

SELECT BOARD MEETING AGENDA

DATE: Monday, June 13, 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. Conference with Town Attorney - 5:30 pm
2. Call meeting to Order – 6:00 pm
3. Public Comment
4. Select Board – Growing Places
Review property tax exemption application.
5. Jeremy Goodwin, Owner of The Smoke Shack – Food Truck at LRP
Continued discussion on allowing his food truck aka The Smoke Shack at Little River Park.
6. Selectman Cary Brown – Lee Volunteer Dinner
Discuss this year’s volunteer dinner with the Chairs of all the Committees, Commissions and Boards along with special recognitions for presentation at the dinner.
7. Town Administrator – Electronic Media Policy
Continue discussion of expanding the types of content allowed in the E-Crier.
8. Caren Rossi – Solar Power Array Request
Coppal House Farm requests permission from the Select Board to install a solar power 13.78 kWdc array on its conservation easement. According to the Conservation Commission, this array does not conflict with Section 1 of the easement agreement recorded on April 12, 1991.
9. Mary Woodward, Energy Committee – Report Update
Request funds to update energy report.
10. Julie Glover, Town Administrator
 - a. Dog Waste Issue
 - b. E911 Notice
 - c. Miscellaneous
11. Motion to accept the Consent Agenda as presented:

SIGNATURES REQUIRED

Abatement (5)
Veterans Tax Credit
Supplemental Tax Warrant
Excavation Report
Oyster River Management Adv. Comm. Nominee
Sustainability Committee Application
Zoning Board of Adjustment Application
Notice of Intent to Cut
Yield Tax Levy
Trustees of Trust Funds Reimbursement
2017 Investment Policy

INFORMATION ONLY

Dept of Revenue – 2015 Cyclical Monitoring

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

12. Motion to accept the Select Board Public and Non-Public Meeting Minutes from May 23, 2016.
13. Motion to accept Manifest #24 and Weeks Payroll Ending May 29, 2016.
14. Motion to enter into Non-Public Session – NH RSA 91-A:3 II (a)Personnel (3) (b) Tax Deed Issue (e) Pending claim
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 June 10, 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: June 13, 2016

Agenda Item No. 5

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/13/2016

Agenda Item Title: Concession Trailer at Little River Park

Requested By: Jeremy Goodwin, Owner/Operator 5/9/2016

Contact Information: jgood5477@gmail.com / 26 Belle Lane

Presented By: Jeremy Goodwin

Description: Request permission from the Board to set up his concession trailer at Little River Park to serve food and refreshments to guests at the park.

Financial Details: N/A

Legal Authority NH RSA 143-A:1; 41:11-a; 41:8

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to grant Jeremy Goodwin, owner and operator of the Smoke Shack, permission to set up said Smoke Shack at Little River Park to sell food and drink, with the following conditions:

Mr. Goodwin receives a Food Service license from the State of NH and remains in good standing with NH DHHS;

Mr. Goodwin receives Planning Board approval;

The concession trailer and its location are approved by the Fire Chief;

All trash attributable to the food operation is removed each day by Mr. Goodwin;

Mr. Goodwin pays a fee of \$_____ to cover the cost of electricity, fire and police services, park maintenance.

The operating days and hours will be:_____

**Town of Lee
Volunteer Log**

Lee Board/Committee/Commission: _____

Date: _____

Event: _____

Location: _____

Time of Event: _____

Supervisor's Name: _____

The following individuals served as volunteers for this one-day special event:

Name of Volunteer	Time In	Time Out	Total Hours	Signature of Volunteer

Supervisor Signature: _____ **Date:** _____

**Town of Lee
Electronic Media Policy**

1.) Authority:

In accordance with RSA 31:39 and its role as the Governing Body, the Select Board (the “Board”) has the authority to adopt ordinances and policies to order its prudential affairs and guide the administrative functions of the corporate body politic of the Town of Lee.

2.) Purpose & Application:

This purpose of this policy is to describe the Town’s intent for maintaining a presence on the internet and prescribe how the Town will manage its internet web site and electronic newsletter (collectively the “site”), and publish information on the sites, deal with information submitted by others for publishing, retain information published, link to the sites of others, and allow others to link to the Town’s sites.

The policy shall apply to the Town’s main website, the web pages maintained by its various departments (e.g. fire and police), the electronic newsletter, and any other publications, whether in print or electronic, that the Town may distribute as deemed necessary.

3.) Administration:

This policy shall be administered by the Town Administrator, or her/his designee, on behalf of the Town of Lee (the “Town”) who shall periodically report to the Board on the use and activity of the site (e.g. “hits” and major development issues). All inquiries and complaints should be directed to:

Town Administrator
Town of Lee
7 Mast Road
Lee, NH 03861

S/he shall be assisted by the Town Secretary as the primary party with responsibility of website maintenance, issuance of the electronic newsletter, and the training of all other staff personnel who post to the website. Only the staff so authorized may publish materials upon the website.

4.) Definitions:

Whenever the male gender is used it shall be deemed to refer to the female gender and vice-versa.

Commercial: Advertising and promotional material, including any program disguised as a so-called “Infomercial,” designed to promote the sale of commercial products or services by telling about, promoting or praising a product, service, or business, in such a manner as to make people want to buy; as intentionally showing business or product names, logos, or symbols as promotion; as having the intent to make a profit as a result thereof.

Electioneering: A communication, activity, or distribution of information, a handbill or flier designed or intended to influence the vote of a voter on any question or office, or in any manner to expressly advocate the election or defeat of a candidate or passage or defeat of an issue or to promote or advance one candidate, issue, or position over another or to raise funds toward such purposes.

Issue: A program whose primary purpose is to discuss the activities of an elected or appointed person or entity and the matters before them or a balanced view of a matter proposed for, or subject to, a ballot vote.

Offensive: Language of slang, vulgar or colloquial expression which refers, in the context in which it is used, to sexually explicit acts or to human elimination; or abusive language against persons, ethnic groups, religious groups, sexual orientation, or persons with disabilities.

Official: Relating to the performance of one's appointed or elected position or the administration or management of an entity, whether paid for by government or private funds, where the primary purposes is to inform the public as to the ongoing activities for the person or entity, solicit public opinion and communication, and provide constituent services.

Violence: Extreme acts of violence against people, animals or property; or depictions of extreme violent acts in dramatic and/or poetic manners.

5.) Policy:

a.) Intent: The Town's site is intended to be a vital component in its efforts to distribute information to the public at large about the Town's activities, services, decision making process, decisions and resulting ordinances, policies and regulations. The site should act as a means for our residents and visitors to readily obtain information, and submit service requests, comments, and applications at a time and a manner most convenient to them. The site should be as complete as may be technically possible while the quantity and type of documents being posted must bear a meaningful relationship to the intent of this policy and the corresponding benefit must justify the staff time consumed.

The Town does not intend the site to create a forum or other means for the public to advocate an opinion or exchange the same on issues of local interest (i.e. a "blog") and the Town retains total and absolute editorial control over its site.

Notwithstanding that the Town may link to an outside site, it will not directly publish any material on its site unless such material is considered to be an official communication of the Town or where the Town has sponsored or co-sponsored the publication of the material as an official action.

b.) Copyright and Trademarks: The Town will declare and defend a copyright on and retain all intellectual property rights to all items on the sites including all text, graphic images and other content excepting that provided to it by third parties. It shall provide attribution for any material it uses from third parties that are similarly copyrighted or trademarked and refer any party seeking to use such material to the original owner. Any use of the materials on the Town's site without appropriate attribution or without the written permission of the Town is prohibited. The following acts or activities are prohibited without prior written permission from the Town: (a) modification and/or re-use of text, images or other site content; (b) distribution of the Town's site content as their own; or (c) "mirroring" the Town's information on a non-town site.

c.) External Links from the Town Site: The Town, in its sole discretion, may add links to its site which allow its users to access other sites when such a link will further the intent of this policy. Those sites may include, but are not limited to, the following:

- Federal, State and County Government and the official website of those elected to represent the Town therein;
- University System of NH
- Local and Regional Broadcast, Cable and Print Media;
- Units of Local Government such as the Oyster River Cooperative School District or other towns or cities or units thereof;

- Any utility regulated or franchised by the state Public Utilities Commission or the Town which serves the community or portions thereof;
- An association or agency funded in whole or in part by the by the Town (i.e. Oyster River Youth Association, McGregor Ambulance);
- A public or professional interest association which the Town, its employees, or officers have joined (i.e. New Hampshire Municipal Association, Government Finance Officers Association, Tax Collectors Association, etc.);
- A not-for-profit corporation to which the Town makes an annual appropriation.

The Town will not link to the following except under circumstances provided for in this section:

- Commercial sites or the sites of other public or private organizations or corporations excepting those that have been retained by the Town, or established a partnership with the Town to help meet its strategic goals (e.g. CodeRed, Avitar); and
- Electioneering or Political sites excepting those efforts for which the Town has taken an official position of endorsement (e.g. “Donor Town” Tax).

Additional sites the Town will generally not link to include individual or personal home pages or those which:

- Violate the Town’s equal opportunity norms or values, or content contrary to the policies or ordinances of the Town;
- Promote or exhibit hate, bias, or discrimination, or advocate for, illegal drugs or illegal activities;
- Promote any religion or religious viewpoint;
- Make claims or representations in violation of advertising or consumer protection laws or infringe on any trademark, copyright, or patent rights of another;
- Contain libelous slanderous or otherwise defamatory content, generally offensive language, depiction of extreme violence, or obscenity; and
- Contain content that a reasonable citizen may not consider to maintain the dignity and decorum appropriate for government.

The Town may link to any community service organization that provides assistance or vital services to the community such as food pantries, soup kitchens, homeless shelters, substance abuse counseling centers, etc. and the Town may allow the link if the Town believes that the link serves the stated intent of the Town’s site by informing members of the community of services available within the Town. The Town will not link to a community service organization if the Town determines that said link will result in the endorsement of any religious or political viewpoint. In determining whether a link will result in such an endorsement, the Town may follow the link and review the content of the resulting page. By providing a link to a community service organization, the Town shall not be construed as advocating or adopting any political position of that community service organization on any issue. The Town may request such information as it deems necessary to ensure that the above-stated criteria are met.

The link will contain only the name of the organization or service linked to, a logo, and a brief description. The Town reserves the right to determine where such external links will appear on its site.

Any site that the Town links to must open to a “home” or “start” page which (a) contains a valid HTML title tag that provides the name of the site or the organization that operates the site and (b) provides readily identifiable contact information including an e-mail or postal address, or telephone number. Any such site may not include a programming feature that “traps” the user and does not allow them to return to

the Town's site by clicking the browser "back" button or clicking on a preinstalled link to come back to the Town's site.

Those seeking to have a link placed on the Town's site must submit a request to the Town Administrator, who will determine if the link would be in keeping with this policy.

The Town Administrator shall develop and implement a plan to periodically monitor the content of the sites to which it links. If the Town finds any site is no longer in conformance with this policy, or it does not maintain current material or present a technically quality site (e.g. out of focus images) it reserves the right to, without notice, remove the link forthwith. Any such third party will thereafter have to make an application for reinstatement and satisfactorily demonstrate it is in compliance with this policy.

d.) External Links to Town Site: The Town will allow other parties to link to the Town's site without prior written permission provided that it is not a site that this policy would generally prohibit the Town from linking to and is otherwise in conformance with this policy. However, those linking to the Town's site should understand that content and internal web links may change at any time without notice and the site may be out of service, at any time, for maintenance or unanticipated interruptions. No party shall link to the Town's site in a way as to make it appear the Town's site is an integral part of its site, capture pages within frames, present the Town's site content as its own, otherwise misrepresent this site's content or misinform users about the origin or ownership of its content, or imply it has the endorsement of the Town for its services, products or activities.

e.) Activities on the Town Web Calendar: Postings on the site calendar shall be restricted to official Town activities or those which the Town has officially sponsored.

f.) Retention of Materials Published: Materials published on the website, excepting those published in the so-called "Red Banner" which shall be considered a "transitory correspondence" no longer needed for reference (RSA. 33-A:3-a, XXV) shall be retained on the site for five years. Information removed thereafter shall be maintained in paper or electronic format until such time – if at all – as it may be disposed of in accordance with the schedule in RSA 33:A:3-a after consultation with the Municipal Records Committee.

g.) Use for Compliance with RSA 91-A & Other Requirements: To the extent consistent with statute and Town policy or ordinance, the website shall be used as one of the posting locations for compliance with the posting requirement for public notices for meetings, public hearings, bidding, employment and the like. In the event of any cancellation or change in the posting of such a meeting or event, it shall be the responsibility of the party who initially posted it or asked for it to be posted to take appropriate action so that the public is notified of the change in a timely manner. The minutes of all Boards and Committee meetings shall be posted on the website as well.

h.) Third Party Endorsements, Releases & Notices: Adding a link from the Town's site to other sites, when deemed appropriate to furthering the intent of this policy, does not constitute an endorsement or approval of that third party's service or activities. Some of the material on the Town's site may have been generated by third parties who have granted the Town permission to use it. Those parties retain ownership of the material. Persons seeking to use or modify those materials including, but not limited to, icons, graphics, and general content will need to contact the owner of such materials directly. The Town will not act on their behalf to seek such permission. Web sites the Town may link to are not controlled, maintained or otherwise regulated by the Town. The Town is not responsible for the content of those web sites. Visitors to those sites use the information voluntarily at their own risk and must conduct their own due diligence appropriate to the use of any such materials. Visitors to external sites linked from the Town's site are advised to contact the operators of those sites with any questions about accuracy, copyright

compliance, legality, security, privacy or right to reproduce or otherwise use their materials, including graphics and logos, thereon.

i.) Privacy & Use of Data: The Town may not use its web site to:

- Record personal information about our users and their visits for commercial purposes;
- Send unsolicited email regarding any commercial offers or advertisements; and
- Disclose, sell, rent or otherwise distribute personal information to any third party, unless such data must be released in accordance with law.

