



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

---

**WEDNESDAY, APRIL 19, 2017, 7:00PM  
NEWMARKET TOWN HALL COUNCIL CHAMBERS**

---

**6:15PM Non-Public Meeting pursuant to RSA 91-A:3.II(a) Personnel**

1. Pledge of Allegiance
2. Public Forum (*Public Forum is an opportunity for the public to address the Town Council. All comments should be addressed to the Chair of the Council. No person will be allowed to speak longer than five (5) minutes.*)
3. Public Hearing – Ordinance #2016/2017-02 - *An Ordinance Amending Chapter 30 of the Code of the Town of Newmarket, NH: Increasing Parking Violations and Allowing Permitted Parking in Certain Lots.*
4. Town Council to Consider Acceptance of Minutes
  - a. March 30, 2017 Organizational Meeting Minutes
  - b. April 5, 2017 Regular Meeting Minutes
5. Report of the Town Administrator
6. Committee Reports
7. Old Business
  - a. Resolutions/Ordinances in the 2<sup>nd</sup> Reading
    - i. Ordinance #2016/2017-02 - *An Ordinance Amending Chapter 30 of the Code of the Town of Newmarket, NH: Increasing Parking Violations and Allowing Permitted Parking in Certain Lots.*
    - ii. Resolution #2016/2017-28 - *Resolution Relating to the Tucker Land Purchase.*
    - iii. Resolution # 2016/2017-29 - *Resolution Relating to the Purchase of a Ford Police Cruiser for the Police Department to include Costs Associated with Replacement of Emergency Lighting, and Equipment Set-up.*
    - iv. Resolution #2016/2017-30 - *Resolution Relating to the Purchase of a Motorola APX6500 VHF High Power Digital Mobile Radio for the Police Department.*
  - b. Resolutions/Ordinances in the 3<sup>rd</sup> Reading – None
  - c. \* Items Laid on the Table –
    - i. Resolution #2015/2016-52 – *Resolution Authorizing the Designation of a portion of Rt. 152 as an Economic Recovery Zone (This Resolution is tabled from the June 15, 2016 Council Meeting pending Planning Board action).*

## 8. New Business/Correspondence

### a. Town Council to Consider Nominations, Appointments and Elections

- i. *Macallen Dam Study Committee – Leo Fillion – Term Expires March 2020*
- ii. *Newmarket Housing Authority Commissioner – Amy Mash – Term Expires March 2022*
- iii. *Library Trustee – Mary Mahoney – Term Expires March 2020 (Tabled from 4/5/17 Meeting)*

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

- i. ***Ordinance 03-2016/2017 – An Ordinance Adopting Chapter 1 Article II of the Code of The Town of Newmarket, NH; The Administrative Code – Relating to rescinding the previous versions of the Administrative Code and replace it with the new Administrative Code***
- ii. ***Resolution 2016/2017-31 – North Main Street Water and Sewer Main Project – Relating to Authorizing the Town Administrator to enter into an agreement with Wright-Pierce Engineers for Construction Services and Oversight for the North Main Street Water and Sewer Main Project***
- iii. ***Resolution 2016/2017-32 – Appeal MS4 Storm Water Permit – Relating to Authorizing the Town Administrator to Join the Appeal of the MS4 Storm Water Permit by the NH Storm Water Coalition***

### c. Correspondence to the Town Council

### d. Closing Comments by Town Councilors

### e. Next Council Meeting – May 3, 2017

## 9. Adjournment



**TOWN OF NEWMARKET, NEW HAMPSHIRE  
BY THE TOWN COUNCIL**

**ORDINANCE NO. 2-2016/2017**

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

THE TOWN OF NEWMARKET ORDAINS:

**1. Purpose**

The purpose of this ordinance is to increase the fines for parking violations and to allow permitted parking in certain Town lots.

**2. Amendment**

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

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

**Sec. 30-39. Parking Regulations**

- (4) Any person found violating any provisions as set forth in this section may, within seven days of a parking ticket being issued, pay a civil forfeiture in the following amount to the town in lieu of a court appearance for the said violation. All civil forfeiture payments shall be paid through the police department and forwarded to the town clerk's office. The amounts shall be as follows:
  - a. ~~\$15.00~~ ***\$20.00*** for any violation in subsection (1) of this section.
  - b. ~~\$20.00~~ ***\$30.00*** for a violation in subsection (2) of this section.
- (5) Any person who fails to pay the civil forfeiture as prescribed in subsection (4) of this section within seven days of the ticket being issued and 30 days after being sent a notice of violation by mail to his last known address, according to the division of motor vehicles, shall be guilty of a violation if convicted by the court of jurisdiction of violating any provision set forth within this chapter and may be fined up to \$1,000.00 and shall be fined not less or pay not less in civil forfeiture the following:
  - a. ~~\$25.00~~ ***\$30.00*** for any violation in subsection (1) of this section.

b. ~~\$35.00~~ \$40.00 for any violation in subsection (2) of this section.

**Sec. 30-43. Night parking and snow removal.**

It shall be unlawful for any person having custody, control or ownership of any vehicle to park or cause the same to be parked at any time between the hours of 1:00 a.m. and 5:00 a.m. on any public street or highway or any area maintained and owned by the town so that said vehicle interferes or would interfere with snowplowing and/or snow removal operations of the town highway department between the dates of November 15 and March 31 of the following year, without a permit issued by the Town.

**Sec. 4-38.** (a) *Designated lots and spaces.* The municipal parking lots shall ~~have designated parking spaces allocated only~~ allow for permitted parking. These permits will allow any owner of a vehicle or person in control of any vehicle parked in a designated area between the hours of 1:00a.m. and 5:00a.m. that requires a permit shall display the said permit in a manner established by the police department. Any vehicle found in violation of this provision may be issued a parking ticket and is subject to being towed at the owner's expense. Permits do not guarantee a parking space for a vehicle except during those hours. The following list of parking lots has the number of designated permitted spaces as listed below:

(1) Elm and Spring Street (behind the town library): 10 spaces.

(2) Railroad Street: seven spaces.

(3) Water Street Parking Lot: five spaces

(4) Bay Road Lot: All spaces

**3. Takes Effect**

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

First Reading April 5, 2017

Second Reading/Public Hearing April 19, 2017

Council Approval:

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

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





TOWN HALL  
186 MAIN STREET  
NEWMARKET, NH 03857

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


FOUNDED DECEMBER 15, 1727  
CHARTERED JANUARY 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** March 22, 2017

**TITLE:** Ordinance 02-2016/2017: An Ordinance Amending Chapter 30 of the Code of the Town Of Newmarket, New Hampshire; Increasing Parking Violations and Allowing Permitted Parking in Certain Lots

**PREPARED BY:** Steve Fournier, Town Administrator 

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

I recommend passage of this ordinance after public hearing.

**BACKGROUND:** A goal of the Town Council and of the Departments is to provide additional parking for residents. We have heard that renters have difficulties finding parking spots in the area. The Chief of Police, Department of Public Works Director and I looked at options to increase leased parking in Town.

**DISCUSSION:** This ordinance allows people to purchase a number of permits to park in Town parking spaces in the following lots:

- Elm and Spring Street (behind the town library): 10 spaces.
- Railroad Street: seven spaces
- Water Street Parking Lot: five spaces
- Bay Road Lot: All spaces

This would allow the permit holders to park in the spaces between the hours of 1AM and 5AM when the winter parking ban is in place. It does not reserve spaces for the holders during the day or during large events.

In addition, the Police Chief recommended increasing fines from \$15 to \$20 for the following if paid within 7 days and increase from \$25 to \$30 if after 7 days:

(1) Stop, stand or park a vehicle:

- a. Beyond the posted time limits within a designated zone;
- b. Within the posted and prohibited time periods within a designated zone;
- c. Within a posted properly designated loading zone;
- d. Within a posted and restricted parking zone which designates specific requirements, or where official signs have been erected by town officials prohibiting such parking due to existing conditions;
- e. Within a posted no parking zone;



- f. Next to other parked vehicles so as to interfere with the egress of said vehicles or the normal flow of traffic;
- g. In the wrong direction so that the tires of said vehicle are at the edge of a roadway or against the curb of a roadway in the opposite lane of travel;
- h. Beyond painted lines, which are visible for a designated parking space;
- i. Obstructing an alleyway;
- j. On a sidewalk or crosswalk;
- k. Within an intersection;
- l. Between a safety zone and the adjacent curb, or within 30 feet of points on the curb immediately opposite the ends of the safety zone;
- m. Upon any bridge or other elevated structure upon a way or within a highway tunnel;
- n. Obstructing town officials engaged in any emergency operation;
- o. Obstructing public works officials engaged in snow removal operations, street-cleaning operations, construction maintenance, road maintenance or other required functions.

Also increasing the fines from \$20 to \$30 if paid within 7 days and from \$35 to \$40 if after 7 days for the following:

Stop, stand or park a vehicle on any public way within the town:

- a. Upon any travel portion of any roadway so as to interfere with the normal flow of traffic;
- b. Within a posted zone designated for fire apparatus;
- c. Alongside or opposite any street excavation when stopping, standing or parking that would obstruct traffic;
- d. On any railroad tracks;
- e. At any place where official signs prohibit stopping;
- f. In the area between roadways of a divided highway, including crossovers;

**FISCAL IMPACT:** There will be additional revenues from the permits sold as well as the increase in fines. We are going to propose fixing the Bay Rd. lot this coming year.

**RECOMMENDATION:** I recommend the passage of this ordinance after a public hearing at the April 19 meeting.

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

1  
2  
3  
4  
5  
6  
7 **TOWN OF NEWMARKET, NEW HAMPSHIRE**  
8 **TOWN COUNCIL ORGANIZATIONAL MEETING**  
9 **ELECTION OF OFFICERS**

10 **March 30, 2017 6:30 PM**

11 **TOWN COUNCIL CHAMBERS**  
12

13  
14 **PRESENT:** Council Chairman Dale Pike, Council Vice Chairman Toni Weinstein, Councilor Amy Thompson,  
15 Councilor Gretchen Kast, Councilor Kyle Bowden, Councilor Amy Burns, Councilor Casey Finch  
16

17 **ALSO PRESENT:** Town Administrator Steve Fournier  
18

19 **AGENDA**  
20

21 Town Administrator Steve Fournier welcomed everyone to the March 30, 2017 Newmarket Town Council  
22 Special Organizational Meeting and called the meeting to order at 6:33 pm. He explained for the public  
23 that pursuant to the Town Charter, in the absence of a Chair and Vice-Chair, the recording secretary would  
24 call the meeting to order and said he would be the acting recording secretary for the meeting. He started  
25 the meeting with the Pledge of Allegiance.  
26

27 **ELECTION OF OFFICERS**  
28

29 Town Administrator Fournier stated that the meeting tonight was for the election of officers and the  
30 adoption of Council Rules. He said he had reviewed Robert's Rule of Order and that nominations did not  
31 required seconds. He said they would call the roll and have each councilor state their preference for a  
32 candidate. The candidate with the majority of votes would win, and if no one was chosen they would  
33 reopen the nominations and start over.  
34

35 **Election of Chairman and Vice-Chairman**  
36

37 Councilor Bowden nominated Councilor Thompson as Chairman of the Town Council and Councilor  
38 Weinstein nominated Councilor Pike as Chairman.  
39

Discussion: Councilor Bowden said he nominated Councilor Thompson as she had always been very professional and when it came to rules and how the meeting was run, and said he nominated her for her organization and professionalism. Councilor Weinstein stated that she had been urging Councilor Pike to run as Chairman and said he was thoughtful, even, and engaged and he worked hard for the betterment of the Council and the Town.

Town Administrator Fournier polled the Council and *Councilor Pike* was elected as *Chairman of the Town Council* by a vote of 5-2.

Chairman Pike opened nominations for Vice-Chairman of the Town Council. Councilor Burns nominated Councilor Weinstein as Vice-Chairman of the Town Council and Councilor Bowden nominated Councilor Thompson.

Town Administrator Fournier polled the Council and *Councilor Weinstein* was elected as *Vice-Chairman of the Town Council* by a vote of 4-3.

#### **ADOPTION OF TOWN COUNCIL RULES 2017-2018**

Chairman Pike said they would next adopt the Town Council Rules for 2017-2018.

Discussion: Vice-Chair Weinstein said that she wanted to bring up the issue of Workshop Meetings, and said there was a procedure for that in the rules. She said it gave them the chance to talk about issues that needed more discussion and more work after the first reading of a resolution or an ordinance. Chairman Pike clarified that it did not need to be after a first reading, but it gave them the chance to have a larger discussion on an issue. He said it was also possible to make a Workshop part of their regular business meeting. Councilor Thompson asked if there had been any changes to the rules and Town Administrator Fournier said there were none.

Councilor Burns made a motion to adopt the Town Council Rules for 2017-2018, which was seconded by Councilor Bowden. Town Administrator Fournier polled the Council and the motion to adopt the Town Council Rules for 2017-2018 were approved by a vote of 7-0.

#### **TOWN COUNCIL COMMITTEE ASSIGNMENTS**

For Committee Assignments, Chairman Pike said they would go around and ask each councilor to voice their preferences and the reasons for the committees they chose.

Vice-Chair Weinstein said she had served on the Budget Committee which had been a sizeable commitment and that she would like to continue on that committee. She also said she also had an interest in the CIP Committee or the Economic Development Committee.

Councilor Bowden said he was interested in Highway Safety or the Cable Franchise Negotiations, with the CIP Committee a possible third choice.



Town Council Organizational Meeting  
March 30, 2017

Councilor Kast said she was interested in serving on the CIP Committee, the Conservation Commission, or Planning Board.

Councilor Thompson said she was already serving on the Highway Safety Committee and was happy to stay there. She said she had also served on the Economic Development Committee and would appreciate being on that committee again.

Councilor Finch said he was flexible and would fill in where the need was. He said in terms of interest he would say the Conservation Commission and also the Economic Development Committee or the Macallen Dam.

Councilor Burns said she had served on the Planning Board last year and would like to continue. She said she was also interested in the Economic Development Committee.

Chairman Pike said he was on the Planning Board and the Planning Board Sub-Committee, and also on the Macallen Dam Committee, but said as Chair he was reluctant to take those on again. He said he had met with former Councilor Phil Nazzaro, and since the CIP Committee was a major interest of his, he expressed an interest in serving on that committee. He said he would definitely stay interested in the Planning Board as it was one of the more active and important committees for the Town coming up. He added that one of the other Councilors interested in the Planning Board could also serve on the Sub-Committee. He said he would like to stay with the Macallen Dam Committee as they were close to taking a vote in the not too distant future. He said once they had met their goals, a solution could be brought to a warrant article, after which they could discuss how to improve the area and make the dam another asset for their waterfront.

Town Administrator Fournier stated that the Council had changed the rules last year to require the whole Council to approve all nominations rather than members being appointed by the Chair. He said the Economic Development Committee and the Budget Committee each had a full member and an alternate. Councilor Thompson recommended that one of the new councilors be an alternate on the Budget Committee as it was a good way to learn about the Town.

After further Council review and discussion, the following committee assignments were recommended:

**Macallen Dam** – Chairman Pike

**Highway Safety** – Councilor Thompson

**Budget Committee** – Full member Vice-Chair Weinstein, Alternate Councilor Finch

**Cable Franchise Renegotiations** – Councilor Bowden

**Capital Improvement Plan (CIP)** – Full member Councilor Kast, Alternate Chairman Pike

**Conservation Commission** – Councilor Finch

128

129 **Economic Development** – Full member Councilor Thompson, Alternate Councilor Bowden

130

131 **Planning Board** – Full member Councilor Burns, Alternate Chairman Pike

132

133 Councilor Burns made a motion to approve the Committee Nominations as listed, which was seconded by  
134 Councilor Bowden.

135

136 Town Administrator Fournier polled the Council and all the appointments to committees were approved  
137 by a vote of 7-0.

138

139 **COMMENTS**

140

141 Councilor Burns welcomed all the new members to the Town Council.

142

143 **NEXT MEETING:** Town Administrator Fournier said the next meeting would be held on April 5, 2017 at  
144 7:00 pm and packets would be made available.

145

146 **ADJOURNMENT**

147

148 Vice-Chair Weinstein made a motion to adjourn the meeting, which was seconded by Councilor Bowden.  
149 The meeting was adjourned at 7:01 pm.

150

151 Respectfully submitted,

152

Patricia Denmark, Recording Secretary

1  
2  
3  
4  
5  
6  
7 **TOWN OF NEWMARKET, NEW HAMPSHIRE**  
8 **TOWN COUNCIL REGULAR MEETING**  
9 **April 5, 2017 7:00 PM**  
10 **TOWN COUNCIL CHAMBERS**  
11

12  
13 **PRESENT:** Council Vice Chairman Toni Weinstein, Councilor Amy Thompson, Councilor Gretchen Kast,  
14 Councilor Kyle Bowden, Councilor Amy Burns, Councilor Casey Finch  
15

16 **EXCUSED:** Council Chairman Dale Pike  
17

18 **ALSO PRESENT:** Town Administrator Steve Fournier  
19

20 **AGENDA**  
21

22 Vice-Chair Toni Weinstein welcomed everyone to the April 5, 2017 Newmarket Town Council Meeting and  
23 called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.  
24

25 Vice-Chair Weinstein said that Chairman Dale Pike was on vacation and was excused. She said they would  
26 start the meeting with presentations.  
27

28 **PUBLIC FORUM**  
29

30 **Presentation of Town Report Dedications and Memoriam**  
31

32 Vice-Chair Weinstein said that every year a Town Report was published which was dedicated to one  
33 individual or several people who had served the community. She said this year it was dedicated to three  
34 (3) individuals.  
35

36 Vice-Chair Weinstein said the first individual was **Kevin Cyr** who was the Newmarket Chief of Police for a  
37 number of years. She said he was a long-term resident of Newmarket and began his career as a part-time  
38 police officer in February 1977. He later served fulltime with both the Exeter and Newmarket Police  
39 Departments, and was promoted to Sergeant in 1989. He served as the District Court Prosecutor for the  
40 department for several years and was later promoted to Lieutenant and Captain, becoming Newmarket



Chief of Police in 2005. Vice-Chair Weinstein said he led the department with integrity, thoughtfulness, and care for the well-being of the community. Under his leadership Newmarket became one of the safest communities not only on the Seacoast but in the State.

**Kevin Cyr** said it was both an honor and a pleasure to serve the residents of the Town and said he would miss the people. He said he was still working part-time and still connected to the law enforcement family, and at some point he may come back in a different role. He thanked everyone for the dedication and copy of the Town Report.

Vice-Chair Weinstein said the second individual was **Jim Hilton**, the long-time Recreation Director in Newmarket, who was not present this evening. She said he lived in Durham with his wife and his 10 children and 19 grandchildren, and had over 42 years in the field of recreation, with 27 years of service to the Town of Newmarket. She said he came to Newmarket in 1989 and modernized and revitalized the Recreation Department Programs. She said he secured funding for the Community Center and converted the former ambulance building into the Sunrise-Sunset Center for Newmarket seniors. She stated that Jim Hilton was a model of what a recreation director should be and he cared for all the members of the community. She said he intended to travel and continue to work with non-profits in the area.

Vice-Chair Weinstein said that as a community they extended their sincere gratitude to both Kevin and Jim for their outstanding services to the citizens of Newmarket.

Vice-Chair Weinstein said they were also honoring **Chris Schoppmeyer**, who was a dedicated member of his community having served as a member and Chairman of the Newmarket Conservation Commission. She said he was co-founder of the Newmarket Fishing Derby and would be remembered for his dedicated service to the Town of Newmarket and the many ways he enriched the lives of those around him. She said was also being honored with the Christian Schoppmeyer Memorial Park, which they were excited to be adding to the community. She said his wife Terri Schoppmeyer was present to accept the dedication on his behalf.

**Terri Schoppmeyer** said that Chris loved the Town of Newmarket and all the great people and wonderful activities available. She said they were very happy about the park and would treasure their copy of the Town Report.

#### **Presentation of Appreciation to Outgoing Town Councilors**

Vice-Chair Weinstein explained that when they elect a new Town Council they like to honor their outgoing councilors, and said this year there were two who had both served 2 terms on the Town Council. She said the first was **Gary Levy** who could not be here this evening and the other was **Phil Nazzaro**. She said both served as chairman and served the community in many ways. She said their leadership and guidance had also helped her as a councilor. She presented Phil Nazzaro with a Town Clock.

**Phil Nazzaro** said he wanted to thank all the previous councilors who worked with him as mentors as well as all the people he worked with on the Council over the years. He said he also wanted to thank the Town employees and the voters of Newmarket for entrusting him to do his best to serve the community for 2

terms. He said he hoped that everyone understood his place was one of philosophical consistency and he had wanted to see the best for the Town of Newmarket. He also thanked his wife Lauren and said he really appreciated the honor.

Vice-Chair Weinstein closed Public Comment at 7:09 pm.

**PUBLIC HEARING – None**

**TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**

**Acceptance of the Minutes of the Non-Public Meeting of March 1, 2017**

Councilor Bowden made a motion to approve the minutes of the Non-Public Meeting of March 1, 2017 which was seconded by Councilor Burns.

Town Administrator Fournier polled the Council and the motion to approve the minutes of the Non-Public Meeting of March 1, 2017 passed by a vote of 6-0.

**Acceptance of the Minutes of the Regular Meeting of March 1, 2017**

Councilor Thompson made a motion to approve the minutes of the Regular Meeting of March 1, 2017 which was seconded by Councilor Burns.

Councilor Bowden made a correction on page 6 to change the word deceased to "discontinued".

Town Administrator Fournier polled the Council and the minutes of the Regular Meeting of March 1, 2017 were approved as amended by a vote of 6-0.

**REPORT OF THE TOWN ADMINSTRATOR**

Town Administrator Steve Fournier said he first wanted to take the opportunity to welcome Councilor Kast and Councilor Finch and congratulate Councilor Weinstein on her reelection. He said he provided new members with orientation materials and said he would like to schedule a session with them to answer any questions. He said he would also set up visits with various departments so they could tour the facilities.

Town Administrator Fournier said he had received the new **Health Care Rates for FY2018** from the New Hampshire Health Trust. He said initially they had a guaranteed maximum rate increase of 10.9% which they budgeted for, but that rates had come in at a 4.2% increase over FY2017. He said this would mean a savings of \$40,000 in the FY2018 Budget.

Town Administrator Fournier said they had been discussing the **MS4 Stormwater Permit** which would regulate stormwater throughout the region. Geographically this included everything east of Manchester and south of Concord. He said he met this week with consultant Dean Peschel who is working with several



communities on how they would actually be dealing with the permit. He said it was supposed to be issued later this year but the EPA surprised communities by publishing the permit on January 18, 2017. He said they needed to be in compliance with this by July 1, 2018 or face fines.

Town Administrator Fournier said he would be submitting a resolution to the Council to join in an appeal of the permit, as they believe the permit issued is intrusive. He said they used the same model for Massachusetts and there was a big difference between Boston and the more rural areas of New Hampshire. He said they were also one of 4 states whose own Department of Environmental Services did not write the permit (Federal EPA). He said it would be a coalition of communities and they were estimating the appeal to be approximately \$300,000, with the cost to their Town no more than \$8,000, and said they had the money in the Stormwater Capital Reserve Fund. He said the permit was a blatant overreach and they would not be able to increase flow into their stormwater because of the MS4 permit, which would make any development in the Town virtually impossible. He said he wanted the Council to support the appeal and would have the resolution to withdraw the funds at the April 19<sup>th</sup> meeting.

Discussion: Councilor Thompson asked if Town Attorney Ratigan was involved in this, and Town Administrator Fournier said an attorney from Washington DC who did a lot of work for the Wastewater Treatment Plant would be spearheading the appeal. Councilor Thompson asked what the original date for the permit was, and Town Administrator Fournier said it would have been December of this year with a compliance date January of 2019. He said they were already working on a number of projects to address stormwater issues, but this would mean monitoring every storm drain and catch basin. Councilor Thompson said there was an effort in Washington to address the EPA on a number of issues that were overreaching, and she felt filing an appeal would also buy some time while this was sorted out.

Town Administrator Fournier said that Governor Sununu had already contacted the new director of the EPA and he would be coming to New Hampshire to meet with him and some of the communities that would be impacted. Councilor Bowden asked what the potential cost would be to become compliant. Town Administrator Fournier said they were anticipating Capital Improvements of \$500,000 plus what they were already doing to replace storm drains. He said the annual cost was unknown at this time but that a study was now being done to have engineers try to determine what it would be. He said the State had not come out with a plan of what they would need to comply with, and said many communities were looking to hire a fulltime person just to monitor the MS4. He said there could be some changes in staffing and said they had approximately \$250,000 already in the fund.

Councilor Burns asked if this was only for urban areas, and Town Administrator Fournier said they would all have to comply with MS4 even if communities did not have stormwater drains. He said they would also have to sweep all the streets after the winter to get salt and sand off the road, which they were already doing, and said they would have to dispose of it differently and not let it run off. Councilor Kast asked if the idea of the appeal would be to challenge the entire permit or just parts of it. Town Administrator Fournier said it looked like portions, but they did not yet have a finalized list from the consultant. Vice-Chair Weinstein asked about other communities joining besides Manchester, Dover, and Portsmouth. Town Administrator Fournier said Rochester and Somersworth were also joining and they were reaching out to some of the smaller communities as well.



Town Administrator Fournier said that **Rockingham County** was switching from a calendar year-based budget to a fiscal year. He said one issue was that they would have to come up with an 18-month budget to line up the fiscal year, which could result in a significant tax increase. He said town managers across the county met with a County delegation along with the Finance Director and County Commissioners to work on that and what the impact would be to municipalities. He said the County believes they have enough money in their fund balance to offset the change, as well as issuing a tax-anticipation note for bonding that difference to get them over the 6 months.

Town Administrator Fournier next addressed the **South Route 108 Widening Project**, and said he and the Town Attorney had a conference call with a member from the office of the State Attorney General and NHDOT. He reminded everyone that the State wanted Newmarket to repay \$43,000 for their project to install bike lanes on Route 108 from the Police Station to the Newfields town line. He said they were managing the project for the State and were assured no Town funds would be paid for the project, and that voters approved the project with that stipulation. He said the Attorney General's office did not agree and felt the contract signed by his predecessor, who they believed did not have the authority, should be honored and the Town held liable for the \$43,000. He said he replied that they could not expend funds without an appropriation and the voters had said no. He stated that the Town Attorney agreed completely and they were waiting to see if the State wanted clarification by going to court.

Town Administrator Fournier said as this was the first meeting after the election, he wanted to take the opportunity to thank the Town Moderator, the Town Clerk, and everyone involved as well as the Town Council for their work on the election which was not the easiest. He said they had a good turnout though it was difficult, and thanked the voters who made sure they got out early. He said he also wanted to thank the Public Works Director as well as the Police and the Town Hall staff. He said when they decided to hold the election they decided they would make it as safe as possible for everyone to get there, and election workers were offered rides from the Department of Public Works.

Discussion: Councilor Thompson asked for an update on the downtown crosswalks. Town Administrator Fournier said they originally planned to walk the site today and go over everything, but that due to the blizzards they agreed to push it out a few more weeks until the ground settled. He said he had heard from a number of vendors and at least one suit had been filed. He said that the last payment to the contractor would be less any liquidated damages to the Town which were approximately \$60,000, and he hoped to know more after the final walk-through. Councilor Thompson asked if they could go after the performance bond if the cost to do the project correctly was \$70,000. Town Administrator Fournier said if anything happened with the contractor not being able to perform their duty they would go after the performance bond and hire another company to complete the project. He said their attorney was now attending all meetings.

Vice-Chair Weinstein said she wanted to reiterate the comments about the election, in particular about Town Moderator Chris Hawkins. She said he had an unbelievable decision to make and did the best he could, based on the information given him by the Governor. She said a lot of Towns were now in limbo and she really appreciated the decision he made to hold the election. She said she was grateful to the Department of Public Works and Town officials and everyone who pitched in. Councilor Thompson said she would second that.



**TOWN COUNCIL ORIENTATION**

Town Administrator Fournier said he had a PowerPoint presentation for councilors to go over the role of the Town Council, the Town Administrator, and the Town staff.

**Role of the Town Council**

Town Administrator Fournier said the Town Council serves as a legislative and governing body of the Town. He said voters elect the Town Council and they hire a Town Administrator to be the Chief Administrative Officer. He stated that Town Councils were not Select Boards though they had some of that authority as well as the Town Administrator. He said per the Town Charter the Town Council has all the power of a City Council except to adopt the budget, and per State Law the Town Council has all powers of selectmen, city councilors, and aldermen, and all actions of a city apply to the Town Council. He said Newmarket was not a town meeting form of government except for the Budget.

Town Administrator Fournier said that per the Town Charter, the Town Council appoints a Chief Administrative Officer to manage the day-to-day operations of running the Town, and that the Town Council could not get involved. He said the Town Administrator has all the authority of a Town Manager according to the Town Charter and State Law. He said the Town Administrator appoints all department heads with Council approval, disciplines employees, and proposes a budget and a capital improvement plan to the Town Council. He said the Town Council makes the policy and the Town Administrator carries the policies out.

Town Administrator Fournier said the Town Council must act as a body, and that no individual councilor could influence the Town Administrator or other employees, or interfere with the duties of an employee. He said the Council must deal with employees through the Town Administrator, and violation was forfeiture of office (RSA 49-D:4). He said Newmarket adopted the Town Charter in 1991 and that the Town Council must adopt all laws of the Town. He said the only things that could be petitioned in Newmarket were financial to raise funds.

Town Administrator Fournier said the Town Council has budgetary control, and that the Municipal Budget Committee and a Town Meeting only approve the bottom line of the budget. He said during the year the Town Council has the authority, after recommendation from the Town Administrator, to move funds from one department to another. He said the Town Administrator has financial responsibility and must approve any manifest for payment, establishes the purchasing code, and appoints the Town Treasurer. He said currently any purchases over \$10,000 must come to the Town Council for approval, and anything below is approved by the Town Administrator. He said the Town Treasurer was different from the Finance Director, and was more an overseer of the Town's financial dealings and makes sure money is invested correctly, reconciles books, and actually signs the checks to make sure they know where it is going.

Town Administrator Fournier said the Council members needed to realize they were a team and were there to work together to insure they were moving forward as a Town. He said that councilors represented the entire community at all times and were doing this for Public Service, not to benefit personally,



politically, or professionally. He asked that they set long-term goals as a team and treat each other and the staff with respect. He said they should make decisions after all facts were presented and discussed, and said the actions of the Council as a whole were binding and they could not act alone.

Town Administrator Fournier said that the Council Chair had no more authority than any other councilor, except that they run the meeting and assist the Council in making decisions and in moving discussions forward. He said the Council Chair works with the Town Administrator on the agenda, and any councilor had the right to submit items for the agenda. He said they also act as a liaison between the Town Council and the Town Administrator and help resolve conflicts between the two, and that the Council Chair is the ceremonial head of government.

Town Administrator Fournier said it was not the role of the Council to deal with staff, and they should let the Town Administrator and the Department Heads run the day-to-day operations. He said they should recognize and support the administrative chain of command and go to the Town Administrator with any issues. He said the Town Administrator works for the Council and they should try to get answers prior to a meeting. He said if a councilor requested information he would provide it to all councilors so they all had the same information. He said that all local government matters should be funneled through the Town Administrator, and he should be contacted with any complaints or concerns. Town Administrator Fournier said the councilors should deal with the Town Attorney through him or with the Town Council as a whole. He said if a council member has a legal question, he would get an opinion for them.

#### **General Information**

Town Administrator Fournier said the Town Council meets on the first and third Wednesday of every month. He said the Agenda closes on the Wednesday prior to a meeting at 12 noon, and no topic is received after that unless it is an emergency. He said the Town Council should not accept items at a meeting that staff does not have the time to review. He said that meeting packets were available the Friday before the meeting.

Town Administrator Fournier explained that ordinances were laws adopted by the Town Council and required 2 readings, a public hearing, and were then posted in the newspaper after adoption. He said resolutions were policies or positions adopted by the Town Council and public hearings were not required. He said most resolutions were to approve administrative actions such as purchases or amending a policy. He said all required 2 readings, and at the first meeting the ordinance/resolution was simply read with traditionally no discussion. He said at the next meeting they hold the debate and then vote.

Discussion: Councilor Bowden said the second reading could lead to a third or fourth reading. Town Administrator Fournier said a lot of ordinances were amendments, and if you change the legislative purpose of an ordinance it is deferred to a third reading or another public hearing because the intent has changed.

Town Administrator Fournier explained that items put on the table at a meeting remain on the table until they are removed by a councilor. He said the next training held for councilors would be a Right-to-Know



Session with the Town Attorney present. He said this would address all they could and could not do with public communications and would be scheduled sometime in May, separate from the regular meeting.

#### COMMITTEE REPORTS

Vice-Chair Weinstein said the *Budget Committee* had met on Monday April 3, 2017. She said Dan Smith was elected Chairman of the Budget Committee and Jeff Raab was elected as Vice-Chair. She said they went over the calendar for the coming year and welcomed new members.

#### OLD BUSINESS

ORDINANCES AND RESOLUTIONS IN THE 2<sup>ND</sup> READING - None

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

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

#### NEW BUSINESS/CORRESPONDENCE

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

##### Director of the Recreation Department

Town Administrator Fournier said that pursuant to Section 4.8 of the Newmarket Town Charter he hereby appointed *Aimee Gigandet* as *Director of the Recreation Department*. He asked the Town Council to approve the appointment and the employee agreement.

Councilor Bowden made a motion to approve the appointment and employee agreement of *Aimee Gigandet* as *Director of the Recreation Department*, which was seconded by Councilor Burns.

Town Administrator Fournier said it was his pleasure to appoint Aimee Gigandet as Recreation Director, and said she had almost 2 decades of experience as the Deputy Director of the Town of Newmarket Recreation Department. He said he looked at the amount of time she spent on events and in making sure programming was done correctly, and said the business side of the Recreation Department was top notch. He said she filled in as interim director, and he had no reservations in appointing her to the position of Recreation Director and requested confirmation.

Discussion: Councilor Thompson said she had no problem with the appointment, but that there had been a discussion about accrued vacation and sick time at retirement and that going forward possibly changing that policy to “use it or lose it” and asked how that might apply. Town Administrator Fournier said that would be for any changes in personnel for a new hire, but that this person was already hired and that would mean a loss of benefits to that individual which they never did. Councilor Kast said she

was really impressed by the popularity of the Recreation Department, in that people from other towns also applied for programs. Town Administrator Fournier clarified that Newmarket residents got first choice.

Councilor Bowden said he fully supported Aimee and he was excited to see what she was going to bring to the department. Councilor Burns said Aimee did a great job at the Recreation Center and the amount of work she accomplished in a day was unbelievable. She felt it was a great thing for the Recreation Center and for Aimee. Vice-Chair Weinstein said she had worked with Aimee not just in programs for kids, and said the Recreation Department served people of all ages in Newmarket. She said she also worked with Aimee in other areas and was excited to see her nomination.

Town Administrator Fournier polled the Council and the appointment of *Aimee Gigandet as Director of the Recreation Department* was approved by a vote of 6-0.

#### **Macallen Dam Study Committee**

Candidate: *Andrew Walker – Term Expires March 2020*

Councilor Thompson made a motion to approve the nomination of *Andrew Walker – Term Expires March 2020* as a member of the *Macallen Dam Study Committee* which was seconded by Councilor Kast.

Discussion: Councilor Thompson asked Town Administrator Fournier to address the policy for a non-resident to be on a Town committee. Town Administrator Fournier said the position was advisory only and he would not be making policies or making recommendations to the Council. He said if it were policy setting or a statutory position they must be a resident of the Town and a US citizen to serve. Councilor Kast asked about the application forms and if a question was marked by an RSA, were they required to answer. Town Administrator Fournier said they were if the committee required it. He said if it was a Library Trustee, the Conservation Commission or a Cemetery Trustee they were required to answer.

Town Administrator Fournier polled the Council and the nomination of *Andrew Walker* as a member of the *Macallen Dam Study Committee* was approved by a vote of 6-0

#### **Macallen Dam Study Committee**

Candidate: *Robert Sheehan – Term Expires March 2020*

Councilor Thompson made a motion to approve the nomination of *Robert Sheehan – Term Expires March 2020* as a member of the *Macallen Dam Study Committee* which was seconded by Councilor Bowden.

Town Administrator Fournier polled the Council and the nomination of *Robert Sheehan* as a member of the *Macallen Dam Study Committee* was approved by a vote of 6-0.

#### **Conservation Commission**

Candidate: *Andrea Sellers – Term Expires March 2020*



Councilor Thompson made a motion to approve the nomination of *Andrea Sellers – Term Expires March 2020* as a member of the *Conservation Commission*, which was seconded by Councilor Bowden.

Town Administrator Fournier polled the Council and the nomination of *Andrea Sellers* as a member of the *Conservation Commission* was approved by a vote of 6-0.

**Cemetery Trustee**

Candidate: *Edward Pelczar – Term Expires March 2020*

Councilor Thompson made a motion to approve the nomination of *Edward Pelczar – Term Expires March 2020* as a *Cemetery Trustee*, which was seconded by Councilor Bowden.

Town Administrator Fournier polled the Council and the appointment of *Edward Pelczar* as a *Cemetery Trustee* was approved by a vote of 6-0.

**Library Trustee**

Candidate: *Lisa Zhe – Term Expires March 2020*

Councilor Burns made a motion to approve the nomination of *Lisa Zhe – Term Expires March 2020* as a *Library Trustee*, which was seconded by Councilor Kast.

Town Administrator Fournier polled the Council and the appointment of *Lisa Zhe* as a *Library Trustee* was approved by a vote of 6-0.

**Zoning Board of Adjustments (ZBA) Member**

Candidate: *Robert Daigle – Term Expires March 2020*

Councilor Bowden made a motion to approve the nomination of *Robert Daigle – Term Expires March 2020* as a full member of the *Zoning Board of Adjustments (ZBA)*, which was seconded by Councilor Burns.

Town Administrator Fournier polled the Council and the appointment of *Robert Daigle* as a full member of the *Zoning Board of Adjustments (ZBA)* was approved by a vote of 6-0.

**Zoning Board of Adjustments (ZBA) Alternate Member**

Candidate: *Steven Minutelli – Term Expires March 2019*

Councilor Thompson made a motion to approve the nomination of *Steven Minutelli – Term Expires March 2019* as an alternate member of the *Zoning Board of Adjustments (ZBA)*, which was seconded by Councilor Kast.

Town Administrator Fournier polled the Council and the appointment of *Steven Minutelli – Term Expires March 2019* as an alternate member of the *Zoning Board of Adjustments (ZBA)* was approved by a vote of 6-0.



**ORDINANCES AND RESOLUTIONS IN THE 1ST READING**

**Ordinance #2016/2017-02 An Ordinance Amending Chapter 30 of the Code of the Town of Newmarket, NH: Increasing Parking Violations and Allowing Permitted Parking in Certain Lots**

Vice-Chair Weinstein read *Ordinance #2016/2017-02 An Ordinance Amending Chapter 30 of the Code of the Town of Newmarket, NH: Increasing Parking Violations and Allowing Permitted Parking in Certain Lots* in title only.

Discussion: Councilor Bowden pointed out a typo under Section 5 of the Ordinance to change the word went to "sent".

**Resolution #2016/2017-28 Resolution Relating to the Tucker Land Purchase**

Vice-Chair Weinstein read *Resolution #2016/2017-28 Resolution Relating to the Tucker Land Purchase* in full.

Discussion: Councilor Thompson pointed out a minor scrivener's error in the first sentence to remove an apostrophe from the word "its".

**Resolution #2016/2017-29 Resolution Relating to the Purchase of a Ford Police Cruiser for the Police Department to include Costs Associated with Replacement of Emergency Lighting and Equipment Setup**

Vice-Chair Weinstein read *Resolution #2016/2017-29 Resolution Relating to the Purchase of a Ford Police Cruiser for the Police Department to include Costs Associated with Replacement of Emergency Lighting and Equipment Setup* in full.

Discussion: Councilor Thompson said in the last paragraph the words after funds should be "not" instead of no; and there should be no apostrophe in Radios.

**Resolution #2016/2017-30 Resolution Relating to the Purchase of a Motorola APX6500 VHF High Power Digital Mobile Radio for the Police Department**

Vice-Chair Weinstein read *Resolution #2016/2017-30 Resolution Relating to the Purchase of a Motorola APX6500 VHF High Power Digital Mobile Radio for the Police Department* in full.

**CORRESPONDENCE/ CLOSING COMMENTS**

Councilor Kast said she was happy to be there and was looking forward to working with everyone.

Town Administrator Fournier said that Police Chief Kyle True would be the acting Town Administrator for the next meeting.

**NEXT MEETING:** Vice-Chair Weinstein stated that the next meeting would be held April 19, 2017.

482

483 **ADJOURNMENT**

484

485 Councilor Thompson made a motion to adjourn the meeting, which was seconded by Councilor Bowden.

486 The meeting was adjourned at 8:22 pm.

487

488 Respectfully submitted,

489 Patricia Denmark, Recording Secretary

DRAFT



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

## **REPORT OF THE TOWN ADMINISTRATOR**

**April 19, 2017**

**Road Paving for FY18:** In accordance with the Road Management Plan, we will be reconstructing New Rd. from the bridge to about half way down the road and repaving Beech Street Extension. In addition, we will be reconstructing the Bay Rd. parking lot. It is estimated to cost \$314,000 for the road repairs and we are getting prices for the Bay Rd. lot. Since these funds will come from FY18, the current bid prices expire on June 30 so the Department of Public Works Director will be going out to bid for prices again.

**Community Development Block Grant for Newmarket Housing Authority:** I was notified that the Town was successful in applying for the \$500,000 grant for the Newmarket Housing Authority. The purpose of this grant will be to refurbish the public housing units at Great Hill Terrace. As you are aware, this will be administered by a contractor and overseen by the Housing Authority.

**Water Liens v. Shut Offs:** We went through our first round of shut offs versus liens on a property for nonpayment of water bills. As you are aware, we switched to this process because we had a large number of people who owed the Town money and we were not receiving it. The difference between the two was when we went to lien in the past \$66,000 was owed. When we went to the new procedure, only \$6,000 remains uncollected. This is mainly due to hardships or other reasons.

**SERT Incident:** As you are aware, there was an incident on April 11 that required the Newmarket Police Department to call in the Seacoast Emergency Response Team (SERT) for assistance. SERT is what people commonly think of as a SWAT team. Newmarket is one of 11 communities around the Seacoast that is a member of this team. There are 31 officers from various agencies in the region that train for this. Their mission is to resolve crises by affectively utilizing tactical operations, strategic maneuvering, and calculated responses. A highly well managed team is necessary to ensure the safety of its citizens when emergencies arise. We pay annual dues to cover this. I wanted to state that we got our annual dues worth from this one incident, and I wanted to commend the SERT team and the Newmarket Police and Fire Departments.

**Extending Water and Sewer to proposed CCRC District on Wadleigh Falls:** The Town Council asked what the cost estimate would be to extend water and sewer to the area of the proposed Continuing Care Retirement Community overlay on Wadleigh Falls Road. Updating 2002 figures, the Water and Sewer Superintendent estimated \$1.3 million. If the Town Council would like to have a more refined study, our town engineering firm can do the study for \$4,800. Please let the Water and Sewer Superintendent know your wishes.

### **ONGOING PROJECTS**



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

**MRI Efficiency Study:** We continue to work on these goals. The Town Council has seen the spreadsheet with all of that information as part of the Department Heads Report.

**Upgrade of town Phone System:** We are in the process of finalizing an agreement with BayRing Communications to host our phone system and upgrade our equipment. They would be our provider and we would lease the equipment as part of our monthly bills. The Cities of Dover and Portsmouth, as well as other municipalities have done this with great success. Our monthly cost would be \$1,883 or an increase of \$247 over our current monthly average of \$1,636. We would be getting an entire new phone system. The Director of IT looked at three other options and this is the most economical and will provide us with reliable equipment and service. He is finalizing the agreement and since this falls under the purchasing limit of the Town Administrator, I will be signing an agreement when I return.

**Downtown Project:** We continue to have a depression in the crosswalk in the area of the Big Bean. Target will be out to fix it again.

We will be having a walk through in May to go over the punch list with the contractor, NHDOT, engineers and attorneys.

**North Main Street Widening (State Project):** We have received an update from NHDOT on this project. They are in the process of clearing the trees to begin the work, which they hope to complete next week. Traffic delays will increase, as they will begin hammering ledge in the area. They are working with our Water and Sewer Department to locate underground utilities.

