

SELECT BOARD MEETING AGENDA

DATE: Monday, February 29, 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. Teleconference with Town Attorney – 5:30 pm
2. Call meeting to Order – 6:00 pm
3. Public Comment
4. **Stefany Shaheen, Communications Consultant for Spark NH – Children: The Bedrock of the Granite State**
Prior to the presentation from Ms. Shaheen on Early Childhood Development please see attached “homework assignment” to review prior to the Select Board meeting.
5. **Select Board & Library Trustees – Library Building Discussion**
6. **Larry Kindberg, Rec Commission Chair – LRP Pavilion Use Policy**
Present the Select Board with a draft Little River Park Pavilion Use and Reservation Fee Policy.
7. **Julie Glover, Town Administrator**
 - a. **March 8th Election** – BOS coverage schedule
 - b. **Miscellaneous**
8. **Motion to accept the Consent Agenda as presented:**

SIGNATURES REQUIRED

Swearing In Docs
Police Department Grant
Select Board Proclamation
Intent to Cut
Vacation Request Form – Town Administrator

INFORMATION ONLY

NHDES BMP Survey – Durham Water
Comcast Notices

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

9. **Motion to accept the Select Board Public Meeting Minutes from February 1, 2016 and February 16, 2016.**
10. **Motion to accept Manifest #17 and Weeks Payroll Ending February 28, 2016.**
11. **Miscellaneous/Unfinished Business**
12. **Adjournment**

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on February 26, 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.

Children The Bedrock of the Granite State

Suggested Homework Assignment

Three Core Concepts in Early Childhood Development
A three-part series of short videos from the Center on the Developing Child at Harvard University depicting how advances in neuroscience, molecular biology, and genomics now give us a much better understanding of how early experiences are built into our bodies and brains, for better or for worse. [THREE 2-MINUTE VIDEOS]

http://developingchild.harvard.edu/resources/multimedia/videos/three_core_concepts/



This American Life radio program, "Back to School" Sep 14, 2012

"As kids and teachers head back to school, we wanted to turn away from questions about politics and unions and money and all the regular school stuff people argue about and turn to something more optimistic — an emerging theory about what to teach kids, from Paul Tough's new book, *How Children Succeed*."

<http://www.thisamericanlife.org/radio-archives/episode/474/back-to-school> [ONE HOUR RADIO PROGRAM]

Extra Credit

Starting Smart & Finishing Strong: Fixing the Cracks in America's Workforce Pipeline through Investments in Early Childhood Development

A brief by the U.S. Chamber of Commerce's Institute for a Competitive Workforce explains that, to compete and win in this economy, we need a well-educated, team-capable and job-ready workforce. [SHORT BRIEF]

<http://sparknh.com/uploads/files/Starting%20Smart%20%26%20Finishing%20Strong.pdf>

Library Trustees Outline for Meeting with Select Board

1. Trustees job is to promote, advocate, and plan for the library
2. Summary of the votes on the Lee Public Library Community Center
3. Trustees agree that needs assessments of all buildings need to be updated
4. Questions the Trustees have moving forward

		Summary of Votes on Little River Park and Lee Library Community Center		
Source	Date	Reference	Text	Narrative
Minutes of the 2011 Town Meeting	3/8/2011	Article 25 (amended)	To see if the Town will vote to create a new Capital Reserve Fund named the Lee Library/Community Center Capital Reserve Fund in accordance to RSA 35:1 and to appoint the Board of Selectmen as agent to expend for the purpose of building a new Library and Community Center. The new Library/Community Center is to be located on Map Lot #02-01-01.	Per the 2011 Town Report, page 36: "Selectman Griswold stated that the Town Center Committee has put in years of effort representing hundreds of hours on the part of many people to be at the position we are today. Real progress has been made. A large number of parcels of land were looked at... So now we have a site that is in the center of town immediately adjacent to the ball fields of Little River Park on a piece of property known as the Bricker property."
Minutes of the 2011 Town Meeting	3/8/2011	Article 26 (amended)	To see if the Town will vote to raise and appropriate the sum of one hundred thousand dollars (\$100,000.00) to deposit into the Lee Library/Community Center Capital Reserve Fund.	
Minutes of the 2012 Deliberative Session	2/4/2012	Article 9	To see if the Town will vote to raise and appropriate the sum of one hundred thousand dollars (\$100,000.00) to deposit into the Lee Library/Community Center Capital Reserve Fund.	
Minutes of the 2012 Deliberative Session	2/4/2012	Article 15	To see if the Town will vote to raise and appropriate the sum of twenty-five thousand dollars (\$25,000) to deposit into the Recreation Facilities Capital Reserve Fund.	

Minutes of the 2012 Deliberative Session	2/4/2012	Article 18	<p>Summary of Votes on Little River Park and Lee Library Community Center</p> <p>To see if the Town will vote to raise and appropriate the sum of sixteen thousand, six hundred and forty dollars (\$16,640) for the purchase and installation of playground equipment, Phase III of the Recreation Commission three part phase at Little River Park and to authorize the withdrawal of that sum from the Recreation Facilities Capital Reserve Fund.</p>	
2013 Town Warrant	2/2/2013	Article 5 - Line 6	Library/Community Center CRF \$100,000	
2013 Town Warrant	2/2/2013	Article 6	To see if the Town will vote to raise and appropriate the sum of eighty thousand dollars (\$80,000) to construct a natural grass playing field at Little River Park to be used for general recreation.	



TOWN of LEE
 7 MAST RD, LEE, NH 03861
 (603) 659-5414
 Email: dduval@leenh.org

Office Use Only
Meeting Date: <u>2/3/16</u>
Agenda Item No. _____

BOARD OF SELECTMEN

2/15/16 **MEETING AGENDA REQUEST**
 (Meeting Date Requested)

Agenda Item Title: LRP PAVILION USE POLICY

Requested By: RECREATION COMMISSION Date: 2/3/16

Contact Information: LARRY KINDBERG 603-475-3207

Presented By: LARRY KINDBERG

Description: PRESENT AND REVIEW LRP PAVILION USE AND FEE
POLICY DEVELOPED BY RECREATION COMMISSION.
SEE ATTACHED.

Financial Details: _____

Legal Authority _____
 (usually NH RSA or Town Ordinance/Policy):

Legal Opinion: _____

REQUESTED ACTION OR RECOMMENDATIONS:

