

# SELECT BOARD MEETING AGENDA

**DATE:** Monday, January 4, 2016 at 6:00 pm  
**HELD:** Public Safety Complex (2nd Floor Meeting Room) 20 George Bennett Rd, Lee

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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. **FY17 Budget Public Hearing**
4. **Julie Glover, Town Administrator**
  - a. Select Board review of FY17 Operating Budget
  - b. Review FY17 Draft Warrant
  - c. Review Default Budget
  - d. Commerford, Nieder, Perkins Contract for the 2016 Town-wide Statistical Update
  - e. Miscellaneous
5. Motion to accept the Consent Agenda as presented:

<p><b><u>SIGNATURES REQUIRED</u></b> Mutual Aid and Assistance Agreement</p>	<p><b><u>INFORMATION ONLY</u></b> NH Public Works Mutual Aid Program Renewal Notice Dept. of Revenue Administration Sales Ratio</p>
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Individual items may be removed by any Select Board member for separate discussion and vote.

6. Motion to accept the Select Board Public Meeting Minutes from December 21, 2015.
7. Motion to accept Manifest #13 and Weeks Payroll Ending January 3, 2016.
8. Miscellaneous/Unfinished Business
9. Adjournment

**Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on December 31, 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**

**ABC Recommendation FY17 Worksheet**

Fiscal Year: 2015-2016

Print accounts with zero balance

From Date: 7/1/2015

To Date: 12/31/2015

Account Number

Description

FY 2016 Adopted Budget		FY 2017 Dept. Head Request		FY17 ABC	
FTE	Amount	FTE	Amount	FTE	Amount

01.41301.111.00	BOS - Town Administrator Salary	0.00	\$70,053.60	0.00	\$70,053.60	0.00	\$70,053.60
01.41301.112.00	BOS - Town Secretary Wages	0.00	\$43,006.32	0.00	\$43,006.32	0.00	\$43,006.32
01.41301.122.00	BOS - Temporary Employee Wages	0.00	\$3,500.00	0.00	\$3,500.00	0.00	\$3,500.00
01.41301.130.00	BOS - Overtime	0.00	\$4,545.00	0.00	\$3,500.00	0.00	\$3,500.00
01.41301.142.00	BOS - Selectboard Salary	0.00	\$6,000.00	0.00	\$6,000.00	0.00	\$6,000.00
01.41301.550.00	BOS - Town Report	0.00	\$0.00	0.00	\$4,000.00	0.00	\$4,000.00
01.41301.550.01	BOS - Conference	0.00	\$200.00	0.00	\$0.00	0.00	\$0.00
01.41301.582.00	BOS - Conference	0.00	\$4,000.00	0.00	\$200.00	0.00	\$200.00
01.41401.142.00	DRA: Selectmens Office - 41301 Elections & Regis. - Moderator Salary	0.00	\$131,304.92	0.00	\$130,259.92	0.00	\$130,259.92
01.41401.143.00	Elections & Regis. - Supervisors of the Checklist	0.00	\$2,400.00	0.00	\$3,600.00	0.00	\$3,600.00

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01.41401.143.01	Elections & Regis. - Ballot Clerks	0.00	\$2,000.00	0.00	\$2,500.00	0.00	\$2,500.00
01.41401.441.00	Elections & Regis. - Town Meeting Expense	0.00	\$750.00	0.00	\$400.00	0.00	\$400.00
01.41401.540.00	Elections & Regis. - Legal Notices	0.00	\$200.00	0.00	\$200.00	0.00	\$200.00
01.41401.550.00	Elections & Regis. - Printing (Ballots)	0.00	\$3,000.00	0.00	\$4,000.00	0.00	\$4,000.00
01.41401.581.00	Elections & Regis. - Mileage	0.00	\$50.00	0.00	\$50.00	0.00	\$50.00
01.41401.605.00	Elections & Regis. - Postage	0.00	\$100.00	0.00	\$100.00	0.00	\$100.00
01.41401.630.00	Elections & Regis. - Meals	0.00	\$700.00	0.00	\$800.00	0.00	\$800.00
	DRA: Elections & Registrations - 41401	0.00	\$9,800.00	0.00	\$12,450.00	0.00	\$12,450.00
01.41411.114.00	TC/TC - Deputy Wages PT	0.00	\$17,470.13	0.00	\$17,470.00	0.00	\$17,470.00
01.41411.115.00	TC/TC - Assistant Wages PT	0.00	\$5,843.00	0.00	\$5,000.00	0.00	\$5,000.00
01.41411.141.00	TC/TC - Salary	0.00	\$48,634.71	0.00	\$48,635.00	0.00	\$48,635.00

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01.41411.311.00	TC/TC - Lien Searches	0.00	\$1,500.00	0.00	\$2,200.00	0.00	\$2,200.00
01.41411.330.00	TC/TC - Telephone	0.00	\$400.00	0.00	\$400.00	0.00	\$400.00
01.41411.331.00	TC/TC - Software	0.00	\$0.00	0.00	\$7,812.00	0.00	\$7,812.00
01.41411.540.00	TC/TC - Legal Notices/Advertising	0.00	\$250.00	0.00	\$250.00	0.00	\$250.00
01.41411.560.00	TC/TC - Dues & Subscriptions	0.00	\$80.00	0.00	\$80.00	0.00	\$80.00
01.41411.561.00	TC/TC - Training	0.00	\$1,000.00	0.00	\$750.00	0.00	\$750.00
01.41411.581.00	TC/TC - Mileage	0.00	\$1,350.00	0.00	\$1,350.00	0.00	\$1,350.00
01.41411.582.00	TC/TC - Conference/Travel	0.00	\$250.00	0.00	\$250.00	0.00	\$250.00
01.41411.583.00	TC/TC - Registry Redemptions	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
01.41411.605.00	TC/TC - Postage	0.00	\$6,300.00	0.00	\$5,000.00	0.00	\$5,000.00
01.41411.610.00	TC/TC - Dog Tags	0.00	\$350.00	0.00	\$350.00	0.00	\$350.00

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01.41411.611.00	TC/TC - Office Supplies	0.00	\$2,000.00	0.00	\$2,800.00	0.00	\$2,800.00
	DRA: Town Clerk/Tax Collector - 41411	0.00	\$85,927.84	0.00	\$92,847.00	0.00	\$92,847.00
01.41501.111.00	Fin. Admin. - Finance Officer Salary	0.00	\$48,480.00	0.00	\$48,480.00	0.00	\$48,480.00
01.41501.142.00	Fin. Admin. - Treasurer Salary PT	0.00	\$5,116.00	0.00	\$5,116.00	0.00	\$5,116.00
01.41501.321.00	Fin. Admin - Professional Audit	0.00	\$14,000.00	0.00	\$14,000.00	0.00	\$14,000.00
01.41501.540.00	Fin. Admin. - Legal Notices/Advertising	0.00	\$1,800.00	0.00	\$1,000.00	0.00	\$1,000.00
01.41501.550.00	Fin. Admin. - Printing	0.00	\$2,000.00	0.00	\$2,000.00	0.00	\$2,000.00
01.41501.560.00	Fin. Admin. - Dues & Subscriptions	0.00	\$4,800.00	0.00	\$4,000.00	0.00	\$4,000.00
01.41501.561.00	Fin. Admin. - Training	0.00	\$2,000.00	0.00	\$0.00	0.00	\$0.00
01.41501.581.00	Fin. Admin. - Mileage	0.00	\$1,500.00	0.00	\$1,000.00	0.00	\$1,000.00
01.41501.582.00	Fin. Admin. - Conference/Travel	0.00	\$1,200.00	0.00	\$1,200.00	0.00	\$1,200.00

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01.41501.605.00	Fin. Admin. - Postage/IT	0.00	\$3,000.00	0.00	\$2,000.00	0.00	\$2,000.00
01.41501.611.00	Fin. Admin. - Office Supplies	0.00	\$4,000.00	0.00	\$3,000.00	0.00	\$3,000.00
01.41501.612.00	Fin. Admin. - Kitchen Supplies	0.00	\$200.00	0.00	\$0.00	0.00	\$0.00
01.41501.640.00	Fin. Admin. - Reference Materials	0.00	\$0.00	0.00	\$200.00	0.00	\$200.00
01.41501.750.00	Fin. Admin. - New Equipment	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
	DRA: Financial Administration - 41501	0.00	\$88,596.00	0.00	\$82,496.00	0.00	\$82,496.00
01.41502.330.01	Fin. Admin. - Telephone - Landlines	0.00	\$1,200.00	0.00	\$1,800.00	0.00	\$1,800.00
01.41502.331.00	Fin. Admin. - Computer Software	0.00	\$1,000.00	0.00	\$1,000.00	0.00	\$1,000.00
01.41502.332.00	Fin. Admin. - Computer Services	0.00	\$38,500.00	0.00	\$35,000.00	0.00	\$35,000.00
01.41502.333.00	Fin. Admin. - PEG Access	0.00	\$1,000.00	0.00	\$500.00	0.00	\$500.00
01.41502.334.00	Fin. Admin. - Software Support Services	0.00	\$24,500.00	0.00	\$15,400.00	0.00	\$15,400.00

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01.41502.341.00	Fin. Admin. - Printer/Copier/Fax Lease Agreements	0.00	\$8,200.00	0.00	\$8,200.00	0.00	\$8,200.00
01.41502.342.00	Fin. Admin. - Alarms	0.00	\$1,500.00	0.00	\$1,500.00	0.00	\$1,500.00
01.41502.430.00	Fin. Admin. - M & R	0.00	\$2,500.00	0.00	\$2,500.00	0.00	\$2,500.00
01.41502.561.00	Fin. Admin. - Training	0.00	\$0.00	0.00	\$2,000.00	0.00	\$2,000.00
01.41502.750.00	Fin. Admin. - Computer Hardware (New Equipment)	0.00	\$3,000.00	0.00	\$11,000.00	0.00	\$11,000.00
	DRA: IT Expenses - 41502	0.00	\$81,400.00	0.00	\$78,900.00	0.00	\$78,900.00
01.41521.320.00	Assessing - Assessing Firms	0.00	\$30,000.00	0.00	\$31,200.00	0.00	\$31,200.00
01.41521.581.00	Assessing - Mileage	0.00	\$600.00	0.00	\$500.00	0.00	\$500.00
	DRA: Assessing - 41521	0.00	\$30,600.00	0.00	\$31,700.00	0.00	\$31,700.00
01.41531.000.00	Legal Expense - General	0.00	\$17,000.00	0.00	\$20,000.00	0.00	\$20,000.00
01.41531.000.02	Legal Expense - Fairpoint	0.00	\$0.00	0.00	\$5,000.00	0.00	\$5,000.00
	DRA: Legal Fees - 41531	0.00	\$17,000.00	0.00	\$25,000.00	0.00	\$25,000.00

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01.41551.191.00	Personnel Admin. - Pay in Lieu of Vacation	0.00	\$5,000.00	0.00	\$15,288.00	0.00	\$15,288.00
01.41551.211.00	Personnel Admin. - Health Insurance	0.00	\$466,880.00	0.00	\$403,000.00	0.00	\$403,000.00
01.41551.215.00	Personnel Admin. - Health Insurance Buy Out	0.00	\$4,000.00	0.00	\$7,634.00	0.00	\$7,634.00
01.41551.216.00	Personnel Admin. - Dental Insurance	0.00	\$0.00	0.00	\$24,000.00	0.00	\$24,000.00
01.41551.220.00	Personnel Admin. - SS	0.00	\$59,721.30	0.00	\$55,000.00	0.00	\$55,000.00
01.41551.225.00	Personnel Admin. - MC	0.00	\$22,492.70	0.00	\$21,000.00	0.00	\$21,000.00
01.41551.230.01	Personnel Admin. - Retirement - Group I	0.00	\$70,498.00	0.00	\$65,000.00	0.00	\$65,000.00
01.41551.230.02	Personnel Admin. - Retirement - Group II Police	0.00	\$148,470.00	0.00	\$131,000.00	0.00	\$131,000.00
01.41551.230.03	Personnel Admin. - Retirement - Group II Fire	0.00	\$0.00	0.00	\$30,000.00	0.00	\$30,000.00
01.41551.250.00	Personnel Admin. - Unemployment	0.00	\$4,007.00	0.00	\$4,500.00	0.00	\$4,500.00
01.41551.260.00	Personnel Admin. - Worker's Compensation	0.00	\$0.00	0.00	\$44,000.00	0.00	\$44,000.00



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01.41551.299.00	Personnel Admin. - Fire Accident & Health Ins.	0.00	\$0.00	0.00	\$5,461.00	0.00	\$5,461.00
01.41551.415.00	Personnel Admin. - Background Check	0.00	\$0.00	0.00	\$200.00	0.00	\$200.00
01.41551.615.00	Personnel, Admin. - Special Awards/Flowers	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
01.41551.630.00	Personnel, Admin. - Food/Meetings	0.00	\$500.00	0.00	\$250.00	0.00	\$250.00
	DRA: Personnel Administration - 41551	0.00	\$782,069.00	0.00	\$806,833.00	0.00	\$806,833.00
01.41911.112.00	P & Z - Administrator Wages	0.00	\$50,689.88	0.00	\$50,689.88	0.00	\$50,689.88
01.41911.130.00	P & Z - Overtime	0.00	\$3,535.00	0.00	\$1,000.00	0.00	\$1,000.00
01.41911.330.01	P & Z - Telephone - Landline	0.00	\$1,600.00	0.00	\$800.00	0.00	\$800.00
01.41911.330.03	P & Z - Telephone - Cell Phone Reimbursement	0.00	\$0.00	0.00	\$720.00	0.00	\$720.00
01.41911.331.00	P & Z - Software	0.00	\$0.00	0.00	\$1,185.00	0.00	\$1,185.00
01.41911.332.00	P & Z - Outside Consulting	0.00	\$1,050.00	0.00	\$1,050.00	0.00	\$1,050.00

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01.41911.350.00	P & Z - Legal Expense	0.00	\$30,000.00	0.00	\$30,000.00	0.00	\$30,000.00
01.41911.430.00	P & Z - Vehicle M & R	0.00	\$850.00	0.00	\$2,000.00	0.00	\$2,000.00
01.41911.444.00	P & Z - Equipment Lease	0.00	\$2,500.00	0.00	\$2,650.00	0.00	\$2,650.00
01.41911.501.00	P & Z - Strafford County Regional Planning	0.00	\$5,020.03	0.00	\$5,025.05	0.00	\$5,025.05
01.41911.502.00	P & Z - Recording Fees	0.00	\$50.00	0.00	\$50.00	0.00	\$50.00
01.41911.540.00	P & Z - Legal Notices & Advertising	0.00	\$5,400.00	0.00	\$4,500.00	0.00	\$4,500.00
01.41911.560.00	P & Z - Dues & Subscriptions	0.00	\$400.00	0.00	\$400.00	0.00	\$400.00
01.41911.561.00	P & Z - Training	0.00	\$1,000.00	0.00	\$1,000.00	0.00	\$1,000.00
01.41911.581.00	P & Z - Mileage	0.00	\$100.00	0.00	\$100.00	0.00	\$100.00
01.41911.605.00	P & Z - Postage	0.00	\$1,900.00	0.00	\$1,700.00	0.00	\$1,700.00
01.41911.611.00	P & Z - Office Supplies	0.00	\$1,100.00	0.00	\$1,100.00	0.00	\$1,100.00

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01.41911.622.00	P & Z - Electricity	0.00	\$1,250.00	0.00	\$1,250.00	0.00	\$1,250.00
01.41911.626.00	P & Z - Gas/Oil Vehicle	0.00	\$950.00	0.00	\$950.00	0.00	\$950.00
01.41911.640.00	P & Z - Resource Materials	0.00	\$250.00	0.00	\$250.00	0.00	\$250.00
01.41911.750.00	P & Z - New Equipment	0.00	\$300.00	0.00	\$300.00	0.00	\$300.00
	DRA: Planning & Zoning - 41911	0.00	\$107,944.91	0.00	\$106,719.93	0.00	\$106,719.93
01.41941.112.00	Govt. Buildings - Maintenance Wages FT	0.00	\$38,784.97	0.00	\$38,784.97	0.00	\$38,784.97
01.41941.115.00	Govt. Buildings - Maintenance Wages PT	0.00	\$12,625.00	0.00	\$12,625.00	0.00	\$12,625.00
01.41941.130.00	Govt. Buildings - Overtime	0.00	\$808.00	0.00	\$800.00	0.00	\$800.00
01.41941.330.03	Govt. Buildings - Telephone - Cell Phone Reimburse	0.00	\$360.00	0.00	\$360.00	0.00	\$360.00
01.41941.424.00	Govt. Buildings - Landscape	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
01.41941.430.00	Govt. Buildings - M & R	0.00	\$15,000.00	0.00	\$17,000.00	0.00	\$17,000.00

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01.41941.441.00	Govt. Buildings - Uniforms	0.00	\$300.00	0.00	\$300.00	0.00	\$300.00
01.41941.581.00	Govt. Buildings - Mileage	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
01.41941.610.01	Govt. Buildings - Supplies	0.00	\$6,370.00	0.00	\$6,000.00	0.00	\$6,000.00
01.41941.610.02	Govt. Buildings - Supplies - Energy Committee	0.00	\$200.00	0.00	\$200.00	0.00	\$200.00
01.41941.613.01	Govt. Buildings - Water - Safety Complex	0.00	\$0.00	0.00	\$100.00	0.00	\$100.00
01.41941.613.02	Govt. Buildings - Bottled Water - Town Hall	0.00	\$800.00	0.00	\$800.00	0.00	\$800.00
01.41941.622.01	Govt. Buildings - Electricity - Caution Lights	0.00	\$0.00	0.00	\$720.00	0.00	\$720.00
01.41941.622.03	Govt. Buildings - Electricity - Tennis Court	0.00	\$0.00	0.00	\$360.00	0.00	\$360.00
01.41941.622.04	Govt. Buildings - Electricity - Town Hall	0.00	\$6,000.00	0.00	\$4,000.00	0.00	\$4,000.00
01.41941.622.05	Govt. Buildings - Electricity - Triangle - Holiday	0.00	\$0.00	0.00	\$150.00	0.00	\$150.00
01.41941.622.06	Govt. Buildings - Electricity - Vault	0.00	\$0.00	0.00	\$300.00	0.00	\$300.00

