

SELECT BOARD MEETING AGENDA

DATE: Monday, February 1, 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. Peter Macdonald – Veteran Resort Chapel
Discuss stipulation agreement.
4. Bill Callen, Lee USA Speedway Manager – Outdoor Shows & Auctions Event Category
Request that the agreement accepted by the Zoning Board of Adjustment on September 19, 2012 with regards to the Spring & Fall Outdoor Shows & Auctions at the Lee Speedway be amended to reflect a change in Hours of Operation from 8am – 6pm to 10am – 8pm.
5. Town Center Committee Results – Public Discussion
6. Scott Nemet, Fire Chief – HeartSafe Community
Provide the Select Board with a brief presentation on the HeartSafe Community Program. Request that the Board accept Lee's entry into the program.
7. Roger Rice, Transfer Station Manager – Facility Report
Present the Board with the 2015 Annual Facility Report to the DES for approval and signature.
8. Julie Glover, Town Administrator
 - a. Salary Survey Cost
 - b. Miscellaneous
9. Motion to accept the Consent Agenda as presented:

<p><u>SIGNATURES REQUIRED</u> Tax Levy Abatement Commerford Nieder Perkins Contract Addendum</p>	<p><u>INFORMATION ONLY</u></p>
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10. Motion to accept the Select Board Public and Non Public Meeting Minutes from January 11, 2016.
11. Motion to accept the Select Board Public Meeting Minutes from January 19, 2016.
12. Motion to accept Manifest #15 and Weeks Payroll Ending January 31, 2016.
13. Motion to enter into Non-Public Session
 - a. NH RSA 91-A: 3 II (e) – Fairpoint
14. Miscellaneous/Unfinished Business
15. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on January 29, 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
Email: dduval@leenh.org

Office Use Only

Meeting Date: 2/1/16

Agenda Item No. 3

BOARD OF SELECTMEN

1 Feb 16 **MEETING AGENDA REQUEST**

(Meeting Date Requested)

Agenda Item Title: Veteran Resort Chapel

Requested By: Peter Macdonald minister **Date:** 1/19/16

Contact Information: 603 659 6217 781 3839

Presented By: Peter Macdonald

Description: Talk

Financial Details: Agreement

Legal Authority Minister PPO / se ATT
(usually NH RSA or Town Ordinance/Policy):

Legal Opinion:

REQUESTED ACTION OR RECOMMENDATIONS:

Stipulation Agreement

TOL

January 26, 2016
Strafford, DD

State of New Hampshire

Superior Court

Town of Lee (TOL)

V.

Veteran Resort-Chapel (VRC)
101 Stepping Stone Rd Lee NH 03824
603-659-6217

Case No. 219-2014-CV-00220

Motion of undisputed facts, court decision or jury trial at once

Now Comes: The VRC Religious Assembly recognized by the Federal and State government of the USA as such with the mission from God to help Homeless U.S. Military Veterans. On or around September 2015 both parties went before Strafford County Court Judge Tucker on a violation of agreement signed by both parties in this case. The TOL alleged that the VRC violated that agreement and the VRC states that the TOL bring frivolous court action as presented automatically made the Stipulation agreement null and void. The Court Delay in ruling in this case has placed life and death factors on the lives of Homeless U.S. Military Veterans and an unreasonable burden on our religious practice. The Law and Facts in this case are completely, undisputed facts 100 Percent in the VRC favor all contained in court records. A undisputed by law Religious Assembly (VRC) guided and protected by our Constitution, Americans with Disabilities Act and Religious Land Use Institutionalized Act is a non-profit existing since 1980 helping homeless Veterans through and with God. In 2012 the VRC was given 11 acres of land (free and clear) to build a chapel and religious reading rooms for our church members to gather and perform God's mission of helping homeless Veterans. Since that date 100% of all money in the VRC budget and 100% the use of the Land at 101 Stepping Stone Rd has and will always be church business as a Religious Assembly and non-profit to help homeless U.S. Military Veterans. 100% +/- of all the facts present to the court in this case have been in the VRC favor and as such as **follows** :

1. The VRC Employer Identification number 35-2456265, DLN 1705314843023, federal recognized accounting period Dec 31, Public Charity Status 170 (b) (1) (a) (v1), Form 990 filed each year, Effective Date of Federal non-profit church exemption 9/19/2012, Contribution Deductibility Yes, Addendum Applies No, State of NH Corporate Identification 678141. These are the facts presented to the court and TOL many times that establishes the VRC as a church non-profit and as such is protected by the U.S. Constitution, NH Constitution, and the Religious Land Use Institutionalized Act.

2. That the VRC signed a stipulation Agreement with the TOL with court over site to allow the VRC Religious Assembly to continue with God's mission of helping homeless U.S. Military Veterans. The TOL brought this matter to court in Sept 2015 on a frivolous charge that a scrap piece of plywood 4'x4' with words printed on it facing blank side to the road violated the agreement, the VRC moved the plywood 455' from the road behind brush and the TOL complained again, the VRC framed the plywood as a picture placed a for sale sign on it and put it on a trailer in the VRC driveway for anyone to purchase. Line 15 of the Stipulation agreement states that

and physically disabled 100% from in and out of combat missions during the Vietnam Conflict. That it appears the court and TOL used the mental and physical disabilities to attempt to violate the NH RSA and Constitution to inflict harm on our religious practice to keep us out of Lee NH in violation of the Constitution and Americans with Disabilities Act

7. That the VRC did and has demanded a jury hear and decide this case only to be refused by the courts by deception.

Wherefore: We the VRC ask this court too;

1. Rule that the VRC is a church and religious assembly protected by the Constitution and the Law and that Homeless U.S. Military Veterans as all others individuals can pray to or talk to the God of their choice on VRC church owned property located at 101 Stepping Stone Rd when and as they choose with out State or TOL interference.
2. Rule that the TOL violated the laws and Constitution intentionally (as the TOL selectmen said "We are a community of Professors and UNH support staff, TOL does not deserve to have homeless (in reference to homeless veterans) living in our community) (or a similar statement written in many court documents summated during the long tenure of this case) in a criminal manner to inflict harm and damage on our Religious practice.
4. That the TOL pay 12 million dollars to the VRC for the continued mission of helping homeless U.S. Military Veterans find their way home and any other relief the court deems just.
5. That the stipulation agreement is null and void
6. That if this court cannot rule as asked that it go to a jury trial this month with out delay.

Respectfully submitted this 26 day of January 2016.



Peter Macdonald Sgt USMC Semper Fi
465 Packers falls rd Lee NH 03861 603-659-6217

C./C TOL



RECEIVED
FEB 04 2015
TOWN OF LEE, NH
SELECTMAN'S OFFICE

MICHAEL J. DONAHUE
CHARLES F. TUCKER
ROBERT D. CIANDELLA
LIZABETH M. MACDONALD
JOHN J. RATIGAN
DENISE A. POULOS
ROBERT M. DEROSIER
CHRISTOPHER L. BOLDT
SHARON CUDDY SOMERS
DOUGLAS M. MANSFIELD
KATHERINE B. MILLER
CHRISTOPHER T. HILSON
JUSTIN L. PASAY
ERIC A. MAHER
PATRICK O. COLLINS

OF COUNSEL
NICHOLAS R. AESCHLIMAN

RETIRED
ROBERT B. DONOVAN

ROBERT A. BATTLES
(1951-2010)

January 29, 2015

Karen A. Gorham, Clerk
Strafford County Superior Court
259 County Farm Road, Suite 301
Dover NH 03820

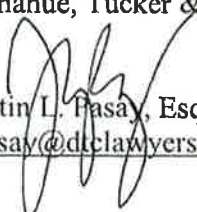
Re: Town of Lee v. Veteran Resort Chapel, et al
Case No.: 219-2014-CV-00220

Dear Clerk Gorham:

Enclosed please find an agreed upon Judgment and Stipulation Agreement for filing in the above-reference case.

Please feel free to contact me if you have any questions. Thank you for your cooperation.

Very truly yours,
Donahue, Tucker & Ciandella, PLLC


Justin L. Pasay, Esquire
jpasay@dtclawyers.com

/jlh

Enclosure

cc: Town of Lee
Sharon C. Somers, Esq.
Peter MacDonald, Pro Se
Laura Spector-Morgan, Esq.

DONAHUE, TUCKER & CIANDELLA, PLLC

Exeter Office: 225 Water Street, P.O. Box 630, Exeter, NH 03833, 603-778-0686
Portsmouth Office: 111 Maplewood Avenue, Suite D, Portsmouth, NH 03801, 603-766-1686
Meredith Office: 56 NH Route 25, P.O. Box 214, Meredith, NH 03253, 603-279-4158

www.dtclawyers.com

STATE OF NEW HAMPSHIRE

STRAFFORD, SS

SUPERIOR COURT

Town of Lee

v.

Veteran Resort-Chapel, Veterans Village NH and Peter MacDonald

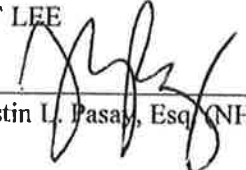
Docket No.: 219-2014-CV-00220

JUDGMENT AND STIPULATION

1. Judgment hereby enters for the Town of Lee (the "Town"), jointly and severally against Veteran Resort-Chapel, Veterans Village NH and Peter MacDonald, individually.
2. Respondent Peter MacDonald is ordered to pay the Town \$10,000 in costs and reasonable attorney's fees pursuant to RSA 676:17, II.
3. This Judgment and Stipulation document constitutes a post-judgment attachment, in the amount stated in paragraph (2) above, on property owned by the Veteran Resort-Chapel located at 101 Stepping Stones Road in the Town of Lee, County of Strafford, New Hampshire and further identified as Town Tax Map 12, Lot 3, Sub-Lot 300 (the "Property"). This Judgment and Stipulation will be recorded by the Town at the Strafford County Registry of Deeds upon its execution.
4. Respondents will pay the Town the amount depicted in paragraph (2) by **Monday, February 1, 2016**. Should Respondents fail to pay the Town by Monday, February 1, 2016, the Town will be entitled to a Writ of Execution from the Strafford County Superior Court upon affidavit from Town Counsel articulating Respondents' breach. Upon payment in full of the amount depicted in paragraph (2), the Town will record a discharge at the Strafford County Registry of Deeds.
5. Interest hereunder shall be calculated pursuant to RSA 336:1, II and will begin to accrue on February 2, 2016 if payment is not received in full by February 1, 2016.
6. Payment will be made to the "Town of Lee" and may be tendered in-person to the Town Administrator or mailed to her attention at 7 Mast Road, Lee, New Hampshire 03861.
7. Respondents waive their right to trial and appeal.
8. Respondents or their agents, employees or contractors will not build any structure on the Property without a building permit.
9. Respondents are permanently enjoined from future zoning violations at the Property as outlined below:
 - a. Respondents will not erect any signage except as it may conform with the Zoning Ordinance and after Respondents obtain a permit.

- b. Absent Town approvals, such as site plan approval, Respondents will not permit or allow permanent or temporary occupations by any individual, in any camper, outbuilding, tent, or other temporary or permanent structure at the Property.
 - c. Respondents will not permit the use or storage of a temporary toilet/out-house/porta-potty at the Property without the express written permission of the Town.
10. If Respondents violate the Zoning Ordinance with regard to that activity articulated in paragraph 9(a) – (c) above, and if the Respondents fail to cure the violation following the issuance of a Notice of Violation by the Town, then the Town may file a Motion to Enforce the Settlement Agreement. If the Town prevails in showing that the terms of the Settlement Agreement have been breached because of the continuation of the enjoined activity, then the ruling against Respondent shall include the statutory amount of fines which would be awarded pursuant to RSA 676:17, I.
 11. Respondents will be responsible for any and all costs or attorney's fees incurred by the Town pursuant to an action brought by the Town as referenced in paragraph (10). Such costs and reasonable attorney's fees, together with the fines referenced in paragraph (10) above, would constitute a post-judgment attachment on the Property payable within three months and will be enforceable in the same manner depicted in paragraph (4).
 12. In addition to the specific zoning violations referenced in paragraph (9) above, Respondent is also generally enjoined from violating any zoning ordinance of the Town of Lee. The Defendant reserves all rights and remedies to enforce such violations.
 13. The Town reserves all other rights and remedies to satisfy this judgment.
 14. Respondents will remove the camper currently parked at the Property on or before Friday, February 13, 2015.
 15. By entering into this agreement, the Respondents give up no rights under the zoning ordinance or state or federal law and they reserve their right to present any and all such claims or defenses in court or any other venue.

TOWN OF LEE

By: 
Justin L. Pasay, Esq. (NH Atty. #18379)

22 Jan 2015
Date

VETERAN RESORT-CHAPEL and PETER MACDONALD

By: 
Peter MacDonal, Duly Authorized

1/22/15
Date

Approved: _____
Presiding Justice

Date: _____



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

Office Use Only

Meeting Date: February 1, 2016

Agenda Item No. 4

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
2/1/2016

Agenda Item Title: Racetrack Outdoor Shows & Auctions

Requested By: Bill Callen, Lee USA Speedway Manager **Date: 1/28/2016**

Contact Information: 978-462-4252

Presented By: Bill Callen

Description: Requesting that the agreement accepted by the ZBA on 9/19/2012 with regards to the Spring & Fall Outdoor Shows & Auctions at the Lee Speedway be amended to reflect a change in Hours of Operation from 8am-6pm to 10am-8pm.

Financial Details: N/A

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

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to accept the Lee USA Speedway's request to amend the ZBA agreement dated 9/1/9/2012 to reflect a change in Hours of Operation for Spring & Fall Outdoor Shows & Auctions from 8am-6pm to 10am-8pm.

MINUTES OF THE BOARD OF SELECTMEN
Meeting

November 13, 2012

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Board members present: Chairman LaCourse, Selectman Griswold and Selectman Cedarholm.

Others present: Phil Stetson, Jane Sanders, Bob Watson, Joe Hannon, Larry Kindberg, Andy Lelio, Sharon Taylor, Robert, Smith, Sarge Legard, Hannah Legard, Rachel Legard, Belinda Gleason, Richard Gleason, Lynn Hersom, Richard Hersom, Carol Evans, Cynthia Giguere-Urein, Bill Humm, Paul Gasowski, AnnaMarie Gasowski, Katrinka Pellecchia, Linda Kahn, Peg Dolan, Dawn Genes, Brian Penley, Mike Flemming, Town Administrator Julie Glover and town Secretary Dawn Hayes.

1. Chairman LaCourse calls the meeting to order at 6:00 pm.
2. Selectman Cedarholm motions to accept the Minutes of October 29, 2012. Selectman Griswold, seconds. **Motion Carries.**
3. Chairman LaCourse opens the floor for Public Comment.

Resident Belinda Gleason advises the Board of a recent noise issue regarding shooting coming from a nearby property. Ms. Gleason states she had contacted the Police and reporting the shooting, which lasted from 1:30 pm until 4:00 pm. Ms. Gleason states her rights of peace and quiet are not being protected as the Lee noise ordinance does not address this. Ms Gleason explains the State noise regulation does address this. Ms. Gleason further states, she was told by the Police – if she continued to call the Police she would be arrested for harassment.

Lynn Hersom advises the Board that she was visiting in Lee and heard loud gun shooting; thinks it was a semi automatic weapon, not target practice. Ms. Hersom states the Police would not do anything for Ms. Gleason. Ms. Hersom states the noise was coming from the Accu Cut property on Mitchell Rd.

Resident Jane Sanders agrees that the rapid-fire gun noise was excessive and lasted all afternoon.

The Board agrees to look into the matter of the ordinance and will request the Chief of Police (not present) look into it as well and report back to the Board.