TOWN OF LEE
PAVILION AT LITTLE RIVER PARK
REGULATIONS FOR FACILITY RESERVATION FEE & USE

1. Reservations of the Pavilion at Little River Park (hereinafter "the Pavilion") in the Town of Lee (hereinafter "the Town") will be taken by agents administratively designated by the Select Board on a "first come-first served" basis within the current calendar year. Reservations are necessary for organized groups of fifteen (15) or more people. Reservations may be made by residents of the Town, and other adjacent towns, though priority will be given to residents of the Town in the event of conflicting reservations.
2. All reservations are considered a permit to gather at Little River Park and are to be issued in writing by the Select Board or their designated agent. The Select Board reserves the right to hold a public hearing on any requested use and to attach any reasonable conditions upon the use requested based on the size, type and nature of the proposed use. The user requesting the reservation shall pay any and all expenses relating to the conditions placed by the Select Board on the use.
3. Only one reservation per day will be made. No rain dates will be permitted in order to allow the greatest number of people the opportunity to enjoy reserved use of the Pavilion. Attempts to circumvent this restriction by any group shall result in rescission of all permits granted with fees forfeited. Multiple groups and individuals may use the general areas of Little River Park at the same time of the reservation.
4. Any reserved use permitted cannot interfere with Town sponsored recreational programs, which have priority in using the fields and equipment at Little River Park.
5. Reservations are limited to between 8:00AM to 5:00PM each day unless extended by a vote of the Select Board.
6. All parking shall be restricted to designated areas.
7. Cooking is an allowed use by way of charcoal or gas grills. Open fires are not permitted except by prior special authorization from the Select Board and by obtaining a legal burn permit from the Lee Fire & Rescue Department prior to the day of the event. *This may require obtaining the services of the Lee Fire & Rescue Department to site all open fires.*
8. The administrative fee for reserving the Pavilion is \$xxx.xx *\$ 150⁰⁰ - for how long*
9. The person making the request to reserve the Pavilion will be the responsible party for the group. The person doing so is assuming responsibility for the actions of the group and is certifying themselves as duly authorized to assume this responsibility. The responsible party will insure that any and all conditions placed on the use are met and that the group will abide by the regulations contained herein.
10. Payment of any and all fees is to be made at the time of the registration/reservation. Donations over and above the fees will be gratefully accepted. All payments are to be

payable to the Town of Lee. All administrative fees for reserving the Pavilion will be deposited into the (name of the account, when it was created, purpose of the account).

11. Fees shall be refunded if the Town receives a request for cancellation thirty (30) days prior to the event. A service charge of \$20.00 to cover administrative time shall be retained or assessed. The Select Board may waive these requirements, when deemed appropriate, for good cause. Examples of good cause are unavoidable family emergencies or declared emergencies such as hurricanes, or snow emergencies. Inclement weather, non-emergency illness, change of plans, etc. are insufficient grounds for waiving the cancellation policy. In all instances, the Select Board shall be the sole arbitrator on what constitutes good cause.
12. The Select Board may, at their discretion, waive entirely the administrative fee for the following reasons:
 - a. The requesting group is a registered or readily identifiable not-for-profit or charitable entity based in or providing services to the Seacoast and Great Bay communities; or
 - b. The requesting group is a component of a federal, state, county or local governmental agency; or
 - c. The requesting group can demonstrate the financial inability to pay the fee or other good cause shown as justice may require.
13. Commercial for-profit use of Little River Park and/or the Pavilion is not permitted except as part of a Town sponsored event or by special permission of the Select Board.
14. Additional Regulations and/or Prohibitions:
 - a. Dogs are allowed provided provisions of the Town of Lee Ordinances (*cite to relevant ordinance regarding animal control*) are followed.
 - b. No creating unreasonable noise or activities that disturb others within Little River Park.
 - c. Little River Park is a “carry-in/carry-out” facility. All trash associated with the use of the facility shall be removed and the Pavilion must be left clean at the conclusion of the event.
 - d. Any use of roadside signs, including but not limited to banners, posters, balloons, etc. shall require prior authorization by the Select Board.
 - e. Parking is for park uses only.
15. All users of Little River Park and the Pavilion will conduct themselves in a manner appropriate for a public gathering. Actions of users will not be permitted to become a nuisance to other users of Little River Park or to abutting property owners. All legal requirements of personal conduct will be enforced to avoid the disturbance of the peace and enjoyment of these public facilities regardless of any permitted use.

16. Failure of any group to follow and abide by these regulations may result in their permit being revoked and being asked to leave the premises. Furthermore, violation of any portion of these regulations may be grounds for denial by the Select Board of any future request by the group to reserve the Pavilion.

**CHAPTER 4-02a--STRATHAM HILL PARK & ADJACENT TOWN OWNED
PROPERTY FACILITY RESERVATION FEE AND USE ORDINANCE**

- 4-02-01** Whereas, the Town of Stratham owns, maintains, and operates Stratham Hill Park in a manner which allows for the free enjoyment of its natural beauty, and;
- 4-02-02** Whereas, the Town of Stratham has made significant improvements to the grounds and public areas of Stratham Hill Park to enhance the enjoyment of its natural features particularly by groups of significant size. These enhancements have been enjoyed by an ever expanding number of organized groups from a wider geographic area, and;
- 4-02-03** Whereas, the enhancements to Stratham Hill Park represent a significant investment of financial resources by the Town of Stratham which the Town wishes to continue to be able to maintain at the highest level of quality and safety, and;
- 4-02-04** Whereas, it is fair and equitable to have these financial burdens shared in part by the users of these enhancements in order to perpetuate their peaceful and orderly use and enjoyment of these improvements to Stratham Hill Park, and;
- 4-02-05** Whereas, Stratham Hill Park is depicted as Map 22 Lot 83 on the 2011 version of the Town's Tax Maps, and there are adjacent lands to the Park, which enhance and enlarge the recreational opportunities associated with the Park, as depicted as Map 22 Lot 85 on said maps, and which are in need of regulation to ensure the continued peaceful and orderly use and enjoyment of Stratham Hill Park and these adjacent Town owned lands. Nothing in this ordinance is intended to regulate the uses of the private residences on these properties;
- 4-02-06** **Be it resolved**, that the Town of Stratham adopts the following reservation fee and use ordinance for reserved use of certain facilities at Stratham Hill Park:
1. Reservations of certain facilities listed below will be taken by agents administratively designated by the Board of Selectmen on a "first come-first reserved" basis within the current calendar year. Reservations are necessary for organized groups of fifteen (15) or more people. Honoring the terms of the original bequest of the Park to the Town of Stratham, which states that the Park shall be open to "...the people of Stratham, Exeter, Portsmouth, and other adjacent towns", reservations pursuant to this ordinance may be made by residents of the following towns: Newfields, Greenland, Portsmouth, North Hampton, Exeter, Newmarket, Hampton, and Stratham. The Board of Selectmen may grant a waiver of these provisions to allow residents from other towns to reserve the space at the Park for good cause shown.
 2. All reservations are considered a permit to gather at Stratham Hill Park and are to be issued in writing by the Board of Selectmen or their designated agent. The Board of Selectmen reserves the right to hold a public hearing on any requested use and to attach any reasonable conditions upon the use requested based on the size, type, and nature of

the proposed use. The user requesting the reservation shall pay any and all expenses relating to the conditions placed by the Board of Selectmen on the use.

3. Only one reservation per facility listed below per day will be made. No rain dates will be permitted in order to allow the greatest number of people the opportunity to enjoy reserved use of these facilities. Attempts to circumvent this restriction by any group shall result in rescission of all permits granted with fees forfeited. Multiple groups and individuals may use the general areas of the Stratham Hill Park at the same time of the reservation.
4. Any reserved use permitted cannot interfere with Town of Stratham sponsored recreational programs, which have priority in using the athletic fields and equipment at Stratham Hill Park.
5. Reservations are limited to between 7:00 am to 9:00 pm each day unless extended by a vote of the Board of Selectmen.
6. All parking shall be restricted to designated areas.
7. All uses of the specified facilities will be coordinated on site by the Park Ranger or other designee of the Board of Selectmen. Presentation of the Reservation Permit to any official of the Town of Stratham is required to verify the reservation and payment of the applicable fee. Prior arrangements with the Park Ranger are necessary for reasonable requests of special support services such as, but not necessarily limited to, access to electrical outlets, lighting, picnic tables, or trash receptacles. The Park Ranger, the Director of Parks and Recreation, any Selectman, the Town Administrator, or any law enforcement officer has the authority to order any group to discontinue their reserved use of Stratham Hill Park and to have the group leave if (s)he deems the actual use to be beyond the scope and nature of the permitted reserved use or if the conditions placed upon the use have not been upheld by the reserving group.
8. Cooking is an allowed use by way of charcoal or gas grills. Open fires are not permitted except by prior special authorization from the Board of Selectmen and by obtaining a legal burn permit from a local Fire Warden on the day of the event. The Park Ranger will site all open fires.
9. The administrative fees for reserving the named facilities are as follows:
 - Front Main Pavilion \$150.00
 - Scamman Pavilion \$75.00
 - 4-H Pavilion \$75.00
 - David C. Noyes Stage \$150.00

Should the Scamman or 4-H Pavilions not be available at the time of reservation, the Board of Selectmen may grant a waiver allowing the reservation of the Front Main Pavilion for a fee of \$75.00 for groups of 50 people or less.

