



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

**REGULAR MEETING OCTOBER 21, 2015 7PM
NEWMARKET TOWN HALL COUNCIL CHAMBERS**

- 1) **Pledge of Allegiance**
- 2) **Public Forum** ***Public Forum is an opportunity for the public to address the Town Council. All comments should be addressed to the Chair of the Council. No person will be allowed to speak longer than 5 minutes***
- 3) **Public Hearing:** None
- 4) **Town Council to Consider Acceptance of Minutes**
 - a) Minutes of October 7, 2015
- 5) **Report of the Town Administrator**
- 6) **Committee Reports**
- 7) **Old Business**
 - a) Ordinances and Resolutions in the 2nd Reading
 - i. Resolution 2015/2016-18 Sale of Tax Deeded Property
 - ii. Resolution 2015/2016-19 Contract for Waterline to Install a Well, a Waterline, a Blending Facility, and all Necessary Equipment for MacIntosh Well Project
 - iii. Resolution 2015/2016-20 Engineering Contract for Construction Administration and Oversight for the MacIntosh Well Project
 - b) Ordinances and Resolutions in the 3rd Reading
 - c) Items Laid on the Table – NONE *(Items will remain on the table unless a member of the Town Council moves to remove the item.)*
- 8) **New Business/Correspondence**
 - a) Town Council to Consider Nominations, Appointments and Elections
 - i. *Town Council to Appoint Council Rep. to Budget Committee and an Alternate*
 - b). Ordinance and Resolutions in the 1st Reading
 - i. *Resolution 2015/2016-21 Setting Polling Hours for all 2016 Elections*
 - ii. *Resolution 2015/2016-22 Disbanding the Advisory Heritage Commission*
 - c) Correspondence to the Town Council
 - d) Closing Comments by Town Councilors
- 9) **Adjournment**

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

DRAFT

OCTOBER 7, 2015 7:00 PM

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

EXCUSED: Council Chairman Phil Nazzaro

ALSO PRESENT: Town Administrator Steve Fournier, Water & Wastewater Superintendent Sean Greig

AGENDA

Vice Chairman Gary Levy welcomed everyone to the September 16, 2015 Newmarket Town Council Meeting and called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.

Vice Chair Levy announced that Chairman Nazzaro was excused as he was out of town on business.

PUBLIC FORUM

Vice Chair Levy opened the Public Forum at 7:02 pm and asked if anyone from the public wished to speak.

As no one from the public came forward, Vice Chair Levy closed the Public Forum at 7:02 pm.

PUBLIC HEARING – None

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

Acceptance of the Minutes of the Regular Meeting of September 16, 2015

Councilor Thompson made a motion to accept the minutes of the regular meeting of September 16, 2015, and Councilor Weinstein seconded.

As there were no changes requested, Town Administrator Fournier polled the Council and the minutes of the regular meeting of September 16, 2015 were approved by a vote of 6-0.

Acceptance of the Minutes of the Non-Public Meeting of September 16, 2015

Councilor Thompson made a motion to accept the minutes of the Non-Public meeting of September 16, 2015, and Councilor Burns seconded.

As there were no corrections or changes requested, Town Administrator Fournier polled the Council and the minutes of the Non-Public meeting of September 16, 2015 were approved by a vote of 6-0.

REPORT OF THE TOWN ADMINSTRATOR

Town Administrator Steve Fournier stated that on September 27th the Fire Department conducted a **Controlled Burn at the Carpenter Property**, in conjunction with other departments. He said that everything had gone well and that the Department of Public Works was currently cleaning the site, which was spread with grass seed. He stated that he wanted to dispel a rumor that they were building a new High School on the site, and stressed that they were just leveling the land. He next addressed the matter of dormant committees in the Town. He stated that the **Advisory Heritage Commission** had met only three (3) times since January 1, 2012 and said they had difficulty finding members and that most of the authority of the Commission had been stripped away. He said that a resolution would be introduced at the next meeting to disband the Commission, and that other committees would also be reviewed and recommendations made.

Town Administrator Fournier stated that on Thursday October 2nd the Police Department was hit by a **Computer Virus Infection** called CryptoLocker, which had been known to lock government computer systems. He said that fortunately they had been able to remove the virus without losing data, and they were currently reevaluating their security and policies. Town Administrator Fournier next addressed the **FY16 Budget** stating that, pursuant to the Town Charter, he would be presenting his budget to the Town Council on October 15, 2015. He also reminded the Council that a Budget Workshop was scheduled for Saturday October 24, 2015 starting at 9:00 am.

Town Administrator Fournier announced the **Retirement** of *Kathy Castle* as the Administrative Assistant to the Town Administrator. He stressed that Kathy had been an invaluable resource to the Town for 15 years and would be difficult to replace. He said that the advertisement for the position had already been posted and the position would be filled prior to her departure in mid-December. He said that Kathy truly deserved the time to spend with her family and friends.

Town Administrator Fournier said that he had met with the Assessors yesterday and had an **Estimated Value for the Town**, though there was a small private water system for which they did not yet have the utilities values from the State. He stated that the estimated value of the Town of Newmarket was \$722,476,271, a 1.43% increase or an increase of \$10,505,659 value to the Town. He said that there had been an increase in commercial buildings of 4.84% due to the Mills complex coming online, which composed 50% of the assessed value at this point, and that there had also been a 2.96% increase in residential land. Councilor Pike asked for the current percentage value of the Town, and Town Administrator Fournier replied the value was 91%. He explained that before the revaluation, the value of the Town had been 110%, had then dropped to 99%, and was currently at 91%, which was within acceptable range. Vice Chair Levy asked if this was the first year for the Mills revenue, and Town Administrator Fournier replied that it was and they would see more revenue coming in this year.

Discussion/Questions: Councilor Weinstein congratulated Public Works Director Rick Malasky on the success of the controlled burn, and said the Fire Department and the Department of Public Works had

done a great job with the Carpenter Property. She said that someone had also brought to her attention the idea of forming a land-use committee for the Town, which would encompass taking an overall look at salable land and potential land purchases. She offered congratulations to Kathy Castle on her upcoming retirement, and hoped something formal would be scheduled to thank her for all the work she has done for the Town. Vice Chair Levy asked Town Administrator Fournier if there was any way the Council could get information for proposals coming up for expenditures 60 days in advance. As an example, he said that the information for the Recreation expenditures had been given to Recreation Director Jim Hilton some time ago, but that the Council had only received it at the first reading of the resolutions. Town Administrator Fournier felt the easiest way would be to put a copy of the Request for Proposal (RFP) in their mailboxes when projects went out for bid, as the exact amount was not known until then. Vice Chair Levy felt a one-page synopsis would suffice, or a list of proposed RFPs. Councilor Pike said he felt the Recreation Department expenses could be brought up at budget time, and said he did not want a lot more paper in his box. Councilor Thompson felt that people should understand that the Council received a lot of information that was not always complete, and they needed the specifics in order to ask more educated questions and do their job.

Councilor Pickering said that a lot of labor and a huge effort had gone into the Carpenter property project, and said he was glad to see the property cleaned up. He thanked Public Works Director Malasky and the Fire Departments for their efforts, and said he felt that this was probably one of the most cooperative efforts he had seen between the School and the Town. He asked if the Town was planning to dump snow on the property again this winter, and Town Administrator Fournier replied it would only be used if the regular snow farms filled up. Vice Chair Levy asked if the Wilson property was still being considered, and Town Administrator Fournier said that the problem was getting the snow there and trucking it out that far.

Town Administrator Fournier said that he wanted to follow up with regard to **Road Patching**. He said that Public Works Director Malasky would be patching roads using an asphalt mixture, rather than liquid patching, to make sure the patches stayed down. Vice Chair Levy was concerned that sections were already peeling away and it was not even winter yet, and Councilor Pickering added that chunks of asphalt were piling up along the roads.

COMMITTEE REPORTS

Councilor Weinstein reported on the CIP Committee meeting of the week before stating that they had reviewed all of the departmental requests for funding, and all projects had been approved. She said that some of the amounts were increased, one of which was the Road Fund request of the Department of Public Works, which was increased from \$125,000 to \$250,000 and unanimously approved. She said there would also be some money in the General Budget to cover road maintenance. Councilor Weinstein said that the CIP Committee also wished to have some clarification about the Library regarding who was responsible for the outside versus the inside. Town Administrator Fournier stated that the rule of thumb was that anything from the walls out was the responsibility of the Town, and everything inside the responsibility of the Library. He said the Newmarket Library did not fall under normal Trustees Laws as it was originally a Mills Library, and when the Mills closed the deed turned it over to the Town with the selectmen appointing the Trustees. Councilor Weinstein said the Library had

some projects they wished to take on, and asked who would put them forward if they did not. Town Administrator Fournier said that they traditionally deferred to the Board of Library Trustees who controlled their own trust fund separate from the Town. She said that the request by the Recreation Department to replace playground equipment on the younger children's playground was urgent and had become a safety hazard. She also questioned the \$90,000 remaining in the Recreation Capital Reserve Fund, saying that it was not clear how it was earmarked for future use. Town Administrator Fournier replied that procedurally he would not approve anything that was put forward in the CIP plan without backup, and said it was more about current plans for the Capital Reserve Funds and not the original intent. He said that he had emailed all department heads that if the money was not available in their budgets, the requests would not be approved. Councilor Weinstein said that the CIP members were also planning to tour the School next week and review their CIP requests as well.

Councilor Pike reported on the Planning Board Committee meeting stating that progress was being made on the Macallen Dam, and that three (3) proposals had so far been submitted for stability analysis which would be reviewed at the next meeting.

Vice Chair Levy said that the Economic Development Committee had not met, but that he had spoken to Town Administrator Fournier about requesting the Planning Board to put forward a possible ordinance to look at elderly housing. He said that it had been a unanimous request of the Economic Development Committee to change the zoning on those parcels and use them for something they could build on and utilize.

OLD BUSINESS

ORDINANCES AND RESOLUTIONS IN THE 2ND READING

Resolution #2015/2016-15 Increase of Sewer Rates

Councilor Thompson made a motion to approve *Resolution #2015/2016-15 Increase of Sewer Rates*, which was seconded by Councilor Pike

Water & Wastewater Superintendent Sean Greig provided an overview emphasizing that the increase was only for the sewer rates. He explained that several years ago, when they had to move forward to build a new wastewater treatment facility, they had had to borrow \$14.1 million. He said they then had to decide whether to have several periodic rate increases or one large increase in order to meet the bond payment, and stated that the Town Council had voted for level increases. He stated that they were now on the third increase of 76 cents, which raised the rate from \$8.98 to \$9.74 per 100 cubic feet of water, or 750 gallons. He said the rates were right on schedule though they needed to get to the \$13.72 range to meet their obligations. He added that the \$14.1 million loan did contain grants which brought the loan total down to \$10.3 million.

Discussion: Vice Chair Levy asked if usage had dropped as a result of the increased rates, and Water & Wastewater Superintendent Greig said that it had stayed pretty much the same. Vice Chair Levy asked if there was a way to evaluate this as the number of residents and usage had increased. Water &

Wastewater Superintendent Greig replied that water consumption in the Town, and in other communities, had dropped drastically. He stated that the Town used to consume 160-164 million gallons of water per year, but that over the past 2-3 years they had consistently consumed about 138 million gallons per year. He said that the drop was definitely due to the widespread use of energy-efficient faucets and appliances, but that they had also been losing approximately 25% of the water when they were pumping 164 million gallons, but were now losing only about 5% pumping 138 million gallons. Vice Chair Levy asked where Newmarket fell in relation to the water rates of other communities, and Water & Wastewater Superintendent Greig replied that the Town was on the low end for water but closer to the upper end with sewer rates.

Town Administrator Fournier polled the Council and the motion to approve *Resolution #2015/2016-15 Increase of Sewer Rates* passed by a vote of 6-0.

Resolution #2015/2016-16 Approval of 2015 MS-535 - Financial Report

Councilor Thompson made a motion to approve *Resolution #2015/2016-16 Approval of 2015 MS-535 - Financial Report*, which was seconded by Councilor Pike.

Town Administrator Fournier explained that this document was basically the tax return Newmarket needed to file with the State and that it was filed annually. He explained that it was before the Council for a vote as all Councilor signatures were required. He stated that pages 2-3 listed appropriations to actual expenditures, and said that everything that the Town took in and everything they sent out to the Schools and County had to be reported. He said pages 13-14 concerned the General Budget balance sheet. He reported that the Unassigned Fund Balance was estimated to be \$2,550,932, which equaled 8.7% and was in the middle of their Fund Balance policy of 5-10%. He said some of that money would be used during the budget process to make contributions to Capital Reserve Funds, and was also used if any debt was issued from the Town or the School. He said the current Town debt limit was \$22,426,127, the water-related debt limit was \$74 million, and there was no limit on sewer debt. He also explained that if the School maxed their debt limit, the limit for the Town would go down and borrowing would be reduced, as the Town was the collector of the money.

Town Administrator Fournier polled the Council and the motion to approve *Resolution #2015/2016-16 Approval of 2015 MS-535 - Financial Report* passed by a vote of 6-0.

Resolution #2015/2016-17 Authorizing the Town Administrator to Enter into a 5-Year Agreement with Municipal Resources Inc. for Assessing Services

Councilor Pike made a motion to approve *Resolution #2015/2016-17 Authorizing the Town Administrator to Enter into a 5-Year Agreement with Municipal Resources Inc. for Assessing Services*, which was seconded by Councilor Thompson.

Town Administrator Fournier stated that they had started working with the current assessing firm in 2012 and had been using them for the last 4 years, and explained that this agreement would get the Town through the next revaluation. He said the firm was also doing regular assessing 2 office days/week,

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with 1-2 persons available, and said this arrangement was cheaper for the Town and that customer service had improved greatly by having 2 part-time individuals contracted.

Town Administrator Fournier polled the Council and the motion to approve *Resolution #2015/2016-17 Authorizing the Town Administrator to Enter into a 5-Year Agreement with Municipal Resources Inc. for Assessing Services* passed by a vote of 6-0.

ITEMS LAID ON THE TABLE - None

NEW BUSINESS/CORRESPONDENCE

TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS

Town Council to Appoint Council Representative to the Municipal Budget Committee, and Alternate

Vice Chair Levy stated that there was one nomination open for a Council Representative to the Municipal Budget Committee and an Alternate. He said that he had been informed by Chairman Nazzaro that there were two (2) interested parties, Councilor Thompson and Councilor Weinstein.

Town Administrator Fournier explained that the process in the past, when there were two (2) interested parties for one seat, had been that he called the roll and the Councilors each responded with their preference. He said if there was a majority the person won the nomination, and that a tie would fail and require voting again until someone was approved.

Town Administrator Fournier called the roll and *Councilor Thompson* was elected as *Town Council Representative to the Municipal Budget Committee* by a vote of 4-2. *Councilor Weinstein* agreed to run as *Alternate Town Council Representative to the Municipal Budget Committee* and her nomination was approved by a vote of 6-0.

Town Administrator Fournier polled the Councilor and the nominations were approved unanimously by a vote of 6-0.

ORDINANCES AND RESOLUTIONS IN THE 1ST READING

Resolution #2015/2016-18 Sale of Tax Deeded Property

Vice Chair Levy read *Resolution #2015/2016-18 Sale of Tax Deeded Property*, in full.

Resolution #2015/2016-19 Contract for Waterline to Install a Well, a Waterline, a Blending Facility, and all Necessary Equipment for the MacIntosh Well Project

Vice Chair Levy read *Resolution #2015/2016-19 Contract for Waterline to Install a Well, a Waterline, a Blending Facility, and all Necessary Equipment for the MacIntosh Well Project*, in full.

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Resolution #2015/2016-20 Engineering Contract for Construction Administration and Oversight for the MacIntosh Well Project

Vice Chair Levy read *Resolution #2015/2016-20 Engineering Contract for Construction Administration and Oversight for the MacIntosh Well Project*, in full.

CORRESPONDENCE/CLOSING COMMENTS

Councilor Weinstein stated that a Community Forum was scheduled for Monday, October 26th to discuss the heroin issue. She said she had previously mentioned that there was a separate Coalition in Town working on this issue, and said the Town had been hugely supportive as well as Lamprey Health, the Business Association, and general concerned citizens. She said the Forum would not only include the Newmarket community, but people at the State level as well. She said the meeting would be held at the Recreation Center on October 26th at 6:30 pm.

Vice Chair Levy asked Town Administrator Fournier if the Town Attorney would be looking into the debacle regarding the original estimated costs for the MacIntosh Well and the additional funds required, which had come up at the Planning Board meeting. He said that the increases had nothing to do with construction costs, and felt it was difficult to understand how the firm could not be negligent when they were off by 30%. Town Administrator Fournier said that the Town had filed a claim with their insurance carrier, and had not yet heard back from their attorneys.

Councilor Pickering mentioned a reference by a resident at the last meeting regarding a solar array being constructed in Lee, which would benefit the Town of Durham. He said the resident had also stated that Newmarket was on their "favorite" list. Town Administrator Fournier explained that everything was very preliminary, and that someone had looked at the Transfer Station but gotten no further, and said that the one in Lee was being installed by the Town of Durham. He said a controversy had arisen as Durham was taking land in Lee, and Lee would be losing taxable property as they could not tax another municipality.

ADJOURNMENT

Councilor Thompson made a motion to adjourn the meeting, which was seconded by Councilor Weinstein. The meeting was adjourned at approximately 8:00 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary



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

REPORT OF THE TOWN ADMINISTRATOR
October 21, 2015

FY2017 Operating Budget: Pursuant to Section 5.2 of the Town Charter, I have submitted to you my proposed budget for Fiscal Year 2017. The Council will now have the opportunity to review the proposed expenses and make changes as it sees fit.

The first workshop will be this Saturday October 24 at 9AM.

Salary Survey: The Finance Director has completed an independent salary survey of town employees. The survey compares our pay scale for various positions with other communities of similar size and similar labor market. We have a number of positions that are right on target and no change is needed at this time. We also, have some that are above the maximum for the position and some that are below. We will begin addressing those positions soon. I have attached the survey to this report. Pursuant to Section 6.2 of the Town Charter, I will be submitting the wage plan as part of the personnel plan. The Town Council will have 90 days to act on it after submission. Enacting the wage plan does not increase salaries automatically.

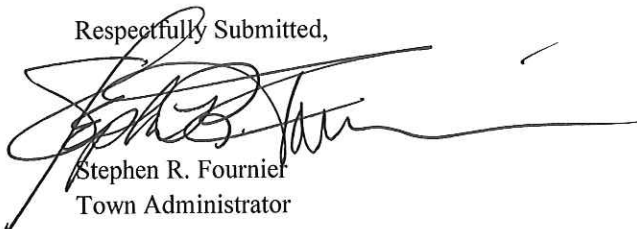
Road Management Plan: On October 14, the Director of Public Works and I met with representatives from UNH and the Strafford Regional Planning Commission to begin the update of the Town's Road Management Plan. They have begun this week with data collection by driving all of the Town owned roads to review the conditions and infrastructure. This should take a few weeks. After that, UNH will work to devise a plan. I will keep the Town Council apprised on the process.

FY16 Budget: After reviewing the revenue and expense report for the month of September, everything is on track. With the first quarter finished, we have expended 21% of the operating budget.

Revenues are running higher than last year at this time. The report does not show the figures for the budget as those are being revised as part of the tax rate setting process.

NHMA Annual Conference: The New Hampshire Municipal Association's Annual Conference will be Thursday November 19 and Friday November 20. This is a great opportunity for training for Councilors and other officials. I am attaching a summary of the conference to this report. If you are interested, please let me know so we can register you.

Respectfully Submitted,



Stephen R. Fournier
Town Administrator



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

Date: September 15, 2015
To: Steve Fournier, Town Administrator
From: Matt Angell, Interim Finance Director
Re: Wage Plan

Steve,

I am pleased to present the results of the salary survey prepared by this Office.

Background:

The primary purpose of the salary survey is to comply with the personnel plan requirements pursuant to section 6.2 of the Town's Charter. In addition to the primary purpose, the salary plan provides guidance to management when determining employee compensation and a measuring post for taxpayers.

From my research, the last salary survey was performed 10-years-age, in 2005.

Process:

We identified and sent 30 communities a salary survey questionnaire. The 30 communities were selected using the at least one of the following criteria:

1. Proximity to Newmarket
2. Comparable service delivery model
3. Comparable population size
4. Town tax commitment (appropriations less revenues)
5. Comparable full-time equivalency
6. Assessed valuation and tax rates (Town rate only)

Please note that a community is more comparable if it met more than one criteria above. Of the 30 questionnaires sent, we received 14 responses and began our comparison. We determined the minimum rate among all of the communities and the salary spread between the minimum and maximum rate for each position.

Next, we entered into a review process with departments, which several responded. We refined our data, by assigning positions to classifications with minimum and maximum rates. (Please note that we interpret the term "classification" as stated in the Charter to mean the same as "grade.")

My Interpretation of the Data:

For the most part, the Town's employees fell within my initial thoughts of the Town's pay structure, which most employees fell in the middle to the lower-middle of the minimum and maximum rates for their classification. The remaining employees fell at or outside of the pay range. When looking at the latter population, it agreed with our initial thoughts, except for one employee.

I am concerned, however, that only 2 communities met or exceeded 4 of our selection criteria. When looking at the communities, it is clear the comparability of communities is difficult. In one instance, the community had roughly 3,000 more residents, but taxed its taxpayers nearly 2 times more than Newmarket. Clearly, the residents of this community are more interested in having a level of service that exceeds Newmarket.

Regardless, since the overall data results met my initial thoughts, I am comfortable that the proposed wage plan.

Next Steps:

By no means does this survey suggest we are at the end of a process. Rather, we are beginning to rebuild a plan that was last prepared in 2005. The road towards perfecting the wage plan is to refine job descriptions and where they fall within each classification. I also recommend the Town continue updating the plan with the following tasks:

1. Analyze job descriptions along with processes.
2. Determine whether positions need classification adjustment as a result of analyzing job descriptions.
3. Determine the frequency of cost of living adjustments, which will change the wage plan.

I will make myself available to discuss the results of the wage plan and narrative to you and to the Town Council.

Best regards,
Matt

Salary Study/Wage Scales

This section of the report attempts to establish wage scales for all non-represented positions which are designed to attract and retain well qualified and experienced employees. Wage scales are also helpful to assure that employees are compensated appropriately as compared to peer groups, and assists with the allocation of compensation adjustments between merit increases to base salary and bonus considerations outside of base.

In an attempt to have a comprehensive survey of New Hampshire municipal jobs, we sent our salary surveys to 30 communities, who met the criteria outlined below. We received a respectable 14 responses.

The salary study was segmented into numerous steps to ensure that the data used was the most appropriate and relevant for the Town of Newmarket. The process was as follows:

1) Comparable communities – The selection of comparable communities is difficult for a community like Newmarket, where its small administrative staff completes multiple functions which are typically individually managed by a number of employees in larger communities. Also, Newmarket is unique as a smaller community which employs career staff to provide fire/EMS services on a 24/7 basis.

To identify comparable communities, statistical data of NH towns was reviewed based upon the following:

- a) Proximity to Newmarket – Area communities with similar services were considered, as those communities seek to fill similar positions under the same market conditions.
- b) Service Delivery – The relationship between communities and budget effort for police, fire, highway, general and total budgets was considered.
- c) Population Size – Provides an indicator of the complexity of services provided by a similarly sized organization.
- d) Town Tax Commitment – Provides a comparison of labor force efficiency.
- e) Total FT Salaries – Provides an indicator of the complexity of services provided by an organization.
- f) Assessed Valuation and Tax Rates – Similarly, provides a context of tax effort and development of the towns and cities under consideration.

The above factors were then categorized as being with 25% of Newmarket's budget and taxing efforts; additional relevance parameters, population and net town tax commitment, were established at 50% and 35%, respectively. The following communities were considered, with those communities possessing all of the selection criteria, above.

Community	Assessed Valuation	Net Town Tax Commitment (appropriation less revenues)	Population	Similarities (out of 6)
Claremont	\$689,783,208	\$10,443,318	13,224	3
Durham	\$916,456,045	\$7,643,243	14,949	3
Epping	\$672,995,200	\$3,385,166	6,503	3
Franklin	\$518,253,005	\$6,695,829	8,479	3
Greenland	\$671,075,232	\$2,281,656	3,616	2
Hampstead	\$1,008,191,126	\$3,145,556	8,538	4
Hampton	\$2,781,983,500	\$20,141,561	15,120	1
Hanover	\$1,964,944,600	\$8,920,848	11,287	2
New Castle	\$641,438,424	\$1,462,480	930	2
Rye	\$1,786,611,900	\$6,574,732	5,318	3
Somersworth	\$833,520,920	\$8,626,942	11,780	5
Stratham	\$1,225,837,216	\$4,425,272	7,285	3
Weare	\$819,615,914	\$3,163,717	8,828	3
Windham	\$2,091,975,160	\$8,095,944	13,777	1

2) Comparative Data – As stated earlier, a challenge exists attempting to identify comparable positions in smaller communities, as multiple responsibilities oftentimes result in varying job titles. Additionally, service levels between smaller communities vary greatly, also resulting in a small number of comparable job titles. As illustrated below, of the fourteen surveyed communities, Newmarket positions compared against the following similar positions:

Police Chief	13	Town Clerk/Tax Collector	13
Police Lieutenant	12	Town Planner	9
Police Admin. Asst.	11	Code Enforcement Officer	14
Director of Public Works	5	Water/Sewer Super.	4
Recreation Director	10	Welfare Director	7

As demonstrated, the lack of positions for comparison may present comparability issues.

3) Internal Ranking – One strategy which is used to compensate for the lack of comparable positions in the survey group is to identify the internal ranking of positions in a more cohesive group; for this part of the study, our survey was used to develop an internal ranking system among Newmarket positions.

The following is a summary of those positions, the number in the survey group, and the compensation relationship between the chief administrative officer (Town Manager/Administrator) and other Newmarket positions:

<i>Position</i>	<i>#</i>	<i>Average Compared to TA</i>	<i>Median Compared to TA</i>
Town Admin/Manager	20	100.0%	100.0%
Police Chief	19	79.4%	76.1%
Police Lieutenant	18	70.6%	66.6
Director of Public Works	17	73.4%	70.2%
Water and Sewer Superintendent	14	56.6%	48.1%
Parks & Rec Director	12	57.3%	51.8%
Building Inspector	10	53.5%	53%
Staff Accountant	10	53.4%	49.5%
Town Clerk/Tax Collector	9	52.9%	50.3%
Secty./Asst. to T.A.	6	44.7%	45.2%
Police Secretary	5	41.0%	39.6%
Deputy TC/TX	5	39.2%	37.2%

The internal ranking between job titles calculated from the aggregate group is then applied to Newmarket's survey group. As stated previously, job title comparability is most difficult with smaller communities; in order to provide the most accurate comparisons possible, the rank of Police Chief has been identified as the position in the survey group as the most consistent in terms of job responsibilities. Accordingly, the Police Chief's max salary in the survey group, \$104,125, is used as the anchor wage to establish the Town Administrator/Manager's range, with all town positions then anchored off the Administrator's range:

<i>Position</i>	<i>Maximum</i>
Police Chief	\$ 104,208
Director of Public Works	\$ 88,941
Parks & Rec Director	\$ 68,307
Building Inspector (.74 FTE)	\$ 48,582
Town Clerk/Tax Collector	\$ 63,419
Staff Accountant	\$ 65,874
Secty./Asst. to T.A.	\$ 53,144
Police Secretary	\$ 50,232
Deputy TC/TX	\$ 50,232

3) Minimum and Maximum Salary Spread – One of the challenges is to determine a minimum and maximum salary spread for each position that is consistent with other comparable communities. Three survey responses provided no data to determine a minimum and maximum pay range. Two responses had ranges that varied between positions. The remaining six communities had ranges that were an exact percentage or had few exceptions. When viewing all of the communities together, the average spread appeared to fall within a 30% range, which was used for our wage plan.

From their data, we determined the respective communities' minimum and maximum salary range spread.

<i>Community</i>	<i>Salary Range Spread Between Min. and Max</i>
Claremont	52%
Durham	Approximately 20%
Epping	103%
Franklin	31%
Greenland	No range provided

Hampstead	50%
Hampton	Varies between 17% and 107%
Hanover	52%
New Castle	No range provided
Rye	23%
Somersworth	Varies between 12% and 32%
Stratham	No range provided
Weare	No range provided
Windham	Varies between 13% and 34 %

4) Individual Positions – This section will examine each non-represented position; the current compensation for that position; highlight any differences in role description between the Town’s information and the survey information; any resulting impacts on the wage scale; and makes preliminary recommendations on wage ranges.

a) **Police Chief** – This position typically is the most consistent in terms of duties and complexities; accordingly, under the internal ranking process, the position was used as the baseline from which all other town positions were ranked.

