

# SELECT BOARD MEETING AGENDA

**DATE:** 6:00pm Monday, Sept 16, 2013

**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. Please limit your speaking time to 15 minutes.

1. **Call to Order - 6:00 pm**
2. **Public Comment**
3. **Bob Smith, Planning Board Chairman – Master Plan**  
*Discussion on process of revising the Master Plan, targeted completion 2015*
4. **Bill Humm, Conservation Commission Chairman – Maud Jones Forest and Lee 5 Corners Reserve**  
*Briefing on pending actions*
5. **Larry Kindberg, Recreation Commission Chairman – ORYA Request to Install Shed at LRP**  
*Request to allow ORYA to install 10' x 12' shed at Little River Park for the purpose of storing sports equipment. Shed to be pre-fabricated and placed on blocks in the Spring. All costs to be borne by ORYA*
6. **Julie Glover, Town Administrator – FY15 Draft Budget Schedule**  
*Present draft schedule intended to include joint meetings between the ABC and BOS, as well as Dept. Heads, while meeting all statutory budget deadlines*
7. **Peter Hoyt, Fire Chief – Land Donation for Fire Water**  
*Proposal from Cary Brown of 11 Thornton Way to allow the use of a portion of his property for the installation of a cistern for the storage of water for fire suppression.*
8. **Roger Rice, Transfer Station Manager – Transfer Station Brochure Draft**  
*First draft of the revisions to the "Guide to the Recycling & Transfer Station"*
9. **Katrinka Pellechia – Update on Library Building Committee**  
*Including discussion of responses received for a Construction Manager*
10. **Town Administrator's Report**
  - Veteran's Resort Chapel - Update
  - Loam for Stone Swap with Merrill Construction
  - MS – 1 Utility Values
  - Photocopier lease for Planning & Zoning Office
  - Miscellaneous
11. **Consent Agenda Items - (Individual items may be removed by any Selectman for separate discussion and vote)**

## SIGNATURES REQUIRED

PLT Unemployment Compensation Power of Attorney  
DOT Part III Grant Funded Radios, Recipient and Certification  
Vacation Request Caren Rossi

## INFORMATION ONLY

2010 PLT Return of Contribution  
Cemetery Trust Fund Reimbursement Request  
Krempels 3<sup>rd</sup> Annual Bike Event

12. **Acceptance of Minutes – Minutes and Non Public Minutes from September 3, 2013**
13. **Acceptance of Manifest #5 and Weeks Payroll Ending September 1, 2013**
14. **Miscellaneous/Unfinished Business**
15. **Non-Public**
  - a. **RSA 91-A:3 II (d) – Noble Farm Update**

## 16. **Adjournment**

**Posted: Town Hall, Public Safety Complex, Transfer Station, Public Library and on [leenh.org](http://leenh.org) on Aug 30, 2013 at 12:00 pm**

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



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

Office Use Only

Meeting Date: Sept 16, 2013

Agenda Item No. 3

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**9/16/2013**

**Agenda Item Title: Planning Board Chairman Bob Smith – Master Plan**

**Requested By: Board of Selectman**

**Date: 9/3/2013**

**Contact Information:**

**Presented By: Bob Smith**

**Description: Provide brief summary of the process for updating the Master Plan, which was last done in 2005**

**Financial Details: n/a**

**Legal Authority 674:2 Master Plan; Purpose and Description (see attached)**

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

Enter the action that you are requesting of the Board or a recommendation that you would like them to consider. Attach any back-up documentation that you wish the Board to review.

# TITLE LXIV PLANNING AND ZONING

## CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS

### Master Plan

#### Section 674:2

##### **674:2 Master Plan; Purpose and Description. –**

I. The purpose of the master plan is to set down as clearly and practically as possible the best and most appropriate future development of the area under the jurisdiction of the planning board, to aid the board in designing ordinances that result in preserving and enhancing the unique quality of life and culture of New Hampshire, and to guide the board in the performance of its other duties in a manner that achieves the principles of smart growth, sound planning, and wise resource protection.

II. The master plan shall be a set of statements and land use and development principles for the municipality with such accompanying maps, diagrams, charts and descriptions as to give legal standing to the implementation ordinances and other measures of the planning board. Each section of the master plan shall be consistent with the others in its implementation of the vision section. The master plan shall be a public record subject to the provisions of RSA 91-A. The master plan shall include, at a minimum, the following required sections:

(a) A vision section that serves to direct the other sections of the plan. This section shall contain a set of statements which articulate the desires of the citizens affected by the master plan, not only for their locality but for the region and the whole state. It shall contain a set of guiding principles and priorities to implement that vision.

(b) A land use section upon which all the following sections shall be based. This section shall translate the vision statements into physical terms. Based on a study of population, economic activity, and natural, historic, and cultural resources, it shall show existing conditions and the proposed location, extent, and intensity of future land use.

III. The master plan may also include the following sections:

(a) A transportation section which considers all pertinent modes of transportation and provides a framework for both adequate local needs and for coordination with regional and state transportation plans. Suggested items to be considered may include but are not limited to public transportation, park and ride facilities, and bicycle routes, or paths, or both.

(b) A community facilities section which identifies facilities to support the future land use pattern of subparagraph II(b), meets the projected needs of the community, and coordinates with other local governments' special districts and school districts, as well as with state and federal agencies that have multi-jurisdictional impacts.

(c) An economic development section which proposes actions to suit the community's economic goals, given its economic strengths and weaknesses in the region.

[Paragraph III(d) effective until September 7, 2013; see also paragraph III(d) set out below.]

(d) A natural resources section which identifies and inventories any critical or sensitive areas or resources, not only those in the local community, but also those shared with abutting communities. This section provides a factual basis for any land development regulations that may be enacted to protect natural areas. A key component in preparing this section is to identify any conflicts between other elements of the master plan and natural resources, as well as conflicts with plans of abutting communities.

[Paragraph III(d) effective September 7, 2013; see also paragraph III(d) set out above.]

(d) A natural resources section which identifies and inventories any critical or sensitive areas or resources, not only those in the local community, but also those shared with abutting communities. This section, which may specifically include a water resources management and protection plan, shall provide a factual basis for any land development regulations that may be enacted to protect water resources and other identified natural areas. A key component in preparing this section is to identify any conflicts between other elements of the master plan and natural resources, as well as conflicts with plans of abutting communities. Nothing in this subparagraph shall be construed to permit municipalities to regulate surface or groundwater withdrawals that they are explicitly prohibited from regulating.