10. The person making the request to reserve one of the above named facilities will be the responsible party for the group. The person doing so is assuming responsibility for the actions of the group and is certifying themselves as duly authorized to assume this responsibility. The responsible party will insure that any and all conditions placed on the use are met and that the group will abide by the regulations contained within this Ordinance.
11. Payment of any and all fees is to be made at the time of registration/reservation. Registered non-profits are eligible for a waiver of fees as provided under Section 13 below. Donations over and above the fees will be gratefully accepted. All payments are to be payable to the Town of Stratham. All administrative fees for reserving a named facility will be deposited into the Recreation Revolving Fund created at the March 2002 Stratham Town Meeting for the purpose of maintaining, improving, and/or operating Stratham Hill Park.
12. Fees shall be refunded if the Town receives a request for cancelation thirty (30) days prior to the event. A service charge of twenty dollars (\$20.00) to cover administrative time shall be retained or assessed. The Board of Selectmen may waive these requirements, when deemed appropriate, for good cause. Examples of good cause are unavoidable family emergencies, and declared emergencies such as hurricanes. Inclement weather, non-emergency illness, change of plans, etc. are not sufficient grounds for waiving the cancelation policy. In all instances, The Board of Selectmen shall be the sole arbitrator on what constitutes good cause.
13. The Board of Selectmen may, at their discretion, waive entirely the administrative fee for the following reasons:
 - a) The requesting group is a readily identifiable non-profit or charitable organization based in or providing services to the Seacoast community, or;
 - b) The requesting group is a component of a federal, state, county or local governmental agency, or;
 - c) The requesting group can demonstrate the financial inability to pay the fee or other good cause shown as justice may require.
14. Commercial for-profit use of Stratham Hill Park is not permitted except as part of a Town sponsored event or by special permission of the Board of Selectmen.
15. Additional Regulations and/or Prohibitions:
 - (a) Dogs are allowed in the Park and on adjacent Town owned property provided the provisions of the Town of Stratham Code of Ordinances Chapters 1-12—Animal Control at Stratham Hill Park and 5-01—Care, Protection, Preservation & Use of Public Institutions are followed. (attached for reference)

- (b) No chipping or driving of golf balls.
- (c) No climbing of ornamental trees, stripping of bark or breaking of plant branches or flower stems pursuant to the provisions of the Town of Stratham Code of Ordinances Chapter 5-01—Care, Protection, Preservation & Use of Public Institutions. (attached for reference)
- (d) The use of fireworks or firecrackers of any description must be in accordance with the provisions of the Town of Stratham Code of Ordinances Chapter 6-01—Sale and Use of Fireworks, and are otherwise prohibited. (attached for reference)
- (e) No devices such as, but not limited to, slingshots, air or gas driven pellet guns, paint ball guns, etc. shall be used in the Park or adjacent Town owned property. Nothing herein shall prohibit hunting in accordance with the laws of the State of New Hampshire.
- (f) No unauthorized motorized off-road vehicles such as ATV's, snowmobiles, etc. shall be operated within the Park or adjacent Town owned property pursuant to the provisions of the Town of Stratham Code of Ordinances Chapter 5-01—Care, Protection, Preservation & Use of Public Institutions are followed. (attached for reference)
- (g) No disturbing any bird or animal or their nests or dens.
- (h) No creating unreasonable noise or activities that disturb others within the Park or adjacent Town owned properties.
- (i) Incidental trash associated with the use of the facility are to be placed in containers provided in accordance with the Town of Stratham Code of Ordinances Chapter 5-01—Care, Protection, Preservation & Use of Public Institutions. (attached for reference).
- (j) All facilities must be left clean.
- (k) Rebound devices are NOT allowed (i.e. bounce houses, trampolines, etc.), or aviation activities (i.e. helicopters, hot air balloon rides, etc.).
- (l) Nothing shall be affixed to Town property that may in any way mar the facilities.
- (m) Any use of roadside signs, including but not limited to, banners, posters, balloons, etc. shall require prior authorization by the Board of Selectmen.
- (n) Parking is for Park uses only.

16. All users of Stratham Hill Park or adjacent Town owned properties will conduct themselves in a manner appropriate for a public gathering. Actions of users will not be permitted to become a nuisance to other users of the Park or adjacent Town owned property, or to abutting property owners. All legal requirements of personal conduct will be enforced to avoid the disturbance of the peace and enjoyment of these public facilities regardless of any permitted use.
17. Failure of any group to follow and abide by the foregoing regulations may result in their permit being revoked and being asked to leave the premises. Furthermore, violation of any portion of this ordinance may be grounds for denial by the Board of Selectmen of any future request by the group to reserve a named facility at Stratham Hill Park.
18. Any violation of the provisions herein shall be considered a violation of the Town of Stratham Code of Ordinances Chapters 1-12—Animal Control at Stratham Hill Park and 5-01—Care, Protection, Preservation & Use of Public Institutions and are subject to the penalties thereof as appropriate pertaining to the type of offense. (attached for reference)
19. If any part of this Ordinance is declared to be invalid or unconstitutional in whole or in part and is for any reason rendered null and void by a court of competent jurisdiction, the remaining portions shall continue in full force and effect.


Adopted 2012

By: Selectmen David Canada, Timothy Copeland, & Bruno Federico


Revised: September 16, 2013

Witness, our hands and signed as effective this 16th day of September, 2013.

Town of Stratham, By its Board of Selectmen



 David Canada

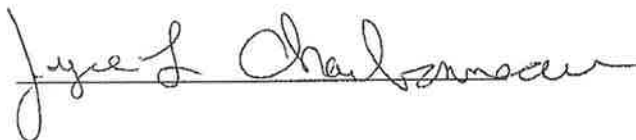


 Bruno Federico



 Timothy Copeland

Received by me, Joyce Charbonneau, Town Clerk of the Town of Stratham and filed with the records of the Town of Stratham on 10/1, 2013.



Town of Stratham

10 Bunker Hill Avenue, Stratham, NH 03885
ph: (603) 772-4741

Room & Space Details

[Stratham Hill Park](#) | [Municipal Center](#) | [Wiggin Memorial Library](#) | [Firehouse](#) | [Return to General Rooms Page](#)

Stratham Hill Park

Front Pavilion

The Front Pavilion holds 100 or more people.
There are Picnic tables available and can seat over 100.
There are private restrooms.

The fee for this room is \$150 and is non-refundable.

The Park opens at 7am and closes at 9pm.

Setup Options: There are no predefined setups for this room.

