

SELECT BOARD MEETING AGENDA

DATE: Tuesday, July 18, 2016 at 6:00 pm
HELD: Public Safety Complex (2nd Floor Meeting Room) 20 George Bennett Rd, Lee

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

1. Call meeting to Order – 6:00 pm
2. Public Comment
3. Kevin Crawford – 100 Stepping Stones Road
Discuss recent alleged comments by Select Board regarding 101 Stepping Stones Road
4. Chief Dronsfield and Rep. Hannon – Heroin Issues in Lee
Update the Board on the Heroin issues in Lee and the State's response to this problem.
5. Julie Glover, Town Administrator
 - a. 2017-18 NHMA Legislative Process
 - Floor Proposals – deadline for submitting is August 12th
 - Vote on Final Policy Recommendations – Policy Conference is Sept. 23rd
 - b. Hazardous and Dilapidated Building – process review
 - c. Insurance Waivers – Lee Fair
 - d. FY17 Annual Fuel Bid
 - b. Miscellaneous
6. Motion to accept the Consent Agenda as presented:

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| <u>SIGNATURES REQUIRED</u> Cemetery Deed Abatement Lee Fair Swearing In Documents (7) Communications Services MOA with UNH |
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| <u>INFORMATION ONLY</u> Conservation Commission Donations for Town Forest Comcast Notice SMPO Technical Advisory Committee appointees Examples of Commerford Nieder Perkins, LLC ltrs |
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Individual items may be removed by any Select Board member for separate discussion and vote.

7. Motion to accept the Public and Non-Public Meeting Minutes from June 20, 2016.
8. Motion to accept Manifest #27 and Weeks Payroll Ending July 17, 2016.
9. Motion to enter into Non-Public Session – NH RSA 91-A:3 II (a) Personnel (2) – Roll Call Vote
Chairman Bugbee _____ Selectman LaCourse _____ Selectman Brown _____
10. Motion to seal the Non-Public Minutes (if necessary.) Roll call Vote required:
Chairman Bugbee _____ Selectman LaCourse _____ Selectman Brown _____
11. Miscellaneous/Unfinished Business
12. Adjournment

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

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



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

Office Use Only

Meeting Date:

Agenda Item No.

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
7/18/2016

Agenda Item Title: Discuss Heroin issues in town and NH's response

Requested By: Chief Tom Dronsfield/ Rep. Joe Hannon Date: 7/11/2016

Contact Information: Chief Tom Dronsfield, 659-5866, tdronsfield@leenhpolice.org

Presented By: Chief Tom Dronsfield

Description: Chairman Bugbee requested an update on any Heroin issues in town and what the state is doing about the Heroin problem

Financial Details:

Legal Authority

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

REQUESTED ACTION OR RECOMMENDATIONS:



Memorandum

TO: All NHMA Members

FROM: Judy Silva, Executive Director
Cordell A. Johnston, Government Affairs Counsel

DATE: June 20, 2016

RE: 2017-2018 Legislative Policy Process *Important Dates!*

FLOOR POLICIES DUE: August 12 ♦ **POLICY CONFERENCE: September 23**

The NHMA legislative policy process is moving forward! Enclosed with this memo is a copy of the policy recommendations made by NHMA's three policy committees. This document will also be posted on NHMA's website, www.nhmunicipal.org.

The policy recommendations are listed by committee: (1) General Administration and Governance; (2) Finance and Revenue; and (3) Infrastructure, Development, and Land Use. Each committee's recommendations are listed in order of priority, as "action," "priority," or "standing" policy recommendations. Also enclosed is a list of NHMA's Legislative Principles, which will be considered for re-adoption at the Legislative Policy Conference, along with the recommended policies.

We urge each municipality's governing body, prior to the Legislative Policy Conference, to vote a position on the recommendations and floor proposals (see reverse) to provide direction to your voting delegate at the Conference. Otherwise, your delegate is free to cast your municipality's vote as he or she chooses. For more information about the legislative policy process and the Policy Conference, please see the enclosed Questions and Answers document.

Floor Proposals

The deadline for submitting floor proposals is **Friday, August 12**. A floor proposal will be accepted only if it is ***approved by a majority vote of the governing body*** (Board of Selectmen, Aldermen, or Council) of the town or city submitting the proposal, is submitted in writing, and is received **no later than August 12**. We will mail all floor proposals to each municipality so there will be an opportunity to take a position on them before the Policy Conference. Floor proposals should be in the same format as proposals submitted to the policy committees.

A Floor Policy Proposal form has been included for your convenience, or you may find it on the NHMA website. (Go to www.nhmunicipal.org, click on "Advocacy," then "Policy-Setting Process," then "Download 2017-2018 Floor Policy Proposal Form.") To submit a floor proposal, please send it to NHMA, 25 Triangle Park Drive, Concord, NH 03301, fax it to 224-5406, or e-mail it to governmentaffairs@nhmunicipal.org.

Legislative Policy Conference

The 2017-2018 Legislative Policy Conference is scheduled for **Friday, September 23, 2016, at 9:00 a.m. at NHMA's office, 25 Triangle Park Drive in Concord**. We will include with the floor proposal mailing a card for each town or city to return indicating who has been appointed as the municipality's voting delegate.

Please call the Government Affairs Department at 800-852-3358, ext. 3408, if you have any questions.

New Hampshire Municipal Association 2017-2018 Legislative Policy Process

Final Policy Recommendations

General Administration and Governance

Action Policy Recommendations

1. Funding for the Police Standards and Training Council

To see if NHMA will **SUPPORT** the continued operation of the NH Police Academy and the high quality uniform training it provides for all law enforcement officers in the state, including municipal police officers, which aids in the delivery of quality policing services and interagency cooperation to the benefit of all citizens.

- a) To see if NHMA will **SUPPORT** the continued existence of the Police Standards and Training Council (PSTC), the compliance functions it performs, and its oversight of the operations of the NH Police Academy.
- b) To see if NHMA will **SUPPORT** continued funding at the state level for the Police Academy and the PSTC. Local law enforcement agencies produce considerable funds through fines and penalty assessment monies which accrue to the State and are used for State purposes. To see if NHMA will **OPPOSE** any increase in municipal costs for police officers to participate in the training, recognizing that municipalities now pay salary, benefits, and all employment-related costs for trainees while at the Academy, as well as provide staff and instructors at no cost to the Academy.
- c) To see if NHMA will **SUPPORT** the continued use of penalty assessment funds to support the PSTC and **OPPOSE** transferring the penalty assessment funds from PSTC to the general fund.
- d) To see if NHMA will **SUPPORT** separating PSTC operational expenses from capital expenses, and the funding of capital expenses through the State Capital Budget process.
- e) To see if NHMA will **SUPPORT** the development of a sustainable, predictable, and stable plan for funding the PSTC and the Academy at the State level which is sufficient to meet the funding needs and efficient in administration. To see if NHMA will **SUPPORT** funding to supplement the penalty assessment revenues from sources such as an insurance surcharge, an additional fee for accident reports, an increase in the state motor vehicle registration fee, provided such revenues are dedicated to the PSTC.
- f) To see if NHMA will **SUPPORT** working with the PSTC and the legislature to explore other funding sources to supplement revenues to ensure the future viability of the PSTC.

2. Consultation with Counsel Expansion Under RSA 91-A

To see if NHMA will **SUPPORT** legislation to amend RSA 91-A so that exempt consultation with legal counsel would also include discussions about written legal correspondence provided by legal counsel, without requiring the presence of counsel at the meeting.

3. Building Plans Under RSA Chapter 91-A

To see if NHMA will SUPPORT an amendment to RSA 91-A:5, IV to specifically add building plans/construction drawings contained within a building permit file and/or building plans/construction drawings submitted as part of a building permit application as an exempt record under the statute.

Priority Policy Recommendations

4. EMS Licensing Rules

To see if NHMA will SUPPORT changes to statute or administrative rules as they apply to licensing of providers of emergency medical services, requiring directors of licensed units to report to the Commissioner of Safety the status of licensed providers within their unit who are suspended or terminated for any reason, including any and all incidents which would be cause for revocation of a provider license as detailed in the administrative rules.

5. Electronic Poll Books

To see if NHMA will SUPPORT legislation that would enable the use of electronic poll-books for municipalities with funding coming from the HAVA funds made available to the NH Secretary of State by the United States Election Assistance Commission specifically for the purpose of improvement to the administration of federal elections in the State, as well as support legislative changes to statutes to make the use permissible under State laws.

6. Municipal Welfare Fraud Penalties

To see if NHMA will SUPPORT amending the local welfare statutes so that the so-called “welfare fraud” statues (RSA 167:17-a through 17-c, currently applicable only to offenses against state assistance programs) will also apply to the same types of fraud offenses when committed against a municipal assistance program operated under RSA chapter 165.

7. Right to Know Costs and Specificity Required

To see if NHMA will SUPPORT amendments to RSA chapter 91-A allowing municipalities to recover the taxpayer costs of retrieving, reviewing and reproducing documents, including electronic documents, and clarifying the level of specificity required when requesting public records.

8. Official Ballot Budget Postings

To see if NHMA will SUPPORT the amending of RSA 40:13 to provide for the posting of a warrant and proposed budget for the first session of the annual town meeting (deliberative session) and a final warrant and proposed budget for the second session of the annual meeting (voting day); the final warrant and proposed budget to reflect any amendments or changes approved by the first session and to be posted as required within 14 days of the close of the first session of the annual meeting

9. Public Notice Requirements

To see if NHMA will SUPPORT legislation to amend all public notice requirements to allow the choice of electronic notification and/or newspaper print, as well as posting in public places, for official public legal notification.

10. Municipal Departments and MV Information

To see if NHMA will SUPPORT legislation to make it clear that municipalities may obtain information about motor vehicles registered to an individual for all governmental purposes such as verifying asset levels when the individual is applying for general assistance or asset-based tax relief and in order to determine the ownership of vehicles for official purposes.

Standing Policy Recommendations

11. Manner of Selecting Clerk in Charter Towns

To see if NHMA will support legislation allowing towns that have adopted a charter under RSA chapter 49-D to determine how the town will choose its town clerk.

12. Sewer and Storm Ordinance Violations

To see if NHMA will SUPPORT legislation which would allow municipalities to recover costs for sewer and storm water ordinance violation enforcement, to include legal expenses, investigative costs, and mitigation expenses.

13. Preservation of Municipal Immunity

To see if NHMA will OPPOSE legislation that weakens, reduces, or diminishes the immunity of municipal, school, or county governments for damages and claims resulting from recreation facilities and activities, operation of equipment and motor vehicles, maintenance of highways and sidewalks, acts committed by employees with firearms, or any other activities related to government operations where limited liability already exists.

14. Welfare Lien Priority

To see if NHMA will SUPPORT legislation to give liens for local welfare payments arising under RSA 165:28 a higher priority position, so that those liens fall immediately after the lien for the first mortgage.

15. Petition Signature Requirements

To see if NHMA will SUPPORT legislation amending RSA 39:3 to require that in towns with an official ballot referendum town meeting (SB2/RSA 40:13), petitioned warrant articles must be signed by not less than 2% of registered voters, but in no case fewer than 10 voters or more than 150 voters.

16. Long-Term Storage of Records

To see if NHMA will SUPPORT legislation modifying the requirement that municipal records retained for longer than ten years be transferred to paper, microfilm, or both.

17. Human Resources Record Retention

To see if NHMA will SUPPORT legislation that amends the record retention requirements for successful job applications and personnel records from 50 years after termination or retirement to 20 years after termination or retirement.

18. Consolidated Policy on Collective Bargaining Items

Evergreen Clause: To see if NHMA will **OPPOSE** legislation to enact a mandatory so-called "evergreen clause" for public employee collective bargaining agreements.

Binding Arbitration: To see if NHMA will **OPPOSE** mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining.

Right to Strike: To see if NHMA will **OPPOSE** a right to strike for public employees.

Mandated Employee Benefits: To see if NHMA will **OPPOSE** any proposals to mandate employee benefits, including any proposal to enhance retirement system benefits which may increase employer costs in future years, for current or future employees.

19. Contracted Services and Bargaining

To see if NHMA will **SUPPORT** legislation to give public employers greater flexibility to privatize or use contracted services.

