

SELECT BOARD MEETING AGENDA

DATE: Monday, November 6, 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. Paul Gasowski, Sustainability Committee Chair – Water Awareness
Review the Water Awareness proposal with the Board and answer questions.
4. Randy Stevens, Highway Supervisor – Preliminary Discussion on Disposing of a Sand/Plow Truck
5. Tom Dronsfield, Police Chief
 - a. Differential Pay for Police Officers working midnight shift
 - b. Volunteer Dinner
6. Toby Van Aken, Transfer Station Manager –
 - a. Transfer Station Coupons - *Discuss existing coupon process and make recommendation to eliminate or change it.*
 - b. Lamprey Regional Coop Hauling Contract
7. Scott Nemet, Fire Chief -2017 Homeland Security Grant Program Award
Present the Board with the EMS Warm Zone Equipment Grant Acceptance paperwork for review and approval.
8. Julie Glover, Town Administration
 - a. Police/Fire Grants – *off budget expense*
 - b. PSC – *Fire Department roof repair*
 - c. *Select Board Plans for Town Buildings in E-Crier*
 - d. *Miscellaneous*
9. Motion to accept the Consent Agenda as presented:
 - a. *Bridge Aid Applications (2)*
 - b. *2017 Equalization Municipal Assessment Data Certificate*
 - c. *Intent to Cut*
 - d. *Town Center Vision Committee Swearing in documents (4)*
 - e. *Tax Warrant from Strafford County*
 - f. *Public and Non Public Meeting Minutes from 10/9/2017 and 10/23/2017*
 - g. *Manifest #9*
 - h. *Weeks Payroll Ending November 5, 2017*
10. Motion to enter into Non-Public Session–NH RSA 91-A:3II (e) Legal Roll Call Vote required
11. Motion to seal the Non-Public Session Minutes (if necessary.) Roll Call Vote required.
12. Miscellaneous/Unfinished Business
13. Adjournment

Posted: Town Hall, Public Safety Complex, Public Library and on leenh.org on November 3, 2017

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

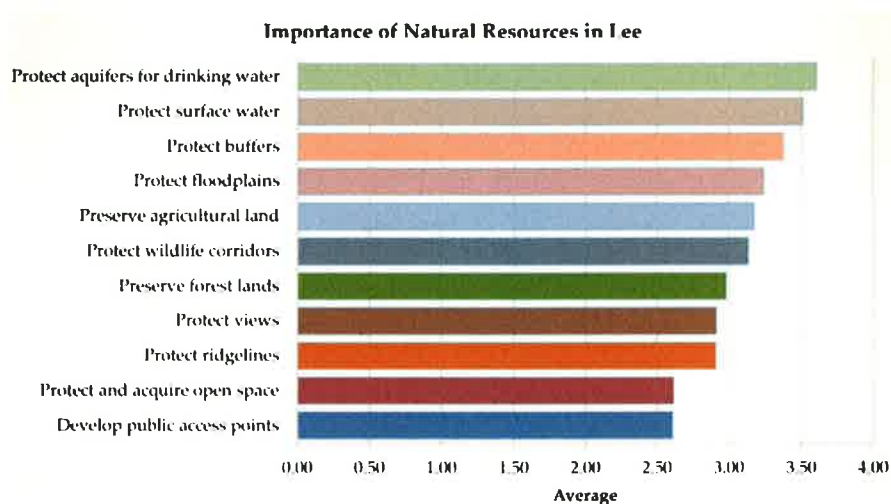
Lee Well and Groundwater Awareness Program

An Outreach Program of the Lee (NH) Sustainability Committee

“Moving forward, Lee embraces the concept of sustainable living through how we use energy manage natural resources, and support locally grown products.”

from the Town of Lee’s 2016 Master Plan Vision Statement

According to the 2016 Lee Master Plan Survey results, protecting the town’s drinking water ranks as the highest natural resource priority for Lee residents (Town of Lee, 2016). In the section on our water resources, Lee’s Master Plan 2016-2026 states, *“The protection of groundwater resources, both in quality and in quantity, is an important objective for the Town. The intent is to ensure that the resource is not degraded or depleted so that there will continue to be water available to meet the needs of the Town and its residents”* (p. 12). Further, it identified a goal to *“conserve and protect the integrity of the Town’s groundwater resources in their quality and quantity”* and *“educate residents and businesses on the value of water resources”* (p. 12).



The Lee Sustainability Committee's (LSC) mission is to provide sustainability education and outreach, and to encourage residents to conserve natural resources. We’ve therefore prepared this Well and Groundwater Awareness Program, using information provided by the New Hampshire Department of Environmental Services (NHDES), in order to help the town meet its Master Plan’s objectives. The purpose of the program is to assist Lee homeowners in acquiring and recording information about their residential wells, and to educate and encourage good stewardship of Lee’s groundwater resources. Participation is entirely

voluntary; it takes little time and can be done entirely from home. Once completed, the resident/homeowner will have a personal record of their water system for future reference, along with the accompanying educational materials on water conservation and Lee's water resources. The resulting record is intended for personal use only, but such records will increase the data Lee residents have on the town's groundwater, thereby allowing the potential to track changes through time.

Who should participate in this program?

Households on private wells, with or without water supply problems, should consider participating in this program.

What are the program's goals?

- ✓ To develop a personal household water system record for homeowner's for future reference and use.
- ✓ To raise household and community awareness of water use and sound conservation practices.
- ✓ To provide a possible future base of information for the town of Lee, including histories, water quality issues, and the impact of droughts on Lee residents.

How it Works

This packet is organized into two sections:

Part 1: Educational information and other information participants may need to fill

out Part 2 (the worksheet or record). Topics include:

1. Groundwater Resources in the Town of Lee
2. The Importance of Water Conservation
3. Well and Water System Information
4. Water Testing
5. Symptoms of Well Failure
6. Well Improvement Options

Part 2: A worksheet which will help participants construct a personal record of their household water system, including well location, construction, pump, water quality, and general history.

Potential Privacy Concerns

Please note that the Lee Sustainability Committee is not collecting any data; this document is for your use alone. However, the NH Department of Environmental Services requests notification if your well has failed (run dry). This is your decision and strictly voluntary, but the LSC recommends such cooperation with the NHDES in their mission to monitor and safeguard NH groundwater reserves. If you do offer information to NHDES, all submissions are considered to be part of the public record. Therefore, other entities conducting Right-to-Know requests may be allowed access to this information.

Part 1: Helpful Information

1. Groundwater Resources in the Town of Lee

Plentiful groundwater is one of Lee's most valuable renewable resources.

Groundwater is subsurface water that flows through the rock and gravel under our feet and collects in deposits of permeable rock, known as aquifers. This water is continually replenished ("recharged") by rainfall, but the rate at which it percolates through the soil is variable. Lee is almost 25% wetlands and these critical areas serve as important portals for groundwater recharge, collecting surface water and purifying it while allowing relatively quick percolation.

Almost all Lee residents get their household water from private wells designed to collect groundwater. Water flows into your home from your well, and exits through your septic and leach systems. While this means that you are technically returning much of your household water to the soil, note that this returned water is not suitable for reuse until it too has percolated through the soil to a suitable depth. Residential wastewater is also frequently polluted with household chemicals, many of which are slow to be eliminated by natural processes.

Lee's groundwater is a precious resource and yet very little information is available to our community about residents' experience and histories. Of the 1592 residential wells in Lee, the town has no record of wells that have failed or run dry, or wells that have a diminishing water supply. In addition, the Town of Durham's water system includes two municipal wells in Lee, which draw large amounts of water : the Lee Well (a.k.a. the "Five Corners Well", which was established in 1998, and the Spruce Hole Municipal Well and Artificial Recharge Project, which was commissioned in 2014. The only other residential water system is located at Thurston Woods; it is owned by Pennichuck Water Works. Other large use private wells exist at the Lee Circle and at Noble Farm.

2. The Importance of Water Conservation

“The Town continues to monitor and plan for threats to these resources, actual or potential, including: climate change, invasive species, and unregulated development, among others. Understanding and planning for these issues attempts to maintain our natural resources for future generations and creates a more resilient community.” from the Town of Lee’s 2016 Master Plan

According to the U.S. Global Change Research Program, climate change is expected to have dramatic effects on water resources in the United States. Temperature change affects many natural processes that in turn affect the quality and quantity of available fresh water (EPA, 2017). While Lee’s water resources appear excellent at present, conserving them should be a major goal of the town. Last year, N.H. suffered its worst drought in 40 years; climate change models predict an increased likelihood of such events. Adopting personal conservation habits will protect your well’s water supply today and help to ensure water availability to future generations.

Below are steps you can take to conserve water. These may prevent your well from failing or mitigate problems of insufficient water supply.

1. **Cut-out non-essential water use.** You can reduce your water use 25% to 50% by eliminating lawn watering, car washing, and other non-essential activities. Note that the perennial grasses constituting most lawns will not die if allowed to turn brown in summer; Rather, these grasses will go dormant (dying back above ground) and send out new green shoots when moister conditions resume. Studies show that *sparse* watering in dry conditions can actually weaken many perennial grasses, and that it’s preferable to let them go dormant.
2. **Cultivate habits that conserve water.** Cutting back on shower times, only doing full loads of laundry, and turning off the faucet while brushing teeth, doing dishes, and washing hands can save hundreds of gallons of water per week. Also, be sure to fix any leaks or drips in your household water system, including outside fixtures and hoses. Leaky toilets can waste as much as 200 gallons each day!
3. **Update fixtures and appliances.** Top-loading washing machines built before 2003 and toilets older than 1994 are known to be the largest water-wasting culprits in the home. Shower heads older than 1994 can also waste a great deal of water, as can older bathroom sink aerators. For the greatest savings and guaranteed performance, replace old washing machines with ENERGY STAR® certified machines and replace old water fixtures with EPA WaterSense certified fixtures. For more details, see the NHDES Water Conservation Program’s water efficiency fact sheets.

4. **Reduce or eliminate harmful chemicals.** Many ordinary household cleaning products contain chemicals that can pollute groundwater when they accumulate in your septic and leach systems. According to the EPA, product labels are designed to make you aware of this potential (EPA, 2002):
- The words “Danger” or “Poison” indicate that the product is highly hazardous.
 - The word “Warning” indicates that the product is moderately hazardous.
 - The word “Caution” indicates that the product is slightly hazardous.
 - The word “Biodegradable” indicates that the product breaks down within a reasonably short period of time, under natural conditions.
 - The terms “Nontoxic,” and “Septic Safe” were created by advertisers and are not regulated terms.

Consider using only the safest products available and never allow gasoline, oil, pesticides, antifreeze, or paint down your drains.

5. **Time your water use effectively.** Spread out water-using tasks to give water stores time to replenish. Allow time for your well to refill.
6. **Encourage children.** Lee kids in Oyster River Cooperative Schools are fortunate to be part of an environmentally conscious School District. They may know more about conserving natural resources than you do! Encourage them to share and practice what they’ve been taught. Make conserving a family practice!

3. Well and Water System Information

This information may help you answer questions #2, 6 & 7.

It’s a good practice for homeowners to maintain records regarding well construction, pump work, and any water quality system you may have in place (such as filters and softeners). It is important to have a record showing the exact location of the well, and to always maintain a well location marker so that your well can be identified in all seasons.

Since 1984, well drillers have been required to fill out and submit a well completion report for each well they construct. You may find your records by clicking on the NHDES OneStop button at www.des.nh.gov and querying ‘water well information’ or by contacting the NHDES Drinking Water and Groundwater Bureau. Records of wells constructed prior to 1984 may be available from the original well driller, or from any contractor that provided maintenance on the well

or pump. In the event of a problem with your well or water system this information will be useful to the licensed professional you contact for help.

There are several types of wells:

- **Dug wells** are commonly 3 or 4 foot diameter wells constructed by excavation and are usually not much deeper than 15 feet below land surface. Older dug wells are lined with fieldstone but more recent construction utilizes inter-locking concrete tile. These wells are generally easy to identify in your yard because they are relatively large stone or concrete objects protruding from the ground and many have well houses built over them for protection or ornamental purposes.
- **Drilled bedrock wells** are almost always 6 inch diameter wells drilled into solid bedrock and cased with steel pipe. These wells are drilled through unconsolidated earthen deposits into the upper surface of the bedrock and range in depth from less than 100 feet to more than 1,000 feet. They should be easily identified as that odd looking 6 inch steel pipe sticking out of the ground.
- **Point driven wells** are typically driven with a percussion hammer, or by hand, or “jetted” into the ground. Point wells are used exclusively in sand and gravel formations - also known as aquifers - where the water table is high and relatively stable year round. The presence of larger stones, cobbles or boulders will typically prevent the installation of a point well casing into the earth.

Most Lee residences have drilled bedrock wells.

4. Water Testing

This information may help you answer questions #9 & 10.

Because most Lee residents own private wells, it's up to each of us to make sure that our own water is safe to drink. NHDES recommends comprehensive testing every five years, and annual testing for bacteria and nitrates.

In our area there is a certified water testing lab and several well and water system vendors offering residential water testing. Most offer three main drinking water analyses: a test for standard contaminants (approximately \$100), a test for radioactive contaminants (approximately \$50), and a test for Volatile Organic Compounds (approximately \$165). The analysis for standard contaminants tests for arsenic, bacteria, chloride, copper, fluoride, hardness, iron, lead, manganese, nitrate/nitrite, pH, sodium, and uranium. The analysis for radioactive contaminants tests for radon, uranium, and alpha radiation. The analysis for VOCs tests for MTBE and benzene (both from gasoline) as well as various industrial solvents. Also offered is an analysis for bacteria and nitrate alone (\$50). This is a useful and recommended annual checkup in between your five year comprehensive tests.

The prices above assume you are doing the collection yourself. To get started you'll need to stop by your vendor and pick up a collection kit. The kit will include collection containers and instructions on how to collect a sample of your water directly from your household faucet. For accurate results, it's important to follow the directions and to return the sample within 24 hours. For an additional \$50 some vendors will send their own personnel to collect the sample for you.

Your lab results will contain brief explanations of what your water tests revealed, including any values that signal an issue. More detailed information can be found at the NHDES' website "The Be Well Informed Guide" below. Most problems uncovered by testing can be mitigated at reasonable expense. Note: Entering your information into the NHDES system may have privacy implications.

Useful NHDES Links:

The Be Well Informed Guide: Information and Guidance for Treating Your Well Water

<https://www4.des.state.nh.us/DWITool//>

Private Well Testing Program https://www.des.nh.gov/organization/divisions/water/dwgb/well_testing/

Drinking Water/Ground Water Fact Sheets <https://www.des.nh.gov/organization/commissioner/pip/factsheets/dwgb/>

5. Drought Conditions and Symptoms of Well Failure

This information may help you answer question #11.