Police Chief – Works independently as prescribed by State law (RSA 105). Serves as chief administrator of the Police Department; manages the policy, development, control, supervision, direction and program implementation of the Department; is accountable for the effective delivery of police services to the community. May perform regular and difficult law enforcement duties.

Recommended Wage Range:	\$ 80,163 - 104,208
Current Incumbent:	\$ 92,717
Relationship to Town Administrator:	96.6%

b) **Director of Public Works** – Many smaller communities employ a Highway/Road Agent, with only a small number employ a Director, whose responsibilities expand to include town properties, parks and buildings. Still other positions have enhanced responsibilities including utilities.

Director of Public Works – Performs highly-responsible administrative and technical work in directing the operations of the Public Works

Department, including highway, and (if delegated pursuant to State law) solid waste, and building and cemeteries maintenance departments as prescribed by State law (RSA 231). Supervises activities of work crew engaged in a variety of public works projects.

Highway Superintendent/Road Agent – Works under administrative direction of the Board of Selectmen pursuant to State law (RSA 231). Performs administrative and technical work in directing the operations of the Highway Department; supervises and coordinates activities of employees engaged in a variety of public works projects, including the construction, maintenance and repair of streets, sidewalks and bridges, and the operations of solid waste and recycling facilities.

Recommended Wage Range:	\$68,411 - \$88,941
Current Incumbent:	\$ 86,736
Relationship to Town Administrator:	90.4%

c) **Recreation Director** – The Town employs a full-time Recreation Director who organizes all activities, coordinates with independent contractors who deliver services, supervises seasonal employees and manages the Recreation Revolving Fund.

Parks/Recreation Director – Directs and administers the Town's recreation programs and oversees the Recreation Department under the supervision and direction of either the Board of Selectmen or Recreation Commission, as prescribed by State law (RSA 35-B). Develops recreation programs and facilities; establishes and interprets policies; and develops short and long range plans.

Recommended Wage Range:	\$52,540 – 68,307
Current Incumbent:	\$65,564
Relationship to Town Administrator:	68.3%

d) **Building Inspector/Code Enforcement Officer** – A number of communities (like Newmarket) staff one position for both roles. Additionally, this position is a part-time position in Newmarket.

Building Inspector – Inspects all construction for compliance with building codes; processes and issues building permits; investigates complaints and prepares hearings, pursuant to State law (RSA 674).

Code Enforcement Officer – Administers zoning ordinances; investigates complaints; prepares hearings; represents municipality before and as advisor to the Zoning Board of Adjustment; may supervise the

Planning and Zoning Department.

Recommended Wage Range:	\$24.36/hour - \$31.67/hour
Current Incumbent:	\$26.73/hour
Relationship to Town Administrator:	57.9%

e) **Secretary to Planning and Zoning Boards** – The Town’s Planning and Zoning Administrator assumes additional duties than those customarily found in larger land use offices, where it is common that the secretary works under closer direction of a Planner or Department manager. The requirement to exercise more independent judgment brings value to the organization, and ought to be recognized.

Planning/Zoning Secretary – Performs a full-range of complex secretarial and administrative support duties for the Planning Board and/or Zoning Board of Adjustment, including research, preparation and maintenance of materials related to land use meetings and hearings; attends meetings to take and transcribe meeting and hearing minutes; assists public with applications.

Recommended Wage Range	\$38,646 - \$50,232
Current Incumbent:	\$50,710
Relationship to Town Administrator:	52.8%

f) **Police Administrative Assistant** – This position is also one of the most populated in the survey, primarily attributable to stringent record-keeping requirements promulgated by the legal system and complex personnel work rules, regulations and schedules.

Secretary to Police Chief/Police Department – Works under the supervision of the Police Chief. Performs complex and confidential secretarial and administrative support duties; receives calls and visitors to the Chief; types correspondence; schedules officers for outside details; documents hours for payroll and billing purposes; tracks and documents sick, vacation and swap time for Department; compiles Department statistics; maintains personnel files and assures confidentiality; assures proper maintenance of office equipment.

Recommended Wage Range:	\$38,646 - \$50,232
Current Incumbent:	\$47,694
Relationship to Town Administrator:	49.7%

g) **Staff Accountant** – The position of Staff Accountant is not very common in many of the survey groupings, as communities opt to hire a full time Finance Director or only maintain subsidiary positions such as bookkeeper or payroll clerk. Newmarket’s financial services administration is very efficient by employing a Finance Director three days per week to

supervise operations and provide high-level accounting, reconciliation and auditing functions.

Staff Accountant – Works under general supervision. Performs professional accounting work, including preparing and analyzing financial reports; maintaining cost accounting records on equipment and projects; and monitoring expenditure patterns for investment purposes.

Recommended Wage Range:	\$50,669 - \$65,874
Current Incumbent:	\$59,925
Relationship to Town Administrator:	62.4%

h) **Town Clerk/Tax Collector** – Many New Hampshire towns have recognized the value of combining the positions of Town Clerk and Tax Collector which results in an array of services being provided with a cross trained staff. Most of the duties of the TC/TX are statutory in nature; some offices also function as the central cash center where all monetary transactions are completed, although this is not in effect in Newmarket.

Combined City/Town Clerk/Tax Collector – As City/Town Clerk is responsible for keeping all City/Town records, certifying the actions of the Town Council and other city/town officials, making official reports, collecting fees and serving as an election official. As Tax Collector is responsible for collection of all taxes including but not limited to: property tax bills, sewer usage bills, sewer betterments, current use valuation penalties and yield taxes. Serves as City/Town Clerk and Tax Collector of the City/Town as prescribed by State law (RSA 41 and/or RSA 49-C). Performs duties independently.

Recommended Wage Range:	\$48,776 - \$63,419
Current Incumbent:	\$ 55,275
Relationship to Town Administrator:	57.6%

m. **Deputy TC/TX** – Similar to the Town Clerk/Tax Collector.

Combined Deputy City/Town Clerk/Deputy Tax Collector – Works under the supervision of the City/Town Clerk and Tax Collector as prescribed by State law (RSA 41 and/or RSA 49-C). Assists City/Town Clerk in the planning and organization of City/Town record-keeping activities. Maintains official records and vital statistics of the City/Town; assists in preparation of official reports; makes bank deposits; collects licensing fees. Receives and posts tax payments; issues delinquency notices; answers miscellaneous questions regarding taxes.

Recommended Wage Range:	\$38,646 - \$50,232
Current Incumbent:	\$50,628

Relationship to Town Administrator:	52.7%
Relationship to TC/TX:	91.6%

5) Other Considerations – A significant degree of subjective evaluation is necessary to tailor a program to fit an organization. Issues such as employee experience and longevity, employee morale, efficiency of administration and other factors must be considered. The Select Board is encouraged to consider the following as the final design of the Merit Pool Administration Plan takes form:

a) **Wage Ranges** – Wage Ranges vary significantly among survey participants; for purposes of this project, a 30% range between minimum and maximum was established. Realistically, market conditions and internal compression relegate the minimum end of the range as a compensation floor, as employees customarily enter organization at a salary well above minimum. Additionally, an additional 10% supervision factor was included in the minimum wage determination for supervisors/department heads.

b) **Mitigating Factors** – There are certain mitigating factors which need to be more closely analyzed. For example, it is a valid compensation practice whereby the Deputy Town Clerk and Tax Collector was determined using only two communities. All other communities did not have comparable data by FTE and experience. Water and sewer positions differed slightly as compared to other communities. This is due to the complexity of the systems at Newmarket as compared to other communities.

c) **Current Compensation vs. Proposed Ranges** - It appears that many positions are within their respective market range. While this information is an accurate representation of data provided by the 14 communities, it may create employee morale concerns when the information is viewed within a formal policy (although this status does not preclude the award of lump sum merit compensation).

d) **Combining Ranges** – Most of the recommended wage ranges set the minimum at the current salary, except noted in the mitigating factors above. Within each grade, the minimum salaries were averaged together to determine the minimum for that grade. This process naturally results in a large number of wage ranges similar to our current pay structure. The wage plan provides the combined ranges by grade.

These ranges would produce several unintended consequences which should merit special attention:

Below Minimum	Within 10% of Minimum	At or Within 5% of Maximum	Over Maximum
Channel 13 Technician, Welfare Director, Firefighter	Recreation Office Manager, Equipment Operator, Wastewater	Water and Sewer Superintendent	Library Aide II, Planning/Code Secretary, and A/P

1, Firefighter 2, Foreman, Solid Waste Laborer, Library Director, Children's Librarian, and one Police Lieutenant	Maintenance Supervisor, Systems Technician, Buildings and Grounds Supervisor, Code Enforcement Officer, Police Prosecutor, Fire Administrative Assistant, Water Operator, and Information Systems Tech.		P/R W/S Billing accountant
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Note: Increasing positions that are below the minimum to the minimum results in an increase of approximately \$24,526 for salary, FICA, and Medicare only.

e) **Pay Administration** – It is recommended that the Town continue to compensate employees who are over their wage band as determined by the Town Council to continue at their current compensation; it would be appropriate for the Town Administrator to consider bonus awards not in base for these employees.

f) **Band Adjustments** – It is fairly common for wage bands to be adjusted annually based upon some objective measure, such as the change in the Boston Consumer Price Index. This practice would ensure that the Town's wage bands remain competitive in the marketplace, and would also allow for "head room" in which employees may grow. Over time, it would also allow longer term employees to fall back within the wage band range.

Town of Newmarket
Wage Plan
As of 8/26/2015

Grade	Classification	Wage Range		Status	
		Minimum	Maximum	Exempt	Non-Exempt
1	Library Aide II	13.96	18.15		X
2	Building/Cemetery Laborer	15.39	20.01		X
	Solid Waste Laborer				X
	Office Manager				X
	Fire - Administrative Assist.				X
3	Library Aide I	16.50	21.45		X
	PT Town Clerk/Tax Collector				X
	Equipment Operator				X
	DPW - Admin. Secretary				X
4	Water Operator				X
	Firefighter #2	17.76	23.09		X
	Truck Driver/Laborer	18.58	24.15		X
5	Deputy Town Clerk/Tax Collector				X
	Children's Librarian				X
	Planning/Code Secretary				X
	Channel 13 Technician				X
	A/P P/R W/S Billing Accountant				X
6	Police - Executive Secretary				X
	Systems Technician	19.65	25.55		X
	Wastewater Maintenance Supervisor				X
	Firefighter #1				X
7	Executive Secretary				X
	Buildings and Grounds Supervisor	20.89	27.16		X
8	Foreman	21.76	28.29		X
	Laboratory Technician				X
	Assistant Recreation Director			X	
9	Welfare Director				X
	Town Clerk/Tax Collector	23.45	30.49	X	
10	Assistant Library Director				X
	Code Enforcement Officer	24.36	31.67		X
12	Staff Accountant				X
	Recreation Director	25.26	32.84	X	
13	Police Prosecutor	26.86	34.92		x
14	Library Director	27.39	35.61	X	
	Water and Sewer Superintendent			X	
15	Town Planner	29.64	38.53	X	
16	Information Systems Tech	31.34	40.74	X	
	Finance Director	32.89	42.76	X	
17	Fire Chief			X	
	Public Works Director			X	
18	Police lieutenant	35.04	45.55	X	
	Assessor			X	
19	Police Chief	38.54	50.10	X	
20	Town Administrator		Exempt	X	



New Hampshire Municipal Association's
74th Annual Conference
Navigating the Waters of Municipal Government

Thursday, November 19, 2015

7:30 a.m.

Conference Registration Opens

8:00 a.m.

Armory Opening Breakfast Buffet

9:00 a.m. Keynote Address

Salon A *"Steering Your Ship Through Rough Waters: Lessons on Leadership from Captain Phillips"*

10:00 a.m.

Exhibit Hall/Wellness Fair Opens (10-4:30)

Exhibit Hall Morning Break

10:45 a.m. Concurrent Sessions

Avoiding the Road to Liability

Community is Greater Than Heroin—Examples from Across the State of How Municipalities are Addressing Substance Misuse, Addiction and Recovery

GASB Statement No. #68—Accounting and Financial Reporting for Pensions—Implementation and Practical Considerations

Performance Management in the Era of Analytics

RSA 75:1-a—Assessing Low Income Housing Properties

State Building Code Enforcement in Your Community

What's New in Land Use Law?

Noon

Exhibit Hall Exhibit Hall Luncheon

1:30 p.m. Concurrent Sessions

Addressing Employee Performance

Details and Effects of 2015 BTLA Decisions Regarding PSNH and NHEC

Driving Toward Zero: State and Local Efforts to Improve Highway Safety and Eliminate Highway Fatalities in New Hampshire

1:30 p.m. Concurrent Sessions Cont'd

Geo-Thermal Heating Systems

Legislative Update

Mastering the Business Meeting

New Hampshire's Current and Future Water and Wastewater Infrastructure Needs

2:45 p.m.

Curriers Municipal Management Association of NH Annual Meeting

Exhibit Hall Afternoon Break

3:15 p.m. Concurrent Sessions

DRA's Electronic Tax Rate Setting System—Round Table

Fraud and Forensic Investigations

How Not to Get Sued: An Employment Related Practices Litigation Survival Guide

New Hampshire Municipal Association Annual Meeting

Stand up, Speak up...Shut up?

Sticks, Stones and Open Space

The Chickens and the Eggs: Ways to Avoid the Giovagnoli Scenario

4:30 p.m.

Salon D NH Association of Assessing Officials Annual Meeting

Exhibit Hall Evening Reception

8:00 p.m.

Curriers *"Captain Phillips"* Movie Showing



New Hampshire Municipal Association's
74th Annual Conference
Navigating the Waters of Municipal Government

Friday, November 20, 2015

7:30 a.m.

Conference Registration Opens

8:00 a.m.

Exhibit Hall Breakfast

Exhibit Hall/Wellness Fair Opens (8-4:30)

9:00 a.m. Concurrent Sessions

Affordable Care Act—Variable Hours and Look-Back Measurements

Court Update

Cutting Trash in Half: How New Hampshire Towns and Cities Can Secure Their Financial Future with Pay-as-You-Throw

Free Speech and Government Regulation of Public Protests

Fuel Assistance and Utility Assistance Programs

Understanding Trusts for Tax Exemption Purposes (Part 1)

Zoning Enforcement 101, Basics and Beyond

10:15 a.m.

Exhibit Hall Morning Break

10:45 a.m. Concurrent Sessions

C-PACE Energy Project Financing Program

IT Security Threats—Are You Ready?

Preserving Management Rights in Personnel Policies and CBAs

Small Particle Air Pollution in New Hampshire Communities: Causes and Solutions

Social Security Disability Benefits

Talkin' Trash 3.0—The High Cost of Recycling and Trash

The Right-to-Know Law: Practical Approaches to Compliance

Understanding Trusts for Exemption Purposes (Part 2)

Noon

Armory Russ Marcoux Municipal Advocate of the Year Award Luncheon

1:30 p.m. Concurrent Sessions

Assessing Standards Board Annual Public Forum

Environmental Regulations: A Navigational Guide for Construction and Maintenance of Transportation Infrastructure

IT Trends for Cities and Towns

Planning Board Waivers vs. Variances and Special Exceptions

Police Body Cams—Promises and Pitfalls

The New Hampshire Opioid/Heroin Epidemic—The Statewide Perspective and Response

Understanding Conservation Easements

Working with Coordinated Entry Points for Homeless Services

2:45 p.m.

Exhibit Hall Afternoon Break

3:15 p.m. Concurrent Sessions

Case Studies of Successful Energy Projects in New Hampshire's Municipalities

Do You Really Have a Conflict of Interest?

Municipalities Face New Challenges with Family and Medical Leave Act (FMLA) and Fair Labor Standards Act (FLSA)

New Hampshire Board of Tax and Land Appeals

NH Local Welfare Administrators Association Annual Business Meeting

The Fun Session

4:30 p.m.

Conference Concludes

Town of Newmarket, New Hampshire
Expense Report ^a _b
For the Period Ended September, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
Town Council			19,900.00	3,365.00	6,757.50	12,562.50	35%	19,050.00	2,866.25	5,920.00	13,130.00	31%
Town Administrator			176,994.00	15,254.84	36,072.31	140,921.69	20%	176,144.00	14,421.43	34,439.93	141,704.07	20%
Finance			200,975.00	18,283.44	41,283.08	159,691.92	21%	199,175.00	14,371.12	33,242.76	165,932.24	17%
Human Resource			1,377,234.19	51,556.18	461,805.78	915,428.41	34%	1,385,709.00	47,563.10	377,276.37	1,008,432.63	27%
Town Clerk/Tax Collector			162,270.00	12,001.49	31,160.29	131,109.71	19%	166,544.00	13,253.73	33,135.66	133,408.34	20%
Recreation			210,407.00	17,493.39	44,303.15	166,103.85	21%	204,114.00	13,133.64	27,434.51	176,679.49	13%
Code Enforcement			67,253.00	5,719.84	14,977.90	52,275.10	22%	66,723.00	4,987.25	14,497.63	52,225.37	22%
Direct Assistance			48,220.00	3,138.70	6,493.19	41,726.81	13%	64,720.00	1,409.47	6,190.14	58,529.86	10%
Assessing			63,900.00	4,986.38	19,743.21	44,156.79	31%	66,723.00	2,310.95	13,989.97	52,733.03	21%
Legal			80,000.00	6,719.88	14,152.50	65,847.50	18%	75,000.00	7,544.31	14,777.74	60,222.26	20%
Planning			129,153.00	9,515.86	24,289.42	104,863.58	19%	128,153.00	7,659.55	21,838.94	106,314.66	17%
Conservation			1,941.00	713.00	874.25	1,066.75	45%	1,941.00	258.75	566.25	1,374.75	29%
Economic Development			1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
Debt Service			131,959.00	0.00	27,169.75	104,789.25	21%	141,550.00	0.00	0.00	141,550.00	0%
Information Technology			131,752.00	7,828.58	26,879.18	104,872.82	20%	140,152.00	7,669.51	23,994.54	116,157.46	17%
Channel 13			30,387.00	2,057.76	4,909.13	25,477.87	16%	29,387.00	1,737.40	4,688.12	24,698.88	16%
Police			1,302,656.80	96,650.70	260,750.00	1,041,906.80	20%	1,264,752.00	95,186.46	259,887.65	1,004,864.35	21%
Public Work Administration			417,347.00	26,676.41	70,836.88	346,510.12	17%	417,247.00	29,931.98	87,227.23	330,019.77	21%
Roadways & Sidewalks			386,570.00	1,003.74	12,021.94	374,548.06	3%	384,070.00	45,260.97	237,192.46	146,877.54	62%
Street Lights			46,250.00	3,813.41	7,139.59	39,110.41	15%	46,250.00	3,461.16	6,762.88	39,487.12	15%
Building & Grounds			468,202.00	32,484.40	81,129.37	387,072.63	17%	449,362.00	44,247.64	97,846.83	351,515.17	22%
Cemetery			36,963.00	2,376.54	6,622.03	30,340.97	18%	36,963.00	2,748.43	7,532.82	29,430.18	20%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended September, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016						Fiscal Year 2015					
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent of Budget Spent	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent of Budget Spent		
Vehicle			197,700.00	4,163.66	18,976.04	178,723.96	10%	174,810.00	17,825.12	35,412.52	139,397.48	20%		
Fire & Rescue			334,185.00	33,848.88	88,948.72	245,236.28	27%	335,785.00	29,157.31	79,449.57	256,335.43	24%		
Emergency Management			1,950.00	0.00	992.00	958.00	51%	1,950.00	0.00	0.00	1,950.00	0%		
Grants			69,300.00	0.00	1,200.00	68,100.00	2%	67,048.00	0.00	29,248.00	37,800.00	44%		
Social Service Grant			43,429.00	0.00	28,229.00	15,200.00	65%	45,023.00	4,000.00	27,223.00	17,800.00	60%		
General Fund			6,137,297.99	359,652.08	1,337,696.21	4,799,601.78	22%	6,089,345.00	411,005.53	1,479,774.92	4,609,570.08	24%		
Library			314,033.00	19,282.97	70,244.75	243,788.25	22%	303,736.00	17,437.16	64,065.44	239,670.56	21%		
Recreation			199,670.00	10,707.59	109,183.64	90,486.36	55%	191,172.00	10,403.82	103,364.48	87,807.52	54%		
Solid Waste			443,981.00	30,304.13	61,359.10	382,621.90	14%	449,611.00	29,386.01	64,486.61	385,124.39	14%		
Water			583,051.00	22,140.98	84,149.52	498,901.48	14%	469,062.00	21,444.38	73,013.40	396,048.60	16%		
Sewer			937,237.00	72,652.59	162,965.87	774,271.13	17%	847,896.00	39,679.40	122,792.61	725,103.39	14%		
Total Operating Budget			8,615,269.99	514,740.34	1,825,599.09	6,789,670.90	21%	8,350,822.00	529,356.30	1,907,497.46	6,443,324.54	23%		

Town of Newmarket, New Hampshire
Expense Report ^{a, b}
For the Period Ended September, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
Town Council	01-401-100-0000	TC - ELECTED SALARIES	11,000.00	2,750.00	5,500.00	5,500.00	11,000.00	2,750.00	5,500.00	5,500.00	50%	
	01-401-103-0000	TC - PART-TIME	7,800.00	615.00	1,237.50	6,562.50	7,800.00	116.25	420.00	7,380.00	5%	
	01-401-190-0000	TC - TRAINING	250.00	0.00	0.00	250.00	250.00	0.00	0.00	250.00	0%	
	01-401-202-0000	TC - GENERAL SUPPLIES	250.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0%	
			19,300.00	3,365.00	6,737.50	12,562.50	19,050.00	2,866.25	5,920.00	13,130.00	31%	
Town Administrator	01-402-101-0000	TA - FULL TIME SALARIES	129,394.00	9,990.88	26,032.98	103,361.02	129,394.00	9,510.30	25,624.30	103,769.70	20%	
	01-402-103-0000	TA - PART TIME SALARIES	4,000.00	189.75	1,632.90	2,367.10	4,000.00	1,443.14	1,443.14	2,556.86	36%	
	01-402-190-0000	TA - TRAINING/STAFF DEV	3,000.00	854.00	1,509.00	1,491.00	3,000.00	40.00	523.60	2,476.40	17%	
	01-402-201-0000	TA - POSTAGE	3,000.00	269.46	643.29	2,356.71	3,000.00	144.01	507.87	2,492.13	17%	
	01-402-202-0000	TA - GENERAL SUPPLIES	11,000.00	2,101.57	3,143.21	7,856.79	11,000.00	1,500.70	2,306.19	8,693.81	21%	
	01-402-301-0000	TA - COMMUNICATION SERVICES	4,100.00	329.49	760.92	3,339.08	4,000.00	331.23	998.77	3,001.23	25%	
	01-402-310-0002	TA - DUES/SUBSCRIPTIONS	9,000.00	0.00	358.32	8,641.68	8,000.00	475.84	1,497.57	6,502.43	19%	
	01-402-310-0003	TA - ADVERTISING	2,500.00	0.00	0.00	2,500.00	2,500.00	0.00	326.28	2,173.72	13%	
	01-402-310-0005	TA - BOOKS	500.00	0.00	0.00	500.00	750.00	0.00	0.00	750.00	0%	
	01-402-402-0000	TA - EQUIPMENT MAINTENA	5,000.00	1,499.20	1,971.20	3,028.80	5,000.00	976.21	1,212.21	3,787.79	24%	
	01-402-501-0000	TA - PRINTING/PUBLISHING	3,000.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0%	
	01-402-702-0000	TA - CONTRACTED SERVICE	2,500.00	20.49	20.49	2,479.51	2,500.00	0.00	0.00	2,500.00	0%	
				176,994.00	15,254.84	36,072.31	140,921.69	176,144.00	14,421.43	34,439.93	141,704.07	20%
	Finance	01-403-100-0000	FINANCE - ELECTED OFFICIALS	900.00	416.67	1,250.01	-350.01	5,900.00	416.67	1,250.01	4,649.99	21%
01-403-101-0000		FINANCE - FULL TIME SALARIES	163,725.00	16,945.42	27,651.12	136,073.88	158,725.00	13,157.41	29,142.63	129,582.37	18%	
01-403-103-0000		FINANCE - PART TIME SALARIES	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0%	
01-403-190-0000		FINANCE - TRAINING/STAFF DEVELOPMENT	0.00	0.00	41.17	-41.17	1,000.00	0.00	0.00	1,000.00	0%	
01-403-202-0000		FINANCE - GENERAL SUPPLIES	5,000.00	480.23	1,011.98	3,988.02	5,600.00	701.57	2,112.54	3,487.46	38%	
01-403-301-0000		FINANCE - COMMUNICATIONS SERVICES	2,400.00	205.12	541.51	1,858.49	2,300.00	95.47	397.92	1,902.08	17%	
01-403-310-0001		FINANCE - BUDGET COMMITTEE EXPENSE	600.00	0.00	0.00	600.00	200.00	0.00	0.00	200.00	0%	
01-403-310-0002		FINANCE - DUES/SUBSCRIPTIONS	300.00	0.00	0.00	300.00	300.00	0.00	0.00	300.00	0%	
01-403-310-0003		FINANCE - ADVERTISING	1,000.00	0.00	0.00	1,000.00	2,000.00	0.00	0.00	2,000.00	0%	
01-403-402-0000		FINANCE - EQUIPMENT MAINTENANCE	600.00	236.00	446.29	153.71	2,600.00	0.00	339.66	2,260.34	13%	
01-403-703-0000		FINANCE - AUDIT	21,450.00	0.00	10,341.00	11,109.00	20,550.00	0.00	0.00	20,550.00	0%	
				200,975.00	18,283.44	41,283.08	159,691.92	199,175.00	14,371.12	33,242.76	165,932.24	17%

