

# SELECT BOARD MEETING AGENDA

**DATE:** Monday, April 10, 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. **DISCRETIONARY PRESERVATION EASEMENT PUBLIC HEARING – 11 Randall Road Map 2-3-0**
4. **Dave Shay, Oyster River Local Advisory Committee Rep. – Protected River Sign Installation Request**  
*Request permission from the Board to install two signs along the Oyster river: one located on Route 155 and the other on Route 4. Project to be paid for by UNH Durham Water Supply.*
5. **Senator Martha Fuller Clark – NH Budget Update**
6. **Energy Committee**
  - a. **Clay Mitchell Presentation** – Present the Board with an updated Energy Report.
  - b. **Sharon Meeker** – 1. Bring the Board up to speed on the Energize 360 Program.  
2. Present the Board with a new Energy Committee Application and introduce the new applicant and a new volunteer to the Board.
7. **Randy Stevens**– Present a drawing for a new Town Hall at Stevens Field. Discuss office, storage, and mechanical space needs. Discuss estimated square footage and rough costs.
8. **Julie Glover, Town Administration**
  - a. 250<sup>th</sup> Committee ended December 2016
  - b. AG Architect's New Proposal
  - c. Advisory Budget Committee Opening
  - d. Meetings on You Tube
  - e. Miscellaneous
9. **Motion to accept the Consent Agenda as presented:**

<b><u>SIGNATURES REQUIRED</u></b> Conservation Commission Swearing In Doc Ag Commission Swearing In Docs (2) HealthTrust Renewal Racetrack Ordinance Final Police Chief's Special Duty Agreement
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<b><u>INFORMATION ONLY</u></b> DRA USPAP Report Stratham Planning Board Hearing Notice Letter from FEMA re: Piscataqua-Salmon Falls Watershed
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Individual items may be removed by any Select Board member for separate discussion and vote.
10. **Motion to accept the Public and Non Public Meeting Minutes from March 27, 2017.**
11. **Motion to accept Manifest #20 and Weeks Payroll Ending April 9, 2017.**
12. **Motion to enter into Non-Public Session – NH RSA 91-A:3 II (a) Evaluations, (c) Tax Deeds, (c) Elections, (c) Clarification Roll Call Vote required**
13. **Motion to seal the Non-Public Session Minutes (if necessary.) Roll Call Vote required.**
14. **Miscellaneous/Unfinished Business**
15. **Adjournment**

**Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on April 7, 2017**

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



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

Office Use Only

Meeting Date: April 10, 2017

Agenda Item No. 3

**BOARD OF SELECTMEN  
MEETING AGENDA REQUEST**

**4/10/2017**

**Agenda Item Title: Application for a Discretionary Preservation Easement for Sheltering Rock, LLC.**

**Requested By: Dorn, Laurel and Chuck Cox** **2/28/2017**

**Contact Information: tuckawayfarm@comcast.net**

**Presented By: Town Administrator Julie Glover**

**Description: Application for Discretionary Preservation Easement for barn located at 11 Randall Road (Map 2 3 0.)**

**Financial Details: The 2016 full assessed value of the barn is \$5200 which equates to tax revenues of \$152.10. If the renewal application is granted at a 75% reduction, it would reduce the amount of taxes collected to \$38.03 (based on the 2016 rate). There will also be legal costs associated with executing the easement.**

**Legal Authority NH RSA 79-D**

**Legal Opinion: As with a Conservation Easement, each party should have an attorney review the easement and be responsible for paying his own legal fees. The governing statute requires the property owner to pay the recording fees. The Town Administrator can prepare a document for review by the property owner.**

**REQUESTED ACTION OR RECOMMENDATIONS:**

**MOTION: Move to approve Sheltering Rock, LLC's application for a Discretionary Preservation Easement on the barn for a ten year term and a 75% reduction in assessed value and to authorize the Town Administrator to work with Town Counsel and the property owner on drafting the easement document.**

## **Town of Lee**

Notice is hereby given of a Public Hearing to hear input regarding the proposal to renew a Discretionary Preservation Easement as described in RSA 79-D as it may apply to Map/Lot 2 -3, 11 Randall Road, Lee, NH

The purpose of the hearing is to weigh the public benefit to be obtained versus the tax revenue to be lost if the easement is deemed consistent with the purposes of RSA 79-D. The Public Hearing will be held on Monday, April 10, 2017 at 6:30pm in the Public Safety Complex, 20 Geo. Bennett Rd, Lee, NH 03861. A copy of the application is available at the Lee Town Hall.

RECEIVED  
FEB 28 2017  
TOWN OF LEE, NH

Original

Renewal

Tax Year 2017

NAME	Sheltering Rock, LLC
NUMBER & STREET ADDRESS	11 Randall Road
ADDRESS (continued)	
CITY/TOWN, STATE & ZIP CODE	Lee, New Hampshire 03861

Local tax map and lot number(s) of land and historic agricultural structure being classified: Map 2 Lot 3  
Barn and Carriage House

Book, page, and recording at County Registry of Deeds: BOOK 2662 PAGE 0565, JANUARY 3, 2005

Describe how the historic Agricultural Structure meets one of the tests of public benefit per RSA 79-D:3. Attach additional sheets if necessary.

Preservation of Historic Agricultural Structure

- ① The Randall Farm barn and carriage house are historically important on a local level. The Randall family owned the farm from 1719 → 2003.
- ② The structures' physical and aesthetic features contribute to the historic and cultural integrity, and are listed on the NH State Register of Historic Places.

\*\*\*\*Attach a map showing the location of the historic agricultural structure and the number of square feet to be included in the discretionary preservation easement.

SIGNATURE (IN INK) OF LANDOWNER:	<u>[Signature]</u>	DATE:	<u>2/27/17</u>
SIGNATURE (IN INK) OF LANDOWNER:	<u>Laurel Cox</u>	DATE:	<u>2/28/17</u>
SIGNATURE (IN INK) OF LANDOWNER:	<u>[Signature]</u>	DATE:	<u>2/28/17</u>
SIGNATURE (IN INK) OF LANDOWNER:		DATE:	

FOR ASSESSING OFFICIALS USE ONLY

GRANTED Pending approval of Discretionary Preservation Easement Agreement by the landowner and assessing officials.

DENIED

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE (IN INK) OF ASSESSING OFFICIALS	DATE
_____	_____
SIGNATURE (IN INK) OF ASSESSING OFFICIALS	DATE
_____	_____
SIGNATURE (IN INK) OF ASSESSING OFFICIALS	DATE
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SIGNATURE (IN INK) OF ASSESSING OFFICIALS	DATE
_____	_____
SIGNATURE (IN INK) OF ASSESSING OFFICIALS	DATE
_____	_____



# Randall Farm Historical Barn and Carriage House

## Repairs Done from 2003-2016

### Great Barn: 40' x 94'

door repairs, front and side  
gutters installed  
W and NW sills replaced  
floors replaced  
roof repairs  
NW sliding door repairs  
window repairs  
rewiring

### Carriage House: 24' x 46'

NW corner foundation replaced  
NW sills replaced  
gutters installed  
rewiring

## Repairs planned for 2017-2026

### Great Barn

window repairs  
roof repairs  
shingle more of NW wall

### Carriage House

window repairs  
roof repairs  
N dormer shed roof built  
diagonal bracing installed  
cistern repair  
rebuild stairs

**These specific plans are plans only. They should not be included as obligations in the historic barn easement language.**

**The Division of Historical Resources**

**DEPARTMENT OF CULTURAL RESOURCES  
STATE OF NEW HAMPSHIRE**

**CERTIFIES THAT THE**

**RANDALL FARM**

**IN**

**LEE, NEW HAMPSHIRE**

**HAS BEEN LISTED TO THE  
NEW HAMPSHIRE STATE REGISTER OF HISTORIC PLACES**


January 27, 2003



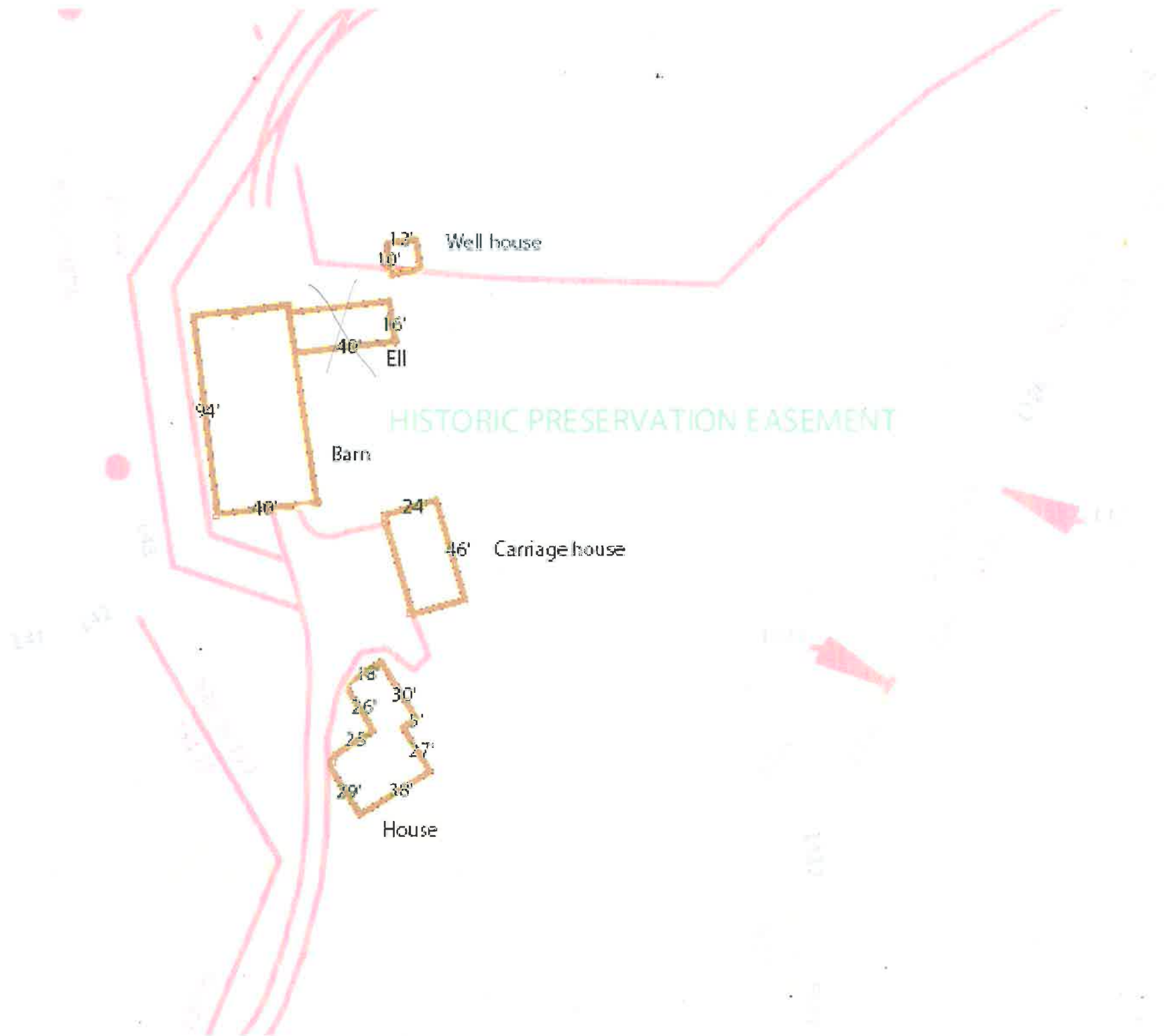
Van McLeod  
Commissioner  
Department of Cultural Resources



James McConaha, Director  
State Historic Preservation Officer  
Division of Historical Resources



Elizabeth H. Muzzey  
State Survey Coordinator  
Division of Historical Resources



**New Hampshire Preservation Alliance**  
**Historic Barn Grant Program**

**April , 2005**



**Structure : Barn, approximately 40' x 94' 6"**

**Location: 11 Randall Road  
Lee, NH**

**Applicant: Charles, Laurel, Dorn and Justin Cox**

**Preservation Analysis: Stephen Bedard  
Bedard Preservation & Restoration LLC**

# Bedard Preservation & Restoration, LLC

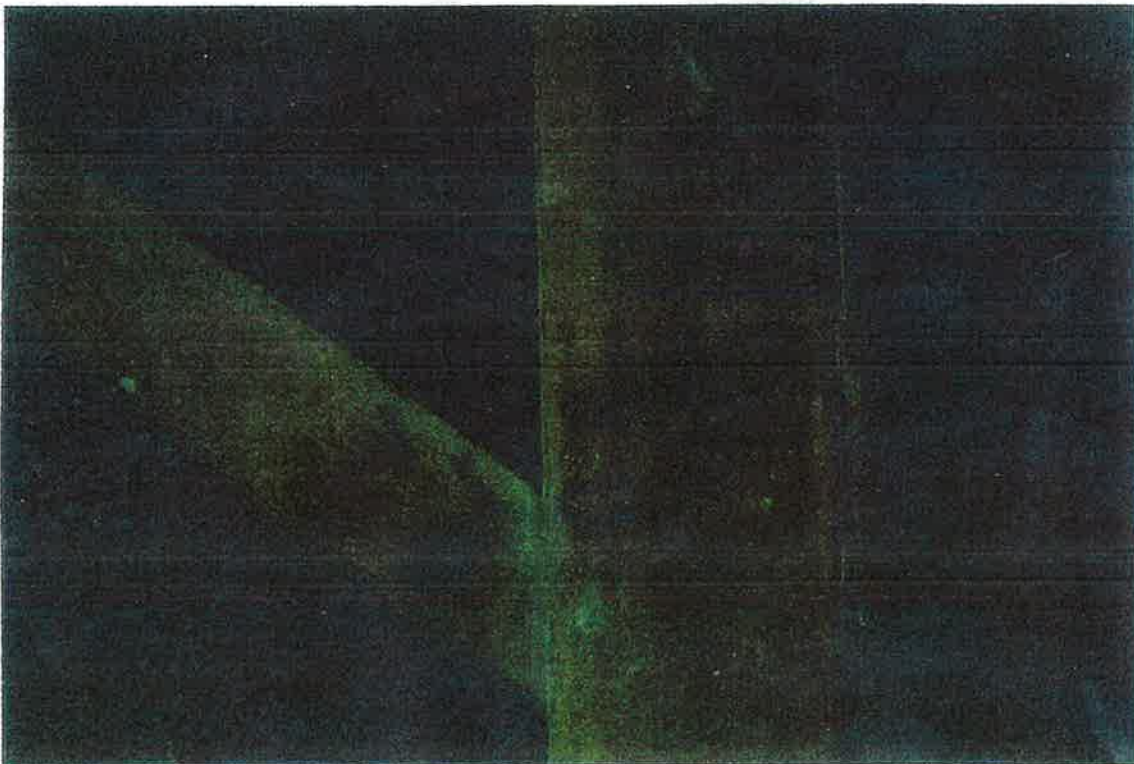
Post Office Box 430  
Gilmanton, N.H. 03237  
(603) 524-1773

1. **Subject.** This barn is located on 11 Randall Road in Lee, New Hampshire. The barn is approximately 40' x 94' 6". This building is located behind and to the left of the early house on the farm. The farm was known as the Randall Farm (1713–2003).

2. **Age and History.** This barn was built between 1800—1850, most likely around 1820. The longer framing members are hewn, while the posts are generally sawn (water powered sawn). The sheathing boards appear to be nailed on with cut nails.

Not too long after the barn was erected (or possibly re-erected), two additional bents were added to extend the barn to 94' 6". As is typical, these bents were placed further apart than the original structure. I believe that this addition was completed between 1830 and the late 1840's.

I mention the possibility that this barn has been re-erected. The moving of a barn as a whole as well as the dismantling of a barn and then re-erecting it, was not uncommon at all. The photograph below shows "additional painted joint numbering" that I have seen on several buildings that are documented as having been taken down and re-erected.





**3. Architectural Significance.** This building has at least two building features that contribute to its architectural significance.

**A. Unusual building design.** While it is not unique to find barns that have their center aisle “offset” (to allow for a smaller “tie-up” area and a larger loose hay area), this barn design has pushed the limits of structural integrity. As can be seen from the photograph below, the posts that form the left side of the center aisle (and also the closest post to the center of the building) have been moved way in. This results in the roof having to be supported by queen posts that have to be located a considerable distance from being directly (or close to) over the posts below. In this example, not only are the queen posts a considerable distance from the posts, the queen posts are located past the wind-brace that is connected to the post on one end and actually is connected to the “overlay” on the other end.



**B. Special interior/exterior features.** Due to the design feature as mentioned above, the space for the hay area of the barn is a wonderful open-span area. The later additional bents that were added also are configured this way so that you wind up with this great open space over 94' long.

Also, the “tie-up” area of the barn is over 70' long with two exit doors with stone steps (along the southern side of the barn). This gives the barn an additional interior as well as exterior feature.



#### 4. Existing Conditions.

A. Foundation. The foundation is of the rumble stone variety which needs to be repaired in several areas but is in reasonably good condition.

B. Sills and floor joists. The sills are in need of replacement and/or repair in about 40% of the barn. These areas include the gable end (back), certain areas along the north wall and also the majority of the south wall. The photograph below shows some of the damage to the foundation, sill and bottoms of the post along this south wall.



The floor joists in the areas of the sill damage are also suspect and I believe that there will be a considerable amount of work to get these joists “ended-out”, repaired, “scissored” and/or replaced.

One major area of both sill/floor joists and floor planking failure is located on the southern side of the barn, in the first bay of the later addition. This damage was caused by a later addition to the barn that came out at right angles to the barn and probably housed chickens and/or sheep. It is also my understanding that a piece of farm equipment may have fallen through the floor in this area at some point.

It should be noted that the damage to the barn in this area was from severe water damage that had already occurred before the farm equipment fell through. This water damage occurred from the connection of the addition to the barn not being “flushed” properly which in turn caused water



running of off the main roof to leak into the connection. The results can be seen in the next two photographs.



C. Framing including roof structure. The framing above the sill and floor joists areas of the barn is in good condition with very few signs of stress on the wind-braces. Also, the roof structure is in good condition. It would appear that a "good" roof has been kept on the barn, which is certainly due to the stewardship of each successive Randall generation.

D. Roofing. The current roof is old aluminum which has been repaired but does not appear to be leaking. There is a small area near the back gable end that should be repaired.

E. Exterior. The sheathing is in good condition with the exception of the south side that needs to be repaired and/or replaced. Windows and doors on the south side area also in need of replacement.

F. Interior. As mentioned earlier the interior framing structure is in good condition except in the floor joists/flooring of the "tie-up" section and also some of the floor joists/flooring along the north wall.

G. Site conditions. The area of the backside of the barn had grown up to the point that the soil is actually several inches above the top of the sill (see the photograph on the cover page). The soil along the front gable end also slopes toward the barn.

Also, the area along the north wall has a tremendous negative grade due to the existence of a raised roadway around that side of the barn.

5. Preservation Strategy. Since the building is in overall good condition and has a good roof, a preservation strategy for this barn could be implemented over a number of years.

A. Clean out the barn and/or move items to one area of the barn so that repairs can be better identified and accomplished.

B. Remove all built up soils and change the grade to a positive grade (away from the building) in the areas of the front gable end entrance, the north wall and the easterly (back) gable end.

C. Repair foundation where needed.

D. Repair/replace the sills and/or floor joists where required.

E. Re-connect floor joists to new and/or repaired sills/carriers.

F. Replace/repair plank flooring where needed.

G. Make small repair in roof.

H. End out posts on south side and repair framing. (This could also be done in conjunction with repairing the sill on that side.)

I. Repair the exterior sheathing/siding as needed.

J. New windows and doors on the south wall and then repair/replace others in the building.

K. Start thinking about a new roof in the next 4-5 years. (Evaluate every year).

6. Costs. (Includes labor and materials)

A. \$ 1,000- \$1,500

B. \$ 2,500- \$3,000

C. \$ 1,000-\$1,500

D. \$ 10,000- \$12,000

E. \$ 1,500-\$1,750

F. \$ 1,000-\$1,200

G. \$ 100-\$150

H. \$ 3,500-\$4,000

I. \$ 1,500- \$2,500

J. \$ 2,000- \$3,000

K. \$ 10,000- \$12,000 (In about 4-5 years).

Total Range A.—J. Plus 10% contingency \$ 26,510—\$ 33,660

7. Conclusion. This barn is a great example of an early 1800's farm building that was added onto early to enlarge the barn to 94' 6". It is unusual to find barns of this length that have survived in such good condition. This can truly be attributed to the stewardship of the Randall family and now to the Cox family. If the above repairs and maintenance can be accomplished over the next 3-5 years, I am sure that this barn will continue to be a shining example of nineteenth century craftsmanship and ingenuity.



8. Addendum. Before this overdue report could be completed, the owners after verbally confirming what needed to be done, have begun to make the necessary repairs. The following photographs were taken on a return site visit to the farm.

The photograph below shows the removal of the soil along the north wall to expose the sill so that it can repaired/replaced along with the siding that could be repaired.



The photograph above shows the removal of the built up soil from the easterly (back) gable end and the installation of a new sill. Please note: The bottom of the doors, where the rotted edge can be seen, was actually the height of the accumulated soil.



In the next photograph below, one can see that “cribbing” has been installed along the southern wall so that the foundation can be repaired.



The photograph above shows a replaced section of the sill. (southerly side near the west corner)



**HISTORIC BARN ASSESSMENT GRANT PROGRAM APPLICATION**  
PLEASE BE SPECIFIC AND FEEL FREE TO ATTACH ADDITIONAL PAGES IF NECESSARY

Name: Charles, Laurel, Dorn, & Justin Cox (Sheltering Rock, LLC)

Address: 59 Randall Road,

Town: Lee State: NH Zip: 03824

Phone: 868-1822 E-Mail: tuckawayfarm@earthlink.net

Address of structure if different: 11 Randall Road, Lee

Date of construction: early 1800's (?) barn; early 1900's carriage house

Grant level applied for:  \$400 (you pay \$100)  \$250 (you pay \$250)

Please describe the type of structure, and its original intended use:

- ① 40' x 94' Barn - cows & hay storage
- ② 24' x 46' Carriage house - storage, oxen, sheep, large brick cistern
- ③ 10' x 12' Well house, with dug well

Is there any National or State recognition of your barn (National Register, or local historic district)?

listed on NH State Register of Historic Places

bicentennial farm

Describe briefly the historical significance of the structure:

Farm was in the Randall family from 1719 → 2003. Randall family cemetery on farm, in steady use since mid 1700's. Ten generations of the family farmed there. Randall family members helped found the Town of Lee and fought in the Revolutionary and Civil Wars.

Describe any community support for the preservation of the structure, such as its role as an important local landmark:

LCHIP grant awarded for historical preservation easement for farm building complex of farm house, barn, carriage house, and well house. Town voted money and match easements to support the project.

What are your plans for future use of the structure?

Agricultural use: hay and equipment storage and livestock housing

Is the structure threatened in any way? If so, how?

Floor and sills need replacing. One long wall and doorway frames need repair. Floor in one bay is totally collapsed. Frame is still straight, but some timbers need replacing.

What is your reason for applying for the grant?

We want the barn to be usable and safe for the next 200 years.

Please submit finished application and survey with pictures documenting the major features of the structure, its relation to other buildings, and any visible damage (5 or more pictures encouraged) to:

**New Hampshire Preservation Alliance**

P.O. Box 268

264 North Main Street

Concord, NH 03302-0268

# Randal



I'll Date this barn to the 1830s because of its rafters, other features that lead me to this are the vertical saw milling and it appears that the mortise and tenons are standardized. Over the years this barn housed dairy animals on its east side having tie-ups of the pole and chain type. I don't believe this was used into the 1960s when concrete became a requirement for flooring. The two rear bays seem to be an addition indicated by some unused mortis and a change in rafters. The rafters in this section are full trees flattened on one side.

SITE VISIT BY DAVID MINER, BARN BUILDER  
BARN HISTORIAN FOR LEE HERITAGE COMMISSION





The double wind brace indicate construction of the early 1800s.

Notes: this may be the most well preserved barn frame in town. It is a true example of framing built to stand the test of time. The lack of use for any thing but storage for several decades and the upper building maintenance has served it well.



This is the rear of the main barn. As with so many of these buildings this one has little foundation, but has remained amazingly true. It is currently being worked on and has had extensive sill work and floor work done.



