



**TOWN OF NEWMARKET, NEW HAMPSHIRE  
TOWN COUNCIL AGENDA**

---

**REGULAR MEETING    FEBRUARY 4, 2015 7PM  
NEWMARKET TOWN HALL COUNCIL CHAMBERS**

---

- 1) **Pledge of Allegiance**
- 2) **Public Forum** *\*\*Public Forum is an opportunity for the public to address the Town Council. All comments should be addressed to the Chair of the Council. No person will be allowed to speak longer than 5 minutes.\*\**
- 3) **Public Hearing - NONE**
- 4) **Town Council to Consider Acceptance of Minutes**
  - a) Minutes of January 21, 2015
- 5) **Report of the Town Administrator**
- 6) **Committee Reports**
- 7) **Old Business**
  - a) Ordinances and Resolutions in the 2<sup>nd</sup> Reading
    - i. *Resolution #2014/2015-41 Approving the North Main Street Water Main Replacement Construction Budget*
    - ii. *Resolution #2014/2015-42 Authorize the Town Administrator to Enter into an Agreement with Wright-Pierce for Project Management and Oversight Services Related to the North Main Street Water Main Replacement Project*
  - b) Ordinances and Resolutions in the 3<sup>rd</sup> Reading
  - b) Items Laid on the Table – NONE *(Items will remain on the table unless a member of the Town Council moves to remove the item.)*
- 8) **New Business/Correspondence**
  - a) Town Council to Consider Nominations, Appointments and Elections
    - i. *Appointment – Eric Salovitch - Conservation Commission Term Expires March 2017*
  - b) Ordinance and Resolutions in the 1<sup>st</sup> Reading
    - i. *Resolution #2014/2015-43 Record Retention Policy*
    - ii. *Resolution #2014/2015-44 Town Administrator to Enter into an Agreement for Audit Services for FY2015*
  - c) Correspondence to the Town Council
  - d) Closing Comments by Town Councilors
- 9) **Adjournment**

The January 21, 2015 Town Council minutes were not available at the time of the finalization of this packet.

Once the minutes are received in this office a copy will be put in your mailboxes and also emailed to you.

Sorry for the inconvenience.

STEPHEN R. FOURNIER  
TOWN ADMINISTRATOR

sfournier@newmarketnh.gov  
www.newmarketnh.gov



TOWN HALL  
186 MAIN STREET  
NEWMARKET, NH 03857

TEL: (603) 659-3617  
FAX: (603) 659-8508

FOUNDED DECEMBER 15, 1727  
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE  
OFFICE *of the* TOWN ADMINISTRATOR

**REPORT OF THE TOWN ADMINISTRATOR**  
**February 4, 2015**

**January 27 Blizzard:** As you are aware, the Town was hit with a significant blizzard on January 27. The National Weather Service reported that we saw 28 inches of snow, and this was difficult to tell due to drifting.

The Public Works crews began to work on the storm early the morning of the 27<sup>th</sup> and continued all day and night into the 28<sup>th</sup>. Visibility was very low and conditions were dangerous. The crews are working on clean up now.

We were fortunate that there were no major incidents during the storm and power did not go out.

This storm will have a significant impact on the budget. We are currently working with the State to determine if we are eligible for FEMA reimbursement.

I want to thank all of the residents for heeding the call and staying off the roads. In addition, I need to commend the Department of Public Works for their efforts during the storm.

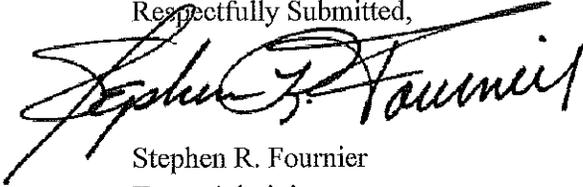
**Lighting Upgrade:** Town Hall lighting retrofit project is complete. Most of the previously existing fixtures did not accept two different retrofit kits; so the contractor finally opted to replace the entire fixture at their cost. 126 fixtures were upgraded and numerous spaces were outfitted with occupancy sensors. The total contract project cost was \$15,788, of which PSNH paid 50%. The Town contributed the other 50%, amounting to \$7,893. Very conservatively estimated at 11 cents per kilowatt hour, the payback on our investment will be in 4.1 years. With a weighted average useful life span of 13 years, this project will save over \$17,000 (if electricity continued at 11 cent per kilowatt hour). In all reality, electrical costs have already increased and will likely continue to do so, compounding our savings. A side benefit of the project is that we have more aesthetically pleasing lighting fixtures in most spaces.

**Housing and Demographic Chapter of the Master Plan:** the Planning Board is working with the Strafford Regional Planning Commission on an update to the Newmarket Master Plan. Attached is the first draft of the Housing and Demographics Chapter that was presented by the SRPC at the 1/20/2015

Planning Board meeting. There will be a follow-up workshop with the Planning Board to discuss the findings, I thought this would be interesting to the Town Council.

Of particular interest is the information on Page 6 about the increases in the elderly population (65 and older) which grew by 127% from 2000 to 2010 and the discussion of aging trends across New Hampshire which has been dubbed the "Silver Tsunami". Certainly, these trends are in line with discussions your committee has had with respect to providing opportunities in Newmarket for Continuing Care Retirement Community (CCRC) developments.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stephen R. Fournier". The signature is written in a cursive style with a large, sweeping initial 'S'.

Stephen R. Fournier  
Town Administrator

# Housing and Demographics

Town of Newmarket Master Plan: *Statistical Analysis Draft*





Table of Contents

Introduction ..... 3  
    Geographic Definitions ..... 3  
Population Characteristics ..... 4  
    Historic Population ..... 4  
    Population Projections ..... 5  
    Age Cohorts ..... 6  
    Population and School Enrollment ..... 7  
    Enrollment Projections ..... 8  
Income and Employment Characteristics ..... 9  
    Median Household Income ..... 9  
    Per Capita Income ..... 9  
    Income Groups ..... 9  
    Unemployment ..... 10  
    Educational Attainment ..... 11  
    Employment Class ..... 12  
    Employment by Industry ..... 12  
    Major Employers ..... 13  
    Commute Patterns ..... 13  
Housing ..... 14  
    Household Type ..... 14  
    Family Households ..... 15  
    Household Size ..... 15  
    Housing Unit Vacancy ..... 16  
    Building Permits ..... 16  
    Assessed Home Values ..... 17  
    Purchase Prices ..... 18  
    Purchase Price Frequency ..... 18  
    Rental Costs ..... 19  
    Rental Cost Frequency ..... 19  
    Severe Housing Problems ..... 20  
    Housing Cost Burden ..... 20  
    Workforce Housing ..... 21  
Pending Content ..... 22



# Introduction

The Housing and Demographics chapter is intended to provide a "30,000-foot" level analysis of trends related to housing demand and supply, population demographics, and basic economic characteristics. Comparative analyses between the Town of Newmarket, Strafford Regional Planning Commission planning region, and State of New Hampshire are provided as a contextual tool for informing readers. While this chapter does provide a snapshot view, it is not a comprehensive study.

Findings are based largely on 2010 decennial Census 100% Count datasets, with support from American Community Survey 2012 and 2013 5-Year Estimates. Local 2014 Assessing Data was also employed. American Community Survey Estimates, as a sample-derived dataset, present high margins of error and therefore limited accuracy. As a result, estimates related to demographics, housing, and economic characteristics should be treated carefully by those reviewing this document. In many instances these data represent the best available information, and are therefore the basis for many elements of analysis within this chapter.

This chapter is intended to provide decision makers with the best possible available information for making choices for Newmarket. The above qualifications represent why the best possible information may be neither precise nor accurate enough to arrive at definitive and/or conclusive results. The analyst's interpretation of these datasets must be considered when reviewing this chapter.

## Geographic Definitions

### Rockingham County

Rockingham County is located in the southeastern portion of the State of New Hampshire, to the west of Maine and north of Massachusetts.

### Strafford Region

The Strafford Region is comprised of 18 communities ranging from Wakefield in the north, Northwood to the west, Newmarket to the south, and Rollinsford to the east.

### State of New Hampshire

New Hampshire is located within the New England region. Bounded by Maine, Massachusetts, Vermont, and Canada, it is the fifth smallest state by land area and ninth smallest by population.

### Portsmouth- Rochester, NH HFMR Area

HUD Fair Market Rent Area or HFMR is a HUD housing data analysis geography for use in regional housing analyses. The Portsmouth-Rochester HFMR is comprised of: Brentwood, East Kingston, Epping, Exeter, Greenland, Hampton, Hampton Falls, Kensington, New Castle, Newfields, Newington, Newmarket, North Hampton, Portsmouth, Rye, Stratham, Barrington, Dover, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Rochester, Rollinsford, Somersworth, and Strafford



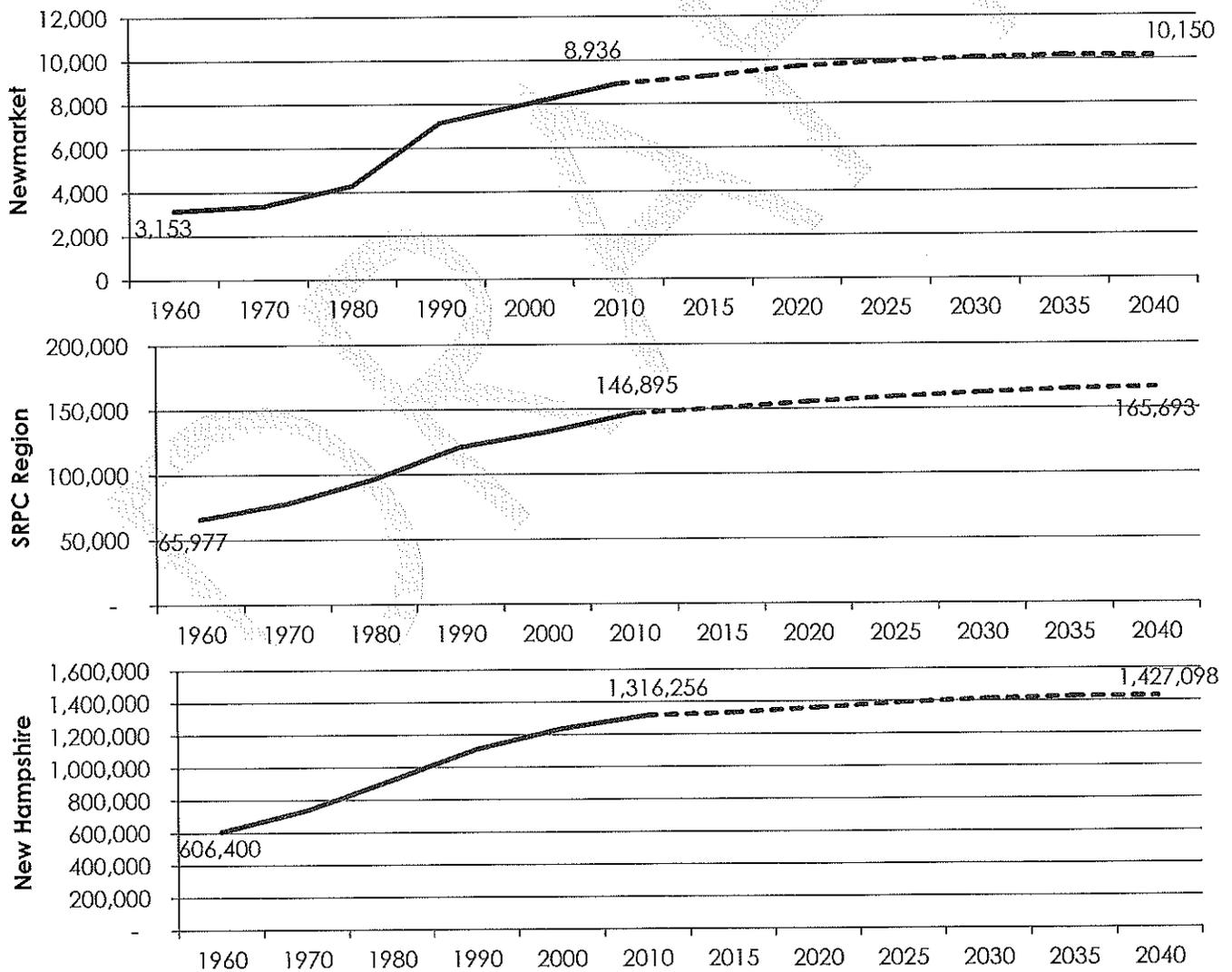
# Population Characteristics

## Historic Population

In the years between 1960 and 2010 Newmarket grew at rapid, yet consistent pace. In this fifty year period Newmarket's population increased in total by 183%, an average of 1,157 residents per decade. Rapid 50-year growth was not unique to Newmarket, in the SRPC region and state, populations grew 123% and 117% respectively. However, Newmarket and the Seacoast's greater rate of growth placed an additional strain on the communities to provide services for a rapidly increasing population.

**Figure X: Historic and Projected Population 1960-2040**

Source: RLS, OEP, Census Bureau





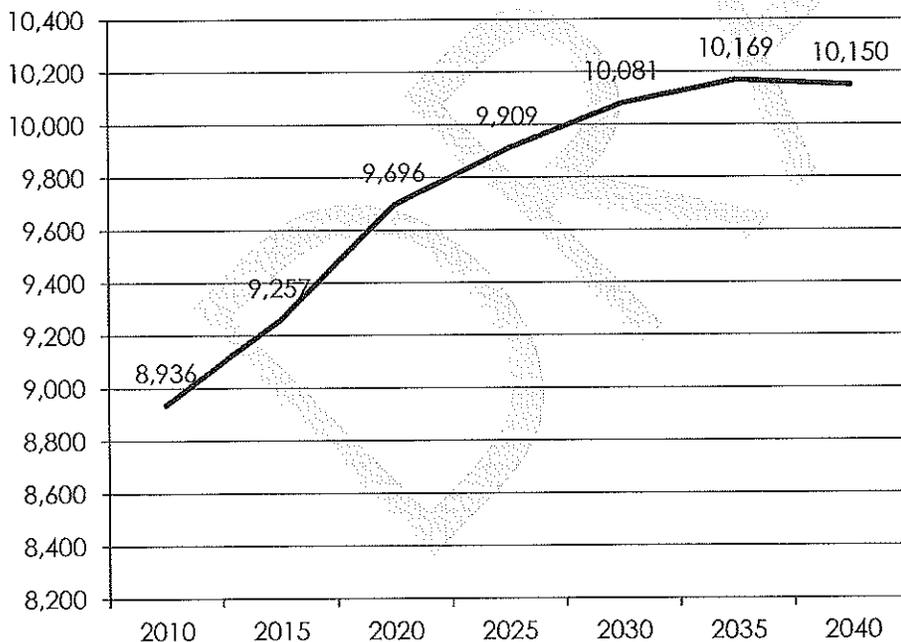
## Population Projections

Population projections are vital to an understanding of potential future demands on housing, infrastructure, and services within a community. The Office of Energy and Planning, in partnership with New Hampshire's nine Regional Planning Commissions, completed population projections in the spring of 2014 on both a county and municipal level through year 2040. The methodology for these projections can be found at right.

