

SELECT BOARD MEETING AGENDA

DATE: Monday, July 31, 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. Committee & Commission Updates
 - a. Conservation Commission
 - b. Agricultural Commission
4. Jeff Salloway, NH State Rep - Lee Listens
Ask the Board to participate in a summer and fall listening series for Lee residents.
5. Randy Stevens, Highway Supervisor – Pave or Seal Coat the Public Safety Complex Parking Lot
Present and discuss the pros and cons with paving or seal coating the Public Safety Complex parking lot with the Select Board. Make a recommendation.
6. Scott Bugbee, Heritage Commission Rep - Signs
Request permission to utilize the highway department to install a plaque at LRP for the new flag pole and to install multiple signs at the Little River Mill.
7. Toby Van Aken, Transfer Station Manager – Swap Shop
Discuss various issues with the Swap Shop at the Transfer Station.
8. Caren Rossi, Planning & Zoning Administrator, Scott Nemet, Fire Chief
 - a. *Request permission to waive insurance for dancers, karate, martial arts and other type of similar demonstrations at the Lee Fair.*
 - b. *Review proposed new permit & inspection fees*
9. Select Board – FY19 Budget Procedure
Discuss budget directives to department heads, Committees, and Commissions
10. Julie Glover, Town Administration
 - a. *ORCSD Middle School Project - Select Board Representative*
 - b. *Public Events Serving Alcohol - Establish review protocol*
 - c. *Miscellaneous*
11. Motion to accept the Consent Agenda as presented:

SIGNATURES REQUIRED

LUCT Transfer
Abatements (2)
Zoning Appointments (4)

INFORMATION ONLY

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

12. Motion to accept the Public and Non Public Meeting Minutes from July 17, 2017.
13. Motion to accept Manifest #2 and Weeks Payroll Ending July 30, 2017.
14. Motion to enter into Non-Public Session–NH RSA 91-A:3II (a) Rossi-Personnel (e) VRC
Roll Call Vote required
15. Motion to seal the Non-Public Session Minutes (if necessary.) Roll Call Vote required.
16. Miscellaneous/Unfinished Business
17. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on July 28, 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.

LEE CONSERVATION COMMISSION

Town Hall, 7 Mast Road

Lee, NH 03861

July 25, 2017

Activities, Accomplishments, and Plans

For Past Year:

- Powder Major Forest
 - Assisted SPNHF in protecting important 192 acre property
 - Acquired Conservation Easement on 46 acres in Lee
- Oversight of the Town's Conservation Easements
 - Yearly obligation to check for compliance (uses, boundaries)
 - Wednesday mornings from mid-April through mid-September
- Education and Outreach
 - Led frog walks in Town Forest
 - Held woodcock viewing event
 - Maintained Facebook page to inform residents of conservation issues/events
 - Standing invitation to residents to join CC on easement monitoring walks
- Management of Town-owned Lands
 - Conducted control measures for invasive plants (Town Forest, Ford, Rothwell)
 - Improved woodcock breeding habitat at Little River Park w. forestry students
 - Arranged for Lee Highway Dept. to maintain early-succession habitat in old apple orchard in Town Forest

For Coming Year:

- Powder Major Forest
 - Collaborate with SPNHF to plan future management activities
- Continue oversight of Town's Conservation Easements
- Continue Education and Outreach as last year, plus
 - Co-lead with SPNHF an easement education walk in Town Forest
 - Finalize maps of trails on Town-owned lands and post on web-site
 - Conduct invasive control walk/talk for interested residents
- Management of Town-owned Lands
 - Continue efforts to control invasive plants
 - Other as identified



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

Office Use Only
Meeting Date: Click here to enter a date. **7/31/17**
Agenda Item No. Click here to enter number. **5**

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
7/31/2017

Agenda Item Title: Public Safety Complex Parking Lot –(pave or seal coat)

Requested By: Randy Stevens

Date: 7/24/2017

Contact Information: Randy Stevens rstevens@leenh.org

Presented By: Randy Stevens, Highway Supervisor

Description: After looking over the PSC parking lot GMI Asphalt had suggested that the town consider seal coating vs. paving. To do the paving job right GMI has stated that they would have to bring in their big milling machine to mill in front of all of the bay doors at an additional cost of \$5-6,000 bringing the total cost to pave around \$25,000. GMI provided a cost to sealcoat of \$7,500. Paving life cycle would be 10-12 years. Sealcoating life cycle 3-5 years.

