quality and quantity

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 2 | 1% | 1 | 1% | 2 | 4% | 5 | 1% |
| Somewhat Important | 13 | 8% | 14 | 9% | 6 | 12% | 33 | 9% |
| Important | 51 | 30% | 45 | 28% | 10 | 20% | 106 | 28% |
| Very Important | 105 | 61% | 103 | 63% | 31 | 63% | 239 | 62% |
| | 171 | | 163 | | 49 | | 383 | |



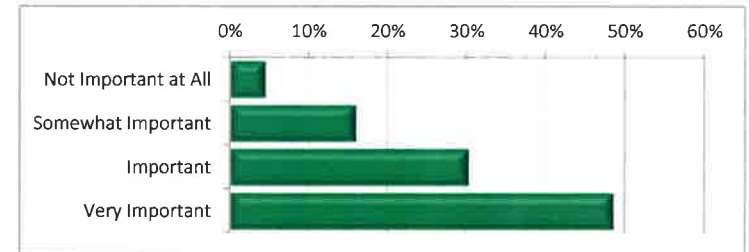
Protect buffers around streams and rivers

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 6 | 4% | 2 | 1% | 4 | 8% | 12 | 3% |
| Somewhat Important | 19 | 11% | 17 | 10% | 5 | 10% | 41 | 11% |
| Important | 55 | 32% | 53 | 33% | 12 | 24% | 120 | 31% |
| Very Important | 90 | 53% | 91 | 56% | 28 | 57% | 209 | 54% |
| | 170 | | 163 | | 49 | | 382 | |



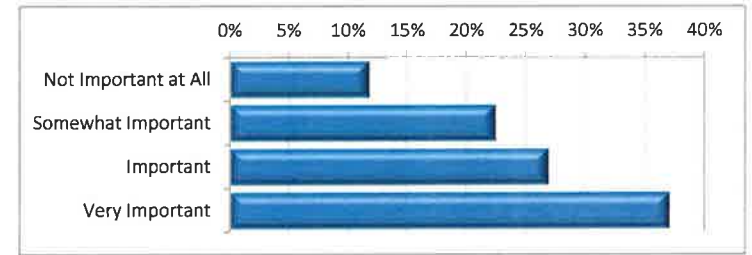
Protect floodplains to reduce flood hazards

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 6 | 4% | 4 | 2% | 7 | 15% | 17 | 4% |
| Somewhat Important | 31 | 18% | 21 | 13% | 9 | 19% | 61 | 16% |
| Important | 54 | 32% | 53 | 33% | 9 | 19% | 116 | 30% |
| Very Important | 79 | 46% | 84 | 52% | 23 | 48% | 186 | 48% |
| | 170 | | 162 | | 48 | | 380 | |



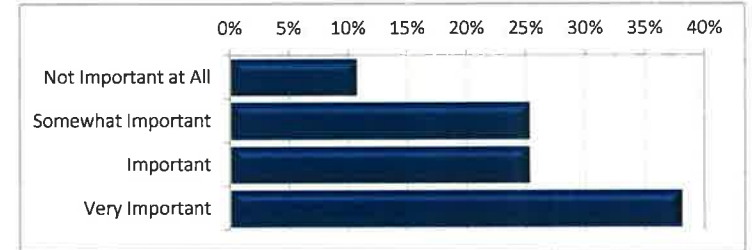
Protect ridgelines from development

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 18 | 11% | 17 | 10% | 10 | 21% | 45 | 12% |
| Somewhat Important | 38 | 23% | 34 | 21% | 14 | 30% | 86 | 22% |
| Important | 51 | 31% | 43 | 27% | 9 | 19% | 103 | 27% |
| Very Important | 60 | 36% | 68 | 42% | 14 | 30% | 142 | 37% |
| | 167 | | 162 | | 47 | | 376 | |



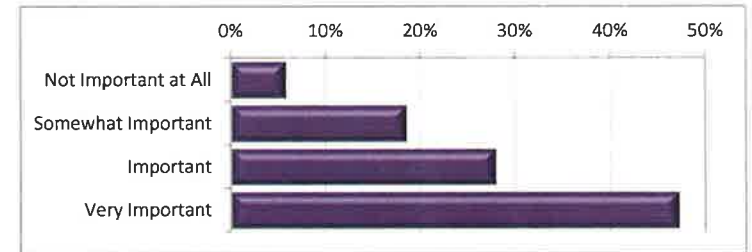
Protect views of open space and hillsides

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 19 | 11% | 13 | 8% | 9 | 18% | 41 | 11% |
| Somewhat Important | 46 | 27% | 38 | 23% | 13 | 27% | 97 | 25% |
| Important | 45 | 26% | 42 | 26% | 10 | 20% | 97 | 25% |
| Very Important | 60 | 35% | 69 | 43% | 17 | 35% | 146 | 38% |
| | 170 | | 162 | | 49 | | 381 | |



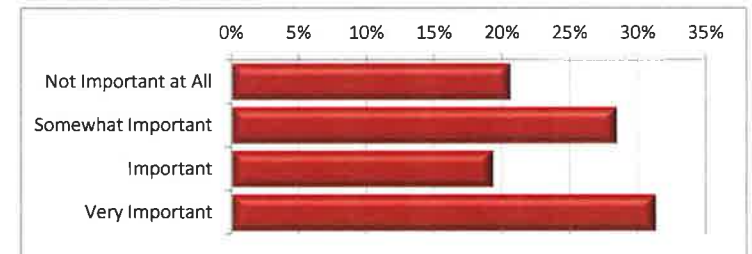
Preserve agricultural land

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 10 | 6% | 6 | 4% | 6 | 12% | 22 | 6% |
| Somewhat Important | 33 | 20% | 30 | 18% | 8 | 16% | 71 | 18% |
| Important | 48 | 28% | 50 | 31% | 9 | 18% | 107 | 28% |
| Very Important | 78 | 46% | 77 | 47% | 26 | 53% | 181 | 47% |
| | 169 | | 163 | | 49 | | 381 | |



Protect and acquire more open space

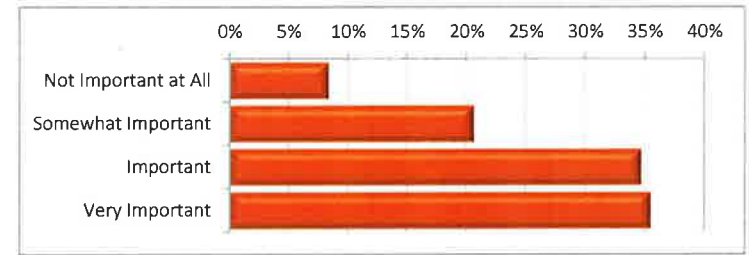
| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 38 | 22% | 29 | 18% | 12 | 25% | 79 | 21% |
| Somewhat Important | 52 | 30% | 45 | 28% | 12 | 25% | 109 | 28% |
| Important | 27 | 16% | 40 | 25% | 7 | 15% | 74 | 19% |
| Very Important | 54 | 32% | 49 | 30% | 17 | 35% | 120 | 31% |
| | 171 | | 163 | | 48 | | 382 | |



Preserve forest lands

Not Important at All
Somewhat Important
Important
Very Important

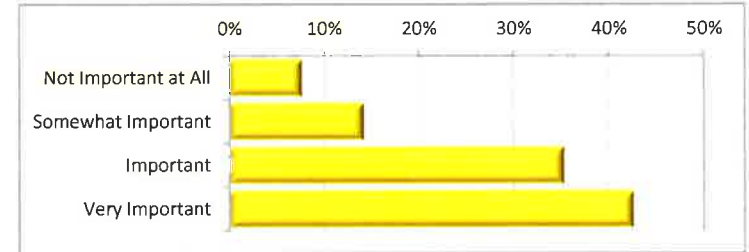
| Randomized | | Online | | Hardcopies | | Combined | |
|------------|-----|--------|-----|------------|-----|----------|-----|
| 16 | 9% | 8 | 5% | 8 | 16% | 32 | 8% |
| 36 | 21% | 35 | 22% | 8 | 16% | 79 | 21% |
| 54 | 32% | 64 | 40% | 15 | 31% | 133 | 35% |
| 63 | 37% | 55 | 34% | 18 | 37% | 136 | 35% |
| 169 | | 162 | | 49 | | 380 | |



Protect wildlife corridors and habitats

Not Important at All
Somewhat Important
Important
Very Important

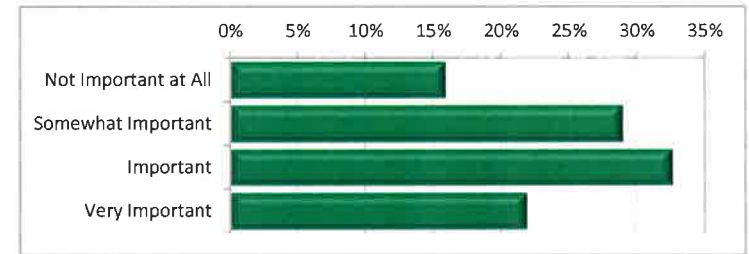
| Randomized | | Online | | Hardcopies | | Combined | |
|------------|-----|--------|-----|------------|-----|----------|-----|
| 15 | 9% | 7 | 4% | 7 | 14% | 29 | 8% |
| 23 | 14% | 28 | 17% | 3 | 6% | 54 | 14% |
| 61 | 36% | 56 | 35% | 18 | 37% | 135 | 35% |
| 71 | 42% | 71 | 44% | 21 | 43% | 163 | 42% |
| 170 | | 162 | | 49 | | 381 | |



Develop public access points to protected areas

Not Important at All
Somewhat Important
Important
Very Important

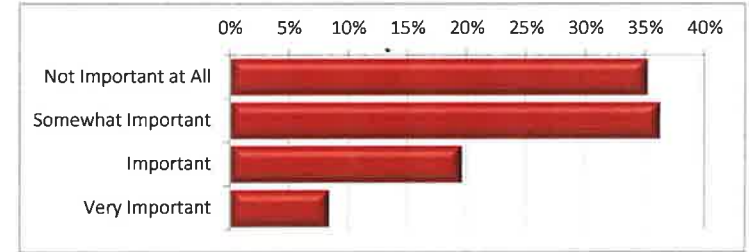
| Randomized | | Online | | Hardcopies | | Combined | |
|------------|-----|--------|-----|------------|-----|----------|-----|
| 32 | 19% | 18 | 11% | 11 | 22% | 61 | 16% |
| 55 | 32% | 43 | 27% | 13 | 27% | 111 | 29% |
| 46 | 27% | 63 | 39% | 16 | 33% | 125 | 33% |
| 37 | 22% | 38 | 23% | 9 | 18% | 84 | 22% |
| 170 | | 162 | | 49 | | 381 | |



Recreational Activities

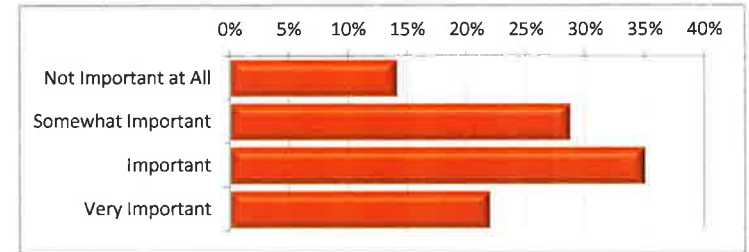
Athletic fields

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 63 | 37% | 51 | 31% | 21 | 45% | 135 | 35% |
| Somewhat Important | 68 | 40% | 61 | 38% | 10 | 21% | 139 | 36% |
| Important | 27 | 16% | 36 | 22% | 12 | 26% | 75 | 20% |
| Very Important | 14 | 8% | 14 | 9% | 4 | 9% | 32 | 8% |
| | 172 | | 162 | | 47 | | 381 | |



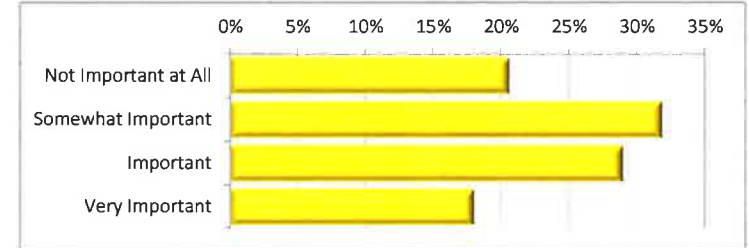
Trails for walking, snow shoeing, skiing

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 26 | 15% | 23 | 14% | 5 | 10% | 54 | 14% |
| Somewhat Important | 58 | 34% | 38 | 23% | 14 | 29% | 110 | 29% |
| Important | 52 | 30% | 64 | 40% | 18 | 38% | 134 | 35% |
| Very Important | 36 | 21% | 37 | 23% | 11 | 23% | 84 | 22% |
| | 172 | | 162 | | 48 | | 382 | |



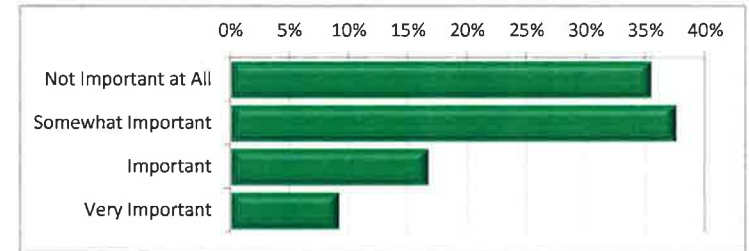
Bicycling

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 34 | 20% | 36 | 22% | 9 | 19% | 79 | 21% |
| Somewhat Important | 62 | 36% | 43 | 27% | 17 | 35% | 122 | 32% |
| Important | 51 | 30% | 48 | 30% | 12 | 25% | 111 | 29% |
| Very Important | 25 | 15% | 34 | 21% | 10 | 21% | 69 | 18% |
| | 172 | | 161 | | 48 | | 381 | |



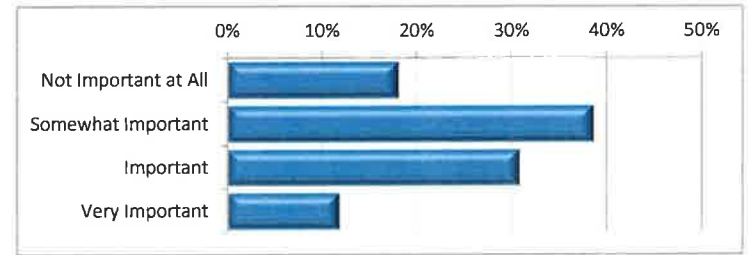
Mountain biking trails

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 64 | 38% | 59 | 36% | 13 | 27% | 136 | 35% |
| Somewhat Important | 68 | 40% | 53 | 33% | 23 | 48% | 144 | 38% |
| Important | 22 | 13% | 35 | 22% | 7 | 15% | 64 | 17% |
| Very Important | 15 | 9% | 15 | 9% | 5 | 10% | 35 | 9% |
| | 169 | | 162 | | 48 | | 379 | |



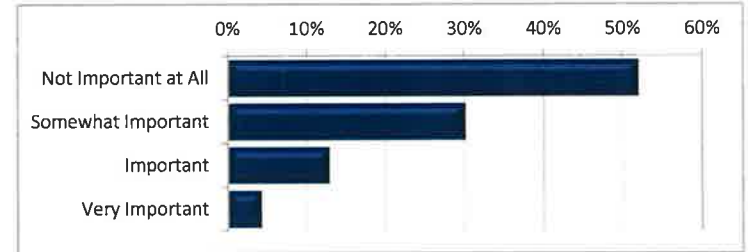
Boating, fishing & swimming

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 34 | 20% | 26 | 16% | 9 | 19% | 69 | 18% |
| Somewhat Important | 76 | 44% | 57 | 35% | 15 | 31% | 148 | 39% |
| Important | 45 | 26% | 56 | 35% | 17 | 35% | 118 | 31% |
| Very Important | 16 | 9% | 22 | 14% | 7 | 15% | 45 | 12% |
| | 171 | | 161 | | 48 | | 380 | |



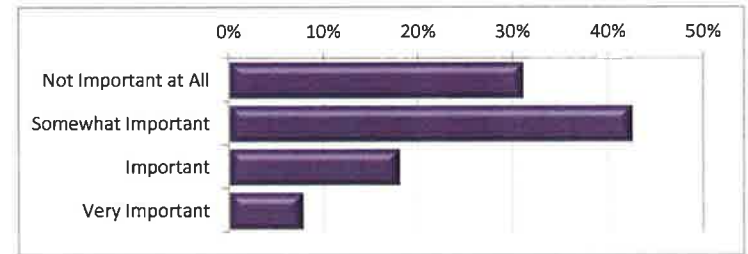
ATV and snow mobile trails

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 87 | 51% | 92 | 57% | 20 | 42% | 199 | 52% |
| Somewhat Important | 56 | 33% | 40 | 25% | 19 | 40% | 115 | 30% |
| Important | 23 | 14% | 23 | 14% | 3 | 6% | 49 | 13% |
| Very Important | 3 | 2% | 7 | 4% | 6 | 13% | 16 | 4% |
| | 169 | | 162 | | 48 | | 379 | |



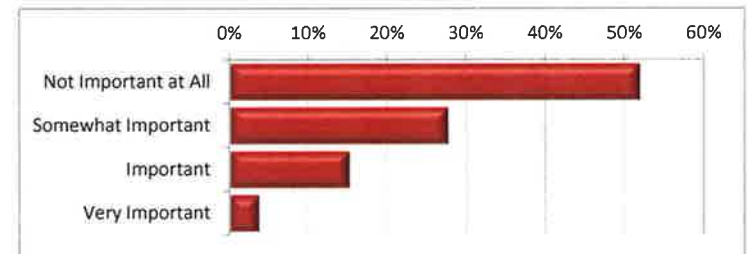
Ice skating

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 55 | 32% | 49 | 30% | 15 | 31% | 119 | 31% |
| Somewhat Important | 73 | 43% | 69 | 43% | 21 | 44% | 163 | 42% |
| Important | 31 | 18% | 29 | 18% | 9 | 19% | 69 | 18% |
| Very Important | 12 | 7% | 15 | 9% | 3 | 6% | 30 | 8% |
| | 171 | | 162 | | 48 | | 381 | |



