

SELECT BOARD MEETING AGENDA

DATE: Monday, January 30, 2017 at 6:30 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 – 6:30 pm
2. Public Comment
3. Dr. James Morse, Superintendent – ORCSD Budget Overview
4. Julie Glover, Town Administration
 - a. Powder Major Update
 - b. Unanticipated Revenue – Health Trust Wellness Program
 - c. ORYA Memorandum Of Understanding
 - d. Strafford Regional Planning Commission 10-Year Plan Meeting
 - e. PowerPoint Presentation for Deliberative Session
 - f. Miscellaneous

5. Motion to accept the Consent Agenda as presented:

SIGNATURES REQUIRED

Abatements (2)
Land Use Change Tax (3)
Pay in Lieu of Vacation – Nemet
Yield Tax Levy

INFORMATION ONLY

Unanticipated Revenue – McGregor EMS

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

6. Motion to accept the Public and Non Public Meeting Minutes from January 17, 2017.
7. Motion to accept the Public Meeting Minutes from January 23, 2017.
8. Motion to accept Manifest #15 and Weeks Payroll Ending January 29, 2017.
9. Motion to enter into Non-Public Session – NH RSA 91-A:3 II (a) Draft Atty Ltr re: VRC
Roll Call Vote required
10. Motion to seal the Non-Public Session Minutes (if necessary.) Roll Call Vote required.
11. Miscellaneous/Unfinished Business
12. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on January 27, 2017

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: January 30, 2017

Agenda Item No. 4b

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
1/30/2017

Agenda Item Title: Health Trust Wellness Program

Requested By: Julie Glover, Town Administrator

Date: 1/27/2017

Contact Information: 603-659-5414

Presented By: Julie Glover

Description: Request that the funds provided by the Health Trust for the Wellness Program be approved for use towards campaigns within the Wellness Program. Employees participate in various campaigns within the Health Trust Wellness Program as presented by the Wellness Coordinator throughout the 2017 calendar year.

Financial Details: \$500.00

Legal Authority: NH RSA 31:95-b Appropriation for Funds Made Available During Year
“...authorizing...the board of selectmen... to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year.”

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to accept \$500.00 received from the Health Trust for the Wellness Program, funds to be spent on campaigns within the Wellness Program and grant Lee Town employees permission to participate in campaigns within the Health Trust Wellness Program as presented by the Wellness Coordinator throughout the 2017 calendar year.



PHA - HA
PO BOX 617
CONCORD, NH 03302-0617

Citizens Bank
New Hampshire
011401533

0521269

DATE
Jan 6, 2017

Pay Five Hundred Dollars and 00 Cents

AMOUNT
\$500.00

TO THE ORDER OF **Town of Lee**
7 Mast Road
Lee, NH 03825



⑈0521269⑈ ⑆011401533⑆ 3303178579⑈



PHA - HA

0521269

Vendor ID	Vendor	Check Date		
3826	Town of Lee	01/06/2017		
Voucher Number	Invoice Number	Description	Document Date	Amount
90140842	COOD17	Coordinator Reward	01/03/2017	\$500.00

TOTALS: \$500.00

MEMORANDUM OF UNDERSTANDING

BETWEEN THE OYSTER RIVER YOUTH ASSOCIATION AND THE TOWN OF LEE

FOR THE MANAGEMENT OF RECREATIONAL FIELDS

This Memorandum of Understanding ("MOU"), made and entered into this 27th day of ~~April 2015~~ 2017, by and between the Town of Lee ("TOWN"), a municipal corporation whose address is 7 Mast Road, Lee, NH 03861 and the Oyster River Youth Association ("ORYA") a 501 (C)(3) non-profit organization, whose address is 2 Dover Road, Durham, NH 03824. This MOU supports the Town's management and/or scheduling of athletic fields and/or facilities.

WITNESSETH:

WHEREAS, the parties are mutually interested in supporting adequate programs and facilities for the community in the area of athletics and recreation; and

WHEREAS, it is understood that cooperative efforts can eliminate unnecessary duplication of services, reduce overall park and recreation costs, and can more effectively meet the educational, recreational, and leisure time needs of the Town of Lee and ORYA; and

WHEREAS, the governing bodies of the Town and ORYA are authorized to enter into agreements with each other and to do all things necessary to meet the respective obligations of their organizations; and

WHEREAS, the Town owns recreational playing fields and ORYA has the experience to manage recreational facilities and its mission is to provide recreational programs to the youth of Durham, Lee, and Madbury; and because it is in the best interest of the community and of both the Town and ORYA to provide the best service possible to meet their respective obligations with the least expenditure of public funds and resources, cooperation between the Town and ORYA is necessary and will benefit both organizations; and

WHEREAS, the Town has determined that some of the recreational needs of the community could be better met if the management of its playing fields was assigned to ORYA and ORYA has the desire and capacity to do so; and

WHEREAS, ORYA shall act as the coordinator for scheduling of non-Town ~~or Recreation Commission~~ use of the playing fields at Little River Park, ~~Stevens Field~~, and the Town Field at Mastway School, ~~and the mowing of said fields~~, commencing upon the execution of this MOU.

NOW THEREFORE,

Section 1 - PURPOSE

A. The purpose of this MOU is to clearly outline the responsibilities for the maintenance, acceptance of applications, scheduling and ~~operation~~ general maintenance of the Town's recreational playing fields. The parties agree that the fields are intended to be used jointly by the Town, community

groups, ORYA, ORCSD, and other non-profit sports ~~leagues~~organizations. In planning programs and scheduling activities, the recreational needs and opportunities for school-aged children and the citizens of Lee will be the highest priority.

B. Nothing contained herein shall constitute or designate ORYA or any of its employees or agents as employees or agents of the Town, nor shall the Town be deemed or considered as a partner or agent of ORYA.

C. ORYA shall utilize the following order of priority when scheduling the facilities: 1. TOWN; 2. ORYA; 3. ORCSD; 4. Non-affiliated non-profit organizations; 5. Non-affiliated organizations.

D. For the purposes of this MOU, the term "Town" shall include all Town of Lee Departments, Committees and Commissions.

Section 2 – SCHEDULING AND USE

A. The Highway Supervisor shall determine the starting date each spring that fields may be utilized, with input from the Town's consultants and the ORYA Director.

AB. ORYA shall act as scheduling coordinator for the playing fields upon the commencement of this MOU for sports-related activities during times that are not in conflict with Town-sponsored use and events. The Selectmen's Office ~~and the Recreation Commission~~ shall direct scheduling inquiries for any non-Town sponsored event to ORYA but shall remain responsible for scheduling use of the Pavilion at Little River Park.

BC. ORYA agrees that the first priority for the use of the Town-owned playing fields will be given to Town programs ~~or Recreation Commission-sponsored programs~~, but shall have the authority to allocate use of the fields for all other groups, including programs sponsored by ORYA and the Oyster River Cooperative School District (ORCSD.)

CD. ORYA shall utilize the Town of Lee's "Recreational Fields Usage Agreement" (Appendix A) for all non-ORYA or ORCSD applicants applying for use, ~~except for their own programs~~, and provide the Town with a signed copy.

DE. ORYA shall provide the Selectmen's Office with a copy of the schedule of use (or online access) for each field at the start of each playing season and the Selectmen's Office will advise of any Town-sponsored dates as soon as they are determined. ORYA will promptly advise of any changes to the schedule.

EF. Neither ORYA nor any applicant, in its policies and practices, shall discriminate against any person on the basis of race, color, religion, national origin, handicap status, age, marital status, sexual orientation, or gender. As part of his/her application, the applicant shall attest to his/her non-discrimination practices.

G. Under no circumstances shall anyone other than the Town utilize any portion of Little River Park for the time period that commences two days before and ends one day after the Lee Town Fair, which is usually held on the Saturday after Labor Day.

SECTION 3 – FEES AND CHARGES

A. The Board of Selectmen reserves the right to determine the fees that shall be charged for use of the fields. Any such fees shall not be applicable to ORYA, ORCSD, or Town-sponsored use. ~~Although payment will be collected by ORYA, checks shall be made payable to the "Town of Lee." ORYA shall forward all payments to the Town's Finance Office in a timely manner.~~ Fees shall be established on a yearly basis and shall take effect on January 1st of each calendar year.

~~B. It shall be ORYA's responsibility to ensure that payment is submitted by an applicant in a timely fashion and for all usage of the field(s) and to advise any applicant who does not submit payment that use of the field will be rescinded until such time as funds are received.~~ ORYA shall collect any payments for use of the fields and request that checks be made out to "Town of Lee." Any payments received shall be forwarded to the Town's Finance Office on a weekly basis.

C. ORYA shall collect payment in full prior to the first date of use and shall advise any applicant who does not submit payment accordingly that the use of the field shall be rescinded until such time as funds are received.

~~C.D.~~ In addition, ORYA shall notify all applicants that the Town may charge users for labor and materials that the Town may incur because of their use of the property, including but not limited to property damage, trash removal, etc.

SECTION 4 – MAINTENANCE

~~A. ORYA shall be responsible for the mowing, fertilization, over-seeding, and general maintenance of the playing fields to a standard traditionally provided to serve recreational athletic use, including the maintenance of the dirt portions of the baseball fields. The Town remains responsible for ensuring that the irrigation system is maintained in good, working order. All of that notwithstanding, both parties agree to work collaboratively to ensure that the fields are maintained in optimal condition.~~

A. The Town of Lee Highway Department shall be responsible for the general maintenance of the playing fields as follows, including all associated costs:

1. The Town shall endeavor to mow the grass so as to ensure a playing surface appropriate for recreational athletic use.

2. Establish the irrigation schedule and maintain the irrigation system.

B. ORYA shall be responsible for the following, including all associated costs:

1. Maintain all dirt portions of the baseball fields to ensure that the fields are in playable condition during the spring and fall seasons.

2. Ensure that the fields are properly fertilized and seeded.

3. Schedule grass repairs and provide special attention to field conditions when needed.

B. Trash and garbage cleanup is the responsibility of the party using the property. ORYA shall ensure that the fields and surrounding areas are left clean immediately after each use by ORYA and ORCSD.

C. ORYA shall communicate to all other applicants/users that the facility is to be left free of trash and garbage and will work with the Town's Highway Department to determine additional charges to be levied against users who do not comply.

~~CD.~~ All user-owned equipment, materials and gear, ~~other than that belonging to ORYA,~~ shall be removed from the site after each use. Failure to do so may result in the Town removing and storing the items with the cost for removal being assessed to the owner(s). ~~ORYA's lacrosse goals may remain at each long-end of the Multi-Purpose field at Little River Park for the duration of the season.~~

E. ORYA shall be responsible for storing all of its athletic gear in the ORYA-owned shed located at Little River Park. All athletic goals shall be stacked and locked next to the ORYA storage shed, off the field surface, during any off-season.

F. The parties agree to share equally the cost of electricity at Little River Park during the time period that the irrigation system is utilized (generally April - November.) The Town shall provide copies of electrical invoices to ORYA at the end of each season, who shall pay their appropriate share promptly.

SECTION 5 – TERM OF AGREEMENT

A. The term of the Agreement shall be from January 1st~~April 28, 2015~~ to December 31st of each year. ~~April 28, 2017.~~

B. The Town and ORYA may propose amendments to this MOU by October 1st of each year. The parties will review any such amendments during the annual budget meetings at a date to be established by the Town. ~~The Town and ORYA shall have the option of mutually extending the agreement and any amendments mutually agreed to by the parties until such time as one or the other desires to terminate the program. Any such termination must be by three month's written notice.~~

D. The terms and conditions set forth herein may be modified by mutual consent to reflect changed conditions and/or preferences.

E. Any such~~Termination~~ of this MOU by either party ~~must~~ shall be by three month's written notice.

SECTION 6 – INSURANCE AND INDEMNIFICATION

- A. ORYA agrees to protect, defend, hold harmless, indemnify, and defend the Town of Lee, its officers, employees, and agents from any costs, claims, judgments, awards or liability for damages arising out of or in any way resulting from the use, maintenance or operation of Town-owned fields when such facilities are being, or have been, used pursuant to an ORYA program or assignment contemplated by this MOU.
- B. ORYA agrees to provide a Certificate of Insurance to the Town with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured in accordance with the Town's Insurance Requirements (Appendix B).
- C. ORYA agrees to ensure that all non-ORYA or Town-sponsored users of the field (such as outside sports leagues) provide a Certificate of Insurance, with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured in accordance with the Town's Insurance Requirements (Appendix B). Copies of all such Certificates will be provided to the Selectmen's Office prior to any use of the field(s).
- D. The Town shall maintain general liability coverage for liabilities normally assumed by the Town arising out of the use of its properties, including recreational playing fields.

SECTION 7 – AUTHORITY

- A. ORYA shall have no right or authority, express or implied, to take any action, expend any sum, incur any obligation, or otherwise obligate the Town in any manner whatsoever, except to the extent specifically provided in this MOU or specifically authorized by the Lee Select Board as reflected in the minutes of a Board meeting.
- B. ORYA shall have no right or interest in any of the Town's property as a result of this MOU.
- C. ~~ORYA shall advise the Town of the status of their activities required under this MOU on a regular basis and work in coordination with the staff of the Selectmen's Office and the Highway Department.~~

SECTION 8 – COMPENSATION

- A. Neither party shall receive any compensation from the other for the services provided under this MOU, ~~except that the Town agrees to reimburse ORYA for reasonable expenses incurred for the mowing and maintenance of the playing fields, provided that: 1) the Town reviews and approves the bids received for such services; 2) the amount expended cannot exceed the funds that the Town has appropriated during the fiscal year for these services; and 3) ORYA submits timely payment requests that include copies of contractor invoices, material receipts, etc.~~
- B. ~~ORYA will repair any damage or worn areas it creates from the regular use of the fields. Repairs will be made seasonally during optimal germination periods to maintain a quality playing surface.~~

CB. ORYA shall not charge the Town any fee for use of their offices, personnel, or overhead expenses except as agreed to by the Board of Selectmen in advance. Likewise, the Town shall not charge ORYA for any similar expenses, except as agreed to by ORYA in advance.

Approved by the Lee Select Board on ~~April 27, 2015~~

Scott Bugbee
~~Carole Dennis~~

~~Scott Bugbee~~ Cary Brown

John R. LaCourse

Approved by the Oyster River Youth Association (duly authorized agent):

_____ Date: _____

EXHIBIT A



**Recreational Fields
Usage Agreement**

Town of Lee, 7 Mast Road, Lee NH 03861
Phone (603) 659-5414/ www.leenh.org

Name of Organization/Group/Person: _____

Contact Person: _____ Phone #: _____

Mailing Address: _____

E-Mail address: _____

- Field(s) Requested:
- Little River Park Baseball Field \$35.00/game
 - Little River Park Multi-Purpose Field \$25.00/hr.
 - LRP Playground /Picnic Tables No Fee
 - Town Field (at Mast Way) No Fee
 - Stevens Field No Fee

Details (description of activity): _____

Dates & Times: _____

(Attach schedule if more than three dates)

Rules & Regulations Governing Use of Town of Lee Recreation Facilities

1. All groups and organizations will assume liability for their own members and the actions thereof. Any damage resulting to the facility, equipment, or other Town of Lee property will be billed to the responsible party. Users are responsible for the safety of their participants and guests at all times. All participants, spectators and guests must realize the inherent danger of using this facility and shall release the Town of Lee of any and all liability for personal injury and/or property damage upon arriving at the facility. Users must not use the facility if they discover an unsafe condition, and they must report all unsafe conditions to the Selectmen's Office immediately.