**Photographic Evidence Form**

**Inventory #**

**Photo # 7**

**Subject and date:**

Randall Farmstead  
carriage house  
and courtyard  
June 18, 2003

**Photographer facing:**

Northeast



**Photo # 9**

**Subject and date:**

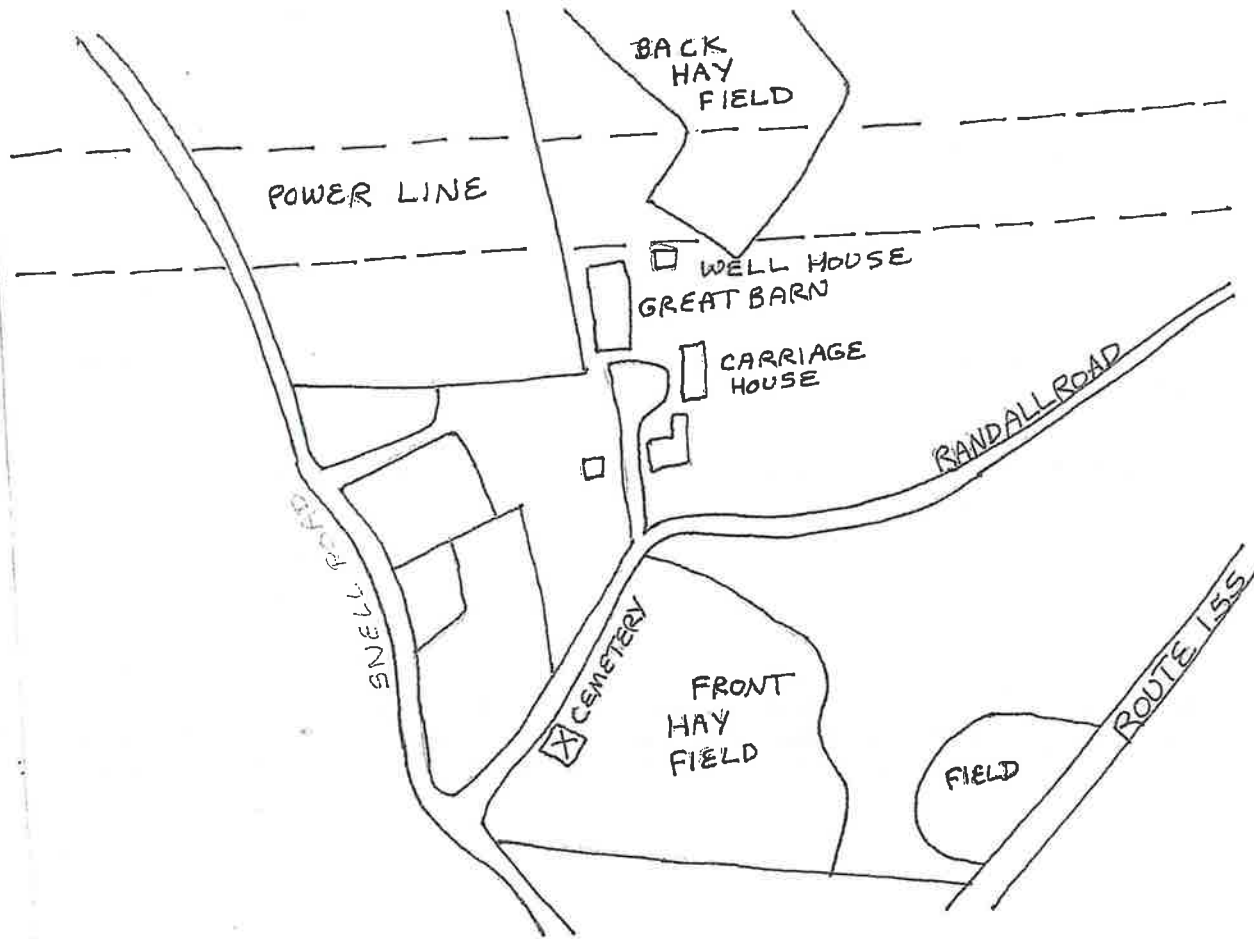
Randall Farmstead  
carriage house  
June 18, 2003

**Photographer facing:**

Southwest



# RANDALL FARM FARM BUILDINGS



GREAT BARN  
40' x 94'  
① ramp 8' x 12'  
② ramp 14' x 16'

CARRIAGE HOUSE  
46' x 24'

WELL HOUSE  
10' x 12'

BICENTENNIAL FARM  
CERTIFIED TREE FARM  
CERTIFIED ORGANIC FA  
NH STATE REGISTER  
OF HISTORIC PLACES

**Town of Lee**

Print Now

Parcel ID: 000002 000003 000000 (CARD 1 of 2)  
 Owner: SHELTERING ROCK, LLC  
 Location: 11 RANDALL ROAD  
 Acres: 109.940

**General**

Valuation	
<b>Building Value:</b>	\$134,500
<b>Features:</b>	\$44,000
<b>Taxable Land:</b>	\$101,888 Current Use
<hr/>	
<b>Card Value:</b>	\$280,388
<b>Parcel Value:</b>	\$285,188

Listing History	
<u>List Date</u>	<u>Lister</u>
02/29/2016	STM
03/28/2011	JS
03/14/2011	SM
03/14/2008	RDPM
05/01/2007	BHPM

**Notes:** WHITE - FARMHOUSE W/ 3 APTS; BARN EASEMT 11/14/06; ENT295' PL ESMT; TREE FARM CERT DUE IN 2008; CONSERV EASEMENT 09/29/03 2864/946-146.76 ACRES INCLUDING 140.78 UND AREA & 5.98 FARMSTEAD AREA 04/04 LOT LINE 69-71 03-11 REMOVE MANAGED CODING 09 LETTER SENT 03-11 ADJ OUTBLDGS(LIST WELL HSE) 20X72 & 12X32 GREENHSES N/V BARN IS 456 PACKERS FALLS RD. 02-16 LIST CARPORT ?

**History Of Taxable Values**

Tax Year	Building	Features	Land	Value Method	Total Taxable
<b>2015</b>	\$135,600	\$43,700	\$95,985	Cost Valuation	\$275,285
<b>2014</b>	\$135,600	\$43,700	\$98,488	Cost Valuation	\$277,788
<b>2013</b>	\$135,600	\$43,700	\$98,488	Cost Valuation	\$277,788
<b>2012</b>	\$135,600	\$43,700	\$99,838	Cost Valuation	\$279,138



*Rte 155*



**PROTECTED RIVER SIGN REQUEST  
(RIVERS WITHIN STATE RIGHT-OF-WAYS)**



**Installation Permission Form**

Please fill out the information below, attach a site map or aerial photo of the proposed sign location, and return the signed form to the NHDES Rivers Program. Use one form for each sign location, though a single form may be used for two signs facing traffic on either side of the road at a single river crossing, if the signs are located in the same municipality.

**Billing Information**

Name: <i>UNH-Durham Water Supply</i>	Daytime Phone: <i>603-862-1390</i>		
Street Address: <i>42 Waterworks Road</i>			
Town: <i>Durham</i>	State: <i>NH</i>	Zip Code: <i>03824</i>	
Email: <i>michael.sullivan@unh.edu</i>	Is this the shipping address? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

**Sign Location Information**

River Name: <i>Oyster River</i>	Bridge Name (if known):
Street Name: <i>Lee Road Route 155</i>	Town: <i>Lee, NH</i>
Description of sign location, including distances from pavement edge, existing infrastructure and nearby signs: <i>On bridge, one primary and one secondary sign facing each direction.</i>	
<input checked="" type="checkbox"/> Attach a map or aerial photo of the proposed sign location(s). The map must include the designated river, the name of the town, the route number or road name, the bridge, and the proposed sign installation location.	

**Sign Order**

# Primary Signs: <i>2</i>	Primary Sign Text: <i>Oyster River</i>
# Secondary Signs: <i>2</i>	# Sign Posts: <i>2</i> <input checked="" type="checkbox"/> Ship to billing address above

**Installation Approval**

Elected or Authorized Municipal Official:	Town:
Signature:	Date:
Director of Department of Public Works:	Town:
Signature:	Date:
Chair of Local Advisory Committee: <i>ERIC FIEGENBAUM</i>	River: <i>OYSTER RIVER</i>
Signature: <i>Eric Feigenbaum</i>	Date: <i>1-26-2017</i>

**Return form to:** Rivers Management and Protection Program, NHDES, PO Box 95, Concord, NH 03302-0095; fax to (603) 271-7894; email to [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov).

(603) 271-2457 [watershed@des.nh.gov](mailto:watershed@des.nh.gov)  
PO Box 95, Concord, NH 03302-0095  
[www.des.nh.gov](http://www.des.nh.gov)



RTE. 155

Oyster R. crossing  
Sign Placement

Rte 4

1000 feet 250 m

© 2017 HERE

2te 155



# Rivers Management and Protection Program Protected River Sign Request (Rivers within State Right-of-Ways)



New Hampshire's 18 designated rivers are recognized by the United States Congress, the New Hampshire General Court, and their local municipalities as significant resources. As a result of a Memorandum of Agreement (MOA), the N.H. Department of Transportation (DOT) and the N.H. Department of Environmental Services (DES) created signs that may be installed within state right-of-ways. These new signs will identify New Hampshire's Designated Rivers, signifying a designated river's importance to the state's natural and cultural heritage.

### Sign Locations

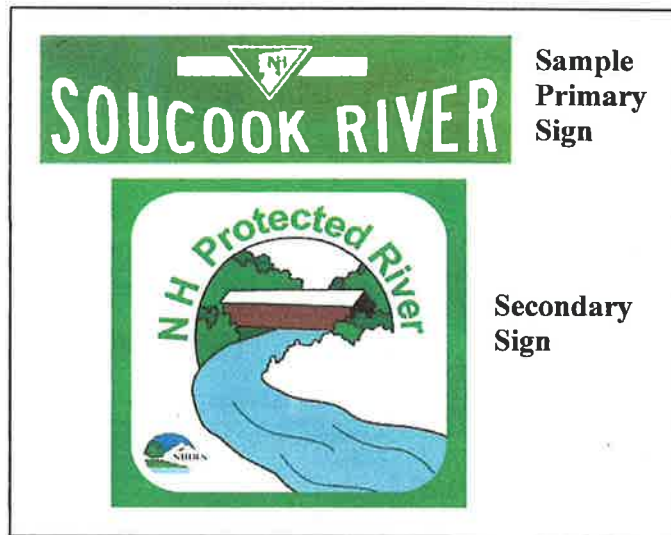
The signs will be erected upon state highways, other than interstate highways, divided portions of the New Hampshire turnpike system, and limited access highways. The signs will be placed within the states right-of-ways, at bridge crossings of the designated river by the town/city or an appropriate contractor. Approval for sign installations must be received from before a sign is installed. To obtain approval, fill out the form on the reverse side and submit to DES. DES will submit the application to DOT. Once approved, DES will place the order with the Department of Corrections. One form must be submitted for each location.

### Sign Measurement

The primary sign is 30 inches long and 12 inches high. The secondary sign is 24 inches square. The signs will be mounted on a steel U-post or other posts that meet the requirements of the MOA, and as depicted in the adjacent graphic.

### Estimated Cost

The Local Advisory Committee is responsible for securing funding to cover all costs associated with the production approval and installation of the signs.



Sample Primary Sign

Secondary Sign

Upon approval by DES, NH Rivers Management and Protection Program staff will place the order with the NH Department of Corrections. The following provides a breakdown of costs

$$\text{Primary sign } (\$30) + \text{Secondary sign } (\$42) + \text{Sign post } (\$33.13) = \$105.13$$

Please note that it is expected that most locations will require two sets of signs, one facing traffic on either side of the road. Therefore, two sign sets cost \$210.26. Hardware is not provided.

**If you have any questions, please contact Jacquie Colburn, DES Rivers Program Coordinator, at (603) 271-2959 ([riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov)) or Tracie Sales, Watershed Planner, at (603) 271-8811 ([Tracie.Sales@des.nh.gov](mailto:Tracie.Sales@des.nh.gov)).**

*Rt 4*



## PROTECTED RIVER SIGN REQUEST (RIVERS WITHIN STATE RIGHT-OF-WAYS)



### Installation Permission Form

Please fill out the information below, attach a site map or aerial photo of the proposed sign location, and return the signed form to the NHDES Rivers Program. Use one form for each sign location, though a single form may be used for two signs facing traffic on either side of the road at a single river crossing, if the signs are located in the same municipality.

**Billing Information**

Name: <i>UNH Durham Water Supply</i>		Daytime Phone: <i>603-862-1390</i>	
Street Address: <i>42 Waterworks Road</i>			
Town: <i>Durham</i>	State: <i>NH</i>	Zip Code: <i>03824</i>	
Email: <i>michael.sullivan@unh.edu</i>		Is this the shipping address? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**Sign Location Information**

River Name: <i>Oyster River</i>	Bridge Name (if known):
Street Name: <i>Concord Road Route 4</i>	Town: <i>Lee, NH</i>
Description of sign location, including distances from pavement edge, existing infrastructure and nearby signs: <i>On bridge, one primary and one secondary sign facing each direction.</i>	
<input checked="" type="checkbox"/> Attach a map or aerial photo of the proposed sign location(s). The map must include the designated river, the name of the town, the route number or road name, the bridge, and the proposed sign installation location.	

**Sign Order**

# Primary Signs: <i>2</i>	Primary Sign Text: <i>Oyster River</i>
# Secondary Signs: <i>2</i>	# Sign Posts: <i>2</i> <input checked="" type="checkbox"/> Ship to billing address above

**Installation Approval**

Elected or Authorized Municipal Official:	Town:
Signature:	Date:
Director of Department of Public Works:	Town:
Signature:	Date:
Chair of Local Advisory Committee: <i>ERIC FIEGENBAUM</i>	River: <i>OYSTER RIVER</i>
Signature: <i>Eric Feigenbaum</i>	Date: <i>1-26-2017</i>

**Return form to:** Rivers Management and Protection Program, NHDES, PO Box 95, Concord, NH 03302-0095; fax to (603) 271-7894; email to [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov).

(603) 271-2457 [watershed@des.nh.gov](mailto:watershed@des.nh.gov)  
PO Box 95, Concord, NH 03302-0095  
[www.des.nh.gov](http://www.des.nh.gov)





Google Earth

feet  
meters



Sign Placement  
Oyster R. crossing  
Rte 4 - East of Lee  
Traffic Circle



Rte 4



# Rivers Management and Protection Program Protected River Sign Request (Rivers within State Right-of-Ways)



New Hampshire's 18 designated rivers are recognized by the United States Congress, the New Hampshire General Court, and their local municipalities as significant resources. As a result of a Memorandum of Agreement (MOA), the N.H. Department of Transportation (DOT) and the N.H. Department of Environmental Services (DES) created signs that may be installed within state right-of-ways. These new signs will identify New Hampshire's Designated Rivers, signifying a designated river's importance to the state's natural and cultural heritage.

### Sign Locations

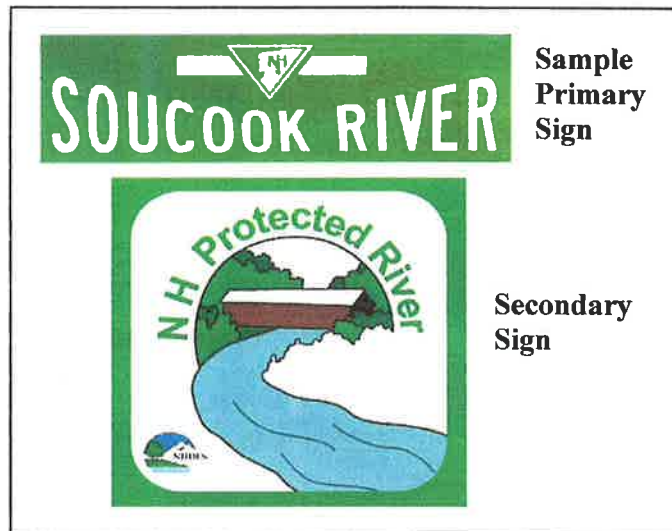
The signs will be erected upon state highways, other than interstate highways, divided portions of the New Hampshire turnpike system, and limited access highways. The signs will be placed within the states right-of-ways, at bridge crossings of the designated river by the town/city or an appropriate contractor. Approval for sign installations must be received from before a sign is installed. To obtain approval, fill out the form on the reverse side and submit to DES. DES will submit the application to DOT. Once approved, DES will place the order with the Department of Corrections. One form must be submitted for each location.

### Sign Measurement

The primary sign is 30 inches long and 12 inches high. The secondary sign is 24 inches square. The signs will be mounted on a steel U-post or other posts that meet the requirements of the MOA, and as depicted in the adjacent graphic.

### Estimated Cost

The Local Advisory Committee is responsible for securing funding to cover all costs associated with the production approval and installation of the signs.



Upon approval by DES, NH Rivers Management and Protection Program staff will place the order with the NH Department of Corrections. The following provides a breakdown of costs

**Primary sign (\$30) + Secondary sign (\$42) + Sign post (\$33.13) = \$105.13**

Please note that it is expected that most locations will require two sets of signs, one facing traffic on either side of the road. Therefore, two sign sets cost \$210.26. Hardware is not provided.

**If you have any questions, please contact Jacquie Colburn, DES Rivers Program Coordinator, at (603) 271-2959 ([riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov)) or Tracie Sales, Watershed Planner, at (603) 271-8811 ([Tracie.Sales@des.nh.gov](mailto:Tracie.Sales@des.nh.gov)).**



**ENERGY CAPITAL IMPROVEMENTS PROGRAM:  
2017-2024 UPDATE  
TOWN OF LEE, NEW HAMPSHIRE**

Prepared for:

The Lee Energy Committee

By:

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March, 2017

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# ENERGY CAPITAL IMPROVEMENTS PROGRAM: 2017-2024 UPDATE

## I. INTRODUCTION

In 2012 the Town of Lee Energy Committee contracted with consultant Clay Mitchell, Ph.D. to conduct an assessment of the town's municipal buildings for the purpose of providing the Town with a multi-year plan of energy-related capital projects and expenditures (see ***Energy Capital Improvements Program 2011-2019, Town of Lee, New Hampshire, November 2012***). The resulting budgetary document described an Energy Capital Improvements Program (ECIP) that included a list of energy efficiency recommendations for the Town Hall, Town Hall Annex, Public Safety Complex, Recycling Center, and Library buildings; a schedule for implementing these upgrades including costs; a schedule of projected savings to the town as a result of implementation; the impact of these upgrades on the Town's Tax Rate; and a list of methods of financing these upgrades.

In the years since the ECIP report, the Town has implemented many of the recommended improvements. However, energy efficiency technology has advanced rapidly since 2012, particularly in the areas of solar power and LED lighting, with costs decreasing and a number of new means available for financing capital improvement projects. With these opportunities in mind, in 2016 the Energy Committee requested an update of the initial report.

During the fall of 2016 new data were collected on the Town of Lee's municipal buildings. Site visits to buildings included collecting information from Town employees who work in the buildings, and photographing both completed and needed efficiency upgrades (see photographs of Town Hall and Transfer Station in Section A of the Appendix).

The resulting update supplements the goals and objectives of the original plan with minor changes to calculations and energy data. These changes bring the ECIP current in terms of relevant energy costs – particularly for fuel, which has changed dramatically over the last five years. The report is presented as a set of recommendations for energy capital improvement projects for municipal buildings, how and when to implement them, and the associated costs and savings, with some resources and suggestions for financing and improving the way the town's energy data are managed.

## II. LEE ENERGY CAPITAL IMPROVEMENT PROGRAM (ECIP) UPDATE

Data were collected from the Town of Lee municipal buildings and analyzed in the context of current energy pricing and the costs of materials to make the improvements. This work resulted in a list of recommended energy efficiency capital improvements which are prioritized by cost (see Section B, ***Lee Town Building Energy Efficiency Roadmap***, in the Appendix). The list is divided into three sets or tiers of projects: Tier 1: Low Hanging Fruit able to be completed by the town, Tier 2: Mid-range Projects, and Tier 3: Big Ticket Improvements. Estimates of the costs for these improvements are included along with references to the places



that were the basis for the cost estimates and where some of the items that are needed can be obtained.

Tables and charts describing a schedule for implementing these projects with costs are located in Section C, **Project Schedule**, in the Appendix. A second table describing the savings can be found in Section D, **Savings**, in the Appendix. Finally, Section E presents a chart describing the return on investment (ROI) resulting from electrical projects and Section F is a chart of the ROI for all thermal projects over time.

The following section describes the energy resources context and rationale for the recommended projects and priorities. This is followed by the recommendations for project planning, implementation, and management.

## **A. Project Feasibility and Financing**

We recognize the importance of projects that have both economic and environmental impacts. Due to the dramatic drop in oil prices due to OPEC maneuvers in the global market there are many projects that do not appear to make economic returns considering current pricing.<sup>1</sup> Since the price of crude oil impacts all fossil fuels, we are already seeing slight rebound given recent output cuts from the latest move made by OPEC.<sup>2</sup>

The issue for Lee is the challenge in predicting future prices for fossil fuel resources and making a judgment based on the risk associated with investment in a volatile market. We make no recommendation here on future pricing other than to suggest, regardless of the return, based on future fuel prices, reducing the overall exposure to volatility will have a stabilizing effect on energy budgets for Lee. Stability, therefore, is a consideration, along with savings, that must be included in decisions regarding specific projects and an overall policy toward energy efficiency and renewables (as a mechanism for moving away from fossil fuel sources).

### **Electric-based Projects**

We find that prices are more consistent and will remain stable with some potential slight upward pressure in the future. This conclusion is supported not by anecdotal news or sound bites from political positions but from our own regional<sup>3</sup> and government agencies responsible

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<sup>1</sup> The Energy Information Agency (EIA) provides insight into this dynamic at the following site: <http://www.eia.gov/finance/markets/crudeoil/supply-opec.php> (Viewed 01/02/17).

<sup>2</sup> Again, the EIA provides insight into the impact of these moves as well as the relationship between oil and other petroleum products. View these analyses here: [http://www.eia.gov/finance/markets/crudeoil/reports\\_presentations/crude.pdf](http://www.eia.gov/finance/markets/crudeoil/reports_presentations/crude.pdf) (Viewed 01/02/17)

<sup>3</sup> The Independent System Operator for New England provides a very similar insight in their 2016 Regional Energy Outlook (the ISO-NE is a non-profit responsible for managing the grid and

for projecting energy costs in the future. The Energy Information Administration (EIA) provides objective data and research on this topic and remains consistent with its forecast for stable with some slight rise in electricity costs for the country and the northeast in its latest short-term<sup>4</sup> and long term energy outlook summarized in their report presentation – also showing relatively flat growth in energy consumption as well as price.<sup>5</sup> Our own analysis of electrical project costs, savings over time, and a line indicating the return on investment (ROI), shows a negative line that indicates a cash-flow positive to the Town from the baseline of the project start (see Section E, a chart titled **Costs Savings & ROI – Electrical Projects**, in the Appendix). As such, the timing for projects related to electricity savings and renewable options remain a safer economic investment in conjunction with their obvious environmental benefits.

### **Thermal Energy Projects**

With the suppressed price in fossil fuels we recommend the Town make a planning effort to prepare for thermal energy projects as costs rise and in conjunction with research on financial support. We recognize that under current pricing, most of these projects may not appear to be financially feasible without outside financing.

The chart **Cost Savings & ROI – All Projects**, Section F in the Appendix, shows the challenge associated with completion of all identified projects for thermal energy efficiency. The chart is not meant to discourage research or investment in any individual project. It is merely a summary of all projects and their total impacts.

With documentation of the Town’s energy use as costs rise along with available funding sources, as conducted by the Energy Committee, it will be easier to identify individual projects for implementation. Possible funding sources are described in the next section.

### **Financial Support for Public Projects**

The final consideration within the scope of this effort is the presence of support for public projects that relate to energy efficiency and renewables. New Hampshire has a wide range of technical and financial support for public projects. This support makes these projects more attractive for communities. Recently developments including, but not limited to, the Energy Efficiency Resource Standard, expanding loans and grants from the Community Development Finance Authority (“CDFA”), all point to stable and expanding help for communities like Lee, that are seeking to manage their energy use and expenditures.

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planning for future supply and transportation of electricity), their report can be viewed here: [https://www.iso-ne.com/static-assets/documents/2016/03/2016\\_reo.pdf](https://www.iso-ne.com/static-assets/documents/2016/03/2016_reo.pdf) (Viewed 01/02/17)

<sup>4</sup> View the latest Short-term Outlook here: <http://www.eia.gov/outlooks/steo/report/electricity.cfm> (Viewed 01/02/17). Next update scheduled for January 10, 2017.

<sup>5</sup> [http://www.eia.gov/pressroom/presentations/sieminski\\_01052017.pdf](http://www.eia.gov/pressroom/presentations/sieminski_01052017.pdf) (Viewed 01/02/07).

A complete list of opportunities for Lee is beyond the scope of this report but is well known by contractors and other providers who can assist the Town with specific projects. However, below are some important resources that are available to the Town.

### 1) CDFA – Municipal Energy Reduction Fund (MERF)

This is the main portal for the CDFA loan program for municipalities:

The screenshot shows the CDFA website interface. At the top, there is a navigation bar with links for 'Home', 'Contact Us', and 'Site Map'. Below this is a search bar with a 'GO!' button. The main navigation menu includes 'Tax Credits', 'Block Grants', 'Energy', 'Additional Grants', 'Resources', 'About', and 'Send Tax Credit Info'. The 'Energy' section is highlighted.

## Municipal Energy Reduction Fund Overview

**Municipalities**   **Application**   **FAQ**

CDFA's Municipal Energy Reduction Fund (MERF) is available to help municipalities improve the energy efficiency of their municipal buildings and operating systems. The goal is to reduce energy usage and costs.

### Program Details

CDFA was awarded \$1.5 million in funding from the Greenhouse Gas Emissions Reduction Fund, through the [New Hampshire Public Utilities Commission](#) to capitalize a revolving loan fund, the Municipal Energy Reduction Fund, to finance energy improvements to municipal facilities and activities.

