

PUBLIC HEARING & SELECT BOARD MEETING AGENDA

DATE: Tuesday, January 19, 2016 at 6:00 pm

HELD: Public Safety Complex (2nd Floor Meeting Room) 20 George Bennett Rd, Lee

The Select Board reserves the right to make changes as deemed necessary during the meeting. Public Comment limited to 3 minutes.

1. Call to Order – 6:00 pm
2. Public Comment
3. Racetrack Public Hearing – presentation of 2016 Lee USA Speedway racing/event schedule
4. ORCSD Superintendent Dr. Morse - Update
5. Julie Glover, Town Administrator
 - a. Health Trust Wellness Program & Campaign Funds
 - b. Pratt Photography – 250th Celebration
 - c. Final Budget and Warrant – Final review, approval and signatures
 - d. Municipal Records Committee, New Records Room
 - e. Miscellaneous
6. Motion to accept the Consent Agenda as presented:

SIGNATURES REQUIRED

FFDR Addendum
Payment in Lieu of Vacation (3)
Veteran Tax Credit
Household Hazardous Waste Collection Project
Flexible Spending Account
Report of Wood & Timber Cut Letters
Yield Tax Levy

INFORMATION ONLY

Colonial Brigade Insurance, Indemnification and Contract
Strafford County Delegation Budget Public Hearing & Meeting
Notice 1-27-2016
Meeting Room Application – Strafford County 4-H

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

7. Motion to accept the Select Board Public Meeting Minutes from January 4, 2016.
8. Motion to accept Manifest #14 and Weeks Payroll Ending January 17, 2016.
9. Miscellaneous/Unfinished Business
10. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on January 15, 2016

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



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

Office Use Only

Meeting Date: Jan 19, 2016

Agenda Item No. 3

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
1/19/2016

Agenda Item Title: Racetrack Public Hearing

Requested By: Lee USA Speedway

Date: 1/15/2016

Contact Information: Judy MacDonald

Presented By: Lee USA Speedway

Description: 2016 License to Operate a Racetrack, including review of proposed operation schedule

Financial Details: \$100.00 license application fee

Legal Authority NH RSA 31:41-a; Lee Racetrack Ordinance

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to accept the Lee USA Speedway's 2016 proposed operation schedule and grant them a license, subject to the conditions imposed by the Lee Racetrack Ordinance, including inspections by the Building Inspector, Fire Chief, Police Chief and submission of certificate of insurance to the Town Administrator. OR

Move to accept the Lee USA Speedway's 2016 proposed operation schedule with the following changes: _____

_____ and grant them a license, subject to the conditions imposed by the Lee Racetrack Ordinance, including inspections by the Building Inspector, Fire Chief, Police Chief and submission of certificate of insurance to the Town Administrator. OR

Move to postpone approval of the 2016 license until the following condition are met:

TOWN of LEE

Application for License to Operate a Racetrack

For the Racing Season 2016

Name of Applicant LEE USA SPEEDWAY INC

Business Address 380 CALEF HIGHWAY, LEE, NH 03861

(MAILING ADDRESS) P. O. BOX 344, ROWLEY, MA 01969

Business Telephone 978-462-4252

Contact Person JOHN E. MACDONALD
PRESIDENT

Insurance Carrier/Policy Number PK201500000581

A copy of the insurance policy binder is attached.

We request a license to operate the Lee USA Speedway for the **2016** racing season. Attached is a schedule of the racing season that includes the dates, times and types of events.

Also included are tentative rain dates requested in the event a race is cancelled due to inclement weather.

We have previously received a copy of the Town of Lee's Racetrack Ordinance and understand the requirements contained within.

Date 12/19/2015

Signed John E. MacDonald, President
Lee USA Speedway Representative

FEE \$100



LEEUSAS-01

DOYLES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/13/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER License # * Insurance Office of America, Inc. 1855 West State Road 434 Longwood, FL 32750	CONTACT NAME: Shelley Doyle PHONE (A/C, No, Ext): (407) 788-3000 E-MAIL ADDRESS: Shelley.Doyle@ioausa.com	FAX (A/C, No): (407) 788-7933
	INSURER(S) AFFORDING COVERAGE	
INSURED Lee USA Speedway, Inc. POB 344 Rowley, MA 1969	INSURER A : Gotham Insurance Company	NAIC # 25569
	INSURER B : United States Fire Insurance Company	21113
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Participant Legal <input checked="" type="checkbox"/> BI GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PK201500000581	04/08/2015	04/08/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 PARTICIPANT LEG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					
B	Excess Medical		US100290	04/08/2015	04/08/2016	ADD 10,000, 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is hereby included as Additional Insured as respects to liability claims arising out of the negligence/operations of the Named Insured.
East Coast Sand and Gravel Inc, First Strafford Realty Trust, Moran Equipment Corporation, Checkered Flag Structures are additional insured on the General Liability & Participant Accident policies when required by written contract.

CERTIFICATE HOLDER	CANCELLATION
Town of Lee 7 MAST ROAD Lee, NH 03861	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

2016 LICENSE to OPERATE a MOTOR VEHICLE RACETRACK IN THE TOWN OF LEE

A license to conduct motor vehicle racing at the **Lee USA Speedway** during the time period of April 9 – October 30, 2016 is hereby granted SUBJECT TO all provisions of the Town of Lee *Racetrack Ordinance* adopted on March 10, 1977 by the Annual Town Meeting, and SUBJECT TO any revisions or amendments to the Ordinance as hereinafter enacted.

The Select Board grants approval with the understanding that failure to comply with the provisions of the Ordinance shall be grounds for revocation or suspension of this license.

No practice or tire testing dates are permitted

<u>23 RACES</u>	<u>CATEGORY</u>	<u>3 TEST & TUNE</u>
1) Sunday, April 10, 2016	ACT Governor Cup 150	1) Saturday, April 9, 2016
2) Friday, May 27, 2016	Season Opener – Nascar Weekly	2) Saturday, May 21, 2016
3) Friday, June 3, 2016	Nascar Weekly – Spr Late Mdls	3) Friday, October 7, 2016
4) Friday, June 10, 2016	Nascar Weekly	
5) Friday, June 17, 2016	Nascar Weekly	
6) Friday, June 24, 2016	Nascar Weekly – Spr Last Mdls	
7) Friday, July 1, 2016	Nascar Weekly – Fireworks	
8) Friday, July 8, 2016	Nascar Weekly	
9) Friday, July 15, 2016	Nascar Weekly	
10) Friday, July 22, 2016	Nascar Weekly – Valenti Mods	
11) Friday, July 29, 2016	Nascar Weekly	
12) Friday, August 5, 2016	Nascar Weekly – ISMA	
13) Friday, August 12, 2016	Nascar Weekly – Spr Late Mdls	
14) Friday, August 19, 2016	Nascar Weekly	
15) Friday, August 26, 2016	Nascar Weekly	
16) Friday, Sept. 2, 2016	Nascar Weekly	
17) Friday, Sept. 9, 2016	Championship Nascar Weekly	
18) Saturday, Sept. 17, 2016	After Season Special	
19) Sunday, Sept. 18, 2016	After Season Special	
20) Saturday, Sept. 24, 2016	After Season Special	
21) Sunday, Sept. 25, 2016	After Season Special	
22) Saturday, October 8, 2016	Octoberfest - Qualifying 12pm-10 pm	
23) Sunday, October 9, 2016	Octoberfest - Features 12pm-10 pm	

RAIN DATES

- 1) Saturday, April 23, 2016
- 2) Sunday, April 24, 2016
- 3) Sunday, May 22, 2016
- 4) Friday, October 21, 2016
- 5) Saturday, October 22, 2016
- 6) Sunday, October 23, 2016
- 7) Friday, October 28, 2016
- 8) Saturday, October 29, 2016
- 9) Sunday, October 30, 2016

Dates and hours of operation were approved by the Select Board on _____.

Carole Dennis, Chairwoman

Scott Bugbee

John LaCourse

Building Inspector

Police Chief

Fire Chief

Date

Date

Date

Town Administrator

Date

17160

CHECKERED FLAG STRUCTURES, INC.

P.O. BOX 344
ROWLEY, MA 01969
(978) 462-4252

The Provident Bank
Newburyport, Massachusetts
the Provident Bank
53-7402/2113

12/18/2015

PAY TO THE ORDER OF TOWN OF LEE

\$ **100.00

One Hundred and 00/100***** DOLLARS

TOWN OF LEE

7 MAST ROAD
LEE, NH 03824

VOID AFTER 60 DAYS
John C. Mac Donald

PRESIDENT

MEMO 2016 License to Operate Track

AUTHORIZED SIGNATURE

⑈017160⑈ ⑆211374020⑆ 27 327467⑈

Security features. Details on back.



Oyster River Cooperative School District FY17 Town Budget Forum

January 19, 2016

6:00 PM

Lee Public Safety Complex

Dr. James C. Morse, Sr.

School Board Goals 2016-17 Budget

Budgeting is directly related to our academic vision. The proposed 2016-17 ORCSD budget reflects the priorities of the recently adopted Strategic Plan which guides the District decisions at a realistic and affordable pace.

The proposed budget will include the costs for full day kindergarten and a portion of the athletic field's project at the high school. It will include all completed negotiation agreements and health insurance costs.

The budget goal includes all identifiable revenue and will not have an overall impact that exceeds 3% inclusive of the field warrant.

This does not include any petitioned warrants.

Board Goals

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The Board established goals for 2016-17 include:

- Implement 5-year Capital Improvement Plan
- Continue study of the middle school replacement options
- Implement Full Day Kindergarten
- Implement new Math Program K-5
- Study options for late Start at ORHS
- Present amended Athletic Field options for consideration by voters.
- Create a Wellness Sub-Committee to address the socio-emotional needs of ORCSD students

**District Highlights
Elementary**

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- With newly implemented Smarter Balanced Assessment, our students at the elementary level performed above the State average for both literacy and mathematics.
 - 73% - 77% in grade 3 performed at a level 3 or above in literacy
 - 69% - 71% in grade 3 performed at a level 3 or above in mathematics
 - 64% - 75% in grade 4 performed at a level 3 or above in literacy
 - 72% - 73% in grade 4 performed at a level 3 or above in mathematics
- Dynamic new staff members replacing valued retired employees.
- Increased participation in our child nutrition program both at breakfast and lunch.
- Eureka Math Program being implemented by every teacher in the schools.

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District Highlights Middle School

- ORMS had its status as a NELMS spotlight school renewed.
- ORMS continues to offer many after school club offerings that cover a wide range of student interests.
- The ORMS music program has grown dramatically in year two of our strings program.
- Smarter Balanced Results:
 - 81% in grade 5 performed at a level 3 or above in literacy
 - 67% in grade 5 performed at a level 3 or above in mathematics
 - 73% in grade 8 performed at a level 3 or above in literacy
 - 63% in grade 8 performed at a level 3 or above in mathematics

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District Highlights High School

- ORHS college placement rate exceeded 80% for the 6th straight year.
- ORHS expanded business course offerings have led to a new school store called "Bobcat Corner".
- ORHS was ranked 5th best high school in NH by Niche.com
- ORHS was recognized as the top school in Division II for athletic sportsmanship.
- The ORHS student body earned 74 college courses worth of college credit in the fall of 2015.

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District Highlights Special Education

- 100% Graduate (national average of students with a disability is 62%; NH average is 71%)
 - 0% of Students with Disabilities Drop Out (national average of students with a learning disability is 20%)
 - 46% enter a 4-year college
 - 25% enter a 2-3 year/technical school or post grade school
 - 25% enter employment
 - 4% enter the military
- 100% compliance with NH Department of Education for all indicators used to measure performance and compliance for special education rules and regulations
- Positive parent survey results (above state averages)

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District Highlights School Nutrition

- Students are accepting whole grains and eating more fruit at all four schools. Participation in all schools is on the rise.
- As a result taxpayer support of program down \$20,000.

District Highlights School Transportation

- \$55,000 Grant awarded to ORCSD toward new bus purchase. Current fleet 80% new.
- NHSTA & NH DOT awarded three ORCSD bus drivers with Annual Safety Awards for 10, 15, and 25 years of safe driving.

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District Highlights Facilities

- Blue cleaning program underway. We are now beyond “green cleaning”.
- Continual commissioning of ALL mechanical systems – increased energy efficiency and equipment life.
- 24 hour response time on all work orders.
- All exterior lighting to LED’s
- Mast Way drainage project complete.
- \$1,632,150 of the FACILITIES STUDY items completed as of Dec 2015. \$2,506,250 remaining – 5 year CIP plan. This is a mix of mechanical, electrical, kitchen equipment, ADA, and Life Safety renovations and upgrades. All new mechanical systems have high efficiency components for energy savings/operations.

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District Highlights Technology

- The number of work orders thus far has increased by 18% but the average age of a work order decreased by 40%.
- The district updated all copiers and printers so there is now only one vendor and manufacturer. In the process we reduced the number of devices by roughly 45%.
- Print management solution that helps secure sensitive documents as well as manage our total printing volume.
- Student and teacher computers have all been updated and are on a replacement cycle.
- We are investigating new technology (Virtual Desktops) that has low power consumption and less maintenance overhead. So far it is working well.

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District Accomplishments

- District is adhering to Strategic Plan in development
 - Vision, Mission and Broad Goals/Building-Based Goals adopted
- Capital Improvement Plan in progress
 - Facilities: Over \$2 million met
- Enrollment projections updated:
 - LRPC projects District enrollment to be over 2000 students for 5 more years.