2. ~~Users agree to provide a Certificate of Insurance to the Town with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured in accordance with the Town's Insurance Requirements.~~
3. ~~The Town of Lee reserves the right to close the facility when the weather conditions or other concerns have created hazardous field conditions. The Town of Lee, at any time, at its discretion reserves the right to change, or amend the foregoing regulations or withdraw any group, organization or person the privilege of using Park facilities within its discretion.~~
4. ~~Little River Park is a "Carry-in, Carry-Out" facility. All trash shall be removed and properly disposed of by Park users. Glass containers are prohibited. All users are responsible for removal of their personal property from the park after each use or game. The Town shall not be responsible for any personal property left at the Park.~~
5. ~~All parking shall occur in designated graveled parking areas and shall not occur on any grassed area. All parking signs shall be followed.~~
6. ~~All dogs must be on a leash at all times. Dogs and other animals are not allowed on any of the playing fields. Dog owners are responsible for removing their dog's waste from Park grounds.~~
7. ~~All activities should be stopped as soon as you hear thunder or see lightning, or observe dark threatening clouds developing overhead. All participants should remove themselves to a safe location. According to the National Weather Service, **the only completely safe action is to quickly get inside a safe building or vehicle.** You are not safe anywhere outside. Stay inside until 30 minutes after you hear the last clap of thunder. Do **not** shelter under trees.~~
8. ~~**NO ALCOHOLIC BEVERAGES, PROFANITY, and OBJECTIONABLE LANGUAGE OR DISORDERLY CONDUCT:** Those violating such prohibitions will be ejected from the premises & may have compromised future park use.~~

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

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

~~Applicant Signature: _____~~

~~Date: _____~~

~~Printed Name: _____~~



Recreation Facilities Usage Agreement

Town of Lee, 7 Mast Road, Lee NH 03861 Phone (603) 659-5414/ www.leenh.org

Name of Organization/Group/Person: _____

Contact Person: _____ Phone #: _____

Mailing Address: _____

E-Mail address: _____

Facility(s) Requested:	<input type="checkbox"/>	Little River Park Baseball Field	\$35.00/game
	<input type="checkbox"/>	Little River Park Multi-Purpose Field	\$35.00/game
	<input type="checkbox"/>	Little River Park Pavilion	No Fee
	<input type="checkbox"/>	Town Field (at Mast Way)	No Fee

Details (description of activity): _____

Dates & Times: _____

(Attach schedule if more than three dates)

Rules & Regulations Governing Use of Town of Lee Recreation Facilities are on the reverse side. Please read carefully before signing this application.

IN CONSIDERATION OF PERMISSION GRANTED by the Town of Lee, County of Strafford, State of New Hampshire, to use Lee's Recreation Facilities for the purpose indicated above, I the undersigned representative of the above group/organization and all its members, hereby and forever discharge, release, indemnify, and hold harmless the Town of Lee, its successors and assigns, agents and employees from all debts, claims, demands, damages, actions and causes of action whatsoever, which we may now have or may hereafter have, as a result of our use of Lee's Recreation Facilities. I attest that I/we do not discriminate against any person on the basis of race, color, religion, national origin, handicap status, age, marital status, sexual orientation, or gender.

I have read and agree to abide by the Rules & Regulations and this Agreement. I will be responsible for all our participants, coaches and guests. I, the undersigned, have read this contract and understand all its terms. I sign this release voluntarily and with full knowledge of its significance.

Applicant Signature: _____

Date: _____

Printed Name: _____

1. Little River Park hours are from dawn to dusk and no overnight parking or camping allowed unless prior permission has been granted by the Lee Select Board.
2. Hunting is prohibited.
3. Little River Park is a "Carry-in, Carry-Out" facility. All trash shall be removed and properly disposed of by Park users. Glass containers are prohibited. All users are responsible for removal of their personal property from the Park after each use or game. The Town shall not be responsible for any personal property left at the Park.
4. All parking shall occur in designated graveled parking areas and shall not occur on any grassed area. All parking signs shall be followed.
5. All dogs must be on a leash at all times. Dogs and other animals are not allowed on any of the playing fields. Dog owners are responsible for removing their dog's waste from Park grounds.
6. Use of the Pavilion is generally handled on a "first-come-first-served" basis; however, if you wish to reserve it for a special event, please contact Town Hall at 659-5414. Town-sponsored use takes precedent.
7. Nothing may be affixed to any structure, post or tree that shall in any way cause harm or damage. Anything placed in a temporary manner (such as balloons or banners) shall be removed before leaving the Park.
8. Rebound devices are NOT allowed (i.e. bounce houses, trampolines, etc.)
9. Cooking is an allowed use by way of charcoal or gas grills, which must be located at least ten feet (10') from any structure. Open fires, such as campfires, are not permitted except by prior special authorization from the Select Board and by obtaining a legal burn permit from the Lee Fire & Rescue Department at least two days prior to the day of the event. *This may require obtaining the services of the Lee Fire & Rescue Department to site all open fires.*
10. All activities should be stopped as soon as you hear thunder or see lightning, or observe dark threatening clouds developing overhead. All participants should remove themselves to a safe location. According to the National Weather Service, *the only completely safe action is to quickly get inside a safe building or vehicle. You are not safe anywhere outside. Stay inside until 30 minutes after you hear the last clap of thunder. Do not shelter under trees or in the Pavilion. The Town of Lee reserves the right to close the facility when the weather conditions or other concerns have created hazardous conditions.*
11. **NO ALCOHOLIC BEVERAGES, PROFANITY, OBJECTIONABLE LANGUAGE, and OR DISORDERLY CONDUCT:** Those violating such prohibitions will be ejected from the premises and may be restricted from future use of the park.
12. All individuals, groups and organizations will assume liability for themselves and their own members and the actions thereof. Any damage resulting to the facility, equipment, or other Town of Lee property will be billed to the responsible party. Users are responsible for their own safety and that of their participants and guests at all times. All participants, spectators and guests must realize the inherent danger of using Town Recreational facilities and shall

release the Town of Lee of any and all liability for personal injury and/or property damage upon arriving at the facility. Users must not use the facility if they discover an unsafe condition, and they must report all unsafe conditions to the Selectmen's Office immediately.

13. The Town of Lee, at any time, at its discretion reserves the right to change, or amend the foregoing regulations or withdraw any group, organization or person the privilege of using Recreation facilities within its discretion

EXHIBIT B

**Town of Lee, NH
INSURANCE REQUIREMENTS**

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

AMOUNT OF INSURANCE

- A) Comprehensive General Liability:
Bodily injury or Property Damage - \$1,000,000
Per occurrence and general aggregate
- B) Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000
Per occurrence and general aggregate

Coverage requirements can be met with excess policies. Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work for the Town of Lee. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

ADDITIONAL INSURED

All liability policies (including any excess policies used to meet coverage requirements) shall include naming the Town of Lee, New Hampshire as an Additional Insured by Endorsement.

- 1) The contractor's insurance shall be primary in the event of a loss.
- 2) Town of Lee shall be listed as a Certificate Holder. The Town shall be identified as follows:

Town of Lee
Attn: Town Administrator
7 Mast Rd
Lee, NH 03861

Julie Glover

From: Colin Lentz <clentz@strafford.org>
Sent: Friday, January 13, 2017 10:33 AM
To: Julie Glover
Subject: Ten Year Plan Project Solicitation
Attachments: LEE_letter.pdf; LongRangeProjects_LEE.pdf; TYP_Projects_Town of Lee.pdf; TYP_TrafCounts_Town of Lee.pdf

Hi Julie, thanks for helping set up a meeting. The main points I want to discuss with folks are:

- Reviewing existing long-range transportation projects (in attached list)
- Discuss and develop any new transportation projects based on recent trends/needs
- Discuss how SRPC can provide technical support for local planning

We also have a new economic development specialist at SRPC and we could discuss local economic development goals in conjunction with transportation.

This process is all part of the development of the state's Ten Year Plan, which is explained in the attached letter.

I've attached a packet of materials for folks to review prior to a meeting: An overall letter that explains the process; a list of projects that we had "on-file" from the previous project solicitation meeting; and maps with those project locations and traffic volume information.

Let me know what you hear from folks and if they/you have any questions.

Thanks

- Colin

Colin D. Lentz
Regional Transportation Planner
Strafford Metropolitan Planning Organization
Strafford Regional Planning Commission
(603) 994-3500





2019-2028 Ten Year Plan Project Solicitation Workbook

Promoting a Local Voice in Statewide Transportation Planning
for the Strafford Region



January 2017

January 2017

Dear Lee Community Representative

The New Hampshire Department of Transportation (NHDOT) has begun the development of the 2019-2028 Ten-Year Transportation Improvement Plan (referred to as the "Ten Year Plan"). Every two years, Strafford Metropolitan Planning Organization (Strafford MPO) requests feedback from municipalities and regional transit providers to discuss local and regional transportation planning priorities and develop projects for inclusion in the upcoming Ten Year Plan. This is a critical time for communities and Metropolitan Planning Organization (MPOs) throughout New Hampshire. Through the project solicitation process, the transportation needs, challenges, and goals of the Strafford region are communicated to officials at NHDOT and members of the Governor's Advisory Council on Intermodal Transportation (GACIT). One of the primary outcomes of project solicitation is a list of local transportation improvement projects that will be submitted to NHDOT on behalf of the communities of the Strafford region (see details on page 5). It is an opportunity for municipalities to propose transportation projects to improve safety and accessibility, reduce congestion, and work toward community planning goals.

There is strong competition for federal funds and rigorous fiscal constraint is a critical function of statewide transportation planning. For each fiscal year, 10% of total federal transportation funds allocated to the State of New Hampshire can be designated for projects in the Strafford region. This does not mean that 10% of federal funds are allocated to the Strafford region each year; it is a fiscal constraint target based on estimates of available federal revenues, the number of miles of federal-aid-eligible highways in the region, and the population of the region. The projects submitted by Strafford region municipalities will be ranked according to criteria established collaboratively between NHDOT, Federal Highway Administration (FHWA), and New Hampshire's nine Regional Planning Commissions (RPCs). The criteria are also reviewed by the Technical Advisory and Policy Committees of each RPC. Based on these rankings and estimated project costs, the projects that fit within the 10% allocation will be submitted to NHDOT as a prioritized list for inclusion in the next Ten Year Plan. NHDOT will select projects from the submitted list based on regional needs, statewide priorities, and available resources. Detailed information about the scoring criteria is available upon request.

Project Solicitation Facilitates a Local Voice in Statewide Transportation Planning

Project solicitation is not just for proposing specific projects to the Ten Year Plan. The process is an important forum for “making the case” for increasing investment of transportation funds in the communities of the Strafford region. In order to draw additional funding to the region, the needs and goals of the region and its communities must be clearly communicated to state agency representatives and decision-makers. This document is designed to assist municipal staff and representatives prepare for upcoming project solicitation meetings with Strafford MPO staff. These meetings will primarily center around three points:

- Local planning needs and priorities
- Local project development and prioritization
- How performance based planning requirements will affect project selection by NHDOT

Once received, this information will help Strafford MPO staff build a comprehensive picture of local and regional needs to be communicated to NHDOT staff and members of GACIT. While ranking projects for the Ten Year Plan development process is primarily quantitative in nature, *qualitative* information about local/regional needs and goals is equally important. As Strafford MPO staff communicate with state transportation officials and decision-makers, qualitative information is an important part of “telling the story” of transportation in the Strafford region. This information is critical as New Hampshire transitions to a performance-based approach to transportation planning (see page 6). Consider your community’s future transportation needs, challenges, and goals:

- What specific needs, challenges, or goals are identified in your community master plan and capital improvement plan?
- Are there specific intersections or routes that pose significant safety concerns?
- Are there areas of local traffic congestion?
- Are there opportunities for transportation investment to boost local economic development?
- Are there demographic trends (e.g. aging statewide populations) that will impact local transportation costs or needs?
- How will local transportation infrastructure be affected by extreme weather events?

Project Solicitation Schedule and Timeline

From January through March, Strafford MPO staff will be meeting with municipalities, transit providers, and transportation agencies to discuss their planning priorities and projects as well as overall transportation goals, needs, and challenges. This process needs to be completed by the end of February in order for Strafford MPO staff and Technical Advisory Committee members to rank projects and submit a regional report to NHDOT by April 30th.

Anticipated Project Development & Scoring Schedule

- Jan - Feb: SMPO staff contact and meet with municipal/regional agencies.
- Feb – March: SMPO staff review municipal projects and planning priorities.
- April 07: SMPO Technical Advisory Committee reviews project scoring results.
- April 21: SMPO Policy Committee approves project ranking results.
- April 30: SMPO submits regional projects to NHDOT.

Thank you for your attention to this matter, we look forward to meeting with you to discuss your municipal priorities and to discuss potential transportation projects. If you need assistance in completing the application, or if you have any questions or comments about this process or New Hampshire's Ten Year Plan, don't hesitate to contact us.

