

SELECT BOARD MEETING AGENDA

DATE: Monday, June 5, 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 – 34 High Road Map 22-5-0**
4. **Randy Stevens, Highway Supervisor – Cab, Chassis and Equipment Recommendation**
Present to the Board a recommendation for a new highway truck purchase.
5. **Roger Rice, Transfer Station – NRRA Award**
Present the Board with the award for the “Most Programs through NRRA in 2016” which was given to the Town of Lee at this year’s NRRA’s 26th Annual Recycling Conference & Exposition.
6. **Peter Armstrong, Treasurer – Jenkins Lane Homeowner’s Association Meeting Room Request**
7. **Select Board - Applications for open School Board Position**
8. **Julie Glover, Town Administration**
 - a. *Electric Coop – Board Elections*
 - b. *Purchase of Church property - update*
 - c. *General Assessing Services Contract Award*
 - d. *Merit Policy – review draft*
 - e. *Statement re: VRC*
 - f. *Miscellaneous*
9. **Motion to accept the Consent Agenda as presented:**

SIGNATURES REQUIRED

Fund Balance Policy Final
Trust Fund Reimbursement Requests
Cemetery Deed

INFORMATION ONLY

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 May 22, 2017.**
11. **Motion to accept Manifest #24 and Weeks Payroll Ending June 4, 2017.**
12. **Motion to enter into Non-Public Session–NH RSA 91-A:3II (a) Personnel x5 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 June 2, 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: June 5, 2017

Agenda Item No. 3

**BOARD OF SELECTMEN
MEETING AGENDA REQUEST**

6/5/2017

**Agenda Item Title: Application for a Discretionary Preservation Easement for
Jennison Barn**

Requested By: Charles and Anne Jennison 4/14/2017

Contact Information: Jennison.anne@gmail.com

Presented By: Town Administrator Julie Glover

**Description: Application for Discretionary Preservation Easement for barn located
at 34 High Road (Map 22-5-0)**

**Financial Details: The 2016 full assessed value of the barn is \$17,578.00 which equates to
tax revenues of \$514.16. If the renewal application is granted at a 75% reduction, it
would reduce the amount of taxes collected to \$128.54 (based on the 2016 rate). There will
also be legal costs associated with executing the easement.**

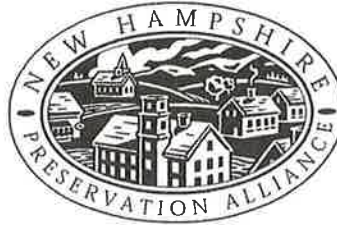
Legal Authority NH RSA 79-D

**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 the Jennison'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.

RECEIVED
APR 14 2017
TOWN OF LEE
TOWN CLERK / TAX COLLECTOR



**A Guide to RSA 79-D/
Historic Barn Tax Incentive**

This packet includes:

- Summary of the Program
- 10 Tips for Applicants
- Application and Guidelines
- A Guide to Implementing RSA 79-D

Tax Incentive Mechanism to Help Save Old New Hampshire Barns

A 2002 State law (RSA 79-D) creates a mechanism to encourage preservation of old New Hampshire barns and other historic agricultural buildings.

RSA 79-D authorizes towns and cities to grant property tax relief to barn owners who (a) can demonstrate the public benefit of preserving their barns or other old farm buildings, and (b) agree to maintain their structures throughout a minimum 10-year preservation easement.

The Purpose

The 2002 law is based on widespread recognition that many of New Hampshire's old barns and other agricultural buildings are important local scenic landmarks and help tell the story of farming in the state's history. Yet many of these historic structures are being demolished or not repaired because of the adverse impact of property taxes. RSA 79-D is intended to encourage barn owners to maintain and repair their buildings by granting them specific tax relief and assuring them that assessments will not be increased as a result of new repair and maintenance work.

The Mechanism

The program represents a uniquely New Hampshire approach, which is strictly voluntary on the part of the property owner, and combines statewide eligibility criteria and guidelines with decision-making and implementation at the local level. It is closely modeled after New Hampshire's discretionary easement program (RSA 79-C), which authorizes local governments to grant property tax relief to encourage preservation of open land.

On or before April 15 of the new tax year, any owner of an historic barn or other farm building may seek relief by applying to their local governing body (Board of Selectmen or city government) to grant a discretionary preservation easement to the municipality and agreeing to maintain the structure in keeping with its historic integrity and character during the term of the easement. The application, executed on a form provided by the N.H. Department of Revenue Administration, is to include a map showing the location of the structure(s) and a description of how the property meets the prescribed test of public benefit.

The town selectboard or appropriate city government department will then have 60 days in which to act on the application. A public hearing is required, which may provide an opportunity for local historical societies or other advisory groups to express support for barn preservation efforts. If the municipality determines, in exercising its discretion, that the proposed preservation of the structure is consistent with the purpose of the law, it may acquire an easement on the structure for a minimum of ten years and grant tax relief within a range of a 25 to 75% reduction of the structure's full assessed value. Maintaining and repairing the building will not result in an increase in its assessed value for property tax purposes.

NEW HAMPSHIRE PRESERVATION ALLIANCE
P.O. BOX 268 • CONCORD, N.H. 03302-0268
TELEPHONE (603) 224-2281 • FAX (603) 226-9368 • www.nhpreservation.org

FORM

PA-36-A

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

DISCRETIONARY PRESERVATION EASEMENT APPLICATION

STEP 1 PROPERTY OWNER (S)

PLEASE TYPE OR PRINT	LAST NAME	JENNISON	FIRST NAME	ANNE R.
	LAST NAME	JENNISON	FIRST NAME	CHARLES D.
	STREET ADDRESS	34 HIGH ROAD		
	STREET (continued)	LEE, NH	STATE	03861
	TOWN/CITY		STATE	ZIP CODE

STEP 2 PROPERTY LOCATION OF LAND AND HISTORIC AGRICULTURAL STRUCTURE BEING CLASSIFIED

PLEASE TYPE OR PRINT	STREET	34 HIGH ROAD			
	TOWN/CITY	LEE	COUNTY	STRAFFORD	
	NUMBER OF ACRES	MAP #	LOT #	BOOK #	PAGE #
	2.0576	22	05	1208	128
	CHECK ONE:	Original Application <input checked="" type="checkbox"/>			Renewal <input type="checkbox"/>

STEP 3 REASON FOR DISCRETIONARY PRESERVATION EASEMENT APPLICATION

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

PLEASE SEE ATTACHED DOCUMENTS

How many square feet will be subject to the easement?

28' x 43.1' = 1206.8 SQ. FT.

STEP 4 SIGNATURES OF ALL PROPERTY OWNERS OF RECORD

TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
Anne Jennison	<i>Anne R. Jennison</i>	4/14/2017
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
Charles D. Jennison	<i>Charles D. Jennison</i>	4/14/2017
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
DISCRETIONARY PRESERVATION EASEMENT APPLICATION
 (CONTINUED)

STEP 5 TO BE COMPLETED BY THE LOCAL ASSESSORS

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Pending approval of Discretionary Preservation Easement Agreement by landowner and assessing officials.
Comments:	

STEP 6 APPROVAL OF A MAJORITY OF SELECTMEN/ASSESSORS

TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE

STEP 7 DOCUMENTATION

Is a map of the entire parcel showing the property location, orientation, overall boundaries and acreages clearly showing easement area requested submitted?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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April 14, 2017

Step 3 – Application for Discretionary Preservation Easement for Jennison Barn

Background information:

In the winter of 2015, there was a series of blizzards from late January – mid-February that buried New Hampshire under several feet of snow. All throughout New England, structures were collapsing under the combined weight of snow and ice on rooftops. It was a major disaster. On February 16, 2015, during that period of time, our barn roof collapsed under the weight of more than 3 ½ feet of snow and ice. Fortunately, the barn was covered under our homeowners insurance and we began what turned into an almost two year process of deconstructing the damaged barn, salvaging the parts of the frame that could be saved, and working with our preservation contractor (Arron Sturgis, owner of Preservation Timber Framing in Berwick, ME) to rebuild our barn. The week the barn roof collapsed, we had contacted the NH Preservation Alliance and received a list of preservation contractors. The one thing we were absolutely clear on was that we were going to rebuild our barn in such a way as to stay true to its historic heritage. After interviewing a few contractors, we hired Preservation Timber Framing to work with us to assess the extent of the damage, assess the original construction of the barn, and then move toward repairing and rebuilding our barn.

The barn that stood on our property from 1803 – 2015 was built of two barns that were combined about 1849 when the house was enlarged by the owner at that time. The original barn was built on site about 1803, when the original portion of our house was built on the property. The house was enlarged in 1849 and family oral history indicates that a second barn was dismantled, brought from Dover, and combined with the original barn to create the barn as we knew it until 2015. When our barn was assessed in preparation for repairing and rebuilding it, our preservation contractor – Arron Stugis– confirmed that the combining of barn frames has traditionally been a common practice. He had examined the frame and confirmed that dates associated with the barn’s construction – before we had even told him the oral history of the building.

During the repair/rebuild process, it became apparent that a great deal of subsequent damage had occurred to our barn during the time between the initial collapse of the barn roof in Feb. 2015 and when salvage/repair/rebuild work was able to be begun after all the snow finally melted in May 2015. We had to regroup and form a new plan when it became evident that the barn frame had deteriorated even more in the interim months - and the damage to the barn frame had been much worse than originally anticipated. As we considered our next steps, we became aware that Arron Sturgis had in storage the frame of an 1805 barn - from the Brock family farm in Berwick - that his crew had dismantled at the owner’s request a couple of years earlier. As this frame was almost exactly the same age as our original barn, we decided to use it, repair it, and combine the frame with salvageable elements from our barn’s frame. The newly reconstructed barn frame was erected on the site of our old barn in May 2016, with many Lee residents dropping by to witness a barn-raising which was an experience that most of us had never before had the opportunity to witness. The construction of our rebuilt timber frame barn was finally completed in December 2016, and the end result is delightful. We now have a repaired, rebuilt timber frame barn that has elements from 3 historic barns, combined with newly constructed elements to complete it. Our goal to stay true to the historic nature of our barn, and true to the family history, agricultural history, and town history of our property has been met.

In early April 2017, we received an email from Arron Stugis, the contractor who'd helped us rebuild our barn, suggesting that we apply for a preservation easement. Attached to Arron's email was a brochure from the NH Preservation Alliance with information about their current effort to help property owners save at least 52 New Hampshire barns during 2017. One of the tactics NHPA is using is to make property owners aware of New Hampshire's barn preservation easement program. After speaking with Beverly Thomas at NHPA, we became convinced that our barn meets the requirements for the program and decided to apply.

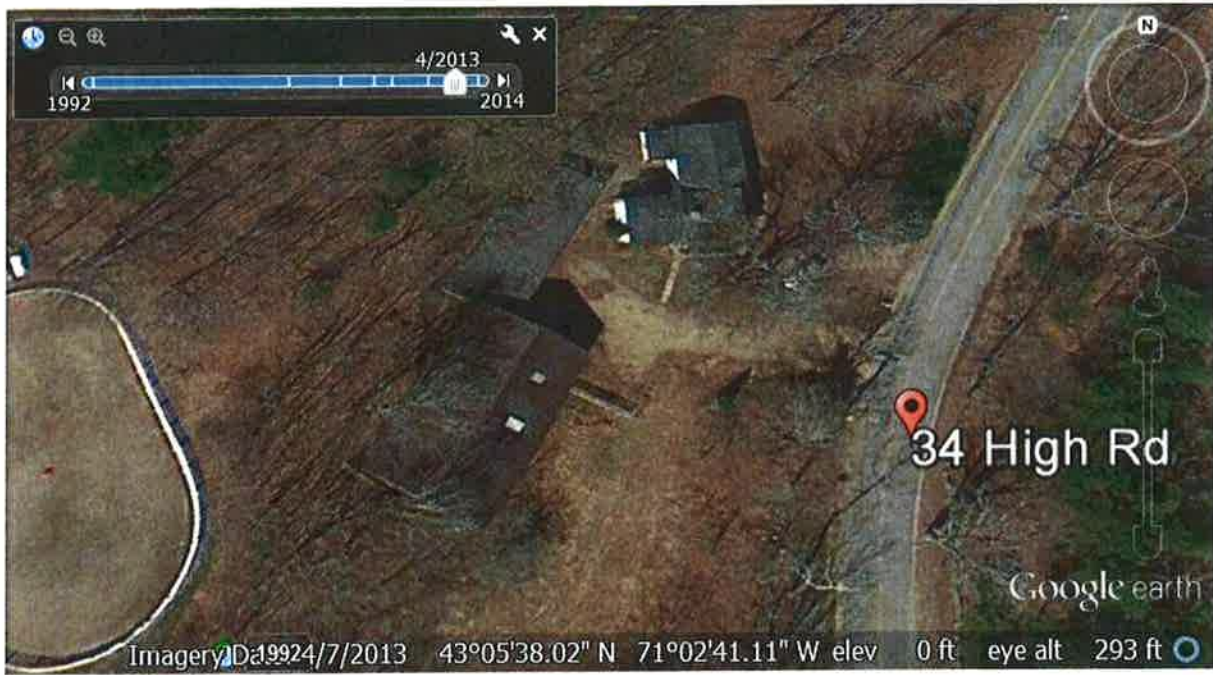
Public Interest and Benefit provided by the Jennison's historic barn:

Scenic Enjoyment: Our house and barn are located on High Road, a designated scenic road in Lee. The barn is clearly visible to passersby. In fact many of our neighbors in Lee contacted us when our barn roof originally caved in, to express their sympathy over the loss. These same folks have followed, with interest, our progress throughout the entire process of reconstructing our barn – many coming by to visit on the day in May 2016 when the repaired/reconstructed barn frame was raised up on site. Additionally, our property at 34 High Road is directly across the street from the parking lot for Bedrock Gardens at 45 High Road, thus making our barn clearly visible to the thousands of visitors who attend open garden weekends and special programs there. Many have followed the progress of our barn restoration project over the last couple of years, stopping to chat if we happen to be out in our garden as they walk by.

Historically important: Not only is our property located on a designated scenic town road, our property is inextricably connected with the history of South Lee, the South Lee Depot, and the agricultural history of Lee and of New Hampshire. To understand the historical value and significance of our barn, it is important that we share some of our family history. Our home was built in 1803 and came into our family in 1888. Our grandchildren are the sixth generation of my husband's family (Pipers and Jennisons) to live in our house and the seventh generation to live on High Road, as the Nooney and Munger property across High Road from us was once owned by the next generation up – Benjamin Y. Piper, Charlie Jennison's 2nd great-grandfather. Charlie Jennison comes from a long line of New Hampshire dairy farmers. Charlie's great grand-uncle, Amos Piper, purchased this farm from Freeman Tuttle in 1888. His great-grandparents, John and Susie Piper lived here with Uncle Amos for a time and Charlie's maternal grandfather Charles A. Piper was born here during that time. When Uncle Amos died, Charles Piper inherited this farm. Charles' wife Annie Dame Piper was the Town Clerk and Tax Collector for Lee for 24 years (from 1942-1966), many people coming here to the house to do their town business when Annie had her office here. We still have Annie's "Town Clerk" sign and her roll-top desk! Both Amos Piper and Charles Piper were full time dairy farmers on this property, daily taking their milk out to the South Lee Depot to put it on a sound-bound train.

Charlie's parents, Myra and Lewis Jennison, purchased this farm from Myra's father and mother (Charles and Annie Piper) in the 1960's. Charlie and Anne Jennison purchased the property from his parents in 1986 and have owned it ever since. While we don't currently farm here, we organic gardeners and we also look toward the future - and the ways in which our children and grandchildren may someday use this property. We consider ourselves to be the current stewards of the property and caretakers of its historical significance. Our barn is central to the history of this property and reflective of the agricultural history of Lee and of New Hampshire.

Below: Google map showing the location of the "old" Jennison barn before the roof collapse.



Below: Google map showing "new" rebuilt Jennison barn in the same location as the barn it replaced:





"Old" Jennison barn, summer 2009



February 9, 2015

This photograph was taken from the front door of our house, one week before the barn roof collapsed under the weight of even more snow than shows here.