### **Town Council Goals:**

#### *Goal #1 - Unified Town-wide CIP*

- Continuing to work on a draft CIP process plan document. This will be reviewed and edited by the Planner prior to going to the CIP committee for comment

#### *Goal #2 - Increased parking in downtown by exploring public and/or private solutions*

- Before the Council this evening for action is a chance to expand permitted parking in the downtown. This will allow residents to park overnight in certain Town owned lots. The Town Council will vote on this at the April 19 meeting.
- We are looking at repairing the Bay Rd. lot this year as part of our road paving projects. This would add about an additional 10-15 spots.

#### *Goal #3 - Continue relations with School Board and SAU staff to find further efficiencies and solidify current agreement with shared finance and facilities*

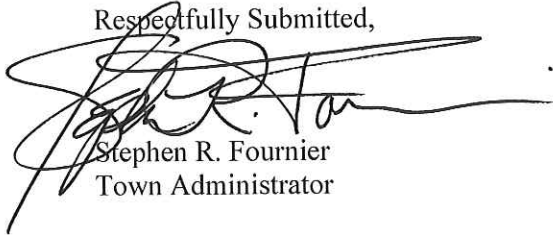
- The Facilities Director position closed and we are now reviewing the resumes. We are interviewing 5 candidates on April 17 and 18. I hope to have an appointment for Council approval in early May.

*Goal #4 - Meet with Planning Board to work together to align goals for 2017 based off summaries of consultants and Strafford Regional Planning Commission reports*

- The Town Council met with the Planning Board.

**Vacation:** I will be on vacation April 19 and returning to the office on May 1. During that time, Chief Kyle True will be the acting Town Administrator.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stephen R. Fournier", is written over the typed name and title.

Stephen R. Fournier  
Town Administrator





## AWARD LETTER

April 11, 2017

Steve Fournier, Town Administrator  
Town of Newmarket  
186 Main Street  
Newmarket, NH 03857

RE: Notice of CDBG Award No. 17-192-CDHS

Dear Mr. Fournier:

Congratulations! On April 6, 2017, the Community Development Advisory Committee of the New Hampshire Community Development Finance Authority (CDFA) approved your CDBG application on behalf of the Town of Newmarket for Newmarket Housing Authority to assist with the Great Hill Terrace improvements project in the amount of \$500,000, contingent upon the following:

- any change in the project's score or rank due to either the Administrative Review Procedure (Cdfa 304.02) or substantial changes to this or other projects within 30 days of the Advisory Committee approval; and
- confirmation of other pending funding sources, if applicable; and
- all standard and customary CDBG contract requirements.

Grant funds will be available to the project after the contract between CDFA and the municipality is approved by the Governor and Executive Council.

Please do not sign any vendor contracts or obligate any funds without CDFA approval, as there are federal requirements associated with these grant funds. These include, but are not limited to, the National Environmental Policy Act (NEPA), which prohibits the obligation or expenditure of project related CDBG and non-CDBG funds for activities with physical impacts or which limit the choice of alternatives until the environmental review process is completed and removal of environmental review grant conditions are received from CDFA.

If you submitted a Determination of Environmental Exemption and Request of Release of Funds as part of your application, this constitutes the removal of the Environmental Condition for noted exempt activities only. Please call Portfolio Manager Joe Harrison at 717-9123 with any questions.

The Catalog of Federal Domestic Assistance number for HUD Community Development Block Grants - State Administered Community Development Block Grant Program is 14.228.

Sincerely,

Taylor Caswell  
Executive Director

TC/ceb

**ENGINEERING SERVICES REQUEST  
AUTHORIZATION TO PROCEED**

To: Underwood Engineers, Inc.  
25 Vaughan Mall  
Portsmouth, New Hampshire 03801

ESR No.: WS-11  
File No.:  
Date: March 20, 2017

Description: ***Wadleigh Falls Road Sewer Extension – Feasibility Study***

From: Town of Newmarket  
186 Main Street  
Newmarket, New Hampshire 03857

Town of Newmarket Contact(s): Sean T. Greig, Water & Sewer Superintendent  
Underwood Engineers Contact(s): Philip D. MacDonald, P.E., Project Manager

Under agreement for Professional Services as Consulting Engineer for the Town of Newmarket, NH, (General Services Agreement dated March 21, 2016), the Engineer is authorized to proceed with the following work:

**Description**

The Town of Newmarket developed a Master Plan for Future Land Use (adopted July 12, 2016). A Continuing Care Retirement Community (CCRC) overlay district is considered at the west end of Wadleigh Falls Road between Langs Lane and Ash Swamp Road. Sewer extensions would be needed for protection of the Bennett and Sewall well aquifers. The Town is requesting this study to determine anticipated cost associated with sewer extensions to the CCRC overlay district. Sewer extensions to the CCRC overlay district are also identified within the Town's 201 Facility Plan last revised in September 2002 (Project 17). The following services are requested:

**Scope of Services**

***Task 1 – Sewer & Water Extension Study***

The Engineer will provide the following professional services:

- Review master plan zoning recommendations, density and other information provided by the Town.
- Perform one (1) site visit and attend one (1) work session to review existing conditions, project goals and objectives.
- Determine sewer routing constraints and identify alternatives for sewer extensions to the CCRC overlay district.
- Confirm adequate capacity of downstream sewers and pumping stations.
- Identify NHDOT trench excavation and pavement restoration requirements for permitting
- Identify wetland permitting requirements and constraints
- Identify where easement are needed (cross country sewers and/or pumping stations).
- Provide sewer routing schematic identifying sewer routing alternatives, sewer service area, sewer buildout area and phasing implementation



- Provide an Engineers Opinion of Probable cost for sewer extensions.
- Provide a brief technical memorandum summarizing recommendations and costs.

**Information to be provided by Town**

- Updated tax maps and other plans on file with the town
- Prior grant application for Wadleigh Falls Road Pumping Station

**Work Not Included**

The following is not included in the Scope of Work:

- Subsurface exploration od geotechnical studies
- Permitting
- Easements
- Design Phase or Construction Phase Engineering

**Engineering Fees**

The work outlined in the scope of work will be completed on a time charge basis within the following budget:

*Task 1 – Sewer Extension Study*                      \$4,800

Engineering fees will be billed at standard hourly rates for personnel assigned plus reimbursable expenses. Billings for services will be monthly and will be due to Underwood Engineers, Inc. within thirty (30) days of the billing date.

**Budgets:**

Suggested budgets, as used herein, are best estimates by Underwood Engineers. The budgets are based on available information and prior to a detailed research on the Project. Budgets are not intended to be fixed prices but are reasonable estimates of average costs to complete projects of similar size. Engineer will not exceed the budget without written authorization.

**Schedule:**

It is anticipated that work identified in the Scope of Services will be completed in 60 days following the Town's authorization to proceed.

**Approval and authorization to proceed:**

\_\_\_\_\_  
Steve Fournier  
Town Administrator  
Town of Newmarket

Date

\_\_\_\_\_  
Keith A. Pratt, P.E.  
President, Underwood Engineers, Inc.

Date

From: D. Paulin  
TO: TA

## Phone System Costs and Comparisons

We currently utilize a Cisco Unified Call Manager system with a Cisco Unity voicemail system. Both systems are in-house. Both systems are out of date and Cisco no longer supports them, and with recent phone system failures, it is apparent we need to do something. To that end, I researched what we currently have and pay, and looked at options.

We currently pay BayRing for long distance charges, and "dial tone" service (standard phone lines for fax, and some incoming calls).

In Dec 2016, these charges were \$1629.80

In Jan 2017, these charges were \$1635.50

In Feb 2017, these charges were \$1651.54

In Mar 2017, these charges were \$1627.44

So on average, these charges are \$1636.07 per month.

I looked at four possible solutions for a new phone system. One was from our current vendor, RTM from Merrimack NH. It should be noted that this quote does not include new phones, but we would own the system with a lease to purchase arrangement after 3 years if we chose.

A second quote was from Force3, a pretty large VOIP provider with generally huge discounts from Cisco. Again, this quote does not include new phones and again, we would own the system.

As a third option I looked at what the Newmarket School System currently utilizes. Theirs can best be described as a hybrid solution, in that a physical PBX is maintained onsite, and you pay for long distance and some phone connectivity networking from TSE Digital Voice. Though I felt the system was capable, I have observed at least three outages in the last two years, something that is unacceptable to our Police and Fire departments. Further, the TSE solution employs Asterisk and Free PBX, two solutions written by volunteers on the Internet with no corporate backing. In another ten years, this system may be robust and supported enough that I would feel comfortable putting it in our Police station, but not today.

The fourth quote was from BayRing, as I have heard several municipalities went with this hosted offering. The benefits are pretty numerous:

1. All users get new phones.
2. All long distance is included in the monthly price.
3. All support and upgrade costs are included.
4. Phone replacements are free.
5. Bayring support is available 24 hours a day, 7 days a week.

## Cost Comparison



Feature	RTM	Force 3	BayRing
Upfront PBX Cost	\$20,640 or \$995 per month lease	\$33,000	\$0
Long Distance Fees	\$1636	\$1636	included
Support/Maint	\$0 year one, \$504 yearly after	\$412 yearly	included
Setup Fees	Included	\$5,600	included
Monthly Fees after 3 years	\$1636	\$1636	\$1883
Hold, Park, Transfer	Yes	Yes	Yes
Softphone for Android and IOS	No	Yes	Yes
Extension Anywhere	Yes (requires firewall changes)	Yes (requires firewall changes)	Yes
Visual Voicemail	Yes	Yes	Yes

Notes: The BayRing monthly fee includes Internet bandwidth at 50M up and 50M down. With either RTM or Force3 we would need to pay approximately \$350 a month for this service. Also Note: The TSE solution the School uses requires us to purchase a PBX and phones, for 60 users the cost would be about \$16,000 up front.

#### Addon software

All systems offered a "Call in Conference" feature.

BayRing and RTM offer a "Click to Call" feature where you can call from your contacts on your PC.

BayRing and Force3 offered a "soft phone" feature where you can use your deskphone from your smartphone.

All offered "sym ring" where any phone(s) you choose will ring when someone calls and will stop ringing when you answer on your chosen device.

Only BayRing offered "any location", so anywhere in the world where you plug your phone in, there is your office with all voicemail and extensions. Obviously, an internet connection is required.

It cannot be overlooked the benefits of moving services "to the cloud" or "hosted solutions". Our tech support options expand dramatically with any department able to call BayRing for support

and at any hour. Further, backups and troubleshooting of the system are handled by the vendor, as well as all future software enhancements and upgrades.

#### Summary

I would be extremely remiss if I did not emphasize the benefits of outsourcing the phone system, especially following the recent very successful remote hosting of our email with GSuite. The benefits have been immeasurable (and I don't mean that lightly) and have freed me up to focus on bigger projects. Because the BayRing solution comes in at what we are paying now, and is highly recommended by other area municipalities, I recommend we move forward with the BayRing solution.



## BayRing Communications Hosted PBX Pricing Worksheet

### ACCOUNT INFORMATION:

Customer Name: Town of Newmarket  
Address: 186 Main Street  
Newmarket, NH 03857  
Contact Name: Doug Poulin  
Contact Telephone: 603.292.1225  
Contact Fax:  
Contact E-Mail: [dpoulin@newmarketnh.gov](mailto:dpoulin@newmarketnh.gov)

### PRICING SUMMARY BY LOCATION:

LOCATION	QTY.	CATEGORY	5 YEAR MRC
186 Main Street	1	Bandwidth / Access	\$600.00
Newmarket, NH 03857	53	Business Stations	\$1,172.35
	16	Add-On Products	\$111.00

HOSTED PBX MONTHLY TOTAL:

\$1,883.35

INSTALLATION / UPFRONT CHARGE:

\$0.00

*Pricing based on a 3 year term.*

## BayRing Communications Hosted PBX Pricing Worksheet

### ACCOUNT INFORMATION:

Customer Name: Town of Newmarket  
Address: 186 Main Street  
Newmarket, NH 03857  
Contact Name: Doug Poulin  
Contact Telephone: 603.292.1225  
Contact Fax: 0  
Contact E-Mail: [dpoulin@newmarketnh.gov](mailto:dpoulin@newmarketnh.gov)

### LOCATION #1 INFORMATION:

Address: 186 Main Street  
Newmarket, NH 03857  
Contact Name: Doug Poulin

Centrex Category	Qty.	Element	Unit	5 YEAR Monthly Charges
Bandwidth / Access		ADSL	ICB	\$0.00
		T1 - 1.5Mb IP	ICB	\$0.00
	1	Dedicated IP - 50Mb / 50Mb	\$600.00	\$600.00
		BYOBandwidth	\$25.00	\$0.00
Business Stations	50	Basic SIP Telephone w/ Monochrome Display	\$21.95	\$1,097.50
		Cisco 504G		
	3	SIP Telephone-Cisco 508-Police Dispatch	\$24.95	\$74.85
		Voice Messaging		
		Enhanced Centrex Feature Pack		
		Unlimited Local & LD*		
		Uncompressed IP Trunk	\$0.00	\$0.00
		Voice Messaging		
		Enhanced Centrex Feature Pack		
		Unlimited Local Calling		
		Analog Line (Fax, Alarm, etc.)	\$35.00	\$0.00
		Unlimited Local Calling		
Add-On Products	4	Add-On Console	\$7.75	\$31.00
		AC Adaptor	\$2.00	\$0.00
		Voicemail to Email	\$0.00	\$0.00
		Overhead Paging Interface	\$10.00	\$0.00
		Conf. Room Phone - Polycom	\$34.95	\$0.00
	10	Virtual Voice Mail Box	\$3.00	\$30.00
	2	Basic Auto Attendant	\$25.00	\$50.00

**TOTAL LOCATION COST: \$1,883.35**





# RTM Communications

Remove The Mystery

Quote #: RTMQ13562  
Date: 09/21/16  
Sales Rep: Susan Bancroft

## Removing the Mystery from Voice and Data Communications

### Quote To:

Town of Newmarket  
Doug Poulin  
186 Main Street  
Newmarket, NH 03857  
United States

### Ship To:

Town of Newmarket  
Doug Poulin  
186 Main Street  
Newmarket, NH 03857  
United States

### Terms:

Ship Via: Best Way  
Terms : Net 20 Days  
FOB: Bedford

Quote Name: Voice Upgrade BE6K opt. redundant

Qty.	Vendor	Description	Price Each	Extended
<b>Upgrade to BE6K with licensing for 78 Phones , 3 ATAs, SIP and 75 voicemail with one year maintenance</b>				
<b>Approx price for 36 month lease with \$1 buy out (includes 3 years of maintenance to match) \$995 per month</b>				
1	Cisco Systems, Inc	BUSINESS EDITION 6000M SVR M4 includes one power supply and cord	\$5,640.00	\$5,640.00
1	Cisco Systems, Inc	Smartnet 24X7 4HR CISCO	\$504.00	\$504.00
1	Cisco Systems, Inc	Cisco 770 W Power Supply - 770 W - 120 V AC, 230 V AC redundant	\$339.22	\$339.22
1	Cisco Systems, Inc	Cisco Business Edition 6000 Starter Bundle - License - 35 Advanced Voicemail License, 35 Enhanced User - Standard - PC	\$351.47	\$351.47
21	Cisco Systems, Inc	Cisco Unified Communications Manager Business Edition 6000 Enhanced User Connect - Upgrade License - 1 License - Standard	\$31.64	\$664.44
22	Cisco Systems, Inc	Cisco Unified Communications Manager Business Edition 6000 Basic User Connect License - Upgrade License - 1 User	\$17.58	\$386.76
3	Cisco Systems, Inc	Cisco Unified Communications Manager Business Edition 6000 Essential User Connect License - Upgrade License - 1 User	\$7.02	\$21.06
40	Cisco Systems, Inc	Cisco Unified Communications Manager Business Edition 6000 Voicemail User Connect License - Upgrade License - 1 User	\$10.54	\$421.60
56	Cisco Systems, Inc	Cisco Unified Communications Essential Operate Service - 1Year - Service - 24 x 7 - Technical - Electronic Service	\$24.00	\$1,344.00
22	Cisco Systems, Inc	Cisco Unified Communications Essential Operate Service - 1 Year - Service - 24 x 7 - Technical - Electronic Service	\$15.00	\$330.00
75	Cisco Systems, Inc	Cisco Unified Communications Essential Operate Service - 1 Year - Service - 24 x 7 - Technical - Electronic Service	\$9.00	\$675.00
3	Cisco Systems, Inc	Cisco Unified Communications Essential Operate Service - 1 Year - Service - 24 x 7 - Technical - Electronic	\$5.00	\$15.00
22	Cisco Systems, Inc	Cisco 7821 IP Phone - Cable - Wall Mountable - 2 x Total Line - VoIP - Caller ID - SpeakerphoneUser Connect License - 2 x Network (RJ-45) - PoE Ports - Monochrome	\$134.00	\$2,948.00
<b>Jabber Desktop software included (up to 100 users)</b>				
<b>Installation</b>				
1	RTM	Estimated Project: configuration, migration and install	\$7,000.00	\$7,000.00
<b>SubTotal</b>				<b>\$20,640.55</b>
<b>Optional for redundant voice applications</b>				
1	Cisco Systems, Inc	BUSINESS EDITION 6000M SVR M4 includes one power supply and cord	\$5,640.00	\$5,640.00
1	Cisco Systems, Inc	Smartnet 24X7 4HR CISCO	\$504.00	\$504.00
1	Cisco Systems, Inc		\$339.22	\$339.22

Qty.	Vendor	Description	Price Each	Extended
1	Cisco Systems, Inc	Cisco 770 W Power Supply - 770 W - 120 V AC, 230 V AC redundant Cisco Standard Power Cord - 125V AC	\$17.58	\$17.58
		<b>SubTotal</b>		<b>\$6,500.80</b>
		<b>To replace 28XX router that is End of Support</b>		
1	Cisco Systems, Inc	Cisco 4321 Router - 2 Ports - Management Port - 4 Slots - Gigabit Ethernet - 1U - Rack-mountable, Wall Mountable, Desktop	\$1,820.59	\$1,820.59
1	Cisco Systems, Inc	service	\$610.00	\$610.00
			<b>Quote Total</b>	<b>\$29,571.94</b>

**Quote Notes:** Thank you for your quote request.

All quotes from RTM Communications, Inc. are valid for 30 days following the date of transmission. Pricing assumes purchase of all line items. All delivery, training, consulting and services are to be billed at the published rates for each activity involved. Shipping costs and taxes will be applied at time of invoice. Delivery of products and services are dependent upon availability at the time of order. A minimum 15% restocking fee may be assessed on returns with original unopened packaging. The information and pricing in this document is confidential and proprietary and shall not be disclosed or duplicated in whole or part..





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

### Police Department

#### Activity

Newmarket Police 3 year comparable statistics for month of March.

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Total calls for service	1520	1647	1341
Motor vehicle stops	372	425	249
Arrests	14	19	17
Offense reports	27	24	29
M/V accidents	12	12	4
Parking tickets	65	23	77
Drug Overdoses	3	0	0
Alarms	16	26	17
Unattended death/Suicide	0	0	0

During the month of March, the Newmarket Police Dispatch Center documented 1,520 calls for service. We have investigated 33 criminal complaints that require active investigations in 27 of the complaints. These criminal complaints include offenses such as Aggravated Felonious Sexual Assault, Simple Assault, Criminal Threatening, Thefts (vehicles and buildings), Criminal Mischief/Vandalism, Endangering the Welfare of a Minor, Narcotic Violations including search warrants. We investigated no unattended deaths and or suicides. Numerous Motor Vehicle complaints were also investigated. In March, patrol officers conducted 372 motor vehicle stops that led to arrests for charges such as Driving While Intoxicated, Possession of Drugs and Driving with Suspended/Revoked Drivers licenses. Officers also responded to three known opiate related overdose call in which all victims survived. Officers also responded to 16 alarm activations, 9 domestic violence calls and conducted 19 welfare checks. Patrol Officers continued to enforce the winter parking ban for during its final month to ensure that the Public Works department can do snow removal immediately and in an efficient manner. During the month of March, the patrol division issued 65 parking tickets.

#### MRI Progress

In November, MRI compiled approximately 20 recommendations that the Police Department should update, acquire, implement or research in order to make the department more efficient. (See MRI spreadsheet for progress) An update was made relative to the police department seeking out grants.

#### Personnel

During the Month of March, Dispatcher Chelsea Burnham tendered her resignation. Dispatcher Burnham is leaving Newmarket to accept a dispatching job for the Lexington Massachusetts Police Department. Dispatcher Burnham was a dedicated and valued employee and was highly respected by her peers and the command staff. I personally wish her best of luck in her endeavors and I know that she will find great success.

I am pleased to announce that Annaliese Schmidt began working in the Patrol Division on a part time basis. Officer Schmidt is scheduled to graduate from Plymouth State University in May. After graduation, Officer Schmidt will be sworn in to full time status as a Patrol Officer here in Newmarket. I plan to bring Officer Schmidt to a council meeting soon after she is sworn in to meet the council.

During the month of March, Detective Stevens and Detective Kukesh taught a safety class to the faculty of the Pines. This class teaches personnel working within an office building how to survive any type of active incident. Nationally, our country has seen an increase in workplace violence. This type of training is offered to businesses here in town at no cost to the business. Anyone seeking information can contact my office directly.

In early March, Detective Wayne Stevens represented the Town of Newmarket and the Police Department by working 2 days at the NH Special Olympics winter games held at Waterville Valley Ski Resort. Detective Stevens along with other police officers from the Seacoast and around the state worked as timekeepers handed out trophies and medals and ensured the safety of the special Olympians and their families. Shortly after Detective Stevens returned home, I received word from a mother of an Olympian. She personally wanted to thank Detective Stevens for being so kind to her daughter during the games and for working with her to make her a better Olympian.





## **Parking Violations**

As reported earlier in this report, patrol officers issued 65 parking tickets during the month of March. I have completed a survey of sixteen (16) surrounding communities relative to their fine schedule as requested by the MRI Study and have been working with the town Administrator to implement the new fine schedule into the town's parking ordinance.

Of the sixteen (16) communities surveyed the fine for handicapped parking violations range from a \$25.00 fine to a \$250.00 fine. Currently, Newmarket charges \$250.00 for a handicapped violation. It is my recommendation that this amount remain the same.

## **Motor Vehicle Accidents**

During the month of February, we responded to 12 motor vehicle accidents.

## **Fleet**

All cars in the fleet are in good working order and are continuously maintained by the officers as well as Auto Excellence. Officers do their very best to maintain the professional image of our cruisers however, salt and sand does make this task difficult.

I recently obtained bids and estimates for the purchase of a new police vehicle to replace an existing vehicle that should be removed from the fleet. I have found that all three bids received to install lights, sirens, radio and other essential equipment for police purposes to be relatively close in cost. I will be requesting withdrawing fund from the capital reserve fund for the purchase of a 2017 Ford Explorer Utility cruiser and to have the vehicle outfitted with necessary equipment. The vehicle that is being replaced is a 2011 Crown Victoria with approximately 91,000 miles and a police radio that is no longer supported for repair should it break.

Two resolutions are now before the Town Council for the purchase of the cruiser and radio.

## **Police Station Maintenance:**

The Department of Buildings and Grounds have done a fantastic job keeping up with the floors and overall image of the facility. A special thanks to Jeff Robshaw and Karen Bloom for their hard work in keeping our

## **Drug related issues**

During the month of March we responded to three (3) opiate related overdoses. Fortunately, all individuals survived.

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

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

We continue to receive unused prescription medications from persons no longer needing their prescription. Although this can be burdensome, I feel that it is a positive service that we provide to the community in our efforts to combat this opiate epidemic. We plan to participate in the next DEA Drug Take Back Day that is scheduled to be held on April 29 from 10:00 AM to 2:00 PM.

We continue to be involved with Newmarket's Alliance for Substance Abuse Prevention as well as Safe Harbor Recovery Center in Portsmouth. We have had much success in getting a number of individuals the assistance they need to deal with substance misuse.

Members of this Police Department are continuing to help reduce the stigma associated with substance misuse. Our goal is to get those suffering from this terrible disease the help they need.

#### **Miscellaneous**

The Newmarket ASAP in conjunction with the Police Department is planning a community event to be held on August 12 from 5:00 PM to 8:00 PM. This event has been named "**NEWMARKET NIGHT OUT**" and will be held at the Newmarket Community Center and ball fields. This event focuses on drug prevention awareness as well as an opportunity to strengthen neighborhood spirit and police-community partnerships. We plan to have local musicians perform live music for entertainment, a three-point shootout, food and drinks (non-alcoholic) as well as other activities for children of all ages. More information will be forthcoming.

#### **Fiscal Year 2017 Budget:**

We are 9 months through fiscal year 2016-2017. We are expected to be in line with the projected budget. We have expended 67.8% of the 2016-2017 operating budget.

Police	<u>FISCAL YEAR 2017</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	1,322,707.00	88,251.45	868,477.18	454,229.82	66%
	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	1,308,012.00	136,569.79	894,456.35	413,555.65	68%



## Fire and Rescue Department

- For the month of March the department responded to 117 calls for service, of those 75 were medical calls, transporting 52 patients to area hospitals. The ambulance responded to Newfields for five medical calls, transporting four patients. The ambulance also responded to Durham one time transporting one patient. The ladder responded to Durham for station coverage. The Mobile Command truck responded to Seabrook for a structure fire.
- I have filled the vacant full time position with Bill Page. Bill has been on the call department since 2000. He is a lifetime resident of Newmarket and currently lives in town with his family. His first day will be April 17.
- I recently spent the day with our representative from ISO (Insurance Service Office). ISO comes to town to review the fire department every four years to make sure we are maintaining and testing all the equipment, staffing levels, response times to incidents, receiving 911 calls, etc. The town is currently rated at 4/9 rating, which is very good and we will maintain this status once again.
- I have attached charts with activity reports for the month of March.

### **FIRE**

#### FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
358,762.00	19,158.57	246,565.13	112,196.87	69%

#### FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
334,185.00	30,327.63	268,877.22	65,307.78	80%

# Newmarket Fire & Rescue

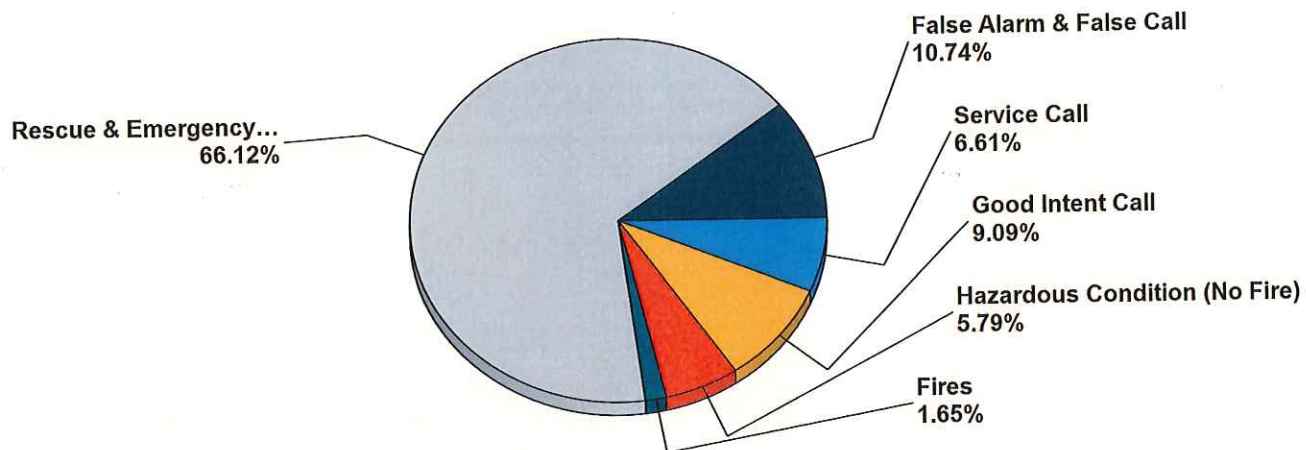
Newmarket, NH

This report was generated on 4/3/2017 7:43:16 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2016 | End Date: 03/31/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.65%
Rescue & Emergency Medical Service	80	66.12%
Hazardous Condition (No Fire)	7	5.79%
Service Call	8	6.61%
Good Intent Call	11	9.09%
False Alarm & False Call	13	10.74%
<b>TOTAL</b>	<b>121</b>	<b>100.00%</b>

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



**EMERGENCY  
REPORTING**

emergencyreporting.com  
Doc Id: 553  
Page # 1 of 2



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
114 - Chimney or flue fire, confined to chimney or flue	1	0.83%
142 - Brush or brush-and-grass mixture fire	1	0.83%
311 - Medical assist, assist EMS crew	1	0.83%
320 - Emergency medical service, other	3	2.48%
321 - EMS call, excluding vehicle accident with injury	67	55.37%
322 - Motor vehicle accident with injuries	5	4.13%
324 - Motor vehicle accident with no injuries.	4	3.31%
411 - Gasoline or other flammable liquid spill	1	0.83%
413 - Oil or other combustible liquid spill	1	0.83%
424 - Carbon monoxide incident	3	2.48%
444 - Power line down	1	0.83%
445 - Arcing, shorted electrical equipment	1	0.83%
511 - Lock-out	1	0.83%
551 - Assist police or other governmental agency	1	0.83%
553 - Public service	1	0.83%
554 - Assist invalid	2	1.65%
571 - Cover assignment, standby, moveup	3	2.48%
600 - Good intent call, other	3	2.48%
611 - Dispatched & cancelled en route	6	4.96%
631 - Authorized controlled burning	1	0.83%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.83%
700 - False alarm or false call, other	1	0.83%
735 - Alarm system sounded due to malfunction	3	2.48%
736 - CO detector activation due to malfunction	1	0.83%
740 - Unintentional transmission of alarm, other	3	2.48%
743 - Smoke detector activation, no fire - unintentional	1	0.83%
745 - Alarm system activation, no fire - unintentional	4	3.31%
<b>TOTAL INCIDENTS:</b>	<b>121</b>	<b>100.00%</b>

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

# Newmarket Fire & Rescue

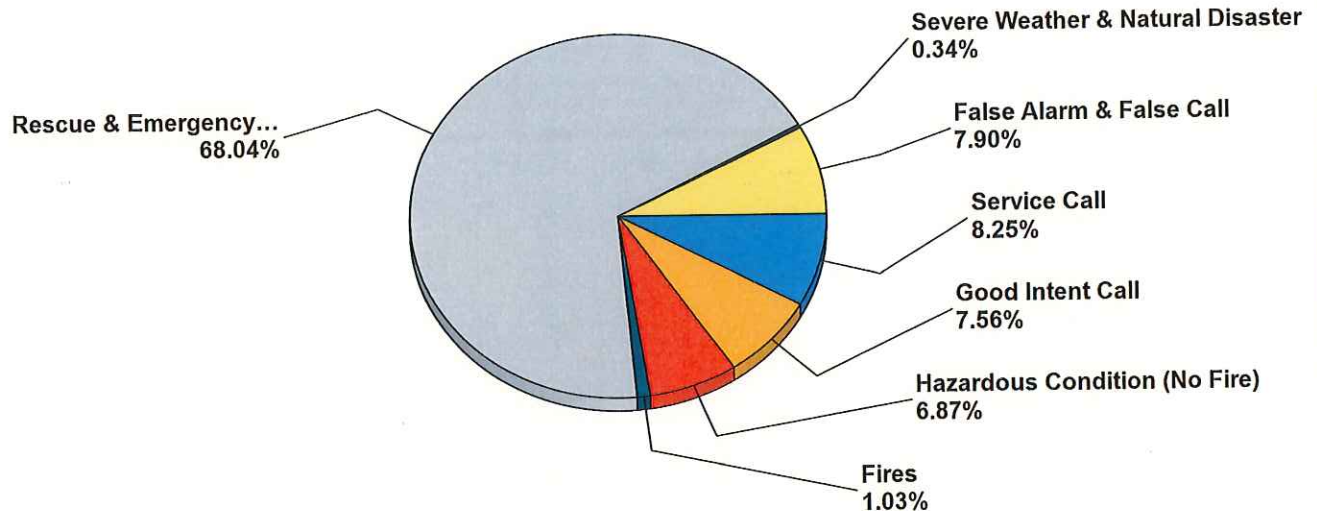
Newmarket, NH

This report was generated on 4/3/2017 7:41:56 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2017 | End Date: 03/31/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	1.03%
Rescue & Emergency Medical Service	198	68.04%
Hazardous Condition (No Fire)	20	6.87%
Service Call	24	8.25%
Good Intent Call	22	7.56%
False Alarm & False Call	23	7.90%
Severe Weather & Natural Disaster	1	0.34%
<b>TOTAL</b>	<b>291</b>	<b>100.00%</b>

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



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.34%
113 - Cooking fire, confined to container	2	0.69%
300 - Rescue, EMS incident, other	3	1.03%
320 - Emergency medical service, other	1	0.34%
321 - EMS call, excluding vehicle accident with injury	177	60.82%
322 - Motor vehicle accident with injuries	5	1.72%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.34%
324 - Motor vehicle accident with no injuries.	10	3.44%
381 - Rescue or EMS standby	1	0.34%
400 - Hazardous condition, other	1	0.34%
412 - Gas leak (natural gas or LPG)	2	0.69%
413 - Oil or other combustible liquid spill	1	0.34%
424 - Carbon monoxide incident	5	1.72%
440 - Electrical wiring/equipment problem, other	2	0.69%
444 - Power line down	9	3.09%
500 - Service Call, other	2	0.69%
511 - Lock-out	1	0.34%
522 - Water or steam leak	1	0.34%
531 - Smoke or odor removal	1	0.34%
551 - Assist police or other governmental agency	4	1.37%
553 - Public service	1	0.34%
554 - Assist invalid	9	3.09%
561 - Unauthorized burning	1	0.34%
571 - Cover assignment, standby, moveup	4	1.37%
600 - Good intent call, other	3	1.03%
611 - Dispatched & cancelled en route	16	5.50%
622 - No incident found on arrival at dispatch address	1	0.34%
631 - Authorized controlled burning	1	0.34%
651 - Smoke scare, odor of smoke	1	0.34%
700 - False alarm or false call, other	2	0.69%
713 - Telephone, malicious false alarm	1	0.34%
731 - Sprinkler activation due to malfunction	1	0.34%
733 - Smoke detector activation due to malfunction	3	1.03%
735 - Alarm system sounded due to malfunction	1	0.34%
736 - CO detector activation due to malfunction	2	0.69%
743 - Smoke detector activation, no fire - unintentional	2	0.69%
745 - Alarm system activation, no fire - unintentional	7	2.41%
746 - Carbon monoxide detector activation, no CO	4	1.37%
813 - Wind storm, tornado/hurricane assessment	1	0.34%
<b>TOTAL INCIDENTS:</b>	<b>291</b>	<b>100.00%</b>

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

# Newmarket Fire & Rescue

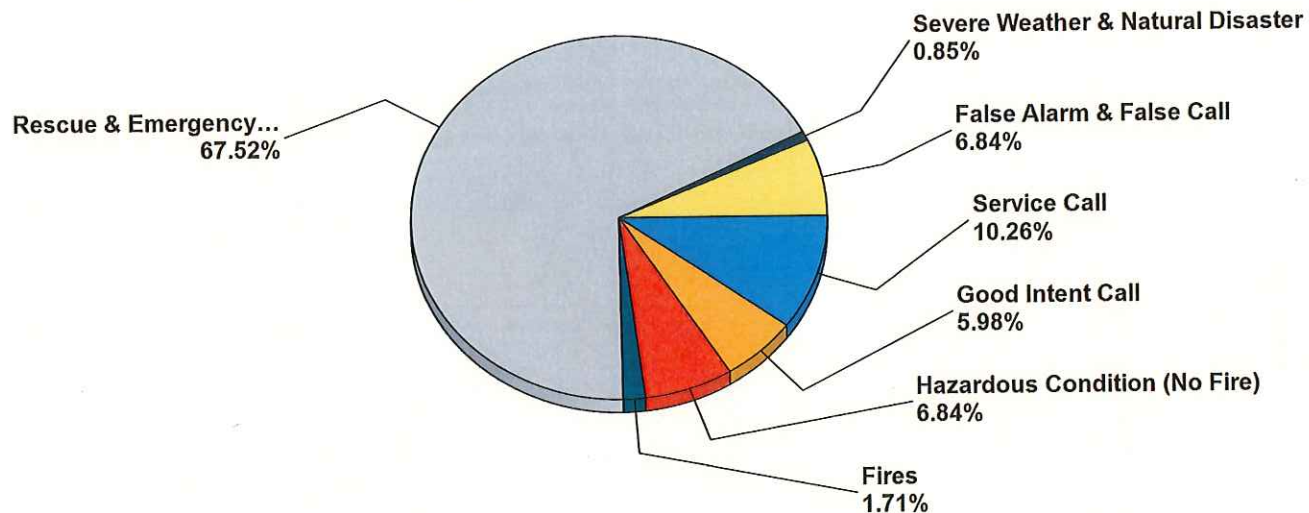
Newmarket, NH

This report was generated on 4/3/2017 7:38:29 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2017 | End Date: 03/31/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.71%
Rescue & Emergency Medical Service	79	67.52%
Hazardous Condition (No Fire)	8	6.84%
Service Call	12	10.26%
Good Intent Call	7	5.98%
False Alarm & False Call	8	6.84%
Severe Weather & Natural Disaster	1	0.85%
<b>TOTAL</b>	<b>117</b>	<b>100.00%</b>

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



**EMERGENCY  
REPORTING**  
emergencyreporting.com

Doc Id: 553  
Page # 1 of 2



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
113 - Cooking fire, confined to container	2	1.71%
320 - Emergency medical service, other	1	0.85%
321 - EMS call, excluding vehicle accident with injury	72	61.54%
322 - Motor vehicle accident with injuries	2	1.71%
324 - Motor vehicle accident with no injuries.	4	3.42%
413 - Oil or other combustible liquid spill	1	0.85%
424 - Carbon monoxide incident	2	1.71%
444 - Power line down	5	4.27%
511 - Lock-out	1	0.85%
531 - Smoke or odor removal	1	0.85%
551 - Assist police or other governmental agency	3	2.56%
553 - Public service	1	0.85%
554 - Assist invalid	4	3.42%
561 - Unauthorized burning	1	0.85%
571 - Cover assignment, standby, moveup	1	0.85%
611 - Dispatched & cancelled en route	4	3.42%
622 - No incident found on arrival at dispatch address	1	0.85%
631 - Authorized controlled burning	1	0.85%
651 - Smoke scare, odor of smoke	1	0.85%
713 - Telephone, malicious false alarm	1	0.85%
733 - Smoke detector activation due to malfunction	3	2.56%
736 - CO detector activation due to malfunction	1	0.85%
745 - Alarm system activation, no fire - unintentional	2	1.71%
746 - Carbon monoxide detector activation, no CO	1	0.85%
813 - Wind storm, tornado/hurricane assessment	1	0.85%
<b>TOTAL INCIDENTS:</b>	<b>117</b>	<b>100.00%</b>

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

# Newmarket Fire & Rescue

Newmarket, NH

This report was generated on 4/3/2017 7:41:09 AM



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

Incident Type Range: 100 - 911 | StartDate: 03/01/2017 | EndDate: 03/31/2017

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
<b>AID TYPE: Automatic aid received</b>				
03/14/2017	2017-222	29 Beech ST	113 - Cooking fire, confined to container	1 - Station 1

Percentage of Total Incidents: 0.85%

<b>AID TYPE: Mutual aid given</b>				
03/04/2017	2017-181	13 Dermeritt CIR	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
03/15/2017	2017-232	207 Ocean BLVD	551 - Assist police or other governmental agency	1 - Station 1
03/24/2017	2017-273	51 College RD	571 - Cover assignment, standby, moveup	1 - Station 1

Percentage of Total Incidents: 2.56%

<b>AID TYPE: Mutual aid received</b>				
03/04/2017	2017-184	11 Lubberland DR	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
03/04/2017	2017-186	290 Wadleigh Falls RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
03/11/2017	2017-211	182 Main ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
03/13/2017	2017-214	9 Grant RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
03/13/2017	2017-215	138 Dartmouth CIR	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
03/17/2017	2017-245	24 Packers Falls RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
03/20/2017	2017-255	10 North Main ST	322 - Motor vehicle accident with injuries	1 - Station 1
03/22/2017	2017-261	24 Packers Falls RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
03/22/2017	2017-262	100 Main ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
03/27/2017	2017-280	17 ASH SWAMP RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
03/28/2017	2017-281	14 Exeter ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
03/28/2017	2017-282	2 Spring ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1

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.



**EMERGENCY REPORTING**

emergencyreporting.com

Doc Id: 952

Page # 1



INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
03/28/2017	2017-283	100 Main ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
03/31/2017	2017-290	77 Packers Falls RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1

Percentage of Total Incidents:

11.97%

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.



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 952

Page # 2

# Newmarket Fire & Rescue

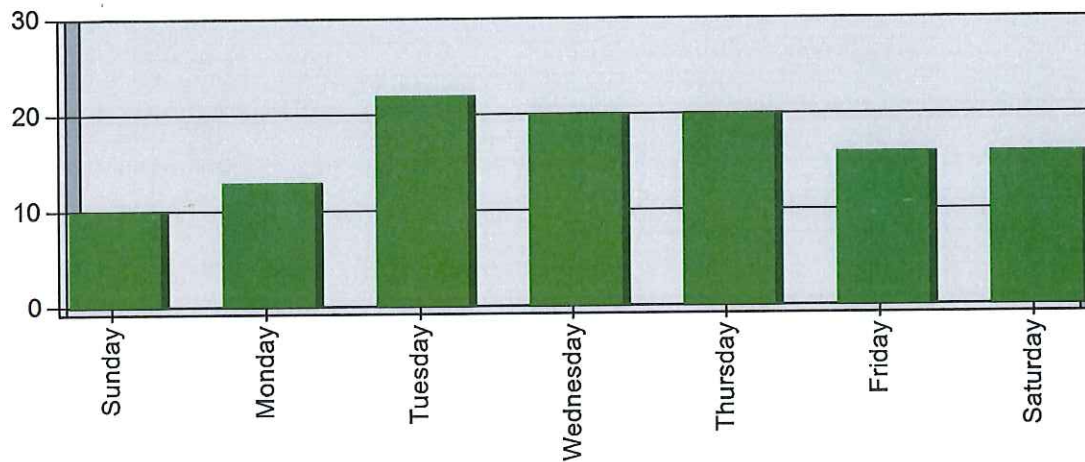
Newmarket, NH

This report was generated on 4/3/2017 7:39:41 AM



## Incidents by Day of the Week for Date Range

Incident Range: 100 | Start Date: 03/01/2017 | End Date: 03/31/2017



DAY OF THE WEEK	# INCIDENTS
Sunday	10
Monday	13
Tuesday	22
Wednesday	20
Thursday	20
Friday	16
Saturday	16
TOTAL	117



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 1284

Page # 1



# Newmarket Fire & Rescue

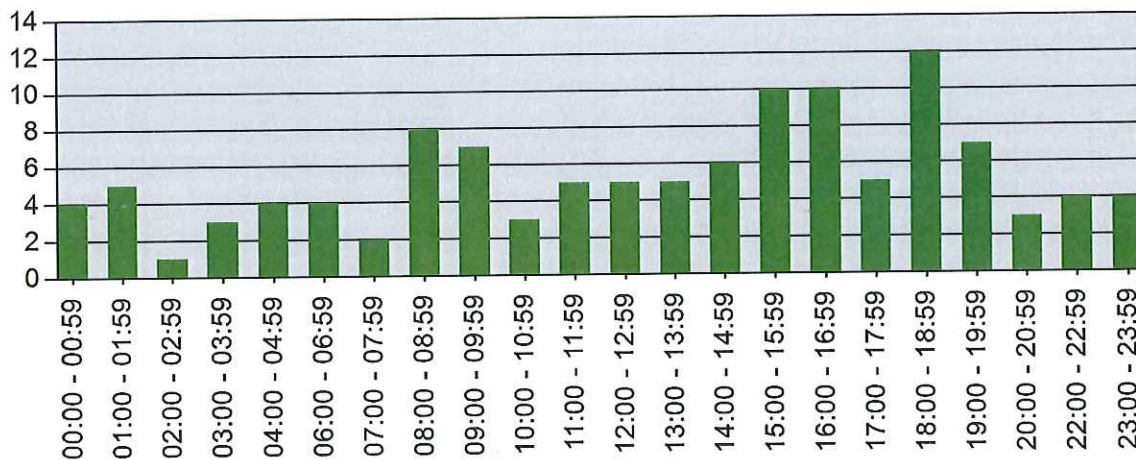
Newmarket, NH

This report was generated on 4/3/2017 7:40:07 AM



## Incidents per Hour for Incident Type Range for Date Range

Incident Range: 100 | Start Date: 03/01/2017 | End Date: 03/31/2017



Hour	# of CALLS
00:00 - 00:59	4
01:00 - 01:59	5
02:00 - 02:59	1
03:00 - 03:59	3
04:00 - 04:59	4
05:00 - 05:59	4
06:00 - 06:59	4
07:00 - 07:59	2
08:00 - 08:59	8
09:00 - 09:59	7
10:00 - 10:59	3
11:00 - 11:59	5
12:00 - 12:59	5
13:00 - 13:59	5
14:00 - 14:59	6
15:00 - 15:59	10
16:00 - 16:59	10
17:00 - 17:59	5
18:00 - 18:59	12
19:00 - 19:59	7

Only REVIEWED incidents included.



