



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

---

**WEDNESDAY, August 17, 2016  
NEWMARKET TOWN HALL COUNCIL CHAMBERS**

---

1. **Pledge of Allegiance**
2. **Public Forum** (*Public Forum is an opportunity for the public to address the Town Council. All comments should be addressed to the Chair of the Council. No person will be allowed to speak longer than five (5) minutes.*)
3. **Public Hearing – None**
4. **Town Council to Consider Acceptance of Minutes**
  - a. July 20, 2016 Non-Public Meeting Minutes
  - b. July 20, 2016 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**
    1. **Resolution #2016/2017-01-** *Resolution Relating to Hazardous Household Waste Collection.*
  - b. **Resolutions/Ordinances in the 3<sup>rd</sup> Reading – None**
  - c. \* Items Laid on the Table –
    1. **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. *Library Trustee – Amy Nicholson – 3-year Term – Expires March 2019*

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

**1. Resolution 2016/2017-02 – Resolution regarding the Increase of Sewer Rates**

**c. Correspondence to the Town Council**

**d. Closing Comments by Town Councilors**

**e. Next Council Meeting – September 7, 2016**

**9. Adjournment**



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

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

**July 20, 2016 7:00 PM**

**TOWN HALL AUDITORIUM**

**PRESENT:** Council Chairman Gary Levy, Council Vice Chairman Phil Nazzaro, Councilor Dale Pike, Councilor Amy Thompson, Councilor Toni Weinstein, Councilor Kyle Bowden

**EXCUSED:** Councilor Amy Burns

**ALSO PRESENT:** Town Administrator Steve Fournier

**AGENDA**

Chairman Gary Levy welcomed everyone to the July 20, 2016 Newmarket Town Council Meeting and called the meeting to order at 7:04 pm, followed by the Pledge of Allegiance.

Vice Chair Nazzaro made a motion to seal the minutes of the Non-Public Meeting which was seconded by Councilor Weinstein.

Town Administrator Fournier polled the Council and the motion passed by a vote of 6-0.

**PUBLIC FORUM**

Chairman Levy opened the Public Forum at 7:05 pm.

As no one from the public came forward, Chairman Levy closed the Public Forum at 7:05 pm.

**PUBLIC HEARING – None**

**TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**

**Acceptance of the Minutes of the Joint Town Council/School Board Meeting of May 31, 2016**



Vice Chair Nazzaro made a motion to approve the minutes of the Joint Town Council/School Board Meeting of May 31, 2016 which was seconded by Councilor Bowden.

Discussion: Councilor Pike felt it was a good chance now to review the timing of the process to hold another Joint Town Council/School Board Meeting sometime in mid-August, since this was the last Town Council meeting before then. He said the School Board was meeting tomorrow and they should discuss possible meeting dates. He said they could try to work it out on the Sub-Committee, and Chairman Levy felt that would be appropriate as it was handled that way the first time. Town Administrator Fournier stated that it was the intention of the School Superintendent and himself to reach out to the Sub-Committee when their part was finished so they could pick a date. He said he and Superintendent Nadeau would be meeting again tomorrow and they intended to meet with the Sub-Committee first. Chairman Levy agreed that if they had an agenda and a focus they could pick a few dates with the Sub-Committee.

As there were no corrections or changes to the minutes, Town Administrator Fournier polled the Council and the minutes of the Joint Town Council/School Board Meeting of May 31, 2016 were approved by a vote of 6-0.

#### **Acceptance of the Minutes of the Regular Meeting of June 15, 2016**

Councilor Thompson made a motion to approve the minutes of the Regular Meeting of June 15, 2016 which was seconded by Councilor Weinstein.

As there were no corrections or changes, Town Administrator Fournier polled the Council and the minutes of the Regular Meeting of June 15, 2016 were approved by a vote of 5-0, with 1 abstention.

#### **REPORT OF THE TOWN ADMINISTRATOR**

Town Administrator Steve Fournier stated that the **Downtown Pedestrian Improvement Project** was underway, and that to reduce the length of the project and the noise and dust for residents and businesses in the area they would be implementing the same one-way traffic pattern used in the past. He explained that the biggest reason for the change of plan was noise during nighttime work and lengthening of the project. He said they thought the project was approved, but that that DOT had thrown a wrench in the process and he planned to go to Concord tomorrow to request permission from the DOT Transportation Review Committee. He stated that a Public Meeting had been held yesterday to get input and there had been some questions and suggestions of signage. He explained that District 6 had the biggest concerns with regard to an individual who was not here during the last project and did not understand that the Town had already gone through the process. Town Administrator Fournier felt there should not be any issues but there might be a few tweaks to the project. He said it was his intention to start the project next week, with the traffic pattern lasting 4 weeks. He stated that he would alert all residents and he would keep the Council apprised of the progress.

Town Administrator Fournier next addressed the **Summer Schedule** and reminded the Council that the August 3<sup>rd</sup> meeting had been cancelled, with the next Town Council meeting scheduled for August 19, 2016. He next reported on the **FY2016 Operating Budget** and said they were in the process of closing out



FY16. He said the *preliminary* expense and revenue report for June 2016 was included in the packet but the final numbers would be not be available until sometime in August. He said they were on track to come in under budget by \$284,355 at this time with 96% of the General Fund Budget expended. He expected the amount to shrink due to the start of the Bennett Way Sidewalk Project and said they did see an overage in Legal due to special cases. He said revenues were coming in higher than anticipated with Motor Vehicle Registrations \$176,088 higher, Building Permits \$6,056 higher, and Ambulance receipts \$47,856 higher than projected.

Town Administrator Fournier said he had been meeting with the Cable Channel Director, the IT Director, and the Building Inspector with regard to **Council Chambers Technology Upgrades**. He said they would be replacing the "press to talk system" with a system specifically designed for meetings and would allow a better control for the Chairman. He said in addition, a new microphone system would replace the current system and they would be upgrading the cameras to HD. He said they also planned to upgrade the look and woodwork of the dais as well. He stated that all funds would come from the Cable Franchise Fees Capital Reserve Fund and that they were now finalizing the costs.

Town Administrator Fournier next addressed an issue not on his written report with regard to an email sent to Councilors relating to a proposal from Primex to facilitate a **Goal-Setting Session for the Town Council**. He recommended that the meeting be set up on an off night to come up with an idea as to what the Town Council goals were for the next 5 years and use that document to set specific goals for the Town Administrator for the next year. He stressed that there would be no cost for the facilitation. He explained that Primex would take the notes for the Council and come back with a final product of what the goals were. He said it was a valuable process to go through and he hoped to schedule it sometime in the coming month of August. Chairman Levy said he understood this to mean that Primex would be present to work in conjunction with the Council to set goals. Town Administrator Fournier said Primex would facilitate what the Council wanted to achieve in the next 5 years and what their priorities were. Once these broad goals were set, the Council could specify what the Town Administrator needed to do to accomplish those goals. He explained that establishing the Council goals would be a public process, but that there would be a non-public meeting for setting his goals as it was part of his evaluation. Chairman Levy suggested it be made part of the agenda during a short meeting night rather than setting up a special meeting.

Discussion: Councilor Thompson asked how Ambulance fees would go against the possible overage in Fire & Rescue due to 64% of calls being EMS calls. Town Administrator Fournier replied that ambulance fees did not go against the budget, as a revenue could not be booked against expenses. Councilor Thompson said that Department of Public Works was 105% expended, street lights 112% expended, and Building & Grounds 103% expended, yet overall the Town projection was to come in under budget. She said she appreciated the cooperation and praised the efforts of the Town Administrator. Vice Chair Nazzaro said he assumed that since the Council technical upgrades were to come out of the Capital Reserve Fund that a Capital Improvement Plan would be provided. He added that he did not feel the upgrade was necessary and felt it was a waste of money.

Councilor Weinstein raised the issue of the Intern who would be working with multiple towns starting August 1<sup>st</sup>, and asked if they had a specific scope of work and whether an end date was set for the project. Town Administrator Fournier said the end date would be the completion of the project which he



anticipated would be late fall, and said they had a broad outline of the scope at this time. Councilor Weinstein also brought up the water issue as wells were still low and Newmarket was currently in a Stage 3 Water Emergency. She asked that an explanation be provided for a Stage 4 Water Emergency should that be required. Town Administrator Fournier said he met with Water & Sewer Superintendent Sean Greig yesterday to discuss the present situation, and they were still 8 to 10 feet below where they should be though they were staying pretty level. He explained that a Stage 4 Water Emergency meant no outside use of water by residents, but said that businesses were not impacted. Chairman Levy said it would be nice to know what percentage of the water used at car washes was recycled in the process. Town Administrator Fournier stated that the regulations read no outside watering of lawns, plants, or cars but did not state car washes. He said as far as golf courses were concerned he had worked with them last year on the same issue suggesting they make use of their ponds.

Chairman Levy asked that break-downs be provided in the department reports showing the amounts remaining as clarification for the Council. He asked about the Cable Franchise Agreement the Town had been working on for years now. Town Administrator Fournier explained that for the first 2 years the attorneys send documents back and forth, and that it was a long tedious process. Chairman Levy stated that after the last meeting on the Bike Path, he had a brief discussion with Bill Watson of the New Hampshire DOT Bureau of Planning and Community Assistance. He said he had asked him if there was anything else the \$809,000 could apply to for the Town so the \$50,000 paid for engineering did not have to be returned if the project was not done. Town Administrator Fournier pointed out that they did not have the authority to pay back the money as the Town stipulated that funds could not be expended. Chairman Levy asked that he reach out to Mr. Watson with regard to other alternatives. Town Administrator Fournier said he just received word back from the State that the engineering plans from Underwood had been reviewed, and the issue would be on the agenda for the next meeting.

#### COMMITTEE REPORTS

Councilor Pike stated that the *Planning Board* had met last week and that it was well covered in Diane Hardy's report. He stated that the Future Land Use Chapter of the Master Plan had been modified and approved, with the biggest change related to the Coastal Recovery Protection Zone. He said protective language was applied throughout the Master Plan stressing the need for careful planning with regard to protection of their resources and smart development. He stated that the application for the new Sanderson Development between Dame Road and Bay Road, as well as other projects on the agenda, were continued to the August meeting.

Councilor Levy said he understood that the EDC Report was accepted in a separate section of the Master Plan. Councilor Pike stated that it had not yet been discussed by the Planning Board, and Town Administrator Fournier explained that the resolution was still on the table until the Council made a motion to take it off.

#### 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**

**Housing Authority Board Commissioner**

Candidate: *Kristen Whittier – 5-Year Term*

Councilor Weinstein made a motion to approve the nomination of *Kristen Whittier* as a member of the *Housing Authority Board Commission* for a 5-year term, which was seconded by Councilor Thompson.

Town Administrator Fournier gave a review of the Commission stating that it was a separate government entity in Town that oversaw Public Housing. He said the program was federally funded and required that the local governing body appoint the members, and it also stipulated that one member of the commission must be a resident of the housing. He said *Kristen Whittier* had expressed interest to the Housing Authority to serve and the request was sent to the Council to be approved. He said the Commission made all financial and housing policies for Federal Housing on Terrace Drive and they were the governing body of Public Housing.

Town Administrator Fournier polled the Council and the nomination of *Kristen Whittier* as a *Housing Authority Board Commissioner* was approved by a vote of 6-0.

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

**Resolution #2016-2017-01 Resolution Relating to Hazardous Household Waste Collection**

Chairman Levy read *Resolution #2016-2017-01 Resolution Relating to Hazardous Household Waste Collection* in full.

Town Administrator said he wanted to point out that a Staff Report followed the proposed resolution and one would now be attached to all resolutions. He said it would be a standard form which would include the title of the resolution, who prepared it, and his recommendation to the Council. He said it would also include the background, the financial impact, discussion, and any other pertinent documents. He said he had made it clear to all department heads that no resolution would come before the Council without the document.

**CORRESPONDENCE/CLOSING COMMENTS**



Chairman Levy said that at the last meeting they had been discussing tanks for fuel, which had prompted him to ask someone from a company in the field about the issue. The individual stated that if the tanks were above-ground, certification occurred every 15-20 years, meaning the contracts were pretty stable. He also said the only way to evaluate it was to look at a 5-year timeline, and that changing companies was very expensive. Town Administrator Fournier said he asked Interim Finance Director Matt Angell to look into that as a cost-benefit analysis could not be done on a 1- or 2-year basis.

**NEXT MEETING**

The next meeting of the Town Council is scheduled for August 17, 2016.

**ADJOURNMENT**

Vice Chair Nazzaro made a motion to adjourn the meeting, which was seconded by Councilor Thompson. The meeting was adjourned at 7:42 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary



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

**REPORT OF THE TOWN ADMINISTRATOR**  
**August 17, 2016**

**Road Study:** I provided the Town Council with a copy of the 6 year Road Maintenance plan. This plan was completed in conjunction with the UNH T<sup>2</sup> program and the Strafford Regional Planning Commission.

Six years was chosen to reflect the same time period as the Capital Improvement Plan. In addition, we attempted to fund the plan to about \$300,000 annually using the general fund budget and future contributions to the capital reserve fund. This would be amended depending on the budget.

This report used a new software system that is being developed by UNH, and is still in the testing phase. While it does not impact the data, they are using Newmarket to see what types of reports are wanted from the municipalities.

The next step would be to solicit proposals for asphalt and road reconstruction for the current years recommended roads. When we receive the actual bids, we would then either adjust the project to meet the amount of funds we have, or only expend what we would need to and the remaining funds would stay in the capital reserve fund.

For the record, the plan recommends the reconstruction of Ash Swamp Road from Rt. 108 to about 1 mile in where the paving previously stopped. In addition, it recommends the paving of Grant Rd. This is estimated to be \$321,359. Any paving would be done in the fall.

**Organizational Study:** MRI has provided us with a draft organizational study as of August 11. The next step is for the Town Council to review it and to schedule a meeting with MRI to finalize it. I have placed hard copies in your mailboxes.

**Regional Dispatch:** The Town Council has asked me to discuss with the Town Attorney if we have a viable claim against Rockingham County about the apportionment of expenses associated with dispatch. As you are aware, we have been told by the County Commission that if the Town wanted to join the regional dispatch, we could not due to their inability to handle our calls. This seemed unfair and possibly illegal. The Town Attorney came to the conclusion that the Town has a legitimate concern with the current situation, however may not be successful in litigating the situation. However, he does not see the challenge as being frivolous. The opinion is attached.

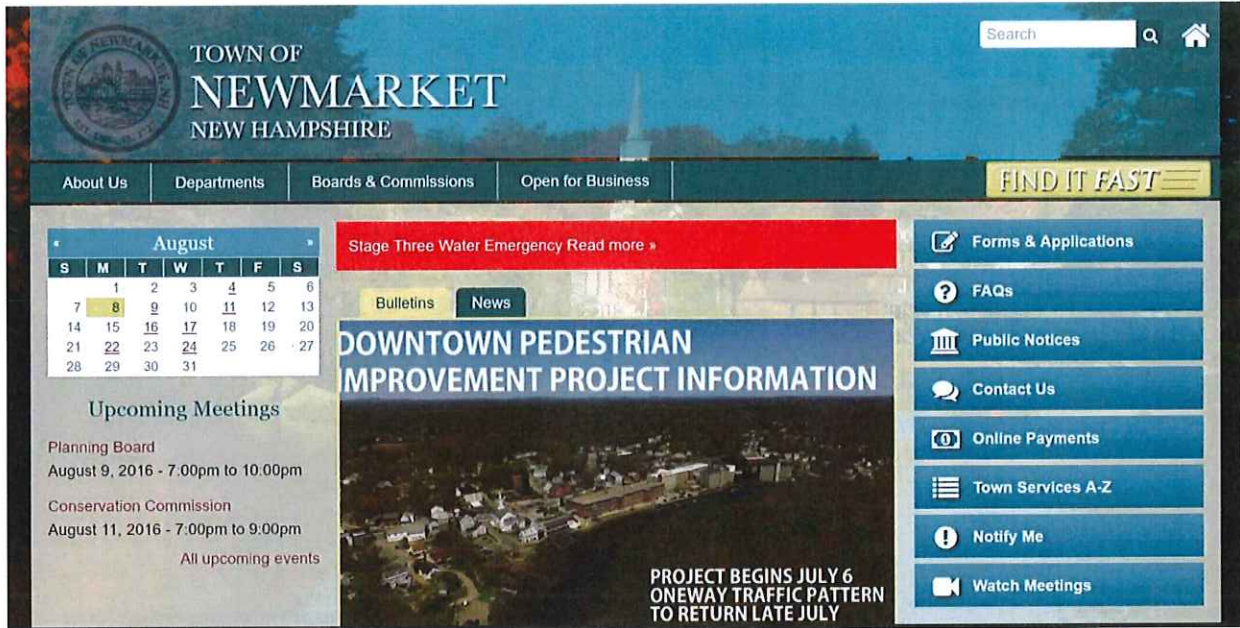
**Grant Rd. Sidewalk:** A while back, the Department of Public Works Director was presented with a petition from residents of the Piscassic River Village to install a sidewalk from Briallia Circle to Durrell Dr. to South Main Street to connect with existing sidewalks. While this is a good idea, the FY2017 budget



has no money allocated for sidewalk construction.

I am going to ask the Highway Safety Committee to review their 2010 Sidewalk report and update it for future sidewalk construction.

**New Website:** The Town's new website has gone live. It is the intention to make it easier for the users to find information as well as make it easier to use on mobile devices. It is a much cleaner and simpler design.



**FY2017 Operating Budget:** With one month of the fiscal year completed, we are on track with 7% of the total operating budget expended like last year. There is currently nothing out of the ordinary.

**Chief Cyr:** On August 31, Chief Cyr will be retiring. I want to take this opportunity to publicly congratulate him on his retirement. Chief has been a great leader and it reflects in the character of the department. I will personally miss his counsel and camaraderie.

**Rt. 108 Bike Path Project:** This is to follow-up on discussions at the Town Council Meeting that was held on May 4 at which Bill Watson, of the New Hampshire Department of Transportation met with Council to discuss concerns associated with the estimated cost of the Route 108 Bikeway project and potential liability if at some point in the future the Town decides to no longer participate in the project. Mr. Watson attended this meeting because he wanted the Town to be aware of the risks associated the any cost overruns and unforeseen implementation difficulties at the either the design, right-of-way, or construction phase, in which case the Town would be expected to pay 20% of any additional costs.

This became an issue because the cost of the entire project to complete was estimated by the Town's engineering consultant to be \$1.2 million, in excess of the funds that are currently available. At the March meeting the Town Council voted not to incur any additional funds above and beyond the 100% funding that is currently available for the project in the amount of \$809,292 of which 80% funding is coming from Federal Highway administration (FHWA) funds and 20% from State NHDOT toll credits.



At the May 4 meeting, Mr. Watson explained that currently, \$37,500 has been spent for the engineering study that was approved by the Town Council in May 2014. Due to the current Department of Transportation policies, those funds would have to be reimbursed by the Town if the project does not go forward with the project, at this time.

At this meeting, there were discussion about ways to possibly scale back the project to fit the budget with the funds available, which would have to be carefully managed with bid alternatives to contain costs. It was also noted at this meeting by Mr. Watson that there were still a few components of the engineering study, a draft of which was submitted for approval in September 2015 to the NH DOT, including further documentation of the National Environmental Policy Act (NEPA) process and a budget analysis to better document the total costs of the project, including construction, construction management, right-of-way and final design costs.

It was agreed at the May 4, 2016 meeting that Underwood Engineers would follow-up on the items that needed clarification and resubmit the engineering study to the New Hampshire Department of Transportation for final approval. Upon the completion of that process, the issue of continuing with the project or not would be revisited by the Town Council to determine an appropriate course of action at a future meeting.

#### **Preferred Alternative and Budget**

The revised engineering study was submitted to the New Hampshire Department of Transportation on May 23, 2016(19 days.) On July 14, 2016 (52 days later), we received word from the NHDOT that the revised engineering study was satisfactory, with a few minor changes. In this letter, the Department concurred that Alternative 3 (4 foot wide bike shoulders from Hersey Lane to Bennett Way is the “preferred” alternative.

The following is the cost estimate for **Alternative #3:**

##### **Design Phase**

Engineering Study	\$	37,600
Survey	\$	31,000
Preliminary Design Services	\$	44,900
	\$	113,500

<b>Right-of-Way Acquisition</b>	\$	16,000
---------------------------------	----	--------

##### **Construction Phase**

Construction Engineering	\$	75,400
Construction	\$	604,300
		679,700

**Total Project Cost**

**\$ 809,200**

In that same letter, the State advised the Town to complete a detailed scope and fee for remaining services, to determine if there are adequate funds available to complete the project. In addition they cautioned the Town that the amount which has been budgeted for right-of-way acquisition appeared to be low could result in unforeseen additional costs, of which Town would be expected to participate in covering 20% of those costs.

A policy decision needs to be made by the Town Council whether to:

1. Move forward with the project at this point to the next phase which is for preliminary design and survey services for which for \$75, 972.
2. Decide to cancel the project at this point, with the risk of the Town having to reimburse the State for the \$35,700 that have been incurred to date for the engineering study.

We are looking for guidance from the Town Council as to which way it would like us to go.

Attached to this report are the following:

1. Town Council Regular Meeting Minutes May 4
2. Town of Newmarket, Engineering Study for Route 108 Bike Path, dated May 20, 2016 w/o Appendices
3. NH DOT approval letter dated July 14, 2016

**ONGOING PROJECTS**

---

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

**Rt. 108 South Bike Lane Project:** Please see above.

**Downtown Pedestrian Improvement Project:** The downtown pedestrian improvement project is underway and one way traffic will be in place for approximately 4 weeks.

**Rt. 108 Water Line Replacement:** This has been completed.

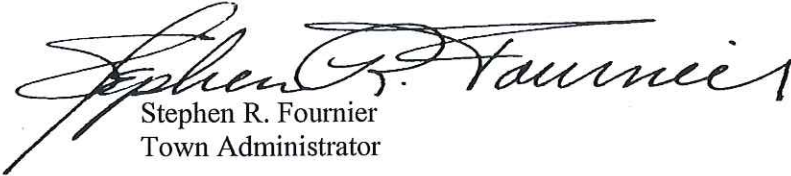
**Shared Services:** The Shared Services Subcommittee met with the Superintendent and me. The Superintendent and I outlined three positions which we feel we could share: Finance Director/Business Administrator; a Director of Facilities; and IT Director. The committee agreed with the suggestion, and we discussed as a group, who the individual would report to. The priority currently is a finance position. After lengthy discussion with the committee, it was recommended that the position report to the Superintendent and with co-supervision of the Town Administrator.

As for the Director of Facilities, we would look to that position later in the year. Currently, the Town has no money budgeted for such a position and would have to find funds somewhere else.

**Police Chief Recruitment:** Resumes are being accepted until August 18. We have received a number of resumes and I will begin review immediately after.

**Downtown Pedestrian Improvements:** See above.

Respectfully Submitted,

A handwritten signature in black ink, reading "Stephen R. Fournier". The signature is stylized with a large, sweeping initial 'S' and a long, horizontal flourish extending to the right.

Stephen R. Fournier  
Town Administrator





CELEBRATING OVER 30 YEARS OF SERVICE TO OUR CLIENTS

July 26, 2016

MICHAEL J. DONAHUE  
CHARLES F. TUCKER  
ROBERT D. CIANDELLA  
LIZABETH M. MACDONALD  
JOHN J. RATIGAN  
DENISE A. POULOS  
ROBERT M. DEROSIER  
CHRISTOPHER L. BOLDT  
SHARON CUDDY SOMERS  
DOUGLAS M. MANSFIELD  
KATHERINE B. MILLER  
CHRISTOPHER T. HILSON  
JUSTIN L. PASAY  
HEIDI J. BARRETT-KITCHEN  
NICOLE L. TIBBETTS  
ERICA A. MAHER  
DANIELLE E. FLORY

OF COUNSEL  
NICHOLAS R. AESCHLIMAN

ROBERT A. BATTLES  
(1951-2010)

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

**Re: Newmarket – County Dispatch Apportionment**

Dear Steve:

**I. Introduction and Factual Background**

You have asked us to research and analyze whether the Town of Newmarket (“the Town”) has a viable claim against Rockingham County (“the County”) with regard to the apportionment of the expenses associated with the Rockingham County Dispatch. For the reasons set forth herein, while a good faith argument could be made that the apportionment of the expense is unlawful as arbitrary and capricious, such an argument has a small likelihood of prevailing before a Superior Court due to the facts set forth below.

The County provides a central dispatch to certain communities in the County. The Town, (along with other communities such as Derry, Exeter, Portsmouth, and Salem) has traditionally utilized its own dispatch system and has not relied upon the County’s centralized dispatch. Although the Town has not relied upon the County’s dispatch, the costs associated with the County dispatch system are apportioned to the Town in a manner similar to other county expenses. As a result, the Town paid 1.68% of the County’s dispatch costs, or \$27,650.00 for the 2015 Budget Year. When aggregated with other communities that do not utilize the County’s dispatch system, non-County dispatch communities contribute to 62% of the County’s total dispatch expenses.

We understand that in July of 2015, you inquired of the Rockingham County Commissioners if the Town would be able to utilize the County dispatch services if the Town discontinued its dispatch system. The County Commissioners responded that, without an upgrade to the existing dispatch facility, the Town would not be able to utilize the County dispatch center.

**RECEIVED**

**JUL 28 2016**

DONAHUE, TUCKER & CIANDELLA, PLLC  
225 Water Street, P.O. Box 630, Exeter, NH 03833  
111 Maplewood Avenue, Suite D, Portsmouth, NH 03801  
Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253  
83 Clinton Street, Concord, NH 03301

TOWN OF NEW MARKET  
ADMINISTRATOR'S OFFICE

14 of 104  
www.dtcclawyers.com

While the Town does not rely on the County dispatch center as its primary means of dispatch, there are certain indirect benefits that the Town receives from the County dispatch. For example, the County Sheriffs provide back-up to Town officers and have initiated traffic stops in the Town. These incidents are beneficial to the Town, and the County Sheriffs rely on the County dispatch center during the incidents.

Notably, the primary sources for the Town's back-up are the Towns of Exeter and Durham. Durham, being in Strafford County, would not utilize the County dispatch, and Exeter, being a community with its own dispatch, also does not utilize the County dispatch. Notwithstanding, Chief Cyr indicated that if back-up is requested from other communities, the usual protocol would be to reach out to that communities' dispatch center, which could be the County's dispatch center. This could happen in both the context of police and fire, wherein the Town will contact the dispatch center for communities that have specific types of equipment. Therefore, if one community has a desired type of equipment, and that community is serviced by the County dispatch center, the Town would have to utilize the County dispatch center to request that piece of equipment.

## II. Analysis

The Town's argument that the County's apportionment of the costs and expenses of the dispatch center is unlawful has a limited chance of succeeding on the merits because, under New Hampshire law, counties exercise broad authority with regard to expenses incurred on behalf of the county, and the maintenance of a county dispatch is likely a valid exercise of that authority, from which the Town, to some degree, benefits.

Since county taxes are premised upon the value of property in a municipality, as determined by the DRA, challenging the apportionment of the County dispatch expenses is not likely a fruitful endeavor. The legislature has spoken as to how to properly allocate county expenses amongst municipalities. The issue in this instance is whether designating the County's dispatch expenses as a county-wide expense is an appropriate exercise of the County's authority. In this instance, the answer is likely in the affirmative.

Pursuant to RSA 23:1, "[e]ach county is a body corporate for the purpose of suing and being sued, purchasing, holding and conveying real and personal estate for county purposes, making all necessary contracts and doing other necessary acts relating to property and concerns of the county." (Emphasis added.) As the First Circuit has said, counties are "general purpose" entities, in contrast to special purpose entities such as "school districts, sanitary districts, and other governmental agencies which do not have the range of functions typical of a city." Consortium of Rockingham & Strafford Counties v. United States Dep't of Labor, 722 F.2d 888, 891 (1st Cir. 1983) (providing historical background of county powers in New Hampshire). The First Circuit further noted that the powers set forth in RSA 23:1 are "manifold and broad." See, Id. When exercising its discretion pursuant to a lawfully established authority, a county's authority is limited in the respect that it cannot act in an "arbitrary or fraudulent" manner. See, Fortier v. Grafton County, 122 N.H. 208, 211 (1972) (discussing county's authority in context of suit to compel relocation of county property).



There is no express statute or case law that authorizes counties to maintain a county dispatch. Rather, the authority to establish a county dispatch is likely a necessary action "relating to the concerns of the county." See, RSA 23:1. Several statutes establish the authority of the county sheriffs to provide law enforcement services in municipalities located within the county or establish the authority of local law enforcement officers from other municipalities to render aid during emergency situations. For example, under RSA 104:6, sheriffs and their deputies have "the same power and authority to serve criminal or civil processes, investigate crimes and to pursue and apprehend criminals that they have in their respective counties."

Additionally, RSA 105:13 provides a framework by which officers in other municipalities can render aid to other municipalities. For one, it allows for the execution of mutual aid agreements that permit officers from one community to exercise authority in other municipalities. See, RSA 105:13, I. Additionally, RSA 105:13 extends the authority of police officers into other municipalities, in the absence of a mutual aid agreement, when assistance is requested by a law enforcement officer "for the purposes of making an arrest or effecting custody of a detainee, conducting a search, quelling a disturbance, providing traffic or crowd control, or securing a crime scene." Lastly, RSA 105:13, III authorizes law enforcement officers from other communities to respond to crimes in progress, if requested by a "public safety dispatch center authorized to dispatch for the jurisdiction where the event is occurring."

From these statutes, it is clear that the legislature envisioned the coordination and interaction of law enforcement officers across municipal lines. Practically speaking, this coordination is best-effected through centralized dispatch centers, such as those provided by the County. New Hampshire has hundreds of small towns, many of which are incapable of maintaining their own dispatch center. For that reason, the County dispatch center is an important institution to maintain safety in the County. Being a public body corporate, public health and safety is a legitimate concern for the County. As such, there is a strong argument that designating the County dispatch center as a county-wide expense is a legitimate exercise of the County's authority, and, thus, not an arbitrary or fraudulent exercise of power.

That being said, the Town has an argument that the allocation of dispatch expenses County-wide is arbitrary. First, the County does not allow all municipalities to utilize the County dispatch center for their primary dispatch. Second, other counties do not allocate dispatch expenses, county-wide; some counties have individual contracts with those municipalities that use their services. Third, by allocating based on municipal property valuations, and by excluding municipalities with the highest property valuations from eligibility to receive services, the County is causing the lion's share of the expenses to be borne by municipalities that cannot avail themselves of the dispatch center.