February 17, 2015

This photographs were taken from the driveway entrance, out by High Road, the morning after the roof fell. The front of the house is to the right.



Reconstructed Jennison Barn – Nov. 2016



Our current plan is to finish landscaping around the reconstructed barn.

Inside the barn, railings still need to be installed on the stairs and loft. Additionally, we will have the barn wired for electricity.

Reconstructed Jennison Barn – January 2017



Annie & Charles Piper on front step of our home, 1918-1919





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

Office Use Only
Meeting Date: 6/5/2017

Agenda Item No. 4 (1)

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/5/2017

Agenda Item Title: Cab and Chassis Bid

Requested By: Randy Stevens

Date: 6/1/2017

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: Discuss truck comparisons viewed at Mountain of Demo's and new information learned on engines. Discuss preferred C&C choice and reasons why. Discuss options such as aluminum wheels, color, warranty, and engine.

Financial Details: Depending on options chosen approx. \$100,000 to be taken out of the Highway Equipment Capital Reserve fund.

Legal Authority NH RSA 41:8; 35:1

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Authorize the Highway Supervisor to enter into an agreement with McDevitt Trucks to purchase a new Western Star 4700 cab and chassis per their submitted bid with the following options:

at a total cost of \$ _____ and to withdraw said funds from the Highway Equipment Capital Reserve Fund

Town of Lee Cab and Chassis Bids -2017

Dealer	Liberty	Freightliner of NH	Freightliner of NH	McDevitt	NH Peterbuilt	New England Kenworth
Make	International	Freightliner	Freightliner	Western Star	Peterbuilt	Kenwoth
Model	7400	114SD	114SD	4700	348	T470
Year	2018	2018	2018	2018	2018	2018
Engine	ISL 9.0L	ISL 9.0L	DD13	ISL 9.0L	ISL 9.0L	Paccar PX-9
Cab	steel	Aluminum	Aluminum	steel	Aluminum	Aluminum
Price	87,000	89,812	95,340	95,661	95,751	98,324
Extended Warranty	see attached	see attached	see attached	see attached	Included	7yr/250K -2,250
Aluminum wheels rear	600	350	350	300	828	433
Aluminum wheels front	300	175	175	150	138	426
30K rear axle	700	1250	1250	600	2167	5214
DD13	N/A	N/A	included	10618	N/A	N/A
fender Mounted mirrors	200(2)	200	200	84	152(2)	193
RDS 3500	0	0	N/A	-200	Included	-71
Electric brake controller	400	200	200	250	306	600
Trailer air brake	500	included	included	included	Included	200 wiring only
Weight as bid	12,780	14,049	14,974	14,057	13,176	14,260



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

Office Use Only
Meeting Date: 6/5/2017

Agenda Item No. 4 (a)

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/5/2017

Agenda Item Title: Plow/Sander/Dump Body Bid

Requested By: Randy Stevens

Date: 6/1/2017

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: Discuss low bid for truck/plow equipment and dump body options.

Financial Details: Depending on options chosen approx. \$65,000 to be taken out of the Highway Equipment Capital Reserve Fund.

Legal Authority NH RSA 41:8; 35:1

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Authorize the Highway Supervisor to enter into an agreement with Viking/Cives of Maine per their bid to purchase a new 11' plow, 11' wing, plow/wing hitch with central hydraulics, stainless steel dump body, and stainless steel sander with all lights, controls, back up camera, and accessories included. Cross member or cross memberless body to be determined by Highway Supervisor at time of ordering, and/or the following options:

at a cost of \$ _____ said funds to be taken from the Highway Equipment Capital Reserve Fund.

A Few Plow Truck Options 5/8/2017

Cummins 9.0L engine

Low Bid Truck 10-12 years	Price
International 7400	87,000
trailer brake controller	500
fender mounted mirrors	200
warranty engine 5yr/100k	2750
warranty truck 7yr/100 k	4875
plow/wing/dump body setup with painted body	57,795
Back up camera	460
Total	153,580

Cummins 9.0L engine

Better Truck 15-20 years	Price
Western Star 4700	95,751
trailer brake controller	250
fender mounted mirrors	200
warranty engine 5yrs	2,900
warranty truck 5yrs	4,605
warranty transmission 5 yrs	468
plow/wing/dump body setup with stainless body	62,795
Back up camera	460
Total	167,429

Detroit DD13 engine

Even Nicer Truck 20 plus years	Price
Western Star 4700	95,751
trailer brake controller	250
fender mounted mirrors	200
warranty engine 5yrs	2,900
warranty truck 5yrs	4,605
warranty transmission 5 yrs	468
DD13 detroit engine	10,618
aluminum wheels	900
plow/wing/dump body setup with stainless body	62,795
Back up camera	460
Total	178,947

Available per Warrant Article 185,000

Town of Lee, NH Truck Equipment Bids -5/2/2017



	Viking/Cives	Donovan	HP Fairfield
Dump Body, central Hydraulics, plow & Wing Setup	57,795	65,690	71,579
Stainless steel dump body option	5,000	No Bid	4,321
Telescopic hoist and crossmemberless body option	1,000	No Bid	2,150
Back up camera option	460	850	725
Doghouse cutout for sander option	No Bid	No Bid	No Bid
Transmission mounted load sensing pump option	No Bid	No Bid	Same Price
Tandem gear pump option	(1,300)	No Bid	(6,550)
Standard 11' reversible plow option	Same Price	No Bid	(1,613)
Automated ground control spreader control option	1,300	No Bid	2,630
Air over hydraulic plow controls	700	No Bid	-6550 ?



TOWN OF LEE

MEETING ROOM APPLICATION FORM

Office Use Only

Date Received: _____

BOS Approved: _____

Insurance Cert: Y ___ N ___

Insurance Waived _____

Unless determined to be an extended-governmental use by the Town's insurance provider, all users agree to provide a Certificate of Insurance to the Town with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured.

All advertisements, announcements, press releases, flyers, etc., relating to meetings and/or events must contain the disclaimer: "This event is not sponsored by the Town of Lee"

Date of Application: May 31, 2017

Name of Group: Jenkins Lane Home owners Association

Purpose of Event or Meeting: General Members Meeting

Contact Person: Peter Armstrong Event Supervisor: Lon Grandin

Address: 97 OSPRAY LANE

Phone: 828-7230

Email: petera122@hotmail.com

Number of People: 20

Date(s) of Use: June 28, 2017 Time of Use: 7:00-9:00 pm

Will food or beverages be served? NO Do you require the use of the kitchen; if so, provide extent of use: NO

Please indicate on the reverse any special arrangements requested. REQUESTING WAIVER PER CRITERIA

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

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

Signature of Legally Responsible Person: [Signature]

Print Name: PETER ARMSTRONG, TREASURER

ATTACH CERTIFICATE OF INSURANCE



Town of Lee, NH

Meeting Room Policy

Public Safety Complex

PURPOSE

In order to provide residents of Lee the use of facilities managed by the Town, while at the same time recognizing that the primary responsibility is to provide for uninterrupted municipal services, the Select Board has established the following to direct and govern the use and care of the Meeting Rooms at the Public Safety Complex.

Eligibility Criteria

Town of Lee Boards, Commissions, Committees, Town Departments, Lee Public Library, and Non-profit Organizations which involve and/or benefit a significant number of Lee residents, are permitted to use the meeting rooms. Although these activities will typically be Lee-based, they may include regional or statewide groups, including State or Federal Government-related activities, which have a direct connection with municipal government. All meetings and events must be scheduled through the Selectmen's office.

No group using the room may discriminate on the basis of race, creed, color, age, sexual orientation, disability, gender, religion, national origin or citizenship status. Meetings and programs must be free and membership to the organization must be open to the public. The rooms are not available for private functions; i.e. birthday parties, anniversary parties, baby showers or bridal showers.

Use of the rooms shall be prioritized as follows:

1. Town Boards, Committees, Commissions, Departments, and the Lee Public Library
2. State and/or Federal Government
3. Lee-based non-profit, civic organizations, ORCSD
4. Regional non-profit, civic-organizations

The Town reserves the right to "bump" scheduled groups in the event a priority user requires a meeting room. Reasonable effort will be made to provide as much notice as possible to the displaced group. **The Town Administrator and the Select Board reserve the right to revoke the use of the meeting rooms or change the room assignment at any time.**

The Town of Lee assumes and bears no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of the using organization. Anyone entering and exiting the Public Safety Complex should be aware that first responders and emergency vehicles may, at any time, be driving into or out of the driveway, bays, and/or parking areas. Exercise extreme caution!

Meeting Rooms: The Public Safety Complex has a large training/conference area on the first floor. Use of the kitchen may be permitted, but any group wanting to do so need to request this in advance, with specific information regarding the type of use (i.e. light refreshments or use of the stove.) Alcoholic beverages/smoking

are prohibited. There are two meeting rooms on the second floor, including the room that is used primarily for the Select Board; however, other uses may be permitted. The occupancy limit for each of the rooms is as follows:

- First Floor Meeting Room – max. capacity is 186 standing or 86 with seating
- 2nd floor Board Room – max. capacity is 127 standing or 59 with seating
- 2nd floor Bunk Room - 10-12 seated

All attendees **MUST** be aware of all labeled parking areas and **MUST** obey all traffic patterns as marked. Entry (and exit) into the building should be via the front entrance only for safety reasons.

Reservation Responsibilities: An individual authorized to represent a group or organization shall contact the Selectmen’s Office to schedule the use of a meeting room. If a key is needed to access the Public Safety Complex, the contact person from the group or organization shall also be responsible to make arrangements to pick up and sign for the building key from the Town Secretary no more than 24 hours in advance, unless the function is on a Sunday. The key shall be returned to the Town Secretary within 24 hours of the end of the function unless it is on a Friday or Saturday (in which case the key should be placed in the Selectmen’s Drop Box at Town Hall no later than Monday morning.) A meeting or event may be cancelled or abbreviated depending on emergency calls, weather, and other circumstances. **The Town is not responsible for any cost or inconvenience incurred by the cancellation.**

Rules and Regulations:

1. The meeting rooms are available on a first-come, first-serve basis, within the priority uses described above. There will be no charge for regular use of the meeting rooms for groups directly affiliated with the Town of Lee. The Town reserves the right to charge fees for meetings that extend beyond regular hours or for extraordinary use of the rooms that would place an extra burden on Town staff. No meeting may be scheduled on a Town Holiday.
2. Application for first-time use of a meeting room must be done in writing at least 30-days in advance of the first requested date of use on the form provided. The person who is authorized to represent the group or organization shall be responsible for signing the application form. First-time users must receive approval from the Select Board before scheduling a meeting room.
 - a. Town Boards, Committees, Commissions, Departments, and the Lee Public Library are not required to submit an application or receive approval from the Select Board in order to use a meeting room. However, meetings still need to be scheduled through the Selectmen’s Office.
 - b. First time users are required to tour the facility to understand the emergency vehicle traffic pattern prior to the event. Contact the Fire Department to schedule a tour @ 659-5411.
 - c. Permission for use of a meeting room is not transferable to any other individual or group.
 - d. All groups or organizations using the meeting rooms on an on-going basis must re-apply annually after April 1st.

3. An overhead projector and screen are available in the first floor meeting room and the second floor Board Room; however, groups must provide a laptop. Any damage done to the equipment shall be the financial responsibility of the user and shall be reported to the Selectmen's Office at the start of the following business day. Equipment malfunctions should also be reported. No other Town-owned equipment may be used, including telephones, photocopiers, faxes, computers, etc.
4. Use of Town meeting rooms does not constitute endorsement by the Town of a program or points of view expressed. No advertisement or announcement implying sponsorship, co-sponsorship, or approval by the Town may be made unless written permission has been previously granted by the Board of Selectmen. Any advertisement concerning events or meetings other than those by a Board, Committee, Commission, or Department of the Town or the Lee Public Library shall bear the following notice: "This activity is solely the responsibility of (name of the organization here) and not sponsored or endorsed or approved by the Town of Lee."
5. A group may not advertise, sell or solicit products, services or memberships in the meeting room. An exception may be made for fundraising activities of the Town, a recognized Friends group, or the Fire and/or Police Association, or for the sale of materials related to a program sponsored by the Town, a recognized Friends group, or the Fire and/or Police Association
6. Groups using the meeting room may not charge fees; nor may a collection be taken for the meeting or activity. Voluntary donations toward refreshments may be solicited through the use of a labeled container on the refreshment table. Groups that normally collect dues from members may do so, but dues payment cannot be a requirement for attending the meeting, nor are non-members to be approached or solicited for money at the meeting.
7. Smoking and alcoholic beverages are prohibited in all Town facilities.
8. Use of Town meeting rooms should not interfere with the use of other portions of the Town facilities by Town employees or Town officials. Therefore, each group or organization shall be responsible for maintaining order and discipline and the group shall designate an adult who is in charge of maintaining order who shall remain present for the duration of the event. Any and all activities of the group using the Public Safety Complex shall be restricted to the assigned meeting room. Rough housing and running inside of the building and in and around parking areas is strictly forbidden. The Town does not assume liability for injuries or damage to personal property, which occur as a result of actions of the sponsors or participants.
 - a. Groups using the rooms are responsible for the following: setting up the room for the event, proper supervision, costs arising from any damage or loss to the room(s) during use, and for the cleanliness of the facilities at the close of the meeting to the satisfaction of the Town. It is the group's responsibility to take their garbage with them. Groups are expected to leave the room in the same condition it was in before the activity began. Failure to do so shall result in cleaning fees, charges for damages and/or the cancellation of any further room privileges.
 - b. Nothing should be attached to any walls, doors or other surfaces.
 - c. Any minors in attendance must be supervised by an adult who is at least 21 years of age. All minors should be escorted into and out of the building by an adult utilizing the Main Entrance.

- d. All doors and windows must be securely locked and all lights turned off before the group vacates the building. **This includes the front door. Thermostat settings should be returned to their original settings.**
 - e. The person in charge of the meeting or event is the individual who signed the application. This person is fully responsible for ensuring that all rules, regulations and laws are followed by all persons in attendance. This person is financially responsible for damages that occur, proper supervision and actions of the participants, and for a satisfactory clean-up and lock up of the facility. Application for use, and use of the facility, constitutes agreement to this provision.
9. There may be other meetings and events in the building at the same time and all groups are to be respectful of other groups in the building, especially with respect to noise levels.
10. Except as indicated below, the Town of Lee shall not provide insurance coverage to any outside groups or organizations meeting in the Public Safety Complex. Each group or organization shall provide a valid Certificate of Insurance with the Town named as an additional insured prior to using the room, with policy limits of a minimum of \$1,000,000 per occurrence.
 - a. If an organization's use of the facility is determined to be "an extended governmental use" by the Town's insurance provider, the Select Board may waive the requirement that the organization provide its own insurance coverage. Such groups are generally those that have been established by State Statute and in which the Town has elected to participate, such as the Lamprey Regional Cooperative; Lamprey River Advisory Committee; Southeast Watershed Alliance, etc.
 - b. The Town Administrator will confirm with the Town's insurance provider and report to the Select Board prior to the organization's first use of the facility.
11. The Town and its employees are not responsible for any items left in the facility. A "Lost & Found" box is located outside the first floor meeting room as a convenience. It is preferred that items not be turned in to the Police Department, as they may be required to be held as evidence, and therefore not eligible to be released to its rightful owner for a period of days. However, items found that are of significant value should be given to the Police Department.
12. The Town Administrator or Select Board may deny use of a room for any reason, even if the group or organization had prior use of the room(s). Groups denied the use of a meeting room by the Town Administrator may appeal the decision to the Select Board in writing within ten days from the date of denial. The Board will provide a written decision within thirty (30) days of the receipt of the written appeal and the decision of the Board will be final.
 - a. A group or organization that is denied on appeal may be eligible to reapply for use of a meeting room in one year from the date of the Board's written decision.
 - b. Any violation of this policy, Town Ordinances, State and/or Federal law, or compromise of any other mutually accepted condition of use, including the repeated failure to utilize a reserved room without first giving at least 24 hours prior cancellation notice to the Selectmen's office, may result in a group being barred from use of the meeting rooms permanently.

