

SELECT BOARD MEETING AGENDA

DATE: Monday, August 14, 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. **PUBLIC HEARING HIGHWAY BLOCK GRANT AID/SB38 – The Town has received \$95,184.52 in additional State Highway Funding to be used for roads, bridges, culverts, intersections, etc. and cannot be used for projects whose funds have already been appropriated or to reduce the tax rate.**
4. **PUBLIC HEARING PLANNING/ZONING AND FIRE DEPARTMENT - PROPOSED FEE INCREASES**
5. **Joe Bassett, Lee USA Speedway – Events**
Request permission to hold a Demolition Derby and a Carnival on Saturday, September 23, 2017.
6. **Committee & Commission Updates**
 - a. Agricultural Commission
 - b. Energy Committee
 - c. Recreation Commission
 - d. Sustainability Committee
 - e. Heritage Commission
7. **Larry Kindberg, Rec Commission Chair**
 - a. **Men’s Basketball League** - *Request permission from the Board to add a men's basketball league to the Lee Recreation Program and allow said league to be covered under the Town's liability insurance in order to play at Mast Way School.*
 - b. **LRP Landscaping Project** – *Present for approval a tree landscaping & irrigation plan for LRP.*
8. **Toby Van Aken, Transfer Station Manager – Swap Shop**
Give an update on the Swap Shop situation at the Transfer Station and present a draft set of rules.
9. **Tom Dronsfield, Police Chief – Dept. of Justice Equitable Sharing Agreement and Certification**
Submit for approval the Dept. of Justice Annual Certification Report for the Chairman's signature.
10. **Chairman LaCourse – Select Board Goals**
Discuss the goals set by the Select Board in March 2017 and review setting budget goals for FY19
11. **Julie Glover, Town Administration**
 - a. *Paperless discussion*
 - b. *Lead Paint Update*
 - c. *Part-Time Employee Health Insurance - review and approve draft policy*
 - d. *Miscellaneous*
12. **Motion to accept the Consent Agenda as presented:**

<u>SIGNATURES REQUIRED</u> Cemetery Certificate	<u>INFORMATION ONLY</u> Highway Block Grant
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Individual items may be removed by any Select Board member for separate discussion and vote.
13. **Motion to accept the Public Meeting Minutes from July 31, 2017.**
14. **Motion to accept Manifest #3 and Weeks Payroll Ending August 13, 2017.**
15. **Motion to enter into Non-Public Session–NH RSA 91-A:3II (d) Church property (a) Personnel Roll Call Vote required**
16. **Motion to seal the Non-Public Session Minutes (if necessary.) Roll Call Vote required.**
17. **Miscellaneous/Unfinished Business**
18. **Adjournment**

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on August 11, 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.

State of New Hampshire

Vendor Payments

Check Number: 2120351

STATEMENT OF REMITTANCE

VOUCHER NUMBER	INVOICE NUMBER	DESCRIPTION	CONTACT INFORMATION	DATE	AMOUNT
3553508	HIGHWAY BLK FY18	Block Grant Aid JUL payment	(603) 271-3466	07/01/17	95,184.52
	Highway	Block Grant Aid lump sum payment-A SB38 \$95184.52			
				TOTALS:	\$95,184.52

If you have further payment questions, reference the contact information provided next to the line item in question.

INFORMATION MESSAGE

Questions On Your Payment?

Please use the contact information provided above in the fourth column from the left.

State of New Hampshire
Office of State Treasurer
25 Capitol Street - Rm. 121
Concord, NH 03301

State of New Hampshire
Vendor Payments

Bank of America
Concord, NH

07/27/17

2120351

DIRECT DEPOSIT ADVICE

PAY EXACTLY *VOID VOID VOID VOID VOID VOID VOID VOID*

\$ ****95,184.52

PAY TO THE ORDER OF
TOWN OF LEE
Treasurer
7 Mast Rd
Lee NH 03861
177231

NON-NEGOTIABLE



State of New Hampshire Department of Revenue Administration

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



John T. Beardmore
Commissioner

Lindsey M. Stepp
Assistant Commissioner

MUNICIPAL AND PROPERTY
DIVISION
Stephan W. Hamilton
Director

July 27, 2017

Josephine Belville
Assistant Director

Judy A. Silva, Executive Director
New Hampshire Municipal Association
25 Triangle Park Drive
Concord, New Hampshire 03301

RE: SB 38 additional appropriation of Highway Block Grant Funds

Dear Ms. Silva:

Thank you for your recent inquiry regarding the additional appropriation of Highway Block Grant Funds made by the legislature in adopting Senate Bill 38. The Department of Revenue understands that this action has inspired a number of questions which I hope can be answered with the following information:

- The provisions of SB 38 include specific language that allows municipalities to accept and expend these funds under the process provided in RSA 31:95-b regardless of whether they have adopted this local option provision;
- There are specific procedural requirements for accepting that include:
 1. Pursuant to RSA 31:95-b, II (a) the board of selectmen is required to hold a public hearing if the amount of the funds received is \$10,000 or greater;
 2. For amounts less than \$10,000 “the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed.” See RSA 31:95-b, II (b); and,
 3. “The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular board of selectmen meeting.” See RSA 31:95-b, II (b). (Emphasis added).
- RSA 32:7, IV, provides that money from a state grant for a specific purpose is non-lapsing;
- The money being provided to the municipalities are additional grants under RSA 235:23, I;
- RSA 235:25, provides in pertinent part that, “. . . the unused balance may be carried over to the following municipal fiscal year and expended for highway construction, reconstruction or maintenance purposes.” (Emphasis added);
- This amount of additional grant should not be reported as “Highway Block Grant Revenue” on the municipalities 2017 MS-434 Report of Revised Estimated Revenue;
- As dedicated grant funds, the additional grant will not become part of the unassigned fund balance; and,
- Cities and towns are encouraged to inquire of their accountant or accounting firm to determine the appropriate fund where the money will be placed.

Please let me know if you have any further questions or concerns, and please feel free to circulate this letter to your members.

Sincerely,

Stephan W. Hamilton, Director
Municipal and Property Division

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

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

CHAPTER 227
SB 38-FN - FINAL VERSION

03/23/2017 0897s
4May2017... 1437h
1Jun2017... 1998h

2017 SESSION

17-0130
06/01

SENATE BILL **38-FN**

AN ACT making an appropriation to the department of transportation for local highway aid and aid for municipal bridges, relative to distribution of highway aid, and relative to red list bridges.

SPONSORS: Sen. Morse, Dist 22; Sen. Bradley, Dist 3; Sen. Reagan, Dist 17; Sen. Daniels, Dist 11; Sen. D'Allesandro, Dist 20; Sen. Giuda, Dist 2; Sen. Feltes, Dist 15

COMMITTEE: Finance

AMENDED ANALYSIS

This bill:

- I. Makes an appropriation to the department of transportation for local highway aid and municipal bridge aid.
- II. Modifies the distribution of betterment funds.
- III. Clarifies the criteria for red list bridges.

Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears [~~in brackets and struckthrough.~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

03/23/2017 0897s

4May2017... 1437h

1Jun2017... 1998h 17-0130

06/01

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Seventeen

AN ACT making an appropriation to the department of transportation for local highway aid and aid for municipal bridges, relative to distribution of highway aid, and relative to red list bridges.

Be it Enacted by the Senate and House of Representatives in General Court convened:

227:1 Purpose Statement. The general court recognizes that there is a need to provide targeted funding for local infrastructure projects. Therefore, it is the intent of this act to designate certain

surplus funds in the 2016-2017 biennial budget for providing grants to fund local infrastructure projects in accordance with the purposes and provisions of this act and to further clarify the criteria for red list bridges.

227:2 Department of Transportation; Appropriation.

I. There is hereby appropriated to the department of transportation the sum of \$36,800,000 for the fiscal year ending June 30, 2017, which shall be nonlapsing and expended pursuant to paragraph II. The governor is authorized to draw a warrant for said sum out of any money in the treasury not otherwise appropriated.

II. The sum appropriated in paragraph I shall be allocated as follows:

(a) \$30,000,000 shall be expended for additional "Apportionment A" distributions under RSA 235:23, I.

(b) \$6,800,000 shall be expended for state bridge aid for municipal bridges under RSA 234.

III. No funds appropriated in paragraph I shall be used for supplanting locally budgeted and approved funds for road or bridge maintenance or construction. The funds appropriated in paragraph I may be considered unanticipated money under RSA 31:95-b and may be accepted and expended pursuant to RSA 31:95-b, II through IV, whether or not a town has adopted the provisions of RSA 31:95-b.

227:3 Federal and State Highway Aid; Construction and Reconstruction. Amend RSA 235:23-a, III to read as follows:

III. ***Excluding funds under RSA 260:32-b, III(c) that are used for bridge work, the commissioner, based on budget appropriations, shall allocate and expend at least 70 percent of the funds in the highway and bridge betterment account for the 6 state highway districts in the following priority:***

(a) [Repealed.]

(b) For each state highway district in the state, based upon a formula in which 1/2 of the amount of the funds distributed is based upon the proportion which the mileage of state-maintained class I, class II, and class III highways, excluding turnpikes, in each district, as of January 1 of the previous year, bears to the total of such mileage in the state; and 1/2 of the amount of the funds distributed is based upon the proportion which the number of state maintained class I, class II and class III highway bridges, excluding turnpikes, in each district as of January 1 of the previous year bears to the total of such number of bridges in the state. ***Due to timing of contracted work and actual expenditures, the commissioner shall use a rolling 5-year average to ensure that a minimum of 70 percent of the funds are expended in each district based on the formula. The commissioner shall distribute the remaining funds on a statewide basis to achieve regional equity based on condition, taking into account deviations in bid prices and existing infrastructure condition, excluding funds used for emergency repair.***

227:4 Red List Bridges. Amend RSA 234:25-a, I to read as follows:

I. The commissioner of transportation shall establish and maintain a list of ***highway*** bridges that are found, after inspection by the department, to be structurally deficient, which shall be known as red list bridges. ***This list shall also include structurally deficient state-owned railroad bridges over highways.***

227:5 New Paragraph; Red List Bridges; Definition. Amend RSA 234:25-a by inserting after paragraph IV the following new paragraph:

V. In this chapter, a structurally deficient bridge means a bridge with a primary element in poor or worse condition (National Bridge Inventory (NBI) rating of 4 or less).

