

## SELECT BOARD MEETING AGENDA

**DATE:** Monday, June 19, 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
4. **Larry Kindberg, Rec Commission Chair – Encumbering Funds Request**  
*Discuss a landscaping plan for LRP and a request to encumber funds.*
5. **Bill Humm, Conservation Commission Chair – Powder Major Celebration Update**  
*Present to the Board the Forest Society's Certificate of Appreciation to the Town of Lee*
6. **Randy Stevens, Highway Supervisory – Encumbering Highway Budget Funds**  
*Request permission to encumber \$65k from the 2016/2017 highway budget and assign the funds to the 2017 summer paving program to be programed by GMI paving.*
7. **Selectman Scott Bugbee – Staff Training Update**
8. **Julie Glover, Town Administration**
  - a. *Special Duty Revolving Fund*
  - b. *Miscellaneous*
9. **Motion to accept the Consent Agenda as presented:**

### SIGNATURES REQUIRED

Abatements (3)  
Vacation Request – Glover  
Pay in Lieu of Requests – Stevens, Hoyt & Glover

### INFORMATION ONLY

Coop Herbicide Notice

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 June 9, 2017.**
11. **Motion to accept Manifest #25 and Weeks Payroll Ending June 18, 2017.**
12. **Motion to enter into Non-Public Session–NH RSA 91-A:3II (a) Personnel x3, (c) and (l) 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 16, 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:	6/19/17
Agenda Item No.	4

**BOARD OF SELECTMEN**  
6/19/17 **MEETING AGENDA REQUEST**  
 (Meeting Date Requested)

**Agenda Item Title:** ENCUMBERING REC. COM OPERATING BUDGET FUNDS.

**Requested By:** RECREATION COMMISSION **Date:** 6/13/17

**Contact Information:** LARRY KINDBERG

**Presented By:** LARRY KINDBERG - CHAIRMAN

**Description:** REQUEST TO ENCUMBER BALANCE OF REC COMMISSION OPERATING FUNDS TO BE USE FOR LRP LANDSCAPING PROJECT TO COMMENCE IN

**Financial Details:** FALL OF 2017.

**Legal Authority** NH RSA 32:7, I  
 (usually NH RSA or Town Ordinance/Policy):

**Legal Opinion:** \_\_\_\_\_

**REQUESTED ACTION OR RECOMMENDATIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Lee Recreation Commission  
7 Mast Road  
Lee, NH 03861

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June 13, 2017

To: BOS

Re: June 19, 2017 Agenda Request

The Recreation Commission has been for some time, working on additional landscaping for Little River Park. The taxpayers approved the withdrawal from the trust fund, the amount of \$7,000 for this purpose and to be utilized in 2017 along with an existing gift certificate in the amount of \$500.

The Recreation Commission has been working with Mark Davis of Pawtuckaway Nursery and several recommendations have been presented:

1. soil conditions at LRP are very poor necessitating the addition of compost to any area where there will be planting
2. drip irrigation will be required for all tree planting and to protect the landscaping investment
3. larger sustainable trees will need to be purchased to help insure successful planting
4. a fall planting schedule is recommended

The Commission is requesting, in order to help offset the additional expenses of irrigation and the size of trees, that the balance of the Rec operating budget is encumbered for the above stated purpose. The Commission realizes that either a purchase order or contract is required, however, the Commission does not have this authority and the planting plans have not been finalized. We hope that the BOS can find a way to allow the encumbering of these funds.

  
Larry A. Kindberg, Chairman

# TITLE III

## TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

### CHAPTER 32

#### MUNICIPAL BUDGET LAW

#### Appropriations

##### Section 32:7

**32:7 Lapse of Appropriations.** – Annual meeting appropriations shall cover anticipated expenditures for one fiscal year. All appropriations shall lapse at the end of the fiscal year and any unexpended portion thereof shall not be expended without further appropriation, unless:

I. The amount has, prior to the end of that fiscal year, become encumbered by a legally-enforceable obligation, created by contract or otherwise, to any person for the expenditure of that amount; or

II. The amount is legally placed in any nonlapsing fund properly created pursuant to statute, including but not limited to a capital reserve fund under RSA 35, or a town-created trust fund under RSA 31:19-a; or

III. The amount is to be raised, in whole or in part, through the issuance of bonds or notes pursuant to RSA 33, in which case the appropriation, unless rescinded, shall not lapse until the fulfillment of the purpose or completion of the project being financed by the bonds or notes; or

IV. The amount is appropriated from moneys anticipated to be received from a state, federal or other governmental or private grant, in which case the appropriation shall remain nonlapsing for as long as the money remains available under the rules or practice of the granting entity; or

V. The amount is appropriated under a special warrant article, in which case the local governing body may, at any properly noticed meeting held prior to the end of the fiscal year for which the appropriation is made, vote to treat that appropriation as encumbered for a maximum of one additional fiscal year; or

VI. The amount is appropriated under a special warrant article and is explicitly designated in the article and by vote of the meeting as nonlapsing, in which case the meeting shall designate the time at which the appropriation shall lapse, which in no case shall be later than 5 years after the end of the fiscal year for which the appropriation is made.

**Source.** 1993, 332:1, eff. Aug. 28, 1993.

Town of Lee

Recreation Budget to Actual

From Date: 7/1/2016

To Date: 6/30/2017

Fiscal Year: 2016-2017

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.45201.000.01	Parks & Recreation - Oyster Ri	\$27,000.00	\$27,000.00	\$27,000.00	\$0.00	\$0.00	\$0.00	0.00%
01.45201.000.02	Parks & Recreation - Recreatio	\$6,800.00	\$2,713.36	\$2,713.36	\$4,086.64	\$0.00	\$4,086.64	60.10%
01.45201.000.03	Parks & Recreation - Town Fair	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%
01.45201.611.00	Parks & Recreation - Supplies	\$780.00	\$863.57	\$863.57	(\$83.57)	\$0.00	(\$83.57)	-10.71%
01.45201.611.01	Parks & Rec. - BB Grills for P	\$900.00	\$419.97	\$419.97	\$480.03	\$0.00	\$480.03	53.34%
01.45201.622.00	Parks & Recreation - Electrici	\$850.00	\$829.12	\$829.12	\$20.88	\$0.00	\$20.88	2.46%
	DRA: Parks & Recreation - 45201	\$38,830.00	\$34,326.02	\$34,326.02	\$4,503.98	\$0.00	\$4,503.98	11.60%
<b>Grand Total:</b>		\$38,830.00	\$34,326.02	\$34,326.02	\$4,503.98	\$0.00	\$4,503.98	11.60%

End of Report

June bills - Dave's Septic \$69.76  
 Eversource \$200.00 (est.)  
 Misc. Expenses ?  


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 \$ 269.76  
 Balance \$4,239.22



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

Office Use Only  
Meeting Date: [Click here to enter a date.](#) 6/19/2017  
Agenda Item No. [Click here to enter number.](#) 6

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**6/19/2017**

**Agenda Item Title: Encumbering Highway Budget Funds**

**Requested By: Randy Stevens** **Date: 6/16/2017**

**Contact Information: Randy Stevens [rstevens@leenh.org](mailto:rstevens@leenh.org)**

**Presented By: Randy Stevens, Highway Supervisor**

**Description:** Due to lower fuel prices, savings in other areas of the budget, and not being able to schedule \$50,000 worth of paving before the end of the fiscal year there should be in excess of \$80,000 (\$30,000 plus \$50,378 in the paving line item) that was intended to be spent but wasn't due to weather and scheduling problems in the 16-17 Highway budget. Requesting encumbering \$65,000 from the 2016-17 Highway Budget towards paving to used towards the summer paving program which GMI paving has the contract for. That should leave approximately \$15,000 for a year end balance in the 16-17 budget.