Sincerely,

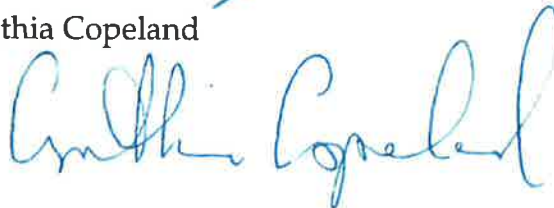
Colin Lentz
Regional Transportation Planner

Cynthia Copeland, AICP
Executive Director

Colin Lentz



Cynthia Copeland



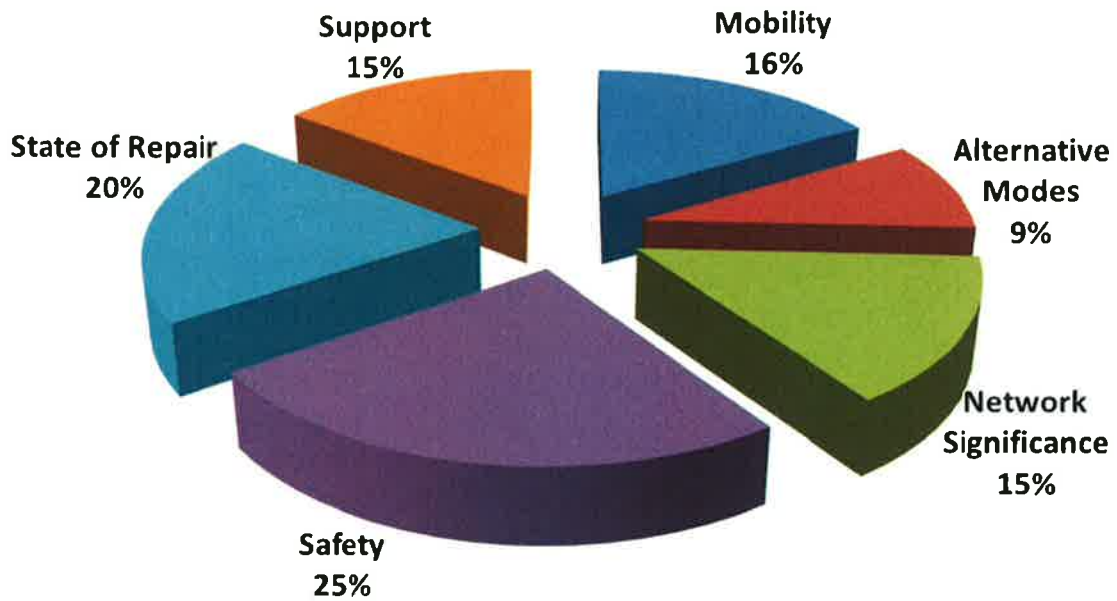
Projects

A primary goal of the project solicitation process is to develop transportation improvement projects that are eligible for inclusion in the New Hampshire Ten Year Plan. Information about projects currently included in the Statewide Ten Year Plan are listed in **Appendix A**. Information about projects that have been proposed by your community in past project solicitation rounds is provided below in **Appendix B**. We want to confirm the value of these projects to your community, so please review the information provided in order to discuss it at our upcoming meeting.

Additionally, your community may want to propose new projects to be included in the Ten Year Plan. **Projects submitted for inclusion in the Ten Year Plan must be on highways that are federal aid eligible.** This includes roads and highways that are under state or federal jurisdiction. New projects proposals should consider several minimum requirements.

1. Does the project take place on a federally- or state-owned highway, or bridge?
 - All bridges are eligible - whether on a state or local road
2. Is the project feasible?
 - Project addresses a clearly defined transportation need (e.g. in the Capital Improvement Plan Master Plan).
 - Proposal is a reasonable approach in scope given existing resources.
 - Project is likely to receive required state and federal resource agency permits and approvals.
3. Does the project have local support?
 - Project has demonstrated local support and matching funds if possible. Letters of support from Selectboard/Council, or references of publicly approved planning documents can be used to demonstrate support.
 - Project conforms to regulations and plans for affected areas.

All projects will be scored using a set of criteria developed collaboratively between NHDOT, Federal Highway Administration (FHWA), and New Hampshire's nine RPCs. The weightings for the criteria were determined by the Technical Advisory and Policy Committees of each RPC. The following page displays the criteria that will be used to score and rank all projects submitted for inclusion in the Ten Year Plan.



2019-2028 TYP Project Prioritization Criteria		
Primary Category	Sub-category	Weighting (%)
Mobility		16.5
	Reduce Congestion	72.5
	Freight Mobility	27.5
Alternative Modes		9.2
Network Significance		14.7
	Traffic Volume	28.9
	Facility Importance	71.1
Safety		25.0
	Safety Measures	52.7
	Safety Performance	47.3
State of Repair		19.9
	Roadway Surface Life	50.0
	Bridge Asset Condition	50.0
Support		14.7
Primary Category Weighting Total		100

Performance-Based Planning

As mandated under the 2012 federal authorizing legislation *Moving Ahead for Progress in the 21st Century* (MAP-21), States and MPOs are required to develop a performance-based approach to transportation planning and programming. This process includes establishing specific performance measures based on widely available data (such as vehicle-miles traveled and fatal crashes per year) and performance targets to be achieved within a specified timeframe.

FHWA is in the process of approving final rules concerning 7 national transportation performance goals. A rulemaking for each goal area will establish requirements and timelines for implementation by state departments of transportation. The seven performance goals are listed below:

NATIONAL PERFORMANCE GOALS

Safety - Achieve a significant reduction in traffic fatalities and serious injuries on all public roads

Infrastructure Condition - Maintain the highway infrastructure asset system in a state of good repair

Congestion Reduction - Achieve a significant reduction in congestion on the National Highway System

System Reliability - Improve the efficiency of the surface transportation system

Freight Movement and Economic Vitality - Improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development

Environmental Sustainability - Enhance the performance of the transportation system while protecting and enhancing the natural environment

Reduced Project Delivery Delays - Reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices

Within 180 days after the state has established their measures and targets for each of the above performance areas, MPOs are required to adopt their state's performance measures and targets, or establish their own. This process is currently ongoing as FHWA and Congress finalize the federal rules specific to each performance goal. As Strafford MPO works with NHDOT to develop a performance-based planning program we want to get direct feedback from municipalities about performance-based planning goals in the region.

- Which of the performance goals listed above would your community most likely use to measure local success?
- What data or metrics should be tracked at a regional level to best serve local needs?

APPENDIX A. LOCAL AND REGIONAL TEN-YEAR TRANSPORTATION PROJECTS

The following projects are currently listed in the New Hampshire Ten Year Transportation Improvement Plan (2016-2027) for the Strafford region.

LOCAL PROJECTS					
Project Title & Number	Route or Road	Project Description	Funding Source	Timeframe	Programmed Funds
Barrington (26722)	Green Hill Rd	Bridge rehab over Isinglass River	State Aid Bridge	2022	\$351,543
Dover & Rochester (29440)	Spaulding TNPk	Open Road Tolling Conversion at the Dover and Rochester Toll Plazas	Highway & Bridge	2018-2022	\$26,400,000
Dover - Somersworth - Rochester (29604)	NH 108	Complete Streets consistent with improvements under U-3 alternative from Spaulding Turnpike study.	Highway & Bridge	2018-2024	\$14,547,164
Durham (16236)	US 4	Bridge Replacement & approaches over Bunker Creek - 145/116. Bridge is #40 on the priority list	National Hwy System	2017-2019	\$5,023,146
Durham (16254)	US 4 / NH 108	Intersection improvements at the US 4 ramp intersection with NH108	National Hwy System	2017-2020	\$829,492
Durham - Newmarket (13080B)	NH 108	Reconstruct Roadway and construct bike shoulders on NH Route 108	Highway & Bridge	2017	\$6,600,000
Madbury (24226)	Nute Rd	Bridge replacement - Nute Rd over Bellamy River	State Aid Bridge	2021	\$839,364
Milton (40658)	Townhouse Road	Bridge Replacement-Townhouse Road over Northeast Pond-Br.	State Aid Bridge	2020	\$1,538,747
Nottingham (40612)	NH 152	Bridge Rehab or Replace of the redlist bridge carrying NH 152 over North River	Tier 4 Bridge rehab and reconstruction	2019-2024	\$1,312,887

LOCAL PROJECTS					
Project Title & Number	Route or Road	Project Description	Funding Source	Timeframe	Programmed Funds
Rochester (40575)	Skyhaven Airport	Preservation, modernization, and/or expansion of airport facilities; planning studies.	Airport Improvement Program	2017-2026	\$9,261,111
Rochester (40647)	NH 125 /Lowell St	Intersection Safety Improvements at this 5 way intersection	Highway & Bridge	2023-2026	\$2,312,151
Rochester-Milton (40038)	Spaulding Turnpike (NH 16)	Turnpike Resurfacing from mile marker 23.3 to 33.4	Turnpike Revenue	2017	\$3,250,000
Somersworth (40646)	NH 108 (High Street), Blackwater Rd, Indigo Hill Rd	Intersection safety improvements	Highway	2022-2025	\$3,290,671
Strafford (14790)	Huckins Rd	Bridge Replacement	State Aid Bridge	2019	\$324,832

REGIONAL PROJECTS					
Project Title & Number	Route or Road	Project Description	Funding Source	Timeframe	Programmed Funds
NSTI @ UNH	NA	Annual federal programmatic project as a Cooperative Project Agreement (CPA) with the University of New Hampshire.	NSTI	2017-2026 (Annual)	\$30,000 (Annually)
COAST	Transit	Capital equipment purchases and operating support for COAST bus services	FTA5307	2017-2026	\$894,500
COAST 1	Transit	Operating Assistance	FTA5307	2017-2026	\$19,642,181
COAST-2	Transit	Preventative Maintenance	FTA5307	2017-2026	\$5,090,814
COAST-3	Transit	Miscellaneous Support Equipment	FTA5307	2017-2026	\$777,506
COAST-4	Transit	Bus Station Equipment	FTA5307	2017-2026	\$491,200
COAST-5	Transit	General & Comprehensive Planning	FTA5307	2017-2026	\$925,603
COAST-6	Transit	ADA Operations	FTA5307	2017-2026	\$2,256,156
COAST-7	Transit	Capital Program	FTA5307	2017-2026	\$2,082,606
UNH/Wildcat Transit (68070)	Transit	Capital equipment purchase and operating support for UNH/Wildcat Bus Services	Turnpikes	2017	\$242,000
Trapeze Software Group, Inc. (68069)	Transit	Statewide rideshare database utilizing Trapeze Ridepro software	CMAQ	2017-2018	\$88,600

REGIONAL PROJECTS					
Project Title & Number	Route or Road	Project Description	Funding Source	Timeframe	Programmed Funds
Newington to Dover (11238)	NH 16 / US 4/ Spaulding tnpk	NH 16 Widen turnpike including Little Bay bridges from Gosling Rd to Dover Toll.	Turnpike Revenue	2017	\$80,000
Newington to Dover (11238K)	NH 16 / US 4/ Spaulding tnpk	NH 16/US 4/Spldg Tpk - reconfiguration and relocation of ramps and access	Turnpike Revenue	2017	\$20,000
Newington to Dover (11238O)	NH 16 / US 4/ Spaulding tnpk	NH 16/US 4 Spldg Tpk - Rehabilitate the existing Little Bay Bridges	Turnpike Revenue	2017-2018	\$9,874,211
Newington to Dover (11238Q)	Spaulding tnpk / Little Bay Bridges	Reconstruct Spaulding Tpk from LBB to Dover Toll Booth & Exit 6 interchange (incl. new soundwalls)	Turnpike Revenue	2017-2021	\$49,200,000
Newington to Dover (11238S)	Spaulding tnpk & Little Bay Bridges	General Sullivan Bridge Rehabilitation	Turnpike Revenue	2019-2022	\$31,700,000

APPENDIX B. MUNICIPAL PRIORITIES FOR LONG RANGE TRANSPORTATION PROJECTS

The following projects for your community are listed in the Strafford MPO's 2015-2040 **Metropolitan Transportation Plan - Long Range Project Listing**. Please review the list (provided in a separate document) so we can discuss these projects when we meet.

APPENDIX C. VISION PROJECTS

Vision projects are projects that are anticipated in the future and will require long-term planning, engineering, or permitting. Strafford MPO staff will continue to work with the community to develop these projects for future project solicitation rounds. Please use the table below to outline future projects that should be developed for your community or for the Strafford region.

Town	Location	Project Need	Anticipated Scope

Project Ranking

TOP FIVE PROJECTS

From the 2025-2040 long-range transportation project list, or from your own community's plan or project list, please identify your community/agency's top five project priorities.

#1 _____

Please Explain:

#2 _____

Please Explain:

#3 _____

Please Explain:

#4 _____

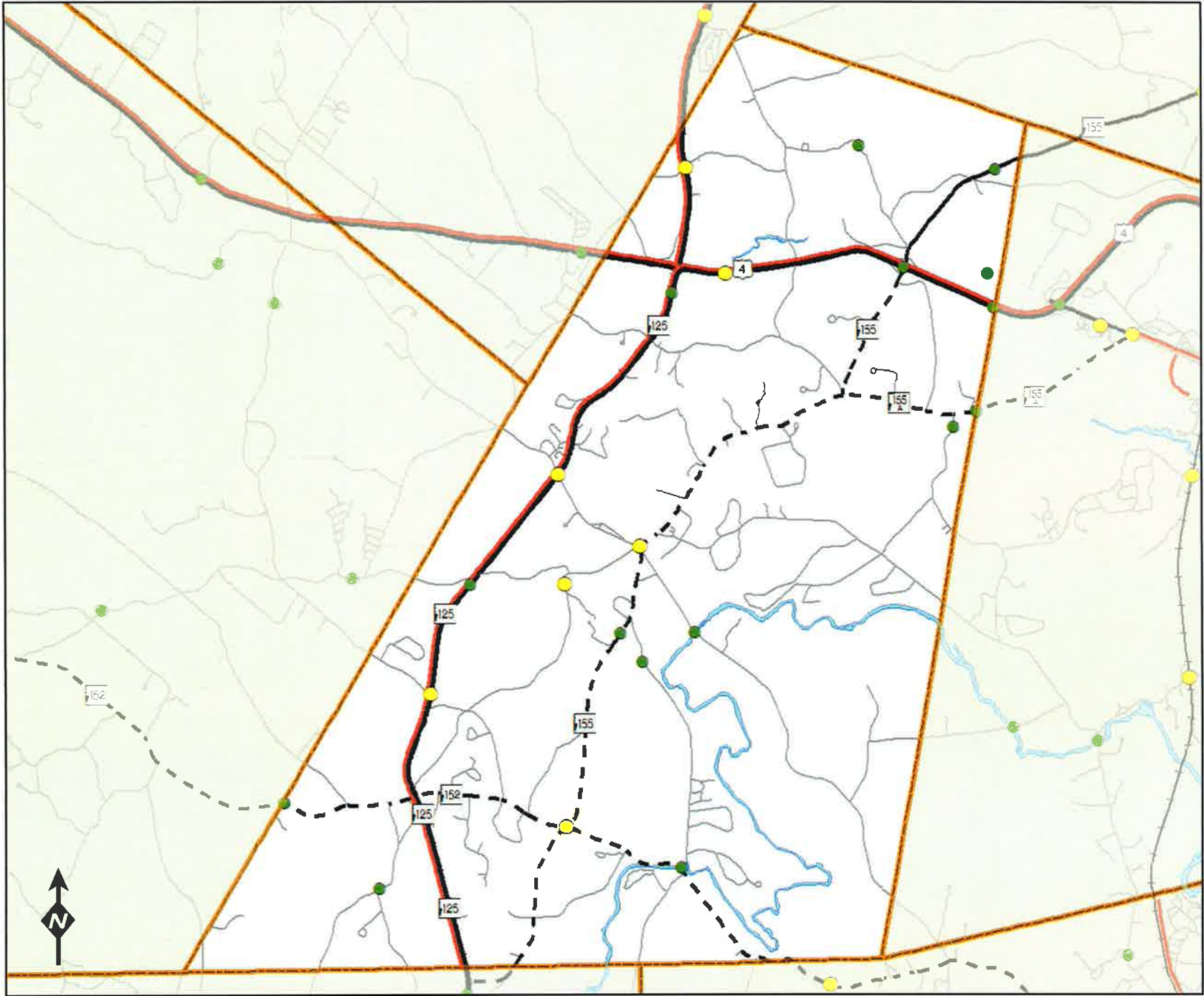
Please Explain:

#5 _____

Please Explain:

Town of Lee New Hampshire

Statewide Ten Year Plan Potential Project Areas



- Point Projects*
- Linear Projects*
- Bridges (NHDOT)

Eligible Roads

- Major Arterial
- Minor Arterial
- Collector
- All Roads
- Rail (NHDOT)

Other

- Rivers, Estuaries
- Municipal Boundary

*Project locations and extents are approximate and do not represent the exact details of the proposed project. Data are for planning purposes only.