227:6 Inspection of Red List Bridges. Amend RSA 234:25-b to read as follows:

234:25-b Inspection of Red List Bridges; Report.

I. The department of transportation shall inspect every ***red list*** state-owned bridge on the red list biannually and every ***red list*** municipal bridge annually ***as a minimum***.

II. The department of transportation shall annually provide a complete list of state-owned and municipally-owned red list bridges to the governor, the executive council, the speaker of the house of representatives, the president of the senate, and the house and senate standing committees with jurisdiction over highways and bridges. Additionally the department shall annually notify the

governing bodies of municipalities of any red list bridges owned by such municipality and any state-owned red list bridge within such municipality. These reports and notifications shall be provided on or before ~~February~~ *April* 1 of each year.

227:7 Effective Date.

I. Sections 3 through 6 of this act shall take effect July 1, 2017.

II. The remainder of this act shall take effect upon its passage.

Approved: July 11, 2017

Effective Date:

I. Sections 3-6 effective July 1, 2017

II. Remainder effective July 11, 2017

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

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
**Non Profit		Fee is Waived
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	30 Days	\$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

Permitting Checklist & Reference Guide

(see Town of Lee regulations, associated NFPA Codes, and applicable State Laws for additional details)

State of New Hampshire License Inspection (Daycare and Foster Care)

Note: This includes the fire
and health inspections.

Required with application: Fee
Required inspections: as required per the state's licensing/
inspection form
Required at inspection completion: Proper state licensing/
inspection form for signature
Reminders: Provide ample advanced notice so that any issues noted
during the inspection can be corrected and re-inspected well before
the paperwork needs to be submitted to the state for processing

*Examples: Non-Profit Daycares, For-Profit Daycares, Residential
Daycares, Residential Foster Care Homes.*

Woodstove Inspection

Required with application: Fee per unit
Required inspections: System inspection including woodstove and
limited visual inspection of chimney and/or piping.
Required at inspection: Manufacturer's specifications manual
Required upon completion: Lee Fire & Rescue Department provided
Courtesy Visual Woodstove & Chimney Inspection Form
Reminder: Lee Fire & Rescue will not complete insurance form.
Residents may mail or fax the provided Courtesy Visual Woodstove
& Chimney Inspection Form

Places of Assembly Permit

Required with application: fee
Required inspections: two inspections annually; entire building will
be inspected unless the assembly meets NFPA 101 'separated us'
definition.
Required at inspection: Layout showing square footage, aisles and
seating arrangements and details of decorations. Fire alarm,
sprinkler system, suppression system, and heating appliance
inspection and maintenance records
Reminders: Occupant load and permit must be posted in
conspicuous location. RSA 155:19 – Application Issuance;
Revocation. A permit shall be obtained from the licensing agency by
the owner or operator of any place of assembly.

*Example: NH RSA 155:17 – Definitions. "Places of Assembly" shall
mean a room or space in which provision is made for the
congregation or assembly of 100 or more persons for religious,
recreational, educational, political, social or amusement purposes or
for the consumption of
food or drink.*

Blasting Permit

Required with application: Approved site plan, handler's license,
certificate of insurance, vehicle trip sheet, materials inventory; fee
Required inspections: Shall contact police and fire departments
prior to each blast, monitoring required, inspections as deemed
necessary by Fire Chief or designee
Reminder: 90-day permit expiration maximum

Permitting Checklist & Reference Guide

(see Town of Lee regulations, associated NFPA Codes, and applicable State Laws for additional details)

Haunted House

Note: This inspection includes Fire, Police, Building Inspector

Required with application: Plans depicting the site, alterations to the occupancy, areas of diminished lighting, egress paths, light effects, etc; safety/ emergency plans, crowd manager certificate, extinguisher training list, fire retardant spray map with dates; fee

Required inspections: Pre-event inspections to include prior to setup and after setup is complete

Reminders: Fire Chief and Police Chief may require fire department and/or police department detail depending on conditions

Corn Maze

Required with application: Map of the corn maze; exits, entrance, elevated platform location, parking with distance from corn maze; fee

Reminder: Must have a public-address system; bull horn or loud speaker

Other Attractions

Note: This can include Fire, Police, Building Inspector

Required with application: Dependent on specific attraction; Map or plans of the event(s); fee

Examples: An event or place that draws the public by providing something of interest or pleasure; Amusement buildings, exhibits, carnival, holiday events, etc.

Fireworks

Required with application: Plans depicting the site for display and perimeter required, security plan for site, materials list, insurance certificate, materials testing certificate, State of NH License/ approval; fee

Required inspections: Pre-event inspection after setup is complete

Required at work completion: Perimeter check and other state requirements after show conclusion

Reminders: Fire Chief may require fire department detail depending on current conditions.

Fire Alarm Systems

Required with application: Set of plans stamped by appropriate design professional, material list and specification sheets for materials and devices being installed, Lee Fire & Rescue-Design Affidavit: Fire Alarm System; fee

Required inspections: System completion, acceptance test, dialer test

Required at final inspection: Systems test results certificate

Reminders: Annunciator required if FACP is located other than at main entrance; All devices keyed with CAT30 locks and keys provided for inside Knox Box; System connected to monitoring agency; Systems shall be separate from non-life safety monitoring systems unless specifically allowed by NFPA 72; Fire signals forwarded to UNH Dispatch (862-2400); notification must be made to UNH Dispatch (862-1392) prior to any work.

Oil Burner Installations

Required with application: fee

Required inspections: System inspection and operational test upon completion of install

Required upon completion: manufacturer's specifications manual

Permitting Checklist & Reference Guide

(see Town of Lee regulations, associated NFPA Codes, and applicable State Laws for additional details)

Sprinkler System

Required with application: Set of plans stamped by appropriate design professional, materials list and specification sheets for materials and devices being installed; fee

Required inspections: System inspection (including sections before they're concealed in construction), inspectors test, acceptance test

Required at final inspection: Underground piping flush and hydro test, 200lb. test certificate, systems test results certificate

Reminders: Screened 4" Storz FDC with 30' elbow, electric bell over FDC at front of building, standpipes spaced not to exceed 150' in each direction, connected to approved fire alarm system



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

Office Use Only

Meeting Date: 8/14/2017

Agenda Item No. 5

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
8/14/2017

Agenda Item Title: Demolition Derby/Carnival

Requested By: 1st Strafford Realty aka Lee USA Speedway Date: 7/31/2017

Contact Information: 978-462-4252

Presented By: Joe Bassett, Speedway Manager

Description: Request permission to hold a Demolition Derby and a Carnival on Saturday, September 23, 2017.

Financial Details: n/a

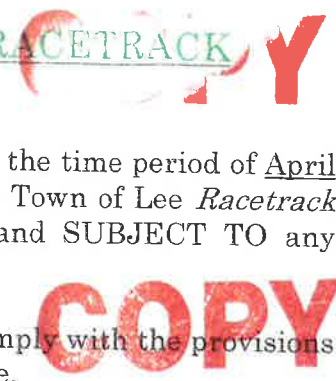
Legal Authority: NH RSA 31:41-a; Lee Racetrack Ordinance; 2006 Zoning Variance; 2017 Racetrack License

Legal Opinion: The Racetrack Ordinance allows “vehicle activities” and “the 2017 License has an “After Season Special” event scheduled for Aug.23rd, both of which would cover a Demolition Derby.

REQUESTED ACTION OR RECOMMENDATIONS:

Move to grant permission to 1st Strafford Realty Trust to hold a Demolition Derby and a Carnival on Saturday, September 23, 2017.

2017 LICENSE to OPERATE a MOTOR VEHICLE RACETRACK
IN THE TOWN OF LEE



A license to conduct motor vehicle racing at the **Lee USA Speedway** during the time period of April 8 – October 29, 2016 is hereby granted SUBJECT TO all provisions of the Town of Lee *Racetrack Ordinance* adopted on March 10, 1977 by the Annual Town Meeting, and SUBJECT TO any revisions or amendments to the Ordinance as hereinafter enacted.

The Select Board grants approval with the understanding that failure to comply with the provisions of the Ordinance shall be grounds for revocation or suspension of this license.

