

SELECT BOARD MEETING AGENDA

DATE: Monday, May 9, 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 meeting to Order – 6:00 pm
2. Public Comment
3. **Jeremy Goodwin, Owner of The Smoke Shack – Food Truck at LRP**
Request permission to park his food truck aka The Smoke Shack at Little River Park on the weekends to conduct business.
4. **Sharon Meeker, Lee Trails Committee – PSC Meeting Room Application**
Request permission to utilize the PSC meeting room to conduct Lee Trails Committee meetings on the 2nd Wednesday of every month and to also waive the liability insurance requirement.
5. **Peter Macdonald – Veteran Resort-Chapel**
6. **Chairman Scott Bugbee – Volunteer Appreciation Dinner**
Discuss the possibility of having the Board join the Police and Fire Assoc in the annual volunteer appreciation event this year.
7. **Selectman Cary Brown**
 - a. Master Plan Process
 - b. Revisit whether the Town should advertise church suppers in the E-Crier.
 - c. Moving Town personnel to the Public Safety Complex
8. **Denise Duval, Town Secretary – Wellness Training Program**
Ask the Board to assist with the cost to continue with the Fitness/Wellness Training Program for town employees.
9. **Julie Glover, Town Administrator**
 - a. Little River Park - Mutt Mitt Bags and Disposal Center
 - b. Review Facilities Committee Charge
 - c. Sale of Banners at LRP
 - d. Approve Final Comcast Franchise Agreement
 - e. Miscellaneous

10. Motion to accept the Consent Agenda as presented:

SIGNATURES REQUIRED

Sustainability Committee Application
Excavated Material Reports
Land Use Change Tax (2)
Elderly Exemption Application
Veteran Tax Credit Application
Notice of Intent to Cut
Yield Tax Levy
Abatement Approval Memo

INFORMATION ONLY

Unanticipated Revenue to the Conservation Commission
Unanticipated Revenue to the Heritage Commission
DRA Equalization Letter
5th Annual Raid Rockingham Bicycle Ride Fundraiser Ltr
Eversource Application for a Certificate of Site & Facility

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

11. Motion to accept the Select Board Public Meeting Minutes from April 25, 2016.
12. Motion to accept the Select Board Non Public Meeting Minutes from April 25, 2016
13. Motion to accept Manifest #22 and Weeks Payroll Ending May 8, 2016.
14. Motion to enter into Non-Public Session – NH RSA 91-A:3 II (a) – Personnel
(c) – Tax deeds
(a-e,i) – Reviewing Non-Public Minutes for Release
15. Motion to seal the Non-Public Minutes (if necessary.) Roll call Vote required:
Chairman Bugbee _____ Selectman LaCourse _____ Selectman Brown _____
16. Miscellaneous/Unfinished Business
17. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on May 6, 2016

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



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

Office Use Only
Meeting Date: <u>5/9/16</u>
Agenda Item No. _____

BOARD OF SELECTMEN
5/9/16 **MEETING AGENDA REQUEST**
(Meeting Date Requested)

Agenda Item Title: Concessions trailer at Little River
Park

Requested By: Jeremy Goodwin **Date:** 05.09.2016

Contact Information: 603.686.1128 jgood5477a@gmail.com

Presented By: _____

Description: I would like to set up concessions
at Little River Park to serve food
and refreshments to guest at the park.

Financial Details: to be discussed.

Legal Authority NH RSA 143-A:1
(usually NH RSA or Town Ordinance/Policy):

Legal Opinion: _____

REQUESTED ACTION OR RECOMMENDATIONS:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/3/2016

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

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

PRODUCER Lineweber and Giffin Ins. Agency 5A First Street PO Box 927 Dover NH 03821 INSURED Jeremy's Concession's and Catering LLC 26 Belle Lane Lee NH 03861	CONTACT NAME: Lineweber Giffin PHONE (A/C, No, Ext): (603) 742-6100 FAX (A/C, No): (603) 749-4865 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A:MMG Insurance Co NAIC # 15997 INSURER B:Riverport Ins Co INSURER C: INSURER D: INSURER E: INSURER F:
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COVERAGES CERTIFICATE NUMBER:CL165301995 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	BP12516843	5/1/2016	5/1/2017	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						
A	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 500,000
	ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/>		KA12516843	5/1/2016	5/1/2017	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB CLAIMS-MADE					AGGREGATE \$
	DED RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	y N/A	TBD	5/1/2016	5/1/2017	E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Food Concession sales

Jeremy Goodwin is excluded from Workers Comp

CERTIFICATE HOLDER**CANCELLATION**

Town of Lee
7 Mast Rd
Lee, NH 03861

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Ron Lemieux/118

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

MAIL TO: BUREAU OF FINANCE/RECEIPTS UNIT - FOOD PROTECTION
129 PLEASANT STREET, CONCORD, NH 03301
603-271-4589 FAX: 603-271-4859 TDD Access: 1-800-735-2964
Webabcsite: www.dhhs.nh.gov E-mail: foodprotection@dhhs.state.nh.us

APPLICATION FOR ANNUAL MOBILE FOOD UNIT LICENSE

RS-405263

NOTE: See Reverse for Instructions.

1 Full Legal Name of Corporation, LLC or Owner(s)
2 Name of Establishment
3 Location (Street) (Town, State) (Zip)
4 Mailing Address (if different) (Town, State) (Zip)
5 Telephone # of Establishment () 6 Emergency Contact Telephone # ()
7 Email Address

8 Name of Person in Charge at Establishment

9 Schedule of Operation

10 Type of Ownership

- Sole Proprietorship
Joint Venture
Partnership
Corporation
Limited Liability
Other (Specify)

11 Type of License

- New Establishment
Change in License Class
Change of Ownership
Renewal

12 Current Establishment #

13 Current License #

14 Town Water Yes or No

14 Town Wastewater Yes or No

15 Public Water System/(EPA) #

16 Cook Unit

units which cook/prepare food or distribute refrigerated food

Class D (\$225)

16 Home Delivery

packaged or frozen food

Class F (\$150)

16 Pushcart & Other Mobile Food Units

including but not limited to those serving packaged foods & non-TCS foods only

Class F (\$150)

*Submit all supporting documentation. Incomplete applications will be returned.

Table with 3 columns: Description, Amount, Status. Rows include: 17 New-(Class D only): Floor Plan (see form # PRAPP 07-01-15) and \$75.00 review fee. 17 New and Renewal: Written results of laboratory analysis of water for bacteria, nitrates and nitrites. 17 Servicing area: If using a servicing area, please provide a copy of the food license for the servicing area. 17 Copy of full menu to be served. 17 Projected route.

Registration(s)

Vehicle/Trailer Make Model VIN
Year of Manufacture Color State MV Registration
Vehicle/Trailer Make Model VIN
Year of Manufacture Color State MV Registration

I, (print name & title), certify that all information provided in or attached to this application is complete, accurate and up-to-date as of the date specified below. I further certify that there are no willful misrepresentations of the answers to questions herein, and that I have made no omissions with respect to any of my answers to the questions presented. I understand that it is my responsibility to immediately notify the Food Protection Section with regard to any changes, corrections or updates to the information provided.

SIGNATURE OF APPLICANT: DATE OF APPLICATION:

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY-

Date Received Check # Check Amount Plan Review Plan Review Check#
Provisional Date Final Date Audit # FP Ldb Scn E/H

NH Department of Health & Human Services, Food Protection Section



TOWN OF LEE

MEETING ROOM APPLICATION FORM

Office Use Only	
Date Received:	_____
BOS Approved:	_____
Insurance Cert:	Y ___ N ___
Insurance Waived	_____

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

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

Date of Application: 4/27/16

Name of Group: Lee Trails Committee

Purpose of Event or Meeting: To do on-going work on Trails of Lee

Contact Person: Sharon Meeker Event Supervisor: Laurel Cox

Address: Meeker - 203 Wadleigh Falls Rd, Lee, NH. 03861

Phone: 603-659-5441 Email: s-meeker@comcast.net

Number of People: 5-8 people

Date(s) of Use: second wed of every MO Time of Use: 7-9 p.m. or 1-3 p.m.

Will food or beverages be served? no Do you require the use of the kitchen; if so, provide extent of use: 1st floor

Please indicate on the reverse any special arrangements requested.

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

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

Signature of Legally Responsible Person: Sharon Meeker

Print Name: Sharon Meeker

ATTACH CERTIFICATE OF INSURANCE

To Lee NH Selectmen 5/5/16

Veteran Resort-Chapel
101 Stepping Stone rd
Lee NH 03861
603-781-3839

People:

The Veteran Resort-Chapel (VRC) Religious Assembly with a ministry of U.S. Military Veterans that found God during and in Combat. The VRC is a federally registered church non-profit to help homeless U.S. Military Combat Veterans. Our Employer ID# 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 9/9/12, Contribution Deductibility yes, Addendum Applies No. State of NH Corporation non-profit charity registered to help homeless U.S. Military Veterans, Identification #678141. The Town of Lee NH has several copies of my Ministers credentials registered in the Strafford Count Deed of Records. The VRC is a church and protected by the law Religious Land Use Institutionalized Persons Act that protects religion just as the 1st and 14th Amendment to Part First of the NH Constitution. NH Superior court St. Benedicts center V. Town of Gilbert clearly set presidents that in the State of NH zoning could not be used to harm a church as the Town of Lee is doing in this case. 5th Ave Presbyterian Church V. NY case 02-0773 case No. 02773 clearly makes the Town of Lee evicting homeless combat veterans from church property (that are church members) discrimination. Reed V. Town of Gilbert Supreme court case No. 13-502 clearly makes it discriminatory to stop the VRC from using temporary signs on church property, when the town allows to this day signs on neighboring properties, larger and advertizing businesses from a different town against Lee zoning ordinance. The Town of Lee had rented portable toilets removed and barred from VRC property when over 100 other property owners in Lee NH have the same toilets on their land.

The VRC is asking the Town of Lee NH to recognize our church just as we have been in existence since 2012, to grant the VRC permission to have and use our land as all others in Lee NH do. We are asking to build religious reading rooms 12 of them with out water or electric on our 11 acres of church property. The VRC also asks that our Tax be waved as we are a religious origination and a non-profit helping U.S. homeless combat veterans as God asked us to. We are also asking for your answer to be in writing to all these questions asked. God granted we the homeless U.S. Military Combat Veterans a church, we are asking no more constitutional rights than any other Lee NH resident but we expect no less also.
Peter Macdonald Sgt USMC Semper Fi
Minister





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

TOWN SPONSORED WELLNESS TRAINING PROGRAM

On January 19, 2016, the Select Board granted the Town of Lee employees permission to participate in campaigns within the Health Trust Wellness Program as presented by the Wellness Coordinator throughout the 2016 calendar year and approved the expenditure of \$500.00 that was received from the Health Trust to be spent on campaigns within the Wellness Program.

The employees voted for the "Get Moving Fitness Challenge" as their Town Campaign. This challenge which was under the command of an excellent local fitness trainer Scott McGrath ran for the month of April. Due to the large volume of interest between various departments, the employees would very much like to continue with this program. After several conversations between me and the Chiefs, a proposal has been reached. We ask that the Board agree to split the cost of having this health fitness program benefit continue on a monthly basis for all town employees, said cost not to exceed \$200 per month. The Police Association has offered to cover the other half of this cost. The funds to come from the Health Insurance budget.

Thank you,

Denise Duval
Health and Wellness Coordinator

November 5, 2012

Julie Glover
Town of Lee
7 Mast Rd.
Lee, NH 03861



Dear Julie,

Thank you for visiting our booth at the 2012 ICMA Annual Conference.

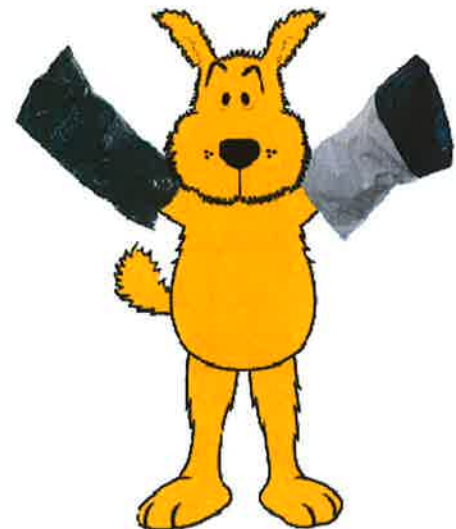
Mutt Mitts have numerous advantages over other pet waste pick-up products.

- Mutt Mitts are very economical and give you the best value for your pet waste pick-up dollar
- The patented deep gusseted bottom pouch holds more pet waste and makes pick up much easier than with other means.
- Mutt Mitts prevent the over-usage (waste) experienced by other products because they are dispensed one at a time from our heavy-duty aluminum dispensers.
- Mutt Mitts are 100% oxo-biodegradable.
- Our original 2-ply Mutt Mitts provide unsurpassed protection for the user.
- Single ply Mutt Mitts offer ultimate economy.
- Our printed Mutt Mitt Program facilitates the partnership between cities and sponsors.
- All Mutt Mitt products are 100% made in the USA.

Enclosed please find samples of both our original 2-ply Mutt Mitts and Mutt Mitt Singles. I will contact you soon. If in the meantime you have any questions and/or I can be of assistance in any way, please call me at 859-586-0762 or email me at mike@ipimitts.com.