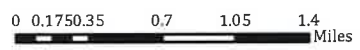


Prepared by the **Strafford Regional Planning Commission**
 150 Wakefield St. Suite 12 Rochester, NH 03867
 T: (603) 994-3500 E: srpc@strafford.org

Date: 1/6/2017 Author: RM
 Path: P:\Region\200-Policy and Planning\Plans\Ten_Year_Plan
 \TYP_Project_Solicitation\ProjectSolicitation2019-2028\Maps\TYP_Projects_FY2019_2028



1:58,140



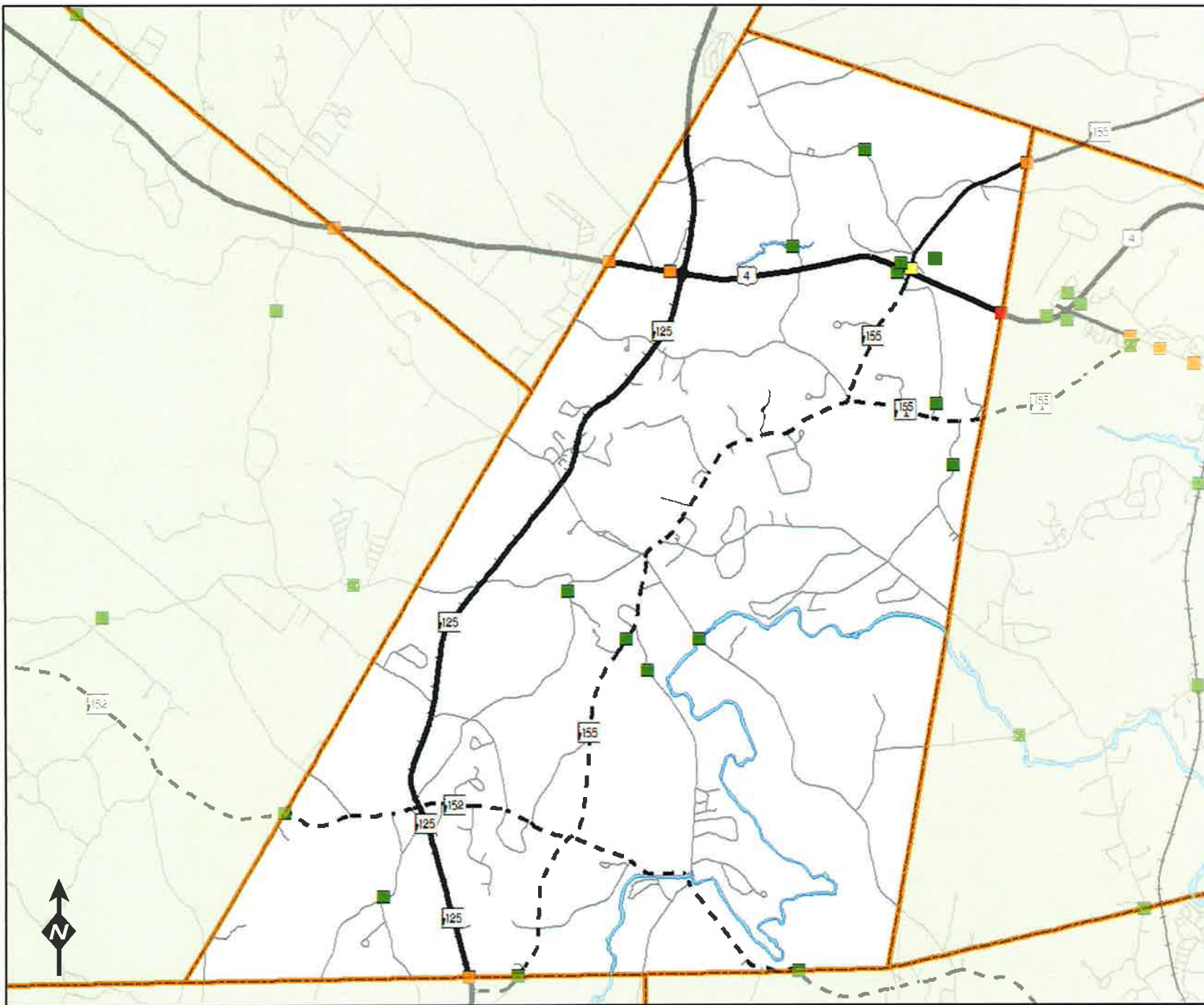
Data Sources
 Base features from NH GRANIT database. Digital data in NH GRANIT represent the efforts of the contributing agencies to record information from the cited source materials. Earth Systems Research Center (ESRC), under contract to the Office of Energy and Planning (OEP), and in consultation with cooperating agencies, maintains a continuing program to identify and correct errors in these data. Neither OEP nor ESRC make any claim as to the validity or reliability or to any implied uses of these data. Data should be used for planning purposes only. Data were derived from various sources and were updated at different timeframes, with varying levels of accuracy. Please notify SRPC of any errors or omissions.

Appendix B - Current Long-Range Projects for Submission to the Ten Year Plan

Municipality/ Agency	Road/Facility	Estimated Scope	Estimated Cost (FY2015\$)	Comments	Issues	Project Type	Potential Funding Sources
Lee	Route 125, Kelsey Road	Needs left only turn lanes (NB), and potentially a designated right turn lane. (Route 125 Corridor Study recommends relocating the intersection to make Fox Garrison Road opposite Kelsey Road and potentially to signalize the intersection in the future)	\$ 584,285		Kelsey is a cut through for commuters to and from Route 4. Ongoing incidents continue to occur at intersections along Route 125.	Intersection Improvements	HSIP, District 6
Lee	Route 125, George Bennett Road	Intersection realignment and improved grade on the approach of George Bennett Road. Possible future signal (Route 125 Corridor Study)	\$ 584,285		Steep approaches from George Bennett Rd. onto 125, poor shoulders on Route 125 NB at this intersection due to a right only lane. Sight distance issues. Alignment is poor George Bennett/Mitchell Road.	Intersection Improvements	HSIP, District 6
Lee	106/126 Red List Bridge Over the Oyster River Route 4 East of the Lee Traffic Circle	Bridge Replacement.	\$ 6,051,457		Structurally Deficient bridge on a primary commuter and freight shipping route, one of the few east west connectors in the state. Failure of this bridge or weight restrictions placed upon it would result in unacceptable regional impacts.	Bridge	District 6, Bridge
Lee	Route 125, Lee Hill Road	Intersection realignment to reduce traffic issues	\$ 890,190		Poor alignment and a road used frequently to bypass traffic and congestion on Main Arterials	Intersection Improvements	HSIP, District 5
Lee	George Bennett Road, Lee Hook Road, Route 155, Lee Hill Road	4 corners roundabout, possibly tied to sidewalks, bike lanes, and community center improvements	\$ 2,487,400		Intersection of 5 roads. This confluence of intersections is in the community center and is on a sharp curve. Lee Has expressed interest in a roundabout to assist with controlling traffic merging and speeds.	Intersection Improvements	District 6, TE
Lee	087/084 Cartland Road over Little River	Bridge Replacement.	\$ 1,368,945		Structurally Deficient. Local Residential Route with outlets on Lee Hill Road and Fox Garrison Road	Bridge	Local, SAB
Lee	Route 155, Route 152, Wadleigh Falls Road, & North River Road	Intersection realignment to reduce traffic issues	\$ 3,690,425		Poor alignment and a road used frequently to bypass traffic and congestion on Main Arterials	Intersection Improvements	District 5
Lee	Route 125 / Pinkham Road	Intersection realignment, designated turning lanes (Route 125 Corridor & Land Use Study)		No Estimated Cost Calculated	Pinkham is used as a cut-through for commuter traffic to access Route 155. Intersection Alignment compounded by risk associated with high speeds and volumes on Route 125.	Intersection Improvements	District 5

Town of Lee
New Hampshire

Statewide Ten Year Plan
Traffic Count Locations



Annual Avg. Daily Traffic (2014)

- 0 - 3432
- 3433 - 6467
- 6468 - 12641
- 12642 - 13923

— Rail (NHDOT)

Eligible Roads

- ▬ Major Arterial
- ▬ Minor Arterial
- ▬ Collector
- ▬ All Roads

Other

- ▬ Rivers, Estuaries
- ▬ Municipal Boundary

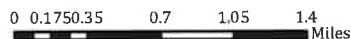


Prepared by the Strafford Regional Planning Commission
150 Wakefield St. Suite 12 Rochester, NH 03867
T: (603) 994-3500 E: srpc@strafford.org

Date: 1/6/2017 Author: RM
Path: P:\Region\200-Policy and Planning\Plans\Ten_Year_Plan
(TYP_Project_Solicitation\ProjectSolicitation2019-2028)\Maps\TYP_TrafCounts



1:58,210



Data Sources
Base features from NH GRANIT database. Digital data in NH GRANIT represent the efforts of the contributing agencies to record information from the cited source materials. Earth Systems Research Center (ESRC), under contract to the Office of Energy and Planning (OEP), and in consultation with cooperating agencies, maintains a continuing program to identify and correct errors in these data. Neither OEP nor ESRC make any claim as to the validity or reliability or to any implied uses of these data. Data should be used for planning purposes only. Data were derived from various sources and were updated at different timeframes, with varying levels of accuracy. Please notify SRPC of any errors or omissions.

Town of Lee



Deliberative Session

Mast Way Elementary School

February 4, 2017



Amending a Warrant Article (NH RSA 40:13 IV)

Warrant articles can be amended by a simple majority vote

Warrant articles may be amended subject to the following limitations:

- a) Warrant articles whose wording is prescribed by law shall not be amended.
- b) Warrant articles as amended shall be placed on the official ballot for a final vote
- c) No warrant article shall be amended to eliminate the subject matter of the article. An amendment can change the dollar amount of an appropriation.



Appropriations (NH RSA 32:6)

An “Appropriation” is the amount of money authorized to be expended for a specific purpose:

The amount of an appropriation may be amended; however, the purpose of the appropriation cannot be changed.

No new purposes can be introduced that were not in the posted warrant or that were not disclosed or discussed at the budget hearing.



Purpose (NH RSA 32:3 V)

"Purpose" means a goal or aim to be accomplished through the expenditure of public funds:

A line on the budget form posted with the warrant or the form submitted to the Department of Revenue Administration, or an appropriation contained in a special warrant article, shall be considered a single "purpose."



Raise & Appropriate (NH RSA 32:3)

“To Raise” indicates the source of the revenue

This means funding from any source of revenue, not just general taxation !

"Appropriate" - to authorize the expenditure of a particular sum for a particular purpose. i.e. the authorization to expend municipal funds for a specified purpose.

Optional Restriction on Reconsideration (NH RSA 40:10 I)

After any vote passed at this meeting, the voters may elect to restrict reconsideration of that prior vote or warrant article.

However, voters cannot adopt a rule at the beginning of the meeting to restrict reconsideration of all votes.



Warrant Article 1 - Town Officers

- - To choose all necessary Town Officers for the ensuing year**
- **(To be considered at the March 14, 2017 Ballot Voting)**



Warrant Article 2 – Zoning Ordinance

- Are you in favor of the adoption of Amendment No.1-2017 as proposed by the Planning Board for the Town Zoning Ordinance as follows?
- Article II Definitions: Replaces “in-law apt” with Accessory Dwelling Unit; changes definition of “Sign,” “Grandfathered Sign,” “Government Sign,” and “Temporary Sign.”
- Article V – Residential Zone: Section A. Adds Accessory Dwelling Units as a permitted use; Section D. Increases size of allowed sign to 8 SF.
- Article XVII – Signs: Section I. Modifies the Purpose and Intent of sign regulations to state the goal of compliance with the First Amendment while still protecting the Town’s rural character.



Warrant Article 2 – Zoning Ordinance

- Section II. General Provisions. Clarifies prohibited signs and signs that require a permit; further defines the Permit Application process; adds prohibitions under NH RSA 236:75; prohibits signs at the Lee Triangle or on Town Property; requires all non-commercial signs meet size criteria; clarifies regulations pertaining to Directional Signs; clarifies Advertising Posters; clarifies Prohibitions regarding off premises and flashing and animated signs.
- Section III. Specific sign regulations by District: A. Commercial Districts replaces Commercial Signs; reformats language; B. Residential Zones – modifies regulations for commercial signs in a residential zone; C. Agricultural Signs – Defines agricultural uses as it relates to signage.
- Majority vote required. This amendment will be effective upon passage.



Warrant Article 3 – Building Regs

- Are you in favor of the adoption of Amendment No. 1-2017 as proposed by the Planning Board for the Town Building Regulations as follows:?
- Article II Definitions – adds Accessory Dwelling Units; clarifies Building Inspector, Code Enforcement Officer and Planning & Zoning Administrator duties to be consistent with job responsibilities; updates floodplain definition to meet current adopted FEMA maps; adds definitions of Foundation certification; eliminates in-law unit; allows Health Officer to assign a designee for all responsibilities.
- Article III - Application: Clarifies application requirements and review process.
- Article IV - Clarifies Building Inspector responsibilities.
- Article V - Clarifies that Codes will change as the State of NH adopts them.

Warrant Article 3 – Building Regs

- Article VI – Clarifies that Building Inspector inspection response is 3 business days; allows Town to require outside review for large commercial projects.
- Article VIII – Adds Light Commercial Zone.
- Article IX – Amends definition of “new well” to be consistent with State of NH set back requirements; changes name to Petroleum Storage Tanks and Subsurface Disposal System (Septic Systems) and adds reference to NH DES; clarifies Subsurface Application Process and requirements to be in compliance with State of NH regulations; clarifies inspection process of Subsurface Disposal Systems.
- Article XII - Adds Building Inspector as Enforcement agent.
- Majority vote required. This amendment will be effective upon passage.



Warrant Article 4 – Library/CC CRF

To see if the town will vote to change the purpose of the Lee Library/Community Center Capital Reserve Fund, from building a new Library and Community Center on Map Lot #02-01-01 to a fund whose purpose is to cover capital expenditures for the town's library building and to change the fund name to the Lee Library Building Capital Reserve Fund and to appoint the Board of Selectmen as agent to expend. (2/3 vote required) (Recommended by the Select Board)

As of 1/25/17 Library/CC Fund has a balance of \$382,098.13



Warrant Article 5 -SB2 Rescind

Shall we rescind the provisions of RSA 40:13 (known as SB 2), as adopted by the Town of Lee on the 8th of March 2011, so that the official ballot will no longer be used for voting on all questions, but only for the election of officers and certain other questions for which the official ballot is required by state law? A 3/5 majority of those voting on the question shall be required.



