

## SELECT BOARD MEETING AGENDA

**DATE:** Monday, August 28, 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. **Deborah Schanda, Facility Committee Chair – Committee Final Presentation**  
*Present findings and final recommendations to the Board for what to do with the Town Center buildings.*
4. **Randy Stevens, Highway Supervisor - Salt Contract for FY17/18 – Present the bids from Morton Salt and Granite State Minerals and authorize the Highway Supervisor to enter into an agreement with both of them for the purchase of approx. 500 tons of winter bulk deicing salt at State Bid Price.**
5. **Larry Kindberg, Rec Commission Chair – Little River Park Landscape Plan**  
*Present final tree plan to the Board for approval.*
6. **Caren Rossi, Lee Fair Rep – Horseshoe Pits**  
*Request permission to have permanent horseshoe pits at Little River Park installed by the highway department.*
7. **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.*
8. **Julie Glover, Town Administration**
  - a. 2017 STEP Grant Program Police Paperwork
  - b. Miscellaneous
9. Motion to accept the Consent Agenda as presented:

<b><u>SIGNATURES REQUIRED</u></b>	<b><u>INFORMATION ONLY</u></b>
Notice of Intent	Letter of Appreciation from Newmarket Police Chief
MS-1	
Abatement	

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

10. Motion to accept the Public and Non Public Meeting Minutes from August 14, 2017.
11. Motion to accept Manifest #4 and Weeks Payroll Ending August 27, 2017.
12. Miscellaneous/Unfinished Business
13. Adjournment

**Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on August 25, 2017**

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



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

Office Use Only  
Meeting Date: Click here to enter a date. **8/28/17**  
Agenda Item No. Click here to enter number. **4**

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**8/28/2017**

**Agenda Item Title: Road Salt- State Bid Contracts**

**Requested By: Randy Stevens** **Date: 8/17/2017**

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

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

**Description: State bid has been released for the purchase of road salt for the upcoming winter season. Towns are able to utilize the State contract and get the same pricing. Normally the Town uses both vendors in case a supplier runs out.**

**Financial Details: \$28,000 budgeted in the Fiscal 17-18 Highway Budget for road salt purchase – 01.43111.653**

**Legal Authority NH RSA 41:8**

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

**Motion: Move to authorize the Highway Supervisor to enter into an agreement with both Morton Salt (approximately 300 tons) and Granite State Minerals (approximately 200 tons) for the purchase of approximately 500 tons of winter bulk deicing salt for the 2017-18 Winter season at State Bid Price.**



# MORTON SALT

AUG 02, 2017

Town of Lee  
Highway Department  
7 Mast Rd  
Lee NH 03861-6555

Dear Sir/Madam

MORTON SALT, INC. is pleased to offer you the following bulk deicing salt pricing for the season 2017/2018.

Description	Valid From	Valid To	Transport Mode	Min Order
Bulk Blizzard Wizard 274 TON 5940025971/220	JUL 01, 2017	JUN 30, 2018	Delivered NEWINGTON NH	MS DUMP TRUCK STANDARD U 70.30 USD per TON
Bulk Safe-T-Salt 138 TON 5940025972/450	JUL 01, 2017	JUN 30, 2018	Delivered NEWINGTON NH	MS DUMP TRUCK STANDARD U 53.30 USD per TON
<b>Total Tons:</b>	<b>412 TON</b>			

Do you wish to change the tonnage? Yes \_\_\_ No \_\_\_ New tonnage is: \_\_\_\_\_ Tons

Reason for tonnage change: \_\_\_\_\_

Delivered prices are based upon full truckload quantities specific to the delivery address shown below.  
Normal delivery is 1-5 business days ARO.

Any applicable taxes are extra. Terms are net 30 days. Initial order must be placed by December 31<sup>st</sup>

Please review your account information and advise if any changes are required;

Delivery Address:  
Town of Lee-NH  
6 Recycling Center Road  
Lee NH 03861

Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Customer #3664384

To confirm and accept this quotation, please sign the acceptance and return via mail (address below), email, or fax within 30 days of the date shown above.

**Acceptance:**

I accept the MORTON SALT, INC. price for season 2017/2018.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to:  
Customer Service  
Email: buyroadsalt@mortonsalt.com  
Fax: 630-214-0725

444 West Lake Street  
Suite 3000  
Chicago, IL 60606-0090

TEL 312.807.2000  
WEB mortonsalt.com

**MORTON SALT, INC.**  
A K+S GROUP COMPANY

5930001436



**Granite  
State  
Minerals**

**RECEIVED**  
AUG 15 2017  
TOWN OF LEE, NH

**2017-18 ICE CONTROL SALT QUOTATION  
CITIES/TOWNS OF NEW HAMPSHIRE IN DISTRICT 6**

Based on the awarded NH Department of Transportation contract #8002193, Granite State Minerals is pleased to extend the delivered price of \$53.30 per ton of bulk road salt for the 2017-2018 season. This price will remain firm until July 31, 2018. For inventory planning purposes, we would appreciate if you return a completed and signed copy of this form via mail, fax 603-436-2458, or email [jharrington@gmsalt.com](mailto:jharrington@gmsalt.com) by September 30, 2017.