[go to request system](#)

Scamman Pavilion

The Scamman Pavilion holds up to 50 people.
There are picnic tables to seat up to 50 people.
There are shared restrooms and shared playground available.

The fee for this pavilion is \$75 and is non-refundable.

The park opens at 7am and closes at 9pm.

Setup Options: There are no predefined setups for this room.

[go to request system](#)

4-H Pavilion

The 4-H Pavilion holds up to 50 people.
There are picnic tables to seat up to 50 people.
There are shared restrooms and shared playground available.

The fee for this pavilion is \$75 and is non-refundable.

The park opens at 7am and closes at 9pm.

Setup Options: There are no predefined setups for this room.

[go to request system](#)

[return to general rooms info page](#)

Municipal Center

Community Room A

Fee: \$50.00 Fee is non-refundable.

This center is closed to all parties by midnight.

Music and other noise are to be kept to a reasonable level.

Equipment for this room:

14 Tables

150 chairs

Kitchen is available.

This room may only be reserved by Stratham residents. Setup and cleanup are the user's responsibility.

A \$50 charge may be incurred if room is left in poor condition or damaged.

Setup Options: There are no predefined setups for this room.

[go to request system](#)

[return to general rooms info page](#)

Wiggin Memorial Library [\(complete policy\)](#)

Library Community Meeting Room

The Community Meeting Room comfortably holds up to 50 people with chairs, fewer if including tables in set up. There is a small refrigerator and sink available for use.

There are 50 chairs and 4 tables available for use.

User is responsible for set up, break down, and clean up.

No fee for use of room; Donations gratefully accepted.

This room has Library, Town Office and Outside exits.

Equipment:

LCD Projector

Large Screen Television

Mobile Dry-Erase/Chalkboard

To: **ROBERT SMITH** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the **PLANNING BOARD** and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said named above, upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office until March 2019.

Given under our hands, this 29TH day of February, 2016

.....>

.....> **SELECT BOARD**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **PLANNING BOARD** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the **State of New Hampshire - So help me God.**

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **ROBERT SMITH** took and subscribed the foregoing oath. Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2016

Received and Recorded:



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

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

Applicant's Name: Robert P. Smith

Address: 59 Turtle Pond Rd Phone/Cell: 868-5139

of Years as a Resident: 16

Email address: rpgmsmith@comcast.net

Full Membership (3 year term) position applying for: Planning Board

Term Expires on the following date: 3/1/16

Alternate Position (3 year term) position applying for: _____

Term Expires on the following date: _____

I feel the following experience and background qualifies me for this position: 15 years on the
Planning Board. I have headed up over \$100M of construction for a large corporation. I have built my
own house, remodeled several former houses. I have renovated the old School house at the Lee Church
and updated several other aspects of the church. I have done extensive capital planning for IBM and now
head up the CIP for the Town of Lee.

Robert P. Smith
Signature

1/8/16
Date

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

To: **CRAIG WILLIAMS** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the **ZONING BOARD OF ADJUSTMENT** and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said named above, upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office until March 2019.

Given under our hands, this 29TH day of February, 2016

.....>

.....> **SELECT BOARD**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as an **ALTERNATE** member of the **ZONING BOARD OF ADJUSTMENT** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the **State of New Hampshire - So help me God.**

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **CRAIG WILLIAMS** took and subscribed the foregoing oath. Before me,

.....
Linda R. Reinhold, **Town Clerk**

Date: _____, 2016

Received and Recorded:



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

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

Applicant's Name: Craig Williams

Address: 62 Harvey Mill Rd Phone/Cell: 659-7799/2353857

of Years as a Resident: 25

Email address: arborvet@comcast.net

Full Membership (3 year term) position applying for: _____

Term Expires on the following date: _____

Alternate Position (3 year term) position applying for: x Zoning Board

Term Expires on the following date: 2019

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

3 years as alternate member, interest in working for the town, small business owner

Craig Williams
Signature

1/13/2016
Date

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

To: **PETER HOYT** of Lee, New Hampshire in the **County of Strafford:**

Whereas, there is a vacancy in the office of the **ZONING BOARD OF ADJUSTMENT** and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said named above, upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office until March 2019.

Given under our hands, this 29TH day of February, 2016

.....>

.....> **SELECT BOARD**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as an **ALTERNATE** member of the **ZONING BOARD OF ADJUSTMENT** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the **State of New Hampshire - So help me God.**

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **PETER HOYT** took and subscribed the foregoing oath.
Before me,

.....
Linda R. Reinhold, **Town Clerk**

Date: _____, 2016

Received and Recorded:



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

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

Applicant's Name: Peter Hoyt

Address: 280 North River Rd Phone/Cell: 659-7796

of Years as a Resident: Too many

Email address: hoytrepair@comcast.net

Full Membership (3 year term) position applying for: ~~ZDA~~

Term Expires on the following date: ~~Spring/16~~

Alternate Position (3 year term) position applying for: ZDA

Term Expires on the following date: Spring/16

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

Peter Hoyt
Signature

1/10/16
Date

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

To: **TOBIN FARWELL** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the **ZONING BOARD OF ADJUSTMENT** and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said named above, upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office until March 2019.

Given under our hands, this 29TH day of February, 2016

.....>

.....> **SELECT BOARD**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **ZONING BOARD OF ADJUSTMENT** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the **State of New Hampshire - So help me God.**

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **TOBIN FARWELL** took and subscribed the foregoing oath. Before me,

.....
Linda R. Reinhold, **Town Clerk**

Date: _____, 2016

Received and Recorded:



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

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

Applicant's Name: Tobin Farwell
Address: 265 Wadleigh Falls Rd Phone/Cell: 969-0493
of Years as a Resident: April 2000 to present
Email address: T.Farwell@comcast.net

Full Membership (3 year term) position applying for: ZBA

Term Expires on the following date: Not sure but soon says Caren

Alternate Position (3 year term) position applying for: _____

Term Expires on the following date: _____

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

Been doing it and can continue.

Tobin Farwell
Signature

1/8/16
Date

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

To: **JAMES BANKS** of Lee, New Hampshire in the **County of Strafford:**

Whereas, there is a vacancy in the office of the **ZONING BOARD OF ADJUSTMENT** and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said named above, upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office until March 2019.

Given under our hands, this 29TH day of February, 2016

.....>

.....> **SELECT BOARD**

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **ZONING BOARD OF ADJUSTMENT** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the **State of New Hampshire - So help me God.**

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **JAMES BANKS** took and subscribed the foregoing oath. Before me,

.....
Linda R. Reinhold, **Town Clerk**

Date: _____, 2016

Received and Recorded:



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

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

Applicant's Name: JAMES R. BANKS
Address: 36 CARPENTER LN Phone/Cell: 659-5607
of Years as a Resident: 45+
Email address: JRBLEE@COMCAST.NET

Full Membership (3 year term) position applying for: ZONING BOARD
Term Expires on the following date: 2016
Alternate Position (3 year term) position applying for: _____
Term Expires on the following date: _____

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

INCUMBENT
FIRST APPOINTED IN THE EIGHTIES,

James R Banks
Signature

20 JAN '16
Date

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

Whereas the early settlers, manifesting their independent spirit, petitioned the Colonial Government of New Hampshire for recognition as an entity unto itself, and separate from Durham, and

Whereas in 1766 the Honorable Governor Wentworth agreed, and accordingly proclaimed to all that this entity would forever be called Lee, and

Whereas those settlers wisely gathered the riches of the forest and waterways, cultivated the land, and raised generations of family to do the same, and

Whereas these founding families welcomed people from all nations and walks of life into their town to share the warmth and wealth of their community, and

Whereas the Honorable Governor Margaret Wood Hassan has proclaimed 2016 the Semiquincentennial Anniversary of the Town of Lee,

Now, therefore, we the Select Board of the Town of Lee, do hereby proclaim that the year-long Lee Semiquincentennial Celebration shall commence from this place and from this moment forward until the Lee Semiquincentennial Bell rings at midnight on January 15th, 2017.

