

# Town of Lee



## Deliberative Session

**Mast Way Elementary School**

**February 3, 2024**

## Amending a Warrant Article (NH RSA 40:13 IV)

### Warrant articles can be amended by a simple majority vote

Warrant articles may be amended subject to the following limitations:

- Warrant articles whose wording is prescribed by law shall not be amended.
- Warrant articles as amended shall be placed on the official ballot for a final vote
- No warrant article shall be amended to eliminate the subject matter of the article but the legislative body can make other changes. An amendment can change the dollar amount of an appropriation.

# Appropriations (NH RSA 32:6)

- An “Appropriation” is the amount of money authorized to be expended for a specific purpose:
- The amount of an appropriation may be amended; however, **the purpose** of the appropriation **cannot be changed**.
- No new purposes can be introduced that were not in the posted warrant or that were not disclosed or discussed at the budget hearings.

## Purpose (NH RSA 32:3 V)

"Purpose" means a goal or aim to be accomplished through the expenditure of public funds.

A line on the budget form posted with the warrant or the form submitted to the Department of Revenue Administration or an appropriation contained in a special warrant article, shall be considered a single "purpose."

# Raise & Appropriate (NH RSA 32:3 )

**“To Raise” indicates the source of the revenue**

***This means funding from any source of revenue, not just general taxation !***

**"Appropriate" - to authorize the expenditure of a particular sum for a particular purpose, i.e., the authorization to expend municipal funds for a specified purpose.**

# Warrant Article 1 - Town Officers

To choose all necessary Town Officers for the ensuing year

- Selectperson – 3-year position
- Moderator – 2-year position
- Supervisor of the Checklist – 6-year position
- Trustee of the Trust Funds – 3-year position
- Library Trustee – (1) 3-year position
- Cemetery Trustee – 3-year position
- Advisory Budget Committee – (2) 3-year positions

## Warrant Article 2 – New Town Building

To see if the Town will vote to raise and appropriate the sum of up to One Million Seven Hundred Thousand Dollars (\$1,700,000) for the purpose of designing, engineering, building and equipping a new Municipal Office Building, which includes site work; and to authorize the issuance of not more than One Million Four Hundred Thousand Dollars (\$1,400,000) of bonds or notes for this project in accordance with the provisions of the Municipal Finance Act RSA 33:1 et seq., as amended; and to authorize the Select Board to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Select Board to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity other terms thereof; and to authorize the Select Board to take any other actions or to pass any other vote relative thereto; including but not limited to, withdrawing \$300,000 from the Town Buildings Capital Reserve Fund and to further raise and appropriate an additional sum of Thirty-Five Thousand Dollars (\$35,000) for the first year's interest payment on the bond. The Select Board recommends this article. Requires a 3/5ths ballot vote majority to pass. (*Estimated tax impact of \$0.03*)

**Warrant Article #2 Fiscal Impact Note:** If the bond is issued in 2025 the estimated 2025 tax rate impact is \$0.03 per \$1,000 valuation (three cents per thousand dollars of valuation). The total of the bond's principal and interest payments over a 20-year period at an interest rate of 3.44% are estimated to be \$1,916,600. The estimated bond schedule shows a 2026 payment of \$116,956 which decreases annually to a payment of \$71,204 in 2044.