Loans to municipalities will be structured out of energy savings. The savings will be calculated based on the last several years of energy usage and several years of future projected usage. The terms of the loans will be flexible and can be structured as a service contract if desired by the town.

CDFA will encourage applicants to leverage other funding sources into a project, including those offered through utility rebate and loan programs.

### Eligible Activities

The program will be available to finance improvements to the overall energy efficiency performance of a municipality's buildings, thereby lowering the overall energy costs and the associated carbon emissions. These activities will include, but are not limited to:

- Improvements to the buildings envelope including air sealing and insulation in the walls, attics, and foundations;
- Improvements to HVAC equipment inside conditioned space
- Installation of sealed combustion, high efficiency condensing boilers with AFUE>97% Hydronic Systems or other high efficiency systems; and
- Installation of alternative energy sources.

School districts are ineligible for this program. If you are a representative of a NH school district and are seeking information about energy efficiency programs, please visit: [NH EnergySmart Schools Program](#).

### CDFA Events

[SEE ALL EVENTS](#)

**Meeting of the CDFA Board of Directors**  
2017-01-10  
The CDFA Board of Directors will meet Tuesday

**Meeting of the Finance Committee of the CDFA Board of Directors**  
2017-01-10  
The Finance Committee will meet on January 10th at 9:00 AM

**Organizational Development and Opportunity Committee Meeting - Board of Directors**  
2017-01-10  
The Organizational Development and Opportunity Committee will be meeting.

**Meeting of the Credit Committee of the Board of Directors**  
2017-01-17  
The Credit Committee will meet Tuesday

**Meeting of the Community Development Advisory Committee**  
2017-02-02  
The Community Development Advisory Committee will meet Thursday

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<http://www.nhcdfa.org/energy-efficiency/for-municipalities-overview>



## 2) The Energy Efficiency Resource Standard (EERS)

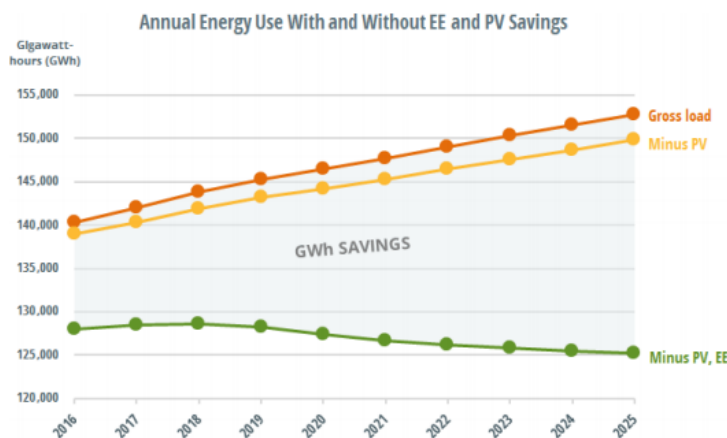
The EERS is very new and still in development but should be watched carefully for the development of programs to support energy efficiency. The NH Sustainable Energy Association (NHSEA) has provided an excellent summary and can be an excellent resource for monitoring the development of EERS-based programs. It would behoove the Energy Committee to become a member of NHSEA to take advantage of their support. NHSEA is member-supported non-profit that has other town energy committees as members ([www.nhsea.org](http://www.nhsea.org)).

### A Big Leap Forward for NH's EERS

The effort to implement an Energy Efficiency Resource Standard (EERS) for New Hampshire took a big leap forward on May 2<sup>nd</sup> 2016, where diverse group of stakeholders presented their settlement agreement before the NH Public Utilities Commission (PUC).

Other New England States including Vermont, Maine, Massachusetts, and Rhode Island already have an EERS, a long term (3+ years), binding energy savings target or a policy directive to capture all cost-effective energy efficiency. Implementing an EERS is a very effective way for a state to achieve long-term energy savings because it incorporates specific targets and accountability. In 2013, states with an EERS in place saved on average an incremental 1.1% of retail sales of electricity, whereas states without an EERS only saved 0.3% on average.

As can be seen from the figure below (courtesy of ISO NE), energy efficiency can create huge energy savings. With the recent settlement, New Hampshire is one step closer to joining our neighbors in our regional goal to capture all cost-effective energy efficiency and reaping the economic benefits.



The benefits of energy efficiency are extensive, from lowering electricity and gas bills for residences and businesses, to creating economic growth and jobs, and even to decreased carbon emissions and improved air quality.

If approved by the Commission, the EERS for NH will set the following energy savings goals for the first 3-year period (2018-2020), each as a percentage of 2014 statewide delivery sales:

### 3) Utility Core Energy Efficiency Programs

Both Eversource and NH Electric Coop offer programs to assist municipalities. Electricity to Town of Lee municipal buildings is provided by one or the other of these two utilities. Depending on the account, Lee has the opportunity to work with both utilities to provide support for energy efficiency projects.

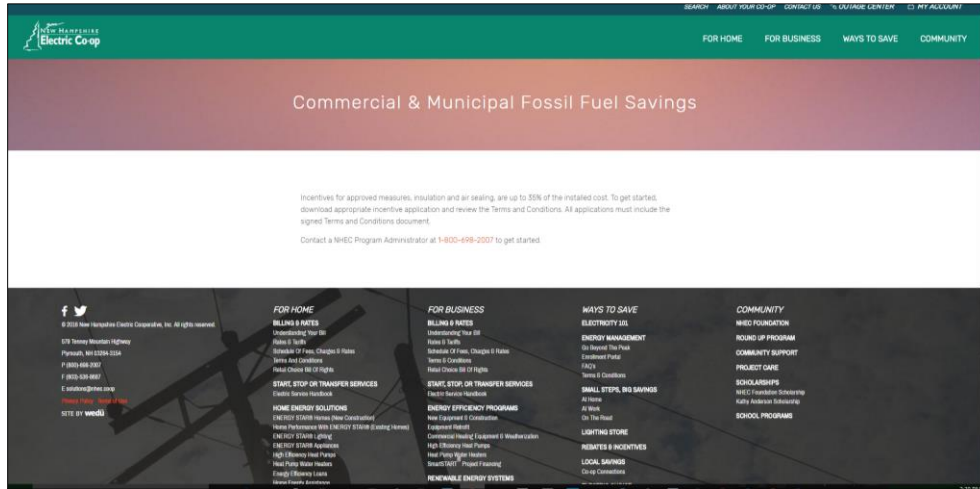
#### Eversource:

The screenshot shows the Eversource website interface. At the top, the Eversource logo is displayed with navigation links for 'Change Location', 'Log In', and 'Contact Us'. Below the logo, there are tabs for 'RESIDENTIAL', 'BUSINESS', and 'ABOUT'. A search bar is located on the right side of the navigation bar. The main content area features a sidebar on the left with categories like 'ENERGY SAVINGS PLAN', 'SMART ENERGY SOLUTIONS', and 'BUSINESS ENERGY SAVING FACTS'. The main content area is titled 'MUNICIPAL SMART START PROGRAM' and includes a sub-header 'Our Smart Start Program gives our municipal customers the opportunity to install energy saving measures with no up front costs.' Below this, there is a paragraph explaining that payment for services and products are made over time with the savings obtained from lower energy costs. A section titled 'Here's how it works:' lists four bullet points: Eversource applies rebates for all eligible retrofit measures; Eversource finances the remaining costs associated with the purchase and installation of approved measures; A Smart Start Purchase and Installation Charge, calculated to be less than the monthly costs savings, is added to your monthly electric bill until all costs are repaid; and The new energy efficient, environmentally friendly equipment you install through this program pays for itself over time. A section titled 'To enroll, contact the Community Relations Specialist serving your geographic area:' lists five bullet points with names and regions: Northern Region: Donna Keeley; Central Region: Maria Letourneau; Southern Region: Elizabeth LaRocca; Eastern Region: Catalina Celentano; and Western Region: Laurel Boivin. At the bottom, there is a note: 'Not sure what region you're in? Check out a [map of our service territory](#) in New Hampshire.'

<https://www.eversource.com/Content/nh/business/save-money-energy/programs-incentives/municipal-smart-start-program>

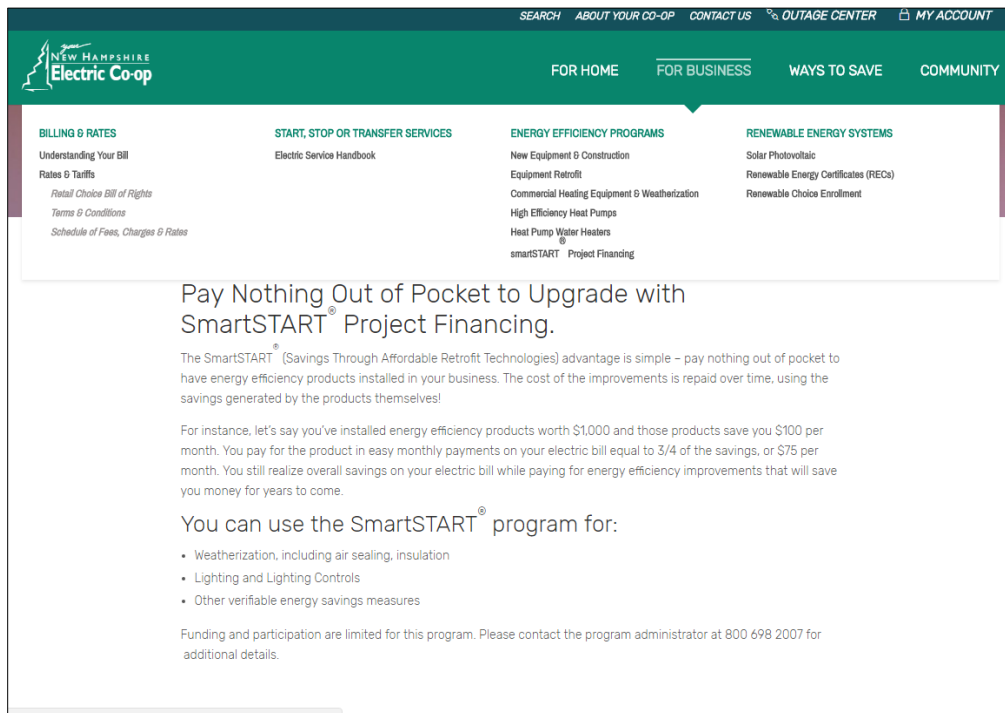
## NH Electric Co-op:

NH Electric Co-op has a similar program and also offers support for fuel as well as electrical projects:



<https://www.nhec.com/fossil-fuel-savings/>

For electrical and specific equipment projects the NHEC offers a host of projects under the Business topic – municipalities enjoy the same access as businesses with NHEC. A partial listing is found on the NHEC website and specific contact to the NHEC can be made through [solutions@nhec.com](mailto:solutions@nhec.com), Attention: Joe Lajewski. NHEC also offers SmartSTART financing which is on bill financing for projects:



<https://www.nhec.com/smartstart-project-financing/>



#### **4) Regional Greenhouse Gas Initiative (RGGI)**

Funds from RGGI have been redirected to the CDFA MERF program and utility core programs – both discussed above. We mention this so that the Town may be informed of the source of these funds that support municipal projects. RGGI is a highly debated issue in Concord and we feel obligated to inform the Town that the funds from RGGI support many municipal opportunities for energy efficiency projects.

As detailed above, there are public and private sources for financial support. Many of these sources are potential opportunities for the Town of Lee. Each program has an application process and will require review and research to understand the opportunities for Lee. Preliminary research could help the Committee focus on the opportunities that mesh well with the project outlined herein.

In some cases, projects may become more attractive due entirely to the availability of specific programs to support the Town's efforts. This can be a research task suited for an intern or for the Committee members.

We recommend that the initial efforts focus on utility programs given their long-standing existence and the stable funding. Furthermore, the utilities themselves are very helpful in providing assistance to Towns seeking support for these projects.

## B. Recommendations

The following recommendations concern ECIP project planning and implementation.

- #1. Consider Electrical Energy Projects Immediately.** Several of the electrical energy projects are warranted under current and projected energy costs. These projects are calculated out in the Project Schedule Table in the Appendix. These investments can be offset by a host of potential fiscal and technical support opportunities. Even without significant financial support, proper timing for projects could result in cost-neutral savings over a fairly short time frame.
- #2. Choose Projects and Develop a Plan for Implementation to Coordinate with Budget Cycle.** Choose projects in light of eligible financial support programs in the upcoming fiscal year to coordinate with budgeting for the 2018 cycle. Develop a plan for project implementation and grant/assistance applications timed for the 2018 budget cycle so that the Energy Committee can prepare the necessary reports and data to inform the budget process with the Select Board and Town staff.
- #3. Review Financial Support Programs for Participation.** Application packages for the financial support programs (listed above) will be easy to build from this ECIP and can help in the competitive process for some grants or help modify projects to fit within specific opportunities. Join NH Sustainable Energy Association for its support to non-profits and municipalities.

Specific attention should be given to programs offered by Eversource and NH Electric Co-op (Lee is served by both utilities). It has always been our experience that utilities are always helpful and supportive of community efforts to achieve energy efficiency through these targeted opportunities.

- #4. Plan for Thermal Energy Projects.** Considering low fossil fuel prices currently (see discussion above), we recommend that the Town begin planning for thermal energy projects as costs rise and in conjunction with research on financial support. Targeted projects across the town are already feasible both technically and economically, but these may need to be taken on through an individual basis. Such projects include insulating the oil tanks on compressors at the transfer station.
- #5. Implement Recycling Center Projects Immediately.** There are a few specific items we recommend immediately that fall outside a specific category in this report. These projects represent an opportunity that we believe warrants the Town's immediate consideration given the savings and other benefits to the Town.

- 1) Swap Shop Relocation

The Swap Shop is a popular option at the Lee Transfer Station and represents a focal point for waste reduction and community support. The current building has a significant electric bill (for both heating as well as general use). It also has its own service meter – which results in monthly customer charges regardless of the use.

Relocating the swap shop next to the maintenance garage would improve circulation on the site, provide an updated customer-friendly facility attuned to the community's need

and provide reduced costs. Connecting the electric load to the existing main account and eliminating the meter serving the swap shop can realize cost savings. The newly relocated swap shop could also receive heating from the waste oil heater serving the maintenance building, lowering costs for heating overall.

2) Meter Elimination Transfer Station

A 2-phase service meter is currently serving the old compactor equipment. This equipment has been considered a back-up to the main compactors but continues to generate costs for the Town solely for the meter's presence. The Town and staff should consider whether the need for a back-up compactor merits the additional costs for the meter which is generating annual costs. Another option is to run power from the main facility to this location and unify the electrical under one meter for the whole site.

The remaining recommendations concern management of the Energy Capital Improvement Program.

**#6. Implement a Capital Improvement Programming Approach.** This report includes updated versions of spreadsheets originally developed in 2012 (Project Schedule and Savings tables in the Appendix) to develop a Capital Improvement Programming (CIP) approach to projects. In essence, the Planning Board could recommend the Town adopt CIP accounting under NH RSA 674:5 and program deposits and expenditures over time to achieve a balance between costs and savings to minimize impacts on the tax rate. By spreading the expenses out over time and matching them to projected savings the immediate impact is minimized and the long-term savings and stability in energy pricing can be achieved. The original ECIP report (November 2012) provides a much more robust description of this CIP process.

**#7. Adopt Consistent Naming Conventions Across Town Properties and Accounts.** Lee's greatest resource is its committed and dedicated citizen volunteers. One of the most useful but often unrecognized results of their efforts is the Energy Committee's work in facilitating the collection, recording, and management of the Town's energy data on all levels from multiple vendors and multiple facilities. With a database of historical and current energy data, the Town will be better able to track usage, manage costs, and find future opportunities for projects and grants that can support a more economic and environmentally clean energy future.

In 2011 members of the Energy Committee began entering Town building energy data into the EPA's online Portfolio Manager database. The current committee is in the process of updating these data. In the course of conducting this ECIP update we realized that there are a number of inconsistencies in the way building energy use data have been and continue to be recorded in the Town's accounting system that limit or create confusion when trying to report on the data (see Section G, **Town of Lee Municipal Properties: Property Labels Table**), in the Appendix, a working document of the Energy Committee being used to track the various building names used in accounts and documents). These inconsistencies are due to the numerous accounts and providers that relate to energy use in Town. This is a common problem for all municipalities.



Agreeing on a system of account names and terms will help insure consistent monitoring of costs and insure that changes in vendors happen seamlessly and that RFPs for service are based on solid data. Consistent information also gives the Town security in terms of monitoring vendor deliveries and costs and provides assurance that accounts are paid with the proper line item during budgeting and fiscal planning. Finally, having a solid foundation of energy use data will increase the Town's effectiveness in planning for grants and calculating projections for savings.

We recommend that the Town adopt, with modifications as needed, a unified system of identifying buildings and accounts to insure accurate data management. The Energy Committee has developed a robust description and set of account naming conventions that should be presented to the Select Board and staff for review and potential adoption in the Town's accounting software, by its vendors, and in the Town's budget documents.

**#8. Obtain an Intern for ECIP Support.** UNH students provide a source of support for the Town of Lee. In the past, students have worked on conservation, agriculture and other town-related projects. With an increase of student interest in energy-related courses, there is a growing opportunity for the Town to seek out students looking for experience. Interns could help with data management, research, and grant applications to support the Energy Committee in their efforts.

Students often seek internships during the semester and summer periods and with faculty guidance and support can complete specific projects and/or standard support for the committee's efforts. Initially, most students may source from the Natural Resources department but with greater exposure and connections, business and engineering students could likely be a source for meaningful and innovative internship experiences.

We believe a qualified intern, with planning and/or energy course experience, could help the Energy Committee prepare the necessary application information for grants and financial support as well as gather other information the Committee needs to present the projects to the Town for its consideration.

## **Summary of Recommendations**

In summary, we recommend undertaking electrical projects as soon as is reasonable, taking advantage of available public funding resources and timing them to the 2018 budget cycle. We also encourage the Town to take on several projects at the Recycling Center that will produce immediate energy savings and impact. For thermal projects we recommend a more reserved approach and take the time to plan further, given the current low costs for thermal energy. We recommend that Town adopt a Capital Improvement Programming approach to the implementation of these projects and that staff continue to work with the Energy Committee to clarify and automate the ongoing reporting of energy usage and costs. These administrative changes will help the Town understand and manage its existing costs and plan for future projects related to energy usage in Lee. Finally, we recommend seeking out no-cost or very low-cost assistance for the Energy Committee and the Town's ECIP projects from UNH student interns.

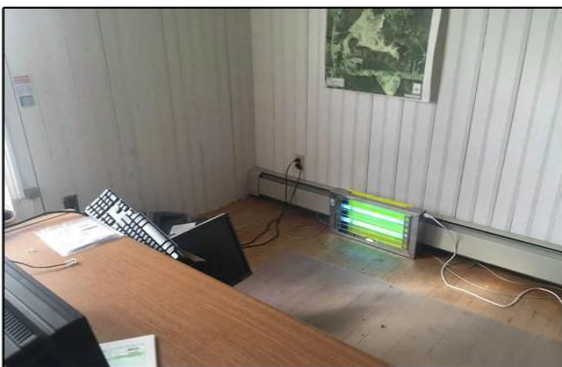
## **APPENDIX**

The documents that follow are referenced in the ECIP Update document above. The complete data sources for this report, including pictures, spreadsheets, and historical data, and other information are available electronically at the Town of Lee – Wiki created specifically to store all documents and data relevant to this report of the Energy Capital Improvements Program Update. This Wiki can be found online at :

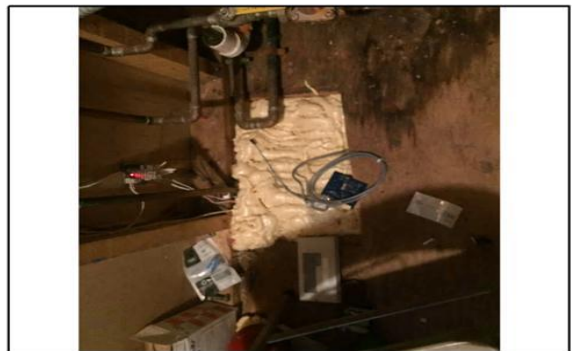
[http://siteground222.com/~mgplann1/index.php?title=Town\\_of\\_Lee](http://siteground222.com/~mgplann1/index.php?title=Town_of_Lee) .

**A. Photographs**  
**Lee Town Hall**

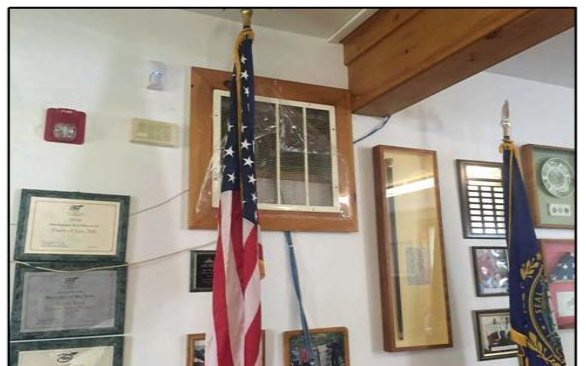
3/22/2017













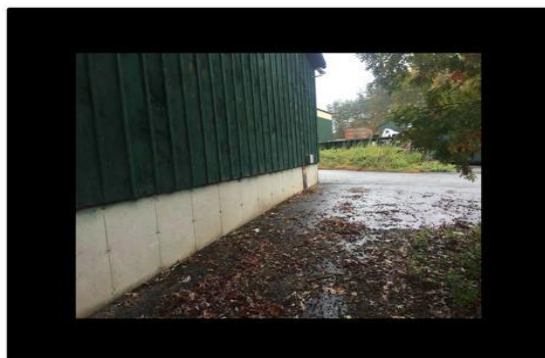
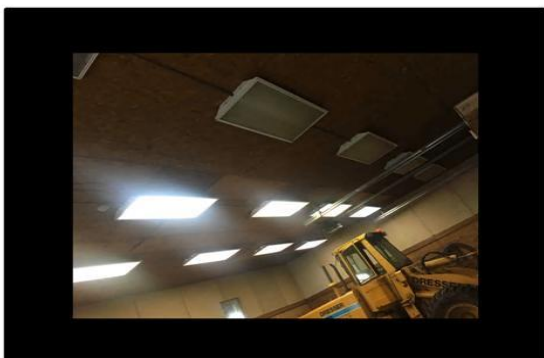
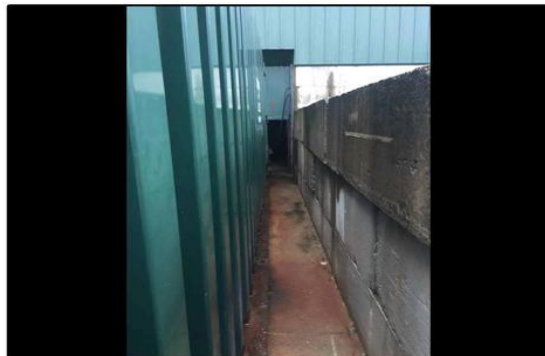
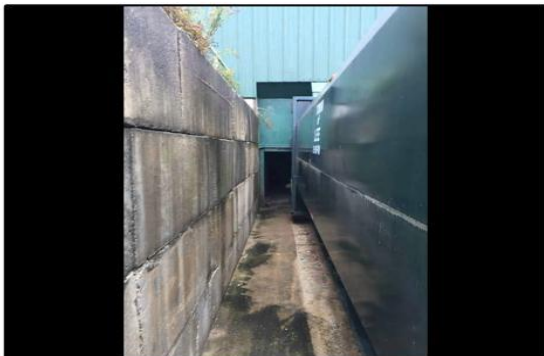


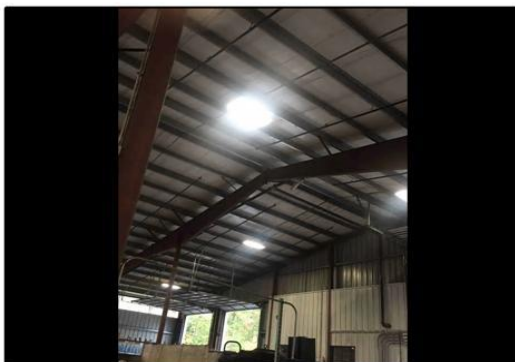


Lee Transfer Station

3/22/2017











## B. Lee Town Building Energy Efficiency Roadmap

### Tier 1 – Low Hanging Fruit – able to complete by the town

- 1) *CFL bulb replacement - \$16*  
Lee Town Hall – 5 bulbs  
Lee Town Hall Annex – 3 bulbs
- 2) *Door weatherization kit- \$25*  
Recycling Center  
Lee Town Hall Annex  
Lee Town Hall
- 3) *Window weatherization kit - \$60*  
Lee Town Hall  
Lee Town Hall Annex
- 4) *Expanding foam air sealing- \$100 – 25 cans of foam*  
Lee Town Hall  
Lee Public Safety Complex  
Lee Town Hall Annex
- 5) *Water pipe insulation - \$375*  
Recycling Center  
Town Hall Annex  
Lee Town Hall  
Public Safety Complex
- 6) *Carbon monoxide detector - \$75*  
Public safety complex
- 7) *Hot water tank wrap - \$25 per tank*  
Recycling Center  
Town Hall Annex  
Lee Town Hall  
Public Safety Complex
- 8) *Airsealing electrical outlet cover - \$110*  
Recycling Center  
Town Hall Annex  
Lee Town Hall  
Public Safety Complex
- 9) *Energy behavior modification plan - Free*