These projections estimate that Newmarket is expected to grow by an average of 405 residents per decade through 2040. Between 2010 and 2040, this will result in an overall population growth of 14%, nearly twice the projected rate for the state of New Hampshire. On a larger scale, the Strafford region is and will continue to be the fastest growing region in the state, and is expected to grow on pace with Newmarket, a 13% increase in the 30-year projection period. It should be noted that in the 5-year period between 2035 and 2040, Newmarket's population is expected to decrease.

**Figure X: Newmarket Projected Population**

Source: RLS, OEP



### Methodology: Municipal Population Projections

The projections are done in five-year intervals, and are consistent with the county population projections in the report titled: State of New Hampshire, Regional Planning Commissions, Office of Energy and Planning - County Population Projections, 2013 By Age and Sex.

The method used to develop these municipal level projections starts with the above forecast for total population for each county in New Hampshire. Because these numbers are controlled to the county and state projections, these numbers are considered reasonable in the aggregate as well as at the local level.

Next, the town/city share of county population in the 2010 Census (with the Census revisions) was developed and compared to the 2000 Census share of county population for each town/city in that county.

This analysis revealed that the share of each municipality's population (relative to the county) has been changing over time. To confirm the observed trend, municipal shares of the county population were examined for the Census years 1970, 1980, and 1990. That analysis confirmed the observed trend in changing shares over time.

The methodology used to allocate the county population projections to the municipalities assumes that the 2000 to 2010 shift in share (municipality as a share of the county) will continue into the year 2020. The method attempts to account for a community's share of the county's recent population change, rather than assuming an unchanging share of the county's total population.

Next, that share of the municipality's population relative to the county's population is frozen at the 2020 share level (held constant) through the remaining 20 year projection period (2020 to 2040).

Source: NH Office of Energy and Planning

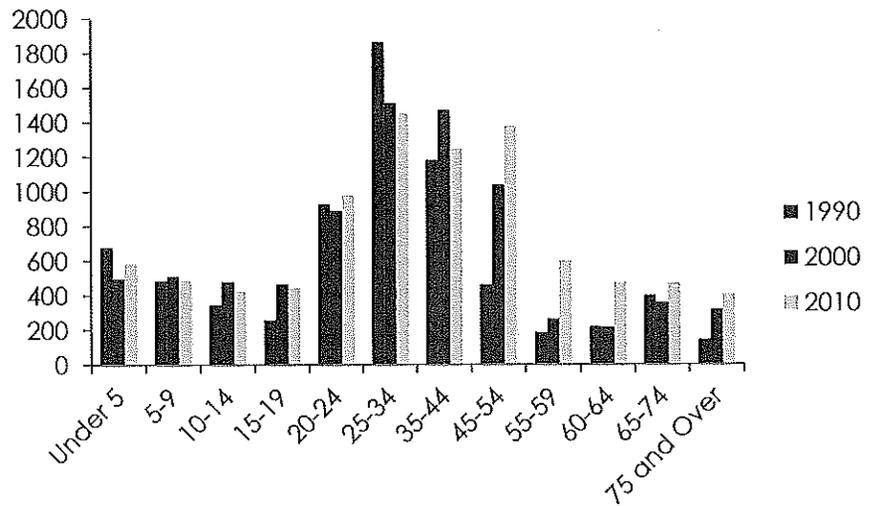


## Age Cohorts

### Overall Trends

In the two decades between 1990 and 2010, two significant population trends emerged in Newmarket: a significant decline in 25-34 age individuals and an observable increase in age cohorts 45 and above. This aging population trend is occurring across many of New Hampshire's communities. Dubbed the 'silver tsunami' by demographers and planners, this 'tsunami' is the product of the shifting of baby-boom generation individuals into older age cohorts. The impact of this trend is discussed in depth later in this chapter.

Figure X: Age Cohorts  
 Source: Census Bureau



### Age Cohort Details

In parallel with the 2001 Master Plan Population Chapter, the following age cohort discussion is divided into four age groups: preschool, school-age, labor-force, and elderly.

#### Pre-school Population

The pre-school population (0-5 years old) increased by 17% in the decade between 2000 and 2010. However, this cohort has decreased in size since the 1990 Census.

#### School-Age Population

Age cohorts that represent ages 5-19, those typically classified as 'school-age', remained relatively static between 2000 and 2010. However, each cohort did decrease in size, indicative of lower birth rates and/or decreasing families within the community.

#### Labor Force Population

The 18 to 64 age group is often referred to as the labor force, although not all persons in this group are actually employed or seeking employment. Populations between 18 and 25 have remained relatively static in the past two decades. This is likely attributable to the presence University of New Hampshire students living in Newmarket, and the University's stable enrollment growth. Nonetheless, Newmarket has historically attracted more young adults than have the adjacent communities. In Newmarket, persons from 25 to 34 years decreased by 4% in the decade between 2000 and 2010, though not as significantly as the 19% loss between 1990 and 2000. However, persons 35 to 44 years declined by 15% over the same span, the largest value decrease of any single cohort. The 45 to 54 age category experienced an increase of nearly 35% in the ten year period between 2000 and 2010, a product of the 'silver tsunami'.

#### Elderly Population

Elderly cohorts (those ages 65 and over) grew by an astonishing 127% from 2000 to 2010.

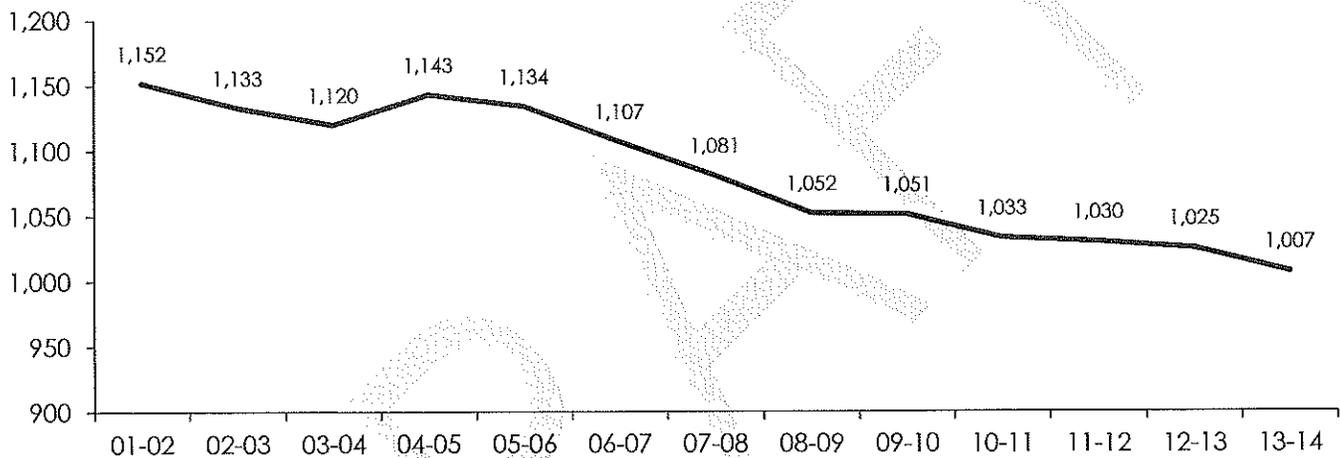


## Population and School Enrollment

Two observable demographic shifts are occurring not only in Newmarket, but across much of New Hampshire, and the nation. Though some states have been able to endure changing age demographics by attracting heavy in-migration from immigrant populations, New Hampshire's population is rapidly aging while communities are experiencing an observable decline in families, children, and school enrollment. As part of its 2012 *Housing and School Enrollment in New Hampshire: 2000-2010-A Decade of Change* study, New Hampshire Housing and Finance Authority suggests that demographics can have a greater influence on enrollment figures than housing growth/construction. In the decade between 2000 and 2010, New Hampshire communities gained nearly 45,000 housing units, but lost nearly 21,600 school enrollees. Of the state's 161 school districts, 130 experienced a decline in enrollment, including the Newmarket school system.

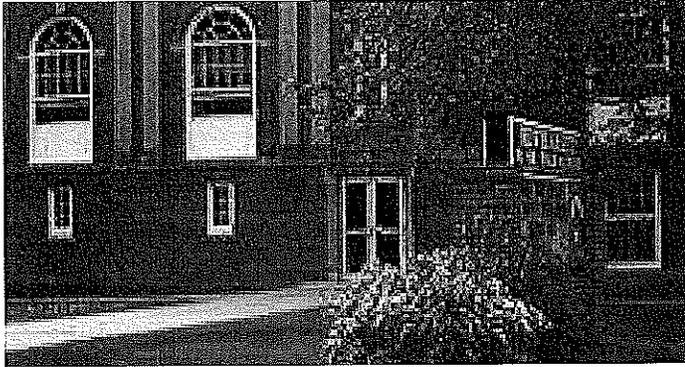
**Figure X: Newmarket School District Enrollment**

Source: NHDOE



In 2000, Newmarket, like many other communities in the State, attempted to address the cost of educating new students coming from new housing unit construction. In 2015 the demographic playing field has changed. Family households are in decline with a rapidly growing number of housing units occupied by only one person or multiple unrelated individuals living together to minimize costs, particularly in communities adjacent to Universities. Despite construction of new single-family homes and multi-family units in some New Hampshire communities, these projects typically produce only .64 and .17 students per unit respectively. Declining or stagnating enrollment, once considered a goal of some communities like Newmarket, is now costing taxpayers more as they work to pay for fixed education costs like maintenance and staffing, of particular importance in Newmarket with its current education infrastructure planning challenges. Furthermore, state-funding, often based on a student-enrollment funding formula, is also declining.

With slow growth projected for much of New Hampshire, enrollment numbers are not expected to return to 1990-2000 levels. Many school districts now have a surplus of capacity and shortage of demand that must be addressed. Communities must begin to take action to improve the overall fiscal health of their education system by addressing the provision of affordable and attractive family housing stock that will increase property tax revenues. Newmarket is no exception.



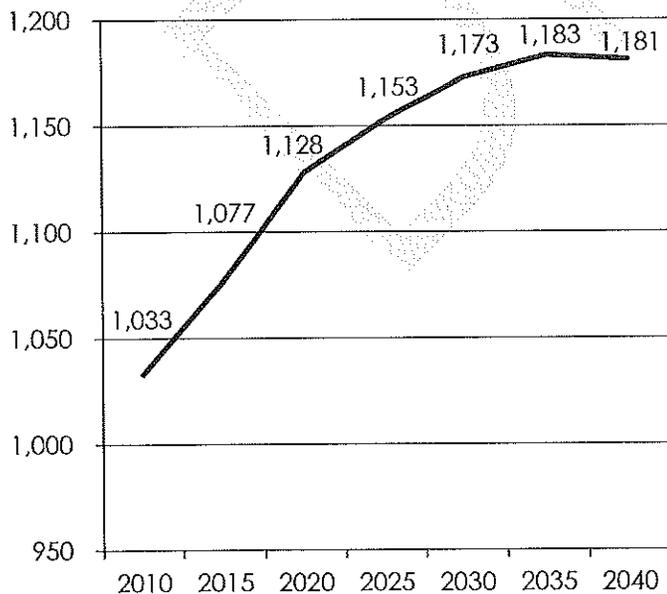
### Enrollment Projections

The projections below for the Newmarket school district are intended to account for the changes in young families as well as change in population anticipated by the OEP 2010-2040 projections. For a detailed methodology describing the assumptions and equations used here, please see the box at right.

SRPC's Newmarket enrollment projections suggest a growth in enrollment that continues until 2035, whereupon enrollment numbers are expected to drop in parallel with population projections. Between 2010 and 2040 Newmarket's 14% total population projected growth rate will be paralleled by a growth rate of 14% in enrollment.

**Figure X: Projected Enrollment**

Source: NHDOE, SRPC



### Methodology: Newmarket School Projections

#### Enrollment Projection Methodology:

Strafford Regional Planning Commission, in an effort to understand the potential long-term implications of changing demographics, conducted Newmarket School District enrollment projections to year 2040 on a 5-year basis. These projections were built using the work of the New Hampshire Office of Energy and Planning, RLS Demographics, and New Hampshire nine Regional Planning Commissions.

The first step in the projection process is to understand the change in family-age population (25-54 year old individuals) from 2000 to 2010. SRPC discovered that Newmarket's total family-age population had increased by 1.29% in this period. In order to create 5-year a projection, this percentage was then halved, resulting in a 0.65% 5-year growth rate in family age adults. For the purposes of the projections, SRPC assumed that a 0.65% growth in family age population will continue for each 5-year period out to 2040.

As a next step, SRPC determined the 2010 ratio of family age population to total Newmarket population. Approximately 46% of Newmarket's total population qualifies within these cohorts. For the purposes of the projections, SRPC assumed a 46% family population make up, out to year 2040.

With the previous elements complete, SRPC calculated future Newmarket School District enrollment by multiplying the OEP total population projection for each 5-year period by the both 46% family-total population ratio and 0.65% growth rate to determine family age population. This family age population was then multiplied by the previous 5-year period's ratio of family-age population to enrollment. For example:

2015 OEP Population Projection: 8,936

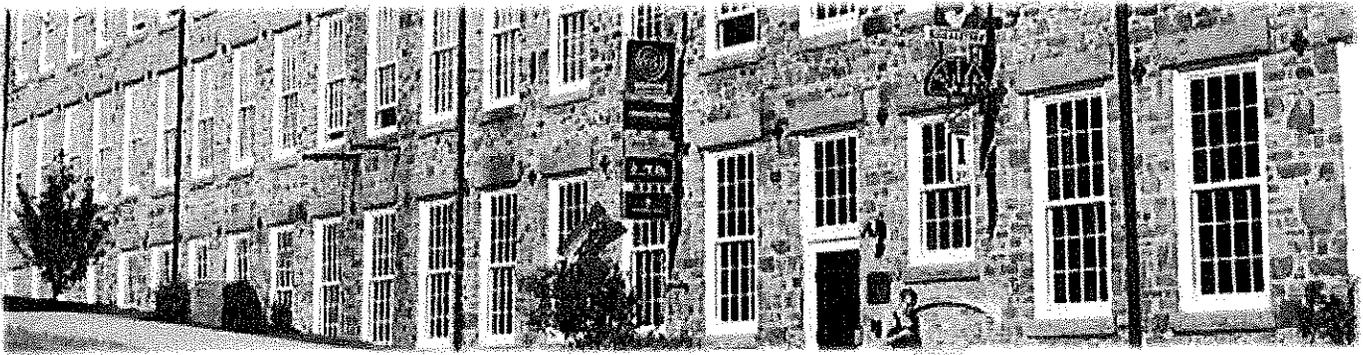
$$8,936 * 0.46 = 4,074 \text{ (family-age population with no loss)}$$

$$4,074 * .99354 = 4,100 \text{ (family-age population with 0.65\% growth)}$$

$$4,100 * (1,033 / 4,074) = 1,077 \text{ (family age population multiplied by ratio of students to family-age population from 2010)}$$

Newmarket Projected 2015 Enrollment = 1,077 Students

Source: SRPC



## Income and Employment Characteristics

For detailed information on Median Household Income, Per Capita Income, and Income Groups, please see Table X on page 10.