Orders may be placed 24 hours a day by calling 603-436-8505, via email, or by faxing 603-436-2458. Please note my contact information below for order and delivery questions. Billing inquiries should be directed to Amy McLaughlin. Amy's email address is [amclaughlin@gmsalt.com](mailto:amclaughlin@gmsalt.com). Our physical mailing address is 227 Market St., Portsmouth, NH 03801. Payment terms are Net 30 days from invoice date.

Please call with any questions. We look forward to working with you this season and greatly appreciate your business!

Kind regards,

*Janet*

Janet Harrington  
Granite State Minerals, Inc.  
(P)603-436-8505 (F)603-436-2458  
[jharrington@gmsalt.com](mailto:jharrington@gmsalt.com)

Customer Info:

Town: \_\_\_\_\_

Ship To Address: \_\_\_\_\_  
\_\_\_\_\_

Contact/Phone/Fax: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Estimated Usage



Lee Recreation Commission  
7 Mast Road  
Lee, NH 03861

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To: Selectmen

Re: Tree Selection and Planting at LRP

Per the direction of the BOS on Monday, August 14, 2017, the Recreation Commission (comprising of the Chairman only as all of the commissioners were on vacation), met with members of the Conservation Commission and Mark Davis of Pawtuckaway Nursery at Little River Park to discuss the selection of trees and their placement.

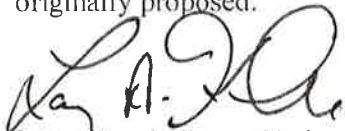
It was agreed to make the following changes from the original proposal:

Remove: 2 Greenspire Linden, 2 Prairiefire Crabapple, and 2 Chanticleer Pear trees.

Add: 3 Red Sunset Maple and 2 Autumn Brilliance trees.

All were in agreement with the placement of the trees with the exception of the Pin Oak near the pavilion due to interference with the pig roast fire pit used at the fair. The placement of this tree will be changed to a more suitable location.

The final quote for the changes is attached and represents a larger Pin Oak tree than originally proposed.

  
Larry A. Kindberg, Chairman

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

REVISED  
 8/23/17

# Sales Quote

DATE	TICKET
------	--------

Wednesday, August 23, 2017 3693  
 7:22:15 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

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: \$4,270.89**

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

# Sales Quote

DATE	TICKET
Wednesday, August 23, 2017	3693
7:22:15 AM	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

PO NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	Customer ID
						562661
QUANTITY	ITEM	DESCRIPTION			PRICE EACH	AMOUNT
1	190946	(S# ULMAJ*25GPC16, ZT) Trees are approx. 12-14' high and 2"/2.5" caliper (Was \$199.99, Saved 10%) 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	\$107.99
1	026452	Trees are approx. 10' high (Was \$119.99, Saved 10%) QUERCUS palustris 4-4.5"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# 732727752589, ZT)			\$431.991	\$431.99
3	352881	NEW LARGER TREE NEW ACER Red Sunset Maple 1.5-2" Full sun to part sun. Dense, upright crown form. Orange-red to brilliant red fall foliage. Species is native to NH. 50't x 30-40'w. Zones 4-7. (S# ACERS1.5/2JC17, ZT)			\$242.991	\$728.97
1	N/A	(Was \$269.99, Saved 10%) Flowering Ornamentals+++++ +++++ (S# N/A, ZT)			\$0.00	\$0.00
2	590263	NEW AMELANCHIER Autumn Brilliance 2-2.5" TF Tree Form. Sun to part shade. Nice clean foliage turns brilliant red in the fall. White blossoms followed by small blue fruit favored by birds. Native to NH. 20-25't x 20-25'w. Zones 4-9. (S# AMABTF1.5/2*JC17, ZT)			\$269.991	\$539.98
2	256704	(Was \$299.99, Saved 10%) MALUS Prairiefire Crabapple 1.5-2" Full sun to part sun. New maroon leaves mature to			\$242.991	\$485.98

**Total: \$4,270.89**

Pawtuckaway Nursery  
 301 Calef Hwy (RTE 125)  
 Lee NH 03861  
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# Sales Quote

DATE	TICKET
Wednesday, August 23, 2017	3693
7:22:15 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

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

1	N/A	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%) +++++			\$0.00	\$0.00
1	N/A	+++++ (S# N/A, ZT) 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 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.			\$1,616.00	\$1,616.00
1	N/A	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
1	N/A	This is the 4th revision of this quote and is based on a meeting held at the Little River Park August 17th @ 10:00 A.M. with Larry Kindberg, Julie Glover, Bill Humm, Catherine Fisher and Ann Tappin. At the close of the meeting all were accepting of (S# N/A, ZT)			\$0.00	\$0.00
1	N/A	We may be able to provide a larger Oak( 4-5" calliper) than the 1.5" callper currently on the quote if this is of interest, we would only have Qty 1 of the larger Oaks. (S# N/A, ZT)			\$0.00	\$0.00