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District 5 Years Projected Enrollment

— Source: LRPC 11/2015 Report
Long Range Planning Committee (LRPC)

2016-17 Projected Enrollment: 2,091

Mast Way 273	Moharimet 379	Middle 661	High 778
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2017-18 Projected Enrollment: 2,068

Mast Way 258	Moharimet 347	Middle 659	High 804
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2018-19 Projected Enrollment: 2,048

Mast Way 244	Moharimet 343	Middle 643	High 818
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2019-20 Projected Enrollment: 2,028

Mast Way 225	Moharimet 328	Middle 626	High 849
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2020-21 Projected Enrollment: 2,006

Mast Way 222	Moharimet 320	Middle 612	High 852
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District Current Enrollment By School

as of October 1

2015-16 Total Enrollment: **2,079****

Mast Way	285
Moharimet	382
Middle School	674
High School	714*

*Includes 101 Tuition Students
**Includes 24 Preschool Students

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District Enrollment By Town 2011 - 2015

as of October 1

	2015	2014	2013	2012	2011
Durham	932	940	927	898	916
Lee	655	686	703	708	713
Madbury	367	382	358	338	325
Barrington	98	85	68	66	50
Other	3	2	2	3	2
Totals	2055	2095	2058	2013	2004

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Tuition Agreement

- The District has received over \$3 Million in tuition over the last three years
- The District has spent less than \$300,000
 - 2.9 FTE staff {1.0 Math, 1.0 Science, .4 World Language, .5 Business}
- Over 90% of tuition dollars have been used toward tax relief

2014-15	2015-16	2016-17	Total
1 FTE Math	.4 FTE World Language	No proposed positions	
.3 FTE Science	.4 FTE Science		
	.5 Business- Computer		
1.5 FTE Total	1.3 FTE Total	0	2.9 positions

Burlington Tuition			
2014-15	2013-14	2012-13	2011-12
\$1,368,945	\$1,066,832	\$639,612	\$412,612

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FY17 Budget Decrease Expenditures

- Bond interest payment - \$45,745
- Reduce planned technology by \$15,000
- Reduced planned facilities budget by \$25,000
- Reduced planned bus purchase from 3 to 2, reducing budget by \$85,000

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FY 17 Increases

Major Drivers/Expenditure

- Negotiated agreement with teachers and support staff
- 16.8% Increase in Health Insurance over \$600,000

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FY17 Fund 10 Breakdown

Oyster River Cooperative School District
2016-2017 REVISED BUDGET BY LOCATION as of 12/16/15

	2014-15 EXPENDED	2015-2016 APPROVED	2016-2017 PROPOSED	DIFFERENCE	
MAST WAY	2,993,378	2,993,837	3,229,180	235,343	
MOHARIMET	3,470,527	3,607,178	3,827,830	220,652	
MIDDLE SCHOOL	6,692,677	6,727,343	7,052,269	324,926	
HIGH SCHOOL	7,355,667	7,646,820	8,014,104	367,284	
SAU/ADMN	3,146,861	3,256,035	3,066,081	-189,954	
TRANSPORTATION	2,048,238	2,169,379	2,191,918	22,539	-85,000
TECHNOLOGY	1,009,912	1,144,831	1,237,564	92,733	-15,000
FACILITIES	3,666,212	3,683,122	3,804,047	120,925	-25,000
SPECIAL EDUCATION	8,139,286	8,630,847	8,652,410	21,563	
TOTAL	38,522,758	39,859,392	41,075,403	1,216,011	

General Fund (10) TOTAL	40,950,403	2.74%
Article 3 - Athletic Fields & Track		0.06%
Article 4 - Educational Support Personnel (DRESPA)		0.10%
Total with all warrant articles proposed		2.90%

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Estimated FY 17 Impact to Towns

Budget Analysis

		Estimated Tax Impact per \$1,000*		
		Durham	Lee	Madbury
Proposed Budget	\$40,950,403	\$0.57	\$0.74	\$1.04
ORESPA Warrant	\$38,937	\$0.02	\$0.02	\$0.03
Total General Fund	\$40,989,340	\$0.59	\$0.76	\$1.07
Field Upgrade Warrant	1.5 M Bond- 10 year	2.549%		
Year 1	\$ 22,419	\$0.01	\$0.02	\$0.02
Year 2	\$186,338	\$0.10	\$0.14	\$0.13
Year 3	\$182,513	\$0.10	\$0.14	\$0.13
Year 4	\$178,688	\$0.10	\$0.13	\$0.13
Year 5	\$174,863	\$0.10	\$0.13	\$0.13
Years 6-10	\$968,850			
Total	\$1,713,669			

*Does not include any additional assessed value

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Past Budget Increases

- FY 16 (2015/16) 2.8 to 2.9%*
- FY 15 (2014/15) 1.8%
- FY 14 (2013/14) 1.8%
- FY 13 (2012/13) .07%
- FY 12 (2011/12) -2.3%

*depending on voter approval

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Warrant Article 3 - 8



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Warrant Article # 3

ARTICLE 3: Shall the District raise and appropriate the sum of \$1.9 Million for the renovation and construction of athletic fields and a track at Oyster River High School, and to authorize the issuance of not more than \$1.5 Million of bonds or notes to be paid over a 10 year period in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) with \$400,000 to come from the June 30, unassigned fund balance available July 1, 2016 and/or Facility Development Capital Reserve Expendable Trust Fund, and to authorize the School Board to issue and negotiate such bonds or notes. Furthermore, to raise and appropriate the sum of \$22,419 for the first year's principal and interest payment. *The School Board recommends this appropriation. (A three-fifths (3/5) ballot vote required.)*

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Warrant Article # 3 Explanation

Explanation: Warrant Article 3 - Asks Oyster River taxpayers to approve a bond of up to \$1.5 Million over a (10) year period to fund the costs for an athletic facility upgrade project at the high school. This project will include an all-weather track, an artificial turf playing field with environmentally friendly fill, and reconfigured baseball and softball fields. The benefits of the project include increased safety, improved drainage and reduced runoff into Beard's Creek, and increased field access reducing the need to rent UNH fields. Assuming the \$1.5 million bond is approved by the voters, \$300,000 for the project which has been previously fundraised, will be used to fund the construction of the all-weather track. The remaining \$400,000 will come from fund balance. The Board anticipates that additional fundraising will make enhancements to the project possible including field lights and dugouts.

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Warrant Article # 4

ARTICLE 4: Shall the District vote to approve within the provisions of New Hampshire RSA 273-A:3 the cost items included in the collective bargaining agreement reached between the Oyster River Educational Support Personnel Association and the Oyster River School Board which calls for the following increases in salaries and benefits at the current staffing levels:

2016-2017	\$ 38,937
2017-2018	\$ 42,332
2018-2019	\$ 45,638

and further to raise and appropriate the sum of \$38,937 for the 2016-2017 fiscal year, such sum representing the additional costs attributable to the increases in salaries and benefits required by the new agreement over those that would be paid at current staffing levels? *The School Board recommends this appropriation. (Majority vote required)*

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Warrant Article # 5

ARTICLE 5: Shall the District authorize the School Board to sell the 24.97acre lot on Orchard Drive in Durham, on such terms and conditions as the School Board determines are in the best interests of the District, and further to raise and appropriate up to \$500,000 from the sale of this property to be placed into the Facilities Development Capital Reserve Fund. *The School Board recommends this appropriation. (Majority vote required)*

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Warrant Article # 5 Explanation

Explanation: Warrant Article 5 - Requests voter approval to sell two vacant residential parcels of land, totaling 24.97 acres on Orchard Drive in Durham. This property was given to the School District for future use. The property has been surveyed to determine the viability of using it for future buildings or fields. About 17 acres of the combined area of the parcels are constrained by natural resources, wetlands and watercourses, leaving only 8 acres for potential residential use. As a result of our environmental study, the School Board has determined that these parcels are not suitable for any school purpose. By placing this money in the Facilities Capital Reserve Fund it allows the District to meet capital needs.

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Warrant Article # 6

ARTICLE 6: Shall the District raise and appropriate up to \$500,000 to be added to the Facilities Development Capital Reserve Fund. This sum to come from the June 30 und balance available for transfer on July 1, 2016. No amount to be raised by taxation. *The School Board recommends this appropriation. (Majority vote required)*

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Warrant Article # 6 Explanation

Explanation: Warrant Article 6 - Due to unanticipated revenues and unexpended accounts, there may be funds remaining at the end of the year. Article 6 allows up to \$500,000 of the remaining funds to be placed in the Facilities Development Capital Reserve Fund to help address over \$2.5 million in unmet facility needs.

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Warrant Article # 7

ARTICLE 7: Shall the District establish a non-lapsing Equipment Revolving Fund in accordance with RSA 194:3-c to be funded by the sale of unused and outdated equipment for the purpose of providing equipment to students in need, further to raise and appropriate the sum of one dollar (\$1.00). Withdrawals from the revolving fund will be made at monthly intervals as needed. *The School Board recommends this appropriation. (Majority vote required)*

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Warrant Article # 7 Explanation

Explanation: Warrant Article 7 – In our District it is recognized that there are students who cannot afford new technology. This article asks voters to approve establishing a District fund to provide the District with a way to assist students who live at or below poverty level, as defined by the free and reduced price lunch program. Funds from the proceeds of the sale of unused and outdated equipment will be utilized to assist these students. The amount in this fund will not exceed \$2,000.

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Warrant Article # 8

ARTICLE 8: Shall the District raise and appropriate as an operating budget, not including appropriations by special warrant article 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 \$42,303,815. Should this article be defeated, the default budget shall be \$40,892,769, which is the same as last year with certain adjustments required by previous action of the District 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 the revised operating budget only. *The School Board recommends this appropriation. (Majority vote required)* Note: Fund 10 = \$40,950,403 (regular operating budget); Fund 21 = \$671,412 (expenditures from food service revenues); Fund 22 = \$621,000 (expenditures from federal/special revenues); Fund 23 = \$61,000 (expenditures from pass through funds)?

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FY 17 Budget

Supporting documents for the FY17 Proposed Budget can be found at www.orcsd.org

Thank You.

Questions?

FY 17 Budget Dates

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- January 13, 2016 Public Hearing @ ORHS Auditorium 7:00 PM
- Three Public Meetings hosted by the towns:
 - Madbury: Monday, January 4, 2016 – Madbury Town Hall 7:00 PM
 - Durham: Monday, January 11, 2016 – Durham Town Hall 7:00 PM
 - Lee: Tuesday, January 19, 2015 – Lee Safety Complex 6:00 PM
- February 3, 2016: Annual Meeting Deliberative Session I
 - ORHS Auditorium at 7:00 PM (SNOW DATE: Feb. 4)
- March 8, 2016: Annual Meeting Voting Day/Session II:
 - Durham - Oyster River High School 7:00 AM – 7:00 PM
 - Lee - Lee Safety Complex 7:00 AM – 7:00 PM
 - Madbury- Madbury Town Hall 11:00 AM – 7:30 PM



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

Office Use Only

Meeting Date: January 19, 2016

Agenda Item No. 4a

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
1/19/2016

Agenda Item Title: Health Trust Wellness Program

Requested By: Julie Glover, Town Administrator

Date: 1/15/2016

Contact Information: 603-659-5414

Presented By: Julie Glover

Description: Request permission for the employees to participate in various campaigns within the Health Trust Wellness Program as presented by the Wellness Coordinator throughout the 2016 calendar year. In addition, request that the funds provided by the Health Trust for the Wellness Program be approved for use towards said campaigns within the Wellness Program.

Financial Details: \$500.00


Legal Authority: NH RSA 31:95-b Appropriation for Funds Made Available During Year
“...authorizing...the board of selectmen... to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year.”

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to grant Lee Town employees permission to participate in campaigns within the Health Trust Wellness Program as presented by the Wellness Coordinator throughout the 2016 calendar year and approve the expenditure of \$500.00 received from the Health Trust for the Wellness Program to be spent on campaigns within the Wellness Program.

Health Trust, Inc.
P.O. BOX 617
CONCORD, NEW HAMPSHIRE 03302-0617

 Citizens Bank
MANCHESTER, NH
54-153/114

486745

DATE
1/8/2016

AMOUNT
\$500.00

PAY Five Hundred Dollars and 00 Cents

TO THE ORDER OF
Town of Lee
7 Mast Road
Lee NH 03825

VOID AFTER 90 DAYS


AUTHORIZED SIGNATURE

⑈486745⑈ ⑆011401533⑆ 3303178579⑈

Please keep this portion for your records

HealthTrust, Inc.

3826	Town of Lee	000093989	Check Number:	486745
COOD16	1/7/2016	Coordinator Reward		\$500.00

Check Amount: \$500.00

Danise Duff



Health & Safety Coordinator Campaign Summary (SAMPLE)

Group Name: HealthTrust

Coordinator: Kerry Horne

Campaign Target: (please select one)

- Physical Activity
- Nutrition
- Weight Management
- Know Your Numbers
- Stress Management
- Self-Care / Medical Consumerism
- Safe Work Environment
- Smoking Cessation

Campaign/ Program Name ~ Tag Line: Take 5 for Blood Pressure

Campaign/Program Goal: Have participants check their blood pressure one time per week during the challenge in May.

Campaign/Program Description: (please describe the program and/or activities you provided)

Participants check sign up for the program and then agree to check their BP at least one time per week during the challenge. We held a kickoff reception with healthy snacks and handouts regarding BP. We provided a weekly raffle prize (Gift card) for each week of the program and a BP machine was given away as the grand prize. Participants could earn up to 4 entries into the grand prize drawing for taking BP weekly.

Budget: (please explain how you spent your \$500 coordinator cash)

\$250 – four \$25 gift cards to Hannaford, \$50 refreshments for kickoff event and \$100 grand prize new BP machine.

Number of Participants: 50

Notes or Feedback: Program was well received and it was a good reminder to everyone about the importance of checking your BP regularly.

Coordinator Signature: Kerry Horne

Date: 12/27/15



Slice of Life: Hit the Trail!

Important Dates to Remember:

- Registration begins: 3/21/2016
- Challenge begins: 3/28/2016
- Registration & Team creation deadline: 4/4/2016
- Challenge ends: 5/22/2016
- Last day to log activity: 5/30/2016

To access HealthTrails, log into your secure account at www.healthtrustnh.org, and click through to Onlife. Click the MENU link, then MY CHALLENGES. Questions about HealthTrails, call 1-866-564-5237.

What do I do?

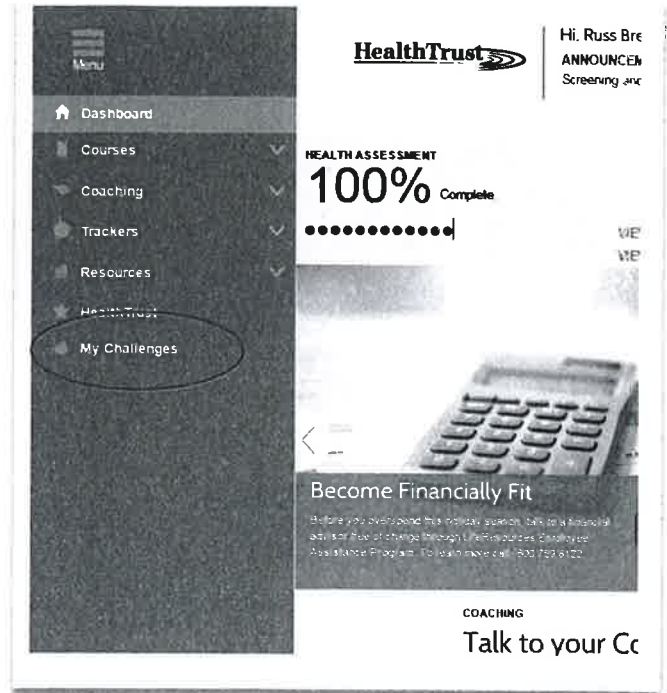
- To get started, you will be asked to enter your name, email address, status – subscriber, spouse, dependent or retiree – and answer some pre-evaluation questions.
- Enrollees will track water servings and/or exercise minutes daily, as they move along the international trail of their choice. The goal is to exercise 30 minutes/day & 6, 8-ounce glasses of water/day.
- To complete the challenge, enrollees must track exercise minutes/water servings at least 3 days/week for 8 weeks, or 24 days in total.
- 100 points will be awarded to enrollees who successfully complete the challenge. (Please allow up to 3 weeks after the last day to log activity for points to be awarded.)
- Remember that points will count towards both the quarterly sweepstakes and the additional \$100 incentive (1/1/2016-6/30/2016).

Spread the Word!

- All HealthTrust medically covered enrollees, retirees, their covered spouses, and dependent children age 18 or older are eligible to complete their Health Assessment in order to earn points towards incentives
- Encourage your friends, colleagues and family members to join by starting a team. Teams must consist of 4-10 members. Use the search feature if your potential teammate has already registered.

HealthTrails is Mobile!

- Download the *HealthTrails* mobile app for iPhone® or Android™ and you can log activity, view your progress, check team status, share healthy recipes and more!
- You'll need to create a mobile password in your Profile in HealthTrails before using the app. Log into your secure account at www.healthtrustnh.org, and click through to Onlife. Click the MENU link, then MY CHALLENGES.
- Download the app by searching *HealthTrails* (one word) on Google Play or iTunes.





Cooking Programs

Employee Wellness Groups and Food Service Staff



What Happens

Cooking demonstrations are a delicious way to support your wellness program by providing your participants with cooking lessons that will improve their chances of success. Liz's programs focus on the importance of cooking healthy meals at home and how to manage meal preparation within busy work and family schedules.

