

SELECT BOARD MEETING AGENDA

DATE: Monday, March 27, 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. Select Board Organization
 - a. Elect a new Chair
 - b. Liaison assignments to boards, commissions and committees
 - c. Establishment of a Meeting Schedule
 - d. Establishment of Goals & Objectives
4. Bill Humm, Conservation Commission Chair – Habitat Management on Town Land (LRP)
The Lee Conservation Commission is partnering with wildlife specialists from UNH to undertake a project to improve wildlife habitat for American Woodcock on the Mills Reserve portion of "Little River Park"
5. Roger Rice, Transfer Station Manager – Annual Facility Report
Present the Board with the 2016 DES Facility Report for review and approval.
6. Randy Stevens, Highway Supervisor
 - a. **Quote Results** – Present quotes for gravel/stone, catch basin cleaning, centerline striping and plow edges
 - b. **Summer Road Work Plan** – Present tentative plan and seek feedback from Select Board
 - c. **Truck Purchase** – Present update and photos regarding new truck purchase. Discuss bid process.
7. Scott Nemet, Fire Chief – Department Special Duty Rates
8. Art Guadano, AG Architects – Review New Proposal
9. Julie Glover, Town Administration
 - a. **ORYA MOU** – what will be the specific role of the Rec Commission and will Stevens Field be added
 - b. **Post Card Cost** – Town Report Expense Account
 - c. **Request to place cremated remains at Transfer Station**
 - d. **Employee Evaluations due date**
 - e. **Photo Copiers**
 - f. **Miscellaneous**
10. Motion to accept the Consent Agenda as presented:

SIGNATURES REQUIRED

Conservation Commission Swearing In Docs (3)
Yield Tax Levy
Non-Compliance Timber Cut Ltrs (3)

INFORMATION ONLY

LCHIP Unanticipated Funds: Heritage Commission \$800
Conservation Commission \$600
Energize 360 Event Notice
Raymond Public Hearing Notice
Temp Groundwater Discharge Permit Application
Wetlands Permit Application

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

11. Motion to accept the Public and Non Public Meeting Minutes from March 13, 2017.
12. Motion to accept Manifest #19 and Weeks Payroll Ending March 26, 2017.
13. Motion to enter into Non-Public Session – NH RSA 91-A:3 II (a) & (c) Roll Call Vote required
14. Motion to seal the Non-Public Session Minutes (if necessary.) Roll Call Vote required.
15. Miscellaneous/Unfinished Business
16. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on March 24, 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

SELECT BOARD OPERATIONAL GUIDELINES

KNOW ALL PERSONS BY THESE PRESENTS, the Lee Select Board hereby ordains to adopt these operational guidelines pertaining to the functions of the Board and the conduct of its members.

I. GENERAL INFORMATION

A. The Select Board for the Town of Lee consists of three equal members who shall operate by majority vote to manage the prudential affairs of the Town and perform the duties prescribed by law in accordance with the Right to Know Law (RSA 91-A).

B. Individual members have no authority to make decisions on behalf of the Town or to take any action as a Town Official except upon a majority vote of the Board or as otherwise allowed by law. This does not prohibit Members from acting as an ordinary citizen of the Town by expressing personal viewpoints and opinions on municipal matters to the extent that such information is based on encounters and observations derived outside of the privileged purview of a member.

C. The Select Board derives its authority from New Hampshire State Law as specifically set forth in the Revised Statutes Annotated and as further established under common law (court decisions). Generally, the Select Board does not have the final authority to act on any particular issue unless there is a specific law granting such authority or when the legislative body has lawfully delegated such authority to the Board.

II. GETTING ORGANIZED

A. The first meeting of the Select Board following the Oath of Office being administered to any of the members shall include:

- (1) Voting on the selection of the Chairperson.

[NOTE: There is no provision in these guidelines for an established order based on length of service in the selection of Chair, nor is there any provision that would prevent a member from serving consecutive or more than two terms as Chair.]

- (2) Voting on Liaison Assignments
 - i. Planning Board Representative
 - ii. Heritage Commission Member
 - iii. Ad-Hoc Representatives as may be deemed necessary by the Board
- (3) Voting on the Establishment of a Meeting Schedule
- (4) Voting on the Establishment of Goals & Objectives

[NOTE #1: Nothing in these guidelines shall prevent the Members from voting by majority to table such decisions until such time as the Board members may be ready to act, nor shall these guidelines be construed as preventing the Members from voting on these matters at any other time upon a vote of the majority.]

[NOTE #2: Nothing in these guidelines shall prevent the Members from voting to replace the Chair or Board Liaisons at any time during any duly posted public meeting upon a determination by the remaining Board members that the Chair or Liaison has acted inappropriately or exceeded his/her authority or upon a request to be replaced.]

- B. The Chair for the first meeting of any new Board shall be the person most recently chosen to serve as Chair or in the absence of a previously designated Chair; it shall be the most senior person as determined by length of service until such time as the new Chair is selected.

III. DUTIES OF MEMBERS

- A. **Chair:** The Chair shall preside over all meetings and shall have the authority to:

- (1) Maintain order and control of the agenda. (See also “Board of Selectmen Meeting Procedures” as approved on June 25 2012, attached hereto and incorporated herein as Appendix A.)
- (2) Ensure that informal parliamentary procedures are followed.
- (3) Place limits on the length of time and the content of input provided by meeting participants.
- (4) Call for a special or emergency meeting.
- (5) Request the voluntary (or involuntary removal by a Police Officer) of persons who disrupt the business of Town government.
- (6) Represent the Town at ceremonial events and serve as the Town's Chief Executive Official.
- (7) Serve as the Board spokesperson by presenting the official viewpoint of the Select Board, based upon a majority vote, to the media, citizens, government agencies, civic groups, and others. This includes financial information, data, budgetary estimates, etc. which shall first be reviewed by the Town Administrator, Finance Officer, Treasurer, and/or Auditor, as may be necessary.

(NOTE: nothing herein is intended to prohibit the remaining members of the Select Board from attending ceremonial events or voting to override a ruling of the Chair, nor is anything intended to prevent the Chair from delegating his/her authority as may be deemed necessary.)

- (8) Sign official documents on behalf of the Select Board in instances where only one signature is required.

B. Partial List of Select Board's Duties & Responsibilities

The following is a partial list of the Member's duties and responsibilities, as compiled from New Hampshire Practice, Local Government Law by Peter J. Loughlin, and Knowing the Territory by the New Hampshire Municipal Association. In some instances, the Legislative Body must grant specific authority to the Select Board under the statute noted. [NOTE: Further clarification of the obligations of the Select Board with regards to implementation of its authority can be found in the Town of Lee Ordinances, Policies, and Regulations.]

1. Accept, Refuse to Accept & Convey Tax Deeds (RSA 80)
2. Accept Donations & Approve Gift Expenditures (RSA 31: 19,)
3. Accept Town Streets (RSA 674:40-a)
4. Act as Agents to Expend Capital Reserve Funds (RSA 35:15)
5. Adopt an Administrative Code (RSA 41:8)
6. Adopt Personnel Rules (RSA 41:8)
7. Adopt Police Policies (RSA 105:2-a)
8. Adopt Purchasing Policies (RSA 41:9)
9. Adopt Welfare Guidelines (RSA 165:1)
10. Appeal Wetlands Permit Decisions of the NH Dept. of Environmental Services (RSA 482-A: 10)
11. Apply For, Accept & Expend Unanticipated Money (RSA 31:95-b)
12. Appoint, Direct & Control an Emergency Management Director (RSA 21-P:39)
13. Appoint Election Inspectors (RSA 658)
14. Appoint Town Counsel & Manage Litigation (New Hampshire Practice §486)
15. Appoint a Welfare Director (RSA 41:2 & 669:75)
16. Appointments & Removals to Boards & Committees (RSA 669:75)
17. Appraise Taxable Property & Issue Abatements & Approve Exemptions (RSA 72, 74-76)
18. Approve Appts. of Deputy Town Clerk/Tax Collector & Deputy Treasurer (RSA 41 29-a, 45-c)
19. Approve Budget Line Item Transfers (RSA 32:10)
20. Approve Expenditures from Revolving Funds (RSA 31 95-h)
21. Approve the Acquisition of Real Property Interests in the Name of the Town by the Conservation Commission (RSA 36-A:4)
22. Approve Town Expenditures (RSA 41:9)
23. Assessment of Betterments (RSA 231 29)
24. Assessment of Current Use Change Taxes (RSA 79-A)
25. Assessment of Timber Taxes (RSA 79)
26. Assessment & Payment of Educational Taxes (RSA 194:7, & 198)
27. Assign Names to Town Streets (RSA 231:133)
28. Authorize the Use of Sidewalks and Local Highways for OHRV's (RSA 215-A:6)
29. Call Special Town Meetings (RSA 39:1)
30. Convey Town Land (RSA 41:14-a)
31. Employ and Dismiss a Town Physician (RSA 41:10)
32. Encumber Unexpended Funds (RSA 32:7)
33. Enforce Remedies & Penalties for Injuries Done by Dogs (RSA 466:22)
34. Enforcement of Zoning Ordinances (New Hampshire Practice §483)
35. Establish & Maintain Internal Control Procedures (RSA 41:9)
36. Establish Boards & Committees (RSA 41:8)
37. Establish the Default Budget (RSA 32:5 & 40:13)

38. Establish Fees (RSA 41:9-a, ART. 15 ATM 3/14/90)
39. Fill Vacancies in Elective Offices (RSA 669:61-75)
40. Issue an Extent Against a Tax Collector (RSA 85:5)
41. Issue a License to Carry a Loaded Weapon or Designate Such Duties (RSA 159:6)
42. Issue & Negotiate Tax Anticipation Notes (RSA 33:7)
43. Issue Licenses for Use of Streets (RSA 31:99,100, 102-a, 286:2)
44. Issue Permits for Charity Raffles (RSA 287-A:7)
45. Layout Town Highways (RSA 231)
46. Negotiate Collective Bargaining Agreements (RSA 273-A)
47. Negotiate Inter-Municipal Agreements (RSA 53-A:1 & 162-G)
48. Negotiate a Payment Schedule for Library Appropriations (RSA 202-A:11)
49. Nominate the Appointment of a Health Officer (RSA 128:1) & Approve Appointment of Deputy Health Officer (RSA 128:5-b)
50. Notify the Public, Hold Public Hearings & Issue Orders on the Operation of Dams & Flumes (RSA 482)
51. Order the Cutting or Removal of Trees within a Designated Scenic Highway (RSA 231:158)
52. Order Reconstruction of Railroad Crossings over Local Highways (RSA 373:2)
53. Perambulation of Town Boundaries (RSA 51:2)
54. Prepare Budget Recommendations (RSA 32)
55. Prepare the Annual Town Report (RSA 41: 13-14)
56. Prepare Town Meeting Warrants (RSA 39:2)
57. Propose Amendments to the Zoning Ordinance, Historic District Ordinance or Building Code (RSA 675:3)
58. Regulate Entertainment and Dancing for On-Premise Liquor Licensees (RSA 179:19)
59. Regulate Fireworks (RSA 160-8)
60. Regulate Hazardous & Dilapidated Buildings (RSA 155-8)
61. Regulate Junk Dealers (RSA 322:1)
62. Regulate Junkyards (RSA 236: 1 15)
63. Regulate Noise (RSA 31:39)
64. Regulate the Operation of Snowmobiles (RSA 215-C:3 1)
65. Regulate Pool Tables & Bowling Alleys (RSA 286:6)
66. Regulate Town Highways, Sidewalks & Commons (RSA 41:11)
67. Regulate the Town Landfill & Recycle Center (RSA 149-M:17)
68. Regulate Town Property (RSA 41:11-a)
69. Regulate Trash Collection & Transportation (RSA 149-M:17)
70. Regulate Voluntary Recycling (RSA 149-M:17)
71. Request a Special Election to Fill a State Representative Vacancy (RSA 661:8)
72. Remove Elected Officials from Office for insanity or incapacitation (RSA 41: I 2) or for cause [RSA 41:16-c (Town Clerk) 41:26-d (Treasurer) and 41:40 (Tax Collector)]
73. Revise School District Boundaries (RSA I94:52)
74. Serve as Election Officials (RSA 658:9 & 659:95)
75. Serve as Local Governing Body (RSA 672:6)
76. Serve as Sewer Commission & Adopt Sewer Regulations (RSA 149-I)
77. Sit on Board of Health & Adopt Health Regulations (RSA 147)
78. Sit on the Municipal Records Disposition Committee (RSA 33-A:3)
79. Submit Reports to NH Department of Revenue Administration (RSA 2 I-J:34)

C. Delegation of Select Board Duties

- (1) Although the Select Board has historically delegated many of its responsibilities to staff members with enhanced levels of expertise, qualifications and specific competencies, it is important to note that nothing herein is intended to imply that the Select Board cannot assume control over the day-to-day, hands-on tasks associated with its obligations; and it should also be understood that the Select Board retains the final decision-making authority for all of its responsibilities.
- (2) It shall be the responsibility of the Town Administrator to keep the Select Board informed of their duties in a timely manner and to ensure, to the greatest extent practical, that the Board acts in compliance with all applicable laws, including, but not limited to posting notices, meeting deadlines, producing minutes and reports, advertising, scheduling hearings, etc.

D. Limitations on Select Board Duties

- (1) The duties and responsibilities of the Select Board as set forth in these guidelines and as otherwise enumerated under law are almost always subject to certain conditions, limitations and exclusions that require further examination to determine the full extent of the Board 's authority as it pertains to each specific set of circumstances.
- (2) The Select Board has no direct authority over the personnel or operations of the Fire Department (RSA 154:2) or Library (RSA 202-A:6,) however, the Board shall retain jurisdiction over the finances, respective budgets and any other subject matters required by law, as otherwise set forth in RSA 32, 41:8, 41:9 and 41:9-a and any other applicable laws.

IV. BUSINESS PROTOCOLS

A. Public Sessions

The Select Board can only act in a duly posted public session unless a subject matter is specifically exempt by law from such requirement. Notice of all meetings shall be posted at least 24 hours in advance of the meeting (except in the event of an emergency as noted herein) on the Town's website and the Town Hall bulletin board. Additional postings may be made at other municipal buildings such as the Library and Public Safety Complex, and notice may be provided to local media outlets to the extent practical. There is no legal requirement to post an agenda with a notice of meeting. Notes, tapes and other materials used for compiling minutes of a public session meeting shall be made available for public inspection in the Office of the Select Board during regular business hours upon the conclusion of a meeting; draft minutes shall be available in accordance with NH RSA 91-A.

B. Non-Public Sessions

The Select Board may meet in non-public session only to discuss the subject matters referenced in RSA 91-A:3 II, provided that such action is preceded by a motion, second, and roll call vote that indicates the precise reasons for entering a non-public session, including a reference to the applicable statutory citation; and furthermore provided that such action can only take place during a duly posted public meeting. Upon the close of non-public session business, the Select Board may, by 2/3 vote, seal the minutes until such time as divulgence is otherwise permitted under law (RSA 91-A:3, III); otherwise a draft of the non-public session minutes shall be made available for public inspection in the Office of the Select Board within 72 hours.

C. Minutes

An original document of all minutes from all meetings of the Select Board shall be signed by the Board following a majority vote to approve such minutes; whereupon they shall be kept in the Office of the Select Board or transferred to a suitable location for permanent storage after an undesignated time period. The minimum content of the minutes shall be as set forth in RSA 91-A:2 & 4, but nothing herein is intended to prohibit the Members from including such additional information as they may deem necessary. Sealed minutes shall be held in the custody of the Office of the Select Board. Draft minutes shall be noted as such.

D. Non-Meetings

There are a few specific situations where the Select Board is permitted under law to conduct official business without posting notice of a meeting or taking minutes as set forth in RSA 91-A:2, I. These non-meetings may be held during the course of a non-public session or upon the conclusion of a public session meeting or at any other time that is convenient to the participants.

E. Emergency Meetings

RSA 91-A:2 II defines the circumstances and explains the procedures for the Select Board to have a meeting with less than 24 hour notice. Such meetings require an emergency where immediate action is deemed to be imperative by the Chair, who shall instruct the Town Administrator to post a notice of such meeting as soon as possible on the Town website, and shall employ whatever further means are reasonably available to inform the public that a meeting is to be held.

F. Public Hearings

- (1) Public hearings are generally held for the following reasons: (a) to solicit input on proposed regulations, ordinances, fees, or special events with significant community impacts; (b) to resolve a personnel matter upon a request from an employee to hold such proceedings in public; (c) to settle an appeal of a decision made by a Town employee; (d) in response to a petition to layout or accept a public highway; (e) for the purpose of deciding any question affecting the conflicting rights or claims of different persons, or (f) when dictated by NH Statutes. It should be noted that the Select Board cannot legally preside over hearings when such responsibilities or decision-making authority has been delegated by statute or ordinance to some other party (such as subdivision approvals, appeals of administrative decisions of the Building Inspector, removal of the Fire Chief or Library Director, etc.)
- (2) During such proceedings, the Board members should refrain from expressing any opinions unless specifically asked or until such time as all other speakers have had an opportunity to speak and the hearing is then closed by the Chair. Members may, however, ask questions of speakers and respond to questions if they so choose. Typically a hearing should begin with some type of opening remark from the Chair and then a presentation or viewpoint from a supporter of the subject matter or the person requesting the hearing and thereafter alternate with opposing views. In the case of contested proceedings, each party should be given one opportunity to make closing remarks and a rebuttal. (See also RSA 43 for specific requirements under certain situations.)
- (3) Decisions of the Board following a public hearing should always be expressed in writing and/or under signatures of the Board members, however the drafting of a decision and circulation for signatures may be exempt from the open meeting requirement of NH law.

G. Personnel Hearings

- (1) Personnel hearings are to be conducted in non-public session unless otherwise requested by the

affected employee, in which case they must be held in public session. If the hearing is held in non-public session then all proceedings and documents related thereto shall be exempt from public disclosure except as otherwise required by law. If the hearing is held in public session, then all records related thereto shall be subject to public disclosure.

- (2) The procedures used for a personnel hearing should be similar to the process used for any public hearing, except that a member has no obligation to answer any questions posed by the participants. In addition, either party may call witnesses or submit evidence to support his/her viewpoint, but the Members are not required to comply with or establish any formal set of evidentiary rules; and the provisions of RSA 43 are not applicable except for removal proceedings as set forth in RSA 41: 16-c (Town Clerk) 41:26-d (Treasurer) and 41:40 (Tax Collector).

H. Lack of a Quorum

In the event that one member is absent from a meeting, the remaining two members of the Board shall constitute a quorum and all decisions made shall have the same effect as any other decision of the entire Board, unless otherwise prescribed by law. In the event that two Members are absent from a meeting, no official meeting can take place and therefore no decisions can be made.

I. Remote Participation in Meetings

The provisions of RSA 91-A:2, III shall apply to the remote participation of a member at a public meeting of the Board by telephone or video conference, only upon the consent of the remaining two members of the Board.

J. Voting Abstentions

In the event that a member should voluntarily abstain from voting, such action shall not count towards the tally of a vote for the purposes of determining the majority viewpoint. So long as a majority of the board is present, only a majority of the votes actually cast is necessary to support an action. When a member abstains from a vote, they remain “present” at the meeting for the purposes of a quorum and often participate in the discussion of an issue. Under New Hampshire law, a member who abstains is presumed to go along with whatever the majority of the rest of the board does in that matter.

K. Illegal Votes

It is illegal for the Select Board to make any decisions by use of a secret ballot or by e-mail or in such a way as to be contrary to the Right to Know Law.

L. Disqualifications

Members should disqualify themselves from the Board and step down from all participation in deliberations (to include voting) on any subject matter where there is a conflict of interest or perceived conflict of interest. A member should voluntarily disqualify himself/herself whenever he/she has a direct personal or pecuniary interest in the outcome. In addition, a member should disqualify himself/herself when acting in a quasi-judicial capacity based on a juror's standard of impartiality.

The Member should immediately leave their seat at the board table, and preferably, leave the room until the Board moves on to the next subject. If the official remains in the meeting room, taking a seat with the general public is appropriate. These actions make it clear to all in attendance that the member is, for all purposes, no different from the public in relation to this matter.

[NOTE: There are no circumstances when a majority of the Board members can refuse to allow a member to participate in the official proceedings of the Board, however, Members are encouraged to publicly disclose any and all potential conflicts of interest and to thereafter defer to the will of the majority in determining whether or not to step down.]

M. Voting Procedures

Votes should be taken by the Board upon a motion and a second whenever the Board members wish to go on record as having made a decision on behalf of the Town. In some instances, however, the Board may wish to convey its opinion or consent by a simple consensus process.

N. Role of the Town Administrator

The Town Administrator shall strive to ensure that all meetings of the Select Board comply with the requirements of NH law (public notice, postings, non-public sessions, public hearings, minutes, etc.) In addition, the Town Administrator shall be available during meetings to provide advice and recommendations to the Members upon request. The Town Administrator shall also perform all of the duties and responsibilities as set forth in his/her job description or as otherwise determined by the Select Board.

O. Correspondence

- (1) The Office of the Town Administrator shall open all mail addressed to members of the Select Board at the Town Offices unless marked confidential and/or personal. Such mail shall be date stamped upon being opened and placed in the appropriate mailbox in Town Hall.
- (2) Incoming correspondence addressed to the Select Board or an individual member should be promptly shared with all members of the Board and the Town Administrator. The Town Administrator may respond on behalf of the Board to routine questions of an administrative nature (with copies provided to the Board), but all other matters shall be placed on an upcoming agenda for Board review and decision, if required. The Town Administrator may thereafter respond on behalf of the Board unless otherwise directed.
- (3) Members should not sign or use official Town letterhead as individuals without the consent of the majority of Board members.

P. Political Issues

The Members should refrain from endorsing (or giving the appearance of endorsing) any specific candidate for elected office (including themselves) while acting at a public meeting or in an official capacity. Members are encouraged, however, to speak on any political issues that may affect the Town of Lee, to include expressions of specific viewpoints of the Select Board, as may be applicable.

