

SELECT BOARD MEETING AGENDA

DATE: Monday, October 9, 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. Erik Sawtelle, Ag Commission Chair – New Members
Present two new Ag Commission members to the Board for approval: Ken Brisson and Kristen Cisneros.
4. Scott Nemet, Fire Chief – Special Duty Rate
Present the rate of pay for the Fire Chief Special Duty for approval.
5. Deborah Schanda – Recommendations for Committee Membership
Present the Board with 3 recommendations for the next Facilities Committee to be created to work with the Select Board.
6. John Tappan – CAD Drawing of Town Buildings at Town Center
Present the Board with an updated CAD drawing of the Town Buildings all being located at Town Center.
7. Julie Glover, Town Administration
 - a. Facility Committee and Select Board Plans for Town Buildings in E-Crier
 - b. SRPC Map Geo Proposal
 - c. MS-1
 - d. Credit Card Policy and Business Card Resolution
 - e. Merit Policy
 - f. Town Hall Door
 - g. Invasive Insect Emerald Ash Borer
 - h. Miscellaneous
8. Motion to accept the Consent Agenda as presented:
 - a. NHDES Lee Circle Development/Powder Major Farm
 - b. LOCO Road Race
 - c. Letter of Gratitude from Barrington Chief
 - d. Public Meeting Minutes from 9/25/2017
 - e. Manifest #7
 - f. Weeks Payroll Ending October 8, 2017
9. Motion to enter into Non-Public Session–NH RSA 91-A:3II (a) TC/TC PAR (a) TS Mgr PAR
Roll Call Vote required
10. Motion to seal the Non-Public Session Minutes (if necessary.) **Roll Call Vote required.**
11. Miscellaneous/Unfinished Business
12. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on October 6, 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: October 9, 2017

Agenda Item No. 3

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
10/9/2017

Agenda Item Title: Applications for the Agricultural Commission

Requested By: Erick Sawtelle **10/5/2017**

Contact Information: esawtelles@aol.com

Presented By: Erick Sawtelle

Description: Present the Board with two applications for three year appointments as Alternates to the Ag Commission.

Financial Details: N/A

Legal Authority NH RSA 674:44-e

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to approve two 3 year Alternate memberships of Ken Brisson and Kristen Cisneros to serve on the Agricultural Commission.

To: **KENNETH BRISSON** of Lee, New Hampshire in the **County of Strafford**:

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

Given under our hands, this 9TH day of October, 2017

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **KENNETH BRISSON** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2017

Received and Recorded:



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

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

Applicant's Name: KENNETH C. BRISSON SR.

Address: 79 Meadow Brook Dr. Lee Phone/Cell: 868-5939

of Years as a Resident: 23

Email address: littletongristmill@gmail

Full Membership (____ year term) position applying for: _____

Term will expire on the following date: _____

Alternate Position (____ year term) position applying for: Lee Agricultural Commission

Term will expire on the following date: _____

I feel the following experience and background qualifies me for this position: I am a land owner in Lee in which we have devoted for the past 18 years in the production of Honey and maple Syrup and vegetable. I have been invited in numerous business groups in the area helping other small businesses get off the ground. I was also involved in the fire service from 1971 to 1992 and was also invited in the Lancaster Fair with the Fire Service + vendors as well as the Deer Fire Dept - market square Day in Portsmouth - I also believe everyone should donate some time to local activities. I look forward to being a member if approved. Thanks

Kenneth C. Brisson Sr.

Signature

8-10-17

Date

You are welcome to submit a letter or resume with this form. New applicants who have not previously served are requested to attend a Select Board Meeting to express their interest. Applicants will be notified of the meeting date in advance. Thank you for your application and interest in the Town of Lee.

To: **KRISTEN CISNEROS** of Lee, New Hampshire in the **County of Strafford**:

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

Given under our hands, this 9TH day of October, 2017

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **KRISTEN CISNEROS** took and subscribed the foregoing oath. Before me,

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

Date: _____, 2017

Received and Recorded:



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

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

Applicant's Name: Kristin M. Cisneros

Address: 200 Wadleigh Falls Road Phone/Cell: 603 765-9005

of Years as a Resident: 14

Email address: Kmcisneros@comcast.net

Full Membership (___ year term) position applying for: _____

Term will expire on the following date: _____

Alternate Position (2 year term) position applying for: general alternate/ag comm.

Term will expire on the following date: 2020

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

- I am a longtime resident of the town and have been volunteering for agricultural events for the past 5 years.

- While attending UNH I studied the agricultural system of Lee and had the opportunity to meet with a number of local farmers. I understand the importance of local agriculture & agri-business and I am willing to offer my →

Kristin M. Cisneros

Signature

Oct 6, 2017

Date

You are welcome to submit a letter or resume with this form. New applicants who have not previously served are requested to attend a Select Board Meeting to express their interest. Applicants will be notified of the meeting date in advance. Thank you for your application and interest in the Town of Lee.



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Office Use Only

Meeting Date: 10/9/2017

Agenda Item No. 4

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
10/9/2017

Agenda Item Title: Special Duty Rate

Requested By: Chief Scott Nemet

Date: 10/5/2017

Contact Information: 603-659-5411

Presented By: Chief Scott Nemet

Description: Present a Fire Chief Special Duty rate of pay for Board approval.

Financial Details: \$65.00 charged to user; \$45.00 paid to Fire Chief

Legal Authority: RSA 154:2; 41:9-a; 31:95-h

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to approve the Fire Chief Special Duty Rate of Pay to begin immediately.

		Social Security	Medicare	W/C	Retirement	Base w/ bene		Admin Fee	Events Total
Call/ PT Firefighter	\$35.00	\$2.17	\$0.51	\$0.19	\$0.00	\$37.87		\$12.13	\$50.00
FT Firefighter (Hired after 7/1/2011)	\$35.00	\$0.00	\$0.51	\$0.19	\$0.00	\$35.70		\$14.30	\$50.00
FT Firefighter (Hired before 7/1/2011)	\$35.00	\$0.00	\$0.51	\$0.19	\$11.16	\$46.86		\$3.14	\$50.00
Fire Chief	\$45.00	\$0.00	\$0.51	\$0.19	\$14.35	\$60.05		\$4.95	\$65.00

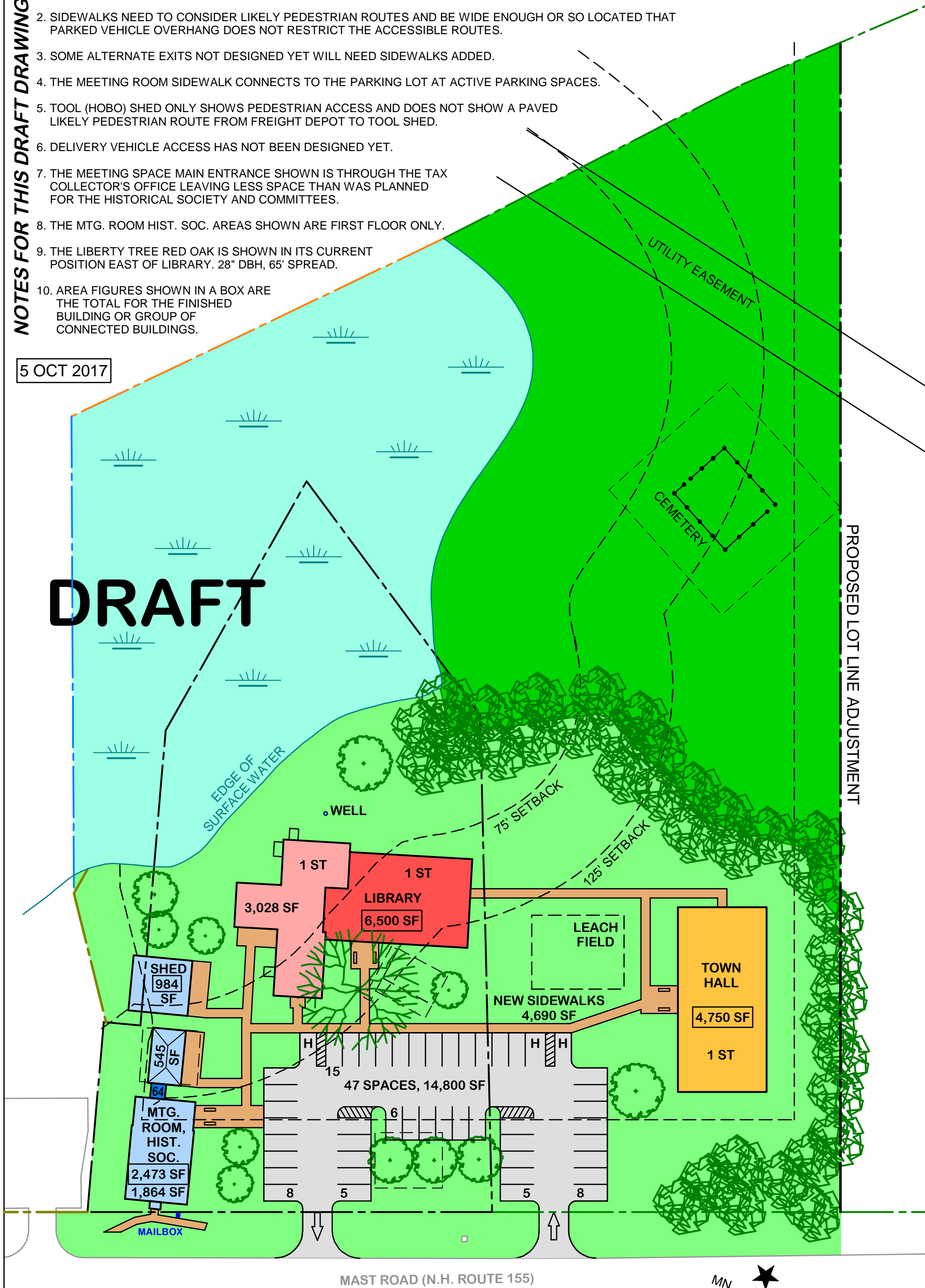
Lee Town Center Facilities - Option 2D Medium Cost Plan

NOTES FOR THIS DRAFT DRAWING

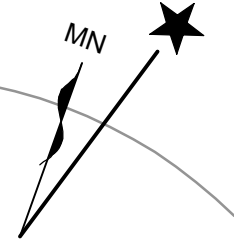
1. THE SMALLER TOWN HALL AND LARGER PARCEL ALLOW FOR BUILDING AND PARKING LOT EXPANSION WHICH SHOULD BE PLANNED.
2. SIDEWALKS NEED TO CONSIDER LIKELY PEDESTRIAN ROUTES AND BE WIDE ENOUGH OR SO LOCATED THAT PARKED VEHICLE OVERHANG DOES NOT RESTRICT THE ACCESSIBLE ROUTES.
3. SOME ALTERNATE EXITS NOT DESIGNED YET WILL NEED SIDEWALKS ADDED.
4. THE MEETING ROOM SIDEWALK CONNECTS TO THE PARKING LOT AT ACTIVE PARKING SPACES.
5. TOOL (HOB) SHED ONLY SHOWS PEDESTRIAN ACCESS AND DOES NOT SHOW A PAVED LIKELY PEDESTRIAN ROUTE FROM FREIGHT DEPOT TO TOOL SHED.
6. DELIVERY VEHICLE ACCESS HAS NOT BEEN DESIGNED YET.
7. THE MEETING SPACE MAIN ENTRANCE SHOWN IS THROUGH THE TAX COLLECTOR'S OFFICE LEAVING LESS SPACE THAN WAS PLANNED FOR THE HISTORICAL SOCIETY AND COMMITTEES.
8. THE MTG. ROOM HIST. SOC. AREAS SHOWN ARE FIRST FLOOR ONLY.
9. THE LIBERTY TREE RED OAK IS SHOWN IN ITS CURRENT POSITION EAST OF LIBRARY. 28" DBH, 65' SPREAD.
10. AREA FIGURES SHOWN IN A BOX ARE THE TOTAL FOR THE FINISHED BUILDING OR GROUP OF CONNECTED BUILDINGS.