Warrant Article 6 – Racetrack Ordinance

Shall the Town amend the Lee Racetrack Ordinance as proposed by the Ad-hoc Racetrack Committee as follows:

Section 1 Definitions: change the definition of “Event;” added other terms for clarification

Section 2 -included reference to “Race Season”

Section 21 & 22 – Change to reflect new Sound Monitoring Procedures and add new Violations and Penalties

Added “Schedule A” to define Sound Monitoring Procedure for Lee USA Speedway

Majority vote required. (Recommended by the Select Board)



Warrant Article 7 – Operating Budget

Shall the Town of Lee raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$3,901,124**. Should this article be defeated, the default budget shall be **\$3,812,478** which is the same as last year, with certain adjustments required by previous action of the Select Board or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (Recommended by the Select Board) Majority vote required.

Operating Budget FY 17 v FY 18

Description	FY17 BUDGET *	FY18 Proposed	+/-
Selectmens Office - 41301	\$134,390	\$133,688	(\$702)
Elections & Registrations - 41401	\$12,450	\$9,600	(\$2,850)
Town Clerk/Tax Collector - 41411	\$94,275	\$94,603	\$328
Financial Administration - 41501	\$82,981	\$97,057	\$14,076
IT Expenses - 41502	\$78,900	\$86,600	\$7,700
Assessing - 41521	\$31,700	\$31,700	\$0
Legal Fees - 41531	\$25,000	\$15,000	(\$10,000)
Personnel Administration - 41551	\$809,853	\$806,334	(\$3,519)
Planning & Zoning - 41911	\$107,227	\$109,057	\$1,830
Government Buildings - 41941	\$88,515	\$100,484	\$11,969
Cemetery - 41951	\$6,000	\$6,300	\$300
Insurance - 41961	\$45,500	\$42,495	(\$3,005)
Other General Govt - 41990	\$8,097	\$45,000	\$36,903
Police Department - 42101	\$642,824	\$625,105	(\$17,719)
Dispatch - 42121	\$15,157	\$18,852	\$3,695
Ambulance - 42151	\$18,516	\$19,776	\$1,260
Fire Department - 42201	\$363,445	\$432,194	\$68,749
Code Enforcement - 42401	\$28,563	\$41,336	\$12,773
Emergency Management - 42901	\$7,600	\$7,600	\$0
Highway Department - 43111	\$486,663	\$486,412	(\$251)
Transfer Station - 43211	\$166,462	\$171,046	\$4,584
Solid Waste Disposal - 43241	\$119,377	\$129,577	\$10,200
SE Watershed Alliance	\$0	\$200	\$200
Animal Control - 44141	\$1,650	\$1,000	(\$650)
Health Service Agencies - 44151	\$20,124	\$17,876	(\$2,248)
Gen'l Assistance Admin - 44411	\$10,700	\$5,700	(\$5,000)
Direct Welfare Assistance - 44421	\$14,950	\$24,500	\$9,550
Parks & Recreation - 45201	\$38,830	\$36,555	(\$2,275)
Library - 45501	\$215,125	\$187,699	(\$27,426)
Patriotic Purposes - 45831	\$500	\$500	\$0
Culture & Recreation - 45891	\$11,000	\$0	(\$11,000)
Conservation - 46191	\$5,300	\$5,300	\$0
Long Term Debt - 47111	\$90,000	\$90,000	\$0
Interest on Long Term Debt - 47211	\$25,848	\$21,978	(\$3,870)
TOTAL OPERATING BUDGET	\$3,807,522	\$3,901,124	\$93,602

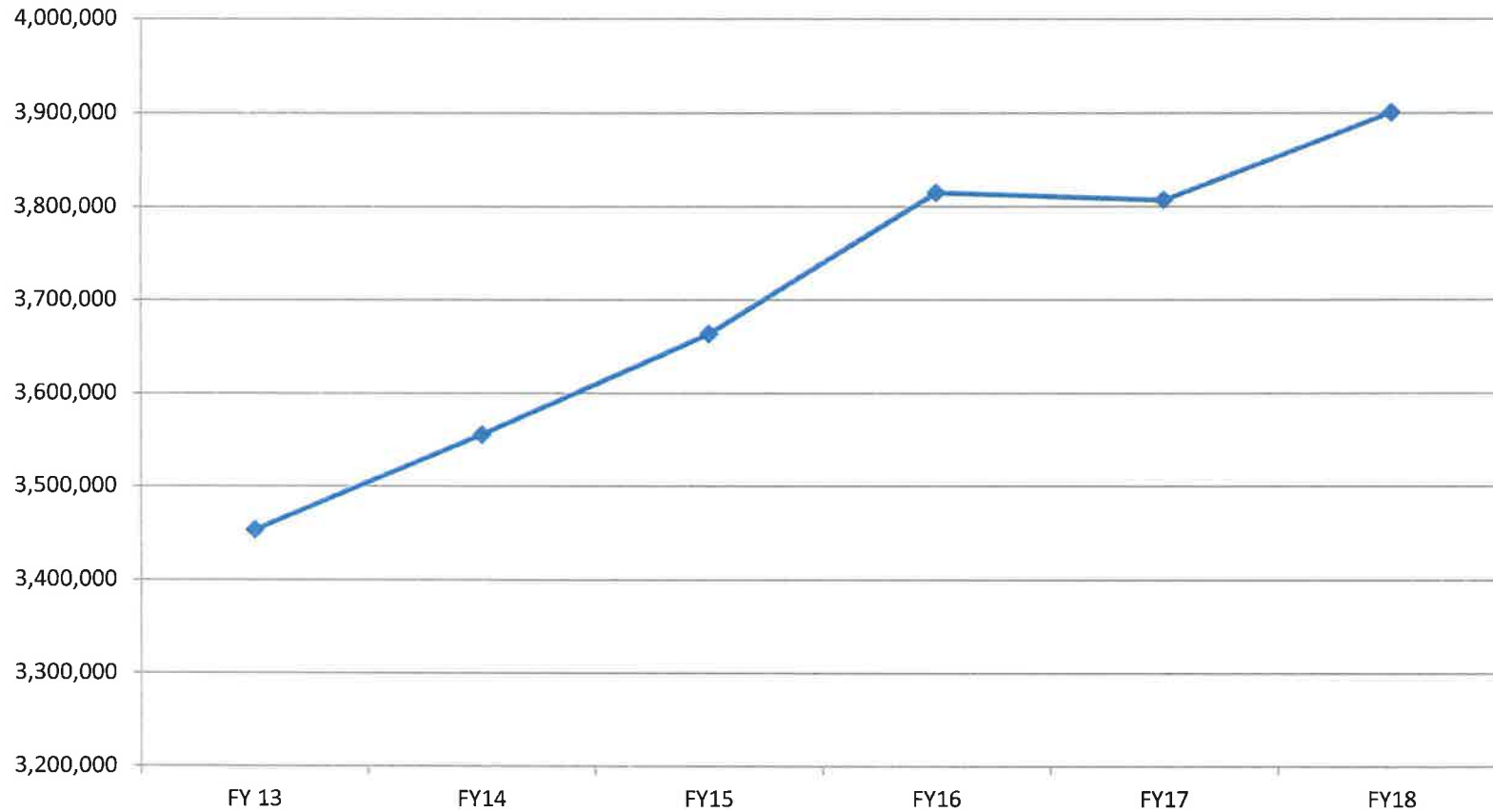
* Mid-year pay increases have been allocated to Dept. budgets from the Other General Gov't Account, which had \$30,000 originally allocated to it

FY 18 Department Budget Summaries

Selectmen's Budget	\$133,688	Financial Admin - IT	86,600
Decreases: \$1500 savings for printing Town Report		Decreases \$1,600 in various expense lines \$8,000 reduced computer hardware \$2,700 Copier expense moved to Police	
Increases: \$300 for Trustees of Trust stipend \$500 for supplies		Increases: \$20,000 for Document Scanning	
Elections	\$9,600	Assessing	31,700
Decreases: \$2,850 due to fewer elections		Level funded	
Town Clerk/Tax Collector	\$94,603	Legal Expenses	15,000
Essentially level funded		Decreases: \$10,000 anticipate fewer legal expenses	
Financial Administration	\$97,057	Personnel Administration	806,334
Decreases: \$2,000 in Annual Audit Expenses \$1,000 reduction in Office Supplies		Decreases: \$13,221 Medical Insurance costs \$5,288 Pay in Lieu Vacation BOS reduced \$4,800 Savings from reduced claims	
Increases: \$14,976 for new, part-time assistant \$600 for Advisory Budget Committee Stipend \$500 Advertising costs \$500 increase in postage \$300 additional conference expenses \$200 Misc. supplies		Increases: \$8,760 FICA due to wage increases \$8,740 NHRS rate hike & wage increases \$1,500 Special Awards for volunteer dinner	



FY13 – FY18 Operating Budgets



Notes:

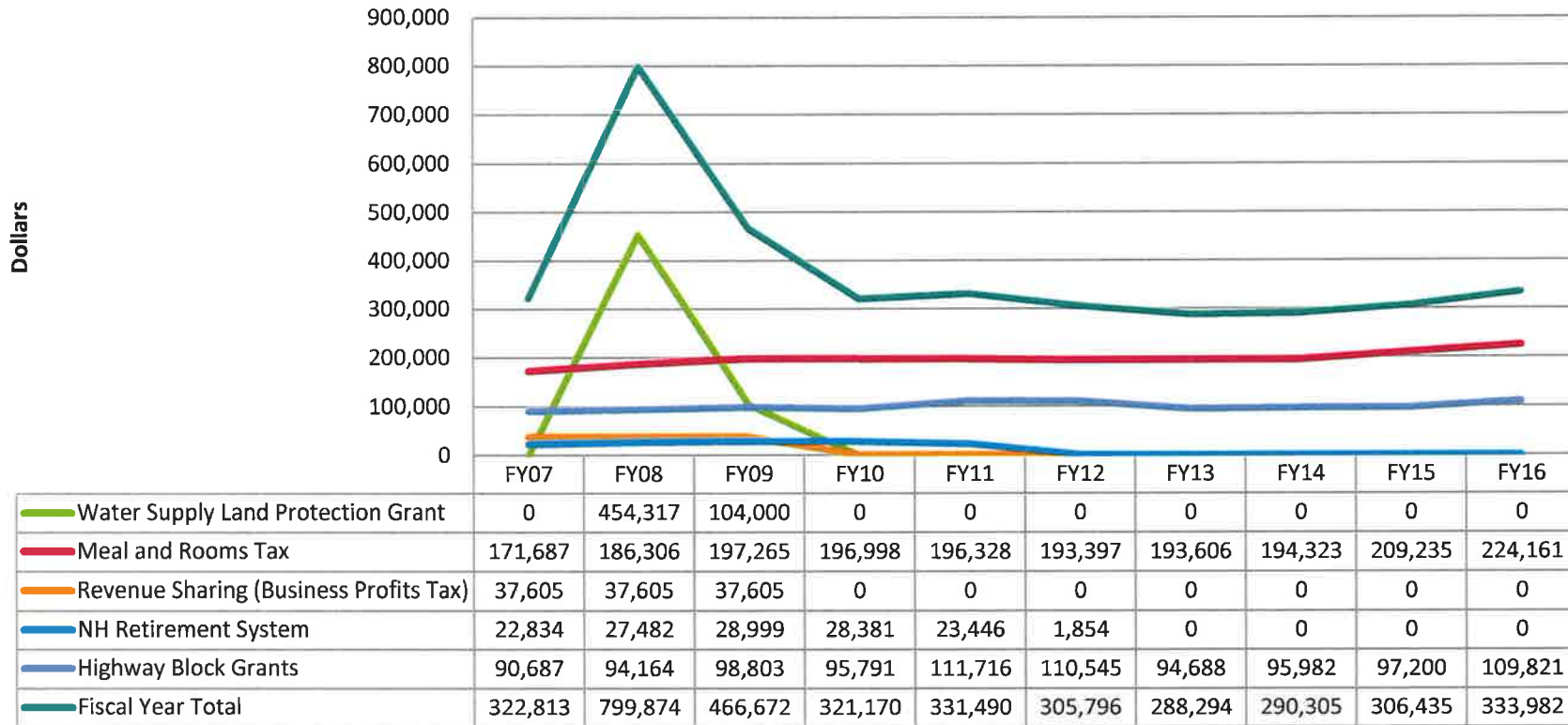
NH Retirement System increased mandated contributions in FY14, FY 16 and FY 18

In FY 14, Fire Department went to Full Time Fire Chief; FY 18 includes weekend coverage

In FY16, Police Department added 8th Sworn Officer, which has been replaced by a PT Officer in FY 18



State Revenue

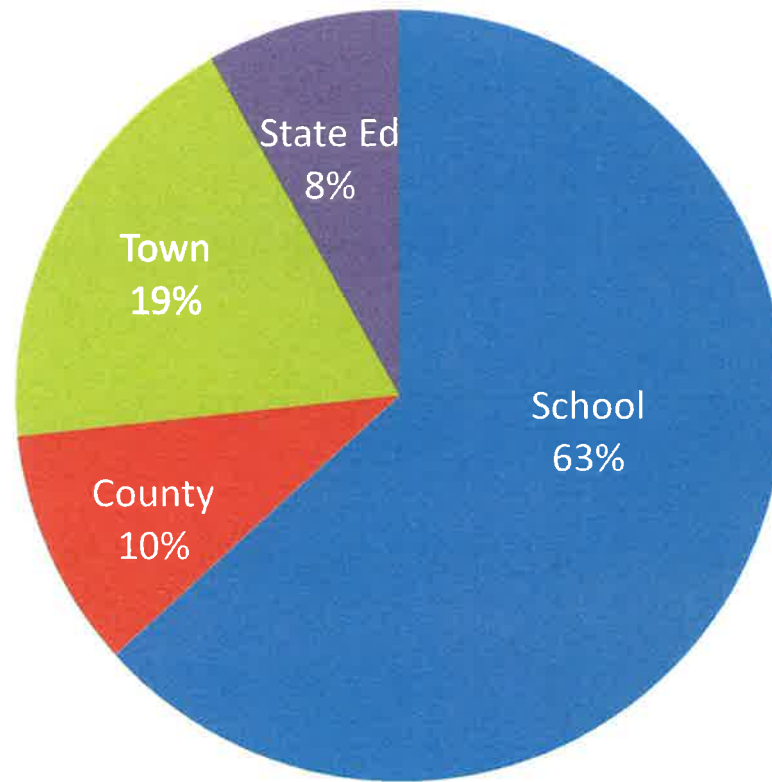


NOTES:

- Water Supply Land Protection Grant The Legislature stopped funding this program in 2008
- Meal and Rooms Tax Enacted in 1967, State was to share 40%; highest reached was 29% in 2010 w/a catch-up provision, which was suspended between 2010-14, costing municipalities tens of millions in lost revenue
- Revenue Sharing (Business Profits Tax) The Legislature stopped funding this program in 2010
- NH Retirement System State stopped contributing in 2012 and increased the Town & employee rates
- Highway Block Grants Temporary motor vehicle surcharge enacted in 2009 bumped up FY11 & 12



2016 Tax Rate



School	County	Town	State Ed	Total
18.51	2.93	5.44	2.37	29.25



Warrant Article 8 – Plow Truck

- To see if the Town will vote to raise and appropriate the sum of one hundred eighty-five thousand dollars (\$185,000) to purchase a new Plow Truck and to authorize the withdrawal of that sum from the Highway Equipment Capital Reserve Fund. (Recommended by the Select Board) Majority vote required.
- As of 1/25/17 Highway Equipment Fund had a balance of \$261,568.50



Warrant Article 9 – Fire Pond/Dry Hydrant

- To see if the Town will vote to raise and appropriate the sum of sixty-two thousand three hundred and forty dollars (\$62,340) to rebuild the fire ponds/dry hydrants on Tamarack Road and James Farm Road and to authorize the withdrawal of that sum from the Fire Ponds & Cistern Capital Reserve Fund. (Recommended by the Select Board) Majority vote required.
- As of 1/25/17 Fire Pond/Cistern Fund had a balance of \$118,714.36

Warrant Article 10 – Fire Equipment Capital Reserve Fund

- To see if the Town will vote to raise and appropriate the sum of one hundred fifty-thousand dollars (\$150,000) to be deposited into the Fire Equipment Capital Reserve Fund. (Recommended by the Select Board) Majority vote required.