Programs include healthy ingredient information, food preparation and knife techniques, grocery store navigation tips, and kitchen time management ideas appropriate for participants of all cooking abilities and interests.

Following her discussion or slide presentation Liz heads over to her portable kitchen to demonstrate 2 recipes for all to sample.

Wellness Programs

Programs focus on healthy, seasonal ingredients and recipes that are designed to inspire and entice.

Cooking and Gardening with Herbs*
 Cooking and Gardening with Vegetables*
 Feasting from the Low-Glycemic Index
 Feasting from our Local Farms*
 Feasting on 10 Minute Meals
 Feasting on a Budget
 Feasting on Leftovers*
 Feasting on SuperFoods*
 Feasting on Vegetables
 Feasting with Flavor: Spices
 Healthy Snacking at the Office
 Healthy Holiday Entertaining
 Mindless Eating: Why we eat too much*
 New Traditions for Thanksgiving*
 What a Chef Knows: Cooking Tips and Tricks
 Whole Foods for the Whole Family
 *Features a slide presentation. More program options online.

Programs Include

- Topic discussion (slide show when indicated)
- Cooking demonstration of 2 seasonal recipes
- Tasting samples
- Printed recipes and paper goods

Program Fees

0-35 guests *
 \$375 plus mileage
 additional guests \$3.50 per person

Block Booking

Scheduling large groups of employees is often difficult to do. Liz is happy to offer two demonstration sessions in one day at a reduced rate.

Fee

Schedule two programs in one day:
 0-35 guests *
 \$325 per session plus mileage
 additional guests \$3.50 per person

Food Service Training

Programs focus on easy, low cost marketing techniques to help your food service staff "sell" healthy school food to elementary school students.

Feasting at the School Cafeteria: Session 1...
 Strategies for Encouraging Healthy Food Choices at the Elementary School Grade Levels

Feasting at the School Cafeteria: Session 2...
 Creating a Taste Testing Program for Elementary School Grade Levels

Recipe Training & Student Tasting

Knife Skills Workshop for Food Service Staff



Program Fees

0-35 guests *
 \$375 plus .mileage*
 additional guests \$3.50 per person
 You are welcome to add a tasting of 2 kid approved recipes: \$100 (0-35 guests)

*additional materials fee for Knife Skills Workshop

Contact Liz Barbour

The Creative Feast
 5 Broad St.
 Hollis, NH 03049

603-321-5011
lizb@thecreativefeast.com

Visit us on the web:
www.thecreativefeast.com

Wellness Culture Checklist

The Onlife/HealthTrust Wellness Culture Checklist is a simple assessment that will help to take an inventory of how your organization is doing with respect to developing a results-oriented worksite wellness program. The Checklist was designed as a tool to assist in assessing your wellness initiatives against results-oriented wellness programs.

The Culture Checklist is 43 questions in length and is broken into three categories; Physical Work Environment, Communications and Organizational Factors. By completing the Checklist, you have taken an important step toward assessing the quality and comprehensiveness of your organization's wellness initiative. Once you have reviewed the inventory results, Onlife and HealthTrust can work with you to help improve and upgrade your program.

For each item on the list that your organization currently has in place, make a check mark in the corresponding box. After each section, total up the number of boxes checked to determine where your organization scores on the scale of 'Needs Improvement, Good, Very Good or Excellent'.

Once the Checklist is complete, review the items not checked to determine areas of focus for future efforts and assist in implementation. Items that are checked can provide an opportunity to showcase and celebrate your positive contributions towards a culture of health in the workplace. Should you have any questions, please contact HealthTrust.



Wellness Culture Checklist

Physical Work Environment - *having a supportive, health-promoting environment are critical factors in helping employees adopt healthier behaviors. Healthy worksites should focus on supporting individuals in areas like increasing physical activity, improving nutrition, reducing tobacco use, reducing stress and providing a safe workplace.*

Our organization (please check all that apply):

Worksite Environment

- Is located in a safe neighborhood environment.
- Has onsite fitness facilities available onsite or offers gym reimbursements or discounts offsite.
- Offers health coaching.
- Availability of personal training and/or fitness classes within a 5-10 mile radius of the workplace.
- Availability of medical care to staff during workday.

Common Areas that Promote Wellness

- Provides access to computers and telephones for employees to use for health and wellness.
- Provides at least one hour for breaks and lunches throughout the day.
- Provides common areas for use during break times for rest/relaxation during the work day.
- Has a quiet room available to allow employees time to decompress during the day.
- Has a mother's room available for nursing mothers.

Healthy Eating Opportunities

- Offers healthy food and beverage options in vending machines.
- Offer healthy meals/snacks at company sponsored events and meetings.
- Has an onsite cafeteria with healthy food choices available.
- Has portion control and dietary information available on food in cafeteria.
- Promotes healthy restaurants nearby to worksite location. (BONUS)

Ergonomics and Safety

- Provide ergonomic assessments.
- Provide employees with workstations that are ergonomically correct.
- Encourages employees to take regular stretch breaks.
- Have a safety teams (Joint Loss Management Committee) to address ergonomic and safety issues.

Physical Work Environment Scoring:

0-5	6-10	11-14	15-19
Needs Attention	Good	Very Good	Excellent

Communications - *effective communication is a requirement for any organization that wishes to let employees know how important their health is. Groups who communicate their wellness message clearly, frequently and through different methods have the most effective wellness programs.*

Our organization (please check all that apply):

Primary Communications Channels

- Have bulletin boards and common areas available to post program information.
- Uses both electronic and paper communications (posters, payroll stuffers, emails).
- Provides regular organizational newsletter or updates.
- Demonstrates leadership support of health and wellness.
- Organizational wellness information is easily accessible and understandable.

Social Media

- Has Facebook or Twitter account as a means to communicate with employees.
- Uses social media to communicate wellness initiatives and programs with employees.
- Updates social messaging sites once per week with information for employees.

Communications Scoring:

0-1	2-4	5-6	7-8
Needs Attention	Good	Very Good	Excellent

Organizational Factors – *certain organizational factors can help to promote a culture of health. Specific policies and initiatives that address time to participate in health promotion activities during the workday can increase participation in healthy behaviors, and boost morale. Wellness Champions or Teams can assist with this in various ways. From promoting programs to incorporating wellness into their every day jobs, teams can be very effective at raising health awareness and driving engagement. Finally, a mix of incentives can help motivate employees to first get involved in the program, and sustain their engagement over time.*

Our organization (please check all that apply):

Worksite Culture

- Promotes a good work-life balance.
- Have initiatives in place to alleviate work-related stress among employees. Examples are 5 minute massages or stress workshops.
- Celebrates employee success or achievements both at work and outside of work.
- Promotes a fun atmosphere (at appropriate times).
- Incorporates health and wellness into the organization’s vision, mission, or challenge statement.

Policies and Procedures

- Offers a Health Assessment to all eligible employees.
- Is completely tobacco-free and offers resources for helping employees quit tobacco.
- Has a written action plan for cardiac emergencies.
- Provides CPR, AED, and First Aid training.
- Has an AED available onsite.
- Has an emergency evacuation plan.

Wellness Team

- Currently have a Wellness Committee in place.
- Have Wellness Champions in place at each location to support health and wellness throughout the organization.
- Provides wellness training for Committee members, Wellness Champions, and senior leadership.

Incentives & Financials

- Has a wellness budget in place.
- Provides a mix of tangible and intangible incentives for employee participation.

Organizational Factor Scoring:

0-4	5-8	9-12	13-16
Needs Attention	Good	Very Good	Excellent

Resource: Wellness Councils of America (WELCOA)

12/20/2013



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

Office Use Only

Meeting Date: January 19, 2016

Agenda Item No. 4c

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
1/19/2016

Agenda Item Title: FY17 Operating Budget and Warrant

Requested By: Julie Glover, Town Administrator

Date: 1/15/2016

Contact Information: 603-659-5414

Presented By: Julie Glover

Description: Present FY17 Operating Budget and Warrant for final review, approval and signature.

Financial Details: Operating Budget \$3,807,523

Legal Authority: NH RSA 32:1-13; RSA 40:13

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to approve the FY17 Operating Budget and Warrant.



New Hampshire
Department of
Revenue Administration

2016
MS-636

Budget of the Town of Lee
Form Due Date: 20 Days after the Meeting

This form was posted with the warrant on: _____

For Assistance Please Contact:

NH DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>

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 Certifications		
Printed Name	Position	Signature
Carole Dennis	Chairwoman, Select Board	
Scott Bugbee	Selectman	
John R. LaCourse	Selectman	

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISON
P.O.BOX 487, CONCORD, NH 03302-0487

Appropriations

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures	Appropriations Ensuing FY (Recommended)	Appropriations Ensuing FY (Not Recommended)
General Government						
0000-0000	Collective Bargaining		\$0	\$0	\$0	\$0
4130-4139	Executive	4	\$130,141	\$0	\$130,260	\$0
4140-4149	Election, Registration, and Vital Statistics	4	\$95,073	\$0	\$105,297	\$0
4150-4151	Financial Administration	4	\$170,016	\$0	\$161,396	\$0
4152	Revaluation of Property	4	\$30,600	\$0	\$31,700	\$0
4153	Legal Expense	4	\$17,000	\$0	\$25,000	\$0
4155-4159	Personnel Administration	4	\$815,687	\$0	\$806,833	\$0
4191-4193	Planning and Zoning	4	\$135,408	\$0	\$106,720	\$0
4194	General Government Buildings	4	\$87,731	\$0	\$88,000	\$0
4195	Cemeteries	4	\$13,114	\$0	\$6,000	\$0
4196	Insurance	4	\$92,078	\$0	\$45,500	\$0
4197	Advertising and Regional Association		\$0	\$0	\$0	\$0
4199	Other General Government	4	\$20,000	\$0	\$30,000	\$0
Public Safety						
4210-4214	Police	4	\$620,983	\$0	\$657,981	\$0
4215-4219	Ambulance	4	\$20,179	\$0	\$18,516	\$0
4220-4229	Fire	4	\$336,227	\$0	\$356,072	\$0
4240-4249	Building Inspection	4	\$0	\$0	\$28,280	\$0
4290-4298	Emergency Management	4	\$7,000	\$0	\$7,600	\$0
4299	Other (Including Communications)		\$0	\$0	\$0	\$0
Airport/Aviation Center						
4301-4309	Airport Operations		\$0	\$0	\$0	\$0
Highways and Streets						
4311	Administration	4	\$483,603	\$0	\$485,183	\$0
4312	Highways and Streets		\$0	\$0	\$0	\$0
4313	Bridges		\$0	\$0	\$0	\$0
4316	Street Lighting		\$0	\$0	\$0	\$0
4319	Other		\$0	\$0	\$0	\$0
Sanitation						
4321	Administration	4	\$162,446	\$0	\$165,228	\$0
4323	Solid Waste Collection		\$0	\$0	\$0	\$0
4324	Solid Waste Disposal	4	\$148,600	\$0	\$119,377	\$0
4325	Solid Waste Cleanup		\$0	\$0	\$0	\$0
4326-4328	Sewage Collection and Disposal		\$0	\$0	\$0	\$0
4329	Other Sanitation		\$0	\$0	\$0	\$0
Water Distribution and Treatment						
4331	Administration		\$0	\$0	\$0	\$0
4332	Water Services		\$0	\$0	\$0	\$0
4335	Water Treatment		\$0	\$0	\$0	\$0
4338-4339	Water Conservation and Other		\$0	\$0	\$0	\$0
Electric						

4351-4352	Administration and Generation		\$0	\$0	\$0	\$0
4353	Purchase Costs		\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance		\$0	\$0	\$0	\$0
4359	Other Electric Costs		\$0	\$0	\$0	\$0
Health						
4411	Administration		\$0	\$0	\$0	\$0
4414	Pest Control	4	\$1,650	\$0	\$1,650	\$0
4415-4419	Health Agencies, Hospitals, and Other	4	\$10,791	\$0	\$20,124	\$0
Welfare						
4441-4442	Administration and Direct Assistance	4	\$23,100	\$0	\$25,650	\$0
4444	Intergovernmental Welfare Payments		\$3,625	\$0	\$0	\$0
4445-4449	Vendor Payments and Other		\$4,000	\$0	\$0	\$0
Culture and Recreation						
4520-4529	Parks and Recreation	4	\$30,800	\$0	\$38,830	\$0
4550-4559	Library	4	\$235,875	\$0	\$213,678	\$0
4583	Patriotic Purposes	4	\$550	\$0	\$500	\$0
4589	Other Culture and Recreation	4	\$0	\$0	\$11,000	\$0
Conservation and Development						
4611-4612	Administration and Purchasing of Natural Resources		\$0	\$0	\$0	\$0
4619	Other Conservation	4	\$4,050	\$0	\$5,300	\$0
4631-4632	Redevelopment and Housing		\$0	\$0	\$0	\$0
4651-4659	Economic Development		\$0	\$0	\$0	\$0
Debt Service						
4711	Long Term Bonds and Notes - Principal	4	\$90,000	\$0	\$90,000	\$0
4721	Long Term Bonds and Notes - Interest	4	\$28,643	\$0	\$25,848	\$0
4723	Tax Anticipation Notes - Interest		\$0	\$0	\$0	\$0
4790-4799	Other Debt Service		\$0	\$0	\$0	\$0
Capital Outlay						
4901	Land		\$0	\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment		\$430,000	\$0	\$0	\$0
4903	Buildings		\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings		\$60,000	\$0	\$0	\$0
Operating Transfers Out						
4912	To Special Revenue Fund		\$16,500	\$0	\$0	\$0
4913	To Capital Projects Fund		\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport		\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric		\$0	\$0	\$0	\$0
4914O	To Proprietary Fund - Other		\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer		\$0	\$0	\$0	\$0
4914W	To Proprietary Fund - Water		\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0
4919	To Fiduciary Funds		\$0	\$0	\$0	\$0
Total Proposed Appropriations			\$4,325,470	\$0	\$3,807,523	\$0

Special Warrant Articles

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures	Appropriations Ensuing FY (Recommended)	Appropriations Ensuing FY (Not Recommended)
4916	To Expendable Trust Fund		\$0	\$0	\$0	\$0
4917	To Health Maintenance Trust Fund		\$0	\$0	\$0	\$0
4901	Land	2	\$0	\$0	\$155,000	\$0
					Purpose: Purchase a Conservation Easement on Powder Major Farm	
4915	To Capital Reserve Fund	11	\$0	\$0	\$25,000	\$0
					Purpose: Deposit Funds into the Internal Service Fund for Accrued Benefits	
4915	To Capital Reserve Fund	12	\$0	\$0	\$20,000	\$0
					Purpose: Deposit Funds into Fire Ponds and Cisterns CRF	
4915	To Capital Reserve Fund	14	\$0	\$0	\$10,000	\$0
					Purpose: Deposit Funds into the Revaluation CRF	
4915	To Capital Reserve Fund	15	\$0	\$0	\$10,000	\$0
					Purpose: Deposit Funds into the Transfer Station Equipment	
4915	To Capital Reserve Fund	17	\$0	\$0	\$5,000	\$0
					Purpose: Deposit Funds into Recreation CRF	
4915	To Capital Reserve Fund	6	\$0	\$0	\$120,000	\$0
					Purpose: Deposit Funds into Fire Equipment Capital Reserve	
4915	To Capital Reserve Fund	7	\$0	\$0	\$80,000	\$0
					Purpose: Deposit Funds into the Highway Road and Bridge Improvements CRF	
4915	To Capital Reserve Fund	8	\$0	\$0	\$55,000	\$0
					Purpose: Deposit Funds into the Highway Equipment CRF	
4915	To Capital Reserve Fund	9	\$0	\$0	\$35,000	\$0
					Purpose: Deposit Funds into the Town Buildings CRF	
Special Articles Recommended			\$0	\$0	\$515,000	\$0