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 898

Page # 1

HOUR	# of CALLS
20:00 - 20:59	3
22:00 - 22:59	4
23:00 - 23:59	4
<b>TOTAL:</b>	<b>117</b>

Only REVIEWED incidents included.



## Public Works Department

- March was a very snowy month for us with two major events with these storms producing very wet and heavy snow. These storms were very windy which caused several trees and tree branches to fall. Some roads were closed for a couple of days do to down power lines. The equipment held up well for pushing such heavy snow and lots of it, sometimes it came down at very fast rates of 2-3 inches per hour, which makes it difficult for the crews to keep up. Spring cleanup of the parks and cemeteries will be very long after the winter we just had.
- I will have two overages in the budget for salt and overtime after reviewing my preliminary numbers looks like about \$52,300 between the two line items. I am working with the finance director to find other areas in the budget to cover the overages.
- I would like to remind everyone that there is no Spring Cleanup any more this line item has been removed from the budget. We are receiving several phone calls and inquires that it is still happening. This is not the case.
- The street sweeper will be out on the roads cleaning up when the weather conditions allow for it. If it is too cold for water to be used, we cannot sweep.
- The seasonal employees will be back soon as the snow is all melted. I am anticipating April 17 as a start date. With all the snow on the ground, it will delay people getting back on the ballfields for baseball season.
- Target Construction is still responsible for the crosswalks on Main Street. There has been some ongoing issues with the one near Chapel Street. They have been working with the project Engineer Dubois-King to fix the problem. They will continue to monitor the situation and make adjustments and repairs as needed.
- The North Main Street project being completed by NHDOT is progressing well. This project will be ongoing until November. You will start to see more and more equipment along North Main Street as the weather gets nicer.
- I have attached charts to show more detail on budget expenditures.

### **DPW ADMIN**

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
427,516.00	37,397.14	345,405.70	82,110.30	81%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
417,347.00	47,993.75	295,102.69	122,244.31	71%	

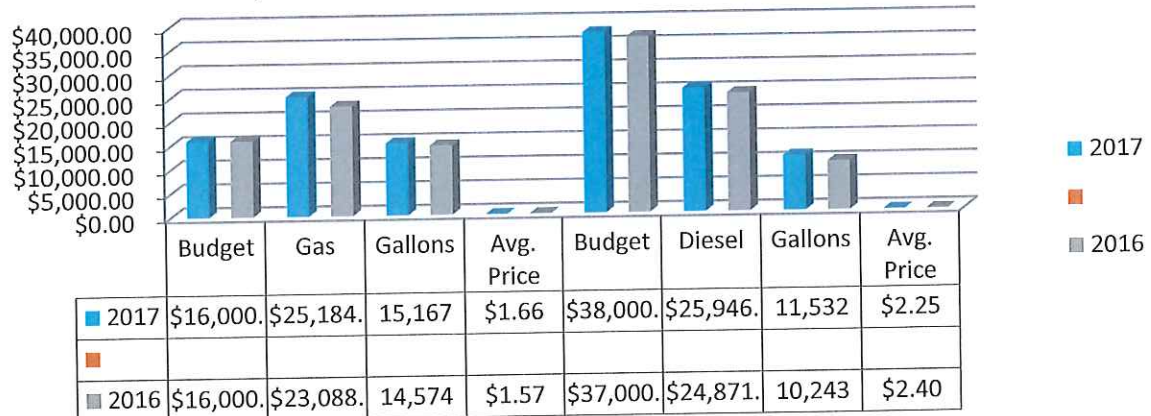
### **ROADS & SIDEWALKS**

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
330,970.00	21,635.33	228,072.78	102,897.22	69%	

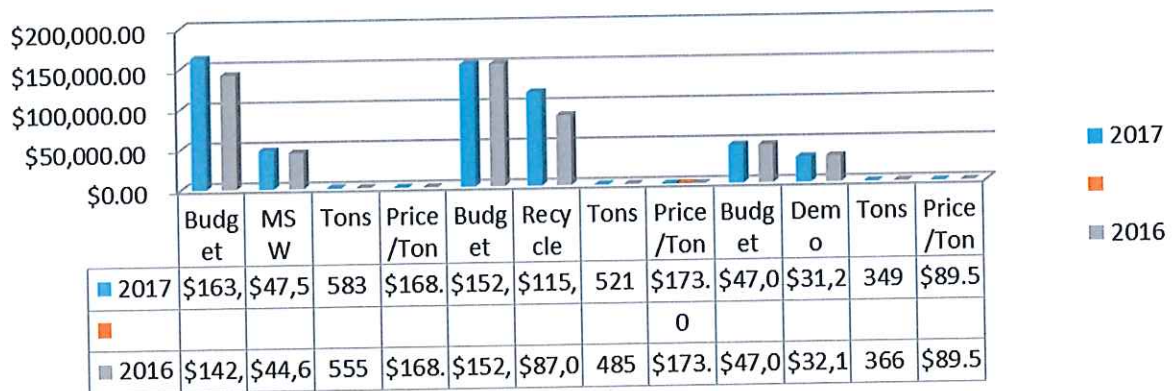
### FISCAL YEAR 2016

	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	386,570.00	6,864.46	246,336.67	140,233.33	64%
<b>STREET LIGHTS</b>			<u><b>FISCAL YEAR 2017</b></u>		
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	49,000.00	3,882.91	33,651.58	15,348.42	69%
			<u><b>FISCAL YEAR 2016</b></u>		
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	46,250.00	4,431.38	34,378.71	11,871.29	74%
<b>BUILDINGS &amp; GROUNDS</b>			<u><b>FISCAL YEAR 2017</b></u>		
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	482,233.00	26,150.78	320,981.34	161,251.66	67%
			<u><b>FISCAL YEAR 2016</b></u>		
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	468,202.00	52,467.30	360,087.11	108,114.89	77%
<b>CEMETERIES</b>			<u><b>FISCAL YEAR 2017</b></u>		
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	37,253.00	1,518.04	20,774.48	16,478.52	56%
			<u><b>FISCAL YEAR 2016</b></u>		
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	36,963.00	2,213.36	19,339.98	17,623.02	52%

## Public Works Department YTD Gas/Diesel

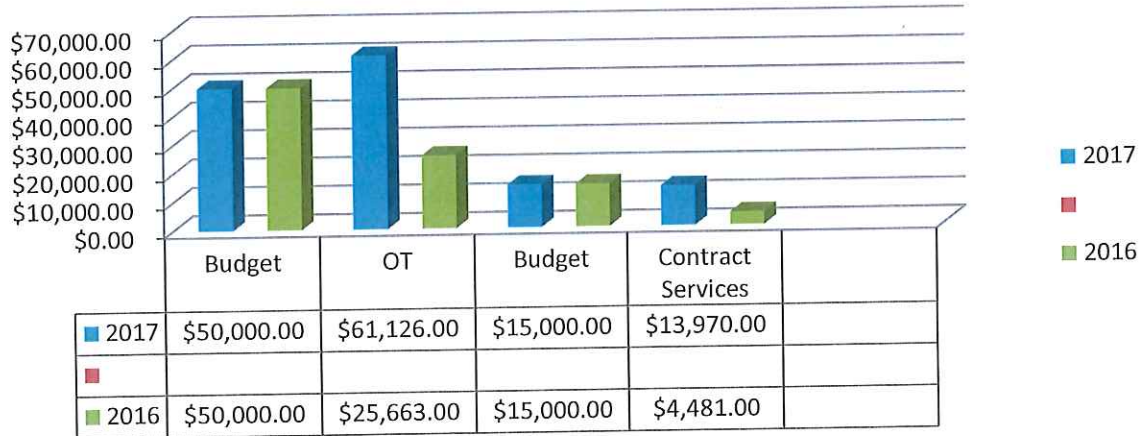


## Public Works Department YTD Solid Waste

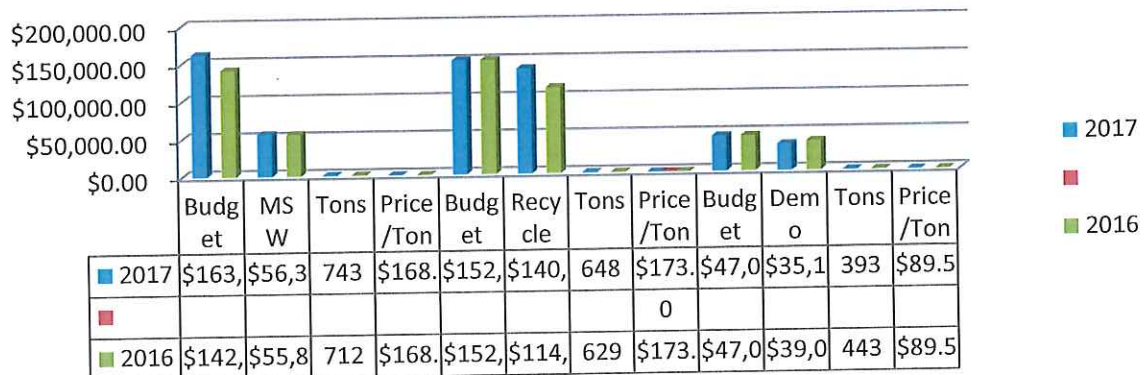




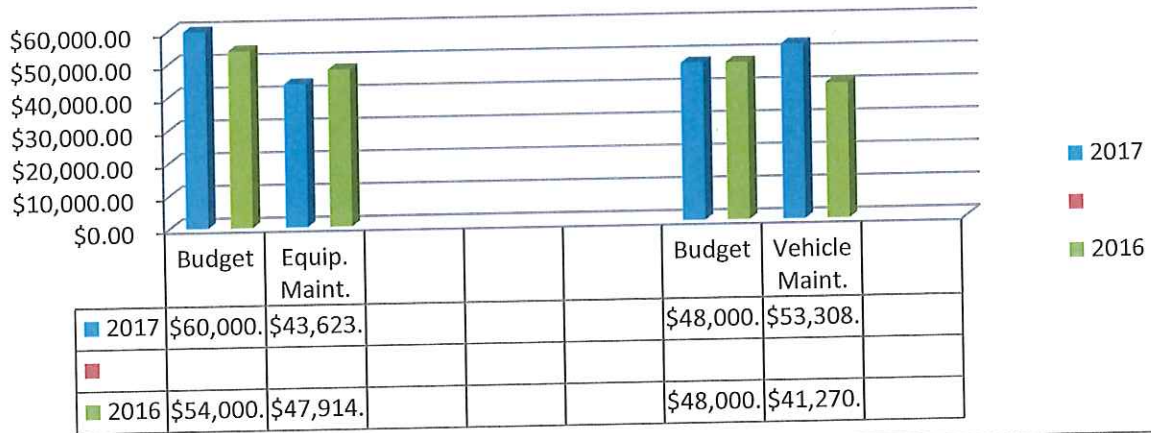
## Public Works Department YTD Overtime/Contract Services



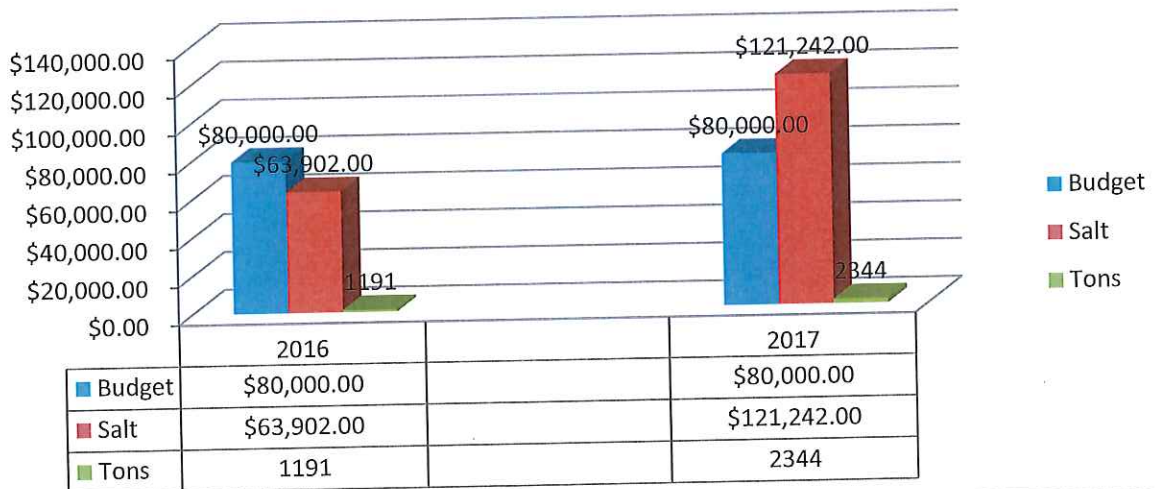
## Public Works Department YTD Solid Waste



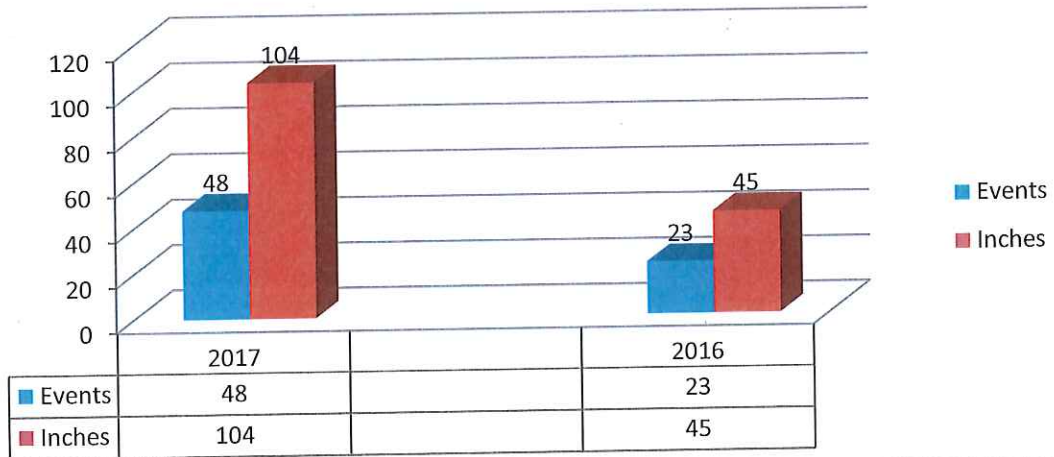
## Public Works Department YTD Equipment/Vehicle Maintenance



## Public Works Department YTD Salt

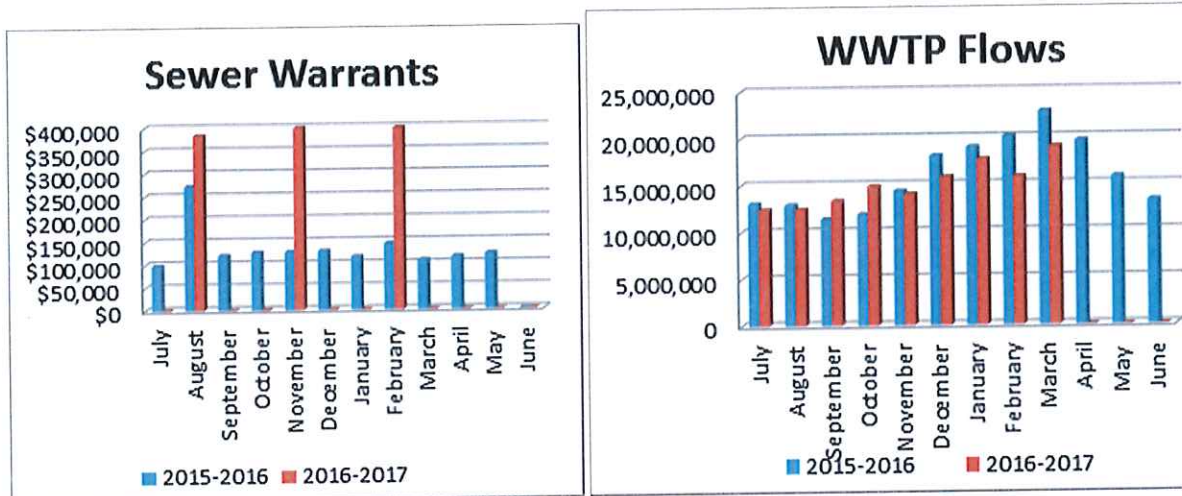


## Public Works Department YTD Snow Events





## Environmental Services Department System Report



The Water and Sewer Departments have gone to quarterly billing. The water and sewer bills are sent out in February, May, August, and November.

### Wastewater Treatment Facility Construction

#### Sludge Digesters:

The Environmental Services personnel began emptying the secondary digester in the last week of February. The department rented an 8-inch hydraulic pump to help mix the heavy solids. We were able to process approximately 105,000 gallons of sludge through our new Huber dewatering press. However, the transfer pump plugged up and could not pump due to the heavy matted material that was still in the digester. We hired a septic truck to pump the remaining 10,000 gallons. The septic trucks were able to remove about 8,000 gallons of the remaining solids. The Town of Durham came over with their Vac-Truck and helped us remove the remaining solids in the digester. The Town of Exeter gave us a place to dump the remaining solids. Therefore, they could dry out, and we could have them hauled off to the landfill.

Based on the solids content, it would have cost the Town approximately \$100,000 to have a private contractor come in and empty the digester. The rented a pump for \$4,900, Installed a grinder we had for \$600, hired a septic service \$4,100, and will need to dispose of the solids in Exeter for about \$500. The total cost for the Town to perform the project will be approximately \$10,000. The project was completed the first week of April.

We have ordered \$600 worth of parts for the sludge transfer pump. We had to completely disassemble the pump and rebuild it due to the material that plugged it up. We should have the pump up and running by the middle of April. We will then begin emptying the primary digester.

Monthly Operations Report																	
Newmarket WPCF																	
Permit # NH00100196																	
March-2017																	
Primary Operator Sean Greig																	
	Inf. Flow		Eff. Flow		MGD		BOD		TSS		Nitrogen	PH		Fecal	Enter	Chlorine Residual	
	MGD	Min	Max	Total	Inf.	Eff.	Inf.	Eff.				Inf.	Eff.	Colif.	ococci	Max	/ Min
1	.8640	.20	2.2	1.0060								7.5	7.1	<2	921	0.00	1.45
2	.7020	.05	2.2	.7630								7.0	7.0	<2	649	0.00	0.00
3	.6270	.05	1.9	.6670								7.7	7.2	<2	726	0.00	0.00
4	.6170	.20	2.0	.6360								7.4	7.2	1	980	0.00	0.15
5	.5900	.19	2.0	.6120								7.4	7.2	<2	613	0.00	0.00
6	.5430	.10	2.0	.5810								7.7	7.6	1	613	0.00	0.00
7	.5480	.10	2.1	.6090		30		28	46			7.8	7.2	<2	313	0.00	0.00
8	.5310	.01	2.0	.6240		34		31	44			7.8	7.3	<2	613	0.00	0.00
9	.5290	.02	1.9	.5830								7.9	7.2	2	159	0.00	0.44
10	.4660	.09	2.0	.5090								8.0	7.2	2	15	0.68	0.00
11	.4770	.14	1.2	.4860								7.8	7.4	<2	9	0.00	0.00
12	.5150	.15	1.3	.5480								7.6	7.3	<2	3	0.00	0.09
13	.4400	.15	1.2	.4740								8.0	7.3	<2	23	0.00	0.06
14	.4690	.00	1.6	.5350		43		40	47			8.1	7.3	<2	11	0.00	0.00
15	.4420	.10	1.2	.5190		33		32	41			8.1	7.2	2	12	0.00	0.00
16	.4470	.10	1.4	.5250								7.9	7.4	4	96	0.00	0.00
17	.4480	.10	1.3	.5170								7.9	7.5	<2	101	0.00	0.00
18	.4690	.10	1.3	.5120								7.9	7.3	<2	.86.7	0.00	0.00
19	.4690	.15	1.4	.5140								7.8	7.3	8	18	0.00	0.00
20	.4530	.15	1.4	.5510		37		35	33			7.9	7.3	3	40	0.00	0.00
21	.4880	.18	1.2	.5880	310	32	273	36	36			7.9	7.3	<2	249	0.00	0.00
22	.4610	.10	1.3	.5150								7.9	7.3	3	65	0.00	0.00
23	.4440	.12	1.2	.4960								8.0	7.5	<2	687	0.00	0.00
24	.4580	.13	1.2	.5170								7.8	7.3	<2	436	0.00	0.00
25	.4790	.15	1.2	.5520								8.1	7.3	<2	17	0.00	0.00
26	.4780	.16	1.2	.5650								8.1	7.2	<2	40	0.00	0.00
27	.7120	.25	1.7	.8960		31		41	29			7.9	7.3	<2	7	0.00	0.00
28	.6690	.30	1.7	.7650	195	28	331	33	23			7.7	7.2	<2	62	0.00	0.00
29	.7800	.30	1.9	.8840								7.7	7.0	<2	28	0.00	0.00
30	.6930	.30	1.7	.7820								7.7	7.1	<2	1046	0.00	0.00
31	.6270	.30	1.7	.7190								7.6	7.1	6	687	0.00	0.00

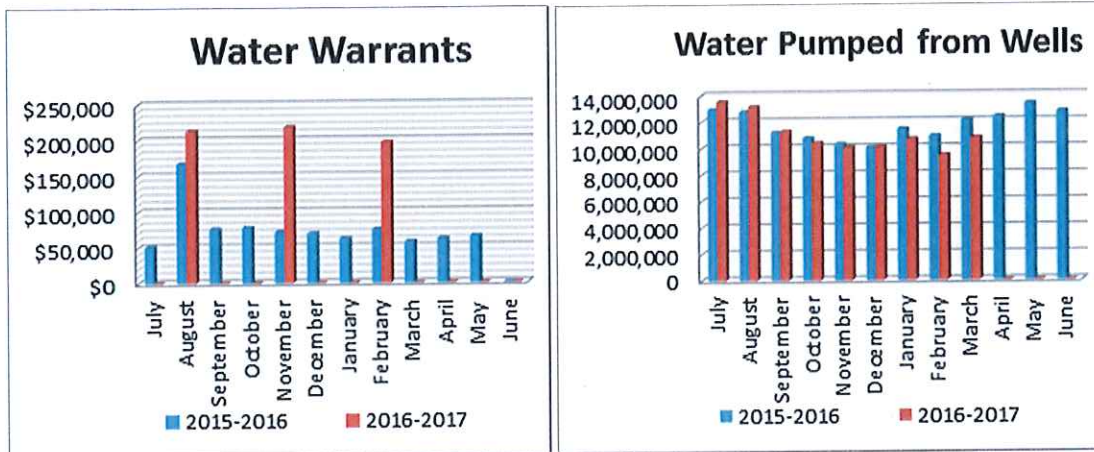
Average Wastewater Flow Discharged: 0.6145 Million Gallons/Day

Biochemical Oxygen Demand (BOD) Removal: 87%

Total Suspended Solids (TSS) Removal: 89%

Total Nitrogen (TN) Average Discharge: 37.4 mg/L





Gallons of Water Pumped into the water system for March 2017:

Bennett Well	2,819,788	26%
Sewall Well	4,132,403	38%
Macintosh Well	3,816,100	35%
Total Gallons	10,768,291	

### Water Ban

Currently the Town is in a Stage 4 Water Ban (No Outside Water Use). The Water Department has been receiving phone calls inquiring if the Town will remain in a Stage 4 Water Ban for the upcoming spring and summer seasons. The Water Department hopes to lift the Water Ban, but it is too early to make that decision.

The Macintosh Well was put into service in November of 2016. Due to the water quality and the potential for corrosion issues, the New Hampshire Department of Environmental Services required the Town to use a 30% blend for the first 3 months, 45% blend for the second 3 months, and a 60% blend after 6 months of operation. We began pumping a 45% blend on February 1, and pumped 2,884,126 gallons of water into the system from the Macintosh Well for the month of February. We received approval from NHDES and began to pump a 52% blend on March 27 into the water system. The Water Department is performing a significant amount of testing during these changes to make sure that the water quality is meeting safe drinking water standards.

We have reduced the gallons per minute pumping at the Bennett and Sewall wells from 200, 270 to 140, and 210 respectively. We have been reducing the gallons per minute at the two wells over the past several months to reduce the volume pumped out of the wells, and to decrease the level of drawdown in the aquifer during operation. The Bennett and Sewall Wells recovery has improved by a couple of feet, but the levels are significantly below normal. The Bennett and Sewall wells are currently operating at 31' and 58' respectively. The Bennett and Sewall well levels should be around 26' and 52' respectively for this time of year. These well operating levels could change significantly with the rain, snowmelt, and the operation of the Macintosh Well.

### Lead and Copper Testing

The Water Department is required to perform lead and copper testing during the second quarter of this year. The Department is required to sample forty homes for lead and copper. We are currently having a difficult time finding homeowners that will volunteer to have their residence sampled for lead and copper. Volunteers will receive a one-liter bottle with a form to fill out. They are required to fill the



bottle from the tap first thing in the morning. It is the first draw. We want the sample of water to be the water that has sat in the pipes all night without any water use. The homeowner will fill out the time and date, and put the bottle on the front step to be picked up. We would prefer to sample the older homes.

# **WATER**

<u>FISCAL YEAR 2017</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
932,813.00	62,521.26	711,743.18	221,069.82	76%

<u>FISCAL YEAR 2016</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
947,051.00	35,980.52	714,938.49	232,112.51	75%

# **SEWER**

<u>FISCAL YEAR 2017</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,177,968.00	54,127.54	793,172.04	384,795.96	67%

<u>FISCAL YEAR 2016</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,101,437.00	63,873.40	773,846.11	327,590.89	70%

## Information Technology

1. March was very busy with a plethora of issues ranging all over the place. I was finally able to reach a peace treaty with the copiers and the new email system. Some copiers remain buried in technology from twenty years ago and they were a pain to make them talk to today's tech.
2. We had another failure in hardware in the Channel 13 studio. Thankfully, our new Station Manager has a solution, and is working to clean up the equipment into something much easier to troubleshoot and manage.
3. I have rolled out a new Wi-Fi system for Recreation that seamlessly covers the whole building and does not just stop working because it wants to. I want to put this system in Town Hall as well.
4. A big upgrade in Police Department software actually went pretty smooth which is unusual. They have really increased the security of the system and I now need to close up loose ends from the way the system used to work to the way the system now should work. Some older hardware may need to be swapped out.
5. Have been working with the School to integrate the Business Manager into the Town end of Finance. This has involved getting the computers to work with both systems and getting the phones to talk to each other. Surprisingly, this has not been that difficult and really shows how far open technologies have worked their way to almost every area.
6. Some hardware upgrades at the Rec have enabled us to get both stations working with credit card swipes again. The Rec Assistant Director did notice that the way we are processing cards creates two reports she needs to reconcile, instead of just one.
7. Another update to the Accounting system smoothed out some bumps we were having and should speed up some of the newer features in Payroll we have been testing.
8. The main server at the Police Department is getting old and runs 24 hours a day. I will replace it either this year or the beginning of next year's budget.
9. I continue to look at areas where we can upgrade our systems at minimal expense. We are finding our rollout of GSuite is affording us many features at very small money. Our ability to share documents and let others edit them all at once is a huge upgrade from either leaving the file on a fileserver that you can only get to at work, or emailing ten different versions back and forth!

### **IT**

		<u>FISCAL YEAR 2017</u>			
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	135,558.00	6,710.13	109,058.14	26,499.86	80%
		<u>FISCAL YEAR 2016</u>			
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	131,752.00	7,947.75	99,192.99	32,559.01	75%

## Office of Building Safety, Health and Zoning Compliance

### Previous Month Activities

Permits Issued		Revenue	Notes
Building	8	\$4,100	
Electrical	6	\$170	3 Paid With Building Permits
Plumbing	5	\$210	3 Paid With Building Permits
Mechanical	3	\$155	3 Paid With Building Permits
<b>Total</b>	<b>22</b>	<b>\$4,635</b>	

### **Additional Activities**

- Conducted 51 regular construction inspections
- Invited to be a panelist on Real Estate Panel to discuss land-use regulations at the UNH Peter T. Paul School of Business for the Women in Business Conference
- Continued valiant effort to close out numerous outdated permits
- Initiated renewed negotiations with Kruczek's Garage regarding condition and use of property. They do enjoy limited vested rights, but the operation runs more smoothly with periodic tune-ups from a land-use perspective.
- Conducted three pre-permit inspections and consultations
- Met with Weavers' Row representative regarding roof-top mechanical screening and fall protection
- Met with a local business regarding re-locating to Newmarket. The project was referred to Planning as it would entail Site Plan review.
- Held statutorily required Joint Loss Management Committee (JLMC) meeting. Employers having five or more employees must have a formal JLMC and meet quarterly.
- Investigated two rental housing complaints and one trash complaint

#### **CODE**

		<u>FISCAL YEAR 2017</u>		
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
69,755.00	5,955.07	51,919.01	17,835.99	74%

		<u>FISCAL YEAR 2015</u>		
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
67,253.00	7,762.60	52,081.96	15,171.04	77%



**Town Clerk - Tax Collector****TAXES**

Total Committed 2016	\$18,454,468	Tax 1 & Tax 2
Total Collected thru 3/31/17	\$18,329,110	Principal & Interest

**TAX LIENS**

	2015 Liens	2014 Liens	2013 Liens
	<u>(Deed 2018)</u>	<u>(Deed 2017)</u>	<u>(Deed 2016)</u>
Property Tax Amount Liened	196,946	209,291	245,781
W/S Amount Liened	66,195	71,925	67,890
# Properties Liened	93	111	125
Uncollected thru 3/31/17	147,788	58,757	2,893

**WATER & SEWER (1/1 THRU 3/31/17)**

	<u>2017</u>	<u>2016</u>
Water Billed	198,368	197,035
Sewer Billed	401,390	370,865
Uncollected thru 3/31/17	67,976	83,734

**TOWN CLERK REVENUE (7/1/16 thru 3/31/17)**

	<u>Year End</u> <u>6/30/17</u>	<u>Year End</u> <u>6/30/16</u>	
Motor Vehicle (MV)	1,096,879	1,042,717	5.19% increase
Town "non-MV"	92,704	94,508	1.91% decrease
State NH (MV, Vitals, Boats, Dogs)	373,295	381,973	2.27% decrease

- Motor vehicles still on the upswing
- Daily activity steady
- Annual Town Meeting held March 14, 2017 - 1888 ballots were cast
- 2016 Lien Date: April 6, 2017
- 2014 Deed Date: June 8, 2017

**TOWN  
CLERK**

**FISCAL YEAR 2017**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
176,442.00	12,750.99	124,617.21	51,824.79	71%

**FISCAL YEAR 2015**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
162,270.00	21,856.62	119,508.56	42,761.44	74%

## **Planning Department**

### **Planning Board Activities**

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

**Rockingham Golf, LLC (a.k.a. Chinburg Builders, Inc.)** is developing a residential open space design subdivision, involving 52 house lots, at the site of the Rockingham Country Club at 200 Exeter Road. The development, "Rockingham Green", envisions the existing golf course, to remain open to the public, and the adjacent wetlands to be preserved as open space. Construction activity has moved along expeditiously at the site. Road construction is nearly complete with only the overlay to be completed. A performance guarantee has been posted for \$106,000 to assure completion of the road and all related infrastructure improvements. The developer has received Certificates of Occupancy (COs) for thirty-two (32) homes in the development. Nine (9) homes have building permits open and are currently under construction. The subdivision is over 62% built-out.

**Newmarket Industrial Park Lot 6, LLC/Shearwater Investment Corporation** – The owners of the Industrial Park have recently purchased parcels which front on Route 108 in order to create two new industrial sites. The conceptual plan includes a revision to the site plan that was previously approved by the Planning Board at 2 Forbes Road. Instead of a 24,000 square foot addition, they are proposing a 12,000 square foot expansion. In addition, the plan involves the development of two new industrial buildings and associated parking. As part of this project, the intersection of Forbes Road and Route 108 will be improved with a right turn lane and larger turning radii that will be coordinated with the NH Department of Transportation (DOT). The project is still under final review by the NH DOT; however, agreement has been reached between the Developer and State with respect to the addition of a center turning lane that should appreciably improve safety at the intersection. The project received conditional approval at the November 15, 2016 Planning Board meeting.

**Hayden Place** - Residential Open Space Development at 74 Bald Hill Road being developed by Chinburg Builders, Inc. The Planning Board approved a special use permit for this project in 2014. The project involves the construction of ten (10) single-family homes and 650 feet of roadway at the foot of Bald Hill with the adjacent lands preserved in perpetuity as open space. The twenty-one (21) acre open space tract has been conveyed to the Southeast Land Trust (SELT), which will maintain and act as stewards of the conservation land. Road construction has proceeded expeditiously with only the final overlay to be completed. A performance guarantee has been posted to assure the completion of roadwork to allow the issuance of building permits for the remaining houses. Certificates of occupancy for the first five (5) homes have been issued and building permits have been issued for another two (2) homes in the development that are under construction. The subdivision is over 50% built-out.

**Jarib M. Sanderson** – Robin Realty Newmarket Trust/Tuck Realty Corporation filed an



application for a Special Use Permit for a residential open space design subdivision involving 11 lots at 36 Dame Road, Tax Map U2, Lot 297, and Bay Road, Tax Map U2, Lot 320, both in the R1 Zone. The special use permit was conditionally approved by the Planning Board at its July 12, 2016 meeting following a site walk and review by the Technical Review Committee (TRC) of the Planning Board. A more detailed subdivision application was submitted in the August and was conditionally approved at the November 15, 2016 Planning Board meeting. The staff has completed negotiations regarding the development agreement. The plans will be signed and pre-construction conference has been scheduled for this week, with construction starting during the week starting April 10, 2017.

**Sharon Tucker/Town of Newmarket** – Application for a subdivision of property into 3 separate lots at 27 Neal Mill Road, Tax Map R4, Lot 50, R1 Zone. One of the lots (12.7 acres) will be conveyed to the Town of Newmarket for a municipal water supply. Another (16.7 acres) will contain the existing Tucker residence and the third (8.25 acres) will remain vacant and unbuildable until such time as the owner complies with the frontage requirements of Section 3.01 (B) of the Zoning Ordinance. This property was granted a variance on December 5, 2016 from the Zoning Board of Adjustment to allow the third lot to be created without frontage on a Class V road and without a plan to improve the Class VI road to current town standards and no plan to post financial security for such improvements. This application was conditionally approved at the February 14, 2017 Planning Board meeting. The Plan has been recorded at the Rockingham County Register of Deeds.

**Real Estate Advisors, Inc.** - Site Review application for property at 1R Grape Street, Tax Map U2, Lot 206, R3 Zone. The proposal is for a four-unit residential condominium development. This application, which was denied by the Planning Board on May 17, 2016, has been resubmitted for consideration. The applicant has submitted a new design for the façade of the building and has re-configured the layout of buildings, as to provide an opportunity for greater brick treatment on the front of the building and through sidewalk paving. The application was submitted to the Planning Board for a “design review” on February 14, 2017. The Planning Board following a public hearing on March 21, 2017 conditionally approved the application.

**Zoning Board of Adjustment** – The Board has received an application for a Special Exception from Section 32-234 of the Newmarket Municipal Code requested by Eric and Kathy Harter to permit the conversion of an existing garage into a one-bedroom accessory apartment. The property is located at 5 Sanborn Avenue, Tax Map U2, Lot 351, and R-2 Zone. The application was conditionally approved at the Monday, March 20, 2017.

**Future Land Use Plan and Zoning Changes** – At its November 15, 2016 meeting, the Planning Board prioritized action items for implementing the recommendations of the Future Land Use Chapter. The top priority is to bring forward zoning changes for both the Continuing Care

Retirement Community (CCRC) and Assisted Living Overlay District (ALO) that have been recommended by the Economic Development Committee (EDC). The Planning Board subcommittee met on December 7, 2016, January 4, February 3, and April 6, 2017 and to review reference materials related these housing concepts and other zoning changes. The Planning Board will be conducting a work session discussion on April 11, 2017 on changes for economic development involving a new assisted housing overlay district, signage, impact waivers for accessory apartments, and new requirements for subdivision signs. It is anticipated that these changes will be scheduled for a formal public hearing on May 9 and then advanced to the Town Council for consideration and adoption.

**FEMA Floodplain Maps and Ordinances-** The Federal Emergency Management Agency (FEMA) has sent the Town new Flood Insurance Rate Maps (FIRM). Whenever new maps are produced, communities, such as Newmarket, which are participating in the National Flood Insurance Program, are required to have ordinances in place that 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 NH OEP that there has been an appeal regarding the new flood plain maps. The deadline for adopting new maps and revising ordinances has been postponed until sometime in 2017. Copies of the new floodplain maps are available for public viewing in the Planning Office and have been posted on the Town's website. The Planning Board has set up a subcommittee to work with the Town Planner on these amendments for consideration at a future Planning Board meeting.

## **Special Projects**

**Route 108 Pedestrian Crossings:** At its May 4, 2016, meeting the Town Council authorized the Town Administrator to enter into a contract with Target Construction to complete the Downtown Pedestrian Crossing Improvement project. A copy of the engineering report and the most recent plans can be viewed electronically on the Town's website at [www.newmarketnh.gov](http://www.newmarketnh.gov). The RRFB (Rapid Reflecting Flashing Beacons) at the crosswalks for improved pedestrian safety have been installed. Milling and paving work is complete and other pedestrian signs have been installed. As of December 9, 2016, the project is "substantially complete". There is a final checklist of items, which will be addressed during the spring of 2017. Remaining items include the placement of 12-inch permanent pavement markers along the crosswalks and the replacement of epoxy for pavers, where necessary. The contractor has been called back several times to correct settling issues related to the crosswalk in front of the Big Bean. A construction coordination meeting has been scheduled for May 4.

**Macallen Dam Feasibility Study:** At the 2015, Town Meeting, funding in the amount in



\$50,000, was approved for the Macallen Dam Capital Reserve Fund. The Town issued a Request for Proposal (RFP) for engineering services that will look at the current stability of the dam as well as the option of raising the abutments in order to meet requirements to pass the 100-year flood. Engineering proposals from three (3) firms were received on October 2015. Awarding the contract for the stability analysis was placed on hold, while follow-up work on the hydraulic calculations was completed. The Town's consultant, Gomez and Sullivan (G&S), put together a technical memorandum regarding the design flows associated with increasing the capacity of the dam, which is one of the outstanding items in the NH DES Letter of Deficiency. The Town now has a more refined model in place to evaluate various dam modifications and repairs including increasing the height of the abutment walls to meet the required design flows. With the new model, the 100-year design flow is 9,824 cfs, with a water surface elevation of 33.61 feet at the dam with the gates closed.

At a June meeting with NH DES, it was clarified that if the Town just focuses on improvements to the abutment walls, a stability analysis would only have to be completed on that aspect of the dam and not the entire dam structure which would result in reduced costs for the Town. In addition, the breach analysis would not have to be re-done. The final draft of the summary report, including an updated model, was submitted by G & S to the Committee in July and has been approved by the New Hampshire Department of Environmental Services.

The Macallen Dam Study Committee had sought to clarify this issue before issuing a new Request for Proposals (RFP) for engineering services. The new RFP will have a more narrow focus than what was originally proposed to address raising the abutment walls adjacent to the Dam, as potential solution to the design capacity issue. The NH Dam Bureau has recommended that the new stability analysis look at multi wall heights in the event a higher wall will be needed in the future and that the condition of the right abutment wall be studied if any walls or earthen structures are going to be placed on them. A subcommittee has drafted a revised scope of work and will be meeting with the full committee on April 20, 2017. The RFP will be advertised shortly. The committee will interview and negotiate a contract with the highest-ranking consultant. It is anticipated this will be brought to the Town Council in June with the services of the consultant to be retained in early July 2017. Town Planner, Diane Hardy and Chairman Bill Arcieri of Macallen Dam Study Committee participated in a presentation on April 5, 2017 at the University of New Hampshire regarding the "The Future of Dams" and how to develop a stakeholder-engaged, solutions-focused framework for decision-making.

**MS4 Program** - Planning staff continues to monitor progress with respect to the MS4 program by attending the Seacoast Storm water Coalition Meetings. The Coalition has organized a program to assist communities in the region with meeting the minimum NPDES permit requirements to help minimize costs and prevent the duplication of services at the local level for work tasks such as outreach, the bulk purchase of water quality monitoring equipment and shared contracting for laboratory work. Newmarket will be participating in this effort to help prepare the Town for the MS4 program. On January 18, 2017 EPA authorized the much-debated and



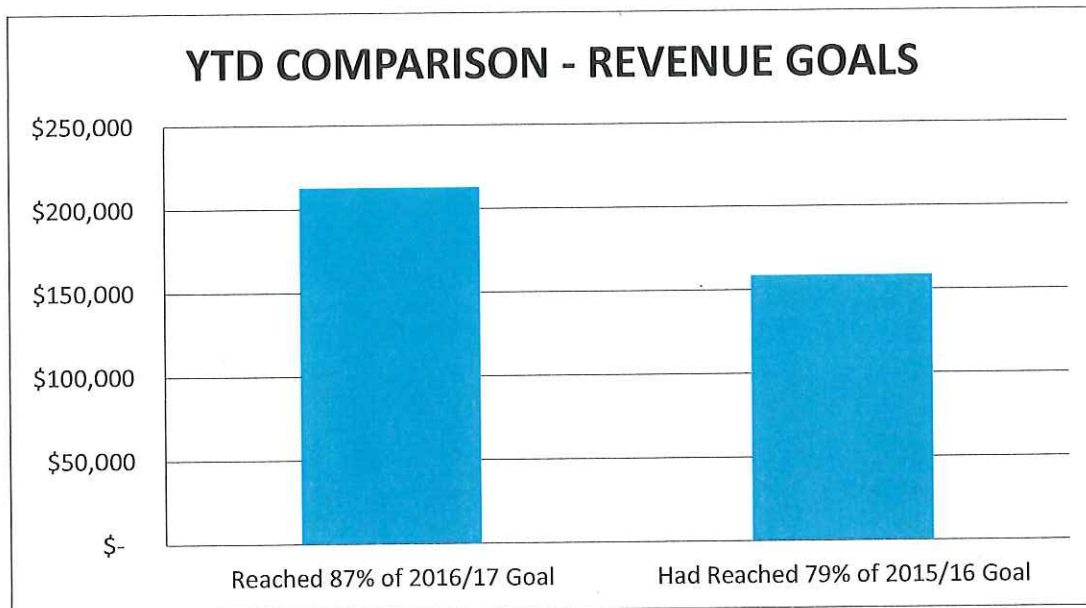
highly anticipated General Permits for Storm water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) for New Hampshire. The effective date of the permits is July 1, 2018, which gives Newmarket more time than expected for setting up the program and for budget planning. The Town Planner attended a work session in Portsmouth on April 7, 2017 that was organized by EPA on the program requirements.

**MRI Efficiency Report**—The Town Planner has been working with the Town Administrator toward implementing the recommendations of the report that pertain to Planning. These include looking at the feasibility of upgrading the Town’s GIS technology, the updating and review of job descriptions in the Planning and Building Office, and possible expansion of staff and the shifting job responsibilities within the Department.

PLANNING	<u>FISCAL YEAR 2017</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	122,676.00	8,264.06	90,698.01	31,977.99	74%
	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	129,153.00	12,868.99	84,886.21	44,266.79	66%

## Recreation

To date our *Revolving Account* Revenue is at \$212,916 collected which equates to 87% of our forecasted revenue budget. We are ahead of last year's in revenue by \$54,285 which was only



\$158,631. The reason why our current year revenue goal is higher than last year's budget is the significant boost in revenue as Summer Camp registration filled up much faster this year than last year as we forecasted in the last report. ☺

Expenditures: To date we have currently expended 70% of our \$243,433 *Revolving Account* budget, as compared to 77% spent of last year's budget of \$199,670. Our *General Fund* expenses are LOWER at this same time as compared to last year by \$25,854.