**Financial Details: \$65,000**

**Legal Authority NH RSA 32:7, I**

**Legal Opinion:** [Enter a summary; attach copy of the actual opinion](#)

**REQUESTED ACTION OR RECOMMENDATIONS:**

**Motion:**

**Move to encumber \$65,000 dollars from the 2016-17 Highway budget 01.43111 and assign the encumbered funds to the 2017 summer paving program to be performed by GMI Paving for which work the town has a signed contract.**

**SELECT BOARD MEETING MINUTES  
ADDENDUM**

**January 17, 2017**

**PAGE 1**

**Board members present:** Chairman Bugbee, Selectman LaCourse and Selectman Brown

**Others present:** Caren Rossi, Pat Barbour, Roger Rice, David Cedarholm, John and Anne Tappan, Ruth Eifert, Paul and Annie Gasowski, Peg Dolan, Bill Booth, Cheryl Geddis, Jan Allen, Patricia Jenkins, Laura Gund, Chief Tom Dronsfield, Chief Scott Nemet and Town Administrator Julie Glover.

4. The Board agrees to strike the radar trailer warrant article and purchase it with money from the Public Safety Special Duty Fund in the amount of \$19,459.

Chairman Bugbee states that as of the end of November, the Finance Officer reported that there was \$42,206.93 in the Public Safety Special Duty Fund. She would like to keep at least \$20k. Selectman LaCourse asks the Police Chief if he has any other uses for this fund. He states that he was going to buy the in car cameras, but he can scratch that. After the \$10k grant it would be about \$17k. Chairman Bugbee states that most of the police deposits happen during spring and summer so there will be more money in this fund then. The Chief agrees if the details pick back up. Selectman Brown says that we need the in car cameras. Chairman Bugbee and Selectman LaCourse agree and are ok with buying them. Chairman Bugbee wants to use these funds to buy them. TA adds that the reason the Finance Officer wants to keep \$20k is because in the past there have been issues where the general fund was supporting this fund and they do not want this to happen going forward. Chief Dronsfield states that one of the prior discussions that they had explained that the \$27k would come out and then the \$10k would come back in from the grant. Chairman Bugbee suggests that this would be a good use of these funds. Selectman LaCourse agrees. The Board confirms that the TA is striking the radar trailer warrant article and the Chief is going to look into acquisition.



Town of Lee

General Ledger - On Demand Report

Fiscal Year: 2016-2017

From Date:7/1/2016

To Date:6/30/2017

Account Mask: 015????1?????

Account Type: All

Print Detail  Include PreEncumbrance

Print accounts with zero balance

Include Inactive Accounts

Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

01.50001.000.00

\$20,000.00

\$5,946.35

\$5,946.35

\$14,053.65

\$0.00

\$14,053.65

Paid from Contingency Fund

70.27%

Transaction Detail

Date	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Group ID	Memo	Vendor	Amount	Journal
10/07/2016	376	4692	0	16027	0	1023	7	Paid from Contingency Fund	Reuter Associates, LLC	\$1,540.00	AP
10/20/2016	429	4777	0	3076	0	1025	8	Paid from Contingency Fund	Peter Kuegel Trucking, LL	\$455.00	AP
10/20/2016	431	4777	0	3076	0	1025	8	Paid from Contingency Fund	Peter Kuegel Trucking, LL	-\$455.00	AP
10/21/2016	433	4777	0	3076	0	1025	8	Paid from Contingency Fund	Peter Kuegel Trucking, LL	\$455.00	AP
11/03/2016	451	4853	0	10.26	0	1027	9	Paid from Contingency Fund - T	Home Depot Credit Service	\$89.35	AP
11/18/2016	489	4953	0	2268	0	1029	10	Paid from Contingency Fund	Stimuli Sight & Sound, LL	\$3,438.00	AP
11/18/2016	489	4953	0	2269	0	1029	10	Paid from Contingency Fund	Stimuli Sight & Sound, LL	\$424.00	AP

Detail Total: \$5,946.35

FUND: 01

\$20,000.00

\$5,946.35

\$5,946.35

\$14,053.65

\$0.00

\$14,053.65



# TITLE III

## TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

### CHAPTER 31

#### POWERS AND DUTIES OF TOWNS

#### Miscellaneous

#### Section 31:95-h

##### **31:95-h Revolving Funds. –**

I. A town may, by vote of the legislative body, establish a revolving fund. Each revolving fund shall be limited to one of the following purposes:

- (a) Facilitating, maintaining, or encouraging recycling as defined in RSA 149-M:4;
- (b) Providing ambulance services;
- (c) Providing public safety services by municipal employees or volunteers outside of the ordinary detail of such persons, including but not limited to public safety services in connection with special events, highway construction, and other construction projects;
- (d) Creating affordable housing and facilitating transactions relative thereto;
- (e) Providing cable access for public, educational, or governmental use; or
- (f) Financing of energy conservation and efficiency and clean energy improvements by participating property owners in an energy efficiency and clean energy district established pursuant to RSA 53-F.

II. If a town establishes a revolving fund for any of the purposes listed in paragraph I, it may deposit into the fund all or any part of the revenues from fees, charges, or other income derived from the activities or services supported by the fund, and any other revenues approved by the legislative body for deposit into the fund. The money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the town's general surplus. The town treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the governing body, or other board or body designated by the local legislative body at the time the fund is created; provided, that no further approval of the legislative body, if different from the governing body, shall be required. Such funds may be expended only for the purposes for which the fund was created.

III. The legislative body may, at the time it establishes a revolving fund or at any time thereafter, place limitations on expenditures from the fund including, but not limited to, restrictions on the types of items or services that may be purchased from the fund, limitations on the amount of any single expenditure, and limitations on the total amount of expenditures to be made in a year. No amount may be expended from a revolving fund established hereunder for any item or service for which an appropriation has been specifically rejected by the legislative body during the same year.

IV. The provisions of this section shall not preclude the establishment of a revolving fund for any other purpose authorized by law.

**Source.** 2005, 79:1, eff. Aug. 6, 2005. 2008, 68:1, eff. July 20, 2008; 391:1, eff. Sept. 15, 2008. 2010, 215:3, eff. Aug. 27, 2010. 2013, 9:1, eff. July 6, 2013.

**Special Duty Account  
as of June 9, 2017**

Bank Balance as of 4/30/2017	105,814.95
Deposits made 05/01/2017 - 5/31/2017	11,031.15
<b>Total Funds Available:</b>	<b>116,846.10</b>
Expenses Paid from PSSD FY2017	
8/12/2016 Invoice to TOL Highway Dept.	1,553.07
3/10/2017 Invoice Kustom Signals, Inc.	19,459.00
	<b>21,012.07</b>

Payroll Pay Date	PR Due to General Fund FY 16 & 17	
6/10/2016	5,941.66	
6/24/2016	3,353.68	
6/30/2016	3,805.76	
7/8/2016	1,107.42	
7/24/2016	5,118.43	
8/5/2016	5,516.55	
8/19/2016	3,173.92	
9/2/2016	4,696.25	
9/16/2016	3,735.14	
9/30/2016	1,772.79	
10/14/2016	6,879.14	
10/28/2016	4,787.75	
11/11/2016	3,546.57	
11/25/2016	1,056.95	
12/9/2016	545.61	
12/23/2016	130.79	
1/6/2017	409.02	
2/3/2017	567.81	
2/17/2017	498.61	
3/3/2017	783.67	
3/17/2017	509.48	
4/14/2017	1,826.74	
4/28/2017	4,925.77	
5/12/2017	5,240.23	
5/26/2017	3,548.02	
6/9/2017	5,452.20	78,929.96
<b>Payroll Expenses Due to General Fund</b>		<b>78,929.96</b>
<b>Total Due to General Fund</b>		<b>99,942.03</b>
Available Revenues		116,846.10
Due to General Fund		-99,942.03
		<b>16,904.07</b>
Invoices with Manifest 24 on 6/2/17		-29,962.52
Unavailable to Fund PD expenses:		-13,058.45 *

\*Positive balance of \$20,000 - \$30,000 should be maintained at all times.