5 OCT 2017

DRAFT



PROPOSED LOT LINE ADJUSTMENT





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

Office Use Only

Meeting Date: October 9, 2017

Agenda Item No. 7b

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
10/9/2017

Agenda Item Title: SRPC MapGeo Proposal

Requested By: Julie Glover

Date: 9/20/2017

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: Present the Strafford Regional Planning Commission MapGeo Proposal which launches a regional web-GIS viewer to provide a customized view of a parcel of land and assessing data. Users of MapGeo, a product for local government for delivering property parcel information on the Web – anytime, anywhere, from any device, will be able to control which data is visible, draw on and label features and share or print their own map. TA requests permission to enter into an agreement with SRPC for MapGeo and be able to offer this online tool. The data is updated once a month, provided that the Town provides the data from Avitar. (See www.appgeo.com for details on the program.)

Financial Details: \$1,000/yr

Legal Authority NH RSA 41:8

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to grant the Town Administrator permission to enter into an agreement with SRPC for MapGeo online database.

\$1,000/annual

SRPC

&

 MapGeo

Your local maps: anytime, anywhere, on any device

SRPC will be launching a regional web-GIS viewer called MapGeo. MapGeo provides a customized view of parcel and assessing data, allowing municipal officials to maintain the privacy of sensitive information while providing enhanced public access to property data. Users of MapGeo can control which data layers are visible, draw on and label features, and share or print their own map. The data layers immediately available are listed below, with additional capacity to develop customized layers. SRPC is excited to be able to offer this innovative online tool to the region.

DATA LAYERS

Parcels and Assessing Data

Land Use and Zoning

- Land Use
- Regional & Local Zoning

Natural Resources

- FEMA Floodplain & Base Flood Elevation
- Conservation Land – updates reflected immediately!
- Wetlands & Prime Wetlands
- Aquifer Transmissivity
- Watershed Boundaries (subwatershed and watershed)
- Soils & Prime Farmland
- Wildlife Action Plan – Habitat Land Cover
- Wildlife Action Plan – Highest Ranked Habitats

Economic Development

- Workplace Destinations
- Median Household Income
- Poverty Rate
- Sites of Interest

Base Features

- 20' & 100' Contours
- RPC Boundaries
- Municipal Boundaries

Transportation

- Aerial Imagery
- Project Portfolio
- 2010 Census Urbanized Areas
- Urban Compact Area
- Recreational Trails – opportunities to map and add your trails!
- GACIT Districts
- Bridge Inventory



Questions?

Contact Rachael Mack, GIS Planner at rmack@strafford.org or at 603-994-3500



SERVICES AGREEMENT
between the
TOWN OF LEE
and the
STRAFFORD REGIONAL PLANNING COMMISSION

The Town of Lee, hereafter referred to as the Town, and the Strafford Regional Planning Commission, hereafter referred to as the Commission, mutually agree as follows:

1. SCOPE OF SERVICES. The Commission shall perform, in a proper and professional manner, the following services:
 1. Attached as Exhibit A Scope of Services.
2. TIME OF PERFORMANCE. The Commission will perform work set forth in the Scope of Services during the period beginning November 1, 2017 and ending December 31, 2018.
3. COMPENSATION. The Town agrees to pay the Commission an annual fee of \$1,000.
4. PAYMENT SCHEDULE. The Town agrees to pay the Commission the fee on an annual basis. The Commission will send an invoice within 60 days of the commencement of services, and the Town will remit payment within 30 days of receipt of the invoice.
5. TERMINATION OF AGREEMENT FOR CAUSE. If there is any default by the Commission in the performance of its duties under this agreement, the Town shall send written notice to the Commission specifying the nature of the default. The Commission shall have 5 working days from the date of receipt of the written notice to cure any claimed default. If the Commission does not cure the claimed default within 5 working days from the receipt of the written notice, the Town shall have the right to terminate this agreement by another written notice to the Commission specifying the date of termination which shall be not less than 5 days from the date of the notice of termination. In that event, all finished or unfinished documents and data prepared by the Commission shall, at the option of the Town, become its property, and the Commission shall receive just and equitable compensation for such work as performed by the Commission for the Town.
6. ENTIRE AGREEMENT. It is expressly understood and agreed by the Town and the Commission that this Agreement represents their entire negotiations and agreements made by them. Both parties may expressly agree to a written amendment of this Agreement.

EXHIBIT A

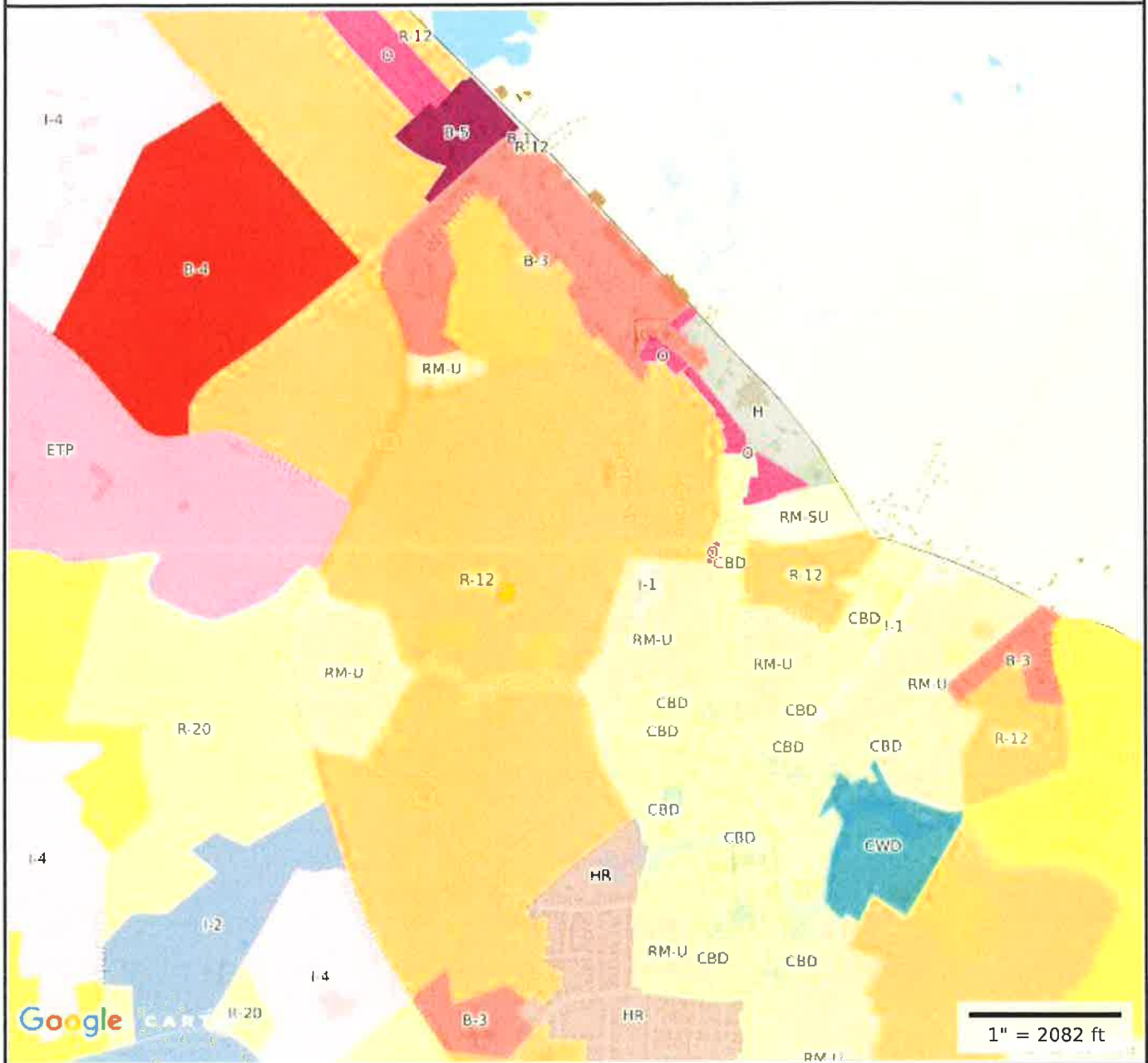
SCOPE OF SERVICES

The Commission will host the Town's digital tax parcel data and corresponding CAMA database, current to the calendar year at the commencement of this contract, on the Commission's MapGeo website. The Town is responsible for providing the most current digital tax parcel data and CAMA database to the Commission for use within 30 days of the start of this contract in order to process and incorporate the data into the site. The Commission is not responsible for conducting any updates to either the digital tax parcel data or CAMA database, nor is it responsible for errors or omissions in the data provided by the Town.

Features and benefits included with MapGeo:

- Digital Tax Property Record including: Google Street View image, address, map-lot number, ownership, land area, data source, and date last updated
- Search property records by name, address, and location or manually select a property from the digital tax parcel data layer
- Access to 25+ additional data layers related to natural resources, economic development, transportation, land use, and zoning
- Additional data layers (e.g., conservation land, recreational trails) updated frequently
- Four unique base maps available
- Add custom labels, figures, and measurements to the map
- Overlay different combinations of data layers
- Create custom maps and send it to others using a shareable link or print as a formatted PDF

Dover MapGeo



Property Information

Property ID 34016-000000
Location 124 SIXTH ST
Owner ████████████████████████████████



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated 6/13/2017
Properties updated 10/05/2017

Map Theme Legends

Zoning

- R-12 - MEDIUM DENSITY RESIDENTIAL
- R-20 - LOW DENSITY RESIDENTIAL
- R-40 - RURAL RESIDENTIAL
- RM-U - URBAN DENSITY MULTI-FAMILY RESIDENTIAL
- RM-SU - SUBURBAN DENSITY MULTI-FAMILY RESIDENTIAL
- B-1 - NEIGHBORHOOD BUSINESS
- B-3 - THOROUGHFARE BUSINESS
- B-4 - HOTEL / RETAIL
- B-5 - RURAL COMMERCIAL / RETAIL
- CBD - CENTRAL BUSINESS DISTRICT
- CWD - COCHECHO WATERFRONT DISTRICT
- I-1 - RESTRICTED INDUSTRIAL
- I-2 - RURAL RESTRICTED INDUSTRIAL
- I-4 - OFFICE AND ASSEMBLY
- ETP - ENTERPRISE / TECHNOLOGY
- O - OFFICE
- LBW - LITTLE BAY WATERFRONT
- H - HOSPITAL
- HR - HERITAGE RESIDENTIAL

City of Dover

Points of Interest

- ✚ Cemetery
- ⊙ War Memorial
- ★ Historic Site

City of Dover



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

Office Use Only

Meeting Date: October 9, 2017

Agenda Item No. 7c

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
10/9/2016

Agenda Item Title: MS-1 Summary Inventory of Valuation

Requested By: Town Administrator Julie Glover

10/2/2016

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: Present the Board with the MS-1 for review and approval. The only figure missing is the new DRA valuation for the water utility (Pennichuck.) Once MRS receives this the MS-1 can be finalized. We are looking for approval now so as to avoid a possible delay in the tax rate setting process.

Financial Details: N/A

Legal Authority NH RSA RSA 21-J:34; 75:7

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

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to approve the MS-1 as presented, with the knowledge that the final version will have the updated water utility data input once received from DRA.

MEMO

TO: Julie Glover
Town Administrator
Town of Lee

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

DATE: October 2, 2017

RE: 2017 MS-1 Form

Attached is the 2017 MS-1 report form. This report was generated from the Town's assessing system with the recently received utility assessments except for the water company updated.

On the attached spreadsheet, I have provided a comparison of net taxable assessing information for the past several years as well as comparison breakdown of the various categories for the 2016 and 2017 tax years, so that you may have a better idea of where the actual changes are occurring.

As you can see, as a result of land being removed from current use classification, residential land values increased around \$1,300,000. The decrease in exempt land and building values are a result of data corrections. The increase of roughly \$3,300,000 in residential and commercial building assessments are a result of the improved economy and continued construction. These along with the decrease in the amount of approved exemption amounts, resulted in the net taxable value increasing by about \$5,500,000 or a little over 1.25%.

I hope this information is helpful and if you have any questions or desire any additional information, please let me know.