Town of Lee

Criteria for Waiving Insurance Requirements for

Use of Meeting Rooms at the Public Safety Complex

The Town of Lee has established insurance and certificate of insurance requirements for the Non-Profit Organizations which are permitted to use the meeting rooms at the Public Safety Complex. Before an organization uses a meeting room, the Town must be furnished with a certificate of insurance. (See the Meeting Room Policy dated April 13, 2015 for details.)

However, the Town recognizes that for some small organizations, insurance is either not available or the insurance costs would be financially burdensome. In an effort to still provide meeting space for such organizations while at the same time protecting the Town's interests as a whole, the Select Board has established the following insurance waiver criteria, based on determining the level of risk as determined by an organization's use of the space.

Waiver Criteria:

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

1. The general public is not invited and/or encouraged to attend, observe, and/or participate in the meeting;
2. No Food or beverages will be served;
3. Children will not be present (defined as participants or attendants under the age of 18) at the meeting; and;
4. The use of the meeting room is not for the purpose of holding an event or activity, but is strictly for the purpose of a meeting of the group or organization's members.

Any individual, group, or organization requesting this waiver should indicate this on the Meeting Room Application Form.

Groups denied the waiver by the Town Administrator may appeal the decision to the Select Board in writing within ten days from the date of denial. The Board will provide a written decision within thirty (30) days of the receipt of the written appeal and the decision of the Board will be final.

NEW HAMPSHIRE ELECTRIC COOPERATIVE 2017 BOARD OF DIRECTORS ELECTION OFFICIAL BALLOT

VOTING INSTRUCTIONS

1. Fill in the circle next to the candidate(s) of your choice using a black or blue ink pen or a No. 2 pencil.
2. Place ballot in white, postage-paid return envelope.
3. To be counted, ballots must be received by 4:30 p.m., Wednesday, June 7, 2017.
4. Ballot counting will start on Thursday, June 8, 2017 at the Co-op's Plymouth Headquarters facilities beginning at 8:00 a.m.
5. If voting online, do not return this ballot.

MARKING INSTRUCTIONS

- Use black or blue ink or No. 2 pencil only.
- Fill in circles completely.

- Erase changes cleanly.
- Make no stray marks on this form.

Correct Mark



Incorrect Marks



ELECTION OF DIRECTORS

VOTE FOR NO MORE THAN THREE (3).

Ballots with more than three (3) votes will be voided.

Statements from candidates appear in the accompanying brochure.

Please read the Nominating Committee's report in the accompanying brochure.

- Joan Aubrey
Nominated by Nominating Committee
- Leo Dwyer
Nominated by Nominating Committee
- Brian Smoker
Nominated by Nominating Committee
- Harry Viens
Nominated by Nominating Committee
- Bruce Wiggett
Nominated by Nominating Committee

Write-in other than candidates listed above

Write-in other than candidates listed above

Write-in other than candidates listed above



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

Office Use Only

Meeting Date: June 5, 2017

Agenda Item No. 8c

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
6/5/2017

Agenda Item Title: General Assessing Services Contract Award

Requested By: Julie Glover

Date: 5/22/2017

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: Review proposals received from Municipal Resources Inc. , Corcoran Consulting, and Granite Hill Municipal Services for General Assessing and related Support Services.

Financial Details: \$2600 (low bid) - \$5,667 (highest bid) per month for FY18 for general assessing services

Legal Authority: NH RSA 72-76

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to authorize the Town Administrator to enter into a contract with _____ for General Assessing Services for FY18.

**Assessing Services RFP
4-May-17**

	Municipal Resources 120 Daniel Webster Hwy. Meredith, NH 03253 866-501-0352	Corcoran Consulting PO Box 1175 Wolfeboro Falls NH 03896 603-396-3268	Granite Hill Municipal Serv. PO Box 1484 Concord, NH 03302-1484 603-496-7293
General Assessing 25% measure and list	\$2,600/month FY 18 (\$31,200/year)	\$68,000/year (not to exceed)	(estimate) \$42,119 \$44,199 \$50-55/hr. \$20,800 \$22,880 Building Permits \$24/inspection \$7,200 est. 300 Cyclical Data \$25/parcel \$14,119 2259 parcels Town performs all data entry
Vehicle Charges	in-town, IRS mileage rate	in-town, IRS mileage rate	
BTLA/Superior Court Defense	\$150/hr Utilities \$175/hr		\$55.00/hr residential \$120/hr commercial

CHAPTER 10

Job Performance Evaluations & Merit Pay Increases

All employees shall be subject to job performance evaluations (using the form included in appendices at the back of this manual) which shall be used to determine the extent to which an employee is meeting his/her job expectations and goals as established by his/her Department Head. Evaluations shall be conducted upon the successful conclusion of an introductory period (usually six months from the date of hire) and thereafter no later than September 30th of each year.

- A. Employees who are coming off of an introductory period shall not be eligible for a merit pay rate increase, (unless the introductory period is twelve months) except in the event of extraordinary circumstances as may be approved by the Select Board at the time of hire or promotion.
- B. Evaluation forms shall be used as the basis for determining merit pay rate increases to be applied each year. The merit values (and amounts) to be used as part of the evaluation process shall be established by the Select Board, as set forth in the attached appendices, subject to the availability of budgeted funds. In addition, the actual merit amount to be awarded to an employee shall be subject to the approval of the Select Board using their sole discretion.
- C. The Town shall complete the evaluation process and determine merit pay rate increases as part of the annual budget process. If any merit increases are to be awarded, they will usually be effective as of July 1st except in the event of extraordinary circumstances as may be approved by the Select Board.

Town of Lee
Job Performance Evaluation Form

EMPLOYEE _____

TITLE _____

INITIAL DATE OF HIRE _____

DATE OF CURRENT CLASSIFICATION _____

EVALUATION PERIOD FROM: _____ TO: _____

DEPARTMENT HEAD _____

TITLE _____

TYPE OF EVALUATION INTRODUCTORY ANNUAL REVIEW

- STEP 1: DEPARTMENT HEAD REVIEW/EVALUATION
- STEP 2: EMPLOYEE & DEPARTMENT HEAD CONSULTATION
- STEP 3: EMPLOYEE ACKNOWLEDGEMENT
- STEP 4: SELECT BOARD REVIEW
- STEP 5: ORIGINAL RETURNED TO TOWN ADMINISTRATOR FOR PERSONNEL FILE
- STEP 6: SELECT BOARD APPROVAL ON PAR FORM (IF APPLICABLE)

LEVELS OF PERFORMANCE (FOR RATING PURPOSES):

- 0.0 = Unacceptable: Minimum expectations are not being met; performance is deficient; better effort is required; results are unsatisfactory
- 2.0 = Acceptable: Meets expectations; performs assigned tasks and/or responsibilities sufficiently; few deficiencies are noted.
- 2.5 = Above Average: Job performance is noted for occasionally rising beyond basic expectations.
- 3.0 = Commendable: Performance expectations are often exceeded; goes above and beyond the basic effort with good results; proficient in most tasks; mistakes are extremely rare
- 3.5 = Very Good: Consistently performs at a high level with regard to effort and accomplishments.
- 4.0 = Exceptional: Superior effort and outstanding results are consistently demonstrated; serves as a role model for other employees; exemplary conduct in most rating aspects.

GENERAL EVALUATION CRITERIA

(A1) QUALITY OF WORK:

Can the employee be depended upon to meet finished product expectations? Is the work consistently thorough, accurate and timely? Are errors or mistakes often noted? Are things done right the first time? Does the employee forget to do parts of a project? Can the end results be used as an example for others? Is work done neatly or sloppily? Is attention to detail obvious or lacking? Are reports and project documentation completed in an appropriate manner? Has the employee received disciplinary action and/or praise for the quality of work during the review period?

RATING: _____ COMMENTS:

(A.2) QUANTITY OF WORK:

Does the employee keep up or fall behind other workers? Does the employee exceed the output of others? Is work time spent productively? Are daily assignments completed in their entirety? Does the employee exceed goals and/or request additional assignments? What happens to work output before and after break times or absences from work? Has the employee received disciplinary action and/or praise for the quantity of work during the review period?

RATING: _____

COMMENTS: _____

(A.3) PERSONAL WORK HABITS:

Does the employee report to work punctually? How often has the employee used sick leave during the evaluation period? Is leave time abused? Are there any patterns or trends related to workplace attendance? Does the employee repeatedly ask to leave work early due to illness or appointments? Is the employee's appearance neat and appropriate? Does the employee dress appropriately? Does the employee maintain a neat and organized work area? Does the employee report to work when truly sick? Is the employee a positive role model for others? Does the employee conduct himself/herself in a professional manner? Is the employee fair-minded? Does the employee use appropriate language? Is the employee dependable? Does the employee act with integrity? Has the employee received disciplinary action and/or praise for personal work habits during the review period?

RATING: _____

COMMENTS: _____

(A.4) ATTITUDE:

To what extent does the employee cooperate with fellow workers? Is the employee moody or uncommunicative? Does the employee demonstrate enthusiasm or complain about work assignments? How does the employee interact with peers and other Town officials? Does the employee spread gossip or rumors about others? Is the employee's temperament appropriate? How does the employee respond to criticism and suggestions? Does the employee lack tactfulness at times? Is the employee sensitive to the needs or shortcomings of others? Does the employee foster a productive and friendly work atmosphere? Does the employee care about the funds used for departmental purposes? Does the employee treat Town property with respect? Does the employee listen attentively and follow directions? Does the employee comply with directives and policies? Has the employee received disciplinary action and/or praise for his/her attitude during the review period?

RATING: _____

COMMENTS: _____

(A.5) ADAPTABILITY & PROBLEM-SOLVING:

How does the employee cope with unfamiliar work? Does the employee require close supervision? Does the employee show initiative and self-motivation? Is the employee flexible as priorities shift or emergencies develop? Does the employee show an interest in expanding job knowledge? How does the employee react to new ideas? Does the employee suggest new approaches to problem-solving? How does the employee react to unsuccessful experiments? Is the employee able to identify or anticipate problems and communicate such issues to Department Heads? Has the employee received disciplinary action and/or praise for his/her adaptability and problem-solving abilities during the review period?

RATING: _____

COMMENTS: _____

(A.6) SAFETY COMPLIANCE:

Does the employee consistently comply with safety policies and procedures? Does the employee demonstrate concern for a safe work environment? Does the employee engage in horseplay or dangerous behavior? Does the employee have to be reminded to use appropriate protective equipment and practices? Does the employee wear a seat belt in a Town vehicle? Does the employee provide suggestions for enhancing worker safety? Does the employee fulfill his/her risk management obligations? Has the employee had any workplace accidents? Has the employee failed a random drug test? Does the employee recognize the importance of law enforcement in the promotion of safety? Is the employee an active participant on the JLMC? Has the employee received disciplinary action and/or praise for safety related issues during the review period?

RATING: _____

COMMENTS: _____

(A.7) PROFESSIONAL DEVELOPMENT:

Has the employee taken any training classes during the evaluation period? Were educational opportunities initiated by the employee or Department Head? Has the employee demonstrated a willingness to learn? Has the employee met the goals previously established? Has the employee complied with training requirements? Does the employee ask pertinent questions? Has the employee failed any classes or neglected to fulfill any training opportunities? Does the employee share job knowledge with others? What types of certifications have been obtained during the evaluation period? Does the employee exhibit potential for promotion or an upgrade in job classification?

RATING: _____

COMMENTS: _____

(A.8) TECHNICAL SKILLS:

Is the employee familiar with the job description? Is the employee capable of performing all of the duties set forth in the job description? Has the employee demonstrated the ability to perform the duties of the position with distinction? Does the employee avoid certain responsibilities? What has the employee done to stay current in emerging technologies? Does the employee ask questions to better understand his/her responsibilities? Is the employee ready for additional responsibilities? Does the employee voluntarily apply additional skills for the benefit of the department? Is the employee working to his/her maximum potential? Is the employee respected by colleagues? Does the employee look into historical

aspects of a situation? How does the employee fulfill budgetary responsibilities? Has the employee received disciplinary action and/or praise for his/her technical skills during the review period?

RATING: _____ COMMENTS:

(A.9) ORGANIZATION:

Has the employee demonstrated the ability to organize and prioritize assignments? Does the employee appear organized when he/she attends meetings? Are deadlines met? Does the employee frequently appear to be in crisis mode? Does the employee anticipate project obstacles and develop plans to achieve success? Is the employee able to meet the daily workload and if not, does he/she communicate legitimate reasons to a Department Head? Does the employee waste time during the workday? Has the employee received disciplinary action and/or praise for his/her organizational skills during the review period?

RATING: _____

COMMENTS: _____

(A.10) TEAMWORK:

Does the employee accept accountability for individual work contributions? Does the employee solicit input and ideas from others? Does the employee blame others for mistakes? Does the employee offer praise to others? Does the employee have personality conflicts with other members of the work team? Has the employee demonstrated a willingness to share skills and coach others? Does the employee ask for others to help with a difficult task or volunteer to help other employees? Does the employee speak of Town government or Town officials in a complimentary or derogatory manner? Does the employee speak of wanting to work somewhere else or of striving for advancement? Does the employee respect the chain of command? Has the employee received disciplinary action and/or praise for his/her teamwork during the review period?

RATING: _____

COMMENTS: _____

(A.11) PUBLIC RELATIONS & COMMUNICATIONS:

Does the employee communicate appropriately with citizens? How does the employee respond to citizen requests for service? Has the employee gone above and beyond the call of duty to help someone? Does the employee provide concise verbal and/or written communications to Department Heads, subordinates and co-workers? Does the employee spread misinformation or partial renderings of actual events? Is the employee an advocate for the department? Does the employee accurately explain his/her role in Town government to others? Does the employee refer citizen inquiries to Department Heads? Has the employee been the recipient of a citizen complaint and if so, was there any validity to the complaint? Has the employee done anything to cast discredit on the department? How does the employee interact with other government agencies and/or the press? How are reports and presentations handled? Has the employee received disciplinary action and/or praise for public relations activity and communication skills during the review period?

RATING: _____

COMMENTS: _____

(A.12) LEADERSHIP:

Is the employee a leader or a follower? Does the employee delegate appropriately? Has the employee made himself/herself critical to the success of the department/Town? Is the employee effective when working in a Department Head capacity? Does the employee set a good example for others? Has the employee established personal goals and objectives? Does the employee promote innovation? Does the employee show initiative or a take charge approach to work assignments? Does the employee demonstrate unique personal skills? Does the employee empower subordinates? Does the employee need to be told what to do?

RATING: _____

COMMENTS: _____

PART B. ADDITIONAL EVALUATION CRITERIA

(B.1) ACCOMPLISHMENTS:

(B.2) STRENGTHS:

(B.3) WEAKNESSES:

(B.4) ACTION PLAN FOR IMPROVEMENTS:

(B.5) OTHER DEPARTMENT HEAD COMMENTS:

PART C. COMPENSATION CALCULATIONS

(C.1) SUM TOTAL OF ALL RATINGS THIS EVALUATION: _____

(C.2) ADJUSTMENT*: _____

(C.3) TOTAL MERIT RATING: _____

(C.4) PROPOSED MERIT AMOUNT (SEE CHART BELOW): _____

Less than 24.0	=	0.0%
24.0 - 29.5	=	2.0%
30.0 - 35.5	=	2.5%
36.0 - 41.5	=	3.0%
42.0 - 47.5	=	3.5%
48.0	=	4.0%

*ADJUSTMENT VALUE SHALL NOT EXCEED 4 POINTS (+/-) BASED ON ADDITIONAL EVALUATION CRITERIA AS SET FORTH IN PART B

PART D. ACKNOWLEDGEMENTS

DEPARTMENT HEAD SIGNATURE

DATE: _____

EMPLOYEE'S ACKNOWLEDGEMENT:

Check each box that is applicable and initial where appropriate:

- _____ I agree with this rating/evaluation
- _____ I do not agree with this rating/evaluation
- _____ I accept my rating, but there are some parts that I do not agree with
- _____ I have had an opportunity to discuss this evaluation with my Department Head
- _____ I wish to appeal my recommended merit pay amount to the Selectmen

EMPLOYEE'S COMMENTS:

EMPLOYEE'S SIGNATURE

DATE

- e. **Unassigned Fund Balance** - amounts that are not obligated or specifically designated and are available for any purpose. Any residual spendable fund balance after subtracting all of the above amounts.