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01.41941.623.00	Govt. Buildings - Heat - Town Hall Complex	0.00	\$6,000.00	0.00	\$4,000.00	0.00	\$4,000.00
01.41941.760.00	Govt. Buildings - JLSC	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
	DRA: Government Buildings - 41941	0.00	\$88,747.97	0.00	\$87,999.97	0.00	\$87,999.97
01.41951.112.00	Cemetery - Labor	0.00	\$800.00	0.00	\$0.00	0.00	\$0.00
01.41951.113.00	Cemetery - Superintendent Salary	0.00	\$600.00	0.00	\$0.00	0.00	\$0.00
01.41951.114.00	Cemetery - Superintendent Salary	0.00	\$0.00	0.00	\$600.00	0.00	\$600.00
01.41951.430.00	Cemetery - M & R	0.00	\$4,500.00	0.00	\$5,400.00	0.00	\$5,400.00
01.41951.610.00	Cemetery - Flags	0.00	\$414.00	0.00	\$0.00	0.00	\$0.00
01.41951.611.00	Cemetery - Office Supplies	0.00	\$800.00	0.00	\$0.00	0.00	\$0.00
01.41951.740.00	Cemetery - Capital Improvements, Fences, etc.	0.00	\$1,000.00	0.00	\$0.00	0.00	\$0.00
01.41951.753.00	Cemetery - Memorial Replacement	0.00	\$5,000.00	0.00	\$0.00	0.00	\$0.00
	DRA: Cemetery - 41951	0.00	\$13,114.00	0.00	\$6,000.00	0.00	\$6,000.00

**Town of Lee**

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Print accounts with zero balance

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Account Number  
Description

FY 2016 Adopted Budget		FY 2017 Dept. Head Request		FY17 ABC	
FTE	Amount	FTE	Amount	FTE	Amount

01.41961.000.00	Insurance - Property Liability	0.00	\$86,617.00	0.00	\$45,500.00	0.00	\$45,500.00
01.41961.520.01	Insurance - Fire Accident & Health	0.00	\$5,461.00	0.00	\$0.00	0.00	\$0.00
	DRA: Insurance - 41961	0.00	\$92,078.00	0.00	\$45,500.00	0.00	\$45,500.00
01.42101.111.00	Police - Chief Salary	0.00	\$80,280.12	0.00	\$80,280.12	0.00	\$80,280.12
01.42101.112.01	Police -Sergeant Wages	0.00	\$56,939.76	0.00	\$99,964.80	0.00	\$99,964.80
01.42101.112.02	Police - Senior Patrol Wages	0.00	\$99,117.36	0.00	\$99,117.36	0.00	\$99,117.36
01.42101.112.03	Police - Patrol Wages	0.00	\$189,852.02	0.00	\$150,326.98	0.00	\$150,326.98
01.42101.112.04	Police - Secretary Wages	0.00	\$42,493.93	0.00	\$42,493.93	0.00	\$42,493.93
01.42101.112.05	Police - Officer Holiday Pay	0.00	\$14,569.40	0.00	\$14,569.40	0.00	\$14,569.40
01.42101.130.01	Police - Officer Overtime	0.00	\$17,246.10	0.00	\$17,246.10	0.00	\$17,246.10
01.42101.320.00	Police - CALEA	0.00	\$4,000.00	0.00	\$0.00	0.00	\$0.00

**Town of Lee**

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FY 2016 Adopted Budget		FY 2017 Dept. Head Request		FY17 ABC	
FTE	Amount	FTE	Amount	FTE	Amount

01.42101.330.01	Police - Telephone - Landlines	0.00	\$4,250.00	0.00	\$5,625.60	0.00	\$5,625.60
01.42101.335.00	Police - Evidence	0.00	\$300.00	0.00	\$300.00	0.00	\$300.00
01.42101.350.00	Police - Attorney	0.00	\$7,133.33	0.00	\$0.00	0.00	\$0.00
01.42101.431.00	Police - Vehicle Repair	0.00	\$13,500.00	0.00	\$13,500.00	0.00	\$13,500.00
01.42101.432.00	Police - Radio Repair	0.00	\$1,100.00	0.00	\$1,950.00	0.00	\$1,950.00
01.42101.441.00	Police - Uniforms	0.00	\$3,600.00	0.00	\$5,000.00	0.00	\$5,000.00
01.42101.444.00	Police - Lease Agreements/Contracts	0.00	\$12,800.00	0.00	\$13,500.00	0.00	\$13,500.00
01.42101.555.00	Police - Printing	0.00	\$1,500.00	0.00	\$1,000.00	0.00	\$1,000.00
01.42101.560.00	Police - Dues	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
01.42101.561.00	Police - Training	0.00	\$4,500.00	0.00	\$5,500.00	0.00	\$5,500.00
01.42101.611.00	Police - Supplies	0.00	\$2,500.00	0.00	\$3,500.00	0.00	\$3,500.00

**Town of Lee**

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FY 2016 Adopted Budget		FY 2017 Dept. Head Request		FY17 ABC	
FTE	Amount	FTE	Amount	FTE	Amount

01.42101.621.00	Police - Heat	0.00	\$8,000.00	0.00	\$8,000.00	0.00	\$8,000.00
01.42101.622.00	Police - Electricity	0.00	\$10,250.00	0.00	\$10,250.00	0.00	\$10,250.00
01.42101.626.00	Police - Gas/Oil/ Vehicles	0.00	\$27,000.00	0.00	\$27,000.00	0.00	\$27,000.00
01.42101.750.00	Police - New Equipment	0.00	\$7,000.00	0.00	\$43,200.00	0.00	\$7,000.00
	DRA: Police Department - 42101	0.00	\$608,432.02	0.00	\$642,824.29	0.00	\$606,624.29
01.42121.531.01	Dispatch - UNH Police Dept. for Lee Fire	0.00	\$10,000.00	0.00	\$8,445.00	0.00	\$8,445.00
01.42121.531.02	Dispatch - Strafford County Dispatch for Lee Polic	0.00	\$6,712.00	0.00	\$6,712.00	0.00	\$6,712.00
	DRA: Police Special Duty - 42121	0.00	\$16,712.00	0.00	\$15,157.00	0.00	\$15,157.00
01.42151.500.00	Ambulance	0.00	\$20,179.00	0.00	\$18,516.00	0.00	\$18,516.00
	DRA: Ambulance - 42151	0.00	\$20,179.00	0.00	\$18,516.00	0.00	\$18,516.00
01.42201.111.00	Fire - Chief Salary	0.00	\$57,570.00	0.00	\$59,100.00	0.00	\$59,100.00
01.42201.112.05	Fire -FT Lieutenant Wages	0.00	\$35,356.46	0.00	\$0.00	0.00	\$0.00



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FTE	Amount	FTE	Amount	FTE	Amount

01.42201.112.06	Fire - FT Lieutenant Wages	0.00	\$38,570.69	0.00	\$39,342.10	0.00	\$39,342.10
01.42201.112.07	Fire - FT FF Holiday Wages	0.00	\$3,030.00	0.00	\$3,030.00	0.00	\$3,030.00
01.42201.114.00	Fire - PT Deputy Salary	0.00	\$7,682.00	0.00	\$7,682.00	0.00	\$7,682.00
01.42201.115.05	Fire - Part Time FF Wages	0.00	\$0.00	0.00	\$52,947.96	0.00	\$31,108.00
01.42201.115.06	Fire - PT LT Wages	0.00	\$0.00	0.00	\$0.00	0.00	\$26,353.98
01.42201.116.05	Fire - On Call Lieutenant Wages	0.00	\$47,470.00	0.00	\$47,470.00	0.00	\$47,470.00
01.42201.119.00	Fire - Night Shift Incentive	0.00	\$23,000.00	0.00	\$23,000.00	0.00	\$23,000.00
01.42201.130.00	Fire - Overtime	0.00	\$5,050.00	0.00	\$4,000.00	0.00	\$4,000.00
01.42201.330.01	Fire - Telephone - Landlines	0.00	\$3,200.00	0.00	\$1,700.00	0.00	\$3,200.00
01.42201.431.01	Fire - Equipment M & R	0.00	\$8,500.00	0.00	\$8,500.00	0.00	\$8,500.00
01.42201.431.02	Fire - Vehicle Equipment M & R	0.00	\$8,000.00	0.00	\$8,000.00	0.00	\$8,000.00

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Description

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FTE	Amount	FTE	Amount	FTE	Amount

01.42201.432.00	Fire - Radio Repair	0.00	\$3,000.00	0.00	\$3,000.00	0.00	\$3,000.00
01.42201.441.00	Fire - Uniforms	0.00	\$1,800.00	0.00	\$2,000.00	0.00	\$2,000.00
01.42201.444.00	Fire - Lease Agreements/Contracts	0.00	\$8,500.00	0.00	\$9,000.00	0.00	\$9,000.00
01.42201.555.01	Fire - Printing	0.00	\$100.00	0.00	\$50.00	0.00	\$50.00
01.42201.555.02	Fire - Fire Prevention Safety	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
01.42201.560.00	Fire - Dues/Subscriptions	0.00	\$6,000.00	0.00	\$6,000.00	0.00	\$6,000.00
01.42201.561.00	Fire - Training	0.00	\$10,000.00	0.00	\$10,000.00	0.00	\$10,000.00
01.42201.582.00	Fire - Conference/Travel	0.00	\$1,000.00	0.00	\$1,000.00	0.00	\$1,000.00
01.42201.605.00	Fire - Postage	0.00	\$50.00	0.00	\$50.00	0.00	\$50.00
01.42201.611.01	Fire - Office Supplies	0.00	\$2,000.00	0.00	\$2,000.00	0.00	\$2,000.00
01.42201.611.02	Fire - Supplies	0.00	\$1,000.00	0.00	\$1,000.00	0.00	\$1,000.00

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FTE	Amount	FTE	Amount	FTE	Amount

01.42201.611.03	Fire - Medical Supplies	0.00	\$2,000.00	0.00	\$2,000.00	0.00	\$2,000.00
01.42201.613.00	Fire - Bottled Water	0.00	\$450.00	0.00	\$450.00	0.00	\$450.00
01.42201.621.00	Fire - Heat	0.00	\$8,000.00	0.00	\$8,000.00	0.00	\$8,000.00
01.42201.622.00	Fire - Electricity	0.00	\$10,250.00	0.00	\$10,250.00	0.00	\$10,250.00
01.42201.626.00	Fire - Gas/Oil/Fuel	0.00	\$2,500.00	0.00	\$2,500.00	0.00	\$2,500.00
01.42201.627.00	Fire - Diesel Fuel	0.00	\$8,000.00	0.00	\$8,000.00	0.00	\$8,000.00
01.42201.631.00	Fire - Special Events	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
01.42201.632.00	Fire - Personal Protective Equipment	0.00	\$20,000.00	0.00	\$20,000.00	0.00	\$20,000.00
01.42201.750.00	Fire - New Equipment	0.00	\$15,000.00	0.00	\$15,000.00	0.00	\$15,000.00
	DRA: Fire Department - 42201	0.00	\$338,079.15	0.00	\$356,072.06	0.00	\$362,086.08
01.42401.115.00	Code Enforce. - Building Inspector Wages	0.00	\$28,280.00	0.00	\$28,280.00	0.00	\$28,280.00
	DRA: Code Enforcement - 42401	0.00	\$28,280.00	0.00	\$28,280.00	0.00	\$28,280.00

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FTE	Amount	FTE	Amount	FTE	Amount

01.42901.113.00	EOC - Assist. Emergency Management Director Wages	0.00	\$500.00	0.00	\$1,000.00	0.00	\$1,000.00
01.42901.116.00	EOC - Assist. Emergency Management Wages	0.00	\$500.00	0.00	\$600.00	0.00	\$600.00
01.42901.611.00	EOC - Supplies	0.00	\$6,000.00	0.00	\$6,000.00	0.00	\$6,000.00
	DRA: Emergency Management - 42901	0.00	\$7,000.00	0.00	\$7,600.00	0.00	\$7,600.00
01.43111.111.00	Highway - Road Agent Salary	0.00	\$63,136.84	0.00	\$63,136.84	0.00	\$63,136.84
01.43111.112.01	Highway - Road Agent Asst. Wages	0.00	\$43,583.64	0.00	\$43,583.64	0.00	\$43,583.64
01.43111.112.02	Highway - FT Wages	0.00	\$41,065.83	0.00	\$41,065.83	0.00	\$41,065.83
01.43111.112.03	Highway - Holiday Wages	0.00	\$4,040.00	0.00	\$4,040.00	0.00	\$4,040.00
01.43111.116.00	Highway - PT On Call Wages	0.00	\$6,565.00	0.00	\$7,000.00	0.00	\$7,000.00
01.43111.130.00	Highway - Overtime	0.00	\$9,090.00	0.00	\$9,090.00	0.00	\$9,090.00
01.43111.306.00	Highway - Miscellaneous/Engineering	0.00	\$6,000.00	0.00	\$5,500.00	0.00	\$5,500.00

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FTE	Amount	FTE	Amount	FTE	Amount

01.43111.330.01	Highway - Telephone - Landlines	0.00	\$1,520.00	0.00	\$780.00	0.00	\$780.00
01.43111.330.02	Highway - Telephone - Cell Phone Reimbursement	0.00	\$0.00	0.00	\$1,080.00	0.00	\$1,080.00
01.43111.414.00	Highway - Medical Drug Testing	0.00	\$750.00	0.00	\$750.00	0.00	\$750.00
01.43111.424.00	Highway - Parks & Grounds Maintenance	0.00	\$11,250.00	0.00	\$11,250.00	0.00	\$11,250.00
01.43111.430.00	Highway - Subcontracted Repairs	0.00	\$6,000.00	0.00	\$5,500.00	0.00	\$5,500.00
01.43111.431.01	Highway - Parts/In House Repairs	0.00	\$14,500.00	0.00	\$14,500.00	0.00	\$14,500.00
01.43111.431.02	Highway - Wear Edges (Plows & Equipment)	0.00	\$3,500.00	0.00	\$3,500.00	0.00	\$3,500.00
01.43111.431.03	Highway - Building M & R	0.00	\$2,500.00	0.00	\$2,500.00	0.00	\$2,500.00
01.43111.441.00	Highway - Uniforms	0.00	\$1,700.00	0.00	\$1,500.00	0.00	\$1,500.00
01.43111.442.00	Highway - Rented and Hired Equipment	0.00	\$16,000.00	0.00	\$16,000.00	0.00	\$16,000.00
01.43111.450.00	Highway - Signs & Warning Devices	0.00	\$2,500.00	0.00	\$2,500.00	0.00	\$2,500.00

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FTE	Amount	FTE	Amount	FTE	Amount

01.43111.451.00	Highway - Tires	0.00	\$2,500.00	0.00	\$2,500.00	0.00	\$2,500.00
01.43111.611.01	Highway - Office Supplies	0.00	\$250.00	0.00	\$250.00	0.00	\$250.00
01.43111.611.02	Highway - Supplies - Other	0.00	\$3,500.00	0.00	\$3,500.00	0.00	\$3,500.00
01.43111.621.00	Highway - Heat	0.00	\$6,500.00	0.00	\$5,967.00	0.00	\$5,967.00
01.43111.622.01	Highway - Electricity - Annex 0436214010	0.00	\$1,750.00	0.00	\$900.00	0.00	\$900.00
01.43111.622.02	Highway - Electricity - Salt Shed 0436214510	0.00	\$0.00	0.00	\$850.00	0.00	\$850.00
01.43111.626.00	Highway - Gas	0.00	\$5,935.00	0.00	\$5,940.00	0.00	\$5,940.00
01.43111.627.00	Highway - Diesel	0.00	\$17,625.00	0.00	\$15,000.00	0.00	\$15,000.00
01.43111.650.00	Highway - Paving & Asphalt Products	0.00	\$170,000.00	0.00	\$175,000.00	0.00	\$175,000.00
01.43111.651.00	Highway - Stone/Sand/Gravel	0.00	\$9,500.00	0.00	\$8,000.00	0.00	\$8,000.00
01.43111.652.00	Highway - Culverts/Guard Rails +	0.00	\$6,000.00	0.00	\$5,000.00	0.00	\$5,000.00

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FTE	Amount	FTE	Amount	FTE	Amount

01 43111 653 00	Highway - Salt/Sand/Magnesium	0.00	\$26,500.00	0.00	\$28,000.00	0.00	\$28,000.00
01 43111 750 00	Highway - New Equipment/Tools	0.00	\$1,500.00	0.00	\$1,000.00	0.00	\$1,000.00
	DRA: Highway Department - 43111	0.00	\$485,261.31	0.00	\$485,183.31	0.00	\$485,183.31
01 43211 111 00	Transfer Station - Manager	0.00	\$48,388.49	0.00	\$48,388.49	0.00	\$48,388.49
01 43211 112 00	Transfer Station - FT Wages	0.00	\$33,770.99	0.00	\$37,440.00	0.00	\$37,440.00
01 43211 115 00	Transfer Station - PT Wages	0.00	\$36,526.17	0.00	\$37,500.00	0.00	\$37,500.00
01 43211 115 01	Transfer Station - PT Clerical Wages	0.00	\$100.00	0.00	\$100.00	0.00	\$100.00
01 43211 130 00	Transfer Station - Overtime	0.00	\$1,616.00	0.00	\$1,400.00	0.00	\$1,400.00
01 43211 306 00	Transfer Station - Engineering	0.00	\$100.00	0.00	\$100.00	0.00	\$100.00
01 43211 312 00	Transfer Station - Compliance	0.00	\$200.00	0.00	\$200.00	0.00	\$200.00
01 43211 330 01	Transfer Station - Telephone - Landlines	0.00	\$735.00	0.00	\$400.00	0.00	\$400.00