Q. Appointments of Town Officials

The Select Board acts as the Appointing Authority for many other Town Officials, including employees, members of boards, commissions, and committees, and to fill vacancies in some elected offices. Often times these appointment decisions have long-term implications in much the same way as the President may appoint a Justice to the Supreme Court, with an emphasis on local consequences. In making these decisions by majority vote, the Board should always discuss individual qualifications in a non-public session (except for positions that are subject to future elections in which case all discussions must be done in public and all application materials are subject to public disclosure). Ultimately, decisions to appoint should be made based

primarily on a candidate's qualifications, experience, track record, and ideology, even when considering re-appointments.

IV. MEMBERS' CODE OF CONDUCT

A. Select Board Meetings

The following guidelines are presented as a list of suggestions for Members to consider in order to best facilitate the management of the Town:

- (1) Be prepared for all meetings by reading the materials in advance of the meeting.
- (2) Actively participate in all deliberations.
- (3) Be respectful of differences of opinion. Treat others with dignity and attentiveness.
- (4) Be fair and open-minded.
- (5) Attend all meetings to the greatest extent possible; otherwise notify the Chair in advance to request that an absence be excused.
- (6) Demonstrate the characteristics of honesty, integrity and positive role- model leadership.
- (7) There should be no hesitation to express a viewpoint or present the opinions of concerned citizens.
- (8) Research and requests for additional information are strongly encouraged, but it is suggested that the Town Administrator be utilized to process all such inquiries.
- (9) Be attentive to the remarks of others during a meeting, including input received from members of the public, staff and other Town Officials.

B. General Rules

The following guidelines are intended to assist the Members in the performance of their official duties:

- (1) Don't make unilateral promises, threats or decisions on behalf of the Board.
- (2) Be very cautious about making promises with regards to a future vote or the treatment of any individual.
- (3) Do make yourself available to listen to (or read about) constituent concerns.
- (4) There is a fine line that is often impossible to identify between "acting in concert with personal beliefs and principles" vs. "acting in the best interests of the Town based on a specific set of circumstances". Follow your conscience.
- (5) Don't cast blame for problems without having all the facts. In most instances it is better to steer conversations towards identification of problems and possible solutions rather than pointing fingers at individuals who may have made mistakes.
- (6) Don't be afraid to explain that you were not aware of a certain situation or that you may not know the answer to a specific question about Town government. There are many resources available for you to get the right answers in a short period of time. Also keep in mind that the right answer may not always be the answer desired, but this will always be better than giving misinformation or false hope.

- (7) Friendships and business relations should not be a deciding factor when making decisions in the best interests of the Town. A true friend will understand and respect the need for a Member to avoid the appearance of favoritism.
- (8) The business of running the Town often requires perseverance, patience and long-term planning. The existence of phrases such as "Rome wasn't built in a day" and "the wheels of government grind slowly" is indicative of a frustrating reality at times. However, Members are encouraged to be mindful of their role in the posterity of future generations while dealing with current issues.
- (9) Keep in mind that the eyes of Lee are upon you. The things you say and do and the people you associate with are a reflection on your character as an official who is elected to represent the Lee community.
- (10) Try to avoid being a player on either end of the rumor mill. Work towards earning (and keeping) a reputation for having integrity.
- (11) Statements made by individual Members that amount to personal attacks or public insults (regardless of the setting) will impede the ability of the Select Board to function in the best interests of the Town.
- (12) Privileged information should not be shared or discussed with anyone other than the parties directly involved. In some instances the disclosure of privileged information can result in legal consequences (of a personal nature as well as creating Town liability) and/or removal from office.
- (13) In the event a Member becomes aware of any wrong-doing on the part of an elected or appointed Town Official, other than a member of the Select Board itself, this knowledge must be shared with the remaining members of the Board during a non-public session prior to any action being taken.
- (14) Members are indemnified by a Town insurance policy from liability for official conduct that is taken within the confines of their duties and responsibilities. Members are also covered under the Town's worker's compensation insurance policy as "employees", but they are not eligible for any other employee benefits.

C. Relationships with Other Elected Town Officials

- (1) Members are encouraged to maintain open lines of communication and positive relations with other elected Town Officials for the sake of facilitating municipal operations. When discussing Town business, such communications should be prefaced as either being a personal viewpoint or the official position of the Board, as may be appropriate.
- (2) In the event that a Member is aggrieved by a decision or action that is taken by an elected Town Official, the issue should be shared with the remaining members of the Board during a public or non-public session meeting (as allowed by law) prior to any action being taken.
- (3) The role of the Select Board in any proceedings related to the removal from office of an elected Town Official is specifically set forth in law and must be followed in a precise manner.

D. Relationships with Other Town Boards & Committees

- (1) The Members should be mindful of the statutory authority granted to certain Boards and Commissions with a goal of assisting such agencies in the fulfillment of their mission to the greatest extent practical. This is especially relevant in dealing with the Town's Legislative Body as well as the

Planning Board, ZBA, and Commissions.

- (2) Whenever the Select Board decides to establish a board or committee that is not prescribed by law or is otherwise under the Board's jurisdiction, the Board shall adopt a resolution that specifies the name of the agency, the number of members and alternates if desired, the length of terms, the mission of the agency, (to include duties, responsibilities and authority), residency requirements, the date by which the agency shall cease to exist and any other information deemed relevant.
- (3) In some situations the role of the Select Board in any proceedings related to the removal from office of members of Boards, Committees and/or Commissions is specifically set forth in law and must be followed in a precise manner. However, there are also situations where the Select Board may have the authority to replace members with or without cause and with or without due process as may be allowed by law. Accordingly, it is important that the Oath of Office be carefully worded by the Members to ensure the Board preserves its rights pertaining to the status of appointees.
- (4) Members who serve as ex-officio members (or Liaisons) of other Boards and Committees are expected to vote and act in a manner that is consistent with the majority viewpoint of the Board, to the extent practical.
- (5) All Town Boards, Committees and Commissions are subject to the Right to Know Law and must therefore comply with all provisions of RSA 91-A.

E. Relationships with Other Members

- (1) It is recognized under NH law that a chance meeting or social event involving a quorum of the Board (two or more members) does not constitute a "meeting". However, individual Members must not discuss any Town business during such situations.
- (2) Communications between Members during meetings or public events should always take into account a level of decorum that is commensurate with the position of elected leaders of the Town. Accordingly, it is expected that Members will conduct themselves in a professional manner at all times; and that members of the Board can ultimately agree to disagree in the event of differences of opinion regardless of the circumstances or the intensity of feelings.
- (3) All written communications between Members may be considered public documents under the law. This includes emails and handwritten notes. Members can be held personally (and financially) liable by a court for destruction of any such documents or willful violations of the Right to Know Law.

E. Relationships with Staff

- (1) It is requested that Members deal with staff issues or requests for information through the office of the Town Administrator at all times. This is not to imply, however, that Members must do anything differently from ordinary residents with regards to routine government services (such as vehicle registrations, permit applications, etc.) in which case Members should expect to be treated in the same manner as every other "customer".
- (2) In the event a Member observes an employee exhibiting inappropriate behavior, such conduct should be promptly referred to the Town Administrator and/or other appropriate Department Head and may also be disclosed to the other members of the Select Board during a non-public session of a meeting.
- (3) Members should be aware that staff meetings are not open to the public and these meetings are not subject to the Right to Know Law. Members of the Select Board should only attend these types of

meetings upon invitation or request of the Town Administrator.

- (4) Members are encouraged to meet as individuals on a regular basis with the Town Administrator and other Department Heads to exchange information and share ideas. Such meetings are not subject to the Right to Know Law; however, any written documentation that is exchanged may be subject to public disclosure.
- (5) Members should never solicit political favors, contributions or election support from employees, who are expected to remain neutral in such matters at all times, but especially during work.
- (6) Disciplinary decisions made by Department Heads and/or the Town Administrator must be implemented without consulting the Select Board or individual Members in order to preserve the juror status and impartiality that is required for the Board and its members to serve as an appeals body.

F. Relationships with Legal Counsel

- (1) The Town Attorney works for the Town of Lee under such terms and conditions as may be determined solely by the Select Board. Consultations between the Members and legal counsel are exempt from the Right to Know Law.
- (2) Members of the Select Board are encouraged to communicate with the Town Attorney through the office of the Town Administrator. Often times the Town Administrator may be able to provide answers without incurring any legal expenses.
- (3) Members who have a legal question about Town business that is not of an urgent or emergency nature who do not wish to involve the Town Administrator in such an inquiry, are expected to discuss this matter with the remaining members of the Board during a non-public session (provided that it meets the requirements of NH RSA 91-A) of a meeting prior to contacting the Town Attorney directly.
- (4) Members who have a legal question about Town business of an urgent or emergency nature who do not wish to involve the Town Administrator are authorized to contact the Town Attorney directly, provided, however, that the nature of the communication shall be put into writing and shared with all Board members as soon as practical.
- (5) From time to time Members are individually served with a lawsuit in the exercise of their duties. Because the timing of the Town's response can be a critical component in a lawsuit, Members should immediately notify the Town Administrator if they have been sued as a Town Official. The Town Administrator will then forward copies of the lawsuit to all of the Members and the Town Attorney and the Town's insurance carrier. (Sometimes the Town's insurance carrier will provide and pay for legal counsel in which case the Town Attorney may not be involved in the proceedings.)

G. Relationships with the Media

- (1) It is recommended that Members never go "off the record" when communicating with a reporter and keep in mind that there may be times when it is in the Town's best interest for a Select Board Member to have "no comment," but such remarks should be used very judiciously.
- (2) Members should be very careful and cautious when choosing words during a conversation with a reporter (or in the presence of the media) to avoid being misquoted, or having words taken out of context, or disclosing information that should not be made public.
- (3) Although the Chair serves as the official spokesperson for the Board, there is nothing in these

guidelines that is intended to prevent any other member of the Select Board from speaking with the media and offering a personal viewpoint that may differ from the Board.

- (4) Newspaper accounts of municipal events are not always an entirely accurate depiction of the factual circumstances. Accordingly, members of the Select Board should not make decisions based solely on reports in the newspaper or on television or other media outlets.

I. Relationships with Civic Organizations & Citizens

Members are encouraged to visit with members of local civic organizations and concerned citizens to solicit feedback and input on government operations and/or discuss current issues, public events and personal viewpoints concerning Town affairs.

J. Ethics

- (1) Individual Members should not seek to exert any undue influence or interference in the exercise of the official duties of other Town Officials or employees. In the event that a Member has legitimate personal interests in the outcome of a government function, and he/she acts as a private citizen in pursuit of that objective, than he/she should thereafter disqualify himself/herself as a Select Board member in any matters related thereto.
- (2) The Members shall uphold and exemplify the provisions of the Code of Ethics for Public Officials of the Town of Lee, as adopted by the Lee Select Board on May 26, 2015, attached hereto and incorporated herein as Appendix B.

K. Violations

- (1) There are no defined consequences under NH law for failure to comply with these guidelines. However, it should be noted that the remaining members of the Select Board may vote to publicly censure an individual Member for repeated or egregious failures to meet these obligations.
- (2) In the event that a quorum of the Board is of the opinion that one of the Members has violated State Law, then they may vote in public session to initiate judicial removal proceedings and/or petition a court of competent jurisdiction for the imposition of such other penalties as may be allowed by law.

IN WITNESS WHEREOF, these Operational Guidelines for the Select Board are adopted and approved on this 8th day of June 2015

Carole Dennis, Chairwoman

Scott Bugbee

John R. LaCourse

**APPENDIX A
TOWN OF LEE, NH
Board of Selectmen
Meeting Procedures**

The purpose of these procedures is to allow for the orderly conduct of Town business that is fair for the public, Selectmen, volunteers, and Town Employees and provide for open, transparent and effective local governance.

MEETING SCHEDULES

- 1) Regular meetings of the Board of Selectmen shall be held on every other Monday at the Public Safety Complex and will convene at 6:00 PM unless rescheduled by a vote of the Board due to unforeseen circumstances. The Town Administrator will present a suggested schedule of dates to the Board for adoption prior to the start of the fiscal year.
 - a. The Chairman, or a majority of the Board, shall determine if insufficient business or other non-urgent matter warrants postponement or cancellation of a scheduled Board of Selectmen meeting.
 - b. The Chairman and Road Agent shall determine if inclement weather or other emergency warrants postponement or cancellation of a scheduled meeting.
 - c. The Town Administrator shall be responsible for providing notice of a cancelled meeting
- 2) Special meetings may be called by the Chairman or by a majority of the Board at any time.
 - a. Twenty-four (24) hours' notice shall be given to each member, except in emergencies.
 - b. Special Meetings are generally limited to one or more items requiring Board action and shall include on the agenda an opportunity for citizen comment specifically related to the matter(s) included on the agenda.
- 3) Written notice of all meetings shall be properly posted as required by RSA 91A:2 II. In emergencies, all efforts will be made to post a written notice of the emergency meeting with as much notice as possible.

AGENDA SETTING

In order to help the Selectmen organize the agenda so that the Town's business may be accomplished in a timely and efficient manner and to allow the Board to make informed decisions and to prevent unnecessary disruptions of Selectmen's meetings, while still continuing the tradition of providing opportunities for all persons to address the Board, the following procedures have been adopted:

- 1) Requests to meet with the Board and/or to be included on the agenda shall be in writing, stating the purpose and as much information as possible to permit Board and staff review in advance of the meeting. Please use the attached "Board of Selectmen Meeting Agenda Request" form. This requirement applies to Town Department Heads, employees, Boards, Commissions, and members of the public. Requests must be received in the Selectmen's office by noon the Thursday prior to the meeting on the following Monday in order to be considered for inclusion on the agenda.
 - a. The deadline may be waived in the event of an emergency or for items that require the Board's immediate attention and for which prior notice is not possible.

- b. The Town Administrator reserves the right to postpone requested agenda items to a subsequent meeting and/or to request further information on the Board's behalf, so that the Board will have enough time to give the matter the attention it may deserve and enough information to be able to make an informed decision.
 - c. The Board of Selectmen reserve the right to table any agenda item, if, in its opinion, more time or information is required in order to take responsible action.
- 2) The Town Administrator is available to assist with drafting the written request to ensure that it is presented to the Board in a correct and complete form.
- 3) The Agenda may include "Consent Agenda" items at the discretion of the Town Administrator and unanimous consent of the Board. Such items are considered routine in nature yet still require a formal vote of the Board.
 - a. If one Selectman believes that an item requires discussion, it shall be removed from the Consent Agenda and placed on the regular agenda.
 - b. Complete information for all Consent Agenda items shall be provided to the Board in advance of the meeting.
- 4) Each agenda shall have a Public Comment session to allow citizens to address any Town issue, except employee personnel matters. Such matters may be addressed at a scheduled session that will be public or non-public at the request of the person being discussed and in their presence, in accordance with RSA 91 A: 3 II. The Public Comment session may be waived by the Chairman, if the meeting is a special meeting and/or a Public Hearing.

CONDUCT OF MEETINGS

All participants have a responsibility to adhere to the highest ideals of civility and decorum while participating in all meetings conducted on behalf of the community.

- 1) Role of Presiding officer – the presiding officer, usually the Chairman, shall be responsible for ensuring that all meetings are conducted in accordance with the requirements of these procedures by ensuring the orderly conduct of Town business that comes before the Board. The presiding officer shall have the cooperation and support of fellow Selectmen in maintaining order and civility throughout Board meetings.
- 2) Orderly Conduct of Meetings – Selectmen, members of the general public, the Town Administrator, and Town employees shall confine their remarks to the merits of pending questions and shall not engage in personal attacks, or accusations not related to official duties.
- 3) During the Public Comment portion of the meeting, individuals will be limited to a five-minute presentation, unless permission to speak for a longer period is requested and granted by majority vote of the Board. Anyone speaking is required to state his/her name and address. The Chairman may extend the opportunity to speak to non-residents.
- 5) In cases where a member of the public wishes to speak on a matter during the regular course of the meeting, the Chairman may recognize said party, but is under no obligation to do so, and request

that he/she rise, be recognized, state their name, place of residence and purpose for addressing the Board.

- 6) The Chairman will limit or prohibit speakers who are determined to be disruptive or whose remarks are rude, personal or slanderous. If the person does not withdraw, the Chairman may order a police officer or other appropriate authority to remove and/or confine the person in some convenient place until the meeting is adjourned.

Approved by the Lee Board of Selectmen on June 25 2012.

John R. LaCourse, Chairman

W. James Griswold, Selectman

David Cedarholm, Selectman



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

Office Use Only
Meeting Date: _____
Agenda Item No. _____

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST**

_____ (Meeting Date Requested)

Agenda Item Title: _____

Requested By: _____ **Date:** _____

Contact Information: _____

Presented By: _____

Description: _____

Financial Details: _____

Legal Authority _____

(Usually NH RSA and/or Town Ordinance/Policy):

Legal Opinion: _____

REQUESTED ACTION OR RECOMMENDATIONS:

APPENDIX B
CODE OF ETHICS

**For Public Officials of the Town of Lee
Adopted by the Lee Select Board**

Preamble

The citizens and businesses of Lee are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. The effective functioning of democratic government therefore requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Public officials be independent, impartial, and fair in their judgment and actions;
- Public office be used for the public good, not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of cooperation.

To this end, the Lee Select Board has adopted a Code of Ethics for our public officials to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, officials will work for the common good of the people of Lee and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.

2. Comply with the Law

Officials shall comply with Federal and State laws, as well as the Town of Lee's ordinances and policies in the performance of their public duties.

3. Conduct of Officials

The professional and personal conduct of officials must be above reproach and avoid even the appearance of impropriety. Officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other officials, the staff or public.

4. Respect for Process

Officials shall perform their duties in accordance with the processes and rules of order which have been established by their respective board, commission or committee, and which govern the deliberation of public policy issues, meaningful involvement of the public, and the ability of Town staff to implement policy decisions as authorized by the Select Board.

5. Conduct of Public Meetings

Officials shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Endorsement of Candidates

Officials have the right to endorse candidates for all Select Board seats or other elected offices. However, it is inappropriate to mention endorsements during public meetings or other official Town functions.

7. Keep political support away from public forums

Just as Board and Commission members may offer political support to a Member of the Select Board, but not in a public forum while conducting official duties, Members may also support other Board and Commission members who are running for office, but not in an official forum in their capacity as a Selectperson.

8. Communication

Officials shall publicly share substantive information that is relevant to a matter under consideration by a board, commission, or committee, which they may have received from sources outside of the public decision-making process.

9. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, officials shall not use their public positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest.

10. Gifts and Favors

Officials shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

11. Confidential Information

Officials shall respect the confidentiality of information concerning the property, personnel, or affairs of the Town. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

12. Use of Public Resources

Officials shall not use public resources not available to the public in general, such as Town staff time, equipment, supplies or facilities, for private gain or personal purposes.

13. Representation of Private Interests

In keeping with their role as stewards of the public interest, Public Officials shall not appear on behalf of the private interests of third parties before any Board, Commission, Committee or proceeding of the Town. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Lee nor will they allow the inference that they do.

14. Advocacy

Officials shall represent the official policies or positions of the Town to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Lee nor will they allow the inference that they do.

15. Policy Role of Officials

Officials shall respect and adhere to the Select Board structure of government. In this structure, the Select Board determines the policies of the Town with the advice, information and analysis provided by the public, other boards, committees, commissions, and Town staff.

Public Officials therefore should not interfere with the administrative functions of the Town or the professional duties of Town staff

16. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision- making process, Public officials shall refrain from using their position to unduly influence the deliberations or outcomes of proceedings. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Lee nor will they allow the inference that they do.

17. Positive Work Place Environment

Officials shall support the maintenance of a positive and constructive work place environment for Town employees and for citizens and businesses dealing with the Town. Officials shall recognize their special role in dealings with Town employees to in no way create the perception of inappropriate direction to staff.

18. Implementation

As an expression of the standards of conduct for public officials expected by the Town of Lee, this Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when officials are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the written orientation materials for candidates for all Town positions, applicants to boards, committees, and commissions, and newly elected and appointed officials. All Public Officials shall annually review the Code of Ethics, and the Select Board shall consider recommendations to update it as necessary.

19. Compliance and Enforcement

The Town of Lee Code of Ethics expresses standards of ethical conduct expected for all Public Officials.

Officials themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees and commissions have the additional responsibility to intervene when actions that appear to be in violation of the Code of Ethics are brought to their attention.

In accordance with NH RSA 42:1-a I. "The manner of dismissing a town officer who violates the oath as set forth in RSA 42:1 shall be by petition to the superior court for the county in which the town is located."

A violation of this code of ethics shall not be considered a basis for challenging the validity of a board, committee, or commission decision.

ADOPTED by the LEE SELECT BOARD on this 8th day of June, 2015.