## **Tier 2 – Mid range projects**

- 1) *Occupancy/Lumen sensors \$425-\$525 installed per unit installed*  
Recycling Center  
Public Safety Building
- 2) *Flood light replacement \$350-\$425 installed per unit installed*  
Lee Town Hall  
Lee Public Safety Complex

## **Tier 3 – Big ticket improvements**

- 1) Develop RFP for recommended insulation upgrades from local contractors -TBD  
Public safety building roof repair - TBD
- 2) Heat Recovery Ventilation at Public Safety Complex with sniffer- \$5,000 - \$7,500
- 3) Replacing swap shop with installation at Recycling Center - \$1,500- \$2,250
- 4) Enclosing compactor area crawl space at Recycling Center - \$1,000 - \$1,500
- 5) Floor replacement at Town Hall – TBD
- 6) Evaluate structural integrity of Town Hall Annex, compare cost of increasing energy efficiency versus direct purchase of modular unit - TBD
- 7) Expansion of waste oil heating system at Recycling Center - \$3,750 - \$5,000\*  
\*eligible for \$2,500 incentive from NH Department of Environmental Services

Window insulation kit:

<https://www.boocoo.com/auction/detail.asp?id=225967>

Door insulation kit:

<http://www.conservationmart.com/p-971-q-lon-door-kit-with-vinyl-carrier-door-weatherstripping-white.aspx>

Expanding foam insulation:

<http://www.amazon.com/Dow-Chemical-157906-Insulating-Sealant/dp/B0002YW0W0>

[http://www.amazon.com/Dow-Chemical-230409-Great-Applicator/dp/B0002YOMJE?SubscriptionId=AKIAJIERJ6OJFIT6LXBA&tag=turncyclsolu-20&link\\_code=as3&creative=373489&camp=211189](http://www.amazon.com/Dow-Chemical-230409-Great-Applicator/dp/B0002YOMJE?SubscriptionId=AKIAJIERJ6OJFIT6LXBA&tag=turncyclsolu-20&link_code=as3&creative=373489&camp=211189)

LED flood lights:

[http://www.homedepot.com/webapp/wcs/stores/servlet/ProductDisplay?storeId=10051&productId=202598340&langId=-1&catalogId=10053&ci\\_src=14110944&ci\\_sku=202598340&cm\\_mmc=shopping-\\_-googlebase-\\_-D27X-\\_-202598340&locStoreNum=8931](http://www.homedepot.com/webapp/wcs/stores/servlet/ProductDisplay?storeId=10051&productId=202598340&langId=-1&catalogId=10053&ci_src=14110944&ci_sku=202598340&cm_mmc=shopping-_-googlebase-_-D27X-_-202598340&locStoreNum=8931)

Lumen sensor switch:

[http://www.globalindustrial.com/p/electrical/switches/occupancy-sensors/electronic-light-sensor-ceiling-mount?utm\\_source=google\\_pr&utm\\_medium=cpc&utm\\_campaign=Occupancy-Sensors-google\\_pr&infoParam.campaignId=T9F](http://www.globalindustrial.com/p/electrical/switches/occupancy-sensors/electronic-light-sensor-ceiling-mount?utm_source=google_pr&utm_medium=cpc&utm_campaign=Occupancy-Sensors-google_pr&infoParam.campaignId=T9F)

Carbon monoxide detector:

[http://www.amazon.com/Kidde-KN-COPP-B-Battery-Operated-Monoxide-Digital/dp/B0007ZYU7C?SubscriptionId=AKIAJIERJ6OJFIT6LXBA&tag=turncyclsolu-20&link\\_code=as3&creative=373489&camp=211189](http://www.amazon.com/Kidde-KN-COPP-B-Battery-Operated-Monoxide-Digital/dp/B0007ZYU7C?SubscriptionId=AKIAJIERJ6OJFIT6LXBA&tag=turncyclsolu-20&link_code=as3&creative=373489&camp=211189)

Insulated switch and outlet covers:

<http://www.amazon.com/Insulated-Switch-Outlet-Covers-Apartment/dp/B002F8VDWY>

## C. Project Schedule

Building	Project Description		Total Project Cost	Heating Savings	kWh Savings	2017	2018	2019	2020	2021	2022	2023	2024	Total
<b>Town Hall</b>	Lighting		\$3,000		10%		\$3,000							\$3,000
	Door Weatherization	Town	\$150	2%		\$150								\$150
	Window Weatherization	Town	\$500	5%		\$500								\$500
	Foam Air Sealing		\$1,250	5%		\$1,250								\$1,250
	Heat Pipe Insulation	Town	\$250	2%		\$250								\$250
	Wrap Hot Water Tank	Done												
	Ceiling Insulation Interior		\$7,500	12%		\$7,500								\$7,500
	Boiler	No Rec.												
	Boiler Room Retrofit	Partial	\$2,000	5%		\$2,000								\$2,000
	Retro Fit Crawl		\$12,500	12%						\$12,500				\$12,500
	<b>Total</b>			<b>43%</b>	<b>10%</b>									
<b>Town Hall Annex</b>	Lighting		\$500		7%		\$500							\$500
	Door Weatherization	Town	\$150	3%		\$150								\$150
	Replacement Windows		\$4,000	7%		\$4,000								\$4,000
	Foam Air Sealing		\$1,500	3%						\$1,500				\$1,500
	Attic Insulation		\$4,000	7%						\$4,000				\$4,000
	Wrap Hot Water Tank	Town	\$50		5%	\$50								\$50
	Boiler Replacement		\$5,000	10%							\$5,000			\$5,000
	Heat Pipe Insulation	Town	\$250	3%		\$250								\$250
	<b>Total</b>			<b>33%</b>	<b>12%</b>									
<b>Library</b>	Insulate Basement		\$5,000	5%				\$5,000						\$5,000
	Insulate Children's Room		\$3,500	5%				\$3,500						\$3,500
	Insulate Exterior Walls		\$10,000	10%				\$10,000						\$10,000
	Door Weatherization		\$150	2%		\$150								\$150



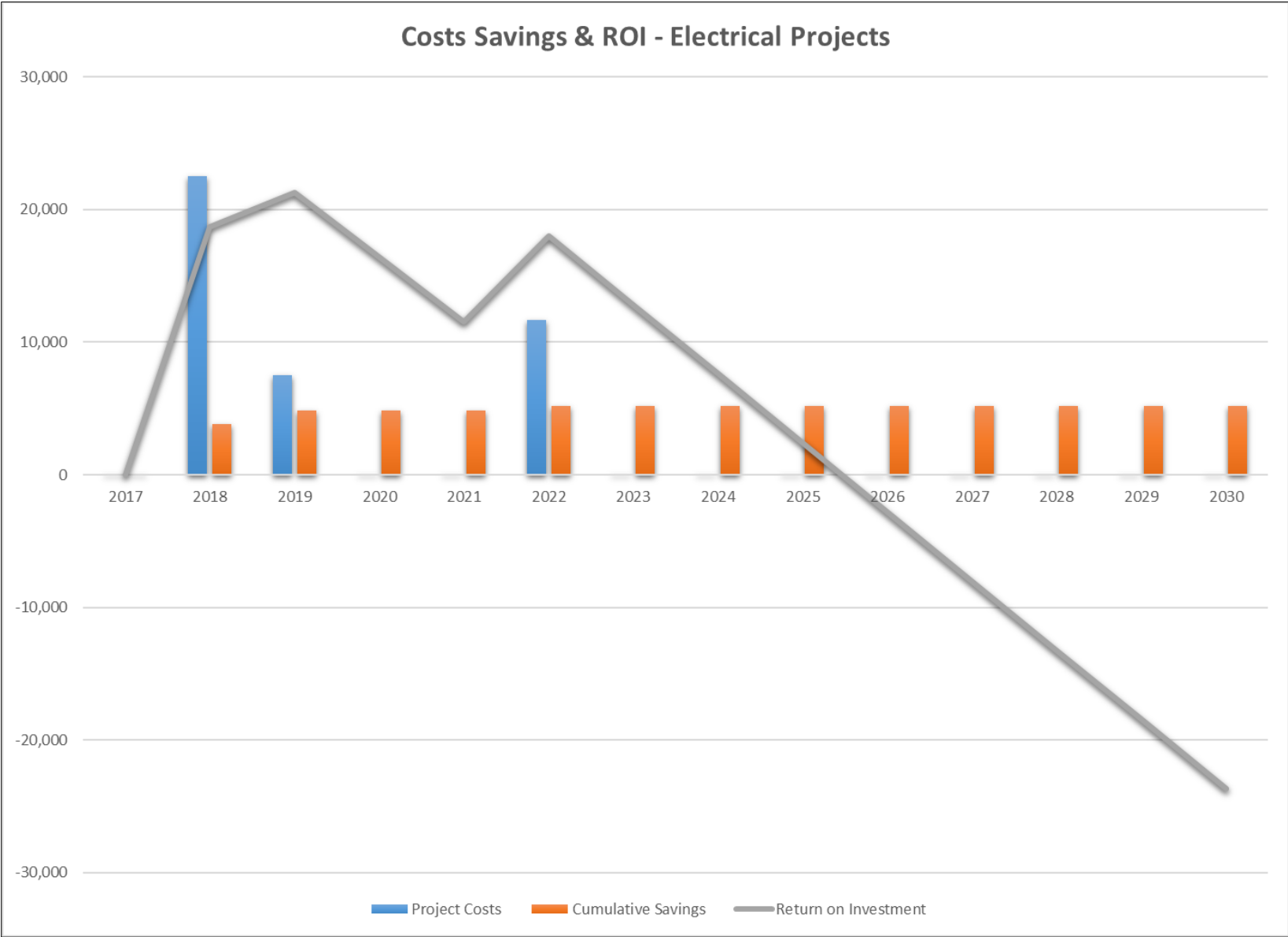
	Window Sealing	Town	\$350	5%		\$350								\$350
	Replace AC		\$7,500		10%						\$7,500			\$7,500
	Furnace Replacement		\$4,200		5%						\$4,200			\$4,200
	Insulate Ductwork		\$3,000	5%							\$3,000			\$3,000
	Lighting		\$3,000		12%		\$3,000							\$3,000
	Total			32%	27%									
<b>Public Safety Complex</b>	Heat Recovery Ventilation		\$7,000	5%								\$7,000		\$7,000
	Attic Insulation and Sealing		\$12,500	7%					\$12,500					\$12,500
	Fire Garage Insulation/Air Sealing		\$15,000	7%					\$15,000					\$15,000
	Attic Hatch	Town	\$200	1%		\$200								\$200
	Soffit Vents		\$2,000	5%								\$2,000		\$2,000
	Insulate/Seal Equipment Room		\$5,000	3%							\$5,000			\$5,000
	Lighting Sensors		\$12,000		7%		\$12,000							\$12,000
	Insulate Maintenance Room		\$3,500	2%					\$3,500					\$3,500
	Insulate Between Buildings		\$2,500	5%				\$2,500						\$2,500
	Door Weatherization	Town	\$200	2%		\$200								\$200
	Lighting		\$4,000		12%		\$4,000							\$4,000
	Total			37%	19%									
<b>Transfer Station</b>	Roof Insulation R2.8 - R30 Office		\$1,250	10%		\$1,250								\$1,250
	Pipe Insulation	Town	\$200	3%		\$200								\$200
	Foam Shed		\$1,250	5%				\$1,250						\$1,250
	Air Seal Pump Room		\$250	2%		\$250								\$250
	Compactor Crawl Space Insulation		\$2,500		5%			\$2,500						\$2,500
	Total			20%	5%									
			\$148,650			\$18,700	\$22,500	\$24,750	\$31,000	\$18,000	\$19,700	\$12,000	\$2,000	\$148,650

## D. Savings

				kWh Rate	0.16										
				Propane Rate	1.79										
				No 2 Rate	1.84										
Building	Project Description		Total Project Cost	Heating Savings	kWh Savings	2017	2018	2019	2020	2021	2022	2023	2024	Savings Cumulative	Simple ROI
<b>Town Hall</b>															
kWh	Lighting		\$3,000	0%	10%		\$320	\$320	\$320	\$320	\$320	\$320	\$320	\$2,240	9
20000	Door Weatherization	Town	\$150	2%	0%	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$401	3
Propane	Window Weatherization	Town	\$500	5%	0%	\$125	\$125.	\$125.	\$125.	\$125.	\$125.	\$125.3	\$125.3	\$1,002	4
1400	Foam Air Sealing		\$1,250	5%	0%	\$125	\$125.	\$125.	\$125.	\$125.	\$125.	\$125.3	\$125.3	\$1,002	10
	Heat Pipe Insulation	Town	\$250	2%	0%	\$50	\$50.1	\$50.1	\$50.1	\$50.1	\$50.1	\$50.12	\$50.12	\$401	5
	Wrap Hot Water Tank	Done		0%	0%										
	Ceiling Insulation Interior		\$7,500	12%	0%	\$301	\$300.	\$300.	\$300.	\$300.	\$300.	\$300.7	\$300.7	\$2,406	25
	Boiler	No Rec.		0%	0%										
	Boiler Room Retrofit	Partial	\$2,000	5%	0%	\$125	\$125.	\$125.	\$125.	\$125.	\$125.	\$125.3	\$125.3	\$1,002	16
	Retro Fit Crawl Space		\$12,500	12%	0%					\$300.	\$300.	\$300.7	\$300.7	\$1,203	42
		<b>Total</b>		<b>43%</b>	<b>10%</b>										
<b>Town Hall Annex</b>															
kWh	Lighting		\$500	0%	7%		\$43	\$43	\$43	\$43	\$43	\$43	\$43	\$298	12
3800	Door Weatherization	Town	\$150	3%	0%	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$361	3
Propane	Replacement Windows		\$4,000	7%	0%	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$842	38
840	Foam Air Sealing		\$1,500	3%	0%					\$45	\$45	\$45	\$45	\$180	33
	Attic Insulation		\$4,000	7%	0%					\$105	\$105	\$105	\$105	\$421	38
	Wrap Hot Water Tank		\$50	0%	5%	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$243	2
	Boiler Replacement		\$5,000	10%	0%						\$150	\$150	\$150	\$451	33
	Heat Pipe Insulation	Town	\$250	3%	0%	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$361	6
		<b>Total</b>		<b>33%</b>	<b>12%</b>										
<b>Library</b>															
kWh	Insulate Basement		\$5,000	5%	0%			\$215	\$215	\$215	\$215	\$215	\$215	\$1,289	23
21000	Insulate Children's Room		\$3,500	5%	0%			\$215	\$215	\$215	\$215	\$215	\$215	\$1,289	16

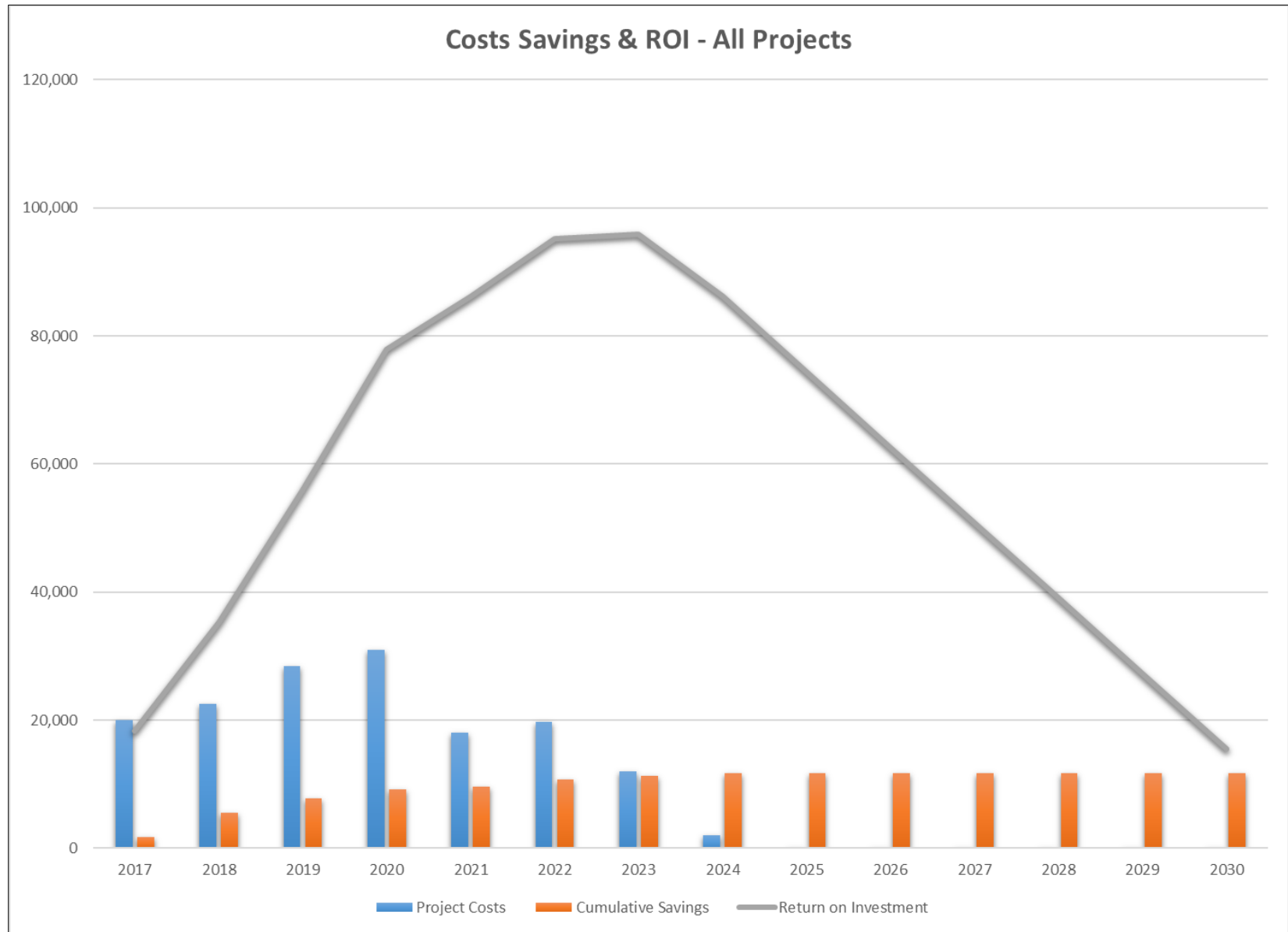
Propane	Insulate Exterior Walls		\$10,000	10%	0%			\$430	\$430	\$430	\$430	\$430	\$430	\$2,578	23
2400	Door Weatherization	Town	\$150	2%	0%	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$687	2
	Window Sealing	Town	\$350	5%	0%	\$215	\$215	\$215	\$215	\$215	\$215	\$215	\$215	\$1,718	2
	Replace AC		\$7,500	0%	10%						\$336	\$336	\$336	\$1,008	22
	Furnace Replacement		\$4,200	0%	5%						\$168	\$168	\$168	\$504	25
	Insulate Ductwork		\$3,000	5%	0%						\$215	\$215	\$215	\$644	14
	Lighting		\$3,000	0%	12%		\$403	\$403	\$403	\$403	\$403	\$403	\$403	\$2,822	7
		Total		32%	27%										
<b>Public Safety Complex</b>															
kWh	Heat Recovery Ventilation		\$7,000	5%	0%							\$414	\$414	\$828	17
100000	Attic Insulation and Sealing		\$12,500	7%	0%			\$580	\$580	\$580	\$580	\$580	\$580	\$2,898	22
No.2	Fire Garage Insulation/Air Sealing		\$15,000	7%	0%			\$580	\$580	\$580	\$580	\$580	\$580	\$2,898	26
4500	Attic Hatch	Town	\$200	1%	0%	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$662	2
	Soffit Vents	Town	\$2,000	5%	0%								\$414	\$414	5
	Insulate/Seal Equipment Room		\$5,000	3%	0%							\$248	\$248	\$497	20
	Lighting Sensors		\$12,000	0%	7%		\$1,120	\$1,120	\$1,120	\$1,120	\$1,120	\$1,120	\$1,120	\$7,840	11
	Insulate Maintenance Room		\$3,500	2%	0%				\$166	\$166	\$166	\$166	\$166	\$828	21
	Insulate Between Buildings		\$2,500	5%	0%			\$414	\$414	\$414	\$414	\$414	\$414	\$2,484	6
	Door Weatherization	Town	\$200	2%	0%	\$166	\$166	\$166	\$166	\$166	\$166	\$166	\$166	\$1,325	1
	Lighting		\$4,000	0%	12%		\$1,920	\$1,920	\$1,920	\$1,920	\$1,920	\$1,920	\$1,920	\$13,440	2
	Total			37%	19%										
<b>Transfer Station</b>															
kWh	Roof Insulation R2.8 - R30 Office		\$1,250	10%	0%	\$84	\$84	\$84	\$84	\$84	\$84	\$84	\$84	\$673	15
50000	Pipe Insulation	Town	\$200	3%	0%	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$202	8
Propane	Foam Shed		\$1,250	5%	0%			\$42	\$42	\$42	\$42	\$42	\$42	\$252	30
470	Air Seal Pump Room		\$250	2%	0%	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$135	15
	Compactor Crawl Space Insulation		\$2,500	0%	5%			\$400	\$400	\$400	\$400	\$400	\$400	\$2,400	6
	Total			20%	5%										
<b>kWh Transfer = Estimate</b>			\$148,650			\$1,678	\$5,484	\$7,199	\$8,524	\$8,975	\$9,844	\$10,507	\$10,921	\$63,131	

### E. Costs Savings & ROI - Electrical Projects





## F. Cost Savings & ROI - All Projects



### G. Town of Lee Municipal Properties: Property Labels Table (working draft)

EPA PM Property Name (Lee Energy Committee recommends the Town adopt these labels)	Energy Type	Date Range	EPA PM Meter ID# (Database meter)	Current Provider	Provider Meter ID# (Physical meter) (shown on records)	Provider Account #	Provider Invoice Label	Town of Lee Account #	Town of Lee Records Label	Dept Records Label	Notes
Highway Dept. - Bldg 1 (Maintenance Garage)	Elect - Grid	01/2007 - 08/2016	21406003	NH Elect Coop	688074, 104993	436214510	TOWN SALT SHED	5038577	Highway - Salt Shed 0436214510		
	Heat - Fuel oil No. 2	12/09 - 05/15	21406002 (2008), 22452176 (2010-2015)	Hanscom	N/A	121542	TOWN OF LEE HWY DEPT (BLDG#1), 6 RECYCLING CENTER RD, LEE NH				
	Heat - Fuel oil No. 2	10/15 - 09/16	22452225 (2015-2016)	Hartmann	N/A	12646	TOWN OF LEE, **HIGHWAY ANNEX**, 4 RECYCLING CENTER, Loc 02				Confirmed Loc with Hartmann
Highway Dept. Annex - Bldg 2 (Old Fire Station)	Elect - Grid	01/2007 - 08/2016	22445656	NH Elect Coop	684555, 58707	436214010	HWY DEPT ANNEX	5038568	Highway - Annex 0436214010		
	Heat - Fuel oil No. 2	01/10 - 03/12; 01/14 - 4/15	22452234 (2010-2012), 22470666 (2014-2015)	Hanscom	N/A	121540	TOWN OF LEE - DPW ANNEX-BLD#2, 4 RECYCLING CENTER RD				
	Heat - Fuel oil No. 2	10/15 - 09/16	22452285	Hartmann	N/A	12646	TOWN OF LEE, **HIGHWAY ANNEX**, 4 RECYCLING CENTER, Loc 01				Confirmed Loc with Hartmann
	Elect - Generators		21405933								

<b>Public Safety Complex (PSC)</b>	Elect - Grid	01/2007 - 08/2016	21406005	NH Elect Coop	666102, 689928, 113806, 95375	6000843600	OLD GEO BENNETT RD	5038578	Police/Fire		
	Heat - Fuel oil No. 2	12/09 - 04/12; 10/13 - 05/15	22485534 (2009-2012), 22485536 (2013-2015)	Hanscom	N/A	121524	TOWN OF LEE - SAFETY BLD**, 10 GEO BENNETT RD				
	Heat - Fuel oil No. 2	10/15 - 09/16	23324832	Hartmann	N/A	12646	TOWN OF LEE, **HIGHWAY ANNEX**, 4 RECYCLING CENTER, <b>Loc 03</b>				Confirmed Loc with Hartmann
	Heat - Propane	12/07 - 05/16	21406004	DF Richard	<b>Tank Num=2</b>	125113	TOWN OF LEE, ATTN: MS JULIE GLOVER, 7 MAST ROAD		20 George Bennett Rd (handwritten on invoice)		
	Elect - Generator	01/09 - 01/15	21406006	Hanscom	N/A	121524	TOWN OF LEE-SAFETY BLD-GEN, 20 GEO BENNETT RD				
<b>Town Hall</b>	Elect - Grid	01/2007 - 07/2016	21406008	Eversource	S75341725, G90449950	56721490043	7 MAST RD LEE NH 03861	5038579	Town Hall		
<b>Town Hall Annex</b>	Elect - Grid	01/2007 - 08/2016	21406010	Eversource	S74417099	56469390082	9 MAST RD LEE NH 03861	5038581	P&Z		
<b>Town Library</b>	Elect - Grid	01/2007 - 08/2016	21406023	Eversource	S75341728	56380490029	7 MAST RD LEE NH 03861 (TOWN OF LEE-LIBRARY in address)	5038584			

<b>Municipal Complex (Town Hall, Annex, Library)</b>	Heat - Propane	01/2007 - 05/2016	23284773	DF Richard	<b>Tank Num=1</b>	125113	TOWN OF LEE, ATTN: MS JULIE GLOVER, 7 MAST ROAD	5245009	Town Municipal Complex (handwritten on invoice)		
<b>Transfer Station (Main Bldg &amp; OBB Maintenance Shed)</b>	Elect - Grid	01/2007 - 08/2016	23731754	NH Elect Coop	<b>661478, 113946, 99629</b>	6001027900	MAST RD RECYCLING CENTER	5140527	TS/Main Building 661478	Office Bldg & Bulky Fee Bldg	
	Heat - Propane	02/07 - 10/16	23280512	DF Richard	<b>Tank Num=2</b>	244509	TOWN OF LEE, C/O TRANSFER STATION, 7 MAST ROAD	5140527	11 Recycling Center Rd (handwritten on invoice)	Office Bldg & Bulky Fee Bldg	
	Heat - Waste oil							5140527		Old Bailer Bldg	
<b>Transfer Station Swap Shop</b>	Elect - Grid	01/2007 - 08/2016	22450010	NH Elect Coop	<b>690911, 108581</b>	6001152000	111 Recycling Center Rd	5138183	TS/Swap Shop 690911		
<b>250 LED Flood &amp; Backup Compacter</b>	Elect - Grid			NH Elect Coop	<b>602718</b>				TS/Out Building 602718		
<b>Historical Society Bldg</b>	Elect - Grid			?	?	?					
	Heat - Propane or Electric			?	N/A	?					
<b>Little River Park (0 Mast Rd. Rec Dept)</b>	Elect - Grid			Eversource	<b>D94316222, S74346313</b>	56387226053	28 N RIVER RD, LEE NH 03861		Parks & Rec D94316222		
<b>Town Christmas Tree</b>	Elect - Grid			Eversource	<b>W65262124</b>	56435564059	0 ROUTE 155 LEE NH 03857				



<b>Town Vault Annex (7 Mast Rd.)</b>	Elect - Grid			Eversource	<b>S74417096, G20857279</b>	56057785065	7 MAST RD ANNEX LEE NH 03861		Vault		
<b>Caution Light 1</b>	Elect - Grid			NH Elect Coop	<b>690945, 19626</b>	436200510	CAUTION LIT		Caution Lights		
<b>Caution Light 2</b>	Elect - Grid			NH Elect Coop	<b>684578, 76711</b>	436204010	CAUTION LIT		Caution Lights		
<b>Mast Road Tennis Courts</b>	Elect - Grid			NH Elect Coop	<b>684579, 51162</b>	6000130600	TENNIS CT		Tennis Court		

## Save \$ with Energize 360

Lower your home or business energy use costs! Sign up by June 30 for Energize 360, an initiative by several area energy groups. Benefits include a free site visit, a heating index score, and a tailored analysis of your structure's energy usage. Energize 360 offers access to energy audits, weatherization, solar electric system installations and heat pump installations at community group discount rates. You can also find out if you qualify for available rebates and incentives.