4. Bob Watson of Lee USA Speedway provides the Board with the documentation supporting the recent ZBA decision to allow outdoor sports shows, auctions and a driving school. Mr. Watson states the driving school would operate during the week, one or two times per month during June, July and August; the class would take place in the morning with the driving in the afternoon from 1:00 pm – 4:30 pm. Mr. Watson states the training car is a full bodied race car that accommodates a student and trainer, is highly muffled, has rev limiters, equipped with a kill switch for the engine and has all the safety gear.

MINUTES OF THE BOARD OF SELECTMEN

Meeting

November 13, 2012

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Mr. Watson describes the outdoor sports shows: there would be a spring show geared towards boats/trailers/campers/motorcycles; a show in the fall geared towards winter sports such as ice fishing/snowmobiling/campers. Mr. Watson states there would be no noise generated from the shows (just some background music or some light PA system use), as there would be no course set up – just a show that would run over a Saturday and Sunday.

Mr. Watson states they have been approached by a company in Bow that auctions heavy equipment and construction equipment – they were interested in having an auction at the speedway. Mr. Watson advises it would be a one day event with a day to set up and take down; there would be use of a megaphone.

Town Administrator Julie Glover states the ZBA has authority over the use of the track in general as it is already a non conforming use; if proposed uses are non conforming they need to go to the ZBA. The Board of Selectman has different authority under the Race Track Ordinance; if there is a proposal for any other use than those currently spelled out in section 17 of the ordinance, the Selectmen control those uses. Ms. Glover asks what the difference is between the driving school and the race car education and safety testing that had previously been approved. Ms. Glover states in March 2006 there was a warrant article that removed the ‘automotive’ and left it as ‘flea market’. Additionally in Sept 2006 the ZBA granted the exception to allow flea markets – not restricted to automotive flea markets.

Selectman Cedarholm asks why wouldn't it be put to the voter's in a warrant article? Selectman Griswold states, it is part of their business plan and disagreed with putting the matter to voters; the auctions and outdoor shows are fine but the driving school should be looked at more carefully. Chairman LaCourse agrees the auctions and outdoor shows present an opportunity for the track to do something other than racing. Chairman LaCourse questions the difference between an education school and a testing school vs. an open track teaching drivers to drive better. Selectman Griswold asks if the school is to learn how to become a good race car driver. Mr. Watson, agrees and explains that the training is very controlled. Selectman Griswold suggests operating a driver safety school for the average citizen. Selectman Cedarholm states that the issue of traffic should be considered when planning these events.

Chairman LaCourse motions to approve only the following uses at this time: an outdoor sports show and auctions as depicted in the ZBA's documentation. Selectman Cedarholm, seconds. **Motion Carries.**

Chairman LaCourse tables the consideration of the testing and safety school until further review.

**TOWN OF LEE, NEW HAMPSHIRE
ZONING BOARD OF ADJUSTMENT
NOTICE OF DECISION**

Case No. Z1112-16

You are hereby notified that the request by First Strafford Realty Trust for a Variance to the terms of Article XXIII Section 3, Non Conforming Uses of the 2012 Town of Lee Zoning Ordinance has been GRANTED for the reasons given in the following resolution passed by a majority of the appointed members of the Zoning Board of Adjustment:

RESOLVED

Whereas there **will not** be a diminution in value of the surrounding properties as a result of the granting of this variance and;

Whereas the granting of this variance **will** be of benefit to the public interest and;

Whereas the denial of the request **will** result in unnecessary hardship to the owner seeking it. Hardship in this connection does not mean the personal financial hardship to the owner, but means the land, building or structure if required to be constructed or used literally in accordance with the provisions of the ordinance produces an unnecessary hardship to the owner, whoever he/she might be and;

Whereas by granting this variance substantial justice **will** be done and;

Whereas the use contemplated by petitioner as a result of obtaining this variance **will not** be contrary to the spirit of the ordinance and;

Therefore be it resolved that the application request by First Strafford Realty Trust, to Article XXIII, Section #3 -Non Conforming Uses to allow for a outdoor sport shows and auctions to be held on the property be GRANTED, as submitted, signed and dated by secretary. The property is known as Lee Tax Map#18-02-0000.


Chairman, Board of Adjustment

Date: 17 Oct '12

NOTE: Application for rehearing on the above determination may be taken within 30 days of said determination by any party to the action or person affected thereby according to NH RSA, Chapter 677:4

MINUTES OF THE MEETING
LEE ZONING BOARD OF ADJUSTMENT
September 19, 2012

MEMBERS PRESENT: Jim Banks, Chairman; John A. Hutton, III; Tobin Farwell; and Philip Sanborn; and Frank Reinhold, Alternate.

OTHERS PRESENT: Caren Rossi; Peter Hoyt; Judy McDonald; Peter Watson and John (Red) McDonald; and Gerry Collins.

(Z1112-16)

A continued application for Variance of the 2012 Lee Zoning Ordinance from First Strafford Realty Trust, Jennifer MacDonald Trustee (Lee USA Speedway) Property is located at 380 Calef Highway, and is known as Lee Tax Map #18-02-0000. The following variance requests are each a separate request.

A Variance to Article XXIII, Section (3), Non-Conforming Uses to allow for fairs, circus and or carnivals to be held on the property.

A Variance to Article XXIII, Section (3), Non-Conforming Uses to allow for outdoor sport shows and auctions to be held on the property.

A Variance to Article XXIII, Section (3), Non-Conforming Uses to allow for a driving school to be held on the property.

Jerry Collins abutter asked if he would be allowed to speak.

Jim Banks, Chairman replied that the floor was closed at the last meeting, if the Board had a question for him, they would ask, other than that, no.

Peter Watson provided the Board with a handout explaining in detail the driving school and its proposed use. (In file) He explained that all of the cars will be muffled, no public address system will be used, he is unsure of the DB levels of them but he stated they were no louder than a truck going down Rt. 125. A full field of race cars is 24 cars, there will not this many cars or as much noise as 24 cars. There will be 2 paraplegic cars as well for the vets.

Frank Reinhold made a motion to act on the requests individually.
Philip Sanborn second.
Vote: all

Jim Banks, Chairman wanted to clarify for all that this Board is not giving full permission to the applicant, they still need to go to the selectmen and seek approval there, this if granted, will just allow them to proceed to the next step.

The Board determined the following findings of fact:

PRELIMINARY FINDING

After reviewing the petition and having heard the presentation by the applicant, it is found that the Board **has all** sufficient information available upon which to render a decision. If there is sufficient information, the application will be deemed accepted and the public hearing will continue. If it is found that the Board does not have sufficient information, the public hearing will be postponed to a date certain on _____.

FINDINGS AND RULINGS

After reviewing the petition, hearing all of the evidence, and by taking into consideration the personal knowledge of the property in question, the Board of Adjustment for the Town of Lee has determined the following findings of fact:

- 1) The variance **will not be (all)** contrary to the public interest because: not increasing noise, no affects to the neighbors or area around it.
- 2) Special conditions **do (all)** exist such that the literal enforcement of the ordinance results in unnecessary hardship. In deciding this criteria, you must decide whether:
 - a) The zoning restriction as applied to the property **interferes (all)** with the reasonable use of the property, considering the unique setting of the property and its environment because: not allowing them to make upgrades which will improve the watershed.
 - b) There **is no (all) fair** and substantial relationship between the general purposes of the zoning ordinance and the specific restriction on the property because: the history of the facility, with restrictions place on property and the history of restrictions on the property. The facility is set up for vehicles
- 3.) The variance **is (all)** consistent with the spirit of the ordinance because: noise, muffled race cars, fewer, much less noise off site, during the day, low traffic and no pa system. This will enable them to proceed to the selectmen
- 4) By granting the variance, substantial justice **will (all)** be done because: they deserve the right to go to the selectmen to hear their case.

5) The value of surrounding properties **will not (all)** be diminished because: it's an existing facility, hours are during the weekdays ending at 5 pm, traffic noise is muted; no building anything, using what is there.

Tobin Farwell made a motion to grant the request for a Variance to Article XXIII, Section (3), Non-Conforming Uses to allow for a driving school to be held on the property as submitted on September 19, 2012 and signed by the secretary. Subject to the following condition.

1.) Public Address System is not used.

Philip Sanborn second.

Vote: all, motion carried.

The Board discussed the application for the outdoor sport shows and auctions.

Bob Watson provided the Board with packets on these activities. (In file) Auctions would be midweek and the events would be spring/fall. It would be logistically difficult to have them when race season is occurring. They would not use a pa system here either; it would be a mega phone type system.

John Hutton felt it would be a logistical nightmare, he isn't comfortable with it.

Phil Sanborn felt the opposite, very low impact, short lived, no one would even know it was going on unless you attended it. Low impact usage, no noise issues. For a facility on Rt. 125 with this much parking, they can handle it easily, can put on restrictions.

Tobin Farwell felt it was a low impact use as well.

Jim Banks commented that if this is approved, it will enable them to go to the selectmen.

Frank Reinhold commented that he feels it is not a high impact use at all. Egress is good, police will be there. He feels having attended these types of events; they are low impact and a reasonable use of the property.

Jim Banks commented that Sonny's restaurant has started a car show to enhance business and that hasn't affected the neighborhood at all.

The Board determined the following findings of fact:

PRELIMINARY FINDING

After reviewing the petition and having heard the presentation by the applicant, it is found that the Board **has all** sufficient information available upon which to render a decision. If there is sufficient information, the application will be deemed accepted and the public hearing will continue. If it is found that the Board does not have sufficient information, the public hearing will be postponed to a date certain on _____.

FINDINGS AND RULINGS

After reviewing the petition, hearing all of the evidence, and by taking into consideration the personal knowledge of the property in question, the Board of Adjustment for the Town of Lee has determined the following findings of fact:

- 3) The variance **will not be (all)** contrary to the public interest because: not increasing noise, or other areas of concern to the neighbors.
- 4) Special conditions **do (all)** exist such that the literal enforcement of the ordinance results in unnecessary hardship. In deciding this criteria, you must decide whether:
 - b) The zoning restriction as applied to the property **interferes (all)** with the reasonable use of the property, considering the unique setting of the property and its environment because: not allowing them to make upgrades which will improve the watershed.
 - c) There **is no (majority) fair** and substantial relationship between the general purposes of the zoning ordinance and the specific restriction on the property because: open area, access to Rt. 125, low noise events.
 - 3.) The variance **is (majority)** consistent with the spirit of the ordinance because: low impact, not increasing noise, will not affect the neighbors.
 - 4) By granting the variance, substantial justice **will (majority)** be done because: owners can use their property and advance to the selectmen to hear their case.
- 5) The value of surrounding properties **will not (majority)** be diminished because: its low noise, during the day and the facility is already there.

Tobin Farwell made a motion to Grant the request for a Variance to Article XXIII, Section (3), Non-Conforming Uses to allow for outdoor sport shows and auctions to be held on the property as submitted, signed by the secretary and dated September 19, 2012.

Frank Reinhold second.

Vote: majority, motion carried (John Hutton, no)

Jim Banks, Chairman explained the 30-day appeal process to the applicant.

Bob Watson provided information to the Board on the application for Fairs, Circus and Carnivals. (In file) He explained that they will have a one ring circus, youth is targeted, 2 shows daily that are 90 minutes each. 2 days per time. Low noise, not much traffic, good for the town, mid week possibly.

Jim Banks asked what powered the circus.

Bob Watson replied that they have their own generators.

Frank Reinhold spoke with concerns of light pollutions, noisy, kids screaming, and significant impact to the neighborhood.

Jim Banks if a limitation where said "no generators" brought on site. Can have craft fairs etc. Inherit eliminating the "Big Stuff".

Frank Reinhold not comfortable with this application.

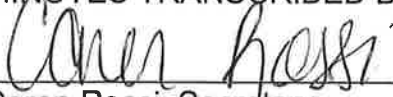
Red McDonald stated were looking for is the small carnival they went to. Held in a big top tent generator, didn't make much noise. Circus one tent, big top, would need a generator. The fair part, would be a Lee Country Fair type, and also a simple craft fair. Possibly a carnival in conjunction with the fire department like an old fashion fire mans muster. One weekend a year, an activity for the town. Small type to see how it works. Possibly in conjunction with a race. Won't upset the neighborhood. No noise outside the tent.

Tobin Farwell agrees with Frank Reinhold, late hours, bright lights, noise, split our fairs and then he would be better.

Phil Sanborn big difference between craft fair and the Rochester Fair. Limiting hours, deter carnival or a possibly a one shot deal to try it. To see how it works, limit the number of shows and the times.

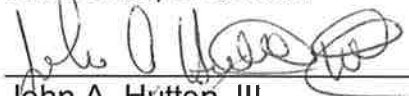
Red & Judy McDonald stated that they wished to withdraw their request.

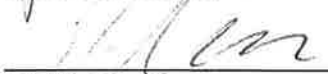
MINUTES TRANSCRIBED BY:


Caren Rossi, Secretary

MINUTES APPROVED BY:


Jim Banks, Chairman


John A. Hutton, III


Philip Sanborn


Frank W. Reinhold Jr.


Peter Hoyt, Alternate

at 12/12/12

LEE USA SPEEDWAY

OUTDOOR SPORT SHOWS & AUCTIONS

Days of Operation: Monday thru Sunday

Hours of Operation: 8AM to 6PM

How often: Possibility January thru December

Location on property: See attached property map.

