

SELECT BOARD MEETING AGENDA

DATE: Monday, August 29, 2016 at 6:00 pm
HELD: Public Safety Complex (2nd Floor Meeting Room) 20 George Bennett Rd, Lee

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

1. Call meeting to Order – 6:00 pm
2. Public Comment
3. Roger Rice, Transfer Station Manager – Skid Steer
Present the Board with a final purchase recommendation.
4. Randy Stevens, Highway Supervisor
 - a. Inventory of Material at Little River Park - *Present a sketch and inventory of the piles of material at LRP to the Board. There are 18 piles totaling approximately 3500 cubic yards. Provide a recommendation as to what to do with each pile.*
 - b. Walking Bridge and Parking Lot Expansion at LRP – *Discuss the fate of the walking bridge and whether or not it is possible to expand the parking lot at LRP.*
 - c. Water Test at LRP – *Present the Seacoast Analytical water test results.*
 - d. Road Salt State Bid – *Request permission to enter into an agreement with both Morton Salt and Granite Salt Minerals for the purchase of approximately 475 tons total of winter bulk deicing salt for the 2016-2017 winter season at the State Bid Price.*
5. Caren Rossi, Planning and Zoning Administrator – Possible Water Restrictions
Present the Board with information from DES regarding water conservation. Request that the Board advise the public to start conserving water.
6. Chairman Scott Bugbee – Staff Training
7. Julie Glover, Town Administrator
 - a. NHMA Policy Proposals
 - b. Select Board Election Coverage Schedule
 - c. MS-1 Extension Request
 - d. Internal Controls Questionnaire requested by Vachon Clukay (Auditors)
 - e. Annex Roof Bid Results
 - f. Miscellaneous
8. Motion to accept the Consent Agenda as presented:

<u>SIGNATURES REQUIRED</u> Domestic Animal Disposition and Testing Policy	<u>INFORMATION ONLY</u> LOCO Race
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9. Motion to accept the Public and Non-Public Meeting Minutes from August 15, 2016.
10. Motion to accept Manifest #4 and Weeks Payroll Ending August 28, 2016.
11. Motion to enter into Non-Public Session – NH RSA 91-A:3 II (a) Personnel - Roll Call Vote required:
Chairman Bugbee _____ Selectman LaCourse _____ Selectman Brown _____
12. Motion to seal the Non-Public Minutes (if necessary.) Roll call Vote required:
Chairman Bugbee _____ Selectman LaCourse _____ Selectman Brown _____
13. Miscellaneous/Unfinished Business
14. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on August 26, 2016

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



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

Office Use Only

Meeting Date: August 29, 2016

Agenda Item No. 3

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
8/29/2016

Agenda Item Title: Skid Steer Purchase

Requested By: Roger Rice **8/25/2016**

Contact Information: rrice@leenh.org

Presented By: Roger Rice, Transfer Station Manager

Description: Present the Select Board with a final purchase recommendation.

Financial Details: Purchase price \$35,635. Balance in Transfer Station Equipment CRF as of June \$135, 784.20

Legal Authority NH RSA 35; 41:8; WA 11 – 2006; WA 24 - 2010

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to grant the Transfer Station Manager permission to purchase a new skid steer from Bobcat of NH in the amount not to exceed \$35,635 and to fund said purchase from the Transfer Station Equipment Capital Reserve Fund.

AND

Move to authorize the Town Administrator to sell the Model 773 Bobcat Skid Steer loader via the sealed bid process.

**Skid Steer Loader Bid
Transfer Station
July 28, 2016**

J.R. Rosencrantz & Sons 184 South Rd. Kensington, NH 03833 772-4414 chuck@nhtractor.com Chuck Spinale	Bobcat of NH 9 Dove Rd Chichester, NH 03258 224-1234 skippy@bobcatnh.com Shane Ordway	Beauregard Equip. 231 Sheep Davis Rd. Concord, NH 03301 225-6621 carlb@beauregardequip.com Carl Beauregard	Milton Cat 30 Industrial Dr. Dunderry, NH 03053 802-770-8168 jeff_slade@miltoncat.com Jeff Slade	Champlain Valley Equip 453 Exchange St Middlebury, VT 05753 802-388-4967 champlainvalleyequipment.com Allen Bilson
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Make	John Deere	Bobcat	Case	Caterpillar	Bobcat
Model	318G	S570	SR210	232D	S570

Optional Equipment	Heated air suspension seat, in addition to all other options required	A51 Option Package			A51 Option Package
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Back - up Camera	Included	Not listed	Not listed	Included	Not Listed
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Warranty	2 years	1 year	36 mos or 3000 hrs	5 yr/1500 hr premier	1 year
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Base Bid	\$38,250.00	\$35,635.00	\$41,000.00	\$40,900.00	\$44,598.58
Trade-in allowance	\$9,750.00	\$5,000.00	\$10,000.00	\$8,000.00	\$5,000.00
Net Bid	\$28,500.00	\$30,635.00	\$31,000.00	\$32,900.00	\$39,598.58

Delivery Date	60 days from bid award	No later than 9/28/16	60 days ARO		VT Tax 2771.90 Unknown This Bidder did not use the proper Bid Proposal Form
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INVENTORY OF MATERIAL PILES - LITTLE RIVER PARK 8/24/16

ALL PURPOSE FIELD

LOAM
250 cy

LOAM
200 cy

USE TO GRASS
REMAINING AREA

PEA
STONE
100 cy

1/2" STONE
125 cy

USE SOME OF PARKING LOT
STOCKPILE REST AT SHOP

TAILINGS
ROCK
125 cy

CLAY FROM
HIGH RD BRIDGE
500 cy

PITCHINGS
400+ cy

MIX W/ LOAM
USE ON SLOPES
OR HAUL OFF

WOOD
CHIPS
225 cy

COMPOST + MIX
W/ LOAM

LOAMY SAND
FROM PINKHAM RD.
450 cy

MIX WITH LOAM
+ USE FOR LEVELING
ON SITE

PARKING LOT
EXPANSION OR
HAUL OFF

SANDY
FILL
150 cy

FILL FROM
HIGH RD
BRIDGE
200 cy

LOAMY
FILL
100 cy

GRAVELLY FILL
FROM HIGH RD
150 cy

LEE HILL RD

SCREENED LOAM
TAILINGS 1/2" 50 cy

USED STONE
DUST 50 cy

SCREENED ROAD
DITCHING 125 cy

TAILINGS
FROM SCREENING 150 cy

BIG ROCKS
150 cy

STOCKPILE AT SHOP
OR BUILD WALL

3500 cy TOTAL
467 TOWN TRUCK LOADS

SEACOAST ANALYTICAL SERVICES

Route 125 & Pinkham Road
Lee, New Hampshire
603 868 1457

(Mail to: PO Box 555, Barrington, NH 03825)



SUPERIOR QUALITY & SERVICE SINCE 1989

WATER TEST RESULTS

Date: August 23, 2016

Reference #: S08196E

Client: Town of Lee

Water location: Little River Park
28 North River Road
Lee, NH

Test Method	ANALYTE (mg/L) = milligrams per liter	EPA MAXIMUM recommended concentration	YOUR WATER'S VALUE < means less than	Exceeds Primary Standard	Exceeds Secondary Standard
EPA 300.0	Fluoride (mg/L)	4.0	< 0.5	-	-
EPA 300.0	Chloride (mg/L)	250	58	-	-
EPA 300.0	Nitrite-N (mg/L)	1.0	< 0.5	-	-
EPA 300.0	Nitrate-N (mg/L)	10.0	< 1.0	-	-
EPA 150.1	pH (range)	(6.5 - 8.5)	7.7	-	-
SM 2340B	Hardness (mg/L)	No limit	139	-	-
SM 3111B	Sodium (mg/L)	250	< 20	-	-
SM 3111B	Iron (mg/L)	0.300	< 0.100	-	-
SM 3111B	Manganese (mg/L)	0.050	< 0.025	-	-
SM 3111B	Copper (mg/L)	1.300	< 0.250	-	-
SM 3113B	Lead (mg/L)	0.015	< 0.005	-	-
SM 3113B	Arsenic (mg/L)	0.010	0.006	-	-
COLILERT	Total Coliform Bacteria	absent	PRESENT	X	-
COLILERT	<u>E. Coli</u> Bacteria	absent	absent	-	-

THE TESTED PARAMETERS DO NOT MEET FEDERAL PRIMARY DRINKING WATER STANDARDS. Secondary standards measure the aesthetic quality of the water and if exceeded should not affect healthy individuals. Analytes which exceed the recommended concentration or range are indicated with an X under the primary or secondary column above. Nitrate-N/nitrite-N should be analyzed within 48 hours of collection. Samples tested after this time period may not yield accurate results. pH should ideally be measured at the time of collection. Reported pH may differ from field measurement. This report relates only to the sample received.

<http://des.nh.gov/organization/commissioner/pip/index.htm>
is the NHDES website where you can get information about water contaminants. Scroll down to 'Publications', and choose 'Fact Sheets', then Drinking Water/Ground Water.

Date/time sampled: 08/19/16 08:10
EPA 300.0 analysis: 08/19/16 10:26
COLILERT analysis: 08/19/16 11:40
SM3111B, SM3113B analysis: 08/22/16
Date rec'd: 08/19/16 Temp (°C) rec'd: 22
EPA 150.1 analysis: 08/19/16 16:30

SEACOAST ANALYTICAL SERVICES is a NHELAP Accredited Laboratory (# 1733) for the analysis of fluoride, chloride, nitrite-N, nitrate-N, pH, sodium, calcium, total hardness, iron, manganese, lead, arsenic, copper, total coliform bacteria and E. coli bacteria by Colilert and Colisure. This sample was received and analyzed in compliance with the National Environmental Laboratory Accreditation Conference (NELAC) requirements unless noted. Please call with questions regarding this analysis, or anytime that we might be of service.

Seacoast Analytical Services - TRUE COPY
Katy Anderson, Technical Director

THIS REPORT IS CONFIDENTIAL. IF YOU RECEIVE THIS INFORMATION IN ERROR, PLEASE CALL 603-868-1457.