Wells which are the most susceptible to failing during drought conditions include dug wells, shallow bedrock wells, wells located near topographic high points, and wells constructed in areas where bedrock is close to the surface. The typical homeowner does not have a means of determining a well's water level, although symptoms of well failure may be obvious. These symptoms may include:

- No water.
- Sudden drops in water pressure or pressure surges.
- Air bubbles coming out of non-aerated faucets.
- Cloudy or heavily silted water.

The cause of well failure may be a shortage of water or other problems associated with the well casing, valves, waterlines, pumps, or pressure tanks. It is important to work with a licensed pump installer and/or well driller to diagnose the problem and determine the appropriate corrective action to take. If you are experiencing any of the above issues in your water system, address them immediately as completing the work in the winter may not be possible and/or could be more costly.

6. Well Improvement Options

This information may help you answer questions #13, 14 & 15.

A licensed well driller or licensed pump installer will be able to assist you in determining if your water supply is diminishing, troubleshooting other well issues, and recommending actions to help remedy the problem. To search for a licensed well water contractor, go to the NHDES OneStop website:

http://www2.des.state.nh.us/OneStop/Water_Well_Contractors_Query.aspx.

In New Hampshire, most residents on private wells have a dug well or a bedrock well. If your well is failing due to lack of supply, the options below may help to mitigate the issue. Included are factors you should discuss with a licensed well driller or licensed pump installer.

- Lowering the pump or pump intake of the bedrock or dug well, in order to access more usable water. As lowering the pump means the pump will have to work harder, a more powerful pump may be necessary. There are also potential water quality issues that could occur as a result of lowering the pump.

- Increase the water holding tank size to provide additional water storage. For a well with a slow recovery rate, the additional storage will reduce demand on the well during periods of high water use; During lower use periods, more extracted water can be stored in a bigger tank.
- Deepen the existing well to increase the yield of the well and/or to lower the pump to increase usable storage in the borehole. Note that the yield of a bedrock well will only increase if new water bearing fractures are encountered. A dug well can only be deepened if it is not underlain by bedrock. Driving a steel metal rod into the bottom of a dug well is a common test to determine if bedrock is present.
- Construct a new well to be used in tandem with or replace an existing water source. It is advisable to check the well database on NHDES OneStop with respect to the depths and yields of other wells in the area, to determine if there is good chance of a new well supplying the yield needed.
- Purchase water tanks which may be filled by a bulk water hauler. A list of bulk water haulers may be found at <http://des.nh.gov/organization/divisions/water/dwgb/wseps/documents/bulk-haulers-providers.pdf>.
- Hydro-fracture the existing bedrock well to increase water flow by flushing out and opening fractures in surrounding rock. Factors to discuss with a licensed well driller/pump installer include:
 - If the well was previously developed by hydro-fracturing and the yield has again diminished, a second attempt to hydro-fracture may be initially successful, but it will likely not be sustained over time.
 - It is recommended that shallow bedrock wells be deepened to 400 or 500 feet to obtain additional supply prior to considering hydro-fracturing. This provides adequate surface area in the well borehole to develop deeper and more sustainable water-bearing fractures, providing a good chance of increasing yield.
 - A completely dry well is not a great candidate for hydro-fracturing because the well must have some water-bearing fractures to start with.

References

N.H. Department of Environmental Services. (2016). Drought Economic Impact Survey for Households on Private Wells. <https://www.surveymonkey.com/r/drought2>

N.H. Department of Environmental Services. (2017) Drought Guidance for Homeowners on Private Wells. <https://www.des.nh.gov/organization/divisions/water/dam/drought/documents/droughtguidehome.pdf>

N.H. Department of Environmental Services. (2017). Water Conservation Program. http://des.nh.gov/organization/divisions/water/dwgb/water_conservation/index.htm

N.H. Department of Environmental Services. (nd). The NHDES Be Well Informed Guide. <https://xml2.des.state.nh.us/DWITool/>

Town of Lee, NH. (2016). Town of Lee Master Plan 2016-2026. http://www.leenh.org/Pages/LeeNH_News/0250A30D-000F8513

U.S. Drought Monitor - New Hampshire. (2017). <https://www.drought.gov/drought/states/new-hampshire>

U.S. Environmental Protection Agency. (2002). Homeowner's Guide to Septic Systems. https://www3.epa.gov/npdcs/pubs/homeowner_guide_long.pdf

U.S. Environmental Protection Agency. (2017). Watershed Academy: The Effect of Climate Change on Water Resources and Programs. https://cfpub.epa.gov/watertrain/pdf/modules/climate_change_module.pdf

U.S. Geologic Survey. (2016). Water Science School: Aquifers and Groundwater. <https://water.usgs.gov/edu/earthgwaquifer.html>

Part 2 : A History and Record of Your Well (Worksheet)

1. Your contact information:

Your Name:

Your Address:

Vendor's Name:

2. Describe the location of your well and provide a quick drawing or diagram. Do you have a permanent marker?

3. What is the primary use of this well?

Household

Agriculture/Irrigation

Combination: Household/Agriculture

4. If the well is for household use, what type of household is the well supplying?

Owner occupied

Renter occupied

Other:

5. How many people live in the household?

6. What type of well do you have?

- _____ dug well
- _____ drilled bedrock well
- _____ point driven well

Dug Well



Drilled Bedrock or Point Driven Well



7. When was your well drilled, dug or driven what is its service history?

Date Drilled/Dug/Driven: MM _____ DD _____ YYYY _____

Service Record:

Vendor: _____

Event: _____

MM _____ DD _____ YYYY _____

Comments:

Vendor: _____

Event: _____

MM _____ DD _____ YYYY _____

Comments:

Vendor: _____

Event: _____

MM _____ DD _____ YYYY _____

Comments:

8. What are the details and service history of your water holding tank?

Date Installed: MM_____DD_____YYYY_____

Holding Tank Capacity: _____

Service Record:

Event: _____

MM_____DD_____YYYY_____

Comments:

Event: _____

MM_____DD_____YYYY_____

Comments:

Event: _____

MM_____DD_____YYYY_____

Comments:

9. How often do you have your water tested and what do you test for?

Attach water results here.

Water Test Dates:

MM_____DD_____YYYY_____

Comments:

MM_____DD_____YYYY_____

Comments:

MM_____DD_____YYYY_____

Comments:

MM_____DD_____YYYY_____

Comments:

10. Do you have any water quality issues?

If yes, do you have a system in place to mitigate the issue(s)?

If you have a water quality system in place (softener, filtration, etc.) describe it here. *Attach any paperwork, details, and service history you may have.*

Note: #10 is similar to #7, #8 and #9

11. Have you experienced any symptoms of well problems/failure within the last year? If so, please describe the water issue that you had/are having and check all that apply below.

Well is dry and no longer producing water.*

Well pump is intermittently sucking air; must wait for the well to recharge to be able to pump again.

Water pressure is low and/or you are experiencing lower flows out of fixtures.

Well is pumping sand and/or muddy water.

Water quality has been reduced.

**Note: The N.H. Department of Environmental Services keeps a record of failed wells; Please consider contacting NHDES with this information.*

12. If you've experienced problems with your well in the last year, has the problem been solved? (Check all that apply.)

- Yes, the pump was lowered.
- Yes, the well was deepened.
- Yes the well was hydro-fractured.
- Yes, a replacement well was drilled.
- No, water is being trucked in.
- No, we are getting water from another source (neighbors, etc.).
- No, we are on the drilling wait list.
- No, we cannot afford to finance the solution.
- Other, please specify:

13. Approximate date(s) of the problem(s):

Service Record:

Event: _____
MM _____ DD _____ YYYY _____

Comments:

Event: _____
MM _____ DD _____ YYYY _____

Comments:

14. If you've repaired the problem, please describe what you did.

Who completed the repair work? *Attach any paperwork.*

What was the cost of the repair?

15. If you tried to repair the problem but the solution did not work, please describe what happened.

Who attempted the repair work? *Attach any paperwork.*

What was the cost of the attempted repair?

16. Is there any other information you would like to add?

Final Note: If you have questions or would like additional information about the "Lee Well and Groundwater Awareness Program", please contact the Lee Sustainability Committee at the following email address: ???????@???????

Options for Preparing to Dispose of a Highway Truck



1985 International –purchased used in 1991 - Can be set up as a sander truck (pictured) or as a dump truck (dump body and sub-frame pictured above)



- Could dispose of this truck with sander as pictured.
- Could take sander off and install pictured dump body on truck and sell as dump truck. Sander is in good shape and is worth keeping. Replacement sander value @11,000.00. Sander could be put on T3 (1995) as a direct chassis mount or as an in body install on T3 (1995).

- This truck is normally used just to sand black ice, gravel roads, etc . Haven't plowed much with it since 2013
- Years ago the department used to swap seasonally from dump body (summer) to sander (winter) then as more trucks were purchased there wasn't a need. Dump body is approximately 36 years old. Sander was purchased in 1999 (18 years old) but is in real good shape.



1991 International dump Truck – This truck purchased in 2002 used.

- Could dispose of this truck as is instead of the 1985
- Could take the dump body off and install on T1 -2001 International then mount sander on chassis much like the 1985 pictured above. T1's body is pretty rusty.
- Dump Body was purchased new on 4/17/03 (14 years ago) for 5,400 not installed.
- Plow and wing frame purchased for 2,278 on 10/28/2003 (14 years ago) not installed.



1995/96 international Dump truck with combination dump/sander body.

This truck body has a wider than normal conveyor which makes it hard to regulate small quantities of material. Holes in body have been patched several times. Still fairly solid body considering it is 22. Body hasn't worked out all that well over the years. The cab and chassis are still in good shape.

- Could junk/sell dump body and mount sander from T2 on chassis such as the 1985 is currently.
- Could mount sander from 1985 in body
- Could suffer with it the way it is for a few more years.
- Could remount front discharge spinner assembly to have one truck that put sand out in front of the wheels.

Highway crew consensus

- Put new 2018 Western Star in service.
- Remove sander from 1985
- Install stored dump body on 85, free up tailgate latch, get lights working, advertise and sell. 8-10 man hours to get ready.
- Remove dump/sander body on 1995
- Build sub-frame for sander taken off 1985 and install direct on 1995 chassis.
- When done either the 1991 or the 1995 could be used primarily as a sand truck and a spare to take the place of the 1985. That leaves 4 main plow sand trucks and one sander/spare truck.



TOWN of LEE
7 MAST RD, LEE, NH 03861
(603) 659-5414
Email: dduval@leenh.org

Office Use Only

Meeting Date: 11/6/17

Agenda Item No. 5a

BOARD OF SELECTMEN

11/6/2017 **MEETING AGENDA REQUEST**

(Meeting Date Requested)

Agenda Item Title: Shift differential request

Requested By: Chief Tom Dronsfield **Date:** 11/2/2017

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

Presented By: Chief Tom Dronsfield (or his designee)

Description: Request to add shift differential pay for the midnight shift coverage

Financial Details: \$3,640 (70 hours of midnight coverage for 52 weeks) to be covered by the police department overtime line item

Legal Authority NH RSA 105:2-a
(usually NH RSA or Town Ordinance/Policy):

Legal Opinion: _____

REQUESTED ACTION OR RECOMMENDATIONS:

Move to accept the request for shift differential pay for midnight shift officers.

SHIFT DIFFERENTIAL INFORMATION

I am requesting to add shift differential pay to the midnight shifts. My request will affect only the officers that are scheduled to work the midnight shifts as their regular shift. If an officer worked the midnight shift, but it wasn't a scheduled shift, that officer would be receiving overtime for covering that shift, so the shift differential would not apply.

The request for shift differential is due to the difficult nature of working the midnight shift. The midnight shift is hard on an officer's personal life. Additionally, at a recent department meeting officers inquired about the possibility of shift differential. It would make the midnights less undesirable.

A survey was completed with the NH Law Enforcement Administrative Professional's association. The pay differential for other towns in the State varied from \$0.40 per hour up to \$2.00 per hour. The average from all of the differentials was \$1.19 per hour. I am requesting to add \$1.00 an hour as shift differential to the midnight shifts.

There are 7 midnight shifts per week with 10 hours worked per midnight shift. That equals 70 hours of midnight shifts to be paid. With 52 weeks in a year, there would be 3,640 hours of midnight shift differential that would be paid. Therefore, the total impact on the budget would be \$3,640.00 which can be absorbed in the overtime line item.

Thank you,



Chief Tom Dronsfield



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

Office Use Only

Meeting Date: 11/6/17
Agenda Item No. 7

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
11/6/2017

Agenda Item Title: 2017 Homeland Security Grant Program Award-EMS Warm Zone Equipment Acceptance

Requested By: Chief Nemet

Date: 11/2/2017

Contact Information: SNemet@LeeFire.org 659-5411

Presented By: Chief Nemet

Description: \$6,000 grant from Homeland Security. Funds will be used to purchase Tactical EMS bags, Rolling Mass Casualty bag, and medical supplies which are on the Approved Items Checklist. Funds will be used from medical supplies line item 01.42201.611.03 to make the purchase. Discussion about grant money being returned to medical supplies line.

Financial Details: \$6,000

Legal Authority NH RSA 154:1-a, NH RSA 41:9, NH RSA 32:10, NH RSA 31:95-b

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

REQUESTED ACTION OR RECOMMENDATIONS:

MOTION: Move to accept a grant from the 2017 Homeland Security Grant Program Award-EMS for Warm Zone Equipment for \$6,000.00 as presented by the Fire Chief.

State of New Hampshire

JOHN J. BARTHELMES
COMMISSIONER OF SAFETY



RICHARD C. BAILEY, JR.
ROBERT L. QUINN
ASSISTANT COMMISSIONERS

DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305
Tel: (603) 223-3889
Speech/Hearing Impaired
TDD Access Relay NH 1-800-735-2964

October 20, 2017

Chief Scott Nemet
Lee Fire & Rescue Dept
20 George Bennett Road
Lee, NH 03861

Re: 2017 Homeland Security Grant Program Award – EMS Warm Zone Equipment

Dear Chief Nemet,

It is my pleasure to inform you that upon review of your 2017 Homeland Security Grant Application, the Town of Lee has been awarded \$6,000. These funds are awarded under the State Homeland Security Program (SHSP) portion of the 2017 Homeland Security Grant Program (HSGP) for the purchase of the equipment listed on the attached Approved Item Checklist.

These grant awards are subject to federal program requirements and special conditions. Enclosed are your Sub-Recipient Information Reporting Form, federal grant terms and conditions, special conditions requirements, lobbying certification, and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Unit within fifteen (15) days of the date of this letter. Special conditions requirements must be responded to within thirty (30) days of the date of this letter. Failure to meet these requirements will result in a delay in reimbursement or cancellation of your grant award.