### Median Household Income

Newmarket's median household income has remained slightly lower than the SRPC region(5%), and an average of 10% lower than that of the State of New Hampshire over the period between 1990 and 2013. In this period, the Town's household income grew from \$32,348 in 1990, to \$46,058 in 2000, to a value of \$57,429 in 2013 – a 20-year overall growth of 56%.

Note\* 2013 figures are extracted from American Community Survey estimates while 1990 and 2000 figures are extracted from Census Bureau 100% count datasets

### Per Capita Income

Newmarket's per capita income doubled in the twenty years between 1990 and 2010. Newmarket's median per capita income has been historically higher than the SRPC planning region, likely because of its proximity to more affluent Rockingham County and the communities of Exeter and Portsmouth. Newmarket is however lower than the state of New Hampshire. This is likely the product of the high count of University of New Hampshire students reporting low incomes within Newmarket.

### Income Groups

Newmarket's income group classification growth illustrates a surprising shift away from middle income residents, towards concentrations of very low and very high income individuals. Although the majority of Newmarket's residents still report in the 'middle' incomes (\$25,000-\$75,000), between 2000 and 2013 the Town saw a 236% increase in households reporting \$100,000 of income or greater. Interestingly, in the same period, the community witnessed a 60% increase in those making less than \$10,000. It is likely that this change is the result of an increase in UNH student residents.



2014 Poverty Rate Threshold: \$23,850

**Table X: Historic Median Household Income and Per Capita Income**

Household Income Group				Change		Percent Change	
	1990	2000	2013	1990-2000	2000-2013	1990-2000	2000-2013
Less than 10,000	311	210	337	-101	127	-32%	60%
10,000-14,999	165	231	105	66	-126	40%	-55%
15,000-24,999	487	446	267	-41	-179	-8%	-40%
25,000-34,999	592	368	346	-224	-22	-38%	-6%
35,000-49,999	689	604	509	-85	-95	-12%	-16%
50,000-74,999	523	825	752	302	-73	58%	-9%
75,000-99,999	92	410	444	318	34	346%	8%
100,000 or more	65	279	937	214	658	329%	236%
<b>Total Households</b>	<b>2,924</b>	<b>3,373</b>	<b>3,697</b>	<b>449</b>	<b>324</b>	<b>15%</b>	<b>10%</b>
<b>Town of Newmarket</b>							
Median Household Income	32,348	46,058	57,429	13,710	11,371	42%	25%
Per Capita Income	15,078	22,085	32,244	7,007	10,159	46%	46%
<b>Newmarket as Percentage of SRPC Planning Region</b>							
Median Household Income	98%	93%	85%	-6%	-8%	-6%	-8%
Median Per Capita Income	111%	101%	102%	-10%	1%	-9%	1%
<b>Newmarket as Percentage of State of New Hampshire</b>							
Median Household Income	89%	94%	88%	4%	5%	5%	-5%
Median Per Capita Income	94%	92%	97%	-2%	5%	-2%	5%

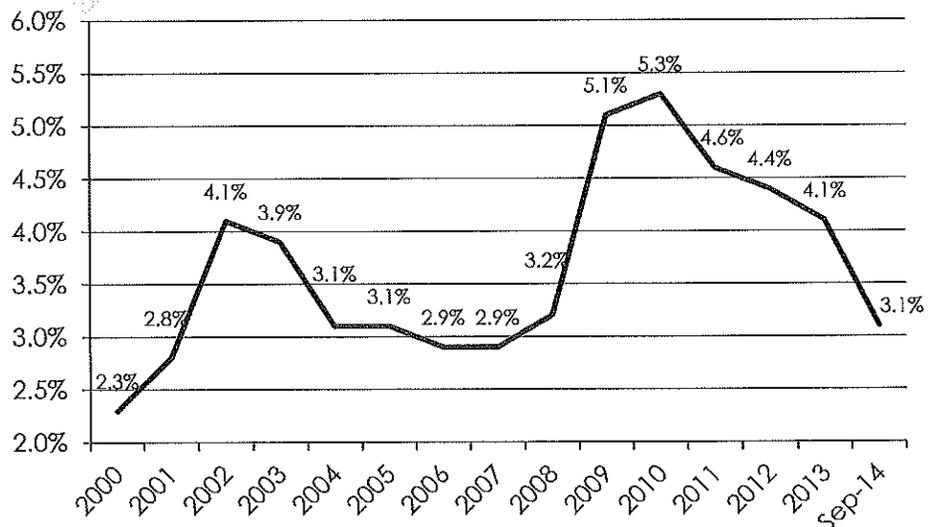
Source: Census Bureau, American Community Survey  
\*Figures in USD

## Unemployment

Like all communities across the state of New Hampshire and United States, Newmarket felt the impacts of the Great Recession in the mid-late 2000's. In the one year between 2008 and 2009, unemployment spiked from 3.2% to 5.1%.

Much like national and state values, Newmarket's unemployment rates have recovered in the last five year span to a September 2014 low of 3.1%.

**Figure X: Newmarket Unemployment Rate**  
Source: New Hampshire Employment Security

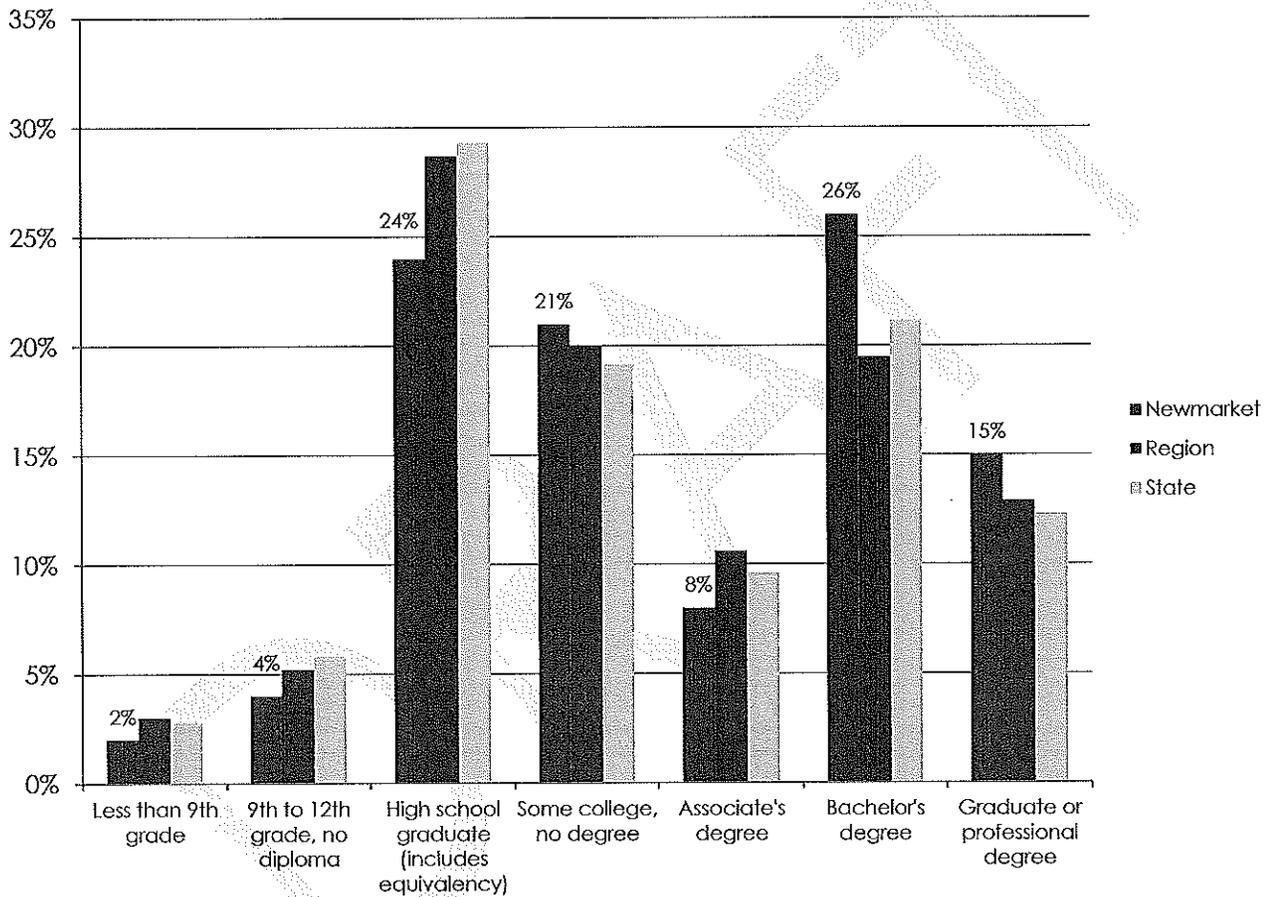




## Educational Attainment

Newmarket has a significantly higher percentage of individuals with a bachelor degree or higher in comparison to the state of New Hampshire. This is likely due to the Town's proximity to the University of New Hampshire, an engine for regional employment and education. Many of Newmarket's adjacent communities also display highly educated population bases, providing them with a real competitive economic advantage.

**Figure X: Educational Attainment**  
 Source: American Community Survey 2013





## Employment Class

In the table at right, Newmarket and Rockingham County industry employment shares are presented. Significant variability is present in Wholesale Trade, Arts & Entertainment and food services, and Finance & Insurance.

One-quarter of those surveyed work within the Education services, healthcare, and social assistance fields. Concentrations are also present in manufacturing, retail trade, professional, scientific, and management services, and arts & entertainment at both the County and Municipal levels.

**Table X: Industry Share**

	Newmarket	Rockingham County
Agriculture, forestry, fishing and hunting, and mining	0.00%	0.60%
Construction	5.30%	7.10%
Manufacturing	12.30%	12.50%
Wholesale trade	6.10%	3.80%
Retail trade	13.80%	13.30%
Transportation and warehousing, and utilities	4.20%	4.40%
Information	2.70%	2.60%
Finance and insurance, and real estate and rental and leasing	2.70%	6.70%
Professional, scientific, and management, and administrative and waste management services	11.80%	11.20%
Educational services, and health care and social assistance	25.00%	22.00%
Arts, entertainment, and recreation, and accommodation and food services	11.20%	7.80%
Other services, except public administration	2.60%	4.50%
Public administration	2.30%	3.80%

Source: American Community Survey 2013

## Employment by Industry

Newmarket, in the 10-year period between 2002 and 2012, experienced decreases in all industry employment, with the exception of federal, state, and local government, according to New Hampshire Employment Security. Overall employment decreased by 16%, a result of the recession and changes in Newmarket's demographics, particularly a shift towards more college-age residents.

Goods producing industries were particularly strongly impacted, with a 42% loss over the sample decade. Meanwhile, service producing industry employment decreased by 14%. Together making up the classification of Private Industry, Service and Goods Producing Industries together represented a 24% overall employment loss, despite a 31% increase in wages.

**Table X: Employment By Industry**

	2002	2012	Change 2002-2012	%Change 2002-2012
<b>Goods Producing Industries</b>				
Average Employment	406	235	-171	-42%
Average Weekly Wage	\$764	\$956	+\$192	+25%
<b>Service Providing Industries</b>				
Average Employment	780	668	-112	-14%
Average Weekly Wage	\$477	\$682	+\$205	+43%
<b>Total Private Industry</b>				
Average Employment	1,186	903	-283	-24%
Average Weekly Wage	\$575	\$753	+\$178	+31%
<b>Government (Federal, State, and Local)</b>				
Average Employment	299	337	+38	12%
Average Weekly Wage	\$562	\$731	+\$169	+30%
<b>Total, Private plus Government</b>				
Average Employment	1,484	1,240	-244	-16%
Average Weekly Wage	\$573	\$747	+\$174	+30%

Source: New Hampshire Employment Security



## Major Employers

Newmarket is home to few large employers both in the context of region and state. Education and healthcare service industries dominate the employment cluster data within the Town of Newmarket. The Town's two largest employers are the Newmarket School District and Lamprey Healthcare. The majority of Newmarket's residents work in adjacent communities or in employment centers in the greater region. For more information, please see the Commute Patterns section below.



Lamprey Healthcare – Source: angieslist.com

**Table X: Major Newmarket Employers**

Business Name	Type	Number of Employees
SAU 31	School district	146
Lamprey Health Care	Medical services & programs	67
Seacoast Sports Center	Physical education facility	47
Town of Newmarket	Municipal services	55
Russounds	Audio, video, & multi-room systems	16

Source: New Hampshire Employment Security

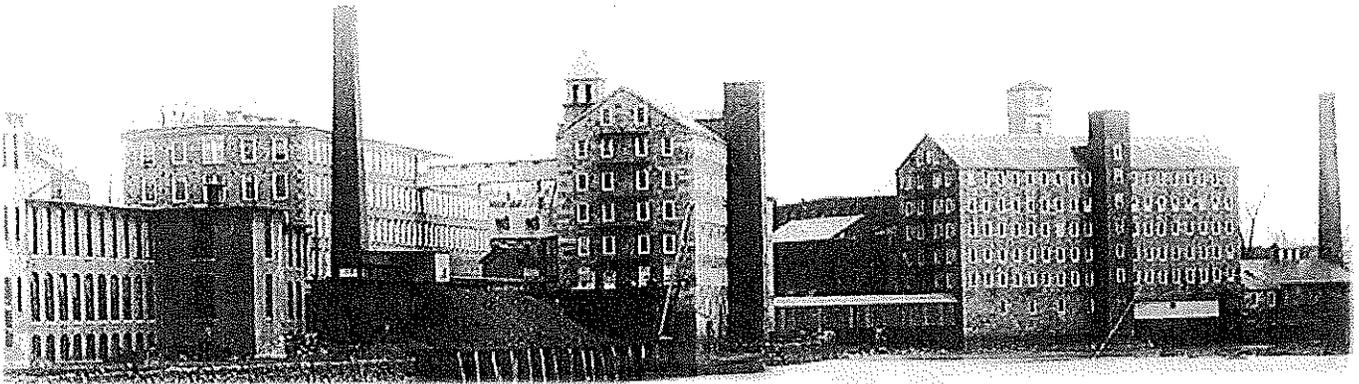
## Commute Patterns

2011 American Community Survey estimates suggest that of individuals with primary employment within Newmarket, 80% commute from outside of the Town. The remaining 20% both live and work within Newmarket.