HOW TO INTERPRET YOUR WATER TEST

The EPA sets water quality standards that public drinking water supplies must meet. Private wells are not regulated, but the EPA standards are widely 'recommended'. There are primary standards, which are related to health, and secondary standards, which pertain to aesthetic qualities of the water, like taste or staining characteristics.

The general quality of your water can be determined by comparing YOUR WATER'S VALUE to the recommended value in your report. If your water's value exceeds the recommended concentration, you might consider ways to filter or clean up the water. Since we do not offer or recommend water filter installation, we are providing you with the following information so that you can make an informed decision regarding the possible use of a water filter. If you decide to install a water filter, it is important for you to know that no filter will continue to work indefinitely. Every filter has a useful lifetime, and every filter needs to be replaced or regenerated occasionally, depending on the amount and frequency of your water use, and on the particular contaminant and filtering system.

FLUORIDE - Fluoride occurs naturally in local bedrock wells. It is beneficial at lower concentrations, but it is a health concern at higher concentrations. The current standards are 2.0 mg/L (secondary standard), and 4.0 mg/L (primary standard). The reported levels are:

0.5 to 1.5 mg/L - some benefit exists
over 2.0 mg/L - tooth enamel staining possible
over 4.0 mg/L - skeletal fluorosis possible

Call your doctor or dentist for more information.

CHLORIDE - Chloride is present in most waters, and is not considered harmful at concentrations up to 250 mg/L. Higher concentrations occur naturally along the seacoast, or may indicate road salt use. Since sodium chloride is a major component of sewage, high chloride may indicate sewage contamination. High chloride is harmful to metal pipes, and may indicate an unhealthy level of salt for people on low salt diets.

NITRATE and NITRITE - Nitrate is considered unhealthy because of its conversion in the body to nitrite. Nitrite causes methemoglobinemia (blue baby syndrome), a serious condition harmful to infants and to women during pregnancy. Nitrite can react under acidic conditions to form nitrosamines, which are known carcinogens. Both nitrate and nitrite are found in sewage and wastes from humans and farm animals. Nitrate is a component of fertilizer, so agricultural run-off may be responsible for elevated nitrate levels in your water.

TOTAL COLIFORM BACTERIA - We test for coliform bacteria to see if surface water is getting (or has gotten) into your well. Coliform bacteria themselves are not necessarily bad for your health, but many other things on the surface might be. Coliform presence in your well water INDICATES that surface water is getting (or has gotten) into the well, and this may indicate that harmful substances from the surface are also present. Coliform bacteria live all over the surface of the earth, but do not naturally live down in the underground water that your well draws from. Rain water trickles through the ground carrying contaminants from the surface with it. Coliform bacteria and most contaminants are filtered out of the water naturally by the dirt and rocks underground. This natural filtration removes the coliform bacteria and produces the cleaner water in the bedrock that you drill into for your well. When a well is drilled, casing should be inserted all the way down into the bedrock, and after your house pipes are all connected, the well should be bleached to disinfect the system. From this point on, as long as there is no surface water getting into your well, you should not have coliform bacteria present in your water.

E.coli BACTERIA - E. coli bacteria are a subset of coliform bacteria. They are present in the intestines (and feces) of warm blooded animals (including humans). Their presence in your drinking water indicates fecal contamination, and possibly the presence of disease causing organisms.

SODIUM - Sodium is naturally present in nearly all waters. Water near the seacoast, or water softened with sodium-form water softeners usually have higher concentrations. High sodium may also indicate contamination from human or animal waste disposal, or from landfill leachate.

HARDNESS - Water hardness results from the presence of certain metals, usually calcium and magnesium. Water hardness is reported as 'calcium carbonate'. General values are:

Soft	0-50 mg/L
Slightly Hard	50-100 mg/L
Hard	100-150 mg/L
Very Hard	Greater than 150 mg/L

Hard water is not known to be unhealthy, but it is aesthetically displeasing. A soap scum can appear on tubs and showers, and a filmy substance may develop in your toilet. You may also notice it takes a lot of soap to work up a lather. Although some 'scale' formation in pipes is beneficial as a protective coating, too much scaling will cause an undesirable build-up inside your pipes and fixtures (including your water heater). Water softeners are used to remove excess hardness from your water.

pH - pH is a measure of the acidic or basic character of your water. A pH value below 7.0 is acidic and above 7.0 is basic. Acidic water is corrosive to metal pipes and may impart a metallic taste to the water. Slightly basic water usually indicates the presence of naturally occurring carbonates and bicarbonates.

IRON - Iron can stain laundry and porcelain a reddish or orange color and may add a bitter or astringent taste to the water. Water softeners are used to remove iron from your water.

MANGANESE - Manganese can stain laundry and porcelain a blackish or grayish color and may add an unpleasant taste to the water. There is also a characteristic medicinal (Band-Aid or iodine) odor to manganese. Water softeners are used to remove manganese from your water.

LEAD & COPPER - The presence of lead and copper in your water generally indicates that you have corrosive water. There is rarely any significant amounts of lead or copper in well water, but corrosive water will dissolve lead from solder, and copper from pipes. Corrosive water is common in New England, and is usually indicated by water test results showing you have soft acidic water. Bluish green stains in sinks or showers indicate copper dissolving from your pipes. Copper can stain clothing, fixtures, and hair, and adds a metallic taste to your water. You cannot taste lead which has leached into your water, even at high concentrations. Lead builds up in your body and can damage the brain, red blood cells, and kidneys. The greatest risk is to young children and to women during pregnancy. Corrosivity in your water can be reduced through the installation of an acid neutralizer system. Flushing your water until it gets cold (usually less than 1 minute) will greatly reduce any lead and copper content, and lessen health effects.

ARSENIC - Arsenic deposits occur naturally in New England wells. Arsenic dissolves into well water from these natural deposits. Arsenic can also contaminate your drinking water from past human activity. Orchard spraying, coal ash disposal, and industrial discharge are three such activities. Currently about 90% of industrial arsenic is used in wood preservative, but it is also used in paints, dyes, metals, drugs, and soaps.

Studies have linked long-term exposure to arsenic in drinking water to cancer, and to cardiovascular, pulmonary, immunological, neurological, and endocrine effects. Reverse osmosis and activated alumina are two filtration methods known to effectively remove arsenic. Oxidation-type iron and manganese removal filters may also be effective. Only drinking and cooking water needs to be treated.

TOTAL COLIFORM BACTERIA



You have tested your well for the **presence** or **absence** of total coliform bacteria.

We test for total coliform bacteria to see if surface water is getting (or has gotten) into your well. Coliform bacteria themselves are not necessarily bad for your health, but many other things on the surface might be. Coliform presence in your well water *INDICATES* that surface water is getting (or has gotten) into the well, and this *MAY* indicate that harmful substances from the surface are also present.

Coliform bacteria live all over the surface of the earth, but do not naturally live down in the underground water that your well draws from. Rain water trickles through the ground carrying contaminants from the surface with it. Coliform bacteria and most contaminants are filtered out of the water naturally by the dirt and rocks underground. This natural filtration removes the coliform bacteria and produces the cleaner water in the bedrock that you drill into for your well. When a well is drilled, casing should be inserted all the way down into the bedrock, and after your house pipes are all connected, the well should be bleached to disinfect the system. From this point on, as long as there is no surface water getting into your well, you should not have coliform bacteria present in your water.

When coliform bacteria are present, it is commonly recommended that you do not use the water for drinking or cooking. **WE RECOMMEND THAT YOU RETEST THE WATER FOR COLIFORM BACTERIA (FROM A DIFFERENT COLLECTION SITE) TO BE SURE THE COLIFORM PRESENCE WAS NOT A SAMPLING ERROR.** We have kits available at our lab or if you call us at the phone number listed at the bottom of this page we can give you other locations that carry our kits. Please follow the collection directions listed on the back of the form in the test kit, paying particular attention to the faucet disinfection, since faucets may be contaminated with coliforms. If you follow the directions precisely, and your retest sample (from a different collection site) also shows coliform presence, this is a strong indication that surface water or material has gotten into your well. The well cap and casing should be inspected to determine where surface water or material might have gotten in. It is also common for surface water or material to get in if the well cap has been removed to work on the pump. Make necessary repairs and then disinfect the well. After disinfection, the water should be tested for coliform bacteria before resuming use. Testing for coliform bacteria immediately following disinfection will ensure the procedure worked, but the only way to really know surface water is not getting into the well again is to test for coliform bacteria after a couple of weeks (or a few days after a rainfall).

Pump and filter companies can inspect-repair-disinfect your well. The following disinfection procedure is provided for individuals who prefer to maintain their own well.

SEACOAST ANALYTICAL SERVICES is a NHELAP Accredited Laboratory. Samples are analyzed in compliance with the National Environmental Laboratory Accreditation Conference (NELAC) requirements. Please call anytime that we might be of service (603-868-1457).

DISINFECTING A WELL

SEACOAST ANALYTICAL SERVICES provides this information sheet to any client whose water test indicates coliform bacteria contamination. NOTE: The addition of bleach to your well can cause a heavy precipitate when hardness, iron, and/or manganese concentrations are high. This precipitate can clog water treatment systems, pipes, and fixtures. It may be wise for you to contact a professional pump & filter specialist rather than attempt this procedure yourself.

If your well is new, you should flush the well before you disinfect it. In many ways, flushing a well is the best way to clean the well and stabilize its quality. In particular, such things as iron and manganese concentrations can vary considerably between the time when a well is first used, and when it has been in service for some time. It is commonly recommended that a well be flushed by turning on an outside faucet and running water to waste at a moderate flow (direct it with a garden hose so you do not flood anything) for several days to a week. Then follow one of the disinfection procedures below:

FOR A DUG WELL OR A DRILLED WELL LESS THAN 200 FEET DEEP

The proper dose is 2 - 3 gallons of common household bleach for every 1,000 gallons of water in your well. Drilled wells contain about 1.5 gallons of water per foot of depth. Dug (surface) wells contain about 50 gallons of water per foot of depth.