Hunting

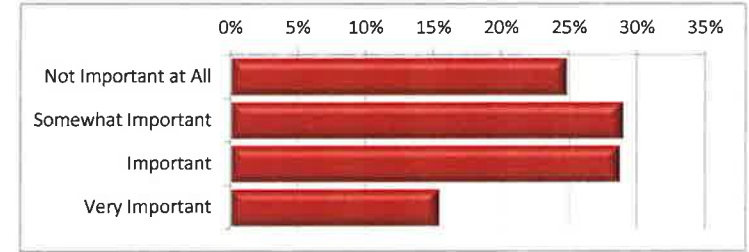
| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 85 | 50% | 91 | 57% | 23 | 49% | 199 | 52% |
| Somewhat Important | 49 | 29% | 41 | 25% | 16 | 34% | 106 | 28% |
| Important | 30 | 18% | 23 | 14% | 5 | 11% | 58 | 15% |
| Very Important | 5 | 3% | 6 | 4% | 3 | 6% | 14 | 4% |
| | 169 | | 161 | | 47 | | 377 | |



Residential and Commercial Development Characteristics

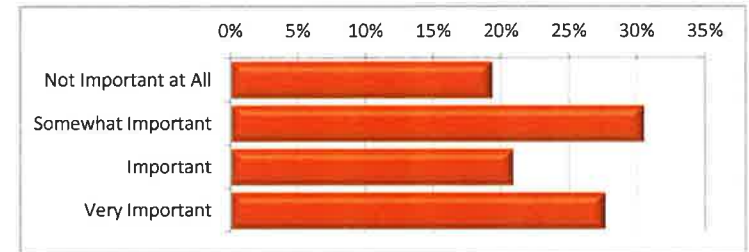
Encourage clustering of new residential subdivisions

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 41 | 25% | 43 | 27% | 11 | 24% | 95 | 25% |
| Somewhat Important | 60 | 36% | 44 | 27% | 7 | 15% | 111 | 29% |
| Important | 39 | 23% | 51 | 31% | 20 | 43% | 110 | 29% |
| Very Important | 27 | 16% | 24 | 15% | 8 | 17% | 59 | 15% |
| | 167 | | 162 | | 46 | | 375 | |



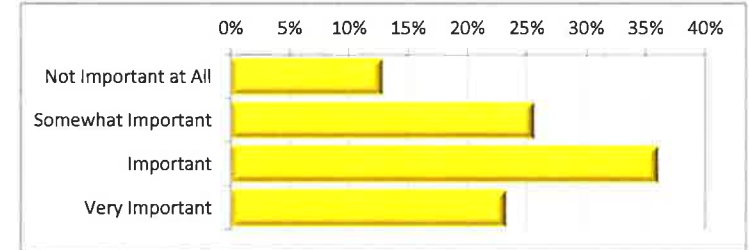
Limit the number of residential building permits

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 35 | 21% | 27 | 17% | 12 | 26% | 74 | 19% |
| Somewhat Important | 49 | 29% | 58 | 36% | 10 | 22% | 117 | 30% |
| Important | 34 | 20% | 35 | 22% | 11 | 24% | 80 | 21% |
| Very Important | 51 | 30% | 42 | 26% | 13 | 28% | 106 | 28% |
| | 169 | | 162 | | 46 | | 377 | |



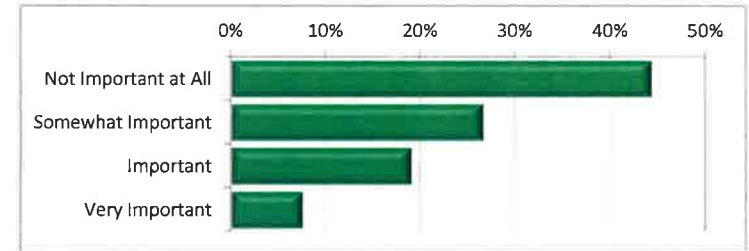
Permit high residential and commercial density in certain areas to preserve rural area elsewhere

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 27 | 16% | 14 | 9% | 8 | 18% | 49 | 13% |
| Somewhat Important | 40 | 24% | 49 | 30% | 9 | 20% | 98 | 26% |
| Important | 61 | 36% | 62 | 39% | 15 | 34% | 138 | 36% |
| Very Important | 41 | 24% | 36 | 22% | 12 | 27% | 89 | 23% |
| | 169 | | 161 | | 44 | | 374 | |



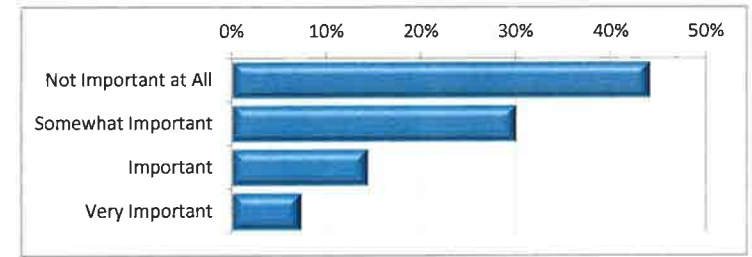
Permit high residential density as a bonus for creation of affordable housing

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 85 | 51% | 65 | 40% | 20 | 44% | 170 | 44% |
| Somewhat Important | 46 | 28% | 45 | 28% | 11 | 24% | 102 | 27% |
| Important | 29 | 17% | 38 | 23% | 6 | 13% | 73 | 19% |
| Very Important | 7 | 4% | 14 | 9% | 8 | 18% | 29 | 8% |
| | 167 | | 162 | | 45 | | 374 | |



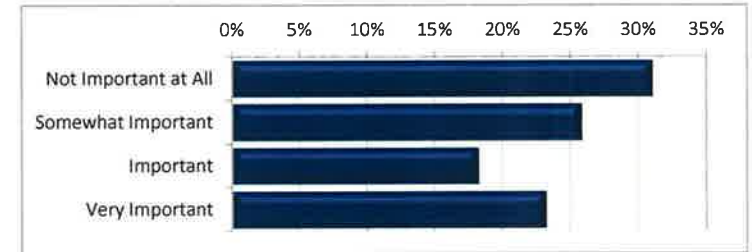
Decrease the size of housing lots in specific residential areas

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 78 | 48% | 70 | 43% | 21 | 47% | 169 | 44% |
| Somewhat Important | 51 | 32% | 52 | 32% | 12 | 27% | 115 | 30% |
| Important | 22 | 14% | 26 | 16% | 7 | 16% | 55 | 14% |
| Very Important | 10 | 6% | 13 | 8% | 5 | 11% | 28 | 7% |
| | 161 | | 161 | | 45 | | 367 | |



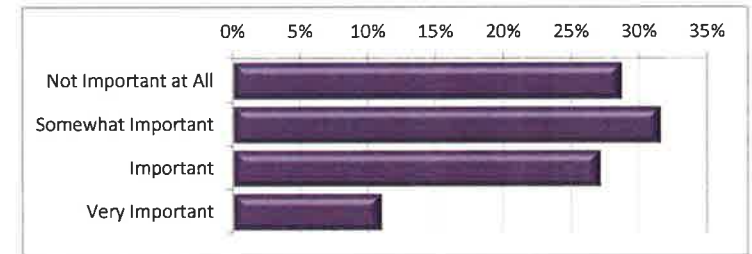
Acquire more open space land in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 58 | 34% | 47 | 29% | 14 | 30% | 119 | 31% |
| Somewhat Important | 47 | 28% | 40 | 25% | 12 | 26% | 99 | 26% |
| Important | 32 | 19% | 34 | 21% | 4 | 9% | 70 | 18% |
| Very Important | 32 | 19% | 41 | 25% | 16 | 35% | 89 | 23% |
| | 169 | | 162 | | 46 | | 377 | |



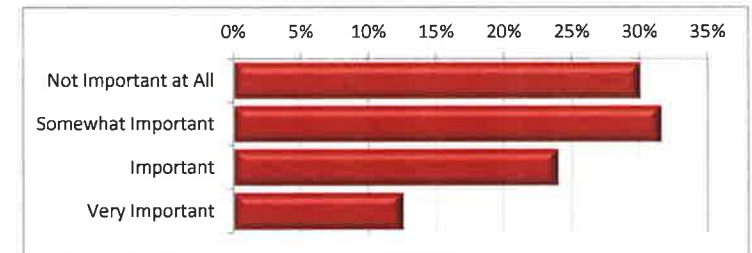
Encourage new office development

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 56 | 33% | 43 | 27% | 11 | 24% | 110 | 29% |
| Somewhat Important | 55 | 33% | 51 | 31% | 15 | 33% | 121 | 32% |
| Important | 44 | 26% | 46 | 28% | 14 | 30% | 104 | 27% |
| Very Important | 14 | 8% | 22 | 14% | 6 | 13% | 42 | 11% |
| | 169 | | 162 | | 46 | | 377 | |



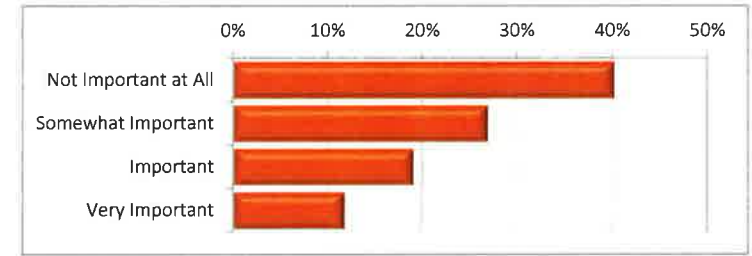
Encourage new retail development

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 57 | 34% | 42 | 26% | 16 | 35% | 115 | 30% |
| Somewhat Important | 50 | 30% | 55 | 34% | 16 | 35% | 121 | 32% |
| Important | 43 | 26% | 42 | 26% | 7 | 15% | 92 | 24% |
| Very Important | 18 | 11% | 23 | 14% | 7 | 15% | 48 | 13% |
| | 168 | | 162 | | 46 | | 376 | |



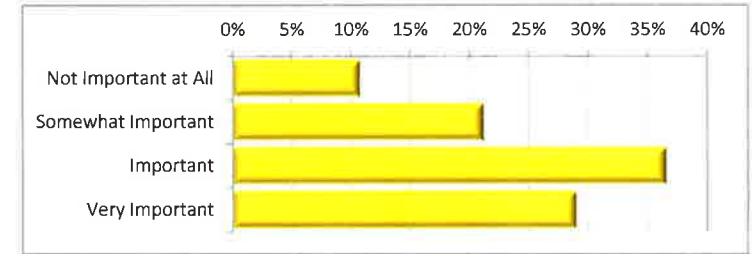
Encourage new industrial development

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 74 | 44% | 65 | 40% | 15 | 33% | 154 | 40% |
| Somewhat Important | 40 | 24% | 47 | 29% | 16 | 35% | 103 | 27% |
| Important | 36 | 21% | 27 | 17% | 10 | 22% | 73 | 19% |
| Very Important | 18 | 11% | 22 | 14% | 5 | 11% | 45 | 12% |
| | 168 | | 161 | | 46 | | 375 | |



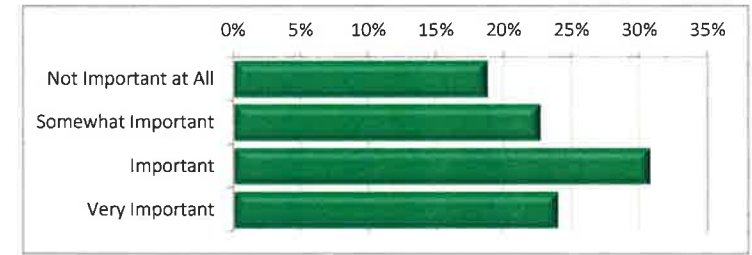
Encourage agri-business

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 27 | 16% | 10 | 6% | 4 | 9% | 41 | 11% |
| Somewhat Important | 36 | 22% | 39 | 24% | 6 | 13% | 81 | 21% |
| Important | 60 | 36% | 62 | 38% | 18 | 40% | 140 | 36% |
| Very Important | 43 | 26% | 51 | 31% | 17 | 38% | 111 | 29% |
| | 166 | | 162 | | 45 | | 373 | |



Encourage agri-tourism

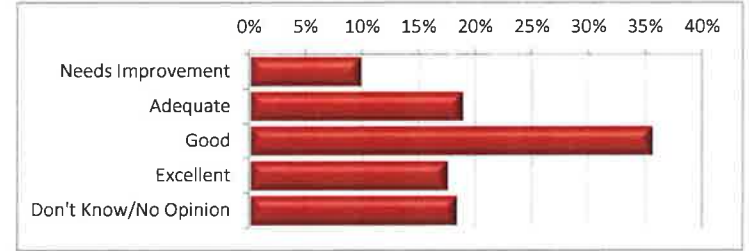
| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 40 | 25% | 22 | 14% | 10 | 23% | 72 | 19% |
| Somewhat Important | 39 | 24% | 40 | 25% | 8 | 18% | 87 | 23% |
| Important | 50 | 31% | 55 | 34% | 13 | 30% | 118 | 31% |
| Very Important | 34 | 21% | 45 | 28% | 13 | 30% | 92 | 24% |
| | 163 | | 162 | | 44 | | 369 | |



Adequacy of Town Buildings

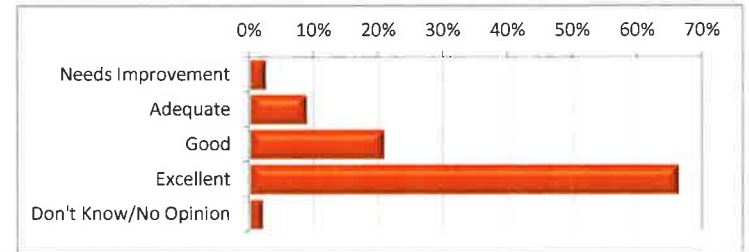
Oyster River School buildings

| | Randomized | | Online | | Hardcopies | | Combined | |
|-----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Needs Improvement | 19 | 11% | 18 | 11% | 0 | 0% | 37 | 10% |
| Adequate | 35 | 21% | 25 | 15% | 11 | 24% | 71 | 19% |
| Good | 56 | 33% | 60 | 37% | 18 | 39% | 134 | 36% |
| Excellent | 24 | 14% | 33 | 20% | 9 | 20% | 66 | 18% |
| Don't Know/No Opinion | 35 | 21% | 26 | 16% | 8 | 17% | 69 | 18% |
| | 169 | | 162 | | 46 | | 377 | |



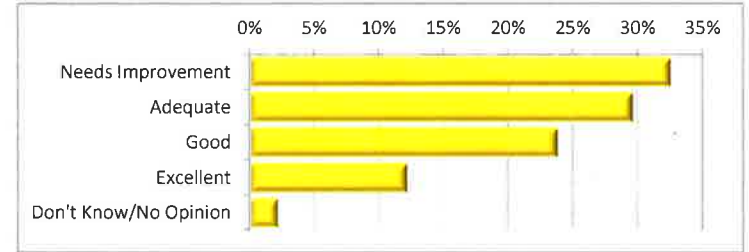
Public Safety Complex (Police & Fire & meeting space)

| | Randomized | | Online | | Hardcopies | | Combined | |
|-----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Needs Improvement | 6 | 4% | 2 | 1% | 1 | 2% | 9 | 2% |
| Adequate | 17 | 10% | 10 | 6% | 6 | 14% | 33 | 9% |
| Good | 39 | 23% | 32 | 20% | 7 | 16% | 78 | 21% |
| Excellent | 107 | 63% | 115 | 71% | 27 | 61% | 249 | 66% |
| Don't Know/No Opinion | 2 | 1% | 2 | 1% | 3 | 7% | 7 | 2% |
| | 171 | | 161 | | 44 | | 376 | |



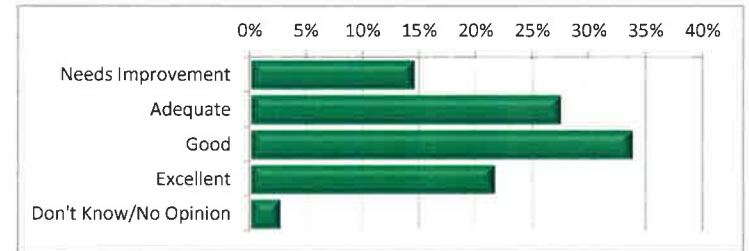
Library

| | Randomized | | Online | | Hardcopies | | Combined | |
|-----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Needs Improvement | 49 | 29% | 60 | 37% | 14 | 30% | 123 | 32% |
| Adequate | 56 | 33% | 42 | 26% | 14 | 30% | 112 | 30% |
| Good | 40 | 23% | 39 | 24% | 11 | 24% | 90 | 24% |
| Excellent | 22 | 13% | 17 | 10% | 7 | 15% | 46 | 12% |
| Don't Know/No Opinion | 4 | 2% | 4 | 2% | 0 | 0% | 8 | 2% |
| | 171 | | 162 | | 46 | | 379 | |



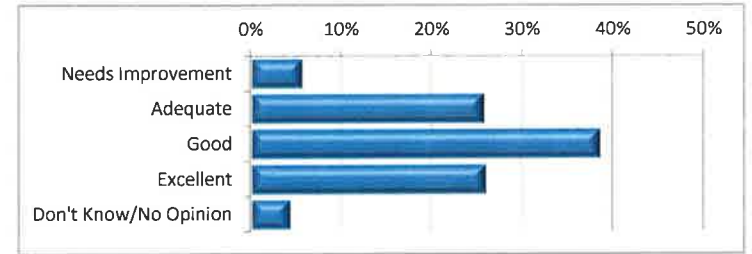
Recreational facilities (parks/fields)

| | Randomized | | Online | | Hardcopies | | Combined | |
|-----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Needs Improvement | 22 | 13% | 25 | 15% | 8 | 17% | 55 | 15% |
| Adequate | 59 | 35% | 34 | 21% | 11 | 24% | 104 | 27% |
| Good | 60 | 35% | 57 | 35% | 11 | 24% | 128 | 34% |
| Excellent | 26 | 15% | 42 | 26% | 14 | 30% | 82 | 22% |
| Don't Know/No Opinion | 4 | 2% | 4 | 2% | 2 | 4% | 10 | 3% |
| | 171 | | 162 | | 46 | | 379 | |