Carole Dennis

Scott Bugbee

John LaCourse

Date: _____

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

RSA 79:10

See instructions on back.

YR TOWN OP#
15-255-11-T

For Tax Year April 1, 20 15 to March 31, 20 16

PLEASE TYPE OR PRINT

1 City/Town of Lee

2 Tax Map No./Lot or USFS sale name & unit #: Map 21 Lot 7-0, 7-2, 8-4, 8-2

3 Is this intent an: Original [X] Supplemental [] Orig. Oper. #

4 Name of road from which accessible: Tuttle Rd.

5 a Acreage of lot: 70 Acreage of cut: 60

b Anticipated start date: Feb. 22

6 Type of ownership (check only one):
a Owner of Land and Stumpage..... [X]
b Previous owner retaining deeded timber rights..... []
c Owner/Purchaser of stumpage & timber rights on public lands (Fed., state, municipal, etc.) or Utility Easements..... []

Report of Cut Form/Certificate to be sent to:

OWNER [] LOGGER/FORESTER [X]

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

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

A [Signature] 11 Feb 16
SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

B [Signature]
SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

C
CORPORATE OFFICER NAME AND TITLE

James R Banks
PRINT OWNER(S) NAME

36 Carpenter Lane
MAILING ADDRESS

Lee NH 03861
CITY/TOWN STATE ZIP CODE

Tele. No.: (603) 659-5007

FOR ASSESSING OFFICIALS ONLY

The selectmen/assessing officials hereby certify that:

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

Enter Amount of Timber Tax Bond Required and Date Posted:

\$ _____ Date _____

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

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

8 Description Of Wood Or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	250	MBF
Hemlock	50	MBF
Red Pine	10	MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	15	MBF
Ash		MBF
Beech & Soft Maple	10	MBF
Pallet or Tie Logs	100	MBF
Others (Specify)		MBF

Pulpwood:	Tons	or	Cords
Spruce & Fir			
Hardwood & Aspen	800		
Pine			
Hemlock	300		
Whole Tree Chips	1500		

Miscellaneous:	
Birch Bolts	Cords
Cordwood & Fuelwood	Cords

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

Species:	Amount:

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

[Signature] 2/11/16
SIGNATURE OF LOGGER/FORESTER OR PERSON RESPONSIBLE FOR CUTTING DATE

Brett K. Barton 603-376-3804
PRINT NAME TELEPHONE

279 Province Rd.
MAILING ADDRESS

Barnstead NH 03818
CITY/TOWN STATE ZIP CODE

Signature (in ink) of Assessing Official Date
Signature (in ink) of Assessing Official Date
Signature (in ink) of Assessing Official Date



TOWN OF LEE

DEPARTMENT HEAD LEAVE NOTICE

This form is to be completed and submitted to the Town Secretary so that leave may be deducted from your leave accruals. In most cases, notice should be submitted prior to leave being taken and, in the case of sick leave taken because of unexpected illness, this form is to be submitted immediately upon your return to work.

DATE OF REQUEST: Feb. 29, 2016 DATE(S) OF LEAVE: April 4-8, 2016

TOTAL HOURS REQUESTED: 40

TYPE OF LEAVE REQUESTED (check one):

Vacation

Sick

Personal Day

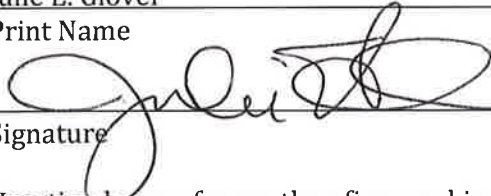
Bereavement

Other _____

Explanation (if necessary): Azores

Julie E. Glover

Print Name



Signature

Vacation leave of more than five working days and other forms of leave under certain circumstances must be approved by the Board of Selectmen prior to leave being taken, and sick leave may require medical certification (please see Personnel Policy & Procedures Manual for details.)

Approval: _____ Date: _____
Chairman, Board of Selectmen

Denied

Reason: _____



Sample BMP Survey Notice to Abutting Towns and Instructions (Large System Renewal Applications)

Dear Selectmen

The purpose of this letter is to inform you about the program we have to help us protect our source(s) of public drinking water. We have been implementing this program since 1995. By doing so we benefit from increased protection of our sources and we lower our water system's operating costs by receiving cost-saving waivers from certain drinking water sampling requirements under New Hampshire's Phase II and V sampling waiver program.

The area that we protect is called the wellhead protection area (or *surface water intake protection area*). This is the area that likely contributes groundwater flow to our wells (or a *portion of the watershed that contributes to our surface water source*). The New Hampshire Department of Environmental Services (DES) delineated this protection area for us, which is shown on the enclosed map. As you can see, our protection area extends into your town.

Our protection program includes an educational mailing that provides information to homeowners and businesses about what they can do to minimize the risk of a release of regulated substances. For businesses using greater than household quantities of regulated substances (called potential contamination sources (PCSs)), our protection program requires us to conduct in-person surveys once every three years. An in-person survey is a visit to a PCS, done on an appointment basis, to observe the facility for compliance with state administrative rule, Env-Wq 401, Best Management Practices (BMP). The attached DES Fact Sheet gives an overview of the BMP rules. Because PCSs exist in the portion of our protection area that extends into Lee, we would like to conduct BMP compliance surveys in your town. We plan to begin our next triennial round of surveys in the near future, including the surveys in Lee. However, *UNH/Durham Water System* will not conduct BMP surveys in Lee without first notifying you. Following each survey we send a summary letter to the PCS and we will forward a copy to you, as well. Please contact me at (603)-862-1390 brandon.colby@unh.edu if you have any questions about this matter.

We appreciate your cooperation with our efforts to protect our valuable source(s) of drinking water.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandon Colby".

Brandon Colby
UNH/Durham Water System

REC'D
FEB 17 2016
TOWN CLERK
TOWN CLERK

ENVIRONMENTAL Fact Sheet



29 Hazen Drive, Concord, New Hampshire 03301 • (603) 271-3503 • www.des.nh.gov

WD-DWGB 22-4

2009

Best Management Practices (BMPs) for Groundwater Protection

Sixty percent of New Hampshire residents rely primarily on groundwater for their drinking water. Recognizing the importance of protecting the natural quality of groundwater, the legislature passed the Groundwater Protection Act (RSA 485-C) in 1991. This legislation recognized that a wide variety of activities involve the use of materials that can, if not properly handled, contaminate groundwater. There have been numerous instances of groundwater contamination in New Hampshire from leaking storage facilities, improper waste disposal, accidental spills, and even from normal use of these materials. Potentially contaminating substances can be more safely managed if certain basic guidelines are followed. The Groundwater Protection Act directed the N.H. Department of Environmental Services to adopt rules specifying best management practices (BMPs) for the Potential Contamination Sources (PCSs) listed below.