# NHMBB New Hampshire Municipal Bond Bank

**Town of Lee**

July 2024 Bond Sale

20 Year **Estimated** Schedule - Level Principal

2023 Assessed Valuation: \$733,320,216

Date Prepared: 01/16/24

Interest Start Date: 08/11/24

First Interest Payment: 02/15/25

Net Interest Costs: 3.44% Interest rate as of January 9, 2024. Subject to change

Debt Year	Period Ending	Principal Outstanding	Principal	Rate	Interest	Total Payment	Fiscal Year Total Payment	Assessed Valuation	FY-Est. Tax Rate Inc.
	2/15/2025				\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 733,320,216	\$ 0.05
1	8/15/2025	\$ 1,400,000.00	\$ 70,000.00	3.44%	24,080.00	94,080.00			
	2/15/2026				22,876.00	22,876.00	116,956.00	733,320,216	\$ 0.16
2	8/15/2026	1,330,000.00	70,000.00	3.44%	22,876.00	92,876.00			
	2/15/2027				21,672.00	21,672.00	114,548.00	733,320,216	\$ 0.16
3	8/15/2027	1,260,000.00	70,000.00	3.44%	21,672.00	91,672.00			
	2/15/2028				20,468.00	20,468.00	112,140.00	733,320,216	\$ 0.15
4	8/15/2028	1,190,000.00	70,000.00	3.44%	20,468.00	90,468.00			
	2/15/2029				19,264.00	19,264.00	109,732.00	733,320,216	\$ 0.15
5	8/15/2029	1,120,000.00	70,000.00	3.44%	19,264.00	89,264.00			
	2/15/2030				18,060.00	18,060.00	107,324.00	733,320,216	\$ 0.15
6	8/15/2030	1,050,000.00	70,000.00	3.44%	18,060.00	88,060.00			
	2/15/2031				16,856.00	16,856.00	104,916.00	733,320,216	\$ 0.14
7	8/15/2031	980,000.00	70,000.00	3.44%	16,856.00	86,856.00			
	2/15/2032				15,652.00	15,652.00	102,508.00	733,320,216	\$ 0.14
8	8/15/2032	910,000.00	70,000.00	3.44%	15,652.00	85,652.00			
	2/15/2033				14,448.00	14,448.00	100,100.00	733,320,216	\$ 0.14
9	8/15/2033	840,000.00	70,000.00	3.44%	14,448.00	84,448.00			
	2/15/2034				13,244.00	13,244.00	97,692.00	733,320,216	\$ 0.13
10	8/15/2034	770,000.00	70,000.00	3.44%	13,244.00	83,244.00			
	2/15/2035				12,040.00	12,040.00	95,284.00	733,320,216	\$ 0.13
11	8/15/2035	700,000.00	70,000.00	3.44%	12,040.00	82,040.00			
	2/15/2036				10,836.00	10,836.00	92,876.00	733,320,216	\$ 0.13
12	8/15/2036	630,000.00	70,000.00	3.44%	10,836.00	80,836.00			
	2/15/2037				9,632.00	9,632.00	90,468.00	733,320,216	\$ 0.12
13	8/15/2037	560,000.00	70,000.00	3.44%	9,632.00	79,632.00			
	2/15/2038				8,428.00	8,428.00	88,060.00	733,320,216	\$ 0.12
14	8/15/2038	490,000.00	70,000.00	3.44%	8,428.00	78,428.00			
	2/15/2039				7,224.00	7,224.00	85,652.00	733,320,216	\$ 0.12
15	8/15/2039	420,000.00	70,000.00	3.44%	7,224.00	77,224.00			
	2/15/2040				6,020.00	6,020.00	83,244.00	733,320,216	\$ 0.11
16	8/15/2040	350,000.00	70,000.00	3.44%	6,020.00	76,020.00			
	2/15/2041				4,816.00	4,816.00	80,836.00	733,320,216	\$ 0.11
17	8/15/2041	280,000.00	70,000.00	3.44%	4,816.00	74,816.00			
	2/15/2042				3,612.00	3,612.00	78,428.00	733,320,216	\$ 0.11
18	8/15/2042	210,000.00	70,000.00	3.44%	3,612.00	73,612.00			
	2/15/2043				2,408.00	2,408.00	76,020.00	733,320,216	\$ 0.10
19	8/15/2043	140,000.00	70,000.00	3.44%	2,408.00	72,408.00			
	2/15/2044				1,204.00	1,204.00	73,612.00	733,320,216	\$ 0.10
20	8/15/2044	70,000.00	70,000.00	3.44%	1,204.00	71,204.00			
TOTALS			\$ 1,400,000.00		\$ 516,600.00	\$ 1,916,600.00	\$ 1,916,600.00		

Please show all warrant articles related to this project to bond counsel prior to submitting them to DRA. If you need a list of approved bond counsel, please let us know and we will provide one.