20. Maintenance and Policing of State-Owned Property

To see if NHMA will **SUPPORT** legislation to enable municipalities to recover the expenses of policing state-owned land against all illegal activity (including public consumption of alcohol and littering), including the ability to receive reimbursement/compensation from individuals engaged in the illegal activity.

21. Supervisor of the Checklist Sessions

To see if NHMA will **SUPPORT** legislation to reduce to one the number of required sessions that the supervisors of the checklist must hold prior to town elections.

22. Municipal Recreation Programs

To see if NHMA will **SUPPORT** the continued exemption from state child care licensing for municipal recreation department programs and also supports the exemption from state camp licensing for municipal recreation department summer programs.

23. Appointment of Town Clerks and Town Clerks/Tax Collectors

To see if NHMA will **SUPPORT** legislation to allow the legislative body to authorize the governing body to appoint or elect town clerks and town clerk/tax collectors.

24. Warrant Article Language; Adoption by Reference

To see if NHMA will **SUPPORT** legislation to amend RSA chapter 48-A, Housing Standards, to allow a town to adopt a proposed housing standards ordinance on the ballot by reference, as opposed to printing the entire ordinance on the warrant.

25. Perambulation

To see if NHMA will **SUPPORT** legislation to eliminate the RSA 51:2 requirement to perambulate town boundaries every 7 years.

26. Limitation on RSA 41:14-a Review

To see if NHMA will SUPPORT amending RSA 41:14-a to exclude the requirement for planning board and conservation commission review and recommendations for the acquisition or sale of liens, tax deeds, cemetery deeds, releases or specific conveyances that are authorized by a town meeting vote.

27. Independent Redistricting Commission

To see if NHMA will SUPPORT the establishment of an independent redistricting commission for the appointment of representative, senatorial, executive council, and congressional districts.

Finance and Revenue

Action Policy Recommendations

1. Collection of Delinquent Taxes on Manufactured Housing

To see if NHMA will SUPPORT legislation to create a study commission to address municipal concerns regarding delinquent property taxes and/or municipal utility fees on manufactured housing on land of another. Such commission to include appropriate interested stakeholders.

2. Use of RSA 83-F Utility Values

To see if NHMA will SUPPORT changing RSA 83-F to prevent any determination of utility value by the Department of Revenue Administration from being used in any way by the utility taxpayer in any application for abatement of tax under RSA 76:16 or any appeal thereof under RSA 76:16-a or RSA 76:17.

3. Current Use Assessment

To see if NHMA will SUPPORT legislation authorizing the Current Use Board to establish assessment ranges that are 20% higher than other categories for those properties that do not comply with the documentation and filing requirements requested by municipalities in accordance with ASB assessment review guidelines.

Priority Policy Recommendations

4. Tax Exemptions for Charitable Organizations

To see if NHMA will SUPPORT creating a commission to study reimbursement through PILOTs for municipal services provided to exempt charitable properties, including charitable non-profit housing project under RSA 72:23-k.

5. Meals and Rooms Tax Distribution

To see if NHMA will SUPPORT annual funding of the meals and rooms tax distribution to municipalities in accordance with catch-up provision provided under RSA 78-A:26.

6. Pollution Control Exemption

To see if NHMA will SUPPORT repeal of the so-called "pollution control exemption" (RSA 72:12-a) or amendment of the statute to impose a term limitation on any exemption granted.

7. Income Approach on Appeal

To see if NHMA will SUPPORT legislation that prohibits the use of the income approach when used by a taxpayer in any appeal of value if the taxpayer, after request by the municipality, has not submitted the requested information.

8. Clarification of Elderly Exemption

To see if NHMA will SUPPORT changes in RSA 72:39-a, 72:29, and 72:39-b to define "household income" for elderly exemption qualification consistent with the definition of "household income" used by the state in qualifying residents for the Low & Moderate Income Homeowners Property Tax Relief Program under RSA 198:56-57 and Rev 1200.

9. 10% Limitations

To see if NHMA will SUPPORT amending RSA 32:18 to limit town meeting and/or SB 2 deliberative sessions from increasing or decreasing the total amount appropriated by no more than 10 percent of the budget committee's recommended budget.

10. Prorating Disabled, Deaf and Blind Exemptions

To see if NHMA will SUPPORT legislation prorating the disabled, deaf and blind exemptions under RSA 72:37, 37-b, and 38-b when a person entitled to the exemption owns a fractional interest in the residence, in the same manner as is allowed for the elderly exemption under RSA 72:41.

11. Flood Control Payments

To see if NHMA will SUPPORT legislation to fully fund flood control payments in lieu of taxes to municipalities pursuant to the Merrimack River and Connecticut River interstate flood control compacts regardless of payments from other states.

12. Charitable Definition and Mandated Property Tax Exemptions

To see if NHMA will SUPPORT legislation that expands the definition of "charitable" in RSA 72:23-1, unless the state reimburses municipalities for the loss of revenue, and will SUPPORT creating a method of reimbursement to municipalities for state-owned property.

Standing Policy Recommendations

13. Sale of Tax Deeded Property

To see if NHMA will SUPPORT amending RSA 80:89 to require proof that the municipality sent the required notice of impending tax deed rather than proof that the taxpayer actually received the notice.

14. Local Option Revenue Sources

To see if NHMA will **SUPPORT** creation of enabling legislation that allows cities and towns to create local revenue sources to meet the unique needs of each community in order to help offset the overreliance on the property tax in order to help defray the cost of municipal services, infrastructure improvements and capital needs.

15. Tax Rate Setting

To see if NHMA will **SUPPORT** legislation to improve the overall efficiency and timeliness of the tax rate setting process, and will **OPPOSE** statutory changes to school districts, village districts, trustees of trust funds, utility values or information from other state agencies that may impede or delay the tax rate setting process and/or cause unnecessary borrowing due to late tax rate setting.

16. All Public Real Estate Taxable if Used by Private Occupants

To see if NHMA will **SUPPORT** legislation to clarify that taxation of a private occupant on public land is required by statute, even if an agreement or lease does not include a tax provision or the specific wording of RSA 72:23, I(b).

17. Recording Fees for Elderly and Disabled Deferrals

To see if NHMA will **SUPPORT** legislation to recoup recording fees as part of the payment process in RSA 72:38-a, IV for the elderly and disabled deferrals.

18. Downshifting of State Costs and State Revenue

To see if NHMA will **OPPOSE** legislation which will downshift state costs or state program responsibilities, either directly or indirectly, to municipalities and/or counties, resulting in increased municipal and/or county expenditures, whether in violation of Article 28-a or not, and will **OPPOSE** any reductions, deferrals and/or suspensions of state revenue to political subdivisions, such as revenue sharing, meals and rooms tax distribution, highway block grants, environmental state aid grant programs, adequate education grants, catastrophic aid, or any other state revenues.

19. State Revenue Structure and State Education Funding

To see if NHMA will **SUPPORT** asking the state to use the following principles when addressing the state's revenue structure in response to its responsibility to fund an adequate education:

- a) That revenues are sufficient to meet the state's responsibilities as defined by constitution, statute, and common law;
- b) That revenue sources are predictable, stable and sustainable and will meet the long term needs and financial realities of the state;
- c) That changes to the revenue structure are least disruptive to the long-term economic health of the state;
- d) That the revenue structure is efficient in its administration;
- e) That changes in the revenue structure are fair to people with lower to moderate incomes.

To see if NHMA will **SUPPORT** legislation prohibiting retroactive changes to the distribution formula for adequate education grants after the notice of grant amounts has been given.

20. New Hampshire Retirement System (NHRS)

To see if NHMA will **SUPPORT** the continuing existence of a retirement system for state and local government employees that is strong, secure, solvent, fiscally healthy and sustainable, that both employees and employers can rely on to provide retirement benefits for the foreseeable future. Further, to see if NHMA will **SUPPORT** continuing to work with legislators, employees, and the NHRS to accomplish these goals.

To that end, NHMA:

- a) **SUPPORTS** legislation that will strengthen the health and solvency of the NHRS, ensure the long term financial sustainability of the retirement system for public employers, and consider options and alternatives that provide reasonable changes in contribution rates;
- b) **OPPOSES** any legislation that: 1) expands benefits that would result in increases to municipal employer costs; 2) assesses additional charges beyond NHRS board approved rate changes on employers; or 3) expands the eligibility of NHRS membership to positions not currently covered;
- c) **SUPPORTS** the restoration of the state's 35% share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan; and
- d) **SUPPORTS** the inclusion of municipal participation on any legislative study committee or commission formed to research alternative retirement system designs and the performance of a complete financial analysis of any alternative plan proposal in order to determine the full impact on employers and employees.

21. Utility Appraisal Method

To see if NHMA will **OPPOSE** mandating the exclusive use of the unit method of valuation in the appraisal of utility property, by either administrative or legislative action, and will **SUPPORT** the continuing right of municipalities to use any method of appraisal upheld by the courts.

22. Management of Trust Funds

To see if NHMA will **SUPPORT** amendments to RSA 292-B:2 to include funds held by a town or other municipality under RSA 31:19, RSA 202-A:23, or a fund created by a town or other municipality under RSA 31:19-a to be included in those institutional funds subject to the Uniform Prudent Management of Institutional Funds Act.

23. Minimum Vote Required for Bond Issues

To see if NHMA will **OPPOSE** legislation to increase the 60% bond vote requirement for official ballot communities.

Infrastructure, Development, and Land Use

Action Policy Recommendations

1. Site Evaluation Committee and Local Input

To see if NHMA will SUPPORT legislation requiring applicants to the Site Evaluation Committee under RSA 162-H to notify and appear before the governing body of each New Hampshire municipality in which a proposed facility will be located or will have a visual or other impact, and to accept comments from the governing body and the public, and further requiring notification to each municipality of any public hearing on the application and giving each municipality and its residents the right to comment at any public hearing.

2. Municipal Cooperation

To see if NHMA will SUPPORT legislation clarifying that municipalities and other political subdivisions may cooperate to perform together any functions that they may perform individually, including but not limited to providing services, raising revenue, constructing and maintaining infrastructure, and engaging in economic development efforts.

3. Waiver of Bond for Projects Under \$150,000

To see if NHMA will SUPPORT amending RSA 447:16 to allow the governing body, in its discretion, to waive the bonding requirement for a public works contract if the contract involves an expenditure of less than \$150,000.

Priority Policy Recommendations

4. Restoration of Full General Revenue Funding for Municipal State Aid Grant (SAG) Programs

To see if NHMA will SUPPORT legislation to restore full general revenue funding of municipal wastewater, public drinking water and landfill closure grants administered by the NH Department of Environmental Services.

5. Transportation Funding

To see if NHMA will SUPPORT a state transportation policy that ensures adequate funding for state and municipal highways and other modes of transportation. The policy should include:

- a) Maintenance of the proportionate share of the state highway fund that is distributed to cities and towns under current law.
- b) Increased funding, which may include the state road toll, local option fees, and other revenue sources as necessary.
- c) No further diversion of state highway funds for non-highway purposes.

6. Solid Waste Revolving Funds

To see if NHMA will SUPPORT legislation to allow municipalities to establish, by vote of the legislative body, revolving funds for their solid waste programs, including but not limited to solid waste collection and disposal, and the operation of any municipally operated transfer station, in addition to recycling.

7. Clarify Establishing Highways

To see if NHMA will SUPPORT legislation clarifying that the dedication and acceptance method of highway creation requires express acceptance by vote of the legislative body, or the board of selectmen if so delegated.

8. Water Fund

To see if NHMA will SUPPORT (1) the establishment of a water trust fund to ensure adequate annual investment in water infrastructure, and (2) sustainable revenue sources for the water trust fund.

9. Utility Infrastructure

To see if NHMA will SUPPORT legislation clarifying that municipalities may incur debt for the purpose of creating or improving broadband and other utility infrastructure.

10. Complete Streets

To see if NHMA will SUPPORT development of a statewide complete streets policy that considers the interests of the state's municipalities.

11. Increase or Elimination of Net Metering Cap

To see if NHMA will SUPPORT increasing or eliminating the statutory cap on net energy metering and group net energy metering, and SUPPORT legislation to increase the maximum allowable capacity for net-metered renewable energy projects to at least 5 megawatts.

