

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

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**WEDNESDAY, JANUARY 17, 2018, 7:00PM  
NEWMARKET TOWN HALL COUNCIL CHAMBERS**

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**6:30PM Non Public Meeting pursuant to RSA 91-A:3,II(a) - Personnel**

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 five (5) minutes.*)
3. **Public Hearing— Ordinance No. 2-2017/2018— *Amendments to Chapter 30 of the Code of the Town of Newmarket, New Hampshire; Allowing Permitted Parking In Certain Lots***
4. **Town Council to Consider Acceptance of Minutes**
  - a. January 3, 2018 Regular Meeting Minutes
5. **Report of the Town Administrator**
6. **Committee Reports**
7. **Old Business**
  - a. **Resolutions/Ordinances in the 2<sup>nd</sup> Reading**
    - i. *Ordinance No. 2-2017/2018— Amendments to Chapter 30 of the Code of the Town of Newmarket, New Hampshire; Allowing Permitted Parking In Certain Lots*
  - b. **Resolutions/Ordinances in the 3<sup>rd</sup> Reading – None**
  - c. **\* Items Laid on the Table –**
    - i. *Resolution #2015/2016-52 –Resolution Authorizing the Designation of a portion of Rt. 152 as an Economic Recovery Zone* (This Resolution is tabled from the June 15, 2016 Council Meeting pending Planning Board action).
8. **New Business/Correspondence**
  - a. **Town Council to Consider Nominations, Appointments and Elections –None**

**b. Resolutions/Ordinances in the 1<sup>st</sup> Reading**

- i. **Resolution #2017/2018-28** –*Authorizing the Town Administrator enter into an agreement with Siemens Industry, Inc. for HVAC Services for Town Facilities.*
- ii. **Resolution #2017/2018-29**–*Authorizing the Town enter into an agreement with Martineau Electric, Inc. for Electrical Services for Town Facilities.*
- iii. **Resolution #2017/2018-30** - *To enter into a two-year contract to provide Dispatch Services to the Town of Newfields, NH.*

**c. Correspondence to the Town Council**

**d. Closing Comments by Town Councilors**

**c. Next Council Meeting – February 7, 2018**

**9. Adjournment**

**Town of Newmarket, New Hampshire**

By the Newmarket Town Council

**ORDINANCE NO. 2-2017/2018**

**AN ORDINANCE AMENDING CHAPTER 30 OF THE CODE OF THE TOWN  
OF NEWMARKET, NEW HAMPSHIRE; ALLOWING PERMITTED PARKING  
IN CERTAIN LOTS**

THE TOWN OF NEWMARKET ORDAINS:

**1. Purpose**

The purpose of this ordinance is to allow permitted parking in certain Town lots.

**2. Amendment**

Chapter 30 is hereby amended by adding the following article: [Editor's Note: Deleted Items are ~~struck through~~; Items added are ***bold italicized and underlined***.]

**ARTICLE II. - STOPPING, STANDING AND PARKING**

**Sec. 4-38.**

(a) Designated lots and spaces. The municipal parking lots shall allow for permitted parking. These permits will allow any owner of a vehicle or person in control of any vehicle parked in a designated area between the hours of 1:00a.m. and 5:00a.m. that requires a permit shall display the said permit in a manner established by the police department. Any vehicle found in violation of this provision may be issued a parking ticket and is subject to being towed at the owner's expense. Permits do not guarantee a parking space for a vehicle except during those hours. The following list of parking lots has the number of designated permitted spaces as listed below:

- (1) Elm and Spring Street (behind the town library): 10 spaces.
- (2) Railroad Street: seven spaces.
- (3) Water Street Parking Lot: five spaces
- (4) Bay Road Lot: All spaces
- (5) ***29 Beech Street Extension***

**3. Takes Effect**

This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18

First Reading: January 3, 2018

Second Reading: January 17, 2018

Public Hearing: January 17, 2018

Council Approval:

Approved: \_\_\_\_\_  
Dale Pike, Chair Newmarket Town Council

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

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6 **TOWN OF NEWMARKET, NEW HAMPSHIRE**  
7 **TOWN COUNCIL REGULAR MEETING**  
8 **JANUARY 3, 2018 7:00 PM**  
9 **TOWN COUNCIL CHAMBERS**  
10

11  
12 PRESENT: Council Chairman Dale Pike, Council Vice Chairman Toni Weinstein, Councilor Gretchen Kast,  
13 Councilor Kyle Bowden, Councilor Amy Burns, Councilor Casey Finch  
14

15 EXCUSED: Councilor Amy Thompson  
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17 ALSO PRESENT: Town Administrator Steve Fournier, Facilities Director Greg Marles, IT Director Doug  
18 Poulin, Channel 13 Manager Tim Cremman  
19

20 **AGENDA**  
21

22 Chairman Dale Pike welcomed everyone to the January 3, 2018 Newmarket Town Council Meeting and  
23 called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.  
24

25 Chairman Pike stated that Councilor Amy Thompson was excused.  
26

27 **PUBLIC FORUM**  
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29 Chairman Pike opened the Public Forum at 7:01 pm.  
30

31 As no one from the public came forward, Chairman Pike closed the Public Forum at 7:01 pm.  
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33 **PUBLIC HEARING – None**  
34

35 **TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**  
36

37 **Acceptance of the Minutes of the Regular Meeting of December 20, 2017**  
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39 Vice-Chair Weinstein made a motion to approve the minutes of the Regular Meeting of December 20,  
40 2017 which was seconded by Councilor Kast.

Town Administrator Fournier polled the Council and the minutes of the Regular Meeting of December 20, 2017 were approved by a vote of 5-0, with 1 abstention.

**Acceptance of the Minutes of the Non-Public Meeting of December 20, 2017**

Vice-Chair Weinstein made a motion to approve the minutes of the Non-Public Meeting of December 20, 2017, which was seconded by Councilor Burns.

Town Administrator Fournier polled the Council and the minutes of the Non-Public Meeting of December 20, 2017, were approved by a vote 5-0, with 1 abstention.

**REPORT OF THE TOWN ADMINSTRATOR**

Town Administrator Steve Fournier said he first wanted to thank the Department of Public Works and the Environmental Services Department for their efforts during the **Christmas Snow Storm**. He said crews were called in on Christmas Eve due to a water main break on Bay Road and worked through the night, after which they began plowing. He said they had been monitoring the upcoming storm and had a conference call with the NH Department of Homeland Security who were predicting it would be significant. He said as a result, Schools and Town Offices in the District would be closed tomorrow and a parking ban would be in effect from 6:00 am tomorrow until 6:00 am Friday morning.

Town Administrator Fournier stated that the Town did not have a designated **Warming Center**, and said the only overnight warming center in the State was in Rochester. He said if there was a need the Town would have a daytime warming center available from 7:00 am to 7:00 pm, and said Red Cross had stopped providing one unless there was a major power outage. He said they were predicting between 8-14 inches of snow and Newmarket would be on the line of the Blizzard Warning for Coastal Rockingham County.

Town Administrator Fournier said he was happy to announce that next week the Town of Newfields would be signing an agreement with Newmarket to provide them with **Dispatch Services**. He said it was a 2-year agreement with \$28,000 in services for the first year and an increase based on the CPI for Boston for the second year. He said the Fire and Police Chiefs of both communities had been working hard to complete the agreement.

Town Administrator Fournier said that a number of individuals had paid their Property Taxes early at the end of the year due to the new Tax Law. He said the law did not quite fit the assumptions of some and requests were made for a refund of their pre-payments. He said State Law allowed the Town to accept the money but not to give it back.

**COMMITTEE REPORTS – None**

**OLD BUSINESS**

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

**Resolution #2017/2018-24 Authorizing the Town Administrator to enter into a Contract with Educational Consultants for Town Hall Security Improvements**

Vice-Chair Weinstein made a motion to approve Resolution #2017/2018-24 Authorizing the Town Administrator to enter into a Contract with Educational Consultants for Town Hall Security Improvements, which was seconded by Councilor Bowden.

Town Administrator Fournier polled the Council and Resolution #2017/2018-24 Authorizing the Town Administrator to enter into a Contract with Educational Consultants for Town Hall Security Improvements was approved by a vote of 6-0.

**Resolution #2017/2018-25 Authorizing the Town Administrator to enter into an Agreement with Energy Efficient Investments, Inc. to Conduct No-Cost Energy Auditing**

Vice-Chair Weinstein made a motion to approve Resolution #2017/2018-25 Authorizing the Town Administrator to enter into an Agreement with Energy Efficient Investments, Inc. to Conduct No-Cost Energy Auditing, which was seconded by Councilor Burns.

Facilities Director Greg Maries said he was looking for approval to move forward with an Energy Audit which would allow Newmarket to do a Performance Contract for Town facilities. He said an RFP was sent out, 2 responses were received, and a committee was set up for review. He said only one company, Energy Efficient Investments, showed up at the meeting that was called. He said the audit would come at no cost and would allow the Town to do upgrades within their facilities based on energy savings, with repairs being paid for by the particular savings on each system over time.

Facilities Director Maries said they had also done reference checks, and said the town of Plymouth had done \$3 million worth of energy-efficient investments through the company which resulted in energy savings of 30-40%. Town Administrator Fournier said Energy Efficient Investments would do the audit and then make recommendations for the Town to go out to bid for different companies not tied to this one company. Facilities Director Maries said though the School Board meeting scheduled for tomorrow had been cancelled, this resolution had been well supported by the Town and he did not see it not being supported by the School.

**Discussion:** Councilor Kast asked about flexibility and Facilities Director Maries said he anticipated going with Energy Efficient Investments because they were the guarantors of the energy results based on the audit. He said they would look at all the different control systems available and make a recommendation to the Town on which would be the best fit, though not with their brand or their equipment. He said this gave the Town a lot of flexibility and allowed them to have multiple vendors looking at their backend system. Vice-Chair Weinstein asked what the energy audit would entail and what kinds of systems they would be looking at and in what depth. Facilities Director Maries said it would be a very encompassing audit and they would go through the entire building envelope to determine the most energy savings.

Vice-Chair Weinstein asked if they would be looking at every building in the Town, and Facilities Director Marles said every building in the Town and the Schools. He said the biggest plus with Performance Contracting was the net-zero impact to taxpayers and that the Town would not need to increase their budget to pay for these projects. Councilor Bowden asked what length of time the Town was agreeing to here, and Facilities Director Marles said they would not know until the results of the audit were shown.

Chairman Pike said it sounded like they would be giving Energy Efficient Investments exclusivity to do the audit, but said he did not fully understand how the company made money. Facilities Director Marles said they made money in the long run on energy savings and guarantees, and said there was a profit margin built into the installations. He said they had to guarantee what the energy-savings return would be at their own risk and were an integral part of the process. Chairman Pike asked if the savings would be based on the Town's current energy costs, and Facilities Director Marles said current energy costs plus escalators included to cover cost increases, and said their energy calculations would target 80% which would allow for that movement. He said they typically got paid through a municipal lease (bond), with payment to the bond through energy savings, for which they had to make a guarantee that lasted for a period of time.

Councilor Kast asked what would happen if the School should decide not to go forward with the audit for some reason. Town Administrator Fournier said including the School helped by scale, but that there was no penalty involved. Facilities Director Marles said though the Schools were being renovated, the Elementary School would not be seeing new lighting which was one of the biggest energy-saving returns, and said the process would be a plus for both the Town and Schools. Vice-Chair Weinstein asked if they would look at solar options, and Facilities Director Marles said they would look at every option. Vice-Chair Weinstein asked how long the audit would take, and Facilities Director Marles said it would be an in-depth process of a couple of months and he would bring the information back to the Council for another presentation at that time.

Chairman Pike said the School had been talking about this for several years already and asked if they would be going with the same company. Facilities Director Marles said the same memo was sent to the School as went out to the Town and it was one of the shared services they were trying to work on.

Town Administrator Fournier polled the Council and Resolution #2017/2018-25 Authorizing the Town Administrator to enter into an Agreement With Energy Efficient Investments, Inc. to Conduct No-Cost Energy Auditing was approved by a vote of 6-0.

**Resolution #2017/2018-26 Authorizing the Town Administrator to enter into a Contract with Securadyme Systems for Community Center Safety and Security Improvements**

Vice-Chair Weinstein made a motion to approve Resolution #2017/2018-26 Authorizing the Town Administrator to enter into a Contract with Securadyme Systems for Community Center Safety and Security Improvements, which was seconded by Councilor Bowden.

Facilities Director Marles said this was a continuation of security improvements to all Town facilities, and said this would allow a higher level of safety and security at the Community Center.

172 Discussion: Vice-Chair Weinstein asked if this would include any outside lighting in the area as there was  
173 a concern about nighttime programming. Facilities Director Marles said it did not, but that he was working  
174 on the lighting as another component and hoped to have something to the Council in the next few weeks.  
175 Chairman Pike asked about pricing since they were using one vendor, and Facilities Director Marles said  
176 there were other companies that represented the same product but that he wanted to avoid getting into  
177 passwords, access and other issues. Councilor Bowden asked if they had looked at other levels of service  
178 besides platinum, and Facilities Director Marles said they could pay for any service, as Securadyne Systems  
179 would just be doing regular maintenance checks.

180  
181 Town Administrator Fournier polled the Council and Resolution #2017/2018-26 Authorizing the Town  
182 Administrator to enter into a Contract with Securadyne Systems for Community Center Safety and Security  
183 Improvements was approved by a vote of 6-0.

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185 **Resolution #2017/2018-27 Replacement of Channel 13 Broadcast Equipment**

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187 Vice-Chair Weinstein made a motion to approve Resolution #2017/2018-27 Replacement of Channel 13  
188 Broadcast Equipment, which was seconded by Councilor Burns.

189  
190 IT Director Doug Poulin said that Channel 13 had become one of the main ways the Town was feeding  
191 information to the public, and said they were having issues with quality, outright failures, and aging  
192 equipment. He said he submitted an RFP and received 3 quotes back. He said the quote from TelVue  
193 Corporation was approximately \$6,000 more than the next lower bid, but that they would get free  
194 streaming and free video-on-demand. Town Administrator Fournier said their current system was using  
195 the original Channel 13 equipment.

196  
197 Discussion: Councilor Kast asked if metrics were available on how much streaming and video-on-demand  
198 were being requested. IT Director Poulin said they knew Town Hall Streams were used pretty extensively  
199 but they had no way of knowing what was watched on Channel 13. Town Administrator Fournier said a  
200 lot of people watched meetings on their computers, and said the only way to get public access was  
201 through streaming and felt it would be well worth the extra cost. Councilor Bowden asked if the new  
202 system would allow any monitoring of viewership status. Channel 13 Manager Tim Cremman said with  
203 the new system they would have everything in the same place and they would be able to tell how many  
204 people were watching and at what time. He said the system would also allow expansion for use of other  
205 means of getting media out to the public.

206  
207 Councilor Bowden mentioned that only 2 of the quotes were very extensive, and Mr. Cremman said that  
208 TelVue Corporation and G&G Technologies provided labor-intensive quotes, where Access/AV provided  
209 only a new backup system. Vice-Chair Weinstein said she personally used streaming and on-demand, and  
210 felt they were important services for the Town to get information to the public. She said she assumed this  
211 new system would also improve the sound quality, and IT Director Poulin said it would. Councilor Finch  
212 asked if streaming would be available from a variety of places like tablets, and Mr. Cremman said anything  
213 with internet access and quick-flash.

Mr. Cremman said the biggest thing was that the new system would put everything in one place. He said right now they had Playback Service and On-Demand, which were 2 different companies sending 2 different signals. He said they were splitting signals with one to Comcast and one to Town Hall Streams, whereas the TelVue signal would be going to only one place. Councilor Kast asked about upgrades, and Mr. Cremman said TelVue would take care of any software upgrades but that the Town would need to invest in any other improvements and purchase the hardware. He said they were investing in a Playback Server and other parts, and felt it would be 5-6 years out before the next hardware update. He said with the new system they would also have the ability to go on location for different events live.

Town Administrator Fournier polled the Council and Resolution #2017/2018-27 Replacement of Channel 13 Broadcast Equipment was approved by a vote of 6-0.

**ORDINANCES AND RESOLUTIONS IN THE 3<sup>RD</sup> READING – None**

**ITEMS LAID ON THE TABLE**

Resolution #2015/2016-52 Authorizing the Designation of a Portion of Route 152 as an Economic Recovery Zone. (This Resolution is tabled from the June 15, 2016 Council Meeting pending Planning Board action.)

**NEW BUSINESS /CORRESPONDENCE**

**TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS— None**

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

Ordinance #2017/2018-02 Amendments to Chapter 30 of the Code of the Town of Newmarket, New Hampshire: Allowing Permitted Parking in Certain Lots

Town Administrator Fournier read Ordinance #2017/2018-02: Amendments to Chapter 30 of the Code of the Town of Newmarket, New Hampshire: Allowing Permitted Parking in Certain Lots in full. He said a Public Hearing would be held on the Ordinance at the next Town Council meeting.

**CORRESPONDENCE – None**

**CLOSING COMMENTS**

Vice-Chair Weinstein said parking had been brought up several times along with conversation about the Business Association, and asked if they should be notified about the Public Hearing. Town Administrator Fournier said this Ordinance was not for businesses but for residents who did not have parking, and would only be from 1:00 m to 5:00 am, which was basically a no-parking ban in that lot.

Councilor Kast asked about the Bonfire to be held in the Town and said she had forgotten the date. Town Administrator Fournier said it was in the Newsletter and would be held from 6-8 pm at the Carpenter

Town Council Regular Meeting  
January 3, 2018

Property across from the High School. He said the Boy Scouts were picking up Christmas trees and the event was not sponsored by the Town.

Chairman Pike said beginning on January 24<sup>th</sup> people who were interested could sign up for Town Council, Budget Committee, and other open positions in the Town. He said he felt people generally felt good about how things were going in Newmarket right now and it was important for new candidates to step forward.

**NEXT MEETING:** The next Regular Town Council Meeting will be held on January 17, 2018

**ADJOURNMENT**

Chairman Pike adjourned the meeting at 7:49 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary



TOWN OF NEWMARKET, NEW HAMPSHIRE  
OFFICE of the TOWN ADMINISTRATOR

**REPORT OF THE TOWN ADMINISTRATOR**  
**January 17, 2018**

**FY18 Budget:** At the end of December and half way through the fiscal year, we have expended 53% of the overall budget, and 54% of the general fund budget. This is on target in comparison for last year, as we expended 55% of the overall budget and 54% of the general fund during the same period.

As for revenues, there are no concerns at this time either.

**Warrant and Default Budget:** I have the warrant and default budget for the Town Council's signature tonight.

**Homeland Security Grant:** We have been approved initially for the Emergency Operations Plan upgrade. The Bureau of Homeland Security is requiring the minutes of a public meeting state that the Town Council has given me authorization to sign this grant. The Town Council has already approved that I am able to accept grants when I was first hired so I am requesting that if the Town Council has no objection that the minutes show that I am authorized to sign for this grant.

**Keno Warrant Article:** We received a petitioned warrant article to allow Keno in the Town. This will be placed on the ballot as it has the necessary signatures as certified by the Town Clerk. We will have to hold a public hearing in February no more than 30 days before the election and no less than 15. I am scheduling it for February 15.

**Veterans Tax Credit:** We also received a petition to increase the Veterans Tax Credit. However, this was denied on two grounds. First, it did not have the necessary signatures. Second, it cannot be accepted by petition in our form of government. The Town Council as the legislative body would have to do so.

I reported to the Town Council in October 2016 that the law changed to regarding Veteran's Tax Credits. Currently in Newmarket, veterans who served 90 days in World War I, World War II, Korean Conflict, Vietnam Conflict, and the Persian Gulf War receive a \$500 credit on their tax bills. The new law would allow the Town Council to change the requirement to any veteran that

served 90 days on active service in the armed forces and was honorably discharged or an officer honorably separated.

At that time we estimated that 152 additional veterans would be able to receive the credit and would cost the Town approximately \$76,000. We do not have a definite way to determine the number of veterans that may apply. Currently, 293 people receive the credit.

We can also phase it in increasing the amount over three years.

**Dispatch Services:** On the agenda for a first reading is the resolution to approve providing dispatch services to the Town of Newfields. The Newfields Select Board approved it at their January 9 meeting.

**LED Lighting:** As of January 10, the project is almost complete. They found six additional decorative lights, but had the supplies with them. There are a few decorative lights that the bulbs were smaller, so they have to order them. Besides that, every light in Town has been changed over.

### **ONGOING PROJECTS**

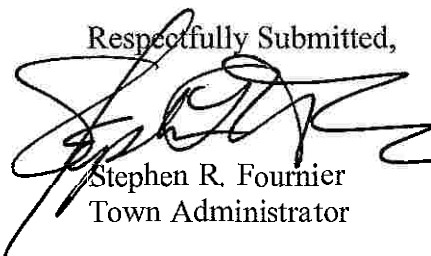
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**\*\*\*This section will not be reported on orally to the Town Council at the meeting, but will use this as a chance to update on any developments in ongoing projects. \*\*\***

**Town Hall Renovations:** Council Chambers renovations will begin shortly.

**NHDOT v Town of Newmarket:** No updates.

Respectfully Submitted,



Stephen R. Fournier  
Town Administrator

Town of Newmarket, New Hampshire  
Preliminary Expense Report <sup>ab</sup>  
For the Period Ended December 31, 2017

Fiscal Year 2018							Fiscal Year 2017						
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	
	01-401-100-0000	TC - ELECTED SALARIES	11,000.00	5,500.00	8,250.00	2,750.00	75%	11,000.00	2,750.00	8,250.00	2,750.00	75%	
	01-401-103-0000	TC - PART-TIME	7,800.00	832.50	3,989.71	3,810.29	51%	7,800.00	1,312.50	4,402.50	3,397.50	56%	
	01-401-190-0000	TC - TRAINING	250.00	0.00	200.00	50.00	80%	250.00	0.00	0.00	250.00	0%	
	01-401-202-0000	TC - GENERAL SUPPLIES	150.00	0.00	109.79	40.21	73%	250.00	0.00	0.00	250.00	0%	
	Town Council		19,200.00	6,332.50	12,549.50	6,650.50	65%	19,300.00	4,062.50	12,652.50	6,647.50	64%	
	01-402-101-0000	TA - FULL TIME SALARIES	141,472.00	11,521.73	69,742.76	71,729.24	49%	135,095.00	10,347.06	67,185.53	67,909.47	50%	
	01-402-103-0000	TA - PART TIME SALARIES	0.00	0.00	0.00	0.00	0%	4,000.00	0.00	0.00	4,000.00	0%	
	01-402-193-0000	TA - TRAINING/STAFF DEV	5,200.00	1,556.77	3,820.51	1,379.49	73%	3,500.00	600.00	1,814.98	1,685.02	52%	
	01-402-201-0000	TA - POSTAGE	3,200.00	179.74	1,250.92	1,949.03	39%	3,000.00	162.90	972.07	2,027.93	33%	
	01-402-202-0000	TA - GENERAL SUPPLIES	11,500.00	827.17	2,226.67	9,273.33	19%	11,500.00	538.85	3,735.89	7,764.11	32%	
	01-402-301-0000	TA - COMMUNICATION SERVICES	4,200.00	100.00	1,815.79	2,384.21	43%	4,200.00	322.79	1,744.29	2,455.71	42%	
	01-402-310-0000	TA - DUES/SUBSCRIPTIONS	10,500.00	80.00	8,965.20	1,534.80	85%	10,500.00	90.00	8,545.00	1,955.00	81%	
	01-402-310-0003	TA - ADVERTISING	2,500.00	45.00	1,063.08	1,436.92	43%	2,500.00	230.00	2,202.88	292.12	88%	
	01-402-310-0005	TA - BOOKS	500.00	0.00	1,231.18	-731.18	246%	500.00	957.32	957.32	-457.32	191%	
	01-402-402-0000	TA - EQUIPMENT MAINTENANCE	8,300.00	1,801.69	4,230.56	4,069.44	51%	8,344.00	1,340.58	6,093.63	2,250.37	73%	
	01-402-501-0000	TA - PRINTING/PUBLISHING	3,000.00	0.00	0.00	3,000.00	0%	3,500.00	0.00	0.00	3,500.00	0%	
	01-402-702-0000	TA-CONTRACTED SERVICE	2,500.00	0.00	408.00	2,092.00	16%	2,500.00	8,750.00	10,073.17	-7,573.17	403%	
	Town Administrator		192,872.00	16,112.10	94,754.72	98,117.28	49%	189,139.00	22,799.42	103,334.76	85,804.24	55%	
		01-403-100-0000	FINANCE - ELECTED OFFICIALS	900.00	0.00	900.00	0.00	100%	900.00	0.00	900.00	0.00	100%
		01-403-101-0000	FINANCE - FULL TIME SALARIES	134,700.00	7,490.72	53,477.39	81,222.61	40%	167,544.00	13,815.77	77,883.73	89,660.27	46%
01-403-103-0000		FINANCE - PART TIME SALARIES	5,000.00	416.67	2,500.02	2,499.98	50%	5,000.00	416.67	2,500.02	2,499.98	50%	
01-403-190-0000		FINANCE - TRAINING/STAFF DEVELOPMENT	1,000.00	0.00	42.15	957.85	4%	0.00	40.72	40.72	-40.72	0%	
01-403-202-0000		FINANCE - GENERAL SUPPLIES	5,000.00	450.59	2,509.05	2,490.95	50%	5,000.00	130.45	1,541.84	3,458.16	31%	
01-403-301-0000		FINANCE - COMMUNICATIONS SERVICES	2,450.00	219.90	1,243.94	1,206.06	51%	2,400.00	121.78	776.91	1,623.09	32%	
01-403-310-0001		FINANCE - BUDGET COMMITTEE EXPENSE	600.00	0.00	0.00	600.00	0%	600.00	0.00	0.00	600.00	0%	
01-403-310-0003		FINANCE - ADVERTISING	1,000.00	0.00	0.00	1,000.00	0%	500.00	0.00	987.52	-487.52	198%	
01-403-402-0000		FINANCE - EQUIPMENT MAINTENANCE	600.00	0.00	435.00	165.00	73%	900.00	0.00	267.50	632.50	30%	
01-403-410-0000		FINANCE - FIN. SYSTEM LEASE	54,000.00	0.00	0.00	54,000.00	0%	0.00	0.00	0.00	0.00	0%	
01-403-460-0000		FINANCE - BANK FEES	0.00	0.00	0.00	0.00	0%	0.00	50.00	215.20	-215.20	0%	
01-403-703-0000		FINANCE - AUDIT	22,500.00	3,895.20	19,895.20	2,604.80	88%	24,000.00	0.00	2,232.00	21,768.00	9%	
Finance			227,750.00	12,473.08	81,002.75	146,747.25	36%	206,844.00	14,575.39	87,345.44	119,498.56	42%	
		01-404-150-0000	EMP BEN - FICA	129,181.00	10,028.62	54,823.05	74,357.95	42%	124,089.00	9,095.53	53,059.14	71,029.86	43%
		01-404-151-0000	EMP BEN - MEDICARE	46,469.00	3,531.20	19,840.40	26,628.60	43%	45,134.00	3,218.35	19,493.12	25,640.88	43%
	01-404-152-0000	EMP BEN - PRE-EMPLOYMENT TESTING	2,000.00	320.00	1,059.80	940.20	53%	2,740.00	0.00	194.00	2,546.00	7%	
	01-404-155-0000	EMP BEN - HEALTH INSURANCE	660,085.00	44,472.84	315,151.33	344,933.67	48%	585,734.00	44,503.32	320,505.80	265,228.20	55%	
	01-404-156-0000	EMP BEN - 401K RETIREMENT	441,316.00	38,981.65	220,552.73	220,763.22	50%	426,379.00	33,294.50	201,759.59	224,619.41	47%	
	01-404-159-0000	EMP BEN - LIFE/DISABILITY BENE	28,199.00	-162.40	9,277.35	18,921.65	33%	27,660.00	2,323.87	14,132.05	13,527.95	51%	
	01-404-160-0000	EMP BEN - WORKERS COMPENSATION	138,931.00	-215.97	116,215.73	22,715.27	84%	125,389.00	-118.36	125,562.67	-173.67	100%	
	01-404-161-0000	EMP BEN - UNEMPLOYMENT	1,788.00	0.00	-5.18	1,793.18	0%	4,413.00	1,621.23	1,621.23	2,791.77	37%	
	01-404-162-0000	EMP BEN - EMPLOYEE TESTING	1,000.00	0.00	584.25	415.75	58%	600.00	387.00	572.25	27.75	95%	
	01-404-190-0000	HR - TRAINING STAFF DEVELOPMENT	2,500.00	0.00	1,666.87	833.13	67%	2,500.00	0.00	2,765.87	-266.87	111%	
	01-404-197-0000	EMP BEN - MERIT INCREASE POOL	45,000.00	0.00	0.00	45,000.00	0%	45,000.00	0.00	0.00	45,000.00	0%	
	01-404-198-0000	EMP BEN - LONGEVITY	22,950.00	17,325.00	17,325.00	5,625.00	75%	22,275.00	15,750.00	15,750.00	6,525.00	71%	
	01-404-504-0006	EMP BEN - PROPERTY LIABILITY INSURANCE	109,273.00	0.00	92,436.44	16,836.56	85%	103,230.00	0.00	101,179.00	2,051.00	98%	
	01-404-504-0007	EMP BEN - INSURANCE DEDUCTIBLES	0.00	1,000.00	1,000.00	-1,000.00	0%	0.00	0.00	0.00	0.00	0%	
	Human Resource		1,628,692.00	115,280.94	849,927.72	778,764.23	52%	1,515,143.00	110,075.44	856,595.72	658,547.28	57%	
	01-405-101-0000	TC/TC - FULL TIME SALARIES	108,305.00	8,561.00	51,307.47	56,997.53	47%	105,904.00	8,331.06	50,064.84	55,839.16	47%	
	01-405-103-0000	TC/TC - PART TIME SALARIES	28,398.00	2,041.80	11,983.33	16,414.67	42%	27,919.00	2,103.03	11,035.33	16,883.67	40%	
	01-405-103-0070	TC/TC PT - ELECTION OFFICIALS	2,925.00	0.00	64.40	2,860.60	2%	8,925.00	225.00	4,350.00	4,575.00	49%	
	01-405-190-0000	TC/TC - TRAINING STAFF DEVELOPMENT	2,250.00	0.00	1,102.67	1,147.33	49%	2,600.00	0.00	1,308.39	1,291.61	50%	
	01-405-201-0000	TC/TC - POSTAGE	10,620.00	371.78	3,786.29	6,833.71	36%	10,167.00	373.60	3,804.54	6,362.46	37%	
	01-405-202-0000	TC/TC - GENERAL SUPPLIES	3,300.00	125.07	1,514.26	1,785.74	46%	3,300.00	524.95	1,739.29	1,560.71	53%	
	01-405-301-0000	TC/TC - COMMUNICATION SERVICES	1,600.00	0.00	636.93	963.07	40%	1,600.00	119.38	608.59	991.41	38%	
	01-405-310-0002	TC/TC - DUES/SUBSCRIPTIONS	480.00	0.00	116.95	363.05	24%	489.00	20.00	107.95	381.05	22%	
	01-405-310-0070	TC/TC - ELECTION/REGISTRATION	3,225.00	230.38	230.38	2,994.62	7%	8,113.00	303.33	3,578.84	4,534.16	44%	
	01-405-402-0000	TC/TC - EQUIPMENT MAINTENANCE	1,400.00	0.00	260.00	1,140.00	39%	1,400.00	0.00	397.50	1,002.50	28%	
	01-405-702-0000	TC/TC - DEED RESEARCH	2,575.00	0.00	485.85	2,089.15	39%	2,575.00	6.47	169.70	2,405.30	7%	
	01-405-702-1000	TC/TC - CODIFICATION	950.00	0.00	4,328.00	-3,378.00	456%	950.00	0.00	1,722.75	-772.75	182%	
	01-405-800-0000	TC/TC - EQUIPMENT PURCHASE	2,500.00	0.00	0.00	2,500.00	0%	2,500.00	0.00	2,500.00	0.00	100%	
	Town Clerk/Tax Collector		168,528.00	11,330.03	75,831.53	92,696.47	45%	176,442.00	12,006.82	81,392.72	95,049.28	46%	
		01-406-101-0000	RECREATION- FULL TIME SALARIES	152,313.00	13,672.45	82,536.93	74,776.07	52%	154,229.00	12,100.25	73,278.13	80,950.87	48%
01-406-103-0000		RECREATION-PART TIME SALARIES	26,238.00	266.50	266.50	25,971.50	1%	25,486.00	2,018.28	17,842.89	7,643.11	70%	
01-406-190-0000		RECREATION-TRAINING/STAFF DEVELOP.	2,000.00	431.00	996.42	1,003.58	50%	2,000.00	493.38	513.38	1,486.62	26%	
01-406-191-0000		RECREATION-TRAVEL EXPENSE	300.00	0.00	452.01	-152.01	151%	300.00	52.38	52.38	247.62	17%	
01-406-192-0000		RECREATION-MEAL ALLOWANCE	300.00	0.00	230.04	69.96	77%	300.00	19.34	141.98	158.02	47%	
01-406-201-0000		RECREATION-POSTAGE	700.00	0.00	0.00	700.00	0%	1,500.00	0.00	0.00	1,500.00	0%	
01-406-202-0000		RECREATION-GENERAL SUPPLIES	1,750.00	225.92	864.69	885.31	49%	1,650.00	279.88	1,435.70	214.30	87%	
01-406-301-0000		RECREATION-COMMUNICATION SERVICE	3,200.00	137.84	1,425.99	1,774.01	45%	3,288.00	191.28	1,442.05	1,845.95	44%	
01-406-310-0002		RECREATION-DUES/SUBSCRIPTIONS	1,800.00	184.99	599.99	600.01	50%	1,233.00	87.28	187.26	1,045.74	15%	
01-406-402-0000		RECREATION-EQUIP. MAINTENANCE	6,750.00	453.19	2,222.59	4,527.41	33%	6,636.00	90.00	1,880.37	4,755.63	28%	
01-406-800-0000		RECREATION-EQUIP. PURCHASE	1,200.00	35.69	155.65	1,044.35	13%	1,200.00	0.00	399.98	800.02	33%	
01-406-904-0000		RECREATION-SUNRISE SUNSET SR CTR	2,400.00	0.00	292.40	2,107.60	12%	2,500.00	119.85	244.09	2,255.91	10%	
Recreation			203,351.00	15,407.58	90,043.21	113,307.79	44%	200,322.00	15,451.92	97,423.21	102,898.79	49%	

