



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

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**REGULAR MEETING NOVEMBER 18, 2015 7PM  
NEWMARKET TOWN HALL COUNCIL CHAMBERS**

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- 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 October 24, 2015–Part I Review of Town Budget
  - b) Minutes of October 28, 2015–Part II Review of Town Budget
  - c) Minutes of November 4, 2015
- 5) Report of the Town Administrator**
- 6) Committee Reports**
- 7) Old Business**
  - a). Resolutions/Ordinances in the 2<sup>nd</sup> Reading
    - i. #2015/2016-24 Historical Society – Stone School
  - b) Ordinances and Resolutions in the 3<sup>rd</sup> Reading
  - c) 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
  - b) Ordinance and Resolutions in the 1<sup>st</sup> Reading
    - i. Resolution #2015/2016-25 Amending the Membership to the Economic Development Committee
  - c) Correspondence to the Town Council
  - d) Closing Comments by Town Councilors
- 9) Adjournment**

TOWN OF NEWMARKET, NEW HAMPSHIRE  
TOWN COUNCIL, BUDGET REVIEW SESSION I

**DRAFT**

OCTOBER 24, 2015 9:00 AM

PRESENT: Council Chairman Phil Nazzaro, Council Vice Chairman Gary Levy, Councilor Dale Pike, Councilor Amy Thompson, Councilor Toni Weinstein, Councilor Amy Burns, Councilor Larry Pickering

ALSO PRESENT: Town Administrator Steve Fournier, Interim Finance Director Matt Angell, Town Clerk/Tax Collector Terri Littlefield, Recreation Director Jim Hilton, Police Chief Kevin Cyr, Public Works Director Rick Malasky, Library Director Carrie Gadbois, Town Planner Diane Hardy, CIP Committee Chairman Rose-Anne Kwaks

**AGENDA**

Chairman Nazzaro welcomed everyone to the meeting of October 24, 2015 and called the meeting to order at 9:07 am.

**TOWN OF NEWMARKET PROPOSED OPERATING BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2017**

**Presented October 24, 2015, by Town Administrator Steve Fournier**

Town Administrator Steve Fournier gave an overview of the Town Budget for the fiscal year ending June 30, 2017, beginning with the *Economic Indicators*. He started with the *CPI for Boston*, which was typically looked at for what increases might be coming, and said they were seeing a reduction in CPI for New England Regional due to the drop in oil prices, with a slight increase for Boston of 0.7% and 0.2% nationally. He stated that Social Security would not be going up next year, mainly due to no cost-of-living increase resulting from the oil price drop. Town Administrator Fournier next looked at *Unemployment Rates* and said the Town was doing well at 2.8%, with Portsmouth Regional at 3.1%, the County at 3.8%, the State at 3.5%, and 5.5% nationally. He stated that the *Current Tax Rate* was estimated at \$25.17, but was not yet determined as they were still in discussions with the School regarding the amount of their fund balance. He said that using the current estimate, the Town rate would be \$6.20 or 25%, the County rate \$1.10 or 4%, and the Local School \$15.41 or 61%, with the rest made up by the State School at \$2.46 or 10%. Chairman Nazzaro clarified that this was the 2016 tax rate which would be billed in November. Town Administrator Fournier added that the State would be providing updates on revenue sharing and there could be changes.

Town Administrator Fournier next showed a *Ten-Year Tax Rate Comparison* saying that the Town had stayed fairly flat except for the increase in 2011 to \$25.31, but that he estimated a drop for the year to \$25.17 from \$25.75 last year. He said one reason for the drop was the increase in the valuation of the Town by approximately \$11 million. Councilor Pike asked if there was any way to show the 10-year comparison with inflation-adjusted values and felt that it would be economically more accurate to consider it that way. Chairman Nazzaro agreed that he would like to see that way in the future. Town Administrator Fournier stated that right now he was proposing a budget of \$10,134,923 which was up

4.96% over the previous year. He said the department heads had proposed a budget of \$11,313,113, or a 17.16% increase. He said that the Town budget increased by \$478,504, with Enterprise Funds increasing \$64,813 and all other funds increasing by \$413,691. He next provided a breakdown of expenditures by fund with the General Fund at \$6,989,894 or 55% of the budget, Special Revenues at \$1,031,728 or 8%, and Enterprise Funds at \$2,113,301 or 37% for a total of \$10,134,923. He said Enterprise Funds had been growing lately due to default payments for the Wastewater Treatment Plant.

Town Administrator Fournier next gave a breakdown of where the increases were going. He said Health Care was seeing a \$73,188 increase, Retirement a \$29,066 increase, Workers Comp up \$11,399, the Merit Pool up \$10,000, an increase in Election Salaries of \$17,747, and a \$23,815 increase in Police Salaries due to the new contractual obligations approved last year. Increases in Capital Reserves included \$25,000 for Building Improvement, \$25,000 for Stormwater, \$25,000 for the Macallen Dam, and \$18,666 for Recreational Facilities. Increases in the Enterprise Funds included \$25,000 for Sludge Disposal, \$60,000 for Electricity Wastewater, \$13,000 for Chemical Wastewater, and \$10,000 for Lab Wastewater. Vice Chair Levy asked if a column could be added listing the amount remaining in each fund, and Town Administrator Fournier replied that a handout had been distributed.

Town Administrator Fournier next presented the overall *Revenue Budget* proposed for FY17 at a total of \$5,607,101, with General at \$3,050,093, Special Revenues at \$462,568, and Enterprise Funds at \$2,094,345. He said that he estimated an increase in Motor Vehicle Registration of approximately \$200,000 additional. Chairman Nazzaro said this suggested a \$400,000 increase total and said he was concerned they were over-estimating revenues. Town Administrator Fournier explained that if he did not provide estimated revenues, he would have an additional \$1 million that would go into the fund balance. He emphasized that it was only an estimate and if it came in lower they would reduce it, either by withdrawing money from the Fund Balance to be offset the next year or by increasing the taxes to cover it. Councilor Pike said they had maintained some surplus, but that they could not expect that the economy would not change and they would have an occasional downturn. Town Administrator Fournier said that in the 2007-2008 years the economy turned because the interest on investment was not there, and not because of motor vehicles. Chairman Nazzaro expressed his concern that in 2011 they overestimated what they could pull from fund balance, expenses had been higher, and the State cut revenues, which resulted in a spike in the tax rate. Town Administrator Fournier said they no longer had revenue sharing, and felt the estimate was not so high (8%) that if the economy collapsed they could make up that difference from fund balance for one year.

Vice Chair Levy felt the 5-year projections of the budget were scary and said he would prefer they be very conservative rather than cutting afterwards. Councilor Pike asked what were the main things driving the 50% increase in the tax rate over the next 5 years, and Interim Finance Director Matt Angell felt a lot of what he was seeing was increases in Health Care costs. He said the original increase for this year were predicted at 15%, though it had actually come in at 6.5%, with last year at 8.5%. He said he predicted that Motor Vehicles would flatten out and would be going back down in 2018-20. Councilor Thompson said she felt the projections could be planned tighter this year and felt they owed it to the taxpayer to bring the tax rate down and not budget to revenues. Chairman Nazzaro felt they should decide if they wanted to downshift the estimated revenues or stick to the \$5.6 million. Councilor Pike said that he was comfortable staying with it as planned, and Councilor Thompson agreed. Vice Chair

Levy asked Interim Finance Director Angell what he had projected for motor vehicle revenue for the Town for this year and he said he estimated \$1,290,000. He explained that he had tried to tighten up the revenue estimate for 2017 so less revenue was being turned back to fund balance, and said he budgeted as high as actual revenues being received.

Town Administrator Fournier next addressed the *Tax Impact* of his proposed FY16 budget and stressed it was only an estimate using data as available today. He explained that you take the gross appropriations of \$10,134,923 less the estimated revenues of \$5,607,101, and add \$20,000 for overlay and \$168,500 in War Service Credits, to arrive at a net appropriation of \$4,716,322. He said with the current assessed value of \$722,476,271 for the Town, the tax rate would be \$6.53/1,000 or an increase of 33 cents. He stated the Average Home Value was \$250,000, with the current Town portion of the tax bill at \$1,555. He said he proposed the Town portion to be \$1,632 annually, or a 5% increase at \$77.50 annually.

### **TOWN CLERK/TAX COLLECTION**

Town Clerk/Tax Collector Terri Littlefield stated that the majority of increases for this year were based on the number of elections, as there were four (4) scheduled including a presidential primary. She said the major increases would be based on the number of staff, the costs of ballots and for coding the ballots, with minor increases in meals for all elections and to pay supervisors, moderators, and clerks. She said they would need extra-time supervisors from the outside to maintain the resident checklists and add new registered voters for presidential elections. Vice Chair Levy asked why the Postage line item was up and Town Clerk/Tax Collector Littlefield said it had not really increased, as they had combined two lines into one and eliminated the special postage line item. Interim Finance Director Angell pointed out that there was an issue with part-time salaries which had been identified after the budget was posted. He said he had listed one of the clerks as a 100% charge to that department, but that the clerk was also charged to Water & Sewer. He said this would result in a reduction in the Part-Time Salaries line item from \$45,157 to \$27,919, or a \$17,328 difference, and Town Administrator Fournier stated that the \$17,328 would go into the enterprise fund. Councilor Weinstein asked when a new ballot box would be added, and Town Clerk/Tax Collector Littlefield said the purchase was put on hold as they had not had any issues at elections. She said that she had also talked to the School about purchasing one and that they should know after this presidential election year if an increase in registered voters would require an extra box. Town Administrator Fournier said that the back-up last year was a result of the bond issues, charter amendments, and the location in the basement of the Town Hall. He said that the Town ballot would now have only one question which was whether or not to approve the budget.

### **POLICE DEPARTMENT**

Police Chief Kevin Cyr stated that the budget for his department was up 1.62%. He said the operating portion was actually down as he had decreased the Equipment/Field Supplies line item by \$12,000 which had been budgeted last year for body cameras as they were not purchasing them at this time. He said the increased overall percentage was a result of salary increases, which included raises for both union and non-union employees. He said that increase in Fulltime Salaries reflected the projection to pay current personnel at the same rate, and the increase in Overtime reflected additional costs for union salaries. He said the increase in Part-Time Salaries to \$41,558 was a result of adding two additional part-time people who came already trained, and added that there was no cost efficiency if

they could not be retained. Vice Chair Levy pointed out that the figure for the prior year was \$31,000 and Chairman Nazzaro asked if part-time salaries could be reduced to that amount. Interim Finance Director Angell said that he had arrived at the figure by taking a list of the people filling the positions and estimated the salary needed. Police Chief Cyr explained that part-time staff were used to offset secretarial duties on the dispatch side and said he also anticipated hiring part-time officers in the next few months that would be worked into this budget. Councilor Thompson asked if this would cut down on overtime, and Police Chief Cyr said it would not as he was currently running with 2 fulltime officers less than usual.

Police Chief Cyr stated that his budget had only increased \$10,000 over the last 10 years, but that they were being asked to do more with the same resources. He said he could live with \$5,000 less in part-time salaries with no raises. Town Administrator Fournier said this would bring part-time salaries to \$36,558. Councilor Pike asked for a clarification on the body cameras, and Police Chief Cyr said this had been postponed. He added that the technology surge had brought on its own issues with right-to-know requests. Councilor Pike said that actuals for Dues/Memberships always seemed to come in lower and asked Police Chief Cyr if he was expecting to use the \$4,210 allocated. Police Chief Cyr replied that he anticipated using the funds for additional costs for memberships for School Resource officers. Vice Chair Levy asked if the School paid for the officer stationed there, and Police Chief Cyr replied that they did not as he was a trained Police Officer there under his assignment. Councilor Thompson said that with fuel costs currently down, this was a big issue for her across all departments. Vice Chair Levy said that actuals for gasoline in 2014 were below the final budget but that prices at that time were higher, and said he felt they could reduce the gasoline line item by a few thousand. Councilor Pike said that on the other hand they wanted to be conservative with revenues and they did not know what fuel prices were going to be. Town Administrator Fournier polled the Councilors and they voted to leave the budget as it was without further cuts.

#### **RECREATION DEPARTMENT**

Town Administrator Fournier explained that there were two (2) funds for this department, *Recreation General* and *Recreation Revolving*.

Recreation Director Jim Hilton stated that both fulltime and part-time salaries were up due to merit raises, and that the only other increase in the general budget was an added \$500 for Sunrise Sunset. He then moved on to *Recreation Revolving*. He said that he had projected a revenue of \$191,172 for this fund but that \$259,192 was actually collected, with a \$68,000 increase over projections. He said he had spent \$161,491 which was rolled back in to the revolving account, and that he currently had \$99,304.33. He proposed that he would be willing to take the increases to the *General Fund* and eat them, resulting in no increases there at all. Chairman Nazzaro asked if that meant the 7.09% increase in the General Fund would be moved to Revolving, where it would not affect the tax rate. Recreation Director Hilton explained that he knew what the Revolving Fund could do and said he would not be as conservative this next year, adding that the increases to the Revolving Fund would make even more money for the Town. Chairman Nazzaro asked if the 7.09% increase to the General Fund would now be 0%, and Recreation Director Hilton said that was correct. Town Administrator Fournier said the actual figure would be \$14,915. Recreation Director Hilton said he needed another year to make sure this was working as it was only the 2<sup>nd</sup> year. He explained that four community events had not been funded this year, and that they

would either subsidize or use sponsorship to pay for them completely. He said he was also discussing other cost savings with the Finance Director, such as online registration, but he needed one more year to make sure this was not an anomaly. Town Administrator Fournier said that he needed confirmation that they were withdrawing \$15,000 from the general fund and not moving it anywhere else. Councilor Weinstein asked Recreation Director Hilton how this would affect his other plans, and he replied that it would not. Town Administrator Fournier said that the problem with the CIP requests from the department heads was that a lot of the projects planned could already be done with the current funding. He said that he had asked Recreation Director Hilton to obtain quotes for the young children's playground and the splash back but that the money was available in the Recreation Capital Reserve fund. Recreation Director Hilton said he was saving money in the budget and would still have funds for new programs, and that no increases in program costs were planned for this year.

Councilor Thompson said that she recommended cutting Recreation Revolving back to last year's levels, based on having \$68,000 more in revenues to cover the \$33,000 proposed increase. Interim Finance Director Angell recommended over-budgeting the revolving fund because if appropriations were limited, it would limit the number of programs that could be offered. He further explained that there was no inflation on the tax rate, so if you reduced expenditures you would also reduce the revenue. Councilor Thompson again suggested cutting revolving by an additional \$15,000. Recreation Director Hilton said that he was interested in providing quality programs to the Town without a cost and having a manageable program. Chairman Nazzaro explained that Councilor Thompson was asking to reduce the General Fund another \$15,000 to make up for what was being earned in the Revolving Fund, and Interim Finance Director Angell felt they were looking to move some operating costs out of the general budget to revolving. Town Administrator Fournier said that if the money was moved from the general fund he would have to increase the Special Revenue fund by that amount. Councilor Pike said he did not think they should pare down revolving as it would affect what the Recreation Director would be able to do. He again mentioned over-budgeting on revenues, saying he felt there was a desire to be forward-looking and conservative with this budget. Recreation Director Hilton again asked that he be given one more year to build the infrastructure, but he wanted to have money available able to make those changes. He said he planned to make Newmarket the best Recreation Department in New Hampshire for its size. Town Administrator Fournier asked Recreation Director Hilton if he could transfer \$10,000 from General to Revolving and he agreed. Town Administrator Fournier said he would then reduce General by a total of \$25,000 and increase Revolving by \$10,000.

#### **NEWMARKET PUBLIC LIBRARY**

Library Director Carrie Gadbois said that she handed out a brochure summary of all Library services. She said that they provided services to the community for residents of all ages, including programs for children and summer reading programs. She said the Library also held discussions groups, provided one-on-one training to help people with devices, and offered inter-library loans, as well as delivery of materials to people who could not come to the library. She said they had added a Young Adult section this year and provided an area where students could study and use the wireless. She stated that circulation had gone up 6.2% last year and had increased 17% over the last two years. She said they were also a member of the New Hampshire Downloadable Audio Books Consortium which had seen an increase of 47% in the past year. She stated that she was presenting a budget to allow the Library to be able to continue their current level of services for the next budget year.

Vice Chair Levy questioned Building Maintenance saying that they had budgeted \$8,000 in FY15 and spent \$28,349, which he assumed was to complete all the work that needed to be done. Interim Director Matt Angell explained that the money had come from their own Trust Fund, and Vice Chair Levy asked how much was left in that fund. Library Director Gadbois replied there was approximately \$70,000 remaining. Vice Chair Levy said it looked like they were proposing more in that line item for 2017, and Library Director Gadbois explained that it was not an increase as they had cut \$12,000 for cleaning and maintenance from Part-Time Salaries and moved to Building Maintenance as the services were now being contracted out. Vice Chair Levy then questioned the increase in Part-Time Salaries and Library Director Gadbois explained that additional staff had been added so circulation hours could be extended. She stated that she believed they would use everything now in that line item as the boiler was leaking and three HVAC units were failing on a regular basis. Vice Chair Levy then questioned Health Insurance as they had budgeted approximately \$16,000 in FY15 and spent only \$4,142. Interim Finance Director Angell said there were currently two employees who qualified for health insurance and were not taking the option but could potentially.

Councilor Thompson suggested reducing the Heat & Oil line item by \$2,500, and Library Director Gadbois replied they had actually cut Heat & Oil by \$1,800 and would have to bank on prices not rising. Chairman Nazzaro said he could see reducing the whole Library budget by \$2,500. Library Director Gadbois said that so far they had used funds from Capital Reserves to replace the windows but that the rest of the funding had come from Building Maintenance, and that she was currently getting estimates for HVAC and the boiler. Town Administrator Fournier explained that if there was an emergency situation the money would come from the budget, but that HVAC and the boiler would come from Capital Reserves. Chairman Nazzaro asked what the \$23,000 in Building Maintenance was allocated for and Library Director Gadbois explained that this covered everything that happened in the library, including hiring electricians as well.

Chairman Nazzaro asked about inconsistencies in the budget as to whether electricity was going up, down, or staying level, and asked if there was any consistent approach to the cost of electricity in the next two years. Town Administrator Fournier explained that it was a mix between increased rates and actual building usage. Councilor Thompson said she wanted to cut \$2,500-\$5,000 from Building Maintenance and use Capital Reserves instead. Chairman Nazzaro said that they had approximately \$70,000 remaining in the Trust Fund and \$130,000 in Capital Reserves. Vice Chair Levy said that meant that the maximum amount of money accessible to them totaled \$200,000. Interim Finance Director Angell confirmed this but said they could not use Capital Reserves for operating expenses, though the Trustees of the Trust Fund could use their money for any purpose they deemed necessary. Chairman Nazzaro polled the Councilors as to whether or not to reduce the budget by \$2,500 and the majority voted to keep the amount as it was.

#### **INFORMATION TECHNOLOGY (IT) DEPARTMENT**

IT Director Doug Poulin stated that there were not a lot of increases in his budget, except the New Equipment line item which increased from \$10,000 to \$12,000 to replace computers and do updated hardware backups. He said he wanted to bump up storage space as a result of the virus outbreak of a few weeks ago, but that most other items were level funded. Councilor Thompson said that two line items stood out, one being the \$1,000 for Training of which nothing had been expended in the last 2

years. She said the other was the \$4,500 for Software Licenses as only \$1,339 had been spent for FY15, and she suggested a total departmental cut of \$4,000. IT Director Poulin stated that there was a training seminar coming up in Nashua on internet security that he wanted to attend for a cost of \$999 in January of 2017. As far as Software Licenses, he said they were very far behind on the Microsoft Office rollout, with the current version 8-9 years old, and this was an effort to get caught up. He said he would probably need 40 licenses as there were approximately 70 computers in the Town. Councilor Thompson asked if a one license could be purchased that would cover everyone, and IT Director Poulin said there would be no difference in price as Microsoft sold licenses in blocks of 10 at a time. Chairman Nazzaro asked if every part-time and fulltime employee needed a computer, and IT Director Poulin replied that certain areas which were busier than normal had multiple computers to facilitate demand. Councilor Pike asked if Microsoft was more of an annual subscription than buying a license to get one version then upgrading to a new version. IT Director Poulin said he believed Microsoft charged \$60/year for an annual subscription.

Vice Chair Levy said the budget for 2015 was \$169,000 which was then cut to \$162,000 and asked if the same cut could be made for this budget year. IT Director Poulin said he would feel uncomfortable with that as they were behind with the software licenses, and that numbers for last year were low because of the finance directive issued in the spring to reduce spending as much as possible as funds were need for snow removal. Interim Finance Director Angell said that their accounting system needed to be moved and that a lot of the system was integrated with Microsoft Office which might force an upgrade. Town Administrator Fournier agreed saying that he was starting to see issues with file sharing due to incompatibility. Chairman Nazzaro asked if there was still a proposal on the table to reduce the budget and Councilor Thompson suggested reducing by \$4,000. By a poll of the Councilors the vote to reduce was in the majority, and Chairman Nazzaro suggested cutting the amount in half to \$2,000. Town Administrator Fournier said he would take the \$2,000 from New Equipment.

#### **FIRE & RESCUE DEPARTMENT**

Fire Chief Rick Malasky stated that the department had been busy last year but they were already 100 calls ahead for this year, and the increases showed in salaries. He said that Part-Time Salaries and Overtime had both gone over, as well as Medical Supplies. He said that with his proposed budget request he was trying to compensate for the increased call volume as they continued to get busier. Vice Chair Levy asked how many staff the department had, and Fire Chief Malasky said there were two fulltime and one part-time admin, with everyone else on call and per diem on weekends in summer. Councilor Weinstein asked about coverage and Fire Chief Malasky replied that they did not lose many calls and that the bulk of what they did was medical. Town Administrator Fournier explained for new members that the volunteer fire department was working well for the Town, and that if they went to fulltime the budget would be \$1.2 million higher. He said that staffing was usually 3-4 on a shift and they would be adding 16 members. Fire Chief Malasky said they also made it hard for part-time people with the requirements for training and continuing education, and that they had a fulltime job on top of this.

Vice Chair Levy had some questions about the percentage of change for the original budget versus the final budget for FY15, and Interim Finance Director Angell explained that the percentages were comparing original to original (12.69%) and final to final (7.23%). Councilor Burns asked if the \$42,600 requested for Equipment Purchase was because of the call volume, and Fire Chief Malasky said that it

was for purchasing radios and hoses. Town Administrator Fournier said he had reduced the amount to \$25,000 and asked that not all the radios be replaced. Councilor Burns said that the actual for Equipment Maintenance for FY15 was \$21,496, and asked why it had been reduced to \$15,000 for FY17. Fire Chief Malasky explained that the overage was for a repair of an ambulance that would eventually be replaced, and Town Administrator Fournier said the expense would not come until the FY18 budget. Councilor Burns also questioned Overtime, and Town Administrator Fournier replied that emergency services overtime was always a gamble. Councilor Thompson mentioned that some ambulance costs were offset by revenues, but she wondered if they could trim fuel, and Chairman Nazzaro said that gas and diesel combined came to \$9,900. Councilor Weinstein said that compared to the actual budget for FY15, the amount proposed was already going down.

Councilor Pike said that in general, when looking at their tax rate over the last 15 years, it showed they were budgeting lean and trying to look at actuals. He felt inclined not to do too much shaving until they found something they really did not need, and said he was voting to go with the budget as it was. Councilor Thompson said there were Capital Reserve funds for the radios, and Town Administrator Fournier said the main purpose of those funds was to replace vehicles. Chairman Nazzaro said there was currently \$327,000 in that fund for everything, and Fire Chief Malasky said that ambulances came out of the revolving fund. Vice Chair Levy said he tended to agree with Councilor Pike but he thought the overall budget was fungible in general, otherwise they did not need to go through this exercise. Councilor Pike felt it was a valuable exercise but that they needed to find real ways to increase efficiency, and shaving without identifying real savings would make them less conservative. Chairman Nazzaro said that if they did not make structural changes to what they offered as a municipality in terms of services, the tax rate would continue to increase. Vice Chair Levy said he was concerned about not having that revenues might stop going up. Councilor Pike said that personnel costs were going up and they were trimming as much as possible in non-personnel costs, but that unless they identified real structural changes they could not keep doing that.

Town Administrator Fournier said the problem was not just with health care but with all insurances at the State level as there was very little competition in the market and soon there would be none. He said that Health Trust Primex had pulled out of the health-insurance market, School Care had refused to give him a quote, and Property Liability was not taking new customers as no one wanted to insure municipalities due of the number of lawsuits, and it was the same with Workers Comp. Chairman Nazzaro felt it was still a valuable exercise to shave costs and try to keep within the margin, as the tax rate would skyrocket in future if they did not structure and shift how things were done. Town Administrator Fournier felt the number one issue facing the Town was the infrastructure, as they underfunded the roads compared to other communities, and that was his major concern. Chairman Nazzaro asked if the figure for ambulance revenue was known, and Interim Finance Director Angell said the ambulance made approximately \$200,000 per year, which did not include the \$45,000 contribution to the new ambulance.

#### **PUBLIC WORKS ADMINISTRATION**

Public Works Director Rick Malasky stated that because of the overages as a result of the snow last winter, they had been forced to cut in other areas such as the Spring Cleanup. Councilor Pike felt this was a good example of where real savings could be made by looking at the program to see if they

wanted to continue to offer the service, as it was no longer offered in many communities. Town Administrator Fournier pointed out that Spring Cleanup was listed under Solid Waste. Public Works Director Malasky stated that increases in the administrative budget were based off actuals and worst-case scenarios for snow. He said that both Overtime and General Supplies were up as a result. Vice Chair Levy asked about Uniforms and the rough cost involved, and Public Works Director Malasky said the cost for uniforms and safety gear was approximately \$10,000. He explained the overage for Advertising was a result an open position that needed to be filled. Vice Chair Levy said that after what happened last year he was comfortable leaving the budget as is.

### **ROADWAYS/SIDEWALKS**

Public Works Director Malasky stated that there had been a \$3.30 increase in Winter Salt costs and an increase in Asphalt due to the paving last year. Councilor Burns asked how the reduction in Asphalt would impact his plans for the year, and Public Works Director Malasky said that maintenance was not being done. Councilor Weinstein felt that contributions to the CIP and budget increases were both needed with regard to funding roads. Town Administrator Fournier explained that asphalt in the operating budget should be used for resurfacing and Capital Reserves should be used for reconstruction. He said once roads were reconstructed, they needed to be continually maintained, but that right now they were just doing asphalt and re-topping and not reconstruction. Councilor Thompson expressed concern that there was not yet a plan for roads as they were waiting for UNH, and Town Administrator Fournier said they did have a 2012 plan they were updating. Councilor Weinstein reminded the Council that it cost \$125,000 to do one mile of finish course for Ash Swamp Road, and that one mile of road did not seem adequate for 2017. Vice Chair Levy said they were doing Bennett Way next year for \$250,000, and he felt Councilors should spend more time prioritizing moneys that were available. Councilor Pike said that the current budget as constructed did not represent the amount of money they would need to spend on roads, and felt they could not continue to fund roads for less than the cost to have roads in the community. Chairman Nazzaro said he was inclined not to raise the budget this year as he would first like to see the road study and the results of their organizational study, so that they could possibly find savings somewhere else in the Town.

Town Administrator Fournier stated that there would be no sidewalk construction in FY17. Councilor Pickering said he would prefer to fund roads rather than have a Spring Cleanup. Councilor Pike asked if there was a way to move the \$30,000 for Spring Cleanup into this budget, and Town Administrator Fournier said he would move it out of Solid Waste and into this department. Vice Chair Levy asked if a prioritized list of the roads that needed to be addressed could be provided. Public Works Director Malasky said the roads in need of repair were New Road, Terrace Drive, Bald Hill Road, the remainder of Ash Swamp Road, Granite Street, Church Street, Dame Road, Sanborn Avenue, and Smith Garrison. Vice Chair Levy said that the two things that should be components for deciding priorities were the amount of traffic and the cost of the project. Public Works Director Malasky pointed out that more equipment was needed to open up the roads in winter if they are not paved. Councilor Weinstein asked about the Engineering line item and asked if this would be used in the case of hiring a Town Engineer. Town Administrator said that was where the funding would come from but there were no changes as yet as they did not have a proposal. Chairman Nazzaro asked if they were in favor of moving the \$30,000 from Spring Cleaning to the roads and all Councilors agreed.

### **STREET LIGHTING**

Public Works Director Malasky said that no new lights had been added but the budget increase was just a reflection of the rise in rates. Vice Chair Levy asked if the Town could change to LED lights at any point in the future. Town Administrator Fournier said that as part of the Downtown Traffic Safety Program, the lights would be switched to LED if the project was approved. Councilor Thompson asked if any street light fixtures were needed, and Public Works Director Malasky said they typically replace the ballasts and bulbs and that was what the line item was for. Vice Chair Levy and Councilor Thompson asked if there was any change that could be made as far as the timing of the lights. Public Works Director Malasky said the lights were on from dusk to dawn, but that they could possibly light every other one on Main Street or some of the parks. He said he would not recommend any changes to the lights at the intersections, as it helped Emergency find and identify the streets.

### **BRIDGES**

Town Administrator Fournier said that department heads had proposed funding for bridges, but that he had eliminated it.