**Simple Lease vs. Build Town Office Cost Benefit Analysis**

<u>Year:</u>	<u>Lease Payment:</u>	<u>Equity:</u>	<u>Maint. Expense</u>	<u>Bond Payment</u>	<u>Equity:</u>	<u>Maint. Expense</u>
2021	60,000	0	4200			
2022	60,000	0	1648			
2023	60,000	0	4200			
2024	62,700	0	648	35,000	0	0
2025	62,700	0	1154	116,956	70,000	0
2026	62,700	0	1154	114,548	140,000	1154
2027	65,521	0	1154	112,140	210,000	1154
2028	65,521	0	5000	109,732	280,000	1154
2029	65,521	0	1154	107,324	350,000	1154
2030	65,521	0	1154	104,916	420,000	1154
2031	65,521	0	1154	102,508	490,000	1154
2032	65,521	0	1154	100,100	560,000	1154
2033	65,521	0	5,000	97,692	630,000	1154
2034	65,521	0	1154	95,284	700,000	1154
2035	65,521	0	1154	92,876	770,000	1154
2036	65,521	0	1154	90,468	840,000	1154
2037	65,521	0	1154	88,060	910,000	1154
2038	65,521	0	1154	85,862	980,000	1154
2039	65,521	0	5000	83,244	1,050,000	1154
2040	65,521	0	1154	80,836	1,120,000	1154
2041	65,521	0	1154	78,428	1,190,000	1154
2042	65,521	0	1154	76,020	1,260,000	1154
2043	65,521	0	1154	73,612	1,330,000	1154
2044	<u>65,521</u>	<u>0</u>	<u>1154</u>	<u>71,204</u>	<u>1,400,000</u>	1154
	\$ 1,285,394.00	0	\$ 35,266.00	\$1,916,600	\$ 1,400,000.00	\$ 21,926.00

Daley building is 16 years old, town is responsible for all maintenance and repair of building and systems.

## Warrant Article 3 – Operating Budget

Shall the Town of Lee raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$5,598,662**. Should this article be defeated, the default budget shall be **\$5,108,202** which is the same as last year, with certain adjustments required by previous action of the Select Board or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. The Select Board recommends this article. Majority vote required.

*(Estimated tax impact of \$6.05, up \$0.46 from prior yr.)*

# FY24 Budget vs. FY25 Budget

## FY24 v. FY25 Budgets

FY 2025 Budget For: GENERAL FUND Include: Expenditures

(Seg1-FUND - DRA Account)	FY24 Budget	FY25 Budget	+/- Change
<b>01 - GENERAL FUND</b>			
4130-4139 - GENERAL GOVERNMENT EXECUTIVE	169,927.00	178,200.00	8,273
4140-4149 - TOWN CLERK, ELECTION, REGISTRATION & VITAL STATISTICS	125,256.00	149,486.00	24,230
4150-4151 - FINANCIAL ADMINISTRATION	194,602.00	198,874.00	4,272
4152 - REVALUATION OF PROPERTY	37,015.00	43,200.00	6,185
4153 - LEGAL EXPENSE	15,000.00	15,000.00	0.00
4155-4159 - PERSONNEL ADMINISTRATIVE	1,109,825.00	1,291,613.00	181,788
4191-4193 - PLANNING AND ZONING	106,466.00	110,305.00	3,839
4194 - GENERAL GOVERNMENT BUILDINGS	312,035.00	307,097.00	-4,938
4195 - CEMETERIES	7,900.00	8,050.00	150
4196 - INSURANCE	57,542.00	62,750.00	5,208
4199 - OTHER GENERAL GOVERNMENT	0.00	3,500.00	3,500
4210-4214 - POLICE	788,149.00	812,635.00	24,486
4215-4219 - AMBULANCE	31,394.00	93,407.00	62,013
4220-4229 - FIRE	709,433.00	846,572.00	137,139
4240-4249 - BUILDING INSPECTION	66,144.00	67,467.00	1,323
4290-4298 - EMERGENCY MANAGEMENT	3,600.00	3,600.00	0.00
4311 - HIGHWAY/STREETS ADMINISTRATION	714,692.00	766,633.00	51,941
4312 - HIGHWAY AND STREETS	0.00	0.00	0.00
4321 - SANITATION ADMINISTRATION	181,194.00	198,997.00	17,783
4324 - SOLID WASTE DISPOSAL	136,446.00	139,601.00	3,155
4331 - WATER DISTRIBUTION & TREATMENT ADMINISTRATION	0.00	0.00	0.00
4414 - PEST CONTROL	100.00	100.00	0.00
4415-4419 - HEALTH AGENCIES, HOSPITALS & OTHER	21,475.00	20,475.00	1,000
4441-4442 - WELFARE ADMINISTRATION & DIRECT ASSISTANCE	16,840.00	16,840.00	0.00
4520-4529 - PARKS & RECREATION	10,700.00	10,700.00	0.00
4550-4559 - PUBLIC LIBRARY	281,657.00	320,0428	38,771
4583 - PATRIOTIC PURPOSES	750.00	750.00	0.00
4589 - OTHER CULTURE AND RECREATION	0.00	5,000.00	5,000
4619 - OTHER CONSERVATION	10,060.00	9,960.00	-1,000
4711-4712 - LONG TERM BONDS & NOTES - PRINCIPAL	30,000.00	0.00	-30,000
4721 - LONG TERM BONDS & NOTES - INTEREST	204.00	0.00	-204
	0.00	0.00	0.00
		0.00	0.00
<b>01 - GENERAL FUND</b>	<b>\$5,138,406.</b>	<b>\$5,198,662.</b>	<b>8.96%</b>