Spending Prioritizations

- a. When expenditure is incurred that would qualify for payment with either restricted or unrestricted funds, it will be paid first from restricted funds.
- b. When an expenditure is incurred that qualifies for payment from either of the three unrestricted fund balance categories, it will be applied in the following order:
 - 1. Committed
 - 2. Assigned
 - 3. Unassigned

Minimum Level of Unassigned Fund Balance

The Board of Selectmen will strive to maintain an unassigned fund balance in the General Fund equal to ten percent (10%) of the Town's total annual appropriation. The Board will review this information each year in order to determine the amount, if any, of unassigned fund balance to use to balance the budget and/or to reduce the property tax rate.

The following are the guidelines established by the NH Government Finance Officers Association (GFOA):

- 1. 5% to 15% of regular general fund operating revenues, or
- 2. 8% to 17% of regular general fund operating expenditures

Approved by the Board of Selectmen on June 5, 2017:

John LaCourse, Chairman

Scott Bugbee, Selectman

Cary Brown, Selectman

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Approved by the Board of Selectmen on June 5, 2017:

John LaCourse, Chairman

Scott Bugbee, Selectman

Cary Brown, Selectman



TOWN OF LEE
SELECTMEN'S OFFICE
7 MAST RD, LEE, NEW HAMPSHIRE 03861
(603) 659-5414

TO: Board of Selectman
DATE: June 1, 2017
FROM: Joanne Clancy
RE: Accrued Benefits Internal Service Fund

Throughout the course of FY2017, the following severance payments were made from the General Fund. Please approve this request to the Trustees of the Trust Funds to reimburse this expenses from the Accrued Benefits Internal Service Fund.

Scott Tingle	\$3,328.38
Daniel Brothwell	\$2,583.02
Michael McNeil	<u>\$3,860.36</u>
Total	\$9,771.76

John LaCourse, Chairman

Scott Bugbee, Selectman

Cary Brown, Selectman

Benjamin Genes, Treasurer

Don Brothwell

Accrued Benefits

Town of Lee

Pay Journal With Totals

Fiscal Year: 2016-2017

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Bi-Weekly	6.1	08/30/2016	08/31/2016	09/14/2016

Sorted by Check Location, Name

Name of Employee	Check#	Funding	Description	Rate	HOURS			INCOME		Total	
					Reg	Other	O/T	Reg + Other	Overtime		
Brothwell, Daniel B	0	40.42201.000.00	Severance Sick	18.54	40.00	0.00	0.00	\$741.60	\$0.00	\$741.60	
6	0	40.42201.000.00	Severance Vacation	18.54	66.67	0.00	0.00	\$1,236.06	\$0.00	\$1,236.06	
Cycle: Bi-Weekly					Totals:	106.67	0.00	0.00	\$1,977.66	\$0.00	\$1,977.66

Period: 6.1

1977.66
 28.68
 75.94
500.74
 2583.02

	Amount	Match
Federal Tax	\$153.28	\$0.00
FICA - MC	\$28.68	\$28.68
NHRS - Gp II Fire - Medical Subsidy	\$0.00	\$75.94
Direct Deposit Net	\$1,562.34	\$0.00
NHRS - Group II Fire	\$233.36	\$500.74
Total Deductions:	\$1,977.66	\$605.36
Net Amount:	\$0.00	

Accrued Benefits Scott Tingler Town of Lee

Pay Journal Totals

Fiscal Year: 2016-2017

Pay Cycle: Bi-Weekly
 Pay Period: 3.1
 Start Date: 07/18/2016
 End Date: 07/31/2016
 Pay Date: 08/03/2016

Item	Amount	Match-Amount	Total	Wage Basis	Payee
Bank Account: 517968 General Fund Checking					
GROSS PAY:	2,603.76				
OVERTIME:	0.00				
Federal Tax	260.45	0.00	260.45	2,303.03	941
FICA - MC	37.75	37.75	75.50	2,603.76	941
Direct Deposit Net	2,004.83	0.00	2,004.83	0.00	Direct Deposit
NHRS - Gp II Police - Medical Subsidy	0.00	99.98	99.98	2,603.76	NH Retirement System
NHRS - Group II Police	300.73	586.89	887.62	2,603.76	NH Retirement System
Deductions Total:	2,603.76	724.62	3,328.38		
Employee Net:	0.00				
Bank Acct Total:	3,328.38				

TOL



TOWN OF LEE
SELECTMEN'S OFFICE
7 MAST RD, LEE, NEW HAMPSHIRE 03861
(603) 659-5414

TO: Board of Selectman
DATE: June 1, 2017
FROM: Joanne Clancy
RE: Land Use Change Tax Fund

On March 8, 2016 with Warrant Article 2, the townspeople voted to purchase a conservation easement for the Powder Major property, expending up to \$155,000.00 from the LUCT fund for this purpose. Please approve this request to the Trustees of the Trust Funds to reimburse the General Fund for the following expenses incurred during FY2017:

Ransmeier & Spellman	\$150,000.00
Donahue, Tucker & Ciandella	\$670.00
Total	\$150,670.00

John LaCourse, Chairman

Scott Bugbee, Selectman

Cary Brown, Selectman

Benjamin Genes, Treasurer

CLOSING STATEMENT

SELLERS: Society for the Protection of New Hampshire Forests

BUYERS: Town of Lee, NH

PREMISES: The interest of the Town of Lee in a certain Conservation Easement on property situated in Madbury, Lee and Durham consisting of that portion of approximately 192.44 acres situated on Cherry Lane and NH Route 155 within the Town of Lee and depicted on a certain plan entitled "Boundary Plat, Land to be conveyed to the Society for the Protection of NH Forests, Map 6 Lot 6B and Map 6 Lot 9 located on Cherry Lane in Madbury, Map 9 Lots 1-1, 102 and 201 located on Route 155 in Durham, Map 2 Lots 5-3 and 5-4 located on Route 155 in Lee, MADBURY, LEE AND DURHAM, NEW HAMPSHIRE, Strafford County" dated November 11, 2016 to be recorded with the Strafford County Registry of Deeds.

PURCHASE PRICE: \$150,000.00

CLOSING DATE: February ____, 2017

GROSS PROCEEDS DUE SELLER: \$150,000.00

REDUCTIONS IN AMOUNT DUE SELLER:

Strafford County Registry of Deeds:

Recording fee for Conservation Easement Deed P.O.C.

BALANCE DUE SELLERS:

Payable as follows:

one Capitol St.
PO Box 600
Concord, NH 03302-0600

DO NOT MAIL CHECK!

Ransmeier & Spellman IOLTA Client Trust Account (closing agent) \$150,000.00

Powder Major 2016 WAA LUCT Fund

Julie Ellen 1/26/17

PAID JAN 26 2017

TOTAL: \$150,000.00

DONAHUE, TUCKER & CIANDELLA, PLLC

Attorney At Law

225 Water Street
Exeter, New Hampshire 03833
603-778-0686 www.dtclawyers.com

CELEBRATING OVER 30 YEARS OF SERVICE TO OUR CLIENTS

March 15, 2017

Julie Glover, Town Administrator
TOWN OF LEE
7 Mast Road
Lee, NH 03824

Our File # 1579 0003
Invoice # 124374 SCS
Billing through 02/28/2017
Total Balance Due \$1,591.40

Balance forward as of invoice dated	February 15, 2017	\$2,027.50
Total Payments since last invoice	March 8, 2017	(\$2,027.50)
Accounts receivable balance carried forward		<u>\$0.00</u>

General Counsel

PROFESSIONAL SERVICES:

02/01/2017	JLP	Conference with Ms. Rossi regarding implications of RSA 676:12; Email to same regarding same;	0.45 hrs.	67.50	P*2
02/01/2017	NLT	Review Goss conservation easement and title commitment; summarize findings;	1.00 hrs.	150.00	LUCT
02/02/2017	SCS	Work on audit letter	0.20 hrs.	35.00	✓
02/06/2017	SCS	Telephone conference with Julie Glover re: misc. topics, and e mail re: same , including Goss easement	0.60 hrs.	105.00	✓
02/06/2017	SCS	E mail and telephone conference with Caren Rossi re: special exception issues, telephone conference with Caren Rossi re: same and need for rules and regulations on extensions	0.50 hrs.	87.50	P*2
02/06/2017	NLT	SPNHF/Goss; Discuss easement with Attorney Somers; call to Paul MacDonald;	0.30 hrs.	45.00	LUCT
02/07/2017	NLT	SPNHF/Goss; Reline easement; discuss same with Attorney MacDonald; email to parties;	0.40 hrs.	60.00	LUCT
02/08/2017	SCS	Review of recent Peter MacDonald pleadings, e mail and telephone conference with Caren Rossi re: misc. , clarify ability to regulate special exception exceptions through rules (not ordinance)	0.80 hrs.	140.00	VRC
02/08/2017	SAC	Review of e-mail from Attorney Somers re: ZBA authority to extend approvals; Pull	0.50 hrs.	50.00	P*2

D, T & C Invoice Breakdown

Case	Dept.	Account	Amount	Invoice #	Invoice Date
General	Admin.	01.41531.000.00	991.40	124374	2/28/2017
GOSS	LUCT	01.51000.000.06	255.00	124374	2/28/2017
P & Z	P & Z	01.41911.350.00	205.00	124374	2/28/2017
VRC	P & Z	01.41911.350.00	140.00	124374	2/28/2017
VRC	P & Z	01.41911.350.00	2,937.40	124374	2/28/2017
			3,282.40		
Fairpoint	Admin.	01.41531.000.02	237.13	124390	2/28/2017
Total			4,765.93		
			230		
			4,535.93		

4,528.30

7.13

[Signature]

3/27/17

Town of Lee

005782

PAID APR 07 2017

TOTAL:

\$4,535.93

1/18/2017	DF	Conference call with the Town, Attorney Somers and Attorney Pasay regarding unauthorized occupants living in Mr. McDonald's shed; Research on Lexis regarding the admissibility of photos taken in an administrative examination of the shed (.50hrs No Charge);	1.50 hrs.	225.00	P2
01/19/2017	JLP	Re: Town Meeting: Attention to zoning ordinance and building code proposed zoning amendments; Redline articles; Email correspondence with Attorney Somers; Email to Ms. Glover regarding same;	1.00 hrs.	150.00	✓
01/23/2017	SCS	Telephone call with Julie Glover re: Chestnut Way;	0.10 hrs.	17.50	✓
01/25/2017	SCS	Work with Atty Maher on requirements for ZBA relief in light of statutory requirements of length of time in which relief is valid	0.30 hrs.	52.50	P2
01/25/2017	EAM	Conference with Attorney Somers regarding RSA 674:33 and deadlines by which to exercise variances and special exceptions;	0.40 hrs.	60.00	P2
01/26/2017	SCS	Telephone conference with Julie Glover re: review of Goss easement, preliminary review of materials	0.40 hrs.	70.00	✓ Goss
01/26/2017	NLT	Attention to emails from Attorney Somers re: Goss Land Conservation Easement;	0.30 hrs.	45.00	✓ Goss
01/27/2017	SCS	Telephone conference with Julie Glover re: Goss conservation easement, telephone conference with Brian Hotz and Atty Tibbetts re: process to review conservation easement	0.90 hrs.	157.50	Goss
01/27/2017	NLT	Forest Society; Brief initial review of documents; conference call with Brian Hotz and Attorney Somers re: transaction in general;	0.50 hrs.	75.00	Goss
01/30/2017	KM	Draft portion of response to auditor's request;	0.30 hrs.	52.50	✓
01/30/2017	SCS	E mail re: Goss easement, work on audit letter	0.30 hrs.	52.50	GOS
01/30/2017	EAM	Research online using LexisNexis regarding statutory amendments to RSA 674:33; Review Loughlin on Land Use with regard to statutory change and impact thereof; Review various decisions on vesting; Review Office of Energy and Planning Handbook on Zoning; Draft memorandum as to statutory change and impacts stemming therefrom; Review and revise same; Transmit memorandum to Attorney Somers;	2.10 hrs.	315.00	P2
01/30/2017	NLT	Attention to email from Bill Humm re: Goss Conservation Easement;	0.10 hrs.	15.00	Goss
01/30/2017	JEH	Draft 2016 audit letter;	0.50 hrs.	50.00	✓
01/31/2017	SCS	Review of research on operation of change in	0.30 hrs.	52.50	P2

Donahue, Tucker, Ciandella PLLC
Invoice Summary

Case	Department	Account	Amount	Inv No.	Inv. Date
General	Admin	01.41531.000.00	\$365.00	123919	2/15/2017
GOSS	LUCT	01.51000.000.06	\$415.00	123919	2/15/2017
TOTAL 01.41531.000.00			<u>\$780.00</u>		
P&Z	P&Z	01.41911.350.00	\$1,247.50	123919	2/15/2017
VRC	P&Z	01.41911.350.00	\$2,097.62	123919	2/15/2017
TOTAL 01.41911.350.00			<u>\$3,345.12</u>		
Fairpoint	Admin	01.41531.000.02	\$4.06	123931	2/15/2017
TOTAL 01.41531.000.02			<u>\$4.06</u>		

CHECK TOTAL \$4,129.18

005532

PAID FEB 24 2017

TOTAL:

\$4,129.18



**TOWN OF LEE
SELECTMEN'S OFFICE**

7 MAST RD, LEE, NEW HAMPSHIRE 03861
(603) 659-5414

TO: Board of Selectman
DATE: June 1, 2017
FROM: Joanne Clancy
RE: Lee Fair Fund

The following expenses were made on behalf of the Lee Fair Fund during FY2017. Please approve this request to the Trustees of the Trust Funds to reimburse. Invoices are attached.

Lee Police Association	399.90	Laura Gund	190.00
AMI Graphics	132.00	Caren Rossi	135.70
Ayan Imai-Hall	300.00	RS Fireworks	500.00
CR Smith Electric	148.66	Tricky Dick's Magic	265.00
EMI's Porta Potty	540.00	Tut's Trophies	475.00
Freese Brothers Band	800.00	Wild T's	504.16
John Walsh	50.00	Aubuchon Hardware	21.86
Kiyoshi Imai	450.00	Boy Scout Troop 459	250.00
Anne Gasowski	111.84	Total	5,274.12

John LaCourse, Chairman

Scott Bugbee, Selectman

Cary Brown, Selectman

Benjamin Genes, Treasurer

*Lee Fair Committee
7 Mast Rd
Lee, NH 03861
603-659-6783*

May 26, 2017

John Tappan, Chairman
Trustees of Trust Funds
7 Mast Rd
Lee, NH 03861

Dear Chairman Tappan,

The 2016 Lee Fair occurred expenses totaling \$5,274.12. These items are detailed on the attached documentation. The Town paid for these items out of the General Fund. We are now requesting that the Town fund be reimbursed for these paid expenses. Please accept this accounting with the attached supporting documents and issue the Town of Lee a check in the amount of \$5,274.12 from the Lee Fair Fund.