Nov 4

We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens. It is our hope that we will never have to apply these skills, or use this equipment; however, we will work together to ensure that our ability to do so will be keen.

Sincerely,

A handwritten signature in blue ink that reads "Pamela Wain-Main/Grants Administrator/Per".

John J. Barthelmes
Commissioner

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT
SUB-RECIPIENT INFORMATION REPORTING FORM

(It is recommended this form be completed by your grant administrator or chief financial officer.)

Section I **MUST** be completed by applicants seeking federal funding assistance from the Homeland Security Grant.

SECTION I. AGENCY/INSTITUTION NAME & ADDRESS

Name: Lee Fire & Rescue Dept / Town of Lee NH

Address: 7 Mast Rd

City: Lee	State: NH	Zip Code: 03861 - 6357 (9 digits required)
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Sub-Recipient DUNS Number: 623281219

Sub-Recipient MPIN Number (CCR Registration Number): Completed: _____ Yes No

Section II **MUST** be completed if this application seeks federal funds totaling \$25,000.00 or more.

SECTION II. SUB-RECIPIENT REVENUE INFORMATION
(Preceding Fiscal Year)

Sub-Recipients Annual Gross Revenues Exceeded 80 percent or more in Federal Awards	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Sub-Recipients Annual Gross Revenues Equal or Exceed \$25,000,000.00. in Federal Awards	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Sub-Recipient's 5 Most Highly Compensated Officers	Officer Names	
	1.	Officer Compensation
	2.	
	3.	
	4.	
5.		
Comments		

PREPARED BY:	DATE:
Name: Scott Nemet	10/25/17
Title: Fire Chief	
Telephone: (603) 659-5411	
Email: snemet@lee-fire.org	

Instructions for Completing Sub-Recipient Information Reporting Form

Agency/Institution Name & Address

- Please give the name and address for the agency or institution receiving the federal funding
- Do not give a name and address of an individual's name working at the agency or institution

Sub-Recipient DUNS Number

- The DUNS number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and research universities already have DUNS numbers. Ask your grant administrator or chief financial officer to provide your organization's DUNS number.
- If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge: <http://fedgov.dnb.com/webform>
- For more information on DUNS numbers, please visit the federal government's grant administration website: http://www.grants.gov/applicants/org_step1.jsp

Sub-Recipient MPIN/CCR Number (not required)

- The Central Contractor Registration (CCR) is a web-enabled government-wide application that collects, validates, stores and disseminates business information about the federal government's trading partners in support of the contract award, grants, and the electronic payment process.

Sub-Recipient Annual Gross Revenues Exceed 80 Percent or more in Federal Awards

- Please check "yes" if, in the preceding fiscal year, your agency or institution received 80 percent or more of its annual gross revenues in federal awards.
- Please check "no" if, in the preceding fiscal year, your agency or institution did not receive 80 percent or more of its annual gross revenues in federal awards.

Sub-Recipient Annual Gross Revenues Equal or Exceed \$25,000,000. in Federal Awards

- Please check "yes" if, in the preceding fiscal year, your agency's or institution's annual gross revenues equaled or exceeded \$25,000,000 in federal funds.
- Please check "no" if, in the preceding fiscal year, your agency's or institution's annual gross revenues did not equal or exceed \$25,000,000 in federal awards.

Sub-Recipient Highly Compensated Officers

- If you checked "no" in the two boxes above, then this information is not required.
- If you checked "yes" in the two boxes above, and if the public does not have access to this information through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. Section 78m(a), 780(d)), or Section 6104 of the Internal Revenue Code of 1986, then please list the names and compensation amounts of the five (5) most highly compensated employees within your agency or institution.

Comments

- This is not a required field. Please feel free to add any comments you feel are necessary to fully explain your answers in the above fields.

SPECIAL CONDITIONS – FFY 2017

SUBGRANTEE: TOWN OF LEE, FIRE DEPT

GRANT AWARD AMOUNT: \$6000.00

GRANT TITLE: WARM ZONE EMS EQUIPMENT

GRANT AWARD DATE: 10/20/17

GRANT PROGRAM: SHSP

CFDA#: 97.067

FEMA ID: EMW-2017-SS-00023-S01

ALL SPECIAL CONDITIONS MUST BE RESPONDED TO ***WITHIN THIRTY (30) DAYS*** FROM THE AWARD DATE AND PRIOR TO DISBURSEMENT OF FUNDS UNLESS OTHERWISE SPECIFIED. **THESE GRANT FUNDS EXPIRE ON August 31, 2019.** Accordingly per DHS/FEMA- Office of Financial & Grants Management guide: page 21: The award period is the period of time when Federal funding is available for obligation by the recipient. The recipient may charge to the grant only allowable costs resulting from the obligations incurred during the funding period... Any funds not properly obligated by the recipient within the grant award period will lapse and revert back to DOS or DHS/FEMA...The obligation period is the same as the award period listed on the award document.

BY SIGNING THIS FORM YOU AGREE TO THE CONDITIONS OF THIS GRANT.

* * * * *

1. Please note the following special conditions for your grant award:
 - a. Indicate which of the following is true regarding the project funded with these Homeland Security dollars by circling the correct selection (circle only one).
 - i. Sustaining or maintaining a capability acquired with federal homeland security funding;
 - ii. Sustaining or maintaining a capability acquired without federal homeland security funding; or
 - iii. Developing or acquiring a new core capability.
 - b. Per 2017 Grant Guidance, please provide your DUNS number here: 623281219
 - c. Provide a detailed list including quantities of all proposed Warm Zone equipment that will be purchased using the Eligible Equipment list located at: <https://apps.nh.gov/blogs/hsem/wp-content/uploads/2017/01/WarmZoneEMSGrantEquipmentList.pdf>
 - d. Certify that 75% of department personnel has completed the “EMS In the Warm Zone: Awareness Level” training.
 - e. This is a reimbursement program and reimbursement will be completed after all special conditions are met and proper purchase and payment documentation is provided to Grants Management at 33 Hazen Drive, Room 209, Concord, NH 03305.
 - f. Submit the most recent independent audit of the town.
 - g. Certify that 25% of department personnel will complete the “EMS In the Warm Zone: Practical Training” through NH Dept of Safety Fire Standards and Emergency Services.
2. **Project Implementation:** The subrecipient agrees to implement this project within 60 days following the grant award effective date or be subject to automatic cancellation of the grant. For projects subject to EHP/NEPA, NO work can begin until EHP/NEPA approvals are granted. DOS-GMU will advise sub-recipient of the approval once received. DOS-GMU reserves the right to verify project start date. All projects must be completed at least 30 days prior to end of the grant period as specified on the Grant Special Conditions page. No work may be completed or be eligible for reimbursement if it occurs after the grant period end date.
3. All sub-grantees must comply with the Grant Terms and Conditions included with this award.
4. All sub-grantees must comply with the National Incident Management System (NIMS) minimum requirements as specified in the Fiscal Year 2017 Homeland Security Grant Program Guidelines. Additional information about achieving compliance is available through the training officers at the NH Department of Safety’s Fire Academy and EMS Bureau and the Division of Homeland Security and Emergency Management.
5. All sub-grantees must comply and be familiar with Homeland Security Presidential Policy Directive-8, the National Preparedness System* (NPS) and the National Preparedness Goal (NPG). See: <http://www.dhs.gov/presidential-policy-directive-8-national-preparedness> .

6. It is recommended that all grant recipients modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols. http://www.dhs.gov/xlibrary/assets/NRP_Brochure.pdf
7. All SHSP sub-grantees must, when appropriate, engage citizens by expanding plans and task force memberships to address citizen participation; awareness and outreach to inform and engage the public; include citizens in training and exercise; and develop or expand programs that integrate citizen/volunteer support for the emergency responder disciplines. Grantees are encouraged to integrate with the Citizens' Corp from their local area. Contact VolunteerNH!
8. Recurring costs/fees are not allowable for funding under the 2017 Homeland Security Grant Program. Internet service fees, radio service fees, cellular phone fees, satellite phone fees, etc. paid for with grant funds are for 12 months during the year of equipment purchase only and cannot extend beyond the end date of the grant.

Signature of Authorized Official

Date


Signature of Program Manager/Contact

10/25/17

Date

Fiscal Year 2017: DHS Standard Terms and Conditions

Article I - Summary Description of Award

The purpose of the FY 2017 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. These grant programs fund a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

Article II - Buy American and Hire American

All recipients are required to comply with any applicable provisions of the Buy American Act (41 U.S.C. Sections 8301 through 8305), and any other applicable statutes, regulations, or rules that require, or provide a preference for, the purchase

Or acquisition of goods, products, or materials produced in the United States.

Article III - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article IV - Procurement of Recovered Materials

All recipients must comply with Section 6002 of the [Solid Waste Disposal Act](#), as amended by the [Resource Conservation and Recovery Act](#). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 C.F.R. Part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article V - Whistleblower Protection Act

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at [10 U.S.C. Section 2409](#), [U.S.C. Section 4712](#), [10 U.S.C. Section 2324](#), [41 U.S.C. Sections 4304](#) and [4310](#).

Article VI - Use of DHS Seal, Logo and Flags

All recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions

Of flags or likenesses of Coast Guard officials.

Article VII - USA Patriot Act of 2001

All recipients must comply with requirements of the [Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act \(USA PATRIOT Act\)](#), which amends [18 U.S.C. sections 175-175c](#).

Article VIII - Universal Identifier and System of Award Management (SAM)

All recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at [2 C.F.R. Part 25, Appendix A](#), the full text of which is incorporated here by reference in the terms and conditions.

Article IX - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at [2 C.F.R. Part 200, Appendix XII](#), the full text of which is incorporated here by reference in the award terms and conditions.

Article X - Rehabilitation Act of 1973

Initials of Authorized Official: _____

Date: _____

All recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. section 794](#), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XI - Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000, (TVPA) as amended by [22 U.S.C. sections 7104](#). The award term is located at [2 C.F.R. sections 175.15](#), the full text of which is incorporated here by reference in the award terms and conditions.

Article XII - Terrorist Financing

All recipients must comply with [E.O. 13224](#) and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XIII - SAFECOM

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the [SAFECOM](#) Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XIV - Reporting Subawards and Executive Compensation

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at [2 C.F.R. Part 170, Appendix A](#), the full text of which is incorporated here by reference in the award terms and conditions.

Article XV - Debarment and Suspension

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) [12549](#) and [12689](#), and [2 C.F.R. Part 180](#). These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XVI - Copyright

All recipients must affix the applicable copyright notices of [17 U.S.C. sections 401 or 402](#) and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XVII - Civil Rights Act of 1964 - Title VI

All recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 ([42 U.S.C. section 2000d et seq.](#)), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at [6 C.F.R. Part 21](#) and [44 C.F.R. Part 7](#).

Article XVIII - Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) as useful resources respectively.

Article XIX - Americans with Disabilities Act of 1990

All recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. ([42 U.S.C. sections 12101-12213](#)).

Article XX - Age Discrimination Act of 1975

All recipients must comply with the requirements of the Age Discrimination Act of 1975 ([Title 42 U.S. Code, section 6101 et seq.](#)), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article XXI - Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Initials of Authorized Official: _____
Date: _____

Article XXII - Acknowledgment of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, and requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article XXIII - DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the [DHS Office of Civil Rights and Civil Liberties](#) (CRCL) by e-mail at crcl@hq.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.
6. In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above. The United States has the right to seek judicial enforcement of these obligations.

Article XXIV - Assurances, Administrative Requirements, Cost Principles, and Audit Requirements

DHS financial assistance recipients must complete either the [OMB Standard Form 424B Assurances - Non-Construction Programs](#), or [OMB Standard Form 424D Assurances - Construction Programs as applicable](#). Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the financial assistance office if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 C.F.R. Part 200](#), and adopted by DHS at [2 C.F.R. Part 3002](#).

Article XXV - Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the [Bayh-Dole Act, Pub. L. No. 96-517](#), as amended, and codified in [35 U.S.C. section 200](#) et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at [37 C.F.R. Part 401](#) and the standard patent rights clause located at [37 C.F.R. sections 401.14](#).

Article XXVI - Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article XXVII - Non-supplanting Requirement

All recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXVIII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate

Initials of Authorized Official: _____

Date: _____

in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R.

Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXIX - National Environmental Policy Act

All recipients must comply with the requirements of the [National Environmental Policy Act](#) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXX - Lobbying Prohibitions

All recipients must comply with [31 U.S.C. section 1352](#), which provides that none of the funds provided under an federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action concerning the award or renewal.

Article XXXI - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

All recipients must comply with the Title VI of the Civil Rights Act of 1964 (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide

meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XXXII - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, [15 U.S.C. section 2225a](#), all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, [15 U.S.C. section 2225](#).

Article XXXIII- Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under [49 U.S.C. section 41102](#)) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 ([49 U.S.C. section 40118](#)) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 [amendment](#) to Comptroller General Decision B-138942.

Article XXXIV - Federal Leadership on Reducing Text Messaging while Driving

All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in [E.O. 13513](#), including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article XXXV - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See [OMB Circular A-129](#).)

Article XXXVI- False Claims Act and Program Fraud Civil Remedies

All recipients must comply with the requirements of [31 U.S.C. sections 3729 - 3733](#) which prohibit the submission of false or fraudulent claims for payment to the federal government. (See [31 U.S.C. section 3801-3812](#) which details the administrative remedies for false claims and statements made.)

Article XXXVII - Energy Policy and Conservation Act

All recipients must comply with the requirements of [42 U.S.C. section 6201](#) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XXXVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 ([20 U.S.C. section 1681 et seq.](#)), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any

Initials of Authorized Official: _____
Date: _____

educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at [6 C.F.R. Part 17](#) and [44 C.F.R. Part 19](#)

Article XXXIX- Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in [2 C.F.R. Part 200, Subpart E](#) may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XL- Drug-Free Workplace Regulations

All recipients must comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. section 8101 et seq.), which requires all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 3001, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 8101-8107).

Article XLI - Civil Rights Act of 1968 All recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex ([42 U.S.C. section 3601 et seq.](#)), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See [24 C.F.R. sections 100.201](#).)