Sincerely,

Mike Chaffee
Intelligent Products, Inc.
Direct: 859-586-0762
Office: 800-697-6084





Mutt Mitt®

The Pet Pollution Solution®

Commercial



generic



custom

Signs

- All weather aluminum
- 18" x 12"
- Generic logo
- Custom printing available

Generic Logo

qty	per sign
1-5	\$20.00
6+	\$18.00

Custom Logo

qty	per sign
1-5	\$30.00
6+	\$27.00



Dispensers

- All weather aluminum
- White or green
- Tamper resistant
- Easy access locking front panel

qty	dispenser
1-5	\$63.00

6+	\$59.50*
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*free shipping 50 or more lower 48 only



original 2-ply

Mutt Mitt 2-ply

- Dispense one at a time
- Deep bottom pouch
- 800 Mitts per case

qty	per case
1-5	\$65.75

6-11	\$61.75
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12+	\$55.75*
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*free shipping 60 or more lower 48 only



single ply

Mutt Mitt Singles

- Dispense one at a time
- Deep bottom pouch
- 2000 Mitts per case

qty	per case
1-5	\$89.00

6-11	\$79.50
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12-79	\$69.00
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80+	\$64.00*
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*free shipping 80 or more lower 48 only



10 gallon w/ lid

Waste Receptacle

- Black or Green
- 18 gauge perforated steel
- Powder coated finish
- Retainer bands hold poly bags

qty	per can
1-5	\$179.50*

6-11	\$169.00*
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*free shipping lower 48 only



Mutt Mitt Kit

- Generic sign
 - Dispenser (white or green)
 - Telescopic post
 - Mutt Mitt (800 count)
- (all necessary hardware included)

Note: post also available separately
1-5 \$63.00 ea. 6+ \$59.50 ea.

qty	per kit
1-5	\$181.75

6+	\$174.75
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\$30.00 Savings

Save \$30 when items are purchased as a kit.



The Select Board has tasked the new Facilities Committee to develop a comprehensive long-range facilities plan to assist the Board with making informed decisions regarding major capital projects related to future uses of municipal buildings. The plan will consider how best to use existing buildings to serve the varied interests of the Town, while also considering the construction of new facilities. It is anticipated that this effort will support the annual Capital Improvement Process (CIP) conducted in preparing the capital budget.

The committee will serve in an advisory capacity but because of the many entities involved, it will work with all boards, commissions and committees, as well as Town staff to develop the plan.

With input from the aforementioned groups, and a thorough review of the work of previous Town Center Committees, the Facilities Committee will develop a long-range plan recommending the most appropriate uses for municipal-owned buildings to meet future needs, as well as to connect identified projects with suitable locations. The Committee may recommend the purchase of properties that may be needed to effectuate the long-range plan.

In preparation for the 2017 Budget Process, it is anticipated that the Committee will produce a strategic long-range plan preceded by the following tasks:

- Develop an accurate inventory of all Town-owned properties within the Town Center identifying size, current uses, frequency of use, and other critical information which will include specific requirements for Town departments;
- Catalogue identified and foreseeable capital facilities' needs, including a needs assessment supported by empirical data; and complete high level estimates to determine feasibility of the work to be completed;
- Develop three (3) options for addressing the needs (personnel/occupants, infrastructure, social and historic/aesthetic) of all of the buildings, indexed to relative costs (low to high);

Finally, the Committee will produce a report recommending a phased approach to address the needs identified per the documented observations and requirements and make specific recommendations for future uses of municipal buildings.

Following the completion of these steps, the Select Board will hold a community-wide forum to discuss the committee's work and findings.

This plan will then advise the Capital Improvement Plan Committee for annual budgeting purposes beginning with the FY2017 budget, as well as the Deliberative Session when it considers capital requests related to town owned buildings.

An initial list of some considerations to be applied in development of the long range plan is listed on the following page. The Committee will be sensitive to the demands placed on staff time to complete its charge and will coordinate staff efforts through each Department.

The Committee shall be composed of nine members, with two alternates, to be appointed by the Select Board. All terms will expire upon the final recommendation and report of the strategic long-range plan, but no later than June 30, 2017.

1. When developing the three (3) options/solutions for addressing the collective needs of each of the Town's departments, boards, commissions/committees, and the users/visitors of the buildings under consideration:
 - a. The 'needs' are to be defined to include: space, privacy, health and safety, accessibility, social, historical and aesthetic.
 - b. Options are to be framed as short-term (1-5 years), mid-term (6-10 years) and long-term (11+ years).
 - c. Develop plans for the ongoing maintenance and possible renovation of the existing Town Hall, Library, and Historical Museum regardless of their future use.
 - d. Evaluate and rank the options in terms of cost, suitability for phased construction, and minimal disruption to Town activities during construction
2. Complete high level estimates, indexed to relative costs (low to high) and to potential environmental impacts, for each of the options developed, to determine feasibility of the work to be completed:
 - a. Utilizing the services of established professionals in the field(s), the Facilities Committee should 'frame' the estimates to include reuse, renovation/restoration, and new construction.
 - b. In addition to utilizing existing Town buildings, a plan for any expansion or new construction, should consider other sites within the 1/2 mile radius of the Town Center.
3. Survey (informally) all possible land available for new or additions to buildings. Include size, EPA restrictions, geological concerns, access issues, parking availability, access to services issues. Create a rough map of these.



TOWN OF LEE
Office of the Select Board
7 Mast Road
Lee, New Hampshire 03861
(603) 659-5414

March 22, 2016

Dear Town Center Committee Member,

Since the Town Center Committee delivered its 'Memorandum' to the Select Board on January 11, 2016, the Select Board has discussed the next steps regarding the Town Center buildings: February 1, 2016 (Public Discussion of TCC Memorandum and buildings), February 16, 2016 (Discussion of Future of Committee and Nature of Charge), February 29, 2016 (Library Building Discussion with Library Trustees...Facilities Committee Suggested) and March 14, 2016 (Creation of Facilities Committee Formalized).

At its March 14, 2016 meeting, the Select Board requested that Town Administrator Julie Glover and Paul Gasowski, who volunteered to help, work together to draft a request to the 2015 Town Center Committee members, seeking the input of individuals to assist the Select Board in developing a charge for a new Facilities Committee. Once the charge and scope are framed, efforts to form the committee will begin. As per Select Board directives, the Facilities Committee will focus its efforts on extending and refining the work of the 2015 Town Center Committee, to include perhaps working with a professional consultant. The scope of the work will be to:

1. Determine and document specific requirements for various departments;
2. Complete high level estimates to determine feasibility of the work to be completed;
3. Develop three (3) options for addressing the needs (personnel/occupants, infrastructure, social and historic/aesthetic) of all of the buildings, indexed to relative costs (low to high);
4. Develop a phased approach to address the needs identified per the documented observations and requirements.

Using the above parameters as a starting point, your assistance has been requested in helping to develop a draft charge for the Facilities Committee. If you are interested and able to assist, please send your comments to Town Administrator Julie Glover (townadministrator@leenh.org) by April 7th. Administrator Glover will collate the comments and bring them forward to the Select Board.

Thanks for your assistance,

Julie Glover
Paul Gasowski

Dave Meeker

Charge for the Facilities Committee:

1. Determine and summarize the office needs for the next X years of each component of Town government in terms of space, privacy, and security.
2. Develop plans for the restoration of the existing Town Hall and its future use.
3. Develop plans to adapt the Town Library and Historical Museum to the needs of the Town for the next X years.
4. Develop up to three options which address the space and security needs of Town government, protect and prepare the Town's existing buildings for the future needs of the Town while taking due consideration for historical and aesthetic values.
5. Evaluate and rank the options in terms of cost, suitability for phased construction, and minimal disruption to Town activities during construction.

Julie Glover

From: Deborah Schanda <deborahschanda@gmail.com>
Sent: Sunday, April 03, 2016 8:06 PM
To: Julie Glover
Cc: Paul Gasowski
Subject: Re: Charge for a New Facilities Committee

Julie, Paul,

My thoughts on the charge for the Facilities Committee are:

Scope: consistent with the final TCC document

Deliverables:

1. as stated in letter - Determine and document specific requirements of the departments. Departments must be listed as well as the frequency of the requirement as at least one department was noted as only requiring space once per month.
2. as stated in letter - Fully develop 3 options that addresses and meets the needs of each department. As part of the development, the phased approach must be articulated with time frame noted for each phase.
3. The options presented must tie back to the goals of the TCC showing whether or not, the goal is being fulfilled. If the Facilities Committee option does not fulfill the goals, there must be clear language as to why the solution is being proposed.
4. The estimates must include the full solution addressing the stated requirements. The estimates must include the phasing of the solution and the trade offs of completing the project as one or as multiple phases.
5. The estimates must consider the possibility of the church land and include the ~ amount in the final high level estimate, as applicable to the selected option(s).
6. Each deliverable must leave no ambiguity such that the committee does not need to debate what is included and what is not included.
7. Pros and cons of each option must be fully documented as to how it meets the requirement and satisfies the TCC goals and objectives.

Please let me know if I can be of any assistance.

Thank you,
Deborah

On Tue, Mar 22, 2016 at 9:10 AM, Julie Glover <townadministrator@leenh.org> wrote:

Good Morning:

The Select Board is requesting your assistance with drafting a charge for a new Facilities Committee, to follow up on the work done by your committee in 2015. Please see the attached letter for more information and do not hesitate to contact me if you have any questions.

1. Determine and document specific requirements for various departments:

The Facilities Committee will need to complete and update the specific requirements for various departments and end-users (the public, commissions, committees, etc.) for each of the buildings. Where possible, the requirements should be indexed to previous studies and reports, particularly the 2010 TCC Report.

2. Develop a minimum of three (3) options/solutions for addressing the collective needs of each of the Town's departments, the aggregate commissions/committees and the users/visitors of the buildings under consideration:

The 'needs' are to be defined to include: work-related, health and safety, accessibility, social, historical and aesthetic. Options/Solutions are to be 'framed' as short-term (1-5 years), mid-term (6-10 years) and long-term (11+ years).

3. Complete high level estimates, indexed to relative costs (low to high) and to potential environmental impacts, for the options indicated in #2 (above), to determine feasibility of the work to be completed :

Utilizing the services of established professionals in the field(s), the Facilities Committee should 'frame' the estimates to include reuse, renovation/restoration and new construction. In a comprehensive plan for any expansion or new construction, the current site and other sites within the 1/2 mile radius of the Town Center should be considered.

4. Prepare and deliver a report on the Committee's work to the Select Board, weighing the costs vs. benefits of each of the options that are brought forward.

Ideas for New Facilities Committee Charge

Committee stage 1: (no more than 3-4 months with most work done outside of meetings by teams assigned to each building/office) (this stage somewhat replicates and builds directly on the most recent committee findings but goes further to address many issues ignored)

1. Review all previous committee data, and compile building space, capacity, repair and renovation needs (general rather than specific at this time, but including prioritizing of need)
2. speak to representatives from each office and commission and compile immediate and five year space needs for daily work function, personnel, storage, meeting, communication (interactions with other offices, commissions, and public) (prioritize needs)
3. survey (informally) all possible land available for new or additions to buildings. Include size, EPA restrictions, geological concerns, access issues, parking availability, access to services issues. Create a rough map of these.
4. Based on all of this data create three possible scenarios (could be the three already identified) which will be presented to BOS and then the public, with detailed explanations for each plan, requesting input.
5. Hire a professional inspector to inspect each building in order to create a list of immediate needs in order to salvage the building for any use.
5. Create a list of necessary immediate repairs and restorations that while not addressing possible future use, will maintain the buildings so we don't lose them. Request that the town begin these ASAP.

Committee stage 2: (duration dependent on Architect timeline)

1. architect draws up three designs with timeline and budget requirements, according to above findings and public input. (these must include interior but not necessarily outside design details)
2. prioritize plans according to needs of buildings and personnel
3. present plans to BOS and public in time for public vote in 2017, choosing one option and requesting input on outward appearances and acceptable annual money expenditure for complete project and annual building phases

Committee stage 3: (3 months)

1. With the assistance of the architect finalize one plan with exterior/interior design, budget, etc. **of all buildings involved, including well defined phases for completion.** This must address all buildings involved, new and old, whether being updated, renovated, added to, or left alone; and must include all departments, commissions, and community needs as defined in phase 1.
2. present to BOS and public for final vote.

Phase 4 (town oversight...no longer a committee): construction/reconstruction/reuse will take place within the next five years according to the finalized plan. Each year/phase will include only those projects which could be accommodated within the approved budget amount. (exception would be a new building for example which might take two or more years and thus is given a higher budget allowance.

Submitted by: Janet P. Allen

Cary Brown
3/29/16

Town Center Committee charge

The renewed TCC is tasked with designing a complete project plan that assesses, develops, coordinates with the community and tenants the needs of Lee in terms of facilities requirements and required resources to provide a safe, secure, spacious, architecturally pleasing and financially viable approach to either replacing, refurbishing, demolishing, moving, redesigning all the current facilities as required as defined after a complete needs and condition assessment.

The plan design should consider future anticipated growth of each department to include personnel and equipments. Consideration for environmental impacts must also be considered and addressed. A phased approach for implementation should be proposed. Full consideration to environmentally friendly technologies should be implemented in the initial design or provided for to allow for cost effective installation at a later time.

Financial estimates for the project should be as complete as possible coinciding with the building phases.



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: DEAN RUBINE
Address: 116 HIGH RD LEE Phone/Cell: h) 659-3808
c) 312-2884
of Years as a Resident: 7
Email address: dandr@bellatlantic.net

Full Membership (3 year term) position applying for: Sustainability Committee
Term Expires on the following date: 4/2019
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: _____
PhD in Computer Science. 20+ years experience in
Computational Finance. Skilled in Engineering, math,
Physics

Dean Rubine
Signature

4/26/2016
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: **DEAN RUBINE** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the SUSTAINABILITY COMMITTEE 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 9TH day of May, 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 SUSTAINABILITY COMMITTEE 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 **DEAN RUBINE** took and subscribed the foregoing oath. Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2016

Received and Recorded:

Memo

TO: Select Board
Town of Lee

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

DATE: April 25, 2015

RE: Reports of Excavated Material

Attached are reports of excavated materials which were submitted on several properties as is required along with calculation worksheets, warrant cover sheets and warrant lists.

If there are any questions, please let me know.