NOTES: _____

SPRING SHOWS

- **BOATS**
- **CAMPERS**
- **JET SKIS**
- **CAMPING EQUIPMENT**
- **CAMP GROUND VENDORS**
- **MOTORCYCLES**

FALL SHOWS

- **SNOW MOBILES**
- **SKIING EQUIPMENT**
- **ICE FISHING EQUIPMENT**
- **FOUR WHEELERS**
- **SNOW BLOWERS**

AUCTIONS

Heavy Equipment Such as:

**Front End Loaders, Backhoes,
Construction Equipment, Trucks, Air
Tools, Air Compressors, Jack Hammers,
Lawn Landscape Tools, Forklifts,
Compactors, Concrete and Masonry
Tools, Pumps, Ladders, Scaffolding and
Platform Equipment,**

LOCATIONS

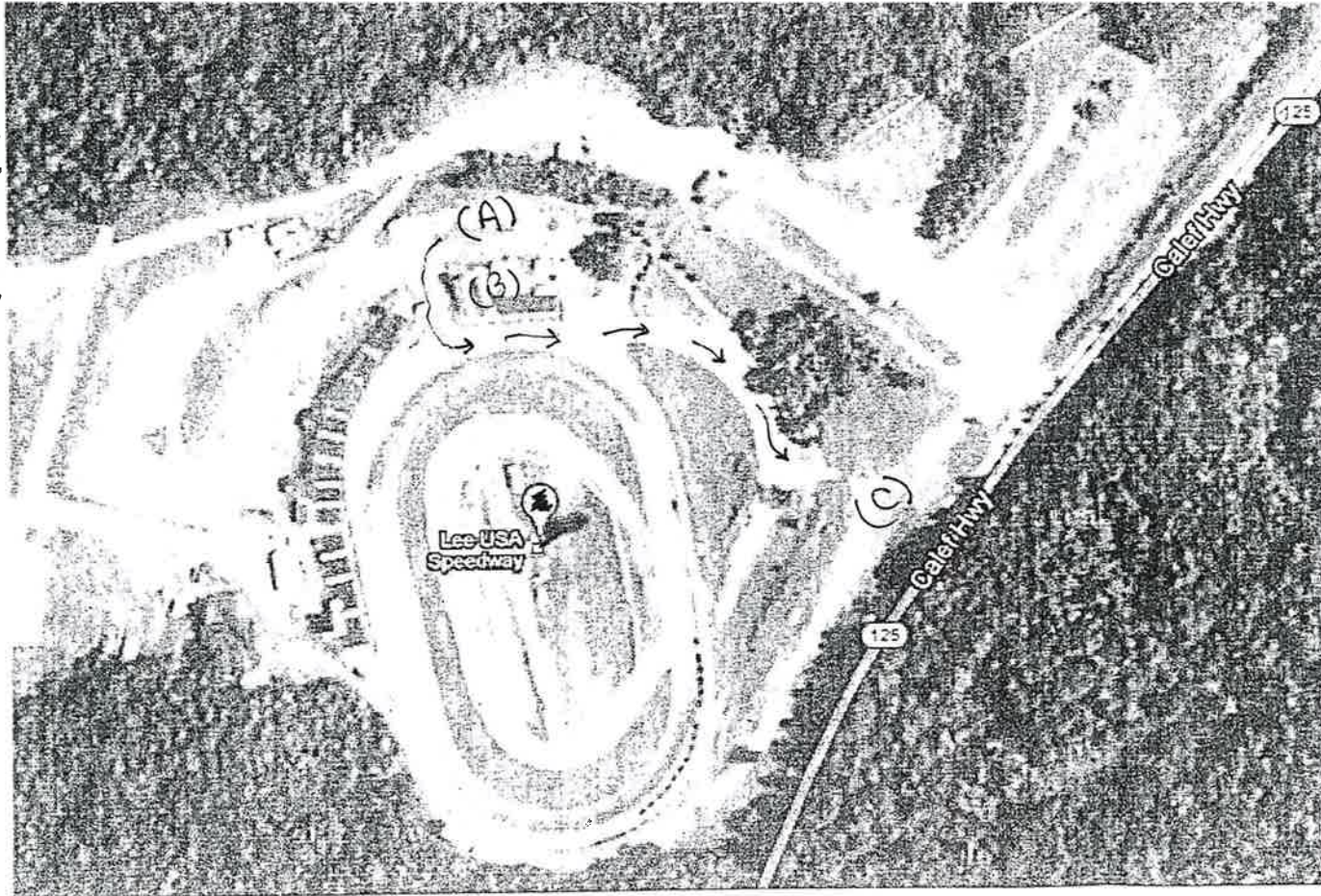
- (A) **Campers, Motor Homes, Camp
Ground Vendors, Jet Skis with Wind
Surfing Boards.**
- (B) **Boats Larger Motor Homes, Larger
Campers, Motorcycles, Mountain
Bikes.**
- (C) **Customer/Vendor Parking**
- (D) **Portable Toilets**
- (E) **Restrooms**
- (F) **Concession Stands**



**Heavy Equipment
Such as:**

Front End Loader,
Backhoes, Construction
Equipment, Trucks, Air
Tools, Air Compressors,
Jack Hammers, Lawn,
Landscape Tools,
Forklift, Compactors,
Concrete and Masonry
Tools, Pumps, Ladders,
Scaffolding and
Platform Equipment.

The Auction will start at
8AM to preview the
equipment and bidding
will start at 9AM until
5PM.



(A) Pre-sale inspection
Area of some items.

(B) Bidders Registration
And seating area.

(C) Pick-up Area
Parking.



Memorandum to Select Board

December 14, 2015

Authors: Town Center Committee

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Links to the work of the previous Town Center Committee can be found at:
http://www.leenh.org/Pages/LeeNH_BComm/towncenter/index

Charge to the Committee from the Select Board

Purpose

The purpose of the Committee is to determine the status and existing conditions of municipal administrative and Library facilities within the Town Center and to develop a broad set of goals, objectives and recommendations through a collaborative planning approach for the future use of Town facilities in order to increase capacity and communication, while decreasing potential duplication of goals or services.

Scope

Lee's Town Center has been defined as the area within a 1/4 mile radius of the Lee Triangle, which is at the intersection of Mast Road (Route 155), George Bennett Road and Lee Hook Road.

The following functions and facilities are those that are assumed to be in scope:

- Town Administration
- Town Clerk/Tax Collector
- Code Enforcement and Planning
- Town committee meetings
- Town Equipment storage
- Library
- Historical Society Museum

Deliverable

The Committee is to prepare a memorandum of preliminary findings that contains goals, objectives, and recommendations and other related information and figures as deemed appropriate by the Committee and the Select Board.

Duration

The Committee will produce a preliminary memorandum within six months following the first meeting of the Committee. This schedule may be subject to modification according to review and approval of the Select Board.

Mission

Develop a plan that determines the future utilization of current town center facilities and identifies requirements for new or renovated facilities.

Executive Summary

The Town Center Committee (TCC), as charged by the Select Board at its meeting on May 26, 2015, was formed in June 2015 and commenced meeting biweekly in July 2015. The TCC members are listed in Appendix A; the Committee is facilitated by Julie Glover, Town Administrator. The Town Center Committee had representation from the Town Administration, Code Enforcement, the Historical Society, the Library, the Police Department, the Fire Department, and citizens-at-large, many of whom also serve on other Town Commissions

The TCC met on the following dates in 2015: July 9, July 13, July 27, Aug. 10, Aug. 24, Sept. 7, Sept. 22, Oct. 5, Oct. 19, Nov. 2, Nov. 16, Nov. 30, and Dec. 14. Meeting minutes and agendas are attached in the Appendices.

Early in its work, the Committee was briefed on the work of previous Town Center Committees and provided with links to reports and studies on the Town Center. These documents are referenced in the Appendices of this report. The Committee then surveyed all of the buildings by performing walk-through inspections, accompanied by representatives of the facilities. In subsequent discussions, the Committee performed qualitative assessments for each of the buildings, focusing on general conditions and capabilities. Overall, the buildings exhibited lack of adequate space, inadequate structural integrity (mainly floor loads), environmental issues (such as poor air and water quality, inadequate lighting, and poor acoustics) and various levels of wear and tear. Other areas of concern are a lack of security protection as it relates to free access to the Town Hall offices and the lack of adequate space to house town records, historic archives and library collections. ADA compliance was also noted as a deficiency in the Town Hall and Library.

Document storage and retention of records surfaced as a significant issue for the Town where protection from fire and environmental damage must be considered. The Historical Society has a need to protect their collections in an archival manner and the Heritage Commission has also indicated a requirement to archive a significant amount of historical records, which are in multiple locations and need to be sorted for retention or disposal. The total amount of archival material involved is not defined.

Discussions regarding the disposition and future use of the buildings centered on the Town Hall building, since our findings showed that it has the most urgent unmet requirements. The Committee developed and discussed at length various options, which ran from an addition to the current Town Hall, moving the town facilities into the current Safety Complex upper floor, adding a wing onto the Safety Complex, or building a new facility at Stevens Field. Much consideration was given to the impacts of these various considerations on other Town departments, committees, and buildings. These options, as well as the associated summary of Pros and Cons are presented in the appendices. Since this was a qualitative assessment of facilities and the last professional assessment of the buildings was performed in 2009, it is recommended to have a professional assessment of the buildings performed to quantify the costs and effort involved in insuring the buildings meet the requirements of the occupants.

Working with an outside builder, the Committee developed some sketches and derived rough estimates for basic construction of an addition to the Town Hall. More detailed work will be required. Also, the Committee was briefed on (and discussed) funding and the existing capital reserve funds that reside in

various accounts. The Committee determined that the disposition of the Capital Reserve Funds was outside its charge.

The Committee extended an invitation to the Lee Public Library Board of Trustees, who attended the October 5th meeting. During this meeting, the Trustees were briefed on the Committee's discussions and work completed to date; this was followed by a question and answer period.

In October the Committee developed and refined its Goals and Objectives and began to format its work into a report for the Select Board. The Goals and Objectives, in annotated outline form, follow this Executive Summary along with Findings and Conclusions, presented graphically in a spreadsheet format.

The Committee contacted the Lee Congregational Church in order to determine if the church would entertain the possibility selling a parcel of land to the Town of Lee. The use of the parcel is yet to be determined but would provide more alternatives in deciding how best to make use of current town buildings options. The Church indicated it would entertain the possibility.

Goals and Objectives

Goals and Objectives are presented in the appendices.

Findings

Town Center Building Visit Findings

The visits to the various town facilities resulted in identifying several deficiencies noted in the following chart. As a result of the numbered of observed deficiencies of the Town Hall, it was determined that the TCC would recommend that the Town Hall be addressed as a priority.

The asterisk refers to the old school house area.

	Observation	Town Hall	Hobo Shed	Library	Museum	Annex	Safety Complex
1	Inadequate floor space	✓	N/A	✓	✓		
2	Inadequate record floor space	✓	N/A				
3	Inadequate floor strength to house records	✓	N/A	✓*			
4	Lack of privacy	✓	N/A				
5	Lack of security	✓	N/A			✓	
6	Poor ventilation	✓	N/A				
7	Poor water quality / no water available	✓	✓	✓	✓	✓	✓
8	ADA non compliant	✓	N/A	✓	✓		
9	Computer room not climate controlled	✓	N/A				
10	Inadequate meeting space	✓	N/A	✓			

Town Hall Options and Impacts

The TCC conducted several sessions where various options were considered and weighed with regards to the identified Goals of the committee. The agreed upon options are noted in the following chart.

Town Administration Office Options		
1	Town Hall Renovation & Expansion	
		A Town Hall renovated on site
		B Town Hall expanded on site
		C Code Enforcement incorporated into Town Hall
		D Annex Repurposed or razed
		E Library expanded
		F Hobo Shed addressed
2	New Building at Stevens Field	
		A New facility
		B Code Enforcement incorporated into Town Hall
		C Town Hall repurposed
		D Annex repurposed
		E Library expanded
3	PSC Renovation & Expansion	
		A PSC renovated for Town offices
		B PSC expanded for Town offices
		C Code Enforcement incorporated into Town Hall
		D Town Hall repurposed
		E Annex repurposed
		F Library expanded
4	PSC Renovation	
		A PSC renovated for Town offices
		B Town Hall repurposed
		C Code Enforcement incorporated into Town Hall
		D Annex repurposed
		E Library expanded

Option Pros and Cons

Pros and Cons are presented in the appendices.

Recommended Actions

1. Determine and document requirements
2. Develop a phased approach to address the needs identified per the documented observations and requirements
3. Appropriate funds to complete high level estimates to determine feasibility of the options presented

Appendix A - Town Center Committee (TCC) Members

Julie Glover	Town Administrator
Cary Brown	Citizen
Larry Kindberg	Citizen
Ruth Eifert	Library Director
David Meeker	Citizen
Thomas Dronsfield	Chief of Police
Ron Pitkin	Citizen
Chuck Cox	Citizen
Paul Gasowski	Citizen
Janet Allen	Citizen
Deborah Schanda	Citizen
Robin Estee	Secretary for Committee
Scott Nemet	Fire Chief
Caren Rossi	Code Enforcement

Appendix B - Goals and Objectives

1. **Goal:** Observe the condition and status of each of the buildings within the Town Center to include Town Hall, Hobo Shed, Library, Historical Society building, Annex building and Safety Complex.

Objectives:

- Visit each facility accompanied by a resource that can speak to the usage and challenges of the facility
- Document the findings of each facility
- Document the collective opinions of the group for each facility

2. **Goal:** Preserve the historic, cultural, and aesthetic qualities of the buildings in the Town Center. Reuse, renovate existing town buildings where feasible

Objectives:

- Develop options that will address the structural deficiencies of the buildings in the Town Center
- Recommend that any additions to the Town Center (1/4 mile radius of the Lee Triangle) will be architected with the historic look and feel of the current Town Center buildings

3. **Goal:** To provide efficient, safe, secure, attractive, and comfortable work, meeting, and gathering spaces in all Town Center Buildings for employees and citizens that also provides adequate and secure storage for Town records and collections.

Objectives:

- Document usage requirements by square footage (i.e. storage vs. office space)
- Document parking requirements
- Develop options that will address the structural and functional deficiencies of the Town Hall, Library, Historical Society, and Annex
- Coordinate with Town Boards, Committees, and Commissions for input on facility requirements
- Develop priorities in terms of greatest need
- Obtain the requirements for each Town function by communicating with each using department, committee, and commission

4. **Goal:** Report the Town Center Committee's recommendations to meet the requirements of the Select Board's charge.

Objectives:

- Document proposed options with pros and cons and proposed phasing of each option, with due consideration of fiscal and environmental impacts
- Present recommendations of the Town Center Committee

Appendix C – Pros and Cons

Town Center Addition		New Building Stevens Field		Add to PSC	
PROS	CONS	PROS	CONS	PROS	CONS
Maintains/Upgrades Town Center location and historic aspect, centralization	Limited parking, unless expanded by removing Annex and/or acquiring land from Church	Moves all Town offices to one central location	Breaks w/historic use of "Federal Hill" as Town center	Moves all Town offices to one central location	New traffic pattern and additional parking adds cost
Allows upgrades and continued use of existing Town Hall	Proximity to bog may present design/construction challenges	Allows for creation of Cultural Center at old Town Hall	May impact bog and vernal pools	Allows for creation of Cultural Center at old Town Hall	Impacts to emergency response during construction
Septic, Water, Electric, Parking Upgrades immediate benefit to all buildings	Permits, regulations, well placement, leach field may be issues	Shared conference room/closer to all of PSC meeting spaces	Must incl. septic, new well, plumbing, electric	Septic & well already in place. Generator could be extended to new space	More potential for public interference with emergency vehicles; security issues
Build to suit needs, i.e. privacy, security, meeting space	Cost to move Hobo Shed	Ability to build according to needs, better security for employees	Eliminates a recreation field & green space	New space could be designed to fit needs	Architecture, scale, design of PSC already imposing
Hobo Shed could provide needed display/storage for Historical Society	Limited area for future expansion of Town services	Create new traffic pattern and parking to alleviate current issues at PSC	Need to continue maintenance on existing buildings	Create new traffic pattern to alleviate current issues at PSC	Does not preserve historical use of Town Center in meaningful way
Leaves Steven's Field for recreational use	Limits Library expansion at existing site	May allow for solar		Leaves Steven's Field for recreational use	May require additional maintenance cost for elevator and bldng
Improved layout easier for residents	Disruption to daily activities, complicates construction	Improved layout easier for residents		Smaller footprint since ADA access is already available for 2 floors	Need to continue maintenance on existing buildings
Allows use of portion of Town Hall during renovations	Need to remove a building to gain parking	No disruption to Town Center daily activities during construction		No disruption to daily Town Center activities during construction	No synergy with Library
Provides attractive/comfortable meetings spaces in renovated Town Hall; available to Library	Current site may be too small	Room for expansion		Share meeting space more readily	Two story office can be inefficient
Ability to phase multiple projects, easier to budget	Longer design phase	Simple design, efficient and attractive			PSC has structural issues that may make adding on difficult/impractical
Addition/connection to the Library may create an interesting municipal structure		Some site work already done i.e. trees removed, partial road in place			
Minimal moving costs					11



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

Office Use Only

Meeting Date: 2/1/16

Agenda Item No. 6

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
2/1/2016

Agenda Item Title: HeartSafe Community

Requested By: Chief Nemet

Date: 1/25/2016

Contact Information: SNemet@LeeFire.org 659-5411

Presented By: Chief Nemet

Description: Brief description of HeartSafe Community program

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

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

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

REQUESTED ACTION OR RECOMMENDATIONS:

Request the Select Board to sign HeartSafe Community paperwork.