Sub Total: \$4,270.89

**Total: \$4,270.89**



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

# Sales Quote

DATE	TICKET
Wednesday, August 23, 2017 7:22:15 AM	3693 Page 4 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

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

Sales Tax: \$0.00  
 Total: \$4,270.89

Lee Rec, Comm. Tree Quote 6-25-2017- 6th revision 8-23-2017 with proper pricing

THANK YOU

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**Total: \$4,270.89**



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

Office Use Only

Meeting Date: 8/28/2017

Agenda Item No. 6

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**8/28/2017**

**Agenda Item Title: Horseshoe Pit at LRP**

**Requested By: Caren Rossi**      **Date: 8/24/2017**

**Contact Information: 603-659-6783**

**Presented By: Caren Rossi, Fair Committee Representative**

**Description: Request permission to have permanent horseshoe pits at Little River Park installed by the highway department.**

**Financial Details: Est. \$500 paid out of the Lee Fair Fund**

**Legal Authority: RSA 41:11-a**

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

Move to grant permission to have permanent horseshoe pits installed at Little River Park. Said work to be completed by the highway department and Lee Fair Committee members.

Bow Brook Place

August 17, 2017

46 Donovan Street

Risk Management Services

(603) 225-2841

(800) 698-2364

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

Re: Solid Waste Facility

Dear Julie,

On August 9, 2017 I conducted an on-site risk assessment at the Town's solid waste management facility along with facility manager, Toby Van Aken. This assessment was done at your and Toby's request as a proactive step to improve safety and risk management at the facility.

The layout, traffic patterns and processes used in Lee are similar to what I find at some other facilities in NH. In fact, I remarked to Mr. Van Aken that the Lee facility is better than many in terms of processes and safety. That said, there is room for improvement particularly with regard to traffic management in and around the site. I am particularly focused on areas where vehicles and pedestrians mix as there is an obvious potential for conflict.

Mr. Van Aken and I walked the facility and brainstormed various ideas to enhance safety in and around the site. I have captured these ideas as recommendations on the attached pages and I would ask that these be considered as soon as possible. Please keep me updated on progress by completing the shaded response box following each recommendation and returning a copy to my attention no later than October 27, 2013.

I remain available and welcome any questions. Thanks for your continued focus on managing risks in Lee.

Sincerely,



David A. Witham, CRM  
Risk Management Supervisor  
Extension 126

DAW/

Toby Van Aken, Transfer Station Manager

## TOWN OF LEE SOLID WASTE MANAGEMENT FACILITY RISK MANAGEMENT RECOMMENDATIONS

### 2017-01: Re-Paint Traffic Markings:

Repaint all traffic flow, parking and lane delineation markings throughout the facility. These markings should be highly visible and should be repainted as needed to maintain visibility and appearance.

Since this is an industrial area yellow markings are better suited to delineate traffic flow areas from pedestrian walking areas rather than white markings. Markings should be bold and may be enhanced with signs and other warnings as recommended further in this report.



Date Completed: \_\_\_\_\_ Or Estimated Date of Completion: \_\_\_\_\_

Actions Taken (or to be taken):

### 2017-02: Demolition Debris Off-Load Area Enhancements:

Improve the off-load area for demolition debris. The debris is dropped into a roll off container below grade. When not full, the drop is some 10+ feet below and better protection should be afforded to residents dropping material into the roll off containers. Among the recommendations is repainting the top of the wall yellow, marking the top of the wall with language that reads **CAUTION** and installing a movable barrier (see example below) that could be moved for large loads or dump equipped vehicles.



Date Completed: \_\_\_\_\_ Or Estimated Date of Completion: \_\_\_\_\_

Actions Taken (or to be taken):

**2017-03: Pedestrian Safety Enhancements:**

Provide additional warnings and controls in and around the facility where conflict exists between motor vehicles and pedestrians dropping off trash and/or recyclables. Included would be:

- Signs at the entrance to the drive-thru bays reading CAUTION – PEDESTRIANS or similar language. The sign should be yellow in color with black lettering similar to the sign shown here.
- Installation of a flashing amber beacon above and/or below the sign to add emphasis to the need to drive slowly and to be alert for moving pedestrian traffic across the travel lanes.
- Use of speed bumps at strategic locations. The speed bumps need to be highly visible and signage is required to notify drivers of the speed bump locations.



Date Completed: \_\_\_\_\_ Or Estimated Date of Completion: \_\_\_\_\_

Actions Taken (or to be taken):

**2017-04: Processing Floor – Employees Only:**

Implement controls to make sure that only employees or escorted/permitted individuals are allowed on the processing floor. This is the lower area with balers, moving skid steer style loaders and other processing equipment. This is not an area for public access as there are many dangers including heavy equipment and moving industrial machines. Signs and barriers can help to limit access and are recommended for the top of the stairs just outside the office door and at the lower garage door entry areas adjacent to the swap shop and bulky waste drop off areas.