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

April 25, 2016

WALTER CHENEY

56 EXETER ROAD
 NEWMARKET, NH 03857

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	6,900	\$0.02	\$138.00
003-002				
	SAND	0	\$0.02	\$0.00
OPERATION NUMBER:				
15-255-04-E				
	LOAM	0	\$0.02	\$0.00
ACCOUNT NUMBER:				
#	STONE PRODUCTS	0	\$0.02	\$0.00
SERIAL NUMBER:	OTHER	0	\$0.02	\$0.00
#				
	TOTAL EARTH:	6,900	TOTAL TAX:	\$138.00

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: April 25, 2016

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
WALTER CHENEY 56 EXETER ROAD NEWMARKET, NH 03857	003-002	15-255-04-E	\$138.00

DATE DUE:

TOTAL TAX DUE:

\$138.00

REPORT OF EXCAVATED MATERIAL

RSA 72-B:9

See instructions on back of form

OPERATION # 15-255-04 - E

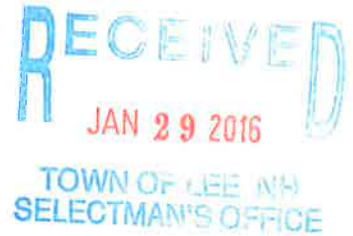
For Tax Year : April 1, 2015 to March 31, 2016

Mailing Address:

WALTER CHENEY

56 EXETER ROAD
NEWMARKET

NH 03857-



1. Town/City of: LEE, NH

2. Tax Map/Lot # or Road Project Name or #:
M3 L2

3. Total permitted area under RSA 155-E (acres): 46.7

4. Excavation area as of April 1: 46.7

5. Reclaimed area as of April 1: 40

6. Remaining cubic yards of earth to excavate:
6,900

7. DESCRIPTION OF EARTH EXCAVATED DURING TAX YEAR:

EARTH TYPE	EXACT CUBIC YARDS EXCAVATED
GRAVEL	<u>6,900</u>
SAND	
LOAM	
STONE PRODUCTS	
OTHER:	
TOTAL	<u>6,900</u>

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
<u>0</u>	

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

Walter Cheney
PRINT OWNER(S) NAME OR CORPORATION CLEARLY

Walter Cheney 1/28/16
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER'S & TITLE DATE

Walter Cheney
PRINT OWNER(S) NAME CLEARLY

Walter Cheney 1/28/16
SIGNATURE (IN INK) OF OWNER(S) DATE

56 Exeter Rd
MAILING ADDRESS

Newmarket NH 03857
CITY / TOWN STATE ZIP CODE

603-817-7123 CELL #

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 doamage 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 doamage.

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

April 25, 2016

WALTER CHENEY

56 EXETER ROAD
NEWMARKET, NH 03857

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	880	\$0.02	\$17.60
003-008				
	SAND	0	\$0.02	\$0.00
OPERATION NUMBER:				
15-255-07-E				
	LOAM	0	\$0.02	\$0.00
ACCOUNT NUMBER:				
#	STONE PRODUCTS	0	\$0.02	\$0.00
SERIAL NUMBER:	OTHER	0	\$0.02	\$0.00
#				
	TOTAL EARTH:	880	TOTAL TAX:	\$17.60

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: April 25, 2016

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
WALTER CHENEY 0 56 EXETER ROAD NEWMARKET, NH 03857	003-008	15-255-07-E	\$17.60

DATE DUE:

TOTAL TAX DUE:

\$17.60

REPORT OF EXCAVATED MATERIAL

RSA 72-B:9

See instructions on back of form

OPERATION # 15-255-07 - E

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

Mailing Address:

WALTER CHENEY

56 EXETER ROAD
NEWMARKET

NH 03857-



1. Town/City of: LEE, NH

2. Tax Map/Lot # or Road Project Name or #:
M3 L8

3. Total permitted area under RSA 155-E (acres): 14.5

4. Excavation area as of April 1 : 12

5. Reclaimed area as of April 1 : 10

6. Remaining cubic yards of earth to excavate:
6,000

7. DESCRIPTION OF EARTH EXCAVATED DURING TAX YEAR:

EARTH TYPE	EXACT CUBIC YARDS EXCAVATED
GRAVEL	880
SAND	
LOAM	
STONE PRODUCTS	
OTHER:	
TOTAL	880

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
Gravel	880

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

Walter Cheney
PRINT OWNER(S) NAME OR CORPORATION CLEARLY

[Signature] 1/28/16
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER & TITLE DATE

Walter Cheney
PRINT OWNER(S) NAME CLEARLY

[Signature] 1/28/16
SIGNATURE (IN INK) OF OWNER(S) DATE

56 Exeter Rd.
MAILING ADDRESS

Newmarket NH 03857
CITY / TOWN STATE ZIP CODE

603-817-7123 CELL #

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 doamage 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 doamage.

TOWN OF LEE

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

April 25, 2016

WILLIAM CHICK

230 PISCASSIC ROAD
NEWFIELDS, NH 03856

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	285	\$0.02	\$5.70
035-009	SAND	8,523	\$0.02	\$170.46
OPERATION NUMBER:	LOAM	0	\$0.02	\$0.00
15-255-09-E	STONE PRODUCTS	0	\$0.02	\$0.00
ACCOUNT NUMBER:	OTHER	0	\$0.02	\$0.00
#	TOTAL EARTH:	8,808	TOTAL TAX:	\$176.16
SERIAL NUMBER:				
#				

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

THE STATE OF NEW HAMPSHIRE

STRAFFORD COUNTY

To: Linda Reinhold, Collector of Taxes

TOWN OF LEE

, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith on the attached sheet and committed to you, the Gravel Taxes set **\$176.16**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day.

Given under our hands and seal at TOWN OF LEE

(Selectmen/Assessors)

DATE:

ORIGINAL WARRANT

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

DATE: April 25, 2016

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
WILLIAM CHICK 230 PISCASSIC ROAD NEWFIELDS, NH 03856	035-009	15-255-09-E	\$176.16

DATE DUE:

TOTAL TAX DUE:

\$176.16

REPORT OF EXCAVATED MATERIAL

RSA 72-B:9

See instructions on back of form

LEE
4/15/16

OPERATION # 15-255-09 - E

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

Mailing Address:

WILLIAM CHICK

**230 PISCASSIC ROAD
NEWFIELDS**

NH 03856-

1. Town/City of: LEE, NH

2. Tax Map/Lot # or Road Project Name or #:
M35 L009

3. Total permitted area under RSA 155-E (acres): —

4. Excavation area as of April 1 : 6A

5. Reclaimed area as of April 1 : 25-35A

6. Remaining cubic yards of earth to excavate:
25000³ yds

7. DESCRIPTION OF EARTH EXCAVATED DURING TAX YEAR:

EARTH TYPE	EXACT CUBIC YARDS EXCAVATED
GRAVEL	285 ³ yds
SAND	8523 ³ yds 2800³ yds
LOAM	0
STONE PRODUCTS	0
OTHER:	0
TOTAL	8808³ yds

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
—	—
—	—

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

Chick Trucking Inc NS&C
PRINT OWNER(S) NAME OR CORPORATION CLEARLY

William Chick Pres 4/15/16
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER & TITLE DATE

WILLIAM CHICK
PRINT OWNER(S) NAME CLEARLY

SIGNATURE (IN INK) OF OWNER(S) DATE

230 PISCASSIC RD
MAILING ADDRESS

New Fields NH 03856
CITY / TOWN STATE ZIP CODE

PHONE #: 1-800-772-3735 CELL #:

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 doamage 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 doamage.

MEMORANDUM

TO: Select Board
Town of Lee

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

DATE: April 25, 2016

RE: Land Use Change Tax
17 Kelsey Road
Tax Map 19 Lot 4-200

I have attached a land use change tax form and warrant form for the above referenced property. The subject is a 2.37-acre vacant parcel which was subdivided from a larger parcel that was enrolled in the current use program. Parcel has been disturbed for the construction of a new home and as such no longer qualifies for enrollment.

The market value estimate listed was based on a limited vacant land sales in the area and other market data as well as my experience. The value estimate of \$75,000 as of the date of change is felt to be a fair and reasonable estimate. As such it is recommended that the attached forms be signed and a land use change tax bill in the amount of \$7,500 be issued.

If there are any questions or a meeting to discuss this matter is desired, please let me know.

FORM

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

A-5

LAND USE CHANGE TAX

STEP 1 PROPERTY OWNER(S) AND RESPONSIBLE PARTY (if applicable)

PLEASE TYPE OR PRINT	LAST NAME CHINBURG	FIRST NAME DEVELOPMENT	INITIAL
	LAST NAME	FIRST NAME	INITIAL
	RESPONSIBLE PARTY, IF OTHER THAN PROPERTY OWNER [RSA 79-A:7, II(e)]		
	STREET ADDRESS 3 PENSTOCK WAY		
	ADDRESS (continued)		
TOWN/CITY NEWMARKET	STATE NH	ZIP CODE+4 03857	

STEP 2 PROPERTY LOCATION

PLEASE TYPE OR PRINT	STREET 17 KELSEY ROAD					
	TOWN/CITY LEE			COUNTY STRAFFORD		
	NUMBER OF ACRES 2.37	CHECK ONE: PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/>		BOOK # 4231	PAGE # 124	
	MAP # 19	LOT # 4-0200	MAP #	LOT #	MAP #	LOT #

STEP 3 LOCAL IDENTIFICATION OF LAND BEING DISQUALIFIED

(a) Owners Name of Record When Land Was First Classified LOMINSON, CARL	BOOK # 1052/1743	PAGE # 87/109
(b) Number of Acres Originally Classified	53	
(c) Number of Acres Previously Disqualified	8.93	
(d) Acres Disqualified per this Assessment	2.37	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	41.70	

STEP 4 ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative description of the disqualification:	+
DISTRUBED FOR NEW HOME	
(b) Actual Date of Change in Use (MM/DD/YYYY)	04/05/2016
(c) Full and True Value at Time of Change in Use	\$ 75,000.00
(d) Land Use Change Tax [Step 4(c) x 10%]	\$ 7,500.00

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
LAND USE CHANGE TAX

STEP 5 SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

TYPE OR PRINT NAME (in black ink) SCOTT BUGBEE	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) JOHN LACOURSE	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) CARY BROWN	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE

STEP 6 LAND USE CHANGE TAX NOTICE (TO BE COMPLETED BY LOCAL ASSESSING OFFICIALS)

PLEASE TYPE OR PRINT	LAST NAME CHINBURG DEVELOPMENT LLC	FIRST NAME	
	ADDRESS 3 PENSTOCK WAY		
	ADDRESS (continued)		
	TOWN/CITY NEWMARKET	STATE NH	ZIP CODE+4 03857
(a) Date of Release (MM/DD/YYYY)			
(b) Date of Bill (MM/DD/YYYY)			
(c) Full and True Value at Time of Change in Use		\$	75,000.00
(d) Total Tax Due		\$	7,500.00

STEP 7 CHECKS PAYABLE TO AND MAILED TO (TO BE COMPLETED BY TAX COLLECTOR)

(a) Make Check Payable to: TOWN OF LEE			
(b) Mail To:	NAME TOWN OF LEE		
	ADDRESS 7 MAST ROAD		
	TOWN/CITY LEE	STATE NH	ZIP CODE+4 03861
(c) Tax Collector's Office Location: 7 MAST RD, LEE, NH 03861			
(d) Tax Collector's Office Hours: MON 8AM-6PM, WED&FRI 8AM-4PM			
(e) Include a separate check in the amount of \$ _____ Payable to _____ for recording fee at County Register of Deeds.			
(f) Payment of this tax is due no later than 30 days after mailing of this bill. Interest, at the rate of 18% per annum, shall be due if this tax is not paid on or before _____.			

STEP 8 ACKNOWLEDGMENT OF PAYMENT

SIGNATURE (in black ink) OF TAX COLLECTOR	DATE PAID
---	-----------

LAND USE CHANGE TAX INSTRUCTIONS

GENERAL INSTRUCTIONS

WHO MUST FILE

Local assessing officials shall complete Form A-5, Land Use Change Tax, to assess the use change tax on current use land where property previously classified as open space land and assessed at current use values on or after April 1, 1974 is changed to a use which does not qualify for current use assessment.

WHAT TO FILE

The Form A-5 shall be prepared by the local assessing officials and an original and two copies shall be submitted to the tax collector for collection of land use change tax. In accordance with Cub 309.03 Form A-5W shall serve as a warrant with which the tax collector shall collect the tax. The tax collector shall ensure that a copy of these instructions are provided to the land owner advising them of their appeal rights.

WHEN TO FILE

Pursuant to RSA 79-A:7, II(d), payment of Land Use Change Tax, together with the recording fees due the Register of Deeds, is due within 30 days after mailing of the tax bill. Interest at a rate of 18% will accrue on any unpaid tax after 30 days.

WHERE TO FILE

Once completed and signed in black ink, this form and attachments shall be filed as follows:

Original:	Register of Deeds
Copy:	Local Assessing Officials
Copy:	Land Owner
Copy:	Local Tax Collector

APEALS

Within 2 months of the notice of the tax date, and not afterwards, a land owner may apply in writing to the Selectmen or Assessors for an abatement of the Land Use Change Tax. If the Selectmen or Assessors neglect or refuse to abate the Land Use Change Tax, any person aggrieved may either apply in writing to the Board of Tax and Land Appeals or petition the County Superior Court within 8 months of the notice of the tax in accordance with RSA 79-A:10 or RSA 79-A:11.

Forms for appealing to the Board of Tax and Land Appeals may be obtained from the NH Board of Tax and Land Appeals, 107 Pleasant Street, Concord, NH 03301 or by calling (603) 271-2578 or by visiting their web site at www.nh.gov/btla. Be sure to specify that you are appealing the Land Use Change tax.

ADA

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

NEED HELP?

Contact your local municipality or the Property Appraisal Division at (603) 271-2687.

LINE-BY-LINE INSTRUCTIONS

STEP 1

Enter the complete name(s), address, municipality, state and zip code of the present owner(s) and/or responsible party [if other than owner pursuant to RSA 79-A:7, II(e)], being assessed the Land Use Change Tax in accordance with RSA 79-A:7. If there is more than two owners, submit a supplemental list of all owners names of record.

STEP 2

Enter the property location information of the land being disqualified in the spaces provided. Check whether this is a partial release or a full release.

STEP 3

- (a) Enter name and address of the owners of record when the land was first classified under Current Use, including the Book and Page where it was recorded.
- (b) Enter the number of acres originally classified under RSA 75:1.
- (c) Enter the number of acres previously disqualified from RSA 75:1.
- (d) Enter the number of acres disqualified per this Assessment.
- (e) Enter the number of acres remaining in Land Use Assessment. [Steps 3(b) minus 3(c) and 3(d)].