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FTE	Amount	FTE	Amount	FTE	Amount

01.43211.330.03	Transfer Station - Telephone - Cell Phone Reimburs	0.00	\$0.00	0.00	\$400.00	0.00	\$400.00
01.43211.421.01	Transfer Station - Recycling Expense	0.00	\$2,000.00	0.00	\$2,000.00	0.00	\$2,000.00
01.43211.421.02	Transfer Station - CFC Removal	0.00	\$200.00	0.00	\$200.00	0.00	\$200.00
01.43211.425.00	Transfer Station - Grounds Maintenance	0.00	\$2,500.00	0.00	\$2,000.00	0.00	\$2,000.00
01.43211.431.00	Transfer Station - Equipment M & R	0.00	\$7,000.00	0.00	\$7,000.00	0.00	\$7,000.00
01.43211.441.01	Transfer Station - Uniforms	0.00	\$1,500.00	0.00	\$1,500.00	0.00	\$1,500.00
01.43211.441.02	Transfer Station - Volunteer T Shirts	0.00	\$200.00	0.00	\$200.00	0.00	\$200.00
01.43211.445.00	Transfer Station - Porta Potty	0.00	\$700.00	0.00	\$700.00	0.00	\$700.00
01.43211.555.00	Transfer Station - Printing	0.00	\$1,450.00	0.00	\$450.00	0.00	\$450.00
01.43211.560.00	Transfer Station - Dues & Subscriptions	0.00	\$400.00	0.00	\$400.00	0.00	\$400.00
01.43211.561.00	Transfer Station - Training	0.00	\$1,600.00	0.00	\$1,000.00	0.00	\$1,000.00



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FTE	Amount	FTE	Amount	FTE	Amount

01.43211.581.00	Transfer Station - Mileage	0.00	\$0.00	0.00	\$300.00	0.00	\$300.00
01.43211.582.00	Transfer Station - Conference & Travel	0.00	\$400.00	0.00	\$400.00	0.00	\$400.00
01.43211.605.00	Transfer Station - Postage	0.00	\$50.00	0.00	\$50.00	0.00	\$50.00
01.43211.611.00	Transfer Station - Office Supplies	0.00	\$1,800.00	0.00	\$1,500.00	0.00	\$1,500.00
01.43211.611.02	Transfer Station - Other	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
01.43211.612.00	Transfer Station - Kitchen Expense	0.00	\$0.00	0.00	\$100.00	0.00	\$100.00
01.43211.614.00	Transfer Station - Compost Bins & Pails	0.00	\$1,000.00	0.00	\$500.00	0.00	\$500.00
01.43211.615.00	Transfer Station - Volunteer Thanks	0.00	\$0.00	0.00	\$200.00	0.00	\$200.00
01.43211.621.00	Transfer Station - Heat	0.00	\$1,900.00	0.00	\$800.00	0.00	\$800.00
01.43211.622.01	Transfer Station - Electricity - TS Building 04362	0.00	\$9,000.00	0.00	\$9,000.00	0.00	\$9,000.00
01.43211.622.02	Transfer Station - Electricity - TS Building 16001	0.00	\$0.00	0.00	\$800.00	0.00	\$800.00

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FTE	Amount	FTE	Amount	FTE	Amount

01.43211.622.03	Transfer Station - Electricity - Recycl. Center 60	0.00	\$0.00	0.00	\$700.00	0.00	\$700.00
01.43211.626.00	Transfer Station - Fuel	0.00	\$4,000.00	0.00	\$2,500.00	0.00	\$2,500.00
01.43211.750.01	Transfer Station - New Equipment	0.00	\$4,000.00	0.00	\$4,500.00	0.00	\$4,500.00
01.43211.750.02	Transfer Station - Safety Equipment	0.00	\$2,000.00	0.00	\$2,000.00	0.00	\$2,000.00
	<b>DRA: Transfer Station - 43211</b>	0.00	\$163,636.65	0.00	\$165,228.49	0.00	\$165,228.49
01.43241.421.01	Solid Waste Disposal - MSW & Bulky Waste	0.00	\$92,000.00	0.00	\$70,000.00	0.00	\$70,000.00
01.43241.421.02	Solid Waste Disposal - Tires	0.00	\$1,800.00	0.00	\$1,200.00	0.00	\$1,200.00
01.43241.421.03	Solid Waste Disposal - Hazardous Waste	0.00	\$3,500.00	0.00	\$2,250.00	0.00	\$2,250.00
01.43241.421.04	Solid Waste Disposal - Electronics	0.00	\$6,000.00	0.00	\$5,000.00	0.00	\$5,000.00
01.43241.421.05	Solid Waste Disposal - Waste Oil	0.00	\$3,000.00	0.00	\$1,000.00	0.00	\$1,000.00
01.43241.421.06	Solid Waste Disposal - Solid Waste Other	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00

**Town of Lee**

**ABC Recommendation FY17 Worksheet**

Fiscal Year: 2015-2016

Print accounts with zero balance

From Date: 7/1/2015      To Date: 12/31/2015

Account Number

Description

FY 2016 Adopted Budget		FY 2017 Dept. Head Request		FY17 ABC	
FTE	Amount	FTE	Amount	FTE	Amount

01.43241.421.07	Solid Waste Disposal - Construction & Demolition D	0.00	\$9,000.00	0.00	\$9,000.00	0.00	\$9,000.00
01.43241.421.08	Solid Waste Disposal - Glass	0.00	\$3,000.00	0.00	\$3,000.00	0.00	\$3,000.00
01.43241.421.09	Solid Waste Disposal - Fluorocarbons CFC	0.00	\$500.00	0.00	\$300.00	0.00	\$300.00
01.43241.421.10	Solid Waste Disposal - Antifreeze	0.00	\$200.00	0.00	\$200.00	0.00	\$200.00
01.43241.421.11	Solid Waste Disposal - Brush Grinding	0.00	\$6,000.00	0.00	\$6,000.00	0.00	\$6,000.00
01.43241.421.12	Solid Waste Disposal - Lamprey Closure Costs	0.00	\$1,100.00	0.00	\$1,100.00	0.00	\$927.29
01.43241.425.00	Solid Waste Disposal - Hauling Costs	0.00	\$22,000.00	0.00	\$20,000.00	0.00	\$20,000.00
	DRA: Solid Waste Disposal - 43241	0.00	\$148,600.00	0.00	\$119,550.00	0.00	\$119,377.29
01.44141.000.00	Animal Control	0.00	\$1,650.00	0.00	\$1,650.00	0.00	\$1,650.00
	DRA: Animal Control - 44141	0.00	\$1,650.00	0.00	\$1,650.00	0.00	\$1,650.00
01.44151.000.01	Health - A Safe Place	0.00	\$2,000.00	0.00	\$0.00	0.00	\$0.00
01.44151.000.02	Health - AIDS Seacoast Response	0.00	\$700.00	0.00	\$700.00	0.00	\$700.00

**Town of Lee**

**ABC Recommendation FY17 Worksheet**

Fiscal Year: 2015-2016

Print accounts with zero balance

From Date: 7/1/2015

To Date: 12/31/2015

Account Number  
Description

FY 2016 Adopted Budget		FY 2017 Dept. Head Request		FY17 ABC	
FTE	Amount	FTE	Amount	FTE	Amount

01.44151.000.03	Health - American Red Cross	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
01.44151.000.04	Health - CASA	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
01.44151.000.05	Health - Child and Family Care Services	0.00	\$1,000.00	0.00	\$1,000.00	0.00	\$1,000.00
01.44151.000.06	Health - Community Action Partnership	0.00	\$1,500.00	0.00	\$2,000.00	0.00	\$2,000.00
01.44151.000.07	Health - Goodwin Community Health	0.00	\$5,020.00	0.00	\$5,563.00	0.00	\$5,563.00
01.44151.000.08	Health - Homemakers Health Services	0.00	\$124.80	0.00	\$885.60	0.00	\$885.60
01.44151.000.09	Health - Lamprey Health Care	0.00	\$3,296.00	0.00	\$3,200.00	0.00	\$3,200.00
01.44151.000.10	Health - Ready Rides	0.00	\$1,500.00	0.00	\$1,500.00	0.00	\$1,500.00
01.44151.000.11	Health - Sexual Assault Support Services	0.00	\$1,775.00	0.00	\$3,775.00	0.00	\$3,775.00
01.44151.000.12	Health - American Red Cross	0.00	\$500.00	0.00	\$0.00	0.00	\$0.00
01.44151.000.13	Health - My Friend's Place	0.00	\$500.00	0.00	\$0.00	0.00	\$0.00

**Town of Lee**

**ABC Recommendation FY17 Worksheet**

Fiscal Year: 2015-2016

Print accounts with zero balance

From Date: 7/1/2015

To Date: 12/31/2015

Account Number

Description

FY 2016 Adopted Budget		FY 2017 Dept. Head Request		FY17 ABC	
FTE	Amount	FTE	Amount	FTE	Amount

01.44151.000.14	Health - Homeless Shelter Strafford County	0.00	\$0.00	0.00	\$500.00	0.00	\$500.00
	DRA: Health Service Agencies - 44151	0.00	\$18,915.80	0.00	\$20,123.60	0.00	\$20,123.60
01.44411.115.00	General Assistance - Welfare Officer Wages	0.00	\$5,000.00	0.00	\$5,000.00	0.00	\$5,000.00
01.44411.330.02	General Assistance - Telephone - Cell	0.00	\$600.00	0.00	\$600.00	0.00	\$600.00
01.44411.560.00	General Assistance - Dues & Subscriptions	0.00	\$0.00	0.00	\$100.00	0.00	\$100.00
	DRA: General Assistance Administration - 44411	0.00	\$5,600.00	0.00	\$5,700.00	0.00	\$5,700.00
01.44421.801.01	General Assistance - Rent Assistance	0.00	\$14,200.00	0.00	\$12,000.00	0.00	\$12,000.00
01.44421.801.02	General Assistance - Electricity Assistance	0.00	\$1,200.00	0.00	\$1,200.00	0.00	\$1,200.00
01.44421.801.03	General Assistance - Heating Fuel Assistance	0.00	\$1,000.00	0.00	\$1,000.00	0.00	\$1,000.00
01.44421.801.04	General Assistance - Medical Supplies Assistance	0.00	\$500.00	0.00	\$250.00	0.00	\$250.00
01.44421.801.05	General Assistance - Food Assistance	0.00	\$600.00	0.00	\$500.00	0.00	\$500.00
	DRA: Direct Welfare Assistance - 44421	0.00	\$17,500.00	0.00	\$14,950.00	0.00	\$14,950.00

**Town of Lee**

**ABC Recommendation FY17 Worksheet**

Fiscal Year: 2015-2016

Print accounts with zero balance

From Date: 7/1/2015 To Date: 12/31/2015

Account Number  
Description

FY 2016 Adopted Budget		FY 2017 Dept. Head Request		FY17 ABC	
FTE	Amount	FTE	Amount	FTE	Amount

01.45201.000.01	Parks & Recreation - Oyster River Youth Associatio	0.00	\$26,700.00	0.00	\$27,000.00	0.00	\$27,000.00
01.45201.000.02	Parks & Recreation - Recreation Events	0.00	\$3,500.00	0.00	\$6,800.00	0.00	\$6,800.00
01.45201.000.03	Parks & Recreation - Town Fair	0.00	\$0.00	0.00	\$2,500.00	0.00	\$2,500.00
01.45201.115.00	Parks & Rec. - Program Coordinator	0.00	\$0.00	0.00	\$0.00	0.00	\$5,000.00
01.45201.611.00	Parks & Recreation - Supplies	0.00	\$0.00	0.00	\$2,580.00	0.00	\$780.00
01.45201.611.01	Parks & Rec. - BB Grills for Pavillion	0.00	\$0.00	0.00	\$0.00	0.00	\$900.00
01.45201.622.00	Parks & Recreation - Electricity - D94316222 - LRP	0.00	\$600.00	0.00	\$850.00	0.00	\$850.00
	<b>DRA: Parks &amp; Recreation - 45201</b>	0.00	\$30,800.00	0.00	\$39,730.00	0.00	\$43,830.00
01.45501.111.00	Library - Director Salary	0.00	\$55,608.18	0.00	\$55,608.18	0.00	\$55,608.18
01.45501.112.02	Library - Library Assistant FT	0.00	\$33,859.64	0.00	\$33,859.64	0.00	\$33,859.64
01.45501.115.02	Library - Youth Services Librarian PT	0.00	\$21,546.33	0.00	\$21,546.33	0.00	\$21,546.33

**Town of Lee**

**ABC Recommendation FY17 Worksheet**

Fiscal Year: 2015-2016

Print accounts with zero balance

From Date: 7/1/2015 To Date: 12/31/2015

Account Number

Description

FY 2016 Adopted Budget		FY 2017 Dept. Head Request		FY17 ABC	
FTE	Amount	FTE	Amount	FTE	Amount

01.45501.115.03	Library - Assistant I	0.00	\$12,742.89	0.00	\$13,832.00	0.00	\$13,832.00
01.45501.115.04	Library - Assistant II	0.00	\$9,258.06	0.00	\$9,257.87	0.00	\$9,257.87
01.45501.115.05	Library - Substitute	0.00	\$1,500.00	0.00	\$1,500.00	0.00	\$1,500.00
01.45501.211.00	Library - Health	0.00	\$26,991.68	0.00	\$4,400.00	0.00	\$4,400.00
01.45501.216.00	Library - Dental Expense	0.00	\$0.00	0.00	\$838.26	0.00	\$838.26
01.45501.220.00	Library - SS	0.00	\$8,507.56	0.00	\$8,445.00	0.00	\$8,445.00
01.45501.225.00	Library - MC	0.00	\$1,982.85	0.00	\$1,975.00	0.00	\$1,975.00
01.45501.230.00	Library - Retirement	0.00	\$9,917.91	0.00	\$10,031.00	0.00	\$10,031.00
01.45501.260.00	Library - Workers Comp	0.00	\$500.00	0.00	\$500.00	0.00	\$500.00
01.45501.520.00	Library - Property Liability	0.00	\$1,787.00	0.00	\$1,800.00	0.00	\$1,800.00
01.45501.613.00	Library - Bottled Water	0.00	\$200.00	0.00	\$0.00	0.00	\$0.00

**Town of Lee**

**ABC Recommendation FY17 Worksheet**

Fiscal Year: 2015-2016

Print accounts with zero balance

From Date: 7/1/2015 To Date: 12/31/2015

Account Number

Description

FY 2016 Adopted Budget		FY 2017 Dept. Head Request		FY17 ABC	
FTE	Amount	FTE	Amount	FTE	Amount

01.45501.621.00	Library - Heat	0.00	\$2,670.00	0.00	\$2,670.00	0.00	\$2,670.00
01.45501.622.00	Library - Electricity	0.00	\$4,200.00	0.00	\$0.00	0.00	\$0.00
01.45501.900.02	Library - Misc. to be Offset by Revenue	0.00	\$6,065.00	0.00	\$6,065.00	0.00	\$6,065.00
01.45501.999.00	Library - Trustees	0.00	\$40,355.00	0.00	\$41,350.00	0.00	\$41,350.00
	DRA: Library - 45501	0.00	\$237,692.10	0.00	\$213,678.28	0.00	\$213,678.28
01.45831.000.00	Patriotic Purposes	0.00	\$550.00	0.00	\$500.00	0.00	\$500.00
	DRA: Patriotic Purposes - 45831	0.00	\$550.00	0.00	\$500.00	0.00	\$500.00
01.45891.000.02	Culture & Rec. - Heritage Commission	0.00	\$15,000.00	0.00	\$0.00	0.00	\$0.00
01.45891.000.03	Culture & Re. - Heritage - 250th	0.00	\$0.00	0.00	\$0.00	0.00	\$10,000.00
01.45891.001.01	Culture & Rec. - Agricultural Commission	0.00	\$1,500.00	0.00	\$1,000.00	0.00	\$1,000.00
	DRA: Culture & Recreation - 45891	0.00	\$16,500.00	0.00	\$1,000.00	0.00	\$11,000.00
01.46191.000.00	Conservation	0.00	\$4,050.00	0.00	\$5,300.00	0.00	\$5,300.00
	DRA: Conservation - 46191	0.00	\$4,050.00	0.00	\$5,300.00	0.00	\$5,300.00



**Town of Lee**

**ABC Recommendation FY17 Worksheet**

Fiscal Year: 2015-2016

Print accounts with zero balance

From Date: 7/1/2015

To Date: 12/31/2015

Account Number

Description

FY 2016 Adopted Budget		FY 2017 Dept. Head Request		FY17 ABC	
FTE	Amount	FTE	Amount	FTE	Amount

01.47111.000.01	Bond Principal - Safety Complex	0.00	\$90,000.00	0.00	\$60,000.00	0.00	\$60,000.00
01.47111.000.02	Bond Principal - Transfer Station	0.00	\$0.00	0.00	\$30,000.00	0.00	\$30,000.00
	DRA: Long Term Debt - 47111	0.00	\$90,000.00	0.00	\$90,000.00	0.00	\$90,000.00
01.47211.000.01	Bond Interest - Safety Complex	0.00	\$28,643.00	0.00	\$16,620.00	0.00	\$16,260.00
01.47211.000.02	Bond Interest - Transfer Station	0.00	\$0.00	0.00	\$9,588.00	0.00	\$9,588.00
	DRA: Interest on Long Term Debt - 47211	0.00	\$28,643.00	0.00	\$26,208.00	0.00	\$25,848.00
01.49011.000.02	Cap. Land Acqui. - Powder Major Purchase	0.00	\$0.00	0.00	\$155,000.00	0.00	\$150,000.00
	DRA: Capital Outlay Land Acquisition - 49011	0.00	\$0.00	0.00	\$155,000.00	0.00	\$150,000.00
01.49021.000.01	Cap. Exp. Vehicles & Mach. - Police Cruiser WA #16	0.00	\$0.00	0.00	\$31,000.00	0.00	\$67,200.00
	DRA: Capital Outlay Machines & Vehicles - 49021	0.00	\$0.00	0.00	\$31,000.00	0.00	\$67,200.00
01.49161.000.01	Transfer to Accrued Benefits Trust	0.00	\$0.00	0.00	\$25,000.00	0.00	\$25,000.00
01.49161.000.03	Transfer to Fire Ponds & Cisterns Trust	0.00	\$0.00	0.00	\$20,000.00	0.00	\$20,000.00
01.49161.000.04	Transfer to Fire Truck Trust	0.00	\$0.00	0.00	\$120,000.00	0.00	\$120,000.00