Date Completed: \_\_\_\_\_ Or Estimated Date of Completion: \_\_\_\_\_

Actions Taken (or to be taken):

**2017-05: Loading Dock Safety:**

Improve safety of the loading dock that is outside the rear of the main processing building. The loading dock currently presents a serious fall hazard and should be addressed in a similar way to the roll-off containers described in recommendation 2017-02. That would include repainting the leading edge of the loading dock yellow and installing some sort of movable barrier (see example below) that could be moved when in use but would provide for fall protection when not in use.



Date Completed: \_\_\_\_\_ Or Estimated Date of Completion: \_\_\_\_\_

Actions Taken (or to be taken):

**2017-06: Movable Safety Signs – Site Locations:**

Expand the use of movable yard/site safety signs. Signs can slow traffic, delineate parking areas and can warn of pedestrians. These signs, when in place, along with pavement markings and other information signs can enhance site safety and flow. Movable signs are suggested to aid in snow removal and to allow for layout flexibility as site demands and operations may change from time to time.



Date Completed: \_\_\_\_\_ Or Estimated Date of Completion: \_\_\_\_\_

Actions Taken (or to be taken):



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

Office Use Only
Meeting Date: <u>8/28/17</u>
Agenda Item No. <u>8A</u>

**BOARD OF SELECTMEN**  
8-28-17 **MEETING AGENDA REQUEST**  
(Meeting Date Requested)

**Agenda Item Title:** Grant language change for 2017 STEP Grant program

**Requested By:** Chief Tom Dronsfield **Date:** 8-24-2017

**Contact Information:** Chief Tom Dronsfield, 659-5866, tdronsfield@leenhpolice.org

**Presented By:** Chief Tom Dronsfield or his designee

**Description:** The Board previously signed the contract for the 2017 STEP Grant program. However  
the wording of the grant program paperwork needed to be changed per the Office of Highway  
Safety and NHTSA so initials need to be obtained on the modified pages

**Financial Details:** Without these ammended pages being initialled, the Town will lose the ability to request  
reimbursement for grant patrols previously worked.

**Legal Authority** NH RSA 21-P:60 and 49 CFR 18.12  
*(usually NH RSA or Town Ordinance/Policy):*

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

Obtain members of the Board's initials on the three pages (1 page of Exhibit A and 2 pages of  
Exhibit C-1)  
\_\_\_\_\_  
\_\_\_\_\_

## Robin Estee

---

**From:** Farinella, Deborah <Deborah.Farinella@dos.nh.gov>  
**Sent:** Wednesday, August 23, 2017 2:34 PM  
**To:** Tom Dronsfield  
**Cc:** Robin Estee; Speikers, Luann  
**Subject:** Lee STEP - Project #315-17A-008  
**Attachments:** LeeSTEPPg4-16.pdf; 2017 Exhibit C-1 Patrols 2017 08 11 REV.pdf

Dear Highway Safety Partner,

Upon conducting an annual review of our 2017 STEP grant programs, it has come to our attention that a considerable number of agencies, which were awarded a STEP Grant for the current 2017 grant period, unfortunately did not fully comply with the terms of the grant agreement, due to the fact that in order to remain in compliance for the year, the following milestones had to have been met:

1. Participation in one or more patrols during the "Join the NH Clique" enforcement event for the year which occurred between May 22<sup>nd</sup> and June 4<sup>th</sup>.
2. Participation in the one "Border to Border" enforcement event for the year, which took place on May 22<sup>nd</sup>.
3. Participation in the pre-determined "Operation Safe Commute" enforcement date each month.

In order to ensure that all participating agencies receive the appropriate reimbursements for past enforcement details worked during this period, the Office of Highway Safety and our NHTSA Partners have identified a solution to rectify this situation, which consists simply of every partner agency signing the attached 2017 STEP grant agreement amended EXHIBIT A and EXHIBIT C-1, as a no cost modification and returning it via mail to the New Hampshire Office of Highway Safety, 33 Hazen Drive Concord, NH 03305, by August 31, 2017. Two signatures are required on these documents. Please verify that whoever signed the original contract must sign the modification as well.

**Please know that failure to sign this 2017 STEP grant agreement amended EXHIBIT A and EXHIBIT C-1 to bring your agency into compliance may result in the following:**

- **Non-payment for patrols conducted; and/or**
- **Monetary payback for patrols conducted by the non-compliant agency**

In the future, the Office of Highway Safety will provide additional training and will increase communication to better inform our highway safety partners of important information within our grant agreements so that the terms of the grants are easily understood.

As always, please know that the Office of Highway Safety values our partnerships with all of the agencies around the state and we look forward to working collaboratively to improve the safety on our roadways throughout New Hampshire.