STEP 4

- (a) Provide a brief narrative description of the property subject to disqualification. (i.e. forest land converted to house lots.)
- (b) Enter the actual date of change in use in the following format: MM/DD/YYYY.
- (c) Enter the full and true value of the disqualified property at the time of the change in use.
- (d) Calculate the Land Use Change Tax by multiplying Step 4(c) by 10%. Enter the result on Step 4(d).

STEP 5

Signatures, in black ink, of a majority of the local selectmen/assessors in the spaces provided indicates approval.

STEP 6

Enter the name and mailing address of the present owners or responsible party responsible for payment of tax.

- (a) Enter the actual date of the change in use. [Same as Step 4(b)].
- (b) Enter the date of the Land Use Change tax notice.
- (c) Enter the Full and True Value of the land subject to Land Use Change as provided in RSA 75:1. [Same as Step 4(d)].
- (d) Enter the Land Use Change Tax Due as calculated on page 1 Step 4(d).

STEP 7

- (a) Enter the municipality to which checks are to be made payable. This should be the municipality in which the disqualified property is located.
- (b) Enter the name of the tax collector and the applicable mailing address to which payments should be remitted.
- (c) Enter the tax collector's office location.
- (d) Enter the hours of operation for the local tax collector.
- (e) Enter the applicable lien release recording fee to be remitted to the County Registry of Deeds and the proper county to which the fee is due.
- (f) Enter the final date the taxpayer has to pay the bill to avoid penalties.

STEP 8

The tax collector must sign and date in black ink to indicate when the tax is paid and then shall remit the original Form A-5 with the recording fee to the County Registry of Deeds.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
CURRENT USE LAND USE CHANGE TAX COLLECTOR'S WARRANT

TAX COLLECTOR'S WARRANT FOR TOWN/CITY

TOWN/CITY OF LEE		
STREET ADDRESS 7 MAST ROAD		
ADDRESS (continued)		
TOWN/CITY LEE	STATE NH	ZIP CODE+4 03861

COLLECTION OF LAND USE CHANGE TAX

State of New Hampshire, County of STRAFFORD	
To LINDA REINHOLD	Collector of Taxes
for the Town/City of LEE	in said County.
In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 6,000.00
Given under our hands at	
This day of	
OWNER NAME	CHINBURG DEVELOPMENT LLC
OWNER ADDRESS	3 PENSTOCK WAY, NEWMARKET, NH 03857
MAP 19	LOT 4-200

SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

TYPE OR PRINT NAME (in black ink) SCOTT BUGBEE	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) JOHN LACOURSE	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) CARY BROWN	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
CURRENT USE LAND USE CHANGE TAX COLLECTOR'S WARRANT
 INSTRUCTIONS

GENERAL INSTRUCTIONS

WHO MUST FILE

Assessing Officials shall complete Form A-5W, Tax Collectors Warrant, to assess the Current Use Land Use Change Tax, as approved by the board, to serve as a warrant with which the tax collector shall collect the tax from the property owner.

WHAT TO FILE

The Form A-5W, Current Use: Land Use Change Tax Collector's Warrant. Assessing officials shall submit Form A-5W, Current Use: Land Use Change Tax Collectors Warrant, as approved by the board, to the Tax collector to serve as a warrant with which the tax collector shall collect the tax.

WHERE TO FILE

Once completed and signed in black ink, this form and attachments shall be filed as follows:

Original and 2 copies: Local Tax Collector

TAX COLLECTORS PROCEDURES

Upon receipt of the land use change tax warrant and the prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice thereof. Such bill shall be mailed, at the latest, within 12 months of the date upon which the local assessing officials receive written notice of the change of use from the landowner or his agent, or within 12 months of the date the local assessing officials actually discover that the land use change tax is due and payable. Upon receipt of payment, but except for proceedings under RSA 79-A:7, II(e), the collector shall forward the original tax bill to the register of deeds of the county in which the land is located for the purpose of releasing recorded contingent liens required under RSA 79-A:5, VI. The tax bill shall state clearly whether all, or only a portion, of the land affected by the notice of contingent lien is subject to release. The recording fee charged by the register of deeds shall be paid by the owner of the land in accordance with the fees to which the register of deeds is entitled under RSA 478:17; 478:17-f or 478:17-g, I as applicable.

WHEN DUE

Payment of the land use change tax, together with the recording fees due the register of deeds, shall be due not later than 30 days after mailing of the tax bills for such tax, and interest at the rate of 18 percent per annum shall be due thereafter on any taxes not paid within the 30-day period.

COLLECTION OF UNPAID TAX

All land use change tax assessments levied under this section shall, on the date of the change in use, create a lien upon the land on account of which they are made and against the owner of record of such land or against the responsible party pursuant to RSA 79-A:7, II(e). Furthermore, such liens shall continue for a period of 18 months following the date upon which the local assessing officials receive written notice of the change of use from the landowner or his agent, or the date the local assessing officials actually discover that the land use change tax is due and payable, and such assessment shall be subject to statutory collection proceedings against real estate as prescribed by RSA 80.

ADA

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

NEED HELP?

Contact the Property Appraisal Division at (603) 271-2687.

MEMORANDUM

TO: Select Board
Town of Lee

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

DATE: April 25, 2016

RE: Land Use Change Tax
33 Kelsey Road
Tax Map 19 Lot 4-1000

I have attached a land use change tax form and warrant form for the above referenced property. The subject is a .91-acre vacant parcel which was subdivided from a larger parcel that was enrolled in the current use program. Parcel has been disturbed for the construction of a new home and as such no longer qualifies for enrollment.

The market value estimate listed was based on limited vacant land sales in the area and other market data as well as my experience. The value estimate of \$75,000 as of the date of change is felt to be a fair and reasonable estimate. As such it is recommended that the attached forms be signed and a land use change tax bill in the amount of \$7,500 be issued.

If there are any questions or a meeting to discuss this matter is desired, please let me know.

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
LAND USE CHANGE TAX

STEP 1 PROPERTY OWNER(S) AND RESPONSIBLE PARTY (if applicable)

PLEASE TYPE OR PRINT	LAST NAME CHINBURG	FIRST NAME DEVELOPMENT	INITIAL
	LAST NAME	FIRST NAME	INITIAL
	RESPONSIBLE PARTY, IF OTHER THAN PROPERTY OWNER [RSA 79-A:7, II(e)]		
	STREET ADDRESS 3 PENSTOCK WAY		
	ADDRESS (continued)		
	TOWN/CITY NEWMARKET	STATE NH	ZIP CODE+4 03857

STEP 2 PROPERTY LOCATION

PLEASE TYPE OR PRINT	STREET 33 KELSEY ROAD					
	TOWN/CITY LEE			COUNTY STRAFFORD		
	NUMBER OF ACRES 0.91	CHECK ONE: PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/>		BOOK # 4231	PAGE # 124	
	MAP # 19	LOT # 4-1000	MAP #	LOT #	MAP #	LOT #

STEP 3 LOCAL IDENTIFICATION OF LAND BEING DISQUALIFIED

(a) Owners Name of Record When Land Was First Classified LOMINSON, CARL	BOOK # 1052/1743	PAGE # 87/109
(b) Number of Acres Originally Classified	53	
(c) Number of Acres Previously Disqualified	8.02	
(d) Acres Disqualified per this Assessment	.91	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	44.07	

STEP 4 ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative description of the disqualification: DISTRUBED FOR NEW HOME	+
(b) Actual Date of Change in Use (MM/DD/YYYY)	08/01/2015
(c) Full and True Value at Time of Change in Use	\$ 75,000.00
(d) Land Use Change Tax [Step 4(c) x 10%]	\$ 7,500.00

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
LAND USE CHANGE TAX

STEP 5 SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

TYPE OR PRINT NAME (in black ink) SCOTT BUGBEE	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) JOHN LACOURSE	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) CARY BROWN	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE

STEP 6 LAND USE CHANGE TAX NOTICE (TO BE COMPLETED BY LOCAL ASSESSING OFFICIALS)

PLEASE TYPE OR PRINT	LAST NAME CHINBURG DEVELOPMENT LLC	FIRST NAME	
	ADDRESS 3 PENSTOCK WAY		
	ADDRESS (continued)		
	TOWN/CITY NEWMARKET	STATE NH	ZIP CODE+4 03857
(a) Date of Release (MM/DD/YYYY)			
(b) Date of Bill (MM/DD/YYYY)			
(c) Full and True Value at Time of Change in Use		\$	75,000.00
(d) Total Tax Due		\$	7,500.00

STEP 7 CHECKS PAYABLE TO AND MAILED TO (TO BE COMPLETED BY TAX COLLECTOR)

(a) Make Check Payable to: TOWN OF LEE			
(b) Mail To:	NAME TOWN OF LEE		
	ADDRESS 7 MAST ROAD		
	TOWN/CITY LEE	STATE NH	ZIP CODE+4 03861
(c) Tax Collector's Office Location: 7 MAST RD, LEE, NH 03861			
(d) Tax Collector's Office Hours: MON 8AM-6PM, WED&FRI 8AM-4PM			
(e) Include a separate check in the amount of \$ _____ Payable to _____ for recording fee at County Register of Deeds.			
(f) Payment of this tax is due no later than 30 days after mailing of this bill. Interest, at the rate of 18% per annum, shall be due if this tax is not paid on or before _____.			

STEP 8 ACKNOWLEDGMENT OF PAYMENT

SIGNATURE (in black ink) OF TAX COLLECTOR	DATE PAID
---	-----------

LAND USE CHANGE TAX INSTRUCTIONS

GENERAL INSTRUCTIONS

WHO MUST FILE

Local assessing officials shall complete Form A-5, Land Use Change Tax, to assess the use change tax on current use land where property previously classified as open space land and assessed at current use values on or after April 1, 1974 is changed to a use which does not qualify for current use assessment.

WHAT TO FILE

The Form A-5 shall be prepared by the local assessing officials and an original and two copies shall be submitted to the tax collector for collection of land use change tax. In accordance with Cub 309.03 Form A-5W shall serve as a warrant with which the tax collector shall collect the tax. The tax collector shall ensure that a copy of these instructions are provided to the land owner advising them of their appeal rights.

WHEN TO FILE

Pursuant to RSA 79-A:7, II(d), payment of Land Use Change Tax, together with the recording fees due the Register of Deeds, is due within 30 days after mailing of the tax bill. Interest at a rate of 18% will accrue on any unpaid tax after 30 days.

WHERE TO FILE

Once completed and signed in black ink, this form and attachments shall be filed as follows:

Original:	Register of Deeds
Copy:	Local Assessing Officials
Copy:	Land Owner
Copy:	Local Tax Collector

APEALS

Within 2 months of the notice of the tax date, and not afterwards, a land owner may apply in writing to the Selectmen or Assessors for an abatement of the Land Use Change Tax. If the Selectmen or Assessors neglect or refuse to abate the Land Use Change Tax, any person aggrieved may either apply in writing to the Board of Tax and Land Appeals or petition the County Superior Court within 8 months of the notice of the tax in accordance with RSA 79-A:10 or RSA 79-A:11.

Forms for appealing to the Board of Tax and Land Appeals may be obtained from the NH Board of Tax and Land Appeals, 107 Pleasant Street, Concord, NH 03301 or by calling (603) 271-2578 or by visiting their web site at www.nh.gov/btla. Be sure to specify that you are appealing the Land Use Change tax.

ADA

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

NEED HELP?

Contact your local municipality or the Property Appraisal Division at (603) 271-2687.

LINE-BY-LINE INSTRUCTIONS

STEP 1

Enter the complete name(s), address, municipality, state and zip code of the present owner(s) and/or responsible party [if other than owner pursuant to RSA 79-A:7, II(e)], being assessed the Land Use Change Tax in accordance with RSA 79-A:7. If there is more than two owners, submit a supplemental list of all owners names of record.

STEP 2

Enter the property location information of the land being disqualified in the spaces provided. Check whether this is a partial release or a full release.

STEP 3

- (a) Enter name and address of the owners of record when the land was first classified under Current Use, including the Book and Page where it was recorded.
- (b) Enter the number of acres originally classified under RSA 75:1.
- (c) Enter the number of acres previously disqualified from RSA 75:1.
- (d) Enter the number of acres disqualified per this Assessment.
- (e) Enter the number of acres remaining in Land Use Assessment. [Steps 3(b) minus 3(c) and 3(d)].

STEP 4

- (a) Provide a brief narrative description of the property subject to disqualification. (i.e. forest land converted to house lots.)
- (b) Enter the actual date of change in use in the following format: MM/DD/YYYY.
- (c) Enter the full and true value of the disqualified property at the time of the change in use.
- (d) Calculate the Land Use Change Tax by multiplying Step 4(c) by 10%. Enter the result on Step 4(d).

STEP 5

Signatures, in black ink, of a majority of the local selectmen/assessors in the spaces provided indicates approval.

STEP 6

Enter the name and mailing address of the present owners or responsible party responsible for payment of tax.

- (a) Enter the actual date of the change in use. [Same as Step 4(b)].
- (b) Enter the date of the Land Use Change tax notice.
- (c) Enter the Full and True Value of the land subject to Land Use Change as provided in RSA 75:1. [Same as Step 4(d)].
- (d) Enter the Land Use Change Tax Due as calculated on page 1 Step 4(d).

STEP 7

- (a) Enter the municipality to which checks are to be made payable. This should be the municipality in which the disqualified property is located.
- (b) Enter the name of the tax collector and the applicable mailing address to which payments should be remitted.
- (c) Enter the tax collector's office location.
- (d) Enter the hours of operation for the local tax collector.
- (e) Enter the applicable lien release recording fee to be remitted to the County Registry of Deeds and the proper county to which the fee is due.
- (f) Enter the final date the taxpayer has to pay the bill to avoid penalties.