Carole Dennis, Chairperson

Scott Bugbee

John R. LaCourse

LEE SELECT BOARD

LIAISON ASSIGNMENTS 2016-2017

250TH Anniversary Committee	Scott Bugbee
Agricultural Commission	Cary Brown
Conservation Commission	Scott Bugbee
Energy Committee	Cary Brown
Heritage Commission	Scott Bugbee
Lamprey Regional Solid Waste	Scott Bugbee
Planning Board	John LaCourse
Ad Hoc Racetrack Committee	Cary Brown
Recreation Commission	John LaCourse

Members

Name	Title	Term
Patricia Jenkins	Member	2016
Laura Gund	Member	2016
Penny Stetson	Member	2016
Annie Gasowski	Member	2016
Janet Allen	Member	2016
Clara Kustra	Member	2016
Marian Kelsey	Member	2016
Brian Seeley	Member	2016
Frank Reinhold, Jr.	Member	2016
Scott Bugbee	Member	2016

Member

Name	Title	Term
Erick Sawtelle	Chairman	exp 2019
Laura Gund	Member	exp 2019
Dwight Barney	Member	exp 2018
Donna Lee Woods	Member	exp 2019
Charles Cox	Member	exp 2017
Paul Gasowski	Member	exp 2018
Richard Babcock	Alternate	exp 2019
Amanda Gourgue	Alternate	exp 2017
Johathan Kohanski	Alternate	exp 2018
Cary Brown	Select Board Rep	

Members

Name	Title	Term
William Humm	Chairman	exp 2019
L. David Meeker	Secretary	exp 2017
Anne Tappan	Member	exp 2017
Catherine Fisher	Member	exp 2018
Timothy Moody	Member	exp 2017
David Shay	Member	exp 2019
Antoinette Hartgerink	Member	exp 2019
Amanda Gourgue	Alternate Member	exp 2017
Richard Babcock	Alternate Member	exp 2018
Scott Bugbee	Select Board Rep	

Members

Name	Title	Term
Richard Weyrick	Member Emeritus	

Members

Name	Title	Term
Sharon Meeker	Member	exp 2019
Mary Woodward	Member	exp 2019
Barbara Wauchope	Member	exp 2019
Cary Brown	Select Board Rep	

Members

Name	Title	Term
Patricia Jenkins	Chairperson	exp 2017
Laura Gund	Member	exp 2017
David Meeker	Member	exp 2017
Anne Jennison	Member	exp 2018
Denis Hambucken	Member	exp 2018
Cord Blomquist	Member	exp 2019
Elisabeth McCaffrey	Member	exp 2019
Scott Bugbee	Select Board Rep	

Members

Name	Term
Roger Rice	exp March 2018
Scott Bugbee	exp March 2017

Members

Name	Title	Term
Robert Smith	Chairman	exp 2019
David Cedarholm	Member	exp 2019
Lou-Ann Griswold	Member	exp 2017
Mark Beliveau	Member	exp 2017
Edward Bannister	Member	exp 2018
Ryan Crosbie	Member	exp 2017
Howard Hoff	Alternate Member	exp 2019
Wayne Lehman	Alternate Member	exp 2019
John LaCourse	Select Board Rep	

Members

Name	Title	Term
Tom Loureiro	Member	exp 2017
Cary Brown	Member	exp 2017
Bill Callen	Member	exp 2017
Andy Lelio	Member	exp 2017
David Cedarholm	Member	exp 2017
Wayne Lehman	Member	exp 2017
Chief Tom Dronsfield	Member	
Chief Scott Nemet	Member	

Members

Name	Title	Term
Larry Kindberg	Chairman	exp 2019
James Lonano	Member	exp 2018
Joseph Hannon	Member	exp 2017
Annette Brown	Member	exp 2019
John LaCourse	Select Board Rep	

Members

Name	Title	Term
James Banks	Chairman	exp 2019
Philip Sanborn	Member	exp 2017
Tobin Farwell	Member	exp 2019
John Hutton III	Member	exp 2017
Dave Allen	Member	exp 2017
Craig Williams	Alternate Member	exp 2019
Peter Hoyt	Alternate Member	exp 2019
Frank Reinhold Jr.	Alternate Member	exp 2018
Roy Wilson	Alternate Member	exp 2016
Don Quigley	Alternate Member	exp 2019

TOWN OF LEE, NH
Board of Selectmen
Meeting Procedures

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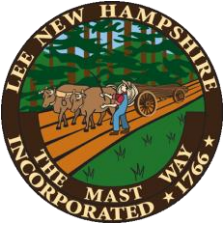
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Approved by the Lee Board of Selectmen on June 25 2012.

John R. LaCourse, Chairman

W. James Griswold, Selectman

David Cedarholm, Selectman



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

Office Use Only
Meeting Date: _____
Agenda Item No. _____

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST**

_____ (Meeting Date Requested)

Agenda Item Title: _____

Requested By: _____ **Date:** _____

Contact Information: _____

Presented By: _____

Description: _____

Financial Details: _____

Legal Authority _____

(Usually NH RSA and/or Town Ordinance/Policy):

Legal Opinion: _____

REQUESTED ACTION OR RECOMMENDATIONS:

Julie Glover

From: Anne Tappan <Anne.Tappan@comcast.net>
Sent: Sunday, March 19, 2017 7:47 PM
To: bhummm@aol.com; sbugbee@comcast.net; Julie Glover; Randy Stevens; 'Larry Kindberg'
Subject: Habitat Management on Town Land

The Lee Conservation Commission is partnering with wildlife specialists from UNH to undertake a project to improve wildlife habitat for American Woodcock. We want to inform the those in town that should know about this activity.

The work will take place on the Mills Reserve portion of "Little River Park", that is the area between the playing fields and the river. The dry, sandy bowl at the base of the slope, just beyond the playing fields, is a singing grounds (courtship area) for the woodcock. This species is listed by NH Fish and Game, Nongame Program as a "Species of Greatest Conservation Need". They require early succession habitats. Over time, as trees grow in, the area becomes less attractive to woodcock and other species that favor open habitats. The project is to cut trees in this area to prolong the life of the singing grounds.

The project will be overseen by the Conservation Commission and Matt Tarr, Associate Extension Professor – Wildlife Specialist, UNH Cooperative Extension. Students from UNH Thompson School, will do the cutting as part of a service project for a class taught by Don Quigley. Work is planned for late March or early April, once the ground is clear of snow. Tree cutting, with chainsaws and all appropriate safety equipment, will be done in one or two sessions. Brush pulling and piling, will likely take an additional work session. Liability for the students is covered by UNH. Don Quigley will be sending papers documenting that.

A walking trail cuts through the project area. It may be prudent to temporarily close the trail during the cutting or clean up. It may be appropriate to notify nearby neighbors of chainsaw noise.

Please let me know if you have concerns or questions. I will keep you posted on the proposed work dates.

Anne Tappan
Lee Conservation Commission

Woodcock Habitat Management at the Mills Reserve

Anne Tappan, Lee Conservation Commission, 22 March 2017

The Lee Conservation Commission (LCC) is partnering with wildlife specialists from UNH to improve habitat for American Woodcock. This species is listed by NH Fish and Game, Nongame Program as a "Species of Greatest Conservation Need". The brochure "Wildlife Needs Young Forest, The Woodcock Management Plan", is attached.

The work will take place on the Mills Reserve adjacent to Little River Park, in the area between the playing fields and the river. (map attached) The dry, sandy bowl at the base of the slope just beyond the playing fields, is a singing ground (courtship area) for the woodcock. Woodcock require early succession or young forest habitats. As trees grow in, the area becomes less attractive to woodcock and other species. There are quite a few white pines and some black locust growing up in the otherwise open area. The goal of this project is to remove the larger trees so that the habitat can be more easily maintained with hand tools.

The project will be overseen by the Conservation Commission and Matt Tarr, Associate Extension Professor – Wildlife Specialist, UNH Cooperative Extension. Three students from UNH Thompson School, will do the cutting as part of a service project for a class taught by Don Quigley. Work is planned for late March or early April, once the ground is clear of snow. Tree cutting, with chainsaws and all appropriate safety equipment, will be done in one or two sessions. Brush pulling and piling, will likely take an additional work session. Liability for the students is covered by UNH.

Below is a brief history of LCC activities at Mills Reserve related to this species.

Woodcock Observations: In spring 2014 LCC members (Tappan and Fisher) visited several town lands searching for active woodcock singing/courtship grounds. Woodcock were actively displaying at the Mills/LRP site. They were also observed here in 2015 and 2016.

Public Programs: LCC hosted public woodcock observation programs at Mills/LRP in April of 2014 and 2015. The 2016 program was held at the Joe Ford Wildlife Sanctuary.

Early Habitat Management: The Black Locust saplings on the slope at the far end of the athletic field were growing tall enough to interfere with the woodcock courtship flight path. During the summer of 2014 LCC members (Tappan and Fisher) cut and removed 403 stems of locust from the slope. Hand tools, loppers and a pruning saw, were used. Cuttings were pulled into two brush piles.

Meetings with UNH Cooperative Extension Wildlife Specialists:

In June 2016, LCC members (Tappan, Fisher, Humm) met with Haley Andreozzi, Wildlife Outreach Program Coordinator, and Matt Tarr, Associate Extension Professor – Wildlife Specialist, at Mills/LRP to discuss assistance with tree cutting to prolong the life of the woodcock singing grounds. Matt Tarr suggested that such a project would be appropriate for a service project for Thompson School students.

In March 2017, LCC members (Tappan, Fisher) met on site with Matt Tarr and the students to discuss the project details. A good match was found between the skills of the students and the habitat management goals. Which trees to cut, where to pile the brush, and other logistics were discussed.

Woodcock Habitat Management Area at Mills Reserve



Google

You Can Help

The Wildlife Management Institute and its many partners – private, federal, state, and provincial – work together through the Young Forest Project in making thousands of acres of this important habitat for woodcock and other wildlife.

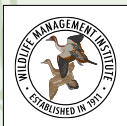
Regional Initiatives are creating young forest in these regions:

- **Northern Forest** (New England, the Adirondack Mountains, and Atlantic Canada)
- **Appalachian Mountains** (southern New York, Pennsylvania, Maryland, West Virginia, Ohio, Virginia, and New Jersey)
- **Upper Great Lakes** (Michigan, Wisconsin, and Minnesota)
- **Atlantic Coast** (Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, and Virginia)
- **Lower Great Lakes** (Ohio, Pennsylvania, New York, Vermont, Ontario, Quebec)

Biologists have developed **Best Management Practices** for making habitat in each region and can provide technical assistance to landowners and managers who want to get involved. Funding may be available.

Find contact information and learn about habitat demonstration areas in your region at www.timberdoodle.org, www.youngforest.org, and www.newenglandcottontail.org.

Cover image: Tim Flanigan



Wildlife Needs Young Forest

The Woodcock Management Plan



A publication of the
Wildlife Management Institute

www.timberdoodle.org

www.youngforest.org

www.newenglandcottontail.org

Reversing a Trend

During the last half century, as the number of acres of young forest in the East and Upper Midwest has dwindled, populations of many kinds of wildlife have fallen. To reverse that trend, conservationists are working to create more young forest (also called “early successional habitat”).

The American woodcock can be considered an “umbrella species” – a representative of all the animals that use young forest during part or all of their life cycles. By creating woodcock habitat, we can halt and reverse

the decline in the woodcock’s numbers – while at the same time helping more than 60 other kinds of wildlife whose populations have declined as well.

Also called the “timberdoodle,” the American woodcock is a ground-dwelling bird that lives in young upland forest and brushy woods near rivers and streams. It breeds across eastern North America from Atlantic Canada to the Great Lakes region and spends the winter in lowlands mainly in the southern and Gulf Coast states.

Join a Young Forest Regional Initiative and begin using land-management and timber-harvesting techniques to create young forest for woodcock and other wild creatures.

For more information, visit www.timberdoodle.org and www.youngforest.org.

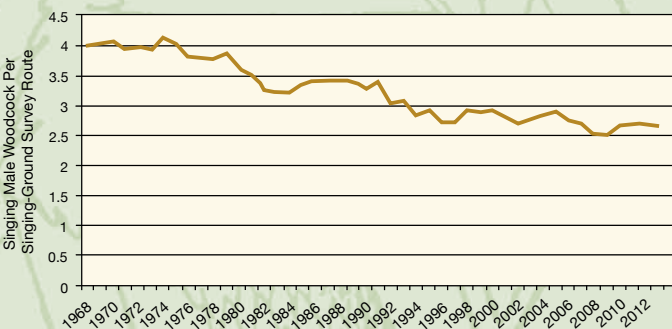
Charles Fergus

Bringing the Woodcock Back

From the 1960s to 2003, woodcock numbers fell by 2 to 3 percent each year. The reason? An ongoing loss of habitat.

Many acres were lost to roads, shopping centers, and housing developments. And as brushy areas grew to become middle-aged and older woodlands, they stopped being useful to woodcock and the myriad other wild creatures that need young forest.

The U.S. Fish and Wildlife Service, Partners in Flight, and the North American Bird Conservation Initiative rank helping the woodcock as one of the highest conservation priorities in the eastern United States.



Woodcock numbers, as indexed by the annual Singing-Ground Survey, recently have stabilized and, since 2008, generally have risen. Many scientists believe this population turnaround comes from the thousands of acres of new habitat created through the Young Forest Project.



Timber harvests yield thick new growth for wildlife./Charles Fergus



The chestnut-sided warbler is one of many birds that need the food and cover provided by thick growth of trees and shrubs found in areas of young forest./Tom Berriman

What Must Be Done

In the past, young forest was continually created and renewed by wildfires, floods, and other natural disturbances. Today we largely prevent fires and floods, while our developments keep expanding. We are also doing less logging – in part, because many people don't realize the importance to wildlife of the young forest that quickly springs up following cutting.

To halt and reverse the decline of wildlife that need brushy woods, we must restore, create, and maintain young forest by cutting trees in a responsible manner and in carefully selected places. Because young forest is a dynamic, short-lived phase in a forest's growth cycle, management activities need to be fairly frequent and ongoing.

Scientists and wildlife researchers have calculated how many acres of new young forest are needed to let the woodcock population rebound. Read about these habitat goals in the American Woodcock Conservation Plan at www.timberdoodle.org.

Improve Wildlife Diversity Through:

- **Logging**

Timber harvesting causes stumps and root systems of trees to send up thousands of sprouts, making thickets that woodcock and many other wild animals need.

- **Planting**

Abandoned fields can be planted with light-loving shrubs and trees (alders and aspens are top choices) to create wildlife-friendly young forest.



Woodcock thrive in aspen thickets. /Charles Fergus

- **Mechanical Cutting**

Large machines such as “brontosaurus” cutters can chew down overmature shrubs, including alders. After cutting, the shrubs grow back more densely.

- **Apple Tree Release**

Cutting out shade-casting trees spurs the growth of apple trees and sun-loving shrubs, beneath which woodcock find abundant earthworms to eat. The apple trees and shrubs provide fruit for other animals.



Woodcock habitat provides great homes for rabbits./Victor Young

Woodcock Need Young Forest For:

- **Singing Grounds**

To attract mates in spring, male woodcock call and make dawn-and-dusk courtship flights from clearings, log landings, old fields, and road edges. These openings are also heavily used by many songbirds.

- **Feeding Areas**

Woodcock feed where the soil is moist – alder flats along rivers and wetlands, abandoned farmland, overgrown orchards, and clearcuts up to 20 years old. These places also provide crucial food and hiding places for songbirds, mammals, amphibians, and reptiles such as box and wood turtles.

- **Nesting and Brood-Rearing Cover**

Woodcock raise their young in stands of hardwood trees less than 20 years old – where the saplings are so thick that a person might have trouble getting through. Alder and willow flycatchers thrive in these areas, as do snowshoe hares and cottontail rabbits.



Woodcock raise their chicks in stands of young hardwoods.

- **Roosting Areas**

At dusk in summer and early fall, woodcock fly to weedy fields and newly logged woods where they roost beneath patchy plant growth that protects them from both land and aerial predators. Another declining bird species that needs such semi-open habitat is the whip-poor-will.



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

Office Use Only

Meeting Date: March 27, 2017

Agenda Item No. 5

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST**

3/27/2017

Agenda Item Title: Transfer Station Facility Report

Requested By: Roger Rice, Transfer Station Manager

Date: 3/22/2017

Contact Information: 659-2239

Presented By: Roger Rice

Description: Present the Board with the 2016 Annual Facility Report to the DES for approval and signature.

Financial Details: N/A

Legal Authority Env-SW 1105.13

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to accept the Transfer Station's 2016 Annual Facility Report to the Department of Environmental Services.



Guidance Sheet

Purpose: The purpose of the annual facility report (AFR) for active solid waste facilities is to inform the New Hampshire Department of Environmental Services (NHDES) of solid waste management activities occurring at your facility. The AFR assists NHDES in its mission to help sustain a high quality of life for all citizens by protecting the environment and public health of New Hampshire. This guidance sheet is intended to assist in completing the AFR form (NHDES-S-05-056).

Instructions: Complete all four pages of the AFR form to identify recycling and waste management activities at your facility for the calendar year (January 1 – December 31). Make a copy of the completed report to keep in the facility's operating record. Write only in the fields provided. If you need more space to complete a section, attach additional pages and note at the bottom of the form if you have attached any additional pages. Detailed instructions are provided below for each section. The AFR is due to NHDES each calendar year by March 31.

SECTION 1 (page 1) – Facility Identification

Facility Name: The name of the facility as listed on the facility's permit.

Physical Street Address: The physical location of the facility. Do NOT provide a PO Box address.

Town/City: The municipality in New Hampshire where the facility is located.

Permit Number: The solid waste permit number that is listed on the facility's solid waste permit. This number typically starts with "DES" or "DPHS."

SECTION 2 (page 1) – Permittee Information

Name: The individual or entity to whom the permit is issued.

Mailing Address, Town/City, State, Zip Code: The address that the permittee uses to receive mail.

Email Address: A current and frequently checked email address of the permittee. This is optional.

Phone Number: The daytime telephone number of the permittee.

SECTION 3 (page 1) – Contact Person

This section is optional; however, information provided assists NHDES with resolving questions related to the AFR.

Name: The name of the person to whom NHDES' questions about the report can be directed. This person may be different than the person who is signing in Section 15.

Job Title: The job or position title of the contact person.

Affiliation: The name of the company or municipality for which the contact person works.

Email Address: A current and frequently checked email address of the contact person.

Phone Number: The daytime telephone number of the contact person.

SECTION 4 (page 1) – Facility Status

Provide the operating status of the facility.

- If the facility operated all year (January 1-December 31), check the "Operated the entire calendar year" box.
- If the facility did not operate any time during the year, check the "Did not operate in the calendar year" box.
- If the facility operated for part of the year, check the "Operated part of the calendar year only" box and provide the dates the facility did operate.

SECTION 5 (page 1) – Facility Status – Operating Landfills Only

To be completed only for active landfills, that is, landfills that are actively accepting and burying wastes. Provide the estimated remaining life of the landfill in years and the estimated remaining permitted capacity in cubic yards as of December 31, 2016. Also, attach a brief summary of facility inspections and maintenance activities that took place at the landfill during the calendar year.

SECTION 6 (page 2) – Facility Operator Information

Provide the name, certificate number and expiration date of all solid waste facility operators that worked at the facility during the calendar year. If an operator had “Processed Applicant” status at the end of the year, write “Processed Applicant” in the Certificate Number box. Also, indicate whether each listed operator was working at the facility as of December 31. If more than five operators were employed at the facility during the calendar year, attach an additional page using the same format as this section.

SECTION 7 (page 2) – Waste and Recyclables Received & Shipped

In the first table, titled “Type of Waste,” check the boxes of the solid waste types that the facility received and/or shipped during the calendar year. If the facility received a solid waste type that is not listed, specify the waste type in the “Other” box(es). **Note:** Universal Wastes and Used Oil are included in Section 11, so do not enter them here.

Waste type definitions can be found in Env-Sw 100. For the purposes of this report, the various waste types are described as follows:

- **Ash:** Ash received at the facility from outside sources only.
- **Asbestos:** Asbestos and asbestos-containing materials such as asbestos vinyl tiles, asbestos shingles, and asbestos pipe insulation.
- **Bulky Waste:** Large items that cannot be handled by normal solid waste processing, collection or disposal methods, such as appliances, furniture, mattresses, large auto parts, tires, and tree stumps.
- **Construction & Demolition (C&D) Debris:** Non-asbestos building material, and rubble resulting from the construction, remodeling, repair or demolition of structures or roads, including for example:
 - bricks, concrete and other masonry materials;
 - wood, wall coverings, plaster, dry wall;
 - plumbing, fixtures, non-asbestos insulation and roofing shingles;
 - asphaltic pavement and glass;
 - plastics that are not sealed in a manner that conceals other wastes and electrical wiring; and
 - components incidental to any of the above and containing no hazardous liquid or metals.

The term does not include asbestos waste, garbage, corrugated container board, electrical fixtures containing hazardous liquids such as fluorescent light ballasts or transformers, furniture, appliances, tires, drums and containers, and fuel tanks.

- **Contaminated Soil:** Soil containing any regulated contaminant (see Env-Or 600), other than naturally occurring substances at naturally occurring or background levels, at a concentration that has the potential to adversely affect human health or the environment. This includes petroleum (e.g., gas, oil) impacted gravel, sand, silt, and clay.
- **Electronic Waste:** Includes computer monitors, laptops, cathode ray tubes (CRTs), liquid crystal displays (LCDs), plasma and LCD televisions, printers, cellphones, copiers, fax machines, and video-display media players/recorders (e.g., DVD players, VCRs) and other electronic devices being discarded.
- **Food Waste:** Food waste collected separately from other waste types. Food wastes include vegetable matter, bakery products, vegetable oils, dairy and dairy byproducts, and meat and meat byproducts.
- **Infectious Waste:** Any waste which, because of its infectious nature, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed. Typically includes waste generated from a medical facility.
- **Municipal Solid Waste or “MSW”:** Refers to a variety of non-hazardous waste generated at residences, commercial or industrial establishments, and institutions, commonly referred to as “trash” or “refuse.” Excludes C&D debris, automobile scrap and other motor vehicle waste, infectious waste, asbestos waste, contaminated soil and other absorbent media, yard waste, hazardous waste, universal waste, used oil, and ash sources other than household stoves.
- **Recyclable Materials:** Materials that can be used to produce marketable goods, including clear and colored glass, aluminum, ferrous and nonferrous metal containers (excludes scrap metal), plastics, corrugated cardboard, and paper.
- **Scrap Metal:** Bits and pieces of metal parts, bars, rods, sheets, or wire or metal pieces that may be combined together with bolts or solder, for example, radiators, aluminum window frames, lawn furniture, pipes and fittings.

- **White Goods:** Discarded household appliances, including clothes washers and dryers, stoves, microwaves, refrigerators, freezers, dishwashers and air conditioners.
- **Other:** Any solid waste that does not fit into one of the types listed above.

If you received both bulky wastes and white goods and shipped them together, check both waste type boxes.

In the second table, titled “Quantity of Waste,” provide the quantity of non-recyclable waste and recyclables received and shipped, in tons. Non-recyclable wastes are wastes sent for disposal at a landfill or incinerator. Recyclables are those materials sent to a recycling facility, such as a materials recovery facility, or directly to market for reuse. If quantities are in units other than tons, use the conversion chart located at

<http://des.nh.gov/organization/divisions/waste/swmb/css/categories/forms.htm> to estimate tonnages.