Town of Newmarket, New Hampshire  
Preliminary Expense Report<sup>ab</sup>  
For the Period Ended December 31, 2017

Fiscal Year 2018								Fiscal Year 2017					
			Month to Date	Year to Date					Month to Date	Year to Date			
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Transactions	Transactions	Balance Year	Percent Used	Budget	Transactions	Transactions	Balance Year	Percent Used	
	01-407-101-0000	CODE - FULL-TIME SALARIES	25,356.00	1,950.16	12,451.72	12,904.28	49%	25,356.00	1,950.17	12,734.34	12,621.66	50%	
	01-407-103-0000	CODE- PART TIME SALARIES	39,895.00	3,156.41	17,888.92	22,006.08	45%	38,919.00	3,197.58	18,715.28	20,203.72	48%	
	01-407-190-0000	CODE - TRAINING	1,000.00	0.00	100.00	900.00	10%	1,000.00	0.00	110.00	890.00	11%	
	01-407-201-0000	CODE- POSTAGE	130.00	0.46	87.75	42.25	68%	130.00	11.58	44.31	85.69	34%	
	01-407-202-0000	CODE - GENERAL SUPPLIES	2,700.00	54.98	475.73	2,224.27	18%	2,700.00	13.49	469.14	2,230.86	17%	
	01-407-301-0000	CODE - TELEPHONE	1,000.00	50.00	495.10	504.90	50%	1,000.00	84.88	444.28	555.72	44%	
	01-407-310-0002	CODE - DUES/SUBSCRIPTIONS	400.00	534.00	1,524.00	-1,124.00	381%	400.00	0.00	608.95	-208.95	152%	
	01-407-402-0000	CODE- EQUIPMENT MAINTENANCE	200.00	0.00	0.00	200.00	0%	200.00	0.00	0.00	200.00	0%	
	01-407-702-0000	CODE- LAB TESTING	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%	
Code Enforcement			70,731.00	5,746.01	33,023.22	37,707.78	47%	69,755.00	5,257.70	33,126.30	36,628.70	47%	
	01-408-103-0000	DIR ASSIST - PART-TIME SALARIES	20,000.00	900.00	6,390.18	13,609.82	32%	23,943.00	1,318.09	7,985.73	15,957.27	33%	
	01-408-190-0000	DIR ASSIST - TRAINING/STAFF DEVEL	150.00	0.00	0.00	150.00	0%	150.00	0.00	0.00	150.00	0%	
	01-408-202-0000	DIR ASSIST- GENERAL SUPPLIES	380.00	31.13	186.51	193.49	49%	200.00	31.02	155.18	44.82	78%	
	01-408-310-0002	DIR ASSIST- DUES/SUBSCRIPTIONS	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%	
	01-408-315-0038	DIR ASSIST- FOOD	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%	
	01-408-315-0039	DIR ASSIST- RENT	10,000.00	0.00	2,260.00	7,740.00	23%	10,000.00	0.00	3,980.00	6,020.00	40%	
	01-408-315-0040	DIR ASSIST - ELECTRICITY	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%	
	01-408-315-0041	DIR ASSIST - HEAT	1,000.00	0.00	0.00	1,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%	
	01-408-315-0042	DIR ASSIST - MEDICAL	1,000.00	0.00	0.00	1,000.00	0%	1,500.00	0.00	0.00	1,500.00	0%	
	01-408-315-0043	DIR ASSIST - MISCELLANEOUS	1,000.00	0.00	1,500.00	-500.00	150%	1,500.00	0.00	750.00	750.00	50%	
Direct Assistance			35,580.00	931.13	10,336.69	25,243.31	29%	41,343.00	1,349.11	12,870.91	28,472.09	31%	
	01-409-130-0000	ASSESS - CONTRACTED SERVICES	61,987.00	5,205.17	26,943.22	35,043.78	43%	60,475.00	0.00	20,385.66	40,089.34	34%	
	01-409-201-0000	ASSESS- POSTAGE	0.00	1.84	7.82	-7.82	0%	500.00	0.93	22.47	477.53	4%	
	01-409-202-0000	ASSESS - GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0%	500.00	0.00	234.00	266.00	47%	
	01-409-310-0002	ASSESS - DUES/SUBSCRIPTIONS	150.00	0.00	0.00	150.00	0%	150.00	0.00	0.00	150.00	0%	
	01-409-407-0000	ASSESS - SOFTWARE	7,900.00	0.00	7,920.00	-20.00	100%	7,700.00	0.00	7,760.00	-60.00	101%	
Assessing			70,037.00	5,207.01	34,871.04	35,165.96	50%	69,325.00	0.93	28,402.13	40,922.87	41%	
	01-410-602-0000	LEGAL- LEGAL EXPENSES	80,000.00	14,831.00	43,570.56	36,429.44	54%	80,000.00	12,559.10	41,694.33	38,305.67	52%	
Legal			80,000.00	14,831.00	43,570.56	36,429.44	54%	80,000.00	12,559.10	41,694.33	38,305.67	52%	
	01-411-101-0000	PLAN - FULL TIME SALARIES	100,565.00	7,509.46	48,124.17	52,440.83	48%	98,731.00	7,735.91	47,949.95	50,781.05	49%	
	01-411-103-0000	PLAN - PART TIME SALARIES	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%	
	01-411-190-0000	PLAN - TRAINING/STAFF DEVELOPMENT	1,500.00	0.00	127.77	1,372.23	9%	1,500.00	26.00	58.40	1,441.60	4%	
	01-411-201-0000	PLAN - POSTAGE	2,500.00	7.02	814.10	1,685.90	33%	2,500.00	67.57	518.81	1,981.19	21%	
	01-411-202-0000	PLAN - GENERAL SUPPLIES	2,500.00	56.50	678.24	1,821.76	27%	2,000.00	21.49	1,021.10	978.90	51%	
	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	650.00	0.00	319.97	330.03	49%	600.00	51.83	327.35	272.65	55%	
	01-411-310-0002	PLAN - DUES/SUBSCRIPTIONS	8,500.00	0.00	8,467.76	32.24	100%	8,345.00	0.00	8,357.19	-12.19	100%	
	01-411-310-0003	PLAN - ADVERTISING	3,000.00	0.00	1,086.65	1,913.35	36%	2,000.00	0.00	351.14	1,648.86	18%	
	01-411-702-0000	PLAN - TAX MAPS	1,000.00	0.00	273.00	727.00	27%	1,000.00	0.00	0.00	1,000.00	0%	
Planning			126,215.00	7,972.98	59,891.66	66,323.34	47%	122,676.00	7,902.80	58,583.94	64,092.06	48%	
	01-413-103-0000	CON COMM- PT RECORDING SECRETARY	2,000.00	168.30	814.73	1,185.27	41%	2,000.00	150.00	735.00	1,265.00	37%	
	01-413-201-0000	CON COMM- POSTAGE	60.00	0.00	0.00	60.00	0%	60.00	0.46	10.51	49.49	18%	
	01-413-202-0000	CON COMM- GENERAL SUPPLI	200.00	0.00	0.00	200.00	0%	200.00	0.00	75.00	125.00	38%	
	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	320.00	-29.00	110%	
Conservation Commission			2,941.00	168.30	814.73	2,126.27	28%	2,941.00	150.46	1,140.51	1,800.49	39%	
	01-414-310-0000	ECON DEV - OPERATING EXPENSE	2,500.00	0.00	0.00	2,500.00	0%	2,500.00	84.95	1,284.95	1,215.05	51%	
Economic Development			2,500.00	0.00	0.00	2,500.00	0%	2,500.00	84.95	1,284.95	1,215.05	51%	
	01-418-950-0000	DEBT SER - PRINCIPLE	100,000.00	0.00	100,000.00	0.00	100%	100,000.00	0.00	100,000.00	0.00	100%	
	01-418-951-0000	DEBT SER - INTEREST	25,259.00	0.00	25,258.32	0.68	100%	29,759.00	0.00	29,758.32	0.68	100%	
Debt Services			125,259.00	0.00	125,258.32	0.68	100%	129,759.00	0.00	129,758.32	0.68	100%	
	01-420-101-0000	MIS - FULL TIME SALARIES	69,547.00	5,483.48	32,830.53	36,716.47	47%	68,183.00	5,349.74	32,367.01	35,815.99	47%	
	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	760.43	2,393.89	106.11	96%	2,500.00	0.00	505.10	1,994.90	20%	
	01-420-301-0000	MIS - COMMUNICATION SERVICE	600.00	50.59	353.73	246.27	59%	600.00	50.46	502.40	97.60	84%	
	01-420-310-0002	MIS - DUES SUBSCRIPTIONS	275.00	0.00	400.00	-125.00	145%	275.00	0.00	125.00	150.00	45%	
	01-420-407-0000	MIS - SOFTWARE MAINT	45,000.00	3,000.00	35,131.86	9,868.14	78%	42,500.00	0.00	36,857.99	5,642.01	87%	
	01-420-409-0000	MIS - REPAIRS/MAINT	4,500.00	552.79	2,509.58	1,990.42	56%	4,500.00	0.00	2,180.04	2,319.96	48%	
	01-420-414-0000	MIS - SOFTWARE LICENSES	4,500.00	0.00	2,830.60	1,669.40	63%	4,500.00	0.00	1,421.40	3,078.60	32%	
	01-420-702-0000	MIS - VENDOR SUPPORT	1,500.00	0.00	0.00	1,500.00	0%	1,500.00	0.00	0.00	1,500.00	0%	
	01-420-800-0000	MIS - NEW EQUIPMENT	10,000.00	0.00	5,522.23	4,477.77	55%	10,000.00	630.00	5,599.20	4,400.80	56%	
Information Technology			139,422.00	9,847.29	81,972.42	57,449.58	59%	135,558.00	6,030.20	79,558.14	55,999.86	59%	
	01-421-103-0000	CHANNEL 13 PARTTIMESALARIES	23,543.00	2,408.50	13,144.00	10,399.00	56%	23,086.00	594.97	8,212.86	14,873.14	36%	
	01-421-202-0000	CHANNEL 13 MISC EQUIPMENTS	6,000.00	164.92	1,213.71	4,786.29	20%	6,000.00	29.99	1,219.94	4,780.06	20%	
	01-421-310-0000	CHANNEL 13 - OPERATING EXPENSES	2,500.00	750.00	1,500.00	1,000.00	60%	2,500.00	250.00	1,250.00	1,250.00	50%	
Channel 13			32,043.00	3,323.42	15,857.71	16,185.29	49%	31,586.00	874.96	10,682.80	20,903.20	34%	

Town of Newmarket, New Hampshire  
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Fiscal Year 2018							Fiscal Year 2017					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used
Police	01-438-101-0000	POLICE - FULL TIME SALARIES	1,050,266.00	79,540.51	468,702.77	581,563.23	45%	1,037,437.00	74,098.81	490,316.78	547,120.22	47%
	01-438-102-0000	POLICE - OVERTIME	120,000.00	5,609.78	57,810.45	62,189.55	48%	107,010.00	4,138.04	54,569.40	52,440.60	51%
	01-438-103-0000	POLICE - PART-TIME SALARIES	35,000.00	2,129.28	10,806.64	24,193.36	31%	35,000.00	2,018.10	12,674.11	22,325.89	30%
	01-438-162-0000	POLICE - MEDICAL	2,500.00	0.00	1,065.00	1,435.00	43%	2,500.00	0.00	190.08	2,309.92	8%
	01-438-190-0000	POLICE - TRAINING/STAFF DEVELOPMENT	10,000.00	0.00	1,066.83	8,933.17	11%	10,000.00	861.39	3,805.46	6,194.54	38%
	01-438-191-0000	POLICE - TRAVEL/MILEAGE	600.00	0.00	65.27	534.73	11%	600.00	0.00	19.00	581.00	3%
	01-438-193-0000	POLICE- UNIFORMS	8,800.00	0.00	0.00	8,800.00	0%	8,800.00	0.00	2,332.31	6,467.69	27%
	01-438-194-0000	POLICE - EDUCATIONAL INCENTIVE	6,900.00	0.00	5,050.00	1,850.00	73%	5,000.00	0.00	4,800.00	200.00	96%
	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	0.00	194.75	1,805.25	10%	2,000.00	0.00	139.70	1,860.30	7%
	01-438-200-0000	POLICE - YOUTH/PUBLIC RELATIONS	2,500.00	0.00	0.00	2,500.00	0%	2,500.00	0.00	357.53	2,142.47	14%
	01-438-201-0000	POLICE - POSTAGE	450.00	41.05	198.01	251.99	44%	450.00	38.79	195.92	254.08	44%
	01-438-202-0000	POLICE- OFFICE SUPPLIES	5,500.00	193.08	1,669.59	3,830.41	30%	5,500.00	410.95	1,733.93	3,766.07	32%
	01-438-202-0438	POLICE-GENERAL SUPPLIES	400.00	21.00	162.25	237.75	41%	400.00	20.50	123.00	277.00	31%
	01-438-209-0000	POLICE - GASOLINE	22,000.00	1,751.82	9,697.21	12,302.79	44%	34,000.00	1,310.90	8,400.53	25,599.47	25%
	01-438-301-0000	POLICE - COMMUNICATION SERVICES	16,500.00	577.03	5,042.26	11,457.74	31%	16,500.00	1,045.71	5,135.78	11,364.22	31%
	01-438-310-0002	POLICE - DUES/MEMBERSHIPS	4,210.00	125.00	150.00	4,060.00	4%	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%	2,800.00	44.95	125.90	2,674.10	4%
	01-438-310-0044	POLICE- EQUIPMENT/FIELD SUPPLIES	6,000.00	0.00	1,598.11	4,401.89	27%	6,000.00	0.00	518.00	5,482.00	9%
	01-438-310-0045	POLICE - PRISONER EXPENSES	1,200.00	0.00	0.00	1,200.00	0%	1,200.00	60.98	247.98	952.02	21%
	01-438-402-0000	POLICE - EQUIP MAINTENANCE	5,000.00	0.00	68.00	4,932.00	1%	5,000.00	0.00	642.82	4,357.18	13%
	01-438-410-0000	POLICE - EQUIPMENT LEASE	26,900.00	1,001.76	3,150.02	23,749.98	12%	26,900.00	591.63	2,753.72	24,146.28	10%
	01-438-501-0000	POLICE - PRINTING/PUBLISHING	2,800.00	58.74	111.74	2,688.26	4%	2,800.00	0.00	705.00	2,095.00	25%
	01-438-521-0000	POLICE- ANIMAL CONTROL	3,600.00	0.00	0.00	3,600.00	0%	3,600.00	0.00	0.00	3,600.00	0%
Police			1,338,426.00	90,988.55	568,858.90	769,567.10	49%	1,322,707.00	84,640.76	592,286.95	730,420.05	46%
Public Works	01-441-101-0000	PW ADMIN. - FULL TIME SALARIES	119,732.00	9,274.24	57,897.90	61,834.10	46%	119,085.00	9,210.24	57,047.71	62,037.29	46%
	01-441-102-0000	PW ADMIN. - OVERTIME	50,000.00	4,827.28	16,285.63	33,714.37	33%	50,000.00	6,840.02	17,646.30	32,353.70	35%
	01-441-106-0000	PW ADMIN. - LABOR SALARIES	235,750.00	20,066.94	106,655.27	129,094.73	46%	231,131.00	18,253.59	110,266.59	120,864.41	48%
	01-441-190-0000	PW ADMIN. - TRAINING/STAFF DEVELOPM	1,000.00	0.00	50.00	950.00	5%	1,000.00	0.00	1,200.00	-200.00	120%
	01-441-193-0000	PW ADMIN. - UNIFORMS	10,000.00	2,142.11	6,440.67	3,559.33	64%	10,000.00	841.55	4,358.88	5,641.12	44%
	01-441-201-0000	PW ADMIN. - POSTAGE	100.00	0.00	1.38	98.62	1%	100.00	0.93	27.26	72.74	27%
	01-441-202-0000	PW ADMIN. - GENERAL SUPPLIES	7,500.00	855.05	3,125.26	4,374.74	42%	8,000.00	2,063.94	3,963.26	4,036.74	50%
	01-441-301-0000	PWADMIN. - COMMUNICATION SERVICE	7,000.00	27.435	3,043.15	3,956.85	43%	6,000.00	597.80	3,771.56	2,228.44	63%
	01-441-310-0002	PWADMIN. - DUES/MEMBERSHIPS	2,000.00	0.00	100.00	1,900.00	5%	1,000.00	0.00	25.00	975.00	3%
	01-441-310-0003	PWADMIN. - ADVERTISING	1,200.00	0.00	580.84	619.16	48%	1,200.00	0.00	0.00	1,200.00	0%
Public Works			434,282.00	37,439.97	194,180.10	240,101.90	45%	427,516.00	37,808.07	198,306.56	229,209.44	46%
Roadways & Sidewalks	01-442-202-0000	RDWY/SWK - GENERAL SUPPLIES	16,000.00	1,600.49	11,791.98	4,208.02	74%	16,000.00	4,101.70	14,534.67	1,465.33	91%
	01-442-205-0000	RDWY/SWK - WINTER SALT	80,000.00	20,209.78	36,253.62	43,746.38	43%	80,000.00	14,812.91	30,368.64	49,631.36	38%
	01-442-208-0000	RDWY/SWK - WINTER SAND	6,200.00	0.00	0.00	6,200.00	0%	6,200.00	0.00	0.00	6,200.00	0%
	01-442-213-0000	RDWY/SWK - PAVEMENT MARKING	3,500.00	0.00	3,638.69	-138.69	104%	3,500.00	0.00	15.96	3,484.04	0%
	01-442-250-0000	RDWY/SWK - COLD MIX	3,000.00	1,439.80	2,033.20	966.80	68%	3,000.00	580.50	868.05	2,131.95	29%
	01-442-251-0000	RDWY/SWK - HOT TOP	308,000.00	181,277.25	298,660.44	9,339.56	97%	155,000.00	19,238.00	61,025.96	93,974.04	39%
	01-442-402-0000	RDWY/SWK - EQUIPMENT LEASE	12,500.00	0.00	9,365.00	3,135.00	75%	13,200.00	0.00	13,892.50	-692.50	105%
	01-442-514-0000	RDWY/SWK - CONTRACT STREET MAR	6,000.00	1,674.30	6,582.14	-582.14	110%	6,000.00	0.00	5,998.44	1.56	100%
	01-442-516-0000	RDWY/SWK - CONTRACT WINTER EQU	10,000.00	0.00	0.00	10,000.00	0%	15,000.00	0.00	0.00	15,000.00	0%
	01-442-527-0000	RDWY/SWK - CURBSIDE WEED CONTR	1,500.00	0.00	1,900.00	-400.00	127%	3,000.00	0.00	1,900.00	1,100.00	63%
	01-442-528-0000	RDWY/SWK - TREE SERVICE	1,500.00	0.00	800.00	700.00	53%	3,000.00	0.00	0.00	3,000.00	0%
	01-442-531-0000	RDWY/SWK - WEATHER SERVICE	2,070.00	410.00	410.00	1,660.00	20%	2,070.00	683.34	683.34	1,386.66	33%
	01-442-704-0000	RDWY/SWK - ENGINEERING	25,000.00	0.00	2,789.28	22,210.72	11%	25,000.00	0.00	0.00	25,000.00	0%
	01-442-705-0000	RDWY/SWK CONSTRUCTION	45,000.00	2,509.56	9,760.63	35,239.37	22%	0.00	0.00	0.00	0.00	0%
Roadways & Sidewalks			520,270.00	209,421.18	383,984.98	136,285.02	74%	330,970.00	39,416.45	129,287.56	201,682.44	39%
Street Lights	01-446-202-0000	STREET LIGHT - FIXTURES	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-446-302-0000	STREET LIGHT - ELECTRICITY	47,000.00	3,048.77	18,666.77	28,333.23	40%	47,000.00	6,168.27	22,125.88	24,874.12	47%
Street Lights			49,000.00	3,048.77	18,666.77	30,333.23	38%	49,000.00	6,168.27	22,125.88	26,874.12	45%
Bridges	01-447-416-0000	BRIDGES- GUARDRAILS	4,000.00	3,100.00	3,100.00	900.00	78%	0.00	0.00	0.00	0.00	0%
			4,000.00	3,100.00	3,100.00	900.00	78%	0.00	0.00	0.00	0.00	0%

Town of Newmarket, New Hampshire  
Preliminary Expense Report<sup>2b</sup>  
For the Period Ended December 31, 2017

Fiscal Year 2018								Fiscal Year 2017					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	
	01-448-101-0000	BLD/GRNDS - FULL-TIME SALARIES	134,731.00	7,517.26	44,694.03	90,036.97	33%	63,461.00	5,021.86	30,062.09	33,398.91	47%	
	01-448-102-0000	BLD/GRNDS - OVERTIME	3,000.00	1,574.93	3,152.67	-152.67	105%	3,000.00	1,094.45	2,084.50	915.50	69%	
	01-448-103-0000	BLD/GRNDS- PARTTIME SALARIES	87,834.00	4,083.46	43,530.01	44,303.99	50%	86,247.00	2,679.00	38,503.21	47,743.79	45%	
	01-448-190-0000	BLDG/GRNDS - TRAINING/STAFF DEVELOPM	0.00	0.00	598.00	-598.00	0%	0.00	0.00	0.00	0.00	0%	
	01-448-191-0000	BLDG/GRNDS-TRAVEL EXPENSE	0.00	66.50	399.00	-399.00	0%	0.00	0.00	0.00	0.00	0%	
	01-448-202-0000	BLD/GRNDS - GENERAL SUPPLIES	10,000.00	2,556.28	6,893.88	3,106.12	69%	10,000.00	-734.95	2,817.13	7,182.87	28%	
	01-448-301-0000	BLDG/GRNDS-COMMUNICATIONS	0.00	20.90	227.70	-227.70	0%	0.00	0.00	0.00	0.00	0%	
	01-448-302-0000	BLD/GRNDS - ELECTRICITY-TOWN HALL	12,000.00	0.00	4,509.25	7,490.75	38%	12,000.00	1,449.37	6,065.55	5,914.45	53%	
	01-448-302-0156	BLDG/GRNDS-ELECTRICITY BEECH ST EXT	0.00	34.86	202.02	-202.02	0%	0.00	0.00	0.00	0.00	0%	
	01-448-302-0406	BLD/GRNDS- ELECTRICITY- PARKS	1,300.00	0.00	510.44	789.56	39%	1,300.00	207.85	573.89	726.11	44%	
	01-448-302-0438	BLD/GRNDS - ELECTRICITY POLICE	13,500.00	0.00	4,016.51	9,483.49	30%	13,500.00	1,462.17	5,755.01	7,744.99	43%	
	01-448-302-0441	BLD/GRNDS- ELECTRICITY YOUNGS LANE	25,000.00	0.00	9,014.12	15,985.88	36%	25,000.00	3,481.91	12,002.96	12,997.04	48%	
	01-448-303-0000	BLD/GRNDS - HEAT & OIL- TOWN HALL	22,000.00	2,211.23	4,251.11	17,748.89	19%	23,000.00	2,408.51	4,472.51	18,527.49	19%	
	01-448-303-0156	BLDG/GRNDS-HEATING BEECH ST EXT	0.00	154.29	212.81	-212.81	0%	0.00	0.00	0.00	0.00	0%	
	01-448-303-0438	BLD/GRNDS - HEAT & OIL- POLICE	3,000.00	419.36	593.25	2,406.75	20%	4,100.00	449.94	449.94	3,650.06	11%	
	01-448-303-0441	BLD/GRNDS- HEAT & OIL- YOUNGS LANE	30,000.00	4,782.85	8,479.57	21,520.43	28%	39,000.00	5,675.76	7,576.91	31,423.09	19%	
	01-448-304-0000	BLD/GRNDS- WATER/SEWER TOWN HALL	4,000.00	0.00	3,169.27	830.73	79%	4,000.00	0.00	2,626.93	1,373.07	66%	
	01-448-304-0150	BLD/GRNDS-WATER/SEWER COMMUNITY	0.00	-33.85	1,386.37	-1,386.37	0%	0.00	0.00	2,421.29	-2,421.29	0%	
	01-448-304-0156	BLDG/GRNDS-WATER/SEWER BEECH ST EXT	0.00	0.00	26.95	-26.95	0%	0.00	0.00	0.00	0.00	0%	
	01-448-304-0438	BLD/GRNDS -WATER/SEWER- POLICE	900.00	0.00	341.38	558.62	38%	525.00	0.00	282.21	242.79	54%	
	01-448-304-0441	BLD/GRNDS -WATER/SEWER- YOUNGS LA	2,000.00	0.00	1,027.61	972.39	51%	1,950.00	0.00	1,028.52	921.48	53%	
	01-448-401-0110	BLD/GRNDS - YOUNGS LANE MAINT	14,000.00	1,521.72	5,377.92	8,622.08	38%	14,000.00	8,379.48	11,045.08	2,954.92	79%	
	01-448-401-0120	BLD/GRNDS - TOWN HALL MAINTENANCE	13,000.00	7,101.24	17,218.11	-4,218.11	132%	13,000.00	1,289.37	8,593.13	4,406.87	66%	
	01-448-401-0125	BLD/GRNDS - ELEVATOR MAINTENANCE	3,000.00	12.92	1,241.82	1,758.18	41%	2,500.00	0.00	585.19	1,914.81	23%	
	01-448-401-0140	BLD/GRNDS - PARKS MAINTENANCE	8,000.00	5,456.00	7,958.38	41.62	99%	8,000.00	0.00	578.16	7,421.84	7%	
	01-448-401-0150	BLD/GRNDS - COMMUNITY CENTER MAINT	7,500.00	1,170.00	10,789.85	-3,289.85	144%	7,500.00	0.00	5,609.34	1,890.66	75%	
	01-448-401-0151	BLD/GRNDS - COMM CTR ELECTRICITY	12,000.00	0.00	5,447.91	6,552.09	45%	12,000.00	1,493.47	6,438.01	5,561.99	54%	
	01-448-401-0152	BLD/GRNDS - COMM CENTR HEAT OIL	11,000.00	1,441.55	2,903.27	8,096.73	26%	14,000.00	2,674.23	4,715.72	9,284.28	34%	
	01-448-401-0153	BLD/GRNDS - SENIOR CENTER ELECTRICITY	7,500.00	0.00	1,245.70	6,254.30	17%	7,000.00	486.04	1,748.06	5,251.94	25%	
	01-448-401-0154	BLD/GRNDS - SENIOR CTR HEAT	7,500.00	0.00	358.62	7,141.38	5%	5,000.00	307.61	51.416	4,485.84	10%	
	01-448-401-0155	BLD/GRNDS - SENIOR CTR MAINT.	0.00	790.50	1,162.49	-1,162.49	0%	0.00	175.50	175.50	-175.50	0%	
	01-448-401-0160	BLD/GRNDS - BANDSTAND MAINTENANCE	100.00	0.00	0.00	100.00	0%	100.00	0.00	0.00	100.00	0%	
	01-448-401-0170	BLD/GRNDS - HAND TUB MAINTENANCE	300.00	0.00	98.22	201.78	33%	300.00	30.95	115.74	184.26	39%	
	01-448-401-0175	BLD/GRNDS- DAM MAINTENANCE	3,000.00	0.00	1,640.46	1,359.54	55%	3,000.00	30.67	1,817.66	1,182.34	61%	
	01-448-401-0180	BLD/GRNDS - TOWN CLOCK MAINTENANCE	280.00	0.00	2,555.00	245.00	91%	250.00	36.66	36.66	213.34	15%	
	01-448-401-0438	BLD/GRNDS - POLICE BUILDING MAINTENANCE	10,000.00	960.00	2,327.77	7,672.23	23%	11,500.00	375.00	10,837.38	662.62	94%	
	01-448-402-0000	BLD/GRNDS - EQUIPMENT MAINTENANCE	2,500.00	0.00	1,117.76	1,382.24	45%	2,500.00	0.00	1,102.08	1,397.92	44%	
	01-448-405-0000	BLD/GRNDS - GROUNDS MAINTENANCE	32,000.00	2,528.98	16,170.40	15,829.60	51%	32,000.00	379.92	19,752.84	12,247.16	62%	
	01-448-533-0000	BLD/GRNDS- MOSQUITO CONTROL	60,000.00	20,000.00	40,000.00	20,000.00	67%	60,000.00	20,000.00	40,000.00	20,000.00	67%	
	01-448-800-0000	BLD/GRNDS - EQUIPMENT PURCHASE	2,500.00	0.00	0.00	2,500.00	0%	2,500.00	0.00	0.00	2,500.00	0%	
Building & Grounds			545,965.00	64,370.98	254,849.52	291,115.48	47%	482,233.00	58,854.77	230,407.36	251,825.64	48%	
	01-449-101-0000	CEM - FULL TIME SALARIES	19,532.00	1,400.00	7,700.00	11,832.00	39%	19,053.00	1,502.40	9,423.28	9,629.72	49%	
	01-449-103-0000	CEM - PARTTIME SALARIES	11,050.00	29.24	2,163.67	8,886.33	20%	11,050.00	0.00	5,658.95	5,391.05	52%	
	01-449-202-0000	CEM - GENERAL SUPPLIES	500.00	0.00	74.02	425.98	15%	500.00	32.21	402.55	97.45	81%	
	01-449-302-0000	CEM - ELECTRICITY	250.00	0.00	87.49	162.51	35%	250.00	0.00	0.00	250.00	0%	
	01-449-402-0000	CEM - EQUIPMENT MAINT	800.00	0.00	62.18	737.82	8%	800.00	0.00	0.00	800.00	0%	
	01-449-702-0000	CEM - CONTRACTED SERVICES	5,000.00	0.00	0.00	5,000.00	0%	5,000.00	0.00	0.00	5,000.00	0%	
	01-449-800-0000	CEM - EQUIPMENT PURCHASE	1,000.00	0.00	0.00	1,000.00	0%	600.00	0.00	0.00	600.00	0%	
Cemetery			38,132.00	1,429.24	10,087.36	28,044.64	26%	37,253.00	1,534.61	15,484.78	21,768.22	42%	
	01-452-202-0000	VEHICLE - GENERAL SUPPLIES	3,000.00	263.40	1,675.57	1,324.43	56%	3,000.00	547.40	1,205.00	1,795.00	40%	
	01-452-203-0000	VEHICLE - GASOLINE	10,000.00	2,273.28	4,098.73	5,901.27	41%	16,000.00	665.32	3,535.13	12,464.87	22%	
	01-452-210-0000	VEHICLE - DIESEL FUEL	30,000.00	3,719.78	7,018.75	22,981.25	23%	38,000.00	3,536.54	10,230.10	27,769.90	27%	
	01-452-214-0000	VEHICLE - OIL	1,500.00	0.00	0.00	1,500.00	0%	0.00	0.00	0.00	0.00	0%	
	01-452-402-0000	VEHICLE - EQUIP MAINT	60,000.00	8,327.39	33,567.01	26,432.99	56%	60,000.00	4,870.89	25,022.45	34,977.55	42%	
	01-452-403-0000	VEHICLE - VEHICLE MAINT PUBLIC WORKS	48,000.00	6,978.11	18,969.52	29,030.48	40%	48,000.00	8,098.14	26,822.94	21,177.06	56%	
	01-452-403-0406	VEHICLE - VEHICLE MAINT REC	2,000.00	285.00	1,604.00	395.00	80%	2,000.00	0.00	265.07	1,734.93	13%	
	01-452-403-0438	VEHICLE-VEHICLE MAINT POLICE	15,000.00	1,392.95	7,613.21	7,386.79	51%	15,000.00	90.00	6,273.87	8,726.13	42%	
	01-452-403-0461	VEHICLE - VEHICLE MAINT FIRE	20,000.00	4,840.96	11,805.95	8,194.05	59%	20,000.00	4,657.83	8,079.42	11,920.58	40%	
	01-452-404-0000	VEHICLE - RADIO MAINT	1,500.00	0.00	0.00	1,500.00	0%	1,500.00	0.00	0.00	1,500.00	0%	
	01-452-800-0000	VEHICLE - EQUIP PURCHASE	3,000.00	0.00	393.31	2,606.69	13%	3,000.00	0.00	1,350.00	1,650.00	45%	
Vehicle			194,000.00	28,080.87	86,746.05	107,253.95	45%	206,500.00	22,466.12	82,783.98	123,716.02	40%	