That being said, the standard for arbitrary and fraudulent exercise of discretion is a high one. To prevail, at the least, the Town would have to demonstrate that the county expense for dispatch services is not rationally related to serve a legitimate government interest. Cf. McKenzie v. Town of Eaton Zoning Bd. of Adjustment, 154 N.H. 773, 776 (2007) (stating that legislation must be rationally related to a legitimate government interest to be a valid exercise of municipal police powers); see, also, Boulders at Strafford, LLC v. Town of Strafford, 153 N.H.



633, 439-40 (2006). This standard is exceptionally high, and courts tend to look even to unstated reasons to uphold a government action. See, Boulders at Strafford, 153 N.H. at 642. Here, it very well could be that the County decided to allocate on a county-wide basis as a means of ensuring that smaller communities, with more limited means and smaller tax bases, were not unduly burdened with the maintenance of the county dispatch center. Thus, the County allocated the dispatch center's expense to all communities, including those larger communities that had their own dispatch centers but still received some benefit from the existence of the County dispatch center. By utilizing this system, the County could argue that the County dispatch continues to be available to allow for a level of coordination amongst local public safety personnel that best serves the County.

Lastly, the New Hampshire Supreme Court has addressed the issue of the allocation of dispatch centers to other localities. The Town of Hinsdale made a similar argument to the one that Newmarket would likely make in Hinsdale v. Cheshire County, 106 N.H. 330 (1965). In that case, Hinsdale attempted to challenge the apportionment of expenses associated with the operation of a dispatch center in Keene that was used to coordinate select municipalities within a large fire district. Hinsdale, 106 N.H. at 332-33. Hinsdale was a member of the district, but did not get the benefit of the dispatch center. Id. The Supreme Court upheld the apportionment of the operation expense by the county, noting that Hinsdale had benefited from the existence of the dispatch center by coordinating the use of other communities' fire equipment through the dispatch center. Id. at 334-35. Important to the Supreme Court's decision was RSA chapter 154, which allowed the county to raise and appropriate money for a regional dispatch system associated with a cooperative fire district. See, Id. at 333-34. RSA 154:30-f expressly authorized the County to apportion the tax county-wide, with the sole protection that if all municipalities in the county did not belong to the system, the appropriation had to be approved by 2/3 of the county convention.

As stated above, the Hinsdale case is distinguishable. That case involved a statute that expressly authorized the County to apportion an expense associated with a dispatch center that did not directly benefit one community. The fact that no other statute exists which gives the County similar authority outside of the context of a regional cooperative fire district is an indication that the legislature did not want counties to generally apportion expenses associated with activities that did not benefit all communities. The existence of RSA 154:30-f could be viewed as evidence of the legislature making an exception to this general rule, and if the legislature wanted to broaden that exception, it could have done so to include circumstances such as those that exist in the context of the County of the Town. The legislature did not.

That being said, the Hinsdale case, while distinguishable, provides an obstacle. Although the Hinsdale case involved a statute that expressly allowed apportionment of county-expenses to non-member municipalities, the Court, both in the Hinsdale case and others, acknowledged the propriety of appropriating county expenses to non-benefited municipalities based on a nebulous view that the expenses go toward benefiting the county as a whole. See, Id. at 334 (stating that apportionment amongst entire county was proper "on the ground that the whole county is benefited by the existence and operation of the system") (citing cases "eminent domain" case law regarding "public purpose"); see, also, Rye v. Rockingham County, 68 N.H. 268 (1868)

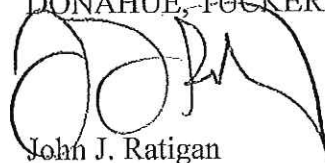
(addressing precursor to RSA 232:15, allowing county to order contribution for roads located in one municipality, where expense would unduly burden host municipality and benefit surrounding municipalities). As stated above, while not benefited, the Town still received benefits from a county dispatch center: the dispatch center can coordinate fire equipment from other communities that do use the County dispatch center; the Sheriff's Department uses the County dispatch center as it provides law enforcement services to all municipalities in the County, including the Town; and New Hampshire law expressly authorizes officers from other communities to provide aid to the Town, which could be facilitated by a county dispatch. In short, various indirect benefits are available to the Town by the existence of the County dispatch center.

### III. Conclusion

Although the Town has a legitimate cause to be concerned with the County treatment of the County dispatch expense, specifically allocating it amongst all municipalities in the County, the Town would not likely prevail in a suit challenging that treatment. The discretion that the legislature has vested with counties in New Hampshire with regard to expenditures for public safety is broad enough to survive a challenge that the Town would make on the propriety of the treatment of the County dispatch expenses. That being said, I do not think a challenge would be frivolous, given the fact that the Town and other non-participant communities pay so much of the expense, and, therefore, if the Town brought a suit in an attempt to negotiate a more beneficial treatment of the County dispatch expense, I do not think such a strategy would be legally impermissible.

Very truly yours,

DONAHUE, TUCKER & CIANDELLA, PLLC



John J. Ratigan  
[jratigan@dtclawyers.com](mailto:jratigan@dtclawyers.com)

JJR:nes



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

**May 4, 2016     7:00 PM**

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

ALSO PRESENT: Town Administrator Steve Fournier, Mr. Bill Watson of NHDOT, Mr. Phil MacDonald of Underwood Engineers, Town Planner Diane Hardy, Public Works Director Rick Malasky, Recreation Director Jim Hilton

**AGENDA**

Chairman Gary Levy welcomed everyone to the May 4, 2016 Newmarket Town Council Meeting and called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.

**PUBLIC FORUM**

Chairman Levy opened the Public Forum at 7:01 pm and asked if anyone from the public would like to speak.

Mr. Doug Marino stated that he was a student at the University of New Hampshire with family in Newmarket, and he wanted to speak in favor of the Resolution on the floor this evening relative to equal rights for citizens who are transgender. He said Durham had already taken that step and other Towns were following suit. He felt that as elected officials and public servants, the most important thing the Councilors could do is to protect the civil rights of its citizens, and he looked forward to their voting "yes" on the resolution.

Dr. Joelle Ruby Ryan stated that she was a Professor of Women's and Gender Studies at UNH. She said she grew up in Newfields and was currently living in Newmarket. She said that as a transgender person she felt it was important for her to come to the meeting to talk about her support for the resolution. She said that an effort had been made at the State level in 2009 which would have prohibited discrimination on the basis of gender identity but was defeated. She said transgender people face tremendous discrimination and the need for protection on the basis of gender identity is very strong. She said that



Town Council Regular Meeting  
May 4, 2016

New Hampshire was the only state in New England that did not have such protections, and she felt the Newmarket vote would send a clear and strong message to the people of New Hampshire and the State Legislators that Newmarket was a non-discriminatory community.

Chairman Levy closed the Public Forum at 7:06 pm.

**PUBLIC HEARING** – None

#### **TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**

##### **Acceptance of the Minutes of the Non-Public Meeting of April 20, 2016**

Vice Chair Nazzaro made a motion to approve the minutes of the Non-Public Meeting of April 20, 2016 which was seconded by Councilor Thompson.

Town Administrator Fournier polled the council and the motion to approve the minutes of the Non-Public Meeting of April 20, 2016 passed by a vote of 7-0.

##### **Acceptance of the Minutes of the Regular Meeting of April 20, 2016**

Councilor Weinstein made a motion to approve the Minutes of the Regular Meeting of April 20, 2016 which was seconded by Councilor Burns.

Changes/Corrections: Councilor Pike asked that a correction be made on page 2 of the minutes under Committee Reports to change "the next Planning Board meeting would be Public" to "the next Planning Board meeting would be a *Public Forum*".

Town Administrator Fournier polled the Council and the motion to approve the minutes of the Regular Meeting of April 20, 2016 were approved as amended by a vote of 7-0.

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

Town Administrator Steve Fournier first reported on the Town **Auditors**, stating that pursuant to the Town Charter they needed to solicit proposals for a new auditing firm every three (3) years. He said the Town's previous auditors were unable to conduct the FY2015 audit and a one-year agreement was signed with MacPage to complete it. He said they were currently interviewing auditing firms and would have a new firm for Council approval by June. He said that a **Meeting with the County Commissioners** and the communities of Rockingham County, to discuss their services and how they could work together, was scheduled for May 25<sup>th</sup> which he planned to attend. He stated that he had received the final contribution letters from Primex for **Liability and Workers Compensation Insurance** and that overall they would experience a budget shortfall of \$435. He said Primex was expecting to see an increase in expenditures of 6.9% for Workers Compensation and 9% for Property liability. Town Administrator Fournier provided FY2017 appropriations as compared to the contributions renewal with a breakdown of the rates. He said that **Senate Bill 328 Local**, which allows the Town and the School District to enter into agreements and to

share administrative and other functions, was signed into Law by Governor Hassan and would take effect on July 2<sup>nd</sup>.

### **Route 108 South Bike Path Project**

Town Administrator Steve Fournier provided the background and history of the Route 108 South Bike Lane Project to date, and said the project was originally submitted for funding under the Congestion Mitigation and Air Quality (CMAQ) Program in 2001 by New Hampshire Department of Transportation Division 6. He said it was originally packaged to include improvements in Newmarket and Newfields and that the length of the original project was 2.2 miles including Rockingham Junction Bridge at a cost of \$809,292. He said 80% of the funding would come from Federal Highway Funds and the remaining funds from the State NHDOT, with no funds from the Town. He said the project was to be municipally managed between the towns, but Newfields withdrew from the project in 2007. He said the Town entered into an agreement with NHDOT in 2009 to manage the project and it was approved at the Annual Town Meeting in 2010 contingent on all funds being paid by NHDOT and FHWA. The project lay dormant for several years and the Town filed an extension of the agreement in May 2013 which was granted until December 31, 2015.

Town Administrator Fournier said a scoping meeting was held with NHDOT in June 2013 to discuss the 80%/20% funding, and in late July 2013 a letter was received saying that State Toll Credits were available for the completion of the project. He said they were then authorized by the State to begin negotiations with Underwood Engineers, and a contract in the amount of \$37,600 for the engineering study was approved by the Town Council in May 2014. A meeting was held in October 2014 with NHDOT to discuss the two alternatives for the project, and it was noted at that time that both alternatives were estimated at beyond the current funding level. In December 2014 the Town requested a time extension to December 31, 2016 which was granted, and Underwood Engineers submitted a Draft Engineering study in February 2015. The Town sponsored a public information meeting to receive input on the planning and design of the project, with a second Public Hearing held on July 22, 2015.

Town Administrator Fournier stated that the engineering report was completed and submitted to the State on September 16, 2015, along with a request from the Town to meet with NHDOT staff to review the findings of the report and the possibility of additional funding and/or the option of scaling back the project to stay within budget. They were told at the meeting that any further funding would be available on an 80%/20% basis and NHDOT was informed that it was unlikely the Town would support funding of the project. He said comments were received from the State on February 1, 2016, suggesting the Town review the budget with an eye to a reduced scope of work. He said in March 2016 the Town Council approved scaling back the project and decided not to approve town matching funds, which was conveyed to NHDOT. At a coordination meeting with NHDOT questions were raised about the status of the project's review under the National Environmental Protection Act (NEPA) process, and Underwood Engineers completed and sent the information on April 22, 2016. He said the engineers were also asked to provide a more complete budget analysis showing what the reduced scope would entail for preliminary design, final design and bidding, construction, and construction engineering, which was currently being addressed.



Town Administrator Fournier stated that during his vacation, a communication was received from Mr. Bill Watson of NHDOT with concerns over the cost of the project and the liability of the Town. He said they wanted to make sure the Town understood the risks before putting any further money into the project, as there could be cost overruns and unforeseen difficulties and the Town Council needed to understand that in that case the Town would be expected to pay 20% of any additional costs. He said the project also needed to be carefully planned with the addition of Bid Alternatives. He said the NHDOT wanted to make sure the Town understood that there was a risk of the Town having to pay back the \$37,600 if the project could not be completed. He said NHDOT was willing to scale back the project only so much before the purpose of doing the project was defeated, and said a resolution could be acted on at the May 18<sup>th</sup> Town Council meeting if the rules are suspended. He stated that Mr. Bill Watson of the NHDOT was present to answer any questions on the project.

Discussion: Councilor Thompson felt that paying the \$37,600 for the engineering study was contrary to the wishes of the voters, as well as any construction costs that go over the voter-approved amount. Town Administrator Fournier said it was a reimbursement issue and that Motor Vehicle Registration fees had been used to offset the \$37,000 cost.

Mr. Bill Watson of the **New Hampshire DOT Bureau of Planning and Community Assistance** said that within the Department of Transportation (DOT) he oversaw a bureau that managed approximately \$75 million in Federal and State funds for New Hampshire communities. He said his office had distributed approximately \$177,000 to the Town of Newmarket this year for highway and roadway construction and maintenance. He said he managed State funds for local bridges, local highways that were State roads, and for planning-related studies, and that he had worked with the Strafford Regional Planning Commission for state-wide planning work, traffic data audits, and safety work. He said he distributed approximately \$25 million annually for Federal Aid projects, which included the Route 108 shoulder project.

Mr. Watson stated that the funding came from the Air Congestion Mitigation and Air Quality Program, and that a documented air quality analysis showing a reduction in vehicle emissions needed to be done as a criteria for funding, with any reduction in scope also needing to meet these requirements. He explained that this was not a grant program but rather a reimbursement program. He stated that the municipal agreement signed by the Town in 2009 and executed in 2010 formed a legal contract between the State and the Town and was approved by the State. He said the department had questions with regard to "no taxpayer dollars" being spent and were concerned that if the Municipal agreement were defaulted on for any reason, the Town would be responsible to pay back any money reimbursed to date. He said the Town had spent \$37,600 and was reimbursed by the Department for the engineering study work through December 2016, and that Underwood Engineers had not yet completed their work.

Mr. Watson said that as a State and Local Public Agency (LPA) project, the Department required that the Town understand the context of the environmental and design requirements as well as the risks involved in order to move forward. He said they had a certification process in New Hampshire that required any person in charge of a project to be trained and certified by them. He said that currently Town Planner Diane Hardy and Interim Finance Director Matt Angell were certified for Newmarket, and that Mr. Phil MacDonald and Underwood Engineers were also certified as consultants and contractors. He stated that the first step in the design of the project was the requirement of an Engineering Study which needed to



be submitted and accepted. He said the Engineering Study would show feasibility and costs of the project, and that until this was completed they were unable to answer feasibility questions.

Mr. Watson stated that there were several concerns for the NHDOT. He said it had been two years since the notice to proceed had been given which was a very long time to be under development. He felt once the Engineering Study was complete it would take another year to get through the design process once a contract was negotiated with Underwood Engineers and another 6-12 months, depending on what the impacts were, plus the length of the construction cycle. He said they needed the completed Engineering Study and the final design and right-of-way acquisitions for putting together bid plans, and until the engineering study was complete they did not know what the reasonable alternative implications were for changing the scope of the project. He said another concern was the Town's position on local funds and whether the project would be funded if it moved forward and went above the \$809,000. He stated that the Federal Government required projects to be constructed with ten (10) years of the project start, and said that 2020 was not that far away in terms of the design contracts. He said the Town needed to consider the schedule moving forward and have a good understanding of potential success and potential risks.

Discussion: Councilor Pike said they already knew they were short on funding under the original budget, but did not know how much they could shorten the project and still qualify and he asked for a summary of the financing. Town Administrator Fournier said they had expended \$37,600 and were reimbursed for that amount, and that the original project estimate was \$1.2 million. He stated that a special Town Meeting would have to be held as they could not go over the original amount without voter approval. Mr. Watson suggested that a potential reduction in the project to the Hersey Lane area would work from their standpoint and still meet the CMAQ requirements. Town Administrator Fournier said that procedurally if the Council wanted to move forward they would need the final Engineering Report and would then need to take the next step to contract with Underwood Engineers to determine the exact cost. He said that the Council had the right to say they did not want to continue at that time.

Councilor Pike asked how long they had been waiting for the Engineering Report and Town Planner Diane Hardy said a preliminary review had been done and Underwood had taken care of the NEPA process now being reviewed by NHDOT, and that Mr. MacDonald was also working on some cost estimates. Mr. Phil MacDonald of Underwood Engineers stated that underfunding of the project from the beginning contributed to the length of time taken for the study as the limits had been refined several times. He said they submitted the report to DOT in September of 2015, had received comments in February 2016, and were working to provide responses to the questions. He said they initiated the NEPA process and needed to include the environmental impact studies. He said they were also asked to provide a more detailed cost including preliminary design, right-of-way work, construction, and engineering fees so DOT and the Town have a better picture of the total project. He said they had a draft of their response comments and would be submitting them along with the NEPA material around the end of May.

Vice Chair Nazzaro stated that he understood the government worked slowly but that it was over two years, and they had gotten essentially nowhere. He said he felt that they would find a way out of fees to cover the \$37,600 spent, but felt the project was a disaster and he could not see things getting cleaner as they moved forward. Councilor Thompson said she seconded that and said she appreciated all the efforts so far but felt they should take their losses at this point. Mr. Watson said DOT was also frustrated with



the project. Chairman Levy asked Mr. Watson to explain what information was "incorrect and incomplete" as stated in his letter to the Town Administrator. Mr. Watson replied that the intent of an engineering study was to look at the project topography and look at historical and environmental constraints. He said most of that work had been done by Underwood but it took two years to complete, and that 6-9 months was typical for a project of this size. He said DOT made a coordinated effort working with many bureaus to review all aspects of the project, which had taken from September to February to complete. He said the September submission did not include any of the environmental work, which was clearly outlined as part of the required consultant training. He felt there was a lack of communication and a lot of confusion between the consultant and the Environmental Bureau as to what needed to be done.

Chairman Levy said he thought that Town Administrator Fournier and DOT needed to get together with Underwood Engineers quickly and look at any other issues to determine how quickly the information could be provided to DOT and how fast they could turn things around as the Council needed to know the timeline so they could make a decision. Town Administrator Fournier said his position as Town Administrator was to recommend or not recommend what the next step would be after the Engineering Study was completed, and that the Council needed to think about whether or not to go forward. Vice Chair Nazzaro said there were seams between all the organizations involved here including the Town, the NHDOT, and the engineers, and they needed to be fixed. He said they needed to get a very close to hard number in the most conservative way possible, and needed to become a team very quickly. Town Administrator Fournier said that a team needed a direct line of communication, and that the Town, the NHDOT, and the engineers each had a chain of command that needed to be followed. Mr. Watson said his project manager Mr. Tom Jameson talked to Town Planner Diane Hardy and that Mr. Phil MacDonald should only be contacting him through her. Chairman Levy felt that after this phase they needed to make sure the engineering firm was capable of furnishing the information. He thanked Mr. Watson for taking the time to meet with the Council and provide the update.

Town Administrator Fournier recommended to the Council that the order of the Agenda be changed to take up the resolutions in the first reading at this time, and to suspend the rules to act on resolutions 44 and 45 this evening. The Council approved the change in the Agenda.

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

Town Administrator Fournier provided a review of both resolutions together. He stated that they had received two construction bids from GW Brooks and Son and Target Construction for the Downtown Pedestrian Improvement Project. He said he has the bidders to break down the costs into four (4) parts which included: 1) the Base Bid, 2) Alternative 1 including LED lighting for downtown, 3) Alternative 2 including the addition of a cantilevered deck at Newmarket Mills, and 4) Alternative 3 to add landscaping and trees. He said that Target Construction was the lowest with a Base Bid of \$356,000 (Resolution-44). He said in addition, they also awarded a contract for the engineering for the construction phase of the project with Dubois & King, Inc. for \$98,418 (Resolution-45), which was already completed. The total project cost approved came to \$584,374 with DOT paying \$467,499 (80%) and the Town and Newmarket Mills splitting the 20% contribution at \$58,437 each, with \$3,437 to come from the General Fund to make up the difference. He said that due to concern over the timeline expressed by DOT it was requested to act on these resolutions this evening, and they had received a 30-day extension from Target Construction.

# TOWN OF NEWMARKET NEW HAMPSHIRE



## ENGINEERING STUDY *FOR* ROUTE 108 BIKE PATH CONSTRUCTION/SHOULDER WIDENING (SOUTH)

May 20, 2016

Prepared by:



Portsmouth, New Hampshire  
FILE NO. 1851



## EXECUTIVE SUMMARY

The Town of Newmarket plans to construct dedicated bicycle facilities along the Route 108 corridor between Bennett Way and Ash Swamp Road. The project will address traffic congestion and safety hazards related to shared use travel lanes for bicycle and vehicle travel. The project work is funded by the Congestion Mitigation Air Quality (CMAQ) Program and administered under the NHDOT Local Public Agency (LPA) process.

The purpose of the proposed project is to improve safety for bicyclists and commuters and to mitigate congestion associated with shared use of the roadway. The proposed action is necessary because shared use of the existing roadway presents conditions that may be considered unsafe, change or interrupt traffic flow and contributes to traffic congestion. The existing pavement width is not wide enough to accommodate both the existing traffic (17,000 VPD) and bicycles. The project goals are summarized as follows:

- Create a designated bike route for commuting and community access
- Provide for regional connection of established bike routes
- Address safety concerns for shared roadway use

Four Design Alternates were evaluated:

- Alternate No. 1 – Bike Lane Shoulders 5' Wide: \$1,216,000
- Alternate No. 2 – Shared Bike Path Construction: \$1,114,000
- Alternate No. 3 – Bike Lane Shoulders 4' Wide (Hersey Lane to Bennett Way): \$809,200
- Alternate No. 4 – No Action: \$0

Design Alternate No. 3 – Bike Lane Shoulders 4' Wide (Hersey Lane to Bennett Way) is recommended based on the following:

- Paved Bike Lane Shoulders generated the most public support
- This Alternative requires less land acquisition and private property impacts
- This Alternative fits the context of the project location
- This Alternative meets project funding limits

A Project Budget Sheet summarizing the total project cost and funding sources is attached to this Executive Summary.

**EXHIBIT A  
PROJECT BUDGET**

PROJECT: NH Rte 108 Shoulders/Bike lanes  
 NHDOT Project #: 13878, X-A000(078)  
 Location Newmarket, NH  
 Revised April 25, 2016  
 Prepared by: Underwood Engineers, Inc.

UE Project No.

1851

	Revised Budget	Previous Earned to Date	Requested This Month	Total Earned to Date	Percent Complete	Balance to Finish
<b>USE OF FUNDS:</b>						
<b>ENGINEERING</b>						
1. Engineering Study	\$37,600.00	\$37,600.00		\$37,600.00	100%	\$0.00
2. Topographic & R-O-W Survey	\$31,000.00			\$0.00	0%	\$31,000.00
3. Preliminary Design	\$20,100.00			\$0.00	0%	\$20,100.00
4. Easement Coord. & Preparation	\$7,300.00			\$0.00	0%	\$7,300.00
5. Environmental Documentation (NEPA)	\$1,300.00			\$0.00	0%	\$1,300.00
6. Final Design (PS&E)	\$10,900.00			\$0.00	0%	\$10,900.00
7. Bidding	\$5,300.00			\$0.00	0%	\$5,300.00
<b>Total Study &amp; Design Engineering</b>	<b>\$113,500.00</b>	<b>\$37,600.00</b>		<b>\$37,600.00</b>	<b>33%</b>	<b>\$75,900.00</b>
<b>RIGHT OF WAY</b>						
R-O-W Easements & Acquisitions	\$16,000.00			\$0.00	0%	\$16,000.00
<b>Total R-O-W</b>	<b>\$16,000.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>0%</b>	<b>\$16,000.00</b>
<b>CONSTRUCTION</b>						
Construction	\$604,300.00			\$0.00	0%	\$604,300.00
Construction Engineering	\$75,400.00			\$0.00	0%	\$75,400.00
<b>Total Construction</b>	<b>\$679,700.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>0%</b>	<b>\$679,700.00</b>
<b>SUBTOTAL</b>	<b>\$809,200.00</b>	<b>\$37,600.00</b>	<b>\$0.00</b>	<b>\$37,600.00</b>		<b>\$1,543,200.00</b>
Balance/(Excess)	\$92.00					-\$771,508.00
<b>TOTAL</b>	<b>\$809,292.00</b>	<b>\$37,600.00</b>	<b>\$0.00</b>	<b>\$37,600.00</b>	<b>5%</b>	<b>\$771,692.00</b>
<b>FUNDING SOURCES:</b>						
Federal Funds	\$647,433.60	\$37,600.00		\$37,600.00	6%	\$609,833.60
NH Turnpike	\$161,858.40			\$0.00	0%	\$161,858.40
<b>TOTAL</b>	<b>\$809,292.00</b>	<b>\$37,600.00</b>	<b>\$0.00</b>	<b>\$37,600.00</b>	<b>5%</b>	<b>\$771,692.00</b>





## TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
EXECUTIVE SUMMARY .....	i
1.0 INTRODUCTION .....	1
1.1 Background.....	1
1.2 Project Description and Study Area .....	1
1.3 Purpose and Need Statement - Project Goals.....	1
2.0 EXISTING CONDITIONS .....	2
2.1 Route 108 – Exeter Road .....	2
2.2 Physical Features and Design Constraints.....	2
2.3 Right of Way Limits.....	3
3.0 PROJECT DEVELOPMENT AND COORDINATION .....	3
3.1 Project Staff Meetings .....	3
3.2 Public Information Meetings.....	3
3.3 Environmental and Cultural Resources Review .....	5
4.0 ENGINEERING EVALUATION.....	6
4.1 Design Alternate No.1 –Bike Lane Shoulders 5’ Wide .....	6
4.2 Design Alternate No.2 – Shared Bike Path Construction (Side Path) .....	8
4.3 Design Alternate No.3 Bike Lane Shoulders 4’ Wide (Hersey to Bennett Way) .....	10
4.4 Design Alternate No.4 - No Action Alternative .....	12
5.0 CONCLUSIONS .....	13
6.0 RECOMMENDATIONS.....	14
6.1 Short Term Recommendations .....	14
6.2 Long Term Recommendations .....	14



## **LIST OF FIGURES**

Figure 1A	ROW Layout Plan
Figure 1B	Preliminary ROW Survey Plan
Figure 2	Typical Roadway Cross Sections (Alt. No.1 and No.2)
Figure 2A	Alternate No.1 Work Plan –Bike Lane Shoulders 5' Wide
Figure 2B	Alternate No.2 Work Plan – Shared Bike Path Construction (Side Path)
Figure 2C	Alternate No.3 Work Plan and Typical Sections – Bike Lane Shoulders 4' Wide (Hersey Lane to Bennett Way)

## **LIST OF TABLES**

Table 1	Exit Survey Summary
Table 2	Bike Lane 5' Wide Impact Summary
Table 3	Bike Lane 5' Wide Advantages and Disadvantages
Table 4	Shared Bike Path Construction Impact Summary
Table 5	Shared Bike Path Construction Advantages and Disadvantages
Table 6	Bike Lane 4' Wide (Hersey Lane to Bennett Way) Impact Summary
Table 7	Bike Lane 4' Wide (Hersey Lane to Bennett Way) Advantages and Disadvantages
Table 8	No Action Advantages and Disadvantages

## **LIST OF APPENDICES**

Appendix A	Existing Conditions Matrix
Appendix B	Project Impact Summary and Work Summary Alternates
Appendix C	Opinion of Cost
Appendix D	Off-Site Improvements - Rte 108 Intersection Improvements at Forbes Road and Hersey Lane
Appendix E	Project Meeting Notes
Appendix F	Environmental and Cultural Resources Correspondence
Appendix G	Project Correspondence

## **1.0 INTRODUCTION**

### **1.1 Background**

The Route 108 Bike Path Construction/Shoulder Widening project has been in planning since 2001. NHDOT allocated project funds for municipally managed construction of shoulder widening and bike lanes under the Congestion Mitigation and Air Quality (CMAQ) program. CMAQ is administered under NHDOT's Local Public Agency (LPA) Program.

The NHDOT is also pursuing shoulder widening (4' – 5') for bike path construction on Rte 108 north of the downtown area extending ~3.5 miles toward Durham. The result will be a 6.5 mile (approximate) bicycle corridor connecting the Towns of Newfields, Newmarket and Durham.

Since Route 108 is recognized as a State bicycle route, avid cyclists use the Rte 108 corridor for recreational and commuting purposes. The existing narrow shoulders require vehicles to alter speed and/or cross the centerline into oncoming traffic to avoid bicyclists. This condition and other movements related to shared travel lanes increases traffic congestion under heavy traffic volumes (17,000 VPD) and presents a safety hazard.

### **1.2 Project Description and Study Area**

The original study area contemplated in the project planning stage extends approximately 1.8 miles along the north and south bound traffic lanes of Route 108 from the Newfields Town line to the southern limit of NHDOT Project 13107 (near Bennett Way). Since shoulder widening and/or bike path construction at the railroad bridge crossing between Ash Swamp Road and the Newfields Town line will not be feasible for the work under this project, the study area has been limited to the section of Route 108 between Ash Swamp Road and Bennett Way.

The project is intended to relieve congestion problems and hazards related to shared use of the roadway by vehicles and cyclists. In addition to physical improvements within the roadway, passive controls will be evaluated in the design to increase safety, improve public awareness of the bike route and to accommodate cycling within the Route 108 corridor.

### **1.3 Purpose and Need Statement - Project Goals**

The following items were identified as project goals in the preliminary project meetings and are the basis for purpose and need:

- Create a designated bike route for commuting and community access
- Provide for regional connection of established bike routes
- Address safety concerns for shared roadway use

The purpose of the proposed project is to improve safety for bicyclists and commuters and to mitigate congestion associated with shared use of the roadway. The proposed action is needed



because shared use of the existing roadway presents conditions that may be considered unsafe for cyclists, changes or interrupts traffic flow and contributes to traffic congestion. The existing pavement width is not wide enough to accommodate both the existing traffic (17,000 VPD) and bicycles. The No Action Alternative is provided in the event that a finding of significant impact to natural and/or cultural resources resulting from the project would outweigh the benefits of the constructed improvements.

## **2.0 EXISTING CONDITIONS**

### **2.1 Route 108 – Exeter Road**

The section of Route 108 within the project study area known as Exeter Road is a rural highway passing through scenic terrain consisting of natural physical features and manmade structures established with progression of community development. Generally, the roadway cross section provides 11' travel lanes with 2' shoulders for a total paved width up to 26'. Pavement widths may be wider at intersection approaches or where paved gutters were installed by NHDOT Division 6 Maintenance for stormwater runoff control.