After pouring the bleach into the well, connect a garden hose to an outside faucet, run the hose to the well, turn on the faucet and let the water run down the inside of the well. Recirculate the water back to the well for an hour or so (this mixes the bleach and water to ensure your whole system gets a uniform dose of bleach). Next run each house faucet until the smell of chlorine is noticed in the water. Then take the hose out of the well, reinstall the cover, and let the whole system remain undisturbed for 12 to 24 hours.

Next day, flush the well by running the outside faucet (but be sure you direct the water away from plants, since the strong chlorine solution can damage plants). Keep flushing the water until you cannot smell chlorine in the water. If you continue to smell chlorine after several hours, it may be wise to flush the well over several days by flushing a few hours at a time to ensure you don't run out of water. It is commonly recommended that you use the water for another week to allow anything that might recontaminate the well to do so. During this period, it is commonly recommended that you not drink your water, but the water may be used for washing and cooking. After this time period collect your water sample and bring it to Seacoast Analytical Services.

FOR A DRILLED WELL DEEPER THAN 200 FEET

Disinfection with liquid bleach may not result in chlorine reaching the lower portion of your well if the well is deep. Deep wells can be disinfected using chlorine swimming pool tablets rather than household bleach. These tablets contain calcium hypochlorite, and most range between 65 and 95 percent available chlorine by weight. Assuming that you use 70 percent chlorine tablets and that your well casing diameter is 6 inches (and nearly all are), you should use two (2) ounces of tablets per 100 feet of well depth. Put the tablets in a heavy bag and break them up with a hammer into marble size pieces (be careful with the material; it is hazardous). Then pour the pieces into your well, allow them to dissolve for several hours, and proceed with the recirculation step as indicated for a dug or drilled well less than 200 feet (above).



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

Office Use Only
Meeting Date: [Click here to enter a date.](#) 8/29/16
Agenda Item No. [Click here to enter number.](#) 4d

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
8/29/2016

Agenda Item Title: Road Salt- State Bid Contracts

Requested By: Randy Stevens

Date: 8/24/2016

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: State bid has been released for the purchase of road salt for the upcoming winter season (NH municipalities are able to purchase under state contracts.) Normally the Town splits up the bid in case one supplier or the other runs out.

Financial Details: \$26,500 budgeted in Fiscal 15-16 Highway Budget for road salt purchase

Legal Authority RSA 21-I; 41:8

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to authorize the Highway Supervisor to enter into an agreement with both Morton Salt (approximately 275 tons) and Granite State Minerals (approximately 200 tons) for the purchase of approximately 475 tons of winter bulk deicing salt for the 2016-17 Winter season at State Bid Price.



**Granite
State
Minerals**

**2016-17 ICE CONTROL SALT QUOTATION
CITIES/TOWNS OF NEW HAMPSHIRE IN DISTRICT 6**

Based on the awarded NH Department of Transportation contract #8002050, Granite State Minerals is pleased to extend the delivered price of \$51.73 per ton of bulk road salt for the 2016-2017 season. This price will remain firm until July 31, 2017. For inventory planning purposes, we would appreciate if you return a completed and signed copy of this form via mail, fax 603-436-2458, or email jharrington@gsmsalt.com by September 15, 2016.

Orders may be placed 24 hours a day by calling 603-436-8505, via email, or by faxing 603-436-2458. Please note my contact information below for order and delivery questions. Billing inquiries should be directed to Amy McLaughlin. Amy's email address is amclaughlin@gsmsalt.com. Our physical mailing address is 227 Market St., Portsmouth, NH 03801. Payment terms are Net 30 days from invoice date.

Please call with any questions. We look forward to working with you this season and greatly appreciate your business!

Kind regards,

Janet

Janet Harrington
Granite State Minerals, Inc.
(P)603-436-8505 (F)603-436-2458
jharrington@gsmsalt.com

Customer Info:

Town: _____

Ship To Address: _____

Contact/Phone/Fax: _____

_____ **Signature** _____ **Estimated Usage**



MORTON SALT

AUG 09, 2016

Town of Lee
Highway Department
7 Mast Rd
Lee NH 03861-6555

Dear Sir/Madam

MORTON SALT, INC. is pleased to offer you the following bulk deicing salt pricing for the season 2016/2017.

Description	Valid From	Valid To	Transport Mode	Min Order
Bulk Rock Salt W/Ice B 137 TON 5940020561/220	JUL 01, 2016	JUN 30, 2017	Delivered NEWINGTON NH	MS DUMP TRUCK STANDARD U 32 TON 68.96 USD per TON
Bulk Safe-I-Salt 138 TON 5940020562/450	JUL 01, 2016	JUN 30, 2017	Delivered NEWINGTON NH	MS DUMP TRUCK STANDARD U 32 TON 51.43 USD per TON
Total Tons:	275 TON			

Do you wish to change the tonnage? Yes ___ No ___ New tonnage is: _____ Tons

Reason for tonnage change: _____

Delivered prices are based upon full truckload quantities specific to the delivery address shown below.
Normal delivery is 1-5 business days ARO.

Any applicable taxes are extra. Terms are net 30 days. Initial order must be placed by December 31st

Please review your account information and advise if any changes are required;

Delivery Address:
Town of Lee-NH
6 Recycling Center Road
Lee NH 03861

Print Name: _____
Title: _____
Email Address: _____
Phone Number: _____
Fax Number: _____

Customer #3664384

To confirm and accept this quotation, please sign the acceptance and return via mail (address below), email, or fax within 30 days of the date shown above.

Acceptance:
I accept the MORTON SALT, INC. price for season 2016/2017.

Signature: _____ Date: _____

Return to:
Oakbrook Customer Service
Email: buyroadsalt@mortonsalt.com
Fax: 630-214-0725

123 North Wacker Drive TEL 312.807.2000
Chicago, IL 60606-1743 WEB mortonsalt.com

MORTON SALT, INC.
A K+S GROUP COMPANY



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

Office Use Only

Meeting Date:

8/29/16

5

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST**

Select Meeting Date Requested

Agenda Item Title: Possible water restrictions

Requested By: Caren Rossi

Date: 8/22/2016

Contact Information: Caren Rossi

Presented By: Caren Rossi

Description: Information from NH DES regarding conserving water

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

Legal Authority **RSA 41:11-d**

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

REQUESTED ACTION OR RECOMMENDATIONS:

Request the Board to review the information and advise the public to conserve water.

[DES Home](#) > [Media Center](#) >

Media Center

FOR IMMEDIATE RELEASE:

DATE: August 3, 2016

CONTACT: James Martin, (603) 271-3710

NHDES Urges Residents to Conserve Water in Drought Areas

Concord, NH – A combination of a below average snowpack in the spring, little precipitation to recharge the groundwater, an increase of evapotranspiration in the summer, and the inability of New Hampshire watersheds to store large volumes of water due to their geology has landed the northern half of the state in abnormally dry conditions and the southern half in severe drought. During the July 22, 2016 meeting of the New Hampshire Drought Management Team (DMT), State Climatologist, Mary Stampone, indicated that relief was not in the near future and drought conditions will likely persist into the fall. As a result of the current conditions and the long-term forecast, the New Hampshire Department of Environmental Services (NHDES) is urging New Hampshire residents to conserve water as long as drought conditions persist.

To protect water supplies, over one hundred public water systems in New Hampshire have implemented outdoor water use restrictions or bans in their service areas. If you reside in an area of severe drought, which currently includes the following counties: Belknap, Cheshire, Hillsborough, Merrimack, Rockingham, Strafford and Sullivan, and your water supplier has not issued a restriction or if you are a private homeowner on your own well, NHDES urges you to refrain from using water outdoors except for hand watering of vegetable gardens until precipitation mitigates drought conditions. For counties experiencing abnormally dry conditions, including Grafton, Carroll, and Coos counties, NHDES recommends outdoor water use be limited to watering every other day and to between the hours of 7pm and 8am. Saving water for essential uses, such as drinking, cooking and cleaning of clothes and dishes and limiting non-essential uses such as watering of lawns is the most effective way to sustain water supplies until enough rain is received to replenish water sources.

The last significant drought the state experienced was between 2001 and 2003. Since then, many changes have been made to help mitigate drought conditions. Water suppliers have invested in backup supplies, including emergency interconnections with other water suppliers, and adopted water restrictions; the Water Conservation Program at NHDES was created; and legislation was enacted to allow municipalities to quickly implement residential lawn watering bans on public and private supplies. "Lessons have been learned from past droughts and tools have been put in place to help avoid water shortage emergencies, but we really are at the mercy of the weather" states Stacey Herbold, NHDES Water Conservation Program. "The fact is there is nothing we can do to replenish our water supplies. There is no rainmaker. For now, the best we can do is limit our use to essentials and let the lawn go dormant until rainier days come."

For updates on drought conditions and outdoor water use restrictions; water efficiency tips; and drought guidance for municipalities, public water systems, and homeowners, visit www.des.nh.gov and scroll through the "A-Z List" to the "Drought Management Program."

Select Language ▼

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NH Department of Environmental Services | 29 Hazen Drive | PO Box 95 | Concord, NH 03302-0095
(603) 271-3503 | TDD Access: Relay NH 1-800-735-2964 | Hours: M-F, 8am-4pm

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TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 41

CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:11-d

41:11-d Restricting the Watering of Lawns. –

I. The local governing body may establish regulations restricting the use of water from private wells or public water systems for residential outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

II. The local governing body shall give notice prior to the implementation of the regulations in paragraph I. Notice shall be given at least 3 calendar days before the regulations are implemented. The notice required under this section shall not include the day notice is posted. Notice of the regulations shall be published in a paper of general circulation in the municipality and shall be posted in at least 2 public places.

III. The full text of the proposed regulations need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice.

Source. 2007, 218:1, eff. Aug. 24, 2007.