ACS estimates indicate that 92.4% of Newmarket residents commute outside of the community to primary employment, many to one of the primary major employers listed below.

### Major Regional Employers

- *City of Portsmouth* - Portsmouth 1,542
- *Insight Technology, Inc.* - Londonderry 1,300
- *Portsmouth Consular Center* - Portsmouth 1,265
- *Portsmouth Regional Hospital* - Portsmouth 1,040
- *Liberty Mutual Insurance* - Portsmouth 1,013
- *Next Era* - Seabrook 1,000
- *Exeter Hospital* - Exeter 900
- *Lonza Biologies*-Portsmouth 772
- *Timberlane Regional School District* - Plaistow 740
- *Rockingham County Home & Jail*-Brentwood 690
- *Timberland* - Stratham 650
- *Derry Cooperative School System* - Derry 600
- *Fox Run Mall* - Newington 600
- *Wal-Mart* - Raymond 600
- *Sig Sauer* - Newington Manufacturing 600
- *University of New Hampshire* - Durham 4,077
- *Liberty Mutual* - Dover 3,500
- *City of Rochester - Schools* Rochester 1,155
- *City of Dover* - Dover 1,139
- *Wentworth-Douglass Hospital* - Dover,100



# Housing

Elements of this housing component are based upon the population and income characteristics and projections detailed above. An intimate understanding of the relationship between housing, demographic, and income traits is integral in gaining a complete picture of the past, present, and future of Newmarket. Within this section you will find information related to housing availability, affordability, quality, suitability, and of course, viability. Together these elements forge a strong foundation upon which goals and recommendations for the future of Newmarket's housing stock can be built.

The average lot size for single family homes in Newmarket is approximately 1.37 acres. Housing stock age varies, though the average year of construction for single-family units is 1964 and median construction year is 1985. Assessing data also indicate a median total parcel and structure value of approximately \$253,558.

## Household Type

The Town is home to 3,857 total recorded housing units, though 6.8% of these units were vacant of 2010. Occupied housing units are composed of 2,100 owner-occupied units and 1,757 renter occupied units as identified by the Census Bureau.

In the period between 1990 and 2010, Newmarket saw an 18% increase in owner occupied units and a 10% increase in renter occupied units. Unfortunately, during the same period, the community experience a 262% increase in vacant housing units.

	1990	2000	2010	Total Change 1990-2010	Percent Change 1990-2010	Composition 2010
Total Housing Units	2400	3457	4139	44%	20%	100.00%
Occupied Units	2079	3379	3857	63%	14%	93.19%
Vacant Units	321	78	282	-76%	262%	6.81%
Owner-Occupied Units	871	1779	2100	104%	18%	50.74%
Renter-Occupied Units	1208	1600	1757	32%	10%	42.45%

Source: Census Bureau



## Family Households

There has been an observable change in family households in the study period between 1990 and 2010 decennial censuses. Although family households have increased by value, of the 2,400 total households reported in the 1990 Census, 77% were self-identified as family households. Twenty years later, 2010 Census figures reveal that only 54% of total households are now classified as 'family'. This decrease in family household composition during the study period represents the larger trend of population loss in the 25-44 age cohorts, those that traditionally represent family-age individuals.

	Family Households	Total Households	Percentage Family Households
1990	1848	2400	77%
2000	1949	3457	56%
2010	2219	4139	54%

Source: Census Bureau

## Household Size

Household size change calculations from 1990 to 2010 indicate, in concert with population statistics, that Newmarket has experienced a shift in housing formation moving towards smaller households, with fewer children in-home as baby-boom generation individuals become 'empty-nesters'. While experiencing 57% and 39% growth in 1 and 2 person households respectively between 1990 and 2010, a minimal growth of 24% and 7% growth in 3-Person and 4-Person households was observed (those typically indicative of families). As of 2010, Newmarket's owner/renter occupied unit composition indicates a concentration (65% of all units) of one and two-bedroom units. Interestingly, in the 1990, 2000, and 2010 Censuses, this concentration was relatively static, a trend that is unique to Newmarket in the region.

	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person+	Total
<b>Total Occupied Units</b>								
<b>2010</b>	1068	1450	683	451	144	38	23	3857
<b>2000</b>	929	1230	564	435	178	30	13	3379
<b>1990</b>	682	1044	553	423	157	29	10	2898
<b>2010 Total Occupied Unit Composition</b>								
	28%	38%	18%	12%	4%	1%	1%	100%

Source: Census Bureau



## Housing Unit Vacancy

The Town has exhibited variable housing unit vacancy numbers, dropping from 387 vacant units in 1990, to only 78 units in 2010, a 496% decline (a result of vacancy classification changes). In the years between 2000 and 2010, which included the economic crisis of the mid-late 2000's, vacant unit counts increased by 262%. During the decade, all vacancy classifications increased, with the largest percentage increase occurring in "For Sale" units.

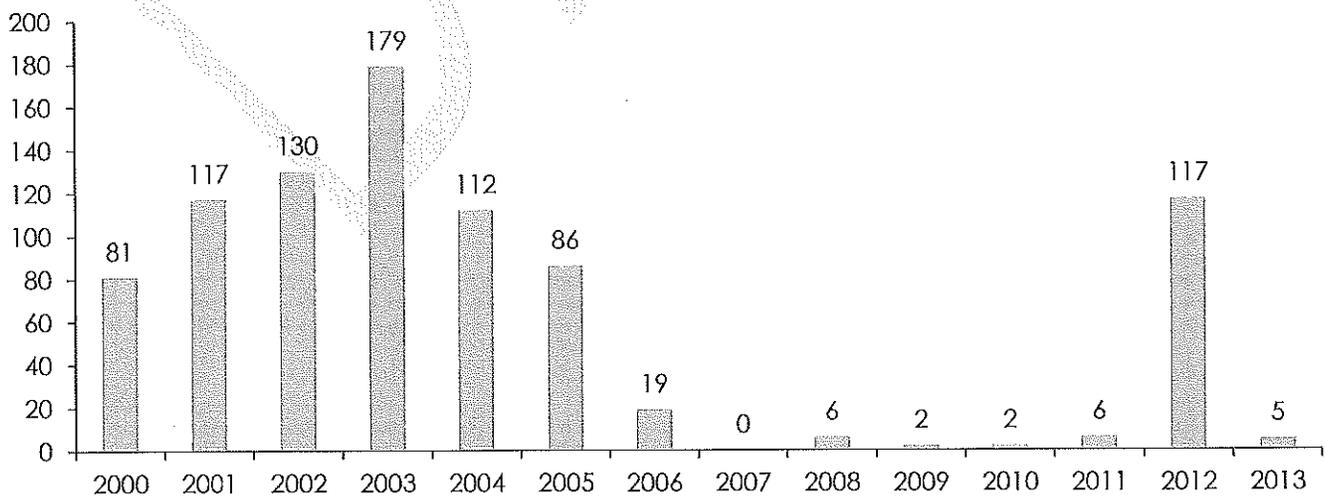
	Total Housing Units	Vacant Housing Units	Vacancy Type					Rented or sold, not occupied
			For Rent	For Sale	For seasonal, recreational, or occasional use	For migratory workers	Other vacant	
2010	4139	282	150	41	28	0	47	16
2000	3457	78	30	6	20	0	17	5
1990	2400	387	299	45	8	0	26	9

Source: Census Bureau

## Building Permits

In the past 13 years, Newmarket has experienced variable residential construction. New Hampshire Office of Energy and Planning building permit data (reported by the Town of Newmarket) show a total of 724 total residential units constructed between 2000 and 2006. In comparison, the period between 2007 and 2013 saw the construction of a mere 138 units, many of which were part of the mill redevelopment project in the downtown area (permitted in 2012). This decline in construction was largely the product of market conditions during the recession of the mid-late 2000's and the accompanying high unemployment, layoffs, and a real-estate 'crash'.

Figure X: Newmarket Residential Building Permits 2000-2013  
 Source: NHOEP

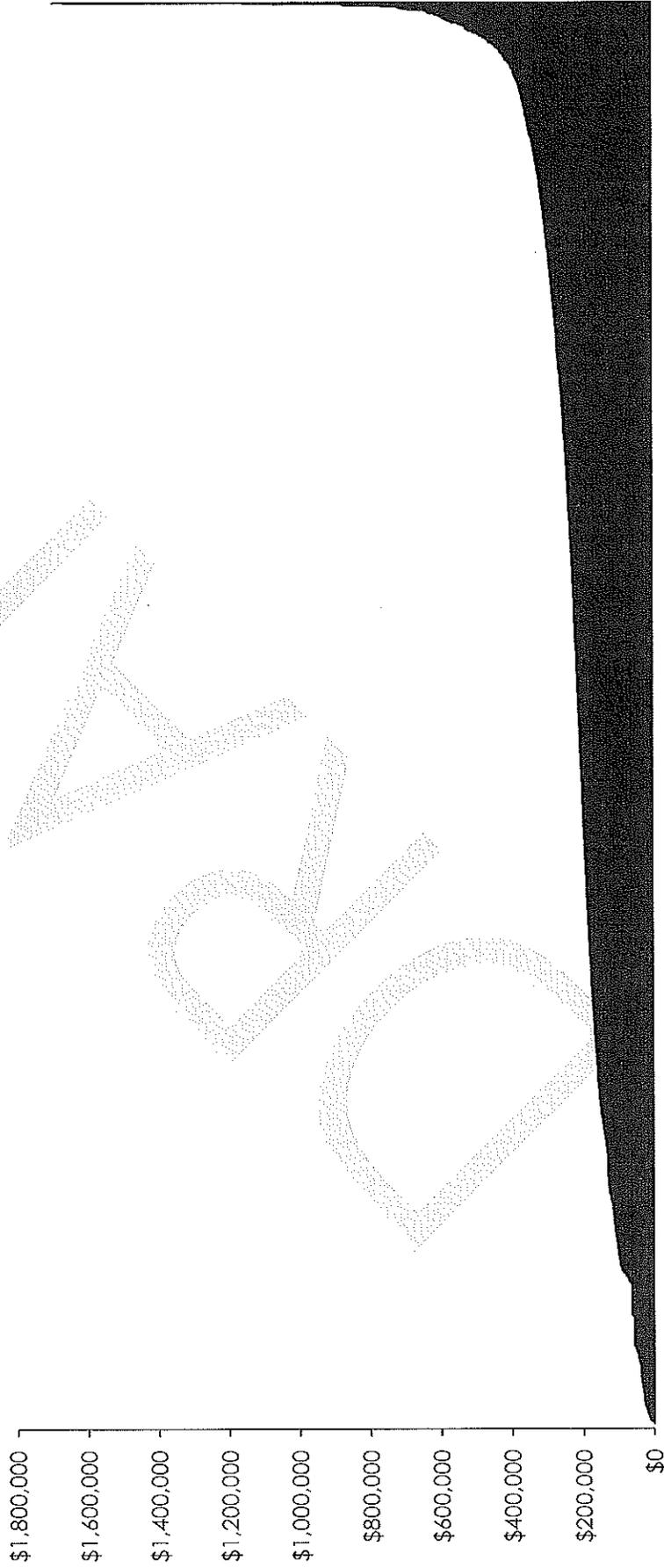




### Assessed Home Values

The chart below, extracted from Newmarket assessing data, represents a plot of home values within the community. The majority of housing units, with parcel and structure, fall between \$100,000 and \$300,000 in value. However, all values range between a low of \$1 (likely an assessing database error) and a high of \$1,693,837.

**Figure X: Newmarket Assessment Values**  
 Source: Newmarket Assessing Database



Median Parcel Value	\$253,558
Mean Parcel Value	\$212,500
Average Year Built	1964
Average Acreage	1.37 Acres
Median Year Built	1985
Median Acreage	0.4 Acres

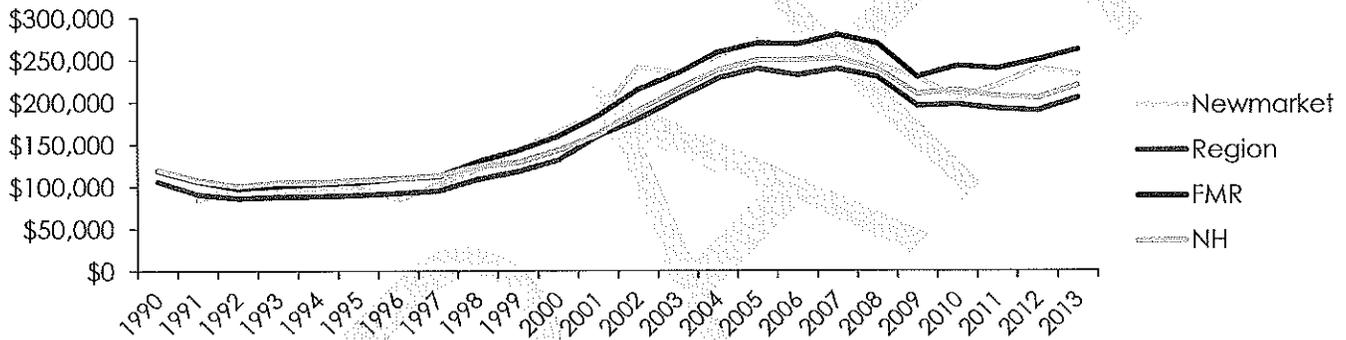
Source: Newmarket Assessing Database



## Purchase Prices

Unfortunately, local assessing data cannot be used to compare Newmarket home values to state, regional, and housing area historic annual statistics; New Hampshire Housing Finance Authority datasets do allow for this analysis, and are used in the chart below. Over the past two decades of New Hampshire Housing Finance Authority data, Newmarket's median purchase prices have been consistently higher than regional and state values. In comparison to the Portsmouth-Rochester HFMR, Newmarket's values have been variable. The Strafford region, which includes Strafford County, southern Carroll County, and northern Rockingham County communities, has consistently represented the lowest home values of these geographies. As of 2013, Newmarket's median purchase price is nearly \$60,000 greater than that of the region. Interestingly, the 2013 median purchase price of \$233,000 is extremely close to the Newmarket assessing database median home value of \$253,558.