### **BUILDINGS AND GROUNDS**

Public Works Director Malasky explained that this budget covered all Town buildings, electricity, heat, water and sewer, and all day-to-day building maintenance plus the clocks, the dam and the bandstand. He said it also covered mosquito control, but that there were no big major changes to the budget. Councilor Weinstein asked about the Town Clock maintenance, and Town Administrator Fournier said it covered anything that had to do with the mechanism. Public Works Director Malasky said the clock was restored and had to be maintained for a year and that there was \$2,795 in the funds if anything huge needed to be done. Interim Finance Director Angell explained that they had a mechanic on call which cost \$250 for half a day, which was what had been budgeted. Councilor Weinstein asked about the winding of the clock and Interim Finance Director Angell that was included in the Salaries line item and was paid in a stipend. Councilor Weinstein asked if any funds had been made available to the church to repair the housing as they had requested, and Town Administrator Fournier replied that they were looking at a proposal that might help the church but that the housing was not the responsibility of the Town.

Councilor Thompson said she felt there was room to reduce the Heat & Oil by \$5,000 between all four line items. Public Works Director Malasky replied that it was a fair statement as oil was only used in the Library and the Town Hall and all the other buildings used propane. Chairman Nazzaro asked if all Councilors were in favor of reducing the heat and oil by \$5,000 and all agreed. Councilor Pickering questioned why the proposed budget for heat in the Senior Center had been cut in half. Town Administrator Fournier said they had only spent \$2,286 the year before, and that this had previously been covered by the Housing Authority. He said they only funded the Sunrise Sunset Center, and that the other Senior Center was a private entity which they provided a contribution to under the Grants Section. Councilor Thompson asked if the \$7,000 could be cut even more, and Vice Chair Levy recommended reducing the amount to \$5,000 on the heat and leave the electricity. The Council voted to reduce the Senior Center Heat to \$5,000, for a total of \$7,000 savings in this budget.

### **CEMETERY**

Public Works Director Malasky said that the Cemetery budget had only gone up 0.78% and that there were no big surprises. Councilor Thompson asked about the line items for Part-Time Salaries and for Contracted Services. Public Works Director Malasky said that there had been an opening under part-time salaries that they had a hard time filling. He said that Contracted Services was dealing with a grub problem and some treatment had been done but more might be needed. He said the other part of that was the once-a-year fee from Pelzer Funeral Home as they sold the lots and maintained records for the Cemetery. Town Administrator Fournier estimated he probably received 4 or 5 deeds per month.

### **VEHICLES**

Public Works Director Malasky stated that they continued to use Auto Excellence for their vehicle needs and maintenance. Vice Chair Levy asked for the total spent on all vehicles last year and Public Works Director Malasky said they spent approximately \$80,000 and still had to send things out. Councilor Thompson and Vice Chair Levy asked about possible cuts to gasoline and diesel. Public Works Director Malasky said that diesel was locked in but gas was not, though he did personally did not trust that market. Councilor Thompson suggested a cut of \$8,000 to Diesel and Public Works Director Malasky suggested \$7,000. Town Administrator Fournier recommended reducing Diesel from \$45,000 to \$38,000.

### **SOLID WASTE**

Public Works Director Malasky reminded the Council that \$30,000 was being removed from Spring Cleanup and shifted to roads and said there were no big changes to this budget. He said the Transfer Station was open 1 ½ days per week and they used Casella for curbside pickup as well. He reported that the Post Closure Landfill Testing was continuing and the monitoring was pretty status quo. Town Administrator Fournier suggested taking General Supplies down to \$15,000 from \$20,000. Public Works Director Malasky said the \$16,636 spent in FY15 was a result of recycle bins that were ordered that year, and Interim Finance Director Angell added that the cost for trash bags had gone up this year. Councilor Thompson asked how Household Hazardous had been increased to \$12,000, and Public Works Director Malasky said that they typically did this every other year. Councilor Thompson suggested \$10,000 for that line item and all Councilors were in agreement to reduce the amount.

### **CAPITAL RESERVES**

Town Administrator Fournier gave an overview of the Capital Reserves. He stated that he had proposed a budget of \$625,115 from the CIP recommendation of \$1,315,930, as he had to come in with a budget he thought the Town could afford. He said that some of the projects recommended by the CIP could be done with current Capital Reserve funds, though there were a number of things they needed to continue to fund. He said a lot of communities issued debt through Capital Improvement Programs by issuing bonds annually, which could be retired and replaced with other debt leaving the project continuously funded. He introduced Rose-Anne Kwaks, Chairman of the CIP Committee, and Town Planner Diane Hardy.

Town Planner Diane Hardy explained that every year the CIP Committee met and distributed RFPs to all department heads asking for their list of Capital Improvements for the year. She said the requests were of two types, equipment and projects, and that a Procedural Brochure was put together for the Town

Council as part of the budget process. She said that the report listed all requests received by the departments with a narrative for each project and how the expenditures would improve services in the community along with cost data. She said that under State requirements they were required to have a Capital Improvement Plan providing costs over a 6-year period. She said there was a composite overview on page 3 with the CIP recommendations in the first column and priorities listed in the second column. She said that as a Committee they had met with all departments heads and made tours of facilities, reviewed the requests, and requested a budget for the Town of approximately \$1.3 million. CIP Committee Chairman Rose-Anne Kwaks stated that one of their main concerns, which coincided with the Council, was putting more money into roads for the long term. She said she was glad to hear Sidewalks had been put on hold so the funds could be used for road improvements.

Town Planner Hardy said they had met with Public Works Director Malasky in his capacity as Fire Chief who had some requests for personal protection equipment. She said he had indicated that if the gear was not replaced by 2017 it would not meet flow testing requirements and they would not be able to put out fires. She said the request for \$169,000 for 24 SCBAs seemed like a high priority to the CIP Committee, and Chairman Nazzaro said they were saving annually towards the cost. Town Planner Hardy said there were also requests for replacement of mobile radios at \$146,000 and a vehicle request for \$89,000. Chairman Nazzaro said the radios were already in the Public Works operating budget, and Town Administrator Fournier clarified that a fire engine would not come from the vehicle cost but would be bonded or leased. Councilor Weinstein asked why they were going through the process if they were not going to use Capital Reserve Funds for these purchases. Town Administrator Fournier explained that there were two different things here, and that the budget was for funding the Capital Reserves and the CIP was to bring out what capital projects needed to be done. He further explained that CIP was not a funding mechanism but rather a document, and that Capital Reserves was the funding mechanism.

Chairman Nazzaro said he would much rather see CIP Plans and requests for Capital Reserve Funds accurately reflect whether they were planning to bond or to save, and that right now it looked like it was entirely savings. Councilor Weinstein said it was not clear to her what was planned for the money already in the Capital Reserve Funds. Town Administrator Fournier said the CIP Committee report should say whether to use Capital Reserves to fund the departmental requests or whether they recommended saving the money over time. He said when the requests came to him, he made his recommendations to the Town Council as to whether to use money in the budget or fund from Capital Reserves and not put more on the tax rate. Chairman Nazzaro felt there was a misunderstanding about the Capital Reserve process in that individuals came to the CIP Committee with requests explaining how they were going to save over the next 5 years, as opposed to listing the funds available and what they were planning to use it for. Town Planner Hardy said that it was part of the process for department heads to identify how they were planning to fund their projects over the next 6 years: from operating budget, Capital Reserves, bonds, grants through DES or impact fees. Town Administrator Fournier said the CIP looked at and prioritized Capital projects and presented the report to him. He then makes his recommendations to the Council on how to fund it, and the Council makes a recommendation for the budget.

Councilor Pike gave the Macallen Dam as an example of the uncertainty in the process. He said it shows \$100,000 going out into the future and that at some point that money could be a bond payment, but they were still a long way from being able to tighten the estimate down to real costs. Town

Administrator Fournier again mentioned other communities that used a Capital Improvement Budget, with which they basically issued bonds. He said that the debt can then be retired and replaced with new debt and the funding stays flat. Councilor Weinstein said the Fire Department Capital Reserve requested \$400,000 but it was reduced to \$50,000 and asked if the project to replace equipment was going to be done. Town Administrator Fournier said if the \$169,000 was needed to replace the equipment, half could be taken out this year, another \$50,000 added to the fund, and the other half taken out the following year. Town Planner Hardy mentioned another project the CIP Committee felt very strongly about was the Youth Playground replacement as the old equipment was dangerous and unsafe. She said the Committee changed the priority on that project from "necessary" to "urgent" and wanted to see the project funded immediately for next summer at \$24,500. Town Administrator Fournier said the money was available in Recreation Capital Reserves.

Town Planner Hardy stated that every year the CIP Committee tried to fine tune their system and felt it was getting better every year, saying they would discuss having the departments tell them what their priorities were for spending their current Capital Reserve Funds next year. She said the CIP was an exercise in re-evaluation every year as things might change, and it forced people to look at things on a long-range basis rather than an annual budget. Councilor Thompson said she felt the funding in Recreation Facilities could be reduced from \$18,666 to \$5,000. She also proposed reducing the Macallen Dam, Stormwater, and Fire by \$25,000 each and reducing Police vehicles, with the savings going to roads. Chairman Nazzaro said that, especially for the vehicles, the contributions were replenishing what would be taken out for the next year. Councilor Pike expressed concerns about the Macallen Dam saying that at some point the costs would be higher, especially with engineering changes in the dam, and it might not be a good idea to put numbers in there when they were pretty sure the funding would eventually be inadequate when needed. Councilor Thompson asked if they could bond the project and Town Administrator said they could not as they needed the engineering to get the bond, and that it was the same for Stormwater Management. Councilor Weinstein said she agreed with Councilor Thompson that with no narrative as to how the funds would be spent it was difficult to decide what to fund or not fund, and that a plan was needed.

Town Administrator Fournier stated that some of the money had just been put aside with no definitive plan in mind, and that was why they had started withdrawing money to do general maintenance around the building. Vice Chair Levy expressed concern that putting away the money because they might need it would become a self-fulfilling prophecy and that they would find a way to spend the money if it was there, and wondered if the CIP should be re-evaluated to determine what requests should and should not be in CIP. Town Administrator Fournier explained that there were two different things here. He said the first thing was that the plan was 100% better than it used to be and that it was still prudent to put money aside rather than in the operating budget. He said if the money put in the operating budget was not used it was lost, and he would have to re-appropriate funds for the next year. He said Capital Reserve Funds were reviewed and could be discontinued if no longer needed, but he did not see any to discontinue at this time. Vice Chair Levy said they still needed to know what the money in the funds was for and what it was intended for in the future. Councilor Pike agreed with Councilor Weinstein that a narrative was needed for each fund so they could see why it was being altered and what was being changed. Town Planner Hardy asked if this was something that could be done by the department heads, and CIP Committee Chairman Kwaks added that justification would be required. Town Administrator

Fournier felt that the next step for the CIP would be to add another column in their report to provide this information.

Councilor Weinstein said she was looking for the status for other projects beside Recreation, as the Capital Reserves had approximately \$3 million with essentially no plan. Chairman Nazzaro agreed and said they needed a long-term conversation as to what they were doing with all the funds, and needed to decide what contributions to make or not make for FY17. Town Administrator Fournier brought up the recommendation by Councilor Thompson to reduce the Recreation Fund to \$5,000. Councilor Burns said she did not want to reduce the funding so much that other projects could not be done and felt there was not enough information to reduce Recreation. CIP Committee Chairman Kwaks said that they did have enough information and that everything was brought to them by the department heads and that the Committee had also taken the time to do tours of all the facilities. She said the only thing lacking was the narrative but that CIP had done their job well and were improving every year. Town Planner Hardy said that the CIP Committee presented the needs of the Town strictly from a planning standpoint, and that it was up to the Council to decide the policy and whether the Town had the fiscal resources to do the projects. Town Administrator Fournier said his recommendation was to allocate the \$18,666 for the Recreation Fund, and that it was now up to the Council to decide whether or not they wanted to reduce the amount, and said he stood by the \$625,115 budget he had presented to the Town Council. CIP Committee Chairman Kwaks said that Town Administrator Fournier had already cut the CIP budget by almost half, and she suggested not cutting anymore.

Town Administrator Fournier stated that the things listed by the CIP were things that needed to be done. He said that even with the budget reduced by half they were putting off a need for a future date based on what the Town could afford. Councilor Pike stated that he agreed with the recommendations of the Town Administrator unless something more clear cut could be provided. He felt they had identified ways the process could be improved through the narrative and said after a year the balances could always be reduced if needed. Vice Chair Levy said that changes had already been made in the Budget to the Town Administrator's recommendations, and felt they did not have enough information to make adjustments in CIP. Chairman Nazzaro said he felt Recreation and Building Improvements should still be looked at. Town Administrator Fournier said general project costs for Building Maintenance included the boiler, the bathrooms, insulation and the basement for a total of \$250,000. Public Works Director Malasky said they had a quote of \$175,000 just for the bathrooms and felt the \$250,000 was not nearly adequate for what needed to be done. Town Administrator Fournier pointed out that they only paid 75% of the costs as there was another owner of the building. Councilor Thompson asked if funding could be moved from one Capital Reserve fund to another. Town Administrator Fournier said they could not as each general fund had to be specific to the purpose that was there, though the purpose could be changed.

Chairman Nazzaro asked if anyone wanted to make a proposal to reduce the \$625,115 contribution to Capital Reserves, and Councilor Thompson moved to further reduce the amount by \$100,000. She said Public Works, Fire Department, and Recreation Facilities stood out as possibilities. Councilor Pike said he would not vote to take \$100,000 out of miscellaneous accounts at this time. Vice Chair Levy asked if the \$130,000 for Public Works was needed. Town Administrator Fournier said they should be budgeting to put away \$250,000 for this fund but they were only saving \$130,000, and they were already behind on

vehicle replacements. Chairman Nazzaro said he was more inclined to reduce Stormwater Management and the Macallen Dam from a \$75,000 contribution to \$50,000 each. Councilor Pike felt that cutting the Macallen Dam might limit the project and felt it would be more prudent to leave it at \$75,000 to allow more flexibility to proceed at a reasonable pace. Town Planner Hardy said that at the last Stormwater meeting they were told by the EPA that by April of 2016 the permit would be issued for the MS4 program, which meant Newmarket would have to participate and develop a long-term Stormwater Management plan. Town Administrator Fournier said they estimated the engineering needed for the project would be approximately \$300,000.

Councilor Thompson recommended reducing Public Works by \$50,000, and reducing Stormwater Management and the Macallen Dam by \$25,000 each. Town Administrator Fournier polled the Council on each separately, and it was agreed to leave the Macallen Dam at \$75,000, keep Stormwater Management at \$75,000, and to reduce Public Works by \$50,000.

#### **NEXT MEETING**

The second Budget Review Session was scheduled for Wednesday, October 28, 2015 at 6:30 pm.

#### **ADJOURNMENT**

Vice Chair Levy made a motion to adjourn the meeting which was seconded by Councilor Weinstein.

The meeting for the Town Budget Review Session was adjourned at 1:50 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary

TOWN OF NEWMARKET, NEW HAMPSHIRE  
TOWN COUNCIL, BUDGET REVIEW SESSION II

**DRAFT**

OCTOBER 28, 2015 6:30 PM

PRESENT: Council Chairman Phil Nazzaro, Council Vice Chairman Gary Levy, Councilor Dale Pike, Councilor Amy Thompson, Councilor Toni Weinstein, Councilor Amy Burns, Councilor Larry Pickering

ALSO PRESENT: Town Administrator Steve Fournier, Interim Finance Director Matt Angell, Water & Wastewater Superintendent Sean Greig

**AGENDA**

Chairman Nazzaro welcomed everyone to the Budget Workshop meeting of October 28, 2015 and called the meeting to order at 6:32 pm.

**TOWN OF NEWMARKET PROPOSED OPERATING BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2017**

**WATER & SEWER**

**Water:** Water & Wastewater Superintendent Sean Greig stated that overall the Water budget was down 2.97%, or approximately \$28,000 lower, mainly due to the retirement of the loan for the water meters. He said there were some small decreases in Uniforms, Chemicals, and Contracted Services, and there was an increase in electricity based on the rates for the past year. He explained that the increase in System Maintenance reflected the replacement of valves and other things not currently working in the system. Interim Finance Director Matt Angell said he had also made several changes which included moving money from Part-Time Salaries to Fulltime Salaries and increasing Health Insurance due to an employee plan change from single to family. Town Administrator Fournier added that part of the salary for the Town Clerk/Tax Collector was also moved to this line and that the actual percentage decrease was 3.35% and not the 2.97% budgeted. Vice Chair Levy asked what the new bottom-line budgeted amount would be and Town Administrator Fournier replied \$934,313.

Councilor Thompson said she was aware that Electricity rates were up, but she felt the increase to \$53,000 was a huge jump. Water & Wastewater Superintendent Greig explained that a full year of running the Macintosh Well was included there, with new buildings for the Blending Facility and the Pump House. Vice Chair Levy questioned the fluctuations in Health Insurance costs, and Interim Finance Director Angell replied they were due to employee plan changes as well as health insurance increases across the board. Interim Finance Director Angell explained that the figure of \$31,753 for Health Insurance in FY16 was based on 15% of actuals, and that the adjustment was a result of learning the guaranteed maximum rate after the fact and from the employees switching plans in the system. Vice Chair Levy said he also felt that Workers Compensation, Uniforms, and Supplies should be kept commensurate with actuals. He said he assumed the increases in Advertising were due to the bids they were putting out, and Water & Wastewater Superintendent Greig confirmed that the increase was for bidding the North Main Street project twice. Vice Chair Levy questioned budgeted versus actuals for Chemicals in FY15, and Water & Wastewater Superintendent Greig said he was able to get better pricing

but that they had also not purchased full chemicals last year because of a hole found in one of their caustic tanks. Vice Chair Levy also questioned the amount budgeted versus the actuals for Vehicle Maintenance, and said he recommended \$10,000 be cut from the total Water budget.

Councilor Thompson questioned the large increase in the Postage line item, which was due to the change from quarterly billing to monthly billing. Town Administrator Fournier said that the larger quarterly bills were not being paid, and that the Town was now getting more money flowing in on a regular basis as people were more willing to pay a smaller bill. He said they did not have actual figures yet as the monthly billing program had only been going on for 3 or 4 months, but that there was an outstanding balance of approximately \$200,000 owed to the Town and this was an attempt to collect that back. Chairman Nazzaro said he tended to agree they were paying more money than was smart. Councilor Thompson felt that regardless of where the money came out, she wanted to see at least a \$7,700 reduction somewhere in the Water budget and said she agreed with Vice Chair Levy's recommendation for a \$10,000 reduction. Councilor Weinstein recommended re-assessing the monthly billing at the 6-month mark, but said it would need to be budgeted for at this time. Councilor Pike said that if they thought receivables were coming in better, there were other things that could be done to reduce postage such as electronic billing. Interim Finance Director Angell said that currently the system would not allow them to do that, but that they were looking at a new system. Councilor Pike said that procedurally he questioned the recommendation for a \$10,000 cut to the Water budget, and felt they needed a consensus of the Councilors on the issue. Vice Chair Levy felt they should question spending \$6,000 to get money faster, and Chairman Nazzaro said he did not disagree and felt that part of the actual increase in cost was due to the labor going into monthly versus quarterly billing. He said the Council could not vote to change the policy during a Workshop meeting, and he felt they also needed to wait until 6 months were up to see the actual results of the change to monthly billing. He said they now needed to consider whether to reduce this budget by \$5,000-\$10,000 as some Councilors suggested. Vice Chair Levy recommended cutting the fuel line item, and Water & Wastewater Superintendent Greig felt that fuel for vehicles could be cut by \$1,000-\$1,500. Chairman Nazzaro polled the Councilors and all agreed to reduce the Water budget in the fuel line item by \$1,500.

**Sewer:** Water & Wastewater Superintendent Greig stated that the Sewer budget was up 8.44%, with the big thing being the need to run two (2) Wastewater Facilities at the same time in the 2017 budget year. Councilor Pike asked for an explanation, and Water & Wastewater Superintendent Greig said he had looked at the schedule from the contractors as to when things would be coming online, and had estimated what the electrical costs would be and the increases in fuel and chemicals. He explained that it would take a few months to get the new plant going and that they would need to maintain and run their current plant as well before switching over, as they needed to continue to meet the requirements of the EPA permit. Councilor Pike asked how long the two plants would be overlapped, and Water & Wastewater Superintendent Greig said that Wright-Pierce estimated some parts would take 4 months and others a little longer. Councilor Thompson questioned Fulltime Salaries and Overtime, and Water & Wastewater Superintendent Greig said that a fulltime person was being added said shift adjustments for overtime were difficult due to the number of sewer callouts. Town Administrator Fournier said that Sewer calls were usually for fixing and replacing broken equipment which still needed to be maintained on a daily basis. Councilor Thompson said she still felt that Postage, Gasoline, and Electricity could come down. Water & Wastewater Superintendent Greig again said that the increases they were seeing were

what was needed to run additional equipment for electricity, and that the actual cost of electricity to run the new plant for one (1) year would be much larger.

Interim Finance Director Angell said that he had made a few more adjustments by moving some salaries from part-time to fulltime, and that there was a \$16,390 drop in Health Insurance to reflect more accurate insurance numbers. Town Administrator Fournier said the bottom line would be a budget of \$1,777,968 or an increase of 6.95%. Councilor Pike said they had identified some reductions at the prior Budget Workshop meeting, but that it had gotten harder and harder to identify actuals considerably under-budget as time went on, and he thought that at some point it would be hard to see if there was much of a reduction to be had.

#### **TOWN COUNCIL**

Town Administrator Fournier stated that the budget was flat and basically covered salaries, and that Part-Time Salaries was the recording secretary. He said Training was required by all Councilors annually by the Town Charter. Chairman Nazzaro asked that they have a conversation about the exact meaning of training outside of the workshop. Town Administrator Fournier explained that the Contingency Grants line item had been eliminated.

#### **TOWN ADMINISTRATOR**

Town Administrator Fournier said there was a 6.86% increase in this budget mainly in Dues/Subscriptions which included membership with the Municipal Association. He explained that Training/Staff Development was for conferences he attended with his administrative assistant. He said he tried to reflect actuals in General Supplies and that Advertising had remained flat. He explained that Communications covered telephone service, Equipment Maintenance was for the copiers and the postage machine, and Printing/Publishing was for Town reports and other items. Councilor Weinstein asked why advertising was so high in FY 15, and Town Administrator Fournier replied that it was due to the Public Hearing and for postings for vacancies. Vice Chair Levy questioned the increase for Equipment/Maintenance from \$5,000-\$8,344 and Town Administrator Fournier replied that was for their service agreements with the copier and the postal machine. Interim Finance Director Angell said they had replaced the antiquated postal machine on July 1<sup>st</sup> of this year and this was not reflected in the actuals.

#### **FINANCE**

Interim Finance Director Angell said that they were proposing a 5.41% increase with the total Finance budget at \$211,844. He said Elected Officials covered the Trustees of the Trust Funds, and that Fulltime Salaries was \$172,544 with Part-Time Salaries at \$5,000. He said that the \$5,000 in General Supplies basically covered forms, and that they were anticipating some increased costs as they switched over to the new system. He explained that Communications Services covered telephone costs and that Budget Committee Expenses had increased to \$600 due to the cost of the new budget books. He said the Dues/Subscriptions line item was zeroed out, and Advertising for this year had been increased to cover requests for proposals but that costs were not being used as anticipated and they would be dropping it down. He said Equipment Maintenance was the copier lease and for any repairs needed for the high-speed printers, and that Audit was contracted services. Councilor Thompson asked for an explanation as to why they had not had a part-time salary in FY15 and FY16, and Interim Finance Director Angell said it

was due to the Treasurer going from being appointed to being elected. Chairman Nazzaro asked why Fulltime Salaries was lower in 2015, and Interim Finance Director Angell replied that he had cut down his hours to lower the budget for snow removal. Town Administrator Fournier also explained that they had cut projects that could have been done and postponed things in order to reduce contracted time. Vice Chair Levy asked what was postponed and Town Administrator Fournier said research on the software system, internal control studies, and the Salary Survey which was done this year versus last year. Vice Chair Levy and Chairman Nazzaro questioned the increase in Fulltime Salaries, and Interim Finance Director Angell said the additional \$5,000 going into 2017 was to balance out what the Finance Director's salary would be if the Town tried to hire one. Town Administrator Fournier requested dropping Fulltime Salaries by \$5,000 to \$167,544. Chairman Nazzaro polled the Councilors with regard to the reduction and all were in agreement.

### **HUMAN RESOURCES**

Interim Finance Director Angell said they were looking at an 11.06% increase with the total projected budget at \$1,529,573. He said that FICA and Medicare were based on all salaries and overtime projected to be budgeted. He explained Employee Testing covered DOT drug testing and said they were also looking at the possibility of doing physicals for all fire fighters. He said Health Insurance was at \$600,164 and New Hampshire Retirement was a known number based on the rate times all known salaries for the year. He said the number for Disability Benefits was pretty constant and that Workers Compensation was an insurance policy from Primex, which was increasing at a rate higher than predicted the previous year. Vice Chair Levy asked if the Town was having a lot of issues, and Town Administrator Fournier said they were not but that there were issues in the entire pool they took part in, and that there was no longer any completion in the market. He said Primex was the only pool accepting customers, and that they were seeing the same situation in Property Liability and Health Insurance. He said in the 1980s insurance companies started looking at losses and decided to stop writing coverage for municipalities and the municipalities had gotten together to pool their money. He said it was not just a problem for New Hampshire but that they did get some credit for training.

Councilor Weinstein questioned actual expenses in the Merit Pool and asked if the \$50,000 for FY2015 had been used or not. Interim Finance Director Angell said the total was around \$47,000-\$48,000, and said that for last year he had not had time to provide a budget adjustment. Councilor Thompson said that between Merit Pool and Longevity it seemed like a double dip and assumed it was reflected in a salary somewhere. Interim Finance Director Angell explained that Longevity was based on the number of years an employee was serving the Town, and that Merit was based on the employee job performance, which might be a one-time payment or a salary adjustment. He said the actual expenditure would be reflected in the Salary line item but that he could not project to know where it would be going as it was literally based on an employee's reviews which had not yet been received. Town Administrator Fournier said the reviews would not be available until the end of the fiscal year, and said he had eliminated longevity for everyone hired after September 1, 2013 and the number would start dwindling. Chairman Nazzaro asked why it was going up instead, and Town Administrator Fournier explained that the people who can get it have been employed longer, and that the amount of the incentive increased the longer they were employed.

Vice Chair Levy asked why only \$480,701 was spent out of the \$518,565 budgeted for Health Care for FY15, and why they were proposing \$600,164 for FY17. Town Administrator Fournier explained that they conducted a census of the current benefit levels of employees and increased them by the percentage of rate increase, and that these were actual figures for what they had on hand now. Vice Chair Levy asked specifically what caused the \$70,000 difference in FY15 and Interim Finance Director Angell explained that they it was due to employees coming on and off Health Insurance coverage. He said when he was building the budget it was based on actuals, and then it would be found out later that the insurance was dropped, and said that this year he had 3 employees jumping back on health insurance and one changing from a single to a family plan. Town Administrator Fournier clarified again that it was a census with the maximum increase of 6.5% to the plan the employee was currently signed up for. He said he also wanted to correct the \$600,164 for Health Insurance to \$585,734 with a total reduction of \$14,430.

#### **CODE ENFORCEMENT**

Town Administrator Fournier said the increase in the Telephone line item reflected actual expenditures. Vice Chair Levy asked for the rate per minute and Interim Finance Director Angell said the rate was 3 cents/minute for everything and the rate had not changed for the last 4 years.

#### **WELFARE**

Town Administrator Fournier that there was a 3.89% reduction in the Welfare budget. Councilor Weinstein said that she had seen a steady decrease in the amount budgeted for Town Welfare while at the same time the NCP was getting more requests for food-related projects and that Food Pantry requests were at an all-time high. She said she felt there was a bit of a disconnect here between what was happening in the Town and in those other areas. Town Administrator Fournier said he wanted to make sure people knew that Welfare was a very strict policy and that they had guidelines that they must follow, making sure everyone who applied for Welfare was qualified and had tried other services first. Vice Chair Levy said that actuals for FY14 were \$30,430, and they were \$34,092 in FY15 from a budget of almost \$65,000. He said he felt it had been fairly consistent and asked why they were increasing the amount by approximately \$11,000 for FY17. Town Administrator Fournier said that it had been \$113,200 in FY13 and they had cut it in half to \$64,000 and then reduced it again. Interim Finance Director Angell said that requests for heating assistance were not reflected in this estimate. Councilor Thompson said she was fine with the current budget of \$46,343 and said she would rather not see the \$5,000 cut out here. Councilor Pike said he felt that \$40,000 seemed adequate, though they would be at some risk of having to pull funds from somewhere else in the budget. Chairman Nazzaro polled the Councilors who were evenly divided over the \$5,000 reduction. He said that based on the fact that actuals had remained around \$30,000-\$35,000 he felt he would be comfortable voting for the \$5,000 reduction, and the total Welfare budget was reduced to \$41,343.