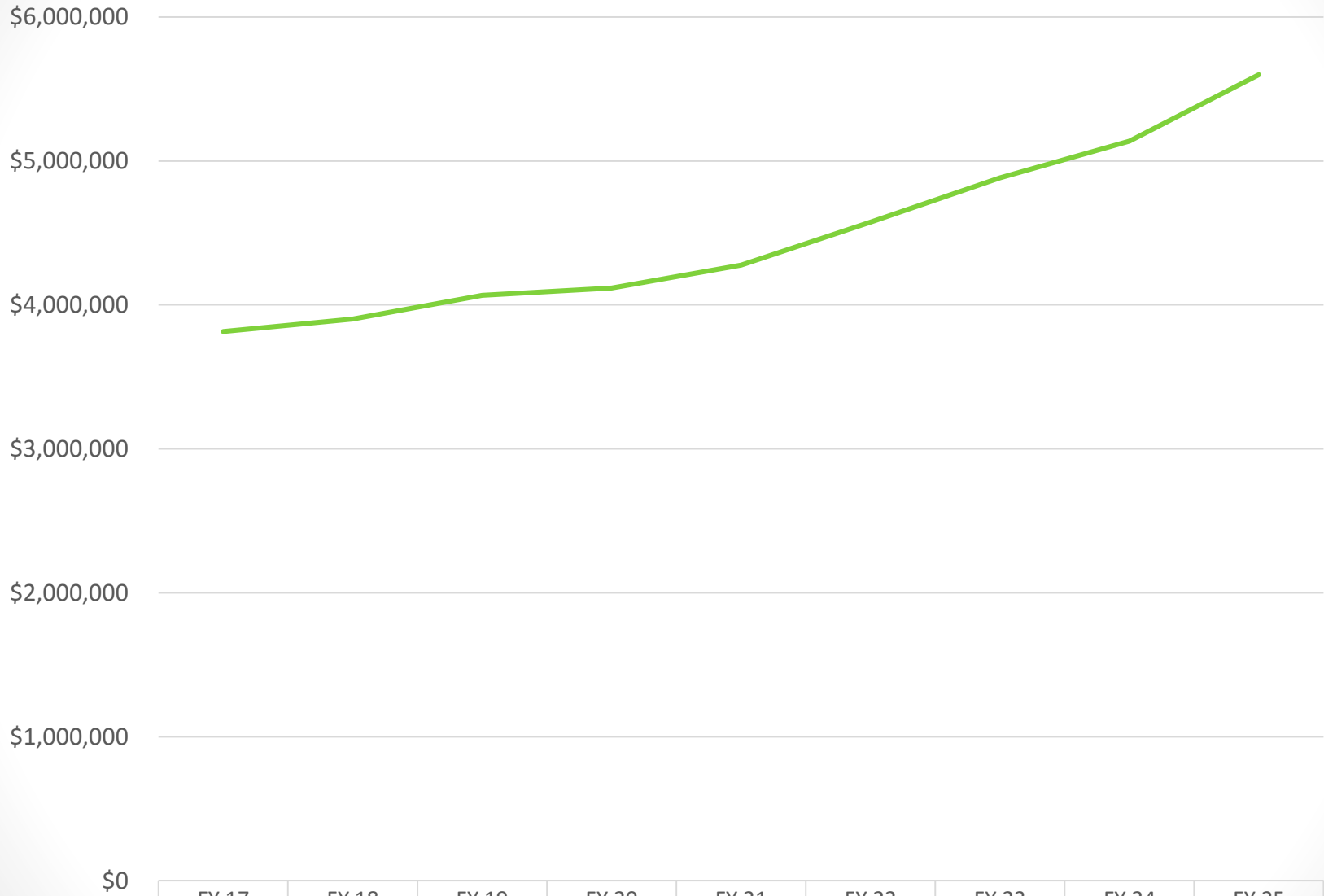
# FY25 Operating Budget Highlights

- The overall increase from FY24 is \$ 460,256 which is an 8.96% change.
- Largest increases were in Personnel Admin.(\$181,788) and Fire (\$137,139)
- Department lines include a 2% COLA plus a 7% wage increase for Fire personnel
- Budget includes adding funds for the Nation's 250<sup>th</sup>
- Insurance Costs Increased