No practice or tire testing dates are permitted

<u>23 RACES</u>	<u>CATEGORY</u>	<u>3 TEST & TUNE</u>
1) Sunday, April 9, 2017	American Canadian Tour Gov's Cup	1) Saturday, April 8, 2017
2) Sunday, April 30, 2017	Granite State Pro Stocks	2) Sunday, April 23, 2017
3) Friday, May 19, 2017	NASCAR Racing Season Opener	3) Friday, October 6, 2017
4) Saturday, May 27, 2017	NValenti Modified w/Pro4, VOM, NECL, Supers	
5) Friday, June 2, 2017	NASCAR Racing	
6) Friday, June 9, 2017	NASCAR Racing	
7) Friday, June 16, 2017	NASCAR Racing	
8) Friday, June 23, 2017	NASCAR Racing – S. late models	
9) Friday, June 30, 2017	NASCAR Racing - Fireworks	
10) Friday, July 7, 2017	NASCAR Racing GSPSS, NECL	
11) Friday, July 14, 2017	NASCAR Racing w/Elcamino	
12) Friday, July 21, 2017	NASCAR Racing – Valenti Mods	
13) Friday, July 28, 2017	NASCAR Racing	
14) Friday, August 4, 2017	NASCAR Racing - ISMA	
15) Friday, August 11, 2017	NASCAR Racing – S. late models	
16) Friday, August 18, 2017	NASCAR Racing	
17) Friday, August 25, 2017	NASCAR Racing	
18) Friday, Sept. 1, 2017	NASCAR Racing	
19) Friday, Sept. 8, 2017	NASCAR Racing	
20) Friday, Sept. 15, 2017	Championship NASCAR Racing	
21) Saturday, Sept. 23, 2017	After Season Special	
22) Saturday, October 7, 2017	Octoberfest - Qualifying 12pm-10 pm	
23) Sunday, October 8, 2017	Octoberfest - Features 12pm-10 pm	

- RAIN DATES
- 1) Saturday, April 22, 2017
 - 2) Sunday, April 23, 2017
 - 3) Saturday, May 6, 2017
 - 4) Sunday, May 7, 2017
 - 5) Sunday, May 28, 2017
 - 6) Sunday, September 24, 2017
 - 7) Friday, October 20, 2017
 - 8) Saturday, October 21, 2017
 - 9) Sunday, October 22, 2017
 - 10) Friday, October 27, 2017
 - 11) Saturday, October 28, 2017
 - 12) Sunday, October 29, 2017

Dates and hours of operation were approved by the Select Board on Dec. 19, 2016

 _____ Scott Bugbee, Chairman	 _____ John LaCourse	 _____ Cary Brown

 _____ Building Inspector	 _____ Police Chief	 _____ Fire Chief
<u>4/20/17</u> _____ Date	<u>4/20/17</u> _____ Date	<u>4/20/17</u> _____ Date
 _____ Town Administrator	<u>4/21/17</u> _____ Date	

RACETRACK ORDINANCE

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

Section 1: Definitions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 17:

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

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

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

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

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

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

Section 21:

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

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

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

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

SCHEDULE A

Sound Monitoring Procedures

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

Monitoring Location

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

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

Equipment and Maintenance of Equipment

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

Monitoring Methodology

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

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

Review and Posting of Monitoring Results

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


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


D. Penalties.

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

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

Dated: 3/18/2017


John R. LaCourse, Chairman


Scott Bugbee


Cary Brown

**Town of Lee
Board of Selectmen**

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

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

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

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

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

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

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

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

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

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

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

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

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

Lee Heritage Commission

Update of Activities to Select Board

August 14, 2017

January 2017 to present:

Interviews:

- As part of our goals, we will interview citizens of Lee. This year we had a wonderful talk with Wally and Evie Dennis, detailing their history in Lee, having lived here for 63 years. We also interviewed Bob and Mary Keniston. Bob is a lifelong resident from an old Lee family and the Transfer Station is named for his father. The present Coppal House Farm was their family farm. Thanks to the electronic savvy members of the Commission, the transcripts of these interviews as well as Harold Ward's interview have been digitized. Many more interviews are planned.

Moose Grant:

- The first phase of the Moose Grant paid for an archivist to do a Needs Assessment survey. There were 3 important results; #1 The Lee Safety Complex is ideal for document storage; #2 Fire proof cabinets are not advisable due to dust and damp micro climates which can damage contents; and #3 the Heritage Commission & Historical Society should combine efforts to organize the collections.

Archivist from Northeast Document Conservation Center:

- Commission member Anne Jennison will work with Sara Cox on this project. A formal report is forth coming from the NE Document Conservation Center.

Exploratory Excursions:

- Excursions taken by the Commission this year included the General Sullivan House and Cemetery in Durham and the Wright WWII Museum in Wolfeboro.

Easement Monitoring:

- Received a request from Flag Hill Winery & Distillery for placement of grain storage silos. A suitable location was approved.

Barn Easements:

- This year we had 2 new easements approved, the Jennison's barn and the Meeker's barn, as well as several renewals.

Ongoing:

- We are working to have the Town Center buildings placed on the NH Historical Register.

Heritage Easement Monitoring:

- Each year we monitor 2 Heritage Easements. This year it was Flag Hill and Randal Farm.

Future activities:

- We will be putting signage up on the Thompson Mill Trail.
- The remainder of the 250th Committee funds are now located in the Heritage Commission account. Some of this balance has been used to frame the 250th celebration certificates and to place a plaque on the Little River Park commemorative flag pole. In addition, we plan to have benches made from the Mast Tree lumber.
- There is also continuing discussion regarding the 250th banners.

Lee Agricultural Commission
Update of Activities to Select Board
August 14, 2017

January 2017 to present:

- Education/Outreach: Backyard Farming Initiative Series co-sponsored by the Lee Library- : “Past, Present, Future of Lee Agriculture” focusing on the role of agriculture and the Lee Master Plan
- “Farm Style Breakfast Fundraiser” March 12 co-sponsored by the Strafford County Farm Bureau and the Durham Agricultural Commission to raise money for the Strafford Co. Farm Bureau “Youth in Agriculture Grant Program”
- Continue to sponsor the Lee Farmer’s Market celebrating the 10th year of operation
- Continue to distribute/promote the Town of Lee Agriculture and Farm List of agricultural operations in Lee
- Discussions with other committees/commissions in Lee about options of how to possibly improve communications with the public through printed and electronic media
- On going discussions with other communities, state organizations, and legislative efforts about how to promote agriculture in N.H.

Future activities:

- Lee Fair Sept. 9: Continue to sponsor the Lee Fair Barbeque (pig roast and chicken) with an effort to feature as much local product as is available; Lee Farm Games and “Best of Harvest” (pickle , pie, relish, etc) contest
- Continue to monitor and assist in furthering the goals and activities stated in the Lee Master Plan relative to agriculture

LEE ENERGY COMMITTEE

Activity Report 2016 – 2017

The Lee Energy Committee has four voting members and 3 volunteer members. We meet at least once a month, and our meetings are open to the public.

- We supervised and assisted energy expert, Dr. Clay Mitchell, with the Energy Capital Improvements Program 2017 – 2024 Update for the Town of Lee. We have been considering the recommendations made in the report and are in the process of deciding which of the projects suggested we will embark on in the next few months.
- We are focusing on energy use, and the present and future needs of the public safety building and the recycling center (the two town buildings not affected by the work being done by the town's Facilities Committee). To that end, we have
 - a. Worked with experts from Yankee Energy, Revision, and the NH Co-op to consult with us voluntarily on current costs of added insulation for fuel tanks and office in the recycling building.
 - b. Conducted an extensive tour of both the recycling center and the public service building with Mr. Joe Ladewski of the NH Co-op to learn more about replacing lights with LED fixtures in both buildings.
- We have worked with local builders and architects who have volunteered their time and expertise at no cost to the town to plan a new swap shop, located so that excess energy being used by the Baylor building could also be used to heat the swap shop. This would require the location utilizing the building wall as one wall of the swap shop; however, given the cost of removing the tree, digging into the bank to create a more level surface and the cost of building materials, all of which would outstrip our current budget, we are now considering a different location next to the metal recycling building. We are revising our plans for the building, and seeking other forms of energy to heat and cool the recycling center, and in particular a new swap shop. We are working with Toby Van Aken, the new Transfer Station Manager, and others to retool our plans and to spread responsibility for the project among several town departments. Our primary interest is to assist with the alternative energy aspects and the design of the project.
- We are considering the use of a heat pump to heat and cool the office side of the public service building and possible replacement of lights by LED lights, using the same fixtures that now exist.
- Collaboration with the Durham Energy Committee continues to be important. One member of our committee is our representative to that group. For example, our representative spent about 12 hours in meetings to help plan that project and several other people from Lee Energy Committee participated in outreach activities, resulting in 30 people from Lee participating in the educational event held in April. Members of the Lee Energy Committee spent 2-3 days in preliminary Project 360 activities and followed up with manning a table on alternative energy sources and Project 360 at the local Farmer's market for one month and will continue to be a part of Project 360 as they plan new events.
- We have also participated in several local and state workshops on energy and generally educate ourselves on the fast-moving energy picture, especially in regard to alternative energy sources, more efficiency in energy use, and possible wood-powered energy for the town.
- We presented an interesting mechanical energy use program with use of a bicycle from Revision at our 2016 Energy booth at the Lee Fair and plan to have information and activities at the Lee Fair this year.
- We are sponsoring a resolution to explore and promote offshore energy for NH and the entire Gulf of Maine through the creation of a State of NH taskforce to be appointed by the Governor in cooperation with the Bureau of Ocean Management. We plan to conduct informational events around this alternative energy source and the use of offshore wind energy would be an important part of that effort.

Submitted by Sharon Meeker, Chair

Resolution to Move Forward on Offshore Wind Development

Whereas The State of New Hampshire has committed to 80 percent reduction in greenhouse gases by 2050, but has yet to develop a plan to achieve that goal, and needs to work toward a sustainable energy system to ensure protection of the health of its people, environment, and economy before this date, *and*

Whereas the federal Department of Energy has determined that the Gulf of Maine has a total potential wind power capacity in excess of 200,000 Megawatts within 50 miles of the coasts of New Hampshire, Maine and northeast Massachusetts, and that utilizing just a small percentage of this potential, combined with other renewable resources, could provide most of the future power needs of our region, *and*

Whereas operation of floating wind farms 10 to 50 miles off our coast is expected to have much less impact on our environment and public health relative to existing conventional power sources, as well as create less aesthetic concern than terrestrial wind farms, *and*

Whereas development and operation of offshore wind farms have the potential to create large numbers of jobs and other economic activity within Portsmouth Harbor and other NH coastal communities, and

Whereas a bipartisan NH legislative study committee report in 2015 concluded that "The wind resource off of New Hampshire's coast has the potential to generate significant amounts of electricity," and that "offshore wind development has the potential to generate significant economic activity within Portsmouth Harbor..." recommending that the Governor request formation of an intergovernmental Task Force and stakeholder process to plan for regional offshore wind development,

Resolved, the Town/City of _____ supports efforts to develop wind power off the New Hampshire coast and urges Governor Sununu to make a formal request to the federal Bureau of Ocean Energy Management (BOEM) to form a Task Force and stakeholder process to plan for regional offshore wind development in the Gulf of Maine. Further, the Town/City Council will send written notice of

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Off-Shore Wind Energy:

A supporting resolution to explore and support off shore wind energy development in the Gulf of Maine

Note: This is a draft the resolution with the word “exploration” added to the original resolution currently being circulated and signed by town governments in the state of New Hampshire. Durham and Dover have signed a similar resolution to date. Understanding that the concept of off-shore wind energy is somewhat unknown to residents of the town of Lee, and that signing such a resolution will require a vote on a warrant article in March, 2018, we are appreciative of the chance to engage in further educational efforts before that vote so that our citizens can make a well-informed decision. The Lee Energy Committee will assist in that effort as a part of our committee’s outreach efforts.