Town of Newmarket, New Hampshire  
Preliminary Expense Report<sup>ab</sup>  
For the Period Ended December 31, 2017

Fiscal Year 2018							Fiscal Year 2017								
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used			
Fire & Rescue	01-461-101-0000	FIRE/RES - FULL TIME SALARIES	86,475.00		6,346.80	37,881.89	48,593.11	44%	84,779.00		6,326.64	39,950.95	44,828.05	47%	
	01-461-102-0000	FIRE/RES - OVERTIME	17,500.00		2,360.04	13,154.64	4,345.36	75%	14,000.00		991.44	7,254.02	6,745.98	52%	
	01-461-103-0000	FIRE/RES - PART TIME SALARIES	145,808.00		13,747.17	82,609.21	63,198.79	57%	134,808.00		8,934.43	68,015.53	66,792.47	50%	
	01-461-190-0000	FIRE/RES - TRAINING/STAFF DEVELOPMENT	20,000.00		310.00	8,459.00	11,540.90	42%	18,000.00		330.00	3,070.79	14,929.21	17%	
	01-461-193-0000	FIRE/RES - UNIFORMS	12,000.00		1,468.44	6,832.83	5,167.17	57%	12,000.00		1,297.54	4,587.42	7,412.58	38%	
	01-461-201-0000	FIRE/RES - POSTAGE	75.00		3.28	39.67	35.33	53%	75.00		1.35	10.95	64.05	15%	
	01-461-202-0000	FIRE/RES - GENERAL SUPPLIES	7,500.00		361.36	2,206.31	5,293.69	29%	6,500.00		119.13	3,112.47	3,387.53	48%	
	01-461-202-0046	FIRE/RES - MEDICAL SUPPLIES	13,500.00		985.02	4,430.29	9,069.71	33%	13,500.00		491.93	6,859.00	6,641.00	51%	
	01-461-209-0000	FIRE/RES - GASOLINE	900.00		25.62	212.38	687.62	24%	1,200.00		6.14	174.69	1,025.31	15%	
	01-461-210-0000	FIRE/RES - DIESEL FUEL	7,000.00		412.88	2,911.68	4,088.32	42%	8,700.00		455.63	3,024.64	5,675.36	35%	
	01-461-220-0000	FIRE/RES - AMBULANCE EXPENSES	10,000.00		775.50	4,061.48	5,938.52	41%	10,000.00		562.32	3,491.06	6,508.94	35%	
	01-461-301-0000	FIRE/RES - COMMUNICATION SERVICES	5,800.00		386.68	2,702.97	3,097.03	47%	6,500.00		1,413.57	3,359.48	3,140.52	52%	
	01-461-310-0002	FIRE/RES - DUES/SUBSCRIPTIONS	5,800.00		1,539.95	4,169.95	1,630.05	72%	4,200.00		157.99	2,402.99	1,797.01	57%	
	01-461-310-0055	FIRE/RES - FIRE PREVENTION	900.00		0.00	165.75	734.25	18%	900.00		0.00	0.00	900.00	0%	
	01-461-402-0000	FIRE/RES - EQUIP MAINT	15,000.00		817.00	15,394.61	-394.61	104%	15,000.00		1,153.80	10,864.92	4,135.08	72%	
	01-461-518-0000	FIRE/RES - HAZMAT	2,500.00		0.00	1,946.00	554.00	78%	2,400.00		60.00	2,006.00	394.00	84%	
	01-461-530-0000	FIRE/RES - MUTUAL AID CONTRACT	1,200.00		0.00	0.00	1,200.00	0%	1,200.00		0.00	390.00	810.00	33%	
	01-461-800-0000	FIRE/RES - EQUIP PURCHASE	25,000.00		296.46	18,224.76	6,775.24	73%	25,000.00		0.00	5,688.00	19,312.00	23%	
Fire & Rescue			376,958.00		29,836.20	205,403.52	171,554.48	54%	358,762.00		22,301.91	164,262.91	194,499.09	46%	
Emergency Management	01-463-103-0000	EM - PART TIME SALARIES	750.00		0.00	0.00	750.00	0%	750.00		0.00	750.00	0.00	100%	
	01-463-190-0000	EM - TRAINING/STAFF DE	750.00		0.00	0.00	750.00	0%	750.00		0.00	0.00	750.00	0%	
	01-463-202-0000	EM - GENERAL SUPPLIES	1,500.00		0.00	0.00	1,500.00	0%	450.00		0.00	0.00	450.00	0%	
Emergency Management			3,000.00		0.00	0.00	3,000.00	0%	1,950.00		0.00	750.00	1,200.00	38%	
Grants	01-480-812-0000	GRANTS - MEM DAY PARADE	2,000.00		0.00	1,592.00	408.00	80%	2,000.00		0.00	0.00	2,000.00	0%	
	01-480-813-0000	GRANTS - FESTIVAL SUPPORT	8,500.00		0.00	0.00	8,500.00	0%	0.00		0.00	0.00	0.00	0%	
	01-480-814-0000	GRANTS - NWMKT ATHLETIC ASSOC	21,500.00		0.00	21,500.00	0.00	100%	21,500.00		0.00	21,500.00	0.00	100%	
	01-480-815-0000	GRANTS - NWMKT SENIOR CITIZENS	2,000.00		0.00	0.00	2,000.00	0%	2,000.00		0.00	2,000.00	0.00	100%	
	01-480-816-0000	GRANTS - NWMKT HISTORICAL SOCIETY	2,000.00		2,000.00	2,000.00	0.00	100%	2,000.00		2,000.00	2,000.00	0.00	100%	
	01-480-817-0000	GRANTS - C.O.A.S.T.	23,000.00		0.00	20,000.00	3,000.00	87%	23,000.00		0.00	21,005.00	1,995.00	91%	
	01-480-818-0000	GRANTS - VETERANS MEMORIAL	500.00		0.00	0.00	500.00	0%	500.00		0.00	0.00	500.00	0%	
	01-480-819-0000	GRANTS - NWMKT HAND TUB ASSOC.	2,000.00		0.00	0.00	2,000.00	0%	2,000.00		0.00	0.00	2,000.00	0%	
	Grants			61,500.00		2,000.00	45,092.00	16,408.00	73%	53,000.00		2,000.00	46,505.00	6,495.00	88%
	Social Service Grant	01-481-910-0000	SS GRANTS - RICHIE MCFARLAND	4,000.00		0.00	4,000.00	0.00	100%	2,000.00		0.00	0.00	2,000.00	0%
01-481-913-0000		SS GRANTS - LAMPREY HEALTH CENTER	10,403.00		0.00	10,403.00	0.00	100%	10,403.00		0.00	10,403.00	0.00	100%	
01-481-915-0000		SS GRANTS - CHILD & FAMILY SERVICE	4,000.00		0.00	4,000.00	0.00	100%	4,000.00		0.00	0.00	4,000.00	0%	
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	600.00	-600.00	0%	600.00		0.00	600.00	0.00	100%	
01-481-918-0000		SS GRANTS - A SAFE PLACE	2,200.00		0.00	0.00	2,200.00	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	0.00	2,000.00	0%	
01-481-923-0000		SS GRANTS - LINKED TOGETHER	0.00		0.00	0.00	0.00	0%	4,000.00		0.00	0.00	4,000.00	0%	
01-481-924-0000		SS GRANTS - ROCKINGHAM COUNTY NUTR	5,700.00		0.00	5,700.00	0.00	100%	5,326.00		0.00	5,623.00	-297.00	106%	
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	0.00	1,000.00	0%	
01-481-927-0000		SS GRANTS - READY RIDES	1,500.00		0.00	1,500.00	0.00	100%	1,500.00		0.00	1,500.00	0.00	100%	
01-481-929-0000		OTHER GRANTS - CHILD ADVOCACY CENTRE	1,000.00		0.00	0.00	1,000.00	0%	500.00		0.00	0.00	500.00	0%	
01-481-933-0000	OTHER GRANTS - CROSS ROADS HOUSE	1,000.00		0.00	0.00	1,000.00	0%	0.00		0.00	0.00	0.00	0%		
Social Service Grant			43,303.00		0.00	35,203.00	8,100.00	81%	43,029.00		0.00	27,126.00	15,903.00	63%	
Capital Reserve	01-490-900-0011	CAP RES - REVALUATION	10,000.00		0.00	10,000.00	0.00	100%	10,000.00		0.00	10,000.00	0.00	100%	
	01-490-900-0012	CAP RES - FIRE DEPARTMENT	50,000.00		0.00	50,000.00	0.00	100%	50,000.00		0.00	50,000.00	0.00	100%	
	01-490-900-0013	CAP RES - ROADWAY IMPROVEMENTS	175,000.00		0.00	175,000.00	0.00	100%	125,000.00		0.00	125,000.00	0.00	100%	
	01-490-900-0016	CAP RES - PUB UC WORKS	50,000.00		0.00	50,000.00	0.00	100%	80,000.00		0.00	80,000.00	0.00	100%	
	01-490-900-0017	CAP RES - POLICE VEHICLES	48,000.00		0.00	48,000.00	0.00	100%	48,000.00		0.00	48,000.00	0.00	100%	
	01-490-900-0019	CAP RES - BUILDING IMPROVEMENT	50,000.00		0.00	50,000.00	0.00	100%	50,000.00		0.00	50,000.00	0.00	100%	
	01-490-900-0021	CAP RES - RECREATION FACILITIES	18,666.00		0.00	18,666.00	0.00	100%	18,666.00		0.00	18,666.00	0.00	100%	
	01-490-900-0028	CAP RES - MASTER PLAN	10,000.00		0.00	10,000.00	0.00	100%	10,000.00		0.00	10,000.00	0.00	100%	
	01-490-900-0036	CAP RES - VETERANS MEMORIAL	2,000.00		0.00	2,000.00	0.00	100%	2,000.00		0.00	2,000.00	0.00	100%	
	01-490-900-0074	CAP RES - POLICE DISPATCH EQUIP	29,449.00		0.00	29,449.00	0.00	100%	29,449.00		0.00	29,449.00	0.00	100%	
	01-490-900-0079	CAP RES - MACALLEN DAM	50,000.00		0.00	50,000.00	0.00	100%	75,000.00		0.00	75,000.00	0.00	100%	
	01-490-900-0085	CAP RES - STORM WATER MANAGEMENT	50,000.00		0.00	50,000.00	0.00	100%	75,000.00		0.00	75,000.00	0.00	100%	
	01-490-900-0086	CAP RES - 300TH ANNIV. CELEBRATION EXP	2,000.00		0.00	2,000.00	0.00	100%	2,000.00		0.00	2,000.00	0.00	100%	
	01-490-900-0087	CAP RES - COMPENSATED ABSENCE EXP. TR	10,000.00		0.00	10,000.00	0.00	100%	0.00		0.00	0.00	0.00	0%	
Capital Reserve			555,115.00		0.00	555,115.00	0.00	100%	575,115.00		0.00	575,115.00	0.00	100%	
General Fund			7,289,072.00		694,379.13	3,970,993.03	3,318,078.97	54%	6,880,668.00		488,372.66	3,720,288.66	3,160,379.34	54%	

Town of Newmarket, New Hampshire  
Preliminary Expense Report <sup>ab</sup>  
For the Period Ended December 31, 2017

Fiscal Year 2018							Fiscal Year 2017					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used
Library	02-480-101-0000	LIBRARY - SALARIES	54,100.00	4,236.92	25,421.52	28,678.48	47%	54,100.00	3,923.06	23,734.51	30,365.49	44%
	02-480-103-0000	LIBRARY - PART TIME SALARIES	110,363.00	8,395.40	51,430.40	58,932.60	47%	108,013.00	11,737.32	49,615.56	58,397.44	46%
	02-480-150-0000	LIBRARY - FICA	9,161.00	806.83	4,905.99	4,255.01	54%	9,571.00	994.54	4,680.76	4,890.24	49%
	02-480-151-0000	LIBRARY - MEDICARE	2,143.00	188.71	1,147.38	995.62	54%	2,238.00	232.60	1,094.68	1,143.32	49%
	02-480-155-0000	LIBRARY - HEALTH INSURANCE	15,000.00	481.91	2,891.46	12,108.54	19%	15,000.00	481.91	2,976.79	12,023.21	20%
	02-480-156-0000	LIBRARY - RETIREMENT	5,811.00	482.16	3,290.97	2,520.03	57%	6,043.00	438.20	2,640.51	3,402.49	44%
	02-480-159-0000	LIBRARY - LIFE & DISABILITY	1,369.00	0.00	355.36	1,013.64	26%	750.00	92.04	552.24	197.76	74%
	02-480-160-0000	LIBRARY-WORKERS COMPENSATION	1,500.00	0.00	1,271.82	228.18	85%	1,500.00	0.00	1,500.00	0.00	100%
	02-480-161-0000	LIBRARY- UNEMPLOYMENT	1,011.00	0.00	0.00	1,011.00	0%	2,495.00	918.76	918.76	1,576.24	37%
	02-480-190-0000	LIBRARY - TRAINING/STAFF DEVELOPMENT	2,000.00	175.00	642.40	1,357.60	32%	2,000.00	0.00	540.00	1,460.00	27%
	02-480-202-0000	LIBRARY - GENERAL SUPPLIES	4,927.00	108.54	1,501.76	3,425.24	30%	5,000.00	209.15	2,613.30	2,386.70	52%
	02-480-301-0000	LIBRARY - TELEPHONE	1,800.00	133.62	760.53	1,039.47	42%	1,800.00	146.62	769.05	1,030.95	43%
	02-480-302-0000	LIBRARY - ELECTRICITY	12,000.00	603.03	3,485.64	8,514.36	29%	12,000.00	764.99	4,765.16	7,234.84	40%
	02-480-303-0000	LIBRARY - HEAT & OIL	10,000.00	869.32	1,067.37	8,932.63	11%	12,000.00	532.88	532.88	11,467.12	4%
	02-480-304-0000	LIBRARY - WATER	700.00	0.00	226.58	473.42	32%	700.00	0.00	376.34	323.66	54%
	02-480-310-0005	LIBRARY - BOOKS/SUBSCRIPTIONS	40,970.00	5,446.22	22,062.53	18,907.47	54%	39,394.00	2,244.18	21,444.63	17,949.37	54%
	02-480-330-0000	LIBRARY - ELECTRONIC INFO - OTHER	9,500.00	0.00	7,455.00	2,044.00	78%	9,500.00	0.00	9,541.00	-41.00	100%
	02-480-350-0000	LIBRARY - PROGRAMS	4,000.00	406.53	2,047.53	1,952.47	51%	2,000.00	76.23	440.42	1,559.58	22%
	02-480-401-0000	LIBRARY - BUILDING MAINTENANCE	23,000.00	217.65	6,679.27	16,320.73	29%	23,000.00	121.50	100,484.02	-77,484.02	437%
	02-480-402-0000	LIBRARY - EQUIPMENT MAINTENANCE/LEASE	600.00	43.00	215.00	385.00	36%	600.00	43.00	219.22	380.78	37%
	02-480-504-0000	LIBRARY-PROPERTY LIABILITY INS	5,000.00	0.00	4,234.65	765.35	85%	5,000.00	0.00	5,000.00	0.00	100%
	02-480-800-0000	LIBRARY- EQUIPMENT PURCHASE	2,000.00	0.00	1,189.57	810.43	59%	2,000.00	0.00	108.00	1,892.00	5%
			316,955.00	22,594.84	142,283.73	174,671.27	45%	314,704.00	22,956.98	234,547.83	80,156.17	75%
Recreation	05-406-101-0000	RECREATION - FULL TIME SALARIES	0.00	735.84	4,424.49	-4,424.49	0%	0.00	0.00	0.00	0.00	0%
	05-406-103-0000	RECREATION - PART TIME SALARIES	142,420.00	2,048.50	91,043.33	51,376.67	64%	124,440.00	2,371.17	74,900.55	49,539.45	60%
	05-406-111-0000	RECREATION - WORKSTUDY	1,000.00	0.00	-2,460.00	3,460.00	-246%	2,000.00	0.00	0.00	2,000.00	0%
	05-406-150-0000	RECREATION- FICA	8,830.00	167.41	5,887.80	2,942.20	67%	7,715.00	147.01	4,720.69	2,994.31	61%
	05-406-151-0000	RECREATION-MEDI	2,065.00	39.15	1,377.05	687.95	67%	1,804.00	34.40	1,104.15	699.85	61%
	05-406-156-0000	REC - NH RETIREMENT	0.00	83.74	503.54	-503.54	0%	0.00	0.00	0.00	0.00	0%
	05-406-190-0000	RECREATION - TRAINING/STAFF DEVELOPMENT	2,500.00	0.00	40.66	2,459.34	2%	2,000.00	0.00	785.00	1,215.00	39%
	05-406-192-0000	RECREATION- MEAL ALLOWANCE	350.00	149.34	384.77	-34.77	110%	350.00	20.42	141.90	208.10	41%
	05-406-201-0000	RECREATION- POSTAGE	600.00	0.46	72.86	527.14	12%	1,000.00	14.53	45.39	954.61	5%
	05-406-202-0000	RECREATION - GENERAL SUPPLIES	1,500.00	23.00	272.35	1,227.65	18%	1,650.00	98.93	510.75	1,139.25	31%
	05-406-202-0034	RECREATION-ATHLETIC SUPPLIES	3,000.00	8.99	94.98	2,905.02	3%	8,830.00	0.00	2,482.41	6,347.59	28%
	05-406-202-0036	RECREATION - CLASS SUPPLIES	10,000.00	38.42	12,196.08	-2,196.08	122%	2,954.00	659.20	4,774.20	-1,820.20	162%
	05-406-302-0000	RECREATION- ELECTRICITY	0.00	0.00	0.00	0.00	0%	0.00	0.00	115.93	-115.93	0%
	05-406-302-0001	RECREATION- FIELD LIGHTS	2,000.00	72.57	2,460.62	-460.62	123%	5,000.00	81.16	2,497.34	2,502.66	50%
	05-406-310-0002	RECREATION - DUES/SUBSCRIPTIONS	150.00	162.00	331.99	-181.99	221%	150.00	0.00	170.02	-20.02	113%
	05-406-310-0003	RECREATION - ADVERTISING	300.00	0.00	50.95	249.05	17%	800.00	0.00	0.00	800.00	0%
	05-406-402-0000	RECREATION - EQUIPMENT MAINTENANCE	2,300.00	0.00	219.50	2,080.50	10%	2,000.00	0.00	1,384.62	615.38	69%
	05-406-460-0000	RECREATION - BANK FEES	3,150.00	155.75	2,482.37	667.63	79%	0.00	0.00	1,891.35	-1,891.35	0%
	05-406-501-0000	RECREATION - PRINTING & PUBLISHING	5,000.00	0.00	234.94	4,765.06	5%	8,163.00	0.00	0.00	8,163.00	0%
	05-406-508-0000	RECREATION- BUS TRIPS	50,000.00	1,610.70	35,493.67	14,506.33	71%	36,000.00	988.34	22,071.80	13,928.20	61%
	05-406-702-0000	RECREATION - CONTRACTUAL SERVICES	5,000.00	1,012.50	2,157.70	2,842.30	43%	5,000.00	0.00	0.00	5,000.00	0%
	05-406-800-0000	RECREATION - EQUIPMENT PURCHASE	3,000.00	122.81	556.28	2,443.72	19%	3,000.00	0.00	455.95	2,544.05	15%
	05-406-902-0000	RECREATION - SUMMERCAMP	12,000.00	547.44	10,307.79	1,692.21	86%	9,000.00	0.00	13,236.34	-4,236.34	147%
	05-406-902-0037	RECREATION - TEEN CAMP	3,000.00	0.00	1,836.56	1,163.44	61%	2,500.00	0.00	1,343.94	1,156.06	54%
	05-406-904-0000	RECREATION- SUNRISE SUNSET SR CTR	4,180.00	85.37	1,601.22	2,578.78	38%	3,927.00	45.00	1,552.75	2,374.25	40%
	05-406-905-0000	RECREATION - SPLASH PAD	3,770.00	0.00	2,000.00	1,770.00	53%	5,000.00	0.00	0.00	5,000.00	0%
	05-406-906-0000	RECREATION- SPECIAL EVENTS	13,000.00	2,128.68	10,364.77	2,635.23	80%	10,150.00	1,503.72	6,398.38	3,751.62	63%
			279,115.00	9,192.67	183,936.27	95,178.73	66%	243,433.00	5,963.88	140,583.47	102,849.53	58%
Solid Waste	07-450-103-0000	SW- PARTTIME	11,550.00	906.44	5,629.22	5,920.78	49%	11,156.00	892.04	5,563.19	5,592.81	50%
	07-450-202-0000	SW- GENERALSUPPLIES	25,000.00	0.00	289.88	24,710.12	1%	15,000.00	131.70	12,606.34	2,393.66	84%
	07-450-310-0002	SW- DUES/SUBSCRIPTIONS	800.00	0.00	0.00	800.00	0%	800.00	0.00	0.00	800.00	0%
	07-450-402-0000	SW- EQUIPMENT LEASE	1,200.00	650.00	800.00	400.00	67%	1,200.00	650.00	900.00	300.00	75%
	07-450-403-0000	SW-VEHICLE MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0%	6,500.00	0.00	0.00	6,500.00	0%
	07-450-501-0000	SW - PRINTING & PUBLICATION	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%
	07-450-532-0000	SW- FREON REMOVAL	1,500.00	0.00	1,048.00	452.00	70%	2,300.00	0.00	1,179.00	1,121.00	51%
	07-450-536-0000	SW- HOUSEHOLD HAZARDOUS	0.00	0.00	0.00	0.00	0%	10,000.00	10,904.00	11,543.07	-1,543.07	115%
	07-450-702-0047	SW- LAMPREY REG. CO-OP	2,100.00	0.00	2,028.08	71.92	97%	2,100.00	0.00	0.00	2,100.00	0%
	07-450-702-0048	SW- MSW CONTRACT	165,000.00	18,613.25	87,053.63	77,946.37	53%	163,000.00	15,530.74	69,637.00	93,363.00	43%
	07-450-702-0049	SW- RECYCLING CONTRACT	160,000.00	19,190.34	88,707.68	71,292.32	55%	152,000.00	14,128.79	69,760.83	82,239.17	46%
	07-450-702-0050	SW- CONSTRUCTION DEBRIS	54,000.00	4,799.89	24,355.83	29,644.17	45%	47,000.00	6,211.17	25,493.09	21,506.91	54%
	07-450-702-0051	SW - POST CLOSURE LANDFILL TEST	35,000.00	1,524.94	12,991.34	22,008.66	37%	30,000.00	9,171.23	19,619.15	10,380.85	65%
	07-450-800-0000	SW- EQUIPMENTPURCHASE	5,800.00	0.00	0.00	5,800.00	0%	5,800.00	0.00	0.00	5,800.00	0%
			464,450.00	45,684.86	222,403.76	242,046.24	48%	447,356.00	57,619.67	216,301.67	231,054.33	48%

Town of Newmarket, New Hampshire  
Preliminary Expense Report <sup>ab</sup>  
For the Period Ended December 31, 2017