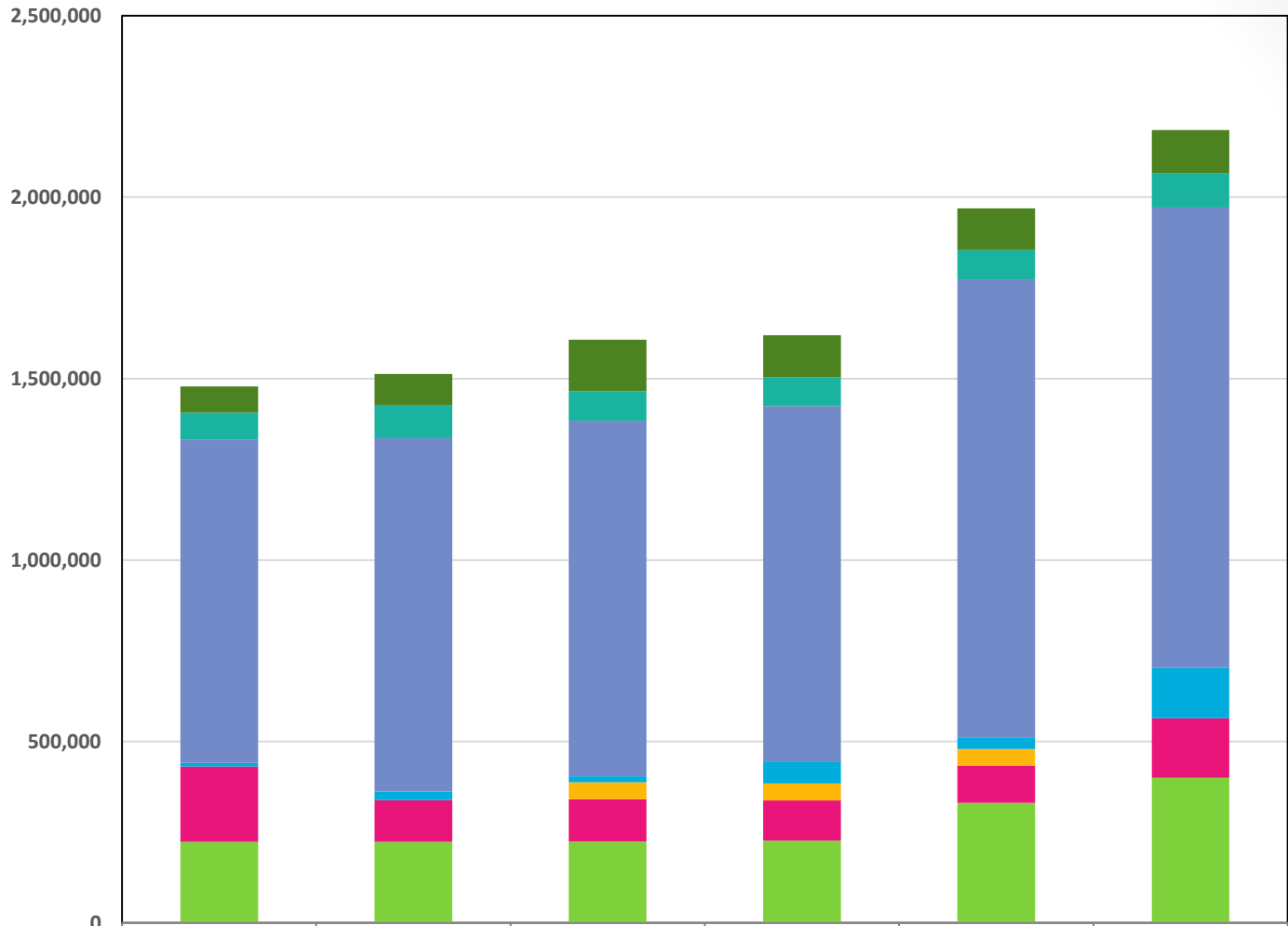
# FY25 Operating Budget Highlights

- Heritage and Agricultural Commission budgets were not funded at their request
- FY23 Revenues totaled \$18,042,735.  
(includes CRF transfers)