Financial Details: \$7,500 - \$25,000

Legal Authority NH RSA 41:8

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion:

Move to have GMI do the paving at the Public Safety Complex per their contract (62.50/ton) with an additional cost of \$5-6,000 for ancillary work;

OR

Move to authorize GMI to hire a subcontractor to sealcoat the PSC Parking Lot at a cost of \$7,500.00

Policies/Procedures
Swap Shop
Lee Transfer Station

1. Volunteers at the Lee Transfer Station Swap Shop are residents of Lee, NH.
2. Volunteers are expected to wear t-shirts or name tags at all times when they are monitoring the Swap Shop.
3. Volunteers are responsible for arriving in a timely manner to take over duties from the prior volunteer.
4. Volunteers are to park in the reserved Volunteer Parking space.
5. Volunteers are responsible for notifying the Transfer Station Manager and/or the Swap Shop Volunteer Coordinator if they are unable to cover their time slot.
6. Most time slots are 3 hours.
7. A secure space will be provided in the Swap Shop for storing personal items belonging to the volunteer.
8. Volunteers are responsible for the following:
 - monitoring materials dropped off to assure those needing a "ticket" for disposal are logged in(e.g. TVs, computers, etc.)
 - monitor for Transfer Station stickers on vehicles, notifying the Manager with a license plate# if necessary
 - monitoring to check if items are useable and clean;
 - monitoring to check if electrical items (e.g. vacuums, blenders) are functional
9. Volunteers should gently remind patrons of the 1 X per day, 15 minute rules of the Selectmen, should this become an issue or the Swap Shop becomes crowded.
10. Volunteers are to try to keep the Swap Shop tidy as time allows, by removing broken or dangerous items and sorting items that are badly soiled.
11. Volunteers should fill the sledge with one type of material at a time and when full, call to have it emptied.
12. The last volunteer of the day is responsible for making sure the heater, fan, and/or lights are turned off and the doors locked.
13. If an item is reserved for a patron, it must be picked up that same day.
14. Volunteers are NOT to collect items for personal use while on duty.
15. All items that flow through the Swap Shop are for personal use only; not for resale or dismantling for profit (e.g. Stripping wires from appliances.)

LEE FAIR

Application for Farmer's & Artisan Market

Saturday, September 9, 2017

11 A.M. to 9 P.M.

GENERAL REQUIREMENTS

Booth spaces are approximately 12' x 12'.

Pricing: \$25/space, \$40/double, \$10/youth.

Layout will be assigned upon arrival day of the event.

No tables or chairs are provided.

Set-up no earlier than 7 A.M. on September 9, 2017. Vendors are required to be set up NO later than 10:00 A.M. and displayed until 5:00 P.M.

Rain or shine. No refunds will be issued.

A completed application, full payment, and Insurance Certificate (if required) are due to Caren Rossi, 7 Mast Rd, Lee NH 03861 no later than Friday, September 1, 2017 at 12:00 Noon. NO exceptions. Questions please call 603-659-6783 or email crossi@leenh.org.

INSURANCE REQUIREMENTS

The Town of Lee has established insurance and certificate of insurance requirements for the Lee Fair vendors. However, the Town recognizes that for some small vendors, insurance is either not available or the insurance costs would be financially burdensome. In an effort to still allow participation for such vendors 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 the vendor's products and/or activities.

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 vendor and the following criteria are met:

1. No Food or beverages will be served or sold
2. No motor vehicles or motorized equipment
3. No animals
4. No amusement rides or games
5. Items to be sold are hand-made by the vendor

In addition, musical, dance, or athletic performers or demonstrations are not required to carry provide liability insurance coverage for the Fair, provided that there is no public participation, -but are still required to complete this form. However, if any such performers carry liability insurance through their normal course of business then proof of such coverage must be provided.

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

Prior to participating in the Fair, the Vendor shall demonstrate that it carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, applicable to the activities and/or products

sold, and all liabilities as set forth above. The Vendor shall provide proof of automobile insurance coverage in an amount deemed satisfactory to the Town.

The Vendor will furnish to the Town a Certificate of Insurance and an endorsement prior to the Fair demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured on the general liability and automobile liability insurance coverage.

The Contractor shall provide proof of workers compensation insurance meeting State of New Hampshire required limits. The Vendor's worker's compensation coverage must waive subrogation against the Town of Lee and its officials, agents, volunteers and employees.

Town of Lee shall be listed as a Certificate Holder. The Town shall be identified as follows:

Town of Lee
7 Mast Road
Lee NH 03861

Lee Fair
Application for Farmer's & Artisan Market
Saturday, September 9, 2017
11 A.M. to 9 P.M.

Business Name _____

Contact Person _____

Address _____

Telephone and Email _____

Type of Product/Service/Activity _____

Payment Enclosed: \$ _____, **Checks payable to Lee Fair**

I am requesting a waiver of the insurance requirement and attest that I/we meet all of the criteria listed.

IN CONSIDERATION OF PERMISSION GRANTED by the Town of Lee, NH ("Town"), to participate in the Lee Fair, I, the undersigned representative of the above named and all its employees, 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 may incur arising from our participation in the Lee Fair. 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, 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: _____

Name: _____

Date: _____



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

Office Use Only

Meeting Date: July 31, 2017

Agenda Item No. 8b

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
7/31/2017

Agenda Item Title: Planning, Zoning, Building, and Fire Permit and Inspection Fees

Requested By: Caren Rossi

Date: 7/26/2017

Contact Information: 603-659-6783

Presented By: Caren Rossi, Planning & Zoning Administrator and Scott Nemet, Fire Chief

Description: Present new proposed permit and inspection fees to the Select Board for approval and request that they go into effect on August 1st.