Resolution: The Town of Lee supports efforts to explore existing information regarding the development of wind power off the New Hampshire coast as a part of a regional program proposed for the Gulf of Maine. Following a positive vote on a proposed warrant article in the town of Lee in March, 2018, we urge Governor Sununu to make a formal request to the federal Bureau of Ocean Energy Management (BOEM) to form a New Hampshire task force and stakeholder process to plan for regional offshore wind development in the Gulf of Maine.

Lee Sustainability Committee
Report to the Lee Select Board on Committee Activities
14 August 2017

Vision Statement:

We envision a sustainable Lee where people live in a comfortable balance with natural systems and with each other in the present and long into the future. A sustainable Lee has a vibrant ecological, social and economic health; its citizens enjoy a high quality of life with sufficient economic, food, energy and human resources to live well.

Link: http://www.leenh.org/Pages/LeeNH_BComm/SustainabilityComm/index

Initiatives and Projects

A. Lee Well and Groundwater Awareness Program

Using information provided by the New Hampshire Department of Environmental Services (NHDES), the Lee Sustainability Committee has prepared a **draft** of a *Well and Groundwater Awareness Program* in an effort to help the town meet certain Master Plan objectives. The purpose of the program will be to assist Lee homeowners in acquiring and recording information about their residential wells, and to educate and encourage good stewardship of Lee's groundwater resources. Participation will be entirely voluntary. Once completed, the resident/homeowner will have a personal record of their water system for future reference, along with the accompanying educational materials on water conservation and Lee's water resources.

B. Waste Stream Reduction and Composting

The committee is focused on ways to reduce the waste stream. We were fortunate to have Roger Rice speak to our committee about the functioning and economics of the transfer station. The most promising path to reducing what we send to a landfill is to reduce the food waste being discarded. Many Lee homeowners already do this through composting. Roger discussed the possibility of small municipal composting, including what was already considered in Lee. This led to a discussion about Oyster River school composting, Mr. Fox, and UNH composting at Kingman Farm. One member is pursuing the convoluted history of New Hampshire municipal composting; stay tuned for an article in E-Crier. Another member has produced a [video](#) on backyard composting in Lee which we'll point people toward soon.

C. Outreach: Sustainability Reading List and E-Crier Articles

We are working on a reading list of books and materials that pertain to sustainability and resilience. Once the list is completed, we will share it with the public, the Lee Library and with the Lee Library Book Group, hoping that they might be interested in co-sponsoring a gathering on one of the books. Also, we have been working with the town and an ad hoc committee to improve communication through the E-Crier.

D. Database of Town Reports and Documents for Town

One of our earliest projects has been to begin to compile a database of town reports and documents that are pertinent to sustainability and resilience. Sensing that there is currently no easy way to access critical reports and documents in one location, we have created a template and a partial database.

E. Other Programs under Consideration:

- Mentorship Program/Time Bank: A program where volunteers with particular skills can mentor others in the community through a sharing of expertise.
- Forum on Climate Change: A series of community discussions on climate change.

Links: Agendas and Minutes

Agendas Link: http://www.leenh.org/Pages/LeeNH_SustainabilityAg/

Minutes Link: http://www.leenh.org/Pages/LeeNH_SustainabilityMin/

Membership and Meeting Schedule

Committee Members:

Paul Gasowski, Chair
Leslie Adams, Assistant Chair
Chuck Cox
Brian Giles
Matthew Rowell
Dean Rubine

Meeting Schedule to Date (2017): 1/25, 2/21, 3/21, 4/11, 5/9, 6/13, 7/11, 8/8

RECREATION COMMISSION UPDATE TO SELECT BOARD

August 14, 2017

The Recreation Commission is comprised of 5 members of which only 3 positions are currently filled. Our meetings are held on the first Tuesday of each month at the Safety Complex.

The Lee Recreation Commission seeks to provide programs and parks for the Town of Lee that:

- are available and accessible to a wide spectrum of Lee residents, young to old, athletic or not, as much as is possible and feasible
- are multifunctional and diverse in each season
- are protective of natural resources in an environmentally sustainable way
- appeal to park visitors with diverse active and passive recreational needs
- utilize local resources, time and talent
- enhance community building opportunities

Programs: There are three “core” programs: Easter Egg Hunt, Fishing Derby and Model Rocket Day. The Easter Egg Hunt is very well attended each year and is held at the Town Field. The Fishing Derby, hosted by the Stevens family, has been a long standing tradition. Participation however, has been declining, most likely due to conflicting sports activities. Model Rocket Day is turning out to be very popular. This was our 4th year holding this event at LRP with participation more than doubling over the previous year to over 60 attendees.

This year, we added an outdoor movie night at LRP. Although attendance was small, we hope that this program will grow. Our next movie event will be held in conjunction with the Town Fair at LRP. The movie will be “The Russians Are Coming...The Russians Are Coming”.

At our July meeting, the Commission voted to adopt and sponsor the “Adult Pickup Basketball” Program that has been meeting and utilizing the Mast Way School gym for many years. They meet Tuesday, Thursday and Sunday from 7-9pm, September through May. It is open to all from ages 18 and over.

ORYA continues to manage the “sports” use of the fields with direct oversight of the Recreation Commission.

Facilities: With the completion of the pavilion at LRP, BBQ grills were installed in 2016. Currently, the Commission is working on completing the tree planting and irrigation system at LRP which will be addressed under separate documentation update. The Commission plans to re-letter the LRP sign for better visibility along with having event banners made to better advertise events. We also hope to fill the two vacant positions on the Commission.

Larry Kindberg, Chairman



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

Office Use Only
Meeting Date: [Click here to enter a date.](#) 8/14/17
Agenda Item No. [Click here to enter number.](#) 7a

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
8/14/2017

Agenda Item Title: Men's Basketball League

Requested By: Larry Kindberg

Date: 8/9/2017

Contact Information: larrykindberg@comcast.net

Presented By: Larry Kindberg, Rec Commission Chair

Description: Request permission from the Board to add an 18+ men's basketball league to the Lee Recreation Program and allow them to be covered under the Town's liability insurance in order to play at Mast Way School. The League plays on Tues, Thurs, Sun. September through May.

Financial Details: N/A

Legal Authority NH RSA 41:8; 35-B:3

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Grant the Recreation Commission permission to add a men's basketball league to the Lee Recreation Program and allow said league to be covered under the Town's liability insurance in order to play at Mast Way School.



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

Office Use Only

Meeting Date: August 14, 2017

Agenda Item No. 7b

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
8/14/2017

Agenda Item Title: Little River Park Landscaping Project

Requested By: Larry Kindberg

Date: 8/9/2017

Contact Information: larrykindberg@comcast.net

Presented By: Larry Kindberg

Description: Present to the Board a tree landscaping plan from Pawtuckaway Nursery and an irrigation plan from Hillside Landscaping Inc. for Little River Park.

Financial Details: \$8,572.11 in total costs. WA 18-2017 appropriated \$8,000 from the Recreation Capital Reserve Fund and \$3,973.74 was encumbered from the FY17 Recreation Operating Budget.

Legal Authority NH RSA 41:8;41:11a

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

SUGGESTED MOTION

Move to accept the proposed tree landscaping and irrigation plan and authorize the Recreation Commission to move forward with contracting Pawtuckaway Nursery for the trees & planting in the amount of \$3973.64 and contracting Hillside Landscaping to install Drip Irrigation and a shed for the irrigation controls in the amount of \$4598.47.

LRP Tree & Irrigation Estimate

AUGUST 9, 2017

Hillside Landscaping Drip Irrigation Add-On	\$ 2,793.00
9' x 11' Shed for Irrigation Control Estimated	1,805.47
Trees & Installation, Pawtuckaway Nursery	3,973.64

Total	\$ 8,572.11
Encumbered Funds	-3,973.64

From Warrant Article	\$ 4,598.47
Balance Warrant Article for Landscaping	\$ 5401.53



89 Gile Rd.
Nottingham, N.H. 03290
(603) 679-3441

Hillside Landscaping Inc.

August 7, 2017

Town of Lee
7 Mast Rd.
Lee, NH 03861

Ref: Little River Irrigation System

We are pleased to quote your irrigation needs. We will install a drip zone to water the new trees. New zone would include a zone valve, piping and drip emitters. To add the drip zone to the system a pressure tank would be needed. We would install a pressure tank with pipe Tee and psi switch that is approx. 120 gallons and is roughly 28" X 28" X 65". Cost includes all piping to connect tank to the system. The cost for the above project would be \$2,793.00.

We will contact dig safe prior to installation but will not be responsible for any unmarked utilities. Any rocks or ledge that cannot be moved or go around would be an extra.

If you have any questions or concerns, feel free to call anytime.

Gary Cowan
Owner
Hillside Landscaping Inc.