# Operating Budget FY17-25



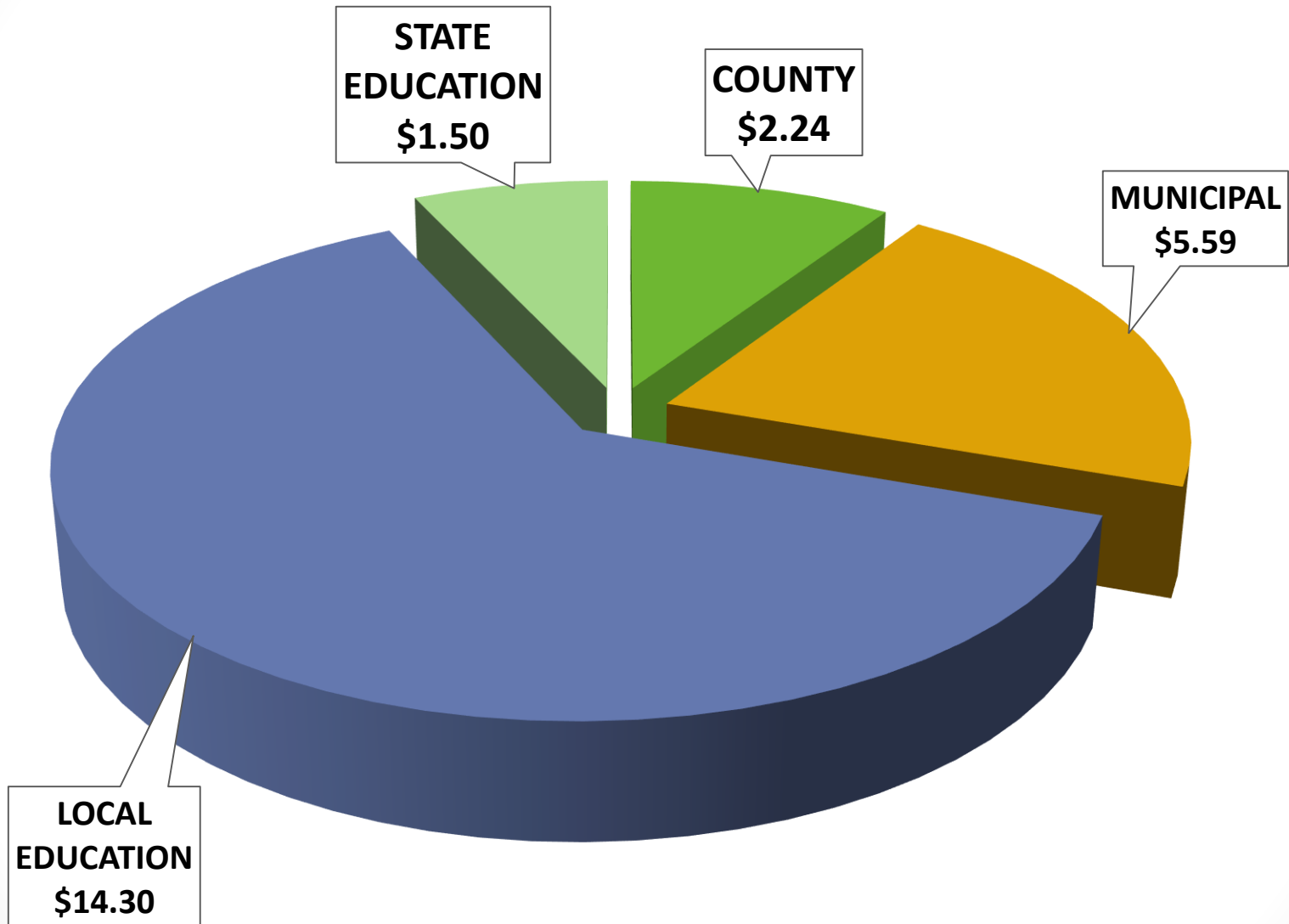
## FY17 – FY2023 Revenue Other Than Taxes