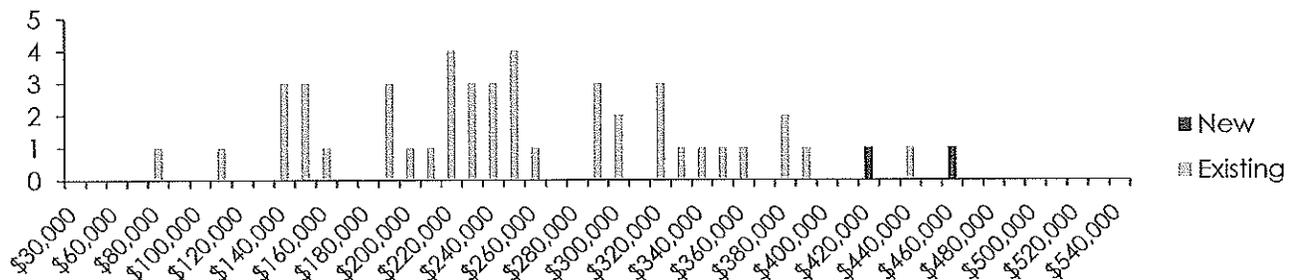
**Figure X: Annual Median Purchase Price**  
 Source: NHHFA



## Purchase Price Frequency

New Hampshire Housing Finance Authority records a majority of home purchases/sales within each community including both single-family and condominium units. These data provide an opportunity for a snapshot-in-time analysis of the existing housing market. In 2013, 47 total purchases ranged from a minimum of \$80,000 to a maximum of \$460,000. In concert with Newmarket assessing data, the majority of sales occurred in the \$100,000 and \$300,000 range, with few outliers. The most frequent purchase price range for the year 2013 was between \$220,000 and \$250,000. All new housing unit construction purchases were greater than \$400,000 in value.

**Figure X: 2013 Purchase Price Frequency**  
 Source: NHHFA

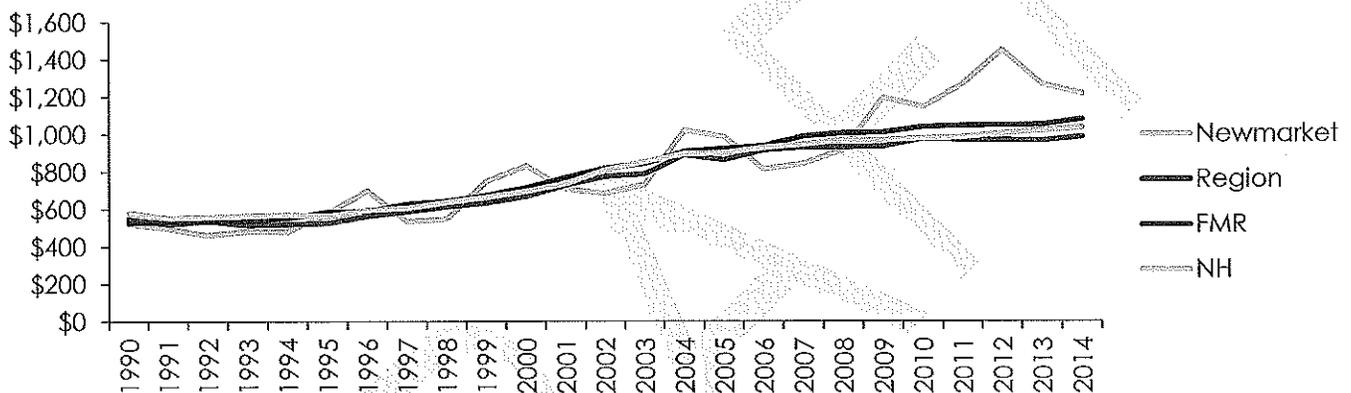




## Rental Costs

New Hampshire Housing Finance Authority, in its annual rental cost survey, collects sample data from landlords related to monthly rental prices. Unfortunately, NHHFA's sampling process excludes seasonal and student housing rentals, which have increased in prevalence in Newmarket and adjacent communities. NHHFA's data illustrate a variable Newmarket rental market in comparison to the Strafford region, Portsmouth-Rochester HFMR, and state of New Hampshire. In the last 5 years however, Newmarket's median monthly rental costs have consistently been above all three comparison geographies. Rental costs, because of Newmarket's proximity to the University New Hampshire, are likely to be higher as students tend to live in larger households with higher rental costs.

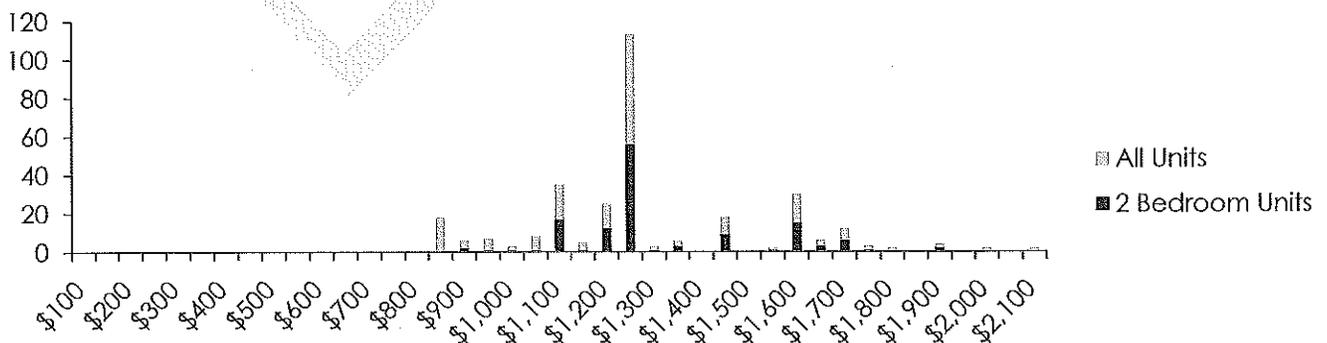
**Figure X: Annual Median Monthly Rental Cost**  
 Source: NHHFA



## Rental Cost Frequency

Rental cost frequency details rental survey information collected by New Hampshire Housing Finance Authority. A concentration is clear at the \$1,250 per month value for both 2-bedroom units and all other units in 2013. Few units sampled are below \$1,000 or above \$1,700 dollars per month.

**Figure X: 2013 Rental Cost Frequency**  
 Source: NHHFA





### Severe Housing Problems

Comprehensive Housing Affordability Strategy (CHAS) data is provided by the US Department of Housing and Urban Development in order to relay the necessity for housing assistance. These data examine severe housing problems as grouped into four categories; incomplete kitchen facilities, incomplete plumbing facilities, more than 1.5 persons per room, and the cost burden greater than 50%. Cost burden is explained as the ratio of housing costs to household income. This differs for renters and owners. For renters housing costs includes gross rent, which is contract rent plus utilities. For owners housing costs include mortgage payment, utilities, association fees, insurance, and real estate taxes.

**Table X: Percentage of Households with 1 of 4 Severe Housing Problems**

	Owner	Renter
Barrington	6%	4%
Dover	6%	10%
Durham	8%	23%
Madbury	10%	7%
Newmarket	7%	10%
Northwood	9%	1%
Rochester	6%	10%
Rollinsford	9%	9%

Source: CHAS, HUD 2006-2010

When compared to other communities in the Strafford planning region, Newmarket's prevalence of severe housing problems for both renters and owners is comparable to others communities in the Strafford planning region. Newmarket's severe housing problems may be attributed to the number of students rental units in that tend to correlate with lower household income and more individuals per room.

**Renters: Factors in Rental Cost**

- Rent
- Utilities

**Home Owners: Factors in Housing Cost**

- Mortgage Payment
- Utilities
- Association Fees
- Insurance and Real Estates Taxes

### Housing Cost Burden

As defined above, cost burden is the ratio of housing costs to household income dependent on different factors for renting versus owning (see diagram at right). HUD considers housing cost a 'problem' if housing payments are between 30% and 50% of the respective household's income. If payments are greater than 50% of household income, the cost burden is viewed as a 'severe problem'. The table at far right illustrates the percentage of households whose cost burden is considered a housing problem (30 to 50% cost burden) or a severe housing problem (cost burden of 50% or more).

**Table X: Housing Cost Burden**

	Housing Cost Burden >30% < 50%		Housing Burden >50%	
	Owner	Renter	Owner	Renter
Barrington	17%	3%	5%	3%
Dover	13%	12%	6%	9%
Durham	7%	7%	8%	18%
Madbury	19%	5%	6%	7%
Newmarket	11%	8%	7%	9%
Northwood	20%	1%	8%	1%
Rochester	16%	8%	6%	8%
Rollinsford	16%	1%	9%	9%

Source: CHAS, HUD 2006-2010



## Workforce Housing

The cost to purchase a home or rent an apartment in Newmarket has risen substantially over the past decade and continues to remain considerably higher than comparable costs within the region, state, and HUD Fair Market Rent area. A shortage of affordable housing has continued to be an issue of concern in Newmarket, as well as the region and the southeastern area of New Hampshire for more than twenty years. Housing affordability is a concern from both social and economic perspectives. If households are required to pay a large portion of their incomes for housing it could result in a shortage of funds for other critical needs, such as food, health care, heating, etc. Furthermore, if inadequate affordable housing is available, it can adversely affect the area's businesses and public agencies by reducing the supply of workers required to fill a variety of needed job skills.

In effort to address these issues, the New Hampshire Legislature enacted new legislation in 2008 requiring all communities to support the creation of workforce housing through their land use regulations. New Hampshire Revised Statutes Annotated (RSA) 674:59, Workforce Housing Opportunities, states the following:

"...ordinances and regulations shall provide reasonable and realistic opportunities for the development of workforce housing, including multifamily housing. In order to provide such opportunities, lot size and overall density requirements for workforce housing shall be reasonable. A municipality that adopts land use ordinances and regulations shall allow workforce housing to be located in a majority, but not necessarily all, of the land area that is zoned to permit residential uses with the municipality."

In the State of New Hampshire, affordability is defined as housing expenses when utilities and rent, or mortgage payments including utilities and insurance, are below 30% of the median household income. Further, in the RSAs, workforce housing is defined as housing for sale or rent, where homes for purchase are "affordable to a household with an income of no more than 100 percent of the median income for a 4-person household for the metropolitan area or county in which the housing is located" and rentals are "affordable to a household with an income of no more than 60 percent of the median income for a 3-person household for the metropolitan area or county in which the housing is located". The median incomes for 3 and 4-person respectively are defined by Fair Market Rent (HFMR) areas, or metropolitan and non-metropolitan counties set by Housing and Urban Development (HUD).

*Affordable Workforce Housing Rent Amount (including utilities) for Portsmouth-Rochester HFMR Area:*

$$\text{Rent (per month)} = \frac{((\text{household median income (3-person)} * 60\%) * 30\%)}{12 \text{ months}}$$

$$\frac{((\$79,300 * 60\%) * 30\%)}{12 \text{ months}} = \$1,189.5 \text{ per month}$$

*Affordable Workforce Housing Home Payment Amount (including mortgage, insurance and utilities) for Portsmouth-Rochester HFMR Area*

$$\text{Housing Expenses (per month)} = \frac{((\text{household median income (4-person)} * 100\%) * 30\%)}{12 \text{ months}}$$

$$((\$88,100 * 100\%) * 30\%)$$



## Pending Content

The following content will be developed by SRPC in the month of January following the presentation of the Statistical Analysis to the Newmarket Planning Board on January 20<sup>th</sup>, 2015.

### **Home Affordability and Rental Affordability Study**

The study includes an analysis of current assessing database in the context of affordability thresholds as defined by the state of New Hampshire. The final results provide a context for the Town of Newmarket to address its goals for future housing production.

### **Housing Unit Projections**

Utilizing OEP population projections and housing stock characteristic data from the Town of Newmarket, SRPC develops basic projections for future housing unit growth for both renter and owner-occupied units.

### **Housing Trends**

Includes a detailed discussion of housing trends both in the Town of Newmarket and the State of New Hampshire. The following preliminary focus areas have been identified:

- **Downtown Redevelopment**

A discussion of Newmarket's downtown revitalization efforts and their impact on housing and demographic trends.

- **Senior Housing**

A discussion of the impending shortage of senior housing as a result of shifting age demographics. Includes solutions that go beyond traditional elderly restricted housing developments.

- **UNH Student Housing**

A discussion of the impacts of UNH students on housing stock characteristics and demographic trends within Newmarket.

### **Findings/Key Conclusions**

A consolidated list of important findings of the statistical analysis and housing trends areas. The final product is a bulleted list of items intended to build the foundation for the goals and recommendations section.

### **Goals and Recommendations**

The implementation section of this chapter, the goals and recommendations content offers steps forward for the Town to address the findings and key conclusions identified in the chapter.

**TOWN OF NEWMARKET, NEW HAMPSHIRE**  
**By the Newmarket Town Council**  
**Resolution #2014/2015-41**

**Approving the North Main Street Water  
Main Replacement Construction Budget**

**WHEREAS**, the Newmarket Water Department is replacing a 6" water main on North Main Street with a 12" water main, and

**WHEREAS**, the Water Capital Reserve Fund has a balance available of \$1,539,981 as of November 30, 2014, and

**WHEREAS**, the Water Impact Fee account has a balance available of \$36,942.13 as of December 31, 2014, and

**WHEREAS**, the project budget is as follows:

Project funding sources:

Water Capital Reserve Fund	\$ 1,089,229.50
Impact fees	36,941.50
Total Sources	<u>1,126,171.00</u>

Project uses:

Albanese D&S, Inc.	938,421.00
Contingency	75,000.00
Construction Oversight	<u>112,750.00</u>
Total Uses	<u>\$ 1,126,171.00</u>

**NOW, THEREFORE BE IT RESOLVED** that the Newmarket Town Council does hereby authorize to approve the total project budget of \$1,126,171.00.

*First Reading:* January 21, 2015

*Second Reading:* February 4, 2015

*Approval:* February 4, 2015

Approved: \_\_\_\_\_

Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: \_\_\_\_\_

Terri Littlefield, Town Clerk

ENVIRONMENTAL SERVICES  
A DEPARTMENT OF  
PUBLICS WORKS



INCORPORATED  
DECEMBER 15, 1727  
CHARTER JANUARY 1, 1991

To: Steve Fournier, Town Administrator  
From: Sean T. Greig, Supt. Water/Sewer  
Date: January 22, 2015  
Re: North Main Street Water Main Project Budget and Funding

---

The tables below outline the North Main Street Water Main Replacement Project budget and funding sources.