Financial Details: Estimated \$4,000 in additional revenue

Legal Authority: NH RSA 41:9-a

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to adopt new permit and inspection fees as presented. Said fees to go into effect on August 1, 2017.

LEE FIRE & RESCUE DEPARTMENT Fee Schedule

Inspections		
	Valid For	Fee
Daycare (Health and Fire Inspection)	3 Years	\$75.00
**Non Profit		Fee is Waived
Foster Care (Health and Fire Inspection)	1 Time Fee	\$75.00
Wood Stove	Per Unit	\$25.00

Permits		
Assembly Permit	1 Year	\$50.00
Blasting	90 Days	\$50.00
Halloween Haunted House (Fire, Police, & Building Inspection)	30 Days	\$100.00
Corn Maze	1 Year	\$25.00
Other attraction inspections that includes multiple inspectors	1 Year	\$100.00
Display Fireworks	1 Day	\$200.00
**Non Profit		Fee is Waived
**Insurance Binder is Needed		
**Violation Fee For Organization	First/ Subsequent Offense	\$300/\$900

Installation Permits		
Fire Alarm	60 Days	\$25.00
Oil Burner	60 Days	\$50.00

Other Fees		
Failure to Obtain Permit Prior to Starting Work	Original Permit Fee +	\$100.00
Failure of Installation/ Inspection/ System Test		\$200.00
Initial & 1 Re-inspection includes:		
Fire Protection/ Detection		
Suppression System		
Oil Burner		
Wood Stove		
2nd Re-inspection	Original Permit Fee	
Fire Incident or EMS Report		\$10.00
Fire Investigation		\$25.00

System Plans Review

Fire Suppression Systems: new systems, additions, alterations

NFPA 13D System (per riser)	\$50.00
NFPA 13R System (per riser)	\$100.00
NFPA 13 System (per riser)	
Up to 10,000 square feet of protected area	\$200.00
10,001 square feet to 25,000 square feet of protected area	\$350.00
25,001 square feet to 52,000 square feet of protected area	\$550.00
52,001 square feet to 100,000 square feet of protected area	\$750.00
100,001 square feet or more of protected area	\$1,000.00

Fire Alarm System: new systems, additions, alterations

\$100.00

TOWN OF LEE, NEW HAMPSHIRE

FEES AND INSPECTION CHARGES

EFFECTIVE AUGUST 1, 2017

	Proposed	Current
Initial Review of Septic Design Plan (Includes witnessing up to 2 pits)	\$100.00	\$ 0
Each additional pits if required	35.00	0
Review of Amended Plan- First Pass	50.00	0
Review of Amended Plan -Second pass	100.00	0
Septic Installation Permit (Includes Basal Area Inspection and final)	75.00	50
Well Permits	75.00	50
Test Pit Witnessing For Residential Subdivisions & Commercial Development & Redevelopment		
Full Day (8 hrs.)	350.00	0
Half Day (4hrs.)	175.00	0
Minimum charge is 4 hours.		
Test Pit Witnessing for Lot Line Adjustments & Re-subdivisions		
For 2 pits	50.00	0
Each additional pit required	35.00	0



OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
36 Coe Drive
Durham, New Hampshire 03824
Telephone: 603-868-5100 Facsimile # 603-868-6668

RECEIVED
JUL 24 2017
TOWN OF LEE NH

Scott
It's time
for us to step
up our game!
Three years seems
like a long time
for now but it
will pass before
you know it
I hope you can do
this! Jim

July 21, 2017

Scott Bugbee
Lee Select Board
Town Hall
7 Mast Road
Lee, NH 03861

Dear Scott,

The ORCSD School Board recently adopted a charge for the upcoming school year related to the Oyster River Middle School.

ORCSD School Board Facility Committee Charge {Adopted by School Board: July 19, 2017}

Envisioning a three-year time frame, the Board charges the committee to further analyze the condition of the current middle school, to explore all possible on-site renovations or new construction, or relocation and new construction, and to explore grade level reconfiguration. The committee will arrive at what we believe to be the best option to proceed to design/plan by June 2018.

The current building has been added on to six times in the 82 years it has served the district. The cost of upkeep and maintenance due to age is constant and expensive. It is time to determine a solution that will serve the District into the future.

In order to broaden participation in the process, the Board has authorized me to create a Superintendent's Facility Committee. Membership will include: three Board members, a Councilor from Durham and a Selectmen from Lee and Madbury, myself, the Business Administrator, the MS Principal, and six additional community members from Durham, Lee and Madbury.

Your name was suggested as a possible member for the value you could add to the process. We envision one meeting a month starting in September. I've included the agenda for those meetings on the reverse side of this invitation.