Landscaping & Irrigation Specialist



Rough Estimate for Materials

9x11 Irrigation Shed at LRP -(10-12roof)

qty.	description	Bd Ft ea	Price ea	Total
8	Pressure treated 6x6x12 post		\$ 33.77	\$ 270.16
4	pressure Treated 2x6x12		\$ 9.17	\$ 36.68
8	2x6x10 purlins -rough	10	\$ 5.00	\$ 40.00
10	2x6x12 purlins-rough	12	\$ 6.00	\$ 60.00
2	2x10x12 plates	20	\$ 10.00	\$ 20.00
10	2x 6x12 rafters cut in half to make 2x6x6	12	\$ 6.00	\$ 60.00
5	1x6x10 boards for collar ties	5	\$ 2.50	\$ 12.50
12	1x4x12 boards for roof purlings	4	\$ 2.00	\$ 24.00
22	1x12x8 vertical sheathing boards	8	\$ 4.00	\$ 88.00
12	1x12x10 vertical sheathing boards	10	\$ 5.00	\$ 60.00
6	1x12x12 vertical sheathing boards	12	\$ 6.00	\$ 36.00
12	1x8 x12 roof trim boards	8	\$ 4.00	\$ 48.00
1	misc rough lumber for braces,door trim and batton strips		\$ 100.00	\$ 100.00
4	3x12 steel roofing panels to be cut in half (3'x6' panels)		\$ 44.00	\$ 176.00
2	ridge cap		\$ 20.00	\$ 40.00
1	entry door and lockset		\$ 225.00	\$ 225.00
1	mini -excavator digging out and sloping behind shed		\$ 120.00	\$ 120.00
1	hardware(nails,screws, paint)		\$ 225.00	\$ 225.00
	sub total			\$ 1,641.34
	contingency 10%			\$ 164.13
			Total	\$ 1,805.47

Notes

except for PT lumber rough lumber is quoted from a local vendor at 50 cents per Bd FT - Kiln dried sized lumber is about 71 cents /bd ft
materials only-assumption is Highway Department will build shed
have enough 17&20 inch boards to sheath front and sides in stock at Highway garage which would save a few bucks
6x6 post-horizontal purlins-vertical board and batten sheathing-green steel roof panels

Pawtuckaway Nursery
 301 Calef Hwy (RTE 125)
 Lee NH 03861
 (603)-659-8085

Sales Quote

DATE	TICKET
Tuesday, June 27, 2017	3693
5:31:24 AM	Page 1 of 4

BILL TO:

Larry Kindberg
 Lee Recreation Commission
 Mast Rd.
 Lee NH 03861

SHIP TO:

Larry Kindberg
 Lee Recreation Commission
 Mast Rd.
 Lee NH 03861
 659-3769/Dawn Genes

PO NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	Customer ID
						562661
QUANTITY	ITEM	DESCRIPTION			PRICE EACH	AMOUNT
1	N/A	This quote is contingent on functional irrigation being installed at Little River Park for the care of the installed plantings either before(well marked) or within a week of planting. (S# N/A, ZT)			\$0.00	\$0.00
1	N/A	This planting quote is valid , subject to availability, through November of 2017. If an item is not available at time of planting a comprable tree from this list or similar in size/quality will be substituted using pricing from this quote. (S# N/A, ZT)			\$0.00	\$0.00
1	N/A	This material can , weather permitting,be planted safely through the end onf November 2017. (S# N/A, ZT)			\$0.00	\$0.00
1	N/A	+++++ +++++ (S# N/A, ZT)			\$0.00	\$0.00
1	N/A	Trees below are recommended based on the sites difficult conditions. Had suggested drip irrigation and provided some details but had not heard back as to whether this option would be considered. (S# N/A, ZT)			\$0.00	\$0.00
1	N/A	Suggest that money be set aside for the maintenance of any plantings, if needed plant less and allow for the future care of any plantings. (S# N/A, ZT)			\$0.00	\$0.00
1	N/A	Shade Tree Suggestions.+++++ (S# N/A, ZT)			\$0.00	\$0.00
2	534595	ULMUS americana Jefferson #25 American Elm. Sun to light shade. Medium to large deciduous, vase-shape tree growing 60-80' tall. This variety has excellent resistance to dutch elm disease. Hardy to zone 5			\$179.991	\$359.98

Total: \$3,973.64

Pawtuckaway Nursery
 301 Calef Hwy (RTE 125)
 Lee NH 03861
 (603)-659-8085

Sales Quote

DATE	TICKET
Tuesday, June 27, 2017 5:31:24 AM	3693 Page 2 of 4

BILL TO:

Larry Kindberg
 Lee Recreation Commission
 Mast Rd.
 Lee NH 03861

SHIP TO:

Larry Kindberg
 Lee Recreation Commission
 Mast Rd.
 Lee NH 03861
 659-3769/Dawn Genes

PO NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	Customer ID
						562661
QUANTITY	ITEM	DESCRIPTION			PRICE EACH	AMOUNT
0	836789	(S# ULMAJ*25GPC16, ZT) Trees are approx. 12-14' high and 2"/2.5" caliper (Was \$199.99, Saved 10%) GLEDITSIA triacanthos var. inermis Shademaster Honeylocust B&B 2-2.5", Low maintenance shade tree with yellow foliage in the fall, species is native to NH Zone 4-7 (S# 732727743341, ZT)			\$314.991	\$0.00
2	190946	HEIGHT WOULD BE APPROX. 12' QUERCUS palustris #10 1.5/1.75"C Pin Oak. Full sun. Russet fall foliage that persists into winter, 60-70'T x 30-40'W, native to NH Zone 3-7 (S# QPPO*#10PNCL13, ZT)			\$107.991	\$215.98
2	429322	Trees are approx. 10' high (Was \$119.99, Saved 10%) TILIA Greenspire Linden 1.5-2" Full sun to part sun. Develops a strong, spire-like shape. Dark green foliage throughout the season and fragrant yellow flowers in early summer. Very tidy and low maintenance! 50't x 30'w. Zones 3-7. (S# TILGL1.5/2JC16, ZT)			\$269.991	\$539.98
1	126209	Trees are approx. 12' high (Was \$299.99, Saved 10%) ACER Autumn Blaze Maple 2-2.5" Full to part sun. Green foliage throughout the growing season, with brilliant red-orange foliage in the fall. Hybrid between silver and red maple. Parent species native to NH. 50'-60't x 40'-50'w. Zone 3-8. (S# ACEAB1.5/2*JC17, ZT)			\$269.991	\$269.99
1	N/A	Trees approx. 12' high, not quite as drought tolerant as other trees. (Was \$299.99, Saved 10%) Flowering			\$0.00	\$0.00

Total: \$3,973.64

Pawtuckaway Nursery
 301 Calef Hwy (RTE 125)
 Lee NH 03861
 (603)-659-8085

Sales Quote

DATE	TICKET
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Tuesday, June 27, 2017 3693
 5:31:24 AM Page 3 of 4

BILL TO:

Larry Kindberg
 Lee Recreation Commission
 Mast Rd.
 Lee NH 03861

SHIP TO:

Larry Kindberg
 Lee Recreation Commission
 Mast Rd.
 Lee NH 03861
 659-3769/Dawn Genes

PO NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	Customer ID
						562661
QUANTITY	ITEM	DESCRIPTION			PRICE EACH	AMOUNT
		Ornamentals+++++				
		+++++ (S# N/A, ZT)				
1	349534	CATALPA speciosa Northern Catalpa 15G Sun to part shade. Showy tree with large creamy white flowers and dark green cordate leaves. Blooms in early summer. Prefers well drained, fertile soils. 40'-60'T x 25'-40'W. Zones 4-8. (S# 13866*15GBN13, ZT) Trees are approx. 12' high and 2" caliper (Was \$169.00, Saved 10%)			\$152.10	\$152.10
2	394120	PYRUS Chanticleer Pear 2-2.5" Full sun to part sun ornamental tree. Upright-pyramidal tree that is much narrower than other ornamental pears. White flowers in spring with dark green foliage. 30t' x 15'-20'w. Zones 4-8. (S# PYCP1.5/2*JC17, ZT) Trees are approx. 10-12' High (Was \$299.99, Saved 10%)			\$269.991	\$539.98
2	256704	MALUS Prairiefire Crabapple 1.5-2" Full sun to part sun. New maroon leaves mature to green in the growing season. Dark red to purple flowers in the spring. Very reliable! 15-20't x 15-20'w. Zones 4-7. (S# MALPF1.5/2"JC17, ZT) Trees are approx. 8-10' high (Was \$269.99, Saved 10%)			\$242.991	\$485.98
1	N/A	+++++			\$0.00	\$0.00
		+++++ (S# N/A, ZT)				
1	N/A	Our usual planting labor is 65-70% of the cost of the plant material. Planting labor is not included in the above costs. The Town of Lee would receive a discount for the planting labor, material would be			\$1,409.65	\$1,409.65

Total: \$3,973.64

Pawtuckaway Nursery
 301 Calef Hwy (RTE 125)
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Sales Quote

DATE	TICKET
Tuesday, June 27, 2017 5:31:24 AM	3693 Page 4 of 4

BILL TO:

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PO NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	Customer ID
						562661
QUANTITY	ITEM	DESCRIPTION			PRICE EACH	AMOUNT

1	N/A	installed at a 55% of plant mat. original cost (S# N/A, ZT) Planting labor includes composted loam, mulch etc .. This planting labor quote is for the material with a qty above in quote supplied 6-25-2017. All plant material must be watered according to supplied instructions for success of plantings and warranty purposes. (S# N/A, ZT)			\$0.00	\$0.00
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Sub Total: \$3,973.64
 Sales Tax: \$0.00
 Total: \$3,973.64