Project Budget	
Albanese D&S Contract	\$938,421
Contingency	\$75,000
Construction Oversight	112,750
Total Project Budget	\$1,126,171

Project Funding	
Water Capital Improvement Funds	\$1,089,229.50
Water Impact Fees	\$36,941.50
Total Project Funds	\$1,126,171

November 24, 2014  
W-P Project No. 12677

Mr. Sean Greig, Superintendent  
Town of Newmarket  
4 Youngs Lane  
Newmarket, NH 03857

Subject: Engineering Services Proposal  
Construction Phase Services – North Main Street Water Main

Dear Sean:

Based on our discussions, we have prepared the following Construction Administration and Resident Project Representative (RPR) scope of services for your consideration. The project area consists of installation of 3000 feet of water main replacement along North Main Street in Newmarket, NH. The Construction Schedule provided in the bid documents calls for 120 consecutive calendar days for substantial completion. The water main construction will begin April 1, 2015.

### Scope of Services

#### I. Construction Phase.

During the Construction Phase, ENGINEER shall perform the following services:

- A. Construction Administration Services: During the Construction Administration Phase ENGINEER shall consult with and advise CLIENT and act as CLIENT's representative as provided in the Standard General Conditions and Supplementary Conditions of the Construction Contract. The extent and limitations of the duties, responsibilities and authority of ENGINEER as assigned in said Standard General Conditions shall not be modified, except as ENGINEER may otherwise agree to in writing. The services of the ENGINEER shall include:
1. Prepare the required number of sets of construction Contract Documents for signing.
  2. Prepare for and attend one pre-construction conference.
  3. Assist the Contractor for the purpose of establishing control for use by the Contractor to layout the Work.



4. Attend monthly project meetings and prepare reports of findings during the active construction period.
  5. Make visits to the site at appropriate intervals to observe the progress of the work.
  6. Participate in formal inspections by CLIENT.
  7. Review shop drawings and other Contractor submittals for compliance with construction Contract Documents.
  8. Review field test reports including those submitted by Independent Testing Laboratory (SW Cole)
  9. Review Contractors' payment requests and estimate amounts to be paid by the CLIENT.
  10. Aid the CLIENT's financial management by providing revised or updated cash flow projections reflecting the Contractor's anticipated construction schedule.
  11. Negotiate changes in the scope of work, price and/or completion time and prepare change orders which become necessary due to factors discovered during the progress of the work resulting from interpretations and clarifications of the Contract Documents.
  12. Issue instructions and other communications from and on behalf of CLIENT to the Contractor.
  13. Communicate with CLIENT and regulatory agencies.
  14. Coordinate and supervise the work of Resident Project Representative (RPR).
  15. Monitor work progress for conformance with established schedules and budget.
  16. Prepare punch lists of uncompleted or unacceptable work.
  17. Conduct a Substantial Completion inspection and prepare a Certificate of Substantial Completion.
- B. Resident Project Representative (RPR): During the Construction Phase ENGINEER shall also:
1. Provide a full-time Resident Project Representative to represent ENGINEER and CLIENT in the field, whose duties, responsibilities, limitations shall be as specified in the Standard General Conditions and Supplementary Conditions of the Construction Contract. The Resident Project Representative shall direct the activities of as many other full-time and part-time Assistant Resident Project Representatives as may be deemed necessary by ENGINEER to adequately observe the Contractor's activities. CLIENT's Project Representative may assist ENGINEER's Resident Project Representative on an as-needed basis.



- C. Materials Testing will be performed by SW Cole as a subcontract service to ENGINEER.
- D. ENGINEER shall provide the services covered by paragraph A for the duration of the Construction Phase. ENGINEER shall provide the services covered by paragraph B for the period of the Construction Phase for which ENGINEER determines such services are required, which is assumed to be 17 weeks at 50 hours per week.
- E. Other Required Services:

CLIENT and ENGINEER recognize that there are certain tasks which may be required during construction, but which cannot be easily identified at the time of preparation of this document. Engineer will notify CLIENT in writing promptly after starting any such services. Typical of such required services would be:

1. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or-equal" items; and services after the award of the construction contract in evaluating and determining the acceptability of a substitution which is inappropriate for the Project or an excessive number of substitutions.
2. Additional or extended services during construction made necessary by: (1) work damaged by fire or other cause during construction, (2) a significant amount of defective, neglected or delayed work of Contractor, (3) acceleration of the progress schedule involving services beyond normal working hours, or (4) default by Contractor.
3. Evaluating an unreasonable claim or an excessive number of claims submitted by Contractor or others in connection with the work.

## II. Operational Phase.

During the Operational Phase, ENGINEER shall perform the following services:

- A. Operation and Maintenance Manual: N/A
- B. Record Drawings:
  1. Prepare record drawings showing those deviations from the original Drawings and Specifications made during the Construction Phase based on marked-up prints, drawings and other data furnished by the Contractor to ENGINEER and which ENGINEER considers significant.
  2. Make drafting changes as necessary on drawings.
  3. Prepare digital copy of the record drawings and two sets of prints for CLIENT.

To: Sean Greig  
Date: November 24, 2014  
Page 4 of 5



### III. Additional Services.

During ENGINEER's work on the project it may become apparent to either CLIENT or ENGINEER that Additional Services not included in the basic Scope of Services are desired. ENGINEER will undertake to provide such Additional Services upon CLIENT's written authorization.

## SECTION 2 - COMPENSATION

### I. Payments to ENGINEER

ENGINEER's fee for the services outlined in the **SCOPE OF SERVICES** section of this Agreement is as follows. Salary Cost is the hourly rate paid to our employees including their fringe benefits. The factor of 2.2 covers overhead and profit.

For Scope Item I.A, a fee based on ENGINEER's Salary Costs times a factor of 2.2, plus Reimbursable Expenses and charges for Consultants' services. Total estimated compensation for these Scope Items is **\$25,500**.

For Scope Items I.B., Resident Project Services, an amount equal to the cumulative hours charged to the Project times the Standard Hourly Rate for assigned Resident Project Representatives of \$85/hour including Reimbursable Expenses. The total estimated compensation for this Scope Item is **\$72,250** (17 weeks x 50 hours/week = 850 hours).

For Scope Item I.C. fee is based on charges for Consultants' services. Total estimated compensation for these Scope Items is **\$10,000**.

For Scope Item II.B, a fee based on ENGINEER's Salary Costs times a factor of 2.2, plus Reimbursable Expenses and charges for Consultants' services. Total estimated compensation for these Scope Items is **\$5,000**.

Where fees for Scope Items include Consultants Services (I.C - Material testing - S.W. Cole), ENGINEER will bill CLIENT the amount Consultants bill ENGINEER times a factor of 1.05.

Total Estimated Fee for Construction Phase services is **\$112,750**.

If it becomes apparent to ENGINEER at any time before the budgeted compensation has been about eighty percent expended that the total amount of compensation to be paid to ENGINEER for these services will exceed the estimate, ENGINEER will so notify CLIENT in writing. CLIENT and ENGINEER will then promptly meet to review the status of the Project, and CLIENT will either agree to an increase in the estimated total compensation or CLIENT and ENGINEER will agree on a reduced Scope of Services so that the total compensation remains within the original estimate. Unless CLIENT informs ENGINEER promptly upon notification of a possible fee overrun to suspend work on the Project, CLIENT will pay ENGINEER for all services rendered prior to reaching agreement on a revised Scope or compensation estimate.

To: Sean Greig  
Date: November 24, 2014  
Page 5 of 5



For authorized Additional Services, ENGINEER will bill CLIENT a fee based on ENGINEER's Salary Costs times a factor of 2.2, plus Reimbursable Expenses and charges for Consultants' services.

### **Project Management**

Rick Davee, will be the designated principal-in-charge for the project. He will be assisted by Dylan Thisse as project engineer. We propose to use Phil Johnson as our on-site RPR (resume included).

We hope that this proposal is consistent with your goals and objectives for addressing the project and feel free to call with any questions.

Sincerely,

WRIGHT-PIERCE

A handwritten signature in black ink, appearing to read "Richard N. Davee", written in a cursive style.

Richard N. Davee, P.E.  
Vice-President

---

# PHILIP JOHNSON

## Resident Project Representative

**PROJECT ASSIGNMENT:** Resident Project Representative

### Education

University of New Hampshire, Soil  
Science Classes

### Certificates

OSHA 40-hour HAXWOPER  
OSHA 8-hour  
Construction Safety

### Experience

20 Years

### Joined Firm

2014

### EXPERIENCE SUMMARY

Mr. Johnson has more than 20 years of experience in field observation services. In his position as, "Resident Project Representative" (RPR), he has been responsible for the observation of many contractors for various consultants, and in reporting to the appropriate governing agency. He has also been responsible for keeping detailed daily records such as daily reports and field books, tracking quantities and reviewing monthly payment requisitions. His duties also include communicating between local residents, businesses owners and the clients to help settle concerns related to projects. Mr. Johnson responsibilities have also involved tracking pay requisitions throughout projects lives and providing onsite inspection of projects.

### RELEVANT PROJECT EXPERIENCE

#### Resident Project Representative, Wright-Pierce, Jay, ME (2014)

- Water main replacement project along Smith Avenue

#### Resident Project Representative, Wright-Pierce, Portsmouth, NH (2014)

- Water and Sewer relocations
- Worked closely with NHDOT on relocation of water and sewer mains for bridge replacement projects in tightly congested urban highway situations
- Water main relocation including 20-inch PCCP and 16-inch DI piping and gravity sewer mains up to 16-inch diameter

#### Capital Improvements Projects, City of Concord, NH\* (2007-2013)

- Budget oversight
- Road maintenance
- Cold plane
- Road reclamation
- Pavement overlay
- ArcMap 10
- Solid waste management

#### Utility Compliance, Town of Wolfeboro, NH\* (2006)

- Inflow & Infiltration.
- Compliance Inspections
- Communicating with the Public

#### Resident Project Representative, Wright-Pierce, Topsham, ME (2003-2004)

Wolfeboro, NH (2004, April - December)

- Water main improvements.
- Sanitary sewer improvements.
- Drainage and road improvements.
- Point sampling and monitoring.
- Public Relations

Waldoboro, ME (2003, May - December)

---

**PHILIP JOHNSON**  
Resident Project Representative

- 10,000 ft. water main improvements
  - Inspected construction of a 500,000 gallon water storage tank
  - Daily updates w/ the town manager
  - Maintained communication with local business owner
- Wells, ME (2003, April – May)
- Sanitary sewer expansion
  - Decommission sewer pump station
  - Worked closely with contractor & sewer dept. to complete project on schedule
  - Public Relations

**Resident Project Representative, Leach Engineering, Lyndonville, VT\* (2002)**

Dexter ME(2002, April – December)

- Water main improvement
- Valve replacement – worked with manufacturer representative
- Communication with the public and town officials

**Resident Project Representative, Earth Tech Inc., South Portland, ME\* (2005)**

Brunswick, ME (2005, October – December)

- Inflow & Infiltration
- Relining sewer main
- Work closely with project engineers and municipal officials

Waldoboro, ME (2005, June – October)

- 12,000 ft. water main improvements
- Treatment facility construction inspection
- Horizontal bore under railroad

South Portland, ME (2005, April –June)

- 1,600 ft. sanitary sewer main installation oversight
- Worked closely with town officials and project engineers

**TOWN OF NEWMARKET, NEW HAMPSHIRE**  
**By the Newmarket Town Council**  
**Resolution #2014/2015-42**

**To Authorize the Town Administrator to Enter into an Agreement  
with Wright-Pierce for Project Management and Oversight Services  
Related to the North Main Street Water Main Replacement Project**

**WHEREAS**, the size of the North Main Street Water Main Replacement Project requires project administration and oversight, and

**WHEREAS**, Wright-Pierce designed the project, and

**WHEREAS**, the Water Superintendent recommends Wright-Pierce for construction administration and oversight for \$112,750.

**NOW THEREFORE BE IT RESOLVED**, that the Newmarket Town Council does hereby authorize the Town Administrator to enter into a contract with Wright-Pierce for One Hundred and Twelve Thousand, Seven Hundred and Fifty Dollars (\$112,750) for construction administration and oversight services related to the North Main Street Water Main Replacement Project.

**FURTHER**, the Newmarket Town Council does hereby authorize the Town Administrator to enter into future contract amendments with notice to the Town Council.

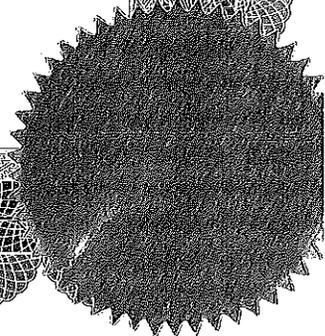
*First Reading: January 21, 2015*

*Second Reading: February 4, 2015*

*Approval: February 4, 2015*

Approved: \_\_\_\_\_  
Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: \_\_\_\_\_  
Terri Littlefield, Town Clerk



November 24, 2014  
W-P Project No. 12677

Mr. Sean Greig, Superintendent  
Town of Newmarket  
4 Youngs Lane  
Newmarket, NH 03857

Subject: Engineering Services Proposal  
Construction Phase Services – North Main Street Water Main

Dear Sean:

Based on our discussions, we have prepared the following Construction Administration and Resident Project Representative (RPR) scope of services for your consideration. The project area consists of installation of 3000 feet of water main replacement along North Main Street in Newmarket, NH. The Construction Schedule provided in the bid documents calls for 120 consecutive calendar days for substantial completion. The water main construction will begin April 1, 2015.

### Scope of Services

#### I. Construction Phase.

During the Construction Phase, ENGINEER shall perform the following services:

- A. Construction Administration Services: During the Construction Administration Phase ENGINEER shall consult with and advise CLIENT and act as CLIENT's representative as provided in the Standard General Conditions and Supplementary Conditions of the Construction Contract. The extent and limitations of the duties, responsibilities and authority of ENGINEER as assigned in said Standard General Conditions shall not be modified, except as ENGINEER may otherwise agree to in writing. The services of the ENGINEER shall include:
1. Prepare the required number of sets of construction Contract Documents for signing.
  2. Prepare for and attend one pre-construction conference.
  3. Assist the Contractor for the purpose of establishing control for use by the Contractor to layout the Work.