(e) A natural hazards section which documents the physical characteristics, severity, frequency, and extent of any potential natural hazards to the community. It should identify those elements of the built environment at risk from natural hazards as well as extent of current and future vulnerability that may result from current zoning and development policies.

(f) A recreation section which shows existing recreation areas and addresses future recreation needs.

(g) A utility and public service section analyzing the need for and showing the present and future general location of existing and anticipated public and private utilities, both local and regional, including telecommunications utilities, their supplies, and facilities for distribution and storage.

[Paragraph III(h) effective until January 1, 2014; see also paragraph III(h) set out below.]

(h) A section which identifies cultural and historic resources and protects them for rehabilitation or preservation from the impact of other land use tools such as land use regulations, housing, or transportation. Such section may encourage the preservation or restoration of stone walls, provided agricultural practices, as defined in RSA 21:34-a, are not impeded.

[Paragraph III(h) effective January 1, 2014; see also paragraph III(h) set out above.]

(h) A section which identifies cultural, archeological, and historic resources and protects them for rehabilitation or preservation from the impact of other land use tools such as land use regulations, housing, or transportation. Such section may encourage the preservation or restoration of stone walls, provided agricultural practices, as defined in RSA 21:34-a, are not impeded.

(i) A regional concern section, which describes the specific areas in the municipality of significant regional interest. These areas may include resources wholly contained within the municipality or bordering, or shared, or both, with neighboring municipalities. Items to be considered may include but are not limited to public facilities, natural resources, economic and housing potential, transportation, agriculture, and open space. The intent of this section is to promote regional awareness

in managing growth while fulfilling the vision statements.

(j) A neighborhood plan section which focuses on a specific geographical area of local government that includes substantial residential development. This section is a part of the local master plan and shall be consistent with it. No neighborhood plan shall be adopted until a local master plan is adopted.

(k) A community design section to identify positive physical attributes in a municipality and provide for design goals and policies for planning in specific areas to guide private and public development.

(l) A housing section which assesses local housing conditions and projects future housing needs of residents of all levels of income and ages in the municipality and the region as identified in the regional housing needs assessment performed by the regional planning commission pursuant to RSA 36:47, II, and which integrates the availability of human services with other planning undertaken by the community.

(m) An implementation section, which is a long range action program of specific actions, time frames, allocation of responsibility for actions, description of land development regulations to be adopted, and procedures which the municipality may use to monitor and measure the effectiveness of each section of the plan.

(n) An energy section, which includes an analysis of energy and fuel resources, needs, scarcities, costs, and problems affecting the municipality and a statement of policy on the conservation of energy.

(o) A coastal management section which may address planning needs resulting from projected coastal property or habitat loss due to increased frequency of storm surge, flooding, and inundation.

**Source.** 1983, 447:1. 1986, 167:2. 1988, 270:1. 1989, 339:28; 363:15. 2002, 178:2. 2007, 40:1, eff. July 20, 2007. 2008, 269:1, eff. Aug. 25, 2008. 2011, 224:118, eff. July 1, 2011. 2013, 76:1, eff. Jan. 1, 2014; 189:1, eff. Aug. 31, 2013; 202:1, eff. Sept. 7, 2013.



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Meeting Date: Sept 16, 2013

Agenda Item No. 4

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**9/16/2013**

**Agenda Item Title: Chairman Bill Humm – Maud Jones Forest & Lee 5 Corners**

**Requested By: Bill Humm**

**Date: 9/10/2013**

**Contact Information:**

**Presented By: Bill Humm**

**Description: Briefing on pending actions**

**Financial Details: n/a**

**Legal Authority NH RSA 36-A Conservation Commissions**

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

Enter the action that you are requesting of the Board or a recommendation that you would like them to consider. Attach any back-up documentation that you wish the Board to review.









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Meeting Date: Sept 16, 2013

Agenda Item No. 5

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**9/16/2013**

**Agenda Item Title: ORYA Request to Install Shed at LRP**

**Requested By: Recreation Commission Chairman Larry Kindberg**

**Contact Information:**

**Presented By: Larry Kindberg**

**Description: Request to allow ORYA to install a 10' x 12' storage shed at Little River Park for the purpose of storing sports equipment. Shed will be pre-fabricated and installed on blocks so that it can be moved; installation will be in Spring 2014. Town will be provided with a key and the opportunity to also use the shed for storage. See attached for proposed location.**

**Financial Details: All costs to be borne by ORYA**

**Legal Authority NH RSA 35-B**

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

**MOTION: Move to approve the request to have ORYA purchase and install a 10'x12' shed at Little River Park at the location indicated, with the condition that the Town be provided with a key to access the shed.**



AD

SCRD BK.1561 PG.118

.728

22°34'08"  
665.64'  
262.19'

MAP 20 LOT 2-1  
979,973 sq. ft.  
22.50 acres

EXISTING  
BASEBALL  
FIELD

EXISTING  
SLIDE

EXISTING  
BASKETBALL  
COURT

EXISTING  
CLIMBING  
TOWER

EXISTING  
PAVILION

EXISTING  
SANDBOX

Shed

EXISTING  
CULVERT

EXISTING TRAIL

100' TRAIL  
BUFFER

MAP 20 LOT 3-0

N/F  
OWN OF LEE  
MAST ROAD  
LEE, NH  
BK.3326 PG.940

TA  
DANIEL  
1  
SCR

PSNH 674/21  
NET&T 18/5

GRAVEL  
DUMP





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Meeting Date: Sept 16, 2013

Agenda Item No. 6

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**9/16/2013**

**Agenda Item Title: FY15 Draft Budget Schedule**

**Requested By: Board of Selectmen**

**Date: 9/3/2013**

**Contact Information:**

**Presented By: Julie Glover, Town Administrator**

**Description: Review FY15 Budget process schedule that meets statutory deadlines, allows for a preliminary meeting between the ABC and Board of Selectmen, and joint workshops with the ABC, BOS and Department Heads.**