HEARTSafe Communities is a program designed to promote survival from sudden out-of-hospital cardiac arrest. It is a general concept focused upon strengthening the “chain of survival” as described by the American Heart Association; it recognizes and stimulates efforts by individual communities to improve their system for preventing sudden cardiac arrest (SCA) from becoming irreversible death.

In the basic HEARTSafe model, a region (generally a US state, but county-based and international programs also exist) establishes a set of minimum criteria its communities must meet in order to achieve HEARTSafe status. These should be goals that support the chain of survival, such as widespread CPR instruction, public access defibrillators, and aggressive resuscitation protocols for first responders and area hospitals. Individual communities in each region which meet the established criteria—such as cities, towns, counties, even neighborhoods or campuses—can apply to their home office and become designated as a HEARTSafe Community. Street signs proclaiming this status are usually posted at the edge of town. If a community does not meet minimum criteria, it can take steps to work toward compliance and eventually earn accreditation.

The first HEARTSafe program began in Massachusetts in 2002. Programs now exist in all or parts of Arizona, California, Colorado, Connecticut, Kansas, Kentucky, Maine, Michigan, Minnesota, Nevada, New Hampshire, New York, Pennsylvania, Rhode Island, Vermont, and Virginia, as well as numerous US college campuses; they have also spread internationally to Ireland, New Zealand, and Taiwan, and are under development in Missouri and Tennessee. Typically, programs are managed at the state level through the Department of Public Health or a similar service, and individual communities in each state obtain designation through that central office. Under these various umbrellas, well over 600 local HEARTSafe communities now exist, providing a safety net for over 8,000,000 residents.

HEARTSafe is an open-source “collection of good ideas,” and is freely available for any regional agency interested in creating a program. There is no central authority that collects a fee or authorizes its use. It is a grass-roots concept that is spread by word-of-mouth, and support is primarily through peers.

**New Hampshire Department of Safety
Division of Fire Standards and Training and Emergency Medical Services
Bureau of Emergency Medical Services
Heart Safe Communities**

In a cooperative effort, the NH Bureau of Emergency Medical Services, Division of Fire Standards and Training & Emergency Medical Services, Department of Safety, the NH Division of Public Health Services, Department of Health & Human Services and the American Heart Association are in the process of establishing the “New Hampshire HeartSafe Communities Program”.

The primary goal of the program is to increase survival rates from out-of-hospital cardiac arrest. Individual communities can develop and implement lifesaving networks that focus on coordinating local resources to prevent sudden cardiac arrest from becoming sudden cardiac death. Group efforts involving individuals, businesses, public officials and emergency responder agencies can establish a cardiac arrest response system to make the difference between life and death.

New Hampshire HeartSafe Communities objectives include:

- Increase awareness of sudden cardiac arrest, its signs and symptoms
- Increase the availability of community CPR/AED programs
- Increase public safety agency AED availability
- Increase placement, registration and availability of AED’s in public areas, businesses and schools
- Assist in emergency planning for AED-equipped facilities

New Hampshire HeartSafe Communities:

Chester
Concord
Goffstown
Hampton
Henniker
Hudson
Keene
Lancaster
Lincoln
Peterborough
Portsmouth
Rochester
Swanzey
Walpole
Woodstock



STEP 4: HEARTBEATS Worksheet

Calculate Your Community's HEARTBEATS:

Your Community Population 4330 (2010)

Community Population	Minimum Heartbeats Needed
Up to 2,500	140
2,501-5,000	180
5,001-10,000	260
10,001-20,000	280
20,001-50,000	330
50,001 or more	330

Community Population	Minimum CPR/AED Training Programs	Actual	x 10	= Total Heartbeats
Up to 2,500	5	.	x 10	
2,501-5,000	10	11	x 10	120
5,001-10,000	15		x 10	
10,001-20,000	15		x 10	
20,001-50,000	20		x 10	
50,001 or more	20		x 10	

**New Hampshire
HeartSafe**



Community Population	Minimum AED Placements	Actual	x 10	= Total Heartbeats
Up to 2,500	5		x 10	
2,501-5,000	5	9	x 10	90
5,001-10,000	8		x 10	
10,001-20,000	10		x 10	
20,001-50,000	10		x 10	
50,001 or more	10		x 10	

Please List Locations of AEDs SEE ATTACHED PAGE

Number of AEDs Placed in Schools	x 10	= Total Heartbeats
1	x 10	10

Please list schools and attach written CPR/AED emergency response plan

MAST WAY ELEMENTARY SCHOOL
SEE ATTACHED MEDICAL EMERGENCY RESPONSE



All Applicants Must Meet the Following Criteria Regardless of Population

- All designated EMS First-Response vehicles are equipped with AEDs and currently certified CPR/AED personnel.
x 10
- Advanced Life Support personnel (EMT-Intermediates or paramedics) will be dispatched to suspected cardiac emergencies.
x 10
- Community has an ongoing process to evaluate and improve the “Chain of Survival” in our community.
x 10

Total HEARTBEATS Earned 30

Please use this space to describe your community’s plan for evaluating and improving your “Chain of Survival”. Refer to Step 2 under evaluation process.

SEE ATTACHED CHAIN OF SURVIVAL



STEP 5: Application

1. Review Criteria and add up your Heartbeats.
2. Complete enclosed application form.
3. Include Heartbeats worksheet showing your total Heartbeats earned.
4. Mail or fax application to address listed at the bottom of application form.



APPLICATION FORM

Name/Address of municipality seeking designation:

Community

Lee, NH

Address, Zip

20 George Bennett Rd, Lee, NH 03861

Municipal Chief Elected Officer (or designee):

Name

Job Title

Business Address

Business Phone

Contact Person:

Name/Title

Sean Madden

Phone Number

603.862.3674

E-mail Address

smadden@mcgregorems.org

Who provides your Emergency Medical Services?

Organization/Agency McGregor EMS Contact person(s) William Cote

Address 47 College Rd Durham, NH 03824

Phone 603.862.3674 Email bcote@mcgregorems.org

Organization/Agency Lee Fire Contact person(s) Scott Nemet

Address 20 George Bennett Rd, Lee, NH 03861

Phone (603) 659-5411 Email snemet@leeefire.org



Who provides your Advanced Life Support (ALS)?

Organization/Agency McGregor EMS Contact person(s) Bill Cote
Address 47 College Road Durham, NH 03824
Phone 603.862.3674 Email bcote@mcgregorems.org

Organization/Agency _____ Contact person(s) _____
Address _____
Phone _____ Email _____

- Your community has a system to dispatch ALS Providers (EMT-I or EMT-P) to suspected cardiac emergencies: YES NO
- Indicate your community's population and the total number of HEARTBEATS earned for certification. (Attach worksheet.)

Community Population: 4330 (2010)
Total Heartbeats Earned: 250

I attest that all information contained in this application is correct.
Supporting documentation on AED placement and training is on file
for Bureau of EMS review.

Municipal Chief Elected Officer or Designee:

Signature
Name (Print)
Title

Chain of Survival Evaluation Plan-Lee, NH

Current Chain of Survival in Lee

Immediate Recognition and Activation of 911 Response: Lee residents who enroll in American Heart Association CPR classes are taught how to quickly recognize a patient in cardiac arrest and how to access the 911 system. In Lee, the Lee Police Department, Lee Fire Department and McGregor EMS are dispatched for all 911 medical aid calls. All Lee Police cruisers are equipped with AEDs and all of Lee police officers are CPR certified through the AHA at the BLS Healthcare Provider level. Most Lee Firefighters are EMTs as well and all Lee Firefighters are CPR certified at the BLS Healthcare Provider Level. Lee Fire has full time staff in the station weekdays from 6a-6p and volunteer coverage from 6p-6a to ensure medical care is rendered to patients as quickly as possible.

In addition, the local ambulance organization, McGregor Memorial EMS, conducts an annual event called "CPR on the Street" to teach community members Hands Only CPR to anyone with interest. CPR on the Street is an event where McGregor EMTs and CPR Instructors set up a station in a location with a large amount of walking traffic to provide information on cardiac arrest and to demonstrate Hands Only CPR to community members. In Lee, CPR on the Street is set up in the Lee Market Basket Plaza. Individuals shopping at the plaza were encouraged to practice Hands Only CPR using the manikins, check out the AED and consider taking a formal CPR Class.

All McGregor Memorial EMS crews operate at the EMT level or above. Of emergency calls in 2014 that required advanced level support, McGregor provided an Advanced EMT/Paramedic for 99.9% of calls. A mutual aid paramedic was required and used for 0.1% of calls which equates to one request for paramedic level mutual aid. A McGregor paramedic is available 24/7 for calls requiring paramedic level care.

Early CPR Intervention: While there is limited data because there are so few cardiac arrests that occur in Lee, the majority of patients receive bystander CPR prior to EMS arrival. From 2010 – 2014, McGregor EMS responded to 10 calls in Lee where the primary provider impression was documented as cardiac arrest. Of those 10, eight were "working codes" where EMS provided CPR, AED and ALS interventions. On 75% of those calls (6 out of 8), bystander CPR was in progress by the time EMS arrived on scene. Lee Police used delivered an AED shock to one of those patients.

McGregor Institute of EMS (a division of McGregor EMS) also runs a CPR Safe Program that provides high quality CPR education to community members. The Institute is a training center for the American Heart Association and offers monthly CPR and first aid class at low costs for community members. The CPR Safe program also trains all teachers and staff at the local

school, Mast Way Elementary, on a biannual basis. CPR Safe also works with community organizations, like a local daycare centers, to increase the number of community members who are CPR certified.

Early Defibrillation with AED: While only one of the patients in cardiac arrest received defibrillation prior to EMS arrival, the town of Lee has taken significant steps to increase the number of publicly accessible AEDs within the community. All police cruisers are equipped with AEDs and police officers respond to all 911 medical aids within the town. Police officers have started or continued CPR by family members and used their AEDs prior to EMS arrival. All of Lee Fire apparatus are equipped AEDs.

Lee Fire has also made a significant effort to place AEDs in publicly accessible buildings throughout the town. AED locations include the Town Hall, the Transfer Station, the Planning & Zoning Building, the Public Library, Mast Way Elementary School, the Community Church, the Public Safety Complex (2). All of those facilities have staff trained to use the AEDs in cases of emergencies.

Early Advanced Life Support: Within the town of Lee, the Lee Fire Department provides first response to all medical aids. As the transporting ambulance service, McGregor EMS also responds to all calls. A McGregor paramedic responds to 100% of calls that are dispatched for cardiac arrest or chest pain. All McGregor EMS cardiac monitors have capabilities that allow responders to send 12-lead EKGs to the receiving hospitals. In addition, McGregor EMS maintains guidelines and policies that call for early notification with the hospitals to ensure adequate resources are available upon ambulance arrival.

Evaluation Process: Each year McGregor EMS completes yearly statistics reports that are shared with the towns. In 2014, data showed that all first and second due calls were answered within 1.12 minutes (standard deviation of 1.5 minutes) of being dispatched. In Lee the average response time from answering a call to arriving on scene is 9.55 minutes (standard deviation of 3.41 minutes).

- After 911 calls that involve cardiac arrest, McGregor EMS providers debrief as a crew. One crewmember then follows up with the hospital to receive feedback on the patient outcome and disseminates that to the rest of the crew.

Goals & Future Improvements: Looking forward, McGregor EMS is looking to expand the number of CPR classes offered to the local community. Currently, CPR courses are offered monthly at local libraries during the evening. The CPR program is investigating offering classes in alternate locations at alternate times to meet the needs of all community members.

- McGregor EMS will increase the number of CPR on the Street events that are held each year. By teaching Hands Only CPR, McGregor EMS is encouraging more individuals to learn how to respond in case of a cardiac arrest. The current goal is to hold two CPR on the Street events each year in Lee.

- Lee Fire is looking into working with communities partners to purchase and place additional AEDs around the community to minimize the time between cardiac arrest and AED application.
- McGregor is also evaluating the process and cost of implementing a software-as-a-service, pre-arrival solution to improve cardiac arrest survival rates by alerting the bystanders that there is a need for CPR and AED. The software would allow McGregor's dispatch center to alert trained citizens through an app when a person nearby needs CPR and an AED.



McGregorEMS.org

TEL: 603.862.3674

FAX: 603.862.4415

McGregor Memorial EMS

formerly Durham Ambulance Corps

"Committed to Compassionate Excellence"

Nathan Duclos

CPR Manager

nduclos@mcgregorems.org



McGregorInstitute.net

47 COLLEGE Rd

DURHAM, NH 03824

Medical Emergency Response Plan for Schools

First Aid, Emergency Treatment, and Administration of Medication for Students

PURPOSE

To establish procedures for the administration of emergency first aid services in the schools, including first aid, emergency treatment, and administration of emergency medication for students.

Procedures established in this policy shall be followed during the school day, at school-sponsored activities, and while on a school bus or other school property.

GENERAL PROVISIONS

- 1) The provisions of this policy are intended to meet student health needs during minor and major injuries or medical emergencies.
- 2) To ensure student safety, SCHOOL has adopted the position that parents and guardians shall administer medications at home whenever possible.
- 3) The SCHOOL recognizes that accidents and medical emergencies can and do happen during school campus hours and during school-sponsored events; therefore, SCHOOL has adopted guidelines to prepare staff members to provide first aid and emergency care during these unexpected events.

FIRST AID AND EMERGENCY TREATMENT

- 1) ***First aid shall be provided to students, school staff, and campus visitors.***
 - a) Any school staff member designated by the principal to render care shall complete training in CPR and First Aid provided by the American Heart Association or another nationally recognized training organization.
 - b) Volunteers who may render care to sick or injured students must receive equivalent training by the public health nurse.
 - c) First aid supplies shall be kept in central locations in the schools, where they will remain clean, dry, and available to all personnel.
- 2) ***Since students may have epileptic seizures and/or asthma attacks or other health conditions at school, teachers shall be made aware of appropriate procedures for handling these conditions and for calling 911, Emergency***



Recognizing a school's commitment to children's health and safety.

McGregor Memorial EMS

Medical Services (EMS). Each year, student's parents or guardians will be requested to update the Student Health Information Form (or other school form name) with the student's current health condition and any known major health conditions or allergies that may require school personnel to provide emergency care.

- 3) ***When an emergency exists, school staff members will implement appropriate emergency procedures, "activating the school's Emergency Response Plan (ERP)."***
 - a) Any staff member can contact 911, EMS.
 - b) Staff members at every school shall be trained to administer emergency procedures needed in life-threatening situations. In general, those trained shall be staff members most likely to be in immediate proximity to the student, staff person, or visitor in the event of an emergency.
 - c) A school "employee" includes any person employed by the SCHOOL who is assigned to the public school as a result of an agreement between the SCHOOL and the School Board.
- 4) ***At least two employees per building, and in the case of multi-floored buildings, two employees per floor, shall have current certification in cardiopulmonary resuscitation (CPR) and first aid or shall have received training, within the last two years, in emergency first aid and CPR through the American Heart Association or another nationally recognized training organization.***
 - a) Additional staff shall be trained in first aid and CPR so that all persons needing either CPR, rescue breathing, or other life-supporting first aid can be reached within three (3) minutes of the school's ERP being activated.
 - b) At least one employee per building shall be trained on CPR and AED use provided that an Automated External Defibrillator (AED) is maintained in that building.
- 5) ***Emergency Injections: epinephrine auto-injectors prescribed for students with identified allergies:***
 - a) When a licensed medical professional believes that epinephrine to treat an allergic reaction is necessary during school hours, it will be administered in SCHOOL by (staff person or persons according to SCHOOL POLICY). These persons are taught by the school public health nurse to administer the injection, following established training guidelines
 - b) Only premeasured doses of epinephrine (Epi-Pen or Epi-Pen Jr.) may be given. The injection will be given immediately after report of exposure to the allergen or at the prescribed student's request due to onset of allergic reaction. Type of exposure (e.g., ingestion, skin contact, inhaled) as well as specific allergen must be indicated on the licensed medical professional's order. Three persons in the school shall be trained in the procedure. These trained persons shall be regular members of the school staff, to ensure the presence of at least one of the three during school hours. The persons trained in this procedure must be able to access the student within TWO (2) MINUTES OF ONSET OF SYMPTOMS or notification.
 - c) In situations when students are approved by the principal to carry their own epinephrine, the three trained persons in addition to the school nurse must be instructed in the administration procedure in the event that the student is unable to self-administer. A second dose, to be used for back up, should be kept in the



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McGregor Memorial EMS

clinic and/or other approved locations in case the student's medication is not available.