As of 1/25/17 Fire Equipment Fund had a balance of \$152,079.06

Warrant Article 11 – Highway Road & Bridge Capital Reserve Fund

- To see if the Town will vote to raise and appropriate the sum of sixty-thousand dollars (\$60,000) to be deposited into the Highway Dept. Road and Bridge Improvement Plan Capital Reserve Fund. (Recommended by the Select Board) Majority vote required.
- As of 1/25/17 Hwy. Road/Bridge Fund had a balance of \$341,568.58

Warrant Article 12 – Highway Equipment Capital Reserve Fund

- To see if the Town will vote to raise and appropriate the sum of fifty-five-thousand dollars (\$55,000) to be deposited into the Highway Equipment Capital Reserve Fund. (Recommended by the Select Board) Majority vote required.
- As of 1/25/17 Hwy Equipment Fund had a balance of \$261,568.50

Warrant Article 13 – Town Buildings Capital Reserve Fund

- To see if the Town will vote to raise and appropriate the sum of one hundred-thousand dollars (\$100,000) to be deposited into the Town Buildings Capital Reserve Fund. (Recommended by the Select Board) Majority vote required.
- As of 1/25/17 Town Buildings Fund had a balance of \$138,901.07

Warrant Article 14 – Fire Ponds & Cisterns Reserve Fund

- To see if the Town will vote to raise and appropriate the sum of twenty-five thousand dollars (\$25,000) to be deposited into the Fire Ponds and Cisterns Capital Reserve Fund. (Recommended by the Select Board) Majority vote required.
- As of 1/25/17 Fire Ponds/Cistern Fund had a balance of \$382,098.13

Warrant Article 15 – Accrued Benefits Capital Reserve Fund

- To see if the Town will vote to raise and appropriate the sum of fifteen thousand dollars (\$15,000) to be deposited into the Internal Service Fund for Accrued Benefits. (Recommended by the Select Board) Majority vote required.
- As of 1/25/17 Accrued Benefits Fund had a balance of \$57,634.10

Warrant Article 16 – Transfer Station Equipment Capital Reserve Fund

- To see if the Town will vote to raise and appropriate the sum of ten-thousand dollars (\$10,000) to be deposited into the Transfer Station Equipment Capital Reserve Fund. (Recommended by the Select Board) Majority vote required.
- As of 1/25/17 Transfer Station Equip. Fund had a balance of \$110,149.20

Warrant Article 17 - Fireworks

- To see if the Town will vote to raise and appropriate the sum of eight thousand dollars (\$8,000) for a fireworks display to be held at the 2017 Lee Fair, with six thousand dollars (\$6,000) to be raised by general taxation and two-thousand dollars (\$2,000) to be funded by donations. (Recommended by the Select Board)
Majority vote required.



Warrant Article 18 – Landscaping Little River Park

- To see if the Town will vote to raise and appropriate the sum of seven thousand dollars (\$7,000) for the purpose of purchasing and installing trees, shrubs, flowers and other landscaping items at Little River Park and to authorize the withdrawal of that sum from the Recreation Capital Reserve Fund created for that purpose. (Recommended by the Select Board) Majority vote required.
- As of 1/25/17 Recreation Fund had a balance of \$29,965.23



Warrant Article 19 – Library Furniture

- To see if the Town will vote to raise and appropriate the sum of five thousand dollars (\$5,000) to update and replace library furniture and to authorize the withdrawal of that sum from the Library Capital Reserve Fund for this purchase. (Recommended by the Select Board) Majority vote required.
- As of 1/25/17 Library Fund had a balance of \$127,242.62



Warrant Article 20 – Contingency Fund

To see if the Town will vote to establish a contingency fund for Fiscal Year 2018 for unanticipated expenses that may arise and further to raise and appropriate twenty thousand dollars (\$20,000) to go into the fund. This sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. The governing body shall annually publish a detailed report of all expenditures from the fund.

(Recommended by the Select Board) Majority vote required.

**ABATEMENT
RECOMMENDATION**

To: Linda Reinhold, Tax Collector
FROM: Lee Select Board
DATE: January 23, 2017

RE: Estate of Wayne Connors
3 Allens Avenue
Lee NH

Property Tax Map/Lot 13-3-102

At a meeting held on January 17, 2017, the Lee Select Board voted to abate any applicable interest assessed on overdue taxes for the subject property for "good cause shown."

Scott Bugbee, Chairman

John R. LaCourse

Cary Brown

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: January 23, 2017

RE: Chinburg Development LLC
3 Penstock Way
Newmarket, NH 03857

Property Tax Map 19 Lot 4-1000
Address: 33 Kelsey Road

Tax Year: 2016
Assessment: \$273,300

The subject is a vacant .91-acre parcel. Inadvertently my associate listed the property as having a new home constructed on it, which was also listed on the proper parcel Map 19 Lot 4-1200. As this is the case, the removal of the assessment on the improvements and correction of site is appropriate. After adjustments, assessment is reduced \$273,219 and it is recommended that an abatement in the amount of \$7,992 plus any applicable interest be granted.

Abatement Granted

Abatement Denied

Dated _____

FOR MUNICIPALITY USE ONLY:

Town File No.: _____

Taxpayer Name: _____

RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

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

Name(s): Chinburg Development, LLC

Mailing Address: 3 Penstock Way, Newmarket, NH 03857

Telephone Nos.: (Home) _____ (Cell) _____ (Work) ⁶⁰³⁻⁸⁶⁸⁻⁵⁹⁹⁵ _____ (Email) khatch@chinburg.com

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

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

Name(s): _____

Mailing Address: _____

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

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

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

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
19-4-10;	33 Kelsey Road;	aka Lot 10;	current tax bill = \$7994

SECTION D. Other Property(ies)

List other property(ies) in the municipality owned in the same name(s), even if abatements for the other property(ies) have not been sought. The taxpayer's entire real property estate must be considered in determining whether the appealed property(ies) is (are) disproportionately assessed.

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
19-4-2;	17 Kelsey Rd;	aka Lot 2;	no bill yet even though house is complete and sold.

SECTION E. Reasons for Abatement Application

RSA 76:16 provides that an abatement may be granted for "good cause shown." "Good cause" generally means:
1) establishing an assessment is disproportionate to market value and the municipality's level of assessment; or
2) establishing poverty and inability to pay the tax. This form can be utilized for either basis of requesting an abatement. The taxpayer has the burden to prove good cause for an abatement.

- 1) If claiming disproportionality, state with specificity all the reasons supporting your application. Statements such as "taxes too high," "disproportionately assessed" or "assessment exceeds market value" are insufficient. Generally, specificity requires the taxpayer to present material on the following (all may not apply):
 1. physical data – incorrect description or measurement of property;
 2. market data – the property's market value on the April 1 assessment date, supported by comparable sales or a professional opinion of value; and/or
 3. level of assessment – the property's assessment is disproportionate by comparing the property's market value and the town-wide level of assessment.

Note: If you have an appraisal or other documentation, please submit it with this application.

- 2) If claiming poverty or inability to pay, state in detail why abatement of taxes is appropriate as opposed to some other relief such as relocating, refinancing or obtaining some alternative public assistance. Ansara v. City of Nashua, 118 N.H. 879 (1978).

(Attach additional sheets if needed.)

Lot 19-4-10 (33 Kelsey) does not have a house built on it yet. We believe the bill we recieved should have been for Lot 19-4-2 (17 Kelsey) since that lot has sold.

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

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

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

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

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

No value opinion should be necessary with this abatement. We only ask that the bill be corrected to reflect the proper lot being assessed.

SECTION G. Sales, Rental and/or Assessment Comparisons

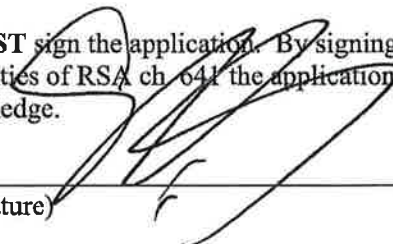
List the properties you are relying upon to show overassessment of your property(ies). If you are appealing an income producing property, list the comparable rental properties and their rents. (Attach additional sheets if needed.)

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

SECTION H. Certification by Party(ies) Applying

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

Date: 1/9/17

(Signature) 

(Signature) _____

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

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

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

Date: _____

(Representative's Signature)

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

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

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

Remarks:

Date: _____

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

Remit To		2016 LEE PROPERTY TAX -- BILL 1 OF 2	
TOWN OF LEE TAX COLLECTOR'S OFFICE 7 MAST ROAD LEE, NH 03861 Temp - Return Service Requested		CHINBURG DEVELOPMENT LLC	
Map	Lot	Sub	Net Value
000019	000004	001000	\$ 270,200
Parcel Location			Acres
33 KELSEY ROAD BG 10 (A)			0.910
12% APR Charged After 07/01/2016		Invoice	Summary of Taxes
Questions on ASSESSMENT must be directed to the Assessor/Selectmen (603) 659-5414 Questions on errors may be directed to the Tax Collector. See back for important info.		2016P01004704	First Bill: \$ 3,953.00
Billed To:		Billing Date	- Abated/Paid: \$ 0.00
CHINBURG DEVELOPMENT LLC 3 PENSTOCK WAY NEWMARKET, NH 03857		05/25/2016	- Vet. Credits: \$ 0.00
		Payment Due Date	
		07/01/2016	
		Amount Due:	\$ 3,953.00
		Amount Enclosed:	
Please return top copy with your payment.		PAST DUE AMOUNTS	\$ 7,551.78

Tax Collector Office Hours		2016 LEE PROPERTY TAX -- BILL 1 OF 2	
TOWN OF LEE MONDAY 8:00 AM TO 6:00 PM WEDNESDAY & FRIDAY 8:00 AM TO 4:00 PM 603 659-2964 Tax Collector: Linda R. Reinhold		CHINBURG DEVELOPMENT LLC	
Questions on ASSESSMENT must be directed to the Assessor/Selectmen (603) 659-5414 Questions on errors may be directed to the Tax Collector. See back for important info.		Map	Lot
		000019	000004
		Sub	Pr-Emc
		001000	0047-04
		Parcel Location	Acres
		33 KELSEY ROAD	0.910
Tax Rates	Assessments	Invoice	Summary Of Taxes
County: \$ 1.48	Land: 74,800	2016P01004704	First Bill: \$ 3,953.00
School: \$ 9.21	Current Use Credit: 0	Billing Date	- Abated/Paid: \$ 0.00
Town: \$ 2.71	Buildings: 195,400	05/25/2016	- Vet. Credits: \$ 0.00
State Education: \$ 1.23	Total: 270,200	Payment Due Date	
		07/01/2016	
		Interest Rate	Amount Due:
		12% APR After 07/01/2016	\$ 3,953.00
		PAST DUE AMOUNTS	\$ 7,551.78

RECEIVED
MAY 31 2016

Total Tax Rate:	\$ 14.63⁺	Net Value:	270,200
------------------------	-----------------------------	-------------------	----------------

Keep this copy for your records. ⁺ 1st Bill Rate=1/2 Last Year's Final Rate

Remit To		2016 LEE PROPERTY TAX -- BILL 2 OF 2			
TOWN OF LEE TAX COLLECTOR'S OFFICE 7 MAST ROAD LEE, NH 03861 Temp - Return Service Requested		CHINBURG DEVELOPMENT LLC			
		Map	Lot	Sub	Net Value
		000019	000004	001000	\$ 273,300
		Parcel Location			Acres
		33 KELSEY ROAD BG10			0.910
12% APR Charged After 12/02/2016		Invoice		Summary of Taxes	
Questions on ASSESSMENT must be directed to Assessor/Selectmen (603) 659-5414. SEE BACK FOR IMPORTANT INFORMATION.		2016P02004802		Total Tax: \$ 7,994.00	
Billed To		Billing Date		- 1st Bill: \$ 3,953.00	
CHINBURG DEVELOPMENT LLC 3 PENSTOCK WAY NEWMARKET, NH 03857		10/28/2016		- Abated/Paid: \$ 0.00	
		Payment Due Date		- Vet. Credits: \$ 0.00	
		12/02/2016			
		Amount Due:		\$ 4,041.00	
		Amount Enclosed:			

Please return top copy with your payment.

Tax Collector Office Hours	2016 LEE PROPERTY TAX -- BILL 2 OF 2
-----------------------------------	---

TOWN OF LEE
MONDAY 8:00 AM TO 6:00 PM
WEDNESDAY & FRIDAY 8:00 AM TO 4:00 PM
603 659-2964

Tax Collector: Linda R. Reinhold

Questions on ASSESSMENT must be directed to Assessor/Selectmen (603) 659-5414.
SEE BACK FOR IMPORTANT INFORMATION.

CHINBURG DEVELOPMENT LLC			
Map	Lot	Sub	Pg-Line
000019	000004	001000	0048-02
Parcel Location			Acres
33 KELSEY ROAD			0.910

Tax Rates		Assessments		Invoice		Summary Of Taxes	
County:	\$ 2.93	Land:	80,300	2016P02004802		Total Tax: \$ 7,994.00	
School:	\$ 18.51	Current Use Credit:	0	Billing Date		- 1st Bill: \$ 3,953.00	
Town:	\$ 5.44	Buildings:	193,000	10/28/2016		- Abated/Paid: \$ 0.00	
State Education:	\$ 2.37	Total:	273,300	Payment Due Date		- Vet. Credits: \$ 0.00	
				12/02/2016			
				Interest Rate		Amount Due:	
				12% APR After 12/02/2016		\$ 4,041.00	

2518-00175

Total Tax Rate:	\$ 29.25	Net Value:	273,300
------------------------	-----------------	-------------------	----------------

Keep this copy for your records.