12. Severe Weather Events

To see if NHMA will SUPPORT legislation that enables the state and municipalities to mitigate the effects of extreme weather events, including the promotion of resilient infrastructure and practices, and SUPPORT regional and federal policies that work to limit or reverse the increasing frequency and intensity of such events.

Standing Policy Recommendations

13. Oppose Statewide Zoning Mandates

To see if NHMA will SUPPORT a policy recognizing the legislature's authority to establish statewide priorities in zoning and land use regulation, but opposing legislation that does not allow reasonable local control in implementing those priorities, or that mandates specific criteria that municipalities must follow.

14. Municipal Use of Structures in the Right-of-Way

To see if NHMA will SUPPORT legislation to authorize municipalities to use, for any municipal purpose, the space designated for municipal good upon all poles, conduit and other structures within their rights-of-way without paying unreasonable make-ready costs. This includes the right to use that space for data and voice transmission to, from, and by the municipal government, schools, library, and other governmental institutions. It also includes a requirement that the owners of utility poles and conduit do the necessary work for that space to be available.

15. Regional Water Quality

To see if NHMA will **SUPPORT** legislation to encourage the State of New Hampshire and its political subdivisions to work cooperatively on a watershed or regional basis in addition to dealing with all water quality issues as individual communities.

16. Conservation Investment

To see if NHMA will **SUPPORT** permanent funding for the Land and Community Heritage Investment Program and **OPPOSE** any diversion of such funds to other uses.

17. Environmental Regulation and Preemption

To see if NHMA will **SUPPORT** legislation that (a) recognizes municipal authority over land use and environmental matters, (b) limits the establishment of comprehensive statutory schemes that supersede local regulation, and (c) recognizes that even when local environmental regulation is preempted, compliance with other local laws, such as zoning and public health ordinances and regulations, is still required.

18. Energy, Renewable Energy and Energy Conservation

To see if NHMA will **SUPPORT** legislation encouraging state and federal programs that provide incentives and assistance to municipalities to adopt energy use and conservation techniques that will manage energy costs and environmental impacts, promote the use of renewable energy sources, and promote energy conservation, and opposes any legislation that overrides local regulation.

19. Open Space Retention and Sprawl Prevention

To see if NHMA will **SUPPORT** legislation encouraging statewide programs that provide incentives and assistance to municipalities to adopt land use planning and regulatory techniques that will manage growth and development and retain existing tracts of undeveloped open space.

20. Sludge/Biosolids

To see if NHMA will **SUPPORT** reliable enforcement of scientifically based health and environmental standards for the management of sludge, septage, and biosolids; and **OPPOSE** any state legislation that would curtail the ability of municipalities to dispose of municipally-generated biosolids through land spreading, when done in accord with such scientifically based health and environmental standards.

21. Current Use

To see if NHMA will **SUPPORT** any legislative attempt to undermine the basic goals of the current use program and **OPPOSE** any reduction in the 10-acre minimum size requirement for qualification for current use, beyond those exceptions now allowed by the rules of the Current Use Board.



Legislative Principles

In addition to the established Legislative Policy positions adopted by the New Hampshire Municipal Association membership, the following principles should guide staff in setting priorities during any legislative biennium:

1. Consider unfunded mandate issues that violate Part 1, Article 28-a of the New Hampshire Constitution to be paramount. Identify them and oppose them.
2. Work to maintain existing revenue streams to municipalities, (i.e. revenue sharing, meals and rooms tax, highway, and other state aid). Be especially watchful of proposals to reduce local aid in order to meet other funding commitments.
3. Advocate to maintain existing local authority.
4. Support issues which provide greater authority to govern more effectively, efficiently and flexibly at the local level, including local option legislation. If the legislature is considering adopting a program that is particularly controversial at the local level, support a requirement that a local legislative body vote is necessary before full implementation of the measure.
5. Support bills proposed by individual municipal members, except when they conflict with these principles or other NHMA policies. Staff should prioritize time and resources when there are competing demands in order to focus on NHMA's broad agenda first.
6. Encourage exemptions from state taxes rather than local property taxes when legislative intent is to preserve statewide resources.
7. Advocate for municipal representation on all state boards, commissions, and study committees which affect municipal government and have non-legislative members.
8. Work cooperatively with other groups and associations to support efforts to improve the delivery of services at the local level.
9. Support municipal efforts toward effective regional cooperation and delivery of municipal services.
10. Support efforts to develop a statewide technology network that fosters increased communication and greater compatibility among levels of government and within and between agencies in all levels of government.



**New Hampshire Municipal Association
2017-2018 Legislative Policy Process**

Floor Policy Proposal

Submitted by (name) _____ Date _____

City or Town _____ Title of Person Submitting Policy _____

Floor Policy Proposal approved by vote of the governing body on (date) _____

To see if NHMA will SUPPORT/OPPOSE:

Municipal interest to be accomplished by proposal:

Explanation:

A sheet like this should accompany each proposed floor policy and should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem. Fax to 224-5406; mail to 25 Triangle Park Drive, Concord, NH 03301; or email to governmentaffairs@nhmunicipal.org. **Must be received by August 12, 2016.**

2017-2018 NHMA Legislative Policy Process Questions & Answers

1. What is the purpose of establishing NHMA legislative policy? The New Hampshire Municipal Association (NHMA) is the voice of New Hampshire's cities and towns before the state legislature and state agencies. Adoption of legislative policy allows your municipal voice to be heard through the actions of your organization – NHMA. By adopting legislative policy, local officials can tell elected representatives what they feel are the major concerns of cities and towns.

The NHMA Board of Directors oversees NHMA's advocacy activities. Legislative policy positions direct the board and NHMA staff in representing municipalities before the legislature and state agencies.

2. How are legislative policy recommendations prepared? In the spring of each even-numbered year, NHMA forms legislative policy committees addressing different aspects of municipal government. The three committees this year are:

1. Finance and Revenue;
2. General Administration and Governance; and
3. Infrastructure, Development, and Land Use.

These three policy committees consider issues and problems derived from their own experience as local officials, issues sent in by other members or brought to them by staff, past policy positions, and issues resulting from the most recent legislative session. Each committee holds several meetings during the spring and develops policy recommendations to be voted on by member municipalities at the Legislative Policy Conference.

3. Who votes on adoption, amendment, or rejection of these recommendations, and when? On Friday, September 23, 2016, at 9:00 a.m., the 2017-2018 NHMA Legislative Policy Conference will be held at NHMA offices (25 Triangle Park Drive) in Concord. ***Each member municipality will be asked to appoint a voting delegate to cast its vote at this conference.*** Each member municipality, regardless of size, has one vote on all policy matters.

In the absence of any other designation by the Board of Selectmen, Aldermen, or Council, a voting delegate card will be issued at the door (in order of priority determined by the NHMA Municipal Officials Directory) to:

Mayor/Chair of Board of Selectmen/Council Chair

OR

Mayor Pro Tem/Vice or Assistant Mayor/Council Vice Chair

OR

Selectman/Alderman/Councilor

OR

City or Town Manager/Administrative Assistant

4. Will other policy proposals be voted on at the conference? Yes, municipalities will have the opportunity to submit floor policy proposals for consideration at the conference. Each floor policy proposal must be approved by the governing body of the municipality submitting it, but the

proposals will not be reviewed or recommended by NHMA's legislative policy committees. Floor policy proposals will be voted on separately at the conference.

5. How does our voting delegate determine a position on these recommendations? We urge each municipality's governing body to discuss the recommendations in advance of the Legislative Policy Conference and vote to take a position on each one, in order to give direction to the voting delegate. Otherwise, your voting delegate is free to cast your municipality's vote as he or she desires. *You do not need to notify NHMA of your positions on the policy recommendations; just provide that information to your voting delegate.*

6. How are the policy recommendations presented and voted on at the Legislative Policy Conference? The chair of the board of directors, as the presiding officer of the Legislative Policy Conference, introduces the entire set of recommendations of each policy committee, one committee at a time, as a slate. The chair and vice chair of each committee will be available to address questions. Any voting delegate may ask that a recommendation be set aside to be debated and voted on separately. The remaining recommendations are voted upon as a slate. When the slate from each policy committee has been voted, the voting delegates will then return to those items set aside for separate debate and vote. It is at this time that individual items can be killed, amended, passed over, laid on the table, etc. Votes are by a display of special voting delegate cards.

7. Are policies adopted by a simple majority vote? No. NHMA's by-laws require a two-thirds affirmative vote of those members present and voting for approval of any NHMA legislative policy.

8. Why is the Legislative Policy Conference separate from the November annual meeting? The Legislative Policy Conference must be held before the annual conference in order to meet the legislative deadlines for the filing of new bills. The staff needs time after adoption of policies to draft bills and secure sponsors.

9. How will I know what policies are adopted if I don't go to the Legislative Policy Conference? The final 2017-2018 NHMA Legislative Policies will be printed as a supplement in the November/December 2016 issue of *Town & City* magazine. We will also post them on NHMA's web site at www.nhmunicipal.org.

10. What happens if an issue that is not covered by any of these policies comes before the legislature? The NHMA Board determines the position that the staff will advocate on issues not covered by specific NHMA Legislative Policy. The policy conference also endorses a set of Legislative Principles, which augment the specific legislative policy positions by setting forth general principles that guide staff in their advocacy efforts.



**New Hampshire Municipal Association
2017-2018 Legislative Policy Process**

Floor Policy Proposal

Submitted by (name) _____ Date _____

City or Town _____ Title of Person Submitting Policy _____

Floor Policy Proposal approved by vote of the governing body on (date) _____

To see if NHMA will SUPPORT/OPPOSE:

Municipal interest to be accomplished by proposal:

Explanation:

A sheet like this should accompany each proposed floor policy and should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem. Fax to 224-5406; mail to 25 Triangle Park Drive, Concord, NH 03301; or email to governmentaffairs@nhmunicipal.org. **Must be received by August 12, 2016.**



**New Hampshire Municipal Association
2017-2018 Legislative Policy Process**

Floor Policy Proposal

Submitted by (name) _____ Date _____

City or Town _____ Title of Person Submitting Policy _____

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TITLE XII

PUBLIC SAFETY AND WELFARE

CHAPTER 155-B

HAZARDOUS AND DILAPIDATED BUILDINGS

Section 155-B:1

155-B:1 Definitions. – For the purposes of this chapter, the following terms have the following meanings:

I. "Building" includes any structure or part of a structure.

II. "Hazardous building" means any building which, because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment, constitutes a fire hazard or a hazard to public safety or health.

III. "Governing body" means the city council or the selectmen of a town.

Source. 1967, 334:1, eff. Sept. 1, 1967.

Section 155-B:2

155-B:2 Repair or Removal of Hazardous Building. – The governing body of any city or town may order the owner of any hazardous building within the municipality to correct the hazardous condition of such building or to raze or remove the same.

Source. 1967, 334:1, eff. Sept. 1, 1967.

Section 155-B:3

155-B:3 Order; Contents. – The order shall state, in writing, the grounds therefor, specifying the necessary repairs, if any, and providing a reasonable time for compliance. It shall also state that a motion for summary enforcement of the order will be made to the court of the district or municipality in which the hazardous building is situated unless corrective action is taken, or unless an answer is filed within the time specified in RSA 155-B:6 and that any costs, attorney's fees, and expenses incurred by the municipality in bringing the property into compliance may be enforced as a lien against the subject property and any other property owned by the same owner in the state pursuant to RSA 155-B:9, II.

Source. 1967, 334:1. 2008, 293:1, eff. June 27, 2008.

Section 155-B:4

155-B:4 Order; Service. – The order shall be served upon the owner of record, or his agent if an agent is in charge of the building, and upon the occupying tenant, if there is one, and upon all lien holders of record, in the manner provided for service of a summons in a civil action. If the owner cannot be found, the order shall be served upon him by posting it at the main entrance to the building and by 4 weeks' publication in a published newspaper of the municipality if there is one, otherwise in a newspaper of general circulation in the state.

Source. 1967, 334:1, eff. Sept. 1, 1967.