**Town of Lee**

**ABC Recommendation FY17 Worksheet**

Fiscal Year: 2015-2016

Print accounts with zero balance

From Date: 7/1/2015

To Date: 12/31/2015

Account Number

Description

FY 2016 Adopted Budget		FY 2017 Dept. Head Request		FY17 ABC	
FTE	Amount	FTE	Amount	FTE	Amount

01.49161.000.05	Transfer to Highway Equipment Trust	0.00	\$0.00	0.00	\$55,000.00	0.00	\$55,000.00
01.49161.000.10	Transfer to Recreation Facilities Trust	0.00	\$0.00	0.00	\$5,000.00	0.00	\$5,000.00
01.49161.000.11	Transfer to Revaluation Trust	0.00	\$0.00	0.00	\$10,000.00	0.00	\$5,000.00
01.49161.000.12	Transfer to Town Roads & Bridges Trust	0.00	\$0.00	0.00	\$80,000.00	0.00	\$80,000.00
01.49161.000.13	Transfer to Town/New Building Trust	0.00	\$0.00	0.00	\$35,000.00	0.00	\$45,000.00
01.49161.000.14	Transfer to Transfer Station Equipment Trust	0.00	\$0.00	0.00	\$10,000.00	0.00	\$10,000.00
	DRA: Transfer to Trust Fund - 49161	0.00	\$0.00	0.00	\$360,000.00	0.00	\$365,000.00
01.50001.000.00	Paid from Contingency Fund	0.00	\$0.00	0.00	\$20,000.00	0.00	\$0.00
	DRA: Contingency Fund - 50001	0.00	\$0.00	0.00	\$20,000.00	0.00	\$0.00
01.60000.000.00	Police Fingerprint Scanner FY17 WA	0.00	\$0.00	0.00	\$14,195.50	0.00	\$0.00
	DRA: Off Operating Expenditure - 60000	0.00	\$0.00	0.00	\$14,195.50	0.00	\$0.00
	<b>Grand Total:</b>	0.00	\$3,796,663.67	0.00	\$4,344,152.35	0.00	\$4,329,538.16

**End of Report**

**2016 TOWN WARRANT**  
**For the TOWN OF LEE, NEW HAMPSHIRE**

**FIRST SESSION:** To the inhabitants of the Town of Lee, County of Strafford, State of New Hampshire, qualified to vote in Town Affairs, you are hereby notified to meet at the Mast Way School located on Mast Road, Lee at 9:00 a.m. on January 30, 2016. This session shall consist of explanation, discussion and deliberation of the Warrant Articles numbered 1 through **XX**. Warrant Articles may be amended subject to the following limitations: (a) Warrant Articles whose wording is prescribed by law shall not be amended, and (b) Warrant Articles that are amended shall be placed on the official ballot for a final vote on the main motion as amended.

**SECOND SESSION:** To the inhabitants of the Town of Lee, County of Strafford, State of New Hampshire, qualified to vote in Town Affairs, you are hereby notified to meet at the Public Safety Complex, 20 George Bennett Road, Lee on March 8, 2016. The Polls will be open from 7:00 a.m. to 7:00 p.m.

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**ARTICLE 1**

To choose all necessary Town Officers for the ensuing year:

**ARTICLE 2**

To see if the Town will vote to raise and appropriate a sum not to exceed One Hundred Fifty Five Thousand dollars (\$155,000) which includes up to Five Thousand dollars (\$5,000) in transaction costs, to purchase and acquire a conservation easement on the forty-six acre (more or less) portion (Map 2 Lots 5-3 and 5-4) of the proposed Powder Major's Farm and Forest conservation project that is located in the Town of Lee, (total acreage 195 in Durham, Lee and Madbury) and to authorize the withdrawal of up to One Hundred Fifty-Five Thousand dollars (\$155,000) from the Land Use Change Tax Fund for this acquisition and *no amount to be raised from general taxation* (Recommended by the Board of Selectmen?) Majority vote required.

**ARTICLE 3**

To see if the Town will vote to discontinue the Lee Library/Community Center Capital Reserve Fund created in 2011. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the Town's General Fund. (Recommended by the Board of Selectmen?) Majority vote required.

**ARTICLE 4**

To see if the Town will vote to raise and appropriate the sum of three hundred seventy-six thousand six hundred sixty seven dollars and 81/100 (\$376,667.81); said sum to come from the Unassigned Fund Balance and be deposited into the Town Buildings Capital Reserve Fund. Said sum is the equivalent of the funds currently held in the Lee Library/Community Center Capital Reserve Fund; therefore, if Article **3** fails, this Article is null and void. (Recommended by the Board of Selectmen?) Majority vote required.

#### **ARTICLE 5**

Shall the Town vote to place all of the revenues collected pursuant to NH RSA 79-A: Current Use Taxation into the General Fund. If adopted this shall take effect in the tax year beginning on April 1, 2016. (Recommended by the Board of Selectmen?) Majority vote required.

#### **ARTICLE 6**

Shall the Town of Lee raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$XXXXXXXXXXXX. Should this article be defeated, the default budget shall be \$3,817,135, which is the same as last year, with certain adjustments required by previous action of the Select Board or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (The Select Board recommends this appropriation.) Majority vote required.

#### **ARTICLE 7**

To see if the Town will vote to allow the exemption of property taxes on Solar Energy Systems as defined in NH RSA 72:61 and in accordance with NH RSA 72:27-a and RSA 72:62. Such property tax exemption shall be in an amount equal to 100% of the amount, if any, by which the installation of solar energy systems on the property increases the total assessed value of the property. If approved, this exemption shall be effective in the tax year beginning April 1, 2016. (Recommended by the Board of Selectmen?) Majority vote required.

#### **ARTICLE 8**

To see if the Town will vote to raise and appropriate the sum of one hundred twenty-thousand dollars (\$120,000) from general taxation to be deposited into the Fire Equipment Capital Reserve Fund. (The Select Board recommends this appropriation.) Majority vote required.

#### **ARTICLE 9**

To see if the Town will vote to raise and appropriate the sum of eighty-thousand dollars (\$80,000) from general taxation to be deposited into the Highway Dept. Road and Bridge Improvement Plan Capital Reserve Fund. (The Select Board recommends this appropriation.) Majority vote required.

#### **ARTICLE 10**

To see if the Town will vote to raise and appropriate the sum of fifty-five-thousand dollars (\$55,000) from general taxation to be deposited into the Highway Equipment Capital Reserve Fund. (The Select Board recommends this appropriation.) Majority vote required.

#### **ARTICLE 11**

To see if the Town will vote to raise and appropriate the sum of thirty-five-thousand dollars (\$35,000) from general taxation to be deposited into the Town Buildings Capital Reserve Fund. (The Select Board recommends this appropriation.) Majority vote required.

**ARTICLE 12**

To see if the Town will vote to raise and appropriate the sum of thirty-one thousand dollars (\$31,000.00) for the purchase of a new police cruiser equipped with new safety equipment. This sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. (Recommended by the Board of Selectmen?) Majority vote required.

**ARTICLE 13**

To see if the Town will vote to raise and appropriate the sum of twenty-five thousand dollars (\$25,000) from general taxation to be deposited into the Internal Service Fund for Accrued Benefits. (The Select Board recommends this appropriation.) Majority vote required.

**ARTICLE 14**

To see if the Town will vote to raise and appropriate the sum of twenty-thousand dollars (\$20,000) from general taxation to be deposited into the Fire Ponds and Cisterns Capital Reserve Fund. (The Select Board recommends this appropriation.) Majority vote required.

**ARTICLE 15**

To see if the Town will vote to raise and appropriate the sum of fourteen thousand one hundred ninety-five dollars and 50/100 (\$14,195.50) for the purchase of a Finger Print Scanner/Printer for the Police Department. (Recommended by the Board of Selectmen?) Majority vote required.

**ARTICLE 16**

To see if the Town will vote to raise and appropriate the sum of ten-thousand dollars (\$10,000) from general taxation to be deposited into the Revaluation Capital Reserve Fund. (The Select Board recommends this appropriation.) Majority vote required.

**ARTICLE 17**

To see if the Town will vote to raise and appropriate the sum of ten-thousand dollars (\$10,000) from general taxation to be deposited into the Transfer Station Equipment Capital Reserve Fund. (The Select Board recommends this appropriation.) Majority vote required.

**ARTICLE 18**

To see if the Town will vote to establish a contingency fund for Fiscal Year 2016 for unanticipated expenses that may arise and further to raise and appropriate twenty-thousand dollars (\$20,000) to go into the fund. This sum to come from the Unassigned Fund Balance and no amount to be raised from general taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. The governing body shall annually publish a detailed report of all expenditures from the fund. (The Select Board recommends this appropriation.) Majority vote required.

**ARTICLE 19**

To see if the Town will vote to discontinue completely that portion of Tibbetts Road that is in Lee. Tibbetts Road, a Class VI road, extends northerly from the northerly sideline of U.S.

Route 4 (aka Concord Road) to the Barrington/Lee Town Line. (Recommended by the Board of Selectmen?) Majority vote required.

To transact any other business which may legally come before this meeting.

**GIVEN UNDER OUR HANDS AND SEAL THIS th DAY OF JANUARY 2016**

\_\_\_\_\_  
**Carole Dennis, Chairman**

\_\_\_\_\_  
**Scott Bugbee**  
**Select Board for the Town of Lee**

\_\_\_\_\_  
**John R. LaCourse**

**State of New Hampshire, County of Strafford, Town of Lee**

We hereby certify that true attested copies of this Warrant were posted at the Town Clerk's Office, Public Library and the Public Safety Complex, on January XX, 2016 in compliance with RSA 39:5.

\_\_\_\_\_  
**Carole Dennis, Chairman**

\_\_\_\_\_  
**Scott Bugbee**  
**Select Board for the Town of Lee**

\_\_\_\_\_  
**John R. LaCourse**

Personally appeared, Carole Dennis, Scott Bugbee and John R. LaCourse who subscribed to the foregoing instrument before me, Denise Duval, Notary Public, this \_\_\_\_\_ day of January 2016.

\_\_\_\_\_  
Denise Duval, Notary Public



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

Office Use Only

Meeting Date: January 4, 2016

Agenda Item No. 4c

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**1/4/2016**

**Agenda Item Title: Review Default Budget**

**Requested By: Julie Glover, Town Administrator**

**Date: 12/31/2015**

**Contact Information: 603-659-5414**

**Presented By: Julie Glover**

**Description: Present the Board with the Default FY17 Budget for approval.**

**Financial Details: \$3,817,135**

**Legal Authority** RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

Move to accept the Default Budget for FY17 as presented.



**LEE (255)**

**1. CERTIFY THIS FORM**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name	Preparer's Last Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

**2. SAVE AND EMAIL THIS FORM**

Please save and e-mail the completed PDF form to your Municipal Advisor.

**3. PRINT, SIGN, AND UPLOAD THIS FORM**

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Bureau Advisor.

**GOVERNING BODY CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

\_\_\_\_\_  
 Governing Body or Committee Member's Signature and Title

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 Governing Body or Committee Member's Signature and Title





**APPROPRIATIONS**

**GENERAL GOVERNMENT ?**

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4130 - 4139	Executive ?	\$130,141			\$130,141
4140 - 4149	Election, Registration & Vital Statistics ?	\$95,073	\$2,900		\$97,973
4150 - 4151	Financial Administration ?	\$170,016			\$170,016
4152	Revaluation of Property ?	\$30,600	\$1,200		\$31,800
4153	Legal Expense ?	\$17,000			\$17,000
4155 - 4159	Personnel Administration ?	\$815,687			\$815,687
4191 - 4193	Planning & Zoning ?	\$135,408			\$135,408
4194	General Government Buildings ?	\$87,731			\$87,731
4195	Cemeteries ?	\$13,114			\$13,114
4196	Insurance ?	\$92,078			\$92,078
4197	Advertising & Regional Association ?				
4199	Other General Government ?	\$20,000		\$20,000	
<b>General Government Subtotal</b>		<b>\$1,606,848</b>	<b>\$4,100</b>	<b>\$20,000</b>	<b>\$1,590,948</b>



**APPROPRIATIONS**

**PUBLIC SAFETY ?**

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4210-4214	Police ?	\$620,983			\$620,983
4215-4219	Ambulance ?	\$20,179			\$20,179
4220-4229	Fire ?	\$336,227			\$336,227
4240-4249	Building Inspection ?				
4290-4298	Emergency Management ?	\$7,000			\$7,000
4299	Other (Including Communications) ?				
<b>Public Safety Subtotal</b>		<b>\$984,389</b>			<b>\$984,389</b>

**AIRPORT/AVIATION CENTER ?**

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4301 - 4309	Airport Operations ?				
<b>Aviation Subtotal</b>					

**HIGHWAYS AND STREETS ?**

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4311	Administration ?	\$483,603			\$483,603
4312	Highways & Streets ?				
4313	Bridges ?				
4316	Street Lighting ?				
4319	Other ?				
<b>Highways and Streets Subtotal</b>		<b>\$483,603</b>			<b>\$483,603</b>



**APPROPRIATIONS**

**SANITATION** ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4321	Administration ?	\$162,446			\$162,446
4323	Solid Waste Collection ?				
4324	Solid Waste Disposal ?	\$148,600			\$148,600
4325	Solid Waste Clean-up ?				
4326-4328	Sewage Collection & Disposal ?				
4329	Other Sanitation ?				
<b>Sanitation Subtotal</b>		\$311,046			\$311,046

**WATER DISTRIBUTION AND TREATMENT** ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4331	Administration ?				
4332	Water Services ?				
4335	Water Treatment ?				
4338 - 4339	Water Conservation & Other ?				
<b>Water Distribution and Treatment Subtotal</b>					



**APPROPRIATIONS**

<b>ELECTRIC ?</b>					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4351 - 4352	Administration & Generation ?				
4353	Purchase Costs ?				
4354	Electric Equipment Maintenance ?				
4359	Other Electric Costs ?				
<b>Electric Subtotal</b>					

<b>HEALTH ?</b>					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4411	Administration ?				
4414	Pest Control ?	\$1,650			\$1,650
4415 - 4419	Health Agencies & Hospital & Other ?	\$10,791			\$10,791
<b>Health Subtotal</b>		\$12,441			\$12,441

<b>WELFARE ?</b>					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4441 - 4442	Administration & Direct Assistance ?	\$23,100			\$23,100
4444	Intergovernmental Welfare Payments ?	\$3,625			\$3,625
4445 - 4449	Vendor Payments & Other ?	\$4,000			\$4,000
<b>Welfare Subtotal</b>		\$30,725			\$30,725



**APPROPRIATIONS**

**CULTURE AND RECREATION**

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4520 - 4529	Parks & Recreation	\$30,800			\$30,800
4550 - 4559	Library	\$235,875			\$235,875
4583	Patriotic Purposes	\$550			\$550
4589	Other Culture & Recreation				
<b>Culture and Recreation Subtotal</b>		<b>\$267,225</b>			<b>\$267,225</b>

**CONSERVATION & DEVELOPMENT**

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4611 - 4612	Admin. & Purch. of Natural Resources				
4619	Other Conservation	\$4,050			\$4,050
4631 - 4632	Redevelopment and Housing				
4651 - 4659	Economic Development				
<b>Conservation &amp; Development Subtotal</b>		<b>\$4,050</b>			<b>\$4,050</b>

**DEBT SERVICE**

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4711	Principal Long Term Bonds & Notes	\$90,000			\$90,000
4721	Interest Long Term Bonds & Notes	\$28,643	(\$2,435)		\$26,208
4723	Interest on Tax Anticipation Notes				
4790 - 4799	Other Debt Service				
<b>Debt Service Subtotal</b>		<b>\$118,643</b>	<b>(\$2,435)</b>		<b>\$116,208</b>



**APPROPRIATIONS**

**CAPITAL OUTLAY** ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4901	Land ?				
4902	Machinery, Vehicles, & Equipment ?	\$430,000		\$430,000	
4903	Buildings ?				
4909	Improvements Other Than Buildings ?	\$60,000		\$60,000	
<b>Capital Outlay Subtotal</b>		\$490,000		\$490,000	

**OPERATING TRANSFERS OUT** ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4912	To Special Revenue Fund ?	\$16,500			\$16,500
4913	To Capital Projects Fund ?	\$195,000		\$195,000	
4914	To Enterprise Fund ?				
	Sewer				
	Water				
	Electric				
	Airport				
4918	To Nonexpendable Trust Funds ?				
4919	To Fiduciary Funds ?				
<b>Operating Transfers Out Subtotal</b>		\$211,500		\$195,000	\$16,500



Operating Budget Total	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
	\$4,520,470	\$1,665	\$705,000	\$3,817,135

**EXPLANATION FOR INCREASES AND REDUCTIONS**

Use this section of the form to explain why any increase or reduction was applied to the estimated appropriation for an account code. Supply an explanation for each individual increase or reduction on its own line. You can use the "Add New Line" button to insert a new line. The "Remove Line" button will remove that line from the form.