Sincerely,



Caren Rossi
2016 Lee Fair Committee

Individual Town of Lee Accounts

4/4/2017 11:19 AM

Register: Lee Town Fair

From 06/30/2016 through 04/04/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/30/2016	3986	Lee Fair CRF	Other	Balance to Lee ...	1,956.27		0.00
08/12/2016	4264	Lee Police Association	Uncategorized Expenses	Kids Pedal Tra...	399.90		-399.90
09/23/2016	4578	RS Fireworks, LLC	Entertainment	Fireworks	500.00		-899.90
09/23/2016	4519	AMI Graphics, LLC	Printing	Vinyl Banners	132.00		-1,031.90
09/23/2016	4520	Anne Gasowski	Reimbursement/Expense	Pie Eating Con...	111.84		-1,143.74
09/23/2016	4522	Ayan Imai-Hall	Entertainment	Performance	300.00		-1,443.74
09/23/2016	4538	C R Smith Electric, L...	Professional Services	Electric service...	148.66		-1,592.40
09/23/2016	4546	EMI's Porta Potty	Rental of Facilities/Eq...	Porta Potty To...	540.00		-2,132.40
09/23/2016	4551	Freese Brothers Big ...	Entertainment	Performance	800.00		-2,932.40
09/23/2016	4559	John Walsh	Rental of Facilities/Eq...	Sound System	50.00		-2,982.40
09/23/2016	4561	Kiyoshi Imai	Entertainment	Performance	450.00		-3,432.40
09/23/2016	4564	Laura Gund	Printing	Top Copy Broc...	190.00		-3,622.40
09/23/2016	4577	Caren Rossi	Reimbursement/Expense	Lowes, Spinner...	135.70		-3,758.10
09/23/2016	4588	Tricky Dick's Magic ...	Entertainment	Performance	265.00		-4,023.10
09/23/2016	4590	Tut's Trophies & Aw...	Prizes!		475.00		-4,498.10
09/23/2016	4597	Wild T's Printworks	Souvenirs		504.16		-5,002.26
10/07/2016	4646	Aubuchon Hardware	Supplies		21.86		-5,024.12
10/17/2016	4652	Boy Scout Troop #459	Uncategorized Expenses		250.00		-5,274.12

\$ 5,274.12



20 George Bennett Road • Lee, NH 03861-6567 • Business (603) 659-5866 • Fax (603) 659-6668

Lee Fair Fund
17.4589100000

Please pay
away by
check or
Amd 3/16
cash
Lee Fair
Fund

May 17, 2016

Lee Fair Committee
c/o Caren Rossi
9 Mast Road
Lee, NH 03861

Re: Kids Pedal Tractor Pulling Sled

Dear Caren,

Please accept this letter as a request from the Lee Police Association to be reimbursed by the Lee Fair Committee the amount of \$399.90 for the above captioned items.

In January, 2016, the Lee Police Association agreed to purchase the above captioned items for the Lee Fair Committee with the understanding that the Fair Committee would reimburse the Lee Police Association. The bill was paid on February 8th, 2016. The sleds were just delivered last week.

We are requesting reimbursement at this time now that we have possession of the sleds.

Please make the check payable to the Lee Police Association, or you may choose to pay in cash. Thank you for your continued support of the Lee Police Association.

Sincerely,
Robin Marie Estee
Robin Marie Estee
Lee Police Association Treasurer

Enclosure: Copy of Invoice #0000001 paid on 2/8/16 (1 page)

Rick Davis
1484 CR 2922
Shelbyville Tx. 75973
936-598-5882

INVOICE

Lee Police Association
20 George Bennett Rd
Lee, NH 03861

Invoice # 0000001
Invoice Date 02/04/2016
Due Date 02/04/2016

Item	Description	Unit Price	Quantity	Amount
Product	Kids Pedal Tractor Pulling Sled	159.95	2.00	319.90
Service	Shipping US Postal Ground	40.00	2.00	80.00
Subtotal				399.90
Total				399.90
Amount Paid				0.00
Balance Due				\$399.90

NOTES: PS Postal money order to; Peggy Davis
1484 CR 2922
Shelbyville Tx. 75973
936-598-5882

CR #1058
2/8/16

to be paid by Association: who will
be reimbursed by the Fair

Town of Lee

004264

P A I D AUG 12 2016

TOTAL:

\$399.90



Invoice

AMI Graphics, Inc.
PO Box 157
Center Strafford NH 03815

Date 9/19/2016
Invoice # 820906

Terms Net 30
Due Date 10/19/2016

Bill To
Julie Glover
Lee Town Hall
7 Mast Rd
Lee NH 03861

Ship To
Julie Glover
Lee Town Hall
7 Mast Rd
Lee NH 03861

PO #
Shipping Method
Tracking #

Description: Vinyl Banner - Wolfe Trucking & Firebird Farm Antiques

Sales Person: Mackinnon, Stacey

Item	Qty	Unit	Description	Material	Price
Wolfe Trucking	1	48	24 Vinyl Banner	Weld & Gro...	24.00
Firebird Farm Antiques	1	48	24 Vinyl Banner	Weld & Gro...	24.00

*Ok to pay from firebird
total \$138
app meeting 9/22/16
17.45891 @ 11.00*

Total 48.00
Amount Due \$48.00

Notes: crossi@leenh.org

Please make checks payable to AMI Graphics, Inc. and remit to the address above. Please note the invoice number on your check.

For your convenience, we accept AMEX, Discover, MasterCard and Visa. To pay with a credit card please use our secure online payment link https://amigraphics.com/client_payment/ or call Elizabeth at 603-664-0306.



Invoice

AMI Graphics, Inc.
PO Box 157
Center Strafford NH 03815

Date 9/8/2016
Invoice # 820587
Terms Net 30
Due Date 10/8/2016
PO #
Shipping Method Customer Pickup*
Tracking #

Bill To
Julie Glover
Lee Town Hall
7 Mast Rd
Lee NH 03861

Ship To
Julie Glover
Lee Town Hall
7 Mast Rd
Lee NH 03861

Description: Vinyl Banner - Take Five Dog Care

Sales Person: Mackinnon, Stacey

Item	Quantity	Unit	Price	Description	Material	Amount
Take Five Dog Care	1	48	24	Vinyl Banner	Weid & Gro...	24.00

17 45891611.00

Notes:

Total 24.00
Amount Due \$24.00

Please make checks payable to AMI Graphics, Inc. and remit to the address above. Please note the invoice number on your check.

For your convenience, we accept AMEX, Discover, MasterCard and Visa. To pay with a credit card please use our secure online payment link https://amigraphics.com/client_payment/ or call Elizabeth at 603-664-0306.

Phone: (603) 664-7174 Fax: (603) 664-7167 EIN# 14-1793965 www.amigraphics.com



Invoice

AMI Graphics, Inc.
PO Box 157
Center Strafford NH 03813

Date 9/8/2016
Invoice # 820586
Terms Net 30
Due Date 10/8/2016
PO #
Shipping Method
Tracking #

Bill To
Julie Glover
Lee Town Hall
7 Mast Rd
Lee NH 03861

Ship To
Julie Glover
Lee Town Hall
7 Mast Rd
Lee NH 03861

Description: Vinyl Banner - Best of Harvest Contast & Progressive Electric

Sales Person: Mackinnon, Stacey

Item	Qty	Unit	Description	Price	Total
Best of Harvest Contast	1	96	10 Vinyl Banner	21.00	21.00
Purchase of Stock Image	1		Creative Design Charge	15.00	15.00
Progressive Electric	1	48	24 Vinyl Banner	24.00	24.00

17 45891.611.00

Notes:

Total	80.00
Amount Due	\$60.00

Please make checks payable to AMI Graphics, Inc. and remit to the address above. Please note the invoice number on your check.

For your convenience, we accept AMEX, Discover, MasterCard and Visa. To pay with a credit card please use our secure online payment link https://amigraphics.com/client_payment/ or call Elizabeth at 603-664-0306.

Phone: (603) 664-7174 Fax: (603) 664-7167 EIN# 14-1793965 www.amigraphics.com

Town of Lee

004519

PAID SEP 23 2016

TOTAL:

\$132.00

Town of Lee

004520

PAID SEP 23 2016

TOTAL:

\$111.84

Ayan Imai- Hall
131 Cartland Road
Lee, NH 03861

Performance at the Lee Fair on Saturday, September 10, 2016.

Please remit \$300 as per agreed price.

Please make checks payable to Ayan Imai- Hall

Thank you

*Please pay from fair fund
as app 9/20/16
©*

17. x 500.00

Town of Lee

PAID SEP 23 2016 004522

TOTAL:

\$300.00

C R Smith Electric, LLC

REC
SEP 12 2016

INVOICE

40 Wednesday Hill Road
Lee, NH 03861
Phone 603-659-7476/603-767-7255

TO: SELECT
Invoice #08242016
Date: September 8, 2016

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

FOR:
Little River Park
Lee, NH 03861

DESCRIPTION	AMOUNT
8-23, 8-24 Reconfigure power outlets at the pavilion, power shed and remote power panel.	
<i>Jan</i>	
<i>Fair Rec BOS</i>	
<i>148.66 17.45 291.500 00</i>	
<i>148.67 01.45 201.611 50</i>	
<i>145.67 01.41 941.430.00</i>	
<i>OK TO pay from fair fund as app 9/20/16</i>	
Labor	\$350.00
Material	\$96.00
004538 Sub Total	\$446.00
	0
TOTAL	\$446.00

PAID SEP 23 2016

Electric, LLC
less!

TOTAL: \$446.00

Emi's Porta Pottys
103 Kelsey Rd
Nottingham, NH 03290
(603)9701867
emisportapottys@yahoo.com

INVOICE

BILL TO
Town of Lee
7 Mast rd
Lee, NH 03861 USA

INVOICE # 1173
DATE 09/13/2016
DUE DATE 09/13/2016
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Services Standard toilet	4	85.00	340.00
Services Handicap	1	150.00	150.00
Services Free standing sink	1	50.00	50.00

BALANCE DUE **\$540.00**

*Please pay from
Town fund app at
meeting*

1745891.445.00

Town of Lee

004546

PAID SEP 23 2016

TOTAL: \$540.00



Freese Brothers Big Band

Concord, New Hampshire

PERFORMANCE AGREEMENT

THE PARTIES TO THIS AGREEMENT are the **TOWN OF LEE FAIR COMMITTEE**, Lee, New Hampshire, ("Purchaser") and the **FREESE BROTHERS BIG BAND (EIN 02-0383492)** ("Band") of Concord, New Hampshire.

PERFORMANCE: LEE FAIR

PUBLIC/PRIVATE: PUBLIC

LOCATION: TOWN PARK PAVILION, LEE, NH

DATE: SATURDAY, SEPTEMBER 10, 2016

TIME: 6:00 P.M. to 8:00 P.M.

PERFORMANCE FEE: \$800

INCLEMENT WEATHER: ALTERNATE LOCATION: N/A

OR DATE: N/A

BAND DRESS: SUMMER

*Please pay from
Fair fund
per meeting on
9/20/16
@*

I. EMPLOYMENT

17,458.91 500.00

The Purchaser hires the full size Band, including vocalist, to perform, and the Band agrees to perform at the Event for the Performance Fee.

II. BAND DUTIES

Town of Lee

004551

PAID SEP 23 2016

TOTAL:

\$800.00

John "Jack" Walsh
22 Earle Drive
Lee, NH 03861

Rental of sound system equipment at the Lee Fair on Saturday, September 10, 2016.

Please remit \$50 as per agreed price.

Please make checks payable to John Walsh

Thank you

*Please pay from Lee Fair fund
per meeting 9/20/16 @ 17.45841.500.00*

Town of Lee

004559

PAID SEP 23 2016

TOTAL:

\$50.00

Kiyoshi Imai
Palm Court Serenaders
131 Cartland Road
Lee, NH 03861

Performance at the Lee Fair on Saturday, September 10, 2016.

Please remit \$450 as per agreed price.

Please make checks payable to Kiyoshi Imai

Thank you

*Please pay from fair fund
per fair meeting on 9/20/16
17.45091.500.00*

Town of Lee

004561

PAID SEP 23 2016

TOTAL:

\$450.00

TOP COPY LLC

92 PORTSMOUTH AVE., SUITE 3
EXETER, NH 03833
603.778.2648 • TopCopyllc@gmail.com

Sales Receipt

9/6/2016

PAID

- Self-Service
- Copying
- Color Copying
- Poster/Banner
- Oversized
- Binding
- Laminating
- Cutting
- Padding
- Folding
- Booklets
- Set-up Work
- FAX Services
- Supplies
- Stamps
- Business Cards

PAID SEP 23 2016

TOTAL:

\$190.00

TOTAL \$ 190.00



LOWE'S HOME CENTERS, LLC
 36 FRESH RIDER ROAD
 EPPING, NH 03042 (603) 693-3000

SALE 09-09-10

96

96

96

96

96

96

96

4.59

TENS



90S

TEXT

##



WE HAVE THE LOWEST PRICES, GUARANTEED.
 IF YOU FIND A LOWER PRICE, WE WILL BEAT IT.
 SEE STORE FOR DETAILS.

 YOUR OPERATIONS COUNT!

Date: 9/9/10

Time: 10:02 am

***** PAID *****

Pizza Spinner
 603-688-3007

Pickup

Order #35

Customer Name:

Patricia

Sm Chicken Farm In Under \$10.75
 2 LG Cheese Pizzas \$24.50
 LG Meatlover's Pizza \$18.25
 Small Grilled Chicken Salad \$7.95
 Pizza Cheese
 Light Italian

Subtotal \$57.45
 10 % Discount \$5.74
 Tax \$2.05
 Total \$59.66

Cash \$
 Change \$0.00

Balance \$0.00

Thank you - come back again!

***** ID *****

Order Online!
 www.pizzaspinner.com



54 CADET ROAD ROUTE 125
 LEE, NH 03861
 1 603 868 3030
 STORE DIRECTOR: BARRY BOIVIN
 Store: 51

Center 104 GILIAN R

09/09/10 13.47.32

17 C. BUCK	
HALF BUENA BUDYUM	19.99
HALF BUENA BUDYUM	19.99
JIN HARDY 30M	3.99
JIN HARDY 30M	3.99
JIN HARDY 30M	3.99
JIN HARDY 30M	3.99
JIN HARDY 30M	3.99
JIN HARDY 30M	3.99
2.61 B. B. 1 B. 1.29	
TOTAL	3.37
13.87 10.49 1.11 7.39	
JIN SUGAR PUMPKIN	4.10 F

Grocery
 UTZ REGULAR CHIP 72.38
 SUBTOTAL 72.38
 TOTAL TAX 0.00
 TOTAL 72.38
 DEBIT CARD
 ACCT. XXXXXXXXXXXX2860
 APPROV. CODE 553525
 CASHIER CHANGELI
 NUMBER OF ITEMS 11

11-4211 Term 100 0000 04 100 00 92

THANK YOU FOR SHOPPING WITH US
 WE APPRECIATE YOUR BUSINESS
 OPEN MON-SAT 7AM-9PM SUNDAY 10AM-6PM
 WE ACCEPT ALL MAJOR CREDIT CARDS
 \$71.39

Town of Lee

004577

PAID SEP 28 2016

TOTAL:

\$135.70

RS Fireworks LLC.
4 Old Nashua Rd.
Londonderry, NH 03053 US
(603) 791-4587
rsfireworks@comcast.net
www.rsfireworks.net

Invoice

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

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2523	09/01/2016	\$4,000.00	09/10/2016	Due on receipt	

ACTIVITY	QTY	RATE	AMOUNT
NH Fireworks Display	1	4,000.00	4,000.00
NH Class B 1.3G Fireworks Display Display 9/10/16			

We hope you enjoyed your display and we look forward to working with you in the future.

BALANCE DUE

\$4,000.00

Please pay balance due ~~to~~ ~~at~~ from
the following: Per Fair meeting 9/10/16

\$	1,000	250 th Comm	17,458.91	611.00
	2,500.	Part of rec.	01.455201	000.03
	500	Lee fair fund	17,458.91	500.00

Cherise

Town of Lee

004578

PAID SEP 23 2016

TOTAL:

\$4,000.00

TRICKY DICK'S MAGIC SHOW

Since 1986

33 Veteran's Terrace • Somersworth, NH 03878

Office: 603-749-9475
Cell: 603-781-9475



Email: trickydicksmagic@comcast.net
Web: www.trickydicksmagicshow.com

Show date: 9-10-16 Show Time(s): 2-4pm Costume: MAGICIAN

Rain Date/ Plan: _____ Indoors: Outdoors:

Approximate show length: 1 HR show / 1 HR STAGING Approximate Audience Size: _____

Presenter/ Organization: TOWN OF LEE NH

Presenter Address: _____

Show Location: TOWN FIELD

Contact Person: CAROL ROSSI Phone: 603-659-6783

Alternate Contact: _____ Phone: _____

Email Address: CROSSI@LEENH.ORG

Occasion: _____ Special Instructions: _____

PA System Provided By _____ Presenter: _____ Tricky Dick's Magic Show:

Fee: _____ Office use only: _____

Travel: _____ Paid Cash: _____ Check: _____ # _____

Other: _____ Source: _____

Total: 6265.00

Payable to: **Tricky Dick's Magic Show**; on or before the date of performance.