Section 155-B:5

155-B:5 Order; Filing. – A copy of the order with proof of service shall be filed with the clerk of the court of the district or municipality in which the hazardous building is located not less than 5 days prior to the filing of a motion pursuant to RSA 155-B:7 to enforce the order. The appropriate district or municipal court shall have jurisdiction under this chapter notwithstanding any contrary provisions in RSA 502-A:14 or in any other section of RSA. At the time of filing such order the governing body shall file for record with the register of deeds a notice of the pendency of the proceeding, describing with the reasonable certainty the lands affected and the nature of the order. If the proceeding be abandoned the governing body shall within 10 days thereafter file with the register of deeds a notice to that effect.

Source. 1967, 334:1, eff. Sept. 1, 1967.

Section 155-B:6

155-B:6 Answer. – Within 20 days from the date of service, any person upon whom the order is served may serve an answer in the manner provided for the service of an answer in a civil action, specifically denying such facts in the order as are in dispute.

Source. 1967, 334:1, eff. Sept. 1, 1967.

Section 155-B:7

155-B:7 Default Cases. – If no answer is served, the governing body may move the court for the enforcement of the order. If such a motion is made the court may, upon the presentation of such evidence as it may require, affirm or modify the order and enter judgment accordingly, fixing a time after which the governing body may proceed with the enforcement of the order. The clerk of the court shall cause a copy of the judgment to be mailed forthwith to persons upon whom the original order was served.

Source. 1967, 334:1, eff. Sept. 1, 1967.

Section 155-B:8

155-B:8 Contested Cases. – If an answer is filed and served as provided in RSA 155-B:6, further proceedings in the action shall be governed by the rules of civil procedure for the district or municipal courts, except that the action has priority over all pending civil actions and shall be tried forthwith. If the order is sustained following the trial, the court shall enter judgment and shall fix a time after which the building shall be destroyed or repaired, as the case may be, in compliance with the order as originally filed or modified by the court. If the order is not sustained, it shall be annulled and set aside. The clerk of the court shall cause a copy of the judgment to be mailed forthwith to the persons upon whom the original order was served.

Source. 1967, 334:1, eff. Sept. 1, 1967.

Section 155-B:9

155-B:9 Enforcement of Judgment. –

I. If a judgment is not complied with in the time prescribed, the governing body may cause the building to be repaired, razed, or removed as set forth in the judgment. The cost of such repairs, razing, or removal shall be a lien against the real estate on which the building is located and may be levied and collected in the same manner as provided in RSA 80 for tax liens. When the building is razed or removed by the municipality, the governing body may sell the salvage and valuable materials at public auction upon 3 days' posted notice.

II. If the value of the subject real estate is deemed by the municipality to have insufficient value, based on the current tax assessment, to cover the cost of repairs, razing, or removal, the governing body may place a lien for the balance of the cost on any other real property in the state that is owned by the same owner, which additional lien may be levied and collected in the same manner as provided in RSA 80 for tax liens; provided that RSA

80:59 giving such liens priority over all other liens shall not apply. The municipal lien shall be subordinate to any lien of record on such real property.

Source. 1967, 334:1. 2008, 293:2, eff. June 27, 2008.

Section 155-B:9-a

155-B:9-a Municipal Lien on Owner's Interest in Property Insurance Proceeds. – If the value of the subject real estate is deemed by the municipality to have insufficient value, based on the current tax assessment, to cover the cost of repairs, razing, or removal, and the owner has no other real property within the state, a municipality may assert a lien on the owner's interest in any real property insurance proceeds that are payable as a result of the damage or destruction of that property owner's real property located in the municipality. The lien shall be for the estimated cost to repair, raze, or remove the damaged structure, whichever of those options is the least expensive, minus the value in the remaining real property based on the current tax assessments. The municipal lien shall be subordinate to any lien holder of record, and to any rights, title, or interest in such real property insurance proceeds in favor of any lender holding a mortgage on such real property and who was named as an additional insured or loss payee, by means of loss payable endorsement or otherwise, on any policy of insurance insuring such real property. The insurer's obligations under this section shall commence upon its receipt of a copy of the order under RSA 155-B:4, and a statement of the estimated lien amount allowed under this section, and shall apply only to insurance proceeds held by the insurer as of that date and due to be paid to the owner. The lien, the estimated cost of which shall be approved by the court, shall be for the purpose of reimbursing the municipality for all costs permitted to be recovered by it under RSA 155-B if the municipality elects to demolish the property. Any unexpended funds from the lien shall be returned to the property owner. The property owner shall, within 72 hours of the receipt of a written request by the municipality, provide the municipality with the names, addresses, agents, and policy numbers of all insurance companies which have provided the property owner with insurance on the property. The lien shall automatically expire if the owner rebuilds or demolishes the real property in the manner required by this chapter and the municipality shall provide a written release of the lien to the insurer and the property owner. The insurer shall distribute all proceeds due to the property owner that exceed the lien amount allowed under this section. The municipality shall release the lien in order to permit payment for repairs, razing, or removal of the building.

Source. 2008, 293:3, eff. June 27, 2008.

Section 155-B:10

155-B:10 Statement of Monies Received. – The municipality shall keep an accurate account of the expenses incurred in carrying out the order and of all other expenses theretofore incurred in connection with its enforcement, including specifically, but not exclusively, filing fees, service fees, publication fees, appraisers' fees, witness fees, including expert witness fees, and traveling expenses incurred by the municipality from the time the order was originally made, and shall credit thereon the amount, if any, received from the sale of the salvage, or building or structure, and shall report its action under the order, with a statement of monies received and expenses incurred to the court for approval and allowance. Thereupon the court shall examine, correct, if necessary, and allow the expense account, and, if the amount received from the sale of the salvage, or of the building or structure, does not equal or exceed the amount of expenses as allowed, the court shall by its judgment certify the deficiency in the amount so allowed to the municipal clerk for collection. The owner or other party in interest shall pay the same, without penalty added thereon, and in default of payment by December 1, the clerk shall certify the amount of the expense to the collector for entry on the tax lists as a charge against the real estate on which the building is or was situated and the same shall be collected in the same manner as other taxes and the amount so collected shall be paid into the municipal treasury. If the amount received for the sale of the salvage or of the building or structure exceeds the expense incurred by the municipality as allowed by the court, and if there are no delinquent taxes, the court shall direct the payment of the surplus to the owner or the payment of the same into court, as provided in this chapter. If there are delinquent taxes against the property, the court shall direct the payment of the surplus to the municipal treasurer to be

applied to such taxes.

Source. 1967, 334:1, eff. Sept. 1, 1967.

Section 155-B:11

155-B:11 Payment, Tender, Deposit in Court. – The net proceeds of a sale under RSA 155-B:9 or 12 shall be paid to persons designated in the judgment in the proportions as their interests shall appear therein. Acceptance of such payment shall be taken as a waiver of all objections to the payment and to the proceedings leading thereto on the part of the payee and of all persons for whom he is lawfully empowered to act. In case any party to whom a payment of damages is made be not a resident of the state, or his place of residence be unknown, or he be an infant or other person under legal disability, or, being legally capable, refuses to accept payment, or if for any reason it be doubtful to whom any payment should be paid, the municipality may pay the same to the clerk of court to be paid out under the direction of the court; and, unless an appeal be taken such deposit with the clerk shall be deemed a payment of the award.

Source. 1967, 334:1, eff. Sept. 1, 1967.

Section 155-B:12

155-B:12 Personal Property of Fixtures. – If any building ordered razed, removed, or made safe and sanitary by repairs contains personal property or fixtures which will unreasonably interfere with the razing, removal, or repair of such building, or if the razing or removal of the building makes necessary the removal of such personal property or fixtures, the original order of the governing body may direct the removal of such personal property or fixtures within a reasonable time. If the property or fixtures are not removed by the time specified, and the governing body subsequently desires to enforce a judgment under the provisions of this chapter, it may sell the same at public auction as provided in RSA 155-B:9 or if without appreciable value, the governing body may destroy the same.

Source. 1967, 334:1, eff. Sept. 1, 1967.

Section 155-B:13

155-B:13 Hazardous Excavations. – If in any city or town, an excavation for building purposes is left open for more than 6 months without proceeding with the erection of a building thereon, whether or not completed, or if any excavation or basement is not filled to grade or otherwise protected after a building is destroyed, demolished or removed, the governing body may order such excavation to be filled or protected or in the alternative that erection of a building begin forthwith if the excavation is for building purposes. The order shall be served upon the owner or his agent in the manner provided by RSA 155-B:4. If the owner of the land fails to comply with the order within 15 days after the order is served upon him, the governing body shall cause the excavation to be filled to grade or protected and the cost shall be charged against the real estate as provided in RSA 155-B:9.

Source. 1967, 334:1, eff. Sept. 1, 1967.

Section 155-B:14

155-B:14 Local Acts and Charter Provisions. – The provisions of this chapter are supplementary to other statutory and charter provisions and do not limit the authority of any city or town to enact and enforce ordinances on the same subject.

Source. 1967, 334:1, eff. Sept. 1, 1967.

Section 155-B:15

155-B:15 Appeal. – A party aggrieved by the judgment of a municipal or district court upon issue joined in such case may, within 15 days after the rendition of the judgment, appeal to the superior court therefrom and the superior court shall hear said appeal forthwith.

Source. 1967, 334:1, eff. Sept. 1, 1967.

LEE FAIR

Application for Farmer's & Artisan Market

Saturday, September 10, 2016

11 A.M. to 10 P.M.

GENERAL REQUIREMENTS

Booth spaces are approximately 12' x 12'.

Pricing: \$25/space, \$40/double, \$10/youth.

Layout will be assigned upon arrival day of the event.

No tables or chairs are provided.

Set-up no earlier than 7 A.M. on September 10, 2016. Vendors are required to be set up NO later than 11:00 A.M. and displayed until 5:00 P.M.

Rain or shine. No refunds will be issued.

A completed application, full payment, and Insurance Certificate (if required) are due to Caren Rossi, 7 Mast Rd, Lee NH 03861 no later than Friday, September 2, 2016 at 12:00 Noon. NO exceptions. Questions please call 603-659-6783 or email crossi@leenh.org.

INSURANCE REQUIREMENTS

The Town of Lee has established insurance and certificate of insurance requirements for the Lee Fair vendors. However, the Town recognizes that for some small vendors, insurance is either not available or the insurance costs would be financially burdensome. In an effort to still allow participation for such vendors while at the same time protecting the Town's interests as a whole, the Select Board has established the following insurance waiver criteria, based on determining the level of risk as determined by the vendor's products and/or activities.

Waiver Criteria:

A waiver of the Insurance Requirement may be granted by the Town, in its sole discretion, if such a waiver is requested by the vendor and the following criteria are met:

1. No Food or beverages will be served or sold
2. No motor vehicles or motorized equipment
3. No animals
4. No amusement rides or games
5. Items to be sold are hand-made by the vendor

In addition, musical performers are not required to carry liability insurance but are still required to complete this form.

Insurance shall be in such form as will protect the Vendor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations performed by the Vendor whether such operation be by himself or by anyone directly or indirectly employed or served by him while on Town Property.

Prior to participating in the Fair, the Vendor shall demonstrate that it carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, applicable to the activities and/or products

sold, and all liabilities as set forth above. The Vendor shall provide proof of automobile insurance coverage in an amount deemed satisfactory to the Town.

The Vendor will furnish to the Town a Certificate of Insurance and an endorsement prior to the Fair demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured on the general liability and automobile liability insurance coverage.

The Contractor shall provide proof of workers compensation insurance meeting State of New Hampshire required limits. The Vendor's worker's compensation coverage must waive subrogation against the Town of Lee and its officials, agents, volunteers and employees.

Town of Lee shall be listed as a Certificate Holder. The Town shall be identified as follows:

Town of Lee
7 Mast Road
Lee NH 03861

Lee Fair
Application for Farmer's & Artisan Market
Saturday, September 10, 2016
11 A.M. to 8 P.M.

Business Name _____

Contact Person _____

Address _____

Telephone and Email _____

Type of Product/Service/Activity _____

Payment Enclosed: \$ _____

I am requesting a waiver of the insurance requirement and attest that I/we meet all of the criteria listed.

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

I, the undersigned, have read this contract and understand all of its terms and I sign this release voluntarily and with full knowledge of its significance.