For Quantity of Waste Received:

From NH Sources
 + From Out-of-State Sources
 Total Received

For Quantity of Waste Shipped:

To NH Destinations
 + To Out-of-State Destinations
 Total Shipped

Note: Facilities that only weigh waste when it is shipped offsite may have the same tonnages in the Waste Received and Waste Shipped columns if there is no storage onsite as of December 31.

SECTION 8 (page 2) – Estimated Quantity of Waste Stored at the Facility as of December 31

To be completed by non-landfill facilities. Provide the quantity of wastes and recyclables the facility has onsite as of December 31. If the facility had a waste and/or recyclables pick-up on December 31, then the quantity may be zero. If the facility didn’t have a waste and/or recyclables pick-up on December 31, then there most likely would be a quantity of waste stored onsite as of December 31. To estimate tonnages, use the chart located at

<http://des.nh.gov/organization/divisions/waste/swmb/css/categories/forms.htm>.

SECTION 9 (page 3) – Bypass and Residual Waste

Provide the quantity of bypass waste, residual waste and/or leachate that the facility generated and shipped to in-state and out-of-state destinations during the calendar year.

- **Bypass** waste is any waste delivered to a facility that cannot be processed or treated by the facility and must be diverted to another facility for proper handling. The term includes downtime waste, excess waste, unsuitable waste, and accumulated waste. Examples of bypass wastes are tires or banned electronic waste removed prior to waste incineration, or bulky goods such as mattresses removed from C&D debris before processing, or MSW that cannot be incinerated because of a temporary shutdown of the incinerator.
- **Residual** waste is solid waste remaining after processing, treatment or disposal of solid waste or as a by-product of processing or treatment or disposal of solid waste, including leachate, decomposition gases and waste-derived products not certified for distribution and use pursuant to Env-Sw 1500. Examples of residual wastes are ash that is generated from incineration, or C&D fines with no market value generated during processing of C&D debris. A separate line is provided for the residual waste leachate because leachate is traditionally measured by volume (e.g., gallons).

SECTION 10 (page 3) – Facilities Producing Certified-Waste Derived Products

To be completed by facilities that produce certified waste-derived products, including processing/treatment facilities and transfer stations. Complete the table by providing a list of all of the waste-derived products that were produced in the calendar year, the quantity produced, the quantity that was distributed for use, and the estimated quantity stored at the facility as of December 31. Waste-derived products include, but are not limited to, processed glass aggregate, alternative daily cover at landfills, and manufactured topsoil.

Following completion of the table, check the first box if the permittee or duly authorized representative CAN certify that all waste-derived products distributed by the facility for use met the applicable standards for distribution and use. See Env-Sw 1500 and the waste-derived product certification for specifications and restrictions.

Check the second box if the permittee or duly authorized representative CAN NOT certify that all waste-derived products distributed by the facility for use met the applicable standards for distribution and use. If checking the second box, attach a detailed explanation for the situation and the actions that were taken to remedy the problem.

SECTION 11 (page 4) – Other Activities Taking Place at the Facility

This section is optional. Check all of the boxes identifying non-solid waste types accepted and managed at the facility and other activities that took place at the facility in the calendar year. Solid waste types are listed in Section 7.

SECTION 12 (page 4) – Summary and Assessment of Environmental Monitoring

Some permittees are required to conduct environmental monitoring at their facility. Monitoring may include, but is not limited to, groundwater testing, gas monitoring in enclosed buildings, and/or odor surveys. Review your operating plan and permit if you are uncertain about your environmental monitoring obligations. Complete this section by checking the appropriate box(es) and, if applicable, provide the additional information required.

SECTION 13 (page 4) – Public Benefit Discussion

Some New Hampshire solid waste facilities are required by their permit to demonstrate how they are providing a benefit to the citizens of New Hampshire. A demonstration of public benefit is not applicable to permit-by-notification facilities or facilities with a permitted service area limited to New Hampshire communities. All other permit holders should review their facility permit to determine if a demonstration of public benefit is required for the facility. If a demonstration of public benefit is not required, check the first box. If a demonstration of public benefit is required, check the second box and attach a discussion on how facility operations satisfied the public benefit requirements of the permit and RSA 149-M:11,XI.

SECTION 14 (page 4) – Compliance Certification

Before completing this section, NHDES recommends conducting a self-inspection of the facility using the self-inspection checklists available on NHDES's website (<http://www.des.nh.gov/organization/divisions/waste/swmb/categories/publications.htm>) or your own inspection checklist(s).

If the facility is in compliance with a listed requirement, check the appropriate box in the "Yes" column. If the facility is not in compliance with a listed requirement, check the appropriate box in the "No" column and attach a proposed schedule for achieving compliance. If a requirement is not applicable to your facility, check the "N/A" box. For example, if your facility does not accept Used Oil, check the "N/A" box for the line "Env-Hw 807 for the management of Used Oil."

SECTION 15 (page 4) – Signature

While any individual may fill out the annual facility report form, only the permittee or a person "duly authorized" to sign for the permittee may sign the form. Typically, a duly authorized person has the authority to sign a contract on behalf of the permittee such as a Department of Public Works Director, a Town Manager, or a Company Director.

Note the number of attached pages, if any.



ANNUAL FACILITY REPORT

ACTIVE SOLID WASTE FACILITIES



Per Env-Sw 1105.07

For Reporting Year 2016

1. Facility Identification (Env-Sw 1105.13(a))

Facility Name <i>TOWN OF LEE TRANSFER STATION AND RECYCLING CTR.</i>	
Physical Street Address <i>11 RECYCLING CTR. RD.</i>	
Town/City <i>LEE</i>	Permit Number <i>DES-SW-PN-00-006</i>

2. Permittee Information (Env-Sw 1105.13(b))

Name <i>TOWN OF LEE</i>		
Mailing Address <i>7 MAINT RD</i>		
Town/City <i>LEE</i>	State <i>NH</i>	Zip Code <i>03861</i>
Email Address <i>rrice@leenh.org</i>	Phone Number <i>(603) 659-2239</i>	

3. Contact Person

Name <i>ROGER P. RICE</i>	Job Title <i>TRANSFER STATION MANAGER</i>
Affiliation	
Email Address <i>rrice@leenh.org</i>	Phone Number <i>(603) 659-2239</i>

4. Facility Status (Env-Sw 1105.13(d))

<input checked="" type="checkbox"/> Operated the entire calendar year.
<input type="checkbox"/> Did not operate in the calendar year.
<input type="checkbox"/> Operated part of the calendar year only. Started operating on ___/___/2016 Stopped operating on ___/___/2016 Month / Day Month / Day

5. Facility Status – Operating Landfills Only (Env-Sw 1105.13(d))

Estimated remaining life (in years).
Estimated remaining permitted capacity (in cubic yards) as of 12/31/2016.
Attach a <u>brief</u> summary of facility inspection and maintenance activities in accordance with Env-Sw 806.08(j).

6. Facility Operator Information (Env-Sw 1105.13(c))

Name	Certificate Number	Expiration Date	Still Working at Facility as of December 31?
1. ATTACHED		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Facility Operator Information is attached to this Annual Facility Report.

7. Waste and Recyclables Received & Shipped (Env-Sw 1105.13(e), Env-Sw 1105.13(f))

Type of Waste

<input checked="" type="checkbox"/> Ash (WOOD STOVE)	<input checked="" type="checkbox"/> Electronic Waste	<input checked="" type="checkbox"/> Scrap Metal
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Food Waste	<input checked="" type="checkbox"/> White Goods
<input checked="" type="checkbox"/> Bulky Waste	<input type="checkbox"/> Infectious Waste	<input type="checkbox"/> Other:
<input checked="" type="checkbox"/> C&D Debris	<input checked="" type="checkbox"/> Municipal Solid Waste	<input type="checkbox"/> Other:
<input type="checkbox"/> Contaminated Soil	<input checked="" type="checkbox"/> Recyclable Materials	<input type="checkbox"/> Other:

Quantity of Waste

Quantity of Waste Received		Quantity of Waste Shipped	
Non-Recyclable Waste Received:		Non-Recyclable Waste Shipped:	
From NH Sources <i>MSW</i>	1,092.4 tons	To NH Destinations <i>MSW</i>	1,092.4 tons
From Out-of-State Sources	_____ tons	To Out-of-State Destinations	_____ tons
Total Received	1,092.4 tons	Total Shipped	1,092.4 tons
Recyclables Received:		Recyclables Shipped:	
From NH Sources	580.4 tons	To NH Destinations	580.4 tons
From Out-of-State Sources	_____ tons	To Out-of-State Destinations	_____ tons
Total Received	580.4 tons	Total Shipped	580.4 tons

8. Estimated Quantity of Waste Stored at the Facility as of December 31, 2016 (Env-Sw 1105.13(i))

Type of Waste	Quantity Onsite as of Dec. 31	Type of Waste	Quantity Onsite as of Dec. 31
Ash (WOOD STOVE)	EST. 0.05 tons	Municipal Solid Waste	13.9 tons
Asbestos	_____ tons	Recyclable Materials	35.6 tons
Bulky Waste	EST. 0.25 tons	Scrap Metal	EST. 3. tons
C&D Debris	EST. 4. tons	White Goods	EST. 1.20 tons
Contaminated Soil	_____ tons	Other:	
Electronic Waste	1.3 tons	Other:	
Food Waste	0 tons	Other:	
Infectious Waste	_____ tons	Other:	

9. Bypass and Residual Waste (Env-Sw 1105.13(g))

Waste	Total Quantity Generated	Quantity Shipped to NH Destination(s)	Quantity Shipped to Out-of-State Destination(s)
Bypass Waste	tons	tons	tons
Residual Waste	tons	tons	tons
Leachate	gallons	gallons	gallons

10. Facilities Producing Certified Waste-Derived Products (Env-Sw 1105.13(h))

Type of Waste-Derived Product Produced	Quantity Produced	Quantity Distributed for Use	Estimated Quantity Stored at Facility as of December 31
	tons	tons	tons
	tons	tons	tons
	tons	tons	tons
	tons	tons	tons

I certify that all waste-derived products distributed by the facility for use met the applicable standards for distribution and use pursuant to Env-Sw 1500.

OR

I CAN NOT certify that all waste-derived products distributed by the facility for use met the applicable standards for distribution and use pursuant to Env-Sw 1500, and have attached a detailed explanation of the situation and actions taken or being taken to remedy the problem.

11. Other Activities Taking Place at the Facility

<input type="checkbox"/> Burn Pile	<input checked="" type="checkbox"/> Refrigerant Removal	<input checked="" type="checkbox"/> Swap Shop
<input type="checkbox"/> Food Waste Composting	<input checked="" type="checkbox"/> Leaf & Yard Waste Composting	<input type="checkbox"/> Other:
<input checked="" type="checkbox"/> Used Oil Collection	<input checked="" type="checkbox"/> Sharps Collection	<input type="checkbox"/> Other:
<input checked="" type="checkbox"/> Used Oil Burner: EPA ID No. NHD <i>500008248</i>		
Universal Waste Collection		
<input checked="" type="checkbox"/> Antifreeze	<input checked="" type="checkbox"/> Batteries (Rechargeable)	<input checked="" type="checkbox"/> Fluorescent Lamps
<input checked="" type="checkbox"/> Batteries (Automotive)	<input checked="" type="checkbox"/> Cathode Ray Tubes (CRTs)	<input checked="" type="checkbox"/> Mercury-Containing Devices

12. Summary and Assessment of Environmental Monitoring (Env-Sw 1105.13(j))

None required and none undertaken.

None required, but environmental monitoring was undertaken voluntarily. A summary and assessment of the environmental monitoring is attached.

Environmental monitoring is required by this facility's permit and/or the Solid Waste Rules. A summary is:

Attached to this report; or

Provided in the following documents previously submitted to NHDES as indicated below:

Date Submitted	Title of Document	Type of Monitoring
<hr/>		
<hr/>		

13. Public Benefit Discussion (Env-Sw 1105.13(k))

None required by the facility's permit.

Public benefit discussion is required by the facility's permit. A discussion is attached to this report.

14. Compliance Certification (Env-Sw 1105.13(l) or Env-Sw 1105.13(m))

I certify that the facility is in compliance with the requirements of the following:

Yes	No	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The facility's current operating plan;
<input checked="" type="checkbox"/>	<input type="checkbox"/>		All terms and conditions of the facility's permit;
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Env-Sw 900 for asbestos, ash, contaminated soils, infectious waste, and/or tires;
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Env-Hw 1100 for the management of Universal Wastes;
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Env-Hw 807 for the management of Used Oil; and
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Env-A 1000 for the operation of a burn pile.

If you have checked "No" above, attach an explanation and proposed schedule for achieving compliance.

15. Signature (Env-Sw 1105.13(o))

By signing below, I affirm that the material and information submitted in this report is correct and complete to the best of my knowledge and belief, and that I am the permittee or a person duly authorized to sign for the permittee.

Signature of the Permittee or Duly Authorized Representative

Date

Printed Name

Title

This report contains 5 attached pages.

Complete and return this form by MARCH 31 to:

NHDES, Waste Management Division, Solid Waste Management Bureau
PO Box 95, 29 Hazen Drive, Concord, NH 03302-0095
FAX: (603) 271-2456 * Email: solidwasteinfo@des.nh.gov



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

Office Use Only
Meeting Date: [Click here to enter a date.](#) 3/27/17
Agenda Item No. [Click here to enter number.](#) 6A

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/27/2017

Agenda Item Title: Quote Review for stone/gravel, catch basin cleaning services, centerline striping and plow cutting edges purchase.

Requested By: Randy Stevens

Date: 3/21/2017

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: Present the quote results for gravel/stone, catch basin cleaning, centerline striping, and plow wear edges.

Financial Details: Funds to come from the 2016-17 and 2017-18 Highway Operating Budget 01.4311.651, .442, 431.02,

Legal Authority NH RSA 41:8; Town Purchasing Policy

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to authorize the Highway Supervisor to enter into agreements with Jordan Equipment, Peter Kuegel Trucking, Hartigan Company and Industrial Traffic Lines as the primary vendors for materials and services per the attached spreadsheet providing the vendor can provide the service and/or materials as quoted in a timely matter. In case the vendor cannot provide the services and/or materials quoted in a timely manner the Highway Supervisor will pick the vendor with the best value for the town based on the attached spreadsheet.

Lee Highway Department Quote Results 3/27/2017

Catch Basin Cleaning Quotes/hour

Vendor	Price Per Hour	Extra cost	Comments
Bellemore Catch Basin Maint.	140	140.00 mobilization	8 hr min
Eastern Pipe Service	125		
BH Cameron	145		
Hartigan	121.50		

One Day's work/yr

Line Striping Quotes

Vendor		Single wh. edge line	Double centerline	SWL x5000'	DYL x47,500'	Total
Industrial Traffic Lines	Londonderry	0.035	0.07	\$ 175.00	\$ 3,325.00	\$ 3,500.00
Hiway Safety Systems	Rockland, MA	0.038	0.077	\$ 190.00	\$ 3,657.50	\$ 3,847.50
Markings Inc	Pembroke, MA	0.042	0.081	\$ 210.00	\$ 3,847.50	\$ 4,057.50
L&D	Barre, VT	0.12	0.2	\$ 600.00	\$ 9,500.00	\$ 10,100.00

Plow Cutting Edges

Vendor	Atlantic Plow Blade	Jordan Equipment	HP Fairfield
3' Carbide edge	131.75	132.00	186.00
4' Carbide edge	175.75	176.00	248.00
10' steel plow edge	94.50	83.99	120.00
Wing Shoe	52.00	48.63	39.23
10x28 poly sweeper wafer ea	9.50	8.10	no bid
10x28 steel sweeper wafer	10.50	9.45	no bid
Total			

Price for anticipated purchase

Qty	Atlantic	Jordan	Fairfield
6	\$ 790.50	\$ 792.00	\$ 1,116.00
10	\$ 1,757.50	\$ 1,760.00	\$ 2,480.00
5	\$ 472.50	\$ 419.95	\$ 600.00
4	\$ 208.00	\$ 194.52	\$ 156.92
23	\$ 218.50	\$ 186.30	\$ -
23	\$ 241.50	\$ 217.35	0
Total	\$ 3,688.50	\$ 3,570.12	\$ 4,352.92

Recommended vendor

Gravel/Stone Vendors

Picked up		3/4 gravel		1-1/2 gravel		1-1/2 stone	
		ton	yd	ton	yd	ton	yd
Newmarket S&G	no bid	9.60	14.40	9.60	14.40	13.60	17.68
Peters S&G		0.00	0.00	0.00	0.00	0.00	0.00
Peter Kuegel Trucking		8.67	13.00	8.67	13.00	12.31	16.00
Hartmann Enterprises		7.67	11.50	8.00	12.00	11.53	15.00
Brox Industries		8.50	12.75	8.50	12.75	11.00	14.30

Delivered to shop							
Newmarket S&G	1.50/ton 85.00/hr.	11.10	16.65	11.10	16.65	15.10	19.63
Hartmann							

Conversion factor

gravel 1.5 tons/yard
stone 1.3 tons /yard

Bold = Quote as turned in -plain text is conversion to tons/yds

Example of Trucking Cost Using Town Trucks

Pit and location	trips /hr	hourly rate	cost/lid	Cu Yd/lid	cost/cy
Kuegel -Newmarket	2	50	25	7	\$ 3.57
Hartman's - Raymond	1	50	50	7	\$ 7.14
				difference	\$ 3.57

Recommended vendor

3/4/ stone		3-5 Rip Rap	
ton	yd	ton	yd
13.60	17.68	13.40	17.62
0	0	0.00	0.00
12.31	16.00	19.50	15.00
11.55	15.00	15.38	20.00
11.00	14.3	13.00	16.90

14.90	19.37		
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Draft Lee Highway Summer 2017 Road Work Plan

Paving

ROAD NAME	CL.5	Width	Sq Yds	Tons	Cost 1"	Cost 1-1/4	Cost 1-1/2	Last	Duration
Alternative A	MI.	Feet		For 1" thick	Overlay	Overlay	Overlay	Done	Years
THURSTON DRIVE	0.68	20	7979	447	29,042	36,303	43,564	2005	12
HALEY COURT	0.1	20	1173	66	4,271	5,339	6,406	2005	12
MARGARET LN	0.08	20	939	53	3,417	4,271	5,125	2005	12
PIPER LN	0.12	20	1408	79	5,125	6,406	7,688	2005	12
DEPOT LN	0.05	20	587	33	2,135	2,669	3,203	2005	12
DAVIS LN	0.07	22	903	51	3,289	4,111	4,933	2005	12
SPENCER LN	0.49	22	6324	354	23,020	28,775	34,530	2005	12
ELDER OSBOURNE RD	0.23	22	2969	166	10,805	13,507	16,208	2005	12
JENKINS RD	0.5	21	6160	345	22,422	28,028	33,634	2007	10
LITTLE HOOK RD	0.8	20	9387	526	34,167	42,709	51,251	2007	10
YORK LN	0.44	16	4130	231	15,034	18,792	22,551	2007	10
			Totals	2,350	152,729	190,911	229,093		
			Sum of Red Highlighted selections		81,105		107,435	Total	188,540

Alternative B

JENKINS RD	0.5	21	6160	345	22,422	28028	33634	2007	10
PACKERS FALLS	0.9	20	10560	591	38,438	48048	57658	2009	8
GARRITY Rd	1.05	20	12320	690	44,845	56056	67267	2009	8
PINKAM RD	0.98	21	12074	676	43,948	54935	65922	2007	10
			Totals	2,302	149,654	187,067	224,480		
			Sum of Red Highlighted selections			76,076	133,189	Total	209,265

Optional

Public Safety				440	30,800			2004	13
Tr Station				400	28,000			2004	13

Other Work

Culverts

Wednesday Hill 4' extensions (wetlands permit in hand)

Lamprey Ln -several rusted out 15&18 inch culverts

16-17 Paving Budget	50,000
17-18 Paving Budget	175,000
Total	225,000

Guardrail

Replace many rotted post -including all post at Packers Falls Rd culvert

Ditching

All gravel roads, Jenkins Rd, Mitchell Rd, Little Hook, Wiswall and York Ln.

Shimming

Little Hook/Wiswall, York Ln, Jenkins, Garrity -work to be done by Lee Highway



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Office Use Only

Meeting Date: 3/27/2017

Agenda Item No. 7

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
3/27/2017

Agenda Item Title: Fire Department Special Duty Rate

Requested By: Chief Nemet

Date: 3/22/2017

Contact Information: SNemet@LeeFire.org 659-5411

Presented By: Chief Nemet

Description: Request that a new rate of \$50.00 an hour for the Fire Department Special Duty Rate be set effective immediately. This new rate takes into account the pay rate, Medicare, social security, retirement, workers' compensation, and the administration fee for each type of firefighter (Full-Time, Part-Time and Call). The pay rate will be \$35.00/hr.

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

Legal Authority NH RSA 154:2 NH RSA 41:9-a NH RSA 31:95-h

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to approve the new Fire Department Special Duty Rate of \$50.00 an hour which includes pay rate, Medicare, social security, retirement, workers' compensation and the administration fee if required.