- d) The parent or guardian and licensed medical professional, as indicated, must complete the appropriate authorization form.
- e) The school shall contact EMS IMMEDIATELY (if available, send another staff person to dial 911) and the parent or guardian when a student has been given epinephrine.
- f) Inhalers:
 - 1) With a diagnosis of asthma, and orders from a licensed medical professional, a student may be permitted by the principal to carry and use an inhaler for asthmatic conditions.
 - 2) At least three school employees shall be taught to assist in the administration of the inhaler.
 - 3) A second inhaler, to be used as a back-up, may be kept in the clinic or other school-approved location accessible by the student with appropriate staff supervision as required.

FIELD TRIPS

- 1) *For field trips that are considered an extension of the school's program, arrangements for management of injury and medical emergencies shall be provided in accordance with the procedures described in this policy.*
- 2) *First aid supplies shall be available on all school buses and vans during field trips.*
- 3) *At least one school staff person shall be trained in first aid and age-appropriate CPR, including adult CPR.*
 - a) *At least one staff person trained in CPR shall be trained to use an AED, provided that an AED accompanies the students and staff on the field trip.*

For more information or help in developing your own Emergency Response Plan for your school please contact Nathan Duclos, CPR Safe Manager at: nduclos@mcgregorems.org or 603-862-3674

AED LOCATIONS IN LEE, NH

AED City	Entity Name	Entity Contact	Phone	AED Street Address	State	Zip
Lee	Mast Way Elementary School	James Lapolla	603.868.5531	23 Mast Road	NH	03861
Lee	Planet Fitness	Elizabeth Cunni	603.750.0001	54 Calef Highway	NH	03861
Lee	Town Hall	Scott Nemet	603.659.5411	7 Mast Road	NH	03861
Lee	Public Safety Complex (1)	Scott Nemet	603.659.5411	20 George Bennett Road	NH	03861
Lee	Public Safety Complex (2)	Scott Nemet	603.659.5411	20 George Bennett Road	NH	03861
Lee	Transfer Station	Scott Nemet	603.659.5411	11 Recycling Center Road	NH	03861
Lee	Planning & Zoning Office	Scott Nemet	603.659.5411	7 Mast Road	NH	03861
Lee	Lee Church Congregational	Scott Nemet	603.659.5411	17 Mast Road	NH	03861
Lee	Lee Public Library	Scott Nemet	603.659.5411	9 Mast Road	NH	03861



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

Office Use Only

Meeting Date: February 1, 2016

Agenda Item No. 7

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
2/1/2016

Agenda Item Title: Transfer Station Facility Report

Requested By: Roger Rice, Transfer Station Manager

Date: 1/28/2016

Contact Information: 659-2239

Presented By: Roger Rice

Description: Present the Board with the 2015 Annual Facility Report to the DES for approval and signature.

Financial Details: N/A

Legal Authority Env-SW 1105.13

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to accept the Transfer Station's 2015 Annual Facility Report to the Department of Environmental Services.

Julie Glover

From: Roger Rice
Sent: Friday, August 28, 2015 12:56 PM
To: Julie Glover
Subject: Fwd: TS Operations Plan

For the BOS. Thank You

Sent from my iPhone

Begin forwarded message:

From: "Kemp, Doug" <Douglas.Kemp@des.nh.gov>
Date: August 28, 2015 at 10:42:12 AM EDT
To: 'Roger Rice' <rrice@leenh.org>
Subject: TS Operations Plan

Rodger

Just completed a review of the Town's transfer facility Operating Plan. The plan is satisfactory.

The Town holds a Permit by Notification, therefore it is not necessary to submit a new operating plan or individual page(s) from the plan every time you make a change. Remember, the plan is meant to help the operators due their jobs. The building and site plans located at the back of the operating plan should also be used as a source of information for the Town's Fire and Police Departments should they need information about the facility as well. So, I would suggest you show them the plan and if they have any question, feel free to adjust either plan w/o State involvement.

Doug

Waste Management Specialist
Solid Waste Management Bureau
NH Dept. of Environmental Services
29 Hazen Drive, Concord 03302-0095
Ph# 603-271-2925
Fax# 603-271-2456
douglas.kemp@des.nh.gov

TRANSFER STATIONS & RECYCLING FACILITIES - Instructions

SECTIONS 1-4 (page 1) – General Information

Provide required information per Env-Sw 1105.13(a), (b), and (d).

SECTION 5 (page 2) - Recycling

Information in this section is required by Env-Sw 1105.13(e) & (f). If you need more space, you may either copy the necessary page from the form or you may add additional sheets. The AFR will be rejected and returned if the additional sheets are not in the same format as the form. If the information is provided in "Dual Stream Recycling" or "Single Stream Recycling," do not list it separately.

- "Single stream" means all recyclables are combined; "dual stream" is for the combination of all recyclables *except* fiber.
- Report the amount in tons; except for tanks and tires, which should be reported in units. If your receipts are in cubic yards or other units, use the conversion chart to determine tonnages.
(<http://des.nh.gov/organization/divisions/waste/swmb/css/categories/forms.htm>)
- Enter the tonnages according to the source of the material. There is a column for recyclables from NH and a column for recyclables from out-of-state. List each state separately.
- Identify the destination/market for each recyclable material by the facility name *and* location. Provide the facility name (i.e., Casella or Waste Management) *and* the facility town/state.
- If more than one disposal destination is used for a material, provide the tonnage for each disposal destination separately; if needed, copy page 2 or attach additional sheets that conform to the existing format.
- Do not enter information in the blacked out boxes.

SECTION 6 (page 3) - Waste Received from NH and Out-of-State

Information in this section is required by Env-Sw 1105.13(e) & (f). If you need more space, you may either copy the necessary page from the form or you may add additional sheets. The AFR will be rejected and returned if the additional sheets are not in the same format as the form.

- Report the amount in tons. If your records are in cubic yards or other units, use the conversion chart to determine tonnages. (<http://des.nh.gov/organization/divisions/waste/swmb/css/categories/forms.htm>)
- Enter tonnages according to the source of the waste. There are three rows for waste from within NH (separate according to destination facilities, if more than one), and two rows for all wastes from out-of-state. List each state separately.
- Identify the disposal destination for each waste type by the facility name *and* location. Provide the facility name (i.e., Casella or Waste Management) *and* the facility town/state.
- If you require more lines in the table, copy page 3 or attach additional sheets that conform to the existing format.
- Do not enter information in the blacked out boxes.

SECTION 7 (page 4) – Quantity of Waste Stored

Provide required information per Env-Sw 1105.13(i).

SECTION 8 (page 4) – Facility Operator Information

Information in this section is required by Env-Sw 1105.13(c). Provide information for all operators regardless of certification status. If you need more space, you may either copy the necessary page from the form or you may add additional sheets provided the additional sheets are in the same format as the form.

SECTION 9 (page 4) – Environmental Monitoring

Provide required information per Env-Sw 1105.13(j).

SECTION 10 (page 5) – Compliance Certification & Signature

Information in this section is required by Env-Sw 1105.13(l), (m), and (o). The individual that is signing the form must be the same individual that is certifying compliance, and either the permittee or a person "duly authorized" to sign on behalf of the permittee. Typically, a duly authorized person has the authority to sign a contract on behalf of the permittee.



RSA 149-M

2015 ANNUAL FACILITY REPORT

TRANSFER STATIONS and RECYCLING FACILITIES



Please complete all 5 pages identifying recycling and waste activities for calendar year 2015 (January 1 - December 31). Remember to make a copy for your records.

1. Facility Location (Env-Sw 1105.13(a))

Facility Name <i>TOWN OF LEE TRANSFER STATION AND RECYCLING CENTER</i>	
Physical Address (Facility location, <u>not</u> mailing address) <i>11 RECYCLING CENTER RD</i>	
Town/City <i>LEE, NH</i>	DES Solid Waste Permit No. (DES-SW-XX-##-###) <i>DES-SW-PN-00-006</i>

2. Permittee Information as Indicated on Permit (Env-Sw 1105.13(b))

Permittee Name <i>TOWN OF LEE TRANSFER STATION AND RECYCLING CENTER</i>			
Mailing Address 1 <i>7 MAST RD.</i>		Mailing Address 2	
Town/City <i>LEE, NH</i>	State <i>NH</i>	Zip Code <i>03861</i>	Permittee Phone Number <i>(603) 659-2239</i>
Permittee Email Address <i>RRICE@LEENH.ORG</i>			

3. Facility Status (Env-Sw 1105.13(d))

<input checked="" type="checkbox"/> Operated the entire calendar year.
<input type="checkbox"/> Did not operate in the calendar year.
<input type="checkbox"/> Operated part of the calendar year only. Started operating on ___/___/2015. Stopped operating on ___/___/2015. MM / DD MM / DD

4. Contact Information Provide the name of the person who can answer questions about this report.

Name <i>ROGER P. RICE</i>	Job Title <i>TRANSFER STATION MANAGER</i>		
Work Mailing Address <i>7 MAST RD</i>			
Town/City <i>LEE</i>	State <i>NH</i>	Zip Code <i>03861</i>	
Work Email Address <i>RRICE@LEENH.ORG</i>	Daytime Phone Number <i>(603) 659-7239</i>		

Facility Name:

LEE TRANSFER STATION

5. Recycling (Env-Sw 1105.13(e) & (f)) Please list in-state and out-of-state tonnages and destination/market for all recyclable materials. If the material listed in B & C is provided in A, do not list the tonnage separately. For further guidance, see the instruction sheet.

A. Material	Source and Amount of Recyclables Received by your Facility in 2015					Destination/Market (Name & Location of the Facility where you sent the recyclables)
	Tons from NH*	Units	Other State	Tons*	Units	
Dual Stream Recycling (Metal, Plastic, Glass)	/					
Single Stream Recycling (Metal, Plastic, Glass, Fiber)	/					
B. Materials (Not Included Above)						
Containers - Aluminum/Steel/Tin Cans Only	<i>15.86</i>					
Containers - Metals & Plastic Only						
Containers - Plastic only	<i>17.39</i>					
Electronics	<i>17.94</i>					
Fiber - Corrugated Cardboard (OCC)	<i>89.74</i>					
Fiber - Mixed Paper (Office/Newspaper/Magazines)	<i>113.03</i>					
Glass - Processed Glass Aggregate (PGA)	<i>95.51</i>					
Glass (Excluding PGA)	/					
Plastic - Rigid (Yard Toys, etc.)	/					
Scrap Metal	<i>85.70</i>					
Textiles	<i>25.08</i>					
C. Materials (Not Included Above)						
Tanks (Acetylene, Propane, etc.)		<i>551</i>				
Tires		<i>387</i>				

*See <http://des.nh.gov/organization/divisions/waste/swmb/css/categories/forms.htm> for converting other units to tons.



2015 ANNUAL FACILITY REPORT

TRANSFER STATIONS and RECYCLING FACILITIES



Facility Name: LEE TRANSFER STATION

6. Waste Received from New Hampshire and Out-of-State (Env-Sw 1105.13(e) & (f)) For further guidance, see the instruction sheet.

Waste Type	Source of Waste: Separate tonnages by NH or specify the US state(s) where the waste was from.		Tons Received by your Facility in 2015*	Destination Facility Name (name of the facility where you sent the waste)	Destination Facility Location (town/state of the facility where you sent the waste)
	NH Only	Other State:			
Commercial/Industrial Solid Waste	NH Only				
	NH Only				
	NH Only				
	Other State:				
	Other State:				
Construction & Demolition Debris	NH Only		130.02	ERRCO	EPPLING, NH
	NH Only				
	NH Only				
	Other State:				
	Other State:				
Residential Solid Waste	NH Only		1066.99	TURKEY	RICHMOND
	NH Only				
	NH Only				
	Other State:				
	Other State:				

*See <http://des.nh.gov/organization/divisions/waste/swmb/css/categories/forms.htm> for converting other units to tons.

Facility Name:

LEE TRANSFER STATION

7. Estimated Quantity of Waste Stored at the Facility, by Type, as of the End of the Calendar Reporting Year (Env-Sw 1105.13(i))

How much of the following wastes did the facility have onsite on 12/31/15?

Waste Type	Tons Onsite on 12/31/15
Commercial/Industrial Solid Waste	
Construction & Demolition Debris	5 TONS EST.
Recyclables	53.8 TONS
Residential Solid Waste	16 TONS EST.

8. Facility Operator Information (Env-Sw 1105.13(c)) Provide information for all operators regardless of certification designation. Attach an additional sheet if needed, but it must include the same required information.

	Name	Address	Phone #	Certificate #	Expiration Date
1.	ROGER P. RICE	22 GORRITY RD, LEE	659-7766	2964	2-8-16
2.	CHIPMAN W. BELYEA	137A LOWER DEERFIELD RD ^{NORRIS}	608-5332	3965	11-9-16
3.	JOSEPH P. WILLIAMS	MAST RD, LEE, NH	(757) 293-8633	4222	12-16-16
4.	TOBY VAN AKEN	35 WADLEIGH FARMS RD, LEE	969-2910	AWAITING FIRST CLASS	
5.	RANDOLPH S STEVENS	28 TUTTLE RD, LEE	659-2101	150	8-1-16
6.	WARDEN F HATCH SR.	24 MAST RD, LEE	239-2538	1470	3-11-16

9. Summary and Assessment of Environmental Monitoring in 2015 (Env-Sw 1105.13(j))

Did the facility conduct environmental monitoring in 2015? Yes No (If no, proceed to the next section.)

If yes, was monitoring required by (check all that apply): Solid Waste Rules Permit Voluntary

Results were submitted to DES. If so, to whom were the results submitted? _____

Please attach a brief summary and assessment of the results. Provide a short paragraph that summarizes the results; please do NOT submit the entire report.

The transfer station is next to or located on a landfill.

LEE TRANSFER STATION

Provide information for all operators regardless of certification designation. Attach an additional sheet if needed, but it must include the same required information.

	Name	Address	Phone #	Certificate #	Expiration Date
1.	PETER J. HOYT	280 No. River Rd. Lee	659-7790	230A	4-27-16
2.	JOHANNA A. STEVENS	19 Smoke St., Nottingham	397-2152	3272	8-20-16
3.					
4.					
5.					
6.					

HAS LEFT - TO DERRY T.S.



2015 ANNUAL FACILITY REPORT

TRANSFER STATIONS and RECYCLING FACILITIES



Facility Name: LEE TRAPER STATION

10. Compliance Certification & Signature (Env-Sw 1105.13(l) or Env-Sw 1105.13(m), Env-Sw 1105.13(o)) To be completed by the permittee or a duly authorized representative. [Note: a duly authorized person typically has the authority to sign a contract on behalf of the permittee.]