Signature of Legally Responsible Person: _____

Name: _____

Date: _____



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

Office Use Only

Meeting Date: July 18, 2016

Agenda Item No. 5d

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
7/18/2016

Agenda Item Title: FY17 Annual Fuel Bid

Requested By: Town Administrator **Date: 7/14/2016**

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: Review the Bids received for #2 Heating Oil and Off Road Diesel for FY17

Financial Details: #2 Heating Oil \$.1738/gallon over rack price (Hartman Oil); Off Road Diesel \$.18/gallon over rack (Hanscom). These are the Town's current suppliers for these fuels.

Legal Authority **NH RSA 41:8**

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to award the FY17 Annual Fuel Bid to Hartman Oil for #2 Heating Oil and Hanscom's for Off Road Diesel.

Annual Fuel Bid
7/14/2016

| | | |
|--|--|----------------------|
| Hanscom | Hartman Oil & Propane | Palmer Gas/Ermer Oil |
| 60 West Road | PO Box 1068 | 13 Hall Farm Rd |
| Portsmouth, NH 03801 | Exeter, NH 03833 | Atkinson NH 03811 |
| 436-5171 | 778-8855 | 681-2237 |
| linnette@hanscoms.com | customerservice@hartm ce@palmergas.com | |

| | | | | |
|----------------|------------------------------|--------|--------|--------|
| #2 Heating Oil | Mark-up over rack per gallon | 0.1800 | 0.1738 | 0.3190 |
| 10,000 gal | delivered as of 7/8/16 | 1.5600 | 1.5479 | 1.7490 |

| | | | | |
|----------------------|------------------------------|--------|--------|--------|
| Off Road Diesel | Mark-up over rack per gallon | 0.1800 | 0.1738 | 0.3190 |
| 5,400 gal | delivered as of 7/8/16 | 1.6800 | 1.6830 | 1.879 |

6400

#2 Heating Oil
Hwy 2000
PSC 6000
8000

Diesel
Hwy 5000
TS 850
PSC 550
6400

$$\Delta .0062 \times 6400 = \$39.68$$

KNOW ALL MEN BY THESE PRESENTS

That the Town of Lee in consideration of Three Hundred Fifty Dollars paid by William P. Walsh, Trustee, William P. Walsh, Revocable Trust, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey to the said parties, their heirs and assigns (1) Grave in the Public Burial Ground, known as the **LEE HILL CEMETERY** situated on Lot H-5 and numbered Grave 6 on the plan, and bounded as follows, to wit:

- On the North by Grave 5 of Lot H-5;
On the South by Grave 1 of Lot H-6;
On the East by cemetery access road;
And on the West by Grave 12 of Lot H-5.

Recorded on a plan entitled Lee Hill Cemetery dated March, 1960, drawn by G. L. Davis Associates, the original of which is on file in the Town office. To have and to hold the said grave(s) to the said Grantee, their heirs and assigns forever, subject, however, to the following Conditions and Limitations:

First. That the said grave(s) shall not be used for any other purpose than as a place of burial for the dead and no tomb shall be erected or constructed on said grave(s) and no trees within the grave(s) or border shall be cut down or destroyed without the consent of the Superintendent of Cemeteries.

Second. That said grave(s) shall be graded, sodded, suitable landmarks of stone erected and the number permanently and legibly marked on the premises by the Superintendent of Cemeteries and that no work shall at any time be done upon or around the said grave(s) by other persons than the proper officers or employees of the Town of Lee except by consent of the Superintendent of Cemeteries.

Third. That no fence, curbing, hedge or other landmark, other than corner posts set by the Superintendent of Cemeteries, shall be placed upon or around said grave(s); no marker shall be set either above or below the level of the turf; no grave shall have more than one marker and no lot more than one monument, such marker or monument to be approved by the Superintendent of Cemeteries before it is contracted for; no grave or lot shall be mounded.

Fourth. That the Superintendent of Cemeteries has the right to forbid or remove any marker, monument or structure deemed objectionable by him.

Fifth. That there shall be no planting of trees\shrubs except by consent of the Cemetery Trustees & Superintendent of Cemeteries. Also, said Town of Lee, in consideration of the above sum paid to them by the Grantee, does further covenant to and with said Grantee and/or their heirs and assigns, that they will forever keep said grave(s) in suitable and good condition, including such monuments which may occupy the site, and further keep in good repair the roads, fences and grounds of the cemetery itself. Except that in no case will the Town of Lee obligate itself to expend a sum in excess of the income from the perpetual care fund.

In Witness Whereof the said Town, by its Selectmen duly authorized, has affixed its seal, and the said Selectmen have subscribed their names this ___ day of ___ in the year ___.

TOWN OF LEE

Mail Deed to:
William P. Walsh, Trustee
William P. Walsh, Revoc. Trust
217 Lee Hook Road
Lee, New Hampshire 03861

By:
Selectmen

Signed and Sealed in the presence of:

Witness
Witness



State of New Hampshire, Strafford County, personally appeared the above-named Lee Board of Selectmen who in their capacity acknowledged the foregoing instrument to be their voluntary act and deed.

Before me, this ___ day of ___ in the year 20___ by ___ Notary Public

RULES AND REGULATIONS

LEE, NH CEMETERIES

Three trustees of the Cemeteries have been elected to oversee and maintain the public and non-public cemeteries within the Town of Lee. It is the desire of the Board of Trustees to provide the residents of Lee with a well groomed and peaceful country cemetery where those who visit will benefit from a calm and tranquil experience.

Although there are over seventy seven identified burial grounds within the town limits, the Lee Hill Cemetery (est. 1877) located across from the Town Hall on Route 155 is presently the only public graveyard open for interments.

These Rules and Regulations apply not only to the Lee Hill Cemetery, but to every burial ground within the Town of Lee. All burials, even those within private cemeteries, must be registered and are subject to all rules and regulations as adopted and/or amended by the Cemetery Trustees and are subject to the Town of Lee Zoning Ordinances. Please note that all burial grounds are controlled through the State of New Hampshire laws regulating the burial of human remains: RSA 289.

PURCHASE OF BURIAL RIGHTS

The death of a loved one is a difficult time for all involved. The Board of Trustees recommends that the purchase of a burial site be tended to well ahead of the time when it will be needed.

A deed, signed by the Trustees of the Cemeteries, Board of Selectmen and notarized is registered at the Strafford County Registry. This deed grants a "Right to be Buried". To ensure that residents well into the future will have a final resting place in town, the Board of Trustees has decreed that the purchase of burial sites will be restricted to current and past Lee residents for the burial of deed holder, immediate family, relatives or friends, to be used and occupied as a cemetery lot and for no other use or purpose.

It should be understood that one does not purchase the actual burial site, but the right to be buried there. If a buyer decides not to use a burial site, ownership may be signed over to a relative or must be resold to the Town of Lee for the dollar amount of the original purchase, less the Maintenance and Deed Registration fees. RSA 290:24 also provides "If the deceased has designated a person to assume ownership of the cemetery lot or burial space in a written and signed document, ownership passes to that person, subject to the Rules and Regulations established by the Trustees." All purchases of lots or graves are made directly through the Cemetery Trustees.

INTERMENTS/REMOVAL

No interment shall be permitted in any lot or grave until complete financial arrangements have been made for said lot or grave. No monument or marker shall be erected until full payment for lot or grave has been made.

Arrangements for interment must be made thirty-six (36) hours in advance with the Superintendent of Cemeteries. For interment, directions must be given and all fees prepaid to the Superintendent of Cemeteries and perpetual care paid to date. The fee for interment may be learned upon request; such fees include the opening and closing of graves and associated maintenance charges. (see attached fee schedule)

All full body burial graves must be lined with a concrete box or vault. All cremation burials shall be in appropriate vault or a non-biodegradable designated cremation urn. Sectional grave boxes or wooden boxes are not permitted.

The individual requesting interment is to sign an Order of Interment before burial. A proper burial permit must be received prior to interment. No disinterment or removal of any remains will be permitted except (a) with the written consent of the lot owner or a member of his/her family or (b) with the permit required by the laws of the State of New Hampshire.

MONUMENTS/ MARKERS

The Cemetery Trustees and Superintendent do not wish to interfere unnecessarily with the lot owner's selection of monument, however, the right is reserved to forbid and/or remove any monument deemed objectionable by the Cemetery Trustees.

To the above end, it is required that plans for all monuments and markers be submitted to the Cemetery Trustees and Superintendent for approval before contracting for same. The exact on site positioning of foundations and gravestones will be determined only after consultation with the Superintendent and will conform to the regulations adopted by the Trustees. Only one marker at a grave and one monument per lot is allowed. All new markers must be set level with the turf, neither extending above nor set below the turf. Flush markers shall not be set on a concrete foundation. No foundation or any type of cement work will be used under or encircling a flush marker. Corner stones are permitted as long as they are absolutely flush to facilitate mowing and maintenance.

All foundations for monuments are to be built under the supervision of the Superintendent of Cemeteries. All foundations are to be set at a minimum of 3 ½ feet deep.

CEMETERY MAINTENANCE

The maintenance fee paid at the time of purchase is deposited in a trust fund. In addition to additional moneys from general taxation, the interest earned from the trust fund is used to mow the grass and to provide essential care and maintenance to each lot. Water spigots are placed for the use of visitors.

Planting shrubs and trees is not permitted. In the case of existing shrubs and trees, the groundskeepers will not be required to prune or trim them, but will take appropriate steps when they should interfere with mowing, become unsightly, or pose a potential problem to other grave sites.

All containers, ground plantings, (annuals/perennials) and decorative items should be adjacent to the headstone, being placed there at your own risk. Those flowers, containers, decorative items placed at individual markers are to be removed 30 days after Memorial Day to allow summer mowing.

Cut flowers, plastic or silk flowers, or decorations left at a grave must not interfere with the maintenance of the site nor be allowed to become unattractive. The Superintendent or Trustees will remove such items at his/her discretion when they become unsightly or hinder the ability to keep the cemetery grounds attractive. Glass containers are not permitted. Items removed by the Superintendent or Trustees will be placed in a wooden receptacle next to the maintenance shed unless damaged and not of further use.

The cemetery will be open from dawn to dusk. The gates are open to motor vehicles and burials starting April 1st unless the Trustees or Superintendent determine excessive muddy conditions would do damage to roadways or grounds. Unless an early snowfall warrants, the cemetery will remain open to motor vehicles until January 1st. Upon request, exceptions may be made by the Trustees. Please note these restrictions are for motor vehicle access only- you may enter on foot year round.

Because a cemetery is a place sacred to the memory of those interred and a place to seek comfort by those who visit, an atmosphere of serenity is to be maintained at all times.

Marianne Banks



Jacquelyn Neill



Jan Neill



Adopted Dec 1,2005.

Revised Aug 1,2006.

Revised Oct 2,2008.

Revised Dec 2,2010.

Revised Aug 11,2011.

TOWN OF LEE NEW HAMPSHIRE

CEMETERY COSTS

Single gravesite cost \$350.00 (3 ft 4 in x 10 ft w/perpetual care)

Full Grave Excavation and Backfill

| | |
|-----------|----------|
| Weekdays | \$400.00 |
| Saturdays | \$450.00 |
| Sundays | \$500.00 |

Cremation Burials

| | |
|--------------|---|
| With Service | \$100.00 weekdays |
| | \$125.00 after 3 pm weekdays |
| | \$150.00 Saturday & Sunday |
| | \$ 25.00 added cost for interring cremation vault |

Please note:

- The Town does not provide green coverings.
- Above charges are for normal conditions. Any variations, such as disinterment, frost, etc. will be priced at time of burial. Please consult directly with Superintendent.
- Checks should be made payable to the Town of Lee.
- Burial Permits need to be received by the Superintendent prior to burial.
- Cremation Certificates are required for cremation burials.

Maximum size of base for upright monuments:

| | |
|------------------|-----------------|
| One single grave | 2 1/2 ft x 2 ft |
| 2-4 Graves | 3 1/2 ft x 2 ft |
| 5-6 Grave Lot | 4 1/2 ft x 2 ft |

Upright stones, including the base, must not exceed 4 ft. above ground.

Flush markers not to exceed 2 feet x 16 inches.