BENEFITS	
Social Security	\$0.06200
Medicare	\$0.01450
WC	\$0.00546
Retirement	\$0.31890
Total percentage	\$0.40086

		Social Security	Medicare	W/C	Retirement	Base w/ bene	Admin Fee	Events Total
Call/ PT Firefighter	\$35.00	\$2.17	\$0.51	\$0.19	\$0.00	\$37.87	\$12.13	\$50.00
FT Firefighter (Hired after 7/1/2011)	\$35.00	\$0.00	\$0.51	\$0.19	\$0.00	\$35.70	\$14.30	\$50.00
FT Firefighter (Hired before 7/1/2011)	\$35.00	\$0.00	\$0.51	\$0.19	\$11.16	\$46.86	\$3.14	\$50.00

Current Rate: \$37.00

New Rate: \$50.00



16 March 2017

Ms. Julie Glover
Town Administrator
Town of Lee
7 Mast Road
Lee, New Hampshire 03861

RE: Lee Town Center Facilities Schematic Design
AG Architects Project No. 16-704.1
Proposal

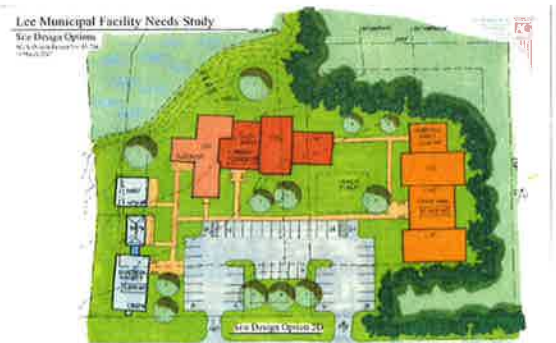
Dear Ms. Glover,

I'm pleased to have this opportunity to provide you with this proposal for developing schematic designs for the Town Center buildings, including a new Town Hall, renovated and expanded Library, and improvements to the current Town Hall, Freight Depot and Tool (Hobo) Shed for the Historical Society. Our work to date with the Town's Facility Committee has identified a preferred design direction with Site Option 2D, subject to the Town negotiating an agreement to purchase property from the Lee Church Congregational, and has established a program of spaces for each building. The focus on developing schematic designs will need to be done with the ability to use the design concepts with the alternative Site Option 5 if the land purchase is not successful. Developing the design concepts at a schematic level is intended to resolve functional needs and establish floor plan layouts, create the character of buildings, identify site improvements, and to develop cost estimates for the site and each facility. Community participation and developing consensus is certainly a critical element of this design process. This phase of design will provide you with the scope of the project and assist you and the Town in your decision making. The design concepts would be followed by the development of details, construction drawings and specifications for bidding, and monitoring of construction if the project moves ahead. I've prepared the following outline to identify our proposed scope of services for this first phase.



Scope, Phase 1 Schematic Design:

- The focus for the schematic design is based on Site Option 2D. The scope includes design for a new Town Hall, a renovated and expanded Library, and renovations to the current Town Hall, Freight Depot and Tool (Hobo) Shed for the Historical Society. The total estimated construction cost for buildings and site improvements has been estimated to be approximately \$5 million, not including design costs.
- Refine the program of spaces proposed for each of the Town Center buildings with the building users and the Facilities Committee. Prepare an updated program to set the final direction for design.
- Take measurements of each building at Town Center and prepare a computer drafted (CAD) plan/model. We intend on developing the plans using building modeling software (AutoDesk Revit) that permits 3D visualization and provides base information for design and construction drawings.



- Update the survey plan for the Town Center site that identifies boundaries, buildings and pavement, wetland delineation, and adds topography, utility locations, key site features including walls and large trees, and any easements as outlined below in Site Engineering. A survey plan will also need to be prepared for the adjacent Church property in order to delineate the extent of property to be purchased from the Church. It is necessary to request approval from the Church to survey their property.
- Assist the Town with providing survey and site information that may be needed for their discussions with the Church.
- Develop site plan and floor plan concepts for the Town Center site for Site Option 2D. To reiterate, Site Option 2D proposes a new Town Hall, an expanded and renovated Library, and the current Town Hall, Freight Depot and Tool (Hobo) Shed improved for the Historical Society. The site design will include reconfigured parking for 47+/- cars, a new septic system with leach field, and storm drainage designed to meet current standards.
- The Town is pursuing having the historic buildings at Town Center be listed on the New Hampshire State Register of Historic Places. Coordinate with the Town on the impact and limitations that this could impose on building and site modifications.
- Identify the historical elements in Town Center buildings that are important to preserve, and address how they would be incorporated into the designs.
- Review reports prepared by the Energy Committee related to energy use at Town Center facilities, including fuel and electricity records, with our mechanical engineer.
- Meet with the Energy and Facilities Committees to discuss energy and sustainable design goals for the planned Town Center buildings. Discuss the merits of whether the project should pursue LEED certification.
- Energy modeling for the new Town Hall and the Library expansion is included, allowing for three alternative models to be developed. This energy modeling can help establish design direction early in the design process based on proposed building performance.
- Confirm type of construction proposed for new and expanded buildings. Develop structural framing and foundation concepts in order to identify desired solutions and allow for proper cost estimating.
- Prepare a description for the proposed mechanical systems, electrical systems including lighting and fire alarm, and special elements that may be incorporated into the design. Resolve how sustainable design goals may be addressed depending on the approach preferred by the Town.
- Develop specific details and solutions for improvements to existing buildings based on their proposed functions.
- Perform code analysis for the existing Town Center buildings. Review codes including the State of New Hampshire Building Code/International Building Code, NFPA Life Safety 101, and the Americans with Disabilities Act in order to resolve egress and other code requirements, to meet the needs of the physically disabled, and to identify mechanical and electrical systems and modifications required. Identify code compliance issues, review concerns with the Building Inspector and Fire Department, and develop solutions to resolve code issues while respecting the historic nature of the existing buildings.
- Consider selecting a Construction Manager to advise on cost effective construction and phasing throughout the design process, and to work with the team on developing construction cost estimates. Assist the Town with interviewing potential firms and selecting a firm.



- Review site plan and floor plan design concepts with the building users and the Facilities Committee. Resolve functional issues such as public access to critical departments, access to meeting and conference space for evening meetings, and relationships between departments. Incorporate comments into plans to reflect concerns.
- Obtain input from other Town organizations including Heritage Commission, Energy Committee, Conservation Commission, and Planning Board to identify their concerns.
- Present the proposed site plan and floor plans to the Public in a forum in order to present the design concepts, obtain ideas from the public to be incorporated into the plans, and to gauge public preferences.
- Refine plan concepts based on public input. Develop initial elevation concepts based on the reviewed plans and prepare relative estimated costs for each. The elevation concepts will explore scale, massing and character of buildings. The CAD modeling program will be used to assist in presenting concepts with 3D views.
- Meet with Facilities Committee to review and discuss elevation concepts and to obtain input. Edit concepts to reflect input.
- Work with the Facilities Committee and Construction Manager to evaluate options for phasing of work and to review how the phasing could impact costs. Compare total project cost for a single continuous project compared to a phased project extended over a longer period of time.
- Development of a physical model has been requested in order to help present the Town Center design to the public. Creating a physical site and building model that portrays the feel and character of the design should be reviewed and discussed as the design develops. A model for the design can be provided depending on need and cost. We anticipate that renderings will be provided for the overall site and individual renderings for the new Town Hall and expanded Library.
- Present the elevation concepts, phasing and budgets for the building plans to the Public in a second Forum. The goal will be to develop consensus on the part of the Public for preferred character of the buildings and for the site plan concept, and to discuss project costs.
- Incorporate changes resulting from input, and prepare the final schematic site plan, floor plan, elevations and CAD 3D models with graphics to be posted on the Town's website.
- Prepare a draft report summarizing the Schematic Design concepts. Review the draft report with the Facilities Committee for final input.
- Issue the final report to the Board of Selectmen with recommendations no later than early November 2017. Provide an electronic copy of the report to be posted on the Town's website.



Scope, Phase 1 Site Engineering:

Existing Site Features Survey:

- Perform a detailed topographic and boundary survey of the town of Lee Town Hall and Library parcel at 6 Mast Road (Tax Map 11, Lot 6-1).
- Perform a detailed topographic survey of the southwesterly corner of the Lee Church Congregational parcel, approximately 1.75 acres, located at 17 Mast Road (Tax Map 11, Lot 6).
- Perform a general site features survey of the remaining developed portions of the Lee Church Congregational property.
- Perform a boundary retracement survey tie-in of the Lee Church Congregational parcel.

- Delineation and location of any jurisdictional wetlands within the detailed survey area to be performed by a NH Licensed Wetlands Scientist.
- Perform several test pits within the proposed development area by a NH Certified Soil Scientist to use in determining the general soils conditions for drainage and septic system designs.
- Perform a site features survey plan showing perimeter boundary with the general and detailed existing site features in the areas noted above.
- In addition to the detailed survey work, we will tie into existing boundaries of the two parcels in preparation of a possible lot line revision between the two properties.
- Perform soil borings and prepare a geotechnical engineering analysis for the new and expanded portions of buildings. This will identify soil conditions and determine bearing and earthquake design parameters for properly designing the foundations and framing for these facilities. We recommend this be performed only after the purchase of the Church property is confirmed since the Town Hall is located on the Church property.

Preliminary Site Layout and Design:

- Prepare a preliminary site plan with proposed buildings, sidewalks, parking and pedestrian and vehicle circulation.
- Prepare a preliminary site grading and drainage plan.
- Prepare a preliminary utility plan which will depict a possible septic system configuration.
- Conduct preliminary discussions with the NH Department of Transportation for driveway access to NH Route 155 (Mast Road).

Additional Services:

- Developing detailed floor plans, elevations, interior design, engineering and construction drawings, including final site engineering, and specifications for each of the Town Center facilities. These are subsequent phases for which we will provide an updated proposal once the scope of work is identified.
- Preparation, submission and presentation to various town/state agencies for Zoning Board, Planning Board, or other required approvals.
- Permitting for site design with local, State or Federal agencies.
- Preparation, approval, or recording of a Lot Line Revision Plan between the Town and the Lee Church Congregational.
- Analysis of off site utilities.
- Design of any off site roadway improvements that may be required by the Town or NHDOT.
- Landscaping or lighting designs.
- Bidding or construction administration services, which are also subsequent phases of work.
- Selection of furnishing, paintings or plants for the facilities.
- Providing detailed cost estimates.
- Pursuing LEED certification and developing documents for the certification.

I've prepared this proposal to explain the process that we use to confirm and implement the design. The proposal is focused on creating a site plan, floor plans, elevations and CAD models for the Town Center buildings in order to establish the design direction preferred by the community, and developing an estimated construction budget. This would be followed by the more detailed development of design, construction documents and construction administration if the Town decides to move ahead with the project. The professional fees for this scope of services shall be as follows:

Lee Town Center Schematic Design
 AG Architects Project No. 16-704.1
 16 March 2017, Page 5

Phase 1:	Measuring and CAD BIM Model:	\$ 6,400.00
	Site Survey, Town Center Site and Church Property:	6,600.00
	Schematic Design (Three Buildings):	68,500.00
	Civil Engineer - Site Layout and Design	6,450.00
	Structural Engineering	6,000.00
	Mechanical and Electrical Engineering	7,500.00
	Renderings (Three):	6,100.00
	Meetings with Facilities Committee (12-14 Meetings):	4,800.00
	Public Forum Presentations (Two Forums)	1,200.00
	Report:	3,400.00
	Model	To be Determined
	Geotechnical Engineering:	<u>To be Determined</u>
	Total	\$116,950.00
	Construction Manager:	\$15,000 Estimated
Phase 2:	Design Development:	To be determined.
Phase 3:	Construction Documents/Specifications:	To be determined.
Phase 4:	Bidding/Construction Administration:	To be determined.

The fees noted above for Phase 1 are based upon a review of the amount of work required and the time necessary for resolving the planning, design and associated issues. The schedule for the work is estimated to require 6 to 7 months time including time for the public notifications and meetings. Phase 2-4 fees can be developed once the full scope of the project is established in Phase 1, and you determine that the project will proceed. The fee for the scope of services outlined above is a stipulated sum fee, and will be further defined by an AIA B-101 Standard Form of Agreement Between Owner and Architect. Additional services shall be invoiced at our standard billing rates of \$160.00 per hour for a Principal, \$95.00 per hour for technical staff, and \$50.00 per hour for secretarial staff. Other standard terms for our work include payments of monthly invoices made within thirty (30) days of the date of the invoice. Late payments shall bear interest at the rate of 1.5 percent per month which is an annual rate of 18%. Reimbursable expenses including travel, printing and copying costs, CAD material costs, postage and photographic costs are in addition to the fee noted and are billable at a rate of 1.15 times the amount expended, Please review, sign and return one copy of this letter to confirm your authorization for the work described. I will then prepare the AIA Agreement for your approval.

We are pleased to continue our working relationship and to help you with the planning and development of a successful, functional and attractive Town Center site including the Town Hall, Library and Historical Society. If you have any questions, please give me a call. I look forward to working with you, the Facilities Committee, the Board of Selectmen and other Boards/Commissions, and the Town's residents.

Sincerely,

Art Guadano, AIA LEED AP BD+C

Authorized by:

 Signature

 Date

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 ___ day of _____ 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 use of the playing fields at Little River Park and the Town Field at Mastway School 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 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 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.

B. 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 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.

C. ORYA agrees that the first priority for the use of the Town-owned playing fields will be given to Town 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.)

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

E. 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.

F. 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 use. Fees shall be established on a yearly basis and shall take effect on January 1st of each calendar year.
- B. 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.
- 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. 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.

D. All user-owned equipment, materials and gear 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).

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, which shall pay their appropriate share promptly.

SECTION 5 – TERM OF AGREEMENT

A. The term of the Agreement shall be from January 1st to December 31st of each year.

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.

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

E. Termination of this MOU by either party 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.

SECTION 8 – COMPENSATION

A. Neither party shall receive any compensation from the other for the services provided under this MOU.

B. 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

Scott Bugbee

John R. LaCourse

Cary Brown

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

_____ Date: _____



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 **tion 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

Town Hall & Police Department Photocopier Summary

The Town entered into a 63 month Print Management/Rental agreement in October 2011 with Delage Landen (DLL) Financial for two Canon photocopiers; one is located at Town Hall and the other is at the Police Department. The current monthly cost for the machines, which includes all maintenance and supplies other than paper, is:

Town Hall	irC5035	\$437.28
Police	irC2030	<u>\$242.72</u>
		\$680.00

(\$477.50/month is for the actual rental; \$143.00 for up to 2600 color copies and \$59.50 for up to 7000 B&W copies. Overages are charged at \$.055/copy for color and \$.0085/copy for B&W, which essentially never occurs. On average, we produce 1,081 color and 3,487 B&W copies per month combined.)

The Agreement expires on April 6, 2017 and gives the Town three choices; either renew the existing agreement for at least twelve (12) months, return the machine at our expense, or purchase it for Fair Market Value (FMV) which is determined by DLL. We notified them within the contractual time frame that we did not wish to automatically renew the agreement. If we do nothing before the expiration date, we will be moved to a month-to-month agreement, probably at the same cost, although I am awaiting confirmation on that.

We have been presented with a purchase price (aka buy-out payment) of \$4,431.59 for the two machines combined; I am trying to get that cost broken down between the two machines. If we purchase the copiers, we will still need to pay a monthly cost for a maintenance/supply contract, which could be between \$200-400.

The Town Hall and Police Department staff have been meeting with Canon representatives regarding our options. We are told that the current machines might only have two years left, after which they will either no longer be supported, not be compatible with Windows 10, will break down, etc. We have been encouraged to enter into a new lease agreement, directly with Canon this time, through the National Intergovernmental Purchasing Alliance (National IPA) which is a cooperative public procurement alliance, whose contracts are competitively solicited and publicly awarded by a government entity and made available to other municipalities, schools, etc. at the same terms. It appears that our monthly costs could be reduced by \$150.00 or more, depending on which machines we get.

The current Town Hall copier has many features that we really don't need, but I believe were added on by the then IT Director because the production of the Town's quarterly newsletter was being moved in-house. Therefore, before we make decisions regarding a replacement copier, or purchase the existing one, we should know whether or not we are going to be producing a physical newsletter, as has been suggested by some of the Commissions. The Police Department is free to make their own decision once the existing agreement has expired.

It is worthy to note that we experience essentially no maintenance issues with the copier at Town Hall.

To: **DAVID MEEKER** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the CONSERVATION COMMISSION and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said named above, upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office until March 2020.

Given under our hands, this 27TH day of March, 2017

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **DAVID MEEKER** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2017

Received and Recorded:



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

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

Applicant's Name: David Meeker
Address: 203 Wadleigh Falls Rd Phone/Cell: 659-5441
of Years as a Resident: 40
Email address: David-meeker@comcast.net
Full Membership (3 year term) position applying for: Cons. Commission
Term will expire on the following date: 3/2017
Alternate Position (___ year term) position applying for: _____
Term will expire on the following date: _____

I feel the following experience and background qualifies me for this position: _____
34 years experience as The C.C.

David Meeker _____
Signature Date
3/22/2017

You are welcome to submit a letter or resume with this form. New applicants who have not previously served are requested to attend a Select Board Meeting to express their interest. Applicants will be notified of the meeting date in advance. Thank you for your application and interest in the Town of Lee.

To: **TIMOTHY MOODY** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the CONSERVATION COMMISSION and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said named above, upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office until March 2020.

Given under our hands, this 27TH day of March, 2017

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **TIMOTHY MOODY** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2017

Received and Recorded:



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

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

Applicant's Name: Timothy Moody
Address: 4 Noble Farm Drive Phone/Cell: 603-380-5428
of Years as a Resident: 18
Email address: moodyymm@comcast.net

Full Membership (3 year term) position applying for: Conservation Commission

Term Expires on the following date: 3/2017

Alternate Position (3 year term) position applying for: _____

Term Expires on the following date: _____

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

I have been a member of the Lee
Conservation Commission for more than
10 years.

Timothy Moody
Signature

3/14/17
Date

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

To: ANNE TAPPAN of Lee, New Hampshire in the **County of Strafford:**

Whereas, there is a vacancy in the office of the CONSERVATION COMMISSION and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said named above, upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office until March 2020.

Given under our hands, this 27TH day of March, 2017

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named ANNE TAPPAN took and subscribed the foregoing oath. Before me,

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

Date: _____, 2017

Received and Recorded:



TOWN of LEE, NEW HAMPSHIRE

7 Mast Road, Lee, New Hampshire 03861

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

Applicant's Name: Anne Tappan

Address: 187 Steppingstones Rd Phone/Cell: 603-868-1830

of Years as a Resident: 26

Email address: anne.tappan@comcast.net

Full Membership (3 year term) position applying for: Conservation Commission

Term Expires on the following date: 3/2017 ~~2020~~

Alternate Position (3 year term) position applying for: _____

Term Expires on the following date: _____

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

Conservation Commission member or alternate since 1991.

B.S. Wildlife Biology

NH Fish & Game Dept, Program Coordinator , Nongame & Endangered Wildlife, 4 years

Wildlife contract work:

NH Audubon Society, Monitoring Upland Sandpipers

US Fish & Wildlife Service, fresh water mussel survey

NH Fish & Game, Vernal Pool Identification and Documentation Manual, Editor

Anne Tappan
Signature

23 March 2017
Date

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

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

TOWN / CITY OF: Lee, NH
COUNTY OF: Strafford
CERTIFICATION DATE: March 22, 2017

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

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

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
<u>NAME OF OWNER</u>	<u>SPECIES</u>	<u>NUMBER OF BOARD FEET IN THOUSANDS</u>	<u>NUMBER OF TONS</u>	<u>NUMBER OF CORDS</u>	<u>STUMPAGE VALUE</u>	<u>TOTAL ASSESSED VAL.</u>	<u>TAX AT 10 %</u>	
David Emerson 0 85 North Road Kingston, NH 03848	WHITE PINE	76.405			\$135.00	\$10,314.68	\$1,031.47	
	HEMLOCK	0.000			\$42.50	\$0.00	\$0.00	
	RED PINE	0.000			\$45.00	\$0.00	\$0.00	TOTAL TAX
<u>ACCOUNT OR SERIAL #:</u> 1	SPRUCE & FIR	0.000			\$95.00	\$0.00	\$0.00	DUE ON THIS
	HARD MAPLE	0.000			\$230.00	\$0.00	\$0.00	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT <u>MAP & LOT NUMBER</u> 23-04-0000	WHITE BIRCH	0.000			\$65.00	\$0.00	\$0.00	(TOTAL OF COL. # 9)
	YELLOW BIRCH	0.000			\$167.50	\$0.00	\$0.00	
	OAK	0.000			\$305.00	\$0.00	\$0.00	
	ASH	0.000			\$125.00	\$0.00	\$0.00	
	BEECH & S. MAPLE	20.400			\$70.00	\$1,428.00	\$142.80	
	PALLET / TIE LOGS	9.850			\$40.00	\$394.00	\$39.40	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
				TONS	CORDS			\$1,412.87
# 3 <u>OPERATION NUMBER</u> 15-255-12 final	SPRUCE & FIR		0.00	0.00	\$ 1.50	\$ 3.35	\$0.00	\$0.00
	HARDWOOD & ASPEN		0.00	0.00	\$ 3.75	\$ 9.75	\$0.00	\$0.00
	PINE		0.00	0.00	\$ 1.50	\$ 3.00	\$0.00	\$0.00
	HEMLOCK		0.00	0.00	\$ 2.75	\$ 6.60	\$0.00	\$0.00
	WHOLE TREE CHIPS		1,327.99	0.00	\$ 1.50	\$ -	\$1,991.99	\$199.20
	HIGH GRADE SPRUCE		0.00	0.00	\$ 25.00	\$ -	\$0.00	\$0.00
	CORDWOOD		0.00	0.00	\$ -	\$ 12.50	\$0.00	\$0.00
						\$14,128.67	\$1,412.87	

**ORIGINAL WARRANT
YIELD TAX LEVY
March 22, 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 : **\$1,412.87**, 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: March 22, 2017

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
David Emerson 85 North Road Kingston, NH 03848	23-04-0000	15-255-12 final	\$1,412.87

TAX DUE DATE: April 21, 2017 TOTAL YIELDTAX: \$1,412.87

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

TOWN: Lee, NH
 COUNTY: Strafford
 OWNER: David Emerson
 OWNER:
 ADDRESS: 85 North Road
 ADDRESS: Kingston, NH 03848

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

ACCOUNT & SERIAL #: 1
 MAP & LOT #: 23-04-0000
 OPERATION #: 15-255-12 final
 DATE OF BILLING: March 22, 2017

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS			
WHITE PINE	\$110.00	\$160.00			\$50.00	0.50	\$ 135.00	76.405			
HEMLOCK	\$35.00	\$50.00			\$15.00	0.50	\$ 42.50	0.000			
RED PINE	\$40.00	\$50.00			\$10.00	0.50	\$ 45.00	0.000			
SPRUCE & FIR	\$75.00	\$115.00			\$40.00	0.50	\$ 95.00	0.000			
HARD MAPLE	\$160.00	\$300.00			\$140.00	0.50	\$ 230.00	0.000			
WHITE BIRCH	\$50.00	\$80.00			\$30.00	0.50	\$ 65.00	0.000			
YELLOW BIRCH	\$110.00	\$225.00			\$115.00	0.50	\$ 167.50	0.000			
OAK	\$250.00	\$360.00			\$110.00	0.50	\$ 305.00	0.000			
ASH	\$100.00	\$150.00			\$50.00	0.50	\$ 125.00	0.000			
BEECH/SOFT MAPLE	\$40.00	\$100.00			\$60.00	0.50	\$ 70.00	20.400			
PALLET/TIE LOGS	\$30.00	\$50.00			\$20.00	0.50	\$ 40.00	9.850			
Hickory	\$0.00				\$0.00	0.00	\$ -	0.000			
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	#TONS	#CORDS
SPRUCE & FIR	\$1.00	\$2.00	\$2.20	\$4.50	\$1.00	\$2.30	0.50	\$ 1.50	\$ 3.35	0.000	0.000
HARDWOOD & ASPEN	\$2.50	\$5.00	\$6.50	\$13.00	\$2.50	\$6.50	0.50	\$ 3.75	\$ 9.75	0.000	0.000
PINE	\$1.00	\$2.00	\$2.00	\$4.00	\$1.00	\$2.00	0.50	\$ 1.50	\$ 3.00	0.000	0.000
HEMLOCK	\$2.00	\$3.50	\$4.80	\$8.40	\$1.50	\$3.60	0.50	\$ 2.75	\$ 6.60	0.000	0.000
WHOLE TREE CHIPS	\$1.00	\$2.00	\$0.00	\$0.00	\$1.00	\$0.00	0.50	\$ 1.50	\$ -	1327.990	0.000
HIGH GRADE SPRUCE	\$20.00	\$30.00	\$0.00	\$0.00	\$10.00	\$0.00	0.50	\$ 25.00	\$ -	0.000	0.000
CORD WOOD/FUELWOOD	\$0.00	\$0.00	\$10.00	\$15.00	\$0.00	\$5.00	0.50	\$ -	\$ 12.50	0.000	0.000

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

Average Stumpage Value List

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

April 1, 2016 to September 30, 2016

Available at www.nh.gov/revenue

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

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

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

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

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

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

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

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

Prepared by:



Rick Evans, NH LF #34

Department of Revenue Administration

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

Values may change during this period.