Individual Warrant Articles

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures	Appropriations Ensuing FY (Recommended)	Appropriations Ensuing FY (Not Recommended)
4199	Other General Government	16	\$0	\$0	\$20,000	\$0
					Purpose: Establish a Contingency Fund	
4902	Machinery, Vehicles, and Equipment	13	\$0	\$0	\$14,196	\$0
					Purpose: Purchase a Fingerprint Scanner/Printer	
4902	Machinery, Vehicles, and Equipment	10	\$0	\$0	\$31,000	\$0
					Purpose: Purchase a New Police cruiser and equipment	
Individual Articles Recommended			\$0	\$0	\$65,196	\$0

Revenues

Account Code	Source of Revenue	Warrant Article #	PY Estimated Revenues	PY Actual Revenues	Estimated Revenues Ensuing Fiscal Year
Taxes					
3120	Land Use Change Tax - General Fund	4	\$50,000	\$0	\$6,400
3180	Resident Tax		\$0	\$0	\$0
3185	Yield Tax	4	\$500	\$0	\$500
3186	Payment in Lieu of Taxes	4	\$2,219	\$0	\$2,000
3187	Excavation Tax		\$0	\$0	\$0
3189	Other Taxes		\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	4	\$100,000	\$0	\$78,000
9991	Inventory Penalties		\$0	\$0	\$0
Licenses, Permits, and Fees					
3210	Business Licenses and Permits	4	\$12,000	\$0	\$12,000
3220	Motor Vehicle Permit Fees	4	\$690,000	\$0	\$670,000
3230	Building Permits	4	\$20,000	\$0	\$14,000
3290	Other Licenses, Permits, and Fees	4	\$21,000	\$0	\$21,000
3311-3319	From Federal Government		\$0	\$0	\$0
State Sources					
3351	Shared Revenues		\$0	\$0	\$0
3352	Meals and Rooms Tax Distribution	4	\$208,416	\$0	\$209,235
3353	Highway Block Grant	4	\$107,391	\$0	\$96,310
3354	Water Pollution Grant		\$0	\$0	\$0
3355	Housing and Community Development		\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement		\$0	\$0	\$0
3357	Flood Control Reimbursement		\$0	\$0	\$0
3359	Other (Including Railroad Tax)	4	\$2,000	\$0	\$6,800
3379	From Other Governments	4	\$0	\$0	\$2,100
Charges for Services					
3401-3406	Income from Departments	4	\$95,000	\$0	\$100,065
3409	Other Charges		\$0	\$0	\$0
Miscellaneous Revenues					
3501	Sale of Municipal Property		\$0	\$0	\$0
3502	Interest on Investments	4	\$12,000	\$0	\$12,000
3503-3509	Other	4	\$45,000	\$0	\$42,500
Interfund Operating Transfers In					
3912	From Special Revenue Funds	4	\$5,000	\$0	\$5,000
3913	From Capital Projects Funds	4	\$0	\$0	\$30,000
3914A	From Enterprise Funds: Airport (Offset)		\$0	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)		\$0	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)		\$0	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)		\$0	\$0	\$0
3914W	From Enterprise Funds: Water (Offset)		\$0	\$0	\$0
3915	From Capital Reserve Funds	4	\$490,000	\$0	\$200,000
3916	From Trust and Fiduciary Funds	4	\$20,000	\$0	\$20,000
3917	From Conservation Funds	2	\$0	\$0	\$155,000

Other Financing Sources					
3934	Proceeds from Long Term Bonds and Notes		\$0	\$0	\$0
9998	Amount Voted from Fund Balance	7, 14, 15, 16, 12, 9, 17, 6, 8, 11, 10	\$0	\$0	\$411,000
9999	Fund Balance to Reduce Taxes		\$0	\$0	\$0
Total Estimated Revenues and Credits			\$1,880,526	\$0	\$2,093,910

Budget Summary

Item	Prior Year	Ensuing Year
Operating Budget Appropriations Recommended	\$3,773,870	\$3,807,523
Special Warrant Articles Recommended	\$3,035,000	\$515,000
Individual Warrant Articles Recommended	\$59,772	\$65,196
TOTAL Appropriations Recommended	\$6,868,642	\$4,387,719
Less: Amount of Estimated Revenues & Credits	\$4,387,910	\$2,093,910
Estimated Amount of Taxes to be Raised	\$2,480,732	\$2,293,809

Town of Lee, New Hampshire

2016 Town Warrant

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 18. 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.

Article 1: Choose all necessary Town Officers for the ensuing year:

To choose all necessary Town Officers for the ensuing year.

Article 2: Purchase a Conservation Easement on Powder Major Farm

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 Select Board) Majority vote required.

Yes No

Article 3: Submitted by Petition

To see if the Town of Lee will vote to establish an advisory committee, under the direction of the Lee Select Board, to study cost-effective practices to create a sustainable, energy-efficient, and resilient Town. The Committee shall be composed of community members at-large, representatives of commissions and committees, and Town personnel. The Committee shall be appointed by the Select Board by March 31, 2016 and shall be composed of five to nine members, each serving for a term of three years. Any vacancies that occur shall be filled by the Select Board. The Committee shall meet and present its findings and recommendations yearly to the Select Board by November 15. The summary of the Committee's annual report shall be published in the Town Report.(Recommended by the Select Board) Majority vote required.

Yes No

Article 4: Operating Budget

Shall the Town of Lee raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$3,807,523. 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. (Recommended by the Select Board) Majority vote required.

Yes No

Article 5: Allow exemption on Solar Energy Systems

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 ("(S)olar energy system" means a system which utilizes solar energy to heat or cool the interior of a building or to heat water for use in a building and which includes one or more collectors and a storage container. "Solar energy system" also means a system which provides electricity for a building by the use of photovoltaic panels") 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 Select Board) Majority vote required.

Yes No

Article 6: Deposit Funds into Fire Equipment Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of one hundred twenty-thousand dollars (\$120,000) to be deposited into the Fire Equipment Capital Reserve Fund. This sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. (Recommended by the Select Board) Majority vote required.

Yes No

Article 7: Deposit Funds into the Highway Road and Bridge Improvement Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of eighty-thousand dollars (\$80,000) to be deposited into the Highway Dept. Road and Bridge Improvement Plan Capital Reserve Fund. This sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. (Recommended by the Select Board) Majority vote required.

Yes No

Article 8: Deposit Funds into the Highway Equipment Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of fifty-five thousand dollars (\$55,000) to be deposited into the Highway Equipment Capital Reserve Fund. This sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. (Recommended by the Select Board) Majority vote required.

Yes No

Article 9: Deposit Funds into the Town Buildings Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of Thirty-five thousand dollars (\$35,000) to be deposited into the Town Buildings Capital Reserve Fund. This sum to come from the Unassigned Fund Balance. No amount to be raised from taxation. (Recommended by the Select Board) Majority vote required.

Yes No

Article 10: Purchase a New Police Cruiser

To see if the Town will vote to raise and appropriate the sum of Thirty-one thousand dollars (\$31,000) 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 Select Board) Majority vote required.

Yes No

Article 11: Deposit Funds into the Internal Service Fund for Accrued Benefits

To see if the Town will vote to raise and appropriate the sum of twenty-five thousand dollars (\$25,000) to be deposited into the Internal Service Fund for Accrued Benefits. This sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. (Recommended by the Select Board) Majority vote required.

Yes No

Article 12: Deposit Funds into Fire Ponds and Cisterns Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of twenty-thousand dollars (\$20,000) to be deposited into the Fire Ponds and Cisterns Capital Reserve Fund. This sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. (Recommended by the Select Board) Majority vote required.

Yes No

Article 13: Purchase a Fingerprint Scanner/Printer

To see if the Town will vote to raise and appropriate the sum of fourteen thousand one hundred ninety-six dollars (\$14,196) for the purchase of a Fingerprint Scanner/Printer for the Police Department. (Recommended by the Select Board) Majority vote required.

Yes No

Article 14: Deposit Funds into the Revaluation Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of ten-thousand dollars (\$10,000) to be deposited into the Revaluation Capital Reserve Fund. This sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. (Recommended by the Select Board) Majority vote required.

Yes No

Article 15: Deposit Funds into the Transfer Station Equipment Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of ten-thousand dollars (\$10,000) to be deposited into the Transfer Station Equipment Capital Reserve Fund. This sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. (Recommended by the Select Board) Majority vote required.

Yes No

Article 16: Establish a Contingency Fund

To see if the Town will vote to establish a contingency fund for Fiscal Year 2017 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 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. (Recommended by the Select Board) Majority vote required.

Yes No

Article 17: Deposit Funds into Recreation Facilities Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of five thousand dollars (\$5,000) to be deposited into the Recreation Facilities Capital Reserve Fund. This sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. (Recommended by the Select Board) Majority vote required.

Yes No

Article 18: Discontinue Tibbetts Road

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 Select Board) Majority vote required.

Yes No

Given under our hands, January 19, 2016		
We certify and attest that on or before January 25, 2016, we posted a true and attested copy of the within Warrant at the place of meeting, and like copies at Town Hall, Lee Library, Transfer Station, leenh.org, and delivered the original to the Town Clerk.		
Printed Name	Position	Signature
Carole Dennis	Chairwoman, Select Board	
Scott Bugbee	Selectman	
John R. LaCourse	Selectman	

LCC copy

AGREEMENT

NOW COME, **FFDR INC.**, a New Hampshire corporation with a principal place of business at 75 Indian Ridge Road, East Hampstead, New Hampshire 03826 ("FFDR"). **Stephen C. Schulz and Lisa M. Friedlander** of Sheep Road, Lee, New Hampshire 03861 ("Schulz and Friedlander") and the **Town of Lee**, a municipal corporation with a principal place of business at 7 Mast Road, Lee, New Hampshire 03861 ("Town") and state as follows:

1. FFDR is the owner of a certain tract or parcel of land located on the southerly side of Route 4 in Lee, County of Strafford, State of New Hampshire, more particularly described in the deed of Fore on Four, LLC dated April 10, 2002, recorded in the Strafford County Registry of Deeds at Book 2490, Page 788 ("FFDR Property").

2. Schulz and Friedlander are the owner of certain tracts or parcels of land situate on the westerly side of Sheep Road in Lee, County of Strafford, State of New Hampshire, more particularly described in deeds recorded in said Registry of Deeds at Book 2969, Page 136, 138 and 140 (collectively "Schulz and Friedlander Property").

3. Town is the holder of a Conservation Easement ("Conservation Easement") granted by Schulz and Friedlander recorded in said Registry of Deeds at Book 2864, Page 992, over the Schulz and Friedlander Property.

4. It has been determined and agreed upon that FFDR has encroached upon the Schulz and Friedlander Property which is subject to the Conservation Easement.

5. Attached herewith is a portion of a plan captioned "Lot Line Adjustment, Land of Fore on Four LLC and Stephen C. Schultz, Lisa M. Friedlander" by FWS Land Surveying P.L.L.C. recorded in said Registry of Deeds as Plan #55-56 ("Sketch"). Certain notations have been made thereon. The boundary line between the FFDR Property and the Schulz and Friedlander Property is shown on the Sketch by reference to a stone wall and by reference to a solid line, with the FFDR Property located northerly of said line, and the Schulz and Friedlander Property located southerly of said line. The use made by FFDR of its driving range is depicted on the Sketch as a dashed line. The areas upon which FFDR has encroached upon the Schulz and Friedlander Property is shown by the hash marks on the Sketch (the "Encroachments" or Encroachment Areas").

6. By this Agreement, the parties wish to address the Encroachments and provide a time line for their removal.

NOW THEREFORE, in consideration of the representations and promises, the parties hereby agree as follows:

*copies sent to: Schulz / Friedlander
FFDR
NHDES*

A. FFDR acknowledges its Encroachments upon the Schulz and Friedlander Property as shown on the Sketch.

B. All parties acknowledge that the Encroachments are on land subject to the Conservation Easement.

C. The Town acknowledges that the Encroachments do not violate the terms and conditions of the Conservation Easement.

D. Schulz and Friedlander agree that FFDR may continue the Encroachments, as currently used, for a period of five (5) years from the date of this Agreement.

E. FFDR agrees that at a time not later than five (5) years from the date of this Agreement, that it shall cease to use the Encroachment Areas and shall restore the Encroachment Areas by ceasing mowing of such Areas and allowing natural revegetation. Further, that it shall place a line of large stones demarking the boundary from the end of the stone wall to the re-set northwesterly pin, said stones to be obtained from FFDR's property and not from the remaining stone wall.

F. In the event that either Schulz and Friedlander and/or the Town is required to take legal action to enforce the provisions of this Agreement, if successful, they shall also be awarded their costs and reasonable attorney fees.

G. FFDR and Schulz and Friedlander agree that the use of the Encroachment Areas made by FFDR are permissive and not adverse and that any such use may not be used as the basis for claiming title to the Encroachment Areas by adverse possession.

IN WITNESS WHEREOF, this 1st day of Dec, 2010.

Oliver Wolchko
Witness

FFDR INC.