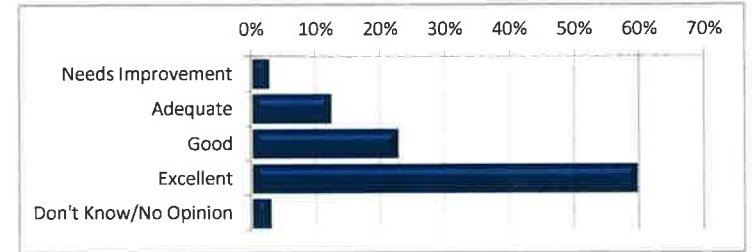
Highway & Public Works

| | Randomized | | Online | | Hardcopies | | Combined | |
|-----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Needs Improvement | 14 | 8% | 5 | 3% | 2 | 4% | 21 | 6% |
| Adequate | 52 | 31% | 29 | 18% | 15 | 33% | 96 | 26% |
| Good | 62 | 37% | 68 | 42% | 14 | 30% | 144 | 39% |
| Excellent | 34 | 20% | 53 | 33% | 10 | 22% | 97 | 26% |
| Don't Know/No Opinion | 5 | 3% | 6 | 4% | 5 | 11% | 16 | 4% |
| | 167 | | 161 | | 46 | | 374 | |



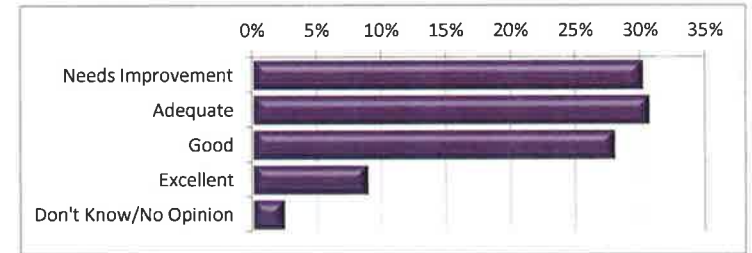
Transfer Station

| | Randomized | | Online | | Hardcopies | | Combined | |
|-----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Needs Improvement | 3 | 2% | 5 | 3% | 2 | 4% | 10 | 3% |
| Adequate | 28 | 17% | 13 | 8% | 5 | 11% | 46 | 12% |
| Good | 43 | 25% | 34 | 21% | 8 | 18% | 85 | 23% |
| Excellent | 91 | 54% | 106 | 65% | 27 | 60% | 224 | 60% |
| Don't Know/No Opinion | 4 | 2% | 4 | 2% | 3 | 7% | 11 | 3% |
| | 169 | | 162 | | 45 | | 376 | |



Town Hall and Annex

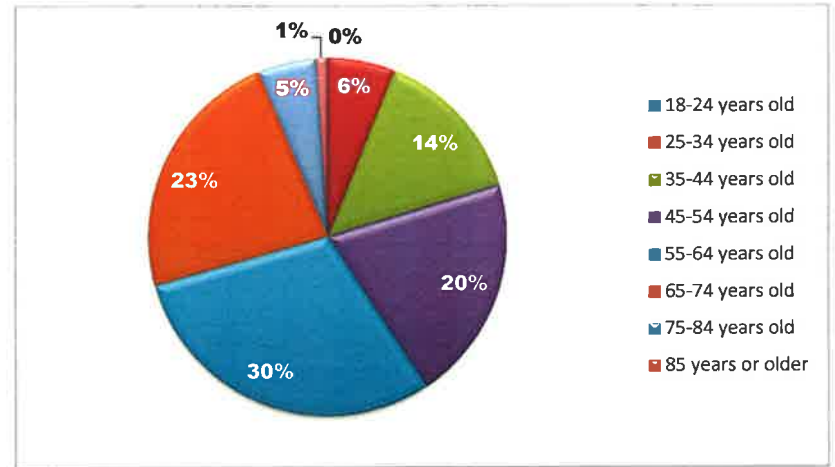
| | Randomized | | Online | | Hardcopies | | Combined | |
|-----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Needs Improvement | 43 | 26% | 53 | 33% | 16 | 35% | 112 | 30% |
| Adequate | 56 | 34% | 47 | 29% | 11 | 24% | 114 | 31% |
| Good | 41 | 25% | 48 | 30% | 15 | 33% | 104 | 28% |
| Excellent | 18 | 11% | 11 | 7% | 4 | 9% | 33 | 9% |
| Don't Know/No Opinion | 6 | 4% | 3 | 2% | 0 | 0% | 9 | 2% |
| | 164 | | 162 | | 46 | | 372 | |



Age Group

18-24 years old
 25-34 years old
 35-44 years old
 45-54 years old
 55-64 years old
 65-74 years old
 75-84 years old
 85 years or older

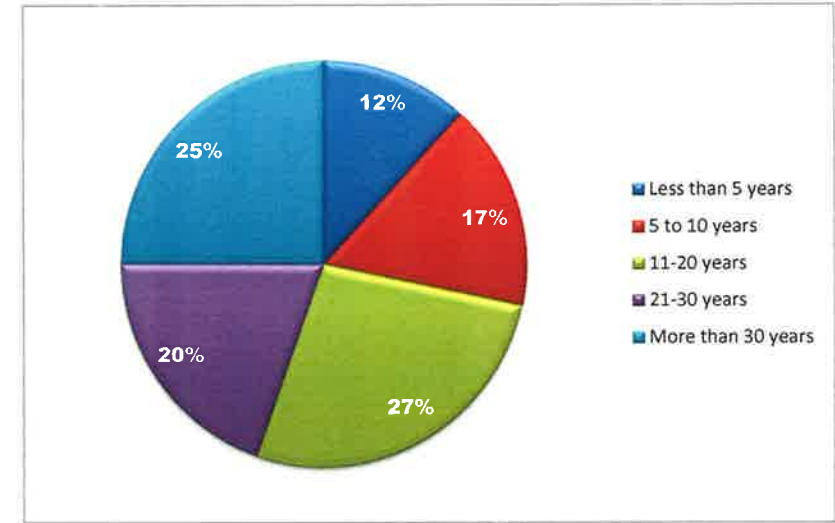
| | Randomized | | Online | | Hardcopies | | Combined | |
|-------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| 18-24 years old | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| 25-34 years old | 7 | 4% | 12 | 7% | 4 | 9% | 23 | 6% |
| 35-44 years old | 19 | 11% | 29 | 18% | 6 | 14% | 54 | 14% |
| 45-54 years old | 31 | 18% | 38 | 23% | 8 | 18% | 77 | 20% |
| 55-64 years old | 63 | 37% | 43 | 26% | 7 | 16% | 113 | 30% |
| 65-74 years old | 39 | 23% | 32 | 20% | 16 | 36% | 87 | 23% |
| 75-84 years old | 8 | 5% | 9 | 6% | 3 | 7% | 20 | 5% |
| 85 years or older | 4 | 2% | 0 | 0% | 0 | 0% | 4 | 1% |
| | 171 | | 163 | | 44 | | 378 | |



How Long Have You Lived in Lee

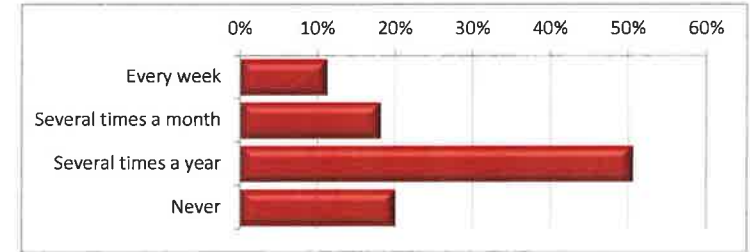
Less than 5 years
 5 to 10 years
 11-20 years
 21-30 years
 More than 30 years

| | Randomized | | Online | | Hardcopies | | Combined | |
|--------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Less than 5 years | 17 | 10% | 23 | 14% | 5 | 11% | 45 | 12% |
| 5 to 10 years | 27 | 16% | 32 | 20% | 4 | 9% | 63 | 17% |
| 11-20 years | 48 | 28% | 40 | 25% | 15 | 33% | 103 | 27% |
| 21-30 years | 43 | 25% | 23 | 14% | 9 | 20% | 75 | 20% |
| More than 30 years | 38 | 22% | 45 | 28% | 12 | 27% | 95 | 25% |
| | 173 | | 163 | | 45 | | 381 | |



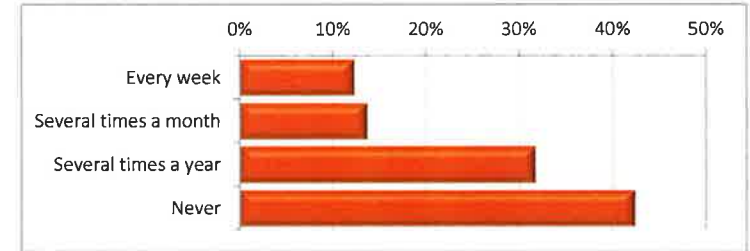
How often do you attend Town of Lee, community, church, or school-related activities in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|-----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Every week | 16 | 10% | 18 | 11% | 7 | 16% | 41 | 11% |
| Several times a month | 21 | 13% | 34 | 21% | 11 | 25% | 66 | 18% |
| Several times a year | 78 | 49% | 85 | 53% | 21 | 48% | 184 | 51% |
| Never | 45 | 28% | 23 | 14% | 5 | 11% | 73 | 20% |
| | 160 | | 160 | | 44 | | 364 | |



How often do you volunteer your time for Town of Lee, community, church or school-related groups

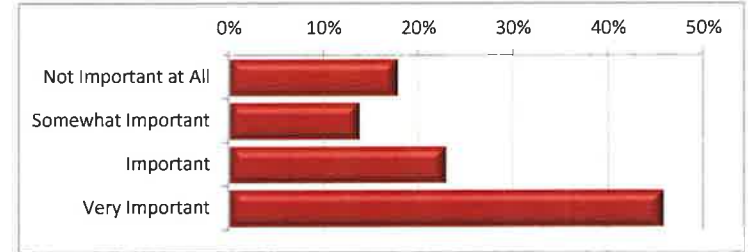
| | Randomized | | Online | | Hardcopies | | Combined | |
|-----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Every week | 19 | 12% | 18 | 11% | 8 | 17% | 45 | 12% |
| Several times a month | 11 | 7% | 28 | 17% | 11 | 24% | 50 | 14% |
| Several times a year | 45 | 28% | 60 | 37% | 11 | 24% | 116 | 32% |
| Never | 84 | 53% | 55 | 34% | 16 | 35% | 155 | 42% |
| | 159 | | 161 | | 46 | | 366 | |



Factors in Your Choice to Live in Lee

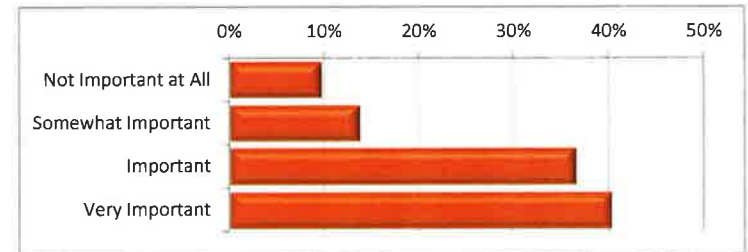
Good reputation of the Oyster River School District

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 25 | 15% | 30 | 18% | 11 | 24% | 66 | 18% |
| Somewhat Important | 27 | 17% | 20 | 12% | 4 | 9% | 51 | 14% |
| Important | 41 | 25% | 38 | 23% | 6 | 13% | 85 | 23% |
| Very Important | 69 | 43% | 76 | 46% | 25 | 54% | 170 | 46% |
| | 162 | | 164 | | 46 | | 372 | |



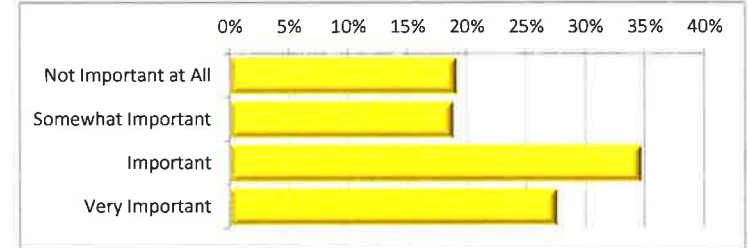
Rural/agricultural character

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 15 | 9% | 14 | 9% | 7 | 15% | 36 | 10% |
| Somewhat Important | 21 | 13% | 21 | 13% | 9 | 19% | 51 | 14% |
| Important | 65 | 40% | 63 | 38% | 8 | 17% | 136 | 36% |
| Very Important | 61 | 38% | 66 | 40% | 23 | 49% | 150 | 40% |
| | 162 | | 164 | | 47 | | 373 | |



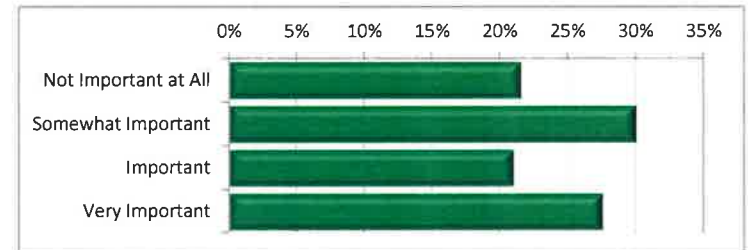
Opportunity to purchase or rent

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 29 | 18% | 32 | 20% | 9 | 19% | 70 | 19% |
| Somewhat Important | 34 | 21% | 26 | 16% | 9 | 19% | 69 | 19% |
| Important | 51 | 32% | 59 | 37% | 17 | 36% | 127 | 35% |
| Very Important | 45 | 28% | 44 | 27% | 12 | 26% | 101 | 28% |
| | 159 | | 161 | | 47 | | 367 | |



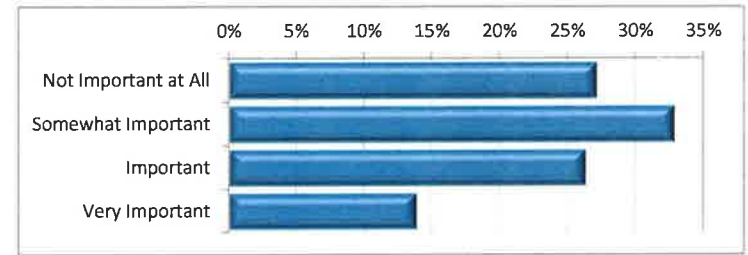
Property tax rate

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 30 | 19% | 33 | 20% | 16 | 36% | 79 | 22% |
| Somewhat Important | 47 | 30% | 53 | 33% | 10 | 22% | 110 | 30% |
| Important | 31 | 19% | 40 | 25% | 6 | 13% | 77 | 21% |
| Very Important | 51 | 32% | 37 | 23% | 13 | 29% | 101 | 28% |
| | 159 | | 163 | | 45 | | 367 | |



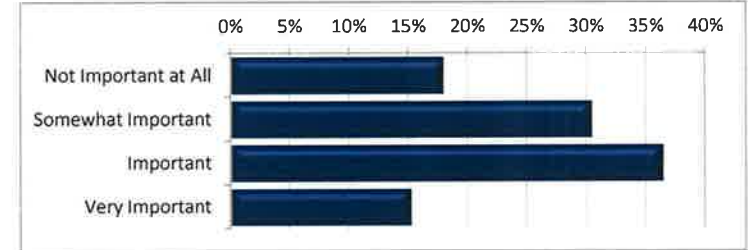
Local outdoor activities (hiking, skiing, water sports, etc)

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 45 | 28% | 41 | 25% | 14 | 30% | 100 | 27% |
| Somewhat Important | 49 | 30% | 54 | 33% | 18 | 39% | 121 | 33% |
| Important | 47 | 29% | 44 | 27% | 6 | 13% | 97 | 26% |
| Very Important | 20 | 12% | 23 | 14% | 8 | 17% | 51 | 14% |
| | 161 | | 162 | | 46 | | 369 | |



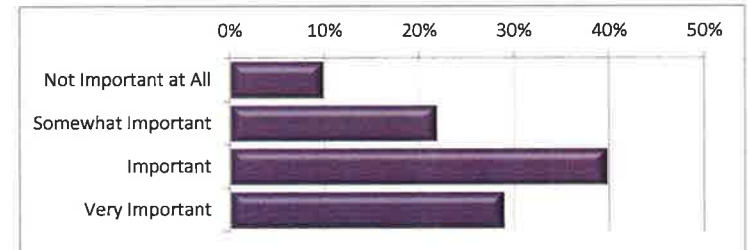
Close to cities/urban areas

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 33 | 20% | 24 | 15% | 9 | 20% | 66 | 18% |
| Somewhat Important | 51 | 32% | 44 | 27% | 17 | 37% | 112 | 30% |
| Important | 55 | 34% | 67 | 42% | 12 | 26% | 134 | 36% |
| Very Important | 22 | 14% | 26 | 16% | 8 | 17% | 56 | 15% |
| | 161 | | 161 | | 46 | | 368 | |



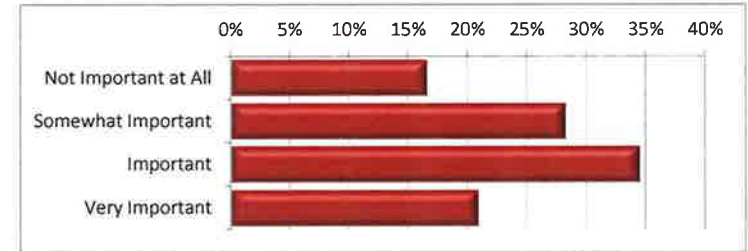
Close to seacoast

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 16 | 10% | 11 | 7% | 9 | 20% | 36 | 10% |
| Somewhat Important | 35 | 22% | 32 | 20% | 13 | 28% | 80 | 22% |
| Important | 65 | 41% | 71 | 44% | 10 | 22% | 146 | 40% |
| Very Important | 43 | 27% | 49 | 30% | 14 | 30% | 106 | 29% |
| | 159 | | 163 | | 46 | | 368 | |