The Town may use its web site to:

- Record statistics to monitor overall site traffic to ensure users of the site are able to access information in an effective manner and to determine means to continually improve the site to better suit the users' needs (i.e. which pages get the most/least traffic, the most effective means of communication such as graphics, text, and links and our effectiveness in communicating urgent messages to the population during emergencies). In keeping with industry standards we will record the following information about users:
 - o The Internet domain and/or IP address from which users access our site;
 - o The type of browser and operating system used to access our site
 - o The date and time of a user's visit;
 - o The pages visited; and
 - o The address of any Web site that users link to us from.
- Provide electronic payment capabilities by check, credit card or other means. Any related personal and/or payment information transmitted may only be collected, processed and disclosed to complete an online transaction and for record-keeping for such activities as billing, permits, licenses and other business-related purposes.
- Respond to a user's request for information or a user's submission of information, or to complete an online application transaction. In receiving such personal information as is commonly contained in an e-mail or filling out and submitting an application or other online form, the Town may use that information to respond to the user. Any such information is treated by law the same as if it had been submitted by any other method of delivery.
- Inform the general public, through data in bulk aggregate form, of our annual activities or perform any other such action in fulfillment of this policy.

j.) Site Security & Technology: The Town will use, and require of any associated vendors, state of the art encryption technology, browser cookies, and the like. The Town will display, and require the same of any associated vendors, visible indicators of active encryption technology and take all reasonable precautions to safeguard the confidentiality of information. If any data transmitted to the Town, or its associated vendors, or stored data is disrupted or corrupted by any third party, it shall forthwith issue the appropriate public notice and contact the individuals whose data is involved to so notify them.

The Town's site may transfer information to the computer of a user through cookies or other technology. The Town recognizes that some users may prefer to modify their computer settings to refuse such cookies and will not accept any responsibility for diminished usefulness of our web site if a user does so.

k.) Disclaimer: The Town reserves the right to revise this Policy without prior notice when it is deemed to be in its best interests.

The Town will make every attempt to ensure the information on its site is accurate and up to date. Relying upon materials contained thereon is at the sole risk of the user. Persons needing official, final, or "certified" copies of documents for legal or other transactions must obtain those directly from authorized Town agents as provided for in RSA 91-A and Town policy.

The materials and information contained on or obtained from our site will be distributed and transmitted "AS IS" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Information contained on the site, including information obtained from sites accessed through external links thereon, is to be provided without any representation of any kind as to its accuracy or content and should be verified by the user. The Town is not responsible for any general, direct, special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the site and/or the materials contained on the site whether the materials contained on the site are provided by the Town or by a third party.

The Town recognizes that, even with our best efforts to protect the confidentiality of user information and the information we display, it is not always possible to avoid human error or prevent unauthorized access to, unauthorized disclosure of, or disruption or corruption of data. The Town, in the event of unauthorized access, unauthorized disclosure, third party intervention, or when any loss occurs due to error, omission, or inaccurate information being displayed on the site, reserves the right to recover any expenses it incurred, unpaid fees or taxes owed to it.

l.) Notices: The Town will post appropriate notices throughout its site at locations which, in its sole discretion, are deemed to be most appropriate and in accordance with industry best practice. Such notices will include, but not be limited to, the following:

- A copy of the policy;
- The means to obtain final, official, or certified copies of documents;
- A user friendly statement of our privacy, security and technology, and indemnification policy;
- A notice that the Town does not endorse the service, activity or product or entity for which a link may be provided, and the Town is not responsible for the content or availability of the same;
- A means for people to notify us if they find any information that is incorrect or links are not working or are deemed inappropriate in accordance with this policy; and
- Indemnification:

m.) Indemnification: In using the Town's site, users shall agree to indemnify and save harmless the Town of Lee, its employees, officers, successors and assigns from any and all claims and causes of action arising out of their use of the site, including the payment of any and all damages awarded as a result thereof and the payment of legal costs including attorney fees, by the user or any third party in connection with their use of the site, materials contained thereon, or materials obtained from a third party site.

n.) Complaints: The Town will acknowledge the receipt of any complaint from a person with respect to material contained on the site or links established thereon. The Town will conclude its review of the complaint and advise the complainant within 45 days of receipt of the complaint including their right to appeal if they are aggrieved by the decision. Action in response to a complaint may include:

- Correction of any incorrect information;
- A finding there is no basis for the complaint;

- A referral to the Strafford County District Attorney (when the complaint alleges obscene or otherwise illegal material or activities); or
- Other action taken in accordance with this policy statement. The Town Administrator shall, through his weekly report, keep the Board advised of the receipt and status of the processing of any such complaints.

6.) Violations:

Noncompliance with these policies by users shall not be tolerated and dealt with in strictest terms in accordance with law. Whenever such a violation shall become known, the Town Administrator shall so notify the party involved. If the matter is not satisfactorily addressed by the notified party, the Town Administrator, after consulting with the Select Board, may refer the matter to the Town's Attorney for appropriate and reasonable action including, but not limited to removal of the link established hereunder, a cease and desist notification, and a suit in equity.

7.) Appeals:

Any party aggrieved by the decision of the Town Administrator including, but not limited to, a refusal to grant permission to re-use site material, grant a web link, or post the number or type of documents being requested, may appeal the matter to the Select Board, on a form to be designated by the Town Administrator, together with any and all materials that would be submitted at an appeal hearing, within fourteen days of having been notified of said decision. Such Appeal shall be placed upon the agenda of the next regular business meeting of the Board, for which the Agenda remains open, where the Board will consider the matter and determine whether or not to have a formal hearing. The timetable after that shall be as established by the Board and its decision in any such matter shall be final.

8.) Evasion of This Policy:

The intent of this policy is to guide the staff in developing and maintaining the Town web site and electronic newsletter. It shall be a violation of this policy, and a disciplinary offense, for staff to act in any manner other than prescribed herein.

9.) Periodic Review and Revisions:

Annually, at the time of goal setting for the budget, the Town Administrator shall review this policy with staff to determine how effectively it is meeting its purpose. Suggested revisions shall be submitted to the Board for consideration and adoption with the annual budget submitted by the Town Administrator.

Adoption: Whereas this fulfills our intent for uniform procedures throughout the organization, we do hereby adopt the provisions of this policy on this 6th day of July 2015.


Effective Date: This policy shall be effective on July 6, 2015



 Carole Dennis, Chairwoman



 Scott Brubee, Selectman



 John R. LaCourse, Selectman



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

Office Use Only

Meeting Date: June 13, 2016

Agenda Item No. 8

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/13/2016

Agenda Item Title: Solar Power Array on Conservation Easement Request

Requested By: Caren Rossi **6/7/2016**

Contact Information: 603-659-6783

Presented By: Caren Rossi, Planning and Zoning Administrator

Description: Present on behalf of John and Carole Hutton, owners of Coppal House Farm, their request to install a 13.78kWdc solar power array on property that is covered by a conservation easement. The Conservation Commission has discussed this matter and they do not see a conflict with Section 1 of the easement agreement which was recorded on April 21, 1991.

Financial Details: N/A

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

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to grant John and Carole Hutton permission to install a 13.78kWdc solar power array on their land located at 118 North River Road.

June 7, 2016

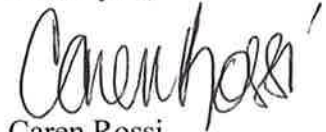
Lee Select Board
7 Mast Rd.
Lee, NH 03861

Re: 118 North River Road - Building Permit Application

Dear Gentlemen,

Prior to the issuance of a building permit for a property that has a Conservation Easement on it, we ask that the Select Board advise this office if they have any concerns with the issuance of the permit. John and Carole Hutton have discussed with me the process for obtaining a building permit to construct a 13.78 kWdc solar array on their property known as Coppal House Farm. The array will be built on land that is covered by a conservation easement deed (copy attached) and has been approved by the Lee Conservation Commission, as indicated by an email from the Chairman Bill Humm (attached.)

Thank you,

A handwritten signature in black ink that reads "Caren Rossi". The signature is written in a cursive, flowing style.

Caren Rossi,
Planning and Zoning Administrator

Julie Glover

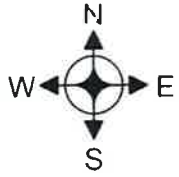
From: bhummm@aol.com
Sent: Tuesday, June 07, 2016 12:42 PM
To: Caren Rossi; Scott Bugbee; Julie Glover; Denise Duval
Subject: Proposed solar array at Coppal House Farm

Caren,

At its June 6 meeting, the Conservation Commission voted to recommend that the Select Board approve the request by Coppal House Farm to install a solar power 13.78 kWdc array on its conservation easement. In the Commission's judgement, installation of the array does not conflict with Section 1.c. of the easement agreement recorded April 12, 1991.

Denise has a copy of the easement for inclusion in the Select Board agenda package.

Bill



13.78 kW_{DC} Photovoltaic System: Site Plan

Annual Production Estimate: 16,200 kWh



7 Commercial Drive
Exeter, NH 03833
(603) 679 1777

Customer Name:

Coppal House Farm
118 N. River Rd
Lee, NH 03861

System Type:

Photovoltaic Array



Designed by: DL

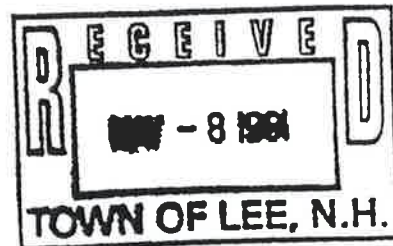
Date: May 5, 2016

SITE PLAN

SHEET A01

© Copyright ReVision Energy

This diagram is provided as a service and is based on the understanding of the information supplied. It is subject to change based on actual conditions, applicable edition of the National Electric Code, and local governmental authorities.



CONSERVATION EASEMENT DEED

We, Robert L. Keniston and Euna W. Keniston, husband and wife, of Route 155, Town of Lee, County of Strafford, State of New Hampshire, (hereinafter sometimes referred to as the "Grantor" which word where the context requires includes the plural and shall, unless the context clearly indicates otherwise, include the Grantor's executors, administrators, legal representatives, devisees, heirs and/or assigns), for consideration paid, grant to the Town of Lee, situated in the County of Strafford, State of New Hampshire, contributions to which are deductible for federal income tax purposes pursuant to the United States Internal Revenue Code, (hereinafter sometimes referred to as the "Grantee" which word shall, unless the context clearly indicates otherwise, include the Grantee's successors and/or assigns), with WARRANTY covenants, in perpetuity the following described Conservation Easement on land in the Town of Lee, County of Strafford, State of New Hampshire, pursuant to New Hampshire RSA 477:45-47 and RSA 221-A, exclusively for conservation purposes, namely:

- 1. To assure that the Property will be retained forever in its undeveloped, scenic, and open space condition and to prevent any use of the Property that will significantly impair or interfere with the conservation values of the Property; and
2. To preserve the land subject to this easement for outdoor recreation by and/or the education of the general public, through the auspices of the Grantee, its permitted successors or assigns; and
3. To preserve open spaces, particularly the productive farm and/or forest land, of which the land area subject to this easement granted hereby consists, for the scenic enjoyment of the general public and consistent with New Hampshire RSA Chapter 79-A which states: "It is hereby declared to be in the public interest to encourage the preservation of open space in the state by providing a healthful and attractive outdoor environment for work and recreation of the state's citizens, by maintaining the character of the state's landscape, and by conserving the land, water, forest, and wildlife resources", to yield a significant public benefit in connection therewith; and with NH RSA Chapter 221-A, which states: "The intent of the program is to preserve the natural beauty, landscape, rural character, natural resources, and high quality of life in New Hampshire by acquiring lands and interests in lands of statewide, regional, and local conservation and recreation importance.";

all consistent and in accordance with the U.S. Internal Revenue Code, with respect to that certain parcel of land (herein referred to as the "Property") being unimproved land situated in the Town of Lee, County of Strafford, the State of New Hampshire, more particularly bounded and described as set forth in Appendix "A" attached hereto and made a part hereof.

91 APR 12 AM 11:43

0003873

BK 1548 PG 0637

This Conservation Easement Deed does not constitute homestead property.

The Keniston property is a highly visible tract of farmland near the center of the town of Lee that will be protected through the contemporaneous conveyance of this conservation easement to the town of Lee and the conveyance of an Agricultural Preservation Restriction to the State of New Hampshire. The open fields of the farm have over 2000 feet of frontage on a state highway. In addition, the land protected by these grants has a 4000-foot common boundary with an already protected tract of farmland known as the Earle farm. The combination of open field and forest in this area, which provides habitat for songbirds as well as for game species such as wild turkey, is rapidly disappearing in this part of the state. The Kenistons raise beef cattle on the farm, which has been in the family for 7 generations. These significant conservation values are set forth in detail in baseline documentation entitled "Keniston Conservation Easement Baseline Documentation" on file with the Grantee.