April 1, 2016

REPORT OF WOOD OR TIMBER CUT

RSA 79:11

See instructions on back of form

see 3/14/17
(Signature)

Final

OPERATION # 15-255-12-T

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

Mailing Address:

*DAVID M EMERSON
85 WORTH RD
KINGSTON NH 03848*

1. City/Town of: LEE

2. Tax Map/Lot # or USFS sale name/unit #: SHEET 23 4-0

3. Exact Acreage of Cut: 22

4. Is the cutting complete? Yes No

5. If yes, date cutting was completed? 12/21/16

6. Name of sawmill or pulpmill logs or pulpwood was sold to:

Fred Le Clair

NAME

NAME

NAME

NAME

7. I hereby report the wood or timber cut under penalty of perjury.
(If a corporation, an officer must sign)

David M Emerson

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

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

CORPORATE OFFICER NAME AND TITLE DATE

David M Emerson
PRINT OWNER(S) NAME

85 North Road
MAILING ADDRESS

Kingston *N. H. 03848*
CITY/TOWN STATE ZIP CODE

TELE NO: *603 642 3506*

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 doomage 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 doomage.

8. Description of Wood or Timber Cut

SPECIES	EXACT SCALE CUT	
	USE INTERNATIONAL 1/4	RULE LOG SCALE
White Pine	<i>76,405</i>	MBF <i>TH</i>
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak		MBF
Ash		MBF
Beech & Soft Maple	<i>20,400</i>	MBF <i>TH</i>
Pallet or Tie Logs	<i>9,850</i>	MBF <i>TH</i>
Others (Specify)		MBF
	PULPWOOD	TONS OR CORDS
Spruce & Fir		
Hardwood & Aspen		
Pine		
Hemlock		
Whole Tree Chips	<i>1327.99</i>	
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.

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

DATE: *7/30/16*

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

(Assigned by Municipality)

YR TOWN OP#
 15-255-12-T

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

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

- X 1. Town/City of: Lee
- X 2. Tax Map/Block/Lot or USFS Sale Name & Unit No.: Street 23 4-0
- 3. Intent Type: Original Supplemental (Original Intent Number)
- X 4. Name of Access Road: HIGH RD
- X 5a. Acreage of Lot: 43.4 Acreage of Cut: 20
- 5b. Anticipated Start Date: ASAP
- 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

X David M. Emerson 2/29/16
 SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
DAVID M. EMERSON
 PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

X David M. Emerson 2/29/16
 SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
 PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)
 X 85 North Road
 MAILING ADDRESS
 X Kingston NH 03848
 CITY OR TOWN STATE ZIPCODE
fastfreddie110@hotmail.com
 E-MAIL ADDRESS
 X 603 642-3506
 HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	30,000	MBF
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak		MBF
Ash		MBF
Beech & Soft Maple		MBF
Pallet or Tie Logs	15,000	MBF
Other (Specify)		MBF
	Pulpwood	Tons
Spruce & Fir		
Hardwood & Aspen		
Pine		
Hemlock		
Whole Tree Chips	2,000	
	Miscellaneous	Tons
High Grade Spruce/Fir		
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.

X Fred Le Clair 2-29-16
 SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE
Fred Le Clair
 PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT
789 MAIN ST
 MAILING ADDRESS
KEMONT NH 03044
 CITY OR TOWN STATE ZIPCODE
603-0905
 PHONE NUMBER E-MAIL ADDRESS

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:

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

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

3/14/16



TOWN OF LEE

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

March 27, 2017

Chinburg Builders
3 Penstock Way
Newmarket, NH 03857

Dear Mr. Chinburg,

This is the second request because the town of Lee has not received your verification of the Report of Wood and Timber Cut on Tax Map # 19-04-0000, for the year 2014.

In accordance with RSA 79:11, ***“The person who did the cutting or the person responsible for the cutting must sign and verify the volumes of wood and timber reported.”***
Pursuant to RSA 21-J:39 II (c) Criminal Penalties, “No person shall knowingly fail to make a return, report or declaration, which such person is required to do under any tax law.”
Any person who violates 21- J: 39 II (c) shall be guilty of a misdemeanor.

You are hereby given until April 30, 2017 to sign and verify the Report of Wood Cut and submit to the Assessing Officials. The required forms are available from the Department of Revenue Administration.

NON-COMPLAINEE MAY RESULT IN CRIMINAL PROSECUTION

Sincerely,

Lee Select Board Chairman



TOWN OF LEE

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

January 19, 2016

Chinburg Builders

3 Penstock Way

Newmarket, NH 03857

Dear Mr. Chinburg,

The town of Lee has not received your verification of the Report of Wood and Timber Cut on Tax Map # 19-04-0000, for the year 2014.

In accordance with RSA 79:11, ***"The person who did the cutting or the person responsible for the cutting must sign and verify the volumes of wood and timber reported."*** Pursuant to RSA 21-J:39 II (c) Criminal Penalties, ***"No person shall knowingly fail to make a return, report or declaration, which such person is required to do under any tax law."*** Any person who violates 21- J: 39 II (c) shall be guilty of a misdemeanor.

You are hereby given until to sign and verify the Report of Wood Cut and submit to the Assessing Officials. The required forms are available from the Department of Revenue Administration.

NON-COMPLAINEE MAY RESULT IN CRIMINAL PROSECUTION

Sincerely,

Carole T. Dennis, Chairman
Lee Select Board

RSA 79:10
See instructions on back.

YR	TOWN	OP#
17	1	4

For Tax Year April 1, 20 17 to March 31, 20 18

PLEASE TYPE OR PRINT

- City/Town of _____
- Tax Map No./Lot or USFS sale name & unit #: _____
- Is this intent an: Original Supplemental Orig. Oper. # _____
- Name of road from which accessible: _____
- a Acreage of lot: _____ Acreage of cut: _____
b Anticipated start date: _____
- Type of ownership (check only one):
a Owner of Land and Stumpage.....
b Previous owner retaining deeded timber rights.....
c Owner/Purchaser of stumpage & timber rights on public lands (Fed., state, municipal, etc.) or Utility Easements.....

Report of Cut Form/Certificate to be sent to:

OWNER LOGGER/FORESTER

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) 271-2687

A SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

B SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

C CORPORATE OFFICER NAME AND TITLE

PRINT OWNER(S) NAME

MAILING ADDRESS

CITY/TOWN STATE ZIP CODE

Tele. No.: () 868-5111

FOR ASSESSING OFFICIALS ONLY

- The selectmen/assessing officials hereby certify that:
- All owners of record have signed 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.
- Enter Amount of Timber Tax Bond Required and Date Posted:

- \$ _____ Date _____
- The tax collector will be notified within 30 days of receipt per RSA 79:10;
 - This form to be forwarded to DRA within 30 days.

8 Description Of Wood Or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine		MBF
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak		MBF
Ash		MBF
Beech & Soft Maple		MBF
Pallet or Tie Logs		MBF
Others (Specify)		MBF
Pulpwood:	Tons	or Cords
Spruce & Fir		
Hardwood & Aspen		
Pine		
Hemlock		
Whole Tree Chips		
Miscellaneous:		
Birch Bolts		Cords
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.

[Signature] 8/31/14
SIGNATURE OF LOGGER/FORESTER OR PERSON RESPONSIBLE FOR CUTTING DATE

PRINT NAME TELEPHONE

MAILING ADDRESS

CITY/TOWN STATE ZIP CODE

[Signature] 9/2/14
Signature (in ink) of Assessing Official Date

[Signature] 9/2/14
Signature (in ink) of Assessing Official Date

[Signature] 9/2/14
Signature (in ink) of Assessing Official Date



TOWN OF LEE

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

March 27, 2017

Robert & Barbara Callioras
774 First NH Turnpike
Northwood NH 03261

Dear Mr. Callioras,

This is the second request because the town of Lee has not received your verification of the Report of Wood and Timber Cut on Tax Map # 04-07-0500 & #04-06-0400, for the year 2015.

In accordance with RSA 79:11, ***“The person who did the cutting or the person responsible for the cutting must sign and verify the volumes of wood and timber reported.”***
Pursuant to RSA 21-J:39 II (c) Criminal Penalties, “No person shall knowingly fail to make a return, report or declaration, which such person is required to do under any tax law.”
Any person who violates 21- J: 39 II (c) shall be guilty of a misdemeanor.

You are hereby given until April 30, 2017 to sign and verify the Report of Wood Cut and submit to the Assessing Officials. The required forms are available from the Department of Revenue Administration.

NON-COMPLAINEE MAY RESULT IN CRIMINAL PROSECUTION

Sincerely,

Lee Select Board Chairman



TOWN OF LEE

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

January 19, 2016

Robert & Barbara Callioras

774 First NH Turnpike

Northwood NH 03261

Dear Mr. Callioras,

The town of Lee has not received your verification of the Report of Wood and Timber Cut on Tax Map # 04-07-0500 & #04-06-0400, for the year 2015.

In accordance with RSA 79:11, ***"The person who did the cutting or the person responsible for the cutting must sign and verify the volumes of wood and timber reported."*** Pursuant to RSA 21-J:39 II (c) ***Criminal Penalties, "No person shall knowingly fail to make a return, report or declaration, which such person is required to do under any tax law."*** Any person who violates 21- J: 39 II (c) shall be guilty of a misdemeanor.

You are hereby given until to sign and verify the Report of Wood Cut and submit to the Assessing Officials. The required forms are available from the Department of Revenue Administration.

NON-COMPLAINEE MAY RESULT IN CRIMINAL PROSECUTION

Sincerely,

Carole T. Dennis, Chairman
Lee Select Board



NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO CUT WOOD OR TIMBER
 (RSA 79:10)

20__-20__

OPERATION NO.

1035-1
 FOR OFFICE USE ONLY

For Tax Year April 1, to March 31

SEE INSTRUCTIONS FOR FILLING OUT THIS FORM ON REVERSE

PLEASE TYPE OR PRINT

1 Town/City of Lee NH

* 2 Tax Map No./Lot or USFS sale name & unit #: 4-7-5 4-6-4

3 Is this intent an: Original Supplemental

Orig. Oper. # _____

4 Name of road from which accessible: Rt 125

5 a Acreage of lot: _____ Acreage of cut: 8

b Anticipated start date: 1/15/2015

6 Type of ownership (check only one):

a Owner of Land.....

b Previous owner retaining deeded timber rights.....

c Owner of stumpage & timber rights on public lands (Fed., state, municipal, etc.).....

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

Report of Cut Form/Certificate to be sent to:

OWNER LOGGER/FORESTER

* A [Signature] SIGNATURE OF OWNER(S) DATE

B _____ SIGNATURE OF OWNER(S) DATE

PRINT OWNER(S) NAME CLEARLY

MAILING ADDRESS

TOWN/CITY STATE ZIP CODE

Tele. No.: () -

SHADED AREA FOR ASSESSING OFFICIALS ONLY

- 1. All owners of record have signed intent;
- 2. The land is not under the Current Use unproductive category;
- 3. The form is complete and accurate;
- 4. Any timber tax bond required has been received;
- 5. The tax collector will be notified within 30 days of receipt per RSA 79:10;
- 6. This form to be forwarded to DRA within 30 days.

Amount of Timber Tax Bond Required and Posted:

\$ _____ Date: _____

Signature Assessor/Receiver

Signature Assessor/Receiver

Date: 4/27/15

8 DESCRIPTION OF WOOD OR TIMBER TO BE CUT

Species	Estimated Amount To Be Cut	
White Pine	6	MBF
Hemlock		"
Red Pine		"
Spruce & Fir		"
Hard Maple		"
White Birch		"
Yellow Birch		"
Oak		"
Ash		"
Beech & Soft Maple		"
Pallet or Tie Logs	6	"
Others (Specify)		
Pulpwood:	Tons	or Cords
Spruce & Fir		
Hardwood & Aspen		
Pine		
Hemlock		
Whole Tree Chips	300	
Miscellaneous:		
Birch Bolts		
Cordwood & Fuelwood	60	

9 AMOUNT OF WOOD OR TIMBER FOR PERSONAL USE OR EXEMPT.
 Not included in # 8 above

Bech PW

10 PLEASE SIGN THE FOLLOWING:

1. [Signature] (SIGNATURE OF PERSON CUTTING OR RESPONSIBLE FOR CUTTING) (DATE)

John F Cupp 1335-3571 (PRINT NAME FROM ABOVE) (TELEPHONE)

70 Cahoon Way Barrington NH MAILING ADDRESS

hereby accept responsibility for signing and 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.

FOR OFFICE USE ONLY



TOWN OF LEE

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

March 27, 2017

Maple Heights Realty LLC
149 Epping Road, Suite 2A
Exeter NH 03833

Dear Mr. Porter,

The town of Lee has not received your verification of the Report of Wood and Timber Cut for Operation Permit #15255-04, for the year 2015-2016.

In accordance with RSA 79:11, ***“The person who did the cutting or the person responsible for the cutting must sign and verify the volumes of wood and timber reported.”***
Pursuant to RSA 21-J:39 II (c) Criminal Penalties, “No person shall knowingly fail to make a return, report or declaration, which such person is required to do under any tax law.”
Any person who violates 21- J: 39 II (c) shall be guilty of a misdemeanor.

You are hereby given until April 30, 2017 to sign and verify the Report of Wood Cut and submit to the Assessing Officials. The required forms are available from the Department of Revenue Administration.

NON-COMPLAINEE MAY RESULT IN CRIMINAL PROSECUTION

Sincerely,

Lee Select Board Chairman

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

RSA 79:10 See instructions on back.

YR TOWN OP# 15-255-04-T

For Tax Year April 1, 20 15 to March 31, 20 16

PLEASE TYPE OR PRINT

- 1 City/Town of LEE
2 Tax Map No./Lot or USFS sale name & unit #: MAP 1, LOTS 4-0, 4-5, 7-0
3 Is this intent an: Original [X] Supplemental [] Orig. Oper. #
4 Name of road from which accessible: HAYES ROAD
5 a Acreage of lot: 89.5 Acreage of cut: 6
b Anticipated start date: 5/13/15
6 Type of ownership (check only one):
a Owner of Land and Stumpage [X]
b Previous owner retaining deeded timber rights []
c Owner/Purchaser of stumpage & timber rights on public lands []

Report of Cut Form/Certificate to be sent to: OWNER [X] LOGGER/FORESTER []

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.

Timber Tax Information is Available at www.revenue.nh.gov Questions?? Call (603) 271-2687

A [Signature] 5/13/15 SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

B [Signature] SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

C W. TURNER PORTER, MANAGING MEMBER CORPORATE OFFICER NAME AND TITLE

MAPLE HEIGHTS REALTY, LLC PRINT OWNER(S) NAME

149 EPPING ROAD, SUITE 2A MAILING ADDRESS

EXETER NH 03833 CITY/TOWN STATE ZIP CODE

Tele. No.: (603) 778-6894

FOR ASSESSING OFFICIALS ONLY

- The selectmen/assessing officials hereby certify that:
1 All owners of record have signed intent;
2 The land is not under the Current Use-unproductive category;
3 The form is complete and accurate; and
4 Any timber tax bond required has been received.
Enter Amount of Timber Tax Bond Required and Date Posted:
\$ _____ Date _____
5 The tax collector will be notified within 30 days of receipt per RSA 79:10;
6 This form to be forwarded to DRA within 30 days.

8 Description Of Wood Or Timber To Be Cut

Table with 2 columns: Species, Estimated Amount To Be Cut. Rows include White Pine (30 cu), Hemlock, Red Pine, Spruce & Fir, Hard Maple, White Birch, Yellow Birch, Oak (10,000), Ash, Beech & Soft Maple (12 cu), Pallet or Tie Logs (15 cu), Others (Specify).

Table with 3 columns: Pulpwood, Tons, or Cords. Rows include Spruce & Fir, Hardwood & Aspen, Pine, Hemlock, Whole Tree Chips (240 tons).

Miscellaneous: Birch Bolts (Cords), Cordwood & Fuelwood (100 Cords).

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

Table with 2 columns: Species, Amount.

10 By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner.

[Signature] 5/12/15 SIGNATURE OF LOGGER/FORESTER OR PERSON RESPONSIBLE FOR CUTTING DATE

DAVID DOUGLASS 207-252-5851 PRINT NAME TELEPHONE

B.D. BOB COEY MAILING ADDRESS

[Signature] NH 03833 CITY/TOWN STATE ZIP CODE

Assessing Official signatures and dates: 5/26/15, 5/26/15, 5/26/15.



RECEIVED
MAR 15 2017
TOWN OF LEE, NH

March 13, 2017

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

Dear Julie,

The enclosed incentive payments acknowledge that LCHIP received timely 2016 monitoring information for the LCHIP-assisted Randall and Tuckway Farms and Flag Hill Winery Farmstead conservation properties. Please find two checks enclosed; one to the Heritage Commission for their monitoring of the Randall and Flag Hill Farmstead areas and the other to the Conservation Commission for their monitoring of the Randall, Tuckaway and Flag Hill conservation land.

The Community Conservation Endowment fund was built into the law that created LCHIP to ensure that resources protected with help from LCHIP are managed according to the associated legal agreements. Annual incentive payments are based on income available from the endowment, the number of projects receiving funds in the year and a variety of resource-based factors. Because the payment may vary from year to year, we suggest that you do not include a specific payment from this source as part of your organization's annual budget.

We are making a modest change to reporting requirements for this year. The monitoring visit must be completed prior to December 31, 2017 but you will have until January 13, 2018 to submit your report. This must be done to continue to fulfill your legal agreement with LCHIP and to qualify for a 2018 incentive payment. Many recipients find that summer and fall are good times to complete the required monitoring. Monitoring report forms are available on the LCHIP website.

Thank you for ensuring responsible care of these properties. Please contact us if you have any questions.

Sincerely,

Dijit Taylor
Executive Director

**Land and Community Heritage
Investment Program (LCHIP)**

13 West Street, Suite 3
Concord, NH 03301-3550
(603) 224-4113

Granite Bank
54-131/117

1352

3/7/2017

PAY TO THE ORDER OF Lee Heritage Commission

\$**800.00

Eight Hundred and 00/100***** DOLLARS

Lee Heritage Commission
Attn: Julie Glover
7 Mast Road
Lee, NH 03861

MEMO

Dorothy J. Taylor MP



**Land and Community Heritage
Investment Program (LCHIP)**

13 West Street, Suite 3
Concord, NH 03301-3550
(603) 224-4113

Granite Bank
54-131/117

1405

3/7/2017

PAY TO THE ORDER OF Lee Conservation Commission

\$**600.00

Six Hundred and 00/100***** DOLLARS

Lee Conservation Commission
Attn: Julie Glover
7 Mast Road
Lee, NH 03861

MEMO

Dorothy J. Taylor MP





ENERGIZE 360

Seacoast New Hampshire Launch Event
MONDAY, MARCH 20th | 7:00 PM - 9:00 PM
Oyster River HS Cafeteria • 55 Coe Drive in Durham, NH 03824

Take control of your energy future

Join us as we launch Energize 360, a partnership between Seacoast Regional Energy Hub, SEAREI, ReVision Energy, Yankee Thermal Imaging and five Seacoast towns.