**Financial Details: n/a**

**Legal Authority** NH RSA 32 Municipal Budget Law; RSA 40:13 Use of Official Ballot.

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

**MOTION: move to approve the budget schedule and process as presented by the Town Administrator, OR**

**Move to change the following dates:**

## **MARCH 2014 MEETING** **SB2 TOWNS & SCHOOLS TIMELINE**

<u><b>Action</b></u>	<u><b>Date</b></u>	<u><b>RSA</b></u>
Last Date to Post Notice – For Budget Hearing held Jan. 21st	January 14	40:13, II-a (a) (2 <sup>nd</sup> Tues. in Jan.)
Last Date to Post Notice - Bond Hearing RSA 33:8-a	January 14	40:13, II-a (a) (2 <sup>nd</sup> Tues. in Jan.)
Last Date for Petitioned Warrant Articles (Schools and Towns)	January 14	40:13, II-a (b) (2 <sup>nd</sup> Tues. in Jan.)
Last Date for Collective Bargaining	January 14	40:13, II-a (b) (2 <sup>nd</sup> Tues. in Jan.)
Last Date to hold at least one Budget Hearing	January 21	40:13, II-a [c] (3 <sup>rd</sup> Tues. in Jan.)
Last Date for Bond Hearing RSA 33:8-a	January 21	40:13, II-a [c] (3 <sup>rd</sup> Tues. in Jan.)
Last Date to Post Warrant, Budget, and Default Budget (Schools and Towns)	January 27	40:13, II-a (d) 32:5, VII (b) (last Mon. in Jan.)
First Session (Deliberative)	Feb. 2 - Feb. 9 (inclusive)	40:13, III
Annual Report containing final budget	March 5	40:13, II
Second Session (Voting by Ballot)	March 11	40:13, VII (2 <sup>nd</sup> Tues. in Mar.)
Send Forms to DRA (20 days after Second Session)	April 1	21-J:34

QUESTIONS – Call 230-5090 or visit our website at [www.revenue.nh.gov](http://www.revenue.nh.gov)

# SB2 MEETING ONLY





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Meeting Date: Sept 16, 2013

Agenda Item No. 7

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**9/16/2013**

**Agenda Item Title: Land Donation for Installation of cistern**

**Requested By: Fire Chief Peter Hoyt**

**Date: 9/4/2013**

**Contact Information:**

**Presented By: Peter Hoyt**

**Description: Presenting proposal from Cary Brown of 11 Thornton Way to allow the use of a portion of Mr. Brown's property for the installation of a cistern for the storage of water for fire suppression.**

**Financial Details: n/a**

**Legal Authority 41:14-a Acquisition or Sale of Land, Buildings, or Both. –**

I. If adopted in accordance with RSA 41:14-c, the selectmen shall have the authority to acquire or sell land, buildings, or both; provided, however, they shall first submit any such proposed acquisition or sale to the planning board and to the conservation commission for review and recommendation by those bodies, where a board or commission or both, exist. After the selectmen receive the recommendation of the planning board and the conservation commission, where a board or commission or both exist, they shall hold 2 public hearings at least 10 but not more than 14 days apart on the proposed acquisition or sale; provided, however, upon the written petition of 50 registered voters presented to the selectmen, prior to the selectmen's vote, according to the provisions of RSA 39:3, the proposed acquisition or sale shall be inserted as an article in the warrant for the town meeting. The selectmen's vote shall take place no sooner than 7 days nor later than 14 days after the second public hearing which is held.

**41:14-c Adoption Procedure. –**

I. Towns may adopt the provisions of RSA 41:14-a at any duly warned meeting. Once adopted, these provisions shall remain in effect until specifically rescinded by the town at any duly warned meeting.

**NOTE: TA has not been able to find evidence yet that the Town has adopted 41:14-a**

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

**MOTION: Move to table for further information**



To: Lee, New Hampshire Board of Selectmen

From: Cary Brown, 11 Thornton Lane, Lee, New Hampshire

September 4, 2013



This letter is to officially inform the Board of Selectmen of my proposal to allow the use of a portion of my property to be utilized as a site for the installation of a cistern for the storage of water for fire suppression.

There currently is no water supply available along Fox Garrison road and Thornton Lane and I believe this supply could aid in the reduction of response time to fires along Thornton Lane and nearby Fox Garrison houses.

I have discussed this proposal with the fire chief who agreed with my proposal realizing there are budget issues and agreements that must be resolved first. I am open to discuss this further at your convenience.

  
Cary Brown



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Meeting Date: Sept 16, 2013

Agenda Item No. 8

**BOARD OF SELECTMEN**  
**MEETING AGENDA REQUEST**  
**9/16/2013**

**Agenda Item Title: Transfer Station Brochure Draft**

**Requested By: Board of Selectman**

**Date: 9/3/2013**

**Contact Information:**

**Presented By: Transfer Station Manager Roger Rice**

**Description: Presenting a draft of the revised Guide to the Recycling & Transfer Station**

**Financial Details: n/a**

**Legal Authority NH RSA 41:8**

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

**MOTION: Move to table acceptance until further revisions are made**

**2009 Guide to the Robert L. Keniston, Sr.  
Recycling & Transfer Station**



**11 Recycling Center Road  
659-2239  
Official Hours: Tuesday: 7-6  
Thursday: 7-6  
Saturday: 7-5**

**Reduce - Reuse - Recycle**

**Welcome to the Robert L. Keniston, Sr.  
Recycling and Transfer Station  
Dedicated in 2003**

The "Lee Dump" is really not a dump at all. It's a Transfer Station. Items brought to a Transfer Station do not stay there everything is eventually removed from the site. Some items are gone within the week; some stay quite a bit longer. Many of the items must be hauled off and disposed of at considerable cost to the Town.

Our Transfer Station was named in honor of Bob Keniston, Sr. Bob was born July 8, 1908 on the family homestead in Lee and was a lifelong resident of the town, until his death on January 25, 2001.

He raised champion Guernsey and Polled Hereford cattle with his wife, Euna, on the Ken-Lee Farm for over 60 years. He served as a Town Selectman for 26 years (25 continuous years, longer than anyone since the Town was incorporated in 1766, serving from 1945 to 1970) and also filled in 1975 when a vacancy occurred.

He and his son, Bob, Jr. originally cleared the lot where the Transfer Station stands and he served as the Transfer Station custodian for several years.