The Conservation Easement hereby granted with respect to the Property is as follows:

1. USE LIMITATIONS

A. The Property shall be maintained in perpetuity as open space without there being conducted thereon any industrial or commercial activities, except agriculture and forestry as described below, and provided that the capacity of the Property to produce forest and/or agricultural crops shall not be degraded by on-site activities and that such activities will not cause significant pollution of surface or subsurface waters or soil erosion.

i. For the purposes hereof "agriculture" and "forestry" shall include agriculture, animal husbandry, floricultural and horticultural activities; the production of plant and animal products for domestic or commercial purposes, for example the growing and stocking of Christmas trees or forest trees of any size capable of producing timber, and the processing and sale of products produced on the Property, for example, pick-your-own fruits and vegetables, maple syrup and other forest products; and the cutting and sale of timber and other forest products not detrimental to the purposes of this easement.

ii. Agriculture and forestry on the Property shall be performed to the extent reasonably practicable in accordance with a coordinated management plan for the sites and soils of the Property. Forestry and agricultural management activities shall be in accordance with the current scientifically based practices recommended by the U.S. Cooperative Extension Service, U.S. Soil Conservation Service, or other government or private natural resource conservation and management agencies then active. Management activities shall not materially impair the scenic quality of the Property as viewed from public waterways, great ponds, public roads, or public trails.

BX 1548PG0638

B. The Property shall not be subdivided or otherwise divided into parcels of separate distinct ownership, and may sold, transferred, divided or conveyed only in its entirety.

C. No dwelling, tennis court, swimming pool, dock, aircraft landing strip, tower, mobile home, or other structures or improvements shall be constructed, placed or introduced onto the Property EXCEPT FOR ancillary structures or improvements such as a road, utility, dam, fence, bridge, culvert, barn, maple sugar house or shed which may only be constructed, placed or introduced onto the Property as necessary in the accomplishment of on-site, land-based agricultural, forestry, conservation or non-commercial outdoor recreational uses of the Property and so long as they are not detrimental to the purposes of this easement.

i. Such structures or improvements shall be sited to have minimal impact upon: the conservation values of the Property; the scenic views of and from the Property as viewed from public roads, trails and waters; the historic and archeological values; and forestry and agricultural production on the Property.

D. No removal, filling, or other disturbances of the soil surface, nor any changes in topography, surface or sub-surface water systems, wetlands, or natural habitat shall be allowed until all necessary federal, state and local permits and approvals are secured and unless such activities:

i. Are commonly necessary in the accomplishment of the forestry, agricultural, conservation, habitat management, or non-commercial outdoor recreational uses of the Property; and

ii. Do not harm state or federally recognized rare or endangered species, such determination of harm to be based upon information from the New Hampshire Natural Heritage Inventory or the agency then recognized by the State of New Hampshire as having responsibility for identification and/or conservation of such species; and

iii. Are not detrimental to the purposes of this easement.

E. No outdoor advertising structures such as signs and billboards shall be displayed on the Property except as necessary in the accomplishment of the agricultural, forestry, conservation or non-commercial outdoor recreational uses of the property and not detrimental to the purposes of this easement.

F. There shall be no mining, quarrying, excavation or extraction of rocks, minerals, gravel, sand, top soil or other similar materials on the Property, except in connection with any improvements made pursuant to the provisions of paragraphs A, C, D, or E above.

No such rocks, minerals, gravel, sand, topsoil, or other similar materials shall be removed from the Property.

G. There shall be no dumping, injection, or burial of materials then known to be environmentally hazardous, including vehicle bodies or parts.

H. The property shall not be used to meet any designated open space requirements as a result of the provisions of any subdivision, land use regulation or approval process or in calculating allowable unit density.

2. RESERVED RIGHTS

A. Grantor reserves the right to use, maintain, repair or replace utilities on the Property that serve the Property or unrestricted land of the Grantor, including the spring house, and the waste water and septic systems, as shown on the Plan entitled "Standard Property Survey (Category 1/Condition 1) of Land of Robert and Euna Keniston, Route 155, Lee, New Hampshire", dated March 23, 1990 and revised July 30, 1990 and November 20, 1990, and recorded herewith.

B. Grantor reserves the right to create ponds for the purpose of agriculture, fire protection, or wildlife habitat enhancement, in accordance with a plan developed by the U.S. Soil Conservation Service or other similar agency then active.

C. Grantor reserves the right to use, maintain, repair, relocate, and replace the existing driveway that serves the "Lot Reserved From Easement" shown on aforementioned plan.

D. The Grantor must notify the Grantee in writing before exercising the aforesaid reserved rights provided for in this easement.

E. Grantor reserves the right to post against vehicles, motorized or otherwise.

F. Grantor reserves the right to post against hunting around livestock fields when livestock are present and against access on agricultural cropland during the planting and growing season but only with respect to annually harvested crops and on forest land during the harvesting of forest products or during the establishment of orchards, tree plantations, or Christmas trees.

3. AFFIRMATIVE RIGHTS OF GRANTEE

A. The Grantee shall have reasonable access to the Property and all of its parts for such inspection as is necessary to maintain boundaries, to determine compliance and to enforce the terms of this Conservation Easement Deed and exercise the rights conveyed hereby and fulfill the responsibilities and carry out the duties assumed by the acceptance of this Conservation Easement Deed.

B. There is hereby conveyed pedestrian access to, on and across the Property for hunting, fishing and transitory passive recreational purposes, but not camping, by members of the public; but the Property may be posted against such access or otherwise restricted by the Grantee in the public interest.

C. The Grantee shall have the right to post signs on the Property identifying it as land protected under the New Hampshire Land Conservation Investment Program for the uses allowed under this Conservation Easement

BK 1548 PG 0640

4. NOTIFICATION OF TRANSFER, TAXES, MAINTENANCE

- A. Grantor agrees to notify the Grantee in writing within 10 days after the transfer of title of the Property.
- B. Grantee shall be under no obligation to maintain the Property or pay any taxes or assessments thereon.

5. BENEFITS AND BURDENS

A. The burden of the easement conveyed hereby shall run with the Property and shall be enforceable against all future owners and tenants in perpetuity; the benefits of said easement shall not be appurtenant to any particular parcel of land but shall be in gross and assignable or transferrable only to the State of New Hampshire or the U.S. Government or any subdivision of either of them consistently with Section 170 (c) (1) of the U.S. Internal Revenue Code, as amended, which government unit has among its purposes the conservation and preservation of land and water areas and agrees to and is capable of enforcing the conservation purposes of this easement. Any such assignee or transferee shall have like power of assignment or transfer. In accordance with RSA 221-A, under which this Conservation Easement Deed is acquired, "The sale, transfer, conveyance, or release of any such land or interest in land from public trust is prohibited." (RSA 221-A:11)

6. BREACH OF EASEMENT

- A. When a breach of this Easement comes to the attention of the Grantee, it shall notify the then owner (Grantor) of the Property in writing of such breach, delivered in hand or by certified mail, return receipt requested.
- B. Said Grantor shall have 30 days after receipt of such notice to undertake those actions, including restoration, which are reasonably calculated to swiftly cure the conditions constituting said breach and to notify the Grantee thereof.
- C. If said Grantor fails to take such curative action, the Grantee, its successors or assigns, may undertake any actions that are reasonably necessary to cure such breach, and the cost thereof, including the Grantee's expenses, court costs and legal fees shall be paid by the said Grantor, provided the said Grantor is determined to be directly or indirectly responsible for the breach.
- D. Nothing contained in this Easement shall be construed to entitle Grantee to bring any action against Grantor for any injury to or change in the property resulting from natural events beyond Grantor control, including, and limited to fire, flood, storm, and earth movement or from any prudent action taken by Grantors under emergency conditions to prevent, abate, or mitigate significant injury to the Property resulting from such causes.

BK 1548PG0641

BK 1548PG0642

7. CONDEMNATION

A. Whenever all or part of the Property is taken in exercise of eminent domain by public, corporate, or other authority so as to abrogate in whole or in part the Easement conveyed hereby, the Grantor shall, and the Grantee at its sole option may, act to recover the full damages resulting from such taking with all incidental or direct damages awarded in the condemnation proceedings and all expenses incurred by them thereby to be paid out of the damages recovered.

B. The balance of the damages (or proceeds) recovered shall be divided between the Grantor and Grantee in proportion to the full and fair market values of the respective interests of the Grantor and the Grantee in that part of the Property condemned, as determined immediately after the execution and delivery of this conservation easement, taken as a proportion of the sum of said values. Any increase in value attributable to improvements made after the date of this grant shall accrue to the party (Grantee or Grantor) who made the improvements. The Grantee shall use its share of the proceeds in a manner consistent with the conservation purposes set forth herein.

8. SEVERABILITY

If any provision of this Easement, or the application thereof to any person or circumstance is found to be invalid, the remainder of the provisions of this Easement, or the application of such provision to persons or circumstances other than those as to which it is found to be invalid, as the case may be, shall not be affected thereby.

The Grantee by accepting and recording this Conservation Easement Deed for itself, its successors and assigns, agrees to be bound by and to observe and enforce the provisions hereof and assumes the rights and responsibilities herein provided for and incumbent upon the Grantee, all in the furtherance of the conservation purposes for which this Conservation Easement Deed is delivered.

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of April, 1991.

James O'Neal
Witness

Robert L. Keniston
Robert L. Keniston

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of April, 1991.


James O'Neal
Witness

Euna W. Keniston
Euna W. Keniston

The State of New Hampshire
Strafford, ss.

Personally appeared Robert L. Keniston this 12th day of April,
1991, who acknowledged the foregoing to his voluntary act and deed.

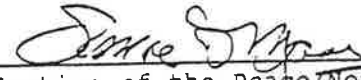
Before me,


Justice of the Peace/Notary Public
My commission expires 7-24-92

The State of New Hampshire
Strafford, ss.


Personally appeared Euna W. Keniston this 12th day of April,
1991, who acknowledged the foregoing to her voluntary act and deed.

Before me,


Justice of the Peace/Notary Public
My commission expires 7-24-92

ACCEPTED: Town of Lee

By:



Title:

Chairman BO. OF SELECTMEN
Duly Authorized

BK 1548PG0643



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

Office Use Only

Meeting Date: June 13, 2016

Agenda Item No. 9

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/13/2016

Agenda Item Title: Energy Report Update

Requested By: Mary Woodward **6/7/2016**

Contact Information:

Presented By: Mary Woodward, Energy Committee Member

Description: Request on behalf of the Energy Committee funds to cover the cost to have an energy report updated.

Financial Details: \$1,500

Legal Authority RSA 41:8

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to grant the Energy Committee \$1500 to cover the cost to have the Energy Report updated. Said funds to come out of the _____ account.



Departments

Today's Deals Sell on Amazon Business Help

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Click to open expanded view

Dogipot 1203 Aluminum Pet Waste & Leash Sign, Green

by Dogipot

Be the first to review this item

List Price: ~~\$35.40~~

Business Price **\$29.60** + \$8.51 shipping + \$0.00 estimated tax

In stock.

Estimated Delivery Date: June 15 - 20 when you choose Standard at checkout.

Business Seller Ships from and sold by UnbeatableSale, Inc.

- Material - Aluminum
- ON leash area
- Color - Green white
- Dimension - 11.5 W x 18 H in.
- Item Weight - 2 lbs.

New from **\$29.60**

Share

Qty: 1

Quantity discounts

\$29.60 + \$8.51 shipping

In stock. Sold by UnbeatableSale, Inc

Add to Cart

1-Click ordering is not available for this item.

Ship to:

Town of Lee - Lee

Add to List

Other Sellers on Amazon

New from **\$29.60**

Have one to sell?

Sell on Amazon

School Lists

Teachers, publish a school supply list for a chance to Win one of four \$1,000 Amazon Gift Cards Presented by Mead Learn more



NO PURCHASE NECESSARY Sweepstakes ends June 29. See Official Rules

Customers Also Shopped For



Mesh Matching Dog Leash Color: Orange \$13.06



Zoo Med-Aquatrol ZM00951 Hermit Crab Climbing Branch, 0.15 lbs. \$3.41



Zack & Zoey Elements Melamine Bowl, 25-Ounce, Green \$12.99



Free Shipping On iCandy Novelty Signs

No Trespassing We Are Tired Of Hiding The Bodies 2nd Amendmen... \$18.99

Ad feedback



Departments

Today's Deals Sell on Amazon Business Help Website Feedback

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PLEASE PICK UP AFTER YOUR PET No Dog Poop Sign signs

by SignMission

43 customer reviews

4 answered questions

Price: \$9.10 & FREE Shipping + \$0.00 estimated tax

In Stock.

Estimated Delivery Date: June 13 - 16 when you choose Standard at checkout.

Business Seller Ships from and sold by Highway Traffic Supply.