The school District will benefit by your participation. It is my sincere hope you are willing to serve on the Superintendent's Facilities Committee for the upcoming school year.

Sincerely,

Dr. Jim Morse
Superintendent, ORCSD

SAU #5
DURHAM, LEE, MADBURY

Goal #9 – Middle School

August 2017

Adopt charge/authorize superintendents committee

September 2017

Superintendent's Facilities Committee meets for the first time. / Introductions, overview of charge / overview of the three studies: (Davis – Blatt – Siemens) Enrollment projections.

October 2017

Discussion of three studies/Q & A
Overview of options in Blatt study
Editorial to Fosters/engage communications protocol

November 2017

Review: K-8 option/pros & cons

December 2017

Review: 6 – 12 option/pros & cons

January 2018

Review: Build on current location
Renovate on current location/pros & cons

February 2018

Review: Build on another site/pros & cons

March 2018

Review: 4 – 8 option/pros & cons

April 2018

Begin discussion on preferred option
Public Forum

May 2018

Continue discussion on preferred option

June 2018

Recommendation to full Board

Superintendent's Facility Committee

Facility Committee of the Board Dan Klein Kenny Rotner Michael Williams	3 Members
Elected Official from each town	3 Members
Two community members from each town Durham Lee Madbury	6 Members
Administration Superintendent Business Administrator Middle School Principal	3 Members

The middle school staff committee will meet with Jim and Jay after school once per month to collect staff input.

TOWN OF LEE
Office of the Select Board
7 Mast Road
Lee, New Hampshire 03861
(603) 659-5414

MEMORANDUM

TO: Ben Genes, Town Treasurer
FROM: Lee Select Board
DATE: July 21, 2017
RE: Land Use Change Tax

Pursuant to NH RSA 79-A:25, adopted by the Town of Lee on March 15, 1989, we authorize you to pay out fifty-percent (50%) of all funds identified as Land Use Change Tax that were collected by the Tax Collector in Fiscal Year 2017, to the Trustees of Trust Funds for deposit into the Land Use Change capital reserve fund, as follows:

Land Use Change Tax collected in FY 2017:	\$23,034.77
Pay to Land Use Change CRF:	\$11,517.38

Said sums being confirmed by signature of the Tax Collector:


Linda Reinhold, Lee Tax Collector

July 21, 2017
Date

Authorized by the Lee Select Board on July 31, 2017

John R. LaCourse, Chairman

Cary Brown, Selectman

Scott Bugbee, Selectman

TOWN OF LEE

Supplements Report

Includes all Supplements Between 07/01/2016 And 07/05/2017.

Requested by LINDA -- 07/05/2017

Owner	Ref No.	Map	Lot	Sub	Invoice No.	Date	Bill Amount	Balance Due	
Warrant 2016G01									
PETERS, PEARL	2016/7-012G	000004	000006	000000	2016G01-S0040	06/19/2017	\$ 41.88	\$ 41.88	
CHICK TRUCKING INC	2016/7-013G	000035	000009	000000	2016G01-S0041	06/19/2017	\$ 214.06	\$ 0.00	
							2016G01	\$ 255.94	\$ 41.88
Warrant 2016P01									
HANCOCK ROBERT	2016/17-001	000001	000001	000014	2016P01-S0021	07/18/2016	\$ 110.00	\$ 0.00	
							2016P01	\$ 110.00	\$ 0.00
Warrant 2016P02									
TAYLOR ALEXANDER R	2016/17-010P	000001	000003	000500	2016P02-S0038	06/19/2017	\$ 25.00	\$ 25.00	
							2016P02	\$ 25.00	\$ 25.00
Warrant 2016T01									
KELLEY, EDWARD & MARY TRUST	2016/17-002T	000001	000001	000000	2016T01-S0022	08/17/2016	\$ 2,479.18	\$ 0.00	
STEVENS, RICHARD - TRUSTEE	2016/17-003T	000021	000011	000200	2016T01-S0023	12/12/2016	\$ 1,086.02	\$ 0.00	
BANKS, JAMES R - TRUSTEE	2016/17-005T	000021	000007	000100	2016T01-S0025	02/01/2017	\$ 14,197.48	\$ 0.00	
EMERSON, DAVID M., TRUSTEE	2016/17-009T	000023	000004	000000	2016T01-S0032	04/24/2017	\$ 1,412.87	\$ 0.00	
CALLIORAS, ROBERT	2016/17-016T	000004	000007	000500	2016T01-S0033	06/19/2017	\$ 66.68	\$ 66.68	
MORIN, ANTHONY F.	2016/17-015T	000013	000007	000000	2016T01-S0034	06/19/2017	\$ 289.60	\$ 289.60	
MAPLE HEIGHTS REALTY LLC	2016/17-014T	000001	000004	000500	2016T01-S0035	06/19/2017	\$ 470.48	\$ 470.48	
							2016T01	\$ 20,002.31	\$ 826.76
Warrant 2016U01									
LAUGHTON, KIMBERLY ANN	2016/17-004U	000029	000004	000400	2016U01-S0024	12/23/2016	\$ 500.00	\$ 0.00	
CHINBURG DEVELOPMENT LLC	2016/17-007U	000019	000004	000500	2016U01-S0028	03/15/2017	\$ 7,500.00	\$ 0.00	
CHINBURG DEVELOPMENT LLC	2016/17-006U	000019	000004	000300	2016U01-S0030	03/15/2017	\$ 7,500.00	\$ 0.00	
DROUIN, SCOTT	2016/17-008U	000019	000004	000200	2016U01-S0031	03/15/2017	\$ 7,500.00	\$ 0.00	
DAROIS, ANDREW	2016/7-011U	000019	000004	001100	2016U01-S0039	06/19/2017	\$ 8,000.00	\$ 8,000.00	
							2016U01	\$ 31,000.00	\$ 8,000.00
Grand Total:								\$ 51,393.25	\$ 8,893.64