Fiscal Year 2018								Fiscal Year 2017					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	
Water	20-451-101-0000	WATER - FULL TIME SALARIES	150,631.00	10,786.92	64,260.81	86,370.19	43%	131,004.00	9,596.34	59,785.77	71,218.23	46%	
	20-451-102-0000	WATER - OVERTIME	10,000.00	546.00	8,781.56	1,218.44	88%	10,000.00	484.59	4,779.22	5,220.78	48%	
	20-451-103-0000	WATER - PART TIME SALARIES	0.00	344.40	2,065.42	-2,065.42	0%	8,487.00	252.00	895.11	7,591.89	11%	
	20-451-150-0000	WATER-FICA	8,490.00	681.99	4,294.17	4,195.83	51%	8,150.00	645.66	3,744.50	4,405.50	46%	
	20-451-151-0000	WATER - MEDICARE	1,986.00	159.52	1,001.97	984.03	50%	1,905.00	150.99	86.92	1,036.78	46%	
	20-451-155-0000	WATER - HEALTH INSURANCE	55,875.00	3,551.00	24,857.00	31,018.00	44%	47,153.00	3,416.64	23,916.48	23,236.52	51%	
	20-451-156-0000	WATER - RETIREMENT	15,077.00	1,298.24	7,865.38	7,211.62	52%	14,157.00	1,233.54	7,222.60	6,934.40	51%	
	20-451-159-0000	WATER - LIFE/DISABILITY INSURANCE	1,316.00	0.00	420.56	895.44	32%	1,542.00	117.19	707.02	834.98	46%	
	20-451-160-0000	WATER-WORKERS COMPENSATION	5,000.00	0.00	4,239.41	760.59	85%	4,939.00	0.00	4,939.00	0.00	100%	
	20-451-161-0000	WATER - UNEMPLOYMENT	892.00	0.00	0.00	892.00	0%	2,201.00	810.35	810.35	1,390.65	37%	
	20-451-190-0000	WATER - TRAINING/STAFF DEVELOPMENT	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	85.64	85.64	1,914.36	4%	
	20-451-193-0000	WATER - UNIFORMS	2,500.00	118.25	700.46	1,799.54	28%	2,500.00	96.56	853.29	1,646.71	34%	
	20-451-198-0000	WATER - LONGEVITY	1,318.00	225.00	225.00	1,093.00	17%	1,013.00	1,012.50	1,012.50	0.50	100%	
	20-451-201-0000	WATER - POSTAGE	3,700.00	81.19	1,217.38	2,482.62	33%	6,500.00	6.93	1,009.49	5,490.51	16%	
	20-451-202-0000	WATER - GENERAL SUPPLIES	3,500.00	619.53	1,091.83	2,408.17	31%	3,000.00	365.89	682.05	2,317.95	23%	
	20-451-202-0002	WATER - DUES/SUBSCRIPTIONS	1,050.00	679.00	679.00	371.00	65%	1,050.00	93.00	93.00	957.00	9%	
	20-451-202-0003	WATER - ADVERTISING	2,500.00	0.00	308.89	2,191.11	12%	2,500.00	0.00	0.00	2,500.00	0%	
	20-451-209-0000	WATER - GASOLINE	3,700.00	142.31	1,157.64	2,542.36	31%	3,700.00	119.35	1,161.69	2,518.31	32%	
	20-451-211-0000	WATER - LP GAS	20,000.00	974.38	2,445.56	17,554.44	12%	20,000.00	556.70	2,347.16	17,652.84	12%	
	20-451-217-0000	WATER - CHEMICALS	23,000.00	0.00	12,456.99	10,543.01	54%	18,000.00	1,716.00	9,010.49	8,989.51	50%	
	20-451-301-0000	WATER - COMMUNICATION SERVICES	3,800.00	406.44	2,239.87	1,560.13	59%	3,800.00	368.52	1,611.34	2,188.66	42%	
	20-451-302-0000	WATER - ELECTRICITY	54,000.00	0.00	23,571.19	30,428.81	44%	53,000.00	9,604.81	24,944.15	28,055.85	47%	
	20-451-401-0000	WATER - BUILDING MAINTENANCE	7,000.00	0.00	3,044.26	3,955.74	43%	7,000.00	37.83	3,387.68	3,612.32	48%	
	20-451-402-0000	WATER - EQUIPMENT MAINTENANCE/LEASE	4,000.00	0.00	76.65	3,923.35	2%	4,000.00	0.00	0.00	4,000.00	0%	
	20-451-403-0000	WATER - VEHICLE MAINTENANCE	5,000.00	535.65	535.65	4,464.35	11%	5,000.00	0.00	609.22	4,390.78	12%	
	20-451-406-0000	WATER - SYSTEM MAINTENANCE	50,000.00	203.57	16,861.98	33,138.02	34%	50,000.00	2,668.23	22,284.62	27,715.38	45%	
	20-451-504-0000	WATER - PROPERTY/LIABILITY INSURANCE	5,179.00	0.00	4,377.64	801.36	85%	5,179.00	0.00	5,179.00	0.00	100%	
	20-451-702-0000	WATER - CONTRACTED SERVICES	15,000.00	1,629.75	7,557.75	7,442.25	50%	10,000.00	3,766.00	6,860.35	3,139.65	69%	
	20-451-703-0000	WATER - AUDIT	3,484.00	3,078.40	3,078.40	405.60	88%	3,484.00	0.00	3,484.00	0.00	100%	
	20-451-704-0000	WATER - ENGINEERING	25,000.00	1,391.04	1,620.66	23,379.34	6%	25,000.00	3,364.41	3,364.41	21,635.59	13%	
	20-451-900-0000	WATER - TRANSFER TO CAPITAL RESERVE	364,000.00	0.00	364,000.00	0.00	100%	364,000.00	0.00	364,000.00	0.00	100%	
	20-451-950-0000	WATER - BONDS & NOTES PRINCIPLE	152,854.00	0.00	131,661.13	21,192.87	86%	52,750.00	0.00	0.00	52,750.00	0%	
	20-451-951-0000	WATER - BONDS & NOTES INTEREST	115,928.00	0.00	69,123.06	46,804.94	60%	39,798.00	0.00	0.00	39,798.00	0%	
	20-451-954-0000	WATER - LAND ACQUISITION	20,000.00	0.00	20,000.00	0.00	100%	20,000.00	0.00	20,000.00	0.00	100%	
Water			1,132,780.00	27,452.58	785,817.27	351,962.73	69%	932,843.00	40,569.67	579,669.35	353,143.65	62%	
Sewer	30-471-101-0000	WW - FULL TIME SALARIES	247,661.00	18,209.32	108,695.71	138,965.29	44%	230,469.00	16,942.74	103,745.21	126,723.79	45%	
	30-471-102-0000	WASTEWATER - OVERTIME	19,000.00	1,218.42	9,208.32	9,791.68	48%	19,000.00	1,800.57	6,826.21	12,173.79	36%	
	30-471-103-0000	WASTEWATER PART TIME SALARIES	0.00	344.40	2,065.42	-2,065.42	0%	8,487.00	252.00	895.28	7,591.72	11%	
	30-471-150-0000	WASTEWATER-FICA	15,842.00	1,280.99	6,943.77	8,898.23	40%	14,204.00	1,179.42	6,556.74	7,647.26	46%	
	30-471-151-0000	WASTEWATER - MEDICARE	3,705.00	299.60	1,623.99	2,081.01	40%	3,322.00	275.86	1,533.51	1,788.49	46%	
	30-471-155-0000	WASTEWATER - HEALTH INSURANCE	97,362.00	6,450.92	43,056.44	54,305.56	40%	71,120.00	5,918.10	41,426.72	29,693.28	58%	
	30-471-156-0000	WASTEWATER - RETIREMENT	26,328.00	2,473.51	13,742.92	12,585.08	52%	24,674.00	2,243.04	12,720.07	11,953.93	52%	
	30-471-159-0000	WASTEWATER - LIFE/DISABILITY INSURANCE	1,923.00	0.00	803.68	1,119.32	42%	2,195.00	221.54	1,221.44	973.56	50%	
	30-471-160-0000	WASTEWATER - WORKERS COMPENSATION	6,000.00	0.00	5,087.29	912.71	85%	5,899.00	0.00	5,899.00	0.00	100%	
	30-471-161-0000	WASTEWATER - UNEMPLOYMENT INSURANCE	1,279.00	0.00	0.00	1,279.00	0%	3,157.00	1,162.68	1,162.68	1,994.32	37%	
	30-471-162-0000	WASTEWATER - EMPLOYEE TESTING	750.00	0.00	0.00	750.00	0%	750.00	0.00	0.00	750.00	0%	
	30-471-190-0000	WASTEWATER - TRAINING/STAFF DEVELOPMENT	5,000.00	124.36	1,864.36	3,135.64	37%	5,000.00	355.00	2,153.39	2,846.61	43%	
	30-471-193-0000	WASTEWATER - UNIFORMS	4,100.00	394.60	1,649.40	2,450.60	40%	3,700.00	545.41	2,163.76	1,536.24	58%	
	30-471-198-0000	SEWER - LONGEVITY	1,993.00	2,700.00	2,700.00	-707.00	133%	1,913.00	1,687.50	1,687.50	215.50	88%	
	30-471-201-0000	WASTEWATER - POSTAGE	3,700.00	81.19	1,217.38	2,482.64	33%	6,500.00	6.93	1,009.49	4,754.35	22%	
	30-471-202-0000	WASTEWATER - GENERAL SUPPLIES	4,000.00	21.00	3,806.80	193.20	95%	3,000.00	419.65	2,670.93	329.07	89%	
	30-471-202-0002	WASTEWATER - DUES/SUBSCRIPTIONS	900.00	50.00	159.00	741.00	18%	800.00	210.00	210.00	590.00	26%	
	30-471-202-0003	WASTEWATER - ADVERTISING	2,900.00	0.00	496.00	2,404.00	17%	2,000.00	0.00	0.00	2,000.00	0%	
	30-471-209-0000	WASTEWATER - GASOLINE	5,000.00	26.74	482.18	4,517.82	10%	5,000.00	101.92	656.70	4,343.30	13%	
	30-471-215-0000	WASTEWATER - LAB SUPPLIES	30,000.00	977.24	12,672.49	17,327.51	42%	30,000.00	786.28	9,146.64	20,853.36	30%	
	30-471-217-0000	WASTEWATER - CHEMICALS	45,000.00	3,002.00	10,829.60	34,170.40	24%	53,000.00	1,193.00	11,462.35	41,537.65	22%	
	30-471-301-0000	WASTEWATER - COMMUNICATION SERVICES	8,000.00	544.48	3,268.98	4,731.02	41%	8,000.00	542.43	2,664.13	4,135.87	33%	
	30-471-302-0000	WASTEWATER - ELECTRICITY	175,000.00	0.00	38,210.91	136,789.09	22%	144,000.00	11,048.93	38,184.63	105,815.37	27%	
	30-471-303-0000	WASTEWATER - HEAT & OIL	25,000.00	177.57	189.66	24,810.34	8%	35,000.00	0.00	0.00	35,000.00	0%	
	30-471-401-0000	WASTEWATER - BUILDING MAINTENANCE	25,000.00	5,654.01	33,059.96	-8,059.96	132%	25,000.00	263.14	8,120.91	16,879.09	32%	
	30-471-402-0000	WW - EQUIPMENT MAINTENANCE	0.00	0.00	76.65	-76.65	0%	0.00	0.00	0.00	0.00	0%	
	30-471-403-0000	WASTEWATER - VEHICLE MAINTENANCE	5,000.00	1,285.99	495.96	49.04	99%	5,000.00	0.00	1,643.03	3,356.97	33%	
	30-471-406-0000	WASTEWATER - SYSTEM MAINTENANCE	50,000.00	3,904.92	31,546.77	18,453.23	63%	50,000.00	2,526.52	13,403.13	36,596.87	27%	
	30-471-504-0000	WASTEWATER - PROPERTY/LIABILITY INSURANCE	10,575.00	0.00	8,942.27	1,632.73	85%	10,575.00	0.00	10,575.00	0.00	100%	
	30-471-538-0000	WASTEWATER - SLUDGE DISPOSAL	110,000.00	-5,627.92	20,954.18	89,945.82	18%	55,000.00	2,627.66	10,064.31	44,935.69	18%	
	30-471-702-0000	WASTEWATER - CONTRACT SERVICES	17,000.00	2,651.55	5,418.55	11,581.45	32%	13,000.00	0.00	2,793.50	10,207.50	21%	
	30-471-703-0000	WASTEWATER - AUDIT	3,425.00	3,026.40	3,026.40	398.60	88%	3,425.00	0.00	3,425.00	0.00	100%	
	30-471-704-0000	WASTEWATER - ENGINEERING	30,000.00	0.00	5,000.00	25,000.00	17%	30,000.00	540.29	15,076.31	14,923.69	50%	
	30-471-804-0000	WASTEWATER - NP DES PERMITS	100,000.00	0.00	0.00	100,000.00	0%	0.00	0.00	0.00	0.00	0%	
30-471-900-0000	WASTEWATER - TRANSFER TO CAPITAL RESERVE	275,700.00	0.00	275,700.00	0.00	100%	174,200.00	0.00	174,200.00	0.00	100%		
30-471-950-0000	WW - BONDS & NOTES PRINCIPLE	516,140.00	79,040.06	102,540.06	413,599.94	20%	102,540.00	79,040.06	102,540.06	-0.06	100%		

Town of Newmarket, New Hampshire  
Preliminary Expense Report<sup>sh</sup>  
For the Period Ended December 31, 2017

		Fiscal Year 2018					Fiscal Year 2017					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used
Town Council			19,200.00	6,332.50	12,549.50	6,650.50	65%	19,300.00	4,062.50	12,652.50	6,647.50	60%
Town Administrator			192,872.00	16,112.10	94,754.72	98,117.28	49%	189,139.00	22,799.42	103,334.76	85,804.24	55%
Finance			227,750.00	12,473.08	81,002.75	146,747.25	36%	206,844.00	14,575.39	87,345.44	119,498.56	42%
Human Resource			1,628,692.00	115,280.94	849,927.77	778,764.23	52%	1,515,143.00	110,075.44	856,595.72	658,547.28	57%
Town Clerk/Tax Collector			168,528.00	11,330.03	75,831.53	92,696.47	45%	176,442.00	12,006.82	81,392.72	95,049.28	46%
Recreation			203,351.00	15,407.58	90,043.21	113,307.79	44%	200,322.00	15,451.92	97,423.21	102,898.79	49%
Code Enforcement			70,731.00	5,746.01	33,023.22	37,707.78	47%	69,755.00	5,257.70	33,126.30	36,628.70	47%
Direct Assistance			35,580.00	931.13	10,336.69	25,243.31	29%	41,343.00	1,349.11	12,870.91	28,472.09	31%
Assessing			70,037.00	5,207.01	34,871.04	35,165.96	50%	69,325.00	0.93	28,402.13	40,922.87	41%
Legal			80,000.00	14,831.00	43,570.56	36,429.44	54%	80,000.00	12,559.10	41,694.33	38,305.67	52%
Planning			126,215.00	7,972.98	59,891.66	66,323.34	47%	122,676.00	7,902.80	58,583.94	64,092.06	48%
Conservation Commission			2,941.00	168.30	814.73	2,126.27	28%	2,941.00	150.46	1,140.51	1,800.49	39%
Economic Development			2,500.00	0.00	0.00	2,500.00	0%	2,500.00	84.95	1,284.95	1,215.05	51%
Debt Services			125,259.00	0.00	125,258.32	0.68	100%	129,759.00	0.00	129,758.32	0.68	100%
Information Technology			139,422.00	9,847.29	81,972.42	57,449.58	59%	135,558.00	6,030.20	79,558.14	55,999.86	59%
Channel 13			32,043.00	3,323.42	15,857.71	16,185.29	49%	31,586.00	874.96	10,682.80	20,903.20	34%
Police			1,338,426.00	90,988.55	568,858.90	769,567.10	43%	1,322,707.00	84,640.76	592,286.95	730,420.05	45%
Public Works			434,282.00	37,439.97	194,180.10	240,101.90	45%	427,516.00	37,808.07	198,306.56	229,209.44	46%
Roadways & Sidewalks			520,270.00	209,121.18	383,984.98	136,285.02	74%	330,970.00	39,416.45	119,287.56	201,682.44	39%
Street Lights			49,000.00	3,048.77	18,666.77	30,333.23	38%	49,000.00	6,168.27	22,125.88	26,874.12	45%
Bridges			4,000.00	3,100.00	3,100.00	900.00	78%	0.00	0.00	0.00	0.00	0%
Building & Grounds			545,965.00	64,370.98	254,849.52	291,115.48	47%	482,233.00	58,854.77	230,407.36	251,825.64	48%
Cemetery			38,132.00	1,429.24	10,087.36	28,044.64	26%	37,253.00	1,534.61	15,484.78	21,768.22	42%
Vehicle			194,000.00	28,080.87	86,746.05	107,253.95	45%	206,500.00	22,466.12	82,783.98	123,716.02	40%
Fire & Rescue			376,958.00	29,836.20	205,403.52	171,554.48	54%	358,762.00	22,301.91	164,262.91	194,499.09	46%
Emergency Management			3,000.00	0.00	0.00	3,000.00	0%	1,950.00	0.00	750.00	1,200.00	38%
Grants			61,500.00	2,000.00	45,092.00	16,408.00	73%	53,000.00	2,000.00	46,505.00	6,495.00	88%
Social Service Grant			43,303.00	0.00	35,203.00	8,100.00	81%	43,029.00	0.00	27,126.00	15,903.00	63%
Capital Reserve			555,115.00	0.00	555,115.00	0.00	100%	575,115.00	0.00	575,115.00	0.00	100%
General Fund			7,289,072.00	694,379.13	3,970,993.03	3,318,078.97	54%	6,880,668.00	488,372.66	3,720,288.66	3,160,379.34	54%
Library			316,955.00	22,594.84	142,283.73	174,671.27	45%	314,704.00	22,956.98	234,547.83	80,156.17	73%
Recreation			279,115.00	9,192.67	183,936.27	95,178.73	66%	243,433.00	5,963.88	140,583.47	102,849.53	58%
Solid Waste			464,450.00	45,684.86	222,403.76	242,046.24	48%	447,356.00	57,619.67	216,301.67	231,054.33	48%
Water			1,137,780.00	27,452.58	785,817.27	351,962.73	69%	932,813.00	40,569.67	579,669.35	353,143.65	62%
Sewer			2,182,426.00	142,649.57	913,260.52	1,269,165.48	42%	1,177,968.00	149,456.55	625,809.70	552,158.30	53%
Total Operating Budget			11,669,798.00	941,953.65	6,218,694.58	5,451,103.42	53%	9,996,942.00	764,939.41	5,517,200.68	4,479,741.32	55%

**Revenue Report <sup>ab</sup>**  
For the Period Ended December 31, 2017

Fiscal Year 2018							Fiscal Year 2017					
Function	Account Number	ACCOUNT DESCRIPTION	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
Pilot, Interest on Taxes			20,010,595.00	12,909.29	19,956,161.09	54,433.91	100%	18,541,324.00	6,750.30	18,485,999.32	55,324.68	100%
Licenses, Permits and fees			1,666,300.00	127,389.24	890,553.16	775,746.84	53%	1,556,300.00	124,570.04	914,654.35	641,645.65	59%
From State			697,977.00	472,791.69	760,979.93	-63,002.93	109%	659,414.00	493,137.06	625,030.57	34,383.43	95%
Charges for Services			180,700.00	11,273.19	93,098.41	87,601.59	52%	153,348.00	-22,111.11	41,709.69	111,638.31	27%
Misc. Rev. includes Int. Rev.			14,000.00	1,994.19	15,277.93	-1,277.93	109%	69,601.00	93,522.01	102,252.29	-32,651.29	147%
Fund Balance			600,000.00	0.00	600,000.00	0.00	100%	500,000.00	0.00	500,000.00	0.00	100%
Recreation			279,115.00	7,501.26	103,999.81	175,115.19	37%	243,433.00	7,487.18	83,320.66	160,112.34	34%
Solid Waste			250,000.00	23,133.64	135,941.32	114,058.68	54%	230,000.00	31,533.43	140,304.24	89,695.76	61%
Water			1,137,780.00	240,163.60	480,388.68	657,391.32	42%	932,813.00	7,676.90	488,611.02	444,201.98	52%
Sewer			2,140,051.00	461,291.39	873,844.49	1,266,206.51	41%	1,159,007.00	3,086.43	802,246.51	356,760.49	69%
Total Revenues			26,976,518.00	1,358,447.49	23,910,244.82	3,066,273.18	89%	24,045,240.00	745,652.24	22,184,128.65	1,861,111.35	92%



TOWN OF NEWMARKET, NEW HAMPSHIRE  
OFFICE of the TOWN CLERK and TAX COLLECTOR

January 10, 2018

**Re: Petition Warrant Article**

Dear Members, Newmarket Town Council:

Yesterday, January 9, 2018, a 1-page application for a petitioned warrant article was presented to me as Town Clerk. It was presented as one instrument of endorsement and included 3 1-page applications with signatures. The Petition (copy attached) is stated as follows:

*"The below signed residents would like the following decision given to the voters of Newmarket for their decision on the issue. We request that it be placed before the 2018 Town Meeting through the deliberative session and on the 2018 Town of Newmarket, NH Ballot. The Warrant Article should read to the effect of: "Shall we allow the operation of keno games within the town or city?""*

As Town Clerk, I have verified the number of registered voters signing the petition as follows:

30     signatures  
- 2     signatures of people not on voter checklist  
28     signatures of people on voter checklist

This verification results in there being sufficient signatures necessary to meet the "25 or more registered voters" required by NH RSA 39:3.

I hereby certify 28 valid signatures of Newmarket registered voters as per NH RSA 39:3.

Respectfully submitted,

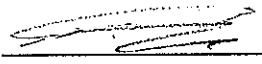
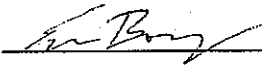
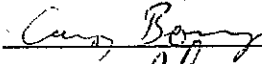

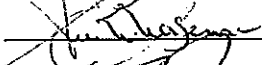
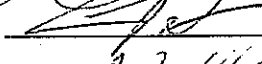
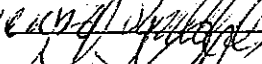

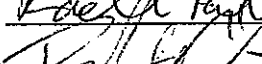



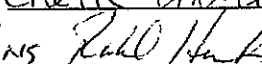

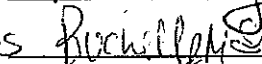
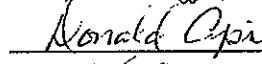
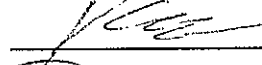
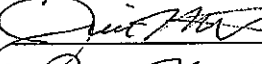
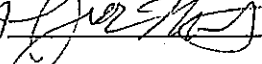

Terri J. Littlefield  
Town Clerk-Tax Collector

cc: Philip Nazzaro, 7 Raymond Ln  
(First Signer of Petition)

**Petitioned Article to Allow Keno in the town of Newmarket, NH**

The below signed residents would like the following decision given to the voters of Newmarket for their decision on the issue. We request that it be placed before the 2018 Town Meeting through the deliberative session and on the 2018 Town of Newmarket, NH Ballot. The Warrant Article should read to the effect of:

"Shall we allow the operation of keno games within the town or city?"

Voter Name	Voter Signature	Voter Address
Philip Nazzaro		7 Raymond Lane, Newmarket
Erin Bonney		16 Ladyship Dr, Newmarket
Casey Bonney		16 Ladyship Dr, Newmarket
Michael P. MacLellan		31 Riverbend Rd Newmarket
Julie McKenna		3 Forest St Newmarket
CHAD POMEROY		27 NICHOLS AVE NEWMARKET
RIPYALL D'Amico		103 SO. MAIN ST, NEWMARKET
Mike Polin		14 Lamprey River Rd
Rachel Polin		14 Lamprey River Rd
Bethany Foster		105 East Street
George Devine		25 North Main Street Apt 224 Newmarket
KELSEY MORSE		26 North Main St. Apt 224 Newmarket, NH 03857
Andrea Blanchette		10 Mount Pleasant St. Newmarket, NH 03857
Robert Hawkins		28 Nichols Ave Newmarket 03857
Mark Pelczar		11 Oak St.
Rochelle M. Shorps		10 Lamprey River Park
Donald April		3 Gery Ave P.O. Box 208
Matt Kelley		11 Bay Rd. # 2
Jim Mastin		4 Carolyn Dr. Newmarket
Jessica Mastin		4 Carolyn Dr. Newmarket

## Petitioned Article to Allow Keno in the town of Newmarket, NH

The below signed residents would like the following decision given to the voters of Newmarket for their decision on the issue. We request that it be placed before the 2018 Town Meeting through the deliberative session and on the 2018 Town of Newmarket, NH Ballot. The Warrant Article should read to the effect of:

"Shall we allow the operation of keno games within the town or city?"

**Voter Name**

**Voter Signature**

### Voter Address

David Sunborn	Blue Heron	15 Channing Way New Market	03857
Mike Ambrogio	White Heron	100 Ash Swamp Rd New Market	03857
Gary Pomeroy	Red Heron	22 Ladyslipper Dr Newmarket	NH 03857
Richard Standard	Red Heron	101 Exeter Rd Newmarket	
Kenneth Frey	Green Heron	3108 mead hill Rd Newmarket	NH 03857
Lauren Nazzari	Blue Heron	7 Raymond Lane Newmarket	
Penay Botterman	Blue Heron	8 Raymond Lane Newmarket	NH
Mary Nazzari	Blue Heron	C1 White Farm Cares, Newmarket	NH
Mary Sawash	Blue Heron	C1 White Farm Cares, Newmarket	NH

## Petitioned Article to Allow Keno in the town of Newmarket, NH

The below signed residents would like the following decision given to the voters of Newmarket for their decision on the issue. We request that it be placed before the 2018 Town Meeting through the deliberative session and on the 2018 Town of Newmarket, NH Ballot. The Warrant Article should read to the effect of:

"Shall we allow the operation of keno games within the town or city?"

Voter Address

Paul Yaruski Paul Yaruski 48 Spring St Newmarket



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

### Report of the Police Department to the Newmarket Town Council December, 2017

#### Activity

Newmarket Police 3 year comparable statistics for month of **December**.

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Total calls for service	1475	1324	1336
Motor vehicle stops	397	285	198
Arrests	18	19	13
Offense reports	19	20	34
M/V accidents	8	18	16
Parking tickets	36	67	37
Drug Overdoses	0	2	0
Alarms	29	22	20
Unattended death/Suicide	2	1	4

During the month of December, the Newmarket Police Dispatch Center documented 1475 calls for service. We have investigated 42 criminal complaints that require active investigations in 19 of the complaints. These criminal complaints include offenses such as domestic violence, assault, fraudulent use of credit cards, receiving stolen property, criminal mischief, duty of parent and resisting arrest. We investigated only 2 unattended deaths (one is still currently under investigation) and no suicides. Numerous motor vehicle complaints were

also investigated. In December, patrol officers conducted 397 motor vehicle stops which led to arrests or citations for charges such as driving after suspension, driving after revocation, suspended registrations, driving while intoxicated, aggravated driving while intoxicated and alcohol interlock device requirements. Officers conducted a number of welfare checks, house checks and nightly business checks. The patrol division issued 36 parking tickets.

## **Personnel**

Officer Annalise Schmidt, has successfully completed the 16 week long NH Police Academy in Concord, NH. I am proud to report that she finished near the top of her class academically. She has completed her last weeks of in-service field training and is now been given a solo assignment. I commend Patrol Officer Steven O'Brien who served as Officer Schmidt's field training officer since she was hired last May. He has done an outstanding job molding her into a fine young officer with a bright future ahead of her.



Detectives Stevens and Kukesh attended training put on by NH's law enforcement Special Olympics committee in Waterville Valley in December. This training was relative to law enforcement response to children with autism. It is imperative that our officers have the training to recognize and appropriately deal with children who have autism.

Detective Scott Kukesh is a member of the Seacoast Emergency Response Team, otherwise known as SERT. Detective Kukesh participated in a regional training in Portsmouth entitled C.R.A.S.E. an acronym which stands for Civilian Response to Active Shooter Events. Detective Kukesh along with other members of the SERT team provided training to members of Seacoast area churches to include both Newmarket Churches. This training was in response to requests made by faith based leaders across the seacoast who were concerned after last month's horrific church shooting in a small Texas town. Detective Kukesh has also worked with both Newmarket Churches to facilitate updated safety plans.

Dispatcher Nick Espo is in his final stages of field training and is doing a fine job.

### **Parking Violations**

As reported earlier in this report, patrol officers issued 36 parking tickets during the month of December. The winter parking ban is in full force now for the remainder of the winter. Our police officers work closely with the member of the public works department to ensure the streets are cleared during snow plowing and snow removal operations.

### **Motor Vehicle Accidents**

During the month of December we responded to 8 motor vehicle accidents.

### **Fleet**

All vehicles in the fleet are currently working and are being closely monitored by supervisors. There are two vehicles that we intend on replacing this year, one being a 2014 line car with over 100,000 miles on it and a 2005 crown victoria that we keep sinking money into. One of the vehicles will be replaced through the CIP and the other will be replaced through the revolving detail account.

### **Police Station Maintenance:**

The police department facility is in good working condition. Nothing new to report.

### **Drug related issues**

During the month of December we did not respond to any drug related overdoses.

I am pleased to report the following statistics for Heroin/Opiate related overdoses and deaths since the inception of the Newmarket Alliance for Substance Abuse Prevention (N-ASAP);

**2015-** 45 Overdoses with 4 deaths resulting

**2016-** 22 Overdoses with 2 deaths resulting

**2017-** 16 Overdoses with 2 death resulting

I am pleased that this community has pulled together to reduce the number of overdoses and deaths for the 2<sup>nd</sup> year in a row now.

Officers still continue to seize illegal drugs as well as drug related paraphernalia throughout the course of their duty.

I have consistently added the foregoing paragraph in my last few reports as I feel that it is important for anyone reading this report to understand the philosophy this agency has relative to this epidemic.

The police department's culture with regards to the opiate epidemic has evolved from "arrest and incarcerate" to "intervene and assist with recovery" when it comes to individuals who are addicted to opiates. It is my personal and professional belief that we cannot arrest our way out of this epidemic. Even if we tried that route, the cost to the taxpayers would be astronomical. Furthermore, the county jails and the state prison could not house all arrested "users". With that being said, we will **NOT** tolerate anyone who sells, distributes or dispenses any of this poison that is in our community. If anyone is caught selling, distributing or dispensing narcotics we will prosecute them to the fullest extent of the law.

### **Miscellaneous**

I am pleased to report that we have begun working our grant funded traffic enforcement patrols. These grants are specifically designed to target certain dangerous driving behaviors

such as hands free driving, speeding, DWI enforcement, seat belt enforcement and crosswalk enforcement. The Officers working these grant funded patrols are focusing directly on traffic enforcement without the distraction of having to answer calls for service.

As you have heard, the Town of Newfields is interested in using the services of the Newmarket Police Dispatch center for a yearly fee. I have been working with the Police Chief and Fire Chief from Newfields to ensure a smooth transition back.

I would be remiss if I did not give credit where credit is due. I would like to publicly thank Director Malasky and all the members of the Newmarket Public works for their outstanding and tireless efforts to keep the streets and sidewalks clear and safe during several major storms in December. If it were not for their hard work and dedication, I truly believe that we would have responded to more than 8 motor vehicle accidents during the month of December.

**Fiscal Year 2017 Budget:**

We six months into fiscal year 2017-2018. We are within our projected budget having expended approximately 47.9% of the operating budget.

POLICE	<u>FISCAL YEAR 2018</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	1,338,426.00	90,988.55	568,858.90	769,567.10	43%

	<u>FISCAL YEAR 2017</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	1,322,707.00	84,640.76	592,286.95	730,420.05	45%

## **Fire and Rescue Department**

For the month of December, the department responded to 81 calls for service; 46 of which were medical calls, transporting 31 patients to area hospitals. The ambulance responded to Newfields for six medical calls, transporting three patients; and Durham once, transporting one patient. The ladder responded to building fires in Dover, Lee, Stratham, Durham and Exeter. The extreme cold has made it a busier month for building fires and CO calls. The cold weather makes it much more challenging for us to operate at fires with the equipment and crews. We haven't seen temperature's like this in many years.

The department hosted its annual senior citizen Christmas Party at the elementary school. This event was well attended. This couldn't be made a success without the generous donation of all the local business in town. We thank all that contribute.

We continue to recruit new members. Every month we have added a person to the roster, some have certifications and some don't. This is encouraging because many local departments don't see new applications for months at a time. I feel the fact that we are such a bedroom type community that it helps our cause.

We have been selected by the State Fire Academy to host a Fire I class that will begin on January 28th. We currently have two members that will be attending the class, one of whom will receive free tuition since we are hosting. Walter Cheney will be letting us use his two properties on Exeter Road for training purposes for this class. Both homes are schedule for demolition in April and are located next to the railroad crossing. There will be no interruptions to traffic but you will see lots of activity at the site over the next couple of months on weekends and evenings.

I'm still working on the new mobile radio update. This update is a 50% discount from Motorola which is "buy one get one free" for us essentially. I will have a resolution before the Town Council in the near future. We have until July 1<sup>st</sup> to complete the purchase.

### **FIRE**

<b><u>FISCAL YEAR 2018</u></b>					
<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>	
376,958.00	29,836.20	205,403.52	171,554.48	54%	

<b><u>FISCAL YEAR 2017</u></b>					
<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>	
358,762.00	22,301.91	164,262.91	194,499.09	46%	



## Public Works Department

December has been very cold and snowy. Record cold has hit us with a vengeance, crews have been very busy with snow and ice storms. We had a water main break on Bay Road on Christmas Eve that was discovered by the police department out on patrol. Unfortunately it was discovered in the early evening so it took the crew away from their holiday activities. When the water main was completed it began to snow so the crew went immediately over to plowing and had to work throughout the entire holiday weekend. The crew did finally get home on Wednesday to enjoy some much needed rest. Everyone did a great job and made the best of the situation. The equipment has been holding up well. All breakdowns have been minor and quick fixes.

Affinity LED Lighting has completed all the retrofit upgrades to all the municipal street lights throughout town. We are now 100% LED now. The new lights have a much brighter look and have improved the visibility downtown.

Work at the MacGrath property at 243 South Main Street has been completed. There were no surprises and the crew made quick work of the demolition.

The cleanup of debris from the wind storm was interrupted by all the snow. We did get a lot of the areas done but not everything. When the snows is gone we will finish up.

I have attached charts with activity reports for the month of December.