## Personnel Report:

As of this report, we again are still currently running one full-time salary position short since Jim's retirement. The good news we are one-step closer to being fully staffed. First, we are happy to report that the Recreation Director roll has been filled! However, we now have a NEW full-time position vacancy in the department because the current Asst. Recreation Director was the one promoted to the Director position. BTW - The current Recreation Director would like to take this moment to thank the Town Administrator, as well as, the Town Council who supported this decision. Your kind words were much appreciated.

We have posted the Asst. Recreation Director position on April 12, 2017. We are hoping that by the middle of next month we will be closer to getting back on board with a full team just before summer camp kicks in. Much recognition and thanks to the amazing Rec Staff team that has continued to step up to the plate and doing things that they typically may not do while this transition of leadership takes place.

As reported in the last report our recruitment for Summer Seasonal, as well as, additional part-time help during the spring is under way. We held our first round of group interviews last month. Our last round



of group interviews will be held after the Easter Egg Hunt this Saturday. This is the first time we did our interviews for seasonal positions in a group round process. We would like to report that it was a much more efficient process and saved a lot of leadership time; allowing for more summer camp administrative staff to be present in making some of the hiring decisions. It's important to note that after last year's experience where we had a difficult time recruiting summer staff for various reasons, we made several strategic moves this year so that would not happen again. We had more than 20 applicants for the first round and we have more than 20 applicants signed up for the next round. We are excited that all those efforts have paid off. So much so, that due to the increase in Summer Camp Registration which will be discussed under the program report, we are confident that we will be able to increase our staff for summer camp, thus allowing us to take in more children than we were able to last year.

#### **Recreation Program and Community Events Report:**

We had to move our Annual Mother Son Dance that was held on March 31 to the Community Center, due to the incoming snowstorm that weekend. The reasoning behind this decision was easier parking, less having to haul our equipment/supplies in inclement weather, and low preregistration numbers. Of course, once we moved it, and word got out, we had had many new registrations that same day and at the door. We are happy to announce that we had 100 ppl attend, and 20 more than last year.

Saturday, April 15<sup>th</sup> will be our Annual Easter Egg Hunt and event. We usually get more than 600 participants attending. Weather always plays a part in our attendance. This is the first year the Recreation Department did not have to pre-purchase any new and filled eggs for the hunt. Our recycling program at the end of the hunt that we started 3 years ago has proven to be very successful. We also received quite a large donation of empty eggs from a Newmarket resident. The only items that we purchase are the candy and small toys to fill the eggs. Eames Insurance also sponsored for the event this year and donated to this process, as well as, offered to run an Easter coloring contest! We also had several other volunteer groups that came in and fill eggs as well.

Currently we are gearing up for Spring Sports and more Spring Events, specifically the Mommy and Me Tea held on the Saturday before Mother's day and the Annual Rec Connect REGognition May Mixer (co-sponsored with the NBA and Millspace) traditionally held on the last Thursday in May. Please save the date, Thursday, May 25 from 5pm-7pm as all Town Council will be invited to this event. A formal invitation will be mailed to each Town Council member.

As of the writing of this report, we are overwhelmed and extremely happy to report that we are currently sold out of summer camp registration. We have increased the numbers this year to accommodate as many as possible. We are still in the middle of going through this process. The major increase in revenue in this report as compared to last month is for this very reason.

Our **NEW** Power Up program series "Perfect Fit," geared for parents and kids, started last month and is so successful that we have decided to offer a Monthly membership rate for all the Power Fitness adult programs starting in May.

#### **Sunrise Sunset 55+ Activity Center**

March was full of a wide variety of trips and events. We kicked off the month with our annual Sunrise Sunset Strip Casino Night on Friday evening, March 3. The function room was set-up to look like a casino complete with felt topped poker tables for Black Jack and Poker along with a Roulette table and Horse Racing. We also added a new game this year called Casino Pong with red solo cups and ping-pong balls where players could win poker chips and raffle tickets by bouncing the ping-pong balls into the cups. There is always a food table packed with light snacks, treats and drinks that is available all evening long to sustain our gamblers. We staff this event with community and family volunteers and Newmarket High School students. Attendees rotate around the room and try their luck at all the different games, winning poker chips along the way that get traded in for raffle tickets at



the end of the evening. We offer a table full of donated prize items that players try to win with their raffle tickets. We are able to put this event on with very little expense, as we own the poker tables, roulette wheel and our other games are hand-made. We have purchased poker chips and other essential accessories over the past few years at bargain prices.

Friday night March 10<sup>th</sup> we took a full van to the Johnny Cash tribute show at the Rochester Opera house and dinner before the show at the Good'n Plenty diner in Barrington. Although it was a stormy night we persevered cautiously and made it to this fantastic show. We had some true Cash fans among us and they were very impressed with the likeness of this seasoned performer and his guest star 'June Carter-Cash'.

We found the performance of Neil Simon's, The Odd Couple at the Leddy Center in Epping to be very entertaining as well. Due to a major snowstorm the day before, we opted out of our lunch plan in order to keep the trip simple and safe. The group loves the accommodations of this local theater and how they offer Wednesday matinees for their productions.

At the end of the month, we were off to Manchester for our guided tour of the Currier Art Museum's newest exhibit, Deep Cuts: Contemporary Paper Cutting. Each artist used the humble medium of paper to create pieces of art in a unique way with social reference points. After our tour, the group had lunch in the gallery café, which was followed by extra time to browse the museum and gift shop.

The breakfast club requested IHOP in Newington for March. This popular once a month trip of breakfast somewhere in the seacoast area has become a favorite offering. There is usually a waitlist as it fills up quickly.

The Random Acts of Art group was busy this month making St. Patrick's Day decorations for the luncheon special. The group made leprechaun style hats out of terra cotta pots and tea light clovers for favors. The Saint Patrick's luncheon drew a crowd and everyone enjoyed the festivities and the live music.

We had 50 guests attend our March Tuesday Talk with Attorney Ted Beasley. The focus of the talk was on 'Getting Your Papers in Order'. Attorney Beasley went into detail regarding Wills & Trusts and offered each guest a free book on the subject that he wrote himself. This topic proved to be very popular with many in our group asking questions about their individual circumstances.

There were three teams for Tuesday Trivia night this month. The players dined on Subway sandwiches while they considered their answers to a wide variety of random trivia questions. The Pines of Newmarket continues to sponsor this event by providing \$5 gift cards for each member of the winning team.

Plans are in the works to host the presentation of the Boston Post Cane to Newmarket resident Irene Garland on April 20 at 10:30am. We will be gearing up to start promoting our annual yard sale for April 29, the Sunrise Sunset Community Cookbook that will be available in mid-May and the introduction of our Memorial Garden on May 30<sup>th</sup>.

## RECREATION

<u>FISCAL YEAR 2017</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
200,322.00	10,696.92	137,552.06	62,769.94	69%
<u>FISCAL YEAR 2016</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
210,407.00	23,727.91	163,406.99	47,000.01	78%

**RECREATION  
REVOLVING**

**FISCAL YEAR 2017**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
243,433.00	11,427.59	171,297.41	72,135.59	70%

**FISCAL YEAR 2016**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
199,670.00	8,433.93	153,830.40	45,839.60	77%

## **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:

- Official Ballot vote completed, and as required, all reports submitted to DRA through the on-line Municipal Tax Rate Setting Portal within 20 days. Outstanding is the MS-22 (Report of Appropriations Actually Voted) prepared for council approval at next meeting.
- Water bills mailed and delinquent notices posted on resident doors with finance contact. Numerous past-due payment plan arrangements are now being documented in writing with the Finance Director, with the goal of bringing the account balance to zero and avoid shut-off.
- A review of outstanding requests for funds dating back to October 2016 was made to the Trustees of the Trust. A copy of all warrant articles, voter approval along with support for agents to expend was requested, and now gathered to support these requests for withdrawal. This information is to be provided to the Trustees before their next meeting, currently not scheduled.
- Purchase Order requests are being reviewed along with latest accounts payable manifest. When necessary, feedback has been provided along with review of council's purchasing policy.

### 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 17	FY 16	Increase/ (decrease)	% Increase/ (decrease)	FY 15	Increase/ (decrease)	% Increase/ (decrease)
July	17	22	(5)	-22.73%	15	7	46.67%
August	10	11	(1)	-9.09%	10	1	10.00%
September	8	12	(4)	-33.33%	12	-	0.00%
October	17	11	6	54.55%	10	1	10.00%
November	14	12	2	16.67%	3	9	300.00%
December	6	8	(2)	-25.00%	9	(1)	-11.11%
January	8	16	(8)	-50.00%	5	11	220.00%
February	7	10	(3)	-30.00%	7	3	42.86%
March	6	10	(4)	-40.00%	7	3	42.86%
April		7			8	(1)	-12.50%
May		12			14	(2)	-14.29%
June		17			19	(2)	-10.53%
Total	93	148	(19)	-12.84%	119	29	24.37%

#### MRI Report:

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

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

Update:

Held meeting with one software vendor to discuss system options and reviewed proposals previously obtained in 2014.

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

Update:

Continuing to adjust work schedule for combined priorities between school and town.

#### **FINANCE**

<u>FISCAL YEAR 2017</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
206,844.00	21,081.52	146,306.35	60,537.65	71%

<u>FISCAL YEAR 2016</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
200,975.00	10,821.28	126,790.38	74,184.62	63%

#### **HUMAN RESOURCES**

<u>FISCAL YEAR 2017</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent

1,515,143.00	86,815.75	1,101,958.20	413,184.80	73%
--------------	-----------	--------------	------------	-----

**FISCAL YEAR 2016**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
1,371,879.00	68,781.60	1,061,523.68	310,355.32	77%



Project Name	Department	Start Date	End Date	Status	Assigned To	Comments
The Administrator and the Council would benefit from facilitated executive coaching aimed at developing mutual expectations. (Page 6)	Town Administrator	Fall 2016	On going	In Progress	Steve Fournier	This will be an ongoing project with the Town Council and Town Administrator
Continue outsourcing property tax assessing. (Page 9)						
Paperless decentralized purchasing and invoice payment should continue to be a goal for the near future. (Page 8)	Town Administrator	Fall 2012	1-Jul-21 31-Dec-18	Completed In Progress	Steve Matt Angell/Lisa Ambrosio	The Town signed a 5 year agreement in 2016. Paperless decentralized purchasing and invoice payment has been a goal of this office for several years. We have been working towards this goal, which we secured funding to move this project along within the FY 2018 budget.
Consolidation of the Town and School finance/business operations. In the absence of a successful consolidation the outsourcing of the payroll function should be considered. (Page 8)	Finance	Spring 2017	1-Sep-17	In Progress	Matt Angell/Lisa Ambrosio	I have been working the School Business Administrator regarding the duties I perform, which she will assume beginning March 1st. I don't believe this should be a backup plan, but part of the ongoing consolidation. It is preferable to provide and maintain a backup in-house for this critical payroll function. Outsourcing to a 3rd party provider, in my experience will take more time to manage, have more
The Tax Collector's online bill paying process should be reviewed for clarity and Automated phone answering application or use of volunteers to serve at a reception/information desk during peak periods in order to respond to calls for Because the IT Director is a one person department and reliance on technology is so significant to providing services, explore shared staffing with the School District. (Page 10)	Town Clerk - Tax Collector Town Clerk - Tax Collector	1-Jan-17		On Hold Cancelled	Terri Littlefield Terri Littlefield	The current system, Invoice cloud has revamped their website which I find to I do not feel as this is a necessary measure as the office currently has adequate staffing to handling both the customer traffic as well as the call volume for our
Invest in a technology upgrade to support community development services – especially mobile technology to support field staff. (Page 12)	IT	30-Sep-16		In Progress	Doug Poulin	I have started the process of moving our email to a hosted service like the School uses. In this way our users could call the School for tech help if I am unavailable, and I can learn from the school's experience as they have had this system for
Engage a GIS consultant to help develop an incremental implementation plan for GIS using cloud-based services that require a minimum of training and staff time to Job descriptions should be reviewed and revised as necessary to more clearly define and prioritize the roles and responsibilities of the Planner and the part-time Compliance Officer. (Page 13)	IT/Planning Zoning	05-01-17	1-Sep-17	Not Started	Doug Poulin/Diane Hardy/Mike Hoffman	We have added two more mobile units to the Water and Wastewater Department. Now when an alarm occurs, the tablet users can not only receive the alarm, they can see the reason for the alarm and react properly, and they can silence the
Consider separating the code enforcement role from those of planning and zoning to create a check and balance between the two. (Page 13)	Planning and Zoning	1-Mar-17	1-Sep-17	On Hold	Diane Hardy/Mike Hoffman	We will solicit an RFP for GIS consulting services to determine what any costs would be for this project. Diane Hardy, Doug Poulin and Steve Fournier will be
Explore providing inspection and permitting services on a regional scale. (Page 13)	Planning and Zoning	03-01-17	05-30-17	In Progress	Diane Hardy/Mike Hoffman	We will review the job descriptions. However, we both believe that upon reviewing the positions that additional staffing will be needed to accomplish all of the current duties, plus any additional duties.
Consider upgrading the security of the evidence room including the addition of an alarm. (Page 30)	Police	On Going	undetermined 3March17	In Progress Completed	Mike Hoffman Kyle True	We agree with separating the position. However, with the current workload and duties that are done we both believe that this would require additional staff to achieve this. This will be completed when the Job Descriptions are finished
Attend to resurfacing the police station parking lot in the intermediate future to preserve its structural integrity and reduce the potential for injuries. (Page 30)	Police	1-Sep-18		On Hold	Kyle True	We currently have an informal mutual aid agreement with Durham, Lee and This upgrade is complete. An alarm system has been placed at the entrance to the evidence room and is working very well. Fortunately, the one-time cost to implement this upgrade totaled \$69.00 with no annual or monthly fees. When entry is made to the evidence room by the evidence detective, an alarm sounds in the dispatch center alerting the on duty dispatcher that the door has been opened. The on duty dispatcher will confirm via phone that only authorized personnel are
Update the web site and make it more informative and interactive. (Page 30)	Police	1-May-17		In Progress Completed	Kyle True Kyle True	I do not feel it is in "urgent" need of repair. As the Town departments are currently structured, this item would fall under Buildings and Grounds and not the Police Department. Resurfacing the police station parking lot will cost tens of thousands of dollars to complete as there is a drainage issue that must be addressed during the resurfacing. It is my recommendation that this item be tabled until the Town of the Newmarket hires a new Facilities Director. The Director should be the individual
Review the towing contract, last done in 2008, and update it as needed. (Page 31)	Police			Completed	Kyle True	Former employee, Robert Jordan Jr., has accepted the responsibility and task of Prior to the MRI study becoming a public document, the Police Department had already updated and entered into a current towing contract with Kruczebs Garage.
Consider using a citizen volunteer to seek public and private grants to supplement the police budget. (Page 31)	Police			Completed	Kyle True	We will not be using citizen volunteers for this project as individuals would be required to go through an extensive background process to access sensitive police documents. A Patrol Sergeant has been tasked to seek out and apply for
Conduct a Police/Community Interaction Survey (PCI) to provide the Chief with a foundation to better match the services to the needs and desires of the community. Consider a wage and benefit study of comparable and neighboring police agencies. Consider creating a Public Safety Explorer Group for teenagers as a youth activity to inspire local youth to consider careers in the fire and police service. (Page 31)	Police	01-Sep-17		In Progress	Kyle True	I am currently researching the best approach for conducting a survey that is fair, accurate, reaches our target audience and is within our budget. I have already
Continue to integrate the standards of the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) into department policies and practices. (Page 31)	Police			Completed Cancelled	Kyle True Kyle True	In 2016, the interim finance director completed a wage study at the request of the Although I think a public safety explorer group would be good for young individuals who wish to enter the fields of law enforcement and or the fire services, we
Consider directing all payments of fees and fines now collected at the Police Department to the Tax Collector's office. (Page 31)	Police			In Progress	Kyle True	This is not something new for the Police Department. Every working police policy and or procedure meets current CALEA standards. We will continue to keep up with current trends in policing to ensure that our policies meet those of CALEA in order to reduce liability to the Police Department and the Town.
Adjust supervisors' schedules to provide 24/7 coverage by a Lieutenant or Sergeant. (Page 31)	Police			Cancelled	Kyle True	It is not my intention to change the standing practice at this time as the current system is working extraordinarily well. The current procedures in place are safe, secure, convenient and provide exemplary customer service to the people we
Equip each patrol vehicle with an AED defibrillator. (Page 32)	Police			Cancelled	Kyle True	In December I made an adjustment to the schedule in which our Detective Sergeant position was transferred to the patrol division to add another 40 hours of supervision to the patrol officers working the streets. Having supervisory coverage 7 days a week, 24 hours a day would be impossible and impractical with This is cost prohibited at this time. The cost to outfit all cruisers with AED



Seek funding for the purchase of a new solar powered speed board. (Page 32)	Police	15-Jun-17	In Progress	Kyle True	I will look to see if funds exist to purchase similar solar powered speed boards that have the ability to be moved to different locations within the Town.
Consider installing fire suppression systems at police headquarters. (Page 32)	Police		On Hold	Kyle True	I agree that this is an upgrade that should be addressed in the future. Again, as the Town departments are currently structured, this item would fall under Buildings and Grounds and not the Police Department. It is my recommendation that this item be tabled until the Town of Newmarket hires a Facilities Director.
Plan for consolidating emergency command functions in a single location and creating a redundant location as a fallback. (Page 32)	Police		Completed	Kyle True	The Town of Newmarket currently houses a command vehicle at the Newmarket Fire Department. This vehicle is deployed for all major incidents within the Rockingham County Dispatch Center currently does not have the capacity to take on the Town of Newmarket.
Participation in the Rockingham County Dispatch Center should be abandoned due to its lack of capacity and the additional dispatch functions the Town must continue to	Police		Cancelled	Kyle True	After completing the study relative to report fees, I have determined that the Police Department is in line with the rates charged by surrounding communities and are actually charging more with regards to some report requests.
Update permit fees that are below those in the region. (Page 32)	Police		Cancelled	Kyle True	I have completed the study at the request of MRI and have determined that an increase is warranted. I will be making my recommendation to the Town Administrator to increase the rate for the use of a police cruiser from \$10.00 per hour to \$12.00 per hour and the administrative fee from \$14.00 per hour to \$15.00 per hour. The hourly rate for the police officer cannot be changed at this time as this figure is negotiated as part of the collective bargaining agreement between
Review outside police detail rates to be sure that the Towns costs are being fully recovered. (Page 32)	Police	1-Jul-17	On Hold	Kyle True	I am in the process of researching the burglar alarm ordinance's from the surrounding communities. Simply implementing an ordinance will not reduce
Implement a burglar alarm ordinance to reduce the number of false alarms. Will also generate some revenue. (Page 32)	Police	1-Jul-17	In Progress	Kyle True	We currently use social media, mailings, and created a video to achieve this.
Maintain a strong focus on personnel recruitment, training and retention to sustain the current operating model. (Page 46)	Fire	2012	On going	Rick Malasky/Andy	For several years now we have been a member of the Seacoast Fire Chiefs Mutual District which does multi agency purchases and bids ie: radio purchases, and collective purchasing and contracting opportunities. (Page 47)
Participate in regional professional associations such as the Seacoast Fire Chiefs Association, as a resource for best practices and partnership building. (Page 47)	Fire	2001	Completed	Rick Malasky/Andy	Have been a member since 2001.
Continuously assess capabilities of responding to the needs of the community by monitoring and reporting on realistic and measurable objectives to deliver Fire, Rescue and EMS services including response times and patient satisfaction data. (Page 47)	Fire	2001	Completed	Rick Malasky/Andy	This is reviewed monthly with our Emergency Reporting System.
Keep in mind the outsourcing of EMS transport service as a possible viable option for the future. (Page 48)	Fire	2009	Completed	Rick Malasky/Andy Carol	Geographically and call volume wise this is not practical for the town.
Consider Community Paramedicine services as a way of expanding EMS services and underwriting EMS costs. (Page 49)	Fire	NA	Cancelled	Rick Malasky/Andy	This service is provided at no cost to the town through Exeter Hospital. It would not be cost effective to have our own paramedic service. It would increase the
Maintain the current level of staffing of the Fire Department subject to providing expanded services to neighboring communities. (Page 49)	Fire	NA	Completed	Rick Malasky/Andy	We are always trying to expand with neighboring communities for EMS.
Maintain awareness of the attendance and participation of call and volunteer forces as a trend predictor that will signal consideration of alternative staffing models. (Page 49)	Fire	2010	Completed	Rick Malasky/Andy	This done monthly and evaluated at every officers meeting.
Continue to support the call and volunteer fire and EMS force with opportunity and suitable tools, training, technology, and outfitting. (Page 49)	Fire	NA	Completed	Rick Malasky/Andy	Done regularly within budget restraints.
Develop working relationships with local businesses as a recruiting tool for daytime call Fire personnel. (Page 50)	Fire	NA	Cancelled	Rick Malasky/Andy	There are no large businesses in town that we could use to accomplish this. We have looked into this not an option for the town.
Apply for a federal SAFER grant to help fund call firefighter recruitment and retention schemes. (Page 50)	Fire	NA	Cancelled	Rick Malasky/Andy	We have applied for this in the past. After doing more research I have been told these grants will only be awarded to a regionalized organization involving multiple
Consider hiring a call/volunteer "Recruitment and Retention Coordinator". (Page 50)	Fire	2008	Cancelled	Rick Malasky/Andy	Not practical with budget restraints. Additional FF/EMT's is a more of a priority for
Invest in response software such as lamResponding.com™ for use by the Newmarket Police dispatch center to efficiently coordinate fire responses. (Page 50)	Fire	2008	Completed	Rick Malasky/Andy	We have been doing this for many years. We were one of the first communities in the State of NH to sign up for this service.
Pursue a live-in firefighter program for college students. (Page 50)	Fire	2006	On Hold	Rick Malasky/Andy	This is something I have been trying to do since 2006. Can not be completed until
Coordinate efforts with the Newmarket High School to work with the New Hampshire Fire Academy to introduce a Firefighter I and a Basic EMT program to the school	Fire	1-Mar-17	In Progress	Rick Malasky/Andy	Currently working with the school and the fire academy to start this program. This will probably not happen for another year.
Develop a succession plan for the Fire Chief. (Page 51)	Fire	NA	Completed	Rick Malasky/Andy	The town will need to hire a full time fire chief.
Pursue opportunities that may arise to partner with other communities to provide fire and rescue services, particularly specialized functions. (Page 51)	Fire	2001	Completed	Rick Malasky/Andy	We do this now through Seacoast Fire Chiefs Mutual Aid District.
Continue to use on-duty firefighters for safety and code inspections. (Page 51)	Fire	2007	Completed	Rick Malasky/Andy	We have been doing this since the hiring of full time staff.
Consider incentives and recognition programs for call firefighters. (Page 51)	Fire	2008	Completed	Rick Malasky/Andy	We have been doing this for several years with monthly dinner meetings and
Base budget decisions on the metrics that drive the Fire budget. (Page 52)	Fire	2010	In Progress	Rick Malasky/Andy	Have been trying to increase the budget. It happen this year for calls.
Seek out and apply for federal grants that can be used to help obtain critically needed equipment, protective gear, emergency vehicles, training, and other resources. (Page 52)	Fire	NA	Completed	Rick Malasky/Andy	We apply for grants regularly. Grants are very competitive and typically only awarded now to regional, multi agency programs.
Work with the EMS billing contractor to improve collection rates or consider changing contractors. (Page 52)	Fire	2006	Completed	Rick Malasky/Andy	This is done annually.
Review and adjust EMS rates annually based Medicare/Medicaid rates or the regional Consumer Price Index rates. (Page 52)	Fire	2006	Completed	Rick Malasky/Andy	This is done annually.
Develop a cost recovery billing ordinance for some emergency response incidents. (Page 53)	Fire	1-Mar-18	In Progress	Rick Malasky/Andy	We are working to have something in place within the next six months.
Adopt a "False Alarm Fee" ordinance. (Page 53)	Fire	1988	Completed	Rick Malasky/Andy	We have had one since 1988.
Implement and commit to funding a realistic capital improvement program (CIP). (Page 53)	Department of Public Work	2016	In Progress	Rick Malasky/Andy	We have been working for the past couple of years to increase and improve the



Add a "mechanic" designation to a current employee to work in-house as needed to make certain repairs to equipment, especially during snowplowing or other	Department of Public Work NA	On Hold	Rick Malasky	This was cut from the budget several years ago and was outsourced.
Establish a threshold annual funding amount to deposit into a road maintenance fund that can be used as warranted to take advantage of low price periods or to responsibly schedule maintenance and repairs. (Page 59)	Department of Public Work 6/1999	On going	Rick Malasky	We currently have a fund were \$5.00 from every motor vehicle registration gets set aside for this purpose.
Immediately explore as a high priority, the possibility of sharing a Facilities Management position with the School District. (Page 59)	Department of Public Work 1-Jan-17	On going	Rick Malasky	The Town Administrator is currently working with the school on this.
Seek and participate in collective purchasing groups. (Page 59)	Department of Public Work 2001	Completed	Rick Malasky	We currently do so. We are a member of the Lamprey Regional Co-op for MSW
Add one (1) operational employee before completion of the new treatment plant. (Page 63)	Environmental Services 1-Mar-17	17-May-17	Sean Greig	We are currently working with the EPA and NHDES on the required Wastewater Collection System Operations and Maintenance Plan. A requirement of the plan is to have updated job descriptions and responsibilities for the Town's Wastewater Department personnel. We will be taking some time to evaluate the Department needs. So the Town will get the most out of the new position. The MRI report was finalized after the budget process. So no money was budgeted for this position.
Add one (1) administrative and finance support person, shared with DPW, to relieve the department heads of the clerical tasks that keep them from other management priorities. (Page 63)	Environmental Services 1-Mar-17	15-May-17	Sean Greig	I would recommend that the Environmental Services Department cease its twenty percent contribution to the DPW administrative assistant's salary and hire its own administrative assistant to be funded fifty percent each out of the Water and Sewer Department's budgets. We will be working on establishing the new
Establish and annually commit to funding staff training and compensation to maintain qualifications, capability and to support staff retention. (Page 63)	Environmental Services 1-Mar-17	15-Jun-17	Sean Greig	Environmental Services personnel are offered and required to attend training classes for both water and wastewater. It is true the number of water and wastewater operators is declining. So Water and Sewer Department's have begun trying to hire qualified operators away from neighboring cities and towns. This will only get worse as the baby boomers continue to retire and the treatment systems become more complex. The Environmental Services Department will review its pay classifications, incentives, and benefits with the local cities and towns on a
Create a detailed business plan that fully documents department programs, operations and methods as a manual for future use. (Page 65)	Recreation	In Progress	Aimee Glandet	We will start filling in the areas where operation procedures have already been established. For example Summer Camp has much written in regards to staff
Consider naming the Director's successor early enough to ensure a relatively seamless transition. (Page 65)	Recreation	In Progress	Steve Fournier	Non-Public

Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended March 31, 2017

			Fiscal Year 2017				Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used
Town Council			19,300.00	472.50	19,007.00	293.00	98%	19,300.00	926.70	18,342.95	957.05	95%
Town Administrator			189,139.00	12,403.78	146,565.89	42,573.11	77%	176,994.00	21,964.55	155,684.03	21,309.97	88%
Finance			206,844.00	21,081.52	146,306.35	60,537.65	71%	200,975.00	10,821.28	126,790.38	74,184.62	63%
Human Resource			1,515,143.00	86,815.75	1,101,958.20	413,184.80	73%	1,371,879.00	68,781.60	1,061,523.68	310,355.32	77%
Town Clerk/Tax Collector			176,442.00	12,750.99	124,617.21	51,824.79	71%	162,270.00	21,856.62	119,508.56	42,761.44	74%
Recreation			200,322.00	10,696.92	137,552.06	62,769.94	69%	210,407.00	23,727.91	163,406.99	47,000.01	78%
Code Enforcement			69,755.00	5,955.07	51,919.01	17,835.99	74%	67,253.00	7,762.60	52,081.96	15,171.04	77%
Direct Assistance			41,343.00	1,117.43	17,524.70	23,818.30	42%	48,220.00	3,679.69	22,307.82	25,912.18	46%
Assessing			69,325.00	5,061.57	48,733.63	20,591.37	70%	63,900.00	1.90	44,544.99	19,355.01	70%
Legal			80,000.00	0.00	60,612.12	19,387.88	76%	80,000.00	11,123.80	64,288.90	15,711.10	80%
Planning			122,676.00	8,264.06	90,698.01	31,977.99	74%	129,153.00	12,868.99	84,886.21	44,266.79	66%
Conservation Commission			2,941.00	0.00	1,437.50	1,503.50	49%	1,941.00	142.50	1,879.37	61.63	97%
Economic Development			2,500.00	0.00	1,284.95	1,215.05	51%	1,000.00	0.00	0.00	1,000.00	0%
Debt Services			129,759.00	0.00	129,758.32	0.68	100%	131,959.00	0.00	134,158.32	-2,199.32	102%
Information Technology			135,558.00	6,710.13	109,058.14	26,499.86	80%	131,752.00	7,947.75	99,192.99	32,559.01	75%
Channel 13			31,586.00	2,084.98	17,218.24	14,367.76	55%	30,387.00	2,883.76	20,386.00	10,001.00	67%
Police			1,322,707.00	88,251.45	868,477.18	454,229.82	66%	1,308,012.00	136,569.79	894,456.35	413,555.65	68%
Public Works			427,516.00	37,397.14	345,405.70	82,110.30	81%	417,347.00	47,993.75	295,102.69	122,244.31	71%
Roadways & Sidewalks			330,970.00	21,635.33	228,072.78	102,897.22	69%	386,570.00	6,864.46	246,336.67	140,233.33	64%
Street Lights			49,000.00	3,882.91	33,651.58	15,348.42	69%	46,250.00	4,431.38	34,378.71	11,871.29	74%
Building & Grounds			482,233.00	26,150.78	320,981.34	161,251.66	67%	468,202.00	52,467.30	360,087.11	108,114.89	77%



Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended March 31, 2017

			Fiscal Year 2017						Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used		
Cemetery			37,253.00	1,518.04	20,774.48	16,478.52	56%	36,963.00	2,213.36	19,339.98	17,623.02	52%		
Vehicle			206,500.00	19,346.23	129,817.49	76,682.51	63%	197,700.00	11,549.19	143,774.52	53,925.48	73%		
Fire & Rescue			358,762.00	19,158.57	246,565.13	112,196.87	69%	334,185.00	30,327.63	268,877.22	65,307.78	80%		
Emergency Management			1,950.00	0.00	750.00	1,200.00	38%	1,950.00	0.00	1,742.00	208.00	89%		
Grants			53,000.00	0.00	46,505.00	6,495.00	88%	69,300.00	0.00	30,770.00	38,530.00	44%		
Social Service Grant			43,029.00	0.00	31,126.00	11,903.00	72%	43,429.00	0.00	36,429.00	7,000.00	84%		
Capital Reserve			575,115.00	0.00	575,115.00	0.00	100%	512,949.00	0.00	512,949.00	0.00	100%		
General Fund			6,880,668.00	390,755.15	5,051,493.01	1,829,174.99	73%	6,650,247.00	486,906.51	5,013,226.40	1,637,020.60	75%		
Library			314,704.00	20,690.31	312,364.11	2,339.89	99%	314,033.00	29,884.15	229,578.65	84,454.35	73%		
Recreation			243,433.00	11,427.59	171,297.41	72,135.59	70%	199,670.00	8,433.93	153,830.40	45,839.60	77%		
Solid Waste			447,356.00	34,071.37	339,347.81	108,008.19	76%	443,981.00	31,356.22	291,334.03	152,646.97	66%		
Water			932,813.00	62,521.26	711,743.18	221,069.82	76%	947,051.00	35,980.52	714,938.49	232,112.51	75%		
Sewer			1,177,968.00	54,127.54	793,172.04	384,795.96	67%	1,101,437.00	63,873.40	773,846.11	327,590.89	70%		
Total Operating Budget			9,996,942.00	573,593.22	7,379,417.56	2,617,524.44	74%	9,656,419.00	656,434.73	7,176,754.08	2,479,664.92	74%		

Town of Newmarket, New Hampshire  
Revenue Report <sup>a b</sup>  
For the Period Ended March 31, 2017

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017				Fiscal Year 2016			
			Month to		Year to Date		Month to		Year to Date	
			Budget	Transactions	Transactions	Balance Year	Budget	Transactions	Transactions	Balance Year
				Date		Collected		Date		Collected
Taxes (Real estate), land use, PILOT, interest on taxes			18,692,794.00	25,591.64	18,532,134.24	160,659.76	17,915,011.00	36,228.89	17,997,795.21	-82,784.21
Licenses, permit and fees			1,556,300.00	134,665.37	1,365,198.57	191,101.43	1,556,300.00	142,640.87	1,271,408.69	284,891.31
From State			659,414.00	35,503.68	660,534.25	-1,120.25	657,223.00	0.00	622,607.39	34,615.61
Charges for Services			153,348.00	32,613.05	139,935.70	13,412.30	139,850.00	38,633.74	144,171.71	-4,321.71
Misc. Rev. includes Int. Rev.			69,601.00	1,576.49	106,949.03	-37,348.03	9,601.00	4,449.90	59,746.71	-50,145.71
Fund Balance			500,000.00	0.00	500,000.00	0.00	575,000.00	0.00	575,000.00	0.00
Recreation			243,433.00	111,068.98	212,916.60	30,516.40	199,670.00	72,196.66	158,631.26	41,038.74
Solid Waste			230,000.00	21,639.49	413,467.45	-183,467.45	244,450.00	23,142.58	182,255.82	62,194.18
Water			932,813.00	8,506.11	713,589.75	219,223.25	947,051.00	68,370.52	738,046.46	209,004.54
Sewer			1,159,007.00	3,288.86	1,211,996.87	-52,989.87	1,080,753.00	114,937.77	1,178,347.75	-97,594.75
<b>Total Revenues</b>			24,196,710.00	374,453.67	23,856,722.46	339,987.54	23,324,909.00	500,600.93	22,928,011.00	396,898.00
						99%				98%

Town of Newmarket, New Hampshire  
Expense Report <sup>a,b</sup>  
For the Period Ended March 31, 2017

Fiscal Year 2017												Fiscal Year 2016											
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used											
Town Council	01-401-100-0000	TC - ELECTED SALARIES	11,000.00	0.00	11,000.00	0.00	100%	11,000.00	0.00	11,000.00	0.00	100%											
	01-401-103-0000	TC - PART-TIME	7,800.00	472.50	7,023.75	776.25	90%	7,800.00	877.50	7,293.75	506.25	94%											
	01-401-190-0000	TC - TRAINING	250.00	0.00	0.00	250.00	0%	250.00	0.00	0.00	250.00	0%											
	01-401-202-0000	TC - GENERAL SUPPLIES	250.00	0.00	983.25	-733.25	393%	250.00	49.20	49.20	200.80	20%											
			19,300.00	472.50	19,007.00	293.00	98%	19,300.00	926.70	18,342.95	957.05	95%											
Town Administrator	01-402-101-0000	TA - FULL TIME SALARIES	135,095.00	10,347.07	103,400.29	31,694.71	77%	129,394.00	15,207.12	107,057.82	22,336.18	83%											
	01-402-103-0000	TA - PART TIME SALARIES	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	2,065.39	1,934.61	52%											
	01-402-190-0000	TA - TRAINING/STAFF DEV	3,500.00	20.00	2,099.14	1,400.86	60%	3,000.00	0.00	3,110.73	-110.73	104%											
	01-402-201-0000	TA - POSTAGE	3,000.00	139.36	1,453.85	1,546.15	48%	3,000.00	190.39	2,680.47	319.53	89%											
	01-402-202-0000	TA - GENERAL SUPPLIES	11,500.00	354.85	5,111.55	6,388.45	44%	11,000.00	369.67	5,838.07	5,161.93	53%											
	01-402-301-0000	TA - COMMUNICATION SERVICES	4,200.00	322.46	2,720.30	1,479.70	65%	4,100.00	341.69	2,946.10	1,153.90	72%											
	01-402-310-0002	TA - DUES/SUBSCRIPTIONS	10,500.00	20.00	8,664.00	1,836.00	83%	9,000.00	20.00	8,718.67	281.33	97%											
	01-402-310-0003	TA - ADVERTISING	2,500.00	169.63	2,984.40	-484.40	119%	2,500.00	40.00	1,636.15	863.85	65%											
	01-402-310-0005	TA - BOOKS	500.00	25.00	1,055.40	-555.40	211%	500.00	0.00	0.00	500.00	0%											
	01-402-402-0000	TA - EQUIPMENT MAINTENA	8,344.00	1,005.41	7,752.54	591.46	93%	5,000.00	834.65	5,744.11	-744.11	115%											
	01-402-501-0000	TA - PRINTING/PUBLISHING	3,500.00	0.00	1,251.25	2,248.75	36%	3,000.00	0.00	1,155.00	1,845.00	39%											
	01-402-702-0000	TA - CONTRACTED SERVICE	2,500.00	0.00	10,073.17	-7,573.17	403%	2,500.00	4,961.03	14,731.52	-12,231.52	589%											
			189,139.00	12,403.78	146,565.89	42,573.11	77%	176,994.00	21,964.55	155,684.03	21,309.97	88%											
Finance	01-403-100-0000	FINANCE - ELECTED OFFICIALS	900.00	0.00	900.00	0.00	100%	900.00	0.00	0.00	900.00	0%											
	01-403-101-0000	FINANCE - FULL TIME SALARIES	167,544.00	20,537.01	118,952.62	48,591.38	71%	163,725.00	10,159.13	107,640.36	56,084.64	66%											
	01-403-103-0000	FINANCE - PART TIME SALARIES*	5,000.00	0.00	3,750.03	1,249.97	75%	5,000.00	416.67	3,750.03	1,249.97	75%											
	01-403-190-0000	FINANCE - TRAINING/STAFF DEVELOPMENT	0.00	0.00	40.72	-40.72	0%	0.00	0.00	99.12	-99.12	0%											
	01-403-202-0000	FINANCE - GENERAL SUPPLIES	5,000.00	452.29	3,509.42	1,490.58	70%	5,000.00	20.50	2,650.16	2,349.84	53%											
	01-403-301-0000	FINANCE - COMMUNICATIONS SERVICES	2,400.00	72.22	1,257.70	1,142.30	52%	2,400.00	206.02	1,844.46	555.54	77%											
	01-403-310-0001	FINANCE - BUDGET COMMITTEE EXPENSE	600.00	0.00	0.00	600.00	0%	600.00	18.96	18.96	581.04	3%											
	01-403-310-0002	FINANCE - DUES/SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0%	300.00	0.00	0.00	300.00	0%											
	01-403-310-0003	FINANCE - ADVERTISING	500.00	0.00	1,101.16	-601.16	220%	1,000.00	0.00	0.00	1,000.00	0%											
	01-403-402-0000	FINANCE - EQUIPMENT MAINTENANCE	900.00	0.00	267.50	632.50	30%	600.00	0.00	446.29	153.71	74%											
	01-403-460-0000	FINANCE - BANK FEES	0.00	20.00	295.20	-295.20	0%	0.00	0.00	0.00	0.00	0%											
	01-403-703-0000	FINANCE - AUDIT	24,000.00	0.00	16,232.00	7,768.00	68%	21,450.00	0.00	10,341.00	11,109.00	48%											
			206,844.00	21,081.52	146,306.35	60,537.65	71%	200,975.00	10,821.28	126,790.38	74,184.62	63%											



Town of Newmarket, New Hampshire  
Expense Report <sup>a,b</sup>  
For the Period Ended March 31, 2017

Fiscal Year 2017										Fiscal Year 2016									
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used							
Human Resource	01-404-150-0000	EMP BEN - FICA	124,089.00	7,914.53	83,090.77	40,998.23	67%	111,000.00	11,971.84	83,112.88	27,887.12	75%							
	01-404-151-0000	EMP BEN - MEDICARE	45,134.00	2,734.76	29,883.39	15,250.61	66%	43,407.00	4,365.28	31,152.81	12,254.19	72%							
	01-404-152-0000	EMP BEN - PRE-EMPLOYMENT TESTING	2,740.00	138.25	439.00	2,301.00	16%	750.00	30.00	701.50	48.50	94%							
	01-404-155-0000	EMP BEN - HEALTH INSURANCE	585,734.00	43,165.78	412,545.33	173,188.67	70%	526,976.00	4,675.13	388,505.67	138,470.33	74%							
	01-404-156-0000	EMP BEN - NH RETIREMENT	426,379.00	29,680.66	311,080.35	115,298.65	73%	397,313.00	46,082.08	308,910.59	88,402.41	78%							
	01-404-159-0000	EMP BEN - LIFE/DISABILITY BENE	27,660.00	3,784.73	18,285.78	9,374.22	66%	25,575.00	2,392.27	18,462.54	7,112.46	72%							
	01-404-160-0000	EMP BEN - WORKERS COMPENSATION	125,389.00	-593.52	124,698.37	690.63	99%	113,990.00	-735.00	115,525.00	-1,535.00	101%							
	01-404-161-0000	EMP BEN - UNEMPLOYMENT	4,413.00	-9.44	1,600.69	2,812.31	36%	6,523.00	0.00	2,797.28	3,725.72	43%							
	01-404-162-0000	EMP BEN - EMPLOYEE TESTING	600.00	0.00	572.25	27.75	95%	600.00	0.00	57.00	543.00	10%							
	01-404-190-0000	HR - TRAINING STAFF DEVELOPMENT	2,500.00	0.00	2,833.27	-333.27	113%	2,500.00	0.00	1,673.41	826.59	67%							
	01-404-197-0000	EMP BEN - MERIT INCREASE POOL	45,000.00	0.00	0.00	45,000.00	0%	35,000.00	0.00	0.00	35,000.00	0%							
	01-404-198-0000	EMP BEN - LONGEVITY	22,275.00	0.00	15,750.00	6,525.00	71%	18,675.00	0.00	15,750.00	2,925.00	84%							
	01-404-504-0006	EMP BEN - PROPERTY LIABILITY INSURANC	103,230.00	0.00	101,179.00	2,051.00	98%	89,570.00	0.00	93,845.00	-4,275.00	105%							
	01-404-504-0007	EMP BEN - INSURANCE DEDUCTIBLES	0.00	0.00	0.00	0.00	0%	0.00	0.00	1,030.00	-1,030.00	0%							
	Human Resource			1,515,143.00	86,815.75	1,101,958.20	413,184.80	73%	1,371,879.00	68,781.60	1,061,523.68	310,355.32	77%						
	Town Clerk/Tax Collector	01-405-101-0000	TC/TC - FULL TIME SALARIES	105,904.00	8,331.06	79,232.73	26,671.27	75%	101,548.00	12,219.54	78,459.50	23,088.50	77%						
		01-405-103-0000	TC/TC - PART TIME SALARIES	27,919.00	2,012.00	18,096.36	9,822.64	65%	27,410.00	4,670.35	23,322.74	4,087.26	85%						
01-405-103-0070		TC/TC PT - ELECTION OFFICIALS	8,925.00	750.00	7,455.00	1,470.00	84%	5,106.00	2,985.00	4,155.00	951.00	81%							
01-405-190-0000		TC/TC - TRAINING STAFF DEVELOPMENT	2,600.00	129.39	1,517.17	1,082.83	58%	2,600.00	50.00	703.50	1,896.50	27%							
01-405-201-0000		TC/TC - POSTAGE	10,167.00	1,171.27	5,891.79	4,275.21	58%	8,966.00	533.43	5,047.27	3,918.73	56%							
01-405-202-0000		TC/TC - GENERAL SUPPLIES	3,300.00	10.00	2,547.41	752.59	77%	3,300.00	10.00	1,756.20	1,543.80	53%							
01-405-301-0000		TC/TC - COMMUNICATION SERVICES	1,600.00	119.15	969.46	630.54	61%	1,600.00	123.62	980.79	619.21	61%							
01-405-310-0002		TC/TC - DUES/SUBSCRIPTIONS	489.00	75.00	216.95	272.05	44%	360.00	0.00	65.00	295.00	18%							
01-405-310-0003		TC/TC - ADVERTISING	0.00	0.00	0.00	0.00	0%	0.00	0.00	231.33	-231.33	0%							
01-405-310-0070		TC/TC - ELECTION/REGISTRATION	8,113.00	142.63	3,721.47	4,391.53	46%	4,380.00	1,264.68	2,552.86	1,827.14	58%							
01-405-402-0000		TC/TC - EQUIPMENT MAINTENANCE	1,400.00	0.00	527.50	872.50	38%	1,400.00	0.00	627.00	773.00	45%							
01-405-702-0000		TC/TC - DEED RESEARCH	2,575.00	10.49	213.62	2,361.38	8%	2,600.00	0.00	214.74	2,385.26	8%							
01-405-702-1000		TC/TC - CODIFICATION	950.00	0.00	1,727.75	-777.75	182%	500.00	0.00	1,392.63	-892.63	279%							
01-405-800-0000		TC/TC - EQUIPMENT PURCHASE	2,500.00	0.00	2,500.00	0.00	100%	2,500.00	0.00	0.00	2,500.00	0%							
Town Clerk/Tax Collector			176,442.00	12,750.99	124,617.21	51,824.79	71%	162,270.00	21,856.62	119,508.56	42,761.44	74%							