Initials of Authorized Official: _____
Date: _____

NH Department of Safety HSGP Special Grant Terms and Conditions 2017

NOTE: The grant terms and conditions must be submitted with the grant acceptance

1. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable 2 CFR 200 and the FFY 2017 U.S. Department of Homeland Security, Grant Program Guidance and Application Kit. The applicant assures that it will comply and all its subrecipients and contractors will comply, with the applicable provisions of the U.S. Department of Homeland Security, FFY 2017 Homeland Security Grant Program Guidance and Application Kit, and all other applicable federal laws, orders, circulars or regulations.
2. **Freedom of Information Act (FOIA):** FEMA recognizes that much of the information submitted in the course of applying for funding under this program or provided in the course of its grant management activities may be considered law enforcement sensitive or otherwise important to national security interests. While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the FEMA FOIA Office, and may likely fall within one or more of the available exemptions under the Act. The applicant is encouraged to consult its own State and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. The applicant may also consult FEMA regarding concerns or questions about the release of information under State and local laws. The grantee should be familiar with the regulations governing Sensitive Security Information (49 CFR Part 1520), as it may provide additional protection to certain classes of homeland security information.
3. **Availability of Federal Funds:** This grant award is contingent upon availability of federal funds approved by Congress.
4. **Bidding Requirements:** The subrecipient must comply with proper competitive bidding procedures as 2 CFR 200.310-316 and 2 CFR 200.317-326. On any items, including those bids in the aggregate, whose total cost is less than \$5,000, the bids do not have to be submitted to the DOS for review and approval; but adequate documentation must be maintained in the subrecipient's files. On any items, including those bids in the aggregate, whose total cost is \$5,000 or more, bids must be submitted to DOS, if requested.
 - a. Buy American Act SEE ARTICLE II herein) : In general, grantees are not required to comport with the restrictions of the Buy American Act (41 U.S.C. 10a) However, grants authorized under the Stafford Act, including EMPG program, must follow these standards. The Buy American Act requires that all materials purchased be produced in the United States, unless such materials are not available, or such purchases would not be in the public interest
5. **Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant.
6. **Closed-Captioning of Public Service Announcements:** Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.
7. **Compliance Agreement:** The subrecipient agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by DOS. Failure to comply could result in a "Stop Payment" being placed on the grant.
8. **Conflict Of Interest:** Per 2 CFR 200 Recipients and subrecipients must disclose in writing to FEMA or its pass through entity, any potential conflict of interest in the Federal award's lifecycle. Personnel and other officials connected with this grant shall refer to the advice below but insure that a local policy is in place to comply generalized paraphrased policy sample herein and given below:

Advice: No official or employee of a state or unit of local government or of non-government grantees/subrecipients shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.

Appearance: In the use of these grant funds, officials or employees of state or local units of government and non-governmental grantees/subrecipients shall avoid any action which might result in, or create the appearance of the following:

- Using his or her official position for private gain;

Initials of Authorized Official: _____
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- Giving preferential treatment to any person;
- Losing complete independence or impartiality;
- Making an official decision outside official channels; and/or
- Adversely affecting the confidence of the public in the integrity of the government or the program.

Recipients and subrecipients must disclose, in a timely manner and in writing to FEMA or the pass-through entity, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the Federal award.

9. **Consultants:** Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, **not to exceed the maximum of \$650.00 per day. Permission for costs that exceed \$650 per day in total will need to be granted by DOS who must seek approval for DHS/FEMA for an increased rate.**
10. **Continuation:** The applicant agrees that if the requested project is funded continuation is not guaranteed.
11. **Contract Requirements:** The applicant agrees that no contract or agreement may be entered into by the subrecipient for execution of project activities or provision for services to a sub grant project (other than the purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved application. Any such arrangements will provide that the subrecipient will retain ultimate control and responsibility for the project and that the contractor will be bound by these conditions as well as the subrecipient.
12. **Construction Projects:** HSGP Program is effectively considered a non-construction program. However, subrecipients using funds for ancillary construction projects/work must comply with the *Davis-Bacon Act* (40 U.S.C. 3141 et seq.). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor (DOL) wage determination, is available from the following website: <http://www.dol.gov/compliance/laws/comp-dbra.htm>.
13. **Data Collection:** The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this agreement.
14. **Deobligation of Grant Funds:** All grants must be deobligated at the end of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by DOS.
15. **Disclosure of Federal Participation:** In compliance with Section 623 of Public Law 102-141, the subrecipient agrees that no amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the project unless the subrecipient agrees to the following:
 - Specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of federal funds that will be used to finance the acquisition and
 - Expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.
16. **Equipment:** The subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security and the NH Department of Safety - Grants Management Unit." Additionally, when practicable, any equipment purchased with funding under this agreement shall bear on it the logos of the NH Department of Safety - Grants Management Unit and U.S. Department of Homeland Security.
17. **Financial Responsibility:** The financial responsibility of subrecipients must be such that the subrecipient can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria:
 - Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
 - Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
 - The accounting system should provide accurate and current financial reporting information; and,
 - The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

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18. **Interest and Other Program Income:** The applicant agrees to be accountable for all interest or other income earned by the subrecipient with respect to sub grant funds or as a result of conduct of the project (sale of publications, registration fees, service charges, etc.) All program income generated by this grant during the project must be reported to DOS quarterly and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from DOS.
19. **Interoperable Equipment:** Grantee is responsible for all license requirements resulting from a potential grant. Equipment must meet DHS/FEMA recommended P-25 compatible standards
20. **Legal Action:** The subrecipient agrees that should the NH Department of Safety - Grants Management Unit determine that it needs to take legal action against the subrecipient for actions arising out of the grant, the subrecipient will waive jurisdiction and have the case heard in either state or federal court in Concord, New Hampshire.
21. **Obligation of Grant Funds:** Grant funds may not be obligated prior to the effective date of the approved grant application and without advance written approval by DOS. No obligations are allowed after the end of the grant period and the final request for payment must be submitted no later than 30 calendar days before the end of the grant period.
22. **Performance:** This grant may be terminated or fund payments discontinued by DOS where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by DOS. In the event the subrecipient fails to perform the services described herein and has previously received financial assistance from DOS, the subrecipient shall reimburse DOS the full amount of the payments made. However, if the services described herein are partially performed, and the subrecipient has previously received financial assistance, the subrecipient shall proportionally reimburse DOS for payments made.
23. **Property Control:** Effective control and accountability must be maintained for all personal property. Subrecipients must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subrecipients should exercise caution in the use, maintenance, protection and preservation of such property. Subrecipients agree to follow the terms of 2 CFR 200.317 – 200.326. In part this includes the following long term obligation (paraphrased here for outline purposes only but not meant to be a substitute for understanding and applying the 2 CRF 200.310-200.316):

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

- (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- 2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
- (4) Adequate maintenance procedures must be developed to keep the property in good condition.
- (5) If the grantee or subrecipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

Disposition. Must be reported to Grants Management and completed in accordance with 2 CFR 200. In cases where a grantee or subrecipient fails to take appropriate disposition actions, the awarding agency may direct the grantee or subrecipient to take excess and disposition actions.

Federal equipment. In the event a grantee or subrecipient is provided federally-owned equipment:

- (1) Title will remain vested in the Federal Government.
- (2) Grantees or subrecipients will manage the equipment in accordance with Federal agency rules and procedures, and submit an annual inventory listing.
- (3) When the equipment is no longer needed, the grantee or subrecipient will request disposition instructions from the Federal agency.

Right to transfer title. The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers

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shall be subject to the following standards:

- (1) The property shall be identified in the grant or otherwise made known to the grantee in writing.
- (2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow 2 CFR 200.
- (3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.

Right to transfer title. The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third party named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:

- (1) The property shall be identified in the grant or otherwise made known to the grantee in writing.
 - (2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow 2 CFR 200
 - (3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.
24. **Records:** The applicant will give the grantor agency or the DHS or the Office of the Inspector General, through any authorized representative, the access to and the right to examine all records, books, papers or documents related to the grant.
25. **Recording and Documentation of Receipts and Expenditures:** Subrecipient's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub grant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
26. **Reports:** The subrecipient shall submit, at such times and in such form as may be prescribed, such reports as DOS may reasonably require, including financial reports, progress reports, final financial reports and evaluation reports.
27. **Final and fiscal close-out Report:** The report is in addition to the cumulative progress reports and is also due 30 days after the end of the grant period.
28. **Retention of Records:** Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three year period, then records must be retained for three years after the litigation, claim or audit is resolved. Re: Property records see as previously noted in this section: Subrecipients agree to follow the terms of 2 CFR 200.317 – 200.326. In part this includes the following long term obligation (paraphrased here for outline purposes only but not meant to be a substitute for understanding and applying the 2 CRF 200.310-200.316):
29. **Suspension or Termination of Funding:** DOS may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a subrecipient for any of the following reasons:
- Failure to comply substantially with requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law;
 - Failure to adhere to the requirements, standard conditions or special conditions;
 - Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding;
 - Failure to submit reports;
 - Filing a false certification in this application or other report or document;
 - Other good cause shown.

30. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subrecipient's approved project plan and budget. Items must be in the subrecipient's approved grant budget in order to be eligible for reimbursement.
31. **Utilization of Minority Businesses:** Subrecipients are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
32. **Written Approval of Changes:** Any mutually agreed upon changes to this sub grant must be approved, in writing, by DOS prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.

Reporting Requirement: Typing of Equipment and Training:

Ongoing HSGP Guidance, FOA, and NOFAs require that all where applicable grantees report equipment purchases and the typed capability the equipment supports (where such typing guidance exists); the number of people trained in a given capability to support a reported number of defined resource typed teams (e.g., 63 responders were trained in structural collapse to support 23 Type 2 USAR Teams); and the total number of a defined type of resource and capabilities built utilizing the resources of this grant. Grantees will specify the number of resources, capability supported, whether it is a NIMS or State/local typed resource, the cost, and whether the resource sustains current capabilities or adds new capabilities. The resources should be reported only after equipment is delivered or after training has occurred and the corresponding grant funds have been expended. GMU will advise further on format for reporting upon grant award.

As a condition of the receipt of these funds:

Funding may be suspended or terminated for filing a false certification in this application or other reports or document as part of this program.

Tracking of Equipment:

Upkeep, maintenance, and training of and for equipment procured as part of the Homeland Security grant program is a local and/or grantee responsibility. The inventory of this equipment is a local responsibility and the recipient of such understands that inspections, auditing, and inventory accounting of this equipment may occur as a condition of this grant either from Federal, State or other appropriate level agency and agent.

Equipment valued over \$5,000:

To comply with OMB 2 CFR 200 equipment valued at this level must inventoried and tracked locally and be reported to the State Department of Safety (DOS) – Grants Management Unit for 2 years or until the item carries a depreciated value of less than \$250. The disposition of the equipment must be reported. DOS recommends consulting with local auditor's compliance and disposition rules governing equipment procured with Federal funds.

Initials of Authorized Official: _____
 Date: _____

Certification by Official Authorized to Sign

I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of the Official Authorized to Sign as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subrecipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds. **CERTIFICATION: I CERTIFY THAT I AM DULY AUTHORIZED UNDER THE STATUTES OF THE STATE OF NH TO APPLY FOR, AUTHORIZE, OR ACCEPT THE HOMELAND SECURITY GRANT FUNDS / EQUIPMENT HEREIN. ***THE AUTHORIZING OFFICIAL MUST BE STATUTORILY ALLOWED TO SIGN A CONTRACT FOR THE MUNICIPALITY (i.e. Mayor, City Manager, Town Manager, Chairperson BOS, etc.) PER RSA 31:95b or RSA 37:6**

Non-Supplanting Certification: This certification, which is a required component of the New Hampshire application, affirms that federal Homeland Security grant funds will be used to **supplement** (add to) existing funds, and will not **supplant** (replace) funds that have been locally appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post award monitoring, and the audit. DHS/FEMA I.B. 379 allows as well as FP-205-402-125-1 which apply to maintenance and sustainment of grant or in some cases non- grant acquired capabilities with specific definitions. Applicants and/or grantees will be/may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons OTHER than the receipt or expected receipt of federal Homeland Security grant funds. Supplanting funds is loosely defined (for these purposes) as using federal grant money to “replace” or “take the place of” existing local funding for equipment or programs. The funds are intended to provide local entities with **increased or in 2017 sustained capabilities** or to build capacity to address CBRNE/WMD terrorist incidents.

Initials of Authorized Official: _____
Date: _____

CERTIFICATION BY PROGRAM MANAGER/CONTACT*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Program Manager/Contact as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Scott Nemet Title: Fire Chief
Agency: Town of Lee Fire & Rescue Dept. Mailing Address: 7 Mast Rd
Phone Number: (603) 659-5411 Lee, NH 03801
Fax Number: (603) 659-9611 E-Mail Address: snemet@lee-fire.org
Signature: [Signature]

CERTIFICATION BY FINANCIAL OFFICER*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Financial Officer as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: _____ Title: _____
Agency: _____ Mailing Address: _____
Phone Number: _____
Fax Number: _____ E-Mail Address: _____
Signature: _____

CERTIFICATION BY AUTHORIZED OFFICIAL*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Authorized Official as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: _____ Title: _____
Agency: _____ Mailing Address: _____
Phone Number: _____
Fax Number: _____ E-Mail Address: _____
Signature: _____
Authorized Official (Per NH RSA 31:95b or RSA 37:6)

***NOTE: THE PROJECT DIRECTOR, FINANCIAL OFFICER AND AUTHORIZED OFFICIAL CANNOT BE THE SAME PERSON.**

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis- Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Uniform Guidance 2 CFR 200.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

**ACCEPTANCE OF AUDIT REQUIREMENTS
FFY 2017 Homeland Security Grant Program**

We agree to have an audit conducted in compliance with OMB Uniform Guidance 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$750,000). If a State Agency: Non-Federal entities that expend \$750,000 or more in federal funds (from all sources including pass-through sub awards) in the organizational fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of if applicable to your State Agency in accordance with 2 CFR 200 F and the State CAFR. If required, we will forward for review and clearance a copy of the completed audit(s) to the following:

NH Department of Safety
Office of the Commissioner
Grants Management Unit
33 Hazen Drive
Concord, NH 03305

The following is information on the next organization-wide audit that will include this agency:

1. *Audit Period
(Organization's fiscal or calendar year to be audited)

Beginning: Ending:
date date

2. Audit will be submitted to NH DOS Grants Management Unit by:
(Date must be no later than the ninth month after the end of the audit period)

Date:

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Uniform Guidance 2 CFR 200.

NH DOS Grants Management Unit will furnish any information regarding the OMB Uniform Guidance 2 CFR 200 audit requirements, upon request.

FAILURE TO COMPLETE THIS FORM WILL RESULT IN YOUR GRANT AWARD BEING DELAYED AND/OR CANCELLED.