	FY18	FY19	FY20	FY21	FY22	FY23
Miscellaneous Town Revenue	72,035	86,904	141,805	114,988	114,988	118,749
Income from Town Departments	74,432	90,508	81,412	80,252	80,252	94,711
Licenses, Permits and Fees	891,083	973,052	979,787	978,443	1,263,887	1,267,652
Other State Aid	10,133	24,422	16,751	61,335	30,145	139,543
Municipal Aid	0	0	46,596	46,596	46,596	0
Highway Block Grants	207,267	114,224	116,708	110,635	102,278	164,189
Meal and Rooms Tax	223,457	223,868	224,251	226,852	330,631	400,020



## 2023 Tax Rate Breakdown (\$23.35 Total)



# Fund Balances, CRF & ETF, Jan. 31, 2024

## Fund Balances at End of Selected Month in Fiscal Year 2024

Balances shown are the total in the fund. Some part of the balance shown may already be encumbered for a specific purchase and thus not available.

Balances at End  
of Month **6**  
(December 2023)

<b>Fund Name</b>	<b>Type</b>	<b>Abbreviation</b>	<b>Agents</b>	
Internal Service Fund for Accrued Benefits	ETF	Accrued Benefits	SB	28,292.24
Cemetery	NETF	Cemetery	CT	289,175.83
Fire Equipment	CRF	Fire Equipment		543,863.62
Fire Ponds & Cisterns	CRF	Fire Ponds Cisterns	SB	235,287.98
Highway Equipment	CRF	Highway Equipment	SB	318,703.53
Land Acquisition	ETF	Land Acquisition		261,169.45
Conservation Land Stewardship Trust Fund	ETF	Land Stewardship	SB	3,815.18
Land Use Change	CRF	Land Use Change		389,516.43
Lee Fair Fund	ETF	Lee Fair Fund	LFC	13,812.09
Lee Library Building Capital Reserve Fund	CRF	Library Building	SB	630,996.07
Library Capital Reserve Fund	CRF	Library CRF		78,466.32
Recreation	CRF	Recreation		36,586.11
Renovating Town Hall Capital Reserve Fund	CRF	Renovating Town Hall	SB	54,917.02
Revaluation Fund	CRF	Revaluation Fund	SB	58,272.67
Highway Department Road and Bridge Improvement Plan Capital Reserve Fund	CRF	Road and Bridge	SB	837,685.30
Town Buildings Capital Reserve Fund	CRF	Town Buildings CRF	SB	613,527.50
Transfer Station Equipment	CRF	Transfer Sta Equip	SB	193,381.92

**Fund Types** CRF = Capital Reserve Fund, NCRF = Non-Capital Reserve Fund,  
ETF = Expendable Trust Fund, NETF = Nonexpendable Trust Fund

**Agents** SB = Select Board, CT = Cemetery Trustees, LFC = Lee Fair Committee

**GRAND TOTAL:** 4,587,469.26

**PUBLIC MONEY TOTAL:** 4,284,481.34

# Warrant Article 4 – Lee Library Renovations

To see if the Town will vote to raise and appropriate the sum of Two Hundred Thousand dollars (\$200,000) to be used for Lee Library renovations. Majority vote required.

*(Estimated tax impact of \$0.23)*

# Warrant Article 5 – Fire Equipment Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of One hundred Seventy-Five Thousand dollars (\$175,000) to be deposited into the Fire Equipment Capital Reserve Fund. The Select Board recommends this article. Majority vote required.

*(Estimated tax impact of \$0.20)*

# Warrant Article 6 – Town Buildings Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of Two Hundred Thousand dollars (\$200,000) to be deposited into the Town Buildings Capital Reserve Fund. This sum to come from the Unassigned Fund Balance and no amount to be raised from general taxation. The Select Board recommends this article. Majority vote required.

*(Estimated tax impact of \$0.00)*

# Warrant Article 7 – Highway Equipment Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of Fifty Thousand dollars (\$50,000) to be deposited into the Highway Equipment Capital Reserve Fund. The Select Board recommends this article. Majority vote required.

*(Estimated tax impact of \$0.05)*

# Warrant Article 8 – Highway Dept. Road & Bridge Improvement Plan Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of Ninety Thousand dollars (\$90,000) to be deposited into the Highway Dept. Road and Bridge Improvement Plan Capital Reserve Fund. The Select Board recommends this article. Majority vote required.