#### **ASSESSOR**

Town Administrator Fournier explained that the increase in Contracted Services was a contractual cost agreement with MRI and was a scheduled increase. Vice Chair Levy asked why the budget was going from \$63,900 to \$69,325 and Town Administrator Fournier replied that this was what was agreed to in the contract. Vice Chair Levy asked how had they saved money by contracting services out, and Town Administrator Fournier said with a fulltime person on staff the budget was approximately \$100,000. He said that the number provided in the contract was their maximum and that they did not bill for hours

they were not here. Vice Chair Levy asked what the \$20,000 jump was based on and Interim Finance Director Angell said they dropped a part-time employee and MRI had taken on the extra work.

#### **LEGAL**

Town Administrator Fournier said that the budget for Legal was for the contract with the Town Attorney. Vice Chair Levy asked why the actuals had gone up for FY15, and Town Administrator Fournier replied that it was for some outside work. He said they were spending less money for better service, and that the budget had been approximately \$200,000 when he first arrived.

#### **PLANNING**

Town Administrator Fournier explained that Contracted Services for the Master Plan was now in an expendable trust fund under Capital Reserves in order to be able to build up that account.

#### **CONSERVATION COMMISSION**

Town Administrator Fournier explained that the increase for the Conservation Commission was due to hiring a recording secretary under Part-Time Salaries.

#### **ECONOMIC DEVELOPMENT**

Councilor Burns said she needed help understanding this budget as no description was provided, and she asked why the \$10,000 requested for FY17 was cut to \$2,500 and if they were sure this would not be exceeded, as they had budgeted \$1,000 in FY15 and spent \$15,360. Town Administrator Fournier explained that they had put \$1,000 in for FY15 just for consulting and at that time they had decided, with Town Council approval, to hire a consultant for developmental services. He said that he did not see a lot coming up for this year and that the current recommendation of the Economic Development Committee (EDC) was to make some zoning changes. Vice Chair Levy further explained that the Town Administrator had found the money in the budget during the first year of the committee for hiring a development consultant who had given them a good basis for where Newmarket stood. He said they had then hired a consultant to look at elderly housing who they worked with most of this year, and that they were now ready to do the Ordinance. Town Administrator Fournier said that the EDC representative to the Planning Board would address the issue at the next Planning Board meeting, asking for recommendations and wishes, and the Planning Board would review the recommendations and draw up the ordinance to reflect that. Town Administrator Fournier said there was no plan for the next step at this point, and Councilor Pike said he felt this could be discussed when they were reviewing efficiencies for the Town.

#### **DEBT SERVICE**

Town Administrator Fournier stated that Debt Service had already gone down to \$129,759. Interim Finance Director Angell explained that this was the Debt Service Principle for the Open-Space Bond of \$100,000 and the interest related to it.

#### **GRANTS**

Town Administrator Fournier stated that there was a reduction of 23.52% as he had eliminated the Festival Support and that there would be no Old Home Day due to lack of volunteers. Councilor Weinstein said she had spoken with someone at the Recreation Center and that one of the things

currently in the works was a Celebrate Newmarket event being planned for 2017, and that they were trying to get a committee together. Town Administrator Fournier pointed out that no funds would be needed for that project.

#### **SOCIAL SERVICES GRANTS**

Councilor Thompson questioned the \$10,000 for Lamprey Health Center, saying she felt the Town already supported them in the way of tax credits. Town Administrator Fournier stated that last year they had started taxing some of their properties for the first time, and had received approximately \$7,000 from the Elm Street parking lot and building.

#### **CLOSING COMMENTS**

Chairman Nazzaro asked what the tax rate would be with the \$137,981 in increases and Town Administrator Fournier stated that there would be a 1.44% increase of \$6.33 in the tax rate. Vice Chair Levy asked for a rough estimate of what the Fund Balance would be. Interim Finance Director Angell said they had \$1.9 million and would be using \$500,000 which would leave them with \$1.4 million, and that calculated at 5% this would equal \$1.3 million. Interim Finance Director Angell further explained that they were below the 8% for this year at approximately 7.9%. Town Administrator Fournier said that any under-expenditures or over-revenues in the budget would replenish that and bring it back up. Interim Finance Director Angell added that he was planning to budget revenues and expenditures tighter so there would be less of a fund balance available, and stated that this year they had received approximately \$400,000 additional in revenues.

Town Administrator Fournier said that procedurally the budget would be presented as a resolution at the next Town Council meeting, and that the rules would need to be suspended to vote on it that evening, as he needed to get the Town Budget to the Budget Committee by November 15, 2015.

#### **NEXT MEETING**

Chairman Nazzaro thanked the Councilors for their time over the last few days, and said the next meeting would be November 4<sup>th</sup>, with an Organizational Committee meeting starting at 6:00 pm. Vice Chair Levy asked to change the time to 6:15 pm and all agreed.

#### **ADJOURNMENT**

Vice Chair Levy made a motion to adjourn the meeting which was seconded by Councilor Thompson.

The meeting for the second Town Budget Review Session was adjourned at 8:24 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary

**DRAFT**

**TOWN OF NEWMARKET, NEW HAMPSHIRE  
TOWN COUNCIL REGULAR MEETING**

**November 4, 2015 7:00 PM**

PRESENT: Council Chairman Phil Nazzaro, Council Vice Chairman Gary Levy, Councilor Dale Pike, Councilor Amy Thompson, Councilor Toni Weinstein, Councilor Amy Burns, Councilor Larry Pickering

ALSO PRESENT: Town Administrator Steve Fournier

**AGENDA**

Chairman Phil Nazzaro welcomed everyone to the November 4, 2015 Newmarket Town Council Meeting and called the meeting to order at 7:03 pm, followed by the Pledge of Allegiance.

**PUBLIC FORUM**

Chairman Nazzaro opened the Public Forum at 7:04 pm and asked if anyone from the public wished to speak.

Mr. Leo Filion of Lafayette Avenue addressed the Council saying he was somewhat concerned about the situation with the Eagles property. He stated that in 2006 the Newmarket Community Development Corporation (NCDC) had finally come up with a plan for the development of the Mills, which included the purchasing the Eagles property. He said a committee comprised of the NCDC, the Town Administrator, and the Town Councilors had met several times in an attempt to purchase the building, but that it had taken a long time to reach an agreement with the sellers. He said that many promises were made at the meetings, including help relocating, but that the commitments were not upheld. Mr. Filion said when the Eagles purchased a new property it took them a great deal of time and revenue before they could reopen, and that they were now financially sound except for back property taxes. He recommended that the Town Council put the resolution to sell the Eagles property on hold and approve a committee to seek resolutions and keep the commitments originally made.

As no one else from the public came forward, Chairman Nazzaro closed the Public Forum at 7:08 pm.

**PUBLIC HEARING – None**

**TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**

**Acceptance of the Minutes of the Regular Meeting of October 21, 2015**

Councilor Thompson made a motion to accept the minutes of the regular meeting of October 21, 2015, and Councilor Weinstein seconded.

Corrections/Discussion: Councilor Pike recommended corrections to the discussion under *Resolution #2015/2016-20 Engineering Contract for Construction Administration and Oversight for the MacIntosh*

*Well Project*, on pages 5-6 of the minutes, with respect to questions by Vice Chair Levy about the liability of the engineering firm with regard to the quality of the construction under their supervision. He felt it was not clearly stated that the firm, as overseers, would be responsible to ensure the construction was done properly and that they would also be named in a lawsuit. Chairman Nazzaro agreed that something explicit regarding the admission of the responsibility of the engineering firm for overseeing the project needed to be added. The tape was reviewed and the discussion was rewritten to more exactly represent the comments of the engineer and the Councilors.

Councilor Thompson asked that Educational Development Committee be corrected to *Economic Development Committee*, on page 6.

Town Administrator Fournier polled the Council and the minutes of the regular meeting October 21, 2015 were approved, as amended, by a vote of 7-0.

#### **REPORT OF THE TOWN ADMINSTRATOR**

Town Administrator Steve Fournier first informed the Council about upcoming **Town Meeting** dates. He stated that *Town Election Day* would be on Tuesday, March 8, 2016 at the High School, with polls open 7:00 am to 7:00 pm, if the Council voted to approve the resolution this evening. He stated that *Deliberative Session* would be held at the High School on Saturday January 30, 2016 at 9:00 am, and that unless some petition warrant article or bond article came up between now and then, the only ballot question would be the budget. He said he was scheduling the School Session for 10:00 am, and said he had also provided a list of all official deadlines for the next year in his report, along with the Town Council schedule for next year. He stated that as of 5:00 pm this evening he had received the **Tax Rate** from the Department of Revenue Administration (DRA), and that the rate would be \$24.96 per thousand. He said the Town was dropping 20 cents, the Local School was down 59 cents, the State School up 3 cents, and the County down 3 cents. He said Tax Bills would be due December 15<sup>th</sup> and would be going out by the end of the week. He said he also wished to commend ASAP for their **Substance Abuse Forum**, which was held last week. He said the Newmarket Recreation Center had been full of people wanting to learn about the opioid abuse issue and ways to prevent it.

Town Administrator Fournier also addressed the issue of the Eagles property and stated that they were currently in court with the Eagles regarding eviction, and as it was past the time due for the payment of back taxes the deed had been turned over to the Town per State Law. He said notification had been sent with regard to the deed being taken and that the Town had not yet received any money. Chairman Nazzaro asked how many years of back taxes were considered according to RSA, and at what point the Town claimed the deed. Town Administrator Fournier said over a period of six (6) years, with three (3) years of liening, and three (3) years after that. Vice Chair Levy asked for a quick overview for all the Councilors of what had transpired. Town Administrator Fournier said he had just learned about this as the deal was made in 2007, and said they had not paid any property taxes at all since moving to the new property. Councilor Pike asked if any representative of the Eagles had been to the Town since 2007 and raised the issue of Town promises, and Town Administrator Fournier said they had not. He said the Eagles were now past the point of being able to pay their last outstanding taxes and that the Town was now the owner of the property.

Councilor Weinstein commended the Substance Abuse Forum and said the approximately 135 people had attended the event and that the group had only been in existence for a few months. She said they were also the first Community Distribution Center for a Narcan kit, and that 18 kits had been distributed to people of all demographics. She said a Parenting Workshop was also being held at the High School on November 16<sup>th</sup> and there would be a live panel in the Town Hall Auditorium on November 17<sup>th</sup>. She said the forum had also provided funding to the Junior-Senior High School to start a prevention program, and she was appreciative of everyone who had attended.

## **COMMITTEE REPORTS**

Councilor Weinstein reported on the *Capital Improvement Program (CIP) Committee* meeting of the prior evening, and said they had basically discussed the School CIP requests. She said that they had previously discussed a request for a security system for the Town Hall which was not approved, and said the School had also made a request for a security system. She said that request was also voted down, partly because the Town and the School should work together on the issue.

Vice Chair Levy asked about a possible conference on the *Economic Development Committee (EDC)* zoning request and an update on the Elderly Housing Ordinance, saying he assumed there would be a joint meeting between the Planning Board and the EDC. Town Administrator Fournier said it was his understanding that the EDC representative would be bringing up the issues at the next Planning Board meeting to get approval to move forward and draft the ordinance, which would then go back to the Planning Board for review and then to the Town Council.

## **OLD BUSINESS**

### **ORDINANCES AND RESOLUTIONS IN THE 2<sup>ND</sup> READING**

#### **Resolution #2015-2016-21 Setting Polling Hours for all 2016 Elections**

Councilor Weinstein made a motion to approve *Resolution #2015-2016 Setting Polling Hours for all 2016 Elections*, which was seconded by Councilor Burns.

Discussion: Councilor Weinstein stated that she was pleased that they would have uniform hours for all elections and that they would be held at the High School.

Town Administrator Fournier polled the Council and *Resolution #2015/2016-21 Setting Polling Hours for all 2016 Elections* was approved by a vote of 7-0

#### **Resolution #2015-2016-22 Disbanding the Advisory Heritage Commission**

Councilor Pike made a motion to approve *Resolution #2015-2016 Disbanding the Advisory Heritage Commission*, which was seconded by Councilor Weinstein.

Discussion: Chairman Nazzaro pointed out that before they voted on disbanding the committee, they should be aware that five (5) individuals had signed up to participate in the Advisory Heritage Commission. Councilor Thompson asked for a review of the reason the commission was originally set up and why people were signing on. Town Administrator Fournier stated that the Council had requested looking at committees that were dormant and perhaps disbanding them, and said this committee had only met once in 2012 for an organizational meeting. He said the purpose of the committee had been to survey and inventory all cultural resources for the Town of Newmarket and publish the findings. He said the Planning Board had requested preparation of those sections of the Master Plan which addressed cultural and historic resources, which included coordination of activities with appropriate service organizations, hiring consultants, and holding meetings at least 4 times per year. He said that they had only met for the Mills application and a subsequent application had gone directly to the Council. Councilor Pike felt that the people who had signed up for the committee should appear before the Council to explain what they were planning to do. Vice Chair Levy asked if the purpose of the committee had been solely for the Downtown to create a Historical District, and if so he did not see the point in keeping the committee due to the controversy that arose over the issue in 2006-2007. Town Administrator Fournier explained that the resolution was copied verbatim from the RSA, and that the purpose was also to advise land-use boards and other boards on heritage and cultural issues in the community.

Chairman Nazzaro said that several Councilors wanted to hear from the individuals who had recently signed up before they voted on the resolution, and asked the Councilors if they wanted to wait or vote on the issue tonight. It was brought up that none of the individuals had come to the meeting and Town Administrator Fournier stated that all the applicants had been informed about the issue. Councilor Pike asked Chairman Nazzaro to communicate what he had been told by the two (2) people who had contacted him before the Council held the vote. Chairman Nazzaro said that one person had protested that people were already signed up for the committee, and the other person had felt they were being railroaded and kept off the agenda on purpose. Town Administrator Fournier stated this was not the case, and that they had been discussing this issue for a long time. He said they always had two (2) readings of the resolutions so that first the people could be informed, and then the Council could vote. The Councilors agreed to make the decision at this meeting and not wait, and Town Administrator Fournier clarified that the vote tonight was just to approve the resolution for the record.

Town Administrator Fournier polled the Council and *Resolution #2015/2016-22 Disbanding the Advisory Heritage Commission* was approved unanimously, 7-0.

**ITEMS LAID ON THE TABLE - None**

**NEW BUSINESS/CORRESPONDENCE**

**TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS**

**Conservation Commission – Patrick Reynolds, Alternate Term Expires March 2018**

Town Council Regular Meeting  
November 4, 2015

Councilor Weinstein made a motion to approve the nomination of *Patrick Reynolds* as *Alternate* to the *Conservation Commission, Term to Expire March 2018*.

Mr. Patrick Reynolds addressed the Council briefly saying he would like the opportunity to serve on the Conservation Commission and he appreciated their vote tonight.

Town Administrator Fournier polled the Council and the nomination of *Patrick Reynolds* as *Alternate* to the *Conservation Commission, Term to Expire March 2018*, was approved by a vote of 7-0.

#### **ORDINANCES AND RESOLUTIONS IN THE 1<sup>ST</sup> READING**

##### **Resolution 2015/2016-23 Town Budget FY2017 (TA requests Suspending the Rules)**

Chairman Nazzaro read *Resolution 2015/2016-23 Town Budget FY2017* in full, with the General Budget at \$6,880,668, Special Funds at \$1,005,493, and Enterprise Funds (Water & Sewer) at \$2,110,781 for a total FY17 Budget of \$9,996,942. He asked for a motion to suspend the rules so they could vote tonight.

Vice Chair Levy made a motion to suspend the rules and Councilor Pike seconded.

Town Administrator Fournier polled the Council and the motion to suspend the rules passed by a vote of 7-0.

Councilor Weinstein made a motion to approve *Resolution 2015/2016-23 Town Budget FY2017*, which was seconded by Vice Chair Levy.

Discussion: /Councilor Pike asked for the amount of increase of this budget over 2016, and Town Administrator Fournier replied that overall expenditures increased 3.53%, net appropriations by 2.92%, and taxes by 1.44%. Vice Chair Levy asked what the Town increase would be without Water & Sewer and Chairman Nazzaro said it would be 13 cents or \$6.44.

Town Administrator Fournier polled the Council and the motion to approve *Resolution 2015/2016-23 Town Budget FY2017* passed by a vote of 7-0.

##### **Resolution 2015/2016-24 Historical Society – Stone School**

Chairman Nazzaro read *Resolution 2015/2016-24 Historical Society – Stone School* in full.

#### **CORRESPONDENCE/CLOSING COMMENTS**

Councilor Pike responded to an earlier question by Vice Chair Levy regarding the EDC and stated that it was on the agenda for the next Planning Board meeting on Tuesday to discuss matters related to the Joint Planning Board and the Economic Development Committee, and for zoning recommendations from the EDC. Vice Chair Levy asked if the EDC was invited to attend, and Town Administrator Fournier said it was not a joint meeting but it was a public meeting.

Town Council Regular Meeting  
November 4, 2015

**NEXT MEETING**

Chairman Nazzaro stated that the next Town Council meeting was scheduled for Wednesday, November 18, 2016. He said he also wanted to wish a Happy Veterans Day to everyone in the community. Councilor Pickering said he would not be attending the next meeting as he would be on vacation.

**ADJOURNMENT**

Vice Chair Levy made a motion to adjourn the meeting, which was seconded by Councilor Weinstein. The meeting was adjourned at 7:51 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary



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

**REPORT OF THE TOWN ADMINISTRATOR**  
**November 18, 2015**

**Engineering Firm Search:** We have received six firms for general engineering services. The Director of Public Works, Town Planner, Water and Sewer Superintendent and I are narrowing it down to a smaller number to bring in for an interview. We should have a proposal before the Town Council at the next meeting for a first reading.

**Legislation:** I have received communication from Senator Fuller-Clark soliciting for any legislative items we may have for the coming session. If you have any issues let me know.

I do want to make you aware of some enabling legislation that I am working on with the Town Manager of Newport NH. One of the topics we have heard over and over again is regionalization and sharing services with other government entities. The Town of Newport was working on an agreement to share a Finance Director between the School and the Town. I wanted to look into this for some of our services. When talking with Newport, there was no enabling legislation to allow for this agreement. Since we do not have home rule in New Hampshire, municipalities can only do what we have permission to do.

The Town Manager of Newport has contacted Senator Little of his Town and I have been in contact with Senator Fuller-Clark to amend the law to allow this. I will keep the Council aware of developments.

**Eagles:** At the last meeting, there were questions on arrangements between the Town and the Eagles. We did some research on their previous property, and they did not pay their taxes on their old building. Had the Town not have an interest in their property, they would have lost that building too. Our records indicate that they did not pay their taxes for 2005, 2006, and 2007, which the Town placed a lien on the parcel for these years. In 2007, the Town's attorney paid off the lien, which I assume is part of the option to purchase deal.

As part of the option the Town had to purchase the property, Eagles was to pay \$1,000 per month until the property was vacated (when "the Eagles close on their new facility or until such time as the NCDC, the Town or a developer elects to take possession of the Property, but no later than September 30, 2008, at which time the Eagles shall have vacated the Property" – Guaranty and Assignment Agreement 2007). They still have an unpaid balance of \$500 from this lease. To distinguish that lease to the current situation, the lease was to further an interest of the Town, which was to develop the mill. Today, we have no interest in developing their property.

We have made the Town Attorney aware of this.

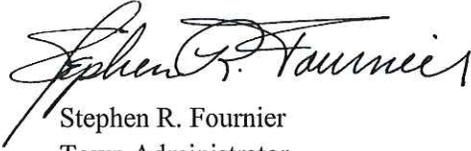
**FY2017 Operating Budget:** With a third of the Fiscal Year completed, we have expended 29% of the operating budget, which brings us under where we should be by 4% and under where we were last year by

3%. The main reason for this is we have not expended the road paving budget, nor have we done any sidewalk construction. The road paving will be in the next monthly budget report. Other than that, all other departments are on target.

The Town's revenues may seem off. That's due to the time period for issuing tax bills. They did not go out until this month so you see only 52% collected versus last year 101% was collected since the bills went out earlier.

Other areas, motor vehicle registrations are running slightly higher than budgeted, as are building permits and planning board applications.

Respectfully Submitted,



Stephen R. Fournier  
Town Administrator

Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended October, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016					Fiscal Year 2015					Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent of Budget Spent	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent of Budget Spent	
Town Council			19,300.00	956.25	7,693.75	11,606.25	40%	19,050.00	1,110.00	7,030.00	12,020.00	37%	
Town Administrator			176,994.00	17,452.22	53,524.53	123,469.47	30%	176,144.00	16,427.60	50,867.53	125,276.47	29%	
Finance			200,975.00	17,526.36	58,809.44	142,165.56	29%	199,175.00	16,788.89	50,031.65	149,143.35	25%	
Human Resource			1,371,879.00	106,467.57	568,273.35	803,605.65	41%	1,385,709.00	103,997.06	481,273.43	904,435.57	35%	
Town Clerk/Tax Collector			162,270.00	16,751.55	47,911.84	114,358.16	30%	166,544.00	16,008.54	49,144.20	117,399.80	30%	
Recreation			210,407.00	23,773.51	68,076.66	142,330.34	32%	204,114.00	19,954.65	47,389.16	156,724.84	23%	
Code Enforcement			67,253.00	7,778.86	22,756.76	44,496.24	34%	66,723.00	7,889.29	22,386.92	44,336.08	34%	
Direct Assistance			48,220.00	2,369.56	8,862.75	39,357.25	18%	64,720.00	2,279.52	8,469.66	56,250.34	13%	
Assessing			63,900.00	4,987.79	24,731.00	39,169.00	39%	66,723.00	25,891.98	39,881.95	26,841.05	60%	
Legal			80,000.00	6,977.06	21,129.56	58,870.44	26%	75,000.00	6,755.05	21,532.79	53,467.21	29%	
Planning			129,153.00	11,762.25	36,051.67	93,101.33	28%	128,153.00	11,070.72	32,909.06	95,243.94	26%	
Conservation			1,941.00	116.25	990.50	950.50	51%	1,941.00	157.50	723.75	1,217.25	37%	
Economic Development			1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%	
Debt Service			131,959.00	0.00	27,169.75	104,789.25	21%	141,550.00	17,683.32	17,683.32	123,866.68	12%	
Information Technology			131,752.00	11,211.98	38,091.16	93,660.84	29%	140,152.00	8,256.12	32,250.66	107,901.34	23%	
Channel 13			30,387.00	2,633.76	7,542.89	22,844.11	25%	29,387.00	2,626.10	7,314.22	22,072.78	25%	
Police			1,302,656.80	135,187.38	395,937.38	906,719.42	30%	1,264,752.00	138,034.22	397,921.87	866,830.13	31%	

Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended October, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
Public Work Administration			417,347.00	42,386.56	113,223.44	304,123.56	27%	417,247.00	42,989.76	130,216.99	287,030.01	31%
Roadways & Sidewalks			386,570.00	1,399.89	13,421.83	373,148.17	3%	384,070.00	853.98	238,046.44	146,023.56	62%
Street Lights			46,250.00	4,004.06	11,143.65	35,106.35	24%	46,250.00	3,596.13	10,359.01	35,890.99	22%
Building & Grounds			468,202.00	71,012.44	152,141.81	316,060.19	32%	449,362.00	34,058.55	131,905.38	317,456.62	29%
Cemetery			36,963.00	3,533.96	10,155.99	26,807.01	27%	36,963.00	2,806.61	10,339.43	26,623.57	28%
Vehicle			197,700.00	17,360.74	36,336.78	161,363.22	18%	174,810.00	8,639.64	44,052.16	130,757.84	25%
Fire & Rescue			334,185.00	37,214.37	126,163.09	208,021.91	38%	335,785.00	31,653.32	111,102.89	224,682.11	33%
Emergency Management			1,950.00	0.00	992.00	958.00	51%	1,950.00	0.00	0.00	1,950.00	0%
Grants			69,300.00	0.00	1,200.00	68,100.00	2%	67,048.00	22,077.00	51,325.00	15,723.00	77%
Social Service Grant			43,429.00	0.00	28,229.00	15,200.00	65%	45,023.00	0.00	27,223.00	17,800.00	60%
<b>General Fund</b>			<b>6,131,942.80</b>	<b>542,864.37</b>	<b>1,880,560.58</b>	<b>4,251,382.22</b>	<b>31%</b>	<b>6,089,345.00</b>	<b>541,605.55</b>	<b>2,021,380.47</b>	<b>4,067,964.53</b>	<b>33%</b>
Library			314,033.00	26,013.87	96,258.62	217,774.38	31%	303,736.00	29,321.03	93,386.47	210,349.53	31%
Recreation			199,670.00	5,909.39	115,093.03	84,576.97	58%	191,172.00	8,787.15	112,151.63	79,020.37	59%
Solid Waste			443,981.00	36,085.61	97,444.71	346,536.29	22%	449,611.00	47,539.41	112,026.02	337,584.98	25%
Water			583,051.00	32,022.54	116,172.06	466,878.94	20%	469,062.00	81,707.66	154,721.06	314,340.94	33%
Sewer			937,237.00	62,894.29	225,860.16	711,376.84	24%	847,896.00	52,003.96	174,796.57	673,099.43	21%
<b>Total Operating Budget</b>			<b>8,609,914.80</b>	<b>705,790.07</b>	<b>2,531,389.16</b>	<b>6,078,525.64</b>	<b>29%</b>	<b>8,350,822.00</b>	<b>760,964.76</b>	<b>2,668,462.22</b>	<b>5,682,359.78</b>	<b>32%</b>

\* Does not include Capital Reserve Transfers

Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended October, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
	01-401-100-0000	TC - ELECTED SALARIES	11,000.00	0.00	5,500.00	5,500.00	50%	11,000.00	0.00	5,500.00	5,500.00	50%
	01-401-103-0000	TC - PART-TIME	7,800.00	956.25	2,193.75	5,606.25	28%	7,800.00	1,110.00	1,530.00	6,270.00	20%
	01-401-190-0000	TC - TRAINING	250.00	0.00	0.00	250.00	0%	250.00	0.00	0.00	250.00	0%
	01-401-202-0000	TC - GENERAL SUPPLIES	250.00	0.00	0.00	250.00	0%	0.00	0.00	0.00	0.00	0%
Town Council			19,300.00	956.25	7,693.75	11,606.25	40%	19,050.00	1,110.00	7,030.00	12,020.00	37%
	01-402-101-0000	TA - FULL TIME SALARIES	129,394.00	14,784.72	40,817.70	88,576.30	32%	129,394.00	14,265.45	39,889.75	89,504.25	31%
	01-402-103-0000	TA - PART TIME SALARIES	4,000.00	432.49	2,065.39	1,934.61	52%	4,000.00	0.00	1,443.14	2,556.86	36%
	01-402-190-0000	TA - TRAINING/STAFF DEV	3,000.00	789.72	2,298.72	701.28	77%	3,000.00	769.98	1,293.58	1,706.42	43%
	01-402-201-0000	TA - POSTAGE	3,000.00	124.59	767.88	2,232.12	26%	3,000.00	136.30	644.17	2,355.83	21%
	01-402-202-0000	TA - GENERAL SUPPLIES	11,000.00	215.31	3,358.52	7,641.48	31%	11,000.00	274.54	2,580.73	8,419.27	23%
	01-402-301-0000	TA - COMMUNICATION SERVICES	4,100.00	333.23	1,094.15	3,005.85	27%	4,000.00	328.93	1,327.70	2,672.30	33%
	01-402-310-0002	TA - DUES/SUBSCRIPTIONS	9,000.00	0.00	358.32	8,641.68	4%	8,000.00	0.00	1,497.57	6,502.43	19%
	01-402-310-0003	TA - ADVERTISING	2,500.00	772.16	772.16	1,727.84	31%	2,500.00	116.40	442.68	2,057.32	18%
	01-402-310-0005	TA - BOOKS	500.00	0.00	0.00	500.00	0%	750.00	300.00	300.00	450.00	40%
	01-402-402-0000	TA - EQUIPMENT MAINTENA	5,000.00	0.00	1,971.20	3,028.80	39%	5,000.00	236.00	1,448.21	3,551.79	29%
	01-402-501-0000	TA - PRINTING/PUBLISHING	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-402-702-0000	TA - CONTRACTED SERVICE	2,500.00	0.00	20.49	2,479.51	1%	2,500.00	0.00	0.00	2,500.00	0%
Town Administrator			176,994.00	17,452.22	53,524.53	123,469.47	30%	176,144.00	16,427.60	50,867.53	125,276.47	29%
	01-403-100-0000	FINANCE - ELECTED OFFICIALS	900.00	416.67	1,666.68	-766.68	185%	5,900.00	416.67	1,666.68	4,233.32	28%
	01-403-101-0000	FINANCE - FULL TIME SALARIES	163,725.00	16,283.76	43,934.88	119,790.12	27%	158,725.00	14,904.86	44,047.49	114,677.51	28%
	01-403-103-0000	FINANCE - PART TIME SALARIES'	5,000.00	0.00	0.00	5,000.00	0%	0.00	0.00	0.00	0.00	0%
	01-403-190-0000	FINANCE- TRAINING/STAFF DEVELOPMENT	0.00	0.00	41.17	-41.17	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-403-202-0000	FINANCE - GENERAL SUPPLIES	5,000.00	619.56	1,631.54	3,368.46	33%	5,600.00	1,262.81	3,375.35	2,224.65	60%
	01-403-301-0000	FINANCE - COMMUNICATIONS SERVICES	2,400.00	206.37	747.88	1,652.12	31%	2,300.00	204.55	602.47	1,697.53	26%
	01-403-310-0001	FINANCE - BUDGET COMMITTEE EXPENSE	600.00	0.00	0.00	600.00	0%	200.00	0.00	0.00	200.00	0%
	01-403-310-0002	FINANCE - DUES/SUBSCRIPTIONS	300.00	0.00	0.00	300.00	0%	300.00	0.00	0.00	300.00	0%
	01-403-310-0003	FINANCE - ADVERTISING	1,000.00	0.00	0.00	1,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-403-402-0000	FINANCE - EQUIPMENT MAINTENANCE	600.00	0.00	446.29	153.71	74%	2,600.00	0.00	339.66	2,260.34	13%
	01-403-703-0000	FINANCE - AUDIT	21,450.00	0.00	10,341.00	11,109.00	48%	20,550.00	0.00	0.00	20,550.00	0%
Finance			200,975.00	17,526.36	58,809.44	142,165.56	29%	199,175.00	16,788.89	50,031.65	149,143.35	25%