Known Water Use Restrictions and Bans

Last Update: August 18, 2016

Legend

- County Boundary
- Town Boundary

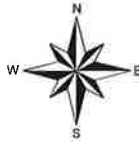
Municipality or Water System Status

- Outdoor Use Ban
- Restriction
- Voluntary Restriction or Ban

Drought Condition

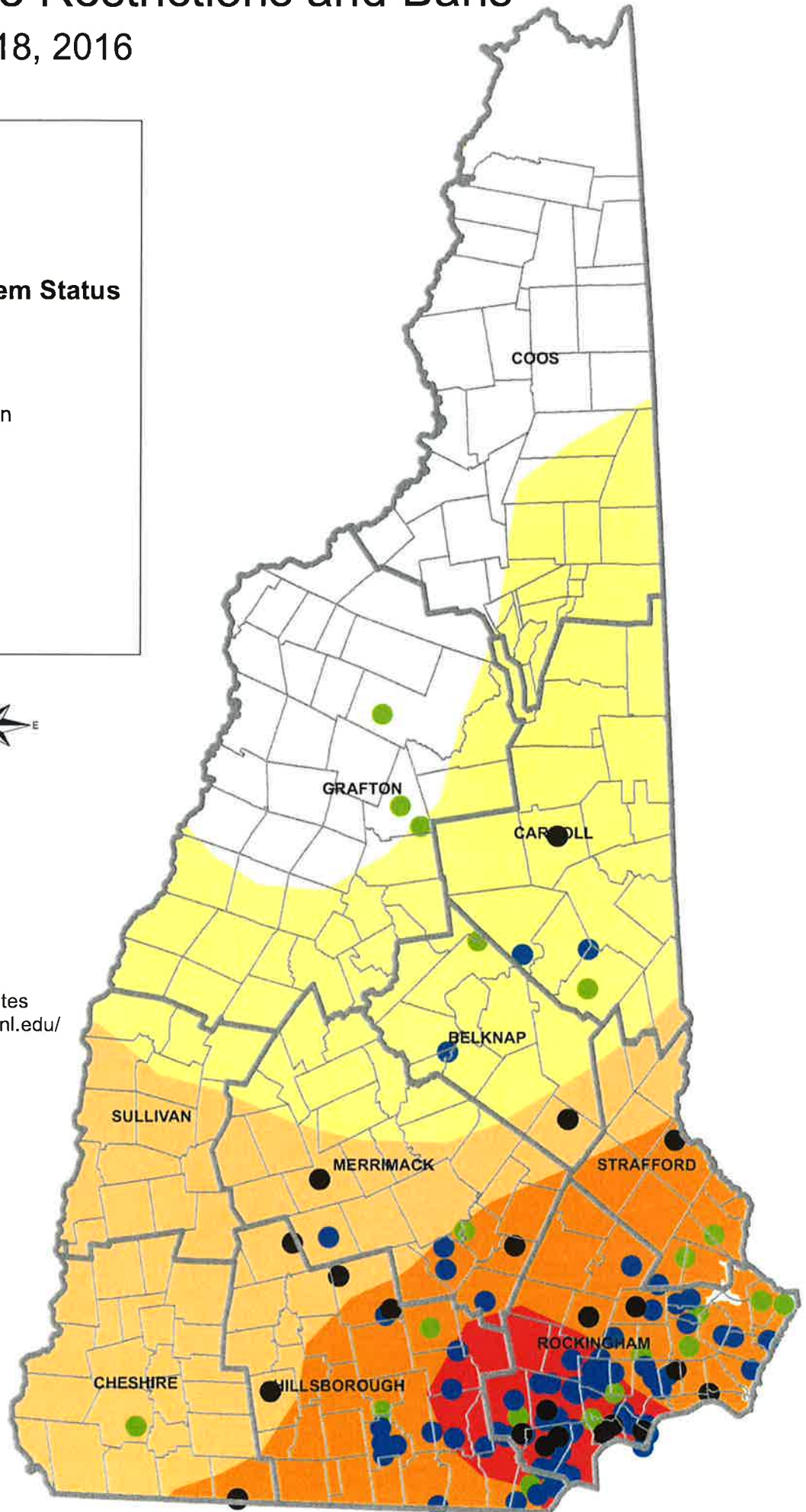
- Abnormally Dry
- Moderate Drought
- Severe Drought
- Extreme Drought

0 5 10 20 Miles



Drought Conditions based on United States Drought Monitor (<http://droughtmonitor.unl.edu/Home/StateDroughtMonitor.aspx?NH>)

Disclaimer: The status of water use restrictions and bans is based on information submitted to the New Hampshire Department of Environmental Services and may not be comprehensive.



The below only includes water restrictions and bans reported to NHDES and may not be a complete list. For details regarding a restriction or ban, please contact the entity listed in the table below directly.

For the purposes of the below table, a restriction indicates outdoor water use is permitted, but restricted. For example, lawn watering may be restricted to twice a week. An outdoor use ban indicates outdoor water use is not permitted, although a small exception may apply.

To add your water system to the below list please email Stacey Herbold, NHDES Water Conservation Program, at stacey.herbold@des.nh.gov with the following information:

PWSID (if applicable):

Name of water system (if applicable):

Town:

Is the restriction/ban voluntary or mandatory?:

Details of the restriction ban:

Table Acronyms

HAWC: Hampstead Area Water Company

LRWC: Lakes Region Water Company

PEU: Pennichuck East Utility Company

Currently 114 community water systems and three (3) towns have reported implementing water use restrictions or bans.

TOWN	Water System or Town/City	STATUS
ALLENSTOWN	OLD TOWNE HOMEOWNERS COOP	OUTDOOR USE BAN
AMHERST	PEU: SOUHEGAN WOODS	RESTRICTION
ATKINSON	ATKINSON WOODS	VOLUNTARY RESTRICTION
ATKINSON	HAWC: DEARBORN RIDGE	OUTDOOR USE BAN
ATKINSON	PEU ATKINSON: PIONEER COMMERCE PARK	RESTRICTION
ATKINSON/HAMPSTEAD	HAWC: WALNUT RIDGE/HAMPSTEAD CORE	OUTDOOR USE BAN
BARNSTEAD	PEU LOCKE LAKE: AIRSTRIP & PEACHUM	OUTDOOR USE BAN
BEDFORD	PEU: CABOT PRESERVE	RESTRICTION
BEDFORD	PEU: ENGLISH WOODS	RESTRICTION
BOW	PEU: STONE SLED	RESTRICTION
BOW	PEU: WHITE ROCK SENIOR	RESTRICTION
BRENTWOOD	MILL POND CROSSING	VOLUNTARY RESTRICTION
CENTRAL HOOKSETT	CENTRAL HOOKSETT WATER	RESTRICTION
CHESTER	HAWC: OAK HILL	RESTRICTION
DANVILLE	COTTON FARMS MHP	VOLUNTARY RESTRICTION
DANVILLE	HAWC: COLBY POND	RESTRICTION
DERRY	AUTUMN WOODS	RESTRICTION
DERRY	FROST RESIDENTS COOPERATIVE	OUTDOOR USE BAN
DERRY	PEU: GLEN RIDGE	RESTRICTION
DERRY	PEU: MAPLE HAVEN	RESTRICTION

DERRY	PEU: RICHARDSON	RESTRICTION
DERRY	RAND-SHEPARD HILL	RESTRICTION
DERRY	WILLOW BEND	RESTRICTION
DERRY	WOODLANDS	RESTRICTION
DOVER	DOVER WATER DEPARTMENT	VOLUNTARY OUTDOOR USE BAN
E. KINGSTON	HAWC: CRICKET HILL/MAPLEVALE	RESTRICTION
EAST KINGSTON	COUNTRY HILLS OF EAST KINGSTON	OUTDOOR USE BAN
EPPING	PEU: WOODLANDS	RESTRICTION
EPPING	TOWN OF EPPING WATER SYSTEM	OUTDOOR USE BAN
EXETER	PEU: FOREST RIDGE	RESTRICTION
EXETER	TOWN OF EXETER	VOLUNTARY OUTDOOR USE BAN
FREMONT	HAWC: BLACKROCKS VILLAGE	RESTRICTION
GOFFSTOWN	GRASMERE WATER PRECINCT	VOLUNTARY RESTRICTION
HAMPTON	AQUARION WATER CO	RESTRICTION
HENNIKER	COGSWELL SPRINGS	RESTRICTION
HILLSBOROUGH	EMERALD LAKE VILLAGE DISTRICT	OUTDOOR USE BAN
HOLLIS	PITARYS MOBILE HOME PARK EAST/WEST	RESTRICTION
HUDSON	HUDSON WATER UTILITY	RESTRICTION
KINGSTON	HAWC: COOPERS GROVE	RESTRICTION
KINGSTON	HAWC: KINGS LANDING	RESTRICTION
KINGSTON	HAWC: LAMPLIGHTER	RESTRICTION
LEE	OYSTER RIVER CONDOS	VOLUNTARY RESTRICTION
LEE	PEU: THURSTON WOODS	RESTRICTION
LINCOLN	LINCOLN WATER WORKS	VOLUNTARY RESTRICTION
LITCHFIELD	PEU: LITCHFIELD	RESTRICTION
LONDONDERRY	CENTURY VILLAGE II	VOLUNTARY RESTRICTION
LONDONDERRY	PEU: AVERY	RESTRICTION
LONDONDERRY	PEU: HARVEST VILLAGE	RESTRICTION
LONDONDERRY	PEU: MINISTERIAL HILLS	RESTRICTION
LONDONDERRY	PEU: PINEHAVEN	RESTRICTION
LONDONDERRY	PEU: R AND B	RESTRICTION
LONDONDERRY	PONDEROSA MOBILE HOME PARK	OUTDOOR USE BAN
MEREDITH	PATRICIAN SHORES ASSOC	VOLUNTARY RESTRICTION
MERRIMACK	MERRIMACK VILLAGE DISTRICT	RESTRICTION
MILFORD	MILFORD WATER DEPARTMENT	RESTRICTION
MILFORD	PEU: ASHLEY COMMONS	RESTRICTION
MILFORD	PEU: BADGER HILL	RESTRICTION
MILFORD	PEU: FEDERAL RESERVE	RESTRICTION
MILFORD	PEU: GREAT BROOK	RESTRICTION
MOULTONBOROUGH	LRWC: WEST POINT	RESTRICTION
MOUNT VERNON	ROLLING ACRES	VOLUNTARY OUTDOOR USE BAN