- Brand New Sign
The Perfect Gift for any Occasion
Made in the U.S.A.
Top Quality Product

New from \$5.95

Share

Qty: 1

Request a quantity discount

\$9.10 + Free Shipping
In Stock. Sold by Highway Traffic Supply

Add to Cart

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BERLIN, CT 06037

Add to List



Find Products for your Home

Shop products for every room in your home from your Garage to your Kitchen. Shop Now

Frequently Bought Together



Total price: \$35.45

Add all three to Cart

These items are shipped from and sold by different sellers. Show details

- This item: PLEASE PICK UP AFTER YOUR PET No Dog Poop Sign signs \$9.10
Hy-Ko Plastic Sign White 9" X 12" Clean Up After Your Pet Polystyrene \$8.76
SmartSign Property Sign, Legend "Be A Good Neighbor Clean Up After Your Dog" with Graphic, Black... \$17.59

Other Sellers on Amazon

\$5.95 + \$3.75 shipping + \$0.00 estimated tax Sold by: AlottaSigns

\$11.88 & FREE Shipping on eligible orders. Details + \$0.00 estimated tax Sold by: Party Explosions

\$8.99 + \$4.12 shipping + \$0.00 estimated tax Sold by: Vision Graphics

New from \$5.95

Have one to sell? Sell on Amazon

Customers Who Bought This Item Also Bought



Hy-Ko Plastic Sign White 9" X 12" Clean Up After Your



SmartSign Property Sign, Legend "Be A Good



No Dog Poop Yard Sign-- By Duke Za Daisy



Dog Waste Poop Bags Refill Rolls w/ Dispenser

Dog Poop Bags, Pets N Bags Earth Friendly Dog Waste Bags, Refill Ro... 155

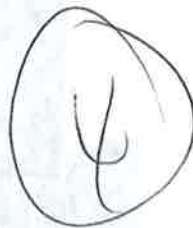
\$13.99

Ad feedback



ax 12 ^{aluminum} ~~max~~ - 23.00

Amazon Business



4

PET WASTE

TRANSMITS DISEASE

LEASH AND CLEAN
UP AFTER
YOUR PET



PLEASE KEEP THIS
AREA CLEAN

~~2-12-18~~
~~8-10-18~~

12x18 Aluminum
1-3 : 32.00
4-9 - 30.00
10+ - 18.00 ea

shipping
22.00



TOWN OF LEE
Enhanced 911 Emergency Response Ordinance
Naming and Numbering of Public and Private Streets

Time is our enemy: In an Emergency, locating a residence as soon as possible is the first step in saving lives and property. Time wasted searching for the proper address is one thing many callers don't have.

In a joint effort between the Town of Lee Fire Department, Police Department, Code Enforcement, and the Emergency Management Department, we wish to remind all residents of the E911 Ordinance that was adopted by the Board of Selectmen on September 17, 2012.

Purpose. *This ordinance shall be known as the "E-911 - Naming and Numbering of Streets Ordinance." The purpose is to name public and private streets and to denote a system of street numbering, in order to enhance public safety and provide Enhanced 911 emergency response capabilities for the residents of the Town of Lee, NH. The authority for this action is derived from RSA 231:133 and RSA 231:133-a*

Address Numbers on Streets. *Pursuant to the provisions of RSA 231:133 the Board of Selectmen shall have the authority to assign numbers to all existing residential and/or other structures and/or vacant lots along any public or private streets, in accordance with the following criteria:*

Where one or more buildings, for which a number has been assigned, share a driveway and is more than seventy-five (75') feet from the edge of the street, each building shall have that number affixed thereto so as to be plainly visible from the street that abuts the main entrance to the property.

All such numbers shall be a minimum of four (4") inches in height, reflective, and of contrasting color to the mounting surface. The alphabet shall not be utilized to represent a number in word form. All numbers shall be represented using block numeric figures with any other numbers that may be confused with the assigned number removed.

Any building or structure, for which a number has been assigned, shall have the number affixed to a post, or equivalent (such as a mailbox), a minimum of three (3') feet high next to the driveway leading to the house so that the number is visible from both directions. The alphabet shall not be utilized to represent a number in word form; all numbers shall be represented using block numeric figures.

All existing three (3") inch number signs and posts purchased from the Lee Firemen's Association prior to the adoption of this ordinance will be grandfathered.

Penalty. *Residents not in compliance with this ordinance will receive a written warning and will have thirty (30) days to comply. If the resident does not comply within the thirty (30) days, they will be charged ten dollars (\$10) for each day of non-compliance.*

ADDRESS SIGNS HELP SAVE LIVES AND PROPERTY

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: June 2, 2016

RE: Amanda Cutone
68 Highland Avenue
Salem, MA 01970

Property Tax Map 26 Lot 2-C06
Address: C06 Wadleigh Campground

Tax Year: 2016
Assessment: \$3,300

The subject was a camper on rented land. Abatement is requested as camper was sold and removed. As this is the case, it is recommended that an abatement in the amount of \$48 plus any applicable interest/penalties/fees be granted.

Abatement Granted

Abatement Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: June 2, 2016

RE: Art Shea
C/O Maureen Shea
408 Robin CT
Fillmore, CA 93015

Property Tax Map 31 Lot 4-219
Address: L24 Wellington Campground

Tax Year: 2016
Assessment: \$2,800

The subject was a camper on rented land. Abatement is requested as owner passed away in 2015 and camper was removed. As this is the case, it is recommended that an abatement in the amount of \$41 plus any applicable interest/penalties/fees be granted.

Abatement Granted

Abatement Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: May 23, 2016

RE: Thomas & Karen Milone
32 Northside Road
Lee, NH 03861

Property Tax Map 11 Lot 004-2000
Address: 32 Northside Road

Tax Year: 2015
Assessment: \$178,200

The subject is a cape styled home situated on .46 waterfront acres. Abatement request is due to home being assessed as a three bedroom. Property was previously inspected by my associate and a loft area was noted. After adjusting the bedroom count to two bedrooms, the assessment decreased by \$3,000, from \$178,200 to \$175,200. It is recommended that an abatement for 2015 in the amount of \$87.75, including any applicable interest, be granted.

Abatement Granted

Abatement Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: June 6, 2016

RE: Wellington Campground
95 Lee Hook Road
Lee, NH 03861

Property Tax Map 31 Lot 4-255
Address: 56 Wellington Campground

Tax Year: 2016
Assessment: \$4,700

The subject was a camper on rented land. Abatement is requested as camper was removed. As this is the case, it is recommended that an abatement in the amount of \$69 plus any applicable interest/penalties/fees be granted.

Abatement Granted

Abatement Denied

Dated _____

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: June 6, 2016

RE: Rob and Patti Smith
PO Box 1786
Hampton, NH 03842

Property Tax Map 31 Lot 4-250
Address: 48 Wellington Campground

Tax Year: 2016
Assessment: \$700

The subject was a porch on rented land. Abatement is requested as improvements have been removed. As this is the case, it is recommended that an abatement in the amount of \$10 plus any applicable interest/penalties/fees be granted.

Abatement Granted

Abatement Denied

Dated _____

**TAX CREDIT/EXEMPTION
APPLICATION RECOMMENDATION**

To: Select Board
Town of Lee

Date: June 2, 2016

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

RE: Veteran Tax Credit
Tax Map 29 Lot 6-200

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

NOTE: Applicant had submitted an application for both the elderly exemption and veteran tax credit on March 18, 2016, but does not qualify for the elderly exemption, so a new application with just the veteran tax credit information was requested and provided.

If there are any questions, please let me know.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS
DUE DATE APRIL 15 PRECEDING THE SETTING OF THE TAX RATE



OWNER AND APPLICANT INFORMATION
OWNER: PARENT LIVING TRUST
APPLICANT'S LAST NAME: PARENT, FIRST NAME: CHARLES
APPLICANT'S LAST NAME: PARENT, FIRST NAME: ELAINE
MAILING ADDRESS: 126 WEDNESDAY HILL ROAD, LEE, NH 03861
PROPERTY ADDRESS: 126 WEDNESDAY HILL ROAD, TAX MAP 29, BLOCK 6, LOT 200
IS THIS YOUR PRIMARY RESIDENCE? YES

PROPERTY OWNER NAME

PROPERTY OWNER NAME

TAX MAP | BLOCK | LOT

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP	29	BLOCK	6	LOT	200	AMOUNT	GRANTED	DENIED	DATE
<input checked="" type="checkbox"/> Veterans' Tax Credit (Standard \$50; Optional \$51 up to \$500)							<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Tax Credit for Service-Connected Total Disability (Standard \$700; Optional \$701 up to \$2,000)							<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Surviving Spouse Tax Credit (Standard \$700; Optional \$701 up to \$2,000)							<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Review Applicable Discharge Papers Form(s)									
<input type="checkbox"/> Other Information									

VETERANS' EXEMPTION

Certain Disabled Veterans' Exemption Veteran Surviving Spouse GRANTED DENIED _____

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	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					

STANDARD and LOCAL OPTIONAL EXEMPTIONS (If adopted by the City/Town)

	AMOUNT	GRANTED	DENIED	DATE
<input type="checkbox"/> Elderly Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Improvements to Assist Persons with Disabilities		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Blind Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Deaf Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Disabled Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Solar Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Woodheating Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Wind-powered Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	

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

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

- | | |
|--|---|
| <input type="checkbox"/> * List of assets, value of each asset, net encumbrance and net value of each asset. | <input type="checkbox"/> * State Interest and Dividends Tax Form. |
| <input type="checkbox"/> * Statement of applicant and spouse's income. | <input type="checkbox"/> * Property Tax Inventory Form filed in any other town. |
| <input type="checkbox"/> * Federal Income Tax Form. | |

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

Municipal Notes

_____ PRINT NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ DATE
_____ PRINT NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ DATE
_____ PRINT NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ DATE
_____ PRINT NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ DATE
_____ PRINT NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ DATE

SUPPLEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: May 26, 2016

RE: Robert Hancock
14 Hills Acres
Lee, NH 03861

Property Tax Map 1 Lot 001-014
Address: 14 Hills Acres

Tax Year: 2016

The above referenced property was transferred from the Town in August 2015. However deed was not recorded and a tax bill was not issued. As such it is recommended that a supplemental tax bill in the amount of \$110 be processed to the above owner.

Supplement Approved

Supplement Denied

Dated _____



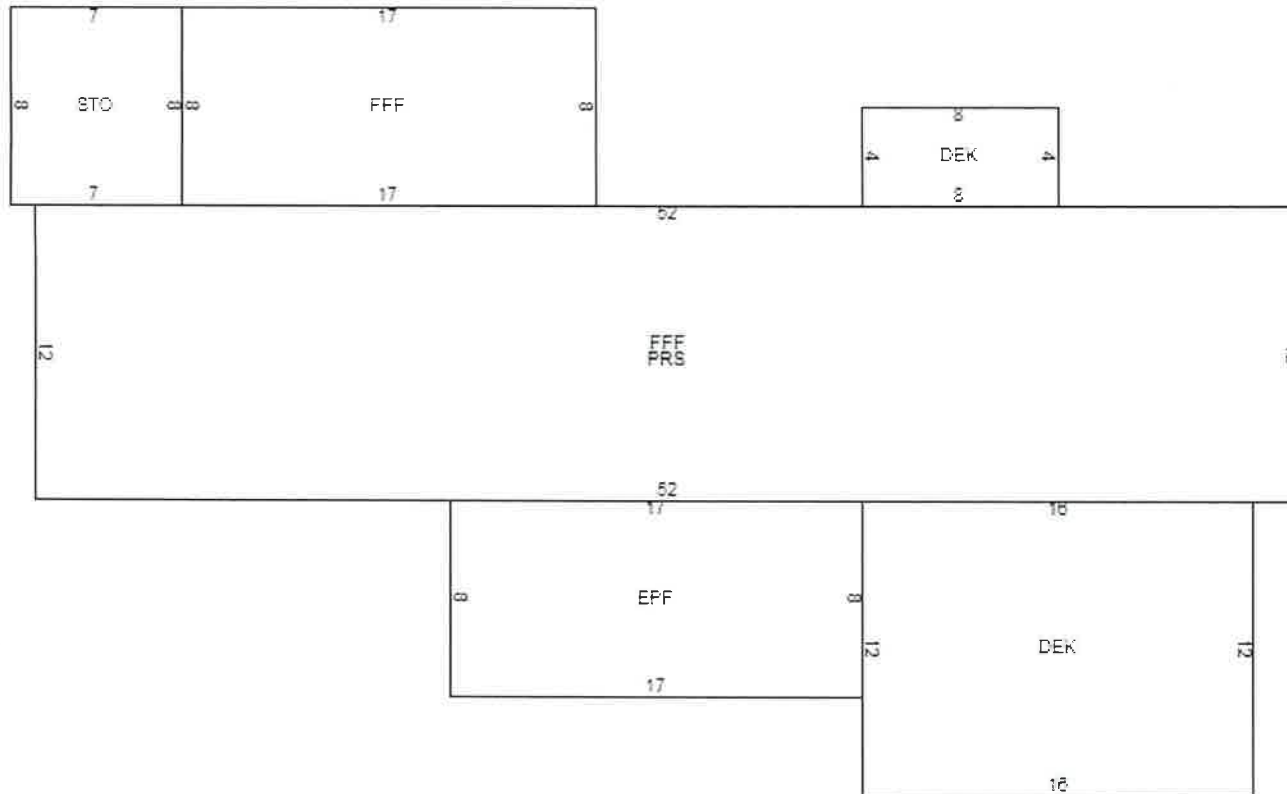
OWNER	
HANCOCK ROBERT	
14 HILLS ACRES	
LEE, NH 03861	

TAXABLE DISTRICTS	
District	Percentage

BUILDING DETAILS	
Model: 1 STORY FRAME MOBILEHOME	
Roof: GABLE OR HIP/ASPHALT	
Ext: VINYL SIDING	
Int: PLYWOOD PANEL	
Floor: LINOLEUM OR SIM/CARPET	
Heat: GAS/FA DUCTED	
Bedrooms: 2	Baths: 1.0 Fixtures: 3
Extra Kitchens: Fireplaces:	
A/C: No Generators:	
Quality: B1 AVG-10	
Com. Wall:	
Size Adj: 1.0140	Base Rate: MHS 36.00
Bldg. Rate: 0.8487	
Sq. Foot Cost: \$ 30.55	

PERMITS		
Date	Project Type	Notes

BUILDING SUB AREA DETAILS				
ID	Description	Area	Adj.	Effect.
FFF	FST FLR FIN	760	1.00	760
PRS	PIERS	624	-0.05	-31
DEK	DECK/ENTRANCE	224	0.10	22
EPF	ENCLSD PORCH	136	0.70	95
STO	STORAGE AREA	56	0.25	14
		1,800		860