Sincerely,  
Captain John Marasco  
Commander, New Hampshire Office of Highway Safety

Debbie

Deborah Farinella  
Administrative Supervisor  
Office of Highway Safety  
33 Hazen Drive, Second Floor  
Concord, NH 03305  
Telephone: 603-271-2132  
email: [deborah.farinella@dos.nh.gov](mailto:deborah.farinella@dos.nh.gov)



**EXHIBIT A**

Scope of Services

- The Office of Highway Safety (hereinafter referred to as The State) is awarding the Lee Police Department (hereinafter referred to as the Subrecipient) \$8,881.50 for STEP Patrols, as further described in the Subrecipient's application, which is hereby incorporated by reference and made a part of this Grant Agreement.

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services	\$8,881.50	\$8,881.50			
b. Current Expenses					
c. Equipment					
d. Indirect Costs & Audit					
e. Contractual Services					
f. Travel					
Total Approved Costs (Include Non-Federal Share)	\$8,881.50	\$8,881.50			

- It is agreed that quarterly reports will be made to the Office of Highway Safety for the duration of the contract summarizing the progress being made in implementing the project and identifying any problems being encountered. A final report will be made upon completion of the project. Reports will be submitted within 20 days of the project termination date.
- All publications, public information or publicity released in conjunction with this project shall state that "this project is being supported in part through a grant from the Office of Highway Safety with Federal funds provided by the National Highway Traffic Safety Administration, US Department of Transportation", or words to that effect.

Exhibit C-1

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Scope of Services for Traffic Enforcement Grants

- Departments may conduct patrols during any time that data indicate there is an increased risk for the driving behavior being combatted. OHS strongly encourages departments to review their local crash data to determine times and locations where grant-funded patrols would have the greatest impact. In the absence of data regarding times of day, the STEP patrols should be conducted during commuter hours. DUI patrols can be worked between 1800-0300. However, it is recommended that at least 50% be from 2100-0300.
- DUI patrol shifts are encouraged to be 6 hours in length.
- STEP and Pedestrian/Bicycle patrols are encouraged to be 3-4 hours in length.
- **Departments with DWI enforcement grants are strongly encouraged to conduct patrol(s)** during the two national *Drive Sober or Get Pulled Over* (DSGPO) Mobilizations (December 15, 2016-January 1, 2017 and August 18-September 3, 2017).
- **Departments with STEP grants are strongly encouraged to conduct patrol(s)** during the “*Join the NH Clique*” which coincides with the national *Click It or Ticket* Mobilization (May 22-June 4, 2017) and *Border to Border Operation* (May 22, 2017), and Operation Safe Commute. See Operation Safe Commute dates below.
- Join the NH Clique must be conducted during daylight hours and it’s recommended they be at locations such as elementary schools, high schools, shopping centers, and any other locations where children will be located.
- Departments with PEDESTRIAN/BICYCLE enforcement grants shall conduct overtime patrols aimed at enforcing the state’s pedestrian/bicycle laws. Patrols will be conducted year round with a focus on the summer months primarily in downtown locations during the evening commuting hours.
- **All departments with a STEP grant are strongly encouraged to participate** in the *Operation Safe Commute* NH statewide effort (October 7, 2016, November 23, 2016, December 31, 2016, January 13, 2017, February 17, 2017, March 17, 2017, April 13, 2017, May 26, 2017, June 9, 2017, June 30, 2017, August 8, 2017, September 1, 2017).
- *Operation Safe Commute* patrols will consist of 3 or 4-hour shifts in either the morning or afternoon commute on the dates specified above.
- Officers funded during these enforcement grants shall be dedicated in total to traffic law enforcement, except in the case of a criminal offense committed in the officer’s presence, in the case of response to an officer in distress, or in the case of a riot where all available personnel must divert their attention.
- Officers may pull over drivers for any driving offense during patrols. This includes, but is not limited to, suspected drunk driving, speeding, school bus violations, CPS violations, red light/stop sign running, and distracted driving.
- If an officer makes an arrest during the shift, but does not complete the arrest before the shift is scheduled to end, the officer can continue working under the grant to complete that arrest even if the time exceeds the six-hour shift limit. However, the total request for reimbursement must not exceed the approved budget.
- Enforcement Grants are for overtime enforcement only.
- Departments will be reimbursed for actual hours worked.
- Full time officers will be reimbursed at an overtime rate of pay as established by the department and/or municipality for hours worked during the mobilizations. Part-time officers will be reimbursed at their normal hourly rate of pay.
- The Reimbursement form must be signed and dated by an (the Chief or another) Authorized Signatory. (Individuals working the enforcement patrol may not sign off on the Reimbursement form (HS-20). If the Chief works the enforcement patrol, a community official must sign off on the Reimbursement form (HS-20). In addition, the Chief may not sign off on the Reimbursement form (HS-20) if his/her spouse, child or sibling works the same enforcement patrol.)
- Departments are recommended to conduct a minimum of three documented stops/contacts per hour. Please note that documented stops/contacts do not necessarily have to result in the issuance of a summons. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists during traffic enforcement periods that can be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a review or monitoring site visit.
- If patrols result in few traffic stops, please provide an explanation on the Activity Report as to why an officer was unable to make the recommended number of stops (poor weather, for example).