Adopted 10/7/1998
Revised 12/1/2005
Revised 11/5/2010
Revised 10/13/2011
Revised 06/12/2013

Date:

From: Cemetery Trustees
Town of Lee
7 Mast Road
Lee, New Hampshire 03861

To: Plot Purchaser
Lee Hill Cemetery

Enclosed please find the original of your recorded deed. Please keep it in a safe place as this is proof of your purchase. The deed is necessary for interment in your plot.

Also, attached is a copy of the Rules and Regulations. If there are any questions, please contact a Cemetery Trustee.

Cemetery Trustees

Marianne Banks, 603-659-2792

Jacquelyn Neill, 603-659-8774

Jan Neill, 603-659-2772

PLANTINGS

All planting of trees and shrubs must have written approval of the Cemetery Trustees. Overgrown shrubs, trees, and perennials will be removed or pruned at the discretion of the Cemetery Trustees.

All containers, ground plantings (annuals/perennials) and decorative items must be adjacent to the head stone, being placed there at your own risk.

All containers, annual plantings and decorative items must be removed 30 days after Memorial Day.

Thank you for helping us maintain an attractive and well-kept cemetery.

Town of Lee Cemetery Trustees


Marianne Banks


Jacquelyn Neill


Jan Neill

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: July 11, 2016

RE: Joshua Gehling
65 Newtown Plains Road
Lee, NH 03861

Property Tax Map 003 Lot 004-402
Address: 65 Newtown Plains Road

Tax Year: 2015
Assessment: \$166,300

The subject is a condex unit situated on 1.95-acre common site. The abatement request was due to the applicant's concern with the assessment as compared to an appraisal indication of \$138,000 as of February 2016. A copy of the appraisal was provided and has a value range of \$128,000 to \$166,000. From our review, it was noted that appraisal had omitted a sale of another similar condex unit on the same road and had used sales from other communities. Subject was inspected by my associate and some discrepancies were noted. After adjustments and corrections, assessment is \$17,300, from \$166,300 to \$149,000. It is recommended that an abatement in the amount \$506.02 including any applicable interest, be granted.

Abatement Granted

Abatement Denied

Dated _____

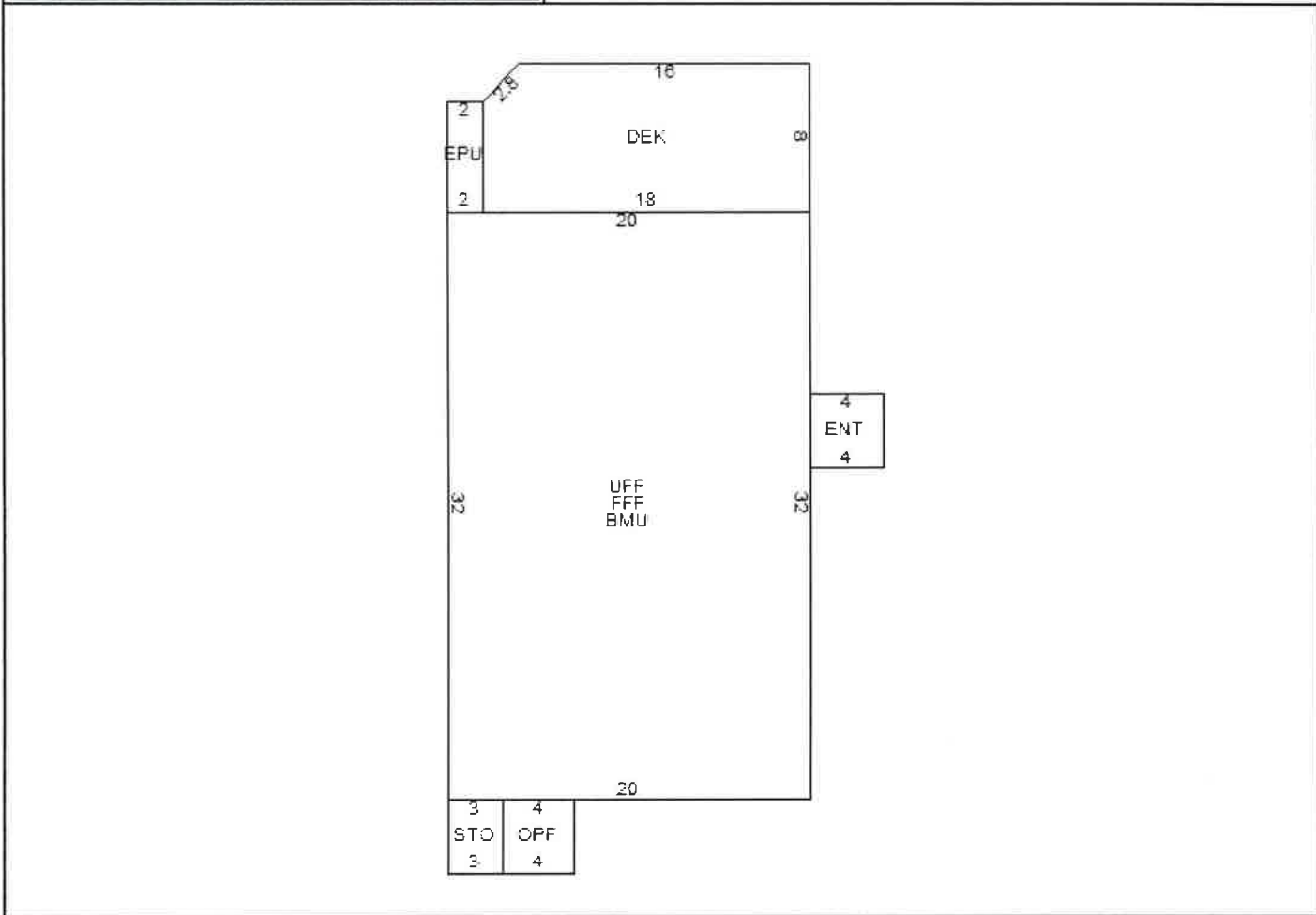


| OWNER | |
|------------------------|--|
| GEHLING, JOSHUA | |
| 65 NEWTOWN PLAINS RD | |
| LEE, NH 03861 | |

| TAXABLE DISTRICTS | |
|-------------------|------------|
| District | Percentage |
| | |

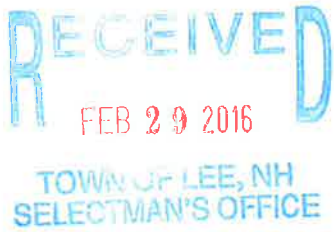
| BUILDING DETAILS | | |
|--------------------------------------|--------------------------------|--------------------|
| Model: 2 STORY FRAME CONDEX | | |
| Roof: GABLE OR HIP/ASPHALT | | |
| Ext: CLAP BOARD | | |
| Int: DRYWALL | | |
| Floor: CARPET/LINOLEUM OR SIM | | |
| Heat: GAS/HOT WATER | | |
| Bedrooms: 3 | Baths: 1.5 | Fixtures: 5 |
| Extra Kitchens: | | Fireplaces: |
| A/C: No | | Generators: |
| Quality: A0 AVG | | |
| Com. Wall: | | |
| Size Adj: 1.1623 | Base Rate: RSA 75.00 | |
| | Bldg. Rate: 1.0935 | |
| | Sq. Foot Cost: \$ 82.01 | |

| PERMITS | | |
|---------|--------------|-------|
| Date | Project Type | Notes |
| | | |



| BUILDING SUB AREA DETAILS | | | | |
|---------------------------|----------------|------|------|--------------|
| ID | Description | Area | Adj. | Effect. |
| OPF | OPEN PORCH FIN | 16 | 0.25 | 4 |
| STO | STORAGE AREA | 12 | 0.25 | 3 |
| EPU | ENCL PORCH | 12 | 0.35 | 4 |
| DEK | DECK/ENTRANCE | 142 | 0.10 | 14 |
| UFF | UPPER FLR FIN | 640 | 1.00 | 640 |
| FFF | FST FLR FIN | 640 | 1.00 | 640 |
| BMU | BSMNT | 640 | 0.15 | 96 |
| ENT | ENTRANCE | 16 | 0.10 | 2 |
| 2,118 | | | | 1,403 |

| 2011 BASE YEAR BUILDING VALUATION | |
|-----------------------------------|---------------------|
| Market Cost New: | \$ 115,060 |
| Year Built: | 1985 |
| Condition For Age: | AVERAGE 13 % |
| Physical: | |
| Functional: | MARKET 12 % |
| Economic: | COMWALL 2 % |
| Temporary: | |
| Total Depreciation: | 27 % |
| Building Value: | \$ 84,000 |



FOR MUNICIPALITY USE ONLY:
 Town File No.: _____
 Taxpayer Name: _____

RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

SECTION A. Party(ies) Applying (Owner(s)/Taxpayer(s))

Name(s): Soshua Gehling, Lyndsey Gehling

Mailing Address: 65 Newtown Plains Rd., Lee, NH

Telephone Nos.: (Home) ⁽⁶⁰³⁾ 988-6164 (Cell) ⁽⁶⁰³⁾ 512-1723 (Work) ⁽⁶⁰³⁾ 828-9578 (Email) josh.gehling@gmail.com

Note: If an abatement is granted and taxes have been paid, interest on the abatement shall be paid in accordance with RSA 76:17-a. Any interest paid to the applicant must be reported by the municipality to the United States Internal Revenue Service, in accordance with federal law. Prior to the payment of an abatement with interest, the taxpayer shall provide the municipality with the applicant's social security number or federal tax identification number. Municipalities shall treat the social security or federal tax identification information as confidential and exempt from a public information request under RSA 91-A.

SECTION B. Party's(ies)' Representative if other than Person(s) Applying (Also Complete Section A)

Name(s): _____

Mailing Address: _____

Telephone Nos.: (Home) _____ (Cell) _____ (Work) _____ (Email) _____

SECTION C. Property(ies) for which Abatement is Sought

List the tax map and lot number, the actual street address and town of each property for which abatement is sought, a brief description of the parcel, and the assessment.

| <u>Town Parcel ID#</u> | <u>Street Address/Town</u> | <u>Description</u> | <u>Assessment</u> |
|------------------------|---------------------------------------|--------------------|-------------------|
| <u>003-004-402</u> | <u>65 Newtown Plains Rd., Lee, NH</u> | | <u>03861</u> |
| | | | |
| | | | |
| | | | |
| | | | |

SECTION F. Taxpayer's(s)' Opinion of Market Value

State your opinion of the market value of the property(ies) appealed as of April 1 of the year under appeal.

Town Parcel ID# _____ Appeal Year Market Value \$ 138,000

Town Parcel ID# _____ Appeal Year Market Value \$ _____

Explain the basis for your value opinion(s). (Attach additional sheets if necessary.)

see attached appraisal

SECTION G. Sales, Rental and/or Assessment Comparisons

List the properties you are relying upon to show overassessment of your property(ies). If you are appealing an income producing property, list the comparable rental properties and their rents. (Attach additional sheets if needed.)

Town Parcel ID# Street Address Sale Price/Date of Sale Rents Assessment

see attached appraisal and recent foreclosure at 53
Newtown Plains Rd.

SECTION H. Certification by Party(ies) Applying

Pursuant to BTLA Tax 203.02(d), the applicant(s) **MUST** sign the application. By signing below, the Party(ies) applying certifies (certify) and swear(s) under the penalties of RSA ch. 641 the application has a good faith basis, and the facts stated are true to the best of my/our knowledge.

Date: 2/29/16

John Selby
(Signature)

(Signature)

SECTION I. Certification and Appearance by Representative (If Other Than Party(ies) Applying)

By signing below, the representative of the Party(ies) applying certifies and swears under penalties of RSA ch. 641:

1. all certifications in Section H are true;
2. the Party(ies) applying has (have) authorized this representation and has (have) signed this application;
and
3. a copy of this form was sent to the Party(ies) applying.

Date: _____

(Representative's Signature)

SECTION J. Disposition of Application* (For Use by Selectmen/Assessor)

*RSA 76:16, II states: the municipality "shall review the application and shall grant or deny the application in writing by July 1 after notice of tax date"

Abatement Request: GRANTED _____ Revised Assessment: \$ _____ DENIED _____

Remarks:

Date: _____

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

TAXPAYER'S RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

TAX YEAR APPEALED 2015

INSTRUCTIONS

1. Complete the application by typing or printing legibly in ink. **This application does not stay the collection of taxes; taxes should be paid as assessed. If an abatement is granted, a refund with interest will be made.**
2. File this application with the municipality by the deadline (see below). Date of filing is the date this form is either hand delivered to the municipality, postmarked by the post office, or received by an overnight delivery service.