Town of Newmarket, New Hampshire  
Expense Report <sup>a</sup> <sub>b</sub>  
For the Period Ended October, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
	01-404-150-0000	EMP BEN - FICA	111,000.00	12,398.54	36,687.32	74,312.68	172,772.00	12,020.74	38,576.09	134,195.91	22%
	01-404-151-0000	EMP BEN - MEDICARE	43,407.00	4,587.15	13,033.77	30,373.23	40,407.00	3,839.06	13,123.96	27,283.04	32%
	01-404-152-0000	EMP BEN - PRE-EMPLOYMENT TESTING	750.00	358.00	507.50	242.50	1,000.00	50.00	209.00	791.00	21%
	01-404-155-0000	EMP BEN - HEALTH INSURANCE	526,976.00	41,595.35	166,509.65	360,466.35	518,565.00	41,525.67	161,259.49	357,305.51	31%
	01-404-156-0000	EMP BEN - NH RETIREMENT	397,313.00	47,529.28	132,223.19	265,089.81	397,313.00	44,637.97	126,140.09	271,172.91	32%
	01-404-159-0000	EMP BEN - LIFE/DISABILITY BENE	25,575.00	298.25	5,702.84	19,872.16	28,639.00	1,923.62	7,652.98	20,986.02	27%
	01-404-160-0000	EMP BEN - WORKERS COMPENSATION	113,990.00	-329.00	117,122.00	-3,132.00	53,965.00	0.00	47,098.86	6,866.14	87%
	01-404-161-0000	EMP BEN - UNEMPLOYMENT	6,523.00	0.00	0.00	6,523.00	6,212.00	0.00	0.00	6,212.00	0%
	01-404-162-0000	EMP BEN - EMPLOYEE TESTING	600.00	0.00	0.00	600.00	600.00	0.00	144.00	456.00	24%
	01-404-190-0000	HR - TRAINING STAFF DEVELOPMENT	2,500.00	0.00	1,612.08	887.92	0.00	0.00	763.96	-763.96	0%
	01-404-197-0000	EMP BEN - MERIT INCREASE POOL	35,000.00	0.00	0.00	35,000.00	50,000.00	0.00	0.00	50,000.00	0%
	01-404-198-0000	EMP BEN - LONGEVITY	18,675.00	0.00	0.00	18,675.00	17,325.00	0.00	0.00	17,325.00	0%
	01-404-504-0006	EMP BEN - PROPERTY LIABILITY INSURANCE	89,570.00	0.00	93,845.00	-4,275.00	98,911.00	0.00	85,305.00	13,606.00	86%
	01-404-504-0007	EMP BEN - INSURANCE DEDUCTIBLES	0.00	30.00	1,030.00	-1,030.00	0.00	0.00	1,000.00	-1,000.00	0%
Human Resource			1,371,879.00	106,467.57	568,273.35	803,605.65	1,385,709.00	103,997.06	481,273.43	904,435.57	35%
	01-405-101-0000	TC/TC - FULL TIME SALARIES	101,548.00	12,219.54	33,653.55	67,894.45	99,362.00	11,716.98	31,353.79	68,008.21	32%
	01-405-103-0000	TC/TC - PART TIME SALARIES	27,410.00	3,696.43	10,057.38	17,352.62	26,581.00	3,434.45	10,663.61	15,917.39	40%
	01-405-103-0070	TC/TC PT - ELECTION OFFICIALS	5,106.00	0.00	0.00	5,106.00	6,540.00	0.00	1,200.00	5,340.00	18%
	01-405-190-0000	TC/TC - TRAINING STAFF DEVELOPMENT	2,600.00	48.06	399.41	2,200.59	3,570.00	0.00	1,112.80	2,457.20	31%
	01-405-201-0000	TC/TC - POSTAGE	8,966.00	339.33	1,558.69	7,407.31	6,966.00	454.94	1,558.25	5,407.75	22%
	01-405-201-1000	TC/TC - SPECIAL POSTAGE	0.00	0.00	0.00	0.00	5,600.00	0.00	0.00	5,600.00	0%
	01-405-202-0000	TC/TC - GENERAL SUPPLIES	3,300.00	270.45	975.36	2,324.64	3,300.00	25.00	593.75	2,706.25	18%
	01-405-301-0000	TC/TC - COMMUNICATION SERVICES	1,600.00	123.25	367.83	1,232.17	1,600.00	122.28	493.73	1,106.27	31%
	01-405-310-0002	TC/TC - DUES/SUBSCRIPTIONS	360.00	36.00	36.00	324.00	650.00	54.00	133.95	516.05	21%
	01-405-310-0003	TC/TC - ADVERTISING	0.00	0.00	0.00	-231.33	200.00	0.00	0.00	200.00	0%
	01-405-310-0070	TC/TC - ELECTION/REGISTRATION	4,380.00	0.00	75.00	4,305.00	4,975.00	180.40	1,440.70	3,534.30	29%
	01-405-402-0000	TC/TC - EQUIPMENT MAINTENANCE	1,400.00	0.00	367.00	1,033.00	1,400.00	0.00	469.66	930.34	34%
	01-405-702-0000	TC/TC - DEED RESEARCH	2,600.00	18.49	190.29	2,409.71	2,600.00	20.49	123.96	2,476.04	5%
	01-405-702-1000	TC/TC - CODIFICATION	500.00	0.00	0.00	500.00	700.00	0.00	0.00	700.00	0%
	01-405-800-0000	TC/TC - EQUIPMENT PURCHASE	2,500.00	0.00	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0%
Town Clerk/Tax Collector			162,270.00	16,751.55	47,911.84	114,358.16	166,544.00	16,008.54	49,144.20	117,399.80	30%

Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended October, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
	01-406-101-0000	RECREATION-FULL TIME SALARIES	146,666.00	17,795.37	49,348.14	97,317.86	146,666.00	17,061.33	41,345.36	105,320.64	28%
	01-406-103-0000	RECREATION-PART TIME SALARIES	43,434.00	4,868.73	13,492.71	29,941.29	35,006.00	117.20	2,203.44	32,802.56	6%
	01-406-190-0000	RECREATION-TRAINING/STAFF DEVELOP.	2,000.00	0.00	1,159.61	840.39	2,000.00	100.00	170.00	1,830.00	9%
	01-406-191-0000	RECREATION-TRAVEL EXPENSE	300.00	0.00	0.00	300.00	300.00	0.00	0.00	300.00	0%
	01-406-192-0000	RECREATION-MEAL ALLOWANCE	300.00	0.00	0.00	300.00	300.00	28.03	28.03	271.97	9%
	01-406-201-0000	RECREATION-POSTAGE	1,500.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0%
	01-406-202-0000	RECREATION-GENERAL SUPPLIES	1,650.00	294.81	384.74	1,265.26	1,650.00	26.57	26.57	1,623.43	2%
	01-406-301-0000	RECREATION-COMMUNICATION SERVICE	3,288.00	284.23	760.66	2,527.34	3,159.00	175.98	863.26	2,295.74	27%
	01-406-310-0002	RECREATION-DUES/SUBSCRIPTIONS	1,233.00	49.99	149.97	1,083.03	645.00	77.98	77.98	567.02	12%
	01-406-402-0000	RECREATION-EQUIP. MAINTENANCE	6,636.00	163.00	885.39	5,750.61	7,188.00	2,298.96	2,298.96	4,889.04	32%
	01-406-800-0000	RECREATION-EQUIP. PURCHASE	1,200.00	116.63	655.48	544.52	1,200.00	0.00	0.00	1,200.00	0%
	01-406-904-0000	RECREATION-SUNRISE SUNSET SR CTR	2,200.00	200.75	1,239.96	960.04	4,500.00	68.60	375.56	4,124.44	8%
Recreation			210,407.00	23,773.51	68,076.66	142,330.34	204,114.00	19,954.65	47,389.16	156,724.84	23%
	01-407-101-0000	CODE - FULL-TIME SALARIES	25,355.00	3,138.93	8,663.96	16,691.04	25,355.00	3,205.99	8,776.85	16,578.15	35%
	01-407-103-0000	CODE - PART TIME SALARIES	37,318.00	4,274.15	12,666.03	24,651.97	37,318.00	4,589.14	12,791.08	24,526.92	34%
	01-407-190-0000	CODE - TRAINING	1,000.00	0.00	75.00	925.00	500.00	0.00	80.00	420.00	16%
	01-407-201-0000	CODE - POSTAGE	130.00	6.04	26.25	103.75	300.00	22.50	50.51	249.49	17%
	01-407-202-0000	CODE - GENERAL SUPPLIES	2,700.00	272.70	1,003.56	1,696.44	1,500.00	35.52	427.05	1,072.95	28%
	01-407-301-0000	CODE - TELEPHONE	500.00	87.04	309.96	190.04	1,000.00	36.14	196.48	803.52	20%
	01-407-310-0002	CODE - DUES/SUBSCRIPTIONS	0.00	0.00	12.00	-12.00	500.00	0.00	64.95	435.05	13%
	01-407-402-0000	CODE - EQUIPMENT MAINTENANCE	200.00	0.00	0.00	200.00	200.00	0.00	0.00	200.00	0%
	01-407-702-0000	CODE - LAB TESTING	50.00	0.00	0.00	50.00	50.00	0.00	0.00	50.00	0%
Code Enforcement			67,253.00	7,778.86	22,756.76	44,496.24	66,723.00	7,889.29	22,386.92	44,336.08	34%
	01-408-103-0000	DIR ASSIST - PART-TIME SALARIES	22,320.00	2,338.37	6,768.49	15,551.51	21,320.00	2,229.39	5,619.03	15,700.97	26%
	01-408-190-0000	DIR ASSIST - TRAINING/STAFF DEVEL	150.00	0.00	0.00	150.00	150.00	0.00	0.00	150.00	0%
	01-408-202-0000	DIR ASSIST - GENERAL SUPPLIES	200.00	31.19	94.26	105.74	200.00	50.13	330.63	-130.63	165%
	01-408-310-0002	DIR ASSIST - DUES/SUBSCRIPTIONS	50.00	0.00	0.00	50.00	50.00	0.00	0.00	50.00	0%
	01-408-315-0038	DIR ASSIST - FOOD	1,500.00	0.00	0.00	1,500.00	2,000.00	0.00	0.00	2,000.00	0%
	01-408-315-0039	DIR ASSIST - RENT	15,000.00	0.00	1,250.00	13,750.00	30,000.00	0.00	2,520.00	27,480.00	8%
	01-408-315-0040	DIR ASSIST - ELECTRICITY	1,500.00	0.00	0.00	1,500.00	3,000.00	0.00	0.00	3,000.00	0%
	01-408-315-0041	DIR ASSIST - HEAT	2,500.00	0.00	0.00	2,500.00	3,000.00	0.00	0.00	3,000.00	0%
	01-408-315-0042	DIR ASSIST - MEDICAL	2,000.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0%
	01-408-315-0043	DIR ASSIST - MISCELLANEOUS	3,000.00	0.00	750.00	2,250.00	3,000.00	0.00	0.00	3,000.00	0%
Direct Assistance			48,220.00	2,369.56	8,862.75	39,357.25	64,720.00	2,279.52	8,469.66	56,250.34	13%

Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended October, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016						Fiscal Year 2015					
			Budget	Month to Date	Year to Date	Balance Year	Budget Spent	Budget	Month to Date	Year to Date	Balance Year	Budget Spent		
				Transactions	Transactions		%		Transactions	Transactions		%		
Assessing	01-409-101-0000	ASSES - FULL TIME SALARIES	0.00	0.00	0.00	0.00	0%	16,973.00	0.00	0.00	16,973.00	0%		
	01-409-103-0000	ASSES - PART TIME SALARIES	0.00	0.00	0.00	0.00	0%	0.00	23,400.00	23,400.00	-23,400.00	0%		
	01-409-130-0000	ASSES - CONTRACTED SERVICES	55,000.00	4,986.82	24,727.11	30,272.89	45%	40,000.00	2,400.00	8,790.00	31,210.00	22%		
	01-409-190-0000	ASSES - TRAINING	0.00	0.00	0.00	0.00	0%	200.00	90.18	198.73	1.27	99%		
	01-409-191-0000	ASSES - MILEAGE	0.00	0.00	0.00	0.00	0%	250.00	0.00	0.00	250.00	0%		
	01-409-201-0000	ASSES - POSTAGE	500.00	0.97	3.89	496.11	1%	500.00	1.80	19.98	480.02	4%		
	01-409-202-0000	ASSES - GENERAL SUPPLIES	500.00	0.00	0.00	500.00	0%	500.00	0.00	73.24	426.76	15%		
	01-409-310-0002	ASSES - DUES/SUBSCRIPTIONS	350.00	0.00	0.00	350.00	0%	900.00	0.00	0.00	900.00	0%		
	01-409-407-0000	ASSES - SOFTWARE	7,550.00	0.00	0.00	7,550.00	0%	7,400.00	0.00	7,400.00	0.00	100%		
			63,900.00	4,987.79	24,731.00	39,169.00	39%	66,723.00	25,891.98	39,881.95	26,841.05	60%		
Legal	01-410-602-0000	LEGAL - LEGAL EXPENSES	80,000.00	6,977.06	21,129.56	58,870.44	26%	75,000.00	6,755.05	21,532.79	53,467.21	29%		
			80,000.00	6,977.06	21,129.56	58,870.44	26%	75,000.00	6,755.05	21,532.79	53,467.21	29%		
Planning	01-411-101-0000	PLAN - FULL TIME SALARIES	95,708.00	11,178.53	31,696.35	64,011.65	33%	95,708.00	10,762.90	30,912.26	64,795.74	32%		
	01-411-103-0000	PLAN - PART TIME SALARIES	2,000.00	291.36	1,345.90	654.10	67%	2,000.00	91.06	750.99	1,249.01	38%		
	01-411-190-0000	PLAN - TRAINING/STAFF DEVELOPMENT	1,500.00	70.00	465.00	1,035.00	31%	1,500.00	0.00	16.80	1,483.20	1%		
	01-411-201-0000	PLAN - POSTAGE	2,000.00	146.70	345.36	1,654.64	17%	2,000.00	52.80	412.96	1,587.04	21%		
	01-411-202-0000	PLAN - GENERAL SUPPLIES	2,000.00	20.60	501.37	1,498.63	25%	2,000.00	45.84	356.82	1,643.18	18%		
	01-411-202-0054	PLAN - MAPPING SUPPLIES	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	4,000.00	0%		
	01-411-301-0000	PLAN - COMMUNICATIONS SERVICES	600.00	55.06	163.43	436.57	27%	600.00	53.72	217.73	382.27	36%		
	01-411-310-0002	PLAN - DUES/SUBSCRIPTIONS	8,345.00	0.00	400.00	7,945.00	5%	8,345.00	0.00	0.00	8,345.00	0%		
	01-411-310-0003	PLAN - ADVERTISING	2,000.00	0.00	126.76	1,873.24	6%	2,000.00	64.40	241.50	1,758.50	12%		
	01-411-702-0000	PLAN - TAX MAPS	1,000.00	0.00	1,007.50	-7.50	101%	0.00	0.00	0.00	0.00	0%		
	01-411-703-0000	PLAN - CONTRACTED SERVICES	10,000.00	0.00	0.00	10,000.00	0%	10,000.00	0.00	0.00	10,000.00	0%		
			129,153.00	11,762.25	36,051.67	93,101.33	28%	128,153.00	11,070.72	32,909.06	95,243.94	26%		
	Conservation	01-413-103-0000	CON COMM - PT RECORDING SECRETARY	1,000.00	116.25	427.50	572.50	43%	1,000.00	157.50	723.75	276.25	72%	
		01-413-201-0000	CON COMM - POSTAGE	60.00	0.00	0.00	60.00	0%	60.00	0.00	0.00	60.00	0%	
01-413-202-0000		CON COMM - GENERAL SUPPLI	200.00	0.00	563.00	-363.00	282%	200.00	0.00	0.00	200.00	0%		
01-413-310-0002		CON COMM - DUES/SUBSCRIPT	390.00	0.00	0.00	390.00	0%	390.00	0.00	0.00	390.00	0%		
01-413-702-0000		CON COMM - CONTRACTED SERVICES	291.00	0.00	0.00	291.00	0%	291.00	0.00	0.00	291.00	0%		
		1,941.00	116.25	990.50	950.50	51%	1,941.00	157.50	723.75	1,217.25	37%			
Economic Development	01-414-310-0000	ECON DEV - OPERATING EXPENSE	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%		
			1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%		
Debt Service	01-418-950-0000	DEBT SER - PRINCIPLE	100,000.00	0.00	0.00	100,000.00	0%	100,000.00	0.00	0.00	100,000.00	0%		
	01-418-951-0000	DEBT SER - INTEREST	31,959.00	0.00	27,169.75	4,789.25	85%	41,550.00	17,683.32	17,683.32	23,866.68	43%		
		131,959.00	0.00	27,169.75	104,789.25	21%	141,550.00	17,683.32	17,683.32	123,866.68	12%			

Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended October, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
	01-420-101-0000	MIS - FULL TIME SALARIES	65,377.00	7,867.26	21,796.16	43,580.84	33%	65,377.00	7,543.38	21,121.46	44,255.54	32%
	01-420-103-0000	MIS - PART TIME SALARIES	0.00	0.00	0.00	0.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-420-190-0000	MIS - TRAINING	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-420-202-0000	MIS - GENERAL SUPPLIES	2,500.00	0.00	1,010.23	1,489.77	40%	2,500.00	113.37	752.99	1,747.01	30%
	01-420-301-0000	MIS - COMMUNICATION SERVICE	600.00	50.37	150.80	449.20	25%	500.00	50.13	201.82	298.18	40%
	01-420-310-0002	MIS - DUES SUBSCRIPTIONS	275.00	0.00	0.00	275.00	0%	275.00	0.00	0.00	275.00	0%
	01-420-407-0000	MIS - SOFTWARE MAINT	40,000.00	1,995.00	12,090.75	27,909.25	30%	47,500.00	0.00	1,708.90	45,791.10	4%
	01-420-409-0000	MIS - REPAIRS/MAINT	4,500.00	0.00	220.00	4,280.00	5%	4,000.00	0.00	2,956.07	1,043.93	74%
	01-420-414-0000	MIS - SOFTWARE LICENSES	4,500.00	0.00	0.00	4,500.00	0%	4,500.00	0.00	338.25	4,161.75	8%
	01-420-702-0000	MIS - VENDOR SUPPORT	1,000.00	0.00	0.00	1,000.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	01-420-800-0000	MIS - NEW EQUIPMENT	12,000.00	1,299.35	2,823.22	9,176.78	24%	10,000.00	549.24	5,171.17	4,828.83	52%
Information Technology			131,752.00	11,211.98	38,091.16	93,660.84	29%	140,152.00	8,256.12	32,250.66	107,901.34	23%
	01-421-103-0000	CHANNEL 13 PART TIME SALARIES	21,887.00	2,633.76	7,292.89	14,594.11	33%	21,887.00	2,626.10	7,314.22	14,572.78	33%
	01-421-202-0000	CHANNEL 13 MISC EQUIPMENTS	6,000.00	0.00	250.00	5,750.00	4%	5,000.00	0.00	0.00	5,000.00	0%
	01-421-310-0000	CHANNEL 13 - OPERATING EXPENSES	2,500.00	0.00	0.00	2,500.00	0%	2,500.00	0.00	0.00	2,500.00	0%
Channel 13			30,387.00	2,633.76	7,542.89	22,844.11	25%	29,387.00	2,626.10	7,314.22	22,072.78	25%
	01-438-101-0000	POLICE - FULL TIME SALARIES	1,008,266.80	110,227.17	311,197.72	697,069.08	31%	988,382.00	117,360.74	315,907.42	672,474.58	32%
	01-438-102-0000	POLICE - OVERTIME	105,140.00	17,243.70	48,489.62	56,650.38	46%	105,140.00	11,032.61	39,571.12	65,568.88	38%
	01-438-103-0000	POLICE - PART-TIME SALARIES	35,000.00	3,251.89	9,655.74	25,344.26	28%	35,000.00	2,926.59	12,338.21	22,661.79	35%
	01-438-162-0000	POLICE - MEDICAL	2,500.00	0.00	778.00	1,722.00	31%	2,500.00	1,722.00	507.15	1,992.85	20%
	01-438-190-0000	POLICE - TRAINING/STAFF DEVELOPMENT	10,000.00	25.03	25.03	9,974.97	0%	10,000.00	706.55	1,555.55	8,444.45	16%
	01-438-191-0000	POLICE - TRAVEL/MILEAGE	600.00	8.90	28.90	571.10	5%	250.00	60.00	69.35	180.65	28%
	01-438-193-0000	POLICE - UNIFORMS	8,800.00	170.99	2,441.68	6,358.32	28%	8,800.00	0.00	0.00	8,800.00	0%
	01-438-194-0000	POLICE - EDUCATIONAL INCENTIVE	5,000.00	0.00	4,100.00	900.00	82%	5,000.00	0.00	4,500.00	500.00	90%
	01-438-195-0000	POLICE - CLEANING ALLOWANCE	2,500.00	0.00	2,250.00	250.00	90%	2,500.00	0.00	2,500.00	0.00	100%
	01-438-199-0000	POLICE - CRIMINAL INVESTIGATION	2,000.00	39.98	264.97	1,735.03	13%	2,000.00	190.11	212.60	1,787.40	11%
	01-438-200-0000	POLICE - YOUTH/PUBLIC RELATIONS	2,500.00	0.00	0.00	2,500.00	0%	2,500.00	0.00	0.00	2,500.00	0%
	01-438-201-0000	POLICE - POSTAGE	450.00	52.44	147.90	302.10	33%	450.00	77.12	213.25	236.75	47%
	01-438-202-0000	POLICE - OFFICE SUPPLIES	5,500.00	498.97	1,524.73	3,975.27	28%	5,500.00	273.67	1,400.30	4,099.70	25%
	01-438-202-0438	POLICE-GENERAL SUPPLIES	400.00	20.00	80.00	320.00	20%	400.00	26.94	107.76	292.24	27%
	01-438-209-0000	POLICE - GASOLINE	34,000.00	1,212.97	6,007.84	27,992.16	18%	30,320.00	2,313.43	8,501.04	21,818.96	28%
	01-438-301-0000	POLICE - COMMUNICATION SERVICES	16,500.00	1,145.96	3,777.45	12,722.55	23%	16,500.00	1,117.57	3,870.62	12,629.38	23%
	01-438-310-0002	POLICE - DUES/MEMBERSHIPS	3,200.00	0.00	100.00	3,100.00	3%	4,210.00	0.00	0.00	4,210.00	0%
	01-438-310-0005	POLICE - BOOKS/PUBLICATIONS	2,800.00	0.00	0.00	2,800.00	0%	6,000.00	14.99	414.94	2,385.06	15%
	01-438-310-0044	POLICE - EQUIPMENT/FIELD SUPPLIES	18,000.00	189.79	609.86	17,390.14	3%	6,000.00	611.34	2,027.49	3,972.51	34%
	01-438-310-0045	POLICE - PRISONER EXPENSES	1,200.00	0.00	7.61	1,192.39	1%	1,200.00	53.34	-15.65	1,215.65	-1%
	01-438-402-0000	POLICE - EQUIP MAINTENANCE	5,000.00	0.00	792.89	4,207.11	16%	5,000.00	575.90	700.19	4,299.81	14%
	01-438-410-0000	POLICE - EQUIPMENT LEASE	26,900.00	656.59	2,965.89	23,934.11	11%	26,900.00	546.09	3,393.30	23,506.70	13%
	01-438-501-0000	POLICE - PRINTING/PUBLISHING	2,800.00	443.00	2,357.00	443.00	16%	2,800.00	147.23	147.23	2,652.77	5%
	01-438-521-0000	POLICE - ANIMAL CONTROL	3,600.00	0.00	248.55	3,351.45	7%	600.00	0.00	0.00	600.00	0%
Police			1,302,656.80	135,187.38	395,937.38	906,719.42	30%	1,264,752.00	138,034.22	397,921.87	866,830.13	31%

Town of Newmarket, New Hampshire  
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Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
	01-441-101-0000	PW ADMIN. - FULL TIME SALARIES	118,136.00	13,740.48	38,023.84	80,112.16	118,136.00	13,631.04	38,166.91	79,969.09	32%
	01-441-102-0000	PW ADMIN. - OVERTIME	50,000.00	457.96	2,285.27	47,714.73	50,000.00	1,953.10	12,426.75	37,573.25	25%
	01-441-106-0000	PW ADMIN. - LABOR SALARIES	220,711.00	26,339.20	65,824.70	154,886.30	220,711.00	25,015.12	70,048.80	150,662.20	32%
	01-441-190-0000	PW ADMIN. - TRAINING/STAFF DEVELOPMENT	500.00	90.00	90.00	410.00	500.00	0.00	0.00	500.00	0%
	01-441-193-0000	PW ADMIN. - UNIFORMS	14,000.00	740.15	2,316.79	11,683.21	13,500.00	424.98	2,426.92	11,073.08	18%
	01-441-201-0000	PW ADMIN. - POSTAGE	100.00	27.91	45.56	54.44	100.00	1.92	17.85	82.15	18%
	01-441-202-0000	PW ADMIN. - GENERAL SUPPLIES	6,500.00	450.59	1,430.40	5,069.60	5,800.00	366.90	1,768.23	4,031.77	30%
	01-441-301-0000	PW ADMIN. - COMMUNICATION SERVICE	6,000.00	540.27	1,947.10	4,052.90	7,000.00	1,435.70	3,070.95	3,929.05	44%
	01-441-310-0002	PW ADMIN. - DUES/MEMBERSHIPS	200.00	0.00	992.00	-792.00	300.00	0.00	25.00	275.00	8%
	01-441-310-0003	PW ADMIN. - ADVERTISING	1,200.00	0.00	267.78	932.22	1,200.00	161.00	2,265.58	-1,065.58	189%
Public Work Administration			417,347.00	42,386.56	113,223.44	304,123.56	417,247.00	42,989.76	130,216.99	287,030.01	31%
	01-442-202-0000	RDWY/SWK - GENERAL SUPPLIES	15,000.00	519.89	4,428.20	10,571.80	10,500.00	421.84	5,004.68	5,495.32	48%
	01-442-205-0000	RDWY/SWK - WINTER SALT	80,000.00	0.00	0.00	80,000.00	80,000.00	0.00	0.00	80,000.00	0%
	01-442-208-0000	RDWY/SWK - WINTER SAND	6,200.00	0.00	0.00	6,200.00	6,200.00	0.00	0.00	6,200.00	0%
	01-442-213-0000	RDWY/SWK - PAVEMENT MARKING	3,000.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0%
	01-442-250-0000	RDWY/SWK - COLD MIX	2,800.00	0.00	0.00	2,800.00	2,800.00	0.00	0.00	2,800.00	0%
	01-442-251-0000	RDWY/SWK - HOT TOP	125,000.00	0.00	0.00	125,000.00	125,000.00	0.00	126,741.00	-1,741.00	101%
	01-442-402-0000	RDWY/SWK - EQUIPMENT LEASE	12,500.00	0.00	0.00	12,500.00	12,500.00	432.14	9,787.14	2,712.86	78%
	01-442-514-0000	RDWY/SWK - CONTRACT STREET MAR	6,000.00	0.00	0.00	6,000.00	6,000.00	0.00	5,728.29	271.71	95%
	01-442-515-0000	RDWY/SWK - CONTRACT WINTER EQU	15,000.00	0.00	0.00	15,000.00	12,000.00	0.00	0.00	12,000.00	0%
	01-442-527-0000	RDWY/SWK - CURBSIDE WEED CONTR	3,000.00	0.00	950.00	2,050.00	3,000.00	0.00	1,900.00	1,100.00	63%
	01-442-528-0000	RDWY/SWK - TREE SERVICE	3,000.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0%
	01-442-531-0000	RDWY/SWK - WEATHER SERVICE	2,070.00	0.00	0.00	2,070.00	2,070.00	0.00	0.00	2,070.00	0%
	01-442-704-0000	RDWY/SWK - ENGINEERING	88,000.00	880.00	8,043.63	79,956.37	88,000.00	0.00	88,885.33	-885.33	101%
Roadways & Sidewalks			386,570.00	1,399.89	13,421.83	373,148.17	384,070.00	853.98	238,046.44	146,023.56	62%
	01-446-202-0000	STREET LIGHT - FIXTURES	2,000.00	3,137.79	3,534.84	-1,534.84	2,000.00	0.00	0.00	2,000.00	0%
Street Lights	01-446-302-0000	STREET LIGHT - ELECTRICITY	44,250.00	866.27	7,608.81	36,641.19	44,250.00	3,596.13	10,359.01	33,890.99	23%
			46,250.00	4,004.06	11,143.65	35,106.35	46,250.00	3,596.13	10,359.01	35,890.99	22%