Back Bay Networks of NH  
 800 Central Ave.  
 Dover, NH 03820  
 United States  
 (603) 692-5100



<b>Bill To:</b>
Town of Lee Attn: Julie Glover 7 Mast Road Lee, NH 03861

<b>Date</b>	<b>Invoice</b>
05/22/2017	7383
<b>Account</b>	
LEE, TOWN OF	

<b>Terms</b>	<b>Due Date</b>	<b>PO Number</b>	<b>Reference</b>
Due Upon Receipt	05/22/2017	Town of Lee PD	Order #1121

Products & Other Charges	Quantity	Price	Amount
<u>Billable Products &amp; Other Charges</u>			
RN21244E-200NES: Netgear ReadyNAS 2120 1U 4-Bay 4x4TB Enterprise Drive - Marvell ARMADA XP MV78230 Dual-core (2 Core) 1.20 GHz - 4 x Total Bays - 16 TB HDD (4 x 4 TB) - 2 GB RAM DDR3 SDRAM - Serial ATA - RAID Supported 0, 1, 5, 6, 10, Hot Spare, JBOD, X-RAID, X-RAID2 - 4	1.00	\$2,308.00	\$2,308.00
228-10817: Microsoft SQL Server 2016 Standard - License - 1 Server - Volume - Single Language - PC	1.00	\$841.00	\$841.00
359-06322: Microsoft SQL Server 2016 - License - 1 User CAL - Volume - Single Language - PC	5.00	\$196.00	\$980.00
<b>Total Products &amp; Other Charges:</b>			<b>\$4,129.00</b>
Make checks payable to Back Bay Networks of NH	<b>Invoice Subtotal:</b>		\$4,129.00
	<b>Sales Tax:</b>		\$0.00
	<b>Invoice Total:</b>		<b>\$4,129.00</b>

Details if applicable - See Page 2

Connecting People to Information

Interest will be charged on accounts that remain past due for more than 30 days at the rate of 18% per month, which is equal to an annual rate of 19.56%. All payments received will be applied to the oldest invoice first.

Pay \$ 4,129.00  
 Special Duty Inv  
 5/31/17  
 [Signature]



596 Fishers Station Drive, Suite 1A  
 Victor, NY 14564  
 585-383-0050 info@L-Tron.com

# Invoice

**RECEIVED**  
 MAY 09 2017

DATE	INVOICE #
4/28/2017	657436

<b>BILL TO</b>	<b>BY</b>	<b>SHIP TO</b>
Lee Police Department Attn: Thomas Dronsfield 20 George Bennett Rd Lee, NH 03861		Lee Police Department Attn: Thomas Dronsfield 20 George Bennett Rd Lee, NH 03861

P.O. NO.	TERMS	SHIP VIA	FCA
Verbal Tom	Net 30	Ground	Origin

Qty	Part Number	Description	Unit	Amount
4	4910LR-152-LTRK.	Law Enforcement Microphone Style 2D Imaging Scanner Kit with: Microphone Clip Microphone Hanger Coiled USB Interface Cable CD Driver Tracking #: 1Z152E650340179505	329.00	1,316.00
4	PJ723	PocketJet 7 Print Engine, 300dpi, USB Interface. Engine Only, Requires Power Source and USB Interface Cable	326.60	1,306.40
4	LB3603	Brother Mobile 10' USB Cable for PocketJet Printers. Type A to Mini B. Formerly 205581	8.28	33.12
4	LB3692	Brother Mobile Car Adapter, Wired, for PocketJet 3 and 6 Series Printers, 14 foot length. Hardwire the printer directly to a vehicle's fuse box FedEx Tracking # 069991576943880 Expected delivery 4/28/17	17.25	69.00
4	VHPM-BPJ	LEM Solutions Vehicle Headrest Mount for Brother Mobile PocketJet Series Thermal Printers Vehicle Year/Make/Model: 2017 Dodge Charger, 2016 Dodge Charger (2), and 2014 Ford Explorer UPS Tracking # 1ZX196V60393356098 Expected delivery 5/2/17	155.00	620.00
1	LTC-TPR36PERF	Brother PocketJet Compatible Roll Paper (BRO92SMP). 21# Thermal Paper, 8.5" Wide, Perforated Every 11" with Black Mark on Reverse. 100 Sheets per Roll, 36 Rolls per Case. Price per Case UPS Tracking # 1Z4601120341896183 Expected delivery 5/2/17	189.00	189.00

Pay \$ 3,537.52  
~~4/28/17~~  
 Special Duty

Thank you for your order! Please contact us with any questions at 585-383-0050	Sales Tax (8.0%)	\$0.00
5/31/17 ①	<b>Total</b>	<b>\$3,533.52</b>

**RECEIVED**  
MAY 26 2017

**INVOICE**



WatchGuard Video  
PO Box 677996, Dallas, TX 75267-7996  
PH 800-605-6734 FX 214-383-6703

EIN: 11-3717781

Invoice BY:	4REINV0005881
Date	5/12/2017
Page	1

Please note current payment address above

**Bill To:**

Lee Police Department  
Attn: Accounts Payable  
20 George Bennett Rd  
Lee NH 03824

**Ship To:**

Lee Police Department  
Attn: Tom Dronsfeld  
20 George Bennett Rd  
Lee NH 03824

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Due Date	Order #	
DRONSFIELD		LEE POLICE D	Kevin C	UPS GROUND	Net 30	6/11/2017	4RENORD0006299	
Ordered	Shipped	B/O	Item Number	Description / Serial #	Discount	Unit Price	Ext. Price	
4	4	0	BRK-ANT-NMO-001	Cable, WiFi Vehicle Antenna Mount, NMO, Drill 3/4" Hole, 17' long	\$0.00	\$0.00	\$0.00	
4	4	0	WGA00428-101-K2	MikroTik Configured Wireless Kit, 4RE In-Car 802.11n (Radio, Antenna) for VISTA	\$0.00	\$200.00	\$800.00	
4	4	0	4RE-STD-GPS-RV2	4RE, HD DVR, Gen 2, 200GB HDD	\$295.00	\$4,795.00	\$18,000.00	
				DVR2-038841				
				DVR2-038725				
				DVR2-038768				
				DVR2-038745				
4	4	0	BRK-VIS-WIF-UNV	Bracket, VISTA WiFi base Universal, All-In-One, with Screws	\$0.00	\$0.00	\$0.00	
4	4	0		4RE, Remote Display Control Panel, Gen 4	\$0.00	\$0.00	\$0.00	
				DIS5-004018				
				DIS5-003745				
				DIS5-004004				
				DIS5-003733				
4	4	0	CAM-4RE-PAN-NHD	Front Camera, 4RE, HD Panoramic, (reduced EMI)	\$0.00	\$200.00	\$800.00	
				CAM7-101493				
				CAM7-101507				
				CAM7-101473				
				CAM7-101053				
4	4	0	CAM-BST-200-NEW	Camera, Infrared Analog, WMv.2, 114 Degree, 2-Pin Connector	\$0.00	\$0.00	\$0.00	
4	4	0	CAB-MHD-STR-15F	Cable, 4RE, HDMI, (HD Mini Zoom, Panoramic, ZSL) Straight, 15'	\$0.00	\$0.00	\$0.00	
4	4	0	CAB-4RE-HDM-PRT	Cable, 4RE, HDMI, Port 2, IR Camera, 2-Pin Connect, Straight, 16'(5000mm)	\$0.00	\$0.00	\$0.00	
4	4	0	CAB-HDM-4RE-15F	Cable, 4RE, HDMI/Mini, Display ONLY, Straight, 15'	\$0.00	\$0.00	\$0.00	
4	4	0	BRK-4RE-DIS-101	Bracket Kit, 4RE, Display, w/ Diamond 1" Ball Mounts & 2" RAM	\$0.00	\$0.00	\$0.00	
4	4	0	BRK-4RE-OHD-104	Bracket Kit, 4RE, Display, Universal Visor Post (Ford PI SUV & Sedan)	\$0.00	\$0.00	\$0.00	
4	4	0	BRK-4RE-DVR-100	Bracket Kit, 4RE, DVR, Universal	\$0.00	\$0.00	\$0.00	
4	4	0	GPS-ANT-MGN-16F	GPS Antenna, Magnetic Mount	\$0.00	\$0.00	\$0.00	
4	4	0	WGP02073-300K	Cable Assembly, DV-1C/4RE, Power/Input, R/A 24'	\$0.00	\$0.00	\$0.00	
4	4	0	MIC-CBN-100-07F	Cabin Microphone - 7'	\$0.00	\$0.00	\$0.00	
4	4	0	MIC-CBN-EXT-12F	Cabin Microphone Extension Cable - 12'	\$0.00	\$0.00	\$0.00	
4	4	0	WGD00085-KIT	Kit, 4RE DVR Installation Kit	\$0.00	\$0.00	\$0.00	
1	1	0	WGD00089-KIT	Kit, 4RE In-Car Video System User Guide	\$0.00	\$0.00	\$0.00	
4	4	0	WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	\$0.00	\$0.00	\$0.00	
1	1	0	Freight	Shipping/Handling and Processing Charges	\$0.00	\$100.00	\$100.00	