*(Estimated tax impact of \$0.09)*

# Warrant Article 9 –Transfer Station Equipment Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of Ninety Thousand dollars (\$90,000) to be deposited into the Transfer Station Equipment Capital Reserve Fund. The Select Board recommends this article. Majority vote required.

*(Estimated tax impact of \$0.09)*



# Warrant Article 10 – Fire Department Radio Infrastructure

To see if the Town will vote to raise and appropriate the sum of not more than Eighty Thousand dollars (\$80,000) for the purchase of radio infrastructure to include a Tait TB9400 100w VHF Repeater-P25, Simulcast Enabled Antenna System and a GPS Disciplined Simulcast Master Oscillator to assist the fire department in communications from the fire ground to dispatch, other mutual aid agencies, and within the department, and to authorize the withdrawal of said amount from the Fire Equipment Capital Reserve Fund. The Select Board recommends this article. Majority vote required.

*(Estimated tax impact of \$0.00)*

## Warrant Article 11 – Solar Energy System Capital Reserve Fund

To see if the Town will vote to establish a Solar Energy System Capital Reserve Fund under the provisions of RSA 35:1 for the purchase of solar energy systems and to raise and appropriate the sum of Thirty-five Thousand dollars (\$35,000) to be placed in said fund. Further, to name the Select Board as agents to expend from said fund. The Select Board recommends this article. Majority Vote Required.

*(Estimated tax impact of \$0.04)*

## Warrant Article 12 – Fire Ponds and Cisterns Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of Thirty Thousand dollars (\$30,000) to be deposited into the Fire Ponds and Cisterns Capital Reserve Fund. The Select Board recommends this article. Majority vote required.

*(Estimated tax impact of \$0.03)*

# Warrant Article 13 – Cemetery Fencing Capital Reserve Fund

To see if the Town will vote to establish a Cemetery Fencing Capital Reserve Fund under the provisions of RSA 35:1 for the purchase of replacement cemetery fencing and to raise and appropriate the sum of Twenty-five Thousand dollars (\$25,000) to be placed in said fund. Further, to name the Select Board as agents to expend from said fund. The Select Board recommends this article. Majority Vote Required.

*(Estimated tax impact of \$0.03)*

# Warrant Article 14 – Internal Service Expendable Trust Fund for Accrued Benefits

To see if the Town will vote to raise and appropriate the sum of Twenty Thousand dollars (\$20,000) to be deposited into the Internal Service Expendable Trust Fund for Accrued Benefits. The Select Board recommends this article. Majority vote required.

*(Estimated tax impact of \$0.02)*

# Warrant Article 15 – Contingency Fund

To see if the Town will vote to establish a contingency fund for Fiscal Year 2025 for unanticipated expenses that may arise and further to raise and appropriate Twenty Thousand dollars (\$20,000) to go into said fund. This sum to come from the Unassigned Fund Balance and no amount to be raised from general taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. The governing body shall annually publish a detailed report of all expenditures from said fund. The Select Board recommends this article. Majority vote required.

*(Estimated tax impact of \$0.00)*

# Warrant Article 16 – Revaluation Capital Reserve Fund

To see if the Town will vote to raise and appropriate the sum of Ten Thousand dollars (\$10,000) to be deposited into the Revaluation Capital Reserve Fund. The Select Board recommends this article. Majority vote required.

*(Estimated tax impact of \$0.01)*

# Warrant Article 17 – Annex Building Lease

To see if the Town will vote to lease, through the Select Board and under the provisions of RSA 41:11, the Annex Building located at 13 Mast Road to the Lee Historical Society, a private and independent not-for-profit organization, herein after referred to as the Historical Society. The Select Board shall reserve the right to discontinue this agreement with 30 days' notice in the event the building and grounds are needed for municipal, governmental, transportation, or other reasons as required in the interests of the public good. The Select Board shall require no rent or lease payment for use of the building. The Select Board, at its discretion, may require cost sharing for electrical, heating, and cooling utilities with 60 days' notice to the Historical Society. The Select Board shall provide basic landscaping service and snow removal. Other provisions, to be included in the lease at the Select Board's discretion. The Select Board recommends this article. Majority vote required. *(Estimated tax impact of \$0.00)*



**THANK YOU FOR ATTENDING THE  
TOWN OF LEE**

**2024 DELIBERATIVE SESSION**

**PLEASE BE SURE TO VOTE AT THE  
PUBLIC SAFETY COMPLEX**

**MARCH 12, 2024 7:00 AM TO 7:00 PM**