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Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
	01-448-101-0000	BLD/GRNDS - FULL-TIME SALARIES	61,382.00	7,422.40	20,441.43	40,940.57	89,462.00	6,793.16	19,410.13	70,051.87	22%
	01-448-102-0000	BLD/GRNDS - OVERTIME	3,000.00	256.48	1,255.42	1,744.58	3,000.00	507.77	1,333.33	1,666.67	44%
	01-448-103-0000	BLD/GRNDS - PART TIME SALARIES	88,420.00	10,495.68	32,520.13	55,899.87	60,340.00	12,217.89	32,765.04	27,574.96	54%
	01-448-202-0000	BLD/GRNDS - GENERAL SUPPLIES	10,000.00	11.69	1,397.33	8,602.67	10,000.00	2,036.79	4,038.21	5,961.79	40%
	01-448-302-0000	BLD/GRNDS - ELECTRICITY-TOWN HALL	10,900.00	1,265.20	3,730.49	7,169.51	10,500.00	904.74	3,048.44	7,451.56	29%
	01-448-302-0406	BLD/GRNDS - ELECTRICITY - PARKS	1,300.00	83.97	262.15	1,037.85	1,000.00	65.42	262.21	737.79	26%
	01-448-302-0438	BLD/GRNDS - ELECTRICITY POLICE	11,800.00	1,333.46	3,922.99	7,877.01	11,000.00	986.74	3,224.05	7,775.95	29%
	01-448-302-0441	BLD/GRNDS - ELECTRICITY YOUNGS LANE	24,000.00	2,222.68	7,114.72	16,885.28	23,000.00	1,719.24	5,893.62	17,106.38	26%
	01-448-303-0000	BLD/GRNDS - HEAT & OIL - TOWN HALL	26,000.00	1,457.10	1,457.10	24,542.90	20,085.00	2,427.35	2,127.35	17,957.65	11%
	01-448-303-0170	BLD/GRNDS - HEAT & OIL - HAND TUB	0.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00	0%
	01-448-303-0438	BLD/GRNDS - HEAT & OIL - POLICE	3,000.00	50.66	159.66	2,840.34	2,873.00	0.00	109.00	2,764.00	4%
	01-448-303-0441	BLD/GRNDS - HEAT & OIL - YOUNGS LANE	39,000.00	0.00	0.00	39,000.00	33,462.00	420.81	420.81	33,041.19	1%
	01-448-304-0000	BLD/GRNDS - WATER/SEWER TOWN HALL	4,000.00	835.02	5,235.05	-1,235.05	3,500.00	0.00	2,073.54	1,426.46	59%
	01-448-304-0438	BLD/GRNDS - WATER/SEWER - POLICE	800.00	66.35	294.34	505.66	450.00	0.00	129.10	320.90	29%
	01-448-304-0441	BLD/GRNDS - WATER/SEWER - YOUNGS LANE	1,800.00	114.82	729.95	1,070.05	1,600.00	0.00	562.54	1,037.46	35%
	01-448-401-0110	BLD/GRNDS - YOUNGS LANE MAINT	14,000.00	1,099.46	2,997.24	11,002.76	12,000.00	1,351.17	2,799.73	9,200.27	23%
	01-448-401-0125	BLD/GRNDS - TOWN HALL MAINTENANCE	13,000.00	152.31	4,149.86	8,850.14	12,000.00	425.68	4,749.70	7,250.30	40%
	01-448-401-0140	BLD/GRNDS - ELEVATOR MAINTENANCE	2,400.00	0.00	562.14	1,837.86	2,000.00	0.00	540.00	1,460.00	27%
	01-448-401-0150	BLD/GRNDS - PARKS MAINTENANCE	8,000.00	247.75	1,360.22	6,639.78	6,000.00	137.85	2,405.61	3,594.39	40%
	01-448-401-0151	BLD/GRNDS - COMMUNITY CENTER MAI	7,500.00	5,261.83	7,954.78	-454.78	10,000.00	150.57	6,747.20	3,252.80	67%
	01-448-401-0152	BLD/GRNDS - COMM CENTR HEAT OIL	12,000.00	1,187.06	4,057.97	7,942.03	12,000.00	837.48	3,275.47	8,724.53	27%
	01-448-401-0153	BLD/GRNDS - SENIOR CENTER ELECTRICITY	14,000.00	120.54	247.06	13,752.94	10,140.00	351.35	610.76	9,529.24	6%
	01-448-401-0160	BLD/GRNDS - BANDSTAND MAINTENANC	0.00	389.66	1,158.41	-1,158.41	0.00	0.00	0.00	0.00	0%
	01-448-401-0170	BLD/GRNDS - HAND TUB MAINTENANCE	100.00	0.00	850.00	-750.00	50.00	0.00	0.00	50.00	0%
	01-448-401-0175	BLD/GRNDS - DAM MAINTENANCE	300.00	19.16	81.59	218.41	300.00	14.53	140.16	159.84	47%
	01-448-401-0180	BLD/GRNDS - TOWN CLOCK MAINTENAN	3,000.00	42.10	135.92	2,864.08	3,000.00	51.20	156.94	2,843.06	5%
	01-448-402-0000	BLD/GRNDS - POLICE BUILDING MAINTENANCE	2,000.00	0.00	227.50	1,772.50	2,000.00	0.00	0.00	2,000.00	0%
	01-448-402-0000	BLD/GRNDS - EQUIPMENT MAINTENANCE	2,500.00	216.00	695.00	1,805.00	5,000.00	1,370.80	4,075.67	924.33	82%
	01-448-405-0000	BLD/GRNDS - GROUNDS MAINTENANCE	32,000.00	3,661.06	15,021.36	16,978.64	32,000.00	1,588.01	20,648.47	11,351.53	65%
	01-448-533-0000	BLD/GRNDS - MOSQUITO CONTROL	55,000.00	33,000.00	33,000.00	22,000.00	60,000.00	0.00	0.00	60,000.00	0%
	01-448-800-0000	BLD/GRNDS - EQUIPMENT PURCHASE	7,000.00	0.00	0.00	7,000.00	10,000.00	0.00	0.00	271.70	97%
Building & Grounds			468,202.00	71,012.44	152,141.81	316,060.19	449,362.00	34,058.55	131,905.38	317,456.62	29%
	01-449-101-0000	CEM - FULL TIME SALARIES	18,263.00	2,189.24	5,902.61	12,360.39	18,263.00	2,107.20	5,876.01	12,386.99	32%
	01-449-103-0000	CEM - PART TIME SALARIES	11,050.00	1,320.71	3,854.21	7,195.79	11,050.00	662.50	4,312.50	6,737.50	39%
	01-449-202-0000	CEM - GENERAL SUPPLIES	1,000.00	8.25	53.75	946.25	1,000.00	20.50	35.00	965.00	4%
	01-449-302-0000	CEM - ELECTRICITY	250.00	15.76	46.42	203.58	250.00	16.41	51.27	198.73	21%
	01-449-402-0000	CEM - EQUIPMENT MAINT	800.00	0.00	0.00	800.00	800.00	0.00	64.65	735.35	8%
	01-449-702-0000	CEM - CONTRACTED SERVICES	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
Cemetery			36,963.00	3,533.96	10,155.99	26,807.01	36,963.00	2,806.61	10,339.43	26,623.57	28%

Town of Newmarket, New Hampshire  
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Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
	01-452-202-0000	VEHICLE - GENERAL SUPPLIES	5,000.00	113.40	528.32	4,471.68	2,500.00	346.22	590.47	1,909.53	24%
	01-452-209-0000	VEHICLE - GASOLINE	16,000.00	1,224.51	1,037.85	14,962.15	16,960.00	296.55	3,548.58	13,411.42	21%
	01-452-210-0000	VEHICLE - DIESEL FUEL	37,000.00	1,770.72	4,157.57	32,842.43	34,650.00	1,099.32	9,776.05	24,873.95	28%
	01-452-214-0000	VEHICLE - OIL	1,500.00	0.00	0.00	1,500.00	1,000.00	0.00	0.00	1,000.00	0%
	01-452-402-0000	VEHICLE - EQUIP MAINT	54,000.00	4,348.38	5,730.29	48,269.71	52,000.00	7,538.34	16,091.44	35,908.56	31%
	01-452-403-0000	VEHICLE - VEHICLE MAINT PUBLIC WORKS	48,000.00	7,309.21	14,721.98	33,278.02	20,000.00	-1,476.03	9,753.61	10,246.39	49%
	01-452-403-0406	VEHICLE - VEHICLE MAINT REC	2,000.00	0.00	847.18	1,152.82	2,000.00	0.00	0.00	2,000.00	0%
	01-452-403-0438	VEHICLE - VEHICLE MAINT POLICE	14,000.00	1,423.37	4,014.34	9,985.66	14,000.00	835.24	2,076.58	11,923.42	15%
	01-452-403-0461	VEHICLE - VEHICLE MAINT FIRE	16,000.00	1,171.15	5,100.25	10,899.75	14,000.00	0.00	1,911.56	12,088.44	14%
	01-452-404-0000	VEHICLE - RADIO MAINT	1,200.00	0.00	0.00	1,200.00	1,200.00	0.00	303.87	896.13	25%
	01-452-800-0000	VEHICLE - EQUIP PURCHASE	3,000.00	0.00	199.00	2,801.00	16,500.00	2,801.00	0.00	16,500.00	0%
Vehicle			197,700.00	17,360.74	36,336.78	161,363.22	174,810.00	8,639.64	44,052.16	130,757.84	25%
	01-461-101-0000	FIRE/RES - FULL TIME SALARIES	82,298.00	9,782.11	27,257.05	55,040.95	82,298.00	9,404.10	26,331.48	55,966.52	32%
	01-461-102-0000	FIRE/RES - OVERTIME	14,000.00	3,127.49	8,045.33	5,954.67	12,000.00	2,495.87	8,048.21	3,951.79	67%
	01-461-103-0000	FIRE/RES - PART TIME SALARIES	119,012.00	13,186.63	45,020.88	73,991.12	118,412.00	12,749.77	40,714.73	77,697.27	34%
	01-461-190-0000	FIRE/RES - TRAINING/STAFF DEVELOPMENT	12,500.00	5,256.61	9,346.30	3,153.70	14,000.00	940.00	6,028.59	7,971.41	43%
	01-461-193-0000	FIRE/RES - UNIFORMS	10,000.00	1,297.21	8,998.84	1,001.16	10,000.00	1,059.58	1,711.58	8,288.42	17%
	01-461-201-0000	FIRE/RES - POSTAGE	75.00	33.01	73.11	1.89	75.00	-53.71	22.37	52.63	30%
	01-461-202-0000	FIRE/RES - GENERAL SUPPLIES	6,500.00	1,766.65	2,588.73	3,911.27	6,500.00	1,758.9	1,128.30	5,371.70	17%
	01-461-202-0046	FIRE/RES - MEDICAL SUPPLIES	12,500.00	475.48	3,113.15	9,386.85	12,500.00	788.66	2,331.16	10,168.84	19%
	01-461-209-0000	FIRE/RES - GASOLINE	1,200.00	41.22	295.69	904.31	1,600.00	193.61	356.09	1,243.91	22%
	01-461-210-0000	FIRE/RES - DIESEL FUEL	8,700.00	516.24	2,754.19	5,945.81	8,700.00	513.82	1,880.26	6,819.74	22%
	01-461-220-0000	FIRE/RES - AMBULANCE EXPENSES	16,000.00	1,199.69	2,034.78	13,965.22	16,000.00	611.27	1,914.54	14,085.46	12%
	01-461-301-0000	FIRE/RES - COMMUNICATION SERVICES	6,000.00	424.08	1,218.41	4,781.59	7,900.00	493.21	2,061.67	5,838.33	26%
	01-461-310-0002	FIRE/RES - DUES/SUBSCRIPTIONS	4,200.00	0.00	3,172.00	1,028.00	4,000.00	65.00	4,213.64	-213.64	105%
	01-461-310-0055	FIRE/RES - FIRE PREVENTION	900.00	51.75	902.08	-2.08	900.00	0.00	0.00	900.00	0%
	01-461-402-0000	FIRE/RES - EQUIP MAINT	12,500.00	56.20	7,917.13	4,582.87	12,500.00	1,632.10	9,642.77	2,857.23	77%
	01-461-518-0000	FIRE/RES - HAZMAT	2,200.00	0.00	2,098.14	101.86	2,200.00	0.00	0.00	2,200.00	0%
	01-461-530-0000	FIRE/RES - MUTUAL AID CONTRACT	600.00	0.00	0.00	600.00	1,200.00	0.00	220.00	980.00	18%
	01-461-800-0000	FIRE/RES - EQUIP PURCHASE	25,000.00	0.00	1,327.28	23,672.72	25,000.00	584.15	4,497.50	20,502.50	18%
Fire & Rescue			334,185.00	37,214.37	126,163.09	208,021.91	335,785.00	31,653.32	111,102.89	224,682.11	33%
	01-463-103-0000	EM - PART TIME SALARIE	750.00	0.00	0.00	750.00	750.00	0.00	0.00	750.00	0%
	01-463-190-0000	EM - TRAINING/STAFF DE	750.00	0.00	0.00	750.00	750.00	0.00	0.00	750.00	0%
	01-463-202-0000	EM - GENERAL SUPPLIES	450.00	0.00	992.00	-542.00	450.00	0.00	0.00	450.00	0%
Emergency Management			1,950.00	0.00	992.00	958.00	1,950.00	0.00	0.00	1,950.00	0%

Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended October, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
	01-480-812-0000	GRANTS - MEM DAY PARADE	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	577.00	577.00	1,423.00	29%
	01-480-813-0000	GRANTS - FESTIVAL SUPPORT	15,500.00	0.00	0.00	15,500.00	0%	15,500.00	0.00	8,500.00	7,000.00	55%
	01-480-814-0000	GRANTS - NWMKT ATHLETIC ASSOC	21,500.00	0.00	0.00	21,500.00	0%	21,500.00	21,500.00	21,500.00	0.00	100%
	01-480-815-0000	GRANTS - NWMKT SENIOR CITIZENS	1,200.00	0.00	1,200.00	0.00	100%	1,200.00	0.00	0.00	1,200.00	0%
	01-480-816-0000	GRANTS - NWMKT HISTORICAL SOCIETY	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-480-817-0000	GRANTS - C.O.A.S.T.	23,000.00	0.00	0.00	23,000.00	0%	20,748.00	0.00	20,748.00	0.00	100%
	01-480-818-0000	GRANTS - VETERANS MEMORIAL	2,100.00	0.00	0.00	2,100.00	0%	2,100.00	0.00	0.00	2,100.00	0%
	01-480-819-0000	GRANTS - NWMKT HANDTUB ASSOC.	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
Grants			69,300.00	0.00	1,200.00	68,100.00	2%	67,048.00	22,077.00	51,325.00	15,723.00	77%
	01-481-910-0000	SS GRANTS - RICHIE MCFARLAND	2,000.00	0.00	2,000.00	0.00	100%	2,000.00	0.00	2,000.00	0.00	100%
	01-481-913-0000	SS GRANTS - LAMPREY HEALTH CENTER	10,403.00	0.00	10,403.00	0.00	100%	10,100.00	0.00	0.00	10,100.00	0%
	01-481-914-0000	SS GRANTS - AREA HOME MAKERS	0.00	0.00	0.00	0.00	0%	5,000.00	0.00	0.00	5,000.00	0%
	01-481-915-0000	SS GRANTS - CHILD & FAMILY SERVICE	4,000.00	0.00	0.00	4,000.00	0%	3,000.00	0.00	3,000.00	0.00	100%
	01-481-916-0000	SS GRANTS - R.C.C.A.P.	9,000.00	0.00	9,000.00	0.00	100%	9,000.00	0.00	9,000.00	0.00	100%
	01-481-917-0000	SS GRANTS - R.S.V.P.	0.00	0.00	0.00	0.00	0%	600.00	0.00	600.00	0.00	100%
	01-481-918-0000	SS GRANTS - A SAFE PLACE	1,200.00	0.00	0.00	1,200.00	0%	1,200.00	0.00	0.00	1,200.00	0%
	01-481-919-0000	SS GRANTS - BIG BROTHER/BIG SISTER	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-481-920-0000	SS GRANTS - SEACOAST MENTAL HEALTH	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	2,000.00	0.00	100%
	01-481-923-0000	SS GRANTS - LINKED TOGETHER	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	4,000.00	0.00	100%
	01-481-924-0000	SS GRANTS - ROCKINGHAM COUNTY NUTR	5,326.00	0.00	5,326.00	0.00	100%	5,623.00	0.00	5,623.00	0.00	100%
	01-481-925-0000	SS GRANTS - AIDS RESPONSE	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%
	01-481-926-0000	SS GRANTS - AMERICAN RED CROSS	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	1,000.00	0.00	100%
	01-481-927-0000	SS GRANTS - READY RIDES	1,500.00	0.00	1,500.00	0.00	100%	0.00	0.00	0.00	0.00	0%
	01-481-929-0000	OTHER GRANTS - CHILD ADVOCACY CENTER	1,500.00	0.00	0.00	1,500.00	0%	0.00	0.00	0.00	0.00	0%
Social Service Grant			43,429.00	0.00	28,229.00	15,200.00	65%	45,023.00	0.00	27,223.00	17,800.00	60%
		<b>General Fund</b>	6,131,942.80	542,864.37	1,880,560.58	4,251,382.22	31%	6,089,345.00	541,605.55	2,021,380.47	4,067,964.53	33%

Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended October, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
	02-480-101-0000	LIBRARY - SALARIES	54,100.00	5,884.59	16,280.70	37,819.30	55,904.00	5,884.59	16,476.85	39,427.15	29%
	02-480-103-0000	LIBRARY - PART TIME SALARIES	114,235.00	10,532.64	28,010.94	86,224.06	113,335.00	12,999.91	34,460.53	78,874.47	30%
	02-480-150-0000	LIBRARY - FICA	10,712.00	1,041.93	2,841.03	7,870.97	10,493.00	1,181.25	3,201.22	7,291.78	31%
	02-480-151-0000	LIBRARY - MEDICARE	2,506.00	243.66	664.40	1,841.60	2,454.00	276.26	748.65	1,705.35	31%
	02-480-155-0000	LIBRARY - HEALTH INSURANCE	15,000.00	481.91	1,927.64	13,072.36	16,397.00	276.81	1,107.24	15,289.76	7%
	02-480-156-0000	LIBRARY - RETIREMENT	6,032.00	657.30	1,824.02	4,207.98	5,493.00	633.78	1,774.59	3,718.41	32%
	02-480-159-0000	LIBRARY - LIFE & DISABILITY	633.00	18.00	399.99	233.01	723.00	51.61	197.44	525.56	27%
	02-480-160-0000	LIBRARY-WORKERS COMPENSATION	2,352.00	0.00	2,352.00	0.00	1,683.00	0.00	1,459.43	223.57	87%
	02-480-161-0000	LIBRARY - UNEMPLOYMENT	2,816.00	0.00	0.00	2,816.00	0.00	0.00	0.00	0.00	0%
	02-480-190-0000	LIBRARY - TRAINING/STAFF DEVELOPMENT	2,000.00	390.00	390.00	1,610.00	1,180.00	-25.00	20.00	1,160.00	2%
	02-480-202-0000	LIBRARY - GENERAL SUPPLIES	5,000.00	902.27	1,372.06	3,627.94	5,000.00	360.45	1,179.29	3,820.71	24%
	02-480-301-0000	LIBRARY - TELEPHONE	1,800.00	123.27	367.14	1,432.86	1,800.00	125.08	465.90	1,334.10	26%
	02-480-302-0000	LIBRARY - ELECTRICITY	10,000.00	962.74	3,278.69	6,721.31	10,000.00	894.37	4,417.90	5,582.10	44%
	02-480-303-0000	LIBRARY - HEAT & OIL	13,800.00	0.00	0.00	13,800.00	13,000.00	11.93	751.93	12,248.07	6%
	02-480-304-0000	LIBRARY - WATER	700.00	41.41	235.99	464.01	870.00	149.17	313.40	556.60	36%
	02-480-310-0005	LIBRARY - BOOKS/SUBSCRIPTIONS	38,247.00	3,320.35	11,548.40	26,698.60	37,645.00	3,841.74	6,824.35	30,820.65	18%
	02-480-330-0000	LIBRARY - ELECTRONIC INFO - OTHER	9,500.00	0.00	8,887.00	613.00	9,741.00	0.00	8,550.50	1,190.50	88%
	02-480-340-0000	LIBRARY - ARCHIVES/PRESERVATION	0.00	0.00	0.00	0.00	250.00	0.00	0.00	250.00	0%
	02-480-350-0000	LIBRARY - PROGRAMS	2,000.00	163.66	1,458.91	541.09	2,000.00	657.70	1,157.70	842.30	58%
	02-480-401-0000	LIBRARY - BUILDING MAINTENANCE	15,000.00	1,207.14	9,290.71	5,709.29	8,000.00	1,958.38	5,560.54	2,439.46	70%
	02-480-402-0000	LIBRARY - EQUIPMENT MAINTENANCE/LEASE	600.00	43.00	129.00	471.00	2,000.00	43.00	131.01	1,868.99	7%
	02-480-504-0000	LIBRARY-PROPERTY LIABILITY INS	5,000.00	0.00	5,000.00	0.00	4,588.00	0.00	4,588.00	0.00	100%
	02-480-800-0000	LIBRARY - EQUIPMENT PURCHASE	2,000.00	0.00	0.00	2,000.00	1,180.00	0.00	0.00	1,180.00	0%
			314,033.00	26,013.87	96,258.62	217,774.38	303,736.00	29,321.03	93,386.47	210,349.53	31%

Library



Town of Newmarket, New Hampshire  
Expense Report <sup>a, b</sup>  
For the Period Ended October, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
	20-451-101-0000	WATER - FULL TIME SALARIES	121,009.00	13,590.70	37,516.92	83,492.08	31%	121,009.00	12,825.09	35,857.56	85,151.44	30%
	20-451-102-0000	WATER - OVERTIME	8,500.00	837.78	2,065.48	6,434.52	24%	8,000.00	981.36	2,541.46	5,458.54	32%
	20-451-103-0000	WATER - PART TIME SALARIES	0.00	1,488.13	3,226.05	-3,226.05	0%	0.00	1,032.15	3,096.45	-3,096.45	0%
	20-451-150-0000	WATER - FICA	8,150.00	938.24	2,487.88	5,662.12	31%	7,999.00	871.87	2,420.78	5,578.22	30%
	20-451-151-0000	WATER - MEDICARE	1,906.00	219.45	579.50	1,326.50	30%	1,871.00	203.89	566.11	1,304.89	30%
	20-451-155-0000	WATER - HEALTH INSURANCE	31,783.00	2,234.10	8,936.40	22,846.60	28%	31,160.00	2,069.32	8,736.50	22,423.50	28%
	20-451-156-0000	WATER - RETIREMENT	14,157.00	1,578.16	4,355.73	9,801.27	31%	13,685.00	1,470.80	4,070.98	9,614.02	30%
	20-451-159-0000	WATER - LIFE/DISABILITY INSURANCE	1,542.00	18.00	263.67	1,278.33	17%	1,542.00	87.89	333.56	1,208.44	22%
	20-451-160-0000	WATER - WORKERS COMPENSATION	4,939.00	0.00	4,939.00	0.00	100%	4,939.00	0.00	4,378.28	560.72	89%
	20-451-161-0000	WATER - UNEMPLOYMENT	2,201.00	0.00	0.00	2,201.00	0%	2,201.00	0.00	0.00	2,201.00	0%
	20-451-190-0000	WATER - TRAINING/STAFF DEVELOPMENT	1,500.00	570.00	750.00	750.00	50%	1,500.00	0.00	610.00	890.00	41%
	20-451-199-0000	WATER - UNIFORMS	2,700.00	300.57	506.07	2,193.93	19%	3,000.00	53.97	387.84	2,612.16	13%
	20-451-198-0000	WATER - LONGEVITY	1,013.00	0.00	0.00	1,013.00	0%	1,013.00	0.00	0.00	1,013.00	0%
	20-451-201-0000	WATER - POSTAGE	6,000.00	509.09	2,104.13	3,895.87	35%	2,800.00	187.68	539.49	2,260.51	19%
	20-451-202-0000	WATER - GENERAL SUPPLIES	3,000.00	41.95	971.16	2,028.84	32%	2,500.00	268.96	1,994.80	505.20	80%
	20-451-202-0002	WATER - DUES/SUBSCRIPTIONS	1,050.00	0.00	0.00	1,050.00	0%	1,050.00	0.00	0.00	1,050.00	0%
	20-451-202-0003	WATER - ADVERTISING	1,600.00	0.00	0.00	1,600.00	0%	1,600.00	0.00	873.59	726.41	55%
	20-451-204-0000	WATER - TAXES	0.00	0.00	0.00	0.00	0%	300.00	0.00	0.00	300.00	0%
	20-451-209-0000	WATER - GASOLINE	5,200.00	190.14	912.84	4,287.16	18%	5,200.00	191.84	874.66	4,325.34	17%
	20-451-211-0000	WATER - LP GAS	20,000.00	54.39	144.09	19,855.91	1%	15,000.00	68.11	114.42	14,885.58	1%
	20-451-217-0000	WATER - CHEMICALS	22,000.00	1,978.94	3,801.12	18,198.88	17%	20,000.00	0.00	2,077.15	17,922.85	10%
	20-451-301-0000	WATER - COMMUNICATION SERVICES	3,800.00	276.40	929.06	2,870.94	24%	3,800.00	275.10	1,182.40	2,617.60	31%
	20-451-302-0000	WATER - ELECTRICITY	47,000.00	3,137.28	9,759.62	37,240.38	21%	40,000.00	2,672.86	8,678.86	31,321.14	22%
	20-451-401-0000	WATER - BUILDING MAINTENANCE	7,000.00	1,332.88	3,028.33	3,971.67	43%	7,000.00	947.33	2,615.98	4,384.02	37%
	20-451-402-0000	WATER - EQUIPMENT MAINTENANCE/LEASE	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	4,000.00	0%
	20-451-403-0000	WATER - VEHICLE MAINTENANCE	5,000.00	9.88	693.88	4,306.12	14%	5,000.00	0.00	772.42	4,227.58	15%
	20-451-406-0000	WATER - SYSTEM MAINTENANCE	45,000.00	2,401.46	18,354.91	26,645.09	41%	45,000.00	1,310.34	8,738.78	36,261.22	19%
	20-451-504-0000	WATER - PROPERTY-LIABILITY INSURANCE	4,280.00	0.00	4,280.00	0.00	100%	4,280.00	0.00	4,280.00	0.00	100%
	20-451-702-0000	WATER - CONTRACTED SERVICES	15,000.00	315.00	2,082.22	12,917.78	14%	10,000.00	45.00	964.84	9,035.16	10%
	20-451-703-0000	WATER - AUDIT	3,484.00	0.00	3,484.00	0.00	100%	3,425.00	0.00	0.00	3,425.00	0%
	20-451-704-0000	WATER - ENGINEERING	22,500.00	0.00	0.00	22,500.00	0%	25,000.00	956.34	2,826.39	22,173.61	11%
	20-451-950-0000	WATER - BONDS & NOTES PRINCIPLE	107,449.00	0.00	0.00	107,449.00	0%	54,213.00	54,213.00	54,213.00	0.00	100%
	20-451-951-0000	WATER - BONDS & NOTES INTEREST	40,288.00	0.00	0.00	40,288.00	0%	975.00	974.76	974.76	0.24	100%
	20-451-954-0000	WATER - LAND ACQUISITION	20,000.00	0.00	0.00	20,000.00	0%	20,000.00	0.00	0.00	20,000.00	0%
			583,051.00	32,022.54	116,172.06	466,878.94	20%	469,062.00	81,707.66	154,721.06	314,340.94	33%