Account #	Explanation for Increase or Reduction	Add New Line
4140-4149	Additional elections	Remove Line
4152	Increased cost of contracted Assessing Services	Remove Line
4721	Reduction in Bond interest payments	Remove Line



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

Office Use Only

Meeting Date: January 4, 2016

Agenda Item No. 4d

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**1/4/2016**

**Agenda Item Title: Commerford, Nieder, Perkins 2016 Statistical Update Contract**

**Requested By: Julie Glover, Town Administrator**

**Date: 12/31/2015**

**Contact Information: 603-659-5414**

**Presented By: Julie Glover**

**Description: Present the Board with CNP 2016 Statistical Update Contract for the Select Board's approval.**

**Financial Details: \$49,000**

**Legal Authority NH RSA 75:8-a Five-Year Valuation. – The assessors and/or selectmen shall reappraise all real estate within the municipality so that the assessments are at full and true value at least as often as every fifth year**

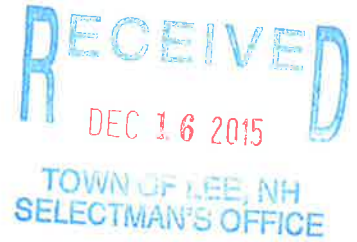
**Legal Opinion: Enter a summary; attach copy of the actual opinion**

**REQUESTED ACTION OR RECOMMENDATIONS:**

Move to accept the 2016 Town-wide Statistical Update contract submitted by Commerford, Nieder and Perkins, LLC.



.....COMMERFORD ❖ NIEDER ❖ PERKINS, LLC.....  
APPRAISAL AND ASSESSMENT SERVICES



December 14, 2015

Attn: Julie Glover, Town Administrator  
Lee Board of Selectmen  
7 Mast Road  
Lee, NH 03861

Dear Julie and Selectmen,

Enclosed please find two copies of the 2016 Update Contract for the Town of Lee, a copy of which I have sent to the DRA for review.

We do not anticipate any problems resulting from the DRA review as we use their recommended contracts. Please note even though we have used their recommended format the contract has been adjusted to reflect the terms agreed upon in the RFP and our Proposal. If the DRA has no recommendations to the contract, and you are in agreement with all of the terms you may sign both copies of this contract, keep one for your records, and return one to our office.

Once we receive the signed contract we will send the invoice for the 10% deposit and send a copy of the executed contract to the DRA for their records. The DRA will most likely want to schedule a meeting to review the process of the Update once the contract is in order. Given the due date of the Update we would like to get started on reviewing some sales early in the year, and it is our understanding, per our phone call with the town, the funds are ready for us to start as soon as the contract is ready.

We are very please that the Town has chosen us again for your Update. If you have any questions regarding this contract or at any time during the Update please do not hesitate to give me a call and I will be happy to assist you.

Sincerely,

A handwritten signature in black ink that reads "Cheryl C. Gilpatrick".

Cheryl C. Gilpatrick  
Office Manager

Cc: Renee Fisher, Property Appraisal Division  
Department of Revenue Administration

556 PEMBROKE STREET STE #1  
PEMBROKE, N.H. 03275

PHONE: 603-410-6444 ❖ FAX: 603-410-6441 ❖ E-MAIL: CNPAPPRAISAL@COMCAST.NET

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# TOWN OF LEE – 2016 UPDATE CONTRACT

**SUBJECT:** An Update analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas or classes of property at the municipality's general level of assessment of all taxable, tax exempt and non-taxable property for tax assessment purposes, in accordance with the standards set forth in the laws of the State of New Hampshire and Administrative Rules adopted by the Department of Revenue Administration (DRA) and the Assessing Standards Board (ASB).

The Municipality of Lee, NH, a municipal corporation organized and existing under the laws of the State of New Hampshire, hereinafter called the Municipality; and Commerford Nieder Perkins, LLC, a business organization existing under the laws of the State of New Hampshire and having a principal place of business at 556 Pembroke Street, Pembroke NH, hereinafter called the Company, hereby mutually agree as follows:

## GENERAL PROVISIONS

### 1. IDENTIFICATION

1.1 Name of Municipality:	Town of Lee
1.2 Mailing Address of Municipality:	7 Mast Road Lee, NH 03861
1.3 Contracting Officer for the Municipality:	Board of Selectmen
1.4 Telephone and fax numbers	Phone: 603-659-5414
1.5 E-mail Address, if applicable	Not applicable
<hr/>	
1.6 Name of Company:	Commerford Nieder Perkins, LLC
1.7 Mailing Address of Company:	556 Pembroke St., Ste 1, Pembroke NH 03275
1.8 Principal place of business, if different from above	Same
1.9 Telephone and fax numbers	Phone: 603-410-6444; Fax: 603-410-6441
1.10 E-mail address, if applicable	cnppraisal@comcast.net
1.11 Name and Title of Company Signer:	Cindy L. Perkins, CNHA, Managing Member
1.12 Type of business organization	Limited Liability Company
1.13 Tax Identification No.	02-0523114

### DEFINITION:

**Listing Rev 601.13** "Listing" means recording a description of the interior and exterior attributes of any improvements.

**Measure Rev 601.16** "Measure" means a physical inspection and recording and sketching of the exterior dimensions of any improvements.

**Statistical Update Rev 601.24** "Statistical update" means to maintain proportionality by analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas or classes of property.

**DRA Certified Building Measurer and Lister Duties Asb 304.01**

- (a) A DRA certified building measurer and lister shall be authorized, to collect data for the sales survey.
- (b) A DRA certified building measurer and lister shall not be authorized to validate or invalidate any sales properties.

**DRA Certified Property Assessor Assistant Duties. Asb 304.02** A DRA certified property assessor assistant shall, under the guidance of a DRA certified property assessor or DRA certified property assessor supervisor, be authorized to:

- (a) Appraise residential real estate for tax purposes; and
- (b) Validate or invalidate sales for the sales survey.

**DRA Certified Property Assessor Duties. Asb 304.03**

- (a) A DRA certified property assessor shall be authorized to:
  - (1) Appraise property for tax purposes including:
    - a. The annual maintenance of assessments by using sales surveys, charts, and schedules; and
    - b. Using cost data established by a DRA certified property assessor supervisor during the year of the last revaluation;
  - (2) Validate or invalidate sales for the sales survey; and
  - (3) Submit a signed and dated statement to the department attesting to the qualifications of a building measurer and lister working under the assessor supervisor to be true accurate and correct.
- (b) A DRA certified property assessor shall not be authorized to adjust the cost, land, depreciation, or other tables resulting in a change to the values without the approval of a DRA certified property assessor supervisor.

**DRA Certified Property Assessor Supervisor Duties. Asb 304.04** A DRA certified property assessor supervisor shall be authorized to:

- (a) Exercise general supervision over an Update;
- (b) Conduct sales surveys and establish base values for land and buildings;
- (c) Prepare the sale survey;
- (d) Establish charts and schedules to be used in the Update;
- (e) Prepare reports;
- (f) Supervise informal reviews of property assessments with the property owner;
- (g) Oversee any Update by assisting the Municipality to ensure the Update is performed in accordance with state laws and rules;
- (h) Assist the Municipality to ensure that compliance with the contract is adhered to;
- (i) Submit a signed and dated statement to the department attesting to the qualifications at all levels of certification to be true, accurate and correct.

## 2. GENERAL SERVICES TO BE PERFORMED BY THE COMPANY

### 2.1 Appraise all Property.

To appraise all properties as defined in Definitions, Section 1, all taxable property within the Municipality in a good and workmanlike manner according to New Hampshire RSA 75:1.

### 2.2 Completion of Work.

2.2.1 The Company shall complete and deliver final values to the Board of Selectmen on or before September 1, 2016. A penalty of \$300 per day shall be paid by the Company for each business day (Monday thru Friday) required for turning values over to the Municipality beyond this completion date.

2.2.2 All documentation as required by USPAP Standard 6 (Appraisal Report), including the finalized USPAP/Sales Manual, shall be delivered on or before October 1, 2016. A penalty of \$300 per day shall be paid by the Company for each business day (Monday thru Friday) required for turning over the finalized USPAP/Sales Manual to the Municipality beyond this completion date.

2.2.3 The Update shall be considered complete and in its final form only when:

2.2.3.1 Perform field visits to measure and list all sale properties for sales occurring within the two-years prior to April 1, 2016, more specifically April 1, 2014 to March 1, 2016.

2.2.3.2 Attempt to perform callbacks for all remaining sale properties not having the benefit of an interior inspection during the initial visit to the property;

2.2.3.3 The sales analysis is completed and value adjustments are made;

2.2.3.4 The informal reviews of preliminary assessments have been completed; and

2.2.3.5 Final values are delivered to the Municipality.

2.2.3.6 The job would be considered complete on the date listed in Section 2.2; however, local level abatements, and appeals to the BTLA or Superior Court, filed as a result of the Update, which are included in the project cost, would continue to be the responsibility of the Company even after final payment has been received in full.

### 2.3 Personnel.

2.3.1 For the grading, classifying, appraising and data collection of all property covered by this contract, the Company shall only employ personnel who are:

2.3.1.1 Certified by the DRA, in accordance with New Hampshire Code of Administrative Rules, Asb 303 for the work they will be performing; and

2.3.2 The Company shall not compensate, in any way, a municipal official or employee or any immediate member of the family of such official or employee in the performance of any work under this contract.

2.3.3 Upon execution of the contract and before the Update begins, the Company shall forward to the Municipality and the DRA a list of the approved employees assigned to the Update project.

### 2.4 Public Relations.

The Company and the Municipality, during the progress of the work, shall each use its best efforts and that of its employees to promote full cooperation and amiable relations with the taxpayers. All publicity and news releases shall be approved and posted by the Board of Selectmen. The Company, upon request of the Municipality, shall make available speakers to acquaint groups with the nature and purpose of the reappraisal.

2.5 Confidentiality.

2.5.1 The Company agrees to not disclose to anyone except the Board of Selectmen any preliminary values or new values discovered, for any purpose, or to permit anyone to use or examine any of the data on file in connection with the Update.

2.5.2 The Company agrees that the data regarding the Update in possession of the Company shall be released, upon request, to the DRA staff member assigned to monitor the Update.

2.6 Compensation and Terms.

2.6.1 The Municipality in consideration of the services hereunder to be performed by the Company agrees to pay to the Company the sum of \$49,000, in manner and form as follows:

2.6.1.1 A 10% Execution of Contract deposit shall be billed by the Contractor and paid by the Municipality upon signature of the contract.

2.6.1.2 Payment shall be made in bi-weekly installments as the work progresses. These payments shall be based on 100% of the estimated proportion of the work completed. 10% of each invoice shall be withheld by the Municipality as a surety to the satisfactory completion of the Contract, which funds shall be released within 30 days of delivery of all specified deliverable products.

2.6.1.3 Monthly progress reports shall be submitted, by the Company, to the Municipality, and a copy will be forwarded to the DRA for their records.

**3. DETAIL SERVICES TO BE PERFORMED BY THE COMPANY**

3.1 Development of Unit Costs.

3.1.1 The Company shall make a careful study and investigation of the costs of residential, commercial and industrial construction in the area, based upon material costs and prevailing wage rates in the building trades. The Company shall develop data unit costs, which shall include architects and engineer's fees, and contractor's overhead and profits. Before using such unit costs, the Company shall make tests using costs against actual appraisals of buildings whose actual current costs are known in order to insure accuracy.

3.1.2 Residential Property Appraisal Schedules. The Company shall use unit costs as the basis of appraisal of residential properties. Schedules shall consist of unit base prices upon definite specifications for houses of various types and quality of construction and reflect the building customs and practices in the community. The schedules shall be complete for various story heights and cover ground areas adequate for the valuation of all types of houses with tables for additions and deductions for variations from base specifications including schedules for garages.

3.2 Manuals of Appraisal.

3.2.1 USPAP Standard 6 Compliant Final Appraisal Report {RSA 21-J:14-b, 1, (c)}. This report shall comply with the most recent edition of the USPAP Standard Number 6. The report shall contain the following sections: 1. A letter of Transmittal. 2. A Certification Statement. 3. A section detailing the Scope of Work. 4. A section detailing sales, income, and cost approaches to value including all valuation premises. 5. A section including all tables pertinent to the valuation process along with the cost data and schedules developed along with neighborhood delineation maps for the valuation of residential, commercial, industrial, manufactured housing and exempt properties. 6. A section including statistical analysis and testing.

The Company for use as an appraisal manual shall bind the USPAP Standard 6 Compliant Final Appraisal Report. The Company shall instruct the Board of Selectmen in the use of the manual so that the Board of Selectmen will have an understanding of the appraisal process being utilized. Upon completion of the full Update, the Company shall deliver one copy of the manual to the Board of Selectmen. A copy shall also be provided to the DRA.

### 3.3 Property Record Cards.

- 3.3.1 The Municipality shall provide a property record card, 8½ x 11 inches, for each separate parcel of property in the Municipality.
- 3.3.2 The cards shall be so arranged as to show the owner's name, street number, or other designation of the property and the mailing address of the owner, together with the necessary information for determining land value and classification, and space for indicating the land value and value of the buildings on the land.
- 3.3.3 The card shall be so arranged as to show descriptive information of the buildings, pricing detail, depreciation allowed for physical, functional and economic factors and an outline sketch of all principal buildings in the parcel.
- 3.3.4 Any coding used by the Company on the property record card shall be clearly explained in writing elsewhere, on the card, or on an attachment thereto.
- 3.3.5 The signature or other identifying symbol of the Company's employee appraising the property shall be noted on each property record card.

### 3.4 Sales Survey.

- 3.4.1 A DRA Certified Property Assessor Assistant, under the guidance of a DRA Certified Property Assessor or DRA Certified Property Assessor Supervisor may validate sales data. A DRA Certified Property Assessor Supervisor shall prepare the Company's sales survey.
- 3.4.2 In order to ensure that appraisals will reflect full and true value, the Municipality shall provide to the Company a copy of all property transfers for a minimum of two (2) years immediately preceding the effective date of the Update.
- 3.4.3 A sales analysis shall be conducted using accepted appraisal methods in order to determine land, building and total property values. Such analysis shall include documentation of the methods employed and examples of the analyses. Accepted methodology shall include the consideration of all sales given by the Municipality to the Company and their inclusion in the sales survey book with appropriate notations for those sales not used in the correlation of values.
- 3.4.4 All property sales shall be included in the sales book for the Municipality and the Company by photocopy or printout of the property assessment record card and a photograph of the principal buildings shall be attached thereto.
- 3.4.5 The sales price and terms of the sale shall be verified by the Company and a notation to that effect made on the property assessment record card along with the sale price, date of the sale, and date of inspection.
- 3.4.6 Land values shall be determined from land only sales whenever possible, however, in the absence of an adequate number of land sales, the DRA Certified Property Assessor Supervisor may use the land residual or abstraction technique to assist him in the determination of land values. The analysis portion of the sales survey shall show the sale price and supporting adjustments made in detail that are understandable by the municipal officials and the taxpayers.
- 3.4.7 The indicated land values shall be shown as, but not limited to, site, front foot, square foot, front acre or rear acre units or other appropriate units of comparison.

3.4.8 The completed sales survey showing the sales used and the analysis to indicate property values with documentation of the method employed and any location factors, together with neighborhood delineation maps showing front foot, square foot or front acre, rear acre unit values, or other appropriate units of comparison shall be delivered to the Board of Selectmen for approval and shall become the property of the Municipality. A copy shall also be provided to the DRA.

### 3.5 Informal Reviews.

- 3.5.1 The Company shall mail, first class, to all property owners, the notification of the newly estimated value of the property by sending to the property owner a letter stating the newly estimated value of the property. The Company shall provide a list of preliminary values to the Municipality to either publish in a newspaper of general circulation or post in two public places. The notice shall also contain the date, time and location of the informal reviews.
- 3.5.2 The Company shall notify the Board of Selectmen of the informal review schedule in advance to make sure there is space in the town office available for the reviews. The Company shall ensure that an informal review of the newly estimated property values is provided to all property owners who request such review within the time of this contract. A combination of daytime, evening and Saturday hours shall be scheduled to accommodate all taxpayers. A combination of daytime, evening and Saturday hours shall be scheduled to accommodate all taxpayers.
- 3.5.3 Notwithstanding Rev 602.04 (c) (2) (Disclosure) and Section 2.5.1 of this contract, the Company shall make available to all property owners the documentation related to their individual valuation(s) once the Update is complete.
- 3.5.4 The Company shall notify by first class mail all property owners addressed during the informal reviews of the disposition of their review stating whether or not a change in value has resulted, and the amount thereof. This final notification shall contain instructions regarding the appeal process for abatements pursuant to RSA 76:16, RSA 76:16-a, and RSA 76:17.

### 3.6 Defense of Values.

- 3.6.1.1 The Company agrees to furnish the services of a qualified representative to support the values established for the Update tax year upon appeals to the BTLA or Superior Court, in all cases where the appeal has been entered within the time prescribed by law, at a cost to be determined in the General Assessing Contract for the year the appeal is filed. The Company agrees to support the established value even if the Board of Selectmen has reduced the value as part of the proceedings defined in RSA 76:16. However, if the Board of Selectmen increase any value established by the Company, they forfeit their right to Company representation.
- 3.6.1.2 In the case of an appeal upon Public Utility property that has been appraised by the Company, the services of an expert may be required and the charge shall be the hourly cost of such expert plus expenses.

## 4. **CONDUCT OF VALUATION OF RESIDENTIAL AND COMMERCIAL PROPERTY**

4.1 Inspection. The exterior and interior of each house or commercial building and all appurtenant buildings shall be carefully inspected, measured and listed. See Section 1 for definitions.

### 4.2 Entrance.

- 4.2.1 Except for vacancies, refusals, unsafe structure, inhabitants that appear dangerous or threatening and those properties where the Board of Selectmen are unable to make arrangements for interior inspection, the Company shall guarantee to attempt 100% interior inspection of all property in the Municipality.