Signatures: Dated



Program Director

Financial Officer

Authorized Official
(per RSA 31:95b or RSA 37:6)

Scott Nemet

Print Name

Print Name

Print Name

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Subrecipient/subawardee Name and Address:

Town of Lee
7 Mast Rd, Lee, NH 03861

2. Project Name: EMS Warm Zone Equipment

3. Grantee IRS Number: 02-0308336

4. Typed Name and Title of Authorized Representative:

5. Signature of Authorized Representative:

6. Date:

TOWN OF LEE FIRE & RESCUE
 2017 EMS Warm Zone Equipment
 Approved Items Checklist
 \$6,000.00

Approved			AEL	Reimbursed		
Name of Equipment	Quantity	Cost		Name of Equipment	Quantity	Cost
Ballistic Helmet			01LE-01-MLMT			
Tactical Safety Goggles			01EM-01-EFPM			
Plate Carrier and plates with MOLLE attachment points			01LE-01-ARMR			
MOLLE pouch to carry tourniquets			09ME-01-BAGM			
MOLLE pouch to carry medical supplies			09ME-01-BAGM			
Go Bag for Medical Supplies			09ME-01-BAGM			
PPE Gear Bags			19GN-00-BGPK			
Medical Supplies						
6" Israeli or Olaes Bandage			09MS-04-BAND			
4" Israeli or Olaes Bandage			09MS-04-BAND			
Hemostatic Dressing			09MS-04-HSBN			
Tourniquets (Adult)			09MS-04-TNQT			
Tourniquets (Pediatric)			09MS-04-TNQT			
Chest Seals			09MS-02-THOR			
Trauma Shears			09MS-01-SHER			
Nasopharygeal Airways			09MS-02-AWMG			
Decompression Needles			09MS-02-THOR			
Patient Removal Device (litter)			09ME-05-LITR			
Total		0.00				0.00

Balance 0.00



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

Office Use Only

Meeting Date: November 6, 2017

Agenda Item No. 8b

BOARD OF SELECTMEN
MEETING AGENDA REQUEST
11/6/2017

Agenda Item Title: Roof Repairs at the Public Safety Complex

Requested By: Julie Glover **11/2/2016**

Contact Information: 603-659-5414

Presented By: Julie Glover, Town Administrator

Description: Review the proposal from Harold Holt to repair the roof on the Fire Department side at the Public Safety Complex.

Financial Details: \$ 875.00. The Town Building CRF balance as of Sept. 27, 2017 is \$219,520.04

Legal Authority NH RSA 41:8, 41:11a; 35

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 a contract agreement with Harold Holt in the amount not to exceed \$875.00 to complete repair work needed on the PSC (Fire Department side) roof; funds to come from the Town Building Capital Reserve Fund.

Harold Holt
Home Improvement

324 Hall Road
Barrington, NH 03825
603-767-1488

October 26, 2017

Roofing Agreement

Customer: Town of Lee
Public Safety Building
Lee, NH 03861
Attention: Bill

Job Description: Roofing

Labor and Materials To:

- Remove shingles 3' up on 28 lineal feet of lower section of roof on right side of building
- Install new ice shield
- Install aluminum ice guard 3' high
- Install new flashing on side walls
- All work to be done in a professional workmanship manner
- Remove all debris

Total Quote	\$875.00
Deposit	\$437.50
Balance on Completion	\$437.50

Proposed by:

Accepted by:

Harold Holt

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
APPLICATION FOR PRELIMINARY ESTIMATE
BRIDGE AID**

TO THE COMMISSIONER:

The Town/City of LEE hereby applies for a Preliminary Estimate for the cost of replacing or rehabilitating Bridge No. 087/084 on CAKTLAND RD. (name of highway), a Class II, IV, or V highway, and for the municipality's share of the costs of such replacement or rehabilitation under Bridge Aid Law, RSA Chapter 234.

Date: _____

Chairman, Mayor, Town/City Manager

Selectman

Selectman

RETURN TO: Municipal Highways Engineer
Bureau of Planning and Community Assistance
NH Department of Transportation
PO Box 483, Concord, NH 03302-0483

NOTE: *The bridge number may be secured from the District Engineer.*

After examination of the bridge site, the Department of Transportation will send the requested Preliminary Estimate to the Chairman, Mayor, or Town/City Manager so the municipality may raise or appropriate the necessary funds.

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
APPLICATION FOR PRELIMINARY ESTIMATE
BRIDGE AID**

TO THE COMMISSIONER:

The Town/~~City~~ of LEE hereby applies for a Preliminary Estimate for the cost of replacing or rehabilitating Bridge No. 097/074 on TUTTLE RD. (name of highway), a Class II, IV, or V highway, and for the municipality's share of the costs of such replacement or rehabilitation under Bridge Aid Law, RSA Chapter 234.

Date: _____

Chairman, Mayor, Town/City Manager

Selectman

Selectman

RETURN TO: Municipal Highways Engineer
Bureau of Planning and Community Assistance
NH Department of Transportation
PO Box 483, Concord, NH 03302-0483

NOTE: *The bridge number may be secured from the District Engineer.*

After examination of the bridge site, the Department of Transportation will send the requested Preliminary Estimate to the Chairman, Mayor, or Town/City Manager so the municipality may raise or appropriate the necessary funds.

Memorandum

TO: Select Board
Town of Lee

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

DATE: October 23, 2017

RE: DRA Sales Ratio Survey

I have completed a review of the information for the sale ratio survey and believe the information submitted is accurate. A printed spreadsheet listing of the data entered information has been provided for review. If during your review any issues are noted, please let me know.

A draft analysis of the sales data was performed. Overall, the town's assessment to sale price median ratio is expected to be about 88% for the 2017-tax year, which is roughly an 8% change from last year's ratio of 96.3% and is what was expected given the real estate market of Southern New Hampshire over the past year. The 62 valid sales show a COD of 10.43 with the PRD at 1.04.

The above listed figures are expected to be similar (although not exact as DRA may exclude or include different sales) to the DRA's analysis when it is completed in late fall 2017 or early spring 2018.

The above statistical indications appear to meet current Assessment Review Guidelines.

If there are any questions, please feel free to contact me at your convenience.

LEE DRA EQ DATA LISTING 10-23-17.xls

Verno	Sale Date	Acres	Address	Map Lot	Verified Price	Current Assed	Previous Assed	Ratio	Prop Code	Mod Code	XCode1
1	10/5/2016	1.87	17 CHESTNUT WAY	01-07-2000	\$93,000	\$173,200	\$80,800	87%	22	0	17 L/B Assessment - L/O Sale
2	10/7/2016	3.66	10 PINKHAM ROAD	03-09-0400	\$363,000	\$266,600	\$265,000	73%	11	0	
3	10/17/2016	3	255 WADLEIGH FALLS ROAD	35-04-0200	\$315,000	\$297,900	\$297,900	95%	11	70	
4	10/21/2016	0	10 SPRUCE DRIVE	10-05-0075	\$7,000	\$26,100	\$26,100	373%	18	0	33 Landlord/Tenant as Grantor/Grantee
5	10/21/2016	10.02	242 WADLEIGH FALLS ROAD	27-03-0100	\$446,000	\$335,800	\$335,800	75%	11	0	
7	10/21/2016	3	2 CAVERNO DRIVE	12-07-1300	\$660,000	\$634,600	\$634,600	96%	11	0	
10	10/31/2016	0	584 CALEF HIGHWAY	24-10-0101	\$145,000	\$146,700	\$146,700	101%	14	0	
11	11/1/2016	1.84	30 NEWTOWN PLAINS ROAD	01-03-0100	\$217,000	\$209,400	\$209,400	96%	11	0	
12	11/2/2016	0	6 CEDAR LANE	10-05-0046	\$35,000	\$29,500	\$29,500	84%	18	0	
14	11/4/2016	28.95	124 WEDNESDAY HILL ROAD	29-05-0000	\$250,000	\$480,900	\$480,900	192%	11	0	90 RSA 79-A Current Use
18	11/22/2016	3.67	59 CAMPGROUND ROAD	27-01-0200	\$145,000	\$154,700	\$154,700	107%	17	0	
19	11/23/2016	1.45	13 CHESTNUT WAY	01-07-2200	\$88,000	\$90,500	\$76,500	103%	22	0	
20	11/28/2016	2.26	11 CHESTNUT WAY	01-07-2300	\$93,000	\$252,000	\$82,800	89%	22	0	17 L/B Assessment - L/O Sale
22	12/9/2016	2.32	20 FURBER DRIVE	20-02-0800	\$416,500	\$412,800	\$421,600	99%	12	0	
23	12/12/2016	2.12	21 CHESTNUT WAY	01-07-1800	\$587,500	\$422,100	\$82,300	72%	11	0	
26	12/19/2016	1.43	9 CHESTNUT WAY	01-07-2400	\$170,000	\$165,700	\$152,900	97%	22	0	
27	12/21/2016	0	9 ROBY LANE	15-02-0705	\$40,000	\$41,200	\$41,200	103%	18	0	
29	12/23/2016	0.92	4 GRANGER DRIVE	13-02-2000	\$254,000	\$229,700	\$229,700	90%	11	0	
30	12/23/2016	2.35	7 LOVE LANE	28-05-0700	\$285,000	\$298,000	\$291,100	105%	11	0	
33	1/3/2017	0	3 PINECREST ESTATES	04-06-0302	\$32,934	\$31,500	\$29,900	96%	18	0	
35	1/5/2017	1.88	15 CHESTNUT WAY	01-07-2100	\$88,000	\$114,900	\$80,900	92%	22	0	17 L/B Assessment - L/O Sale
39	1/20/2017	2.24	26 CHESTNUT WAY	01-07-1300	\$89,000	\$305,500	\$82,800	93%	22	0	
49	2/21/2017	2.59	200 WADLEIGH FALLS ROAD	27-02-0900	\$291,000	\$232,600	\$232,600	80%	11	0	
51	2/27/2017	1.98	50 LAMPREY LANE	28-03-1600	\$362,500	\$312,600	\$312,600	86%	11	0	
54	3/10/2017	4.64	23 BELLE LANE	33-04-1100	\$305,000	\$300,200	\$327,500	98%	12	70	
55	3/17/2017	1.85	35 KELSEY ROAD	19-04-1100	\$80,000	\$73,900	\$73,900	92%	22	0	90 RSA 79-A Current Use
56	3/21/2017	0	1 FEDERAL HILL LANE	13-04-0201	\$6,000	\$12,700	\$12,700	212%	18	0	81 Estate Sale With Fiduciary Covenants
60	3/27/2017	1.95	14 THORNTON LANE	19-06-2000	\$320,000	\$305,200	\$308,000	95%	11	0	
61	3/28/2017	10.46	56 CAMPGROUND ROAD	26-01-0300	\$305,000	\$237,000	\$237,000	78%	11	70	90 RSA 79-A Current Use
62	3/30/2017	0	1 EAGLE LANE	13-04-0205	\$47,900	\$45,700	\$45,700	95%	18	0	
66	4/14/2017	1.66	56 SHERBURNE ROAD	06-08-0300	\$345,000	\$247,900	\$210,200	72%	11	0	
67	4/18/2017	0.92	3 CHESTNUT WAY	01-07-2700	\$87,000	\$76,200	\$70,300	88%	22	0	
68	4/21/2017	5.1	50 DEMERITT AVENUE	19-08-0000	\$180,000	\$238,100	\$238,100	132%	11	0	14 Improvements +/- (Post Assmt/Pre Sale)

LEE DRA EQ DATA LISTING 10-23-17.xls

Verno	Sale Date	Acres	Address	Map Lot	Verified Price	Current Assed	Previous Assed	Ratio	Prop Code	Mod Code	XCode1
112	7/26/2017	2.77	24 CHESTNUT WAY	01-07-1200	\$389,900	\$165,900	\$82,400	43%	11	0	15 Improvements +/- Incomplete at Assmt date
115	7/28/2017	3.39	274 LEE HOOK ROAD	33-01-0200	\$418,000	\$340,400	\$340,400	81%	11	0	
116	8/1/2017	1.95	16 TOON LANE	29-03-1800	\$544,000	\$481,100	\$481,100	88%	11	70	
117	8/1/2017	1.01	10 DECATO DRIVE	28-08-0400	\$265,000	\$205,600	\$205,600	78%	11	0	
118	8/2/2017	2.89	168 WEDNESDAY HILL ROAD	29-04-0100	\$495,000	\$417,000	\$413,600	84%	12	70	
120	8/7/2017	2.07	10 PIPER LANE	25-08-3710	\$310,000	\$257,400	\$257,400	83%	11	0	
121	8/8/2017	2.26	11 CHESTNUT WAY	01-07-2300	\$566,500	\$252,000	\$82,800	44%	11	0	15 Improvements +/- Incomplete at Assmt date
122	8/9/2017	1.96	295 STEPPING STONES ROAD	10-04-0500	\$349,900	\$268,700	\$268,700	77%	11	0	
123	8/11/2017	36.24	100 STEPPING STONES ROAD	07-10-0000	\$700,000	\$408,700	\$408,700	58%	11	0	90 RSA 79-A Current Use
126	8/17/2017	0.92	14 CHESTNUT WAY	01-07-0700	\$85,000	\$76,200	\$70,300	90%	22	0	
127	8/18/2017	0	42 SWAAN DRIVE	09-10-0021	\$223,000	\$217,200	\$217,200	97%	14	0	
128	8/18/2017	2.85	29 CALEF HIGHWAY	03-03-0000	\$245,000	\$352,600	\$352,600	144%	33	0	81 Estate Sale With Fiduciary Covenants
129	8/18/2017	1.14	22 MAST ROAD	13-04-0300	\$306,000	\$223,200	\$223,200	73%	11	0	
130	8/22/2017	1.88	15 CHESTNUT WAY	01-07-2100	\$520,900	\$114,900	\$80,900	22%	11	0	15 Improvements +/- Incomplete at Assmt date
131	8/22/2017	0.7	1 RIVERSIDE FARM DRIVE	26-11-3000	\$326,700	\$236,000	\$235,800	72%	11	0	
132	8/28/2017	0.92	5 ELDER OSBORNE DRIVE	12-08-0701	\$335,000	\$299,700	\$299,700	89%	11	0	
133	8/28/2017	2.64	216 NORTH RIVER ROAD	25-06-0100	\$275,000	\$216,600	\$216,600	79%	11	0	
134	8/29/2017	1.97	1 SACKETT ROAD	08-03-0000	\$480,000	\$389,800	\$389,800	81%	11	0	
136	9/1/2017	1.17	123 TURTLE POND ROAD	02-02-0600	\$271,000	\$251,800	\$251,800	93%	11	0	
139	9/5/2017	2.15	TURTLE POND ROAD	09-05-1900	\$200,000	\$169,200	\$169,200	85%	22	0	90 RSA 79-A Current Use
140	9/5/2017	9.52	145 MAST ROAD	09-05-0000	\$600,000	\$607,000	\$607,000	101%	11	0	90 RSA 79-A Current Use
141	9/7/2017	0	9 CEDAR LANE	10-05-0051	\$55,000	\$53,500	\$53,500	97%	18	0	
142	9/8/2017	5.1	50 DEMERITT AVENUE	19-08-0000	\$345,000	\$238,100	\$238,100	69%	11	0	
143	9/15/2017	10.4	67 CONCORD ROAD	04-06-0500	\$173,900	\$314,600	\$314,600	181%	23	0	90 RSA 79-A Current Use
145	9/25/2017	2.33	NORTH RIVER ROAD	25-05-0400	\$200,000	\$4,700	\$4,700	2%	22	0	19 Multi-Town Property
147	9/29/2017	2.4	28 CHESTNUT WAY	01-07-1400	\$89,000	\$90,200	\$83,400	101%	22	0	

2017
EQUALIZATION
MUNICIPAL ASSESSMENT DATA
CERTIFICATE



MUNICIPALITY: Lee

We the undersigned do hereby certify that the assessment and sales information provided by us on the NH Mosaic Equalization System has been thoroughly reviewed by this Board and is complete and accurate to the best of our knowledge.