	16 ASMNT	17 ASMNT	\$ CHANGE	% CHANGE
LAND				
CURRENT USE	\$831,603	\$835,417	\$3,814	0.46%
CONSERVATION RESTRICTION	\$26,470	\$26,554	\$84	0.32%
DISCR. ESMNT				
DISCR. PRES ESMNT	\$2,100	\$1,900	-\$200	-9.52%
FARM STRUCT & LAND UNDER RSA 79F				
RES LAND	\$125,733,600	\$127,075,400	\$1,341,800	1.07%
COMM/INDUST LAND	\$19,799,800	\$19,341,700	-\$458,100	-2.31%
TAXABLE LAND	\$146,393,573	\$147,280,971	\$887,398	0.61%
EXEMPT LAND	\$8,944,139	\$8,427,139	-\$517,000	-5.78%
BLDG				
RESIDENTIAL	\$245,942,687	\$248,636,547	\$2,693,860	1.10%
MOBILE HOME	\$5,955,900	\$5,998,700	\$42,800	0.72%
COMM/INDUST	\$42,223,400	\$42,884,300	\$660,900	1.57%
DISC PRES ESEMNT	\$78,713	\$47,753	-\$30,960	-39.33%
FARM STRUCT RSA 79F	\$0	\$0		
TAXABLE BLDGS	\$294,200,700	\$297,567,300	\$3,366,600	1.14%
EXEMPT BLDGS	\$11,524,400	\$10,708,800	-\$815,600	-7.08%
UTILITIES	\$6,403,600	\$7,172,100	\$768,500	12.00%
TAXABLE VALUE BEFORE EXEMPTIONS	\$446,997,873	\$452,020,371	\$5,022,498	1.12%
DISABLED VETS	\$248,400	\$248,400	\$0	0.00%
IMPROVEMENTS TO ASSIST DEAF	\$0	\$0		
IMPROVEMENTS TO ASSIST DISABLED	\$4,400	\$4,400		
SCHOOL	\$0	\$0		
WATER/AIR POLLUTION	\$0	\$0		
MODIFIED ASSESSMENT	\$446,745,073	\$451,767,571	\$5,022,498	1.12%
BLIND EXEMPTION	\$15,000	\$0		
ELDERLY EXEMPTION	\$8,901,802	\$8,373,722	-\$528,080	-5.93%
DEAF EXEMPTION	\$0	\$0		
DISABLED EXEMPTION	\$0	\$0		
WOOD HEAT EXEMPTION	\$0	\$0		
SOLAR EXEMPTION	\$0	\$0		
WIND EXEMPTION	\$0	\$0		
ADDITIONAL SCHOOL	\$0	\$0		
EXEMPTION TOTAL	\$8,916,802	\$8,373,722	-\$543,080	-6.09%
NET TAXABLE VALUE	\$437,828,271	\$443,393,849	\$5,565,578	1.27%
VET TAX CREDIT	\$86,750	\$86,750		
ALL VET TAX CREDIT	\$0	\$0		
SURVIVING SPOUSE	\$0	\$0		
DISABLED VET TAX CREDIT	\$5,600	\$4,200		
TOWN VALUE	\$467,466,412	\$471,156,310		

TAX YEAR	ASSESSMENT	\$ CHANGE	% CHANGE	
2005	\$397,188,654			
2006	\$495,548,668	\$98,360,014	24.76%	REVAL
2007	\$484,775,635	-\$10,773,033	-2.17%	
2008	\$487,700,712	\$2,925,077	0.60%	
2009	\$494,138,873	\$6,438,161	1.32%	
2010	\$494,622,829	\$483,956	0.10%	
2011	\$408,425,460	-\$86,197,369	-17.43%	REVAL
2012	\$411,991,167	\$3,565,707	0.87%	
2013	\$414,570,781	\$2,579,614	0.63%	
2014	\$416,878,532	\$2,307,751	0.56%	
2015	\$420,014,895	\$3,136,363	0.75%	
2016	\$437,828,271	\$17,813,376	4.24%	REVAL
2017	\$443,393,849	\$5,565,578	1.27%	
* ASMNT = TAXABLE VALUE AFTER EXEMPTIONS				



Lee

Summary Inventory of Valuation

Reports Required: RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

Note: The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

For assistance please contact:

NH DRA Municipal and Property Division
 (603) 333-5000

Assessor		
SCOTT MARSH (MUNICIPAL RESOURCES)		

Municipal Officials		
Name	Position	Signature
JOHN LACOURSE	SELECTMAN	
CARY BROWN	SLECTMAN	
SCOTT BUGBEE	SELECTMAN	

Preparer		
Name	Phone	Email
Preparer's Signature		



Land Value Only	Acres	Valuation
1A Current Use RSA 79-A	6,943.06	\$835,417
1B Conservation Restriction Assessment RSA 79-B	162.96	\$26,554
1C Discretionary Easements RSA 79-C	0.00	\$0
1D Discretionary Preservation Easements RSA 79-D	0.48	\$1,900
1E Taxation of Land Under Farm Structures RSA 79-F	0.00	\$0
1F Residential Land	3,384.51	\$127,075,400
1G Commercial/Industrial Land	583.40	\$19,341,700
1H Total of Taxable Land	11,074.41	\$147,280,971
1I Tax Exempt and Non-Taxable Land	1,061.42	\$8,427,139

Buildings Value Only	Structures	Valuation
2A Residential		\$248,636,547
2B Manufactured Housing RSA 674:31		\$5,998,700
2C Commercial/Industrial		\$42,884,300
2D Discretionary Preservation Easements RSA 79-D	11	\$47,753
2E Taxation of Farm Structures RSA 79-F	0	\$0
2F Total of Taxable Buildings		\$297,567,300
2G Tax Exempt and Non-Taxable Buildings		\$10,708,800

Utilities & Timber	Valuation
3A Utilities	\$7,172,100
3B Other Utilities	\$0
4 Mature Wood and Timber RSA 79:5	

5 Valuation before Exemption \$452,020,371

Exemptions	Total Granted	Valuation
6 Certain Disabled Veterans RSA 72:36-a	1	\$248,400
7 Improvements to Assist the Deaf RSA 72:38-b V	0	
8 Improvements to Assist Persons with Disabilities RSA 72:37-a	2	\$4,400
9 School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV	0	\$0
10A Non-Utility Water & Air Pollution Control Exemption RSA 72:12-a	0	\$0
10B Utility Water & Air Pollution Control Exemption RSA 72:12-a	0	

11 Modified Assessed Value of All Properties \$451,767,571

Optional Exemptions	Amount Per	Total Granted	Valuation
12 Blind Exemption RSA 72:37		0	
13 Elderly Exemption RSA 72:39-a,b		62	\$8,373,722
14 Deaf Exemption RSA 72:38-b			
15 Disabled Exemption RSA 72:37-b			
16 Wood Heating Energy Systems Exemption RSA 72:70			
17 Solar Energy Systems Exemption RSA 72:62			
18 Wind Powered Energy Systems Exemption RSA 72:66			
19 Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23 IV			

20 Total Dollar Amount of Exemptions \$8,373,722

21 Net Valuation \$443,393,849

22 Less Utilities \$7,172,100

23 Net Valuation without Utilities \$436,221,749

Utility Value Appraiser

New Hampshire Department of Revenue Administration

The municipality **DOES** use DRA utility values. The municipality **IS** equalized by the ratio.

Electric Company Name	Valuation
NEW HAMPSHIRE ELECTRIC COOP	\$1,357,800
PSNH DBA EVERSOURCE ENERGY	\$5,786,700
	\$7,144,500

Water Company Name	Valuation
PENNICHUCK EAST UTILITY INC	\$27,600
	\$27,600



Veteran's Tax Credits	Limits	Number	Est. Tax Credits
Veterans' Tax Credit RSA 72:28	\$500	174	\$86,750
Surviving Spouse RSA 72:29-a	\$700	0	\$0
Tax Credit for Service-Connected Total Disability RSA 72:35	\$1,400	3	\$4,200
All Veterans Tax Credit RSA 72:28-b	\$0	0	\$0
		177	\$90,950

Deaf & Disabled Exemption Report

Deaf Income Limits		Deaf Asset Limits	
Single	\$0	Single	\$0
Married	\$0	Married	\$0

Disabled Income Limits		Disabled Asset Limits	
Single	\$0	Single	\$0
Married	\$0	Married	\$0

Elderly Exemption Report

First-time Filers Granted Elderly Exemption for the Current Tax Year

Age	Number
65-74	1
75-79	0
80+	0

Total Number of Individuals Granted Elderly Exemptions for the Current Tax Year and Total Number of Exemptions Granted

Age	Number	Amount	Maximum	Total
65-74	26	\$174,000	\$4,524,000	\$3,436,100
75-79	11	\$210,000	\$2,310,000	\$1,299,700
80+	25	\$270,000	\$6,750,000	\$3,637,922
	62		\$13,584,000	\$8,373,722

Income Limits	
Single	\$46,500
Married	\$59,400

Asset Limits	
Single	\$222,500
Married	\$222,500

Has the municipality adopted Community Tax Relief Incentive? RSA 79-E

Adopted? No

Number of Structures:

Has the municipality adopted Taxation of Certain Chartered Public School Facilities? RSA 79-H

Adopted? No

Number of Properties:

Has the municipality adopted Taxation of Qualifying Historic Buildings? RSA 79-G

Adopted? No

Number of Properties:



Current Use RSA 79-A	Total Acres	Valuation
Farm Land	1,698.32	\$565,215
Forest Land	3,343.17	\$220,988
Forest Land with Documented Stewardship	713.11	\$29,715
Unproductive Land	88.44	\$1,500
Wet Land	1,100.02	\$17,999
	6,943.06	\$835,417

Other Current Use Statistics		
Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	2,134.08
Total Number of Acres Removed from Current Use During Current Tax Year	Acres:	2.31
Total Number of Owners in Current Use	Owners:	227
Total Number of Parcels in Current Use	Parcels:	310

Land Use Change Tax		
Gross Monies Received for Calendar Year		\$49,300
Conservation Allocation	Percentage: 50.00%	Dollar Amount:
Monies to Conservation Fund		\$24,650
Monies to General Fund		\$24,650

Conservation Restriction Assessment Report RSA 79-B	Acres	Valuation
Farm Land	52.71	\$21,573
Forest Land	98.25	\$4,773
Forest Land with Documented Stewardship	0.00	\$0
Unproductive Land	0.00	\$0
Wet Land	12.00	\$208
	162.96	\$26,554

Other Conservation Restriction Assessment Statistics		
Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	0.00
Total Number of Acres Removed from Conservation Restriction During Current Tax Year	Acres:	0.00
Owners in Conservation Restriction	Owners:	6
Parcels in Conservation Restriction	Parcels:	7



Discretionary Easements RSA 79-C	Acres	Owners	Assessed Valuation
	0.00	0	\$0

Taxation of Farm Structures and Land Under Farm Structures RSA 79-F					
	Number Granted	Structures	Acres	Land Valuation	Structure Valuation
	0	0	0.00	\$0	\$0

Discretionary Preservation Easements RSA 79-D					
	Owners	Structures	Acres	Land Valuation	Structure Valuation
	11	11	0.48	\$1,900	\$47,753

Map	Lot	Block	%	Description
20	1		75	HISTORIC BARN
32	4		75	HISTORIC BARN
13	9		75	HISTORIC BARN
22	5		75	HISTORIC BARN
33	7		75	HISTORIC BARN
24	8		75	HISTORIC BARN
32	1		75	HISTORIC BARN
25	3	200	75	HISTORIC BARN
5	1	300	75	HISTORIC BARN
2	3		75	HISTORIC BARN
2	3		75	HISTORIC BARN

Tax Increment Financing District	Date	Original	Unretained	Retained	Current
<i>This municipality has no TIF districts.</i>					

Revenues Received from Payments in Lieu of Tax	Revenue	Acres
State and Federal Forest Land, Recreational and/or land from MS-434, account 3356 and 3357		
White Mountain National Forest only, account 3186		

Payments in Lieu of Tax from Renewable Generation Facilities (RSA 72:74)	Amount
<i>This municipality has not adopted RSA 72:74 or has no applicable PILT sources.</i>	

Other Sources of Payments in Lieu of Taxes (MS-434 Account 3186)	Amount
TOWN OF DURHAM	\$3,260
	\$3,260

TOWN OF LEE, NEW HAMPSHIRE

CREDIT CARD POLICY

SECTION I. PURPOSE:

The purpose of this Policy is to establish guidelines and procedures for the use of Town of Lee issued credit cards for Town purchases.

SECTION II. AUTHORITY:

This Policy has been adopted by the Select Board as it relates to their management of the Town's prudential affairs and their authority over expenditures.

SECTION III. DEFINITIONS:

A) "Cardholder": An authorized employee issued a Town credit card.

B) "Corporate Credit Card": A credit card account that can be utilized by the various Town Departments with purchasing limits, consolidated under one account for ease of billing and tracking. The credit card account to be utilized will be established by the Finance Officer and Treasurer and employees are not authorized to open separate credit card accounts with other financial institutions, department stores or other entities.