NEW CASTLE	TOWN OF NEW CASTLE	VOLUNTARY OUTDOOR USE BAN
NEWFIELDS	NEWFIELDS VILLAGE WATER DISTRICT	VOLUNTARY RESTRICTION
NEWMARKET	NEWMARKET WATER WORKS	RESTRICTION
NEWMARKET	PEU: GREAT BAY	RESTRICTION
NEWTON	HAWC: SARGENT WOODS	RESTRICTION
NORTH HAMPTON	AQUARION WATER CO	RESTRICTION
NOTTINGHAM	HAWC: CAMELOT COURT	RESTRICTION
PELHAM	PARADISE ESTATES	VOLUNTARY RESTRICTION
PELHAM	PEU: HILL	RESTRICTION
PELHAM	PEU: SKI VIEW	RESTRICTION
PELHAM	PEU: WHISPERING WINDS	RESTRICTION
PELHAM	TOWN OF PELHAM	VOLUNTARY RESTRICTION
PEMBROKE	PEMBROKE WATER WORKS	VOLUNTARY RESTRICTION
PETERBOROUGH	PETERBOROUGH WATER WORKS	OUTDOOR USE BAN
PLAISTOW	GOLDEN HILL ESTATES	RESTRICTION
PLAISTOW	GREENFIELD HILL ESTATES	RESTRICTION
PLAISTOW	HAWC: LITTLE RIVER VILLAGE	RESTRICTION
PLAISTOW	HAWC: RAINBOW RIDGE	RESTRICTION
PLAISTOW	HAWC: SNOWS BROOK	RESTRICTION
PLAISTOW	PEU: ROLLING HILLS	RESTRICTION
PLAISTOW	PEU: SWEET HILL	OUTDOOR USE BAN
PLAISTOW	PEU: TWIN RIDGE	RESTRICTION
PORTSMOUTH	PORTSMOUTH WATER DIVISION: PORTSMOUTH CUSTOMERS ONLY	VOLUNTARY RESTRICTION
RAYMOND	RAYMOND WATER DEPARTMENT	OUTDOOR USE BAN
RINDGE	MONADNOCK TENANTS COOP	OUTDOOR USE BAN
RYE	AQUARION WATER CO	RESTRICTION
SALEM	HAWC: LANCASTER FARMS	RESTRICTION
SALEM	PEU: AUTUMN WOODS	RESTRICTION
SALEM	SALEM WATER DEPARTMENT	RESTRICTION
SANDOWN	HAWC: AUTUMN HILLS	RESTRICTION
SANDOWN	HAWC: CORNERSTONE	RESTRICTION
SANDOWN	HAWC: FAIRFIELD ESTATES	RESTRICTION
SANDOWN	HAWC: LITTLE MILL WOODS	RESTRICTION
SANDOWN	HAWC: STONEFORD ESTATES	RESTRICTION
SANDOWN	HAWC: WATERFORD VILLAGE	RESTRICTION
SANDOWN	PEU: BEAVER HOLLOW	RESTRICTION
SEABROOK	SEABROOK WATER DEPARTMENT	OUTDOOR USE BAN
STRATHAM	WIGGIN FARM	RESTRICTION
SWANZEY	EASTFIELD CROSSING ASSOC	VOLUNTARY RESTRICTION
TAMWORTH	LRWC: TAMWORTH WATER WORKS	RESTRICTION

Known Water Use Restrictions and Bans 2016

8/18/2016

THORNTON	CONE RIDGE APTS	VOLUNTARY OUTDOOR USE BAN
THORNTON	MILL BROOK VILLAGE WATER SYSTEM	VOLUNTARY RESTRICTION
TILTON	PEU: WINNISQUAM	RESTRICTION
TUFTONBORO	LRWC: HIDDEN VALLEY	RESTRICTION
WARNER	WARNER VILLAGE WATER DISTRICT	OUTDOOR USE BAN
WEARE	COLLINS LANDING	OUTDOOR USE BAN
WEARE	PEU: DANIELS LAKE	RESTRICTION
WEARE	SOUTH WEARE WATER	OUTDOOR USE BAN
WINDHAM	PEU: CASTLE REACH	OUTDOOR USE BAN
WINDHAM	PEU: FLETCHERS CORNER	RESTRICTION
WINDHAM	PEU: GOLDEN BROOK	RESTRICTION
WINDHAM	PEU: HARDWOOD	OUTDOOR USE BAN
WINDHAM	PEU: LAMPLIGHTER VILLAGE	RESTRICTION
WINDHAM	PEU: SPRUCE POND	RESTRICTION
WINDHAM	PEU: W & E	RESTRICTION
WOLFEBORO	BIRCHES OF WOLFEBORO	VOLUNTARY RESTRICTION



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

**RESTRICTING RESIDENTIAL LAWN WATERING
DURING STATE OR FEDERALLY DECLARED DROUGHTS**

2016

Municipal and privately-owned public water systems have had the authority to implement water use restrictions for water system customers under RSA 38:26. Water systems with potential water supply shortages have often restricted or banned residential lawn watering to ensure an adequate water supply is maintained.

In 2007, the legislature adopted RSA 41:11-d, authorizing municipalities to restrict all residential lawn watering for areas within their political boundaries if the state or federal government declares a drought condition for that region of the state. This authorizes a municipality to adopt regulations to restrict residential lawn watering during a drought for properties that obtain water from either public water systems or on-lot private domestic wells.

The legislation was adopted because of experiences during the 2001-2003 drought when municipalities and the state found there was no clear process to curtail residential lawn watering, even in neighborhoods where private residential wells were dewatered. During the drought, homeowners with dewatered or dry wells spent thousands of dollars to replace or deepen wells and experienced long waits due to the increased demand for water well contractor services. Many homeowners resorted to cross-connecting their home plumbing system via a garden hose to a neighbor's home or illegally dumping water hauled to their property into their dewatered well.

In order to adopt residential lawn watering regulations for drought conditions, the local governing body may establish the regulations after public notice that includes publishing them in a paper of general circulation in the municipality and posting them in at least two public places. The regulations may be implemented and enforced three calendar days following notification. The minimum notification requirements are provided in the regulation but towns are encouraged to find supplemental means of notification to residents. RSA 41:11-d allows for broad flexibility in developing residential lawn watering restrictions. The governing body of the municipality can specify how, where, when, and to what extent the lawn watering restrictions apply. The governing body may also enforce the lawn watering restrictions by imposing fines in accordance with RSA 625:9.

DES Web Site: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095
Telephone: (603) 271-2513 Fax: (603) 271-5171 TDD Access: Relay NH 1-800-735-2964

MODEL REGULATION FOR LAWN WATERING RESTRICTIONS

ARTICLE __: LAWN WATERING RESTRICTIONS

I. PURPOSE

To protect public health and safety by restricting the use of water from private wells or public water systems for residential outdoor lawn watering during a state or federally declared drought.

II. AUTHORITY

The provisions of this regulation are adopted pursuant to RSA 41:11-d, Choice and Duties of Town Officers. (See Appendix A, Relevant Sections of State Law)

III. APPLICABILITY

The requirements of this section shall apply immediately after the public notice period described in Section VII to all residential outdoor lawn watering within Insert name of town, city, village district when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

IV. DEFINITIONS

- A. Drought:** A sustained and regionally extensive occurrence of appreciably below average natural water availability in the form of precipitation, stream flow or groundwater. The following resources are used by Insert name of town, city, village district to determine the declaration of a drought condition.
- i. The New Hampshire Drought Management Team as designated by the New Hampshire Drought Management Plan
 - ii. State of Emergency declaration by the Governor's Office
 - iii. United States Drought Monitor
- B. Residential Lawn Watering:** The application of water to decorative grass at a property that's primary use is to provide living accommodations for people.

V. REQUIREMENTS UNDER DROUGHT CONDITIONS

The following limits to residential lawn watering will apply under drought conditions. The specified levels (Level 1 through 3) will be determined by the [local governing body] and will be included in the public notice required under Section VII of this regulation.

- A. If Insert name of town, city, village district issues a Level 1 restriction, then**
- i. Residential lawn watering by odd numbered addresses is allowed on odd numbered days.

- ii. Residential lawn watering by even numbered addresses is allowed on even numbered days.
 - iii. Residential lawn watering shall not occur between the hours of 8AM and 7PM
- B. If Insert name of town, city, village district issues a Level 2 restriction, then**
- i. Residential lawn watering by odd numbered addresses is allowed on Mondays and Thursdays.
 - ii. Residential lawn watering by even numbered addresses is allowed on Tuesdays and Fridays.
 - iii. Residential lawn watering shall not occur between the hours of 8AM and 7PM
- C. If Insert name of town, city, village district issues a Level 3 restriction, then**
- i. Residential lawn watering is prohibited.

VII. PUBLIC NOTIFICATION OF WATER USE RESTRICTION

Notification of any intention to restrict water use and the requirements associated with Section V shall be given at least three calendar days before implementation. Notice of the regulations shall be posted in a paper of general circulation and shall be posted in at least two public places. Residents are specifically requested to take notice of the markings at Insert location(s)

VIII. TERMINATION OF WATER USE RESTRICTION

Public notification and termination of water use restriction shall be given in accordance with Section VII.

IX. ENFORCEMENT

Any sworn officer of the Insert Town/City Name Police Department is hereby granted the authority to initiate any enforcement action against any violation of the provisions of this Regulation.

X. PENALTIES

Any person failing to comply with the restrictions imposed pursuant to this Regulation shall be deemed a violation and subject to penalties pursuant to RSA 651:2.

First violation: Warning

Second violation: \$Insert amount fine

Additional violations: \$ Insert amount to \$1,000 fine

APPENDIX A

RELEVANT SECTIONS OF STATE LAW

RSA 41:11-d Restricting the Watering of Lawns.

I. The local governing body may establish regulations restricting the use of water from private wells or public water systems for residential outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

II. The local governing body shall give notice prior to the implementation of the regulations in paragraph I. Notice shall be given at least 3 calendar days before the regulations are implemented. The notice required under this section shall not include the day notice is posted. Notice of the regulations shall be published in a paper of general circulation in the municipality and shall be posted in at least 2 public places.

III. The full text of the proposed regulations need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice.

RSA 625:9 Classification of Crimes.