Town of Newmarket, New Hampshire
Expense Report^{a,b}
For the Period Ended September, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
	01-404-150-0000	EMP BEN - FICA	111,068.46	8,530.75	24,288.78	86,779.68	22%	177,772.00	8,526.22	26,555.35	146,216.65	15%
	01-404-151-0000	EMP BEN - MEDICARE	44,639.86	3,140.68	8,446.62	36,193.24	19%	40,407.00	3,053.52	9,284.90	31,122.10	23%
	01-404-152-0000	EMP BEN - PRE-EMPLOYMENT TESTING	750.00	69.75	149.50	600.50	20%	1,000.00	114.00	159.00	841.00	16%
	01-404-155-0000	EMP BEN - HEALTH INSURANCE	526,976.00	4,803.61	124,914.30	402,061.70	24%	518,565.00	4,496.04	119,733.82	398,831.18	23%
	01-404-156-0000	EMP BEN - NH RETIREMENT	401,366.87	32,193.35	84,693.91	316,672.96	21%	397,313.00	29,674.26	81,502.12	315,810.88	21%
	01-404-159-0000	EMP BEN - LIFE/DISABILITY BENE	25,575.00	1,906.04	5,404.59	20,170.41	21%	28,639.00	2,056.63	5,729.36	22,909.64	20%
	01-404-160-0000	EMP BEN - WORKERS COMPENSATION	113,990.00	-88.00	117,451.00	-3,461.00	103%	53,965.00	-357.57	47,098.86	6,866.14	87%
	01-404-161-0000	EMP BEN - UNEMPLOYMENT	6,523.00	0.00	0.00	6,523.00	0%	6,212.00	0.00	0.00	6,212.00	0%
	01-404-162-0000	EMP BEN - EMPLOYEE TESTING	600.00	0.00	0.00	600.00	0%	600.00	0.00	144.00	456.00	24%
	01-404-190-0000	HR - TRAINING STAFF DEVELOPMENT	2,500.00	0.00	1,612.08	887.92	64%	0.00	0.00	763.96	-763.96	0%
	01-404-197-0000	EMP BEN - MERIT INCREASE POOL	35,000.00	0.00	0.00	35,000.00	0%	50,000.00	0.00	0.00	50,000.00	0%
	01-404-198-0000	EMP BEN - LONGEVITY	18,675.00	0.00	0.00	18,675.00	0%	17,325.00	0.00	0.00	17,325.00	0%
	01-404-504-0006	EMP BEN - PROPERTY LIABILITY INSURANCE	89,570.00	0.00	93,845.00	-4,275.00	105%	98,911.00	0.00	85,305.00	13,606.00	86%
	01-404-504-0007	EMP BEN - INSURANCE DEDUCTIBLES	0.00	1,000.00	1,000.00	-1,000.00	0%	0.00	0.00	1,000.00	-1,000.00	0%
Human Resource			1,377,234.19	51,556.18	461,805.78	915,428.41	34%	1,385,709.00	47,563.10	377,276.37	1,008,432.63	27%
	01-405-101-0000	TC/TC - FULL TIME SALARIES	101,548.00	8,424.20	21,434.01	80,113.99	21%	99,362.00	7,811.32	19,636.81	79,725.19	20%
	01-405-103-0000	TC/TC - PART TIME SALARIES	27,410.00	2,445.34	6,360.95	21,049.05	23%	26,581.00	2,447.38	7,229.16	19,351.84	27%
	01-405-103-0070	TC/TC PT - ELECTION OFFICIALS	5,106.00	0.00	0.00	5,106.00	0%	6,540.00	1,200.00	1,200.00	5,340.00	18%
	01-405-190-0000	TC/TC - TRAINING STAFF DEVELOPMENT	2,600.00	92.60	351.35	2,248.65	14%	3,570.00	0.00	1,112.80	2,457.20	31%
	01-405-201-0000	TC/TC - POSTAGE	8,966.00	391.55	1,219.36	7,746.64	14%	6,966.00	355.64	1,103.31	5,862.69	16%
	01-405-201-1000	TC/TC - SPECIAL POSTAGE	0.00	0.00	0.00	0.00	0%	5,600.00	0.00	0.00	5,600.00	0%
	01-405-202-0000	TC/TC - GENERAL SUPPLIES	3,300.00	124.12	704.91	2,595.09	21%	3,300.00	45.03	568.75	2,731.25	17%
	01-405-301-0000	TC/TC - COMMUNICATION SERVICES	1,600.00	121.88	244.58	1,355.42	15%	1,600.00	123.57	371.45	1,228.55	23%
	01-405-310-0002	TC/TC - DUES/SUBSCRIPTIONS	360.00	0.00	0.00	360.00	0%	650.00	0.00	79.95	570.05	12%
	01-405-310-0003	TC/TC - ADVERTISING	0.00	231.33	231.33	-231.33	0%	200.00	0.00	0.00	200.00	0%
	01-405-310-0070	TC/TC - ELECTION/REGISTRATION	4,380.00	75.00	75.00	4,305.00	2%	4,975.00	1,260.30	1,260.30	3,714.70	25%
	01-405-402-0000	TC/TC - EQUIPMENT MAINTENANCE	1,400.00	0.00	367.00	1,033.00	26%	1,400.00	0.00	469.66	930.34	34%
	01-405-702-0000	TC/TC - DEED RESEARCH	2,600.00	95.47	171.80	2,428.20	7%	2,600.00	10.49	103.47	2,496.53	4%
	01-405-702-1000	TC/TC - CODIFICATION	500.00	0.00	0.00	500.00	0%	700.00	0.00	0.00	700.00	0%
	01-405-800-0000	TC/TC - EQUIPMENT PURCHASE	2,500.00	0.00	0.00	2,500.00	0%	2,500.00	0.00	0.00	2,500.00	0%
Town Clerk/Tax Collector			162,270.00	12,001.49	31,160.29	131,109.71	19%	166,544.00	13,253.73	33,135.66	133,408.34	20%

Town of Newmarket, New Hampshire
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For the Period Ended September, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
	01-406-101-0000	RECREATION-FULL TIME SALARIES	146,666.00	12,273.32	31,552.77	115,113.23	22%	146,666.00	11,404.22	24,284.03	122,381.97	17%
	01-406-103-0000	RECREATION-PART TIME SALARIES	43,434.00	3,352.20	8,623.98	34,810.02	20%	35,006.00	1,227.20	2,086.24	32,919.76	6%
	01-406-190-0000	RECREATION-TRAINING/STAFF DEVELOP.	2,000.00	1,159.61	1,159.61	840.39	58%	2,000.00	0.00	70.00	1,930.00	4%
	01-406-191-0000	RECREATION-TRAVEL EXPENSE	300.00	0.00	0.00	300.00	0%	300.00	0.00	0.00	300.00	0%
	01-406-192-0000	RECREATION-MEAL ALLOWANCE	300.00	0.00	0.00	300.00	0%	300.00	0.00	0.00	300.00	0%
	01-406-201-0000	RECREATION-POSTAGE	1,500.00	0.00	0.00	1,500.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	01-406-202-0000	RECREATION-GENERAL SUPPLIES	1,650.00	0.00	89.93	1,560.07	5%	1,650.00	0.00	0.00	1,650.00	0%
	01-406-301-0000	RECREATION-COMMUNICATION SERVICE	3,288.00	280.89	476.43	2,811.57	14%	3,159.00	195.26	687.28	2,471.72	22%
	01-406-310-0002	RECREATION-DUES/SUBSCRIPTIONS	1,233.00	49.99	99.98	1,133.02	8%	645.00	0.00	0.00	645.00	0%
	01-406-402-0000	RECREATION-EQUIP. MAINTENANCE	6,636.00	288.00	722.39	5,913.61	11%	7,188.00	0.00	0.00	7,188.00	0%
	01-406-800-0000	RECREATION-EQUIP. PURCHASE	1,200.00	0.00	538.85	661.15	45%	1,200.00	0.00	0.00	1,200.00	0%
	01-406-904-0000	RECREATION-SUNRISE SUNSET SR CTR	2,200.00	89.38	1,039.21	1,160.79	47%	4,500.00	306.96	306.96	4,193.04	7%
Recreation			210,407.00	17,493.39	44,303.15	166,103.85	21%	204,114.00	13,133.64	27,434.51	176,679.49	13%
	01-407-101-0000	CODE - FULL-TIME SALARIES	25,355.00	2,325.40	5,525.03	19,829.97	22%	25,355.00	1,950.42	5,570.86	19,784.14	22%
	01-407-103-0000	CODE - PART TIME SALARIES	37,318.00	3,141.83	8,391.88	28,926.12	22%	37,318.00	2,909.02	8,201.94	29,116.06	22%
	01-407-190-0000	CODE - TRAINING	1,000.00	75.00	75.00	925.00	8%	500.00	35.00	80.00	420.00	16%
	01-407-201-0000	CODE - POSTAGE	130.00	8.08	20.21	109.79	16%	300.00	6.18	28.01	271.99	9%
	01-407-202-0000	CODE - GENERAL SUPPLIES	2,700.00	71.29	730.86	1,969.14	27%	1,500.00	0.00	391.53	1,108.47	26%
	01-407-301-0000	CODE - TELEPHONE	500.00	86.24	222.92	277.08	45%	1,000.00	86.63	160.34	839.66	16%
	01-407-310-0002	CODE - DUES/SUBSCRIPTIONS	0.00	12.00	12.00	-12.00	0%	500.00	0.00	64.95	435.05	13%
	01-407-402-0000	CODE - EQUIPMENT MAINTENANCE	200.00	0.00	0.00	200.00	0%	200.00	0.00	0.00	200.00	0%
	01-407-702-0000	CODE - LAB TESTING	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%
Code Enforcement			67,253.00	5,719.84	14,977.90	52,275.10	22%	66,723.00	4,987.25	14,497.63	52,225.37	22%
	01-408-103-0000	DIR ASSIST - PART-TIME SALARIES	22,320.00	1,856.39	4,430.12	17,889.88	20%	21,320.00	1,378.63	3,389.64	17,930.36	16%
	01-408-190-0000	DIR ASSIST - TRAINING/STAFF DEVEL	150.00	0.00	0.00	150.00	0%	150.00	0.00	0.00	150.00	0%
	01-408-202-0000	DIR ASSIST - GENERAL SUPPLIES	200.00	32.31	63.07	136.93	32%	200.00	30.84	280.50	-80.50	140%
	01-408-310-0002	DIR ASSIST - DUES/SUBSCRIPTIONS	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%
	01-408-315-0038	DIR ASSIST - FOOD	1,500.00	0.00	0.00	1,500.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-408-315-0039	DIR ASSIST - RENT	15,000.00	1,250.00	1,250.00	13,750.00	8%	30,000.00	0.00	2,520.00	27,480.00	8%
	01-408-315-0040	DIR ASSIST - ELECTRICITY	1,500.00	0.00	0.00	1,500.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-408-315-0041	DIR ASSIST - HEAT	2,500.00	0.00	0.00	2,500.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-408-315-0042	DIR ASSIST - MEDICAL	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-408-315-0043	DIR ASSIST - MISCELLANEOUS	3,000.00	0.00	750.00	2,250.00	25%	3,000.00	0.00	0.00	3,000.00	0%
Direct Assistance			48,220.00	3,138.70	6,493.19	41,726.81	13%	64,720.00	1,409.47	6,190.14	58,529.86	10%

Town of Newmarket, New Hampshire
Expense Report^{a, b}
For the Period Ended September, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent		
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent of Budget Spent	Budget	Month to Date Transactions	Year to Date Transactions		Balance Year	
Assessing	01-409-101-0000	ASSESS - FULL TIME SALARIES	0.00	0.00	0.00	0.00	0%	16,973.00	0.00	0.00	16,973.00	0%	
	01-409-103-0000	ASSESS - PART TIME SALARIES	0.00	0.00	0.00	0.00	0%	0.00	-4,190.00	0.00	0.00	0%	
	01-409-130-0000	ASSESS - CONTRACTED SERVICES	55,000.00	4,983.95	19,740.29	35,259.71	36%	40,000.00	6,390.00	6,390.00	33,610.00	16%	
	01-409-190-0000	ASSESS - TRAINING	0.00	0.00	0.00	0.00	0%	200.00	108.55	108.55	91.45	54%	
	01-409-191-0000	ASSESS - MILEAGE	0.00	0.00	0.00	0.00	0%	250.00	0.00	0.00	250.00	0%	
	01-409-201-0000	ASSESS - POSTAGE	500.00	2.43	2.92	497.08	1%	500.00	2.40	18.18	481.82	4%	
	01-409-202-0000	ASSESS - GENERAL SUPPLIES	500.00	0.00	0.00	500.00	0%	500.00	0.00	73.24	426.76	15%	
	01-409-310-0002	ASSESS - DUES/SUBSCRIPTIONS	350.00	0.00	0.00	350.00	0%	900.00	0.00	0.00	900.00	0%	
	01-409-407-0000	ASSESS - SOFTWARE	7,550.00	0.00	0.00	7,550.00	0%	7,400.00	0.00	7,400.00	0.00	100%	
			63,900.00	4,986.38	19,743.21	44,156.79	31%	66,723.00	2,310.95	13,989.97	52,733.03	21%	
Legal	01-410-602-0000	LEGAL - LEGAL EXPENSES	80,000.00	6,719.88	14,152.50	65,847.50	18%	75,000.00	7,544.31	14,777.74	60,222.26	20%	
			80,000.00	6,719.88	14,152.50	65,847.50	18%	75,000.00	7,544.31	14,777.74	60,222.26	20%	
Planning	01-411-101-0000	PLAN - FULL TIME SALARIES	95,708.00	8,165.02	20,517.82	75,190.18	21%	95,708.00	7,362.18	20,149.36	75,558.64	21%	
	01-411-103-0000	PLAN - PART TIME SALARIES	2,000.00	465.08	1,054.54	945.46	53%	2,000.00	0.00	659.93	1,340.07	33%	
	01-411-190-0000	PLAN - TRAINING/STAFF DEVELOPMENT	1,500.00	395.00	395.00	1,105.00	26%	1,500.00	16.80	16.80	1,483.20	1%	
	01-411-201-0000	PLAN - POSTAGE	2,000.00	114.41	198.66	1,801.34	10%	2,000.00	134.82	360.16	1,639.84	18%	
	01-411-202-0000	PLAN - GENERAL SUPPLIES	2,000.00	322.49	480.77	1,519.23	24%	2,000.00	43.00	310.98	1,689.02	16%	
	01-411-202-0054	PLAN - MAPPING SUPPLIES	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	4,000.00	0%	
	01-411-301-0000	PLAN - COMMUNICATIONS SERVICES	600.00	53.86	108.37	491.63	18%	600.00	54.45	164.01	435.99	27%	
	01-411-310-0002	PLAN - DUES/SUBSCRIPTIONS	8,345.00	0.00	400.00	7,945.00	5%	8,345.00	0.00	0.00	8,345.00	0%	
	01-411-310-0003	PLAN - ADVERTISING	2,000.00	0.00	126.76	1,873.24	6%	2,000.00	48.30	177.10	1,822.90	9%	
	01-411-702-0000	PLAN - TAX MAPS	1,000.00	0.00	1,007.50	-7.50	101%	1,000.00	0.00	0.00	0.00	0%	
	01-411-703-0000	PLAN - CONTRACTED SERVICES	10,000.00	0.00	0.00	10,000.00	0%	10,000.00	0.00	0.00	10,000.00	0%	
			129,153.00	9,515.86	24,289.42	104,863.58	19%	128,153.00	7,659.55	21,838.34	106,314.66	17%	
	Conservation	01-413-103-0000	CON COMM - PT RECORDING SECRETARY	1,000.00	150.00	311.25	688.75	31%	1,000.00	258.75	566.25	433.75	57%
		01-413-201-0000	CON COMM - POSTAGE	60.00	0.00	0.00	60.00	0%	60.00	0.00	0.00	60.00	0%
01-413-202-0000		CON COMM - GENERAL SUPPLI	200.00	563.00	563.00	-363.00	282%	200.00	0.00	0.00	200.00	0%	
01-413-310-0002		CON COMM - DUES/SUBSCRIPT	390.00	0.00	0.00	390.00	0%	390.00	0.00	0.00	390.00	0%	
		291.00	0.00	0.00	291.00	0%	291.00	0.00	0.00	291.00	0%		
		1,941.00	713.00	874.25	1,066.75	45%	1,941.00	258.75	566.25	1,374.75	29%		
Economic Development	01-414-310-0000	ECON DEV - OPERATING EXPENSE	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%	
			1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%	
Debt Service	01-418-950-0000	DEBT SER - PRINCIPLE	100,000.00	0.00	0.00	100,000.00	0%	100,000.00	0.00	0.00	100,000.00	0%	
	01-418-951-0000	DEBT SER - INTEREST	31,959.00	0.00	27,169.75	4,789.25	85%	41,550.00	0.00	0.00	41,550.00	0%	
		131,959.00	0.00	27,169.75	104,789.25	21%	141,550.00	0.00	0.00	141,550.00	0%		

Town of Newmarket, New Hampshire
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For the Period Ended September, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
	01-420-101-0000	MIS - FULL TIME SALARIES	65,377.00	5,423.74	13,928.90	51,448.10	65,377.00	5,028.92	13,578.08	51,798.92	21%
	01-420-103-0000	MIS - PART TIME SALARIES	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00	0%
	01-420-190-0000	MIS - TRAINING	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
	01-420-202-0000	MIS - GENERAL SUPPLIES	2,500.00	254.78	1,010.23	1,489.77	2,500.00	179.03	639.62	1,860.38	26%
	01-420-301-0000	MIS - COMMUNICATION SERVICE	600.00	50.23	100.43	499.57	500.00	50.12	151.69	348.31	30%
	01-420-310-0002	MIS - DUES SUBSCRIPTIONS	275.00	0.00	0.00	275.00	275.00	0.00	0.00	275.00	0%
	01-420-407-0000	MIS - SOFTWARE MAINT	40,000.00	811.30	10,095.75	29,904.25	47,500.00	0.00	1,708.90	45,791.10	4%
	01-420-409-0000	MIS - REPAIRS/MAINT	4,500.00	110.00	220.00	4,280.00	4,000.00	1,736.71	2,956.07	1,043.93	74%
	01-420-414-0000	MIS - SOFTWARE LICENSES	4,500.00	0.00	0.00	4,500.00	4,500.00	163.40	338.25	4,161.75	8%
	01-420-702-0000	MIS - VENDOR SUPPORT	1,000.00	0.00	0.00	1,000.00	1,500.00	0.00	0.00	1,500.00	0%
	01-420-800-0000	MIS - NEW EQUIPMENT	12,000.00	1,178.53	1,523.87	10,476.13	10,000.00	511.33	4,621.93	5,378.07	46%
Information Technology			131,752.00	7,828.58	26,879.18	104,872.82	140,152.00	7,669.51	23,994.54	116,157.46	17%
	01-421-103-0000	CHANNEL 13 PART TIME SALARIES	21,887.00	1,807.76	4,659.13	17,227.87	21,887.00	1,737.40	4,688.12	17,198.88	21%
	01-421-202-0000	CHANNEL 13 MISC EQUIPMENTS	6,000.00	250.00	250.00	5,750.00	5,000.00	0.00	0.00	5,000.00	0%
	01-421-310-0000	CHANNEL 13 - OPERATING EXPENSES	2,500.00	0.00	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0%
Channel 13			30,387.00	2,057.76	4,909.13	25,477.87	29,387.00	1,737.40	4,688.12	24,698.88	16%
	01-438-101-0000	POLICE - FULL TIME SALARIES	1,008,266.80	76,396.57	200,970.55	807,296.25	988,382.00	75,468.68	196,546.68	789,835.32	20%
	01-438-102-0000	POLICE - OVERTIME	105,140.00	10,339.03	31,245.92	73,894.08	105,140.00	7,498.58	28,538.51	76,601.49	27%
	01-438-103-0000	POLICE - PART-TIME SALARIES	35,000.00	2,409.97	6,403.85	28,596.15	35,000.00	2,457.92	9,411.62	25,588.38	27%
	01-438-162-0000	POLICE - MEDICAL	2,500.00	400.00	778.00	1,722.00	2,500.00	507.15	507.15	1,992.85	20%
	01-438-190-0000	POLICE - TRAINING/STAFF DEVELOPMENT	10,000.00	0.00	0.00	10,000.00	10,000.00	849.00	849.00	9,151.00	8%
	01-438-191-0000	POLICE - TRAVEL/MILEAGE	600.00	20.00	20.00	580.00	250.00	0.00	9.35	240.65	4%
	01-438-193-0000	POLICE - UNIFORMS	8,800.00	1,086.09	2,270.69	6,529.31	8,800.00	0.00	0.00	8,800.00	0%
	01-438-194-0000	POLICE - EDUCATIONAL INCENTIVE	5,000.00	0.00	4,100.00	900.00	5,000.00	0.00	4,500.00	500.00	90%
	01-438-195-0000	POLICE - CLEANING ALLOWANCE	2,500.00	0.00	2,250.00	250.00	2,500.00	0.00	2,500.00	0.00	100%
	01-438-199-0000	POLICE - CRIMINAL INVESTIGATION	2,000.00	0.00	224.99	1,775.01	2,000.00	22.49	22.49	1,977.51	1%
	01-438-200-0000	POLICE - YOUTH/PUBLIC RELATIONS	2,500.00	0.00	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0%
	01-438-201-0000	POLICE - POSTAGE	450.00	20.58	95.46	354.54	450.00	94.52	136.13	313.87	30%
	01-438-202-0000	POLICE - OFFICE SUPPLIES	5,500.00	529.31	1,025.76	4,474.24	5,500.00	1,066.66	1,126.63	4,373.37	20%
	01-438-202-0438	POLICE-GENERAL SUPPLIES	400.00	20.00	60.00	340.00	400.00	26.94	80.82	319.18	20%
	01-438-209-0000	POLICE - GASOLINE	34,000.00	2,999.91	4,794.87	29,205.13	30,320.00	2,074.09	6,187.61	24,132.39	20%
	01-438-301-0000	POLICE - COMMUNICATION SERVICES	16,500.00	1,059.15	2,631.49	13,868.51	16,500.00	1,743.53	2,753.05	13,746.95	17%
	01-438-310-0002	POLICE - DUES/MEMBERSHIPS	3,200.00	0.00	100.00	3,100.00	4,210.00	0.00	0.00	4,210.00	0%
	01-438-310-0005	POLICE - BOOKS/PUBLICATIONS	2,800.00	0.00	0.00	2,800.00	2,800.00	399.95	399.95	2,400.05	14%
	01-438-310-0044	POLICE - EQUIPMENT/FIELD SUPPLIES	18,000.00	95.49	420.07	17,579.93	6,000.00	1,006.50	1,416.15	4,583.85	24%
	01-438-310-0045	POLICE - PRISONER EXPENSES	1,200.00	0.00	7.61	1,192.39	1,200.00	0.00	-68.99	1,268.99	-6%
	01-438-402-0000	POLICE - EQUIP MAINTENANCE	5,000.00	228.00	792.89	4,207.11	5,000.00	0.00	124.29	4,875.71	2%
	01-438-410-0000	POLICE - EQUIPMENT LEASE	26,900.00	840.54	2,309.30	24,590.70	26,900.00	1,970.45	2,847.21	24,052.79	11%
	01-438-501-0000	POLICE - PRINTING/PUBLISHING	2,800.00	0.00	0.00	2,800.00	2,800.00	0.00	0.00	2,800.00	0%
	01-438-521-0000	POLICE - ANIMAL CONTROL	3,600.00	206.06	248.55	3,351.45	600.00	0.00	0.00	600.00	0%
Police			1,302,656.80	96,650.70	260,750.00	1,041,906.80	1,264,752.00	95,186.46	259,887.65	1,004,864.35	21%

Town of Newmarket, New Hampshire
Expense Report^{a, b}
For the Period Ended September, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
	01-441-101-0000	PW ADMIN. - FULL TIME SALARIES	118,136.00	9,208.96	24,283.36	93,852.64	21%	118,136.00	9,087.36	24,535.87	93,600.13	21%
	01-441-102-0000	PW ADMIN. - OVERTIME	50,000.00	560.69	1,827.31	48,172.69	4%	50,000.00	2,085.13	10,473.65	39,526.35	21%
	01-441-106-0000	PW ADMIN. - LABOR SALARIES	220,711.00	15,422.79	39,485.50	181,225.50	18%	220,711.00	16,540.08	45,033.68	175,677.32	20%
	01-441-190-0000	PW ADMIN. - TRAINING/STAFF DEVELOPMENT	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%
	01-441-193-0000	PW ADMIN. - UNIFORMS	14,000.00	370.59	1,576.64	12,423.36	11%	13,500.00	997.93	2,001.94	11,498.06	15%
	01-441-201-0000	PW ADMIN. - POSTAGE	100.00	1.94	17.65	82.35	18%	100.00	4.81	15.93	84.07	16%
	01-441-202-0000	PW ADMIN. - GENERAL SUPPLIES	6,500.00	573.12	979.81	5,520.19	15%	5,800.00	351.47	1,401.33	4,398.67	24%
	01-441-301-0000	PW ADMIN. - COMMUNICATION SERVICE	6,000.00	538.32	1,406.83	4,593.17	23%	7,000.00	531.15	1,635.25	5,364.75	23%
	01-441-310-0002	PW ADMIN. - DUES/MEMBERSHIPS	200.00	0.00	992.00	-792.00	495%	300.00	0.00	25.00	275.00	8%
	01-441-310-0003	PW ADMIN. - ADVERTISING	1,200.00	0.00	267.78	932.22	22%	1,200.00	334.05	2,104.58	-904.58	175%
Public Work Administration			417,347.00	26,676.41	70,836.88	346,510.12	17%	417,247.00	29,931.98	87,227.23	330,019.77	21%
	01-442-202-0000	RDWY/SWK - GENERAL SUPPLIES	15,000.00	53.74	3,908.31	11,091.69	26%	10,500.00	362.07	4,582.84	5,917.16	44%
	01-442-205-0000	RDWY/SWK - WINTER SALT	80,000.00	0.00	0.00	80,000.00	0%	80,000.00	0.00	0.00	80,000.00	0%
	01-442-208-0000	RDWY/SWK - WINTER SAND	6,200.00	0.00	0.00	6,200.00	0%	6,200.00	0.00	0.00	6,200.00	0%
	01-442-213-0000	RDWY/SWK - PAVEMENT MARKING	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-442-250-0000	RDWY/SWK - COLD MIX	2,800.00	0.00	0.00	2,800.00	0%	2,800.00	0.00	0.00	2,800.00	0%
	01-442-251-0000	RDWY/SWK - HOT TOP	125,000.00	0.00	0.00	125,000.00	0%	125,000.00	0.00	126,741.00	-1,741.00	101%
	01-442-402-0000	RDWY/SWK - EQUIPMENT LEASE	12,500.00	0.00	0.00	12,500.00	0%	12,500.00	6,955.00	9,355.00	3,145.00	75%
	01-442-514-0000	RDWY/SWK - CONTRACT STREET MAR	6,000.00	0.00	0.00	6,000.00	0%	6,000.00	5,728.29	5,728.29	271.71	95%
	01-442-516-0000	RDWY/SWK - CONTRACT WINTER EQU	15,000.00	0.00	0.00	15,000.00	0%	12,000.00	0.00	0.00	12,000.00	0%
	01-442-527-0000	RDWY/SWK - CURBSIDE WEED CONTR	3,000.00	950.00	0.00	2,050.00	32%	3,000.00	0.00	1,900.00	1,100.00	63%
	01-442-528-0000	RDWY/SWK - TREE SERVICE	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-442-531-0000	RDWY/SWK - WEATHER SERVICE	2,070.00	0.00	0.00	2,070.00	0%	2,070.00	0.00	0.00	2,070.00	0%
	01-442-704-0000	RDWY/SWK - ENGINEERING	25,000.00	0.00	0.00	25,000.00	0%	30,000.00	0.00	0.00	30,000.00	0%
	01-442-705-0000	RDWY/SWK CONSTRUCTION	88,000.00	0.00	7,163.63	80,836.37	8%	88,000.00	32,215.61	88,885.33	-885.33	101%
Roadways & Sidewalks			386,570.00	1,003.74	12,021.94	374,548.06	3%	384,070.00	45,260.97	237,192.46	146,877.54	62%
	01-446-202-0000	STREET LIGHT - FIXTURES	2,000.00	0.00	397.05	1,602.95	20%	2,000.00	0.00	0.00	2,000.00	0%
Street Lights	01-446-302-0000	STREET LIGHT - ELECTRICITY	46,250.00	3,813.41	6,742.54	37,507.46	15%	44,250.00	3,461.16	6,762.88	37,487.12	15%
			46,250.00	3,813.41	7,139.59	39,110.41	15%	46,250.00	3,461.16	6,762.88	39,487.12	15%