2011 BASE YEAR BUILDING VALUATION				
Market Cost New:		\$ 26,273		
Year Built:		1970		
Condition For Age:	FAIR	57 %		
Physical:				
Functional:				
Economic:				
Temporary:				
Total Depreciation:		57 %		
Building Value:		\$ 11,300		

OWNER INFORMATION	SALES HISTORY	PICTURE																																				
HANCOCK ROBERT 14 HILLS ACRES LEE, NH 03861	<table border="1"> <thead> <tr> <th>Date</th> <th>Book</th> <th>Page</th> <th>Type</th> <th>Price</th> <th>Grantor</th> </tr> </thead> <tbody> <tr> <td>08/31/2015</td> <td></td> <td></td> <td>U 1 99</td> <td></td> <td>TOWN OF LEE</td> </tr> <tr> <td>08/28/2015</td> <td>4320</td> <td>0462</td> <td>U 1 19</td> <td></td> <td>ALARIE, MICHAEL S</td> </tr> <tr> <td>12/16/1997</td> <td>1972</td> <td>600</td> <td>Q 1</td> <td>6,000</td> <td>GREENE, ED & ROBERTA</td> </tr> <tr> <td>06/06/1997</td> <td>1931</td> <td>078</td> <td>U 1 38</td> <td></td> <td>GREENE, ROBERTA TERRY</td> </tr> <tr> <td>03/19/1993</td> <td>1663</td> <td>339</td> <td>Q 1</td> <td>12,000</td> <td>SCHROEDER, ROBT & DI</td> </tr> </tbody> </table>	Date	Book	Page	Type	Price	Grantor	08/31/2015			U 1 99		TOWN OF LEE	08/28/2015	4320	0462	U 1 19		ALARIE, MICHAEL S	12/16/1997	1972	600	Q 1	6,000	GREENE, ED & ROBERTA	06/06/1997	1931	078	U 1 38		GREENE, ROBERTA TERRY	03/19/1993	1663	339	Q 1	12,000	SCHROEDER, ROBT & DI	
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LISTING HISTORY	NOTES
09/14/15 JQ TRANSFER 07/07/14 STM 1/4 R- EXT 08/22/11 AJ EXT 10/14/09 JS EXT 03/14/08 RDPE 09/18/06 DSVM 08/07/02 JDRL 07/23/87 KLB	GRAY; 1970 NEWPORT 12 X 60; SER. #3079; SEE IF SHEDS AND LEANTON REMOVED AS PLANNED; ALL OB REMAIN 08; RMVD REVIEW 10/09 ADJ OUTBLDGS, SKETCH, CNDTN, GRADE, PARK ADJ 08-11 ADJ SKETCH. 7/14-MINOR SKETCH CORRECTION. 05-16 DEED NOT RECORDED - TRANSFERRED 08-31-15

EXTRA FEATURES VALUATION								MUNICIPAL SOFTWARE BY AVITAR				
Feature Type	Units	Length	Width	Size Adj	Rate	Cond	Market Value	Notes	LEE ASSESSING OFFICE			
HILL ACRES	1			100	-4,000.00	100	-4,000					
LEAN-TO	56	8 x 7		346	4.00	25	194					
							-3,800					
PARCEL TOTAL TAXABLE VALUE												
Year	Building	Features	Land									
2014	\$ 11,300	-\$ 3,800	\$ 0	Parcel Total: \$ 7,500								
2015	\$ 62,200	-\$ 3,800	\$ 0	Parcel Total: \$ 58,400								
2016	\$ 11,300	-\$ 3,800	\$ 0	Parcel Total: \$ 7,500								

LAND VALUATION														
Zone:	RES	Minimum Acreage:	1.95	Minimum Frontage:	250	Site:	Driveway:	Road:						
Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI	R	Tax Value	Notes
IF RES	0			E										
	0 ac													

Memo

TO: Select Board
Town of Lee

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

DATE: June 6, 2016

RE: Report of Excavated Material

Attached is a report of excavated materials which was submitted as is required and which I just received. In addition calculation worksheet, warrant cover sheet and warrant list are attached.

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

June 6, 2016

SETH PETERS
PEARL PETERS
23 OLD MILL ROAD
LEE, NH 03824

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	210	\$0.02	\$4.20
004-006				
	SAND	1,425	\$0.02	\$28.50
OPERATION NUMBER:				
14-255-01				
	LOAM	310	\$0.02	\$6.20
ACCOUNT NUMBER:				
#	STONE PRODUCTS	0	\$0.02	\$0.00
SERIAL NUMBER:	OTHER	0	\$0.02	\$0.00
#				
	TOTAL EARTH:	1,945	TOTAL TAX:	\$38.90

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 \$38.90 , 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: June 6, 2016

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
SETH PETERS PEARL PETERS 23 OLD MILL ROAD LEE, NH 03824	004-006	14-255-01	\$38.90

DATE DUE:

TOTAL TAX DUE:

\$38.90

REPORT OF EXCAVATED MATERIAL

RSA 72-B:9

See instructions on back of form

No bill home

EXEMPTION # 14-255-01 - E

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

Mailing Address:

SETH PETERS
PEARL PETERS
23 OLD MILL ROAD
LEE NH 03824-

1. Town/City of: LEE, NH

2. Tax Map/Lot # or Road Project Name or #:
M4 L6

3. Total permitted area under RSA 155-E (acres): 150±

4. Excavation area as of April 1 : 5 Acres

5. Reclaimed area as of April 1 : _____

6. Remaining cubic yards of earth to excavate:
Unknown

7. DESCRIPTION OF EARTH EXCAVATED DURING TAX YEAR:

EARTH TYPE	EXACT CUBIC YARDS EXCAVATED
GRAVEL	210
SAND	1425
LOAM	310
STONE PRODUCTS	
OTHER:	
TOTAL	1945

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) :

Seth Peters
PRINT OWNER(S) NAME OR CORPORATION CLEARLY

Seth Peters 3/11/16
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER & TITLE DATE

Pearl Peters
PRINT OWNER(S) NAME CLEARLY

Pearl Peters 3/11/16
SIGNATURE (IN INK) OF OWNER(S) DATE

23 Old Mill Rd
MAILING ADDRESS

Lee NH 03861
CITY / TOWN STATE ZIP CODE

603-866-1999 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 dooimage which is two (2) times what the tax would have been if the report had been properly filed. Refer to RSA 72-B:10 for the statute on dooimage.



LOCAL RIVER MANAGMENT ADVISORY COMMITTEE
NOMINEE FORM

Please complete both sides of this Form and email to riversprogram@des.nh.gov or mail to Rivers Coordinator, NH DES, 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095
Please type "NOMINEE FORM" and nominee's name in the subject line of the email.
For questions contact the Rivers Coordinator at 271-2959.

NOMINEE NAME: DAVID SHAY DATE: 4/28/16
RIVER NAME: OYSTER R.
REPRESENTING: MUNICIPALITY: [checked] OTHER: _____

Nominee Contact Information:

Street Address: 6 JAMES FARM RD.
Town: LEIF
Zip Code: 03861
Email: dave.shay@unh.edu
Phone (home): 609-6659 Phone (cell): 781-2859 Phone (work): _____

Is this a: [] New Appointment or a [X] Reappointment

Please state your interest(s) in serving on the Local Advisory Committee:

- [X] Local Government
[X] Business
[X] Conservation
[X] Recreation
[X] Agriculture
[X] Riparian Landowners

(Form continued on page 2)

Board of Selectmen or Authorized Signature(s) - REQUIRED (e-signature acceptable)

Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____

Note: By statute, the Commissioner of DES appoints the Local River Management Advisory Committee (LAC) members for each Designated River from nominees submitted by the local governing bodies through which the Designated River flows (RSA 483:8-a).

Please include a short description of your relevant background knowledge of local river-related issues or general river management and protection:

I have worked for almost 16 years at the Jackson Estuarine Lab so am very familiar with the important issue related to the Oyster River, such as water quality, the natural resources the river provides, and the impact both have on the health of the Great Bay estuary.

Most Local Advisory Committees engage in a variety of activities. Reviewing those activities listed below, please check those that are of most interest to you:

- Management Plan Preparation/Implementation
- Event Organization
- Public Education
- Grant Writing
- Public Relations
- Committee Administration
- Other _____

Most Local Advisory Committees meet monthly. In some cases they may meet more frequently to complete specific tasks, while in other cases your attendance may not be required at all meetings. Please check one of the boxes below to indicate your availability to attend regularly scheduled meetings.

- I can attend monthly meetings on most weeknights
- I can attend monthly meetings only if scheduled on a specific weeknight
- I can only attend a limited number of monthly meetings
- I cannot attend monthly meetings, but am willing to complete tasks on behalf of the Local Advisory Committee

For DES Office Use Only

1. Nominee form has been reviewed by RMPP staff on (date) _____
2. LAC Chair and Nominee have been contacted regarding nomination on (date) _____
3. RMPP Staff recommends appointment to Commissioner:
 Approve _____ RMPP staff _____ Date _____
4. Appointment letter and information packet sent on (date) _____
5. Contacts database updated (date) _____
6. LAC Member List updated (date) _____

To: **MATTHEW ROWELL** 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 13TH day of June, 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 **MATTHEW ROWELL** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2016

Received and Recorded:



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

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

Applicant's Name: Matthew Rowell

Address: 285 Lee Hook Road Phone/Cell: (603) 397-7717

of Years as a Resident: 5

Email address: capnmatt41@gmail.com

Full Membership (3 year term) position applying for: Sustainability Committee

Term will expire on the following date: _____

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

Term will expire on the following date: _____

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

It would be fair to say that I know very little about this position and the requisite credentials. I am a 35 year old husband and parent. I've spent a great portion of my professional career as an officer in the US Navy, most recently recalled to active duty to support the Global War on Terrorism in Djibouti, Africa. As a civilian I work as a Research Project Engineer at the University of New Hampshire. I hope those two credentials adequately illustrate my professionalism.

More importantly to me, my personal philosophy has developed to appreciate the importance of community in raising a family. I believe the sustainability committee is a good fit for me to begin my commitment to enhancing the community that I live in.

I will happily answer any questions or provide any amplifying information.

Matt Rowell (no scanner available)

Signature

7 June 2016

Date

You are welcome to submit a letter or resume with this form. New applicants who have not previously served are requested to attend a Select Board 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: **DON QUIGLEY** of Lee, New Hampshire in the **County of Strafford**:

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

Given under our hands, this 13TH day of June, 2016

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **DON QUIGLEY** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2016

Received and Recorded:



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

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

Applicant's Name: Don Quigley

Address: 75 TURTLE POND RD Phone/Cell: 868-1466

of Years as a Resident: 36

Email address: DWQ@UNH.EDU

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

Term Expires on the following date: _____

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

Term Expires on the following date: March 2019

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

LONG TERM RESIDENCY IN TOWN + SERVICE ON
SEVERAL BOARDS PREVIOUSLY

Don Quigley
Signature

6/8/16
Date

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

(Assigned by Municipality)

YR - TOWN - OP# - T

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)

- Town/City of: Lee NH
- Tax Map/Block/Lot or USFS Sale Name & Unit No.
- Intent Type: Original Supplemental (Original Intent Number)
- Name of Access Road: Wednesday Hill Rd
- a. Acreage of Lot: 3 Acreage of Cut: 2.5
- b. Anticipated Start Date: 4-6-16
- Type of ownership (check only one):
 - Owner of Land and Stumpage (Joint Tenants)
 - Owner of Land and Stumpage (Tenants in Common)
 - Previous owner retaining deeded timber rights
 - Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

REPORT OF CUT / CERTIFICATE TO BE SENT TO:

OWNER OR LOGGER / FORESTER

BY MAIL OR E-MAIL

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

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

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

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

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

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

21 Wednesday Hill Rd
MAILING ADDRESS

Lee NH 03861
CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS

603 990 9138 CELL PHONE (Enter number without dashes)

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	<u>2,500</u>	MBF
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	<u>4,000</u>	MBF
Ash		MBF
Beech & Soft Maple		MBF
Pallet or Tie Logs		MBF
Other (Specify)		MBF
	Pulpwood	Tons Cords
Spruce & Fir		
Hardwood & Aspen	<u>90</u>	
Pine		
Hemlock		
Whole Tree Chips	<u>60</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	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.

Brandon R. Valley
SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

Brandon R. Valley
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

Po Box 63
MAILING ADDRESS

Center Ossipee NH 03814
CITY OR TOWN STATE ZIPCODE

003 539 3715 Valleylogging@hotmail.com
PHONE NUMBER E-MAIL ADDRESS

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

- The Selectmen/Municipal 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
 - All timber tax bond required has been received.
\$ _____ Date: _____
 - The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
 - This form to be forwarded to DRA within 30 days.