DES developed and adopted N.H. Code of Administrative Rules Part Env-Wq 401 Best Management Practices for Groundwater Protection, (formerly Env-Ws 421) which apply to all potential contamination sources in the state. The BMPs within the rules are essentially common-sense operating practices that are simple and economical to implement. The purpose of the BMPs is to help prevent a release of regulated substances. Regulated substances include oil, as defined under RSA 146-A, III, regulated contaminants established pursuant to RSA 485-C:6, and hazardous substances listed under federal regulations at 40 CFR 302. Cleaning up the release of a regulated substance can be very expensive. Following the BMP rules reduces environmental liability and minimizes potential cleanup costs.

Potential Contamination Sources (PCSs) ¹	
<ul style="list-style-type: none"> • Vehicle service and repair shops • General service and repair shops • Metalworking shops • Manufacturing facilities • Underground and above-ground storage tanks • Waste and scrap processing and storage • Transportation corridors • Septic systems (at commercial and industrial facilities) • Laboratories and certain professional offices (medical, dental, veterinary) 	<ul style="list-style-type: none"> • Use of agricultural chemicals² • Salt storage and use • Snow dumps • Stormwater infiltration ponds or leaching catch basins • Cleaning services • Food processing plants • Fueling and maintenance of earth moving equipment • Concrete, asphalt, and tar manufacture • Cemeteries • Hazardous waste facilities
<p>¹As identified in New Hampshire's Groundwater Protection Act (RSA 485-C) ²Subject to BMPs developed and administered by NH Dept. of Food, Agriculture, and Markets</p>	

Summary of BMP for Groundwater Protection Rules

Storage

- Store regulated substances on an impervious surface.
- Secure storage areas against unauthorized entry.
- Label regulated containers clearly and visibly.
- Inspect storage areas weekly.
- Cover regulated containers¹ in outside storage areas.
- Keep regulated containers that are stored outside more than 50 feet from surface water and storm drains, 75 feet from private wells, and up to 400 feet from public wells.
- Secondary containment is required for regulated containers stored outside, except for on-premise use heating fuel tanks, or aboveground or underground storage tanks otherwise regulated.

Handling

- Keep regulated containers closed and sealed.
- Place drip pans under spigots, valves, and pumps.
- Have spill control and containment equipment readily available in all work areas.
- Use funnels and drip pans when transferring regulated substances; perform transfers over impervious surface.

Release Response Information

- Post information on what to do in the event of a spill.

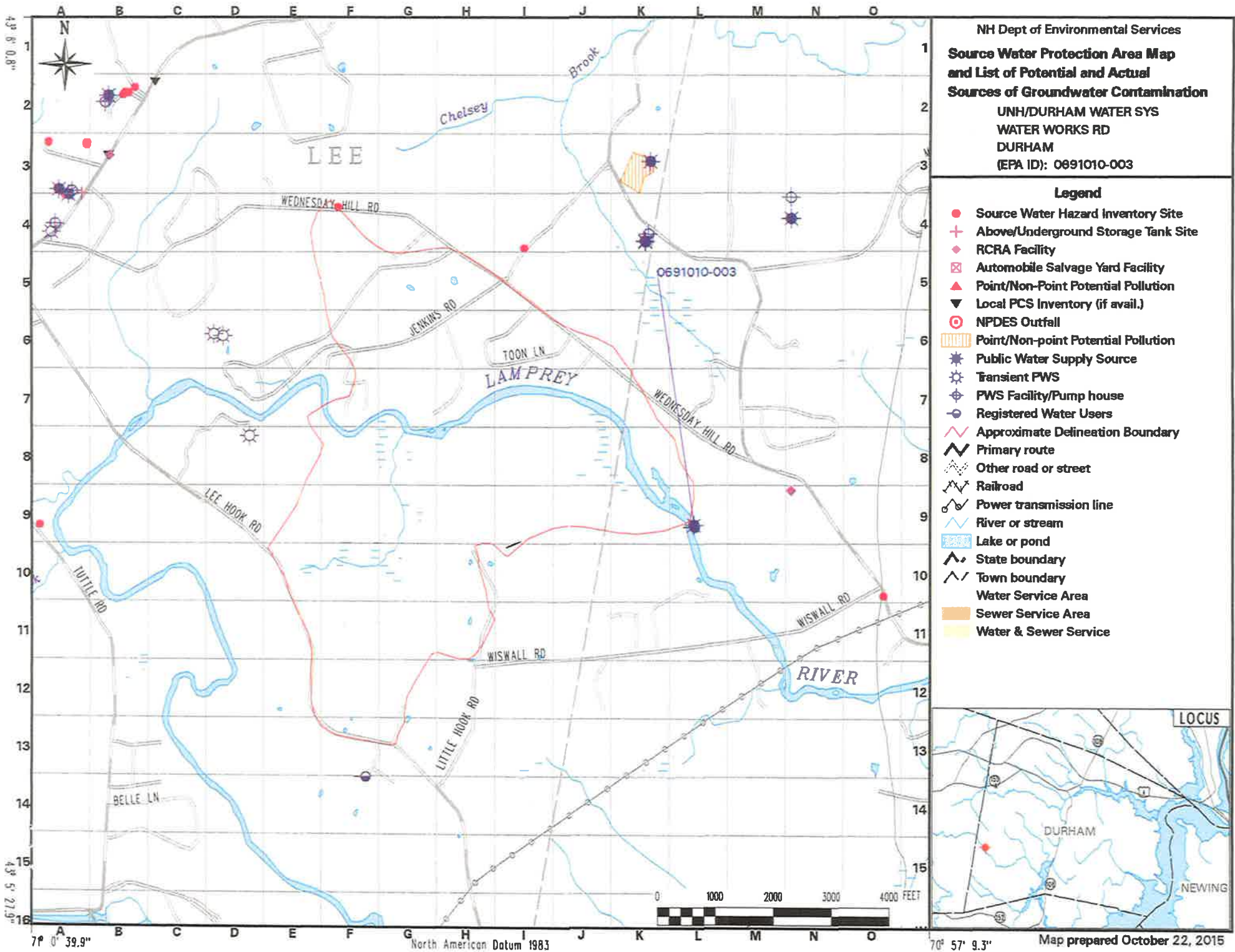
Floor Drains and Work Sinks

- Cannot discharge into or onto the ground.

¹Regulated container means any device in which a regulated substance is stored, transported, treated, disposed of, or otherwise handled, with a capacity of five gallons or more. The term does not include fuel tanks attached to and supplying fuel to a motor vehicle.