Energize 360 is a collaboration among Seacoast Regional Energy Hub, Seacoast Area Renewable Energy Initiative, ReVision Energy, and Yankee Thermal Imaging. A member of the Seacoast Hub, the Lee Energy Committee is promoting the news about Energize 360. Learn more about Energize 360 on Saturday, April 22, from 10am - 12 noon in the upstairs meeting room of the Lee Public Safety Complex. Refreshments will be provided. Please bring your utility and heating bills to the event. You can sign up to participate in Energize 360 until June 30, 2017. For more information on future events and other program questions, visit [energize360.org](http://energize360.org).





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

Office Use Only

Meeting Date: April 10, 2017

Agenda Item No. 5b2

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**4/10/2017**

**Agenda Item Title: Applications for the Energy Committee**

**Requested By: Select Board** 4/6/2017

**Contact Information: 603-659-5414**

**Presented By: Sharon Meeker**

**Description: Present the Board with an application for a three year appointment to the Energy Committee.**

**Financial Details: N/A**

**Legal Authority NH RSA 41:8**

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

**Motion: Move to approve a full 3 year membership appointment to Louis Grondin to serve on the Energy Committee.**

To: **LOUIS GRONDIN** of Lee, New Hampshire in the **County of Strafford**:

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

Given under our hands, this 10<sup>th</sup> day of April, 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 **ENERGY COMMITTEE** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the **State of New Hampshire - So help me God.**

**STATE OF NEW HAMPSHIRE  
STRAFFORD COUNTY**

Personally appeared the above named **LOUIS GRONDIN** 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: Louis Grandin

Address: 14 Owl Lane Phone/Cell: 603-970-2942

# of Years as a Resident: 26 yrs

Email address: Lougrand8@gmail.com

Full Membership (3 year term) position applying for: Energy  
4/1/2017 ~~4/1/2020~~

Term Expires on the following date: 3/31/2020

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: \_\_\_\_\_

Concerned citizen

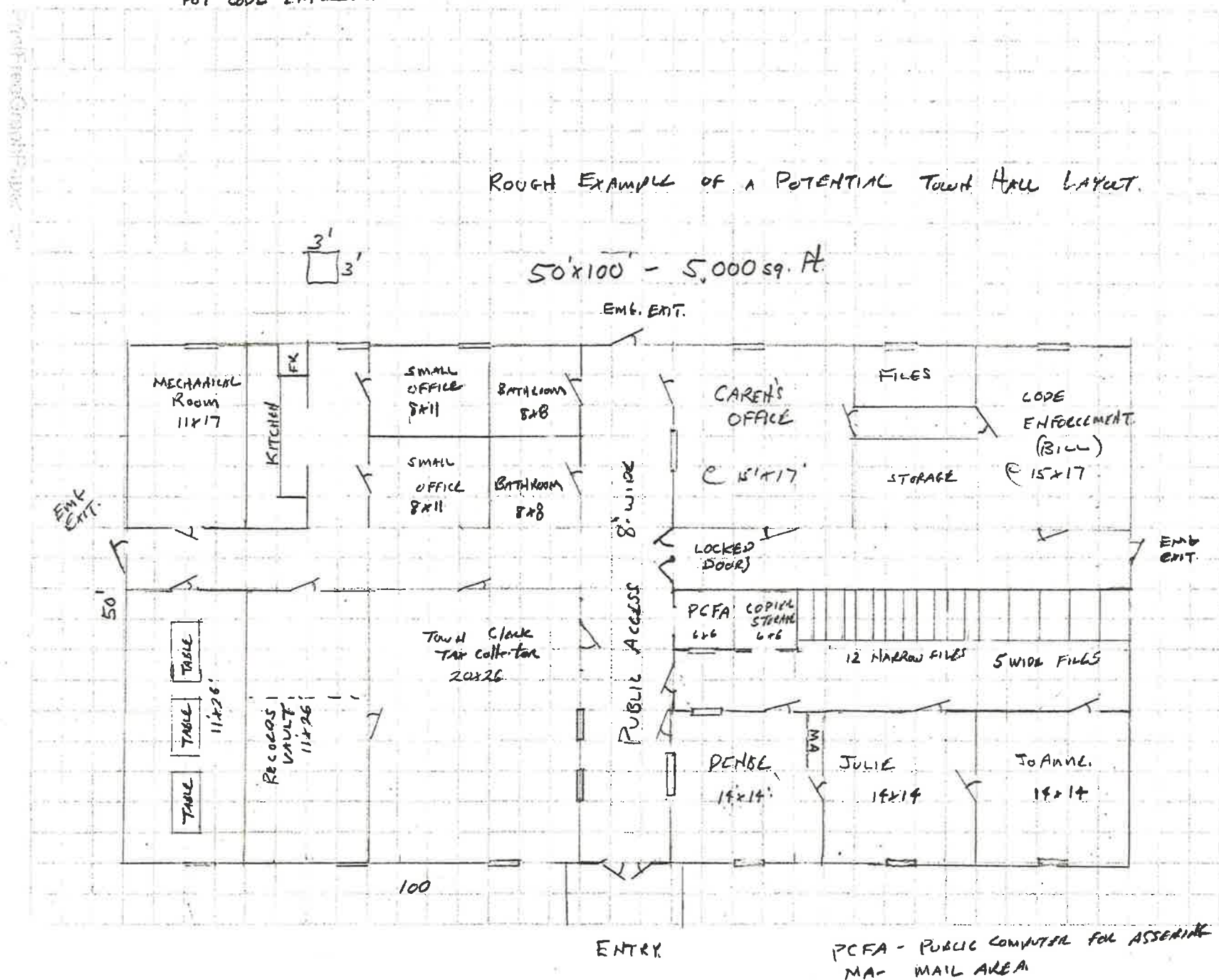
Louis Grandin  
Signature

3/30/2017  
Date

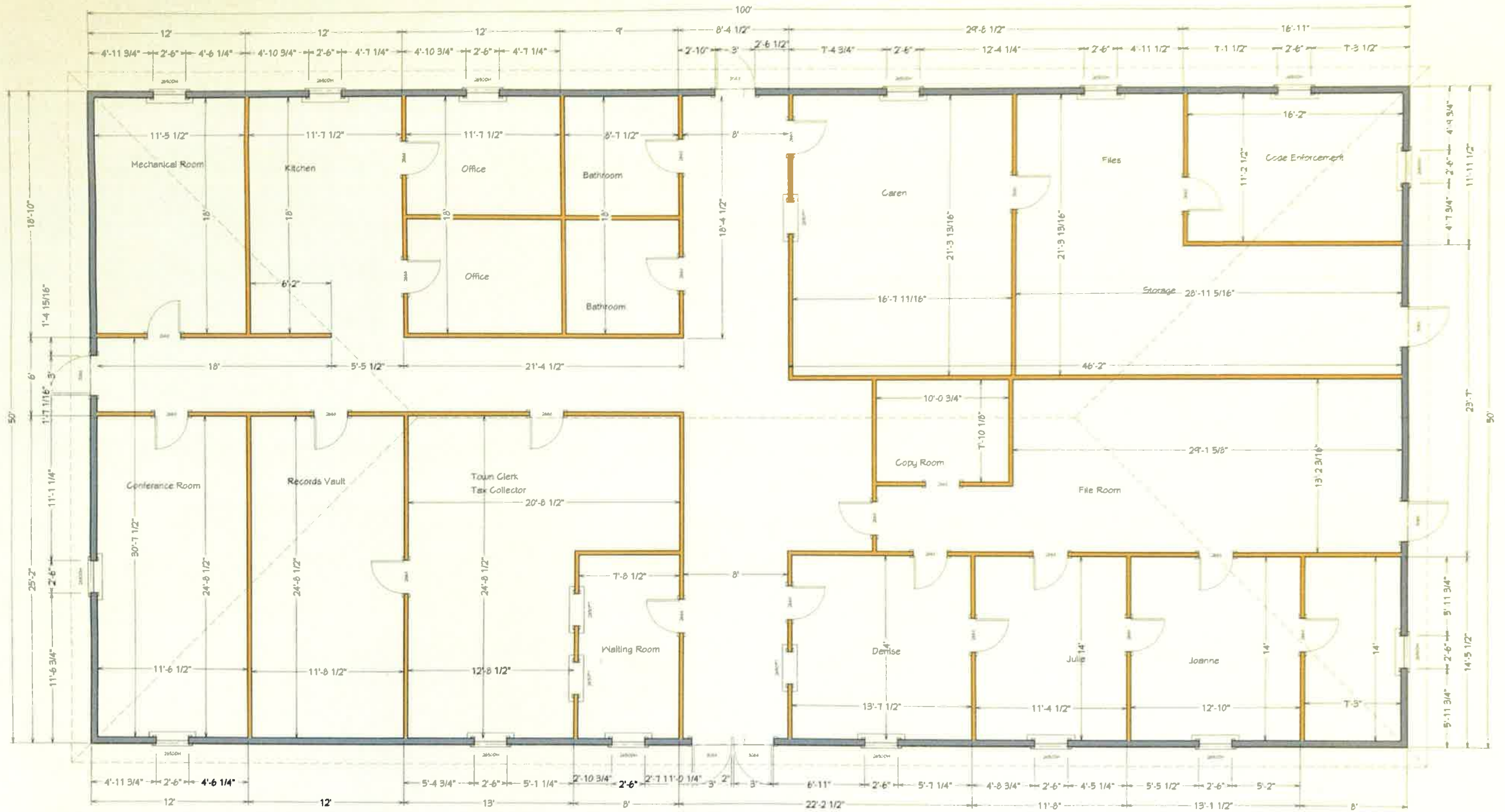
You are welcome to submit a letter or resume with this form. Applicants are requested to attend the Board of Selectmen's Meeting to express their interest. Applicants will be notified of the meeting date in advance. Thank you for your application and interest in the Town of Lee.

OPTION - TURN BUILDING PARALLEL WITH FIELD AND ADD 20x30 ADDITION WITH ROOF GOING SAME DIRECTION.  
 PUT CODE ENFORCEMENT IN ADDITION. - PUT BASEMENT UNDER ADDITION FOR VAULT OR MECHANICAL.

ROUGH EXAMPLE OF A POTENTIAL TOWN HALL LAYOUT.



PCFA - PUBLIC COMPUTER FOR ASSESSMENT  
 MA - MAIL AREA



PROPOSED  
LEE TOWN HALL FLOORPLAN

DRAWING BY RANDY STEVENS



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

Office Use Only

Meeting Date: April 10, 2017

Agenda Item No. 7b

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**4/10/2017**

**Agenda Item Title: AG Architect's Proposal dated March 30, 2017**

**Requested By: Town Administrator Julie Glover** **4/4/2017**

**Contact Information: 603-659-5414**

**Presented By: Julie Glover, Town Administrator**

**Description: Present the Board with the AG Architect's New Proposal for review**

**Financial Details: \$56,950; Alternate Add \$14,400**

**Legal Authority NH RSA 41:8**

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

**Motion: Move to approve AG Architect's Proposal as presented.**

**Or: Move to not enter into a contract with AG Architect's at this time**

**Or: Table for further discussion**

**Or: Move to approve with the following changes: \_\_\_\_\_**

\_\_\_\_\_





30 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, Updated**

Dear Ms. Glover,

I'm pleased to have this opportunity to provide you with this proposal for developing a schematic design for a new Town Hall on an expanded Town Center site. We are also providing an alternate for making code and maintenance improvements to the current Town Hall, Freight Depot and Tool (Hobo) Shed that could accommodate the Historical Society. Renovation and expansion for the Library has not been included at this time per the request of the Town. 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 a schematic design will need to be done with the ability to use the Town Hall design concept with the alternative Site Option 5 if the land purchase is not successful. Developing the Town Hall design concept at a schematic level is intended to resolve functional needs and establish a floor plan layout, create the character for the building, identify site improvements, and to develop cost estimates for the site and building. The alternate related to improving the current Town Hall building and relocating the Freight Depot and Tool (Hobo) Shed as shown in Site Option 2D is intended to restore these buildings with code and ADA improvements, but does not address specific renovation needs for the Historical Society. 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 concept(s) 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 current scope includes design for a new Town Hall with a meeting room that could be added as a future addition. Renovations to the current Town Hall, Freight Depot and Tool (Hobo) Shed are an alternate described below. The total estimated construction cost for a new Town Hall and site improvements has been estimated to be approximately \$2.7 million, not including design costs.
- The Town has indicated an interest in restoring the current Town Hall building in accordance with ADA and code requirements, while not including additional



renovations for the Historical Society. As part of Site Option 2D the Freight Depot would be relocated and connected to the existing Town Hall, while the Tool (Hobo) Shed would be moved towards the rear. We are providing this as an alternate for the Town to consider for outlining solutions for the code and maintenance improvements in order to restore the existing Town Hall, Freight Depot and Tool (Hobo) Shed. Construction costs for the improvements to the existing Town Hall, Freight Depot and Tool (Hobo) Shed have been estimated to be \$750,000, not including any renovations for specific Historical Society needs.

- Refine the program of spaces proposed for the Town Hall building with the building users and the Facilities Committee. Prepare an updated program to set the final direction for design.
- Take measurements of each building that will remain at Town Center, including the Library for proper overall design, 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 the site plan and floor plan concept for the Town Hall as indicated in Site Option 2D; the Library will remain as it is. Developing the concepts for improving the existing Town Hall, Freight Depot and Tool (Hobo) Shed are an alternate that depends on direction from the Town. To reiterate, Site Option 2D proposes a new Town Hall, and the current Town Hall, Freight Depot and Tool (Hobo) Shed will be improved in order to protect the buildings and provide space to accommodate the Historical Society. The site design will include reconfigured parking for 47+/- cars, a new septic system with leach field that will serve all the buildings including the Library (with capacity for future expansion), 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 the Town Center buildings being renovated 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 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 the new Town Hall building and for renovations to the current Town Hall. 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, excluding the Library. 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 an individual rendering for the new Town Hall.
- 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:**

- Preparing design and/or renovation concepts for the Historical Society for its relocation to the current Town Hall and relocated Freight Depot.
- Preparing design concepts for expanding or renovating the Library.
- Evaluating or developing solutions to resolve ADA and code improvements required for the current Library.



- 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.
- Assisting the Town with listing on the State’s Register of Historic Places.
- 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 CAD models for the Town Center buildings, developing schematic concepts for the site plan, floor plan and elevations for the new Town Hall, and, as an alternate, preparing solutions for improving the current Town Hall and relocated Freight Depot and Tool (Hobo) Shed. Concepts for the Library are not included. The schematic concepts are intended to establish the design direction preferred by the community and to develop 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:

Phase 1:	Measuring and CAD BIM Model (including Library):	\$ 6,400.00
	Site Survey, Town Center Site and Church Property:	6,600.00
	Schematic Design (New Town Hall):	22,000.00
	Civil Engineer - Site Layout and Design	6,450.00
	Structural Engineering	2,000.00
	Mechanical and Electrical Engineering	2,200.00
	Renderings (Two):	4,100.00
	Meetings with Facilities Committee (8-10 Meetings):	3,200.00
	Public Forum Presentations (Two Forums)	1,200.00
	Report:	2,800.00
	Model	To be Determined
	Geotechnical Engineering:	<u>To be Determined</u>
	Total	\$ 56,950.00
Phase 1, Alternate:	Schematic Design (Improvements to Existing Town Hall and Relocated Freight Depot and Tool Shed):	\$ 11,000.00
	Structural Engineering	1,400.00
	Mechanical and Electrical Engineering	<u>2,000.00</u>
		\$ 14,400.00
	Construction Manager:	\$9,500 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 and Phase 1 Alternate 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 4 to 5 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 the Phases desired 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 (as is) and relocated 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

Phase 1: New Town Hall, Site Design  
Authorized by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Phase 1, Alternate: Improvements to Existing Town Hall and Relocated Freight Depot and Tool (Hobo)Shed  
Authorized by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Julie Glover

---

**From:** Steven Gagnon <sgagnon@bbnnh.com>  
**Sent:** Thursday, April 06, 2017 11:24 AM  
**To:** Julie Glover  
**Subject:** RE: Media Site

From a cost perspective it doesn't change anything either way. The youtube channel would be private and shouldn't have any ads. Initially though you can't have a branded domain so your link would be: <https://www.youtube.com/channel/UCHaK0eyXXhIXlpFUlmo38Q> that is different that Portsmouth being that their domain is <https://youtube.com/cityofportsmouth>

The requirements for that are:

## Rules for getting a custom URL

There are a few rules to keep in mind when you're trying to get a custom URL. If you're having trouble, make sure:

- You have ten or more followers (people who have added you to their circles)
- Your account is at least 30 days old
- Your profile has a profile photo
- Your account is in good standing

I have the settings now marked as all posts private and to not display ads on videos.

Steven Gagnon  
Back Bay Networks NH  
800 Central Ave  
Dover, NH 03820  
Office: 603.692.5100 X 118  
Mobile: 603.867.4225

**From:** Julie Glover [<mailto:townadministrator@leenh.org>]  
**Sent:** Thursday, April 6, 2017 10:34 AM  
**To:** Steven Gagnon <[sgagnon@bbnnh.com](mailto:sgagnon@bbnnh.com)>  
**Subject:** RE: Media Site

Since I have to talk about this Monday night, can you please clarify the costs for me. If we ditch our existing set up and use you tube will there be any additional costs (or savings, I suppose.)

Also, is there any way to have a "private" youtube space so that we don't encounter any issues with undesirable adds or content running alongside?

Julie E. Glover  
Town Administrator  
*Town of Lee*  
*7 Mast Road*  
*Lee, NH 03861*  
*603-659-5414*

*The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from Town employees regarding the business of the Town of Lee, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure.*

**From:** Steven Gagnon [<mailto:sgagnon@bbnnh.com>]

**Sent:** Tuesday, March 28, 2017 7:02 PM

**To:** Julie Glover

**Subject:** Media Site

Hi Julie,

I uploaded this Mondays meeting to the site as an Mp4 instead of flash. I tested this and the video plays from my iphone and you can jump through the meeting. Let me know if this is something that would work, I am getting the youtube channel setup as well but wanted to test the current site.

Steve

Steven Gagnon

Back Bay Networks NH

Office: 603.692.5100

Mobile: 603.867.4225

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

Whereas, there is a vacancy in the office of the AGRICULTURAL 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 10<sup>TH</sup> day of April, 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 AGRICULTURAL 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 **CHUCK COX** 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: Chuck Cox  
Address: 36 Capt. Smith Emerson Rd Phone/Cell: 603 868 1822  
# of Years as a Resident: 38  
Email address: tuckawayfarin@comcast.net  
Full Membership (3 year term) position applying for: Agricultural Commission  
Term will expire on the following date: March 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:

I have been on the Lee Agricultural Commission for  
six years - I am an active farmer  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Signature

3-27-2017  
Date

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

To: **AMANDA GOURGUE** 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 10<sup>TH</sup> day of April, 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 **AMANDA GOURGUE** 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: Amanda Gourgue

Address: 61 Thompson Mill Road, Lee Phone/Cell: (603) 397-0505

# of Years as a Resident: 31

Email address: agourgue@gmail.com

Full Membership (3 year term) position applying for: \_\_\_\_\_

Term Expires on the following date: \_\_\_\_\_

Alternate Position (3 year term) position applying for: Lee Conservation Commission

Term Expires on the following date: March 31, 20~~20~~<sup>17</sup>

I feel the following experience and background qualifies me for this position: I am currently on  
the Lee Conservation Commission and would like to continue.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amanda Gourgue  
Signature

March 26, 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.

To: **AMANDA GOURGUE** of Lee, New Hampshire in the **County of Strafford:**

Whereas, there is a vacancy in the office of the AGRICULTURAL 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 10<sup>TH</sup> day of April, 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 AGRICULTURAL 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 **AMANDA GOURGUE** 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: Amanda Gourgue

Address: 61 Thompson Mill Road, Lee Phone/Cell: (603) 397-0505

# of Years as a Resident: 31

Email address: agourgue@gmail.com

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

Term Expires on the following date: March 31, 20~~16~~<sup>17</sup>

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 am currently on  
the Lee Agriculture Commission and would like to continue.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amanda Gourgue  
Signature

March 26, 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.





March 28, 2017

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

Dear Ms. Glover:

Enclosed are the final rates for your Group’s medical benefit renewal for the period July 1, 2017 through June 30, 2018. Also included, where applicable, are the renewal rates for dental, life, short- and long-term disability coverage, established last fall for the upcoming renewal period.

**Medical Rates:**

Each rating period, the HealthTrust Board reviews the rating methodology and approves rates based on input from HealthTrust’s consulting actuaries, Members and staff. This rating process began last October, when the Guaranteed Maximum Rates (GMR) were established. The GMR provides you with rate projection information for budgeting purposes. In March, the Board sets the final “revisit” rates which use the most current claims and cost data available in order to provide you with the most competitive rates possible.

Last October, the overall GMR for the July Pool was a 13.9% increase over current rates. I am pleased to report that the final “revisit” rates adopted by the HealthTrust Board on March 23, 2017 result in an overall increase of just 7.9% over current rates. Your Group’s specific rate change will vary from this overall figure, based in part on your Group’s claims experience. If you are in the “50 and Under Pool” or part of a combined rating unit, your rates reflect the claims experience of all the Groups in that rating unit.

The overall revisit rate is less than the GMR primarily due to both updated claims data and the medical and prescription drug trend assumptions being more favorable than in the fall. The reduction in projected medical and prescription drug trend is due in part to savings realized from the SmartShopper program as well as more favorable drug pricing negotiated by HealthTrust with CVS/caremark. The following chart shows the various factors resulting in the reduced overall final revisit rate of 7.9%.