Leverage the power of group discounts to lower your energy use, drive down energy costs and transition to clean energy at your home or business. Residents of Dover, Durham, Lee, Northwood and Portsmouth can achieve energy goals with:

WEATHERIZATION • SOLAR ELECTRICITY • HEAT PUMPS

*Please bring utility bills to event. Program ends June 30th.
Energize 360 discount cannot be combined with other discounts.*

LEARN MORE AT:

Energize360.org or call (603) 679-1777.





**Raymond Planning Board and Zoning Board of Adjustments Joint
Meeting Abutters Notice
April 6, 2017**

*You are receiving this notice because you are an abutter to the property which is the
subject the public meeting described below:*

You are receiving this Notice of Public Hearing in accordance with NH-RSA 676:4 d(1)

You are hereby notified that the Raymond Planning Board and Raymond Zoning Board of Adjustment will hold joint public hearings on Thursday, April 6th, 2017 beginning at 7:00 p.m. The meetings will be held in the Media Center (library) at Raymond High School; 45 Harriman Hill Road. The following will be heard:

Site Walk: Prior to the above mention meeting there will be a joint site walk beginning 6:30 at 181 Route 27(Tax Map-33 Lot 90)

Application # 2017-003: Applicant proposes to construct a 160' monopole tower at 181 Route 27 (Tax Map 33-Lot 90) that will structurally accommodate at least 4 wireless broadband telecommunications carriers and associated antennas, electronic equipment and cabling; and fence in the base of the tower to accommodate ground based telecommunications equipment. The applicant is applying through a joint Zoning Board of Adjustment/Planning Board meeting for:

1. Variances from the ZBA from Sections 6.2.4.1.1 and 6.2.4.1.2 of the Raymond Zoning Ordinance.
2. A Special Exception from the ZBA in accordance with Sections 14.1 and 9.2 of the Raymond Zoning Ordinance to enable applicant to locate the tower at the proposed location.
3. Site Plan review by the Planning Board, with certain waiver requests, for the location of the tower at the proposed location.

You are invited to attend, or you may submit written comments to: Town of Raymond, Community Development Department, Office of Planning & Zoning, 4 Epping Street, Raymond, NH 03077. If you require audio or visual aids, please contact the Selectmen's Office at least 72 hours prior to the meeting. If this meeting is postponed for any reason, it will be held on April 13, 2017.

PUBLIC NOTICE
TOWN OF RAYMOND

Varsity Wireless Investors, LLC (the "Applicant") has applied for a Special Exception and Variances from the Raymond Zoning Board of Adjustment and Site Plan Review from Raymond Planning Board to construct a 160 foot tall Wireless Communications Facility at 181 Route 27, Raymond, NH, Tax Assessors Map 33, Lot 90. The Applicant will conduct a Visual Demonstration to illustrate the location and height of the proposed Facility by means of a balloon raised at and to the height of the proposed Facility. Said Visual Demonstration will be held SATURDAY, APRIL 1, 2017 from 9:00 am to 12:00 Noon, weather and wind conditions permitting. In the event of inclement weather on April 1, 2017, the Visual Demonstration will be rescheduled to SUNDAY, APRIL 2, 2017 from 9:00 am to 12:00 Noon. In the event of inclement weather on both April 1, 2017 and April 2, 2017, the visual Demonstration will be rescheduled until the next day and each successive day until the weather permits. If you have any questions concerning said Visual Demonstration, please contact Ernest Cartier Creveling, Community Development Director, Town of Raymond, 4 Epping Street, Raymond, NH 03077, (603) 885-7016, OR Francis D. Parisi, Esq., Varsity Wireless Investors, LLC, 290 Congress Street, 7th Floor, Boston, MA 02210, (401) 447-8500, fparisi@varsitywireless.com

NHDES-W-03-154



TEMPORARY GROUNDWATER DISCHARGE PERMIT APPLICATION
Drinking Water and Groundwater Bureau
Groundwater Discharge Program



RSA/Rule: RSA 485-A:6, VII; 485:3, X; Env-Wq 402

The TEMPORARY GROUNDWATER DISCHARGE PERMIT is a nonrenewable permit issued under RSA 485-A:13 and Env-Wq 402 for the temporary discharge of nondomestic wastewater including that which has received treatment by best available technology (Examples include groundwater remediation, dewatering projects, pump tests, discharges or treated water to the ground or groundwater, etc.)

SUBMIT:

- ONE SIGNED AND COMPLETED APPLICATION TO THE MUNICIPALITY IN WHICH THE DISCHARGE WILL OCCUR
- ONE SIGNED AND COMPLETED APPLICATION TO NHDES AT THE ADDRESS BELOW

TO: NHDES/Water Division
Drinking Water & Groundwater Bureau
Discharge Permit Coordinator
P.O. Box 95
Concord, NH 03302-0095

FOR STATE USE ONLY
Date Received: _____
Site No: _____
Rivers Coordinator Notified Date: _____

If you have any questions, please contact the Discharge Permits Coordinator at (603) 271-2858.

CERTIFICATION OF MUNICIPAL NOTIFICATION

In order to meet the requirements of Env-Wq 402, the undersigned certifies that on 3/22/17 (date), a copy of this completed permit application was delivered to the Town/City Clerk of Lee (the town in which the proposed discharge will be located).

Date: 3-22-17 Signed: [Signature]
Applicant (Landowner)

I. Facility

Name: Lee Sunoco
Address: 100 Calef Highway
City/Town Lee State: NH Zip 03824
Latitude and Longitude of Discharge point(s): _____
Property Tax Map: _____ Lot Number: _____

dwgbinfo@des.nh.gov or phone (603) 271-2858
PO Box 95, Concord, NH 03302-0095
www.des.nh.gov

II. Applicant (If you are a contact person for the applicant check this box X)

Name: Secondwind Water Systems – Steve Guercla
Daytime Telephone: 603-641-5767 Fax Number: 603-641-8518
Mailing Address: 735 East Industrial Park Dr
City/Town: Manchester State: NH Zip: 03101
Email Address (Contact Person): sgg@secondwindwater.com
Contact Person Phone Number: () Fax Number: ()

III. Facility Owner (complete only if different from Applicant)

Owner Name: ARANCO Oil X Owner Operator
Daytime Telephone: 603-224-7500
Mailing Address: 557 No State St
City/Town: Concord State: NH Zip: 03301
Email Address (Contact Person):
Contact Person Phone Number: () Fax Number: ()

IV. Property Owner (complete only if different from Applicant or Facility Owner)

Name:
Daytime Telephone: ()
Mailing Address:
City/Town: State: Zip:
Email Address (Contact Person):
Contact Person Phone Number: () Fax Number: ()

V. Please provide the following information related to the proposed temporary discharge:

a. The purpose of the temporary discharge (e.g. groundwater remediation, well rehab or pumping test, construction dewatering, etc.) Well has developed a clay like problem and must be flushed for several days in an effort to clear it.

b. Proposed Discharge Location

Include a clear color copy of a USGS topographic map or equivalent map which depicts the facility or site location, the discharge location and the location of the closest sanitary sewer.

Location of discharge, if different from facility:

Address:
City/Town: State: Zip:
Property Tax Map: Lot Number:
Latitude & Longitude:

c. Location of closest sanitary sewer: miles

d. Proposed Discharge Rate

Proposed starting date: 3/17/17
Estimated discharge: 6 gpm for 12 hours per day
Estimated number of days discharge will be required: 10

e. Proposed Discharge Method

Describe the method and materials used for the temporary discharge, include a description of any erosion control measures used at the point of discharge: discharge is through a hose onto a paved area with run off to the ground. Well water is treated through a 5 micron filter and GAC

dwgblinfo@des.nh.gov or phone (603) 271-2858
PO Box 95, Concord, NH 03302-0095
www.des.nh.gov

NHDES-W-03-154

Applicant/Owner Certification Statement and Signature

By signing this application the signer certifies that the information contained in or otherwise submitted with this application is true, complete and not misleading to the best of the signer's knowledge and belief.

By signing this application the signer understands that submission of false, incomplete or misleading information is grounds for:

- Denying the application;
- Revoking any application that is granted based on the information; and
- If the signer is acting as, or on behalf of, a listed engineer as defined in Env-C 502.10, debarring the listed engineer from the roster.

By signing the application, the signer and applicant agree to comply with all applicable rules and conditions of this permit and to not discharge to the holding tank(s) until written permission from the department has been received.

Steve Querson

Signature of Applicant or Contact

3/21/17

Date

[Signature]

3-22-17

Signature of Facility Owner (if not Applicant)

Date

[Signature]

3-22-17

Signature of Property Owner (if not Applicant or Facility Owner)

Date

dwgblnfo@des.nh.gov or phone (603) 271-2858

PO Box 95, Concord, NH 03302-0095

www.des.nh.gov



WETLANDS PERMIT APPLICATION

Land Resources Management

Wetlands Bureau

Check the status of your application: www.des.nh.gov/onestop



RSA/Rule: RSA 482-A/ Env-Wt 100-900

1. REVIEW TIME:
Indicate your Review Time below. Refer to Guidance Document A for Instructions.

Standard Review (Minimum, Minor or Major Impact)
 Expedited Review (Minimum Impact only)

2. PROJECT LOCATION:
Separate applications must be filed with each municipality that jurisdictional impacts will occur in.

ADDRESS: WEDNESDAY HILL ROAD TOWN/CITY: LEE

TAX MAP: 28 BLOCK: _____ LOT: 3-0 UNIT: _____

USGS TOPO MAP WATERBODY NAME: _____ NA STREAM WATERSHED SIZE: _____ NA

LOCATION COORDINATES (if known): 43.1240°N 70.9967°W Latitude/Longitude UTM State Plane NAD83

3. PROJECT DESCRIPTION:
Provide a brief description of the project outlining the scope of work. Attach additional sheets as needed to provide a detailed explanation of your project. DO NOT reply "See Attached" in the space provided below.

2,530 SQ FT OF WETLAND FILLING REQUIRED TO CONSTRUCT AN ACCESS DRIVEWAY TO THE BUILDABLE UPLAND PORTION OF THIS PRE-EXISTING LOT OF RECORD NECESSARY TO CONSTRUCT ONE SINGLE FAMILY RESIDENTIAL DWELLING.

4. SHORELINE FRONTAGE

NA This lot has no shoreline frontage. SHORELINE FRONTAGE: _____
Shoreline frontage is calculated by determining the average of the distances of the actual natural navigable shoreline frontage and a straight line drawn between the property lines, both of which are measured at the normal high water line.

5. RELATED PERMITS, ENFORCEMENT, EMERGENCY AUTHORIZATION, SHORELAND, ALTERATION OF TERRAIN, ETC.

SEPTIC DESIGN CURRENTLY UNDER REVIEW

6. NATURAL HERITAGE BUREAU & DESIGNATED RIVERS:
See the Instructions & Required Attachments document for instructions to complete a & b below.

a. Natural Heritage Bureau File ID: NHB 17-0533

b. Designated River the project is in ¼ miles of _____; and
date a copy of the application was sent to the Local River Management Advisory Committee: Month: ___ Day: ___ Year: ___

NA

7. APPLICANT INFORMATION (Desired permit holder)

LAST NAME, FIRST NAME, M.I.: STRONG, KEVIN

TRUST / COMPANY NAME:

MAILING ADDRESS: #13 SUNSET DRIVE

TOWN/CITY: DOVER

STATE: NH

ZIP CODE: 03820

EMAIL or FAX: bandit1210@yahoo.com

PHONE: (603) 970 1399

ELECTRONIC COMMUNICATION: By initialing here: _____, I hereby authorize NHDES to communicate all matters relative to this application electronically

8. PROPERTY OWNER INFORMATION (if different than applicant)

LAST NAME, FIRST NAME, M.I.: DIBERTO, ROBERT

TRUST / COMPANY NAME:

MAILING ADDRESS: 334 DURHAM ROAD

TOWN/CITY: MADBURY

STATE: NH

ZIP CODE: 03823

EMAIL or FAX:

PHONE: (603) 781-4321

ELECTRONIC COMMUNICATION: By initialing here _____, I hereby authorize NHDES to communicate all matters relative to this application electronically

9. AUTHORIZED AGENT INFORMATION

LAST NAME, FIRST NAME, M.I.: POHOPEK, JASON B.

COMPANY NAME:

MAILING ADDRESS: PO BOX 651

TOWN/CITY: BARRINGTON

STATE: NH

ZIP CODE: 03825

EMAIL or FAX: jtgpc@yahoo.com

PHONE: (603) 842-2467

ELECTRONIC COMMUNICATION: By initialing here *JD*, I hereby authorize NHDES to communicate all matters relative to this application electronically**10. PROPERTY OWNER SIGNATURE:**

See the Instructions & Required Attachments document for clarification of the below statements

By signing the application, I am certifying that:

1. I authorize the applicant and/or agent indicated on this form to act in my behalf in the processing of this application, and to furnish upon request, supplemental information in support of this permit application.
2. I have reviewed and submitted information & attachments outlined in the Instructions and Required Attachment document.
3. All abutters have been identified in accordance with RSA 482-A:3, I and Env-Wt 100-900.
4. I have read and provided the required information outlined in Env-Wt 302.04 for the applicable project type.
5. I have read and understand Env-Wt 302.03 and have chosen the least impacting alternative.
6. Any structure that I am proposing to repair/replace was either previously permitted by the Wetlands Bureau or would be considered grandfathered per Env-Wt 101.47.
7. I have submitted a Request for Project Review (RPR) Form (www.nh.gov/nhdhr/review) to the NH State Historic Preservation Officer (SHPO) at the NH Division of Historical Resources to identify the presence of historical/ archeological resources while coordinating with the lead federal agency for NHPA 106 compliance.
8. I authorize NHDES and the municipal conservation commission to inspect the site of the proposed project.
9. I have reviewed the information being submitted and that to the best of my knowledge the information is true and accurate.
10. I understand that the willful submission of falsified or misrepresented information to the New Hampshire Department of Environmental Services is a criminal act, which may result in legal action.
11. I am aware that the work I am proposing may require additional state, local or federal permits which I am responsible for obtaining.

Robert L. DiBerto
Property Owner Signature

X ROBERT L. DIBERTO
Print name legibly

2/17/2017
Date

X

shoreland@des.nh.gov or (603) 271-2147

NHDES Wetlands Bureau, 29 Hazen Drive, PO Box 95, Concord, NH 03302-0095

www.des.nh.gov

MUNICIPAL SIGNATURES

11. CONSERVATION COMMISSION SIGNATURE

The signature below certifies that the municipal conservation commission has reviewed this application, and:

1. Waives its right to intervene per RSA 482-A:11;
2. Believes that the application and submitted plans accurately represent the proposed project; and
3. Has no objection to permitting the proposed work.



WILLIAM R. HUMM
Print name legibly

3/6/17
Date

DIRECTIONS FOR CONSERVATION COMMISSION

1. Expedited review ONLY requires that the conservation commission's signature is obtained in the space above.
2. Expedited review requires the Conservation Commission signature be obtained prior to the submittal of the original application to the Town/City Clerk for signature.
3. The Conservation Commission may refuse to sign. If the Conservation Commission does not sign this statement for any reason, the application is not eligible for expedited review and the application will reviewed in the standard review time frame.

12. TOWN / CITY CLERK SIGNATURE

As required by Chapter 482-A:3 (amended 2014), I hereby certify that the applicant has filed four application forms, four detailed plans, and four USGS location maps with the town/city indicated below.



Town/City Clerk Signature

Print name legibly

Lee

Town/City

3/17/17

Date

DIRECTIONS FOR TOWN/CITY CLERK:

Per RSA 482-A:3,1

1. For applications where "Expedited Review" is checked on page 1, if the Conservation Commission signature is not present, NHDES will accept the permit application, but it will NOT receive the expedited review time.
2. IMMEDIATELY sign the original application form and four copies in the signature space provided above;
3. Return the signed original application form and attachments to the applicant so that the applicant may submit the application form and attachments to NHDES by mail or hand delivery.
4. IMMEDIATELY distribute a copy of the application with one complete set of attachments to each of the following bodies: the municipal Conservation Commission, the local governing body (Board of Selectmen or Town/City Council), and the Planning Board; and
5. Retain one copy of the application form and one complete set of attachments and make them reasonably accessible for public review.

DIRECTIONS FOR APPLICANT:

1. Submit the single, original permit application form bearing the signature of the Town/ City Clerk, additional materials, and the application fee to NHDES by mail or hand delivery.

13. IMPACT AREA:

For each jurisdictional area that will be/has been impacted, provide square feet and, if applicable, linear feet of impact

Permanent: impacts that will remain after the project is complete.

Temporary: impacts not intended to remain (and will be restored to pre-construction conditions) after the project is complete.

JURISDICTIONAL AREA	PERMANENT Sq. Ft. / Lin. Ft.	ATF	TEMPORARY Sq. Ft. / Lin. Ft.	ATF
Forested wetland		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Scrub-shrub wetland		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Emergent wetland		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Wet meadow		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Intermittent stream		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Perennial Stream / River	/	<input type="checkbox"/> ATF	/	<input type="checkbox"/> ATF
Lake / Pond	/	<input type="checkbox"/> ATF	/	<input type="checkbox"/> ATF
Bank - Intermittent stream	/	<input type="checkbox"/> ATF	/	<input type="checkbox"/> ATF
Bank - Perennial stream / River	/	<input type="checkbox"/> ATF	/	<input type="checkbox"/> ATF
Bank - Lake / Pond	/	<input type="checkbox"/> ATF	/	<input type="checkbox"/> ATF
Tidal water	/	<input type="checkbox"/> ATF	/	<input type="checkbox"/> ATF
Salt marsh		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Sand dune		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Prime wetland		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Prime wetland buffer		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Undeveloped Tidal Buffer Zone (TBZ)		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Previously-developed upland in TBZ		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Docking - Lake / Pond		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Docking - River		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
Docking - Tidal Water		<input type="checkbox"/> ATF		<input type="checkbox"/> ATF
TOTAL	/		/	

14. APPLICATION FEE: See the Instructions & Required Attachments document for further instruction

Minimum Impact Fee: Flat fee of \$ 200

Minor or Major Impact Fee: Calculate using the below table below

Permanent and Temporary (non-docking) _____ sq. ft. X \$0.20 = \$ _____

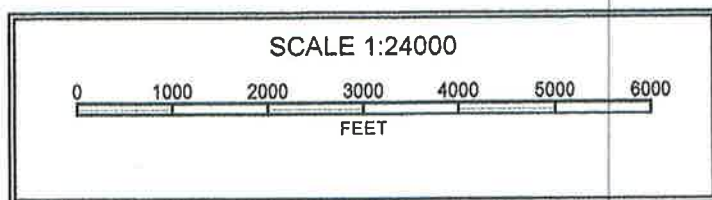
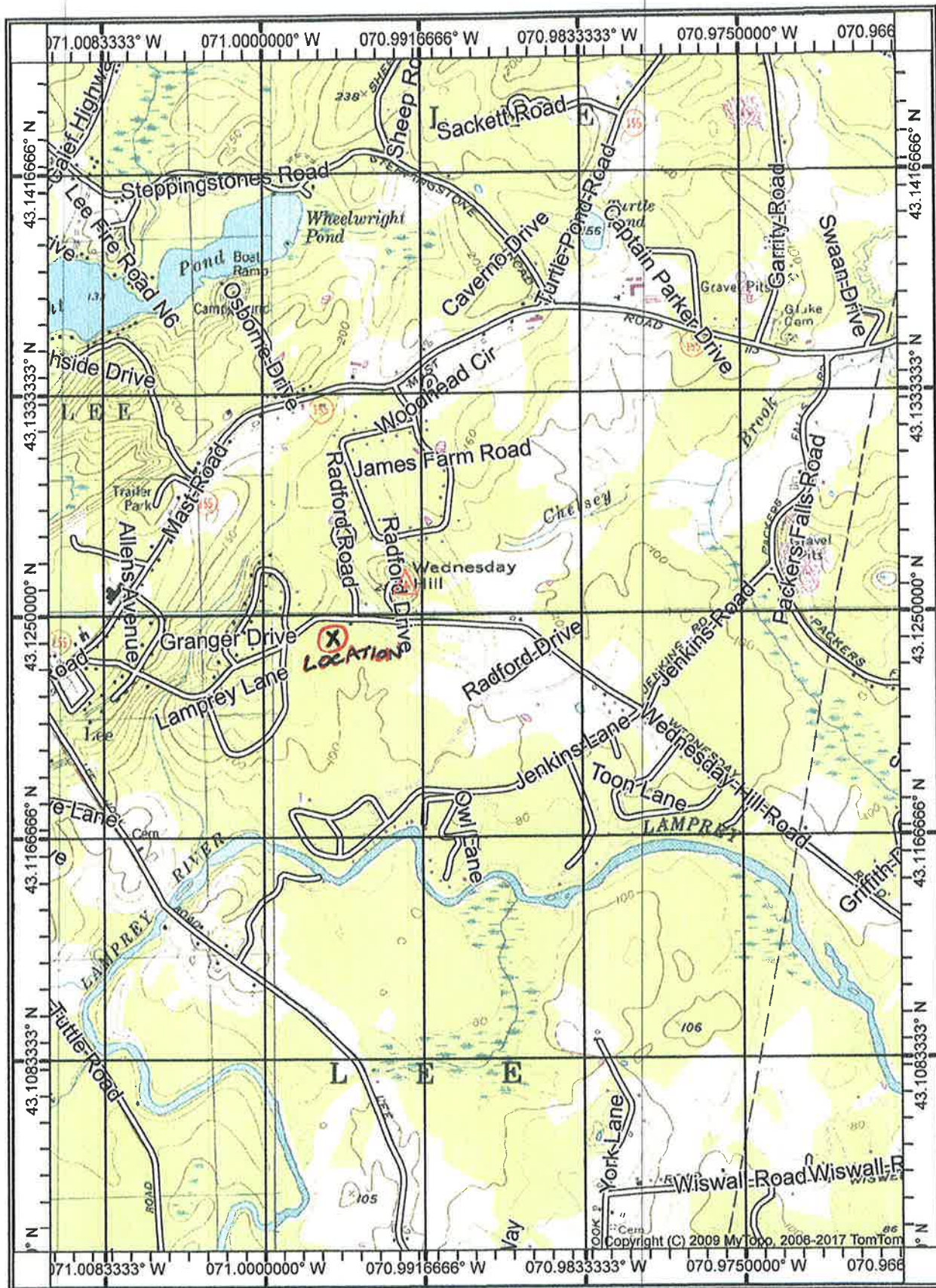
Temporary (seasonal) docking structure: _____ sq. ft. X \$1.00 = \$ _____

Permanent docking structure: _____ sq. ft. X \$2.00 = \$ _____

Projects proposing shoreline structures (including docks) add \$200 = \$ _____

Total = \$ _____

The Application Fee is the above calculated Total or \$200, whichever is greater = \$ _____





New Hampshire Natural Heritage Bureau

To: Jason Pohopek
269 Parker Mountain Road
Barrington, NH 03825

Date: 2/17/2017

From: NH Natural Heritage Bureau

Re: Review by NH Natural Heritage Bureau of request dated 2/17/2017

VALID ONLY FOR NOTIFICATION OR MINIMUM EXPEDITED APPLICATIONS SUBMITTED TO
THE NHDES WETLANDS BUREAU

NHB File ID: NHB17-0533

Applicant: Jason Pohopek

Location: Tax Map(s)/Lot(s): Tax Map 28 Lot 3-0
Lee

Project Description: less than 3,000 sq ft of wetland filling required to install a driveway to the buildable area of a pre-existing lot of record. A permit for this construction was previously approved by NHDES wetlands bureau, not constructed, and has since expired and this application is a resubmittal of the same project.