### **DPWADMIN**

<b>Budget</b>	<b><u>FISCAL YEAR 2018</u></b>		<b>Balance Year</b>	<b>% Spent</b>
	<b>MTD Transactions</b>	<b>YTD Transactions</b>		
434,282.00	37,439.97	194,180.10	240,101.90	45%

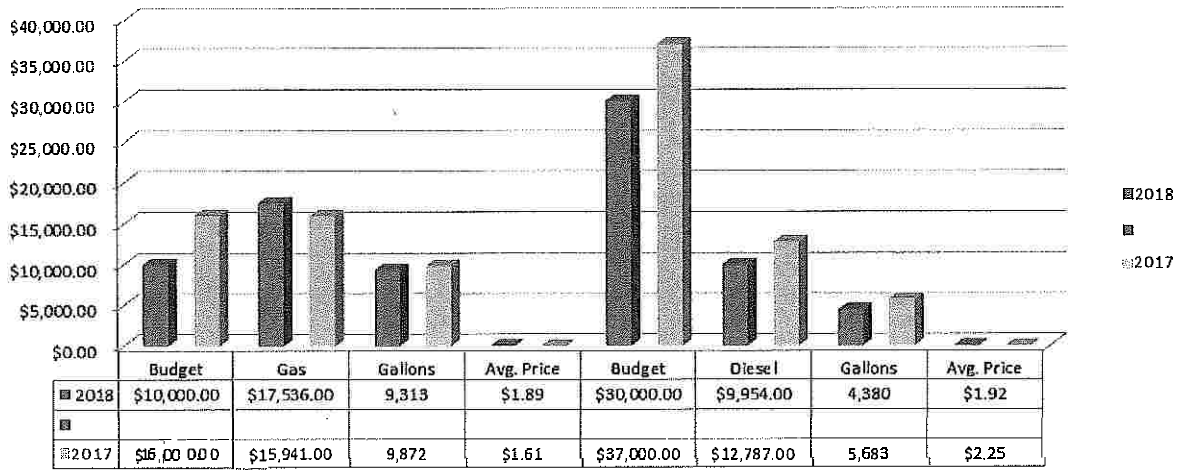
<b>Budget</b>	<b><u>FISCAL YEAR 2017</u></b>		<b>Balance Year</b>	<b>% Spent</b>
	<b>MTD Transactions</b>	<b>YTD Transactions</b>		
427,516.00	37,808.07	198,306.56	229,209.44	46%

### **ROADS& SIDEWALKS**

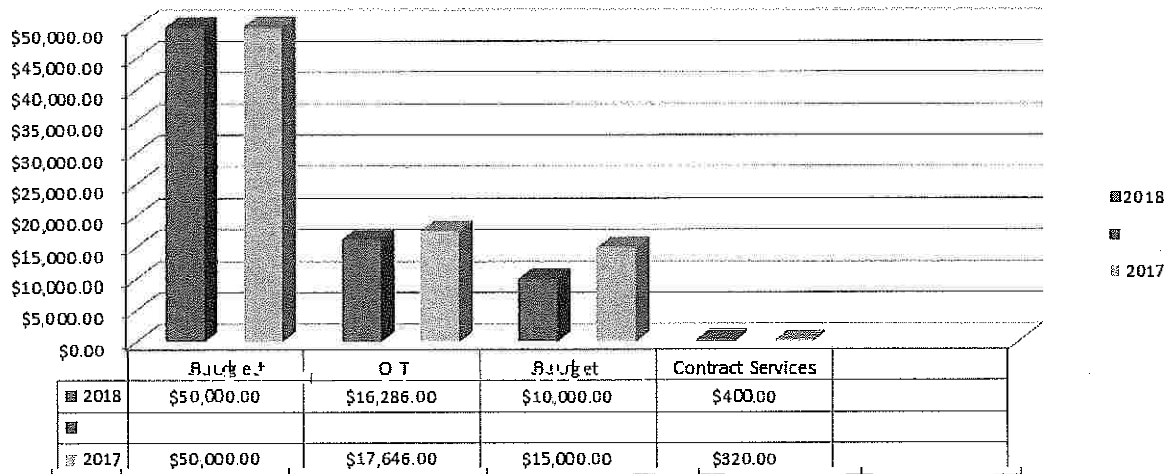
#### **FISCAL YEAR 2018**

	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	520,270.00	209,121.18	383,984.98	136,285.02	74%
			<b><u>FISCAL YEAR 2017</u></b>		
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	330,970.00	39,416.45	129,287.56	201,682.44	39%
<b>STREET LIGHTS</b>			<b><u>FISCAL YEAR 2018</u></b>		
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	49,000.00	3,048.77	18,666.77	30,333.23	38%
			<b><u>FISCAL YEAR 2017</u></b>		
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	49,000.00	6,168.27	22,125.88	26,874.12	45%
<b>CEMETERIE S</b>			<b><u>FISCAL YEAR 2018</u></b>		
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	38,132.00	1,429.24	10,087.36	28,044.64	26%
			<b><u>FISCAL YEAR 2017</u></b>		
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	37,253.00	1,534.61	15,484.78	21,768.22	42%

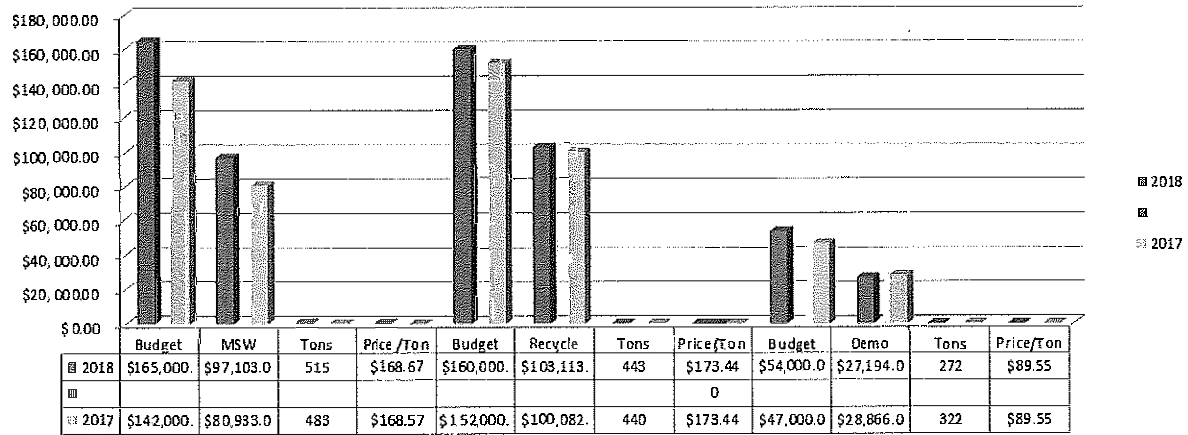
### Public Works Department YTD Gas/Diesel



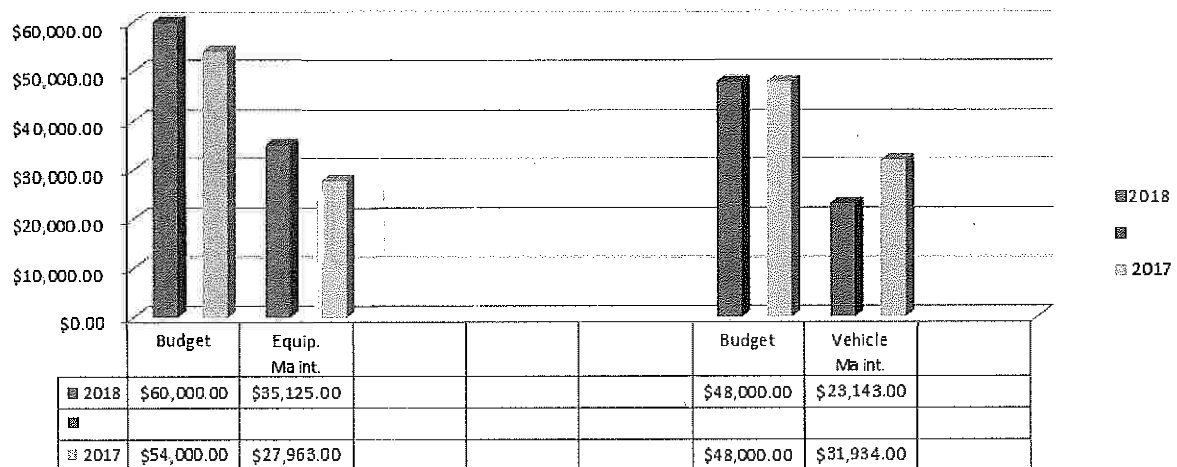
### Public Works Department YTD Overtime/Contract Services



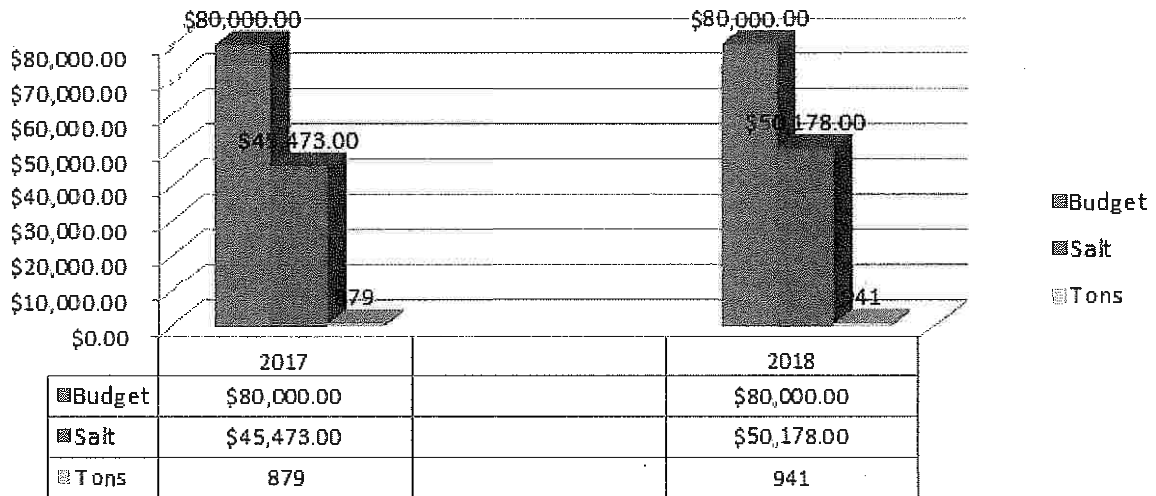
### Public Works Department YTD Solid Waste



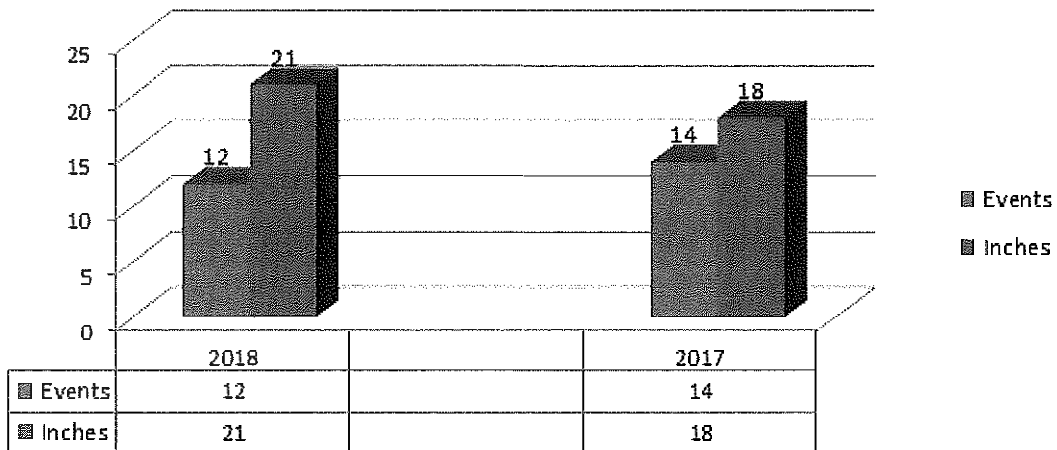
### Public Works Department YTD Equipment/Vehicle Maintenance



## Public Works Department YTD Salt



## Public Works Department YTD Snow Events



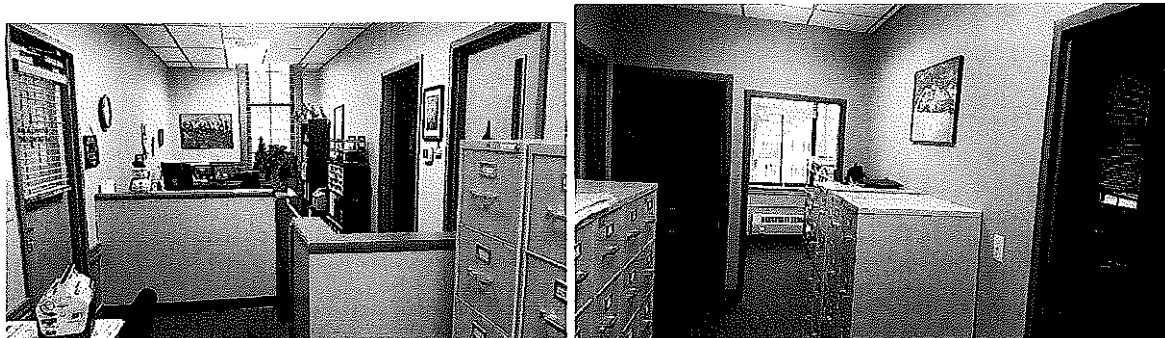
## **Facilities Report**

During the month of November we have started the installation of the new access system at Town Hall with completion projected mid to late December. With the access system backbone in place we will be working towards increasing the coverage of the systems to include other Town facilities. As reported prior, the access system becomes not only the Town system but with the new schools it will be a single backbone for all facilities.

Facility surveys continued this month and we are working toward a draft report sometime in April, with a final report in May. We had several meetings in November with an eye on recommending to the Town Council and School Board an Energy Services Contracting Organization (ESCO) to conduct an audit of all of our facilities as well a proposed possible Performance Contracting solution. The review committee was made up of Town and School representatives with the committee reviewing materials and conducting interviews.

Contracted roof inspections have been started for all Town facilities with reporting due to us in January of 2018. This report will become a part of our total facilities surveys and long range planning.

We have completed the small renovation project for the school offices with the exception of a few small punch list items. The town office renovations have been completed in certain areas such as the main administration offices and the half wall with a service counter and gate in the Planning and Code Enforcement office. We have a target date to start the Town Clerk's service counter ADA renovations of the weekend of December 15th.



Certification programs for stormwater inspection/inspector, stormwater plan reviewer certification, and green infrastructure program training have been completed with a remaining multi day program and testing for the final certification. We have projected that this training and certification will be

completed in January/February of 2018.

The barn and sheds have been removed from the McGrath property and the house will be removed shortly. Big thanks to Rick Malasky and his Public Works crew; this project was a joint town/school effort; this helps to continue to demonstrate how shared services works well for the community.



Karen Bloom's crew have been hard at work keeping up with outside property maintenance as well as responding to service requests along with Brian's and Jamie's crews working hard at the schools. Shared services is gaining more and more as time moves forward with many additional gains still coming forth. This is more evident with not only services being shared, such as labor forces, but with monthly Town Council reporting having school project and informational updates. Winter is coming so all crews are working towards getting ready for the snow and yes we will have snow.

The school planning is at the 50% Design Drawing stage (DD) with Construction Drawing being due the end of December. We are still on target to have the school construction project out to the "street" for bidding the second week of January. Groundbreaking is still on schedule for April 2018 with a project completion in a 3 year time frame.

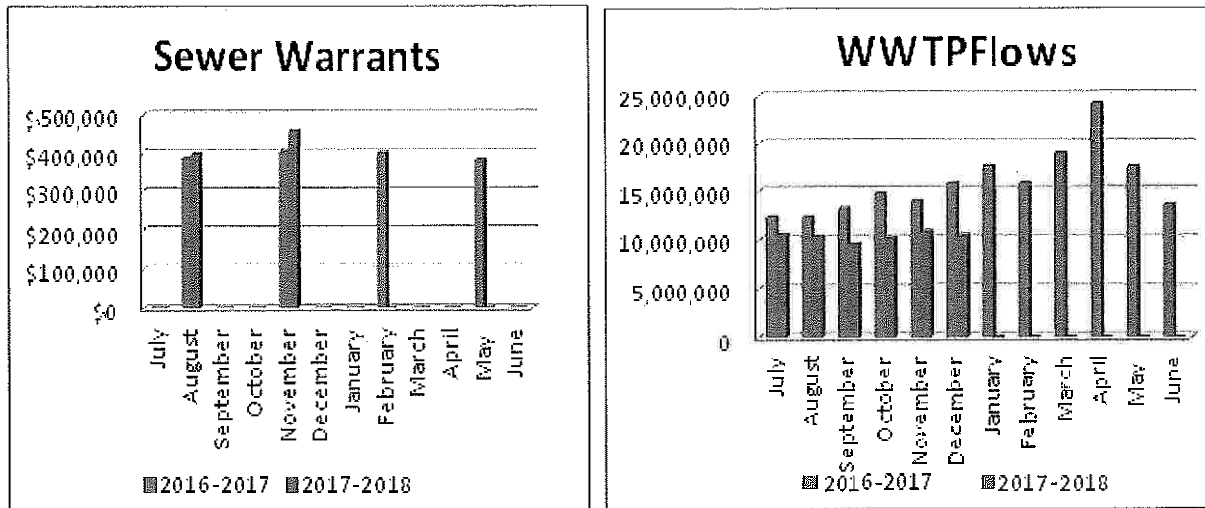
The Building and Grounds crews continue to do regular maintenance and grounds care throughout the town. The School based custodial staff are back into their regular routine as school is now in session.

**FACILITIES**

<b>Budget</b>	<b><u>FISCAL YEAR 2018</u></b>		<b>Balance Year</b>	<b>% Spent</b>
	<b>MTD Transactions</b>	<b>YTD Transactions</b>		
545,965.00	64,370.98	254,849.52	291,115.48	47%

<b>Budget</b>	<b><u>FISCAL YEAR 2017</u></b>		<b>Balance Year</b>	<b>% Spent</b>
	<b>MTD Transactions</b>	<b>YTD Transactions</b>		
482,233.00	58,854.77	230,407.36	251,825.64	48%

## Environmental Services Department System Report



### Supervisory Control and Data Acquisition (SCADA) System

The Wastewater Department has six pumping stations that are in the wastewater collection system that pump wastewater to the wastewater treatment plant (WWTP) for treatment. The Town has been using a phone line system that was installed in 1969 to receive alarms at the wastewater treatment plant. For example, if a pump failed at the Cedar Street Pumping Station, a signal would travel through the phone line to the WWTP and set an alarm off at the alarm panel. If the alarm was not acknowledged at the panel within five minutes, a signal would be sent to the Newmarket Police Dispatch Station. The dispatcher would page town staff and let them know that there is a sewer alarm. Town staff would only know that there is a problem. He would not know specifically what the problem was until he arrived at the Cedar Street Pumping Station.

We have moved the 1969 alarm panel and rigged it into the new electrical room. This system is outdated and can't be tied into our new SCADA System at the WWTP. The Department has been planning to upgrade pumping stations to the new WWTP SCADA System through the Capital Improvement Process. The new system will allow town staff to monitor and make adjustments to the pumping stations with a computer. The SCADA system will directly call out town staff and inform the staff person of the specific problem. Town staff may be able to make changes on the computer to correct the problem.

The Department is currently completing the bidding process to upgrade the pumping stations to the new WWTP SCADA System. I will be putting together a package for the Town Council requesting Capital Improvement Funds to perform the pumping station SCADA work. The Town Council should see the request for the SCADA work in February.

CHLORINE DETECTOR	DRY CLARIFIER SOAK WELL	WASTEWATER PUMP HIGH WATER	BOILER
CHLORINE VALVE	WASTEWATER PUMP HIGH WATER	HIGH WATER LOW WATER	LOW CL2
SECONDARY CLARIFIER #2	WASTEWATER PUMP HIGH WATER	WASTEWATER PUMP HIGH WATER	PRIMARY CLARIFIER #1
SECONDARY CLARIFIER #1	WASTEWATER PUMP HIGH WATER	GENERATOR	PRIMARY CLARIFIER #2

Wright-Pierce and town staff has begun working on the required Total Nitrogen Control Plan. Table (A) below represents Newmarket's nitrogen loads to Great Bay. The loads were generated from the Great Bay Nitrogen Non-Point Source Study that was completed in 2013. The study will be used as the baseline. Table (B) represents the Newmarket's projected nitrogen loads to Great Bay based on the wastewater treatment plant improvements.

Great Bay Nitrogen Non-Point Source Study (2013)			
Nitrogen Source	Nitrogen Load lbs year	%	Rank
<i>Atmospheric Deposition Stormwater</i>	11,646	13%	2
<i>Fertilizers</i>	9,950	11%	3
<i>NPS Animal Waste</i>	1,695	2%	5
<i>Septic Tanks</i>	6,942	8%	4
<i>WWTP</i>	60,840	67%	1
<i>Total</i>	91,073		

Table B

2018 Projected Nitrogen Loads based on WWTP Upgrade and GB Study (2013)			
Nitrogen Source	Nitrogen Load lbs year	%	Rank
<i>Atmospheric Deposition Stormwater</i>	11,646	32%	1
<i>Fertilizers</i>	9,950	27%	2
<i>NPS Animal Waste</i>	1,695	5%	5
<i>Septic Tanks</i>	6,942	19%	3
<i>WWTP</i>	6,181	17%	4
<i>Total</i>	36,414		

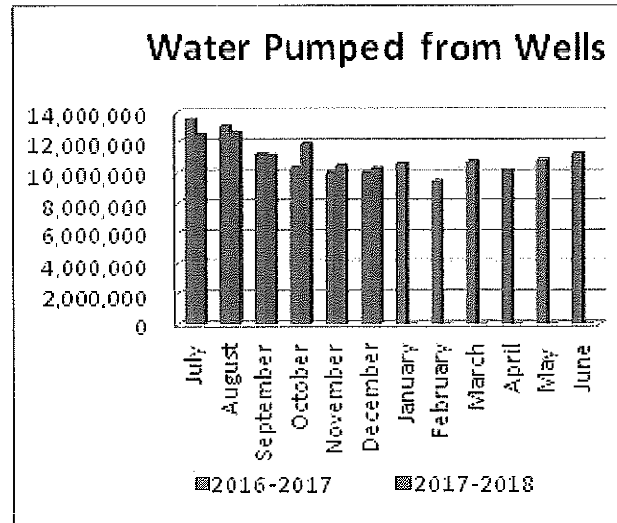
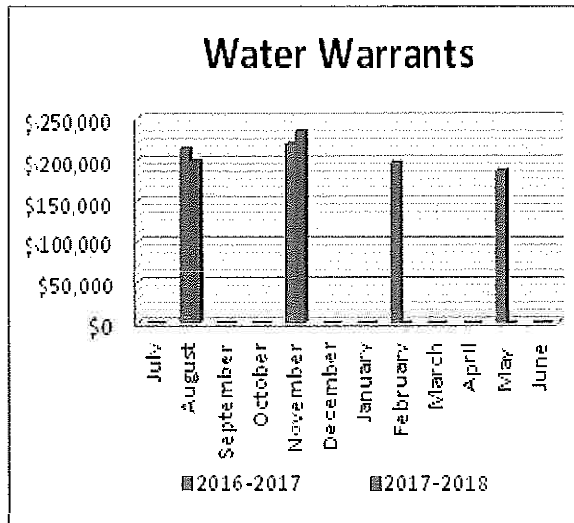
Monthly Operations Report															
Newmarket WPCF															
Permit# NH00100196															
December-2017															
	Inf. Flow	Eff. Flow		MGD	BOD		TSS		Nitrogen	PH		Fecal	Enter	Chlorine Residual	
	MGD	Min	Max	Total	Inf.	Eff.	Inf.	Eff.		Inf.	Eff.	Colif.	ococci	Max	Min
1	.3390	.08	0.9	.3520						7.8	7.0	1	7	0.00	0.00
2	.3490	.04	0.9	.3310						7.9	7.0	5	5	0.00	0.00
3	.3810	.03	1.0	.3680						7.8	7.0	<2	5	0.00	0.00
4	.3400	.05	0.9	.3300		4.7		1.8	6.3	7.6	7.0	4	19	0.00	0.00
5	.3340	.04	1.1	.3340		5.4		2.5	6.0	7.8	7.0	<2	13	0.00	0.00
6	.3760	.07	1.0	.3630						7.6	6.9	2	13	0.00	0.00
7	.3510	.05	0.9	.3590						7.7	7.0	<2	3	0.50	0.00
8	.3380	.06	0.9	.3340						7.6	7.0	1	4	0.00	0.00
9	.3680	.05	0.9	.3470						7.5	7.1	2	<1	0.00	0.00
10	.3920	.07	0.9	.3720						7.8	7.0	2	6	0.00	0.00
11	.3490	.04	0.9	.3680						7.7	7.0	9	2	0.00	0.00
12	.3590	.11	0.8	.3830		4.5		2.4	5.3	8.0	7.0	7	10	0.00	0.00
13	.3580	.07	0.9	.3500	315	4.9	259	2.8	5.9	7.8	7.1	8	13	0.00	0.00
14	.3560	.03	0.9	.3520						8.0	7.0	8	19	0.00	0.00
15	.3560	.03	0.8	.3200						8.0	7.1	5	9	0.00	0.00
16	.3560	.04	0.8	.3250						8.0	7.1	<2	3	0.00	0.00
17	.3560	.00	0.9	.3420						8.0	7.0	<2	2	0.08	0.00
18	.356	.00	0.8	.3300						7.9	7.0	<2	11	0.00	0.00
19	.3560	.03	0.9	.3530						7.9	7.1	3	21	0.00	0.00
20	.3560	.05	0.9	.3580		5.2		3.0	4.0	7.7	7.1	7	30	0.00	0.00
21	.3330	.03	0.8	.3210		5.1		3.3	4.5	7.9	6.9	11	12	0.00	0.00
22	.3340	.07	0.7	.2980						7.9	7.1	5	11	0.00	0.00
23	.3810	.01	1.0	.3540						7.8	6.9	5	2	0.07	0.00
24	.3710	.06	0.9	.3500						7.7	6.9	<2	6	0.05	0.00
25	.3260	.05	0.8	.2900						7.9	7.4	<2	9	0.00	0.00
26	.3440	.04	0.9	.2990						7.8	7.0	3	8	0.00	0.00
27	.3480	.02	0.8	.3250		8.7		5.8	4.1	7.7	7.2	<2	13	0.00	0.00
28	.3460	.00	0.9	.3400	375		278			7.9	6.8	2	4	0.00	0.00
29	.3490	.03	0.8	.3380		6.1		6.2	5.8	7.7	7.1	1	1	0.08	0.00
30	.3610	.03	0.9	.3190						7.6	7.0	<2	5	0.00	0.00
31	.3680	.04	0.9	.3250						7.8	7.0	<2	1	0.00	0.00

Average Wastewater Flow Discharged: 0.3429 Million Gallons/Day

Biochemical Oxygen Demand (BOD) Removal: 98%

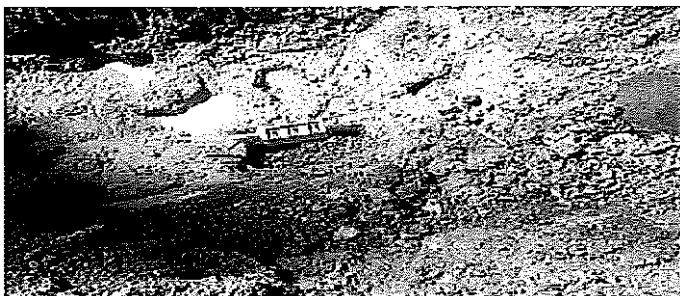
Total Suspended Solids (TSS) Removal: 99%

Total Nitrogen (TN) Average Discharge per day: 5.2 mg/L, 15 pounds



### Water System

The Water Department had a water main break in front of 12 Bay Road. Water Department staff was called out at approximately 8:30 pm on December 24<sup>th</sup>, 2017. Public works employees were called in to assist with the excavation. A stainless steel rap was used to repair a circular crack. The water was turned back on at approximately 12:30 am on December 25<sup>th</sup>, 2017. The Bay Road water main is an 6-inch unlined 1894 cast iron water main. The Water Department had a previous water break with 10 feet of this water break on December 28<sup>th</sup>, 2014. Ten feet of water main was replaced at that break.



### Supervisory Control and Data Acquisition (SCADA) System

The Water Department plans on upgrading the Water Department SCADA to VT SCADA, and moving the system from the water plant on Packersfalls Road to the wastewater plant on Young Lane. VT SCADA is the SCADA system that was installed at the wastewater treatment plant as part of the wastewater treatment plant improvements project. The current Water Department SCADA system was installed back in 2001. The system is currently not supported and we are having problems with it. The Department has monies to change to the new system in its Capital Improvement Funds.

The Department is currently completing the bidding process to upgrade the pumping stations to the new SCADA System. I will be putting together a package for the Town Council requesting Capital Improvement Funds to perform the pumping station SCADA work. The Town Council

should see the request for the SCADA work in February.

DECEMBER FLOW TOTALS 2017							
Date	Bennett		Sewall		Mac Well		
	Hrs	Gallons	Hrs	Gallons	Hrs	Gallons	Total
1	9.1	76,145	9	112,847	9	162,900	351,892
2	11.4	95,218	11.4	142,582	6.3	115,500	353,300
3	9.3	78,210	9.3	117,220	9.1	165,800	361,230
4	7.9	66,601	7.9	99,698	7.7	140,500	306,799
5	7.7	64,521	7.7	97,020	7.5	136,300	297,841
6	9.6	79,877	9.6	119,549	9.3	167,700	367,126
7	7.8	65,561	7.8	98,183	7.6	138,500	302,244
8	9.1	76,190	9.1	113,927	8.8	159,700	349,817
9	8.2	68,634	8.2	102,872	7.9	145,200	316,706
10	10.5	87,515	10.5	130,987	10.2	184,200	402,702
11	7.7	64,447	7.7	96,659	7.4	136,100	297,206
12	11.3	94,855	11.3	142,032	6.5	117,200	354,087
13	7.6	63,566	7.6	95,091	7.4	134,100	292,757
14	9.7	81,235	9.7	122,582	8.5	154,100	357,917
15	7.6	63,956	7.6	94,488	8.3	151,500	309,944
16	9.4	78,654	9.5	119,078	8.2	148,700	346,432
17	9.5	79,567	9.4	117,827	10.1	185,200	382,594
18	7.6	63,408	7.6	95,008	7.4	133,800	292,216
19	9.9	82,715	9.9	123,711	9.6	173,900	380,326
20	7.6	63,357	7.6	94,951	7.3	133,800	292,108
21	9	75,531	9.1	114,100	7	126,100	315,731
22	11	92,141	11	137,710	6.4	116,200	346,051
23	12.3	103,070	12.2	153,199	4	74,200	330,469
24	10.4	86,703	10.3	129,968	10	181,200	397,871
25	7	58,890	7	88,200	6.9	124,000	271,090
26	7.6	64,660	7.6	96,823	7.5	135,900	297,383
27	9.8	81,882	9.8	122,607	8.3	151,200	355,689
28	7.7	64,671	7.7	96,720	7.5	135,000	296,391
29	7.6	63,818	7.6	95,734	7.4	133,600	293,152
30	10.3	86,032	10.3	128,586	10	180,000	394,618
31	8.7	73,581	8.7	110,262	8.5	153,000	336,843
Total	279.9	2,345,211	279.7	3,510,221	247.6	4,495,100	10,350,532
Average Day	9.0	75,652	9.0	113,233	8.0	145,003	333,888

**WATER****FISCAL YEAR 2018**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
1,137,780.00	27,452.58	785,817.27	351,962.73	69%

**FISCAL YEAR 2017**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
932,813.00	40,569.67	579,669.35	353,143.65	62%

**SEWER****FISCAL YEAR 2018**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
2,182,426.00	142,649.57	913,260.52	1,269,165.48	42%

**FISCAL YEAR 2016**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
1,177,968.00	149,456.55	625,809.70	552,158.30	53%

## Information Technology

1. Obviously in the news has been the current CPU exploits, called Meltdown and Spectre. While Meltdown is concerning and easily exploited, it's also easily patched. Spectre seems to foreshadow a lot of bad things, with difficulty securing data. I feel like Spectre is something that will lead to grief, I hope I am wrong. Our systems have been patched, but we need to remain vigilant.
2. Way too many issues to document with the equipment in Channel 13. The Council approved us replacing the majority of the recording and streaming equipment from Capital Reserve, so very soon we should see markedly better quality in our recordings.
3. Possible failure of a piece of equipment in one of the Police cruisers where a docking station is utilized with the rugged notebook. I am working with Ossipee Mountain on resolving this issue.
4. With the PD taking over Newfields for dispatching, myself and the Police Dispatch Supervisor are trying to make sure we will be ready. Adding another phone line dedicated for Newfields, and making adjustments to the software to accommodate another agency are underway.
5. Some people continue to use our very out of date document scanning software called Laserfiche. I feel this is asking for trouble and we should look at a lower cost alternative. We would need to leave the Laserfiche install alone as it would be the only repository for what is already scanned in.
6. PDF editing software. Quite a few employees use this and when we roll out a new PC, it's important this is on there and functioning. Recent versions have been a little buggy and require a few updates to get it right.
7. RFPs and RFQs (Requests for Proposals and Requests for Quotations respectively) on the website are terrible to work with. I am working with Virtual Town Hall on a much easier way to utilize this functionality.
8. The Town Hall copier got a serious case of amnesia and forgot everything we had ever setup in it. The copier technician came in and we had to start over from scratch. We now have a way to back up the configuration and restore it should this happen again.

IT

### FISCAL YEAR 2018

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
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139,422.00	9,847.29	81,972.42	57,449.58	59%
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**FISCAL YEAR 2017**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
135,558.00	6,030.20	79,558.14	55,999.86	59%



**Office of Building Safety, Health and Zoning Enforcement**

**January 2018**

**Previous Month Activities**

Permits Issued			
4	Building	\$1730	
7	Electrical	\$600	1 paid w/ building permit
0	Plumbing	-	
5	Mechanical	\$314	

Total Permit Revenue

**\$2644**

- Conducted 29 regular construction inspections
- Submitted 2017 Town of Newmarket impervious surface change and new septic system data into NHDES Pollutant Tracking and Accounting Pilot Project database
- Attended Strafford Regional Planning Commission Transportation Advisory Committee meeting. This group advises to the NH DOT Transportation Master Plan on regional transportation concerns. COAST and Wildcat Transit bus services are encouraging communities to support ridership through local planning and support of bus stop improvements such as shelters, bike racks and seating
- Attended three site assessments for land-use development standards compliance
- Explored feasibility and benefits assessment of installing an electric vehicle charging station.

Met with Councilor Weinstein on the initiative. Most probable location appears to be the Town Library. Councilor Weinstein expressed an interest in exploring a public-private partnership to fund the project.