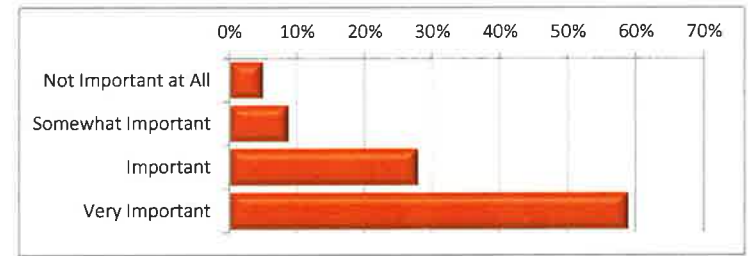
Close to mountains

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 29 | 18% | 22 | 14% | 10 | 21% | 61 | 17% |
| Somewhat Important | 40 | 25% | 46 | 28% | 18 | 38% | 104 | 28% |
| Important | 54 | 34% | 66 | 41% | 7 | 15% | 127 | 34% |
| Very Important | 37 | 23% | 28 | 17% | 12 | 26% | 77 | 21% |
| | 160 | | 162 | | 47 | | 369 | |



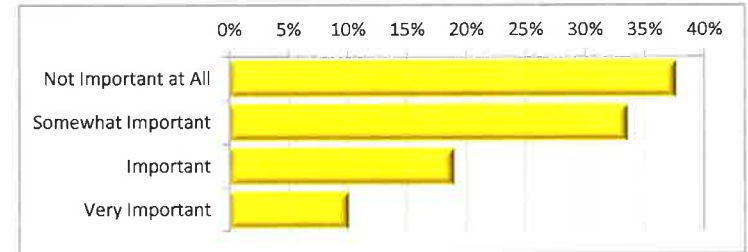
Safe environment (low crime rate)

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 3 | 2% | 6 | 4% | 9 | 20% | 18 | 5% |
| Somewhat Important | 14 | 9% | 14 | 9% | 4 | 9% | 32 | 9% |
| Important | 40 | 25% | 47 | 29% | 16 | 35% | 103 | 28% |
| Very Important | 104 | 65% | 97 | 59% | 17 | 37% | 218 | 59% |
| | 161 | | 164 | | 46 | | 371 | |



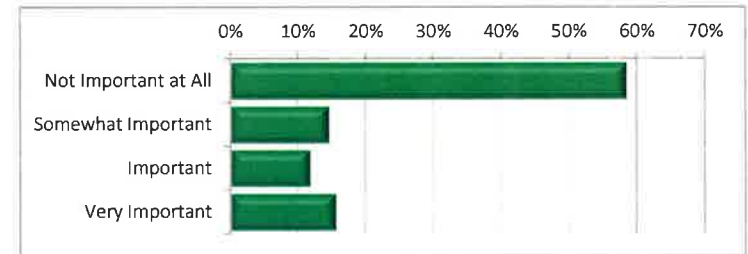
Historic features

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 60 | 38% | 60 | 37% | 19 | 41% | 139 | 38% |
| Somewhat Important | 58 | 36% | 47 | 29% | 19 | 41% | 124 | 34% |
| Important | 27 | 17% | 39 | 24% | 4 | 9% | 70 | 19% |
| Very Important | 15 | 9% | 18 | 11% | 4 | 9% | 37 | 10% |
| | 160 | | 164 | | 46 | | 370 | |



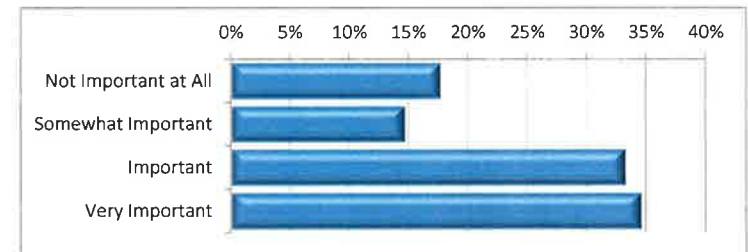
Ties to family and/or friends who live in Lee

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 95 | 59% | 93 | 57% | 26 | 59% | 214 | 58% |
| Somewhat Important | 23 | 14% | 23 | 14% | 7 | 16% | 53 | 14% |
| Important | 17 | 11% | 23 | 14% | 3 | 7% | 43 | 12% |
| Very Important | 25 | 16% | 24 | 15% | 8 | 18% | 57 | 16% |
| | 160 | | 163 | | 44 | | 367 | |



Reasonable commute to work

| | Randomized | | Online | | Hardcopies | | Combined | |
|----------------------|------------|-----|--------|-----|------------|-----|----------|-----|
| Not Important at All | 30 | 19% | 27 | 16% | 8 | 17% | 65 | 18% |
| Somewhat Important | 23 | 15% | 18 | 11% | 13 | 28% | 54 | 15% |
| Important | 57 | 36% | 53 | 32% | 12 | 26% | 122 | 33% |
| Very Important | 48 | 30% | 66 | 40% | 13 | 28% | 127 | 35% |
| | 158 | | 164 | | 46 | | 368 | |





832015
TOWN of LEE
7 MAST RD, LEE, NH 03861
(603) 659-5414

Office Use Only

Meeting Date: 12/7/2015

Agenda Item No. 4

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST
12/7/2015**

Agenda Item Title: Replacing Base Station Radio

Requested By: Chief Tom Dronsfield

Date: 11/12/2015

Contact Information: 659-5866, tdronsfield@leenhpolice.org

Presented By: Chief Tom Dronsfield

Description: Review the Grant application and funding for the Town's share of the cost to replace the Police Department's Base Station Radio

Financial Details: \$13,988.00 total, department responsible for \$6994.00

Legal Authority NH RSA 31:95-b III. b. (b) The board of selectmen may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than \$10,000. For unanticipated moneys in an amount less than such amount, the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed. The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular board of selectmen meeting. IV. Action to be taken under this section shall:

(a) Not require the expenditure of other town or village district funds except those funds lawfully appropriated for the same purpose

Legal Opinion: The phrase "funds lawfully appropriated for the same purpose" would mean that the Police Department has a line item in its budget that permits the expenditure of public funds for the purchase of radio equipment.

Stephen C. Buckley, Esquire
Legal Services Counsel
New Hampshire Municipal Association

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to accept, by majority vote, the terms of the Emergency Management Performance Grant (EMPG) as presented for the purchase of Base Station Radio in the amount of \$ 13,988.00. Furthermore, the Board acknowledges that the Town will be responsible for a 50% match (\$6994.00); \$1,500 appropriated from the EOC with the remaining \$5494.00 to come from the Police Department operating budget.

Robin Estee

From: Dunkerley, Heather <Heather.Dunkerley@dos.nh.gov>
Sent: Friday, November 20, 2015 1:39 PM
To: Tom Dronsfield; Robin Estee
Cc: Richard, Cindy; Lufkin, Elizabeth
Subject: Grant Agreement Documents - Lee EOC Communications Enhancement (\$6,994.00)
Attachments: Grant Agreement Cover Letter.pdf; GRANT AGREEMENT Requirements Checklist.pdf; Sample Meeting Minutes.doc; CERTIFICATE OF AUTHORITY CHECKLIST.doc; Grant Agreement_SBO_UNDER25000_Subrecipient.pdf; Exhibits_UNDER 25k_Subrecipient.pdf

Good afternoon, Chief Dronsfield-

Please find attached the following Grant Agreement documents:

- Grant Agreement Cover Letter (keep for your records)
- Grant Agreement Requirements Checklist (print and utilize to properly execute grant agreement & return with the executed documents to the address noted on the checklist)
- Sample Meeting Minutes (**please use this language when your governing Board accepts the terms and conditions of the grant agreement**)
- Certificate of Authority Checklist (utilize this checklist if someone *other* than the majority of the Board signs the grant agreement)
- Grant Agreement & Exhibits-
 1. Please print these documents from a **colored printer, SINGLE SIDED and be sure to print two (2) page # 1s**
 2. Both page #1s need to be signed **AND** notarized, and date/initial bottom on **ALL** pages of the Grant Agreement & Exhibits

If you have any questions at all about how to properly execute the Grant Agreement, please contact me or your assigned Field Representative Liz Lufkin.

Please confirm receipt of this email.

Heather-

Heather Dunkerley
EMPG Program Coordinator
NH Dept. of Safety-Homeland Security & Emergency Management
110 Smokey Bear Blvd, Concord, NH 03301 (Physical)
33 Hazen Drive, Concord, NH 03305 (Mailing)

Direct-603-223-3614
Cell-603-731-0790
Fax-603-223-3609



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State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Kevin P. O'Brien, Assistant Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Director

Jennifer L. Harper, Assistant Director



November 20, 2015

Chief Thomas Dronsfield
Lee Police Department
20 George Bennet Road
Lee, NH 03861

Dear Chief Dronsfield:

Thank you for submitting an Emergency Management Performance Grant (EMPG) application on September 29, 2015 for a EOC Communications Enhancement Project.

- We have finished the review and found the project falls within the guidelines of the current EMPG Program.
- The next step in the review process is to execute the attached grant agreement.

**THIS DOES NOT MEAN YOUR GRANT HAS BEEN AWARDED.
DO NOT PURCHASE OR INSTALL ANYTHING
OR YOUR PROJECT WILL BE INELIGIBLE AND WILL NOT BE FUNDED!**

- Once we receive back an appropriately executed grant agreement from you, we will move it forward to the Department of Safety's Business Office to continue the review process.
- Once the review is complete, we will notify you of our final decision.

Along with your returned grant agreement, we will need *meeting minutes showing that your governing body have accepted the terms of the grant*. Sample meeting minutes and instructions on how to properly execute the grant agreement are also enclosed.

Again, this letter does **NOT** constitute approval. *Please keep this for your records.*

If you have any questions or need assistance with this process, please contact me or your assigned HSEM Field Representative, Liz Lufkin.

Thank you for your interest in the EMPG Program!

Sincerely,

Heather Dunkerley
EMPG Program Coordinator

Enclosures

cc: Elizabeth Lufkin (w/o enclosures), Sr. Field Representative

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

NH Emergency Management Performance Grant (EMPG) Grant Agreement Checklist

Applicant: Town of Lee Project: EOC Communications Enhancement Amount of Grant: \$6,994.00

To: Chief Thomas Dronsfield
 From: Heather Dunkerley, EMPG Program Coordinator

Attached please find your Grant Agreement and accompanying Exhibits A, B & C. All steps below **are required** to be completed in their entirety. **Complete and return** this checklist along with the Grant Agreement documents to the address stated below.

| | |
|---|---|
| √ | Check when complete |
| | Page 1 (all 2 copies) - have a majority of the Select board or City Council sign in blocks 1.11 |
| | Page 1 (all 2 copies) - Fill in block 1.12. *Please <i>print</i> the NAMES & TITLES of the signors. |
| √ | Have a Notary Public or Justice of the Peace complete the following: |
| | Fill in block 1.13 |
| | Sign/Seal block 1.13.1 |
| | Fill in block 1.13.2 |
| √ | All Grantee signors shown in block 1.11 must: |
| | All signors - Initial and date each page of the Grant Agreement |
| | All signors - Initial and date each of the Exhibit pages A, B and C. |

If any of the above items are not completed properly, the grant agreement will not be processed and will be returned for correction(s).

Other documentation that is required:

1. **Minutes** of the meeting documenting that the community's/agency's GOVERNING AUTHORITY accepted/approved the EMPG grant agreement; please ensure the minutes state that **the community/agency is accepting the EMPG grant agreement terms as presented**. The minutes should also include **what the grant is for**, the **total project cost**, and the **amount of local match (50%)**. **Ensure you have complied with any public meeting requirement for acceptance of this grant including, if applicable, RSA 31:95-b.**
2. Certificate of Vote/Authority for Signature (**Only required if ONE person and not the majority of your board/council signs the grant agreement**) – see the enclosed document for guidance.

Please mail/ensure delivery of all documents, including this checklist, to:

Heather Dunkerley, EMPG Program Coordinator
 N.H. Homeland Security and Emergency Management
 33 Hazen Drive
 Concord, NH 03305

| |
|--|
| <p>PLEASE RETURN BY: 12/21/15</p> |
|--|

Sample Meeting Minutes

Please use this language when documenting meeting minutes accepting the grant

"The Town of _____ Board of Selectmen, in a majority vote, accepted the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$ _____ for the purchase of _____. Furthermore, the Board acknowledges that the total cost of this project will be \$ _____, in which the Town will be responsible for a 50% match (\$ _____)."

*As a reminder, please have the Governing Board and notary/justice of the peace sign and date the Grant Agreement the **same date (this date should be the same as the meeting was held)**.*

Exception to this would be if the Board authorized someone else (i.e., Town Manager) to sign on their behalf at the meeting when they accepted the grant agreement. In this case, the notary/jp should date it the same as the Authorized Signor (i.e., Town Manager).

CERTIFICATE OF AUTHORITY CHECKLIST

(Refer to this checklist if someone other than the Board of Selectmen or City Council signs the Grant Agreement/Amendment)

SOURCE OF AUTHORITY

Authority must come from the **governing body** – either:

- (1) a **majority voted** at a meeting ,
- (2) or the body provided **unanimous consent in writing**, or
- (3) the organization's **policy or governing document** (bylaws, partnership agreement, LLC operating agreement) authorizes the person to sign

SOURCE OF AUTHORITY WAS IN EFFECT ON DAY CONTRACT WAS SIGNED

Certificate must show that the person signing the contract **had authority when they signed the contract** - either:

- (1) Authority was **granted the same day** as the day the contract was signed,
or
- (2) Authority was **granted after** the day the contract was signed *and the governing body ratifies and accepts* the earlier execution, or
- (3) Authority was **granted prior** to the day the contract was signed and it has not been amended or repealed as of the day the contract was signed.

APPROPRIATE PERSON SIGNED THE CERTIFICATE

The person signing the certificate may be the same person signing the contract *only if* the certificate states that the person is the **sole director** (for corps) or **sole member** (for LLCs).

GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

| | | | |
|--|--|---|--|
| 1.1. State Agency Name NH Department of Safety, Homeland Security and Emergency Management | | 1.2. State Agency Address 33 Hazen Drive Concord, NH 03305 | |
| 1.3. Subrecipient Name Town of Lee (VC#177231-B003) | | 1.4. Subrecipient Tel. #/Address 603-659-5414 7 Mast Road, Lee NH 03861 | |
| 1.5 Effective Date Business Office Approval | 1.6. Account Number AU #8092 | 1.7. Completion Date September 30, 2016 | 1.8. Grant Limitation \$6,994.00 |
| 1.9. Grant Officer for State Agency Cindy Richard, EMPG Program Manager | | 1.10. State Agency Telephone Number (603) 223-3627 | |
| "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b." | | | |
| 1.11. Subrecipient Signature 1 | | 1.12. Name & Title of Subrecipient Signor 1 | |
| Subrecipient Signature 2 | | Name & Title of Subrecipient Signor 2 | |
| Subrecipient Signature 3 | | Name & Title of Subrecipient Signor 3 | |
| 1.13. Acknowledgment: State of New Hampshire, County of _____, on _____ / / , before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12. | | | |
| 1.13.1. Signature of Notary Public or Justice of the Peace (Seal) | | | |
| 1.13.2. Name & Title of Notary Public or Justice of the Peace | | | |
| 1.14. State Agency Signature(s) By: _____ | | 1.15. Name & Title of State Agency Signor(s) On: / / | |
| 1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: _____ Assistant Attorney General, On: / / | | | |
| 1.17. Approval by Governor and Council (if applicable) By: _____ On: / / | | | |

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Subrecipient Initials _____ Date _____
Page 1 of 6

3. AREA COVERED. Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire
4. EFFECTIVE DATE, COMPLETION OF PROJECT
- 4.1 This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.14 ("the effective date").
- 4.2 Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in its entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT, LIMITATION ON AMOUNT, VOUCHERS, PAYMENT.
- 5.1 The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2 The manner of, and schedule of payment shall be as set forth in EXHIBIT B
- 5.3 In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4 The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount.
- 5.5 Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1 Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2 Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions.
8. PERSONNEL.
- 8.1 The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2 The Subrecipient shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3 The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA RETENTION OF DATA, ACCESS.
- 9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2 Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3 No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4 On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5 The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.
11. EVENT OF DEFAULT, REMEDIES.
- 11.1 Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice, and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and
- 11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and
- 11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION
- 12.1 In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.
- 12.4 Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member or employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14 SUBRECIPIENT'S RELATION TO THE STATE. In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

15 ASSIGNMENT AND SUBCONTRACTS. The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in Exhibit A without the prior written consent of the State.

16 INDEMNIFICATION. The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

17 INSURANCE AND BOND.

17.1 The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:

17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.

18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.

19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required, or by the signing State Agency.

21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

EXHIBIT A

Scope of Services

1. The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "the State") is awarding the Town of Lee (hereinafter referred to as "the Subrecipient") \$6,994.00 for the purchase and installation of communications equipment at the community's Emergency Operations Center (EOC).
2. "The Subrecipient" agrees that the project grant period ends September 30, 2016 and that a final performance and expenditure report will be sent to "the State" by October 31, 2016.
3. "The Subrecipient" agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
4. "The Subrecipient" shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date. In these records, "the Subrecipient" shall maintain documentation of the 50% cost share required by this grant.

Subrecipient Initials _____

Date _____

EXHIBIT B

Grant Amount and Method of Payment

1. GRANT AMOUNT

| | Applicant Share | Grant (Federal Funds) | Cost Totals |
|--|------------------------|------------------------------|--------------------|
| Project Cost | \$6,994.00 | \$6,994.00 | \$13,988.00 |
| Project Cost is 50% Federal Funds, 50% Applicant Share | | | |
| Awarding Agency: Federal Emergency Management Agency (FEMA) | | | |
| Award Title & #: Emergency Management Performance Grant (EMPG) EMW-2014-EP-00061 | | | |
| Catalog of Federal Domestic Assistance (CFDA) Number: 97.042 (EMPG) | | | |
| Applicant's Data Universal Numbering System (DUNS): 623281219 | | | |

2. PAYMENT SCHEDULE

- a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to \$6,994.00.
- b. "The Subrecipient" shall submit invoices to "the State" with supporting documentation, i.e., copies of purchase orders, vendor invoices, and/or cancelled checks. Upon review and approval of the invoices and supporting match documentation, "the State" will forward the funds to "the Subrecipient". "The Subrecipient" shall expend the grant funds within thirty (30) days and provide proof of this to "the State" within 45 days.