- Nothing in this grant shall be interpreted as a requirement, formal or informal, that a law enforcement officer issue a specified or predetermined number of summons in pursuance of the department's obligation associated with the grant.
- Command staff may participate in and be compensated for enforcement details if acting in a traffic enforcement role rather than acting exclusively in a supervisory role overseeing officers engaged in traffic enforcement.
- Failure to comply with reporting requirements may result in non-reimbursement of funds or suspension of grant award.
- Departments must keep on file copies of summons, documented stops/contacts, officers' time schedules written under this grant program, and all other pertinent information.
- Patrols must be one officer per cruiser. However, multiple cruisers may be out at one time.

(Assigned by Municipality)

YR TOWN OP#  
17-455-01-T

For Tax Year April 1, \_\_\_\_\_ to March 31, \_\_\_\_\_

PLEASE TYPE OR PRINT (If filing in form on-line; use TAB Key to move through fields)

1. Town/City of: Lee

2. Tax Map/Block/Lot or USFS Sale Name & Unit No.  
18-8-00

3. Intent Type: Original  Supplemental

4. Name of Access Road: Cartland Rd #50

5a. Acreage of Lot: \_\_\_\_\_ Acreage of Cut: 20+-

5b. Anticipated Start Date: Oct

6. Type of ownership (check only one):

- a. Owner of Land and Stumpage (Joint Tenants)
- b. Owner of Land and Stumpage (Tenants in Common)
- c. Previous owner retaining deeded timber rights
- d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	75 - 125	MBF
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	10	MBF
Ash	5	MBF
Beech & Soft Maple		MBF
Pallet or Tie Logs	20	MBF
Other (Specify)		MBF
	Pulpwood	Tons
		Cords
Spruce & Fir		
Hardwood & Aspen		
Pine	30	
Hemlock		
Whole Tree Chips		
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood	30	Cords

**REPORT OF CUT / CERTIFICATE TO BE SENT TO:**

OWNER  OR LOGGER / FORESTER

BY MAIL  OR E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Timber Tax Information is Available at www.revenue.nh.gov  
Questions?? Call (603) 230-5950

Signature: Scott Kemp Virginia Kemp 8/11/17  
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

Signature: Scott Kemp Virginia Kemp  
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

Signature: Scott & Virginia Kemp  
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

49 Cartland Rd  
MAILING ADDRESS

Lee NH 03861  
CITY OR TOWN STATE ZIPCODE

gina.kemp9@gmail.com  
E-MAIL ADDRESS

659-6238 603 988-9731  
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:  
1. All owners of record have signed the Intent;  
2. The land is not under the Current Use Unproductive category;  
3. The form is complete and accurate; and

4. Any timber tax bond required has been received.  
\$ \_\_\_\_\_ Date: \_\_\_\_\_  
5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.  
6. This form to be forwarded to DRA within 30 days.

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species	Amount:
---------	---------

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner. I have become familiar with RSA 227-J, the timber harvest laws.

Signature: Jake Bronnenberg 8/10/17  
SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

Signature: Jake Bronnenberg  
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

250 Pitts Field Rd  
MAILING ADDRESS

Loudon NH 03307  
CITY OR TOWN STATE ZIPCODE

765-5527  
PHONE NUMBER E-MAIL ADDRESS

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION**  
**NOTICE OF INTENT TO CUT WOOD OR TIMBER**