Int. Lien Release Fee
 34.77 16.49 16.49
 16.49 16.49 16.49
 16.49 16.49 16.49
 16.49 16.49 16.49
34.77 65.96 = 100.73

39.12 46.49

TOWN OF LEE
Collections Summary Year To Date for FY2017
 Requested by LINDA - 07/05/2017 at 07:54 am

Warrant	Beginning Balance	Committed & Supplemented	Abated	Deeded	Collected		Prior Yr Credits Assigned		Balance Due	Errors
					Principal	Int/Pen	Principal	Int/Pen		
2009L01	564.48	0.00	0.00	0.00	0.00	40.00	0.00	0.00	564.48	0.00
2010L01	998.32	0.00	0.00	0.00	198.23	301.77	0.00	0.00	800.09	0.00
2011L01	2,029.29	0.00	0.00	0.00	0.00	100.00	0.00	0.00	2,029.29	0.00
2012L01	3,969.49	0.00	0.00	0.00	0.00	600.00	0.00	0.00	3,969.49	0.00
2013L01	16,234.81	0.00	223.84	0.00	6,343.98	2,659.89	0.00	0.00	9,666.99	0.00
2013P01	809.44	0.00	36.44	0.00	0.00	0.00	0.00	0.00	773.00	0.00
2013P02	1,044.00	0.00	85.00	0.00	0.00	0.00	0.00	0.00	959.00	0.00
2014L01	109,183.52	0.00	0.00	0.00	100,826.57	37,316.78	0.00	0.00	8,356.95	0.00
2014P01	2,045.25	0.00	151.00	0.00	342.00	98.26	0.00	0.00	1,552.25	0.00
2014P02	2,910.77	0.00	160.00	0.00	545.74	131.78	0.00	0.00	2,205.03	0.00
2015L01	212,519.65	0.00	0.00	0.00	67,685.77	7,713.52	0.00	0.00	144,833.88	0.00
2015P01	3,605.00	0.00	180.00	0.00	835.70	150.26	0.00	0.00	2,589.30	0.00
2015P02	4,750.65	0.00	174.00	0.00	1,179.47	156.59	0.00	0.00	3,397.18	0.00
2016G01	38.90	255.94	0.00	0.00	252.96	0.00	0.00	0.00	41.88	0.00
2016L01	0.00	279,027.41	444.59	0.00	17,757.05	338.28	0.00	0.00	260,825.77	0.00
2016P01	1,473,834.62	110.00	223.69	0.00	1,469,078.79	22,334.51	0.00	0.00	4,642.14	0.00
2016P02	0.00	6,536,820.75	4,295.68	0.00	6,517,012.84	14,704.41	11,126.50	0.00	4,385.73	0.00
2016T01	1,812.37	20,002.31	0.00	0.00	20,987.92	18.12	0.00	0.00	826.76	0.00
2016U01	0.00	31,000.00	0.00	0.00	23,000.00	100.73	0.00	0.00	8,000.00	0.00
2017P01	0.00	6,439,144.00	0.00	0.00	4,773,617.58	0.00	15.77	0.00	1,665,510.65	0.00
	1,836,350.56	13,306,360.41	5,974.24	0.00	12,999,664.60	86,764.90	11,142.27	0.00	2,125,929.86	

Summary		Credits	
Principal:	12,999,664.60	Prior Year Unassigned Credits:	229.00
Interest/Penalties:	86,764.90	2017 Unassigned Credits:	7,110.92
2017 Unassigned Credits:	7,110.92	Total Unassigned Credits:	7,339.92
* Net Receipts Year To Date:	13,093,540.42		
*Including Prior Year Deletions		Total Refunded Credits:	453.55
* Net Receipts Year To Date:	13,093,540.42		
Total Prior Year Deleted Receipts:	0.00	Total Refund Abatements:	0.00
Total Prior Year Deleted Credits:	(0.00)		
2017 Refunded Credits:	332.80	Total Prior Year Deletions:	0.00
Gross Receipts Year To Date:	13,093,873.22		

fees #16.