Town of Newmarket, New Hampshire
Expense Report^{a,b}
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Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
	01-448-101-0000	BID/GRNDS - FULL-TIME SALARIES	61,382.00	4,918.32	13,019.03	48,362.97	21%	89,462.00	4,655.76	12,616.97	76,845.03	14%
	01-448-102-0000	BID/GRNDS - OVERTIME	3,000.00	616.44	998.94	2,001.06	33%	3,000.00	455.58	825.56	2,174.44	28%
	01-448-103-0000	BID/GRNDS - PART TIME SALARIES	88,420.00	6,747.73	22,024.45	66,395.55	25%	60,340.00	7,944.26	20,547.15	39,792.85	34%
	01-448-202-0000	BID/GRNDS - GENERAL SUPPLIES	10,000.00	1,267.67	8,614.36	1,385.64	14%	10,000.00	939.49	2,001.42	7,998.58	20%
	01-448-302-0000	BID/GRNDS - ELECTRICITY-TOWN HALL	10,900.00	1,239.76	2,465.29	8,434.71	23%	10,500.00	1,053.07	2,143.70	8,356.30	20%
	01-448-302-0406	BID/GRNDS - ELECTRICITY - PARKS	1,300.00	85.63	1,121.82	178.18	14%	1,000.00	94.56	196.79	803.21	20%
	01-448-302-0438	BID/GRNDS - ELECTRICITY POLICE	11,800.00	1,268.31	2,589.53	9,210.47	22%	11,000.00	1,065.49	2,237.31	8,762.69	20%
	01-448-302-0441	BID/GRNDS - ELECTRICITY YOUNGS LANE	24,000.00	2,315.78	4,892.04	19,107.96	20%	23,000.00	2,008.27	4,174.38	18,825.62	18%
	01-448-303-0000	BID/GRNDS - HEAT & OIL - TOWN HALL	26,000.00	0.00	0.00	26,000.00	0%	20,085.00	0.00	0.00	20,085.00	0%
	01-448-303-0170	BID/GRNDS - HEAT & OIL - HAND TUB	0.00	0.00	0.00	0.00	0%	100.00	0.00	0.00	100.00	0%
	01-448-303-0438	BID/GRNDS - HEAT & OIL - POLICE	3,000.00	0.00	109.00	2,891.00	4%	2,873.00	0.00	109.00	2,764.00	4%
	01-448-303-0441	BID/GRNDS - HEAT & OIL - YOUNGS LANE	39,000.00	0.00	0.00	39,000.00	0%	33,462.00	0.00	0.00	33,462.00	0%
	01-448-304-0000	BID/GRNDS - WATER/SEWER TOWN HALL	4,000.00	810.08	4,400.03	-400.03	110%	3,500.00	0.00	2,073.54	1,426.46	59%
	01-448-304-0438	BID/GRNDS - WATER/SEWER - POLICE	800.00	53.88	227.99	572.01	28%	450.00	0.00	129.10	320.90	29%
	01-448-304-0441	BID/GRNDS - WATER/SEWER - YOUNGS LANE	1,800.00	144.29	615.13	1,184.87	34%	1,600.00	0.00	562.54	1,037.46	35%
	01-448-401-0110	BID/GRNDS - YOUNGS LANE MAINT	14,000.00	67.50	1,897.78	12,102.22	14%	12,000.00	770.64	1,448.56	10,551.44	12%
	01-448-401-0120	BID/GRNDS - TOWN HALL MAINTENANC	13,000.00	2,875.30	3,997.55	9,002.45	31%	12,000.00	283.75	4,324.02	7,675.98	36%
	01-448-401-0125	BID/GRNDS - ELEVATOR MAINTENANCE	2,400.00	0.00	562.14	1,837.86	23%	2,000.00	0.00	540.00	1,460.00	27%
	01-448-401-0140	BID/GRNDS - PARKS MAINTENANCE	8,000.00	307.25	1,112.47	6,887.53	14%	6,000.00	0.00	2,267.76	3,732.24	38%
	01-448-401-0150	BID/GRNDS - COMMUNITY CENTER MAI	7,500.00	2,336.44	2,692.95	4,807.05	36%	10,000.00	1,238.40	6,596.63	3,403.37	66%
	01-448-401-0151	BID/GRNDS - COMM CTR ELECTRICITY	12,000.00	1,350.11	2,870.91	9,129.09	24%	12,000.00	1,086.11	2,437.99	9,562.01	20%
	01-448-401-0152	BID/GRNDS - COMM CENTR HEAT OIL	14,000.00	0.00	126.52	13,873.48	1%	10,140.00	0.00	259.41	9,880.59	3%
	01-448-401-0160	BID/GRNDS - SENIOR CENTER ELECTRICITY	0.00	398.65	768.75	-768.75	0%	0.00	0.00	0.00	0.00	0%
	01-448-401-0170	BID/GRNDS - BANDSTAND MAINTENANCE	100.00	0.00	850.00	-750.00	850%	50.00	0.00	0.00	50.00	0%
	01-448-401-0175	BID/GRNDS - HAND TUB MAINTENANCE	300.00	19.16	62.43	237.57	21%	300.00	98.77	125.63	174.37	42%
	01-448-401-0180	BID/GRNDS - DAM MAINTENANCE	3,000.00	43.54	93.82	2,906.18	3%	3,000.00	53.75	105.74	2,894.26	4%
	01-448-401-0438	BID/GRNDS - TOWN CLOCK MAINTENANCE	2,000.00	0.00	227.50	1,772.50	11%	2,000.00	0.00	0.00	2,000.00	0%
	01-448-402-0000	BID/GRNDS - POLICE BUILDING MAINTENANCE	10,000.00	1,077.00	1,122.00	8,878.00	11%	5,000.00	408.99	2,704.87	2,295.13	54%
	01-448-405-0000	BID/GRNDS - EQUIPMENT MAINTENANCE	2,500.00	216.00	479.00	2,021.00	19%	2,500.00	420.00	630.00	1,870.00	25%
	01-448-533-0000	BID/GRNDS - GROUNDS MAINTENANCE	32,000.00	4,325.56	11,360.30	20,639.70	36%	32,000.00	11,942.45	19,060.46	12,939.54	60%
	01-448-800-0000	BID/GRNDS - MOSQUITO CONTROL	55,000.00	0.00	0.00	55,000.00	0%	60,000.00	0.00	0.00	60,000.00	0%
			7,000.00	0.00	0.00	7,000.00	0%	10,000.00	9,728.30	9,728.30	271.70	97%
Building & Grounds			468,202.00	32,484.40	81,129.37	387,072.63	17%	449,362.00	44,247.64	97,846.83	351,515.17	22%

Town of Newmarket, New Hampshire
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Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016					Fiscal Year 2015					Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent of Budget Spent	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent of Budget Spent	
	01-449-101-0000	CEM - FULL TIME SALARIES	18,263.00	1,335.12	3,713.37	14,549.63	20%	18,263.00	1,404.80	3,768.81	14,494.19	21%	
	01-449-103-0000	CEM - PART TIME SALARIES	11,050.00	1,018.02	2,533.50	8,516.50	23%	11,050.00	1,325.00	3,650.00	7,400.00	33%	
	01-449-202-0000	CEM - GENERAL SUPPLIES	1,000.00	8.25	45.50	954.50	5%	1,000.00	0.00	14.50	985.50	1%	
	01-449-302-0000	CEM - ELECTRICITY	250.00	15.15	30.66	219.34	12%	250.00	18.63	34.86	215.14	14%	
	01-449-402-0000	CEM - EQUIPMENT MAINT	800.00	0.00	0.00	800.00	0%	800.00	0.00	64.65	735.35	8%	
	01-449-702-0000	CEM - CONTRACTED SERVICES	5,000.00	0.00	0.00	5,000.00	0%	5,000.00	0.00	0.00	5,000.00	0%	
	01-449-800-0000	CEM - EQUIPMENT PURCHASE	600.00	0.00	299.00	301.00	50%	600.00	0.00	0.00	600.00	0%	
Cemetery			36,963.00	2,376.54	6,622.03	30,340.97	18%	36,963.00	2,748.43	7,532.82	29,430.18	20%	
	01-452-202-0000	VEHICLE - GENERAL SUPPLIES	5,000.00	224.37	414.92	4,585.08	8%	5,000.00	127.07	244.25	2,255.75	10%	
	01-452-209-0000	VEHICLE - GASOLINE	16,000.00	-2,941.20	-186.66	16,186.66	-1%	16,960.00	6,278.36	3,252.03	13,707.97	19%	
	01-452-210-0000	VEHICLE - DIESEL FUEL	37,000.00	281.52	2,386.85	34,613.15	6%	34,650.00	3,034.05	8,676.73	25,973.27	25%	
	01-452-214-0000	VEHICLE - OIL	1,500.00	0.00	0.00	1,500.00	0%	1,000.00	0.00	0.00	1,000.00	0%	
	01-452-402-0000	VEHICLE - EQUIP MAINT	54,000.00	0.00	1,381.91	52,618.09	3%	52,000.00	1,002.58	8,553.10	43,446.90	16%	
	01-452-403-0000	VEHICLE - VEHICLE MAINT PUBLIC WORKS	48,000.00	5,072.09	7,412.77	40,587.23	15%	20,000.00	7,353.06	11,229.64	8,770.36	56%	
	01-452-403-0406	VEHICLE - VEHICLE MAINT REC	2,000.00	0.00	847.18	1,152.82	42%	2,000.00	0.00	0.00	2,000.00	0%	
	01-452-403-0438	VEHICLE - VEHICLE MAINT POLICE	14,000.00	390.72	2,590.97	11,409.03	19%	14,000.00	0.00	1,241.34	12,758.66	9%	
	01-452-403-0461	VEHICLE - VEHICLE MAINT FIRE	16,000.00	1,136.16	3,929.10	12,070.90	25%	14,000.00	30.00	1,911.56	12,088.44	14%	
	01-452-404-0000	VEHICLE - RADIO MAINT	1,200.00	0.00	0.00	1,200.00	0%	1,200.00	0.00	303.87	896.13	25%	
	01-452-800-0000	VEHICLE - EQUIP PURCHASE	3,000.00	0.00	199.00	2,801.00	7%	16,500.00	0.00	0.00	16,500.00	0%	
Vehicle			197,700.00	4,163.66	18,976.04	178,723.96	10%	174,810.00	17,825.12	35,412.52	139,397.48	20%	
	01-461-101-0000	FIRE/RES - FULL TIME SALARIES	82,298.00	6,714.54	17,474.94	64,823.06	21%	82,298.00	6,269.40	16,927.38	65,370.62	21%	
	01-461-102-0000	FIRE/RES - OVERTIME	14,000.00	1,921.65	4,917.84	9,082.16	35%	12,000.00	2,330.60	5,552.34	6,447.66	46%	
	01-461-103-0000	FIRE/RES - PART TIME SALARIES	119,012.00	11,462.77	31,834.25	87,177.75	27%	118,412.00	9,317.82	27,964.96	90,447.04	24%	
	01-461-190-0000	FIRE/RES - TRAINING/STAFF DEVELOPMENT	12,500.00	39.95	4,089.69	8,410.31	33%	14,000.00	3,670.00	5,088.59	8,911.41	36%	
	01-461-193-0000	FIRE/RES - UNIFORMS	10,000.00	5,341.73	7,701.63	2,298.37	77%	10,000.00	652.00	652.00	9,348.00	7%	
	01-461-201-0000	FIRE/RES - POSTAGE	75.00	1.68	40.10	34.90	53%	75.00	0.48	76.08	-1.08	101%	
	01-461-202-0000	FIRE/RES - GENERAL SUPPLIES	6,500.00	0.00	822.08	5,677.92	13%	6,500.00	406.30	952.41	5,547.59	15%	
	01-461-202-0046	FIRE/RES - MEDICAL SUPPLIES	12,500.00	768.29	2,637.67	9,862.33	21%	12,500.00	342.62	1,542.50	10,957.50	12%	
	01-461-209-0000	FIRE/RES - GASOLINE	1,200.00	159.21	254.47	945.53	21%	1,600.00	108.98	162.48	1,437.52	10%	
	01-461-210-0000	FIRE/RES - DIESEL FUEL	8,700.00	1,398.72	2,237.95	6,462.05	26%	8,700.00	829.95	1,366.44	7,333.56	16%	
	01-461-220-0000	FIRE/RES - AMBUJANCE EXPENSES	16,000.00	0.00	835.09	15,164.91	5%	16,000.00	622.80	1,303.27	14,696.73	8%	
	01-461-301-0000	FIRE/RES - COMMUNICATION SERVICES	6,000.00	264.57	794.33	5,205.67	13%	7,900.00	321.38	1,568.46	6,331.54	20%	
	01-461-310-0002	FIRE/RES - DUES/SUBSCRIPTIONS	4,200.00	0.00	3,172.00	1,028.00	76%	4,000.00	0.00	4,148.64	-148.64	104%	
	01-461-310-0055	FIRE/RES - FIRE PREVENTION	900.00	0.00	850.33	49.67	94%	900.00	0.00	0.00	900.00	0%	
	01-461-402-0000	FIRE/RES - EQUIP MAINT	12,500.00	5,775.77	7,860.93	4,639.07	63%	12,500.00	3,696.43	8,010.67	4,489.33	64%	
	01-461-518-0000	FIRE/RES - HAZMAT	2,200.00	0.00	2,098.14	101.86	95%	2,200.00	0.00	0.00	2,200.00	0%	
	01-461-530-0000	FIRE/RES - MUTUAL AID CONTRACT	600.00	0.00	0.00	600.00	0%	1,200.00	0.00	220.00	980.00	18%	
	01-461-800-0000	FIRE/RES - EQUIP PURCHASE	25,000.00	0.00	1,327.28	23,672.72	5%	25,000.00	588.55	3,913.35	21,086.65	16%	
Fire & Rescue			334,185.00	33,848.88	88,948.72	245,236.28	27%	335,785.00	29,157.31	79,449.57	256,335.43	24%	

Town of Newmarket, New Hampshire
Expense Report ^{a, b}
For the Period Ended September, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
	02-480-101-0000	LIBRARY - SALARIES	54,100.00	3,923.06	10,396.11	43,703.89	55,904.00	3,923.06	10,592.26	45,311.74	19%
	02-480-103-0000	LIBRARY - PART TIME SALARIES	114,235.00	6,970.08	17,478.30	96,756.70	113,335.00	7,971.40	21,460.62	91,874.38	19%
	02-480-150-0000	LIBRARY - FICA	10,712.00	699.00	1,799.10	8,912.90	10,493.00	748.35	2,019.97	8,473.03	19%
	02-480-151-0000	LIBRARY - MEDICARE	2,506.00	163.48	420.74	2,085.26	2,454.00	175.02	472.39	1,981.61	19%
	02-480-155-0000	LIBRARY - HEALTH INSURANCE	15,000.00	396.58	1,445.73	13,554.27	16,397.00	191.48	830.43	15,566.57	5%
	02-480-156-0000	LIBRARY - RETIREMENT	6,032.00	438.20	1,166.72	4,865.28	5,493.00	422.52	1,140.81	4,352.19	21%
	02-480-159-0000	LIBRARY - LIFE & DISABILITY	633.00	133.33	381.99	251.01	723.00	51.61	145.83	577.17	20%
	02-480-160-0000	LIBRARY-WORKERS COMPENSATION	2,352.00	0.00	2,352.00	0.00	1,683.00	0.00	1,459.43	223.57	87%
	02-480-161-0000	LIBRARY - UNEMPLOYMENT	2,816.00	0.00	0.00	2,816.00	0.00	0.00	0.00	0.00	0%
	02-480-190-0000	LIBRARY - TRAINING/STAFF DEVELOPMENT	2,000.00	0.00	0.00	2,000.00	1,180.00	0.00	45.00	1,135.00	4%
	02-480-202-0000	LIBRARY - GENERAL SUPPLIES	5,000.00	63.23	469.79	4,530.21	5,000.00	330.38	818.84	4,181.16	16%
	02-480-301-0000	LIBRARY - TELEPHONE	1,800.00	121.50	243.87	1,556.13	1,800.00	107.31	340.82	1,459.18	19%
	02-480-302-0000	LIBRARY - ELECTRICITY	10,000.00	1,158.75	2,315.95	7,684.05	10,000.00	985.62	3,523.53	6,476.47	35%
	02-480-303-0000	LIBRARY - HEAT & OIL	13,800.00	0.00	0.00	13,800.00	13,000.00	0.00	740.00	12,260.00	6%
	02-480-304-0000	LIBRARY - WATER	700.00	41.41	194.58	505.42	870.00	0.00	164.23	705.77	19%
	02-480-310-0005	LIBRARY - BOOKS/SUBSCRIPTIONS	38,247.00	2,639.98	8,228.05	30,018.95	37,645.00	1,125.55	2,982.61	34,662.39	8%
	02-480-330-0000	LIBRARY - ELECTRONIC INFO - OTHER	9,500.00	0.00	8,887.00	613.00	9,741.00	14.95	8,550.50	1,190.50	88%
	02-480-340-0000	LIBRARY - ARCHIVES/PRESERVATION	0.00	0.00	0.00	0.00	250.00	0.00	0.00	250.00	0%
	02-480-350-0000	LIBRARY - PROGRAMS	2,000.00	51.37	1,295.25	704.75	2,000.00	0.00	500.00	1,500.00	25%
	02-480-401-0000	LIBRARY - BUILDING MAINTENANCE	15,000.00	2,440.00	8,083.57	6,916.43	8,000.00	1,344.90	3,602.16	4,397.84	45%
	02-480-402-0000	LIBRARY - EQUIPMENT MAINTENANCE/LEASE	600.00	43.00	86.00	514.00	2,000.00	45.01	88.01	1,911.99	4%
	02-480-504-0000	LIBRARY-PROPERTY LIABILITY INS	5,000.00	0.00	5,000.00	0.00	4,588.00	0.00	4,588.00	0.00	100%
	02-480-800-0000	LIBRARY - EQUIPMENT PURCHASE	2,000.00	0.00	0.00	2,000.00	1,180.00	0.00	0.00	1,180.00	0%
Library			314,033.00	19,282.97	70,244.75	243,788.25	303,736.00	17,437.16	64,065.44	239,670.56	21%

Town of Newmarket, New Hampshire
Expense Report *b
For the Period Ended September, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
	05-406-101-0000	RECREATION - FULL TIME SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,627.11	-5,627.11	0%
	05-406-103-0000	RECREATION - PART TIME SALARIES	100,440.00	688.25	63,564.03	36,875.97	63%	103,455.00	1,710.19	63,139.74	40,315.26	61%
	05-406-111-0000	RECREATION - WORK STUDY	0.00	0.00	0.00	0.00	0%	0.00	-90.00	0.00	0.00	0%
	05-406-150-0000	RECREATION - FICA	6,227.00	42.67	3,618.87	2,608.13	58%	0.00	0.00	0.00	0.00	0%
	05-406-151-0000	RECREATION - MEDI	1,456.00	9.97	846.34	609.66	58%	0.00	0.00	0.00	0.00	0%
	05-406-190-0000	RECREATION - TRAINING/STAFF DEVELOPMENT	1,400.00	0.00	0.00	1,400.00	0%	1,400.00	0.00	0.00	1,400.00	0%
	05-406-192-0000	RECREATION - MEAL ALLOWANCE	350.00	136.02	208.11	141.89	59%	350.00	138.07	312.98	37.02	89%
	05-406-201-0000	RECREATION - POSTAGE	400.00	6.31	54.91	345.09	14%	400.00	0.00	9.02	390.98	2%
	05-406-202-0000	RECREATION - GENERAL SUPPLIES	1,650.00	372.54	735.27	914.73	45%	1,650.00	116.77	648.96	1,001.04	39%
	05-406-202-0034	RECREATION - ATHLETIC SUPPLIES	7,830.00	1,480.07	1,480.07	6,349.93	19%	2,154.00	798.62	798.62	1,353.38	37%
	05-406-202-0036	RECREATION - CLASS SUPPLIES	2,154.00	952.00	1,044.82	1,109.18	49%	7,000.00	100.00	100.00	6,900.00	1%
	05-406-301-0000	RECREATION - COMMUNICATION SERVICES	0.00	0.00	0.00	0.00	0%	0.00	86.76	173.47	-173.47	0%
	05-406-302-0000	RECREATION - ELECTRICITY	0.00	-25.97	0.00	0.00	0%	0.00	0.00	0.00	0.00	0%
	05-406-302-0001	RECREATION - FIELD LIGHTS	5,000.00	222.58	464.43	4,535.57	9%	5,000.00	0.00	249.71	4,750.29	5%
	05-406-310-0002	RECREATION - DUES/SUBSCRIPTIONS	150.00	0.00	0.00	150.00	0%	150.00	77.98	155.96	-5.96	104%
	05-406-310-0003	RECREATION - ADVERTISING	800.00	25.00	25.00	775.00	3%	800.00	0.00	0.00	800.00	0%
	05-406-402-0000	RECREATION - EQUIPMENT MAINTENANCE/LEASE	1,000.00	90.00	180.00	820.00	18%	1,000.00	378.00	756.00	244.00	76%
	05-406-501-0000	RECREATION - PRINTING & PUBLISHING	8,163.00	0.00	0.00	8,163.00	0%	8,163.00	0.00	0.00	8,163.00	0%
	05-406-508-0000	RECREATION - BUS TRIPS	36,000.00	5,176.73	25,318.29	10,681.71	70%	36,000.00	2,484.09	22,010.04	13,989.96	61%
	05-406-800-0000	RECREATION - EQUIPMENT PURCHASE	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	05-406-902-0000	RECREATION - SUMMER CAMP	9,000.00	1,012.23	8,264.24	735.76	92%	9,000.00	4,069.06	8,477.65	522.35	94%
	05-406-902-0037	RECREATION - TEEN CAMP	2,500.00	144.69	1,099.27	1,400.73	44%	2,500.00	0.00	16.15	2,483.85	1%
	05-406-904-0000	RECREATION - SUNRISE SUNSET SR CTR	3,000.00	674.50	706.00	2,294.00	24%	0.00	191.28	546.07	-546.07	0%
	05-406-906-0000	RECREATION - SPECIAL EVENTS	10,150.00	-300.00	1,573.99	8,576.01	16%	10,150.00	343.00	343.00	9,807.00	3%
Recreation			199,670.00	10,707.59	109,183.64	90,486.36	55%	191,172.00	10,403.82	103,364.48	87,807.52	54%
	07-450-103-0000	SW - PART TIME	10,881.00	895.25	2,272.33	8,608.67	21%	10,881.00	837.00	2,180.25	8,700.75	20%
	07-450-202-0000	SW - GENERAL SUPPLIES	20,000.00	22.29	43.85	19,956.15	0%	15,000.00	20.27	90.06	14,909.94	1%
	07-450-310-0002	SW - DUES/SUBSCRIPTIONS	800.00	0.00	0.00	800.00	0%	800.00	0.00	0.00	800.00	0%
	07-450-402-0000	SW - EQUIPMENT LEASE	1,200.00	47.00	94.00	1,106.00	8%	1,200.00	90.00	135.00	1,065.00	11%
	07-450-403-0000	SW - VEHICLE MAINTENANCE	1,500.00	0.00	0.00	1,500.00	0%	5,000.00	0.00	0.00	5,000.00	0%
	07-450-501-0000	SW - PRINTING & PUBLICATION	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%
	07-450-532-0000	SW - FREON REMOVAL	1,000.00	0.00	0.00	1,000.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	07-450-536-0000	SW - HOUSEHOLD HAZARDOUS	0.00	0.00	0.00	0.00	0%	10,000.00	0.00	0.00	10,000.00	0%
	07-450-537-0000	SW - SPRING CLEAN-UP	35,000.00	0.00	0.00	35,000.00	0%	40,000.00	0.00	0.00	40,000.00	0%
	07-450-702-0047	SW - LAMPREY REG. CO-OP	2,100.00	0.00	0.00	2,100.00	0%	2,100.00	0.00	0.00	2,100.00	0%
	07-450-702-0048	SW - MSW CONTRACT	142,000.00	13,980.26	26,219.53	115,780.47	18%	130,350.00	10,888.23	25,064.97	105,285.03	19%
	07-450-702-0049	SW - RECYCLING CONTRACT	152,000.00	11,714.58	23,441.21	128,558.79	15%	150,280.00	11,937.89	26,273.11	124,006.89	17%
	07-450-702-0050	SW - CONSTRUCTION DEBRIS	47,000.00	3,644.75	8,715.65	38,284.35	19%	47,000.00	5,612.62	10,743.22	36,256.78	23%
	07-450-702-0051	SW - POST CLOSURE LANDFILL TEST	30,000.00	0.00	572.53	29,427.47	2%	30,000.00	0.00	0.00	30,000.00	0%
	07-450-800-0000	SW - EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0%	5,000.00	0.00	0.00	5,000.00	0%
Solid Waste			443,981.00	30,304.13	61,359.10	382,621.90	14%	449,611.00	29,386.01	64,486.61	385,124.39	14%