RSA 79:10  
GENERAL INSTRUCTIONS

<b>WHO MUST FILE</b>	The owner shall complete Form PA-7, Notice of Intent to Cut Wood or Timber (Intent), and shall file the form with the municipality (town, city, or unincorporated place) where the property to be cut is located.
<b>WHEN TO FILE</b>	The Intent shall be filed with the municipal assessing officials at the beginning of each tax year or prior to commencing each cutting operation. Cutting cannot take place until the Intent is signed by the municipal assessing officials and has been posted on the job site.
<b>WHERE TO FILE</b>	File the form with the municipality for approval by the municipal assessing officials and an assigned operation number. A Timber Tax bond may be required, see below. The Intent must be signed by the municipal assessing officials and an operation number assigned prior to distribution. <b>DISTRIBUTION:</b> The original, signed copy is retained by the municipal assessing officials; a copy to the Owner, a copy to the Logger, and a copy to the Department of Revenue Administration (DRA) by <b>Mail</b> to: PO Box 487 Concord NH 03302-0487; by <b>E-mail</b> to: timber@dra.nh.gov or by <b>Fax</b> to: (603) 230-5943.
<b>WHO MUST PAY</b>	After Form PA-8, Report of Wood or Timber Cut (Report), is submitted to the municipality, a tax bill will be issued to the owner and payment shall be remitted directly to the municipality. The Timber Tax is a 10% tax on the stumpage value at the time of cutting.
<b>REPORT &amp; CERTIFICATE</b>	Once the Intent has been signed and an operation number assigned, appropriate copies shall be forwarded by the municipality to the owner and the DRA. After the copy of the Intent has been received by the DRA, a Report and a Certificate will be issued by the DRA to the individual indicated on Line 6. The Certificate should be posted in a conspicuous place within the area of the cutting.
<b>EXEMPTIONS</b>	<b>RSA 79:1, II (b),</b> The following persons <b>shall not</b> be required to file an Intent to Cut or be subject to the Timber Tax: (1) A person who cuts, within the tax year, up to 10,000 board feet of logs from his own land for use in the construction, reconstruction, or alteration of his own buildings, structures, or fences situated in the State of New Hampshire; provided that such buildings are not being built for sale purposes; (2) A person who cuts or causes to be cut, within the tax year, up to 20 cords of fuel wood for his own consumption in the State of New Hampshire for domestic fuel purposes, or any amount for the manufacture of maple sugar or syrup; (3) Federal government, state government, cities, towns, school districts, or other political subdivisions which cut wood or timber for their own use, on lands under their ownership or jurisdiction or both. (4) Persons engaged in the clearing or manufacturing of rights-of-way or water storage reservoir areas incidental to the furnishing of utility services or transportation services to the public; provided, however, that when the person clearing or causing the clearing of said right-of-way sells or agrees to sell the wood or timber, he shall be deemed an "owner" as defined in subparagraph (a) above. (5) A person who cuts or causes to be cut, within the tax year, up to 10,000 board feet of logs and 20 cords of wood or the equivalent in whole tree chips, from the person's own land within a municipality, for land conversion purposes other than timber growing and forest uses, provided that those persons intending to convert the use of the land have secured all required permits including, but not limited to, building permits, subdivision or zoning permits, excavation permits, or site plan approvals, as necessary for the use to which the land will be converted, and are able to furnish proof of such permits. <b>RSA 79:2 Release From Taxes.</b> (6) All growing wood and timber except fruit trees, sugar orchards, nursery stock, Christmas trees, and trees maintained only for shade or ornamental purposes or for genetically-engineered short rotation tree fiber, which shall not be subject to the yield tax, shall be released from the general property tax and the school tax in unincorporated places provided for in RSA 198:16, but the land on which such growing wood and timber stands shall be assessed.
<b>TIMBER TAX BOND</b>	Bond Required: 1. If owners are not current on property taxes and/or timber taxes; 2. If owners are tenants in common and all have not signed the Intent; and 3. Owners do not own property in the municipality. Timber Tax Bonds are equal to the estimated Timber Tax.
<b>NEED HELP</b>	Call the Department's Municipal & Property Division at (603) 230-5950. Hearing or speech impaired individuals may call TDD Access: Relay NH 1-800-735-2964.
<b>NEED FORMS</b>	Forms may be obtained by mail from the New Hampshire Department of Revenue Administration, PO Box 487 Concord NH 03302-0487, by calling (603) 230-5950 or on the Department's Web site at www.revenue.nh.gov/forms.
<b>TDD ACCESS</b>	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. TDD Access: Relay NH 1-800-735-2964.

**LINE-BY-LINE INSTRUCTIONS**

<b>LINE 1</b>	Enter the name of the New Hampshire municipality where the cut is to take place.
<b>LINE 2</b>	Enter the municipality assigned tax map and lot number or the US Forest Service Sales sale name and unit number.
<b>LINE 3</b>	Indicate if the Intent is an original or supplemental. Original means the first filing in a tax year. Supplemental means an additional filing to make corrections or additions to information contained on the original Intent. If this is a supplemental, enter the original operation number as previously assigned by the municipality.
<b>LINE 4</b>	Enter the name of the road from which the cutting will be accessible.
<b>LINE 5</b>	Enter the total number of acres in the lot, the number of acres you are working on, and the anticipated start date of the cutting.
<b>LINE 6</b>	Check the box to indicate the type of ownership of the land. Check the box indicating if the Report and Certificate should be sent to the Owner or Logger/Forester. Provide an e-mail address if you would like the Report and Certificate e-mailed to the Logger/Forester.
<b>LINE 7</b>	The form must be signed and dated by all owners of the property, unless the owner's are Tenants in Common (see RSA 79:1, II (a), 2). Clearly print the complete name(s), mailing address and telephone number of the owner(s). Provide an e-mail address if you would like the Report and Certificate e-mailed to the owner(s).
<b>LINE 8</b>	Enter the estimated amount of timber to be cut by thousand board feet (MBF), tons or cords under the appropriate species. The cutting should take place during the Tax Year April 1 to March 31. Before exceeding the original estimate, a supplemental Intent must be filed for additional volumes of timber.
<b>LINE 9</b>	Enter the species of any amounts not included in section 8 you are claiming an exemption for and the amount of the cut in the space provided. [See exemptions numbers 1-6 above]
<b>LINE 10</b>	The Intent must be signed and dated by the Logger/Forester or person responsible for the cutting who accepts responsibility for verifying the volumes of wood to be reported by the owner. The person signing should be familiar with RSA 227-J, the timber harvest laws. Clearly print the name, complete mailing address and telephone number of the Logger/Forester or person responsible for cutting.