**But we all still call it The Dump!**

**Dump Fees & Rules**

By Town Ordinance, any vehicle entering the Transfer Station must display a valid "Transfer Station Sticker" or hold a "Special Use Permit". Residents may obtain a Transfer Station Sticker from the Town Clerk, Selectmen's office or at the Transfer Station. Any resident with a sticker displayed on the vehicle may bring their own household-generated waste to the Transfer Station during normal hours of

operation. Any resident who wishes to use a non-stickered vehicle to haul items to the Transfer Station must obtain a permit from the Town Hall.

Special Permits are issued at the Town Hall for:

- All non-residents who wish to enter the facility, bringing in waste generated within the Town of Lee.
- Contractors or builders generating waste within the Town of Lee.
- Other special waste and special business waste.

Special permit loads of waste may not be accepted at the facility on Saturdays. If a permit holder cannot deliver the load(s) during facility hours, the facility can be opened by appointment with the Transfer Station Manager (24 hour notice) for a fee of \$25.00

**Recycling is mandated in the Town of Lee by virtue of a vote by the town.**

Please be careful about what you put in recycling areas. Anything you put in that does not belong there (such as cans in the glass bin), must be removed by the Transfer Station personnel.

Read signs carefully - if you do not understand, please ask. We realize recycling can be a little daunting at times, so we will be glad to be of assistance.

Household waste thrown in the compactor is generally removed within a week - hauled to the Turnkey Landfill in Rochester, NH, a Waste Management facility. Recyclables are baled, stored and sold. Even the ash left over from burning the wood and brush of the burn pile is eventually hauled to a special landfill



## **REDUCE, REUSE, RECYCLE**

The Town of Lee must pay for the disposal of all waste brought to the Transfer Station. The Town currently pays \$88 per ton for waste disposal. Anything that is removed from this waste stream represents a direct savings to the Town. Recycling is one way to reduce the amount of waste for which the Town must pay.

In addition, most recycled materials can be sold, and this generates cash for the Town. There are some costs involved in recycling, such as the increased labor required handling recyclables at the Transfer Station; in general though, the income gained outweighs these costs. Yet even when prices for recyclables are low, the overall savings to the Town is considerable.

Furthermore, recycling has long-term benefits. For example, less energy and raw materials are consumed in producing recycled products. Less land must be set aside for [and perhaps polluted by] landfills.

All Lee residents, including those who do not bring their waste to the Transfer Station themselves, are encouraged to recycle!

### **Reduce:**

If waste is not generated in the first place, there is no need to figure out how to dispose of it later. Lee residents can reduce the amount of waste they generate by being selective about such things as the amount of packaging used in items they purchase, or considering longer-lasting products over disposables.

### **Reuse:**

Many items, though designed to be disposable, can in fact be reused. For example, plastic bags can be reused. In addition, any usable item that we no longer need can be passed on to someone else who can use it. This can be done directly (hand-me-downs), or through yard sales (either private, or to support organizations such as school or church). In addition, the Transfer Station provides facilities for passing on reusable items.

### **Recycle:**

Many items that cannot be reused can be recycled. Recycling generally involves breaking down products into a more basic form, and then making new products from this base. Some items, such as aluminum cans, can be completely and continuously recycled into the exact same product! Other items, such as plastics, can be recycled only once, and only into lower-quality products.

The items which the Town of Lee currently collects for recycling are listed. The Town is a member of the Northeast Resource Recovery Association [NRRA] and markets most of its recyclables through this organization of New England towns; more items may be added to the list as new markets develop for other types of materials.

## **PAPER**

Most paper can be recycled, though different types are handled separately. Lee currently accepts two types of paper - newsprint (newsprint) and mixed paper (almost everything else made of paper). In addition, Lee accepts cardboard (including Kraft paper, such as grocery bags). Cardboard tubes go in mixed paper as they are not corrugated.



## Newsprint

### Acceptable:

All newspapers, Newspaper should be placed in the appropriate container loose – no string, please. Glossy newspaper supplements and other types of paper, like magazines, flyers, junk mail, cardboard tubes, etc. are mixed paper and should be placed in the mixed paper bin. Kraft paper bags should be placed with cardboard.

### Not Acceptable:

No sunburned newsprint (papers left outside).

### Recycling Note:

Newsprint is baled at the Dump and then hauled to a de-inking plant. After de-inking, old newsprint is used in making more newsprint.

## Cardboard

### Acceptable:

Cardboard, officially referred to as Old Corrugated Containers (OCC), includes regular corrugated cardboard boxes [brown through all layers of the board], as well as Kraft paper bags. Boxes should be completely empty, and then flattened before being placed in the container.

### Not acceptable:

No plastic or wax-coated cardboard soiled by food waste, dirt or grease Boxboard (including six-pack containers) "Asian" cardboard (tan, light brown, orange or yellow board that has gray colored fiber between the top and bottom layers). Cardboard tubes all other paper and non-paper materials

### Recycling Note:

OCC is baled at the Transfer Station, and then hauled to a processing plant; it is used in making boxboard, etc.

## Mixed Paper and Boxboard

Most paper products that aren't newsprint can be recycled in this category. It's often referred to as North Shore mix (or simply NoSho), after the Massachusetts company that handles it.

### Acceptable:

Junk Mail  
Office paper, post-it notes  
Magazines  
Telephone directories  
Thermo fax paper  
Six-pack carriers  
Boxboard (shoe, cereal, detergent boxes)  
Feed bags (without plastic liners)

### Not Acceptable:

NO foil-containing products (juice boxes & some beverage containers.  
NO blueprint paper.

## “Got Books”

First, books that could have an interest to Lee residents should go to the Swap Shop. All others can go in the gray container just before the Swap Shop which is for soft and hard cover books. They also take DVD's and CD's and VCR tapes, but no magazines. This has been a rewarding service to the town, starting in 2007.

### Recycling Note:

Mixed paper is currently hauled to a processing plant, where it is used to make more boxboard (and other low-grade paper products), as well as fancy shirt boxes.

## CANS

Cans should be rinsed at home to remove leftover food and liquids which helps to reduce the insect and rodent population at the Transfer Station.

Cans must also be separated into two categories:

**Aluminum cans** (soda, beer, juice, etc.) No other cans or Aluminum.

**Tin cans** (including foil and lids). All "tin" cans (actually made of steel), metal lids, aluminum foil and plates, empty aerosol cans. Cans should be emptied and rinsed beforehand, but labels need not be removed. No partially full paint or aerosol cans, please.

### **Recycling Note:**

Tin cans are sorted for contaminants and then baled and hauled. They are used in making more cans and similar products.