There are no provisions for bicycle travel within the project area. Bicycles use the same travel lanes as vehicles. The existing roadway presents the following difficulties for cyclists:

- Limited Sight Distances
- Unbalanced Vehicle Speeds (relative to bike travel speed)
- Drainage/Utility Grates and Covers
- Poor Pavement Condition (shoulders)
- Insufficient Clear Space (vehicle lane and/or shoulder width)
- Lack of signs and pavement markings warning motorists of bicycles

A variation of paved swales, vegetated swales, gravel shoulders, stone walls and other features are also present along the corridor. Short segments of closed drainage and cross culverts exist where runoff concentration is significant and/or drainage courses converge.

### **2.2 Physical Features and Design Constraints**

Certain physical features along the project corridor limit options for increased pavement widths within the NHDOT's Right of Way without additional ROW acquisitions or physical and environmental impacts. Physical design constraints include slopes, embankments, ledge out crops, utility poles, stone walls, guardrail and driveways. An existing conditions matrix summarizing physical features and design constraints for the project corridor is attached in Appendix A.

### **2.3 Right of Way Limits**

This segment of Exeter Road (Rte 108) is located within a variable width controlled access ROW. ROW widths vary from 50' to 66' widths. NHDOT records indicate there are two traditional ROW layouts dating back to the 1800's for this route. One is a 3 Rod (50') width and one is 4 Rod (66') width. ROW Layouts based on NHDOT records are shown in Figure 1A. The individual layouts as a whole correlate poorly with the actual road alignment and physical boundary evidence along NH Route 108.

A preliminary ROW survey was conducted to assess known versus unknown segments of the ROW along the project corridor. The approximate ROW is based on a combination of deed research, site plan survey information, field observations and portions of the NHDOT layouts. A Preliminary ROW Layout is shown in Figure 1B. Further ROW survey will be necessary during final design to ensure the proposed improvements are constructed within NHDOT jurisdiction. Anticipated acquisitions and/or easement areas are noted in the Section 3 under the Project Impact discussion for each design alternative.

## **3.0 PROJECT DEVELOPMENT AND COORDINATION**

### **3.1 Project Staff Meetings**

A series of project staff meetings were conducted as part of the process to develop the design alternatives with the project stake holders. Input from meeting discussions was incorporated into the work. See Appendix E for Project Meeting Notes.

### **3.2 Public Information Meetings**

Two public information meetings were held as part of the LPA process. The outcome of each meeting is summarized below.

#### **3.2.1 Local Concerns – Public Meeting No. 1**

The first public presentation was an informational meeting to introduce the project to the local public and stake holders. This meeting was held during the regularly scheduled Town Council meeting on May 20, 2015. In addition to a public participation question and answer session, exit surveys were presented to solicit written feedback. A summary of input from the surveys is provided in the table below.



Table 1: Exit Survey Summary Table

	Total Responses	Yes	No	No Response
1.) In Favor of Bike Lanes	22	17	3	2
2.) In Favor of Bike Path	22	7	11	4
3.) Ranking of Most Desirable Improvements for Bicycle Travel <ol style="list-style-type: none"> <li>1. Increased pavement widths (10)</li> <li>2. Bike lanes connecting Newmarket to Newfields (7)</li> <li>3. Increased awareness with pavement markings and signs (6)</li> <li>4. Bike lanes connecting Newmarket to the Rockingham Scenic Trail Way (6)</li> <li>5. Separated bike lanes (3)</li> <li>6. Reduced speed limit (1)</li> </ol>				
4.) Summary of Comments <ul style="list-style-type: none"> <li>• Several concerns of increased speed</li> <li>• Not safe right now to bike</li> <li>• Coordinate a plan to widen the railroad overcrossing. (78 Bay Rd &amp; 78 Piscassic Rd)</li> <li>• Property concerns because of underground electric from telephone pole. (124 Exeter Rd.) Other concerns include steep driveway and that will need to be addressed. Also, 24 trees on front near road (124 Exeter Road)</li> <li>• Cost concerns (50 Elm Street)</li> <li>• Concerned about loss of property</li> <li>• Driveway intersection and drain intersection is concern (136 Exeter Rd.)</li> <li>• Prefers 2 bike path lanes together on one side of road (23 Exeter Rd.)</li> <li>• Concerned about increased noise from bikers and people with widening, would like trees or bushes as buffer (135 Exeter Rd.)</li> <li>• Does not want to give up land, she just made major drainage improvements (147 Exeter Rd.)</li> <li>• Concerned about the bike lane bottlenecking at the overpass over the rail bridge just beyond Ash Swamp (264 Grant Rd.)</li> <li>• Concerned having a full width bike path on 2 sides with limitations of right of way and physical features. Also property impacts and land acquisition (Claudia Marston)</li> <li>• Concerned about construction (Michael Lesser)</li> </ul>				

A copy of the meeting announcement, power point presentation, meeting notes, exit surveys and E-mail comments are provided in Appendix E.

### 3.2.2 Presentation of Preferred Alternative – Public Meeting No. 2

The second public presentation was a workshop meeting to identify the preferred alternative and address public concerns specific to each alternative. The meeting concluded with confirmation that Design Alternate No. 1 – Paved Bike Lane Shoulders is the preferred alternative. An attendance sheet, agenda and summary of questions and answers is provided in Appendix E.

### **3.3 Environmental and Cultural Resources Review**

Government agencies were contacted to request project review and identification of environmental and cultural resources within the project area. Documenting and inventorying the presence of any environmental and cultural resources help inform engineering evaluations undertaken in this study and subsequent decisions during the final design and construction phases of the project.

#### **3.3.1 Agency Correspondence and Responses**

The following government agencies were contacted to request project review and identification of resources (see Appendix F):

- NH Division of Historical Resources
- NH Office of Energy and Planning
- Conservation Land Stewardship Program
- LCHIP
- DRED
- US Fish and Wildlife Service
- NH Fish and Game Department
- NHDOT Bureau of Planning and Community Assistance – ROW
- NHDOT Bureau of Environment
- NHDES Wetlands Bureau
- US Army Corps of Engineers
- NHDES Watershed Bureau

The inter-governmental project review identified two notable resources that could potentially be impacted by the project:

- Long Eared Bat observations in the project vicinity
- Stone walls adjacent to the project corridor

A 4(d) Rule Streamlined Consultation Form was submitted to the United States Department of Interior Fish and Wildlife Service for determination of no effect on the Northern Long Eared Bat as a result of the proposed project.

The project is not located within the Newmarket Historic District. However, there are several properties along the project study corridor that have structures exceeding 50 years old. Physical impacts to these properties and stone walls need to be avoided in order to facilitate a programmatic review process by the Division of Historic Resources (DHR) and the State Historic Preservation Office (SHPO).



### 3.3.2 Programmatic Agreement

Since the project scope is limited to bicycle facilities within an existing road Right of Way, the project is classified as a "project with minimal potential to cause effects" and a Programmatic Agreement for Cultural Resources Review Effect Finding is appropriate. A Section 106 Programmatic Agreement Appendix B Certification has been submitted to the NHDOT Bureau of Environment to review findings of effect.

## **4.0 ENGINEERING EVALUATION**

### **4.1 Design Alternate No.1 –Bike Lane Shoulders 5' Wide**

Alternate No.1 consists of constructing a 5' wide paved shoulder on the north and south bound travel lanes of Route 108 to provide a dedicated bike lane for cyclists. A typical roadway cross section is shown on Figure 2. A schematic layout plan is provided as Figure 2A.

#### 4.1.1 Description

The proposed alternative includes the following work:

- Project limits from Ash Swamp Road to Bennett Way (STA 19+50 to STA 88+50)
- Construct 5' bike lane shoulders at edge of each north and south bound travel lane
- Construct paved aprons at gravel driveways and extend driveway apron pavement beyond bike lanes to limit debris on bike lane and for uniform grading
- Provide bike lane symbol marking to designate preferential use by bicyclists
- Provide pavement and gravel depths similar to existing road sections. A minimum of four (4) inches of pavement over twenty four (24) inches of gravel is shown on the typical sections and included in the opinion of cost
- Road centerline adjustments are proposed between STA 63+50 to STA 70+50 to avoid encroachment on B&M ROW and other physical constraints. Pavement milling, shim and overlay quantities are included in the opinion of cost.

#### 4.1.2 Project Impacts

Anticipated project impacts such as grading and/or private property encroachments are provided in matrix format in Appendix B. A summary of notable impacts including anticipated easement/acquisition areas is provided below:

Table 2: Bike Lane Shoulders 5' Wide Impact Summary

<i>Impacts</i>	<i>Anticipated Quantity</i>
ROW Acquisition/Easement Area	8 properties
Road Realignment	2 locations
Utility Pole Relocation	2 locations
Drainage Modifications	1 location (300 LF)
Guardrail Relocation	3 locations
Driveway Grading	1 location (650 LF)

#### 4.1.3 Evaluation

A summary of advantages and disadvantages are below:

Table 3: Bike Lane Shoulders 5' Wide Advantages and Disadvantages

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Preferred bike facility for commuting and community access</li> <li>• Bicycle travel is oriented in the same direction as vehicle travel which increases bicyclists' visibility to motorists</li> <li>• Relieves traffic congestion related to sharing travel lane. Bicyclists can operate at their preferred speed without impact to vehicle traffic speed</li> <li>• Lower maintenance cost to Newmarket. NHDOT will maintain pavement surface (future overlays and plowing)</li> <li>• Provides safer crossings for bicyclists at roadway intersections and driveways</li> <li>• May be able to use existing gravel base in some areas</li> <li>• Matches intent of bike lanes north of Newmarket on Rte 108</li> </ul>	<ul style="list-style-type: none"> <li>• More driveway crossings and intersection for cyclists</li> <li>• Creates pavement joint at edge of roadway</li> <li>• Requires additional pavement marking maintenance</li> <li>• Vehicle speeds may increase due to additional width</li> <li>• Cost exceeds allocated funds</li> </ul>

#### 4.1.4 Opinion of Cost

An opinion of probable construction cost for Design Alternate No.1 is provided as follows:

	<i>Alt. No. 1</i>	<i>Available Budget</i>
ROW Phase:	\$ 32,000	\$ 16,000
Design Engineering Phase:	\$ 131,600	\$113,572
Construction Phase:	\$1,052,600	\$679,720
<b>TOTAL</b>	<b>\$ 1,216,200</b>	<b>\$809,292</b>



Cost summaries are provided in Appendix C.

#### 4.1.5 Assumptions

Actual cost will be impacted by the final excavation, gravel and pavement depth. Construction planning costs will be refined as the design is advanced and unknowns such as subsurface conditions are reduced. Design assumptions are included with the work summary alternates, Appendix B. Gravel and pavement depths should be consistent with the adjoining roadway and the design parameters should be reviewed by NHDOT – District 6. Design concepts were transmitted to NHDOT District 6 and Bureau of Planning on September 19, 2014. Correspondence is provided in Appendix G.

### **4.2 Design Alternate No.2 – Shared Bike Path Construction (Side Path)**

Alternate No.2 consists of constructing a bike path separate from the roadway travel lanes. Both north and south bicycle travel will use the bike path as a single facility. Because the path would be separate from vehicle travel, other users may find this facility attractive. Other users may include tandem bicyclists, bicycles pulling trailers, child/youth cyclists, inline skaters, roller skaters, skate boarders, kick scooters and pedestrians. A typical roadway cross section is shown on Figure 2. A schematic layout plan is provided as Figure 2B.

#### 4.2.1 Description

The proposed alternative includes the following work:

- Project limits from Ash Swamp Road to Bennett Way (STA 19+50 to STA 88+50)
- Construct a bike path that is physically separated from motorized vehicle travel
- Where space is available the bike path will share the Rte 108 ROW. A separate ROW (easement) is anticipated from STA 26+00 to 39+00
- Provide two way traffic on an 8-foot wide paved surface (4' wide north and south)
- An adult bicyclist is the anticipated primary user and will serve as the Basis of Design
- Provide physical barriers at constraint areas – post and rail fence
- Provide striping for lanes and passing areas
- Provide 3 ½" pavement depth over 15" deep gravel base

#### 4.2.2 Project Impacts

Anticipated project impacts such as grading and/or private property encroachments are provided in matrix format in Appendix B. A summary of notable impacts including anticipated easement/acquisition areas is provided below:

Table 4: Shared Bike Path Construction Impact Summary

<i>Impacts</i>	<i>Anticipated Quantity</i>
ROW Acquisition/Easement Area	18 properties
Road Realignment	0 locations
Stone Wall Reconstruction	3 locations
Utility Pole Relocation	12 locations
Drainage Relocation	0 locations
Guardrail Relocation	0 locations
Driveway Grading	5 locations

#### 4.2.3 Evaluation

A summary of advantages and disadvantages are provided in the table below:

Table 5: Shared Bike Path Construction Advantages and Disadvantages

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• The design can include passing zones for cyclists (e.g. experienced cyclists would want to pass slower users such as young cyclists, pedestrians, etc.)</li> <li>• Less demand for mental awareness for bicyclists since maneuvering within vehicle traffic flow is reduced</li> <li>• Accommodates children and youth cyclists</li> <li>• Broadens user base (more than bicycles)</li> <li>• Relieves traffic congestion related to sharing vehicle travel lanes</li> <li>• Median strip between road and bike path provides more opportunity for properly managed stormwater runoff</li> <li>• Longer design life (due to less vehicle loading)</li> </ul>	<ul style="list-style-type: none"> <li>• ADA compliance increases grading impacts</li> <li>• Redundant – Bike lanes would still be appropriate for cyclists who may continue to use the Rte 108 vehicle travel lanes</li> <li>• Bike paths may not be considered substitution for bike shoulders</li> <li>• More easements and ROW acquisitions</li> <li>• Safety hazards for motorists at intersections (unexpected bike traffic approaches from the right at side streets and driveways) Side path may be blocked by vehicles waiting to turn at drives/intersections</li> <li>• Town will be required to maintain pavement surface</li> <li>• Higher maintenance cost for Town (since NHDOT District 6 would not participate in plowing or resurfacing)</li> <li>• Road crossings and/or potential for wrong way travel at end of path (project limits).</li> <li>• High variation in side path travel speeds (e.g. pedestrian vs. cyclist)</li> <li>• Cost exceeds allocated funds</li> </ul>



#### 4.2.4 Opinion of Cost

An opinion of probable construction cost for Design Alternate No.2 is provided as follows:

	<i>Alt. No. 1</i>	<i>Available Budget</i>
ROW Phase:	\$ 94,000	\$ 16,000
Design Engineering Phase:	\$ 139,800	\$113,572
Construction Phase:	\$ 880,500	\$679,720
<b>TOTAL</b>	<b>\$ 1,114,300</b>	<b>\$809,292</b>

Cost summaries are provided in Appendix C.

#### 4.2.5 Assumptions

Design assumptions are included with the work summary alternates, Appendix B.

### **4.3 Design Alternate No.3 Bike Lane Shoulders 4' Wide (Hersey to Bennett Way)**

Alternate No.3 provides a feasible project limit that meets available funding. The proposed work consists of constructing a 4' wide paved shoulder on the north and south bound travel lanes of Route 108 to provide a dedicated bike lane for cyclists between Hersey Lane and Bennett Way. A schematic layout plan and typical roadway cross sections are included in Figure 2C.

#### 4.3.1 Description

The proposed alternative includes the following work:

- Project limits from Hersey Lane to Bennett Way (STA 49+50 to STA 88+50)
- Construct 4' bike lane shoulders at edge of each north and south bound travel lane (typical)
- Shoulder width will be 5' in areas with physical constraints (guardrail, curb, etc.).
- Construct paved aprons at gravel driveways and extend driveway apron pavement beyond bike lanes to limit debris on bike lane and for uniform grading
- Provide bike lane symbol marking to designate preferential use by bicyclists
- Provide pavement and gravel depths similar to existing road sections. A minimum of four (4) inches of pavement over twenty four (24) inches of gravel is shown on the typical sections and included in the opinion of cost
- Road centerline adjustments are proposed between STA 63+50 to STA 70+50 to avoid encroachment on B&M ROW and other physical constraints. Pavement milling, shim and overlay quantities are included in the opinion of cost.

#### 4.3.2 Project Impacts

Anticipated project impacts such as grading and/or private property encroachments are provided in matrix format in Appendix B. A summary of notable impacts including anticipated easement/acquisition areas is provided below:

Table 6: Bike Lane Shoulders 4' Wide (Hersey Lane to Bennett Way) Impact Summary

<i>Impacts</i>	<i>Anticipated Quantity</i>
ROW Acquisition	0 properties
Temporary Grading Easements	2 locations (4-6 properties)
Road Realignment	2 locations
Utility Pole Relocation	4 locations
Drainage Modifications	2 locations
Guardrail	4 locations
Driveway	2 location

#### 4.3.3 Evaluation

Table 7: Bike Lane Shoulders 4' Wide (Hersey to Bennett Way) Advantages and Disadvantages

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Preferred bike facility for commuting and community access</li> <li>• Bicycle travel is oriented in the same direction as vehicle travel which increases bicyclists' visibility to motorists</li> <li>• Relieves traffic congestion related to sharing travel lane. Bicyclists can operate at their preferred speed without impact to vehicle traffic speed</li> <li>• Lower maintenance cost to Newmarket. NHDOT will maintain pavement surface (future overlays and plowing)</li> <li>• Provides safer crossings for bicyclists at roadway intersections and driveways</li> <li>• Matches intent of bike lanes north of Newmarket on Rte 108</li> <li>• Cost meets available funds</li> <li>• Project limits may allow coordination with future intersection improvements (turn lanes) at Forbes Road (see Pernaw - Appendix G)</li> </ul>	<ul style="list-style-type: none"> <li>• Creates pavement joint at edge of roadway</li> <li>• Vehicle speeds may increase due to additional width</li> <li>• Shorter project length</li> </ul>



#### 4.3.4 Opinion of Cost

An opinion of probable construction cost for Design Alternate No.3 is provided as follows:

	<i>Alt. No. 3</i>	<i>Available Budget</i>
ROW Phase:	\$ 16,000	\$ 16,000
Design Engineering Phase:	\$113,500	\$113,572
Construction Phase:	\$679,700	\$679,720
<b>TOTAL</b>	<b>\$809,200</b>	<b>\$809,292</b>

Cost summaries are provided in Appendix C.

#### 4.3.5 Assumptions

Actual cost will be dependent on final design and bidding. Construction planning costs will be refined as the design is advanced and unknowns such as subsurface conditions are reduced. Design assumptions are included with the work summary alternates, Appendix B. Gravel and pavement depths should be consistent with the adjoining roadway.

### **4.4 Design Alternate No.4 - No Action Alternative**

Alternate No. 3 is the No Action Alternative and consists of maintaining the Rte 108 corridor in its current condition without dedicated bike lanes.

#### 4.4.1 Description

- This alternative proposes no improvements
- Refer to Section 2.1 for a description of existing roadway conditions for bicycle travel.
- There are no project impacts for this alternative.

#### 4.4.2 Evaluation

Table 8: No Action Advantages and Disadvantages

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• No Capital Costs</li><li>• No New Maintenance Requirements</li><li>• Avoids impacts to potential Environmental and Cultural Resources</li></ul>	<ul style="list-style-type: none"><li>• No Accommodations for Cyclists</li><li>• Safety Hazards Remain</li><li>• Congestion and Traffic Flow Problems Remain</li><li>• Project Goals are not met</li></ul>

#### 4.4.3 Opinion of Cost

An opinion of probable construction cost for Design Alternate No.4 is provided as follows:

	<i>Alt. No. 4</i>	<i>Available Budget</i>
ROW Phase:	\$ 0	\$ 16,000
Design Engineering Phase:	\$ 0	\$113,572
Construction Phase:	\$ 0	\$679,720
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$809,292</b>

#### 4.5 Route 108 Railroad Bridge Crossing at Newfields Town Line

The project limit identified in the original NHDOT scope of work included the Route 108 railroad bridge crossing at the Newfields Town Line. Although this bridge was recognized early on as a restriction for cyclists due to narrow widths, bridge improvements exceed the project scope and the project limit was moved north to Ash Swamp Road. However, during the public presentations many cyclists expressed the importance of resolving this dangerous restriction to provide a safe bike corridor in Newmarket from Durham to Newfields.

#### 4.6 Baseline Markings and Way Finding

Independent of the design alternative selected, the project should incorporate signs that promote the dedicated bike route and provide directional queues to community destinations for cyclists using the corridor. Specific sign details and locations should be considered during final design.

#### 4.7 Offsite Improvements – Forbes Road

Long range plans were developed for intersection improvements and pavement widening at the Forbes Road and Hershey Lane intersections as part of a private site development application. A conceptual layout is provided in Appendix D. Correspondence concerning future intersection improvements (SG Pernaw & Co. 1/20/15) is provided in Appendix G.

### **5.0 CONCLUSIONS**

The following conclusions are noted based on the information presented:

- Bike shoulders will be constructed on Rte 108 north of the project area, from Newmarket to Durham
- The Rte 108 corridor within the Project Limits presents a variety of constraints for bicycle facility construction
  - Physical constraints include stone walls, driveways, embankment slopes, utilities and structures
  - Boundary constraints include unknown ROW segments
  - Temporary easements for grading may be required
- Although a separate bike path is generally less expensive to construct, physical constraints such as property and slope constraints could result in higher cost (land acquisition, easements and retaining walls)



- Public and stakeholder feedback indicate a preference for Bike Lane Shoulders (Alternative No. 1 and No. 3)
- Bike lane shoulders (Alternates 1 and 3) are more desirable based on project conditions and design guidelines
- Future intersection improvements at Forbes road and Hershey Lane will impact the location of bike lanes
- Additional ROW survey will be required where encroachments are determined
- There is not enough funding to complete Alternative No.1 or No.2. Additional funding from the Town of Newmarket is not available.
- Final costs will depend upon excavation and gravel depths, pavement limits and bidding results.

## **6.0 RECOMMENDATIONS**

Alternate No. 3 – Paved Bike Lane Shoulders, is recommended based on project evaluations, community and stakeholder input and available funding.

### **6.1 Short Term Recommendations**

- Conduct topographic and ROW surveys
- Conduct subsurface borings to determine underlying gravel depths and pavement depths
- Prepare Preliminary Design and update cost following survey and subsurface investigations on pavement and gravel

### **6.2 Long Term Recommendations**

- Coordinate NHDOT District 6 railroad bridge improvements (curb and guardrail modification)
- Coordinate future intersection improvements at Forbes Road and Hershey Lane with development of bike lanes
- Evaluate Hersey Lane as a future corridor for bicycle facility construction/extension
- Consider connectivity and/or improvements to depot station and points south (Newfields)



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*Victoria F. Sheehan*  
*Commissioner*

July 14, 2016

*William Cass, P.E.*  
*Assistant Commissioner*

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

**SENT VIA EMAIL**

RE: NEWMARKET; X-A000(078), #13878  
NH 108 Shoulder Construction  
Congestion Mitigation and Air Quality Program  
**ENGINEERING STUDY APPROVAL**

Dear Mr. Fournier:

The Department has reviewed the revised Engineering Study for the above referenced project and finds it to be satisfactory. There were a few minor issues with the responses to the Department's review comments dated February 1, 2016 and they are listed below.

- Under the bullet regarding all typical sections need to address water run-off from road and slopes. The consultant said all typical sections were revised to mimic existing drainage patterns. Typical Section 82+50 left, the existing condition shows a swale but the proposed section shows a level slope and no swale.
- Under the bullet regarding various manholes may need to be relocated or adjusted. The consultant said Item 604.5 is included in the revised opinion of cost Appendix C. Under Appendix C. Item 604.4 is shown not 604.5.
- Under the bullet regarding Station 63+50 to 64+00 Wall needs to be replaced or a slope created. The consultant's response is to move the road centerline to avoid impacting the wall. Is this section of roadway in a full super elevation? Is there a crown that needs shifting? Those questions will need to be addressed in Preliminary Design.
- Under the bullet regarding Station 82+50 – Typical needs to address drainage. The current typical on the left doesn't address drainage. It shows a level slope but the existing ground shows a swale.

All other responses to the review comments were satisfactory. Identification of the cultural, historic and environmental resources was included in this revised engineering study. With the incorporation of the above comments the Department approves the submitted engineering study for this project and concurs that Alternative 3 (bike land shoulders 4' from Hersey Lane to Belmont Way) is the preferred alternative.

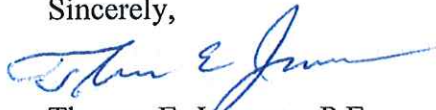


Currently the project has \$37,600 obligated for the engineering study. The next step is to have Underwood prepare a scope & fee for Preliminary Design services and the town of Newmarket prepare an IGE for those services. The project currently has \$52,400 available and \$23,572 advanced for Preliminary Design, Final Design and bid-phase services.

Because of the limited amount of funds and the town of Newmarket's inability to increase their match, the Consultant should do a detailed scope and fee for all the remaining engineering services. This way it will be clear if additional funds above the \$113,572 will be needed for design.

The project currently has \$16,000 for acquisition of land and easements. Please be aware that temporary construction easements are needed for all drive matches and any time a contractor may have to access private property to work on the project. This amount seems low based on the number of properties and type of work needed. After the ROW is established a more detailed estimate of easements should be done.

Sincerely,



Thomas E. Jameson, P.E.

Project Manager

Bureau of Planning and Community Assistance

Tel. (603) 271-3462

Fax (603) 271-8093

Town of Newmarket, New Hampshire  
Expense Report <sup>a,b</sup>  
For the Period Ended July 31, 2016

			Fiscal Year 2017				Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Town Council			19,300.00	2,750.00	2,750.00	16,550.00	14%	19,300.00	3,080.00	3,080.00	16,220.00	16%
Town Administrator			189,139.00	7,473.63	7,473.63	181,665.37	4%	176,994.00	7,248.23	7,248.23	169,745.77	4%
Finance			206,844.00	5,669.67	5,669.67	201,174.33	3%	200,975.00	6,314.78	6,314.78	194,660.22	3%
Human Resource			1,515,143.00	348,086.58	348,086.58	1,167,056.42	23%	1,371,879.00	320,457.82	320,457.82	1,051,421.18	23%
Town Clerk/Tax Collector			176,442.00	8,308.92	8,308.92	168,133.08	5%	162,270.00	7,901.54	7,901.54	154,368.46	5%
GF - Recreation			200,322.00	8,409.45	8,409.45	191,912.55	4%	210,407.00	10,240.94	10,240.94	200,166.06	5%
Code Enforcement			69,755.00	3,041.73	3,041.73	66,713.27	4%	67,253.00	3,728.33	3,728.33	63,524.67	6%
Direct Assistance			41,343.00	1,472.46	1,472.46	39,870.54	4%	48,220.00	1,716.46	1,716.46	46,503.54	4%
Assessing			69,325.00	7,763.25	7,763.25	61,561.75	11%	63,900.00	0.49	0.49	63,899.51	0%
Legal			80,000.00	0.00	0.00	80,000.00	0%	80,000.00	0.00	0.00	80,000.00	0%
Planning			122,676.00	12,992.62	12,992.62	109,683.38	11%	129,153.00	5,618.16	5,618.16	123,534.84	4%
Conservation			2,941.00	67.50	67.50	2,873.50	2%	1,941.00	0.00	0.00	1,941.00	0%
Economic Development			2,500.00	0.00	0.00	2,500.00	0%	1,000.00	0.00	0.00	1,000.00	0%
Debt Services			129,759.00	23,319.75	23,319.75	106,439.25	18%	131,959.00	0.00	0.00	131,959.00	0%
Information Technology			135,558.00	2,884.66	2,884.66	132,673.34	2%	131,752.00	13,500.42	13,500.42	118,251.58	10%
Channel 13			31,586.00	1,224.87	1,224.87	30,361.13	4%	30,387.00	1,121.49	1,121.49	29,265.51	4%
Police			1,322,707.00	59,948.29	59,948.29	1,262,758.71	5%	1,308,012.00	69,566.73	69,566.73	1,238,445.27	5%
Public Works			427,516.00	16,461.24	16,461.24	411,054.76	4%	417,347.00	18,100.51	18,100.51	399,246.49	4%
Roadways & Sidewalks			330,970.00	1,455.32	1,455.32	329,514.68	0%	386,570.00	8,586.00	8,586.00	377,984.00	2%
Street Lights			49,000.00	0.00	0.00	49,000.00	0%	46,250.00	397.05	397.05	45,852.95	1%
Buildings & Grounds			482,233.00	31,154.10	31,154.10	451,078.90	6%	468,202.00	13,982.13	13,982.13	454,219.87	3%
Cemetery			37,253.00	1,908.59	1,908.59	35,344.41	5%	36,963.00	1,912.48	1,912.48	35,050.52	5%
Vehicle			206,500.00	3,324.65	3,324.65	203,175.35	2%	197,700.00	3,507.39	3,507.39	194,192.61	2%
Fire & Rescue			358,762.00	20,817.02	20,817.02	337,944.98	6%	334,185.00	25,576.33	25,576.33	308,608.67	8%
Emergency Management			1,950.00	750.00	750.00	1,200.00	38%	1,950.00	992.00	992.00	958.00	51%
Grants			53,000.00	2,000.00	2,000.00	51,000.00	4%	69,300.00	1,200.00	1,200.00	68,100.00	2%
Social Service Grant			43,029.00	25,626.00	25,626.00	17,403.00	60%	43,429.00	22,903.00	22,903.00	20,526.00	53%
Capital Reserve			575,115.00	0.00	0.00	575,115.00	0%	512,949.00	0.00	0.00	512,949.00	0%
		General Fund	6,880,668.00	596,910.30	596,910.30	6,283,757.70	9%	6,650,247.00	547,652.28	547,652.28	6,102,594.72	8%
Library			314,704.00	27,303.92	27,303.92	287,400.08	9%	314,033.00	24,009.35	24,009.35	290,023.65	8%
Recreation			243,433.00	27,690.41	27,690.41	215,742.59	11%	199,670.00	34,209.06	34,209.06	165,460.94	17%
Solid Waste			447,356.00	13,060.18	13,060.18	434,295.82	3%	443,981.00	1,279.02	1,279.02	442,701.98	0%
Water			932,813.00	28,041.17	28,041.17	904,771.83	3%	947,051.00	29,848.60	29,848.60	917,202.40	3%
Sewer			1,177,968.00	49,716.65	49,716.65	1,128,251.35	4%	1,101,437.00	52,085.17	52,085.17	1,049,351.83	5%
		Total Operating Budget	9,996,942.00	742,722.63	742,722.63	9,254,219.37	7%	9,656,419.00	689,083.48	689,083.48	8,967,335.52	7%



Town of Newmarket, New Hampshire  
Expense Report <sup>a,b</sup>  
For the Period Ended July 31, 2016