Water

Town of Newmarket, New Hampshire  
Expense Report <sup>a</sup>  
For the Period Ended October, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
	30-471-101-0000	WW - FULL TIME SALARIES	209,313.00	19,849.90	55,363.16	153,949.84	174,313.00	19,008.29	53,067.69	121,245.31	30%
	30-471-102-0000	WASTEWATER - OVERTIME	17,000.00	1,870.26	4,773.56	12,226.44	17,000.00	2,250.99	5,175.55	11,824.45	30%
	30-471-103-0000	WASTEWATER PART TIME SALARIES	0.00	1,488.33	3,226.25	-3,226.25	16,562.00	1,032.15	3,096.45	13,465.55	19%
	30-471-150-0000	WASTEWATER - FICA	14,204.00	1,406.47	3,629.70	10,574.30	12,889.00	1,286.92	3,485.77	9,403.23	27%
	30-471-151-0000	WASTEWATER - MEDICARE	3,322.00	328.86	848.76	2,473.24	3,015.00	300.96	815.21	2,199.79	27%
	30-471-155-0000	WASTEWATER - HEALTH INSURANCE	87,510.00	5,206.33	20,825.32	66,684.68	64,618.00	4,825.10	19,759.62	44,858.38	31%
	30-471-156-0000	WASTEWATER - RETIREMENT	24,674.00	2,392.63	6,602.49	18,071.51	20,254.00	2,274.77	6,177.16	14,076.84	30%
	30-471-159-0000	WASTEWATER - LIFE/DISABILITY INSURANCE	2,195.00	27.00	444.39	1,750.61	2,195.00	148.13	565.52	1,629.48	26%
	30-471-160-0000	WASTEWATER - WORKERS COMPENSATION	5,899.00	0.00	5,899.00	0.00	5,899.00	0.00	4,670.17	1,228.83	79%
	30-471-161-0000	WASTEWATER - UNEMPLOYMENT INSURANCE	3,157.00	0.00	0.00	3,157.00	3,157.00	0.00	0.00	3,157.00	0%
	30-471-162-0000	WASTEWATER - EMPLOYEE TESTING	750.00	0.00	0.00	750.00	750.00	0.00	0.00	750.00	0%
	30-471-190-0000	WASTEWATER - TRAINING/STAFF DEVELOPMENT	3,500.00	60.00	300.00	3,200.00	3,500.00	72.15	1,240.44	2,259.56	35%
	30-471-193-0000	WASTEWATER - UNIFORMS	3,600.00	361.71	717.58	2,882.42	4,700.00	79.95	426.40	4,273.60	9%
	30-471-198-0000	SEWER - LONGEVITY	1,913.00	0.00	0.00	1,913.00	1,688.00	0.00	0.00	1,688.00	0%
	30-471-201-0000	WASTEWATER - POSTAGE	6,000.00	509.08	2,104.10	3,895.90	2,500.00	187.67	539.46	1,960.54	22%
	30-471-202-0000	WASTEWATER - GENERAL SUPPLIES	3,000.00	53.45	1,058.76	1,941.24	2,500.00	295.90	2,194.41	305.59	88%
	30-471-202-0002	WASTEWATER - DUES/SUBSCRIPTIONS	800.00	0.00	75.00	725.00	800.00	0.00	0.00	800.00	0%
	30-471-202-0003	WASTEWATER - ADVERTISING	1,500.00	0.00	311.14	1,188.86	1,500.00	0.00	0.00	1,500.00	0%
	30-471-209-0000	WASTEWATER - GASOLINE	5,000.00	193.04	832.07	4,167.93	5,000.00	283.47	957.35	4,042.65	19%
	30-471-215-0000	WASTEWATER - LAB SUPPLIES	20,000.00	898.82	4,904.88	15,095.12	20,000.00	659.53	8,857.25	11,142.75	44%
	30-471-217-0000	WASTEWATER - CHEMICALS	40,000.00	900.00	5,056.40	34,943.60	38,000.00	4,895.06	11,198.50	26,801.50	29%
	30-471-301-0000	WASTEWATER - COMMUNICATION SERVICES	6,800.00	560.51	1,610.62	5,189.38	6,800.00	449.89	1,752.13	5,047.87	26%
	30-471-302-0000	WASTEWATER - ELECTRICITY	84,000.00	6,201.02	19,046.04	64,953.96	84,000.00	4,924.82	15,259.52	68,740.48	18%
	30-471-303-0000	WASTEWATER - HEAT & OIL	30,000.00	0.00	0.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0%
	30-471-401-0000	WASTEWATER - BUILDING MAINTENANCE	23,000.00	3,650.01	4,894.17	18,105.83	23,000.00	3,702.50	7,476.03	15,523.97	33%
	30-471-403-0000	WASTEWATER - VEHICLE MAINTENANCE	5,000.00	40.00	938.20	4,061.80	5,000.00	0.00	1,536.06	3,463.94	31%
	30-471-406-0000	WASTEWATER - SYSTEM MAINTENANCE	50,000.00	9,404.60	12,193.22	37,806.78	50,000.00	3,332.71	12,312.04	37,687.96	25%
	30-471-504-0000	WASTEWATER - PROPERTY/LIABILITY INSURANC	8,740.00	0.00	8,740.00	0.00	8,740.00	0.00	8,740.00	0.00	100%
	30-471-538-0000	WASTEWATER - SLUDGE DISPOSAL	30,000.00	2,262.87	13,619.99	16,380.01	30,000.00	1,993.00	3,873.00	26,127.00	13%
	30-471-702-0000	WASTEWATER - CONTRACT SERVICES	17,500.00	2,603.00	5,890.00	11,610.00	17,000.00	0.00	1,620.84	15,379.16	10%
	30-471-703-0000	WASTEWATER - AUDIT	3,425.00	0.00	3,425.00	0.00	3,425.00	0.00	0.00	3,425.00	0%
	30-471-704-0000	WASTEWATER - ENGINEERING	30,000.00	2,626.40	2,629.88	27,370.12	30,000.00	0.00	0.00	30,000.00	0%
	30-471-804-0000	WASTEWATER - NPDES PERMITS	60,000.00	0.00	0.00	60,000.00	20,000.00	0.00	0.00	20,000.00	0%
	30-471-950-0000	WW - BONDS & NOTES PRINCIPLE	102,540.00	0.00	23,500.00	79,040.00	102,540.00	0.00	0.00	102,540.00	0%
	30-471-951-0000	WW - BONDS & NOTES INTEREST	32,895.00	0.00	12,400.48	20,494.52	36,551.00	0.00	0.00	36,551.00	0%
Sewer			957,237.00	62,894.29	225,860.16	711,376.84	847,896.00	52,003.96	174,796.57	673,099.43	21%
		<b>Total Operating Budget</b>	<b>8,609,914.80</b>	<b>705,790.07</b>	<b>2,531,389.16</b>	<b>6,078,525.64</b>	<b>8,350,822.00</b>	<b>760,964.76</b>	<b>2,668,462.22</b>	<b>5,682,359.78</b>	<b>32%</b>

\* Does not include Capital Reserve Transfers

Town of Newmarket, New Hampshire  
Revenue Report <sup>a, b</sup>  
For the Period Ended October 31, 2015

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent Collected
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
Taxes(Real estate), land use, PILOT, interest on taxes	17,915,011.00	1,286.64	9,268,070.63	8,646,940.37	52%	18,033,024.00	9,125,951.38	18,190,552.41	-157,528.41	101%	
Licenses, permit and fees	1,556,300.00	120,948.67	558,317.98	997,982.02	36%	1,315,300.00	116,928.97	521,635.71	793,664.29	40%	
From State	657,223.00	51,923.53	128,490.82	528,732.18	20%	570,767.00	46,614.40	117,216.80	453,550.20	21%	
Charges for Services	139,850.00	25,778.79	27,258.57	112,591.43	19%	139,850.00	19,888.97	32,549.66	107,300.34	23%	
Misc. Rev. includes Int. Rev.	9,601.00	2,005.17	50,788.98	-41,187.98	529%	74,601.00	1,492.25	117,533.13	-42,932.13	158%	
Fund Balance	0.00	0.00	0.00	0.00	0%	404,460.00	0.00	404,460.00	0.00	100%	
Recreation	199,670.00	7,452.08	49,768.97	149,901.03	25%	191,172.00	7,644.49	54,384.71	136,787.29	28%	
Solid Waste	244,450.00	25,839.60	84,802.23	159,647.77	0%	244,450.00	23,361.90	79,654.47	164,795.53	33%	
Water	947,051.00	87,959.99	406,309.94	540,741.06	43%	890,203.00	63,503.54	311,730.28	578,472.72	35%	
Sewer	1,080,753.00	131,953.63	627,386.94	453,366.06	58%	973,837.00	110,216.28	443,185.73	530,651.27	46%	
<b>Total Revenues</b>	<b>22,749,909.00</b>	<b>455,148.10</b>	<b>11,201,195.06</b>	<b>11,548,713.94</b>	<b>49%</b>	<b>22,837,664.00</b>	<b>9,515,602.18</b>	<b>20,272,902.90</b>	<b>2,564,761.10</b>	<b>89%</b>	

Town of Newmarket, New Hampshire  
Revenue Report <sup>a, b</sup>  
For the Period Ended October 31, 2015

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015					
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	01-310-000-1001	REAL ESTATE TAXES	17,858,168.00	0.00	9,237,133.00	8,621,035.00	52%	18,024,524.00	9,124,254.00	18,174,685.00	-150,161.00	101%
	01-310-000-1003	LAND USE CHANGE TAX	3,755.00	0.00	3,755.00	0.00	100%	0.00	0.00	0.00	0.00	0%
	01-310-000-1004	YIELD TAXES	1,500.00	0.00	0.00	1,500.00	0%	1,500.00	0.00	292.28	1,207.72	19%
	01-310-000-1005	PAYMENTS IN LIEU OF TAXES	23,601.00	0.00	13,345.00	10,256.00	57%	20,000.00	0.00	0.00	20,000.00	0%
	01-310-000-1006	INTEREST & PENALTIES ON CURRENT PROP	27,000.00	902.23	3,367.18	23,632.82	12%	27,000.00	689.84	4,925.70	22,074.30	18%
	01-310-000-1007	REDEMPTION INTEREST	79,000.00	384.41	10,451.95	68,548.05	13%	60,000.00	1,011.54	10,649.43	49,350.57	18%
	01-310-000-1008	EXCAVATION TAX	0.00	0.00	0.00	0.00	0%	0.00	-4.00	0.00	0.00	0%
	01-310-000-1010	OVERLAY	-78,013.00	0.00	0.00	-78,013.00	0%	-100,000.00	0.00	0.00	-100,000.00	0%
	01-310-002-1011	LIEN COST RECOVERY UTILITIES	0.00	0.00	18.50	-18.50	0%	0.00	0.00	0.00	0.00	0%
		Taxes(Real estate), land use, PILOT, interest on taxes	17,915,011.00	1,286.64	9,268,070.63	8,646,940.37	52%	18,033,024.00	9,125,951.38	18,190,552.41	-157,528.41	101%
	01-330-000-1013	MV MAIL-IN FEES	0.00	547.00	2,443.00	-2,443.00	0%	7,000.00	565.00	2,415.00	4,585.00	35%
	01-330-000-1014	MV PERMIT, LOCAL CLERK & TRANSFER FEE	1,258,000.00	105,167.01	469,908.01	788,091.99	37%	1,095,000.00	107,987.40	434,617.18	660,382.82	40%
	01-330-000-1015	MOTOR VEHICLE STICKERS	26,000.00	2,316.00	10,467.00	15,533.00	40%	26,000.00	2,478.00	10,504.00	15,496.00	40%
	01-330-000-1016	BOAT REGISTRATIONS	3,000.00	43.44	643.56	2,356.44	21%	3,000.00	5.00	1,171.68	1,828.32	39%
	01-330-000-1017	MV TITLE FEES	3,000.00	336.00	1,486.00	1,514.00	50%	3,000.00	378.00	1,496.00	1,504.00	50%
	01-330-000-1018	DOG LICENSES	0.00	124.50	1,831.00	-1,831.00	0%	5,000.00	40.00	1,793.50	3,206.50	36%
	01-330-000-1019	VITAL STATISTICS	0.00	396.00	1,901.00	-1,901.00	0%	3,000.00	428.00	2,006.00	994.00	67%
	01-330-000-1020	UCC'S	0.00	0.00	90.00	-90.00	0%	500.00	0.00	180.00	320.00	36%
	01-330-000-1022	POLICE - DOG ORDINANCE FINES	0.00	25.00	55.00	-55.00	0%	400.00	0.00	175.00	225.00	44%
	01-330-000-1023	Finger Prints Receipts	0.00	0.00	0.00	0.00	0%	0.00	0.00	15.00	-15.00	0%
	01-330-000-1024	BUILDING PERMITS	66,000.00	11,849.00	24,156.00	41,844.00	37%	20,000.00	4,852.50	23,520.50	-3,520.50	118%
	01-330-000-1025	MISC LICENSES, PERMITS & Fees	50,300.00	144.72	518.55	49,781.45	1%	2,400.00	195.07	522.91	1,877.09	22%
	01-330-000-1026	FRANCHISE RENEWAL AGREEMENT	150,000.00	0.00	44,818.86	105,181.14	30%	150,000.00	0.00	43,218.94	106,781.06	29%
		Licenses, permit and fees	1,556,300.00	120,948.67	558,317.98	997,982.02	36%	1,315,300.00	116,928.97	521,635.71	793,664.29	40%
	01-320-000-1012	HIGHWAY BLOCK GRANT	173,078.00	51,923.53	103,847.06	69,230.94	60%	151,260.00	46,614.40	93,228.80	58,031.20	62%
	01-320-000-1014	MISC. GRANTS	23,414.00	0.00	0.00	23,414.00	0%	0.00	0.00	23,988.00	-23,988.00	0%
	01-320-000-1015	MEALS AND ROOM TAX DISTRIBUTION	439,966.00	0.00	0.00	439,966.00	0%	399,321.00	0.00	0.00	399,321.00	0%
	01-320-000-1042	RAILROAD TAX	655.00	0.00	654.76	0.24	100%	76.00	0.00	0.00	76.00	0%
	30-320-000-1073	WASTEWATER - STATE REVENUE	20,110.00	0.00	23,989.00	-3,879.00	119%	20,110.00	0.00	0.00	20,110.00	0%
		From State	657,223.00	51,923.53	128,490.82	528,732.18	20%	570,767.00	46,614.40	117,216.80	453,550.20	21%



Town of Newmarket, New Hampshire  
Revenue Report <sup>a b</sup>  
For the Period Ended October 31, 2015

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015					
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	20-310-000-1001	WATER - TAX REVENUE	947,051.00	78,043.17	375,389.76	571,661.24	40%	890,203.00	54,862.25	278,479.50	611,723.50	31%
	20-310-000-1006	WATER - INTEREST AND PENALTIES ON DEL	0.00	369.10	1,010.45	-1,010.45	0%	0.00	271.26	837.16	-837.16	0%
	20-330-000-1071	WATER - ENTRANCE FEES	0.00	2,000.00	3,000.00	-3,000.00	0%	0.00	2,000.00	7,000.00	-7,000.00	0%
	20-340-000-1038	WATER - OTHER MISC. REVENUE	0.00	0.00	0.00	0.00	0%	0.00	1,446.92	1,446.92	-1,446.92	0%
	20-340-000-1072	WATER - JOB WORK	0.00	0.00	0.00	0.00	0%	0.00	0.00	55.00	-55.00	0%
	20-350-000-1047	WATER - RENT OF MUNICIPAL PROPERTY	0.00	7,173.00	25,571.73	-25,571.73	0%	0.00	4,845.37	23,521.48	-23,521.48	0%
	20-350-000-1048	WATER - INTEREST	0.00	112.72	290.00	-290.00	0%	0.00	77.74	390.22	-390.22	0%
	20-350-021-1073	WATER - DEDUCT METER	0.00	252.00	1,048.00	-1,048.00	0%	0.00	0.00	0.00	0.00	0%
Water			947,051.00	87,959.99	406,309.94	540,741.06	43%	890,203.00	63,503.54	311,730.28	578,472.72	35%
	30-310-000-1001	WASTEWATER - TAX REVENUE	1,080,753.00	126,146.24	619,141.95	461,611.05	57%	973,837.00	106,211.72	433,026.74	540,810.26	44%
	30-310-000-1006	WASTEWATER - INTEREST ON DELIQUENT T	0.00	556.60	1,707.65	-1,707.65	0%	0.00	486.68	1,429.93	-1,429.93	0%
	30-330-000-1071	WASTEWATER - ENTRANCE FEES	0.00	5,000.00	6,000.00	-6,000.00	0%	0.00	2,000.00	7,000.00	-7,000.00	0%
	30-340-000-1038	WASTEWATER - OTHER MISC. REVENUE	0.00	0.00	0.00	0.00	0%	0.00	1,446.92	1,446.92	-1,446.92	0%
	30-350-000-1048	WASTEWATER - INTEREST	0.00	250.79	537.34	-537.34	0%	0.00	70.96	282.14	-282.14	0%
Sewer			1,080,753.00	131,953.63	627,386.94	453,366.06	58%	973,837.00	110,216.28	443,185.73	530,651.27	46%
<b>Total Revenues</b>			22,749,909.00	455,148.10	11,201,195.06	11,548,713.94	49%	22,837,664.00	9,515,602.18	20,272,902.90	2,564,761.10	89%



# Department Heads Monthly Reports to the Town Council and Town Administrator

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## Police Department

### **Activity:**

Our activity continues to be consistent with previous months this year. Unfortunately the domestic disturbances and drug abuse cases that we handle regularly become routine for our officers. Every month or so, we deal with a particularly disturbing case. This past month we dealt with a mother who attempted to drown a child in a bathtub and this past week we dealt with a domestic disturbance where a male drove over his girlfriend's arm while attempting to leave her residence during the disturbance. In both cases, luckily the victims were not seriously hurt, and in both cases, the suspects are now before the court.

### **Personnel:**

Currently we are in the process of recruiting and hiring a full-time dispatcher to replace Zach Wedgeworth who was promoted to patrolman. Zach has just passed the midway point of the NH Police Academy and is scheduled to graduate just prior to Christmas. His return will greatly help the patrol staff which has been working shorthanded since an officer went out on injury leave. We expect that officer to return to duty in the beginning of 2016. We have been managing the schedules in both dispatch and patrol by reassigning other staff members, adjusting schedules and some overtime. Running short of staff has an effect on everyone's workload, so I hope we are able to return to normal as soon as possible.

### **Newmarket ASAP:**

The Newmarket Alliance for Substance Abuse Prevention hosted a community forum on Monday October 26<sup>th</sup> at the Newmarket Recreation Center, on the opiate addiction issue facing our nation and our community. Representatives from Seacoast Public Health Network, Seacoast Mental Health Services, Newmarket Police and Fire Departments participated in a panel discussion, followed by community question and answer forum. The forum was extremely well attended and I was personally very pleased that many of the Councilors also attended. The opiate addiction issue is one that affects everyone one of us in one way or another. I think that it was a great first step towards educating our citizens about the problem. I look forward to NPD's continued participation with our community partners.

### **Police Body Worn Cameras:**

As you will recall there was some discussion during the last year's budget process regarding the use of body worn cameras by police officers. Since the Ferguson Missouri Incident last year there has been a push from the police and the public for more agencies to use these devices. At the time I proposed them I saw it as a win-win for Newmarket PD and the public. It would provide greater transparency when our officers interact with the public and would protect our officers from false allegations of wrongdoing.

Since last summer I have spent countless hours researching this topic and reading about how other police agencies have been using them. I also am cognizant of the many other issues bringing a camera into a private home creates and of the storage and right-to-know implications of these cameras. Currently our

State Legislature is working on several bills that hopefully will resolve some of these other issues for New Hampshire law enforcement. In the meantime we will continue to study this new technology in order to make the best choice for Newmarket's citizens and police officers.

**Stuff-a-Cruiser:**

This year the Newmarket Police Relief Association's annual Stuff-a-Cruiser event will be held on Saturday November 21<sup>st</sup> between 9:00AM and 2:00PM. We encourage donations of unwrapped toys and gifts or cash or gift cards. All donated items are distributed to needy families within the Town of Newmarket. This year's event is scheduled one week earlier than in previous years due to the fact that the Thanksgiving holiday is later in the month. This will allow our partner agencies to distribute the gifts to needy families and prepare for the Town's annual Giving Tree celebration.

**Halloween Haunt Parade:**

On October 24<sup>th</sup>, the Police Department assisted the Recreation Department with the annual Halloween Haunt Children's parade on Main Street. We were able to staff the event with on duty officers saving the Recreation Department police detail costs. This year's event saw an increased level of participants and proved to be another success for the community.

**Loco Marathon:**

On October 25<sup>th</sup>, Loco Sports sponsored a marathon for elite runners which began and finished at the Rockingham Ballroom on Ash Swamp Road. The race began early on a Sunday morning and encompassed four communities, Newmarket, Lee, Epping and Newfields. Traffic interruptions were minimal and the race appeared to be a great success. The event concluded around 1:00PM at the Rockingham Ballroom.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>Previous Year</u>	<u>% Expended</u>
<i>Police Total</i>	1,302,656.80	135,187.38	395,937.38	906,719.42	30%		31%

**Fire and Rescue Department**

- For the month of October the department responded to 86 calls for service of those 50 were medical calls transporting 42 patients to area hospitals. The ambulance responded to Newfields for nine medical calls transporting seven patients. The ambulance also responded to Stratham and Durham transporting two patients. The ladder and tanker responded to Durham several times. Once for a building fire and for station coverage.
- The department had a Pancake Breakfast Open House on Sunday October 11<sup>th</sup>. The turnout for this event was great and we will be doing another one in early spring.
- Ryan Ferguson, Tim Littlefield and Tyler Dodds all just successfully completed Fire Two. This was a four month long state certified class. With this certification class they are all eligible to work as a fulltime firefighter.
- I have attached charts with activity reports for the month of October.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount</u> <u>Remaining</u>	<u>%</u> <u>Expended</u>	<u>Previous</u> <u>Year</u>	<u>%</u> <u>Expended</u>
<i>Fire &amp; Rescue Total</i>	334,185.00	37,214.37	126,163.09	208,021.91	38%		33%

# Newmarket Fire & Rescue

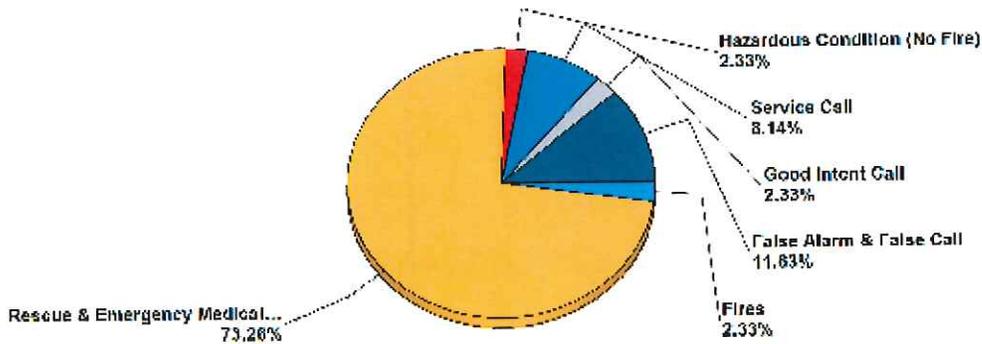
Newmarket, NH

This report was generated on 11/3/2015 8:10:27 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2015 | End Date: 10/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.33%
Rescue & Emergency Medical Service	63	73.26%
Hazardous Condition (No Fire)	2	2.33%
Service Call	7	8.14%
Good Intent Call	2	2.33%
False Alarm & False Call	10	11.63%
<b>TOTAL</b>	<b>86</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

# Newmarket Fire & Rescue

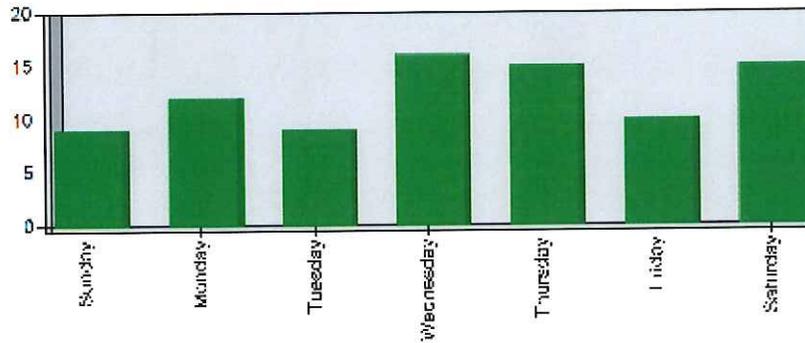
Newmarket, NH

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## Incidents by Day of the Week for Date Range

Incident Range: 100 - 911 | Start Date: 10/01/2015 | End Date: 10/31/2015



DAY OF THE WEEK	# INCIDENTS
Sunday	9
Monday	12
Tuesday	9
Wednesday	16
Thursday	15
Friday	10
Saturday	15
<b>TOTAL</b>	<b>86</b>



# Newmarket Fire & Rescue

Newmarket, NH

This report was generated on 11/3/2015 8:11:22 AM



## Incident Detail for Aid Given and Received for Incident Type Range for Date Range

Incident Type Range: 100 - 911 | StartDate: 10/01/2015 | EndDate: 10/31/2015

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
<b>AID TYPE: Mutual aid given</b>				
10/01/2015	2015-819	171 Exeter RD	745 - Alarm system activation, no fire - unintentional	1 - Station 1
10/11/2015	2015-853	38 Academic WAY	571 - Cover assignment, standby, moveup	1 - Station 1
10/24/2015	2015-881	47 College RD	571 - Cover assignment, standby, moveup	1 - Station 1
10/30/2015	2015-899	51 College RD	571 - Cover assignment, standby, moveup	1 - Station 1
10/30/2015	2015-900	Route 108	322 - Motor vehicle accident with injuries	1 - Station 1
10/31/2015	2015-904	185 Portsmouth AVE	321 - EMS call, excluding vehicle accident with injury	1 - Station 1

Percentage of Total Incidents:

6.98%

Displays all incidents with aid given or received, and excludes incidents with neither. Percentages calculated from total number of incidents for parameters provided. Only REVIEWED incidents included.

# Newmarket Fire & Rescue

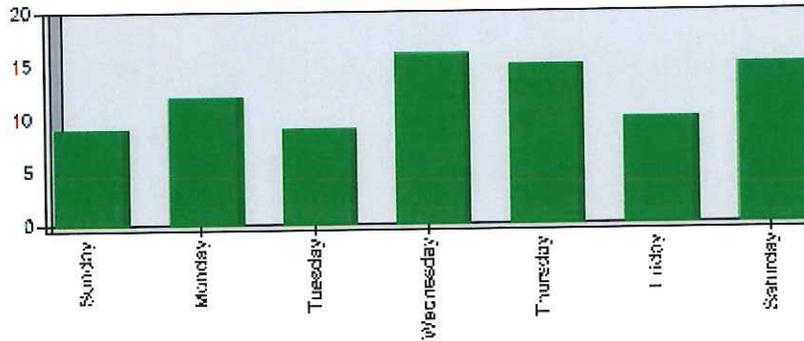
Newmarket, NH

This report was generated on 11/3/2015 8:09:28 AM



## Incidents by Day of the Week for Date Range

Incident Range: 100 - 911 | Start Date: 10/01/2015 | End Date: 10/31/2015



DAY OF THE WEEK	# INCIDENTS
Sunday	9
Monday	12
Tuesday	9
Wednesday	16
Thursday	15
Friday	10
Saturday	15
<b>TOTAL</b>	<b>86</b>



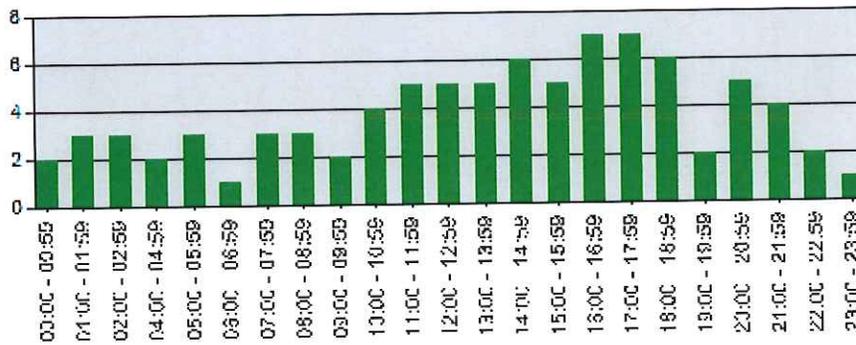
# Newmarket Fire & Rescue

Newmarket, NH

This report was generated on 11/3/2015 8:10:57 AM



**Incidents per Hour for Incident Type Range for Date Range**  
 Incident Range: 100 - 911 | Start Date: 10/01/2015 | End Date: 10/31/2015



HOUR	# of CALLS
00:00 - 00:59	2
01:00 - 01:59	3
02:00 - 02:59	3
03:00 - 03:59	2
04:00 - 04:59	2
05:00 - 05:59	3
06:00 - 06:59	1
07:00 - 07:59	3
08:00 - 08:59	3
09:00 - 09:59	2
10:00 - 10:59	4
11:00 - 11:59	5
12:00 - 12:59	5
13:00 - 13:59	5
14:00 - 14:59	6
15:00 - 15:59	5
16:00 - 16:59	7
17:00 - 17:59	7
18:00 - 18:59	6
19:00 - 19:59	2

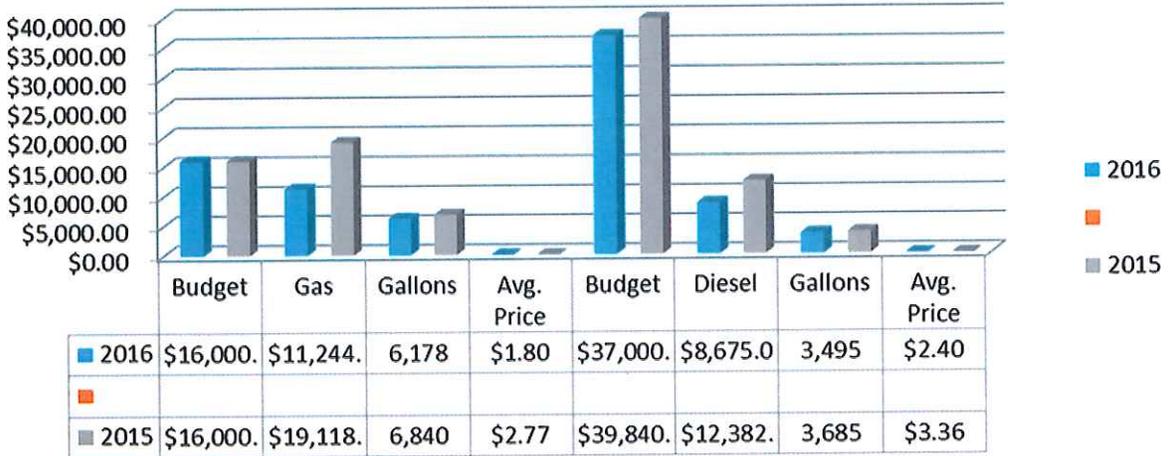
Only REVIEWED incidents included.