- Held statutorily required Joint Loss Management Committee (JLMC) meeting. Employers having 5 or more employees must have a formal JLMC and meet quarterly. Up to two meetings may be substituted by safety training session. We will be offering emergency first aid as one such training session.
- Worked with several property owners on dumpster, recycling and trash receptacle screening

#### **BUILDING INSPECTION**

<b>Budget</b>	<b>MTD Transactions</b>	<b><u>FISCAL YEAR 2018</u></b>		<b>Balance Year</b>	<b>% Spent</b>
		<b>YTD Transactions</b>			
70,731.00	5,746.01	33,023.22		37,707.78	47%

<b>Budget</b>	<b>MTD Transactions</b>	<b><u>FISCAL YEAR 2017</u></b>		<b>Balance Year</b>	<b>% Spent</b>
		<b>YTD Transactions</b>			
69,755.00	5,257.70	33,126.30		36,628.70	47%

## **Town Clerk - Tax Collector**

### **TAXES**

Total Committed 2017	\$19,905,115	Tax 1 & Tax
2 Total Collected thru 12/31/17	\$19,469,495	Principal & Interest

### **TAX LIENS**

	2016 Liens	2015 Liens	2014 Liens
	<u>(Deed 2019)</u>	<u>(Deed 2018)</u>	<u>(Deed 2017)</u>
Property Tax Amount Liened	216,555	196,946	209,291
W/S Amount Liened	0	66,195	71,925
# Properties Liened	71	93	111
Uncollected thru 12/31/17	99,384	76,688	6,225

### **WATER & SEWER (1/1 THRU 12/31/17)**

	<u>2017</u>	<u>2016</u>
Water Billed	827,611	762,303
Sewer Billed	1,650,225	1,401,367
Uncollected thru 12/31/17	57,244	107,576

### **TOWN CLERK REVENUE (7/1/17 thru 12/31/17)**

	<u>Year End</u> <u>6/30/18</u>	<u>Year End</u> <u>6/30/17</u>	
Motor Vehicle (MV)	737,306	725,604	1.61 % increase
Town "non-MV"	65,734	61,980	6.06% increase
State NH (MV, Vitals, Boats, Dogs)	249,065	242,459	2.72% increase

- Motor vehicles still on the upswing
- Daily activity steady
- Tax bills due 12-5-17
- Preparing for Town filing period (1/24/18 - 2/2/18)

**TOWN  
CLERK**

**FISCAL YEAR 2017**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
168,528.00	11,330.03	75,831.53	92,696.47	45%

**FISCAL YEAR 2015**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
176,442.00	12,006.82	81,392.72	95,049.28	46%

## **Planning Department**

### **Planning Board Activities**

#### ***Status of approved applications of the Planning Board:***

**Rockingham Golf, LLC (a.k.a. Chinburg Builders, Inc.)** is developing a residential open space design subdivision, involving 52 house lots, at the site of the Rockingham Country Club at 200 Exeter Road. The development, "Rockingham Green", envisions the existing golf course, to remain open to the public, and the adjacent wetlands to be preserved as open space. Construction activity has moved along expeditiously at the site. Road construction is nearly complete with only the overlay to be completed. A performance guarantee has been posted in the amount of \$106,000 to assure final completion of the road and all related infrastructure improvements. The developer has received Certificates of Occupancy (COs) for forty one (41) homes in the development. Four (4) homes have building permits open and are currently under construction. The subdivision is nearly 79% built-out.

**Newmarket Industrial Park Lot 6, LLC/Shearwater Investment Corporation** – The owners of the Industrial Park have recently purchased parcels which front on Route 108 in order to create two new industrial sites at the Industrial Park. The applicant had previously received approval in 2015 for an expansion to the adjacent property in order to construct a 24,000 square foot addition. As part of the earlier project, the intersection of Forbes Road and Route 108 was improved with a right turn lane and larger turning radii in coordination with the NH Department of Transportation (DOT). Recently, the developer announced the tenant for the expansion on the adjacent parcel has backed out of the project. The applicant has returned to the Planning Board for consideration of a scaled down version of the project. The new project involves the construction of a 24,000 square foot stand-alone industrial building on one of new lots and a boundary adjustment in order to modify the two (2) lots so they are larger and have more frontage than required. At the November 14, 2017 meeting of the Planning Board, the application was accepted for review. The Technical Review Committee met on December 19 to review the concerns related to the application. The project will be taken up again at the January 23, 2018 meeting of the Planning Board.

**Hayden Place** - Residential Open Space Development at 74 Bald Hill Road is being developed by Chinburg Builders, Inc. The Planning Board approved a special use permit for this project in 2014. The project involves the construction of ten (10) single family homes and 650 feet of roadway at the foot of Bald Hill with adjacent lands being preserved in perpetuity as open space. A twenty-one (21) acre open space tract has been conveyed to the Southeast Land Trust (SELT) which will maintain and act as stewards of the conservation land. Road construction has proceeded expeditiously with only the final overlay to be completed. A performance guarantee has been posted to ensure the completion of road work and to allow the issuance of

building permits for the remaining houses. Certificates of occupancy for eight (8) homes have been issued and two (2) building permits have been issued for homes in the development which are under construction. The subdivision is over 80% built-out.

**Jarib M. Sanderson** – Robin Realty Newmarket Trust/Tuck Realty Corporation filed an application for a Special Use Permit for a residential open space design subdivision involving 11 lots at 36 Dame Road, Tax Map U2, Lot 297, and Bay Road, Tax Map U2, Lot 320, both in the R1 Zone. The special use permit was conditionally approved by the Planning Board at its July 12, 2016 meeting following a site walk and review by the Technical Review Committee (TRC) of the Planning Board. A more detailed subdivision application was submitted in the August and was conditionally approved at the November 15, 2016 Planning Board meeting.. Construction was started in April 2017. Construction has progressed and former issues with drainage and erosion control have been addressed. The first course of paving on the road was completed in early November. The Town's consulting engineers completed an inspection of the project on December 7. There remains a punch list of items that will need to be completed in the Spring of 2018 before any bonding can be released.

**Eric DeWitt, 81 Exeter Road, Tax Map U3, Lot 137.** The Planning Board conducted a Design Review for a mixed-use project located in the B-1 Business zone. The applicant wishes to remove the existing structures on the site and construct a two story building. The first floor would be commercial space to allow for two small businesses and the second floor would house eight studio style apartments. The project was well-received by the Planning Board which discussed issues with stormwater and driveway access.

**Troy Zerveskes, 187 Main Street, Tax Map U3, Lot 142.** The applicant submitted an application of a site plan review to allow the change of use of the lower level of the building for a professional office. The applicant has requested that this use be considered under the requirements for a minor subdivision given the scale of the project. The Planning Board granted the request for a waiver from full site plan review requirements.

**Jonathan and Caitlin Smith, 14 Woods Drive, U-1-1-50, R-2 Zone.** The applicant has requested a waiver of impact fees for an accessory apartment at 14 Woods Drive, Tax Map U1 Lot 1-50, R2 Zone. There were several questions raised by Board members whether under the new RSA pertaining to Accessory Dwelling Units (ADU's) impact fees can be waived for a single unit occupancy. The application was continued to the Planning Board meeting on January 23, 2018 in order to secure further advice from legal counsel.

**Alex Capron and Kathleen West, 7 Moody Point Drive, Tax Map R2, Lot 39, R1 Zone.** The applicant has requested a waiver of school impact fees. The application was continued to

the January 23, 2018 meeting in order to seek further legal advice.

**Future Land Use Plan and Zoning Changes.** At its November 2016 meeting, the Planning Board prioritized action items for implementing the recommendations of the Future Land Use Chapter. The top priorities were to bring forward for consideration zoning changes for both a Continuing Care Retirement Community (CCRC) and Skilled Nursing Facility (SNF) Overlay District that had been recommended by the Economic Development Committee (EDC). The Planning Board subcommittee met several times to review reference materials related to these housing concepts and other zoning changes. The Planning Board forwarded a new Skilled Nursing Facility Overlay District on New Road to the Town Council for consideration at the end of the summer of 2017. The Town Council held a public hearing at the October 18, 2017 meeting and unanimously adopted the ordinance. At the November 14, 2017 meeting of the Planning Board, the Board set up another Zoning Subcommittee to address the remaining recommendations of the Economic Development Committee regarding the rezoning of property within the B-3 District on Route 152 to allow for a Continuing Care Retirement Community (CCRC). As a first step, the committee plans to hold a workshop meeting with landowners, real estate professionals, and other stakeholders sometime during the month of February 2018.

**FEMA Floodplain Maps and Ordinances-** The Federal Emergency Management Agency (FEMA) has sent the Town new Flood Insurance Rate Maps (FIRM). Whenever new maps are produced, communities, such as Newmarket, which are participating in the National Flood Insurance Program, are required to have ordinances in place which are compliant with federal regulations. The NH Office of Energy and Planning (OEP) has conducted a compliance review of our regulations and forwarded recommendations for updating our regulations. The Planning Board will need to make amendments to the zoning, subdivision and site review regulations to assure Newmarket's continued eligibility in the program. The Planning Board set up a subcommittee to work with the Community Development Director on these amendments for consideration at a future meeting. We have received word from the NH OEP that there was an appeal regarding the new floodplain maps. The deadline for adopting new maps and revising the zoning ordinance has, therefore, been postponed. Copies of the preliminary floodplain maps are available for public viewing in the Planning Office and have been posted on the Town's website. Recent discussions with the NH OEP/FEMA representative indicated that it may be another year before the maps are finalized and can be adopted.

## **Special Projects**

**Route 108 Pedestrian Crossings:** The Downtown Pedestrian Crossing Improvement project

is 100% complete. During the month of June, the Contractor completed several punch list items, including the resetting of pavers, and the repair of the paver depression in the crosswalk in front of the Big Bean. In August, a pavement marking subcontractor was hired by the Town to complete crosswalk striping and street markings. A final inspection with the NH Department of Transportation was held on Friday, October 20. The Town is now in the process of collecting final project documentation from the contractor and subcontractors so the project can be closed-out.

**Macallen Dam Feasibility Study:** Since 2005, the Town has approved funding every year for the Macallen Dam Capital Reserve Fund in order to address deficiencies at the dam. Most recently, the Town issued a Request for Proposals (RFP) for engineering services which will look at the current stability of the dam as well as the option of raising the abutments in order to meet requirements to pass the 100 year flood. Engineering proposals from three (3) firms were received on October 2015. Awarding the contract for the stability analysis was placed on hold, for several months, while follow-up work on the hydraulic calculations was completed. The Town's consultant, Gomez and Sullivan (G&S), put together a technical memorandum regarding the design flows associated with increasing the capacity of the dam, which is one of the outstanding items in the NH Department of Environmental Services (DES) Letter of Deficiency. The Town now has a more refined model in place to evaluate various dam modifications and repairs including increasing the height of the abutment walls to meet the required design flows. With the new model, the 100 year design flow is 9,824 cfs, with a water surface elevation of 33.61 feet at the dam with the gates closed.

At a June meeting of the Macallen Dam Study Committee, with NH DES, it was clarified that if the Town just focuses on improvements to the abutment walls, a complete stability analysis would only have to be completed on that aspect of the dam and not the entire dam structure which would result in reduced costs for the Town. Also, the breach analysis would not have to be re-done resulting in further cost reductions. A final draft of the summary report, including an updated model, was submitted by G&S to the Committee during the early summer of 2017 and was approved by the NHDES.

In July 2017, the Town Administrator was authorized by the Town Council to enter into a consulting contract with GZA GeoEnvironmental to complete a stability analysis and conceptual design related to increasing the height of the abutment walls on either side of the dam. This study resulted in preliminary cost estimates for repair of the dam. A summary report has been prepared by the consultant for review and approval by the NH DES Dam Bureau.

A public presentation was held on December 6 at which GZA provided an update to the Town Council on the findings of the Macallen Dam: Stability Analysis and Conceptual Design of Remedial Alternatives. The consulting team presented three (3) options for alignment of walls

on the right hand abutment, enhancements to the left hand abutment, as well as options for replacing the existing gate system with more contemporary crest gates that are hydraulically operated and pneumatically operated, ranging in price from \$1,460,000 to \$1,540,000. A title opinion has been requested from the Town's legal counsel and there will be a public hearing in the Spring 2018 to solicit input from the citizens on the "preferred alternative" so the Town can move forward with final engineering design.

**MS4 Program** - Planning staff continues to monitor progress with respect to the MS4 program by attending the Seacoast Stormwater Coalition Meetings. The Coalition has organized a program to assist communities in the region with meeting the minimum NPDES permit requirements to help minimize costs and prevent the duplication of services at the local level for work tasks such as outreach, the bulk purchase of water quality monitoring equipment and shared contracting for laboratory work. Newmarket will be participating in this effort to help prepare the Town for the MS4 program. On January 18, 2017 the US Environmental Protection Agency (EPA) authorized the much-debated and highly anticipated General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) for New Hampshire. The effective date of the permit is July 1, 2018, which gives Newmarket more time than expected for setting up the program and for budget planning. Meanwhile, at the Town Council meeting on May 3, 2017 the Town Council voted unanimously to join the efforts of the NH Stormwater Coalition to appeal the MS4 permit that was issued by EPA and awaits a decision from the courts on the appeal. Town staff attended MS4 stormwater training in Portland, Maine in October. Under the terms of the permit, the Town needs to submit a Notice of Intent (NOI) by October 1, 2018. The NOI provides a summary of best management practices to be employed by the Town under the five (5) year MS4 program to address public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site stormwater runoff control, post construction stormwater management, and good housekeeping and pollution prevention measures.

**Stormwater Management Regulation Update** - The Town has received a \$8,000 grant from the Setting Sail Program, a NOAA Project of Special Merit, to update the Town's stormwater regulations that were originally developed in 2010. The new regulations will reflect state of the art thinking about stormwater and new technologies that have been developed for stormwater management. These new regulations will assist the Town in meeting requirements under the MS4 Program as well as provide the town with more resiliency against coastal hazards, riverine flooding, and sea-level rise. There was a kick-off meeting with the project partners, Strafford Regional Planning Commission, and the Newmarket Planning Board in July. The subcommittee, which is working on the project, met in August to hear the results of the preliminary regulatory audit that was completed on the Town's current regulations to see what is needed to bring the regulations into line with the newly released stormwater model ordinance and MS 4 requirements. The subcommittee has met six (6) times since early

September. The committee has reviewed and re-drafted sections of the regulations to meet the model ordinance. Kyle Pimental of the Strafford Regional Planning Commission will present the Subcommittee's recommendations for the updated ordinance at the January 23, 2018 Planning Board Meeting. A workshop and a public hearing on the new ordinance will be held subsequently during the month of February.

#### **Other**

**Community Development-** Staff has been assisting the Newmarket Housing Authority in pulling together equal employment opportunity, civil rights and handicapped accessibility information and financial documents related to the Community Development Block Grant (CDBG) the Town has received involving renovations to the Great Hill Terrace.

**Lamprey River Symposium** - Diane Hardy attending the eleventh annual Lamprey River Symposium at the University of New Hampshire on January 8, which showcased research projects, new technology and issues related to water resources and watershed management.

#### **PLANNING**

<b><u>FISCAL YEAR 2018</u></b>				
<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
126,215.00	7,972.98	59,891.66	66,323.34	47%

<b><u>FISCAL YEAR 2017</u></b>				
<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
122,676.00	7,902.80	58,583.94	64,092.06	48%

## **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:**

- Fiscal Year 2019 budget work completed with a proposed budget of \$12,042,731 and default budget of \$11,632,790 both recommended/supported by the Budget Committee.
- Contract finalization of the Integrated Municipal Financial Software with Tyler completed. Interware (Motor Vehicle) contract pending final edits. Kickoff meetings will be scheduled beginning next month.
- Final work on audit completed, draft available early January.
- Beginning to develop tracking mechanism for ethnicity and other EEOC statistics in support of Rural Development-USDA civil rights compliance audit for wastewater treatment facility and a community development grant.
- Meeting with Veterans Memorial Trust Chair and Vice Chair to review budgets and trust account balances.
- Continuing support of Trustees of Trust to reconcile bank account with council approved resolutions and finalizing payout of school scholarships.
- Final payroll for calendar wage reporting completed.
- Reports compiled for IRS health insurance reporting requirements for applicable large employers along with an update of “ACA” requirements completed ahead of schedule.
- Department continues to work on account reconciliations, review and tracking of expenses.

### **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			FY17 vs FY18		FY 16	FY16 vs FY17	
	FY 18	FY 17	Increase/ (decrease)	% Increase/ (decrease)		Increase/ (decrease)	% Increase/ (decrease)
July	25	17	8	47.06%	22	(5)	-22.73%
August	16	10	6	60.00%	11	(1)	-9.09%
September	12	8	4	50.00%	12	(4)	-33.33%
October	9	17	(8)	-47.06%	11	6	54.55%
November	12	14	(2)	-14.29%	12	2	16.67%
December	8	6	2	33.33%	8	(2)	-25.00%
January		8			16	(8)	-50.00%
February		7			10	(3)	-30.00%
March		6			10	(4)	-40.00%
April		9			7	2	28.57%
May		12			12	-	0.00%
June		12			17	(5)	-29.41%
Total	82	126	10	7.94%	148	(22)	-14.86%

**MRI Report:**

MRI identified two areas of improvement for the Finance Office with current updates follows:

1. "Paperless decentralized purchasing and invoice payment should continue to be a goal for the near future."

Update:

Approval for integrated financial software, resolution approved by Council.

2. "Consolidation of the Town and School finance/business operations. In the absence of a successful consolidation the outsourcing of the payroll function should be considered."

Update:

Consolidation of Director's position ongoing.

**FINANCE**

**FISCAL YEAR 2018**

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
227,750.00	12,473.08	81,002.75	146,747.25	36%

**FISCAL YEAR 2017**

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
206,844.00	14,575.39	87,345.44	119,498.56	42%

**HR**

	<b>Budget</b>	<b>MTD Transactions</b>	<b><u>FISCAL YEAR 2018</u> YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	1,628,692.00	115,280.94	849,927.77	778,764.23	52%

	<b>Budget</b>	<b>MTD Transactions</b>	<b><u>FISCAL YEAR 2017</u> YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	1,515,143.00	110,075.44	856,595.72	658,547.28	57%

## **Recreation Department**

### **Recreation Fiscal Business Report:**

Our current Fiscal 2017/18 in the *Revolving Account Revenue* is at a record **\$104,000** (rounded up) collected to date. We were ahead of last year's revolving account in revenue by **\$20,679** which was at **\$83,320**.

#### ***Revolving Account Expenditures:***

To date we have currently expended **66%** of our \$279,115 budget, as compared to **58%** spent of last year's budget of \$243,433 at this same time. Again, it is estimated that the increase in expenditures this fiscal year as compared to last fiscal year was due to the additional monies spent at the beginning of the fiscal year July 1 due to increased payroll in summer camp as we added more campers, as well as, other field trip added options. A P&L negative offset will remain in the red until the spring of 2018 when summer camp enrollment and revenue collection once again brings us back in the black.

*General Fund Expenses* are LOWER YTD and as compared to last fiscal year by **\$7380**.

### **Personnel Report**

As mentioned in last month's report, in January we will be welcoming our new intern Shannon Barton, a UNH Recreation & Management Policy major, to the Rec team. She will be with us for approximately 16 weeks and/or until the end of the UNH spring semester. Last month the Rec Administration team met with all current Rec instructors/programmers to touch base about goals, new ideas, and consistency moving into 2018. More details on the outcome of these meeting will follow under Programming. One of the items that came up was our need to update our current contractor agreement policy. It was decided we needed to allow for more customization for each class or program that is run by a contracted instructor. Moving forward into the New Year we are already gearing up for the hiring process for our seasonal Summer Camp employment as this process takes several months to do.

### **Recreation Community Events**

The holiday season along with all the special events the Rec had going in December has now come and gone – the majority of these events was already reported on in last month's report. We are now off to a New Year of Community Events! First up on the calendar is one of the Community most anticipated event, of course we are talking about the Rec's Annual Daddy Daughter Date Night which will be themed Under the Sea this year. Generally we pack the Rockingham Ballroom with more than 300 in attendance.

### **Recreation Programming**

Programming at the Rec has had a smooth and exciting transition from 2017 into 2018! We have begun many new programs to increase our diverse offerings at the Community Center and offer programs for

local residents to kick off 2018 with fun, wellness, and creativity.

Our adult yoga program has expanded to include an upcoming nutrition/wellness class and also a beginner yoga series. These classes allow timid residents (and locals) to try a new activity, meet new people, and become more familiar with the Rec Department. Into the New Year, the continuing yoga classes and membership options that the Rec offers will encourage flexibility in scheduling and affordability to reach a wider audience in town.

Infants and toddlers are another age group that our programming has targeted recently and new programs have been developed to cater toward these children and families. We are excited to announce our two most recent programs for this age group: parent & child yoga as well as parent & child music class. The music class has been a big success!! On the suggestion of a Newmarket community member, we have reached out to local Newmarket musician, Dave Talmage. He is currently teaching two music classes for this age group. Within a matter of only a few weeks of promoting the new programs, we have seen enrollment numbers that exceeded our expectations. Even more encouraging, is that many of those enrolled are completely new to participating in Rec activities and/or new to town. We are excited about the success of programming for this age group, connecting with Dave Talmage, and filling a need for the community. We are anxious to continue to grow the music programming and offer musical instrument options for middle and high school ages.

Our youth/teen programming is underway and while there are some returning programs from the past, we have had some new programs & a few wonderful updates to share in this report about cartooning, GRL PWR, and dance. This past summer camp experience we found out that many of our campers enjoyed drawing workshops, specially cartoon drawing. After camp in the fall, we attempted to run some cartoon club programming. We ran two sessions and after the first session, we partnered with the Library to showcase a cartoon gallery in the community and for exposure. With one final attempt, and a minimum enrollment to meet, we are proud to report that the program is now running for two age groups and we have exceeded our minimum numbers and are still seeing registrations and interest coming through. We can't wait to have a larger gallery display in town at the Rec & Library as well as have families see the talent and hard work that Erin, our cartooning instructor, has put into this program from the beginning.

Another successful and influential program that we wrapped at the end of 2017 was our GRL PWR program. This program was a free program to Newmarket girls made possible via an NCEP grant. We had a group of about 14 girls for a ten week program. The purpose was to motivate, inspire, and encourage this group of girls in their lives now and as they grow. We cooked, used power tools, had local influential women come talk with the group, and volunteered at 68 Hours of Hunger, practiced yoga and so much more. We received continuous feedback from parents about how much their children enjoyed this program and wanted to run it again, even if there was a fee attached. Moving forward, we are working out the details to run this program for a fee and perhaps a scholarship fund so that the self-confidence that this curriculum produces can be shared with more of the growing children in this community. At the moment, this program is developed for girls, but will be working on creating a similar program for boys or perhaps a co-ed option.

The final program that we would like to highlight this month is the dance programming. We are currently working with our ballet/tap dance instructor to expand another class option since there are a large number of children in the classes and there are still waitlists. We are excited to see this co-ed program grow for the 3-7 year olds. Our other dance program, HIP HOP, is also continuing and will be showcased at our spring dance recital along with the ballet classes.

One of the major goals in 2018 is to increase and expand the adult programming. There will be more to report on this goal in the next few months, but the shared programming has slowly been happening. One example is the youth Lego club program during an adult yoga class. Parents can work out and the children can play with new friends...all at the Rec! As we continue to explore our facility space and adult programming needs in Newmarket, we will continue to expand offerings for the growing adult demographic in town and the local area.

### **Sunrise Sunset Briefing**

On Friday afternoon, December 1, the Sunrise Center joined forces with Girl Power to provide a multi-age afternoon of art, music and social interaction. The group met at the Sunrise Center where the mixed age group of 30 'girls' worked together on an art project making colorful, sock snowmen to take home while sharing conversations about each other's lives. They danced, they sang and they enjoyed fresh baked cookies that the younger 'girls' provided. They wrote holiday cards/letters to the troops and they finished the afternoon with a fun interactive game. It was a meaningful exchange for everyone and we look forward to planning more collaborations like this one in the future.

The Sunrise Marimba band joined other Marimba enthusiasts from Massachusetts and played an outdoor event in downtown Portsmouth before the city's annual holiday parade. The musicians bundled up for the weather and took to an outdoor stage in the downtown area where they performed for holiday shoppers for two hours. The Sunrise Chorus also provided entertainment for two local nursing facilities over the holidays. They sang both at the Exeter Center and for the residents of the Pines in Newmarket.

In keeping with the holiday theme our December trips consisted of a Michael Buble tribute show at the Danversport Yacht Club where Scott Keo entertained over 700 guests with classic and holiday tunes performed in the Michael Buble style. In addition to the show a four-course luncheon was served in the decadent ballroom. We offered a second holiday outing to the Star Theater in Kittery for the fast paced 'Home for the Holidays' show. Patrick Dorow Productions once again provided a very memorable showcase of his theater company using over 50 performers to provide song & dance and extreme holiday spirit. The group had lunch at Paddy's American Grille before the show. Our breakfast club went to Rosclynn's in Epping this month. This small, rustic café offered up a great meal by chef/owner Joe and he graciously donated a \$10 gift card for our raffle drawing that morning.

We had several holiday celebrations at the center during the month. The Meals on Wheels luncheon was well attended and along with the \$3 meal they provided entertainment with an hour-long performance from the local acting troupe, Senior Moments. The 15 actors entertained us with a number of humorous short skits that were age appropriate for the audience. The Annual Bingo Christmas Party had 40 attendees playing our regularly scheduled Thursday Bingo with the addition of some holiday fun. We had a surprise visit from an exceptional Santa Claus this year offering hugs and candy canes to our

guests. However, the life of the party appeared in our parking lot shortly after Santa Claus departed. During the second half of our Bingo game a hefty cow wandered into view from our front windows, followed by three Newmarket Police Officers. Santa was quickly forgotten as now we had the ultimate Christmas Miracle of the Holy Cow!

The Bone Builders exercise group remains at 25-30 strong twice a week. They have become a close knit community and they too enjoyed a holiday social after a class where they celebrated the 90<sup>th</sup> birthday of one of our active members. WE are very excited that many of the attendees of this exercise group, comprised mostly of health-conscious, younger seniors, have now started to participate in other programs and activities offered at the center.

After inviting Melani Taillon, from End 68 Hours of Hunger, to be our speaker for a Tuesday Talk this past year, our Sunrise members decided to initiate a Penny Drive to benefit the cause. Within a few weeks the group accomplished their goal of over \$100 and were able to present Melani and her organization with a donation of \$115 with the addition of some handmade knit hats they made for the students in need. This simple act of generosity gave the seniors an enormous sense of pride during the season of giving.

In December the Random Acts of Art group offered a card making workshop where members could make holiday cards and gift tags. We supplied samples, paper and all the embellishments to produce unique, one of a kind greeting cards. The ladies added their own creativity and came up with some beautiful designs. The knitting class offered on the last Tuesday of the month, is growing and we'll continue to encourage those that can knit to join us with their own projects, too. Our volunteer instructor has been assisting the knitters with simple, beginner projects. Many of the attendees are already feeling accomplished. We hope to offer more instructed classes in the coming year.

#### **RECREATION**

#### **FISCAL YEAR 2018**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
203,351.00	15,407.58	90,043.21	113,307.79	44%

#### **FISCAL YEAR 2017**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
200,322.00	15,451.92	97,423.21	102,898.79	49%

#### **RECREATION REVOLVING**

#### **FISCAL YEAR 2018**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
279,115.00	9,192.67	183,936.27	95,178.73	66%

#### **FISCAL YEAR 2016**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
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243,433.00	5,963.88	140,583.47	102,849.53	58%
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CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



**TOWN OF NEWMARKET, NEW HAMPSHIRE**  
**By the Newmarket Town Council**

**Resolution 2015/2016-52**

**Authorizing the Designation of a portion of Rt. 152 as an Economic Recovery Zone**

WHEREAS: NH RSA 162N allows for the creation of Economic Recover Zones in communities to encourage the redevelopment of certain land in exchange for state tax credits for the developer, and

WHEREAS: The Town desires to redevelop what is the B3 zone along Rt. 152, including the following lots on Town Tax Map R6 (updated April 2015):

Lots 1, 2, 3, 4-1, 4-2, 4-3, 5, 6, 7, 8, 9, 10, 11-1, 11-1A, 11-2, 12, 50, 50A, 50B, 50C, 50-1, 50-2, 50-3, 50-4, 50-4, 50-5, 50-6, 50-7, 50-8, 51 and 52.

NOW, THEREFORE, BE IT RESOLVED BY THE NEWMARKET TOWN COUNCIL THAT:

The Town Council requests that the Commissioner of the Department of Resources and Economic Development declare this portion an Economic Recovery zone and authorizes the Town Administrator to execute any agreements.

First Reading: June 1, 2016

Tabled: June 1, 2016

Second Reading:

Approval:

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

Dale Pike, Chair, Town Council

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

Terti J. Littlefield, Town Clerk



**TOWN OF NEWMARKET, NEW HAMPSHIRE**  
**By the Newmarket Town Council**

**Resolution 2017/2018 - 28**

**Authorizing the Town Administrator enter into an agreement with Siemens Industry, Inc.**  
**for HVAC Services for Town Facilities:**

**WHEREAS:** it has been determined that our Town HVAC systems may not be operating to their peak performance and have been lacking for preventative maintenance services for a period of time, and

**WHEREAS:** the Director of Facilities requested proposals from nine (9) different HVAC service providers, posted a Request for Proposals (RFP) on our website, and notified construction reporting services, and

**WHEREAS:** The Town received three (3) submissions:

Siemens Industry of Scarborough Maine                      \$29,015.00 \*\*

\*\* Deduction of \$1,450.75 for combined School service agreement (\$27,564.25)

Thermo Dynamics of Eliot, Maine                                \$7,860.00

M2 Services of Exeter, New Hampshire                      \$28,990.01, and

**WHEREAS:** the Town Administrator recommends that the Town enters into an agreement with Siemens Industry, Inc. of Scarborough, Maine with the deduction of \$1,450.75 being accepted as detailed in their submission creating a HVAC Services agreement for the Town of Newmarket of \$27,564.25 annually.

**NOW, THEREFORE, BE IT RESOLVED BY THE NEWMARKET TOWN COUNCIL THAT:**

The Town Council authorizes the Town Administrator to enter into an agreement with Siemens Industry, Inc. of Scarborough, Maine for HVAC services for Town facilities with funding being derived within regular operating accounts for each facility's General Fund 448 within the Buildings and Grounds budget.

*First Reading:*            *January 17, 2017*

*Second Reading:*

*Approval:*

Approved: \_\_\_\_\_  
Dale Pike, Chair Town Council

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



TOWN HALL  
186 MAIN STREET  
NEWMARKET, NH 03857

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

FOUNDED DECEMBER 15, 1727  
CHARTERED JANUARY 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE


# STAFF REPORT

**DATE:** January 3, 2018

**TITLE:** Resolution: 2017/2018-28 - HVAC Services Agreement for Town Facilities

**PREPARED BY:** Greg Maries, Director of Facilities

**TOWN ADMINISTRATOR'S COMMENTS-RECOMMENDATION:**

I recommend awarding the proposals to Siemens 

**BACKGROUND:**

We conducted a full inspection of all Town Facilities as it relates to Heating, Ventilation, and Air Conditioning (HVAC) revealing several areas of concern for not only the condition of our equipment but the lack of quality preventative maintenance. This lack of proper maintenance can cause diminished life expectancy, increased operational costs, environmental quality issues, and lack of system control measures. This is the case in many of our current systems in place in our facilities.

November 29, 2017 we created a "Request for Proposals" (RFP) for HVAC Services within the Town Facilities, we e-mailed 9 local contractors the RFP, posted it on the website, and notified construction reporting services. A sealed bid opening was conducted December 21, 2017 at 11:00am in the Facilities Office at Town Hall. We received three (3) respondents to our solicitation for HVAC Services Agreement for Town Facilities.

**DISCUSSION:**

We received three (3) responses with the following results:

Thermo Dynamics \$7,860.00 per year

M2 Services \$28,990.01 per year

Siemens Industry \$29,015.00 per year \*\*

\*\* Siemens offered a deduction of \$1,450.75 for aligning the Town Service agreement to the Schools Service agreement we currently have in place.

STAFF REPORT

We contacted the low bidder requesting information on their pricing structure being considerably less than the two (2) other submissions. They feel that they can service the eight (8) facilities which includes twenty-nine (29) different pieces of heating equipment, over forty (40) different pieces of air handling/cooling equipment, and several other sundries connected to the plants for the quoted annual cost structure. With the total amount of equipment requiring servicing, we are very concerned that the level service required would not be met as detailed in our RFP.

**FISCAL IMPACT:**

The fiscal impact would be absorbed within our regular operating accounts for each facility's General Fund 448 within the Buildings and Grounds budget.

**RECOMMENDATION:**

We are recommending the Siemens Industry be awarded the service agreement based on the deduction of the \$1,450.75 listed in their submission, creation of synergies within the town and school facilities, and the goal of expanding shared services within our community. The offered savings amount lowers Siemens submission to \$27,564.25, which is below the second (2<sup>nd</sup>) submission's proposal. We have removed the low bidder from consideration based on prior performance issues, large discrepancy between bidders, and the scope of services required under this agreement.