*Please pay by
fund. 9/2/16 meeting*

Tricky Dick's Magic Show and presenter understand that should sickness, hazardous road conditions, or other act of God forbid performance, Tricky Dick's Magic Show is not held responsible; but will cooperate with the presenter for an alternate plan. Presenter may be held responsible for full payment if presenter cancels within 30 days prior to the scheduled performance.

17,458.91, 500.00

Please call or email if there are any questions and Thank you!!

Signed: _____ Date: 8-16-16



Agreement/ Confirmation



Town of Lee

004588

PAID SEP 23 2016

TOTAL:

\$265.00

SAT 10 2016

JOB # 16453


Date 8/26/16



TUT'S TROPHIES & AWARDS

Philip & Debra Laurion, Owners
1 Winter Street, Suite #2
Rochester, NH 03867
(603) 332-3288

TOWN OF LEE / LEE FAIR	
C/O	KIMMY ROSSI
Due Date	9/8
Ph#	659-6783

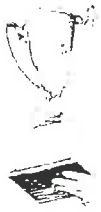
150 - 2x8 custom ribbons - blue	0.85	127.50
		
Logo/DIP set-up	40.00	
Rib charge (Regional)	15.00	
		<u>182.50</u>
Please pay from fair fund per Meeting on 9/20/16 @		
Total \$ 475.00		
Invoice # 16449		
Invoice # 16453		
Picked up 9/8 - Please pay from this invoice		

17,458.91.611.00

SENT 10 2017

JOB # 16449

Date 8/24/16



TUT'S TROPHIES & AWARDS

Philip & Debra Laurion, Owners
1 Winter Street, Suite #2
Rochester, NH 03867
(603) 332-3288

TOWN OF LEE / LEE FAIR	
C/O	Karen Rossi
Due Date	9/8
Ph#	659-6783

chp table - purple & white pull			
8-12" 3/4 ball trophy w/ Eagle Medal	6" w/	9.50	76.00
8-11" 3/4 ball	250th logo on 5" w/	9.25	74.00
8-10" 3/4 ball	black ball disk 4" w/	9.00	72.00
LEE FAIR			
DEBIL TRACTOR PULL			
1ST PLACE - _____			
2ND			
3RD (same categories as prior years)			
1-16" dbl ball trophy w/ m/m cup & antique car	5 1/2" w/		13.50
1-14" 3/4 ball trophy w/ antique car	8" w/		10.00
1-12" 3/4 ball	USA egg holder w/ logo	6" w/	9.50
1-10" 3/4 ball	on black ball disk	4" w/	9.00
L L 2016 LEE FAIR			
CAR SHOW			
LY BEST OF SHOW (1st PLACE)			
2ND			
3RD			
1-14" 3/4 ball trophy w/ eagle holder	8"		10.00
1-12" 3/4 ball	250th logo on black ball disk	6"	9.50
1-10" 3/4 ball		4"	9.00
1ST ANNUAL LEE FAIR			
HORSE SHOW TOURNAMENT			
1ST PLACE (2ND, 3RD)			

R/1

10/1

1745811611.00

292.50

e-mailed 9/7

Printed up 9/8 - please pay from this invoice

Town of Lee

004590

PAID SEP 23 2016

TOTAL:

\$475.00



140 Wadleigh Fall Rd
 Lee NH, 03824
 603-659-1231

Invoice

Date	Invoice #
9/10/2016	20804

Bill To

Lee Fair

Ship To

Terms	Rep	Ship	Via
		9/10/2016	

Quantity	Item Code	Description	Price Each	Amount
30	Silkscreen	G800B/Gildan/YTH/5.6 OZ. 50/50 cot tee/Asht/Front/Lee Fair pedal tractor pull Logo/Green/Bacl Sponsered logo/Green/SM	6.17	185.10
25	Silkscreen	G800B/Gildan/YTH/5.6 OZ. 50/50 cot tee/Asht/Front/Lee Fair pedal tractor pull Logo/Green/Bacl Sponsered logo/Green/Med	6.17	154.25
25	Silkscreen	G800B/Gildan/YTH/5.6 OZ. 50/50 cot tee/Asht/Front/Lee Fair pedal tractor pull Logo/Green/Bacl Sponsered logo/Green/Lg	6.17	154.25
4	Silkscreen	G800/Gildan/5.6 OZ. 50/50 cot tee/Forest/Front/Lee Fair pedal tractor pull Logo/Yellow/Bacl Sponsered logo/Yellow/Lg	6.32	25.28
4	Silkscreen	G800/Gildan/5.6 OZ. 50/50 cot tee/Forest/Front/Lee Fair pedal tractor pull Logo/Yellow/Bacl Sponsered logo/Yellow/XL	6.32	25.28
	ARTWORK	New artwork /Back	20.00	20.00
	Silkscreen	2 new screens	40.00	40.00
	Discount	Discount Fair donation	-100.00	-100.00

Please pay from fair fund
app 9/2/16 M. Kelly
approved *\$ PDL*
12,452.16

Thank you for your Business	Total	\$504.16
-----------------------------	--------------	----------

wn of Lee

004597

PAID SEP 23 2016

TOTAL:

\$504.16

TO: Joanne Clancy, Finance Officer
FROM: Caren Rossi, Lee Fair Committee
DATE: September 21, 2016
RE: Lee Fair Fund

27 L...
the ...

Joanne,

At the Lee Fair meeting on September 20, 2016 the Committee voted to give Boy Scout Troop # 459 \$250 for their hard work at the last 2 years fair. Please pay this out of the Lee Fair Fund.

If you should have any questions, please don't hesitate to contact me.

Sincerely,
Caren Rossi

OK to pay from fair fund
per 9/20/16 meeting

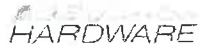


12. 45891. 500.00

P A I D OCT 07 2016

TOTAL:

\$250.00



Aubuchon Hardware
BlueTarp Credit Services
PO BOX 105525
Atlanta, GA 30348-5525



Accounts Payable
Town of Lee
7 Mast Rd
Lee, NH 03861

Account #	208663
Statement Date	09/25/2016
Statement #	1614863126

Job Summary: TOWN FAIR							
Invoice #	Date	PO	Purchase Location	Amount	Due Date	Past Due	Balance
1752849	08/31/2016	Town fair	Aubuchon Hardware Store 175 Lee, NH 03824	10.32	11/10/2016	.00	10.32
						.00	
30 DAYS		60 DAYS		90 DAYS		OVER 90	
.00		.00		.00		.00	
BALANCE DUE:							\$10.32

10.32
 11.54

 21.86

check # 4646 10-7-16



AUBUCHON HARDWARE

AUBUCHON HARDWARE 175

Benjamin Moore Paints

Lee, NH 03824

603 868-1995 - 175@aubuchon.com

Manager: Eric W. Perkins

 Mon-Fri 7:00-7:30
 Sat 7:00-6:00 Sun 8:00-5:00

Daniel S
Normal Sale

ACCOUNT 175002306
 Town of Lee
 7 Mast Rd
 Lee NH
 03861
 (603) 659-5414

17.458916 11.00

AUTH SIGNER: Town of Lee

INV NO 1752849
 P.O. NUM Town fair
 TAX EX municipality
 Gov't / Municipality

20YD RED DUCK TAPE	4.49 nt
Reg Prc 4.99 Your Prc 4.49	
075353030509	
20YD WHITE DUCK TAPE	4.49 nt
Reg Prc 4.99 Your Prc 4.49	
075353035078	
SNAP ON KNIFE	1.34 nt
Reg Prc 1.49 Your Prc 1.34	
037064070403	
TOTAL	10.32
BlueTarp Charge 3927	10.32
32546549	

YC

**

OK TO pay per meeting 9/2/16

Rolling

Please pay per fee fund

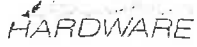
Previa
2% of

31

Free of items on HardwareStore.com



0175 002 502 468- 16 12:33.41



Aubuchon Hardware
BlueTarp Credit Services
 PO BOX 105525
 Atlanta, GA 30348-5525



Accounts Payable
 Town of Lee
 7 Mast Rd
 Lee, NH 03861

Account #	208663
Statement Date	09/25/2016
Statement #	1614863126

Job Summary: X

Invoice #	Date	PO	Purchase Location	Amount	Due Date	Past Due	Balance
1752931	09/09/2016	x	Aubuchon Hardware Store 175 Lee, NH 03824	11.54	11/10/2016	.00	11.54
						.00	
30 DAYS		60 DAYS		90 DAYS		OVER 90	
.00		.00		.00		.00	
BALANCE DUE:							\$11.54

BUCHON RDV ARE

BUCHON HARDWARE 175
Benjamin Moore Paints
Lee, NH 03824
603 868-1895 - 175@aubuchon.com
Manager: Eric W. Perkins

Mon-Fri 7:00-7:30
Sat 7:00-6:00 Sun 8:00-5:00

aniel S
ormal Sale

ACCOUNT 175002308
own of Lee
Mast Rd
ee NH
3861
603) 659-5414

UTH SIGNER: Town of Lee

NV NO 1752931
.O. NUM x
AX EX municipality
ov't / Municipality

*Pay to Cash
Lee -
take
amount
Thank!
17.45891.61100*

ARKING INV. RED/O	5.77 nt
Reg Pro 6.73 Your Pro 5.77	
020066112752	
ARKING INV RED/O	5.77 nt
Reg Pro 6.79 Your Pro 5.77	
020066112752	
OTAL	11.54
DueTarp Charge 3927	11.54
2932082	

YOU SAVED: \$ 2.04
*** HOME TEAM PRO CUSTOMER ***

calling 365 Days purchase: 69

rev *OK TO Pay to Cash*
% of *fair fee net*
Per Mitty 9/2/16 00



175 002 502 6047 09/09/16 12:16 38

Tom Fair
Autocash

f Lee

004646

PAID OCT 07 2016

2090 tylerbusinessforms.com

TOTAL:

\$425.97



**TOWN OF LEE
SELECTMEN'S OFFICE**

7 MAST RD, LEE, NEW HAMPSHIRE 03861
(603) 659-5414

TO: Board of Selectman
DATE: June 1, 2017
FROM: Joanne Clancy
RE: Revaluation CRF

During FY2017 the General Fund paid \$32,800.00 in expenses on behalf of the Revaluation CRF. At the close of FY2016 an additional \$2,200.00 in revaluation expenses remained to be reimbursed. Included are two invoices paid to Municipal Resources for \$1,100.00 each from FY2016. Please approve this reimbursement request from the Revaluation CRF. Invoices are attached.

Commerford, Nieder & Perkins, LLC	\$27,300.00
Municipal Resources	<u>\$7,700.00</u>
Total	\$35,000.00

John LaCourse, Chairman

Scott Bugbee, Selectman

Cary Brown, Selectman

Benjamin Genes, Treasurer

COMMERFORD ❖ NIEDER ❖ PERKINS, LLC

APPRAISAL AND ASSESSMENT SERVICES


INVOICE

Bill To
TOWN OF LEE 7 MAST ROAD LEE NH 03861

Date	Invoice #
11/29/2016	3459

Total pd \$ 32,200

Terms
Net 15

Description	Qty	Rate	Amount
UPDATE PROJECT COMPLETION BALANCE DUE \$44,100 PENALTY: 56 DAYS @ \$300/WK DAY - \$16,800 SEPT - 16 WORK DAYS - VALUES OCT - 21 WORK DAYS - USPAP VORK DAYS - USPAP 005010	1	27,300.00	27,300.00
values due Sept 1, delivered Sept 27 due Oct 1, delivered Nov 29.		 Revaluation 11/29/16 CRF	
Contract \$ 49,000 10% FV16 4,900 <u>\$ 44,100</u>		01,51000,000,11	

u for your business.

Invoice Total

\$27,300.00

\$27,300.00

Applied Payment/credits

\$0.00

Total Balance Due

\$27,300.00

02 2016

120 Daniel Webster Highway
Meredith, NH 03253



tel: 603.279.0352 • fax: 603.279.2548
toll free: 866.501.0352

Municipal Resources
www.municipalresources.com

November 4, 2016

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

Invoice No. 18940

In Reference To: Oversight Services for the Town of Lee
. Flat Fee Oversight Services for the month of November 2016

For Professional Services	Hours/Rate	Amount
Flat Fee Oversight Services for November 2016		\$1,100.00
<i>October Services</i>		
04940 Scott Marsh	0.50 hours	
<i>Total Professional Services:</i>		<i>\$1,100.00</i>

Additional Charges	Quantity/Rate	Amount
Intown Mileage	0 miles @ \$0.54	\$0.00
<i>Total Additional Charges:</i>		<u><i>\$0.00</i></u>

Total due this invoice:

\$1,100.00

Thank you

*LIKATL
w off budget CRF account
01.51000.000.11*

\$3,737.50

Total Professional Services:

\$1,100.00

<u>Additional Charges</u>	<u>Quantity/Rate</u>	<u>Amount</u>
Intown Mileage	0 miles @ \$0.54	\$0.00
		<u>\$0.00</u>
	004469	<u><u>\$1,100.00</u></u>

PAID SEP 09 2016

PAID JUL 15 2016

Mileage 0 miles @ \$0.54 \$0.00

Total Additional Charges: \$0.00

Total due this invoice: \$1,100.00

Thank you

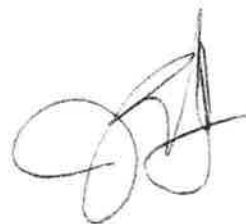
117

Reval CRF

014916100011

TOTAL:

\$3,739.96



7/14/16

004295

Intown Mileage

0 miles @ \$0.54

\$0.00

Total Additional Charges:

\$0.00

Total due this invoice:

\$1,100.00

Thank you

 8/12/16

~~PAID~~ Reval CRF

51.41521.00000

\$3,734.56

PAID AUG 12 2016

120 Daniel Webster Highway
Meredith, NH 03253



tel: 603.279.0352 • fax: 603.279.2548
toll free: 866.501.0352

Municipal Resources
www.municipalresources.com

May 6, 2016

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

RECEIVED
MAY 10 2016
TOWN OF LEE
SELECTIVE SERVICE

Reval CRF

[Signature] 5/19/16

Invoice No. 18557

In Reference To: Oversight Services for the Town of Lee
. Flat Fee Oversight Services for the month of June 2016

For Professional Services	Hours/Rate	Amount
----------------------------------	-------------------	---------------

Flat Fee Oversight Services for June 2016		\$1,100.00
---	--	------------

Total Professional Services: \$1,100.00

Additional Charges	Quantity/Rate	Amount
---------------------------	----------------------	---------------

Intown Mileage	0 miles @ \$0.54	\$0.00
----------------	------------------	--------

Total Additional Charges: \$0.00

Total due this invoice: \$1,100.00

Thank you

paid ck # 3694
paid May 22, 2016
in FY16
not yet reimbursed
as of 10-16-16

120 Daniel Webster Highway
Meredith, NH 03253



tel: 603.279.0352 • fax: 603.279.2548
toll free: 866.501.0352

Municipal Resources
www.municipalresources.com

June 6, 2016

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

RECEIVED
JUN 09 2016
TOWN OF LEE NH
SELECTMEN'S OFFICE

Invoice No. 18625

In Reference To: Oversight Services for the Town of Lee
. Flat Fee Oversight Services for the month of July 2016

<u>For Professional Services</u>	<u>Hours/Rate</u>	<u>Amount</u>
Flat Fee Oversight Services for July 2016		\$1,100.00
<i>Total Professional Services:</i>		<u>\$1,100.00</u>

<u>Additional Charges</u>	<u>Quantity/Rate</u>	<u>Amount</u>
Intown Mileage	0 miles @ \$0.54	\$0.00
<i>Total Additional Charges:</i>		<u>\$0.00</u>
Total due this invoice:		<u><u>\$1,100.00</u></u>

Thank you

pd. # 3860
pd. June 17, 2016
in FY16
not yet reimbursed
as of 10-6-16

Reval

CRF

6/16/16

120 Daniel Webster Highway
Meredith, NH 03253



tel: 603.279.0352 • fax: 603.279.2548
toll free: 866.501.0352

Municipal Resources
www.municipalresources.com

October 4, 2016

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

Invoice No. 18879

In Reference To: Oversight Services for the Town of Lee
. Flat Fee Oversight Services for the month of November 2016