## Public Works Department

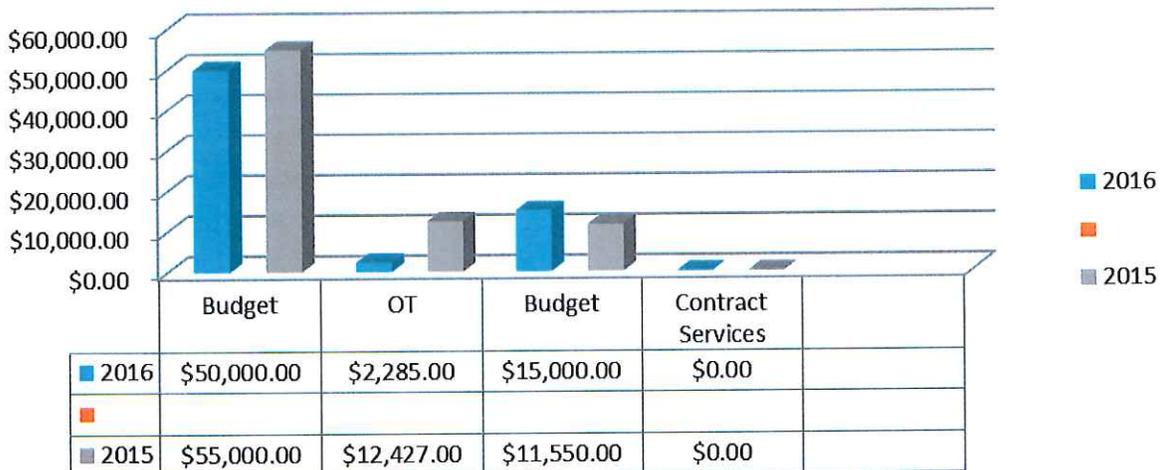
- Work at the Carpenter Property is completed. If the weather stays warm the grass may grow, otherwise it will come up in the spring.
- Crews have been busy getting all the equipment ready for the upcoming winter season. All the plows and sanders have been taken out of summer hibernation and calibrated. The weather service is predicting another snowy winter, only time will tell. The salt shed has been replenished and we are ready for whatever comes our way.
- The Transfer Station has switched back over to winter hours 8am-2pm.
- Work on the new RSMS (paving plan) is ongoing. Hopefully we will have something in November to present to the council.
- Leaf cleanup is ongoing and will continue thru early November.
- The paving of Ash Swamp Road will be completed the first week of November. Once that is done the double yellow center line painting will be completed throughout town. I have tentatively scheduled this for the second week in November.
- I have attached charts to show more detail on budget expenditures

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Public Works Admin. Total	417,347.00	42,386.56	113,223.44	304,123.56	27%	31%
Roadways and Sidewalks Total	386,570.00	1,399.89	13,421.83	373,148.17	3%	62%
Street Lights Total	46,250.00	4,004.06	11,143.65	35,106.35	24%	22%
Building and Grounds Total	468,202.00	71,012.44	152,141.81	316,060.19	32%	29%
Cemeteries Total	36,963.00	3,533.96	10,155.99	26,807.01	27%	28%
Vehicle Maintenance Total	197,700.00	17,360.74	36,336.78	161,363.22	18%	25%

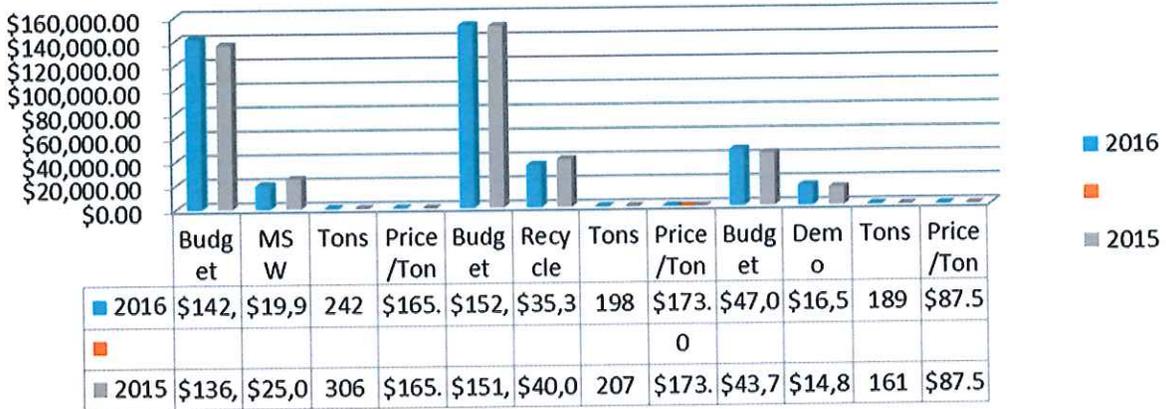
## Public Works Department YTD Gas/Diesel



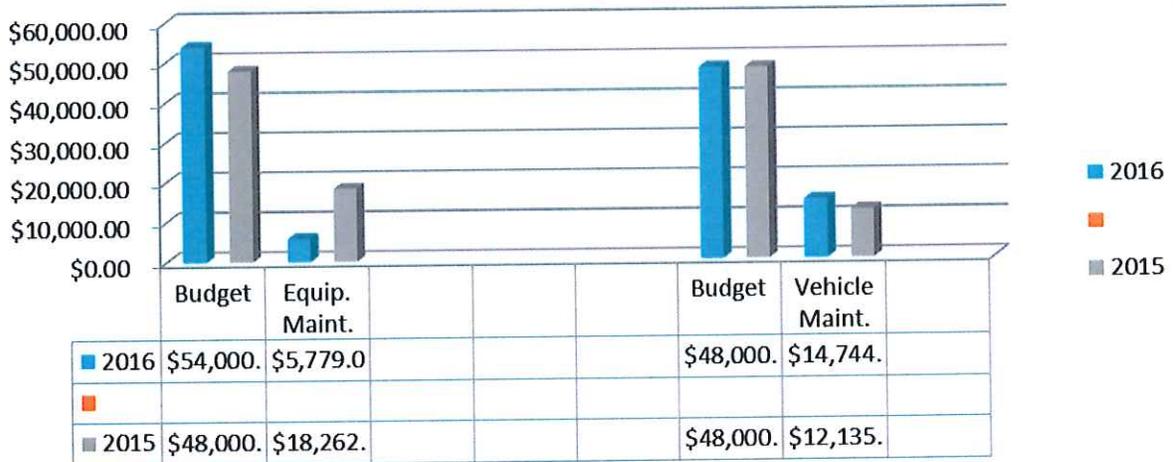
## Public Works Department YTD Overtime/Contract Services



## Public Works Department YTD Solid Waste



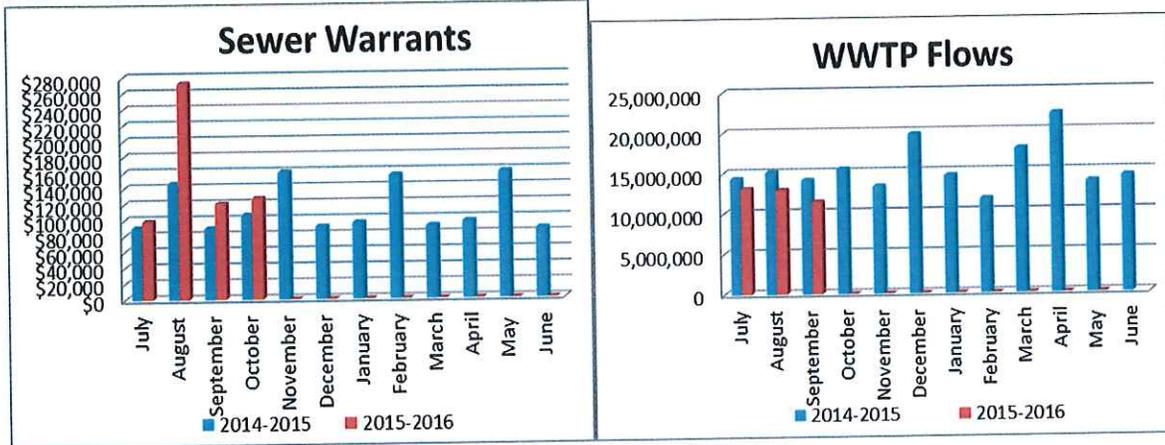
## Public Works Department YTD Equipment/Vehicle Maintenance



## Public Works Department YTD Salt



## Environmental Services Department System Report



- Infiltration and Inflow for August 2015: 26,966 gallons per day

### Wastewater Treatment Facility Construction

Apex has completed driving piles for the operations building and for half of the aeration basins. The three layers of stone and fabric has been installed for the operations building platform. Apex plans to install the operations building concrete pad, and begin installing rebar.



### Salmon Street Pumping Station

Pump #2 at the Salmon Street Pumping Station failed. The pump is fifteen years old and not fixable. We are currently getting pricing to replace it. I estimate it will be \$5000.00 to \$6,000.00 to replace the pump.

September-2015 W W T Operations Report

	Inf. Flow	Eff. Flow MGD			BOD mg/L		TSS mg/L		Total Nitrogen mg/L	PH		Fecal	Enter	Chlorine Residual mg/L	
	MGD	Min	Max	Total	Inf.	Eff.	Inf.	Eff.		Inf.	Eff.	Colif.	ococci		
1	.3350	.01	1.0	.3410		16.5		12.8	42.0	7.9	7.1	2	29.5	0.00	0.00
2	.3290	.03	0.9	.4160	364	16.4		11.4	39.0	8.0	7.1	160	32.7	0.07	0.00
3	.3190	.00	1.1	.4480						7.9	7.0	5	23.3	0.00	0.00
4	.3270	.02	1.0	.4390						8.1	7.1	27	13.1	0.00	0.00
5	.3240	.02	1.0	.4250						7.9	7.4	72	43.9	0.00	0.00
6	.2950	.01	1.0	.3890						7.8	7.2	10	13.4	0.00	0.00
7	.3600	.00	0.8	.3510						7.6	7.3	27	2.0	0.00	0.00
8	.3210	.00	0.8	.3210		16.7		11.8	37.0	8.1	7.0	7	9.8	0.00	0.00
9	.3370	.00	0.9	.3740		14.5		11.2	39.0	7.8	7.0	40	34.5	0.00	0.00
10	.3320	.07	0.8	.3620						7.8	7.1	290	35.0	0.00	0.00
11	.2980	.01	7.7	.3900						7.9	7.2	332.7	41.7	0.00	0.00
12	.3250	.02	0.9	.4190						7.8	7.4	2	<1	0.00	0.00
13	.3730	.03	0.9	.4100						7.9	7.4	2	1.0	0.05	0.00
14	.3360	.05	0.9	.4120						7.9	7.2	121	14.6	0.00	0.00
15	.3160	.01	1.0	.3450		17.4		13.6	34	8.0	7.2	6	24.9	0.00	0.00
16	.3150	.00	0.8	.3390	413	17.1	459	12.8	32	7.6	7.2	235	21.6	0.00	0.00
17	.3150	.00	1.0	.3640						7.9	7.1	11	18.7	0.00	0.00
18	.3130	.00	0.9	.3330						7.8	7.4	18	98.7	0.00	0.00
19	.3190	.00	0.9	.3460						7.9	7.3	19	17.3	0.00	0.00
20	.3570	.00	0.9	.3910						7.8	7.2	47	2.0	0.00	0.00
21	.3300	.00	1.0	.3630						7.8	7.2	<2	19.9	0.00	0.00
22	.3100	.00	0.9	.3400		15.3		6.6	29	8.0	7.2	9	14.8	0.89	0.00
23	.3170	.02	1.0	.3590		13.9		8.6	37	8.1	7.2	34	14.4	0.00	0.00
24	.3090	.00	1.0	.3640						7.9	7.1	7	19.3	0.00	0.00
25	.2970	.01	0.9	.3270						8.0	7.3	38	11.0	1.02	0.00
26	.3280	.00	0.9	.3710						7.7	7.4	1	1.0	0.00	0.00
27	.3600	.00	0.9	.4170						7.9	7.4	5	4.0	0.00	0.00
28	.3190	.00	1.0	.3730		18.1		13.2	40	7.9	7.3	13	14.4	0.00	0.00
29	.3230	.02	0.9	.3580		18.2		15.6	42	7.9	7.2	52	24.1	0.00	0.00
30	.4800	.07	1.5	.5260						7.7	7.2	18	28.1	0.00	0.00
Total	9.9190			11.413	777	164	459	118	371			7.0	1611		0.51
Average	.3306			.3804	388.5	16.4	230	11.8	37.1			7.4	52		0.00

Percent Removal

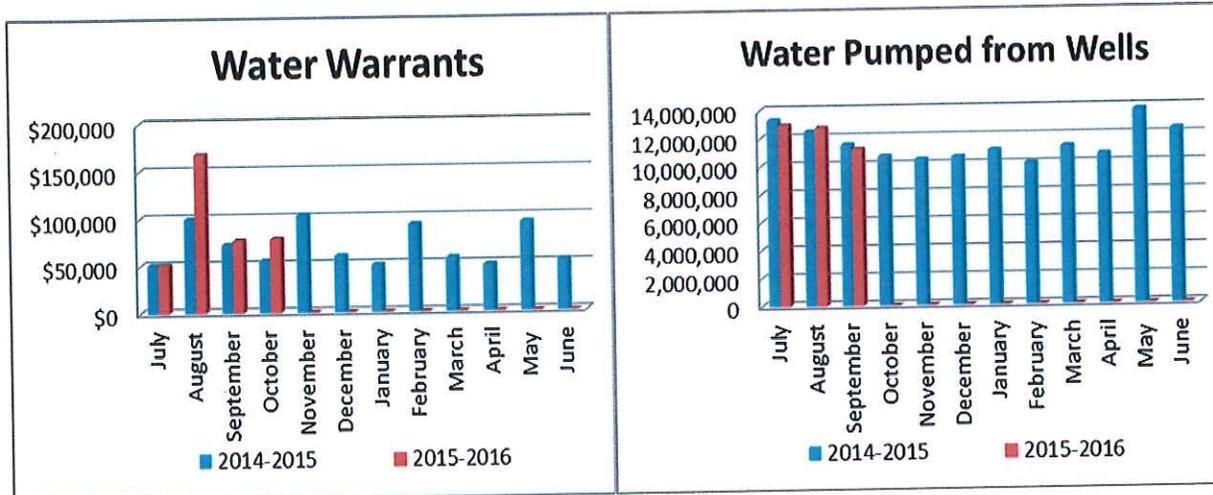
96	%	95	%
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Enterococci Geometric Mean

14
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Fecal geometric mean

2
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- Water Loss for August 2015: 1.33%
- Water Loss for January thru August 2015: 2.97%

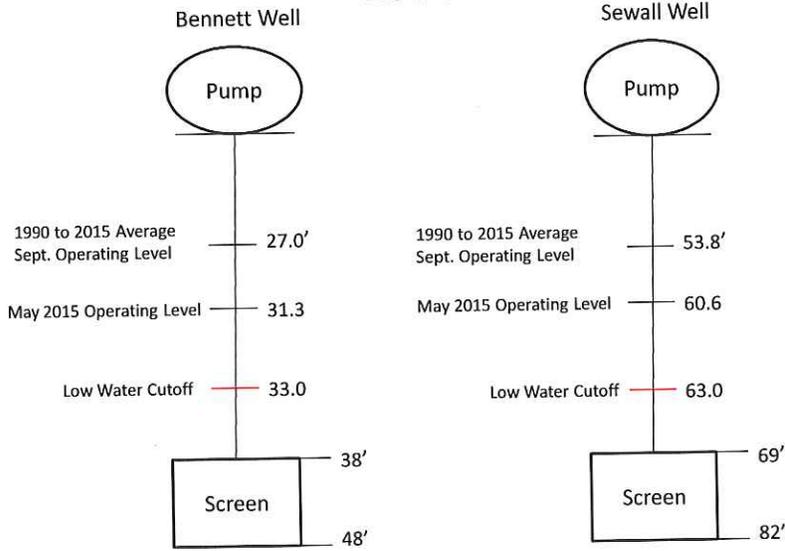
MacIntosh Well

The water transmission main is completely installed under the wetlands for the MacIntosh Well Project.

Route 108 to the Water Tower Water Main Replacement Project

Northeast Earth Mechanics has begun installing the new 16-inch water main on Route 108. They plan to have the water main installed on Route 108 by the week of October 19<sup>th</sup>. Northeast will then install the water main up to the water tower on Great Hill.

# Bennett And Sewall Well Operating Levels



	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Water Total	583,051.00	32,022.54	116,172.06	466,878.94	20%	33%
Waste Water Total	937,237.00	62,894.29	225,860.16	711,376.84	24%	21%

## Information Technology

1. The last few months have entailed a lot of work on the computer front, and it turned out to be a good thing! An audit by the FBI of the Police Dept pointed out some areas where we could be even better than what we were doing. At some point in early October I was called to the Police Dept after hours as our main software application there had started misbehaving and often failing. Within a short period of time I realized we had been hit with a "cryptolocker" virus. Several local towns and many businesses have been hit by these and the outcomes can be horrendous. This virus irreversibly encrypts all your files, then holds the only encryption key available hostage, asking you to send them \$1,000 to unlock your files. Thankfully for us, we had good backups, I was able to quickly determine where it had come from and removed that device from the network permanently, and restored almost all of our data to a working state. Even now, a week later, I am still fine tuning security measures and backup processes.
2. The whole event outlined above pointed out that we have an enormous amount of data that is being backed up and is causing some to fail, and some to overwrite faster than I would like. I have now begun the process of sifting through what we have, and moving some of the older data to electronic archives that won't need to be backed up every night.
3. Several software vendors we work with have received calls from me telling them their advice to "just share everything to everyone to make the software work" is an unacceptable risk that we won't do anymore. I have found some workarounds and fed the information back to the vendors.
4. Since more than 800 new variants of this virus appear each week, antivirus software just can't keep up anymore. It does great, and catches 99% of the problems, but that 1% can be devastating. I sat with our Finance Director, Matt Angell, and talked about possible solutions. The one I like most, but end users will like least, restricts what software people can run to only allowed programs that we would approve. The NSA, FBI, and Homeland Security all recommend this posture, and Matt and I agreed this was the best way to go. I have started rolling it out to a few "guinea pigs" (Matt and I among them) to see how annoying it can be. So far, it has proved to be pleasantly accomadative.
5. Of course all of this just proved how important backups are, how I need to make sure we are backing up the right stuff, and when software changes and starts putting data in new areas, I need to keep up with that. Also, we need to keep up with offsite backups, and system restore type backups (where the entire image of the server is saved and can be restored to new hardware). I have been exploring some cloud backup solutions but the restore times can be unacceptable

(more than 60 hours for at least two vendors I tested).

6. Sorry, but that's all I am focused on for now! Swapped out another old PC at Rec, another old one at PD needs to go, added all the computer stuff needed for new hire in Tax Collection, etc.

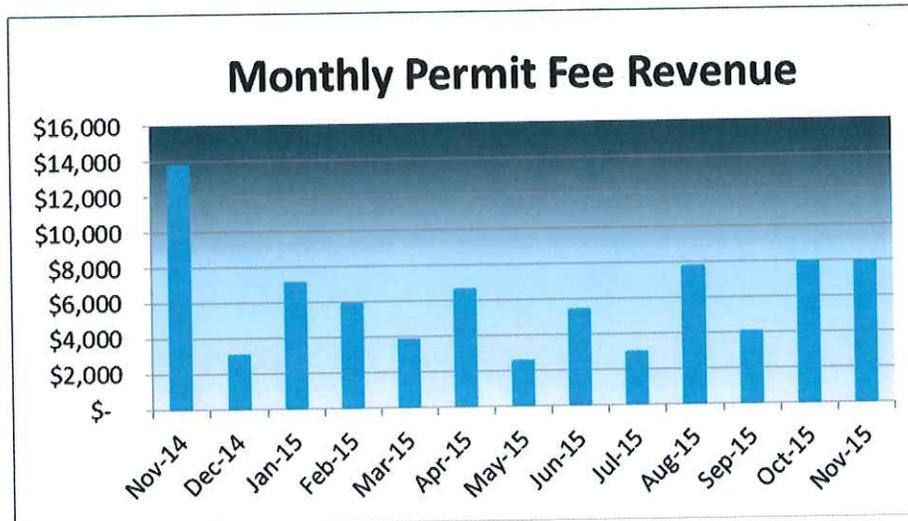
	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount</u> <u>Remaining</u>	<u>%</u> <u>Expended</u>	<u>%</u> <u>Expended</u> <u>Previous Yr</u>
<i>IT Total</i>	131,752.00	11,211.98	38,091.16	93,660.84	29%	23%

## Building Inspector/Code Enforcement Officer

### Previous Month Activities

- Issued:
  - 22 Building Permits                   \$ 6262
  - 17 Electrical Permits                 \$ 905                   \*3 paid with building permit
  - 8 Plumbing Permits                   \$ 225                   \*5 paid with building permit
  - 17 Mechanical Permits               \$ 605                   \*7 paid with building permit

**Revenues collected                   \$7997**



- New home starts remain relatively strong. All new homes have exceeded Energy Code requirements and have achieved Energy Star Ratings.
- Conducted 35 regular mechanical, electrical, plumbing and building inspections
- Two proposed homes, both on Moody Point, required considerable effort to insure Zoning controls were met. Met with abutters on two occasions and fielded multiple phone calls
- Met with three businesses regarding non-compliant advertising banners
- Met with Aubachon Hardware management regarding volunteer opportunities. They will be painting the exterior of the Tiger Hose building and 'adopting a spot' on the corner of North Main Street and Simmons Lane by the historic Town line marker in the spring.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Code Enforcement Total	67,253.00	7,778.86	22,756.76	44,496.24	34%	34%

**Town Clerk - Tax Collector**

**TAXES**

Total Committed 2015	\$9,237,133	Tax 1
Total Collected thru 10/31/15	\$9,057,727.56	Principal & Interest

**TAX LIENS**

	<b>2014 Liens (Deed 2017)</b>	<b>2013 Liens (Deed 2016)</b>
Property Tax Amount Liened	209,291.	245,781.
W/S Amount Liened	71,925.	67,890.
# Properties Liened	111	125
Uncollected thru 10/31/15	197,327.	104,551.

**WATER & SEWER (1/1 THRU 10/31/15)**

	<b>2015</b>	<b>2014</b>
Water Billed	776,971.	677,168.
Sewer Billed	1,315,497.	1,064,569.
Uncollected thru 10/31/15	241,857.	253,192.

**TOWN CLERK REVENUE (7/1/15 thru 10/31/15)**

	<b>Year End 6/30/16</b>	<b>Year End 6/30/15</b>	
Motor Vehicle (MV)	470,794.	435,801.	8.03% increase
Town "non-MV"	43,838.	45,483.	3.62% decrease
State NH (MV, Vitals, Boats, Dogs)	176,985.	171,015.	6.95% increase

- Motor vehicles still on the upswing
- Daily activity steady
- Town Clerk-Tax Collector attended NH Tax Collector Association Annual Conference
- Met with the Civics classes from the High School and gave them a tour of the building

	<b><u>Budget</u></b>	<b><u>Month Exp.</u></b>	<b><u>YTD Exp</u></b>	<b><u>Amount Remaining</u></b>	<b><u>% Expended</u></b>	<b><u>% Expended Previous Yr</u></b>
Town Clerk - Tax Collector Total	162,270.00	16,751.55	47,911.84	114,358.16	30%	30%

## Planning Department

*The Planning Report will be distributed separately.*

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount</u> <u>Remaining</u>	<u>%</u> <u>Expended</u>	<u>%</u> <u>Expended</u> <u>Previous Yr</u>
Planning Total	129,153.00	11,762.25	36,051.67	93,101.33	28%	26%

## Finance Department

### Department's primary function:

- Process accounts payable, payroll, and accounts receivables not under the control of the Tax Collector.
- Monitor human resources, fiscal budget, and financial analysis and forecasting.
- Providing financial assistance and analysis to Town Departments.

Essentially, we are the “fiscal watchdog;” however, we are mindful that we are simply a service organization to other departments and the Town’s elected leaders.

### Projects:

Projects have been segregated into two groups, where “major” projects require most of our attention, while “minor” projects does not.

### **Projects**

- Finish financial statement audit. The field work has been completed. We need to pull the financial data together.
- Dispose of tax deeded property.
- Transition financial institutions.
- Review ambulance billing revenue to call volume.
- Review health insurance options.

### Economic Indicators

Final water and sewer bills are an indicator of real estate sales. The following are final water and sewer bills by month.

Month	FY 16	FY 15	Increase/ (decrease)	% Increase/ (decrease)	FY 14	Increase/ (decrease)	% Increase/ (decrease)
July	22	15	7	46.67%	11	4	36.36%
August	11	10	1	10.00%	26	(16)	-61.54%
September	12	12	-	0.00%	7	5	71.43%
October	11	10	1	10.00%	8	2	25.00%
November		3			9	(6)	-66.67%
December		9			5	4	80.00%
January		5			9	(4)	-44.44%
February		7			5	2	40.00%
March		7			14	(7)	-50.00%
April		8			10	(2)	-20.00%
May		14			11	3	27.27%
June		19			12	7	58.33%
Total	56	119	9	7.56%	127	(8)	-6.30%

**Financial Highlights:**

Balance Sheet – The Town’s fiscal health overall is stable. As of August 31<sup>st</sup>, the Town had \$9,534,608 in its operating account. Most of this balance, \$736,495 and \$1,266,522 are attributable to the water and sewer funds, respectively. The remainder of the fund will allow for normal operations through December, which is when the next tax bill will be due.

Revenues –

- Now that we have increased our motor vehicle estimated budget, our actual revenues are slightly above projections.
- Building permit budget revenues have been increased, which brings actual revenue in line with projections.
- Ambulance revenue is down as compared to forecast. We have begun the process of analyzing our current billing service.
- Again, miscellaneous revenues reported a one-time receipt for the health insurance refund, which was approximately \$44,000.

Expenditures –

- Human Resources are showing higher than expected expenditures, which is due to large annual invoices that come due at the beginning of the year. I expect these expenditures to come into line as the year progresses.
  - o Property Liability Insurance is an annual invoice that came in 5% higher than budget. We budgeted a 5% increase over the prior year invoice; however, actual current year costs came in at 10% over prior year actual.
  - o Workers Compensation is also an annual invoice that came in 3% higher than expected.
  - o Staff Training is also a yearly invoice; however, I expect this amount to increase as we add PCI compliance training for 8 individuals. (PCI compliance relates to security and storage of credit card information.)
  - o Health Insurance – We have begun our analysis as to where we will end the year. My latest estimate places us just barely under budget. We have had a few employees come onto the health insurance, which will make the overall line item tight.
- Roadways is showing under projections; however, we have not begun our snow removal season. We have issued purchase orders for salt, which I expect DPW to begin drawing down shortly.
- Recreation is showing above forecast; however this is normal for them at this time of the year.
- Projects – We are currently showing a deficit of \$745,015, which is due to reimbursement timing from NH DES. Since this is a reimbursement based loan/grant, we must expend funds prior to reimbursement. This results in deficits at the end of each month. At the beginning of the following month, we request reimbursement for all of our grants. The Town received the reimbursement in November.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Finance Total	200,975.00	17,526.36	58,809.44	142,165.56	29%	25%
Human Resources Total	1,371,879.00	106,467.57	568,273.35	803,605.65	41%	35%

## Recreation

Recreation Fiscal Business Report: Total Recreation revenue comparison up to the first week of November fiscal year 2015-16 for the revolving account is \$49,448.01 or 33.5% of the revenue needed to be raised. The revolving fund is right on track with meeting or exceeding the revenue goal projected. The goal is to meet or exceed the number of participants needed to make a profit or at least break even and to attempt to reduce the program cost of the program by 1%. The Recreation Department is making sweeping changes in the way we operate. There will be only one annual brochure that will save the department \$4,000.00 in printing expenses and \$700 in postage. The Recreation Department will make the transition to registering for classes at the Community Center to doing this process online in 2016. This complete transition will take a total of two years to train over 90% of users to make this change over. Also, the Department is added a new cost center entitled "The Learning Center." This cost center will provide new program offerings for preschoolers, expand several new recreational programs for the grade school population, offer programs for teens that will be sponsored to insure costs are met, and provide adults, in the evenings, a outlet focusing on hobbies and new emerging recreation options and opportunities. Also new trip opportunities will be offered to the 55+ populations beginning this fall. The Department will work with Durham Recreation and Stratham Recreation to fill a bus that is owned by the Newmarket Recreation Department (by renting seats to them) and then go to professional sports venues offering premium seating and to the theater/fine arts venues in the Boston area. This will be a significant revenue generator with a minimal financial risk involved leveraging the revolving account trips line item to maximize return.