**DOCUMENTS ATTACHED:**

Request for Proposal (RFP)  
Bid tabulation sheet  
Proposal submissions

**Town of Newmarket**  
**Greg Marles**

**Director of Facilities**  
**Town and School Facilities**  
Town Hall  
186 Main Street  
Newmarket, NH 03857



603-659-3617 \*1325

gmarles@newmarketnh.gov

**Request for Proposal**  
**HVAC Services**

You are cordially invited to submit a Bid for HVAC Services in accordance with the attached specifications, terms, and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One copy of the Proposal must be submitted in a sealed envelope, plainly marked:

Facilities Office  
Town of Newmarket  
186 Main Street  
Newmarket, NH 03857  
Town HVAC Services Proposal

All proposals/bids must be received by December 21, 2017 at 11:00am in the Facilities Office located at Newmarket Town Hall.

Gregory Marles, CPO, CPM, LEED-GA  
Director

**Town of Newmarket**  
**Request for Bid – HVAC Services**

**1. Introduction**

The Town of Newmarket, New Hampshire is requesting pricing information for the purchase of HVAC Services to be administered to the Town of Newmarket for two heating seasons ending June 30, 2019. Please note that the Library reserves the right to reject any or all proposals and select a vendor of their sole choosing.

**2. General Requirements**

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

No late, telephone, e-mail, or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The Town of Newmarket reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the select process at any time prior to awarding of a contract. The Town reserves the right to waive defects and informalities of the proposals.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A:4 and 5 and shall be available to the public. Proprietary information shall be considered a governmental record.

Any deviations from the specifications must be so noted and any bid prices must be reflective of these deviations.

The Town of Newmarket reserves the right to accept and/or reject any or all proposals; to award the proposal to other than the low bidder if deemed most advantageous to the Town and to waive defects and informalities in proposals.

It is the intent of the Town to take the results of this bid and, after careful review and analysis of the prices and any possible options being offered, present the facts to the Town Council.

**Insurance**

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000, types of liability coverage, and workers compensation participation. Thirty day notice is required for cancellation of policy and Town of Newmarket shall be listed as additional insured.

### **Commitments**

Provide a description of the vendor's overall capability, resources, and assurance that it can meet its commitment to successfully complete deliveries.

### **Compliance with Laws**

The successful bidder warrants and promises that it will comply with all state and federal requirements for the transportation, storage, and handling of fuels provided under this bid.

### **Questions**

Questions should be directed Gregory Maries, Director of Facilities at (603) 659-3617 or gmarles@NewmarketNH.gov.

## **3. Project Requirements**

### **a. Responsibilities**

- i. The contractor shall furnish all labor, tools, specialized equipment, materials, supplies, supervision and transportation to perform HVAC maintenance and repair services as specifically outlined in this section.
- ii. The Director of Facilities or appointed representative shall inspect work performed by the contractor on a regular basis. In the event of work performance deficiencies, the Director of Facilities shall notify the contractor. Notification may be verbal or written. The contractor will rectify the deficiency within 24 hours.
- iii. The contractor shall establish a semi-annual (spring and fall) maintenance schedule. The maintenance shall be scheduled on day(s) and time(s) as mutually agreed upon by the Town and contractor. The contractor or his/her employees shall not remove or consume any property belonging to the Town of Newmarket or its employees. This includes any articles that may be deposited for disposal in trash receptacles.
- iv. The contractor and his/her employees may not use Town of Newmarket property, including telephones, for personal use unless given permission by an authorized Town representative.
- v. Smoking shall not be permitted in any Town of Newmarket buildings or grounds.
- vi. The contractor shall report any damage or potential hazard involving municipal property immediately to the Director of Facilities during normal business hours.
- vii. Incidents, altercations or accidents involving building visitors, contractor's employees or Town of Newmarket employees shall be reported to the Director of Facilities in a timely manner. The Director of Facilities, at his/her discretion, may require a written report from the contractor describing the incident or accident.

b. Equipment and Supplies

- i. The contractor shall furnish all tools, materials, supplies, vehicles, and equipment to perform HVAC maintenance services. The contractor is not permitted to use any Town-owned tools, materials, supplies, vehicles and equipment.

c. Waste/Materials Disposal

- i. The contractor shall select his/her own sites for disposal of debris and unsuitable materials collected under the conditions of the contract. In no case shall debris and unsuitable materials be disposed upon Town of Newmarket property or any property contiguous thereto.
- ii. The contractor is solely responsible for any and all damages, fines or penalties for improper disposal of waste material, and for any other actions that he/she performs. The contractor holds the Town of Newmarket faultless and free from liability for any and all damages and costs incurred as a result of the contractor's actions.
- iii. It shall be the responsibility of the contractor to pay all fees and costs incurred in the disposal of waste materials.

d. Semi-Annual Preventative Maintenance shall include the following items listed below. At the conclusion of each season's work, provide a written report to the Director of Facilities, including any areas of concerns.

i. Spring Air Conditioning:

- Inspect and clean washable filters
- Provide disposable high efficiency air filters for change
- Check belt condition, tightness and alignment and change one time per year
- Check refrigerant charges
- Clean condenser coil
- Clean evaporator coil
- Lubricate condenser, evaporator, compressor, and pump motors (oil/grease bearings)
- Clean fan blades and check for balance and alignment
- Inspect and tighten all electrical connections
- Start air conditioner and check voltage
- Start air conditioner and check amperage
- Clear all condensate drains and drain pans
- Test safety controls and thermostats
- Inspect start run capacitors and relay
- Check vibration and noise levels
- Inspect doors for alignment and sealing
- Check moisture indicator
- Inspect for and repair bent fins on heat exchangers
- Check tubing for vibration and distortion
- Inspect and calibrate damper linkages and motors
- Check economizer for proper operation
- Check megohmmeter reading of compressor when needed

ii. Fall Heat:

- Inspect and clean washable filters
- Provide disposable high efficiency air filters for change
- Check belt condition, tightness, and alignment and adjust as needed
- Inspect heat exchangers for cracks
- Clean burners and burner tubes
- Check thermocouples
- Verify fan switch operation
- Inspect pilot flame and adjust
- Test burner safety controls
- Inspect gas lines and shut-off
- Check combustion air inlets
- Clean flue pipes
- Calibrate thermostats
- Check fusible links and limit disc.
- Calibrate fuel/air ratio
- Test all limit switches
- Lubricate induced draft motor
- Check outdoor air thermostats and economizer operation
- Measure for proper TD across heat exchangers
- Verify proper gas pressure if applicable
- Check crankcase heater for proper operation
- Inspect and tighten all electrical connections

Please see equipment list attachments for filter change frequencies, cleaning schedules, filter types, and operational checks.

e. Locations and Equipment List:

See attachment "A"

#### 4. Selection

Vendor selection shall be based on possession of necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed of required time of completion or performance, and possession of a satisfactory record of performance as well as costs.

### PROPOSAL FORM

#### HVAC Services

To the Town of Newmarket, New Hampshire, herein called the Owner.

The Undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity.
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.
4. The Bidder has carefully read and examined the Bid Documents and other Contract Documents and knows and understands the terms and provisions thereof.
5. This Bidder understands that the Bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the Contract Documents in the manner and within the time therein set forth, and that the Bidder will take in full payment for following item prices as set forth below.

The contractor must bid on all of the following items. (Hourly rates are to be total cost).

#### **Town Hall:**

Bid Price in Figures: \$ \_\_\_\_\_

Bid Price in Words: \_\_\_\_\_

#### **Community Center:**

Bid Price in Figures: \$ \_\_\_\_\_

Bid Price in Words: \_\_\_\_\_

#### **Police Station:**

Bid Price in Figures: \$ \_\_\_\_\_

Bid Price in Words: \_\_\_\_\_

#### **Public Works/Fire & Rescue Facility:**

Bid Price in Figures: \$ \_\_\_\_\_

Bid Price in Words: \_\_\_\_\_

**Sunrise Center:**

Bid Price in Figures: \$ \_\_\_\_\_

Bid Price in Words: \_\_\_\_\_

**Water/sewer plant:**

Bid Price in Figures: \$ \_\_\_\_\_

Bid Price in Words: \_\_\_\_\_

**Senior Center: (Beech Street)**

Bid Price in Figures: \$ \_\_\_\_\_

Bid Price in Words: \_\_\_\_\_

**Library:**

Bid Price in Figures: \$ \_\_\_\_\_

Bid Price in Words: \_\_\_\_\_

Rates for labor and materials not covered in the annual maintenance agreement:

1. Technician \$ \_\_\_\_\_/Hour
2. Helper \$ \_\_\_\_\_/Hour
3. Materials Mark-up (Expressed as a percent over cost)  
\_\_\_\_\_ %

**OTHER QUESTIONS**

- How many years have you been engaged in the HVAC business under your present name? \_\_\_\_\_
- Have you failed within the last seven years to complete any work awarded to you? \_\_\_\_\_. If yes, where and why? (attach explanation)
- Have you defaulted on a contract within the last seven years? \_\_\_\_\_. If yes, where and why? (attach explanation)

- Have you ever failed to complete a project in the time allotment according to the Contract Documents? \_\_\_\_\_. If yes, where and why? (attach explanation)

### REFERENCES

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been provided.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### CONTACT INFORMATION, SUSPENSION & DEBARMENT CERTIFICATE, AND SIGNATURE REQUIRED:

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been provided.

#### Contact information:

Official Entity Name		Warranty/Guarantee	
Address		FOB Information	
City, State, Zip		Availability	
E-mail Address		State of Incorporation	
Telephone Number		Price holds for	
Fax Number			

#### Suspension and Debarment Certificate:

I certify that this vendor has not been suspended or debarred from participating in any federal or State contract or grant.

The Town reserves the right to request Bidder's last Financial Statements. Certified audited statements, if available, prepared by an independent Certified Public Accountant, may be requested by Owner. If requested, such statements must be provided within five (5) business days or the bid proposal will be rejected. Internal statements may be used only if audited financial statements were not prepared.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## **BID PROTESTS**

1. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
2. If a satisfactory resolution of the protest is not achieved by submitting a compliant with the Finance Director, the person submitting the protest shall submit a written appeal to the Town Administrator within three (3) calendar days of a decision by the Finance Director.
3. Purchasing procedures shall be stayed pending a decision of the Town Administrator unless the Town Administrator decides that the award of a contract is necessary to protect substantial interest of the Town.

## **4. BID, RFP, AND QUOTE TERMS AND CONDITIONS**

1. **BID ACCEPTANCE AND REJECTIONS:** The Town of Newmarket reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the Town;" to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB point is always to be Newmarket, New Hampshire unless otherwise indicated by the bidder. It is the bidder's responsibility to so designate an FOB point other than Newmarket. If the bidder has any special payments or delivery clauses which could effect the final delivery price of an item up for bid that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after the specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the customer of the Town of Newmarket to pay its bills within 20 – 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the Finance Director so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the proposed materials. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Town of Newmarket reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Finance Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.

8. INDEMNIFICATION: The Bidder will indemnify the Town against all suits, claims, judgments, awards, loss, cost, or expense (including without limitation to attorneys' fees) arising in any way out of the Bidder's performance or non-performance of its obligations under this contract. Bidder will defend all such actions with counsel satisfactory to the Town at its own expense, including attorneys' fees, and will satisfy any judgment rendered against the Town in such action.
9. BID RESULTS: The Facilities Office will not respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and its total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to Town Hall after a bid opening and asking to look through the file.

Equipment List							
Location	Equipment type	Quantity	Service type	Manufacture	Model Number	Annual Servicing	Filter changes additional information
Town Hall	Boiler	2	Annual Cleaning	Weil McIn		1	
Town Hall	Boiler	2	Mid-season Service	WeilMcIn		1	
Town Hall	Circulator	2	General Service	Taco		2	
Town Hall	DX/Condensing unit	1	Pre season Cleaning	Trane	G-4S249021	1	
Town Hall	Air Handler with coils	1	General Service	Trane	TWE030	1	3 Fresh air intake screen cleaning (1)
Town Hall	DX/Condensing unit	1	Pre season Cleaning	Trane	G-36295996	1	
Town Hall	Air Handler with coils	1	General Service	Trane	TWE030	1	3 Fresh air intake screen cleaning (1)
Town Hall	DX/Condensing unit	1	Pre season Cleaning	Trane	G-21253618	1	
Town Hall	Air Handler with coils	1	General Service	Trane	TWE030	1	3 Fresh air intake screen cleaning (1)
Town Hall	DX/Condensing unit	1	Pre season Cleaning	Trane	G-46255077	1	
Town Hall	Air Handler with coils	1	General Service	Trane	TWE030	1	3 Fresh air intake screen cleaning (1)
Town Hall	Ductless split	2	General Service	Mitsubishi	MSZ-GE24NA	2	2 Washable
Town Hall	Ductless split	2	Pre season Cleaning	Mitsubishi	MX25C42NA	2	
Town Hall	DX/Condensing unit	1	Pre season Cleaning	Carrier	38 TKO48350	1	
Town Hall	Air Handler with coils	1	General Service	USM	USM348AP	1	3 Fresh air intake screen cleaning (1)
Town Hall	DX/Condensing unit	1	Pre season Cleaning	Lenox	HS29-461-2p	1	
Town Hall	Air Handler with coils	1	General Service	USM	48MBxr-4hw	1	2 Fresh air intake screen cleaning (1)
Town Hall	Air Handler with coils	1	General Service	USM	48MBxr-4hw	1	2 Fresh air intake screen cleaning (1)
Town Hall	DX/Condensing unit	1	Pre season Cleaning	Lenox	HS29-461-2p	1	2 Fresh air intake screen cleaning (1)
Town Hall	Air Handler with coils	1	General Service	USM	USM348AP	1	2 Fresh air intake screen cleaning (1)
Town Hall	DX/Condensing unit	1	Pre season Cleaning	Lenox	HS29-461-2p	1	2 Fresh air intake screen cleaning (1)
Town Hall	Zone Valves (electric)		Pre-heating operational	Several		1	Check for general operation (report non-functioning units)
Town Hall	Baseboard control (non-electric)		Pre-heating operational	Several		1	Check for general operation (report non-functioning units)
Town Hall	Domestic water heater	2	General Service			1	
Community Center	Air handler/DX coil/gas fired	1	Pre-season heating cleaning	Sterling	QVED-350	1	
Community Center	Air handler/DX coil/gas fired	1	Pre-season DX cleaning	Sterling	QVED-350	1	3
Community Center	Air handler/DX coil/gas fired	1	Control operations	various		2	Check cooling, Heat operations in season
Community Center	Air handler/DX coil/gas fired	1	Pre-season heating cleaning	Sterling	QVED-400	1	
Community Center	Air handler/DX coil/gas fired	1	Pre-season DX cleaning	Sterling	QVED-400	1	3
Community Center	Air handler/DX coil/gas fired	1	Control operations	various		2	Check cooling, Heat operations in season
Community Center	Air handler/DX coil/gas fired	1	Pre-season heating cleaning	Reznor	HXE125-8-se	1	
Community Center	Air handler/DX coil/gas fired	1	Pre-season DX cleaning	Reznor	QVED-400	1	3
Community Center	Air handler/DX coil/gas fired	1	Control operations	various		2	Check cooling, Heat operations in season
Community Center	Condensing unit	1	pre-season cleaning	Trane	TTR048	1	
Community Center	Condensing unit	1	pre-season cleaning	Trane	TTR060	1	
Community Center	Condensing unit	1	pre-season cleaning	Trane	2TTB30	1	
Police Station	Ductless split	1	General Service	Sanyo		1	3 Washable
Police Station	Ductless split	1	Pre season Cleaning	Sanyo		1	
Police Station	Ductless split	1	General Service	Sanyo		1	3 Washable
Police Station	Ductless split	1	Pre season Cleaning	Sanyo		1	
Police Station	Ductless split	1	General Service	Panasonic	CU-E24NKUA	1	3 Washable
Police Station	Ductless split	1	Pre season Cleaning	Panasonic	CU-E24NKUA	1	
Police Station	Air handler/DX coil/gas fired	1	Pre-season heating cleaning	Trane	XE-80	1	4 Pleated Filter
Police Station	Air handler/DX coil/gas fired	1	Pre-season DX cleaning	Trane	TTR060	1	
Police Station	Air handler/DX coil/gas fired	1	Control operations	various		2	Check cooling, Heat operations in season
Police Station	Air handler/DX coil/gas fired	1	Pre-season heating cleaning	Trane	XE-80	1	4 Pleated Filter
Police Station	Air handler/DX coil/gas fired	1	Pre-season DX cleaning	Trane	TTR060	1	
Police Station	Air handler/DX coil/gas fired	1	Control operations	various		2	Check cooling, Heat operations in season
Police Station	Air handler/DX coil/gas fired	1	Pre-season heating cleaning	Bryant		1	4 Pleated Filter
Police Station	Air handler/DX coil/gas fired	1	Pre-season DX cleaning	Bryant		1	
Police Station	Air handler/DX coil/gas fired	1	Control operations			2	
Police Station	Unit heater	1	Pre-season heating cleaning	Dayton Electric	3E2418	1	
Sunrise Center	Air handler/DX coil/gas fired	1	pre-season heating and cooling	Bard		1	2
Sunrise Center	Condensing unit	1	Pre-season cooling	Bard	30UACSA	1	
Sunrise Center	Ductless split	1	Pre-season cooling	Mitsubishi	MSY-D30NA	1	2 Washable
Sunrise Center	Ductless split	1	Pre-season cooling	Mitsubishi		1	
Sunrise Center	Heat recovery ventilator	2	General	Renewaire	EV-70	1	2
Sunrise Center	Domestic water heater	1	General	Knight		1	
Sunrise Center	Floor heater	1	General			1	
Senior Center	Gas fired warm air furnace	1	pre-season heating			1	
Senior Center	Gas fired domestic water heater	1	General Service			1	
Senior Center	Through the wall air conditioner	1	Pre-season cooling			1	1 washable
Fire/rescue	Air handler/DX coil/gas fired	1	pre-season heating and cooling	Bryant	580FPV060	2	2
Fire/rescue	Air handler/DX coil/gas fired	1	pre-season heating and cooling	Bryant	580FPV103	2	2
Fire/rescue	Condensing unit	1	Pre-season cooling	Bryant		1	
Fire/rescue	Condensing unit	1	Pre-season cooling	Bryant		1	
Fire/rescue	Make-up air unit	1	General	Modine	HDG500TMRL	2	3
Fire/rescue	Exhaust fans	4	General			1	Check calibration of cO2 sensor annually
Public Works	Air handler/DX coil/gas fired	1	pre-season heating and cooling	Bryant	580FPV09	2	3 Activated carbon airfilters
Public Works	Air handler/DX coil/gas fired	1	pre-season heating and cooling	Bryant	580FPV06	2	3 Activated carbon air filters
Public Works	Condensing unit	1	Pre-season cooling	Bryant		1	
Public Works	Condensing unit	1	Pre-season cooling	Bryant		1	
Public Works	Gas fired unit heaters	6	Pre-season heating cleaning	Modine	PDP250	1	
Public Works	Exhaust Fan w/o cO2	3	General			1	
Public Works	Exhaust fans with cO2	1	General			1	Check calibration of cO2 sensor annually
Public Works	Domestic water heater Gas fired	1	General Service	Weil McIn		1	
Public Works	Circulators	2	General Service	Taco		1	
Public Works	Ductless split	1	Pre-season cooling	Sanyo		1	2 washable filters
Public Works	Ductless split	1	Pre-season cooling	Sanyo		1	2

Library	AirHandlerwith DX	1 pre-season heating and cooling	Trane	2	2
Library	AirHandlerwith DX	1 pre-season heating and cooling	Trane	2	2
Library	AirHandlerwith DX	1 pre-season heating and cooling	Trane	2	2
Library	AirHandlerwith DX	1 pre-season heating and cooling	Trane	2	2
Library	Condensing unit	1 Pre-season cooling	Trane	1	
Library	Condensing unit	1 Pre-season cooling	Trane	1	
Library	Condensing unit	1 Pre-season cooling	Trane	1	
Library	Condensing unit	1 Pre-season cooling	Trane	1	
Library	Boiler plant	1 Annual Cleaning	Peerless	1	
Library	Boiler plant	1 Mid-season Service	Peerless	1	
Library	Circulators	1 General Service		1	
Water Plant	Steam Boiler	Annual Cleaning		1	
Water Plant	Steam Boiler	Mid-season Service		1	
Water Plant	Ductless split	Pre-season cooling		1	
Water Plant	Ductless split	Pre-season cooling		1	
Ash Swamp water	Gas fired unit heaters	2 pre-season heating	Modine	3H037216	1

Note: Waste water plant new facility not included at this time, but will be added to the contract after warranty period.



## Newmarket Facilities and Grounds Department

### RFP/RFQ Tabulation Sheet

RFP/RFQ Project Type: RFP FOR HVAC SERVICE

RFP/RFQ Project Location: ALL TOWN LOCATIONS

Dated due: 12-21-17 Time due: 11:00 AM Conducted by: GREG MARLES

Opening Location: FACILITIES OFFICE

Submission Type:	RFP	RFQ	RFP/RFQ
Submission By:		Bid Amount:	Notes
1. <u>SIEMENS INDUSTRIAL</u>		<u>29,015.-</u>	<u>REDUCTION OFFERED</u>
2. <u>M2 MECHANICAL</u>		<u>28,990.01</u>	
3. <u>THERMO DYNAMICS</u>		<u>1,860.-</u>	
4. _____		_____	_____
5. _____		_____	_____
6. _____		_____	_____

Town of Newmarket  
Facilities and Grounds Department  
186 Main Street  
Newmarket, New Hampshire  
1-603-659-3617 Ext 1325  
[Gmarles@newmarketnh.gov](mailto:Gmarles@newmarketnh.gov)



Industry

December 20, 2017

Via Overnight Delivery

Facilities Office  
Town of Newmarket  
186 Main Street  
Newmarket, NH 03857  
Att: Greg Marles

Re: Response to Request for Proposal – HVAC Services

Dear Mr. Marles and the Review Committee:

Siemens Industry, Inc. is pleased to present our response to your Request for a Proposal for HVAC Maintenance, Inspection & Repair Services for the Town of Newmarket.

Siemens will ensure that the Town receives the highest quality of mechanical services, as well as other energy-related services, while realizing maximum savings. The Siemens team provides experience, qualifications, value and the ability to provide necessary services to our New Hampshire customers.

Our total bid price of \$29,015.00 would be discounted by 5% if the Town's service agreement were to be combined with service agreements for the schools, for a savings of \$1,450.75. The proposal and the pricing contained therein will remain valid and binding for a period of 60 days from the date and time of the bid opening.

I look forward to hearing from you with a favorable response.

Very truly yours,

Jeffrey Goranson  
Branch General Manager

Enclosure

#### 4. Selection

Vendor selection shall be based on possession of necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed of required time of completion or performance, and possession of a satisfactory record of performance as well as costs.

### PROPOSAL FORM

#### HVAC Services

To the Town of Newmarket, New Hampshire, herein called the Owner.

The Undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity.
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.
4. The Bidder has carefully read and examined the Bid Documents and other Contract Documents and knows and understands the terms and provisions thereof.
5. This Bidder understands that the Bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the Contract Documents in the manner and within the time therein set forth, and that the Bidder will take in full payment for following item prices as set forth below.

The contractor must bid on all of the following items. (Hourly rates are to be total cost).

#### Town Hall:

Bid Price in Figures: \$832.90

Bid Price in Words: Eight thousand eight thirty-two dollars and ninety cents

#### Community Center:

Bid Price in Figures: \$254.33

Bid Price in Words: Two thousand five hundred ninety-four and thirty three cents

#### Police Station:

Bid Price in Figures: \$3,310.00

Bid Price in Words: Three thousand six hundred thirty-one

#### Public Works/Fire & Rescue Facility:

Bid Price in Figures: \$7,715.00

Bid Price in Words: Seven thousand seven hundred fifteen

**Sunrise Center:**

Bid Price in Figures: \$1,107.00

Bid Price in Words: One thousand one hundred and seven

**Water/sewer plant:**

Bid Price in Figures: \$1,374.00

Bid Price in Words: One thousand three hundred seventy four

**Senior Center: (Beech Street)**

Bid Price in Figures: \$752.68

Bid Price in Words: Seven hundred fifty two and sixty eight cents

**Library:**

Bid Price in Figures: \$2,984.00

Bid Price in Words: Two thousand nine hundred eighty four

Rates for labor and materials not covered in the annual maintenance agreement:

1. Technician \$ 90.00 /Hour
2. Helper \$ /Hour
3. Materials Mark-up (Expressed as a percent over cost) per ARH Standards%

**OTHER QUESTIONS**

- How many years have you been engaged in the HVAC business under your present name? 5
- Have you failed within the last seven years to complete any work awarded to you? No. If yes, where and why? (attach explanation)
- Have you defaulted on a contract within the last seven years? No. If yes, where and why? (attach explanation)

HVAC Manager \_\_\_\_\_

Title



1. Quote is valid for 30 days from date of submission and 1 fiscal year.
2. Project planning commences upon issuance of purchase order or customer's acceptance signature.
3. Payment terms are net 30 days.
4. Work is to be scheduled during normal working hours, unless agreed in advance.
5. M2 warrants and promises that it will comply with all state and federal requirements for the transportation, storage, and handling of fuels provided under this bid.
6. M2 reserves the right to adjust this estimate accordingly as working conditions are affected, additional materials are needed, and alternate factors interject. Any amendments will be agreed in advance with the project sponsor.

Estimate Submitted by: Jerry Cote and Steve Klatt

Date: 12/20/17

Approved and Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

### **About Us**

M2 Service Group is a fully bondable, fully insured with a \$5m umbrella, and a licensed division of M2 Facility Solutions LLC. M2 has been servicing the needs of commercial customers, contractors, and municipalities, for over 25 years and we support a fully functional field service team equipped with the very best technical expertise and equipment.

M2 operates two divisions providing:

1. HVAC contractors throughout New England
2. Drain and sewer services, under the Rooter-Man franchise, throughout ME and NH. A franchise that has operated successfully for over 20 years successfully.

M2 has a high level of expertise, are focused on service, and thus have valuable repeat customers who can attest to the professional and effective nature of our surveys. I will be happy to provide you with testimonials or customers to contact.

# **H.V.A.C. Services Proposal**

*for*  
**Town of Newmarket**  
*Newmarket, New Hampshire*

*Prepared by:*



**THERMO DYNAMICS INCORPORATED**

43 Dow Highway, P.O. Box 608

Eliot, ME 03903

Phone 207.439.5049 Fax 207.439.5063

**THERMO DYNAMICS, INC.**

43 Dow Highway, Route 236

P.O. Box 608

Eliot, ME 03903

Phone: 207.439.5049

Fax: 207.439.5063

**PROPOSAL FORM**

**HVAC Services**

To the Town of Newmarket, New Hampshire, herein called the Owner.

The Undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity.
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.
4. The Bidder has carefully read and examined the Bid Documents and other Contract Documents and knows and understands the terms and provisions thereof.
5. This Bidder understands that the Bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the Contract Documents in the manner and within the time therein set forth, and that the Bidder will take in full payment for following item prices as set forth below.

The contractor must bid on all of the following items. (Hourly rates are to be total cost).

**Town Hall:**

Bid Price in Figures: \$ 1,890.00

Bid Price in Words: One thousand eight hundred ninety dollars

**Community Center:**

Bid Price in Figures: \$ 960.00

Bid Price in Words: Nine hundred sixty dollars

**Police Station:**

Bid Price in Figures: \$ 810.00

Bid Price in Words: Eight hundred ten dollars

**Public Works/Fire & Rescue Facility:**

Bid Price in Figures: \$ 1,170.00

Bid Price in Words: One thousand one hundred seventy dollars

**Sunrise Center:**

Bid Price in Figures: \$ 535.00

Bid Price in Words: Five hundred thirty five dollars

**Water/sewer plant:**

Bid Price in Figures: \$ 795.00

Bid Price in Words: Seven hundred ninety five dollars

**Senior Center: (Beech Street)**

Bid Price in Figures: \$ 350.00

Bid Price in Words: Three hundred fifty dollars

**Library:**

Bid Price in Figures: \$ 1,350.00

Bid Price in Words: One thousand three hundred fifty dollars



*"New England's All Chiller Service Group."*

**THERMO DYNAMICS, INC.**

43 Dow Highway, Route 236

P.O. Box 608

Eliot, ME 03903

Phone: 207.439.5049

Fax: 207.439.5063

Rates for labor and materials not covered in the annual maintenance agreement:

1. Technician \$85/hour
2. Helper \$75/hour
3. Materials Mark-up (Expressed as a percent over cost) 3.0%

**OTHER QUESTIONS**

- How many years have you been engaged in the HVAC business under your present name?  
25 years
- Have you failed within the last seven years to complete any work awarded to you? No If yes, where and why? (attach explanation)
- Have you defaulted on a contract within the last seven years? No If yes, where and why? (attach explanation)
- Have you ever failed to complete a project in the time allotment according to the Contract Documents? No If yes, where and why? (attach explanation)



*"New England's #1 Chiller Service Group."*

**THERMO DYNAMICS, INC.**

43 Dow Highway, Route 236

P.O. Box 608

Eliot, ME 03903

Phone: 207.439.5049

Fax: 207.439.5063

**REFERENCES**

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been provided.

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| 1. <u>VA Hospital, Boston</u>        | <u>Dan Willis, 857-364-5412</u>       |
| 2. <u>Frisbie Memorial Hospital</u>  | <u>Michael Williams, 603-335-8427</u> |
| 3. <u>Hutchinson Sealing Systems</u> | <u>Nathan Tine, 603-438-8729</u>      |


**CONTACT INFORMATION, SUSPENSION & DEBARMENT CERTIFICATE, AND SIGNATURE REQUIRED:****Contact information:**

Official Entity Name	THERMO DYNAMICS	Warranty/Guarantee	1-year, new installation; 30-days, repair
Address	PO Box 608	FOB Information	FOB Destination, Prepaid & Add
City, State, Zip	Eliot, ME 03903	Availability	immediate
E-mail Address	thermodynamics@comcast.net	State of Incorporation	Maine
Telephone Number	207.439.5049	Price holds for	30 days
Fax Number	207.439.5063		

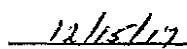
**Suspension and Debarment Certificate:**

I certify that this vendor has not been suspended or debarred from participating in any federal or State contract or grant.

The Town reserves the right to request Bidder's last Financial Statements. Certified audited statements, if available, prepared by an independent Certified Public Accountant, may be requested by Owner. If requested, such statements must be provided within five (5) business days or the bid proposal will be rejected. Internal statements may be used only if audited financial statements were not prepared.



Signature



Date



Title

*"New England's #1 Chiller Service Group."*



**TOWN OF NEWMARKET, NEW HAMPSHIRE**  
**By the Newmarket Town Council**

**Resolution 2017/2018 - 29**

**Authorizing the Town Administrator enter into an agreement with Martineau Electric, Inc.**  
**for Electrical Services for Town Facilities:**

**WHEREAS:** it has been determined that our Town and School facilities electrical services have not been placed out to a competitive process through a "Request for Proposal" (RFP) format, and

**WHEREAS:** the Director of Facilities requested proposals from eight (8) different electrical service providers, posted a Request for Proposals (RFP) on our website, and notified construction reporting services, and

**WHEREAS:** The Town received two (2) submissions:

Daniels Electrical Inc. Gilford, New Hampshire	Hourly rate \$85.00ph	OT Rate \$85.00ph	Material Mark-up 10%
Martineau Electric Inc. Dover, New Hampshire, and	Hourly rate \$55.00ph	OT Rate \$82.50ph	Material Mark-up 15%

**WHEREAS:** the Town Administrator recommends that the Town enters into an agreement with Martineau Electric, Inc. of Dover, New Hampshire for electrical services within the Town of Newmarket facilities.

**NOW, THEREFORE, BE IT RESOLVED BY THE NEWMARKET TOWN COUNCIL THAT:**

The Town Council authorizes the Town Administrator to enter into an agreement with Martineau Electric, Inc. of Dover New Hampshire to provide electrical services for Town facilities with funding being derived within regular operating accounts for each facility's General Fund 448 within the Buildings and Grounds budget.