## GLASS BOTTLES AND JARS

All glass bottles and jars -without covers- can be recycled. They should be rinsed at home, and then placed in the proper bin at the Transfer Station - no need to sort by color,

### **Acceptable:**

Clear - any glass with no sign of color  
Green – glass with any green, even a tint  
Brown - glass that looks brown in color  
Window glass without the frame, tile and ceramics, ceramic sinks without faucets, toilets without seat and valve

### **Not Acceptable:**

Light bulbs (put these in the trash bin)  
Fluorescent bulbs\*

\* Fluorescent bulbs can be recycled - go to Doug's Station by the non-recyclable trash bay. We recycle tubes and Compact Bulbs (CFL's).

### **Recycling Note:**

Glass is sorted for contaminants, crushed and then hauled loose.

## PLASTIC BOTTLES

HDPE and PET (or PETE)

Plastic containers should be rinsed and/or drained at home, and sorted at the Transfer Station with caps removed. It is helpful if residents crush milk and soda bottles before throwing them in the bins.

### **HDPE is currently sorted into:**

Natural - milk jugs and similar translucent plastic jugs, including natural health care and cleaning products, containers such as rubbing alcohol and dish detergent bottles. [No light-block bottles]  
Colors - clothes detergent, automotive oil and other plastic containers. Please make sure these containers have been completely drained and/or rinsed.

### **PET or PETE:**

Soda and other similar drink containers. Currently these bottles are sorted at the Transfer Station in one bin.  
Juice containers

### **Not Acceptable:**

Injection molded cups or tubs [such as yogurt or butter containers.  
Brown plastic (there is no recycling for brown plastic #1)  
Any plastic container that does not have a screw-on top

### **Recycling note:**

Plastics are baled and then hauled to a processing plant. They are made into low-grade plastics such as decking and fence posts.

## AUTOMOTIVE ITEMS

### **Motor Oil:**

Only used engine, transmission, or hydraulic oil is permitted. If you wish to keep your container, see an attendant. Otherwise, leave in clearly marked container.

### **Antifreeze:**

Can be left by the old baler building, at the oil station.

### **No other fluids or contaminated oils are acceptable!**

### **Note:**

All engines must have oil and gas removed and the gas cap and oil plug must be out of the machine, lawnmowers, chain saws, etc.

### **Recycling Note:**

Acceptable fluids are collected in the oil tank. This can be used as fuel or re-refined into lubricants and other petroleum products.

## BATTERIES

### **Automotive:**

Lead acid auto batteries can be left by the drive-out "exit" doors.

### **Flashlight: (Dry Cell)**

Alkaline - can be included with other trash in the hopper.

NiCad [rechargeable] & others - currently must be treated in the same manner as lead acid auto batteries, and left at the drive-out exit doors.

## SCRAP METAL

Scrap Metal (ferrous, aluminum, copper, etc.) that does not fit any other category, is collected and sold as scrap along with white goods.

## COMPOSTING

### **Yard & Garden Waste**

At Home Food scraps and yard waste can be composted at home for use in gardening. For information on home composting, see "Home Composting: Turning Your Spoils to Soil", a video and manual available at the Lee Library. Your Transfer Station has compost bins for sale. See an attendant.

At the Dump Yard & garden waste, grass clippings, leaves, sawdust, wood chips, shavings and manure (no pet) can be deposited at the Dump. Please empty & dispose of any plastic bags. No food waste is allowed. The resulting compost is used in town landscaping projects and may be picked up and used by residents (based upon availability).

### **In the Hopper**

Almost anything that does not go to a recycling area can go in the household trash section.

### **Not acceptable:**

Liquid waste  
Hospital or infectious waste  
Septage  
Animals or animal parts  
Hazardous waste

### **On the burn pile**

Normal brush, logs under 5" in diameter and under 41" long and untreated lumber can be placed on the burn pile.

Lumber that has been coated in any way (paint, stain, Formica, etc.) should not go on the burn pile and is weighed as Construction and Demolition (C&D). No plywood, wafer board or paneling products may be placed in the burn pile.

**Stumps are not accepted at the Transfer Station!**



## SWAP SHOP



Residents can leave items they no longer need at the Swap Shop, as well as pick up items they can use. Take and leave only useful items, in working order. No food or hazardous materials or liquids. No clothing or shoes. No automotive fluids in or near the Swap Shop! Items taken are for residents use and not to be resold.

Remember - volunteers are what make the Swap Shop work, so new volunteers are always welcome. When a volunteer is not available, the Swap Shop is locked, so please, if you have a spare hour or two, leave your name on the Sign Up sheet in the Swap Shop. The schedule is posted so you can identify a time and/or day that fits your schedule.

## CLOTHING

We have two containers at the bottom of the hill as you leave the main building for recycled used clothing. Please be sure that clothing put in there is dry, the clothing does not have to be in bags.

## BULKY FEES FOR TOWN OF LEE, NH

ARTICLE	FEE
TV's/Monitors 15" or less	\$5.00
TV's/Monitors 16" or more	\$10.00
Tires 14" or less	\$2.50
Tires 15" or more	\$2.50
Truck Tires (7.50x20+)	\$5.00
Mattress/Box Spring Dbl or less	\$10.00
Mattress/Box Spring Queen or more	\$12.50
Overstuffed chair	\$5.00
2-cushion Sofa	\$10.00
3-cushion Sofa	\$15.00
Fridge/Freezers/AC/Devices with Freon	\$10.00
Washer/Dryer/Dishwasher/Stove	\$2.50
Computers	\$2.50
Other Electronics	\$2.50
Construction & Demolition Minimum 50#	\$2.50
Construction & Demolition 100#	\$5.00
Construction & Demolition Ton	\$85.00
Propane Tanks – 16oz	No Charge
Propane Tanks – 20#	\$2.50
Propane Tanks – 30#	\$5.00
Propane Tanks – 100#	\$20.00
Any equipment with a small engine	\$5.00

Coupons for sale by vending machine at the Transfer Station \$1-\$20 accepted. Coupons are sold \$2.50 (sold in pairs), \$5.00 & \$10.00 – NO CHANGE MADE. Coupon must be turned in with article, half of coupon will be returned as receipt.