STEP 8

The tax collector must sign and date in black ink to indicate when the tax is paid and then shall remit the original Form A-5 with the recording fee to the County Registry of Deeds.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
CURRENT USE LAND USE CHANGE TAX COLLECTOR'S WARRANT

TAX COLLECTOR'S WARRANT FOR TOWN/CITY

TOWN/CITY OF LEE		
STREET ADDRESS 7 MAST ROAD		
ADDRESS (continued)		
TOWN/CITY LEE	STATE NH	ZIP CODE+4 03861

COLLECTION OF LAND USE CHANGE TAX

State of New Hampshire, County of STRAFFORD	
To LINDA REINHOLD	Collector of Taxes
for the Town/City of LEE	in said County.
In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 7,500.00
Given under our hands at	
This day of	
OWNER NAME	CHINBURG DEVELOPMENT LLC
OWNER ADDRESS	3 PENSTOCK WAY, NEWMARKET, NH 03857
MAP 19	LOT 4-1000

SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

TYPE OR PRINT NAME (in black ink) SCOTT BUGBEE	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) JOHN LACOURSE	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink) CARY BROWN	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
CURRENT USE LAND USE CHANGE TAX COLLECTOR'S WARRANT
INSTRUCTIONS

GENERAL INSTRUCTIONS**WHO MUST FILE**

Assessing Officials shall complete Form A-5W, Tax Collectors Warrant, to assess the Current Use Land Use Change Tax, as approved by the board, to serve as a warrant with which the tax collector shall collect the tax from the property owner.

WHAT TO FILE

The Form A-5W, Current Use: Land Use Change Tax Collector's Warrant. Assessing officials shall submit Form A-5W, Current Use: Land Use Change Tax Collectors Warrant, as approved by the board, to the Tax collector to serve as a warrant with which the tax collector shall collect the tax.

WHERE TO FILE

Once completed and signed in black ink, this form and attachments shall be filed as follows:

Original and 2 copies: Local Tax Collector

TAX COLLECTORS PROCEDURES

Upon receipt of the land use change tax warrant and the prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice thereof. Such bill shall be mailed, at the latest, within 12 months of the date upon which the local assessing officials receive written notice of the change of use from the landowner or his agent, or within 12 months of the date the local assessing officials actually discover that the land use change tax is due and payable. Upon receipt of payment, but except for proceedings under RSA 79-A:7, II(e), the collector shall forward the original tax bill to the register of deeds of the county in which the land is located for the purpose of releasing recorded contingent liens required under RSA 79-A:5, VI. The tax bill shall state clearly whether all, or only a portion, of the land affected by the notice of contingent lien is subject to release. The recording fee charged by the register of deeds shall be paid by the owner of the land in accordance with the fees to which the register of deeds is entitled under RSA 478:17; 478:17-f or 478:17-g, I as applicable.

WHEN DUE

Payment of the land use change tax, together with the recording fees due the register of deeds, shall be due not later than 30 days after mailing of the tax bills for such tax, and interest at the rate of 18 percent per annum shall be due thereafter on any taxes not paid within the 30-day period.

COLLECTION OF UNPAID TAX

All land use change tax assessments levied under this section shall, on the date of the change in use, create a lien upon the land on account of which they are made and against the owner of record of such land or against the responsible party pursuant to RSA 79-A:7, II(e). Furthermore, such liens shall continue for a period of 18 months following the date upon which the local assessing officials receive written notice of the change of use from the landowner or his agent, or the date the local assessing officials actually discover that the land use change tax is due and payable, and such assessment shall be subject to statutory collection proceedings against real estate as prescribed by RSA 80.

ADA

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

NEED HELP?

Contact the Property Appraisal Division at (603) 271-2687.

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: April 25, 2016

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

RE: Elderly Exemption Application
Tax Map 11 Lot 4-9

The above referenced application was timely filed and supporting information has been provided and reviewed. Based on the review it appears that Normalee Allen does qualify for the 75-79 years of age elderly exemption and it is recommended that the application be approved for the 2016 tax year.

If there are any questions, please let me know.

RECEIVED
 APR 13 2016
 TOWN OF LEE, NH
 SELECTMAN'S OFFICE

FORM
 PA-29

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

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

STEP 1 NAME AND ADDRESS	PROPERTY OWNER'S LAST NAME Allen	FIRST NAME Normalee	INITIAL NA	
	PROPERTY OWNER'S LAST NAME Lee	FIRST NAME Evergreen Terrace	INITIAL	
	MAILING ADDRESS			
	CITY/TOWN Lee	STATE NH	ZIP CODE 03861	
	CITY/TOWN TAX MAP # 11	BLOCK # 4	LOT # 9	
	ADDRESS OF PROPERTY			
STEP 2 VETERANS' TAX CREDITS/EXEMPTION	1 Veteran's Name			
	2 Date of Entry into Military Service		3 Date of Discharge/Release from Military Service	
	4 <input type="checkbox"/> Veteran	<input type="checkbox"/> Veterans' Tax Credit		
	<input type="checkbox"/> Spouse/CU Partner	<input type="checkbox"/> Credit for Service Connected Total and Permanent Disability		
	<input type="checkbox"/> Surviving Spouse/CU Partner	<input type="checkbox"/> Credit for Surviving Spouse/CU Partner of Veteran Who Was Killed or Died on Active Duty		
	Veteran of Allied Country			
	5 Name of Allied Country Served in _____		6 Branch of Service _____	
	7 <input type="checkbox"/> US Citizen at time of entry into the Service	8 <input type="checkbox"/> Alien but Resident of NH at time of entry into the Service		
	9 Does any other eligible Veteran own interest in this property? <input type="checkbox"/> No <input type="checkbox"/> Yes If YES, give name _____			
	10 <input type="checkbox"/> Total Veteran Exemption <input type="checkbox"/> (a) Veteran <input type="checkbox"/> (b) Surviving Spouse/CU Partner of that Veteran			
STEP 3 OTHER EXEMPTIONS	11 <input checked="" type="checkbox"/> Elderly Exemption Applicant's Date of Birth 4-23-39 Spouse/CU Partner's Date of Birth NA Must be 65 years of age on or before April 1st of year for which exemption is claimed.			
	<input type="checkbox"/> Disabled Exemption	<input type="checkbox"/> Solar Energy Systems Exemption		
	<input type="checkbox"/> Blind Exemption	<input type="checkbox"/> Woodheating Energy Systems Exemption		
<input type="checkbox"/> Deaf Exemption	<input type="checkbox"/> Wind-Powered Energy Systems Exemption			
STEP 4 IMPROVEMENTS	13 <input type="checkbox"/> Improvements to Assist Persons with Disabilities <input type="checkbox"/> Improvements to Assist the Deaf			
STEP 5 RESIDENCY	14 <input checked="" type="checkbox"/> This is my primary residence			
	<input type="checkbox"/> NH Resident for one year preceding April 1st in the year in which the tax credit is claimed (Veterans' Credit)			
	<input checked="" type="checkbox"/> NH Resident for Five Consecutive Years preceding April 1st in the year the exemption is claimed (Disabled & Deaf Exemptions)			
STEP 6 OWNERSHIP	15 Do you own 100% interest in this residence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If NO, what percent (%) do you own? _____			
STEP 7 SIGNATURES	Under penalties of perjury, I hereby declare that the above statements are true.			
	SIGNATURE (IN INK) OF PROPERTY OWNER Normalee Allen		DATE 4-12-16	
WHEN TO FILE	Deadline: Form PA-29 must be filed by April 15th preceding the setting of the tax rate. The assessing officials shall send written notice to the taxpayer of their decision by July 1st prior to the date of notice of tax. Failure of the assessing officials to respond shall constitute a denial of the application. Example: If you are applying for an exemption and/or credit off your 2008 property taxes, which are due no earlier than December 1, 2008, then you have until April 15th, 2008 to file this form. The assessing officials have until July 1st, to send notice of their decision. Failure of the assessing officials to respond shall constitute a denial of the application.			
	A late response or a failure to respond by assessing officials does not extend the appeal period. Date of filing is when the completed application form is either hand delivered to the city/town, postmarked by the post office, or received by an overnight delivery service			
APPEAL PROCEDURE	If an application for a property tax exemption or tax credit is denied by the town/city, an applicant may appeal in writing on or before September 1st following the date of notice of tax under RSA 72:1-d to the New Hampshire Board of Tax and Land Appeals (BTLA) or to the Superior Court. Example: If you were denied an exemption from your 2008 property taxes you have until September 1, 2009, to appeal. Forms for appealing to the BTLA may be obtained from the NH BTLA, 107 Pleasant Street, Concord, NH 03301, their web site at www.nh.gov/btla or by calling (603) 271-2578. Be sure to specify EXEMPTION APPEAL			

PROPERTY OWNER'S NAME
 PROPERTY OWNER'S NAME
 TAX MAP/BLD/CDU/OT

11-4-9

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

MUNICIPAL AUTHORIZATION

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

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

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

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

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

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

- List of assets, value of each asset, net encumbrance and net value of each asset.
- * Statement of applicant and spouse's/CU partner's income
- * Federal Income Tax Form
- * State Interest and Dividends Tax Form
- * Property Tax Inventory Form filed in any other town.

* Documents are considered confidential and are returned to the applicant at the time a decision is made on the application.

Municipal Notes

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

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: April 25, 2016

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

RE: Veteran Tax Credit
Tax Map 1 Lot 1-300

The above referenced application and supporting documentation was received and reviewed. From the review it appears that Anthony Boler does qualify for the Veterans' Tax Credit. It is recommended that the application be approved for the 2016 tax year.

If there are any questions, please let me know.

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

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

STEP 1 NAME AND ADDRESS	PROPERTY OWNER'S LAST NAME	FIRST NAME	INITIAL
	<u>BOLE</u>	<u>ANTHONY</u>	<u>S</u>
	PROPERTY OWNER'S LAST NAME	FIRST NAME	INITIAL
	<u>BOLE</u>	<u>KAREN</u>	<u>L</u>
	MAILING ADDRESS		
	<u>8 NEWTOWN PLAINS ROAD</u>		
	CITY/TOWN	STATE	ZIP CODE
<u>LEE</u>	<u>NH</u>	<u>03861</u>	
CITY/TOWN TAX MAP #	BLOCK #	LOT #	
<u>1</u>	<u>1</u>	<u>3</u>	
ADDRESS OF PROPERTY			
<u>8 NEWTOWN PLAINS ROAD LEE NH 03861</u>			
STEP 2 VETERANS' TAX CRED- ITS/EX- EMPTION	1 Veteran's Name <u>ANTHONY BOLE</u>		
	2 Date of Entry into Military Service <u>5 FEB 92</u>		3 Date of Discharge/Release from Military Service <u>1 JUN 14</u>
	4 <input checked="" type="checkbox"/> Veteran <input checked="" type="checkbox"/> Veterans' Tax Credit		
	<input type="checkbox"/> Spouse/CU Partner <input type="checkbox"/> Credit for Service Connected Total and Permanent Disability		
	<input type="checkbox"/> Surviving Spouse/CU Partner <input type="checkbox"/> Credit for Surviving Spouse/CU Partner of Veteran Who Was Killed or Died on Active Duty		
	Veteran of Allied Country		
	5 Name of Allied Country Served in <u>US</u>		6 Branch of Service <u>AIR FORCE</u>
	7 <input checked="" type="checkbox"/> US Citizen at time of entry into the Service		8 <input type="checkbox"/> Alien but Resident of NH at time of entry into the Service
	9 Does any other eligible Veteran own interest in this property? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If YES, give name		
	10 <input checked="" type="checkbox"/> Total Veteran Exemption <input checked="" type="checkbox"/> (a) Veteran <input type="checkbox"/> (b) Surviving Spouse/CU Partner of that Veteran		
STEP 3 OTHER EXEMP- TIONS	11 <input type="checkbox"/> Elderly Exemption Applicant's Date of Birth _____ Spouse/CU Partner's Date of Birth _____ Must be 65 years of age on or before April 1st of year for which exemption is claimed.		
	12 <input type="checkbox"/> Disabled Exemption		<input type="checkbox"/> Solar Energy Systems Exemption
	<input type="checkbox"/> Blind Exemption		<input type="checkbox"/> Woodheating Energy Systems Exemption
<input type="checkbox"/> Deaf Exemption		<input type="checkbox"/> Wind-Powered Energy Systems Exemption	
STEP 4 IMPROVE- MENTS	13 <input type="checkbox"/> Improvements to Assist Persons with Disabilities		<input type="checkbox"/> Improvements to Assist the Deaf
STEP 5 RESIDEN- CY	14 <input checked="" type="checkbox"/> This is my primary residence		
	<input type="checkbox"/> NH Resident for one year preceding April 1st in the year in which the tax credit is claimed (Veterans' Credit)		
STEP 6 OWNER- SHIP	<input type="checkbox"/> NH Resident for Five Consecutive Years preceding April 1st in the year the exemption is claimed (Disabled & Deaf Exemptions)		
	<input type="checkbox"/> NH Resident for Three Consecutive Years preceding April 1st in the year the exemption is claimed (Elderly Exemption)		
STEP 7 SIGNA- TURES	15 Do you own 100% interest in this residence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If NO, what percent (%) do you own? _____		
<u>(HOME LOAN through USAA)</u>			
Under penalties of perjury, I hereby declare that the above statements are true.			
SIGNATURE (IN INK) OF PROPERTY OWNER			<u>APR 15, 2016</u>
SIGNATURE (IN INK) OF PROPERTY OWNER			<u>APR 15, 2016</u>
DATE			
WHEN TO FILE	Deadline: Form PA-29 must be filed by April 15th <i>preceding</i> the setting of the tax rate. The assessing officials shall send written notice to the taxpayer of their decision by July 1st <i>prior</i> to the date of notice of tax. Failure of the assessing officials to respond shall constitute a denial of the application. Example: If you are applying for an exemption and/or credit off your 2008 property taxes, which are due no earlier than December 1, 2008, then you have until April 15th, 2008 to file this form. The assessing officials have until July 1st, to send notice of their decision. Failure of the assessing officials to respond shall constitute a denial of the application. A late response or a failure to respond by assessing officials does not extend the appeal period. Date of filing is when the completed application form is either hand delivered to the city/town, postmarked by the post office, or received by an overnight delivery service.		
APPEAL PROCE- DURE	If an application for a property tax exemption or tax credit is denied by the town/city, an applicant may appeal in writing on or before September 1st following the date of notice of tax under RSA 72:1-d to the New Hampshire Board of Tax and Land Appeals (BTLA) or to the Superior Court. Example: If you were denied an exemption from your 2008 property taxes, you have until September 1, 2009, to appeal. Forms for appealing to the BTLA may be obtained from the NH BTLA, 107 Pleasant Street, Concord, NH 03301, their web site at www.nh.gov/btla or by calling (603) 271-2578. Be sure to specify EXEMPTION APPEAL .		