Lee Rec, Comm. Tree Quote 6-25-2017

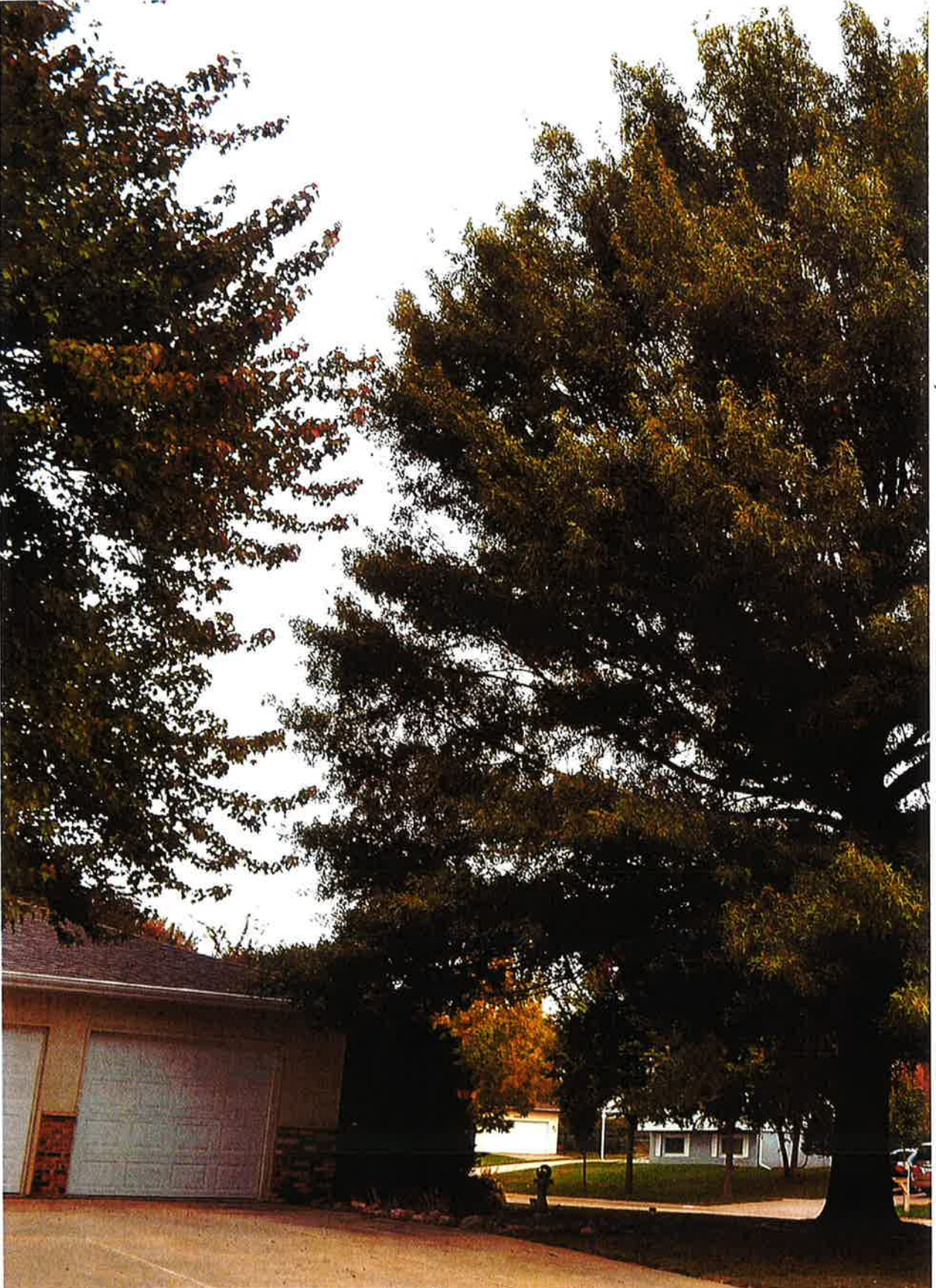
THANK YOU



Total: \$3,973.64



AMERICAN ELM



Pin Oak



GREENSPIRE LINDEN



8 of 19



turf pests – weeds, fungi, and insects? The short answer (in case you want to leave now and hear Elsa sing...again) is that it likely had little effect on any turf pests – and is unlikely to affect turf pests in 2015.



A very frozen dandelion...still alive

There were plenty of signals (fewer hours of daylight, cooler temperatures, frost) this fall to encourage our lawn grasses (the good

*Autumn Blaze
MAPLE*

- ▶ 2017 (52)
- ▶ 2016 (78)
- ▶ 2015 (94)
- ▼ 2014 (106)
 - ▶ December (8)
 - ▼ November (5)
 - Frozen
 - Aw Snap! (Cold snap, that is.)



NORTHERN CATALPA



CHANTICLEER PEAR



PrairieFire_Crab

PRAIRIE FIRE CRABAPPLE



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: NH0091000
Agency Name: Lee Police Department
Mailing Address: 20 George Bennett Road
 Lee, NH 03861

Type: Police Department

Finance Contact
Name: Dronsfield, Thomas
Phone: 6036595866

Email:tdronsfield@leenhpolice.org

ESAC Preparer
Name: Estee, Robin
Phone: 603-659-5866

Email:restee@leenhpolice.org

FY End Date: 06/30/2017

Agency FY 2018 Budget: \$634,353.16

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance <small>(Must match Ending Balance from prior FY)</small>	\$136.37	\$0.00
2	Equitable Sharing Funds Received	\$0.00	\$0.00
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force <small>(Complete Table B)</small>	\$0.00	\$0.00
4	Other Income	\$4,500.00	\$0.00
5	Interest Income	\$8.25	\$0.00
6	Total Equitable Sharing Funds Received <small>(total of lines 1-5)</small>	\$4,644.62	\$0.00
7	Equitable Sharing Funds Spent <small>(total of lines a - n below)</small>	\$4,004.26	\$0.00
8	Ending Equitable Sharing Funds Balance <small>(difference between line 7 and line 6)</small>	\$640.36	\$0.00

¹Department of Justice Asset Forfeiture Program participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law enforcement operations and investigations	\$0.00	\$0.00
b	Training and education	\$0.00	\$0.00
c	Law enforcement, public safety and detention facilities	\$0.00	\$0.00
d	Law enforcement equipment	\$4,004.26	\$0.00
e	Joint law enforcement/public safety operations	\$0.00	\$0.00
f	Contracting for services	\$0.00	\$0.00
g	Law enforcement travel and per diem	\$0.00	\$0.00
h	Law enforcement awards and memorials	\$0.00	\$0.00
i	Drug, gang and other education or awareness programs	\$0.00	\$0.00
j	Matching grants <small>(Complete Table C)</small>	\$0.00	\$0.00
k	Transfers to other participating law enforcement agencies <small>(Complete Table D)</small>	\$0.00	\$0.00
l	Support of community-based programs <small>(Complete Table E)</small>	\$0.00	\$0.00
m	Non-categorized expenditures <small>(Complete Table F)</small>	\$0.00	\$0.00
n	Salaries <small>(Complete Table G)</small>	\$0.00	\$0.00
Total		\$4,004.26	\$0.00

Table B: Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Table C: Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Table D: Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Table E: Support of Community-based Programs

Recipient	Justice Funds	

Table F: Non-categorized expenditures in (a) - (n) Above

Description	Justice Funds	Treasury Funds

Table G: Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section: 1400 New York Avenue, N.W., Washington, DC 20005.

Controlled Equipment List Reporting

Pursuant to Executive Order 13688, "Federal Support for Local Law Enforcement Equipment Acquisition", a list of Controlled Equipment was developed. Should an agency intend to purchase controlled equipment with federal funding, including equitable sharing funds, the agency is required to take additional steps **prior** to purchasing the controlled equipment. The Table below must be used to report controlled equipment purchased by law enforcement agencies who have taken the necessary steps prior to purchasing the controlled equipment. Please note the amount of the expenditure for items reported below should also be reported in category d, "Law Enforcement Equipment" in the "Summary of Shared Funds Spent" section of the ESAC. If the agency purchased multiple pieces of the same controlled equipment (e.g., two airplanes) each piece of controlled equipment must be reported separately in this Table.

Controlled Equipment

Controlled Equipment Type	Justice Funds	Treasury Funds
Specialized Firearms and Ammunition under .50 Caliber (excludes firearms and ammunition for service-issued weapons)	\$1,248.00	

Affidavit

Under penalty of perjury, the undersigned officials certify that **they have read and understand their obligations under the Equitable Sharing Agreement** and that the information submitted in conjunction with this Document is an accurate accounting of funds received and spent by the Agency under the Guide during the reporting period and that the recipient Agency is compliant with the National Code of Professional Conduct for Asset Forfeiture.

The undersigned certify that the recipient Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the above-stated law enforcement agency ("Agency"), and (3) the governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited cash, property, proceeds, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submission of this form, the Agency agrees that it will be bound by the statutes and guidelines that regulate shared assets and the following requirements for participation in the Department of Justice and Department of the Treasury Equitable Sharing Programs. Receipt of the signed Equitable Sharing Agreement and Certification (this "Document") is a prerequisite to receiving any equitably shared cash, property, or proceeds.

1. Submission. This Document must be submitted within 60 days of the end of the Agency's fiscal year. This Document must be signed and submitted electronically. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. This agreement must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, city attorney, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body's head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be from the law enforcement agency and must be from a separate entity.

3. Uses. Any shared asset shall be used for law enforcement purposes in accordance with the statutes and guidelines that govern the Department of Justice and the Department of the Treasury Equitable Sharing Programs as set forth in the current edition of the *Guide to Equitable Sharing for State and Local Law Enforcement Agencies (Guide)*.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must first verify with the Department of Justice that the receiving agency is a compliant Equitable Sharing Program participant. Transfers of tangible property are not permitted.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury. Funds from state and local forfeitures, joint law enforcement operations funds, and other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that funds are maintained by the jurisdiction maintaining appropriated funds and agrees that such accounting will be subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the current edition of the *Guide*, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of shared resources or supplantation of existing resources with shared assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending shared funds. Failure to comply with any provision of this agreement shall subject the recipient agency to the sanctions stipulated in the current edition of the *Guide*.

6. Audit Report. Audits will be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Super Circular,

Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Department of Justice and the Department of the Treasury reserve the right to conduct periodic random audits or reviews.

7. **Freedom of Information Act.** Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury.

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

Yes No

Agency Head

Name: Dronsfield, Jr. Thomas C.
Title: Chief of Police
Email: tdronsfield@leenhpolice.org

Signature: Submitted Electronically

Date: 07/31/2017

To the best of my knowledge and belief, the information provided on this form is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her acceptance of and agreement to abide by the policies and procedures set forth in the *Guide to Equitable Sharing for State and Local Law Enforcement Agencies*, including ensuring permissibility of expenditures and following all required procurement policies and procedures. Entry of the Agency Head name above also indicates his/her acceptance of and agreement to abide by requirements set forth in this Equitable Sharing Agreement, and any policies or procedures issued by the Department of Justice or the Department of the Treasury related to the Asset Forfeiture or Equitable Sharing programs. The Law Enforcement Head also certifies that no items on the Prohibited list, as detailed in "Recommendations Pursuant to Executive Order 13688", were purchased with equitable sharing funds on or after October 1, 2015.