By: Frances Wolchko
Frances Wolchko, President

William H. ...
Witness

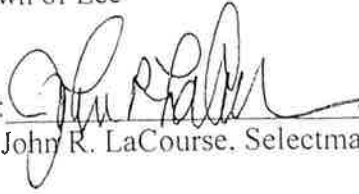
Stephen C. Schulz
Stephen C. Schulz

William H. ...
Witness

Lisa M. Friedlander
Lisa M. Friedlander



Witness

Town of Lee

By: 
John R. LaCourse, Selectman


Witness

Town of Lee

By: 
W. James Griswold, Selectman


Witness

Town of Lee

By: 
Frank J. DeRocchi, Selectman

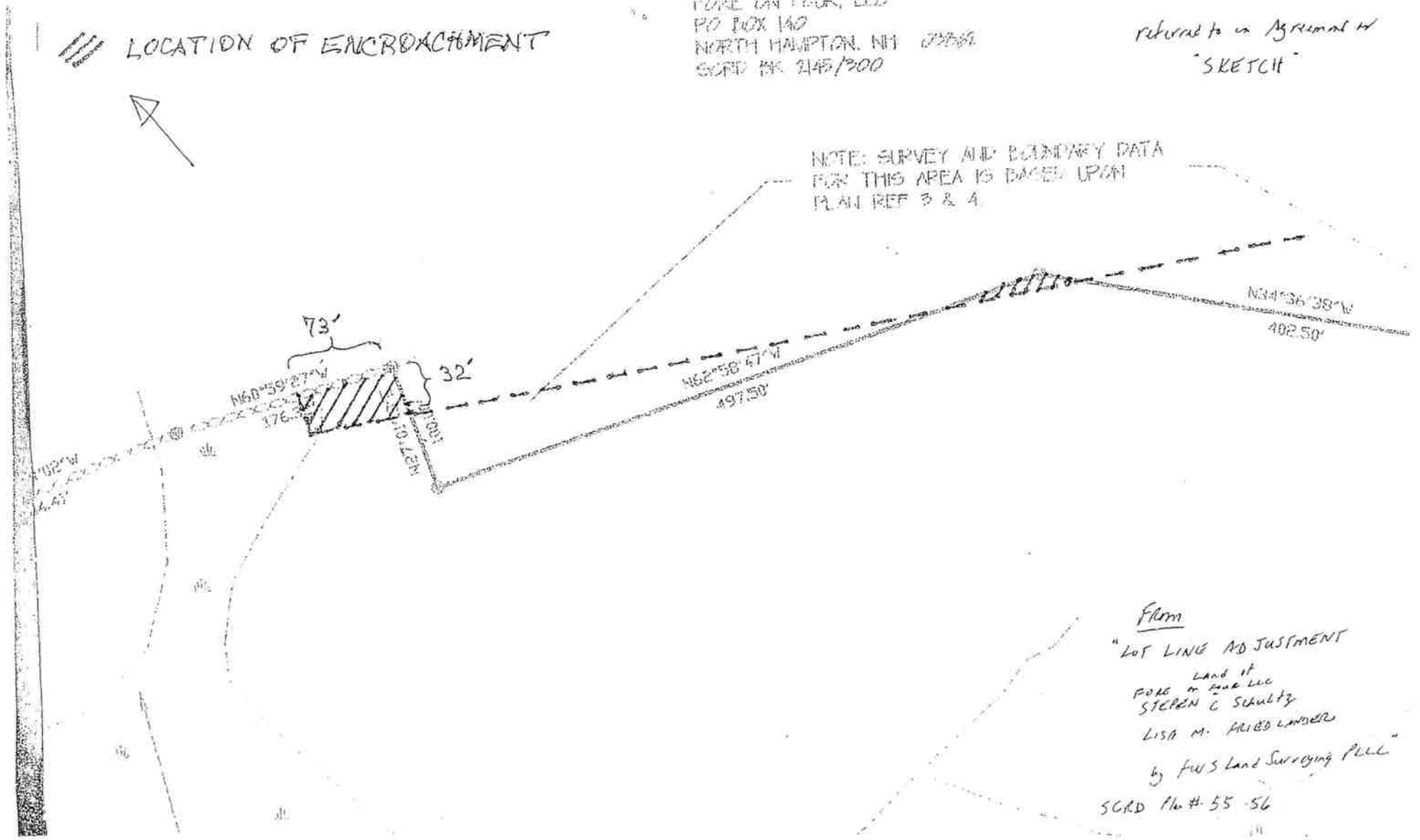
LOCATION OF ENCROACHMENT



PLEASE CALL JOHN, LLC
PO BOX 140
NORTH HAMPTON, NH 02858
SCRD BK 245/300

referred to in Agreement w/
"SKETCH"

NOTE: SURVEY AND BOUNDARY DATA
FOR THIS AREA IS BASED UPON
PLAN REF 3 & 4.



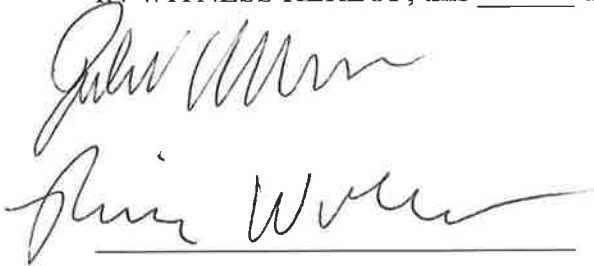
from
"LOT LINE ADJUSTMENT"
Land of
FORG or FORG LLC
STEPHEN C. SIBULTZ
LISA M. PRIBL LINDERS
by FWS Land Surveying PLLC
SCRD Plan # 55-56

ADDENDUM

This document is an addendum to the Agreement, dated Dec. 1, 2010, among **FFDR INC.** with a principal place of business at 75 Indian Ridge Road, East Hampstead, New Hampshire 03826 ("FFDR"), **Stephen P. Schulz and Lisa M. Friedlander** of Sheep Road, Lee, New Hampshire 03861 ("Schulz and Friedlander"), and the **Town of Lee**, a municipal corporation with a principal place of business at 7 Mast Road, Lee, New Hampshire 03861 ("Town").

FFDR, Schulz and Friedlander, and the Town hereby agree to extend the Agreement from Dec. 1, 2015, for two additional years, and further agree that it shall not be extended beyond Dec. 1, 2017. All other provisions of the Agreement remain unchanged.

IN WITNESS HEREOF, this _____ day of _____,



Witness



Witness

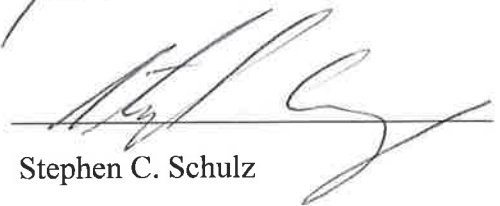


Witness

FFDR INC

By: 

Frances Wolchko, President



Stephen C. Schulz



Lisa M. Friedlander

Town of Lee

By: _____

Carole Dennis, Select Board, Chair

Witness

Town of Lee

By: _____

Scott Bugbee, Select Board

Witness

Town of Lee

By: _____

John LaCourse

Witness



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

Request for Payment in Lieu of Vacation Time

Date 1/8/16

Dear Board of Selectmen,

Per the "Personnel Policies and Procedures Manual for Town of Lee" which was adopted in 2009,
I Scott Nemet respectfully request vacation pay in lieu of vacation time off

(EMPLOYEE NAME)

in the month of Jan 20 16 in the amount of \$ 1136.40.

(MONTH)

(YR)

(WEEKLY EARNINGS)

I have 336 hours/ 42 days of accrued vacation time.
(Vacation Hours) (Vacation Days)

I understand that the granting of this request is also contingent upon there being sufficient funds in the Operating Budget for this Fiscal Year.

[Signature]
Employee Signature

[Signature]
Department Head Signature

I have confirmed that this employee's date of hire is 9/8/2004 and, as of the date of this request, has more than ten (10) years of service with the Town of Lee and receives at least fifteen (15) days of earned vacation per year.

[Signature]
Town Administrator Signature

* 2009 Town of Lee Personnel Policy, Page 13:

At the discretion of the Board of Selectmen, employees with more than ten (10) years of service who receive at least fifteen (15) days of earned vacation per year may elect to work during one (1) week of vacation and receive regular earnings as well as vacation pay. There is no other provision for an employee to cash in vacation for pay in lieu of time off. Employees having vacation accruals must submit a request in writing to the Board of Selectmen through their Department Head. Vacation time may not be taken in advance of being earned.

Chairwoman Dennis

Selectman Bugbee

Selectman LaCourse



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

Request for Payment in Lieu of Vacation Time

Date January 12, 2016

Dear Board of Selectmen,

Per the "Personnel Policies and Procedures Manual for Town of Lee" which was adopted in 2009,
I Thomas C. Dronsfield, Jr. respectfully request vacation pay in lieu of vacation time off
(EMPLOYEE NAME)

in the month of January 2016 in the amount of \$ 1,538.40.
(MONTH) (YR) (WEEKLY EARNINGS)

I have 240 hours/ 30 days of accrued vacation time.
(Vacation Hours) (Vacation Days)

I understand that the granting of this request is also contingent upon there being sufficient funds in the Operating Budget for this Fiscal Year.

Employee Signature

Department Head Signature

I have confirmed that this employee's date of hire is _____ and, as of the date of this request, has more than ten (10) years of service with the Town of Lee and receives at least fifteen (15) days of earned vacation per year.

Town Administrator Signature

* 2009 Town of Lee Personnel Policy, Page 13:
At the discretion of the Board of Selectmen, employees with more than ten (10) years of service who receive at least fifteen (15) days of earned vacation per year may elect to work during one (1) week of vacation and receive regular earnings as well as vacation pay. There is no other provision for an employee to cash in vacation for pay in lieu of time off. Employees having vacation accruals must submit a request in writing to the Board of Selectmen through their Department Head. Vacation time may not be taken in advance of being earned.

Chairwoman Dennis

Selectman Bugbee

Selectman LaCourse



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

Request for Payment in Lieu of Vacation Time

Date 1/19/2016

Dear Board of Selectmen,

Per the "Personnel Policies and Procedures Manual for Town of Lee" which was adopted in 2009,
I Caren Ross (EMPLOYEE NAME) respectfully request vacation pay in lieu of vacation time off
in the month of Jan (MONTH) 2016 (YR) in the amount of \$ 974.80 (WEEKLY EARNINGS).

I have 244 (Vacation Hours) hours/ 30.5 (Vacation Days) days of accrued vacation time.

I understand that the granting of this request is also contingent upon there being sufficient funds in the Operating Budget for this Fiscal Year.

Caren Ross
Employee Signature

Caren Ross
Department Head Signature

I have confirmed that this employee's date of hire is 3/4/02 and, as of the date of this request, has more than ten (10) years of service with the Town of Lee and receives at least fifteen (15) days of earned vacation per year.

[Signature]
Town Administrator Signature

* 2009 Town of Lee Personnel Policy, Page 13:
At the discretion of the Board of Selectmen, employees with more than ten (10) years of service who receive at least fifteen (15) days of earned vacation per year may elect to work during one (1) week of vacation and receive regular earnings as well as vacation pay. There is no other provision for an employee to cash in vacation for pay in lieu of time off. Employees having vacation accruals must submit a request in writing to the Board of Selectmen through their Department Head. Vacation time may not be taken in advance of being earned.

Chairwoman Dennis

Selectman Bugbee

Selectman LaCourse

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: January 11, 2016

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

RE: Veteran Tax Credit
George Trojan
Tax Map 29 Lot 006-100

The above referenced application was received and reviewed. It appears that George Trojan does qualify for the Veterans tax credit. It is recommended that the application be approved for the 2016 tax year.

If there are any questions, please let me know.

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

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

STEP 1 NAME AND ADDRESS	PROPERTY OWNER'S LAST NAME	FIRST NAME	INITIAL	
	Trojan	George	A.	
	PROPERTY OWNER'S LAST NAME	FIRST NAME	INITIAL	
	Trojan	Ellen	M.	
	MAILING ADDRESS			
	132 Wednesday Hill Rd.			
CITY/TOWN	STATE	ZIP CODE		
Lee	NH	03861		
CITY/TOWN TAX MAP #	BLOCK #	LOT #		
000029		000006		
ADDRESS OF PROPERTY				
132 Wednesday Hill Rd. Lee, NH 03861				
STEP 2 VETERANS' TAX CRED- ITS/EX- EMPTION	1 Veteran's Name			
	George Anthaulis Trojan			
	2 Date of Entry into Military Service		3 Date of Discharge/Release from Military Service	
	11 Sept 1971		5 May 1983	
	4 <input checked="" type="checkbox"/> Veteran <input checked="" type="checkbox"/> Veterans' Tax Credit			
	<input type="checkbox"/> Spouse <input type="checkbox"/> Credit for Service Connected Total and Permanent Disability			
	<input type="checkbox"/> Surviving Spouse <input type="checkbox"/> Credit for Surviving Spouse of Veteran Who Was Killed or Died on Active Duty			
	5 Name of Allied Country Served in _____ 6 Branch of Service _____			
	7 <input type="checkbox"/> US Citizen at time of entry into the Service		8 <input type="checkbox"/> Alien but Resident of NH at time of entry into the Service	
	9 Does any other eligible Veteran own interest in this property? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If YES, give name _____			
10 <input type="checkbox"/> Total Veteran Exemption <input type="checkbox"/> (a) Veteran <input type="checkbox"/> (b) Surviving Spouse of that Veteran				
STEP 3 OTHER EXEMP- TIONS	11 <input type="checkbox"/> Elderly Exemption Applicant's Date of Birth _____ Spouse's Date of Birth _____ Must be 65 years of age on or before April 1st of year for which exemption is claimed.			
	12 <input type="checkbox"/> Disabled Exemption		<input type="checkbox"/> Solar Energy Systems Exemption	
	<input type="checkbox"/> Blind Exemption		<input type="checkbox"/> Woodheating Energy Systems Exemption	
<input type="checkbox"/> Deaf Exemption		<input type="checkbox"/> Wind-Powered Energy Systems Exemption		
STEP 4 IMPROVE- MENTS	13 <input type="checkbox"/> Improvements to Assist Persons with Disabilities		<input type="checkbox"/> Improvements to Assist the Deaf	
STEP 5 RESIDEN- CY	14 <input checked="" type="checkbox"/> This is my primary residence			
	<input type="checkbox"/> NH Resident for one year preceding April 1st in the year in which the tax credit is claimed (Veterans' Credit)			
	<input type="checkbox"/> NH Resident for Five Consecutive Years preceding April 1st in the year the exemption is claimed (Disabled & Deaf Exemptions)			
	<input type="checkbox"/> NH Resident for Three Consecutive Years preceding April 1st in the year the exemption is claimed (Elderly Exemption)			
STEP 6 OWNER- SHIP	15 Do you own 100% interest in this residence? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If NO, what percent (%) do you own? <u>Wife</u>			
Owns 50% of property Ellen M. Trojan				
STEP 7 SIGNA- TURES	Under penalties of perjury, I hereby declare that the above statements are true.			
	SIGNATURE (IN INK) OF PROPERTY OWNER		DATE	
	George Trojan		12/28/2015	
SIGNATURE (IN INK) OF PROPERTY OWNER		DATE		
Ellen M. Trojan		12/28/2015		
WHEN TO FILE	Deadline: Form PA-29 must be filed by April 15th <i>preceding</i> the setting of the tax rate. The assessing officials shall send written notice to the taxpayer of their decision by July 1st <i>prior</i> to the date of notice of tax. Failure of the assessing officials to respond shall constitute a denial of the application. Example: If you are applying for an exemption and/or credit of your 2013 property taxes, which are due no earlier than December 1, 2013, then you have until April 15th, 2013 to file this form. The assessing officials have until July 1st, to send notice of their decision. Failure of the assessing officials to respond shall constitute a denial of the application.			
	A late response or a failure to respond by assessing officials does not extend the appeal period. Date of filing is when the completed application form is either hand delivered to the city/town, postmarked by the post office, or receipted by an overnight delivery service.			
APPEAL PROCE- DURE	If an application for a property tax exemption or tax credit is denied by the town/city, an applicant may appeal in writing on or before September 1st following the date of notice of tax under RSA 72:1-d to the New Hampshire Board of Tax and Land Appeals (BTLA) or to the Superior Court. Example: If you were denied an exemption from your 2013 property taxes, you have until September 1, 2014, to appeal. Forms for appealing to the BTLA may be obtained from the NH BTLA, 107 Pleasant Street, Concord, NH 03301, their web site at www.nh.gov/btla or by calling (603) 271-2578. Be sure to specify EXEMPTION APPEAL .			