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: July 24, 2017

RE: Sandy and Robert Boudreau
34 Lane Road
Raymond, NH 03077

Property Tax Map 26 Lot 2-H05
Address: H5 Wadleigh Campground

Tax Year: 2015
Assessment: \$6,500

The subject was a camper on rented land. Abatement is requested as above owners are new and prior camper with attachments were removed. As such it is recommended that an abatement in the amount of \$190 plus any applicable interest/penalties/fees be granted. Abatement is to clear tax collector account.

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: July 24, 2017

RE: Sandy and Robert Boudreau
34 Lane Road
Raymond, NH 03077

Property Tax Map 26 Lot 2-H05
Address: H5 Wadleigh Campground

Tax Year: 2016
Assessment: \$6,200

The subject was a camper on rented land. Abatement is requested as above owners are new and prior camper with attachments were removed. As such it is recommended that an abatement in the amount of \$181 plus any applicable interest/penalties/fees be granted. Abatement is to clear tax collector account.

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: July 24, 2017

RE: Sandy and Robert Boudreau
34 Lane Road
Raymond, NH 03077

Property Tax Map 26 Lot 2-H05
Address: H5 Wadleigh Campground

Tax Year: 2017
Assessment: \$6,200

The subject was a camper on rented land. Abatement is requested as above owners are new and prior camper with attachments were removed. As such it is recommended that an abatement in the amount of \$91 plus any applicable interest/penalties/fees be granted. Abatement is to clear tax collector account.

Abatement Granted

Abatement Denied

Dated _____

Remit To		2017 LEE PROPERTY TAX -- BILL 1 OF 2			
TOWN OF LEE TAX COLLECTOR'S OFFICE 7 MAST ROAD LEE, NH 03861 Temp - Return Service Requested		BOUDREAU, SANDY & ROBERT			
		Map	Lot	Sub	Net Value
		000026	000002	000H05	\$ 6,200
		Parcel Location			Acres
		H05 WADLEIGH CAMPGROUND 0.000			
12% APR Charged After 07/05/2017		Invoice		Summary of Taxes	
ASSESSMENT questions must be directed to the Assessor/Selectmen (603) 659-5414. Questions on errors may be directed to the Tax Collector. See back for important info.		2017P01003005		First Bill:	\$ 91.00
Billed To		Billing Date			
BOUDREAU, SANDY & ROBERT 34 LANE ROAD RAYMOND, NH 03077		05/24/2017		- Abated/Paid: \$ 0.00	
		Payment Due Date		- Vet. Credits: \$ 0.00	
		07/05/2017			
		Amount Due:		\$ 91.00	
		Amount Enclosed:			
Please return top copy with your payment.				PAST DUE AMOUNTS	\$ 448.99

Tax Collector Office Hours		2017 LEE PROPERTY TAX -- BILL 1 OF 2			
TOWN OF LEE MONDAY 8:00 AM TO 6:00 PM WEDNESDAY & FRIDAY 8:00 AM TO 4:00 PM 603 659-2964 Tax Collector: Linda R. Reinhold ASSESSMENT questions must be directed to the Assessor/Selectmen (603) 659-5414. Questions on errors may be directed to the Tax Collector. See back for important info.		BOUDREAU, SANDY & ROBERT			
		Map	Lot	Sub	Pg-Line
		000026	000002	000H05	0030-05
		Parcel Location			Acres
		H05 WADLEIGH CAMPGROUND 0.000			
Tax Rates		Assessments		Invoice	
County:	\$ 1.47	Land:	0	2017P01003005	
School:	\$ 9.26	Current Use Credit:	0	Billing Date	
Town:	\$ 2.72	Buildings:	6,200	05/24/2017	
State Education:	\$ 1.18	Total:	6,200	Payment Due Date	
				07/05/2017	
				Interest Rate	Amount Due:
				12% APR After 07/05/2017	
				PAST DUE AMOUNTS	
				\$ 448.99	

Total Tax Rate:	\$ 14.63⁺	Net Value:	6,200
------------------------	-----------------------------	-------------------	--------------

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

These owners just moved on to the site.
 The prior owners had the other structure/trailer
 torn down
 Need to abate past due

TOWN OF LEE

TAX COLLECTOR'S OFFICE

7 MAST ROAD

LEE, NH 03861

Office Hours

MONDAY 8:00 AM TO 6:00 PM

WEDNESDAY & FRIDAY 8:00 AM TO 4:00 PM

603 659-2964

BOUDREAU, SANDY & ROBERT
34 LANE ROAD
RAYMOND, NH 03077

OFFICE OF THE TAX COLLECTOR
SUMMARY OF ACTIVITY BY OWNER
Printed Wednesday, June 28, 2017
Interest Calculated As Of 06/28/2017