C) "Credit Limit": The maximum balance allowed for a particular credit card over the course of a monthly billing cycle.

D) "Grace Period": The period of time from the date of purchase of goods until the payment is due.

SECTION IV. OBJECTIVES:

The primary objective of this credit card policy is to establish guidelines for Department Heads that have been authorized to use a Town credit card for the purpose of purchasing Town goods and/or services as required. It is not designed to circumvent the normal purchasing process where approved vendors will bill the Town. The purpose of establishing a "corporate" credit card for Town purchases is as follows:

1. To facilitate a streamlined method of purchasing certain items, thereby reducing paperwork and processing time;
2. To provide a method of purchasing items via the Internet, thereby taking advantage of more competitive pricing for certain goods; and
3. To minimize the need for employees to utilize their own personal funds to procure goods and/or services for the Town.

SECTION V. SCOPE:

The Town Administrator will oversee the administration of credit cards in accordance with this Policy and in conjunction with the Town Department Heads. Cards will be available to appropriate individuals who handle the purchasing needs of each department. The overall credit limit for the Town shall not exceed \$10,000.

SECTION VI. CREDIT CARD USE:

1. Use of the credit card for personal purchases or expenses even if it is with the intention of reimbursing the Town is prohibited.
2. All requirements of the Purchasing Policy apply to the use of credit cards. If a vendor will allow an order to be placed and send an invoice then this is the preferred method of order processing, unless immediate payment is required in order to procure the goods or services to satisfy a legitimate business need.
3. Meal receipts (usually in conjunction with official travel and/or attendance at a conference) must include details of purchase. No charges for alcohol or entertainment will be allowed.
4. Cash advances through bank tellers or automated teller machines are prohibited. This includes, but is not limited to travelers' checks and money orders, even if purchased at a location other than a bank, such as the post office.
5. Cardholders are responsible for the security of the credit card while in their possession and shall immediately notify the Finance Officer and Town Administrator if the card is lost or stolen.
6. Cardholders shall sign the attached Cardholder Agreement as shown in Appendix A.
7. Cardholders shall be responsible for purchasing within established credit limits as set by Town Policy. Department heads shall be responsible for ensuring that any purchases with a Town credit card are conducted within authorized department budgetary limits.
8. Splitting of charges to avoid the transaction limit set for the credit card is prohibited.
9. Purchases made by Cardholders must be accompanied by original receipts and submitted to the Finance Office **within two (2) business days of purchase**, so that they may be accounted for once the billing statement is received. Receipts must be coded with the department head's authorization and budgetary line item allocation(s) in accordance with the Town's approved budget.
10. If a return or exchange is required, Department Heads shall verify that proper credit was received from the vendor and submit the appropriate paperwork to the Finance Office to accompany the billing statement. In no case shall a cardholder accept cash in exchange for a returned item.
11. All purchases made with the credit card shall be paid for within the grace period so that no interest charges or penalties will accrue. If any such charges are levied as a result of a receipt(s) not being provided in a timely manner, the Department Head's budget will be charged and disciplinary action may follow.

12. Any incentive program benefits derived from use of the Town credit card shall be the property of the Town. The Select Board may authorize the Town Administrator to determine the use of such incentive program benefits.
13. Not submitting proper documentation in a timely fashion may result in loss of credit card privileges and/or personal liability.
14. Misuse of a Town credit card by an authorized employee may result in loss of the credit card and/or disciplinary action against the employee, up to and including termination of employment.
15. It is the responsibility of the Finance Office to immediately query Department Heads if there is any suspected fraudulent activity on the credit card. It is essential that time frames and documentation requirements established by the credit card issuer be followed to protect the Town's rights in a dispute.
16. In case of an exception or disputed charge, the Department Head shall first contact the vendor, and then advise the Finance Officer. Most exceptions or issues can be resolved at this level. When the vendor corrects the problem, the Finance Officer should see the correction on the next monthly statement. If the Town cannot reach an agreement with the vendor, the next step is to contact the Credit Card Issuer.

SECTION VIII. AMENDMENTS:

This policy may from time to time be amended by the vote of the Select Board at a regularly scheduled Select Board Meeting.

This policy is effective upon a vote of the Select Board on _____.

Town of Lee Select Board

John R. LaCourse, Chairman

Cary Brown

Scott Bugbee

TOWN OF LEE, NEW HAMPSHIRE

CREDIT CARD POLICY

APPENDIX A

Cardholder Agreement

I have read and understand the Credit Card Policy for the Town of Lee. I understand that the Town of Lee is liable to the financial institution for all charges made by me, as well as charges incurred by my designee(s).

I agree to accept responsibility for the protection and proper use of the credit card while it is in my possession. I understand that I am responsible for retaining all receipts for processing to the Finance Office and that failure to provide receipts may result in a payroll withholding. I understand that I CAN NOT use the credit card for personal use even if the intent is to reimburse the Town.

I understand that any violations of this policy will result in disciplinary action in accordance with the applicable Town Personnel Policy and/or Departmental Policy. I understand that disciplinary action may result in TERMINATION of my employment with the Town. Should I fail to use this credit card properly, I authorize the Town of Lee to deduct an amount equal to the discrepancy from my next payroll check. I also agree to allow the Town of Lee to collect any amounts owed by me even if I am no longer employed by the Town. If the Town initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all reasonable legal fees incurred by the Town in such proceedings.

I understand the Select Board may terminate my rights to use the credit card at any time for any reason. I agree to return the credit card to the Finance Officer immediately upon request or upon termination of employment.

Cardholder Name (print)

Cardholder Signature

Date



BUSINESSCARD RESOLUTION FORM FOR THE MUNICIPALITY OF

Town of Lee

Print Municipality Name

Officer's Certificate Regarding BusinessCard Agreement Authorization

The undersigned, the Chairman, BOS, and duly authorized officer of Town of Lee
(the "Municipality"), a municipality created under the laws of the State of New Hampshire, hereby certifies that the following resolutions were adopted by the Governing Body of the Municipality at a duly called and held meeting at which a quorum was present and acting throughout, and that such resolutions are now in full force and effect:

RESOLVED, that the following officer(s) of this Municipality:

<u>Name</u>	<u>Title</u>
<u>Joanne Clancy</u>	<u>Finance Officer</u>
<u>Denise Duval</u>	<u>Town Secretary</u>
_____	_____

is/are hereby authorized and empowered, for and in behalf and in the name of the Municipality (i) to execute and deliver to People's United Bank, National Association (the "Bank") a BusinessCard Application for business purposes (the "Agreement") setting forth the conditions on which the Bank shall on request issue MasterCard(s) ("Credit Cards") jointly in the names of the Municipality and authorized employees or other persons, for use only in connections with the business of the Municipality, and (ii) to perform any act and to execute and deliver all instruments and documents which may be deemed necessary to carry out the purposes of the Agreement and these resolutions.

BE IT FURTHER RESOLVED, that each employee or other person designated in writing to the Bank at any time for the purposes of the Agreement by any officer named in the immediately preceding resolution, is hereby authorized to use the Credit Card(s) issued pursuant to the Agreement in the joint names of such employee or other person and the Municipality, and to charge purchases for the amount of the Municipality by means of such Credit Card(s) and in connection therewith to sign sales drafts on behalf of the Municipality evidencing such purchases.

BE IT FURTHER RESOLVED, that the Bank be requested to extend credit to the Municipality with respect to charges for the account of the Municipality pursuant to the provisions of the Agreement.

BE IT FURTHER RESOLVED, that these resolutions shall have force and effect of a continuing agreement between the Bank and the Municipality, on which agreement the Bank may rely and the Municipality shall be bound until the Bank is otherwise advised in writing by one of the above-named officers of the Municipality.

IN WITNESS WHEREOF, I/we have signed this Officer's Certificate on the 9th day of October, 2017.

Attest: _____
Signature
Chairman, Board of Selectmen and duly authorized officer
Title
John LaCourse
Print Name



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

TO: Julie Glover, Town Administrator
DATE: October 2, 2017
FROM: Joanne Clancy, Finance Officer
RE: Department Head Credit Cards

The following employees have been issued Town of Lee credit cards with People's United Bank:

Julie Glover, Town Administrator	\$4,000.00
Thomas Dronsfield, Police Chief	\$2,000.00
Scott Nemet, Fire Chief	\$1,000.00
Randolph Stevens, Road Agent	\$1,000.00
Linda Reinhold, Town Clerk/Tax Collector	\$1,000.00
Toby VanAken*, Transfer Station Manager	<u>\$1,000.00</u>
Total	\$10,000.00

*Toby is using card issued to Roger Rice awaiting BOS approval of Businesscard Resolution Form.



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

TO: Julie Glover, Town Administrator
DATE: October 4, 2017
FROM: Joanne Clancy, Finance Officer
RE: Department Credit & Credit Card Accounts

The following are Town of Lee credit accounts held by department heads:

Aubuchon - Police - 8637 - \$1,000.00

*Aubuchon - Town Wide - 8663 - \$1,000.00

Exxon Mobile - Fire - 5802 - no credit limit listed.

Exxon Mobile - Highway - 9802 - no credit limit listed.

Exxon Mobile - Police - 0257 - no credit limit listed.

The following are Town of Lee credit card accounts other than the Master Card accounts held by department heads with their credit limits:

*Home Depot - Town Wide - 2705 - \$5,000.00

*Lowe's - Town Wide - 7271 - \$500.00

*Staples - Fire - 7135 - \$10,000.00

Staples - Police - 0982 - \$10,500.00

*Staples - Town Wide - 9347 - \$10,000.00

*Often require extra attention because of missing receipts or duplicate payments.

CHAPTER 10

Job Performance Evaluations & Merit Pay Increases

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

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



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

Office Use Only

Meeting Date: 10/9/2017

Agenda Item No. 7f

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
10/9/2017

Agenda Item Title: Town Hall Door

Requested By: Julie Glover

Date: 10/2/2017

Contact Information: 603-659-5414

Presented By: Town Administrator Julie Glover

Description: Request permission to enter into a contract with All Door & Lock to replace the Town Hall main entrance door and hardware. The existing door and hardware are not commercial grade and contribute to constant issue with the locking mechanism.

Financial Details: \$1920.00

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

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

REQUESTED ACTION OR RECOMMENDATIONS:

Move to grant the Town Administrator permission to enter into a contract with All Door & Lock to purchase and install a new commercial Town Hall door and hardware at a cost not to exceed \$1920.00 and funds to come out of the Town Buildings Capital Reserve Fund.

Julie Glover

From: All Door and Lock <alldoor1@myfairpoint.net>
Sent: Wednesday, September 13, 2017 2:37 PM
To: Julie Glover
Subject: steel door

1 – 3'-0" x 6'-8" insulated steel door – LH
*** 24" x 30" glass kit with 1/4" laminated safety glass.
*** arrow rim panic with lever.
*** LCN closer
*** steel welded frame.
*** aluminum threshold and weather-stripping.
*** misc. trim included.
*** **painting of door and trim by others.**

furnished and installed = \$1,920.00

any questions, please call.

thank you,
karen

Karen A. Libersky
All Door & Lock/Glass & Mirror, Inc.
61 Airport Dr.
Rochester, NH 03867
(603) 335-5881
(603) 335-6312 fax



Contract - Detailed

Pella Window and Door Showroom of Haverhill
 45 Fondi Rd
 Haverhill, MA 01832

Sales Rep Name: Maio, Joseph
Sales Rep Phone: 978-382-6682
Sales Rep Fax:
Sales Rep E-Mail: maioja@pellaboston.com

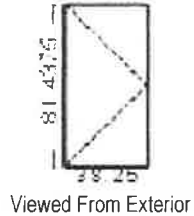
Customer Information	Project/Delivery Address	Order Information
Bill Town Hall Town Of Lee LEE, NH 03861 Primary Phone: (603) 3979130 Mobile Phone: Fax Number: E-Mail: bstevens@leenh.org Great Plains #: 12240812 Customer Number: 1008484588 Customer Account: 1004457148	Town Hall,Bill,1966584 Town Of Lee Lot # Lee, NH 03861 County:	Quote Name: Town Hall,Bill,1966584 Order Number: 741 Quote Number: 9440794 Order Type: Installed Sales Payment Terms: Tax Code: NH TAXABLE Quoted Date: 9/24/2017

Line #	Location:	Attributes	Item Price	Qty	Ext'd Price
10	None Assigned	Delivery/Setup - Delivery/Setup	\$211.50	2	\$423.00

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Line #	Location:	Attributes	Item Price	Qty	Ext'd Price
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15	None Assigned	Pella Brand, Entry Door Outswing, 38.25 X 81.437, White, 4 9/16"	\$2,203.78	1	\$2,203.78
----	---------------	---	------------	---	------------



PK #
1993

1: 3680 Entry Door
Frame Size: 38 1/4 X 81 7/16
Unit Type: Right Outswing, Standard Sill, No Fire Rating, No Fire Rating
Dimension Options: No Cut Down
General Information: 5 7/8", 1 5/16", 4 9/16"
Panel Style: 1/2 Light
Glass: Tempered Low-E Air Fillec
Grilles: No Grille
Panel Selection: Steel, Primed, Primed
Frame Selection: Clad, Pine, Oak Threshold, No Panel Reinforcement, Standard Enduraclad, White, Wood, Primed
Hardware Options: No Bore, Ball Bearing, Stainless Steel, Mill Finish Sill
Unit Accessories: No Bang Panel
Performance Information: U-Factor 0.24, SHGC 0.11, VLT 0.17, CPD PEL-M-175-01637-00001
Wrapping Information: Nail Fin, Factory Applied, No Exterior Trim, No Interior Trim, 4 9/16", 5 7/8", Factory Applied, Pella Recommended Clearance, Perimeter Length = 240".