4. Attend monthly project meetings and prepare reports of findings during the active construction period.
  5. Make visits to the site at appropriate intervals to observe the progress of the work.
  6. Participate in formal inspections by CLIENT.
  7. Review shop drawings and other Contractor submittals for compliance with construction Contract Documents.
  8. Review field test reports including those submitted by Independent Testing Laboratory (SW Cole)
  9. Review Contractors' payment requests and estimate amounts to be paid by the CLIENT.
  10. Aid the CLIENT's financial management by providing revised or updated cash flow projections reflecting the Contractor's anticipated construction schedule.
  11. Negotiate changes in the scope of work, price and/or completion time and prepare change orders which become necessary due to factors discovered during the progress of the work resulting from interpretations and clarifications of the Contract Documents.
  12. Issue instructions and other communications from and on behalf of CLIENT to the Contractor.
  13. Communicate with CLIENT and regulatory agencies.
  14. Coordinate and supervise the work of Resident Project Representative (RPR).
  15. Monitor work progress for conformance with established schedules and budget.
  16. Prepare punch lists of uncompleted or unacceptable work.
  17. Conduct a Substantial Completion inspection and prepare a Certificate of Substantial Completion.
- B. Resident Project Representative (RPR): During the Construction Phase ENGINEER shall also:
1. Provide a full-time Resident Project Representative to represent ENGINEER and CLIENT in the field, whose duties, responsibilities, limitations shall be as specified in the Standard General Conditions and Supplementary Conditions of the Construction Contract. The Resident Project Representative shall direct the activities of as many other full-time and part-time Assistant Resident Project Representatives as may be deemed necessary by ENGINEER to adequately observe the Contractor's activities. CLIENT's Project Representative may assist ENGINEER's Resident Project Representative on an as-needed basis.



- C. Materials Testing will be performed by SW Cole as a subcontract service to ENGINEER.
- D. ENGINEER shall provide the services covered by paragraph A for the duration of the Construction Phase. ENGINEER shall provide the services covered by paragraph B for the period of the Construction Phase for which ENGINEER determines such services are required, which is assumed to be 17 weeks at 50 hours per week.
- E. Other Required Services:

CLIENT and ENGINEER recognize that there are certain tasks which may be required during construction, but which cannot be easily identified at the time of preparation of this document. Engineer will notify CLIENT in writing promptly after starting any such services. Typical of such required services would be:

1. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or-equal" items; and services after the award of the construction contract in evaluating and determining the acceptability of a substitution which is inappropriate for the Project or an excessive number of substitutions.
2. Additional or extended services during construction made necessary by: (1) work damaged by fire or other cause during construction, (2) a significant amount of defective, neglected or delayed work of Contractor, (3) acceleration of the progress schedule involving services beyond normal working hours, or (4) default by Contractor.
3. Evaluating an unreasonable claim or an excessive number of claims submitted by Contractor or others in connection with the work.

## II. Operational Phase.

During the Operational Phase, ENGINEER shall perform the following services:

- A. Operation and Maintenance Manual: N/A
- B. Record Drawings:
  1. Prepare record drawings showing those deviations from the original Drawings and Specifications made during the Construction Phase based on marked-up prints, drawings and other data furnished by the Contractor to ENGINEER and which ENGINEER considers significant.
  2. Make drafting changes as necessary on drawings.
  3. Prepare digital copy of the record drawings and two sets of prints for CLIENT.



### III. Additional Services.

During ENGINEER's work on the project it may become apparent to either CLIENT or ENGINEER that Additional Services not included in the basic Scope of Services are desired. ENGINEER will undertake to provide such Additional Services upon CLIENT's written authorization.

## SECTION 2 - COMPENSATION

### I. Payments to ENGINEER

ENGINEER's fee for the services outlined in the **SCOPE OF SERVICES** section of this Agreement is as follows. Salary Cost is the hourly rate paid to our employees including their fringe benefits. The factor of 2.2 covers overhead and profit.

For Scope Item I.A, a fee based on ENGINEER's Salary Costs times a factor of 2.2, plus Reimbursable Expenses and charges for Consultants' services. Total estimated compensation for these Scope Items is **\$25,500**.

For Scope Items I.B., Resident Project Services, an amount equal to the cumulative hours charged to the Project times the Standard Hourly Rate for assigned Resident Project Representatives of \$85/hour including Reimbursable Expenses. The total estimated compensation for this Scope Item is **\$72,250** (17 weeks x 50 hours/week = 850 hours).

For Scope Item I.C. fee is based on charges for Consultants' services. Total estimated compensation for these Scope Items is **\$10,000**.

For Scope Item II.B, a fee based on ENGINEER's Salary Costs times a factor of 2.2, plus Reimbursable Expenses and charges for Consultants' services. Total estimated compensation for these Scope Items is **\$5,000**.

Where fees for Scope Items include Consultants Services (I.C - Material testing - S.W. Cole), ENGINEER will bill CLIENT the amount Consultants bill ENGINEER times a factor of 1.05.

Total Estimated Fee for Construction Phase services is **\$112,750**.

If it becomes apparent to ENGINEER at any time before the budgeted compensation has been about eighty percent expended that the total amount of compensation to be paid to ENGINEER for these services will exceed the estimate, ENGINEER will so notify CLIENT in writing. CLIENT and ENGINEER will then promptly meet to review the status of the Project, and CLIENT will either agree to an increase in the estimated total compensation or CLIENT and ENGINEER will agree on a reduced Scope of Services so that the total compensation remains within the original estimate. Unless CLIENT informs ENGINEER promptly upon notification of a possible fee overrun to suspend work on the Project, CLIENT will pay ENGINEER for all services rendered prior to reaching agreement on a revised Scope or compensation estimate.

To: Sean Greig  
Date: November 24, 2014  
Page 5 of 5



For authorized Additional Services, ENGINEER will bill CLIENT a fee based on ENGINEER's Salary Costs times a factor of 2.2, plus Reimbursable Expenses and charges for Consultants' services.

**Project Management**

Rick Davee, will be the designated principal-in-charge for the project. He will be assisted by Dylan Thisse as project engineer. We propose to use Phil Johnson as our on-site RPR (resume included).

We hope that this proposal is consistent with your goals and objectives for addressing the project and feel free to call with any questions.

Sincerely,

WRIGHT-PIERCE

A handwritten signature in black ink, appearing to read "Richard N. Davee". The signature is written in a cursive, flowing style.

Richard N. Davee, P.E.  
Vice-President

---

**PHILIP JOHNSON**  
Resident Project Representative

**PROJECT ASSIGNMENT:** Resident Project Representative

**Education**

University of New Hampshire, Soil  
Science Classes

**Certificates**

OSHA 40-hour HAXWOPER  
OSHA 8-hour  
Construction Safety

**Experience**

20 Years

**Joined Firm**

2014

**EXPERIENCE SUMMARY**

Mr. Johnson has more than 20 years of experience in field observation services. In his position as, "Resident Project Representative" (RPR), he has been responsible for the observation of many contractors for various consultants, and in reporting to the appropriate governing agency. He has also been responsible for keeping detailed daily records such as daily reports and field books, tracking quantities and reviewing monthly payment requisitions. His duties also include communicating between local residents, businesses owners and the clients to help settle concerns related to projects. Mr. Johnson responsibilities have also involved tracking pay requisitions throughout projects lives and providing onsite inspection of projects.

**RELEVANT PROJECT EXPERIENCE**

**Resident Project Representative, Wright-Pierce, Jay, ME (2014)**

- Water main replacement project along Smith Avenue

**Resident Project Representative, Wright-Pierce, Portsmouth, NH (2014)**

- Water and Sewer relocations
- Worked closely with NHDOT on relocation of water and sewer mains for bridge replacement projects in tightly congested urban highway situations
- Water main relocation including 20-inch PCCP and 16-inch DI piping and gravity sewer mains up to 16-inch diameter

**Capital Improvements Projects, City of Concord, NH\* (2007-2013)**

- Budget oversight
- Road maintenance
- Cold plane
- Road reclamation
- Pavement overlay
- ArcMap 10
- Solid waste management

**Utility Compliance, Town of Wolfeboro, NH\* (2006)**

- Inflow & Infiltration.
- Compliance Inspections
- Communicating with the Public

**Resident Project Representative, Wright-Pierce, Topsham, ME (2003-2004)**

Wolfeboro, NH (2004, April - December)

- Water main improvements.
- Sanitary sewer improvements.
- Drainage and road improvements.
- Point sampling and monitoring.
- Public Relations

Waldoboro, ME (2003, May - December)

---

**PHILIP JOHNSON**  
Resident Project Representative

- 10,000 ft. water main improvements
  - Inspected construction of a 500,000 gallon water storage tank
  - Daily updates w/ the town manager
  - Maintained communication with local business owner
- Wells, ME (2003, April – May)
- Sanitary sewer expansion
  - Decommission sewer pump station
  - Worked closely with contractor & sewer dept. to complete project on schedule
  - Public Relations

**Resident Project Representative, Leach Engineering, Lyndonville, VT\* (2002)**

Dexter ME(2002, April – December)

- Water main improvement
- Valve replacement – worked with manufacturer representative
- Communication with the public and town officials

**Resident Project Representative, Earth Tech Inc., South Portland, ME\* (2005)**

Brunswick, ME (2005, October – December)

- Inflow & Infiltration
- Relining sewer main
- Work closely with project engineers and municipal officials

Waldoboro, ME (2005, June – October)

- 12,000 ft. water main improvements
- Treatment facility construction inspection
- Horizontal bore under railroad

South Portland, ME (2005, April –June)

- 1,600 ft. sanitary sewer main installation oversight
- Worked closely with town officials and project engineers

12/1/2014

**Town of Newmarket  
Capital Reserve Overview**

	<u>Balance</u> <u>7/1/2014</u>	<u>FY14/15</u> <u>Additions</u>	<u>FY14/15</u> <u>Resolutions</u>	<u>Remaining</u> <u>Balance</u>
Public Works	503,188	130,406	(146000)	487,594
Fire	227,052	50,179	0	277,231
Library	129,372	87	0	129,459
Police Vehicles	120,797	50,107	0	170,904
Dispatch/Police Equipment	102,200	69	0	102,269
Building Improvements	309,663	208	(10000)	299,871
Municipal Trans.Fund	115,194	128	0	115,322
Town Clock	8,772	6	0	8,778
Recreation Facilities	162,908	5,112	0	168,020
Community Recreation	84,186	57	0	84,243
Technology	27,380	10,024	0	37,404
Dam Capital Reserve	4	4	0	8
Cemeteries	8,140	5	(2140)	6,005
Veterans Memorial Trust	17,751	16	1141	18,908
Cable TV	71,678	48	0	71,726
Sidewalk Development	0	0	0	0
Downtown TIF	696,247	533	0	696,780
Revaluation	40,002	10,032	0	50,034
Downtown Infrastructure	34	0	0	34
Health Trust	1,115	1	0	1,115
Storm Wtr Mgt	10,000	41,141	0	51,141
300th Anniv.Celebration	0	2,001	0	2,001
Compensated Absence	0	29,515	0	29,516
Total General Fund	2,635,684	329,679	(156,999)	2,808,363
Water Capital Reserve	1,178,999	360,982	0	1,539,981
Water Surplus	2	0	0	2
Sewer Capital Reserve	725,372	100,552	0	825,924
Total Capital Reserve	4,540,057	791,213	(156,999)	5,174,271

Town of Newmarket  
Matthew Angell  
Interim Finance Director  
Town Hall  
186 Main Street  
Newmarket, NH 03857



603-659-3617 \*1304  
603-659-3351 (fax)  
MAngell@newmarketnh.gov

Memorandum

Date: January 13, 2015

To: Steve Fournier, Town Administrator  
Jim Hilton, Recreation Director  
Sean Greig, Water/Wastewater Superintendent  
Christine Blouin, Business Administrator  
Mike Martin, Superintendent  
Diane Hardy, Town Planner  
Town Council

From: Matthew Angell, Interim Finance Director *MA*

Re: Impact Fees – December 31, 2014 report

Everyone,

**Impact fee background:**

Pursuant to authority authorized under RSA 674:21 V, the Town Council adopted Ordinance #2001-01 for "Public Capital Facilities," which allowed the Town to assess an impact fee "as a condition for[] the issuance of a building permit." RSA 674:21 V(d). The ordinance requires the Town to obligate the funds within six (6) years from the date of collection or return it to the property owner of record. Subsection 6.11.11 "Refund of Fees Paid" of the Newmarket Ordinances.

One of our Banks has a product that allows us to track impact fees by parcel ID. Attached to this memorandum is a bank generated report, which contains the parcel ID, date of collection, and the month's activity.

**Summary of Impact Fees:**

Below is the Impact Fee Type per the bank statement less obligated and refunded amounts:

Sewer obligations reflect Town Council Orders 2013/2014-06 \$10,000. However, it remains obligated and \$4,194.60 has been transferred out leaving a balance of \$5,805.40 obligated.

School obligations reflect town Council Orders 2013/2014 – 73 \$60,728.  
 However, it remains obligated and not yet transferred out.

Below is the available Impact Fee by Fee Type that is available:

Impact Fee Type	Per Bank Statement						
	Available			Monthly Activity		Available Balance as of December 31, 2014	Next Refund Date
	Balance As of December 1, 2014	Collections	Interest	Withdrawal/Obligation/To Be Refunded			
Recreation	36,537.41	276.00	0.30	-		36,813.71	1/20/2018
Water	36,941.81	-	0.32	-		36,942.13	9/19/2018
School	89,207.58	3,418.00	0.76	60,728.00		31,898.34	11/1/2018
Wastewater	109,576.91	737.00	0.94	10,000.00		100,314.85	9/19/2018
	272,263.71	4,431.00	2.32	70,728.00		205,969.03	



Town of Newmarket  
 Impact Fees  
 186 Main St  
 Newmarket, NH 03857  
 Account: 3311832835

RECEIVED

12/01/14 to 12/31/14

Interest Current Month: 2.32  
 Fiscal YTD Interest: 13.81

JAN 12 2014

Government Banking Support:  
 (800) 852-8360  
 Transaction Fax Numbers:  
 (800) 290-7192

TOWN OF NEW MARKET

Principal	Name	Acct	Beginning Balance	Total Deposits	Total Withdrawals	Period Interest	Ending Balance	YTD Int Paid
PARKS & RECREATION IMPACT FEES								
0.00	U3-152 08/18/2008	037002	0.01	0.00	0.00	0.00	0.01	0.02
0.00	R4-68-6 08-21-2012	037163	276.08	0.00	0.00	0.00	276.08	0.00
0.00	U2 366A 09/19/2012	037174	10,605.73	0.00	0.00	0.09	10,605.82	0.54
0.00	U2 366A 11/1/2012	037344	20,652.10	0.00	0.00	0.18	20,652.28	1.06
0.00	R4-48 1-20-2012	037378	3,347.45	0.00	0.00	0.03	3,347.48	0.18
0.00	R4-68-1 12-6-2012	037400	276.04	0.00	0.00	0.00	276.04	0.00
0.00	R4-68-5 4-24-2013	037520	276.00	0.00	0.00	0.00	276.00	0.00
0.00	R4-79 06/04/2013	037557	276.00	0.00	0.00	0.00	276.00	0.00
0.00	R4-68-4 06/19/2013	037576	276.00	0.00	0.00	0.00	276.00	0.00
0.00	R3-59-1 11/26/2013	037711	276.00	0.00	0.00	0.00	276.00	0.00
0.00	R4-68-3 9/22/14	037927	276.00	0.00	0.00	0.00	276.00	0.00
0.00	R3-23-17 12/03/14	037949	0.00	276.00	0.00	0.00	276.00	0.00
0.00	Total PARKS & RECREATION IMPACT FEES		36,537.41	276.00	0.00	0.30	36,813.71	1.80