Subrecipient Initials _____ Date _____

EXHIBIT C

Special Provisions

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.
2. Any funds advanced to “the Subrecipient” must be returned to “the State” if the grant agreement is terminated for any reason other than completion of the project.
3. Any funds advanced to “the Subrecipient” must be expended within 30 days of receiving the advanced funds.
4. The “Subrecipient” agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period “the Subrecipient” will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to “the State”.

Additionally, “the Subrecipient” has or will notify their auditor of the above requirements prior to performance of the audit. “The Subrecipient” will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. “The Subrecipient” will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. “The Subrecipient” will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

Subrecipient Initials _____ Date _____
Page 6 of 6



Quote Number: QU0000332048
 Effective: 26 AUG 2015
 Effective To: 25 OCT 2015

Bill-To:
 LEE POLICE DEPARTMENT
 20 GEORGE BENNETT RD
 LEE, NH 03824
 United States

Ultimate Destination:
 LEE POLICE DEPARTMENT
 20 GEORGE BENNETT RD
 LEE, NH 03824
 United States

Attention:
Name: Chief Tom Dronsfield
Email: Tdronsfield@Leenhplice.org

Sales Contact:
Name: Nicholas Hamel
Email: nhamel@2-way.biz
Phone: 603-431-6288

Contract Number: WSCA STANDARD
Freight terms: FOB Destination
Payment terms: Net 30 Due

| Item | Quantity | Nomenclature | Description | Your price | Extended Price |
|------|----------|---------------|--|------------|----------------|
| 1 | 1 | L30KSS9PW1AN | APX7500 SINGLE BAND VHF MID PO | \$3,284.25 | \$3,284.25 |
| 1a | 1 | G806BE | ADD: ASTRO DIGITAL CAI OPERATION | \$386.25 | \$386.25 |
| 1b | 1 | L998AA | ADD: LIMITED FRONT PANEL W/CLOCK/VU | \$360.00 | \$360.00 |
| 1c | 1 | GA00306AA | ADD: VHF MP PRIMARY BAND | - | - |
| 1d | 1 | G78AR | ENH: 2 YR SFS LITE | \$158.00 | \$158.00 |
| 1e | 1 | CA01598AB | ADD: AC LINE CORD US | - | - |
| 1f | 1 | G48BB | ENH: CONVENTIONAL OPERATION | \$600.00 | \$600.00 |
| 1g | 1 | W12DK | ADD: RF PREAMP | \$49.50 | \$49.50 |
| 2 | 1 | HKN6233A | ASSEMBLY,ACCESSORY,APX CONSOLE/TE RACK MOUNT TRAY HARDWARE KIT | \$150.00 | \$150.00 |
| → 3 | 1 | F7979A | MCD 5000 DESKSET RADIO GATEWAY UNIT (RGU) | \$1,350.00 | \$1,350.00 |
| 4 | 4 | F2380A | MCD 5000 DESKSET | \$1,350.00 | \$5,400.00 |
| 5 | 2250 | SVC03SVC0104D | INFRASTRUCTURE INSTALL | \$1.00 | \$2,250.00 |

Total Quote in USD

\$13,988.00

1/2 = \$ 6994.00

Cash match = \$

THIS QUOTE IS BASED ON THE FOLLOWING:

1 This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal.

If you wish to purchase the quoted products, Motorola Solutions, Inc. ("Motorola") will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

2 Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

3 Purchaser will be responsible for shipping costs, which will be added to the invoice.

4 Prices quoted are valid for thirty(30) days from the date of this quote.

5 Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.



WIRELESS DISPATCH EVERYWHERE

APX™ 7500 MULTIBAND CONSOLETTA

Racing to an emergency or repairing a power outage, every moment matters as you mount a response. The right control station can make all the difference in making sure communications are clear, continuous and coordinated – across multiple users, agencies and miles.

The APX™ 7500 Consolelette is the ideal complement to your dispatch console. It's the low cost, mid-power RF control station for the ASTRO® 25 system when you want a wireless dispatch solution. Plus, you can use it as an emergency backup station when infrastructure is off-line or for wireless access to different system types for increased interoperability between agencies.

CONNECT WITH CONFIDENCE

Designed for the APX 7500 mid power series and O5 control head, the APX 7500 Consolelette combines forward-thinking technology with time-tested functionality. Project 25 Phase 2 technology delivers twice the voice capacity so you can add more users without adding more frequencies or infrastructure. And its multiband operation assures seamless interoperability – so you can talk with confidence from a squad car or desk station, a job site across town or an incident in the next county.

MIGRATE AT YOUR OWN PACE

The APX 7500 Consolelette is backwards and forwards compatible, developed to meet current P25 standards and future-ready to support new technology and data applications. Now you can achieve your interoperability objectives—whether upgrading an existing system or designing a new one—based on your dollars and deadlines.

BUILT FOR THE TOUGHEST TASKS

Innovative design and skillful engineering make the APX 7500 Consolelette a tireless performer. It can be easily serviced or programmed without removing the lid and the robust metal housing assures extra durability. An integrated front panel numeric keypad on the APX 7500 Consolelette gives you fast access to radio controls. And it meets stringent FCC and UL certifications for exceptional safety.

ROBUST AND MISSION-READY

When a power loss occurs, count on the automatic battery revert to connect your people 24/7. All you need is a DC source, such as a marine battery, to switch over automatically and keep communications going strong.

Rich in features, the APX 7500 Consolelette gives you easy access to contact information with one unified call list and the largest number of interface connections to a wide variety of consoles and desk sets. What's more, an ACIM wireless interface provides back-up dispatch if your console's link to the ASTRO 25 trunked system is ever lost.



November 12, 2012

**Motorola Service Confirms
Support Cancellation for Astro Spectra Mobiles**

The Motorola Repair Center would like to inform you that the Astro Spectra two way radios will no longer be supportable by the repair center.

Support for these radios was previously cancelled, but the repair center was able to provide a "commercially reasonable effort" repair support for these radio models. Unfortunately, these "commercially reasonable effort" repairs are no longer possible, and any above mentioned units sent to the depot will be returned unrepaired.

Thank you for your understanding and please contact 1-800-422-4210 if you have any questions. If your question pertains to these units being on an RSA service agreement, then please contact your Customer Support Manager (CSM).



832015
TOWN of LEE
7 MAST RD, LEE, NH 03861
(603) 659-5414

Office Use Only

Meeting Date: 12/7/2015

Agenda Item No. 6

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST
12/7/2015**

Agenda Item Title: Bond Acceptance for Chestnut Way

Requested By: Caren Rossi

Date: 12/3/2015

Contact Information: 659-6783

Presented By: Caren Rossi, Planning and Zoning Administrator

Description: Inform the Board of the Chestnut Way inspection completed on 12/3/2015 by Civil Consultants and Town Staff. A Performance Bond is required before the lots may be sold or building permit issued. Civil Consultants to determine the Bond amount.

Financial Details: _____

Legal Authority NH RSA 674:36 III (b); 2009 Subdivision Regulations for the Town of Lee, NH: Sec. 4:10 Performance Bond

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

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to accept the Performance Bond as presented.

2009 SUBDIVISION REGULATIONS

FOR THE

TOWN OF LEE, NEW HAMPSHIRE

Effective March 14, 1962, amended October 13, 1969, June 11, 1975, May 14, 1980, February 4, 1981, September 30, 1981, December 14, 1983, October 23, 1986, April 22, 1987, November 8, 1989, February 9, 2000, January 10, 2001, January 9, 2002, January 15, 2003, June 16, 2004, January 12, 2005, May 10, 2006; June 28, 2006 and May 13, 2009.

Section I Authority

Pursuant to the authority vested in the Lee Planning Board by the voters of the Town of Lee and in accordance with the provision of Chapter 36, Section 19-29, New Hampshire Revised Statutes Annotated, 1955 and as amended Chapter 672:14, 1981, the Lee Planning Board adopts the following regulations governing the subdivision of land in any subdivision irrespective of the type of housing to be located in each subdivision. The subdivider of the land under consideration is responsible for being familiar with the requirements and conforming to all provisions herein.

Section II Definitions

2:01 Abutters: Shall mean any person whose property adjoins or is directly across the street or stream from the land under consideration by the Planning Board, including that located in another town.

2:02 Acceptance of Application by the Board: Shall mean the receipt and signing of an application and review of plans at a formal meeting of the Planning Board where abutters have been notified and notice has been posted.

2:03 Approval: Shall mean the recognition by the Planning Board, certified by written endorsement on the plan, that the final plan submission meets the requirements of these regulations and satisfies good planning and design.

16) Paid receipts from the soil scientist certifying payment for the services rendered.

17) Where a new road is proposed, lots shall be numbered to comply with postal numbering (odd numbers left, even numbers right).

4:08 Action of the Board: Within ninety (90) days of the acceptance of the application for subdivision, the Board shall approve, recommend modifications for approval, or disapprove the final plan, unless the time for action has been extended an additional ninety (90) days by the Selectman of the Town of Lee. Reasons for disapproval for a final plan shall be stated in the records of the Board. Approval shall be certified by written endorsement on the plan and signed by the Chairman and/or Secretary of the Planning Board. The applicant will be notified in writing within seventy-two (72) hours of the decision of the Board stating the reasons for approval or disapproval of the final plan.

The applicant may waive the requirement for the Planning Board action within the time period specified and consent to such extension as may be mutually agreeable. The extension agreed upon must be made in written form signed by both the applicant and the Planning Board Chairman and specify the date by which the Board's decision is due.

4:09 Failure to Act: If the Planning Board has not obtained an extension from the Selectmen of the Town of Lee, as described in Section 4:08 herein, and has not taken action to approve or disapprove the plan, the applicant can seek an order from the local Board of Selectmen directing the Board to decide within fifteen (15) days. Failure to issue the directive allows the applicant with just cause to invoke action by the Superior court. If the court determines that the proposal complies with existing subdivision regulations, zoning and other ordinances, and if the court determines that the failure to act within the time as specified was the fault of the Planning Board and was not justified, the court may order the Planning Board to pay the applicants reasonable costs, including attorney's fees, incurred in securing such order.

4:10 Performance Bond: No subdivision plan filed with the Board shall be approved until the subdivider has filed with the Board an engineer's estimate of costs of streets and roads, public improvements, drainage structures, and other utilities, together with maps, plans and supporting data. The Board may also require bonding for fire protection, community septic and water systems, and

landscaping or for any existing public roads or facilities which may be disturbed or damaged during the construction related to the proposed development.

A performance bond will be required by the Board to be filed with the Board of Selectmen after consultation with the Planning Board in an amount satisfactory to ensure the completion of the bonded projects. The performance bond may be in the form of a surety bond, issued by a surety company authorized to do business in the State of New Hampshire and/or any combination thereof. The amount of the performance bond shall include fees for inspection of improvements by the appropriate town agents and consultant's fees and others costs which may be incurred.

Upon completion of improvements and approval by the town agent, surety-covering maintenance of roads and improvements for a period of two (2) years from completions will be required in an amount based upon the cost of such improvements (usually 25% of the total bond). The performance guarantee shall not be released until the Board of Selectmen (after the appropriate inspection) have certified completion of the improvements in substantial accordance with the requirements. No construction of roads or sale of lots shall take place until a bond is posted and accepted by the Selectmen after consultation with the Planning Board. Building permits will not be issued until completion of the base course of paving (See Section 5:03 herein). An Occupancy Permit will not be issued until the driveway is completed and approved (See Section VI herein).

4:11 Off-site Improvements: Developers may be required to bear their fair share of the costs of off-site improvements made necessary by the developer. The percentage of the contribution for such improvements will be calculated taking into consideration the following factors: (1) current level of use; (2) anticipated level of use; (3) burden imposed by the development; (4) benefits occurring to the developer; (5) proportion of use resulting from the development.

4:12 Acceptance of Streets: New roads may come into being only if the new roads meet the requirements as set forth in the Lee Subdivision Regulations Section V and are approved by the Planning Board and the Selectmen. No street or road will be accepted by the Town of Lee until such a time as all improvements have been carried out as shown on the final plan in accordance with these regulations and subject to any conditions of approval established by the Board at the time of final plan approval.

**MINUTES OF THE MEETING
PLANNING BOARD
April 23, 2015
7:00 PM**

MEMBERS PRESENT: Robert Smith, Chairman; Ryan Crosbie; Robert Moynihan; Ed Bannister; & Mark Beliveau; John LaCourse, Selectmen's Rep.

OTHERS PRESENT: Wayne Morrill, Jones & Beach Engineers; Dan Gabrielle, Bobby Callioras; Caren Rossi, Planning & Zoning Administrator

Robert Smith, Chairman opened up the meeting at 7:00PM.

- **Review and Approval of Draft 04/9/15 Meeting Minutes**

Ed Bannister made a motion to accept the minutes.

Robert Moynihan second.

Vote: all

- **Report of officers and committees**

Mark Beliveau reported that the site review committee is making progress.

Ryan Crosbie reported that the master plan committee has received feedback from all groups except the rec commission. They are now working on the survey for the residence. They will present this to the Board prior to sending it out to the residence.

- **Review any correspondence**

None

- **Old Business**

The Applicants Attorney requests to continue the accepted application for a Site Review Application presented by Peter MacDonald, representing the Veteran Resort-Chapel. The property is located on 101 Stepping Stones Rd, and is known as Lee Tax Map#12-03-0300. The applicant is proposing to become a Church. This is a possible final public hearing.

Caren Rossi read an email received from the applicant's attorney requesting the continuance.

Ryan Crosbie made a motion to continue this application to the May 14, 2015 meeting.

John LaCourse second.

Vote: all in favor

Wayne Morrill, Jones & Beach Engineering regarding a conditionally approved 28-Lot Subdivision Application. Property is located on Hayes Rd and is known as Lee Tax Map #01-04-00; #01-04-05; & #01-07-00.

Wayne Morrill explained that the project has changed ownership. The new owners want to build slightly different homes. He presented the Board with styles that will now be built. He also explained that the subdivision regulations, 4:10, Performance Bond, requires the project to be bonded prior to the start. They would like to build the road to binder and then bond the remaining. This will allow them to have more cash flow to build the road.

Caren Rossi provided the Board with a letter from Jay Stephens with his input on this. (In file)

Mark Beliveau made a motion to waive the Performance Bond requirement which requires a bond be posted prior to any construction. The developer is permitted to construct the road and install cisterns per the plan up to the binder without a bond. However, at the beginning of construction the developer will post a sufficient amount of money to pay for road and cistern inspections, this amount to be determined by Civil Consultants. Once the road is at the binder stage and the cisterns are installed and approved by the Fire Chief. Civil Consultants will determine the bond amount for the remainder of work. Once the bond is in place, lots can be sold and building permits can be issued.

A Restoration Bond will be put in place prior to the commencement of any construction. Civil Consultants will determine the amount of this.

After final coat of pavement is installed, Civil Consultants will determine the 2-year maintenance bond amount.

A Development Agreement will be prepared to document this project.

Ed Bannister second.



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

Office Use Only

Meeting Date: 12/7/2015

Agenda Item No. 7a

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
12/7/2015

Agenda Item Title: Compensatory Time Policy

Requested By: Julie Glover

Date: 12/3/2015

Contact Information: 659-5414

Presented By: Julie Glover, Town Administrator

Description: Present the Board with a draft Comp Time Policy to be added to the Employee Personnel Policy.

Financial Details: n/a

Legal Authority NH RSA 275:43; Fair Labor Standards Act of 1938, 29 U.S.C. section 7(o)

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to approve the Compensatory Time Policy as presented and approve its addition into the Employee Personnel Policy effective immediately.

6-6. COMPENSATORY TIME, or Comp Time, is an alternate way of rewarding overtime work. Instead of paying an hourly employee time-and-a-half for work performed over the time allotted in the normal work week, employees may be allowed an hour and a half of time off for each hour of overtime worked. Comp time should not be confused with "flex-time." In order to substitute comp time for cash wages, an employee must be made aware of this policy prior to the performance of the overtime work and agree to accept comp time without coercion.

- A.** Comp time in lieu of monetary compensation may be accrued by non-exempt full-time employees at a rate of one and one half (1½) hours for each hour of time worked in excess of an employee's regular work week and may be used upon agreement of the employee and his or her Department Head. A Department Head is not required to allow comp time. Comp time off shall not be considered time worked when calculating overtime. A regular work week is currently set at 40 hours per week, but the Town reserves the right to adjust this comp time eligibility consistent with the requirements of federal law.
- B.** Reporting of hours earned and used shall be done on the employee's time sheet and shall be recorded by the Selectmen's Office in the same manner as other leave. Requests for use of comp time shall be made within a reasonable time according to the requirements of each Department Head*, but such time must be granted unless it would "unduly disrupt" the operations of the Department. Comp time is paid at the employee's regular rate of pay at the time such payment is made.
- C.** Eligible employees may accumulate up to a total of twenty-one (21) compensatory hours, which represents fourteen (14) hours of actual time worked. Any hours requested as comp time that exceed the twenty-one (21) hour maximum will be paid at time and one half the employee's regular rate. Earned compensatory hours must be used within the calendar year in which it is earned. If the accrued comp time is not used by the end of the year, the employee shall be paid for the time worked at the appropriate rate in accordance with federal and state law. Employees are required to take time off as compensatory earned time prior to submitting time off requests as sick, vacation, or personal leave time. Employees will be paid upon release of employment or in the case of termination for accrued unused comp time not to exceed a maximum of twenty-one (21) hours and in accordance with the requirements of applicable laws and regulations.