PROPERTY OWNER'S NAME

PROPERTY OWNER'S NAME

TAX MAP/BLOCK/LOT

1-1-300

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

MUNICIPAL AUTHORIZATION

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

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

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

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

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

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

- List of assets, value of each asset, net encumbrance and net value of each asset.
- * Statement of applicant and spouse's/CU partner's income.
- * Federal Income Tax Form.
- * State Interest and Dividends Tax Form.
- * Property Tax Inventory Form filed in any other town.

*** Documents are considered confidential and are returned to the applicant at the time a decision is made on the application.**

Municipal Notes

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

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

WHERE TO FILE	File with your city/town of primary residency by April 15th <i>preceding</i> the setting of the tax rate.		
WHO MAY FILE	Applicant must be qualified as of April 1st of the year the exemption and/or tax credit is claimed. Financial qualifications required for certain exemptions must be met by the time of application. An applicant must have resided in this state for at least one year preceding April 1st, in the year in which the veterans' tax credit is claimed. An applicant must have resided in this state for a least three years preceding April 1st in the year for which the elderly exemption is claimed and five years in which the deaf or disabled exemption is claimed. The terms owner, own or owned, shall include those persons who hold equitable title or the beneficial interest for life in the property.		
RECOGNITION OF CIVIL UNION (CU PARTNERS)	Effective January 1, 2008, New Hampshire recognizes civil unions. RSA 457-A: Parties who enter into civil unions are entitled to all the rights and subject to all the obligations and responsibilities provided for in state law that apply to parties who are joined together under RSA 457.		
CREDITS	Tax credits approved will be deducted from their property tax amount.		
EXEMPTIONS	Tax exemptions approved are deducted from the amount of the property owner's total assessed value prior to the calculation of tax due.		
ELDERLY EXEMPTIONS RSA 72:39-a RSA 72:33-b	Applicant must have resided in this state for at least 3 consecutive years preceding April 1st in the year which the exemption is claimed. Property must be: owned by a resident; or owned by a resident jointly or in common with the resident's spouse or civil union partner, either of whom meets the age requirement for the exemption claimed; or owned by a resident jointly or in common with a person not the resident's spouse or civil union partner, if the resident meets the applicable age requirement for the exemption claimed; or owned by a resident, or the resident's spouse, either of whom meets the age requirement for the exemption claimed, and when they have been married for at least 5 years. Property cannot have been transferred to the applicant, from a person under the age of 65, and related to the applicant by blood or marriage, within the preceding five years. Property must meet the definition of residential real estate, per RSA 79:39-a(c), which includes the housing unit, which is the person's principal home and related structures such as a detached garage or woodshed. It does not include attached dwelling units and unattached structures used or intended for commercial or other non-residential purposes. If fractional interest is owned, see RSA 72:41, Proration.		
ELDERLY, DEAF & DISABLED FINANCIAL QUALIFICATIONS RSA 72:39-a RSA 72:38-b RSA 72:37-b	INCOME LIMITATION	Includes Income from any source including Social Security or pension.	Excludes Life insurance paid on the death of an insured; Expenses and costs incurred in the course of conducting a business enterprise; Proceeds from the sale of assets.
	ASSET LIMITATION	Includes The value of all assets, tangible and intangible.	Excludes The value of the person's actual residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinance. The value of any good faith encumbrances.
ADA COMPLIANT	Individuals who need auxiliary aids for effective communications in programs and services of the New Hampshire Department of Revenue Administration are invited to make their needs and preferences known. Individuals with hearing or speech impairments may call TDD Access: Relay NH 1-800-735-2964.		

LINE-BY-LINE INSTRUCTIONS

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

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

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

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

IMPROVEMENTS TO ASSIST PERSONS WITH DISABILITIES AND THE DEAF

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

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

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

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

YR 16 TOWN 255 OP# 03 - T (Assigned by Municipality)

For Tax Year April 1, 16 to March 31, 17

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

- City/Town of Lee, NH
- Tax Map No./Lot or USFS sale name & unit #: Map 4 Lot 6
- Intent Type: Original Supplemental Original Operation # _____
(Use mouse to click on Check Boxes)
- Name of road from which accessible: Pinkham Road
- a. Acreage of Lot: 160± Acreage of cut: 2 Acres
- b. Anticipated start date: 5/16
- Type of ownership (check only one):
 - a. Owner of Land and Stumpage (Joint Tenants)
 - b. Owner of Land and Stumpage (Tenants in Common)
 - c. Previous owner retaining deeded timber rights
 - d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

REPORT OF CUT FORM / CERTIFICATE TO BE SENT TO:

OWNER OR BY MAIL OR
 LOGGER/FORESTER E-MAIL

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

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

Seth Peters 4/22/16
 SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE
Pearl Peters 4/22/16
 SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

PRINT CORPORATE OFFICER NAME AND TITLE DATE
Seth Peters

PRINT OWNER(S) NAME
Pearl Peters

MAILING ADDRESS
23 Old Mill NH 03861

CITY/TOWN STATE ZIPCODE
603
 PHONE 866 1999 E-MAIL _____

FOR ASSESSING OFFICIALS ONLY

The Selectmen/Assessing Officials hereby certify that:

- All owners of record have signed the Intent;
- The land is not under the Current Use Unproductive category;
- The form is complete and accurate; and
- Any timber tax bond required has been received:
 \$ _____ Date _____

5. The tax collector will be notified within 30 days or receipt pursuant to 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	<u>50,000</u>	MBF
Hemlock	—	MBF
Red Pine	—	MBF
Spruce & Fir	—	MBF
Hard Maple	—	MBF
White Birch	—	MBF
Yellow Birch	—	MBF
Oak	<u>3000</u>	MBF
Ash	—	MBF
Beech & Soft Maple	—	MBF
Pallet or Tie Logs	<u>10,000</u>	MBF
Other (Specify)	—	MBF
Pulpwood	Tons	Cords
Spruce & Fir	—	—
Hardwood & Aspen	<u>30</u>	—
Pine	—	—
Hemlock	—	—
Whole Tree Chips	<u>500</u>	—
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood		Cords

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

Species: Firewood Amount: 5 cords

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.

Mary Taylor
 SIGNATURE OF PERSON RESPONSIBLE FOR CUTTING DATE

LE TAYLOR & SONS, INC
 PRINT NAME

P.O. Box 24
 MAILING ADDRESS

Porter ME 04068
 CITY/TOWN STATE ZIPCODE

207 625-4056 E-MAIL letaylor@roadrunner.com

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

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

TOWN / CITY OF: Lee, NH
COUNTY OF: Strafford
CERTIFICATION DATE: April 27, 2016

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

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

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
W Kevin & Jane Crawford 0 100 Stepping Stones Rd Lee, NH 03861	WHITE PINE	21.350			\$135.00	\$2,882.25	\$288.23	
	HEMLOCK	0.000			\$42.50	\$0.00	\$0.00	
	RED PINE	0.000			\$45.00	\$0.00	\$0.00	TOTAL TAX
ACCOUNT OR SERIAL #: 1	SPRUCE & FIR	0.000			\$95.00	\$0.00	\$0.00	DUE ON THIS
	HARD MAPLE	0.000			\$230.00	\$0.00	\$0.00	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT MAP & LOT NUMBER 07-10-0000	WHITE BIRCH	0.000			\$65.00	\$0.00	\$0.00	(TOTAL OF
	YELLOW BIRCH	0.000			\$167.50	\$0.00	\$0.00	COL. # 9)
	OAK	0.000			\$305.00	\$0.00	\$0.00	
	ASH	0.000			\$125.00	\$0.00	\$0.00	
	BEECH & S. MAPLE	0.000			\$70.00	\$0.00	\$0.00	
	PALLET / TIE LOGS	7.310			\$40.00	\$292.40	\$29.24	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
					TONS	CORDS		
# 3 OPERATION NUMBER 15-255-07	SPRUCE & FIR		0.00	0.00	\$ 1.50	\$ 3.35	\$0.00	\$0.00
	HARDWOOD & ASPEN		0.00	0.00	\$ 3.75	\$ 9.75	\$0.00	\$0.00
	PINE		0.00	0.00	\$ 1.50	\$ 3.00	\$0.00	\$0.00
	HEMLOCK		0.00	0.00	\$ 2.75	\$ 6.60	\$0.00	\$0.00
	WHOLE TREE CHIPS		385.31	0.00	\$ 1.50	\$ -	\$577.97	\$57.80
	HIGH GRADE SPRUCE		0.00	0.00	\$ 25.00	\$ -	\$0.00	\$0.00
	CORDWOOD		0.00	0.00	\$ -	\$ 12.50	\$0.00	\$0.00
						\$3,752.62	\$375.27	

**ORIGINAL WARRANT
YIELD TAX LEVY**
April 27, 2016
THE STATE OF NEW HAMPSHIRE

Strafford

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

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$375.27**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at Lee, NH

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

DATE SIGNED: April 27, 2016

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
W Kevin & Jane Crawford 100 Stepping Stones Rd Lee, NH 03861	07-10-0000	15-255-07	\$375.27

TAX DUE DATE: May 27, 2016 TOTAL YIELDTAX: \$375.27

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

TOWN: Lee, NH
 COUNTY: Strafford
 OWNER: W Kevin & Jane Crawford
 OWNER:
 ADDRESS: 100 Stepping Stones Rd
 ADDRESS: Lee, NH 03861

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

ACCOUNT & SERIAL #: 1
 MAP & LOT #: 07-10-0000
 OPERATION #: 15-255-07
 DATE OF BILLING: April 27, 2016

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS			
WHITE PINE	\$110.00	\$160.00			\$50.00	0.50	\$ 135.00	21.350			
HEMLOCK	\$35.00	\$50.00			\$15.00	0.50	\$ 42.50	0.000			
RED PINE	\$40.00	\$50.00			\$10.00	0.50	\$ 45.00	0.000			
SPRUCE & FIR	\$75.00	\$115.00			\$40.00	0.50	\$ 95.00	0.000			
HARD MAPLE	\$160.00	\$300.00			\$140.00	0.50	\$ 230.00	0.000			
WHITE BIRCH	\$50.00	\$80.00			\$30.00	0.50	\$ 65.00	0.000			
YELLOW BIRCH	\$110.00	\$225.00			\$115.00	0.50	\$ 167.50	0.000			
OAK	\$250.00	\$360.00			\$110.00	0.50	\$ 305.00	0.000			
ASH	\$100.00	\$150.00			\$50.00	0.50	\$ 125.00	0.000			
BEECH/SOFT MAPLE	\$40.00	\$100.00			\$60.00	0.50	\$ 70.00	0.000			
PALLET/TIE LOGS	\$30.00	\$50.00			\$20.00	0.50	\$ 40.00	7.310			
Hickory	\$0.00				\$0.00	0.00	\$ -	0.000			
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	#TONS	#CORDS
SPRUCE & FIR	\$1.00	\$2.00	\$2.20	\$4.50	\$1.00	\$2.30	0.50	\$ 1.50	\$ 3.35	0.000	0.000
HARDWOOD & ASPEN	\$2.50	\$5.00	\$6.50	\$13.00	\$2.50	\$6.50	0.50	\$ 3.75	\$ 9.75	0.000	0.000
PINE	\$1.00	\$2.00	\$2.00	\$4.00	\$1.00	\$2.00	0.50	\$ 1.50	\$ 3.00	0.000	0.000
HEMLOCK	\$2.00	\$3.50	\$4.80	\$8.40	\$1.50	\$3.60	0.50	\$ 2.75	\$ 6.60	0.000	0.000
WHOLE TREE CHIPS	\$1.00	\$2.00	\$0.00	\$0.00	\$1.00	\$0.00	0.50	\$ 1.50	\$ -	385.310	0.000
HIGH GRADE SPRUCE	\$20.00	\$30.00	\$0.00	\$0.00	\$10.00	\$0.00	0.50	\$ 25.00	\$ -	0.000	0.000
CORD WOOD/FUELWOOD	\$0.00	\$0.00	\$10.00	\$15.00	\$0.00	\$5.00	0.50	\$ -	\$ 12.50	0.000	0.000

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

Average Stumpage Value List

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

April 1, 2016 to September 30, 2016

Available at www.nh.gov/revenue

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

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

SAW LOGS	MBF LOW	MBF HIGH
White Pine	\$110.00	\$160.00
Hemlock	\$35.00	\$50.00
Red Pine	\$40.00	\$50.00
Spruce & Fir	\$75.00	\$115.00
Hard Maple	\$160.00	\$300.00
White Birch	\$50.00	\$80.00
Yellow Birch	\$110.00	\$225.00
Oak	\$250.00	\$360.00
Ash	\$100.00	\$150.00
Beech & Soft Maple	\$40.00	\$100.00
Pallet & Tie Logs	\$30.00	\$50.00

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

PULPWOOD	TONS	CORDS
	LOW-HIGH	LOW-HIGH
Spruce & Fir	\$1.00-\$2.00	\$2.20-\$4.50
Hardwood & Aspen	\$2.50-\$5.00	\$6.50-\$13.00
Pine	\$1.00-\$2.00	\$2.00-\$4.00
Hemlock	\$2.00-\$3.50	\$4.80-\$8.40
Fuel Chips	\$1.00-\$2.00	
MISCELLANEOUS	TONS	CORDS
	LOW-HIGH	LOW-HIGH
High Grade Spruce	\$20.00-\$30.00	
Cordwood		\$10.00-\$15.00

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

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

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

Prepared by:



Rick Evans, NH LF #34

Department of Revenue Administration

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

Values may change during this period.