Rating Item	Rating Impact	Resulting Rate
		13.9% (GMR)
Removed GMR risk charge	-0.80%	13.10%
Updated claims by five months	-1.30%	11.80%
Reduced medical trend assumption	-2.30%	9.50%
Reduced drug trend assumption	-1.2%	8.30%
Reduced EPHC Provider Payments	-0.60%	7.70%
Updated operating budget & investment income	-0.15%	7.55%
Increased capital risk charge	+0.35%	7.90% (Revisit)

**Medical Plan Relativities:**

HealthTrust works with its actuaries to determine the relative cost of the different plan types it offers. In reviewing the relativities currently in place, it has been determined that no adjustments are required at this time. Therefore, the percent of change for each benefit option on the attached rate exhibit is the same as the overall percentage of change for your Group. HealthTrust encourages you to review your current plan options to determine if your current plan offerings are best meeting your needs.

**Medical Rate Exhibit:**

On the enclosed rate exhibit, we have included monthly rates for your medical and prescription plan options that will continue to be available. Any plans that will no longer be available to your Group after June 30, 2017 have been highlighted. We have also included some plan options that you may be interested in considering as replacements or alternatives. Your Benefits Advisor is available to review these changes, to discuss options and to provide cost-sharing schedules for any alternative plans that you may be considering. Please know that your Benefits Advisor is always here to assist you in this process.

**Deductibles and Out-of-Pocket Maximums on Plan Year Basis:**

Currently your employees' deductibles and out-of-pocket responsibilities start anew on January 1 of each year. On July 1, 2017, these expenses will reset and will continue to do so on the first of July for each year thereafter to correspond with your Plan Year (July 1-June 30). During the transition period, your employees' deductibles and out-of-pocket expenses incurred from January 1, 2017 through June 30, 2017 will be credited toward their out-of-pocket costs for the July 2017 through June 2018 Plan Year. Applicable plan visit limits (e.g., for chiropractic care, or physical, occupational and speech therapy) will apply January 1, 2017 through June 30, 2017 and then reset for the July 2017 through June 2018 Plan Year.

Note – Deductibles and out-of-pocket expenses for Medicomp plans will remain on a Calendar Year basis.

**Dental Coverage:**

For those Member Groups currently participating in HealthTrust's dental plan, there is no change in the dental rates for the period of July 1, 2017 through June 30, 2018.

**Short-Term Disability Coverage:**

For those Member Groups currently participating in HealthTrust's Short-Term Disability coverage line, there is a 4.5% decrease in the base rates for the period of July 1, 2017 through June 30, 2018. However, your Group's actual rate adjustment will vary depending on your Group's experience and demographic mix. Please see the attached transmittal for your renewal rates.

**Life and Long-Term Disability Coverage:**

For those Member Groups currently participating in HealthTrust's Life and/or Long-Term Disability coverages, there is no change in the rates for the period of July 1, 2017 through June 30, 2018.

**Flexible Spending Accounts (FSA):**

For those Member Groups currently participating in HealthTrust's FSA administration, there is no change in the FSA administration fee for Plan Year 2017. For Member Groups interested in having HealthTrust administer their FSA program, the administrative fee is \$2.50 per employee per month. Additionally, there are no additional fees for participating in the debit card option. HealthTrust's FSA administrative services are only available to Member Groups who participate in HealthTrust's medical and/or dental coverages.

**Capital Adequacy Reserve:**

Annually the HealthTrust Board determines the target level for HealthTrust's capital adequacy reserve. The purpose of a capital adequacy reserve is to ensure that all future obligations for the payment of claims and expenses are fully paid even if HealthTrust's actual experience differs from the rating assumptions used to set the contribution rates.

HealthTrust locks-in the rates it charges for future coverage based on the actuaries' best information known at this time. However, actual future claims costs may be significantly higher than predicted for numerous reasons. The capital adequacy reserve exists to make sure HealthTrust can pay claims and expenses even if future performance

differs from the projections used to set rates. This is different than the IBNR (incurred but not reported) reserves that cover claims that happened in the past, but have not yet been reported for payment.

The HealthTrust Board has established a policy that it shall rely on the opinion of a qualified actuary to determine the target capital adequacy reserve level for HealthTrust to meet its obligations to pay claims and expenses, even if the rating assumptions end up being too low. This policy is consistent with the NH Supreme Court's 2014 decision which empowers HealthTrust to set its capital adequacy reserve target using a sound actuarial methodology.

HealthTrust retained the Milliman firm, one of the preeminent actuarial firms in the country, to determine, using an actuarially sound methodology, how much capital adequacy reserve HealthTrust needs as of the start of this fiscal year. Milliman recommended that HealthTrust should target a capital adequacy reserve level of at least \$90 million as of the start of this fiscal year. This amount provides HealthTrust with a 95% confidence level that it can meet all its obligations over a 5-year period, provided it has pricing flexibility to respond to adverse situations as they develop. Milliman recommends that HealthTrust's use of that confidence level is the most appropriate as it provides only a 5% chance of insolvency over the next five years.

Based on this actuarial recommendation, the HealthTrust Board established a Capital Adequacy Reserve target level of \$90 million as of June 30, 2016.

**Surplus Return (Medical and Dental):**

As previously communicated, HealthTrust will not distribute a return of surplus for FY2016. This is because the ending net position in HealthTrust's 2016 Fiscal Year audited financial statement is below the \$90 million capital adequacy reserve target.

**Coverage Changes:**

Please note that requests for any coverage changes for July 1, 2017 must be communicated to HealthTrust in writing prior to **May 26, 2017**. Changes in coverage requested after this date, but prior to June 30, 2017, will have an effective date of September 1, 2017. The effective date may depend on the ability to distribute Summary of Benefits and Coverage (SBC) documents within the sixty (60) day advance notice requirement under the Affordable Care Act.

**Renewal Deadlines:**

Signed renewal transmittal forms must be returned to HealthTrust by **June 13, 2017** to renew coverage for July 1, 2017. If you have questions or concerns, please do not hesitate to contact your Benefits Advisor, Peter Chapel, at 800.527.5001.

Sincerely,



Wendy Lee Parker  
Executive Director

Enclosures



**Medical Rate Exhibit**  
*Town of Lee*

*Rating Renewal: July*  
*Rating Tier: Small*  
*Rating Type: Standard*

<b>Current Benefit Option(s)</b>	<b>Enrollment Type</b>	<b>Enrollee Counts</b>	<b>7/16 Rates</b>	<b>7/17 RV Rates</b>	<b>% Change</b>
BC2T20(07S)-RX10/20/45/3K(S)	Single	1	\$810.88	\$891.16	9.9%
	2-Person	0	\$1,621.77	\$1,782.31	9.9%
	Family	0	\$2,189.38	\$2,406.12	9.9%
AB20(07S)-RX10/20/45/3K(S)	Single	5	\$756.71	\$831.62	9.9%
	2-Person	6	\$1,513.41	\$1,663.23	9.9%
	Family	7	\$2,043.11	\$2,245.37	9.9%
MC3(07S)-RX10/20/45(SCY)	Single	5	\$506.63	\$556.79	9.9%
<b>Monthly Total</b>		<b>24</b>	<b>\$9,441.89</b>	<b>\$10,376.60</b>	<b>9.9%</b>

**Alternative Benefit Option(s):** As you consider your benefit offerings for July 1, 2017, please refer to the sampling of benefit option(s) provided below. It is important to note that not all of the sample plans listed below can be offered along with your current benefit option(s). Your Benefits Advisor is available to help you select the plans that best meet your group's needs and work within HealthTrust's underwriting guidelines.

<b>Alternative Benefit Option(s)</b>	<b>Enrollment Type</b>	<b>7/17 RV Rates</b>
BC2T20(07S)-R10/25/40M10/40/70/3K(S)	Single	\$862.13
	2-Person	\$1,724.27
	Family	\$2,327.76
AB20(07S)-R10/25/40M10/40/70/3K(S)	Single	\$804.53
	2-Person	\$1,609.06
	Family	\$2,172.23
ABSOS20/40/1KDED(07S)-R10/25/40M10/40/70/5K(S)*	Single	\$648.51
	2-Person	\$1,297.03
	Family	\$1,750.99
MC3(07S)-R10/25/40M10/40/70(SCY)	Single	\$538.67

*\*Maximum of 50% Employer funding of deductible allowed.*

# Town of Lee ("Member")

Member hereby elects the following HealthTrust, Inc. ("HealthTrust") coverage(s):

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## Medical Coverage and Rates

July 2017 Medical Renewal

The following rates shall apply from July 1, 2017 to June 30, 2018

Rating Renewal July  
Probationary Period 0M

Rating Tier Small  
Rating Type Standard

Benefit Option(s)	Single	2-Person	Family
BC2T20(07S)-RX10/20/45/3K(S)	\$891.16	\$1,782.31	\$2,406.12
AB20(07S)-RX10/20/45/3K(S)	\$831.62	\$1,663.23	\$2,245.37
MC3(07S)-RX10/20/45(SCY)	\$556.79		

Monthly rates and continued Member group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75% participation of eligible employees who do not otherwise have group medical coverage; and
- 2) employees who elect to cover dependents must enroll all of their eligible dependents (other than dependent children age 19 and over) who do not otherwise have group medical coverage.

HealthTrust reserves the right to change the rates at any time if there is a 10% or more increase or decrease in enrollment.

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### \*PROBATIONARY PERIOD EXCEPTIONS

None

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### SPECIAL NOTES

None



# Dental Coverage and Rates

## July 2017 Dental Renewal

The following rates shall apply from July 1, 2017 to June 30, 2018

Rating Renewal      July  
 Probationary Period    0M

Benefit Option(s)	Single	2-Person	Family
OPTION 3	\$41.28	\$79.38	\$139.22

*Monthly rates and continued Member group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:*

- 1) at least 75% participation of eligible employees who do not otherwise have dental coverage; and*
- 2) employees who elect to cover dependents must enroll all of their eligible dependents (other than dependent children age 19 and over) who do not otherwise have dental coverage.*

### BENEFIT SCHEDULE

Benefit Option(s)	Coverage A	Coverage B	Coverage C	Plan Year	Coverage D		
				Maximum	Coverage D	Maximum	Deductible
OPTION 3	100%	80%	50%	\$1,000	N/A	N/A	\$25/\$75

### \*PROBATIONARY PERIOD EXCEPTIONS

None

### SPECIAL NOTES

None

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## Short-term Disability Coverage and Rates

July 2017 STD Renewal

The following rates shall apply from July 1, 2017 to June 30, 2018

Rating Renewal July  
Carrier ID # 102

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### BENEFIT SCHEDULE

Class	Class Name	Probation- ary Period	Benefit	Maximum Weekly Benefit	Maximum Benefit Period	Waiting Period	
			Amount (% of Base Weekly Earnings)			Accident	Illness
1	All Eligible Employees	0M	66.67%	\$1,000	13 weeks	1 day	8 days

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### CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

Class	Class Name	Contributory Y/N	Participation
1	All Eligible Employees	N	100%

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### RATE

For Each \$10 of Weekly Benefit Per Month \$0.32

*Monthly rates and continued Member group coverage are based on 75% participation of eligible employees if contributory status is Y or 100% participation if contributory status is N, per applicable HealthTrust minimum participation requirements.*

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### \*PROBATIONARY PERIOD EXCEPTIONS

None

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### SPECIAL NOTES

-Pregnancy covered the same as an illness.

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## Life Coverage and Rates

### July 2017 Life Renewal

The following rates shall apply from July 1, 2017 to June 30, 2018

Rating Renewal July  
Carrier ID # 102

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#### BASIC LIFE BENEFIT SCHEDULE

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Class	Class Name	Probation- ary Period	Coverage	AD&D	Guarantee Issue	Maximum Benefit
1	All Eligible Employees	0M	\$25,000	\$25,000	\$25,000	\$25,000

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#### CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

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Class	Class Name	Basic Life Contributory Status Y/N	Basic Life Participation
1	All Eligible Employees	N	100%

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#### RATES

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BASIC LIFE FOR EACH \$1,000 OF BENEFIT	\$0.18
BASIC AD&D FOR EACH \$1,000 OF BENEFIT	\$0.02

*Monthly rates and continued Member group coverage are subject to applicable minimum participation requirements including, without limitation: 75% participation of eligible employees if contributory status is Y or 100% participation if contributory status is N for Basic Life. Other requirements may apply.*

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#### \*PROBATIONARY PERIOD EXCEPTIONS

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None

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#### SPECIAL NOTES

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-Basic Life Evidence of Insurability required for: Any amount in excess of the Guarantee Issue; all late applicants (contributory groups only); salary increases greater than \$25,000.  
-Life and AD&D benefits reduce to 50% at age 70.

# Long-term Disability Coverage and Rates

July 2017 LTD Renewal

The following rates shall apply from July 1, 2017 to June 30, 2018

Rating Renewal July  
Carrier ID # 102

## BENEFIT SCHEDULE

Class	Class Name	Probationary	Benefit	Maximum	Elimination
		Period	Percentage	Monthly Benefit	Period
1	All Eligible Employees	0M	60.00%	\$3,500	90 days

## CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

Class	Class Name	Contributory Y/N	Participation
1	All Eligible Employees	N	100%

## RATE

Per \$100 of Covered Monthly Payroll S0.45

*Monthly rates and continued Member group coverage are subject to applicable minimum participation requirements including, without limitation: 75% participation of eligible employees if contributory status is Y or 100% participation if contributory status is N. Other requirements may apply.*

## MAXIMUM BENEFIT PERIOD (BENEFIT DURATION)

Age at Disability 59 or younger	Paid to Age 65
Age at Disability 60	Paid to 5 Years
Age at Disability 61	Paid to 4 Years
Age at Disability 62	Paid to 3.5 Years
Age at Disability 63	Paid to 3 Years
Age at Disability 64	Paid to 2.5 Years
Age at Disability 65	Paid to 2 Years
Age at Disability 66	Paid to 1.75 Years
Age at Disability 67	Paid to 1.5 Years
Age at Disability 68	Paid to 1.25 Years
Age at Disability 69 and Over	Paid for 1 Year

## \*PROBATIONARY PERIOD EXCEPTIONS

None

## SPECIAL NOTES

Evidence of Insurability needed for all late enrollees (contributory groups only).

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## BILLING SERVICES

Member Group has separately contracted with HealthTrust for the following Billing Services with respect to any selected medical and dental plan coverages:

COBRA       Retirees

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**SBC Compliance:** HealthTrust, Inc. agrees to prepare and provide Member with a Summary of Benefits and Coverage ("SBC") for each medical plan coverage option listed on this transmittal. Member agrees to distribute the SBCs to applicable eligible individuals. These obligations will be performed in accordance with (i) the statutory and regulatory requirements for SBCs under the Affordable Care Act ("ACA"), and (ii) related SBC compliance information provided to Member by HealthTrust, Inc.

**Maximum Probationary Period Compliance:** Member represents that the eligibility conditions and probationary period requirements for enrollment in each medical plan coverage option listed on this transmittal comply with the 90-Day Maximum Waiting Period rule of the ACA.

Member agrees that the coverages elected herein are subject to the terms and conditions of the HealthTrust Membership Agreement, the HealthTrust Bylaws and applicable Coverage Documents.

Member hereby authorizes HealthTrust, Inc. to execute and deliver any and all documents necessary to effectuate the enrollment of the Member and its Employees into the plan(s) listed on this transmittal.

\_\_\_\_\_  
For the Member, duly authorized

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
For HealthTrust, Inc.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## **RACETRACK ORDINANCE**

In accordance with the provisions of the New Hampshire Revised Statutes Annotated, Chapter 31, Section 41-a, as originally adopted at the Town Meeting assembled on March 10, 1977 and, as amended at the Town Meeting assembled on March 15, 1989, as amended at the Town Meeting assembled on March 11, 1992, as amended at the Town Meeting assembled on March 11, 1998 and as amended at the Town Meeting assembled on March 15, 2006, and as amended by Warrant Article 7 of the March 13, 2012 Election, as amended by Warrant Article 6 of the March 14, 2017 Election, the following regulations are adopted with respect to regulation of motor vehicle racetracks within the Town of Lee.

### **Section 1: Definitions:**

Division: Any of the standard divisions that race at a racetrack on a regular basis during a Race Season, which may include Supermodified, Late Model Sportsman, Hobby Stock, Ironman and Pure Stock, or such other divisions as may be added for a particular Race Season.

Event: A series of racing contests and/or related vehicle activities that are held on the same calendar day which may include, but not be limited to: Practice Runs; Heats; Feature Races; and Special Activities; except that Test & Tune and activities that are allowed under Section 17 of this Ordinance shall not be counted towards determining the maximum allowable number of Events under Section 4 of this Ordinance.

Feature Race: A racing contest involving Vehicles in a Division to establish final Divisional results for an Event.

Heat: A preliminary racing contest involving Vehicles in a Division to establish starting order for a subsequent contest to be held during the same Event.

Meter: Shall have the meaning provided in Schedule A, Sound Monitoring Procedures.

Motor Vehicle: For the purpose of these regulations, a motor vehicle shall be defined as any self-propelled vehicle, except tractors, activated by an internal combustion engine and not operated exclusively on stationary tracks.

Practice Run: Any use of a racetrack by a Vehicle for performance testing, driver practice and training, or similar activity during an Event that includes Races.

Race: A racing contest involving multiple Vehicles in a Division, which may be either a Heat or a Feature Race.

Race Season: Shall have the meaning provided in Section 2 below.

Rain Date: An event shall be considered complete, when five (5) heat races or feature races have been completed, whichever comes first.

Sound Measurement: A discrete sound reading captured by the Meter when operated in accordance with the Sound Monitoring Procedures provided in Schedule A.

Special Activity: A racing contest, demonstration or other Vehicle activity that does not constitute a Race as defined herein, including but not limited to Test and Tune activities. For the avoidance of doubt, a Special Activity may be a standalone Event that does not include Races or may be part of an Event that also includes Races.

**Section 2:** Motor vehicle racetracks may be open and may operate from April 1 through October 31 each year (each such time period, a “Race Season”) for automobile, go-cart and motorcycle racing only. Vehicular racing shall be limited in total operating hours per race date, including warm-up, to eight (8) hours inclusive. At no time shall said operating and warm-up time begin before 12:00 PM. No racing may be started after 11:30 PM and all racing is to stop by 12:00 midnight.

**Section 3:** Not later than sixty (60) days prior to opening of the racetrack each year, said racetrack owners and/or operators shall submit to the Selectmen, in writing, an application for a license on a form prescribed by the Selectmen, together with a proposed operation schedule for the ensuing year. Said schedule shall list the form of the vehicular racing to be scheduled on each date listed. The Selectmen may, consistent with the provisions of these regulations and the interest of public safety, health and welfare, alter the racing schedule in connection with the issuance of any license.

**Section 4:** Upon receipt of the license application, the Selectmen shall schedule a Public Hearing on the request for a license. In so doing, the Selectmen shall give notice to abutters and to the public, at the applicant’s expense, in the same manner as provided for a hearing conducted by the Zoning Board of Adjustment. At said hearing, which shall be conducted where practicable no more than thirty (30) days after receipt of the license application, the applicant shall have the burden of establishing that operation of the racetrack for the ensuing year will be in conformance with all provisions of any other Federal, State or local statute, ordinance or regulations applicable to the racetrack. Abutters and other interested parties shall be afforded an opportunity to address the Selectmen during this hearing on the subject of license issuance. A license shall be issued to the applicant if he or she satisfies, by a preponderance of the evidence, the burden of proof as specified in this section. Said license shall be valid for not more than one (1) year and shall set forth the scheduled events, not to exceed twenty three (23), plus twenty three (23) rain dates per license period, stating the date, time and a brief description of each event. A notation on the license shall indicate that such rain dates are subject to change upon written approval of the Selectmen for good cause shown.

**Section 5:** A license fee in the amount of one hundred dollars (\$100.00) per annum shall be assessed for each racetrack operation in the Town. This fee is to be paid upon application for license.

**Section 6:** No vehicular racetrack shall be operated within the Town of Lee unless the owner and/or operators shall have, upon written application to the Board of Selectmen, obtained a license to operate such vehicular racetrack contingent upon proof that said owners and/or operators can and will comply with the provisions of the Town of Lee Racetrack Ordinance.

**Section 7:** Only malt beverages, and no other alcoholic beverages, may be sold and consumed in restricted areas on racetrack property while the racetrack is open to the public for the purpose of viewing vehicular racing. No other alcoholic beverages shall be sold, consumed or allowed during such period of public viewing of vehicular racing. No malt beverages shall be sold to anyone under the age of twenty-one years, and proper age identification shall be required prior to sale. The racetrack owner and/or operator, whoever is in direct charge of the race, shall post signs advising the public of this section at visible locations within the seating areas and at each entrance gate; said signs shall also state the penalty for violation of this section. Failure of the racetrack owner and/or operator to comply with this section shall be grounds for the revocation of the license. Any person in possession of alcoholic beverages outside the restricted area in violation of this section shall be guilty of a violation. The alcoholic beverage shall be seized and disposed of in compliance with State statutes, local law or regulations. Prior to each racing season, the Board of Selectmen or their designee shall inspect to insure signs are properly posted.

**Section 8:** Authorized agents or representatives of the Town may enter, with or without notice or consent, the premises of any racetrack which holds or has applied for a license at any reasonable time and inspect and report on the conditions found as to compliance with the provisions of the regulations. It shall be the duty of the owner and/or operator of the racetrack to cooperate with such agents or representatives and permit access to any portions of said premises at their request. Failure to comply with these provisions shall be grounds for revocation or suspension of the license.

**Section 9:** The racetrack owners and/or operators shall provide, at their own expense, such Police and Fire protection as is deemed necessary by the Police Chief and Fire Chief of the Town of Lee, New Hampshire pursuant to written standards promulgated by the said Police Chief and Fire Chief to insure public safety. Said written standards shall be made available upon request and satisfactory compliance with all safety standards referred to hereinafter shall be made in writing to the respective Police Chief and Fire Chief prior to any and all scheduled racing events. A copy of these standards shall be attached to the operating license when issued.

**Section 10:** Racetrack owners and/or operators shall provide, at their expense, suitable and sufficient sanitary facilities including toilets with adequate lavatories. Restroom facilities shall be available for use by patrons at all times the racetrack is open to the public. All sanitary and washing facilities shall at all times be maintained in good working order and be in compliance with New Hampshire Health, Water Supply and Pollution Control laws and regulations and with all applicable State laws, local ordinances, regulations and/or by-laws.

**Section 11:** Racetrack owners and/or operators shall provide, during all times they are open to the public and/or operating, at their own expense, an adequate ambulance service properly licensed under the laws of the State of New Hampshire sufficient to provide for whatever

emergency their activities might cause. At no time shall the racetrack be open to the public without one (1) properly manned ambulance at the racetrack.

**Section 12:** All litter shall be cleaned up within thirty six (36) hours from the end of each racing event. This section shall be monitored by the local Health Officer during the racing season.

**Section 13:** Overnight camping shall be permitted on site in accordance with the following standards:

- A. Overnight camping shall be permitted in recreational vehicles with self-contained sanitary facilities.
- B. Such vehicles shall reside at the site only twenty four (24) hours prior to a scheduled event and no longer than twenty four (24) hours following completion of that event.
- C. A specific section of the back parking area shall be designated for this use and shall be posted on site accordingly.
- D. Camping vehicles shall not be permitted within the Shoreline Conservation District.
- E. "Gray Water" may only be discharged into approved septic facilities.

**Section 14:** Owners and/or operators of racetracks shall be responsible for any and all violations of these regulations and their license to operate such vehicular racetrack shall be contingent upon full compliance with these regulations with total cooperation and good faith. The violation of any section of these regulations shall be grounds for revocation or suspension of said license at the discretion of the Board of Selectmen.

**Section 15:** Prior to the opening of any racing season, the owners and/or operators shall post a cash bond with sufficient sureties in the amount specified by the Board of Selectmen of the Town of Lee; said bond shall be applied in the event expenses are incurred by the Town of Lee as a result of any authorized event under these regulations.

**Section 16:** No license shall be issued, and any license issued, shall be revoked or suspended at the determination of the Selectmen, unless the license shall take out and maintain in effect at the expense of the licensee a policy or policies of liability insurance in a company or companies approved by the Selectmen with limits not less than two million dollars (2,000,000.00) protecting and insuring the licensee and Town and all agents, servants and representatives of each as named insured from liability for personal injuries and property damage resulting from the ownership, use or operation of the racetrack and/or track premises. The licensee, by application for and/or acceptance of any license, shall be conclusively deemed to have agreed to indemnify the Town and its agents, servants and representatives from all liability including personal injuries and property damage coming out of the existence, use, ownership or operation of the racetrack

and/or track premises and such indemnity agreement shall be expressly covered in said policy or policies.

**Section 17:**

A. No use other than vehicular racing, race car education/safety testing and automotive-related flea markets shall be scheduled or sponsored at any vehicular racetrack within the Town of Lee without written approval of the Board of Selectmen of the Town of Lee, New Hampshire.

B. The racetrack shall be kept secure from unauthorized entry when not in use.

C. Automotive related flea markets may be scheduled on the third Sunday of May, June, July and August in addition to the traditional year-end Flea Market scheduled for the first weekend in November. It is understood that no race engines will be permitted to start during these Flea Markets; all activities will take place within the confines of the track/pit areas and only automotive-related vendors will be allowed to participate.