Town of Newmarket, New Hampshire
Expense Report^{a, b}
For the Period Ended September, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
	20-451-101-0000	WATER - FULL TIME SALARIES	121,009.00	9,329.00	23,926.22	97,082.78	20%	8,600.06	23,032.47	97,976.53	19%
	20-451-102-0000	WATER - OVERTIME	8,500.00	486.16	1,227.70	7,272.30	14%	527.76	1,560.10	6,439.90	20%
	20-451-103-0000	WATER - PART TIME SALARIES	0.00	705.26	1,737.92	-1,737.92	0%	688.10	2,064.30	-2,064.30	0%
	20-451-150-0000	WATER - FICA	8,150.00	612.85	1,549.64	6,600.36	19%	576.16	1,548.91	6,450.09	19%
	20-451-151-0000	WATER - MEDICARE	1,906.00	143.28	360.05	1,545.95	19%	134.74	362.22	1,508.78	19%
	20-451-155-0000	WATER - HEALTH INSURANCE	31,785.00	0.00	6,702.30	25,082.70	21%	-229.61	6,667.18	24,492.82	21%
	20-451-156-0000	WATER - RETIREMENT	14,157.00	1,079.61	2,777.57	11,379.43	20%	966.92	2,600.18	11,084.82	19%
	20-451-159-0000	WATER - LIFE/DISABILITY INSURANCE	1,542.00	87.89	245.67	1,296.33	16%	87.89	245.67	1,296.33	16%
	20-451-160-0000	WATER - WORKERS COMPENSATION	4,939.00	0.00	4,939.00	0.00	100%	0.00	4,378.28	560.72	89%
	20-451-161-0000	WATER - UNEMPLOYMENT	2,201.00	0.00	0.00	2,201.00	0%	0.00	0.00	2,201.00	0%
	20-451-190-0000	WATER - TRAINING/STAFF DEVELOPMENT	1,500.00	0.00	180.00	1,320.00	12%	150.00	610.00	890.00	41%
	20-451-193-0000	WATER - UNIFORMS	2,700.00	61.68	205.50	2,494.50	8%	71.96	333.87	2,666.13	11%
	20-451-198-0000	WATER - LONGEVITY	1,013.00	0.00	0.00	1,013.00	0%	0.00	0.00	1,013.00	0%
	20-451-201-0000	WATER - POSTAGE	6,000.00	4.37	1,595.04	4,404.96	27%	174.48	351.81	2,448.19	13%
	20-451-202-0000	WATER - GENERAL SUPPLIES	3,000.00	290.15	929.21	2,070.79	31%	25.95	1,725.84	774.16	69%
	20-451-202-0002	WATER - DJES/SUBSCRIPTIONS	1,050.00	0.00	0.00	1,050.00	0%	0.00	0.00	1,050.00	0%
	20-451-202-0003	WATER - ADVERTISING	1,600.00	0.00	0.00	1,600.00	0%	410.21	873.59	726.41	55%
	20-451-204-0000	WATER - TAXES	0.00	0.00	0.00	0.00	0%	0.00	0.00	300.00	0%
	20-451-209-0000	WATER - GASOLINE	5,200.00	452.16	722.70	4,477.30	14%	309.52	682.82	4,517.18	13%
	20-451-211-0000	WATER - LP GAS	20,000.00	89.70	89.70	19,910.30	0%	0.00	46.31	14,953.69	0%
	20-451-217-0000	WATER - CHEMICALS	22,000.00	0.00	1,822.18	20,177.82	8%	0.00	2,077.15	17,922.85	10%
	20-451-301-0000	WATER - COMMUNICATION SERVICES	3,800.00	275.15	652.66	3,147.34	17%	457.69	907.30	2,892.70	24%
	20-451-302-0000	WATER - ELECTRICITY	47,000.00	3,219.02	6,622.34	40,377.66	14%	2,969.61	6,006.00	33,994.00	15%
	20-451-401-0000	WATER - BUILDING MAINTENANCE	7,000.00	528.55	1,695.45	5,304.55	24%	1,536.05	1,668.65	5,331.35	24%
	20-451-402-0000	WATER - EQUIPMENT MAINTENANCE/LEASE	4,000.00	0.00	0.00	4,000.00	0%	0.00	0.00	4,000.00	0%
	20-451-403-0000	WATER - VEHICLE MAINTENANCE	5,000.00	0.00	684.00	4,316.00	14%	0.00	772.42	4,227.58	15%
	20-451-406-0000	WATER - SYSTEM MAINTENANCE	45,000.00	4,105.13	15,953.45	29,046.55	35%	2,996.89	7,428.44	37,571.56	17%
	20-451-504-0000	WATER - PROPERTY-LIABILITY INSURANCE	4,280.00	0.00	4,280.00	0.00	100%	0.00	4,280.00	0.00	100%
	20-451-702-0000	WATER - CONTRACTED SERVICES	15,000.00	671.22	1,767.22	13,232.78	12%	90.00	919.84	9,080.16	9%
	20-451-703-0000	WATER - AUDIT	3,484.00	0.00	3,484.00	0.00	100%	0.00	0.00	3,425.00	0%
	20-451-704-0000	WATER - ENGINEERING	22,500.00	0.00	0.00	22,500.00	0%	0.00	1,870.05	23,129.95	7%
	20-451-950-0000	WATER - BONDS & NOTES PRINCIPLE	107,449.00	0.00	0.00	107,449.00	0%	0.00	0.00	54,213.00	0%
	20-451-951-0000	WATER - BONDS & NOTES INTEREST	40,288.00	0.00	0.00	40,288.00	0%	0.00	0.00	975.00	0%
	20-451-954-0000	WATER - LAND ACQUISITION	20,000.00	0.00	0.00	20,000.00	0%	0.00	0.00	20,000.00	0%
Water			583,051.00	22,140.98	84,149.52	498,901.48	14%	21,444.38	73,013.40	396,048.60	16%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended September, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016					Fiscal Year 2015				
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent of Budget Spent	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent of Budget Spent
	30-471-101-0000	WW - FULL TIME SALARIES	209,313.00	13,768.20	35,513.26	173,799.74	17%	174,313.00	12,688.86	34,059.40	140,253.60	20%
	30-471-102-0000	WASTEWATER - OVERTIME	17,000.00	1,204.55	2,903.30	14,096.70	17%	17,000.00	1,073.26	2,924.56	14,075.44	17%
	30-471-103-0000	WASTEWATER PART TIME SALARIES	0.00	705.26	1,737.92	-1,737.92	0%	16,562.00	688.10	2,064.30	14,497.70	12%
	30-471-150-0000	WASTEWATER - FICA	14,204.00	882.21	2,223.23	11,980.77	16%	12,889.00	824.07	2,198.85	10,690.15	17%
	30-471-151-0000	WASTEWATER - MEDICARE	3,322.00	206.30	519.90	2,802.10	16%	3,015.00	192.73	514.25	2,500.75	17%
	30-471-155-0000	WASTEWATER - HEALTH INSURANCE	87,510.00	0.00	15,618.99	71,891.01	18%	64,618.00	-229.61	14,934.52	49,683.48	23%
	30-471-156-0000	WASTEWATER - RETIREMENT	24,674.00	1,644.51	4,209.86	20,464.14	17%	20,254.00	1,455.25	3,902.39	16,351.61	19%
	30-471-159-0000	WASTEWATER - LIFE/DISABILITY INSURANCE	2,195.00	148.13	417.39	1,777.61	19%	2,195.00	148.13	417.39	1,777.61	19%
	30-471-160-0000	WASTEWATER - WORKERS COMPENSATION	5,899.00	0.00	5,899.00	0.00	100%	5,899.00	0.00	4,670.17	1,228.83	79%
	30-471-161-0000	WASTEWATER - UNEMPLOYMENT INSURANCE	3,157.00	0.00	0.00	3,157.00	0%	3,157.00	0.00	0.00	3,157.00	0%
	30-471-162-0000	WASTEWATER - EMPLOYEE TESTING	750.00	0.00	0.00	750.00	0%	750.00	0.00	0.00	750.00	0%
	30-471-190-0000	WASTEWATER - TRAINING/STAFF DEVELOPMENT	3,500.00	0.00	240.00	3,260.00	7%	3,500.00	1,168.29	1,168.29	2,331.71	33%
	30-471-193-0000	WASTEWATER - UNIFORMS	3,600.00	98.37	355.87	3,244.13	10%	4,700.00	106.60	346.45	4,353.55	7%
	30-471-198-0000	SEWER - LONGEVITY	1,913.00	0.00	0.00	1,913.00	0%	1,688.00	0.00	0.00	1,688.00	0%
	30-471-201-0000	WASTEWATER - POSTAGE	6,000.00	4.36	1,595.02	4,404.98	27%	2,500.00	174.47	351.79	2,148.21	14%
	30-471-202-0000	WASTEWATER - GENERAL SUPPLIES	3,000.00	264.87	1,005.31	1,994.69	34%	2,500.00	77.81	1,898.51	601.49	76%
	30-471-202-0002	WASTEWATER - DUES/SUBSCRIPTIONS	800.00	0.00	75.00	725.00	9%	800.00	0.00	0.00	800.00	0%
	30-471-202-0003	WASTEWATER - ADVERTISING	1,500.00	311.14	1,188.86	311.14	21%	1,500.00	0.00	0.00	1,500.00	0%
	30-471-209-0000	WASTEWATER - GASOLINE	5,000.00	399.81	639.03	4,360.97	13%	5,000.00	208.20	673.88	4,326.12	13%
	30-471-215-0000	WASTEWATER - LAB SUPPLIES	20,000.00	2,904.68	4,006.06	15,993.94	20%	20,000.00	4,681.43	8,197.72	11,802.28	41%
	30-471-217-0000	WASTEWATER - CHEMICALS	40,000.00	2,055.00	4,156.40	35,843.60	10%	38,000.00	2,264.02	6,303.44	31,696.56	17%
	30-471-301-0000	WASTEWATER - COMMUNICATION SERVICES	6,800.00	486.78	1,050.11	5,749.89	15%	6,800.00	665.46	1,302.24	5,497.76	19%
	30-471-302-0000	WASTEWATER - ELECTRICITY	84,000.00	6,077.77	12,845.02	71,154.98	15%	84,000.00	5,430.52	10,334.70	73,665.30	12%
	30-471-303-0000	WASTEWATER - HEAT & OIL	30,000.00	0.00	0.00	30,000.00	0%	30,000.00	0.00	0.00	30,000.00	0%
	30-471-401-0000	WASTEWATER - BUILDING MAINTENANCE	23,000.00	187.00	1,244.16	21,755.84	5%	23,000.00	1,003.23	3,773.53	19,226.47	16%
	30-471-403-0000	WASTEWATER - VEHICLE MAINTENANCE	5,000.00	0.00	898.20	4,101.80	18%	5,000.00	0.00	1,536.06	3,463.94	31%
	30-471-406-0000	WASTEWATER - SYSTEM MAINTENANCE	50,000.00	575.72	2,788.62	47,211.38	6%	50,000.00	6,642.58	8,979.33	41,020.67	18%
	30-471-504-0000	WASTEWATER - PROPERTY/LIABILITY INSURANCE	8,740.00	0.00	8,740.00	0.00	100%	8,740.00	0.00	8,740.00	0.00	100%
	30-471-538-0000	WASTEWATER - SLUDGE DISPOSAL	30,000.00	2,760.97	11,357.12	18,642.88	38%	30,000.00	0.00	1,880.00	28,120.00	6%
	30-471-702-0000	WASTEWATER - CONTRACT SERVICES	17,500.00	2,063.00	3,287.00	14,213.00	19%	17,000.00	416.00	1,620.84	15,379.16	10%
	30-471-703-0000	WASTEWATER - AUDIT	3,425.00	0.00	3,425.00	0.00	100%	3,425.00	0.00	0.00	3,425.00	0%
	30-471-704-0000	WASTEWATER - ENGINEERING	30,000.00	3.48	3.48	29,996.52	0%	30,000.00	0.00	0.00	30,000.00	0%
	30-471-804-0000	WASTEWATER - NPDES PERMITS	60,000.00	0.00	0.00	60,000.00	0%	60,000.00	0.00	0.00	20,000.00	0%
	30-471-950-0000	WW - BONDS & NOTES PRINCIPLE	102,540.00	23,500.00	23,500.00	79,040.00	23%	102,540.00	0.00	0.00	102,540.00	0%
	30-471-951-0000	WW - BONDS & NOTES INTEREST	32,895.00	12,400.48	12,400.48	20,494.52	38%	36,551.00	0.00	0.00	36,551.00	0%
Sewer			937,237.00	72,652.59	162,965.87	774,271.13	17%	847,896.00	39,679.40	122,792.61	725,103.39	14%
		Total Operating Budget	8,615,269.99	514,740.34	1,825,599.09	6,789,670.90	21%	8,350,822.00	529,356.30	1,907,497.46	6,443,324.54	23%

Town of Newmarket, New Hampshire
Revenue Report ^{a,b}
For the Period Ended September 30, 2015

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016						Fiscal Year 2015						
			Month to Date		Year to Date		Percent Collected	Budget	Month to Date		Year to Date		Percent Collected	Balance Year	Balance Year
			Transactions	Balance Year	Transactions	Balance Year			Transactions	Balance Year	Transactions	Balance Year			
Taxes (Real estate), land use, PILOT, interest on taxes			0.00	4,123.21	9,266,783.99	-9,266,783.99	0%	18,033,024.00	9,383.32	9,064,601.03	8,968,422.97	50%			
Licenses, permit and fees			0.00	130,646.85	437,369.31	-437,369.31	0%	1,315,300.00	120,047.91	404,706.74	910,593.26	31%			
From State			0.00	0.00	76,567.29	-76,567.29	0%	570,767.00	23,988.00	70,602.40	500,164.60	12%			
Charges for services			0.00	25,126.86	1,479.78	-1,479.78	0%	139,850.00	18,867.75	14,020.69	125,829.31	10%			
Misc.Rev.includes Int. Rev.			0.00	42,392.61	48,783.59	-48,783.59	0%	74,601.00	-15,181.53	114,680.88	-40,079.88	154%			
Fund Balance			0.00	0.00	0.00	0.00	0%	435,960.00	0.00	435,960.00	0.00	100%			
Recreation			0.00	15,604.96	42,316.89	-42,316.89	0%	191,172.00	10,922.19	46,740.22	144,431.78	24%			
Solid Waste			0.00	20,027.33	58,962.63	-58,962.63	0%	244,450.00	18,951.91	56,292.57	188,157.43	23%			
Water			0.00	84,783.41	352,401.42	-352,401.42	0%	890,203.00	116,182.33	248,226.74	641,976.26	28%			
Sewer			0.00	121,424.71	495,433.31	-495,433.31	0%	973,837.00	155,573.21	332,969.45	640,867.55	34%			
Total Revenue			0.00	444,129.94	10,780,098.21	-10,780,098.21	0%	22,869,164.00	458,735.09	10,788,800.72	12,080,363.28	47%			

Town of Newmarket, New Hampshire
 Revenue Report^{a,b}
 For the Period Ended September 30, 2015

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent Collected	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions		Balance Year
	01-310-000-1001	REAL ESTATE TAXES	0.00	0.00	9,237,133.00	-9,237,133.00	0%	18,024,524.00	0.00	9,050,431.00	8,974,093.00	50%
	01-310-000-1003	LAND USE CHANGE TAX	0.00	0.00	3,755.00	-3,755.00	0%	0.00	0.00	0.00	0.00	0%
	01-310-000-1004	YIELD TAXES	0.00	0.00	0.00	0.00	0%	1,500.00	292.28	292.28	1,207.72	19%
	01-310-000-1005	PAYMENTS IN LIEU OF TAXES	0.00	0.00	13,345.00	-13,345.00	0%	20,000.00	0.00	0.00	20,000.00	0%
	01-310-000-1006	INTEREST & PENALTIES ON CURRENT PROP	0.00	0.00	941.76	-2,464.95	0%	27,000.00	2,498.77	4,235.86	22,764.14	16%
	01-310-000-1007	REDEMPTION INTEREST	0.00	3,181.45	10,067.54	-10,067.54	0%	60,000.00	6,588.27	9,637.89	50,362.11	16%
	01-310-000-1008	EXCAVATION TAX	0.00	0.00	0.00	0.00	0%	0.00	4.00	0.00	-4.00	0%
	01-310-000-1010	OVERLAY	0.00	0.00	0.00	0.00	0%	-100,000.00	0.00	0.00	-100,000.00	0%
	01-310-002-1011	LIEN COST RECOVERY UTILITIES	0.00	0.00	18.50	-18.50	0%	0.00	0.00	0.00	0.00	0%
		Taxes(Real estate), land use, PILOT, interest on taxes	0.00	4,123.21	9,266,783.99	-9,266,783.99	0%	18,033,024.00	9,383.32	9,064,601.03	8,968,422.97	50%
	01-330-000-1013	MV MAIL-IN FEES	0.00	605.00	1,896.00	-1,896.00	0%	7,000.00	598.00	1,850.00	5,150.00	26%
	01-330-000-1014	MV PERMIT, LOCAL CLERK & TRANSFER FEE	0.00	121,454.00	364,741.00	-364,741.00	0%	1,095,000.00	110,976.90	326,629.78	768,370.22	30%
	01-330-000-1015	MOTOR VEHICLE STICKERS	0.00	2,661.00	8,151.00	-8,151.00	0%	26,000.00	2,621.00	8,026.00	17,974.00	31%
	01-330-000-1016	BOAT REGISTRATIONS	0.00	48.60	600.12	-600.12	0%	3,000.00	394.52	1,166.68	1,833.32	39%
	01-330-000-1017	MV TITLE FEES	0.00	402.00	1,150.00	-1,150.00	0%	3,000.00	370.00	1,118.00	1,882.00	37%
	01-330-000-1018	DOG LICENSES	0.00	45.50	1,706.50	-1,706.50	0%	5,000.00	46.50	1,753.50	3,246.50	35%
	01-330-000-1019	VITAL STATISTICS	0.00	406.00	1,505.00	-1,505.00	0%	3,000.00	455.00	1,578.00	1,422.00	53%
	01-330-000-1020	UCC'S	0.00	0.00	90.00	-90.00	0%	500.00	0.00	180.00	320.00	36%
	01-330-000-1022	POLICE - DOG ORDINANCE FINES	0.00	0.00	30.00	-30.00	0%	400.00	25.00	175.00	225.00	44%
	01-330-000-1023	Finger Prints Receipts	0.00	0.00	0.00	0.00	0%	0.00	15.00	15.00	-15.00	0%
	01-330-000-1024	BUILDING PERMITS	0.00	4,875.00	12,307.00	-12,307.00	0%	20,000.00	4,410.00	18,668.00	1,332.00	93%
	01-330-000-1025	MISC LICENSES, PERMITS & Fees	0.00	149.75	373.83	-373.83	0%	2,400.00	135.99	327.84	2,072.16	14%
	01-330-000-1026	FRANCHISE RENEWAL AGREEMENT	0.00	0.00	44,818.86	-44,818.86	0%	150,000.00	0.00	43,218.94	106,781.06	29%
		Licenses, permit and fees	0.00	130,646.85	437,369.31	-437,369.31	0%	1,315,300.00	120,047.91	404,706.74	910,593.26	31%
	01-320-000-1012	HIGHWAY BLOCK GRANT	0.00	0.00	51,923.53	-51,923.53	0%	151,260.00	0.00	46,614.40	104,645.60	31%
	01-320-000-1014	MISC. GRANTS	0.00	0.00	0.00	0.00	0%	0.00	23,988.00	23,988.00	-23,988.00	0%
	01-320-000-1015	MEALS AND ROOM TAX DISTRIBUTION	0.00	0.00	0.00	0.00	0%	399,321.00	0.00	0.00	399,321.00	0%
	01-320-000-1042	RAILROAD TAX	0.00	0.00	654.76	-654.76	0%	76.00	0.00	0.00	76.00	0%
	30-320-000-1073	WASTEWATER - STATE REVENUE	0.00	0.00	23,989.00	-23,989.00	0%	20,110.00	0.00	0.00	20,110.00	0%
		From State	0.00	0.00	76,567.29	-76,567.29	0%	570,767.00	23,988.00	70,602.40	500,164.60	12%
	01-340-000-1025	POLICE SEX OFFENDER RECEIPTS	0.00	0.00	0.00	0.00	0%	50.00	0.00	0.00	50.00	0%
	01-340-000-1027	PLANNING/ZONING RECEIPTS	0.00	0.00	131.00	-131.00	0%	2,000.00	240.00	640.00	1,360.00	32%
	01-340-000-1028	POLICE REPORT FEES	0.00	196.50	446.50	-446.50	0%	1,200.00	158.00	263.00	937.00	22%
	01-340-000-1031	AMBULANCE RECEIPTS	0.00	23,970.36	-2,572.72	2,572.72	0%	125,000.00	17,604.75	9,386.26	115,613.74	8%
	01-340-000-1034	FIRE DEPARTMENT RECEIPTS	0.00	0.00	0.00	0.00	0%	5,000.00	25.00	538.00	4,462.00	11%
	01-340-000-1036	COURT RECEIPTS	0.00	0.00	1,280.00	-1,280.00	0%	1,500.00	0.00	703.43	796.57	47%
	01-340-000-1043	PARKING TICKETS	0.00	920.00	1,585.00	-1,585.00	0%	0.00	500.00	790.00	-790.00	0%
	01-340-000-1045	PARKING PERMITS	0.00	40.00	610.00	-610.00	0%	5,100.00	340.00	340.00	4,760.00	7%
	01-340-002-1034	DPW DEPT. X-DETAIL RECEIPTS	0.00	0.00	0.00	0.00	0%	0.00	0.00	1,360.00	-1,360.00	0%

Town of Newmarket, New Hampshire
Revenue Report ^{a,b}
For the Period Ended September 30, 2015

		Fiscal Year 2016						Fiscal Year 2015					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	
Charges for services			0.00	25,126.86	1,479.78	-1,479.78	0%	139,850.00	18,867.75	14,020.69	125,829.31	10%	
	01-340-000-1037	COPIER REVENUE	0.00	0.00	16.00	-16.00	0%	0.00	25.00	45.00	-45.00	0%	
	01-340-000-1038	MISC. RECEIPTS	0.00	42,954.47	44,095.90	-44,095.90	0%	0.00	4,423.48	4,454.96	-4,454.96	0%	
	01-340-051-1047	RECREATION FACILITY RENTAL	0.00	50.00	215.00	-215.00	0%	0.00	225.00	1,000.00	-1,000.00	0%	
	01-340-052-0000	SUNRISE SUNSET REVENUE	0.00	1,137.00	1,702.00	-1,702.00	0%	0.00	-6.00	192.00	-192.00	0%	
	01-345-000-1044	HOUSING AUTHORITY	0.00	0.00	9.97	-9.97	0%	0.00	0.00	0.00	0.00	0%	
	01-350-000-1046	SALE OF MUNICIPAL PROPERTY	0.00	0.00	0.00	0.00	0%	65,000.00	-20,781.47	105,973.91	-40,973.91	163%	
	01-350-000-1047	RENT OF MUNICIPAL PROPERTY	0.00	-2,613.46	825.00	-825.00	0%	3,600.00	0.00	550.00	3,050.00	15%	
	01-350-000-1048	INTEREST ON INVESTMENTS	0.00	863.40	1,970.25	-1,970.25	0%	6,000.00	932.46	2,465.01	3,534.99	41%	
	01-350-001-1105	TC/JC OVER AND UNDER	0.00	1.20	-50.53	50.53	0%	0.00	0.00	0.00	0.00	0%	
	01-360-000-0000	GF - MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0%	1.00	0.00	0.00	1.00	0%	
		Misc.Rev.includes Int. Rev.	0.00	42,392.61	48,783.59	-48,783.59	0%	74,601.00	-15,181.53	114,680.88	-40,079.88	154%	
	01-360-000-1054	FUND BALANCE USED	0.00	0.00	0.00	0.00	0%	435,960.00	0.00	435,960.00	0.00	100%	
		Fund Balance	0.00	0.00	0.00	0.00	0%	435,960.00	0.00	435,960.00	0.00	100%	
	05-340-000-1058	RECREATION - REVENUE	0.00	14,935.00	40,829.26	-40,829.26	0%	191,172.00	9,587.25	44,317.22	146,854.78	23%	
	05-340-000-1059	RECREATION - LIGHT USAGE	0.00	657.30	657.30	-657.30	0%	0.00	371.00	1,448.00	-1,448.00	0%	
	05-350-000-1048	RECREATION - INTEREST	0.00	12.66	30.33	-30.33	0%	0.00	3.94	15.00	-15.00	0%	
	05-350-000-1049	REC - ADVERTISING RECEIPTS	0.00	0.00	800.00	-800.00	0%	0.00	960.00	960.00	-960.00	0%	
		Recreation	0.00	15,604.96	42,316.89	-42,316.89	0%	191,172.00	10,922.19	46,740.22	144,431.78	24%	
	07-340-000-1067	SW - LANDFILL RECEIPTS	0.00	5,231.57	17,343.52	-17,343.52	0%	0.00	4,904.00	14,829.00	-14,829.00	0%	
	07-340-000-1068	SW - GARBAGE BAGS	0.00	14,257.65	40,661.65	-40,661.65	0%	244,450.00	13,873.90	40,975.85	203,474.15	17%	
	07-340-000-1069	SW - RECYCLING BINS	0.00	140.00	530.00	-530.00	0%	0.00	130.00	400.00	-400.00	0%	
	07-340-000-1070	SW - UNITED TECHNOLOGIES	0.00	372.14	372.14	-372.14	0%	0.00	0.00	0.00	0.00	0%	
	07-350-000-1048	SW - INTEREST	0.00	25.97	55.32	-55.32	0%	0.00	44.01	87.72	-87.72	0%	
		Solid Waste	0.00	20,027.33	58,962.63	-58,962.63	0%	244,450.00	18,951.91	56,292.57	188,157.43	23%	

Town of Newmarket, New Hampshire
 Revenue Report ^{a,b}
 For the Period Ended September 30, 2015

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent Collected	
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions		Balance Year
	20-310-000-1001	WATER - TAX REVENUE	0.00	76,895.44	297,346.59	-297,346.59	0%	890,203.00	105,853.50	223,617.25	666,585.75	25%
	20-310-000-1006	WATER - INTEREST AND PENALTIES ON DEL	0.00	149.16	641.35	-641.35	0%	0.00	294.69	565.90	-565.90	0%
	20-330-000-1071	WATER - ENTRANCE FEES	0.00	0.00	1,000.00	-1,000.00	0%	0.00	5,000.00	5,000.00	-5,000.00	0%
	20-340-000-1072	WATER - JOB WORK	0.00	0.00	0.00	0.00	0%	0.00	0.00	55.00	-55.00	0%
	20-350-000-1047	WATER - RENT OF MUNICIPAL PROPERTY	0.00	7,396.19	18,398.73	-18,398.73	0%	0.00	4,914.10	18,676.11	-18,676.11	0%
	20-350-000-1048	WATER - INTEREST	0.00	80.62	177.28	-177.28	0%	0.00	120.04	312.48	-312.48	0%
	20-350-021-1073	WATER - DEDUCT METER	0.00	262.00	786.00	-786.00	0%	0.00	0.00	0.00	0.00	0%
	20-392-000-4032	WA IMPACT FEES-14/15-33 12 WTR MAIN-	0.00	0.00	34,051.47	-34,051.47	0%	0.00	0.00	0.00	0.00	0%
Water			0.00	84,783.41	352,401.42	-352,401.42	0%	890,203.00	116,182.33	248,226.74	641,976.26	28%
	30-310-000-1001	WASTEWATER - TAX REVENUE	0.00	120,995.53	492,995.71	-492,995.71	0%	973,837.00	149,981.44	326,815.02	647,021.98	34%
	30-310-000-1006	WASTEWATER - INTEREST ON DELIQUENT	0.00	287.12	1,151.05	-1,151.05	0%	0.00	502.04	943.25	-943.25	0%
	30-330-000-1071	WASTEWATER - ENTRANCE FEES	0.00	0.00	1,000.00	-1,000.00	0%	0.00	5,000.00	5,000.00	-5,000.00	0%
	30-350-000-1048	WASTEWATER - INTEREST	0.00	142.06	286.55	-286.55	0%	0.00	89.73	211.18	-211.18	0%
Sewer			0.00	121,424.71	495,433.31	-495,433.31	0%	973,837.00	155,573.21	332,969.45	640,867.55	34%
Total Revenue			0.00	444,129.94	10,780,098.21	-10,780,098.21	0%	22,869,164.00	458,735.09	10,788,800.72	12,080,363.28	47%



Department Heads Monthly Reports to the Town Council and Town Administrator

Police Department

Motor Vehicle Fatal Pedestrian Accident:

The New Hampshire State Police Crash Reconstruction Unit has completed its investigation of the fatal hit and run pedestrian accident which took the life of Newmarket resident Charles Dearborn, on June. The investigation concluded that the vehicle that struck Mr. Dearborn was owned and operated at the time of the accident by Peter Wallace, of 241 South Main Street. On the date of the accident, Mr. Wallace was found unconscious outside his residence, within minutes after the collision and was transported to the hospital where he later died from a medical condition not caused by the collision. The State Police Report speculated that Mr. Wallace's medical condition may have been the cause of the accident, however there is inconclusive evidence to prove the cause of the accident. No charges will be filed in the case.

Hands Free Driving Law Violations:

Newmarket Officers have been rigorously enforcing the hands new "Hands Free Driving Law" which prohibits drivers from using electronic devices while driving unless the operation of the device is hands free. Our officers have issued numerous warning and two court citations in the past month.

Driving While Intoxicated:

We have seen a slight increase in DWI arrests in the last month. Officers are constantly on alert for impaired drivers. We encourage all residents to use designated drivers whenever they consume alcoholic beverages. We exercise a no tolerance policy when it comes to impaired driving. If an Officer has evidence to believe a driver is impaired, court action and a license loss is imminent.

SRO Training:

School Resource Officer Wayne Stevens has been selected to attend a week long Incident Management Training course in New Mexico sponsored by the Department of Homeland Security. The course travel and lodging expenses are paid for by Department of Homeland Security. This is great opportunity to get the latest training provided at no cost to our local budget.

Personnel:

Officer Zach Wedgeworth is doing well at the police academy and will return upon the completion of the academy in December. We are currently in a hiring process to fill the staffing vacancy in the dispatch center. We hope to have a new dispatcher hired by mid-November. Currently we have one officer out on

medical leave with a shoulder injury. We are adjusting the shift schedules to minimize overtime expenses, while still providing adequate coverage.

Newmarket ASAP:

The Newmarket Alliance for Substance Abuse Prevention will be hosting a community forum on Monday October 26th at the Newmarket Recreation Center, on the opiate addiction issue facing our nation and our community. Representative from Seacoast Public Health Network, Seacoast Mental Health Services, Newmarket Police and Fire Departments will be participating in a panel discussion, followed by community question and answer forum.

Halloween Haunt Parade:

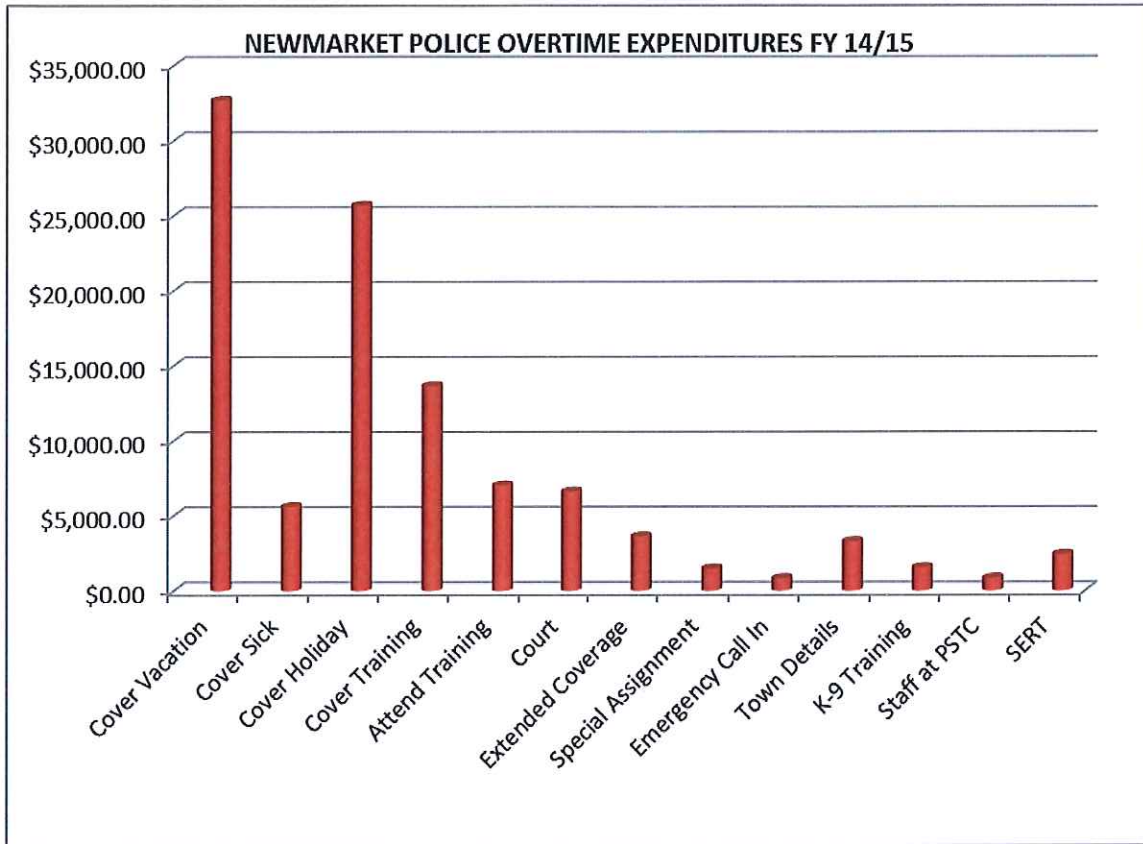
This year's Halloween Haunt parade, sponsored by the Recreation Department will be held on Saturday October 24th. We hope to be able to staff the event with on duty officers saving the Recreation Department police detail costs.