V-a. The violation of any requirement created by statute or by municipal regulation enacted pursuant to an enabling statute, where the statute neither specifies the penalty or offense classification, shall be deemed a violation, and the penalties to be imposed by the court shall be those provided for a violation under RSA 651:2.

RSA 651:2 Sentences and Limitations.

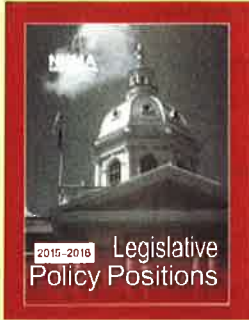
III-a. A person convicted of a violation may be sentenced to conditional or unconditional discharge, or a fine.

IV. A fine may be imposed in addition to any sentence of imprisonment, probation, or conditional discharge. The limitations on amounts of fines authorized in subparagraphs (a) and (b) shall not include the amount of any civil penalty, the imposition of which is authorized by statute or by a properly adopted local ordinance, code, or regulation. The amount of any fine imposed on:

(a) Any individual may not exceed \$4,000 for a felony, \$2,000 for a class A misdemeanor, \$1,200 for a class B misdemeanor, and \$1,000 for a violation.

(b) A corporation or unincorporated association may not exceed \$100,000 for a felony, \$20,000 for a misdemeanor and \$1,000 for a violation. A writ of execution may be

issued by the court against the corporation or unincorporated association to compel payment of the fine, together with costs and interest.



The Final Policy Recommendations for NHMA's legislative policy process that were sent to all members on June 20 contained two small but significant errors, which were discovered by a couple of alert local officials.

1) On page 6, recommendation no. 12 ("Charitable Definition and Mandated Property Tax Exemptions") should begin, "To see if NHMA will OPPOSE [not "support"] legislation that expands the definition of 'charitable'"

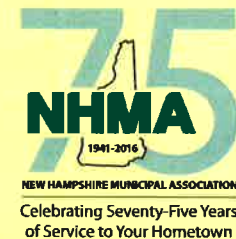
2) On page 11, recommendation no. 21 ("Current Use") should begin, "To see if NHMA will OPPOSE [not "support"] any legislative attempt to undermine the goals"

We apologize for the mistakes and any confusion they may have caused. The corrections have been made in the official document on our website, which is available [here](#).

2016 Annual Conference Exhibitor & Sponsor Kit Now Available!

Annual Conference Set for Wednesday, November 16 and Thursday, November 17

Conference Agenda and Attendee Registration Will Be Available in September



The NHMA Annual Conference is the largest yearly gathering of officials from New Hampshire local governments and, in recognition of our 75th anniversary, we plan to create a festive atmosphere along with the high quality programming always offered at the conference. The informative programming and our showcase of over 100 exhibitors draws more than 500 municipal officials to this two-day event.

[CLICK HERE](#) for the **2016 Sponsor & Exhibitor Kit** which sets forth the features of this year's conference and explains in detail the six sponsorship tiers, exhibitor opportunities and the benefits they include.

To celebrate our 75th Anniversary, NHMA will be hosting an **Anniversary Gala Celebration**, with dinner and entertainment, from 5:30 p.m. to 9:30 p.m., on Wednesday, November 16, right at The Radisson Hotel in Manchester. We anticipate municipal officials from across New Hampshire will be joining us to recognize this milestone event for NHMA. We hope you will join us for the Gala Celebration too.

NHMA Liaison Seeks Member Input on Proposed Rules before August 11th



TO: Key Officials

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

DATE: August 18, 2016

RE: 2017-2018 Legislative Policy Conference ~ Friday, September 23, 2016

Floor Proposals and Legislative Principles

Enclosed please find a copy of the seven floor policy proposals that have been submitted for discussion and vote at the NHMA Legislative Policy Conference. These floor policies supplement the policy recommendations prepared by the three legislative policy committees, which were mailed to each municipality on June 20, 2016. In addition to the policy recommendations and the floor proposals, delegates at the conference will vote on NHMA's Legislative Principles, which also were included in the June 20 mailing. If you need copies of any of these documents, you can find them on the NHMA website, www.nhmunicipal.org. (Near the top of the home page, click on the "Advocacy" tab, then use the menu on the left to find "Legislative Principles," "2017-2018 Legislative Policy Recommendations," and "2017-2018 Floor Policies.")

Voting Delegate

Each member municipality has one vote at the Policy Conference. Each governing body is asked to appoint a voting delegate to cast the municipality's vote on the policy proposals presented. **We are sending a voting delegate card to the chief administrative officer in each municipality (or the governing body chair if no administrative staff) to return to us indicating the governing body's appointment for voting delegate.** Please mail this card back to us no later than Friday, September 16. See the Legislative Policy Process Questions & Answers document, also sent with the June 20 mailing and available on the NHMA website, for a description of who will have voting privileges for a municipality in the absence of any formal designation.

Policy Conference

The Legislative Policy Conference is scheduled for **Friday, September 23, 2016, at 9:00 a.m.** at **NHMA's offices at 25 Triangle Park Drive** in Concord.

We urge the governing body of each municipality to discuss the full slate of policy recommendations, along with these floor proposals, and take a position on each proposal to give guidance to your voting delegate. ***Do not send your positions on the policy recommendations to NHMA; they are only for the guidance of your voting delegate, and each municipality can register its positions only by voting at the conference.*** At the conference, delegates may vote to approve, reject, amend, or table a policy proposal. They may also vote to change the order of priority of the various policies.

This is an important opportunity for each member municipality to participate in determining NHMA legislative policy for the 2017-2018 biennium—we count on your input! As always, please do not hesitate to call or e-mail (governmentaffairs@nhmunicipal.org) the Government Affairs Staff with any questions, comments, or concerns. We look forward to seeing you on September 23!

New Hampshire Municipal Association
2017 - 2018 Legislative Policy Process

Floor Policy Proposal

Submitted by (name): Roger Coutu

Date: August 10, 2016

City or Town: Hudson

Title of Person Submitting Policy: Selectman

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

August 9, 2016

To see if NHMA will SUPPORT/OPPOSE:

To see if NHMA will support legislation to allow municipal library budgets to appear as a separate warrant article on the Town Meeting SB2 ballot.

Municipal Interest to be accomplished by proposal:

To give the voters greater visibility to the appropriations necessary to operate the municipal library when they vote at the Annual Town Meeting.

Explanation:

Currently, in SB2 communities, the operating budget for the Town appears as a separate warrant article. The article raises and appropriates a sum of money for the operation of the Town and also defines a default budget should the proposed budget not pass. In 2014, separate warrant articles were allowed on the ballot to raise and appropriate funds to run a municipal water utility and a municipal sewer utility. Each of these articles also identified a default budget should the article(s) not pass. The Hudson Board of Selectmen believe that it would be appropriate to allow SB2 communities to put municipal library budgets, separate from the Town's general fund budget, so that the voters would have greater visibility into the cost to operate the library as well as the ability to vote for a library default budget. Another strong argument in favor of allowing the library budget to be a separate warrant article is that the Library Trustees are a separately elected body, not subject to the direction of the Board of Selectmen.

New Hampshire Municipal Association
2017 - 2018 Legislative Policy Process

Floor Policy Proposal

Submitted by (name): Roger Coutu

Date: August 10, 2016

City or Town: Hudson

Title of Person Submitting Policy: Selectman

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

August 9, 2016

To see if NHMA will SUPPORT/OPPOSE:

To see if NHMA will support legislation to allow municipalities to borrow funds from either their Special Revenue Funds and/or Capital Reserve Funds for the purpose of financing municipal building construction approved via warrant articles approved by the voters.

Municipal Interest to be accomplished by proposal:

This would allow municipalities access to their own funds which could generate a greater yield than other investments.

Explanation:

This would give municipalities an option to self finance capital building projects and possibly generate higher returns on their funds.

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

Floor Policy Proposal

Submitted by: (name) City of Portsmouth Date: August 2, 2016

City or Town: Portsmouth Title of Person Submitting Policy: CHRISTINE DWYER, MEMBER OF THE PORTSMOUTH CITY COUNCIL AND LEGISLATIVE SUBCOMMITTEE. THE SUBCOMMITTEE SUBMITS THIS FLOOR POLICY ON THE PORTSMOUTH CITY COUNCIL'S BEHALF.

Floor Policy Proposal approved by vote of the governing body on (date): THE PORTSMOUTH CITY COUNCIL APPROVED THIS POLICY BY MAJORITY VOTE ON AUGUST 1, 2016 FOR SUBMISSION AS A FLOOR POLICY AT THE NHMA LEGISLATIVE POLICY CONFERENCE.

To see if NHMA will SUPPORT:

Legislation that amends RSA 674 regarding Accessory Dwelling Units (ADUs) to prohibit either the principal dwelling unit or the ADU from being used for short term rentals which are defined as the rental of either the principal dwelling unit or the ADU for a period of less than thirty days.

Municipal interest to be accomplished by proposal:

The Legislature's express purpose in amending RSA 674 to require municipalities to permit ADUs was to provide affordable housing for NH citizens, specifically acknowledging the needs of the elderly and disabled to provide living space for in-home caregivers. Allowing ADUs to be used as short term rentals will have the effect of reducing or eliminating affordable housing opportunities for this vulnerable population and their caregivers. Without this limitation every single family residence in every zoning district could become a short term rental business, reducing affordable housing stock for the elderly, disabled and their caregivers, and creating unintended consequences for neighbors.

Explanation:

Many communities throughout the country that are tourist destinations have been faced with the substantial reduction of available affordable housing units due to the recent exponential growth of the short term rental business. The legislative purpose of RSA 674 regarding ADUs will be undermined and likely completely thwarted if either the principal dwelling or ADU can be used as a short term rental. Use of either the principal dwelling or ADU as a short term rental would be against the spirit and intent of the express stated purpose of the legislation.

Each proposed floor policy 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**

4.

Floor Policy Proposal

Submitted by: (name) City of Portsmouth

Date: August 2, 2016

City or Town: Portsmouth Title of Person Submitting Policy: CHRISTINE DWYER, MEMBER OF THE PORTSMOUTH CITY COUNCIL AND LEGISLATIVE SUBCOMMITTEE. THE SUBCOMMITTEE SUBMITS THIS FLOOR POLICY ON THE PORTSMOUTH CITY COUNCIL'S BEHALF.