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Town Council	01-401-100-0000	TC - ELECTED SALARIES	11,000.00	2,750.00	2,750.00	8,250.00	25%	11,000.00	2,750.00	2,750.00	8,250.00	25%
	01-401-103-0000	TC - PART-TIME	7,800.00	0.00	0.00	7,800.00	0%	7,800.00	330.00	330.00	7,470.00	4%
	01-401-190-0000	TC - TRAINING	250.00	0.00	0.00	250.00	0%	250.00	0.00	0.00	250.00	0%
	01-401-202-0000	TC - GENERAL SUPPLIES	250.00	0.00	0.00	250.00	0%	250.00	0.00	0.00	250.00	0%
			19,300.00	2,750.00	2,750.00	16,550.00	14%	19,300.00	3,080.00	3,080.00	16,220.00	16%
	01-402-101-0000	TA - FULL TIME SALARIES	135,095.00	5,620.32	5,620.32	129,474.68	4%	129,394.00	6,252.81	6,252.81	123,141.19	5%
	01-402-103-0000	TA - PART TIME SALARIES	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	4,000.00	0%
	01-402-190-0000	TA - TRAINING/STAFF DEV	3,500.00	117.01	117.01	3,382.99	3%	3,000.00	0.00	0.00	3,000.00	0%
	01-402-201-0000	TA - POSTAGE	3,000.00	198.38	198.38	2,801.62	7%	3,000.00	198.31	198.31	2,801.69	7%
	01-402-202-0000	TA - GENERAL SUPPLIES	11,500.00	188.50	188.50	11,311.50	2%	11,000.00	263.51	263.51	10,736.49	2%
Town Administrator	01-402-301-0000	TA - COMMUNICATION SERVICES	4,200.00	100.00	100.00	4,100.00	2%	4,100.00	100.00	100.00	4,000.00	2%
	01-402-310-0002	TA - DUES/SUBSCRIPTIONS	10,500.00	932.00	932.00	9,568.00	9%	9,000.00	197.60	197.60	8,802.40	2%
	01-402-310-0003	TA - ADVERTISING	2,500.00	55.42	55.42	2,444.58	2%	2,500.00	0.00	0.00	2,500.00	0%
	01-402-310-0005	TA - BOOKS	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%
	01-402-402-0000	TA - EQUIPMENT MAINTENANCE	8,344.00	236.00	236.00	8,108.00	3%	5,000.00	236.00	236.00	4,764.00	5%
	01-402-501-0000	TA - PRINTING/PUBLISHING	3,500.00	0.00	0.00	3,500.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-402-702-0000	TA - CONTRACTED SERVICE	2,500.00	26.00	26.00	2,474.00	1%	2,500.00	0.00	0.00	2,500.00	0%
			189,139.00	7,473.63	7,473.63	181,665.37	4%	176,994.00	7,248.23	7,248.23	169,745.77	4%
	01-403-100-0000	FINANCE - ELECTED OFFICIALS	900.00	900.00	900.00	0.00	100%	900.00	416.67	416.67	483.33	46%
	01-403-101-0000	FINANCE - FULL TIME SALARIES	167,544.00	3,897.60	3,897.60	163,646.40	2%	163,725.00	4,191.93	4,191.93	159,533.07	3%
Finance	01-403-103-0000	FINANCE - PART TIME SALARIES*	5,000.00	416.67	416.67	4,583.33	8%	5,000.00	0.00	0.00	5,000.00	0%
	01-403-202-0000	FINANCE - GENERAL SUPPLIES	5,000.00	187.90	187.90	4,812.10	4%	5,000.00	273.96	273.96	4,726.04	5%
	01-403-301-0000	FINANCE - COMMUNICATIONS SERVICES	2,400.00	0.00	0.00	2,400.00	0%	2,400.00	130.93	130.93	2,269.07	5%
	01-403-310-0001	FINANCE - BUDGET COMMITTEE EXPENSE	600.00	0.00	0.00	600.00	0%	600.00	0.00	0.00	600.00	0%
	01-403-310-0002	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	0.00	500.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-403-402-0000	FINANCE - EQUIPMENT MAINTENANCE	900.00	267.50	267.50	632.50	30%	600.00	210.29	210.29	389.71	35%
	01-403-703-0000	FINANCE - AUDIT	24,000.00	0.00	0.00	24,000.00	0%	21,450.00	1,091.00	1,091.00	20,359.00	5%
			206,844.00	5,669.67	5,669.67	201,174.33	3%	200,975.00	6,314.78	6,314.78	194,660.22	3%
	01-404-150-0000	EMP BEN - FICA	124,089.00	4,674.20	4,674.20	119,414.80	4%	111,000.00	5,843.24	5,843.24	105,156.76	5%
Human Resource	01-404-151-0000	EMP BEN - MEDICARE	45,134.00	1,866.81	1,866.81	43,267.19	4%	43,407.00	2,209.11	2,209.11	41,197.89	5%
	01-404-152-0000	EMP BEN - PRE-EMPLOYMENT TESTING	2,740.00	10.00	10.00	2,730.00	0%	750.00	30.00	30.00	720.00	4%
	01-404-155-0000	EMP BEN - HEALTH INSURANCE	585,734.00	91,851.63	91,851.63	493,882.37	16%	526,976.00	78,515.34	78,515.34	448,460.66	15%
	01-404-156-0000	EMP BEN - NH RETIREMENT	426,379.00	17,460.63	17,460.63	408,918.37	4%	397,313.00	20,660.47	20,660.47	376,652.53	5%
	01-404-159-0000	EMP BEN - LIFE/DISABILITY BENE	27,660.00	2,075.11	2,075.11	25,584.89	8%	25,575.00	1,942.54	1,942.54	23,632.46	8%
	01-404-160-0000	EMP BEN - WORKERS COMPENSATION	125,389.00	127,302.33	127,302.33	-1,913.33	102%	113,990.00	117,412.12	117,412.12	-3,422.12	103%
	01-404-161-0000	EMP BEN - UNEMPLOYMENT	4,413.00	0.00	0.00	4,413.00	0%	6,523.00	0.00	0.00	6,523.00	0%
	01-404-162-0000	EMP BEN - EMPLOYEE TESTING	600.00	0.00	0.00	600.00	0%	600.00	0.00	0.00	600.00	0%
	01-404-190-0000	HR - TRAINING STAFF DEVELOPMENT	2,500.00	1,666.87	1,666.87	833.13	67%	2,500.00	0.00	0.00	2,500.00	0%
	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%
Town Clerk/Tax Collector	01-404-198-0000	EMP BEN - LONGEVITY	22,275.00	0.00	0.00	22,275.00	0%	18,675.00	0.00	0.00	18,675.00	0%
	01-404-504-0006	EMP BEN - PROPERTY LIABILITY INSURANCE	103,230.00	101,179.00	101,179.00	2,051.00	98%	89,570.00	93,845.00	93,845.00	-4,275.00	105%
			1,515,143.00	348,086.58	348,086.58	1,167,056.42	23%	1,371,879.00	320,457.82	320,457.82	1,051,421.18	23%
	01-405-101-0000	TC/TC - FULL TIME SALARIES	105,904.00	4,073.18	4,073.18	101,830.82	4%	101,548.00	5,003.77	5,003.77	96,544.23	5%
	01-405-103-0000	TC/TC - PART TIME SALARIES	27,919.00	1,257.01	1,257.01	26,661.99	5%	27,410.00	1,462.33	1,462.33	25,947.67	5%
	01-405-103-0070	TC/TC PT - ELECTION OFFICIALS	8,925.00	0.00	0.00	8,925.00	0%	5,106.00	0.00	0.00	5,106.00	0%
	01-405-190-0000	TC/TC - TRAINING STAFF DEVELOPMENT	2,600.00	386.00	386.00	2,214.00	15%	2,600.00	0.00	0.00	2,600.00	0%
	01-405-201-0000	TC/TC - POSTAGE	10,167.00	1,023.77	1,023.77	9,143.23	10%	8,966.00	453.11	453.11	8,512.89	5%
	01-405-202-0000	TC/TC - GENERAL SUPPLIES	3,300.00	323.99	323.99	2,976.01	10%	3,300.00	539.00	539.00	2,761.00	16%
	01-405-301-0000	TC/TC - COMMUNICATION SERVICES	1,600.00	0.00	0.00	1,600.00	0%	1,600.00	0.00	0.00	1,600.00	0%
GF - Recreation	01-405-310-0002	TC/TC - DUES/SUBSCRIPTIONS	489.00	0.00	0.00	489.00	0%	360.00	0.00	0.00	360.00	0%
	01-405-310-0070	TC/TC - ELECTION/REGISTRATION	8,113.00	0.00	0.00	8,113.00	0%	4,380.00	0.00	0.00	4,380.00	0%
	01-405-402-0000	TC/TC - EQUIPMENT MAINTENANCE	1,400.00	267.50	267.50	1,132.50	19%	1,400.00	367.00	367.00	1,033.00	26%
	01-405-702-0000	TC/TC - DEED RESEARCH	2,575.00	27.47	27.47	2,547.53	1%	2,600.00	76.33	76.33	2,523.67	3%
	01-405-702-1000	TC/TC - CODIFICATION	950.00	950.00	950.00	0.00	100%	500.00	0.00	0.00	500.00	0%
	01-405-800-0000	TC/TC - EQUIPMENT PURCHASE	2,500.00	0.00	0.00	2,500.00	0%	2,500.00	0.00	0.00	2,500.00	0%
			176,442.00	8,308.92	8,308.92	168,133.08	5%	162,270.00	7,901.54	7,901.54	154,368.46	5%
	01-406-101-0000	RECREATION-FULL TIME SALARIES	154,229.00	6,524.97	6,524.97	147,704.03	4%	146,666.00	7,578.39	7,578.39	139,087.61	5%
	01-406-103-0000	RECREATION-PART TIME SALARIES	25,486.00	1,775.46	1,775.46	23,710.54	7%	43,434.00	2,078.70	2,078.70	41,355.30	5%
	01-406-190-0000	RECREATION-TRAINING/STAFF DEVELOP.	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
01-406-191-0000	RECREATION-TRAVEL EXPENSE	300.00	0.00	0.00	300.00	0%	300.00	0.00	0.00	300.00	0%	
01-406-192-0000	RECREATION-MEAL ALLOWANCE	300.00	0.00	0.00	300.00	0%	300.00	0.00	0.00	300.00	0%	
01-406-201-0000	RECREATION-POSTAGE	1,500.00	0.00	0.00	1,500.00	0%	1,500.00	0.00	0.00	1,500.00	0%	
01-406-202-0000	RECREATION-GENERAL SUPPLIES	1,650.00	21.29	21.29	1,628.71	1%	1,650.00	0.00	0.00	1,650.00	0%	
01-406-301-0000	RECREATION-COMMUNICATION SERVICE	3,288.00	87.27	87.27	3,200.73	3%	3,288.00	0.00	0.00	3,288.00	0%	
01-406-310-0002	RECREATION-DUES/SUBSCRIPTIONS	1,233.00	0.00	0.00	1,233.00	0%	1,233.00	0.00	0.00	1,233.00	0%	
01-406-402-0000	RECREATION-EQUIP. MAINTENANCE	6,636.00	0.00	0.00	6,636.00	0%	6,636.00	0.00	0.00	6,636.00	0%	
01-406-800-0000	RECREATION-EQUIP. PURCHASE	1,200.00	0.00	0.00	1,200.00	0%	1,200.00	538.85	538.85	661.15	45%	
01-406-904-0000	RECREATION-SUNRISE SUNSET SR CTR	2,500.00	0.46	0.46	2,499.54	0%	2,200.00	45.00	45.00	2,155.00	2%	
		200,322.00	8,409.45	8,409.45	191,912.55	4%	210,407.00	10,240.94	10,240.94	200,166.06	5%	



Town of Newmarket, New Hampshire  
Expense Report <sup>a,b</sup>  
For the Period Ended July 31, 2016

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	01-407-101-0000	CODE - FULL-TIME SALARIES	25,356.00	1,493.04	1,493.04	23,862.96	6%	25,355.00	1,249.47	1,249.47	24,105.53	5%
	01-407-103-0000	CODE - PART TIME SALARIES	38,919.00	1,403.33	1,403.33	37,515.67	4%	37,318.00	2,219.43	2,219.43	35,098.57	6%
	01-407-190-0000	CODE - TRAINING	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-407-201-0000	CODE - POSTAGE	130.00	4.19	4.19	125.81	3%	130.00	1.46	1.46	128.54	1%
	01-407-202-0000	CODE - GENERAL SUPPLIES	2,700.00	91.17	91.17	2,608.83	3%	2,700.00	207.97	207.97	2,492.03	8%
	01-407-301-0000	CODE - TELEPHONE	1,000.00	50.00	50.00	950.00	5%	500.00	50.00	50.00	450.00	10%
	01-407-310-0002	CODE - DUES/SUBSCRIPTIONS	400.00	0.00	0.00	400.00	0%	0.00	0.00	0.00	0.00	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%
	01-407-702-0000	CODE - LAB TESTING	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%
Code Enforcement			69,755.00	3,041.73	3,041.73	66,713.27	4%	67,253.00	3,728.33	3,728.33	63,524.67	6%
	01-408-103-0000	DIR ASSIST - PART-TIME SALARIES	23,943.00	722.46	722.46	23,220.54	3%	22,320.00	966.46	966.46	21,353.54	4%
	01-408-190-0000	DIR ASSIST - TRAINING/STAFF DEVEL	150.00	0.00	0.00	150.00	0%	150.00	0.00	0.00	150.00	0%
	01-408-202-0000	DIR ASSIST - GENERAL SUPPLIES	200.00	0.00	0.00	200.00	0%	200.00	0.00	0.00	200.00	0%
	01-408-310-0002	DIR ASSIST - DUES/SUBSCRIPTIONS	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%
	01-408-315-0038	DIR ASSIST - FOOD	1,000.00	0.00	0.00	1,000.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	01-408-315-0039	DIR ASSIST - RENT	10,000.00	0.00	0.00	10,000.00	0%	15,000.00	0.00	0.00	15,000.00	0%
	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	1,500.00	0%
	01-408-315-0041	DIR ASSIST - HEAT	2,000.00	0.00	0.00	2,000.00	0%	2,500.00	0.00	0.00	2,500.00	0%
	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%
	01-408-315-0043	DIR ASSIST - MISCELLANEOUS	1,500.00	750.00	750.00	750.00	50%	3,000.00	750.00	750.00	2,250.00	25%
Direct Assistance			41,343.00	1,472.46	1,472.46	39,870.54	4%	48,220.00	1,716.46	1,716.46	46,503.54	4%
	01-409-130-0000	ASSESS - CONTRACTED SERVICES	60,475.00	0.00	0.00	60,475.00	0%	55,000.00	0.00	0.00	55,000.00	0%
	01-409-201-0000	ASSESS - POSTAGE	500.00	3.25	3.25	496.75	1%	500.00	0.49	0.49	499.51	0%
	01-409-202-0000	ASSESS - GENERAL SUPPLIES	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%
	01-409-407-0000	ASSESS - SOFTWARE	7,700.00	7,760.00	7,760.00	-60.00	101%	7,550.00	0.00	0.00	7,550.00	0%
Assessing			69,325.00	7,763.25	7,763.25	61,561.75	11%	63,900.00	0.49	0.49	63,899.51	0%
	01-410-602-0000	LEGAL - LEGAL EXPENSES	80,000.00	0.00	0.00	80,000.00	0%	80,000.00	0.00	0.00	80,000.00	0%
Legal			80,000.00	0.00	0.00	80,000.00	0%	80,000.00	0.00	0.00	80,000.00	0%
	01-411-101-0000	PLAN - FULL TIME SALARIES	98,731.00	4,597.80	4,597.80	94,133.20	5%	95,708.00	4,855.08	4,855.08	90,852.92	5%
	01-411-103-0000	PLAN - PART TIME SALARIES	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	225.26	225.26	1,774.74	11%
	01-411-190-0000	PLAN - TRAINING/STAFF DEVELOPMENT	1,500.00	16.20	16.20	1,483.80	1%	1,500.00	0.00	0.00	1,500.00	0%
	01-411-201-0000	PLAN - POSTAGE	2,500.00	171.93	171.93	2,328.07	7%	2,000.00	50.82	50.82	1,949.18	3%
	01-411-202-0000	PLAN - GENERAL SUPPLIES	2,000.00	249.50	249.50	1,750.50	12%	2,000.00	87.00	87.00	1,913.00	4%
	01-411-202-0054	PLAN - MAPPING SUPPLIES	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	4,000.00	0%
	01-411-301-0000	PLAN - COMMUNICATIONS SERVICES	600.00	0.00	0.00	600.00	0%	600.00	0.00	0.00	600.00	0%
	01-411-310-0002	PLAN - DUES/SUBSCRIPTIONS	8,345.00	7,957.19	7,957.19	387.81	95%	8,345.00	400.00	400.00	7,945.00	5%
	01-411-310-0003	PLAN - ADVERTISING	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	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	0.00	10,000.00	0%
Planning			122,676.00	12,992.62	12,992.62	109,683.38	11%	129,153.00	5,618.16	5,618.16	123,534.84	4%
	01-413-103-0000	CON COMM - PT RECORDING SECRETARY	2,000.00	67.50	67.50	1,932.50	3%	1,000.00	0.00	0.00	1,000.00	0%
	01-413-201-0000	CON COMM - POSTAGE	60.00	0.00	0.00	60.00	0%	60.00	0.00	0.00	60.00	0%
	01-413-202-0000	CON COMM - GENERAL SUPPLI	200.00	0.00	0.00	200.00	0%	200.00	0.00	0.00	200.00	0%
	01-413-310-0002	CON COMM - DUES/SUBSCRIPT	390.00	0.00	0.00	390.00	0%	390.00	0.00	0.00	390.00	0%
	01-413-702-0000	CON COMM - CONTRACTED SERVICES	291.00	0.00	0.00	291.00	0%	291.00	0.00	0.00	291.00	0%
Conservation			2,941.00	67.50	67.50	2,873.50	2%	1,941.00	0.00	0.00	1,941.00	0%
	01-414-310-0000	ECON DEV - OPERATING EXPENSE	2,500.00	0.00	0.00	2,500.00	0%	1,000.00	0.00	0.00	1,000.00	0%
Economic Development			2,500.00	0.00	0.00	2,500.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-418-950-0000	DEBT SER - PRINCIPLE	100,000.00	0.00	0.00	100,000.00	0%	100,000.00	0.00	0.00	100,000.00	0%
	01-418-951-0000	DEBT SER - INTEREST	29,759.00	23,319.75	23,319.75	6,439.25	78%	31,959.00	0.00	0.00	31,959.00	0%
Debt Services			129,759.00	23,319.75	23,319.75	106,439.25	18%	131,959.00	0.00	0.00	131,959.00	0%
	01-420-101-0000	MIS - FULL TIME SALARIES	68,183.00	2,884.66	2,884.66	65,298.34	4%	65,377.00	3,350.52	3,350.52	62,026.48	5%
	01-420-190-0000	MIS - TRAINING	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-420-202-0000	MIS - GENERAL SUPPLIES	2,500.00	0.00	0.00	2,500.00	0%	2,500.00	755.45	755.45	1,744.55	30%
	01-420-301-0000	MIS - COMMUNICATION SERVICE	600.00	0.00	0.00	600.00	0%	600.00	0.00	0.00	600.00	0%
	01-420-310-0002	MIS - DUES SUBSCRIPTIONS	275.00	0.00	0.00	275.00	0%	275.00	0.00	0.00	275.00	0%
	01-420-407-0000	MIS - SOFTWARE MAINT	42,500.00	0.00	0.00	42,500.00	0%	40,000.00	9,284.45	9,284.45	30,715.55	23%
	01-420-409-0000	MIS - REPAIRS/MAINT	4,500.00	0.00	0.00	4,500.00	0%	4,500.00	110.00	110.00	4,390.00	2%
	01-420-414-0000	MIS - SOFTWARE LICENSES	4,500.00	0.00	0.00	4,500.00	0%	4,500.00	0.00	0.00	4,500.00	0%
	01-420-702-0000	MIS - VENDOR SUPPORT	1,500.00	0.00	0.00	1,500.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-420-800-0000	MIS - NEW EQUIPMENT	10,000.00	0.00	0.00	10,000.00	0%	12,000.00	0.00	0.00	12,000.00	0%
Information Technology			135,558.00	2,884.66	2,884.66	132,673.34	2%	131,752.00	13,500.42	13,500.42	118,251.58	10%
	01-421-103-0000	CHANNEL 13 PART TIME SALARIES	23,086.00	944.88	944.88	22,141.12	4%	21,887.00	1,121.49	1,121.49	20,765.51	5%
	01-421-202-0000	CHANNEL 13 MISC EQUIPMENTS	6,000.00	29.99	29.99	5,970.01	0%	6,000.00	0.00	0.00	6,000.00	0%
	01-421-310-0000	CHANNEL 13 - OPERATING EXPENSES	2,500.00	250.00	250.00	2,250.00	10%	2,500.00	0.00	0.00	2,500.00	0%
Channel 13			31,586.00	1,224.87	1,224.87	30,361.13	4%	30,387.00	1,121.49	1,121.49	29,265.51	4%



Town of Newmarket, New Hampshire  
Expense Report <sup>a,b</sup>  
For the Period Ended July 31, 2016

Fiscal Year 2017							Fiscal Year 2016						
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	
Police	01-438-101-0000	POLICE - FULL TIME SALARIES	1,037,437.00	43,084.03	43,084.03	994,352.97	4%	1,013,622.00	49,283.73	49,283.73	964,338.27	5%	
	01-438-102-0000	POLICE - OVERTIME	107,010.00	6,411.41	6,411.41	100,598.59	6%	105,140.00	8,278.94	8,278.94	96,861.06	8%	
	01-438-103-0000	POLICE - PART-TIME SALARIES	35,000.00	1,079.81	1,079.81	33,920.19	3%	35,000.00	1,333.28	1,333.28	33,666.72	4%	
	01-438-162-0000	POLICE - MEDICAL	2,500.00	0.00	0.00	2,500.00	0%	2,500.00	0.00	0.00	2,500.00	0%	
	01-438-190-0000	POLICE - TRAINING/STAFF DEVELOPMENT	10,000.00	0.00	0.00	10,000.00	0%	10,000.00	0.00	0.00	10,000.00	0%	
	01-438-191-0000	POLICE - TRAVEL/MILEAGE	600.00	-10.00	-10.00	610.00	-2%	600.00	0.00	0.00	600.00	0%	
	01-438-193-0000	POLICE - UNIFORMS	8,800.00	365.85	365.85	8,434.15	4%	8,800.00	0.00	0.00	8,800.00	0%	
	01-438-194-0000	POLICE - EDUCATIONAL INCENTIVE	5,000.00	4,800.00	4,800.00	200.00	96%	5,000.00	4,100.00	4,100.00	900.00	82%	
	01-438-195-0000	POLICE - CLEANING ALLOWANCE	2,500.00	2,500.00	2,500.00	0.00	100%	2,500.00	2,250.00	2,250.00	250.00	90%	
	01-438-199-0000	POLICE- CRIMINAL INVESTIGATION	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%	
	01-438-200-0000	POLICE - YOUTH/PUBLIC RELATIONS	2,500.00	0.00	0.00	2,500.00	0%	2,500.00	0.00	0.00	2,500.00	0%	
	01-438-201-0000	POLICE - POSTAGE	450.00	17.90	17.90	432.10	4%	450.00	27.61	27.61	422.39	6%	
	01-438-202-0000	POLICE - OFFICE SUPPLIES	5,500.00	0.00	0.00	5,500.00	0%	5,500.00	0.00	0.00	5,500.00	0%	
	01-438-202-0438	POLICE-GENERAL SUPPLIES	400.00	20.50	20.50	379.50	5%	400.00	20.00	20.00	380.00	5%	
	01-438-209-0000	POLICE - GASOLINE	34,000.00	1,536.80	1,536.80	32,463.20	5%	34,000.00	1,794.96	1,794.96	32,205.04	5%	
	01-438-301-0000	POLICE - COMMUNICATION SERVICES	16,500.00	29.99	29.99	16,470.01	0%	16,500.00	767.62	767.62	15,732.38	5%	
	01-438-310-0002	POLICE - DUES/MEMBERSHIPS	4,210.00	0.00	0.00	4,210.00	0%	3,200.00	100.00	100.00	3,100.00	3%	
	01-438-310-0005	POLICE - BOOKS/PUBLICATIONS	2,800.00	0.00	0.00	2,800.00	0%	2,800.00	0.00	0.00	2,800.00	0%	
	01-438-310-0044	POLICE - EQUIPMENT/FIELD SUPPLIES	6,000.00	0.00	0.00	6,000.00	0%	18,000.00	46.09	46.09	17,953.91	0%	
	01-438-310-0045	POLICE - PRISONER EXPENSES	1,200.00	112.00	112.00	1,088.00	9%	1,200.00	7.61	7.61	1,192.39	1%	
	01-438-402-0000	POLICE - EQUIP MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0%	5,000.00	564.89	564.89	4,435.11	11%	
	01-438-410-0000	POLICE - EQUIPMENT LEASE	26,900.00	0.00	0.00	26,900.00	0%	26,900.00	992.00	992.00	25,908.00	4%	
	01-438-501-0000	POLICE - PRINTING/PUBLISHING	2,800.00	0.00	0.00	2,800.00	0%	2,800.00	0.00	0.00	2,800.00	0%	
	01-438-521-0000	POLICE - ANIMAL CONTROL	3,600.00	0.00	0.00	3,600.00	0%	3,600.00	0.00	0.00	3,600.00	0%	
	Police			1,322,707.00	59,948.29	59,948.29	1,262,758.71	5%	1,308,012.00	69,566.73	69,566.73	1,238,445.27	5%
	Public Works	01-441-101-0000	PW ADMIN. - FULL TIME SALARIES	119,085.00	5,262.12	5,262.12	113,822.88	4%	118,136.00	5,938.40	5,938.40	112,197.60	5%
		01-441-102-0000	PW ADMIN. - OVERTIME	50,000.00	405.97	405.97	49,594.03	1%	50,000.00	444.85	444.85	49,555.15	1%
		01-441-106-0000	PW ADMIN. - LABOR SALARIES	231,131.00	9,804.31	9,804.31	221,326.69	4%	220,711.00	9,545.78	9,545.78	211,165.22	4%
		01-441-190-0000	PW ADMIN. - TRAINING/STAFF DEVELOPM	1,000.00	0.00	0.00	1,000.00	0%	500.00	0.00	0.00	500.00	0%
		01-441-193-0000	PW ADMIN. - UNIFORMS	10,000.00	586.81	586.81	9,413.19	6%	14,000.00	707.69	707.69	13,292.31	5%
		01-441-201-0000	PW ADMIN. - POSTAGE	100.00	0.93	0.93	99.07	1%	100.00	2.91	2.91	97.09	3%
		01-441-202-0000	PW ADMIN. - GENERAL SUPPLIES	8,000.00	20.50	20.50	7,979.50	0%	6,500.00	152.00	152.00	6,348.00	2%
01-441-301-0000		PW ADMIN. - COMMUNICATION SERVICE	6,000.00	355.60	355.60	5,644.40	6%	6,000.00	316.88	316.88	5,683.12	5%	
01-441-310-0002		PW ADMIN. - DUES/MEMBERSHIPS	1,000.00	25.00	25.00	975.00	3%	200.00	992.00	992.00	-792.00	496%	
01-441-310-0003		PW ADMIN. - ADVERTISING	1,200.00	0.00	0.00	1,200.00	0%	1,200.00	0.00	0.00	1,200.00	0%	
Public Works			427,516.00	16,461.24	16,461.24	411,054.76	4%	417,347.00	18,100.51	18,100.51	399,246.49	4%	
Roadways & Sidewalks	01-442-202-0000	RDWY/SWK - GENERAL SUPPLIES	16,000.00	505.32	505.32	15,494.68	3%	15,000.00	3,222.37	3,222.37	11,777.63	21%	
	01-442-205-0000	RDWY/SWK - WINTER SALT	80,000.00	0.00	0.00	80,000.00	0%	80,000.00	0.00	0.00	80,000.00	0%	
	01-442-208-0000	RDWY/SWK - WINTER SAND	6,200.00	0.00	0.00	6,200.00	0%	6,200.00	0.00	0.00	6,200.00	0%	
	01-442-213-0000	RDWY/SWK - PAVEMENT MARKING	3,500.00	0.00	0.00	3,500.00	0%	3,000.00	0.00	0.00	3,000.00	0%	
	01-442-250-0000	RDWY/SWK - COLD MIX	3,000.00	0.00	0.00	3,000.00	0%	2,800.00	0.00	0.00	2,800.00	0%	
	01-442-251-0000	RDWY/SWK - HOT TOP	155,000.00	0.00	0.00	155,000.00	0%	125,000.00	0.00	0.00	125,000.00	0%	
	01-442-402-0000	RDWY/SWK - EQUIPMENT LEASE	13,200.00	0.00	0.00	13,200.00	0%	12,500.00	0.00	0.00	12,500.00	0%	
	01-442-514-0000	RDWY/SWK - CONTRACT STREET MAR	6,000.00	0.00	0.00	6,000.00	0%	6,000.00	0.00	0.00	6,000.00	0%	
	01-442-516-0000	RDWY/SWK - CONTRACT WINTER EQU	15,000.00	0.00	0.00	15,000.00	0%	15,000.00	0.00	0.00	15,000.00	0%	
	01-442-527-0000	RDWY/SWK - CURBSIDE WEED CONTR	3,000.00	950.00	950.00	2,050.00	32%	3,000.00	0.00	0.00	3,000.00	0%	
	01-442-528-0000	RDWY/SWK - TREE SERVICE	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	0.00	0.00	3,000.00	0%	
	01-442-531-0000	RDWY/SWK - WEATHER SERVICE	2,070.00	0.00	0.00	2,070.00	0%	2,070.00	0.00	0.00	2,070.00	0%	
	01-442-704-0000	RDWY/SWK - ENGINEERING	25,000.00	0.00	0.00	25,000.00	0%	25,000.00	0.00	0.00	25,000.00	0%	
	01-442-705-0000	RDWY/SWK CONSTRUCTION	0.00	0.00	0.00	0.00	0%	88,000.00	5,363.63	5,363.63	82,636.37	6%	
Roadways & Sidewalks			330,970.00	1,455.32	1,455.32	329,514.68	0%	386,570.00	8,586.00	8,586.00	377,984.00	2%	
Street Lights	01-446-202-0000	STREET LIGHT - FIXTURES	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	397.05	397.05	1,602.95	20%	
	01-446-302-0000	STREET LIGHT - ELECTRICITY	47,000.00	0.00	0.00	47,000.00	0%	44,250.00	0.00	0.00	44,250.00	0%	
Street Lights			49,000.00	0.00	0.00	49,000.00	0%	46,250.00	397.05	397.05	45,852.95	1%	