# MS-1 EXTENSION REQUEST FORM

NAME OF MUNICIPALITY: Lee

FAX #: 603-659-7202

DATE OF REQUEST: 8/21/2017

PHONE #: 603-659-5414

CONTACT PERSON: Julie Glover

EMAIL: townadministrator@leenh.org

The filing date for the MS-1, Summary Inventory of Valuation, is **September 1**. However, this date may be extended by the Commissioner of Revenue Administration for just cause per RSA 21-J:34, I. Complete and send in this form to request an extension.

**REASON (check all that apply):**

**EXTENSION UNTIL:** October 1, 2017

- Utility Values
- Revaluation in Process
- Update in Process
- Data Entry Incomplete
- Administrative (explain)
- Other (explain)

Waiting for DRA to provide utility values

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

Assessor(s)

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

-----  
**FOR DRA USE ONLY**

Request for Extension:  Granted    Extension Expires: \_\_\_\_\_

Denied    Reason for Denial: \_\_\_\_\_

\_\_\_\_\_  
Date of Response

\_\_\_\_\_  
Department of Revenue Administration

**FOR DRA USE ONLY**

NH DEPARTMENT OF REVENUE ADMINISTRATION  
Municipal Services  
P.O. Box 487 Concord, NH 03302-0487  
Phone: (603) 230-5090  
Fax: (603) 230-5947

# ABATEMENT RECOMMENDATION

**TO:** Select Board  
Town of Lee

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

**DATE:** August 21, 2017

**RE:** Jason and Shannon MacFarlane  
78 Orchard Street  
Medford, MA 02155

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

**Tax Year:** 2016  
**Assessment:** \$6,000

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The subject was a camper on rented land. Abatement is requested as above owners moved and camper was removed last year. As such it is recommended that an abatement in the amount of \$176 plus any applicable interest/penalties/fees be granted. This is to clear tax collector's account.

Abatement Granted

Abatement Denied

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

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

Dated \_\_\_\_\_

**TOWN OF LEE**  
**Total Due for PORTRAIT ROSEMARY & WILLIAM**

Interest as of 8/11/2017

Includes Only Unpaid Invoices

Current Owner	Warrant	PID	Location	Per Diem	Principal	Int/Pen	Amount Due
PORTRAIT ROSEMARY & WILLIAM	2016P02017301	000026 000002 000C08	C08 WADLEIGH	\$ 0.0286	\$ 87.00	\$7.21	\$94.21
PORTRAIT ROSEMARY & WILLIAM	2016P01017301	000026 000002 000C08	C08 WADLEIGH	\$ 0.0293	\$ 89.00	\$31.13	\$120.13
<b>Totals :</b>				<b>\$ 0.0579</b>	<b>\$ 176.00</b>	<b>\$38.34</b>	<b>\$214.34</b>

Billed Owner

MacFarlane Jason + Shannon

Abated 2017 because new owner register camper.  
 Prior owners did not pay the 2016 taxes. Abate?

Linda



*"Serving the people with pride and integrity"*

## NEWMARKET POLICE DEPARTMENT

KYLE TRUE

Chief of Police

Administration • (603) 659-8505

Fax • (603) 659-8507



John Andrew Gordon  
Memorial Building

70 Exeter Street  
Newmarket, NH 03857

Police Services • (603) 659-6636

August 14, 2017

John LaCourse  
Chairman  
Town of Lee NH Select board  
7 Mast Road  
Lee, NH 03861

Dear Chairman LaCourse,

I would like to take this opportunity to thank the Lee Police Department for assisting my officers at the Newmarket Night Out event held on August 12<sup>th</sup>. Specifically, I would like to thank Police Chief Tom Dronsfield for attending this event with his assigned police motorcycle. I have had the pleasure of knowing Chief Dronsfield for over two decades now and I continue to be impressed with his professionalism and demeanor. As you know, a police motorcycle can be very exciting for a young child to look at, sit on or have his/her picture taken with it. Chief Dronsfield's interaction with Newmarket's youth was nothing less than impressive. He clearly has the people skills that any Town would be proud to have as their Chief. Furthermore, he is clearly an asset to the Lee Police Department and the citizens of your great community. Please see to it that his professionalism and dedication to the uniform and badge he wears was recognized by myself and my staff.

If I or any member of my staff can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

Kyle True  
Police Chief