We understand that this information will be used by the NH Department of Revenue Administration to calculate the municipality's equalization ratio. The equalization ratio will be used to calculate the total equalized valuation for this municipality.

SIGNATURE OF ASSESSING OFFICIALS

*(Selectmen if Town; must be signed by a majority)
(Assessor if City)*

DATE

_____	_____
_____	_____
_____	_____
_____	_____

NAME OF CONTACT PERSON: Scott Marsh EMAIL: smarsh@mrigo.com

OFFICE PHONE NUMBER: 603-785-5805 OFFICE HOURS: _____
(Note: If your office keeps irregular hours, please provide an alternate means of contacting you.)

(Please check appropriate box, if applicable)

Full Reval Cyclical Reval Cyclical In Progress Partial Update/Statistical
(values updated)

NAME OF COMPANY DOING REVALUATION WORK: _____
(Please state if done in-house)

COMMENTS: _____

Please mail to: Department of Revenue Administration PO Box 487, Concord NH 03302-0487



State of New Hampshire
Department of Revenue Administration

P.O. Box 1313, Concord, NH 03302-1313
Telephone (603) 230-5950
www.nh.gov/revenue



John T. Beardmore
Commissioner

Kathryn E. Skouteris
Assistant Commissioner

MUNICIPAL AND PROPERTY DIVISION
Stephan W. Hamilton
Director



October 26, 2017

Dear Selectmen/Assessing Officials:

The DRA is beginning the 2017 Equalization process. Annually the DRA conducts sales-assessment ratio studies so that we can measure the levels of assessment and equity for each municipality. To accomplish this, the DRA and municipalities will be utilizing the NH Mosaic Equalization System which allows the ratio studies to be completed in an efficient and time effective manner. In order to analyze each sale and to establish an equalization ratio, we require the 2016 and 2017 assessment data and other information for each sale listed. The sales that occurred between October 1, 2016 and September 30, 2017 are currently in the system.

The following documents are enclosed to help municipalities understand the equalization process and the new system:

1. Instructions for completing the Municipal Assessment Data Information.
2. Property & Exclusion Codes list with instructions*. (*Also available on-line at www.nh.gov/revenue/)



*Double click on this ICON ; click on Municipal and Property link; scroll down page to find Property then Equalization and choose Current Tax Year.

3. **2017 Equalization Municipal Assessment Data Certificate.** This must be completed and returned before the equalization ratio will be set.
4. Equalization is governed pursuant to RSA 21-J:3, VIII; RSA 21-J:9-a; and RSA 21-J:13, IX, which are available on-line at www.gencourt.state.nh.us. Administrative Rules 2803.01 & 2804.01 (www.gencourt.state.nh.us/rules/rev2800.htm).

Please complete and release the Municipal Assessment Data Information including both the 2016 and 2017 assessments and return the signed **Municipal Assessment Data Certificate** (included), to this office no later than **December 15, 2017**.

If you have any questions, please contact me at 230-5950.

Sincerely,

Linda C. Kennedy, Manager
Equalization Bureau

2017 MUNICIPAL ASSESSMENT DATA INSTRUCTIONS

The NH Mosaic Equalization system provides municipalities with all the sales that occurred throughout the year. However, many of those sales are ineligible for the ratio study: these are classified as "PRE-EXCLUDED" sales in the system. Those sales that are eligible for the ratio studies are classified as "UNVERIFIED" sales. Municipalities must match each unverified sale to the correct CAMA data base record. Once matched, the Equalization System will automatically retrieve information from the CAMA database and insert it into the Equalization System. Do not provide assessment information for any pre-excluded sales.

For all unverified sales, towns must provide:

1. The 2016 and 2017 assessments for each sale. There are no exceptions. *The assessment must be provided even if the assessing officials determine that a sale is not arm's length or has had a revaluation.*
2. The reason for any assessment change in the town notes section such as improvements, garage added, NSA (Not Separately Assessed), land only in 2016, land and building in 2017. Every assessment that changed between 2016 and 2017 **must** have a corresponding note explaining the change. **DO NOT** use exclusion codes to explain these changes.

If your municipality has had a revaluation or has done some reassessment work that affects either a portion of or the whole municipality, make a clear statement on the Equalization Certificate, indicating the reassessment work that has been done (i.e., revaluation, increased all valuations by 20%, reassessed all manufactured housing).

3. Notification if the property is in CURRENT USE:

- Provide the ad valorem assessment (what the property would be assessed if it were not in C.U.), if available, in the assessed value space.
- Provide the CU assessed value and the notation "CU" in the town notes section.

Using current use assessments when calculating ratios for sales will result in incorrect equalization ratios. Therefore, it is extremely important that we know which sale properties are in current use and what the ad valorem value is for those sales, if available.

4. The property code: The Property Codes Table lists the codes for each property type. If you have a property type, neighborhood, etc. that you would like stratified separately from the other sales, please call this office for a special code. For example, some municipalities have requested codes for islands, lake access, etc. If you were assigned a special code in 2016, you may still use that code.
5. Any information or comments regarding the details of the sale such as family sale, auction, etc. should be entered in the "Town Notes" section. BE SPECIFIC! DO NOT write "unqualified sale" or "not arms' length." If a sale is to be excluded, please refer to the Exclusion Codes Table and instructions provided. Those exclusion codes with YES in the explanation column must have an accompanying explanation.
6. A copy of any documentation regarding the circumstances of a sale that modifies the information provided by the vendor or by the PA-34, Inventory of Property Transfer form, which you believe the DRA should consider when determining the validity of the sale. An example of such documentation may include a copy of a municipal sales questionnaire filed by either the grantor or grantee.

REVIEW THE INFORMATION AND CONFIRM THAT THE INFORMATION RETRIEVED FROM THE CAMA SYSTEM IS CORRECT.

Be sure to complete the *pink* Municipal Assessment Data Certificate and deliver or mail it to this office when you have completed and released the assessment information to the DRA. This form must be signed by a majority of the Board of Selectmen/Assessing officials.

NO RATIO SHALL BE SET PRIOR TO THE RECEIPT OF THIS FORM.

2017 NH MOSAIC EQUALIZATION SYSTEM SOFTWARE

NH Mosaic Equalization system software is used to electronically process the annual sales-assessment ratio studies conducted by the DRA. This software was developed in conjunction with the Mosaic Parcel Map System software which contains the tax maps and assessing information for all municipalities within New Hampshire. This software enables all towns to electronically file their assessment information on a web based platform. The software utilizes sales and assessment information provided by the county registries, municipalities' CAMA systems and the PA-34's.

The Equalization system:

1. Receives the sales from the county registries daily and includes the following information
 - Sale Price (calc from tax stamp)
 - Tax Stamp
 - Deed Recording Date
 - Sale Date
 - Registry Book & Page Number
 - Buyer Name
 - Seller Name
 - Deed type (if available)
2. Retrieves the following from the municipality's CAMA data base:
 - Current and prior year assessments: 2016 & 2017
 - Property Type (See attached Property Code list)
 - Acreage; lot size
 - Tax Map & Lot Number
 - Building type & size
3. Attaches the PA-34 for each sale (if available). The PA-34:
 - Verifies known sale information
 - Adds information such as deed type, seller & buyer address, etc.
 - Adds Information regarding the inclusion & exclusion of the sale
4. Allows the user to enter the Mosaic Parcel Map System and see the parcel and the property record card for the sale. Municipalities have access to the Mosaic Parcel Map for their town.

TRAINING

Training and assistance is available upon request from the Municipal & Property Division field staff. Contact your Municipal & Property Division Monitor. Other training is available on the DRA website @ www.revenue.nh.gov/munc_prop/property including:

- Mosaic Property Tax Equalization Reference Guide
- Property Tax Equalization Quick Help Sheets
- Training Videos

SYSTEM INSTRUCTIONS

To log onto the system, go to: ratiostudy.org. You should already have credentials to work on the system. If not, please contact Patrick Santoso at Patrick@axiomnh.com or by calling him at 678-4574 for credentials. Reminder: Don't forget to upload your 2017 CAMA database when it is final.

**2017 MUNICIPAL ASSESSMENT REPORTING FOR EQUALIZATION
STATUTORY AUTHORITY & GLOSSARY**

Statutory Authority & Administrative Rules	RSA 21-J:3 VIII, Requires municipal officials to report assessment information; RSA 21-J:9-a, Equalization Procedure; RSA 21-J:13 IX. Rulemaking Authority. Rev 2800.
Ad Valorem Value	The valuation of property prior to any adjustment for Current Use (RSA 79-A), Conservation Restriction Assessment (RSA 79-B), or exemptions.
Arm's Length Transaction	(1) A sale between a willing buyer and a willing seller that are unrelated and are not acting under, duress, abnormal pressure or undue influences. (2) A sale between two unrelated parties, both seeking to maximize their positions from the transaction..
Assessing Officials	The municipal assessors or selectmen. See RSA 75:1 (selectmen), RSA 41:2-g (elected assessors) and RSA 48:16 (city assessors) for statutory authority and duties.
Assessment	The gross local assessed value of a property prior to any adjustments for exemptions such as elderly, blind or disabled.
Coefficient of Dispersion	The C.O.D. is a measure of assessment equity and represents the average percentage deviation from the median ratio. A C.O.D. will be calculated for the entire sample and for each stratum.
Current Use/Conservation Restriction Assessment	The value of the property assessed in accordance with RSA 79-A or RSA 79-B.
Cyclical Revaluation Rev 601.16	"Cyclical revaluation" means the process of combining a full statistical revaluation of the entire municipality with a cyclical inspection process.
Equalization Year	October 1, 2016 to September 30, 2017.
Full Revaluation Rev 601.24	"Full revaluation" means the revaluation of all taxable and nontaxable properties in a municipality, with a complete measure and listing of all taxable and nontaxable properties to occur at the same time of the establishment of the new base year, to arrive at full and true value as of April 1. The term includes "full reappraisal" and "full reassessment."
Full Statistical Revaluation Rev 601.25	"Full statistical revaluation" means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1. The term includes "statistical update" and "statistical reassessment."
Manufactured Housing	For equalization purposes, "manufactured housing" means any structure, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width and 40 body feet or more in length, or when erected on site, is 320 square feet or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical heating systems contained therein. Manufactured housing as defined in this section shall NOT include presite built housing or modular housing as defined below. (RSA 674:31) (Use Property Code 17 or 18) For equalization purposes, "pre-site built housing" means any structure designed primarily for residential occupancy which is wholly or in substantial part made, fabricated, formed or assembled in off-site manufacturing facilities in conformance with the United States Department of Housing and Urban Development minimum property standards and local building codes, for installation, or assembly and installation, on the building site. Pre-site built housing or modular housing shall NOT include manufactured housing, as defined above. (RSA 674:31-a) (Do Not Use Property Code 17 or 18)
Market Value Rev 601.32	The value of a property that meets the following criteria: <ul style="list-style-type: none"> . is the most probable price, not the highest, lowest or average price . is expressed in terms of money . implies a reasonable time for exposure to the market . implies both buyer and seller are informed of the uses to which the property may be put . assumes an arm's length transaction in the open market . assumes a willing buyer and willing seller, with no advantage being taken by either buyer or seller, and . recognizes both the present use and the potential use of the property. The term includes "full and true value."
Partial Update/ Partial Revaluation Rev 601.38	"Partial update" means the process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas, or classes of property, to bring those properties to the municipality's general level of assessment utilizing the existing base tax year and providing an addendum to the existing USPAP compliant report. The term includes "partial revaluation."
Price-Related Differential	The P.R.D. measures vertical inequities (differences in appraisal of low-value and high-value properties). A P.R.D. will be calculated for the entire sample and for each individual stratum.
Ratio	The assessment divided by the sale price equals the ratio for a single property. The mean, median and weighted mean are calculated using all of the individual sales in a sampling.
Strata	(Stratum, sing.) A class or subset of the population being studied. For example: residential land or manufactured housing.

**EQUALIZATION OF ASSESSMENT FOR EACH TOWN, CITY,
& UNINCORPORATED PLACE WITHIN THE STATE
Administrative Rule Rev 2800**

Rev 2803.01 Municipal Assessment Data.

(a) Assessing officials shall submit municipal assessment data to the department as part of a sales assessment ratio study used in the equalization process.

(b) Assessing officials shall verify and provide the following municipal assessing data:

- (1) The previous tax year's assessment before applying exemptions or credits;
- (2) The current tax year's assessment before applying exemptions or credits;
- (3) A statement explaining the change if there is a difference between the prior and current tax year's assessments;
- (4) Comments verifying, amending and adding to the sales information that may affect the inclusion or exclusion of the sale; and
- (5) Information the assessing officials have knowledge of which would indicate that the sale or transfer might not reflect an arms length transaction as listed in section 3.05.02 (b) of the manual.

(c) Within 45 days of notification by the department, assessing officials shall:

- (1) Electronically file municipal assessment data with the department in a format compatible with the department's electronic system; and
- (2) Certify that the municipal assessment data certificate is complete and accurate to the best of their knowledge by mailing or delivering the certificate to:

New Hampshire Department of Revenue Administration
Equalization Bureau
109 Pleasant Street
P O Box 487
Concord, New Hampshire 03301-0487.

Rev 2804.01 Appeals.

(a) Assessing officials may contact the department prior to the calculation of the total equalized valuation for:

- (1) Revisions as stated in Rev 2803.04 (b); or
- (2) Consideration of an alternate ratio methodology as stated in 3.11 of the manual.

(b) A municipality may appeal the total equalized valuations calculated by the department at the conclusion of the equalization process to the board of tax and land appeals in accordance with RSA 71-B:5, II.