The expenditure report as of November 1, 2015 for this fiscal year in the FY 2015-16 Recreation General Fund is \$68,239.66 spent to date. Last year at this same time the department spent \$72,855.80. So the department is not only making money but finding cost savings measures and is right on track with department projections

The expenditure report as of November 1, 2015 for this fiscal year in the FY 2015-16 Recreation Revolving Fund is \$116,969.00 spent to date leaving a balance of \$82,700.92 and November 1, 2014 the amount spent was \$112,455.00 leaving a balance of \$78,716.88. The 2015 revolving fund is right on track with projected spending estimates I just want to remind the Council that the reason the expenditures seem high is that approximately 40% of total 2015-16 Recreation Revolving account funds occurs in the first quarter in order to fund the Summer Camp program which provides over \$100,000.00 of recreation revenue This is reflected in the line items of part- time salaries and bus trips which were anticipated. The Recreation Revolving Fund account is also on track with this current spending level.

The one time Department's recreation brochure generated \$4,330.00 in ads which have not been collected yet as the brochure will be sent out in 2 weeks and then ad invoices will follow. The cost to print the Fall Winter 2013-2014 Fall/Winter Recreation Brochure is estimated \$4,414.79 allowing the brochure to almost be totally paid for by ads, which only missed the mark by \$84.79. The dance studio is already paying off as November 2014 kicks off with four dance classes that offer ballet to young girls and boys and now tap lessons has already yielded \$900.00 for the 6 week program period and enrollment is still open. The Fit and Fun Room has doubled its day visits with moms and their babies/toddlers utilizing the

room during cold fall days when the outdoor playground is too cold to visit. It is anticipated that this number will continue to climb during the winter season. Though this program is not a significant revenue maker it brings traffic into the center and gives moms and preschoolers an introduction to the department's preschool options and provides them information and the motivation to sign up for preschool sports and programs which are a major revenue source to the department. We have just added a mom and music program for infants and preschoolers. The instructor that the department has just hired is the best in the region and programs are already filling up. The cost centers are working famously as I predicted.

Program Report: The Halloween Haunt Community Event took place on October 24th, 2015 from 2:30 - 5:00 PM. The event had many new games and activities located at Schanda Park. The parade occurred at the beginning of the event at 2:30 PM. There were over 1,500 children and parents who attended and participated in the Halloween Haunt. There is a significant need to find lots more volunteers to make this incredible program sustainable. Aimee Gigandet did amazing things with this festival that continues to grow and get better each year.

A Very Merry Main Street will take place on December 6, 2014 from 9:00 AM-6:00 PM which will encompass the Recreation Department children's Christmas Party in the Newmarket Mills, the Community Church Craft Fair, activities put on by the New Market Historical Society, and the 27th Annual Giving Tree from 5:00-6:00 PM which is sponsored by Newmarket Recreation, Operation Santa Claus, Boy Scout Troop 200 and all the Newmarket Girl Scout Troops. It is anticipated this community event will pay for itself again by sponsorships and donations

#### OCTOBER BRIEFING SUNRISE SUNSET CENTER

We started the off the month of October by hosting an AARP Driver's Safety class at the Sunrise Sunset Center

On Saturday October 3rd instructor Jim Tierney taught a class of 8 seniors defensive driving techniques, how to safely navigate in adverse weather and an overview of new traffic laws and rules of the road. This was a seven hour course with a lunch break. Everyone raved about what a great instructor Jim was and how informative the course material was, as well. We decided that this should be a regular Fall offering at the center as a service to our local seniors.

We had a great turn out for trips this month to Jewell Towne Vineyards for a wine tour, a Portsmouth Harbor Foliage cruise into Great Bay and we went to The Woodman Museum in Dover for a day of local history. We received positive responses on all the trips. We are getting 2-3 new people for most of our trips in the past few months □. Breakfast Club remains a full bus each month, too!

The Fall Bowling League started this month with 12 bowlers making up 3 teams. Our Random Acts of Art continues to be very popular with 6-10 ladies on Tuesday afternoons working on beading or paper crafts for the holidays. Tuesday Trivia is now up to 18 people making up 3 teams and sponsored by The Pines of Newmarket and Jeremy's Pizza this month. We're really having fun with the Trivia as it's a friendly but competitive group. It's becoming popular with the male population as well (4 men). The Tuesday Talk was part 2 from Historic New England, Remembering Home program, again we had 14 people present for this engaging presentation. Several people brought in antiques or other memorabilia of days gone by and we had a show & tell of sorts.

We've had several new volunteers come to the center to help out this month. The National Honor Society volunteered once again to assist with electronics in October. We also have new volunteers helping with Bingo and miscellaneous projects at the center.

I met with Jamie Rae, high school music teacher, to discuss a holiday concert here at the center for our Bingo Christmas party. We're hoping we can work it out with schedules and transportation for the students. Our seniors are looking forward to the possibility of having the Newmarket Jr/Sr High School band come and do a personal concert.

Also in the works is a collaboration with Patty Marsden from the Newmarket Community church. We recently had her here for a Tuesday Talk about meditation and mindfulness. This group indicated they would like something on a regular basis with these types of topics. Patty is interested in doing a quarterly group with a focus on connection and reflection. I'll keep you posted on this. It won't start until January.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Recreation	210,407.00	23,773.51	68,076.66	142,330.34	32%	23%
Rec. Revolving	199,670.00	5,909.39	115,093.03	84,576.97	58%	59%

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



**TOWN OF NEWMARKET, NEW HAMPSHIRE**

**By the Newmarket Town Council**

Resolution #2015/2016-24

Relating to the Historical Society Property – Stone School

**WHEREAS**, the Town of Newmarket owns the Stone School. Ownership will revert back to the Historical Society on December 1, 2016, and

**WHEREAS**, the Historical Society desires to continue the Town's ownership of the Stone School, and

**WHEREAS**, the Town will issue a 50-year lease agreement to the Historical Society for the Stone School.

**NOW THEREFORE LET IT BE RESOLVED**, that the Newmarket Town Council does authorize the Town Administrator to sign any deed, agreement, and lease relating to the Stone School.

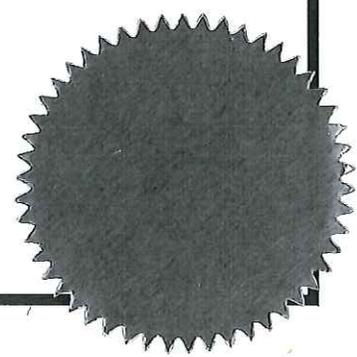
First Reading: November 4, 2015

Second Reading: November 18, 2015

Approval: November 18, 2015

Approved: \_\_\_\_\_  
Philip Nazzaro, Chairman Newmarket Town Council

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





TOWN OF NEWMARKET, NEW HAMPSHIRE  
OFFICE *of the* FINANCE DEPARTMENT

Date: October 28, 2015

To: Steve Fournier, Town Administrator

From: Matt Angell, Interim Finance Director *MA*

Re: Historical Society property – Stone School

Steve,

It is my general understanding that it is currently difficult for Historical Societies to obtain property liability insurance for its structure and land, which Newmarket Historical Society is not immune.

Factual background –

- In 1966, the Town conveyed ownership of the Stone School to the Historical Society, but retained a possibility of reverter should the building not be used for a historical museum.
- In 2008, the Historical Society deeded the same property back to the Town, but retained the same possibility of reverter to themselves. Thus setting up a deed conflict. However, ownership of the land automatically reverted back to the Historical Society after 4 years.
- In 2012, an identical deed to the 2008 was recorded, but extended the reversion another 4 years, which is set to expire on December 1, 2016.
- We currently pay insurance on the land and building, but not the contents.

Discussion –

Clearly, the intent of the Town in 1966 was to protect the Historical Society. While the 2008 and 2012 deeds are novel solutions to the insurance problem; future Town Administration has been set up for the litigation for the possibility of reverter.

The 2008 and 2012 deed appears to me to be close to a rental or lease agreement than a conveyance with a future reversion. This is because there is a defined period of time, which the same period of time (4 years) was extended.

Solution –

I am making a recommendation to maintain essentially the status quo, while streamlining all parties' rights and obligations in the property. First, the Historical Society is to convey any and all interest they may have in the Stone Church to the Town. This will eliminate any possibility of reverter on both sides. Second, give a 50-year lease to the Historical Society.

Regards,

Matt

BK 5273 PG 0172

055520

2011 DEC 20 PM 3:15

ROCKINGHAM COUNTY  
REGISTRY OF DEEDS

NEW HAMPSHIRE QUITCLAIM DEED

KNOW ALL BY THESE PRESENTS, that the New Market Historical Society, Inc., a non-profit eleemosynary corporation duly organized under the laws of the State of New Hampshire, of Granite Street, Newmarket, County of Rockingham, State of New Hampshire,

FOR ADEQUATE CONSIDERATION, grant to the Town of Newmarket, a municipal corporation organized under the laws of the State of New Hampshire, of 186 Main Street, Newmarket, County of Rockingham, State of New Hampshire, an extension of the REVERTER CLAUSE as referenced below and of fee simple ownership,

WITH QUITCLAIM COVENANTS, of and to a certain parcel of land with the buildings thereon located in Newmarket, County of Rockingham and State of New Hampshire, as conveyed by Quitclaim Deed to the said Town of Newmarket by the New Market Historical Society, Inc. dated December 27, 2007 and recorded in the Rockingham County Registry of Deeds at Book 4881, Page 2326, and being bounded and described as follows:

Beginning at a point on Granite Street and being the Northerly corner of land now or formerly of George and Jennie Griswold and running North on Granite Street to land now or formerly of Leda Beauchesne; thence turning and running by land of Leda Beauchesne Easterly to land of Turcotte Hardware Company; thence turning and running South by land of Turcotte Hardware Company to land of George and Jennie Griswold; thence turning and running Westerly by land of George Griswold and Jennie Griswold to the point begun at together with the building thereon, known as the Stone Schoolhouse.

BK 5273 PG 0173

This conveyance is made in trust, however, on condition that the premises herein conveyed shall not be used other than as a historical museum and for such purposes as may be lawful under the present charge of the New Market Historical Society, Inc., the Grantor herein, nor shall the same be sold, for breach of which conditions the interest hereby conveyed shall terminate.

REVERTER CLAUSE: The end date of the Reverter Clause of the prior said Quitclaim Deed recorded at Book 4881, Page 2326, by this grant is hereby extended from December 27, 2011, the initial reverter date, to and until December 1, 2016, on which date the fee simple ownership of the above described real property together with the buildings thereon, shall automatically revert to the Grantor subject to the aforesaid trust without any further act or conveyance.

USE RESERVATION: The Grantor reserves the right to continue its use and occupancy of the premises during the said period of ownership by the Town of Newmarket until December 1, 2016.

Meaning and intending to convey the same premises conveyed to the Town of Newmarket by Quitclaim Deed of the New Market Historical Society, Inc. dated December 27, 2007 and recorded in the Rockingham County Registry of Deeds at Book 4881, Page 2326.

WITNESS my hand this 20<sup>th</sup> day of December 2011.

NEW MARKET HISTORICAL SOCIETY,  
INC.

By: Michael E. Ploki, President  
Witness Name: Erin J. [Signature]  
Title: Town Administrator

STATE OF NEW HAMPSHIRE  
Rockingham, SS.

Personally appeared the above-named,  
Michael E. Ploki as President of the New Market  
Historical Society, Inc., who being duly authorized by vote of

## QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS, that **NEW MARKET HISTORICAL SOCIETY, INC. (a/k/a New Market Historical Society)** a non-profit eleemosynary corporation, with an address of Granite Street, Newmarket, New Hampshire grants and conveys to the **TOWN OF NEWMARKET**, a New Hampshire municipal corporation, with an address of 186 Main Street, Newmarket, New Hampshire, **WITH QUITCLAIM COVENANTS**, all of its right, title and interest in the following described premises:

A certain parcel of land with the buildings thereon located on Granite Street in the Town of Newmarket, County of Rockingham and State of New Hampshire being bounded and described as follows:

Beginning at a point on Granite Street and being the northerly corner of land now or formerly of George and Jennie Griswold and running North on Granite Street to land now or formerly of Leda Beauchesne; thence turning and running by land of Leda Beauchesne easterly to land of Turcotte Hardware Company; thence turning and running south by land of Turcotte Hardware Company to land of George and Jennie Griswold; thence turning and running westerly by land of George and Jennie Griswold to the point begun at together with the building thereon, known as the Stone Schoolhouse.

By executing, accepting and recording this deed, the Grantee and Grantor agree that the reverter clause contained in the deeds recorded at Book 1848, Page 368, Book 4881, Page 2326 and Book 5273, Page 0172 is hereby forever discharged and released.

Meaning and intending to describe and convey the same premises conveyed to New Market Historical Society by deed of the Town of Newmarket dated November 21, 1996 and recorded in the Rockingham County Registry of Deeds at Book 1848, Page 369.

This is not homestead property.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

NEW MARKET HISTORICAL SOCIETY,  
INC. (a/k/a New Market Historical Society)

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Nancy Lessard, President

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, personally appeared Nancy Lessard, duly authorized President of New Market Historical Society, known to me, or proven to me through satisfactory evidence of identification, to be the individual whose name is subscribed to the foregoing instrument, and acknowledged that she executed the same for the purposes therein contained on behalf of the corporation.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
Printed Name: \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

S:\NA-NE\NEWMARKET\Newmarket Historical Society\2015 09 30 Deed .docx

LEASE

This Lease is entered into this date by and between **THE TOWN OF NEWMARKET** ("Lessor"), a New Hampshire municipal corporation, with an address of 186 Main Street, Newmarket, New Hampshire 03857 and the **NEW MARKET HISTORICAL SOCIETY, INC.**, a New Hampshire corporation ("Lessee") with an address of Granite Street, PO Box 534, Newmarket, New Hampshire 03857.

In consideration of the covenants, agreements and stipulations herein contained on the part of the Lessee to be paid, kept and faithfully performed, the Lessor does hereby lease, demise and let unto the said Lessee certain Premises commonly known as 3 Granite Street, Newmarket, New Hampshire ("Premises"), and more fully described on Exhibit A.

In consideration of the leasing of said Premises and of the mutual agreements herein contained, each party hereto does hereby expressly covenant and agree to and with the other, as follows:

Section 1.        Acceptance of Lease.    The Lessee accepts said letting and agrees to pay to the order of the Lessor the rentals stated below for the full term of this Lease, in advance, at the times and in the manner aforesaid.

Section 2.        Term.    The term of this Lease shall be for a period of up to fifty (50) years, at the option of the Lessee, commencing on \_\_\_\_\_, 2015 ("Commencement Date") and ending no later than \_\_\_\_\_, 2065 ("Term") unless earlier terminated as provided herein. The Lessor has the right to terminate this lease, with or without cause, provided that six (6) month's notice is provided to Lessee.

Section 3.        Rent.

Rent shall be ONE AND NO/100 DOLLARS (\$1.00) annually, payable in advance.

Section 4.        Costs of Operating the Premises.    Lessee shall be

responsible for the following:

A. Insurance. Lessee shall be responsible to obtain and pay the cost of insuring the contents of the building and shall secure comprehensive liability insurance policies including fire and other hazard insurance.

B. Utilities. The Lessee shall also promptly pay for all heat, air conditioning, light, water, power, telephone, internet and all other services and utilities used in, on and about the Premises during the term of this Lease, as same shall become due.

Lessor shall be responsible for the following:

C. Insurance/Maintenance/Operation/Repair/Replacement. Lessor shall be responsible to obtain and pay the cost of comprehensive liability and casualty insurance (as further described below), all expenses of maintenance, operation, repair and replacement of the subject Premises, including but not limited to all systems and all structural and permanent items.

D. HVAC/Plumbing/Electric: Any and all repair, maintenance and/or replacement of any HVAC units, plumbing and electric/wiring.

D. Real Estate Taxes. The property is exempt from real estate taxes.

F. Lessor shall be responsible for the landscaping and snow and ice removal for the entire Premises.

Section 5.

A. Default by Lessee/Remedies of Lessor:

1. The occurrence of any of the following circumstances shall constitute a material default and breach of this Lease by Lessee:

- (a) Failure to pay any rental installment or other sums of money required by Lessee hereunder, within 15 days from the due date.

- (b) Failure to perform or observe any other provision, condition, or covenant of Lessee (other than the payment of money) as set forth in this lease after a thirty (30) day period following receipt of written notice thereof, setting forth the factual circumstances of the alleged default; provided, however, that if the nature of the particular default is such that the same cannot be reasonably cured within the said thirty (30) day period, then only upon failure to have commenced to perform and observe the same within the said period and to have continued thereafter in a commercially diligent manner towards the complete performance and observance thereof;
- (c) Abandonment of the premises;
- (d) The filing by or against Lessee of a petition to be adjudged a bankrupt, unless in the latter instance such is dismissed within sixty (60) days;
- (e) The filing by Lessee of a petition for reorganization, arrangement, or other relief under any law relating to bankruptcy or the taking advantage of any insolvency law;
- (f) The appointment of a receiver or trustee to take possession of substantially all of the assets of Lessee situated on the premises, and such possession is not restored to Lessee within thirty (30) days;
- (g) Dissolution of the Lessee.

2. LESSOR may, at its sole discretion, immediately upon default, or at any time thereafter, and without demand or notice, enter upon the leased premises and take possession thereof, whereupon this lease shall absolutely terminate, and it shall be no defense that previous violations of any covenants have been either expressly or impliedly waived by the LESSOR. LESSEE shall continue to be liable for the total rent plus any cost incurred by LESSOR in reletting the leased premises, less any rent actually received from reletting of the premises. Said remedy is in addition to and not instead of any and all other remedies available at law or in equity.

Section 6.      Use of Premises.

A.    The Lessee shall use said Premises for the operation of a historical society. It may also rent all parking, or a portion of the parking area, for parking and no other purpose but only with the Lessor's prior written consent.

B.    The Lessee will not make any unlawful, improper or offensive use of said Premises; Lessee will not suffer any strip or waste thereof; Lessee will not permit any objectionable noise or odor to escape or to be emitted from said Premises or do anything or permit anything to be done upon or about said Premises in any way tending to create a nuisance. Lessee shall, immediately upon the discovery of any such unlawful, improper, or offensive use, objectionable noise or odor or nuisance creating activity, take all necessary steps, legal and equitable, or discontinue such use and to oust and remove any occupants or other persons guilty of such unlawful, improper, or offensive use, making objectionable noise or odor or nuisance creating activity.

C.    The Lessee will not allow the Premises at any time to fall into such a state of disrepair or disorder as to increase the fire hazard thereon; Lessor shall not alter the landscaping nor add any structures, improvements or other improvements without Lessor's prior written approval; it will not use said Premises in such a way or for such a purpose that the fire insurance or hazard insurance rates on the Premises are thereby increased.

D.    Lessee shall comply at Lessee's own expense with all laws and regulations of any municipal, county, state, federal or other public authority (collectively "Governments") respecting the use of said Premises, including but not limited to environmental and hazardous waste laws, rules and regulations of the Governments.

E.    The Lessee shall regularly occupy and use the Premises for the conduct of the historical society, and shall not abandon or vacate the Premises for more than ten (10) days without prior written approval of Lessor.

Section 7.        AS IS.

At the commencement of the Term of this Lease, Lessee shall accept possession of the Premises in AS IS condition.

Section 8.        Lessor's Right of Entry. It shall be lawful for the Lessor, its agents and representatives, at any reasonable time and upon reasonable notice to Lessee to enter into or upon said Premises for the purpose of examining the condition thereof, or any other lawful purpose.

Section 9.        Right of Assignment. The Lessee will not assign, transfer, pledge, hypothecate, surrender or dispose of this Lease, or any interest herein, sublet, or permit any other person or persons whomsoever to occupy the Premises without the prior written consent of the Lessor. Regardless of a permitted assignment or permitted subletting, Lessee shall remain primarily liable for the Lessee's obligations hereunder.

Section 10.      Liens. The Lessee will not permit any lien of any kind, type or description to be placed or imposed upon the Premises. If one should be placed or imposed, Lessee shall immediately take all necessary acts to have it removed, including, but not limited to posting a bond with or for the benefit of the attaching party.

Section 11.      Hold Harmless/Indemnification.

A.    Hold Harmless. Lessee agrees to hold Lessor harmless from any damage to, or loss of, property on in or about the Premises belonging to Lessee, its employees, agents, visitors, licensees or other persons on, in or about the Premises, or for damage or loss suffered by the business of Lessee, from any cause whatsoever, including, without limiting the generality thereof, such damage or loss resulting from fire, steam, smoke, electricity, gas, water, rain, ice or snow, which may leak or flow from or into any part of the Premises, or from breakage, leakage, obstruction or other defects of the pipes, wires, appliances plumbing, air-conditioning or lighting fixtures of the same, whether the said damage or injury results from conditions arising upon the Premises or from other sources.

B. Indemnification. Lessee covenants and agrees to save Lessor and Lessor's agent from all loss, damage, liability or expense of any kind including without limitation attorneys' fees and court costs incurred, suffered or claimed by any person whomsoever, or for any cause whatsoever, related to the Premises.

C. Survival of Hold Harmless and Indemnification. These hold harmless and indemnification provisions shall survive the termination of this Lease for whatever reason.

Section 12. Insurance.

A. Lessor shall, at its expense, procure, maintain and keep in effect, comprehensive liability insurance policies including fire and other hazard insurance.

B. Lessee shall, at its expense, procure, maintain and keep in effect, public liability insurance with respect to the Premises and the business conducted by Lessee on, in or about the same, in an amount of not less than One Million (\$1,000,000.00) Dollars combined limits for any injuries, deaths, or property damage sustained as a result of any one accident or occurrence and shall name Lessor as additional insured on said policy.

C. Lessee shall, at its expense, procure, maintain and keep in effect, contents insurance and Lessor shall not be liable to Lessee for loss or damage from any cause whatsoever of or to any machinery, equipment, furniture, furnishings, moveable trade fixtures, inventory, work-in-progress or any other personal property of Lessee or of others on the Premises. Lessee shall furnish to Lessor a certificate or certificates of such insurance each year on or before the anniversary of the Commencement Date and at such other times as Lessor may reasonably request. Said certificates shall provide that the insurance indicated therein shall not be canceled or expire without at least thirty (30) days prior written notice to the Lessor.

Section 13. Fixtures. All partitions, plumbing, electrical

wiring, additions to or improvements upon said Premises, whether installed by the Lessor or Lessee, shall be and become a part of the Premises as soon as installed and the property of the Lessor unless otherwise herein provided.

Section 14. Casualty & Fire Damage; Duty to Repair. In the event of the substantial damage to or destruction of the building on the Premises by fire or other casualty, Lessor may, in its sole discretion, repair the damage and or replace the building, returning it to substantially the same condition as prior to the occurrence of said damage. Lessor shall not be obligated to replace or repair the building when it is so damaged.

Section 15. Premises on Termination. At the expiration of said term or upon any sooner termination thereof, the Lessee will quit and deliver up said Premises, broom-clean, to the Lessor or those having Lessor's estate in the Premises, peaceably, quietly, and in as good order and condition, reasonable use and wear thereof excepted, as the same are now in.

Section 16. Waiver. Any waiver by the Lessor of any breach of any covenant herein contained to be kept and performed by the Lessee shall not be deemed or considered as a continuing waiver, and shall not operate to bar or prevent the Lessor from declaring a forfeiture for any succeeding breach, either of the same condition or covenant or otherwise. Acceptance by Lessor of rent or any other payment with knowledge of a breach of or default under any Term hereof by Lessee shall not constitute a waiver by Lessor of such breach or default.

Section 17. Attorneys' Fees. Lessee shall also be liable for all reasonable attorneys' fees and/or costs incurred by Lessor in enforcing his rights under this Lease. Lessor shall be liable for all reasonable attorneys' fees and/or costs incurred by Lessee in enforcing his rights under the Lease.

Section 18. Notice. All notices to be given with respect to this Lease shall be in writing. Each notice shall be hand delivered or sent by registered or certified mail, postage prepaid and return receipt requested, to the party to be

notified at the addresses set forth below:

To the Lessor:

Town of Newmarket  
186 Main Street  
Newmarket, NH 03857

To the Lessee:

New Market Historical Society  
PO Box 534  
Newmarket, NH 03857

or at such other address as either party may from time to time designate in writing.

Every notice shall be deemed to have been given at the time it shall be hand delivered or deposited in the United States Mail in the manner prescribed herein.

Section 19. Laws Governing/Venue. The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease, and determine all rights hereunder. Any such dispute shall be decided by a court of competent jurisdiction in Rockingham County in the State of New Hampshire.

Section 20. Merger. This Lease contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Agreement shall be in writing and signed by the parties hereto.

Section 21. Succession. This Lease shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto.

Section 22. Notice of Lease. Lessor shall be responsible to record a Notice of Lease in the Registry of Deeds for Rockingham County, New Hampshire in substantially the same form as Exhibit 32.

IN WITNESS THEREOF, the parties have hereunder set their hands and seals on the day and year first above written.

LESSOR: Town of Newmarket

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Steve Fournier, Town  
Administrator

LESSEE  
NEW MARKET HISTORICAL  
SOCIETY, INC.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By:  
Its duly authorized \_\_\_\_\_

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me personally appeared Steve Fournier, duly authorized Town Administrator, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same as his free act and deed for the purposes therein contained on behalf of the Town of Newmarket.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
Printed Name:  
My Commission expires: \_\_\_\_\_

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me personally appeared \_\_\_\_\_, duly authorized \_\_\_\_\_, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he/she executed the same as his/her free act and deed for the purposes therein contained on behalf of the New Market Historical Society.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
Printed Name:  
My Commission expires: \_\_\_\_\_

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CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



**TOWN OF NEWMARKET, NEW HAMPSHIRE**

**Resolution #2015/2016-25**

**Amending the Membership of the Economic Development Committee**

**WHEREAS**, Resolution #2012/2013-02 established an Economic Development Committee, and

**WHEREAS**, it is the belief that the membership of the committee is too large, and

**WHEREAS**, the Committee is currently composed of individuals from the following Boards or organizations in Newmarket:

- Two (2) members of the Newmarket Town Council;
- One (1) member of the Planning Board;
- Two (2) members of the Newmarket Community Development Corporation;
- One (1) member of the Newmarket Business Association
- Three (3) at-large members of the community appointed by the Town Council, and

**NOW THEREFORE, BE IT RESOLVED**, that the Town Council amends the membership of the Economic Development Committee to the following:

- Two (2) members of the Newmarket Town Council;
- One (1) a member of the Planning Board;
- One (1) member of the Newmarket Community Development Corporation;
- Three (3) at-large members of the community appointed by the Town Council

First Reading: November 18, 2015

Second Reading:

Approval:

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

Philip J. Nazzaro, Town Council Chairman

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

Terri Littlefield, Town Clerk

## ECONOMIC DEVELOPMENT COMMITTEE MEMBERS (Revised April 2, 2015)

Gary Levy, Chairman 3613 Lafayette Road Portsmouth, NH 03801 659-6682 <a href="mailto:glssd@comcast.net">glssd@comcast.net</a>	Town Councilor Rep
Philip Nazzaro 6 Bay Road, Unit #9 292-3604 <a href="mailto:Philip.nazzaro@yahoo.com">Philip.nazzaro@yahoo.com</a>	Town Councilor Rep
Valerie Shelton 124 Cushing Road 659-3078 <a href="mailto:Valerie.shelton@comcast.net">Valerie.shelton@comcast.net</a>	Planning Board Rep
Leo Filion 3 Lafayette Avenue 659-5577 <a href="mailto:lpfilion@yahoo.com">lpfilion@yahoo.com</a>	NCDC Rep
Jay Dugal 63 Ash Swamp Road (h) 659-9916 (w) 659-3061 <a href="mailto:djayjet@aol.com">djayjet@aol.com</a>	NCDC Rep
Michael Provost 16 Beech Street 659-5713 <a href="mailto:mapro75@comcast.net">mapro75@comcast.net</a>	Business Association
Gerry O'Connell 26 Grant Road <a href="mailto:gerry@oconnellre.com">gerry@oconnellre.com</a>	Member-At-Large March 2017
Bill Arcieri 36 Briallia Circle 659-3099 <a href="mailto:barcieri@msn.com">barcieri@msn.com</a>	Member-At-Large March 2018
VACANT	Member-At-Large March 2016
Stephen Fournier, Town Administrator <a href="mailto:sfournier@newmarketnh.gov">sfournier@newmarketnh.gov</a>	Susan Frick Recording Secretary