- 4.2.2 When entrance to a building is refused or the occupants are not present, the Company shall make a note with the date on the property record card. The Company shall leave a notification card at the property, and then send a letter to the property owner requesting the property owner arrange an appointment for an interior inspection. This second attempt to inspect the property shall offer times either on Saturday or after 5:00 p.m. on weekdays.
- 4.2.3 If the Company is unable to procure arrangements for an interior inspection, the Company shall estimate the value of the building using the best available evidence. The property record card shall be appropriately documented.
- 4.2.4 In all cases of entry, the property owner or occupant, must be at least 18 years of age, shall be asked to sign the property record card as evidence of interior inspection.
- 4.3 Measurement. The Company shall show on the property record card, or an attachment thereto, a diagram of the principal buildings and their dimensions, with the street side or waterfront toward the bottom of the diagram.
- 4.4 Listing. The Company shall accurately describe and record all listing items whether affecting market value or not to both interior and exterior features.
- 4.5 Construction. In accordance with Rev. 600 rules the quality of construction and approximate age shall be noted and the specific details of the following features, as applicable, such as foundation, basement area, insulation, roofing, flooring, exterior cover, interior finish, fireplaces, heating and air conditioning systems, solar collectors, plumbing and plumbing fixtures, tiling, electric service, the number of rooms and/or bedrooms, sprinkler systems, elevators and any other data which would influence value.

## **5. HOW THE COMPANY VALUES PROPERTY**

- 5.1 Replacement cost shall be computed. These values shall then be depreciated according to age, condition, utility, and desirability, and the appropriate amount of physical, functional and economic depreciation shall be shown on each property record card, or shown as a composite adjustment based on condition, utility and desirability.
- 5.2 If the residential property contains four or more separate apartments or residential areas, and if the rental charges are at market level, the earnings may be examined to establish a basis of rent capitalization to be used as a comparison to other property indications of value.
- 5.3 Before the values are estimated, a DRA Certified Property Assessor Supervisor shall compare the preliminary values with the sales utilized in the sales survey to ensure all values reflect the market as of April 1 of the year of the Update.
- 5.4 When computations of the data obtained from the inspection have been completed a final review shall be made by a DRA Certified Property Assessor parcel by parcel, to identify and correct any mechanical errors, unusual features or anything influencing the final value and to ensure all properties are valued at their highest and best use.

## **6. SERVICES TO BE PERFORMED BY THE MUNICIPALITY**

- 6.1 The Municipality shall notify the company, in writing, which properties within the taxing jurisdiction are exempt from taxation.
- 6.2 The Municipality shall furnish to the Company information pertaining to ownership of all property in the Municipality, a set of current tax maps, zoning maps, charts, plans, and sales information, and additional copies if requested by the Company.
- 6.3 The Municipality shall keep the company informed of all sales of property taking place during the progress of the Update of which it has knowledge.



- 6.4 The Municipality shall make corrections to tax maps as of April 1, of the Update year where lots have been subdivided or apportioned and notify the Company of all ownership, name and address changes of which it has knowledge.
- 6.5 Office Space and Equipment. The Municipality shall provide suitable office space with desks, tables, and chairs for the use of the agents and employees of the Company in performing their necessary work.

## **7. CONDUCT OF VALUATION OF INDUSTRIAL AND PUBLIC UTILITY PROPERTY**

The Company may, upon approval of the Board of Selectmen, use the values of public utility properties determined either by the DRA or by an individual certified by DRA pursuant to RSA 21-J:14-f, I.

## **8. INDEMNIFICATIONS AND INSURANCE**

- 8.1 The Company agrees to defend and indemnify the Municipality against claims for bodily injury, death and property damage that arises in the course of the Company's performance of this agreement and with respect to which the Municipality is free from negligence on the part of itself, its employees and agents.
- 8.2 The Company shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances beyond the Company's reasonable control.
- 8.3 The Company shall maintain Business Liability Insurance, Automobile Liability Insurance, Errors and Omissions Insurance, and Workmen's Compensation Insurance.
- 8.3.1 The Business Liability Insurance shall provide limits of \$1,000,000 for each occurrence and Personal and Advertising Injury; and \$2,000,000 General Aggregate and Products/Completed Operations Aggregate.
- 8.3.2 The Automobile Liability Insurance shall provide limits of \$1,000,000.
- 8.3.3 Errors and Omissions Liability shall provide limits of \$100,000 for each claim including claim expense and Total Policy Limit of all claims including claim expense.
- 8.3.4 Workers Compensation and Employers Liability Insurance shall provide limits of \$1,000,000 for bodily injury by accident or by disease.
- 8.4 The Company shall provide certificates of insurance to the Municipality and the DRA before starting the update confirming the required insurance coverage and providing that the Municipality shall receive ten (10) days written notice of the cancellation or material change in the required insurance coverage.

## **9. PERFORMANCE BOND**

If required by the Municipality, the Company, before starting any Update work, shall deliver to the Municipality and the DRA, an executed bond to assure faithful and satisfactory performance of the contract. The amount of such bond shall be no less than the amount of consideration to be paid by the Municipality to the Company for services to be performed, and shall not expire before final values are submitted to and accepted by the Board of Selectmen.

## **10. ESTIMATED SIZE OF UPDATE**

It is agreed between the parties that the entire Update consists of an estimate of 2,176 tracts as defined by RSA 75:9, and that in the event that the number should exceed 100% of said estimate, the Company shall be entitled to additional remuneration based on a pro rata basis of \$23 per tract.

11. SIGNATURE PAGE - 2016 TOWN OF LEE UPDATE CONTRACT

In the presence of:

\_\_\_\_\_  
Witness

Date: \_\_\_\_\_

Municipality of Lee

By: Board of Selectmen

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the presence of:

*Michael Patrick*  
\_\_\_\_\_  
Witness

Commerford Nieder Perkins, LLC

By: Managing Member

*Cindy L Perkins*  
\_\_\_\_\_  
Cindy L. Perkins, CNHA

COMMERFORD ❖ NIEDER ❖ PERKINS, LLC  
 .....  
 APPRAISAL AND ASSESSMENT SERVICES

**ADDENDUM & APPENDIX**  
**2016 UPDATE CONTRACT – TOWN OF LEE**

In conformance with the New Hampshire Department of Revenue’s administrative rules and to be responsive to the Municipality needs, the Contractor shall use this section to more fully identify specifications for this project as follows:

1. **COMPLETE PROJECT EFFECTIVE DATE:** All information collected under this contract shall be used to establish values pursuant to real property ownership and conditions in effect as of April 1, 2016.
2. **MEASURE AND LIST:** The Company shall measure and list and take photographs of all sale properties in the Municipality to be used in the sale analysis.
3. **CAMA SYSTEM:** Any costs or issues associated with the Avitar software, such as but not limited to, the CAMA Manual will be the responsibility of the Municipality and Avitar Associates.
4. **DEFENSE OF APPEALS:** The Municipality and the Company agree that local level abatements and appeals to the BTLA or Superior Court filed as a result of the Update are included in the project cost.
5. **CONTRACT PRICE:** The Company and the Municipality both understand and agree that the compensation price previously stated, \$49,000, includes the services outlined in this contract.

6. **SCHEDULE OF COMPLETION:**

<u>CATEGORY</u>	<u>ESTIMATED COMPLETION OF STEPS:</u>
REVIEW/M&L SALES & PERFORM CALLBACKS	06/01/2016
COMPLETE SALES ANALYSIS	07/01/2016
COMPREHENSIVE FIELD REVIEWS	07/15/2016
PRELIMINARY VALUES TO BOARD OF SELECTMEN	07/27/2016
INFORMAL REVIEWS WITH TAXPAYERS	08/10/2015
FINAL VALUES TO BOARD OF SELECTMEN	09/01/2016
USPAP & SALES MANUALS DELIVERED TO BOARD OF SELECTMEN	10/01/2016

7. **TERMINATION:** The Municipality may terminate the contract at any time by providing written notice to the Company of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. A detailed explanation of such termination shall be provided to the Company.

In the presence of:

Date: \_\_\_\_\_

\_\_\_\_\_  
 Witness

Municipality of Lee  
 By: Board of Selectmen

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

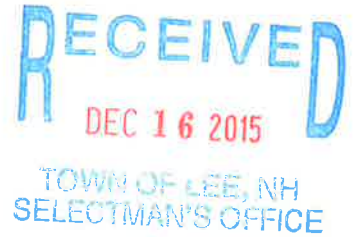
In the presence of:

\_\_\_\_\_  
 Witness

Commerford Nieder Perkins, LLC  
 By: Managing Member

*Cindy L Perkins*  
 \_\_\_\_\_  
 Cindy L. Perkins, CNHA

**New Hampshire  
Public Works**



December 11, 2015

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

Re: New Hampshire Public Works Mutual Aid Program

Dear Sirs and Madams:

Enclosed please find a renewal notice for the NH Public Works Mutual Aid Program for your municipality for 2016.

Additionally, we have enclosed a copy of the revised *Mutual Aid and Assistance Agreement*, which was adopted on September 10, 2015 by a vote of the Board of Directors after a majority of the Members voted to amend it as proposed, as well as a copy of the current member list. Please complete the enclosed agreement and return it to us.

If you have any questions or comments, please feel free to contact me at (603) 525-4087 or [hwydept@hancocknh.org](mailto:hwydept@hancocknh.org). We appreciate your continued membership.

Sincerely,

*Kurtis Grassett*

Kurtis Grassett  
President

KG:acb

Enclosures

cc: Director/Road Agent,  
Department of Public Works

**NH Public Works Mutual Aid Program**  
53 Regional Drive, Suite 1  
Concord, NH 03301



**NH Public Works Mutual Aid**

53 Regional Drive, Suite 1  
Concord, NH 03301-8500

**Membership Dues Renewal Notice  
for year beginning January 1, 2016**

*First Notice*

11-Dec-15

Randy Stevens: Public Works Director  
Town of Lee  
7 Mast Rd  
Lee NH 03861-

Listed Member

Randy Stevens: Public Works Director

Phone: (603) 659-6515

Fax:

E-Mail:

Cell:

**Please make any necessary corrections to the above information and identify the person to receive future mailings**

Participaton Fee: ----- **\$25**

***To view a current online inventory visit the UNH Technology Transfer Center site at  
[www.t2.unh.edu/ma](http://www.t2.unh.edu/ma) and follow the links to inventories***

Please make checks payable to: **NHPWMAP**

**Send to: NH Public Works Mutual Aid**

**53 Regional Drive, Suite 1  
Concord, NH 03301-8500**

For Office Use Only

CK#: \_\_\_\_\_ Date: \_\_\_\_\_

Amt: \_\_\_\_\_

AA: \_\_\_\_\_ DB: \_\_\_\_\_

QB: \_\_\_\_\_

## ***Municipalities:***

1. Town of Acworth
2. Town of Allenstown
3. Town of Alstead
4. Town of Alton
5. Town of Amherst
6. Town of Andover
7. Town of Antrim
8. Town of Auburn
9. Town of Barnstead
10. Town of Bartlett
11. Town of Bedford
12. Town of Bennington
13. City of Berlin
14. Town of Bethlehem
15. Town of Boscawen
16. Town of Bow
17. Town of Canaan
18. Town of Carroll
19. Town of Center Harbor
20. Town of Charlestown
21. Town of Chesterfield
22. Town of Colebrook
23. City of Concord
24. Town of Dalton
25. Town of Danbury
26. Town of Derry
27. Town of Dorchester
28. Town of Dublin
29. Town of Durham
30. Town of East Kingston
31. Village District of Eidelweiss
32. Town of Epping
33. Town of Epsom
34. Town of Exeter
35. Town of Fitzwilliam
36. City of Franklin
37. Town of Gilford
38. Town of Goffstown
39. Town of Gorham
40. Town of Grafton
41. Town of Grantham
42. Town of Greenfield
43. Town of Greenville
44. Town of Hampstead
45. Town of Hampton
46. Town of Hancock
47. Town of Hanover
48. Town of Haverhill
49. Town of Hebron
50. Town of Hinsdale
51. Town of Hopkinton
52. Town of Jackson
53. Town of Jaffrey
54. City of Keene
55. City of Laconia
56. Town of Lancaster
57. Town of Landaff
58. Town of Langdon
59. Town of Lee
60. Town of Lempster
61. Town of Lisbon
62. Town of Litchfield
63. Town of Littleton
64. Town of Loudon
65. Town of Lyman
66. Town of Lyme
67. Town of Lyndeborough
68. City of Manchester
69. Town of Marlborough
70. Town of Marlow
71. Town of Mason
72. Town of Meredith
73. Town of Merrimack
74. Town of Middleton
75. Town of Milford
76. Town of Moultonborough
77. Town of New Boston
78. Town of New Castle
79. Town of New Durham
80. Town of New Hampton
81. Town of New Ipswich
82. Town of New London
83. Town of Newbury
84. Town of Newington
85. Town of Newmarket
86. Town of Newport
87. Town of Newton
88. Town of Northfield
89. Town of Orford
90. Town of Ossipee
91. Town of Pembroke
92. Town of Peterborough
93. Town of Piermont
94. Town of Pittsburg
95. Town of Pittsfield
96. Town of Plainfield
97. Town of Raymond
98. Town of Rollinsford
99. Town of Rye
100. Town of Sandown
101. Town of Seabrook
102. Town of Sharon
103. Town of Springfield
104. Town of Sugar Hill
105. Town of Sullivan
106. Town of Sunapee
107. Town of Surry
108. Town of Sutton
109. Town of Swanze
110. Town of Temple
111. Town of Tuftonboro
112. Town of Troy
113. Town of Walpole



114. Town of Warner
115. Town of Washington
116. Village District of Waterville Estates
117. Town of Weare
118. Town of Wentworth
119. Town of Westmoreland
120. Town of Whitefield
121. Town of Wilmot
122. Town of Wilton
123. Town of Winchester
124. Town of Windham
125. Town of Wolfeboro
126. Town of Woodstock

## ***Public or Private***

### ***Water/Sewer Systems:***

127. Crawford Hills Property Owners Association
128. Goffstown Village Precinct
129. Haverhill Corner Precinct
130. Jackson Water Precinct
131. Merrimack Village District
132. New London - Springfield Water Precinct
133. North Haverhill Water & Light District
134. North Walpole Village District
135. Penacook & Boscawen Water District
136. Pittsfield Wastewater Treatment
137. Plymouth Village Water & Sewer District
138. Rollinsford Water & Sewer District
139. Rye Water District
140. Tilton-Northfield Water District
141. Troy Water & Sewer
142. White Lake Estates Homeowners Association
143. Woodsville Water & Light District

## **New Hampshire Public Works Mutual Aid Program Mutual Aid and Assistance Agreement**

This Agreement is entered into by each of the entities that executes and adopts the understandings, commitments, terms, and conditions contained herein:

*WHEREAS*, the State of New Hampshire is geographically vulnerable to a variety of natural and technological disasters; and

*WHEREAS*, Chapter 53-A:3 of the New Hampshire Revised Statutes Annotated, permits municipalities to make the most efficient use of their powers by enabling them to cooperate with other municipalities on a basis of mutual cooperation and recognizing this vulnerability and providing that this Agreement's intended purposes are to:

- (1) Reduce vulnerability of people and property of this State to damage, injury, and loss of life and property;
- (2) Prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons;
- (3) Provide for the rapid and orderly rehabilitation of persons and restoration of property; and
- (4) Provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response, and recovery; and

*WHEREAS*, in addition to the State, the Federal Emergency Management Agency (FEMA) has recognized the importance of the concept of coordination between the State and local governments; and

*WHEREAS*, under Chapter 53-A:3 and other chapters of the New Hampshire Revised Statutes Annotated, entities entering into mutual aid and assistance agreements may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel, and services; and

*WHEREAS*, the entities which have chosen to become signatories to this Agreement wish to provide mutual aid and assistance among one another at the appropriate times.

*THEREFORE*, pursuant to RSA 53-A:3, these entities agree to enter into this Agreement for reciprocal emergency management aid and assistance, with this Agreement embodying the understandings, commitments, terms, and conditions for said aid and assistance, as follows:

### **SECTION I: DEFINITIONS**

The following definitions will apply to the terms appearing in this Agreement:

Original 5/26/1998

Revised 4/18/2011 & 9/10/15

A. *"Agreement"* means this document, the New Hampshire Public Works Mutual Aid Program Mutual Aid and Assistance Agreement.

B. *"Aid and assistance"* includes personnel, equipment, facilities, services, supplies, and other resources.

C. *"Authorized Representative"* means a party's employee who has been authorized, in writing by that party, to request, to offer, or to otherwise provide assistance under the terms of this Agreement. The list of Authorized Representatives for each party executing this Agreement shall be attached to the executed copy of this Agreement. (In the event of a change in personnel, unless otherwise notified, the presumption will be that the successor to that position will be the authorized representative.)

D. *"Disaster"* means a calamitous event threatening loss of life or significant loss or damage to property, such as a flood, hurricane, tornado, dam break, or other naturally-occurring catastrophe or man-made accidental, military, or paramilitary cause.

E. *"Emergency"* means a natural or human caused event or circumstance causing, or imminently threatening to cause, loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, intentional acts, sabotage and war that is, or could reasonably be beyond the capability of the services, personnel, equipment, and facilities of a Mutual Aid and Assistance Program Member to fully manage and mitigate internally.

F. *"Mutual Aid Resource List"* means the list of Providers, equipment, and personnel maintained by the UNH Technology Transfer Center.

G. *"Party"* means a governmental entity which has adopted and executed this Agreement.

H. *"Program"* means the New Hampshire Public Works Mutual Aid Program.

I. *"Provider"* means the party which has received a request to furnish aid and assistance from another party (the "Recipient") in need. In the absence of any local governing body designation, the Provider shall be represented by the local agency charged with recovery and repair activities including, but not limited to, opening of public ways; removal of debris; building of protective barriers; management of physical damage to structures and terrain; transportation of persons, supplies, and equipment; and repair and operation of municipal utilities.

J. *"Recipient"* means the party setting forth a request for aid and assistance to another party (the "Provider"). In the absence of any local governing body designation, the Provider shall be represented by the local agency charged with recovery and repair activities



including, but not limited to, opening of public ways; removal of debris; building of protective barriers; management of physical damage to structures and terrain; transportation of persons, supplies, and equipment; and repair and operation of municipal utilities.