Frame Size: 38.25" X 81.4375"

PVC Upgrade > 48 - PVC Upgrade greater than 48 inches	Qty	1
Lead Safe Install - Lead Safe Install	Qty	1
ES_Single - Install Single Entry Door	Qty	1
Entry Trim Finish - Finish Paint/Stain Entry Interior Trim Only	Qty	1

Thank You For Purchasing Pella® Products

PELLA WARRANTY:

Pella products are covered by Pella's limited warranties in effect at the time of sale. All applicable product warranties are incorporated into and become a part of this contract. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system. Neither Pella Corporation nor Pella Windows & Doors will be bound by any other warranty unless specifically set out in this contract. However, Pella Corporation will not be liable for branch warranties which create obligations in addition to or obligations which are inconsistent with Pella written warranties.

Clear opening (egress) information does not take into consideration the addition of a Rolscreen [or any other accessory] to the product. You should consult your local building code to ensure your Pella products meet local egress requirements.

Per the manufacturer's limited warranty, unfinished mahogany exterior windows and doors must be finished upon receipt prior to installing and refinished annually, thereafter. Variations in wood grain, color, texture or natural characteristics are not covered under the limited warranty

INSYNCTIVE PRODUCTS: In addition, Pella Insynctive Products are covered by the Pella Insynctive Products Software License Agreement and Pella Insynctive Products Privacy Policy in effect at the time of sale, which can be found at Insynctive.pella.com. By installing or using Your Insynctive Products you are acknowledging the Insynctive Software Agreement and Privacy Policy are part of the terms of sale.

ARBITRATION AND CLASS ACTION WAIVER ("ARBITRATION AGREEMENT")

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

YOU and Pella and its subsidiaries and the Pella Branded Distributor AGREE TO ARBITRATE DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS (INCLUDES PELLA GOODS AND PELLA SERVICES) AND WAIVE THE RIGHT TO HAVE A COURT OR JURY DECIDE DISPUTES. YOU WAIVE ALL RIGHTS TO PROCEED AS A MEMBER OR REPRESENTATIVE OF A CLASS ACTION, INCLUDING CLASS ARBITRATION, REGARDING DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS. You may opt out of this Arbitration Agreement by providing notice to Pella no later than ninety (90) calendar days from the date You purchased or otherwise took ownership of Your Pella Goods. To opt out, You must send notice by e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Opt Out" or by calling (877) 473-5527. Opting out of the Arbitration Agreement will not affect the coverage provided by any applicable limited warranty pertaining to Your Pella Products. For complete information, including the full terms and conditions of this Arbitration Agreement, which are incorporated herein by reference, please visit www.pella.com/arbitration or e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Details" or call (877) 473-5527. D'ARBITRAGE ET RENONCIATION AU RECOURS COLLECTIF ("convention d'arbitrage") EN FRANÇAIS SEE PELLA.COM/ARBITRATION. DE ARBITRAJE Y RENUNCIA COLECTIVA ("acuerdo de arbitraje") EN ESPAÑOL VER PELLA.COM/ARBITRATION.

Product Performance Information:

U-Factor, Solar Heat Gain Coefficient (SHGC), and Visible Light Transmittance (VLT) are certified by the National Fenestration Rating Council (NFRC). Manufacturer stipulates that these ratings conform to applicable NFRC procedures for determining whole product performance. NFRC ratings are determined for a fixed set of environmental conditions and a specific product size. NFRC does not recommend any products and does not warrant the suitability of any product for any specific use.

Design Pressure (DP), Performance Class, and Performance Grade (PG) are certified by a third party organization, in many cases the Window and Door Manufacturers Association (WDMA). The certification requires the performance of at least one product of the product line to be tested in accordance with the applicable performance standards and verified by an independent party. The certification indicates that the product(s) of the product line passed the applicable tests. The certification does not apply to mulled and/or product combinations unless noted. Actual product results will vary and change over the products life.

For more performance information along with information on Florida Product Approval System (FPAS) Number and Texas Dept. of Insurance (TDI) number go to www.pella.com/performance.

Project Checklist Review (Installed Orders Only)

Before the Installation the Homeowner agrees to do the following:

- Obtain Condo Association Approval
- Obtain Historic Approval
- Remove existing shutters and awnings
- Remove air conditioners
- Remove existing shades, drapes, window treatments, wall hangings, and personal belongings
- Move furniture at least 3 feet away from work area
- Tie or cut back trees, bushes and shrubs in the work area
- Arrange to have alarm system and doorbells disconnected
- Arrange to have any plumbing and electrical repairs or changes made by appropriate licensed contractor
- Provide a door handle and lockset for entry door if Pella handle and lockset is not purchased.

Before the Installation Pella agrees to do the following:

- Obtain Building Permit (When required)
- Prefinish products when purchased in contract

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

During the Installation the Homeowner agrees to do the following:

- Keep pets safely away from work area
- Keep children safely away from work area
- Allow Pella Installer room to work safely within your home

During the Installation Pella agrees to do the following:

- Deliver and unload products purchased per contract
- Place and remove drop cloths in work area then vacuum, and remove all debris at end of day
- Remove existing product, including storm windows, and dispose of it unless otherwise specified
- Install all products using method specified in contract per Pella Installation Instructions
- Replace interior and/or exterior trim only if purchased
- If Purchased, install exterior primed pine wood trim or Composite. Composite will be unfinished.
- If Purchased, install interior trim matching wood window finish or White trim for Impervia and Encompass
- Install non-Pella entry door lockset provided by you. Pella is not responsible for it's quality or performance

After the Installation the Homeowner agrees to do the following:

- Be available for completion and sign off to verify all products purchased are in working order
- Reinstall existing shutters and awnings
- Re-install existing shades, drapes, window treatments, wall hangings, and reposition furniture
- Arrange to have alarm system and doorbells reinstalled
- Reinstall air conditioners
- Remove stickers from product and save for energy rebate and tax purposes
- Wash all interior & exterior glass surfaces
- Fill nail holes and joints on interior trim if windows are to be stained (after staining)
- Clean up exterior casing issues due to storm window removal if full wrap or new exterior trim is not purchased

_____ Project Checklist has been reviewed
Customer initial

_____ Product Only Addendum has been reviewed
Customer initial

Credit Card Account #: Last 4 Digits _____

Expiration Date: _____ / _____

Charge final payment to same account
(Upon substantial completion) _____
Customer initial

Project Checklist has been reviewed

Customer Name (Please print)

Pella Sales Rep Name (Please print)

Customer Signature

Pella Sales Rep Signature

Date

Date

Credit Card Approval Signature

Order Totals	
Taxable Subtotal	\$1,074.28
Sales Tax @ 0%	\$0.00
Non-taxable Subtotal	\$1,552.50
Total	\$2,626.78
Deposit Received	\$0.00
Amount Due	\$2,626.78

September 27, 2017

Cooperative Extension

Natural Resources

Taylor Hall
59 College Road
Durham, NH 03824-2621

V: 603.862.3848
F: 603.862.1585

<http://extension.unh.edu>

County Offices

Belknap County
527.5475

Carroll County
447.3834

Cheshire County
352.4550

Coös County
788.4961

Grafton County
787.6944

Hillsborough County
641.6060

Merrimack County
796.2151

Rockingham County
679.5616

Strafford County
749.4445

Sullivan County
863.9200

Education Center
877.398.4769 (Toll Free in NH)

**UNH Cooperative Extension
State Office**
862.1520

Dear Selectmen, Town Clerks, Libraries, Conservation Commissions, Fire Chiefs, Parks and Recreation Departments and Road Agents:

The invasive insect emerald ash borer (EAB) has been **found in Strafford County, and your town is now part of a quarantine area**. EAB is the most destructive forest pest in North America. It kills ash trees and impacts forest products industries, municipalities, and homeowners. EAB was first found in Concord in March 2013, and has since been identified in more than 30 towns across five New Hampshire counties. The five counties currently under quarantine for the movement of ash products are Belknap, Hillsborough, Merrimack, Rockingham and Strafford Counties.

Enclosed are resources that will help your community learn more about the pest. Some resources are most appropriate at the municipal level, while others are geared toward homeowners. You can order these for distribution within your town. Go to <http://bit.ly/NHbugsPubs> to place an order, or call 800-444-8978.

Resources for Municipalities

- Community checklist to begin a response plan
- EAB Quarantine Information
- Burn it Where you Buy it poster

Resources for Homeowners

- What is the Emerald Ash Borer?
- Recommendations for homeowners and landowners
- Saving Your High Value Ash
- Use Local Firewood

Online Resources

Find these (and many other) resources at www.NHbugs.org:

- Ash tree identification video <http://bit.ly/AshIDvid>
- Directory of licensed pesticide applicators for EAB treatment <https://nhbugs.org/applicators>
- Certified New Hampshire arborists <http://bit.ly/NHArborists>

If you would like more information about EAB, go to www.NHbugs.org or contact your county forester. Call the phone number in the left margin for your county office, or go to www.NHWoods.org to find a list of contacts. If you're not the right person to receive this letter, or if you received two copies, please pass this along.

Sincerely,



Karen P. Bennett
Forestry Specialist

Enclosures

This letter and these materials are part of a collaborative project to slow the spread of EAB. Project partners are N.H. Division of Forests and Lands, N.H. Department of Agriculture, Markets and Food, U.S. Department of Agriculture-APHIS, and U.S. Forest Service.

Recommendations for homeowners and landowners

Recommendations for All Areas

1. Management zones, based on current known infestations, are established for all of New Hampshire. Know your zone. View updated maps at www.NHBugs.org.
2. Inventory your trees by species, size and value.
3. Evaluate ash trees for signs of EAB. Report suspect trees or insects at www.NHBugs.org.

Generally infested area

Landscape trees:

1. You may remove all known infested trees near structures, cars and roads.
2. Consider insecticide treatment options for any high-value ash. Ask three licensed pesticide applicators for quotes.
3. Consider removing remaining ash trees while they're still healthy—dying ash can be hazardous to remove.
4. Use the material as locally as the quarantine allows, to prevent movement of EAB.

Trees in natural settings:

1. Ash may be harvested as small as 6-inches dbh. Leaving some ash standing slows the movement of EAB.
2. Follow best management practices to limit accidental EAB spread. Consult the quarantine if moving ash material out of the current quarantine area or out of state.

Potential expansion area

Landscape trees:

1. Consider removing ash trees while they're still healthy—dying ash can be hazardous to remove.
2. Consider preventative insecticide treatments for high-value ash. Ask three licensed pesticide applicators for quotes.
3. Identify large, healthy ash trees and monitor them for signs of EAB regularly.

Trees in natural settings:

1. Ash may be harvested as small as 6-inches dbh. Leaving some ash standing slows the movement of EAB.
2. Identify large, healthy ash trees and monitor them for signs of EAB regularly.
3. Follow best management practices to limit accidental EAB spread. Consult the quarantine if moving ash material out of the current quarantine area or out of state.
4. You may create trap trees to help detect EAB early. Please contact 603-464-3016 for help.