I certify the facility is in compliance with: the facility operating plan in accordance with Env-Sw 1105.04(b); any applicable requirements of Env-Sw 900 (Management of Certain Wastes); all terms and conditions of the facility permit; and, if applicable, the requirements of: Env-Hw 1100 for the management of universal wastes; Env-Hw 807 for the management of used oil; and Env-A 1000 for the operations of a burn pile.

OR

I CANNOT certify the facility is in compliance with the requirements listed above, and have attached a schedule for achieving compliance.

The information on this form is accurate and complete to the best of my knowledge.

Signature of the Permittee or a Duly Authorized Representative _____
Date

Printed/Typed (Name and Title)

Additional Facility Information

Please check all boxes identifying wastes accepted and other activities that took place at your facility.			
<input checked="" type="checkbox"/>	Antifreeze	<input checked="" type="checkbox"/>	Used Oil Collection
<input checked="" type="checkbox"/>	Batteries (Automotive)	<input checked="" type="checkbox"/>	Used Oil Burner (EPA ID No. NHD_____)
<input checked="" type="checkbox"/>	Batteries (Non-alkaline)	<input type="checkbox"/>	Household Hazardous Waste Event (Date: <u>April 29 / 15</u>) <u>in Dover</u>
<input checked="" type="checkbox"/>	Cathode Ray Tubes (CRTs)	<input checked="" type="checkbox"/>	Compost (<input type="checkbox"/> Leaf & Yard <input type="checkbox"/> Food)
<input checked="" type="checkbox"/>	Fluorescent Lamps	<input checked="" type="checkbox"/>	Brush pile (<input type="checkbox"/> Chip <input type="checkbox"/> Burn)
<input checked="" type="checkbox"/>	Mercury-Containing Devices	<input type="checkbox"/>	None of these apply to my facility.

Complete and return this form by MARCH 31, 2016 to:

NHDES - Waste Management Division - SWCAS
 PO Box 95, Concord, NH 03302-0095
 FAX: (603) 271-2456 * Email: solidwasteinfo@des.nh.gov

Town of Lee Transfer Station and Recycling Center

Mail; 7 Mast Road, Lee NH 03861

603-659-2239

Transfer Facility

11 Recycling Center Road

Lee, NH

Operating Plan

Roger P. Rice – Transfer Station Manager

Certification # 002964

**SECTION I
FACILITY IDENTIFICATION**

Lee Transfer Station

Mailing; 7 Mast Rd, Lee, NH 03861

Plant; 11 Recycling Center Rd.

Permit Number DES-SW-PN-00-006

Type of facility; Transfer Station and Recycling Center

Average tons per day – MSW 7 Tons, C&D < 1 ton. Recyclables 1.5 Tons

Maximum Quantity to be stored at facility = 80 Tons

Facility Type – Drop Off

Towns Serviced – Lee Residents only.

SECTION II PROHIBITED AND AUTHORIZED WASTES

1. **Prohibited Waste:** This facility is not permitted to receive any of the following types of solid waste: asbestos waste; explosive waste; contained gaseous waste; xxx; infectious waste; xxx, contaminated soils, xxx; and any waste generated outside the borders of New Hampshire.

Other prohibited wastes include *[specify if applicable]*: N/A

2. **Authorized Waste:** The facility is limited to receiving the below listed types of solid waste and any other permitted waste, subject to the prohibitions specified above. Check (✓) all types that this facility is authorized to accept. The items checked below, and any other permitted waste, constitute the only types of solid waste the facility is authorized to collect, store and transfer.

✓	Mixed municipal solid waste, as defined by Env-Sw 103.45, namely "solid waste generated at residences, commercial or industrial establishments, and institutions, but excluding construction and demolition debris, automobile scrap, xxx, infectious waste, asbestos waste, contaminated soil, xxx, and ash other than ash from household stoves".						
✓	xxx Recyclable materials, which have been sorted/separated by the generator (i.e. source separated), as follows:						
✓	paper	✓	cardboard	✓	plastic	✓	glass
✓	ferrous metal	✓	non-ferrous metal	✓	textiles	✓	all other permitted
✓	Bulky waste, as defined by Env-Sw 102.23, namely "large items that cannot be handled by normal solid waste processing, collection or disposal methods, such as appliances, furniture, large auto parts, tires, and ... tree stumps"(*), as follows:						
✓	Appliances/ white goods (note: white goods potentially containing CFCs and/or PCBs must be stored separately in a location accessible to qualified personnel who must examine each article and remove/extract the CFCs and/or PCB components in accordance with applicable regulations)						
✓	Furniture						
✓	Large auto parts (e.g. frames, fenders, bumpers)						
✓	Tires (Note: tires must be collected and stored only in accordance with Env-Sw 905.)						
✓	Other (specify):						
(*)Note: Pursuant to Env-Sw 302.03(b) (6), no permit is required to actively manage stumps by above-ground methods, not including composting. Therefore, although stumps are classified as a "bulky waste", the collection, storage and transfer of stumps at this facility is permit -exempt and should be reported under Section VII, 2. (d) of this manual; unless already reported in Section II of the application.							
✓	Inert construction and demolition debris as defined by Env-Sw 103.26, namely "construction and demolition debris which is comprised of materials that do not degrade, combust or generate leachate", as follows: (check all of the following which this facility will receive):						
✓	asphalt	✓	fiberglass	✓	metal	✓	shingles
✓	brick	✓	glass	✓	plaster	✓	tile
✓	concrete	✓	insulation	✓	porcelain fixtures	✓	drywall
✓	Other construction and demolition debris, limited to:						
✓	untreated/unpainted wood and lumber			✓	treated/painted wood and lumber		
✓	carpeting			✓	plastic/vinyl		
✓	Wood ash from household stoves						

**SECTION III
ROUTINE OPERATIONS PLAN**

1. Hours of Operation The days and hours the facility will be opened to receive and transfer wastes will be as specified below. All active and routine facility operations, including waste disposal, facility inspections, maintenance, repairs and monitoring, will occur between 6:00 a.m. to 6:00 p.m. under normal non-emergency circumstances.

Days	Hours
Monday	CLOSED
Tuesday	7:00AM – 6:00PM
Wednesday	CLOSED
Thursday	7:00 AM - 6:00 PM
Friday	CLOSED
Saturday	7:00 AM - 6:00 PM
Sunday	CLOSED

2. Facility Access Control - The types of access control to be employed by the facility to prevent unauthorized use are indicated below. *[Check (✓) those methods which are applicable to the facility] [Env-Sw 1105. 02(a) requires that access to the facility be controlled to prevent unauthorized entry and use. Additionally, Env-Sw 1103. 03 requires that the perimeter of the facility be fenced in a manner as to restrict unauthorized access to the facility, except no fence will be required if the natural site features restrict access to the site, or all waste handling, storage and disposal areas at the facility are wholly contained within locked structures or devices when the facility operator is not present. Weather resistant signs, which state that access is restricted, must be posted around the perimeter of the facility site wherever fencing is not required due to the presence of natural features or locked structures as described above. The lawful access points to the facility must be secured by locked gates, or the equivalent, during times when the facility operator is not present.]*

✓ Perimeter fencing

✓ Locked building

✓ Locked gate

Locked container(s)

✓ Natural Barriers (describe): Trees & Wetlands

Access restricted signs which read as follows: xxx

Other (specify):

3. Signs and Postings Signs and Postings at the facility will include the items listed below *[ref Env-Sw 1105.05]*.

(a) Legible signs must be posted near each public entrance to the facility and must include: (1) the facility name and permit number; (2) the name, address and telephone number of the permittee; (3) the days and hours that the facility will be open to receive waste; (4) the types of waste accepted; and (5) a statement that unlawful dumping shall be subject to fine and prosecution.

(b) A copy of the permit, including a complete copy of the operating plan of record and a complete copy of the facility closure plan, must be maintained at a location accessible for use by the facility operators, and for inspection by the New Hampshire Department of Environmental Services. - LTS permit is displayed in facility office along with training certificates.

- (c) A copy of the authorization page of the facility's Solid Waste Permit, bearing the permit number and the authorization signature, must be prominently displayed at the facility.
- (d) Current operator certification certificates, obtained pursuant to the provisions of Env-Sw 1105.05, must be prominently displayed at the facility.
- (e) All municipalities and waste haulers must affix ownership identification and/or the facility or company logo to all waste containers used in conjunction with the operation of the facility (ref. RSA I49-M:I O,II and Env-Sw 1004.07(b)). *[specify if applicable]:*
- (f) Other signs or postings *[specify if applicable]:*

4. On-site Traffic Patterns Facility operations must be conducted in a manner that does not allow incoming or exiting vehicles to obstruct the safe passage of traffic on any public road leading to and from the facility. Facility operations must be conducted in a manner as to accommodate on-site traffic flow in a safe and efficient manner. Where public drop-off is allowed, separate access for passenger vehicles must be provided. *[Attach a plan which shows access ways and all on-site traffic patterns and loading and unloading areas.]* Plan reference/identification *[title or figure number, etc.]:* SEE APPENDIX A for Lee TS traffic pattern

5. Waste Acceptance and Rejection Procedures Only authorized wastes, as specified in the permit, may be accepted by the facility. Incoming wastes must be inspected and, if necessary, sampled and analyzed to assure the facility accepts authorized waste only. All unauthorized waste must be rejected by the facility. The permittee must advise the transporter of a rejected waste as to potentially available alternative facilities which the permittee believes or knows to be authorized to receive the type of waste being rejected.

(a) Unloading and sorting procedures will be as described below. *[Check (✓) those procedures which apply to the facility.]*

- ✓ Wastes will be unloaded directly into the appropriate containers by the person(s) delivering the wastes. Wastes which will be unloaded in this manner include *[list]:* all xxx
- ✓ Wastes will be unloaded onto a tipping floor or pad and sorted into designated containers by the facility's attendant(s). Wastes which will be unloaded in this manner include *[list]:* MSW
- ✓ Other unloading procedures *[describe and list applicable waste types]:* Staff may assist with large items

(b) Waste inspection procedures All transfer containers (and/or stockpiles of waste, as may apply to tires, scrap metal, appliances or other waste stored in accordance with Env-Sw 504.05) will be visually screened by the facility attendant on a routine basis to identify and remove unacceptable waste. Additional waste inspection procedures will be as described below. *[Check (✓) those procedures which apply to the facility.]*

- ✓ Relative to the collection, storage and transfer of source-separated recyclable materials, as defined in Env-Sw 104.42, individual users of the facility are expected to participate in the inspection and sorting of the wastes which they deliver. The facility attendant will oversee such activities and instruct users to immediately remove any unacceptable waste which they may deliver. Wastes which will be inspected in this manner include *[list]:* all on a spot basis
- ✓ Relative to the collection, storage and transfer of mixed municipal solid waste, the attendant on duty will periodically intercept bags of wastes prior to their placement in the authorized transfer container and will visually inspect the contents to determine that no unacceptable wastes, as specified in Section II of this manual, have been received.

Other inspection procedures to identify and remove unacceptable wastes are as follows

[specify]: N/A

6. Waste Quantity, Source and Destination Monitoring Procedures The quantity, source and destination of all incoming waste, outgoing waste and, if applicable, certified waste-derived products produced by the facility must be measured and recorded in the facility operating record (ref Env-Sw 1105.06(a) and Env-Sw 1105.09).

(a) Waste Quantity The quantity of each incoming and outgoing waste will be measured and recorded by the methods) described below *[Check (./) one or more]*.

√ Scales will be used to provide a weight record for the following outgoing wastes *[specify]:* all

Designated storage container(s) will provide a volume measurement record for the following incoming/outgoing wastes *[specify]:*

√ The final destination facility will provide scale receipts to record the quantity of the following outgoing waste *[specify]:* all

Other *[specify]:*

(b) Source Monitoring Procedures followed to determine and record the source of all incoming waste will be as follows *[specify the procedure(s) followed for each incoming waste]:* *Vehicle permit stickers required for all users of the facility.*

(c) Destination Monitoring Procedures followed to determine and record the destination of all outgoing waste will be as follows *[specify the procedure(s) followed for each outgoing waste]:* *Bill of lading generated and recorded for all outgoing shipments.*

7. Storage Time and Capacity Limits The maximum total quantity of waste permitted to be stored at the facility is indicated in Section I of this manual. All waste storage and transfer procedures must also meet the following additional requirements:

- (a) All solid waste received at the facility must be actively managed;
- (b) All solid waste leaving the facility must be transferred to an authorized facility;
- (c) Waste must not be stored at the facility for a period of time which results in a condition adversely affecting the environment, public health or safety, including conditions that attract insects and vectors, generate odors or leachate, or have the potential to cause fire or explosion.
- (d) Putrescible wastes must be transferred from the facility before producing a noticeable odor or within one week of its receipt by the facility, whichever is earlier.
- (e) If the facility manages tires, they must be stored and transferred in accordance with the applicable requirements of Env-Sw 905.02.

Procedures for monitoring compliance with the above-listed requirements will be as follows *[specify for each type of waste]:* All wastes are stored under cover or in closed containers, with the exception of construction and demolition materials, and shipped on a weekly basis.

8. Collection, Storage and Transfer Procedures - Universal Waste

- (a) Contaminated Waste Oil, stored in a separate 55 gal labeled drum. Shipped by Oil Energy Recovery – 800-988-7559.
- (b) Lead Acid Batteries, stored on a pallet (see appendix b) and shipped when one or two pallets are full, or at least once a year. NRRRA – 736-4401
- (c) Antifreeze – Collected at the Waste Oil drop-off point, stored in one of two labeled drums, placed in the “cold area” of the Old Baler bldg. Taken away by Antifreeze Technologies, 432-4444.
- (d) CRT/TV’s taken at the Bulky Fee building, stored in gaylords, put in Recycled Outside Storage #6, shipped through the NRRRA – 736-4401. Each gaylord has a Universal Waste label with a date when started.
- (e) Fluorescent Bulbs taken from residents at “The Wall”, stored in rack per appendix b, and each box has a Universal Waste label with a date when started.
- (f) Waste Oil is collected at the corner of the Old Baler building. Storage is in one of two 400 gal tanks in the Old Baler building under the Waste Oil Heater.

NOTE: All materials are collected under cover. All materials are stored under cover or in closed containers with the exception of construction and demolition materials. Waste to a landfill or incinerator and recyclables to a recovery facility. Multiple authorized facilities are used and change on a regular basis. For locations SEE APPENDIX A and B.

SECTION IV RESIDUAL WASTE MANAGEMENT PLAN

Provide a detailed description of how all residual waste (Env-Sw 104.27) shall be managed by the facility. Refer to Env-Sw 1105 .11 (d) (4) for details.

Residual waste is not anticipated but would be handled in the same manner as permitted waste materials. All waste entering the facility is shipped from the facility to approved destinations.

SECTION V FACILITY MAINTENANCE, INSPECTION AND MONITORING PLAN

1. This section of the manual addresses all routine maintenance, inspection and monitoring requirements necessary to assure the integrity of facility operations, including a description of the measures to be undertaken to monitor and inhibit the following:

Spontaneous Combustion: Facility is normally staffed with four operators who monitor conditions.

Other Fire Hazards: Facility is normally staffed with four operators who monitor conditions.

Vector Production: N/A

Generation of Methane, Hazardous, or Explosive Gases: N/A

Odors: MSW cleared daily - Odor control applied as needed.

Dust: Floors cleaned daily.

Windblown Litter: Policed by operators as needed.

Leachate: Collected in sealed system and sent to approved treatment facility.

Spills: Building is a self-containment system. Spill absorption products are kept available for operators.

Note: Spill kit is located on lower floor behind baler #2, SEE APPENDIX B

Universal Waste

Contaminated Waste Oil, stored in a separate 55 gal labeled drum. Shipped by Oil Energy Recovery – 800-988-7559.