**SECTION II: INITIAL RECOGNITION OF PRINCIPLE BY ALL PARTIES;  
AGREEMENT PROVIDES NO RIGHT OF ACTION FOR THIRD PARTIES**

A. As this is a reciprocal contract, it is recognized that any party to this Agreement may be requested by another party to be a Provider. It is mutually understood that each party's foremost responsibility is to its own citizens. The provisions of this Agreement shall not be construed to impose an unconditional obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may in good faith withhold the resources necessary to provide reasonable and adequate protection for its own community, by deeming itself unavailable to respond and so informing the party setting forth the request.

B. Given the finite resources of any jurisdiction and the potential for each party to be unavailable for aid and assistance at a given point in time, the parties mutually encourage each other to enlist other entities in mutual aid and assistance efforts and to enter into such agreements accordingly. Concomitantly, the parties fully recognize that there is a highly meritorious reason for entering into this Agreement, and accordingly shall attempt to render assistance in accordance with the terms of this Agreement to the fullest extent possible.

C. Pursuant to RSA 53-A:3 and as elaborated upon in Section XI of this Agreement, all functions and activities performed under this Agreement are hereby declared to be governmental functions. Functions and activities performed under this Agreement are carried out for the benefit of the general public and not for the benefit of any specific individual or individuals. Accordingly, this Agreement shall not be construed as or deemed to be an agreement for the benefit of any third parties or persons and no third parties or persons shall have any right of action under this Agreement for any cause whatsoever. All immunities provided by law shall be fully applicable as elaborated upon in Section XI of this Agreement.

**SECTION III: GOVERNING BOARD; POWERS**

- A. The Program shall be governed by a Board of Directors composed as follows:
- (1) Two (2) members who shall be members of and appointed by the New Hampshire Road Agents Association;
  - (2) Three (3) members who shall be members of and appointed by the New Hampshire Public Works Association;
  - (3) One (1) member who shall be members of and appointed by the Municipal Management Association of New Hampshire;

- (4) One (1) member who shall be members of and appointed by the New Hampshire Building Officials Association;
- (5) One (1) member who shall be members of and appointed by the New Hampshire Water Works Association;
- (6) One (1) member who shall be members of and appointed by the New Hampshire Water Pollution Control Association;
- (7) The Commissioner of the Department of Transportation or a designee, *ex. officio*;
- (8) The Commissioner of the Department of Environmental Services or a designee, *ex. officio*;
- (9) The Director of the Department of Homeland Security and Emergency Management or a designee, *ex. officio*; and
- (10) The Director of the University of New Hampshire Technology Transfer Center or a designee, *ex. officio*.

B. *Ex-officio* members shall be non-voting members and shall not be counted for a quorum.

C. A quorum at a duly called Board Meeting shall consist of a majority of the Directors attending the meeting, with a minimum of three (3) Directors present.

D. It is expected that all Directors shall use their best efforts to attend all Board meetings. If a vacancy is created by the removal or resignation of a Director or for any other reason, the entity identified in Section III A as being responsible for appointing the former Director shall promptly appoint a replacement Director to serve the remainder of the former Director's term.

E. All Board meetings of the Program shall comply with New Hampshire's Right-to-Know Law, RSA 91-A., as follows:

The Board of Directors will allow one or more Directors to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body, subject to the provisions of this paragraph.

- (a) A member of the Board of Directors may participate in a Board meeting other than by attendance in person at the location of the meeting only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.
- (b) Except in an emergency, a quorum of the Board of Directors shall be physically present at the location specified in the meeting notice as the location of the Board

meeting. For purposes of this subparagraph, an "emergency" means that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by the chairman or presiding officer of the Board of Directors, and the facts upon which that determination is based shall be included in the minutes of the meeting.

- (c) Each part of a Board meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each Director participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any Director participating in such fashion shall identify the persons present in the location from which the member is participating. No Board meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.
- (d) Any Board meeting held pursuant to the terms of this paragraph shall comply with all of the requirements of this chapter relating to public meetings, and shall not circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.
- (e) A Director participating in a meeting by the means described in this Section is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.

F. The fiscal and business year of the New Hampshire Public Works Mutual Aid Program shall be from January 1 to December 31 of each year.

G. The Board of Directors shall meet at least one time each year in June.

H. The Board of Directors shall elect a Chair and a Vice Chair. The Chair and Vice Chair shall serve in their respective positions for a period of two years, provided that either may resign or be removed by the Board of Directors with or without cause. The Chair shall preside at all meetings of the Board of Directors and shall have such other duties as the Board may assign. In the absence of the Chair, the Vice Chair shall perform the duties of and have the authority of the Chair. The Vice Chair shall also have such other duties as the Board may assign.

I. The Board of Directors shall have the authority to elect a Treasurer/Secretary. The Treasurer/Secretary shall serve in their respective position for a period of two years, provided that they may resign or be removed by the Board of Directors with or without cause. As Treasurer they shall:

- (a) have charge and custody of and be responsible for all funds and securities of the Program;

- (b) receive and give receipts for moneys due and payable to the Program from any source whatsoever, and deposit all such moneys in the name of the Program in such banks, trust companies, or other depositories as shall be selected by the Board of Directors; and
- (c) in general perform all of the duties incident to those set forth in this Section III. D. and such other duties as from time to time may be assigned to the Treasurer by the Board of Directors.

As Secretary they shall:

- (a) keep the minutes of the proceedings of the Board of Directors in one or more books provided for that purpose;
- (b) be the custodian of the records of the New Hampshire Public Works Mutual Aid Program, or make adequate provision for alternative custody arrangements;
- (c) when requested or required, authenticate any records of the New Hampshire Public Works Mutual Aid Program; and
- (d) in general perform all of the duties incident to those set forth in this Section III. D. and such other duties as from time to time may be assigned to the Secretary by the Board of Directors.

J. The term of office of voting members shall be three (3) years or until their successor is appointed and qualified.

K. In addition to any other authority provided in this Agreement, the Board of Directors shall have the authority to:

- (1) Enter into any necessary agreements on behalf of the participating units of government in furtherance of this Mutual Aid Agreement, subject to any necessary ratification by the participating units;
- (2) Adopt an annual budget and establish an annual fee for participating in the Program;
- (3) Propose modifications to the mutual aid agreement for ratification by participating units of government;
- (4) Promulgate reasonable rules to govern the Program; and
- (5) Perform any other function and undertake any other activity reasonably necessary to carry out the purpose of this agreement unless said function or activity is

subsequently disavowed by a majority vote of the governing bodies of the participating municipal government units.

#### **SECTION IV: PROCEDURES FOR REQUESTING ASSISTANCE**

Mutual aid and assistance shall not be requested unless the resources available within the stricken area are deemed inadequate by Recipient. When Recipient becomes affected by a disaster and deems its resources inadequate to rectify the given situation, it may request mutual aid and assistance by communicating the request directly to one or more Providers on the Mutual Aid Resource List, indicating the request is made pursuant to this mutual aid agreement. The request shall be followed as soon as practicable by a written confirmation of that request. All requests for mutual aid and assistance shall be transmitted as set forth below.

A. *METHOD OF REQUEST FOR MUTUAL AID AND ASSISTANCE:* Recipient shall directly contact Provider's authorized representative, setting forth the information in paragraph B of this Section (Section IV). All communications shall be conducted directly between Recipient and Provider. Recipient shall be responsible for the costs and expenses incurred by any Provider in providing aid and assistance pursuant to the provisions of this Agreement as noted in Section VIII of this Agreement.

B. *REQUIRED INFORMATION:* Each request for assistance shall be accompanied by the following information, in writing or by any other available means, to the extent known:

- (1) Stricken Area and Status: A general description summarizing the condition of the community (i.e., whether the disaster is imminent, in progress, or has already occurred) and of the damage sustained to date;
- (2) Services: Identification of the service function(s) for which assistance is needed and the particular type of assistance needed;
- (3) Infrastructure Systems: Identification of the type(s) of public infrastructure system for which assistance is needed (water/sewer, storm water systems, streets) and the type of work assistance needed;
- (4) Aid and Assistance: The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed;
- (5) Facilities: The need for sites, structures, or buildings outside Recipient's geographical limits to serve as relief centers or staging areas for incoming emergency goods and services; and
- (6) Meeting Time and Place: An estimated time and a specific place for a representative of Recipient to meet the personnel and resources of any Provider.

C. *STATE AND FEDERAL ASSISTANCE:* If the severity of the emergency is expected to exhaust the reasonably available resources on the Mutual Aid Resource List, then the

Recipient shall be responsible for notifying the appropriate state agencies or coordinating requests for state and/or federal assistance.

#### **SECTION V: PROVIDER'S ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE**

When contacted by a Recipient in need, Provider's authorized representative shall assess Provider's own local situation in order to determine available personnel, equipment, and other resources. If Provider's authorized representative determines that Provider has available resources, Provider's authorized representative shall so notify the Recipient. Provider shall complete a written acknowledgment regarding the assistance to be rendered (or a rejection of the request) and shall transmit it by the most efficient practical means to the Recipient for a final response. Provider's acknowledgment shall contain the following information:

- (1) In response to the items contained in the request, an acknowledgment of the personnel, equipment, and other resources to be sent;
- (2) The projected length of time such personnel, equipment, and other resources will be available to serve Recipient, particularly if the period is projected to be shorter than one week (as provided in the "Length of Time for Aid and Assistance" section Section VII of this Agreement.)
- (3) The estimated time when the assistance provided will arrive at the location designated by the Authorized Representative of the Recipient; and
- (4) The name of the person(s) to be designated as Provider's supervisory personnel (pursuant to the "Supervision and Control" section Section VI of this Agreement).

#### **SECTION VI: SUPERVISION AND CONTROL**

Provider shall designate supervisory personnel among any employees sent to render aid and assistance to Recipient. As soon as practicable, Recipient shall assign work tasks to Provider's supervisory personnel, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordinating communications between Provider's supervisory personnel and Recipient.

Based upon such assignments set forth by Recipient, Provider's supervisory personnel shall:

- (1) have the authority to assign work and establish work schedules for Provider's personnel. Further, direct supervision and control of Provider's personnel, equipment, and other resources shall remain with Provider's supervisory personnel. Provider should be prepared to furnish communications equipment sufficient to maintain communications among its respective operating units, and if this is not possible, Provider shall notify Recipient accordingly;

- (2) maintain daily personnel time records, material records, a log of equipment hours, and other expenses; and
- (3) shall report work progress to Recipient at mutually agreed upon intervals.

**SECTION VII: LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY; RECALL**

A. Unless otherwise provided, the duration of Provider's assistance shall be presumed to be for an initial period of twenty-four (24) hours, starting from the time of arrival. Thereafter, assistance may be extended as the situation warrants for periods agreed upon by the authorized representatives of Provider and Recipient.

B. As noted in Section II of this Agreement, Provider's personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least twenty-four (24) hours advance notification to Recipient of its (Provider's) intent to terminate portions or all assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

**SECTION VIII: COST DOCUMENTATION AND REIMBURSEMENT**

A. *Personnel:* Provider shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and collective bargaining agreements. At the conclusion of the period of assistance, the Provider shall document all direct and indirect payroll costs plus any taxes and employee benefits which are measured as a function of payroll (i.e.; FICA, unemployment, retirement, etc.).

B. *Provider's Traveling Employee Needs:* - Provider shall document the basic needs of Provider's traveling employees, such as reasonable out-of-pocket costs and expenses of Provider's personnel, including without limitation to transportation expenses for travel to and from the stricken area, shelter, and subsistence.

C. *Equipment:* - Provider shall document the use of its equipment during the period of assistance including all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition, fuels, miscellaneous supplies, and repairs directly caused by provision of the assistance.

D. *Materials And Supplies:* Provider shall document all materials and supplies furnished by it and used or damaged during the period of assistance.

E. *Reimbursement:* The Recipient shall reimburse the Provider for each of the following categories of costs incurred during the specified Period of Assistance as agreed in whole or in part by both parties; provided, that any Provider may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the Recipient without charge or cost.

**Personnel** – The Provider shall be reimbursed by the Recipient for personnel costs incurred for work performed during the specified Period of Assistance. Provider personnel costs shall be calculated according to the terms provided in their employment contracts or other conditions of employment. The Provider's designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance. Recipient reimbursement to the Provider could consider all personnel costs, including salaries or hourly wages, costs for fringe benefits, and indirect costs.

**Equipment** – The Recipient shall reimburse the Provider for the use of equipment during the specified Period of Assistance, including, but not limited to, reasonable rental rates, all fuel, lubrication, maintenance, transportation, and loading/unloading of loaned equipment. All equipment shall be returned to the Provider in good working order as soon as is practicable and reasonable under the circumstances. As a minimum, rates for equipment use must be based on the Federal Emergency Management Agency's (FEMA) Schedule of Equipment Rates. If a Provider uses rates different from those in the FEMA Schedule of Equipment Rates, the Provider must provide such rates orally or in writing to the Recipient prior to supplying the equipment. Mutual agreement on which rates are used must be reached in writing prior to dispatch of the equipment. Reimbursement for equipment not referenced on the FEMA Schedule of Equipment Rates must be developed based on actual recovery of costs. If Provider must lease a piece of equipment while its equipment is being repaired, Recipient shall reimburse Provider for such rental costs.

**Materials and Supplies** – The Recipient must reimburse the Provider in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies. The Provider must not charge direct fees or rental charges to the Recipient for other supplies and reusable items that are returned to the Provider in a clean, damage-free condition. Reusable supplies that are returned to the Provider with damage must be treated as expendable supplies for purposes of cost reimbursement.

**Payment Period** – The Provider must provide an itemized bill to the Recipient for all expenses incurred by the Provider while providing assistance under this Agreement. The Provider must send the itemized bill not later than (90) ninety days following the end of the Period of Assistance. The Provider may request additional periods of time within which to submit the itemized bill, and Recipient shall not unreasonably withhold consent to such request. The Recipient must pay the bill in full on or before the forty-fifth (45<sup>th</sup>) day following the billing date. The Recipient may request additional periods of time within which to pay the itemized bill, and Provider shall not unreasonably withhold consent to such request, provided, however, that all payment shall occur not later than one-year after the date a final itemized bill is submitted to the Recipient.

**Records** - Each Provider and their duly authorized representatives shall have access to a Recipient's books, documents, notes, reports, papers and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial, maintenance or regulatory audit. Each Recipient and their duly authorized representatives shall have access to a Provider's books, documents, notes,



reports, papers and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial, maintenance or regulatory audit. Such records shall be maintained for at least three (3) years or longer where required by law.

#### **SECTION IX: RIGHTS AND PRIVILEGES OF PROVIDER'S EMPLOYEES**

Whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographical limits of Provider.

#### **SECTION X: PROVIDER'S EMPLOYEES COVERED AT ALL TIMES BY PROVIDER'S WORKERS' COMPENSATION POLICY**

Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees due to personal injury or death occurring during the period of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees. Further, it is mutually understood that Provider will be entirely responsible for the payment of workers' compensation benefits to its own respective employees.

#### **SECTION XI: IMMUNITY**

Pursuant to RSA 53-A:3, all activities performed under this Agreement are hereby declared to be governmental functions and the liability of both Provider and Recipient shall be governed by NH Statutes, RSA 107-C:10.

#### **SECTION XII: PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS**

Each party (as indemnitor) agrees to protect, defend, indemnify, and hold the other party (as indemnitee), and its officers, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of indemnitor's negligent acts, errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc. at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

### **SECTION XIII: ROLE OF THE UNIVERSITY OF NH TECHNOLOGY TRANSFER CENTER & MANAGEMENT COMPANY**

A. Under this Agreement, the responsibilities of the University of New Hampshire Technology Transfer Center (UNH T2) are:

- (1) to maintain the Mutual Aid Resource List and website, and to provide this listing to each of the entities on an annual basis; and
- (2) to train public works personnel and other local officials in the implementation of the Program.

B. Under this Agreement, the responsibilities of the Management Company, to be designated by the Board of Directors, are:

- (1) to serve as the fiscal agent of the Program for the invoicing and collection of any dues or fees, recipient for special grants or awards, and for the processing of all accounts receivable and payable;
- (2) to serve as the central depository for executed agreements; and
- (3) to provide administrative support to the Board of Directors.

### **SECTION XIV: AMENDMENTS; ADDITIONAL MEMBERS**

A. *Manner:* This agreement may be modified at any time by (1) a proposal of the Board of Directors and upon the consent of a majority of the participating government units who cast ballots within sixty (60) days following a special meeting, which the Board Chair duly warns, to present the proposed changes, or (2) upon the mutual written consent of the Recipient and the Provider.

B. *Addition of Other Entities:* Additional entities may become parties to this Agreement upon:

- (1) acceptance and execution of this Agreement;
- (2) sending said executed copy of the Agreement to the Management Company with payment of any dues or fees; and
- (3) completing and returning the Mutual Aid Resource List.

### **SECTION XV: INITIAL DURATION OF AGREEMENT; RENEWAL; TERMINATION**

This Agreement shall be binding for not less than one (1) year from its effective date, unless terminated upon at least sixty (60) days advance written notice by a party as set forth below. Thereafter, this Agreement shall continue to be binding upon the parties in subsequent

years, unless canceled by written notification served personally or by registered mail upon the Management Company, which shall provide notice to all other parties. The withdrawal shall not be effective until sixty (60) days after notice thereof has been sent to all other parties. A party's withdrawal from this Agreement shall not affect a party's liability or obligation under the terms of this Agreement incurred hereunder. Once the withdrawal is effective, the withdrawing entity shall no longer be a party to this Agreement, but this Agreement shall continue to exist among the remaining parties.

**SECTION XVI: HEADINGS**

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

**SECTION XVII: SEVERABILITY - EFFECT ON OTHER AGREEMENTS**

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. Each of the parties declares that it would have entered into this Agreement irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been so declared invalid. Accordingly, it is the intention of the parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), provision(s), paragraph(s), or other part(s) invalidated.