**Section 18:** No motorcycle event of any nature or kind will be permitted on any vehicular racetrack within the Town of Lee when said date conflicts or falls upon the same weekend as a National or regional motorcycle race of any nature or kind.

**Section 19:** The invalidity of any other section of these regulations does not affect the validity of any other section of these regulations.

**Section 20:** The Selectmen may waive or alter the provisions of these regulations for due cause shown.

**Section 21:**

A. No racetrack shall be operated in a manner that constitutes a Violation, as defined in Subsection 21. C. below. In furtherance of this objective, all Events shall be monitored in accordance with the procedures provide in Schedule A, "Sound Monitoring Procedures".

B. Any person operating a motor vehicle racetrack shall allow Town officials, or their designated representatives, to conduct from time to time, at said person's expense, such noise level test or readings that may be deemed appropriate and necessary by the Town of Lee Board of Selectmen or their authorized agents.

C. A Violation shall be deemed to have occurred as follows:

- a. Feature Races: A Violation shall be deemed to have occurred if three separate Sound Measurements exceeding 97 db are recorded (as measured in accordance with this ordinance) during a Feature Race. For the avoidance of doubt, Sound Measurements taken during the Heats and Practice Runs that relate to and precede Feature Races during an Event will not be used to determine whether a Violation occurred during that Event.



- b. Special Activities: A Violation shall be deemed to have occurred if three separate Sound Measurements exceeding 97 db are recorded (as measured in accordance with this ordinance) within any consecutive ten-minute period during a Special Activity.

D. Penalties.

- a. Feature Races: During each Race Season and with respect to each Division, the first three (3) Violations resulting from Feature Races will result in warnings only, and no financial penalties will apply. A financial penalty of \$100 will be imposed on the racetrack with respect to the fourth (4<sup>th</sup>) Feature Race Violation and such penalty shall increase by an additional \$100 for each subsequent Violation (e.g., the fifth violation shall result in a \$200 penalty, the sixth violation shall result in a \$300 penalty, etc.).
- b. Special Activities: With respect to any Event involving Special Activities, the first two (2) Violations resulting from Special Activities will result in warnings only, and no financial penalties will apply. A financial penalty of \$100 will be imposed on the racetrack with respect to the third (3rd) Special Activity Violation and such penalty shall increase by an additional \$100 for each subsequent Violation (e.g., the fourth violation shall result in a \$200 penalty, the fifth violation shall result in a \$300 penalty, etc.).
- c. Annual Accumulation of Violations: For the avoidance of doubt, Violations from previous Race Seasons will not carry over into subsequent Race Seasons. Accordingly, at the beginning of each Race Season, the Speedway will be deemed to have no Violations.

**Section 22:** In addition to any penalties set forth explicitly herein, any violation of this ordinance shall be punishable as set forth in New Hampshire Revised Statutes Annotated 651 and as amended. Upon the Selectmen of the Town of Lee, or their designated representative, shall rest the responsibilities of enforcement of the regulations.

Dated: \_\_\_\_\_

\_\_\_\_\_  
John R. LaCourse, Chairman

\_\_\_\_\_  
Scott Bugbee

\_\_\_\_\_  
Cary Brown

**Town of Lee  
Board of Selectmen**

## SCHEDULE A

### Sound Monitoring Procedures

The following sound monitoring procedures are specific to the Lee USA Speedway. In the event additional racetrack facilities are developed in the Town of Lee, subject to the selection of a comparable monitoring location for such facility, the same procedures shall apply.

#### Monitoring Location

The monitoring station is located proximate to the Lee USA Speedway property line immediately to the south of the racetrack. Access to the monitoring location is via a footpath that begins on Route 125 immediately south of the chain-link fence marking the Speedway's eastern boundary.

A 21-foot-long telescoping pole has been set into the ground at the monitoring location. The Meter (as defined below) shall be attached to the top of this telescoping pole prior to full extension. Once the pole has been fully extended (a red line marked on the last telescoping section shall be used to confirm full extension), the Meter will be at an approximate elevation of 21 feet from the ground at this location.

#### Equipment and Maintenance of Equipment

Sound monitoring will be conducted using a data-logging sound level meter that meets or exceeds the International Electrotechnical Commission's (IEC) 61672 Class 2 standard (the "Meter"). That Meter will be calibrated by an International Standard for Organization (ISO) 17025-certified testing and calibration laboratory (as such standards may be amended or replaced from time to time). Such calibration will be conducted in accordance with the Meter manufacturer's specification and recommendations, no less frequently than once each calendar year.

#### Monitoring Methodology

The Meter shall be powered up and set in place on the monitoring pole, as described above, prior to the start of each Event and shall continue to collect sound data for the duration of the Event. All monitoring data will be captured on a removable SD Card. Specifically, the following device settings will be used:

- Measuring Unit: equivalent continuous sound pressure level in dB ( $L_{eq}$ )
- Frequency Weighting Network: "A" Weighting
- Time Weighting: Fast
- Datalogger Sampling Time Setting Range: Auto 1-second intervals

#### Review and Posting of Monitoring Results

The monitoring data will be reviewed by the Chief of Police or the Chief's delegate within two business days of the Event to determine whether any Violations occurred during the Event. The Speedway will be notified in writing within a reasonable period after the relevant Event if any Violations have been identified and whether such Violation results in a warning or the imposition of a fine. Monitoring data will be available in unedited form upon request for review by Lee residents and representatives of the Speedway.

**SPECIAL DUTY AGREEMENT**

This Agreement is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the Town of Lee ("TOWN") and Thomas Dronsfield ("POLICE CHIEF").

The parties mutually agree as follows:

- 1) POLICE CHIEF may work no more than 12 hours per month on off-hours, grant-funded speed and DUI patrols.
- 2) POLICE CHIEF may perform other Special Duty work both within the Town of Lee and in other communities, provided that any such work is performed after his regular working day is complete or between Friday afternoon (after 3:00 p.m.) and Sunday evening (11:00 p.m.) only and is not to exceed twenty-four (24) actual hours worked each week.
- 3) POLICE CHIEF may perform Special Duty work at other times outside of his regular working hours in the event of a bona fide emergency.
- 4) POLICE CHIEF shall be paid at the regular, special duty rate of \$40.00 per hour.
- 4) The Parties agree that the terms of this agreement go into effect on \_\_\_\_\_.
- 5) POLICE CHIEF acknowledges that the Select Board may rescind this agreement at any time, with or without cause.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on this day \_\_\_\_\_ of \_\_\_\_\_, 2017:

\_\_\_\_\_  
John R. LaCourse, Chairman

\_\_\_\_\_  
Scott Bugbee, Selectman

\_\_\_\_\_  
Cary Brown, Selectman

\_\_\_\_\_  
Thomas Dronsfield, Police Chief

## SPECIAL DUTY AGREEMENT

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The parties mutually agree as follows:

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- 2) POLICE CHIEF may perform other Special Duty work both within the Town of Lee and in other communities, provided that any such work is performed after his regular working day is complete or between Friday afternoon (after 3:00 p.m.) and Sunday evening (11:00 p.m.) only and is not to exceed twenty-four (~~20~~24) actual hours worked each week.
- 3) POLICE CHIEF may perform Special Duty work at other times outside of his regular working hours in the event of a bona fide emergency.
- ~~3~~4) POLICE CHIEF shall be paid at the regular, special duty rate of \$40.00 per hour.
- 4) The Parties agree that the terms of this agreement go into effect on \_\_\_\_\_.
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IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this day \_\_\_\_\_ of \_\_\_\_\_, ~~2016~~2017:

\_\_\_\_\_  
~~John R. LaCourse~~Scott Bugbee, Chairman

\_\_\_\_\_  
Scott Bugbee~~John R. LaCourse~~, Selectman

\_\_\_\_\_  
Cary Brown, Selectman

\_\_\_\_\_  
Thomas Dronsfield, Police Chief



State of New Hampshire  
Department of Revenue Administration

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



MUNICIPAL AND PROPERTY  
DIVISION  
Stephan W. Hamilton  
Director

John T. Beardmore  
Commissioner  
  
Lindsey M. Stepp  
Assistant Commissioner

Josephine Belville  
Assistant Director

March 27, 2017

Town of Lee  
ATTN: Board of Selectmen  
7 Mast Road  
Lee, NH 03861

RECEIVED  
MAR 28 2017  
TOWN OF LEE, NH

RE: USPAP 2016 Report for Town of Lee

Dear Honorable Board:

In accordance with RSA 21-J:14-b,I(c), the Department of Revenue Administration has reviewed the Uniform Standards of Professional Appraisal Practice (USPAP) Standard 6 report submitted by Commerford Nieder Perkins, LLC for the Town of Lee for the 2016 tax year.

I have enclosed a copy of the USPAP Standard 3 review report of the USPAP mass appraisal. I have concluded that the appraisal under review **complies** with all requirements set forth in Standard 6 of USPAP and applicable laws and regulations.

These results are reported annually to the Assessing Standard Board (ASB) in accordance with RSA 21-J:11-a,II. If you have any questions, please do not hesitate to contact me at 419-9794.

Sincerely,

Charles K. Reese  
East District Supervisor  
Municipal and Property Division

cc: Commerford Nieder Perkins, LLC (Enclosure)  
File

TDD Access: Relay NH 1-800-735-2964

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



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## USPAP STANDARD 3 REPORT LETTER OF TRANSMITTAL

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DATE: March 27, 2017

CLIENT: NH Department of Revenue Administration, Municipal and Property Division

<p>RE: Review of Mass Appraisal Report In the Town of: Lee, NH For the: statistical update</p>
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In accordance with RSA 21-J:14-b 1(c) I have completed a review of the mass appraisal report prepared by Mr. John Hatfield of Commerford Nieder Perkins, LLC. The purpose of this review is to evaluate the appraisal for compliance with Standard 6 of the Uniform Standards of Professional Appraisal Practice (USPAP), applicable laws and regulations, and to determine if the results of the work under review are credible for their intended use. I have developed an opinion as to the completeness of the report under review, the adequacy and relevance of the data presented in the report and the reasonableness of the conclusions. I have not developed my own opinion of value; this review should not be construed as an appraisal of the subject properties. I have not made a personal inspection of the referenced properties; this is a technical desk review. The original effective date of value of the appraisal under review was April 1, 2016 and the date of that report was November 23, 2016. The effective date of this review is March 27, 2017.

The intended users of this appraisal are the Assessing Standards Board (ASB), the municipality, the company/appraiser of the report under review, and the NH Department of Revenue Administration (Department). The review appraiser is not responsible for unintended use of this report. The opinions contained in this report set forth my best judgment in light of the information available at the time of the preparation of this report. Any use of this review by any other person or entity, or any reliance or decisions based on this review is the sole responsibility of the third party. This letter must remain attached to the report in order for the opinions set forth herein to be considered valid.

This is an appraisal review which is intended to comply with the appraisal review, development and reporting requirements set forth under Standard 3 of USPAP. Supporting documentation concerning the data, reasoning and analyses is retained in the Department's files. The information in this report is specific to the needs of the client and for the intended use stated in this report.

This is a retrospective review appraisal. It is assumed that the factual data about the subject properties provided by the appraiser in the report under review is accurate unless otherwise stated. This is what USPAP refers to as an extraordinary assumption; if found to be incorrect, it could affect the review conclusions.

This appraisal review is qualified by certain definitions, assumptions and limiting conditions, and certifications that are set forth in the attached report.

After analyzing all relevant facts and opinions expressed in the mass appraisal report reviewed, I have concluded that the appraisal under review does comply with all requirements set forth in Standard 6 of USPAP and applicable laws and regulations.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charles K. Reese". The signature is written in black ink and is positioned above a horizontal line.

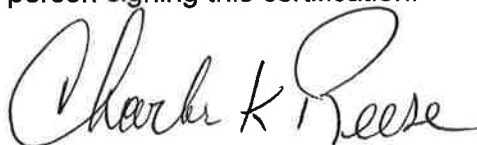
Charles K. Reese, NHCG / CNHA  
Municipal and Property Division  
DRA-Certified Assessor Supervisor

Cc: Commerford Nieder Perkins, LLC  
Town of Lee  
Department File

CERTIFICATION (Standards Rule 3-6)

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the properties that are the subject of the work under review and no personal interest with respect to the parties involved.
- I am employed by the New Hampshire Department of Revenue (Department). Per RSA 21-J:11, the Department reviews all revaluations in New Hampshire, and performs assessing oversight and monitoring annually. I have performed no other services, as an appraiser or in any other capacity, regarding the properties that are the subject of the work under review.
- I have no bias with respect to the properties that are the subject of the work under review or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation is not contingent on an action or event resulting from the analyses, opinions or conclusions in this review or from its use.
- My compensation for completing this assignment is not contingent upon the development or reporting of predetermined assignment results or assignment results that favor the cause of the client, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal review.
- My analyses, opinions, and conclusions were developed, and this review report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I have not made a personal inspection of all of the properties that are the subject of the work under review.
- Keith Gagnon provided significant appraisal or appraisal review assistance to the person signing this certification.



Signature



Date

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## SCOPE OF WORK

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### Scope of Work:

Scope of work defined: *"The type and extent of research and analyses in an assignment."*<sup>1</sup>

Unless otherwise stated, I have:

- Read the entire mass appraisal report under review provided by the appraiser to support his/her analyses.
- Reviewed a sample of provided sale data.
- Reviewed a portion of the sales provided to determine whether the data is appropriate, adequate and consistently applied.
- Developed an opinion as to whether the appraiser's methods and techniques are consistent with industry standards.
- Determined if the mass appraisal was completed in compliance with Standard 6 of the version of USPAP in effect as of the date of the appraisal report under review, by comparison to the elements described in the PA-50 checklist.
- Developed an opinion as to whether the report under review is appropriate and not misleading. This takes into consideration the context of the requirements applicable to that work, as described in the contract and/or in-house work plan, and the mass appraisal scope of work.

As the review appraiser, I have not:

- Inspected all properties.
- Utilized the mass appraisal under review to develop my own opinion of value (either individually or collectively).
- Verified all the mathematical calculations in the model.

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<sup>1</sup> *The Appraisal of Real Estate, 14<sup>th</sup> edition, Appraisal Institute, page 87*

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## ASSUMPTIONS AND LIMITING CONDITIONS

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The submitted review report is subject to the following underlying assumptions and limiting conditions:

### **Extraordinary Assumptions:**

An extraordinary assumption is defined as "an assumption, directly related to a specific assignment, which, if found to be false, could alter the appraiser's opinions or conclusions. Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis."<sup>2</sup> This review was made under the extraordinary assumption that the data contained in the work under review is accurate. The review appraiser is not responsible for errors in the data or for undisclosed conditions of the properties or the marketplace which would only be apparent from a thorough physical inspection and further research.

### **Hypothetical Conditions:**

This review does not include any hypothetical conditions.

### **General Assumptions:**

- This is an appraisal review which is intended to comply with the appraisal review, development and reporting requirements set forth under Standard 3 of USPAP. Supporting documentation concerning the data, reasoning and analyses is retained in the Department's files. The information in this report is specific to the needs of the client and for the intended use stated in this report. The review appraiser is not responsible for unauthorized use of this report. Possession of a copy of this report by the reader does not make the reader an intended user.
- The purpose of the assignment is to review the mass appraisal for compliance with USPAP and applicable laws and regulations and to determine if the results of the work under review are credible for the intended user's intended use. The review appraiser has developed an opinion as to the completeness of the report, the adequacy and relevance of the data presented in the report and the reasonableness of the conclusions. The review appraiser has NOT developed his or her own opinion of value conclusion and this review should not be construed as an appraisal of the subject properties.
- It has been assumed that all principal and appurtenant buildings or other improvements have been accurately measured and listed; and, all land parcels and any attributes that may affect the market value have been accurately listed. It has been assumed that all elements which may affect market value have been taken into consideration which may include, but not limited to: legal and title matters, encumbrances, restrictions, physical and location issues, known contamination, zoning and use regulations, any depreciation factors or other issues unless otherwise stated in this report.
- The information furnished by others is believed to be reliable. All factual data contained in the appraisal under review is assumed to be accurate. No warranty, however, is given for its accuracy.
- Possession of this report, or a copy thereof, does not carry with it the right of publication.
- The review appraiser herein by reason of this review is not required to give further consultation, testimony, or be in attendance in court with reference to the properties in question unless arrangements have been previously made, or as otherwise required by law.
- This review appraisal has been performed by an appraiser(s) with the experience, competency and education necessary to review mass appraisals. There were no additional steps required to competently complete the attached review report. The review appraiser is a DRA-certified Appraiser Supervisor. Confirmation is available at [www.revenue.nh.gov](http://www.revenue.nh.gov).

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<sup>2</sup> *The Dictionary of Real Estate Appraisal, 5<sup>th</sup> edition*, Appraisal Institute, page 176



## MASS APPRAISAL REVIEW REPORT

### Compliance Checklist

**Prepared by the NH Department of Revenue Administration  
Municipal and Property Appraisal Division**

		USPAP
<b>Client:</b>	NH Department of Revenue Administration (Department)	SR 3-2(a) SR 3-5(a)
<b>Intended Users:</b>	NH Assessing Standards Board (ASB), the Municipality, Company/Appraiser of the work under review, and the Department	SR 3-2(a) SR 3-5(a)
<b>Intended Use:</b>	1) To evaluate compliance with USPAP Standard 6 and applicable laws and regulations. 2) To provide feedback to the preparer of the Mass Appraisal under review.	SR 3-2(b) SR 3-5(b)
<b>Purpose of the Assignment:</b>	To measure how closely the Mass Appraisal under review conforms to the most recent iteration of USPAP Standard 6 and applicable laws and regulations, in effect as of the date of the appraisal. This review does not include the development of the reviewer's own opinion of value(s).	SR 3-2(c) SR 3-3(c) SR 3-5(c) SR 3-5(i)
<b>Effective Date of Value:</b>	April 1, 2016	SR 3-2(d)(ii) SR 3-5 (d)(iii)
<b>Date of Work Under Review:</b>	January 20, 2017	SR 3-2(d)(ii) SR 3-5(d)(ii)
<b>Date of Last Revision Submitted to Department:</b>	February 28, 2017	
<b>Company / Appraiser(s) who completed the work under review:</b>	Commerford Nieder Perkins LLC / John Hatfield	SR 3-2(d)(iii) SR 3-5(d)(iv)
<b>Type of Revaluation:</b> <b>(Choose one)</b>	Municipality: Lee  ___ Partial ___ <input checked="" type="checkbox"/> Statistical Update ___ Full Revaluation ___ Cyclical	SR 3-2(d)(iv) SR 3-5(d)(i)
<b>Work Under Review:</b>	"revaluation of all real property as required by enclosed contract"	SR 3-2(d)(iv) SR 3-5(d)(i)
<b>Effective Date of Reviewer's Opinions and Conclusions:</b>	March 23, 2017	SR 3-2(e) SR 3-5(e)
<b>Extraordinary Assumptions:</b>	See attached Assumptions and Limiting Conditions.	SR 3-2(f) SR 3-5(f)
<b>Hypothetical Conditions:</b>	None.	SR 3-2(g) SR 3-5(f)
<b>Scope of Work:</b>	See attached Scope of Work.	SR 3-2(h) SR 3-5(g)

Pursuant to RSA 21-J:14-b, I(c), the Department in its assessment review process shall review all mass appraisals to ensure compliance with USPAP Standard 6 and applicable laws and regulations. The purpose of this appraisal review is to advance the legislative objective of bringing greater credibility, uniformity, transparency, and accountability to statewide assessment practices. In so doing, this document serves as an analytical tool for identifying and documenting compliance with recognized assessment methods and techniques. This document also provides a mechanism for communicating the results of the review to the appropriate municipalities, assessors, and contractors.

## PA-50 CHECKLIST

### REFER TO INSTRUCTIONS

Item #	Section 1 - Letter of Transmittal	Page #	Yes	No	Partial	USPAP
			Select One, and Enter "1"			
1	Identify the appraised properties	contract	1			SR 6-8 (i)
2	Identify the effective date of the appraisal	1	1			SR 6-2(d) SR 6-8(g)
3	Identify the intended use of the appraisal	1	1			SR 6-2 (b) SR 6-8(e)
4	Identify the client of the appraisal	1	1			SR 6-2(a) SR 6-8(d)
5	Identify the intended users of the appraisal	1	1			SR 6-2(a) SR 6-8(d)
6	Identify the type and definition of value, and cite source	1-2	1			SR 6-2(c) SR 6-8(h)
7	Identify the property interests assessed	2	1			SR 6-2(f,iv) SR 6-8(I)
8	Signed and dated Certification of Value	3	1			SR 6-8(q)

Section 1 - "Score"/Compliance:

8            0            0

Item #	Section 2 - Scope of Work	Page #	Yes	No	Partial	USPAP
			Select One, and Enter "1"			
9	Identify type of revaluation performed (partial, cyclical, statistical, full revaluation)	4	1			SR 6-2(j) SR 6-8(j)
10	Identification of any limiting conditions adopted for the development and reporting of value	4-6	1			SR 6-2(i) SR 6-8(f)
11	Identify any extraordinary assumptions adopted for the development and reporting of value	4-6	1			SR 6-2(I) SR 6-8(c)
12	Identify the extent of property inspections as reflected in the attached signed contract or in-house work plan	6	1			SR 6-4(a) SR 6-5(d)
13	If no physical inspection of sales performed, provide an explanation	N/A	1			SR 6-1(a) SR 6-5(a)
14	Identify the steps taken to complete the final review	7	1			SR 6-7(a)
15	Provide a definition of highest and best use	8-9	1			SR 6-1(a) SR 6-8(n)
16	Explain any departures from highest and best use	9	1			SR 6-1(a) SR 6-8(n)
17	Identify approaches to value considered and utilized	9	1			SR 6-2(j) SR 6-8(i)
18	Identify approaches to value <u>not</u> utilized, and explain why not utilized	9	1			SR 6-2(j) SR 6-8(i)

Section 2 - "Score"/Compliance:

10            0            0

## PA-50 CHECKLIST

### REFER TO INSTRUCTIONS

Item #	Section 3 – Development of Values	Page #	Yes	No	Partial	USPAP
			Select One, and Enter "1"			
19	Brief description of basic valuation theory/mass appraisal	10-13	1			SR 6-4(a) SR 6-8(b)
20	Identify period of time from which sales were utilized for the development of values (in the sales analysis)	15	1			SR 6-4(a,b)
21	Describe how sales utilized in the sales analysis were selected	15-16	1			SR 6-4(a,b)
22	Describe extent of sale verification and data collection procedures	15	1			SR 6-4(a,b)
23	Identify the number of sales utilized in sales analysis by property type	16	1			SR 6-8(a,b)
24	Provide a brief description of data calibration methods	16	1			SR 6-4 (a,b,c)

Section 3 - "Score"/Compliance: 6 0 0

Item #	Section 4 – Time Trending	Page #	Yes	No	Partial	USPAP
			Select One, and Enter "1"			
25	Provide a brief narrative discussion of the methodology utilized to develop a market-supported time trend analysis	21	1			SR 6-2(f,h) SR 6-1(a)
26	Provide documentation and analytical support for the time trending analysis and conclusions	21	1			SR 6-2(f,h) SR 6-1(a)

Section 4 - "Score"/Compliance: 2 0 0

Item #	Section 5 - Land and Neighborhood Data	Page #	Yes	No	Partial	USPAP
			Select One, and Enter "1"			
27	Provide supporting explanation and documentation for base land rate, and base land rate adjustment factors	22- 23/tab	1			SR 6-2(h), SR 6-8(l)
28	Provide supporting explanation and documentation for neighborhood classification and neighborhood adjustment factors	tab	1			SR 6-2(h), SR 6-8(l)
29	Provide supporting explanation and documentation to explain the increment of value for "site improvement" above base land value	19	1			SR 6-2(h), SR 6-8(l)
30	Provide land area adjustment table	20/tab	1			SR 6-4(b) SR 6-8(b)
31	Provide documentation and support for any other adjustments associated with site specific adjustments	19 - 20	1			SR 6-4(b) SR 6-8(b)
32	Provide supporting documentation and support for any positive or negative land adjustments for external influences	19	1			SR 6-3(a) SR 6-4(b) SR 6-8(b)
33	Provide a list of land sales utilized in analysis	tab	1			SR 6-4(a,b)
34	Provide a list of land sales <u>NOT</u> utilized in analysis	tab	1			SR 6-1(b) SR 6-8(l)

Section 5 - "Score"/Compliance: 8 0 0

## PA-50 CHECKLIST

### REFER TO INSTRUCTIONS

Item #	Section 6 - Improved Property Data	Page #	Yes	No	Partial	USPAP
			Select One, and Enter "1"			
35	Provide a brief narrative explanation for types of depreciation utilized	25-27	1			SR 6-1(a) SR 6-4(a) SR 6-8(b)
36	Provide documentation and support to explain derivation of depreciation utilized in the analysis	26	1			SR 6-5(aii) SR 6-8(b)
37	Provide documentation and support for derivation of effective area factors	28	1			SR 6-4(b) SR 6-8(b)
38	Provide documentation and support for derivation of story height adjustments	29	1			SR 6-1(a) SR 6-8(b)
39	Provide documentation and support for derivation of quality adjustments	30	1			SR 6-1(a) SR 6-8(b)
40	Provide documentation and support for derivation of building cost tables	tab	1			SR 6-1(a) SR 6-8(b)
41	Provide documentation and support for derivation of building style adjustments	tab	1			SR 6-1(a) SR 6-8(b)
42	If Income Approach is utilized– describe support for income and expense data utilized	N/A	1			SR 6-1(a) SR 6-5(b)
43	If Income Approach is utilized– provide documentation and analytical support for vacancy and cap rates utilized	N/A	1			SR 6-1(a) SR 6-5(b)
44	Provide list of improved sales utilized in analysis	tab	1			SR 6-4(a,c) SR 6-5(aiv)
45	Provide list of Property Record Cards (of improved sales) NOT utilized in analysis	tab	1			SR 6-8(a,b)

Section 6 - "Score"/Compliance:

11      0      0

Item #	Section 7 - Statistical Analysis, Testing and Quality Control	Page #	Yes	No	Partial	USPAP
			Select One, and Enter "1"			
46	Ratio study using new assessed values	tab	1			SR 6-7(b) SR 6-8 (b,o)
47	Ratio study using old assessed values	tab	1			SR 6-7(b) SR 6-8 (b,o)
48	COD study using new assessed values	tab	1			SR 6-7(b) SR 6-8 (b,o)
49	COD study using old assessed values	tab	1			SR 6-7(b) SR 6-8 (b,o)
50	PRD study using new assessed values	tab	1			SR 6-7(b) SR 6-8 (b,o)
51	PRD study using old assessed values	tab	1			SR 6-7(b) SR 6-8 (b,o)
52	Provide strata analysis using new assessed values for each strata	tab	1			SR 6-7(b) SR 6-8 (b,o)
53	Provide strata analysis using old assessed values for each strata	tab	1			SR 6-7(b) SR 6-8 (b,o)

Section 7 - "Score"/Compliance:

8      0      0

# CHECKLIST

## REFER TO INSTRUCTIONS

Item #	Section 8 - Appendices	Page #	Yes	No	Partial	USPAP
			Select One, and Enter "1"			
54	Appendix A: Copy of contract or in-house work plan, if not already provided	tab	1			SR 6-8(b,I)
55	Appendix B: Copy of neighborhood map(s) or electronic file, if not already provided	tab	1			SR 6-8(b,I)
56	Appendix C: Individuals responsible and/or assisting in the development of the USPAP compliant report	tab	1			SR 6-8(b) SR 6-9
57	Appendix D: Identify CAMA System codes. Identify any codes that are unique to your municipality	tab	1			SR 6-8(b,I)
58	Appendix E: Provide identification of zoning district(s)	34	1			SR 6-8(b,I)
59	Appendix F: Provide list of "qualified" and "unqualified" sale codes	tab	1			SR 6-8(b,I)
60	Appendix G: Qualifications. Provide copies of the DRA certifying documents for each individual identified in Line #56.	tab	1			SR 6-1(a)
61	Appendix H: Definitions. A summary of useful definitions is available from the DRA.	tab	1			SR 6-8(b,I)

Section 8 - "Score"/Compliance: 8 0 0

**TOTAL "SCORE"/COMPLIANCE:** **61** **0** **0**



# CHECKLIST

## COMMENTS

Comment on all subject matters checked as “no” or “partial”. Also offer any general comments.