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL 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: June 7, 2016

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

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

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
<u>NAME OF OWNER</u>	<u>SPECIES</u>	<u>NUMBER OF BOARD FEET IN THOUSANDS</u>	<u>NUMBER OF TONS</u>	<u>NUMBER OF CORDS</u>	<u>STUMPAGE VALUE</u>	<u>TOTAL ASSESSED VAL.</u>	<u>TAX AT 10 %</u>	
Maple Heights Realty Open Space Maint. 149 Epping Rd. Suite 2A Exeter, NH 03833	WHITE PINE	25.190			\$135.00	\$3,400.65	\$340.07	
	HEMLOCK	0.000			\$42.50	\$0.00	\$0.00	
	RED PINE	0.000			\$45.00	\$0.00	\$0.00	TOTAL TAX
<u>ACCOUNT OR SERIAL #:</u> 1	SPRUCE & FIR	0.000			\$95.00	\$0.00	\$0.00	DUE ON THIS
	HARD MAPLE	0.000			\$230.00	\$0.00	\$0.00	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT <u>MAP & LOT NUMBER</u> 01-07-0000	WHITE BIRCH	0.000			\$65.00	\$0.00	\$0.00	(TOTAL OF COL. # 9)
	YELLOW BIRCH	0.000			\$167.50	\$0.00	\$0.00	
	OAK	9.817			\$305.00	\$2,994.19	\$299.42	
	ASH	0.000			\$125.00	\$0.00	\$0.00	
	BEECH & S. MAPLE	0.000			\$70.00	\$0.00	\$0.00	
	PALLET / TIE LOGS	4.658			\$40.00	\$186.32	\$18.63	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
				TONS	CORDS			\$846.59
# 3 <u>OPERATION NUMBER</u> 15-255-09	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		46.66	0.00	\$ 1.50	\$ 3.00	\$69.99	\$7.00
	HEMLOCK		0.00	0.00	\$ 2.75	\$ 6.60	\$0.00	\$0.00
	WHOLE TREE CHIPS		318.11	0.00	\$ 1.50	\$ -	\$477.17	\$47.72
	HIGH GRADE SPRUCE		0.00	0.00	\$ 25.00	\$ -	\$0.00	\$0.00
	CORDWOOD		0.00	107.00	\$ -	\$ 12.50	\$1,337.50	\$133.75
						\$8,465.82	\$846.59	

**ORIGINAL WARRANT
YIELD TAX LEVY**
June 7, 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 : **\$846.59**, 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: June 7, 2016

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
Maple Heights Realty Open Space Maint. 149 Epping Rd. Suite 2A Exeter, NH 03833	01-07-0000	15-255-09	\$846.59

TAX DUE DATE: July 7, 2016 TOTAL YIELDTAX: \$846.59

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

TOWN: Lee, NH
COUNTY: Strafford
OWNER: Maple Heights Realty
OWNER: Open Space Maint.
ADDRESS: 149 Epping Rd. Suite 2A
ADDRESS: Exeter, NH 03833

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

ACCOUNT & SERIAL #: 1
MAP & LOT #: 01-07-0000
OPERATION #: 15-255-09
DATE OF BILLING: June 7, 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	25.190		
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	9.817		
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	4.658		
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	46.660	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	\$ -	318.110	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	107.000

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

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

RSA 79:11

See instructions on back of form

JUN 07 2016
Lee CD

OPERATION # 15-255-09-T

*Per logger should be called 4/14
Per [unclear] called 7/14
CD*

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

Mailing Address:

**R STEPHEN LEIGHTON
PO BOX 75
STRAFFORD NH 03815-**

8. Description of Wood or Timber Cut

SPECIES	EXACT SCALE CUT USE INTERNATIONAL 1/4 RULE LOG SCALE	
	TONS	OR CORDS
White Pine	25,190	MBF
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	9,817	MBF
Ash		MBF
Beech & Soft Maple		MBF
Pallet or Tie Logs	4,658	MBF
Others (Specify)		MBF
PULPWOOD	TONS	OR CORDS
Spruce & Fir		
Hardwood & Aspen		
Pine	46.66	
Hemlock		
Whole Tree Chips	318.11	
MISCELLANEOUS:		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood	107	Cords

- City/Town of: LEE
- Tax Map/Lot # or USFS sale name/unit #: M 1 L 7-25
- Exact Acreage of Cut: 15
- Is the cutting complete? Yes No
- If yes, date cutting was completed? 4/30/15
- Name of sawmill or pulpmill logs or pulpwood was sold to:

PLEASANT RIVER
NAME
EVERSOURCE
NAME
HHP
NAME
NAME

7. I hereby report the wood or timber cut under penalty of perjury.
(If a corporation, an officer must sign)
[Signature] 5/25/16
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

W. Turner Porter Jr. 5/25/16
CORPORATE OFFICER NAME AND TITLE DATE
Managing Member

PRINT OWNER(S) NAME
149 Epping Rd., Suite 2A
MAILING ADDRESS
Exeter NH 03833
CITY/TOWN STATE ZIP CODE
TELE NO.: 603-778-6894

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

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

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

[Signature]
SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING
DATE: 5/14/16 603-235-3355

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

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

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

(Assigned by Municipality)

YR TOWN OP#

15 - 255 - 09 - T

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

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

- 1. Town/City of: LEE
2. Tax Map/Block/Lot or USFS Sale Name & Unit No. MAP 1 LOT 7-25
3. Intent Type: Original [] Supplemental [X]
4. Name of Access Road: HAYES Rd.
5a. Acreage of Lot: 40 Acreage of Cut: 25
5b. Anticipated Start Date: 2-1-16
6. Type of ownership (check only one):
a. Owner of Land and Stumpage (Joint Tenants) [X]
b. Owner of Land and Stumpage (Tenants in Common) []
c. Previous owner retaining deeded timber rights []
d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements []

REPORT OF CUT / CERTIFICATE TO BE SENT TO:

OWNER [] OR LOGGER / FORESTER [X]
BY MAIL [] OR E-MAIL [X]

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

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

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED 2/1/16
MICHAEL DORBY

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

MAPLE HEIGHTS REALTY LLC
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

149 EPPING RD SUITE 2A
MAILING ADDRESS

Exeter NH 03833
CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS

HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

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

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

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE 2/16/16
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE 2/16/16
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

8. Description of Wood or Timber To Be Cut

Table with 3 columns: Species, Estimated Amount To Be Cut (Tons, Cords). Rows include White Pine (25 MBF), Hemlock (MBF), Red Pine (MBF), Spruce & Fir (MBF), Hard Maple (MBF), White Birch (MBF), Yellow Birch (1 MBF), Oak (20 MBF), Ash (1 MBF), Beech & Soft Maple (2 MBF), Pallet or Tie Logs (5 MBF), Other (Specify) (MBF), Pulpwood (Tons, Cords), Spruce & Fir, Hardwood & Aspen, Pine (200), Hemlock, Whole Tree Chips (300), Miscellaneous, High Grade Spruce/Fir (Tons), Cordwood & Fuelwood (50 Cords).

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

Table with 2 columns: Species, Amount.

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

SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE 1-16-16
R. STEPHEN LEIGHTON
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT
P.O. Box 75
MAILING ADDRESS
Central Stratford NH 03815
CITY OR TOWN STATE ZIPCODE
6032353355 LEIGHTON@HOL.COM
PHONE NUMBER E-MAIL ADDRESS

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

Town of Lee
7 Mast Road
Lee, NH 03861

DIRECT DEPOSIT RECEIPT

PAYROLL
PAY DATE: 06/10/2016

DIRECT DEPOSIT AMOUNT: ***Two Thousand Seven Hundred Thirty Five and 48/100 Dollars***

\$2,735.48

Alvarado, Alberto
14 Granite Street
Apartment 207
Haverhill, MA 01832

NON - NEGOTIABLE

Town of Lee

Lee, NH 03861

Alvarado, Alberto	25	Bi-Weekly	06/05/2016	06/10/2016	6/10/2016
Employee Name	Period	Pay Cycle	End Date	Pay Date	Deposit Date
Federal Status: Single, Exe: 0	State: MA, Exe: 0, Blind Exe: 0				

EARNINGS	Reg Hrs	O/T Hrs	Rate	Amt	Over time	FTD	YTD	EMPLOYER PAID BENEFITS	Amount	YTD
Other Accum.	0.00	0.00	0.00	0.00	0.00	1,206.08	580.00	Health Insurance	329.16	3,949.92
Severance Sick	40.00	0.00	20.19	807.60	0.00	0.00	0.00	BENEFITS Total:	1,369.77	16,250.58
Severance Vacation	53.36	0.00	20.19	1,077.34	0.00	0.00	0.00			
Police Patrol Officer	80.00	0.00	20.19	1,615.20	0.00	26,650.80	19,362.40			
Police Holiday Pay	32.00	0.00	20.19	646.08	0.00	2,531.02	2,531.02			
EARNINGS Total:	205.36	0.00		4,146.22		30,387.90	22,473.42			

EMPLOYEE DEDUCTIONS	Amount	YTD
Federal Tax	752.91	2,873.63
Adj: NHRS - Group II Police	-64.68	0.00
NHRS - Group II Police	478.89	2,531.05
State of Mass. Employee Liability	183.50	922.58
FICA - MC	60.12	325.86
Direct Deposit Net	2,735.48	14,663.43
DEDUCTIONS Total:	4,146.22	21,316.55

LEAVE ACCUMULATED	Beg Bal	Used	Accr	Adj	Bal
Holiday	0.00	-8.00	10.00	-6.00	12.00
Sick	0.00	9.00	72.00	0.00	63.00
Vacation	0.00	0.00	13.34	40.02	53.36
Personal	8.00	16.00	16.00	0.00	8.00

LEAVE CURRENT	Used	Accr	Adj
Holiday	-4.00	-1.00	-6.00
Sick	0.00	8.00	0.00
Vacation	0.00	6.67	0.00

EMPLOYER PAID BENEFITS	Amount	YTD
Dental Insurance	19.06	228.72
Adj: NHRS - Group II Police	-126.22	4,939.32
NHRS - Group II Police	934.56	4,939.32
Adj: NHRS - Gp II Police - Medical Subsidy	-21.50	841.44
NHRS - Gp II Police - Medical Subsidy	159.21	841.44
FSA - Pretax	15.38	184.56
FICA - MC	60.12	325.86

807.60 Sick Severance
1077.34 Vacat. "
1884.94
27.33 (MC 1.45%)
72.38 (NHRS MC 3.84%)
424.87 (NHRS 22.54%)
2409.52

424.87 } Severance Pay -
72.38 } Accrued Benefits
27.33 }

TOWN OF LEE INVESTMENT POLICY

PURPOSE

The purpose of this Policy is to comply with RSA 41:9 VII, which requires the Board of Selectmen to annually review and adopt an investment policy for the investment of public funds, and to provide a framework for the Town Treasurer to carry out those policy objectives.

AUTHORITY

This Policy has been enacted pursuant to the statutory authority granted to the Board of Selectmen by RSA 41:9 VII and to the Town Treasurer by RSA 41:29 IV. These RSA's are incorporated by reference and made part of this Policy as Appendix A.

POLICY STATEMENT

The primary objective of the Town of Lee's investment policy is to set forth appropriate investment activities that provide for, first and foremost, the safety of principle, as well as sufficient liquidity to support operations while generating a reasonable investment yield.

The specific investment policy objectives are stated below:

1. To ensure the preservation of capital and the protection of investment principle by investing in instruments authorized by State Law, as outlined in Section VIII of this policy;
2. To maintain sufficient liquidity to meet operating requirements for both the town and school district;
3. To satisfy all legal requirements;
4. To attain market-average rate of return on investments taking into account risk and legal constraints and cash flow considerations.

DEFINITIONS

- A) "Board": Means the Board of Selectmen for the Town of Lee
- B) "Collateral": Underlying securities that are pledged to secure deposits of public funds.
- C) "Market-average Rate of Return": The amount of income received from an investment, expressed as a percentage (also referred to as investment yield), that an investor can expect to receive in the current interest-rate environment.
- D) "Repurchase Agreement": A transaction in which a holder of securities sells those securities to an investor with an agreement to repurchase those securities for a fixed price at an agreed-upon date.
- E) "Safekeeping": A procedure where securities are held by a third party acting as custodian.
- F) "School District": Oyster River Cooperative School District SAU #5
- G) "State Law": Refers to various Revised Statutes Annotated (RSA's) of the State of New Hampshire, as amended, as referenced throughout the policy.

TOWN OF LEE INVESTMENT POLICY

H) "Town": Town of Lee, New Hampshire

SCOPE

The investment policy applies to all public funds held in the custody of the Town Treasurer. This does not include funds held by the School District, Library Trustees or Trustees of the Trust Funds. The funds held by the Treasurer are accounted for in the Town's annual audited financial reports and include the following:

- General Fund
- Special Revenue Funds – which include funds overseen by the Agricultural Commission, Conservation Commission, Heritage Commission
- Agency Funds – which include impact fee funds
- Capital Projects Funds
- Any new funds created by the Town, unless specifically exempted by the governing body, in accordance with law.

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

This policy does not apply to funds held in escrow for performance bonds, which are held in an interest-bearing deposit account at an approved banking institution.

DELEGATION OF AUTHORITY:

The investment policy delegation of authority is stated below:

1. In accordance with RSA 41:29 VI, the responsibility for conducting investment transactions resides with the Town Treasurer, with the approval of the Board. However, the Treasurer may delegate investment functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the Board, and is agreeable to all parties involved. Any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the commissioner of revenue administration under RSA 541-A. Such delegation shall not eliminate the responsibility of the Treasurer to comply with all statutory duties required by law.
2. No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

PRUDENCE AND ETHICAL STANDARDS:

The investment policy will be conducted in accordance with the "prudent man" or "prudent person" standard based upon RSA 31:25-b which requires that:

TOWN OF LEE INVESTMENT POLICY

“...a prudent investment is one which a prudent man would purchase for his own investment having in view the preservation of the principal and the amount and regularity of the income to be derived therefrom.”

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the Board any material financial interest in financial institutions that conduct business with the Town, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Town's portfolio.

INVESTMENT ACTIVITIES

INTERNAL CONTROLS

The internal controls for the Town of Lee shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, imprudent actions by elected officials and employees of the Town.