<u>For Professional Services</u>	<u>Hours/Rate</u>	<u>Amount</u>
Flat Fee Oversight Services for November 2016		\$1,100.00
<i>September Services</i>		
Scott Marsh	12.00 hours	
<i>Total Professional Services:</i>		<i>\$1,100.00</i>

<u>Additional Charges</u>	<u>Quantity/Rate</u>	<u>Amount</u>
	004681 0.54	\$0.00
		<u>\$0.00</u>
		<u><u>\$1,100.00</u></u>

PAID OCT 07 2016

41521.000.00

TOTAL:

\$3,702.16



**TOWN OF LEE
SELECTMEN'S OFFICE**

7 MAST RD, LEE, NEW HAMPSHIRE 03861
(603) 659-5414

TO: Board of Selectman
DATE: June 1, 2017
FROM: Joanne Clancy
RE: Roads & Bridges CRF

During FY2017 the following expenses were paid on behalf of the Roads & Bridges Capital Reserve Fund. Please approve this request for reimbursement from the Trustees of the Trust Funds:

Rollinsford Police Dept.	\$455.00
Lee Police Dept.	\$1,553.07
Right Angle Engineering	\$2,000.00
Total	\$4,008.07

John LaCourse, Chairman

Scott Bugbee, Selectman

Cary Brown, Selectman

Benjamin Genes, Treasurer

Town of Lee
 7 Mast Road
 Lee, NH 03861

Invoice Date	Invoice Number	Rev.
07/18/2016	7	1
Customer P.O. Number		
Reference		

Questions ? Joanne Clancy (603) 659-5414

Invoice Number	Rev.
11	0
P.O. Number	
Reference	

Vendor = Public Safety Special Duty

Special Duty

Highway Department
 361

Fax: Project: Special Duty

Item#	Description	Unit Price	Extended	Tax	Freight
	PO - Police Officer - 7/6/2016 - Pinkham Rd	52.3800	419.04	0.00	0.00
	PV - Police Vehicle - Cruiser P-5	10.0000	80.00	0.00	0.00
	PO - Police Officer - 7/7/2016 - Pinkham Rd	52.3800	445.23	0.00	0.00
	PV - Police Vehicle - Cruiser P-5	10.0000	85.00	0.00	0.00

Item#	Tax	Freight
52	0.00	0.00
28	0.00	0.00

Town of Lee

004303

PAID AUG 12 2016

TOTAL: \$1,553.07

Form LSTG 877.749.2090 tylerbusinessforms.com

Sub-Total:	1,029.27
Freight:	0.00
Tax:	0.00
Total Amount:	1,029.27

Total:	523.80
Freight:	0.00
Tax:	0.00
Amount:	523.80

ORIGINAL

ORIGINAL



Rollinsford Police Department

Robert O. Ducharme
Chief of Police

INVOICE # 16-046

07-13-16

Lee Highway Department
Recycling Center Road
NH 03861

004181

1: Pinkham Road – Supervisor, Randy Stevens

1-16	0700-1500	7.0 hrs.	Hancock	\$455.00
------	-----------	----------	---------	----------

Total Due: \$455.00

CH. 1
EX. HNDY CO. TC FD.
R. Stevens

PAID JUL 29 2016

ent due upon receipt of invoice. Please make check payable to the Town of Rollinsford.
: you.

\$455.00



**TOWN OF LEE
SELECTMEN'S OFFICE**

7 MAST RD, LEE, NEW HAMPSHIRE 03861
(603) 659-5414

TO: Board of Selectman
DATE: June 1, 2017
FROM: Joanne Clancy
RE: Town Buildings CRF

During FY 2017 the Board of Selectmen approved the following expenditures from the Town Buildings CRF. Please approve this request to the Trustees of the Trust Funds to reimburse the General Fund. See attached invoices for details.

Derek Doucette	\$1,540.81
D.F. Richard	\$6,120.00
Granite State Plumbing & Heating	\$2,212.00
D.F. Richard	\$6,440.00
Pelican Water Systems	\$3,641.40
AG Architects	\$53,692.81
Total	\$73,647.02

John LaCourse, Chairman

Scott Bugbee, Selectman

Cary Brown, Selectman

Benjamin Genes, Treasurer



Granite State Plumbing & Heating, LLC

10 North Riverdale Road
Weare, New Hampshire 03281
Service Phone: 603.529.3331
Service Fax: 603.529.4888



Quality People. Building Solutions.

Date: 11/16/2016
Invoice No.: 42638
Terms: Net 30
Page 1 of 1

Bill to: TOWN OF LEE
ATTN: JULIE GLOVER
7 MAST RD.
LEE, NH 03861

Service at: TOWN OF LEE
7 MAST RD.
LEE, NH 03861

Customer ID: 28764

PO Number:

Reference: Work Order 43268

Total Due: \$2,212.00

Description: MAKE REPAIRS TO CORRODED BOILER PIPING IN TOWN OFFICES, ANNEX, AND TOWN SHED BUILDINGS; CUT INTO DOMESTIC HOT WATER PIPING AND INSPECT FOR RESTRICTION AS PER PROPOSAL JE P06152

Item	Date	Description	Hrs/Quan	Unit Price	Amount
Miscellaneous					
Miscellaneous Subtotal:					

Town Bldgs CRF 0151000.000.10

Subtotal:	\$2,212.00
Sales Tax:	\$0.00
Total Due:	\$2,212.00

005022

PAID DEC 02 2016

TOTAL: \$2,212.00

D. F. RICHARD



www.dfrichard.com
124 Broadway • P.O. Box 669 • Dover, NH 03821-0669
(603) 742-2020 • 1-800-649-6457
Fax: (603) 749-1644

Dear Ms. Glover,
Should you have any
questions, please feel
free to call me at Cell:
207.337.1733 or Office:
603.516.6534
Thank you,
Roland Lapointe

❖ QUOTATION / PROPOSAL ❖

Submitted to:	Town of Lee Attn: Julie Glover	Date:	10/18/2016
Address:	7 Mast Road Lee, NH 03861	Job Location:	9 Mast Road Town of Lee Library Lee, NH 03861
Julie Phone:	603-659-5414	Bill Phone:	603-397-9130
Email:	townadministrator@leenh.org	Proposal #:	6128-3877A
Account:	125113		

ESTIMATE & JOB DESCRIPTION

SALES & SERVICE

Option #1: Provide and install one (1) Heil G9MXE080, 80,000 BTU, 96% AFUE rated, direct vent, high efficiency, propane fired forced hot air furnace with concentric vent, two zone dampers, one (1) 2-zone controller, one (1) digital programmable thermostat with all necessary wiring, gas piping, sheet metal and labor to install furnace and put basement on it's own zone.

TOTAL.....\$6,120.00

Option #2: Provide and install one (1) Heil 3-ton, 13 SEER, vertical cased A/C coil with matching outdoor 13 SEER, R410A condenser (Model N4A-36) and all necessary wiring, piping, controls and labor to install central air conditioning.

TOTAL.....\$4,775.00

Notes:

- Price includes all labor, material and removal/disposal of old equipment.
- If applicable, all necessary permits required by local code authorities will be processed by D.F. Richard Energy and Admiral Climate Control. All associated fees will be the owner's responsibility and will be billed separately.

If this proposal is accepted, please sign and return white copy in the enclosed envelope.
All required safety devices are standard equipment.

Payment Terms: 1/3rd deposit upon acceptance and balance due upon completion.

Proposal is valid for 30 days.

Work Authorization

The specifications, terms and conditions set forth herein are accepted and authorization to commence work is hereby granted.

* Customer Signature: Julie Glover Dated: Oct. 25, 2016

Sales Representative: _____ Dated: _____

* duly authorized by vote of Select Board 10/24/16

❖ Tradition and History, Progressive Technologies ❖

CHARD



124 Broadway
Dover, NH 03820
(603) 742-2020 or (800) 649-6457

SERVICE INVOICE

Account Number	125113
Document Date	11/23/16
Reference #	285868
Amount Due	\$6,440.00

CHARGES/PAYMENTS AFTER DOCUMENT DATE NOT INCLUDED.

496148 272 01 000604 01 NYNNNY
TOWN OF LEE
ATTN: MS JULIE GLOVER
7 MAST ROAD
LEE, NH 03861

RECEIVED
DEC 05 2016

We have it! Our redesigned website & customer portal gives **YOU** the control to set up:

- Automatic payments
- Timed recurring payments
- Paperless billing and more!



Register your account by clicking the Customer Login link on our website: www.dfrichard.com, fill out the form and be on your way to more convenience!

SITE: .76 RECYCLING CENTER ROAD/.LEE NH 03861/OIL-MODINE FUR
CALL DATE: 11/23/16
CALL REASONS: OIL EQUIPMENT INSTALLATION
WORK PERFORMED: INSTALLED SYSTEM

<<< TOTAL CHARGE FOR INVOICE # 285868 >>> 6440.00

Installed one Modine, oil fired, hanging, forced hot air furnace (Model: POR185B0101, Serial: 30103716-5186).

Town Buildings CRF
Approved by BOS 11/21/16

[Signature] 12/8/16

01. 51060. 000. 12

wn of Lee

005097

PAID DEC 16 2016

TOTAL:

\$7,168.88

Pelican Water Systems
3060 Performance Circle
Suite 2
Deland, FL 32724

Phone: 877-842-1635
Fax: 386-469-0147



Fed Tax ID #FED_TAX_ID_NUMBER

INVOICE - ORDER #779169

BILL TO

Town Of Lee
Tom Dronsfield
7 Mast Rd
Lee, New Hampshire 03861
United States

6036595866
TDronsfield@leenhpolice.org

SHIP TO

Town Of Lee
Tom Dronsfield
20 George Bennett Rd
Lee, New Hampshire 03861
United States

Order #779169

Date Ordered: Tuesday 06 December, 2016

Payment Method: Credit Card

Products

1 x Custom 14x65 High Flow Natursoft System

Model	Tax	Unit Price	Total
NS1465	None!	\$4,046.00	\$4,046.00
Sub-Total:			\$4,046.00
Free Shipping Offer (FREE Shipping):			\$0.00
Promo Discounts:			-\$404.60
Sales Tax:			\$0.00
Total:			\$3,641.40
Amount Paid:			\$3,641.40
Balance Due:			\$0.00

Order Notes:

Thank you for your order. Brandon ext 224

pd w/ T.A. credit card

Pay out of Town Bldngs CRF

*305 approved in
Dec 2016*

[Signature] 12/6/16

01.51000.000.12



Town of Lee
 7 Mast Road
 Lee, NH 03861
 603-659-5414

PEOPLE'S UNITED BANK
 70 Main Street
 Durham, NH 03824
 52-143/112

No. 0050

EXPENSE
 1036

DATE
12/15/2016
CHECK AMOUNT
\$3,721.03

PAY ***Three Thousand Seven Hundred Twenty One and 03/100 Dollars***
 PAY

TO THE ORDER OF
Businesscd Services - 5775 Julie
PO Box 1044
Brattleboro, VT 05302-1044

23-12-2016
 ONLINE

AUTHORIZED SIGNATURE

⑈005091⑈ ⑆011201432⑆ 000517968⑈

Town of Lee

00509

8	Businesscd Services - 5775 Julie	1036	12/15/2016		5091
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

<u>PO Number</u>	<u>Invoice</u>	<u>Amount</u>
0	5268 12.16.16	3,721.03

Town of Lee

005091

PAID DEC 16 2016

TOTAL:

\$3,721.03

Welcome JULIE

Transaction History

Account Summary

Transaction History

Account Info ▶

Payments ▶

Services ▶

Help

Contact Us

Sign Out

View transaction details for: ▼

[Print Friendly Version](#)

Transactions

Search Transactions:

[View All](#)

<u>Trans Date</u>	<u>Post Date</u>	<u>Transaction Description</u>	<u>Amount</u>
12/06/16	12/08/16	WATERFILTERS 877-842-1635 FL	\$3,641.40
12/08/16	12/08/16	AMAZON.COM AMZN.COM/BILLWA	\$51.27
12/08/16	12/08/16	AUTOMATIC PAYMENT - THANK YOU	\$-27.95

-PSC water services

[Download Transaction Data](#)

Transaction history may not include any charges pending.

[Account Summary](#) | [Transaction History](#) | [Account Info](#) | [Payments](#) | [Services](#) | [Help](#) | [Contact Us](#) | [Terms and Conditions](#)

AG Architects, PC

654 Central Avenue Dover, NH 03820

E-Mail: aga@agarchitects.com

www.agarchitects.com

Phone: 603-743-3710

Fax: 603-743-3777



DEC 08 2016
 68123456789
 0123456789

December 01, 2016

Project No: 16704.00

Invoice No: 2702

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

Project 16704.00 Lee Municipal Facilities Needs Study
Professional Services from October 01, 2016 to November 30, 2016

Phase C00 Predesign
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Existing Facility Reviews	8,000.00	95.00	7,600.00	0.00	7,600.00
Existing Site Reviews	2,600.00	90.00	2,340.00	0.00	2,340.00
Program/Outreach (TH, Library, Hist. Soc.)	11,500.00	35.00	4,025.00	0.00	4,025.00
Site Selection	2,800.00	100.00	2,800.00	0.00	2,800.00
005188	15,600.00	0.00	0.00	0.00	0.00
	3,050.00	0.00	0.00	0.00	0.00
	5,250.00	20.00	1,050.00	0.00	1,050.00
	48,800.00		17,815.00	0.00	17,815.00

Total Fee

17,815.00

01,51000.000 12

Subtotal this Phase

\$17,815.00

Miscellaneous Reimbursable Expenses

	101.23	
Plans, meeting copies)	284.93	
	10.35	
	23.00	
Reimbursables	419.51	419.51
Subtotal this Phase		\$419.51

TOTAL: \$18,234.51

Total this Invoice

\$18,234.51

Handwritten note:
 Pay from Town Board CRF
 per Select Board vote
 Dec. 19, 2016

DEC 29 2016

AG Architects, PC

63 Central Avenue, Dover, NH 03820

E-Mail: aga@agarchitects.com

www.agarchitects.com

Phone 603-743-3700

Fax 603-743-3777



RECEIVED
JAN 06 2017
SELECTIVE SERVICE

January 01, 2017

Project No: 16704.00

Invoice No: 2706

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

Project 16704.00 Lee Municipal Facilities Needs Study

Professional Services from December 01, 2016 to December 31, 2016

Phase	C00	Predesign				
Fee						
Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing	
Existing Facility Reviews	8,000.00	100.00	8,000.00	7,600.00	400.00	
Existing Site Reviews	2,600.00	100.00	2,600.00	2,340.00	260.00	
Program/Outreach(TH, Library,Hist.Soc.)	11,500.00	100.00	11,500.00	4,025.00	7,475.00	
Site Selection	2,800.00	100.00	2,800.00	2,800.00	0.00	
Conceptual Design(4 Alternative Sites)	15,600.00	15.00	2,340.00	0.00	2,340.00	
Estimated Costs(4 Alternative Options)	3,050.00	0.00	0.00	0.00	0.00	
Meetings (12-15)	5,250.00	40.00	2,100.00	1,050.00	1,050.00	
005276	48,800.00		29,340.00	17,815.00	11,525.00	
Total Fee					11,525.00	
Subtotal this Phase					\$11,525.00	

R00	Miscellaneous Reimbursable Expenses		
Expenses		139.59	
s		169.13	
Total Reimbursables		308.72	308.72
Subtotal this Phase		\$308.72	
Total this Invoice		\$11,833.72	

01.51000.000.12
Town Building CRF.
JA 11/2/17

JAN 13 2017

voices	Number	Date	Balance	
\$11,833.72	2702	12/1/2016	18,234.51	
	Total		18,234.51	
Total Now Due				\$30,068.23



RECEIVED
FEB 06 2017

TOWN OF LEE, NH

February 01, 2017

Project No: 16704.00

Invoice No: 2713

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

\$15,757.35
Town Budget cap 01.51000.000 12

JJA
2/10/17

Project 16704.00 Lee Municipal Facilities Needs Study

Professional Services from January 01, 2017 to January 31, 2017

Phase 001 ADA/codes budget
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Architectural	2,800.00	5.00	140.00	0.00	140.00
MEP	600.00	0.00	0.00	0.00	0.00
Total Fee	3,400.00		140.00	0.00	140.00
Total Fee					140.00
Subtotal this Phase					\$140.00