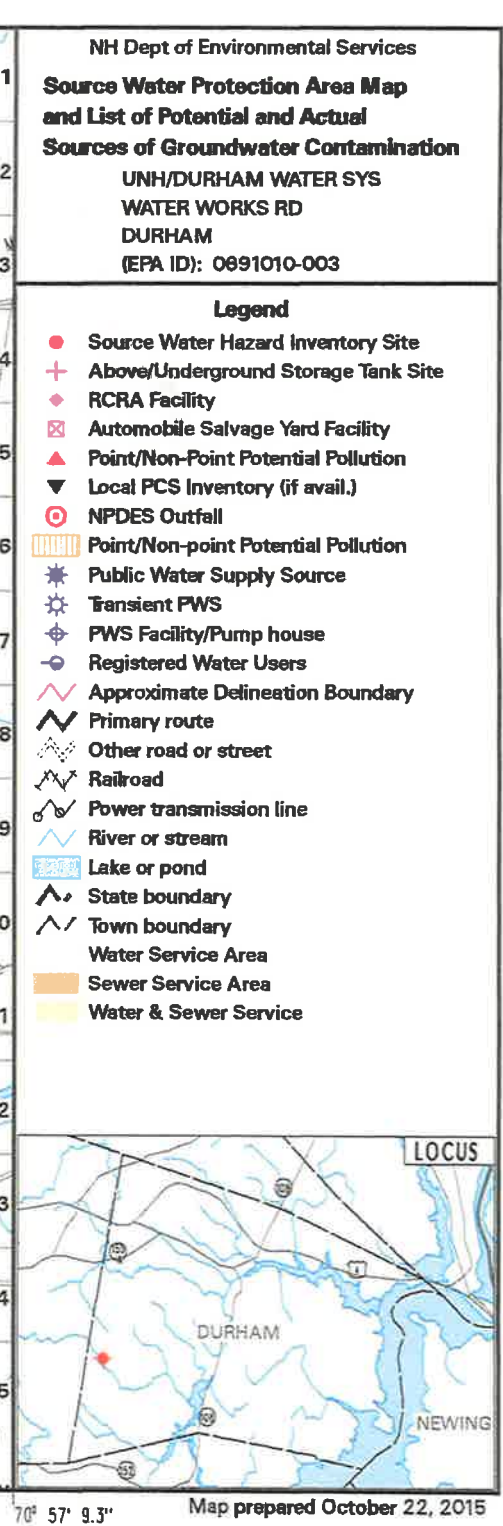
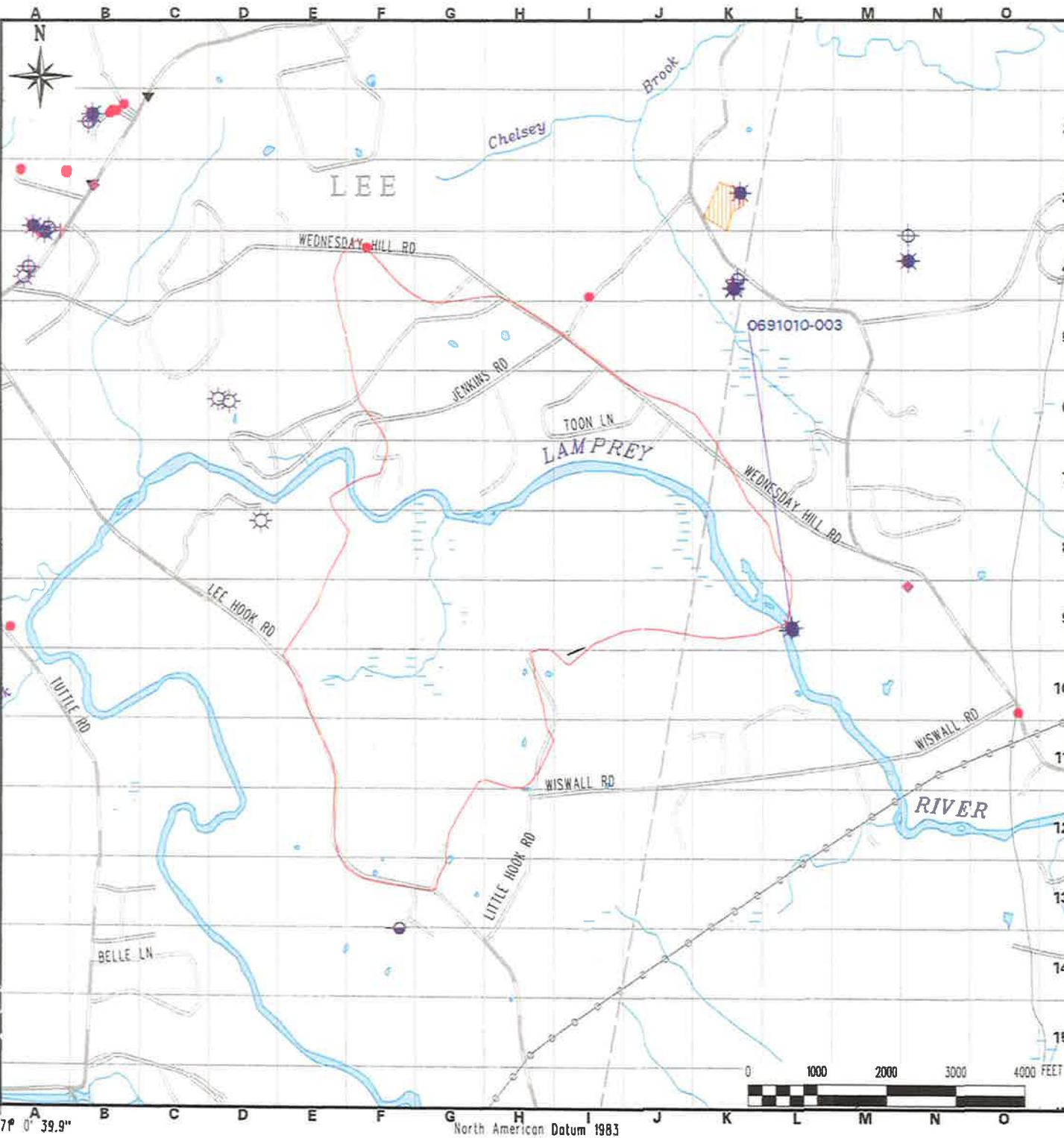
For more information on best management practices for groundwater protection visit the DES Drinking Water Source Protection webpage at <http://des.nh.gov/organization/divisions/water/dwgb/dwspp/index.htm>, or contact the NH Department of Environmental Services at (603) 271-2947 or (603) 271-0688.

Disclaimer: Statutory information contained in this fact sheet is current as of February 2, 2007. Statutory or regulatory changes that may occur after February 2, 2007, may cause part or all of the information to be invalid. If there are any questions concerning the status of the information, please contact DES at (603) 271-3644.



43° 8' 0.8"

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A B C D E F G H I J K L M N O

copy



Sample BMP Survey Notice to Abutting Towns and Instructions (Large System Renewal Applications)

Dear Selectmen

The purpose of this letter is to inform you about the program we have to help us protect our source(s) of public drinking water. We have been implementing this program since 1995. By doing so we benefit from increased protection of our sources and we lower our water system's operating costs by receiving cost-saving waivers from certain drinking water sampling requirements under New Hampshire's Phase II and V sampling waiver program.

The area that we protect is called the wellhead protection area (or *surface water intake protection area*). This is the area that likely contributes groundwater flow to our wells (or *a portion of the watershed that contributes to our surface water source*). The New Hampshire Department of Environmental Services (DES) delineated this protection area for us, which is shown on the enclosed map. As you can see, our protection area extends into your town.

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We appreciate your cooperation with our efforts to protect our valuable source(s) of drinking water.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandon Colby".

Brandon Colby
UNH/Durham Water System

FEB 17 2016

TOWN

ENVIRONMENTAL Fact Sheet



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Potential Contamination Sources (PCSs) ¹	
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- Use funnels and drip pans when transferring regulated substances; perform transfers over impervious surface.

Release Response Information

- Post information on what to do in the event of a spill.