Pay \$ 19,700.00  
Special Duty Line  
5/31/17  
TD

<b>Subtotal</b>	\$19,700.00
<b>Misc</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Total</b>	\$19,700.00





WatchGuard Video  
 PO Box 677996, Dallas, TX 75267-7996  
 PH 800-605-6734 FX 214-383-6703

EIN: 11-3717781

**RECEIVED**  
 MAY 26 2017  
**INVOICE**

Invoice BY:	4BOINV0002246
Date	5/12/2017
Page	1

Please note current payment address above

**Bill To:**

Lee Police Department  
 Attn: Accounts Payable  
 20 George Bennett Rd  
 Lee NH 03824

**Ship To:**

Lee Police Department  
 Attn: Tom Dronsfield  
 20 George Bennett Rd  
 Lee NH 03824

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Due Date	Order #	
DRONSFIELD	LEE POLICE D	Kevin C	UPS GROUND	Net 30	6/11/2017	4BOORD0002343	
Ordered	Shipped	B/O	Item Number	Description / Serial #	Discount	Unit Price	Ext. Price
1	1	0	KEY-EL4-SRV-001	Evidence Library 4 Web Server Site License Key	\$0.00	\$1,000.00	\$1,000.00
4	4	0	KEY-EL4-DEV-001	Evidence Library 4 Web 4RE In-Car Device License Key	\$0.00	\$150.00	\$600.00
1	1	0	BRK-UNV-APJ-MNT	Bracket Kit, Access Point, Universal J-Mount (includes fasteners)	\$0.00	\$0.00	\$0.00
1	1	0	WAP-MIK-CON-802	WiFi Access Point, Configured, MikroTik, 802.11n, 5GHz, Sector	\$0.00	\$250.00	\$250.00
12	12	0	SFW-MNT-EL4-001	Software Maintenance, Evidence Library, 1st Year (Months 1-12)	\$0.00	\$0.00	\$0.00
12	12	0	SFW-EL4-CLD-BAS	Evidence Library 4 Web CLOUD-SHARE - Basic	\$0.00	\$0.00	\$0.00
1	1	0	SVC-4RE-RMT-410	4RE Remote System Setup, Configuration, Testing and Admin Training	\$0.00	\$750.00	\$750.00
1	1	0	Freight	Shipping/Handling and Processing Charges	\$20.00	\$20.00	\$0.00

*Pay \$ 2600.00  
 Special Duty  
 5/13/17  
 @*

<b>Subtotal</b>	\$2,600.00
<b>Misc</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Total</b>	\$2,600.00

# ABATEMENT RECOMMENDATION

**TO:** Select Board  
Town of Lee

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

**DATE:** June 12, 2017

**RE:** Keith and Jeanne Marescalchi  
53 Friend Street  
Beverly, MA 01915

**Property Tax Map 26 Lot 2-B03**  
**Address: B03 Wadleigh Campground**

**Tax Year: 2016**  
**Assessment: \$4,300**

---

The subject was a camper on rented land. Abatement is requested as camper was removed and new owners/camper are on the site. It is recommended that an abatement in the amount of \$126.00 plus any applicable interest/penalties/fees be granted.

Please note abatement recommendation is to close tax billing system.

Abatement Granted

Abatement Denied

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

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

Dated \_\_\_\_\_



# ABATEMENT RECOMMENDATION

**TO:** Select Board  
Town of Lee

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

**DATE:** June 12, 2017

**RE:** Rosemary and William Portrait  
78 Orchard Street  
Medford, MA 02155

**Property Tax Map 26 Lot 2-C08**  
**Address: C08 Wadleigh Campground**

**Tax Year: 2017**  
**Assessment: \$6,000**

---

The subject is a camper on rented land. Abatement is requested as camper is registered. It is recommended that an abatement in the amount of \$88 plus any applicable interest/penalties/fees be granted.

Abatement Granted

Abatement Denied

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_

# ABATEMENT RECOMMENDATION

**TO:** Select Board  
Town of Lee

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

**DATE:** June 12, 2017

**RE:** Gary and Meg Flaherty  
50 Farrwood Drive  
Nashua, NH 03062

**Property Tax Map** 12 Lot 1-H8  
**Address:** H8 Forest Glen

**Tax Year:** 2017  
**Assessment:** \$5,200

---

The subject was a camper on rented land. Abatement is requested as camper was sold and removed prior to April 1<sup>st</sup>. It is recommended that an abatement in the amount of \$76 plus any applicable interest/penalties/fees be granted.

Abatement Granted

Abatement Denied

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_



**TOWN OF LEE**

**DEPARTMENT HEAD LEAVE NOTICE**

This form is to be completed and submitted to the Town Secretary so that leave may be deducted from your leave accruals. In most cases, notice should be submitted prior to leave being taken and, in the case of sick leave taken because of unexpected illness, this form is to be submitted immediately upon your return to work.

DATE OF REQUEST: 6/13/17 DATE(S) OF LEAVE: July 5-10, 2017

TOTAL HOURS REQUESTED: 32

TYPE OF LEAVE REQUESTED (check one):

Vacation

Sick


Personal Day

Bereavement

Other \_\_\_\_\_

Explanation (if necessary): \_\_\_\_\_

Julie E. Glover  
Print Name

  
Signature

Vacation leave of more than five working days and other forms of leave under certain circumstances must be approved by the Board of Selectmen prior to leave being taken, and sick leave may require medical certification (please see Personnel Policy & Procedures Manual for details.)

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman, Board of Selectmen

Denied

Reason: \_\_\_\_\_



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

**Request for Payment in Lieu of Vacation Time**

Date 6/15/2017

Dear Select Board,

Per the "Personnel Policies and Procedures Manual for Town of Lee" which was adopted in 2009,  
I RANDY STEVENS respectfully request vacation pay in lieu of vacation time off  
(EMPLOYEE NAME)  
in the month of June 2017 in the amount of \$ \$1,221.62.  
(MONTH) (YR) (WEEKLY EARNINGS)

I have 336 hours/ \_\_\_\_\_ days of accrued vacation time.  
(Vacation Hours) (Vacation Days)

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

[Signature]  
Employee Signature

\_\_\_\_\_  
Department Head Signature

I have confirmed that this employee's date of hire is 7/1/1985 and, as of the date of this request, has more than ten (10) years of service with the Town of Lee and receives at least fifteen (15) days of earned vacation per year.