Loco Marathon:

On October 25th, Loco Sports will sponsor a marathon for elite runners which will begin and finish at the Rockingham Ballroom on Ash Swamp Road. The race will begin early on Sunday morning and will encompass four communities, Newmarket, Lee, Epping and Newfields. Traffic interruptions will be minimal and last year's race was a great success. The event will conclude around noon at the Ballroom.

Current Year Budget:

At this time the Police Department budget overall is operating within expected expenses. In preparation for the upcoming budget discussions I have attached a graph showing the breakdown of how our overtime expenses are applied.



	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>Previous Year</u>	<u>% Expended</u>
<i>Police Total</i>	1,302,656.80	96,650.70	260,750.00	1,041,906.80	20%		21%

Fire and Rescue Department

- For the month of September the department responded to 90 calls for service of those 56 were medical calls transporting 44 patients to area hospitals. The ambulance responded to Newfields for seven medical calls transporting four patients. The ambulance also responded to Exeter and Durham transporting two patients. The ladder responded to Durham several times once for a building fire, a large brush fire and for station coverage.
- The training burn at the Carpenter Property went well. Lee and Newfields Fire Departments assisted us with water supply for this training with their tankers and personal. This training was very valuable for the crews.
- We had three new applications this month but only one person is certified. We are always looking for more volunteers to join our department. We will be doing a big campaign next month hoping to recruit new members.
- I have attached charts with activity reports for the month of September.
- 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>%</u> <u>Expended</u>
<i>Fire & Rescue Total</i>	334,185.00	33,848.88	88,948.72	245,236.28	27%		24%

Newmarket Fire & Rescue

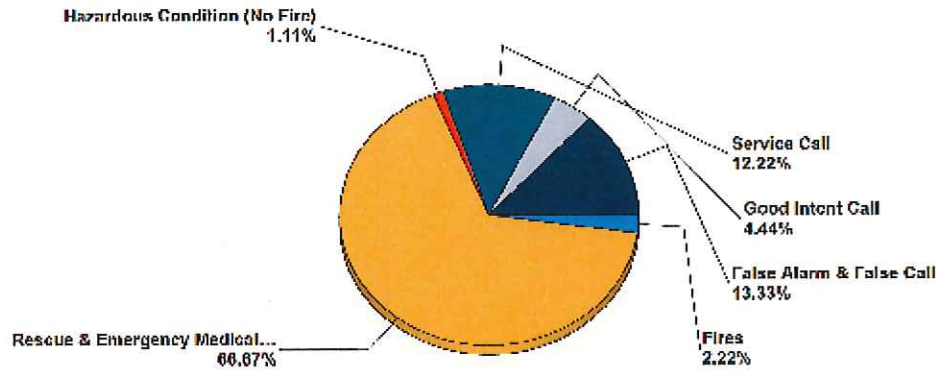
Newmarket, NH

This report was generated on 10/1/2015 7:19:39 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2015 | End Date: 09/30/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.22%
Rescue & Emergency Medical Service	60	66.67%
Hazardous Condition (No Fire)	1	1.11%
Service Call	11	12.22%
Good Intent Call	4	4.44%
False Alarm & False Call	12	13.33%
TOTAL	90	100.00%

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

Newmarket Fire & Rescue

Newmarket, NH

This report was generated on 10/1/2015 7:20:37 AM



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

Incident Type Range: 100 - 011 | StartDate: 09/01/2015 | EndDate: 09/30/2015

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Automatic aid given				
09/28/2015	2015-804	58 Oyster River RD	571 - Cover assignment, standby, mow/evp	1 - Station 1

Percentage of Total Incidents: 1.11%

AID TYPE: Mutual aid given				
09/25/2015	2015-801	Newfields RD	322 - Motor vehicle accident with injuries	1 - Station 1

Percentage of Total Incidents: 1.11%

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

Newmarket Fire & Rescue

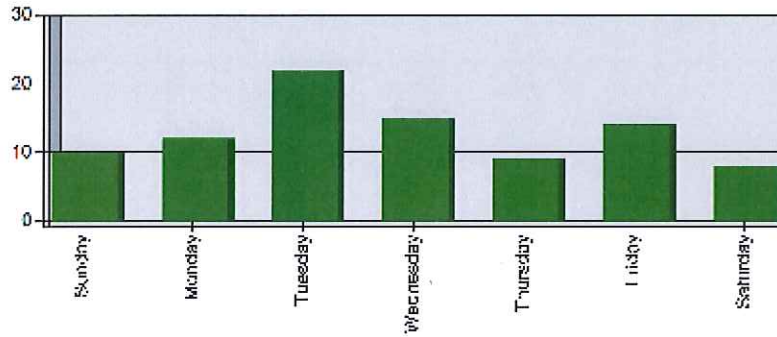
Newmarket, NH

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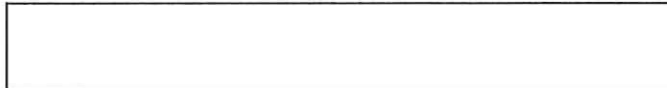


Incidents by Day of the Week for Date Range

Incident Range: 100 - 911 | Start Date: 09/01/2015 | End Date: 09/30/2015



DAY OF THE WEEK	# INCIDENTS
Sunday	10
Monday	12
Tuesday	22
Wednesday	15
Thursday	9
Friday	14
Saturday	8
TOTAL	90



Newmarket Fire & Rescue

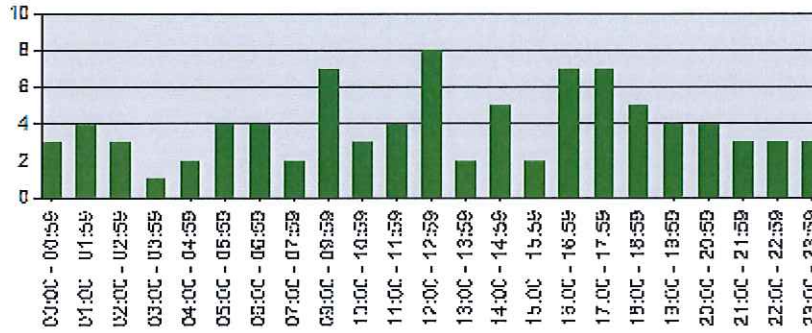
Newmarket, NH

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Incidents per Hour for Incident Type Range for Date Range

Incident Range: 100 - 911 | Start Date: 09/01/2015 | End Date: 09/30/2015



Hour	# of CALLS
00:00 - 00:59	3
01:00 - 01:59	4
02:00 - 02:59	3
03:00 - 03:59	1
04:00 - 04:59	2
05:00 - 05:59	4
06:00 - 06:59	4
07:00 - 07:59	2
08:00 - 08:59	7
09:00 - 09:59	3
10:00 - 10:59	4
11:00 - 11:59	4
12:00 - 12:59	8
13:00 - 13:59	2
14:00 - 14:59	5
15:00 - 15:59	2
16:00 - 16:59	7
17:00 - 17:59	7
18:00 - 18:59	5
19:00 - 19:59	4

Only REVIEWED incidents included.

Newmarket Fire & Rescue

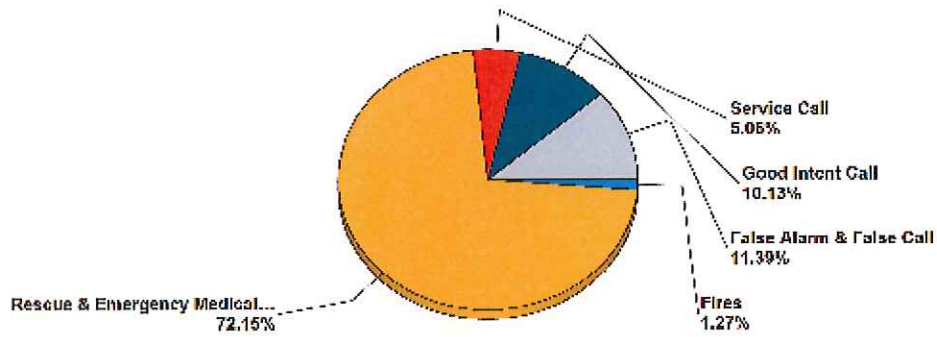
Newmarket, NH

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2014 | End Date: 09/30/2014



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.27%
Rescue & Emergency Medical Service	57	72.15%
Service Call	4	5.06%
Good Intent Call	8	10.13%
False Alarm & False Call	9	11.39%
TOTAL	79	100.00%

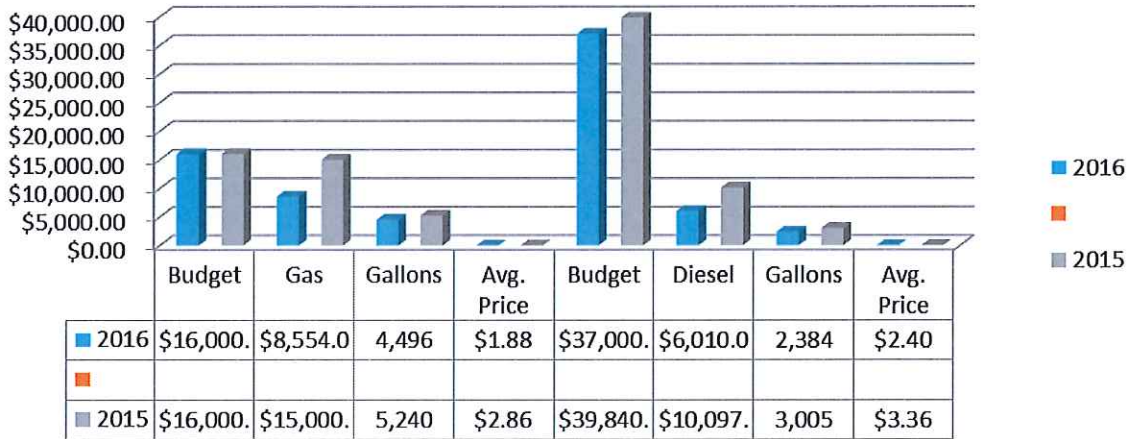
Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Public Works Department

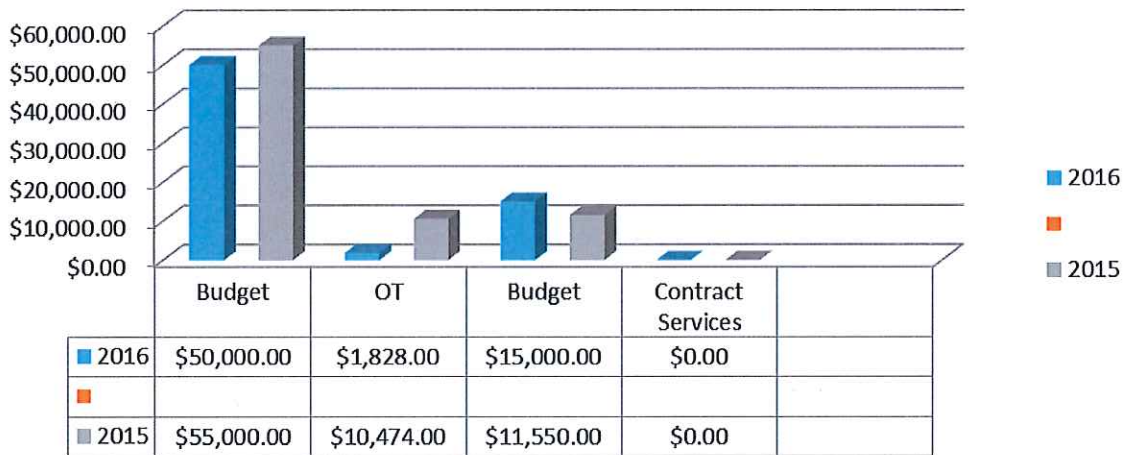
- Work at the Carpenter Property is going well. All the debris has been removed and we are in the process of fine grading the site and creating some new drainage swales to keep runoff from entering the properties along Maplecrest. This has been a problem for these abutters for several years now.
- Roadside mowing started a little behind schedule but should be completed this week.
- The electrical meter in Schanda Park has been relocated away from the parking lot. It had been getting hit frequently by vehicles so we relocated to a much safer area of the park. The kiosk located in the park had a rotten post and fell over. I will be working with the conservation commission on getting a replacement.
- Work on the new RSMS (paving plan) has begun. The finish course of paving hasn't been completed on Ash Swamp Road yet. We are looking to get it completed before November.
- Leaf cleanup has begun and will continue over the next couple of weeks
- All town owned irrigation systems have been shut down due to the water crisis we are experiencing.
- The two trees on Main Street have been replaced. One tree was damaged from a motor vehicle accident and the other tree had become diseased and died.
- I have attached charts to show more detail on budget expenditures

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Public Works Admin. Total	417,347.00	26,676.41	70,836.88	346,510.12	17%	21%
Roadways and Sidewalks Total	386,570.00	1,003.74	12,021.94	374,548.06	3%	62%
Street Lights Total	46,250.00	3,813.41	7,139.59	39,110.41	15%	15%
Building and Grounds Total	468,202.00	32,484.40	81,129.37	387,072.63	17%	22%
Cemeteries Total	36,963.00	2,376.54	6,622.03	30,340.97	18%	20%
Vehicle Maintenance Total	197,700.00	4,163.66	18,976.04	178,723.96	10%	20%

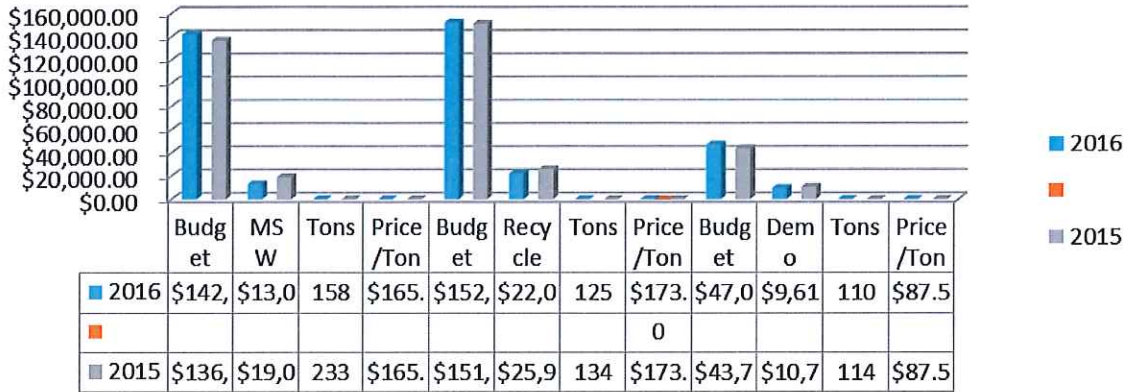
Public Works Department YTD Gas/Diesel



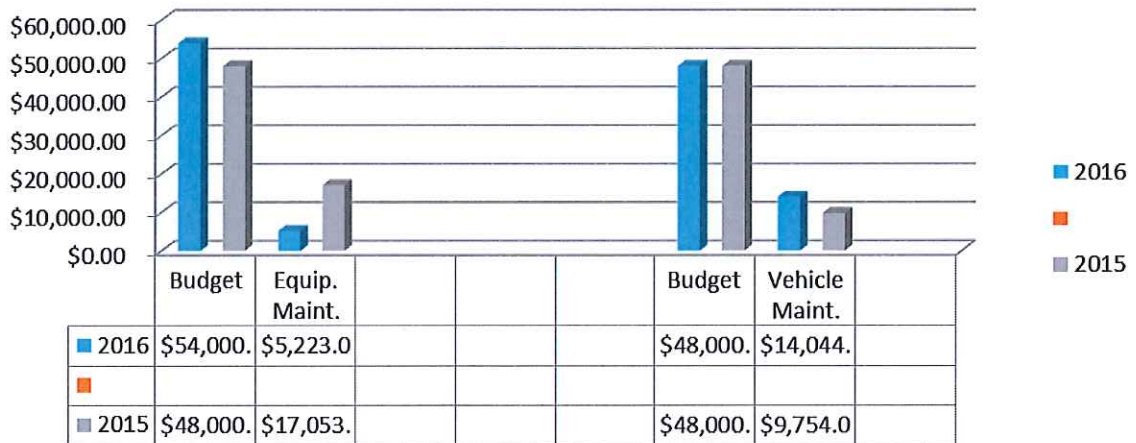
Public Works Department YTD Overtime/Contract Services



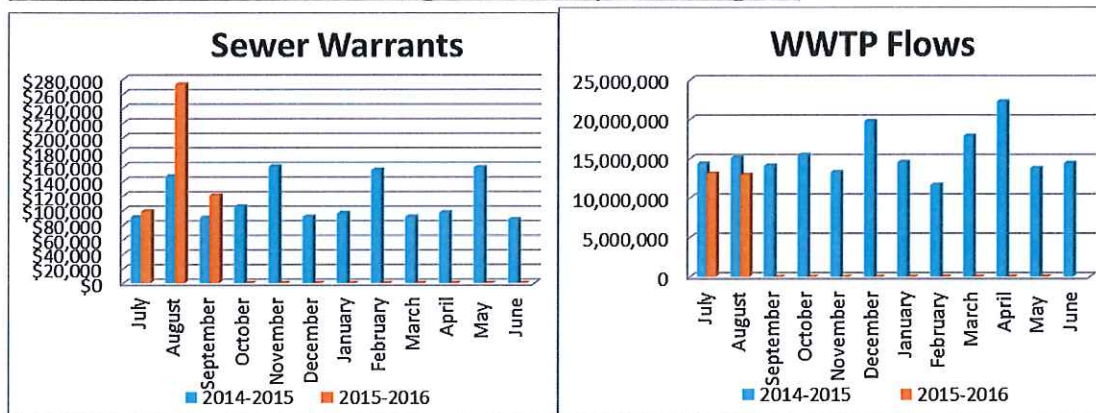
Public Works Department YTD Solid Waste



Public Works Department YTD Equipment/Vehicle Maintenance



Environmental Services Department System Report



- Infiltration and Inflow for August 2015: 48,591 gallons per day

Wastewater Treatment Facility Construction

Apex has moved the water line, sludge line, and electrical pole so they could excavate the area for the new aeration basins. Apex has just about completed the excavation area for the aeration basins and the control building. In September, Apex plans on driving the piles that will support the aeration tanks and control building.



Wastewater Treatment Facility Yard Pumping Station

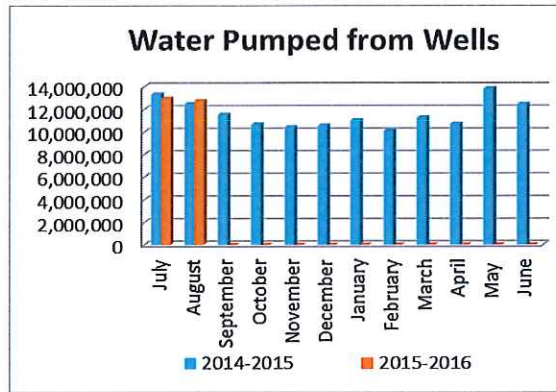
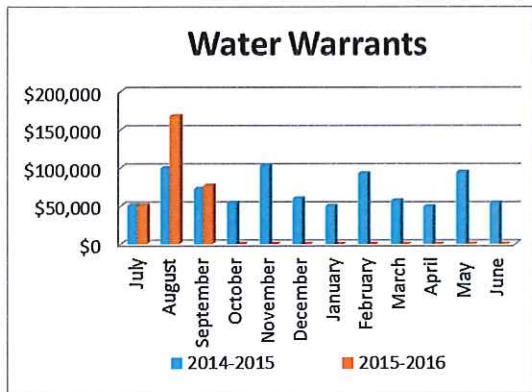
A couple of weeks ago, one of the yard pump station pumps failed. The failed Hydromatic pump internal seal failed and was sent out to be repaired. The cost to repair the 2004 Hydromatic pump is \$3,200.00. The Department received a quote to purchase a new Hydromatic pump for \$4,900.00.

The yard pump station will be upgraded to have new KSB pumps and rail system. The construction is anticipated to be complete in the spring of 2017. So I do not recommend purchasing a new Hydromatic pump or repairing the broken pump. We are currently working with the KSB representative on another

alternative. He has located a new KSB pump that is a leftover on another project. The new KSB pump can be adapted to fit the current yard pump station, and it can be used in the future KSB yard pump station. He has offered the pump to the Town for \$3,688.00. Town staff will need to make a special bracket for approximately \$150.00 so it can be used with the Hydromatic rail system.

Creighton Street Pumping Station Pump #2

The Creighton Street Pump #2 was sent out for maintenance and repair. The last time Creighton Street Pump #2 went out for service was March 3, 2010. The pump lower seal failed. The seal failure allowed the cooling oil to contaminate the housing. The pump will require a complete rebuild for \$8,500.00.



- Water Loss for August 2015: 1.00%
- Water Loss for January thru August 2015: 2.97%

North Main Street Water Main Replacement

The project is completely done. However, the Town has not received the final pay requisition and documentation that all the subcontractors have been paid from Albanese D&S. Wright-Pierce is finalizing the record drawings. The project is within budget. The Town should have the final numbers for the project by the end of September.

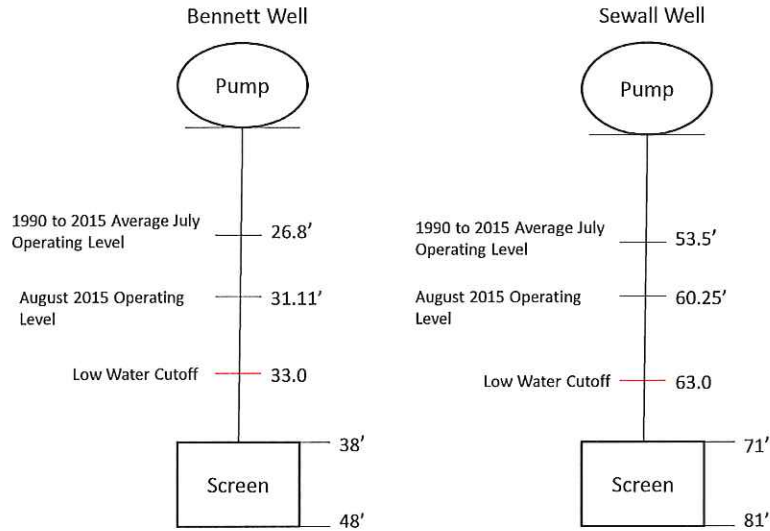
MacIntosh Well

The driller has drilled the pilot hole for Horizontal Directional Drill. The driller has reamed out the pilot hole so the water main can be pulled into place. The driller expects to complete the installation of the water main the week of September 14th, 2015.

Bennett and Sewall Ground Water Levels

The ground water levels at the Bennett and Sewall Wells are approaching historic lows that were observed in 1995 and 2001. The Water Department has installed two new monitoring wells at the Bennett and Sewall Wells.

Bennett And Sewall Well Operating Levels



Department is measuring the ground water levels daily to track groundwater levels and to determine well efficiency. Groundwater drawdown levels dropped during July and August from 30.5' to 31.1 at the Bennett Well and 59.5' to 59.5' at the Sewall Well.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Water Total	583,051.00	22,140.98	84,149.52	498,901.48	14%	16%
Waste Water Total	937,237.00	72,652.59	162,965.87	774,271.13	17%	14%

Information Technology

1. The last few months have entailed a lot of work on the computer front, and it turned out to be a good thing! An audit by the FBI of the Police Dept pointed out some areas where we could be even better than what we were doing. At some point in early October I was called to the Police Dept after hours as our main software application there had started misbehaving and often failing. Within a short period of time I realized we had been hit with a "cryptolocker" virus. Several local towns and many businesses have been hit by these and the outcomes can be horrendous. This virus irreversibly encrypts all your files, then holds the only encryption key available hostage, asking you to send them \$1,000 to unlock your files. Thankfully for us, we had good backups, I was able to quickly determine where it had come from and removed that device from the network permanently, and restored almost all of our data to a working state. Even now, a week later, I am still fine tuning security measures and backup processes.

2. The whole event outlined above pointed out that we have an enormous amount of data that is being backed up and is causing some to fail, and some to overwrite faster than I would like. I have now begun the process of sifting through what we have, and moving some of the older data to electronic archives that won't need to be backed up every night.

3. Several software vendors we work with have received calls from me telling them their advice to "just share everything to everyone to make the software work" is an unacceptable risk that we won't do anymore. I have found some workarounds and fed the information back to the vendors.

4. Since more than 800 new variants of this virus appear each week, antivirus software just can't keep up anymore. It does great, and catches 99% of the problems, but that 1% can be devastating. I sat with our Finance Director, Matt Angell, and talked about possible solutions. The one I like most, but end users will like least, restricts what software people can run to only allowed programs that we would approve. The NSA, FBI, and Homeland Security all recommend this posture, and Matt and I agreed this was the best way to go. I have started rolling it out to a few "guinea pigs" (Matt and I among them) to see how annoying it can be. So far, it has proved to be pleasantly accomadative.

5. Of course all of this just proved how important backups are, how I need to make sure we are backing up the right stuff, and when software changes and starts putting data in new areas, I need to keep up with that. Also, we need to keep up with offsite backups, and system restore type backups (where the entire image of the server is saved and can be restored to new hardware). I have been exploring some cloud backup solutions but the restore times can be unacceptable

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

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

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount</u> <u>Remaining</u>	<u>%</u> <u>Expended</u>	<u>%</u> <u>Expended</u> <u>Previous Yr</u>
<i>IT Total</i>	131,752.00	7,828.58	26,879.18	104,872.82	20%	17%

Building Inspector/Code Enforcement Officer

Previous Month Activities

- Issued:
 - 11 Building Permits \$ 6540
 - 7 Electrical Permits \$ 510
 - 2 Plumbing Permits \$ 57 *1 paid with building permit
 - 4 Mechanical Permits \$ 180 *1 paid with building permit

Revenues collected \$7797

- Attended weekly job meetings and conducted a multitude of inspections for summer renovations at the Newmarket Schools
- Conducted 31 regular mechanical, electrical, plumbing and building inspections
- Attended New Hampshire Building Officials Educational Lecture on OSHA Compliant work sites and construction safety
- Took enforcement action on a bed bug infestation
- Took enforcement action a non-permitted junkyard operation
- Investigated possible non-exempt timbering operation
- Assisted three property owners on construction consultations

	<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 Total</i>	67,253.00	5,719.84	14,977.90	52,275.10	22%	22%

Town Clerk - Tax Collector

TAXES

Total Committed 2015	\$9,237,133	Tax 1
Total Collected thru 9/30/15	\$8,996,172.90	Principal & Interest

TAX LIENS

	2014 Liens (Deed 2017)	2013 Liens (Deed 2016)
Property Tax Amount Liened	209,291.	245,781.
W/S Amount Liened	71,925.	67,890.
# Properties Liened	111	125
Uncollected thru 9/30/15	198,346.	104,551.

WATER & SEWER (1/1 THRU 9/30/15)

	<u>2015</u>	<u>2014</u>
Water Billed	698,491.	622,201.
Sewer Billed	1,187,743.	958,354.
Uncollected thru 9/30/15	276,106.	248,300.

TOWN CLERK REVENUE (7/1/15 thru 9/30/15)

	<u>Year End 6/30/16</u>	<u>Year End 6/30/15</u>	
Motor Vehicle (MV)	365,160.	327,984.	11.33% increase
Town "non-MV"	34,623.	35,536.	2.57% decrease
State NH (MV, Vitals, Boats, Dogs)	140,132.	131,027.	6.95% increase

- Motor vehicles still on the upswing
- Daily activity steady
- Town Clerk-Tax Collector attended NH Town Clerk Association Annual Conference
- Deeding 'courtesy' notices were mailed at the beginning of September for unpaid 2013 taxes
- Hired Part-Time Administrative Clerk - beginning October 6, 2015

<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended</u>
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<i>Town Clerk - Tax</i>	162,270.00	12,001.49	31,160.29	131,109.71	19%	<u><i>Previous Yr</i></u>
<i>Collector Total</i>						20%

Planning Department

Planning Board Activities

Applications

New Applications before the Board

Rockingham Golf, LLC at 4 Honeycomb Way, Tax Map R3, Lot 23-18 and James Gove and Jeannie MacKay at 2 Honeycomb Way Tax Map R#, Lot 23-17. This is an application for a boundary line adjustment, which is decreasing Lot 23-17 by .014 acres and adding the acreage to the adjacent lot, Lot 23-18. A public hearing was held on the application on October 13 and was unanimously approved.