Floor Policy Proposal approved by vote of the governing body on (date): THE PORTSMOUTH CITY COUNCIL APPROVED THIS POLICY BY MAJORITY VOTE ON AUGUST 1, 2016 FOR SUBMISSION AS A FLOOR POLICY AT THE NHMA LEGISLATIVE POLICY CONFERENCE.

To see if NHMA will SUPPORT:

Legislation that allows municipalities to adopt an additional surcharge under the meals and rooms tax on hotel occupancy within its municipality whereby the deposited funds would be collected by the Department of Revenue Administration and paid to the municipality into a capital reserve fund, revolving fund, or other special revenue fund to help defer additional costs municipalities face due to tourism.

Municipal interest to be accomplished by proposal:

The State of New Hampshire wants to promote tourism throughout the State because the tourism industry generates jobs and Meals and Rooms Tax revenue. Enabling legislation that gives local communities the ability to create locally a hotel surcharge to generate funds to help pay for municipal services, infrastructure improvements and capital needs without relying on the property tax would help cities and towns recoup some of the costs they have had to assume over the last decade due to loss of revenue from the State. This overreliance on the property tax has put an increased burden on all property taxpayers, but particularly those with limited sources of income who struggle to pay their property taxes each year.

Explanation:

Not every community has the same assets or needs. Enabling legislation permitting cities and towns to create a hotel surcharge could help defer the cost of municipal services, infrastructure improvements and capital needs, lessen the burden on the property tax and the financial burden on cities and towns created by the loss of revenue from the State over the last decade from the elimination of shared revenues, state aid grants, retirement contributions and failure to return the proper percentage of Meals and Rooms Tax revenue to cities and towns. The State Legislature has established a precedent for municipalities to charge fees to create a local source of revenue from fees associated with motor vehicle registration.

Each proposed floor policy 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**

5.

Floor Policy Proposal

Submitted by: (name) City of Portsmouth

Date: August 2, 2016

City or Town: Portsmouth Title of Person Submitting Policy: CHRISTINE DWYER, MEMBER OF THE PORTSMOUTH CITY COUNCIL AND LEGISLATIVE SUBCOMMITTEE. THE SUBCOMMITTEE SUBMITS THIS FLOOR POLICY ON THE PORTSMOUTH CITY COUNCIL'S BEHALF.

Floor Policy Proposal approved by vote of the governing body on (date): THE PORTSMOUTH CITY COUNCIL APPROVED THIS POLICY BY MAJORITY VOTE ON AUGUST 1, 2016 FOR SUBMISSION AS A FLOOR POLICY TO NHMA AT ITS LEGISLATIVE POLICY CONFERENCE.

To see if NHMA will SUPPORT:

Legislation that defines short term rentals as a home business and permits municipalities to regulate and inspect these businesses for life safety issues.

Municipal interest to be accomplished by proposal:

The State of New Hampshire wants to help encourage the growth of new businesses and to support innovative business models. Legislation that permits local communities to define short term rentals as home businesses and allows them to regulate and inspect these businesses for life safety issues will support the emergence of new businesses while recognizing that there is a public interest in ensuring safety, which would benefit and protect business owners, users and all New Hampshire citizens and communities.

Explanation:

Municipalities want to help improve their local economy and need a way to ensure that new business models are encouraged if conducted in a manner that ensures the safety of all users. Local regulation actually recognizes that new models are emerging. Legislation that defines short term rental businesses as home businesses and permit municipalities to regulate and inspect for life safety issues will recognize the right and obligation of municipalities to protect the health, safety and welfare of their citizens while protecting owners and users and all New Hampshire citizens and communities.

Each proposed floor policy 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.



6.

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

Floor Policy Proposal

Submitted by (name) CITY OF PORTSMOUTH Date: AUGUST 2, 2016

City or Town PORTSMOUTH Title of Person Submitting Policy CHRISTINE DWYER, MEMBER OF THE PORTSMOUTH CITY COUNCIL AND LEGISLATIVE SUBCOMMITTEE. THE SUBCOMMITTEE SUBMITS THIS FLOOR POLICY ON THE PORTSMOUTH CITY COUNCIL'S BEHALF.

Floor Policy Proposal approved by vote of the governing body on (date) THE PORTSMOUTH CITY COUNCIL APPROVED THIS POLICY BY MAJORITY VOTE ON AUGUST 1, 2016 FOR SUBMISSION AS A FLOOR POLICY

To see if NHMA will SUPPORT: A POLICY THAT REQUIRES THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION TO ADOPT, DEVELOP AND IMPLEMENT A TYPE II PROGRAM FOR NOISE ABATEMENT ON EXISTING HIGHWAYS.

Municipal interest to be accomplished by proposal:

HIGHWAY TRAFFIC NOISE HAS A NEGATIVE IMPACT ON THE HEALTH, SAFETY AND WELFARE OF NH CITIZENS WHO RESIDE ALONGSIDE EXISTING HIGHWAYS. THE NH DOT'S FAILURE TO ADOPT A TYPE II PROGRAM TO ABATE NOISE ALONG EXISTING HIGHWAYS HAS DEPRIVED MUNICIPALITIES OF FUNDS NEEDED TO CONSTRUCT NOISE BARRIERS TO PROTECT THEIR RESIDENTS.

Explanation:

FUNDING IS NOT AVAILABLE TO CONSTRUCT NOISE BARRIERS ALONG EXISTING HIGHWAYS UNLESS THE STATE ADOPTS A TYPE II PROGRAM. CERTAIN HIGHWAYS WERE CONSTRUCTED OR EXPANDED WITHOUT NOISE BARRIERS. THE VEHICULAR TRAFFIC ON THESE HIGHWAYS HAS INCREASED SUBSTANTIALLY OVER TIME, AS HAS THE NEGATIVE IMPACT OF NOISE ON NEIGHBORHOODS THAT ABUT THESE HIGHWAYS. NH DOT'S FAILURE TO ADOPT A TYPE II POLICY PREVENTS MUNICIPALITIES FROM BEING ABLE TO RECEIVE FUNDING TO CONSTRUCT NOISE BARRIERS WHICH ARE NECESSARY TO PROTECT THE HEALTH, SAFETY AND WELFARE OF NH RESIDENTS.

New Hampshire Municipal Association
2017-2018 Legislative Policy Process

7.

Floor Policy Proposal

Submitted by:

Bruce Johnson, Select Board Chairman, Webster
Clyde Carson, Select Board Chairman, Warner

Date: June 30, 2016

Under Finance and Revenue Policy recommendation #19 - State Revenue Structure and State Education Funding:

To see if the New Hampshire Municipal Association will support legislation to reduce local property taxes by 1) fully funding the NH Education Trust fund as defined in RSA 198:38 and 2) significantly reducing the amount of \$363 million to be raised by the state property tax as defined in RSA 76:3 with any reduction to be replaced from other state revenues.

Municipal interest to be accomplished by proposal:

1. Relieving property tax burdens on all property owners. There are times when people stand up at Town meeting and say they are overburdened on property taxes, and therefore, they cannot support town funding for needed responsibilities and projects. Well, the majority of those property taxes are not local taxes but school taxes. If reform can address the school portion of the tax bills with meaningful help from the State, then small towns can take care of what they need to care of.
2. Improved quality education for all children and teens across the state. This means improved educational opportunities for children and teens in poor towns that equals that from more wealthy towns.

Explanation:

Every year at annual school district meetings or city council meetings across the State, discussions and votes pit struggling taxpayers against children in need of an education. The reason for this is a funding formula that does not include meaningful contributions by the State of New Hampshire. It is time to correct this, and for the State to step up and increase its contributions so that local property taxpayers are not overly burdened, and so that all children receive a decent education.

Approved by a vote of:

Andover Board of Selectmen – July 25, 2016
Hopkinton Board of Selectmen – August 8, 2016
Salisbury Board of Selectmen – August 3, 2016
Warner Board of Selectmen – July 26, 2016
Webster Board of Selectmen – July 5, 2016



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” statutes (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**

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

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MS-1 EXTENSION REQUEST FORM

NAME OF MUNICIPALITY: Town of Lee

FAX #: 659-7202

DATE OF REQUEST: Aug. 29, 2016

PHONE #: 659-5414

CONTACT PERSON: Julie Glover

EMAIL: townadministrator@leenh.org

The filing date for the MS-1, Summary Inventory of Valuation, is **September 1**. However, this date may be extended by the Commissioner of Revenue Administration for just cause per RSA 21-J:34, I. Complete and send in this form to request an extension.

REASON (check all that apply):

EXTENSION UNTIL: Sept 30, 2016

- Utility Values
- Revaluation in Process
- Update in Process
- Data Entry Incomplete
- Administrative (explain)
- Other (explain)

Assessor(s)

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

FOR DRA USE ONLY

Request for Extension: Granted Extension Expires: _____

Denied Reason for Denial: _____

Date of Response

Department of Revenue Administration

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
Municipal Services
P.O. Box 487 Concord, NH 03302-0487
Phone: (603) 230-5090
Fax: (603) 230-5947

Name of Client: Town of Lee

Year Ended: June 30, 2016

Objective: The purpose of this questionnaire is for the client's governing body (Council, Board of Selectpersons, School Board, or management) to perform an internal control risk assessment of its transactions and financial reporting systems. (Please use additional attachments if you find them necessary)

- 1. Please assess up to three of the most significant fraud risks that your organization faces and what the management team has done to manage these risks.**

- 2. Please identify any new programs, functions or transactions that you consider as a potential fraud risk and describe the steps taken to evaluate and address those risks, if any.**

- 3. Please describe any staff turnover in positions that are significant to the design or operation of the internal control structure and your potential fraud risk.**

- 4. How does the Board and Management monitor and make policies with respect to internal control structure and its related fraud risks?**

5. **How does the Board and management communicate its views on the importance of the financial control policies, fraud prevention policies and procedures and your business ethics? (For example, how are employees encouraged to report any suspected deviations from established policies and procedures or questionable acts by employees?)**

6. **How do the Board and management communicate their views on the importance of the fraud prevention policies to employees, customers (clients) and vendors, etc?**

7. **In the space provided below, please provide any additional information which will be useful in our assessment of your fraud prevention policies and procedures.**

COMPLETED BY: _____ **(Board Representative)**

(Management Team Representative)

DATE: _____



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

Office Use Only

Meeting Date: August 29, 2016

Agenda Item No. 7e

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
8/29/2016

Agenda Item Title: Annex Roof Bid Results

Requested By: Julie Glover **8/25/2016**

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: Review the bid results for replacing the Annex roof.