Open Tuesdays and Thursdays 8-6 and Saturday 8-5. 659-2239

## Household Hazardous Waste

The EPA (Environmental Protection Agency) considers a substance to be hazardous if it is flammable, reactive or explosive when mixed with other substances, or, if it is corrosive or toxic. By this definition, some of the items stored right now in your garage, basement, barn, kitchen or bathroom are considered hazardous! If you do not plan to use what remains of a given item, you should think about how to dispose of it properly. At the present time, only used engine, transmission and hydraulic oil and anti-freeze are allowed to be left in the Transfer Station. If you bring any other household hazardous waste items to the Transfer Station, you will not be allowed to unload it. Lee is not licensed to store this waste and the attendant is required to refuse it. Once a year, Lee does participate in a Household Hazardous Waste Collection Day, usually in conjunction with the City of Dover and other area communities. You should carefully store this waste at home until such a collection day comes around. Collection day is announced by a flyer mailed to each resident with the list of items accepted, a map of where to go and the day and time. Items which are acceptable on a designated Household Hazardous Waste Day, at a Hazardous Waste site, are listed on the following page. Latex paint is not hazardous and should be dried and put in regular trash.

## Household Hazardous Waste List

### Home Maintenance Items:

Furniture strippers, oil-based paints, varnishes, pool chemicals. Solvents such as charcoal lighter, degreasers, kerosene, nail polish. Art & Hobby Supplies such as photographic chemicals, spot remover, thinners, turpentine. Chemicals and other specific chemical products

### Household Products:

Drain cleaner, furniture polish, lamp oil, out-dated medicines, oven cleaner, waxes and cleaners, window cleaners. Non-alkaline household batteries are also currently in this category. Pesticides fungicides, herbicides, insecticides, mothballs and flakes, rodenticides (mouse baits).

Not accepted at any HHW collection site is ammunition, asbestos, explosives, fireworks and radioactive waste.

**NO DEAD ANIMALS MAY BE LEFT ANYWHERE AT THE TRANSFER STATION. YOUR VET CAN ADVISE YOU OF HOW TO DISPOSE OF THEM.**

## Reduce - Reuse – Recycle





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

Office Use Only

Meeting Date: Sept 16, 2013

Agenda Item No. 9

**BOARD OF SELECTMEN**

**September 16, 2013 MEETING AGENDA REQUEST**

(Meeting Date Requested)

**Agenda Item Title:** Building Committee Update

**Requested By:** Katrinka Pellecchia

**Date:** Sept 12, 2013

**Contact Information:** kbpellecchia@comcast.net

**Presented By:** Katrinka Pellecchia, Building Committee

**Description:** Brief summary of activities, including: August 29 Listening Session on Lee Hill entrance & 155 entrance to the building site; update on Construction Manager RFQ/RFP progress.

**Financial Details:** \_\_\_\_\_  
\_\_\_\_\_

**Legal Authority** \_\_\_\_\_  
(usually NH RSA or Town Ordinance/Policy):

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

**REQUESTED ACTION OR RECOMMENDATIONS:**

Informational update only.

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

**Julie Glover**

---

**From:** flm@flmerrill.com  
**Sent:** Tuesday, September 03, 2013 2:20 PM  
**To:** townadministrator@leenh.org  
**Cc:** jdunlap@flmerrill.com  
**Subject:** Material Swap

Julie:

After meeting with Randy Stevens on Friday, August 30, 2013 to discuss the Town of Lee's needs in regard to screened loam (topsoil) and my need for stone, I am willing to swap, yard for yard, screened topsoil for 3/4", 1/2", and 3/8" Stone. If the Town of Lee is willing to load my trucks with the stone, I am willing to haul the screened topsoil to your site and haul the stone back to mine as part of this swap. If this proposal is agreeable to the Town of Lee, please let me know as soon as possible.

Sincerely,

Frank Merrill  
F.L. Merrill Construction, Inc.

# **SELECTMEN'S MEETING**

**September 16, 2013**

## **CONSENT AGENDA ITEMS**

(Individual items may be removed by any Selectman for separate discussion and vote)

### **SIGNATURES REQUIRED**

- PLT Unemployment Compensation Power of Attorney
- DOT Part III Grant Funded Radios, Recipient and Certification form
- Vacation Request Caren Rossi

### **INFORMATION ONLY**

- 2010 PLT Return of Contribution
- Cemetery Trust Fund Reimbursement Request
- Krempels 3<sup>rd</sup> Annual Charity Bike Event





RECEIVED  
AUG 29 2013

TOWN OF LEE, NH  
SELECTMAN'S OFFICE

August 27, 2013

Julie Glover  
Town of Lee  
7 Mast Road  
Lee, NH 03861-

Re: Unemployment Compensation Program  
Joint Authorization and Power of Attorney

Dear Julie:

I am writing to inform you that effective September 1, 2013, Local Government Center Property-Liability Trust, LLC is assigning all of its interests in your current Application and Participation Agreement together with all other agreements relating to the coverages and services provided to you as a participant in the Local Government Center Property-Liability Trust, LLC to Property-Liability Trust, Inc., a New Hampshire non-profit (voluntary) corporation. In connection with this assignment, Property-Liability Trust, Inc. will assume responsibility for and will continue the existing Property-Liability Trust risk pool management program pursuant to NH RSA 5-B.

As a participant in our Unemployment Compensation program, you will need to complete a *Joint Authorization and Power of Attorney* to allow Property-Liability Trust, Inc. to continue servicing your account with the State. Since this change becomes effective September 1, 2013, it is imperative that you sign and return this document to us as soon as possible. If you have the ability to scan the document, please scan it and email to: [dbird@healthtrustnh.org](mailto:dbird@healthtrustnh.org) or fax it to 226-2988. We will return a fully executed copy for your records.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Wendy Lee Parker".