* the Planning & Zoning Administrator administers his/her own hours with general oversight by the Select Board and reports all hours, including comp time, on a regular timesheet



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

Office Use Only

Meeting Date: 12/7/2015

Agenda Item No. 7b

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
12/7/2015

Agenda Item Title: Personnel Policy Amendment – Employee Vehicle Use

Requested By: Julie Glover

Date: 12/3/2015

Contact Information: 659-5414

Presented By: Julie Glover, Town Administrator

Description: Present the Board with a draft Amendment to Section 14-8 C. Transportation and Travel in the Employee Personnel Policy by adding subsection (a) regarding the Police and Fire Chief vehicle usage.

Financial Details: N/A

Legal Authority NH RSA 41:8; 105:2-a; 154:5

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to approve the Amended Section 14:8 of the Employee Personal Policy relating to employee vehicle use as presented.

14-8. TRANSPORTATION AND TRAVEL:

- A. When an employee is required to travel on Town business, the employee must make arrangements with his Department Head to obtain a Town-owned vehicle. If a Town-owned vehicle is available and the employee chooses to use his or her personal vehicle, mileage will not be reimbursed. If a Town-owned vehicle is unavailable and the employee receives authorization to use his personal vehicle for Town business, the employee of the Town shall be reimbursed at the current IRS rate.
- B. Town-owned vehicles shall be operated by properly trained employees who possess a valid and appropriate State Driver's license for the vehicle being operated. All traffic laws, rules, motor vehicle regulations, and safe vehicle operating procedures will be adhered to at all times. All drivers and passengers are required to use seatbelts at all times when in any Town-owned vehicle. Additionally, passengers should be limited to Town Employees or Elected Officials unless otherwise required for the performance of services for the Town.
- C. Town-owned vehicles are NOT for personal use and are provided solely for the purpose of performing services for the Town. Employees normally assigned a Town-owned vehicle shall have their vehicle temporarily re-assigned by the Select Board while the employee is unavailable for callback to work after hours, such as in the case of vacations or extended illnesses. If the vehicle is not re-assigned, the vehicle will be garaged on Town property and made available for other employees during that time period.
 - a) **Police Chief and Fire Chief:** the Town agrees to provide, within budgetary constraints, vehicles suitable for use in the performance of their official duties. Each understands that he is subject to emergency response and shall carry his badge, ID, protective clothing and other personal protective equipment (PPE) when operating the vehicle in order to perform in an official capacity when required. Personal use of the vehicles is **prohibited** outside the limit of the employees' official responsibilities, other than: commuting to and from work; personal errands on the way between work and home; which may include transporting his own children; and personal errands within Town limits. All such use of the vehicles shall conform to the requirements of IRS regulations.
- D. Requests for reimbursement of business-related travel will be submitted to your Department Head for approval. Reimbursement requests must be completed on an Expense Report (see Appendices) and shall be signed by the Department Head prior to being submitted to the Finance Officer.



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

Office Use Only

Meeting Date: 12/7/2015

Agenda Item No.7c

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
12/7/2015

Agenda Item Title: Police Chief Special Duty Agreement

Requested By: Chief Dronsfield

Date: 12/3/2015

Contact Information: 659-5414

Presented By: Julie Glover, Town Administrator

Description: Present the Board with a (draft) Special Duty Agreement for Police Chief Tom Dronsfield.

Financial Details: Should not be any additional cost to the Town, as Special Duty is billed to outside users.

Legal Authority NH RSA 41:8; 105

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to approve the Special Duty Agreement for Police Chief Tom Dronsfield as presented.

SPECIAL DUTY AGREEMENT

This Agreement is made and entered into on this _____ day of _____, 2015, by and between the Town of Lee ("TOWN") and Thomas Dronsfield ("POLICE CHIEF").

The parties mutually agree as follows:

- 1) POLICE CHIEF may work no more than 12 hours per month on off-hours, grant-funded speed and DUI patrols.
- 2) POLICE CHIEF may perform other Special Duty work both within the Town of Lee and in other communities, provided that any such work is performed after his regular working day is complete or between Friday afternoon (after 3:00 p.m.) and Sunday evening (11:00 p.m.) only and is not to exceed twelve (12) actual hours worked each week.
- 3) POLICE CHIEF shall be paid at the regular, special duty rate of \$40.00 per hour.
- 4) The Parties agree that the terms of this agreement go into effect on _____.
- 5) POLICE CHIEF acknowledges that the Select Board may rescind this agreement at any time, with or without cause.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this day _____ of _____, 2015:

Carole Dennis, Chairwoman

Scott Bugbee, Selectman

John R. LaCourse, Selectman

Thomas Dronsfield



TOWN OF LEE

Office Use Only

Date Received: 12/3/15

BOS Approved: _____

Insurance Cert: Y ___ N ___

Insurance Waived _____

MEETING ROOM APPLICATION FORM

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

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

Date of Application: December 3, 2015

Name of Group: Professional Photographers Association of New England

Purpose of Event or Meeting: Board of Directors Meeting

Contact Person: Fred Stiteler Event Supervisor: Fred Stiteler

Address: 142 Concord Rd Lee, NH 03861

Phone: 603-868-2970 Email: exsec@ppane.com

Number of People: 15 - 18

Date(s) of Use: January 4, 2016 Time of Use: 8 AM to 5 PM

Will food or beverages be served? Yes Do you require the use of the kitchen; if so, provide extent of use: Outlet for coffee pot

Please indicate on the reverse any special arrangements requested.

IN CONSIDERATION OF PERMISSION GRANTED by the Town of Lee, NH ("Town"), to use the Town's Meeting Rooms for the purpose indicated above, I, the undersigned representative of the above group/organization and all its members, hereby and forever defend, discharge, release, indemnify, and hold harmless the Town, its successors and assigns, board members, officers, agents and employees from all claims, damages, liabilities, costs, expenses, and fees (including reasonable attorney fees) for damage to or loss of property, personal injury, including death, and claims for worker's compensation whether or not any of the above arise from the negligence of the Town, that user or user's guests or invitees, may incur arising from our use of the Meeting Room(s). I attest that I/we do not discriminate against any person on the basis of race, color, religion, national origin, handicap status, age, marital status, sexual orientation, or gender.

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

Signature of Legally Responsible Person: [Handwritten Signature]

Print Name: Fred N. Stiteler III

ATTACH CERTIFICATE OF INSURANCE



Town of Lee, NH

Meeting Room Policy

Public Safety Complex

PURPOSE

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

Eligibility Criteria

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

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

Use of the rooms shall be prioritized as follows:

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

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

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

Meeting Rooms: The Public Safety Complex has a large training/conference area on the first floor. Use of the kitchen may be permitted, but any group wanting to do so need to request this in advance, with specific information regarding the type of use (i.e. light refreshments or use of the stove.) Alcoholic beverages/smoking

Julie Glover

From: Michelle Collins <michelle.mcbrideswater@gmail.com>
Sent: Tuesday, December 01, 2015 4:19 PM
To: Julie Glover
Subject: Re: Radon Air Results- Lee Library

Julie,

Bill says yes the Annex could be mitigated, he said it is a pretty straight forward job that will cost approximately \$1500. The Fire Department we should retest in a few months, based on two tests we could make a better informed decision being that it was right on the cusp of 4 pci/L. Bill said you could also do the same for the Annex if you prefer to take a retest just because it was so close to the EPA levels. Bill thinks it would be best to retest say in the middle of January that way we have a better understanding but that is totally optional and up to you.

Let me know what you decide.

Have a good evening!
Michelle

On Tue, Dec 1, 2015 at 4:02 PM, Julie Glover <townadministrator@leenh.org> wrote:

Does Bill recommend that we do mitigation for any of these locations, especially the Annex or Fire Dept?

Julie E. Glover

Town Administrator

Town of Lee

7 Mast Road

Lee, NH 03861

[603-659-5414](tel: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: Michelle Collins [mailto:michelle.mcbrideswater@gmail.com]
Sent: Monday, November 30, 2015 1:07 PM
To: Julie Glover
Subject: Re: Radon Air Results- Lee Library



McBride's Water Advantage LLC

Dedicated to New Hampshire's residential water quality!

Town Hall

RadStar RS800
Radon Detector/Monitor
Version 1.6
Serial #01712
Calib. #00325 Bkgnd12
TestID #80223

No Delay

Interval Report

| Hour | Tamper | Battery | A/C Adapter | pCi/L | Temp | Humd | Alpha |
|------|--------|---------|-------------|-------|------|------|-------|
| 1 | | | | 1.3 | 66 | 47 | 41 |
| 2 | | | | 1 | 68 | 42 | 32 |
| 3 | | | | 1.1 | 71 | 41 | 35 |
| 4 | | | | 1.1 | 70 | 39 | 37 |
| 5 | | | | 1.9 | 68 | 41 | 63 |
| 6 | | | | 1.1 | 67 | 40 | 35 |
| 7 | | | | 1.3 | 66 | 40 | 43 |
| 8 | | | | 1.4 | 65 | 41 | 46 |
| 9 | | | | 1.2 | 64 | 41 | 40 |
| 10 | | | | 1 | 63 | 42 | 33 |
| 11 | | | | 1.3 | 62 | 44 | 41 |
| 12 | | | | 0.8 | 60 | 45 | 26 |
| 13 | | | | 1.3 | 60 | 45 | 42 |
| 14 | | | | 1.4 | 59 | 45 | 46 |
| 15 | | | | 1.3 | 58 | 46 | 41 |
| 16 | | | | 1.2 | 57 | 46 | 39 |
| 17 | | | | 1 | 56 | 46 | 34 |
| 18 | | | | 1.6 | 56 | 46 | 53 |
| 19 | | | | 1.9 | 57 | 46 | 63 |
| 20 | | | | 1.9 | 59 | 44 | 61 |
| 21 | | | | 1.2 | 58 | 44 | 40 |
| 22 | | | | 1.5 | 58 | 44 | 48 |
| 23 | | | | 1.1 | 58 | 45 | 36 |
| 24 | | | | 1.1 | 58 | 45 | 35 |
| 25 | | | | 1.8 | 58 | 45 | 59 |
| 26 | | | | 1.7 | 58 | 45 | 56 |
| 27 | | | | 2 | 58 | 46 | 66 |
| 28 | | | | 1.6 | 57 | 47 | 52 |
| 29 | | | | 1.8 | 57 | 47 | 58 |



McBride's Water Advantage LLC

Dedicated to New Hampshire's residential water quality!

Town Hall

| | | | | |
|----|-----|----|----|----|
| 30 | 1.9 | 57 | 48 | 63 |
| 31 | 1.9 | 57 | 49 | 62 |
| 32 | 1.9 | 56 | 50 | 62 |
| 33 | 2.7 | 56 | 51 | 86 |
| 34 | 2 | 59 | 49 | 64 |
| 35 | 2.6 | 58 | 50 | 82 |
| 36 | 2.4 | 57 | 51 | 78 |
| 37 | 2.8 | 57 | 51 | 90 |
| 38 | 2.3 | 57 | 53 | 73 |
| 39 | 2.2 | 58 | 51 | 71 |
| 40 | 2 | 57 | 53 | 65 |
| 41 | 2.5 | 57 | 55 | 81 |
| 42 | 2.4 | 56 | 55 | 76 |
| 43 | 2.7 | 59 | 53 | 88 |
| 44 | 2.3 | 58 | 55 | 74 |
| 45 | 2.7 | 57 | 56 | 87 |
| 46 | 2.1 | 57 | 56 | 67 |
| 47 | 2.6 | 57 | 56 | 82 |
| 48 | 2.9 | 57 | 57 | 94 |
| 49 | 2.6 | 57 | 57 | 82 |
| 50 | 2.8 | 58 | 56 | 89 |
| 51 | 2.4 | 58 | 58 | 77 |
| 52 | 2.7 | 57 | 58 | 86 |
| 53 | 2.3 | 57 | 58 | 74 |
| 54 | 2.8 | 57 | 59 | 89 |
| 55 | 2.6 | 57 | 59 | 85 |
| 56 | 2.3 | 57 | 60 | 73 |
| 57 | 2.1 | 57 | 60 | 67 |
| 58 | 2.1 | 57 | 60 | 67 |
| 59 | 1.7 | 59 | 58 | 56 |
| 60 | 2.6 | 58 | 58 | 82 |
| 61 | 2.5 | 57 | 58 | 79 |
| 62 | 2 | 57 | 58 | 66 |
| 63 | 2.1 | 63 | 52 | 69 |
| 64 | 1.9 | 68 | 46 | 63 |
| 65 | 2 | 71 | 44 | 64 |
| 66 | 2.2 | 70 | 44 | 70 |

Avg: 1.9
Max: 2.9
Min: 0.8



McBride's Water Advantage LLC

Dedicated to New Hampshire's residential water quality!

Start Date/Time

10-30-2015/03:00 PM

End Date/Time

11-02-2015/09:00 AM

Address

Town of Lee Town Hall

Location of Instrument

Records Room

Tested By

William McBride

NRPP RMP ID# 106012 RT



McBride's Water Advantage LLC

Dedicated to New Hampshire's residential water quality!

Fire Dept

RadStar RS800
Radon Detector/Monitor
Version 1.6
Serial #01649
Calib. #00311 Bkgnd08
TestID #80411

No Delay

Interval Report

| Hour | Tamper | Battery | A/C Adapter | pCi/L | Temp | Humd | Alpha |
|------|--------|---------|-------------|-------|------|------|-------|
| 1 | | | | 0.8 | 59 | 28 | 28 |
| 2 | | | | 0.6 | 60 | 28 | 23 |
| 3 | | | | 0.3 | 61 | 28 | 12 |
| 4 | | | | 0.1 | 63 | 30 | 5 |
| 5 | | | | 0.2 | 63 | 30 | 7 |
| 6 | | | | 0.3 | 63 | 31 | 10 |
| 7 | | | | 0.3 | 63 | 31 | 11 |
| 8 | | | | 0.5 | 64 | 33 | 19 |
| 9 | | | | 0.5 | 64 | 33 | 18 |
| 10 | | | | 0.6 | 64 | 34 | 20 |
| 11 | | | | 1.4 | 63 | 36 | 47 |
| 12 | | | | 1.2 | 63 | 36 | 40 |
| 13 | | | | 1.9 | 63 | 36 | 65 |
| 14 | | | | 2.3 | 63 | 36 | 76 |
| 15 | | | | 2.3 | 63 | 36 | 76 |
| 16 | | | | 2.3 | 63 | 36 | 78 |
| 17 | | | | 2.2 | 63 | 36 | 73 |
| 18 | | | | 3 | 63 | 36 | 101 |
| 19 | | | | 2.8 | 63 | 37 | 93 |
| 20 | | | | 3.7 | 64 | 37 | 124 |
| 21 | | | | 3.7 | 63 | 37 | 124 |
| 22 | | | | 4.3 | 64 | 37 | 144 |
| 23 | | | | 4.4 | 63 | 37 | 147 |
| 24 | | | | 4.2 | 63 | 37 | 141 |
| 25 | | | | 4.3 | 64 | 37 | 143 |
| 26 | | | | 3.3 | 64 | 36 | 111 |
| 27 | | | | 3.3 | 64 | 37 | 109 |
| 28 | | | | 4.6 | 64 | 37 | 153 |
| 29 | | | | 3.9 | 64 | 37 | 131 |



McBride's Water Advantage LLC

Dedicated to New Hampshire's residential water quality!

Fire Dept

| | | | | |
|----|-----|----|----|-----|
| 30 | 3.8 | 64 | 37 | 128 |
| 31 | 4.4 | 64 | 37 | 146 |
| 32 | 3.7 | 64 | 37 | 122 |
| 33 | 5 | 64 | 38 | 166 |
| 34 | 5.2 | 64 | 37 | 172 |
| 35 | 5.4 | 64 | 38 | 180 |
| 36 | 3.9 | 64 | 38 | 131 |
| 37 | 4.6 | 64 | 39 | 153 |
| 38 | 4.3 | 64 | 39 | 144 |
| 39 | 4.8 | 64 | 39 | 160 |
| 40 | 4.5 | 64 | 39 | 151 |
| 41 | 4.3 | 64 | 39 | 142 |
| 42 | 4.6 | 64 | 40 | 153 |
| 43 | 5.5 | 64 | 39 | 182 |
| 44 | 4.7 | 64 | 40 | 158 |
| 45 | 4.5 | 64 | 40 | 150 |
| 46 | 5.3 | 64 | 41 | 177 |
| 47 | 5.5 | 64 | 41 | 184 |
| 48 | 4.8 | 64 | 42 | 161 |
| 49 | 4.7 | 64 | 42 | 155 |
| 50 | 4.8 | 64 | 42 | 161 |
| 51 | 4.5 | 65 | 42 | 151 |
| 52 | 5.1 | 64 | 42 | 168 |
| 53 | 4.8 | 64 | 42 | 160 |
| 54 | 4.6 | 65 | 42 | 152 |
| 55 | 4.8 | 65 | 44 | 159 |
| 56 | 4.3 | 65 | 44 | 142 |
| 57 | 4.8 | 65 | 44 | 161 |
| 58 | 5.1 | 65 | 44 | 171 |
| 59 | 5.7 | 65 | 44 | 189 |
| 60 | 4.5 | 64 | 44 | 151 |
| 61 | 4.5 | 65 | 44 | 150 |
| 62 | 4.6 | 65 | 42 | 152 |
| 63 | 4.4 | 65 | 42 | 145 |
| 64 | 3.9 | 65 | 42 | 131 |
| 65 | 4.4 | 65 | 42 | 145 |
| 66 | 3.8 | 65 | 42 | 127 |

Avg: 3.7
 Max: 5.7
 Min: 0.2



McBride's Water Advantage LLC

Dedicated to New Hampshire's residential water quality!

Start Date/Time

10-30-2015/3:00 PM

End Date/Time

11-02-2015/09:00 AM

Address

Town of Lee Fire Department

Location of Instrument

1st Floor

Tested By

William McBride

NRPP RMP ID# 106012 RT



McBride's Water Advantage LLC

Dedicated to New Hampshire's residential water quality!