**SECTION XVIII: EFFECTIVE DATE**

This Agreement shall take effect upon its approval by the entity seeking to become a signatory to this Agreement and upon proper execution hereof.

*IN WITNESS WHEREOF*, each of the parties have caused this New Hampshire Public Works Mutual Aid Program Agreement to be duly executed in its name and behalf by its chief executive officer, who has signed accordingly with seals affixed and attested with concurrence of a majority of its governing board, as of the date set forth in this Agreement.

BY (*signature*): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Municipal Government Unit: \_\_\_\_\_

Date: \_\_\_\_\_

**DULY AUTHORIZED REPRESENTATIVE**

*(the emergency contact for the mutual aid program)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell/Emergency Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Pager: \_\_\_\_\_

Radio Frequency: \_\_\_\_\_

# Memorandum

**TO:** Julie Glover  
Town Administrator  
Town of Lee

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

**DATE:** December 29, 2015

**RE:** DRA 2015 Equalization

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I have completed a review of the information from the Department of Revenue Administration's analysis of the sale data that was provided to the Town.

The various statistical indications are very similar to that which was expected and I had indicated in my October 30, 2015 memo.

For the 2015 tax year, the town's overall assessment to sale price median ratio is 94.2% with a COD of 8.8 and PRD of 1.04. From the analysis these statistics meet current assessment review standards.

If there are any questions, please feel free to contact me at your convenience.



# State of New Hampshire Department of Revenue Administration

109 Pleasant Street  
PO Box 1313, Concord, NH 03302-1313  
Telephone (603) 230-5000  
www.revenue.nh.gov



MUNICIPAL AND PROPERTY  
DIVISION  
Stephan W. Hamilton  
Director

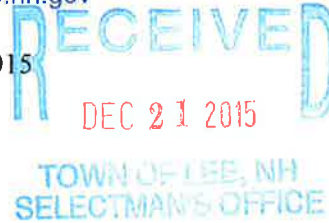
John T. Beardmore  
Commissioner

Kathryn E. Skouteris  
Assistant Commissioner

TOWN OF LEE  
OFFICE OF SELECTMEN  
7 MAST ROAD  
LEE

NH 03824

12/17/2015



David M. Cornell  
Assistant Director

Dear Selectmen/Assessing Officials:

The Department of Revenue Administration is charged with the responsibility of annually equalizing the local assessed valuation of municipalities and unincorporated places throughout the state. The Department has conducted a sales-assessment ratio study using market sales, which have taken place in your municipality between October 1, 2014 and September 30, 2015. Based on this information, we have determined the average level of assessment of land, buildings and manufactured housing as of April 1, 2015.

The sales values have been determined from revenue stamps and verified whenever possible. When it appears that changes in the assessed values of properties have been made solely because of the sale price, the assessed values prior to the sale have been used.

Based on the enclosed survey, we have determined a median ratio for the land, buildings and manufactured housing in your municipality for Tax Year 2015 to be **94.2%**. The median ratio is the generally preferred measure of central tendency for assessment equity, monitoring appraisal performance, and determining reappraisal priorities, or evaluating the need for reappraisal. The median ratio, therefore, should be the ratio used to modify the market value of properties under review for abatement to adjust them in accordance with the overall ratio of all properties in your municipality.

We have also determined the overall equalization assessment - sales ratio for the land, buildings and manufactured housing in your municipality for Tax Year 2015 to be **91.8%**. This ratio will be used to equalize the modified local assessed valuation for all land, buildings and manufactured housing in your municipality. This ratio does not include any public utility property in your municipality, nor will it be used to equalized th net local assessed value of public utilities.

In an effort to provide municipalities with more detailed information regarding their level of assessment (i.e. equalization ratio) and dispersion (i.e. coefficient of dispersion and price-related differential), we have prepared separate analysis sheets for various property types (stratum). See attached summary sheet showing your municipality's stratified figures and a further explanation of the D.R.A.'s stratified analysis.

**Please review the enclosed list of sales used in determining your assessment-sales ratio. If any incorrect data has been used, or if you would like to meet with me to discuss this ratio or an alternate ratio methodology as outlined in the accompanying information sheet, please contact me immediately.**

You will be notified of your municipality's total equalized valuation when the Department has completed its process of calculating the total equalized valuation.

Sincerely,

Linda C. Kennedy,  
Manager

TDD Access: Relay NH 1-800-735-2964

*Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.*



# 2015 Final Ratio Study Report

12/14/2015 10:40:35 AM

Town Name: Lee, Strafford County

Use Code: AA - Any & All

Date Range: 10-01-2014 through 09-30-2015

*John W. H. L. 12/14/15*  
*David C. Kennedy 12.14.15*  
 Ratios were created using stipulated year assessments.

## Summary of Codes Used

<b>Group Class:</b> AA - Any & All	<b>Property Codes:</b> 11 = Single Family Home 14 = Single Res Condo Unit 18 = Mfg Housing Without Land 22 = Residential Land 33 = Commercial L&B 44 = Commercial Condo
<b>Modifier Codes:</b> 00 = No Modifier Code 70 = Waterfront 71 = Water Access	<b>Special Codes:</b> 00 = No Special Code

Indicated Ratio / Weighted Mean			
Year	2015	2014	2013
Indicated Ratio	91.8	96.4	99.6
Weighted Mean	91.8	96.4	99.6

## Basic Statistics Section (Not Trimmed)

Sales In Date Range	Sales Used	Results
Total: 71 XX Moved: 0 Sales w/PA34: 27 %Sales w/PA34: 38.0%	Total Strata: 71 Sales Used: 54 %Sales Used: 76.1% Sales Used w/PA34: 24 %Sales Used w/PA34: 44.4%	%Mean: 95.8% %Median: 94.2% %WtMean: 91.8% COD (Median): 8.8 PRD: 1.04 Median Selling Price: \$255,267 Median Assessed Value: \$244,600

## Extended Statistics Section (Trimmed)

Town Code: 121	Weighted Mean: 91.8	COD: 8.8	PRD: 1.04
Valid Sales: 54	Wt.Mean Lo 90%CI: 87.7	COD Lo 90%CI: 7.7	PRD Lo 90%CI: 1.02
Trimmed: 0	Wt.Mean Up 90%CI: 94.6	COD Up 90%CI: 10.7	PRD Up 90%CI: 1.09
Untrimmed: 54	Median Ratio: 94.2	Weighted COD: 9	COV: 10.9
Trim Factor: 3	Median Lo 90%CI: 90.9	Med. Abs. Dev.: 9.5	25th Percentile: 88.4
Lo Trim Point: 78	Median Up 90%CI: 97.9	Med % Dev.: 10.1	75th Percentile: 101.6
Up Trim Point: 124.4	Mean Ratio: 95.8	Coef. Conc. 10%: 68.5	Broaden Median: 94.2



## 2015 Final Ratio Study Report

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12/14/2015 10:40:35 AM

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<b>Min Ratio:</b>	78	<b>Mean Lo 90%CI:</b>	93.5	<b>Coef. Conc. 15%:</b>	87	<b>Geometric Mean:</b>	95.2
<b>Max Ratio:</b>	124.4	<b>Mean Up 90%CI:</b>	98.2	<b>Coef. Conc. 20%:</b>	92.6	<b>Harmonic Mean:</b>	94.7
<b>Min Sale \$:</b>	\$14,500	<b>Avg. Sale Price:</b>	\$277,641	<b>Coef. Conc. 50%:</b>	100	<b>Std. Deviation:</b>	10.5
<b>Max Sale \$:</b>	\$1,900,000	<b>Avg. Appraised Val:</b>	\$255,017	<b>Coef. Conc. 100%:</b>	100	<b>Normality Test:</b>	Reject

The general descriptive and median ratio statistics are not trimmed of outliers and are based on all valid sales in the sample.

### Summary of Exclusion Codes Used

Codes	Description	Count	%Excluded	%Strata
16	L/O Assessment - L/B Sale	2	11.8	3.7
35	Government Agency as Grantor/Grantee	6	35.3	11.1
37	Financial Entity as Grantor/Grantee	1	5.9	1.9
38	Family/Relatives/Affil as Grantor/Grantee	1	5.9	1.9
40	Business Affiliates as Grantor/Grantee	1	5.9	1.9
90	RSA 79-A Current Use	5	29.4	9.3
99	Unclassified Exclusion	1	5.9	1.9
		<b>17</b>	<b>100.1</b>	<b>31.7</b>

### Included Sales

Verno	Book Page	Sale Price	Assessed Value	Ratio	PC	MC	SC	Trim	Notes
1	4246-0843	\$265,000	\$240,800	90.9	11				
3	4249-0654	\$262,000	\$276,300	105.5	11				
6	4252-0698	\$252,534	\$223,200	88.4	11				
8	4253-0579	\$512,500	\$532,600	103.9	33				
10	4254-0120	\$32,000	\$36,700	114.7	18				
13	4256-0488	\$186,800	\$189,800	101.6	11				ADJ DATA PER ABATEMENT REVIEW
18	4260-0715	\$230,000	\$250,600	109	11				
22	4262-0437	\$258,000	\$277,800	107.7	11				NEW HOME 2015
23	4263-0153	\$202,500	\$197,300	97.4	11				





## 2015 Final Ratio Study Report

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12/14/2015 10:40:35 AM

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### Included Sales

Verno	Book Page	Sale Price	Assessed Value	Ratio	PC	MC	SC	Trim	Notes
26	4264-0993	\$302,900	\$301,200	99.4	11				RENO'S COMPLETED PRIOR TO SALE
34	4270-0308	\$305,000	\$284,800	93.4	11	70			
39	4277-0303	\$225,000	\$213,000	94.7	11				RENO'S COMPLETE PRIOR TO SALE
41	4277-0672	\$34,000	\$29,300	86.2	18				
42	4278-0369	\$193,000	\$184,100	95.4	11				
44	4280-0691	\$198,000	\$158,700	80.2	14				
45	4280-0799	\$14,500	\$17,100	117.9	18				
48	4281-0699	\$199,000	\$198,700	99.8	11				
55	4286-0727	\$75,000	\$78,700	104.9	22				SUBDIVIDED PRIOR TO SALE
58	4289-0158	\$131,500	\$163,600	124.4	11	70			CORRECT SITE SIZE
60	4290-0419	\$320,000	\$297,300	92.9	11				
61	4291-0843	\$58,000	\$56,800	97.9	22				Resale to 114
70	4293-0242	\$350,000	\$312,700	89.3	11				ADJ SITE PER DEED REVIEW
71	4295-0105	\$28,000	\$27,900	99.6	18				
75	4296-0571	\$424,900	\$386,000	90.8	11				
76	4297-0001	\$300,000	\$268,500	89.5	11				
78	4297-0522	\$43,500	\$45,900	105.5	18				
79	4299-0003	\$1,900,000	\$1,481,500	78	33				
82	4299-0727	\$446,000	\$415,900	93.2	11				
86	4302-0259	\$284,900	\$248,400	87.2	11				
87	4302-0526	\$170,000	\$156,200	91.9	14				
88	4302-0605	\$26,800	\$28,000	104.5	18				
89	4303-0034	\$423,000	\$338,900	80.1	11				
91	4303-0565	\$235,000	\$255,400	108.7	11				
94	4304-0932	\$387,000	\$335,000	86.6	11				
96	4305-0388	\$325,000	\$313,500	96.5	11				



## 2015 Final Ratio Study Report

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12/14/2015 10:40:35 AM

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### Included Sales

Verno	Book Page	Sale Price	Assessed Value	Ratio	PC	MC	SC	Trim	Notes
100	4309-0453	\$219,000	\$187,000	85.4	11				
101	4310-0100	\$331,000	\$298,800	90.3	11				
105	4310-0874	\$349,900	\$309,500	88.4	11				
106	4311-0177	\$193,800	\$176,200	90.9	11				
107	4311-0524	\$299,000	\$235,800	78.9	11				
108	4312-0021	\$166,900	\$156,400	93.7	14				
110	4314-0941	\$571,000	\$487,100	85.3	11	70			Resale to 111
115	4316-0327	\$187,000	\$187,000	100	11				
116	4316-0735	\$210,000	\$205,100	97.7	11				
117	4316-0824	\$220,000	\$172,300	78.3	14				
119	4318-0653	\$322,000	\$274,900	85.4	11	70			
123	4320-0739	\$300,000	\$298,300	99.4	11				
126	4321-0906	\$295,000	\$265,300	89.9	11				
132	4324-0982	\$200,000	\$237,200	118.6	11				CORRECT SITE SIZE AND DATA PRIOR TO SALE
133	4325-0414	\$393,800	\$350,600	89	11				
134	4325-0955	\$340,000	\$360,000	105.9	11				
137	4327-0207	\$158,000	\$160,100	101.3	11	70			
139	4328-0024	\$308,000	\$266,200	86.4	11				
140	4328-0258	\$326,900	\$320,900	98.2	11				

### Excluded Sales

Verno	Book Page	Sale Price	Assessed Vaue	Ratio	PC	MC	SC	EX	Notes
14	4259-0146	\$675,000	\$708,100	104.9	11			90	RSA 79-A Current Use
15	4260-0018	\$431,500	\$329,700	76.4	11	70		90	RSA 79-A Current Use
16	4260-0282	\$95,000	\$166,300	175	14			37	Financial Entity as Grantor/Grantee
28	4267-0276	\$1,334	\$157,900	11841	11			35	Government Agency as Grantor/Grantee Resale to 49



## 2015 Final Ratio Study Report

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### Excluded Sales

Verno	Book Page	Sale Price	Assessed Vaue	Ratio	PC	MC	SC	EX	Notes
33	4269-0359	\$185,000	\$228,700	123.6	11			35	Government Agency as Grantor/Grantee
36	4272-0486	\$115,000	\$278,300	242	11			38	Family/Relatives/Affil as Grantor/Grantee
49	4283-0612	\$1,334	\$157,900	11841	11			35	Government Agency as Grantor/Grantee Resale of 28
62	4292-0036	\$310,000	\$408,000	131.6	22	71		90	RSA 79-A Current Use
90	4303-0168	\$115,267	\$212,100	184	11			35	Government Agency as Grantor/Grantee Resale to 124
93	4304-0727	\$350,000	\$297,100	84.9	11			90	RSA 79-A Current Use
109	4312-0822	\$76,000	\$199,400	262.4	11	70		35	Government Agency as Grantor/Grantee
114	4316-0061	\$301,800	\$56,800	18.8	11			16	L/O Assessment - L/B Sale Resale of 61
122	4309-0437	\$380,000	\$408,000	107.4	11			90	RSA 79-A Current Use
124	4321-0122	\$151,500	\$212,100	140	11			35	Government Agency as Grantor/Grantee Resale of 90
128	4323-0675	\$349,900	\$69,500	19.9	11			16	L/O Assessment - L/B Sale
130	4324-0058	\$775,000	\$347,600	44.8	44			40	Business Affiliates as Grantor/Grantee
141	4328-0302	\$80,000	\$172,800	216	11			99	Unclassified Exclusion OUTLIER? BASCIALLY A LAND SALE - HOUSE NEEDS TO BE REMOVED - CASH SALE



# 2015 Ratio Study Summary Report

12/14/2015 10:41:03 AM

Town Name: Lee, Strafford County

Date Range: 10/01/2014 through 09/30/2015

NH Dept of Revenue Administration. Ratios were created using stipulated year assessments.

Strata	Description	Mean Ratio	Median Ratio	WM Low CI	WM Ratio	WM High CI	COD	PRD	Total Strata	Sales PA34	Valid	Valid %	Valid PA34	Valid PA34 %	UT#	UT %
11	Single Family Home	95.33	93.31	91.63	93.74	96.12	7.92	1.02	54	17	40	74.1%	15	37.5%	40	100%
70	Waterfront	97.96	93.38	0	92.13	0	11.79	1.06	7	2	5	71.4%	1	20.0%	5	100%
14	Single Res Condo Unit	86.02	86.02	0	85.26	0	7.88	1.01	5	1	4	80.0%	1	25.0%	4	100%
18	Mfg Housing Without Land	104.74	105.00	0	103.41	0	7.59	1.01	6	5	6	100%	5	83.3%	6	100%
22	Residential Land	0	0	0	0	0	0	0	3	3	2	66.7%	2	100%	2	100%
33	Commercial L&B	0	0	0	0	0	0	0	2	1	2	100%	1	50.0%	2	100%
AA	Any & All	95.75	94.19	87.70	91.85	94.61	8.84	1.04	71	27	54	76.1%	24	44.4%	54	100%
GC1	Area Improved Res	95.72	93.54	91.29	93.37	95.54	8.73	1.03	65	23	50	76.9%	21	42.0%	50	100%
GC2	Area Improved Non-Res	0	0	0	0	0	0	0	3	1	2	66.7%	1	50.0%	2	100%
GC3	Area Unimproved	0	0	0	0	0	0	0	3	3	2	66.7%	2	100%	2	100%



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Type	Description	Median Low CI	Median Ratio	Median High CI	PRD Low CI	PRD	PRD High CI	COD	UT#
All (AA)	Any & All	90.87	94.19	97.93	1.02	1.04	1.09	8.84	54
Group (GC1)	Area Improved Res	90.86	93.54	97.55	1.01	1.03	1.04	8.73	50
Group (GC2)	Area Improved Non-Res	0	0	0	0	0	0	0	2
Group (GC3)	Area Unimproved	0	0	0	0	0	0	0	2

Title	Description	Criteria Met
Strata-Any and All (Median)	Overall Median Point Estimate confidence interval should overlap range of 90-110	True
Strata-Any and All (PRD)	Overall PRD Confidence Interval should overlap range of .98-1.03	True
Strata-Any and All (COD)	Coefficient of Dispersion < 20.0	True
Strata-GC1	Median Confidence Interval should overlap overall median +/- 5%	True
Strata-GC2	Median Confidence Interval should overlap overall median +/- 5%	N/A
Strata-GC3	Median Confidence Interval should overlap overall median +/- 5%	N/A