PROPERTY OWNERS NAME

PROPERTY OWNERS NAME

TAX MAP/BLOCK/LOT

029-006-100

(P)

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

TO BE COMPLETED BY CITY/TOWN ASSESSING OFFICIALS

MUNICIPAL AUTHORIZATION

VETERANS' TAX CREDIT

CITY/TOWN TAX MAP # 029 BLOCK # _____ LOT # 006-100 Granted Denied Date

<input checked="" type="checkbox"/>	Veterans' Tax Credit (\$50 minimum to \$500)	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Service Connected Total & Permanent Disability (\$700 minimum to \$2000)	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Surviving Spouse of Veteran Who Was Killed or Who Died on Active Duty (\$700 minimum to \$2000)	Amount \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Review Discharge Papers (ei: Form DD214), Form # _____				
<input type="checkbox"/>	Other Information _____				

VETERANS' EXEMPTION

Total Exemption (a) Veteran (b) Surviving Spouse Granted Denied Date

APPLICABLE ELDERLY AND DISABLED EXEMPTION (OPTIONAL) INCOME AND ASSET LIMITS

Income Limits	Disabled Exemption	Elderly Exemption	Elderly Exemption Per Age Category	
Single	\$ _____	\$ _____	65 - 74 years of age	\$ _____
Married	\$ _____	\$ _____	75 - 79 years of age	\$ _____
Asset Limits			80 + years of age	\$ _____
Single	\$ _____	\$ _____		
Married	\$ _____	\$ _____		

OTHER EXEMPTIONS

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

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

The following documentation may be requested at the time of application in accordance with RSA 72:34, II:

- List of assets, value of each asset, net encumbrance and net value of each asset.
 - * Statement of applicant and spouse's income.
 - * Federal Income Tax Form.
 - * State Interest and Dividends Tax Form.
 - * Property Tax Inventory Form filed in any other town.
- * Documents are considered confidential and are returned to the applicant at the time a decision is made on the application.

Municipal Notes

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

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

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

LINE-BY-LINE INSTRUCTIONS

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

PERMANENT APPLICATION FOR PROPERTY TAX CREDIT/EXEMPTIONS

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

TYPE OF CREDIT OR EXEMPTION	AMOUNT	WHO MAY APPLY
STANDARD TAX CREDIT RSA 72:28	\$50 (\$51-\$500 if RSA 72:28-a is adopted) is subtracted from the taxes due on the applicant's RESIDENTIAL property occupied as veteran's principle place of abode. For Veteran's surviving spouse: See RSA 72:28 II. For Proration: See RSA 72:30.	Every resident in the U.S. who served not less than 90 days in the armed forces in any of the qualifying wars or armed conflicts, as listed in RSA 72:28, and was honorably discharged; or the spouse or surviving spouse of such resident. -- 'Under Honorable Conditions' does not qualify.
SURVIVING SPOUSE TAX CREDIT RSA 72:29-a	\$700 (\$701-\$2000 if RSA 72:29-b is adopted) is subtracted from taxes due on the applicant's property, whether residential or not.	The surviving spouse of any person who was killed or died while on active duty in the armed forces, as listed in RSA 72:28, so long as the surviving spouse does not remarry.
SERVICE-CONNECTED TOTAL DISABILITY TAX CREDIT RSA 72:35	\$700 (\$701-\$2000 if RSA 72:35-a is adopted) is subtracted from the property taxes due on the applicant's residential property.	Any person who: -- has been honorably discharged and who has a total and permanent service-connected disability; OR -- is a double amputee or paraplegic because of the service-connected injury; OR -- is the surviving spouse of above qualified veteran and has not remarried.
EXEMPTION FOR CERTAIN DISABLED SERVICEMEN RSA 72:36-a	"...shall be exempt from all taxation on said homestead..."	Any person, who: -- is discharged from the military services of the U.S. under conditions other than dishonorable, or an officer who is honorably separated from military service; AND -- is totally and permanently disabled from service connection and satisfactory proof of such service connection is furnished to the assessors; AND -- is a double amputee of the upper or lower extremities or any combination thereof, paraplegic, or has blindness of both eyes with visual acuity of 5/200 or less as the result of service connection; AND -- owns a specially adapted homestead which has been acquired with the assistance of the Veterans Administration or owns a specially adapted homestead which has been acquired using proceeds from the sale of any previous homestead which was acquired with the assistance of the Veterans Administration.

IMPROVEMENTS TO ASSIST PERSONS WITH DISABILITIES AND THE DEAF

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

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

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

VETERANS' CREDIT QUALIFICATIONS WORKSHEET
In Satisfaction of RSA 21-J:11-a Assessment Review Report
Conducted Every Five Years

Name of Municipality: Lee, NH.
Name of Applicant: George Anthoulis Trojan
Address of Applicant's Principal Place of Abode: 132 Wednesday Hill Rd. Lee, NH 03861
Map and Lot Number of Applicant's Principal Place of Abode: Map 000029 Lot 000006
Date of Original Application to Municipality: Dec. 28, 2015

Regular Veterans' Tax Credit (RSA 72:28)

Date Range of Active Duty From DD214 or other qualifying discharge papers;
(90 days must be within this range) September 11, 1971 - December 18, 1971 = 3mo & 8 days.

Was veteran honorably discharged or separated from service? YES NO

If applicable, list any qualifying medals earned: N/A

For a list of qualifying medals go to: http://www.nh.gov/revenue/munc_prop/documents/vetmedals.doc

For a list of qualifying discharge papers go to:
http://www.nh.gov/revenue/munc_prop/documents/vetservverif.doc

Documentation Reviewed By: JR Application Approved by: _____

Service Connected Total and Permanent Disability (RSA 72:35)

The municipality has seen a copy of the letter provided by the United States Department of Veterans' Affairs certifying that the applicant is rated totally and permanently disabled from service connection and has approved or denied this application accordingly.

Documentation Reviewed By: _____ Application Approved by: _____

Surviving Spouse of Veteran Who was Killed or Who Died While on Active Duty (RSA 72:29-a) or, Certain Disabled Veterans (RSA 72:36-a)¹

For 72:29-a: The municipality has seen a copy of the DD214 discharge papers or a copy of the DD Form 1300, Report of Casualty, or other qualifying discharge papers of the veteran's spouse and has determined that the veteran, in this case, died or was killed while on active duty in the armed forces of the United States of America in the wars, conflicts or armed conflicts, or combat zones set forth in RSA 72:28 and has approved or denied this application accordingly.

For 72:36-a: The municipality has seen a letter from the VA certifying that the veteran did receive assistance from the VA in acquiring his residential real estate.

Documentation Reviewed By: _____ Application Approved By: _____

¹ Revised September, 2006
vetqualwkst

HOUSEHOLD HAZARDOUS WASTE COLLECTION PROJECT

The community of Lee hereby commits to participate and cooperate with the community of Down in a Household Hazardous Waste Collection Project on 8.27.16 (*tentative)

The community hereby grants Down the authority to represent the community in organizing the collection project.

The City / Town of Lee has appropriated \$ 2005.74 for the purpose of allowing all residents of the community access to the Household Hazardous Waste Collection Project.

Roger Rice
Authorized Agent for Participating Community

Town of Lee
Community Name

Authorization Date



TOWN OF LEE

Select Board
7 Mast Road
Lee, New Hampshire 03861
(603) 659-5414

January 19, 2016

Robert & Barbara Callioras

774 First NH Turnpike

Northwood NH 03261

Dear Mr. Callioras,

The town of Lee has not received your verification of the Report of Wood and Timber Cut on Tax Map # 04-07-0500 & #04-06-0400, for the year 2015.

In accordance with RSA 79:11, ***"The person who did the cutting or the person responsible for the cutting must sign and verify the volumes of wood and timber reported."*** Pursuant to RSA 21-J:39 II (c) Criminal Penalties, ***"No person shall knowingly fail to make a return, report or declaration, which such person is required to do under any tax law."*** Any person who violates 21- J: 39 II (c) shall be guilty of a misdemeanor.

You are hereby given until to sign and verify the Report of Wood Cut and submit to the Assessing Officials. The required forms are available from the Department of Revenue Administration.

NON-COMPLAINEE MAY RESULT IN CRIMINAL PROSECUTION

Sincerely,

Carole T. Dennis, Chairman
Lee Select Board



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

20__-20__
 OPERATION NO.

15735-03
 FOR OFFICE USE ONLY

For Tax Year April 1, to March 31

SEE INSTRUCTIONS FOR FILLING OUT THIS FORM ON REVERSE

PLEASE TYPE OR PRINT

1 Town/City of Lee NH

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

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

4 Name of road from which accessible: Rt 125

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

b Anticipated start date: 1/15/2015

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

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

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

* A Robert [Signature]
 SIGNATURE OF OWNER(S) DATE

B _____
 SIGNATURE OF OWNER(S) DATE

PRINT OWNER(S) NAME CLEARLY

MAILING ADDRESS

TOWN/CITY STATE ZIP CODE

Tele. No.: () -

8 DESCRIPTION OF WOOD OR TIMBER TO BE CUT

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

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

6000 FW

10 PLEASE SIGN THE FOLLOWING:

1. [Signature] (DATE)
 John F. Cupp (335-3571)
 (PRINT NAME FROM ABOVE) (TELEPHONE)
 20 Cahoon Way Barrington NH
 MAILING ADDRESS

hereby accept responsibility for signing and verifying the volumes of wood and timber to be reported by the owner. I have become familiar with RSA 227-J, the timber harvest laws.

SHADED AREA FOR ASSESSING OFFICIALS ONLY

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

Amount of Timber Tax Bond Required and Posted:

\$ _____ Date: _____

 Signature Assessing Official

 Signature Assessing Official

 Signature Assessing Official
 Date: 4.27.15

FOR OFFICE USE ONLY



TOWN OF LEE

Select Board
7 Mast Road
Lee, New Hampshire 03861
(603) 659-5414

January 19, 2016

Chinburg Builders

3 Penstock Way

Newmarket, NH 03857

Dear Mr. Chinburg,

The town of Lee has not received your verification of the Report of Wood and Timber Cut on Tax Map # 19-04-0000, for the year 2014.

In accordance with RSA 79:11, ***"The person who did the cutting or the person responsible for the cutting must sign and verify the volumes of wood and timber reported." Pursuant to RSA 21-J:39 II (c) Criminal Penalties, "No person shall knowingly fail to make a return, report or declaration, which such person is required to do under any tax law."*** Any person who violates 21- J: 39 II (c) shall be guilty of a misdemeanor.

You are hereby given until to sign and verify the Report of Wood Cut and submit to the Assessing Officials. The required forms are available from the Department of Revenue Administration.

NON-COMPLAINEE MAY RESULT IN CRIMINAL PROSECUTION

Sincerely,

Carole T. Dennis, Chairman
Lee Select Board

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION NOTICE OF INTENT TO CUT WOOD OR TIMBER

RSA 79:10 See instructions on back.

YR TOWN OP# 7-1-255-09-T

For Tax Year April 1, 20 14 to March 31, 20 15

PLEASE TYPE OR PRINT

- 1 City/Town of Lee
2 Tax Map No./Lot or USFS sale name & unit #: 14-09-00
3 Is this intent an: Original [X] Supplemental [] Orig. Oper. #
4 Name of road from which accessible: Nelson Hill Rd
5 a Acreage of lot: 35 Acreage of cut:
b Anticipated start date: 7/14/14
6 Type of ownership (check only one):
a Owner of Land and Stumpage []
b Previous owner retaining deeded timber rights []
c Owner/Purchaser of stumpage & timber rights on public lands []

Report of Cut Form/Certificate to be sent to:

OWNER [X] LOGGER/FORESTER []

7 I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first.

Timber Tax Information is Available at www.revenue.nh.gov Questions?? Call (603) 271-2687

A SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE 7/10/14

B SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

C CORPORATE OFFICER NAME AND TITLE

PRINT OWNER(S) NAME Chingburgh Builders

MAILING ADDRESS 3 Benstockway

CITY/TOWN STATE ZIP CODE Newmarket NH

Tele. No.: 603 868-5995

FOR ASSESSING OFFICIALS ONLY

The selectmen/assessing officials hereby certify that:

- 1 All owners of record have signed intent;
2 The land is not under the Current Use-unproductive category;
3 The form is complete and accurate; and
4 Any timber tax bond required has been received.

Enter Amount of Timber Tax Bond Required and Date Posted:

\$ Date

5 The tax collector will be notified within 30 days of receipt per RSA 79:10;

6 This form to be forwarded to DRA within 30 days.

8 Description Of Wood Or Timber To Be Cut

Table with 3 columns: Species, Estimated Amount To Be Cut, MBF. Rows include White Pine (20,000), Hemlock, Red Pine, Spruce & Fir, Hard Maple, White Birch, Yellow Birch, Oak (12,000), Ash, Beech & Soft Maple, Pallet or Tie Logs (12,000), Others (Specify).

Table with 3 columns: Pulpwood, Tons, or Cords. Rows include Spruce & Fir, Hardwood & Aspen (60), Pine (80), Hemlock, Whole Tree Chips (28).

Miscellaneous: Birch Bolts (Cords), Cordwood & Fuelwood (32, Cords)

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

Table with 2 columns: Species, Amount.

10 By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner.

SIGNATURE OF LOGGER/FORESTER OR PERSON RESPONSIBLE FOR CUTTING DATE 8/13/14

PRINT NAME TELEPHONE Doucette Logging 207-252-5851

MAILING ADDRESS 139 Blackberry Hill Rd

CITY/TOWN STATE ZIP CODE Berwick, Maine 03910

Signatures and dates of Assessing Officials: 9/2/14, 9/2/14, 9/2/14

**ORIGINAL WARRANT
YIELD TAX LEVY**
January 8, 2016
THE STATE OF NEW HAMPSHIRE

Strafford

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

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$3,559.46**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at Lee, NH

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

DATE SIGNED: January 8, 2016

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
James R. Banks 36 Carpenter Lane Lee, NH 03861	21-08-0000	15-255-02	\$3,559.46

TAX DUE DATE: February 7, 2016 TOTAL YIELDTAX: \$3,559.46

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

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

TOWN / CITY OF: Lee, NH
COUNTY OF: Strafford
CERTIFICATION DATE: January 8, 2016

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

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

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10	
<u>NAME OF OWNER</u>	<u>SPECIES</u>	<u>NUMBER OF BOARD FEET IN THOUSANDS</u>	<u>NUMBER OF TONS</u>	<u>NUMBER OF CORDS</u>	<u>STUMPAGE VALUE</u>	<u>TOTAL ASSESSED VAL.</u>	<u>TAX AT 10 %</u>		
James R. Banks 0 36 Carpenter Lane Lee, NH 03861	WHITE PINE	165.000			\$135.00	\$22,275.00	\$2,227.50		
	HEMLOCK	0.000			\$47.50	\$0.00	\$0.00		
	RED PINE	0.000			\$45.00	\$0.00	\$0.00	TOTAL TAX	
<u>ACCOUNT OR SERIAL #:</u> 1	SPRUCE & FIR	0.000			\$95.00	\$0.00	\$0.00	DUE ON THIS	
	HARD MAPLE	0.000			\$242.50	\$0.00	\$0.00	OPERATION	
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT <u>MAP & LOT NUMBER</u> 21-08-0000	WHITE BIRCH	0.000			\$65.00	\$0.00	\$0.00	(TOTAL OF	
	YELLOW BIRCH	0.000			\$167.50	\$0.00	\$0.00	COL. # 9)	
	OAK	2.500			\$325.00	\$812.50	\$81.25		
	ASH	1.400			\$125.00	\$175.00	\$17.50		
	BEECH & S. MAPLE	1.700			\$62.50	\$106.25	\$10.63		
	PALLET / TIE LOGS	167.000			\$40.00	\$6,680.00	\$668.00		
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00		
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00		
					TONS	CORDS			\$3,559.46
		SPRUCE & FIR		0.00	0.00	\$ 1.50	\$ 5.50	\$0.00	\$0.00
# 3 OPERATION NUMBER 15-255-02	HARDWOOD & ASPEN		391.00	0.00	\$ 4.75	\$ 10.00	\$1,857.25	\$185.73	
	PINE		754.00	0.00	\$ 1.50	\$ 3.00	\$1,131.00	\$113.10	
	HEMLOCK		0.00	0.00	\$ 3.00	\$ 7.00	\$0.00	\$0.00	
	WHOLE TREE CHIPS		1,705.00	0.00	\$ 1.50	\$ -	\$2,557.50	\$255.75	
	HIGH GRADE SPRUCE		0.00	0.00	\$ 26.00	\$ -	\$0.00	\$0.00	
	CORDWOOD		0.00	0.00	\$ -	\$ 12.50	\$0.00	\$0.00	
							\$35,594.50	\$3,559.46	