Annex

RadStar RS800
Radon Detector/Monitor
Version 1.6
Serial #01649
Calib. #00311 Bkgnd08
TestID #80412

No Delay

Interval Report

| Hour | Tamper | Battery | A/C Adapter | pCi/L | Temp | Humd | Alpha |
|------|--------|---------|-------------|-------|------|------|-------|
| 1 | | | | 1.6 | 65 | 47 | 54 |
| 2 | | | | 3.3 | 65 | 45 | 109 |
| 3 | | | | 4.1 | 66 | 44 | 137 |
| 4 | | | | 5.3 | 66 | 42 | 175 |
| 5 | | | | 5.4 | 67 | 42 | 181 |
| 6 | | | | 4.9 | 67 | 44 | 162 |
| 7 | | | | 6 | 66 | 45 | 199 |
| 8 | | | | 5.4 | 66 | 45 | 179 |
| 9 | | | | 5.9 | 66 | 45 | 195 |
| 10 | | | | 5.9 | 66 | 46 | 197 |
| 11 | | | | 5 | 65 | 47 | 166 |
| 12 | | | | 5.2 | 65 | 48 | 173 |
| 13 | | | | 3.8 | 64 | 49 | 127 |
| 14 | | | | 3.7 | 65 | 48 | 122 |
| 15 | | | | 3.5 | 64 | 48 | 118 |
| 16 | | | | 3.2 | 64 | 48 | 108 |
| 17 | | | | 2.8 | 64 | 48 | 94 |
| 18 | | | | 2.9 | 64 | 48 | 97 |
| 19 | | | | 3.4 | 64 | 47 | 112 |
| 20 | | | | 3 | 64 | 47 | 102 |
| 21 | | | | 2.8 | 64 | 47 | 95 |
| 22 | | | | 2.6 | 64 | 46 | 86 |
| 23 | | | | 2.8 | 64 | 46 | 93 |
| 24 | | | | 2.2 | 63 | 45 | 74 |
| 25 | | | | 2.6 | 63 | 45 | 88 |
| 26 | | | | 2.8 | 63 | 45 | 94 |
| 27 | | | | 3 | 63 | 44 | 99 |
| 28 | | | | 2.6 | 64 | 44 | 87 |
| 29 | | | | 3 | 63 | 44 | 99 |



McBride's Water Advantage LLC

Dedicated to New Hampshire's residential water quality!

Annex

| | | | | |
|----|-----|----|----|-----|
| 30 | 2.8 | 63 | 42 | 93 |
| 31 | 2.6 | 63 | 44 | 87 |
| 32 | 3.2 | 63 | 42 | 107 |
| 33 | 2.9 | 63 | 42 | 98 |
| 34 | 3.3 | 62 | 42 | 111 |
| 35 | 3 | 62 | 42 | 100 |
| 36 | 4.2 | 62 | 41 | 141 |
| 37 | 3.7 | 62 | 41 | 124 |
| 38 | 5.2 | 62 | 41 | 173 |
| 39 | 5.1 | 62 | 40 | 169 |
| 40 | 5.1 | 61 | 40 | 171 |
| 41 | 5.3 | 61 | 40 | 177 |
| 42 | 5.1 | 61 | 39 | 169 |
| 43 | 5.7 | 61 | 39 | 190 |
| 44 | 5.2 | 61 | 39 | 173 |
| 45 | 6.3 | 60 | 39 | 209 |
| 46 | 6.1 | 60 | 39 | 202 |
| 47 | 4.7 | 60 | 38 | 157 |
| 48 | 4.8 | 60 | 38 | 160 |
| 49 | 5 | 60 | 38 | 165 |
| 50 | 5.3 | 60 | 38 | 176 |
| 51 | 4.3 | 60 | 38 | 143 |
| 52 | 5.4 | 60 | 38 | 179 |
| 53 | 3.9 | 60 | 38 | 131 |
| 54 | 4.1 | 60 | 38 | 137 |
| 55 | 3.2 | 60 | 38 | 106 |
| 56 | 3 | 60 | 38 | 99 |
| 57 | 3.7 | 60 | 38 | 122 |
| 58 | 3.6 | 60 | 37 | 120 |
| 59 | 3.2 | 59 | 38 | 107 |
| 60 | 4.2 | 59 | 37 | 140 |
| 61 | 3.9 | 59 | 37 | 130 |
| 62 | 3.8 | 59 | 37 | 128 |
| 63 | 5.1 | 59 | 36 | 168 |
| 64 | 4.8 | 59 | 36 | 161 |
| 65 | 5.9 | 58 | 36 | 197 |
| 66 | 4.5 | 58 | 36 | 150 |
| 67 | 4.9 | 62 | 35 | 163 |
| 68 | 5.6 | 65 | 33 | 185 |
| 69 | 5.6 | 66 | 31 | 186 |



McBride's Water Advantage LLC

Dedicated to New Hampshire's residential water quality!

Avg: 4.1
Max: 6.3
Min: 2.2

Start Date/Time
11-06-2015/10:00 AM

End Date/Time
11-9-2015/07:00 AM

Address
Town of Lee
Annex

Location of Instrument
File Room

Tested By
William McBride
NRPP RMP 106012 RT



McBride's Water Advantage LLC

Dedicated to New Hampshire's residential water quality!

Police Dept

RadStar RS800
Radon Detector/Monitor
Version 1.6
Serial #02090
Calib. #00325 Bkgnd10
TestID #80071

No Delay

Interval Report

| Hour | Tamper | Battery | A/C Adapter | pCi/L | Temp | Humd | Alpha |
|------|--------|---------|-------------|-------|------|------|-------|
| 1 | | | | 0.8 | 66 | 41 | 27 |
| 2 | | | | 0.8 | 68 | 38 | 27 |
| 3 | | | | 1.1 | 68 | 36 | 35 |
| 4 | | | | 1 | 69 | 35 | 34 |
| 5 | | | | 0.7 | 68 | 34 | 23 |
| 6 | | | | 0.8 | 68 | 34 | 26 |
| 7 | | | | 0.6 | 68 | 33 | 22 |
| 8 | | | | 0.9 | 68 | 33 | 29 |
| 9 | | | | 1 | 68 | 31 | 33 |
| 10 | | | | 1.2 | 67 | 33 | 40 |
| 11 | | | | 0.9 | 66 | 31 | 31 |
| 12 | | | | 0.6 | 66 | 31 | 22 |
| 13 | | | | 0.9 | 66 | 31 | 30 |
| 14 | | | | 1.2 | 66 | 33 | 38 |
| 15 | | | | 1.5 | 66 | 31 | 48 |
| 16 | | | | 1.1 | 66 | 31 | 35 |
| 17 | | | | 1.3 | 66 | 31 | 43 |
| 18 | | | | 1.2 | 66 | 31 | 40 |
| 19 | | | | 1.2 | 65 | 30 | 40 |
| 20 | | | | 1.6 | 66 | 31 | 51 |
| 21 | | | | 1.7 | 65 | 33 | 55 |
| 22 | | | | 1.1 | 65 | 33 | 35 |
| 23 | | | | 1.5 | 65 | 34 | 49 |
| 24 | | | | 1.5 | 66 | 33 | 50 |
| 25 | | | | 1.7 | 66 | 33 | 54 |
| 26 | | | | 1.6 | 66 | 34 | 51 |
| 27 | | | | 2 | 66 | 33 | 64 |
| 28 | | | | 1.1 | 66 | 34 | 35 |
| 29 | | | | 1.4 | 66 | 33 | 45 |



McBride's Water Advantage LLC

Dedicated to New Hampshire's residential water quality!

Police Dept

| | | | | |
|----|-----|----|----|----|
| 30 | 1.4 | 66 | 33 | 47 |
| 31 | 1.1 | 65 | 34 | 36 |
| 32 | 1.3 | 66 | 34 | 42 |
| 33 | 1.2 | 66 | 34 | 39 |
| 34 | 1.5 | 66 | 34 | 48 |
| 35 | 1.3 | 67 | 34 | 43 |
| 36 | 1.4 | 67 | 34 | 46 |
| 37 | 1.5 | 66 | 34 | 48 |
| 38 | 1.8 | 67 | 34 | 57 |
| 39 | 2.3 | 67 | 34 | 74 |
| 40 | 1.6 | 66 | 35 | 53 |
| 41 | 2.1 | 66 | 36 | 68 |
| 42 | 2 | 66 | 36 | 64 |
| 43 | 2.1 | 66 | 37 | 67 |
| 44 | 2.3 | 66 | 37 | 73 |
| 45 | 2.3 | 66 | 38 | 73 |
| 46 | 2.4 | 66 | 39 | 78 |
| 47 | 1.9 | 66 | 40 | 63 |
| 48 | 2.3 | 66 | 40 | 75 |
| 49 | 2.2 | 67 | 41 | 72 |
| 50 | 1.3 | 66 | 44 | 43 |
| 51 | 2 | 66 | 44 | 65 |
| 52 | 1.8 | 66 | 44 | 57 |
| 53 | 1.5 | 66 | 42 | 49 |
| 54 | 1.8 | 67 | 42 | 57 |
| 55 | 1.3 | 66 | 41 | 43 |
| 56 | 1.1 | 67 | 41 | 36 |
| 57 | 1.5 | 67 | 41 | 49 |
| 58 | 0.9 | 66 | 40 | 31 |
| 59 | 1.3 | 66 | 40 | 43 |
| 60 | 1.3 | 66 | 39 | 44 |
| 61 | 1.3 | 66 | 38 | 42 |
| 62 | 2 | 66 | 38 | 66 |
| 63 | 1.3 | 66 | 38 | 42 |
| 64 | 1.4 | 66 | 37 | 45 |
| 65 | 1.4 | 67 | 38 | 46 |
| 66 | 1.8 | 66 | 37 | 59 |

Avg: 1.4
Max: 2.4
Min: 0.6



McBride's Water Advantage LLC

Dedicated to New Hampshire's residential water quality!

Start Date/Time

10-30-2015/3:00 PM

End Date/Time

11-02-2015/9:00 AM

Address

Town of Lee Police Department

Location of Instrument

1st Floor

Tested By

William McBride

NRPP RMP ID# 106012 RT

Dental Coverage and Rates

July 2015 Dental Renewal

The following rates are guaranteed from July 1, 2015 to June 30, 2016

Anniversary Month July
 Probationary Period 0M

| Coverage | Single | 2-Person | Family |
|----------|---------|----------|----------|
| OPTION 3 | \$41.28 | \$79.38 | \$139.22 |

*Monthly rates are based on at least 75% participation of eligible employees.
 If there is an employee contribution for dependents, 50% of subscribers with dependents
 must agree to enroll all of their eligible dependents and keep them enrolled for the term of the contract year*

BENEFIT SCHEDULE

| Coverage | Cov A | Cov B | Cov C | Cov D | Ortho | Ded | BPM |
|----------|-------|-------|-------|-------|-------|-----------|---------|
| OPTION 3 | 100% | 80% | 50% | N/A | N/A | \$25/\$75 | \$1,000 |

*PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

None

Short-term Disability Coverage and Rates

July 2015 STD Renewal

The following rates are guaranteed from July 1, 2015 to June 30, 2016

Anniversary Month July
 Carrier ID # 102

BENEFIT SCHEDULE

| Class | Class Name | Prob Period | % of BWE | Max Wkly Benefit | Benefit Duration | Waiting Period | |
|-------|------------------------|----------------|-------------|---------------------|---------------------|----------------|---------|
| | | | | | | Accident | Illness |
| 1 | All Eligible Employees | 0M | 66.67% | \$1,000 | 13 wks | 1 day | 8 days |

CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

| Class | Class Name | Contributory Y/N | Participation |
|-------|------------------------|------------------|---------------|
| 1 | All Eligible Employees | N | 100% |

RATE

For Each \$10 of Weekly Benefit Per Month \$0.43

Monthly rates are based on 75% participation of eligible employees if contributory status is Y; or 100% participation if contributory status is N

*PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

None

=====

Life Coverage and Rates

July 2015 Life Renewal

The following rates are guaranteed from July 1, 2015 to June 30, 2016

Anniversary Month July
Carrier ID # 102

=====

BASE LIFE BENEFIT SCHEDULE

=====

| Class | Class Name | Prob Period | Base Coverage | Base AD&D | Base GI | Maximum Benefit |
|-------|------------------------|----------------|------------------|--------------|------------|--------------------|
| 1 | All Eligible Employees | 0M | \$25,000 | \$25,000 | \$25,000 | \$25,000 |

=====

CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

=====

| Class | Class Name | Base Contributory Status Y/N | Base Participation |
|-------|------------------------|------------------------------------|-----------------------|
| 1 | All Eligible Employees | N | 100% |

=====

RATES

=====

| | |
|---------------------------------------|--------|
| BASE LIFE FOR EACH \$1,000 OF BENEFIT | \$0.18 |
| BASE AD&D FOR EACH \$1,000 OF BENEFIT | \$0.02 |

=====

*PROBATIONARY PERIOD EXCEPTIONS

=====

None

=====

SPECIAL NOTES

=====

Base Life Evidence of Insurability required for: Any amount in excess of the GI; all late applicants (contributory groups only); salary increases of \$25,000 or more that are greater than the GI.

Life and AD&D Benefits Reduce to 50% at age 70.

Long-term Disability Coverage and Rates

July 2015 LTD Renewal

The following rates are guaranteed from July 1, 2015 to June 30, 2016

Anniversary Month July
Carrier ID # 102

BENEFIT SCHEDULE

| Class | Class Name | Prob Period | % of BME | Max Mnthly Benefit | Waiting Period |
|-------|------------------------|----------------|-------------|-----------------------|-------------------|
| 1 | All Eligible Employees | 0M | 60.00% | \$3,500 | 90 days |

CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

| Class | Class Name | Contributory Y/N | Participation |
|-------|------------------------|------------------|---------------|
| 1 | All Eligible Employees | N | 100% |

RATE

Per \$100 of Covered Monthly Payroll \$0.45

BENEFIT DURATION

| | |
|---------------------------------|--------------------|
| Age at Disability 59 or younger | Paid to Age 65 |
| Age at Disability 60 | Paid to 5 Years |
| Age at Disability 61 | Paid to 4 Years |
| Age at Disability 62 | Paid to 3.5 Years |
| Age at Disability 63 | Paid to 3 Years |
| Age at Disability 64 | Paid to 2.5 Years |
| Age at Disability 65 | Paid to 2 Years |
| Age at Disability 66 | Paid to 1.75 Years |
| Age at Disability 67 | Paid to 1.5 Years |
| Age at Disability 68 | Paid to 1.25 Years |
| Age at Disability 69 and Over | Paid for 1 Year |

*PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

Evidence of Insurability needed for all late enrollees (contributory groups only)

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: November 23, 2015

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

RE: Veteran Tax Credit
Tax Map 27 Lot 006-200

The above referenced application was received and supporting documentation has been provided. Based on the review it appears that Janice Snow does qualify for the Veterans tax credit. It is recommended that the application be approved for the 2016 tax year.

If there are any questions, please let me know.

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

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

| | | | |
|--|--|---|--------------------------|
| STEP 1 NAME AND ADDRESS | PROPERTY OWNER'S LAST NAME <i>SNOW</i> | FIRST NAME <i>JANICE</i> | INITIAL <i>R</i> |
| | PROPERTY OWNER'S LAST NAME | FIRST NAME | INITIAL |
| | MAILING ADDRESS <i>256 WADLEIGH FALLS RD</i> | | |
| | CITY/TOWN <i>LEE</i> | STATE <i>NH</i> | ZIP CODE <i>03861</i> |
| | CITY/TOWN TAX MAP # <i>27</i> | BLOCK # <i>6</i> | LOT # <i>20</i> |
| | ADDRESS OF PROPERTY <i>256 WADLEIGH FALLS RD LEE NH 03861</i> | | |
| STEP 2 VETERANS' TAX CRED- ITS/EX- EMPTION | 1 Veteran's Name <i>JANICE SNOW</i> | | |
| | 2 Date of Entry into Military Service <i>4/30/01</i> | 3 Date of Discharge/Release from Military Service <i>2/20/07</i> | |
| | 4 <input checked="" type="checkbox"/> Veteran | <input checked="" type="checkbox"/> Veterans' Tax Credit | |
| | <input type="checkbox"/> Spouse | <input type="checkbox"/> Credit for Service Connected Total and Permanent Disability | |
| | <input type="checkbox"/> Surviving Spouse | <input type="checkbox"/> Credit for Surviving Spouse of Veteran Who Was Killed or Died on Active Duty | |
| | Veteran of Allied Country | | |
| | 5 Name of Allied Country Served in <i>us Navy</i> | 6 Branch of Service | |
| 7 <input checked="" type="checkbox"/> US Citizen at time of entry into the Service | 8 <input type="checkbox"/> Alien but Resident of NH at time of entry into the Service | | |
| 9 Does any other eligible Veteran own interest in this property? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If YES, give name | | | |
| 10 <input checked="" type="checkbox"/> Total Veteran Exemption <input checked="" type="checkbox"/> (a) Veteran <input type="checkbox"/> (b) Surviving Spouse of that Veteran | | | |
| STEP 3 OTHER EXEMP- TIONS | 11 <input type="checkbox"/> Elderly Exemption Applicant's Date of Birth _____ Spouse's Date of Birth _____ Must be 65 years of age on or before April 1st of year for which exemption is claimed. | | |
| | <input type="checkbox"/> Disabled Exemption | <input type="checkbox"/> Solar Energy Systems Exemption | |
| | <input type="checkbox"/> Blind Exemption | <input type="checkbox"/> Woodheating Energy Systems Exemption | |
| <input type="checkbox"/> Deaf Exemption | <input type="checkbox"/> Wind-Powered Energy Systems Exemption | | |
| STEP 4 IMPROVE- MENTS | 13 <input type="checkbox"/> Improvements to Assist Persons with Disabilities <input type="checkbox"/> Improvements to Assist the Deaf | | |
| STEP 5 RESIDEN- CY | 14 <input checked="" type="checkbox"/> This is my primary residence | | |
| | <input checked="" type="checkbox"/> NH Resident for one year preceding April 1st in the year in which the tax credit is claimed (Veterans' Credit) | | |
| | <input type="checkbox"/> NH Resident for Five Consecutive Years preceding April 1st in the year the exemption is claimed (Disabled & Deaf Exemptions) | | |
| | <input type="checkbox"/> NH Resident for Three Consecutive Years preceding April 1st in the year the exemption is claimed (Elderly Exemption) | | |
| STEP 6 OWNER- SHIP | 15 Do you own 100% interest in this residence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If NO, what percent (%) do you own? _____ | | |
| STEP 7 SIGNA- TURES | Under penalties of perjury, I hereby declare that the above statements are true. | | |
| | SIGNATURE (IN INK) OF PROPERTY OWNER <i>J Snow</i> | | DATE <i>11.16.15</i> |
| | SIGNATURE (IN INK) OF PROPERTY OWNER | | DATE |
| WHEN TO FILE | <p>Deadline: Form PA-29 must be filed by April 15th <i>preceding</i> the setting of the tax rate. The assessing officials shall send written notice to the taxpayer of their decision by July 1st <i>prior</i> to the date of notice of tax. Failure of the assessing officials to respond shall constitute a denial of the application. Example: If you are applying for an exemption and/or credit of your 2013 property taxes, which are due no earlier than December 1, 2013, then you have until April 15th, 2013 to file this form. The assessing officials have until July 1st, to send notice of their decision. Failure of the assessing officials to respond shall constitute a denial of the application.</p> <p>A late response or a failure to respond by assessing officials does not extend the appeal period.</p> <p>Date of filing is when the completed application form is either hand delivered to the city/town, postmarked by the post office, or received by an overnight delivery service.</p> | | |
| APPEAL PROCE- DURE | <p>If an application for a property tax exemption or tax credit is denied by the town/city, an applicant may appeal in writing on or before September 1st following the date of notice of tax under RSA 72:1-d to the New Hampshire Board of Tax and Land Appeals (BTLA) or to the Superior Court. Example: If you were denied an exemption from your 2013 property taxes, you have until September 1, 2014, to appeal.</p> <p>Forms for appealing to the BTLA may be obtained from the NH BTLA, 107 Pleasant Street, Concord, NH 03301, their web site at www.nh.gov/btla or by calling (603) 271-2578. Be sure to specify EXEMPTION APPEAL.</p> | | |