Governing Body Head

Name: LaCourse, John
Title: Chairperson of the Board
Email: jlacourse@leenh.org

Signature: _____ Date: _____

To the best of my knowledge and belief, the agency's current fiscal year budget reported on this form is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her acceptance of and agreement to abide by the policies and procedures set forth in the *Guide to Equitable Sharing for State and Local Law Enforcement Agencies*, this Equitable Sharing Agreement, and any policies or procedures issued by the Department of Justice or the Department of the Treasury related to the Asset Forfeiture or Equitable Sharing Programs.

I certify that I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

contract with GMI Asphalt to complete the summer paving program. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Randy Stevens states that the cab and chassis bids for the new truck are due April 27th and the equipment bids are due May 2nd. The bid results may be available for the next meeting but not the recommendation due to the amount of material there will be to go through.

8. Chairman LaCourse hands out his list of goals and aspirations for the Board to review. They are as follows:
 1. Continue the vision of providing workshops for department heads for advancement.
 2. Continue the vision of purchasing new equipment instead of used equipment for the Highway, Transfer and Fire Departments.
 3. Establish a policy for committees and commissions minutes.
 4. Establish a process and policy for committees, commissions and departments to update the BOS twice a year on their activities and abandon the practice of assigning a board member to each except where required by state law.
 5. Establish a process and policy for merit raises. (Have the TA to research and bring forward a document for discussion. The employees do hard work and should get these raises.)
 6. Establish an end-date for completing LRP and set a date to commemorate the park.
 7. Infrastructure improvement including designing and gaining support for a new town hall on town property (Steven's Field) for vote by the legislative body in March 2018. (He really wants to push the Town Hall issue.)
 8. Revisit the benefit for payment in lieu of vacation. (He would like to grandfather people who are already here.)
 9. Sunset 250th Committee (December 2016). This is done.
 10. Sunset the Facilities Committee (June 30, 2017) after delivery of a final strategic plan for upgrading all other existing town buildings including not only improvements but a time line.

Selectman Brown would like to take the temperature of the 10-year plan (Master Plan). He would like to receive quarterly reports on the Master Plan. Chairman LaCourse asks the TA to ask if Planning Board Chairman Smith or a Representative could come in to update the Board on what things have been completed and then they can set up a format.

The documentation from the 2008 Salary Study which produced a Step Program that was adopted but never funded still exists but would be outdated per the TA. The rates would no longer apply; therefore, it would have to be recreated. The LGC completed this at the time, but they are no longer in existence. Some of the job descriptions have been upgraded and modified. Selectman Brown and Chairman LaCourse would like to discuss this further. The TA will provide a copy of this 2008 program to the Board and research a merit policy that the surrounding Town's may already use and include that.

Selectman Bugbee said that the members of the 250th Committee are comfortable with the Heritage Committee making decisions on how the remainder of the money is spent that is left over from the 250th and now resides in their account. He agrees with putting something together with regards to the infrastructure for the deliberative session in January. He thinks that after the last field is completed that I.R.P. is done except for the landscaping. Larry Kindberg says that at

New Hampshire Town And City

Poor Man's Solution: How a Small Town Created Transparency and Efficiencies Through the Smart Use of Technology

New Hampshire Town and City, July/August, 2017

By Shaun Mulholland

In 2013, the Town of Allentown (4,322 population) began a system-wide effort to achieve better transparency and efficiency by exploring and implementing technological solutions. The focus was not so much on technology as it was on attaining the objective of streamlining the town's administrative processes with the goal of making more information available to the public faster. Before 2013, the town's paperwork and processes were antiquated and inefficient and we knew technology was part of the solution.

The Town approached the problem and developed an overall strategic vision of where we wanted to be. It was apparent from the beginning that solutions to acute problems would not be able to achieve the goals we were trying to achieve. We began a system wide phased process to achieve our transparency initiatives and efficiency goals.

The LEAN process was used to focus on the accounts payable process. LEAN was developed by the Toyota Corporation to enhance efficiency and eliminate waste in the production of automobiles. The State of New Hampshire has invested heavily in the LEAN process for its various functions. Some towns in the state are doing the same. Our accounts payable process was byzantine to say the least. Vendors were not being paid in a timely fashion and the error rate averaged 16%.

The LEAN analysis exposed several limiting factors. The use of paper documents resulted in wasted time and resources, and the inability of the staff and officials to access paper documents in a timely fashion added time to complete the processes. Such costs as paper, copying, filing, postage, check processing, and transporting documents were adding up for the town.

The most economical and efficient solution was a paperless system. This required technological solutions to replace the use of paper processes. The new processes would challenge the staff and required a new way of thinking. The following processes were implemented:

Cloud IT Platform-All departments would need to be on a common operating platform. The town eliminated individual servers in each building and went to a virtual private cloud. This allowed all departments to collaborate on projects and share information. Staff in all departments are now able to access their workstation desktop through laptops or tablets through a secure socket link. This mobility allows for greater flexibility and resilience during disasters. It is particularly helpful for the mobile applications used by our police, fire and highway department.

Digitization of Paper Records-The planning, zoning and building records were filed in four different ways. These paper records were scanned through a contract with Ricoh Corp. into digital property files allowing access to all town personnel at fixed locations as well as in the mobile environment. The ability to search and retrieve documents took days before. The process now takes seconds to search those property files. The town is able to respond to requests for these documents very quickly today and are able to email the documents to businesses and residents within minutes. You are advised to take a quick view of RSA 33-A which applies to the retention of municipal records before embarking on this paperless process. Records which are required to be kept for more than ten years must be saved in a PDF/A format if kept electronically. Older documents needed to be scanned into directories. However, one of our challenges was getting away from the cycle of creating more paper documents which would need to be scanned. Documents created in Word are saved as PDFs and saved in a PDF/A format. OCR (Optical Character Reader) allows searches of PDF and Word documents for specific words or combinations of words. This is a very effective method for PDFs which are converted from a Word document. A document which is scanned from a paper document provides limited capability for OCR. The need for documents to exist in a digital format from cradle to grave was essential.

Electronic Signature-Many of the documents we use require authorizing signatures, such as manifests, payroll change forms, resolutions, and other such documents. The town reviewed several options to eliminate the quill and ink well in favor of an electronic signature solution. We choose RightSignature as our web-based platform to have documents

signed. The security features produce a digital checksum as well as identification of IP addresses and tracking. This solution allowed members of the Board of Selectmen to review documents on their smartphones, tablets or laptops and execute documents (after approval at a public meeting). This was particularly helpful with AP and Payroll manifests. We process AP each week. The Electronic Signatures in Global and National Commerce Act (ESIGN) was passed by Congress in 2000. Again, you are advised to review 15 U.S.C. 7001 as well as New Hampshire RSA 294-E before considering the implementation of the electronic signature process.

Web Forms-The Town began a move away from typical documents to web forms. We have a contract through SeamlessGov to provide this platform to manage these documents. This allows for the use of individual pieces of data within a document to be searched for information.

Electronic Payments- The payments to vendors and employees was solely by paper check. The Town began a process of transitioning our employees and vendors to EFT or ACH electronic payments. All of our employees agreed to this process. Many of our vendors have transitioned to the electronic payment process as well. The vendor submits an invoice via an email which is processed in our weekly AP process. The vendor receives payment deposited directly into their account. This process speeds up payment and reduces our administrative costs. No checks, no envelopes and no postage. This allows for a process from beginning to end in which documents never exist in a paper format. The electronic backup documents are stored in our financial software package, Infinite Visions.

Public Meeting Documents- Achieving our transparency goals was a multifaceted undertaking. Allenstown is an SB2 town meeting form of government. This method of direct democracy relies upon an informed citizenry to make critical decisions on how its local government operates. The Town constantly hears concerns from voters who are being asked to make complex decisions without adequate information. Accordingly, the Town took a multi-pronged approach to this issue.

We created a specific icon on the main page of our website where voters could follow the town meeting and budget process (cycle). The process begins in May with the guidance to department heads issued by the Board of Selectmen and ends with the actual voting session of town meeting and the results of the vote. Detailed budget information is provided in this area as well as a voter's guide.

The website agendas for the various boards have the specific documents related to those agenda items posted on the agenda. This allows for residents to be informed and allows for greater and more meaningful public input to the various boards. Residents, officials and the media are able to access these documents on their personal devices while in the meeting through the public WiFi provided in our meeting rooms. Our website provider, Virtual Towns & Schools, provides a subscriber portal allowing residents to have agendas and meeting minutes of any of our boards emailed to them automatically when those documents are posted on the website.

The Board of Selectmen agenda attachments include the weekly AP manifests. This allows residents to see where each dollar is spent and to which vendor. It is not quite an "open checkbook"; however, it is a major step in that direction.

Email Encryption- The Town implemented managed email through Certified Computer Solutions Inc. and .gov email addresses. This provided a higher level of security. However, with the ever changing sometimes hostile cyber environment we operate in today, we needed to enhance the level of security. The quantity of personal identifying information, financial data, HIPPA and law enforcement documents that are being sent and received via email has grown enormously. The need to secure this information from ever growing threats is apparent. The Town implemented an email encryption solution through Zix Corp. in January of 2017. This solution provides a high level of email security which is common practice in the financial and health care sectors and recognizes that municipalities have a similar obligation to protect the sensitive information of employees, business partners, patients and victims.

If you embark on this technological path, you must have an overall strategic plan in place to achieve these efficiencies and transparencies. Your existing processes should be reviewed through the LEAN process or some other method to analyze the issues and map out solutions. Some of those solutions require implementation of new technologies while others require human solutions. We had to implement what I refer to as "a poor man's solution" to some of the processes. There simply *is not* enough money to do everything that needs to be done.