*First Reading:*            *January 17, 2018*

*Second Reading:*

*Approval:*

Approved: \_\_\_\_\_  
Dale Pike, Chair Town Council

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



TOWN HALL  
186 MAIN STREET  
NEWMARKET, NH 03857

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

FOUNDED DECEMBER 15, 1727  
CHARTERED JANUARY 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE


# STAFF REPORT

**DATE:** January 10, 2018

**TITLE:** Resolution #2017/2017-29 - Electrical Services agreement for Town Facilities

**PREPARED BY:** Greg Marles, Director of Facilities

**TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:**

I recommend its passage 

**BACKGROUND:**

Currently, the Town and Schools does not have an agreement electrical services, on-call services, or emergency services for our facilities.

November 29, 2017 we created a "Request for Proposals" (RFP) for Electrical Services within the Town and School Facilities, we e-mailed 8 local contractors the RFP, posted it on the website, and notified construction reporting services. A sealed bid opening was conducted December 21, 2017 at 11:30am in the Facilities Office at Town Hall. We received two (2) respondents to our solicitation for Electrical Services Agreement for Town and School Facilities.

**DISCUSSION:**

We received two (2) responses with the following results:

Daniels Electrical Inc. Gilford, New Hampshire	Hourly rate \$85.00ph	OT Rate \$85.00ph	Material Mark-up 10%
Martineau Electric Inc. Dover, New Hampshire	Hourly rate \$55.00ph	OT Rate \$82.50ph	Material Mark-up 15%

**FISCAL IMPACT:**

The fiscal impact would be absorbed within our regular operating accounts for each facility's General Fund 448 within the Buildings and Grounds budget.

STAFF REPORT

**RECOMMENDATION:**

We are recommending Martineau Electric Inc. of Dover, New Hampshire be awarded the service agreement based on the rate structure provided in their submission. We will be recommending the same vendor to the School Board creating synergies within the town and school facilities.

**DOCUMENTS ATTACHED:**

Request for Proposal (RFP)  
Bid tabulation sheet  
Proposal submissions



Newmarket Facilities and Grounds Department

200/100/1

RFP/RFQ Project Type: RFP For ELECTRICAL SERVICE  
RFP/RFQ Project Location: ALL Town P School  
Date due: 12-21-17 Time due: 11:30 Conducted by: GREG MARLES  
Opening Location: FACILITIES OFFICE

Submission Type:	RFP	RFQ	RFP/RFQ
Submission By:		Bid Amount:	Notes
1. <u>DANIELS ELECTRICAL</u>		<u>85</u>	<u>10% mark-up</u>
2. <u>MARTINEAU ELECTRICAL</u>		<u>55/</u>	<u>15% mark-up</u>
3. _____		_____	_____
4. _____		_____	_____
5. _____		_____	_____
6. _____		_____	_____

Town of Newmarket  
Facilities and Grounds Department  
186 Main Street  
Newmarket, New Hampshire  
1-603-659-3617 Ext 1325  
[Gmarles@newmarketnh.gov](mailto:Gmarles@newmarketnh.gov)

**Town of Newmarket  
Greg Marles**

**Director of Facilities  
Town and School Facilities  
Town Hall  
186 Main Street  
Newmarket, NH 03857**



603-659-3617 \*1325

gmarles@newmarketnh.gov

**Request for Proposal  
On-call Electrical Services**

You are cordially invited to submit a Bid for Electrical Services in accordance with the attached specifications, terms, and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One copy of the Proposal must be submitted in a sealed envelope, plainly marked:

**Facilities Office  
Town of Newmarket  
186 Main Street  
Newmarket, NH 03857**

**Town and Schools Electrical Services Proposal**

All proposals/bids must be received by December 21, 2017 at 11:30am in the Facilities Office located at Newmarket Town Hall.

**Gregory Marles, CPO, CPM, LEED-GA  
Director**

**Town of Newmarket**  
**Request for Bid – Electrical Services**

**1. Introduction**

The Town of Newmarket, New Hampshire is requesting pricing information for the purchase of Electrical Services to be administered to the Town of Newmarket for approximately two (2) years ending June 30, 2019. Please note that the Library reserves the right to reject any or all proposals and select a vendor of their sole choosing.

**2. General Requirements**

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

No late, telephone, e-mail, or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The Town of Newmarket reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the select process at any time prior to awarding of a contract. The Town reserves the right to waive defects and informalities of the proposals.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A:4 and 5 and shall be available to the public. Proprietary information shall be considered a governmental record.

Any deviations from the specifications must be so noted and any bid prices must be reflective of these deviations.

The Town and Schools of Newmarket reserves the right to accept and/or reject any or all proposals; to award the proposal to other than the low bidder if deemed most advantageous to the Town and to waive defects and informalities in proposals.

It is the intent of the Town and Schools to take the results of this bid and, after careful review and analysis of the prices and any possible options being offered, present the facts to the Town Council and School Board.

**Insurance**

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000, types of liability coverage, and workers compensation participation. Thirty day notice is required for cancellation of policy and Town of Newmarket shall be listed as additional insured.

### **Commitments**

Provide a description of the vendor's overall capability, resources, and assurance that it can meet its commitment to successfully complete deliveries.

### **Compliance with Laws**

The successful bidder warrants and promises that it will comply with all state and federal requirements for the transportation, storage, and handling of fuels provided under this bid.

### **Questions**

Questions should be directed Gregory Maries, Director of Facilities at (603) 659-3617 or gmaries@NewmarketNH.gov.

## **3. Project Requirements**

### **a. Responsibilities**

- i. The contractor shall furnish all labor, tools, specialized equipment, materials, supplies, supervision and transportation to perform Electrical maintenance and repair services for Town and School Facilities.
- ii. The Director of Facilities or appointed representative shall inspect work performed by the contractor on a regular basis. In the event of work performance deficiencies, the Director of Facilities shall notify the contractor. Notification may be verbal or written. The contractor will rectify the deficiency within 24 hours.
- iii. The on-call services shall be scheduled on day(s) and time(s) as mutually agreed upon by the Town and contractor. The contractor or his/her employees shall not remove or consume any property belonging to the Town of Newmarket or its employees. This includes any articles that may be deposited for disposal in trash receptacles.
- iv. The contractor and his/her employees may not use Town of Newmarket property, including telephones, for personal use unless given permission by an authorized Town representative.
- v. Smoking shall not be permitted in any Town of Newmarket buildings or grounds.
- vi. The contractor shall report any damage or potential hazard involving municipal property immediately to the Director of Facilities during normal business hours.
- vii. Incidents, altercations or accidents involving building visitors, contractor's employees or Town of Newmarket employees shall be reported to the Director of Facilities in a timely manner. The Director of Facilities, at his/her discretion, may require a written report from the contractor describing the incident or accident.

b. Equipment and Supplies

- i. The contractor shall furnish all tools, materials, supplies, vehicles, and equipment to perform Electrical services. The contractor is not permitted to use any Town-owned tools, materials, supplies, vehicles and equipment.

c. Waste/Materials Disposal

- i. The contractor shall select his/her own sites for disposal of debris and unsuitable materials collected under the conditions of the contract. In no case shall debris and unsuitable materials be disposed upon Town of Newmarket property or any property contiguous thereto.
- ii. The contractor is solely responsible for any and all damages, fines or penalties for improper disposal of waste material, and for any other actions that he/she performs. The contractor holds the Town of Newmarket faultless and free from liability for any and all damages and costs incurred as a result of the contractor's actions.
- iii. It shall be the responsibility of the contractor to pay all fees and costs incurred in the disposal of waste materials.

d. SCOPE OF WORK:

Examples of on-call electrical services shall include, but not limited to the following: High Voltage • Repair and replace high voltage lines where required and not covered by Eversource • Replace defective or missing ground wires • Replace defective or missing service drops • Replace defective transformers when necessary and not covered by Eversource • Repair loose connections on all high voltage lines and transformers • Replace and/or repair any other related work Low voltage • Perform electrical inspection as requested • Repair electrical damage resulting from fire or other casualty Other • Replace or repair exterior light fixtures, replace bulbs, replace timers or reset timers • Replace or repair interior light fixtures, replace bulbs, replace timers or reset timers • Replace or repair interior wiring, wall sockets, switches, and fuses and electrical circuit boxes.

- i. Provide technical support to Town and School staff when required.
- ii. The Contractor shall provide continuous twenty-four (24), Seven (7) days a week on-call services for all Town and School facilities.
- iii. Emergency service response time shall be within 4 four (4) hours from when the service requested is placed with the Contractor. This coverage shall be based on Monday through Sunday (24/7).
- iv. Regular service response time be within twenty-four (24) based on Monday through Friday schedule excluding holidays. (Non-emergency requests)
- v. Scheduled service requests shall be based on the Town's, School's and Contractor's agreed upon schedule time.

#### 4. Selection

Vendor selection shall be based on possession of necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed of required time of completion or performance, and possession of a satisfactory record of performance as well as costs.

#### PROPOSAL FORM

#### Electrical Services

To the Town of Newmarket and Newmarket School District, herein called the Owner.

The Undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity.
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.
4. The Bidder has carefully read and examined the Bid Documents and other Contract Documents and knows and understands the terms and provisions thereof.
5. This Bidder understands that the Bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the Contract Documents in the manner and within the time therein set forth, and that the Bidder will take in full payment for following item prices as set forth below.

The contractor must bid on all of the following items:

Rates for labor and materials:

1. Technician\$ 55.00 /Hour regular working hours rate
2. Technician\$ 82.50 /Hour overtime or after hours rate
3. Technician \$ 110.00 /Hour holiday rates (if different)
4. Helper\$ 48.00 /Hour regular working hours rate
5. Helper\$ 72.00 /Hour overtime or after hours rate
6. Helper\$ 96.00 /Hour holiday rates (if different)
7. Truck charge if applicable: \$35.00/hour-Bucket per-visit

8. Materials Mark-up schedule: (Expressed as a percent over cost and dollar range)

\$ All material % 15

\$ %

\$ %

**OTHER QUESTIONS**

- How many years have you been engaged in the Electrical business under your present name? 8
- Have you failed within the last seven years to complete any work awarded to you? No. If yes, where and why? (attach explanation)
- Have you defaulted on a contract within the last seven years? No. If yes, where and why? (attach explanation)
- Have you ever failed to complete a project in the time allotment according to the Contract Documents? No. If yes, where and why? (attach explanation)
- **CONTACT INFORMATION, SUSPENSION & DEBARMENT CERTIFICATE, AND SIGNATURE REQUIRED:**

**Contact Information:**

Official Entity Name	Martineau Electric, Inc.	Warranty/Guarantee	1 Year
Address	165 Industrial Park Drive	FOB Information	Fees for special deliveries and express deliveries
City, State, Zip	Dover, NH 03820	Availability	
E-mail Address	sbell@martineauelectric.com	State of Incorporation	NH
Telephone Number	603-742-0677	Price holds for	2 Years
Fax Number	603-742-5039		

**Suspension and Debarment Certificate:**

I certify that this vendor has not been suspended or debarred from participating in any federal or State contract or grant.

The Town reserves the right to request Bidder's last Financial Statements. Certified audited statements, if available, prepared by an independent Certified Public Accountant, may be requested by Owner. If requested, such statements must be provided within five (5) business days or the bid proposal will be rejected. Internal statements may be used only if audited financial statements were not prepared.



Signature

Vice President

Title

12-20-17

Date

## **BID PROTESTS**

1. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
2. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Finance Director, the person submitting the protest shall submit a written appeal to the Town Administrator within three (3) calendar days of a decision by the Finance Director.
3. Purchasing procedures shall be stayed pending a decision of the Town Administrator unless the Town Administrator decides that the award of a contract is necessary to protect substantial interest of the Town and Schools

## **4. BID, RFP, AND QUOTE TERMS AND CONDITIONS**

1. **BID ACCEPTANCE AND REJECTIONS:** The Town of Newmarket and Newmarket School District reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the Town;" to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB point is always to be Newmarket, New Hampshire unless otherwise indicated by the bidder. It is the bidder's responsibility to so designate an FOB point other than Newmarket. If the bidder has any special payments or delivery clauses which could effect the final delivery price of an item up for bid that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after the specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the customer of the Town of Newmarket and Newmarket School District to pay its bills within 20 – 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the Finance Director so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the proposed materials. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Town of Newmarket reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Finance Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and

understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.

8. **INDEMNIFICATION:** The Bidder will indemnify the Town against all suits, claims, judgments, awards, loss, cost, or expense (including without limitation to attorneys' fees) arising in any way out of the Bidder's performance or non-performance of its obligations under this contract. Bidder will defend all such actions with counsel satisfactory to the Town at its own expense, including attorneys' fees, and will satisfy any judgment rendered against the Town in such action.
9. **BID RESULTS:** The Facilities Office will not respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and its total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to Town Hall after a bid opening and asking to look through the file.



**DANIELS**  
**ELECTRIC**  
C O R P O R A T I O N

December 19, 2017

Town of Newmarket  
186 Main Street  
Newmarket, NH 03857  
Attn: Greg Marles  
Re: **Newmarket Town Electrical Service**

Dear Greg,

Daniels Electric Corporation is pleased to provide the services per the document attached. Daniels Electric has been servicing the Town of Newmarket for the past 8 Years, we offer 24 hour service to all building officials and facilities. DEC does not offer a 24 hour call service but has provided the town with the specific contact numbers for those that would need to be contacted if case of an emergency or if any other issues arise. We offer local support to the Town as well as local continuity with the community.

DEC has provided electric services and support to the following:

Newmarket High School, Elementary School, Town Hall, Police Dept., Community center, Sunrise center, Department of public works, Street Lighting, Athletic Facilities.

Respectfully submitted,

Steve Berthiaume, Project Manager

P.O. Box 7412 • Gilford, New Hampshire 03247

Office (603) 293-4707 • Fax (603) 293-7507 • E-mail: [info@danielselectriccorp.com](mailto:info@danielselectriccorp.com)

**Town of Newmarket  
Greg Marles**

**Director of Facilities  
Town and School Facilities  
Town Hall  
186 Main Street  
Newmarket, NH 03857**



603-659-3617 \*1325

gmarles@newmarketnh.gov

**Request for Proposal  
On-call Electrical Services**

You are cordially invited to submit a Bid for Electrical Services in accordance with the attached specifications, terms, and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One copy of the Proposal must be submitted in a sealed envelope, plainly marked:

Facilities Office  
Town of Newmarket  
186 Main Street  
Newmarket, NH 03857

Town and Schools Electrical Services Proposal

All proposals/bids must be received by December 21, 2017 at 11:30am in the Facilities Office located at Newmarket Town Hall.

Gregory Marles, CPO, CPM, LEED-GA  
Director

**Town of Newmarket**  
**Request for Bid – Electrical Services**

**1. Introduction**

The Town of Newmarket, New Hampshire is requesting pricing information for the purchase of Electrical Services to be administered to the Town of Newmarket for approximately two (2) years ending June 30, 2019. Please note that the Library reserves the right to reject any or all proposals and select a vendor of their sole choosing.

**2. General Requirements**

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

No late, telephone, e-mail, or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The Town of Newmarket reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the select process at any time prior to awarding of a contract. The Town reserves the right to waive defects and informalities of the proposals.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A:4 and 5 and shall be available to the public. Proprietary information shall be considered a governmental record.

Any deviations from the specifications must be so noted and any bid prices must be reflective of these deviations.

The Town and Schools of Newmarket reserves the right to accept and/or reject any or all proposals; to award the proposal to other than the low bidder if deemed most advantageous to the Town and to waive defects and informalities in proposals.

It is the intent of the Town and Schools to take the results of this bid and, after careful review and analysis of the prices and any possible options being offered, present the facts to the Town Council and School Board.

**Insurance**

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000, types of liability coverage, and workers compensation participation. Thirty day notice is required for cancellation of policy and Town of Newmarket shall be listed as additional insured.

### **Commitments**

Provide a description of the vendor's overall capability, resources, and assurance that it can meet its commitment to successfully complete deliveries.

### **Compliance with Laws**

The successful bidder warrants and promises that it will comply with all state and federal requirements for the transportation, storage, and handling of fuels provided under this bid.

### **Questions**

Questions should be directed Gregory Maries, Director of Facilities at (603) 650-3617 or gmarlesy@NewmarketNH.gov.

## **3. Project Requirements**

### **a. Responsibilities**

- i. The contractor shall furnish all labor, tools, specialized equipment, materials, supplies, supervision and transportation to perform Electrical maintenance and repair services for Town and School Facilities.
- ii. The Director of Facilities or appointed representative shall inspect work performed by the contractor on a regular basis. In the event of work performance deficiencies, the Director of Facilities shall notify the contractor. Notification may be verbal or written. The contractor will rectify the deficiency within 24 hours.
- iii. The on-call services shall be scheduled on day(s) and time(s) as mutually agreed upon by the Town and contractor. The contractor or his/her employees shall not remove or consume any property belonging to the Town of Newmarket or its employees. This includes any articles that may be deposited for disposal in trash receptacles.
- iv. The contractor and his/her employees may not use Town of Newmarket property, including telephones, for personal use unless given permission by an authorized Town representative.
- v. Smoking shall not be permitted in any Town of Newmarket buildings or grounds.
- vi. The contractor shall report any damage or potential hazard involving municipal property immediately to the Director of Facilities during normal business hours.
- vii. Incidents, altercations or accidents involving building visitors, contractor's employees or Town of Newmarket employees shall be reported to the Director of Facilities in a timely manner. The Director of Facilities, at his/her discretion, may require a written report from the contractor describing the incident or accident.

b. Equipment and Supplies

- i. The contractor shall furnish all tools, materials, supplies, vehicles, and equipment to perform Electrical services. The contractor is not permitted to use any Town-owned tools, materials, supplies, vehicles and equipment.

c. Waste/Materials Disposal

- i. The contractor shall select his/her own sites for disposal of debris and unsuitable materials collected under the conditions of the contract. In no case shall debris and unsuitable materials be disposed upon Town of Newmarket property or any property contiguous thereto.
- ii. The contractor is solely responsible for any and all damages, fines or penalties for improper disposal of waste material, and for any other actions that he/she performs. The contractor holds the Town of Newmarket faultless and free from liability for any and all damages and costs incurred as a result of the contractor's actions.
- iii. It shall be the responsibility of the contractor to pay all fees and costs incurred in the disposal of waste materials.

d. SCOPE OF WORK:

Examples of on-call electrical services shall include, but not limited to the following: High Voltage • Repair and replace high voltage lines where required and not covered by Eversource • Replace defective or missing ground wires • Replace defective or missing service drops • Replace defective transformers when necessary and not covered by Eversource • Repair loose connections on all high voltage lines and transformers • Replace and/or repair any other related work Low voltage • Perform electrical inspection as requested • Repair electrical damage resulting from fire or other casualty Other • Replace or repair exterior light fixtures, replace bulbs, replace timers or reset timers • Replace or repair interior light fixtures, replace bulbs, replace timers or reset timers • Replace or repair interior wiring, wall sockets, switches, and fuses and electrical circuit boxes.

- i. Provide technical support to Town and School staff when required.
- ii. The Contractor shall provide continuous twenty-four (24), Seven (7) days a week on-call services for all Town and School facilities.
- iii. ~~Emergency service response time shall be within 4 four (4) hours from when the service requested is placed with the Contractor. This coverage shall be based on Monday through Sunday (24/7).~~
- iv. ~~Regular service response time be within twenty four (24) based on Monday through Friday schedule excluding holidays. (Non-emergency requests).~~
- v. Scheduled service requests shall be based on the Town's, School's and Contractor's agreed upon schedule time.

PER GREG MARLES  
12/19/17  
1:10PM

#### 4. Selection

Vendor selection shall be based on possession of necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed of required time of completion or performance, and possession of a satisfactory record of performance as well as costs.

#### PROPOSAL FORM

##### Electrical Services

To the Town of Newmarket and Newmarket School District, herein called the Owner.

The Undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity.
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.
4. The Bidder has carefully read and examined the Bid Documents and other Contract Documents and knows and understands the terms and provisions thereof.
5. This Bidder understands that the Bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the Contract Documents in the manner and within the time therein set forth, and that the Bidder will take in full payment for following item prices as set forth below.

The contractor must bid on all of the following items:

Rates for labor and materials:

1. Technician \$ 85.00 /Hour regular working hours rate
2. Technician \$ \_\_\_\_\_ /Hour overtime or after hours rate
3. Technician \$ \_\_\_\_\_ /Hour holiday rates (if different)
4. Helper \$ 65.00 /Hour regular working hours rate
5. Helper \$ \_\_\_\_\_ /Hour overtime or after hours rate
6. Helper \$ \_\_\_\_\_ /Hour holiday rates (if different)
7. Truck charge if applicable: \_\_\_\_\_ per-visit  
BUCKET TRUCK \$ 200.00 PER HOUR WITH  
2 WORKERS.

8. Materials Mark-up schedule: (Expressed as a percent over cost and dollar range)

\$ \_\_\_\_\_ % 10%10  
 \$ \_\_\_\_\_ % \_\_\_\_\_  
 \$ \_\_\_\_\_ % \_\_\_\_\_

#### OTHER QUESTIONS

- How many years have you been engaged in the Electrical business under your present name? 22
  - Have you failed within the last seven years to complete any work awarded to you? NO. If yes, where and why? (attach explanation)
  - Have you defaulted on a contract within the last seven years? NO. If yes, where and why? (attach explanation)
  - Have you ever failed to complete a project in the time allotment according to the Contract Documents? NO. If yes, where and why? (attach explanation)
- **CONTACT INFORMATION, SUSPENSION & DEBARMENT CERTIFICATE, AND SIGNATURE REQUIRED:**

#### Contact information:

Official Entity Name	DANIELS ELECTRIC	Warranty/Guarantee	1 YEAR
Address	25 ARTISAN CT	FOB Information	JOB SITE
City, State, Zip	GILFORD NH 03041	Availability	
E-mail Address	SBERTHAUME@DANIELSELECTRIC.COM	State of Incorporation	NH
Telephone Number	603-293-4707	Price holds for	1 YEAR
Fax Number	603-293-7507		

**Suspension and Debarment Certificate:**

I certify that this vendor has not been suspended or debarred from participating in any federal or State contract or grant.

The Town reserves the right to request Bidder's last Financial Statements. Certified audited statements, if available, prepared by an independent Certified Public Accountant, may be requested by Owner. If requested, such statements must be provided within five (5) business days or the bid proposal will be rejected. Internal statements may be used only if audited financial statements were not prepared.

*Th. Miliam*

Signature

12/19/17

Date

Vice President

Title

## **BID PROTESTS**

1. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
2. If a satisfactory resolution of the protest is not achieved by submitting a compliant with the Finance Director, the person submitting the protest shall submit a written appeal to the Town Administrator within three (3) calendar days of a decision by the Finance Director.
3. Purchasing procedures shall be stayed pending a decision of the Town Administrator unless the Town Administrator decides that the award of a contract is necessary to protect substantial interest of the Town and Schools

## **4. BID, RFP, AND QUOTE TERMS AND CONDITIONS**

1. **BID ACCEPTANCE AND REJECTIONS:** The Town of Newmarket and Newmarket School District reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the Town," to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB point is always to be Newmarket, New Hampshire unless otherwise indicated by the bidder. It is the bidder's responsibility to so designate an FOB point other than Newmarket. If the bidder has any special payments or delivery clauses which could effect the final delivery price of an item up for bid that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after the specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the customer of the Town of Newmarket and Newmarket School District to pay its bills within 20 – 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the Finance Director so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the proposed materials. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Town of Newmarket reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Finance Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and

understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.

8. **INDEMNIFICATION:** The Bidder will indemnify the Town against all suits, claims, judgments, awards, loss, cost, or expense (including without limitation to attorneys' fees) arising in any way out of the Bidder's performance or non-performance of its obligations under this contract. Bidder will defend all such actions with counsel satisfactory to the Town at its own expense, including attorneys' fees, and will satisfy any judgment rendered against the Town in such action.
9. **BID RESULTS:** The Facilities Office will not respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and its total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to Town Hall after a bid opening and asking to look through the file.

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



**TOWN OF NEWMARKET, NEW HAMPSHIRE**  
**By the Newmarket Town Council**

**Resolution 2017/18 - 30**

**Two Year Agreement to Provide Dispatch Services to the Town of Newfields**

- WHEREAS: The Towns of Newmarket has agreed to provide dispatch services for the Town of Newfields; and
- WHEREAS: The Town of Newfields and Newmarket have agreed to a three year agreement in the amount of \$28,000 for the first year and increased by the Boston CPI-U for the year beginning 2019; and
- WHEREAS: The question of whether keno should be allowed within the Town of Newmarket should be placed before Newmarket voters at the next municipal election consistent with the legislation.

NOW, THEREFORE, BE IT RESOLVED BY THE NEWMARKET TOWN COUNCIL THAT:

The Town of Newmarket enters into a three year agreement for dispatch services, beginning approximately March 1, 2018 and authorizes the Town Administrator to sign the agreement.

*First Reading: January 17, 2018*

*Second Reading:*

*Approval:*

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

Dale Pike, Chair Newmarket Town Council

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

Terri Littlefield, Town Clerk



Town Hall  
186 Main Street  
Newmarket, NH 03857

Tel: (603) 659-3617  
Fax: (603) 659-8508


Founded December 15, 1727  
Chartered January 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** January 10, 2018

**TITLE:** Resolution #2017/2018-30-Dispatching Service Contract with Town of Newfields

**PREPARED BY:** Kyle True, Police Chief 

**TOWN ADMINISTRATOR'S COMMENTS- RECOMMENDATION:**

I recommend its passage.

**BACKGROUND:** The Town of Newfields has shown interest in using the services of the Newmarket Dispatch Center for all Police, Fire and EMS emergency calls. The Town of Newfields had contracted Newmarket's services up until 2013 when they chose to use the services of Rockingham County. They have not been satisfied with the services they are receiving and wish to once again contract the services of the Newmarket Dispatch Center.

**DISCUSSION:** The Newmarket Police Department is seeking to contract emergency dispatching services to the Town of Newfields for an annual fee of \$28,000. Payments will be made quarterly to the Town of Newmarket. A contract has been negotiated, approved and signed by the the Newfields Board of Selectmen. Each town's respective Police Chief and Fire Chief are all in agreement that this will be beneficial to both communities with regards to efficiency and safety to first responders and the citizens they serve.

**FISCAL IMPACT:** A fiscal impact of \$25.00 per month (\$300.00 annually for an additional phone line) will be incurred by the Police Department's budget. This fee will be absorbed through the current operating budget. The Town of Newmarket will receive a revenue of \$28,000 annually from the Town of Newfields. No other fiscal impacts will occur.

**RECOMMENDATION:** I would recommend the Town of Newmarket provide dispatching services to the Town of Newfields for an annual fee of \$28,000. I would further recommend the Newmarket Town Council authorize the Town Administrator to enter into a Dispatching Service Contract with the Newfields Board of Selectmen.

**ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.**

STAFF REPORT

**CONTRACT FOR DISPATCH SERVICES**  
**For the**  
**TOWN OF NEWFIELDS, NEW HAMPSHIRE**

This contract made this 9<sup>th</sup> day for January 2018, between the Town of Newmarket, a municipal corporation, and the Town of Newfields, a municipal corporation, as it relates to dispatching services provided by the Town of Newmarket.

1. The Town of Newmarket agrees to provide the Town of Newfields with dispatch services for the Town of Newfields Police Department, Fire Department and Ambulances services for a three-year period commencing on the 1st day of January 2018 and terminating on the 31st day of December 2020. Said dispatching services shall be twenty-four (24) hours per day throughout the year.
2. The cost of dispatch services charged shall be \$28,000 in the first year. This figure shall increase annually based on the United States Bureau of Labor Statistics percentage increase for the Consumer Price Index Urban, Boston for the month of July beginning July 2019. If the CPI-U Boston is negative, the prevailing rate shall continue.
3. Sixty (60) days prior to the stated termination of said Contract, the Newmarket Town Administrator shall notify the Newfields Board of Selectmen, in writing relative to establishing a meeting for the purpose of renegotiating dispatch services and cost for the ensuing year(s).
4. Cost of said service and related payments shall be made on a quarterly basis. Either Town may terminate the Contract by supplying the other Town with a sixty-day written notice of its intent to terminate the Contract. In the event that the Contract is terminated within the course of the year, the Town of Newfields will pay a pro-rated share of the funds for that remaining quarter, said amount to be paid thirty (30) days after the termination.
5. The Town of Newfields agrees that the Town of Newmarket shall control the operation of the Dispatch Center and shall establish operating procedures for dispatch services and the Town of Newfields agrees to comply with the operating procedures.
6. It is agreed that on a quarterly basis representatives of the Police Department, Fire Department and Ambulance Services for the Town of Newfields, shall meet with the Newmarket Police Chief or his designee, in order to discuss ongoing operations, and

areas of concern and/or improvement. In addition, and to the extent possible, the Town of Newfields will endeavor to assist the Town of Newmarket in securing equipment that would enhance the operations of the Dispatch Center as it relates to the Town of Newfields and dispatching services provided by and from the Town of Newmarket.

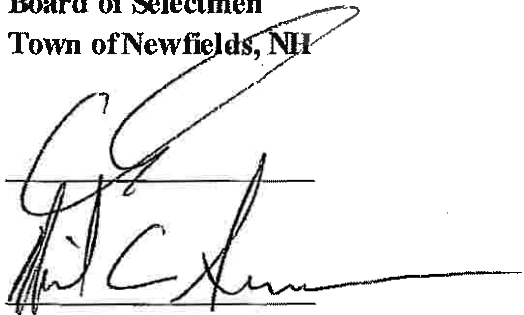
7. The Town of Newmarket Police Department agrees to allow the Town of Newfields Police Department to jointly use 155.37Mh, as their primary operating frequency. The Town of Newmarket agrees to allow the Town of Newfields Fire Department to jointly use 155.085Mh as their primary operating frequency. The Federal Communications Commission has solely licensed this frequency to the Newmarket Police Department. The Town of Newfields agrees to use this frequency in a proper and professional manner, and abide by all FCC regulations.
8. The Town of Newmarket Police Department agrees to allow the Town of Newfields Police Department access to information provided through the State Police Online Terminal Service, (S.P.O.T.S.) terminal located at the Dispatch Center. This terminal is solely licensed to the Newmarket Police Department through an agreement with the New Hampshire State Police, and will only be operated by Newmarket Police Department Personnel. The Newfields Police Department agrees to utilize information obtained through the S.P.O.T.S. network for official law enforcement purposes only, and agrees not to furnish said information to non-law enforcement personnel. The Newfields Police Department agrees to abide by any and all S.P.O.T.S. rules and procedures.
9. The Town of Newmarket Police Department agrees to provide the Town of Newfields Police Department access to the Information Management Corporation, (IMC) law enforcement records database as well as the S.P.O.T.S. network through mobile data terminals, (MDT's). The Town of Newfields will purchase and maintain any equipment and licenses necessary to access these databases from their police cruisers. The Town of Newfields Police Department agrees to only allow properly certified users to access These networks.
10. It is understood and agreed between the Town of Newmarket and the Town of Newfields that indemnifications detailed in this Contract shall be limited in scope and only exist to the extent stated in this Contract. All other duties, standards or care, and obligations involving each of the Towns with respect to the provision of services shall remain in full force and effect
  - a. The Town of Newfields agrees to hold harmless and indemnify the Town of Newmarket in all instances where the dispatch service accurately

provides the Town of Newfields responding agency the information provided to dispatch service by the caller or the person requesting service from the Town of Newfields.

No other form of indemnification is contemplated which is not specifically detailed in this Contract.

11. The Town of Newmarket and the Town of Newfields agree that this Contract embodies all of the terms of their agreement concerning the provisions of dispatch services by the Town of Newmarket to the Town of Newfields. Any changes in this Contract shall be in writing and executed by both Parties to the Contract.

**Board of Selectmen  
Town of Newfields, NH**



**Date** 1/9/17

**Town Administrator  
Town of Newmarket, NH**

\_\_\_\_\_  
**Stephen R. Fournier**

\_\_\_\_\_  
**Date**