Phase C00 Predesign
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Existing Facility Reviews	8,000.00	100.00	8,000.00	8,000.00	0.00
Existing Site Reviews	2,600.00	100.00	2,600.00	2,600.00	0.00
Program/Outreach(TH, Library, Hist.Soc.)	11,500.00	100.00	11,500.00	11,500.00	0.00
Site Selection	2,800.00	100.00	2,800.00	2,800.00	0.00
Conceptual Design(4 Alternative Sites)	15,600.00	85.00	13,260.00	2,340.00	10,920.00
Estimated Costs(4 Alternative Options)	3,050.00	85.00	2,592.50	0.00	2,592.50
Meetings (12-15 Meetings)	5,250.00	75.00	3,937.50	2,100.00	1,837.50
Credit (3 Options)	-500.00	85.00	-425.00	0.00	-425.00
Total Fee	48,300.00		44,265.00	29,340.00	14,925.00
Total Fee					14,925.00
Subtotal this Phase					\$14,925.00

Phase R00 Miscellaneous Reimbursable Expenses

Reimbursable Expenses

Travel	115.72	
Photocopies (Multiple Color Copies, Presentations)	551.57	
CAD/Printing	11.50	
Diskettes/CD's	13.56	
Total Reimbursables	692.35	692.35

Subtotal this Phase **\$692.35**

Total this Invoice **\$15,757.35**

own of Lee

005438

PAID FEB 10 2017

TOTAL:

\$15,757.35

AG Architects, PC

634 Central Avenue Dover, NH 03820

E-Mail: aga@agarchitects.com

www.agarchitects.com

Phone: 603-743-3700

Fax: 603-743-3777



RECEIVED
MAR 06 2017

TOWN OF LEE, NH

March 01, 2017

Project No: 16704.00

Invoice No: 2717

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

Town Bldg. CRF
01, 51000.000 12

3/9/17

\$7,449.46

Project 16704.00 Lee Municipal Facilities Needs Study
Professional Services from February 01, 2017 to February 28, 2017

Phase 001 ADA/codes budget
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Architectural	2,800.00	100.00	2,800.00	140.00	2,660.00
MEP	600.00	100.00	600.00	0.00	600.00
Total Fee	3,400.00		3,400.00	140.00	3,260.00
Total Fee					3,260.00
Subtotal this Phase					\$3,260.00

005594 C00 Predesign

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Existing Facility Reviews	8,000.00	100.00	8,000.00	8,000.00	0.00
Existing Site Reviews	2,600.00	100.00	2,600.00	2,600.00	0.00
Program/Outreach (TH, Library, Hist. Soc.)	11,500.00	100.00	11,500.00	11,500.00	0.00
Site Selection	2,800.00	100.00	2,800.00	2,800.00	0.00
Conceptual Design (4 Alternative Sites)	15,600.00	98.00	15,288.00	13,260.00	2,028.00
Estimated Costs (4 Alternative Options)	3,050.00	100.00	3,050.00	2,592.50	457.50
Meetings (12-15 Meetings)	5,250.00	100.00	5,250.00	3,937.50	1,312.50
Credit (3 Options)	-500.00	100.00	-500.00	-425.00	-75.00
Total Fee	48,300.00		47,988.00	44,265.00	3,723.00
Total Fee					3,723.00
Subtotal this Phase					\$3,723.00

\$7,449.46

Phase R00 Miscellaneous Reimbursable Expenses

MAR 10 2017

Reimbursable Expenses

Travel	60.96	
Photocopies	394.00	
CAD/Printing	11.50	
Total Reimbursables	466.46	466.46

Subtotal this Phase **\$466.46**

Total this Invoice **\$7,449.46**

AG Architects, PC

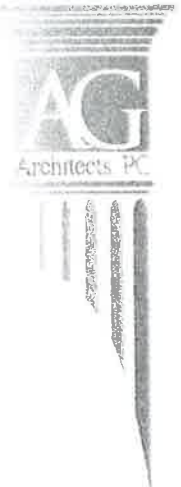
634 Central Avenue, Dover, NH 03820

E-Mail: aga@agarchitects.com

www.agarchitects.com

Phone: 603-743-3700

Fax: 603-743-3777



RECEIVED
APR 06 2017

TOWN OF LEE, NH

April 01, 2017

Project No: 16704.00

Invoice No: 2723

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

Project 16704.00 Lee Municipal Facilities Needs Study
Professional Services from March 01, 2017 to March 31, 2017

Phase	C00	PreDesign				
Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing	
Existing Facility Reviews	8,000.00	100.00	8,000.00	8,000.00	0.00	
Existing Site Reviews	2,600.00	100.00	2,600.00	2,600.00	0.00	
Program/Outreach(TH, Library,Hist.Soc.)	11,500.00	100.00	11,500.00	11,500.00	0.00	
Site Selection	2,800.00	100.00	2,800.00	2,800.00	0.00	
Conceptual Design(4 Alternative Sites)	15,600.00	100.00	15,600.00	15,288.00	312.00	
Estimated Costs(4 Alternative Options)	3,050.00	100.00	3,050.00	3,050.00	0.00	
Meetings (12-15 meetings)	5,250.00	100.00	5,250.00	5,250.00	0.00	
Edit (3 Options)	-500.00	100.00	-500.00	-500.00	0.00	
Total Fee	48,300.00		48,300.00	47,988.00	312.00	
Total Fee					312.00	
Subtotal this Phase					\$312.00	

005761

PAID APR 07 2017

R00	Miscellaneous Reimbursable Expenses		
Reimbursable Expenses			
Travel		20.94	
Photocopies		84.83	
Total Reimbursables		105.77	105.77
Subtotal this Phase			\$105.77
Total this Invoice			\$417.77

\$417.77

54 49031.000.00

Town Buildings CRF

JA 4/6/17

Derek Doucette
 3 Little River Rd
 Lee VA. 03861

776850

CUSTOMER'S ORDER NO.	DEPARTMENT	DATE
		10-16-16
NAME Town of Lee		
ADDRESS Library		
CITY, STATE, ZIP		

SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	repair Rotted Clep boards in Two locations on rear of building Labor		
2			
3			
4			640 00
5			
6	Materials		650 00
7			
8	Additional materials replaced rotted Sheathing and insulation		25 81
9			
10			
11			
12	24' Gutter & down spout on rear eave		225 00
13			
14			
15	Town Buildings CRF <i>JF</i>		11/3/16
16			
17			
18		Total	1540 81

RECEIVED BY

own of Lee

004844

PAID NOV 03 2016

TOTAL:

\$1,540.81



**TOWN OF LEE
SELECTMEN'S OFFICE**

7 MAST RD, LEE, NEW HAMPSHIRE 03861
(603) 659-5414

TO: Board of Selectman
DATE: June 1, 2017
FROM: Joanne Clancy
RE: Transfer Station Equipment CRF

During FY2017 the General Fund paid expenses for the purchase of a new Bobcat Skid-Steer Loader for the Transfer Station. The BOS approved this purchase on 8/29/2016. Additionally, NH the Beautiful gave the Town of Lee \$5,000.00 toward this purchase, those funds having been accepted by the Trustees of the Trust Funds. Please approve this request to the Trustees of the Trust Funds to reimburse the General Fund for the following expenses incurred during FY2017:

Bobcat of NH	\$35,701.65
--------------	-------------

John LaCourse, Chairman

Scott Bugbee, Selectman

Cary Brown, Selectman

Benjamin Genes, Treasurer

DO NOT ACCEPT THESE CHECKS IF THE CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A HOLOGRAM OR PRINTING IN PINK AND EACH MANIPULATED AREA HAS A WATER MARK ON THE REVERSE SIDE



Town of Lee
7 Mast Road
Lee, NH 03861
603-659-5414


PEOPLE'S UNITED BANK
70 Main Street
Durham, NH 03824
52-143/112

No. 004651

EXPENSE	DATE
1023	10/07/2016
	CHECK AMOUNT
	\$35,701.65

PAY ***Thirty Five Thousand Seven Hundred One and 65/100 Dollars***
PAY

TO **Bobcat of NH**
THE **9 Dover Road (Rte. 4)**
ORDER **Chichester, NH 03258**
OF


AUTHORIZED SIGNATURE

⑈004651⑈ ⑆011201432⑆ 000517968⑈



ENDORSE HERE
Deposit Only
Pegra Equipment, Inc
8239203040
Lake Sunapee Bank - NH, Newport, NH
211770200
10/18/2016

FOR DEPOSIT ONLY
RESERVED FOR FINANCIAL INSTITUTION USE



9 Dover Road
 Chichester, NH 03258
 603-224-1234
 Fax: 603-798-4787

2 Tracy Lane
 Hudson, NH 03051
 603-579-9955
 Fax: 603-579-4747

www.bobcatnh.com

Ship To: SAME AS BELOW

Invoice To: TOWN OF LEE
 TRANSFER STATION
 7 MAST ROAD
 LEE NH 03861

Branch CHICHESTER		CNNYYY
Date 10/04/16	Time 09:06:53 (O)	Page 01
Account No 452325	Phone No 6036592239	Inv No P65418
Ship Via	Purchase Order	
Tax ID No	ROC	
	Salesperson 116	

PARTS INVOICE

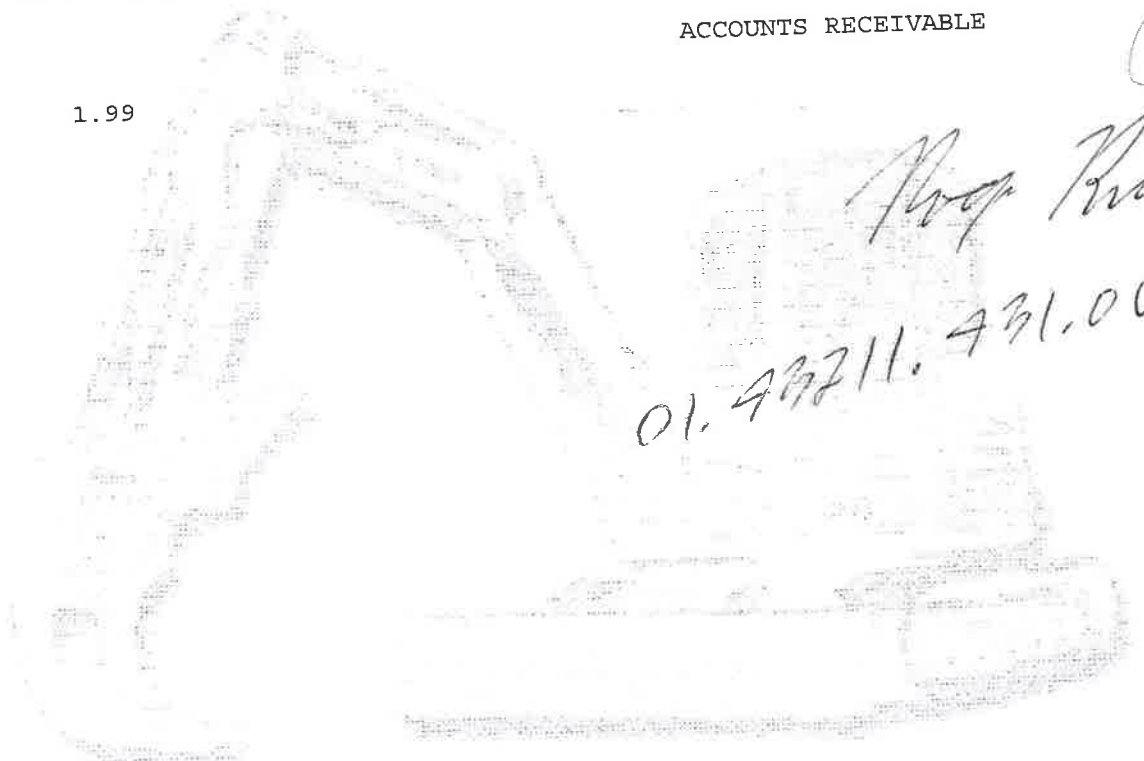
ORDER#: 070604

Part#	Description	Bin	ORD	ISS	SHF	B/O	UTTTT	Price	Amount
6715478	BELT BLOWER	GB	1	1	1			20.32	20.32
6672021	DRIVE BELT	GB	1	1	1			46.33	46.33

ACCOUNTS RECEIVABLE

66.65

TOTAL WEIGHT=> 1.99



Prop Price
 01.43711.431.00

X

Received By

TERMS: Payment Due Upon Receipt Of Invoice
 Unless Prior Arrangements Made.

Thank You For Your Business!

Chichester NH 03258
Phone: (603) 224-1234
Fax: (603) 798-4787
www.bobcatnh.com

pay Bobcat of NH

Date: 9/20/2016
Customer Id: 452325
Phone: (603) 659-2239
Customer P.O.:
Salesperson: BRETT DAVISON
User: CASSANDRA SMITH

INVOICE

TOWN OF LEE
TRANSFER STATION
7 MAST ROAD
LEE, NH 03861

Ship To:
TOWN OF LEE
TRANSFER STATION
7 MAST ROAD
LEE, NH 03861

Item/Tag	Type	Description/Model/Serial Number	Quantity	Tax	Price	Net Price
LM416527	NEW	2016 BOBCATS570 SKID-STEER LOADER SN#ALM416527 WARRANTY : 3 YEARS / 3,000 HOURS	1	N	\$35,635.00	\$35,635.00

ROS voted to expend from CRF
Transfer Station

\$35,635.00

9/20/16

Customer Id: 452325

Sub Total \$35,635.00

TOTAL \$35,635.00

~~55,490,000.00~~

0151000,000.13

TS Equip CRF expense

Payment due at time of service.

Thank you for your business. Please visit us at www.bobcatnh.com.

Hours of Operation: Monday - Friday 7:30am - 4:30pm

RULES AND REGULATIONS

LEE, NH CEMETERIES

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

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

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

PURCHASE OF BURIAL RIGHTS

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

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

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

INTERMENTS/REMOVAL

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

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

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

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

MONUMENTS/ MARKERS

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

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

All foundations for monuments are to be built under the supervision of the Superintendent of Cemeteries. All foundations are to be set at a minimum of 3 1/2 feet deep. (see attachment for sizing)

CEMETERY MAINTENANCE

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

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

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

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

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

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

Marianne Banks



Adopted Dec 1, 2005.

Revised Aug 1, 2006.

Jacquelyn Neill



Revised Oct 2, 2008.

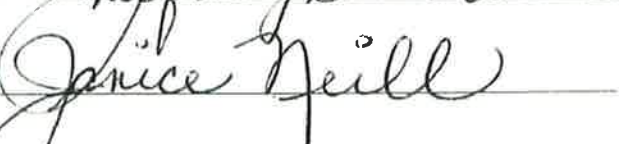
Revised Dec 2, 2010.

Revised Aug 11, 2011.

Revised Oct 13, 2011.

Revised May 26, 2016.

Jan Neill



TOWN OF LEE NEW HAMPSHIRE

CEMETERY COSTS

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

Full Grave Excavation and Backfill

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

Cremation Burials

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

Please note:

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

Maximum size of base for upright monuments:

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

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

Flush markers not to exceed 2 feet x 16 inches.

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

KNOW ALL MEN BY THESE PRESENTS

That the Town of Lee in consideration of Seven hundred Dollars paid by Barbara Szabunka and Stanley Szabunka heirs and assigns (2) Graves in the Public Burial Ground, known as the **LEE HILL CEMETERY** situated on Lot G-5 and numbered Graves 7 and 8 on the plan, and bounded as follows, to

- On the North by Grave 12 of Lot G-4;
- On the South by Grave 9 of Lot G-5;
- On the East by Graves 1 & 2 of G-5;
- And on the West by a cemetery access road.

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

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

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

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

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

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

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

TOWN OF LEE

Mail deed to:
Barbara and Stanley Szabunka
11 Riverside Farm Drive
Lee, New Hampshire 03861

By: _____

Selectmen

Signed and Sealed in the presence of:

Witness

Witness

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

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