PUBLIC WORKS

0.00	U2 366A 09/19/2012	037176	1,781.50	0.00	0.00	0.02	1,781.52	0.12
0.00	U2 366A 11/1/2012	037346	35,160.31	0.00	0.00	0.30	35,160.61	1.78
0.00	Total PUBLIC WORKS		36,941.81	0.00	0.00	0.32	36,942.13	1.90



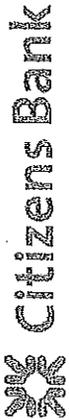
Town of Newmarket  
 Impact Fees  
 186 Main St  
 Newmarket, NH 03857  
 Account: 3311832835

Government Banking Support:  
 (800) 852-8360  
 Transaction Fax Numbers:  
 (800) 290-7192

12/01/14 to 12/31/14  
 Interest Current Month: 2.32  
 Fiscal YTD Interest: 13.81

Principal	Name	Acct	Beginning Balance	Total Deposits	Total Withdrawals	Period Interest	Ending Balance	YTD Int Paid
SCHOOL IMPACT FEES								
0.00	U2 366A 09/19/2012	037173	13,422.45	0.00	0.00	0.11	13,422.56	0.68
0.00	U2 366A 11/1/2012	037343	54,998.12	0.00	0.00	0.47	54,998.59	- 2.78
0.00	R4-48 1-20-2012	037379	276.05	0.00	0.00	0.00	276.05	0.00
0.00	R4-68-1 12-6-2012	037399	3,418.89	0.00	0.00	0.03	3,418.92	0.18
0.00	R4-68-5 4-24-2013	037521	3,418.58	0.00	0.00	0.03	3,418.61	- 0.18
0.00	R4-79 06/04/2013	037558	3,418.53	0.00	0.00	0.03	3,418.56	0.18
0.00	R4-68-4 06/19/2013	037577	3,418.52	0.00	0.00	0.03	3,418.55	0.18
0.00	R3-59-1 11/26/2013	037710	3,418.37	0.00	0.00	0.03	3,418.40	0.18
0.00	R4-68-3 9/22/14	037926	3,418.07	0.00	0.00	0.03	3,418.10	0.10
0.00	Total SCHOOL IMPACT FEES		89,207.58	0.00	0.00	0.76	89,208.34	4.46
SCHOOL/SCHOLARSHIP TRUST FUNDS								
0.00	R3-23-17 12/03/14	037950	0.00	3,418.00	0.00	0.00	3,418.00	0.00
0.00	Total SCHOOL/SCHOLARSHIP TRUST FUNDS		0.00	3,418.00	0.00	0.00	3,418.00	0.00
SEPTIC/SEWER FUNDS								
0.00	U5-15-2 09/27/2007	037013	0.00	0.00	0.00	0.00	0.00	- 0.03
0.00	U4-11-1 03/27/2008	037014	0.00	0.00	0.00	0.00	0.00	0.05
0.00	U3-152 08/18/2008	037015	1,759.28	0.00	0.00	0.02	1,759.30	0.14
0.00	U3-145-304 09/30/2009	037016	745.04	0.00	0.00	0.01	745.05	- 0.06
0.00	U3-145-401 09/30/2009	037017	266.98	0.00	0.00	0.00	266.98	0.00
0.00	U3-145-404 09/30/2009	037018	266.98	0.00	0.00	0.00	266.98	0.00

-98,626.34



# Citizens Bank

Town of Newmarket  
 Impact Fees  
 186 Main St  
 Newmarket, NH 03857  
 Account: 3311832835

12/01/14 to 12/31/14

Interest Current Month: 2.32  
 Fiscal YTD Interest: 13.81

Government Banking Support:  
 (800) 852-8360  
 Transaction Fax Numbers:  
 (800) 290-7192

Principal	Name	Acct	Beginning Balance	Total Deposits	Total Withdrawals	Period Interest	Ending Balance	YTD Int Paid
0.00	U3-145-501 09/30/2009	037019	266.98	0.00	0.00	0.00	266.98	0.00
0.00	U3-145-504 09/30/2009	037020	266.98	0.00	0.00	0.00	266.98	0.00
0.00	U2 366A 09/19/2012	037175	47,453.54	0.00	0.00	0.40	47,453.94	2.38
0.00	U2 366A 11/1/2012	037345	58,551.13	0.00	0.00	0.51	58,551.64	2.99
0.00	R3-23-17 12/03/14	037951	0.00	737.00	0.00	0.00	737.00	0.00
0.00 Total SEPTIC/SEWER FUNDS			109,576.91	737.00	0.00	0.94	110,314.85	5.65

Grand Totals for Account 3311832835

0.00      272,263.71      4,431.00      0.00      2.32      276,697.03      13.81

RECEIVED

JAN 20 2015

TOWN OF NEW MARKET  
ADMINISTRATOR'S OFFICE



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

Applicant's Name: ERIC SALOVITCH

Address: 125 main st #30 Phone/Cell 603-819-1092

RSA 669:19 Newmarket Registered Voter:  Yes No # of Years as Resident: 1  
RSA 91:2 Are you an American Citizen?  Yes No

Email address: esalovitch@yahoo.com  
Conservation Commission

Full membership (3 year term) position applying for march 2017

State what the new term expiration date is: march 2017

Alternate position (3 year term) position applying for \_\_\_\_\_

State what the new term expiration date is: \_\_\_\_\_

I feel the following experience and background qualifies me for this position: I work  
as a land surveyor so I am familiar  
with wetlands and how wetlands can  
be impacted due to construction. I enjoy  
volunteering and giving back to my community.

(need more room, please use the back)

Eric Salovitch 1/21/2015  
Signature Date

*You are welcome to submit a letter or resume with this form. Applicants are requested to attend the Council meeting to address the Town Council prior to the decision making process. Applicants will be notified of the time and date of this meeting in advance. Thank you for your application and interest in the Town of Newmarket.*

RECEIVED

I am also an active outdoorsmen. I  
enjoy spending time outside wether its  
hiking or working.

**TOWN OF NEWMARKET, NEW HAMPSHIRE**  
**By the Newmarket Town Council**  
**Resolution #2015/2015-43**

**Resolution Relating to a Record Retention Policy**

**WHEREAS**, the Town of Newmarket's current record retention policy is not flexible enough to consider our current space needs, and

**WHEREAS**, the attached record retention policy follows RSA 33-a more closely, provides flexibility, and maintains accountability.

**NOW, THEREFORE BE IT RESOLVED** that the Newmarket Town Council does hereby approve the attached Record Retention Policy.

*First Reading: February 4, 2015*

*Second Reading:*

*Approval:*

Approved: \_\_\_\_\_  
Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: \_\_\_\_\_  
Terri Littlefield, Town Clerk

## Town of Newmarket, New Hampshire

### Record Retention Policy:

#### **Section 1. Purpose:**

The purpose of this Policy is to ensure compliance with all applicable state and federal laws and regulations regarding record retention including, but not limited to those listed in RSA 33-A; while simultaneously recognizing the Town of Newmarket's administrative need to manage its records and provide for their systematic destruction after said legal requirements have been met and the record no longer has value to the Town of Newmarket or its constituents.

#### **Section 2. Authority:**

This Policy is adopted in accordance with the following governing laws of the State of New Hampshire: RSA 33-a.

**Section 3.** The Town Clerk shall have overall responsibility for the records of the Town (NH RSA 41:58). Individual Department Heads and Committee Chairs are responsible for the records in their care and for following the Records Retention Schedule. The Town archive is responsible for maintaining the permanent records of the Town in accordance with best practices.

#### **Section 4. Applicability:**

This Policy applies to all physical records generated in the course of the Town of Newmarket's operation including original, reproduced, and electronic documents.

#### **Section 5. Definitions:**

RECORD – As used herein, shall refer to all municipal documentary materials, whether in paper, electronic or any other form, prepared or received by the Town of Newmarket in connection with the conduct of its official governmental function. A department that creates a record shall be considered the primary owner of that particular record.

#### **Section 6. Municipal Records Retention Committee:**

- a. In accordance with RSA 33-A:3, the Town Council will establish and maintain a Records Retention Committee charged with governing the retention and disposition of municipal records. Said Committee shall be chaired by the Town Clerk and comprised of the following or their designee: Town Administrator, Treasurer, Assessor, Police Chief, and Finance Director.
- b. As shown in RSA 33-A:3-a, the Town Council will adopted a Record Retention Schedule detailing the initial maintenance, retention and

disposal schedule for municipal records of the Town of Newmarket. To ensure that this Schedule is followed, the Committee shall:

- i. Monitor local, state and federal laws affecting record retention, and;
  - ii. Modify the Record Retention Schedule as necessary to ensure that it complies with local, state and federal laws and/or addresses the appropriate document and record categories for the Town of Newmarket.
- c. The Committee shall monitor compliance with this policy and, if necessary, develop additional operational procedures to ensure that records are properly stored and accessible.
- i. Any such additional procedures will be developed in a manner which takes into account the organization's operational capabilities. The Records Retention Committee may elect to use electronic methods of document storage, where appropriate.
  - ii. Any such additional procedures and/or storage processes will be incorporated as an Appendix to this Policy and be periodically reviewed by the Committee in order to ensure their level of efficiency and adequacy.
  - iii. Any such additional procedures shall take into account:
    1. Statutory requirements.
    2. The Town of Newmarket's operational capabilities.
    3. That certain records contain sensitive and/or confidential information, and as a result must be destroyed and eliminated with particular care.
  - iv. These destruction processes will be periodically reviewed in order to ensure their adequacy and level of efficiency.
- d. The Committee shall review annually the Record Retention Policy as a whole and recommend amendments as appropriate to comply with regulatory requirements and/or procedural changes.

**Section 7. Storage, Retention, and Disposal of Municipal Records:**

- a. Minimum Storage Procedures: Each department shall store their archived records in a box or cabinet and provide the following information on the storage device: the department name, box number, retention period, scheduled disposition date, authority granted or allowing the disposition, and a general description of the contents.

- b. Retention of Documents: The Records Retention Schedule (RSA 33-A:3-a) details the retention period for specific types and categories of records in order to ensure legal compliance. In addition, this schedule is designed to accomplish other objectives such as the preservation of confidential and valuable administrative information, cost effectiveness, and space management. Scheduled records are those that, by state statute and administrative rules or the Code of Federal Regulations, need only be retained for a stated period.

The Records Retention Committee may determine that such records are to be maintained by the Town for a period longer than the minimum required period. If so, such determination shall be made a matter of record by incorporation into a Town Wide Records Retention Schedule, in addition to RSA 33-A:3-a.

c. Destruction of Documents:

- i. Documents to be destroyed shall first be reviewed by the applicable Department head to determine if any portion(s) of those records should be retained due to their historical value. If no reason exists to maintain the record beyond the retention schedule then the documents shall be destroyed as follows:
1. Non-confidential documents – shall be disposed of with other paper recycled products or shredded.
  2. Confidential documents – shall be shredded.
  3. Electronic files – shall be deleted from the individual's computer as well as from any backup or permanent media storage.

Documents being shredded in mass quantities shall be done so by authorized shredding service. The shredding service shall provide the Town with a stamped receipt acknowledging that the identified documents were shredded and the date of which the shredding occurred.

ii. Each department head is responsible for maintaining a Document Destruction Log which shall contain the following information:

1. Department destroying
2. What was destroyed
3. The date it was destroyed
4. Who destroyed the record
5. Cite RSA or authority giving the right to destroy record(s)

d. Unauthorized Activities: All Municipal Records belong to the public in perpetuity and shall not be destroyed, maliciously damaged or retained by any person not entitled to do so by local, state, and/or federal regulations.

e. Right-to-Know: All of the records generated or created by Departments and Committees are subject to the provisions of RSA 91-A:4 and RSA 91-A:5 that governs the public's right to examine all public documents and to request copies. There are some exceptions to the Right-to-Know law and the cited references should be consulted if you have any questions.

**Section 8. Suspension of Record Disposal:**

In the event any official or employee of the Town of Newmarket is served with any subpoena or Right-to-Know request; or becomes aware of an investigation or audit concerning the Town of Newmarket or the commencement of any litigation against or concerning the Town of Newmarket; such individual shall ensure that all records are preserved, regardless of the Retention Schedule, until the Town's legal counsel determines that the records are no longer needed.

**Section 9. Adoption:** The Town of Newmarket has adopted the Record Retention Policy effective \_\_\_\_\_.

**TOWN OF NEWMARKET, NEW HAMPSHIRE**  
**By the Newmarket Town Council**  
**Resolution #2014/2015-44**

**Authorizing the Town Administrator to Enter into an Agreement for Audit Services  
for Fiscal Year 2015**

**WHEREAS**, the Town of Newmarket's current audit firm has withdrawn from the remaining year of the audit contract, and

**WHEREAS**, the Town has previously conducted a search for audit firms, and

**WHEREAS**, after evaluating the firm's references and had previously interviewed prospective audit firms, the Interim Finance Director recommends the proposal submitted by Macpage.

**NOW, THEREFORE BE IT RESOLVED**, that the Newmarket Town Council does approve the Town Administrator to enter into an agreement with Macpage after negotiating a fee.

*First Reading: February 4, 2015*

*Second Reading:*

*Council Approval:*

Approved: \_\_\_\_\_  
Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: \_\_\_\_\_  
Terri Littlefield, Town Clerk

**Town of Newmarket**  
**Matthew Angell**  
**Interim Finance Director**  
Town Hall  
186 Main Street  
Newmarket, NH 03857



603-659-3617 \*1304  
603-659-3351 (fax)  
MAngell@newmarketnh.gov

Memorandum

Date: January 23, 2015  
To: Steve Fournier, Town Administrator  
From: Matthew Angell, Interim Finance Director MA  
Re: Audit Firms

Everyone,

We are not continuing with our current audit firm, which is amicable to both the Town and the current audit firm. Please do not let this split influence your decision regarding hiring this firm in the future, as they continue to be a highly regarded firm in New Hampshire.

We need to move forward with another firm, quickly. The need for speed is to allow the new firm to perform certain audit procedures prior to year-end. Plus, we need to put forth a positive image while we go through this transition.

Previously, we vetted out other qualified audit firms through our prior RFP process, which I would like to begin price negotiations with another firm from that pool with the Town Council's blessing. Afterwards, we will notify the Town Council of our results. Therefore, I respectfully request the Town Council approve a resolution that selects MacPage as our next audit firm, and authorizing the Town Administrator to negotiate and enter into a contract with this audit firm.

Thanks,  
Matt