Map Lot Sub: 000026 000002 000H05

Invoice: 2013P02001907		Acres: 0.00	Location: H05 WADLEIGH CAMPGROUND		
		Bill Amount: \$ 0.00	Due Date: 12/27/2013		
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
Per Diem:	0.0000	Total Due For Invoice 2013P02001907:			\$ 0.00

Invoice: 2014P01002102		Acres: 0.00	Location: H05 WADLEIGH CAMPGROUND		
		Bill Amount: \$ 93.00	Due Date: 07/02/2014		
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
06/27/2014	Payment of \$93.00 (#1008)	(\$ 93.00)	\$ 0.00	\$ 0.00	\$ 0.00
		Paid By: BILODEAU, WALTER			
Per Diem:	0.0000	Total Due For Invoice 2014P01002102:			\$ 0.00

Invoice: 2014P02002201		Acres: 0.00	Location: H05 WADLEIGH CAMPGROUND		
		Bill Amount: \$ 100.00	Due Date: 12/29/2014		
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
04/08/2015	Payment of \$102.60 (#7541)	(\$ 100.00)	(\$ 2.60)	\$ 0.00	\$ 0.00
		Paid By: BILODEAU, WALTER & RUTH			
Per Diem:	0.0000	Total Due For Invoice 2014P02002201:			\$ 0.00

Invoice: 2015P01002202		Acres: 0.00	Location: H05 WADLEIGH CAMPGROUND		
		Bill Amount: \$ 97.00	Due Date: 07/01/2015		
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
06/28/2017	Int/Pen From 07/01/2015	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23.22
Per Diem:	0.0319	Total Due For Invoice 2015P01002202:			\$ 120.22

Invoice: 2015P02002106		Acres: 0.00	Location: H05 WADLEIGH CAMPGROUND		
		Bill Amount: \$ 93.00	Due Date: 12/04/2015		
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
06/28/2017	Int/Pen From 12/04/2015	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17.49
Per Diem:	0.0306	Total Due For Invoice 2015P02002106:			\$ 110.49

Invoice: 2016P01002202		Acres: 0.00	Location: H05 WADLEIGH CAMPGROUND		
		Bill Amount: \$ 95.00	Due Date: 07/01/2016		
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
03/25/2017	Lien Notice	\$ 0.00	\$ 0.00	\$ 19.25	\$ 0.00
06/28/2017	Int/Pen From 07/01/2016	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30.56

Per Diem: 0.0312

Total Due For Invoice 2016P01002202:

\$ 125.56

Invoice: 2016P02002302

Acres: 0.00

Location: H05 WADLEIGH CAMPGROUND

Bill Amount: \$ 86.00

Due Date: 12/02/2016

Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
06/28/2017	Int/Pen From 12/02/2016	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5.88

Per Diem: 0.0283

Total Due For Invoice 2016P02002302:

\$ 91.88

Invoice: 2017P01003005

Acres: 0.00

Location: H05 WADLEIGH CAMPGROUND

Bill Amount: \$ 91.00

Due Date: 07/05/2017

Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
06/28/2017	Int/Pen From 07/05/2017	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Per Diem: 0.0299

Total Due For Invoice 2017P01003005:

\$ 91.00

Total Due For Parcel 000026 000002 000H05:

\$ 539.15

Per Diem: 0.1519

Total Due For All Parcels:

\$ 539.15

LEVY YEAR TAX TYPE INFORMATION

B - Betterment	P - Property	T - Timber Yield
G - Gravel Yield	R - Residence	U - Use Change
L - Lien	S - Sewer	W - Water

ABATEMENT RECOMMENDATION

TO: Select Board
Town of Lee

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

DATE: July 24, 2017

RE: Tom Paolera
18 Baker Lane
Andover, MA 01810

Property Tax Map 12 Lot 1-G2
Address: G2 Forest Glen

Tax Year: 2015
Assessment: \$6,800

The subject was a camper on rented land. Abatement is requested as camper was removed during 2015 tax year. As such it is recommended that an abatement in the amount of \$98 plus any applicable interest/penalties/fees be granted. Abatement is to clear tax collector account.

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: July 24, 2017

RE: Tom Paolera
18 Baker Lane
Andover, MA 01810

Property Tax Map 12 Lot 1-G2
Address: G2 Forest Glen

Tax Year: 2016
Assessment: \$6,800

The subject was a camper on rented land. Abatement is requested as camper was removed during 2015 tax year. As such it is recommended that an abatement in the amount of \$199 plus any applicable interest/penalties/fees be granted. Abatement is to clear tax collector account.

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: July 24, 2017

RE: Tom Paolera
18 Baker Lane
Andover, MA 01810

Property Tax Map 12 Lot 1-G2
Address: G2 Forest Glen

Tax Year: 2017
Assessment: \$6,500

The subject was a camper on rented land. Abatement is requested as camper was removed during 2015 tax year. As such it is recommended that an abatement in the amount of \$95 plus any applicable interest/penalties/fees be granted. Abatement is to clear tax collector account.