Alert area

Landscape trees:

1. Consider removing ash trees while they're still healthy—dying ash can be hazardous to remove.
2. Identify large, healthy ash trees and monitor them for signs of EAB regularly.

Alert area for forest landscape:

1. Ash may be harvested as small as 6-inches dbh. Leaving some ash standing slows the movement of EAB.
2. Identify large, healthy ash trees and monitor them for signs of EAB regularly.
3. Follow best management practices to limit accidental EAB spread. Consult the quarantine if moving ash material out of the current quarantine area or out of state.
4. You may create trap trees to help detect EAB early. Please contact 603-464-3016 for help.

Generally infested area

Emerald ash borer is in this area, though not necessarily in all ash trees.

Potential expansion area

Emerald ash borer isn't known to be in the area, but the area is within 10 miles of the outer limits of the known infestation. There is a high probability emerald ash borer will spread naturally to this zone within a few years.

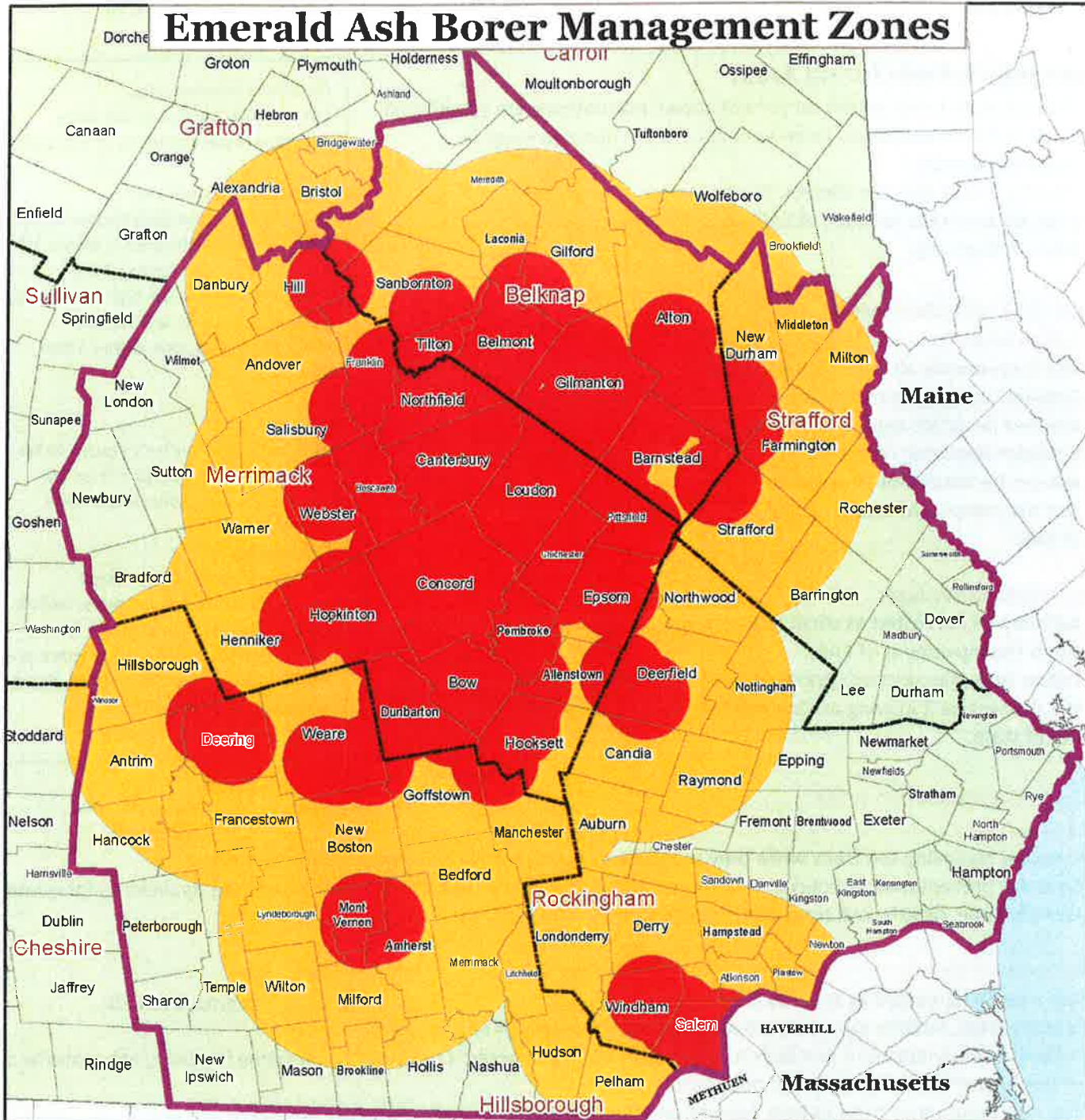
Alert area

Emerald ash borer isn't known to be in the area and it is more than 10 miles from the known infestation.

Quarantine

A quarantine of all hardwood firewood, ash wood-products and all ash nursery stock is in effect for Belknap, Hillsborough, Merrimack and Rockingham counties. To learn about the quarantine, go to www.NHBugs.org.

Emerald Ash Borer Management Zones



- EAB Generally Infested Area
- EAB Potential Expansion Area (10 Miles)
- EAB Alert Area (>10 Miles)
- Quarantine Area

0 2.5 5 10 Miles

Date: 9/11/2017



State of New Hampshire
Department of Natural & Cultural Resources



SAVING YOUR HIGH-VALUE ASH

A simple guide for homeowners and municipalities with true ash (*Fraxinus*) trees

Piera Siegert, NH State Entomologist



Emerald ash borer adult
Photo credit: N.W. Siegert

The problem: Emerald ash borer is an introduced and destructive pest of all North American true ash (*Fraxinus*) such as white, green, and black/brown ash. Trees infested with emerald ash borer will die from the infestation within 3-5 years. Management strategies to slow the spread of ash mortality are effective at reducing *overall* emerald ash borer populations, but they may not save the ash tree in front of **your** house or in **your** park. Potential costs associated with emerald ash borer for municipalities and homeowners include:

- Costs to remove/replace/treat infested trees
- Loss of landscaping and community character
- Increased heating/cooling costs
- Reduction in property value
- Potential property damage/personal injury suits
- Increased power outages



Emerald ash borer killed tree in
Concord, NH.
Photo credit: P.Y. Siegert



Ash-lined neighborhood in Lebanon, NH.
Photo credit: P.Y. Siegert

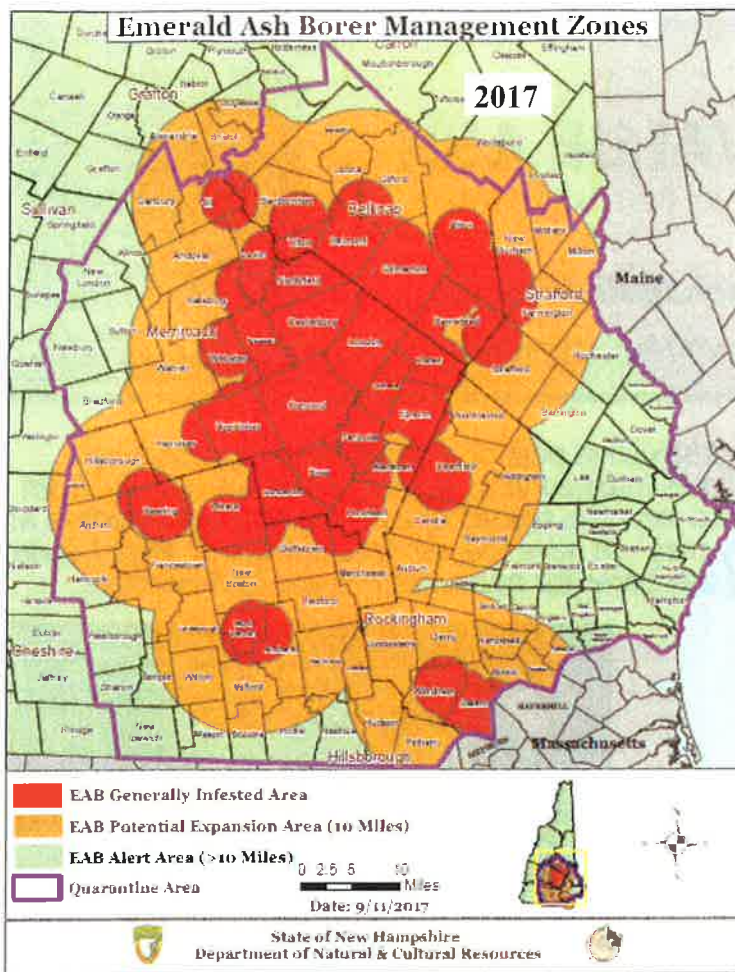
Although you cannot control the arrival of emerald ash borer on your property, you can decide what impact emerald ash borer will have by developing an emerald ash borer plan. This should be done regardless of proximity to known emerald ash borer populations. The first step is to stay informed about known emerald ash borer populations in the state (www.nhbugs.org or follow NH Bugs on facebook). Next, determine if you have ash trees, what size they are, where they are located, and if they add value to your property or community. Use local foresters and arborists, on-line calculators (www.extension.entm.purdue.edu/treecomputer/ and other sites) or smart phone apps (ARBORJEP for iphone and ipad and others) to estimate the costs associated with tree removal, replacement or treatment. Once you have determined your investment in ash and considered your budget, you can develop a plan for which trees will be removed, replaced or treated with insecticides when emerald ash borer arrives. Having a plan empowers you to make informed decisions about your property or community.

Don't let the beetle decide what to do with your trees!

More information about using insecticides for emerald ash borer on the reverse

WARNING: Insecticides are chemicals that can have health or environmental impacts. If you use insecticides always follow all label instructions or hire a licensed pesticide applicator.

Pollinator impact note: Some studies have linked imidacloprid to CCD, a world-wide decline in honeybee populations. The body of evidence is inconclusive, but potential impacts to pollinators should be considered when initiating an insecticide regime. For information on insecticides used for EAB see [www.emeraldashborer.info/files/Potential Side Effects of EAB Insecticides FAQ.pdf](http://www.emeraldashborer.info/files/Potential%20Side%20Effects%20of%20EAB%20Insecticides%20FAQ.pdf).



Pesticides can be a useful tool for protecting valued ash trees. There are important considerations to keep in mind, however, when selecting an insecticide regime:

- Proximity to generally infested area—insecticide treatment is only recommended in the red and orange areas (see map left or visit www.nhbugs.org for the most current information)
- Size of tree—measure the diameter (in inches) at 4.5 feet above the ground with a caliper or tape measure to get Diameter at Breast Height (DBH)
- Health of tree—systemic insecticides are less effective in trees that are already in decline
- Proximity to socially or environmentally sensitive habitats (like school properties, wells, or wetland areas)
- Mode of application of insecticide
- Effectiveness of treatment
- Cost of treatment
- Frequency of treatment

Not all emerald ash borer-approved insecticides are equally effective, nor are they all appropriate in every circumstance. Choosing an ineffective treatment for your conditions may result in product failure and is not cost-effective. Less effective treatments may prolong the life of an ash tree early in the invasion process but as neighboring untreated ash trees start showing signs of decline, indicating increasing local emerald ash borer populations, a more effective pesticide treatment may be necessary. There are resources available to help you assess the management options and products that are right for you. The table below summarizes recommended chemicals available for use. Active ingredients are listed, not trade names. Most formulations are only available for use by a licensed pesticide applicator. For more detailed information about available insecticides, visit:

[www.emeraldashborer.info/files/Multistate EAB Insecticide Fact Sheet.pdf](http://www.emeraldashborer.info/files/Multistate%20EAB%20Insecticide%20Fact%20Sheet.pdf). More resources are also available through www.nhbugs.org and www.emeraldashborer.info, as well as by contacting an experienced certified arborist.

<i>See map above to determine your management zone.</i>		Ash is less than 18" DBH	Ash is greater than 18" DBH
Generally infested	Ash appear healthy	Imidacloprid, dinotefuran, or emamectin benzoate	Emamectin benzoate
	Ash are in decline	Emamectin benzoate	
	Ash are dead or with greater than 50% crown dieback	Tree removal. Insecticides unlikely to be effective.	
Expansion management zone		Imidacloprid, dinotefuran, or emamectin benzoate	Emamectin benzoate
Alert management zone		Treatment not yet warranted. Develop a plan.	

For assistance in developing a municipal emerald ash borer plan, and to find out how your management goals coincide with state management of emerald ash borer, please contact your local UNH Cooperative Extension County Forester.

Emerald ash borer quarantine information for Belknap, Hillsborough, Merrimack, Rockingham and Strafford Counties
Piera Y. Siegert, State Entomologist 9/21/17



Goal: Quarantines support emerald ash borer management efforts by reducing the artificial, human-assisted spread of emerald ash borer.

Emerald ash borer detections result in federal and state quarantines on regulated articles including:

- All life stages of the emerald ash borer
- All hardwood firewood (non-coniferous)
- *Fraxinus* (ash) nursery stock
- *Fraxinus* (ash) green lumber, logs, material living, dead, cut or fallen, including chips, bark mulch, stumps, branches, roots, debris, or any other material deemed a risk by an inspector
- Co-mingled hardwood chips where the ash chips have lost their identity.

Quarantined area in New Hampshire:

See list of towns in Belknap, Hillsborough, Merrimack, Rockingham and Strafford Counties on reverse.

Regulated articles in New Hampshire:

- Originate in or are moved into the quarantined area
- Cannot be moved out of the quarantined area without a compliance agreement
- Articles originating outside of quarantined area but transiting quarantined area can do so without becoming regulated if safeguarded from infestation by using direct and expedient transit across the county without stops except for traffic conditions.

Compliance agreements enable safe trade of regulated articles out of quarantined area

- All regulated articles must be processed to mitigate the risk of spreading emerald ash borer. Treatments include either removal or destruction of the cambium layer OR destruction of emerald ash borer life stages with approved heat or chemical treatments.
- During the flight period (May 1— September 30) processing MUST occur within quarantined area to minimize risk of adult emerald ash borer introductions to uninfested areas.
- During the non-flight period (October 1— April 30) processing may occur outside of quarantined area, but each entity handling the unprocessed regulated articles must have a compliance agreement in place to reduce the probability of introducing emerald ash borer to uninfested areas. This may include loggers, haulers, mills, chippers, biofuel plants, etc.
- The process that will be used to mitigate the risk of spreading emerald ash borer will be assessed by the New Hampshire Department of Agriculture, Markets & Food for movement of regulated articles out of the quarantined area for *intrastate* movement and by USDA APHIS for articles destined to enter *interstate* or *international* trade. If your process is in compliance with federal standards, you will be issued a compliance agreement and the relevant federal forms (PPQ540 or PPQ530). Your process and record keeping are auditable. Forms are non-transferable.



NH Department of Agriculture, Markets & Food
603-271-2561
piera.siegert@agr.nh.gov

For more information about EAB see
www.nhbugs.org

List of quarantined towns in Belknap, Hillsborough, Merrimack, Rockingham, and Strafford Counties

Belknap

Alton Belmont Gilford Laconia New Hampton Tilton
Barnstead Center Harbor Gilmanton Meredith Sanbornton

Hillsborough

Amherst	Manchester
Antrim	Mason
Bedford	Merrimack
Bennington	Milford
Btookline	Mont Vernon
Deering	Nashua
Francestown	New Boston
Goffstown	New Ipswich
Greenfield	Pelham
Greenville	Peterborough
Hancock	Sharon
Hillsborough	Temple
Hollis	Weare
Hudson	Wilton
Litchfield	Windsor
Lyndeborough	

Merrimack

Allenstown	Concord	Hooksett	Pittsfield
Andover	Danbury	Hopkinton	Salisbury
Boscawen	Dunbarton	Loudon	Sutton
Bow	Epsom	New London	Warner
Bradford	Franklin	Newbury	Webster
Canterbury	Henniker	Northfield	Wilmot
Chichester	Hill	Pembroke	

Rockingham

Atkinson	Exeter	Newfields	Rye
Auburn	Fremont	Newington	Salem
Brentwood	Greenland	Newmarket	Sandown
Candia	Hampstead	Newton	Seabrook
Chester	Hampton	North Hampton	South Hampton
Danville	Hampton Falls	Northwood	Stratham
Deerfield	Kensington	Nottingham	Windham
Derry	Kingston	Plaistow	
East Kingston	Londonderry	Portsmouth	
Epping	New Castle	Raymond	

Strafford

Barrington	Lee	New Durham	Strafford
Dover	Madbury	Rochester	
Durham	Middleton	Rollinsford	
Farmington	Milton	Somersworth	



Need a compliance agreement? Please contact Morgan Dube:
603-271-2561 or
morgan.dube@agr.nh.gov



Emerald Ash Borer (EAB) was found in Concord, New Hampshire in 2013. Towns in the rest of the state can reasonably expect it to arrive in coming years. There are steps towns can take right now to reduce its impact when it arrives. This checklist will help municipalities prepare. Your UNH Cooperative Extension County Forester is available to discuss these recommendations and provide additional information. Call 1-800-444-8978 to contact your local county forester. www.nhbugs.org has more information.

1. COLLABORATION

- Form an EAB working group of key players in your town** such as conservation commissioners, selectmen, parks and recreation, planning, and others. The group will define roles and responsibilities for EAB preparedness. Identifying a “champion” is a good idea so this person can keep momentum going.
- Engage others.** Master gardeners, Coverts Cooperators, foresters, arborist, loggers, and other partners can make your efforts more effective. These people are interested in natural resources, add expert voices to planning discussions, and can help detect EAB early.

2. ACTION

- Determine your EAB management zone on NHbugs.org and examine the current recommendations.** There are three management zones in New Hampshire. Your zone depends on how close you are to a known infestation. Detailed recommendations for homeowners and woodlot owners have been developed for each zone.
- Complete an inventory.** To plan effectively, know how many ash trees are present and, ideally, their size and condition. There are several ways to inventory. Your County Extension Forester can help you get started.
- Conduct a survey for EAB.** A late winter drive-around tour where passengers look for “blonding” is an efficient way to look for new infestations.

3. DECISION

- Triage trees for treatment and removal.** Identify high-value ash trees you’ll want to preserve through chemical treatment, as well as trees you are sure will need to be removed. You may be able to complete this step during your inventory work.
- Budget for the future.** Consider treatment, removal, and replacement costs. Your County Extension Forester can help you estimate these costs.
- Don’t plant ash.** Every ash you plant now will need to be treated or removed when EAB arrives in your town.

4. EDUCATION

- Hold a public educational program in your town.** Everyone will be affected when EAB arrives. People should know what to expect and what options are available. UNH Cooperative Extension can provide these programs in your town, free of charge.
- Hold a field training exercise.** Involve town staff as well as others who are interested. Go over ash identification and signs of EAB, especially blonding caused by woodpecker activity.
- Make EAB factsheets and information available** at town offices and the town website. See www.nhbugs.org for printable factsheets.

DON'T MOVE FIREWOOD

Our forests are threatened by nonnative insects that can kill large numbers of trees. Three recently introduced insects—emerald ash borer, Asian longhorned beetle, and Sirex woodwasp—are wood-infesting species that can be transported long distances in firewood. Once transported into new areas, these insects can become established and kill local trees. We must **STOP THE SPREAD** of these insects and protect our forests and trees.

How you can help:

- Leave firewood at home—do not transport it to campgrounds or parks.
- Use firewood from local sources.
- If you have moved firewood, burn all of it before leaving your campsite.



Inset photo: Asian longhorned beetle larva (courtesy of Thomas B. Denholm, New Jersey Dept. of Agriculture; www.forestryimages.org)

HELP STOP INVASIVE PESTS

For more information, visit the following Web sites:
www.emeraldashborer.info
www.na.fs.fed.us/thp
www.aphis.usda.gov/ppq/ep



USDA Forest Service
Northeastern Area
State and Private Forestry
NA-PR-02-06
April 2006
www.na.fs.fed.us

The USDA is an equal opportunity provider and employer.



The State of New Hampshire

Department of Environmental Services



Robert R. Scott, Commissioner

RECEIVED
SEP 21 2017
TOWN OF LEE, NH

September 19, 2017

LEE CIRCLE DEVELOPMENT LLC
C/O WAYNE LUCIER
13 JANA ROAD
SALEM NH 03079

RE: NHDES Wetlands File # 2017-00490, Lee Circle Development, LLC, 48 Concord Road, Lee Tax Map/Lot #7 / 8-0/8-1

Dear Mr. Lucier:

The New Hampshire Department of Environmental Services (NHDES) Wetlands Bureau has concluded its review of file 2017-00490. NHDES issues this approval notice for the application to: Impact a total of 35,290 square feet of palustrine wetlands in four locations for the mixed-use redevelopment and expansion of an existing motor fuel facility. Compensatory Mitigation consists of a one-time contribution payment of \$142,318.07 dollars to the Society for the Protection of New Hampshire Forests - Powder Major's Farm and Woodlands preservation project.

The decision to approve this application was based on the following conditions being met:

1. All work shall be in accordance with plans by MHF Design Consultants, Inc. dated January 16, 2017 and revised through August 25, 2017 as received by the NH Department of Environmental Services Land Resources Management Program (NHDES) on August 28, 2017.
2. This approval is not valid until a one-time contribution payment of \$142,318.07 is remitted to the Society for the Protection of New Hampshire Forests (SPNHF) - Powder Major's Farm and Woodlands preservation project. The applicant shall remit the payment to SPNHF within 120 days of the date of this approval and provide NHDES with documentation that SPNHF receives the payment. If SPNHF does not receive payment within 120 days of the date of this approval letter, NHDES will deny the application.
3. The permittee shall schedule a pre-construction meeting with NHDES staff to occur at least 48 hours prior to the start of any work authorized by this permit to review the conditions of this wetlands permit and the Alteration of Terrain permit. The meeting will be held at the NHDES office and/or at the site and shall be attended by the permittee, his/her professional engineer(s), wetlands scientist(s), and the contractor(s) responsible for performing the work.
4. This permit is contingent upon creation of turtle nesting habitat areas in accordance with plans by MHF Design Consultants, Inc. dated January 16, 2017 and revised through August 25, 2017 as received by the NHDES on August 28, 2017.
5. A qualified professional shall be on site to supervise construction of the turtle nesting habitat areas to ensure the areas are constructed in accordance with approved plans.
6. A post-construction report, prepared by a qualified professional, documenting status of the turtle nesting habitat areas, including photographs of all stages of construction from designated photo stations and an as-built plan shall be submitted to the NHDES and NH Fish and Game Department within 60 days of the completion of construction.
7. This permit is not valid unless an Alteration of Terrain permit is issued in accordance with RSA 485-A:17 and Env-Wq 1500.
8. No person undertaking any activity shall cause or contribute to, or allow the activity to cause or contribute to, any

www.des.nh.gov

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095
(603) 271-3503 • Fax: 271-7894 TDD Access: Relay NH 1-800-735-2964

violations of the surface water quality standards in RSA 485-A and Env-Wq 1700.

9. Any further alteration of areas on this property that are subject to RSA 482-A jurisdiction will require further permitting.
10. Construction equipment shall be inspected daily for leaking fuel, oil, and hydraulic fluid prior to entering surface waters or wetlands or operating in an area where such fluids could reach groundwater, surface waters, or wetlands.
11. The permittee's contractor shall maintain appropriate oil/diesel fuel spill kits on site that are readily accessible at all times during construction, and shall train each operator in the use of the kits.
12. All refueling of equipment shall occur outside of surface waters or wetlands during construction. Machinery shall be staged and refueled in upland areas only.
13. Faulty equipment shall be repaired immediately prior to entering areas that are subject to RSA 482-A jurisdiction.
14. The contractor responsible for completion of the work shall use techniques described in the New Hampshire Stormwater Manual, Volume 3, Erosion and Sediment Controls During Construction (December 2008).
15. The project engineer shall oversee installation of erosion controls and periodically verify that the controls are properly maintained during construction.
16. Appropriate siltation and erosion controls shall be in place prior to construction, shall be maintained during construction, and shall remain until the area is stabilized. Temporary controls shall be removed once the area has been stabilized.
17. Work shall be conducted in a manner so as to minimize turbidity and sedimentation to surface waters and wetlands.
18. All dredged and excavated material and construction-related debris shall be placed outside of areas subject to RSA 482-A.
19. Discharge from dewatering of work areas shall be to sediment basins that are: a) located in uplands; b) lined with hay bales or other acceptable sediment trapping liners; c) set back as far as possible from wetlands and surface waters, with a preferred undisturbed vegetated buffer of at least 50 feet and a minimum undisturbed vegetative buffer of 20 feet.
20. Dredged materials, whether to be stockpiled or disposed of, shall be dewatered in sedimentation basins lined with siltation and erosion controls, and located outside of areas subject to RSA 482-A jurisdiction.
21. Any fill used shall be clean sand, gravel, rock, or other suitable material.
22. Precautions shall be taken to prevent the import or transport of soil or seed stock containing nuisance, invasive plant species such as Purple Loosestrife (*Lythrum salicaria*), Knotweed (*Fallopia japonica*), or common reed (*Phragmites australis*). The contractor responsible for work shall appropriately address invasive species in accordance with the NHDOT Best Management Practices for Roadside Invasive Plants (2008).
23. Any invasive plant species found in the construction areas during construction shall be controlled by measures approved by NHDES.
24. Siltation, erosion, and turbidity control management measures, practices and devices shall be in place prior to construction, shall be maintained during construction so as to reduce erosion and retain sediment on-site during and after construction and ensure continued effectiveness and remain in place until all disturbed surfaces are stabilized
25. Within three days following the last activity in or adjacent to wetland areas or where activities are suspended for more than three days, all soils exposed by construction activities shall be stabilized by seeding and mulching, or through erosion control blankets.