\_\_\_\_\_  
Town Administrator Signature

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

\_\_\_\_\_  
Chairman LaCourse                      Selectman Brown                      Selectman Bugbee



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

**Request for Payment in Lieu of Vacation Time**

Date 6/15/17

Dear Select Board,

Per the "Personnel Policies and Procedures Manual for Town of Lee" which was adopted in 2009,  
I PETER HOYT (EMPLOYEE NAME) respectfully request vacation pay in lieu of vacation time off  
in the month of June (MONTH) 2017 (YR) in the amount of \$ \$ 798.00 (WEEKLY EARNINGS).

I have 324 (Vacation Hours) hours/ \_\_\_\_\_ (Vacation Days) days of accrued vacation time.

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

Peter Hoyt  
Employee Signature

[Signature]  
Department Head Signature

I have confirmed that this employee's date of hire is 11/1/2003 and, as of the date of this request, has more than ten (10) years of service with the Town of Lee and receives at least fifteen (15) days of earned vacation per year.

\_\_\_\_\_  
Town Administrator Signature

\* 2009 Town of Lee Personnel Policy, Page 13:  
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\_\_\_\_\_  
Chairman LaCourse                      Selectman Brown                      Selectman Bugbee



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


### Request for Payment in Lieu of Vacation Time

Date June 16, 2017

Dear Select Board,

Per the Town Administrator's Employment Agreement, I respectfully request payment of ten (10) days unused vacation in the amount of \$2,825.84.

I have 172.10 hours/21.5 days of accrued vacation time.

  
\_\_\_\_\_  
Julie E. Glover

6/16/17  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman LaCourse

\_\_\_\_\_  
Selectman Bugbee

\_\_\_\_\_  
Selectman Brown



# Vegetation Control Service, Inc.

VEGETATION MANAGEMENT FOR THE BENEFIT OF WOODLANDS, WILDLIFE & MAN

2342 Main Street, Athol, Ma 01331 • Tel: 978-249-5348 • FAX: 978-249-4784 | 56 Hill Road, Franklin, NH 03235 • Tel: 603-934-4665  
info@vegetationcontrol.com • www.vegetationcontrol.com

Town of Lee  
7 Mast Road  
Lee, NH 03824

*June*  
~~March 1, 2017~~

To Selectman/Mayor/or Town Manager

Please be advised, that New Hampshire Electric Co-op (NHE CO-OP) and its contractor consultant, Vegetation Control Service, Inc. (VCS) intends to selectively apply herbicides to undesirable vegetation growing within power line rights of way corridors located in your community.

This treatment will be performed by experienced, State of NH Certified Applicators, authorized by Special Permit 31, issued by the NH Division of Pesticide Control. In compliance with State of NH, Code of Administrative Rules, Pes 505.06 regarding public notification of herbicide treatments to rights of way, we have enclosed the following for your information and review.

- Copies of the "Herbicide Use Notification", including the identification of the power lines scheduled for treatment, herbicide products to be used and an attached returnable coupon for those individuals who desire personal notification or may want to advise us of a sensitive area of concern near the right of way.
- Copy of the topographical maps, depicting the location of the power line, rights of way intended for treatment.
- Copies of (NHE-CO-OP's) door hanger notification of herbicide spraying to be left with each power line right of way abutter along with a copy of the "Herbicide Use Notification".

In addition to this enclosed notice, the "Herbicide Use Notice" will be published in a newspaper of State wide circulation and those of local circulation, to help inform the public. We encourage you however, to post this notice in customary places of public notification as you deem appropriate.

If you have any questions, comments or concerns about the actual herbicide treatment program, please feel free to contact me at 603-325-3227 during the hours of 8:00 am and 4:00 pm, Monday thru Friday.

If you have questions concerning NHE CO-OP's lines, poles, facilities or general information relating to utility issues, please contact:

**Scott Carlson; 603-254-9371**  
Utility Arborist Coordinators  
579 Tenney Mountain Highway  
Plymouth, NH 03264

Telephone: Monday thru Friday, 6:00 am to 3:30 pm, 603-536-8809

On behalf of NHE CO-OP, we thank you in advance for your assistance and cooperation with this project.

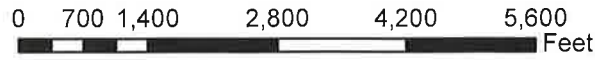
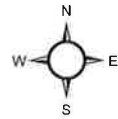
Sincerely,

Mike Couture, Vegetation Control Service, Inc.  
NHEC Project Manager

Enclosed (s): Herbicide Use Notification/Return Coupons, Topographical Map & NHE CO-OP Abutter Door Hangers