Cheney Property Management Corp. filed an application for a Site Plan and Special Use Permit at 52, 54, and 56 Exeter Road, Tax Map U4, Lots 12, 13, and 14. The proposal involves removing three (3) existing building and constructing a two-story 27000 square foot mixed-use building with commercial on the first floor and residential on the second floor. The site plan application was accepted for review by the Planning Board. Acceptance of the Special Use Permit was postponed subject to the applicant providing a fiscal impact and market study pursuant to the new requirements of the M2-A zoning.

Old Applications before the Board

Milton Elm Street, LLC and Cammar Properties, LLC has requested a boundary line adjustment and subdivision approval for property located at 1 Elm Drive, located in the M2-A zone. The proposal is for a boundary line adjustment involving three (3) lots, then the subdivision of five (5) lots on the revised lot. A public hearing on the application was held on July 14, 2015. The Lamprey River Advisory Committee (LRAC) has an interest in securing an opportunity for a public portage take-out area, so that canoeists and kayakers can safely land before encountering currents associated with the Main Street Bridge, the dam and the falls. The application has been continued to the November 10, 2015 Planning Board meeting. A stormwater management plan has been submitted and will be reviewed by the Town's consulting engineer prior to the meeting.

Other Business

FEMA Flood Plain Maps and Ordinances

The Federal Emergency Management Agency (FEMA) has sent the Town new Flood Insurance Rate Maps (FIRM). Whenever new maps are produced, communities, such as Newmarket, which are participating in the National Flood Insurance Program, are required to have ordinances in place which are compliant with federal regulations. The NH Office of Energy and Planning (OEP) has conducted a compliance review of our regulations and forwarded recommendations for updating our regulations. The Planning Board will need to make amendments to the zoning, subdivision and site review regulations to assure Newmarket's continued eligibility in the program. We have received word from the OEP that there has been an appeal regarding the new flood plain maps. The deadline for adopting the new maps and revising ordinances has been postponed until the spring of 2016. Copies of the new flood plain maps are available for public viewing in the Planning Office and have been posted on the Town's website. The Planning Board set up a subcommittee to work with the Town Planner on these amendments for consideration at a future Planning Board meeting.

Zoning Board of Adjustment

The Zoning Board of Adjustment received an application from Waterway Realty LLC for a variance to allow the subdivision of a lot which currently contains four units, thereby creating a new lot for development at 310 Wadleigh Falls Road, aka the "Walker Farm". Specifically, the applicant was seeking a variance to permit four units on an existing lot in the R-1 lot, whereas only one single-family unit is permitted under current zoning. The applicant was also seeking a boundary adjustment of the non-conforming lot, which would not bring the lot into closer conformity with the Ordinance. Lastly, the applicant was seeking a variance from the maximum residential density requirement of ½ unit per acre, to allow four (4) units on four acres, whereas eight (8) acres are required. At the June 15, 2015 meeting, the Zoning Board granted the first variance to allow the status quo to continue, with four units on a 20 acre tract. At the July 13, 2015 Zoning Board meeting, upon further consideration of the other two (2) variance requests, the Zoning Board unanimously denied the requests, as they did not meet all of the criteria for a variance. The applicant filed for a request for a rehearing which was denied by the Zoning Board at its meeting on August 31, 2015. The applicant has appealed the Zoning Board of Adjustment decision to the Rockingham County Superior Court.

Capital Improvement Program (CIP) – The CIP Committee held an organizational meeting on August 6 to initiate this year's CIP process. CIP requests were submitted by the Town's departments on September 25. The Committee met with the Town's Departments and had tours of the department's facilities during the second week of September. The Committee met on September 15, 2015 to review the proposed projects and equipment purchases. The CIP Committee finalized its recommendations at its meeting on September 28 and forwarded them to the Town Administrator on October 1. On October 13, the CIP committee had a tour of school facilities in anticipation of receiving the School's CIP in early November. The staff is working

on a presentation booklet of CIP recommendations for the Town Council and Budget Committee to use as part of the budgeting process.

Special Projects

Macallen Dam Feasibility Study

At the 2015 Town Meeting funding in the amount of \$50,000, was approved for the Macallen Dam Capital Reserve Fund. The Town has issued a Request for Proposal (RFP) for engineering services which will look at the current stability of the dam as well as the option of raising the abutments in order to meet requirements to pass the 100 year flood. Engineering proposals from three (3) firms were received on October 1, 2015. The committee conducted interviews on October 8 and is in the process of selecting the consultant. It is expected that an engineering consultant will be on board sometime in November 2015.

Route 108 Shoulder Widening and Bike Path Construction Project

In 2010, the Town Meeting approved a warrant article to raise and appropriate the sum of \$809,292 to allow the Town to construct a shoulder widening and bicycle lane project from the Irving Gas Station to the Newmarket/Newfields town line. The NH DOT and Federal Highway Administration (FHWA) proposed providing full funding for this project through the Federal Congestion Mitigation and Air Quality (CMAQ) Program and State tolls program. A resolution was approved by the Town Council at its meeting on May 21, 2014 to authorize the Town Administrator to enter into a design contract with Underwood Engineers to prepare a feasibility study related to the project.

The consultant prepared two alternative concepts for the bikeway and a preliminary opinion of cost for the two alternatives. The first alternative involved the construction of 5 foot wide paved shoulders extending from the Rockingham Country Club to the southerly limits of the Phase 1: Newmarket Main Street Project, which was completed in 2005. It included drainage improvements to facilitate shoulder widening and road-widening to accommodate a center through lane in the vicinity of Forbes Road. A second alternative involved separating vehicle traffic from bike traffic adjacent to Route 108 by having a bike path on one side of the road.

As cost estimates have come in higher than the budget allows, the staff has met with NHDOT and discussed the possibility of scaling back the project. The NH DOT is reviewing the plans currently and will be getting back to Town with review comments. Prior to moving forward with the project, there will be an opportunity to review the revised plans and cost estimates with the Town Council.

Coastal Resilience Technical Assistance Project

The Planning Department received a \$57,793 NH Coastal Program grant from the NH Department of Environmental Services (NH DES) to hire a consultant to assess building resilience to flooding and climate change in the Moonlight Brook Watershed. This project will update an existing watershed model to characterize the conditions in the Moonlight Brook watershed, include a build-out analysis based on population and growth projections, identify potential flooding risks in the watershed and recommend measures to reduce stormwater flows and restore ecosystem functions through the design of a green infrastructure project. A presentation of the project was held at the December 17, 2014 Town Council meeting. At that meeting, the Town Council authorized the Town Administrator to accept the grant. The project was approved by the Governor and Council in March 2015. A public hearing was held at the July 15 Town Council meeting and the Town Council authorized the hiring of Horsley Witten consultants to conduct the study. The project is now underway. A drainage analysis has been submitted by the consultant and is being evaluated by the staff.

This project will augment work that is currently underway related to establishing a tracking/accounting system for Total Nitrogen, under the PTTAP program, in response to the Town's EPA Administrative Order and will provide credit to the Town under the MS4 program for non-point source pollution abatement once the Town's new Stormwater Management Program is underway. PTAPP is a cooperative forum of watershed communities within the Great Bay region which are working together toward identifying a consistent, effective tracking system and accounting system for monitoring pollutant loads, including Nitrogen, into the Great Bay. Newmarket is required to monitor and track nitrogen loading from point and nonpoint sources as part of its Administrative Order on Consent that has been issued by the Environmental Protection Agency (EPA).

The Town Planner recently attended the Seacoast Stormwater Coalition Meeting in Dover. EPA has reopened a comment period for the 2013 draft NH small MS4 permits pertaining to stormwater management for new development and redevelopment, including post construction monitoring. The NPDES MS4 permit for Newmarket is expected to be issued by the beginning of April 2016.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Planning Total	129,153.00	9,515.86	24,289.42	104,863.58	19%	17%

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

- Finish financial statement audit. The field work has been completed. We need to pull the financial data together.
- Set the tax rate. All Town information has been presented to the State.
- Proposed FY 2017 budget.
- Dispose of tax dedeed property.
- Transition financial institutions.

Economic Indicators

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

Month	FY 16	FY 15	Increase/ (decrease)	% (decrease)	FY 14	Increase/ (decrease)	% (decrease)
July	22	15	7	46.67%	11	4	36.36%
August	11	10	1	10.00%	26	(16)	-61.54%
September	12	12	-	0.00%	7	5	71.43%
October		10			8	2	25.00%
November		3			9	(6)	-66.67%
December		9			5	4	80.00%
January		5			9	(4)	-44.44%
February		7			5	2	40.00%
March		7			14	(7)	-50.00%
April		8			10	(2)	-20.00%
May		14			11	3	27.27%
June		19			12	7	58.33%
Total	45	119	8	6.72%	127	(8)	-6.30%

Financial Highlights:

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

Revenues –

- Motor vehicle revenue continues to amaze. We are seeing a continued trend of new car purchases, especially expensive cars. We have increased our motor vehicle budgeted revenues for the next tax rate setting cycle as a result.
- Building permit revenue continues to be consistently strong.
- Ambulance revenue is currently showing an anomaly, which occurs every year. We recorded the annual \$45,000 transfer of revenue to the Ambulance Revolving Fund, which throws the general fund into a temporary deficit. However, as compared to the prior year, we are seeing less revenue.
- Miscellaneous revenues reported a one-time receipt for the health insurance refund, which was approximately \$44,000.

Expenditures –

- Human Resources are showing higher than expected expenditures, which is due to large annual invoices that come due at the beginning of the year. I expect these expenditures to come into line as the year progresses.
 - o Property Liability Insurance is an annual invoice that came in 5% higher than budget. We budgeted a 5% increase over the prior year invoice; however, actual current year costs came in at 10% over prior year actual.
 - o Workers Compensation is also an annual invoice that came in 3% higher than expected.
 - o Staff Training is also a yearly invoice; however, I expect this amount to increase as we add PCI compliance training for 8 individuals. (PCI compliance relates to security and storage of credit card information.)
 - o Health Insurance is worrisome, as we have seen a small increase in the number of employees coming onto our health insurance during open enrollment. We also budgeted a 5% increase, but actuals came in at 8.5%.
- Recreation Revolving is showing an amount that appears to be unusual, however, it is expected. Recreation collects funds in April, May, and June to be spent over June, July, and August. As you can see, the revenue collection occurs just prior to year-end, while the expenditure occurred just after year-end. As a result, their number is normal for their type of activity.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Finance Total	200,975.00	18,283.44	41,283.08	159,691.92	21%	17%
Human Resources Total	1,377,234.19	51,556.18	461,805.78	915,428.41	34%	27%

Recreation

Due to a family emergency, there will be no recreation report.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>	<u>% Expended Previous Yr</u>
Recreation	210,407.00	17,493.39	44,303.15	166,103.85	21%	13%
Rec. Revolving	199,670.00	10,707.59	109,183.64	90,486.36	55%	54%

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution #2015/2016-18

Sale of Tax Deeded Property

WHEREAS, The Town of Newmarket desires to quickly return tax deeded property to the tax rolls, and

WHEREAS, the Town recorded a tax deed for 41 Exeter Road, and

WHEREAS, disposing of tax deeded property on the open market, rather than auction or sealed bid, will bring the highest possible price.

NOW, THEREFORE, LET IT BE RESOLVED, the Newmarket Town Council does hereby authorize the Town Administrator to negotiate terms and price, sign any documents, conveyances, and agreements related thereto.

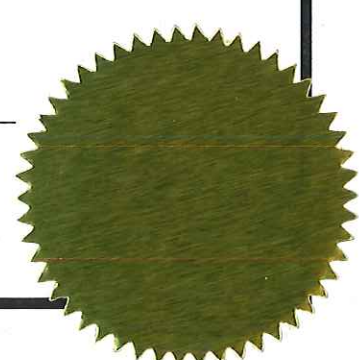
First Reading: *October 7, 2015*

Second Reading: *October 21, 2015*

Approval: *October 21, 2015*

Approved: _____
Philip Nazzaro, Chairman Newmarket Town Council

A True Copy Attest: _____
Terri Littlefield, Town Clerk





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

Date: October 14, 2015
To: Town Council
From: Matt Angell, Interim Finance Director
Re: Sale of tax deeded property

Town Council,

The purpose of the resolution relating to the sale of tax deeded property is to obtain permission to dispose of tax deeded property and to delegate authority to the Town Administrator to effectuate the sale.

We have chosen to sell the property through a real estate agent rather than a public auction, because of our past experience with selling a tax deeded property. If we look at the auction results to the last sale, the rejected auction results were nearly ½ of the actual sales price.

We are hoping this process will maximize proceeds to cover back taxes, interest, penalties, and return the property to the tax rolls. Any proceeds above the amount due to the Town will be handed over to the Court for disposition.

Regards,

A handwritten signature in blue ink, appearing to read "Matt", is located below the "Regards," text.

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution #2015/2016-19

A Contract for Waterline Industries to Install a Well, a Waterline, a Blending Facility, and all the Necessary Equipment for the MacIntosh Well Project

WHEREAS, The 2010 Water System Update and Capital Improvement Plan identified the MacIntosh Well project as a priority project, and

WHEREAS, the MacIntosh Well Project is one of the Town Council's Water Policy Goals adopted on November 2, 2011, and

WHEREAS, the Town needs additional water supply, and

WHEREAS, Waterline Industries submitted the lowest bid of \$2,121,677, and

NOW, THEREFORE, LET IT BE RESOLVED, the Town Council does hereby approve the Town Administrator to sign a contract with Waterline Industries for the sum of \$2,121,677 to install a well, a waterline, a blending facility, and all the necessary equipment for the MacIntosh Well project.

First Reading: *October 7, 2015*

Second Reading: *October 21, 2015*

Approval: *October 21, 2015*

Approved: _____
Philip Nazzaro, Chairman Newmarket Town Council

A True Copy Attest: _____
Terri Littlefield, Town Clerk



24 Federal Street
5th Floor
Boston, MA 02110
617 574-4747
hazenandsawyer.com

July 14, 2015

Mr. Sean Greig
Superintendent of Water and Sewer
Town of Newmarket
4 Young Lane
Newmarket, NH 03857

RE: MacIntosh Well and Blending Facility - Recommendation for Award

Dear Mr. Greig:

Hazen and Sawyer has completed a review and evaluation of bids received by the Town of Newmarket for the above-referenced project, including an analysis of bid prices for each of the bidders, as well as reference checks for the lowest responsible and responsive bidder, Waterline Industries of Seabrook, NH

Five (5) bids were received by the Town of Newmarket on June 25, 2015 at 11:00 AM for the above referenced project. Table 1 is a summary of the bids received.

Table 1 – Summary of Bids

Bid Order	Bidder Name	Total Base Bid Price	Bid Alt 2-1	Bid Alt 2-2	Total Bid, All Alternates
1	Waterline Industries, Seabrook, NH	\$1,987,677	\$65,000	\$69,000	\$2,121,677
2	Apex Construction Rochester, NH	\$2,131,400	\$55,000	\$60,000	\$2,246,400
3	Kinsmen Corporation Hooksett, NH	\$2,243,000	\$60,000	\$60,000	\$2,363,000
4	Penta Corporation Moultonboro, NH	\$2,317,200	\$42,000	\$42,000	\$2,405,200
5	Kingsbury Companies, LLC Waitsfield, VT	\$2,434,000	\$55,000	\$55,000	\$2,544,000

Waterline Industries of Seabrook, NH submitted the lowest base bid price of \$1,987,677, and the lowest total bid price of \$2,121,677 which includes all alternates. Waterline's bid was 7% below the next lowest bid of \$2,246,400 submitted by Apex Construction, and 20% below the Engineer's estimate of Construction of \$2,632,000. All unit items were reviewed and confirmed to be added correctly in the submitted Bid Forms.

Upon initial inspection of bids, Hazen and Sawyer uncovered what was believed to be a clerical error on Waterline's bid form, whereby the prices of Bid Items 1-B and 1-C were transposed.

Mr. Sean Greig
July 14, 2015
Page 2

Waterline confirmed the transposition and issued the attached letter clarifying the bid form. This clerical error had no effect on the bottom line bid price submitted.

As required by the Contract Documents, Bidders were required to submit additional documentation to their bid which included:

- Bid Bond for 5% of Bid
- List of Proposed Subcontractors
- List of Project References
- List of Construction Equipment
- Contractor's License No. or EIN
- DBE forms

Waterline Industries has submitted all the required information as noted above in the provided attachment to this letter. Waterline's bid was signed and sealed, and acknowledged the receipt of both addenda. In addition, Waterline has submitted resumes of both their Director of Construction, Mr. Mike Girard, and of their proposed Superintendent, Mr. Sean Dougherty. Resumes are also attached to this letter.

As part of the evaluation, Hazen and Sawyer has contacted references provided for four of Waterline's projects that are of similar size and value. Reference checks performed have been all together positive for Waterline's previous work. Additionally, Hazen and Sawyer contacted Waterline Industries Surety company, CorePointe Insurance, who confirmed Waterline has the available bonding capacity to issue a 100% Performance Bond to complete the work as bid.

Based on the review of bids, reference checks and bank reference, Hazen and Sawyer confirms that Waterline Industries is the lowest responsive, qualified Contractor, and we recommend that Waterline Industries be awarded this Contract. Note that whether the Town chooses to award the bid alternates has no effect on the low bidder and Waterline Industries is recommended for award in either case.

Please feel free to contact me with any questions or if you require additional information.

Very truly yours,

HAZEN AND SAWYER, P.C.



Michael M. Greeley, PE
Associate

Attachments

cc: Rick Skarinka – NHDES



July 9, 2015

Hazen and Sawyer
24 Federal Street, 5th Floor
Boston, MA 02110
Attn: Michael Greeley

RE: Newmarket – MacIntosh Well and Blending Facility Bid – Bid Item Clarification

Dear Mr. Greeley,

Waterline Industries Corp. submitted a bid on June 25, 2015 for the MacIntosh Well and Blending Facility project. It has come to our attention that we mistakenly switched Bid Item No. 1-B and Item No. 1C on the Bid Schedule table on page A-3.4 of the bid form.

Waterline would like to clarify that Item 1B (Lump Sum Bid for All Work at the MacIntosh Well Transmission Main) should read \$107,000, and Item 1C (Lump Sum Bid for All Work at the MacIntosh Well Blending Facility) should read \$1,529,877. Please accept this letter as an official clarification to our bid submitted.

If you should have any questions, and or concerns, please feel free to contact us.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michael A. Girard".

Michael A. Girard
Vice President

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE

By the Newmarket Town Council

Resolution #2015/2016-20

**An Engineering Contract for Construction Administration and Oversight for the
MacIntosh Well Project**

WHEREAS, the Water System Update and Capital Improvement Plan performed by AECOM Engineers identified the MacIntosh Well as a priority project, and

WHEREAS, the MacIntosh Well Project is one of the Town Council's Water Policy Goals adopted on November 2, 2011, and

WHEREAS, the Town of Newmarket needs additional water supply, and

WHEREAS, the Town of Newmarket is in violation of not having a back-up water supply, and

WHEREAS, the Town of Newmarket has entered into an agreement with the New Hampshire Department of Environmental Services to have a new water source, the MacIntosh Well, on line by May 31, 2016, and

WHEREAS, the Town selected Hazen and Sawyer by using the required New Hampshire Department of Environmental Services rules for selecting engineering services ENV-Wq 600 selection of consulting engineers.

NOW, THEREFORE, LET IT BE RESOLVED, the Town Council does hereby approve the Town Administrator to sign a contract with Hazen and Sawyer for the sum of \$352,000.00 for the MacIntosh Well Project Construction Administration and Oversight.

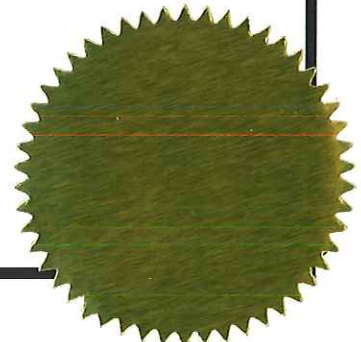
First Reading: *October 7, 2015*

Second Reading: *October 21, 2015*

Approval: *October 21, 2015*

Approved: _____
Philip Nazzaro, Chairman Newmarket Town Council

A True Copy Attest: _____
Terri Littlefield, Newmarket Town Clerk



**AGREEMENT
FOR PROFESSIONAL SERVICES**

Between

[Town of Newmarket, NH]

And

HAZEN AND SAWYER

FOR

**Engineering Services during
Construction for the MacIntosh
Well and Blending Facility**

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OWNER: [Town of Newmarket, NH]

PROJECT: [Engineering Services during Construction
(ESDC) for the MacIntosh Well and Blending
Facility]

**AGREEMENT BETWEEN Town of Newmarket, NH AND HAZEN AND SAWYER
FOR PROFESSIONAL SERVICES**

This Agreement, dated the _____ day of _____, 20____ is made and entered into between

Town of Newmarket, NH (Owner, hereinafter "**OWNER**")

Young Lane

Newmarket, NH 03857

and

Hazen and Sawyer (hereinafter "**ENGINEER**")

24 Federal St 5th Floor

Boston, MA 02110.

WHEREAS, **OWNER's** Project, of which **ENGINEER's** services under this Agreement are a part, is generally identified as follows:

Engineering Services During Construction of the MacIntosh Well and Blending Facility design, including but not limited to, Review of shop drawings/RFIs and Contractor Change Order requests, Monthly project meetings and site visits and Full time Resident Engineering services for the estimated 12-month project duration., (hereinafter "**PROJECT**"); and

WHEREAS, **OWNER** requests **ENGINEER's** services in connection with the **PROJECT**;

NOW THEREFORE, in consideration of the mutual promises herein contained, **OWNER** and **ENGINEER** agree as follows:

Art. 1 THE AGREEMENT DOCUMENTS

1.1 Included Documents. The Agreement consists of: (1) this Agreement, including Schedule A, Scope of Services, and Schedule B, Compensation, attached hereto.

1.2 Entire Agreement. The Agreement represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral.

- 1.3 Modification. **Unless otherwise provided for herein**, no amendments, changes, alterations, or modifications of this Agreement shall be effective unless in writing and executed by **OWNER** and **ENGINEER**.

Art. 2. SCOPE OF SERVICES AND DIVISION OF RESPONSIBILITIES

- 2.1 OWNER Responsibilities. In addition to other responsibilities of **OWNER** as set forth in this Agreement, **OWNER** must designate its representative to fulfill the following responsibilities, at its expense, which **ENGINEER** shall rely upon:

- a) Provide **ENGINEER** with all criteria and full information as to **OWNER**'s requirements for the **PROJECT**, including design objectives and constraints, flexibility, and expandability, capacity and performance requirements, and budgetary limitations, operating and testing data, as-built drawings, and previous reports if any; and provide copies of all design and construction standards which **OWNER** will require to be included in the Drawings and Specifications; and provide copies of **OWNER**'s standard forms, conditions, and related documents for **ENGINEER** to include in the bid documents, when applicable.
- b) Provide to **ENGINEER** any other available information pertinent to the **PROJECT** including reports and data relative to previous designs, or investigation at or adjacent to the Site.
- c) Following **ENGINEER**'s assessment of initially-available **PROJECT** data and upon **ENGINEER**'s request, provide or make available such additional **PROJECT** related information and data as is reasonably required to enable **ENGINEER** to complete its services. Such additional information or data includes the following:
 1. Property descriptions.
 2. Zoning, deed, and other land use restrictions.
 3. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
 4. Explorations and tests of subsurface conditions at or contiguous to the Site, drawings of physical conditions relating to existing surface or subsurface structures at the Site, or hydrographic surveys, with appropriate professional interpretation thereof.
 5. Environmental assessments, audits, investigations, and impact statements, and other relevant environmental or cultural studies as to the **PROJECT**, the Site, and adjacent areas.
 6. Data or consultations as required for the **PROJECT** but not otherwise identified in the Agreement or the Exhibits thereto.
- d) Provide prompt written notice to **ENGINEER** whenever **OWNER** observes or otherwise becomes aware of the presence at the Site of any environmental concern, or of any other development that affects the scope or time of

performance of **ENGINEER** services, or any defect or nonconformance in **ENGINEER** services, the Work, or in the performance of any contractor.

- e) Arrange safe access to and make all provisions for **ENGINEER** to enter upon public and private property as required for **ENGINEER** to perform services under the Agreement.
- f) Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of the **PROJECT** designed or specified by **ENGINEER** and such reviews, approvals, and consents from others as may be necessary for completion of each phase of the **PROJECT**.

Art. 3. NOTICE TO COMMENCE WORK AND DURATION OF AGREEMENT

- 3.1 Commencement. **ENGINEER** is authorized to begin rendering services as of the effective date and issuance of Notice-to-Proceed and will terminate either: (1) upon the satisfactory completion of **ENGINEER**'s scope of services set forth in Schedule A; (2) on the date specified in Schedule B, if such date is specified, as applicable; or (3) as otherwise terminated under this Agreement.
- 3.2 Time for Completion. **ENGINEER** shall complete its obligations within a reasonable time. Specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided in Schedules A and/or B. If, through no fault of **ENGINEER**, such periods of time or dates are changed, or the orderly and continuous progress of **ENGINEER**'s services is impaired, or **ENGINEER**'s services are delayed or suspended, then the time for completion of **ENGINEER**' services, and the rates and amounts of **ENGINEER**'s compensation, shall be adjusted equitably. If **OWNER** authorizes changes in the scope, extent, or character of the **PROJECT**, then the time for completion of **ENGINEER**'s services, and the rates and amounts of **ENGINEER**' compensation, shall be adjusted equitably. **OWNER** shall make decisions and carry out its other responsibilities in a timely manner so as not to delay **ENGINEER**'s performance of its services.

Art. 4. PAYMENT AND BILLING

- 4.1 Payment Amount(s). As compensation for the services to be performed by **ENGINEER**, **OWNER** shall pay **ENGINEER** the amount(s) set forth in Schedule B, attached hereto. The method of compensation shall be set forth in Schedule B. **OWNER** agrees only to be liable for payment to **ENGINEER** for **ENGINEER**'s proper performance of services, as provided for in Schedule B.
- 4.2 Invoicing and Documentation. **ENGINEER** shall keep accurate back-up documentation of the time expended in executing its scope of work. Payment for services performed by **ENGINEER** shall be based upon **ENGINEER**'s satisfactory completion of services as properly invoiced and documented by **ENGINEER**. **ENGINEER**'s invoices and documentation shall be subject to verification by **OWNER** prior to payment. Invoices submitted by **ENGINEER**, at a minimum, shall:
 - a) accurately describe the services rendered during the invoice period;
 - b) identify any other authorized expenses incurred hereunder; and

- c) make reference to this Agreement, and otherwise identify the invoice in such manner as **OWNER** may reasonably require.

All invoices and billing documentation shall be sent to **OWNER** at the following address:

Town of Newmarket, NH
Attention: Sean Greig
4 Young Lane
Newmarket, NH 03857

- 4.3 Failure to Pay. If **OWNER** fails to make any payment due to **ENGINEER** for services and expenses within 30 days after receipt of **ENGINEER's** invoice, then:
- a) amounts due to **ENGINEER** will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from the thirtieth day; and
 - b) **ENGINEER** may, after giving seven days written notice to **OWNER**, suspend services under this Agreement until **OWNER** has paid in full all amounts due for services, expenses, and other related charges. **OWNER** waives any and all claims against **ENGINEER** for any such suspension.
- 4.4 Disputed Invoices. If **OWNER** contests an invoice, **OWNER** shall promptly advise **ENGINEER** of the specific basis for doing so, may withhold only that portion so contested, and must pay the undisputed portion.
- 4.5 Legislative Actions. If after the Effective Date any governmental entity takes a legislative action that imposes taxes, fees, or charges on **ENGINEER's** services or compensation under this Agreement, then **ENGINEER** may invoice such new taxes, fees, or charges as a reimbursable expense. **OWNER** shall reimburse **ENGINEER** for the cost of such invoiced new taxes, fees, and charges; such reimbursement shall be in addition to the compensation to which **ENGINEER** is entitled under the terms of Schedule B.
- 4.6 Opinions of Probable Construction Cost. **ENGINEER's** opinions of probable construction cost are to be made on the basis of **ENGINEER's** experience and qualifications and represent **ENGINEER's** best judgment as an experienced and qualified professional generally familiar with the construction industry. However, because **ENGINEER** has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, **ENGINEER** cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction costs prepared by **ENGINEER**. If **OWNER** requires greater assurance as to probable construction cost, **OWNER** must employ an independent cost estimator.
- 4.7 Opinions of Total Project Costs. The services, if any, of **ENGINEER** with respect to total project costs shall be limited to assisting the **OWNER** in collating the various cost categories which comprise total project costs. **ENGINEER** assumes no responsibility for the accuracy of any opinions of total project costs.

Art. 5. DATA AND INFORMATION

- 5.1 All documents are instruments of services in respect to this **PROJECT** and **ENGINEER** shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of **ENGINEER**) whether or not the **PROJECT** is completed. **OWNER** shall not rely in any way on any document unless it is in printed form, signed or sealed by **ENGINEER** or one of its consultants.
- 5.2 **OWNER** may make and retain copies of documents for information and reference in connection with use on the **PROJECT** by **OWNER**. **ENGINEER** grants **OWNER** a limited license to use the documents on the **PROJECT**, extensions of the **PROJECT**, and for related uses of the **OWNER**, subject to receipt by **ENGINEER** of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) **OWNER** acknowledges that such documents are not intended or represented to be suitable for use on the **PROJECT** unless completed by **ENGINEER**, or for use or reuse by **OWNER** or others on extensions of the **PROJECT**, on any other project, or for any other use or purpose, without written verification or adaptation by **ENGINEER**; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by **ENGINEER**, as appropriate for the specific purpose intended, will be at **OWNER**'s sole risk and without liability or legal exposure to **ENGINEER** or to its officers, directors, members, partners, agents, employees, and consultants; (3) **OWNER** shall indemnify and hold harmless **ENGINEER** and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by **ENGINEER**; and (4) such limited license to **OWNER** shall not create any rights in third parties.
- 5.3 If **ENGINEER** at **OWNER**'s request verifies the suitability of the documents, completes them, or adapts them for extensions of the **PROJECT** or for any other purpose, then **OWNER** shall compensate **ENGINEER** at rates or in an amount to be agreed upon by **OWNER** and **ENGINEER**.

Art. 6. SUBCONTRACTING

Performance of this Agreement shall not be subcontracted in whole or in part without the consent of **OWNER** which shall not be unreasonably withheld. In the event **OWNER** consents to such subcontract, **ENGINEER** shall remain bound by the terms of this Agreement until the satisfactory completion of all work hereunder or the termination or expiration hereof, whichever shall first occur. **ENGINEER** may employ consultants as **ENGINEER** deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objections by **OWNER**.

Art. 7. CONFLICTS OF INTEREST

- 7.1 Neither **ENGINEER** nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with **ENGINEER**'s loyal and conscientious exercise of judgment related to its performance under this Agreement.

- 7.2 **ENGINEER** agrees that none of its officers or employees shall, during the duration of this Agreement, serve as an expert witness against **OWNER** in any legal or administrative proceeding in which he or she is not a party, unless compelled by court process, nor shall such persons give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of **OWNER** for the work performed under this Agreement or in connection with any such pending or threatened legal or administrative proceeding. The limitations of this section shall not preclude such persons from representing themselves in any action or in any administrative or legal proceeding.
- 7.3 In the event **ENGINEER** is permitted to utilize subcontractors to perform any services required by this Agreement, **ENGINEER** agrees to prohibit such subcontractors, by written contract, from having any conflicts within the meaning of this Article 7.

Art. 8. SUSPENSION OF SERVICES

- 8.1 By OWNER. **OWNER** may suspend, delay, or interrupt the **PROJECT** for up to 60 days upon 7 days written notice to **ENGINEER**. The written notice must be in advance of the effective time and date of suspension and will fix the date on which performance of such services will be resumed. **ENGINEER** shall be entitled to an adjustment in compensation, an extension of time, or both, directly attributable to any such suspension, to the extent that such suspension was not due to any fault of **ENGINEER**.
- 8.2 By ENGINEER. **ENGINEER** may suspend, delay, or interrupt its services, or any portion thereof, for a period of 60 days upon 7 days written notice to **OWNER** for nonpayment.

Art. 9. TERMINATION

- 9.1 Termination for Cause by Either Party. Either party may terminate this Agreement at any time for cause by giving the other party **seven days** written notice if the other party fails to perform its obligations under this Agreement and fails to cure within such **seven day** period.
- 9.2 Termination for Cause by ENGINEER. Upon seven days written notice if **OWNER** demands that **ENGINEER** furnish or perform services contrary to **ENGINEER**'s responsibilities as a licensed professional; or upon seven days written notice if **ENGINEER**'s services for the **PROJECT** are delayed or suspended for more than 60 days for reasons beyond **ENGINEER**'s control, **ENGINEER** may terminate this Agreement. **ENGINEER** shall have no liability to **OWNER** on account of such termination.
- 9.3 Termination for Convenience. **OWNER** may terminate this Agreement at any time with or without cause upon at least **fourteen days** written notice to **ENGINEER**. In the event of such a termination for convenience, **ENGINEER** will be paid for that portion of the work satisfactorily completed prior to termination.
- 9.4 Payments Upon Termination. In the event of any termination, **ENGINEER** will be entitled to invoice **OWNER** and to receive full payment for all services performed

or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination. In the event of termination by **OWNER** for convenience or by **ENGINEER** for cause, **ENGINEER** shall be entitled, in addition to invoice **OWNER** and to payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with **ENGINEER**'s subcontractors or consultants, and other related close-out costs.

Art. 10. CHANGES IN THE SERVICES

- 10.1 Written Change Order. **OWNER** may, by written order to **ENGINEER**, request additional services, issue revisions or direct the omission of services within the general scope of this Agreement. Any additional services shall be performed upon execution of an applicable change order regarding compensation and extensions of time. No changes will be made absent specific written direction and agreement for payment.
- 10.2 Equitable Adjustment. If such changes cause an increase or decrease in **ENGINEER**'s cost of, or time required for, performance of any services under this Agreement, an equitable adjustment may be made in price and/or time of performance, provided that any claim for an adjustment must be made in strict accordance with the terms of this Agreement. **ENGINEER** shall submit such claim in writing within **30 days** of receipt of said written order.

Art. 11. NOTICES

All notices or orders provided for in this Agreement shall be in writing, addressed to the appropriate party at the address which appears below (or as modified in writing by such party) and given personally, by United States mail (return receipt requested), or by a courier service. All notices shall be effective upon the date of receipt.

OWNER if mailed by certified or registered mail, postage prepaid to:

Town of Newmarket, NH
Attention: Sean Greig
4 Young Lane
Newmarket NH, 03857;

or

ENGINEER if mailed by certified or registered mail, postage prepaid to:

Hazen and Sawyer, PC
Attention: Michael Greeley, PE
24 Federal St 5th Floor
Boston, MA 02110.

Art. 12. CLAIMS AND DISPUTES

- 12.1 Applicable Law. This Agreement shall be interpreted and construed in accordance with the laws of the state where the **PROJECT** is located.
- 12.2 Dispute Resolution Procedure. **OWNER** and **ENGINEER** each hereby waives any rights it may have to a trial by jury of any such litigation. Further, any such claims or disputes and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the courts of the state in which the **PROJECT** is located.
- 12.3 Neither **OWNER** nor **ENGINEER** shall be liable to the other for any special, incidental, indirect or consequential damages whatsoever arising out of or relating in any way to this Agreement.

Art. 13. INSURANCE

- 13.1 ENGINEER Coverage. **ENGINEER** shall procure and maintain insurance as set forth below. **ENGINEER** shall cause **OWNER** to be listed as an additional insured on any applicable general liability insurance policy carried by **ENGINEER**.
- 13.2. Minimum Coverage of ENGINEER. **ENGINEER** shall maintain at a minimum the following insurance policies and coverage with carriers authorized to cover risks and licensed to underwrite policies and have an A.M. Best's rating of A-VII or higher:
 - (a) Worker's Compensation & Disability Insurance as required by all applicable state and federal laws.
 - (b) Employer's Liability with limits of **\$500,000** each accident, **\$500,000** Disease (each employee) and **\$500,000** Disease (policy limit).
 - (c) Comprehensive General Liability with minimum limits of **\$1,000,000** per occurrence and **\$1,000,000** in the aggregate.
 - (d) Professional Liability with limits of not less than **\$1,000,000**, per claim and **\$1,000,000** in the aggregate, insuring the professional liability of **ENGINEER**.
 - (e) Business Auto Insurance for all owned, hired, non-owned and Employers' non-ownership vehicles with minimum limits of **\$1,000,000** combined single limit.
 - (f) Other Insurance Coverage Requirements:

- 13.3 Certificates of Insurance. **ENGINEER** shall deliver to **OWNER** certificates of insurance evidencing the coverages indicated in Sections 13.1 and 13.2 above. Such certificates shall be furnished prior to commencement of **ENGINEER's** services and at renewals thereafter during the life of the Agreement.

- 13.4 At any time, **OWNER** may request that **ENGINEER** or its consultants, at **OWNER**'s sole expense, provide additional insurance coverage, increased limits, or revised deductibles.
- 13.5 Cancellation, Renewal or Modification. Should coverage afforded under any policy be canceled, non-renewed, materially changed (materially changed defined as a reduction in the policy limit by endorsement during the policy period), or allowed to expire, **ENGINEER** shall provide **OWNER** with at least 30 days prior written notice or, in the event of non-payment, ten days prior written notice.
- 13.6 Failure to Maintain Insurance. In the event **ENGINEER** fails to maintain any of the insurance required under this Agreement, it shall constitute a material breach of this Agreement.

Art. 14. INDEMNIFICATION

- 14.1 Indemnification by ENGINEER. To the fullest extent permitted by law, **ENGINEER** shall indemnify and hold harmless **OWNER**, and its officers and employees from and against claims, damages, losses and expenses of any nature or kind including, but not limited to, reasonable attorneys' fees, arising out of, resulting from or relating in any way to negligence, recklessness, intentionally wrongful conduct or breach of contract of **ENGINEER**, its subcontractors, anyone directly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Article 14.
- 14.2 Indemnification by OWNER. **OWNER** shall indemnify and hold harmless **ENGINEER** and its shareholders, directors, officers, agents and employees from and against claims, damages, losses and expenses of any nature or kind including, but not limited to, attorneys' fees, arising out of, resulting from or relating in any way to negligence, recklessness, intentionally wrongful conduct or breach of contract of **OWNER**, its subcontractors, anyone directly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Article 14.
- 14.3 Environmental Indemnification. To the fullest extent permitted by law, **OWNER** shall indemnify and hold harmless **ENGINEER**, and its shareholders, directors, officers, agents and employees from and against any and all claims, costs, losses, and damages (including but not limited to all fees and charges of **ENGINEER**, architects, attorneys and other professionals, and all court, arbitration, or other dispute resolution costs) caused by, arising out of, relating to, or resulting from an environmental concern at, on, or under the site, provided that (1) any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to the injury or to destruction of tangible property (other than the work itself), including the loss of use resulting therefrom, and (2) nothing in this paragraph shall obligate **OWNER** to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence or willful misconduct.
- 14.4 Mutual Waiver. To the fullest extent permitted by law, **OWNER** and **ENGINEER** waive against each other, and the other's shareholders, directors, officers, agents

and employees, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the **PROJECT**.

- 14.5 This Article 14, Indemnification, shall survive the termination of this Agreement.
- 14.6 Both parties acknowledge and agree that the foregoing obligations are specific considerations for this Agreement and without such duties and obligations neither party would enter this Agreement.

Art. 15. PERFORMANCE STANDARDS

- 15.1 Standard of Care. **ENGINEER** shall perform all professional services with the care and skill ordinarily exercised by members of the same profession currently practicing in the United States, on projects of similar size and complexity at the time the services are performed. **ENGINEER** makes no warranties, express or implied, under this Agreement or otherwise, in connection with **ENGINEER'S** services.
- 15.2 Reliance on Others. Subject to the standard of care set forth in Article 15, **ENGINEER** and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- 15.3 **ENGINEER** shall not be required to sign any documents, no matter by whom requested, that would result in **ENGINEER** having to certify, guarantee, or warrant the existence of conditions whose existence **ENGINEER** cannot ascertain. **OWNER** agrees not to make resolution of any dispute with **ENGINEER** or payment of any amount due to **ENGINEER** in any way contingent upon **ENGINEER** signing any such documents.
- 15.4 During construction, **ENGINEER** neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents.
- 15.5 During construction, **ENGINEER** shall not provide or have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.
- 15.6 During construction, **ENGINEER** shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other person (except **ENGINEER**; own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification of the contract documents, other than those made by **ENGINEER**.

Art. 16. RECORDS

- 16.1 If the services to be performed hereunder relate to a state or federal government contract, the Comptroller General of the United States and the department or agency of the government having cognizance over this Agreement, and any of their duly authorized representatives, shall have access to and the right to examine any directly pertinent books, documents, papers and records of **OWNER** or **ENGINEER** involving transactions related to this Agreement.
- 16.2 **ENGINEER** shall grant access to such records until the expiration of **three years** after final payment under this Agreement.

Art. 17. AUDIT RIGHT AND RETENTION OF RECORDS

- 17.1 **OWNER** shall have the right to audit the books and records of **ENGINEER**. **ENGINEER** shall keep such records and accounts as may be necessary in order to record complete and correct entries related to the **PROJECT**.
- 17.2 **ENGINEER** shall preserve and make available, at reasonable times for examination and audit by **OWNER** all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement until the expiration of **three years** after final payment under this Agreement.

Art. 18. LIMITATION OF LIABILITY

To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of **ENGINEER** and **ENGINEER's** officers, directors, members, partners, agents, employees, and Consultants, to **OWNER** and anyone claiming by, through, or under **OWNER** for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the **PROJECT** or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied of **ENGINEER** or **ENGINEER's** officers, directors, members, partners, agents, employees, or Consultants shall not exceed the total compensation received by **ENGINEER** under this Agreement.

Art. 19. SUCCESSORS AND ASSIGNEES

This Agreement is to be binding on the heirs, successors and assignees of **OWNER** and **ENGINEER**, but is not to be assigned by either **OWNER** or **ENGINEER**, without first obtaining the written consent of the other.

Art. 20. MUTUAL WAIVER OF BREACH AND MATERIALITY

Failure by **either party** to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement. **OWNER** and **ENGINEER** agree that each requirement, duty, and obligation set forth herein is

substantial and important to the formation of this Agreement and, therefore, is a material term hereof.

Art. 21. PERMITS, LICENSES, NOTICES AND COMPLIANCE WITH LAWS

- 21.1 **ENGINEER** shall comply with federal, state and local tax laws, social security acts, unemployment compensation acts and worker's compensation acts insofar as applicable to the performance of services under this Agreement.
- 21.2 **ENGINEER** shall not unlawfully discriminate against any person in its operations and activities in its use or expenditure of the funds or any portion of the funds provided by this Agreement and shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded in whole or in part by **OWNER**, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards.
- 21.3 **ENGINEER's** decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully or appropriately used as a basis for service delivery.
- 21.4 **ENGINEER** shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment and further shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation, national origin, marital status, political affiliation, or physical or mental disability. In addition, **ENGINEER** shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.
- 21.5 **ENGINEER** shall take affirmative action to ensure that applicants are employed and employees are treated without regard to race, age, religion, color, gender, sexual orientation, national origin, marital status, political affiliation, or physical or mental disability during employment. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

Art. 22. SEVERANCE

In the event this Agreement or a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless **OWNER** elects to terminate this Agreement. The election to terminate this Agreement

based upon this provision shall be made within **seven days** after the finding by the court becomes final.

Art. 23. JOINT PREPARATION

Preparation of this Agreement has been a joint effort of **OWNER** and **ENGINEER** and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

Art. 24. PRIORITY OF PROVISIONS

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in the Articles of this Agreement shall prevail and be given effect.

Art. 25. PROJECT SPECIFIC TERMS

The following additional **PROJECT** specific terms and conditions are:

Resident Engineering services, as described in Schedule A, shall be paid through subconsultant Aerotek, Inc.

Art. 26. COUNTERPARTS

This Agreement may be executed in **counterparts**, each of which shall be deemed to be an original.

Art. 27. APPROVAL

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers and is made effective the day and year first above written.

Town of Newmarket, NH

HAZEN AND SAWYER

By: _____
Steve Fournier Date
Town Administrator

By: _____
Matthew T. Valade, PE Date
Vice President

Witnessed By:

Date

Date

SCHEDULE A

SCOPE OF SERVICES

Town of Newmarket, NH

Engineering Services during Construction (ESDC) for the MacIntosh Well and Blending Facility]

The scope of work to be provided by **ENGINEER** includes professional services for the elements listed below.

BACKGROUND

The Town of Newmarket, NH, hereinafter called "TOWN" contracted with Hazen and Sawyer PC, hereinafter called "CONSULTANT", for the TOWN's MacIntosh Well and Blending Facility design. The Project work includes the installation of a groundwater well pump for extraction of raw water from the

SCOPE OF WORK

The AGREEMENT shall have the following discrete Scope of Work descriptions, each with its respective budget and schedule requirements. Task/Subtask references included herein are for the work identified in this AGREEMENT. Services will be provided up to the level-of-effort as shown in **Schedule B**. Any level-of-effort required beyond that indicated on these attachments will require additional negotiation.

ENGINEERING SERVICES DURING CONSTRUCTION

Subtask 1.1 - Shop Drawing Submittal Review:

CONSULTANT shall provide technical review and approve, reject or take appropriate action on Contractor submittals such as shop, construction or working drawings, diagrams, samples and schedules, the results of tests and inspections and other data submitted by the Contractor or their subcontractors in order to document conformance with the design concept, as described in the Contract Documents. Such action shall be taken with reasonable promptness, and within the times required by the Contract Documents, so as not to cause delay.

CONSULTANT will receive, log, track and distribute all shop drawings from the Contractor. Shop drawings will be distributed to the appropriate reviewer, reviewed, and returned to the Contractor with a copy to the TOWN.

Deliverables:

- Up to a total of one hundred and Eighty (80) reviewed and stamped shop drawings, inclusive of resubmittals, and returned to the Contractor.

Subtask 1.2 - Requests for Information:

CONSULTANT shall respond to Contractor Requests for Information (RFIs) of the Contract Documents and approved submittals. CONSULTANT shall interpret and clarify (other than legal interpretations and clarification) the requirements and intent of the Contract Documents, and render with reasonable promptness such interpretations and clarifications (in the form of Drawings or otherwise) necessary for the proper execution and/or progress of the work and in connection therewith prepare change orders as required; have authority, as TOWN'S consultant, to require special inspection or testing of the work; act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder. Issue all instructions of TOWN to Contractor(s).

CONSULTANT will receive, log, track and distribute all Requests for Information (RFIs) from the Contractor. RFIs will be distributed to the appropriate reviewer, reviewed and responded to, and returned to the Contractor with a copy to the TOWN.

Deliverables:

- Up to Forty (40) RFIs, will be reviewed, responded to and returned to the Contractor.

Subtask 1.3 Site Visits and Project Meetings:

The CONSULTANT's Project Manager and Project Engineer will attend up to twelve (12) project meetings during the course of construction. Attendance at the meetings will include preparation of meeting minutes which shall be distributed to all project team members including the TOWN and Contractor and any other interested parties.

In addition to the site meetings, the CONSULTANT shall prepare for and perform site visits to periodically observe and document the progress and quality of the work, and to determine if it is proceeding in accordance with the Contract Documents to the best of CONSULTANT's knowledge, information and belief.

CONSULTANT's Project Manager will make up to nine (9) additional site visits, and the Project Engineer will make up to twenty-four additional (24) site visits during construction.

Deliverables:

- Meeting minutes for twelve (12) Monthly Construction Project meetings

Subtask 1.4-Resident Engineering

CONSULTANT will provide construction inspector(s) for up to total of 2,340 hours of full-time, on-site inspection (assuming one full year plus additional hours for potential overtime and warrantee period assistance). Resident engineer shall be hired through Sub consultant, Aerotek, and billed as a subconsultant direct cost.

Duties and Responsibilities:

CONSULTANT'S Project Representative shall:

- a. Schedules: Review the progress schedule, schedule of shop drawings submissions and schedule of values prepared by Contractor and consult with the CONSULTANT's Project Manager concerning their acceptability.

- b. Conferences: Attend pre-construction conference. Attend progress meetings and other job conferences as required in consultation with the CONSULTANT's Project Manager.
- c. Liaison:
 - 1. Serve as CONSULTANT's liaison with the Contractor in understanding the intent of the Contract Documents.
 - 2. Assist in obtaining from TOWN additional details of information when required at the job site for proper execution of the work.
 - 3. Serve as TOWN's liaison to residents and businesses during construction.
- d. Review of Work, Rejection of Defective Work, Inspections and Tests:
 - 1. Conduct daily on-site construction review of the work in progress, or as otherwise necessary, to determine to the best of his knowledge (1) if work is proceeding in general accordance with the Contract Documents and (2) that completed work is in substantial conformance with the Contract Documents.
 - 2. When performing each daily on-site inspection, report to the CONSULTANT's Project Manager who, in turn, will notify the TOWN whenever any work is to the best of his knowledge and belief unsatisfactory, faulty or defective, or is not in substantial conformance with the Contract Documents, or has been damaged, or does not meet the requirements of any inspections, tests, or approvals required to be made; and advise the CONSULTANT's Project Manager when he believes work should be corrected or rejected or should be uncovered for observation, or requires special testing or inspection or approval. Record and advise the Contractor of work failing to meet the Contract requirements.
 - 3. Schedule (where required) and verify that tests are conducted as required by the Contract Documents and in the presence of the required personnel, and that the Contractor maintains adequate records thereof
- e. Interpretation of Contract Documents: Transmit to Contractor clarification and interpretation of the Contract Documents as issued by the CONSULTANT's Project Manager.
- f. Modifications: Consider and evaluate Contractor's suggestions for modifications in Drawings and Specifications and report them with recommendations to CONSULTANT.
- g. Records:
 - 1. When on-site, keep a diary or log book recording hours on the job site, weather conditions, data relative to questions of extras or deductions, list of principal visitors and representatives of fabricators, manufacturers, suppliers and distributors, daily activities, decisions, observations in general and specific observations in more detail as in the case of observing test procedures. Send copies to the CONSULTANT's Project Manager.
- h. Reports:

1. Furnish weekly reports as required of progress of the work and of the Contractor's compliance with the progress schedule and schedule of shop drawing submissions.
 2. Prepare preliminary change orders and extra work orders, obtaining all back-up material from Contractor. Recommend to the CONSULTANT's Project Manager Change Orders, Extra Work Orders and Field Changes.
- i. Payment Requisitions: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward them with recommendations to the CONSULTANT's Project Manager, noting particularly their relation to the schedule of values, work completed and materials and equipment delivered at the site, but not incorporated in the work.
- k. Completion:
1. Before CONSULTANT issues a Certificate of Substantial Completion, assist the CONSULTANT's Project Manager in developing a list (punch list) of observed items requiring correction or completion.
 2. Conduct final review in the company of the CONSULTANT's Project Manager, TOWN and Contractor and assist in preparation of a final list of items to be corrected.
 3. Verify to the best of his knowledge that all items on final list have been completed or corrected and make recommendations to the CONSULTANT's Project Manager concerning acceptance.

Deliverables:

- Weekly field report to be submitted to CONSULTANT's Project Manager and TOWN the morning of the following day.
- Independent Material Testing will be provided in this task.

Limitations of Authority: CONSULTANT'S Project Representative:

- a. Shall not authorize any deviation from the Contract Documents or approve any substitute materials or equipment unless authorized by the CONSULTANT's Project Manager.
- b. Shall not undertake any of the responsibilities of Contractor, subcontractors or Contractor's superintendent.
- c. Shall not expedite work for the Contractor.
- d. Shall not advise on or issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents.
- e. Shall not advise or issue directions as to safety precautions and programs in connection with the work.

- f. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by CONSULTANT's Project Manager.
- g. Shall not exceed limitations on CONSULTANT's authority as set forth in the Contract Documents.

Subtask 1.5 - Change Order & Project Closeout

CONSULTANT shall respond to Contractor Change Orders and Claims. CONSULTANT shall evaluate each change order request with respect to the requirements of the Contract Documents, and render with reasonable promptness the merit of change order/claim request. Determination of need for and preparation of change orders for approval by the TOWN and NHDES based on conditions found during construction and/or additions or modifications to the work requested by the TOWN and approved by the CONSULTANT and the NHDES and implemented at a price recommended by the CONSULTANT as equitable. For change order items exceeding \$25,000, the CONSULTANT shall prepare an independent cost estimate. CONSULTANT shall make decisions on all claims of Contractor(s) relating to the acceptability of the work or in the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work. CONSULTANT shall prepare change orders for processing as required in order to facilitate completion of the work by the Contractor. CONSULTANT shall provide TOWN with executed close-out documents included in the Contract Documents.

Deliverables:

- Up to three (3) Change Order and/or Claims, will be evaluated and processed.
- One (1) copy of the Certificate of Substantial Completion, Certificate of Final Completion, Contractor's Affidavit, Contractor's Final Release and Waiver of Lien.

Subtask 1.6– Record Drawings

CONSULTANT will receive, from the Contractor, an electronic copy and red line hardcopies of all as-built information and data from the Contractor for those items of Work included in the Construction Documents prepared by CONSULTANT.

CONSULTANT will review and prepare final Record Drawings, for those items of Work included in the Contract Documents prepared by CONSULTANT.

Deliverables:

- Two (2) sets of full-size prints, one which shall be for the New Hampshire Division of Environmental Services, and one (1) electronic copy of the final Record Drawings in AutoCAD format and PDF to be submitted to the TOWN.

TIME OF COMPLETION

The Project will be completed within 12 months of the NTP issued to Waterline Industries for the Construction Contract titled "MacIntosh Well and Blending Facility", dated May 2015.

SCHEDULE B
COMPENSATION
Town of Newmarket, NH

Engineering Services during Construction (ESDC) for the MacIntosh Well and Blending Facility]

OWNER shall pay **ENGINEER** as full compensation for the services identified under Schedule A the amount(s) listed below. Task amounts are not limits and can be exceeded provided that the total amount is not exceeded. Compensation shall be on a not-to-exceed basis.[].

TASK NAME	AMOUNT
Task 1 – Engineering Services During Construction	\$ 335,300
Task 1.1 – Shop Drawing Review	\$ 98,200
Task 1.2 – RFI Reponse	\$ 25,200
Task 1.3 – Project Meetings and Site Visits	\$ 50,000
Task 1.4 – Resident Engineering	\$ 140,400
Task 1.5 – Change Orders and Project Closeout	\$ 13,400
Task 1.6 – Record Drawings	\$ 8,100
Task 2 – Construction Phase Project Management	\$ 16,700
Task 2.1 – Project Management	\$ 16,700
TOTAL	\$ 352,000

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council
Resolution #2015-2016-21

SETTING POLLING HOURS FOR ALL 2016 ELECTIONS

WHEREAS: The Newmarket Town Charter adopted on March 11, 2014, Section 2.5 B authorizes the Town Council to set the polling hours for all elections in the Town of Newmarket; and

WHEREAS: That RSA 659:4 requires the Town Council to set the polling hours no less than 30 days prior to the election; and

WHEREAS: The Town Moderator and Town Clerk - Tax Collector have been consulted on the following polling hours and concurs.

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

The polling hours for the 2016 Presidential Primary, Town/School, State Primary and State General Elections to be held at the Newmarket High School from 7:00am to 7:00pm

First Reading: October 21, 2015

Second Reading:

Approval:

Approved: _____
Philip Nazzaro, Chairman Newmarket Town Council

A True Copy Attest: _____
Terri Littlefield, Town Clerk

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council
RESOLUTION #2015/2016 - 22

Disbanding the Advisory Heritage Commission

WHEREAS: The Newmarket Advisory Heritage Commission is inactive and have not met in a number of years, and

WHEREAS: It is the wish of the Town Council to disband inactive committees or commissions.

NOW THEREFORE LET IT BE RESOLVED BY THE NEWMARKET TOWN COUNCIL,

That the Newmarket Advisory Heritage Commission is hereby disbanded.

First Reading: October 21, 2015

Second Reading:

Approval:

Approved: _____
Philip Nazzaro, Chairman Newmarket Town Council

A True Copy Attest: _____
Terri Littlefield, Town Clerk