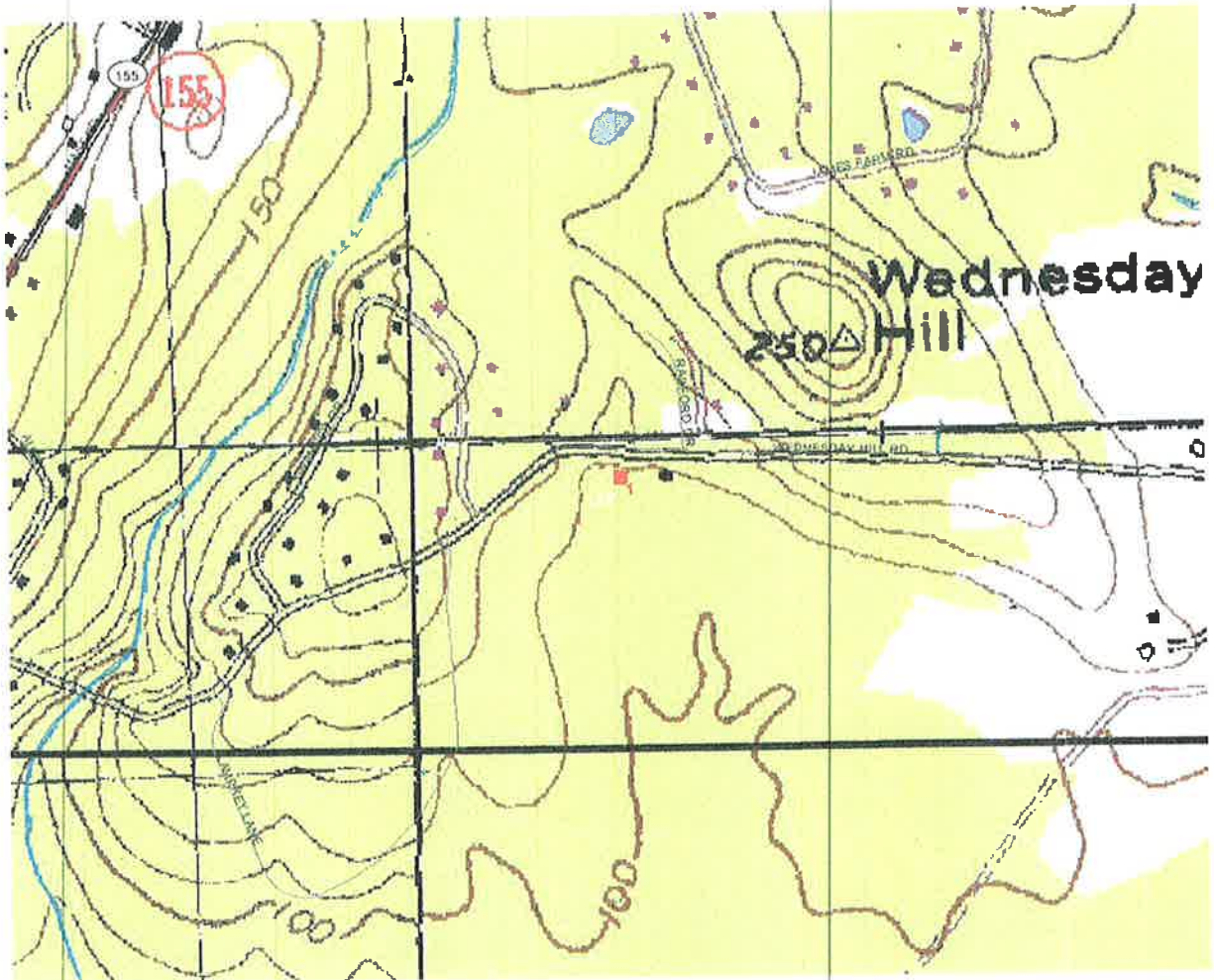
The NH Natural Heritage database has been checked for records of rare species and exemplary natural communities near the area mapped below. The species considered include those listed as Threatened or Endangered by either the state of New Hampshire or the federal government. We currently have no recorded occurrences for sensitive species near this project area.

A negative result (no record in our database) does not mean that a sensitive species is not present. Our data can only tell you of known occurrences, based on information gathered by qualified biologists and reported to our office. However, many areas have never been surveyed, or have only been surveyed for certain species. An on-site survey would provide better information on what species and communities are indeed present.

This report is valid through 2/16/2018.



MAP OF PROJECT BOUNDARIES FOR NHB FILE ID: NHB17-0533





Jason Pohopek Design & Construction, LLC

PO Box 651, Barrington, NH 03825 Phone/Fax: 603 842-2467

Jason B. Pohopek: j46p@yahoo.com



February 15, 2017

Re: Tax Map 28 Lot 3-1, Wednesday Hill Road, Lee, NH, Wetlands Impact Permit

By Certified Mail

Dear Abutter,

Under RSA 482, it is required that all property owners abutting a property for which a Minimum Impact Expedited Application is submitted to the NH Department of Environmental Services (DES), Wetlands Bureau be notified by certified mail.

This letter is to inform you, as an abutter to the above referenced property, that a Minimum Impact Expedited Application is being filed with the DES Wetlands Bureau.

The application submitted is for the authorization to impact 2,530 square feet of wetlands necessary to install a 12' wide driving surface gravel driveway, for the purpose of accessing the lot identified as Tax Map 28 Lot 3-0 in Lee, NH.

Plans showing the proposed project and wetland impacts area available for viewing during normal business hours at the Lee Town Hall, Planning Department, and the office of DES Wetlands Bureau located at #29 Hazen Drive, Concord, NH.

Respectfully submitted,

Jason B. Pohopek



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LEE, NH 03861

Certified Mail Fee \$3.35 0825 04

Extra Services & Fees (check box, add fee if appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.49

Total Postage \$3.84

Sent To Darika Frichittavong & Samuel Marino

Street and #42 Wednesday Hill Road

City, State, Zip Lee, NH 03861

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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LEE, NH 03861

Certified Mail Fee \$3.35 0825 04

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<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
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<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.49

Total Postage \$3.84

Sent To Ferndale Acres Campground, LLC

Street and #130 Wednesday Hill Road

City, State, Zip Lee, NH 03861

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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DURHAM, NH 03824

Certified Mail Fee \$3.35 0825 04

Extra Services & Fees (check box, add fee if appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.49

Total Postage \$3.84

Sent To Wednesday Hill Farm, LLC

Street and #3 Bennett Road

City, State, Zip Durham, NH 03824

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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LEE, NH 03861

Certified Mail Fee \$3.35 0825 04

Extra Services & Fees (check box, add fee if appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.49

Total Postage \$3.84

Sent To M & R Weir, Trustees

Street and #44 Lamprey Lane

City, State, Zip Lee, NH 03861

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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LEE, NH 03861

Certified Mail Fee \$3.35 0825 04

Extra Services & Fees (check box, add fee if appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.49

Total Postage \$3.84

Sent To George Trojan

Street and #132 Wednesday Hill Road

City, State, Zip Lee, NH 03861

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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LEE, NH 03861

Certified Mail Fee \$3.35 0825 04

Extra Services & Fees (check box, add fee if appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.49

Total Postage \$3.84

Sent To Benard & Deirdre Raimo

Street and #50 Lamprey Lane

City, State, Zip Lee, NH 03861

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7016 2070 0000 3563 6482

5056 6960 0000 3563 6505

7016 2070 0000 3563 6529

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LEE, NH 03861

Certified Mail Fee	\$3.35	0825
\$		04
Extra Services & Fees (check box, add fee to appropriate)	\$0.00	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	

Postage \$0.49
 Total Postage \$3.84
 Sent To Michele Antognetti & Laurie Grant
 #31 Wednesday Hill Road
 Lee, NH 03861

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions.

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For delivery information, visit our website at www.usps.com®.

BARRINGTON, NH 03825

Certified Mail Fee	\$3.35	0825
\$		04
Extra Services & Fees (check box, add fee to appropriate)	\$0.00	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	

Postage \$0.49
 Total Postage \$3.84
 Sent To Jason B. Pohopek
 Land Surveyor
 PO Box 651
 Barrington, NH 03825

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions.

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LEE, NH 03861

Certified Mail Fee	\$3.35	0825
\$		04
Extra Services & Fees (check box, add fee to appropriate)	\$0.00	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	

Postage \$0.49
 Total Postage \$3.84
 Sent To Karl & Joyce Durand
 #33 Wednesday Hill Road
 Lee, NH 03861

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions.

U.S. Postal Service
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LEE, NH 03861

Certified Mail Fee	\$3.35	0825
\$		04
Extra Services & Fees (check box, add fee to appropriate)	\$0.00	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	

Postage \$0.49
 Total Postage \$3.84
 Sent To Frederic Biederman
 Heirs of Lori Clifford
 #5 Radford Drive
 Lee, NH 03861

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions.

U.S. Postal Service™
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For delivery information, visit our website at www.usps.com®.

GREENLAND, NH 03840

Certified Mail Fee	\$3.35	0825
\$		04
Extra Services & Fees (check box, add fee to appropriate)	\$0.00	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	

Postage \$0.49
 Total Postage \$3.84
 Sent To Marc Jacobs, Soil Scientist
 PO Box 417
 Greenland, NH 03840-0417

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions.

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

LEE, NH 03861

Certified Mail Fee	\$3.35	0825
\$		04
Extra Services & Fees (check box, add fee to appropriate)	\$0.00	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	

Postage \$0.49
 Total Postage \$3.84
 Sent To Annamarie Gasowski
 #46 Lamprey Lane
 Lee, NH 03861

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions.

0559 595E 0000 2070 9106 7016 2070 0000 3563 6574

4259 595E 0000 0202 9106 7016 2070 0000 3563 6574

2159 595E 0000 0202 9106 7016 2070 0000 3563 6574

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LEE, NH 03861

Certified Mail Fee	\$3.35	0825
Extra Services & Fees (check box, add fee to postage)	\$0.00	04
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	

Postage \$0.49
Total \$3.84
03/16/2017

Debbie & Judith Willson
#38 Lamprey Lane
Lee, NH 03861

PS Form 3800, April 2015 PSN 7530-02-000-9017 See Reverse for Instructions

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MADBURY, NH 03823

Certified Mail Fee	\$3.35	0825
Extra Services & Fees (check box, add fee to postage)	\$0.00	04
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	

Postage \$0.49
Total Postage \$3.84
03/16/2017

Robert DiBerto
#334 Durham Road
Madbury, NH 03823

PS Form 3800, April 2015 PSN 7530-02-000-9017 See Reverse for Instructions

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LEE, NH 03861

Certified Mail Fee	\$3.35	0825
Extra Services & Fees (check box, add fee to postage)	\$0.00	04
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	

Postage \$0.49
Total Postage \$3.84
03/16/2017

**Christopher Smith &
Jennifer McHugh**
#40 Wednesday Hill Road
Lee, NH 03861

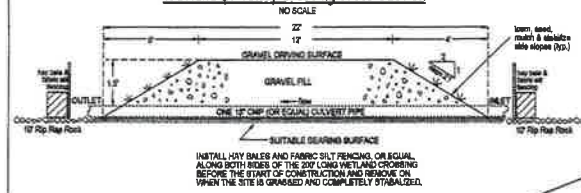
PS Form 3800, April 2015 PSN 7530-02-000-9017 See Reverse for Instructions

BARRINGTON
 15 MALLEGO RD
 BARRINGTON
 NH
 03825-9998
 3204000825
 03/16/2017 (800)275-8777 11:43 AM

Product Description	Sale Qty	Final Price
First-Class Mail Letter (Domestic) (MADBURY, NH 03823) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$0.49
Certified (@@USPS Certified Mail #) (70162070000035636420)	1	\$3.35
First-Class Mail Letter (Domestic) (LEE, NH 03861) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$0.49
Certified (@@USPS Certified Mail #) (70162070000035636499)	1	\$3.35
First-Class Mail Letter (Domestic) (LEE, NH 03861) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$0.49
Certified (@@USPS Certified Mail #) (70162070000035636512)	1	\$3.35
First-Class Mail Letter (Domestic) (LEE, NH 03861) (Weight:0 Lb 0.30 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$0.49
Certified (@@USPS Certified Mail #) (70162070000035636543)	1	\$3.35
First-Class Mail Letter (Domestic) (GREENLAND, NH 03840) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$0.49
Certified (@@USPS Certified Mail #) (70162070000035636574)	1	\$3.35
First-Class Mail Letter (Domestic) (BARRINGTON, NH 03825) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$0.49
Certified (@@USPS Certified Mail #) (70162070000035636567)	1	\$3.35
First-Class Mail Letter (Domestic)	1	\$0.49

Letter (Domestic) (LEE, NH 03861) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$3.35
Certified (@@USPS Certified Mail #) (70162070000035636529)	1	\$0.49
First-Class Mail Letter (Domestic) (LEE, NH 03861) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$3.35
Certified (@@USPS Certified Mail #) (70162070000035636505)	1	\$0.49
First-Class Mail Letter (Domestic) (LEE, NH 03861) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$3.35
Certified (@@USPS Certified Mail #) (70162070000035636482)	1	\$0.49
First-Class Mail Letter (Domestic) (LEE, NH 03861) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$3.35
Certified (@@USPS Certified Mail #) (70162070000035636468)	1	\$0.49
First-Class Mail Letter (Domestic) (LEE, NH 03861) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$3.35
Certified (@@USPS Certified Mail #) (70162070000035636468)	1	\$0.49
First-Class Mail Letter (Domestic) (DURHAM, NH 03824) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$3.35
Certified (@@USPS Certified Mail #) (70162070000035636451)	1	\$0.49
First-Class Mail Letter (Domestic) (LEE, NH 03861) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$3.35
Certified (@@USPS Certified Mail #) (70162070000035636444)	1	\$0.49
First-Class Mail Letter (Domestic) (LEE, NH 03861) (Weight:0 Lb 0.40 Oz) (Expected Delivery Day) (Saturday 03/18/2017)	1	\$3.35
Certified (@@USPS Certified Mail #) (70162070000035636437)	1	\$3.35
Total		\$57.60
Cash		\$60.00
Change		(\$2.40)

Wetland Driveway Crossing Cross Section



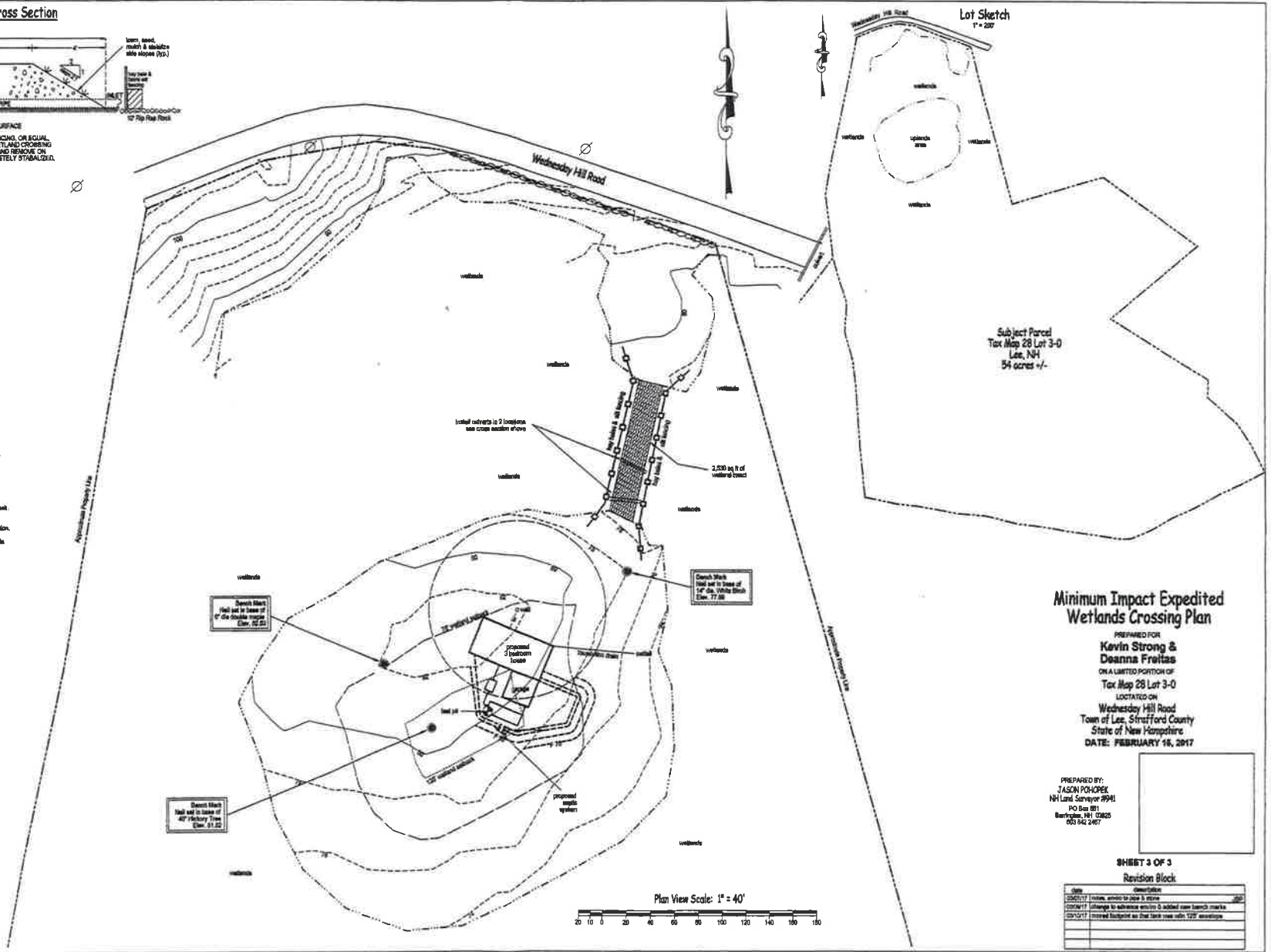
INSTALL 1 1/2" HIGH BALES AND FABRIC SILT FENCING OR EQUAL, ALONG BOTH SIDES OF THE 20' (LONG) WETLAND CROSSING BEFORE THE START OF CONSTRUCTION AND REMOVE ON WHEN THE SITE IS GRASSED AND COMPLETELY STABILIZED.

WETLAND CROSSING CONSTRUCTION SEQUENCE

1. Identify crossing area (design with grade stakes), install hay bales and silt fencing, or equal, in accordance with the suggested tentative measures.
2. Clear storage and debris from the crossing area and slopes of property.
3. Install culverts in the naturally low areas of identified locations.
4. Culvert lowest elevations are to match the existing grade elevations at the inlet and outlet locations.
5. Install fill material in driveway crossing areas to 4" lifts and compact. All fill material to be fresh, uncrushed and stabilised.
6. Fill to be gravel with no stones over 4" in size.
7. Loam, weed, mulch and stabilize all driveway side slopes.
8. Culverts are located in the lowest point of the drainage patterns. Rip rap, with 4-8" stones, the least next outlet channels of the culvert to 10' length on both ends.

NOTES:

1. The intent of this plan is to show the necessary conditions and design features to permit a Minimum Impact Wetland Crossing through the 7900'S Wetland Buffer.
2. A localized limited wetland delineation of the subject area was performed by Mrs. E. Jacobs, NH Certified Soil Scientist JRM and tasked this office.
3. This plan does not represent a boundary survey performed by the office.
4. Boundary information was acquired from a plan entitled "Subdivision of Land of the Private Property in Lee, NH", dated Aug. 17, 1982, prepared by Bruce L. Potholke.
5. This plan is sheet 3 of a 3 sheet set. See the other two plans of this set including an Existing Conditions Plan, and a 7900'S Septic System Design, for additional information.
6. This plan is not intended for use to locate site septic design. Please find sheet 2 of this 3 sheet set for the septic design plan.



Plan View Scale: 1" = 40'



Minimum Impact Expedited Wetlands Crossing Plan

PREPARED FOR
Kevin Strong & Deanna Freitas
 ON A LIMITED PORTION OF
 Tax Map 28 Lot 3-0
 LOCATED ON
 Wednesday Hill Road
 Town of Lee, Strafford County
 State of New Hampshire
 DATE: FEBRUARY 16, 2017

PREPARED BY:
JASON PCHOREK
 NH Land Surveyor #9941
 PO Box 891
 Barrington, NH 03825
 603 842 2467

SHEET 3 OF 3
 Revision Block

Date	Description
02/16/17	Initial, review to date & state
02/16/17	Change to address errors & added new search marks
02/16/17	Correct background so that date does not vary 100% accuracy