Wendy Lee Parker  
Chief Operating Officer

Enclosure



EXHIBIT B

**Property-Liability Trust, Inc.**

**JOINT AUTHORIZATION AND POWER OF ATTORNEY**

I \_\_\_\_\_ as duly authorized representative of Town of Lee, a participating Member of the Property-Liability Trust, Inc. ("PLT") having a principal place of business at 25 Triangle Park Drive, Concord, New Hampshire 03302, hereby authorize, make, constitute and appoint PLT, its agents and employees, the TRUE AND LAWFUL ATTORNEY IN FACT for the Member, and in its name, place and stead, with full power, to do on behalf of the Member any act or thing the Member may lawfully do in connection with the Members' rights, duties, obligations, liabilities or otherwise under, pursuant to or in any way related to New Hampshire RSA 282-A, ("Unemployment Compensation"), including, without limitation:

1. To receive from and transmit to the New Hampshire Department of Employment Security, including without limitation its Unemployment Compensation Bureau or its other bureaus (the "Department"), any and all correspondence, reports, information, confidential information, and communications, oral or written, including official notices of any kind (the "Reports");
2. To make, endorse, sign, or amend any and all Reports;
3. To reimburse or pay to the Department any and all liability for Unemployment Compensation benefits paid to employees of the Member;
4. To make or apply for any refunds that may be payable by the Department;
5. To pay or contest claims and to settle claims by compromise, arbitration or otherwise;
6. To bring, prosecute, defend or settle any action, suit or proceeding at law or in equity that PLT may deem necessary or proper; and
7. To transact any and all business with the Department.

Time Sensitive must be returned by Oct. 1, 2013

# State of New Hampshire



JOHN J. BARTHELMES  
COMMISSIONER OF SAFETY

EARL M. SWEENEY  
ASSISTANT COMMISSIONER



## DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 271-2559  
Speech/Hearing Impaired  
TDD Access Relay NH 1-800-735-2964

September 6, 2013

Chief Chester Murch  
Lee Police Dept  
20 George Bennett Road  
Lee, NH 03861

**Re: Part III of the Local Law Enforcement Radio Interoperability initiative and an update**

Dear Chief Murch:

I am pleased to report that as of September 4, 2013, the Grants Management Unit of the Department of Safety Commissioner's Office has successfully distributed nearly 1,700 state-of-the-art interoperable radios to every local and county law enforcement agency in NH. Please see the May 10, 2012 letter sent to you for background on this program and contact information for the Law Enforcement advisory working group.

### New Opportunity for grant funded radios- Homeland Grant Distribution Part III

Available FY 2010 interoperability funding in the amount of \$496,386.72 was used to purchase an additional and final radio allotment which will allow this program to distribute radios to a higher percentage of full time NH law enforcement. All funds must be spent by February 28, 2014.

As recommended by the Local Law Enforcement Radio Working Group (LLERWG):

As with the earlier distribution, the Law Enforcement working group has recommended using the ratio according to the full time authorized LE number supplied by the Police Standards and Training Council. This information is being used in the second round to remain consistent with first round distribution process.

Your agency will receive: 1 APX 7000 single band radio. In order to complete this project in the timeframe, no changes to radio model can be entertained for this distribution.

Please review this updated MOU and return it by October 1, 2013.

If your department does not need or wish to receive additional radios, please call or email Grants Management (GMU) immediately. Please contact Terri at GMU at 271-6636 by October 1, 2013.

### What is next:

- Again, to expedite this process and meet grant deadlines the initial radio type available is the APX 7000 single band radio.

- Radios will be distributed through the same pick-up and sign-off process that was used previously. A Department MUST pick-up and sign off for their own radios.
- Programming of "Round 3" radios will be grant reimbursed, but must occur by **January 30, 2014**, following Round I protocol.

The local Law Enforcement (LE) radio working group (LLERWG) spent many hours, in April and May 2012, meeting and performing field evaluations of radios at their Departments to assist us in determining the wisest investment of these one-time Federal dollars. The following law enforcement officials comprised the working group and deserve appreciation for their efforts invested in this important discussion, testing, and decision making:

**Local Law Enforcement Radio Working Group:**

Chief Mark Doyle, Chair; Merrimack; 424-3774	Sheriff Craig Wiggin, Belknap County; 527-5454 ext. 1251	Tom Andross, Communications Director; Grafton County; 787-2111
Capt. George Feole, Derry; 845-5623	Chief John Gardiner, Lancaster; 788-4402 (retired)	Chief Gerald Lewis, Windham; 434-5577
William Mansfield (Lt., retired) Nashua Communications Division Director; 594-3521	Chief Brian Page, North Hampton; 964-2198	Chief Patrick Sullivan, Goffstown; 497-4858
Jim Kowalik, Communications Supervisor, NH State Police	Major Chris Aucoin, NH State Police	Pam Urban-Morin, Grants Administrator; NH Dept. of Safety
Assistant Commissioner Earl Sweeney, NH Dept. of Safety	Sean Fichera, IT/Communications Specialist Derry Police Dept; 845-5637	Chief Robert Wharem, Pittsfield, President NH Chiefs Assoc.; 435-7535

**REMINDER: Programming of Radios will be the same as Round I and Round II:**

As a reminder, programming of these radios can be grant reimbursed also. To be reimbursed for the programming of these grant supplied radios, this task will need to be completed by your Department by **January 15, 2014**. Reimbursement requests and itemized invoices and "canceled checks"/proof of payment must be submitted to the Grants Management Unit (GMU) at the Department of Safety no later than **January 30, 2014**. Reimbursement requests after that date are not guaranteed to be funded.

**Programming Radios: Standard practices to follow to preserve interoperability**

- 1) Programming includes complete code plug - 1-48 (the only part that's modifiable in the matrix). The remaining channels (Zones D,E,F,G) are to be the standard LawNet code plug and Zone H. Departments will be responsible for making their own appointments with authorized Motorola service shops which will be listed in the programming letter. To receive reimbursement, one of these SHOPS MUST BE USED. Grant reimbursement will not be made for radios programmed by another provider or "in-house". Only radios distributed as part of this specific project are eligible for reimbursement

<b>Public Safety Mobiles/Portables Frequency Matrix</b>		
<b>1 - 48</b>	<b>49 - 111</b>	<b>112 - 128</b>
<b>Local Use</b>	<b>Standardized Channels</b>	<b>Public Safety Interoperability Zone H</b>

**A. What costs may be grant reimbursed:**

- 1) Build code plug template \$187.50 (per code plug- One per Department)
  - Set-up 1-48
  - Set Radio ID
- 2) Flash Each Radio \$35.00 (ea radio)
  - 'Clone' radio w/code plug
  - Refresh/Flash for GPS

Check on monitor & tune as needed

3) Optional 'Add-ons'/Feature Set Configuration

Narrowband code plug                      \$35.00 (per code plug)

The following items will be at the **cost of the Department** (see "C" below also. None of these costs will be grant reimbursed)

Custom display config.	Time & Material
Custom Profiles	Time & Material
Code plug 'scrub'	Time & Material
Configure ADP	\$50.00 (per code plug)*

\* ADP – Shop MUST have the existing code (if applicable) to set this feature up properly.