Line #	COMMENT
	Page 31 A; the statistical update did not include the valuation of utility or telecommunication properties.
	Lee utilizes the DRA for utility assessments and MRI for the pole and conduit assessments.

DRA Reviewer: Charles K. Reese

Date: 23-Mar-17



# State of New Hampshire Department of Revenue Administration

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



MUNICIPAL AND PROPERTY  
DIVISION  
Stephan W. Hamilton  
Director

John T. Beardmore  
Commissioner  
  
Lindsey M. Stepp  
Assistant Commissioner

Josephine Belville  
Assistant Director

RECEIVED  
MAR 23 2017  
TOWN OF LEE, NH

March 21, 2017

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

Re: 2014 Cyclical monitoring

Dear Members of the Board ,

As part of the Department's duty under RSA 21-J:11 II; I am forwarding the final results of my monitoring activity of the 2014 Lee cyclical inspections. Enclosed, please find the PA 45/46 monitoring report. Note, only property record cards with points have been included.

The monitoring report was also sent to MRI on March 27, 2015 for their review.

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

Sincerely,

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

cc: File

TDD Access: Relay NH 1-800-735-2964

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



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

Lee		2014				Monitoring	
Keith Gagnon		3/16/2015			Marsh		
		<b>Map/Lot Numbers of Samples</b>					
<b>Data Item</b>	<b>Points</b>	26 11	25 1 14	25 1 19	13 1 25	<b>Comments:</b>	
<b>Owner/Land Section</b>		1	2	3	4	26 11	
Address; if applicable	1						
Topography	1						
Parcel ID	1						
Lot Size	1						
Card Number ( of )	1						
Land-Use Code/Neighborhood	1/1						
<b>Sale History Section</b>							
Sale Date	2					25 1 14	
Sale Price	2					Front deck measures 4x6. PRC has 8x12	
Sale Validity	2						
Sales Notes if Non-Valid	1						
<b>Improvement Section</b>							
Style Type	2					25 1 19	
Incorrect Photo	1						
Date of Visit / ID / Entry Code	1						
Foundation Type	2						
Story Height	2						
Exterior Wall	1						
Roof Style	2						
Roof Cover	1						
Interior Wall	1						
Interior Floor	1						
Heating Type	1						
Central A/C	2						
Bedrooms	1						
Bathrooms	2						
Fixture Count	1 per						
Depreciation / Func. Code / UC	2					13 1 25	
Year Built	2						
Condition	2						
Grade	2						
Comments / Notes	1						
OB's if < 200 SF	1 per		1				
OB's if > 200 SF	3 per						
Extra Features	1 per						
Sketch Accuracy Up To 2'	1 Pt						
Sketch Accuracy > 2'	1Pt/Ft						
Sketch Labeling < \$5,000 impact	2						
Sketch Labeling > \$5,000 impact	4						
<b>Interior Inspection</b>							
By Company Lister Y/N							
By DRA Monitor Y/N							
<b>Total Points</b>		0	1	0	0		

Points on Residential monitoring should total less than 6



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

Lee		2014				Monitoring				
Keith Gagnon		3/16/2015			Marsh					
		<b>Map/Lot Numbers of Samples</b>								
<b>Data Item</b>	<b>Points</b>	<b>13 1 31</b>	<b>13 1 18</b>	<b>13 1 43</b>	<b>13 2 23</b>	<b>Comments:</b>				
<b>Owner/Land Section</b>		1	2	3	4	13 1 31				
Address; if applicable		1								
Topography		1								
Parcel ID		1								
Lot Size		1								
Card Number ( of )		1								
Land-Use Code/Neighborhood		1/1								
<b>Sale History Section</b>										
Sale Date		2				13 1 18				
Sale Price		2								
Sale Validity		2								
Sales Notes if Non-Valid		1								
<b>Improvement Section</b>										
Style Type		2				13 1 43				
Incorrect Photo		1								
Date of Visit / ID / Entry Code		1								
Foundation Type		2								
Story Height		2								
Exterior Wall		1								
Roof Style		2								
Roof Cover		1								
Interior Wall		1								
Interior Floor		1								
Heating Type		1				13 2 23				
Central A/C		2								
Bedrooms		1								
Bathrooms		2								
Fixture Count		1 per								
Depreciation / Func. Code / UC		2								
Year Built		2								
Condition		2								
Grade		2								
Comments / Notes		1								
OB's if < 200 SF		1 per								
OB's if > 200 SF		3 per								
Extra Features		1 per								
Sketch Accuracy Up To 2'		1 Pt								
Sketch Accuracy > 2'		1Pt/Ft								
Sketch Labeling < \$5,000 impact		2								
Sketch Labeling > \$5,000 impact		4								
<b>Interior Inspection</b>										
By Company Lister Y/N										
By DRA Monitor Y/N										
<b>Total Points</b>		0	0	0	0					

Points on Residential monitoring should total less than 6



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

Lee		2014				Monitoring
Keith Gagnon		3/16/2015			Marsh	
		<b>Map/Lot Numbers of Samples</b>				
<b>Data Item</b>	<b>Points</b>	<b>13 2 8</b>	<b>13 8 111</b>	<b>13 8 113</b>	<b>13 8 103</b>	<b>Comments:</b>
<i>Owner/Land Section</i>		1	2	3	4	13 2 8
Address; if applicable	1					
Topography	1					
Parcel ID	1					
Lot Size	1					
Card Number ( of )	1					
Land-Use Code/Neighborhood	1/1					
<i>Sale History Section</i>						
Sale Date	2					
Sale Price	2					13 8 111
Sale Validity	2					
Sales Notes if Non-Valid	1					
<i>Improvement Section</i>						
Style Type	2					
Incorrect Photo	1					
Date of Visit / ID / Entry Code	1					
Foundation Type	2					
Story Height	2					
Exterior Wall	1					
Roof Style	2					13 8 113
Roof Cover	1					
Interior Wall	1					
Interior Floor	1					
Heating Type	1					
Central A/C	2					
Bedrooms	1					
Bathrooms	2					
Fixture Count	1 per					
Depreciation / Func. Code / UC	2					
Year Built	2					13 8 103
Condition	2					
Grade	2					
Comments / Notes	1					
OB's if < 200 SF	1 per					
OB's if > 200 SF	3 per					
Extra Features	1 per					
Sketch Accuracy Up To 2'	1 Pt					
Sketch Accuracy > 2'	1Pt/Ft					
Sketch Labeling < \$5,000 impact	2					
Sketch Labeling > \$5,000 impact	4					
<i>Interior Inspection</i>						
By Company Lister Y/N						
By DRA Monitor Y/N						
<b>Total Points</b>		0	0	0	0	

Points on Residential monitoring should total less than 6



**OWNER INFORMATION**

**SHUBA, ROMAN**  
 SHUBA SVETLANA  
 32 EARLE DRIVE  
 LEE, NH 03861

Date	Book	Page	Type	Price	Grantor
04/25/2014	4209	549	QI	230,000	QUIMBY, B JOSEPH
10/17/2000	2241	658	QI	266,000	STEWART, J SCOTT & KIM
09/18/1996	1888	007	QI	145,000	PEEK, WALTER & DIANE
08/25/1986	1252	615	QV	52,000	INLAND ACRES ASSOC.

**ACTING HISTORY**

06/02/14 JQ INT  
 09/04/12 JQ PHONE DISCUSSION  
 06/06/11 JQ 1/4 @ DOOR  
 05/03/10 JS REVIEW - INT  
 08/24/06 DMVM  
 07/16/02 TMRL  
 08/11/87 GWH

05-10 CORRECT SKETCH, FLOORING, ADJ GRADE - 06-14 ADJ DATA - NEEDS REPAIRS - RECK 2015 FOR UPDATES

**FEATURE TYPES VALUATION**

Feature Type	Units	Length x Width	Size Adj	Rate	Cond	Market Value	Notes
FIREPLACE 1-STAND	1		100	3,000.00	100	3,000	
						3,000	

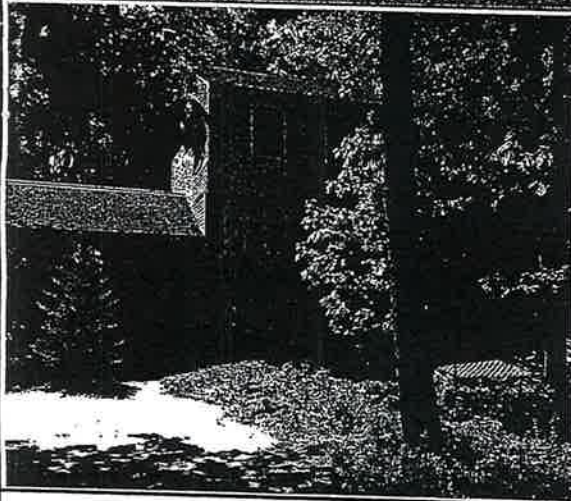
**LEE ASSESSING OFFICE**

**PARCEL TOTAL TAXABLE VALUE**

Year	Building	Features	Land
2013	\$ 195,400	\$ 3,000	\$ 98,800
Parcel Total: \$ 297,200			
2014	\$ 154,700	\$ 3,000	\$ 93,400
Parcel Total: \$ 251,100			
2015	\$ 154,700	\$ 3,000	\$ 93,400
Parcel Total: \$ 251,100			

**Zone: RES Minimum Acreage: 1.95 Minimum Frontage: 250**

Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Site:				Driveway:		Road:
									Cond	Ad Valorem	SPI	R	Tax Value	Notes	
1F RES	1.950 ac	80,000	F	110	100	100	100		100	88,000	0	N	88,000		
1F RES	5.400 ac	x 4,000	X	100					25	5,400	0	N	5,400		
	<b>7.350 ac</b>									<b>93,400</b>			<b>93,400</b>		



SHUBA, ROMAN  
SHUBA SVETLANA  
32 EARLE DRIVE  
  
LEE, NH 03861

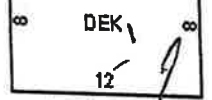
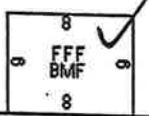
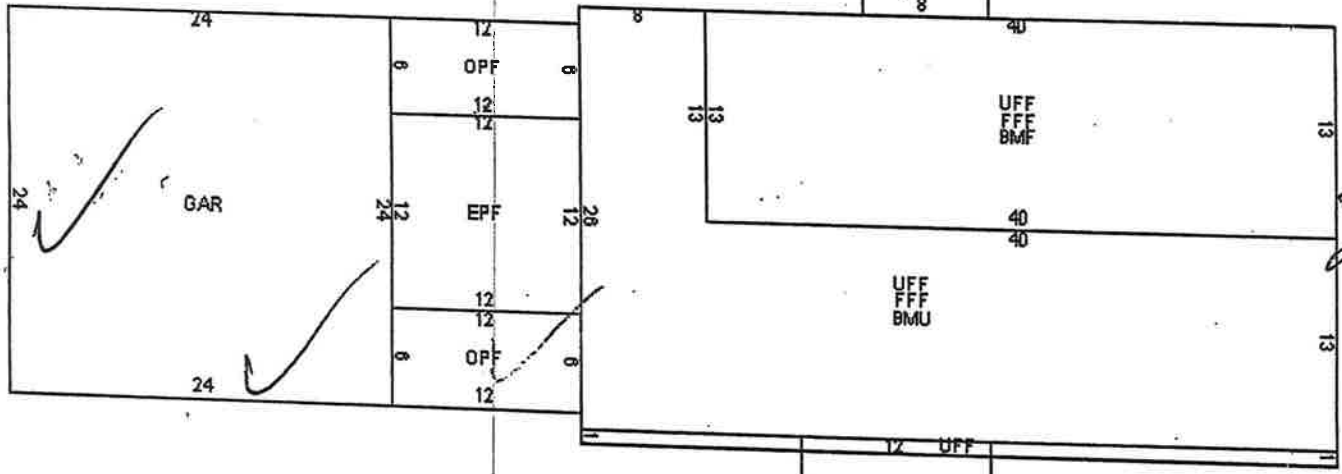
TAXABLE DISTRICTS	
District	Percentage

BUILDING DETAILS	
Model: 2 STORY FRAME GARRISON	✓
Roof: GABLE OR HIP/ASPHALT	✓
Ext: VINYL SIDING	✓
Int: DRYWALL	✓
Floor: LINOLEUM OR SIM/CARPET	✓
Heat: OIL/HOT WATER	✓
Bedrooms: 4	Baths: 2.5
Extra Kitchens:	Fixtures: 8
A/C: No	Fireplaces:
Quality: <u>A0 AVG</u>	Generators:
Com. Wall:	
Size Adj: 0.9265	Base Rate: RSA 75.00
	Bldg. Rate: 0.8989
	Sq. Foot Cost: \$ 67.42

Date	Project ID	Permit Type	Notes

BUILDING SUB AREA DETAILS			
ID	Description	Area	Adj. Effect.
EPF	ENCLSD PORCH	144	0.70 101
DEK	DECK/ENTRANCE	96	0.10 10
OPF	OPEN PORCH FIN	144	0.25 36
GAR	GARAGE ATTCHD	576	0.45 259
FFF	FST FLR FIN	1296	1.00 1296
BMF	BSMNT FINISHED	568	0.30 170
UFF	UPPER FLR FIN	1296	1.00 1296
BMU	BSMNT	728	0.15 109
		4,848	3,277

*All AC now appears complete*



*4x6 deck*

*3/16/15  
12:30  
KCF  
Monitor exterior*

2014 BASE YEAR BUILDING VALUATION	
Market Cost New:	\$ 220,935
Year Built:	1986
Condition For Age:	FAIR 15 %
Physical:	
Functional:	
Economic:	
Temporary:	UC 15 %
Total Depreciation:	30 %
Building Value:	



# TOWN OF STRATHAM

*Incorporated 1716*

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

Selectmen's Office/ Administration/ Assessing 603-772-7391

Code Enforcement/ Building Inspections/ Planning 603-772-7391

Fax (All Offices) 603-775-0517

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## **PUBLIC HEARING ON PROPOSAL LEGAL/PUBLIC NOTICE PLANNING BOARD TOWN OF STRATHAM**

Notice is hereby given that a public hearing will be held on April 05, 2017 at 7:00 PM at the Stratham Municipal Center, 10 Bunker Hill Avenue, Stratham, NH to discuss the following:

**Verizon Wireless, represented by McLane Law Firm, 900 Elm Street, Manchester, NH 03101 for the property located at 58 Portsmouth Avenue, Tax Map 9 Lot 15** for a Conditional Use Permit application and Site Plan Review application pursuant to Sections 19.4.2 and 19.7 of the Stratham Zoning Ordinance to for construction of a proposed 130' monopole and 12'x16' concrete equipment pad with cabinets and generator, enclosed within an 8' tall wood stockade fence.

RSA 12-K:7 requires that notice be given to those municipalities where the proposed Personal Wireless Service Facility (PWSF) "will be visible." It is unlikely that the proposed tower will be visible from most communities within the 20 mile radius. However, rather than attempt to make that calculation, the Town of Stratham has chosen to notify all municipalities within a 20 mile radius of the proposed PWSF. Pursuant to RSA 12 K:7, municipalities within the 20 mile radius described above and their residents are allowed to comment at any public hearing related to the application.

The Board will vote to accept the applications as complete and a public hearing on the merits of the proposal will follow immediately.





FEMA

March 22, 2017

Scott Bugbee, Chair  
Board of Selectmen  
Town of Lee  
7 Mast Road  
Lee, NH 03861

Subject: Town of Lee, Strafford County, New Hampshire  
Community No.: 330148

Dear Mr. Bugbee:

On December 3, 2015 and May 6, 2016, the University of New Hampshire (UNH), in partnership with the Federal Emergency Management Agency (FEMA), conducted Discovery meetings for the Piscataqua-Salmon Falls Watershed (8-digit hydrologic unit code 01060003) as part of FEMA's Risk Mapping, Assessment, and Planning (Risk MAP) program. During the meetings, UNH discussed areas of flooding concern and project goals, milestones, and products with a variety of stakeholders, including FEMA officials, state and community officials, and watershed interest groups. Flooding sources considered during these meetings included major rivers such as the Cochecho River, the Exeter River, the Lamprey River, and the Salmon Falls River, as well as other smaller rivers and tributaries in the watershed.

The Discovery process marked the beginning of a Risk MAP project that started in October of 2014, and it assisted in identifying the scope of the Piscataqua-Salmon Falls Watershed study. The Discovery meetings are part of the Discovery process, and the information exchanged between FEMA and communities within the Piscataqua-Salmon Falls Watershed during Discovery improved our understanding of the watershed's flood hazard mapping and mitigation planning. At the Discovery meetings, we reviewed the flood risk data gathered to date. We also discussed your community's flooding history, flood risk concerns and mitigation.

At the website below, you can download a copy of the Piscataqua-Salmon Falls Watershed Discovery Report, which collates information presented at the Discovery meetings; information collected from communities prior to, at, and following the Discovery meetings; and other information collected from other sources. Appendices to the report may be available upon request.

[http://granit.unh.edu/dfirms/DiscoveryReport\\_PiscataquaSalmonFalls\\_01060003.pdf](http://granit.unh.edu/dfirms/DiscoveryReport_PiscataquaSalmonFalls_01060003.pdf)

Using the information that we collected during the Discovery process, **the following rivers in the Piscataqua-Salmon Falls Watershed were selected for detailed studies — Cochecho River, Dudley Brook, Exeter River, and Lamprey River.** The scope of the engineering and mapping covered for each river reach in this project is summarized in Table 1.

The hydraulic model that has been selected for the engineering studies on these reaches is the River Analysis System (HEC-RAS) of the U.S. Army Corps of Engineers' Hydrologic Engineering Center. HEC-RAS is a one-dimensional step-backwater modeling software that is freely accessible and commonly used for hydraulic studies, including flood insurance studies, for which it is one of a small number of models approved by FEMA. HEC-RAS is best suited for non-complex river systems that can be adequately modeled in one dimension, such as the reaches listed in Table 1. HEC-RAS solves the Manning and energy equations to determine the water-surface elevation at each cross-section and contains a suite of available equations for solving flow through structures. Steady flow (flow not varying with time) and subcritical flow regimes will be assumed for all reaches, and engineering judgment will be used for setting other model parameters such as boundary conditions, roughness, expansion/contraction coefficients, and areas of ineffective flow. The output from a HEC-RAS model is the set of cross-sections with water-surface elevations for each profile. These elevations will be used to map the water surface and the floodplain.

We are providing a 30-day model review period to the communities affected by the reaches listed in Table 1. This is an opportunity to consult with FEMA and UNH on the appropriateness of the selected model for the selected reaches. If your community is listed in Table 1 and you would like to discuss the proposed modeling, please contact Fay Rubin, the project manager, no later than 30 days from the date of this letter. We will consider all comments and suggestions received during this period before making a final model selection and completing data collection.

Fay Rubin  
Earth Systems Research Center  
University of New Hampshire  
8 College Road  
Durham, NH 03824  
603-862-4240  
fay.rubin@unh.edu

Regardless of the model used, detailed studies involve field surveys to obtain structural geometry and elevation data and new hydrologic and hydraulic analysis resulting in new flood elevations. **The field surveying on the previously listed river reaches will be occurring during March-April, 2017. Be aware that you and residents in your communities may see project survey crews on the bridges, dams, and rivers, during those months.**

As this project continues, UNH will be conducting a number of other meetings with the stakeholders in the Piscataqua-Salmon Falls Watershed to communicate the progress of the project and to solicit comments about draft and preliminary products. After the Discovery meeting, the next meeting to be held will be the work map meetings. In the work map meetings, UNH and FEMA will be meeting with officials from each community affected by the project scope to discuss the draft flood insurance rate map products – the work maps – for that community. Communities in the project scope can expect to receive an invitation to these meetings at least three weeks before their scheduled dates.



If you have any questions regarding the Discovery process and results, the selected reaches or models, or the planned work map meetings, please contact the project manager, Fay Rubin, Project Director, UNH, by e-mail [fay.rubin@unh.edu](mailto:fay.rubin@unh.edu) or by calling (603) 862-4240. Also available to answer any questions is John Grace, CFM, Engineer, FEMA Region 1, at (617) 832-4715 or [john.grace@fema.dhs.gov](mailto:john.grace@fema.dhs.gov).

Sincerely,  
**MARILYN**  
**HILLIARD**  
Marilyn Hilliard  
Risk Analysis Branch Chief  
Mitigation Division  
FEMA Region 1

Digitally signed by MARILYN HILLIARD  
DN: c=US, o=U.S. Government, ou=Department  
of Homeland Security, ou=FEMA, ou=People,  
cn=MARILYN HILLIARD,  
0.9.2342.19200300.100.1.1=0505196419.FEMA.1  
Date: 2017.03.21 16:04:14 -04'00'

cc: Bill Booth, Building Inspector, Town of Lee  
Robert Smith, Planning Board Chair, Town of Lee  
Jennifer Gilbert, CFM, State NFIP Coordinator, NH Office of Energy and Planning  
John Grace, CFM, Engineer FEMA Region I  
Fay Rubin, Project Manager, UNH

**Table 1: Detailed study reaches in the Piscataqua-Salmon Falls Watershed, New Hampshire**

<b>River</b>	<b>Communities</b>	<b>Downstream limit of study</b>	<b>Upstream limit of study</b>
Cocheco River	Rochester, NH	Cross section J in effective DFIRM. (Approximately 2,600 ft. northeast of eastern terminus of Loring Dr.)	Cross section U in effective DFIRM. (Approximately 245 ft. northeast of intersection of Brock St. and Columbus Ave.)
Dudley Brook	Brentwood, NH	Corporate boundary, Brentwood/Exeter, NH.	Effective upstream limit of Zone AE flooding, downstream of North Road, Brentwood, NH.
Exeter River	Raymond, NH	Corporate boundary, Raymond/Fremont, NH.	Effective upstream limit of Zone AE flooding, below Chester Road, Raymond, NH.
Lamprey River	Epping and Raymond, NH	Corporate boundary, Epping/Lee, NH. (Also Rockingham/Strafford County boundary.)	Corporate boundary, Raymond/Deerfield, NH.