DEADLINES: The "notice of tax" means the date the board of tax and land appeals (BTLA) determines the last tax bill was sent by the municipality. (If your municipality bills twice annually, you must apply after the bill that establishes your final tax liability and not before.)

Step One: Taxpayer must file the abatement application with the municipality by March 1 following the notice of tax.

Step Two: Municipality has until July 1 following the notice of tax to grant or deny the abatement application.

Step Three: Taxpayer may file an appeal either at the BTLA (RSA 76:16-a) or in the superior court (RSA 76:17), but not both. An appeal must be filed:

- 1) no earlier than: a) after receiving the municipality's decision on the abatement application; or b) July 1 following the notice of tax if the municipality has not responded to the abatement application; and
- 2) no later than September 1 following the notice of tax.

EXCEPTION: If your municipality's final tax bill was sent out after December 31 (as determined by the BTLA), the above deadlines are modified as follows (RSA 76:1-a; RSA 76:16-d, II):

Step One: 2 months after notice of tax;

Step Two: 6 months after notice of tax; and

Step Three: 8 months after notice of tax.

FORM COMPLETION GUIDELINES:

1. **SECTION E.** Municipalities may abate taxes "for good cause shown." RSA 76:16. Good cause is generally established by showing an error in the assessment calculation or a disproportionate assessment. Good cause can also be established by showing poverty and inability to pay the tax.
2. **SECTION G.** If the abatement application is based on disproportionate assessment, the taxpayer has the burden to show how the assessment was disproportionate. To carry this burden the taxpayer must show: a) what the property was worth (market value) on the assessment date; and b) the property's "equalized assessment" exceeded the property's market value. To calculate the equalized assessment, simply divide the assessment by the municipality's equalization ratio (assessment ÷ ratio). Because a property's market value is a crucial issue, taxpayers must have an opinion of the market value estimate. This value estimate can be shown by obtaining an appraisal or presenting sales of comparable properties.
3. **SECTION H.** The applicant(s) must sign the application even if a representative (e.g. Tax Representative, Attorney, or other Advocate) completes Section I.
4. Make a copy of this document for your own records.

To: **ERICK SAWTELLE** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the LEE FAIR 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 July 2017.

Given under our hands, this 18TH day of July, 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 LEE FAIR 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 **ERICK SAWTELLE** took and subscribed the foregoing oath. Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2016

Received and Recorded:

To: **GLORIA QUIGLEY** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the LEE FAIR 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 July 2017.

Given under our hands, this 18TH day of July, 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 LEE FAIR 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 **GLORIA QUIGLEY** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2016

Received and Recorded:

To: **LAURA GUND** of Lee, New Hampshire in the **County of Strafford:**

Whereas, there is a vacancy in the office of the LEE FAIR 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 July 2017.

Given under our hands, this 18TH day of July, 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 LEE FAIR 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 **LAURA GUND** took and subscribed the foregoing oath.
Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2016

Received and Recorded:

To: **CHUCK COX** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the LEE FAIR 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 July 2017.

Given under our hands, this 18TH day of July, 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 LEE FAIR 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 **CHUCK COX** took and subscribed the foregoing oath.
Before me,

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

Date: _____, 2016

Received and Recorded:

To: **PAT ROOP** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the LEE FAIR 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 July 2017.

Given under our hands, this 18TH day of July, 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 LEE FAIR 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 **PAT ROOP** took and subscribed the foregoing oath.
Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2016

Received and Recorded:

To: **BRIAN SEELEY** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the LEE FAIR 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 July 2017.

Given under our hands, this 18TH day of July, 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 LEE FAIR 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 **BRIAN SEELEY** took and subscribed the foregoing oath. Before me,

.....

Linda R. Reinhold, **Town Clerk**

Date: _____, 2016

Received and Recorded:

To: **ANNIE GASOWSKI** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the LEE FAIR 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 July 2017.

Given under our hands, this 18TH day of July, 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 LEE FAIR 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 **ANNIE GASOWSKI** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2016

Received and Recorded:

**COMMUNICATIONS SERVICES
MEMORANDUM OF AGREEMENT
BETWEEN
THE TOWN OF LEE, NH
AND
THE UNH COMMUNICATIONS CENTER
FROM JULY 1, 2016 THROUGH JUNE 30, 2017**

The following agreement between the Town of Lee, New Hampshire and the UNH Communications Center, unless otherwise stipulated, shall remain in effect from July 1, 2016 through June 30, 2017. The UNH Communications Center agrees to provide 24 hour emergency dispatching services for the Lee Fire and Rescue Department and dedicated emergency telephones and radio dispatching for the aforementioned emergency service unit.

The cost associated for the emergency dispatching services, shall be based upon the percentage of total calls for service that the community generates during the previous year in relation to the total communications. Based on your town's percentage of total calls calculated user fee for 2016-2017 is \$8,445.

The total sum of \$8445.00 shall be due to the Alarms Monitoring Account, payable to UNH, within thirty (30) days of the effective date of this agreement, unless other written arrangements have been made with the UNH Communications Center.

All costs associated with the emergency telephone installations, maintenance, monthly toll charges, and supporting equipment shall be the direct responsibility of the individual emergency service units.

It is agreed that if an exceptional extended emergency occurs within the Town of Lee (excepting on University property) which requires additional personnel to be placed in the Communications Center for dispatching coverage, the Town of Lee will reimburse the Communications Center for all associated extra cost incurred.

The UNH Communications center will generate a dispatch call for service for each call including all pertinent information and entries such as time call received, caller information, time dispatched, time arrived, call cleared and other similar notations. The dispatch center will forward a summary of all calls dispatched to the receiving agency when requested. Records maintained by the dispatch center for records checks, license checks and NCIC checks will be available to law enforcement agencies only.

Dispatching procedures for the Lee emergency service units will be developed jointly by the Department head and the Communications Center Supervisor. Procedures of issue remaining unresolved will be referred to the University of New Hampshire Chief of Police.

The UNH Police Department will maintain control of its personnel including scheduling, recruitment, selection, discipline and evaluation of performance. In all situations where a conflict in procedures arises, the policy and procedures of the UNH Police Department will be controlling.

The UNH Communications Center will hold harmless and indemnify the Town of Lee and its personnel from any and all liabilities, arising in the provision of dispatch service, caused by a negligent act of the Communications Center's personnel.

The UNH Communications Center agrees to provide a rider to its liability insurance policy in the amount of \$1,000,000, naming the Town of Lee as an additional insured, and to supply the Town of Lee with a copy of this rider as soon as possible. Likewise the Town of Lee will provide to the UNH Communications Center the same indemnification and insurance provisions as specified in this section.

It is mutually agreed that this Memorandum of Agreement is acceptable to the UNH Communications Center and Town of Lee and may be canceled by either party to the Agreement upon one year written notice.

If any section of this Agreement is held invalid by judicial ruling, said invalidation shall not have bearing upon any other section contained therein.

It is further agreed that this Memorandum of Agreement may be amended from time to time by the signatories thereto, such amendments must be in writing, signed, witnessed, and notarized, to be effective.

This agreement supersedes any previous agreement between the above named parties for the like services, and represents the complete and final agreement between the parties.

UNH Communications Center

Town of Lee, New Hampshire

 7/14/16

Paul Dean
Executive Director of Public Safety
University of New Hampshire Police Department

Board of Selectmen Date

Board of Selectmen Date

Board of Selectmen Date

 7/12/2016
Lee Fire Chief Date



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

July 18, 2016

The Lee Select Board and the Conservation Commission would like to thank the following Mast Way teachers for their donations in support of the Town Forest:

Sara Wilson
Heather Buswell
Jessica Trump
Sarah Farwell
Mary Ellen Webb
Jodi Duggan
Andrew Warren
Jun Li & Quan Zhang
Mary Malone
Abigail Aldous
Sunshine Smith
Zaixing Zhou
Trista Fitch



RICHARD M SMITH
SUNSHINE L SMITH
67 ROCHESTER STREET
BERWICK, ME 03901

10 Capt Parker Dr
Lee, NH 03861



1103

68-7497/2560

June 16, 2016

Pay to the
Order of

Town of Lee

\$ 10.00

Ten dollars & 00/100

Dollars



Security Features
Details on Back

NAVY
FEDERAL

Credit Union

For Lee Conservation Com



[Signature]

Standard Check

COASTAL VIEW®

ZAI XING ZHOU

40 ATKINSON ST. APT C
DOVER, NH 03820

54-7001/2114

291

DATE

6/17/16

PAY TO THE
ORDER OF

Town of Lee

\$ 10.00

Ten and 00/100

DOLLARS



Security Features
Details on Back

FEDERAL SAVINGS
BANK
DOVER, NEW HAMPSHIRE 03820

ESSENTIAL
CHECKING

MEMO Lee Conservation Commi

[Signature]

NATHAN FITCH

TRISTA FITCH

12 GRIFFITH DRIVE
DURHAM, NH 03824

54-7001/2114

2687

PAY
TO THE
ORDER OF

Town of Lee

\$ 10.00/100

Ten Dollars 00/100

DOLLARS



Security Features
Details on Back

FEDERAL SAVINGS BANK
NEW HAMPSHIRE

FOR Lee Conservation Commission
In honor of Mrs. Fisher

[Signature]

287

THOMAS E. MILLIMAN

MARY ELLEN WEBB

603 659-7849
12 EARLE DRIVE
LEE, NH 03861

54-8908/2114

9938

6-17 2016

PAY TO
THE ORDER OF

Town of Lee

\$ 15.00

fifteen and 00/100

DOLLARS



Security Features
Details on Back

NEW HAMPSHIRE
FEDERAL CREDIT UNION
CONCORD, NEW HAMPSHIRE 03301

FOR

[Signature]

Catherine Fisher
**Christopher C. Wilson
Sara Badger Wilson**

9 Cold Spring Rd
Durham, NH 03824
603-659-3016

2 June 20 16

6063
75-7546/2919

PAY TO THE ORDER OF

Town of Lee

\$ *15.00*

fifteen and

xx DOLLARS

Think Mutual Bank
1-800-288-3425
www.thinkbank.com

FOR

Lee Conservation Comm.