Financial Details: \$19,800. The Town Building CRF balance as of June 30, 2016 is \$156,635.51

Legal Authority NH RSA 41:8, 41:11a; 35

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to grant the Town Administrator permission to enter into a contract agreement with Score Construction in the amount not to exceed \$19,800 and to fund said project from the Town Building Capital Reserve Fund.

TOWN OF LEE
Annex Roof Bid
24-Aug-16

Score Construction Services
 3 Sanborn Rd
 Londonderry NH 03053
 440-3967
nazar.scoreconstruction@gmail.com

MJ Murphy & Sons
 4 Granite St.
 Dover NH 03820
 742-1223
mmurph3734@aol.com

Excel Construction
 60 Deertrees Ln
 Newfields NH 03856
 778-7415
mike@buildwith excel.com

	PAY ITEM	QTY	Unit	Price	Price	Price
1	General Conditions	1	LS	\$225.00	\$250.00	\$1,875.00
2	Remove/Dispose all existing Shingles and other roofing materials	1	LS	\$1,900.00	\$3,015.00	\$1,885.00
3	F&I Shingles		SQ	\$3,575.00	\$6,725.00	\$4,880.00
			15 SQ		15.33 SQ	16 SQ
4	F&I Ice & Water Shield - entire surface	1	LS	\$2,800.00	\$1,860.00	\$1,990.00
5	F&I Rigid Foam Insulation	1	LS	\$10,400.00	\$11,920.00	\$0.00
			to be applied in attic space R38/42		3"ISO 1" airspace,7/16" OSB	Not in spec
6	F&I Ridge Vent & Cap	1	LS	\$400.00	\$740.00	\$210.00
7	F&I 8" Aluminum Drip Edge	1	LS	\$500.00	\$730.00	\$190.00
8	Replace sheathing as needed	per	SF	\$2.00	\$3.50	\$3.85
TOTAL Items 1 - 7				\$19,800.00	\$25,240.00	\$11,030.00
				\$9,400.00 #	\$13,320.00 #	\$11,030.00



Domestic Animal Policy

Below is the Town of Lee's policy for the disposition and testing of Domestic Animals. This policy replaces a policy adopted by the Board of Selectmen on December 14, 1992.

The SPCA, 104 Portsmouth Ave, Stratham NH 772-2921 for unharmed, stray domestic animals.

The SPCA, 104 Portsmouth Ave, Stratham NH 772-2921, will do rabies quarantine.

During normal business hours, emergency care and Town impounded-rabies suspects will be taken to Arbor Veterinary Services, 62 Harvey Mill Rd Lee NH 659-7799

After hours emergency care and Town-impounded rabies suspects will be brought to Cornerstone Veterinary Hospital, 299 Calef Highway, Epping NH 679-4339.

Approved by the Lee Select Board on _____, 2016

Scott Bugbee

John R. LaCourse

Cary Brown

TOWN OF LEE, NEW HAMPSHIRE

7 Mast Road
Lee, New Hampshire 03824

OFFICE OF THE
SELECTMEN

TELEPHONE
603-659-5414

December 14, 1992


MEMORANDUM FOR THE RECORD

SUBJECT: Emergency Dog Care

As a result of Police Chief Brian Burke's inquiry at the August 20, 1992 Selectmen's Work Session as to what is to be done for dogs at night for emergency care, the following was decided:

Stray dogs will continue to be brought to the SPCA in Stratham.


Injured dogs will be brought to the Oyster River Veterinary Clinic during normal business hours; on week-ends and evenings, dogs will be brought to the Stratham Veterinary Clinic. Dr. Mark Richards is a Veterinarian employed there who is also a resident of Lee. If Stratham is closed, their answering service will direct you to a clinic in Exeter.



Joseph Ford
Chairman



Dwight Barney



Jay Grumbling

BOARD OF SELECTMEN FOR THE TOWN OF LEE



August 17, 2016

To Board of Selectmen
Town of Lee, NH 03861

Re: Road Race Request -

Dear Board of Selectmen,

We are seeking permission to conduct a Half and Full Marathon road race that travels through part of Lee New Hampshire. Below are the details of the event.

Race Date: Sunday - Oct 23rd

Start time: 8:00 AM

Time Limit for Half Marathon: 2: 30 min

Time Limit for full: 4.5 hours

Race After-Party: Rockingham Ball room.

Insurance: The race will have a 2 million dollar police for each individual and worker at the race. The insurance will name the Town of Lee as an additional insured.

The event will pay for any and all Police coverage and work closely with Police in Lee and all other towns.

Description:

The LOCO Marathon & Half Marathon will be an official "Boston Marathon qualifier". It will be conducted on two identical loops of 13 miles. The start and finish of the event are on the border of Newmarket and Newfields off of Ash Swamp Road at the Rockingham Junction.

The race course enters Lee on Rt. 152 and travels West to Campground Road where it goes left or South toward Epping. The event will be have approximately 450-500 runners.

The event will be a prestigious event with runners coming from all over the country to participate - The 7 8M start will mean many will stay locally and visit our restaurants and town...creating a nice economic boost. The out of town course will cause a minor inconvenience to those traveling on Camp Lee and Rt. 152, but the early start will mitigate most of that.

Thank you for your consideration of our event.

Sincerely,

Michael St. Laurent

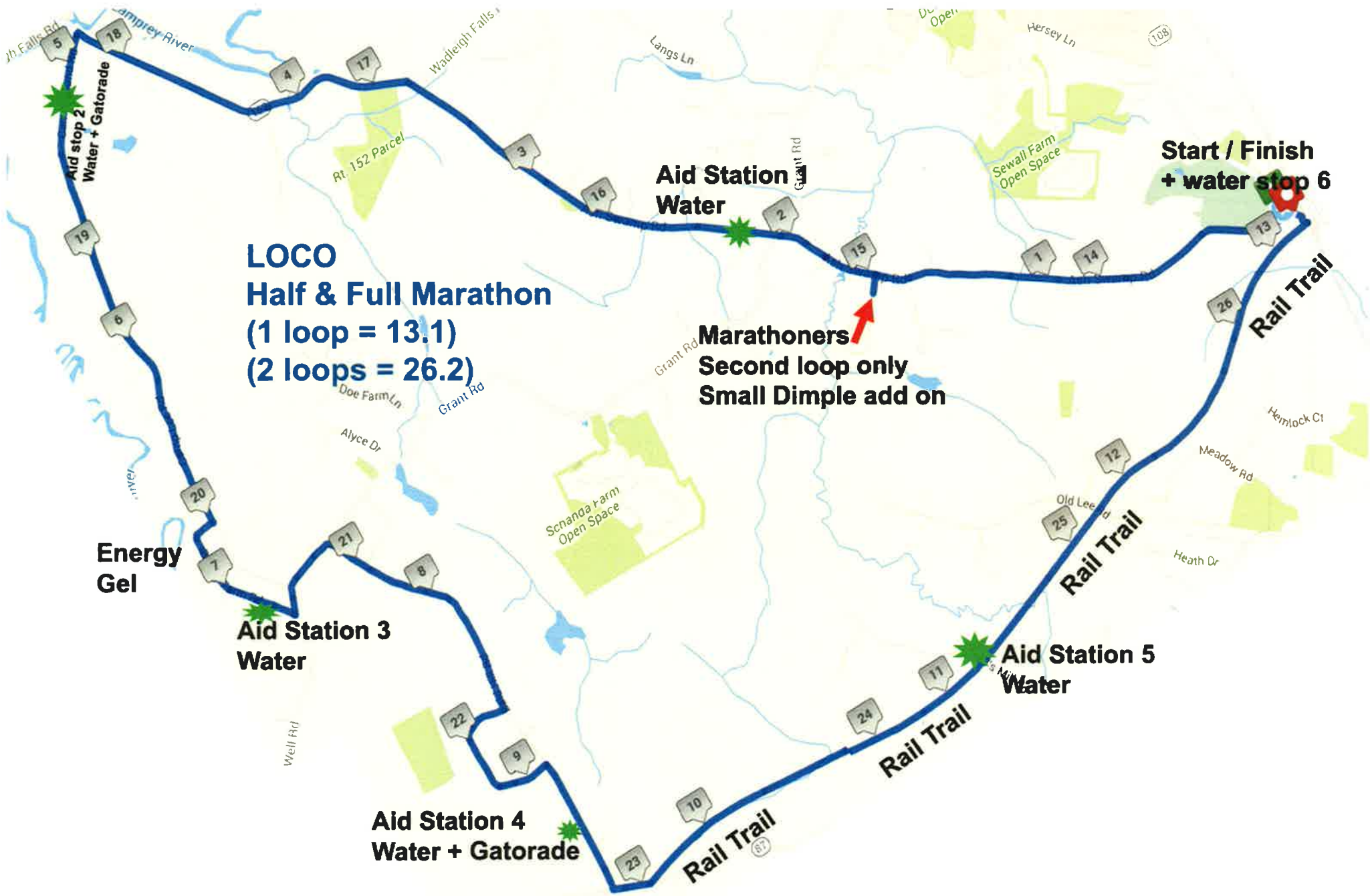
Michael St. Laurent

LOCO Sports, Inc.

P. O. Box 423, Newmarket NH 03857

Phone: 603 659 2824

Email: Mike@locorunning.com



LOCO
Half & Full Marathon
(1 loop = 13.1)
(2 loops = 26.2)

Aid Station 2
Water

Marathoners
Second loop only
Small Dimple add on

Start / Finish
+ water stop 6

Energy
Gel

Aid Station 3
Water

Aid Station 4
Water + Gatorade

Aid Station 5
Water

Rail Trail

Rail Trail

Rail Trail

Rail Trail