Town of Newmarket, New Hampshire  
Expense Report<sup>a b</sup>  
For the Period Ended March 31, 2017

Fiscal Year 2017										Fiscal Year 2016									
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used		
Recreation	01-406-101-0000	RECREATION-FULL TIME SALARIES	154,229.00	7,203.10	101,606.16	52,622.84	65%	146,666.00	17,795.38	114,597.87	32,068.13	78%	146,666.00	17,795.38	114,597.87	32,068.13	78%		
	01-406-103-0000	RECREATION-PART TIME SALARIES	25,486.00	2,414.78	25,803.87	-317.87	101%	43,434.00	4,868.73	31,339.31	12,094.69	72%	43,434.00	4,868.73	31,339.31	12,094.69	72%		
	01-406-190-0000	RECREATION-TRAINING/STAFF DEVELOP.	2,000.00	0.00	1,072.75	927.25	54%	2,000.00	0.00	2,543.13	-543.13	127%	2,000.00	0.00	2,543.13	-543.13	127%		
	01-406-191-0000	RECREATION-TRAVEL EXPENSE	300.00	0.00	155.54	144.46	52%	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	161.06	138.94	54%	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	3.99	1,496.01	0%	1,500.00	0.00	0.00	337.24	1,162.76	22%	1,500.00	0.00	0.00	221.05	26%	
	01-406-202-0000	RECREATION-GENERAL SUPPLIES	1,650.00	131.98	1,635.78	14.22	99%	1,650.00	211.98	976.67	673.33	59%	1,650.00	211.98	976.67	673.33	59%		
	01-406-301-0000	RECREATION-COMMUNICATION SERVICE	3,288.00	365.27	2,722.41	565.59	83%	3,288.00	283.49	2,174.07	1,113.93	66%	3,288.00	283.49	2,174.07	1,113.93	66%		
	01-406-310-0002	RECREATION-DUES/SUBSCRIPTIONS	1,233.00	49.99	337.23	895.77	27%	1,233.00	235.37	1,161.32	71.68	94%	1,233.00	235.37	1,161.32	71.68	94%		
	01-406-402-0000	RECREATION-EQUIP. MAINTENANCE	6,636.00	279.88	2,958.17	3,677.83	45%	6,636.00	332.96	6,707.73	-71.73	101%	6,636.00	332.96	6,707.73	-71.73	101%		
	01-406-800-0000	RECREATION-EQUIP. PURCHASE	1,200.00	0.00	530.19	669.81	44%	1,200.00	0.00	0.00	1,189.27	10.73	99%	1,200.00	0.00	0.00	10.73	99%	
	01-406-904-0000	RECREATION-SUNRISE SUNSET SR CTR	2,500.00	251.92	564.91	1,935.09	23%	2,200.00	0.00	0.00	2,301.43	-101.43	105%	2,200.00	0.00	0.00	-101.43	105%	
Recreation			200,322.00	10,696.92	137,552.06	62,769.94	69%	210,407.00	23,727.91	163,406.99	47,000.01	78%	210,407.00	23,727.91	163,406.99	47,000.01	78%		
Code Enforcement	01-407-101-0000	CODE - FULL-TIME SALARIES	25,356.00	1,950.41	19,560.03	5,795.97	77%	25,355.00	2,925.61	19,391.20	5,963.80	76%	25,355.00	2,925.61	19,391.20	5,963.80	76%		
	01-407-103-0000	CODE - PART TIME SALARIES	38,919.00	3,582.52	29,588.94	9,330.06	76%	37,318.00	4,441.44	28,828.62	8,489.38	77%	37,318.00	4,441.44	28,828.62	8,489.38	77%		
	01-407-190-0000	CODE - TRAINING	1,000.00	0.00	110.00	890.00	11%	1,000.00	275.00	814.00	186.00	81%	1,000.00	275.00	814.00	186.00	81%		
	01-407-201-0000	CODE - POSTAGE	130.00	19.32	102.40	27.60	79%	130.00	18.17	54.61	75.39	42%	130.00	18.17	54.61	75.39	42%		
	01-407-202-0000	CODE - GENERAL SUPPLIES	2,700.00	134.00	631.20	2,068.80	23%	2,700.00	15.66	1,919.36	780.64	71%	2,700.00	15.66	1,919.36	780.64	71%		
	01-407-301-0000	CODE - TELEPHONE	1,000.00	84.82	700.49	299.51	70%	500.00	86.72	742.17	-242.17	148%	500.00	86.72	742.17	-242.17	148%		
	01-407-310-0002	CODE - DUES/SUBSCRIPTIONS	400.00	184.00	1,225.95	-825.95	306%	0.00	0.00	332.00	-332.00	0%	0.00	0.00	332.00	-332.00	0%		
	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%	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%	50.00	0.00	0.00	50.00	0%		
	Code Enforcement			69,755.00	5,955.07	51,919.01	17,835.99	74%	67,253.00	7,762.60	52,081.96	15,171.04	77%	67,253.00	7,762.60	52,081.96	15,171.04	77%	
	01-408-103-0000	DIR ASSIST - PART-TIME SALARIES	23,943.00	1,086.46	11,796.61	12,146.39	49%	22,320.00	2,288.74	14,544.67	7,775.33	65%	22,320.00	2,288.74	14,544.67	7,775.33	65%		
	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%	150.00	0.00	0.00	150.00	0%		
01-408-202-0000	DIR ASSIST - GENERAL SUPPLIES	200.00	30.97	248.09	-48.09	124%	200.00	31.05	253.25	-53.25	127%	200.00	31.05	253.25	-53.25	127%			
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%	50.00	0.00	0.00	50.00	0%			
01-408-315-0038	DIR ASSIST - FOOD	1,000.00	0.00	0.00	1,000.00	0%	1,500.00	0.00	0.00	1,500.00	0%	1,500.00	0.00	0.00	1,500.00	0%			
01-408-315-0039	DIR ASSIST - RENT	10,000.00	0.00	4,730.00	5,270.00	47%	15,000.00	1,200.00	6,100.00	8,900.00	41%	15,000.00	1,200.00	6,100.00	8,900.00	41%			
01-408-315-0040	DIR ASSIST - ELECTRICITY	1,000.00	0.00	0.00	1,000.00	0%	1,500.00	0.00	0.00	1,000.00	33%	1,500.00	0.00	0.00	1,000.00	33%			
01-408-315-0041	DIR ASSIST - HEAT	2,000.00	0.00	0.00	2,000.00	0%	2,500.00	159.90	159.90	2,340.10	6%	2,500.00	159.90	159.90	2,340.10	6%			
01-408-315-0042	DIR ASSIST - MEDICAL	1,500.00	0.00	0.00	1,500.00	0%	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	1,500.00	0.00	750.00	750.00	50%	3,000.00	0.00	750.00	2,250.00	25%	3,000.00	0.00	750.00	2,250.00	25%			
Direct Assistance			41,343.00	1,117.43	17,524.70	23,818.30	42%	48,220.00	3,679.69	22,307.82	25,912.18	46%	48,220.00	3,679.69	22,307.82	25,912.18	46%		
86 of 164	01-409-130-0000	ASSESS - CONTRACTED SERVICES	60,475.00	5,044.93	40,698.46	19,776.54	67%	55,000.00	0.00	44,522.87	10,477.13	81%	55,000.00	0.00	44,522.87	10,477.13	81%		
	01-409-201-0000	ASSESS - POSTAGE	500.00	16.64	41.17	458.83	8%	500.00	1.90	22.12	477.88	4%	500.00	1.90	22.12	477.88	4%		
	01-409-202-0000	ASSESS - GENERAL SUPPLIES	500.00	0.00	234.00	266.00	47%	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%		
	01-409-310-0002	ASSESS - DUES/SUBSCRIPTIONS	150.00	0.00	0.00	150.00	0%	350.00	0.00	0.00	350.00	0%	350.00	0.00	0.00	350.00	0%		
	01-409-407-0000	ASSESS - SOFTWARE	7,700.00	0.00	7,760.00	-60.00	101%	7,550.00	0.00	0.00	7,550.00	0%	7,550.00	0.00	0.00	7,550.00	0%		
Assessing			69,325.00	5,061.57	48,733.63	20,591.37	70%	63,900.00	1.90	44,544.99	19,355.01	70%	63,900.00	1.90	44,544.99	19,355.01	70%		



Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended March 31, 2017

Fiscal Year 2017				Fiscal Year 2016								
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used
Legal	01-410-602-0000	LEGAL - LEGAL EXPENSES	80,000.00	0.00	60,612.12	19,387.88	76%	80,000.00	11,123.80	64,288.90	15,711.10	80%
			80,000.00	0.00	60,612.12	19,387.88	76%	80,000.00	11,123.80	64,288.90	15,711.10	80%
	01-411-101-0000	PLAN - FULL TIME SALARIES	98,731.00	7,735.67	75,030.14	23,700.86	76%	95,708.00	11,391.85	73,469.89	22,238.11	77%
	01-411-103-0000	PLAN - PART TIME SALARIES	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	1,345.90	654.10	67%
	01-411-190-0000	PLAN - TRAINING/STAFF DEVELOPMENT	1,500.00	16.05	74.45	1,425.55	5%	1,500.00	735.00	1,250.70	249.30	83%
	01-411-201-0000	PLAN - POSTAGE	2,500.00	99.91	870.47	1,629.53	35%	2,000.00	588.64	1,348.73	651.27	67%
	01-411-202-0000	PLAN - GENERAL SUPPLIES	2,000.00	82.99	1,293.37	706.63	65%	2,000.00	98.93	1,452.21	547.79	73%
	01-411-202-0054	PLAN - MAPPING SUPPLIES	4,000.00	0.00	3,000.00	1,000.00	75%	4,000.00	0.00	3,000.00	1,000.00	75%
	01-411-301-0000	PLAN - COMMUNICATIONS SERVICES	600.00	51.73	485.17	114.83	81%	600.00	54.57	434.25	165.75	72%
	01-411-310-0002	PLAN - DUES/SUBSCRIPTIONS	8,345.00	0.00	8,965.28	-620.28	107%	8,345.00	0.00	490.00	7,855.00	6%
Planning	01-411-310-0003	PLAN - ADVERTISING	2,000.00	277.71	979.13	1,020.87	49%	2,000.00	0.00	1,087.03	912.97	54%
	01-411-702-0000	PLAN - TAX MAPS	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-411-703-0000	PLAN - CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0%	10,000.00	0.00	1,007.50	8,992.50	10%
			122,676.00	8,264.06	90,698.01	31,977.99	74%	129,153.00	12,868.99	84,886.21	44,266.79	66%
	01-413-103-0000	CON COMM - PT RECORDING SECRETARY	2,000.00	0.00	982.50	1,017.50	49%	1,000.00	142.50	1,158.75	-158.75	116%
	01-413-201-0000	CON COMM - POSTAGE	60.00	0.00	60.00	0.00	100%	60.00	0.00	7.45	52.55	12%
	01-413-202-0000	CON COMM - GENERAL SUPPLI	200.00	0.00	75.00	125.00	38%	200.00	0.00	200.00	0.00	100%
	01-413-310-0002	CON COMM - DUES/SUBSCRIPT	390.00	0.00	0.00	390.00	0%	390.00	0.00	363.00	27.00	93%
	01-413-702-0000	CON COMM - CONTRACTED SERVICES	291.00	0.00	320.00	-29.00	110%	291.00	0.00	150.17	140.83	52%
			2,941.00	0.00	1,437.50	1,503.50	49%	1,941.00	142.50	1,879.37	61.63	97%
Conservation Commission												
	01-414-310-0000	ECON DEV - OPERATING EXPENSE	2,500.00	0.00	1,284.95	1,215.05	51%	1,000.00	0.00	0.00	1,000.00	0%
Economic Development			2,500.00	0.00	1,284.95	1,215.05	51%	1,000.00	0.00	0.00	1,000.00	0%
Debt Services	01-418-950-0000	DEBT SER - PRINCIPLE	100,000.00	0.00	100,000.00	0.00	100%	100,000.00	0.00	100,000.00	0.00	100%
	01-418-951-0000	DEBT SER - INTEREST	29,759.00	0.00	29,758.32	0.68	100%	31,959.00	0.00	34,158.32	-2,199.32	107%
			129,759.00	0.00	129,758.32	0.68	100%	131,959.00	0.00	134,158.32	-2,199.32	102%
	01-420-101-0000	MIS - FULL TIME SALARIES	68,183.00	5,349.74	51,091.10	17,091.90	75%	65,377.00	7,867.26	50,642.78	14,734.22	77%
	01-420-190-0000	MIS - TRAINING	1,000.00	0.00	999.00	1.00	100%	1,000.00	0.00	996.00	4.00	100%
	01-420-202-0000	MIS - GENERAL SUPPLIES	2,500.00	299.98	1,290.25	1,209.75	52%	2,500.00	0.00	2,710.16	-210.16	108%
	01-420-301-0000	MIS - COMMUNICATION SERVICE	600.00	50.41	653.63	-53.63	109%	600.00	50.50	405.16	194.84	68%
	01-420-310-0002	MIS - DUES SUBSCRIPTIONS	275.00	0.00	125.00	150.00	45%	275.00	0.00	0.00	275.00	0%
	01-420-407-0000	MIS - SOFTWARE MAINT	42,500.00	0.00	41,202.49	1,297.51	97%	40,000.00	29.99	30,160.00	9,840.00	75%
	01-420-409-0000	MIS - REPAIRS/MAINT	4,500.00	110.00	2,395.91	2,104.09	53%	4,500.00	0.00	3,715.13	784.87	83%
Information Technology	01-420-414-0000	MIS - SOFTWARE LICENSES	4,500.00	900.00	3,607.92	892.08	80%	4,500.00	0.00	364.49	4,135.51	8%
	01-420-702-0000	MIS - VENDOR SUPPORT	1,500.00	0.00	0.00	1,500.00	0%	1,000.00	0.00	960.00	40.00	96%
	01-420-800-0000	MIS - NEW EQUIPMENT	10,000.00	0.00	7,692.84	2,307.16	77%	12,000.00	0.00	9,239.27	2,760.73	77%
			135,558.00	6,710.13	109,058.14	26,499.86	80%	131,752.00	7,947.75	99,192.99	32,559.01	75%



Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended March 31, 2017

Fiscal Year 2016												
Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017			Fiscal Year 2016						
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used
Channel 13	01-421-103-0000	CHANNEL 13 PART TIME SALARIES	23,086.00	1,755.00	12,265.36	10,820.64	53%	21,887.00	2,633.76	16,950.00	4,937.00	77%
	01-421-202-0000	CHANNEL 13 MISC EQUIPMENTS	6,000.00	79.98	2,046.88	3,953.12	34%	6,000.00	0.00	1,936.00	4,064.00	32%
	01-421-310-0000	CHANNEL 13 - OPERATING EXPENSES	2,500.00	250.00	2,906.00	-406.00	116%	2,500.00	250.00	1,500.00	1,000.00	60%
			31,586.00	2,084.98	17,218.24	14,367.76	55%	30,387.00	2,883.76	20,386.00	10,001.00	67%
	01-438-101-0000	POLICE - FULL TIME SALARIES	1,037,437.00	74,867.04	723,622.64	313,814.36	70%	1,013,622.00	113,761.27	719,693.11	293,928.89	71%
	01-438-102-0000	POLICE - OVERTIME	107,010.00	3,992.55	72,050.11	34,959.89	67%	105,140.00	8,897.68	96,465.80	8,674.20	92%
	01-438-103-0000	POLICE - PART-TIME SALARIES	35,000.00	2,035.53	20,061.40	14,938.60	57%	35,000.00	3,042.32	21,488.75	13,511.25	61%
	01-438-162-0000	POLICE - MEDICAL	2,500.00	0.00	940.08	1,559.92	38%	2,500.00	0.00	1,064.78	1,435.22	43%
	01-438-190-0000	POLICE - TRAINING/STAFF DEVELOPMENT	10,000.00	1,050.00	4,758.16	5,241.84	48%	10,000.00	300.00	791.78	9,208.22	8%
	01-438-191-0000	POLICE - TRAVEL/MILEAGE	600.00	0.00	19.00	581.00	3%	600.00	0.00	108.90	491.10	18%
Police	01-438-193-0000	POLICE - UNIFORMS	8,800.00	2,126.03	4,942.59	3,857.41	56%	8,800.00	319.50	3,324.37	5,475.63	38%
	01-438-194-0000	POLICE - EDUCATIONAL INCENTIVE	5,000.00	0.00	4,800.00	200.00	96%	5,000.00	0.00	4,100.00	900.00	82%
	01-438-195-0000	POLICE - CLEANING ALLOWANCE	2,500.00	0.00	2,500.00	0.00	100%	2,500.00	0.00	2,250.00	250.00	90%
	01-438-199-0000	POLICE - CRIMINAL INVESTIGATION	2,000.00	137.80	556.33	1,443.67	28%	2,000.00	0.00	264.97	1,735.03	13%
	01-438-200-0000	POLICE - YOUTH/PUBLIC RELATIONS	2,500.00	399.98	1,300.22	1,199.78	52%	2,500.00	0.00	49.15	2,450.85	2%
	01-438-201-0000	POLICE - POSTAGE	450.00	49.32	323.44	126.56	72%	450.00	25.86	331.33	118.67	74%
	01-438-202-0000	POLICE - OFFICE SUPPLIES	5,500.00	4.49	2,400.46	3,099.54	44%	5,500.00	431.93	4,119.05	1,380.95	75%
	01-438-202-0438	POLICE-GENERAL SUPPLIES	400.00	21.00	186.00	214.00	47%	400.00	20.50	181.50	218.50	45%
	01-438-209-0000	POLICE - GASOLINE	34,000.00	1,699.57	13,277.44	20,722.56	39%	34,000.00	1,333.84	12,058.63	21,941.37	35%
	01-438-301-0000	POLICE - COMMUNICATION SERVICES	16,500.00	854.79	7,950.31	8,549.69	48%	16,500.00	1,005.07	9,299.86	7,200.14	56%
	01-438-310-0002	POLICE - DUES/MEMBERSHIPS	4,210.00	0.00	425.00	3,785.00	10%	3,200.00	0.00	1,875.00	1,325.00	59%
	01-438-310-0005	POLICE - BOOKS/PUBLICATIONS	2,800.00	0.00	467.80	2,332.20	17%	2,800.00	0.00	713.95	2,086.05	25%
	01-438-310-0044	POLICE - EQUIPMENT/FIELD SUPPLIES	6,000.00	116.59	904.60	5,095.40	15%	18,000.00	248.84	1,294.76	16,705.24	7%
	01-438-310-0045	POLICE - PRISONER EXPENSES	1,200.00	0.00	324.92	875.08	27%	1,200.00	0.00	240.98	959.02	20%
	01-438-402-0000	POLICE - EQUIP MAINTENANCE	5,000.00	0.00	642.82	4,357.18	13%	5,000.00	6,596.82	8,264.71	-3,264.71	165%
	01-438-410-0000	POLICE - EQUIPMENT LEASE	26,900.00	896.76	5,138.87	21,761.13	19%	26,900.00	586.16	5,578.12	21,321.88	21%
	01-438-501-0000	POLICE - PRINTING/PUBLISHING	2,800.00	0.00	884.99	1,915.01	32%	2,800.00	0.00	648.30	2,151.70	23%
	01-438-521-0000	POLICE - ANIMAL CONTROL	3,600.00	0.00	0.00	3,600.00	0%	3,600.00	0.00	248.55	3,351.45	7%
			1,322,707.00	88,251.45	868,477.18	454,229.82	66%	1,308,012.00	136,569.79	894,456.35	413,555.65	68%
	Public Works	01-441-101-0000	PW ADMIN. - FULL TIME SALARIES	119,085.00	9,210.25	89,283.56	29,801.44	75%	118,136.00	13,740.48	88,405.60	29,730.40
01-441-102-0000		PW ADMIN. - OVERTIME	50,000.00	7,961.18	61,126.17	-11,126.17	122%	50,000.00	5,819.27	25,662.56	24,337.44	51%
01-441-106-0000		PW ADMIN. - LABOR SALARIES	231,131.00	18,004.40	174,497.11	56,633.89	75%	220,711.00	26,012.80	163,498.81	57,212.19	74%
01-441-190-0000		PW ADMIN. - TRAINING/STAFF DEVELOPM	1,000.00	0.00	1,200.00	-200.00	120%	500.00	0.00	90.00	410.00	18%
01-441-193-0000		PW ADMIN. - UNIFORMS	10,000.00	803.65	6,437.39	3,562.61	64%	14,000.00	596.24	6,335.53	7,664.47	45%
01-441-201-0000		PW ADMIN. - POSTAGE	100.00	3.26	32.58	67.42	33%	100.00	9.65	71.33	28.67	71%
01-441-202-0000		PW ADMIN. - GENERAL SUPPLIES	8,000.00	766.81	7,148.03	851.97	89%	6,500.00	828.88	3,914.14	2,585.86	60%
01-441-301-0000		PW ADMIN. - COMMUNICATION SERVICE	6,000.00	597.52	5,565.79	434.21	93%	6,000.00	540.79	4,678.67	1,321.33	78%
01-441-310-0002		PW ADMIN. - DUES/MEMBERSHIPS	1,000.00	25.00	90.00	910.00	9%	200.00	50.00	1,147.00	-947.00	574%
01-441-310-0003		PW ADMIN. - ADVERTISING	1,200.00	25.07	25.07	1,174.93	2%	1,200.00	395.64	1,299.05	-99.05	108%
		427,516.00	37,397.14	345,405.70	82,110.30	81%	417,347.00	47,993.75	295,102.69	122,244.31	71%	

Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended March 31, 2017

			Fiscal Year 2017				Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used
Roadways & Sidewalks	01-442-202-0000	RDWY/SWK - GENERAL SUPPLIES	16,000.00	512.78	15,804.70	195.30	99%	15,000.00	1,055.98	9,505.83	5,494.17	63%
	01-442-205-0000	RDWY/SWK - WINTER SALT	80,000.00	11,788.75	112,800.42	-32,800.42	141%	80,000.00	2,304.40	63,902.43	16,097.57	80%
	01-442-208-0000	RDWY/SWK - WINTER SAND	6,200.00	0.00	0.00	6,200.00	0%	6,200.00	108.53	108.53	6,091.47	2%
	01-442-213-0000	RDWY/SWK - PAVEMENT MARKING	3,500.00	0.00	15.96	3,484.04	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-442-250-0000	RDWY/SWK - COLD MIX	3,000.00	928.80	2,265.30	734.70	76%	2,800.00	0.00	1,493.10	1,306.90	53%
	01-442-251-0000	RDWY/SWK - HOT TOP	155,000.00	0.00	61,025.96	93,974.04	39%	125,000.00	0.00	118,086.25	6,913.75	94%
	01-442-402-0000	RDWY/SWK - EQUIPMENT LEASE	13,200.00	0.00	13,892.50	-692.50	105%	12,500.00	0.00	13,000.00	-500.00	104%
	01-442-514-0000	RDWY/SWK - CONTRACT STREET MAR	6,000.00	0.00	5,998.44	1.56	100%	6,000.00	0.00	5,855.62	144.38	98%
	01-442-516-0000	RDWY/SWK - CONTRACT WINTER EQU	15,000.00	8,405.00	9,925.00	5,075.00	66%	15,000.00	3,395.55	3,530.55	11,469.45	24%
	01-442-527-0000	RDWY/SWK - CURBSIDE WEED CONTR	3,000.00	0.00	1,900.00	1,100.00	63%	3,000.00	0.00	950.00	2,050.00	32%
	01-442-528-0000	RDWY/SWK - TREE SERVICE	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	0.00	841.10	2,158.90	28%
	01-442-531-0000	RDWY/SWK - WEATHER SERVICE	2,070.00	0.00	1,025.01	1,044.99	50%	2,070.00	0.00	2,050.00	20.00	99%
	01-442-704-0000	RDWY/SWK - ENGINEERING	25,000.00	0.00	3,419.49	21,580.51	14%	25,000.00	0.00	3,763.98	21,236.02	15%
	01-442-705-0000	RDWY/SWK CONSTRUCTION	0.00	0.00	0.00	0.00	0%	88,000.00	0.00	23,249.28	64,750.72	26%
				330,970.00	21,635.33	228,072.78	102,897.22	69%	386,570.00	6,864.46	246,336.67	140,233.33
Street Lights	01-446-202-0000	STREET LIGHT - FIXTURES	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	148.58	4,852.07	-2,852.07	243%
	01-446-302-0000	STREET LIGHT - ELECTRICITY	47,000.00	3,882.91	33,651.58	13,348.42	72%	44,250.00	4,282.80	29,526.64	14,723.36	67%
			49,000.00	3,882.91	33,651.58	15,348.42	69%	46,250.00	4,431.38	34,378.71	11,871.29	74%



Town of Newmarket, New Hampshire  
Expense Report<sup>a b</sup>  
For the Period Ended March 31, 2017

Fiscal Year 2017												Fiscal Year 2016											
Function	Account Number	ACCOUNT DESCRIPTION	Month to Date			Year to Date			Balance Year	Percent Used	Month to Date			Year to Date			Balance Year	Percent Used					
			Budget	Transactions	Transactions	Budget	Transactions	Transactions			Budget	Transactions	Transactions	Budget	Transactions	Transactions							
	01-448-101-0000	BLD/GRNDS - FULL-TIME SALARIES	63,461.00	4,912.98	47,543.08	15,917.92	75%	61,382.00	7,422.40	47,484.59	13,897.41	77%											
	01-448-102-0000	BLD/GRNDS - OVERTIME	3,000.00	-343.60	5,367.27	-2,367.27	179%	3,000.00	361.79	3,834.62	-834.62	128%											
	01-448-103-0000	BLD/GRNDS - PART TIME SALARIES	86,247.00	1,286.50	44,315.21	41,931.79	51%	88,420.00	3,829.02	52,224.03	36,195.97	59%											
	01-448-202-0000	BLD/GRNDS - GENERAL SUPPLIES	10,000.00	662.53	4,577.51	5,422.49	46%	10,000.00	1,061.50	6,740.28	3,259.72	67%											
	01-448-302-0000	BLD/GRNDS - ELECTRICITY-TOWN HALL	12,000.00	682.20	7,618.06	4,381.94	63%	10,900.00	914.80	8,375.74	2,524.26	77%											
	01-448-302-0406	BLD/GRNDS - ELECTRICITY - PARKS	1,300.00	91.42	780.74	519.26	60%	1,300.00	93.31	801.86	498.14	62%											
	01-448-302-0438	BLD/GRNDS - ELECTRICITY POLICE	13,500.00	659.31	7,110.53	6,389.47	53%	11,800.00	928.83	9,005.29	2,794.71	76%											
	01-448-302-0441	BLD/GRNDS - ELECTRICITY YOUNGS LANE	25,000.00	1,922.17	15,989.29	9,010.71	64%	24,000.00	2,280.95	17,762.04	6,237.96	74%											
	01-448-303-0000	BLD/GRNDS - HEAT & OIL - TOWN HALL	23,000.00	2,075.87	13,343.40	9,656.60	58%	26,000.00	2,319.53	13,154.86	12,845.14	51%											
	01-448-303-0438	BLD/GRNDS - HEAT & OIL - POLICE	4,100.00	244.78	2,818.36	1,281.64	69%	3,000.00	710.43	2,007.70	992.30	67%											
	01-448-303-0441	BLD/GRNDS - HEAT & OIL - YOUNGS LANE	39,000.00	4,957.72	21,982.32	17,017.68	56%	39,000.00	5,746.04	21,995.23	17,004.77	56%											
	01-448-304-0000	BLD/GRNDS - WATER/SEWER TOWN HALL	4,000.00	0.00	4,135.86	-135.86	103%	4,000.00	60.92	8,320.72	-4,320.72	208%											
	01-448-304-0150	BLD/GRNDS-WATER/SEWER COMMUNITY	0.00	0.00	2,545.21	-2,545.21	0%	0.00	0.00	0.00	0.00	0%											
	01-448-304-0438	BLD/GRNDS - WATER/SEWER - POLICE	525.00	0.00	434.11	90.89	83%	800.00	83.38	711.24	88.76	89%											
	01-448-304-0441	BLD/GRNDS - WATER/SEWER - YOUNGS LA	1,950.00	0.00	1,540.77	409.23	79%	1,800.00	339.31	1,692.79	107.21	94%											
	01-448-401-0110	BLD/GRNDS - YOUNGS LANE MAINT	14,000.00	2,108.50	15,819.40	-1,819.40	113%	14,000.00	1,534.95	16,102.96	-2,102.96	115%											
	01-448-401-0120	BLD/GRNDS - TOWN HALL MAINTENANCE	13,000.00	1,305.59	11,381.69	1,618.31	88%	13,000.00	1,129.22	15,414.56	-2,414.56	119%											
	01-448-401-0125	BLD/GRNDS - ELEVATOR MAINTENANCE	2,500.00	0.00	1,199.64	1,300.36	48%	2,400.00	0.00	1,709.47	690.53	71%											
	01-448-401-0140	BLD/GRNDS - PARKS MAINTENANCE	8,000.00	0.00	1,621.19	6,378.81	20%	8,000.00	0.00	5,002.54	2,997.46	63%											
	01-448-401-0150	BLD/GRNDS - COMMUNITY CENTER MAI	7,500.00	530.00	10,678.36	-3,178.36	142%	7,500.00	156.50	16,596.46	-9,096.46	221%											
	01-448-401-0151	BLD/GRNDS - COMM CTR ELECTRICITY	12,000.00	627.68	7,844.32	4,155.68	65%	12,000.00	843.39	8,234.88	3,765.12	69%											
	01-448-401-0152	BLD/GRNDS - COMM CTR HEAT OIL	14,000.00	1,853.71	10,114.22	3,885.78	72%	14,000.00	1,228.21	7,717.48	6,282.52	55%											
	01-448-401-0153	BLD/GRNDS - SENIOR CENTER ELECTRICITY	7,000.00	220.89	2,202.75	4,797.25	31%	0.00	244.59	2,443.08	-2,443.08	0%											
	01-448-401-0154	BLD/GRNDS - SENIOR CTR HEAT	5,000.00	363.49	1,581.41	3,418.59	32%	0.00	468.31	908.60	-908.60	0%											
	01-448-401-0155	BLD/GRNDS - SENIOR CTR MAINT.	0.00	267.50	443.00	-443.00	0%	0.00	0.00	0.00	0.00	0%											
	01-448-401-0160	BLD/GRNDS - BANDSTAND MAINTENANC	100.00	0.00	0.00	100.00	0%	100.00	0.00	850.00	-750.00	850%											
	01-448-401-0170	BLD/GRNDS - HAND TUB MAINTENANCE	300.00	15.27	158.66	141.34	53%	300.00	18.96	176.54	123.46	59%											
	01-448-401-0175	BLD/GRNDS - DAM MAINTENANCE	3,000.00	15.27	1,848.05	1,151.95	62%	3,000.00	14.96	1,718.36	1,281.64	57%											
	01-448-401-0180	BLD/GRNDS - TOWN CLOCK MAINTENAN	250.00	0.00	36.66	213.34	15%	2,000.00	2,500.00	2,727.50	-727.50	136%											
	01-448-401-0438	BLD/GRNDS - POLICE BUILDING MAINTENAN	11,500.00	1,406.00	12,297.45	-797.45	107%	10,000.00	0.00	2,367.92	7,632.08	24%											
	01-448-402-0000	BLD/GRNDS - EQUIPMENT MAINTENANC	2,500.00	0.00	1,102.08	1,397.92	44%	2,500.00	0.00	1,042.13	1,457.87	42%											
	01-448-405-0000	BLD/GRNDS - GROUNDS MAINTENANCE	32,000.00	285.00	22,550.74	9,449.26	70%	32,000.00	1,176.00	26,463.64	5,536.36	83%											
	01-448-533-0000	BLD/GRNDS - MOSQUITO CONTROL	60,000.00	0.00	40,000.00	20,000.00	67%	55,000.00	17,000.00	50,000.00	5,000.00	91%											
	01-448-800-0000	BLD/GRNDS - EQUIPMENT PURCHASE	2,500.00	0.00	0.00	2,500.00	0%	7,000.00	0.00	6,500.00	500.00	93%											
Building & Grounds			482,233.00	26,150.78	320,981.34	161,251.66	67%	468,202.00	52,467.30	360,087.11	108,114.89	77%											



Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended March 31, 2017

Fiscal Year 2016												
Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017			Fiscal Year 2016						
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used
Cemetery	01-449-101-0000	CEM - FULL TIME SALARIES	19,053.00	1,502.42	14,681.71	4,371.29	77%	18,263.00	2,198.40	13,963.41	4,299.59	76%
	01-449-103-0000	CEM - PART TIME SALARIES	11,050.00	0.00	5,658.95	5,391.05	51%	11,050.00	0.00	4,816.64	6,233.36	44%
	01-449-202-0000	CEM - GENERAL SUPPLIES	500.00	-103.55	314.65	185.35	63%	1,000.00	0.00	138.16	861.84	14%
	01-449-302-0000	CEM - ELECTRICITY	250.00	119.17	119.17	130.83	48%	250.00	14.96	122.77	127.23	49%
	01-449-402-0000	CEM - EQUIPMENT MAINT	800.00	0.00	0.00	800.00	0%	800.00	0.00	0.00	800.00	0%
	01-449-702-0000	CEM - CONTRACTED SERVICES	5,000.00	0.00	0.00	5,000.00	0%	5,000.00	0.00	0.00	5,000.00	0%
	01-449-800-0000	CEM - EQUIPMENT PURCHASE	600.00	0.00	0.00	600.00	0%	600.00	0.00	299.00	301.00	50%
			37,253.00	1,518.04	20,774.48	16,478.52	56%	36,963.00	2,213.36	19,339.98	17,623.02	52%
	01-452-202-0000	VEHICLE - GENERAL SUPPLIES	3,000.00	105.84	2,466.63	533.37	82%	5,000.00	124.53	3,788.16	1,211.84	76%
	01-452-209-0000	VEHICLE - GASOLINE	16,000.00	-369.84	3,714.79	12,285.21	23%	16,000.00	229.35	4,382.57	11,617.43	27%
Vehicle	01-452-210-0000	VEHICLE - DIESEL FUEL	38,000.00	5,701.72	20,429.78	17,570.22	54%	37,000.00	785.04	17,878.61	19,121.39	48%
	01-452-214-0000	VEHICLE - OIL	0.00	0.00	812.22	-812.22	0%	1,500.00	0.00	1,436.10	63.90	96%
	01-452-402-0000	VEHICLE - EQUIP MAINT	60,000.00	4,920.60	38,345.91	21,654.09	64%	54,000.00	5,516.47	44,886.49	9,113.51	83%
	01-452-403-0000	VEHICLE - VEHICLE MAINT PUBLIC WORKS	48,000.00	8,827.91	47,107.62	892.38	98%	48,000.00	3,257.44	39,436.66	8,563.34	82%
	01-452-403-0406	VEHICLE - VEHICLE MAINT REC	2,000.00	0.00	265.07	1,734.93	13%	2,000.00	0.00	927.18	1,072.82	46%
	01-452-403-0438	VEHICLE-VEHICLE MAINT POLICE	15,000.00	160.00	7,181.05	7,818.95	48%	14,000.00	405.45	8,904.38	5,095.62	64%
	01-452-403-0461	VEHICLE - VEHICLE MAINT FIRE	20,000.00	0.00	8,144.42	11,855.58	41%	16,000.00	1,230.91	21,935.37	-5,935.37	137%
	01-452-404-0000	VEHICLE - RADIO MAINT	1,500.00	0.00	0.00	1,500.00	0%	1,200.00	0.00	0.00	1,200.00	0%
			3,000.00	0.00	1,350.00	1,650.00	45%	3,000.00	0.00	199.00	2,801.00	7%
			206,500.00	19,346.23	129,817.49	76,682.51	63%	197,700.00	11,549.19	143,774.52	53,925.48	73%
Fire & Rescue	01-461-101-0000	FIRE/RES - FULL TIME SALARIES	84,779.00	3,391.20	57,569.37	27,209.63	68%	82,298.00	9,782.12	63,658.37	18,639.63	77%
	01-461-102-0000	FIRE/RES - OVERTIME	14,000.00	621.72	9,780.05	4,219.95	70%	14,000.00	3,694.93	17,469.94	-3,469.94	125%
	01-461-103-0000	FIRE/RES - PART TIME SALARIES	134,808.00	9,401.71	100,227.06	34,580.94	74%	119,012.00	12,991.59	104,417.33	14,594.67	88%
	01-461-190-0000	FIRE/RES - TRAINING/STAFF DEVELOPMEN	18,000.00	0.00	5,281.60	12,718.40	29%	12,500.00	15.00	18,076.69	-5,576.69	145%
	01-461-193-0000	FIRE/RES - UNIFORMS	12,000.00	0.02	7,123.09	4,876.91	59%	10,000.00	0.00	7,338.26	2,661.74	73%
	01-461-201-0000	FIRE/RES - POSTAGE	75.00	2.42	19.36	55.64	26%	75.00	0.49	77.00	-2.00	103%
	01-461-202-0000	FIRE/RES - GENERAL SUPPLIES	6,500.00	536.35	4,466.95	2,033.05	69%	6,500.00	513.33	5,677.62	822.38	87%
	01-461-202-0046	FIRE/RES - MEDICAL SUPPLIES	13,500.00	1,179.98	10,142.21	3,357.79	75%	12,500.00	715.91	8,874.17	3,625.83	71%
	01-461-209-0000	FIRE/RES - GASOLINE	1,200.00	30.10	217.93	982.07	18%	1,200.00	42.61	487.85	712.15	41%
	01-461-210-0000	FIRE/RES - DIESEL FUEL	8,700.00	414.90	4,149.42	4,550.58	48%	8,700.00	782.64	5,727.07	2,972.93	66%
	01-461-220-0000	FIRE/RES- AMBULANCE EXPENSES	10,000.00	352.50	5,643.09	4,356.91	56%	16,000.00	492.03	4,126.14	11,873.86	26%
	01-461-301-0000	FIRE/RES - COMMUNICATION SERVICES	6,500.00	274.49	4,582.36	1,917.64	70%	6,000.00	351.48	3,004.53	2,995.47	50%
	01-461-310-0002	FIRE/RES - DUES/SUBSCRIPTIONS	4,200.00	0.00	2,445.99	1,754.01	58%	4,200.00	0.00	4,587.90	-387.90	109%
	01-461-310-0055	FIRE/RES - FIRE PREVENTION	900.00	0.00	0.00	900.00	0%	900.00	0.00	902.08	-2.08	100%
	01-461-402-0000	FIRE/RES - EQUIP MAINT	15,000.00	0.00	14,078.05	921.95	94%	12,500.00	945.50	13,264.34	-764.34	106%
	01-461-518-0000	FIRE/RES - HAZMAT	2,400.00	0.00	2,006.00	394.00	84%	2,200.00	0.00	2,098.14	101.86	95%
	01-461-530-0000	FIRE/RES - MUTUAL AID CONTRACT	1,200.00	0.00	590.00	610.00	49%	600.00	0.00	290.00	310.00	48%
	01-461-800-0000	FIRE/RES - EQUIP PURCHASE	25,000.00	2,953.18	18,242.60	6,757.40	73%	25,000.00	0.00	8,799.79	16,200.21	35%
		358,762.00	19,158.57	246,565.13	112,196.87	69%	334,185.00	30,327.63	268,877.22	65,307.78	80%	

Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended March 31, 2017

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017				Fiscal Year 2016			
			Month to Date		Year to Date		Month to Date		Year to Date	
			Budget	Transactions	Transactions	Balance Year	Percent Used	Budget	Transactions	Percent Used
Emergency Management	01-463-103-0000	EM - PART TIME SALARIE	750.00	0.00	750.00	0.00	100%	750.00	0.00	0%
	01-463-190-0000	EM - TRAINING/STAFF DE	750.00	0.00	0.00	750.00	0%	750.00	0.00	0%
	01-463-202-0000	EM - GENERAL SUPPLIES	450.00	0.00	0.00	450.00	0%	450.00	992.00	220%
			1,950.00	0.00	750.00	1,200.00	38%	1,950.00	1,742.00	89%
	01-480-812-0000	GRANTS - MEM DAY PARADE	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	66%
	01-480-813-0000	GRANTS - FESTIVAL SUPPORT	0.00	0.00	0.00	0.00	0%	15,500.00	4,280.00	28%
	01-480-814-0000	GRANTS - NWMKT ATHLETIC ASSOC	21,500.00	0.00	21,500.00	0.00	100%	21,500.00	0.00	100%
	01-480-815-0000	GRANTS - NWMKT SENIOR CITIZENS	2,000.00	0.00	2,000.00	0.00	100%	1,200.00	0.00	100%
	01-480-816-0000	GRANTS - NWMKT HISTORICAL SOCIETY	2,000.00	0.00	2,000.00	0.00	100%	2,000.00	0.00	100%
	01-480-817-0000	GRANTS - C.O.A.S.T.	23,000.00	0.00	21,005.00	1,995.00	91%	23,000.00	0.00	0%
	01-480-818-0000	GRANTS - VETERANS MEMORIAL	500.00	0.00	0.00	500.00	0%	2,100.00	475.00	23%
	01-480-819-0000	GRANTS - NWMKT HANDTUB ASSOC.	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0%
			53,000.00	0.00	46,505.00	6,495.00	88%	69,300.00	30,770.00	44%
Grants	01-481-910-0000	SS GRANTS - RICHIE MCFARLAND	2,000.00	0.00	2,000.00	0.00	100%	2,000.00	2,000.00	100%
	01-481-913-0000	SS GRANTS - LAMPREY HEALTH CENTER	10,403.00	0.00	10,403.00	0.00	100%	10,403.00	10,403.00	100%
	01-481-914-0000	SS GRANTS - AREA HOMEMAKERS	0.00	0.00	0.00	0.00	0%	0.00	5,000.00	0%
	01-481-915-0000	SS GRANTS - CHILD & FAMILY SERVICE	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0%
	01-481-916-0000	SS GRANTS - R.C.C.A.P.	9,000.00	0.00	9,000.00	0.00	100%	9,000.00	9,000.00	100%
	01-481-917-0000	SS GRANTS - R.S.V.P.	600.00	0.00	600.00	0.00	100%	0.00	0.00	0%
	01-481-918-0000	SS GRANTS - A SAFE PLACE	1,200.00	0.00	0.00	1,200.00	0%	1,200.00	1,200.00	100%
	01-481-919-0000	SS GRANTS - BIG BROTHER/BIG SISTER	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	1,000.00	100%
	01-481-920-0000	SS GRANTS - SEACOAST MENTAL HEALTH	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0%
	01-481-923-0000	SS GRANTS - LINKED TOGETHER	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0%
	01-481-924-0000	SS GRANTS - ROCKINGHAM COUNTY NUTR	5,326.00	0.00	5,623.00	-297.00	106%	5,326.00	5,326.00	100%
	01-481-925-0000	SS GRANTS - AIDS RESPONSE	500.00	0.00	0.00	500.00	0%	500.00	0.00	0%
	01-481-926-0000	SS GRANTS - AMERICAN RED CROSS	1,000.00	0.00	1,000.00	0.00	100%	1,000.00	1,000.00	100%
	01-481-927-0000	SS GRANTS - READY RIDES	1,500.00	0.00	1,500.00	0.00	100%	1,500.00	1,500.00	100%
	01-481-929-0000	OTHER GRANTS - CHILD ADVOCACY CENTE	500.00	0.00	1,000.00	-500.00	200%	1,500.00	0.00	0%
			43,029.00	0.00	31,126.00	11,903.00	72%	43,429.00	36,429.00	84%
Social Service Grant										



Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended March 31, 2017

			Fiscal Year 2017				Fiscal Year 2016							
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used		
	01-490-900-0011	CAP RES - REVALUATION	10,000.00	0.00	10,000.00	0.00	100%	10,000.00	0.00	10,000.00	0.00	100%		
	01-490-900-0012	CAP RES - FIRE DEPARTMENT	50,000.00	0.00	50,000.00	0.00	100%	50,000.00	0.00	50,000.00	0.00	100%		
	01-490-900-0013	CAP RES - ROADWAY IMPROVEMENTS	125,000.00	0.00	125,000.00	0.00	100%	125,000.00	0.00	125,000.00	0.00	100%		
	01-490-900-0016	CAP RES - PUBLIC WORKS	80,000.00	0.00	80,000.00	0.00	100%	130,000.00	0.00	130,000.00	0.00	100%		
	01-490-900-0017	CAP RES - POLICE VEHICLES	48,000.00	0.00	48,000.00	0.00	100%	46,500.00	0.00	46,500.00	0.00	100%		
	01-490-900-0019	CAP RES - BUILDING IMPROVEMENT	50,000.00	0.00	50,000.00	0.00	100%	0.00	0.00	0.00	0.00	0%		
	01-490-900-0021	CAP RES - RECREATION FACILITIES	18,666.00	0.00	18,666.00	0.00	100%	0.00	0.00	0.00	0.00	0%		
	01-490-900-0028	CAP RES - MASTER PLAN	10,000.00	0.00	10,000.00	0.00	100%	10,000.00	0.00	10,000.00	0.00	100%		
	01-490-900-0036	CAP RES - VETERANS MEMORIAL	2,000.00	0.00	2,000.00	0.00	100%	0.00	0.00	0.00	0.00	0%		
	01-490-900-0074	CAPITAL RESERVE POLICE DISPATCH EQUIP	29,449.00	0.00	29,449.00	0.00	100%	29,449.00	0.00	29,449.00	0.00	100%		
	01-490-900-0079	CAP RES - MACALLEN DAM	75,000.00	0.00	75,000.00	0.00	100%	50,000.00	0.00	50,000.00	0.00	100%		
	01-490-900-0085	CAP RES - STORM WATER MANAGEMENT	75,000.00	0.00	75,000.00	0.00	100%	50,000.00	0.00	50,000.00	0.00	100%		
	01-490-900-0086	CAP RES - 300TH ANNIV.CELEBRATION EXP	2,000.00	0.00	2,000.00	0.00	100%	2,000.00	0.00	2,000.00	0.00	100%		
	01-490-900-0087	CAP RES - COMPENSATED ABSENCE EXP.TF	0.00	0.00	0.00	0.00	0%	10,000.00	0.00	10,000.00	0.00	100%		
Capital Reserve			575,115.00	0.00	575,115.00	0.00	100%	512,949.00	0.00	512,949.00	0.00	100%		
		General Fund	6,880,668.00	390,755.15	5,051,493.01	1,829,174.99	73%	6,650,247.00	486,906.51	5,013,226.40	1,637,020.60	75%		



Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended March 31, 2017

Fiscal Year 2017			Fiscal Year 2016									
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used
	02-480-101-0000	LIBRARY - SALARIES	54,100.00	4,236.92	40,603.82	13,496.18	75%	54,100.00	5,884.59	37,857.53	16,242.47	70%
	02-480-103-0000	LIBRARY - PART TIME SALARIES	108,013.00	8,822.42	81,572.38	26,440.62	76%	114,235.00	10,542.84	67,250.38	46,984.62	59%
	02-480-150-0000	LIBRARY - FICA	9,571.00	829.39	7,774.38	1,796.62	81%	10,712.00	1,041.62	6,729.18	3,982.82	63%
	02-480-151-0000	LIBRARY - MEDICARE	2,238.00	193.96	1,818.18	419.82	81%	2,506.00	243.58	1,573.63	932.37	63%
	02-480-155-0000	LIBRARY - HEALTH INSURANCE	15,000.00	481.91	4,337.19	10,662.81	29%	15,000.00	396.58	4,337.19	10,662.81	29%
	02-480-156-0000	LIBRARY - RETIREMENT	6,043.00	473.26	4,524.80	1,518.20	75%	6,032.00	657.30	4,234.12	1,797.88	70%
	02-480-159-0000	LIBRARY - LIFE & DISABILITY	750.00	159.68	729.92	20.08	97%	633.00	97.37	1,074.09	-441.09	170%
	02-480-160-0000	LIBRARY-WORKERS COMPENSATION	1,500.00	0.00	1,500.00	0.00	100%	2,352.00	0.00	2,352.00	0.00	100%
	02-480-161-0000	LIBRARY - UNEMPLOYMENT	2,495.00	0.00	918.76	1,576.24	37%	2,816.00	0.00	1,207.65	1,608.35	43%
	02-480-190-0000	LIBRARY - TRAINING/STAFF DEVELOPMENT	2,000.00	185.00	855.00	1,145.00	43%	2,000.00	0.00	605.00	1,395.00	30%
	02-480-202-0000	LIBRARY - GENERAL SUPPLIES	5,000.00	205.46	3,507.55	1,492.45	70%	5,000.00	812.50	3,890.89	1,109.11	78%
	02-480-301-0000	LIBRARY - TELEPHONE	1,800.00	124.86	1,124.76	675.24	62%	1,800.00	127.54	1,063.35	736.65	59%
	02-480-302-0000	LIBRARY - ELECTRICITY	12,000.00	0.00	5,500.97	6,499.03	46%	10,000.00	965.57	7,130.92	2,869.08	71%
	02-480-303-0000	LIBRARY - HEAT & OIL	12,000.00	1,069.81	3,556.78	8,443.22	30%	13,800.00	862.42	5,565.02	8,234.98	40%
	02-480-304-0000	LIBRARY - WATER	700.00	0.00	556.22	143.78	79%	700.00	100.61	441.21	258.79	63%
	02-480-310-0005	LIBRARY - BOOKS/SUBSCRIPTIONS	39,394.00	2,869.05	33,055.91	6,338.09	84%	38,247.00	4,180.63	28,976.28	9,270.72	76%
	02-480-330-0000	LIBRARY - ELECTRONIC INFO - OTHER	9,500.00	0.00	9,541.00	-41.00	100%	9,500.00	0.00	9,423.36	76.64	99%
	02-480-350-0000	LIBRARY - PROGRAMS	2,000.00	0.00	1,589.97	410.03	79%	2,000.00	225.00	2,752.04	-752.04	138%
	02-480-401-0000	LIBRARY - BUILDING MAINTENANCE	23,000.00	675.00	103,079.75	-80,079.75	448%	15,000.00	3,273.00	36,735.44	-21,735.44	245%
	02-480-402-0000	LIBRARY - EQUIPMENT MAINTENANCE/LEA	600.00	138.00	443.22	156.78	74%	600.00	43.00	258.00	342.00	43%
	02-480-504-0000	LIBRARY-PROPERTY LIABILITY INS	5,000.00	0.00	5,000.00	0.00	100%	5,000.00	0.00	5,000.00	0.00	100%
	02-480-800-0000	LIBRARY - EQUIPMENT PURCHASE	2,000.00	225.59	773.55	1,226.45	39%	2,000.00	430.00	1,121.37	878.63	56%
Library			314,704.00	20,690.31	312,364.11	2,339.89	99%	314,033.00	29,884.15	229,578.65	84,454.35	73%

Town of Newmarket, New Hampshire  
Expense Report<sup>a b</sup>  
For the Period Ended March 31, 2017

Fiscal Year 2016												Fiscal Year 2017											
Function	Account Number	ACCOUNT DESCRIPTION	Month to Date			Year to Date			Balance Year	Percent Used	Month to Date			Year to Date			Balance Year	Percent Used					
			Budget	Transactions	Transactions	Budget	Transactions	Transactions			Budget	Transactions	Transactions	Budget	Transactions	Transactions							
	05-406-103-0000	RECREATION - PART TIME SALARIES	124,440.00	3,533.13	84,234.43	40,205.57	68%	100,440.00	3,196.00	77,371.56	23,068.44	77%											
	05-406-111-0000	RECREATION - WORK STUDY	2,000.00	3,460.00	3,460.00	-1,460.00	173%	0.00	0.00	0.00	0.00	0%											
	05-406-150-0000	RECREATION - FICA	7,715.00	219.04	5,299.37	2,415.63	69%	6,227.00	198.16	4,474.99	1,752.01	72%											
	05-406-151-0000	RECREATION - MEDI	1,804.00	51.24	1,239.52	564.48	69%	1,456.00	46.37	1,046.63	409.37	72%											
	05-406-190-0000	RECREATION - TRAINING/STAFF DEVELOPM	2,000.00	101.79	886.79	1,113.21	44%	1,400.00	425.00	988.60	411.40	71%											
	05-406-192-0000	RECREATION - MEAL ALLOWANCE	350.00	0.00	151.35	198.65	43%	350.00	0.00	208.11	141.89	59%											
	05-406-201-0000	RECREATION - POSTAGE	1,000.00	0.92	49.55	950.45	5%	400.00	0.49	186.12	213.88	47%											
	05-406-202-0000	RECREATION - GENERAL SUPPLIES	1,650.00	0.00	1,207.13	442.87	73%	1,650.00	-887.04	647.10	1,002.90	39%											
	05-406-202-0034	RECREATION - ATHLETIC SUPPLIES	8,830.00	0.00	2,499.11	6,330.89	28%	7,830.00	0.00	2,187.46	5,642.54	28%											
	05-406-202-0036	RECREATION - CLASS SUPPLIES	2,954.00	427.80	5,893.74	-2,939.74	200%	2,154.00	231.00	3,763.26	-1,609.26	175%											
	05-406-302-0000	RECREATION - ELECTRICITY	0.00	0.00	115.93	-115.93	0%	0.00	-88.33	0.00	0.00	0%											
	05-406-302-0001	RECREATION - FIELD LIGHTS	5,000.00	74.64	2,722.25	2,277.75	54%	5,000.00	171.60	3,175.01	1,824.99	64%											
	05-406-310-0002	RECREATION - DUES/SUBSCRIPTIONS	150.00	0.00	170.02	-20.02	113%	150.00	0.00	0.00	150.00	0%											
	05-406-310-0003	RECREATION - ADVERTISING	800.00	3.44	3.44	796.56	0%	800.00	0.00	150.10	649.90	19%											
	05-406-402-0000	RECREATION - EQUIPMENT MAINTENANCE	2,000.00	90.00	1,474.62	525.38	74%	1,000.00	0.00	1,037.08	-37.08	104%											
	05-406-460-0000	RECREATION - BANK FEES	0.00	197.50	2,508.52	-2,508.52	0%	0.00	1,091.65	1,091.65	-1,091.65	0%											
	05-406-501-0000	RECREATION - PRINTING & PUBLISHING	8,163.00	0.00	0.00	8,163.00	0%	8,163.00	0.00	4,707.52	3,455.48	58%											
	05-406-508-0000	RECREATION - BUS TRIPS	36,000.00	1,890.62	28,052.71	7,947.29	78%	36,000.00	1,679.80	32,040.64	3,959.36	89%											
	05-406-702-0000	RECREATION - CONTRACTUAL SERVICES	5,000.00	179.40	3,838.80	1,161.20	77%	0.00	0.00	0.00	0.00	0%											
	05-406-800-0000	RECREATION - EQUIPMENT PURCHASE	3,000.00	992.10	1,448.05	1,551.95	48%	2,000.00	78.30	8,321.67	1,921.70	4%											
	05-406-902-0000	RECREATION - SUMMER CAMP	9,000.00	0.00	13,236.34	-4,236.34	147%	9,000.00	0.00	8,321.67	678.33	92%											
	05-406-902-0037	RECREATION - TEEN CAMP	2,500.00	0.00	1,343.94	1,156.06	54%	2,500.00	0.00	1,112.03	1,387.97	44%											
	05-406-904-0000	RECREATION - SUNRISE SUNSET SR CTR	3,927.00	141.97	1,942.22	1,984.78	49%	3,000.00	760.84	2,323.51	676.49	77%											
	05-406-905-0000	RECREATION - SPLASH PAD	5,000.00	0.00	0.00	5,000.00	0%	0.00	0.00	0.00	0.00	0%											
	05-406-906-0000	RECREATION - SPECIAL EVENTS	10,150.00	64.00	9,519.58	630.42	94%	10,150.00	1,530.09	8,919.06	1,230.94	88%											
Recreation			243,433.00	11,427.59	171,297.41	72,135.59	70%	199,670.00	8,433.93	153,830.40	45,839.60	77%											

Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended March 31, 2017

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017				Fiscal Year 2016			
			Month to Date		Year to Date		Month to Date		Year to Date	
			Budget	Transactions	Balance Year	Percent Used	Budget	Transactions	Balance Year	Percent Used
	07-450-103-0000	SW - PART TIME	11,156.00	795.32	8,579.66	77%	10,881.00	1,306.65	8,285.74	76%
	07-450-202-0000	SW - GENERAL SUPPLIES	15,000.00	3,364.14	16,072.35	107%	20,000.00	51.19	20,611.24	103%
	07-450-310-0002	SW - DUES/SUBSCRIPTIONS	800.00	50.00	50.00	6%	800.00	0.00	675.52	84%
	07-450-402-0000	SW - EQUIPMENT LEASE	1,200.00	50.00	1,050.00	88%	1,200.00	50.00	1,032.00	86%
	07-450-403-0000	SW - VEHICLE MAINTENANCE	6,500.00	0.00	0.00	0%	1,500.00	0.00	0.00	0%
	07-450-501-0000	SW - PRINTING & PUBLICATION	500.00	0.00	0.00	0%	500.00	0.00	0.00	0%
	07-450-532-0000	SW - FREON REMOVAL	2,300.00	0.00	1,179.00	51%	1,000.00	0.00	397.11	79%
	07-450-536-0000	SW - HOUSEHOLD HAZARDOUS	10,000.00	0.00	11,543.07	115%	0.00	0.00	704.00	70%
	07-450-537-0000	SW - SPRING CLEAN-UP	0.00	0.00	0.00	0%	35,000.00	0.00	0.00	0%
	07-450-702-0047	SW - LAMPREY REG. CO-OP	2,100.00	0.00	0.00	0%	2,100.00	0.00	0.00	0%
	07-450-702-0048	SW - MSW CONTRACT	163,000.00	15,154.13	111,535.60	68%	142,000.00	12,518.06	105,235.24	74%
	07-450-702-0049	SW - RECYCLING CONTRACT	152,000.00	12,783.51	132,328.61	87%	152,000.00	13,735.75	104,114.67	68%
	07-450-702-0050	SW - CONSTRUCTION DEBRIS	47,000.00	1,874.27	33,127.20	70%	47,000.00	2,691.87	33,932.54	72%
	07-450-702-0051	SW - POST CLOSURE LANDFILL TEST	30,000.00	0.00	23,882.32	80%	30,000.00	1,002.70	16,345.97	54%
	07-450-800-0000	SW - EQUIPMENT PURCHASE	5,800.00	0.00	0.00	0%	0.00	0.00	0.00	0%
Solid Waste			447,356.00	34,071.37	339,347.81	76%	443,981.00	31,356.22	291,334.03	66%



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

Fiscal Year 2017												Fiscal Year 2016			
Function	Account Number	ACCOUNT DESCRIPTION	Month to Date			Year to Date		Balance Year	Percent Used	Month to Date			Year to Date		
			Budget	Transactions	Transactions	Transactions	Transactions			Budget	Transactions	Transactions	Balance Year	Percent Used	
	20-451-101-0000	WATER - FULL TIME SALARIES	131,004.00	9,696.34	93,461.80	37,542.20	71%	121,009.00	14,167.09	88,434.74	32,574.26	73%			
	20-451-102-0000	WATER - OVERTIME	10,000.00	1,331.34	7,616.88	2,383.12	76%	8,500.00	1,068.03	5,670.31	2,829.69	67%			
	20-451-103-0000	WATER - PART TIME SALARIES	8,487.00	336.00	2,071.11	6,415.89	24%	0.00	994.50	6,872.55	-6,872.55	0%			
	20-451-150-0000	WATER - FICA	8,150.00	646.78	5,880.71	2,269.29	72%	8,150.00	922.99	5,865.19	2,284.81	72%			
	20-451-151-0000	WATER - MEDICARE	1,906.00	151.27	1,368.85	537.15	72%	1,906.00	215.88	1,369.41	536.59	72%			
	20-451-155-0000	WATER - HEALTH INSURANCE	47,153.00	3,416.64	30,749.76	16,403.24	65%	31,783.00	0.00	25,879.44	5,903.56	81%			
	20-451-156-0000	WATER - RETIREMENT	14,157.00	1,215.03	11,244.83	2,912.17	79%	14,157.00	1,673.85	10,459.86	3,697.14	74%			
	20-451-159-0000	WATER - LIFE/DISABILITY INSURANCE	1,542.00	201.30	926.32	615.68	60%	1,542.00	99.89	809.01	732.99	52%			
	20-451-160-0000	WATER - WORKERS COMPENSATION	4,939.00	0.00	4,939.00	0.00	100%	4,939.00	0.00	4,939.00	0.00	100%			
	20-451-161-0000	WATER - UNEMPLOYMENT	2,201.00	0.00	810.35	1,390.65	37%	2,201.00	0.00	944.19	1,256.81	43%			
	20-451-190-0000	WATER - TRAINING/STAFF DEVELOPMENT	2,000.00	0.00	862.64	1,137.36	43%	1,500.00	375.00	1,125.00	375.00	75%			
	20-451-193-0000	WATER - UNIFORMS	2,500.00	103.22	1,433.63	1,066.37	57%	2,700.00	87.04	1,412.29	1,287.71	52%			
	20-451-198-0000	WATER - LONGEVITY	1,013.00	0.00	1,012.50	0.50	100%	1,013.00	0.00	1,012.50	0.50	100%			
	20-451-201-0000	WATER - POSTAGE	6,500.00	26.22	1,565.29	4,934.71	24%	6,000.00	489.96	4,353.28	1,646.72	73%			
	20-451-202-0000	WATER - GENERAL SUPPLIES	3,000.00	1,130.84	2,272.02	727.98	76%	3,000.00	103.49	2,270.98	729.02	76%			
	20-451-202-0002	WATER - DUES/SUBSCRIPTIONS	1,050.00	0.00	198.00	852.00	19%	1,050.00	0.00	340.00	710.00	32%			
	20-451-202-0003	WATER - ADVERTISING	2,500.00	0.00	0.00	2,500.00	0%	1,600.00	0.00	0.00	1,600.00	0%			
	20-451-209-0000	WATER - GASOLINE	3,700.00	276.93	1,918.85	1,781.15	52%	5,200.00	143.18	1,773.35	3,426.65	34%			
	20-451-211-0000	WATER - LP GAS	20,000.00	1,057.79	6,787.23	13,212.77	34%	20,000.00	1,393.15	6,143.13	13,856.87	31%			
	20-451-217-0000	WATER - CHEMICALS	18,000.00	0.00	11,256.56	6,743.44	63%	22,000.00	1,875.26	7,583.39	14,416.61	34%			
	20-451-301-0000	WATER - COMMUNICATION SERVICES	3,800.00	876.72	2,973.39	826.61	78%	3,800.00	1,690.81	3,776.15	23.85	99%			
	20-451-302-0000	WATER - ELECTRICITY	53,000.00	5,144.25	35,442.38	17,557.62	67%	47,000.00	2,675.79	27,847.11	19,152.89	59%			
	20-451-401-0000	WATER - BUILDING MAINTENANCE	7,000.00	448.39	4,483.89	2,516.11	64%	7,000.00	1,169.61	9,084.79	-2,084.79	130%			
	20-451-402-0000	WATER - EQUIPMENT MAINTENANCE/LEASE	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	4,000.00	0%			
	20-451-403-0000	WATER - VEHICLE MAINTENANCE	5,000.00	0.00	624.22	4,375.78	12%	5,000.00	190.00	5,863.28	-863.28	117%			
	20-451-406-0000	WATER - SYSTEM MAINTENANCE	50,000.00	2,817.50	28,698.57	21,301.43	57%	45,000.00	0.00	31,918.35	13,081.65	71%			
	20-451-504-0000	WATER - PROPERTY-LIABILITY INSURANCE	5,179.00	0.00	5,179.00	0.00	100%	4,280.00	0.00	4,280.00	0.00	100%			
	20-451-702-0000	WATER - CONTRACTED SERVICES	10,000.00	1,030.00	8,654.85	1,345.15	87%	15,000.00	45.00	5,639.10	9,360.90	38%			
	20-451-703-0000	WATER - AUDIT	3,484.00	0.00	3,484.00	0.00	100%	3,484.00	0.00	3,484.00	0.00	100%			
	20-451-704-0000	WATER - ENGINEERING	25,000.00	1,520.14	5,731.99	19,268.01	23%	22,500.00	6,600.00	6,600.00	15,900.00	29%			
	20-451-900-0000	WATER - TRANSFER TO CAPITAL RESERVE	364,000.00	0.00	364,000.00	0.00	100%	364,000.00	0.00	364,000.00	0.00	100%			
	20-451-950-0000	WATER - BONDS & NOTES PRINCIPLE	52,750.00	0.00	0.00	52,750.00	0%	107,449.00	0.00	54,698.54	52,750.46	51%			
	20-451-951-0000	WATER - BONDS & NOTES INTEREST	39,798.00	31,094.56	31,094.56	8,703.44	78%	40,288.00	0.00	489.55	39,798.45	1%			
	20-451-954-0000	WATER - LAND ACQUISITION	20,000.00	0.00	35,000.00	-15,000.00	175%	20,000.00	0.00	20,000.00	0.00	100%			
Water			932,813.00	62,521.26	711,743.18	221,069.82	76%	947,051.00	35,980.52	714,938.49	232,112.51	75%			

Water

Town of Newmarket, New Hampshire  
Expense Report<sup>a b</sup>  
For the Period Ended March 31, 2017

Fiscal Year 2016												
Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017			Fiscal Year 2016						
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Used
	30-471-101-0000	WW - FULL TIME SALARIES	230,469.00	16,842.74	162,583.64	67,885.36	71%	209,313.00	19,899.89	128,349.15	80,963.85	61%
	30-471-102-0000	WASTEWATER - OVERTIME	19,000.00	2,034.86	12,692.53	6,307.47	67%	17,000.00	1,768.02	11,549.85	5,450.15	68%
	30-471-103-0000	WASTEWATER PART TIME SALARIES	8,487.00	336.00	2,071.28	6,415.72	24%	0.00	994.50	6,872.75	-6,872.75	0%
	30-471-150-0000	WASTEWATER - FICA	14,204.00	1,088.34	10,282.51	3,921.49	72%	14,204.00	1,270.34	8,416.62	5,787.38	59%
	30-471-151-0000	WASTEWATER - MEDICARE	3,322.00	254.54	2,404.89	917.11	72%	3,322.00	297.05	1,968.17	1,353.83	59%
	30-471-155-0000	WASTEWATER - HEALTH INSURANCE	71,120.00	5,918.11	53,262.93	17,857.07	75%	87,510.00	0.00	46,856.95	40,653.05	54%
	30-471-156-0000	WASTEWATER - RETIREMENT	24,674.00	2,080.70	19,825.78	4,848.22	80%	24,674.00	2,381.20	15,526.07	9,147.93	63%
	30-471-159-0000	WASTEWATER - LIFE/DISABILITY INSURANCE	2,195.00	374.86	1,632.30	562.70	74%	2,195.00	156.08	1,330.02	864.98	61%
	30-471-160-0000	WASTEWATER - WORKERS COMPENSATION	5,899.00	0.00	5,899.00	0.00	100%	5,899.00	0.00	5,899.00	0.00	100%
	30-471-161-0000	WASTEWATER - UNEMPLOYMENT INSURANCE	3,157.00	0.00	1,162.68	1,994.32	37%	3,157.00	0.00	1,353.88	1,803.12	43%
	30-471-162-0000	WASTEWATER - EMPLOYEE TESTING	750.00	0.00	0.00	750.00	0%	750.00	0.00	0.00	750.00	0%
	30-471-190-0000	WASTEWATER - TRAINING/STAFF DEVELOPMENT	5,000.00	612.00	3,420.36	1,579.64	68%	3,500.00	795.00	3,225.92	274.08	92%
	30-471-193-0000	WASTEWATER - UNIFORMS	3,700.00	206.27	4,384.05	-684.05	118%	3,600.00	151.23	1,807.57	1,792.43	50%
	30-471-198-0000	SEWER - LONGEVITY	1,913.00	0.00	1,687.50	225.50	88%	1,913.00	0.00	1,687.50	225.50	88%
	30-471-201-0000	WASTEWATER - POSTAGE	6,500.00	26.22	2,301.45	4,198.55	35%	6,000.00	489.96	4,341.85	1,658.15	72%
	30-471-202-0000	WASTEWATER - GENERAL SUPPLIES	3,000.00	46.95	3,695.66	-695.66	123%	3,000.00	151.35	3,974.08	-974.08	132%
	30-471-202-0002	WASTEWATER - DUES/SUBSCRIPTIONS	800.00	0.00	210.00	590.00	26%	800.00	0.00	701.00	99.00	88%
	30-471-202-0003	WASTEWATER - ADVERTISING	2,000.00	0.00	0.00	2,000.00	0%	1,500.00	0.00	311.14	1,188.86	21%
	30-471-209-0000	WASTEWATER - GASOLINE	5,000.00	158.26	1,100.14	3,899.86	22%	5,000.00	125.22	1,502.79	3,497.21	30%
	30-471-215-0000	WASTEWATER - LAB SUPPLIES	30,000.00	2,058.48	17,324.89	12,675.11	58%	20,000.00	1,804.28	22,459.66	-2,459.66	112%
	30-471-217-0000	WASTEWATER - CHEMICALS	53,000.00	2,498.00	17,834.16	35,165.84	34%	40,000.00	2,280.00	18,840.80	21,159.20	47%
	30-471-301-0000	WASTEWATER - COMMUNICATION SERVICE	6,800.00	1,294.49	4,755.02	2,044.98	70%	6,800.00	511.09	5,039.45	1,760.55	74%
	30-471-302-0000	WASTEWATER - ELECTRICITY	144,000.00	9,546.25	64,291.66	79,708.34	45%	84,000.00	10,458.50	63,851.51	20,148.49	76%
	30-471-303-0000	WASTEWATER - HEAT & OIL	35,000.00	0.00	3,364.32	31,635.68	10%	30,000.00	7,850.71	12,800.71	17,199.29	43%
	30-471-401-0000	WASTEWATER - BUILDING MAINTENANCE	25,000.00	2,020.00	16,914.55	8,085.45	68%	23,000.00	3,409.84	23,988.07	-988.07	104%
	30-471-403-0000	WASTEWATER - VEHICLE MAINTENANCE	5,000.00	132.00	2,257.54	2,742.46	45%	5,000.00	0.00	1,714.60	3,285.40	34%
	30-471-406-0000	WASTEWATER - SYSTEM MAINTENANCE	50,000.00	2,098.85	22,311.71	27,688.29	45%	50,000.00	2,207.84	23,296.66	26,703.34	47%
	30-471-504-0000	WASTEWATER - PROPERTY/LIABILITY INSURANCE	10,575.00	0.00	10,575.00	0.00	100%	8,740.00	0.00	8,740.00	0.00	100%
	30-471-538-0000	WASTEWATER - SLUDGE DISPOSAL	55,000.00	4,499.62	15,945.71	39,054.29	29%	30,000.00	4,816.34	30,088.58	-88.58	100%
	30-471-702-0000	WASTEWATER - CONTRACT SERVICES	13,000.00	0.00	4,502.50	8,497.50	35%	17,500.00	1,710.00	11,317.87	6,182.13	65%
	30-471-703-0000	WASTEWATER - AUDIT	3,425.00	0.00	3,425.00	0.00	100%	3,425.00	0.00	3,425.00	0.00	100%
	30-471-704-0000	WASTEWATER - ENGINEERING	30,000.00	0.00	15,076.31	14,923.69	50%	30,000.00	344.96	2,974.84	27,025.16	10%
	30-471-804-0000	WASTEWATER - NPDES PERMITS	0.00	0.00	0.00	0.00	0%	60,000.00	0.00	0.00	60,000.00	0%
	30-471-900-0000	WASTEWATER - TRANSFER TO CAPITAL RESERVE	174,200.00	0.00	174,200.00	0.00	100%	164,200.00	0.00	164,200.00	0.00	100%
	30-471-950-0000	WW - BONDS & NOTES PRINCIPLE	102,540.00	0.00	102,540.06	-0.06	100%	102,540.00	0.00	102,540.06	-0.06	100%
	30-471-951-0000	WW - BONDS & NOTES INTEREST	29,238.00	0.00	29,236.91	1.09	100%	32,895.00	0.00	32,893.99	1.01	100%
			1,177,968.00	54,127.54	793,172.04	384,795.96	67%	1,101,437.00	63,873.40	773,846.11	327,590.89	70%
Total Operating Budget			9,996,942.00	573,593.22	7,379,417.56	2,617,524.44	74%	9,656,419.00	656,434.73	7,176,754.08	2,479,664.92	74%

Sewer98 of 100

Sewer



Town of Newmarket, New Hampshire  
Revenue Report <sup>a b</sup>  
For the Period Ended March 31, 2017

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017				Fiscal Year 2016			
			Month to		Year to Date		Month to		Year to Date	
			Budget	Transactions	Balance Year	Percent Collected	Budget	Transactions	Balance Year	Percent Collected
	01-310-000-1001	REAL ESTATE TAXES	18,605,938.00	0.00	18,458,884.00	99%	17,858,168.00	0.00	17,877,132.68	100%
	01-310-000-1003	LAND USE CHANGE TAX	3,755.00	0.00	16,057.50	428%	3,755.00	0.00	26,067.50	694%
	01-310-000-1004	YIELD TAXES	1,500.00	0.00	0.00	0%	1,500.00	0.00	1,500.00	0%
	01-310-000-1005	PAYMENTS IN LIEU OF TAXES	19,175.00	19,535.00	23,225.66	121%	23,601.00	15,433.00	39,679.59	168%
	01-310-000-1006	INTEREST & PENALTIES ON CURRENT PROP	27,000.00	3,077.96	20,112.03	74%	27,000.00	7,250.78	19,549.78	72%
	01-310-000-1007	REDEMPTION INTEREST	60,000.00	2,591.58	32,968.81	55%	79,000.00	13,545.11	35,252.25	45%
	01-310-000-1008	EXCAVATION TAX	0.00	271.54	271.54	0%	0.00	0.00	0.00	0%
	01-310-000-1010	OVERLAY	-24,574.00	0.00	-24,574.00	100%	-78,013.00	0.00	0.00	0%
	01-310-001-1006	INTEREST & PENALTIES ON OTHER TAXES	0.00	115.56	5,170.70	0%	0.00	0.00	94.91	0%
	01-310-002-1011	LIEN COST RECOVERY UTILITIES	0.00	0.00	18.00	0%	0.00	0.00	18.50	0%
Taxes (Real estate), land use, PILOT, interest on taxes			18,692,794.00	25,591.64	18,532,134.24	99%	17,915,011.00	36,228.89	17,997,795.21	100%
	01-330-000-1013	MV MAIL-IN FEES	0.00	680.00	5,457.00	0%	0.00	638.00	5,383.00	0%
	01-330-000-1014	MV PERMIT, LOCAL CLERK & TRANSFER FEE	1,258,000.00	124,344.40	1,095,748.80	87%	1,258,000.00	126,056.80	1,039,266.11	83%
	01-330-000-1015	MOTOR VEHICLE STICKERS	26,000.00	2,805.00	22,599.00	87%	26,000.00	2,952.00	22,690.85	87%
	01-330-000-1016	BOAT REGISTRATIONS	3,000.00	383.16	1,721.44	57%	3,000.00	558.32	2,558.48	85%
	01-330-000-1017	MV TITLE FEES	3,000.00	348.00	3,038.00	101%	3,000.00	432.00	3,032.00	101%
	01-330-000-1018	DOG LICENSES	0.00	651.00	2,733.50	0%	0.00	516.00	2,907.00	0%
	01-330-000-1019	VITAL STATISTICS	0.00	735.00	4,818.00	0%	0.00	616.00	4,720.00	0%
	01-330-000-1020	UCC'S	0.00	0.00	270.00	0%	0.00	0.00	300.00	0%
	01-330-000-1022	POLICE - DOG ORDINANCE FINES	0.00	50.00	300.00	0%	0.00	0.00	130.00	0%
	01-330-000-1023	Finger Prints Receipts	0.00	0.00	30.00	0%	0.00	20.00	20.00	0%
	01-330-000-1024	BUILDING PERMITS	66,000.00	4,565.00	66,676.00	101%	66,000.00	10,739.25	51,850.25	79%
	01-330-000-1025	MISC LICENSES, PERMITS & Fees	50,300.00	103.81	773.33	2%	50,300.00	112.50	1,238.08	2%
	01-330-000-1026	FRANCHISE RENEWAL AGREEMENT	150,000.00	0.00	161,033.50	107%	150,000.00	0.00	137,312.92	92%
Licenses, permit and fees			1,556,300.00	134,665.37	1,365,198.57	88%	1,556,300.00	142,640.87	1,271,408.69	82%
	01-320-000-1012	HIGHWAY BLOCK GRANT	173,078.00	35,503.68	142,014.70	82%	173,078.00	0.00	138,462.74	80%
	01-320-000-1014	MISC. GRANTS	25,137.00	0.00	28,443.00	113%	23,414.00	19,535.00	19,535.00	83%
	01-320-000-1015	MEALS AND ROOM TAX DISTRIBUTION	442,238.00	0.00	474,176.06	107%	439,966.00	0.00	439,965.89	100%
	01-320-000-1042	RAILROAD TAX	0.00	0.00	1,393.49	0%	655.00	0.00	654.76	100%
	30-320-000-1073	WASTEWATER - STATE REVENUE	18,961.00	0.00	14,507.00	77%	20,110.00	-19,535.00	23,989.00	119%
From State			659,414.00	35,503.68	660,534.25	100%	657,223.00	0.00	622,607.39	95%



Town of Newmarket, New Hampshire  
Revenue Report <sup>a b</sup>  
For the Period Ended March 31, 2017

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017				Fiscal Year 2016			
			Month to Date		Year to Date		Month to Date		Year to Date	
			Budget	Transactions	Transactions	Balance Year	Percent Collected	Budget	Transactions	Balance Year
	01-340-000-1025	POLICE SEX OFFENDER RECEIPTS	50.00	0.00	0.00	50.00	0%	50.00	0.00	50.00
	01-340-000-1027	PLANNING/ZONING RECEIPTS	2,000.00	919.00	5,563.00	-3,563.00	278%	2,000.00	322.00	-5,955.00
	01-340-000-1028	POLICE REPORT FEES	1,200.00	310.00	1,228.50	-28.50	102%	1,200.00	195.00	-296.50
	01-340-000-1031	AMBULANCE RECEIPTS	138,598.00	28,580.19	119,590.13	19,007.87	86%	125,000.00	36,234.18	740.39
	01-340-000-1034	FIRE DEPARTMENT RECEIPTS	5,000.00	100.00	930.00	4,070.00	19%	5,000.00	377.50	3,992.50
	01-340-000-1036	COURT RECEIPTS	1,500.00	373.86	1,244.07	255.93	83%	1,500.00	260.06	-413.10
	01-340-000-1043	PARKING TICKETS	0.00	2,330.00	9,580.00	-9,580.00	0%	0.00	1,005.00	-6,200.00
	01-340-000-1045	PARKING PERMITS	5,000.00	0.00	1,800.00	3,200.00	36%	5,100.00	240.00	3,760.00
Charges for Services			153,348.00	32,613.05	139,935.70	13,412.30	91%	139,850.00	38,633.74	-4,321.71
	01-340-000-1037	COPIER REVENUE	0.00	16.00	57.50	-57.50	0%	0.00	10.00	85.50
	01-340-000-1038	MISC. RECEIPTS	0.00	0.00	36,202.10	-36,202.10	0%	0.00	0.00	-42,945.83
	01-340-001-1034	FIRE DEPT. X-DETAIL RECEIPTS	0.00	0.00	0.00	0.00	0%	0.00	420.50	-652.50
	01-340-002-1034	DPW DEPT. X-DETAIL RECEIPTS	0.00	0.00	0.00	0.00	0%	0.00	0.00	-232.00
	01-340-051-1047	RECREATION FACILITY RENTAL	0.00	100.00	250.00	-250.00	0%	0.00	0.00	-2,885.00
	01-340-052-0000	SUNRISE SUNSET REVENUE	0.00	77.00	249.00	-249.00	0%	0.00	1,003.00	-4,544.00
	01-345-000-1044	HOUSING AUTHORITY	0.00	30.88	30.88	-30.88	0%	0.00	0.00	-9.97
	01-350-000-1046	SALE OF MUNICIPAL PROPERTY	0.00	0.00	55,941.13	-55,941.13	0%	0.00	0.00	0.00
	01-350-000-1047	RENT OF MUNICIPAL PROPERTY	3,600.00	275.00	2,550.33	1,049.67	71%	3,600.00	0.00	1,325.00
	01-350-000-1048	INTEREST ON INVESTMENTS	6,000.00	1,057.61	8,891.22	-2,891.22	148%	6,000.00	2,980.60	-120.47
	01-350-001-1105	TC/TC OVER AND UNDER	0.00	20.00	56.15	-56.15	0%	0.00	35.80	4.56
	01-360-000-0000	GF - MISCELLANEOUS REVENUE	60,001.00	0.00	2,720.72	57,280.28	5%	1.00	0.00	0.00
	Misc. Rev. includes Int. Rev.		69,601.00	1,576.49	106,949.03	-37,348.03	154%	9,601.00	4,449.90	-50,145.71
	01-360-000-1054	FUND BALANCE USED	500,000.00	0.00	500,000.00	0.00	100%	575,000.00	0.00	0.00
Fund Balance			500,000.00	0.00	500,000.00	0.00	100%	575,000.00	0.00	0.00

Town of Newmarket, New Hampshire  
Revenue Report<sup>a,b</sup>  
For the Period Ended March 31, 2017

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017				Fiscal Year 2016			
			Month to Date		Year to Date		Month to Date		Year to Date	
			Budget	Transactions	Transactions	Balance Year	Percent Collected	Budget	Transactions	Balance Year
Recreation	05-340-000-1058	RECREATION - REVENUE	243,433.00	109,676.80	206,390.81	37,042.19	85%	199,670.00	71,199.80	155,140.06
	05-340-000-1059	RECREATION - LIGHT USAGE	0.00	0.00	2,460.15	-2,460.15	0%	0.00	0.00	1,274.70
	05-340-052-0000	REC-SUNRISE SUNSET REVENUE	0.00	360.00	2,847.00	-2,847.00	0%	0.00	0.00	0.00
	05-350-000-1048	RECREATION - INTEREST	0.00	32.18	218.64	-218.64	0%	0.00	71.86	131.50
	05-350-000-1049	REC - ADVERTISING RECEIPTS	0.00	1,000.00	1,000.00	-1,000.00	0%	0.00	925.00	2,085.00
Solid Waste	07-340-000-1055	SW - TRANSFER FROM GENERAL FUND	0.00	0.00	217,356.00	-217,356.00	0%	0.00	0.00	0.00
	07-340-000-1067	SW - LANDFILL RECEIPTS	230,000.00	2,205.00	46,035.70	183,964.30	20%	244,450.00	3,750.00	45,058.01
	07-340-000-1068	SW - GARBAGE BAGS	0.00	16,492.25	130,479.65	-130,479.65	0%	0.00	14,566.50	124,762.20
	07-340-000-1069	SW - RECYCLING BINS	0.00	130.00	1,080.00	-1,080.00	0%	0.00	70.00	1,260.00
	07-340-000-1070	SW - UNITED TECHNOLOGIES	0.00	2,771.06	15,523.51	-15,523.51	0%	0.00	4,698.19	10,881.15
Water	07-350-000-1048	SW - INTEREST	0.00	41.18	312.68	-312.68	0%	0.00	57.89	160.54
	07-360-001-0000	SW - MISC. REVENUES	0.00	0.00	2,679.91	-2,679.91	0%	0.00	0.00	133.92
	20-310-000-1001	WATER - TAX REVENUE	932,813.00	516.00	633,548.50	299,264.50	68%	947,051.00	58,456.66	664,732.09
	20-310-000-1006	WATER - INTEREST AND PENALTIES ON DEL	0.00	587.16	2,236.16	-2,236.16	0%	0.00	622.66	3,065.74
	20-330-000-1071	WATER - ENTRANCE FEES	0.00	1,000.00	16,000.00	-16,000.00	0%	0.00	2,000.00	9,000.00
Sewer	20-340-000-1072	WATER - JOB WORK	0.00	0.00	143.50	-143.50	0%	0.00	0.00	245.00
	20-350-000-1047	WATER - RENT OF MUNICIPAL PROPERTY	0.00	6,320.70	59,419.77	-59,419.77	0%	0.00	6,685.42	58,705.93
	20-350-000-1048	WATER - INTEREST	0.00	82.25	669.82	-669.82	0%	0.00	343.78	725.70
	20-350-021-1073	WATER - DEDUCT METER	0.00	0.00	1,572.00	-1,572.00	0%	0.00	262.00	1,572.00
	30-310-000-1001	WASTEWATER - TAX REVENUE	1,159,007.00	886.40	1,187,740.84	-28,733.84	102%	1,080,753.00	108,940.69	1,151,908.55
Total Revenues	30-310-000-1006	WASTEWATER - INTEREST ON DELINQUENT <sup>1</sup>	0.00	1,243.75	4,534.02	-4,534.02	0%	0.00	1,103.23	5,585.48
	30-330-000-1071	WASTEWATER - ENTRANCE FEES	0.00	1,000.00	17,000.00	-17,000.00	0%	0.00	4,000.00	16,000.00
	30-340-000-1038	WASTEWATER - OTHER MISC. REVENUE	0.00	0.00	624.70	-624.70	0%	0.00	0.00	0.00
	30-345-000-1038	WASTEWATER - MISC. GRANTS	0.00	0.00	0.00	0.00	0%	0.00	0.00	3,213.00
	30-350-000-1048	WASTEWATER - INTEREST	0.00	158.71	2,097.31	-2,097.31	0%	0.00	893.85	1,640.72
Total Revenues			24,196,710.00	374,453.67	23,856,722.46	339,987.54	99%	23,324,909.00	500,600.93	22,928,011.00
										396,898.00

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

**Resolution #2016/2017 – 28**  
**Relating to the Tucker Land Purchase**

**WHEREAS;** The Town is in need of additional water supply to meet its current and future demands.

**WHEREAS;** The Town has permitted a 275 gallon per minute bedrock well on the Tucker property.

**WHEREAS;** The Town of Newmarket Water System Update and Capital Improvement Plan that was performed by AECOM recommends the Town develop the Tucker well to meet its current and future water demands.

**WHEREAS;** The Town has signed a purchase and sales agreement with Sharon Tucker for the sum of \$435,000.

**NOW THEREFORE BE IT RESOLVED,** that the Newmarket Town Council does authorize \$435,000.00 be withdrawn from the Water Capital Reserve fund for the purchase of the Tucker property for the development of a new bedrock well.

*First Reading: April 5, 2017*

*Second Reading: April 19, 2017*

*Approval:*

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

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





TOWN HALL  
186 MAIN STREET  
NEWMARKET, NH 03857

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

FOUNDED DECEMBER 15, 1727  
CHARTERED JANUARY 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** March 22, 2017

**TITLE:** Purchase Tucker property for a 275 gallon per minute bedrock well Resolution #2016/2017-28

**PREPARED BY:** Sean T. Greig, Supt. Water/Sewer 

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

I recommend the passage of this resolution.

**BACKGROUND:** The Town in 2005 hired Emery and Garrett Groundwater to locate bedrock wells for the Town water supply. Emery and Garrett Groundwater located the MacIntosh and Tucker wells. The Town has permitted the Tucker well for 275 gallons per minute. The 2010 AECOM Town of Newmarket Water System Update and Capital Improvement Plan Report recommended the Town purchase and develop the Tucker Well. The Town Council has authorized the Town Administrator to enter into a purchase and sales agreement with Sharon Tucker for \$435,000.

**DISCUSSION:** The Town has experienced a severe drought that has forced the Water Department to go to a Stage 4 Water Ban (no outside watering). It is important that the Town increase its water supply to meet current and future demands, and to be able to better manage its water supply.

**FISCAL IMPACT:** The Water Department Capital Improvement Plan has been putting aside monies for the purchase of the Tucker well. There is \$435,000 in the Capital Reserve Fund for this purchase. The current balance of the Water Capital Reserve Fund is \$1,133,462.

**RECOMMENDATION:** I recommend the withdrawal of \$435,000 from the Water Department Capital Reserve Fund to purchase the Tucker property for the development of a new 275 gallon per minute bedrock well.

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

## PURCHASE AND SALE AGREEMENT

THIS AGREEMENT made this 18<sup>th</sup> day of January, 2017, between SHARON E. TUCKER, with an address of 27 Neal Mill Road, Newmarket, New Hampshire 03857 (hereinafter "SELLER"), and the TOWN OF NEWMARKET, a New Hampshire municipal corporation, with an address of 186 Main Street, Newmarket, New Hampshire 03857 (hereinafter "BUYER").