Source. #8258, eff 1-15-05; ss by #8816, eff 2-6-07; ss by #10277, eff 2-22-13 (formerly Rev 2805.01)

2017 DRA EQUALIZATION PROPERTY CODES				
PROPERTY CODES	PROPERTY TYPES	CONDENSED NAME	*CLASS	**CLASSIFICATION CODES
Improved Residential Land & Building or Building Only Codes				
11	Single Family Home	SFHM	R	GC1
12	Multi-Family 2-4 Units	MFHM	R	GC1
13	Apartment Building 5+ Units	APT5	C	GC1
14	Single Residential Condominium Unit - Even if the unit is part of multi unit block - Condex	RCIU	R	GC1
15	Residential Condominium 2-4 Unit Building - purchase of multiple units	RC24	R	GC1
16	Residential Condominium 5+ Unit Building - purchase of multiple units	RC5+	C	GC1
17	Manufactured Housing with Land (see definition in Glossary)	MHWL	R	GC1
18	Manufactured Housing without Land (see definition in Glossary) RSA 674:31 (metal frame, permanent chassis)	MHNL	R	GC1
19	Unclassified/Unknown Improved Residential - Land/Camper/Camp/Garage outbldg	UUIR	U	GC1
20	Building Only - Residential (Land Leased Properties) RSA 674:31-a (Includes pre-site built housing)	RSBO	R	GC1
Land Only Codes				
22	Residential Land	RESL	R	GC3
23	Commercial Land	COML	C	GC3
24	Industrial Land	INDL	I	GC3
25	Mixed Use Residential/Commercial Land	RECL	C	GC3
26	Mixed Use Commercial/Industrial Land	CML	C	GC3
27	Unclassified/Unknown Land	UUKL	U	GC3
Non-Residential Land & Building Codes				
33	Commercial Land & Building	CMLB	C	GC2
34	Industrial Land & Building	INLB	I	GC2
35	Mixed Use Residential/Commercial Land & Building	RCLB	C	GC2
36	Mixed Use Commercial/Industrial Land & Building	CILB	C	GC2
37	Unclassified/Unknown Non-Residential Land & Building	UULB	U	GC2
38	Building Only - Commercial/Non-Residential	NRBO	C	GC2
Non-Residential Condo Codes				
44	Commercial Condominium	COMC	C	GC2
45	Industrial Condominium - Airport Hangars	INDC	I	GC2
46	Unclassified/Unknown Non-Residential Condominium	UUNC	U	GC2
Other Codes				
55	Boatslip Only - Dockominium	BSLP	R	GC4
56	Condominimized Land Site - Campgrounds	COLS	R	GC4
57	Unclassified/Unknown Other - Easements	UUOT	U	GC4
58	Garage/Storage Unit - Condo garage spaces, parking	STUT	R	GC4
59	Dry Berth	DBTH	R	GC4
MODIFIER CODE	MODIFIER TYPES	CONDENSED NAME		
70	Waterfront	WTRF		
71	Water Access	WTRA		
72	Island	ISLD		
73	Waterfront Influence	WTRI		
74	View +	VEW+		
75	View-	VEW-		
SPECIAL CODES				
Special Codes are available at the request of assessing officials for unique property types or neighborhoods. See instructions on the back of this form.				

*CLASS: R = RESIDENTIAL ** CLASSIFICATION CODES (Assigned by DRA): GC1 = IMPROVED RESIDENTIAL
C = COMMERCIAL GC2 = IMPROVED NON-RESIDENTIAL
I = INDUSTRIAL GC3 = UNIMPROVED
U = UNKNOWN/UNCLASSIFIED GC4 = MISCELLANEOUS

2017 PROPERTY CODES INSTRUCTIONS

WHAT ARE PROPERTY CODES?	<p>Property codes classify properties according to the major property types found in New Hampshire. Special property codes can be used to classify specific neighborhoods or unique property characteristics within a single municipality.</p> <p>Not every municipality will have property for each of the listed property types.</p>
WHY ARE PROPERTY CODES IMPORTANT?	<p>Property codes allow the DRA to prepare a stratified ratio report for the individual stratum (property type or neighborhood) in a municipality. The stratified ratio reports are important for equalization to help determine the representativeness of the sample and to designate sales that may be outliers. For assessment purposes, the stratified ratio reports give a more precise picture of the assessment (i.e., ratios) and equity (i.e., coefficient of dispersion) levels in a municipality and can signal areas of the municipality where adjustments may be needed.</p> <p>The DRA will still prepare a ratio study using all sampled sales, regardless of type.</p>
PROPERTY CODES	<p>Insert the Property Code that matches the sale property at the time of the sale in the column entitled PROPERTY CODES. If the sale property is for one type of property and the assessment is for another type of property, provide comments regarding the difference in the town notes section. For example: Land only sale, land and building assessment. The municipal comments are important in determining which assessment should be used to calculate the ratio for an individual sale. A property code must be inserted for each sale.</p>
MODIFIER CODES	<p>If there are characteristics that influence the value of the property such as waterfront or view influence, insert the modifier code that applies to the sale in the column entitled MODIFIER CODES. Use the modifier code that influences the actual assessment first if more than one. A property code must still be inserted even if a modifier code is being inserted.</p>
SPECIAL CODES	<p>If you feel that you have enough sales of a unique type of property not listed above or a special neighborhood and you would like a separate stratified analysis prepared, please contact the Municipal & Property Division, Equalization Bureau and a special code will be assigned. Some examples of special codes that have been used in the past are: L/O Condos, Utility Lockers, Camps & Historic Districts.</p>
CLASSIFICATION CODES	<p>The Assessing Standards Board adopted the following three strata for reviewing municipalities: Improved Residential, Improved Non-residential and Unimproved. Assessment Review codes GC1, GC2 and GC3 have been developed to stratify the sales into three categories. Assessment Review code GC4 is used for all sales that do not fit into the three Assessment Review categories. These codes are not assigned by the municipalities. They are automatically assigned by the DRA as a result of the property codes provided by the municipalities.</p>
WHO TO CONTACT?	<p>All questions or concerns regarding equalization, including the assignment of special codes, should be directed to the Municipal & Property Division, Equalization Bureau at 230-5950.</p>

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
EQUALIZATION BUREAU**

EXCLUSION CODES

It is the intent of the Department of Revenue Administration to use only arm's length transactions that sold for market value in the conduct of the ratio study. See the definitions for "arm's length" and "market value" on the back of the 2017 Equalization Instructions.

Assessing officials are required to provide comments regarding various aspects of a sale. The DRA is providing assessing officials with exclusion codes to explain the conditions of the excluded sales. Put exclusion codes in the space provided titled "Exclusion Code." If there is more than one reason for excluding a sale, include additional exclusion codes in the same area. **DO NOT use exclusion (or any other) codes to describe a change in assessed values from the prior EQ year.** Assessing officials may choose to make comments in the town notes section to further explain the details of a sale.

It is the DRA's intention to utilize as many sales as possible. Unfortunately, this is not always possible. The sales and corresponding codes in the exclusion code table are typically not considered to be arm's length transactions. Therefore, they are not used in the ratio study. The sale may be used, however, if information is provided to the DRA regarding the terms and marketing of a sale to show that the sale meets the criteria of an arm's length transaction and it can be established that the sales price equated to market value as defined on the back of this page.

The table lists the most common reasons for removing the majority of sales not included in the ratio study, but does not include every reason for excluding a sale. If a sale is a non-arm's length transaction and no code is provided, ***do not try to find the code that is the closest match for removing the sale!*** Please use exclusion code 99, unclassified exclusion, and provide explicit and complete remarks in the town notes section for the sale. For any code with a "yes" in the "explanation required" column, further explanation is required in addition to the exclusion code.

EXCLUSION CODE LIST		
EXCLUSION CODE	EXCLUSION REASON USE THE MOST APPROPRIATE CODE	MUNICIPAL EXPLANATION REQUIRED
Mismatch of Rights Sold/Assessed		
11	Property Sold Not Separately Assessed	
12	Subdivided Post Assessment /Pre Sale	
13	Improvements +/- (post sale/pre assessment)	
14	Improvements +/- (post assessment/pre sale)	
15	Improvements +/- incomplete at assessment date -	
16	L/O Assessment - L/B Sale	
17	L/B Assessment - L/O Sale	
19	Multi-Town Property	
20	Multi-Parcel Conveyance (MPC) – Properties cannot (likely not) be sold separately	YES
21	Multi-Parcel Conveyance (MPC) - Properties can be sold separately	YES
Determination of Price/Consideration		
22	Indeterminate Price/Consideration	
23	No Stamp Required Per Deed	YES
Open Market Exposure		
24	Sale Between Owners of Abutting Property	
25	Insufficient Market Exposure	YES
Ownership Interests Sold		
26	Mineral Rights	
27	Less than 100% Interest Transferred	
28	Life Estate/Deferred Possession 1 Yr +	
29	Plottage or Assemblage Impact	
30	Timeshare	
31	Easements	
32	Timber Rights	

EXCLUSION CODE LIST		
EXCLUSION CODE	EXCLUSION REASON USE THE MOST APPROPRIATE CODE	MUNICIPAL EXPLANATION REQUIRED
Special Grantor/Grantee Relationships		
33	Landlord/Tenant as Grantor/Grantee	
34	Public Utility as Grantor/Grantee	
35	Government Agency as Grantor/Grantee	
36	Religious/Charitable/Educational as Grantor/Grantee	
37	Financial Entity as Grantor/Grantee	
38	Family/Relatives/Affiliates as Grantor/Grantee	
39	Divorcing Parties as Grantor/Grantee	
40	Business Affiliates as Grantor/Grantee	
41	Government Related Entity	
Sales of Convenience		
43	Short Sales	YES
45	Boundary Adjustment	
47	Other Sale of Convenience	YES
Forced Sales		
48	By Sheriff or Other Court Official	
49	Deed in Lieu of Foreclosure	
50	Tax Sale	
51	Foreclosure	
52	Other Forced Sale	YES
Questionable Title		
54	Deed to Quiet Title	YES
56	Other Doubtful Title	YES
Other Circumstances		
57	Substantial Value in Trade	YES
58	Installment Sale	YES
60	Unidentifiable in Assessor's Records	
66	Complex Commercial Sale	YES
67	Unknown Value of Personal/Non-Taxable Property	YES
69	Assumed Lease with Unknown Terms	YES
70	Substantial Seller/Buyer Cost Shifting	YES
77	Special Assessment Encumbrance	YES
80	Subsidized or Assisted Housing	YES
81	Estate Sale with Fiduciary Covenants	
82	Deed Date Too Old or Incomplete	YES
83	Cemetery Lots	
Special DRA Consideration		
87	Over-representation of Locale (Entity, grantor) in Sample	
88	Over-representation of Property Type in Sample	YES
89	Resale in EQ Period	YES
90	RSA 79-A Current Use	
97	RSA 79-B Conservation Easement	
98	Sales Related Assessment Change	FOR DRA USE ONLY
99	Unclassified Exclusion	YES

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
EQUALIZATION BUREAU**

EXCLUSION CODES WITH EXAMPLES

It is the intent of the Department of Revenue Administration to use only arm's length transactions that sold for market value in the conduct of the ratio study. See the definitions for "arm's length" and "market value" on the back of the 2017 Equalization Instructions.

Assessing officials are required to provide comments regarding various aspects of a sale. The DRA is providing assessing officials with exclusion codes to explain the conditions of the excluded sales. Put exclusion codes in the space provided titled "Exclusion Code." If there is more than one reason for excluding a sale, include additional exclusion codes in the same area. **DO NOT use exclusion (or any other) codes to describe a change in assessed values from the prior EQ year.** Assessing officials may choose to make comments in the town notes section to further explain the details of a sale.

It is the DRA's intention to utilize as many sales as possible. Unfortunately, this is not always possible. The sales and corresponding codes in the exclusion code table are typically not considered to be arm's length transactions. Therefore, they are not used in the ratio study. The sale may be used, however, if information is provided to the DRA regarding the terms and marketing of a sale to show that the sale meets the criteria of an arm's length transaction and it can be established that the sales price equated to market value as defined on the back of this page.

The table lists the most common reasons for removing the majority of sales not included in the ratio study, but does not include every reason for excluding a sale. If a sale is a non-arm's length transaction and no code is provided, ***do not try to find the code that is the closest match for removing the sale!*** Please use exclusion code 99, unclassified exclusion, and provide explicit and complete remarks in the town notes section for the sale. For any code with a "yes" in the "explanation required" column, further explanation is required in addition to the exclusion code.

EXCLUSION CODE WITH EXAMPLES LIST			
EXCL. CODE	EXCLUSION REASON <i>USE THE MOST APPROPRIATE CODE</i>	EXAMPLES/SPECIAL INSTRUCTIONS OR DOCUMENTS REQUIRED	MUNICIPAL EXPLANATION REQUIRED
Mismatch of Rights Sold/Assessed			
11	Property Sold Not Separately Assessed	•	
12	Subdivided Post Assessment /Pre Sale	• Property subdivided between current year assessment and sale.	
13	Improvements +/- (post sale/pre assessment)	• Improvements made after the sale but before April 1 st of the current year.	
14	Improvements +/- (post assessment/pre sale)	• Improvements made after April 1 st of the current year but before the sale.	
15	Improvements +/- incomplete at assessment date -	• Generally, new construction or other types of improvements made by the buyer after the sale and before the current assessment. • May use prior year's assessment for these sales.	
16	L/O Assessment - L/B Sale	• A land only assessment and a home/bldg or other improvements built prior to April 1 st of current year. • Property code should indicate what was sold.	
17	L/B Assessment - L/O Sale	• Current year assessment for land and building. Property subdivided or building removed prior to sale. • Property code should indicate what was sold.	
19	Multi-Town Property	• Sales of property which are located in more than one town or state.	