Recommend 863 Share

[Back To Services](#)

Payment Confirmation

Transaction Details

LogNo: 1025744
 City/Town: Town of Lee - Property Tax
 Questions: 603-659-2964
 Date: July 01, 2016 01:28 pm

Order Summary

Name	Description	Reference	Amount
Property Taxes	Property Tax	2016P01004704	\$3,954.50
Property Taxes	Property Tax	2016P01004602	\$2.50
Property Taxes	Property Tax	2016P01004603	\$2.50
Property Taxes	Property Tax	2016P01004604	\$3.50
Property Taxes	Property Tax	2016P01004605	\$2.50
Property Taxes	Property Tax	2016P01004606	\$2.50
Property Taxes	Property Tax	2016P01004607	\$2.50
Property Taxes	Property Tax	2016P01004701	\$2.50
Property Taxes	Property Tax	2016P01004702	\$2.50
Property Taxes	Property Tax	2016P01004703	\$2.50
Property Taxes	Property Tax	2016P01004705	\$2.50
Property Taxes	Property Tax	2016P01004706	\$2.50
Payment Processing Fee:			\$1.50
Total:			\$3,984.50*

* Includes \$18.00 EB2Gov Transaction Fee.

Charges

Payable To	Pay Method	Account Number	Amount
Town of Lee - Property Tax	ACH	*****6547	\$3,965.00
Town of Lee - Property Tax / EB2Gov	ACH	*****6547	\$19.50
Total:			\$3,984.50

Your transaction will be processed by your local municipal office and return paperwork, if applicable, will be mailed to you. Otherwise, any payment(s) made will be posted to your account. You may check the status of your transaction [here](#).

For a printed confirmation, please [print this page](#).

Thank you for using EB2Gov to handle your municipal transactions. By doing so you help limit the cost of government. Because your overall experience is important to us, please take a moment to complete our short survey.

Thank You!

Please take a moment to recommend us on Facebook.

Recommend 863 Share

[Privacy Policy](#) | [Contact Us](#)

© 2016 Interware Development Co., Inc



MEMORANDUM

TO: Select Board
Town of Lee

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

DATE: January 23, 2017

RE: Land Use Change Tax
23 Kelsey Road
Tax Map 19 Lot 4-500

Attached is a land use change tax form and warrant form for the above referenced property. The subject is a .95-acre vacant parcel which was subdivided from a larger parcel that was enrolled in the current use program. Parcel has been disturbed for the construction of a new home which is currently for sale and as such no longer qualifies for enrollment.

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

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

FORM

A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

LAND USE CHANGE TAX**STEP 1 PROPERTY OWNER(S) AND RESPONSIBLE PARTY (if applicable)**

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

STEP 2 PROPERTY LOCATION

PLEASE TYPE OR PRINT	STREET 23 KELSEY ROAD					
	TOWN/CITY LEE			COUNTY STRAFFORD		
	NUMBER OF ACRES 0.95	CHECK ONE: PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/>		BOOK # 4231	PAGE # 124	
	MAP # 19	LOT # 4-0500	MAP #	LOT #	MAP #	LOT #

STEP 3 LOCAL IDENTIFICATION OF LAND BEING DISQUALIFIED

(a) Owners Name of Record When Land Was First Classified LOMINSON, CARL	BOOK # 1052/1743	PAGE # 87/109
(b) Number of Acres Originally Classified	53	
(c) Number of Acres Previously Disqualified	13.33	
(d) Acres Disqualified per this Assessment	.95	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	38.72	

STEP 4 ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative description of the disqualification:	+	
DISTRUBED FOR NEW HOME		
(b) Actual Date of Change in Use (MM/DD/YYYY)	10/01/2016	
(c) Full and True Value at Time of Change in Use	\$	75,000.00
(d) Land Use Change Tax [Step 4(c) x 10%]	\$	7,500.00

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
LAND USE CHANGE TAX

STEP 5 SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

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

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

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

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

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

STEP 8 ACKNOWLEDGMENT OF PAYMENT

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

**LAND USE CHANGE TAX
INSTRUCTIONS**

GENERAL INSTRUCTIONS

WHO MUST FILE

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

WHAT TO FILE

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

WHEN TO FILE

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

WHERE TO FILE

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

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

APPEALS

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

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

ADA

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

NEED HELP?

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

LINE-BY-LINE INSTRUCTIONS

STEP 1

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

STEP 2

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

STEP 3

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

STEP 4

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

STEP 5

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

STEP 6

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

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

STEP 7

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

STEP 8

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

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

TAX COLLECTOR'S WARRANT FOR TOWN/CITY

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

COLLECTION OF LAND USE CHANGE TAX

State of New Hampshire, County of STRAFFORD	
To LINDA REINHOLD	Collector of Taxes
for the Town/City of LEE	in said County.
In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 7,500.00
Given under our hands at	
This day of	
OWNER NAME	CHINBURG DEVELOPMENT LLC
OWNER ADDRESS	3 PENSTOCK WAY, NEWMARKET, NH 03857
MAP 19	LOT 4-500

SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

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

MEMORANDUM

TO: Select Board
Town of Lee

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

DATE: January 23, 2017

RE: Land Use Change Tax
19 Kelsey Road
Tax Map 19 Lot 4-300

Attached is a land use change tax form and warrant form for the above referenced property. The subject is a .94-acre vacant parcel which was subdivided from a larger parcel that was enrolled in the current use program. Parcel has been disturbed for the construction of a new home which is currently for sale and as such no longer qualifies for enrollment.

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

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

FORM

A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

LAND USE CHANGE TAX**STEP 1 PROPERTY OWNER(S) AND RESPONSIBLE PARTY (if applicable)**

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

STEP 2 PROPERTY LOCATION

PLEASE TYPE OR PRINT	STREET 19 KELSEY ROAD					
	TOWN/CITY LEE			COUNTY STRAFFORD		
	NUMBER OF ACRES 0.94	CHECK ONE: PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/>		BOOK # 4231	PAGE # 124	
	MAP # 19	LOT # 4-0300	MAP #	LOT #	MAP #	LOT #

STEP 3 LOCAL IDENTIFICATION OF LAND BEING DISQUALIFIED

(a) Owners Name of Record When Land Was First Classified LOMINSON, CARL	BOOK # 1052/1743	PAGE # 87/109
(b) Number of Acres Originally Classified	53	
(c) Number of Acres Previously Disqualified	12.39	
(d) Acres Disqualified per this Assessment	.94	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	39.67	

STEP 4 ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative description of the disqualification:	
DISTRUBED FOR NEW HOME	
(b) Actual Date of Change in Use (MM/DD/YYYY)	09/01/2016
(c) Full and True Value at Time of Change in Use	\$ 75,000.00
(d) Land Use Change Tax [Step 4(c) x 10%]	\$ 7,500.00

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
LAND USE CHANGE TAX

STEP 5 SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

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

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

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

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

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

STEP 8 ACKNOWLEDGMENT OF PAYMENT

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

LAND USE CHANGE TAX INSTRUCTIONS

GENERAL INSTRUCTIONS

WHO MUST FILE

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

WHAT TO FILE

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

WHEN TO FILE

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

WHERE TO FILE

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

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

APPEALS

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

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

ADA

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

NEED HELP?

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

LINE-BY-LINE INSTRUCTIONS

STEP 1

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

STEP 2

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

STEP 3

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

STEP 4

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

STEP 5

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

STEP 6

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

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

STEP 7

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

STEP 8

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

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

TAX COLLECTOR'S WARRANT FOR TOWN/CITY

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

COLLECTION OF LAND USE CHANGE TAX

State of New Hampshire, County of STRAFFORD	
To LINDA REINHOLD	Collector of Taxes
for the Town/City of LEE	in said County.
In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 7,500.00
Given under our hands at	
This day of	
OWNER NAME	CHINBURG DEVELOPMENT LLC
OWNER ADDRESS	3 PENSTOCK WAY, NEWMARKET, NH 03857
MAP 19	LOT 4-300

SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

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

MEMORANDUM

TO: Select Board
Town of Lee

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

DATE: January 23, 2017

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

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

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

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

FORM

A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

LAND USE CHANGE TAX

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

PLEASE TYPE OR PRINT	LAST NAME	FIRST NAME	INITIAL
	DROUIN	SCOTT	
	LAST NAME	FIRST NAME	INITIAL
	DROUIN	HEIDI	
	RESPONSIBLE PARTY, IF OTHER THAN PROPERTY OWNER [RSA 79-A:7, II(e)]		
STREET ADDRESS			
17 KELSEY ROAD			
ADDRESS (continued)			
TOWN/CITY		STATE	ZIP CODE+4
LEE		NH	03861

STEP 2 PROPERTY LOCATION

PLEASE TYPE OR PRINT	STREET					
	17 KELSEY ROAD					
	TOWN/CITY			COUNTY		
	LEE			STRAFFORD		
	NUMBER OF ACRES	CHECK ONE:		BOOK #	PAGE #	
2.37	PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/>		4419	63		
MAP #	LOT #	MAP #	LOT #	MAP #	LOT #	
19	4-0200					

STEP 3 LOCAL IDENTIFICATION OF LAND BEING DISQUALIFIED

(a) Owners Name of Record When Land Was First Classified LOMINSON, CARL	BOOK # 1052/1743	PAGE # 87/109
(b) Number of Acres Originally Classified	53	
(c) Number of Acres Previously Disqualified	10.02	
(d) Acres Disqualified per this Assessment	2.37	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	40.61	

STEP 4 ASSESSMENT OF LAND USE CHANGE TAX

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

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
LAND USE CHANGE TAX

STEP 5 SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

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

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

PLEASE TYPE OR PRINT	LAST NAME DROUIN	FIRST NAME SCOTT & HEIDI
	ADDRESS 17 KELSEY ROAD	
	ADDRESS (continued)	
	TOWN/CITY LEE	STATE NH
(a) Date of Release (MM/DD/YYYY)		
(b) Date of Bill (MM/DD/YYYY)		
(c) Full and True Value at Time of Change in Use		\$ 75,000.00
(d) Total Tax Due		\$ 7,500.00

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

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

STEP 8 ACKNOWLEDGMENT OF PAYMENT

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

LAND USE CHANGE TAX

INSTRUCTIONS

GENERAL INSTRUCTIONS**WHO MUST FILE**

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

WHAT TO FILE

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

WHEN TO FILE

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

WHERE TO FILE

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

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

APEALS

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

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

ADA

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

NEED HELP?

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

LINE-BY-LINE INSTRUCTIONS**STEP 1**

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

STEP 2

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

STEP 3

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

STEP 4

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

STEP 5

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

STEP 6

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

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

STEP 7

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

STEP 8

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

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

TAX COLLECTOR'S WARRANT FOR TOWN/CITY

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

COLLECTION OF LAND USE CHANGE TAX

State of New Hampshire, County of STRAFFORD	
To LINDA REINHOLD	Collector of Taxes
for the Town/City of LEE	in said County.
In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 7,500.00
Given under our hands at	
This day of	
OWNER NAME SCOTT AND HEIDI DROUIN	
OWNER ADDRESS 17 KELSEY ROAD, LEE, NH 03861	
MAP 19	LOT 4-200

SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

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



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

Request for Payment in Lieu of Vacation Time

Date 1/23/2017

Dear Board of Selectmen,

Per the "Personnel Policies and Procedures Manual for Town of Lee" which was adopted in 2009,
I Scott Nemet respectfully request vacation pay in lieu of vacation time off
(EMPLOYEE NAME)
in the month of Feb 2017 in the amount of \$ 1,258.45.
(MONTH) (YR) (WEEKLY EARNINGS)

I have 272 hours/ 34 days of accrued vacation time.
(Vacation Hours) (Vacation Days)

I understand that the granting of this request is also contingent upon there being sufficient funds in the Operating Budget for this Fiscal Year.

[Signature]
Employee Signature

[Signature]
Department Head Signature

I have confirmed that this employee's date of hire is 9/8/2004 and, as of the date of this request, has more than ten (10) years of service with the Town of Lee and receives at least fifteen (15) days of earned vacation per year.

Town Administrator Signature

* 2009 Town of Lee Personnel Policy, Page 13:
At the discretion of the Board of Selectmen, employees with more than ten (10) years of service who receive at least fifteen (15) days of earned vacation per year may elect to work during one (1) week of vacation and receive regular earnings as well as vacation pay. There is no other provision for an employee to cash in vacation for pay in lieu of time off. Employees having vacation accruals must submit a request in writing to the Board of Selectmen through their Department Head. Vacation time may not be taken in advance of being earned.