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

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

ACCOUNT & SERIAL #: 1
MAP & LOT #: 21-08-0000
OPERATION #: 15-255-02
DATE OF BILLING: January 8, 2016

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS			
WHITE PINE	\$110.00	\$160.00			\$50.00	0.50	\$ 135.00	165.000			
HEMLOCK	\$35.00	\$60.00			\$25.00	0.50	\$ 47.50	0.000			
RED PINE	\$40.00	\$50.00			\$10.00	0.50	\$ 45.00	0.000			
SPRUCE & FIR	\$75.00	\$115.00			\$40.00	0.50	\$ 95.00	0.000			
HARD MAPLE	\$160.00	\$325.00			\$165.00	0.50	\$ 242.50	0.000			
WHITE BIRCH	\$50.00	\$80.00			\$30.00	0.50	\$ 65.00	0.000			
YELLOW BIRCH	\$110.00	\$225.00			\$115.00	0.50	\$ 167.50	0.000			
OAK	\$250.00	\$400.00			\$150.00	0.50	\$ 325.00	2.500			
ASH	\$100.00	\$150.00			\$50.00	0.50	\$ 125.00	1.400			
BEECH/SOFT MAPLE	\$40.00	\$85.00			\$45.00	0.50	\$ 62.50	1.700			
PALLET/TIE LOGS	\$30.00	\$50.00			\$20.00	0.50	\$ 40.00	167.000			
Hickory	\$0.00				\$0.00	0.00	\$ -	0.000			
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	#TONS	#CORDS
SPRUCE & FIR	\$1.00	\$2.00	\$3.50	\$7.50	\$1.00	\$4.00	0.50	\$ 1.50	\$ 5.50	0.000	0.000
HARDWOOD & ASPEN	\$4.00	\$5.50	\$6.00	\$14.00	\$1.50	\$8.00	0.50	\$ 4.75	\$ 10.00	391.000	0.000
PINE	\$1.00	\$2.00	\$2.00	\$4.00	\$1.00	\$2.00	0.50	\$ 1.50	\$ 3.00	754.000	0.000
HEMLOCK	\$2.00	\$4.00	\$4.00	\$10.00	\$2.00	\$6.00	0.50	\$ 3.00	\$ 7.00	0.000	0.000
WHOLE TREE CHIPS	\$1.00	\$2.00	\$0.00	\$0.00	\$1.00	\$0.00	0.50	\$ 1.50	\$ -	1705.000	0.000
HIGH GRADE SPRUCE	\$20.00	\$32.00	\$0.00	\$0.00	\$12.00	\$0.00	0.50	\$ 26.00	\$ -	0.000	0.000
CORD WOOD/FUELWOOD	\$0.00	\$0.00	\$10.00	\$15.00	\$0.00	\$5.00	0.50	\$ -	\$ 12.50	0.000	0.000

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

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
REPORT OF WOOD OR TIMBER CUT

RSA 79:11

See instructions on back of form

*Rec. 12/23/15
from Brett
C*

OPERATION # 15-055-02-T

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

Mailing Address:

**BRETT K BARTON
279 PROVINCE ROAD
BARNSTEAD**

NH 03218-

*Should be
15-055-01
per PLD#*

8. Description of Wood or Timber Cut

SPECIES	EXACT SCALE CUT USE INTERNATIONAL 1/4 RULE LOG SCALE	
	TONS	CORDS
White Pine	165	MBF
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	2.5	MBF
Ash	1.4	MBF
Beech & Soft Maple	1.7	MBF
Pallet or Tie Logs	167	MBF
Others (Specify)		MBF
MISCELLANEOUS:		
Spruce & Fir		
Hardwood & Aspen	391	
Pine	754	
Hemlock		
Whole Tree Chips	1705	
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood		Cords

- City/Town of: ~~BRENTWOOD~~ *Lee*
- Tax Map/Lot # or USFS sale name/unit #: **M21 L8-0**
- Exact Acreage of Cut: **50**
- Is the cutting complete? Yes No
- If yes, date cutting was completed? **July 15, 2015**
- Name of sawmill or pulpmill logs or pulpwood was sold to:

Verso Paper
NAME _____
Robbins Lumber Co.
NAME _____
Colby Lumber Co.
NAME _____
Pine Tree Paper
NAME _____

7. I hereby report the wood or timber cut under penalty of perjury.
(If a corporation, an officer must sign)
Drew B. Barton **26 OCT 15**
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

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

CORPORATE OFFICER NAME AND TITLE DATE

PRINT OWNER(S) NAME

MAILING ADDRESS

CITY / TOWN STATE ZIP CODE

TELE NO.

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

Species:	Amount
----------	--------

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

Drew B. Barton
SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING

DATE **9/24/15**

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

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

(Assigned by Municipality)

YR TOWN OP#

15 - 055 - 01 - T

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

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

1. Town/City of: LEE

2. Tax Map/Block/Lot or USFS Sale Name & Unit No.
MAP 21 LOT 8-0

3. Intent Type: Original Supplemental
(Original Intent Number)

4. Name of Access Road: ROUTE 155

5a. Acreage of Lot: 104.8 Acreage of Cut: 60

5b. Anticipated Start Date: 5/4/2015

6. Type of ownership (check only one):
 a. Owner of Land and Stumpage (Joint Tenants)
 b. Owner of Land and Stumpage (Tenants in Common)
 c. Previous owner retaining deeded timber rights
 d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

REPORT OF CUT / CERTIFICATE TO BE SENT TO:
 OWNER OR LOGGER / FORESTER
 BY MAIL OR E-MAIL

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

Timber Tax Information is Available at www.revenue.nh.gov
 Questions?? Call (603) 230-5950

[Signature] 25 March 15
 SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

JAMES R. BANKS
 PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

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

JAMES R. BANKS
 PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

36 CARPENTER LN
 MAILING ADDRESS

LEE NH 03861
 CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS

(603) 659-5607
 HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:
 1. All owners of record have signed the Intent;
 2. The land is not under the Current Use Unproductive category;
 3. The form is complete and accurate; and

4. Any timber tax bond required has been received.
 \$ _____ Date: _____
 5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
 6. This form to be forwarded to DRA within 30 days.

[Signature] 4/13/15 *[Signature]* 4/13/15 *[Signature]* _____
 SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE
[Signature] 4/13/15 _____
 SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	300	MBF
Hemlock	35	MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple	10	MBF
White Birch	5	MBF
Yellow Birch	5	MBF
Oak	25	MBF
Ash	10	MBF
Beech & Soft Maple	15	MBF
Pallet or Tie Logs	150	MBF
Other (Specify)		MBF
Pulpwood	Tons	Cords
Spruce & Fir		
Hardwood & Aspen	600	
Pine	750	
Hemlock	60	
Whole Tree Chips	2000	
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood		Cords

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

Species	Amount:

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner. I have become familiar with RSA 227-J, the timber harvest laws.

[Signature] 3/25/15
 SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

BRETT K. BARTON
 PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

279 PROVINCE RD
 MAILING ADDRESS

BARNSTEAD NH 03218
 CITY OR TOWN STATE ZIPCODE

(603) 396-3804
 PHONE NUMBER E-MAIL ADDRESS

Average Stumpage Value List

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

April 1, 2015 to September 30, 2015

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

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

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

SAW LOGS	MBF LOW	MBF HIGH
White Pine	\$110.00	\$160.00
Hemlock	\$35.00	\$50.00
Red Pine	\$40.00	\$50.00
Spruce & Fir	\$75.00	\$115.00
Hard Maple	\$160.00	\$325.00
White Birch	\$50.00	\$80.00
Yellow Birch	\$110.00	\$225.00
Oak	\$250.00	\$400.00
Ash	\$100.00	\$150.00
Beech & Soft Maple	\$40.00	\$85.00
Pallet & Tie Logs	\$30.00	\$50.00

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

PULPWOOD	TONS	CORDS
	LOW-HIGH	LOW-HIGH
Spruce & Fir	\$1.00-\$2.00	\$3.50-\$7.50
Hardwood & Aspen	\$4.00-\$5.50	\$6.00-\$14.00
Pine	\$1.00-\$2.00	\$2.00-\$4.00
Hemlock	\$2.00-\$4.00	\$4.00-\$10.00
Fuel Chips	\$1.00-\$2.00	
MISCELLANEOUS	TONS	CORDS
	LOW-HIGH	LOW-HIGH
High Grade Spruce	\$20.00-\$30.00	
Cordwood		\$10.00-\$15.00

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

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

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

Prepared by:



Jesse Bushaw, LPF

Department of Revenue Administration

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

Values may change during this period.

April 1, 2015

New Hampshire Colonial brigade
8 Quaker Lane
Rochester NH 03839

Contract

Date: September 4, 2015

Number: 090415

Terms:

Town of Lee NH
250th Anniversary Planning Committee
7 Mast Road
Lee NH 03861

+++++
New Hampshire Colonial Brigade has confirmed your event please verify the following information.

Event location, day, date and time will be as follows:

Location of 18th Century camp to be at Mast Way Field, Mast Road

Friday July 15- Set up

Saturday July 16,

Sunday July 17,

• **Generally camp is open to the public 9-6 Saturday & 9-3 Sunday.**

Camp wood, camp water and port a john, to be provided by the town of Lee.

All other 18th century items in the camp will be provided by NHCB

Fire Permit will be obtained by NHCB prior to event. Open fire is for cooking.

****Muskets & canon presentations will be performed by NHCB members only****

(NHCB will participate in the Mast Tree presentation at no additional charge)

Group Name Presenting -

Dearborn Company

Please confirm that the above event information is correct, confirming this contract.

If any changes need to be made please contact Jennifer Roy, Cpt at 978 697 0875 as soon as possible.

Event Fee	\$500.00
Total Due	\$500.00

****Due to safety reasons, musket fire and cannon fire needs to be done under sufficient lighting or during day light hours. If proper lighting is not provided during evening hours we do have the right to decline to fire for the safety of our volunteers. Full event fees apply if event is cancelled due to unsafe accommodations. Please take that into consideration for your next event.**

****Please remember that cancellations/changes must be received by a telephone call to the Captain (Jen Roy 978 697 0875cell) twenty-four (24) hours prior to your scheduled event time and date for no charge, otherwise a full event fee will be charged.**

Please make check payable to: New Hampshire Colonial Brigade

The Lee Heritage Commission agrees to the following contract with the NH Colonial Brigade for July 15-17, 2016 at Little River Park and at the Mast Tree Activities; Lee, NH

*New Hampshire Colonial brigade
8 Quaker Lane
Rochester NH 03839*

Contract

Date: September 4, 2015

Number: 090415

Terms:

Town of Lee NH
250th Anniversary Planning Committee
7 Mast Road
Lee NH 03861

.....
New Hampshire Colonial Brigade has confirmed your event please verify the following information.

Event location, day, date and time will be as follows:

Location of 18th Century camp to be at Little River Park

Friday July 15- Set up

Saturday July 16,

Sunday July 17,

* Generally camp is open to the public 9-6 Saturday & 9-3 Sunday.

Camp wood, camp water and port a john, to be provided by the town of Lee.

All other 18th century items in the camp will be provided by NHC.B

Fire Permit will be obtained by NHC.B prior to event. Open fire is for cooking.

Muskets & canon presentations will be performed by NHC.B members only

(NHC.B will participate in the Mast Tree presentation at no additional charge)

Group Name Presenting - Dearborn Company

Please confirm that the above event information is correct, confirming this contract.

If any changes need to be made please contact Jennifer Roy, Cpt at 978 697 0875 as soon as possible

Event Fee	\$500.00
Total Due	\$500.00

***Due to safety reasons, musket fire and cannon fire needs to be done under sufficient lighting or during day light hours. If proper lighting is not provided during evening hours we do have the right to decline to fire for the safety of our volunteers. Full event fees apply if event is cancelled due to unsafe circumstances. Please take that into consideration for your next event.*

***Please remember that cancellations/changes must be received by a telephone call to the Captain (Jennifer Roy 978 697 0875) twenty-four (24) hours prior to your scheduled event time and date for no charge, otherwise a full event fee will be charged.*

Please make check payable to: New Hampshire Colonial Brigade

Signed;

Patricia S. Jenkins
Patricia S. Jenkins

for the LHC

October 16, 2015

Julie Glover

From: Holly Soriano <hsoriano@nhprimex.org>
Sent: Monday, December 21, 2015 12:05 PM
To: Julie Glover
Subject: RE: Colonial Brigade Insurance & Indemnification

Hi Julie,

Our General Counsel noted that while the edits are not ideal, Primex can live with them.

Thank you,

Holly

Holly Soriano
Legal Assistant
NH Public Risk Management Exchange (Primex³)
hsoriano@nhprimex.org

Trust. Excellence. Service.

 Think before you print.

From: Julie Glover [<mailto:townadministrator@leenh.org>]
Sent: Monday, December 21, 2015 11:05 AM
To: Holly Soriano
Subject: Colonial Brigade Insurance & Indemnification

Good Morning:

The 250th Celebration Committee has signed off on the Brigade contract. I asked them to have the Brigade sign the attached Insurance & Indemnification agreement, which their attorney substantially altered. Please review and let me know if you see any reason for concern. There will be serious repercussions (for me!) if I tell them that we need the language back in.

Thanks.

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

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



* Coverage only for July 15-17, 2016

**Town of Lee, New Hampshire
Insurance and Indemnification Requirements**

Insurance

The NH Colonial Brigade agrees that it will carry any and all insurance which will protect it, the Town of Lee ~~and their officials, agents, volunteers and employees from any and all claims and demands, costs, damages, loss of service or consortium, expenses, compensation and attorneys' fees including but not limited to any and all claims for personal injury and/or death, workers' compensation injuries, and property damages which may, in any way, arise from or out of the operations of the NH Colonial Brigade whether such operations be performed by the NH Colonial Brigade itself, anyone directly or indirectly employed by it or any other persons or company retained in any way to carry on all or portion of the operations, activities required by or related to the Contract. The NH Colonial Brigade further agrees that the Town of Lee and its officials, agents, volunteers and employees shall be named as an additional insured in any and all such liability insurance policies required by the Town of Lee.~~

JL 12/10/15

JL 12/10/15

Prior to commencing the Encampment, the NH Colonial Brigade shall demonstrate that it carries a general liability policy with limits of \$1,000,000 per occurrence and \$1,000,000 aggregate, applicable to the work performed under this Contract and all liabilities as set forth above.

The NH Colonial Brigade will furnish to the Town of Lee a Certificate of Insurance ~~and an endorsement~~ prior to executing the Contract or commencing the Encampment demonstrating that the Town of Lee ~~and its officials, agents, volunteers and employees~~ are named as an additional insured on the general liability insurance coverage.

JL 12/10/15

The Town of Lee shall not be required to insure the NH Colonial Brigade, its volunteers, employees, or any professional service provider in connection with the activities performed under the Contract.