Lead Acid Batteries, stored on a pallet (see appendix b) and shipped when one or two pallets are full, or at least once a year. NRRRA – 736-4401

Antifreeze – Collected at the Waste Oil drop-off point, stored in one of two labeled drums, placed in the “cold area” of the Old Baler bldg. Taken away by Antifreeze Technologies, 432-4444.

CRT/TV’s taken at the Bulky Fee building, stored in gaylords, put in Recycled Outside Storage #6, shipped through the NRRRA – 736-4401. Each gaylord has a Universal Waste label with a date when started.

Fluorescent Bulbs taken from residents at “The Wall”, stored in rack per appendix b, and each box has a Universal Waste label with a date when started. Boxes are 8’, 4’ and 2’. One box is for “CircleLine” and a box for CFL’s. Shipping is done through the NRRRA.

Waste Oil is collected at the corner of the Old Baler building. Storage is in one of two 400 gal tanks in the Old Baler building under the Waste Oil Heater. This waste oil heats the Old Baler Bldg in the winter. Cleaning is done once in the winter (Pete) and by Arrow Equipment (Littleton 444-3313) in the summer.

Vegetable Oil is taken by Jim Banks (659-5607) to be converted to a motor fuel. It can be taken through the NRRRA if needed.

SECTION VI
LEE TRANSFER STATION EMERGENCY OPERATION PLAN

Identify potential emergencies and describe the appropriate response by facility personnel:

Level One – Lowest; minor, operate as normal.

Level Two – Middle; protect public & TS staff.

Level Three – Highest; close facility.

A Level One occurrence is classified as materials, chemicals or the like discovered in the trash, around the facility, or anywhere on the premises. Such materials need to be captured, covered or contained in place unless problematic to the public or staff. Level One occurrences are deemed minor. There is no need for action immediately as it is not an immediate threat to the public or staff.

A Level Two occurrence is classified as a chemical, liquid or airborne material that is posing a threat to the public and staff. Emergency Services 911, (Lee Fire Dept., Lee Police Dept., and EMS) will be notified as well as the Selectman’s Office. When time permits, the New Hampshire Dept. of Environmental Services will to be contacted if they are open (or when they are next open; Mon to Fri 8:00 AM to 4:00 PM). If the Selectman’s Office is closed, contact the Town Administrator or member of the BOS. The hazardous material will be removed by the appropriate responders as necessary.

A Level Three occurrence is an event that warrants evacuation and/or closure of the facility. Emergency Services (Lee Fire Dept., Lee Police Dept., and EMS) must be called, or use of the “pull stations” for quicker results. An employee will be sent to the gate to prevent anyone from entering the area as well as allowing emergency personnel to enter. Remaining staff will work to evacuate the public in a safe manner. All employees will be accounted for at the front of the property (MAIN GATE). Any and all other necessary state and local agencies will be contacted accordingly.

In the event of a fire TS employees will act accordingly. Fire extinguishers are in place throughout facility as well as fire alarms. All fires are considered a Level Three occurrence.

Weather – Reasonable measures will be taken to ensure the safety of all staff and residents at the TS. In cases of severe weather it is the responsibility of the BOS or the Lee Police Dept. to call for the closing of town facilities including the Transfer Station.

Personal injury of employees and the public alike will be handled accordingly. First Aid kits are available in facility office and emergency (911) services are available.

State and Local Emergency Contacts

Lee Fire - 659-5411	Emergency - 911	
Lee Police - 659-5866	State Police Dispatch - 223-4381	
BOS office - 659-5414	NH DES - 271-2925	NRRA - 736-4401

NOTE: All emergency contact numbers are posted and displayed throughout facility at each phone location.

SECTION VII EMPLOYEE TRAINING PROGRAM

Operator Certification. Facility operators must be trained and certified in accordance with the requirements of Env-Sw 1600 of the Solid Waste Rules. In order to receive certification, applicants must fulfill the education and experience qualifications specified in Env-Sw 1605, submit an application on forms provided by the Department, attend the Departments operator training program, and pass an examination applicable to the level of certification being sought. For more information on the certification program, contact the Solid Waste Operator Training Program of the New Hampshire Department of Environmental Services at (603) 271-2925.

Certification Workshops. Operator certification is valid for one year from the date of issuance. In order to renew their certification, all certified operators must attend at least one annual workshop administered or approved by the Department of Environmental Services. If a certificate holder fails to attend an annual workshop, then he/she will be ineligible to renew their certification. A calendar of upcoming solid waste facility workshops may be obtained from the Solid Waste Operator Training Program at (603) 271-2925.

NOTE: All employee training certificates are prominently displayed in facility office

Employee training programs will also include the following;

- (1) Safety Training, Upper floor conduct, Lower floor work avoiding Bobcat equipment.

NOTE: To ensure a safe workplace all Transfer Station employees are expected to conduct themselves accordingly. For personal safety, long pants and protective toe footwear is required your-round. In addition, protective eye wear, hearing protection, gloves, and weather gear is available for every employee when needed. These items are stored within the main building in the mechanical room. SEE APPENDIX B

- (2) Special Equipment training on Balers.
- (3) Operator Training on use of a Bobcat skid steer.
- (4) Glass (PGA) processing.
- (5) Non-Ferrous metals processing.

Current LTS employee training record – SEE APPENDIX C

**SECTION VIII
RECORD KEEPING AND REPORTING**

Record keeping at the facility must comply with the requirements of Env-Sw 1105.06, Facility Operating Record and Env-Sw 1108.07, Reporting Requirements. Record keeping and reporting will include the following:

1. Facility Operating Record

- (a) The permittee must compile and maintain records at the facility which document all phases of facility operations, including the following information:
- (1) Identification of the facility by name, location by street and municipality and permit number;
 - (2) Identification of the permittee by name, address and telephone number;
 - (3) Identification of all facility operator(s) by name, address, certificate number, and date(s) of employment at the facility;
 - (4) Quantity, type, source and destination of all waste received by the facility;
 - (5) Quantity, type and destination of all waste generated by the facility, if any, including bypass waste and residual waste;
 - (6) Quantity, type and destination of all certified waste-derived products produced by the facility, if any;
 - (7) Record of inspections, maintenance, and repairs;
 - (8) Record of accidents, violations, remedial and emergency event response actions;
 - (9) Record of complaints received and related response actions;
 - (10) Data from all environmental monitoring performed at or for the facility, whether required by the solid waste rules or the permit or undertaken voluntarily;
 - (11) Documentation of contact with the waste management district(s) served by the facility as required by Env-Sw 11 05.12;
 - (12) Other information and documentation as required by the terms and conditions of the permit.
- (b) The operating records identified in (a) above must be maintained at the facility at all times during the active life of the facility, unless approval is granted pursuant to the provisions for a type V permit modification in Env-Sw 315 or a waiver to relocate or destroy the record.

(c) Operating records must be made available for department inspection and copies provided to the department pursuant to Env-Sw 2000.

(d) Following closure of the facility, the operating records must be maintained at a location approved by the department in the closure plan, unless destruction of the records is approved pursuant to the provisions for a type V permit modification in Env-Sw 315.

2. Reporting Requirements

(a) The permittee must notify the department in writing within 30 calendar days of any change in the facility address, telephone number, key certified operators and contact person(s).

(b) The permittee must file an annual facility report by March 31 for the prior calendar year for each year, on forms provided annually by the Department of Environmental Services (Department). If a form is not received from the Department the permittee should contact the Waste Management Division Technical Assistance Section at 271-2925 to obtain the proper form.

(c) The permittee must report all changes in operational and ownership control in accordance with the provisions for a type III or type IV permit modification, as applicable, pursuant to Env-Sw 315.

(d) Relative to co-existence with other activities, the permittee must notify the New Hampshire Department of Environmental Services in writing prior to conducting the following activities at the facility not specifically authorized in the permit (ref. Env-Sw 1101.02 and Env-Sw 1105.07(d)):

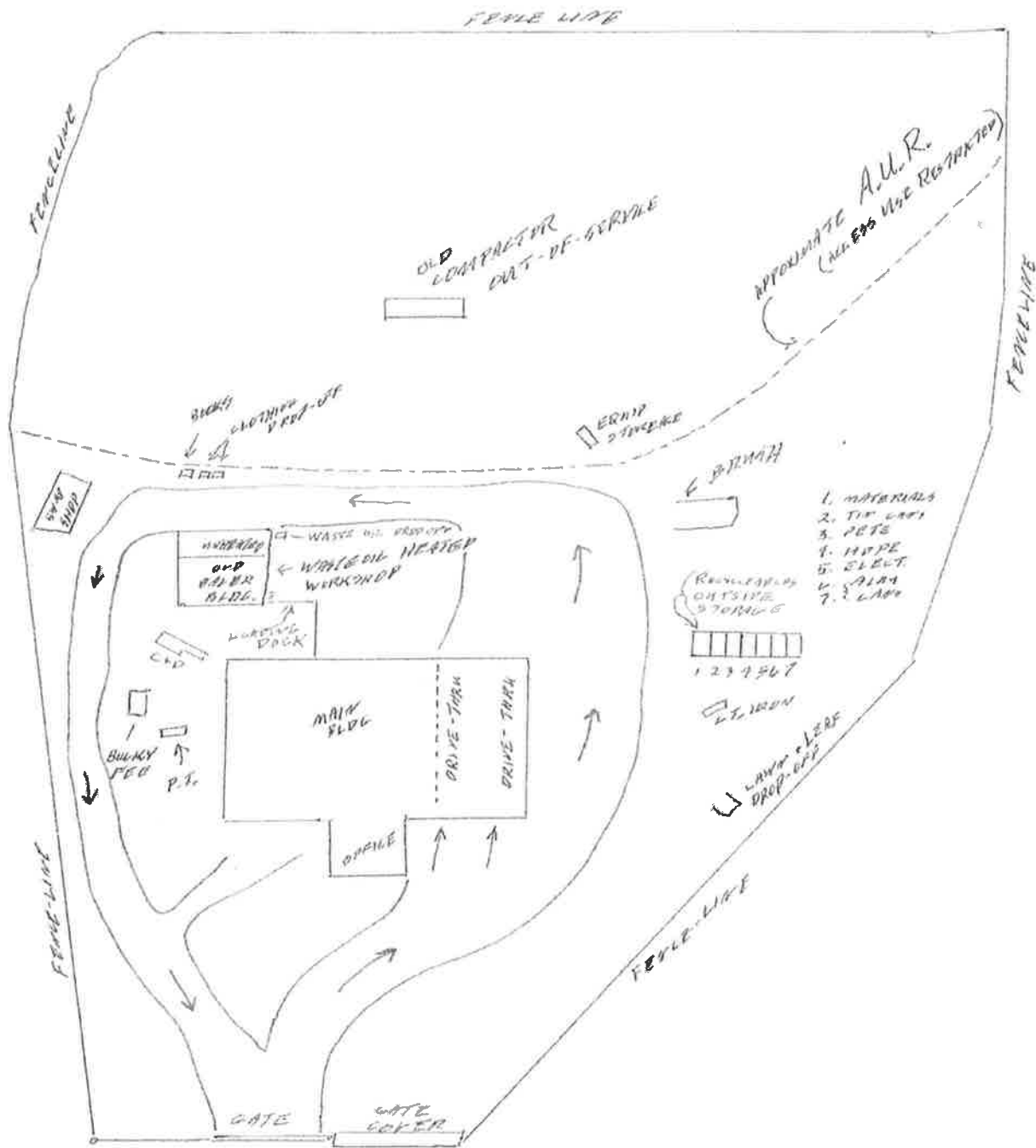
(1) Any activity not regulated by the Solid Waste Rules but involving a waste listed in Env-Sw 101.03 (The Solid Waste Rules do not apply to these wastes, but permittees must notify the NH Department of Environmental Services prior to conducting activities with any of them at the facility); and

(2) Any activity that is permit-exempt in Env-Sw 302.03.

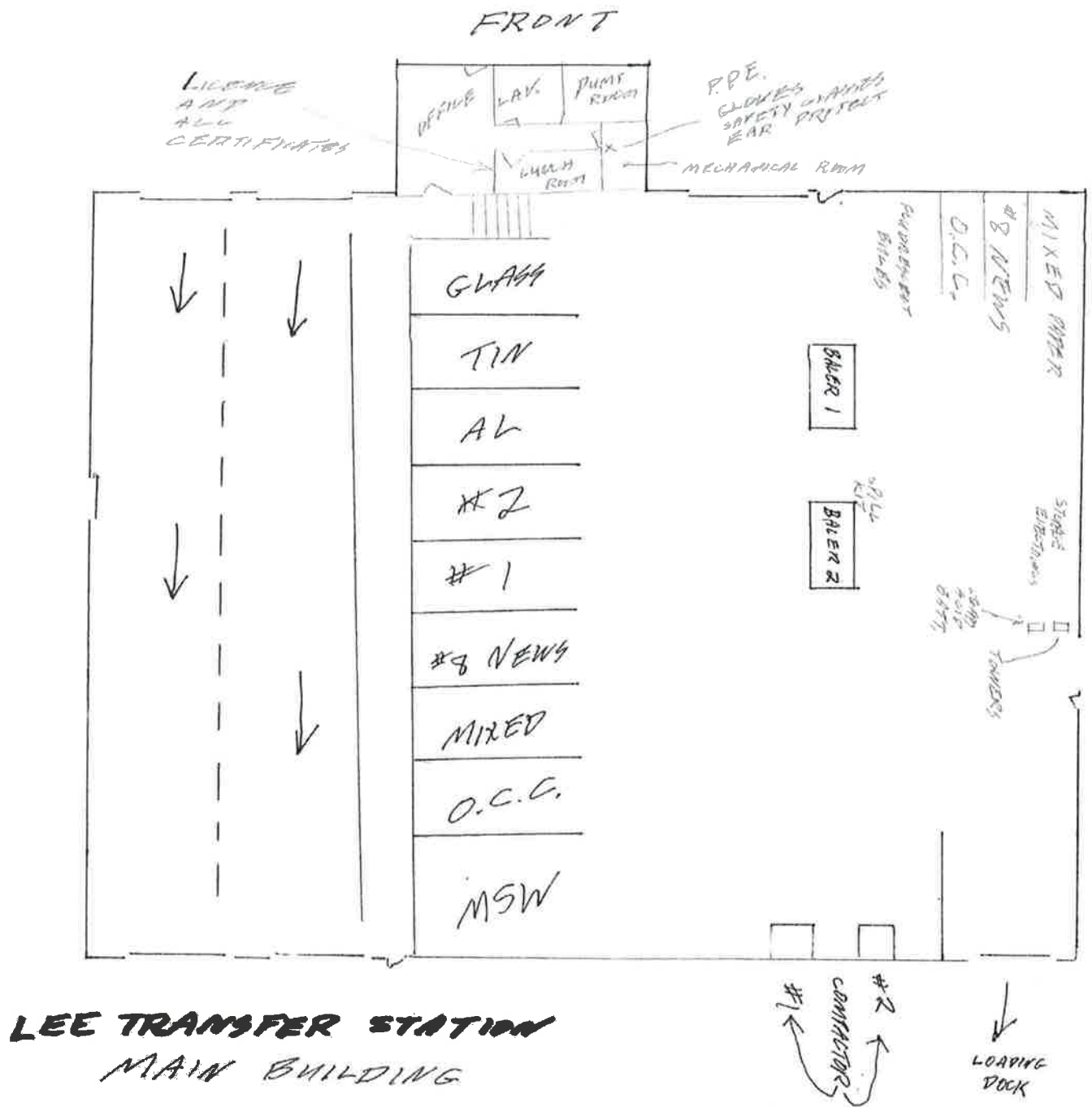
(e) The permittee must report, as soon as practicable, all incidents or situations which involve an imminent and substantial risk to human health, safety or the environment and/or constitute a violation of the solid waste rules or the facility permit. This reporting must be as specified in Env-Sw 1105.09.