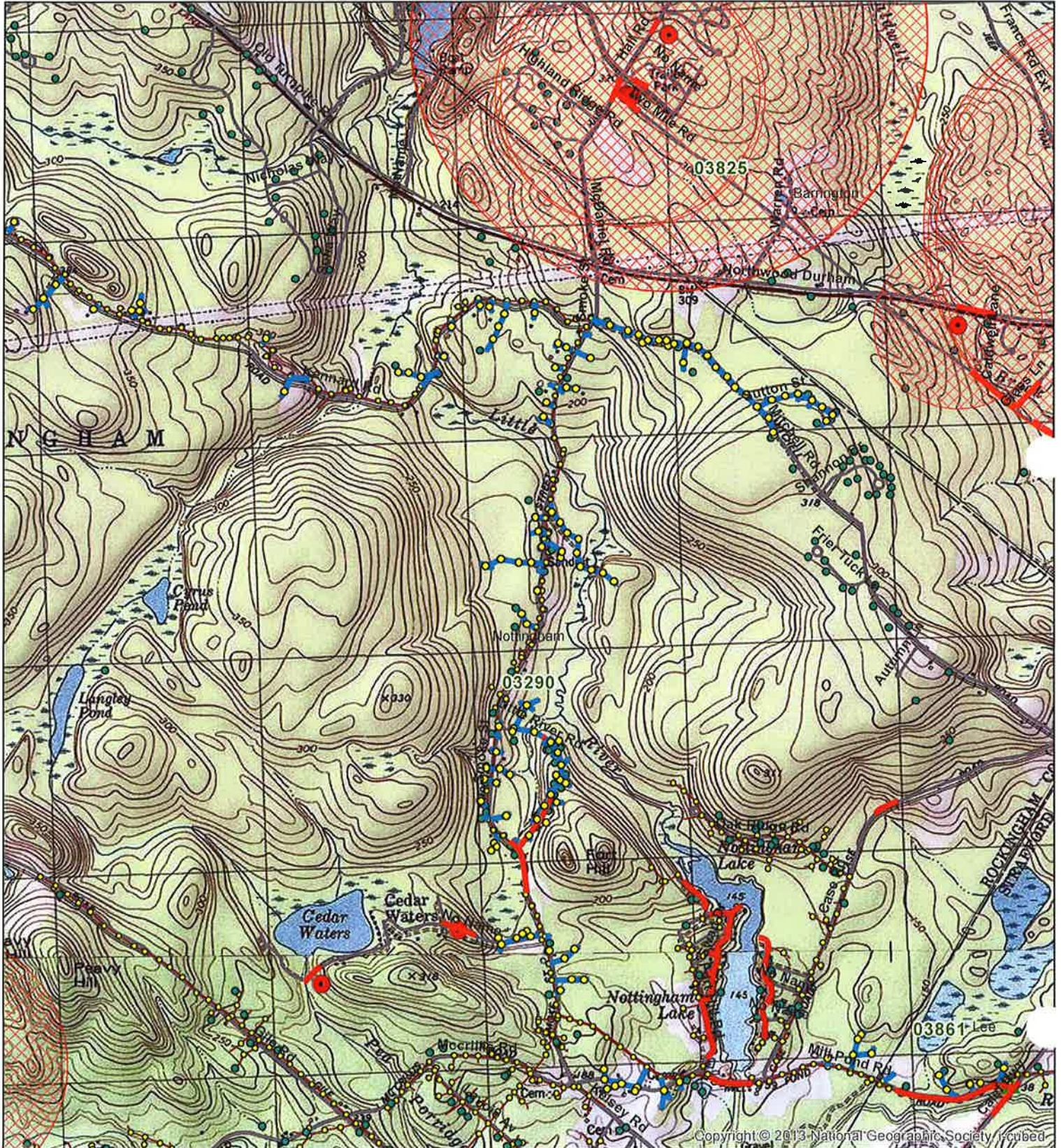


1714-5 taps  
 5 Line Taps  
 Nottingham Lee  
 4.36 Miles  
 Est. 10.57 Acres  
 Raymond Dist  
 Page 1



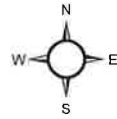
**Legend**

- Roadway\_NoSpray\_Segments
- 1714-5\_taps\_5\_Line\_Taps\_Nottingham\_Lee
- Public\_Water\_Supply\_Wells
- Wellhead\_Protection\_Areas
- Water\_Well\_Inventory
- wmnf\_boundary
- ▲ Substation



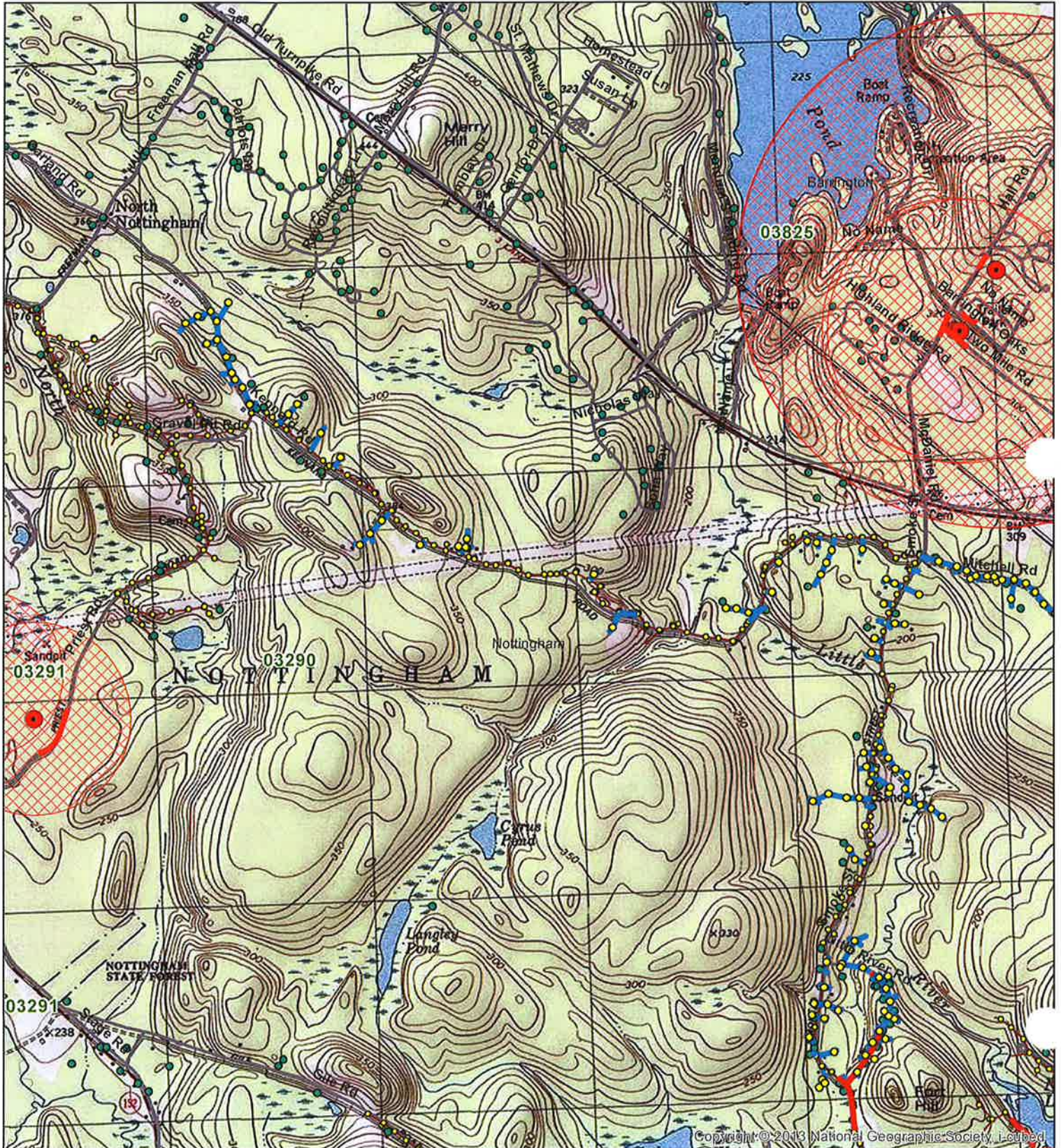


1714-5 taps  
 5 Line Taps  
 Nottingham Lee  
 4.36 Miles  
 Est. 10.57 Acres  
 Raymond Dist  
 Page 2



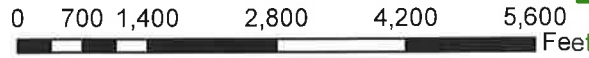
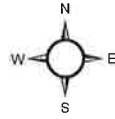
**Legend**

- Roadway\_NoSpray\_Segments
- 1714-5\_taps\_5\_Line\_Taps\_Nottingham\_Lee
- Public\_Water\_Supply\_Wells
- Wellhead\_Protection\_Areas
- Water\_Well\_Inventory
- wmnf\_boundary
- ▲ Substation