April 1, 2016

REPORT OF WOOD OR TIMBER CUT

RSA 79:11

See instructions on back of form

OPERATION # 15-255-07 - T

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

Mailing Address:

DALE E CRAWFORD
2453 LOVELL LAKE RD
SANBORNVILLE NH 03872-

- 1. City/Town of: LEE
2. Tax Map/Lot # or USFS sale name/unit #: 7 LOT 10
3. Exact Acreage of Cut: 20
4. Is the cutting complete? Yes [checked] No
5. If yes, date cutting was completed? 4-10-16
6. Name of sawmill or pulpmill logs or pulpwood was sold to:

NAME NC. Hunt
Pine Tree Power
NAME P.S.N.H.
NAME Vero Paper
NAME Robbins Lumber
7. I hereby report the wood or timber cut under penalty of perjury.
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE 4/20/16

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

CORPORATE OFFICER NAME AND TITLE DATE
PRINT OWNER(S) NAME KEVIN CRAWFORD

MAILING ADDRESS 100 STEPPING STONES RD

CITY / TOWN LEE STATE NH ZIP CODE 03872

TELE NO. 603-365-1025

8. Description of Wood or Timber Cut

Table with columns: SPECIES, EXACT SCALE CUT (USE INTERNATIONAL 1/4 RULE LOG SCALE), TONS OR CORDS. Includes entries for White Pine (21,350 MBF), Hemlock, Red Pine, Spruce & Fir, Hard Maple, White Birch, Yellow Birch, Oak, Ash, Beech & Soft Maple, Pallet or Tie Logs (7,310 MBF), and Whole Tree Chips (385 Cords).

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

Table with columns: Species, Amount

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

SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING

DATE: 4-10-16

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

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

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

YR TOWN OP#
15 - 255 - 07 T (Assigned by Municipality)

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)

8. Description of Wood or Timber To Be Cut

- 1. City/Town of LEE
2. Tax Map No./Lot or USFS sale name & unit #:
3. Intent Type: Original [X] Supplemental []
4. Name of road from which accessible: STEPPINGSTONES RD
5. a. Acreage of Lot: 38 Acreage of cut: 33
b. Anticipated start date: 10/15/15
6. Type of ownership (check only one):
a. Owner of Land and Stumpage (Joint Tenants) []
b. Owner of Land and Stumpage (Tenants in Common) []
c. Previous owner retaining deeded timber rights []
d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements []

Table with 3 columns: Species, Estimated Amount To Be Cut, and Units (MBF, Tons, Cords). Rows include White Pine (10,000 MBF), Hemlock (MBF), Red Pine (MBF), Spruce & Fir (MBF), Hard Maple (MBF), White Birch (MBF), Yellow Birch (MBF), Oak (MBF), Ash (MBF), Beech & Soft Maple (MBF), Pallet or Tie Logs (10,000 MBF), Other (Specify) (MBF), Pulpwood (Tons, Cords), Spruce & Fir, Hardwood & Aspen, Pine (200), Hemlock, Whole Tree Chips (1,000), Miscellaneous, High Grade Spruce/Fir (Tons), Cordwood & Fuelwood (Cords).

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

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

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

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER: [Signature] DATE: 9/30/15

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

PRINT CORPORATE OFFICER NAME AND TITLE DATE

KEVIN CRAWFORD

PRINT OWNER(S) NAME

100 STEPPINGSTONES RD

MAILING ADDRESS

LEE NH 03861

CITY/TOWN STATE ZIPCODE

PHONE 603 365-1022 E-MAIL WEBUILD4U@COMCAST.NET

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

Table with 2 columns: Species, Amount

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

SIGNATURE OF PERSON RESPONSIBLE FOR CUTTING DATE: 9-22-15

Dale E Crawford

PRINT NAME

2453 Lovell Lake Rd

MAILING ADDRESS

Samborville NH 03872

CITY/TOWN STATE ZIPCODE

PHONE 762-1102 E-MAIL CrawfordLogsInc@gmail.com

FOR ASSESSING OFFICIALS ONLY

- The Selectmen/Assessing Officials hereby certify that:
1. All owners of record have signed the Intent;
2. The land is not under the Current Use Unproductive category;
3. The form is complete and accurate; and
4. Any timber tax bond required has been received: \$ Date
5. The tax collector will be notified within 30 days or receipt pursuant to RSA 79:10;
6. This form to be forwarded to DRA within 30 days.

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

ABATEMENT APPROVED

TO: Linda Reinhold. Tax Collector
FROM: Lee Select Board
DATE: April 29, 2016
RE: Map/Lot 30-1-1
139 Tuttle Road

The Select Board voted in non-public session on April 25, 2016 to grant an abatement of \$1,298.70, plus \$304.92 in penalties and interest, on the property owner's 2015 tax, in accordance with NH RSA 76:16 I. (a): "Selectmen or assessors, for good cause shown, may abate any tax, including prior years' taxes, assessed by them or by their predecessors, including any portion of interest accrued on such tax."

The Assessor placed an assessed value on the property for 2015 based upon the belief that improvements to the property had been completed, when in fact they had not. The assessed value was reduced in March 2016 when the Assessor had an opportunity to view the interior of the property. The abatement reflects a difference in assessed value of \$44,400.

Scott Bugbee, Chairman

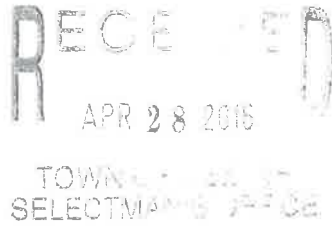
John La Course

Cary Brown

Date

LCHIP

Land & Community Heritage
Investment Program



March 15, 2016

Julie Glover
Town Administrator
Town of Lee
7 Mast Road
Lee, NH 03824

Dear Julie,

Enclosed is an incentive payment to recognize that timely and appropriate stewardship and monitoring was carried out and reported for town conservation land protected with assistance from the Land and Community Heritage Investment Program. The payment is for the 2015 stewardship and monitoring of the Randall Farm and Tuckaway Farm properties.

LCHIP's Monitoring Endowment fund was created to support long term stewardship of the resources protected with assistance from LCHIP. Annual incentive payments are based on income available from the endowment, the number of projects receiving funds in the year and a variety of resource-based factors. Because the amount available to support these incentive payments varies from year to year, we suggest that you do not include a specific payment from this source as part of your annual budget.

Remember that the Town will need to insure that completed 2016 monitoring reports are submitted to LCHIP no later than the end of December 2016 to fulfill its legal agreements with LCHIP and to qualify for an incentive payment next year. Many land stewards find that summer and fall are good times to complete the required monitoring. The current monitoring report form is available on the LCHIP website, www.lchip.org.

Please pass along our thanks to the Conservation Commission for their responsible care of these properties and contact us if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Dijit Taylor".

Dijit Taylor
Executive Director

**Land and Community Heritage
Investment Program (LCHIP)**
13 West Street, Suite 3
Concord, NH 03301-3550
(603) 224-4113

GRANITE BANK
54-131/117

1192

3/7/2016

PAY TO THE
ORDER OF

Town of Lee

\$ **1,000.00

One Thousand and 00/100***** DOLLARS

Town of Lee
7 Mast Road
Lee, NH 03824

MEMO

Dorothy S. Jayh

⑈001192⑈ ⑆011701314⑆ 020 119 7⑈

Land and Community Heritage Investment Program (LCHIP)

1192

Town of Lee

3/7/2016

1,000.00

Checking - Granite Ba

1,000.00

LCHIP

Land & Community Heritage
Investment Program



March 15, 2016

Laura Gund
Lee Heritage Commission
7 Mast Road
Lee, NH 03824

Dear Laura,

Enclosed is an incentive payment to recognize that the Lee Heritage Commission has carried out and reported appropriate and timely stewardship and monitoring for its LCHIP-assisted property in 2015. The payment is for the Flag Hill Winery (Reinhold) historic building.

LCHIP's Monitoring Endowment fund was created to support long term stewardship of the resources protected with assistance from LCHIP. Annual incentive payments are based on income available from the endowment, the number of projects receiving funds in the year and a variety of resource-based factors. Because the amount available to support these incentive payments varies from year to year, we suggest that you do not include a specific payment from this source as part of your annual budget.

Remember that you will need to submit a completed 2016 monitoring report no later than the end of December 2016 to fulfill your legal agreement with LCHIP and to qualify for an incentive payment next year. Many recipients find that summer and fall are good times to complete the required monitoring. The current monitoring report form is available on the LCHIP website, www.lchip.org.

Thank you for your responsible care of this property. Please contact us if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Dijit Taylor".

Dijit Taylor
Executive Director

**Land and Community Heritage
Investment Program (LCHIP)**
13 West Street, Suite 3
Concord, NH 03301-3550
(603) 224-4113

GRANITE BANK
54-131/117

1191

3/7/2016

PAY TO THE
ORDER OF

Lee Heritage Commission

\$ **400.00

Four Hundred and 00/100***** DOLLARS

Lee Heritage Commission
7 Mast Road
Lee, NH 03824

MEMO

Dorothy J. Taylor

⑈001191⑈ ⑆011701314⑆ 020 119 7⑈

Land and Community Heritage Investment Program (LCHIP)

1191

Lee Heritage Commission

3/7/2016

400.00

Checking - Granite Ba

400.00



State of New Hampshire Department of Revenue Administration

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



MUNICIPAL AND PROPERTY
DIVISION
Stephan W. Hamilton
Director

John T. Beardmore
Commissioner



April 25, 2016

David M. Cornell
Assistant Director

TOWN OF LEE
OFFICE OF SELECTMEN
7 MAST ROAD
LEE NH 03824

Dear Assessing Officials:

Earlier in 2016, you were notified of your town's 2015 sales-assessment weighted mean ratio. Since that time, the Department of Revenue Administration has completed the process of calculating the total equalized values for each municipality and unincorporated places throughout the state pursuant to RSA 21-J:3 XIII.

Two total equalized figures were calculated for each municipality: The "Total Equalized Valuation **Including** Utility Valuation and Railroad Monies Reimbursement" will be used to calculate your municipality's portion of the county tax and cooperative school district taxes, if applicable. The "Total Equalized Value **Not Including** Utility Valuation and Railroad Monies used to calculate each municipality's portion of the state education property tax.

In order to fulfill the requirements of RSA 21-J:3 XIII, adjustments have been made to the modified assessed valuation to bring such valuation to true and market value. Enclosed with this letter are informational sheets that summarize how each of the following figures was calculated.

Town Name: LEE	Including Utility Valuation and Railroad Monies Reimbursement	Not Including Utility Valuation and Railroad Monies Reimbursement
2015 Modified Local Assessed Valuation	429,245,876	423,089,976
+ D.R.A. Inventory Adjustment	38,004,922	37,746,838
= 2015 Equalized Assessed Valuation	467,250,798	460,836,814
+ Equalized Payment in Lieu of Taxes	82,640	82,640
+ Equalized Railroad Tax	0	0
= 2015 Total Equalized Valuation	467,333,437	460,919,454
2015 Equalized Assessed Valuation	467,250,798	
+ Adjustment RSA 31-A (Shared Revenues)	0	
= Base Valuation for Debt Limits	467,250,798	

This letter is official notification of your 2015 Total Equalized Valuation(s). You have the right to appeal these valuations to the N.H. Board of Tax and Land Appeals pursuant to RSA 71-B:5 II. The appeal period is not extended due to any communication, either verbal or written, between the D.R.A. and a municipality regarding the total equalized valuations.

If you have any questions regarding the computation of your total equalized assessed valuation(s), please contact this office at 230-5950.

Sincerely,

Linda C. Kennedy, Manager
Equalization Bureau

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

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

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
2015 EQUALIZATION INFORMATION SHEET**

This informational sheet has been provided to explain and summarize the information contained in each municipality's notification of "Total Equalized Valuations," the appeal process, Assessing Standards Board, etc.

The following is a brief explanation of how each municipality's "Total Equalized Valuations" were calculated:

MODIFIED ASSESSED VALUATION: It may be helpful to refer to page 2 of the MS-1 report provided by your municipality to the Department of Revenue Administration in the fall of 2015.

"GROSS LOCAL ASSESSED VALUATION" - Sum of all assessed values in the municipality

- Certain Disabled Veteran's: RSA 72:36-a
- Improvements to Assist Persons who are Deaf: RSA 72:38-b V
- Improvements to Assist Persons with Disabilities Exemption: RSA 72:37-a
- School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (\$150,000 max per exemption)
- Water & Air Pollution Control Exemption: RSA 72:12-a

= **"MODIFIED ASSESSED VALUATION"**

- Blind Exemption: RSA 72:37
- Elderly Exemption: RSA 72:39-a & b
- Deaf Exemption: RSA 72:38-b
- Disabled Exemption: RSA 72:37-b
- Wood-Heating Energy System Exemption: RSA 72:70
- Solar Energy System Exemption: RSA 72:62
- Wind Powered Energy System Exemption: RSA 72:66
- Additional School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (exemption amount > \$150,000).

= **"NET LOCAL ASSESSED VALUATION"** - The municipal, county, and local school tax rates are computed using the net local assessed valuation.

TAX INCREMENT FINANCE DISTRICTS (TIFS): RSA 162-K:10 III - The retained captured assessed value is added to the modified assessed value and will be equalized for all TIF districts created after 4/29/99. The original assessed value is used to set a municipality's tax rates.

DRA INVENTORY ADJUSTMENT: The sum of the adjustments of the modified local assessed valuation is divided into three categories.

Category 1: The total modified local assessed value of land (excluding land in current use, conservation restriction assessment, discretionary easements, and utilities), buildings and manufactured housing is equalized by the 2015 equalization ratio. This category includes discretionary preservation easements, taxation of farm structures and land under farm structures. The difference between the modified local assessed valuation of land, buildings and manufactured housing and the equalized value equals the DRA adjustment for land, buildings, and manufactured housing.