Floor Drains and Work Sinks

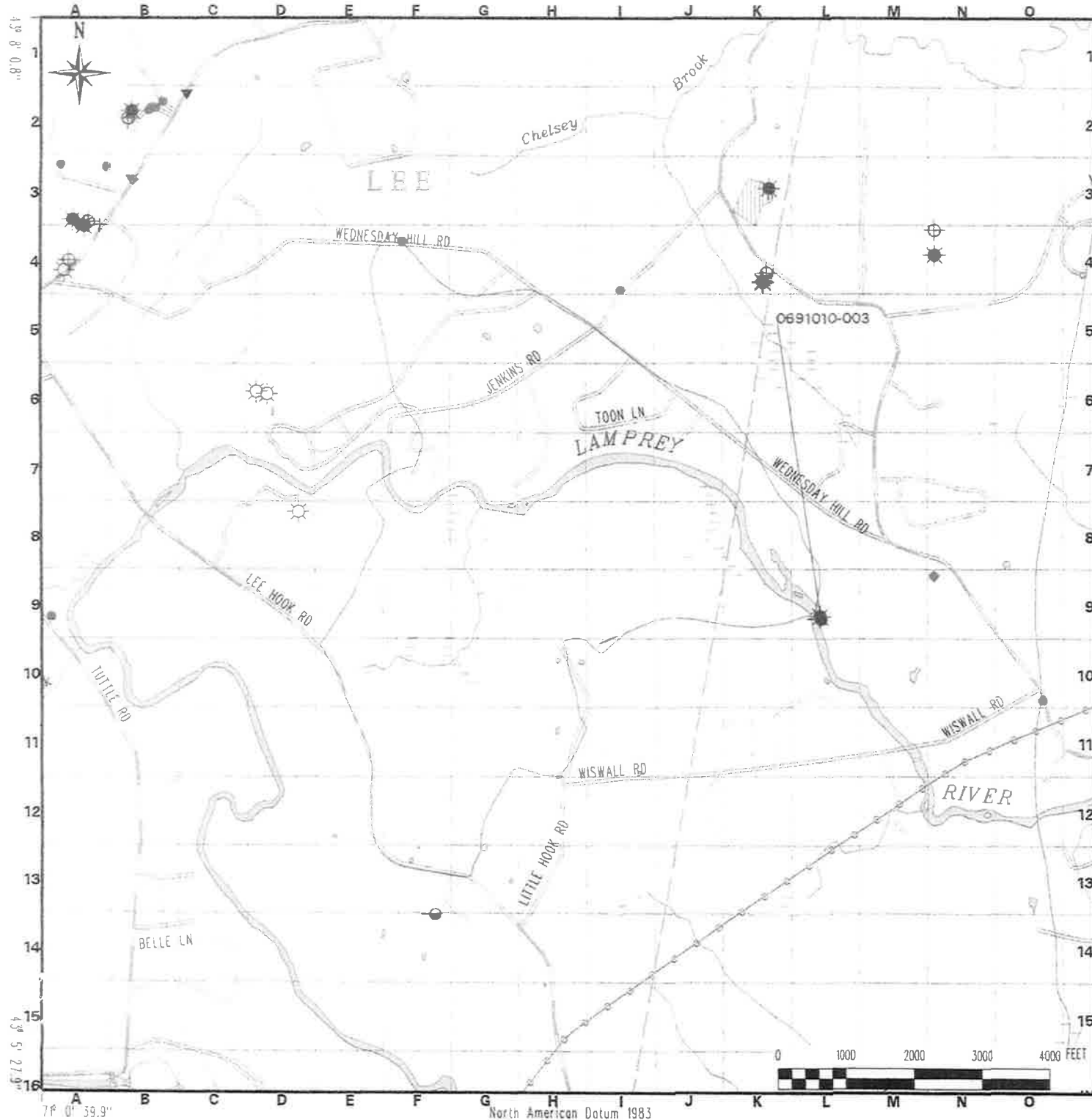
- Cannot discharge into or onto the ground.

¹Regulated container means any device in which a regulated substance is stored, transported, treated, disposed of, or otherwise handled, with a capacity of five gallons or more. The term does not include fuel tanks attached to and supplying fuel to a motor vehicle.

For more information on best management practices for groundwater protection visit the DES Drinking Water Source Protection webpage at

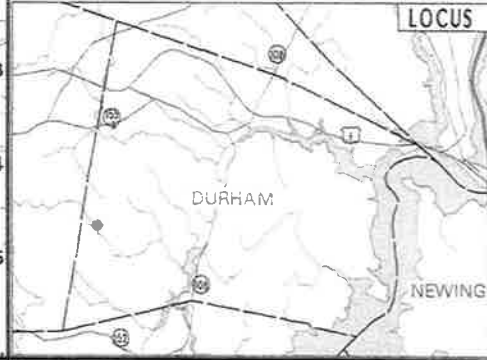
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NH Dept of Environmental Services
**Source Water Protection Area Map
 and List of Potential and Actual
 Sources of Groundwater Contamination**
 UNH/DURHAM WATER SYS
 WATER WORKS RD
 DURHAM
 (EPA ID): 0691010-003

- Legend**
- Source Water Hazard Inventory Site
 - + Above/Underground Storage Tank Site
 - ◆ RCRA Facility
 - ⊗ Automobile Salvage Yard Facility
 - ▲ Point/Non-Point Potential Pollution
 - ▼ Local PCS Inventory (if avail.)
 - ⊙ NPDES Outfall
 - ▨ Point/Non-point Potential Pollution
 - ★ Public Water Supply Source
 - ☼ Transient PWS
 - ⊕ PWS Facility/Pump house
 - ⊖ Registered Water Users
 - ⋈ Approximate Delineation Boundary
 - ⋈ Primary route
 - ⋈ Other road or street
 - ⋈ Railroad
 - ⋈ Power transmission line
 - ⋈ River or stream
 - ▭ Lake or pond
 - ⋈ State boundary
 - ⋈ Town boundary
 - ▭ Water Service Area
 - ▭ Sewer Service Area
 - ▭ Water & Sewer Service





February 17, 2016

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

Dear Chairman and Members of the Board:

As you know, we announced a multi-year plan to reinvent the customer experience. Transforming the customer experience is our #1 goal and we're 100% committed to making it happen. We are looking at everything through a customer lens and making incremental investments and changes to make it easier to do business with us. We wanted to make you aware of one such change as it relates to simplifying our installation billing practices and pricing.

Starting March 7, 2016, we will simplify our initial installation charges in your community by introducing a single Professional Installation charge of \$79.99, inclusive of installation fees (excludes applicable taxes and fees). This single installation charge will include the standard installation of XFINITY TV, XFINITY Internet and/or XFINITY Voice on all TVs in the customer's home at time of initial installation in addition to fees related to Installation, Activation and Relocation of each Additional Outlet, Connection of DVR equipment, Voice Service Activation and Wireless Networking On-Site Professional Set-Up. Today these additional fees are billed separately from the installation charge. Customers will be able to order service, schedule a Professional Installation, and inform our technician the rooms they want their services to be installed, all for one price! The charge does not apply to the installation of XFINITY Home or Gigabit Pro Internet Service.

The Professional Installation charge will replace the One Product, Two Product and Three Product Installation charges in addition to the other fees previously charged during an initial installation of service as described above.

Starting March 7, 2016 and running through April 6, 2016, we will be offering a \$30.00 discount to existing customers for a single product initial installation of XFINITY TV service. We will offer a \$20.00 discount for all other initial product installations.

Customers are receiving notice of this change with their bill statement starting February 7, 2016. If you have any questions about this change, please feel free to contact me at 603.334.3603.

Sincerely,

Jay Somers

Jay Somers, Sr. Manager
Government & Regulatory Affairs