**WITNESSETH:** That the SELLER agrees to sell and convey and the BUYER agrees to buy certain real estate situate on Neal Mill Road, shown as Proposed Lot 50-2 containing 12.74 acres, on the subdivision plan attached hereto as Exhibit A (the "Premises") and to grant a water well supply protection easement (model easement form attached) over that portion of Seller's property as shown on Exhibit A, and the access and utility easement further outlined in Additional Provision #2. For source of title see the deed recorded in the Rockingham County Registry of Deeds at Book 3133, Page 2364.

The SELLING PRICE is Four Hundred Thirty five Thousand and 00/100 DOLLARS (\$435,000.00)

Deposit, receipt of which is hereby acknowledged in the form of a check is to be held in an escrow account by Donahue, Tucker & Ciandella, PLLC in the sum of Fifteen Thousand DOLLARS (\$15,000.00)

The balance of the selling price shall be due and payable at the time of closing.

**DEED:** Marketable Title shall be conveyed by a WARRANTY DEED, and shall be free and clear of all encumbrances except usual public utilities serving the property and restrictive covenants of record and those reserved rights outlined in the additional provisions below.

**TRANSFER OF TITLE:** On or before April 15, 2017 at the Newmarket Town Offices, or another mutually agreeable location, time being of the essence.

**POSSESSION AND CONDITION OF PREMISES:** Free of all tenants, personal property, and encumbrances except as stated herein is to be given on or before the date of closing. The BUYER shall have the right to inspect the premises for compliance twenty-four (24) hours prior to closing.

**BROKERS:** Each party shall indemnify and hold harmless the other for any claims made by any broker claiming to represent that party in regard to this transaction. Each party represents that they have engaged no broker in this transaction other than as provided herein. The aforesaid obligation to hold harmless and indemnify shall include all costs, expenses, reasonable attorney's fees, and any other settlement or payment of judgment.



**TITLE:** If BUYER desires an examination of title, it shall cause the same to be completed within thirty (30) days of the Effective Date of this agreement, and shall pay the cost thereof. If, upon examination of title, it is found that the title is not marketable, SELLER shall be informed of the defect or defects and shall be given sixty (60) days to cure such defect. If SELLER cannot cure such defect or defects within this time, at BUYER's sole option he may take title subject to the uncured defect or this Agreement may be rescinded at the option of the BUYER and deposit shall be refunded to the BUYER.

**TAXES, ETC:** Taxes shall be prorated as of the date of closing.

**LIQUIDATED DAMAGES:** If the BUYER shall default in the performance of its obligations under this Agreement, the amount of the deposit may, at the option of the SELLER, become the property of the SELLER as reasonable liquidated damages. SEE BELOW FOR INTERPLEADER PROVISIONS WHICH ARE INCORPORATED HEREIN BY REFERENCE AND MADE A PART THEREOF.

**INSPECTIONS:** SELLER shall provide access to BUYER's inspectors for the inspections including, but not limited to, general site conditions. The BUYER shall perform, or have performed, all such inspections within thirty (30) days of the signing of this Agreement. Results of all inspections must be satisfactory to BUYER in his sole discretion. BUYER must, however, report any unsatisfactory results to SELLER within five (5) days of the completion of said inspections in order to terminate this Agreement for that reason.

**PRIOR STATEMENTS:** All representations, statements and agreements heretofore made between the parties hereto are merged in this Agreement, which alone fully and completely expresses their respective obligations, and this Agreement is entered into by each party after opportunity for investigation, neither party relying on any statements or representations not embodied in this Agreement, made by the other or on his/her/their behalf.

**ESCROW INTERPLEADER:** In the event of any dispute relative to the deposit monies held in escrow, the Escrow Agent may, in its sole discretion, pay said deposit monies into the Clerk of Court of proper jurisdiction in an Action of Interpleader, provide each party with notice thereof at the address recited herein, and thereupon the Escrow Agent shall be discharged from its obligation as recited therein, and each party to this Agreement shall thereafter hold the Escrow Agent harmless in such capacity. Both parties hereto agree that the Escrow Agent may deduct the cost of bringing such Interpleader Action from the deposit monies held in escrow prior to the forwarding of the same to the Clerk of such Court.

**BINDING ON HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS:** This Agreement shall be binding upon the heirs, executors, administrators and assigns of all parties.

**RESIGNING OF FINAL AGREEMENT:** Should this Agreement be altered by any party, such alterations shall be initialed and dated by all parties. Once agreement on all terms and conditions is reached all parties will sign a typewritten version.

**ADDITIONAL PROVISIONS:**

1. This Agreement is contingent upon Buyer's completion of a boundary survey plan, in a recordable form, showing the entirety of the Premises to be conveyed.

2. This Agreement is contingent upon Seller obtaining approval of the subdivision plan attached as Exhibit A from the Town of Newmarket Planning Board to create a separate lot to be conveyed to Buyer. The parties acknowledge that there will be no road frontage on the newly created lot. At closing, Seller shall convey an easement for access and utilities across her remaining property (as depicted on Exhibit A, as it may be revised to move the access onto Neal ~~Farm~~ Road to the south of the Seller's gravel driveway) for Buyer's access to the Premises for utilities and infrastructure for its intended use as a public water supply and the aforementioned Water Well Protection Easement. Such utilities, to the extent possible, shall be located underground. Seller requests that no hunting shall be allowed on the property until such time as her remaining property is sold to a third party. Seller also agrees that no activity shall take place within the 400 foot wellhead protection area that falls on Seller's remaining property that would be detrimental to the intend use as a public water supply. Seller agrees to execute a Water Well Protection Easement at closing.

3. Seller shall fully cooperate with Buyer regarding the land use approvals including but not limited to granting authorization for the Buyer to proceed with the Subdivision Application. It is expressly provided that the Buyer shall be solely responsible for all fees, costs and expenses associated with the application for subdivision approval, including, but not limited to, all engineering, surveying and legal fees and all recording fees and costs. The parties agree that the Seller shall not be responsible for the payment of any such costs.

4. The Agreement is contingent upon approval of this Agreement by Town Council.

5. The Premises will be conveyed subject to an access easement for the benefit of Seller to access her remaining property.

6. At closing, Buyer shall grant to Seller an exclusive License to use the Premises for haying purposes and to retain any profits derived therefrom. This License will be personal to



Seller and will be conditioned upon Seller using best management practices for public water supplies and not otherwise interfering with the Buyer's intended public water source.

In the presence of:

  
Witness


  
Witness

SELLER:

  
Sharon E. Tucker

BUYER:

TOWN OF NEWMARKET

  
Steve Fournier, Town Administrator  
Duly authorized

S:\NA-NE\NEWMARKET\TUCKER WELL\2017 01 06 REDLINE P&S.DOCX





CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

**Resolution # 2016/2017-29**

**Purchase of a Ford Police Cruiser for the Police Department to include Costs Associated with Replacement of Emergency Lighting, and Equipment Set-up**

**WHEREAS**, the Police Department seeks to replace the current 2011 Ford Crown Victoria with 91,000 miles with a new Ford police cruiser at the State bid price of \$ 28,765.00; and

**WHEREAS**, the Department's request includes the replacement of emergency lighting and equipment set-up, the cost of lettering the vehicle; and

**WHEREAS**, the Police Vehicles Capital Reserve Fund currently has a balance of \$221,291

**WHEREAS**, the total cost for the vehicle and related equipment to include lettering is estimated not to exceed \$47,082.95

**NOW, THEREFORE BE IT RESOLVED** that the Newmarket Town Council does hereby approve the withdrawal of funds not to exceed \$47,082.95 from the Police Vehicle Capital Reserve Fund for the purpose of purchasing and equipping a new Ford police cruiser for the Town and to authorize the Town Administrator to execute any associated agreements.

*First Reading: April 5, 2017*

*Second Reading: April 19, 2017*

*Approval:*

Approved \_\_\_\_\_  
Dale Pike, Chairman Town Council

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



TOWN HALL  
186 MAIN STREET  
NEWMARKET, NH 03857

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

FOUNDED DECEMBER 15, 1727  
CHARTERED JANUARY 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE


# STAFF REPORT

**DATE:** March 27, 2017

**TITLE:** Purchase of Police Cruiser Resolution #2016/2017-29

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

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

I have received the proposal and recommend its passage 

**BACKGROUND:** Police Department is seeking to purchase a 2017 Ford utility explorer police cruiser to serve as black and white line car. We would not be adding a vehicle to the fleet; rather we would be replacing an existing black and white police car that has served its purpose.

**Process:** I requested the State bid from Grappone Ford for the purchase of the cruiser. I requested quotes from three separate vendors for outfitting the cruiser with lights, sirens, equipment, cages, storage, laptop, radar, labor as well as other necessary items.

**Results:** Grappone Ford provided municipal pricing to me in the amount of \$28,765. This is a State bid price given to all municipalities seeking this purchase. I received quotes from Ossipee Mountain Electronics (\$17,817.95), Adamson Industries (\$17,316.06) and 2-Way Communication services (\$16,982.00) The cost of lettering the vehicle is \$500.00

**DISCUSSION:** We are seeking to replace a 2011 Ford crown Victoria that has approximately 91,000 miles on it. This 2011 cruiser is 6 years old and replacement parts are beginning to be unsupported by manufacturers should they fail, specifically the police radio. Historically, we have kept cars between 4 and 10 years depending on their assignment as well as the wear and tear on the vehicle. Unmarked cars are usually kept for 10 years. Marked cars, such as this 2011 tend to receive more wear and tear responding to calls for service. This 2011 crown victoria is the last of the marked black and white sedan type cruisers in our fleet. Beyond warranty items being fixed, we have spent \$5,157.67 in cruiser maintenance on this vehicle. I have consulted with Auto Excellence and they are in agreement that this vehicle is in need of replacement.

**FISCAL IMPACT:** The police vehicle capital reserve account currently has \$221,291 available in it. The cost of replacing this vehicle and outfitting the vehicle with necessary equipment and lettering for police purposes is \$47,082.95.

STAFF REPORT



**RECOMMENDATION:** I recommend the Town award the contract to Grappone Ford for the amount of their State bid price for \$28,765 and Ossipee Mountain Electronics for \$17,817.95, and the cost of lettering the cruiser not to exceed \$500.00 with a total price not to exceed \$47,082.95.

**DOCUMENTS ATTACHED:** I have attached all quotes and state bid costs.

2-Way Communications Service, Inc.  
23 River Road  
Newington, NH 03801



# Proposal

26599

Date: 3/6/2017

Name / Address:

"Your mission is our purpose."

Phone : 1-800-441-6288

Newmarket Police Department  
70 Exeter Street  
Newmarket, NH 03857

Fax : 603-431-4832

E-mail us : FleetDivision@2-way.biz

Visit our Web Site : www.2-way.biz



P.O. No.:  
K. True

Rep:  
753

Qty	Item	Description	Total
		2017 Interceptor Utility: Provide & Install Public Safety Equipment	
2	Lighting	Front Lighting Whelen I2E ION™ DUO™ Series Linear-LED® Universal Light Blue / Clear	280.00
2	IONB	ION™ Series Super-LED Universal Light , w/Universal Mount, Scan-Lock™ Flash Patterns and a 4-wire Pig Tail (BLUE) Black Housing	240.00
1	SSFPOS	Solid State Headlight/Grille Light Flasher, 2 Outlet, 160 Watts Per Outlet, 7 Flash Patterns	65.00
2	Lighting	Side / Intersection Lighting SoundOff Signal Intersector LED Blue	300.00
2	IONB	ION™ Series Super-LED Universal Light , w/Universal Mount, Scan-Lock™ Flash Patterns and a 4-wire Pig Tail (BLUE) Black Housing	240.00
2	VTX609B	Rear Lighting Vertex™ Super-LED® HAW Lamp. Self Contained. Blue (Single Unit)	180.00
2	IONB	ION™ Series Super-LED Universal Light , w/Universal Mount, Scan-Lock™ Flash Patterns and a 4-wire Pig Tail (BLUE) Black Housing	240.00
2	RSB03ZCR	Rear Hatch Lighting Whelen TIR3 Series Super-LED Lighthouse. Blue	150.00
2	RGROMMET	Grommet Mount Kit TIR/LINZ3/6.	14.00

2-Way Fleet Division is your full-time, factory trained Vehicle Upfitter.  
**Providing quality Service since 1954.**

**Subtotal**

**Sales Tax (0.0%)**

Thank you for taking the time to review my proposal. Sign and return to accept. Valid for 30 days.

**Total**

Signature \_\_\_\_\_

2-Way Communications Service, Inc.  
23 River Road  
Newington, NH 03801



# Proposal

26599

Date: 3/6/2017

Name / Address:

"Your mission is our purpose."

Phone : 1-800-441-6288

Newmarket Police Department  
70 Exeter Street  
Newmarket, NH 03857

Fax : 603-431-4832

E-mail us : FleetDivision@2-way.biz

Visit our Web Site : www.2-way.biz



P.O. No.:  
K. True

Rep:  
753

Qty	Item	Description	Total
2	IONB	ION™ Series Super-LED Universal Light , w/Universal Mount, Scan-Lock™ Flash Patterns and a 4-wire Pig Tail (BLUE) Black Housing	240.00
1	RBKT7	Vertical Mount License Plate Bracket	23.00
		Lightbar Promo Package	
	Duo Legacy Lightbar/Si...		
1	GB8SP3B	Duo Legacy Lightbar 48"	3,250.00
1	CCSRN3	Cencom Sapphire: Lighting/Siren Control System/Amplifier	0.00
1	STPLP#	Whelen Lightbar Mounting Strap Kit (LOW PROFILE) #38	0.00
1	SA315P	123dB Siren Speaker, Nylon Composite.	0.00
1	SAK52	Ford Police Interceptor Utility, 2013-2014, Driver Side Lower Grille	0.00
		Promo Subtotal	3,250.00
		Interior Lighting	
1	PSC0ADCR	Super-LED Compartment Light, Level 2	65.00
1	Interior Accessories	Whelen OAC0EDCR 45 Degree Angled White LED Compartment Light	35.00
		Truck Vault	
1	Interior Accessories	Truck Vault T-FDEXRS2-11N-PS-PP-LT	2,300.00
		Prisoner Transport	
1	Prisoner Transport	Aedec ProStraint Prisoner Seat With Center Belts Part Number 5SUVIC1311	825.00

2-Way Fleet Division is your full-time, factory trained Vehicle Upfitter.

**Providing quality Service since 1954.**

**Subtotal**

**Sales Tax (0.0%)**

Thank you for taking the time to review my proposal. Sign and return to accept. Valid for 30 days.

**Total**

Signature \_\_\_\_\_



**2-Way Communications Service, Inc.**  
**23 River Road**  
**Newington, NH 03801**



# Proposal

**26599**

Date: 3/6/2017

Name / Address:

**"Your mission is our purpose."**

Phone : 1-800-441-6288

Newmarket Police Department  
 70 Exeter Street  
 Newmarket, NH 03857

Fax : 603-431-4832

E-mail us : FleetDivision@2-way.biz

Visit our Web Site : www.2-way.biz



P.O. No.:

Rep:

K. True

753

Qty	Item	Description	Total
1	10VS-RP Coated Poly	SUV partition w/ recess panel feature with horizontal sliding coated scratch resistant polycarbonate window Vehicle: Ford Interceptor Utility Year: 2015	745.00
1	WKO-VS-poly	Side Curtain Air Bags: SUV WINDOW BARRIER POLY Vehicle: Ford Interceptor Utility Year: 2015 Door Panel:	249.00
1	PB400-VS	Push Bumper PB-400 High Strength Aluminum Push Bumper (SUV) Vehicle: Ford Utility 2016+ Year: 2017	350.00
1	Computer	Computer System And Mounting FZ-G1FA4AXCMWin7 (Win8.1 Pro COA), vPro, Intel Core i5-4310U 2.00GHz, 10.1 WUXGA 10-pt Gloved Multi Touch+Digitizer, 256GB SSD, 8GB, Intel WiFi a/b/g/n/ac, TPM, Bluetooth, Dual Pass (Upper:WWAN/Lower:GPS), Webcam, 8MP Cam, No Drive, Toughbook Preferred	3,000.00
1	Computer	Havis Part # DS-PAN-702-2 Toughbook Certified Docking Station for Panasonic Toughpad FZ-G1 tablets with Power Supply and Dual Pass-through Antenna	650.00
1	Computer	FT-88-911-TP-USB NEMA 4 keyboard, illuminated, plastic keycap, integrated touchpad, USB cable	395.00

2-Way Fleet Division is your full-time, factory trained Vehicle Upfitter.  
**Providing quality Service since 1954.**

**Subtotal**

**Sales Tax (0.0%)**

Thank you for taking the time to review my proposal. Sign and return to accept. Valid for 30 days.

**Total**

Signature \_\_\_\_\_

2-Way Communications Service, Inc.  
23 River Road  
Newington, NH 03801



# Proposal

26599

Date: 3/6/2017

Name / Address:

"Your mission is our purpose."

Phone : 1-800-441-6288

Newmarket Police Department  
70 Exeter Street  
Newmarket, NH 03857

Fax : 603-431-4832

E-mail us : FleetDivision@2-way.biz

Visit our Web Site : www.2-way.biz



P.O. No.:  
K. True

Rep:  
753

Qty	Item	Description	Total
1	PKG-PSM-253	2013- Ford Interceptor SUV, Premium PKG-PSM includes a vehicle specific base plate, heavy-duty pole with height adjust handle, swing arm motion device with tilt-swivel and stability support arm	525.00
1	C-UMM-101	Universal Monitor Mount.	65.00
1	Computer	Havis Part # C-ADP-110 C-MD-102 to C-UMM Bracket Assembly	20.00
1	Computer	Havis Part # C-KBM-102 Quick Release Slide For Keyboard Mounting Plate	60.00
1	C-VS-1308-INUT	Console	375.00
1	C-EB25-XTL-1P	2013- Ford Interceptor Utility Police Vehicle Specific 21" Console	0.00
1	Console	Equipment Mounting Bracket (Moto)	0.00
1	Parts	C-EB40-SO3-1P Equipment Mounting Bracket	0.00
1	C-ARM-103	Filler Plates	0.00
1	C-CUP2-I	Molded Armrest with Hinged Cushion	90.00
1	C-AP-0325	Dual internal cup holder	44.00
2	C-MCB	Console, Accessory, Box, Internal mount, 3" Mounting space, 2.5" Deep	48.00
1	14.0570	Mic-clip Bracket	30.00
1		Single Chrome Accessory Outlet	13.00
1	Gun Lock	Gun Lock	220.00
1	Timer Adjustable	Santa Cruz SC-917-5-XL Wall Mounted Gun Lock With SC-6 XL Lock	40.00
1	275-644	Adjustable Gun Lock Timer	4.00
1	RDD5229	Push Button, Black	36.00
		Antenna System	
		Heavy Duty 1/4 w/Spring 132-525MHz .	

2-Way Fleet Division is your full-time, factory trained Vehicle Upfitter.

**Providing quality Service since 1954.**

Thank you for taking the time to review my proposal. Sign and return to accept. Valid for 30 days.

**Subtotal**

**Sales Tax (0.0%)**

**Total**

Signature \_\_\_\_\_

2-Way Communications Service, Inc.  
23 River Road  
Newington, NH 03801



# Proposal

26599

Date: 3/6/2017

Name / Address:

"Your mission is our purpose."

Phone : 1-800-441-6288

Newmarket Police Department  
70 Exeter Street  
Newmarket, NH 03857

Fax : 603-431-4832

E-mail us : FleetDivision@2-way.biz

Visit our Web Site : [www.2-way.biz](http://www.2-way.biz)



P.O. No.:  
K. True

Rep:  
753

Qty	Item	Description	Total
1	3080384M48	NMO Mount 17' Antenna Cable	18.00
1	2880376E84	Mini UHF Antenna Connector (ea.)	4.00
1	Antenna	Laird Technologies - TRA6927M3NB-001 - 4G/3G Multiband Phantom Antenna, 698-960MHz, 1700-2700MHz, Black, NMO Mount	40.00
1	CG-X	Installation & Materials	99.00
1	HP8	CHARGE GUARD automatic on/off timer switch.	150.00
1	Fleet Adv	Hardware Package.	1,200.00
1	AVS94293	Fleet Division Advanced Labor.	65.00
		2013- Interceptor SUV Vent Shades	

2-Way Fleet Division is your full-time, factory trained Vehicle Upfitter.  
**Providing quality Service since 1954.**

Thank you for taking the time to review my proposal. Sign and return to accept. Valid for 30 days.

**Subtotal** \$16,982.00

**Sales Tax (0.0%)** \$0.00

**Total** \$16,982.00

Signature \_\_\_\_\_



**Adamson Industries Corp.**  
**45 Research Dr.**  
**HAVERHILL, MA 01832**

**Tel:** 978-374-3300/1-800-232-0162  
**Fax:** 978-975-7168

# Quotation

**Quote Number:**  
 20183

**Quote Date:**  
 Feb 2, 2017

**Page:**  
 1

**Quoted to:**

NEW MARKET POLICE DEPT  
 70 EXETER STREET  
 NEW MARKET, NH 03857

Customer ID		Good Thru	Payment Terms	Sales Rep	
NEW MAR NH PD		3/4/17	Net 30 Days	KIM	
Quantity	Item	Description	Unit Price	Extension	
1.00	LF ENFLB-B2	48" nFORCE LIGHT BAR BRONZE ALLEYS, (10) BLUE LED INBOARDS, (2) 6- LED TDS, (4) BLUE 12-LED CORNERS, LOW PRO FIX MOUNT & HOOK KIT	1,655.95	1,655.95	
1.00	EP PB400FIU16	2016 EXPLR/2016 UTILITY INTR BUMPER	454.95	454.95	
1.00	SR ETSS100N	100N SERIES 100W SPEAKER W/BAIL BRKT TO BE MOUNTED ON BUMPER	248.95	248.95	
2.00	GLL ENFSGS3BW	nFORCE 12 LED SINGLE DECK/GRILL BLUE/WHITE MOUNTED ON BUMPER	134.95	269.90	
4.00	GLL ELUC2S010B	UNIVERSAL LED INSERT BLUE FRONT CORNERS 2 REAR	84.95	339.80	
1.00	FL SSFFP16	2016+ UTILITY HEADLIGHT FLASHER	94.95	94.95	
2.00	GLL ENT2B3B	INTERSECTOR LED UNDER MIRROR LIGHT BLUE	159.95	319.90	
1.00	MT PNT1CRV05	2013 INT UTILITY/EXPLR INTERSECTOR MOUNTING WEDGE, PAIR	9.95	9.95	
1.00	SR ETSA481CSR	nERGY KNOB/CONSOLE 100W SIREN/LIGHT CONTROL	496.95	496.95	
1.00	MT C-VS-1200EXP	CON, VS, 12TMS, ODG, HC, EXPD 03-06	289.00	289.00	
1.00		C-FP-05 5" FILLER			
ALL QUOTATIONS ARE VALID FOR 60 DAYS. PRODUCTS ARE SUBJECT TO AVAILABILITY. WOMAN OWNED SMALL BUSINESS			Subtotal	Continued	
			Sales Tax	Continued	
			Total	Continued	

**ALL QUOTATIONS ARE VALID FOR 60 DAYS.**  
**PRODUCTS ARE SUBJECT TO AVAILABILITY.**  
**WOMAN OWNED SMALL BUSINESS**

**Adamson Industries Corp.**  
**45 Research Dr.**  
**HAVERHILL, MA 01832**

**Tel:** 978-374-3300/1-800-232-0162  
**Fax:** 978-975-7168

# Quotation

**Quote Number:**  
 20183

**Quote Date:**  
 Feb 2, 2017

**Page:**  
 2

**Quoted to:**

NEW MARKET POLICE DEPT  
 70 EXETER STREET  
 NEW MARKET, NH 03857

Customer ID		Good Thru	Payment Terms	Sales Rep	
NEW MAR NH PD		3/4/17	Net 30 Days	KIM	
Quantity	Item	Description	Unit Price	Extension	
1.00		C-EB25-XTL-1P -APX6500 05			
1.00		C-EB40-SO3-1P - ETSA481RSP			
2.00		C-FP-25 -2.5" FILLER			
1.00		C-800 CONSOLE 8" ENCLOSED	239.00	239.00	
		HEAVY DUTY HORZ			
1.00	MT C-ARM-103	FLIP UP CONSOLE MNT ARM	104.95	104.95	
		REST			
1.00	MT C-AP-0325	3" ACCY POCKET, 2.5" DEEP	39.95	39.95	
1.00	MT C-CUP2-I	4" DUAL CONSOLE MNT CUP	39.95	39.95	
		HOLDER			
2.00	MT SMIC	SINGLE MIC CLIP&L-BRKT	19.95	39.90	
2.00	GLL ENFSGS1B	nFORCE 6 LED SINGLE	119.95	239.90	
		DECK/GRILL - BLUE MOUNTED			
		CARGO SIDE WINDOWS			
2.00	GLL ENFSRS1	nFORCE 6 LED SINGLE RECESS	109.95	219.90	
		MNT BLUE MOUNTED NEAR LIC			
		PLATE IN REAR HORIZONTAL			
2.00	GLL ENFSGS1B	nFORCE 6 LED SINGLE	119.95	239.90	
		DECK/GRILL - BLUE MOUNTED			
		TOP ROOF LINER NEAR REAR			
		HATCH			
2.00	UL M84403-A	500 LUMEN, 24 LED, 12" LED	64.95	129.90	
		INTERIOR CARGO LT ON HATCH			
1.00	PT SUVIC1310	2013 UTILITY PRO-STRAINT	859.95	859.95	
		SEAT & SCREEN PKG			
1.00	PT 10VS RP ITU	INT UTILITY BARRIER 439	725.00	725.00	
1.00	SW US2GMADP-P	PASS SIDE AIR BAG SW,	275.00	275.00	
		04+F150,11+ IMPALA, INTR			
			<b>Subtotal</b>	Continued	
			<b>Sales Tax</b>	Continued	
			<b>Total</b>	Continued	

**ALL QUOTATIONS ARE VALID FOR 60 DAYS.**  
**PRODUCTS ARE SUBJECT TO AVAILABILITY.**  
**WOMAN OWNED SMALL BUSINESS**

**Adamson Industries Corp.**  
**45 Research Dr.**  
**HAVERHILL, MA 01832**

**Tel:** 978-374-3300/1-800-232-0162  
**Fax:** 978-975-7168

# Quotation

**Quote Number:**  
 20183

**Quote Date:**  
 Feb 2, 2017

**Page:**  
 3

**Quoted to:**

NEW MARKET POLICE DEPT  
 70 EXETER STREET  
 NEW MARKET, NH 03857

Customer ID		Good Thru	Payment Terms	Sales Rep	
NEW MAR NH PD		3/4/17	Net 30 Days	KIM	
Quantity	Item	Description	Unit Price	Extension	
1.00	PT SLWB-FIU	SDN/UTL	205.00	205.00	
1.00	MT DS-PAN-702-2	2013 UTILITY POLY WINDOW BARRIER	789.95	789.95	
1.00		HAVIS C-HDM-153 BASE	95.00	95.00	
1.00		HAVIS C-HDM-401 SUPPORT ARM	65.00	65.00	
1.00		HAVIS C-HDM-202 9" POLE	135.00	135.00	
1.00		HAVIS C-HDM-304 9" FIXED	45.00	45.00	
1.00		MNT			
1.00		HAVIS C-MD-202 TILT	79.00	79.00	
1.00		HAVIS C-ADP-110 ADAPTOR	21.00	21.00	
1.00		HAVIS C-UMM-101 MONITOR MNT	65.00	65.00	
1.00		HAVIS C-MM-201 ADAPTIR	32.00	32.00	
1.00		PLATE			
1.00		HAVIS C-MM-301 ADAPTOR BRKT	32.00	32.00	
1.00		HAVIS C-KBM-102 KEYBRD MNT	69.00	69.00	
1.00		HAVIS C-MM-301 ADAPTOR BRKT	25.00	25.00	
1.00		HAVIS C-KBM-102 KEYBRD MNT	55.00	55.00	
1.00		HAVIS C-800 8" CONSOLE	145.00	145.00	
1.00	SW 14.0570	SINGLE CHROME OUTLET	8.95	8.95	
1.00		KUSTOM EAGLE RADAR	3,195.00	3,195.00	
1.00		SANTA CRUZ GUNRACK	200.00	200.00	
1.00		SC-917-B-XLH W/LOCK & TIMER SC-7009			
1.00	SW CG-X	CHARGE GUARD TIMER	95.00	95.00	
1.00		TRA62927M3NB-001 PHANTON ANTENNA	54.96	54.96	
			<b>Subtotal</b>	Continued	
			<b>Sales Tax</b>	Continued	
			<b>Total</b>	Continued	

**ALL QUOTATIONS ARE VALID FOR 60 DAYS.**  
**PRODUCTS ARE SUBJECT TO AVAILABILITY.**  
**WOMAN OWNED SMALL BUSINESS**



**Adamson Industries Corp.**  
**45 Research Dr.**  
**HAVERHILL, MA 01832**

**Tel:** 978-374-3300/1-800-232-0162  
**Fax:** 978-975-7168

# Quotation

**Quote Number:**  
 20183

**Quote Date:**  
 Feb 2, 2017

**Page:**  
 4

**Quoted to:**

NEW MARKET POLICE DEPT  
 70 EXETER STREET  
 NEW MARKET, NH 03857

Customer ID		Good Thru	Payment Terms	Sales Rep	
NEW MAR NH PD		3/4/17	Net 30 Days	KIM	
Quantity	Item	Description	Unit Price	Extension	
1.00		EMFLEX-M10001 1/4 WAVE FLEX	38.00	38.00	
1.00	CO NMOKNOCONN	17' COAX CABLE	19.95	19.95	
1.00	CO FMECRIMP	FMECRIMP CONNECTOR	3.95	3.95	
1.00	CO MPLCRIMP	MINI UHF CRIMP PLUG	3.95	3.95	
1.00	SW 05.0700.075	75A, 12V, RELAY SPST	44.95	44.95	
1.00	SW 131-0011	80A MANUAL RESET CIRCUIT BREAKER	49.95	49.95	
2.00	SW 46060	6 POSITION FUSE BLK W/GRD	15.95	31.90	
1.00	SW 060-770	ROUND ROCKER SWITCH, BLUE LED	8.95	8.95	
1.00	TR EQUIP-SUV	INSTALL EQUIPMENT	1,299.00	1,299.00	
1.00	OR T-FDEXRM2	MAG TWO DRAWER FULL LENGTH INT UTILITY VAULT WITH LIFT	2,495.00	2,495.00	
1.00		FREIGHT FOR VAULT	225.00	225.00	
1.00	TR RADAR	INSTALL RADAR	125.00	125.00	
1.00		INSTALLION OF TRUNK VAULT WITH LIFT	225.00	225.00	
			<b>Subtotal</b>	17,316.06	
			<b>Sales Tax</b>		
			<b>Total</b>	17,316.06	

**ALL QUOTATIONS ARE VALID FOR 60 DAYS.**  
**PRODUCTS ARE SUBJECT TO AVAILABILITY.**  
**WOMAN OWNED SMALL BUSINESS**



**Ossipee Mountain Electronics, Inc.**

**Quote** QTE009507  
**Date** 1/27/2017  
**Page** 1 of 3

Bill To
Newmarket Police Dept 70 Exeter St Newmarket, NH 03857

Ship To
Newmarket Police Dept 70 Exeter St Newmarket, NH 03857

Customer No.	Salesperson	Shipping Method	Payment Terms
NEX560	Brian Vastine	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	PROGRAMMING	Programming - (1) APX6500 05 mobile	50.00	50.00
2	1.00	ENFLB48P1	Lightbar, nForce, 48", ALL BLUE, TD's & Alleys w/PNFLBF23 Hook Kit	1,495.00	1,495.00
3	2.00	ENFSGS3E	nForce, 12 LED, Deck/Grille Mnt, BLUE/WHITE	115.00	230.00
4	2.00	ENFSGS3B	nForce, 12 LED, Deck/Grille Mnt, Solid, BLUE	115.00	230.00
5	2.00	ENT2B3B	Intersector, Under-Mirror LED, w/Brackets, BLUE	149.00	298.00
6	1.00	PNT1CRV05	Bracket, SoundOff ENT2B3(x), '13 Ford PI Utility (PAIF	12.00	12.00
7	2.00	ENFRMS1B	nForce, 6 LED Replacment Module, Blue	75.00	150.00
8	1.00	PNFSLHLBUV	Brackets, Headlight, 16 PIU, Front Corners (pair)	15.00	15.00
9	1.00	ETHFSS-SP	Flasher, Hd Lt, Select-A-Pattern, Pos. Switched	45.00	45.00
10	2.00	ENFFTSDGS6B	nForce Fit, 6 LED, Deck/Grille Mnt, BLUE	95.00	190.00
11	2.00	ELUC2S010B	LED Undercover 2 Insert 10' BLUE	75.00	150.00
12	2.00	EMPS2STS2B	mPower, 6-LED, 4", Stud Mount, Blue	89.00	178.00
13	2.00	EMPS1STS1B	mPower, 4-LED, 3", Stud Mount, Blue	79.00	158.00
14	2.00	ETULT12W	Utility Strip Light, LED, 12",SM (ECVCSMLEDF)	45.00	90.00
15	1.00	OACOEDCR	Light, Compartment, White, LED, 45 Degree Bezel	39.00	39.00
16	1.00	RL7019	Flashlight, Mag LED Rechargeable w/DC Straight Wire	79.00	79.00
17	1.00	T-FDEXRS2-11N-PS-PP-LT	Storage System, Stnd 2 Drwr, Lift, Cage/K9, 14 PIU	2,150.00	2,150.00
18	1.00	RP-1-833	Radar, Raptor, Dual K Ant, Directnl & Same Lane	1,689.00	1,689.00
19	1.00	222-2000-02	Radar Fork Test Kit, Kustom Raptor	70.00	70.00
20	1.00	ETSA481RSP	Siren, Rem Mnt, 3 Pos SS, 8 Bttm Light Cntrol, 100W	495.00	495.00
21	1.00	ETSS100N	Speaker, Composite 100N Ser, Univ Bail Brckt	195.00	195.00
22	1.00	QK0635ITU12	Prisoner Seat, Stnd Alone w/12VS Mesh Cage, CtrOut	974.40	974.40
23	1.00	10-VSLRP-13 PIU	Partition, Poly-Coated w/Horiz. Slider, RecPnl, 13+ PI	655.20	655.20
24	1.00	PB400VS-AL-16 PIU	Push Bumper, 16+ PI Utility, Aluminum	295.00	295.00
25	1.00	WBP-VS-13PIU	Window Bars, PolyCarb, CLEAR, '13 Interceptor Utility	195.00	195.00
26	1.00	FZ-G1P2637VM	Tablet, Panasonic G1, 8GB, 256GB SSD, Win10 Windows 10 Pro, Intel Core i5-6300U 2.40GHz, 10.1" WUXGA Gloved Multi Touch + Digitizer LCD, 256GB Solid State Drive, 8GB, Wi-Fi, Bluetooth, 4G LTE Multi Carrier, GPS Receiver, Dual Pass (Ch1:WWAN/Ch2:GPS), Camera, Webcam, TPM 2.0, Toughbook Preferred	2,995.00	2,995.00
27	1.00	DS-PAN-712-2	Docking Station, G1, Slim, Pwr Sply, Dual Pass	750.00	750.00
Quoted By: _____ Accepted By: _____ Date: _____					17,517.95
					0.00
					300.00
					17,817.95

\*\*\* Continued \*\*\*

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254  
 TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587  
 www.omesbs.com





**Ossipee Mountain Electronics, Inc.**

**Quote**                    **QTE009507**  
**Date**                     **1/27/2017**  
**Page**                     **2 of 3**

Bill To
Newmarket Police Dept 70 Exeter St Newmarket, NH 03857

Ship To
Newmarket Police Dept 70 Exeter St Newmarket, NH 03857

Customer No.	Salesperson	Shipping Method	Payment Terms
NEX560	Brian Vastine	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
28	1.00	KBA-BLTX-USNNR	Keyboard, TG3, Mobile, Touchpad, Red Backlit	150.00	150.00
29	1.00	C-HDM-153	Titan Mounting Base, 2011+ EXPLORER/PIU	89.00	89.00
30	1.00	C-HDM-401	Titan, Side Mount Support Arm	54.30	54.30
31	1.00	C-HDM-202	Titan, 9" Telescoping Pole	129.00	129.00
32	1.00	C-MD-102	Swing Arm, Slide-Out, Tilt Swivel w/Short Handle	239.00	239.00
33	1.00	C-ADP-110	Adapter, Mounts C-UMM to C-MD-100 Series	19.00	19.00
34	1.00	C-UMM-101	Monitor Mount Assembly, Project 54, XENARC 1040T	59.00	59.00
35	1.00	C-MM-201	Mount, Adapter Plate, VESA	29.00	29.00
36	1.00	C-MM-301	Mount, Adapter, Bracket	29.00	29.00
37	1.00	C-KBM-101	Mount, Keyboard, Data 911-TG3 Keyboards	75.00	75.00
38	1.00	C-VS-1200-INUT	Console, 12", 2013+ Ford PI Utility	279.00	279.00
			C-FP-05 .5" Filler		
			C-EB25-XTL-1P APX 05		
			C-EB40-S03-1P ETSA481RSP		
			C-FP-3 3" Filler		
39	1.00	C-800	Console, 8" Enclosed, Heavy-Duty, Horizontal	159.00	159.00
			C-FP-1 1" Filler		
40	1.00	C-ARM-103	Armrest, Console, Hinged Pad	85.00	85.00
41	1.00	C-AP-0325	Accessory Pocket, Internal Mount 3" High, 2.5" Deep	39.00	39.00
42	1.00	C-CUP2-1	Cup Holder, Dual Internal, 4" C Series Consoles	39.00	39.00
43	1.00	14-570*	Able-2 Chrome Power Outlet	9.10	9.10
44	1.00	14-571	Able-2 Chrome Power Outlet Mounting Bracket	2.40	2.40
45	1.00	MMSU-1	Clip, Magnetic Mic Hangup System, Single	34.95	34.95
46	1.00	C-MCB	Mic Clip Bracket	14.70	14.70
47	1.00	SC-920-5-XLH	Gun Rack, Univ Rail Mtg, SC-6 XL, Hinge, HC Key	195.00	195.00
48	1.00	CG.X	ChargeGuard On/Off TimerSwitch, 30Amp (315672)	85.00	85.00
49	1.00	GPSU15M	Antenna, GPS, NMO Mount, Mobile	59.00	59.00
50	1.00	EM-M20007	Antenna, LTE PolyPro, Multi Band, 698-960/1710-251	45.00	45.00
51	1.00	ROOF-FT-NITI-M	Antenna STICO Flexi-Whip, 136mhz-1Ghz, Mast Only	42.00	42.00
52	2.00	EM-M11001-195	Cable, NMO Mount, 17' RG195 Low Loss, No Conn (A	22.00	44.00
53	1.00	MB8	3/4" Antenna Mount, RG58 Cable, No Conn	15.30	15.30
54	2.00	RFT1202-2T	TNC Male Crimp On Conn RG58 (58794)	5.00	10.00
55	1.00	CMUHF58	Mini UHF Crimp Conn, RG58, MALE	1.60	1.60
Quoted By: _____ Accepted By: _____ Date: _____					17,517.95
					0.00
*** Continued ***					300.00
					17,817.95

**Ossipee Mountain Electronics, Inc.** PO Box 950 832 Whittier Highway Moultonboro, NH 03254  
**TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587**  
**www.omesbs.com**





Ossipee Mountain Electronics, Inc.

Quote QTE009507  
Date 1/27/2017  
Page 3 of 3

Bill To
Newmarket Police Dept 70 Exeter St Newmarket, NH 03857

Ship To
Newmarket Police Dept 70 Exeter St Newmarket, NH 03857

Customer No.	Salesperson	Shipping Method	Payment Terms
NEX560	Brian Vastine	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
56	1.00	R1	Solenoid ,12V, 85 Amp Continuous, S.P.S.T (67010)	39.00	39.00
57	1.00	C-PS-2	Switch Plate, 2" w/Two Vertical Switch Cutouts	19.00	19.00
58	2.00	C-SW-1	Switch, SPST, Black Paddle, w/Red Pilot Lt.	18.00	36.00
59	1.00	MISC-	Wire, wire ties, fuses, fuse holders, loom, etc.	120.00	120.00
60	1.00	LABOR	LABOR	1,400.00	1,400.00
			Install all new equipment into a new 2017 Ford PI Utility.		
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	17,517.95
PRICE QUOTE GOOD FOR 30 DAYS				Additional Discount	0.00
DELIVERY: 30 DAYS ARO				Freight	300.00
TERMS: NET 30 DAYS				Total	17,817.95
INSTALL AT OME					

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254  
TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587  
www.omesbs.com

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



**Town of Newmarket, New Hampshire  
By the Newmarket Town Council**

**Resolution # 2016/2017-30**

**Purchase of a Motorola APX6500 VHF High Power Digital Mobile Radio for the Police Department.**

**WHEREAS**, the Police Department seeks to replace the currently obsolete Motorola Astro Police Digital Mobile Radio with a new Motorola APX6500 High Power Digital radio at the State bid price of \$4,094.00; and

**WHEREAS**, the installation will be completed during the setup of a new police cruiser at no additional cost to the Town; and

**WHEREAS**, the Police Dispatch/Radios Capital Reserve Fund currently has a balance of \$157,309

**NOW, THEREFORE BE IT RESOLVED** that the Newmarket Town Council does hereby approve the withdrawal of funds no to exceed \$4,094 from the Police Dispatch Radio's Capital Reserve Fund for the purpose of purchasing a new Motorola Digital Mobile Radio from the Capital Reserve Fund and to authorize the Town Administrator to execute any associated agreements.

*First Reading: April 5, 2017*

*Second Reading: April 19, 2017*

*Approval:*

Approved \_\_\_\_\_  
Dale Pike, Chairman Town Council

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



Town Hall  
186 Main Street  
Newmarket, NH 03857

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

Founded December 15, 1727  
Chartered January 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** March 27, 2017

**TITLE:** Purchase of Motorola APX6500 VHF High Power Digital Radio Resolution #2016/2017-30

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

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

I recommend passage of this resolution. 

**BACKGROUND:** Police Department is seeking to purchase a new Motorola APX6500 VHF High Power Digital Radio to be placed in and used in a new police cruiser. The radio it would be replacing is an outdated and unsupported Motorola Astro radio.

**Process:** I requested the State bid from Motorola Solutions for the purchase of this radio.

**Results:** Motorola Solutions provided a municipal quote to be \$4,094.56

**DISCUSSION:** We are seeking to replace the radio from a 2011 Ford Crown Victoria with a new radio to be placed in a 2017 Ford Explorer.

**FISCAL IMPACT:** The police dispatch capital reserve account currently has \$157,309 available in it. The cost of replacing this outdated and unsupported Motorola Astro radio with a new Motorola APX6500 VHF High Power Digital Radio is \$4,094.56

**RECOMMENDATION:** I recommend the Town award the contract to Motorola Solutions for the amount of their state bid price for \$4,094.56.

**DOCUMENTS ATTACHED:** I have attached the Quote from Motorola Solutions.

STAFF REPORT



**MOTOROLA SOLUTIONS**

Quote Number: QU0000391461

Effective: 01 FEB 2017

Effective To: 02 APR 2017

**Bill-To:**MR GENERIC CUSTOMER  
1307 E ALGONQUIN RD  
SCHAUMBURG, IL 60196  
United States**Ultimate Destination:**NEWMARKET PD  
70 EXETER ST  
NEWMARKET, NH 03857  
United States**Attention:**Name: Kyle True  
Phone: 603 659 6636**Sales Contact:**Name: Brian Vastine  
Email: bvastine@omesbs.com  
Phone: 6034765581Contract Number: NASPO ValuePoint  
Freight terms: FOB Destination  
Payment terms: Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	1	M25KTS9PW1AN	APX6500 VHF HIGH POWER	\$2,869.00	\$2,094.37	\$2,094.37
1a	1	GA00318AC	ADD: 5 YEAR SERVICE FROM THE START LITE	\$246.00	\$246.00	\$246.00
1b	1	W969BG	ADD: MULTIPLE KEY ENCRYPTION OPERATION	\$330.00	\$240.90	\$240.90
1c	1	G806BE	ADD: ASTRO DIGITAL CAI OPERATION	\$515.00	\$375.95	\$375.95
1d	1	GA01354AA	ADD: GATEWAY RSM AND WIRELESS RSM WITH VEHICLE CHARGER	\$500.00	\$365.00	\$365.00
1e	1	G442AJ	ADD: O5 CONTROL HEAD	\$432.00	\$315.36	\$315.36
1f	1	G444AE	ADD: APX CONTROL HEAD SOFTWARE	-	-	-
1g	1	G89AC	ADD: NO RF ANTENNA NEEDED	-	-	-
1h	1	G831AD	ADD: SPKR 15W WATER RESISTANT	\$60.00	\$43.80	\$43.80
1i	1	GA00235AA	ADD: NO GPS ANTENNA NEEDED	-	-	-
1j	1	G48BD	ENH: CONVENTIONAL OPERATION APX6500	\$500.00	\$365.00	\$365.00
1k	1	W12DK	ADD: RF PREAMP	\$66.00	\$48.18	\$48.18

**Total Quote in USD****\$4,094.56**

Pricing in this quotation reflects the NASPO Contract discount.