SBA

6063

HEATHER A BUSWELL
225 MAIN AVE
SOUTH HAMPTON, NH 03827

53-7402/2113

599

DATE

6/16/15

PAY TO THE ORDER OF

Town of Lee

\$ *65.00*

Sixty five dollars

Cash Back Checking



AMESBURY, MASSACHUSETTS
the Provident Bank.com

MEMO

Catherine Fisher

H. Buswell

0599

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

HEATHER A BUSWELL
225 MAIN AVE
SOUTH HAMPTON, NH 03827

53-7402/2113

602

DATE

7/6/2016

PAY TO THE ORDER OF

Lee Conservation Commission

\$ *100.00*

One hundred dollars

Cash Back Checking



AMESBURY, MASSACHUSETTS
the Provident Bank.com

MEMO

Catherine Fisher / town

Heather Buswell

0602

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

DAVID E TRUMP
JESSICA W TRUMP
22 GRANGER DR
LEE, NH 03861 8549

613
54-19/114 NH
1557

June 15, 2016
Date

Pay to the order of Town of Lee \$ 25.00
Twenty five ⁰⁰/₁₀₀ Dollars

Bank of America

ACH R/T 011400495

Memo

[Signature]

TOBIN K FARWELL 11-04
SARAH W FARWELL
265 WADLEIGH FALLS ROAD
LEE NH 03861

673
54-7/114
38

6/17/2016
Date

Pay to the Order of Town of Lee \$ 25.00
Twenty Five Dollars and ⁰⁰/₁₀₀ - Dollars

TD Bank
America's Most Convenient Bank®

For Conservation Commission

Sarah Farwell

0673

THOMAS E. MILLIMAN
MARY ELLEN WEBB
603 659-7849
12 EARLE DRIVE
LEE, NH 03861

54-8909/2114

9937

6-17 2016

PAY TO THE ORDER OF Town of Lee \$ 25.00
twenty five and ⁰⁰/₁₀₀ DOLLARS

NEW HAMPSHIRE
FEDERAL CREDIT UNION
CONCORD, NEW HAMPSHIRE 03301

FOR Lee Conservation Committee

Mary Ellen Webb

9937

JOSHUA DUGGAN
JODI DUGGAN
44 Ross Road
Durham, NH 03824-4219
(603) 292-5030

EZShield™ Check
Fraud Protection

54-7114

0449

DATE 6/15/16

PAY TO THE ORDER OF Town of Lee \$ 25.00
Twenty five and ⁰⁰/₁₀₀ DOLLARS

TD Bank

FOR Lee Conservation
Commission

[Signature]

0449

TO REORDER VISIT www.carousealchecks.com

P1108

ANDREW B WARREN 05-18
26 KELSEY RD
LEE, NH 03861

107

54-7714
34

6/9/16
Date

Pay to the Order of Town of Lee \$ 20.00

Twenty and 00/100 Dollars

TD Bank
America's Most Convenient Bank®

For Lee Conservation Comm. [Signature]

107

Jun Li
Quan Zhang
1 Stonewall Way
Durham, NH 03824
603.389.8180

2051

79-8229/2759

June 10, 2016
Date

Pay to the Order of Town of Lee \$ 20.00

Twenty Only Dollars

ConneXus Credit Union

For Lee Conservation Commission [Signature]

051

MARY FRANCES MALONE
SASCHA BARTH
148 PACKERS FALLS RD
DURHAM, NH 03824-4307

1728

54-49/114 NH
1557

6/9/16
Date

Pay to the Order of Town of Lee \$ 20.00

Twenty and 00/100 Dollars

Bank of America

ACH R/T 011400495

For Lee Conservation Committee Mary Malone

MICHAEL E ALDOUS OR
ABIGAIL H ALDOUS
48 BIRCH HILL RD
LEE, NH 03861-6207

2204

53-13/110 MA
26523

6/15/16
Date

Pay to the Order of Town of Lee \$ 25.00

twenty-five + 00/100 Dollars

Bank of America

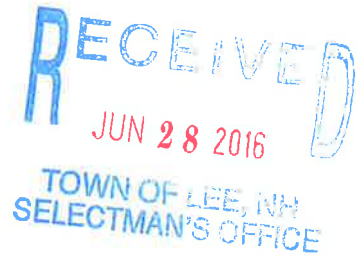
ACH R/T 011000138

For Lee Conservation Committee [Signature]



June 24, 2016

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



Dear Chairman and Members of the Board:

We are writing to share with you:

- On August 3, 2016, *HD Premier XF Triple Play Bundle* will be renamed *HD Premier with Sports XF Triple Play Bundle*.
- On August 24, 2016, *HD Premier with Sports XF Triple Play Bundle* and *HD Preferred Plus XF Triple Play Bundle* will no longer be available for new subscriptions.

In addition, the following new packages will be available on August 3, 2016:

- **HD Preferred Extra XF Triple Play Bundle** will include Digital Preferred, Showtime, Starz, TMC, and Streampix for the primary outlet, HD Technology Fee, Blast! Internet and XFINITY Voice Unlimited for \$188.49 per month with a SurePrice (months 13-24) of \$174.99 per month;
- **HD Premier XF Triple Play Bundle** will include Digital Preferred, HBO, Showtime, Starz, Cinemax, TMC, and DVR Service or AnyRoom DVR Service for the primary outlet, HD Technology Fee, Blast! Internet and XFINITY Voice Unlimited for \$216.49 per month with a SurePrice (months 13-24) of \$194.99 per month.

Please do not hesitate to contact me @ 603.334.3603 should you have questions.

Very truly yours,

Jay Somers

Jay Somers, Sr. Manager
Government & Regulatory Affairs

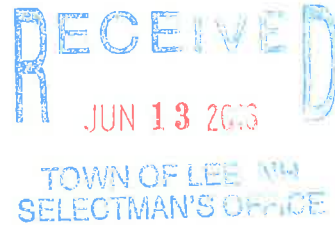
BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

June 10, 2016

Lee Board of Selectmen
7 Mast Road
Lee NH 03824



Dear Lee Board of Selectmen:

The Strafford Metropolitan Planning Organization (SMPO) is responsible for transportation planning for the region. The MPO is comprised of the Policy Committee and the Technical Advisory Committee (TAC). Each of the eighteen communities is a member of the MPO through their association with Strafford Regional Planning Commission (SRPC). The TAC is comprised of municipal staff representatives. They provide leadership and make recommendations to the SMPO Policy Committee. The Policy Committee is comprised of all SRPC Commissioners and other transportation and transit providers and agencies in the State and region.

This letter represents our biennial solicitation for SMPO Technical Advisory Committee appointees. Members will be appointed for two years, in this case, Fiscal Years 2017 and 2018. The TAC meets on the first Friday of every month to give and receive input on regional transportation issues and is a critical component in the decision making process for the MPO.

Please list your Representative to the SMPO Technical Advisory Committee, so that we may update our mailing lists for fiscal year 2017, which starts July 1st 2016 (it is especially important to include updated email addresses). Please return the appointment form to SRPC via fax, email, or mail. If you would like to appoint an alternate, you may do so. Both the appointed representative and the appointed alternate will receive TAC mailings.

You can keep the same appointments as in prior fiscal years or you can appoint new members. The following people were appointed to the SMPO Technical Advisory Committee for Fiscal Years 2015 and 2016. If you wish to appoint new members, please add their names on the attachment. If information for the current appointee and alternate is incorrect, please add the correct information.

CURRENT APPOINTEE:

Caren Rossi
7 Mast Road
Lee NH 03861

ALTERNATE:

Julie Glover
7 Mast Road
Lee NH 03861

Sincerely,

Cynthia Copeland, AICP
Executive Director

cc: Caren Rossi, Julie Glover

NEW APPOINTEE AND ALTERNATE
FY 2017 – FY 2018 APPOINTEE

FY 2017 – FY 2018 ALTERNATE

Name:

Name:

Address:

Address:

Phone Number:

Phone Number:

Email:

Email:

The signatures of the Appointing Official(s) listed below confirm that the above named individual(s) shall be appointed as the City of Dover Representative(s) of the MPO Technical Advisory Committee (TAC) for the period of **July 1, 2016** to **June 30, 2018**.

Appointing Official:

Appointing Official:

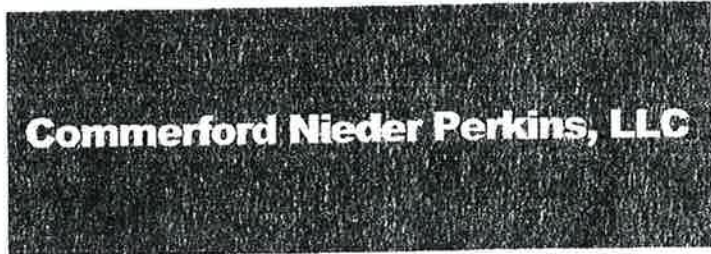
Date:

Date:

Appointing Official:

Date:

556 Pembroke Street Suite 1
Pembroke NH 03275
Business: (603) 410-6444
Fax: (603) 410-6441



Fax

| | |
|-------------------------------------|---------------------------------|
| To: Julie Glover | From: Town of Lee |
| Fax: 959-7202 | Pages: 5 incl cover page |
| Phone: 659-5414 | Date: 11/23/15 |
| Re: Income & Expense Letters | CC: |

- Urgent**
 For Review
 Please Comment
 Please Reply
 Please Recycle

Hi Julie - here are the letters we mailed. Please feel free to have any call us directly if they contact you with any questions. These are strictly voluntary and if they are provided are confidential. If you would like the memo of how we respond if people they call us I would be happy to provide that as well

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

July 1, 2016

«Owner1»
«OwnerAddr1»
«OwnerCity» «OwnerState» «OwnerZip»

Dear Taxpayer:

The assessment firm of Commerford Nieder Perkins, LLC is currently in the process of completing an update of assessed values in the Town of Lee. In order to accurately assess your property, it would be very helpful if you could provide the following information for property listed as an apartment or multi-family property located at «Street_» «Street»:

Map/Lot: «Map»-«Lot»-«Sub»

| Apartment Type | # of Type | Market Rent per month Per Unit | Bath-rooms Per Unit | Includes Heat ✓ | Includes HW ✓ | Includes Elec. ✓ | Occupancy Rate | Comments |
|----------------|-----------|--------------------------------|---------------------|-----------------|---------------|------------------|----------------|----------|
| Efficiencies | | | | | | | | |
| One-Bedrooms | | | | | | | | |
| Two-Bedrooms | | | | | | | | |
| Three-Bedrooms | | | | | | | | |
| Other, explain | | | | | | | | |

Operating expenses of property (per year):

Management \$ _____
 Maintenance \$ _____
 Salaries \$ _____
 Utilities \$ _____
 Materials and supplies \$ _____
 Insurance \$ _____
 Reserve for Replacement \$ _____
 Other _____ \$ _____
 Other _____ \$ _____

Please also complete the other side of this form.

(Over) →

Market Data

Date of purchase _____

Purchase price \$ _____

Did the purchase price include furniture/equipment? _____

If yes, how much was attributable to the furniture/equipment? \$ _____

Description of furniture/equipment:

Has the property been privately appraised since the purchase date? _____

If yes: Date of the appraisal _____ Appraised value \$ _____

This information will be held in strict confidence and is not public record. Please include any other information regarding your property that you feel may be important. Please return this questionnaire by July 22, 2016 to:

**COMMERFORD NIEDER PERKINS, LLC
556 PEMBROKE STREET STE #1
PEMBROKE NH 03275**

If you have any questions regarding this form please feel free to contact the assessing company listed above at 603-410-6444. Thank you for providing this information to assist us in assuring a fair and accurate assessment.

**BOARD OF SELECTMEN
TOWN OF LEE**

«Map»-«Lot»-«Sub»

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

July 1, 2016

«Owner1»
 «Owner2»
 «OwnerAddr1»
 «OwnerCity» «OwnerState» «OwnerZip»

Dear Taxpayer:

The assessment firm of Commerford Nieder Perkins, LLC is currently in the process of completing an update of assessed values in the Town of Lee. In order to accurately assess your property, it would be very helpful if you could provide the following information for the «Model» located at «Street_» «Street» (Map/Lot: «Map»-«Lot»-«Sub»):

If the commercial property is **leased** please complete the following if applicable:

| Commercial / Industrial Occupancy Type | Sq. Ft. Area Per Unit | Monthly Rent | Includes Utilities √ | Occupancy Rate | Comments |
|--|-----------------------|--------------|-------------------------|----------------|----------|
| Retail | | | | | |
| Office | | | | | |
| Warehouse | | | | | |
| Garage | | | | | |
| Other, explain | | | | | |
| Other, explain | | | | | |

Is any portion of the building owner occupied with current income unavailable? _____
 If yes, please describe those areas _____
 Potential Gross Rent: _____

Operating expenses of property (per year):

- Management \$ _____
- Maintenance \$ _____
- Salaries \$ _____
- Utilities \$ _____
- Materials and supplies \$ _____
- Insurance \$ _____
- Reserve for Replacement \$ _____
- Other _____ \$ _____
- Other _____ \$ _____

Please also complete the other side of this form.

(Over) →

Market Data

Date of purchase _____

Purchase price \$ _____

Did the purchase price include furniture/equipment? _____

If yes, how much was attributable to the furniture/equipment? \$ _____

Description of furniture/equipment:

Has the property been privately appraised since the purchase date? _____

If yes: Date of the appraisal _____ Appraised value \$ _____

This information will be held in strict confidence and is not public record. Please include any other information regarding your property that you feel may be important. Please return this questionnaire by July 22, 2016 to:

**COMMERFORD NIEDER PERKINS, LLC
556 PEMBROKE STREET STE #1
PEMBROKE NH 03275**

If you have any questions regarding this form please feel free to contact the assessing company listed above at 603-410-6444. Thank you for providing this information to assist us in assuring a fair and accurate assessment.

**BOARD OF SELECTMEN
TOWN OF LEE**

«Map»-«Lot»-«Sub»