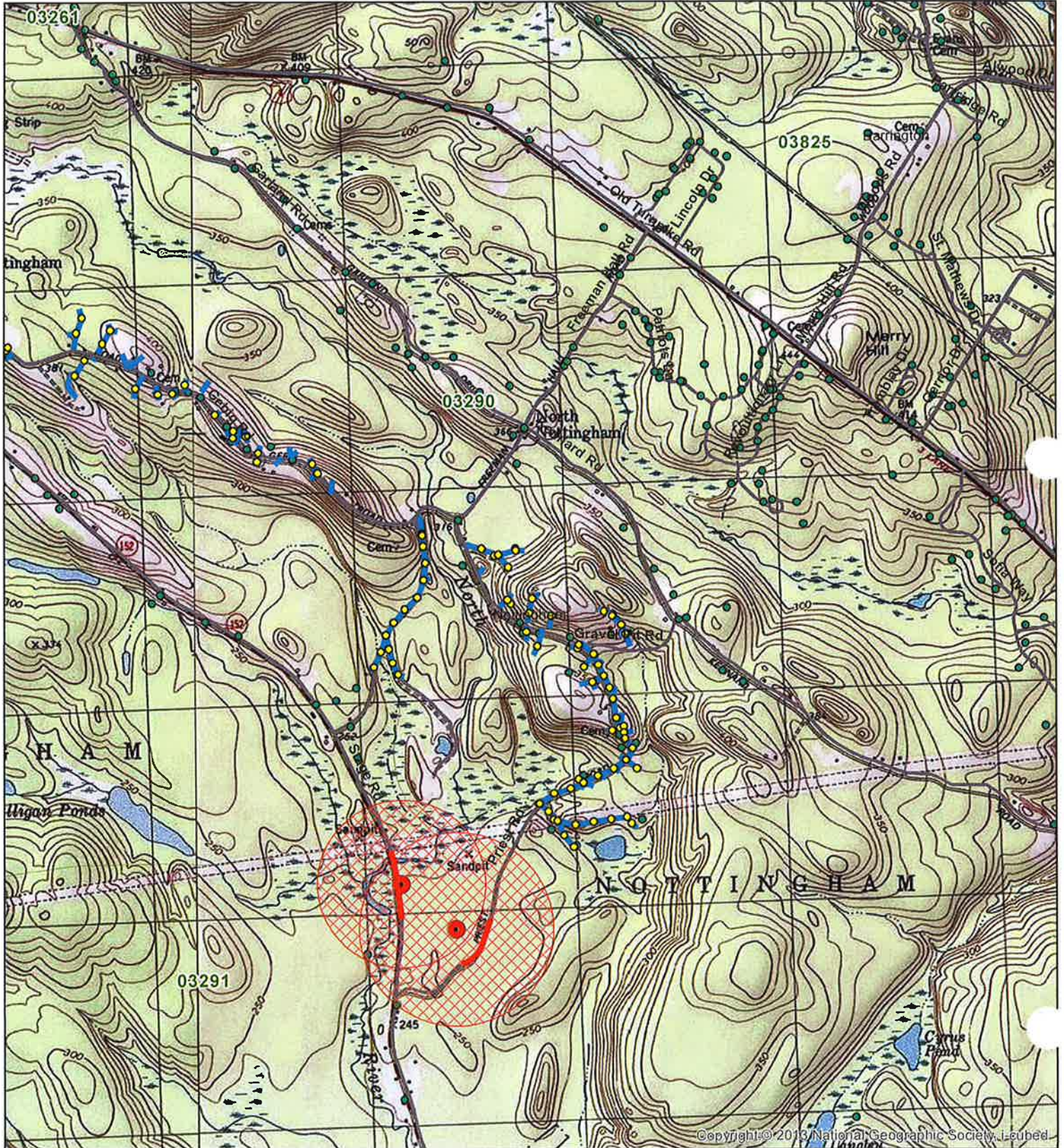


1714-5A Taps  
 5A Taps  
 Nottingham Northwood Deerfield  
 8.35 Miles  
 Est. 20.24 Acres  
 Raymond Dist.  
 Page 3



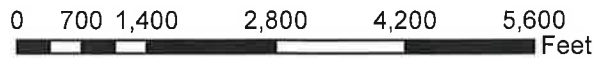
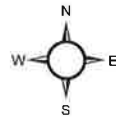
**Legend**

- Roadway\_NoSpray\_Segments
- 1714-5A\_Taps\_5A\_Taps\_Nottingham\_Northwood\_Deerfield
- Public\_Water\_Supply\_Wells
- Wellhead\_Protection\_Areas
- Water\_Well\_Inventory
- wmnf\_boundary
- ▲ Substation



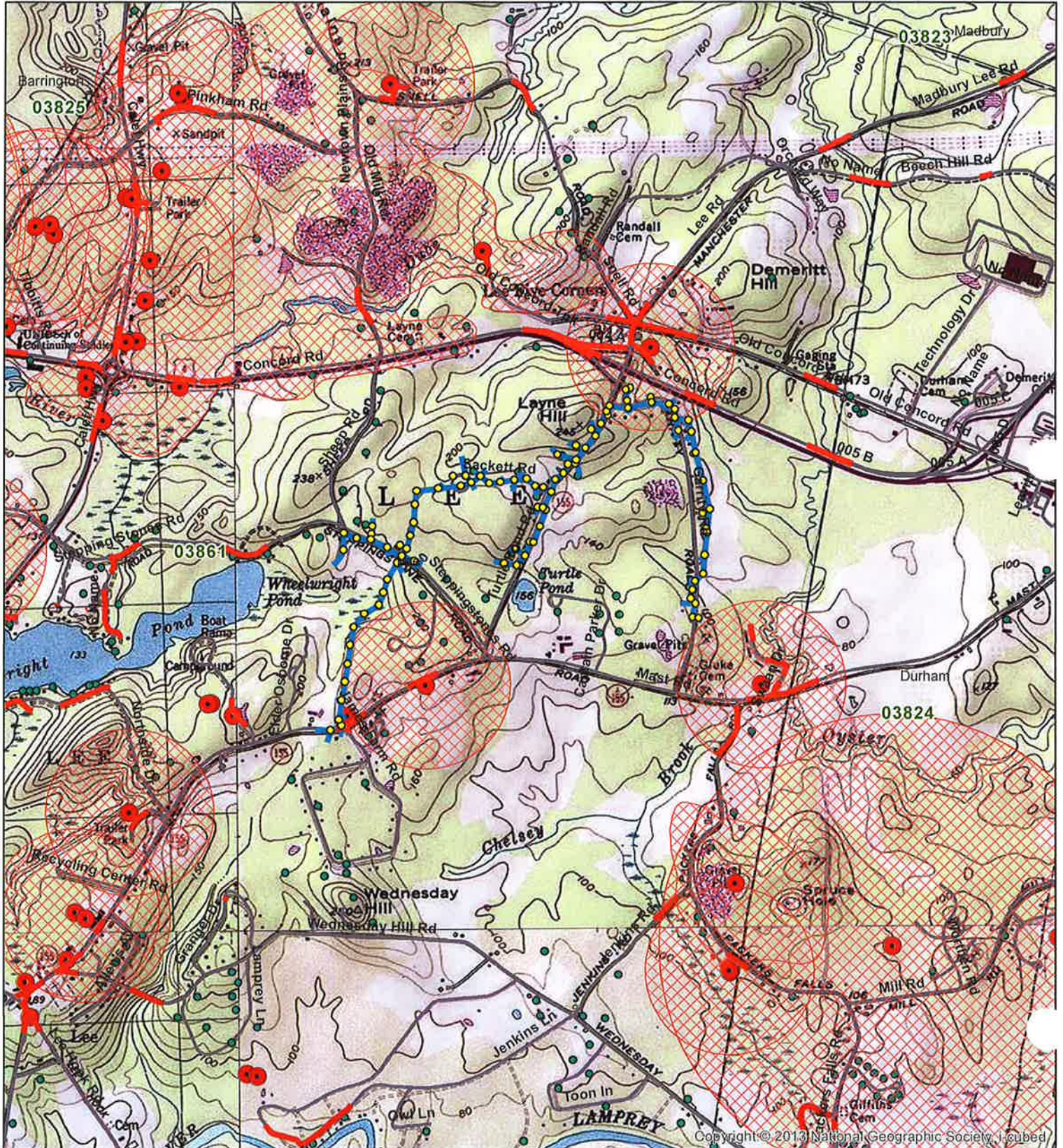


**1714-12ASP**  
**12A Tap**  
**Lee**  
**4.43 Miles**  
**Est. 10.74 Acres**  
**Raymond Dist**



**Legend**

- Roadway\_NoSpray\_Segments
- 1714-12ASP\_12A\_Tap\_Lee
- Public\_Water\_Supply\_Wells
- Wellhead\_Protection\_Areas
- Water\_Well\_Inventory
- wmf\_boundary
- ▲ Substation





## HERBICIDE USE NOTIFICATION

NEW HAMPSHIRE ELECTRIC CO-OP (NHE CO-OP) intends to apply herbicides along various power-line rights-of-way during 2017. The following herbicides will be selectively applied to control tall growing vegetation within the right-of-way corridor. Rodeo (glyphosate), Escort XP/Patriot (metsulfuron methyl), Krenite S (fosamine ammonium), Garlon 4 Ultra (triclopyr). Treatments are scheduled to commence on or about **July 31, 2017**. The following distribution lines, taps and their respective municipalities are scheduled for treatment:

Town	Line #	Town	Line #	Town	Line #
Acworth	466	Ellsworth	53,71	Orange	77
Alton	316	Farmington	315	Plymouth	10,13,14,16,17
Andover	20,21A,22	Franklin	11,18A	Rumney	8,14,17,70,71,72,76
Barnstead	316	Gilmanton	300	Sanbornton	128,129
Bartlett	10,11	Grafton	77	Sandwich	2A,144,153
Belmont	300	Hanover	9,9J	Sunapee	5B
Campton	10,13,52,53	Lee	5,12A	Thornton	52,53
Canaan	9,9I,76,77	Lempster	3C	Tuftsboro	3,167
Center Harbor	142	Marlow	13	Washington	3W,142
Chester	15,14 tap	Meredith	115,121,127,128 taps	Wentworth	8X,8R,7217
Charlestown	2P,8	Moultonborough	142,144,149,152,153 taps	Wolfeboro	6,6G
Columbia	4,4C	New Durham	315,316	Wilmont	20
Deerfield	3G,5A,13C	Northwood	3H,5A		
Dorchester	8D,76	Nottingham	5,5A taps,13C		
Epsom	3G	Ossipee	6,6G		

NHE CO-OP lines can be identified by a metal tag attached to the pole with the following letter initials "NHE CO-OP" followed by a line identification number and a pole number usually immediately under the co-op label.

In accordance with the N.H. Division of Pesticide Control Regulations, individual landowners whose property abuts the right-of-way, or over whose property the right-of-way passes, may request individual written notification thirty days prior to any treatment. To receive individual notification, fill out the attached Notification Request Coupon and return to the address as indicated below no later than **June 26, 2017**. Requests received after this date will not be considered for this treatment cycle.

In addition to the written notification, individual landowners whose property abuts or over whose property the right-of-way passes, have the right to request and receive the approximate date, (within 5 days before or 5 days after the actual date of application) that herbicides will be or have been applied in your area. Further information may be requested by contacting: VCS (Consultant to NHE CO-OP)

C.O Michael Couture, Project Manager -2342 Main St. Athol, MA. 01331

Contact hours: Mon. – Fri., 8:00 a.m. – 4:00 p.m. Telephone: 603-325-3227

### COUPON FOR PERSONAL NOTIFICATION REQUEST

NAME: \_\_\_\_\_ TOWN OF AFFECTED PROPERTY \_\_\_\_\_  
 STREET \_\_\_\_\_ TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 TELEPHONE: DAY \_\_\_\_\_ NIGHT \_\_\_\_\_  
 UTILITY INITIALS ON POLE \_\_\_\_\_ NUMBERS \_\_\_\_\_

REQUESTING:

- 30 DAY PRIOR WRITTEN NOTIFICATION  
 5 DAY BEFORE OR 5 DAY POST APPLICATION NOTIFICATION

In accordance with State Regulations, it is the duty of each landowner or resident to make **VCS** aware of the location of potentially affected private water supplies and any other environmentally sensitive areas where herbicide application should be further restricted.

- Spring or Well  
 Crops or Pasture  
 Other

Send coupons to: VCS  
 C/O Michael Couture, Project Manager  
 2342 Main St., Athol MA. 01331

Thirty Day written notification must be received by Michael Couture, Project Manager no later than **June 30, 2017**. Requests received after this date will not be granted until next treatment cycle.

## HERBICIDE USE NOTIFICATION

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Barnstead	316	Gilmanton	300	Sanbornton	128,129
Bartlett	10,11	Grafton	77	Sandwich	2A,144,153
Belmont	300	Hanover	9,9J	Sunapee	5B
Campton	10,13,52,53	Lee	5,12A	Thornton	52,53
Canaan	9,9J,76,77	Lempster	3C	Tuftonboro	3,167
Center Harbor	142	Marlow	13	Washington	3W,142
Chester	15,14 tap	Meredith	115,121,127,128 taps	Wentworth	8X,8R,7217
Charlestown	2P,8	Moultonborough	142,144,149,152,153 taps	Wolfeboro	6,6G
Columbia	4,4C	New Durham	315,316	Wilmont	20
Deerfield	3G,5A,13C	Northwood	3H,5A		
Dorchester	8D,76	Nottingham	5,5A taps,13C		
Epsom	3G	Ossipee	6,6G		

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 STREET \_\_\_\_\_ TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 TELEPHONE: DAY \_\_\_\_\_ NIGHT \_\_\_\_\_  
 UTILITY INITIALS ON POLE \_\_\_\_\_ NUMBERS \_\_\_\_\_

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Bartlett	10,11	Grafton	77	Sandwich	2A,144,153
Belmont	300	Hanover	9,9J	Sunapee	5B
Campton	10,13,52,53	Lee	5,12A	Thornton	52,53
Canaan	9,9J,76,77	Lempster	3C	Tuftonboro	3,167
Center Harbor	142	Marlow	13	Washington	3W,142
Chester	15,14 tap	Meredith	115,121,127,128 taps	Wentworth	8X,8R,7217
Charlestown	2P,8	Moultonborough	142,144,149,152,153 taps	Wolfeboro	6,6G
Columbia	4,4C	New Durham	315,316	Wilmont	20
Deerfield	3G,5A,13C	Northwood	3H,5A		
Dorchester	8D,76	Nottingham	5,5A taps,13C		
Epsom	3G	Ossipee	6,6G		

NHE CO-OP lines can be identified by a metal tag attached to the pole with the following letter initials "NHE CO-OP" followed by a line identification number and a pole number usually immediately under the co-op label.

In accordance with the N.H. Division of Pesticide Control Regulations, individual landowners whose property abuts the right-of-way, or over whose property the right-of-way passes, may request individual written notification thirty days prior to any treatment. To receive individual notification, fill out the attached Notification Request Coupon and return to the address as indicated below no later than **June 26, 2017**. Requests received after this date will not be considered for this treatment cycle.

In addition to the written notification, individual landowners whose property abuts or over whose property the right-of-way passes, have the right to request and receive the approximate date, (within 5 days before or 5 days after the actual date of application) that herbicides will be or have been applied in your area. Further information may be requested by contacting: VCS (Consultant to NHE CO-OP)

C.O Michael Couture, Project Manager -2342 Main St. Athol, MA. 01331

Contact hours: Mon. – Fri., 8:00 a.m. – 4:00 p.m. Telephone: 603-325-3227

### COUPON FOR PERSONAL NOTIFICATION REQUEST

NAME: \_\_\_\_\_ TOWN OF AFFECTED PROPERTY \_\_\_\_\_  
 STREET \_\_\_\_\_ TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 TELEPHONE: DAY \_\_\_\_\_ NIGHT \_\_\_\_\_  
 UTILITY INITIALS ON POLE \_\_\_\_\_ NUMBERS \_\_\_\_\_

REQUESTING:

- 30 DAY PRIOR WRITTEN NOTIFICATION  
 5 DAY BEFORE OR 5 DAY POST APPLICATION NOTIFICATION

In accordance with State Regulations, it is the duty of each landowner or resident to make **VCS** aware of the location of potentially affected private water supplies and any other environmentally sensitive areas where herbicide application should be further restricted.

- Spring or Well  
 Crops or Pasture  
 Other

Send coupons to: VCS  
 C/O Michael Couture, Project Manager  
 2342 Main St., Athol MA. 01331

Thirty Day written notification must be received by Michael Couture, Project Manager no later than **June 30, 2017**. Requests received after this date will not be granted until next treatment cycle.