Our process has been four years in the making and the Town still has much to achieve. One of our goals was to allow access to a very large volume of our public documents through a portal on our website. While the website has many documents, many others would require a search and management platform that we do not presently have. We looked at

several solutions which would allow someone to search documents such as property files through a link on our website. The cost of that type of platform was as much as \$45,000 to implement and \$16,000 per year in annual software license costs. This cost level is clearly prohibitive for us at this time. The cost benefit analysis demonstrated results which were less than positive. We implemented a process which was less costly: "the poor man's solution." When we had the property files scanned by Ricoh we had them identify those document files with a defined naming convention that allowed for more effective search parameters. For example, the property files were named by map and lot and street address. This allowed staff to search using any of the pieces of that information to locate the property folder or document(s) being searched. We have a directory of folders by map which are then broken down by lots within that map. This directory is nothing more than a folder on our common drive. No additional software is needed.

Shortly after we implemented this system a resident called to obtain all the documents relating to her property. I was able to search the directory within seconds and email the entire file containing 178 pages within a minute. This process would have taken several days of staff time before when the files were in a paper format in several different locations. The resident would have had to come to the Town Hall, lose work time, and pay for those documents to obtain a paper copy. In fact, the chances of us not finding all the applicable files would have been much higher if they were in a paper format. In this case, we were able to achieve considerable efficiencies, cost reduction and most important a higher level of customer service. The Town was able get closer to our goal of providing documents to residents seamlessly. The end game is to provide access to these public documents when the resident, business entity, reporter or other governmental entity needs it faster and at anytime of the day or night.

The rate at which business activities occur is faster than ever. The need for the public sector and specifically municipalities to make information available is critical to the success of the private sector. Equally important is the need to provide timely and complete information to the citizenry allowing them to make the ever more complex decisions they need to make. Social media and "fake" media provide an outlet in which inaccurate information can be distributed. Municipalities must be able to produce factual information through the various public documents that exist to allow the public to obtain the correct information.

Shaun Mulholland is town administrator for the Town of Allenstown. Since 2016, Shaun has served as a Board of Director with the NHMA. Shaun can be reached by email at smulholland@allenstownnh.gov (mailto:smulholland@allenstownnh.gov) or by phone at 603.485.4276 ext. 112.

Highlights:

- Some 75 percent of Allenstown vendors are submitting their invoices electronically now; Allenstown is sending 62 percent of its payments electronically.
- Time to process payments has been reduced from 11 weeks to 7 days.
- Cost reductions equaled some \$13,000 in the first year, although it was not a full budget year. Projected reductions were nearly \$20,000 for the first full year.
- There are some relatively low-tech solutions, such as creating a set of folders for property tax information, that are low in cost to implement and maintain.

[< Back to Town And City Home \(/TownAndCity\)](#)

PAINING PROPOSAL

Date: August 7, 2017

1,000,000.00 Insurance
Policy Protection

Prepared for: Town of Lee
c/o Julie E. Glover
7 Mast road Lee, NH 03361

Description of work: We will completely paint the exteriors of the five town buildings in question at 7 Mast road. Because the buildings have been previously painted with lead paint, it will be necessary for us to follow the lead abatement guidelines in order to properly contain and dispose of all the paint chips and paint particles from sanding. This process is extremely tedious, slow and cumbersome requiring re-breathers, sealed suits, huge amounts of plastic/tarps and tape for containment, vacuum sanding HEPA units, disposal bags and disposal costs. Power washing in some cases to clean the buildings only will be utilized in some areas. All surfaces will be taken down to bare wood where necessary. All work will be done in a timely professional manner.

Preperation: We will utilize plastic and tarps to contain all paint chips that are scraped off surfaces that are not vacuumed up during scraping and sanding phase. We will contain all paint chips from sanding and scraping into plastic bags and sealed with tape. All bags will be transported to an approved lead disposal facility

Primer Coat: All bare wood surfaces will be primed using premium exterior oil based primer to seal the surface. All holes and cracks will be filled and caulked.

Finish painting: All siding will receive two complete coats of premium exterior acrylic latex paint provided by Sherwin Williams. Color shall be designated by the customer. All trim shall receive one coat of premium exterior acrylic latex paint also from Sherwin Williams. This shall include all window frames. All doors shall receive two coats of exterior acrylic latex paint, color to be determined by the customer. All decks, stairs, ramps and railings will receive one coat of exterior oil based deck stain, color to be determined by customer.

(JOB SITE WILL BE CLEANED DAILY AND UPON COMPLETION.)

<u>Building #1:</u> (Hobo Shed)	\$7,000.00
<u>Building #2:</u> (Town Hall)	\$7,500.00
<u>Building #3:</u> (Historical building)	\$13,500.00
<u>Building #4:</u> (Library)	\$9,000.00
<u>Building #5:</u> (Police building)	\$5,500.00
All materials, including paint.	\$2,000.00
Dispoasal costs.	\$300.00
	TOTAL: \$44,800.00



Acceptance of Proposal: The above pricing, conditions and specifications are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment shall be as follows:

Deposit of 1/3 of the total for equipment, materials & labor.
1st draw of 1/3 of the total for labor costs after first week.
Balance of 1/3 of the total when job is complete.

Signature of Client



Signature of Contractor



14-6. EMPLOYEE INSURANCE PROGRAM:

- A. Health Insurance Plan: All eligible full-time employees and their dependents may be included on the Town's Health Insurance Plan. Each employee will be required to secure health insurance for himself, unless he can provide proof of coverage elsewhere. Employees may receive a buyout in lieu of coverage provided they show satisfactory proof of coverage under another employer-sponsored health insurance policy.
1. Employee contribution rates and the specific plan summary are available from the Town Administrator.
 2. Part-time employees whose regular work schedule covers 32-39 hours per week are eligible for health insurance; however, the employee premium contribution will be greater than that of full-time employees. For the purposes of this policy, a regular work schedule does not include special duty assignments, on-call hours, or stipends. Part-time employees are not eligible for the buyout.*
- B. Dental Insurance Plan: All eligible full-time employees and their dependents may be included on the Town's Dental Insurance Plan. Each employee will be required to secure dental insurance for himself, unless he can provide proof of coverage elsewhere. Employees may receive a buyout in lieu of coverage provided they show satisfactory proof of coverage in another employer-sponsored dental insurance policy.
1. Employee contribution rates and the specific plan summary are available from the Town Administrator.
- C. Life Insurance: All eligible full-time employees will be included in the Town's life Insurance Policy. The premium for such coverage will be paid by the Town and participation is mandatory.
- D. Short-Term and Long-Term Disability: All eligible full time employees will be enrolled in the Town's Disability Policies. The premiums for such coverage will be paid by the Town and participation is mandatory.

*Adopted by the Lee Select Board on August 14, 2017

KNOW ALL MEN BY THESE PRESENTS

That the Town of Lee in consideration of Seven hundred Dollars paid by Brian Fischer and Stephanie Fischer heirs and assigns (2) Graves in the Public Burial Ground, known as the **LEE HILL CEMETERY** situated on Lot G-5 and numbered Graves 9 and 10 on the plan, and bounded as follows, to

- On the North by Grave 8 of Lot G-5;
- On the South by Grave 11 of Lot G-5;
- On the East by Graves 3 & 4 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:
Brian and Stephanie Fischer
46 North River Road
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





THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

John Lacourse, Chairman of Selectmen
Town of Lee
7 Mast Road
Lee, NH 03861

RECEIVED
AUG 02 2017
TOWN OF LEE, NH

July 28, 2017

William Cass, P.E.
Assistant Commissioner

Re: Lee Highway Block Grant Aid – in Accordance with RSA 235:23
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways

Dear Mr. Lacourse:

The following is notification of State Highway Block Grant Aid available to your town in State Fiscal Year 2018 (July 1, 2017 thru June 30, 2018) based on estimated revenues through June 30, 2017. The Block Grant Aid payment includes an additional payment resulting from the increased highway revenue from Senate Bill (SB) 367 that was effective July 1, 2014. The total could possibly change based on final audited State Fiscal Year 2017 revenues. The resulting adjustment will be reflected in the April payment. Funding is anticipated to be available upon the availability and continued appropriation of funds in the future operating budget.

State Highway Block Grant Aid anticipated to be available to the Town of Lee during Fiscal Year 2018 (July 1, 2017 to June 30, 2018) is as follows:

Table with 2 columns: Payment Date, Amount. Rows: July 2017 Actual Payment: \$33,751.89; October 2017 Actual Payment: \$33,751.89; January 2018 Actual Payment: \$22,501.26; April 2018 Estimated Payment: \$22,501.26

TOTAL FOR FY 2018: \$112,506.30

In generalized terms and in accordance with statutory provisions for distribution of Apportionment "A" and SB 367 funds, a disbursement is made of approximately \$1,475 for each mile of Class IV and Class V highway inventoried by each municipality and approximately \$13 for each person residing in a municipality based on the state planning estimate of population. Apportionment "B" is distributed this year to 18 small towns under a somewhat more complicated formula as specified in RSA 235:23, which recognizes the economics of maintaining their Class V highway mileage when considered in relationship to their equalized valuation tax base.

Based on the provisions of Senate Bill 38, passed as part of the 2017 NH Legislative Session, Towns are also receiving a one time share of \$30M from recognized surplus funds at the end of Fiscal Year ending June 30, 2017. These funds are intended to be expended as additional "Apportionment A" funds by each town, and are distributed in the same methodology as Apportionment A funds are, per RSA 235:23. Detailed distribution amounts by community can be found at: https://www.governor.nh.gov/news-media/press-2017/documents/20170724-state-leaders.pdf

Please contact us at 271-3344 if you have any questions.

Sincerely,

Handwritten signature of William E. Watson, PE

William E. Watson, PE
Administrator
Bureau of Planning and Community Assistance

WEW/dmp