Chairwoman Bugbee Selectman Brown Selectman LaCourse

**ORIGINAL WARRANT
YIELD TAX LEVY**
January 25, 2017
THE STATE OF NEW HAMPSHIRE

Strafford

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

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$14,197.48**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at Lee, NH

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

DATE SIGNED: January 25, 2017

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
James R. Banks 36 Carpenter Lane Lee, NH 03861	21-L7, 7-2, 8-2,4	16-255-02 & 06	\$14,197.48

TAX DUE DATE: February 24, 2017 TOTAL YIELDTAX: \$14,197.48

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2016 to March 31, 2017

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2016 to March 31, 2017

TOWN / CITY OF: Lee, NH
COUNTY OF: Strafford
CERTIFICATION DATE: January 25, 2017

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

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
<u>NAME OF OWNER</u>	<u>SPECIES</u>	<u>NUMBER OF BOARD FEET IN THOUSANDS</u>	<u>NUMBER OF TONS</u>	<u>NUMBER OF CORDS</u>	<u>STUMPAGE VALUE</u>	<u>TOTAL ASSESSED VAL.</u>	<u>TAX AT 10 %</u>	
James R. Banks 0 36 Carpenter Lane Lee, NH 03861	WHITE PINE	783.650			\$140.00	\$109,711.00	\$10,971.10	
	HEMLOCK	49.000			\$47.50	\$2,327.50	\$232.75	
	RED PINE	5.250			\$45.00	\$236.25	\$23.63	TOTAL TAX
<u>ACCOUNT OR SERIAL #:</u>	SPRUCE & FIR	0.000			\$92.50	\$0.00	\$0.00	DUE ON THIS
1	HARD MAPLE	0.000			\$205.00	\$0.00	\$0.00	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT <u>MAP & LOT NUMBER</u> 21-L7, 7-2, 8-2,4	WHITE BIRCH	0.000			\$60.00	\$0.00	\$0.00	(TOTAL OF COL. # 9)
	YELLOW BIRCH	0.000			\$135.00	\$0.00	\$0.00	
	OAK	28.800			\$312.50	\$9,000.00	\$900.00	
	ASH	0.000			\$113.00	\$0.00	\$0.00	
	BEECH & S. MAPLE	0.000			\$77.50	\$0.00	\$0.00	
	PALLET / TIE LOGS	323.000			\$40.00	\$12,920.00	\$1,292.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
					TONS	CORDS		\$14,197.48
# 3 <u>OPERATION NUMBER</u> 16-255-02 & 06	SPRUCE & FIR		0.00	0.00	\$ 1.00	\$ 3.35	\$0.00	\$0.00
	HARDWOOD & ASPEN		1,009.00	0.00	\$ 4.00	\$ 9.75	\$4,036.00	\$403.60
	PINE		538.00	0.00	\$ 1.00	\$ 3.00	\$538.00	\$53.80
	HEMLOCK		34.00	0.00	\$ 2.00	\$ 6.60	\$68.00	\$6.80
	WHOLE TREE CHIPS		3,138.00	0.00	\$ 1.00	\$ -	\$3,138.00	\$313.80
	HIGH GRADE SPRUCE		0.00	0.00	\$ 25.00	\$ -	\$0.00	\$0.00
	CORDWOOD		0.00	0.00	\$ -	\$ 10.75	\$0.00	\$0.00
							\$141,974.75	\$14,197.48

TOWN: Lee, NH
 COUNTY: Strafford
 OWNER: James R. Barks
 OWNER:
 ADDRESS: 36 Carpenter Lane
 ADDRESS: Lee, NH 03861

INTENT FILED DURING TAX YEAR: April 1, 2016 to March 31, 2017

ACCOUNT & SERIAL #: 1
 MAP & LOT #: 21-L7, 7-2, 8-2,4
 OPERATION #: 16-255-02 & 06
 DATE OF BILLING: January 25, 2017

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS			
WHITE PINE	\$115.00	\$165.00			\$50.00	0.50	\$ 140.00	783.650			
HEMLOCK	\$35.00	\$60.00			\$25.00	0.50	\$ 47.50	49.000			
RED PINE	\$35.00	\$55.00			\$20.00	0.50	\$ 45.00	5.250			
SPRUCE & FIR	\$75.00	\$110.00			\$35.00	0.50	\$ 92.50	0.000			
HARD MAPLE	\$150.00	\$260.00			\$110.00	0.50	\$ 205.00	0.000			
WHITE BIRCH	\$45.00	\$75.00			\$30.00	0.50	\$ 60.00	0.000			
YELLOW BIRCH	\$90.00	\$180.00			\$90.00	0.50	\$ 135.00	0.000			
OAK	\$225.00	\$400.00			\$175.00	0.50	\$ 312.50	28.800			
ASH	\$95.00	\$131.00			\$36.00	0.50	\$ 113.00	0.000			
BEECH/SOFT MAPLE	\$60.00	\$95.00			\$35.00	0.50	\$ 77.50	0.000			
PALLET/TIE LOGS	\$30.00	\$50.00			\$20.00	0.50	\$ 40.00	323.000			
Hickory	\$0.00				\$0.00	0.00	\$ -	0.000			
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	#TONS	#CORDS
SPRUCE & FIR	\$1.00	\$1.00	\$2.20	\$4.50	\$0.00	\$2.30	0.50	\$ 1.00	\$ 3.35	0.000	0.000
HARDWOOD & ASPEN	\$3.50	\$4.50	\$6.50	\$13.00	\$1.00	\$6.50	0.50	\$ 4.00	\$ 9.75	1009.000	0.000
PINE	\$1.00	\$1.00	\$2.00	\$4.00	\$0.00	\$2.00	0.50	\$ 1.00	\$ 3.00	538.000	0.000
HEMLOCK	\$1.50	\$2.50	\$4.80	\$8.40	\$1.00	\$3.60	0.50	\$ 2.00	\$ 6.60	34.000	0.000
WHOLE TREE CHIPS	\$0.50	\$1.50	\$0.00	\$0.00	\$1.00	\$0.00	0.50	\$ 1.00	\$ -	3138.000	0.000
HIGH GRADE SPRUCE	\$20.00	\$30.00	\$0.00	\$0.00	\$10.00	\$0.00	0.50	\$ 25.00	\$ -	0.000	0.000
CORD WOOD/FUELWOOD	\$0.00	\$0.00	\$7.50	\$14.00	\$0.00	\$6.50	0.50	\$ -	\$ 10.75	0.000	0.000

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

Average Stumpage Value List
Suggested for the SOUTHERN Region of N.H.
October 1, 2016 - March 31, 2017
Available at www.nh.gov/revenue

LOW VALUE: LARGE LOGGING COSTS, POOR ACCESSIBILITY OR LOW GRADE TIMEBER
HIGH VALUE: SMALL LOGGING COST, GOOD ACCESSIBILITY, OR HIGH GRADE TIMBER

SAW LOGS	MBF LOW	MBF HIGH
White Pine	\$115.00	\$165.00
Hemlock	\$35.00	\$60.00
Red Pine	\$35.00	\$55.00
Spruce/Fir	\$75.00	\$110.00
Hard Maple	\$150.00	\$260.00
White Birch	\$45.00	\$75.00
Yellow Birch	\$90.00	\$180.00
Oak	\$225.00	\$400.00
Ash	\$95.00	\$131.00
Beech/Soft Maple	\$60.00	\$95.00
Pallet/Tie Logs	\$30.00	\$50.00

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

PULPWOOD	TONS LOW	TONS HIGH	CORD LOW	CORDS HIGH
Spruce/Fir	\$1.00	\$1.00	\$2.20	\$4.50
Hardwood/Aspen	\$3.50	\$4.50	\$6.50	\$13.00
Pine	\$1.00	\$1.00	\$2.00	\$4.00
Hemlock	\$1.50	\$2.50	\$4.80	\$8.40
Fuel Chips	\$0.50	\$1.50		
MISCELLANEOUS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH
High Grade Spruce	\$20.00	\$30.00		
Cordwood			\$7.50	\$14.00

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

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

This is only and AVERAGE stumpage value range list. The Selectman/Assessor may go above or below

Prepared by: *Rick Evans*

Rick Evans, NH LF #34

Department of Revenue Administration

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

Values may change during this period.

October 1, 2016

REPORT OF WOOD OR TIMBER CUT

RSA 79:11

See instructions on back of form

OPERATION # 16-255-02-T

For Tax Year April 1, 2016 to March 31, 2017

Mailing Address:

CANTERBURY TIMBER COMPANY LLC
BRETT BARTON
57 OLD GILMANTON ROAD
CANTERBURY NH 03224

- 1. City/Town of: LEE
2. Tax Map/Lot # or USFS sale name/unit #: MAP 21 L7-1,8
3. Exact Acreage of Cut:
4. Is the cutting complete? Yes No
5. If yes, date cutting was completed?
6. Name of sawmill or pulpmill logs or pulpwood was sold to:

NAME
NAME
NAME
NAME
7. I hereby report the wood or timber cut under penalty of perjury.
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER: James R. Banks
DATE: 20 Dec 16

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

CORPORATE OFFICER NAME AND TITLE DATE
PRINT OWNER(S) NAME: JAMES R. BANKS

MAILING ADDRESS

CITY / TOWN STATE ZIP CODE

TELE NO

8. Description of Wood or Timber Cut

Table with columns: SPECIES, EXACT SCALE CUT, USE INTERNATIONAL 1/4 RULE LOG SCALE, TONS OR CORDS. Includes entries for White Pine, Hemlock, Red Pine, Spruce & Fir, Hard Maple, White Birch, Yellow Birch, Oak, Ash, Beech & Soft Maple, Pallet or Tie Logs, Others (Specify), PULPWOOD, Spruce & Fir, Hardwood & Aspen, Pine, Hemlock, Whole Tree Chips.

MISCELLANEOUS: High Grade Spruce/Fir Tons, Cordwood & Fuelwood Cords

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

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

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

DATE: 12/18/16

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

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

REPORT OF WOOD OR TIMBER CUT

RSA 79:11

See instructions on back of form

See 16-255-02 FOR cambium notes

OPERATION # 16-255-06-T

For Tax Year April 1, 2016 to March 31, 2017

Mailing Address:

BRETT K BARTON
279 PROVINCE ROAD
BARNSTEAD NH 03218-

- 1. City/Town of: LEE
2. Tax Map/Lot # or USFS sale name/unit #: MAP 21 L7,7-02,8-02,8-04
3. Exact Acreage of Cut:
4. Is the cutting complete? Yes No
5. If yes, date cutting was completed?
6. Name of sawmill or pulpmill logs or pulpwood was sold to:

NAME
NAME
NAME
NAME

7. I hereby report the wood or timber cut under penalty of perjury.
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER: James R. Banks
DATE: 20/20/16

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

CORPORATE OFFICER NAME AND TITLE DATE
JAMES R. BANKS
PRINT OWNER(S) NAME

MAILING ADDRESS

CITY / TOWN STATE ZIP CODE

TELE NO

8. Description of Wood or Timber Cut

Table with columns: SPECIES, EXACT SCALE CUT, USE INTERNATIONAL 1/4 RULE LOG SCALE. Rows include White Pine, Hemlock, Red Pine, Spruce & Fir, Hard Maple, White Birch, Yellow Birch, Oak, Ash, Beech & Soft Maple, Pallet or Tie Logs, Others (Specify).

MISCELLANEOUS: High Grade Spruce/Fir Tons, Cordwood & Fuelwood Cords

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

Species: Amount

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

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

DATE

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

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

(Assigned by Municipality)

YR TOWN OP#

14-255-07-T

For Tax Year April 1, 2014 to March 31, 2015

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

1. Town/City of: LEE

2. Tax Map/Block/Lot or USFS Sale Name & Unit No.
MAP 21 LOT 8-0

3. Intent Type: Original Supplemental (Original Intent Number)

4. Name of Access Road: ROUTE 155

5a. Acreage of Lot: 104.8 Acreage of Cut: 60

5b. Anticipated Start Date: 2/23/2015

6. Type of ownership (check only one):
- a. Owner of Land and Stumpage (Joint Tenants)
 - b. Owner of Land and Stumpage (Tenants in Common)
 - c. Previous owner retaining deeded timber rights
 - d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

REPORT OF CUT / CERTIFICATE TO BE SENT TO:

OWNER OR LOGGER / FORESTER
BY MAIL OR E-MAIL

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

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

[Handwritten Signature] 13 JAN 15

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

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

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

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

36 Carpenter Lane
MAILING ADDRESS

Lee NH 05831
CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS

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

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

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

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

[Signature] 2/13/15 SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE
[Signature] 2/13/15 SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE
 SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut		
White Pine	250	MBF	
Hemlock	30	MBF	
Red Pine		MBF	
Spruce & Fir		MBF	
Hard Maple	8	MBF	
White Birch	5	MBF	
Yellow Birch	5	MBF	
Oak	25	MBF	
Ash	10	MBF	
Beech & Soft Maple	15	MBF	
Pallet or Tie Logs	75	MBF	
Other (Specify)		MBF	
	Pulpwood	Tons	Cords
Spruce & Fir			
Hardwood & Aspen	500		
Pine	750		
Hemlock	50		
Whole Tree Chips	1700		
	Miscellaneous		
High Grade Spruce/Fir			Tons
Cordwood & Fuelwood			Cords

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

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

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

[Handwritten Signature] 1/22/15
SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

BRETT K. BARTON
 PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT
 279 PROVINCE RD.
 MAILING ADDRESS
 BARNSTEAD NH 03218
 CITY OR TOWN STATE ZIPCODE
 (603) 396-3804
 PHONE NUMBER E-MAIL ADDRESS



McGregor Memorial Ambulance, Inc
47 College Road
Durham, NH 03824
Bookkeeper@McGregorEMS.org

PEOPLES UNITED BANK
51-7218/2211

9073

12/31/2016

PAY TO THE ORDER OF Town of Lee, NH \$ **4,629.00
Four thousand six hundred twenty-nine and 00/100*****

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

DOLLARS
Two signatures required for checks over \$2,500

William Costo
Valid for 120 days
[Signature] MP

MEMO

⑈009073⑈ ⑆221172186⑆ ⑈45 0707961⑈

McGregor Memorial Ambulance, Inc
12/31/2016 Town of Lee, NH

9073

Date	Type	Reference	Original Amount	Balance Due	Payment
12/31/2016	Bill		4,629.00	4,629.00	4,629.00
			Check Amount		4,629.00

People's United Chec 4,629.00

2016 Proposed Appropriation	% Total	% D,U,L,M	2016 Town Approp. Total	2015-2016 change	%% Change	2015 Town Approp.	2014 Town Approp.	2013 Town Approp.	2012 Town Approp.	2011 Town Approp.	2010 Town Approp.	2009 Town Approp.	
Durham, UNH, Lee, Madbury													
Durham	729	37.10%	40.28%	\$ 29,930.00	\$ 1,187	4%	\$ 28,743	\$ 25,104	\$23,217	\$20,237	\$18,362	\$18,363	\$18,363
UNH	526	26.77%	29.06%	\$ 21,596.00	\$ 1,179	6%	\$ 20,417	\$ 18,176	\$15,489	\$15,791	\$10,900	\$10,900	\$10,900
Lee	451	22.95%	24.92%	\$ 18,516.00	\$ (1,663)	-8%	\$ 20,179	\$ 17,069	\$13,086	\$14,145	\$ 9,843	\$ 9,843	\$ 9,843
Madbury	104	5.29%	5.75%	\$ 4,269.00	\$ 741	21%	\$ 3,528	\$ 3,750	\$ 2,663	\$ 2,696	\$ 3,026	\$ 3,026	\$ 3,026
Subtotal (our towns)	1810	92.11%	100.00%	\$ 74,311.00	\$ 1,444	2%	\$ 72,867	\$ 64,099	\$54,455	\$52,869	\$42,131	\$42,131	\$42,131
Mutual Aid	155	7.89%											
Total Revenue Increase													
Subtotal (total towns)	1965	100.00%											
Missing Data	0	0.00%											
Grand total (PCRs in TEMSIS)	1965	100.00%											

Per Quarter	2016 Quarterly	Change
Durham	\$ 7,483	\$ 297
UNH	\$ 5,399	\$ 295
Lee	\$ 4,629	\$ (416)
Madbury	\$ 1,067	\$ 185

*2004
1/24/17*

Justification	
Dispatch Costs	\$21,476
Station Lease	\$32,341 (2)
Paramedic On Call	\$39,075 (3)
Subtotal	\$92,892
	80% (1)
Total Approp.	\$74,314

Paramedic On Call (3)		
Monday	1.5	\$ 113
Tuesday	1	\$ 75
Wed.	1.5	\$ 113
Thursday	1.5	\$ 113
Friday	1.5	\$ 113
Saturday	1.5	\$ 113
Sunday	1.5	\$ 113
		\$ 750
Weeks	52.1	
		\$39,075

New

Proposal for Town Appropriations

- (1) Discount percentage was reduced by the same percentage as income per call has been reduced
- (2) Station lease amount updated to reflect what we are paying in 2014
- (3) Paramedic on call amount updated to reflect Saturday overnight shift - see details left