Town of Newmarket, New Hampshire

Expense Report <sup>a,b</sup>

For the Period Ended July 31, 2016

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	01-448-101-0000	BLD/GRNDS - FULL-TIME SALARIES	63,461.00	2,744.31	2,744.31	60,716.69	4%	61,382.00	3,078.31	3,078.31	58,303.69	5%
	01-448-102-0000	BLD/GRNDS - OVERTIME	3,000.00	170.80	170.80	2,829.20	6%	3,000.00	58.50	58.50	2,941.50	2%
	01-448-103-0000	BLD/GRNDS - PART TIME SALARIES	86,247.00	2,853.92	2,853.92	83,393.08	3%	88,420.00	5,864.13	5,864.13	82,555.87	7%
	01-448-202-0000	BLD/GRNDS - GENERAL SUPPLIES	10,000.00	0.00	0.00	10,000.00	0%	10,000.00	0.00	0.00	10,000.00	0%
	01-448-302-0000	BLD/GRNDS - ELECTRICITY-TOWN HALL	12,000.00	0.00	0.00	12,000.00	0%	10,900.00	0.00	0.00	10,900.00	0%
	01-448-302-0406	BLD/GRNDS - ELECTRICITY - PARKS	1,300.00	0.00	0.00	1,300.00	0%	1,300.00	0.00	0.00	1,300.00	0%
	01-448-302-0438	BLD/GRNDS - ELECTRICITY POLICE	13,500.00	0.00	0.00	13,500.00	0%	11,800.00	0.00	0.00	11,800.00	0%
	01-448-302-0441	BLD/GRNDS - ELECTRICITY YOUNGS LANE	25,000.00	0.00	0.00	25,000.00	0%	24,000.00	0.00	0.00	24,000.00	0%
	01-448-303-0000	BLD/GRNDS - HEAT & OIL - TOWN HALL	23,000.00	0.00	0.00	23,000.00	0%	26,000.00	0.00	0.00	26,000.00	0%
	01-448-303-0438	BLD/GRNDS - HEAT & OIL - POLICE	4,100.00	0.00	0.00	4,100.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-448-303-0441	BLD/GRNDS - HEAT & OIL - YOUNGS LANE	39,000.00	0.00	0.00	39,000.00	0%	39,000.00	0.00	0.00	39,000.00	0%
	01-448-304-0000	BLD/GRNDS - WATER/SEWER TOWN HALL	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	4,000.00	0%
	01-448-304-0438	BLD/GRNDS - WATER/SEWER - POLICE	525.00	0.00	0.00	525.00	0%	800.00	0.00	0.00	800.00	0%
	01-448-304-0441	BLD/GRNDS - WATER/SEWER - YOUNGS LA	1,950.00	0.00	0.00	1,950.00	0%	1,800.00	0.00	0.00	1,800.00	0%
	01-448-401-0110	BLD/GRNDS - YOUNGS LANE MAINT	14,000.00	631.86	631.86	13,368.14	5%	14,000.00	1,017.10	1,017.10	12,982.90	7%
	01-448-401-0120	BLD/GRNDS - TOWN HALL MAINTENANC	13,000.00	129.34	129.34	12,870.66	1%	13,000.00	85.80	85.80	12,914.20	1%
	01-448-401-0125	BLD/GRNDS - ELEVATOR MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0%	2,400.00	0.00	0.00	2,400.00	0%
	01-448-401-0140	BLD/GRNDS - PARKS MAINTENANCE	8,000.00	126.00	126.00	7,874.00	2%	8,000.00	410.47	410.47	7,589.53	5%
	01-448-401-0150	BLD/GRNDS - COMMUNITY CENTER MAI	7,500.00	4.00	4.00	7,496.00	0%	7,500.00	41.55	41.55	7,458.45	1%
	01-448-401-0151	BLD/GRNDS - COMM CTR ELECTRICITY	12,000.00	0.00	0.00	12,000.00	0%	12,000.00	0.00	0.00	12,000.00	0%
	01-448-401-0152	BLD/GRNDS - COMM CENTR HEAT OIL	14,000.00	0.00	0.00	14,000.00	0%	14,000.00	126.52	126.52	13,873.48	1%
	01-448-401-0153	BLD/GRNDS - SENIOR CENTER ELECTRICITY	7,000.00	0.00	0.00	7,000.00	0%	0.00	0.00	0.00	0.00	0%
	01-448-401-0154	BLD/GRNDS - SENIOR CTR HEAT	5,000.00	206.55	206.55	4,793.45	4%	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	850.00	850.00	-750.00	850%
	01-448-401-0170	BLD/GRNDS - HAND TUB MAINTENANCE	300.00	0.00	0.00	300.00	0%	300.00	0.00	0.00	300.00	0%
	01-448-401-0175	BLD/GRNDS - DAM MAINTENANCE	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-448-401-0180	BLD/GRNDS - TOWN CLOCK MAINTENAN	250.00	0.00	0.00	250.00	0%	2,000.00	227.50	227.50	1,772.50	11%
	01-448-401-0438	BLD/GRNDS - POLICE BUILDING MAINTEN	11,500.00	1,536.22	1,536.22	9,963.78	13%	10,000.00	0.00	0.00	10,000.00	0%
	01-448-402-0000	BLD/GRNDS - EQUIPMENT MAINTENANC	2,500.00	222.00	222.00	2,278.00	9%	2,500.00	263.00	263.00	2,237.00	11%
	01-448-405-0000	BLD/GRNDS - GROUNDS MAINTENANCE	32,000.00	2,529.10	2,529.10	29,470.90	8%	32,000.00	1,959.25	1,959.25	30,040.75	6%
	01-448-533-0000	BLD/GRNDS - MOSQUITO CONTROL	60,000.00	20,000.00	20,000.00	40,000.00	33%	55,000.00	0.00	0.00	55,000.00	0%
	01-448-800-0000	BLD/GRNDS - EQUIPMENT PURCHASE	2,500.00	0.00	0.00	2,500.00	0%	7,000.00	0.00	0.00	7,000.00	0%
Buildings & Grounds			482,233.00	31,154.10	31,154.10	451,078.90	6%	468,202.00	13,982.13	13,982.13	454,219.87	3%
	01-449-101-0000	CEM - FULL TIME SALARIES	19,053.00	1,135.84	1,135.84	17,917.16	6%	18,263.00	938.25	938.25	17,324.75	5%
	01-449-103-0000	CEM - PART TIME SALARIES	11,050.00	772.75	772.75	10,277.25	7%	11,050.00	650.48	650.48	10,399.52	6%
	01-449-202-0000	CEM - GENERAL SUPPLIES	500.00	0.00	0.00	500.00	0%	1,000.00	24.75	24.75	975.25	2%
	01-449-302-0000	CEM - ELECTRICITY	250.00	0.00	0.00	250.00	0%	250.00	0.00	0.00	250.00	0%
	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	299.00	299.00	301.00	50%
Cemetery			37,253.00	1,908.59	1,908.59	35,344.41	5%	36,963.00	1,912.48	1,912.48	35,050.52	5%
	01-452-202-0000	VEHICLE - GENERAL SUPPLIES	3,000.00	189.18	189.18	2,810.82	6%	5,000.00	0.00	0.00	5,000.00	0%
	01-452-209-0000	VEHICLE - GASOLINE	16,000.00	312.37	312.37	15,687.63	2%	16,000.00	201.61	201.61	15,798.39	1%
	01-452-210-0000	VEHICLE - DIESEL FUEL	38,000.00	1,355.67	1,355.67	36,644.33	4%	37,000.00	1,025.33	1,025.33	35,974.67	3%
	01-452-214-0000	VEHICLE - OIL	0.00	0.00	0.00	0.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	01-452-402-0000	VEHICLE - EQUIP MAINT	60,000.00	1,029.39	1,029.39	58,970.61	2%	54,000.00	752.08	752.08	53,247.92	1%
	01-452-403-0000	VEHICLE - VEHICLE MAINT PUBLIC WORKS	48,000.00	331.44	331.44	47,668.56	1%	48,000.00	0.00	0.00	48,000.00	0%
	01-452-403-0406	VEHICLE - VEHICLE MAINT REC	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	43.00	43.00	1,957.00	2%
	01-452-403-0438	VEHICLE - VEHICLE MAINT POLICE	15,000.00	106.60	106.60	14,893.40	1%	14,000.00	1,485.37	1,485.37	12,514.63	11%
	01-452-403-0461	VEHICLE - VEHICLE MAINT FIRE	20,000.00	0.00	0.00	20,000.00	0%	16,000.00	0.00	0.00	16,000.00	0%
	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%
	01-452-800-0000	VEHICLE - EQUIP PURCHASE	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	0.00	0.00	3,000.00	0%
Vehicle			206,500.00	3,324.65	3,324.65	203,175.35	2%	197,700.00	3,507.39	3,507.39	194,192.61	2%



Town of Newmarket, New Hampshire  
Expense Report <sup>a,b</sup>  
For the Period Ended July 31, 2016

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Fire & Rescue	01-461-101-0000	FIRE/RES - FULL TIME SALARIES	84,779.00	3,586.77	3,586.77	81,192.23	4%	82,298.00	4,334.40	4,334.40	77,963.60	5%
	01-461-102-0000	FIRE/RES - OVERTIME	14,000.00	419.84	419.84	13,580.16	3%	14,000.00	844.21	844.21	13,155.79	6%
	01-461-103-0000	FIRE/RES - PART TIME SALARIES	134,808.00	8,784.95	8,784.95	126,023.05	7%	119,012.00	9,617.89	9,617.89	109,394.11	8%
	01-461-190-0000	FIRE/RES - TRAINING/STAFF DEVELOPMEN	18,000.00	125.00	125.00	17,875.00	1%	12,500.00	0.00	0.00	12,500.00	0%
	01-461-193-0000	FIRE/RES - UNIFORMS	12,000.00	1,196.24	1,196.24	10,803.76	10%	10,000.00	2,253.05	2,253.05	7,746.95	23%
	01-461-201-0000	FIRE/RES - POSTAGE	75.00	1.86	1.86	73.14	2%	75.00	0.49	0.49	74.51	1%
	01-461-202-0000	FIRE/RES - GENERAL SUPPLIES	6,500.00	45.98	45.98	6,454.02	1%	6,500.00	146.37	146.37	6,353.63	2%
	01-461-202-0046	FIRE/RES - MEDICAL SUPPLIES	13,500.00	1,107.27	1,107.27	12,392.73	8%	12,500.00	1,157.28	1,157.28	11,342.72	9%
	01-461-209-0000	FIRE/RES - GASOLINE	1,200.00	37.60	37.60	1,162.40	3%	1,200.00	95.26	95.26	1,104.74	8%
	01-461-210-0000	FIRE/RES - DIESEL FUEL	8,700.00	514.08	514.08	8,185.92	6%	8,700.00	839.23	839.23	7,860.77	10%
	01-461-220-0000	FIRE/RES - AMBULANCE EXPENSES	10,000.00	0.00	0.00	10,000.00	0%	16,000.00	423.42	423.42	15,576.58	3%
	01-461-301-0000	FIRE/RES - COMMUNICATION SERVICES	6,500.00	96.24	96.24	6,403.76	1%	6,000.00	159.85	159.85	5,840.15	3%
	01-461-310-0002	FIRE/RES - DUES/SUBSCRIPTIONS	4,200.00	1,625.00	1,625.00	2,575.00	39%	4,200.00	3,172.00	3,172.00	1,028.00	76%
	01-461-310-0055	FIRE/RES - FIRE PREVENTION	900.00	0.00	0.00	900.00	0%	900.00	0.00	0.00	900.00	0%
	01-461-402-0000	FIRE/RES - EQUIP MAINT	15,000.00	1,330.19	1,330.19	13,669.81	9%	12,500.00	434.74	434.74	12,065.26	3%
	01-461-518-0000	FIRE/RES - HAZMAT	2,400.00	1,946.00	1,946.00	454.00	81%	2,200.00	2,098.14	2,098.14	101.86	95%
	01-461-530-0000	FIRE/RES - MUTUAL AID CONTRACT	1,200.00	0.00	0.00	1,200.00	0%	600.00	0.00	0.00	600.00	0%
	01-461-800-0000	FIRE/RES - EQUIP PURCHASE	25,000.00	0.00	0.00	25,000.00	0%	25,000.00	0.00	0.00	25,000.00	0%
Fire & Rescue			358,762.00	20,817.02	20,817.02	337,944.98	6%	334,185.00	25,576.33	25,576.33	308,608.67	8%
Emergency Management	01-463-103-0000	EM - PART TIME SALARIE	750.00	750.00	750.00	0.00	100%	750.00	0.00	0.00	750.00	0%
	01-463-190-0000	EM - TRAINING/STAFF DE	750.00	0.00	0.00	750.00	0%	750.00	0.00	0.00	750.00	0%
	01-463-202-0000	EM - GENERAL SUPPLIES	450.00	0.00	0.00	450.00	0%	450.00	992.00	992.00	-542.00	220%
Emergency Management			1,950.00	750.00	750.00	1,200.00	38%	1,950.00	992.00	992.00	958.00	51%
Grants	01-480-812-0000	GRANTS - MEM DAY PARADE	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-480-813-0000	GRANTS - FESTIVAL SUPPORT	0.00	0.00	0.00	0.00	0%	15,500.00	0.00	0.00	15,500.00	0%
	01-480-814-0000	GRANTS - NWMKT ATHLETIC ASSOC	21,500.00	0.00	0.00	21,500.00	0%	21,500.00	0.00	0.00	21,500.00	0%
	01-480-815-0000	GRANTS - NWMKT SENIOR CITIZENS	2,000.00	2,000.00	2,000.00	0.00	100%	1,200.00	1,200.00	1,200.00	0.00	100%
	01-480-816-0000	GRANTS - NWMKT HISTORICAL SOCIETY	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-480-817-0000	GRANTS - C.O.A.S.T.	23,000.00	0.00	0.00	23,000.00	0%	23,000.00	0.00	0.00	23,000.00	0%
	01-480-818-0000	GRANTS - VETERANS MEMORIAL	500.00	0.00	0.00	500.00	0%	2,100.00	0.00	0.00	2,100.00	0%
	01-480-819-0000	GRANTS - NWMKT HANDTUB ASSOC.	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
Grants			53,000.00	2,000.00	2,000.00	51,000.00	4%	69,300.00	1,200.00	1,200.00	68,100.00	2%
Social Service Grant	01-481-910-0000	SS GRANTS - RICHIE MCFARLAND	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	2,000.00	2,000.00	0.00	100%
	01-481-913-0000	SS GRANTS - LAMPREY HEALTH CENTER	10,403.00	10,403.00	10,403.00	0.00	100%	10,403.00	10,403.00	10,403.00	0.00	100%
	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	0.00	4,000.00	0%
	01-481-916-0000	SS GRANTS - R.C.C.A.P.	9,000.00	9,000.00	9,000.00	0.00	100%	9,000.00	9,000.00	9,000.00	0.00	100%
	01-481-917-0000	SS GRANTS - R.S.V.P.	600.00	600.00	600.00	0.00	100%	0.00	0.00	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	0.00	0.00	1,200.00	0%
	01-481-919-0000	SS GRANTS - BIG BROTHER/BIG SISTER	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-481-920-0000	SS GRANTS - SEACOAST MENTAL HEALTH	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-481-923-0000	SS GRANTS - LINKED TOGETHER	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	4,000.00	0%
	01-481-924-0000	SS GRANTS - ROCKINGHAM COUNTY NUTR	5,326.00	5,623.00	5,623.00	-297.00	106%	5,326.00	0.00	0.00	5,326.00	0%
	01-481-925-0000	SS GRANTS - AIDS RESPONSE	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%
	01-481-926-0000	SS GRANTS - AMERICAN RED CROSS	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-481-927-0000	SS GRANTS - READY RIDES	1,500.00	0.00	0.00	1,500.00	0%	1,500.00	1,500.00	1,500.00	0.00	100%
	01-481-929-0000	OTHER GRANTS - CHILD ADVOCACY CENTE	500.00	0.00	0.00	500.00	0%	1,500.00	0.00	0.00	1,500.00	0%
Social Service Grant			43,029.00	25,626.00	25,626.00	17,403.00	60%	43,429.00	22,903.00	22,903.00	20,526.00	53%
Capital Reserve	01-490-900-0011	CAP RES - REVALUATION	10,000.00	0.00	0.00	10,000.00	0%	10,000.00	0.00	0.00	10,000.00	0%
	01-490-900-0012	CAP RES - FIRE DEPARTMENT	50,000.00	0.00	0.00	50,000.00	0%	50,000.00	0.00	0.00	50,000.00	0%
	01-490-900-0013	CAP RES - ROADWAY IMPROVEMENTS	125,000.00	0.00	0.00	125,000.00	0%	125,000.00	0.00	0.00	125,000.00	0%
	01-490-900-0016	CAP RES - PUBLIC WORKS	80,000.00	0.00	0.00	80,000.00	0%	130,000.00	0.00	0.00	130,000.00	0%
	01-490-900-0017	CAP RES - POLICE VEHICLES	48,000.00	0.00	0.00	48,000.00	0%	46,500.00	0.00	0.00	46,500.00	0%
	01-490-900-0019	CAP RES - BUILDING IMPROVEMENT	50,000.00	0.00	0.00	50,000.00	0%	0.00	0.00	0.00	0.00	0%
	01-490-900-0021	CAP RES - RECREATION FACILITIES	18,666.00	0.00	0.00	18,666.00	0%	0.00	0.00	0.00	0.00	0%
	01-490-900-0028	CAP RES - MASTER PLAN	10,000.00	0.00	0.00	10,000.00	0%	10,000.00	0.00	0.00	10,000.00	0%
	01-490-900-0036	CAP RES - VETERANS MEMORIAL	2,000.00	0.00	0.00	2,000.00	0%	0.00	0.00	0.00	0.00	0%
	01-490-900-0074	CAPITAL RESERVE POLICE DISPATCH EQUIP	29,449.00	0.00	0.00	29,449.00	0%	29,449.00	0.00	0.00	29,449.00	0%
	01-490-900-0079	CAP RES - MACALLEN DAM	75,000.00	0.00	0.00	75,000.00	0%	50,000.00	0.00	0.00	50,000.00	0%
	01-490-900-0085	CAP RES - STORM WATER MANAGEMENT	75,000.00	0.00	0.00	75,000.00	0%	50,000.00	0.00	0.00	50,000.00	0%
	01-490-900-0086	CAP RES - 300TH ANNIV.CELEBRATION EXP	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-490-900-0087	CAP RES - COMPENSATED ABSENCE EXP.TF	0.00	0.00	0.00	0.00	0%	10,000.00	0.00	0.00	10,000.00	0%
Capital Reserve			575,115.00	0.00	0.00	575,115.00	0%	512,949.00	0.00	0.00	512,949.00	0%
General Fund			6,880,668.00	596,910.30	596,910.30	6,283,757.70	9%	6,650,247.00	547,652.28	547,652.28	6,102,594.72	8%

Town of Newmarket, New Hampshire  
Expense Report <sup>a,b</sup>  
For the Period Ended July 31, 2016

Fiscal Year 2017								Fiscal Year 2016				
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Library	02-480-101-0000	LIBRARY - SALARIES	54,100.00	2,157.68	2,157.68	51,942.32	4%	54,100.00	2,549.99	2,549.99	51,550.01	5%
	02-480-103-0000	LIBRARY - PART TIME SALARIES	108,013.00	4,034.46	4,034.46	103,978.54	4%	114,235.00	4,373.96	4,373.96	109,861.04	4%
	02-480-150-0000	LIBRARY - FICA	9,571.00	407.54	407.54	9,163.46	4%	10,712.00	452.92	452.92	10,259.08	4%
	02-480-151-0000	LIBRARY - MEDICARE	2,238.00	95.31	95.31	2,142.69	4%	2,506.00	105.92	105.92	2,400.08	4%
	02-480-155-0000	LIBRARY - HEALTH INSURANCE	15,000.00	567.24	567.24	14,432.76	4%	15,000.00	567.24	567.24	14,432.76	4%
	02-480-156-0000	LIBRARY - RETIREMENT	6,043.00	230.41	230.41	5,812.59	4%	6,032.00	290.32	290.32	5,741.68	5%
	02-480-159-0000	LIBRARY - LIFE & DISABILITY	750.00	74.04	74.04	675.96	10%	633.00	133.33	133.33	499.67	21%
	02-480-160-0000	LIBRARY-WORKERS COMPENSATION	1,500.00	1,500.00	1,500.00	0.00	100%	2,352.00	2,352.00	2,352.00	0.00	100%
	02-480-161-0000	LIBRARY - UNEMPLOYMENT	2,495.00	0.00	0.00	2,495.00	0%	2,816.00	0.00	0.00	2,816.00	0%
	02-480-190-0000	LIBRARY - TRAINING/STAFF DEVELOPMENT	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	02-480-202-0000	LIBRARY - GENERAL SUPPLIES	5,000.00	144.73	144.73	4,855.27	3%	5,000.00	165.40	165.40	4,834.60	3%
	02-480-301-0000	LIBRARY - TELEPHONE	1,800.00	107.25	107.25	1,692.75	6%	1,800.00	0.00	0.00	1,800.00	0%
	02-480-302-0000	LIBRARY - ELECTRICITY	12,000.00	918.92	918.92	11,081.08	8%	10,000.00	0.00	0.00	10,000.00	0%
	02-480-303-0000	LIBRARY - HEAT & OIL	12,000.00	0.00	0.00	12,000.00	0%	13,800.00	0.00	0.00	13,800.00	0%
	02-480-304-0000	LIBRARY - WATER	700.00	0.00	0.00	700.00	0%	700.00	111.76	111.76	588.24	16%
	02-480-310-0005	LIBRARY - BOOKS/SUBSCRIPTIONS	39,394.00	4,024.34	4,024.34	35,369.66	10%	38,247.00	2,571.63	2,571.63	35,675.37	7%
	02-480-330-0000	LIBRARY - ELECTRONIC INFO - OTHER	9,500.00	7,377.00	7,377.00	2,123.00	78%	9,500.00	0.00	0.00	9,500.00	0%
	02-480-350-0000	LIBRARY - PROGRAMS	2,000.00	150.00	150.00	1,850.00	8%	2,000.00	1,243.88	1,243.88	756.12	62%
	02-480-401-0000	LIBRARY - BUILDING MAINTENANCE	23,000.00	450.00	450.00	22,550.00	2%	15,000.00	4,091.00	4,091.00	10,909.00	27%
	02-480-402-0000	LIBRARY - EQUIPMENT MAINTENANCE/LEASE	600.00	0.00	0.00	600.00	0%	600.00	0.00	0.00	600.00	0%
02-480-504-0000	LIBRARY-PROPERTY LIABILITY INS	5,000.00	5,000.00	5,000.00	0.00	100%	5,000.00	5,000.00	5,000.00	0.00	100%	
02-480-800-0000	LIBRARY - EQUIPMENT PURCHASE	2,000.00	65.00	65.00	1,935.00	3%	2,000.00	0.00	0.00	2,000.00	0%	
Library			314,704.00	27,303.92	27,303.92	287,400.08	9%	314,033.00	24,009.35	24,009.35	290,023.65	8%
Recreation	05-406-103-0000	RECREATION - PART TIME SALARIES	124,440.00	20,040.09	20,040.09	104,399.91	16%	100,440.00	26,844.94	26,844.94	73,595.06	27%
	05-406-111-0000	RECREATION - WORK STUDY	2,000.00	0.00	0.00	2,000.00	0%	0.00	0.00	0.00	0.00	0%
	05-406-150-0000	RECREATION - FICA	7,715.00	1,242.52	1,242.52	6,472.48	16%	6,227.00	1,342.29	1,342.29	4,884.71	22%
	05-406-151-0000	RECREATION - MEDIA	1,804.00	290.65	290.65	1,513.35	16%	1,456.00	313.90	313.90	1,142.10	22%
	05-406-190-0000	RECREATION - TRAINING/STAFF DEVELOPMENT	2,000.00	140.00	140.00	1,860.00	7%	1,400.00	0.00	0.00	1,400.00	0%
	05-406-192-0000	RECREATION - MEAL ALLOWANCE	350.00	0.00	0.00	350.00	0%	350.00	0.00	0.00	350.00	0%
	05-406-201-0000	RECREATION - POSTAGE	1,000.00	2.97	2.97	997.03	0%	400.00	0.00	0.00	400.00	0%
	05-406-202-0000	RECREATION - GENERAL SUPPLIES	1,650.00	0.00	0.00	1,650.00	0%	1,650.00	12.74	12.74	1,637.26	1%
	05-406-202-0034	RECREATION - ATHLETIC SUPPLIES	8,830.00	0.00	0.00	8,830.00	0%	7,830.00	0.00	0.00	7,830.00	0%
	05-406-202-0036	RECREATION - CLASS SUPPLIES	2,954.00	5.00	5.00	2,949.00	0%	2,154.00	6.99	6.99	2,147.01	0%
	05-406-302-0001	RECREATION - FIELD LIGHTS	5,000.00	0.00	0.00	5,000.00	0%	5,000.00	0.00	0.00	5,000.00	0%
	05-406-310-0002	RECREATION - DUES/SUBSCRIPTIONS	150.00	9.99	9.99	140.01	7%	150.00	0.00	0.00	150.00	0%
	05-406-310-0003	RECREATION - ADVERTISING	800.00	0.00	0.00	800.00	0%	800.00	0.00	0.00	800.00	0%
	05-406-402-0000	RECREATION - EQUIPMENT MAINTENANCE	2,000.00	279.88	279.88	1,720.12	14%	1,000.00	0.00	0.00	1,000.00	0%
	05-406-460-0000	RECREATION - BANK FEES	0.00	590.61	590.61	-590.61	0%	0.00	0.00	0.00	0.00	0%
	05-406-501-0000	RECREATION - PRINTING & PUBLISHING	8,163.00	0.00	0.00	8,163.00	0%	8,163.00	0.00	0.00	8,163.00	0%
	05-406-508-0000	RECREATION - BUS TRIPS	36,000.00	2,306.59	2,306.59	33,693.41	6%	36,000.00	2,238.73	2,238.73	33,761.27	6%
	05-406-702-0000	RECREATION - CONTRACTUAL SERVICES	5,000.00	0.00	0.00	5,000.00	0%	0.00	0.00	0.00	0.00	0%
	05-406-800-0000	RECREATION - EQUIPMENT PURCHASE	3,000.00	0.00	0.00	3,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	05-406-902-0000	RECREATION - SUMMER CAMP	9,000.00	432.11	432.11	8,567.89	5%	9,000.00	777.06	777.06	8,222.94	9%
	05-406-902-0037	RECREATION - TEEN CAMP	2,500.00	0.00	0.00	2,500.00	0%	2,500.00	290.91	290.91	2,209.09	12%
	05-406-904-0000	RECREATION - SUNRISE SUNSET SR CTR	3,927.00	0.00	0.00	3,927.00	0%	3,000.00	31.50	31.50	2,968.50	1%
	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	2,350.00	2,350.00	7,800.00	23%	10,150.00	2,350.00	2,350.00	7,800.00	23%
	Recreation			243,433.00	27,690.41	27,690.41	215,742.59	11%	199,670.00	34,209.06	34,209.06	165,460.94
Solid Waste	07-450-103-0000	SW - PART TIME	11,156.00	656.58	656.58	10,499.42	6%	10,881.00	519.00	519.00	10,362.00	5%
	07-450-202-0000	SW - GENERAL SUPPLIES	15,000.00	12,353.60	12,353.60	2,646.40	82%	20,000.00	0.00	0.00	20,000.00	0%
	07-450-310-0002	SW - DUES/SUBSCRIPTIONS	800.00	0.00	0.00	800.00	0%	800.00	0.00	0.00	800.00	0%
	07-450-402-0000	SW - EQUIPMENT LEASE	1,200.00	50.00	50.00	1,150.00	4%	1,200.00	47.00	47.00	1,153.00	4%
	07-450-403-0000	SW - VEHICLE MAINTENANCE	6,500.00	0.00	0.00	6,500.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	07-450-501-0000	SW - PRINTING & PUBLICATION	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%
	07-450-532-0000	SW - FREON REMOVAL	2,300.00	0.00	0.00	2,300.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	07-450-536-0000	SW - HOUSEHOLD HAZARDOUS	10,000.00	0.00	0.00	10,000.00	0%	0.00	0.00	0.00	0.00	0%
	07-450-537-0000	SW - SPRING CLEAN-UP	0.00	0.00	0.00	0.00	0%	35,000.00	0.00	0.00	35,000.00	0%
	07-450-702-0047	SW - LAMPREY REG. CO-OP	2,100.00	0.00	0.00	2,100.00	0%	2,100.00	0.00	0.00	2,100.00	0%
	07-450-702-0048	SW - MSW CONTRACT	163,000.00	0.00	0.00	163,000.00	0%	142,000.00	112.76	112.76	141,887.24	0%
	07-450-702-0049	SW - RECYCLING CONTRACT	152,000.00	0.00	0.00	152,000.00	0%	152,000.00	600.26	600.26	151,399.74	0%
	07-450-702-0050	SW - CONSTRUCTION DEBRIS	47,000.00	0.00	0.00	47,000.00	0%	47,000.00	0.00	0.00	47,000.00	0%
	07-450-702-0051	SW - POST CLOSURE LANDFILL TEST	30,000.00	0.00	0.00	30,000.00	0%	30,000.00	0.00	0.00	30,000.00	0%
	07-450-800-0000	SW - EQUIPMENT PURCHASE	5,800.00	0.00	0.00	5,800.00	0%	0.00	0.00	0.00	0.00	0%
Solid Waste			447,356.00	13,060.18	13,060.18	434,295.82	3%	443,981.00	1,279.02	1,279.02	442,701.98	0%



Town of Newmarket, New Hampshire  
Expense Report <sup>a b</sup>  
For the Period Ended July 31, 2016

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Water	20-451-101-0000	WATER - FULL TIME SALARIES	131,004.00	5,935.49	5,935.49	125,068.51	5%	121,009.00	5,740.84	5,740.84	115,268.16	5%
	20-451-102-0000	WATER - OVERTIME	10,000.00	529.83	529.83	9,470.17	5%	8,500.00	360.84	360.84	8,139.16	4%
	20-451-103-0000	WATER - PART TIME SALARIES	8,487.00	439.30	439.30	8,047.70	5%	0.00	418.08	418.08	-418.08	0%
	20-451-150-0000	WATER - FICA	8,150.00	369.71	369.71	7,780.29	5%	8,150.00	365.22	365.22	7,784.78	4%
	20-451-151-0000	WATER - MEDICARE	1,906.00	80.01	80.01	1,825.99	4%	1,906.00	83.04	83.04	1,822.96	4%
	20-451-155-0000	WATER - HEALTH INSURANCE	47,153.00	6,833.28	6,833.28	40,319.72	14%	31,783.00	4,468.20	4,468.20	27,314.80	14%
	20-451-156-0000	WATER - RETIREMENT	14,157.00	686.82	686.82	13,470.18	5%	14,157.00	682.94	682.94	13,474.06	5%
	20-451-159-0000	WATER - LIFE/DISABILITY INSURANCE	1,542.00	101.13	101.13	1,440.87	7%	1,542.00	87.89	87.89	1,454.11	6%
	20-451-160-0000	WATER - WORKERS COMPENSATION	4,939.00	4,939.00	4,939.00	0.00	100%	4,939.00	4,939.00	4,939.00	0.00	100%
	20-451-161-0000	WATER - UNEMPLOYMENT	2,201.00	0.00	0.00	2,201.00	0%	2,201.00	0.00	0.00	2,201.00	0%
	20-451-190-0000	WATER - TRAINING/STAFF DEVELOPMENT	2,000.00	0.00	0.00	2,000.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	20-451-193-0000	WATER - UNIFORMS	2,500.00	139.99	139.99	2,360.01	6%	2,700.00	61.58	61.58	2,638.42	2%
	20-451-198-0000	WATER - LONGEVITY	1,013.00	0.00	0.00	1,013.00	0%	1,013.00	0.00	0.00	1,013.00	0%
	20-451-201-0000	WATER - POSTAGE	6,500.00	2.74	2.74	6,497.26	0%	6,000.00	1,104.34	1,104.34	4,895.66	18%
	20-451-202-0000	WATER - GENERAL SUPPLIES	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	448.59	448.59	2,551.41	15%
	20-451-202-0002	WATER - DUES/SUBSCRIPTIONS	1,050.00	0.00	0.00	1,050.00	0%	1,050.00	0.00	0.00	1,050.00	0%
	20-451-202-0003	WATER - ADVERTISING	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	215.44	215.44	3,484.56	6%	5,200.00	270.54	270.54	4,929.46	5%
	20-451-211-0000	WATER - LP GAS	20,000.00	0.00	0.00	20,000.00	0%	20,000.00	0.00	0.00	20,000.00	0%
	20-451-217-0000	WATER - CHEMICALS	18,000.00	0.00	0.00	18,000.00	0%	22,000.00	1,822.18	1,822.18	20,177.82	8%
	20-451-301-0000	WATER - COMMUNICATION SERVICES	3,800.00	103.07	103.07	3,696.93	3%	3,800.00	102.28	102.28	3,697.72	3%
	20-451-302-0000	WATER - ELECTRICITY	53,000.00	0.00	0.00	53,000.00	0%	47,000.00	0.00	0.00	47,000.00	0%
	20-451-401-0000	WATER - BUILDING MAINTENANCE	7,000.00	143.70	143.70	6,856.30	2%	7,000.00	138.04	138.04	6,861.96	2%
	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	150.71	150.71	4,849.29	3%	5,000.00	0.00	0.00	5,000.00	0%
	20-451-406-0000	WATER - SYSTEM MAINTENANCE	50,000.00	1,834.45	1,834.45	48,165.55	4%	45,000.00	420.00	420.00	44,580.00	1%
	20-451-504-0000	WATER - PROPERTY-LIABILITY INSURANCE	5,179.00	5,179.00	5,179.00	0.00	100%	4,280.00	4,280.00	4,280.00	0.00	100%
	20-451-702-0000	WATER - CONTRACTED SERVICES	10,000.00	357.50	357.50	9,642.50	4%	15,000.00	571.00	571.00	14,429.00	4%
	20-451-703-0000	WATER - AUDIT	3,484.00	0.00	0.00	3,484.00	0%	3,484.00	3,484.00	3,484.00	0.00	100%
	20-451-704-0000	WATER - ENGINEERING	25,000.00	0.00	0.00	25,000.00	0%	22,500.00	0.00	0.00	22,500.00	0%
	20-451-900-0000	WATER - TRANSFER TO CAPITAL RESERVE	364,000.00	0.00	0.00	364,000.00	0%	364,000.00	0.00	0.00	364,000.00	0%
	20-451-950-0000	WATER - BONDS & NOTES PRINCIPLE	52,750.00	0.00	0.00	52,750.00	0%	107,449.00	0.00	0.00	107,449.00	0%
	20-451-951-0000	WATER - BONDS & NOTES INTEREST	39,798.00	0.00	0.00	39,798.00	0%	40,288.00	0.00	0.00	40,288.00	0%
	20-451-954-0000	WATER - LAND ACQUISITION	20,000.00	0.00	0.00	20,000.00	0%	20,000.00	0.00	0.00	20,000.00	0%
Water			932,813.00	28,041.17	28,041.17	904,771.83	3%	947,051.00	29,848.60	29,848.60	917,202.40	3%
Sewer	30-471-101-0000	WW - FULL TIME SALARIES	230,469.00	11,596.01	11,596.01	218,872.99	5%	209,313.00	8,599.08	8,599.08	200,713.92	4%
	30-471-102-0000	WASTEWATER - OVERTIME	19,000.00	646.53	646.53	18,353.47	3%	17,000.00	651.08	651.08	16,348.92	4%
	30-471-103-0000	WASTEWATER PART TIME SALARIES	8,487.00	439.30	439.30	8,047.70	5%	0.00	418.08	418.08	-418.08	0%
	30-471-150-0000	WASTEWATER - FICA	14,204.00	825.19	825.19	13,378.81	6%	14,204.00	512.72	512.72	13,691.28	4%
	30-471-151-0000	WASTEWATER - MEDICARE	3,322.00	192.99	192.99	3,129.01	6%	3,322.00	119.90	119.90	3,202.10	4%
	30-471-155-0000	WASTEWATER - HEALTH INSURANCE	71,120.00	10,498.67	10,498.67	60,621.33	15%	87,510.00	10,412.66	10,412.66	77,097.34	12%
	30-471-156-0000	WASTEWATER - RETIREMENT	24,674.00	1,580.54	1,580.54	23,093.46	6%	24,674.00	1,019.02	1,019.02	23,654.98	4%
	30-471-159-0000	WASTEWATER - LIFE/DISABILITY INSURANCE	2,195.00	131.64	131.64	2,063.36	6%	2,195.00	148.13	148.13	2,046.87	7%
	30-471-160-0000	WASTEWATER - WORKERS COMPENSATION	5,899.00	5,899.00	5,899.00	0.00	100%	5,899.00	5,899.00	5,899.00	0.00	100%
	30-471-161-0000	WASTEWATER - UNEMPLOYMENT INSURANCE	3,157.00	0.00	0.00	3,157.00	0%	3,157.00	0.00	0.00	3,157.00	0%
	30-471-162-0000	WASTEWATER - EMPLOYEE TESTING	750.00	0.00	0.00	750.00	0%	750.00	0.00	0.00	750.00	0%
	30-471-190-0000	WASTEWATER - TRAINING/STAFF DEVELOPMENT	5,000.00	0.00	0.00	5,000.00	0%	3,500.00	0.00	0.00	3,500.00	0%
	30-471-193-0000	WASTEWATER - UNIFORMS	3,700.00	0.00	0.00	3,700.00	0%	3,600.00	126.34	126.34	3,473.66	4%
	30-471-198-0000	SEWER - LONGEVITY	1,913.00	0.00	0.00	1,913.00	0%	1,913.00	0.00	0.00	1,913.00	0%
	30-471-201-0000	WASTEWATER - POSTAGE	6,500.00	14.25	14.25	6,485.75	0%	6,000.00	1,104.34	1,104.34	4,895.66	18%
	30-471-202-0000	WASTEWATER - GENERAL SUPPLIES	3,000.00	20.50	20.50	2,979.50	1%	3,000.00	468.59	468.59	2,531.41	16%
	30-471-202-0002	WASTEWATER - DUES/SUBSCRIPTIONS	800.00	0.00	0.00	800.00	0%	800.00	75.00	75.00	725.00	9%
	30-471-202-0003	WASTEWATER - ADVERTISING	2,000.00	0.00	0.00	2,000.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	30-471-209-0000	WASTEWATER - GASOLINE	5,000.00	89.52	89.52	4,910.48	2%	5,000.00	239.22	239.22	4,760.78	5%
	30-471-215-0000	WASTEWATER - LAB SUPPLIES	30,000.00	146.15	146.15	29,853.85	0%	20,000.00	648.30	648.30	19,351.70	3%
	30-471-217-0000	WASTEWATER - CHEMICALS	53,000.00	1,508.00	1,508.00	51,492.00	3%	40,000.00	0.00	0.00	40,000.00	0%
	30-471-301-0000	WASTEWATER - COMMUNICATION SERVICES	6,800.00	78.25	78.25	6,721.75	1%	6,800.00	77.83	77.83	6,722.17	1%
	30-471-302-0000	WASTEWATER - ELECTRICITY	144,000.00	0.00	0.00	144,000.00	0%	84,000.00	0.00	0.00	84,000.00	0%
	30-471-303-0000	WASTEWATER - HEAT & OIL	35,000.00	0.00	0.00	35,000.00	0%	30,000.00	0.00	0.00	30,000.00	0%
	30-471-401-0000	WASTEWATER - BUILDING MAINTENANCE	25,000.00	350.74	350.74	24,649.26	1%	23,000.00	139.73	139.73	22,860.27	1%
	30-471-403-0000	WASTEWATER - VEHICLE MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0%	5,000.00	0.00	0.00	5,000.00	0%
	30-471-406-0000	WASTEWATER - SYSTEM MAINTENANCE	50,000.00	0.00	0.00	50,000.00	0%	50,000.00	177.00	177.00	49,823.00	0%
	30-471-504-0000	WASTEWATER - PROPERTY-LIABILITY INSURANCE	10,575.00	10,575.00	10,575.00	0.00	100%	8,740.00	8,740.00	8,740.00	0.00	100%
	30-471-538-0000	WASTEWATER - SLUDGE DISPOSAL	55,000.00	0.00	0.00	55,000.00	0%	30,000.00	8,276.15	8,276.15	21,723.85	28%
	30-471-702-0000	WASTEWATER - CONTRACT SERVICES	13,000.00	412.50	412.50	12,587.50	3%	17,500.00	808.00	808.00	16,692.00	5%
	30-471-703-0000	WASTEWATER - AUDIT	3,425.00	0.00	0.00	3,425.00	0%	3,425.00	3,425.00	3,425.00	0.00	100%
	30-471-704-0000	WASTEWATER - ENGINEERING	30,000.00	4,711.87	4,711.87	25,288.13	16%	30,000.00	0.00	0.00	30,000.00	0%
	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	0.00	174,200.00	0%	164,200.00	0.00	0.00	164,200.00	0%
30-471-950-0000	WW - BONDS & NOTES PRINCIPLE	102,540.00	0.00	0.00	102,540.00	0%	102,540.00	0.00	0.00	102,540.00	0%	
30-471-951-0000	WW - BONDS & NOTES INTEREST	29,238.00	0.00	0.00	29,238.00	0%	32,895.00	0.00	0.00	32,895.00	0%	
Sewer			1,177,968.00	49,716.65	49,716.65	1,128,251.35	4%	1,101,437.00	52,085.17	52,085.17	1,049,351.83	5%
Total Operating Budget			9,996,942.00	742,722.63	742,722.63	9,254,219.37	7%	9,656,419.00	689,083.48	689,083.48	8,967,335.52	7%

Town of Newmarket, New Hampshire  
Revenue Report <sup>a,b</sup>  
For the Period Ended July 31, 2016

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collecte
Taxes (Real estate), land use, PILOT, interest on taxes			0.00	9,072,750.12	9,072,750.12	-9,072,750.12	0%	17,915,011.00	9,243,303.30	9,243,303.30	8,671,707.70	52
Licenses, permit and fees			0.00	120,164.40	120,164.40	-120,164.40	0%	1,556,300.00	120,329.02	120,329.02	1,435,970.98	8
From State			0.00	55,312.73	55,312.73	-55,312.73	0%	657,223.00	654.76	654.76	656,568.24	0
Charges for Services			0.00	-6,580.36	-6,580.36	6,580.36	0%	134,750.00	6,562.47	6,562.47	128,187.53	5
Misc. Rev. Includes Int. Rev.			0.00	751.68	751.68	-751.68	0%	14,701.00	1,138.22	1,138.22	13,562.78	8
Fund Balance			0.00	0.00	0.00	0.00	0%	575,000.00	0.00	575,000.00	0.00	100
Recreation			0.00	23,512.05	23,512.05	-23,512.05	0%	199,670.00	18,338.26	18,338.26	181,331.74	9
Solid Waste			0.00	23,629.90	23,629.90	-23,629.90	0%	244,450.00	21,008.94	21,008.94	223,441.06	9
Water			0.00	7,661.15	7,661.15	-7,661.15	0%	947,051.00	60,098.54	60,098.54	886,952.46	6
Sewer			0.00	-542.18	-542.18	542.18	0%	1,080,753.00	101,362.19	101,362.19	979,390.81	9
Total Revenues			0.00	9,296,659.49	9,296,659.49	-9,296,659.49	0%	23,324,909.00	9,572,795.70	10,147,795.70	13,177,113.30	44



Town of Newmarket, New Hampshire  
Revenue Report <sup>a b</sup>  
For the Period Ended July 31, 2016

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	01-310-000-1001	REAL ESTATE TAXES	0.00	9,070,556.00	9,070,556.00	-9,070,556.00	0%	17,858,168.00	9,237,133.00	9,237,133.00	8,621,035.00	52
	01-310-000-1003	LAND USE CHANGE TAX	0.00	0.00	0.00	0.00	0%	3,755.00	3,755.00	3,755.00	0.00	100
	01-310-000-1004	YIELD TAXES	0.00	0.00	0.00	0.00	0%	1,500.00	0.00	0.00	1,500.00	0
	01-310-000-1005	PAYMENTS IN LIEU OF TAXES	0.00	0.00	0.00	0.00	0%	23,601.00	0.00	0.00	23,601.00	0
	01-310-000-1006	INTEREST & PENALTIES ON CURRENT PROP	0.00	584.19	584.19	-584.19	0%	27,000.00	615.80	615.80	26,384.20	2
	01-310-000-1007	REDEMPTION INTEREST	0.00	1,566.53	1,566.53	-1,566.53	0%	79,000.00	1,781.00	1,781.00	77,219.00	2
	01-310-000-1010	OVERLAY	0.00	0.00	0.00	0.00	0%	-78,013.00	0.00	0.00	-78,013.00	0
	01-310-001-1006	INTEREST & PENALTIES ON OTHER TAXES	0.00	43.40	43.40	-43.40	0%	0.00	0.00	0.00	0.00	0
	01-310-002-1011	LIEN COST RECOVERY UTILITIES	0.00	0.00	0.00	0.00	0%	0.00	18.50	18.50	-18.50	0
Taxes (Real estate), land use, PILOT, interest on taxes			0.00	9,072,750.12	9,072,750.12	-9,072,750.12	0%	17,915,011.00	9,243,303.30	9,243,303.30	8,671,707.70	52
	01-330-000-1013	MV MAIL-IN FEES	0.00	579.00	579.00	-579.00	0%	0.00	627.00	627.00	-627.00	0
	01-330-000-1014	MV PERMIT, LOCAL CLERK & TRANSFER FEE	0.00	112,519.60	112,519.60	-112,519.60	0%	1,258,000.00	111,986.00	111,986.00	1,146,014.00	9
	01-330-000-1015	MOTOR VEHICLE STICKERS	0.00	2,511.00	2,511.00	-2,511.00	0%	26,000.00	2,626.00	2,626.00	23,374.00	10
	01-330-000-1016	BOAT REGISTRATIONS	0.00	242.84	242.84	-242.84	0%	3,000.00	414.44	414.44	2,585.56	14
	01-330-000-1017	MV TITLE FEES	0.00	376.00	376.00	-376.00	0%	3,000.00	350.00	350.00	2,650.00	12
	01-330-000-1018	DOG LICENSES	0.00	662.50	662.50	-662.50	0%	0.00	1,466.00	1,466.00	-1,466.00	0
	01-330-000-1019	VITAL STATISTICS	0.00	481.00	481.00	-481.00	0%	0.00	639.00	639.00	-639.00	0
	01-330-000-1020	UCC'S	0.00	270.00	270.00	-270.00	0%	0.00	90.00	90.00	-90.00	0
	01-330-000-1022	POLICE - DOG ORDINANCE FINES	0.00	50.00	50.00	-50.00	0%	0.00	30.00	30.00	-30.00	0
	01-330-000-1024	BUILDING PERMITS	0.00	2,395.00	2,395.00	-2,395.00	0%	66,000.00	1,965.00	1,965.00	64,035.00	3
	01-330-000-1025	MISC LICENSES, PERMITS & Fees	0.00	77.46	77.46	-77.46	0%	50,300.00	135.58	135.58	50,164.42	0
	01-330-000-1026	FRANCHISE RENEWAL AGREEMENT	0.00	0.00	0.00	0.00	0%	150,000.00	0.00	0.00	150,000.00	0
Licenses, permit and fees			0.00	120,164.40	120,164.40	-120,164.40	0%	1,556,300.00	120,329.02	120,329.02	1,435,970.98	8
	01-320-000-1012	HIGHWAY BLOCK GRANT	0.00	55,312.73	55,312.73	-55,312.73	0%	173,078.00	0.00	0.00	173,078.00	0
	01-320-000-1014	MISC. GRANTS	0.00	0.00	0.00	0.00	0%	23,414.00	0.00	0.00	23,414.00	0
	01-320-000-1015	MEALS AND ROOM TAX DISTRIBUTION	0.00	0.00	0.00	0.00	0%	439,966.00	0.00	0.00	439,966.00	0
	01-320-000-1042	RAILROAD TAX	0.00	0.00	0.00	0.00	0%	655.00	654.76	654.76	0.24	100
	30-320-000-1073	WASTEWATER - STATE REVENUE	0.00	0.00	0.00	0.00	0%	20,110.00	0.00	0.00	20,110.00	0
From State			0.00	55,312.73	55,312.73	-55,312.73	0%	657,223.00	654.76	654.76	656,568.24	0
	01-340-000-1025	POLICE SEX OFFENDER RECEIPTS	0.00	0.00	0.00	0.00	0%	50.00	0.00	0.00	50.00	0
	01-340-000-1027	PLANNING/ZONING RECEIPTS	0.00	2,957.00	2,957.00	-2,957.00	0%	2,000.00	0.00	0.00	2,000.00	0
	01-340-000-1028	POLICE REPORT FEES	0.00	120.00	120.00	-120.00	0%	1,200.00	15.00	15.00	1,185.00	1
	01-340-000-1031	AMBULANCE RECEIPTS	0.00	-10,970.63	-10,970.63	10,970.63	0%	125,000.00	6,203.99	6,203.99	118,796.01	5
	01-340-000-1034	FIRE DEPARTMENT RECEIPTS	0.00	0.00	0.00	0.00	0%	5,000.00	0.00	0.00	5,000.00	0
	01-340-000-1036	COURT RECEIPTS	0.00	235.95	235.95	-235.95	0%	1,500.00	0.00	0.00	1,500.00	0
	01-340-000-1038	MISC. RECEIPTS	0.00	47.32	47.32	-47.32	0%	0.00	63.48	63.48	-63.48	0
	01-340-000-1043	PARKING TICKETS	0.00	1,030.00	1,030.00	-1,030.00	0%	0.00	280.00	280.00	-280.00	0
Charges for Services			0.00	-6,580.36	-6,580.36	6,580.36	0%	134,750.00	6,562.47	6,562.47	128,187.53	5
	01-340-000-1037	COPIER REVENUE	0.00	0.00	0.00	0.00	0%	0.00	13.00	13.00	-13.00	0
	01-340-000-1045	PARKING PERMITS	0.00	40.00	40.00	-40.00	0%	5,100.00	440.00	440.00	4,660.00	9
	01-340-051-1047	RECREATION FACILITY RENTAL	0.00	0.00	0.00	0.00	0%	0.00	40.00	40.00	-40.00	0
	01-340-052-0000	SUNRISE SUNSET REVENUE	0.00	120.00	120.00	-120.00	0%	0.00	213.00	213.00	-213.00	0
	01-350-000-1047	RENT OF MUNICIPAL PROPERTY	0.00	275.33	275.33	-275.33	0%	3,600.00	275.00	275.00	3,325.00	8
	01-350-000-1048	INTEREST ON INVESTMENTS	0.00	301.35	301.35	-301.35	0%	6,000.00	168.22	168.22	5,831.78	3
	01-350-001-1105	TC/TC OVER AND UNDER	0.00	15.00	15.00	-15.00	0%	0.00	-11.00	-11.00	11.00	0
	01-360-000-0000	GF - MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0%	1.00	0.00	0.00	1.00	0
Misc. Rev. Includes Int. Rev.			0.00	751.68	751.68	-751.68	0%	14,701.00	1,138.22	1,138.22	13,562.78	8

01-360-000-1054	FUND BALANCE USED	0.00	0.00	0.00	0.00	0%	575,000.00	0.00	575,000.00	0.00	100
Fund Balance		0.00	0.00	0.00	0.00	0%	575,000.00	0.00	575,000.00	0.00	100
05-340-000-1058	RECREATION - REVENUE	0.00	23,503.75	23,503.75	-23,503.75	0%	199,670.00	17,534.83	17,534.83	182,135.17	9
05-350-000-1048	RECREATION - INTEREST	0.00	8.30	8.30	-8.30	0%	0.00	3.43	3.43	-3.43	0
05-350-000-1049	REC - ADVERTISING RECEIPTS	0.00	0.00	0.00	0.00	0%	0.00	800.00	800.00	-800.00	0
Recreation		0.00	23,512.05	23,512.05	-23,512.05	0%	199,670.00	18,338.26	18,338.26	181,331.74	9
07-340-000-1067	SW - LANDFILL RECEIPTS	0.00	5,890.00	5,890.00	-5,890.00	0%	244,450.00	6,994.95	6,994.95	237,455.05	3
07-340-000-1068	SW - GARBAGE BAGS	0.00	17,592.45	17,592.45	-17,592.45	0%	0.00	13,939.25	13,939.25	-13,939.25	0
07-340-000-1069	SW - RECYCLING BINS	0.00	140.00	140.00	-140.00	0%	0.00	70.00	70.00	-70.00	0
07-350-000-1048	SW - INTEREST	0.00	7.45	7.45	-7.45	0%	0.00	4.74	4.74	-4.74	0
Solid Waste		0.00	23,629.90	23,629.90	-23,629.90	0%	244,450.00	21,008.94	21,008.94	223,441.06	9
20-310-000-1001	WATER - TAX REVENUE	0.00	-272.75	-272.75	272.75	0%	947,051.00	52,229.61	52,229.61	894,821.39	6
20-310-000-1006	WATER - INTEREST AND PENALTIES ON DELI	0.00	81.45	81.45	-81.45	0%	0.00	258.69	258.69	-258.69	0
20-330-000-1071	WATER - ENTRANCE FEES	0.00	0.00	0.00	0.00	0%	0.00	1,000.00	1,000.00	-1,000.00	0
20-350-000-1047	WATER - RENT OF MUNICIPAL PROPERTY	0.00	7,037.60	7,037.60	-7,037.60	0%	0.00	6,592.91	6,592.91	-6,592.91	0
20-350-000-1048	WATER - INTEREST	0.00	28.85	28.85	-28.85	0%	0.00	17.33	17.33	-17.33	0
20-350-021-1073	WATER - DEDUCT METER	0.00	786.00	786.00	-786.00	0%	0.00	0.00	0.00	0.00	0
Water		0.00	7,661.15	7,661.15	-7,661.15	0%	947,051.00	60,098.54	60,098.54	886,952.46	6
30-310-000-1001	WASTEWATER - TAX REVENUE	0.00	-745.06	-745.06	745.06	0%	1,080,753.00	99,881.64	99,881.64	980,871.36	9
30-310-000-1006	WASTEWATER - INTEREST ON DELINQUENT T	0.00	160.28	160.28	-160.28	0%	0.00	455.78	455.78	-455.78	0
30-330-000-1071	WASTEWATER - ENTRANCE FEES	0.00	0.00	0.00	0.00	0%	0.00	1,000.00	1,000.00	-1,000.00	0
30-350-000-1048	WASTEWATER - INTEREST	0.00	42.60	42.60	-42.60	0%	0.00	24.77	24.77	-24.77	0
Sewer		0.00	-542.18	-542.18	542.18	0%	1,080,753.00	101,362.19	101,362.19	979,390.81	9
Total Revenues		0.00	9,296,659.49	9,296,659.49	-9,296,659.49	0%	23,324,909.00	9,572,795.70	10,147,795.70	13,177,113.30	44





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

---

### **Police Department**

#### **Activity:**

The Newmarket Police Dispatch center has handled 10,768 calls for service through the end of July compared to 10,188. This equates to an increase of approximately five percent. The number of custodial arrests and motor vehicle accidents we have handled has also increased. This year through the month of July, we have investigated 73 reportable motor vehicle accidents compared to 63 during the same period last year. We have made 143 custodial arrests this year compared to 130 during the same period last year. The number of crimes reported requiring a criminal investigation has decreased this year compared to last year. So far in 2016 we have initiated 177 criminal investigations compared to 188 in 2015.

#### **Commendation:**

I recently issued a letter of commendation to Officer Steve O'Brien for some outstanding police work, when he recently seized a significant amount of illegal drugs from a motor vehicle stop. After performing a routine motor vehicle stop and arresting the operator for driving with a suspended license, Officer O'Brien realized that something was amiss. He developed probable cause that led to the issuance of a search warrant for the vehicle. The search revealed a significant amount of drugs in the vehicle, which were seized. The case against the driver is pending in Circuit Court. This is a great example of an employee taking the initiative and following through to a successful completion. Great work Steve!

#### **Personnel:**

There have been no changes this month in personnel this month to report.

#### **Main Street Pedestrian Project:**

As of this writing, we have begun the temporary rerouting of Main Street traffic for the downtown pedestrian improvement project. There were several minor complaints about the traffic flow consistent with any traffic pattern change. Most of the complaints dealt with the new signage and placement of the road signs. I anticipate that once local motorists become accustomed to the new traffic pattern that the detour will work smoothly.

#### **Lamprey Health 5K Race:**

On Saturday August 13<sup>th</sup>, Lamprey Health will be sponsoring their annual 5K road race. This year's race course will be changed and moved away from the downtown and Packers Falls Road areas to accommodate the modified traffic flow for the downtown project. The new route will encompass a short section of Grant Road and Durell drive. Traffic interruptions on the race course should be short and minimal.

**Current Year Budget:**

Although it is still very early in the fiscal year, expenditures for the FY 2016-2017 budget are in line with the projected budget.

This will be my final report to the Town Council. I have enjoyed my career here in Newmarket and have made many friends among the Town Councilors, board members, residents, and Town employees. This community is truly a wonderful place to live, work and raise a family and a place I am proud to call home. I want to thank the Town Councilors past and present who have always treated my department with respect and fairness. I will miss my interactions with you all.

**POLICE**

<u>FISCAL YEAR 2017</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,322,707.00	59,948.29	59,948.29	1,262,758.71	5%

<u>FISCAL YEAR 2015</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,308,012.00	69,566.73	69,566.73	1,238,445.27	5%



## **Fire and Rescue Department**

- For the month of July the department responded to 112 calls for service of those 65 were medical calls transporting 48 patients to area hospitals. The ambulance responded to Newfields for 12 medical calls transporting seven patients. The ambulance also responded to Stratham and Exeter transporting two patients. The ladder responded to Durham two times for station coverage and the mobile command unit responded to Newington for a training exercise.
- The department is conducting a recruitment campaign to increase staffing levels. We are using Facebook because it's free! Please share our page with all your friends.
- The new ambulance is moving along well on the production line. We hope to take delivery in early October.
- I have attached charts with activity reports for the month of July.

### **FIRE**

<b><u>FISCAL YEAR 2016</u></b>					
<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>	
358,762.00	20,817.02	20,817.02	337,944.98	6%	
<b><u>FISCAL YEAR 2015</u></b>					
<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>	
334,185.00	25,576.33	25,576.33	308,608.67	8%	

# Newmarket Fire & Rescue

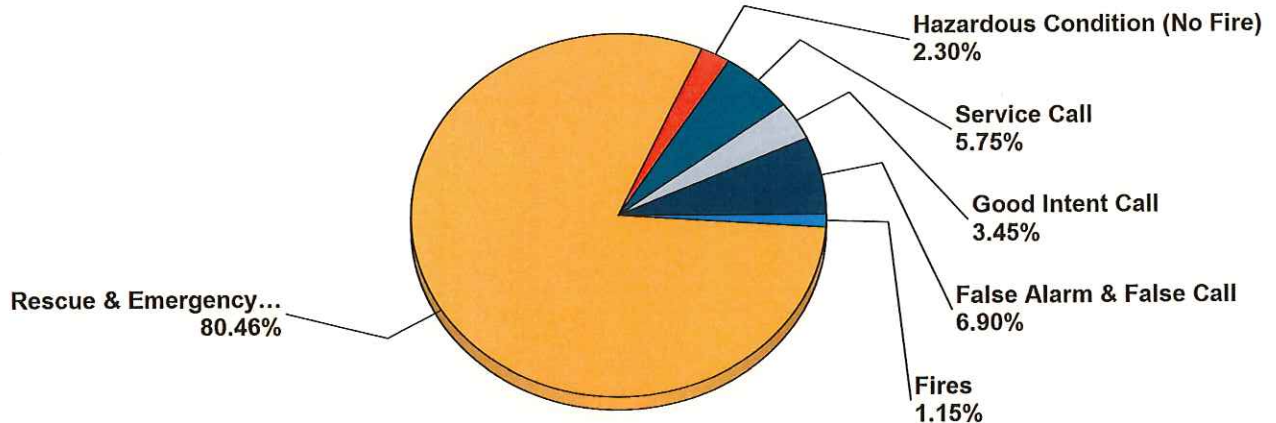
Newmarket, NH

This report was generated on 8/1/2016 7:31:13 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2015 | End Date: 07/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.15%
Rescue & Emergency Medical Service	70	80.46%
Hazardous Condition (No Fire)	2	2.30%
Service Call	5	5.75%
Good Intent Call	3	3.45%
False Alarm & False Call	6	6.90%
<b>TOTAL</b>	<b>87</b>	<b>100.00%</b>



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.15%
300 - Rescue, EMS incident, other	1	1.15%
320 - Emergency medical service, other	8	9.20%
321 - EMS call, excluding vehicle accident with injury	56	64.37%
322 - Motor vehicle accident with injuries	4	4.60%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1.15%
410 - Combustible/flammable gas/liquid condition, other	1	1.15%
412 - Gas leak (natural gas or LPG)	1	1.15%
511 - Lock-out	2	2.30%
520 - Water problem, other	1	1.15%
554 - Assist invalid	2	2.30%
611 - Dispatched & cancelled en route	2	2.30%
653 - Smoke from barbecue, tar kettle	1	1.15%
700 - False alarm or false call, other	3	3.45%
733 - Smoke detector activation due to malfunction	1	1.15%
743 - Smoke detector activation, no fire - unintentional	1	1.15%
745 - Alarm system activation, no fire - unintentional	1	1.15%
<b>TOTAL INCIDENTS:</b>	<b>87</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 # 2 of 2

# Newmarket Fire & Rescue

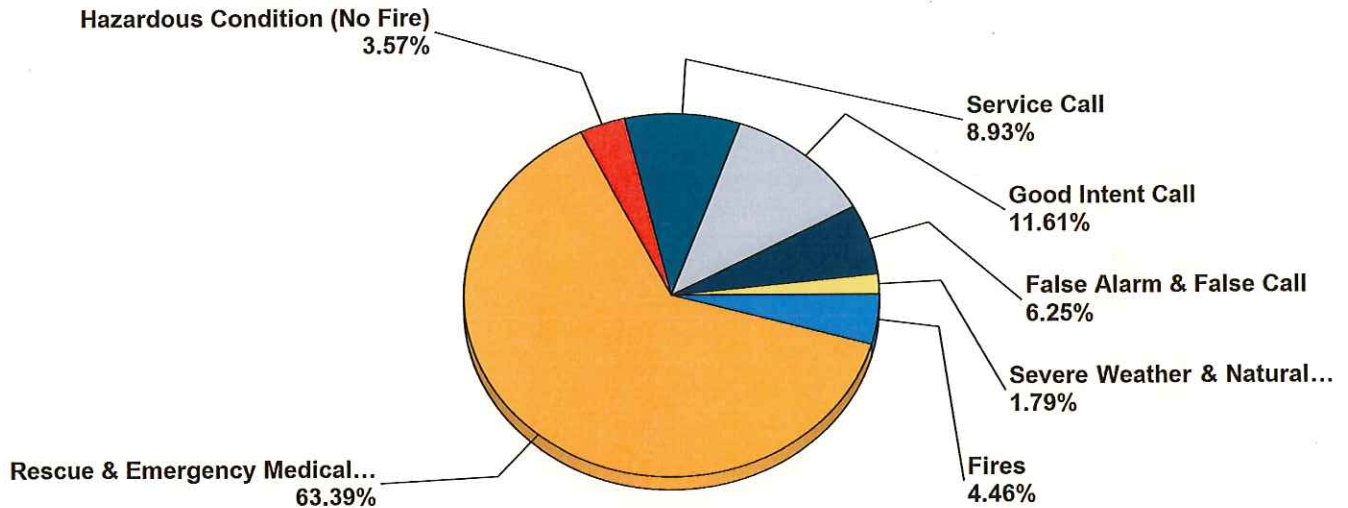
Newmarket, NH

This report was generated on 8/1/2016 7:29:23 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2016 | End Date: 07/31/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	4.46%
Rescue & Emergency Medical Service	71	63.39%
Hazardous Condition (No Fire)	4	3.57%
Service Call	10	8.93%
Good Intent Call	13	11.61%
False Alarm & False Call	7	6.25%
Severe Weather & Natural Disaster	2	1.79%
<b>TOTAL</b>	<b>112</b>	<b>100.00%</b>





### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.89%
140 - Natural vegetation fire, other	2	1.79%
142 - Brush or brush-and-grass mixture fire	1	0.89%
154 - Dumpster or other outside trash receptacle fire	1	0.89%
321 - EMS call, excluding vehicle accident with injury	67	59.82%
322 - Motor vehicle accident with injuries	2	1.79%
324 - Motor vehicle accident with no injuries.	2	1.79%
440 - Electrical wiring/equipment problem, other	1	0.89%
444 - Power line down	3	2.68%
500 - Service Call, other	1	0.89%
511 - Lock-out	2	1.79%
551 - Assist police or other governmental agency	1	0.89%
554 - Assist invalid	4	3.57%
571 - Cover assignment, standby, moveup	2	1.79%
600 - Good intent call, other	1	0.89%
611 - Dispatched & cancelled en route	9	8.04%
622 - No incident found on arrival at dispatch address	2	1.79%
651 - Smoke scare, odor of smoke	1	0.89%
700 - False alarm or false call, other	1	0.89%
733 - Smoke detector activation due to malfunction	1	0.89%
735 - Alarm system sounded due to malfunction	2	1.79%
736 - CO detector activation due to malfunction	1	0.89%
745 - Alarm system activation, no fire - unintentional	2	1.79%
800 - Severe weather or natural disaster, other	2	1.79%
<b>TOTAL INCIDENTS:</b>	<b>112</b>	<b>100.00%</b>



# Newmarket Fire & Rescue

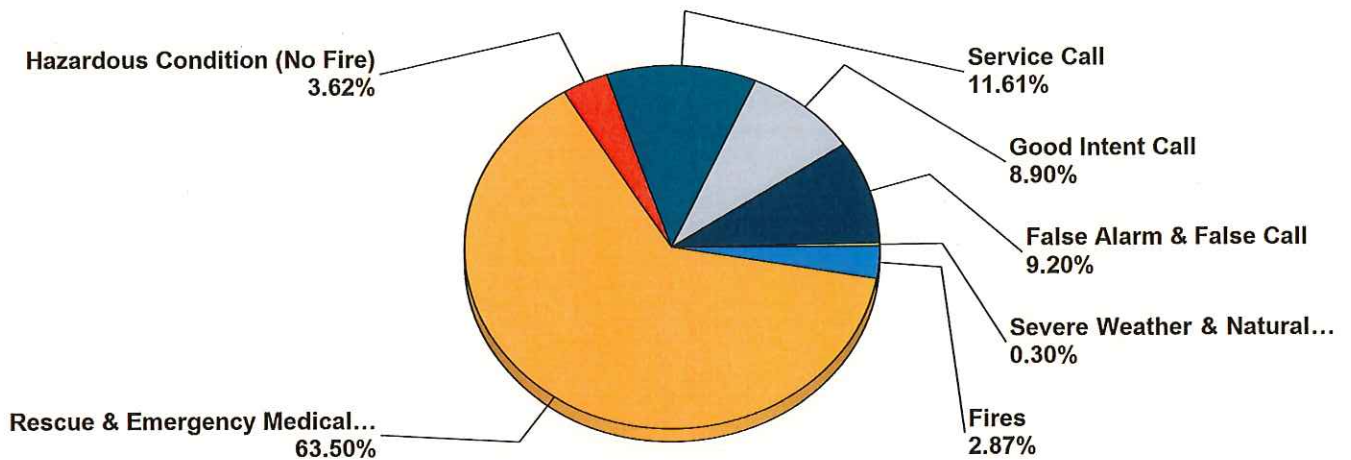
Newmarket, NH

This report was generated on 8/1/2016 7:30:29 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2016 | End Date: 07/31/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	19	2.87%
Rescue & Emergency Medical Service	421	63.50%
Hazardous Condition (No Fire)	24	3.62%
Service Call	77	11.61%
Good Intent Call	59	8.90%
False Alarm & False Call	61	9.20%
Severe Weather & Natural Disaster	2	0.30%
<b>TOTAL</b>	<b>663</b>	<b>100.00%</b>



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	5	0.75%
113 - Cooking fire, confined to container	2	0.30%
114 - Chimney or flue fire, confined to chimney or flue	2	0.30%
140 - Natural vegetation fire, other	4	0.60%
141 - Forest, woods or wildland fire	1	0.15%
142 - Brush or brush-and-grass mixture fire	2	0.30%
151 - Outside rubbish, trash or waste fire	1	0.15%
154 - Dumpster or other outside trash receptacle fire	1	0.15%
160 - Special outside fire, other	1	0.15%
311 - Medical assist, assist EMS crew	2	0.30%
320 - Emergency medical service, other	14	2.11%
321 - EMS call, excluding vehicle accident with injury	375	56.56%
322 - Motor vehicle accident with injuries	16	2.41%
324 - Motor vehicle accident with no injuries.	12	1.81%
353 - Removal of victim(s) from stalled elevator	1	0.15%
381 - Rescue or EMS standby	1	0.15%
400 - Hazardous condition, other	1	0.15%
410 - Combustible/flammable gas/liquid condition, other	1	0.15%
411 - Gasoline or other flammable liquid spill	2	0.30%
412 - Gas leak (natural gas or LPG)	1	0.15%
413 - Oil or other combustible liquid spill	1	0.15%
424 - Carbon monoxide incident	5	0.75%
440 - Electrical wiring/equipment problem, other	2	0.30%
441 - Heat from short circuit (wiring), defective/worn	1	0.15%
443 - Breakdown of light ballast	1	0.15%
444 - Power line down	7	1.06%
445 - Arcing, shorted electrical equipment	2	0.30%
500 - Service Call, other	3	0.45%
511 - Lock-out	8	1.21%
512 - Ring or jewelry removal	1	0.15%
520 - Water problem, other	5	0.75%
522 - Water or steam leak	2	0.30%
531 - Smoke or odor removal	1	0.15%
550 - Public service assistance, other	2	0.30%
551 - Assist police or other governmental agency	9	1.36%
553 - Public service	2	0.30%
554 - Assist invalid	18	2.71%
561 - Unauthorized burning	9	1.36%
571 - Cover assignment, standby, moveup	17	2.56%
600 - Good intent call, other	10	1.51%
611 - Dispatched & cancelled en route	41	6.18%
622 - No incident found on arrival at dispatch address	2	0.30%
631 - Authorized controlled burning	1	0.15%
632 - Prescribed fire	1	0.15%
651 - Smoke scare, odor of smoke	2	0.30%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.15%
671 - HazMat release investigation w/no HazMat	1	0.15%
700 - False alarm or false call, other	6	0.90%
715 - Local alarm system, malicious false alarm	1	0.15%
730 - System malfunction, other	4	0.60%
731 - Sprinkler activation due to malfunction	1	0.15%
733 - Smoke detector activation due to malfunction	3	0.45%
735 - Alarm system sounded due to malfunction	10	1.51%
736 - CO detector activation due to malfunction	8	1.21%
740 - Unintentional transmission of alarm, other	4	0.60%

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
743 - Smoke detector activation, no fire - unintentional	1	0.15%
745 - Alarm system activation, no fire - unintentional	22	3.32%
746 - Carbon monoxide detector activation, no CO	1	0.15%
800 - Severe weather or natural disaster, other	2	0.30%
<b>TOTAL INCIDENTS:</b>	<b>663</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 # 2 of 2



# Newmarket Fire & Rescue

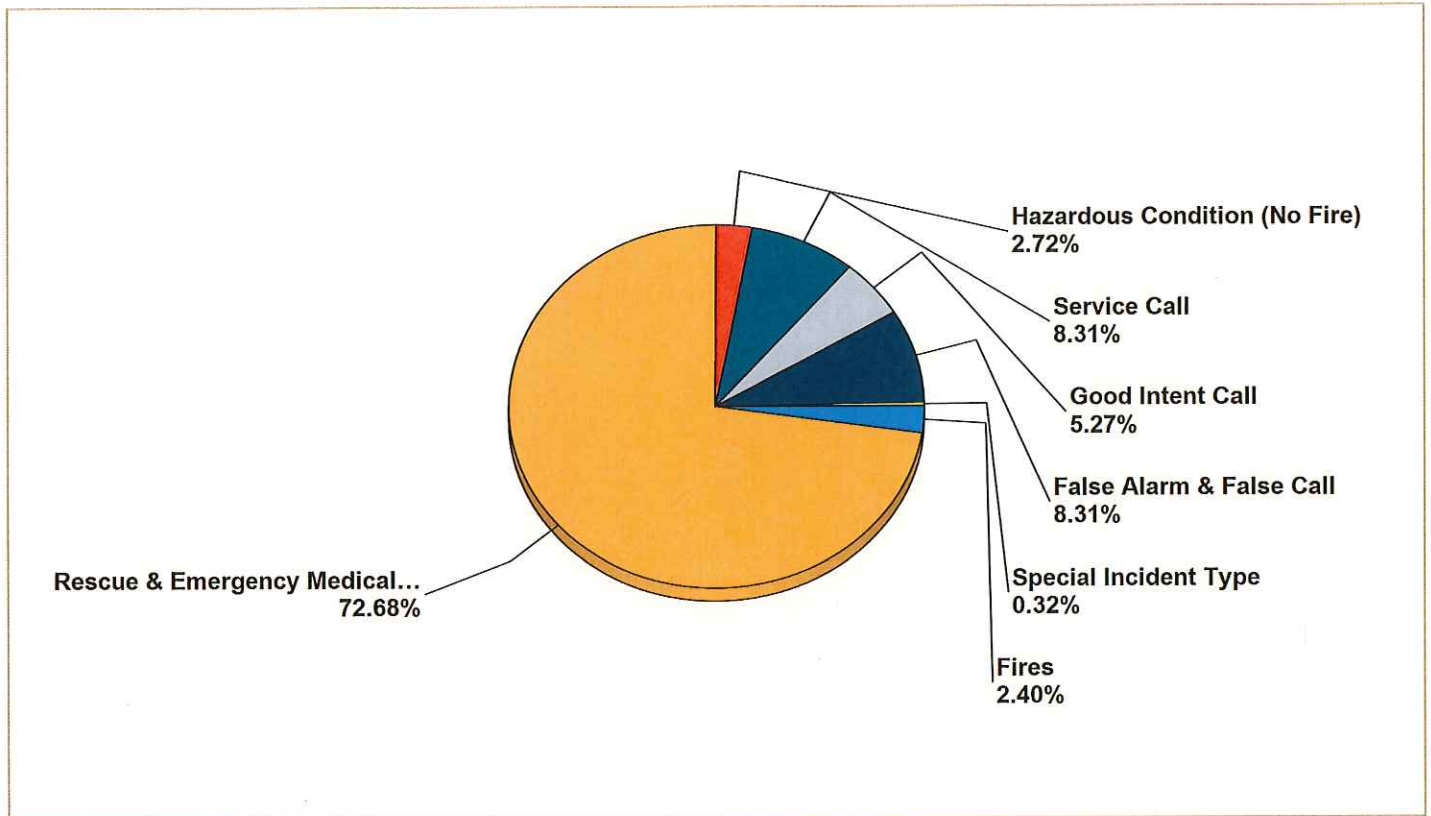
Newmarket, NH

This report was generated on 8/1/2016 7:31:47 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2015 | End Date: 07/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	15	2.40%
Rescue & Emergency Medical Service	455	72.68%
Hazardous Condition (No Fire)	17	2.72%
Service Call	52	8.31%
Good Intent Call	33	5.27%
False Alarm & False Call	52	8.31%
Special Incident Type	2	0.32%
<b>TOTAL</b>	<b>626</b>	<b>100.00%</b>

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	6	0.96%
113 - Cooking fire, confined to container	1	0.16%
140 - Natural vegetation fire, other	2	0.32%
141 - Forest, woods or wildland fire	1	0.16%
142 - Brush or brush-and-grass mixture fire	2	0.32%
143 - Grass fire	2	0.32%
160 - Special outside fire, other	1	0.16%
300 - Rescue, EMS incident, other	5	0.80%
311 - Medical assist, assist EMS crew	2	0.32%
320 - Emergency medical service, other	25	3.99%
321 - EMS call, excluding vehicle accident with injury	394	62.94%
322 - Motor vehicle accident with injuries	13	2.08%
323 - Motor vehicle/pedestrian accident (MV Ped)	3	0.48%
324 - Motor vehicle accident with no injuries.	8	1.28%
350 - Extrication, rescue, other	1	0.16%
362 - Ice rescue	1	0.16%
365 - Watercraft rescue	1	0.16%
381 - Rescue or EMS standby	2	0.32%
410 - Combustible/flammable gas/liquid condition, other	1	0.16%
411 - Gasoline or other flammable liquid spill	1	0.16%
412 - Gas leak (natural gas or LPG)	9	1.44%
424 - Carbon monoxide incident	2	0.32%
440 - Electrical wiring/equipment problem, other	2	0.32%
461 - Building or structure weakened or collapsed	2	0.32%
500 - Service Call, other	7	1.12%
511 - Lock-out	9	1.44%
520 - Water problem, other	4	0.64%
522 - Water or steam leak	2	0.32%
531 - Smoke or odor removal	2	0.32%
550 - Public service assistance, other	1	0.16%
551 - Assist police or other governmental agency	3	0.48%
552 - Police matter	1	0.16%
553 - Public service	1	0.16%
554 - Assist invalid	8	1.28%
561 - Unauthorized burning	5	0.80%
571 - Cover assignment, standby, moveup	9	1.44%
600 - Good intent call, other	8	1.28%
611 - Dispatched & cancelled en route	19	3.04%
621 - Wrong location	1	0.16%
651 - Smoke scare, odor of smoke	3	0.48%
653 - Smoke from barbecue, tar kettle	1	0.16%
671 - HazMat release investigation w/no HazMat	1	0.16%
700 - False alarm or false call, other	14	2.24%
730 - System malfunction, other	5	0.80%
733 - Smoke detector activation due to malfunction	5	0.80%
734 - Heat detector activation due to malfunction	1	0.16%
735 - Alarm system sounded due to malfunction	10	1.60%
736 - CO detector activation due to malfunction	4	0.64%
743 - Smoke detector activation, no fire - unintentional	2	0.32%
744 - Detector activation, no fire - unintentional	1	0.16%
745 - Alarm system activation, no fire - unintentional	10	1.60%
900 - Special type of incident, other	2	0.32%
<b>TOTAL INCIDENTS:</b>	<b>626</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 8/1/2016 7:34:21 AM



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

Incident Type Range: 100 - 911 | StartDate: 07/01/2016 | EndDate: 07/31/2016

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Mutual aid given				
07/12/2016	2016-582	9 College RD	611 - Dispatched & cancelled en route	1 - Station 1
07/18/2016	2016-608	51 College RD	571 - Cover assignment, standby, moveup	1 - Station 1
07/23/2016	2016-631	20 Court ST	571 - Cover assignment, standby, moveup	1 - Station 1
07/23/2016	2016-632	45 Pine Meadow RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
07/23/2016	2016-636	US Route 101 RT	622 - No incident found on arrival at dispatch address	1 - Station 1

Percentage of Total Incidents:

4.46%

AID TYPE: Mutual aid received				
07/20/2016	2016-619	125 Main ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
07/30/2016	2016-659	22 Bennett WAY	321 - EMS call, excluding vehicle accident with injury	1 - Station 1

Percentage of Total Incidents:

1.79%

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

## Public Works Department

- The Bennett Way sidewalks should be paved with all work completed by mid-August.
- The Pedestrian Project for Main Street has been awarded to Target Construction of Salem, NH. This work should commence in August with a one-way detour with south bound traffic traveling around Main Street via Elm Street to Packers Fall Road. This detour will be in place for approximately four weeks. Work will continue after the four week period with little interruption to traffic.
- Eversource has completed the transfer of all the new powerlines to the new poles along South Main Street and Gerry Ave. Comcast and Verizon will be next to move there utilizes over to the new poles. There has been no schedule provided as to how long this will take.
- The police station siding project has been completed. The work at the community center will begin as soon as summer camp ends in August.

### **DPW ADMIN**

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
427,516.00	16,461.24	16,461.24	411,054.76	4%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
417,347.00	18,100.51	18,100.51	399,246.49	4%	

### **ROADS & SIDEWALKS**

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
330,970.00	1,455.32	1,455.32	329,514.68	0%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
386,570.00	8,586.00	8,586.00	377,984.00	2%	

### **STREET LIGHTS**

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
49,000.00	0.00	0.00	49,000.00	0%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
46,250.00	397.05	397.05	45,852.95	1%	

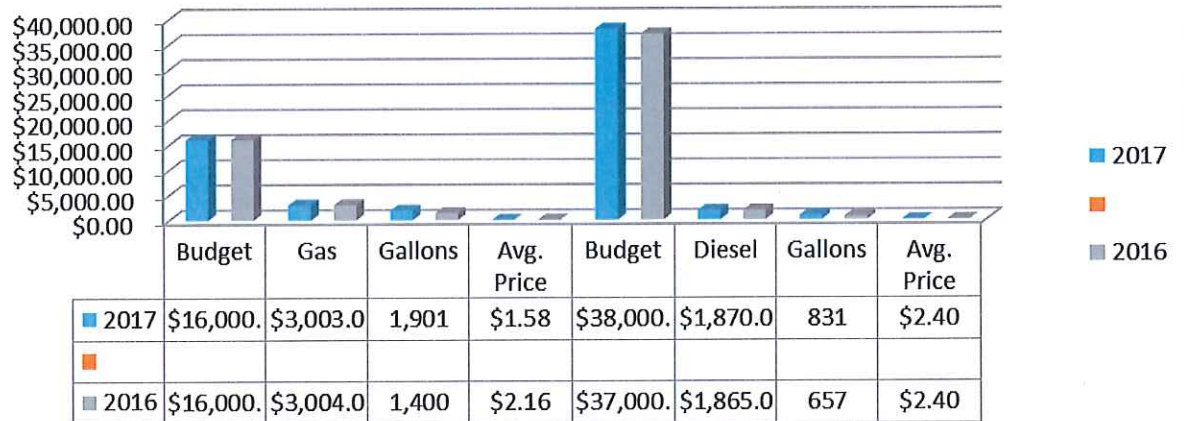
### **BUILDINGS & GROUNDS**

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
482,233.00	31,154.10	31,154.10	451,078.90	6%	

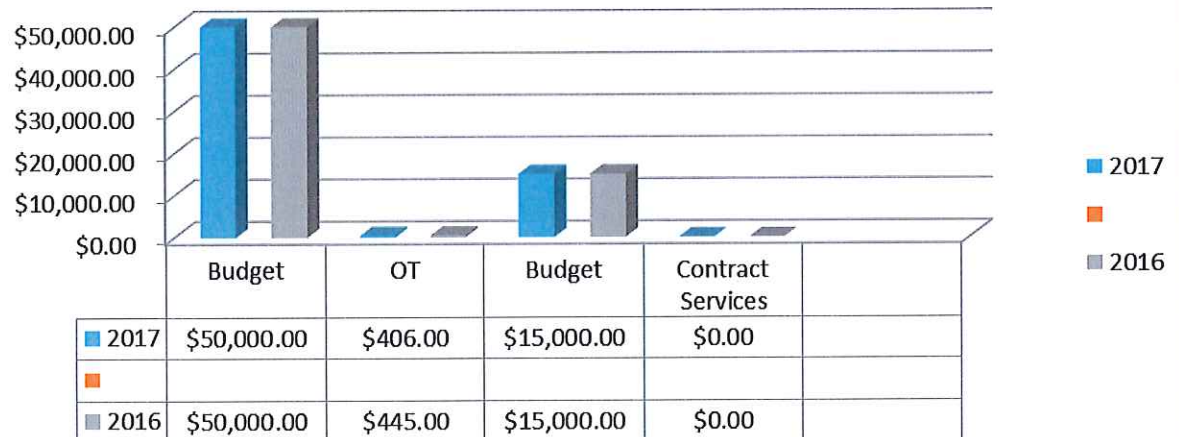


<u>FISCAL YEAR 2016</u>					
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	468,202.00	13,982.13	13,982.13	454,219.87	3%
<b>CEMETERIES</b>	<u>FISCAL YEAR 2017</u>				
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	37,253.00	1,908.59	1,908.59	35,344.41	5%
<u>FISCAL YEAR 2016</u>					
	<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
	36,963.00	1,912.48	1,912.48	35,050.52	5%

## Public Works Department YTD Gas/Diesel

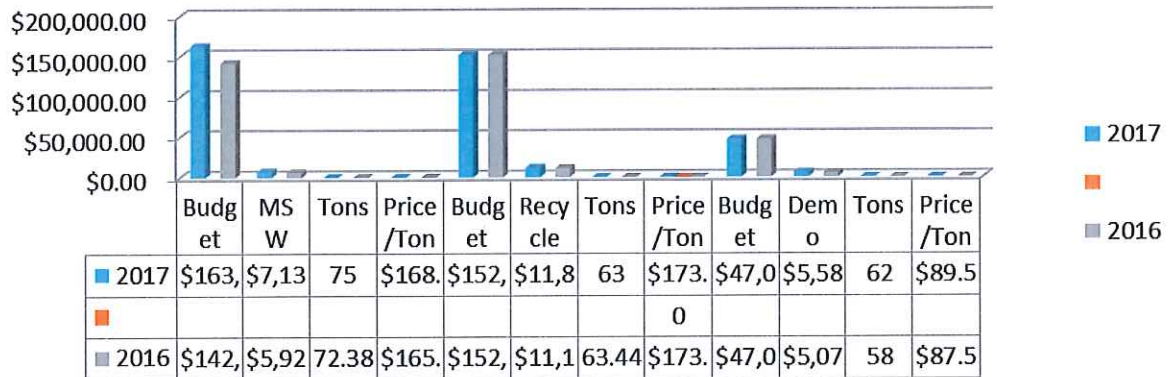


## Public Works Department YTD Overtime/Contract Services

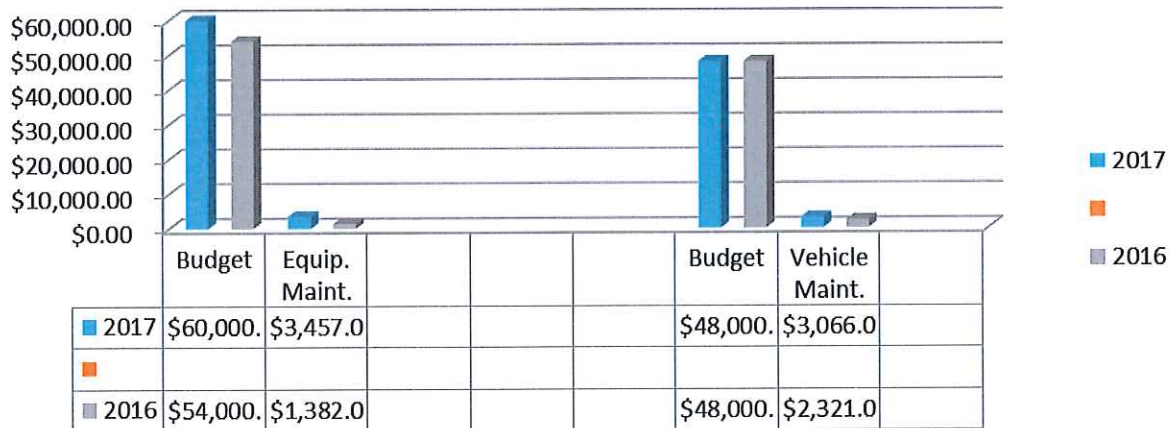




## Public Works Department YTD Solid Waste

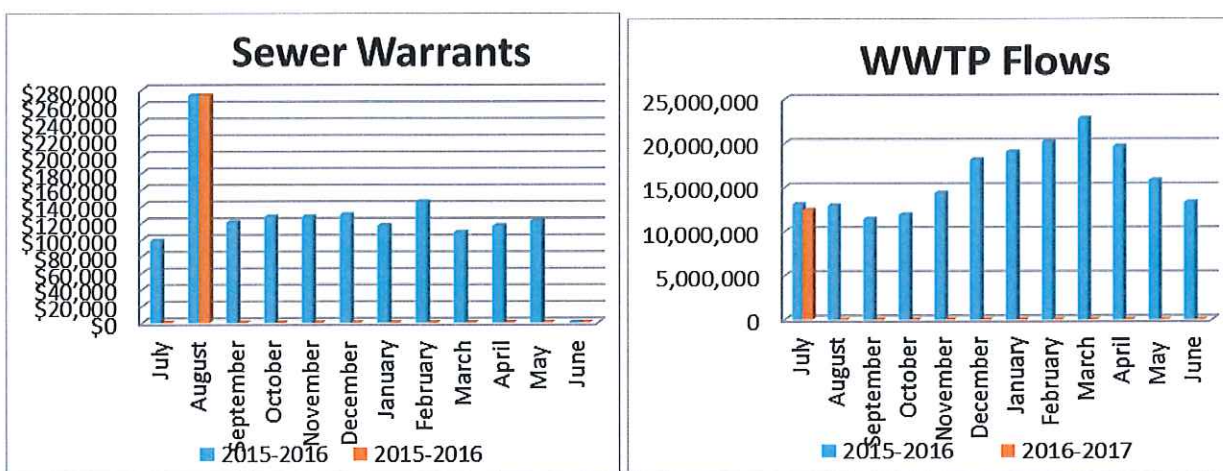


## Public Works Department YTD Equipment/Vehicle Maintenance



## Environmental Services Department System Report

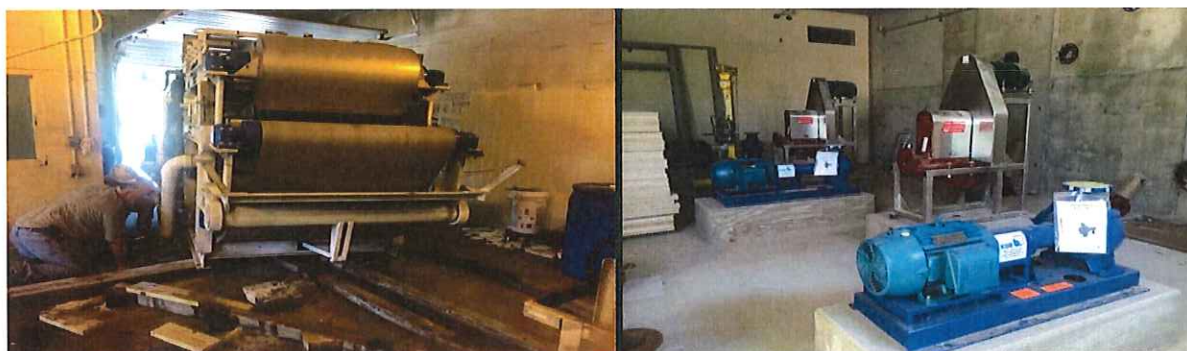
Environmental Services Department System Report  
July 2016



There are no warrants for water and sewer in July. The reason is the Water and Sewer Departments have changed from monthly to quarterly billing. The quarterly warrants for water and sewer are August, November, February, and May.