The Town of Lee will allow the NH Brigade to erect its tents on the Little River Park general purpose field from July 15, 2016 to July 17, 2016 and flag the field's sprinkler heads and feed lines in order that the NH Brigade will be able to place their tent stakes into the field and not damage any of the heads or lines. The NH Brigade will also be allowed to make "H" cuts into the field and roll back the sod to make their camp fires for cooking purposes.

Indemnification

To the fullest extent permitted by law, NH Colonial Brigade shall protect, indemnify, save, defend and hold harmless the Town of Lee, ~~including its officials, agents, volunteers and employees~~ ("Indemnified Parties"), ~~from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of NH Colonial Brigade or its agents, employees, NH Colonial Brigades or volunteers, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.~~

JL 12/10/15

~~In addition, and regardless of respective fault, NH Colonial Brigade shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that NH Colonial Brigade's officers, employees, volunteers, or agents are employees of the~~

JL 12/10/15



**Town of Lee, New Hampshire
Insurance and Indemnification Requirements**

~~Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.~~

[Handwritten signature]
12/10/15

The NH Colonial Brigade's obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

The Town of Lee shall not be required to defend or indemnify the NH Colonial Brigade, its volunteers, employees, or any professional service provider in connection with the activities performed under the Contract.

I have read and agree to abide by the Town of Lee's Indemnification and Insurance Requirements. I will be responsible for all our volunteers, employees, participants, and guests. I, the undersigned, have read this document and understand all of its terms and I sign this voluntarily and with full knowledge of its significance.

NH COLONIAL BRIGADE

[Handwritten signature]

Signature of Authorized Representative

Date: 12/10/15



CERTIFICATE OF LIABILITY INSURANCE

NHCOL-1

OP ID: KS

DATE (MM/DD/YYYY)

12/10/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Perkins Agency Inc 195 A South Main St Po Box 360 Newmarket, NH 03857 Lynne P Sweet	CONTACT NAME: Lynne P Sweet PHONE (A/C, No, Ext): 603-659-3291 E-MAIL ADDRESS: LSweet@perkinsagency.com	FAX (A/C, No): 603-659-3269
	INSURER(S) AFFORDING COVERAGE	
INSURED NH Colonial Brigade c/o Glen Eldredge 8 Quaker Lane Gonic, NH 03839-4629	INSURER A: Phenix Mutual NAIC # 23175	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

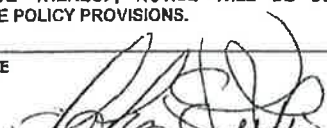
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		44.800639-80	08/21/2015	08/21/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Clubs-Civic Social No buildings
 Encampment on July 15-17, 2016
 Above certificate holder is listed as additional insured.

CERTIFICATE HOLDER**CANCELLATION**

TOWNLEE Town Of Lee Administration 7 Mast Road Lee, NH 03824	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
-------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

© 1988-2014 ACORD CORPORATION. All rights reserved.

Bunker Hill 240th Participant Waiver

240th Bunker Hill Reenactment Weekend

May 29-31 2015

By attending and participating in this reenactment, I recognize that there are risks attendant to this activity, including, but not limited to, open campfires, handling and use of black powder, discharge of small arms and cannons, the risk of injury attendant to movement of large groups of people, the presence and use of horses and/or other animals, environmental exposures or hazards and risks associated with primitive camping.

I hereby assume any and all risks of danger occasioned by my presence and participation in any and all activities in any way related to the reenactment. I further agree to release and hold harmless the following "group" as defined below:

- the private land owners of Applehurst Farm LLC and the surrounding area, including any lessees of such land;
- HM 10th Regiment of Foot;
- the First NH Regiment;
- HM 9th Regiment of Foot;
- Cherry's Company - 2nd NH Regiment;
- any agents, assigns, employees, directors and officers, or relatives of or for any of the aforementioned organizations or individuals.

This "group" shall not be responsible for any and all claims for property damage or personal injury of any kind, no matter how incurred, sustained during my presence at the reenactment or while on their properties.

Any person found without a valid registration will be treated as an illegal trespasser and will be subject to the remedies and penalties as provided by the laws of the State of New Hampshire.

ONLY FAMILY MEMBERS MAY SIGN ON THE SAME WAIVER

PRINTED FULL NAME: _____

UNIT ASSOCIATION: _____

ADDRESS: _____

SIGNATURE: _____

DATE: _____

PRINTED FULL NAME: _____

UNIT ASSOCIATION: _____

ADDRESS: _____

SIGNATURE: _____

DATE: _____

PRINTED FULL NAME: _____

UNIT ASSOCIATION: _____

ADDRESS: _____

SIGNATURE: _____

DATE: _____

MINORS (List names of Minors under 18 years of age):

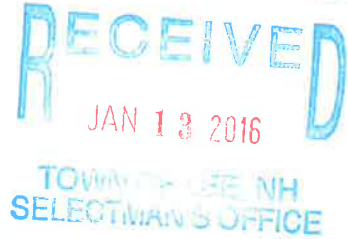
PARENT OR GUARDIAN'S SIGNATURE _____

(IF PARTICIPANT IS UNDER 18 YEARS OF AGE)

DATE _____

Peter. B. Schmidt, Chairman
Dale R. Sprague, Vice Chairman
Audrey Stevens, Clerk

STRAFFORD COUNTY
DELEGATION
WILLIAM A. GRIMES
Justice & Administration Building
259 County Farm Road, Suite 204
Dover, New Hampshire 03820
Telephone: (603) 516-7100
Fax: (603) 743-4407



NOTICE

TO: Strafford County Delegation Members
Strafford County Cities and Towns Mayors, Selectmen, Councilmen
New Hampshire Secretary of State's Office

FROM: Strafford County Delegation Chairman Peter Schmidt and
Strafford County Commissioners Maglaras, Watson and Lessard *PBS*

DATE: January 12, 2016

SUBJECT: Strafford County Commissioners Proposed Operating Budget for 2016 and
Public Hearing and Meeting of Full Delegation to Receive Input: Wednesday, January 27, 2016, 7:00 p.m.

This is to notify you that the Public Hearing and Meeting with the Full Strafford County Delegation has been scheduled for Wednesday, January 27, 2016 at 7:00 p.m. (SNOW DATE: Wednesday, February 3, 2016, 7:00 p.m.) in Superior Courtroom II of the William A. Grimes Strafford County Justice and Administration Building.

At this time, the Delegation will receive public input on the Commissioners Proposed 2016 Operating Budget at the Public Hearing and conduct any other business that may legally come before the Delegation at that time.

If you have any questions regarding this information, please feel free to contact Jean Miccolo, Administrative Assistant at 516-7100. The Commissioners' Proposed 2016 Budget is enclosed for your review.

Jlm
Enclosure

Cc: Dan Heon, Dietary
Elected Officials and Department Heads
Kymme Myers, Clerk of Courts
Sheriff David Dubois & Security
James Gaunya, Maintenance Director

Peter. B. Schmidt, Chairman
 Dale R. Sprague, Vice Chairman
 Audrey Stevens, Clerk

STRAFFORD COUNTY
 DELEGATION
 WILLIAM A. GRIMES
 Justice & Administration Building
 259 County Farm Road, Suite 204
 Dover, New Hampshire 03820
 Telephone: (603) 516-7100



NOTICE
PUBLIC HEARING AND MEETING OF THE
STRAFFORD COUNTY DELEGATION
 ON THE STRAFFORD COUNTY COMMISSIONERS PROPOSED 2016 BUDGET
Wednesday, January 27, 2016, 7:00 P.M.
 (Snow Date: Wednesday, February 3, 2016, 7:00 p.m.)

NOTICE is hereby given that a Public Hearing and Meeting before the Strafford County Delegation will be held on Wednesday, January 27, 2016 at 7:00 p.m. (SNOW DATE: Wednesday, February 3, 2016) in Superior Courtroom II, Second Floor of the William A. Grimes Strafford County Justice and Administration Building, 259 County Farm Road, Dover, New Hampshire on the Strafford County Commissioners' Proposed Operating Budget for 2016. The Public Hearing is to receive public input on the Proposed Operating Budget. A Public Meeting will be held after the Public Hearing to hear any other business that may legally come before the Delegation at that time. The following is a Resume of Accounts of the Commissioners' Proposed 2016 Budget:

STRAFFORD COUNTY COMMISSIONERS PROPOSED 2016 BUDGET - RESUME OF ACCOUNTS

<u>ACCT#</u>	<u>RESUME OF ACCCOUNTS</u>	<u>COMMISSIONERS' RECOMMENDATION</u>
4100	Administration	418,509.00
4110	County Attorney	1,403,972.00
4102	Domestic Violence Grant	443,329.00
4112	Child Advocacy Center	128,502.00
4120	Registry of Deeds	601,105.00
4140	Sheriff	1,873,571.00
4141	Dispatch Center	797,948.00
4150	Medical Examiner	35,000.00
4160	J&A Maintenance	383,302.00
4190	Human Service Department	10,879,008.00
5131	Court Jester Cafe	99,954.00
6100	Department of Corrections	10,355,457.00
6102	Community Corrections	621,243.00
6103	Supervised Visitation Program	184,473.00
6104	HOC Laundry	30,500.00
6105	Drug Court	455,401.00
6106	Transitional Housing Program	254,137.00
6130-38	Jail Industry Program	150,001.00
6140	Jail Industries Program	208,356.00
9100	Debt Accounts	2,468,516.00
9200	Insurances J&A	2,948,325.00
9350	Resource Agencies	330,528.00
9370-9900	Other Accounts	40,000.00
9902	Capital Expenses J&A & Deeds	474,620.00
	Union & Non-Union Settlements	341,636.00
5100-9902	Riverside Rest Home	<u>24,130,864.00</u>
	Operating Expenditures	60,058,257.00
	Revenues	<u>29,939,712.00</u>
	Amount to be Raised by Taxation	<u>30,118,545.00</u>

Information and directions may be obtained in advance of the meeting by contacting the Strafford County Commissioners office at (603)516-7100.

Respectfully submitted
 Audrey Stevens, Clerk, Strafford County Delegation *AS*

Peter B. Schmidt, Chairman
Dale R. Sprague, Vice Chairman
Audrey Stevens, Clerk

STRAFFORD COUNTY
DELEGATION
WILLIAM A. GRIMES
Justice & Administration Building
259 County Farm Road, Suite 204
Dover, New Hampshire 03820
Telephone: (603) 516-7100
Fax: (603) 743-4407



**SCHEDULE OF DATES FOR MEETINGS AND KEY EVENTS FOR
COUNTY PREPARATION AND ADOPTION OF 2016 STRAFFORD COUNTY BUDGET**

COMMISSIONERS PROPOSED 2016 BUDGET: FRIDAY, JANUARY 15, 2016

Commissioners' Proposed 2016 Budget must be received by Delegation members and Cities and Towns by or before January 15, 2016. Public Hearing on Commissioners' Proposed Budget must be held no sooner than 5 days and no later than 20 days after the Proposed Budget is mailed, including Public Hearing on any Bonding Projects. Proposed Budgets scheduled to be mailed Thursday, January 14, 2016 for receipt on or before January 15, 2016.

FULL DELEGATION PUBLIC HEARING AND MEETING
WEDNESDAY, JANUARY 27, 2016, 7:00 P.M.
(SNOW DATE: WEDNESDAY, FEBRUARY 3, 2016, 7:00 P.M.)

Public Hearing and Meeting to receive public input on the Commissioners 2016 Proposed Budget, as well as any other business that may legally come before the Delegation in Superior Courtroom II, Justice and Administration Building.

SUBCOMMITTEE MEETINGS
THURSDAY, JANUARY 28, 2016 TO FRIDAY, FEBRUARY 19, 2016
(House is on Winter Break Feb. 22-Feb. 26)

After the Public Hearing date, the Delegation Subcommittees meet individually to discuss, review and make recommendations on their respective portions of the budget. All work and reports must be completed by Friday, February 19, 2016. Chairmen are encouraged to set up meeting dates with Ray Bower, County Administrator or Jean Miccolo, Administrative Assistant, as soon as possible. Please attempt to avoid overlapping subcommittee meetings in order that the Chairman, Vice Chairman, and County Administrator can attend all the meetings, if possible. After the Subcommittees meet, the Chairs present their recommendations to the Executive Committee and the Full Delegation at their respective Public Meetings.

EXECUTIVE COMMITTEE PUBLIC MEETING
FRIDAY, MARCH 4, 2016, 9:00 A.M.
(SNOW DATE: Friday, March 11, 2016, 9:00 A.M.)

The Executive Committee meets to receive reports and review the Subcommittees' recommendations and any other business that may legally come before the Committee at that time. Superior Courtroom II, Lower Level, Justice and Administration Building.

FULL DELEGATION PUBLIC MEETING
SATURDAY, MARCH 12, 2016, 9:00 A.M.
(SNOW DATE: FRIDAY, MARCH 18, 2016, 9:00 A.M.)

The Delegation meets to review Executive Committee recommendations and to adopt final budget for 2016, and to discuss any other business with may legally come before the Delegation. Superior Courtroom II, Lower Level, Justice and Administration Building. The budget must be approved by April 1st, or the Commissioners' Proposed Budget will be in effect.



TOWN OF LEE

MEETING ROOM APPLICATION FORM

Office Use Only	
Date Received:	1/15/16
BOS Approved:	_____
Insurance Cert:	Y___ N___
Insurance Waived	_____

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

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

Date of Application: 1/12/15

Name of Group: Stafford County 4-H

Purpose of Event or Meeting: Favorite Food Festival

Contact Person: Shari Griffith Event Supervisor: Shari Griffith

Address: 5 Riverside Trm Dr Lee NH 03761

Phone: 659-2358 Email: 80:NNMOM@comcast.net

Number of People: 80-100

Date(s) of Use: 2/6/16 Time of Use: 7:30 - 1:00

Will food or beverages be served? yes. Do you require the use of the kitchen; if so, provide extent of use: just for simple cleanup. Children will not be allowed in kitchen.

Please indicate on the reverse any special arrangements requested.

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

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

Signature of Legally Responsible Person: [Signature]

Print Name: Shari Griffith

ATTACH CERTIFICATE OF INSURANCE

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: USI Insurance Services LLC, 3 Executive Park Drive, Suite 300, Bedford, NH 03110, 855 874-0123. CONTACT NAME: USI Insurance Services LLC, PHONE (A/C, No, Ext): 855 874-0123, FAX (A/C, No):, E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE: INSURER A: United Educators Ins, Recip Ris, NAIC #: 10020, INSURER B: Acadia Insurance Company, NAIC #: 31325, INSURER C:, INSURER D:, INSURER E:, INSURER F: INSURED: University System Of New Hampshire, 5 Chenell Dr., Suite 301, ATTN: Lorna Jacobsen, Concord, NH 03301-0000

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include: A COMMERCIAL GENERAL LIABILITY (CGL201500027), B AUTOMOBILE LIABILITY (CAA150094427), A UMBRELLA LIAB (GLX201500027), WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (N/A), A Professional Liability (LPD201500027).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Additional Insured Status Is Provided Where Required by Contract.

Supplemental Names University of New Hampshire at Durham, University of New Hampshire at Manchester, Keene State College, Plymouth State University, NHPB, New Hampshire Public Television(NHPTV), University of New Hampshire Foundation, Inc., UNH Alumni Association, Center for Public Responsibility and Corporate (See Attached Descriptions)

CERTIFICATE HOLDER: University System of New Hampshire, 27 Concord Road, Durham, NH 03824. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: E. [Signature]