**THIS QUOTE IS BASED ON THE FOLLOWING:**

1 This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal.

If you wish to purchase the quoted products, Motorola Solutions, Inc. ("Motorola") will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

2 Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

- 3 Purchaser will be responsible for shipping costs, which will be added to the invoice.
- 4 Prices quoted are valid for thirty(30) days from the date of this quote.
- 5 Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

**Resolution 2015/2016-52**

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

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

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

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

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

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

First Reading: June 1, 2016

Tabled: June 1, 2016

Second Reading:

Approval:

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

Dale Pike, Town Council Chairman

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

Terri J. Littlefield, Town Clerk



RECEIVED

MAR 31 2017

TOWN OF NEW MARKET  
ADMINISTRATOR'S OFFICE



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

Applicant's Name: Leo Filion

Address: 3 Lafayette Avenue Phone/Cell 603 659-5577

RSA 669:19 Newmarket Registered Voter: ☒ Yes ☐ No # of Years as Resident: 86  
RSA 91:2 Are you an American Citizen? ☒ Yes ☐ No

Email address: LPFilion@yahoo.com

Full membership (3 year term) position applying for 3 year Term on Newmarket & Macallen Dam Committee  
State what the new term expiration date is: March 2020

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

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

I feel the following experience and background qualifies me for this position: \_\_\_\_\_

60 years as a professional engineer  
50 year experience with the Macallen Dam  
30 years experience dealing with the NHD Dam Bureau

(need more room, please use the back)

Leo P Filion  
Signature

March 31, 2017  
Date

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

# NEWMARKET HOUSING AUTHORITY

34 Gordon Avenue - Great Hill Terrace  
Newmarket, NH 03857-1802  
603-559-5444(p) 603-659-6501(f)

Ernest A. Clark, II  
EXECUTIVE DIRECTOR

RECEIVED

APR -4 2017

TOWN OF NEW MARKET  
ADMINISTRATOR'S OFFICE

April 3, 2017

Reference: Amy Mash

Town Administrator Steve Fournier, Chair and Members of the Newmarket Town Council:

I have had the opportunity to meet Ms. Amy Mash, Newmarket resident, after she was referred by NHA Commissioner Charlotte DiLorenzo in January. The NHA board has a vacant, unexpired seat/term through March 2022. NHA terms are 5 years in length with one year overlaps. Ms. Mash attended the February and March commission meetings to observe and determine her interest.

Ms. Mash resides in Newmarket with her daughter. She is active in the community and was previously employed by a non-profit and will bring that experience to the Board. She and has expressed interest in learning more about the operation of low-income housing. Newmarket is the only community in New Hampshire under 10,000 population that has both Public Housing and Housing Choice Voucher (HCV) rental assistance programs. Presently, NHA owns and manages the 50 unit Great Hill Terrace public housing site and administers the HCV rental assistance program, formerly known as Section 8, for 115 Newmarket area households.

Ms. Mash is aware of the importance of financial and program oversight by commissioners, and while the executive director and staff handle the daily operation of the housing authority, the board of commissioners has responsibility for approval of the annual operating budget and monthly review of all transactions as well as working with and being supportive of the executive director to develop policy within the guidelines of the US Department of HUD.

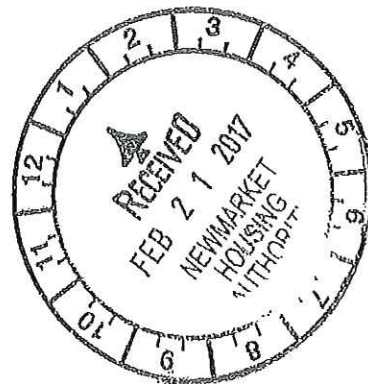
Ms. Mash's energy and eagerness should be very helpful as the housing authority, formed in 1969, approaches its 50th Anniversary. During a time of great transition within the Federal government and within the US Dept. of HUD, NHA will need a farsighted, open minded, creative, and enthusiastic board of commissioners and staff to ensure Newmarket is able to offer its citizens affordable housing options for another fifty years.

I believe Ms. Mash is prepared for the challenge facing Newmarket, and I support his appointment to the Newmarket Housing Authority Board of Commissioners.

Sincerely,

  
Ernest A. Clark, II  
Executive Director





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

Applicant's Name: AMY S. MASH

Address: 100 MAIN ST APT 16 Phone/Cell 603-479-1883

RSA 669:19 Newmarket Registered Voter: ☒ Yes ☐ No # of Years as Resident: 15 MONTHS  
RSA 91:2 Are you an American Citizen? ☒ Yes ☐ No

Email address: MOMMYMASH@LIVE.COM

Full membership (5 year term) position applying for HOUSING BOARD COMMISSIONER

State what the new term expiration date is: UNSURE

Alternate position (3 year term) position applying for N/A

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

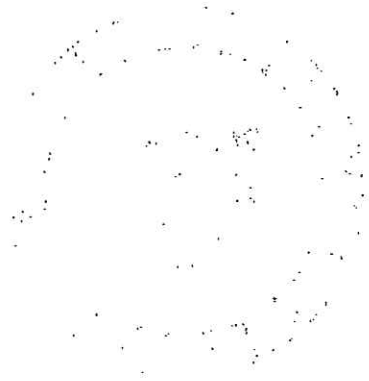
I feel the following experience and background qualifies me for this position: DURING NEARLY  
FOUR YEARS OF EMPLOYMENT WITH PLANNED PARENTHOOD OF  
NORTHERN NEW ENGLAND, I HAD THE OPPORTUNITY TO WORK  
TO ENSURE THAT LOW INCOME MEN AND WOMEN HAD ACCESS  
TO HEALTHCARE SERVICES THEY NEEDED. THE PRIVILEGE OF →  
(need more room, please use the back)

Amy Mash  
Signature

2/15/17  
Date

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





WORKING FOR UNDERSERVED COMMUNITIES GAVE ME AMAZING  
FIRST HAND EXPERIENCE WITNESSING HOW POVERTY CAN  
AFFECT LIVES. I WOULD BE HONORED TO SERVE MY  
COMMUNITY AS A COMMISSIONER ON THE HOUSING BOARD  
TO HELP ENSURE THAT OUR AFFORDABLE HOUSING PROGRAMS  
AND FUNDS ARE UTILIZED AS EFFICIENTLY AS POSSIBLE.

THANK YOU SO MUCH FOR YOUR CONSIDERATION.

RECEIVED

APR 12 2017

TOWN OF NEWMARKET  
ADMINISTRATOR'S OFFICE

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

Applicant's Name: MARY MAHONEY

Address: 1 BALSAM WAY Phone/Cell 200-0040  
NEWMARKET, NH 603-659-8849

RSA 669:19 Newmarket Registered Voter: ☒ Yes No # of Years as Resident: 5

RSA 91:2 Are you an American Citizen? ☒ Yes No

Email address: MAHONEYM45@gmail.com

Full membership (3 year term) position applying for LIBRARY TRUSTEE

State what the new term expiration date is: MAR 2020

Alternate position (3 year term) position applying for MARCH 2019

State what the new term expiration date is: MAR 2017

I feel the following experience and background qualifies me for this position: \_\_\_\_\_

I am a retired librarian. Worked a library  
Director in Stark Franklin & Chelmsford. Currently serving  
as Chair of Trustees. I believe in the contributions the library  
to the community. - After serving all residents  
(need more room, please use the back)

Mary Mahoney 3/10/17  
Signature Date

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

**TOWN OF NEWMARKET, NEW HAMPSHIRE**

**By the Newmarket Town Council**

**ORDINANCE NO. 3-2016/2017**

**AN ORDINANCE ADOPTING CHAPTER 1 ARTICLE II OF THE CODE OF  
THE TOWN OF NEWMARKET, NEW HAMPSHIRE; THE ADMINISTRATIVE  
CODE**

THE TOWN OF NEWMARKET ORDAINS:

**1. Purpose**

The purpose of this ordinance is to rescind previous versions of the Administrative Code and replace it with the new Administrative Code.

**ARTICLE II: THE ADMINISTRATIVE CODE**

**Sec. 1-41. PURPOSE**

- a) Pursuant to Article 4 Section 12 of the Town Charter adopted in 1990, the purpose of this Chapter is to outline the general operations of the Town government.

**Sec. 1-42. SEPARABILITY**

- a) If any provision of the Administrative Code is declared unconstitutional or the application thereof to any person or circumstances is held invalid, the validity of the remainder of the Administrative Code and its application to other persons or circumstances shall not be affected.

**Sec. 1-43. ADMINISTRATIVE ORGANIZATION**

- a) Definition of Department

(1) A department is a functional subdivision of the town government for which specific goals and tasks may be defined. Departments may be operational or budgetary. Operational Departments are departments for which the head of the department reports directly to the Town Administrator or a single purpose elected board.

(2) A "department head" is the designated official responsible for the administration, oversight, and supervision of a specific department. Except as otherwise provided:

- Department heads shall be responsible for the safe and efficient operation of their department. They shall perform all duties and exercise all powers conferred upon their office by applicable laws, ordinances or resolutions.



- Department heads may prescribe department rules and regulations for the internal operation of their department, conduct of their employees and the proper performance of the department's business. Said rules and regulations shall not be inconsistent with the laws of the State of New Hampshire, the Town Code, and the Town Personnel Policy. Department heads shall not prescribe department rules and regulations that are already provided for by the Town Code, the Laws of the State of New Hampshire, or the Town's personnel policies.

- Department heads may, upon review and approval of the Town Administrator and Town Council, establish such Departmental Divisions and sub-units as may be deemed desirable in the interest of economy and efficiency and in accordance with sound administrative principles and practices.

- Each department head shall cause their department to maintain a close working relationship with all other departments and shall take such action necessary to facilitate cooperation amongst all other departments.

- The Town Administrator shall request from each department head an itemized estimate of expenditures for the next fiscal year for their department for use in the preparation of the proposed budget for said year.

- Each department head shall be responsible for following the provisions of the Purchasing Ordinance for their department.

- Each department head shall be responsible for the coordination of divisional functions within that Department.

b) Reorganization of Departments

(1) The Town Administrator may propose to the Town Council a change to the organizational structure of the Town to meet unexpected requirements of the Town or to ensure the efficient operation of the government.

Sec. 1-44. **TABLE OF ORGANIZATION**

a) The following table organizes the town government by operational departments. This Table of Organization shall not be construed as limiting a department head from organizing or assigning responsibility within that department.

(1) *Executive Department*

- Office of the Town Administrator
- Division of Assessing

(2) *Office of the Town Clerk - Tax Collector*

(3) *Department of Finance*

- Division of Finance and Personnel Administration

(4) *Department of General Assistance*

(5) *Department of Planning and Community Development*

- Division of Planning
- Division of Zoning
- Division of Conservation

(6) *Department of Building Safety, Health and Zoning Enforcement*

(7) *Department of Public Works*

- Division of Highway and Public Infrastructure
- Division of Solid Waste
- Division of Buildings and Grounds
- Division of Cemeteries

(8) *Department of Facilities*

(9) *Department of Environmental Services*

- Division of Water Services
- Division of Wastewater Services

(10) *Department of Recreation*

- Division of Recreation Programs
- Division of Recreational Facilities

(11) *Department of Library*

(12) *Police Department*

- Division of Administration
- Division of Operations
- Division of Support Services

(13) *Fire and Ambulance Department*

- Division of Fire
- Division of Ambulance

(14) *Department of Emergency Management*

(15) *Department of Information Technology*

- Information Technology
- Channel 13/Communications

b) Common Duties and Responsibilities

(1) Each department is responsible for the execution and fulfillment of all obligations, policies, and programs as set forth in the laws of the State of New Hampshire, the Town Charter, the Town Code, Ordinances of the Town, the annual budget, or any other duly authorized action of the Town Council, or duly formed independent board or commission, now in effect or as amended.

(2) All departments are charged with:

- Conducting their operations in accordance with the Laws of the State of New Hampshire, the Town Charter, the Town Code, and all ordinances enacted by the Town Council;
- Maintaining and caring for all property and equipment assigned to the department;
- Generating and maintaining appropriate records of the operations of the department so as to allow the Town Council or the Town Administrator to properly review the operations of said department; and
- Purchasing appropriate materials and equipment in accordance with purchasing policies of the Town.

c) Individual departments, divisions and offices have additional responsibilities as described below.

(1) Executive Department: The Executive Department shall be responsible for the oversight of the Office of the Town Administrator and the Divisions of Assessing, Communications, Human Resources and General Assistance. The Executive Department shall be headed by the Town Administrator.

- *Office of the Town Administrator*: The Office of the Town Administrator shall:

- Provide support to the Town Administrator and the execution of his duties as outlined in Section 4 of the Town Charter;
- Prepare, maintain and publish all actions of the Town Council; and



(iii) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said office.

- *Division of Assessing:* The Division of Assessing shall

(i) Maintain a complete roll of the appraised value of property and improvements in the Town of Newmarket

(ii) Prepare and maintain all assessment and tax rolls as required by State Law or Town Ordinance

(iii) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said division.

(2) Office of the Town Clerk - Tax Collector: The Office of the Town Clerk is listed for record purposes and is governed by all applicable Laws of the State of New Hampshire. The Office of the Town Clerk - Tax Collector shall:

- Be the repository of all official records of the Town, its boards, and its agencies;

- Collect all fees and issue all licenses as provided by the Laws of the State of New Hampshire;

- Arrange for and supervise all elections and town meetings, and maintain complete and accurate records associated with said elections and town meetings;

- Collect all automobile registration fees and issue automobile registrations as set forth in the Laws of the State of New Hampshire;

- Perform all duties required of a Town Clerk as set forth in the Laws of the State of New Hampshire and the Town Charter;

- Perform the duties of the Tax Collector as provided by the Laws of the State of New Hampshire, including, but not limited to, providing notices of taxes due, coordinating with the Town Treasurer for the deposit of all fees, interest, and penalties, providing notice of delinquent taxes; advertising and processing tax sales, and collecting tax liens and receivables; and

- Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of the Office of Town Clerk-Tax Collector.

(3) Department of Finance: The Department of Administration and Finance shall be responsible for the oversight of the Divisions of Finance and Personnel Administration. The department head shall be the Finance Director.

• *Division of Finance and Personnel Administration:* The Division of Finance and Personnel Administration shall:

- (i) Include the functions of the Town Treasury in conjunction with the Town Treasurer. The Treasurer will receive and hold the funds of the Town in accordance with the Town of Newmarket Investment Ordinance and disburse said funds in accordance with the Laws of the State of New Hampshire, the Town Charter, the Town Code, and the ordinances, rules, and policies enacted by the Town Council or Town Administrator;
- (ii) Maintain the fiscal accounting and monetary control system of the Town in accordance with generally accepted accounting principles;
- (iii) Prepare reports of financial transactions of the Town as directed by the Town Administrator;
- (iv) Under the guidance of the Town Treasurer and in accordance with the Town of Newmarket Investment ordinance, invest idle funds of the Town to obtain the maximum prudent return on such investment;
- (v) Prepare and administer the compensation of employees and maintain a record of earned time, as said earned time is accrued and used by all employees of the Town;
- (vi) Administer all employee benefits;
- (vii) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said division.

(4) Department of General Assistance: The Department of General Assistance shall provide welfare assistance to eligible recipients as provided by state law and as approved in the Town's General Assistance Guidelines. The head of the department shall be the Welfare Director

(5) Department of Planning and Community Development: The Department of Planning and Community Development shall be responsible for the Divisions of Planning (in coordination with the Planning Board); Zoning (in coordination with the Zoning Board of Adjustment); and Conservation (in coordination with the Conservation Commission). The head of the department shall be the Director of Planning and Community Development.

• *Division of Planning shall:*

- (i) Provide land use and development-related services to all Town departments, subdivisions, public bodies, and other municipal boards.
- (ii) Recommend changes in land use and other regulations to provide for the harmonious growth and economic development of the Town consistent with the Town's Master Plan.
- (iii) Review development proposals for compliance with the Town's zoning,



subdivision and site review requirements, coordinate the technical plan review process with Town Departments, and present recommendations to the Planning Board related to the approval, conditional approval, and denial of applications.

- (iv) Write grant applications, provide oversight and grants administration, and manage special planning projects, as assigned by the Town Administrator.
- (v) Coordinate the Town's Capital Improvement Plan (CIP) planning process and prepare final CIP report.
- (vi) Work with the Planning Board, consultants and the regional planning commission, as appropriate, in the preparation, coordination, updating, and adoption of the Town's Master Plan.
- (vii) Work with agencies and entities outside of the Town to further the planning and development goals of the Town consistent with the Master Plan.
- (viii) Perform all other duties, as necessary and proper, for the fulfillment of statutory, regulatory, and local requirements of said office.

- *Division of Zoning: The Division of Zoning shall:*

- (i) Administer the Town's Zoning Ordinance, answer questions from citizens, applicants, realtors, and developers related to zoning, and make zoning determinations related to applications and permits.
- (ii) Provide research and technical assistance to the Zoning Board of Adjustment, as requested.
- (iii) Advise applicants before the Board of the Town's procedures, requirements for variances and special exceptions, and the appeals process.
- (iv) Work with the Town's legal counsel in documenting planning and zoning decisions, the application process, and certifying the record and legal documents related to cases that may be appealed through the court system.

- *Division of Conservation:* The Division of Conservation shall provide technical assistance to the Conservation Commission, on an "as-needed" basis.

(6) Department of Building Safety, Health and Zoning Enforcement: The Department of Building Safety shall be responsible for new and renovated building inspections, State Building Code enforcement, and health inspections. The head of the Department shall be the Building Official.



- The Department of Building Safety shall receive applications and issue permits for the construction and renovation of structures all applicable building, electric, housing, plumbing, or such other safety codes as set forth in the Laws of the State of New Hampshire, Town Code, and the rules and regulations of all state and local administrative bodies, as amended.

- With the assistance of the Office of Planning, the Department of Building and Safety shall interpret and enforce the Town's Zoning Ordinance, all land use regulations, and all applicable building, electric, housing, plumbing, or such other safety codes set forth in the Laws of the State of New Hampshire, Town Code, and the rules and regulations of all state and local administrative bodies, as amended.

- The Department of Building and Safety shall serve as the Town's Health Officer in accordance with RSA Chapter 128.

(7) Department of Public Works: The Department of Public Works shall be responsible for the Divisions of Highway and Public Infrastructure, Solid Waste, and Cemeteries. The head of the department shall be the Director of Public Works.

- *Division of Highways and Infrastructure:* The Division of Highways and Infrastructure shall be responsible for all the physical structures and facilities in the Town not assigned to another department. The Division of Highway and Infrastructure shall:

- (i) Repair, maintain, construct and operate the public highways, bridges, sidewalks and rights-of-ways of the Town;
- (ii) Repair, maintain, construct and operate the storm water management systems for the Town;
- (iii) Maintain and repair all Town mechanical equipment except with regard to those items for which other maintenance agreements or arrangements have been made; and
- (iv) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said division.

- *Division of Solid Waste:* The Division of Solid Waste shall be responsible for the collection, recycling and disposal of solid waste for the Town. The Division of Solid waste shall:

- (i) Operate and maintain all transfer stations and solid waste landfills in accordance with Laws of the State of New Hampshire, the Town Code, and all duly enacted ordinances of the Town; and
- (ii) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said division.

- *Division of Buildings and Grounds:* The Division of Buildings and Grounds shall be responsible for the maintenance of all municipally owned buildings, grounds, parks and cemetery maintenance unless assigned to another department.

- *Division of Cemeteries:* The Division of Cemeteries is listed for record purposes only and is governed by the Board of Cemetery Trustees and RSA chapter 289. The Department of Cemeteries shall:

- (i) Ensure the proper burial of the deceased in the Town of Newmarket's public cemeteries;
- (ii) Maintain the public cemeteries in the Town; and
- (iii) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said department.

(8) Department of Facilities: The Department of Facilities shall be responsible for all aspects of the Town facilities, including planning and supervising construction of civic projects, overseeing the coordination of bids, project management, and implementing a town wide facilities improvement plan. This head of the Department shall be the Director of Facilities

(9) Department of Environmental Services: The Department of Environmental Services shall be responsible for the Division of Water and Division of Wastewater. The head of the Department shall be the Director of Environmental Services.

- *Division of Water:* The Division of Water shall:

- (i) Provide potable drinking water within the Town;
- (ii) Provide water for fire prevention and suppression;
- (iii) Operate the water supply system and water distribution plants, including but not limited to all wells and treatment plants;
- (iv) Operate the Water Fund; and
- (v) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, Federal and local requirements of said division.

- *Division of Wastewater:* The Division of Wastewater shall:

- (i) Operate and maintain the Newmarket Wastewater Treatment Facility;
- (ii) In coordination with Wastewater Treatment Plant Laboratory, provide laboratory services to all other Town departments;
- (iii) Operate the Sewer Fund; and



(iv) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, Federal and local requirements of said division.

(10) Department of Recreation: The Department of Recreation shall be responsible for the Divisions of Recreation Programs and Recreational Facilities. The head of this department shall be the Recreation Director.

- *Division of Recreation programs*: The Division of Recreational Programs shall:

- (i) Provide recreational programs for the residents of the Town and others, as authorized by the Town Administrator or the Town Council; and
- (ii) Perform all other duties as necessary and proper for the fulfillment of the statutory regulatory and local requirements of said division.

- *Division Recreational Facilities*: The Division Recreational Facilities shall:

- (i) Maintain recreation facilities, unless otherwise assigned to another Town Department or subdivision thereof; and
- (ii) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said division.

(11) Department of Library: The Department of Library is listed for record purposes only and is governed by the Board of Library Trustees and RSA chapter 202-a. The Department of Library shall:

- Provide library services for the Town pursuant to RSA chapter 202-A;
- Maintain the Newmarket Library; and
- Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said department.

(12) Police Department: The Police Department shall be responsible for the Division of Administration, Division of Operations and the Division of Support Services. The Police Department shall:

- Enforce all applicable provisions of the Laws of the State of New Hampshire, including, but not limited to, the State Criminal Code and Motor Vehicle Code;
- Enforce all applicable provisions of the Town Code, including, but not limited to, the penal ordinances of the Town of Newmarket;
- Safeguard the persons and property of the residents and



visitors of the Town through activities designed to deter criminal actions and to apprehend persons who have committed crimes of whatever nature within the jurisdictional limits of the Town;

- Promote community awareness of safety and the causes of crime and its prevention; and

- The Police Department shall consist of the following divisions:

- *Division of Administration:* The Division of Administration shall

- (i) Be responsible for handling the day-to-day operations of the department

- (ii) Setting department policy and procedures

- (iii) Overseeing personnel and training

- (iv) Managing the department fleet, upgrading and maintaining equipment, and budgeting issues.

- (v) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said division

- *Division of Operations:* The Division of Operations shall:

- (i) Be responsible for patrols and uniformed services

- (ii) Crime prevention

- (iii) K-9 services

- (iv) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said department.

- *Division of Support Services:* The Division of Support Services shall be responsible for the following:

- (i) Investigations

- (ii) Prosecution

- (iii) Dispatch Police, Fire, EMS, Public Works, Water Department

- (iv) Evidence

- (v) School Resource Officer

- (vi) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said department.

(vii) Youth services and juvenile prosecution

(13) Fire Department: The Fire Department shall be responsible for the Divisions of Fire and Ambulance. The head of this department shall be the Fire Chief.

- *Division of Fire*: The Division of Fire shall:

- (i) Protect the lives and property of residents and visitors through the suppression of all unwanted or unsafe fires, or where suppression is not possible, prevent the spread of fire to adjacent buildings and land;
- (ii) Promote the prevention of unwanted fires by enforcement of state and local fire prevention codes and fire prevention education;
- (iii) Through the office of the Town Forest Fire Warden, appoint Deputy Forest Fire Wardens, provide permits for planned fires that meet all statutory and regulatory requirements for the issuance thereof, and suppress all fires that are not so permitted; and
- (iv) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said division

- *Division of Ambulance*: The Division of Ambulance shall:

- (i) Provide emergency medical services by responding to calls for assistance for medical aid;
- (ii) Maintain a mutual aid network; and
- (iii) Perform all other duties as necessary and proper for the fulfillment of the statutory, regulatory, and local requirements of said division.

(14) Department of Emergency Management: The head of the Emergency Management Department is the Emergency Management Director. The Department of Emergency Management shall:

- In accordance with the Town of Newmarket Emergency Management Plan, insure the complete and efficient utilization of the Town's emergency response resources;

- Develop and maintain an effective communication system to work with all Town Departments and state and federal communication networks in accordance of RSA chapter 21-P;

- Maintain the Town's Emergency Management Plan in accordance with the rules and regulations of the New Hampshire Bureau of Emergency Management; and

- Perform all other duties as necessary and proper for the

fulfillment of the statutory, regulatory, and local requirements of said division.

(15) Department of Information Technology: The Department of Information Technology shall be responsible for the Divisions of Information Technology and Division of Government Access Television. The head of the Department of Information Technology shall be the Information Technology Director.

- Division of Information Technology:

- (i) Maintain close coordination with department heads to establish information technology requirements.
- (ii) Establish information technology procedures.
- (iii) Provide advice on feasibility of desired information technology products.
- (iv) Perform system analysis and design, establish and monitor information networks, write computer software, test and debug computer software and complete system documentation.
- (v) Provide training to employees on equipment and software.
- (vi) Maintain the Town website.
- (vii) Maintain the technical reference library.

- Division of Community Access Television:

- (i) Manage all functions of the community access television system.
- (ii) Ensure proper operation of studio equipment.

## **2. Takes Effect**

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



First Reading: April 19, 2017

Second Reading:

Public Hearing:

Council Approval:

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

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



TOWN HALL  
186 MAIN STREET  
NEWMARKET, NH 03857

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

FOUNDED DECEMBER 15, 1727  
CHARTERED JANUARY 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE


---

# STAFF REPORT

---

**DATE:** April 11, 2017

**TITLE:** ORDINANCE NO. 3-2016/2017 - An Ordinance Adopting Chapter 1 Article II of the Code of the Town of Newmarket, New Hampshire; the Administrative Code

**PREPARED BY:** Steve Fournier, Town Administrator 

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

I recommend approving this ordinance.

**BACKGROUND:** Pursuant to Section 4.12 of the Town Charter, the Town Administrator when the Charter was first adopted was to present to the Town Council an ordinance that creates the Departments and their duties called the Administrative Code.

Currently, the Town does have an administrative code, but is grossly out of date. Prior to the Town Council creating the Facilities Department recently, the last official amendments to it were in 2000. I am including it with this report.

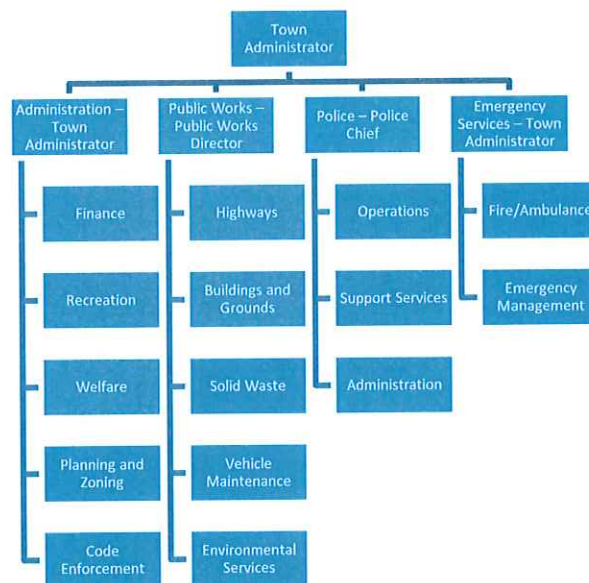
If we were to follow the current administrative code, there are only three department heads: the Town Administrator: Police Chief and Fire Chief. First, the Charter states that the Town Administrator is not a department head. Second, this is not what is done in practice. In practice, there are 14 department heads overseeing the various departments.

STAFF REPORT

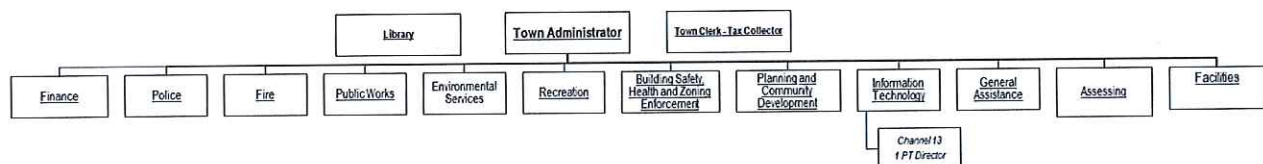
**DISCUSSION:** The Town Council requested that I review the current organizational structure after the MRI Efficiency Study was completed. I had already begun to look at this since I knew the current ordinance did not match the operations the following are the major changes:

1. Elevate the various departments to be on the same level as the Department of Public Works and Police Department.

Currently, in accordance with the Administrative Code, the Town department structure looked as follows:



The new organizational structure better reflects the actual operations:



This is in all actuality how the Town has operated for a number of years.

2. Separate the Environmental Services from Department of Public Works.
3. Changes the Planning and Zoning Office to Department of Planning and Community Development to better reflect the actual jobs carried out in that department.



4. Creates the Information Technology Department

This new Administrative Code should be considered a living document and will be amended from time to time to better reflect the operations.

**FISCAL IMPACT:** There is minimal if any financial impact at this time.

**RECOMMENDATION:** I recommend adopting this ordinance after holding a public hearing on May 3.

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

Former

## **Section 2.8. Legal Basis and Departmental Organization**

### **Subsection 2.8.1 Reorganization Plans**

Except for those agencies established by this Charter for the Town of Newmarket or as otherwise prohibited by State law, the Town Council may reorganize, consolidate or abolish any existing Town agency in whole or in part; establish new Town agencies and prescribe the functions of any Town agencies; provided that such action shall not eliminate the statutory duties of Town officials.

History:  
Effective – Ordinance 2000-09 Effective November 8, 2000

### **Subsection 2.8.2 Proposed Reorganization Plans by the Administrator**

The administrator shall prepare and submit to the Council for its approval proposed reorganization plans which may, subject to applicable law and the Charter, reorganize, consolidate or abolish any Town agency in whole or in part, or establish new Town agencies as he deems necessary or expedient. Such reorganization plans shall be accompanied by explanatory messages when submitted.

History:  
Effective – Ordinance 2000-09 Effective November 8, 2000

### **Subsection 2.8.3 Departments**

The administrative services of the Town shall consist of the following Departments and Department Heads. Departments may be divided into Divisions as provided herein or as may be ordered by the Town Administrator.

<u>DEPARTMENT</u>	<u>DEPARTMENT HEAD</u>
(1) Administration <u>Divisions:</u>	Town Administrator
(A) Finance	
(i) Records and Collections	
(ii) Assessing	
(B) Recreation	
(C) Welfare	
(D) Code Enforcement	
(E) Planning and Zoning	
(2) Public Works <u>Divisions:</u>	Public Works Director

- (A) Highways
- (B) Buildings and Grounds
- (C) Solid Waste
- (D) Vehicle Maintenance
- (E) Environmental Services

- (3) Police Police Chief  
     Divisions:

- (A) Operations
- (B) Support Services
- (C) Administration

- (4) Emergency Services Town Administrator  
     Divisions:

- (A) Fire/Ambulance Rescue
- (B) Emergency Management

History:  
 Effective – Ordinance 2000-09 Effective November 8, 2000

#### Subsection 2.8.4      **Definitions of Department and Divisions**

- A. A department shall be a legal subdivision of the Town government usually performing a variety of inter-related functions with multiple staff positions.
- B. A departmental division shall have a single primary function performed by limited staff.

History:  
 Effective – Ordinance 2000-09 Effective November 8, 2000

#### Subsection 2.8.5      **Powers and Duties of Department Heads**

- A. Each Department Head shall be responsible for the efficient operation of their department. They shall perform all the duties and exercise all the powers conferred upon their office by applicable laws, ordinances and resolutions.
- B. Department Heads may prescribe department rules and regulations not inconsistent with general law, the Town Charter, this Administration Code, the provisions of the Merit Plan and the Personnel Rules and Regulations, for the administration of their various departments, conduct of their employees and the proper performance of the department's business.
- C. Department Heads, with the approval of the Town Administrator, may establish such Departmental Divisions and sub-units as may be deemed desirable in the interest of economy and efficiency, and in accordance with sound administrative principals and practices.



- D. Each Department Head shall be responsible for maintaining the operation of their Department on a close and friendly basis of cooperation with all other Departments.
- E. The Town Administrator shall request from each Department Head to submit an itemized estimate of the expenditures for the next fiscal year for their Department for use in preparation of the proposed budget for said year.
- F. Each Department Head shall be responsible for following the provisions of the Purchasing Policy for his/her Department.
- G. Each Department Head shall be responsible for coordination of divisional functions within that Department.

History:  
Effective – Ordinance 2000-09 Effective November 8, 2000

**Subsection 2.8.6**      **Selection, Qualifications, Compensation and Terms of Office of Department Heads and Division Personnel.**

- A. All Department Heads shall be appointed, as provided by Sections 4.08 and 4.10 of the Town Charter, for indefinite terms, on the basis of merit and fitness to perform their duties, and may be removed by the Town Administrator for misconduct or inefficiency as provided for in the Personnel Rules and Regulations.
- B. The compensation of all Department Heads and personnel shall be fixed in accordance with the Job Classification and Compensation Plan.

History:  
Effective – Ordinance 2000-09 Effective November 8, 2000

**Subsection 2.8.7**      **Department Staffs.**

- A. Department Heads may establish subordinate positions; make appointments and removals as necessary within the limitations of the appropriations provided, and subject to the provisions of the Town Charter, the Personnel Rules and Regulations, Job Classification and Compensation Plan, and approval of the Town Administrator.
- B. All employees shall be under the immediate supervision of their respective Department Heads, and all employees in the Town's service shall be compensated on the basis of the Job Classification and Compensation Plan.

History:  
Effective – Ordinance 2000-09 Effective November 8, 2000

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER  
15, 1727



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

**Resolution #2016/2017-31**

**Authorizing the Town Administrator to enter into an agreement with Wright-Pierce Engineers for Construction Services and Oversight for the North Main Street Water and Sewer Main Project**

**WHEREAS**, the State of New Hampshire Department of Transportation is installing 4 foot bike lanes and new drainage on North Main Street as part of their project numbered 13080-B, and

**WHEREAS**, The NHDOT will relocate the water and sewer facilities in the project area at the same time, and

**WHEREAS**, Wright-Pierce has completed Design for the North Main Street Water Main and Sewer Main Replacement Project, and

**NOW, THEREFORE, LET IT BE RESOLVED**, the Town Council does hereby approve the Town Administrator to enter into an agreement with Wright-Pierce for the sum of \$42,500 for the North Main Street Water and Sewer Project Construction Administration and Oversight.

*First Reading: April 19, 2017*

*Second Reading:*

*Approval:*

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

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





TOWN HALL  
186 MAIN STREET  
NEWMARKET, NH 03857

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

FOUNDED DECEMBER 15, 1727  
CHARTERED JANUARY 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** April 11, 2017

**TITLE:** Resolution 2016/2017-31 – NHDOT North Main Street Water & Sewer Main Relocation Project #13080B

**PREPARED BY:** Sean Greig, Supt. Water/Sewer

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

Since the Town Council has approved the funding of this project, I recommend passage of this resolution. *SG*

**BACKGROUND:** A couple of years ago the Town was informed that the NHDOT would be making improvements to Route 108 on North Main Street. The improvements include the widening of the shoulders, sidewalks, drainage, and full road reconstruction. The Town was informed that it needed to relocate its water and sewer mains to make room for the drainage improvements. The Town Council approved Wright-Pierce to engineer the new water and sewer mains. The water main was replaced in 2015 with a larger water main that meets current and future water demands. The Town does need to move the water main that connects the North Main Street water main to Pulaski Drive water main to allow for the new drainage improvements. The Town has videoed the sewer lines and found that they are in poor condition. Wright-Pierce has completed the engineering work and cost estimates. The Town Council has approved the Town Administrator to enter into an agreement with NHDOT to perform the work. The Town Council has approved the funding from the Water and Sewer Capital Reserve funds for the project.

	Sewer Capital Reserve	Water Capital Reserve
Project Bid	\$256,402.50	\$26,210.78
Contingency	\$38,500.00	\$4,000.00
Engineering	\$38,500.00	\$4,000.00
Total	\$333,402.50	\$34,210.78

**DISCUSSION:** Wright-Pierce has worked with NHDOT to complete the engineering design and plans for the North Main Street Water and Sewer Project. The contract is based on the NHDOT construction schedule.

**FISCAL IMPACT:** The Town Council has approved the funds for the project.

**RECOMMENDATION:** I recommend the Town Council authorize the Town Administrator to enter into an agreement with Wright-Pierce for construction administration and oversight for the North Main Street Water and Sewer Project.

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



**AGREEMENT BETWEEN  
TOWN OF NEWMARKET (CLIENT)  
AND  
WRIGHT-PIERCE  
FOR  
NORTH MAIN STREET SANITARY SEWER CONSTRUCTION PHASE (SERVICES)**

**DATED APRIL 6, 2017**

**TABLE OF CONTENTS**

	Page No.
Identification of the Parties and Description of the Project	2
Section 1 - Scope of Services	2
Section 2 - Compensation	5
Signatures of Parties	5
Exhibit A - Schedule of Terms and Conditions	
Exhibit B -- Duties of Resident Project Representative	
Amendment No. 1 _____ dated _____	
Amendment No. 2 _____ dated _____	
Amendment No. 3 _____ dated _____	
Amendment No. 4 _____ dated _____	

**AGREEMENT BETWEEN  
TOWN OF NEWMARKET (CLIENT)  
AND  
WRIGHT-PIERCE  
FOR  
NORTH MAIN STREET SANITARY SEWER CONSTRUCTION PHASE (SERVICES)**

THIS IS AN AGREEMENT made as of April 6, 2017 between Town of Newmarket ("CLIENT") and Wright-Pierce ("ENGINEER"). CLIENT intends to construct a new water main along North Main Street (the "Project").

CLIENT and ENGINEER in consideration of their mutual covenants herein agree in respect to the performance or furnishing of professional engineering services by ENGINEER with respect to the Project and the payment for those services by CLIENT as set forth in Section 2 below. Execution of this Agreement by ENGINEER and CLIENT constitutes CLIENT's written authorization to ENGINEER to proceed on the date first above written with the first phase of the Services described in Section 1 below. This Agreement will become effective on the date first above written.

**SECTION 1 - SCOPE OF SERVICES**

- I. Study and Report Phase. N/A
- II. Preliminary Design Phase. N/A
- III. Final Design Phase. N/A
- IV. Bidding Phase. N/A
- V. Construction Phase.

The sanitary sewer and some minor water piping on North Main Street is being replaced as part of the NHDOT Durham/Newmarket road reconstruction project. The construction has been awarded to American Excavating Corporation. NHDOT has overall responsibility for the project.

The Town and Wright-Pierce are only responsible for the proper installation of the sanitary sewer and minor water piping.

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

- A. Construction Administration Services: During the Construction Administration Phase ENGINEER shall consult with and advise CLIENT and act as CLIENT's representative as provided in the Standard General Conditions and Supplementary Conditions of the Construction Contract. The extent and limitations of the duties, responsibilities and authority of ENGINEER as assigned in said Standard General Conditions shall not be modified, except as ENGINEER may otherwise agree to in writing. All of CLIENT's instructions to Contractor will be issued through ENGINEER, who shall have authority to act on behalf of CLIENT in dealings with Contractor to the extent provided in this Agreement and said Standard General and Supplementary Conditions except as otherwise provided in writing. The services of the ENGINEER shall include:
1. Prepare for and attend two pre-construction meetings.
  2. Attend three (3) monthly project meetings during construction of the sanitary sewer and water piping.
  3. Review shop drawings and other Contractor submittals for compliance with construction Contract Documents.
  4. Negotiate changes in the scope of work, price and/or completion time and prepare change orders which become necessary due to factors discovered during the progress of the work resulting from interpretations and clarifications of the Contract Documents.
  5. Issue instructions and other communications from and on behalf of CLIENT to the Contractor.
  6. Communicate with CLIENT and regulatory agencies.
  7. Coordinate and supervise the work of Resident Project Representatives.
  8. Monitor work progress for conformance with established schedules and budget.
  9. Prepare punch lists of uncompleted or unacceptable work.
  10. Conduct a Substantial Completion inspection and prepare a Certificate of Substantial Completion.



- B. Resident Project Representative: During the Construction Phase ENGINEER shall also:
1. Provide a full-time Resident Project Representative to represent ENGINEER and CLIENT in the field, whose duties, responsibilities, limitations shall be as specified in the Standard General Conditions and Supplementary Conditions of the Construction Contract. The Resident Project Representative shall direct the activities of as many other full-time and part-time Assistant Resident Project Representatives as may be deemed necessary by ENGINEER to adequately observe the Contractor's activities.
- C. ENGINEER shall provide the services covered by paragraph A for the duration of the Construction Phase, which is assumed to be 8 weeks. ENGINEER shall provide the services covered by paragraph B for the period of the Construction Phase for which ENGINEER determines such services are required, which is assumed to be 8 weeks, which may not be continuous.
- D. Other Required Services:

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

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

#### VI. Additional Services.

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

## SECTION 2 - COMPENSATION

### **I. Payments to ENGINEER**

For Scope Items V.A, a fee based on ENGINEER's Standard Billing Rates, plus Reimbursable Expenses and charges for Consultants' services. Total estimated compensation for these Scope Items is \$12,500.

For Scope Items V.B., Resident Project Services' fee will be based on the hourly rate for assigned Resident Project Representatives, plus Reimbursable Expenses. The total estimated compensation for this Scope Item is \$30,000 (240 Hours).

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

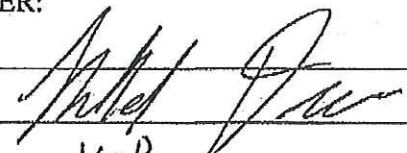
This Agreement (consisting of pages 1 to 6 inclusive and Exhibits A and B constitutes the entire agreement between CLIENT and ENGINEER and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first above written.

CLIENT:

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

ENGINEER:

\_\_\_\_\_  
By:   
Title: V-P  
Date: 4.7.17

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address for giving notices:

WRIGHT-PIERCE

230 Commerce Way

Portsmouth, NH 03801



CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

**Resolution 2016/2017 - 32**

**Authorizing the Town Administrator to Join the Appeal of the MS4 Storm Water Permit**  
**by the NH Storm Water Coalition**

- WHEREAS: The Environmental Protection Agency issued a finalized MS4 permit on January 18, 2017 which will take effect on July 1, 2018 and Newmarket will be in immediate noncompliance and subject to litigation, and
- WHEREAS: The NH Storm Water Coalition, is a group of New Hampshire municipalities fighting the MS4 permit and working with the State to establish a process that NH Department of Environmental Services approves, and
- WHEREAS: The NH Storm Water Coalition has secured the services of the law firms of Sheehan Phinney of Manchester NH, and John Hall and Associates of Washington DC to represent the group, and
- WHEREAS: It is the belief of the Town Council that appealing the MS4 is in the best interest of the Town.

NOW, THEREFORE, BE IT RESOLVED, that the Newmarket Town Council does hereby authorize the Town Administrator to enter into an agreement with Sheehan Phinney of Manchester, which is representing the NH Storm Water Coalition to appeal the MS4 permit.

BE IT FURTHER RESOLVED, that the Newmarket Town Council does hereby authorize the Town Administrator to withdraw and expend an amount not to exceed \$8,000 from the Storm Water Capital Reserve Fund for this purpose. This amount represents the Town's share based on its population from the 2010 Census. Newmarket would be approximately 2% of the group.

*First Reading:*        *April 19, 2017*

*Second Reading:*

*Approval:*

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

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