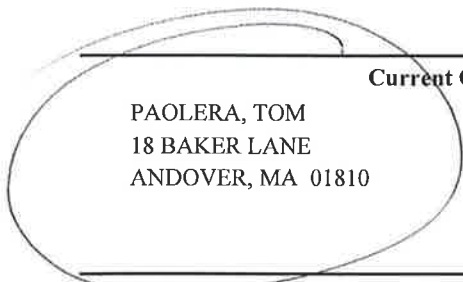
Abatement Granted

Abatement Denied

Dated _____

TOWN OF LEE
 TAX COLLECTOR'S OFFICE
 7 MAST ROAD
 LEE, NH 03861
Office Hours
 MONDAY 8:00 AM TO 6:00 PM
 WEDNESDAY & FRIDAY 8:00 AM TO 4:00 PM
 603 659-2964

Invoice Summary



Current Owner
 PAOLERA, TOM
 18 BAKER LANE
 ANDOVER, MA 01810

Billed Owner
 PAOLERA, TOM
 18 BAKER LANE
 ANDOVER, MA 01810

Invoice Number: 2015P02 021807

Bill Amount: \$98.00

Invoice Type: Property Tax

Due Date: 12/04/2015

Map Lot Sub:

Interest Rate: 12 %

000012 000001 0000G2

Per Diem: 0.0322

Location: G02 FOREST GLEN

Book & Page:

Principal Due: \$98.00

***Interest Due:** \$18.69

Penalties Due: \$0.00

***Total Amount Due:** \$116.69

Exemptions & Credits

Assessments

Taxable Districts

Exempts:	0	Land:	0
		CU Credit:	0
		Building:	6,800
		Assessment:	6,800
		Net Assmnt:	6,800
		Acres:	0

Transaction Activity

7/6/17

(per Linda Paolera)

There Have Been No Transactions On This Invoice

have not been @ site since 2015
 Forest @ len says have sent list to
 you
 Need to be removed

Linda



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

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

Applicant's Name: John A. Hutton

Address: 118 North River Rd Phone/Cell: 817-6646

of Years as a Resident: 2005 to present

Email address: _____

Full Membership (3 year term) position applying for: Zoning Regular Member

Term Expires on the following date: May 2017

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

Term Expires on the following date: _____

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

Chair Stratham planning board - 8 yrs

2 yrs AD Hex chair Stratham

John A. Hutton _____
Signature Date

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

John Hutton

To: **JOHN HUTTON III** of Lee, New Hampshire in the **County of Strafford**:

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

Given under our hands, this 31ST day of July, 2017

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **JOHN HUTTON III** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2017

Received and Recorded:



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

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

Applicant's Name: David Allen
Address: 23 Lee Hook Rd Phone/Cell: 842-0954
of Years as a Resident: 55 yrs
Email address: dallenmasonry@comcast.net

Full Membership (3 year term) position applying for: Full term Zoning
Term Expires on the following date: 5/1/2017
Alternate Position (3 year term) position applying for: -
Term Expires on the following date: _____

I feel the following experience and background qualifies me for this position: _____
Knowledgeable member of community

[Signature]
Signature

7/5/17
Date

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

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

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

Given under our hands, this 31ST day of July, 2017

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

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

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

Date: _____, 2017

Received and Recorded:



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

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

Applicant's Name: Philip SANborn Tr
Address: 11 Love Lane Phone/Cell: 603 498-1060
of Years as a Resident: 53
Email address: psanborn@comcast.net

Full Membership (3 year term) position applying for: Zoningfull Mem
Term Expires on the following date: May 2017
Alternate Position (3 year term) position applying for: _____
Term Expires on the following date: _____

I feel the following experience and background qualifies me for this position: _____
Former member of Zoning

[Signature]
Signature

2/6/17
Date

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

To: **PHILIP SANBORN JR** of Lee, New Hampshire in the **County of Strafford:**

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

Given under our hands, this 31ST day of July, 2017

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **PHILIP SANBORN JR** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2017

Received and Recorded:



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

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

Applicant's Name: Shawn Banker
Address: 261 Lee Hook Rd Phone/Cell: 603-365-1127
of Years as a Resident: 25+
Email address: SHAWN.BANKER@UNH.EDU

Full Membership (3 year term) position applying for: Zoning Board Member
Term Expires on the following date: May, 2020
Alternate Position (3 year term) position applying for: Alternate member
Term Expires on the following date: _____

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

Mechanical Engineer, Masters in Business,
OVERSAW Facilities + Engineering of Velcro facilities/
operations for Many years, father was Contractor.
+ WORKED TRADES (Building + Plumbing) PART-TIME THROUGH HS +
College. Sincere interest in Town. Chair of Govern. Board
at Lee Church Congreg.

[Signature]
Signature

7/24/17
Date

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

To: **SHAWN BANKER** of Lee, New Hampshire in the **County of Strafford**:

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

Given under our hands, this 31ST day of July, 2017

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **SHAWN BANKER** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2017

Received and Recorded:
