



**Town of Newmarket, New Hampshire
Town Council Workshop
May 15, 2013
Town Council Chambers**

The Town Council will be consulting with the Town Attorney at 5:30PM
The Workshop will begin at 7PM.

AGENDA:

- 1. Pledge of Allegiance**
- 2. Public Forum – *This is an opportunity for the public to address the Town Council.***
- 3. Town Council to Consider Acceptance of Minutes**
 - a. May 1, 2013
 - b. May 1, 2013 Non-Public
- 4. Review of Department Reports: *(This is an opportunity for Councilors to ask questions on any given Department Report)***
- 5. Town Council to Consider Reports from Council Rep Committees**

a. Councilor Ed Carmichael:	Advisory Heritage
b. Councilor Larry Pickering:	Budget Committee
c. Councilor Philip Nazzaro:	CIP Committee
d. Councilor Dale Pike:	Conservation Commission
e. Councilor Gary Levy:	Economic Development
f. Councilor John Bentley:	Highway Safety Committee
g. Councilor Daniel Wright:	Planning Board
- 6. Discussions/Presentations**
 - a. Discussion on Electricity Providers – *Matt Angell, Finance Director*
 - b. Presentation of Engineering Options for Waste Water Treatment Facility and Macintosh Well – *Sean Greig, Water and Sewer Superintendent*
- 7. New Business**
 - a. Closing Comments by Town Councilors
- 8. Adjournment**

This agenda is subject to change without notice. This location is handicapped accessible. This meeting is scheduled to be televised live on Channel 13.



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1. Pledge of Allegiance



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- 3. Town Council to Consider Acceptance of Minutes**
 - a. May 1, 2013 BM

TOWN OF NEWMARKET, NEW HAMPSHIRE

TOWN COUNCIL BUSINESS MEETING

MAY 1, 2013 7:00 P.M.

COUNCIL CHAMBERS



PRESENT: Council Chairman Gary Levy, Council Vice Chairman John Bentley, Councilor Dan Wright, Councilor Larry Pickering, Councilor Ed Carmichael

Town Administrator Steve Fournier

EXCUSED: Councilor Phil Nazzaro, Councilor Dale Pike

PLEDGE OF ALLEGIANCE:

Council Chairman Levy opened the meeting at 7:03 p.m., followed by the Pledge of Allegiance. He asked that they observe a moment of silence in memory of Jennie Griswold who had served on the first Newmarket Council. He announced a change in the agenda, as Linked Together Kids would present first.

LINKED TOGETHER KIDS – Update on Accomplishments and Permission to Open Lemonade Stand in Pocket Park

Each of the children took part in the presentation. Linked Together Kids held a Family Literacy Night in February made possible through a donation from State Street Discount. Stories were read and families participated in related activities and also held a book swap. They put on 2 plays at Thanksgiving time, and at Christmas sent thank you cards to town volunteers and made snowman ornaments. They had worked with Chris Williams on a piece on wastewater management for Channel 13. They held their First Annual Coat Drive and placed collection boxes in the schools. They collected 74 coats along with mittens, hats, boots, snow pants and scarves. They painted stars with the names of town veterans and hung them on an honor tree in Pocket Park. At their request, the Council had proclaimed a Make Your Mark Week to honor young people for volunteering. They will be hosting an Arbor Day celebration at the end of May and were asking students to enter stories and pictures of trees for a contest. Last summer the group ran a lemonade stand in Pocket Park every Wednesday and earned \$286.10 which they used to buy plants for the Park. They also maintained the plants. They asked for permission to have the lemonade stand again this summer from 11:00 to 2:00 every Wednesday during this summer.

Council Vice Chairman Bentley thanked the children for coming and for their participation in the Pledge of Allegiance. He said he had enjoyed the cards they had sent him for the last three years. He moved to allow Linked Together Kids to run a lemonade stand this summer in Pocket Park. Councilor Pickering seconded. Town Administrator Fournier polled the Council. Motion carried unanimously, 5 – 0. Council Chairman Levy thanked the children for coming and noted that they had done a wonderful job on the application for funding. The children received a round of applause.

PUBLIC FORUM: Council Chairman Levy opened the Public Forum at 7:13 p.m. As no one came forward, he closed the Public Forum at 7:13.

PUBLIC HEARING, for agenda items: Council Chairman Levy opened the Public Hearing at 7:14 p.m. As no one came forward, he closed the Public Hearing at 7:14.

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES: April 17, 2013 Workshop

Council Vice Chairman Bentley moved to accept the minutes of the April 17, 2013 Workshop and Councilor Carmichael seconded.

Discussion: Council Chairman Levy asked for a clarification on page 6 of the packet that \$1M per year in gas tax revenue would not add up to \$1B in a ten year period. Apparently the Senator misspoke, so the clarification is made in these minutes. On page 8, regarding the Sky Bridge, he also asked that the word approximate be added to the amount of \$65,000 that was obliged by the developer and town. Councilor Pickering said that the name Michael Land should be changed to Michael Lang on page 11. On page 13, he said the phrase "joining a regional dispatch service" should be expanded to include adding other communities to the existing dispatch service. He said he assumed that when corrections are brought up the Recording Secretary verifies the correction on the tape. Council Chairman Levy said that going back to the tape was not usually necessary as amendments were usually done by the Council's recollection, and if no one objected, they would go ahead with the changes. Town Administrator Fournier said these were Council minutes and should be a summary of what happened at the meeting by Council recollection. Council Chairman Levy asked for a clarification of the context of his comments on contracting snow removal. He said he agreed with Councilor Pickering that they should look into contracting snow removal, but towns that he had contacted in the past didn't do all in-house or all outside contracting, but rather a combination of both.

Town Administrator Fournier called the vote. Motion carried 4 – 0 – 1, with Council Vice Chairman Bentley abstaining as he had not been at the meeting.

REPORT OF THE TOWN ADMINISTRATOR:

Town Administrator Fournier had reached out to Charter Commission candidates to find out if they had any questions on the Commission or on the town's form of government. The Newmarket Business Association will hold a Candidate's Night on May 7, 2013 at 7:00 p.m. in the town auditorium. Also, this will be broadcast live. Councilors were asked to schedule the times they could be available to work at the polls for the May 14th Charter Commission election, and were reminded that a majority should be in attendance for counting and certifying the vote. Councilor Nazzaro will not be helping at the polls as he is a candidate for the Commission. He said that if any Councilors receive questions from the public about the Commission and need assistance in answering, they should forward the questions to him.

The Building Officer had reported that Newmarket's services office business insurance code has improved from a 5 to a 4, based on a range of 10 – 1. Every five years or so the ISO evaluates a town's building codes for effectiveness. The rating is used to determine hazard insurance premiums for residential and commercial properties in the town. The Building Officer is working on other ways to improve the rating. The amount of potential savings to those in the community would depend on the value of the individual property. Councilor Pickering said he had never seen a document fully explaining the ISO ratings, and asked what a town would have to do to receive ratings, especially class 1. Town Administrator Fournier will have the Building Inspector provide the Council with the rating criteria.

The Municipal Association will be conducting a training session for local officials from 9:00 to 3:00 on Friday, May, 3rd in Dover. This will cover the Right-to-Know Act, town governance, public employee law, liability law, etc. Council members were asked to let the Town Administrator know if they can attend. He and Councilor Pike have registered. IT Director Doug Poulin is seeking proposals to update the town's web-site and make it more user-friendly and efficient. The proposals should be in and a recommendation should be ready by the end of Wednesday, July 3rd to the second Wednesday, July 10th, and from the third Wednesday, July 17th to the fourth Wednesday, July 24th. Town Administrator Fournier said the crosswalks in the down town were being painted

with large blocks for greater visibility. Town Administrator Fournier said he would be meeting with a representative from the town of Epping on May 2nd at 8:30 a.m. to perambulate a portion of the town line, as required every few years by state law. There had been an issue in the past with someone arbitrarily moving a town and county granite marker in the area off Grant Road. Councilor Pickering will also attend. Council Vice Chairman Bentley said he had attended a meeting with representatives from Epping and Lee, and brought the information back to the Council. He expressed his hope that the Council would stand firm in their position.

Council Vice Chairman Bentley said he had been approached with questions on the function of the Charter Commission and what it would be able to do, for example change the form of government in Newmarket. Town Administrator Fournier said he had been asked the same types of questions. Town Administrator Fournier said he would not be allowed to advise the Commission, but he could attend the meetings if invited and give information about forms of government allowed in New Hampshire if requested. To Council Vice Chairman Bentley's question, he said he and the Town Clerk were working on a list of items in the charter that are out of compliance with state law and he will provide that information to the Commission if so requested. Councilor Carmichael said he was concerned with the amount of time that the Town Administrator might have to spend with the Charter Commission because there were so many other important issues and projects at the time. Town Administrator Fournier said he did not know how much time he would spend, but felt he would be called upon. He thought they would use some outside resources and hoped they would do some of their own research. He said this was one of his concerns, and with the goals, this was another project that had been added to the list. To Councilor Carmichael's about progress with the water and wastewater projects, he said Water Superintendent would be presenting an update at the Workshop.

Council Chairman Levy said someone had brought up painting the crosswalks in the downtown a bright blue for visibility, and asked if someone could look into it. Town Administrator Fournier said that crosswalks were painted different colors sometimes for aesthetics, but the white paint that contained glass powder was preferred as it reflected light. Council Chairman Levy asked, in light of all the legal issues the Charter Commission would face, if it would have legal counsel. They would have access to the Town Attorney. He said he had heard there might be some help from an intern and from the Town Administrator, and he had no problem with his being at the meeting and answering questions. However, he hoped there might be a format in place for them to get answers for the many questions they would have, and if necessary to hire a consultant. Town Administrator Fournier said he could help with some answers, but not as an attorney. Council Chairman Levy said he had concerns that some people would say certain things were done because they were directed to do them. Town Administrator Fournier said he wanted to stop any such talk immediately. He had met with some people, and the first thing he told them was that he was not there to advocate any position or any particular form of government. He could only relate the forms of government allowed in New Hampshire the pros and cons of each. He could not answer legal questions; those should be directed to the Town Attorney or to an attorney of the Commission's choosing. In addition, any amendment or change to the charter must be signed off by the Secretary of State, the State Attorney General and DRI. He said it was against his professional ethics to endorse a particular form of government with the exception of keeping a manager or administrator, which he was allowed to do. He could only give the pros and cons of each, and he wanted to quell any talk in the community that might say differently. Council Chairman Levy said he was not suggesting that it was Town Administrator's intent to direct the Commission, but noted that, from his experience on the Council, people's perceptions can take a life of their own. He asked if other towns had an administrator working with their charter commissions or if they used consultants. Town Administrator Fournier said that about 75% use someone from the town administration, but not to participate in discussions about keeping a town administrator, and he would not participate in those discussions, even if he was in attendance. He said he knew perceptions were out there, but he could say he presents recommendations and does not try to influence decisions either way. Council Chairman Levy said that Town Administrator Fournier had answered a question about items in the charter being out of compliance by

saying he could only present the list if asked but could not force the Commission to make changes. He felt strongly that those issues should be addressed, and Town Administrator Fournier agreed. Councilor Wright asked if the Commission would use the Town Attorney or seek their own, and whether there was money in the budget. Town Administrator Fournier said that was their decision; by law, there was a \$100 line item in the budget for the Commission but the Municipal Association offered free legal help. He said if the Commission had legal questions, odds were that they would provide legal counsel.

OLD BUSINESS:

Ordinances and Resolutions in the 2nd Reading – Items the Council may act upon:

Resolution #2012/2013 – 51 Withdrawal of \$26,730 for Engineering Services to Replace Waterline at North Main Street:

Council Vice Chairman Bentley moved to approve Resolution #2012/2013-51 Withdrawal of \$26,730 for Engineering Services to Replace Waterline at North Main Street. Councilor Carmichael seconded.

Discussion: Water Superintendent Greig gave an overview of the project. The Council had approved replacing the 6" with 8" pipe from Bay Road to Simon's Lane to meet current and future needs. This resolution was to approve the source for project funding. Council Vice Chairman Bentley asked if this was being done as there was not enough water to fight fires. Mr. Greig said this would help to provide enough water flow to fight fires in the area, and also would help with new businesses coming in. Councilor Carmichael asked how long the project would take. Mr. Greig said he had received a set of plans, which he had reviewed and sent back for a revision. He felt it would take about a month to complete the design. Councilor Pickering asked if there was a dry hydrant at the Lamprey River Bridge, as it would be a good source for fire fighting. Mr. Greig said there was not, but this would be a Fire Department concern as he dealt with the water systems.

Town Administrator Fournier polled the Council. Motion carried unanimously, 5 – 0.

Resolution #2012/2013-52 Update Building Permit Fee Schedule

Council Vice Chairman Bentley moved to adopt Resolution #2012/2013-52 Update Building Permit Fee Schedule. Councilor Pickering seconded.

Discussion: Code Enforcement Officer Mike Hoffman said he had been updating policies and procedures since beginning his position, and found discrepancies in the permit fee schedule. He gave the example of the \$90 fee for installing one or a buildingful of electrical receptacles. He said the fees were not consistent with the scope of the work. He said that some were doing work without a permit to avoid the fee. He had surveyed area communities to see what the norms were for fees, and this resolution would make Newmarket more consistent with the area. Council Chairman Levy said he had been getting good feedback from the community about Mr. Hoffman.

Town Administrator Fournier polled the Council. Motion passed unanimously, 5 – 0.

Resolution #2012/2013-55 Town Administrator to Enter into an Agreement for Audit Services FY2013-2015 with Three One-Year Options

Council Vice Chairman Bentley moved to adopt Resolution #2012/2013-55 Town Administrator to Enter into an Agreement for Audit Services for FY2013-2015 with Three One-Year Options. Councilor Carmichael seconded.

Discussion: The agreement is with Samson and Plodnsnik. For clarification, the agreement would be for 3 years, with the option to extend on a year by year basis for 3 years after the initial period. The Council is obligated for the next 3 years, but if there is any gross misconduct or other issue, Town Administrator Fournier would recommend they break the contract. He will insure that any contract they have will include that clause.

Town Administrator Fournier polled the Council. Motion carried unanimously, 5 – 0.

Review of Town Council Goals:

The Town Council goals were in the packet and Town Administrator Fournier had distributed an updated version of the goals with methods to achieve them. There were 3 main goals: for FY15, establish a tax rate lower or level to FY14; begin and manage MacIntosh Well and wastewater treatment facility projects; continue economic development efforts. He also had included an “other” category for items that did not fit within the goals: 3 involved the Charter Commission, 3 involved hiring, a Town Attorney, an auditing firm, and a Finance Director; the last was to begin planning for town revaluation in FY2015.

Council Vice Chairman Bentley, who had been unable to attend the last meeting, said he had sent his goals to Council Chairman Levy, who in turn had sent them to the Town Administrator, but he might have received them after the goals and categories were aggregated. He said he had some additional goals beyond those in the packet and handout. His first goal was to complete the update of the Employee Handbook, as he knew it had been started, but not finished. He wanted it complete so it could be approved and the employees could sign off on it before they got into a difficult situation. He said among other things, it included a phrase that if a position was eliminated, and the employee took another position, there would be no reduction in pay. He said this did not happen in the “real world”, and there was no sense in downsizing if money could not be saved. Town Administrator Fournier said he had never heard of this in the municipal world either.

Council Vice Chairman Bentley’s second goal, which he had mentioned in previous years, was to have a list of unused properties the town owns, and determine if the land can be leased or sold. He felt they could come up with creative ways to handle the land, perhaps through an exchange of services in having a farmer mow the grass instead of the town, or developing a parking lot by the railroad tracks where the lot was too small to now build another house. In reference to the Charter Commission, he understood that the Council as a body could not provide direction, but he asked if members could speak as residents, which they can. He said there were certain things in the current Charter that might not be out of compliance, but were just wrong, such as the Dan Dickens law which prevents anyone from running for Council if he has earned even a little bit of money from the town within the year. He felt it was difficult enough to find people to run, and this law worked against them.

Councilor Carmichael, referring to the method of examining contracting out snow removal services under the FY2015 tax goal, asked if there would be a time-line. Town Administrator Fournier said he would need timelines from the Council, or a priority list. Councilor Carmichael said they would need this especially before budget time. Council Vice Chairman Bentley said he agreed that priorities and dates should be established, but not necessarily at this meeting. He thought they should have a chance to consider his priorities and think about the whole package before deciding. He said when he was first on the Council, they had received quotes for contracting snow plowing and he agreed they needed to be updated. He did not feel comparing Epping’s plowing to Newmarket’s was completely valid, as Epping had 3 major roads that were plowed by the state.

Council Chairman Levy said he would try to begin setting some general timelines from the chart. Under the FY15 tax goal, he read the item, “examine departmental operations (i.e. Planning, Finance, Recreation) and make sure they are still providing the services that the town needs.” For clarification, he thought the Council or, at least he, was asking if they should examine whether they needed a full-time Planner or Finance Director and if and how the Recreation Department could be more self-sustaining. He said he did not think the phrase “make sure they are still providing the services the town needs” actually covered the intent. Town Administrator Fournier said he was attempting to not have eliminating or reducing a position as the goal. Council Chairman Levy said the town now had a part-time Finance Director, and as to the Recreation Department, he said they were not looking to reduce a position, but for ideas that would make the department self-sustaining or at least more so. He said this was at least his interpretation.

Councilor Pickering said that many of the goals/action items had come from him and from many other people over many years, but he did not care who had made the suggestions or when. He felt they were not suggesting that the items were what they wanted to do, but that they should be looked into to see whether they were possibilities that could be done if they made sense financially and service-wise. He felt that should be the focus. Town Administrator Fournier said he would use the word “examine” and first review the current positions, and determine if the workload was consistent with the positions, and if the position could incorporate other duties that were not currently covered elsewhere. He said he completely agreed and understood Councilor Pickering’s point.

Council Chairman Levy said to get started with a timeline, he would like to have an answer to contracting out snow removal by August so that they would have an idea of the pros and cons by budget season. Also by August, he would like to see ideas for creating an enterprise fund or another type of fund for the Recreation Department so that there would be more clarity in its budgeting. Town Administrator Fournier said this would be a revolving fund, with the intent that its programs would pay for themselves and any excess funds could be put toward other programs that don’t make as much money. Traditionally, the salaries for the Director, Assistant and full-time staff remain in the operating budget. He said the summer staff would be paid from the fund along with any part-time or temporary persons hired for a specific program. This would be a policy decision of the Council. Council Chairman Levy asked for a tangible example of what was happening now versus how a revolving fund would change the budgeting. He understood that now the Department, having a plan for programs it will offer, has to budget and ask for the dollar amount they will need for staffing. If they do not do the business they expect and have to hire fewer people, then the money is returned to fund balance. He asked how a revolving fund would change the process.

Town Administrator Fournier said the department would estimate expenses, but also estimate revenue. Currently, if the Department says it needs money that money has to be raised through taxation, but with a revolving fund, that money is raised through revenue for the programs. This allows for more flexibility in the operating budget. The Department would keep its excess revenues in the revolving fund, rather than returning it to the towns fund balance, and use the funds to offset programs that do not pay for themselves. This would eliminate the need to first raise money through taxation and then return it if it is not needed. He added that now, if a program does not generate enough revenue, the deficit has to be made up through tax dollars. With a revolving fund, the department would have to make up any program deficit by raising its fees, cutting the program or using money from its own fund balance. Council Chairman Levy said that now, when the Department realizes a program is not going to pay for itself, through thoughtful spending, it does not go forward with the program, but returns the money to the general fund. Council Chairman Levy said he thought the idea was to make the Recreation Department more self-sustaining. Town Administrator Fournier said that with a revolving fund, the

department would not be able to spend money that it did not generate through revenue, and understanding the revenue side was most important. Council Vice Chairman Bentley asked if other towns used revolving funds for Recreation, and what else could be handled this way. Town Administrator Fournier said that most area towns had a revolving fund for their Recreation Departments, and that cable television and one other department, which he thought was ambulance, could be handled this way.

Council Chairman Levy asked if they could get the pros and cons of a revolving fund for the Recreation Department with some examples. Town Administrator Fournier said that would be an August presentation. Council Chairman Levy said he hoped they could decide on a consultant for the Economic Development Committee at the next meeting in May, and act on a Town Attorney in June, and the Employee Handbook in July. Town Administrator Fournier said the personnel policy would have to be adopted as an Ordinance. The Finance Director has reviewed the current policy; it will next be sent to the town's property and liability insurance carrier for a procedural review and recommendations, and then to an attorney for a legal review and recommendations. Once completed, the policy will go to the Council. He said it is a lengthy document, but it is being worked on. Much of the policy had been worked on previously in-house, but he highly recommended having an attorney review and Council Vice Chairman Bentley said that was what the Council had recommended.

Council Chairman Levy said, in reference to the RFP's for the water and wastewater projects, he would like to see the committee set up by June, and the RFP's sent out in June or July. Town Administrator Fournier said this time frame could be met easily, and that Water/Wastewater Superintendent Greig would be making a presentation at the May workshop. He said that the committee would be comprised of a couple of Councilors, himself, Mr. Greig, and he would be recommending other Superintendents who had recently gone through the process. Council Chairman Levy said the estimate from the consultant for the Economic Development Committee had come in at \$9,500, which was an extremely competitive price. He had estimated it would take him about 60 days to complete his report, so they could expect his to be finished by mid-August. Also, Bruce Mayberry was working on the M2 zoning change at the time. Councilor Pickering asked if there was money in the FY2014 budget for an economic development consultant. Town Administrator Fournier said they could encumber \$2,000 from funds that had not been used in this year's budget and \$2,000 had been set aside in next year's budget. He felt the rest could be found elsewhere. Councilor Pickering said his feeling had always been that, with certain exceptions, if an expense doesn't go through the budget cycle, it is somewhat unfair to be borrowing from someone else's department money, but apparently this was surplus money. He said although he would prefer it went through the budget cycle, this seemed to make enough sense to do it. Council Chairman Levy said that when the consultant was being discussed during budgeting, a larger amount had been suggested, but the town didn't know where it would stand financially and there was pressure to come in with a flat budget. Now that they knew better where they stood, they knew they had enough money for the consultant, if that was how they chose to spend it.

Council Chairman Levy recapped his suggested dates: May - Economic Development Consultant, June/July - Water/Wastewater Committee, June - Town Attorney, July - Handbook, August - Snow Plowing and Revolving Fund for Recreation Department. Town Administrator Fournier added that town bids for health, property, liability and workman's comp would go out in October for the next budget cycle. Since there were different expiration dates for some, he was trying to consolidate so that in the future it would be possible to take advantage of discounts offered for having multiple policies with one company. One was up in June, 2014 and one in December, 2013. He said that traditionally a manager contacts the big insurance companies annually to get proposals. He said he had tried to do that upon arriving in Newmarket, but had found they were bound by a multi-year contract that they could not

break. He asked a competitor when they had last been contacted and been told it was in the 90's, and he said he wanted to insure that they looked into this every budget cycle, or at least at the expiration of each contract to determine that they were getting the best possible prices. Councilor Pickering asked if they could back out of or break the multi-year contract, and Town Administrator Fournier said the quick answer was "no." He added his focus was to put them in the same June time frame for larger discounts, and he was working on ways to change the December date to June.

Councilor Pickering asked if it would be possible to pool insurances with other communities. Town Administrator Fournier said they do this for liability insurance as they take advantage of the Pooled Liability Trust which includes all municipalities in the state. Since health insurance rates are better for groups over 100, they have looked at combining with other districts. However, both have to have similar plans. Councilor Pickering said this might be a topic for regionalization discussions with other communities who could all benefit. To Councilor Carmichael's question, Town Administrator Fournier said all the 52 town employees, including the police, are under the same policy, but not all have the same contribution rate. The new health care that will soon come into effect will be for 50 employees and that will have an impact on the town. He said that currently, since Newmarket had fewer than 100 employees, they were pooled with other communities of fewer than 100 to determine their rates.

Council Chairman Levy asked if they could have a list of all the property the town owns outright by the 2nd meeting in June. Town Administrator Fournier said he had given the Council a 3 page list two weeks before, but it included properties the town was using, such as for the Town Hall, public works, etc. Council Chairman Levy asked if they could have a list of all the large-tracts of land that have nothing on them or that are not being used so they could begin to discuss what can be done with them. Town Administrator Fournier said he would provide a list, and also prepare a proposal for selling surplus property. Council Chairman Levy asked that the list include some background on the properties, and said it would be helpful to identify the properties, and not necessarily to consider selling them. The list will be prepared by the second meeting in June.

Council Chairman Levy referred to Council Vice Chairman Bentley's concerns with a clause in the personnel policy that provided for a person's pay remaining the same if he was demoted or his position was eliminated, and he took one that was at a lower pay rate. He asked if and when the Council could weigh in on the policy and make changes. Town Administrator Fournier said he expected to have a personnel policy back from the attorney by July and present it to the Council for its review, discussion and recommendations, and he felt a new policy could be implemented by September. He felt Council Chairman Levy asked if they could have the areas within the policy that are out of compliance with state law in July along with the attorney's suggestions for changes the Council should consider implementing. Town Administrator Fournier said this would be done, and he would also add some recommendations to make sure the policies reflected current operations.

Council Chairman Levy said that Councilors Nazzaro and Pike would probably want to provide their input on the list and time frames, but he felt Town Administrator Fournier could produce a schedule of due dates for projects at this point. Town Administrator Fournier said he would label some items as on-going because they really have no end date and are goals in general. Council Chairman Levy said an example would be with the Economic Development Committee determining the types of businesses it wanted to attract before deciding which tracts of land were suitable for their development.

Councilor Carmichael asked for a status report on Department Head valuations, and Town Administrator Fournier said they would be complete by July 1st. Any discussion of evaluations would be done in non-public session, but he said he would refer to the Charter to determine which ones the Council could see.

The Council would see any which recommended pay increases; evaluations will be prepared for a July non-public session. Council Chairman Levy said many of these items were coming up in the near future, and to Councilor Nazzaro's point about the agenda being guided by the goals, he felt that every agenda would have at least one item relating to the goals. He asked Town Administrator Fournier to make them aware if he felt he could not complete an item on the suggested schedule. He asked Town Administrator Fournier when he was doing an analysis of, say the Recreation budget or snow plowing, how he envisioned doing the cost benefit. Town Administrator Fournier said that for recreation, operating with a revolving fund, he would look into the profit of various programs, if there is another way to run the program and if there are other places providing the same program to eliminate duplication. He said he had begun research on out-sourcing snow removal by asking other communities what their current experiences are, and he had found out that the issue is getting contractors on board to plow, as many were fixing their trucks in the winter months to extend their work time during the remainder of the year. He also was asking about experiences with combining town crews with contractors. Then he would look at the costs that other communities are paying and compare that to Newmarket's costs. These comparisons would have to be done for more than one year to get a fair assessment. He said that contractors, in order to help equalize their pay between dry and snowy winters, were asking for a minimum payment per year.

NEW BUSINESS/CORRESPONDENCE:

Town Council to Consider Nominations, Appointments and Elections

Council Vice Chairman Bentley moved to appoint Fred Pearson to the Conservation Commission, term to expire in March, 2016. Councilor Pickering seconded. Council Vice Chairman Bentley thanked Mr. Pearson for re-applying for another term. Town Administrator Fournier polled the Council. Motion passed unanimously, 5 – 0.

Ordinances/Resolutions in the 1st Reading – (items help over for vote at the next Business Meeting)

Resolution #2012/2013 – 56 Town Administrator to Enter into an Amendment with State of NH Exempting Social Security and Medicare Coverage from Election Workers: Town Administrator Fournier read the resolution in full. It will be discussed at the next meeting.

Correspondence to the Town Council

Patricia O'Hara-D'Addario of 38 Spring Street spoke on her application to renew her vendor's license for Patsy's, a hot dog stand on Main Street. She said there would be no changes. To Council Vice Chairman's question, she said she would be going into her 3rd season. He said she had complied with everything she had been asked to do and he would support the permit. Town Administrator Fournier said there had been a few issues brought up by the Building Inspector in the review process, but he had spoken to the owner and she will address them, and he will be conducting inspections throughout the summer to insure compliance. Council Chairman Levy said he wanted to make sure the town was indemnified, and Mr. Hoffman said she was aware she had to produce a binder. Ms. O'Hara-D'Addario said her policy expired in August, but when it was renewed, the binder was renewed with it. She said the insurance company was supposed to fax a copy of the binder, but she had a copy with her. She will handle this and any other issues with the Code Officer. Town Administrator Fournier said the Council had to approve the permit, but that the Code Officer had the right to pull the permit if conditions were not met. Ms. O'Hara-D'Addario said she had gone to the Fire Department, and been told it does not approve or disapprove fire extinguishers. She said she had a small one, which the department thought would be fine.

Council Vice Chairman Bentley moved to approve the application of Patricia O'Hara-D'Addario for a vendor's license for Patsy's. Councilor Pickering seconded. Town Administrator Fournier polled the Council. Motion carried unanimously, 5 – 0.

CLOSING COMMENTS BY TOWN COUNCILORS

Councilor Carmichael said the Advisory Heritage Commission had met to elect officers: Chairman, John Brackett, Vice Chairman Robert Gazda, and Co-Secretaries Janice Rosa and Ed Carmichael. He said there were still vacancies on the Commission which normally meets quarterly.

Council Vice Chairman Bentley asked Town Administrator Fournier if he had responded to a letter Council members received. Town Administrator Fournier had spoken with Mr. Clark. Council Vice Chairman Bentley asked what the protocol would be for the non-public interviews with the 3 candidates for Town Attorney to be held the following Wednesday. In the interest of efficiency, he wondered if they should submit questions in advance to avoid duplication and decide how many questions each would ask. Town Administrator Fournier suggested that they forward questions to him so that they are a part of the official record. He will send out an email requesting questions. Council Chairman Levy and Council Vice Chairman Bentley had already called the references.

Council Vice Chairman Bentley said they had been given the parking agreement and there was some confusion, especially with number 6. He said he had not been able to see the meeting when this was brought up, but had been getting questions. This concerned the 20 municipal parking spaces given the town by Newmarket Mills, LLC near the library on Elm Street. Town Administrator Fournier said the town does not own the land, but does own the deed to the spaces and this cannot be changed and the spaces cannot be moved unless the town agrees to the change. Council Vice Chairman Bentley said that Newmarket Mills was including some of the spaces in his application to develop the former gas station. Town Administrator Fournier said this was a Planning Board issue, but businesses were allowed to use public parking in their formula if they received a waiver from the Board. The spaces were not deeded to the library, but for public parking. Council Vice Chairman Bentley said they already knew they had a parking shortage down town, and asked if an individual would be allowed to apply for the waiver. Town Administrator Fournier said this would not be allowed, as the sense of public parking was that it was not permanent parking. He emphasized that this was within the purview of the Planning Board, and the Council only had authority over the 20 spots. The Planning Board has the authority to grant a waiver if the town provided municipal parking.

Council Vice Chairman Bentley said he was receiving calls from constituents about how they felt this would affect them, and that there was a sense that spots were being dedicated. Town Administrator Fournier said the spots were not being earmarked for a particular proposal and they were not saying only one business could use the spaces. He added that if the town wanted to regulate the spaces, it could put up time-limit signs. Councilor Carmichael asked if they could lease the spaces. Town Administrator Fournier said he would have to look into that, but his sense was that they could offer a permanent lease. If, as someone suggested, they put up signs reserving some spaces for library patrons, they would find it difficult to enforce. He added that he did not know what the Council could do about plans that had already been approved. He said that if someone wanted to build a business on Elm Street, they could use the spaces as part of their formula because public parking was on a first-come-first-served basis. He said that Portsmouth businesses use the public garage as part of their formula.

Council Chairman Levy asked if Town Administrator Fournier could get some clarification for the Town Planner as the Council members had all received some calls. It was said that if Mr. Chinburg needed the spaces for his business, all others would be towed. Town Administrator Fournier said cars could not be towed from the 20 spaces by anyone other than the town. Newmarket Mills, LLC has its own private parking spaces on the lot that

it can enforce if need be, but they have no authority over the 20 municipal spots. There seemed to be some confusion in interpreting the distinction between the 2 types of spots on one lot. He said he could agree that he at first received a different impression when watching the meeting and had to go back and read the agreement. He said that the town does own the 20 spots, and he had spoken with the Town Planner to make sure he understood the situation clearly and correctly.

The Golf Tournament to raise funds for the Veteran's Memorial will be held on May 18th at the Rockingham Golf Course.

Councilor Pickering asked if Mr. Malasky had been able to check the catch basin on the corner of Ash Swamp Road and Route 108. He had, and found it belonged to the state. They will come out to see how it can be fixed.

Council Vice Chairman Bentley moved to seal the minutes of the previous non-public session. Councilor Carmichael seconded. Town Administrator Fournier polled the Council. Motion carried unanimously, 5 – 0.

The next meeting is Wednesday, May 15th, a workshop.

Council Vice Chairman Bentley moved to adjourn. Councilor Pickering seconded. Motion carried unanimously, and the meeting adjourned at 8:55 p.m.

Respectfully submitted,

Ellen Adlington,

Recording Secretary



**Town of Newmarket, New Hampshire
Town Council Workshop
May 15, 2013
Town Council Chambers**

3. Town Council to Consider Acceptance of Minutes

b. May 1, 2013 Non-Public



**Town of Newmarket, New Hampshire
Town Council Workshop
May 15, 2013
Town Council Chambers**

- 4. Review of Department Reports:** *(This is an opportunity for Councilors to ask questions on any given Department Report)*

STEPHEN R. FOURNIER
TOWN ADMINISTRATOR

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FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

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

REPORT OF THE TOWN ADMINISTRATOR
May 15, 2013

Tax Exemptions: As part of what should be an annual process, the Assessing office is reviewing the tax exemptions granted to various organizations in Town. These exemptions allow entities to not have to pay property taxes to the Town. While reviewing the applications of some of them, the Assessors have questions as to whether some actually comply with State law. If they do not, we will notify them and issue tax bills in the next billing cycle.

Perambulation: I wanted to make the Town Council aware that on April 25, Councilor Pickering and I met with Former Selectman Jerry Langdon of Epping to perambulate the town borders. We went to the three granite markers that delineate the boundaries and made notes that they are still in the proper place. The only issue is where the Towns of Lee, Epping and Newmarket meet. The homeowner did not like the stone marker in the middle of their land, so they moved it. It was resurveyed and a surveyor's pin was placed in the location. However, this marker cannot be moved without the towns' permission. Compounding this issue, it is also a boundary between Rockingham and Strafford Counties. The Town of Epping has forwarded this information to the Rockingham County Attorney's office to address the issue.

FEMA Reimbursement: We have been notified by FEMA that we will be receiving an estimated \$27,000 to go towards our costs for the February 10, 2013 blizzard that hit the region. This represents 75% of the cost the Town incurred during the storm. This will help offset the overages in the Public Works Budget. The one issue that it does not address is the fact that snow removal happens after the storm, and they do not reimburse for that.

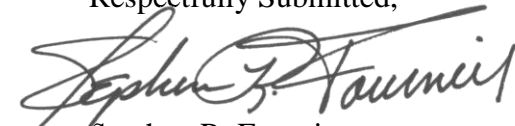
Economic Development Consultant: As was mentioned at the last Town Council meeting, the Economic Development Committee met and reviewed a proposal from Peter Kwass Consulting to assist them in implementing Chapter 6 of the Town's Master Plan. Mr. Kwass is proposing a two-phase approach for this portion. First, he will work with the Committee to perform an economic and resource analysis of the Town. They will look at employment trends in the region and determine growth opportunities for the

Town. In addition, they will begin evaluating the resources the Town has to foster economic growth. This will include, small business assistance, the community's physical infrastructure, possible development sites and the current real estate market.

The second phase will be to assist the committee in coming up with a Strategy and Action plan. This phase will come up with ways to market Newmarket; implement land use changes that may benefit economic development as well as other item.

The cost of the first phase is \$3,500 and the second phase is \$6,000. The Committee recommends the acceptance of the contract and since it is under my spending authority, if there is no objection, I will enter into this agreement.

Respectfully Submitted,



Stephen R. Fournier
Town Administrator



Department Heads Monthly Reports to the Town Council and Town Administrator

Police Department

Activity:

Call volume, arrests and reported incidents of criminal activity continue to be up over last year consistent with my prior monthly reports. At this time I am happy to report that we have kept up with the increased volume of activity and our rate of resolving reported incidents continues to be high.

As I compare our activity with year-end figures for 2012, we are on track to handle an eighteen (18) percent increase in dispatch calls for service and an increase of nearly forty (40) percent in incident reports. Incident reports are reports received from members of the public for incidents and or crimes which require more investigation or follow-up from the officers. These numbers are of concern because they typically signify that the public is requesting a higher level of service from our agency.

Arrest activity, motor vehicle stops and parking tickets issued are also up significantly over this point last year. Custodial Arrests are predicted to increase by nearly forty (45) percent over last year. While some of this may be accounted for in the fact that we fully-staff and that there are additional officers on patrol, to detect more non-reported activity, This is a very significant increase for our department.

Personnel:

There are no changes from last month to report and we are fully staffed.

E-911 Mapping:

I am happy to report that the State of New Hampshire Department of Safety has recently completed their multi-year project of GPS mapping and integrating it with the E-911 data base for the Town of Newmarket. This project began many years ago with the State intending to GPS map the entire state for integration with the E-911 emergency system. The Town of Newmarket's mapping has now been completed. In addition State project members recently travelled to our dispatch center to training our communications

personnel how to access this data. As technology progresses, we will continue to provide innovative dispatch services to the community at no additional cost to the taxpayers.

Current Year Budget:

As of the end of April we completed the first ten months of the FY 2012-2013 budget. There are no line items currently over the budget expenditures that are of a concern. I anticipate that we will remain within the bottom line at years end. While I anticipate that the operating budget, (non-personnel expenses), to be very close to the figure budgeted, I anticipate that personnel costs should be under budget at fiscal year's end.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>Previous Year % Expended</u>
<i>Police Total</i>	1,251,496.98	95,570.62	922,427.48	329,069.50	74%	74%

Fire and Rescue Department

For the month of April, the department responded to 66 calls for service. Thirty-nine of those calls were medical calls, transporting 31 patients to area hospitals. The ambulance responded mutual aid to Newfields seven times and Stratham 4 times. April was a busy month for surrounding communities with building fires and a large propane leak. The Tanker and Ladder were requested several times to Durham, Stratham and Newfields . I have attached charts with activity reports. The activity reports compare this year to last year and the activity for the month of April.

We have three new memberships this month. Unfortunately, none of these individuals has training or certifications. We have started the long process of getting these people into courses.

Due to the dry weather, the fire danger is very high throughout the state. We have still been issuing burn permits, but until we get some beneficial rain people have not been authorized to burn. At this time, we have only had two small woods fires in town, one along the train track and one at the baseball field on Elm Street.

No concerns at this point with my budget expenditures.

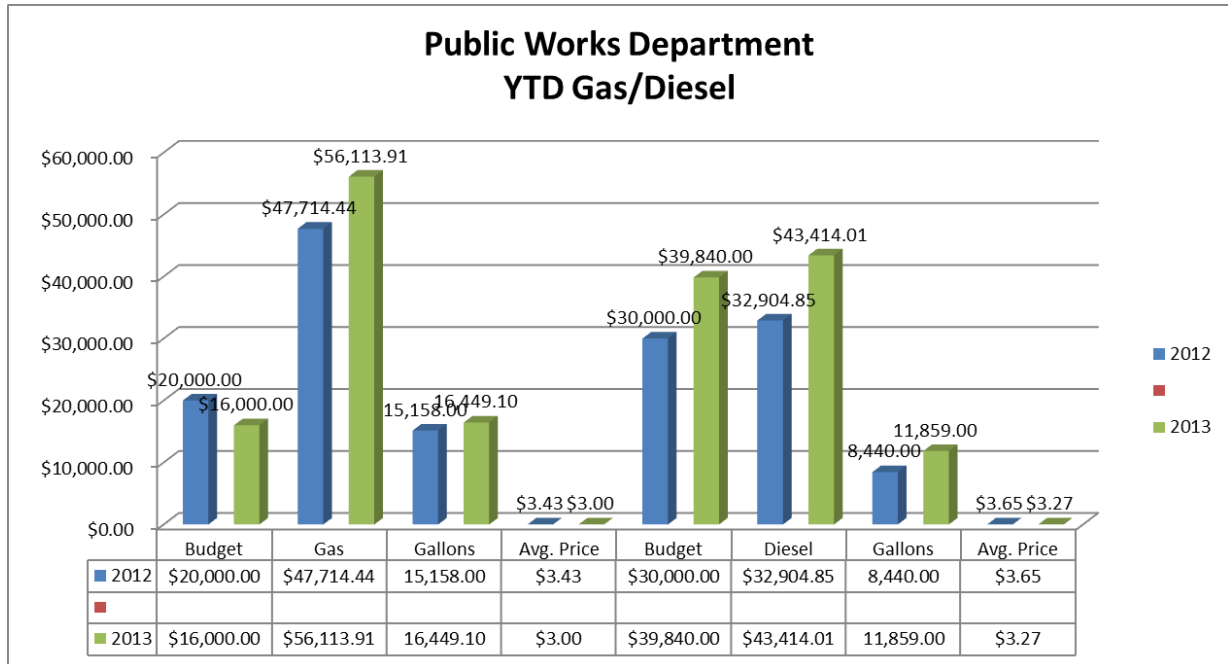
	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount</u> <u>Remaining</u>	<u>%</u> <u>Expended</u>	<u>Previous</u> <u>Year %</u> <u>Expended</u>
<i>Fire & Rescue Total</i>	304,590.20	20,162.58	237,124.30	67,465.90	78%	98%

Public Works Department

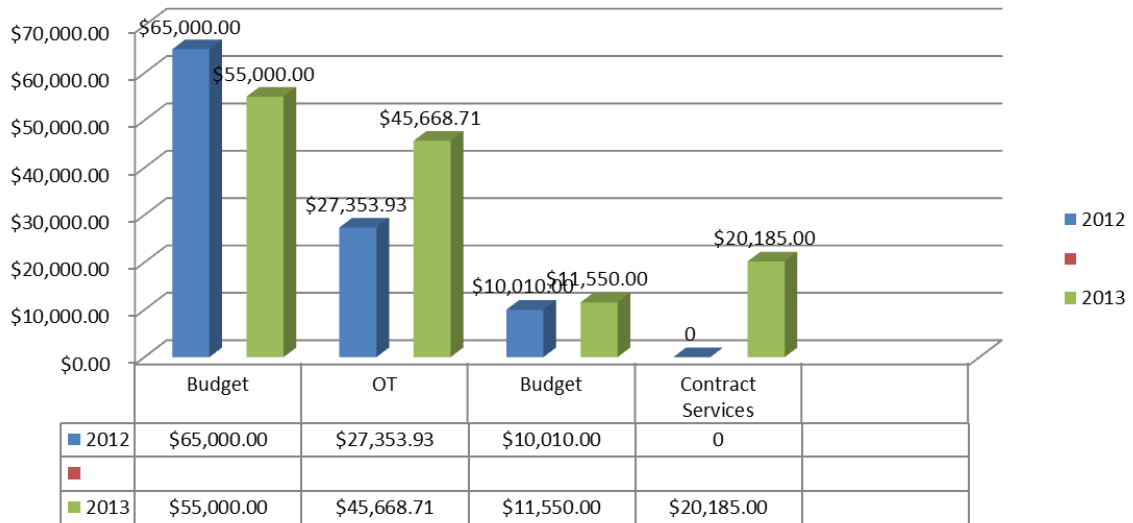
There were no snow events for the month of April! It looks like we can finally put the plows to bed for the summer. All equipment has been cleaned and treated with a salt neutralizer.

I have submitted a request to FEMA for \$36,489 from the February Snow Storm Nemo. The town should receive a payment for 75% of this amount in the near future.

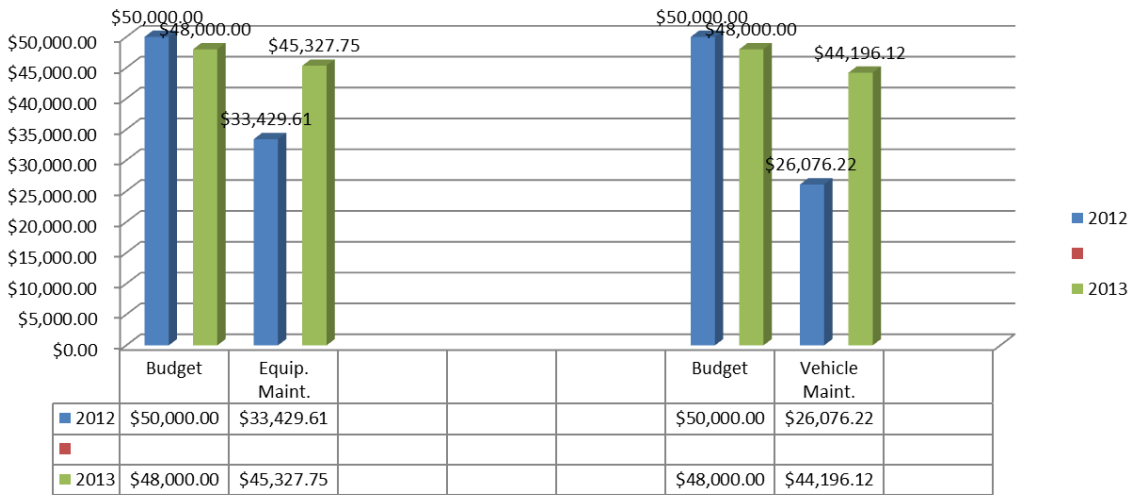
Crews have been out sweeping the streets and sidewalks. The entire town has been completed as of last week. We will be changing the look of our crosswalks this year to a “Piano” style crosswalk. With all the nice weather, we have got a good jump on the street marking painting in past two weeks. We have completed about 80% of all the crosswalks to date. If the weather stays dry we will have this work completed in the next two weeks. Crews have also started the long process of cleaning all the towns catch basins. This work is completed every spring and fall.

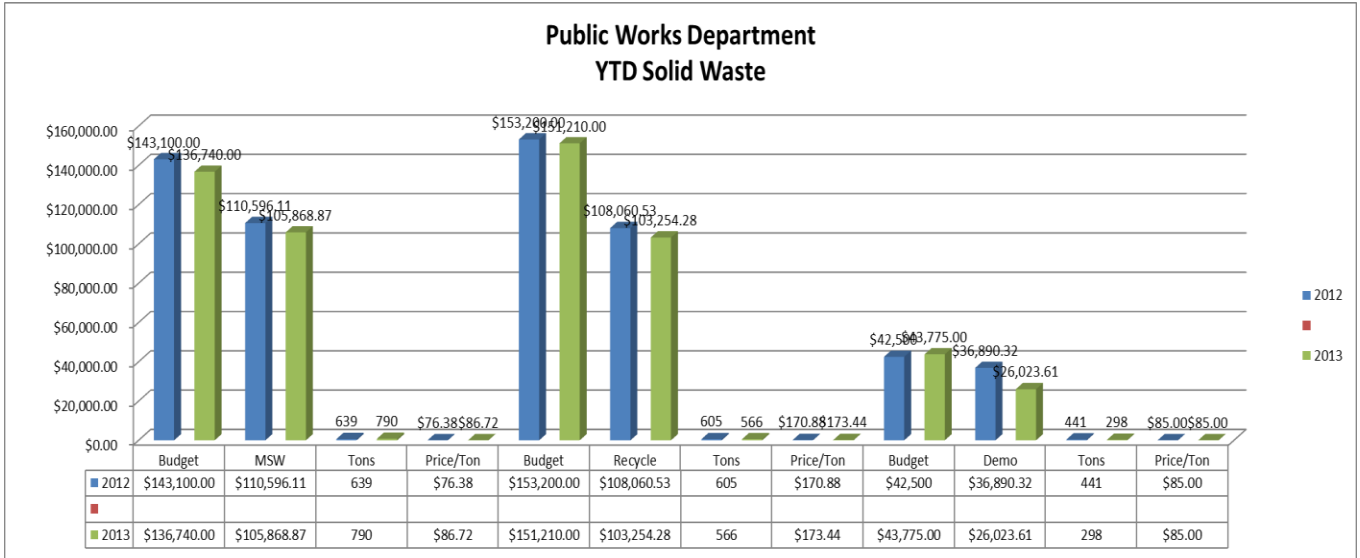


Public Works Department YTD Overtime/Contract Services



Public Works Department YTD Equipment/Vehicle Maintenance



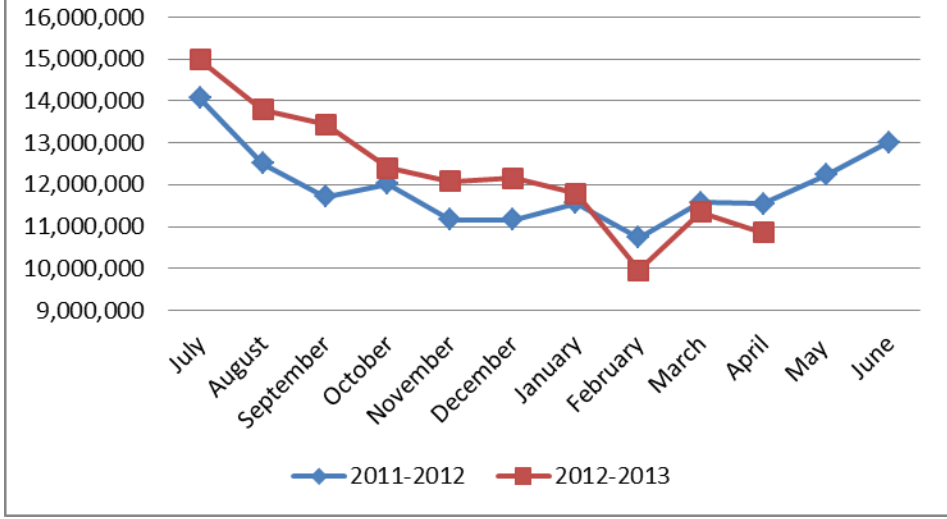


	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Public Works Admin. Total	427,413.65	23,983.17	297,772.27	129,641.38	70%	62%
Roadways and Sidewalks Total	344,215.00	4,950.68	361,665.68	(17,450.68)	105%	89%
Street Lights Total	45,000.00	3,468.97	33,463.18	11,536.82	74%	79%
Bridges and Signs Total	500.00	0.00	0.00	500.00	0%	0%
Building and Grounds Total	445,727.80	22,419.51	333,001.51	112,726.29	75%	81%
Cemeteries Total	34,590.20	1,402.60	17,187.58	17,402.62	50%	56%
Vehicle Maintenance Total	192,540.00	17,145.31	142,598.51	49,941.49	74%	56%

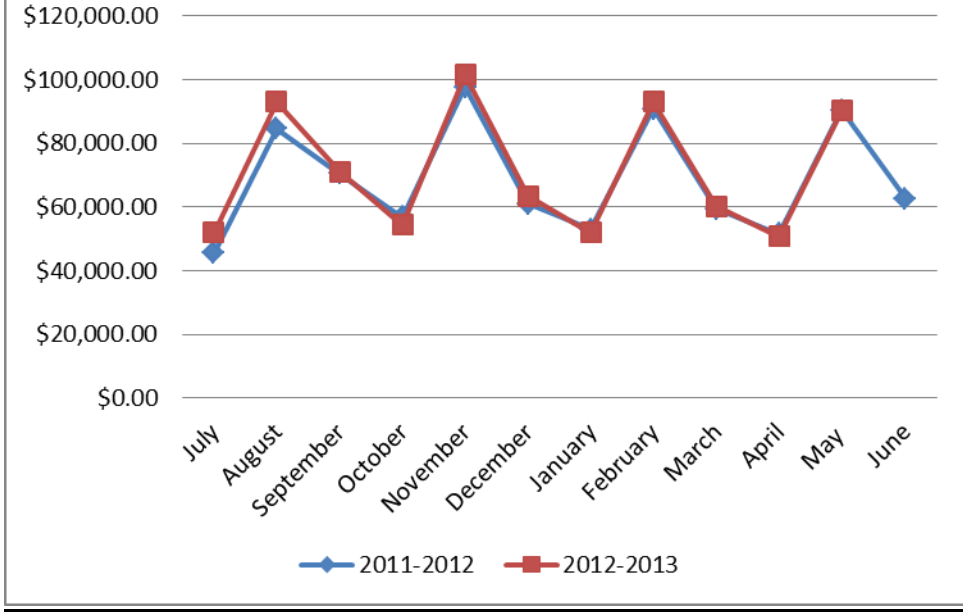
Water System

- The Sewall and Bennett water levels have not changed during April. This area has received half the normal rain amount for the month of April. The Water Department is currently in stage II of its Water Management Program. Stage II is mandatory odd/even outside watering. The public is required to restrict lawn watering to every other day based on address and calendar day. Odd addresses can water on odd calendar days and even addresses water on even days. If this dry weather continues and well levels drop, I will be requesting the Town Council move the Town to stage III. Stage III is Mandatory two-day restrictions on lawn watering per week between the hours of 5-8 am and 6-9 pm. Odd addresses can water on Monday and Wednesday. Even addresses can water on Tuesday and Thursday. No washing driveways, sidewalks, autos, or boats.
- The State Revolving Loan has been approved by the Governor and Council. The Town can begin withdrawing funds for the MacIntosh Well project.
- The Water Department recommend no water rate increase this year.
- The Department has received the Geotechnical Report for the North Main Street water line replacement. The preliminary bid specifications and plans will be complete by next week.
- The Department is working on replacing and repairing broken curb and valve boxes, valves, and hydrants.
- March water loss: 6.42% Water Loss Goal: 12.00%

Water Pumped from Wells in Gallons



Water Warrants



	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Water Total	843,230.15	19,365.37	731,213.35	112,016.80	87%	84%

Sewer System

The Wastewater Department violated its NPDES permit for the month of April

1. Enterococci Max Day: Permit limit: 104 MPN
 - a) April 3 - 140 MPN
 - b) March 15 - 141 MPN
 - c) April 16 - 147 MPN
 - d) April 17 – 149 MPN
 - e) April 30 – 201 MPN
2. Total Suspended Solids Average Month: Permit Limit 30 mg/L

April Result: 31 mg/L

The Department has been having troubles with a secondary sludge pump that could be contributing to these permit issues. Parts are being ordered to rebuild the pump.

The Department has installed flow meters in the sewer system to identify infiltration and inflow (I/I) entering the sewer system. The lack of rain has made it impossible to determine the amount of I/I. We are getting good baseline data which will help out in the future.

The Department has been working with Underwood Engineers to secure a funding package from Rural Development for the wastewater treatment facility. The application is complete and we are waiting for Rural Development's response.

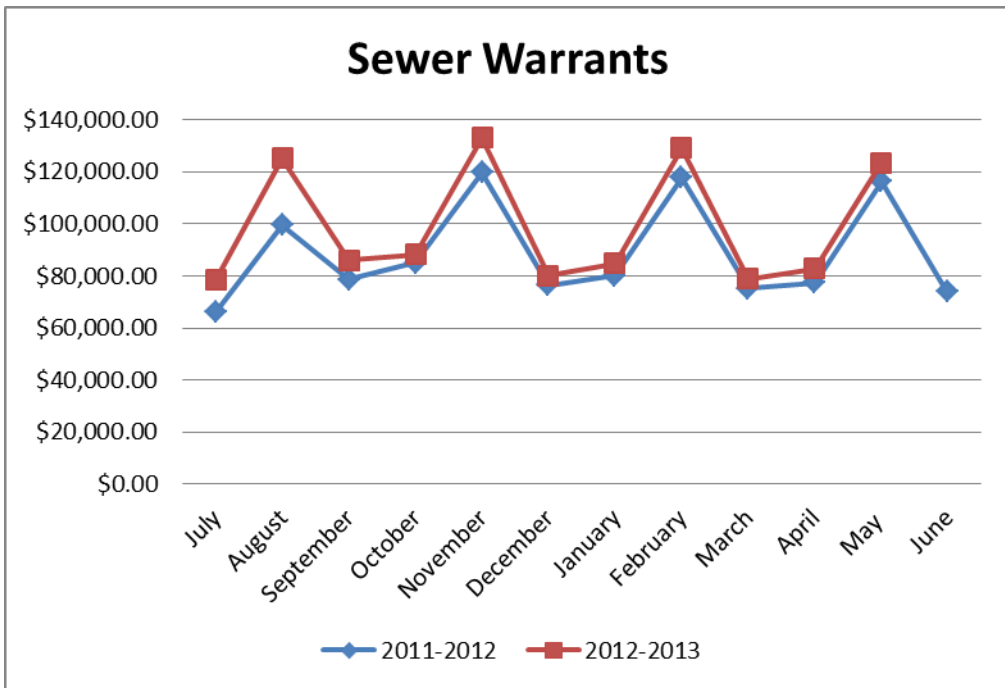
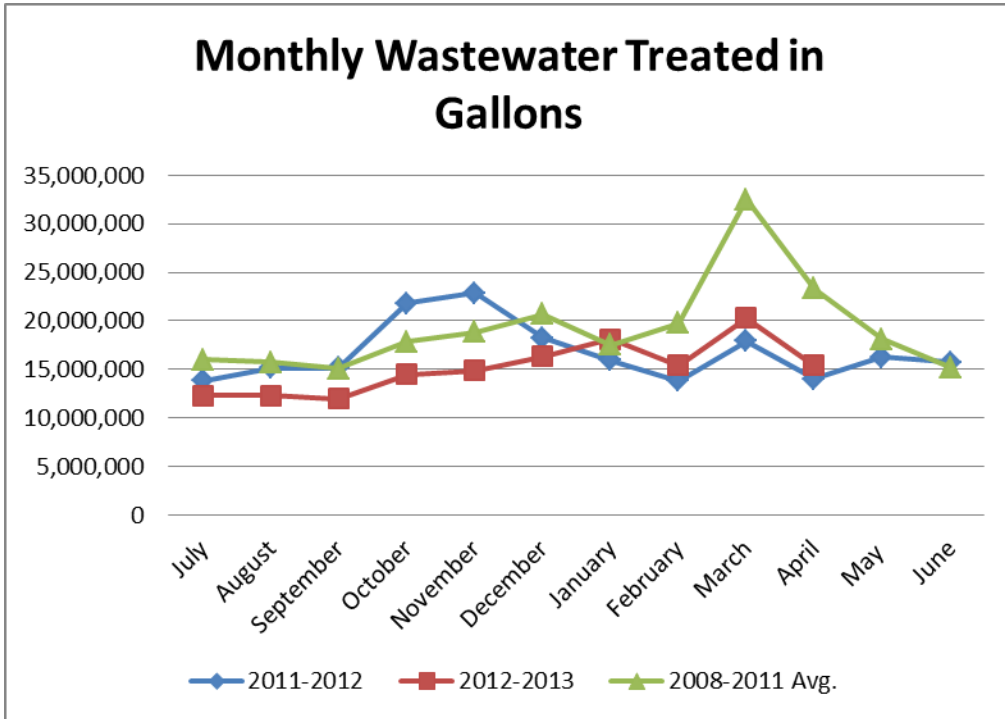
The Sewer Department recommends that the Town Council approves yearly sewer rate increases to pay for future wastewater treatment plant upgrade loans. A separate CIP account should be set up for these monies. The recommended increase for this year is \$1.04.

The Department has offered and agreed to terms with a person for the Vac Truck Operator position. The person has decided not to take the position. He said that he has found a position for \$7.00 more per hour.

The Department is working on a sewer system evaluation to meet its new NPDES Permit discharge requirements. The evaluation will be presented to the Council upon completion.

April Infiltration and Inflow (I/I): 225,853 Gallons/Day

Year to date I/I: 146,679 Gallons/Day



	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Waste Water Total	948,195.61	44,690.95	757,529.05	190,666.56	80%	86%

Information Technology

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
<i>IT Total</i>	128,244.16	4,962.48	95,280.40	32,963.76	74%	83%

Building Inspector/Code Enforcement Officer

Current Activity

- Obtained International Code Congress (ICC) Residential Electrical Inspector Certification
- Conducted two new business site plan reviews
- Two new home starts; 19 total building permits; 6 Electrical and 4 Mechanical permits
- Began pre-construction meetings with Meridian Construction pursuant to High
- School summer renovations
- Attended Polyethylene (PEX tubing) distribution systems training – courtesy of a major manufacturer whose North American training center is in New Hampshire
- Attended fire-stopping, fire blocking and draft-stopping training program
- Finalized permit fee schedule to bring it within regional norms
- Responded to two sign complaints, one indoor air quality complaint and one wetlands consult

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
<i>Code Enforcement</i>	68,908.00	5,036.38	43,798.55	25,109.45	64%	83%
<i>Total</i>						

Report of the Town Clerk - Tax Collector

	CURRENT YEAR 2012-2013		PREVIOUS YEAR 2011-2012	
<u>PROPERTY TAXES</u>				
Total Amount Billed	17,410,059		19,272,516	
Uncollected* - As of Apr 30	7,963	0.05%	282,142	1.46%
Veteran Tax Credits	174,500		182,000	
Eld./Blind/Disable/Energy Exemptions	7,427,100		7,567,100	
Exemptions Resulting Tax Credit	175,799		191,523	
*Due Dates:	12/20/12		2/28/11	
<u>WATER & SEWER</u>				
Water Billed - 2013	256,907		255,231	
Sewer Billed - 2013	376,472		350,862	
Total Uncollected - As of Apr. 30	166,843	26.34%	163,050	26.90%
<u>Liens - 2 years prior to Deeding</u>				
Property Tax Amount Liened	248,049		270,860	
W/S Amount Liened	81,699		58,651	
# Properties Liened	127		134	
Uncollected - As of Apr 30	316,936	96.11%	Liened May '12	n/a
<u>Liens- 1 year prior to Deeding</u>				
Property Tax Amount Liened	270,860		263,574	
W/S Amount Liened	58,651		57,409	
# Properties Liened	134		123	
Uncollected - As of Apr 30	169,490	51.44%	141,920	44.21%
<u>Motor Vehicle ("MV")</u>				
Revenue - As of Apr 30	922,206		885,380	4.16%
<u>Other Town "Non-MV" Revenue</u>				
Revenue - As of Apr 30	1,020,477		978,357	4.31%
<u>STATE NH Revenue (MV, Vitals, Boats, Dogs)</u>				
Revenue - As of Apr 30	396,601		462,023	-14.16% Decrease due to repeal of \$30 Surcharge

TAX COLLECTOR

- ❖ 2012 Lien Date: 4/18/13
- ❖ 2010 Tax Deeding Date: 5/15/13
- ❖ Preparing for 2013 Tax 1 Bills (to be issued 5/21/13)

TOWN CLERK

- ❖ Preparing for Special Town Meeting on May 14, 2013.
 - 20 Candidates for Charter Commission
 - Absentee ballots - taking applications now
 - Preparing Charter supporting documents for Commissioners/website
- ❖ Evaluating proposals for Municipal Codification; Recommendation by 6/1/13
- ❖ Still working w/ VISA and software co. to take 'VISA' payments at Counter & online for water/sewer.
- ❖ 2013 Dog Licenses - late fees assessed June 1
 - 1300 total dogs; 740 registered to date
- ❖ 2013 Boat registrations increasing w/good weather
 - Plans delayed 1 month to be online with NH DMV for boats

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
<i>Town Clerk - Tax</i>	177,879.82	12,833.68	133,477.35	44,402.47	75%	76%
<i>Collector Total</i>						

Welfare

New Welfare Inquiries Not resulting in applications but in referrals..... 29

Ongoing cases that are requiring case management 17

Total new (first time to this office) applications received this month..... 14

Notes:

Continued ongoing increase in applications/request for assistance since late February as the Federal Fuel assistance funds were exhausted

Evictions are increasing with the warmer weather.

Seacoast Mental Health as an outside agency continues to try to advocate for individuals directly. This is an ongoing issue, as frequently the reported resident of Newmarket has not even filled out an application- we cannot provide assistance to someone without an application, nor can we speak to a case worker about someone without a release, nor can someone (a third party) apply on behalf of someone else for Town General Assistance. We cannot skip the application process just because Seacoast Mental Health feels they are eligible. This past month they advocated for a women who they insisted was single and upon examination of her documentation it became apparent not only did she have a boyfriend living in her home, but a boyfriends brother- both of whom were working and therefore as residents of the address they too were responsible for the rent. The Client advocate from Seacoast Mental Health wanted me to only consider her income because there was a demand for rent- despite the fact they all lived in the apartment. I explained I could not discuss the case with her.

This is the time of year Clients are reminded to provide a copy of their Federal Income Tax Return and to document where their refund was spent (if applicable to their case).

We have collaborated again with evaluating the recreation camp scholarship financial applications at Jim Hilton’s request. I am meeting with the school personnel, Jim and clients to determine who is eligible for this type of assistance. It is my understanding that these scholarships are funded entirely from donations for this purpose to the recreation department.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
<i>Direct Assistance</i>	113,200.00	1,547.83	29,478.20	83,721.80	26%	26%

Planning Department

Planning Board Activities

Re-zoning Proposal. This concerns the Planning Board's recommendations regarding a proposal to re-zone a portion of the B-1 and R-2 Zoning Districts to expand mixed-use functions within the downtown and promote positive economic development. The first reading of the ordinance was held on February 6, 2013 and a second reading and public hearing was held on February 20, 2013. The proposal was tabled at the March 6, 2013 Town Council meeting. Town Planner Diane Hardy has been working with Town Administrator Steve Fournier and Planning Consultant, Bruce Mayberry, to address questions and concerns raised by the Town Council. It is expected the report will be ready for Council review sometime in mid-May 2013.

Landscaping Regulations. A draft of the landscaping regulations to be included in the Town's subdivision and site review regulations was circulated to interested developers, engineers, the Conservation Commission, the Tree Warden and others for comments and feedback. Nine (9) sets of responses were received. The committee, assigned to this project, will evaluate the comments and modify the ordinance as appropriate. This will be taken up for discussion at a future Planning Board meeting.

Procedures and Policies. A subcommittee of the Planning Board has been set up to work with the Town Planner and staff on revised procedures and policies to streamline the development review process.

Applications. The following applications will be considered at the Planning Board meeting on May 14:

- Newmarket Mills, LLC - Application for Major Site Plan, at Main Street, Tax Map U2, Lots 60A and 61, B1 Zone. The proposal is to construct a single story, 9,600 sq. ft. commercial building near Spring St at the west end of the Newmarket Mills parking lot. The structure will house various businesses, including a small grocery, restaurant, and retail shops. The application has been referred to the Technical Review Committee and was continued to the meeting of May 14, 2013.
- Newmarket Mills, LLC - Public hearing for an application for a lot line adjustment at Main Street, Tax Map U2, Lots 56C, 57, and 61. The proposal is to decrease Lot 56C by a total of 944 sq. ft. by adding 338 sq. ft. to Lot 61 and 606 sq. ft. to Lot 57. Also, 1617 sq. ft. will be taken from Lot 61 and added to Lot 57. The zone is currently B1 (a proposed zoning amendment to change the zoning from B1 to M2 is under consideration by the Town Council at the time of this notice).
- The Wajda Family Real Estate Trust/ Cathleen A. Zocchi & Karl M. Wajda Trustees and the Town of Newmarket - Public hearing for an application for a lot line adjustment, at

18 Lamprey River Park & Heron Point, Tax Map R2, Lots 86-18 and 119, R2 Zone. The proposal is for an equal area land swap of a 50' x 100' area.

- Bronstein & Stubendorff - Public hearing for an application for lot line adjustment and subdivision, requested by Arna B. Bronstein at 2 Gonet Drive, Tax Map R2, Lot 12, and James and Melvin Stubendorff Rev. Trust, 6 Gonet Drive, Tax Map R2, Lot 11-22, both lots located in the R-1 Zone. The proposal is to adjust the lot line such that 0.321 acres is transferred from Lot 11-22 to Lot 12, then Lot 12 will be subdivided into two residential lots.

Master Plan Update

The subcommittee, which has been working on this project, will continue its work and hopes to have a draft of the Future Land Use Chapter completed by June 30, 2013. "Future Land Use Chapter will include a climate adaptation and resiliency focus. It will identify community vulnerabilities and establish goals to protect coastal infrastructure and resources from future flooding hazards. There is interest in conducting some kind of visioning session as part of this project to help define the community's goals for future land use, possibly in conjunction with a similar effort being undertaken by the Town's economic development committee.

Zoning Board of Adjustment

The Zoning Board of Adjustment met on April 8, 2013 on the application of William Pothier for Special Exceptions and Variances to permit the expansion of a non-conforming boat house and accessory building. The ZBA granted a variance and special exception to allow the vertical expansion of the structures, but denied the special exception that would have allowed the horizontal expansion of the structures. The applicant has requested a rehearing on the application which is the next step in the appeals process. This request will be taken up by the Zoning Board of Adjustment at their meeting on Monday, May 20, 2013.

The Zoning Board granted a variance on Monday, April 15, 2013 with respect to an application filed by Andrea and Sean Donaldson to permit the construction of a two-car garage within the side property line at 469 Wadleigh Falls Road.

The staff continues to work with other applicants who will be appearing before the Board in the near future.

Special Projects

Pedestrian Bridge. The Steering Committee met on March 28 to discuss possible alternatives to the project, following a meeting with representatives of NH DOT on March 6, who had concerns relating to the latest design concept, the budget shortfall and hours of operation. The committee decided to continue to seek alternative funding and to pursue the original design concept, which means the Town would have to raise and seek additional funding in the amount of \$600,000 - \$720,000 as the project budget with federal funds is capped at \$631,950 dollars. The existing

Transportation Enhancement (TE) funds for this project have a limited time frame due to the expiration of the TE program under MAP-21, the new federal transportation program. All TE funds must be under contract by September 2015. It is the expectation that Dubois-King will complete the feasibility study recommending the Stair Tower/Sky Bridge design alternative this summer. The committee voted at a meeting on March 28 to continue efforts to raise funds for the project. NH DOT needs to know by July 24, 2013 whether the Town can raise the additional funds for the project as envisioned or risk losing the grant funds that have been earmarked for this project.

Macallen Dam Removal. This project was on hold awaiting additional data from the Town's engineering consultant, Wright Pierce, regarding design flood flows. With the additional data, the Wright Pierce engineers were able to complete the Dam Breach Analysis for submission to the New Hampshire Department of Environmental Services (NHDES). On March 5, 2013, the NH DES approved the methodology that was used to determine the 100 year flood and it was established at 10,259 cfs. Wright Pierce engineers will presented the results of their analysis and the potential cost implications at the May 15 Town Council workshop.

During the past month, the staff had a meeting and conference call with the selected consultant for the dam removal study to negotiate the terms of a work scope and contract amount. The staff has concluded negotiations with the top ranking consultant and reached an agreement with respect to project scope and cost. The Macallen Dam Removal Committee met on May 6, 2013, reviewed and concurred with the revised work scope and proposed cost. A recommendation from the staff and the Committee regarding the contract award will be made shortly to the Town Council. A resolution will be prepared for a first reading at the June 5 Town Council business meeting to authorize the Town Administrator to enter into a contract with Gomez and Sullivan of Henniker, NH in the amount of \$82,389. We will be inviting Gomez and Sullivan to attend the Town Council workshop on June 19 to give an overview of the project and answer any questions the Town Council may have. We hope to have a signed contract with the consultant by the first business meeting in July, so the work can proceed, shortly thereafter.

We have requested a one year extension from The Conservation Law Foundation on the \$40,000 NOAA grant to allow the dam feasibility study to be completed by April 2014. The staff prepared and filed an interim progress report on May 1, 2013. At this time, there are \$85,000 in grant and local funds available to complete this project.

Tree City Program. The 'Linked Together' children are planning an Arbor Day event at the end of May 2013.

MS-4 Program. Under the Town's National Pollution Discharge Elimination System (NPDES) permit, Newmarket will be required to participate in the Environmental Protection Agency (EPA) MS-4 program due to new census data. The Planning Department has been tracking and talking with Strafford Regional Planning Commission (SRPC) about putting together a storm water management and outreach program to fulfill some of the requirements under that program. Staff has attended a meeting of the Seacoast Stormwater Coalition to learn about and keep of abreast

changes in the program. A draft MS-4 permit has been presented by the EPA and communities within the region are working together collaboratively to coordinate their activities and better understand how these new requirements will affect our long-range planning and operations.

	<u><i>Budget</i></u>	<u><i>Month Exp.</i></u>	<u><i>YTD Exp</i></u>	<u><i>Amount Remaining</i></u>	<u><i>% Expended</i></u>	<u><i>% Expended Previous Yr</i></u>
Planning Total	119,168.60	8,078.65	83,324.81	35,843.79	70%	59%

Finance Department

Department's primary function:

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

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

Projects:

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

Major Projects

- Personnel manual update – There is no change from the prior month, which a template has been created based upon the current policy; however, this project has been elevated to a current need.
- Chart of account revision – The final draft version is almost ready for Departments’ review. However, Recreation now has their chart of accounts for review.
- Utility Assessment – We have begun a multi-year project to evaluate energy usage of Town owned property. To begin the project, we have begun to collect energy usage data that will be used to help guide us on selecting energy saving devises/equipment. Also, we have reached out to a committee of local governments that is dedicated to evaluating energy usage, suggest energy saving tips, and suggest funding sources.
- Purchasing Webpage – We have begun creating a page on the Town’s website that will contain all of the Town’s bidding information. Since it will mirror our internal files, it will become our main resource for notifying and monitoring the Town’s procurement process.

Minor Projects

- Audited Financial Report – The final audit report has been posted to the Town’s website. We have been discussing without our office to modify the web pages to help organize historical financial information, which you will hopefully see the change shortly.
- Accounts receivables (non-tax related A/R) – We continued our monthly receivable collections efforts. Current efforts include negotiations with a small past due amount.
- Eviction – We have served an eviction notice on one of our tenants in anticipation of selling the property. The tenant has warned us that they may ask for a one-week extension of the eviction, which we will be in the best interest of the Town to grant the extension (prevents legal action that requires an initial cash outlay).
- Electric rate analysis – The School District has signed a contract with Integrity Electricity for a 36-month period. I have requested a discussion with the Town Council regarding the same proposal.
- Planning for the end of FY 2013 – We have devoted a lot of effort towards projecting our year-end performance. We have spoken with key departments regarding their budget

expectations, which include both revenues and expenditures. Also, we have devoted attention towards opening up FY 2014 in our accounting software.

- New Impact Fee Reporting – We are beginning to gear up for implementing new impact fee reporting. Annually, the Town must publish a report of impact fee collections, expenditures, and current balance by parcel with date of collection within 60-days after year-end. Although we provide this information to the Town Council and Departments monthly, we will be combining the monthly reports into an annual report for public consumption.

Financial Highlights:

- Motor vehicle permits for through April 2013 are \$921,977 or 89% of budgeted revenues. We continue to believe MV revenues will be strong through the remainder of the fiscal year.
- \$3,548 of building permits were collected in the month of April, which they have exceeded the annual revenue budget by \$9,731. We see this as a good sign that people are again investing in their homes. See Code Enforcement Department's report.
- State revenue has come in greater than projected. During the past several years, we have seen a reduced 4th quarter payment, which did not occur this year. As a result, the Town collected \$13,300 above our budgeted amount.
- Ambulance revenue came in at \$130,911, which is 116% of budgeted revenues. It appears that revenues have begun to flatten; however, we cannot accurately anticipate this need. Pursuant to the Town Meeting Article that created this fund, \$45,000 needs to be transferred into the fund, which the FY 2013 transfer actually occurred during FY 2012. As a result, no transfer will be required this year and any surplus revenue will ultimately increase the unreserved fund balance.
- Water revenues came in at \$645,511, which represents 76% of its budgeted revenues. This revenue is at its expected level.
- Wastewater revenues came in at \$885,562, which represents 96% of our budget. The increase in revenue is a direct result of increasing the wastewater rates. This increase is expected and is the direct result of upgrading the wastewater plant.
- Expenditures are at expected levels with the following notations:

We continue on a planned turnback of appropriations for \$125,000.

Although we are taking every effort to project year-end, we cannot guarantee year-end performance.

Expenditures against appropriations continue to track at expected levels, except for the following:

- Human Resources – Workers compensation is above expected amounts, which is due to an increased rate that was not known during our budget setting process.
- Code Enforcement – Part-time salaries are below expected amounts, which is due to vacancies and a deferent pay rate than budgeted. We expect this department as a whole to be under budget.

- Direct Assistance – Direct Assistance is below expected amounts; however, we are seeing an increase in need, especially heating costs. This department is expected to come in under budget.
- Assessing – Part-time salaries are below expected amounts, which is due to vacancies. We are expecting this department to come in at or below their budget.
- Legal – Legal is over budget, which is expected. It is currently over by roughly \$14,000. However, we have endeavored to reduce our legal needs and minimize the budget impact.
- Roads and sidewalks – This department is over budget, which is expected and due to snow removal. We will be bringing a Resolution before the Town Council to adjust the budget among line-items, which will remove the over budget situation.
- Street Lights – Street lights are coming in under budget. We are looking closely at this situation, which we expect it to come in under budget.
- Water – Water is at expended spending levels, despite a high percentage of budget consumed. Water has several line-items that are spent early in the fiscal year, which skew ongoing analysis. Regardless, we are expecting water to come in at budget.
- Recreation – We have spent considerable effort with this department to determine its year-end performance. I expect this department to neither increase or decrease its fund balance, which is a positive comment. Essentially, it is currently operating like a revolving fund (generating enough revenues to cover its costs).

	<u><i>Budget</i></u>	<u><i>Month Exp.</i></u>	<u><i>YTD Exp</i></u>	<u><i>Amount Remaining</i></u>	<u><i>% Remaining</i></u>	<u><i>% Expended Previous Yr</i></u>
Finance Total	219,607.20	12,660.32	169,552.44	50,054.76	77%	81%
Human Resources Total	1,260,830.89	36,660.63	1,009,678.09	251,152.80	80%	73%

Recreation Department

Recreation Revenue for the 2012-13 fiscal year continues to run ahead of last year's monthly reports with \$112,184.15 total revenue collected at the end of April 2013. This is a \$17,008.70 dollar increase over the amount of revenue collected at the end of April 2012. In just 7 days into May 2013 the department has collected \$14,288.23 in revenue. The Recreation Department expenses are also running on schedule with 68% of the total budget expended to date.

The Recreation Department has just opened its Flex and Focus Dance and Exercise Studio. The senior citizens are now utilizing this room with "The Bone Builders Program" offered by RSVP for a small donation. The studio now offers Tai Chi and QiGong for adults and seniors. There will be other opportunities in dance and exercise that are being considered in order to increase revenue. Dance options for children that have already met quotas and have begun are Blooming Ballerinas, Twinkle Toes, Magical Moves with Mom. Zumbatomics for kids and for the teen population, Broadway Jazz and Hip Hop are being offered later in the spring

Mommy and Me Tea will be running this coming Saturday on May 11, 2013. Last year the program was centered on the theme that focused on finding the cure for breast cancer and for cancer prevention. Both teas were sold out last year and they are expected to sell out this year also. This year donations will go to children who attend Newmarket Day Camp that may not be able to afford to go on any field trips during the summer. The program is called "Make a Child Smile" and is 100% locally driven for the Town of Newmarket. The Tea is held at the Community Center with moms and daughters and grandmothers and granddaughters. There is a fashion show that occurs at the tea along with a craft for the girls and vendors available for possible mother's day gifts.

Spring sports are booming at Newmarket Recreation in 2013. Preschool T-Ball for 3 and 4 year olds is already filled with two classes with 14 plus players per class. The 5 and 6 year old Tee-Ball League for children is almost sold out with 54 participants already signed up. The capacity is 60 participants. There are six teams in the league to date. Spring Training Flag Football has enough participants to run for the 1st-3rd grade and the 4th - 6th grade teams. Lacrosse has enough players to have two teams of 1st and 2nd graders and 3rd and 4th graders. These two teams will have two coaches that will instruct the participants on the skills for competition and basic stick and ball handling skills. Hershey Track and field still has one week before practice begins at the UNH Track. In 2012 one half of the team went to the State Meet. Lucas Russell was the fastest 10 year old for the State of New Hampshire in 2012 and this spring track team should be a State contender again in 2013.

In April 2013, Recreation Department provided the Recreation bus in order to provide transportation to seniors that did not have transportation or are shut ins so that they can participate in the once a month Meals on Wheels Senior Special followed by a recreation program that begins right after the luncheon. The bus picked up 10 seniors and transported them to and from the Sunrise Sunset 55+ Center. The Recreation Department will provide the bus on May 9th for

the 2nd special and will report back to the council with the results. The people who were picked up at their home could not stop thanking the town for taking the time so that they could get involved with old friends, not eat a meal alone and enjoy the activities of the day. They were ecstatic. The regulars at the center were also very verbal of the service that was provided that day and asked if it would continue to bring their old friends to the Sun Rise Sunset Center specials.

	<u><i>Budget</i></u>	<u><i>Month Exp.</i></u>	<u><i>YTD Exp</i></u>	<u><i>Amount Remaining</i></u>	<u><i>% Used</i></u>	<u><i>% Expended Previous Yr</i></u>
Recreation	393,938.40	18,478.11	276,751.28	117,187.12	70%	73%

STEPHEN R. FOURNIER
TOWN ADMINISTRATOR

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FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

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

INTEROFFICE MEMORANDUM

TO: TOWN COUNCIL AND MUNICIPAL BUDGET COMMITTEE
FROM: STEVE FOURNIER, TOWN ADMINISTRATOR 
SUBJECT: FY13 EXPENSE AND REVENUE REPORT
DATE: 5/8/2013
CC: DEPARTMENT HEADS

Expense Report

With 83% of the year complete as of April 30, the Town remains under budget with 77% of its overall budget expended. While the budget overall is in good shape, there are some areas I would like to bring to your attention.

Legal: The Legal budget is over expended by \$17,450 due to a number of cases the Town faced this year. As you aware, we are securing new proposals for legal services and one option would be to have the attorney on retainer to limit surprise overages.

Roads and Sidewalks: As I mentioned last month, this is due to the inordinate amount of snow we received this winter and spring. We have applied for funding from the Department of Homeland Security for the blizzard in February.

Revenues Report

Please note, the percentage collected this year versus last year is vastly different due to accounting procedures. We now estimate tax revenue, while that was not done in the past.

Revenues continue to come in higher than anticipated. With 83% of the year done, we have collected 98% of estimated revenues. Some of the areas that are higher than budgeted are motor vehicle registrations are 6% higher than anticipated and boat registrations are 4% higher.

While the bad economy means some people cannot pay their taxes on time, when they do they must pay a penalty on that. We are 3% over the year total in April.

Building Permits are continuing to come in higher than anticipated. At the end of April, we have already collected \$9,731 more than the total budget estimate. We recently amended the building permit fees to simplify the pricing schedule. While the cost of a permit is going to drop, we anticipate that we will see more people actually apply for them.

**Town of Newmarket, New Hampshire
Expenditure Report ^a
For the Period Ended April 30, 2013**

Department	Accr Accr	Fiscal Year 2013				Fiscal Year 2012					
		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		18,985.00	267.00	14,664.02	4,320.98	77%	18,985.00	292.50	13,796.95	5,188.05	73%
Town Administrator		174,687.44	13,914.39	123,569.19	51,118.25	71%	162,767.00	11,720.45	140,677.63	22,089.37	86%
Finance		219,607.20	12,660.32	169,552.44	50,054.76	77%	207,849.00	6,646.85	169,379.06	38,469.94	81%
Human Resources		1,260,830.89	36,660.63	1,009,678.09	251,152.80	80%	1,504,461.00	37,657.06	1,103,728.53	400,732.47	73%
Town Clerk/Tax Collector		177,879.82	12,833.68	133,477.35	44,402.47	75%	174,759.00	11,438.91	132,802.81	41,956.19	76%
Code Enforcement		68,908.00	5,036.38	43,798.55	25,109.45	64%	72,908.00	5,460.14	60,530.38	12,377.62	83%
Direct Assistance		113,200.00	1,547.83	29,478.20	83,721.80	26%	128,950.00	3,530.93	33,370.21	95,579.79	26%
Assessing		74,784.80	3,937.58	44,711.10	30,073.70	60%	76,085.00	2,943.10	38,978.43	37,106.57	51%
Legal		50,000.00	2,976.50	63,996.56	(13,996.56)	128%	50,000.00	6,814.00	88,810.74	(38,810.74)	178%
Planning		119,168.60	8,078.65	83,324.81	35,843.79	70%	144,686.00	7,632.82	85,531.32	59,154.68	59%
Conservation Commission		610.00	0.00	471.11	138.89	77%	1,070.00	290.77	673.62	396.38	63%
Economic Development		2,000.00	0.00	0.00	2,000.00	0%	4,000.00	0.00	2,000.00	2,000.00	50%
Debt Services		286,050.00	0.00	147,267.26	138,782.74	51%	154,300.00	0.00	149,418.00	4,882.00	97%
Information Technology		128,244.16	4,962.48	95,280.40	32,963.76	74%	138,235.00	9,793.68	114,450.67	23,784.33	83%
Channel 13		25,342.60	1,650.00	23,056.64	2,285.96	91%	29,050.00	1,591.20	22,984.96	6,065.04	79%
Police		1,251,496.98	95,570.62	922,427.48	329,069.50	74%	1,250,989.00	106,514.81	928,143.86	322,845.14	74%
Public Works Administration		427,413.65	23,983.17	297,772.27	129,641.38	70%	443,120.00	25,339.98	276,094.43	167,025.57	62%
Roadways and Sidewalks		344,215.00	4,950.68	361,665.68	(17,450.68)	105%	346,495.00	271.94	307,772.85	38,722.15	89%
Street Lights		45,000.00	3,468.97	33,463.18	11,536.82	74%	47,000.00	4,021.43	37,103.29	9,896.71	79%
Bridges		500.00	0.00	0.00	500.00	0%	2,000.00	0.00	0.00	2,000.00	0%
Building and Grounds		445,727.80	22,419.51	333,001.51	112,726.29	75%	435,227.00	25,803.80	352,833.63	82,393.37	81%
Cemetary		34,590.20	1,402.60	17,187.58	17,402.62	50%	36,030.00	1,383.93	20,265.61	15,764.39	56%
Vehicles		192,540.00	17,145.31	142,598.51	49,941.49	74%	249,489.00	3,701.31	139,472.44	110,016.56	56%
Fire & Rescue		304,590.20	20,162.58	237,124.30	67,465.90	78%	292,528.00	25,425.19	286,656.39	5,871.61	98%

Town of Newmarket, New Hampshire
Expenditure Report ^a
For the Period Ended April 30, 2013

Department	Accr Accr	Fiscal Year 2013				Fiscal Year 2012					
		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
Emergency Management		1,450.00	0.00	1,013.75	436.25	70%	1,450.00	52.05	5,518.00	(4,068.00)	381%
Grants		67,048.00	279.00	60,261.00	6,787.00	90%	71,695.00	1,280.00	59,003.00	12,692.00	82%
Social Service Grants		40,400.00	0.00	42,500.00	(2,100.00)	105%	46,500.00	500.00	45,000.00	1,500.00	97%
Contributions to Capital Res		281,701.00	0.00	281,701.00	0.00	100%	494,900.00	0.00	494,900.00	0.00	100%
General Fund Total		6,156,971.34	293,907.88	4,713,041.98	1,443,929.36	77%	6,585,528.00	300,106.85	5,109,896.81	1,475,631.19	78%
Library		284,130.49	21,760.20	213,609.78	70,520.71	75%	277,855.00	17,948.04	206,214.44	71,640.56	74%
Recreation		393,938.40	18,478.11	276,751.28	117,187.12	70%	400,983.00	28,931.04	291,231.61	109,751.39	73%
Solid Waste		441,577.00	10,678.58	290,931.38	150,645.62	66%	458,437.00	26,591.01	290,088.03	168,348.97	63%
Water		843,230.15	19,365.37	731,213.35	112,016.80	87%	852,965.18	22,074.88	719,219.81	133,745.37	84%
Waste Water		948,195.61	44,690.95	757,529.05	190,666.56	80%	902,617.00	41,026.60	774,124.46	128,492.54	86%
Total Operating Budget		9,068,042.99	408,881.09	6,983,076.82	2,084,966.17	77%	9,478,385.18	436,678.42	7,390,775.16	2,087,610.02	78%

Town of Newmarket, New Hampshire
Expenditure Report *
For the Period Ended April 30, 2013

Department	Account Number	Account Description	Fiscal Year 2013					Fiscal Year 2012				
			Year to Date		Balance Year	Percent Used	Month to Date		Year to Date		Balance Year	Percent Used
			Budget	Month to Date Transactions			Transactions	Transactions	Transactions	Transactions		
	01-401-100-0000	TC - ELECTED SALARIES	11,000.00	0.00	11,000.00	0.00	100%	11,000.00	0.00	11,000.00	0.00	100%
	01-401-103-0000	TC - PART-TIME	7,735.00	217.50	3,420.00	4,315.00	100%	7,735.00	292.50	2,523.15	5,211.85	33%
	01-401-190-0000	TC - TRAINING	250.00	0.00	10.00	240.00	4%	250.00	0.00	0.00	250.00	0%
	01-401-202-0000	TC - GENERAL SUPPLIES	0.00	49.50	234.02	(234.02)	0%	0.00	0.00	228.80	(228.80)	0%
	01-401-222-0000	TC - COMMITTEE SUPPORT	0.00	0.00	0.00	0.00	0%	0.00	0.00	45.00	(45.00)	0%
Town Council			18,985.00	267.00	14,664.02	4,320.98	77%	18,985.00	292.50	13,796.95	5,188.05	73%
	01-402-101-0000	TA - FULL TIME SALARIES	128,437.44	9,436.70	83,849.73	44,587.71	65%	116,517.00	9,143.38	94,340.18	22,176.82	81%
	01-402-103-0000	TA - PART TIME SALARIES	3,000.00	0.00	3,245.95	(245.95)	108%	0.00	0.00	0.00	0.00	0%
	01-402-190-0000	TA - TRAINING/STAFF DEV	3,000.00	0.00	396.58	2,603.42	13%	3,000.00	0.00	191.00	2,809.00	6%
	01-402-201-0000	TA - POSTAGE	3,000.00	155.96	2,235.89	764.11	75%	4,000.00	346.85	2,018.79	1,981.21	50%
	01-402-202-0000	TA - GENERAL SUPPLIES	11,000.00	512.50	7,494.44	3,505.56	68%	12,000.00	292.22	8,945.97	3,054.03	75%
	01-402-301-0000	TA - COMMUNICATION SERVICES	4,000.00	330.26	2,824.06	1,175.94	71%	4,000.00	267.26	2,682.77	1,317.23	67%
	01-402-310-0002	TA - DUES/SUBSCRIPTIONS	7,000.00	480.31	8,526.69	(1,526.69)	122%	7,000.00	0.00	7,319.79	(319.79)	105%
	01-402-310-0003	TA - ADVERTISING	2,500.00	374.31	5,369.67	(2,869.67)	215%	2,500.00	241.50	6,420.01	(3,920.01)	257%
	01-402-310-0005	TA - BOOKS	750.00	82.50	265.00	485.00	35%	750.00	337.44	3,905.97	(3,155.97)	521%
	01-402-402-0000	TA - EQUIPMENT MAINTENANCE	5,000.00	877.00	5,224.54	(224.54)	104%	6,000.00	655.90	7,523.23	(1,523.23)	125%
	01-402-501-0000	TA - PRINTING/PUBLISHING	4,500.00	1,664.85	1,972.35	2,527.65	44%	4,500.00	0.00	105.00	4,395.00	2%
	01-402-702-0000	TA - CONTRACTED SERVICE	2,500.00	0.00	2,164.29	335.71	87%	2,500.00	435.90	7,224.92	(4,724.92)	289%
Town Administrator			174,687.44	13,914.39	123,569.19	51,118.25	71%	162,767.00	11,720.45	140,677.63	22,089.37	86%
	01-403-100-0000	FINANCE - ELECTED OFFICIALS	5,900.00	416.67	4,166.70	1,733.30	71%	5,900.00	416.67	4,166.70	1,733.30	71%
	01-403-101-0000	FINANCE - FULL TIME SALARIES	136,326.40	6,691.20	113,676.91	22,649.49	83%	124,613.00	9,424.30	92,341.04	32,271.96	74%
	01-403-103-0000	FINANCE - PART TIME SALARIES	40,580.80	5,049.00	27,466.06	13,114.74	68%	39,551.00	3,249.70	32,839.91	6,711.09	83%
	01-403-190-0000	FINANCE - TRAINING/STAFF DEVELOPMENT	1,000.00	0.00	339.65	660.35	34%	1,000.00	39.96	531.98	468.02	53%
	01-403-202-0000	FINANCE - GENERAL SUPPLIES	5,600.00	296.94	3,895.30	1,704.70	70%	5,600.00	144.58	4,394.67	1,205.33	78%
	01-403-301-0000	FINANCE - COMMUNICATIONS SERVICES	2,300.00	206.51	1,537.61	762.39	67%	2,300.00	71.64	1,079.07	1,220.93	47%
	01-403-310-0001	FINANCE - BUDGET COMMITTEE EXPENSE	200.00	0.00	170.21	29.79	85%	500.00	0.00	40.00	460.00	8%
	01-403-310-0002	FINANCE - DUES/SUBSCRIPTIONS	300.00	0.00	0.00	300.00	0%	385.00	0.00	0.00	385.00	0%
	01-403-402-0000	FINANCE - EQUIPMENT MAINTENANCE	600.00	0.00	0.00	600.00	0%	1,200.00	0.00	139.50	1,060.50	12%
	01-403-703-0000	FINANCE - AUDIT	26,800.00	0.00	18,300.00	8,500.00	68%	26,800.00	(6,700.00)	33,846.19	(7,046.19)	126%
Finance			219,607.20	12,660.32	169,552.44	50,054.76	77%	207,849.00	6,646.85	169,379.06	38,469.94	81%
	01-404-101-0000	HR - FULL TIME SALARIES	0.00	0.00	0.00	0.00	0%	60,362.00	0.00	32,909.49	27,452.51	55%
	01-404-150-0000	EMP BEN - FICA	115,491.30	7,659.59	87,727.53	27,763.77	76%	135,312.00	7,347.32	95,038.41	40,273.59	70%
	01-404-151-0000	EMP BEN - MEDICARE	40,868.64	2,776.44	31,279.61	9,589.03	77%	44,486.00	2,801.90	33,398.12	11,087.88	75%
	01-404-152-0000	EMP BEN - PRE-EMPLOYMENT TESTING	1,000.00	35.00	2,166.20	(1,166.20)	217%	650.00	123.25	1,267.90	(617.90)	195%
	01-404-155-0000	EMP BEN - HEALTH INSURANCE	551,506.11	3,848.50	402,480.17	149,025.94	73%	682,526.00	1,895.11	453,126.20	229,399.80	66%
	01-404-156-0000	EMP BEN - NH RETIREMENT	307,538.37	22,689.48	240,100.23	67,438.14	78%	335,417.00	23,261.27	259,018.75	76,398.25	77%
	01-404-157-0000	EMP BEN - ICMA RETIREMENT	6,090.47	0.00	5,424.47	666.00	11%	6,500.00	459.32	4,822.86	1,677.14	74%
	01-404-159-0000	EMP BEN - LIFE/DISABILITY BENE	30,603.00	(164.71)	20,314.94	10,288.06	66%	31,000.00	(157.57)	20,837.61	10,162.39	67%
	01-404-160-0000	EMP BEN - WORKERS COMPENSATION	88,548.00	(183.67)	112,356.60	(23,808.60)	127%	84,585.00	(73.54)	84,121.56	463.44	99%
	01-404-161-0000	EMP BEN - UNEMPLOYMENT	9,587.00	0.00	8,807.46	779.54	92%	9,887.00	0.00	9,421.32	465.68	95%
	01-404-162-0000	EMP BEN - EMPLOYEE TESTING	655.00	0.00	570.00	85.00	87%	655.00	0.00	525.00	130.00	80%
	01-404-190-0000	HR - TRAINING STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0%	500.00	0.00	0.00	500.00	0%
	01-404-198-0000	EMP BEN - LONGEVITY	15,525.00	0.00	13,725.00	1,800.00	88%	16,875.00	0.00	15,525.00	1,350.00	92%
	01-404-201-0000	HR - POSTAGE	0.00	0.00	0.00	0.00	0%	25.00	0.00	0.00	25.00	0%
	01-404-202-0000	HR - GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0%	100.00	0.00	0.00	100.00	0%
	01-404-402-0000	HR - EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0%	500.00	0.00	0.00	500.00	0%
	01-404-504-0006	EMP BEN - PROPERTY LIABILITY INSURANCE	91,418.00	0.00	89,484.35	1,933.65	98%	93,081.00	0.00	91,716.31	1,364.69	99%
	01-404-504-0007	EMP BEN - INSURANCE DEDUCTIBLES	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	2,000.00	0.00	0.00	100%
Human Resources			1,260,830.89	36,660.63	1,009,678.09	251,152.80	80%	1,504,461.00	37,657.06	1,103,728.53	400,732.47	73%
	01-405-101-0000	TC/TC - FULL TIME SALARIES	107,783.78	8,291.06	86,147.30	21,636.48	80%	107,786.00	7,324.62	87,731.09	20,054.91	81%
	01-405-103-0000	TC/TC - PART TIME SALARIES	30,053.04	1,994.46	21,120.88	8,932.16	70%	30,061.00	1,659.08	20,832.23	9,228.77	69%
	01-405-103-0070	TC/TC PT - ELECTION OFFICIALS	7,290.00	0.00	5,276.25	2,013.75	72%	5,040.00	795.00	4,095.00	945.00	81%
	01-405-190-0000	TC/TC - TRAINING STAFF DEVELOPMENT	3,170.00	198.00	2,686.47	483.53	85%	3,170.00	90.66	1,329.86	1,840.14	42%
	01-405-201-0000	TC/TC - POSTAGE	10,832.00	553.31	3,321.85	7,510.15	31%	10,636.00	583.41	7,973.60	2,662.40	75%
	01-405-201-1000	TC/TC - SPECIAL POSTAGE	0.00	276.14	3,687.94	(3,687.94)	0%	0.00	0.00	0.00	0.00	0%
	01-405-202-0000	TC/TC - GENERAL SUPPLIES	3,265.00	813.00	1,931.26	1,333.74	59%	3,705.00	0.00	1,882.32	1,822.68	51%
	01-405-301-0000	TC/TC - COMMUNICATION SERVICES	1,600.00	124.63	1,085.69	514.31	68%	1,600.00	118.67	1,070.32	529.68	67%
	01-405-310-0002	TC/TC - DUES/SUBSCRIPTIONS	585.00	0.00	401.12	183.88	68%	585.00	99.95	511.89	73.11	88%
	01-405-310-0003	TC/TC - ADVERTISING	200.00	0.00	0.00	200.00	0%	200.00	(28.18)	28.17	171.83	14%
	01-405-310-0070	TC/TC - ELECTION/REGISTRATION	6,575.00	128.16	5,528.91	1,046.09	84%	4,450.00	0.00	3,269.25	1,180.75	73%
	01-405-402-0000	TC/TC - EQUIPMENT MAINTENANCE	1,426.00	0.00	425.60	1,000.40	30%	1,426.00	144.00	722.96	703.04	51%
	01-405-702-0000	TC/TC - DEED RESEARCH	2,600.00	454.92	631.43	1,968.57	24%	2,600.00	651.70	856.12	1,743.88	33%
	01-405-800-0000	TC/TC - EQUIPMENT PURCHASE	2,500.00	0.00	1,232.65	1,267.35	49%	3,500.00	0.00	2,500.00	1,000.00	71%
Town Clerk/Tax Collector			177,879.82	12,833.68	133,477.35	44,402.47	75%	174,759.00	11,438.91	132,802.81	41,956.19	76%

Town of Newmarket, New Hampshire
Expenditure Report *
For the Period Ended April 30, 2013

Department	Account Number	Account Description	Fiscal Year 2013				Fiscal Year 2012					
			Budget	Year to Date		Balance Year	Percent Used	Budget	Month to Date		Balance Year	Percent Used
				Month to Date Transactions	Transactions				Transactions	Transactions		
	01-407-101-0000	CODE - FULL-TIME SALARIES	25,355.00	1,950.40	20,479.62	4,875.38	81%	25,355.00	1,950.40	20,089.12	5,265.88	79%
	01-407-103-0000	CODE - PART TIME SALARIES	40,053.00	2,731.41	21,553.36	18,499.64	54%	44,053.00	3,050.19	38,474.93	5,578.07	87%
	01-407-190-0000	CODE - TRAINING	500.00	160.00	365.00	135.00	73%	500.00	146.00	276.00	224.00	55%
	01-407-201-0000	CODE - POSTAGE	300.00	9.66	73.86	226.14	25%	300.00	31.70	169.13	130.87	56%
	01-407-202-0000	CODE - GENERAL SUPPLIES	1,000.00	147.48	887.96	112.04	89%	1,000.00	170.50	592.01	407.99	59%
	01-407-301-0000	CODE - TELEPHONE	1,000.00	37.43	317.75	682.25	32%	1,000.00	86.35	829.19	170.81	83%
	01-407-310-0002	CODE - DUES/SUBSCRIPTIONS	500.00	0.00	121.00	379.00	24%	500.00	25.00	100.00	400.00	20%
	01-407-702-0000	CODE - LAB TESTING	200.00	0.00	0.00	200.00	0%	200.00	0.00	0.00	200.00	0%
Code Enforcement			68,908.00	5,036.38	43,798.55	25,109.45	64%	72,908.00	5,460.14	60,530.38	12,377.62	83%
	01-408-103-0000	DIR ASSIST - PART-TIME SALARIES	20,800.00	1,360.00	13,805.00	6,995.00	66%	20,800.00	1,400.00	14,250.00	6,550.00	69%
	01-408-202-0000	DIR ASSIST - GENERAL SUPPLIES	200.00	34.83	385.06	(185.06)	193%	100.00	47.58	869.55	(769.55)	870%
	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	4,000.00	0.00	208.00	3,792.00	5%	4,500.00	0.00	28.45	4,471.55	1%
	01-408-315-0039	DIR ASSIST - RENT	60,000.00	153.00	9,068.15	50,931.85	15%	80,000.00	1,333.35	13,064.73	66,935.27	16%
	01-408-315-0040	DIR ASSIST - ELECTRICITY	8,150.00	0.00	664.38	7,485.62	8%	6,000.00	0.00	3,238.55	2,761.45	54%
	01-408-315-0041	DIR ASSIST - HEAT	8,000.00	0.00	0.00	8,000.00	0%	6,500.00	0.00	0.00	6,500.00	0%
	01-408-315-0042	DIR ASSIST - MEDICAL	9,000.00	0.00	0.00	9,000.00	0%	9,000.00	0.00	330.54	8,669.46	4%
	01-408-315-0043	DIR ASSIST - MISCELLANEOUS	3,000.00	0.00	5,347.61	(2,347.61)	178%	2,000.00	750.00	1,588.39	411.61	79%
Direct Assistance			113,200.00	1,547.83	29,478.20	83,721.80	26%	128,950.00	3,530.93	33,370.21	95,579.79	26%
	01-409-101-0000	ASSESS - FULL TIME SALARIES	16,972.80	1,305.60	13,541.90	3,430.90	80%	16,973.00	1,305.60	13,266.24	3,706.76	78%
	01-409-103-0000	ASSESS - PART TIME SALARIES	48,512.00	2,600.00	22,712.58	25,799.42	47%	48,512.00	1,600.00	17,522.50	30,989.50	36%
	01-409-190-0000	ASSESS - TRAINING	300.00	0.00	0.00	300.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-409-191-0000	ASSESS - MILEAGE	500.00	0.00	813.08	(313.08)	163%	800.00	0.00	107.16	692.84	13%
	01-409-201-0000	ASSESS - POSTAGE	500.00	31.98	238.59	261.41	48%	500.00	37.50	335.25	164.75	67%
	01-409-202-0000	ASSESS - GENERAL SUPPLIES	400.00	0.00	0.00	400.00	0%	600.00	0.00	10.13	589.87	2%
	01-409-310-0002	ASSESS - DUES/SUBSCRIPTIONS	900.00	0.00	304.95	595.05	34%	1,000.00	0.00	787.15	212.85	79%
	01-409-407-0000	ASSESS - SOFTWARE	6,700.00	0.00	7,100.00	(400.00)	106%	6,700.00	0.00	6,950.00	(250.00)	104%
Assessing			74,784.80	3,937.58	44,711.10	30,073.70	60%	76,085.00	2,943.10	38,978.43	37,106.57	51%
	01-410-602-0000	LEGAL - LEGAL EXPENSES	50,000.00	2,976.50	63,996.56	(13,996.56)	128%	50,000.00	6,814.00	88,810.74	(38,810.74)	178%
Legal			50,000.00	2,976.50	63,996.56	(13,996.56)	128%	50,000.00	6,814.00	88,810.74	(38,810.74)	178%
	01-411-101-0000	PLAN - FULL TIME SALARIES	94,668.60	7,282.20	74,179.33	20,489.27	78%	94,661.00	7,282.20	75,006.78	19,654.22	79%
	01-411-103-0000	PLAN - PART TIME SALARIESW	3,000.00	100.16	1,281.45	1,718.55	43%	10,000.00	0.00	1,509.25	8,490.75	15%
	01-411-190-0000	PLAN - TRAINING/STAFF DEVELOPMENT	2,500.00	60.00	283.30	2,216.70	11%	2,000.00	16.65	245.30	1,754.70	12%
	01-411-201-0000	PLAN - POSTAGE	1,500.00	240.25	1,307.31	192.69	87%	1,000.00	118.00	1,094.52	(94.52)	109%
	01-411-202-0000	PLAN - GENERAL SUPPLIES	2,000.00	106.93	885.08	1,114.92	44%	2,000.00	45.49	1,205.00	795.00	60%
	01-411-202-0054	PLAN - MAPPING SUPPLIES	4,000.00	0.00	3,000.00	1,000.00	75%	4,000.00	0.00	3,000.00	1,000.00	75%
	01-411-301-0000	PLAN - COMMUNICATIONS SERVICES	600.00	55.66	472.14	127.86	79%	1,000.00	98.03	930.07	69.93	93%
	01-411-310-0002	PLAN - DUES/SUBSCRIPTIONS	8,900.00	0.00	104.95	8,795.05	1%	8,525.00	0.00	410.00	8,115.00	5%
	01-411-310-0003	PLAN - ADVERTISING	2,000.00	233.45	1,811.25	188.75	91%	1,500.00	72.45	1,513.40	(13.40)	101%
	01-411-703-0000	PLAN - CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0%	20,000.00	0.00	617.00	19,383.00	3%
Planning			119,168.60	8,078.65	83,324.81	35,843.79	70%	144,686.00	7,632.82	85,531.32	59,154.68	59%
	01-413-201-0000	CON COMM - POSTAGE	60.00	0.00	0.00	60.00	0%	120.00	0.00	14.96	105.04	12%
	01-413-202-0000	CON COMM - GENERAL SUPPLI	100.00	0.00	0.00	100.00	0%	350.00	0.00	77.89	272.11	22%
	01-413-310-0002	CON COMM - DUES/SUBSCRIPT	250.00	0.00	290.00	(40.00)	116%	250.00	0.00	290.00	(40.00)	116%
	01-413-702-0000	CON COMM - CONTRACTED SERVICES	200.00	0.00	181.11	18.89	91%	350.00	290.77	290.77	59.23	83%
Conservation Commission			610.00	0.00	471.11	138.89	77%	1,070.00	290.77	673.62	396.38	63%
	01-414-310-0000	ECON DEV - OPERATING EXPENSE	1,000.00	0.00	0.00	1,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-414-702-0000	ECON DEV - CONTRACTED SERVIC	1,000.00	0.00	0.00	1,000.00	0%	2,000.00	0.00	2,000.00	0.00	100%
Economic Development			2,000.00	0.00	0.00	2,000.00	0%	4,000.00	0.00	2,000.00	2,000.00	50%
	01-418-950-0000	DEBT SER - PRINCIPLE	236,000.00	0.00	100,000.00	136,000.00	42%	100,000.00	0.00	100,000.00	0.00	100%
	01-418-951-0000	DEBT SER - INTEREST	50,050.00	0.00	47,267.26	2,782.74	94%	54,300.00	0.00	49,418.00	4,882.00	91%
Debt Services			286,050.00	0.00	147,267.26	138,782.74	51%	154,300.00	0.00	149,418.00	4,882.00	97%

Town of Newmarket, New Hampshire
Expenditure Report *
For the Period Ended April 30, 2013

Department	Account Number	Account Description	Fiscal Year 2013				Fiscal Year 2012					
			Budget	Year to Date		Balance Year	Percent Used	Budget	Year to Date		Balance Year	Percent Used
				Month to Date Transactions	Transactions				Month to Date Transactions	Transactions		
	01-420-101-0000	MIS - FULL TIME SALARIES	64,094.16	4,930.32	50,535.78	13,558.38	79%	64,085.00	4,930.32	50,782.44	13,302.56	79%
	01-420-103-0000	MIS - PART TIME SALARIES	3,000.00	0.00	331.50	2,668.50	11%	3,000.00	95.12	1,961.96	1,038.04	65%
	01-420-190-0000	MIS - TRAINING	2,000.00	0.00	147.83	1,852.17	7%	1,000.00	0.00	0.00	1,000.00	0%
	01-420-202-0000	MIS - GENERAL SUPPLIES	2,500.00	0.00	2,124.25	375.75	85%	3,000.00	0.00	882.39	2,117.61	29%
	01-420-301-0000	MIS - COMMUNICATION SERVICE	1,100.00	32.16	339.45	760.55	31%	600.00	47.08	469.27	130.73	78%
	01-420-310-0002	MIS - DUES SUBSCRIPTIONS	250.00	0.00	230.91	19.09	92%	250.00	0.00	163.00	87.00	65%
	01-420-407-0000	MIS - SOFTWARE MAINT	45,800.00	0.00	33,743.31	12,056.69	74%	45,800.00	2,784.68	46,053.50	(253.50)	101%
	01-420-409-0000	MIS - REPAIRS/MAINT	4,000.00	0.00	2,986.44	1,013.56	75%	4,000.00	571.45	3,361.39	638.61	84%
	01-420-414-0000	MIS - SOFTWARE LICENSES	4,000.00	0.00	3,340.93	659.07	84%	4,000.00	1,365.03	2,771.54	1,228.46	69%
	01-420-702-0000	MIS - VENDOR SUPPORT	1,500.00	0.00	1,500.00	0.00	100%	2,500.00	0.00	0.00	2,500.00	0%
	01-420-800-0000	MIS - NEW EQUIPMENT	0.00	0.00	0.00	0.00	0%	10,000.00	0.00	8,005.18	1,994.82	80%
Information Technology			128,244.16	4,962.48	95,280.40	32,963.76	74%	138,235.00	9,793.68	114,450.67	23,784.33	83%
	01-421-103-0000	CHANNEL 13 PART TIME SALARIES	20,685.60	1,650.00	16,912.50	3,773.10	82%	18,550.00	1,591.20	16,395.99	2,154.01	88%
	01-421-202-0000	CHANNEL 13 MISC EQUIPMENTS	4,657.00	0.00	6,144.14	(1,487.14)	132%	10,500.00	0.00	6,588.97	3,911.03	63%
Channel 13			25,342.60	1,650.00	23,056.64	2,285.96	91%	29,050.00	1,591.20	22,984.96	6,065.04	79%
	01-438-101-0000	POLICE - FULL TIME SALARIES	980,166.98	73,471.02	730,029.50	250,137.48	74%	980,159.00	76,852.12	745,049.80	235,109.20	76%
	01-438-102-0000	POLICE - OVERTIME	104,000.00	3,925.19	77,147.36	26,852.64	74%	104,000.00	9,696.62	73,689.95	30,310.05	71%
	01-438-103-0000	POLICE - PART-TIME SALARIES	33,000.00	2,162.24	26,485.80	6,514.20	80%	33,000.00	2,003.15	21,532.27	11,467.73	65%
	01-438-162-0000	POLICE - MEDICAL	2,500.00	0.00	1,362.65	1,137.35	55%	2,500.00	0.00	868.90	1,631.10	35%
	01-438-190-0000	POLICE - TRAINING/STAFF DEVELOPMENT	10,000.00	5,667.32	8,731.39	1,268.61	87%	10,000.00	1,382.00	6,700.50	3,299.50	67%
	01-438-191-0000	POLICE - TRAVEL/MILEAGE	200.00	53.21	225.21	(25.21)	113%	200.00	0.00	138.77	61.23	69%
	01-438-193-0000	POLICE - UNIFORMS	8,800.00	1,499.03	7,539.72	1,260.28	86%	8,800.00	952.45	3,444.95	5,355.05	39%
	01-438-194-0000	POLICE - EDUCATIONAL INCENTIVE	4,500.00	0.00	4,000.00	500.00	89%	4,000.00	0.00	4,500.00	(500.00)	113%
	01-438-195-0000	POLICE - CLEANING ALLOWANCE	2,500.00	0.00	2,250.00	250.00	90%	2,500.00	0.00	2,250.00	250.00	90%
	01-438-199-0000	POLICE - CRIMINAL INVESTIGATION	2,000.00	152.96	1,476.89	523.11	74%	2,000.00	0.00	157.42	1,842.58	8%
	01-438-200-0000	POLICE - YOUTH/PUBLIC RELATIONS	2,500.00	193.95	1,721.87	778.13	31%	2,500.00	0.00	303.29	2,196.71	12%
	01-438-201-0000	POLICE - POSTAGE	600.00	77.63	352.60	247.40	59%	600.00	61.01	403.46	196.54	67%
	01-438-202-0000	POLICE - OFFICE SUPPLIES	5,500.00	586.97	4,307.48	1,192.52	78%	5,500.00	152.94	2,905.19	2,594.81	53%
	01-438-202-0438	POLICE-GENERAL SUPPLIES	500.00	26.94	256.82	243.18	51%	500.00	26.93	273.47	226.53	55%
	01-438-209-0000	POLICE - GASOLINE	30,320.00	2,942.40	27,408.49	2,911.51	90%	30,320.00	2,662.62	25,277.14	5,042.86	83%
	01-438-301-0000	POLICE - COMMUNICATION SERVICES	15,000.00	1,064.89	9,714.53	5,285.47	65%	15,000.00	1,209.97	10,927.32	4,072.68	73%
	01-438-310-0002	POLICE - DUES/MEMBERSHIPS	4,210.00	2,675.00	2,965.00	1,245.00	70%	4,210.00	100.00	2,970.79	1,239.21	71%
	01-438-310-0005	POLICE - BOOKS/PUBLICATIONS	2,800.00	0.00	975.47	1,824.53	35%	2,800.00	0.00	987.64	1,812.36	35%
	01-438-310-0044	POLICE - EQUIPMENT/FIELD SUPPLIES	6,000.00	0.00	2,664.10	3,335.90	44%	6,000.00	0.00	151.92	5,848.08	3%
	01-438-310-0045	POLICE - PRISONER EXPENSES	1,200.00	348.02	348.02	851.98	29%	1,200.00	0.00	60.00	1,140.00	5%
	01-438-402-0000	POLICE - EQUIP MAINTENANCE	15,000.00	70.00	2,099.07	12,900.93	14%	15,000.00	0.00	1,754.67	13,245.33	12%
	01-438-410-0000	POLICE - EQUIPMENT LEASE	16,900.00	653.85	9,178.05	7,721.95	54%	16,900.00	11,159.00	21,444.22	(4,544.22)	127%
	01-438-501-0000	POLICE - PRINTING/PUBLISHING	2,800.00	0.00	1,981.20	818.80	71%	2,800.00	106.00	628.99	2,171.01	22%
	01-438-521-0000	POLICE - ANIMAL CONTROL	500.00	0.00	150.00	350.00	30%	500.00	150.00	450.00	50.00	90%
	01-438-550-4018	POLICE - DRUG TASK FORCE GRANT	0.00	0.00	0.00	0.00	0%	0.00	0.00	1,273.20	(1,273.20)	0%
Police			1,251,496.98	95,570.62	922,427.48	329,069.50	74%	1,250,989.00	106,514.81	928,143.86	322,845.14	74%
	01-441-101-0000	PW ADMIN. - FULL TIME SALARIES	104,412.05	7,705.60	79,408.81	25,003.24	76%	104,416.00	8,176.92	82,671.71	21,744.29	79%
	01-441-102-0000	PW ADMIN. - OVERTIME	55,000.00	4,123.47	49,792.18	5,207.82	91%	65,000.00	925.12	27,353.93	37,646.07	42%
	01-441-106-0000	PW ADMIN. - LABOR SALARIES	237,813.60	13,361.22	149,535.05	88,278.55	63%	242,736.00	14,109.60	143,424.60	99,311.40	59%
	01-441-190-0000	PW ADMIN. - TRAINING/STAFF DEVELOPMENT	500.00	0.00	65.00	435.00	13%	500.00	0.00	105.00	395.00	21%
	01-441-193-0000	PW ADMIN. - UNIFORMS	14,188.00	781.61	10,320.54	3,867.46	73%	14,188.00	1,203.12	12,432.28	1,755.72	88%
	01-441-201-0000	PW ADMIN. - POSTAGE	100.00	3.22	99.07	0.93	99%	100.00	1.35	51.16	48.84	51%
	01-441-202-0000	PW ADMIN. - GENERAL SUPPLIES	5,800.00	(2,454.35)	3,360.91	2,439.09	58%	5,800.00	515.87	4,677.45	1,122.55	81%
	01-441-301-0000	PW ADMIN. - COMMUNICATION SERVICE	7,000.00	462.40	4,510.76	2,489.24	64%	7,680.00	408.00	4,779.28	2,900.72	62%
	01-441-310-0002	PW ADMIN. - DUES/MEMBERSHIPS	200.00	0.00	85.00	115.00	43%	300.00	0.00	385.00	(85.00)	128%
	01-441-310-0003	PW ADMIN. - ADVERTISING	2,400.00	0.00	594.95	1,805.05	25%	2,400.00	0.00	214.02	2,185.98	9%
Public Works Administration			427,413.65	23,983.17	297,772.27	129,641.38	70%	443,120.00	25,339.98	276,094.43	167,025.57	62%

Town of Newmarket, New Hampshire
Expenditure Report *
For the Period Ended April 30, 2013

Department	Account Number	Account Description	Fiscal Year 2013				Fiscal Year 2012					
			Budget	Year to Date		Balance Year	Percent Used	Budget	Month to Date		Balance Year	Percent Used
				Month to Date Transactions	Transactions				Transactions	Transactions		
	01-442-202-0000	RDWY/SWK - GENERAL SUPPLIES	9,500.00	718.64	8,187.89	1,312.11	86%	9,500.00	271.94	8,551.38	948.62	90%
	01-442-205-0000	RDWY/SWK - WINTER SALT	75,000.00	1,819.64	97,657.01	(22,657.01)	130%	85,115.00	0.00	53,309.67	31,805.33	63%
	01-442-208-0000	RDWY/SWK - WINTER SAND	6,200.00	0.00	2,032.58	4,167.42	33%	6,200.00	0.00	4,920.00	1,280.00	79%
	01-442-213-0000	RDWY/SWK - PAVEMENT MARKING	2,000.00	2,412.40	2,412.40	(412.40)	121%	2,000.00	0.00	2,099.97	(99.97)	105%
	01-442-250-0000	RDWY/SWK - COLD MIX	2,125.00	0.00	1,805.60	319.40	85%	2,125.00	0.00	1,132.75	992.25	53%
	01-442-251-0000	RDWY/SWK - HOT TOP	125,000.00	0.00	125,000.00	0.00	100%	125,000.00	0.00	133,950.29	(8,950.29)	107%
	01-442-402-0000	RDWY/SWK - EQUIPMENT LEASE	10,000.00	0.00	10,000.00	0.00	100%	10,000.00	0.00	6,090.00	3,910.00	61%
	01-442-514-0000	RDWY/SWK - CONTRACT STREET MAR	6,120.00	0.00	5,065.06	1,054.94	83%	6,120.00	0.00	5,239.85	880.15	86%
	01-442-516-0000	RDWY/SWK - CONTRACT WINTER EQU	11,550.00	0.00	20,185.00	(8,635.00)	175%	10,010.00	0.00	0.00	10,010.00	0%
	01-442-527-0000	RDWY/SWK - CURBSIDE WEED CONTR	2,950.00	0.00	3,900.00	(950.00)	132%	2,925.00	0.00	2,925.00	0.00	100%
	01-442-528-0000	RDWY/SWK - TREE SERVICE	1,500.00	0.00	1,400.00	100.00	93%	1,500.00	0.00	2,390.00	(890.00)	159%
	01-442-531-0000	RDWY/SWK - WEATHER SERVICE	2,070.00	0.00	2,070.00	0.00	100%	2,000.00	0.00	2,070.00	(70.00)	104%
	01-442-704-0000	RDWY/SWK - ENGINEERING	2,000.00	0.00	1,857.92	142.08	93%	4,000.00	0.00	129.98	3,870.02	3%
	01-442-705-0000	RDWY/SWK CONSTRUCTION	88,200.00	0.00	80,092.22	8,107.78	91%	80,000.00	0.00	84,963.96	(4,963.96)	106%
Roadways and Sidewalks			344,215.00	4,950.68	361,665.68	(17,450.68)	105%	346,495.00	271.94	307,772.85	38,722.15	89%
	01-446-202-0000	STREET LIGHT - FIXTURES	2,000.00	0.00	673.34	1,326.66	34%	2,000.00	0.00	4,294.89	(2,294.89)	215%
	01-446-302-0000	STREET LIGHT - ELECTRICITY	43,000.00	3,468.97	32,789.84	10,210.16	76%	45,000.00	4,021.43	32,808.40	12,191.60	73%
Street Lights			45,000.00	3,468.97	33,463.18	11,536.82	74%	47,000.00	4,021.43	37,103.29	9,896.71	79%
	01-447-206-0000	BRIDGES - SIGNS	500.00	0.00	0.00	500.00	0%	2,000.00	0.00	0.00	2,000.00	0%
Bridges			500.00	0.00	0.00	500.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-448-101-0000	BLD/GRNDS - FULL-TIME SALARIES	59,872.80	4,705.60	46,988.58	12,884.22	78%	59,873.00	4,705.60	48,022.57	11,850.43	80%
	01-448-102-0000	BLD/GRNDS - OVERTIME	3,000.00	242.64	4,534.62	(1,534.62)	151%	3,000.00	0.00	3,437.96	(437.96)	115%
	01-448-103-0000	BLD/GRNDS - PART TIME SALARIES	86,252.00	2,558.26	46,053.32	40,198.68	53%	96,758.00	1,080.00	56,404.54	40,353.46	58%
	01-448-202-0000	BLD/GRNDS - GENERAL SUPPLIES	10,000.00	2,497.62	6,702.63	3,297.37	67%	10,000.00	77.98	7,247.84	2,752.16	72%
	01-448-302-0000	BLD/GRNDS - ELECTRICITY-TOWN HALL	12,900.00	710.68	7,980.76	4,919.24	62%	10,300.00	801.51	7,435.92	2,864.08	72%
	01-448-302-0406	BLD/GRNDS - ELECTRICITY - PARKS	1,200.00	91.43	1,071.78	128.22	89%	1,400.00	98.94	624.68	775.32	45%
	01-448-302-0438	BLD/GRNDS - ELECTRICITY POLICE	12,800.00	812.40	8,408.76	4,391.24	66%	10,300.00	762.83	7,343.15	2,956.85	71%
	01-448-302-0441	BLD/GRNDS - ELECTRICITY YOUNGS LANE	25,600.00	1,725.37	17,370.27	8,229.73	68%	21,115.00	1,718.08	16,816.66	4,298.34	80%
	01-448-303-0000	BLD/GRNDS - HEAT & OIL - TOWN HALL	14,560.00	1,465.57	19,537.96	(4,977.96)	134%	16,900.00	1,052.67	16,503.92	396.08	98%
	01-448-303-0170	BLD/GRNDS - HEAT & OIL - HAND TUB	100.00	0.00	0.00	100.00	0%	100.00	0.00	0.00	100.00	0%
	01-448-303-0438	BLD/GRNDS - HEAT & OIL - POLICE	3,135.00	370.17	2,992.70	142.30	95%	3,211.00	1,057.54	3,851.24	(640.24)	120%
	01-448-303-0441	BLD/GRNDS - HEAT & OIL - YOUNGS LANE	48,070.00	2,558.58	33,072.23	14,997.77	69%	33,800.00	2,408.10	33,104.37	695.63	98%
	01-448-304-0000	BLD/GRNDS - WATER/SEWER TOWN HALL	3,100.00	0.00	4,112.55	(1,012.55)	133%	3,100.00	0.00	4,946.35	(1,846.35)	160%
	01-448-304-0438	BLD/GRNDS - WATER/SEWER - POLICE	400.00	0.00	320.70	79.30	80%	400.00	0.00	318.15	81.85	80%
	01-448-304-0441	BLD/GRNDS - WATER/SEWER - YOUNGS LANE	1,600.00	0.00	1,155.75	444.25	72%	1,600.00	0.00	1,453.65	146.35	91%
	01-448-401-0110	BLD/GRNDS - YOUNGS LANE MAINT	10,000.00	722.55	11,601.30	(1,601.30)	116%	10,000.00	1,451.24	16,569.08	(6,569.08)	166%
	01-448-401-0120	BLD/GRNDS - TOWN HALL MAINTENANC	10,000.00	251.92	9,593.07	406.93	96%	10,000.00	0.00	17,949.74	(7,949.74)	179%
	01-448-401-0125	BLD/GRNDS - ELEVATOR MAINTENANCE	2,000.00	155.00	780.57	1,219.43	39%	2,000.00	0.00	1,055.13	944.87	53%
	01-448-401-0140	BLD/GRNDS - PARKS MAINTENANCE	8,000.00	280.00	4,637.40	3,362.60	58%	8,000.00	97.00	1,762.07	6,237.93	22%
	01-448-401-0150	BLD/GRNDS - COMMUNITY CENTER MAI	8,000.00	0.00	4,426.65	3,573.35	55%	8,000.00	1,958.48	10,803.89	(2,803.89)	135%
	01-448-401-0151	BLD/GRNDS - COMM CTR ELECTRICITY	14,875.00	684.39	8,640.80	6,234.20	58%	12,360.00	728.80	8,363.19	3,996.81	68%
	01-448-401-0152	BLD/GRNDS - COMM CENTR HEAT OIL	11,913.00	637.06	9,564.15	2,348.85	80%	6,760.00	0.00	9,624.18	(2,864.18)	142%
	01-448-401-0160	BLD/GRNDS - BANDSTAND MAINTENANC	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%
	01-448-401-0170	BLD/GRNDS - HAND TUB MAINTENANCE	300.00	79.23	229.34	70.66	76%	300.00	73.53	223.58	76.42	75%
	01-448-401-0175	BLD/GRNDS - DAM MAINTENANCE	2,400.00	14.04	1,741.76	658.24	73%	2,400.00	13.53	2,531.40	(131.40)	105%
	01-448-401-0180	BLD/GRNDS - TOWN CLOCK MAINTENAN	5,100.00	0.00	771.66	4,328.34	15%	2,000.00	300.00	1,200.00	800.00	60%
	01-448-401-0438	BLD/GRNDS - POLICE BUILDING MAINTENANCE	6,000.00	0.00	5,941.18	58.82	99%	6,000.00	89.55	2,394.43	3,605.57	40%
	01-448-402-0000	BLD/GRNDS - EQUIPMENT MAINTENANCE	4,000.00	0.00	1,465.15	2,534.85	37%	5,500.00	55.71	884.46	4,615.54	16%
	01-448-405-0000	BLD/GRNDS - GROUNDS MAINTENANCE	30,000.00	1,890.00	24,890.89	5,109.11	83%	30,000.00	7,172.14	24,046.48	5,953.52	80%
	01-448-533-0000	BLD/GRNDS - MOSQUITO CONTROL	50,000.00	0.00	47,915.00	2,085.00	96%	60,000.00	0.00	47,915.00	12,085.00	80%
	01-448-800-0000	BLD/GRNDS - EQUIPMENT PURCHASE	500.00	0.00	499.98	0.02	100%	0.00	0.00	0.00	0.00	0%
Building and Grounds			445,727.80	22,419.51	333,001.51	112,726.29	75%	435,227.00	25,803.80	352,833.63	82,393.37	81%
	01-449-101-0000	CEM - FULL TIME SALARIES	17,815.20	1,370.40	14,005.04	3,810.16	79%	17,815.00	1,370.40	14,115.15	3,699.85	79%
	01-449-103-0000	CEM - PART TIME SALARIES	8,775.00	0.00	1,872.00	6,903.00	21%	8,715.00	0.00	5,382.00	3,333.00	62%
	01-449-202-0000	CEM - GENERAL SUPPLIES	1,500.00	13.50	97.73	1,402.27	7%	1,500.00	0.00	115.23	1,384.77	8%
	01-449-302-0000	CEM - ELECTRICITY	200.00	18.70	215.59	(15.59)	108%	200.00	13.53	197.99	2.01	99%
	01-449-402-0000	CEM - EQUIPMENT MAINT	800.00	0.00	497.22	302.78	62%	800.00	0.00	455.24	344.76	57%
	01-449-702-0000	CEM - CONTRACTED SERVICES	5,000.00	0.00	0.00	5,000.00	0%	7,000.00	0.00	0.00	7,000.00	0%
	01-449-800-0000	CEM - EQUIPMENT PURCHASE	500.00	0.00	500.00	0.00	100%	0.00	0.00	0.00	0.00	0%
Cemetery			34,590.20	1,402.60	17,187.58	17,402.62	50%	36,030.00	1,383.93	20,265.61	15,764.39	56%

Town of Newmarket, New Hampshire
Expenditure Report *
For the Period Ended April 30, 2013

Department	Account Number	Account Description	Fiscal Year 2013				Fiscal Year 2012						
			Budget	Year to Date		Balance Year	Percent Used	Budget	Month to Date	Year to Date		Balance Year	Percent Used
				Month to Date Transactions	Transactions				Transactions	Transactions	Transactions		
	01-452-101-0000	VEHICLE - FULL TIME SALARIES	0.00	0.00	0.00	0.00	0%	53,789.00	0.00	16,757.49	37,031.51	31%	
	01-452-102-0000	VEHICLE - OVERTIME	0.00	0.00	0.00	0.00	0%	5,000.00	0.00	0.00	5,000.00	0%	
	01-452-202-0000	VEHICLE - GENERAL SUPPLIES	2,500.00	110.55	1,549.75	950.25	62%	5,000.00	464.79	3,345.35	1,654.65	67%	
	01-452-209-0000	VEHICLE - GASOLINE	16,000.00	(361.34)	11,529.33	4,470.67	72%	20,000.00	(2,467.77)	9,618.99	10,381.01	48%	
	01-452-210-0000	VEHICLE - DIESEL FUEL	39,840.00	2,039.62	34,181.91	5,658.09	86%	30,000.00	1,000.69	23,337.91	6,662.09	78%	
	01-452-214-0000	VEHICLE - OIL	3,000.00	0.00	707.22	2,292.78	24%	6,000.00	0.00	657.62	5,342.38	11%	
	01-452-402-0000	VEHICLE - EQUIP MAINT	50,000.00	10,812.57	43,884.53	6,115.47	88%	50,000.00	732.67	32,663.62	17,336.38	65%	
	01-452-403-0000	VEHICLE - VEHICLE MAINT PUBLIC WORKS	48,000.00	2,362.31	27,100.28	20,899.72	56%	48,000.00	2,171.34	26,643.81	21,356.19	56%	
	01-452-403-0406	VEHICLE - VEHICLE MAINT REC	5,000.00	0.00	240.77	4,759.23	5%	5,000.00	190.37	952.58	4,047.42	19%	
	01-452-403-0438	VEHICLE - VEHICLE MAINT POLICE	14,000.00	254.95	11,536.27	2,463.73	82%	14,000.00	1,040.00	10,201.47	3,798.53	73%	
	01-452-403-0461	VEHICLE - VEHICLE MAINT FIRE	11,500.00	1,926.65	10,360.45	1,139.55	90%	11,500.00	569.22	14,503.41	(3,003.41)	126%	
	01-452-404-0000	VEHICLE - RADIO MAINT	1,200.00	0.00	0.00	1,200.00	0%	1,200.00	0.00	790.19	409.81	66%	
	01-452-800-0000	VEHICLE - EQUIP PURCHASE	1,500.00	0.00	1,508.00	(8.00)	101%	0.00	0.00	0.00	0.00	0%	
Vehicles			192,540.00	17,145.31	142,598.51	49,941.49	74%	249,489.00	3,701.31	139,472.44	110,016.56	56%	
	01-461-101-0000	FIRE/RES - FULL TIME SALARIES	81,478.80	6,206.41	58,242.43	23,236.37	71%	71,478.00	6,267.60	64,477.96	7,000.04	90%	
	01-461-102-0000	FIRE/RES - OVERTIME	11,000.00	1,370.85	10,796.54	203.46	98%	8,000.00	1,632.19	17,222.87	(9,222.87)	215%	
	01-461-103-0000	FIRE/RES - PART TIME SALARIES	118,968.40	7,594.19	83,120.68	35,847.72	70%	120,100.00	9,908.82	113,665.55	6,434.45	95%	
	01-461-190-0000	FIRE/RES - TRAINING/STAFF DEVELOPMENT	17,000.00	1,065.00	5,997.38	11,002.62	35%	17,200.00	2,662.99	17,054.24	145.76	99%	
	01-461-193-0000	FIRE/RES - UNIFORMS	7,000.00	0.00	7,379.89	(379.89)	105%	7,000.00	994.00	9,008.24	(2,008.24)	129%	
	01-461-201-0000	FIRE/RES - POSTAGE	75.00	7.49	41.99	33.01	56%	100.00	0.45	55.35	44.65	55%	
	01-461-202-0000	FIRE/RES - GENERAL SUPPLIES	6,500.00	768.94	3,892.26	2,607.74	60%	6,500.00	474.90	4,508.95	1,991.05	69%	
	01-461-202-0046	FIRE/RES - MEDICAL SUPPLIES	9,000.00	653.94	8,647.04	352.96	96%	9,000.00	302.86	10,244.44	(1,244.44)	114%	
	01-461-209-0000	FIRE/RES - GASOLINE	800.00	67.90	962.85	(162.85)	120%	910.00	0.00	16.99	893.01	2%	
	01-461-210-0000	FIRE/RES - DIESEL FUEL	7,668.00	682.70	6,637.49	1,030.51	87%	6,840.00	1,024.80	8,785.06	(1,945.06)	128%	
	01-461-220-0000	FIRE/RES - AMBULANCE EXPENSES	0.00	1,147.32	6,868.22	(6,868.22)	0%	0.00	0.00	0.00	0.00	0%	
	01-461-301-0000	FIRE/RES - COMMUNICATION SERVICES	3,900.00	253.49	6,480.70	(2,580.70)	166%	3,900.00	990.19	5,404.68	(1,504.68)	139%	
	01-461-310-0002	FIRE/RES - DUES/SUBSCRIPTIONS	3,000.00	150.00	2,739.95	260.05	91%	3,000.00	0.00	3,998.29	(998.29)	133%	
	01-461-310-0055	FIRE/RES - FIRE PREVENTION	900.00	0.00	0.00	900.00	0%	1,200.00	0.00	0.00	1,200.00	0%	
	01-461-402-0000	FIRE/RES - EQUIP MAINT	14,500.00	194.35	14,001.13	498.87	97%	14,500.00	1,166.39	7,641.88	6,858.12	53%	
	01-461-518-0000	FIRE/RES - HAZMAT	2,200.00	0.00	2,098.14	101.86	95%	2,200.00	0.00	2,098.14	101.86	95%	
	01-461-530-0000	FIRE/RES - MUTUAL AID CONTRACT	600.00	0.00	200.00	400.00	33%	600.00	0.00	150.00	450.00	25%	
	01-461-800-0000	FIRE/RES - EQUIP PURCHASE	20,000.00	0.00	19,017.61	982.39	95%	20,000.00	0.00	22,323.75	(2,323.75)	112%	
Fire & Rescue			304,590.20	20,162.58	237,124.30	67,465.90	78%	292,528.00	25,425.19	286,656.39	5,871.61	98%	
	01-463-103-0000	EM - PART TIME SALARIE	750.00	0.00	750.00	0.00	100%	750.00	0.00	0.00	750.00	0%	
	01-463-190-0000	EM - TRAINING/STAFF DE	250.00	0.00	0.00	250.00	0%	250.00	0.00	0.00	250.00	0%	
	01-463-202-0000	EM - GENERAL SUPPLIES	450.00	0.00	263.75	186.25	59%	450.00	52.05	5,518.00	(5,068.00)	1226%	
Emergency Management			1,450.00	0.00	1,013.75	436.25	70%	1,450.00	52.05	5,518.00	(4,068.00)	381%	
	01-480-812-0000	GRANTS - MEM DAY PARADE	2,000.00	0.00	1,735.00	265.00	87%	1,800.00	0.00	0.00	1,800.00	0%	
	01-480-813-0000	GRANTS - FESTIVAL SUPPORT	15,500.00	0.00	15,500.00	0.00	100%	15,500.00	0.00	15,500.00	0.00	100%	
	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	1,200.00	0.00	0.00	1,200.00	0%	1,200.00	0.00	1,200.00	0.00	100%	
	01-480-816-0000	GRANTS - NWMKT HISTORICAL SOCIETY	2,000.00	0.00	2,000.00	0.00	100%	1,900.00	0.00	1,900.00	0.00	100%	
	01-480-817-0000	GRANTS - C.O.A.S.T.	20,748.00	0.00	19,247.00	1,501.00	93%	15,795.00	0.00	15,623.00	172.00	99%	
	01-480-818-0000	GRANTS - VETERANS MEMORIAL	2,100.00	279.00	279.00	1,821.00	13%	7,000.00	1,280.00	1,280.00	5,720.00	18%	
	01-480-819-0000	GRANTS - NWMKT HANDTUB ASSOC.	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	2,000.00	0.00	100%	
	01-480-821-0000	CEMETERY MAINTENANCE	0.00	0.00	0.00	0.00	0%	5,000.00	0.00	0.00	5,000.00	0%	
Grants			67,048.00	279.00	60,261.00	6,787.00	90%	71,695.00	1,280.00	59,003.00	12,692.00	82%	

Town of Newmarket, New Hampshire
Expenditure Report ²
For the Period Ended April 30, 2013

Department	Account Number	Account Description	Fiscal Year 2013				Fiscal Year 2012					
			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
	01-481-910-0000	SS GRANTS - RICHIE MCFARLAND	2,000.00	0.00	2,000.00	0.00	100%	2,000.00	0.00	2,000.00	0.00	100%
	01-481-913-0000	SS GRANTS - LAMPREY HEALTH CENTER	10,100.00	0.00	10,100.00	0.00	100%	10,100.00	0.00	10,100.00	0.00	100%
	01-481-914-0000	SS GRANTS - AREA HOMEMAKERS	5,000.00	0.00	5,000.00	0.00	100%	5,000.00	0.00	5,000.00	0.00	100%
	01-481-915-0000	SS GRANTS - CHILD & FAMILY SERVICE	3,000.00	0.00	3,000.00	0.00	100%	3,000.00	0.00	3,000.00	0.00	100%
	01-481-916-0000	SS GRANTS - R.C.C.A.P.	9,000.00	0.00	9,000.00	0.00	100%	9,000.00	0.00	9,000.00	0.00	100%
	01-481-917-0000	SS GRANTS - R.S.V.P.	600.00	0.00	600.00	0.00	100%	600.00	0.00	600.00	0.00	100%
	01-481-918-0000	SS GRANTS - A SAFE PLACE	1,200.00	0.00	1,200.00	0.00	100%	1,200.00	0.00	1,200.00	0.00	100%
	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	1,000.00	0.00	100%
	01-481-920-0000	SS GRANTS - SEACOAST MENTAL HEALTH	2,000.00	0.00	2,000.00	0.00	100%	2,000.00	0.00	2,000.00	0.00	100%
	01-481-921-0000	SS GRANTS - SEXUAL ASSAULT SUPPORT	0.00	0.00	0.00	0.00	0%	1,000.00	0.00	1,000.00	0.00	100%
	01-481-922-0000	SS GRANTS - SEACOAST HOSPICE	0.00	0.00	0.00	0.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	01-481-923-0000	SS GRANTS - LINKED TOGETHER	4,000.00	0.00	4,000.00	0.00	100%	4,000.00	0.00	4,000.00	0.00	100%
	01-481-924-0000	SS GRANTS - ROCKINGHAM COUNTY NUTR	0.00	0.00	3,600.00	(3,600.00)	0%	3,600.00	0.00	3,600.00	0.00	100%
	01-481-925-0000	SS GRANTS - AIDS RESPONSE	500.00	0.00	0.00	500.00	0%	500.00	500.00	500.00	0.00	100%
	01-481-926-0000	SS GRANTS - AMERICAN RED CROSS	1,000.00	0.00	1,000.00	0.00	100%	1,000.00	0.00	1,000.00	0.00	100%
	01-481-929-0000	OTHER GRANTS - CHILD ADVOCACY CENTER	1,000.00	0.00	1,000.00	0.00	100%	1,000.00	0.00	1,000.00	0.00	100%
Social Service Grants			40,400.00	0.00	42,500.00	(2,100.00)	105%	46,500.00	500.00	45,000.00	1,500.00	97%
	01-490-900-0012	CAP RES - FIRE DEPARTMENT	50,000.00	0.00	50,000.00	0.00	100%	67,800.00	0.00	67,800.00	0.00	100%
	01-490-900-0016	CAP RES - PUBLIC WORKS	150,000.00	0.00	150,000.00	0.00	100%	178,400.00	0.00	178,400.00	0.00	100%
	01-490-900-0017	CAP RES - POLICE VEHICLES	46,500.00	0.00	46,500.00	0.00	100%	46,500.00	0.00	46,500.00	0.00	100%
	01-490-900-0018	CAP RES - LIBRARY	8,700.00	0.00	8,700.00	0.00	100%	8,700.00	0.00	8,700.00	0.00	100%
	01-490-900-0019	CAP RES - BUILDING IMPROVEMENT	26,500.00	0.00	26,500.00	0.00	100%	50,000.00	0.00	50,000.00	0.00	100%
	01-490-900-0021	CAP RES - RECREATION FACILITIES	0.00	0.00	0.00	0.00	0%	38,000.00	0.00	38,000.00	0.00	100%
	01-490-900-0034	CIP - CABLE TV	0.00	0.00	0.00	0.00	0%	18,000.00	0.00	18,000.00	0.00	100%
	01-490-900-0074	CAPITAL RESERVE POLICE DISPATCH EQUIP	1.00	0.00	1.00	0.00	100%	28,500.00	0.00	28,500.00	0.00	100%
	01-490-900-0075	CAPITAL RESERVE - TELECOMMUNICATIONS	0.00	0.00	0.00	0.00	0%	20,000.00	0.00	20,000.00	0.00	100%
	01-490-900-0079	MACALLEN DAM CAP RESERVE	0.00	0.00	0.00	0.00	0%	25,000.00	0.00	25,000.00	0.00	100%
	01-490-900-0081	CAP RES VETS MEM TRUST	0.00	0.00	0.00	0.00	0%	14,000.00	0.00	14,000.00	0.00	100%
Contributions to Capital Reserves			281,701.00	0.00	281,701.00	0.00	100%	494,900.00	0.00	494,900.00	0.00	100%
General Fund Total			6,156,971.34	293,907.88	4,713,041.98	1,443,929.36	77%	6,585,528.00	300,106.85	5,109,896.81	1,475,631.19	78%

Town of Newmarket, New Hampshire
Expenditure Report *
For the Period Ended April 30, 2013

Department	Account Number	Account Description	Fiscal Year 2013					Fiscal Year 2012				
			Budget	Year to Date		Balance Year	Percent Used	Budget	Year to Date		Balance Year	Percent Used
				Month to Date Transactions	Transactions				Month to Date Transactions	Transactions		
	02-480-101-0000	LIBRARY - SALARIES	55,904.16	4,300.32	44,078.28	11,825.88	79%	55,910.00	4,300.32	44,293.20	11,616.80	79%
	02-480-103-0000	LIBRARY - PART TIME SALARIES	106,019.16	7,447.66	73,844.79	32,174.37	70%	94,226.00	6,952.62	71,499.08	22,726.92	76%
	02-480-150-0000	LIBRARY - FICA	10,039.25	711.77	7,311.76	2,727.49	73%	9,308.00	697.69	7,296.00	2,012.00	78%
	02-480-151-0000	LIBRARY - MEDICARE	2,347.89	166.46	1,709.97	637.92	73%	2,177.00	163.18	1,706.47	470.53	78%
	02-480-155-0000	LIBRARY - HEALTH INSURANCE	14,469.46	0.00	11,620.80	2,848.66	80%	19,276.00	0.00	15,527.10	3,748.90	81%
	02-480-156-0000	LIBRARY - RETIREMENT	4,941.57	378.42	3,973.41	968.16	80%	6,200.00	378.42	4,071.89	2,128.11	66%
	02-480-159-0000	LIBRARY - LIFE & DISABILITY	708.00	0.00	530.64	177.36	75%	708.00	0.00	530.64	177.36	75%
	02-480-160-0000	LIBRARY-WORKERS COMPENSATION	702.00	0.00	1,200.98	(498.98)	171%	0.00	0.00	3,705.79	(3,705.79)	0%
	02-480-161-0000	LIBRARY - UNEMPLOYMENT	0.00	0.00	611.61	(611.61)	0%	0.00	0.00	0.00	0.00	0%
	02-480-190-0000	LIBRARY - TRAINING/STAFF DEVELOPMENT	300.00	505.00	1,667.50	(1,367.50)	556%	300.00	280.00	330.00	(30.00)	110%
	02-480-202-0000	LIBRARY - GENERAL SUPPLIES	5,000.00	149.45	3,530.45	1,469.55	71%	5,000.00	192.59	2,846.39	2,153.61	57%
	02-480-301-0000	LIBRARY - TELEPHONE	1,500.00	105.45	839.73	660.27	56%	1,500.00	106.59	984.35	515.65	66%
	02-480-302-0000	LIBRARY - ELECTRICITY	10,000.00	534.39	5,781.54	4,218.46	58%	7,500.00	611.52	6,196.57	1,303.43	83%
	02-480-303-0000	LIBRARY - HEAT & OIL	10,400.00	1,018.74	11,409.42	(1,009.42)	110%	10,400.00	1,210.10	9,897.19	502.81	95%
	02-480-304-0000	LIBRARY - WATER	600.00	1,041.30	1,731.20	(1,131.20)	289%	600.00	440.45	864.20	(264.20)	144%
	02-480-310-0005	LIBRARY - BOOKS/SUBSCRIPTIONS	35,000.00	3,678.20	25,534.28	9,465.72	73%	40,000.00	1,968.02	21,392.88	18,607.12	53%
	02-480-310-0053	LIBRARY - AUDIO/VISUAL	1,195.00	0.00	1,195.00	0.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	02-480-330-0000	LIBRARY - ELECTRONIC INFO - OTHER	5,666.00	689.90	7,316.16	(1,650.16)	129%	7,000.00	0.00	7,090.95	(90.95)	101%
	02-480-340-0000	LIBRARY - ARCHIVES/PRESERVATION	250.00	0.00	250.00	0.00	0%	250.00	0.00	0.00	250.00	0%
	02-480-350-0000	LIBRARY - PROGRAMS	2,000.00	0.00	702.65	1,297.35	35%	2,000.00	0.00	807.45	1,192.55	40%
	02-480-401-0000	LIBRARY - BUILDING MAINTENANCE	8,000.00	0.00	4,273.94	3,726.06	53%	8,000.00	571.54	2,816.79	5,183.21	35%
	02-480-402-0000	LIBRARY - EQUIPMENT MAINTENANCE/LEASE	3,500.00	166.00	894.84	2,605.16	26%	3,500.00	75.00	771.98	2,728.02	22%
	02-480-504-0000	LIBRARY-PROPERTY LIABILITY INS	4,588.00	0.00	3,708.97	879.03	81%	0.00	0.00	3,585.52	(3,585.52)	0%
	02-480-800-0000	LIBRARY - EQUIPMENT PURCHASE	1,000.00	867.14	1,336.86	(336.86)	134%	3,000.00	0.00	0.00	3,000.00	0%
Library			284,130.49	21,760.20	213,609.78	70,520.71	75%	277,855.00	17,948.04	206,214.44	71,640.56	74%
	05-406-101-0000	RECREATION - FULL TIME SALARIES	143,975.00	11,075.00	106,811.90	37,163.10	74%	146,225.00	11,075.00	114,398.89	31,826.11	78%
	05-406-103-0000	RECREATION - PART TIME SALARIES	120,971.40	3,774.60	96,085.43	24,885.97	79%	119,877.00	3,375.40	95,202.09	24,674.91	79%
	05-406-111-0000	RECREATION - WORK STUDY	3,047.00	0.00	51.50	2,995.50	2%	2,376.00	0.00	0.00	2,376.00	0%
	05-406-190-0000	RECREATION - TRAINING/STAFF DEVELOPMENT	4,800.00	0.00	2,447.57	2,352.43	51%	3,595.00	0.00	1,099.32	2,495.68	31%
	05-406-191-0000	RECREATION - TRAVEL EXPENSE	400.00	0.00	35.22	364.78	9%	400.00	0.00	210.68	189.32	53%
	05-406-192-0000	RECREATION - MEAL ALLOWANCE	735.00	0.00	121.93	613.07	17%	740.00	13.15	195.26	544.74	26%
	05-406-201-0000	RECREATION - POSTAGE	1,900.00	504.99	1,324.23	575.77	70%	2,000.00	24.00	1,458.87	541.13	73%
	05-406-202-0000	RECREATION - GENERAL SUPPLIES	3,923.00	170.28	2,381.82	1,541.18	61%	4,092.00	292.32	2,131.72	1,960.28	52%
	05-406-202-0034	RECREATION - ATHLETIC SUPPLIES	796.00	66.96	66.96	729.04	8%	526.00	120.00	1,173.12	(647.12)	223%
	05-406-202-0036	RECREATION - CLASS SUPPLIES	6,204.00	249.93	3,580.36	2,623.64	58%	5,075.00	209.99	2,155.83	2,919.17	42%
	05-406-301-0000	RECREATION - COMMUNICATION SERVICES	2,220.00	277.37	2,551.97	(331.97)	115%	2,000.00	179.84	2,621.22	(621.22)	131%
	05-406-302-0001	RECREATION - FIELD LIGHTS	6,000.00	75.61	3,015.50	2,984.50	50%	6,000.00	79.49	3,095.06	2,904.94	52%
	05-406-310-0002	RECREATION - DUES/SUBSCRIPTIONS	870.00	25.00	770.96	99.04	89%	820.00	12.00	517.96	302.04	63%
	05-406-310-0003	RECREATION - ADVERTISING	800.00	0.00	576.50	223.50	72%	700.00	64.40	702.06	(2.06)	100%
	05-406-402-0000	RECREATION - EQUIPMENT MAINTENANCE/LEASE	8,106.00	319.32	5,069.28	3,036.72	63%	8,120.00	633.01	4,605.16	3,514.84	57%
	05-406-501-0000	RECREATION - PRINTING & PUBLISHING	7,763.00	0.00	3,206.22	4,556.78	41%	7,335.00	4,282.95	8,975.00	(1,640.00)	122%
	05-406-508-0000	RECREATION - BUS TRIPS	47,605.00	377.90	32,258.50	15,346.50	68%	58,010.00	6,433.19	33,403.12	24,606.88	58%
	05-406-800-0000	RECREATION - EQUIPMENT PURCHASE	3,874.00	0.00	126.96	3,747.04	3%	900.00	0.00	813.57	86.43	90%
	05-406-902-0000	RECREATION - SUMMER CAMP	9,145.00	0.00	4,375.39	4,769.61	48%	10,021.00	0.00	6,292.12	3,728.88	63%
	05-406-902-0037	RECREATION - TEEN CAMP	2,632.00	0.00	172.47	2,459.53	7%	3,225.00	0.00	0.00	3,225.00	0%
	05-406-904-0000	RECREATION - SUNRISE SUNSET SR CTR	8,022.00	0.00	1,746.73	6,275.27	22%	8,596.00	288.33	4,222.17	4,373.83	49%
	05-406-906-0000	RECREATION - SPECIAL EVENTS	10,150.00	1,561.15	9,973.88	176.12	98%	10,350.00	1,847.97	7,958.39	2,391.61	77%
Recreation			393,938.40	18,478.11	276,751.28	117,187.12	70%	400,983.00	28,931.04	291,231.61	109,751.39	73%

Town of Newmarket, New Hampshire
Expenditure Report ²
For the Period Ended April 30, 2013

Department	Account Number	Account Description	Fiscal Year 2013					Fiscal Year 2012				
			Budget	Year to Date		Balance Year	Percent Used	Budget	Year to Date		Balance Year	Percent Used
				Month to Date Transactions	Transactions				Month to Date Transactions	Transactions		
	07-450-103-0000	SW - PART TIME	9,802.00	809.25	8,013.03	1,788.97	82%	11,098.00	806.00	7,169.97	3,928.03	65%
	07-450-202-0000	SW - GENERAL SUPPLIES	23,250.00	53.36	16,620.83	6,629.17	71%	21,250.00	0.00	253.25	20,996.75	1%
	07-450-310-0002	SW - DUES/SUBSCRIPTIONS	800.00	0.00	496.80	303.20	62%	800.00	0.00	625.80	174.20	78%
	07-450-402-0000	SW - EQUIPMENT LEASE	2,000.00	40.00	1,000.00	1,000.00	50%	2,000.00	40.00	1,000.00	1,000.00	50%
	07-450-403-0000	SW - VEHICLE MAINTENANCE	5,000.00	0.00	665.35	4,334.65	13%	5,000.00	40.00	3,534.68	1,465.32	71%
	07-450-501-0000	SW - PRINTING & PUBLICATION	500.00	0.00	0.00	500.00	0%	1,000.00	233.80	624.88	375.12	62%
	07-450-532-0000	SW - FREON REMOVAL	1,500.00	0.00	672.00	828.00	45%	1,500.00	0.00	824.00	676.00	55%
	07-450-536-0000	SW - HOUSEHOLD HAZARDOUS	10,000.00	0.00	8,230.00	1,770.00	82%	10,000.00	0.00	0.00	10,000.00	0%
	07-450-702-0047	SW - LAMPREY REG. CO-OP	2,000.00	2,028.08	2,028.08	(28.08)	101%	1,969.00	2,028.08	2,028.08	(59.08)	103%
	07-450-702-0048	SW - MSW CONTRACT	136,740.00	5,126.92	105,868.87	30,871.13	77%	143,100.00	11,040.91	110,596.11	32,503.89	77%
	07-450-702-0049	SW - RECYCLING CONTRACT	151,210.00	882.00	107,434.10	43,775.90	71%	153,220.00	9,625.13	116,639.63	36,580.37	76%
	07-450-702-0050	SW - CONSTRUCTION DEBRIS	43,775.00	0.00	26,023.61	17,751.39	59%	42,500.00	2,777.09	35,720.03	6,779.97	84%
	07-450-702-0051	SW - POST CLOSURE LANDFILL TEST	50,000.00	0.00	12,139.74	37,860.26	24%	60,000.00	0.00	11,071.60	48,928.40	18%
	07-450-800-0000	SW - EQUIPMENT PURCHASE	5,000.00	1,738.97	1,738.97	3,261.03	35%	5,000.00	0.00	0.00	5,000.00	0%
Solid Waste			441,577.00	10,678.58	290,931.38	150,645.62	66%	458,437.00	26,591.01	290,088.03	168,348.97	63%

Town of Newmarket, New Hampshire
Expenditure Report ²
For the Period Ended April 30, 2013

Department	Account Number	Account Description	Fiscal Year 2013					Fiscal Year 2012				
			Budget	Year to Date		Balance Year	Percent Used	Budget	Year to Date		Balance Year	Percent Used
				Month to Date Transactions	Transactions				Month to Date Transactions	Transactions		
	20-451-101-0000	WATER - FULL TIME SALARIES	119,343.31	9,734.68	96,215.22	23,128.09	81%	117,397.00	9,180.22	94,683.76	22,713.24	81%
	20-451-102-0000	WATER - OVERTIME	6,000.00	363.21	5,956.03	43.97	99%	6,000.00	330.03	6,223.01	(223.01)	104%
	20-451-103-0000	WATER - PART TIME SALARIES	6,968.00	0.00	4,173.34	2,794.66	60%	6,968.00	536.00	5,494.00	1,474.00	79%
	20-451-150-0000	WATER - FICA	8,238.15	584.49	6,435.71	1,802.44	78%	8,328.00	581.46	6,317.26	2,010.74	76%
	20-451-151-0000	WATER - MEDICARE	1,926.66	136.71	1,505.18	421.48	78%	1,948.00	136.00	1,471.29	476.71	76%
	20-451-155-0000	WATER - HEALTH INSURANCE	27,441.00	0.00	21,809.10	5,631.90	79%	26,859.00	0.00	23,290.60	3,568.40	87%
	20-451-156-0000	WATER - RETIREMENT	10,329.03	875.42	9,308.32	1,020.71	90%	13,019.00	779.15	8,659.53	4,359.47	67%
	20-451-159-0000	WATER - LIFE/DISABILITY INSURANCE	1,152.00	0.00	864.09	287.91	75%	1,152.18	0.00	864.09	288.09	75%
	20-451-160-0000	WATER - WORKERS COMPENSATION	3,385.00	0.00	4,040.92	(655.92)	119%	3,041.00	0.00	3,041.00	0.00	100%
	20-451-161-0000	WATER - UNEMPLOYMENT	336.00	0.00	224.01	111.99	67%	385.00	0.00	385.00	0.00	100%
	20-451-190-0000	WATER - TRAINING/STAFF DEVELOPMENT	2,500.00	0.00	937.50	1,562.50	38%	2,000.00	0.00	639.68	1,360.32	32%
	20-451-193-0000	WATER - UNIFORMS	3,000.00	589.71	3,051.47	(51.47)	102%	3,500.00	197.08	2,679.42	820.58	77%
	20-451-198-0000	WATER - LONGEVITY	563.00	0.00	562.50	0.50	100%	563.00	0.00	562.50	0.50	100%
	20-451-201-0000	WATER - POSTAGE	2,800.00	154.33	1,468.08	1,331.92	52%	2,800.00	150.30	1,250.26	1,549.74	45%
	20-451-202-0000	WATER - GENERAL SUPPLIES	2,200.00	22.95	2,193.46	6.54	100%	2,000.00	20.26	2,503.15	(503.15)	125%
	20-451-202-0002	WATER - DUES/SUBSCRIPTIONS	1,050.00	0.00	548.00	502.00	52%	1,050.00	0.00	588.00	462.00	56%
	20-451-202-0003	WATER - ADVERTISING	1,200.00	0.00	621.49	578.51	52%	1,200.00	0.00	135.52	1,064.48	11%
	20-451-204-0000	WATER - TAXES	300.00	0.00	0.00	300.00	0%	300.00	0.00	0.00	300.00	0%
	20-451-209-0000	WATER - GASOLINE	3,600.00	343.10	4,129.92	(529.92)	115%	3,600.00	558.96	4,633.41	(1,033.41)	129%
	20-451-211-0000	WATER - LP GAS	15,000.00	1,205.93	11,154.10	3,845.90	74%	15,000.00	689.70	12,076.15	2,923.85	81%
	20-451-217-0000	WATER - CHEMICALS	27,000.00	0.00	11,210.10	15,789.90	42%	25,000.00	0.00	14,311.76	10,688.24	57%
	20-451-301-0000	WATER - COMMUNICATION SERVICES	3,800.00	307.05	2,640.49	1,159.51	69%	3,500.00	278.97	2,508.76	991.24	72%
	20-451-302-0000	WATER - ELECTRICITY	50,000.00	3,103.12	28,354.52	21,645.48	57%	50,000.00	3,078.26	27,708.36	22,291.64	55%
	20-451-401-0000	WATER - BUILDING MAINTENANCE	6,000.00	182.67	5,663.48	336.52	94%	6,000.00	400.80	9,585.89	(3,585.89)	160%
	20-451-402-0000	WATER - EQUIPMENT MAINTENANCE/LEASE	4,000.00	200.00	844.23	3,155.77	21%	4,000.00	0.00	0.00	4,000.00	0%
	20-451-403-0000	WATER - VEHICLE MAINTENANCE	5,000.00	0.00	3,027.01	1,972.99	61%	5,000.00	0.00	1,451.48	3,548.52	29%
	20-451-406-0000	WATER - SYSTEM MAINTENANCE	45,000.00	0.00	34,671.15	10,328.85	77%	45,000.00	1,672.69	30,305.18	14,694.82	67%
	20-451-504-0000	WATER - PROPERTY-LIABILITY INSURANCE	4,283.00	0.00	4,282.76	0.24	100%	4,205.00	0.00	4,189.80	15.20	100%
	20-451-702-0000	WATER - CONTRACTED SERVICES	12,000.00	140.00	7,601.52	4,398.48	63%	12,000.00	135.00	5,429.00	6,571.00	45%
	20-451-703-0000	WATER - AUDIT	3,350.00	0.00	3,350.00	0.00	100%	3,350.00	3,350.00	3,350.00	0.00	100%
	20-451-704-0000	WATER - ENGINEERING	30,000.00	1,422.00	19,381.35	10,618.65	65%	30,000.00	0.00	10,548.81	19,451.19	35%
	20-451-900-0000	WATER - TRANSFER TO CAPITAL RESERVE	359,800.00	0.00	359,800.00	0.00	100%	359,800.00	0.00	359,800.00	0.00	100%
	20-451-950-0000	WATER - BONDS & NOTES PRINCIPLE	53,732.00	0.00	53,256.00	476.00	99%	62,000.00	0.00	54,533.14	7,466.86	88%
	20-451-951-0000	WATER - BONDS & NOTES INTEREST	1,933.00	0.00	1,932.30	0.70	100%	6,000.00	0.00	0.00	6,000.00	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			843,230.15	19,365.37	731,213.35	112,016.80	87%	852,965.18	22,074.88	719,219.81	133,745.37	84%

Town of Newmarket, New Hampshire
Expenditure Report ^a
For the Period Ended April 30, 2013

Department	Account Number	Account Description	Fiscal Year 2013				Fiscal Year 2012					
			Budget	Year to Date		Balance Year	Percent Used	Budget	Year to Date		Balance Year	Percent Used
				Month to Date Transactions	Transactions				Month to Date Transactions	Transactions		
30-471-101-0000	WW - FULL TIME SALARIES	172,715.00	13,745.08	133,249.45	39,465.55	77%	168,232.00	13,190.63	135,973.15	32,258.85	81%	
30-471-102-0000	WASTEWATER - OVERTIME	17,000.00	874.97	12,436.76	4,563.24	73%	17,000.00	1,179.05	13,127.36	3,872.64	77%	
30-471-103-0000	WASTEWATER PART TIME SALARIES	23,530.00	0.00	3,425.08	20,104.92	15%	23,935.00	536.00	12,925.44	11,009.56	54%	
30-471-150-0000	WASTEWATER - FICA	13,221.23	827.41	8,788.34	4,432.89	66%	13,214.00	841.24	9,533.61	3,680.39	72%	
30-471-151-0000	WASTEWATER - MEDICARE	3,092.06	193.50	2,055.26	1,036.80	66%	3,090.00	196.72	2,235.68	854.32	72%	
30-471-155-0000	WASTEWATER - HEALTH INSURANCE	60,334.00	0.00	47,960.88	12,373.12	79%	58,799.00	0.00	51,226.12	7,572.88	87%	
30-471-156-0000	WASTEWATER - RETIREMENT	15,944.32	1,264.52	13,275.32	2,669.00	83%	18,656.00	1,206.79	13,272.31	5,383.69	71%	
30-471-159-0000	WASTEWATER - LIFE/DISABILITY INSURANCE	3,000.00	0.00	1,354.05	1,645.95	45%	3,000.00	0.00	1,354.04	1,645.96	45%	
30-471-160-0000	WASTEWATER - WORKERS COMPENSATION	3,780.00	0.00	4,557.49	(777.49)	121%	3,577.00	0.00	3,577.00	0.00	100%	
30-471-161-0000	WASTEWATER - UNEMPLOYMENT INSURANCE	580.00	0.00	336.00	244.00	58%	599.00	0.00	599.00	0.00	100%	
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	3,000.00	600.00	2,583.50	416.50	86%	3,500.00	0.00	1,825.52	1,674.48	52%	
30-471-193-0000	WASTEWATER - UNIFORMS	3,000.00	234.23	3,374.95	(374.95)	112%	3,000.00	138.36	1,592.38	1,407.62	53%	
30-471-198-0000	SEWER - LONGEVITY	1,237.00	0.00	1,237.50	(0.50)	100%	1,013.00	0.00	1,237.50	(224.50)	122%	
30-471-201-0000	WASTEWATER - POSTAGE	2,800.00	154.33	2,911.29	(111.29)	104%	2,500.00	158.85	1,406.09	1,093.91	56%	
30-471-202-0000	WASTEWATER - GENERAL SUPPLIES	2,500.00	49.89	2,108.66	391.34	84%	2,500.00	26.94	1,511.65	988.35	60%	
30-471-202-0002	WASTEWATER - DUES/SUBSCRIPTIONS	600.00	0.00	185.00	415.00	31%	600.00	0.00	839.00	(239.00)	140%	
30-471-202-0003	WASTEWATER - ADVERTISING	1,200.00	0.00	1,354.00	(154.00)	113%	1,200.00	0.00	0.00	1,200.00	0%	
30-471-209-0000	WASTEWATER - GASOLINE	4,000.00	196.11	2,883.68	1,116.32	72%	4,000.00	337.13	2,933.54	1,066.46	73%	
30-471-215-0000	WASTEWATER - LAB SUPPLIES	18,000.00	3,775.51	15,635.29	2,364.71	87%	18,000.00	3,368.46	15,875.14	2,124.86	88%	
30-471-217-0000	WASTEWATER - CHEMICALS	37,000.00	4,224.96	31,980.76	5,019.24	86%	34,000.00	3,170.73	26,060.59	7,939.41	77%	
30-471-301-0000	WASTEWATER - COMMUNICATION SERVICES	6,800.00	471.42	4,371.81	2,428.19	64%	6,800.00	444.37	4,319.18	2,480.82	64%	
30-471-302-0000	WASTEWATER - ELECTRICITY	87,000.00	7,681.77	58,699.40	28,300.60	67%	87,000.00	7,098.40	58,557.03	28,442.97	67%	
30-471-303-0000	WASTEWATER - HEAT & OIL	26,000.00	0.00	23,524.10	2,475.90	90%	26,000.00	0.00	20,512.43	5,487.57	79%	
30-471-401-0000	WASTEWATER - BUILDING MAINTENANCE	20,000.00	76.27	37,338.08	(17,338.08)	187%	20,000.00	431.38	21,469.57	(1,469.57)	107%	
30-471-403-0000	WASTEWATER - VEHICLE MAINTENANCE	5,000.00	42.68	151.73	4,848.27	3%	4,500.00	0.00	3,569.39	930.61	79%	
30-471-406-0000	WASTEWATER - SYSTEM MAINTENANCE	50,000.00	4,937.42	29,696.52	20,303.48	59%	50,000.00	1,454.87	47,787.38	2,212.62	96%	
30-471-504-0000	WASTEWATER - PROPERTY/LIABILITY INSURANCE	8,740.00	0.00	8,386.04	353.96	96%	8,630.00	0.00	8,229.55	400.45	95%	
30-471-538-0000	WASTEWATER - SLUDGE DISPOSAL	30,000.00	0.00	19,472.30	10,527.70	65%	30,000.00	1,333.68	27,283.15	2,716.85	91%	
30-471-702-0000	WASTEWATER - CONTRACT SERVICES	15,000.00	1,933.63	9,582.48	5,417.52	64%	15,000.00	2,563.00	9,802.45	5,197.55	65%	
30-471-703-0000	WASTEWATER - AUDIT	3,350.00	0.00	3,350.00	0.00	100%	3,350.00	3,350.00	3,350.00	0.00	100%	
30-471-704-0000	WASTEWATER - ENGINEERING	30,000.00	0.00	12,830.72	17,169.28	43%	30,000.00	0.00	32,018.07	(2,018.07)	107%	
30-471-804-0000	WASTEWATER - NPDES PERMITS	38,000.00	3,407.25	21,031.49	16,968.51	55%	0.00	0.00	0.00	0.00	0%	
30-471-900-0000	WASTEWATER - TRANSFER TO CAPITAL RESERVE	100,000.00	0.00	100,000.00	0.00	100%	100,000.00	0.00	100,000.00	0.00	100%	
30-471-950-0000	WW - BONDS & NOTES PRINCIPLE	97,338.00	0.00	102,540.06	(5,202.06)	105%	100,040.00	0.00	79,040.06	20,999.94	79%	
30-471-951-0000	WW - BONDS & NOTES INTEREST	43,684.00	0.00	34,861.06	8,822.94	80%	40,132.00	0.00	32,204.08	7,927.92	80%	
30-500-824-0001	2011/12-07 DIGESTER SEWER FUND BALANCE	0.00	0.00	0.00	0.00	0%	0.00	0.00	28,877.00	(28,877.00)	0%	
Waste Water		948,195.61	44,690.95	757,529.05	190,666.56	80%	902,617.00	41,026.60	774,124.46	128,492.54	86%	
Total Operating Budget		9,068,042.99	408,881.09	6,983,076.82	2,084,966.17	77%	9,478,385.18	436,678.42	7,390,775.16	2,087,610.02	78%	

a - This report only represents budget v. expenditures approved by Town Meeting and no other activity.