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

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

MUNICIPAL AUTHORIZATION

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

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

| APPLICABLE ELDERLY AND DISABLED EXEMPTION (OPTIONAL) INCOME AND ASSET LIMITS | | | | | |
|--|--------------------|-------------------|------------------------------------|----------|--|
| Income Limits | Disabled Exemption | Elderly Exemption | Elderly Exemption Per Age Category | | |
| Single | \$ _____ | \$ _____ | 65 - 74 years of age | \$ _____ | |
| Married | \$ _____ | \$ _____ | 75 - 79 years of age | \$ _____ | |
| Asset Limits | | | 80 + years of age | \$ _____ | |
| Single | \$ _____ | \$ _____ | | | |
| Married | \$ _____ | \$ _____ | | | |

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

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

- The following documentation may be requested at the time of application in accordance with RSA 72:34, II:
- List of assets, value of each asset, net encumbrance and net value of each asset.
 - * Statement of applicant and spouse's income.
 - * Federal Income Tax Form.
 - * State Interest and Dividends Tax Form.
 - * Property Tax Inventory Form filed in any other town.
- * Documents are considered confidential and are returned to the applicant at the time a decision is made on the application.

Municipal Notes

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

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

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

LINE-BY-LINE INSTRUCTIONS

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

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

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

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

IMPROVEMENTS TO ASSIST PERSONS WITH DISABILITIES AND THE DEAF

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

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

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

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: November 23, 2015

RE: Daniel Daly
John Freeman
196 South Main Street
Newmarket, NH 03857

Property Tax Map 31 Lot 004-238
Address: L29 Wellington Campground

Tax Year: 2014
Assessment: \$1,600

The subject was a camper on rented land. The property was removed from the site and as such it is recommended that an abatement in the amount of \$48 plus any applicable interest/penalties/fees be granted.

Note; Abatement is to close out tax collectors billing system for previously issued bills.

Abatements Granted

Abatements Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: November 23, 2015

RE: Daniel Daly
John Freeman
196 South Main Street
Newmarket, NH 03857

Property Tax Map 31 Lot 004-238
Address: L29 Wellington Campground

Tax Year: 2013
Assessment: \$1,600

The subject was a camper on rented land. The property was removed from the site and as such it is recommended that an abatement in the amount of \$60.38 plus any applicable interest/penalties/fees be granted.

Note; Abatement is to close out tax collectors billing system for previously issued bills.

Abatements Granted

Abatements Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: November 23, 2015

RE: Peter Allen
Kathleen Raymond
104 E Washington St Lot 20
Minneola, FL 34715

Property Tax Map 31 Lot 4-247
Address: L47 Wellington Campground

Tax Year: 2015
Assessment: \$4,200

The subject was a camper on rented land. The property was removed and as such it is recommended that an abatement in the amount of \$61 plus any applicable interest/penalties/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: November 23, 2015

RE: Ed and Judy Wood
42 Birch Street
Saugus, Ma 01906

Property Tax Map 28 Lot 1-Q
Address: L0Q Ferndale Acres

Tax Year: 2015
Assessment: \$6,500

The subject was a camper on rented land. The property was removed and as such it is recommended that an abatement in the amount of \$93 plus any applicable interest/penalties/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: November 23, 2015

RE: Dana and Priscilla Overberg
4 Cogswell Avenue
Beverly, Ma 01915

Property Tax Map 26 Lot 2-H06
Address: H06 Wadleigh Campground

Tax Year: 2015
Assessment: \$5,100

The subject was a camper on rented land. The property was removed and as such it is recommended that an abatement in the amount of \$76 plus any applicable interest/penalties/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: November 23, 2015

RE: James Prioli
10 Cavern Knoll Way
Weymouth, MA 02189-2524

Property Tax Map 26 Lot 2-12A
Address: Campground Road

Tax Year: 2014
Assessment: \$7,100

The subject was a camper on rented land. The abatement recommendation is due to this above referenced property being a duplicate account. As this is the case, it is recommended an abatement in the amount of \$211, plus any applicable interest/penalties/fees be granted.

Note: Abatement is to close out tax collectors billing system for previously issued bills.

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: November 23, 2015

RE: Moises Zanazanian
28 Old Farm Road
Somers, CT 06071

Property Tax Map 31 Lot 4-255
Address: L56 Wellington Campground

Tax Year: 2015
Assessment: \$4,100

The subject was a camper on rented land. The property was removed and as such it is recommended that an abatement in the amount of \$59 plus any applicable interest/penalties/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: November 23, 2015

RE: Scott Hatch
21 Perry Ave
Lawrence, MA 01841

Property Tax Map 31 Lot 004-228
Address: L28 Wellington Campground

Tax Year: 2015
Assessment: \$6,700

The subject was a camper on rented land. The property was removed from the site and as such it is recommended that an abatement in the amount of \$196 plus any applicable interest/penalties/fees be granted.

Abatements Granted

Abatements Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: November 23, 2015

RE: Scott Hatch
21 Perry Ave
Lawrence, MA 01841

Property Tax Map 31 Lot 004-228
Address: L28 Wellington Campground

Tax Year: 2014
Assessment: \$6,700

The subject was a camper on rented land. The property was removed from the site and as such it is recommended that an abatement in the amount of \$199 plus any applicable interest/penalties/fees be granted.

Note; Abatement is to close out tax collectors billing system for previously issued bills.

Abatements Granted

Abatements Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: November 23, 2015

RE: Scott Hatch
21 Perry Ave
Lawrence, MA 01841

Property Tax Map 31 Lot 004-228
Address: L28 Wellington Campground

Tax Year: 2013
Assessment: \$6,700

The subject was a camper on rented land. The property was removed from the site and as such it is recommended that an abatement in the amount of \$244.13 plus any applicable interest/penalties/fees be granted.

Note; Abatement is to close out tax collectors billing system for previously issued bills.

Abatements Granted

Abatements Denied

Dated _____



November 19, 2015

Board of Selectmen
Town of Lee
7 Mast Road
Lee, NH 03824

RE: Important Information—Price Changes

Dear Chairman and Members of the Board:

We are committed to constantly improving our customers' entertainment and communications experience in your community, and we continue to invest in making their services even better.

Our investment in the X1 user interface has been extremely popular and is helping customers find and enjoy the vast array of content they receive. We continue to bring customers innovative improvements like the X1 voice controlled remote control, the X1 talking guide, X1 Cloud DVR services, and the X1 Sports App. As we make these and other investments, we periodically need to adjust prices due to increases we incur in programming and other business costs. Starting December 20, 2015, new prices will apply to select XFINITY TV and Internet services and equipment as reflected in the enclosed notice.

We are committed to providing our customers with a consistently superior experience, including 24/7 customer service and on-time arrival—or we'll credit the customer \$20. We back up our services with the Comcast Customer Guarantee (visit www.comcast.com/guarantee for details).

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 603.334.3603.

Sincerely,

Jay Somers

Jay Somers, Sr. Manager
Government & Regulatory Affairs

IMPORTANT Information about your XFINITY[®] Service

November 20, 2015

We're writing to let you know that starting on December 20, 2015, prices for the following services will change. Such changes are a function of a variety of factors including increases to programming and business costs as well as product and technology upgrades.

| | Current | New Price | | Current | New Price |
|----------------------------------|----------|------------|--|----------|------------|
| | Price | 12/20/2015 | | Price | 12/20/2015 |
| Value Plus Bundle | \$135.49 | \$136.49 | MultiLatino Ultra Paquete Triple | \$155.49 | \$156.49 |
| Value Plus LD Bundle | \$135.49 | \$136.49 | MultiLatino Ultra HD Paquete Triple | \$165.49 | \$166.49 |
| HD Starter Bundle | \$155.49 | \$156.49 | MultiLatino Ultra HD Plus Paquete Triple | \$185.49 | \$186.49 |
| HD Preferred Plus Bundle | \$180.49 | \$181.49 | MultiLatino Total HD Paquete Triple | \$210.49 | \$211.49 |
| Performance Extra Bundle | \$64.95 | \$67.95 | MDU Preferred Bundle | \$101.99 | \$102.99 |
| Blast Extra Bundle | \$76.95 | \$80.95 | MDU HD Preferred Bundle | \$111.99 | \$112.99 |
| Blast Plus | \$86.95 | \$90.95 | MDU HD Preferred Plus Bundle | \$131.99 | \$132.99 |
| Blast Plus w/HBO | \$93.95 | \$97.95 | MDU Preferred Plus Bundle | \$121.99 | \$122.99 |
| MultiLatino Ultra XF Double Play | \$132.85 | \$135.85 | MDU Preferred Double Play | \$83.90 | \$86.90 |

If you currently have services on a promotional price or a minimum term agreement, the prices for those services will not be affected during the promotion or minimum term period.

After a notice of an increase in price, you may change your level of service at no additional charge for a period of 30 days from the effective date of the change. Please refer to your billing statement for your Local Franchising Authority's name and address. Prices shown are for residential service only and do not include federal, state and local taxes, FCC user and franchise fees or Regulatory Recovery fees or other related costs. Prices and services are subject to change. Call 1-800-COMCAST for additional details. ©2015 Comcast



X-36805

NEW HAMPSHIRE MUNICIPAL ASSOCIATION (/)

New Hampshire Town And City

Sealing of Nonpublic Session Meeting Minutes

New Hampshire Town and City, September 2010

By

By Kimberly A. Hallquist, staff attorney with the New Hampshire Local Government Center's Legal Services and Government Affairs Department

A great deal of confusion exists over "sealed" meeting minutes, probably because the term "sealed" suggests that the meeting minutes are somehow literally sealed and unavailable for viewing-by anyone, forever. This is not the case.

Q. What does it mean "to seal" meeting minutes?

A. Sealing meeting minutes is the phrase used to describe the action of a board to withhold meeting minutes of a nonpublic session from public inspection. RSA 91-A:3, III allows a board to vote to withhold minutes when any of three circumstances exist: (1) when divulgence of the information would likely adversely affect the reputation of any person, other than a member of the board itself; (2) when release of the minutes would render the proposed action ineffective; or (3) the information relates to terrorism planning functions. The nonpublic session minutes may be withheld until, in the opinion of a majority of members, the circumstances described above no longer apply.

Q. Are all nonpublic session meeting minutes sealed?

A. Not automatically. In order to withhold nonpublic session meeting minutes from public inspection, the board must first take a vote to withhold them, or to seal them. The recorded vote of 2/3 of the members present is needed in order to seal the minutes. If the 2/3 vote is not obtained, or no vote is taken, then the minutes must be available within 72 hours, much sooner than the five business days for regular meeting minutes. RSA 91-A:2, II; RSA 91-A:3, III.

Q. Can the board vote to seal the minutes forever?

A. While some boards routinely do this, it is not a good practice since the law does not provide for this. Instead, nonpublic meeting minutes may be withheld only until such time as the conditions which lead to the sealing continue to exist. As discussed above, the law provides specific reasons why nonpublic session minutes may be withheld from public inspection. Arguably, the subject of the nonpublic session might be one that continues to be deserving of the protection that nondisclosure to the public affords it, and thus will be withheld for many years. However, the better practice is to vote to seal the minutes with no set time period and, instead, periodically review the sealed minutes to determine if they continue to meet the requirement for withholding from the public.

Q. How does a board go about reviewing sealed minutes?

A. Reviewing and discussing sealed minutes by a quorum of the board should be done in nonpublic session to ensure that the minutes are not inadvertently made part of a public record that is subject to disclosure. The board could have a procedure where office staff continuously monitors sealed minutes to alert the board when circumstances have changed such that minutes may be "unsealed" and made available to the public. When in doubt, the board may vote to go into nonpublic session in the usual manner to discuss the original subject of the nonpublic session, and then discuss whether the minutes should be released.

Q. When is the vote to seal the minutes taken-in the nonpublic session or in the public session?

A. Although the law is not entirely clear on this issue, the important point to keep in mind is to limit detailed discussion of nonpublic session issues while in the public session. Since there may be discussion about the propriety of sealing versus allowing them to be available to the public within 72 hours, the discussion and vote will most likely occur within the nonpublic session. Once the board returns to its public session, an announcement about the sealing can be made to alert the public that the minutes will, or will not, be made available for public inspection.

Q. What happens if the board forgets to take the vote to seal the minutes?

A. As discussed previously, nonpublic meeting minutes may only be withheld upon the recorded 2/3 vote of the members present. If the board intended to have the minutes sealed, but merely forgot to take the formal vote as required, one possible remedy would be to hold another meeting as quickly as possible, go back into nonpublic session to discuss the issue and take the proper vote to seal the minutes. Such a situation may benefit by use of the electronic meeting provisions allowed under RSA 91-A:2, III.

The best way to avoid this issue, of course, is to have a checklist available when entering a nonpublic session to record the reason for the nonpublic session, the results of the roll call to enter the nonpublic session, and a reminder to consider the issue of whether the meeting minutes will be sealed or not and, if so, the vote taken.

Q. Must sealed minutes actually be sealed and placed in a safe?

A. No, but they should be stored in such a manner so that they will not be inadvertently released to the public. Placing them in a location well away from the area where the public meeting minutes are stored is a good way to ensure they won't be released in error. The same can be said for the computer files where the minutes reside.

Q. Can board members ever look at the sealed minutes again?

A. Withholding the minutes from *public* inspection does not require the minutes to also be withheld from the public officials on the board that created the minutes originally. As discussed previously, the minutes may remain sealed only so long as the circumstances continue to exist that allowed them to be sealed in the first place. Thus, boards should have a schedule of reviewing sealed minutes periodically to ensure minutes that should be unsealed, are unsealed. Moreover, the sealed minutes may contain important information on issues that are on-going, and board members may benefit from reviewing them in dealing with the issues going forward. This may be particularly relevant to the new board member who must "come up to speed" on an on-going issue that predates his or her tenure on the board.

Q. Can a board member who wasn't on the board when the minutes were created look at them?

A. Yes. Subject to any rules of procedure that may be adopted by the board, there is no requirement that only members who were actually on the board when the nonpublic session was held are able to review the minutes. All board members must take the oath of office required by RSA 42:1 and, thus, all members have an obligation not to divulge the contents of sealed nonpublic-session meeting minutes, whether or not they were at the meeting. And, as previously noted, a new member may be involved with making decisions that involve information received in prior nonpublic sessions.

Q. Can a board have a policy that sealed meeting minutes will not be available for review by individual selectmen, but, instead, only be reviewed after a majority vote of the board?

A. Yes. One selectman has no authority, as the authority rests with the board acting as a whole. RSA 41:8. Thus, a board may adopt a policy that sealed meeting minutes will only be made available for review by a selectman upon a majority vote of the board.

Q. What happens if a board member divulges what transpired in the nonpublic session when the meeting minutes have been sealed?

A. This would be a breach of confidentiality that could result in removal from office. RSA 42:1-a, II(a). This begs the question of what happens when a *former* board member divulges the contents of a nonpublic session when the minutes have been properly sealed. Obviously, the penalty of removal from office will be ineffective. However, in most cases, former local officials continue to take their oath seriously and do not breach confidentiality even after they leave office.

Q. Does a member of the public who was in attendance at the nonpublic meeting have a right to review the minutes if the board votes to seal them?

A. No. If the board invites a non-board member into the nonpublic session, that person has no right to review the minutes if the board has voted to withhold the minutes from public inspection. Care should be taken whenever non-board members are included in the nonpublic session as these people are not under the same oath as local officials to keep the information confidential. Additionally, such a person may also take notes or make a recording of the session that will not be under the control of the board with regard to withholding from public inspection.

The public's right of access to governmental proceedings may only be denied for certain specified reasons when a public body takes a specific vote to do so. Even then, minutes of the proceedings must be taken and must be made available to the public unless the body takes yet another vote to keep them from public inspection. Given that the purpose of the Right to Know Law is to ensure "both the greatest possible public access to the actions, discussion and records of all public bodies, and their accountability to the people," nonpublic session meeting minutes should be given the utmost consideration when deciding if they should be sealed. When the decision to seal the minutes is made, the board has a continuing obligation to ensure that once those conditions for sealing no longer exist, the minutes are unsealed and made available for public inspection.

For more information on this and other topics of interest to local officials, LGC's legal services attorneys can be reached Monday through Friday from 8:30 a.m. to 4:30 p.m. by calling 800.852.3358, ext. 384.