3. Other reporting requirements specific to this facility include the following *[specify]*: N/A

/// Nothing Follows ///



APPENDIX A



APPENDIX B

Operator Training & Education

Operator	Start Date	Cert #	Expiration Date
Roger P. Rice	1/26/2007	2964	2/8/2016
Chipman W. Belyea	1/26/2011	3465	11/4/2015
Joshua A. Stevens	8/31/2013	3272	8/20/2015
Joseph P. Williams	9/4/2014	4222	12/16/2015
Wayne F. Beane	11/30/2014	3994	3/6/2016
Roger P. Rice	Fall Bus Tour		07,'08,'09,'13
	Nutrition 101		4/18/2007
	DES HHW		4/6/2010
	Advanced Car control		8/15/2007
	DES Pay as You Throw		7/27/2007
	Single Stream Recycling		7/16/2008
	Right to Know Law		10/23/2008
	NRRA Conference		07 thru 2015
	Drug+ Alcohol Reasonable		12/11/2009
	DOT Mandatory Drug+Alch		12/11/2009
	Fitness & Nutrition		9/27/2009
	DES Solid Waste Rules		1/17/2008
	DES Universal Waste		1/25/2008
	State of Garbage		10/21/2009
	Fire Extinguisher Training		6/10/2010
	Back Care Workshop		7/28/2010
	A Fair & Effective Emp. Disapln		9/22/2010
	DES - HHW		4/6/2010
	Aggraphault + Recycling		2/9/2011
	Plastics Workshop		4/13/2011
	Hazcom, PPE, Resp. Protectv		6/29/2011
	Chainsaw Safety		9/28/2011
	FacityTour-Amenico, BCEP		10/11/2011
	DES Reporting + Forms		3/14/2012
	Flagger Certification		2/12/2012
	BackCare+BloodbornePath		3/15/2013
	EnvironmentalBusiness		
	Talking Trash		Mar'14, April'15
Chipman W. Belyea	Fall Bus Tour		Oct. 2013
	NRRA Conference		12,'13,'14,'15

	Chainsaw Safety	9/28/2011
	Facility Tour - Amenco, BCEP	10/11/2011
	DES Reporting + Forms	3/14/2012
	Back Care + Bloodborne Path	3/15/2013
	Disaster Debris Mngmnt	5/10/2011
Joshua A. Stevens	Fall Bus Tour	Oct. 2013
	NRRA Conference	Jun. '14, '15
Joseph P. Williams	NRRA Conference	Jun. 2015
Wayne F. Beane		

TOWN OF LEE

OFFICE OF THE TAX COLLECTOR
7 MAST ROAD
LEE, NH 03824
(603) 659-2964

January 19, 2016

SUR CONSTRUCTION
WILFRID R CRETEAU
PO BOX 720
ROCHESTER, NH 03867

EXCAVATION TAX ASSESSMENT PER RSA 72-B

TAX YEAR APRIL 1, 2015 - MARCH 31, 2016

PARCEL DATA	EARTH TYPE	CUBIC YARDS EXCAVATED	TAX PER CUBIC YARD	TAX DUE
PARCEL I.D./ TAX MAP NUMBER:	GRAVEL	0	\$0.02	\$0.00
RTE 4 - RTE 125				
OPERATION NUMBER:	SAND	0	\$0.02	\$0.00
15-255-02-E				
ACCOUNT NUMBER:	LOAM	0	\$0.02	\$0.00
#	STONE PRODUCTS	1850	\$0.02	\$37.00
SERIAL NUMBER:	OTHER	4550	\$0.02	\$91.00
#				
	TOTAL EARTH:	6,400	TOTAL TAX:	\$128.00

Per RSA 72-B:4 - Interest as provided in RSA 72-B:6 shall be charged 30 days after the bills are mailed.

*** 18% APR INTEREST WILL BE CHARGED AFTER

ON UNPAID TAXES ***

APPEAL: Pursuant to RSA 72-B:13, an owner may, within 90 days of notice of the tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 72-B:8, RSA 72-B:8-a and RSA 72-B:9.

TAX OFFICE HOURS MON 8-6 AND WEDS & FRI 8-4

ORIGINAL WARRANT

GRAVEL TAX LEVY - RSA 72-B
TAX YEAR APRIL 1, 2015-MARCH 31, 2016

DATE:

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
SUR CONSTRUCTION WILFRID R CRETEAU PO BOX 720 ROCHESTER, NH 03867	RTE 4 - RTE 125	15-255-02-E	\$128.00

DATE DUE:

TOTAL TAX DUE:

\$128.00

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
REPORT OF EXCAVATED MATERIAL
RSA 72-B:9

See instructions on back of form

OPERATION # 15-255-02 - E

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

Mailing Address:

**SUR CONSTRUCTION
WILFRID R CRETEAU**

**PO BOX 720
ROCHESTER NH 03867-**

1. Town/City of: LEE, NH
2. Tax Map/Lot # or Road Project Name or #:
RT 4, RT 125
3. Total permitted area under RSA 155-E (acres): _____
4. Excavation area as of April 1 : _____
5. Reclaimed area as of April 1 : _____
6. Remaining cubic yards of earth to excavate:
0

8. EXEMPT EARTH

Excavated earth that was used on the parcel of land, or other parcel that is contiguous and in common ownership, in the construction, reclamation, reconstruction or alteration of such parcel of land during the tax year is exempt from the excavation tax. Excavation of earth from a parcel of land which does not exceed 1,000 cubic yards during the tax year is also exempt from the excavation tax but must be reported.

The amount of exempt earth should not be included in # 7.

EXEMPT EARTH TYPE	CUBIC YARDS EXCAVATED

7. DESCRIPTION OF EARTH EXCAVATED DURING TAX YEAR:

EARTH TYPE	EXACT CUBIC YARDS EXCAVATED
GRAVEL	
SAND	
LOAM	
STONE PRODUCTS	<u>1850</u>
OTHER: <u>fill</u>	<u>4550</u>
TOTAL	<u>6400 cy.</u>

I / We hereby report the amount of earth excavated under penalty of perjury (If Corporation, an Officer must sign) :

SUR Construction Inc.
PRINT OWNER(S) NAME OR CORPORATION CLEARLY

Wilfrid R Cretau per 1-5-16
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER & TITLE DATE

Wilfrid R Cretau
PRINT OWNER(S) NAME CLEARLY

po Box 720
MAILING ADDRESS

Rochester NH 03867
CITY / TOWN STATE ZIP CODE

PHONE #: 60333824554 CELL #: 8178581

PENALTY: Any person who fails to file a Report of Excavated Material (PA-39) with the proper municipal assessing officials or fails to send copies to the Department of Revenue Administration in accordance with RSA 72-B:9 shall be guilty of a misdemeanor.

DOOMAGE: If an owner neglects to file a Report of Excavated Material (PA-39) or willfully falsifies a report, the assessing officials shall assess dooimage which is two (2) times what the tax would have been if the report had been properly filed. Refer to RSA 72-B:10 for the statute on dooimage.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO EXCAVATE
RSA 72-B

GENERAL INSTRUCTIONS FOR FILING THIS FORM ON REVERSE

(Assigned by Municipality)

TOWN OP#
15 - 255 - 02 - E

For Tax Year April 1, 15 to March 31, 16

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

- 1. Town/City of: Lee NH
- 2. Tax Map/Block/Lot #: R+4 & R+125
- 3. Name of Access Road: R+4 & R+125
- 4. Total Acreage of Lot: Fe DELAID Project NH 15692
- 5. Date of Permit per RSA 155-E:2: _____
or (Municipal Excavation Permit)
- 6. Date of Report, if required, per RSA 155-E:2, I (d): _____
- 7. Permit Number per RSA 485-A:17, if any: _____
(Alteration of Terrain Permit)
- 8. Incidental Construction/155-E Exception: Check if YES
- 9. Total Permitted Area (acres): _____
- 10. Excavation Area (acres) as of April 1: _____
- 11. Reclaimed Area (acres) as of April 1: _____
- 12. Remaining Cubic Yards of Earth to Excavate: _____
- 13. Type of Ownership:
 - Owner of land
 - Previous owner retaining deeded earth excavation rights
 - Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	
SAND	
LOAM	
STONE PRODUCTS <i>Asphalt</i>	1550
OTHER (<i>Fill</i>)	4850
TOTAL	6400 cy.

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

[Signature] per 3-12-15
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
SUR Construction Inc Willy R Cretean
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

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

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

PO Box 720
MAILING ADDRESS
Rochester NH 03867
CITY OR TOWN STATE ZIPCODE
wcretean@surconstruction.com
E-MAIL ADDRESS
603 3324554 603 8478581
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 3/13/15

E-MAIL REPORT & CERTIFICATE? YES NO
If NO, Report and Certificate will be mailed to the address above.

TO BE COMPLETED BY ASSESSING OFFICIALS

Amount of Security Required \$ 128-
Security Posted (Bond, Certified Check, etc.) \$ 128-
SIGNATURES & DATE OF ASSESSING OFFICIALS
The Selectmen/Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:
1. All owners of record have signed the Intent;
2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
3. The form is complete; and
4. Any bond required under RSA 72-B:5 has been received.

[Signature] 3/30/15
SIGNATURE (IN INK) DATE
[Signature] 3/30/15
SIGNATURE (IN INK) DATE
[Signature] 3/30/15
SIGNATURE (IN INK) DATE
SIGNATURE (IN INK) DATE
SIGNATURE (IN INK) DATE

FOR DRA USE ONLY
SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN
SIGNED COPY TO - OWNER, RETURNED BY ASSESSING OFFICIALS
SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

S.U.R. CONSTRUCTION, INC.

P.O. BOX 720
ROCHESTER, NH 03866
(603) 332-4554

Citizens Bank

54-153-114

EZShield™ Check Fraud
Protection for Business

F. ONE HUNDRED AND 00 / 100

DATE

AMOUNT

03-13-2015

\$ 100.00

TO THE
ORDER OF

STATE OF NEW HAMPSHIRE
NH DOR-MUNICIPAL & PROPERTY DIV
PO BOX 487
CONDORD NH
03302-0487



[Handwritten Signature]
AUTHORIZED SIGNATURE

Details on back

⑈078008⑈ ⑆011401533⑆ 3301068717⑈

78008

S.U.R. CONSTRUCTION, INC.

<u>Inv No</u>	<u>Inv Date</u>	<u>Description</u>
1410	3/13/2015	1410; EXCAVATION PERMIT

<u>Inv Amt</u>	<u>Discount</u>
\$100.00	\$0.00

<u>Net Amt</u>	
\$100.00	2015000803

STA032 STATE OF NEW HAMPSHIRE

\$100.00 \$0.00

\$100.00 03-13-2015

S.U.R. CONSTRUCTION, INC.

<u>Inv No</u>	<u>Inv Date</u>	<u>Description</u>
1410	3/13/2015	1410; EXCAVATION PERMIT

<u>Inv Amt</u>	<u>Discount</u>
\$100.00	\$0.00

<u>Net Amt</u>	
\$100.00	2015000803

78008

STA032 STATE OF NEW HAMPSHIRE

\$100.00 \$0.00

\$100.00 03-13-2015

TOWN OF LEE, NEW HAMPSHIRE

7 Mast Road
Lee, New Hampshire 03861
Telephone 603-659-5414

RECEIVED
APR 06 2015
TOWN OF LEE, NH
SEAL & OFFICE

March 31, 2015

Sur Construction Inc.
PO Box 720
Rochester, NH 03867

RE: Notices of Intent to Excavate – April 1, 2015 to March 31, 2016
Route 4 and Route 125

To whom it concerns:

The above referenced application was received however per RSA 72-B:5 a bond is required. Based on the information described on the intent the bond amount is \$128.00.

Once the bond is received processing of the application will be finalized.

If you have any questions, please free to contact me at the number above.

Sincerely,



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

cc: File

S.U.R.

APR - 3 2015

RECEIVED

S.U.R. CONSTRUCTION, INC.

P.O. BOX 720
ROCHESTER, NH 03866
(603) 332-4554

Citizens Bank®

54-153-114

E2Shield™ Check Fraud
Protection for Business

ONE HUNDRED TWENTY-EIGHT AND 00 / 100

DATE

AMOUNT

04-03-2015

\$ 128.00

TO THE
ORDER OF

TOWN OF LEE
7 MAST ROAD
DURHAM NH
03824



[Handwritten Signature]

AUTHORIZED SIGNATURE

Details on back

⑈078127⑈ ⑆01401533⑆ 3301068717⑈

S.U.R. CONSTRUCTION, INC.

<u>Inv No</u>	<u>Inv Date</u>	<u>Description</u>
20150331	3/31/2015	1410. EXC BOND

<u>Inv Amt</u>	<u>Discount</u>
\$128.00	\$0.00

<u>Net Amt</u>	
\$128.00	2015001057

TOW023 TOWN OF LEE

\$128.00 \$0.00

\$128.00 04-03-2015

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: January 19, 2016

RE: Frank Kelley
42 Sheridan Street
Billerica, MA 03038\

Property Tax Map 12 Lot 1-G9
Address: G09 Forest Glen

Tax Year: 2013
Assessment: \$5,700

The subject was a camper on a rented site at Forest Glen. Camper was removed and current applicant occupied the site for 2014, but not 2013. Assessing office was not notified until recently of this. From my review it is my opinion that it is appropriate and it is recommended that an abatement in the amount of \$163.88 plus any applicable interest/fees for the 2013 tax year be granted.

Abatement Granted

Abatement Denied

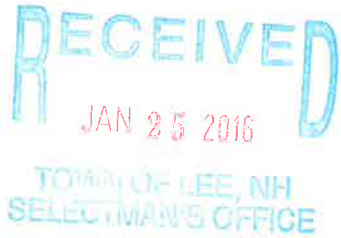
_____ X

_____ X

_____ X

Dated _____

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



January 21, 2016

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

Dear Julie and Selectmen,

In December of 2015 we mailed you the 2016 Update Contract, which you then signed on January 4th, and forwarded to our office. Upon subsequent review of the contract we realized that Section 4.1 need to be clarified. Section 4.1 should read as follows:

- 4.1 The Company shall perform site visits of all improved sales to perform a full measure of the exterior of all buildings, and attempt to perform an interior inspection.

We inadvertently indicated that ALL properties would be visited. I have enclosed an addendum to this part of the contract for your signature. Please return a copy to my office once it is signed.

We apologize for any inconvenience this may cause and thank you for your patience in this matter. If you have any questions please do not hesitate to give me a call and I will be happy to assist you.

Sincerely,

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

Cheryl C. Gilpatrick
Office Manager

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

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

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

CNP

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

**SECOND ADDENDUM
TOWN OF LEE**

This addendum is to confirm the Town of Lee and Commerford Nieder Perkins agree to a correction to Section 4.1 in the 2016 Update Contract to read as follows:

- 4.1 The Company shall perform site visits of all improved sales to perform a full measure of the exterior of all buildings, and attempt to perform an interior inspection.

In the presence of:

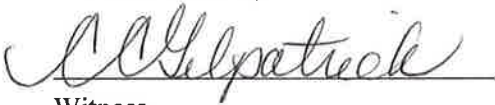
Witness

Date: _____

Town of Lee

By: Board of Selectmen

In the presence of:



Witness

Commerford Nieder Perkins, LLC

By: Managing Member



Cindy L. Perkins, LLC