The decision to approve this application was based on the following findings:

1. This is a major impact project per administrative rule Env-Wt 303.02(c), projects that involve alteration of non-tidal wetlands in excess of 20,000 square feet in the aggregate.
2. The need for the proposed impacts has been demonstrated by the applicant per administrative rule Env-Wt 302.01. The applicant has demonstrated the need to impact wetlands at this location to construct commercial buildings as part of the overall development of the site.

3. The applicant has provided evidence which demonstrates that this proposal is the alternative with the least adverse impact to areas and environments under the department's jurisdiction per administrative rule Env-Wt 302.03. The applicant has reduced the wetland impacts by 5,210 square feet from the original proposal by including the use of retaining walls, moving the development closer to the roadway, the use of porous pavement to reduce the size of stormwater basins, and parking reductions.
4. Pursuant to administrative rule Env-Wt 302.03, the applicant has further mitigated for the impacts by a making a one-time contribution payment of \$142,318.07 dollars to the Society for the Protection of New Hampshire Forests (SPNHF) - Powder Major's Farm and Woodlands preservation project. The preservation project is being undertaken by the SPNHF in conjunction with the towns of Lee, Madbury and Durham where the land lies. The project involves the purchase and preservation of 195 acres of woodland including 3/4 of a mile of the Oyster River, and the purchase of a 34 acre conservation easement of historic farm fields surrounding the current owner's residence. The conservation benefits of the project include water quality, wildlife habitat, historical significance, and recreational and educational opportunities.
5. The applicant's agent provided a functions and values assessment of the wetlands on the property as they relate to the proposed impacts. Based on the assessment, the wetlands on the property fall into four main categories of function and significance. The four categories are significant wetlands, wetlands of average value, wetlands of below average value, and wetlands of lowest value. The applicant designed the project to entirely avoid wetland impacts within significant wetlands and wetlands of average value. Two wetland impact areas are located within the category of wetlands of below average value, but these impacts are limited to hydrologically isolated areas. Two wetland impact areas are located within the category of wetlands of lowest value. These two wetland impact areas consists of a disturbed wetland remnant and a constructed stormwater basin and water quality swale that was previously permitted by NHDES under Wetlands Permit #1990-00645.
6. The applicant has demonstrated by plan and example that each factor listed in Env-Wt 302.04(a), Requirements for Application Evaluation, has been considered in the design of the project.
7. NH Natural Heritage Bureau (NHB) review of the project area finds one sensitive plant species and six sensitive vertebrate species present within the project vicinity. The applicant coordinated with NHB and it was determined that it's unlikely the sensitive plant species would be impacted by the proposed project. In addition, the applicant coordinated with NH Fish and Game Department to minimize impacts to the sensitive vertebrate species with the creation of turtle nesting habitat areas on the property.
8. The Lee Conservation Commission provided a letter to NHDES dated March 20, 2017 supporting the proposed project.
9. The Oyster River Local Advisory Committee (ORLAC) provided a letter to NHDES dated April 21, 2017 with concerns related snow removal and de-icing chemicals as it relates to nearby wetlands and the Oyster River. The applicant has addressed ORLAC's concerns by removing the snow storage areas proposed upslope of wetland areas and relocating the snow storage area to the porous pavement area. In the event that snow storage areas are exceeded, snow will be trucked off-site in accordance with NHDES regulations.
10. In accordance with RSA 428-A:8, NHDES finds that the requirements for a public hearing do not apply as the permitted project is not of substantial public interest, and will not have a significant impact on or adversely affect the values of the resource, as identified under RSA 482-A:1.

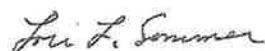
Any person aggrieved by this decision may appeal to the New Hampshire Wetlands Council (the Council) by filing an appeal that meets the requirements specified in RSA 482-A:10, RSA 21-O:14, and the rules adopted by the Council, Env-WtC 100-200. The appeal must be filed directly with the Council within 30 days of the date of this decision and must set forth fully every ground upon which it is claimed that the decision complained of is unlawful or unreasonable. Only those grounds set forth in the notice of appeal can be considered by the Council.

Information about the Council, including a link to the Council's rules, is available at <http://nhec.nh.gov/> (or more directly at <http://nhec.nh.gov/wetlands/index.htm>) Copies of the rules also are available from the NHDES Public

Information Center at (603) 271-2975.

This permit is contingent on receipt of a one-time contribution payment of \$142,318.07 dollars to the Society for the Protection of New Hampshire Forests (SPNHF) - Powder Major's Farm and Woodlands preservation project. The payment should be received after the 30-day reconsideration period or after October 19, 2017. If the payment is not received by SPNHF by January 17, 2018 or 120 days from the approval decision, NHDES will deny the application. Please include a copy of this letter with the payment and provide NHDES with documentation that SPNHF receives the payment. If you have any questions please contact me at (603) 271-4059 or via e-mail, lori.sommer@des.nh.gov.

Sincerely,



Lori Sommer
Wetland Mitigation Coordinator
NHDES Wetlands Bureau

ec: David Price, NHDES Wetlands
cc: Lee Conservation Commission
Lee Board of Selectmen
Lee Municipal Clerk
Gove Environmental Services Inc

Julie Glover

From: arlonchaffee@gmail.com on behalf of Arlon Chaffee <arlon@locorunning.com>
Sent: Wednesday, October 04, 2017 11:38 AM
To: Julie Glover
Cc: Tom Dronsfield
Subject: Loco Marathon and Half Marathon - Oct 29th - Lee
Attachments: LOCO_Marathon_Course_Map_Town_Lines.pdf

Julie - great to see you Sunday and congratulations on your race!

The 4th Annual Loco Marathon and Half Marathon is slated for Sunday Oct 29th, with an 8AM start at Rockingham Junction in Newfields. The race course enters Lee on Rt. 152 and travels West to Campground Road where it goes left or South toward Epping. See course map attached.

The event will be have approximately 350 runners.

We will have a certificate of insurance, naming the Town of Lee as an additional insured, emailed directly to you. We would pay for any police coverage (none required of Lee last year) will work with Chief Dronsfield on any safety planning.

Please let me know if any other information is required.

A

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Friends don't let friends run slow

Arlon A. Chaffee
Co-Founder, LOCO Sports, LLC
PO Box 423
Newmarket NH 03857
Office: 603.659.2824
Mobile: 603.682.9954

Please consider the environment before printing this e-mail

LOCO Marathon & Half Marathon Oct 29, 2017 8:00AM Start

Marathon runners go
around the course 2 times

Start/Finish
Rockingham
Junction

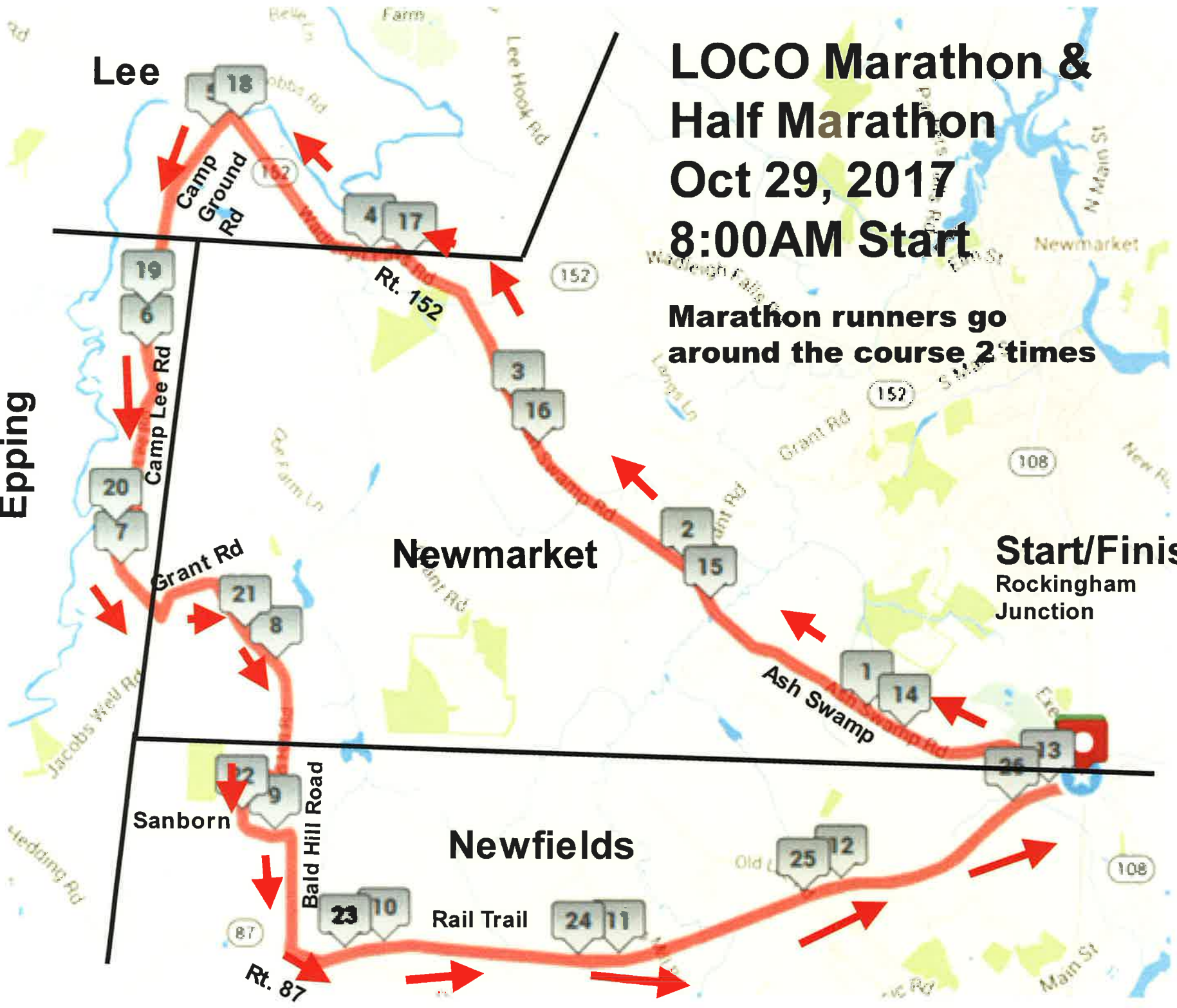
Epping

Lee

Newmarket

Sanborn

Newfields





**BARRINGTON POLICE DEPARTMENT
774 FRANKLIN PIERCE HIGHWAY
BARRINGTON, NH 03825**



Chief Robert Williams
Emergency Dial 911

RECEIVED
SEP 25 2017
TOWN OF LEE, NH

Phone (603) 664-7679
Fax (603) 664-5024

09/21/2017

Town of Lee, New Hampshire
Board of Selectmen
7 Mast Road
Lee, NH 03861

Dear Selectmen,

I wanted to take a minute and express my sincere gratitude to Chief Tom Dronsfield. Last week, a Barrington Police Officer was injured as a result of a motor vehicle accident involving a Barrington Police cruiser and a New Hampshire State Police cruiser.

I requested Chief Dronsfield to be the primary investigator into the incident as an independent outside police agency. Without hesitation, Chief Dronsfield stepped up and completed all required documentation in the utmost professional and transparent manner. He is a fine example of today's law enforcement leaders.

Thank you,

Robert Williams
Chief of Police