EXCLUSION CODE WITH EXAMPLES LIST			
EXCL. CODE	EXCLUSION REASON <i>USE THE MOST APPROPRIATE CODE</i>	EXAMPLES/SPECIAL INSTRUCTIONS OR DOCUMENTS REQUIRED	MUNICIPAL EXPLANATION REQUIRED
20	Multi-Parcel Conveyance (MPC) – Properties cannot (likely not) be sold separately	Properties that cannot or are likely not to be sold separately. <ul style="list-style-type: none"> • House is on one parcel, well & driveway on other • House on one parcel, other parcel backland no access. • Towns should indicate if the properties did not sell for market value. Was there a discount for purchasing multiple parcels? • <i>These sales may be used in the ratio study if the sale price was for market value.</i> 	Yes
21	Multi-Parcel Conveyance (MPC) - Properties can be sold separately	<ul style="list-style-type: none"> • Multi-parcel sales in which the individual parcels can or are likely to be sold separately in the future. • Towns should indicate if the properties did not sell for market value. Was there a discount for purchasing multiple parcels? 	Yes
Determination of Price/Consideration			
22	Indeterminate Price/Consideration	<ul style="list-style-type: none"> • Sales where the sale price cannot be determined. • This code is rarely used. 	
23	No Stamp Required Per Deed	<ul style="list-style-type: none"> • Sales where no stamp is affixed to the deed. • Generally, these sales are pre-excluded. 	
Open Market Exposure			
24	Sale Between Owners of Abutting Property		
25	Insufficient Market Exposure	<ul style="list-style-type: none"> • Parties knew each other prior to sale • Towns must provide an explanation and may provide comparable sales 	Yes
Ownership Interests Sold			
26	Mineral Rights		
27	Less than 100% Interest Transferred	<ul style="list-style-type: none"> • Purchased ½ interest only. • Purchased 30% interest. 	
28	Life Estate/Deferred Possession 1 Yr +		
29	Plottage or Assemblage Impact	<ul style="list-style-type: none"> • Sales where the combined value of multiple sites purchased is greater or less than the sum of the values of the individual sites. 	
30	Timeshare	<ul style="list-style-type: none"> • Timeshares • Quartershares 	
31	Easements		
32	Timber Rights		
Special Grantor/Grantee Relationships			
33	Landlord/Tenant as Grantor/Grantee		
34	Public Utility as Grantor/Grantee	Typically sales to or from utilities are for easements or contain more in the sale price than just the value of the real estate	
35	Government Agency as Grantor/Grantee	<ul style="list-style-type: none"> • Federal Government Agencies: FDIC sale; Housing & Urban Development (HUD); Veteran's Administration; • State Agencies NH Dept. of Transportation; Other NH state agencies; • Towns Tax liens; School districts; or Conservation commissions 	
36	Religious/Charitable/Educational as Grantor/Grantee	<ul style="list-style-type: none"> • Schools. • Churches. • Charitable organizations. • Other tax exempt organizations 	

EXCLUSION CODE WITH EXAMPLES LIST

EXCL. CODE	EXCLUSION REASON <i>USE THE MOST APPROPRIATE CODE</i>	EXAMPLES/SPECIAL INSTRUCTIONS OR DOCUMENTS REQUIRED	MUNICIPAL EXPLANATION REQUIRED
37	Financial Entity as Grantor/Grantee	<ul style="list-style-type: none"> • Banks • Mortgage companies • Other financial companies 	
38	Family/Relatives/Affiliates as Grantor/Grantee	<ul style="list-style-type: none"> • Sales between immediate or extended family members; • Sales where the grantor & grantee are same; • One of buyers & one of sellers are the same person. 	
39	Divorcing Parties as Grantor/Grantee		
40	Business Affiliates as Grantor/Grantee	<ul style="list-style-type: none"> • Inter corporate sales. • Intra corporate sales 	
41	Government Related Entity	<ul style="list-style-type: none"> • New Hampshire Housing • Federal National Mortgage Ins. 	
Sales of Convenience			
43	Short Sales	<ul style="list-style-type: none"> • Sales requiring 3rd party approval • Need MLS Sheet or MLS docket #, real estate agent name and number 	Yes
45	Boundary Adjustment	<ul style="list-style-type: none"> • Lot line adjustments 	
47	Other Sale of Convenience	<ul style="list-style-type: none"> • Relocation company sales 	Yes
Forced Sales			
48	By Sheriff or Other Court Official	<ul style="list-style-type: none"> • Sheriff's deed. • Commissioner's deed. • Indentured deed. 	
49	Deed in Lieu of Foreclosure	Must be indicated in title or content of deed.	
50	Tax Sale		
51	Foreclosure	<ul style="list-style-type: none"> • Must be a foreclosure deed. • Not to be used for sales after foreclosures. 	
52	Other Forced Sale		Yes
Questionable Title			
54	Deed to Quiet Title	<ul style="list-style-type: none"> • Clear or correct a property title 	
56	Other Doubtful Title	<ul style="list-style-type: none"> • Sales with outstanding title issues. 	
Other Circumstances			
57	Substantial Value in Trade		Yes
58	Installment Sale	<ul style="list-style-type: none"> • Sales which are not recorded and title is not transferred until all of the payments are made. 	Yes
60	Unidentifiable in Assessor's Records	<ul style="list-style-type: none"> • Sales that were incorrectly assigned to the town by the NH Mosaic system or; • Sales where the identifying information is not enough to match it to a known property in a town. 	
66	Complex Commercial Sale	<ul style="list-style-type: none"> • Sales of commercial/industrial properties in which the sale price listed might include the value of inventory, equipment, business name, etc. in addition to the real estate. 	Yes
67	Unknown Value of Personal/Non-Taxable Property	<ul style="list-style-type: none"> • Sales where it is known that significant personal or non-taxable property was included in the sale but the amount of that property cannot be determined. • If the value of personal property is known, the sale price can be adjusted: 10% for residential properties and 25% for commercial/industrial properties 	Yes
69	Assumed Lease with Unknown Terms	<ul style="list-style-type: none"> • Sales are encumbered with long term leases where the contracted rent is known to be substantially higher or lower than market rent. 	Yes
70	Substantial Seller/Buyer Cost Shifting	<ul style="list-style-type: none"> • Sales where the sale price is altered significantly because the buyer pays off back taxes, liens, etc. • This does not include concessions, real estate commissions, etc. 	Yes

EXCLUSION CODE WITH EXAMPLES LIST

EXCL. CODE	EXCLUSION REASON <i>USE THE MOST APPROPRIATE CODE</i>	EXAMPLES/SPECIAL INSTRUCTIONS OR DOCUMENTS REQUIRED	MUNICIPAL EXPLANATION REQUIRED
77	Special Assessment Encumbrance	<ul style="list-style-type: none"> • Sales where the property is encumbered by a lien or other obligation that has a substantial impact on the sale price. • This code is rarely used. 	Yes
80	Subsidized or Assisted Housing	<ul style="list-style-type: none"> • Sales where the construction, ownership and/or occupancy is subsidized or assisted. 	
81	Estate Sale with Fiduciary Covenants	<ul style="list-style-type: none"> • Fiduciary must be indicated in the title or fiduciary covenants within the body of the deed. • Does not include all estate sales. 	
82	Deed Date Too Old or Incomplete	<ul style="list-style-type: none"> • Sales where the date of the deed (sale) is not within a timely range of the date of recording of the deed. 	Yes
83	Cemetery Lots		
Special DRA Consideration			
87	Over-representation of Locale (Entity, grantor) in Sample	<ul style="list-style-type: none"> • Sales to or by the same grantor will be excluded from the ratio study if they represent more than 10% of the sales used in the ratio study. The sale nearest April 1st will be included. • In small municipalities, where only one or two sales represent 10% of the sales used, the sales will be included. 	
88	Over-representation of Property Type in Sample	<ul style="list-style-type: none"> • Sales of a property type may be excluded if the # of sales is over-representative of that property type in the general population. • Ex. Too many mobile home or condo sales. The ratio for these sales is significantly altering the ratio for the entire population. 	Yes
89	Resale in EQ Period	<ul style="list-style-type: none"> • Resale of the same property within the equalization time period. 	Yes
90	RSA 79-A Current Use	<ul style="list-style-type: none"> • Sales of property assessed in whole or in part pursuant to RSA 79-A. • Sales may be used if a town has fewer than 20 valid sales. • Indicate ad valorem assessed value and current use value in spaces provided. 	
97	RSA 79-B Conservation Easement	<ul style="list-style-type: none"> • Sales of property assessed in whole or in part pursuant to RSA 79-B. • Sales may be used if a town has fewer than 20 valid sales. • Indicate ad valorem assessed value and conservation restriction assessed value in spaces provided. 	
98	Sales Related Assessment Change	FOR DRA USE ONLY	
99	Unclassified Exclusion	<ul style="list-style-type: none"> • All other sales which are deemed to be non-arm's length or did not sell for fair market value but for which no exclusion code is provided above. 	Yes

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

YR TOWN UPT T (Assigned by Municipality)

For Tax Year April 1, 17 to March 31, 18

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

- 1. City/Town of Lee
2. Tax Map No./Lot or USFS sale name & unit #: Map 20 Lot 12
3. Intent Type: Original [X] Supplemental []
4. Name of road from which accessible: Fox Garrison
5. a. Acreage of Lot: 13.2 Acreage of cut: 8

- b. Anticipated start date: Nov. 2017
6. Type of ownership (check only one):
a. Owner of Land and Stumpage (Joint Tenants) [X]
b. Owner of Land and Stumpage (Tenants in Common) []
c. Previous owner retaining deeded timber rights []
d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements []

REPORT OF CUT FORM / CERTIFICATE TO BE SENT TO:
OWNER [] OR BY MAIL [X] OR
LOGGER/FORESTER [X] E-MAIL []

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first.

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

Signature of owner: Ally D. Tuttle 10/29/17

Signature of owner: Ben Tuttle 10/29/17

PRINT CORPORATE OFFICER NAME AND TITLE DATE

PRINT OWNER(S) NAME

MAILING ADDRESS

CITY/TOWN STATE ZIPCODE

PHONE E-MAIL

8. Description of Wood or Timber To Be Cut

Table with columns: Species, Estimated Amount To Be Cut, MBF, Cords. Includes entries for White Pine (50 MBF), Hemlock (15 MBF), Oak (16 MBF), Spruce & Fir (10 MBF), and Cordwood & Fuelwood (20 Cords).

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

Species: Amount:

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner.

Signature of person responsible for cutting: Woodward Timber, Inc. 10/26/17

PRINT NAME: Woodward Timber, Inc.
MAILING ADDRESS: 62 Stage Road, Nottingham, NH 03200
CITY/TOWN: STATE ZIPCODE
PHONE: 603 679-5029 E-MAIL:

FOR ASSESSING OFFICIALS ONLY
The Selectmen/Assessing Officials hereby certify that:
1. All owners of record have signed the intent;
2. The land is not under the Current Use Unproductive category;
3. The form is complete and accurate; and
4. Any timber tax bond required has been received;
5. The tax collector will be notified within 30 days or receipt pursuant to RSA 79:10;
6. This form to be forwarded to DRA within 30 days.

Signature (in ink) of Assessing Official Date

To: **BEN GENES** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the **TOWN CENTER VISION COMMITTEE** 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 June 30, 2019.

Given under our hands, this 6TH day of November, 2017

.....>

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

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **TOWN CENTER VISION COMMITTEE** 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 **BEN GENES** 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: BEAL GENES
Address: 43 NORTH RIVER RD. LEE Phone/Cell: 659-3769
of Years as a Resident: 26
Email address: bengenes@comcast.net

Full Membership (~~3 year term~~) position applying for: Town Center Vision Committee

Term Expires on the following date: no later than June 30, 2019

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

Term Expires on the following date: _____

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

Am active community member

[Signature]
Signature Date 10/27/17

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

To: **PATRICIA JENKINS** of Lee, New Hampshire in the **County of Strafford**:

Whereas, there is a vacancy in the office of the **TOWN CENTER VISION COMMITTEE** 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 June 30, 2019.

Given under our hands, this 6TH day of November, 2017

.....>

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

.....>

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **TOWN CENTER VISION COMMITTEE** 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 **PATRICIA JENKINS** 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: Patricia Jenkins

Address: 9 Harvey Mill Road

Phone/Cell: 603/659-3988

(text: 603/969-3513)

of Years as a Resident: 50+

Email address: grehie@comcast.net

Full Membership (3-year term) position applying for: Town Center Vision Committee

Term Expires on the following date: no later than June 30, 2019

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

Term Expires on the following date: _____

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

Interest in the Town of Lee and its betterment, long time resident, student of Lee's history, membership in
committees/ organizations such as Lee Heritage Commission, Lee Historical Society, early Town Center committees, 250th
committee, Women's Fire Department Auxiliary (bet you don't remember that one !!! We used to raise money and put on shows.)

Signature

Patricia Jenkins

Date

20 October 2017

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

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

Whereas, there is a vacancy in the office of the **TOWN CENTER VISION COMMITTEE** 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 June 30, 2019.

Given under our hands, this 6TH day of November, 2017

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **DAVID CEDARHOLM** 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

Applicant's Name: David Cedarholm

Address: 81 Fox Garrison Road, Lee, NH Phone/Cell: 603.817.3732

of Years as a Resident: 27

Email address: dcedarholm@comcast.net

Full Membership (____ year term) position applying for: Town Center Vision Committee

Term will expire on the following date: _____

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

Term will expire on the following date: _____

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

I currently serve on the Planning Board, and served on the Select Board for 3 years, the Water Resources Advisory Committee for 5 years, the CIP Committee, and the Solid Waste Committee.

I am also a advocate for civic engagement and supporter of responsible capital planning.

I am a professional engineer and most of professional career has been focused on designing, constructing, and managing a wide variety of municipal capital projects.

David Cedarholm

10/20/2017

Signature

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: **JOHN TAPPAN** of Lee, New Hampshire in the **County of Strafford:**

Whereas, there is a vacancy in the office of the **TOWN CENTER VISION COMMITTEE** 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 June 30, 2019.

Given under our hands, this 6TH day of November, 2017

.....>

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

.....>

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

**STATE OF NEW HAMPSHIRE
STRAFFORD COUNTY**

Personally appeared the above named **JOHN TAPPAN** 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: John Tappan

Address: 187 Steppingstones Rd Phone/Cell: 603-868-1830

of Years as a Resident: 27

Email address: john.tappan@comcast.net

Full Membership (~~3 year term~~) position applying for: Town Center Vision Committee

Term Expires on the following date: _____

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

Term Expires on the following date: _____

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

I attended the Facilities Committee public presentation on 11 January 2017 and all of the meetings that followed. I contributed drawings and spreadsheets to the committee. As a mechanical engineer, I am detail oriented, seeking a decision basis that is as complete as practical. I frequently use spreadsheets as tools for analysis and presentation. In designing spaceflight hardware, I became conditioned to ask questions and identify what could go wrong.


Signature

2 NOV 2017
Date

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

COMMISSIONERS

GEORGE MAGLARAS, *Chairman*
ROBERT J. WATSON, *Vice Chairman*

TREASURER

PAMELA J. ARNOLD

COUNTY ADMINISTRATOR

RAYMOND F. BOWER

STRAFFORD COUNTY
COMMISSIONERS

WILLIAM A. GRIMES

Justice & Administration Building
259 County Farm Road, Suite 204

Dover, NH 03820

Telephone: (603) 516-7100

Fax: (603) 743-4407



Date: _____

Pamela J. Arnold, County Treasurer
Strafford County Commissioners Office
259 County Farm Road, Suite 204
Dover, New Hampshire 03820

TO THE TREASURER OF STRAFFORD COUNTY:

This will acknowledge our receipt of your warrant issued on November 3, 2017, in the sum of

One Million, Two Hundred, Sixty-Eight Thousand, One Hundred and Ninety-Five Dollars
(\$1,268,195)

being the just portion of the Strafford County Tax for 2017 assessed against the Town of Lee.

Very truly yours,
SELECTMEN, TOWN OF LEE

Please note method of payment: Check ACH Wire