Please complete the enclosed updated MOU and certification form and return it to the address indicated below **no later than October 1, 2013**. If you DO NOT wish to receive radios in ROUND 3 – call GMU at 271-6636 and decline your allocation by October 1, 2013. Your attention to this matter is greatly appreciated. If you have any questions please contact the Grants Management Unit at 271-7663 and their staff will be happy to assist you.

Sincerely yours,



John J. Barthelmes  
Commissioner  
JJB/pum

Attachments:                      LE MOU required to be returned to DOS-GMU by October 1, 2013

**MOU return address:**

**NH Department of Safety  
Grants Management Unit  
33 Hazen Drive  
Concord, NH 03305**



# State of New Hampshire



JOHN J. BARTHELMES  
COMMISSIONER OF SAFETY

EARL M. SWEENEY  
ASSISTANT COMMISSIONER

## DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 271-2559  
Speech/Hearing Impaired  
TDD Access Relay NH 1-800-735-2964

### RADIO RECIPIENT AND CERTIFICATION Must be completed prior to radio distribution

As Mayor/Town Manager or Chairman of the Board of Selectmen of the City/town of : LEE

Or County Sheriff of:

I am aware that the State is purchasing equipment from funds allocated to the State of New Hampshire by the US Department of Homeland Security for the Law Enforcement Agency in my town and I hereby acknowledge that the state will provide standardized interoperable Project 25 (APCO-25) radio equipment with a 3 year warranty, and certify the following:

"The State is retaining some of the local unit of government allocation of grant funds for purchases made by the State on behalf of the local unit of government. States holding Homeland Security grant funds on behalf of local units of government must enter into a memorandum of understanding with the local unit of government specifying the amount of funds to be retained by the State for purchases. This agreement must be kept on file with the State Administrative Agency (Department of Safety)."

My Department will receive: 1 APX 7000  
The value of the equipment provided is: \$3,537.84

Signature of Town Official or County authorized to sign a contract under RSA RSA 31:95b or RSA 37:6 (town/City) or RSA 28:4 (County):

_____	Chairman of the Board of Selectmen	_____
Signature of Town or County Official	Title	Date

Print name as signed above

Signature and Printed Name of Police Chief or County Sheriff:

_____	Chester W. Murch
Signature of Police Chief or County Sheriff	Printed Name of Police Chief or County Sheriff

\*Radio values are as follows: Motorola single band APX 7000: \$3,537.84 each.

### Vacation Request and Approval Form for Department Heads

Date: Sept. 16, 2013

From: Caren Ross  
Department Head Name

To: **Board of Selectmen, Town of Lee, NH**

Please indicate below the dates you are requesting for your vacation period.

From				To			
9	1	26	13	9	1	27	13
10	1	2	13	10	1	2	13
	1				1		

2 days  
1 day  
24 hrs.

Please indicate below your available vacation time.

Vacation Time Available In Hours/Days	Vacation Time Taken in Last 12 Months in Hours/Days
194 / <del>24</del> 25	48 / 6

Vacation is approved/disapproved.

John R. LaCourse  
Chairman

Carole Dennis

David Cedarholm

Board of Selectmen



August 30, 2013

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

Dear Ms. Glover:

I write regarding Property-Liability Trust's (PLT) return of \$3.1 million of surplus as required by the Hearing Officer's Order in the Bureau of Securities Regulation administrative proceeding. The Hearing Officer calculated this return based on PLT's Calendar Year 2010 financial statements. While LGC and the PLT Board of Managers continue to appeal certain aspects of the Order, the PLT Board is committed to returning this \$3.1 million to its Members. Time requirements in the Order necessitate that this return occur prior to September 1, 2013. Enclosed please find your check for your group's share of this return in the amount of \$12,640.45.

Property-Liability Trust continues to take affirmative steps to comply with the provisions of the Order and minimize the outstanding issues with the Bureau. We want to put this administrative process behind us so we can focus on providing comprehensive coverage that protects Members from unexpected risks.

I hope this information is helpful in understanding how and why Property-Liability Trust is distributing this surplus. Please let me or Darlene Simmons, x3327, know if you have any questions about this.

Sincerely,

A handwritten signature in cursive script that reads "Wendy Lee Parker".

Wendy Lee Parker  
Deputy Director for Risk Pool Operations

To: Trustees of Trust Funds

From: Cemetery Trustees

Date: September 3, 2013

Please reimburse from the Cemetery Trust Fund to the General Account of the Town of Lee.

The sum of \$5952.40.

Fiscal Year 2012-2013.. Thank you.

Signed:



Marianne E. Banks



Jackie Neill



Jan Neill

Cemetery Trustees

Town of Lee

Cc: Board of Selectmen

Cc: Town Bookkeeper

Rev: 9/3/2013

## Julie Glover

---

**From:** arlonchaffee@gmail.com on behalf of Arlon Chaffee <arlon@lococycling.com>  
**Sent:** Tuesday, September 10, 2013 6:56 AM  
**To:** Julie Glover  
**Cc:** Chet Murch  
**Subject:** Charity Bicycle Ride - October 19th  
**Attachments:** Lee Ins Cert 2013 KKOTR Charity Ride Oct 19th.pdf

Julie - the 3rd Annual Krempels King of the Road Challenge charity bicycle ride will take place on Saturday Oct 19th. The ride starts and finishes at Timberland in Stratham. The route again comes through Lee: Camp Lee> Rt 152 W> Demeritt> Cartland> Lee Hill> Wednesday Hill

We expect 250+ riders this year but, by the time they reach Lee, they should be fairly spread out. We have all corners marked with (pole mounted) arrows and put up motorist Caution signs during the week before the event. All signs are removed by a sweep vehicle that day. Riders are instructed to obey the rules of the road.

I am sending along a cert of insurance - see attached - and cc'ing Chet Murch (who had no issues with last October's ride).

Of course, I am happy to answer any questions either of you may have.

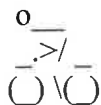
All set?

Thanks!

Arlon

--

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Friends don't let friends ride slow

Arlon A. Chaffee  
Big Wheel, LOCO Cycling, Inc.  
PO Box 471  
Newmarket NH 03857  
Phone: 603.682.9954

Please consider the environment before printing this e-mail