1. Indemnification: In accordance with RSA 41:6 (Surety Bond Required) (Appendix A), "Town Treasurers...Shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:
 - (a) The failure of officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or
 - (b) Fraudulent or dishonest acts committed by the covered officers."
2. The Treasurer conducts investment transactions via written instructions and reviews the bank statements regularly to ensure that the appropriate transactions were made per the instructions. The Bookkeeper, on a monthly basis, reviews and reconciles all bank account activity and records the investment transactions in the general ledger.

INVESTMENT OBJECTIVES

The investment objective for these accounts is “Income only” and “capital preservation.” This objective is consistent with our emphasis on current income and our desire for modest growth of the principal from appreciation while maintaining the working capital of the citizens. The objective dictates an asset allocation utilizing a combination of cash equivalents and fixed income securities.

TOWN OF LEE INVESTMENT POLICY

INVESTMENT INSTRUMENTS

All depository accounts of the Town of Lee must be in the name of the Town of Lee and bear an address of the Town Hall. The depository (ies) shall forward all income payable to the Town of Lee and all revenue received by the Town of Lee to the Treasurer at the address of the Town Hall. In accordance with RSA 41:29 II and IV, funds of the Town of Lee may be invested in any of the following:

- a) Deposits, including money market accounts or certificates of deposit, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state; or funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:
 - (i) United States government obligations;
 - (ii) United States government agency obligations; or
 - (iii) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.
- b) New Hampshire Public Deposit Investment Pool (NHPDIP) established pursuant to RSA 383:22.
- c) Obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U. S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations.
- d) Other instruments as may be specifically authorized by amendments to the State Law.

It is the policy of the Board of Selectmen to diversify its investment portfolio. To the largest extent possible, the Treasurer shall diversify the investment of assets held in a common cash fund and any other investments to eliminate risk resulting from excessive credit risk or over-concentration of assets in a specific maturity. The Treasurer shall determine and periodically revise diversification strategies. Portfolio diversification is desirable in order to control risk. The expectation is that the Treasurer shall display prudence in the selection of investments in order to minimize risk

Whenever possible, maturities of investments purchased shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (school

TOWN OF LEE INVESTMENT POLICY

district remittances, payroll and accounts payable) as well as anticipated revenue inflows.

At all times, the liquidity of investments should not impair the normal, routine and prudent operations of the Town. The term of any investment should not exceed 18 months.

QUALIFIED INSTITUTIONS

The Town Treasurer shall determine the primary banking institution to be used by the Town, in conjunction with the Board, who is responsible for establishing the budgetary parameters under which the Town Treasurer may operate.

Any entity utilized by the Town must be chartered by the State of NH or the federal government, be federally insured and from which the town purchases investment instruments, must have an investment grade rating issued by Moody's and S&P at a minimum of Aa2 and AA, respectively. Refer to Appendix B for the Moody's and S&P ratings definitions.

The Board, in conjunction with the Town Treasurer, shall periodically review the banking relationship and determine if there is a need to undertake a competitive bidding process for the selection of banking, investment and/or cash management provider(s). If a competitive bid is sought, the investment of Town funds, in accordance with this policy, will be a key consideration in assessing and awarding such bid. Once awarded, it is the responsibility of the provider, with oversight of the Treasurer, to maintain investments within the parameters of this policy, with the understanding that each individual investment will not necessarily be competitively bid by the provider, but will meet the investment criteria as proposed and agreed.

SAFEKEEPING AND COLLATERALIZATION

In accordance with RSA 41:29 V, the Treasurer shall ensure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall have such funds, at the time of deposit or investment, secured by collateral having a market value at least equal to 102% of the amount deposited or invested, less any portion thereof covered by federal deposit insurance. Such collateral shall be held by a third party custodian and segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral. Refer to BAN 1450 (adopted 10-02-2009) for the relevant section of the New Hampshire Administrative Rules.

TOWN OF LEE INVESTMENT POLICY

The banking institution shall provide the Town Treasurer with at least monthly reports of the Town's collateral position. In addition, collateral agreements shall comply with provisions set forth in the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), which require that the collateral agreement be:

- (1) in writing;
- (2) approved by the Board of Directors of the depository or its loan committee;
- (3) lists no specific pledged securities; and
- (4) has been, continuously, from the time of its execution, an official record of the depository institution.

Collateralization must remain in effect so long as Town assets remain on deposit. Further, the institution must agree to notify the Treasurer ninety (90) days in advance by written notice before electing to cancel collateralization or refusal to accept additional or future Town deposits.

REPORTING

At least annually, and in periods of significant investment activity, on a monthly basis, the Town Treasurer shall include a summary of investment activity in the Treasurer's Report submitted to the Board. The report shall summarize the investment strategies employed, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the transaction detail, expected total investment return and actual results.

PERFORMANCE EVALUATION

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

RECONCILIATION

Upon the request of the Board of Selectmen, the Board of Selectmen or its designee may perform periodic surprise audits of evidence of ownership and of the safekeeping and custodial systems.

AMENDMENTS

This Policy may, from time to time, be amended by a majority vote of the Board, at a regularly scheduled Board meeting. It will, at a minimum, be reviewed and adopted annually by the Board.

**TOWN OF LEE
INVESTMENT POLICY**

This policy, and any amendments made thereto shall take effect immediately following a majority vote of the Board at a regularly scheduled Board meeting and being recorded with the Town Clerk.

Adopted By Board of Selectmen on June 13, 2016

Scott Bugbee, Chairman

John LaCourse

Cary Brown

Accepted by:

Benjamin R. Genes, Treasurer

TOWN OF LEE INVESTMENT POLICY

APPENDIX A CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:9

41:9 Financial Duties. –

I. The selectmen shall pay all sums of money received by them in behalf of the town to the town treasurer immediately after receipt, and state to him from whom and for what received.

II. They shall draw orders upon the treasurer for the payment of all accounts and claims against the town allowed by them, and take proper vouchers therefore.

III. They shall keep a fair and correct account of all moneys received, all accounts and claims settled and all orders drawn by them, and of all their other financial transactions in behalf of the town.

IV. They shall publish in the next annual report, or post at the annual meeting, the general fund balance sheet from the most recently completed audited financial statements or from the financial report filed pursuant to RSA 21-J:34, V.

V. In the case of an accumulated general fund deficit, the selectmen shall insert an article in the warrant recommending such action as they deem appropriate, which may include, but is not limited to, raising a sum of money for the purpose of reducing that deficit.

VI. The selectmen shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties.

VII. The selectmen shall annually review and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies.

VIII. The selectmen shall be responsible for establishing procedures to ensure that all funds paid to the town from any department shall be remitted to the treasurer at least on a weekly basis or daily whenever such funds total \$500 or more. Remittances to the treasurer from the tax collector shall be in accordance with RSA 41:35 and remittances from the town clerk shall be in accordance with RSA 261:165.

Source. 1869, 26:3. 1874, 85:1. GL 40:9. PS 43:7. PL 47:14. RL 59:13. RSA 41:9. 1993, 181:1. 1994, 147:2, eff. July 22, 1994. 2007, 246:2, eff. Aug. 27, 2007.

TOWN OF LEE INVESTMENT POLICY

APPENDIX A, continued

CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Town Treasurer

Section 41:29

41:29 Duties of Elected and Appointed Town Treasurers. –

I. The town treasurer shall have custody of all moneys belonging to the town, and shall pay out the same only upon orders of the selectmen, or, in the case of a conservation fund established pursuant to RSA 36-A:5, upon the order of the conservation commission, or in the case of a heritage commission fund established pursuant to RSA 674:44-a upon the order of the heritage commission, or in the case of fees held pursuant to RSA 673:16, II, upon the order of the local land use board or its designated agent, or in the case of a recreation revolving fund established pursuant to RSA 35-B:2, upon the order of the recreation or park commission, or in the case of fees deposited by the town clerk pursuant to RSA 41:25, upon the invoice of the town clerk, or other board or body designated by the town to expend such a fund.

II. The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to RSA 383:22 or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:

- (a) United States government obligations;
- (b) United States government agency obligations; or
- (c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

III. The town treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from town treasury, and of all notes given by the town, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the town and to the department of revenue administration, giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the selectmen statements from the treasurer's books, and submit the books and vouchers to them and to the town auditors for examination, whenever so requested.

IV. Whenever the town treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the town treasurer shall invest the same in accordance with the investment policy adopted by the selectmen under RSA 41:9, VII. The treasurer may invest in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

TOWN OF LEE INVESTMENT POLICY

V. (a) The treasurer shall insure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

(b) As an alternative to the option of collateralization for excess funds provided in subparagraph (a), the town treasurer may also invest public funds in certificates of deposit which meet all of the following conditions:

(1) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer.

(2) The selected bank arranges for the deposit of the funds in certificates of deposit in one or more federally insured financial institutions located in the United States, for the account of the treasurer.

(3) The full amount of principal and any accrued interest of each such certificate of deposit is covered by federal deposit insurance.

(4) The selected bank acts as custodian with respect to such certificates of deposit issued for the account of the treasurer.

(5) At the same time that the funds are deposited and the certificates of deposit are issued, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

VI. The treasurer may delegate deposit, investment, recordkeeping, or reconciliation functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the selectmen, or in the case of a town operating under RSA 37, to the town manager, and is agreeable to all parties involved. However any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the commissioner of revenue administration under RSA 541-A. Such delegation shall not eliminate the responsibility of the treasurer to comply with all statutory duties required by law.

VII. The treasurer shall ensure that all moneys remitted shall be deposited at least on a weekly basis, or daily whenever funds remitted from all departments collectively totals \$1,500 or more. Such deposit function may be delegated pursuant to paragraph VI. However, failure to ensure that funds are being deposited on a timely basis as required by this paragraph shall be cause for immediate removal from office pursuant to RSA 41:26-d. In any municipality where there is either no bank or other depository institution within the municipality the treasurer shall make deposits consisting of funds remitted from all departments and collectively totaling \$1,500 or more on a weekly basis or more frequently as directed by the board of selectpersons in the investment policy adopted pursuant to RSA 41:9, VII.

Source. 1869, 26:2-4. GL 40:8. 1883, 111:1. PS 43:20. PL 47:24. 1931, 177:3. 1939, 170:2. RL 59:24. RSA 41:29. 1959, 197:3. 1971, 158:1. 1973, 490:1. 1977, 139:1. 1987, 318:3. 1991, 268:8; 377:6; 383:9. 1992, 64:3. 1993, 161:2. 1996, 209:10. 1997, 208:8. 1998, 40:2, eff. July 4, 1998. 2003, 100:2, eff. Aug. 5, 2003. 2007, 35:6, eff. July 13, 2007; 246:3, 4, eff. Aug. 27, 2007. 2008, 120:25, eff. Aug. 2, 2008; 174:5, eff. Aug. 10, 2008. 2009, 14:1, eff. June 16, 2009. 2010, 7:3, eff. July 3, 2010.

TOWN OF LEE INVESTMENT POLICY

APPENDIX A, continued

CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Bonds

Section 41:6

41:6 Surety Bond Required. –

I. Town treasurers, trustees as provided in RSA 31:22 and 23, trustees as provided in RSA 53 B:8-a, I, library trustees including alternate library trustees, if any, town clerks, tax collectors and their deputies, agents authorized to collect the boat fee, and persons delegated treasury functions under RSA 41:29, VI shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:

(a) The failure of the officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions; or

(b) Fraudulent or dishonest acts committed by the covered officers.

II. A blanket bond may exclude the town treasurer if a separate fidelity bond for the faithful performance of his duties is furnished by the surety writing the blanket bond.

III. Premiums shall be paid by the town.

IV. The required bonds shall provide for at least a 2-year discovery period from the date their coverage terminates.

V. The commissioner of revenue administration shall adopt rules under RSA 541-A, concerning the amount and form of the surety bonds required under this section.

Source. 1931, 111:1. RL 59:42. 1945, 7:1. RSA 41:6. 1969, 135:1. 1973, 544:8. 1975, 68:1. 1979, 376:7. 1981, 323:8. 1983, 264:6. 1988, 198:9. 1994, 367:16. 2000, 9:1, eff. April 16, 2000. 2007, 246:1, eff. Aug. 27, 2007.

TOWN OF LEE INVESTMENT POLICY

APPENDIX B

Moody's Long-Term Debt Rating Symbols: Aaa – Best quality Aa – High quality A – Possess many favorable investment attributes Baa – Medium grade obligations Ba – Possess speculative elements B – Generally lack characteristics of desirable investments Caa – Poor standing Ca – Speculative in a high degree C – Lowest rated class of bonds

Modifiers:

- 1 – Higher end of letter rating category
- 2 – Mid-range of letter rating category
- 3 – Lower end of letter rating category

S&P Long-Term Debt Rating Symbols: AAA – Highest rating, extremely strong AA – Differs slightly from highest rating, very strong A – Somewhat more susceptible to adverse effects of change in economic condition, strong BBB – Exhibits adequate protection parameters BB, B, CCC, CC, C – Have significant speculative characteristics. BB least speculative, C highest degree. D – Payment default

Modifiers:


- + or – show relative standing within the category


**TOWN OF LEE
INVESTMENT POLICY**


**APPENDIX C
Treasurer's Delegation Form**


I, Benjamin R. Genes, as Treasurer of the Town of Lee, New Hampshire and in accordance with my duties as Treasurer as granted under the laws of the State of New Hampshire do hereby delegate the below indicated duties to Joanne Clancy, Finance Officer, who is a qualified and bonded individual. I, as Treasurer delegate to the above named individual the authority commencing on July 1, 2016 to:

(the Treasurer should initial each delegation)


_____ deposit funds of the Town Of Lee into Town Accounts;
Initial here


_____ investment of funds of the Town Of Lee;
Initial here


_____ recordkeeping of funds of the Town Of Lee;
Initial here


_____ reconciliation of funds of the Town Of Lee;
Initial here

This delegation will cease to be effective on June 30, 2017 or upon the completion of my term whichever shall occur first.