Category 2: An adjustment for land assessed at current use, conservation restriction assessment, discretionary easements values is made. This adjustment is calculated by dividing the total net local assessed valuation for land in these two categories by the 2014 equalization ratio to obtain the equalized value of current use, conservation restriction assessments and discretionary easements. If a municipality has had a full revaluation or cyclical revaluation as defined by Rev 601.16 and 601.24, a ratio of 100.0 is used.

The difference between the local assessed value of the land and the equalized value equals the DRA adjustment for current use, conservation restriction assessments and discretionary easements.

Category 3: A DRA adjustment for public utilities, as defined by RSA 83-F is made by comparing the market value of the utility as determined by the DRA to the net local assessed value of the utility. The difference between the assessed value and the market value equals the adjustment. The value of public utilities is not added into the "Total Equalized Value Not Including Utility Value or Equalized Railroad Taxes."

EQUALIZED ASSESSED VALUATION: The sum of the "modified local assessed valuation" plus the inventory adjustment. The equalized assessed valuation represents the equalized value of all "taxable" properties in a municipality.

PAYMENT IN LIEU OF TAXES: The equalized value for payments received in lieu of taxes includes State & Federal Forest Land Reimbursements, Recreation Land Reimbursements, Flood Land Reimbursements, and others.

RAILROAD TAX: The equalized value for monies received from the railroad tax. This figure is not included in the "Total Equalized Valuation Not Including Utility Values and Equalized Railroad Taxes."

TOTAL EQUALIZED VALUATIONS INCLUDING UTILITY VALUE AND EQUALIZED RAILROAD TAXES: The sum of the equalized assessed valuation, the equalized value of payments in lieu of taxes and the equalized value of the railroad tax monies.

The Total Equalized Valuation including the value of utilities and equalized value of railroad monies reimbursed to municipalities represents the equalized value of all property in a municipality including utilities and will be used to:

- Apportion county taxes for the 2016 tax year;
- Calculate state reimbursements, and;
- Apportion cooperative school taxes for the 2016 tax year;
- Calculate the state education tax for the 2017 tax year.

TOTAL EQUALIZED VALUATIONS NOT INCLUDING UTILITY VALUE AND EQUALIZED RAILROAD TAXES: The sum of the equalized assessed valuation and the equalized value of payments in lieu of taxes.

The 2015 "total equalized valuation not including utility and equalized value of railroad monies reimbursed to municipalities" will be used to apportion the state education property tax for the tax year 2017. The 2014 total equalized valuation not including utilities and the value of railroad monies reimbursed to municipalities will be used to apportion the state education property tax for the tax year 2016.

ADJUSTMENT RSA 31-A SHARED REVENUES: The equalized value of monies received from the shared revenues distributed pursuant to RSA 31-A. These values are NOT part of the "Total Equalized Valuation" of a municipality (RSA 21-J:3 XIII change eff. 2002). Meals and Rooms Tax revenues distributed to municipalities pursuant to RSA 78-A:26 are not equalized and, therefore, are not included in this amount. *RSA 31-A has been suspended for the biennium ending 6/30/2015 as provided by HB 2, 2013, 144:2) Therefore, no monies were equalized.*

BASE VALUATION FOR DEBT LIMITS - RSA 33:4-b: The sum of the equalized assessed valuation plus the equalized valuation of the shared revenues. The base valuation for debt limits is used to determine a municipality's, school district, or village district's bonding capacity. This figure is provided to municipalities, banks, bonding companies, and other interested parties who request a "Base Valuation for Debt Limit Certificate."

TOTAL EQUALIZED VALUATION: The total equalized valuation for each municipality does not include the equalized value of monies received from shared revenues. The base valuation for debt limit, however, does include the equalized value of monies received from shared revenues.

% PROPORTION TO COUNTY TAX: The percentage of proportion to \$1,000 of tax that is to be allocated to each town within the county comparing each municipality's total equalized value to the total equalized value of the county.

% PROPORTION TO STATE TAX: The percentage of proportion to \$1,000 of tax that is to be allocated to each town within the state by comparing the town's total equalized value to the total equalized value of the state.

LOCAL TAX RATE: The actual tax rate as calculated by the Department of Revenue Administration, Municipal and Property Division. The tax rate includes the municipal, county, local school and state education property tax rates.

EQUALIZATION RATIO: The 2015 equalization ratio as determined by a ratio study conducted by the Department of Revenue Administration's equalization staff. As a rule, the municipality's weighted mean ratio point estimate calculated to a tenth of 1% will be used to adjust the municipality's modified local assessed valuation.

If there were insufficient sales and/or it is determined that the weighted mean does not accurately reflect the level of assessment in a municipality, another ratio may be used.

FULL VALUE TAX RATE: The 2015 gross local property taxes to be raised as reported by the Department of Revenue Administration, Municipal & Property Division, divided by the total equalized valuation including utility values and equalized railroad taxes. This figure represents the estimated tax rate for a municipality if all the taxable property was assessed at 100% and includes the equalized value of properties for which a payment in lieu of property taxes is made.

APPEAL OF TOTAL EQUALIZED VALUATION

Municipalities were sent their 2015 Notification of Total Equalized Valuations on April 25, 2016.

Per RSA 71-B:5, II, any municipality aggrieved by the total equalized valuation as determined by the DRA must appeal to the Board of Tax and Land Appeals in writing **within 30 days of the town's notification** of the municipality's total equalized valuation.

The appeal period is not extended due to any communication, either verbal or written, between the DRA and a municipality regarding the total equalized valuation.

ASSESSING STANDARDS BOARD – RSA 21-J:14-a

The duties of the Assessing Standards Board (ASB) included:

- Review the procedures of the prior year's ratio studies conducted by the Department of Revenue Administration;
- Establish procedures for improving the ratio studies for the forthcoming property tax year;
- Develop standards for equalization; and
- Review, revise and approve the equalization manual published by the Department of Revenue Administration.

MUNICIPAL & PROPERTY DIVISION MONITORING STAFF

The Municipal & Property Division staff plays an active role working with towns on their ratio studies. Some of the services they provide include:

- Training municipal officials to data enter the assessment information electronically
- Reviewing the sales information with municipalities prior to the ratio setting process
- Explaining the meaning and significance of the statistics resulting from the ratio study process

“STATEWIDE EDUCATION PROPERTY TAX” WARRANT - RSA 76:8

Each municipality was sent a “statewide enhanced education tax” warrant for the tax year 2016 before December 15, 2015. The new 2015 total equalized valuation figures do not affect the warrant amounts because they were calculated using the 2014 total equalized values without utilities.

The following items are available on the DRA website:

- Assessment Report - exemptions & tax credits for each municipality
- Blind Exemption Report
- Coefficient of Dispersion (COD) List
- Comparison of Full Value Tax Rates
- Current Use Report
- Debt Limit
- Elderly Exemption Report – Taxes Lost
- Equalization Survey including Utilities
- Equalization Survey not including Utilities
- Equalization Manual
- Median Ratio List
- Price Related Differential (PRD) List
- Property and Exclusion Codes
- Equalization Ratio List (Weighted Mean)
- Tables by County
- Veteran's Tax Credit Report

The 2015 Equalization Survey and associated reports should be completed and placed on the web by June 15, 2016. We invite you to take the opportunity to browse the website. Please let us know if you have any suggestions for documents you would like put on the website.

THANK YOU

I would like to take this opportunity to thank you for your cooperation with this year's equalization study and to invite you to make suggestions or express concerns regarding the equalization process. Questions regarding the equalization process in general or how specific numbers were calculated; please feel free to contact this office at 230-5950.

Julie Glover

From: Tom Dronsfield
Sent: Tuesday, May 03, 2016 7:29 AM
To: Arlon Chaffee; Julie Glover
Subject: Re: Bicycle Ride - Sunday Jun 5th - Lee

We have not had any issues in the past, so I do not see a need for a detail officer.

Regards,
Tom

From: arlonchaffee@gmail.com <arlonchaffee@gmail.com> on behalf of Arlon Chaffee <arlon@lococycling.com>
Sent: Monday, May 2, 2016 6:32:24 PM
To: Julie Glover
Cc: Tom Dronsfield
Subject: Bicycle Ride - Sunday Jun 5th - Lee

Julie - the 5th Annual Raid Rockingham bicycle ride will take place on Sun Jun 5th. This is the dirt road ride that will pass through Lee. I will work with Chief Dronsfield (cc'd here) to address any safety considerations.

We expect about 400 riders this year. The ride originates in Newmarket and by the time they reach Lee the riders will be spread out thinly - it should look like any other Sunday in Lee, with cyclists sharing the road with motorists.

The route will enter Lee on Rt 152, from the West side of Rt 125. Riders will cross Rt. 125 and enter Demeritt Ave, on to Cartland & Lee Hill. Riders will then pass through Lee on Rt 155 and exit via Packers Falls.

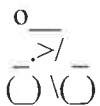
I will explain to all riders that rules of the road are to be observed, with particular emphasis on the Rt 125 signal (I will have warning signage up as cyclists approach this intersection).

Due to the size and the nature of the event I don't believe a police detail would be required but, of course, will defer to the Chief's judgement.

I have attached a Cert of Insurance with Town of Lee as Additional insured.. Please let me know if you require additional information.

Thanks!

Arlon



Friends don't let friends ride slow

Arlon A. Chaffee
Big Wheel, LOCO Cycling, Inc.
PO Box 471



USACYCL-01

SINGHRM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/2/2016

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

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

PRODUCER Willis of Texas, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): (877) 945-7378 FAX (A/C, No): (888) 467-2378 E-MAIL ADDRESS: Certificates@willis.com
INSURED USA Cycling, Inc. 210 USA Cycling Point, Suite 100 Colorado Springs, CO 80919	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Lexington Insurance Company 19437 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

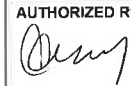
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY					
X	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	015375404	12/31/2015	12/31/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
GENL AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:						
	AUTOMOBILE LIABILITY					
	ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	ALL OWNED AUTOS	SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	HIRED AUTOS	NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				PER STATUTE OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

Endorsement LX4309 (06/14) AI- DESIGNATED PERSON-ORG: As required by written contract, Certificate holders are named as Additional Insured for USA Cycling sanctioned/permitted events.

Endorsement NAMEINSD (02/94) NAMED INSURED AMENDMENT: Event Organizers and/or Promoters are Named Insureds. It shall be a condition of coverage that all organizers/promoters for whom coverage is afforded under this policy execute a USAC Event Permit Application and coverage will be afforded only for the specific event and date on the permit.

SEE ATTACHED ACORD 101

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

This endorsement, effective 12:01 AM 12/31/2015

Forms a part of policy no.: 015375404

Issued to: USA CYCLING, INC.

By: LEXINGTON INSURANCE COMPANY

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG2026 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)

As required by written contract

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.



Authorized Representative

State of New Hampshire
Site Evaluation Committee

Martin P. Honigberg, Esquire
Chairman

Thomas S. Burack, Esquire
Vice-Chair

Pamela G. Monroe
SEC Administrator

<http://www.nhsec.nh.gov>
21 South Fruit St., Suite 10
Concord, New Hampshire
03301-2429
Telephone (603) 271-2435
Fax (603) 271-3878



May 3, 2016



Town of Lee
7 Mast Road
Lee, NH 03861

VIA E-MAIL AND FIRST-CLASS MAIL

Re: Application of Public Service Company of New Hampshire d/b/a Eversource Energy for a Certificate of Site and Facility, Site Evaluation Committee Docket No. 2015-04

Dear Sir/Madam:

I am writing to you in my capacity as Administrator for the New Hampshire Site Evaluation Committee (SEC). On April 12, 2016, Public Service Company of New Hampshire d/b/a Eversource Energy, filed an application for a Certificate of Site and Facility (Application) with the Site Evaluation Committee (Committee). The Application seeks the issuance of a Certificate of Site and Facility approving the siting, construction, and operation of a new 115 kV electric transmission line between existing substations in Madbury, New Hampshire and Portsmouth, New Hampshire. The new transmission line will be approximately 12.9 miles in length and is comprised of a combination of above ground, underground, and underwater segments and will be located in the Towns of Madbury and Durham in Strafford County, and the Town of Newington and the City of Portsmouth in Rockingham County.

This matter has been docketed as SEC Docket No. 2015-04 and is commonly referred to as the Seacoast Reliability Project. The Applicant has provided documentation to the SEC that the governing body of each municipality where the Project is proposed to be located was provided a copy of the Application.

Pursuant to R.S.A. 162-H:16, IV(b), the Committee, as part of its review, must consider whether the site and facility will "unduly interfere with the orderly development of the region with due consideration having been given to the views of municipal and regional planning commissions

May 3, 2016

Page 2

and municipal governing bodies.” In addition, RSA 541-A:39, I, provides that all affected municipalities shall receive notice and be afforded a reasonable opportunity to submit data, views, or comments with respect to any action within its boundaries that directly affects the municipality.

RSA 162-H:7, VI, provides that within 60 days of filing, the Committee must decide whether or not to accept an application. If the Committee accepts the application, and you wish to intervene as a party in this docket, it will be necessary to file a motion to intervene, consistent with RSA 541-A:32 and the N.H. Code of Administrative Rules, Site 202.11.

RSA 162-H:10, I-a, provides that within 45 days after the acceptance of an application, that at least one public information session shall be held in each county in which the proposed facility is to be located. In addition, RSA 162-H:10, I-c, provides that within 90 days after the acceptance of an application that the SEC shall hold a public hearing in each county in which the proposed facility is to be located.

The Application and all of the associated filings are posted on the SEC’s website and can be found via the following link: <http://www.nhsec.nh.gov/projects/2015-04/2015-04.htm>. Public comments regarding the application may be sent via first-class mail or e-mail to:

Pamela G. Monroe, Administrator
Site Evaluation Committee
21 South Fruit Street, Suite 10
Concord, NH 03301
pamela.monroe@sec.nh.gov

If you would like to be added to an electronic distribution list in order to receive e-mail notifications of all filings in this docket, please send an e-mail to me at the address listed above. Should you have any questions regarding the Site Evaluation Committee process, please feel free to contact me at (603) 271-2435.

Sincerely,



Pamela G. Monroe
Administrator
Site Evaluation Committee