Town of Newmarket, New Hampshire
Revenue Report ^{a b}
For the Period Ended April 30, 2013

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2013			Percent Collected	Fiscal Year 2012					
			Budget	Month to Date Transactions	Year to Date Transactions		Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Balance Year
Taxes (Real estate, land use, PILOT, interest on taxes)			17,580,987.00	28,010.79	17,361,661.33	219,325.67	99%	93,306.00	30,620.09	18,734,636.83	(18,641,330.83)	20079%
Licenses, permits, and fees			1,255,300.00	111,066.92	1,084,063.34	171,236.66	86%	1,274,800.00	131,121.10	1,126,263.11	148,536.89	88%
From State			559,006.00	29,783.91	574,629.01	(15,623.01)	103%	584,237.00	30,487.91	635,483.26	(51,246.26)	109%
Charges for service			129,850.00	191,998.34	334,234.88	(204,384.88)	257%	214,000.00	26,311.56	140,719.32	73,280.68	66%
Misc Rev (includes Int Rev)	Misc Rev (includes Int Rev)		24,000.00	2,916.69	36,932.00	(12,932.00)	154%	30,500.00	4,417.49	43,144.08	(12,644.08)	141%
From Trusts/Capital Reserve	From Trusts/Capital Reserve		77,246.03	0.00	77,264.06	(18.03)	100%	18,000.00	0.00	0.00	18,000.00	0%
Use of Fund Balance			486,000.00	0.00	486,000.00	0.00	100%	0.00	0.00	0.00	0.00	0%
General Fund Total			20,112,389.03	363,776.65	19,954,784.62	157,604.41	99%	2,214,843.00	222,958.15	20,680,246.60	(18,465,403.60)	934%
Subtotal Recreation			209,981.00	27,116.58	112,184.15	97,796.85	53%	404,983.00	31,973.83	277,041.45	127,941.55	68%
Subtotal Solid Waste			244,450.00	22,103.30	175,395.05	69,054.95	72%	371,990.00	15,199.68	439,848.99	(67,858.99)	118%
From Special Revenue (Without General Fund Subsidy)			454,431.00	49,219.88	287,579.20	166,851.80	63%	776,973.00	47,173.51	716,890.44	60,082.56	92%
Water			843,230.00	12,624.97	740,948.70	102,281.30	88%	852,965.00	61,622.08	761,030.80	91,934.20	89%
Waste Water			926,937.00	5,213.50	896,600.28	30,336.72	97%	902,617.00	77,175.68	907,175.90	(4,558.90)	101%
Total Revenues			22,336,987.03	430,835.00	21,879,912.80	457,074.23	98%	4,747,398.00	408,929.42	23,065,343.74	(18,317,945.74)	486%



**Town of Newmarket, New Hampshire
Town Council Workshop
May 15, 2013
Town Council Chambers**

**5. Town Council to Consider Reports from Council Rep
Committees**

- | | |
|-------------------------------|----------------------|
| a. Councilor Ed Carmichael: | Advisory Heritage |
| b. Councilor Larry Pickering: | Budget Committee |
| c. Councilor Philip Nazzaro: | CIP Committee |
| d. Councilor Dale Pike: | Conservation |
| e. Councilor Gary Levy: | Economic Development |
| f. Councilor John Bentley: | Highway Safety |
| g. Councilor Dan Wright: | Planning Board |



**Town of Newmarket, New Hampshire
Town Council Workshop
May 15, 2013
Town Council Chambers**

6. Discussions/Presentations

- a. Discussion on Electricity Providers – Matt Angell, Finance Director



**Town of Newmarket, New Hampshire
Town Council Workshop
May 15, 2013
Town Council Chambers**

6. Discussions/Presentations

- b. Presentation of Engineering Options for Waste Water Treatment Facility and Macintosh Well – Sean Greig, Water and Sewer Superintendent*



To: Steve Fournier, Town Administrator
CC: Rick Malasky, Public Works Director
Matt Angel, Finance Director
From: Sean T. Greig, Supt. Water/Sewer
Date: March 18, 2013
Re: Rules for acquiring engineering services;
Recommendation to continue engineering services
Underwood Engineers design Wastewater Treatment Facility
Weston & Sampson design MacIntosh Well

This memo includes a summary of the New Hampshire Code of Administrative Rules that all government subdivisions that wish to solicit proposals for engineering services for water and water pollution control projects that receive state or federal financial assistance must follow, the selection process that was utilized for the Wastewater treatment facility and MacIntosh Well projects, and the engineering work completed to date.

New Hampshire Code of Administrative Rules

ENV-Wq 603.10 Roster

- (a) The NHDES (“Department”) shall publish a roster of names of prequalified consulting engineering firms at least twice each year.
- (b) The roster shall list the consulting engineering firms into the following categories:
 - (1) Category 1, comprising all consulting engineering firms prequalified with expertise in water supply engineering, including water treatment;
 - (2) Category 2, comprising all consulting engineering firms prequalified with expertise in water pollution engineering, including wastewater treatment;
 - (3) Category 3, comprising all consulting engineering firms prequalified with expertise in water or wastewater piping systems, including pumping; and
 - (4) Category 4, comprising all consulting engineering firms prequalified with expertise in all of the foregoing categories.

Env-Wq 604.02 Eligibility for Funding

- (a) Subject to (b) below, in order to receive funding from the State of New Hampshire or the U.S. Environmental Protection Agency (EPA) for engineering

services for water supply and water pollution control projects, **the Municipality shall contract only with a consulting engineering firm that:**

- (1) is listed on the roster, and**
- (2) was selected based on its qualifications Only (No Quotes).**

(b) In the case of public water supply projects, the requirements specified in (a) above, shall apply only to systems that are rated at more than 20,000 gallons per day or that serve 50 or more service connections.

Env-Wq 604.04 Selection of a consulting engineer firm following the receipt of proposals, the client shall:

- (a) Arrange to interview at least three of the responding consulting engineering firms to discuss the details of the proposal and other information such as:
 - (1) Expertise with similar projects which have been successfully completed;
 - (2) Current workload and availability of personnel to be assigned to the project;
 - (3) References from the clients with completed projects; and
 - (4) List of intended subcontracted professional services.
- (b) Rate the consulting engineering firms in order of preference based on their respective qualifications to undertake the work and list the factors used in making the choices;
- (c) Inform the Department in writing of:
 - (1) The name of the consulting engineering firm selected by the municipality;
 - (2) The names of the client's second and third choices;
 - (3) Details of the selected proposals; and
 - (4) Estimated dates of project commencement and completion;
- (d) Inform the selected consulting engineering firm in writing:
 - (1) That the Department has been informed of the firm's selection by the client;
 - (2) That the Department will be reviewing the process by which the municipality selected the firm to determine whether the requirements of Env-Wq 604 have been met; and
 - (3) Of the final terms of the proposal;
- (e) Send a copy of the notification required by (d), above, to the Department;
- (f) Negotiate the proposal fee with the selected consulting engineer.

Env-Wq 604.05 Final Terms for Engineering Services Contracts and Contract Revisions

- (a) On receipt of the draft engineering services contract from the municipality, the Department shall review the recommended engineering services contract.
- (b) After Department's review of the recommended contract, it shall inform the selected consulting engineering firm and the municipality in writing of any comments regarding the proposed work and fee, based on the Department's knowledge of work and fees for comparable projects in the state.**
- (c) The municipality shall submit to the Department for review any revisions to the contract made subsequent to acceptance.
- (d) In order for the costs to remain eligible for funding from the State of New Hampshire or EPA, the contract or any subsequent revisions shall be subject to negotiated changes if the Department determines that the terms would result in excessive payments to the firm based for comparable projects.**
- (e) The final contract shall be approved for execution using the contract form provided by the Department and shall be signed by the municipality, selected consulting engineering firm and the director or designee.

Selection of Engineering Services for the Wastewater Treatment Plant

The Sewer Department began the new Wastewater Treatment Plant process at the beginning of 2010. This process was to select a firm for study, design, and construction for the Wastewater Treatment Facility. The Request For Qualifications (RFQ) was sent out to engineering firms on the New Hampshire Department of Environmental Services approved engineering list, and an advertisement was put in the newspaper. Eight engineering firms were present at the mandatory RFQ meeting. After the meeting I called several communities to get general opinions on the firms that attended the meeting.

The Town received submittals from Sterns & Wheeler GHD, Underwood Engineers, Weston & Sampson, and Wright-Pierce. Weston & Sampson declined an interview for business reasons.

The interview team included members of the NHDES Wastewater Operations and Design review staff, and Town staff. Each firm was given time for a presentation and questions. After the interviews it was determined Underwood Engineers was the best choice, Sterns and Wheeler GHD second and Wright Pierce third.

I followed up with phone calls with a few communities to specifically discuss project teams for this project to get opinions and verify the selection. These discussions confirmed the selection.

Engineering Work Completed to Date

The Town Council approved Underwood Engineers to start the planning and preliminary design phase for a new Wastewater Treatment Plant. The following tasks were completed:

Task 1 – Project Development, Data Collection, and Regulatory and Funding Agency Coordination

Task 2 – Design Concept Process Screening Workshop

- Meet with Town staff and representatives, NHDES, Underwood Engineers and Dr. Cliff Randall to review treatment technologies
- Provide a ranking system for selecting feasible alternatives for further review
- Review advantages and disadvantages of alternatives and rank alternatives
- Select top 3 alternatives for further evaluation

Task 3 – Development of Detailed Evaluations of Alternatives

- Evaluate existing facility to determine those unit processes that should be replaced or enhanced.
- The three most feasible alternatives process flow trains identified in the screening workshop will be evaluated and preliminary sizing of new processes will be prepared with hydraulic profiles and site layouts to determine the most feasible option.
- Each alternative will be based on a 20 year flow and load projections.
- A cost effective analysis will be performed that includes construction costs, annual power and staffing, sludge disposal, and chemical costs. The total cost in design year or the total present worth of the capital and operating costs will be established for each alternative to estimate which alternative is the most cost effective.
- Recommend Alternative considered most feasible for implementation in order to meet Town's discharge permit requirements.

Task 4 – NHDES SRF and RD Applications and Coordination

Task 5 – EPA and NHDES Regulatory Coordination

The Town Council approved Underwood Engineers to perform the following work for preliminary design.

Task 1 – Subsurface Investigation

- Subsurface investigations in the form of soil borings and ledge probes will be performed on existing treatment facility site for the purpose of identifying subsurface conditions such as the depth of ledge, which is known to exist at the treatment plant site. The purpose of the borings and probes will be to determine cost estimates for ledge removal.
 - 1.) Boring Logs
 - 2.) Site Plan showing Boring Locations
 - 3.) Geotechnical Report assessing soil conditions and recommending appropriate dewatering and/or support measures for those conditions during construction

Task 2 – Future Flow and Growth Projections

Underwood will meet with appropriate Town of Newmarket Planning and Zoning representatives to discuss the probable future growth within the current residential, commercial, and industrial zones within the Town of Newmarket over the next 20 years utilizing OEP and Strafford Regional Planning figures as a starting point, adjusted by Newmarket Planning and Zoning. The Areas of expected growth will be identified and displayed on an overlay exhibit of Commercial/Industrial areas for growth will be examined and combined with actual gpad figures from existing Commercial/Industrial to project future Commercial/Industrial flows and loads.

Underwood Engineers were selected in accordance with the State and Federal guidelines for maintaining funding eligibility and is the engineer of record for the project. They have completed the report phase that has been reviewed and approved by the NHDES, and have begun the design phase work. The Sewer Department has been please with their work and responsiveness, and recommends continuing moving forward with Underwood for the Wastewater Treatment Plant Project.

Selection of Engineering Services for the MacIntosh Water Supply

The Water Department began the selection process in the beginning of 2010. This process was to select a firm for study, design, and construction for the MacIntosh Well. The RFQ was sent out to the engineering firms on the NHDES prequalified engineering list and an advertisement was put in the paper. The three firms that were interviewed were Emery & Garrett Groundwater/CMA, Horizons, Weston & Sampson.

The interview team consisted of Town staff. Each firm was given time for a presentation and questions. After the interviews it was determined that Weston & Sampson was the best choice, Horizons Second, and Emery Garrett/CMA third.

In 2010, the Town Administrator approved a contract for Weston & Sampson to do a Preliminary Design Report (PDR) for the MacIntosh Well. The PDR included:

Task – 1 Project Development and Data Collection

Task – 2 Project Layout

- Access Road Easement and Raw Water Main Layout
- Wellhead Options
- Raw Water Main Size
- WTP Location
- Three Phase Power
- Subsurface Investigation

Task – 3 Alternatives Analysis

- Disinfection and pH adjustment only
- Sequestering Agent Addition
- Blending MacIntosh Well Water
 - Water Blending Methodologies
 - Hydraulic Modeling Results
- Temporary Treatment Systems
 - Ion Exchange
- Permanent Treatment Systems
 - Pressure Filtration
 - Ion Exchange
 - Electrodialysis Reversal
- Impacts of Treatment Alternatives on Finish Water Quality
- Piloting Requirements

Task – 4 Preliminary Treatment Cost Estimate

- Blended Water
- Pressure Filtration
- Ion Exchange Rental (Temporary)
- Ion Exchange Permanent
- Electrodialysis Reversal

Task – 5 Preliminary Cost Summary

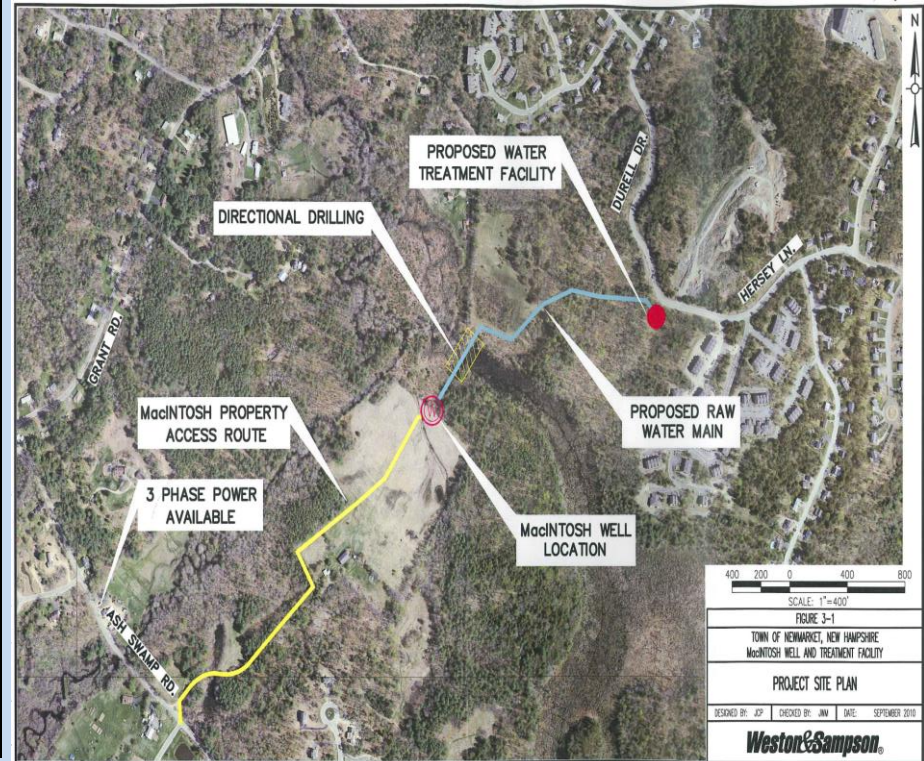
- Common Capital Costs Summary
- Project Cost Comparison

In 2012, The Town Council approved Weston & Sampson to perform a pilot test on the MacIntosh Well. The Pilot Test consisted of a more detailed look at blending and the Electrodialysis Reversal treatment alternatives.

Weston & Sampson were selected in accordance with State and Federal guidelines for maintaining funding eligibility, and is the engineer of record for the MacIntosh Well project. They have completed the report phase that has been reviewed and approved by the NHDES. The Water Department has been pleased with their work and responsiveness, and recommends continuing moving forward with Weston & Sampson for the MacIntosh Well Project.

Selection Process for Engineering Services for the WWTP and MacIntosh Well

May 1, 2013



Selection Process for Engineering Services

- Env-Wq 604.02 Eligibility for Funding

In order to receive funding from the State of New Hampshire, EPA, and Rural Development for engineering services for water supply and water pollution projects, the Municipality shall contract only with a consulting engineering firm that:

- 1.) Are listed on the NHDES roster of prequalified consulting engineering firms
- 2.) Was selected based on qualifications only
(No Quotes)

Required Selection Process

- Advertise a request for Proposals from engineers on the NHDES prequalified roster
- Review the proposals
- Interview firms
- Rank firms based on interviews and proposals
- Negotiate a scope and fee
- Send scope and fee to funding agencies for review and approval

Engineering Services WWTP Selection

- 2010 Request for Qualifications advertised
- Mandatory RFQ meeting eight engineering firms were present
- Town received four submittals
- The Town offered interviews to the four submittals (one firm refused an interview)
- The interview team consisted of members of the NHDES wastewater operations and design review staff and town staff

Engineering Services WWTP Selection

- The firms were interviewed and ranked
- Phone calls were made to a few communities to specifically discuss project teams for this project to get opinions and verify the selection
- A scope and fee was negotiated
- The scope and fee was reviewed and approved by NHDES
- The same process was followed for the MacIntosh Well Project

Engineering Services Status

- Completed the study and preliminary engineering phase for the WWTP and MacIntosh Well
- Underwood Engineers is the engineer of record for the WWTP
- Weston & Sampson is the engineer of record for the MacIntosh Well

Decision Point for Engineering Services

1. Negotiate scope and fee with the current engineers of record for the WWTP and MacIntosh Well projects.

2. Do the selection process over again

Send out Request For Qualifications

Review Submittals

Interview firms

Select firm and negotiate scope and fee

Contract approval from NHDES

Council approval – First reading & second reading

Discussion Points

- Both projects have strict schedules:
 - WWTP Administrative Order by Consent
 - MacIntosh Well Corrective Action Plan
- Both firms are currently working with the Town, funding, and permitting agencies for these projects.
- Both firms have extensive knowledge due to the work they have completed on these projects.

Discussion Points

- It is common practice in the industry to establish an engineer during the study and preliminary design phase of a project and continue with the engineer through design and construction unless one has been dissatisfied with the services provided.
- I have reviewed both project teams. Both firms have put together top notch quality teams to perform the engineering for the projects.

Key Project Team Members

- Dr. James Barnard

Internationally recognized for developing the BARDENPHO process (BARnard DENitrification and PHOshorous removal). Participated in over 100 designs incorporating biological nutrient removal.

- Dr. Clifford Randall

- Over 50 years of experience in wastewater treatment, and is one of the pioneers of the biological nutrient removal (BNR) wastewater treatment process in the United States. Participated in the development of final designs for over 80 new and upgraded BNR plants throughout the world, ranging in size from 10,000 gpd to 550 MGD.

- Dr. Christopher Bye

Creator of the BioWin biological nutrient removal modeling software. Dr Bye has created or assisted in the creation of hundreds of BioWin models for BNR facilities around the world.

Discussion





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6. Discussions/Presentations

c. Finalize Town Council Goals

Jun-2013	Jul-2013	Aug-2013	Sep-2013	Oct-2013	Nov-2013
Setup committee to review the Waste Water and Well Projects	Begin and Manage Macintosh Well and Waste Water Treatment Facility Projects	Examine Contracting out Snow Removal/Having a mix of Contracted and Hired	Begin Planning for Town Revaluation in FY15	Solicit Bids/Proposals for Insurance Products for the Town Employees	Begin the process of advertising and economic development promotion of Newmarket
Address M2 Zoning issue as well as other zoning to make sure it is what is needed in the community to attract the business that the community wants	Review and Update Town Personnel Policy with input from Legal Counsel	Evaluate Recreation Revolving Fund Pros and Cons for FY15 Budget	Hire Finance Director (Part Time or Full Time)	Using the Economic Dev. Comm. Report, begin the process of analyzing land tracts in the community and determine if/which properties are good for development	Present FY15 Operating Budget to Budget Committee
Hire Economic Development Consultant	Solicit proposals for engineering services for the next phase of the Well and Water project.	Review Recreation Operations and determine if the department is currently providing services the Town requires	Work with Economic Development Committee to determine what types of development the community needs/wants	Present FY15 Operating Budget to Town Council	
Analyze Excess Town Property and recommendations		Review Planning Operations and determine if the department is currently providing services the Town requires	Determine the need for an Economic Development Director for FY15 budget		
Hire Town Attorney		Review Finance Operations and determine if the department is currently providing services the Town requires			
Seek out alternative sources of funding for the Waste Water and Well projects		Work with DES and EPA to begin addressing Non-source pollution issues in the community			
Continue to work with Rural Development and DES to secure funding from their departments for the Waste Water and Well Projects		Begin FY 2015 Operating Budget			
Begin working with the Charter Commission					

Draft



**Town of Newmarket, New Hampshire
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7. New Business

a. Closing Comments by Town Councilors

8. Adjournment