Delegate's Signature:  _____

Treasurer's Signature:  _____

Signature of the Board of Selectmen:

Signature: _____ Print Name: Scott Bugbee, Chairman

Signature: _____ Print Name: John LaCourse

Signature: _____ Print Name: Cary Brown

Copies of this form to be filed with the Treasurer, BOS office and original to the Town Clerk's Office

TOWN OF LEE INVESTMENT POLICY

APPENDIX C Treasurer's Delegation Form

I, Benjamin R. Genes, as Treasurer of the Town of Lee, New Hampshire and in accordance with my duties as Treasurer as granted under the laws of the State of New Hampshire do hereby delegate the below indicated duties to Linda Reinhold, Town Clerk/Tax Collector, who is a qualified and bonded individual. I, as Treasurer delegate to the above named individual the authority commencing on

July 1, 2016 to:

(the Treasurer should initial each delegation)

Initial here

deposit funds of the Town Of Lee into Town Accounts;

Initial here

investment of funds of the Town Of Lee;

Initial here

recordkeeping of funds of the Town Of Lee;

Initial here

reconciliation of funds of the Town Of Lee;

This delegation will cease to be effective on June 30, 2017 or upon the completion of my term whichever shall occur first.

Delegate's Signature: _____

Treasurer's Signature: _____

Signature of the Board of Selectmen:

Signature: _____ Print Name: Scott Bugbee, Chairman

Signature: _____ Print Name: John LaCourse

Signature: _____ Print Name: Cary Brown

Copies of this form to be filed with the Treasurer, BOS office and original to the Town Clerk's Office



State of New Hampshire Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov



MUNICIPAL AND PROPERTY
DIVISION
Stephan W. Hamilton
Director

John T. Beardmore
Commissioner

Lindsey M. Stepp
Assistant Commissioner

David M. Cornell
Assistant Director

RECEIVED
JUN 08 2016
TOWN OF LEE, NH
SELECTMAN'S OFFICE

June 6, 2016

Town of Lee
ATTN: Board of Selectmen
7 Mast Rd
Lee NH 03861

Re: 2015 Cyclical monitoring

Dear Members of the Board ,

As part of the Department's duty under RSA 21-J:11 II; I am forwarding the final results of my monitoring activity of the 2015 Lee cyclical inspections. Enclosed, please find the PA 45/46 monitoring report. Note, only property record cards with points have been included.

The monitoring report was also sent to MRI April 29, 2016 for their review.

If you have any questions regarding the enclosed information, please feel free to contact me. Thank you for your time and cooperation.

Sincerely,

Real Estate Appraiser
Keith.Gagnon@DRA.NH.Gov
603-419-9795

cc: File

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.

OWNER INFORMATION			SALES HISTORY					PICTURE
WELLS FARGO BANK N/A. 1 HOME CAMPUS DES MOINES, IA 50328			Date	Book	Page	Type	Price	Grantor
			03/20/2015	4283	612	U I 37		SECRETARY OF HOUSING &
			01/07/2015	4267	276	Q I		1 WELLS FARGO NA
			03/26/2014	4205	447	U I 37	234,000	FRAGOSO, NUNO M
			10/17/2005	3276	724	Q I	251,000	DOUCETTE, MICHELLE L &
04/04/2002	2487	228	Q I	161,000	CROWLEY, MARIE			
LISTING HISTORY			NOTES					
04/20/15	SM	TRANSFER	BEIGE; DRYWALL IS A SKIM COAT OF PLASTER; WELL MAINT IN & OUT; C/BLK FNDDT; ROOF 14 YRS OLD & NEW SIDING-ORIG KIT; 7/12- NO INFO TENNANT. AGP N/V, REMV STP, BACKYARD GRASS OVERGROWN. 04-15 ADJ DATA					
04/14/14	SM	TRANSFER						
07/16/12	JQ	1/4 R- @ DOOR						
10/04/06	BHUL							
08/10/06	BHUM							
08/14/02	THRL							
07/04/87	KLB							

EXTRA FEATURES VALUATION								MUNICIPAL SOFTWARE BY AVITAR					
Feature Type	Units	Lngh	Width	Size	Adj	Rate	Cond	Market Value	Notes	LEE ASSESSING OFFICE			
FIREPLACE 1-STAND	1				100	3,000.00	100	3,000					
								3,000					
PARCEL TOTAL TAXABLE VALUE													
Year	Building	Features	Land										
2013	\$ 102,300	\$ 3,000	\$ 57,300	Parcel Total: \$ 162,600									
2014	\$ 102,300	\$ 3,000	\$ 57,300	Parcel Total: \$ 162,600									
2015	\$ 97,600	\$ 3,000	\$ 57,300	Parcel Total: \$ 157,900									

LAND VALUATION																
Zone:	RES	Minimum Acreage:	1.95	Minimum Frontage:	250									Site:	Driveway:	Road:
Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI	R	Tax Value	Notes		
1F RES	0.430 ac	57,333	E	100	100	100	100		100	57,300	0	N	57,300			
	0.430 ac									57,300			57,300			



OWNER
WELLS FARGO BANK N/A.
 1 HOME CAMPUS
 DES MOINES, IA 50328

TAXABLE DISTRICTS

District	Percentage

BUILDING DETAILS

Model: 1 STORY FRAME RANCH
 Roof: GABLE OR HIP/ASPHALT
 Ext: VINYL SIDING
 Int: DRYWALL
 Floor: HARDWOOD/LINOLEUM OR SIM.
 Heat: OIL/HOT WATER

Bedrooms: 3 Baths: 1.0 Fixtures: 3
 Extra Kitchens: Fireplaces:
 A/C: No Generators:

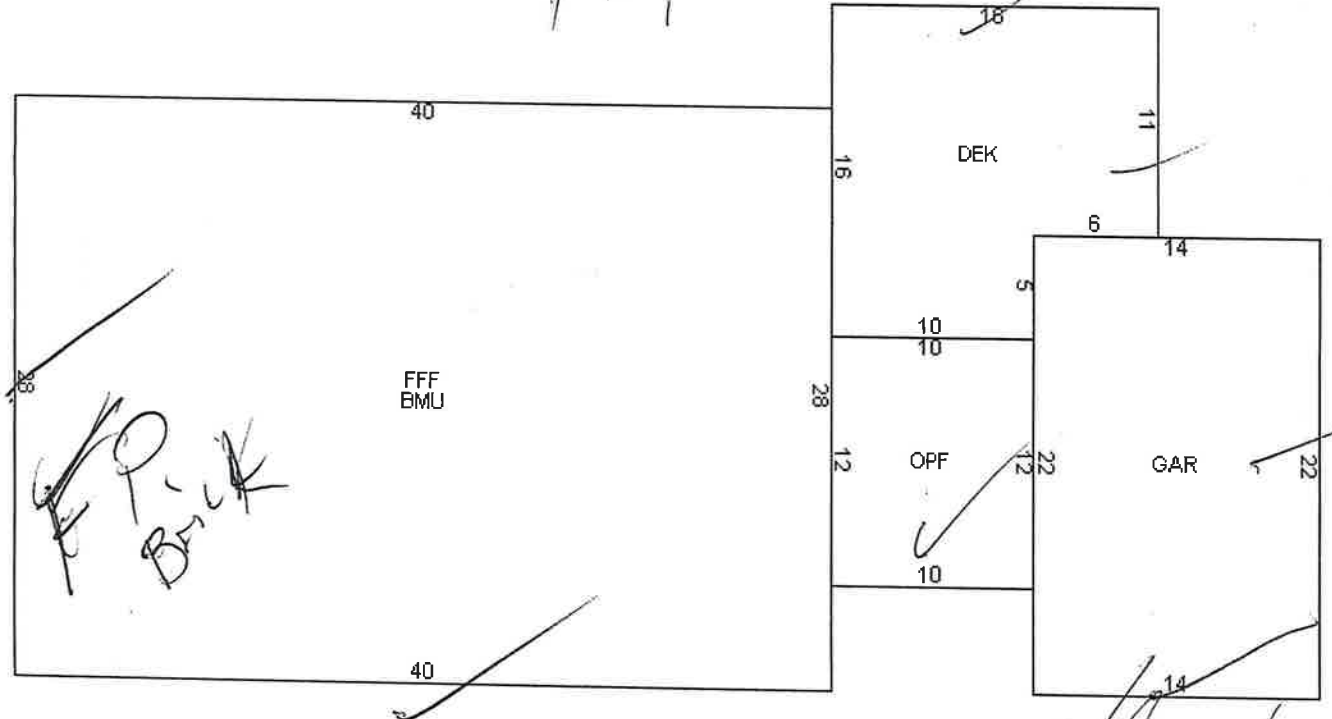
Quality: A0 AVG
 Com. Wall:
 Size Adj: 1.1409 Base Rate: RSA 75.00
 Bldg. Rate: 1.0724
 Sq. Foot Cost: \$ 80.43

PERMITS

Date	Project Type	Notes

*deferred maintenance
 note
 Sills windows*

Vacant Property



F.P. Back

IC Attach

BUILDING SUB AREA DETAILS

ID	Description	Area	Adj.	Effect.
DEK	DECK/ENTRANCE	226	0.10	23
OPF	OPEN PORCH FIN	120	0.25	30
GAR	GARAGE ATTCHD	308	0.45	139
FFF	FST FLR FIN	1120	1.00	1120
BMU	BSMNT	1120	0.15	168
		2,894		1,480

*Gagnon
 Cyclical
 3/4/16
 9:00
 In for out*

2011 BASE YEAR BUILDING VALUATION

Market Cost New:	\$ 119,036
Year Built:	1957
Condition For Age:	AVERAGE 18 %
Physical:	
Functional:	
Economic:	
Temporary:	
Total Depreciation:	18 %
Building Value:	\$ 97,600



NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL and PROPERTY DIVISION
RESIDENTIAL MONITORING REPORT

Lee		2015				Monitoring	
Gagnon		3/23/2016				Quintal	
Data Item	Points	Map/Lot Numbers of Samples				Comments:	
		591100	46100	67300	1059		
Owner/Land Section		1	2	3	4	591100	
Address; if applicable	1						
Topography	1						
Parcel ID	1						
Lot Size	1						
Card Number (_ of _)	1						
Land-Use Code/Neighborhood	1/1						
Sale History Section						46100	
Sale Date	2						
Sale Price	2						
Sale Validity	2						
Sales Notes if Non-Valid	1						
Improvement Section						67300	
Style Type	2						
Incorrect Photo	1						
Date of Visit / ID / Entry Code	1						
Foundation Type	2						
Story Height	2						
Exterior Wall	1						
Roof Style	2						
Roof Cover	1						
Interior Wall	1						
Interior Floor	1						
Heating Type	1						
Central A/C	2					1059	
Bedrooms	1						
Bathrooms	2						
Fixture Count	1 per						
Depreciation / Func. Code / UC	2						
Year Built	2						
Condition	2						
Grade	2						
Comments / Notes	1						
OB's if < 200 SF	1 per						
OB's if > 200 SF	3 per						
Extra Features	1 per						
Sketch Accuracy Up To 2'	1 Pt						
Sketch Accuracy > 2'	1Pt/Ft						
Sketch Labeling < \$5,000 impact	2						
Sketch Labeling > \$5,000 impact	4						
Interior Inspection							
By Company Lister Y/N							
By DRA Monitor Y/N							
Total Points		0	0	0	0		

Points on Residential monitoring should total less than 6



NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL and PROPERTY DIVISION
RESIDENTIAL MONITORING REPORT

Lee		2015				Monitoring	
Gagnon		3/23/2016			Quintal		
Data Item	Points	Map/Lot Numbers of Samples				Comments:	
		34402	14100	91019	91013		
Owner/Land Section		1	2	3	4	34402	
Address; if applicable	1						
Topography	1						
Parcel ID	1						
Lot Size	1						
Card Number (of)	1						
Land-Use Code/Neighborhood	1/1						
Sale History Section							
Sale Date	2					14100	
Sale Price	2						
Sale Validity	2						
Sales Notes if Non-Valid	1						
Improvement Section							
Style Type	2					91019	
Incorrect Photo	1						
Date of Visit / ID / Entry Code	1						
Foundation Type	2						
Story Height	2						
Exterior Wall	1						
Roof Style	2						
Roof Cover	1						
Interior Wall	1						
Interior Floor	1						
Heating Type	1					91013	
Central A/C	2						
Bedrooms	1						
Bathrooms	2						
Fixture Count	1 per						
Depreciation / Func. Code / UC	2						
Year Built	2						
Condition	2						
Grade	2						
Comments / Notes	1						
OB's if < 200 SF	1 per						
OB's if > 200 SF	3 per						
Extra Features	1 per						
Sketch Accuracy Up To 2'	1 Pt						
Sketch Accuracy > 2'	1Pt/Ft						
Sketch Labeling < \$5,000 impact	2						
Sketch Labeling > \$5,000 impact	4						
Interior Inspection							
By Company Lister Y/N							
By DRA Monitor Y/N							
Total Points		0	0	0	0		

Points on Residential monitoring should total less than 6