### Wastewater Treatment Facility Construction

Apex continues to work on the Wastewater Treatment Plant Improvements.



The Vac-truck shaft for the hydraulics broke while cleaning the Bennett Way gravity sewers. The shaft broke and ruptured the tank. The New parts have been installed and the tank welded. The truck is back in service on Friday August 5, 2016.

The dewatering press that dewateres the solids that are removed from the wastewater treatment process stopped working due to a card failure in the control panel. The card was replaced and the dewatering press was put back into service.



A piston on the dewatering press failed. The cost to get a new piston and install it would cost around \$3,000.00. The decision was made to not repair it. The Town is working with Apex to install the new screw press as quick as possible to avoid temporary dewatering costs.

Monthly Operations Report															
Newmarket WPCF															
Permit # NH00100196															
July-2016															
	Influent Flow	Eff. Flow MGD			BOD		TSS		Nitrogen	PH		Fecal Colif.	Enterococci	Chlorine Residual	
	MGD	Min	Max	Total	Inf.	Eff.	Inf.	Eff.	Effluent	Inf.	Eff.	Eff.	Eff.	Max / Min	
1	.3140	.05	0.8	.4360						7.8	7.1	20	20	0.00	0.00
2	.3150	.50	1.0	.4150						7.9	7.1	2	2	1.85	0.00
3	.2910	.05	0.6	.3250						7.7	7.0	26	5	1.04	0.23
4	.3140	.01	0.8	.3400						7.7	6.9	<2	2	0.00	0.00
5	.3230	.05	0.9	.4520		18		19	32	7.6	6.9	31	9	0.00	0.00
6	.3120	.01	0.9	.3630		7		17	31	7.8	6.9	14	20	0.72	0.00
7	.3400	.03	0.8	.3900						7.8	6.9	13	11	1.07	0.00
8	.2720	.04	0.8	.3930						7.8	7.0	17	6	0.00	0.00
9	.3720	.09	1.1	.4600						7.8	7.4	<2	1	0.37	0.00
10	.3530	.06	1.0	.4310						7.7	7.3	5	5	0.80	0.00
11	.3350	.05	0.9	.4380		17		20	45	7.8	7.2	6	11	0.00	0.00
12	.3110	.04	0.9	.3730		21		25	43	7.9	7.2	155	17	0.00	0.00
13	.3140	.07	0.9	.4650						7.8	7.1	215	21	2.41	0.00
14	.3110	.03	0.9	.4130						7.9	7.0	52	8	0.00	0.00
15	.3350	.06	0.8	.2880						7.9	7.0	29	2	0.00	0.00
16	.3120	.03	0.7	.4230						7.8	6.9	35	5	0.00	0.00
17	.3140	.00	0.9	.3880						7.7	7.0	54	5	0.00	0.00
18	.3510	.01	0.9	.4070						7.7	7.1	4	12	0.00	0.00
19	.3150	.00	0.9	.3770						7.8	7.1	18	1	2.01	0.00
20	.3090	.01	0.8	.4510		24		49	47	7.8	7.1	188	10	0.00	0.00
21	.3110	.00	1.0	.4380	383	21	165	21	53	7.8	7.2	40	44	0.00	0.00
22	.3020	.00	0.9	.4050						7.8	7.1	46	41	0.00	0.00
23	.3770	.05	2.2	.4930						7.8	7.0	110	8	0.10	0.00
24	.3570	.01	0.9	.4070						7.1	7.1	46	1	0.00	0.00
25	.3440	.05	0.9	.4350		15		23	46	7.8	6.9	<2	14	0.00	0.00
26	.3230	.01	0.8	.3700	346	18	347	18	47	7.7	6.9	1085	8	0.00	0.00
27	.3200	.01	0.9	.3460						7.8	7.2	300	43	0.00	0.00
28	.3210	.01	0.8	.3490						7.8	7.0	198	62	0.00	0.00

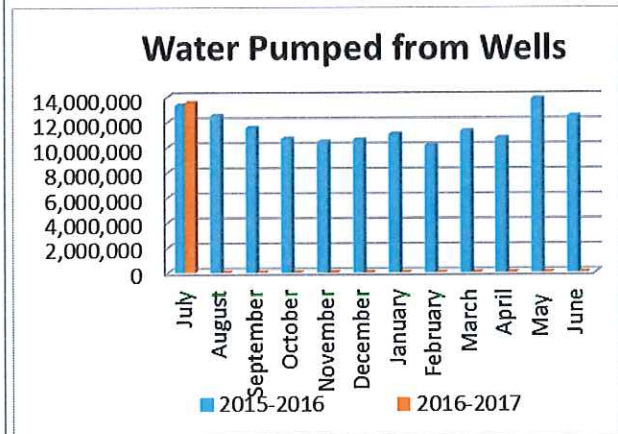
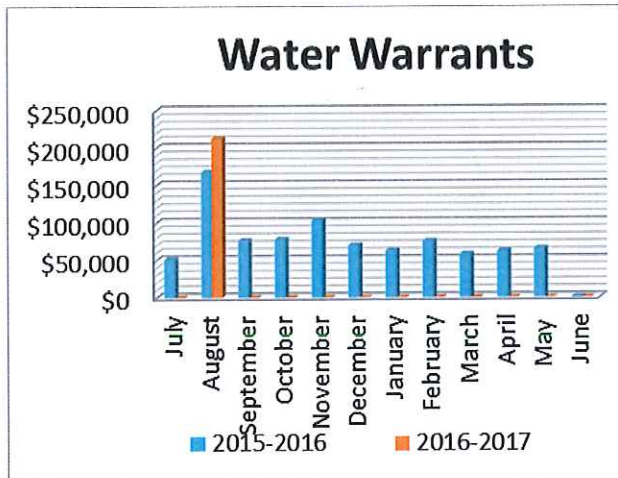
29	.3160	.02	0.8	.3790						7.1	6.9	59	285	0.00	0.00
30	.3130	.01	0.8	.3620						7.9	7.2	88	73	0.00	0.00
31	.3430	.03	0.9	.4220						7.7	7.1	127	27	0.00	0.00

Average Wastewater Flow Discharged: 0.4011 Million Gallons/Day

Biochemical Oxygen Demand (BOD) Removal: 95%

Total Suspended Solids (TSS) Removal: 91%

Total Nitrogen (TN) Average Discharge: 43.0 mg/L



#### MacIntosh Well Project

Waterline Industries continues work on the blending facility and well. The blending facility and well are scheduled to be put into service in the month of September. The date will depend on the arrival of the pumps and equipment. The blending facility pumps that are missing in the left picture below are scheduled to be delivered the last week of September. The picture in the middle below is Maher Corporation installing the pump at the well.



#### Bennett and Sewall Wells

The Bennett and Sewall water levels are not good, but are still holding at 32 and 62 feet respectively. The groundwater is approximately 12 feet below normal. The Town has received some rain, but not enough to make a difference in the groundwater levels. The seacoast area is in a drought. So it is vital that the water



users conserve water wherever possible. The Town is currently in a stage 3 of its Water Management Plan. If the groundwater levels at the Bennett and Sewall Wells drop lower, the Town will move to stage 4 (No Outside Watering). The MacIntosh Well is scheduled to be put into service in September. The MacIntosh Well is in a different aquifer than the Bennett and Sewall Wells. So bringing the MacIntosh Well on-line will help by reducing the amount of water that is pumped out the Bennett and Sewall aquifer. In the long term it is important that the Town be proactive and secure and develops additional water sources.

WATER	<u>FISCAL YEAR 2017</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	932,813.00	28,041.17	28,041.17	904,771.83	3%
	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	947,051.00	29,848.60	29,848.60	917,202.40	3%
SEWER	<u>FISCAL YEAR 2017</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	1,177,968.00	49,716.65	49,716.65	1,128,251.35	4%
	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	1,101,437.00	52,085.17	52,085.17	1,049,351.83	5%

## **Information Technology**

1. We have embarked on a plan to articulate a five year roadmap for Channel 13 and the Town's associated television station and other related operating entities. Much of the equipment used in this division is original material, provided by Continental Cablevision (if any of you remember them). With the advent of streaming and YouTube style consumer ingestion, we have fallen behind the times. It will be our effort to provide citizens the best viewing experience with the least amount of effort, while affording the smallest impact on taxpayers.
2. I completed the installation of two new security cameras at the Police Dept. These are so called PTZ cameras which allow us to move, focus, zoom in or out, from inside the PD. Having a company install them was big bucks, having me crawl up and down ladders saved some money and added years to my life.
3. I continue to rollout the newer version of Office as well as move some people to Windows 10. Unfortunately, in typical Microsoft fashion, Windows 10 isn't quite ready for prime time in a lot of cases. I am finding a lot of software that doesn't fully operate with Win 10, making the rollout take much longer than I had hoped. In any case, Microsoft continues to support Windows 7 for at least another year, so no need to panic.
4. We added a new cruiser to the Police Dept and all the technology that entails. I finally documented a "can't miss" document on how to do the install, which probably means our vendor will change everything so the next install will be just as painful.
5. I continue to deal with an annoying event where our key servers will hang once a month. They will be so unresponsive that the only way to get them to do anything is a hard reboot. I am working with Microsoft and our backup software vendor on this which is going much as I expected: they continue to just point at each other as the problem. I was able to setup a "boot from home" feature so even if the server is shut off, I can turn it on from home saving me early morning trips to the office.
6. A couple of small issues with our phone system have me walking down a wider path. We had about an eight hour window where we could not take any inbound calls or leave each other voicemail. Once this was resolved we had a couple weeks of blissful quiet, and then our "voicemail lights" started malfunctioning. Now we don't know when we have voicemail, as the light won't turn on on the phone, or we think we always have voicemail as the light never shuts off. The system as a whole is more than ten years old, and while it is extremely cheap to keep running, little problems that increase in quantity are usually a sign to "buckle your seat belt – big stuff coming your way". I am exploring all our options.
7. The Library is having trouble with Windows 10 and some software they use. I am making progress on a resolution in that area. I am also working with Matt Angell on letting library employees take part in the Windows 10 training we have made available to all Town Employees.
8. With the falling price of recyclables, we need a plan to dispose of our older tech equipment. Even the State of NH which did away with old printers in the Tax Collection office told me to dispose of their waste, they don't want it. We may have to build in a budget item to cover this.



**IT****FISCAL YEAR 2017**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
135,558.00	2,884.66	2,884.66	132,673.34	2%

**FISCAL YEAR 2016**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
131,752.00	13,500.42	13,500.42	118,251.58	10%

## **Building Inspector/Code Enforcement Officer**

### **Previous Month Activities**

Permits Issued				
6	Building	\$ 3,275		
2	Electrical	\$ 115		
4	Plumbing	\$ 55	*3 paid with building permit	
2	Mechanical	\$ 60	*1 paid with building permit	

Total                      14                      **\$ 3,505**

- While we did not issue many permits last month, construction activity remains quite strong. The overwhelming majority of these projects will be positive cash flow properties for the Town.
- Conducted 28 regular construction inspections
- Assisted three property owners with site development concerns
- Worked with two property owners on trash and recycling materials in public view.
- Coordinated town-wide employee training on Identifying & Responding to Aggressive Behavior.
- Continued to work with software developers on the online permit application software and logistics
- Continued efforts as a liaison between the Town and both the Newmarket Business Association and Main Street Corporation
- Assisted Recreation Department with Arts in the Park Concert series and Kayak Race.

### **BUILDING INSPECTION**

#### **FISCAL YEAR 2017**

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
69,755.00	3,041.73	3,041.73	66,713.27	4%

#### **FISCAL YEAR 2016**

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
67,253.00	3,728.33	3,728.33	63,524.67	6%



## **Town Clerk - Tax Collector**

### **TAXES**

Total Committed 2016	\$9,070,556	Tax 1
Total Collected thru 7/31/16	\$8,714,287	Principal

### **TAX LIENS**

	<b><u>2015 Liens (Deed 2018)</u></b>	<b><u>2014 Liens (Deed 2017)</u></b>	<b><u>2013 Liens (Deed 2016)</u></b>
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 7/31/16	225,673.	126,004.	4,636.

### **WATER & SEWER (1/1 THRU 7/31/2016)**

	<b><u>2016</u></b>	<b><u>2015</u></b>
Water Billed	327,760.	453,072.
Sewer Billed	613,733.	793,158.
Uncollected thru 6/30/16	51,364.	204,951.

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

	<b><u>Year End 6/30/17</u></b>	<b><u>Year End 6/30/16</u></b>	
Motor Vehicle (MV)	112,252.	112,458.	0.18% decrease
Town "non-MV"	11,334.	12,256.	7.52% decrease
State NH (MV, Vitals, Boats, Dogs)	39,296.	50,458.	22.12% decrease

- Daily activity steady
- Dog Licenses were due April 30<sup>th</sup>
  - 18 outstanding dog licenses
- Tax Due Date: July 5<sup>th</sup>
  - 96% collected as of July 31<sup>st</sup>
- DMV conducted MV audit on July 26<sup>th</sup>

### **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	8,308.92	8,308.92	168,133.08	5%

### **FISCAL YEAR 2015**

<b>Budget</b>	<b>MTD Transactions</b>	<b>YTD Transactions</b>	<b>Balance Year</b>	<b>% Spent</b>
162,270.00	7,901.54	7,901.54	154,368.46	5%

## **Planning Department**

### **Planning Board Activities**

#### **Applications**

##### ***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 plan envisions the existing golf course, to remain open to the public, and the adjacent wetlands to be preserved as open space. Construction activity has moved along expeditiously at the site. Road construction is nearly complete with only the overlay to be completed. A performance guarantee has been posted in the amount of \$106,000 to assure final completion of the road and all related infrastructure improvements. The developer has received Certificates of Occupancy (COs) for the first nineteen (19) homes in the development. Ten (10) homes have building permits open and are currently under construction.

***Newmarket Industrial Park Lot 6, LLC/Shearwater Investment Corporation*** –A design review meeting was held at the March 15, 2016 Planning Board meeting regarding expansion plans at the Industrial Park. The owners of the 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 which was recently 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. Also, 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 which will be coordinated with the NH Department of Transportation (DOT). The design review meeting allowed the Board and applicant to engage in non-binding discussions and address design issues prior to formal application filing and major design investments by the applicant. At the August 9 Planning Board meeting, the application was continued to the September 13, 2016 meeting at the request of the applicant.

***Chinburg Properties, Inc./Hayden Family Revocable Trust*** - Residential Open Space Development at 74 Bald Hill Road. 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 South East Land Trust (SELT) which will maintain and act as stewards of the conservation land. A certificate of occupancy for the first home in subdivision has been issued. Road construction has proceeded expeditiously with only the curbing, landscaping, and final overlay to be completed. A performance guarantee has been posted to assure the completion of road work to allow the issuance of building permits for the remaining houses. A certificate of occupancy for the first home has been issued and building permits have been issued for another three (3) homes in the development which are under construction.



### ***Applications before the Board***

**Jarib M. Sanderson** – Robin Realty Newmarket Trust/Tuck Realty Corporation 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 application 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 at the August 9, 2016 meeting including two waiver requests related to wetland impacts.

The Planning Board accepted the application and forwarded it to the Technical Review Committee for review. The Town will be hiring Mark West, Environmental Consultant, for a review of the wetland delineations and advice on the two waiver requests.

**DDC Realty Trust/David P. Valcovic** - have submitted an application for a subdivision of an 8.01 acre tract at 125 Grant Road, Tax Map R4, Lot 44, R1 zone. The lot with the existing house at the corner of Grant and Ash Swamp Road will be 2.57 acres. At the August 9, 2016 Planning Board meeting, the Board granted conditional approval on the application. As part of the wetlands review, the applicant agreed to provide a no-disturb, no-cut area towards the front of one of the proposed lot which has been prone to flooding and the presence of standing water during wet periods. Language will be placed in the deed of the lot to alert future property owners to keep that area in its present underdeveloped state so it can continue to collect waters during these periods without impacting the adjacent property owner's property.

At the August 9, 2016 meeting, the Planning Board approved a lot merger for Gary and Gail Jablonski and extended the timeframe for Leo Manseau to meet conditions of approval on a January 18, 2016 boundary line adjustment.

### ***Other Business***

#### **FEMA Flood Plain Maps and Ordinances:**

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

#### **Update of Newmarket Master Plan:**

***Future Land Use Chapter*** – At its meeting on July 12, 2016, the Planning Board unanimously amended and adopted a new Future Land Use chapter of the Newmarket Master Plan. The amendment includes a

new future land use map with changes for a Continuing Care Retirement Overlay District, Assisted Living Overlay (ALO) District and Route 108 Corridor Overlay District and recommendations related to economic development, a developer's guide, climate change, shoreland and water quality protection, stormwater management, property maintenance and junkyards. Copies of the final report will be placed on the Town's website and distributed to local boards and commissions.

#### **Zoning Board of Adjustment:**

The Zoning Board of Adjustment received an application from Waterway Realty LLC for a variance to allow the subdivision of a lot which currently contains four units, thereby creating a new lot for development at 310 Wadleigh Falls Road, aka the "Walker Farm". Specifically, the applicant was seeking a variance to permit four units on an existing lot in the R-1 lot, whereas only one single-family unit is permitted under current zoning. The applicant was also seeking a boundary adjustment of the non-conforming lot, which would not bring the lot into closer conformity with the Ordinance. Lastly, the applicant was seeking a variance from the maximum residential density requirement of ½ unit per acre, to allow four (4) units on four acres, whereas eight (8) acres are required. At the June 15, 2015 meeting, the Zoning Board granted the first variance to allow the status quo to continue, with four units on a 20 acre tract. At the July 13, 2015 Zoning Board meeting, upon further consideration of the other two (2) variance requests, the Zoning Board unanimously denied the requests, as they did not meet all of the criteria for a variance. The applicant filed for a request for a rehearing which was denied by the Zoning Board at its meeting on August 31, 2015. The applicant has appealed the Zoning Board of Adjustment decision to the Rockingham County Superior Court. Newmarket's legal counsel has filed a response to the courts. A hearing was held at the Rockingham County Courthouse on May 4, 2016. The Town has received word that the Rockingham County Superior Court has upheld the Zoning Board of Adjustment's decision to deny the two (2) variance requests.

#### **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). Project construction officially started on Wednesday, July 6, 2016. A public information session was held on Tuesday, July 19, 2016 at 3:00 pm. The purpose of this meeting is to discuss the temporary one-way traffic pattern which will be in place for no more than four weeks, with the remaining project finishing up shortly thereafter. The detour went into effect on August 9. The project is scheduled for completion by the end of September 2016.

**Macallen Dam Feasibility Study:** At the 2015 Town Meeting, funding in the amount of \$50,000, was approved for the Macallen Dam Capital Reserve Fund. The Town issued a Request for Proposal (RFP) for engineering services which will look at the current stability of the dam as well as the option of raising the abutments in order to meet requirements to pass the 100 year flood. Engineering proposals from three (3) firms were received on October 1, 2015. The committee conducted interviews on October 8. Awarding the contract for the stability analysis has been placed on hold. Meanwhile, the Town has entered into a contract with Gomez and Sullivan to follow up on some of the hydraulic calculations that were previously done, which could result in lower costs for bringing the dam into compliance with the Letter of Deficiency and the NH Department of Environmental Services (NH DES) requirements. The Town's



consultant has put together a technical memorandum which is currently being reviewed by the NH DES 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 has received word from James Weber of the NH DES that the modifications that have been made to the hydraulic model by Gomez and Sullivan (G & S) are acceptable. 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 9,744 cfs, with a water surface elevation of 33.61 feet at the dam with the gates closed. The NH DES will issue a letter concurring with the new model. A meeting was held with Mr. Weber of the NH DES on Friday, June 3 to review the model and discuss next steps. At that meeting, 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. Also, the breach analysis would not have to be re-done. The final draft of the summary report was submitted by G & S to the Committee on July 8 and will be forwarded to the New Hampshire Department of Environmental Services. The Committee decided the next steps would be to revise and re-distribute the RFP with a more narrow focus than what was originally proposed. The next meeting of the Committee will be held in September. The Committee has recently received a legal opinion about the state waiver and appeals process.

**Route 108 Shoulder Widening and Bike Path Construction Project:** In 2010, the Town Meeting approved a warrant article to raise and appropriate the sum of \$809,292 to allow the Town to construct a shoulder widening and bicycle lane project from the Irving Gas Station to the Newmarket/Newfields town line. The NH DOT and Federal Highway Administration (FHWA) proposed providing full funding for this project through the Federal Congestion Mitigation and Air Quality (CMAQ) Program and State tolls program. A resolution was approved by the Town Council at its meeting on May 21, 2014 to authorize the Town Administrator to enter into a design contract with Underwood Engineers to prepare a feasibility study related to the project.

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

As cost estimates have come in higher than the budget allows, the staff met with NH DOT in September and discussed the possibility of scaling back the project or securing additional funding. The NH DOT indicated that they would fund 100% of the project up to \$ 809,000. However, any amount over that amount they will fund at 80%, provided the Town provides the 20% match. It has been determined by redefining the limits of the project to cover a portion of the distance from Irving gas station to Hersey Lane, the estimated project costs could be under the amount that is currently available; however any expanded project beyond that would require the Town to provide the required matching funds.

At the Town Council meeting on March 17, the Town Council decided not to pursue the entire length of the project from Bennett Way to the Newmarket/Newfields Bridge, but to work with the NH DOT to



reduce the scope of the project to approximately 4,000 feet from Bennett Way to Hersey Lane to keep the costs in line with the original budget of \$809,292, so there would be no additional costs to the Town for the Project.

A NH DOT representative met with the Town Council on May 4 to discuss concerns related to scaling back the project due funding limitations and potential liability to the Town if it decides to no longer participate in the project. A revised engineering report was submitted to the NHDOT on May 23, 2016. On July 14, 2016, the Town received word that the NH DOT found the revised report to be satisfactory with a few minor changes. They concurred that the “preferred alternative” would be Alternative 3 with 4 foot wide bike shoulders from Hersey Lane to Bennett way, with a proposed cost estimated at \$809,200. They warned the Town that there may be unanticipated costs as the budget for right-of-way seemed low and reinforced again, that the Town would be expected to participate in covering 20% of those costs, if there were overruns. The issue of whether the Town will continue with, or cancel, the project will be revisited at the August 17, 2016 Town Council meeting.

**Coastal Resilience Technical Assistance Project:** The Planning Department received a \$57,793 NH Coastal Program grant from the NH DES to study flooding and climate change in the Moonlight Brook Watershed. This project will update an existing watershed model to characterize the conditions in the projections, identify potential flooding risks in the watershed and recommend measures to reduce storm water flows and restore ecosystem functions through the design of a green infrastructure project. Following the compilation of background data, and survey work to collect elevation data in the watershed, a complete watershed base model was created.

A preliminary evaluation has concluded that the Brook has a significant impact on downstream flooding. The consultant has identified a location for a “Best Management Practice” design at the Newmarket High School, adjacent to Moonlight Brook. A public outreach/education meeting was held on June 28 to present the results of this research. In addition, to a presentation by Rob Roseen, project consultant from Waterstone Engineering, there were presentations regarding the NH Coastal Risk and Hazards Commission’s recent report; ongoing drainage improvements within the watershed being undertaken by Underwood Engineers; a discussion of various funding programs to fund climate resilience projects; and next steps for making the Town more resilient against the adverse impacts and infrastructure vulnerability associated with climate changes, such as sea level rise and increased flooding. The final report for the project was submitted on July 15, 2016 and full reimbursement to Town in project funds has been received.

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



Planning staff continues to monitor progress with respect to the MS4 program by attending the Seacoast Stormwater Coalition Meetings. The Coalition has organized a program to assist communities in the region with meeting the minimum NPDES permit requirements to help minimize costs and prevent the duplication of services at the local level for work tasks such as outreach, the bulk purchase of water quality monitoring equipment and shared contracting for laboratory work. EPA is expected to release the National Pollution Discharge Elimination Permit (NHDES) for the MS4 program of which Newmarket is now part in November 2016.

**PLANNING**

		<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>	
122,676.00	12,992.62	12,992.62	109,683.38	11%	

		<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>	
129,153.00	5,618.16	5,618.16	123,534.84	4%	

## Finance Department

### Department's primary function:

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

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

### Projects:

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

### **Projects**

- Financial statement audit.
- Dispose of tax deeded property.
- Transition financial institutions.
- Water/Sewer shutoffs.
- Review HVAC Systems with the DPW Department.

### 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)		FY 15	Increase/ (decrease)	
			e)	%		e)	%
July	17	22	(5)	-22.73%	15	7	46.67%
August		11			10	1	10.00%
September		12			12	-	0.00%
October		11			10	1	10.00%
November		12			3	9	300.00%
December		8			9	(1)	-11.11%
January		16			5	11	220.00%
February		10			7	3	42.86%
March		10			7	3	42.86%
April		7			8	(1)	-12.50%
May		12			14	(2)	-14.29%
June		17			19	(2)	-10.53%
Total	17	148	(5)	-3.38%	119	29	24.37%



Financial Highlights:

The accounting records are about to close, which we will be providing year-end figures shortly.

Balance Sheet – The Town’s fiscal health overall is stable. As of the end of July 2016, the Town had \$11,878,760 in its operating bank accounts. A significant portion of this balance water, sewer, and the School District. We will begin to see a declining cash balance to the end of November due to normal operations and monthly obligations to the School District.

Revenues – It is too early to gauge revenue to actual, however, motor vehicle permits and ambulance receipts are at expected levels.

Expenditures – Expenditures are at expected levels for the first month of the year. There are many one-time payments that occur early in the fiscal year, such as workers compensation, skew line-item expenditures. However, total expenditure for the general fund is at expected levels for one month of operations.

**FINANCE**

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
206,844.00	5,669.67	5,669.67	201,174.33	3%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
200,975.00	6,314.78	6,314.78	194,660.22	3%	

**HUMAN  
RESOURCES**

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
1,515,143.00	348,086.58	348,086.58	1,167,056.42	23%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
1,371,879.00	320,457.82	320,457.82	1,051,421.18	23%	

## **Recreation**

The Recreation revolving account revenue as of August 9, 2016 is \$28,693.55. This amount does not include any advertising revenue as the department's one time brochure now goes out on January 1, 2017 and is collected in December 2016. This is a \$5,703.55 revenue increase from last year at this time and is very promising as it combines expanding sponsorships of existing programs and reduces camp and program overhead. Last year on August 2015, \$22,990.00 was collected in revenue which **did** include day camp field trips and brochure advertising revenue. The revolving account has expended as of August 9, 2016 \$46,927.45 versus \$96,602.06 in fiscal year 2015. The general fund has expended \$15,964.15 to date versus \$26,809.76 in Fiscal Year 2015. We are doing a better job getting a handle of hard and soft expenses and making constant fiscal course corrections during a month looking at inventory and managing expenses weekly.

The Recreation Department Wanna Iguana Day Camp program is in its seventh and final week of operation. The camp has been very successful and camp numbers continue to be high with many campers attending camp every day. It was a sellout again year with 253 campers attending. The input from campers and parents this year has been very positive. This past Monday, the Camp ran its annual Drive In at the Movies with campers drove their cardboard cars or buses or trucks into Leo Landroche amphitheater and watched a movie on the big screen. Special Events all summer long have been a huge hit. Field trips continue to be jam packed and buses have been leaving to various locations four days a week. We also have taken an additional bus out of our field trip rotation by leasing a 15 passenger 2016 Transit van from Merchants Rent A Car. This has been a huge savings for the department. A week long sports camp with 32 campers will be added the week after regular camp ends to see if this can bump up the department's revenue by an additional \$4,000.00 and keep overhead low.

The Recreation Department soccer season begins on September 10<sup>th</sup>, the Saturday after Labor Day. Recreation Soccer will be completely sponsored this year to make it one of the department's largest sports cost centers that makes significant revenue with minimal expenses. Flag Football begins on in October 7 and continues into the last week of October to reduce expenses. The Wanna Iguana Mondays will continue this fall with great new class offerings that children can sign up for in 6 week intervals throughout the school year. Preschool Playgroup will be beginning again in September without kindergarten age children as they will be going a full day to school for the second year. This program has rebounded with it almost filled to capacity again.. The Flex and Focus dance studio will offer dance classes include hip hop, break dancing, and ballet for preschoolers with expanded dance lessons in the winter months.

### **Sunrise / Sunset 55+ Activity center**

Due to the limited availability of the van in July we scheduled a couple of night time events one of which was *CATS* at the Star Theater in Kittery along with dinner at Warren's before the show. This is a fairly new performance venue in the seacoast area and the group raved about this spectacular production. Our Sunrise Center book club, Beyond the Last Page, took a field trip this month to the Sarah Orne Jewett homestead in South Berwick, Maine, after reading a book by this local author from the 1800's. A van full of music lovers enjoyed the North Hampton Bandstand on a perfect summer evening with the music of Burt Bacharach performed by Deep Blue 'C' Orchestra.

The Sunrise Bingo group were treated to an ice cream social this month by our Bingo caller, Dianne Moore. All the fixings were generously provided by Dianne to make a delicious ice cream sundae for thirty people attending Bingo that day. The Pines of Newmarket also sponsored a Bingo day with the donation of candies and rolls of dimes for 5 lucky winners!



Our July luncheon attendees were treated to the beautiful voices of our Sunrise Singers as they performed many classics such as Somewhere Over the Rainbow, Mister Sandman, Que Sera Sera and several patriotic songs for the group to sing along with. The chorus will now take a short break before coming back in the fall. The Sunrise Marimba band is building their song repertoire in order to perform at the center's October luncheon.

For the past several months I have focused on providing you with information regarding trips, programming and events that have occurred during the month. There is an ample amount of administrative work required to run the Sunrise Sunset Center as well. One of the most important projects is *The Sunrise Sunset Breeze* which is the center's quarterly newsletter. The production of the newsletter encompasses the research, planning & pricing of programming, trips and events. In addition to producing the Breeze, programming, trips and events need to be promoted through other means such as posters, our Facebook page, channel 13, sandwich board, emails, Rec Desk and the Recreation website. Once the Breeze is printed we mail approximately 125 pieces out by the postal system and approximately 50-75 by email. I also hand deliver some to the library and local senior housing sites. When people start receiving the newsletter this leads to an onslaught of sign-ups for trips, etc. at the Sunrise Center and Rec Desk. There is also a monthly calendar which is a one page, easy to read weekly format of everything that is happening at the center each day of the week. Members find it very helpful to check and use as a reminder for upcoming events.

I have found that it's crucial to spend extra time with newcomers when they first come to inquire about the center. This first step of walking in the door might be our only chance to sell the center's offerings. For many people it has taken much courage to come and see what is happening here. I need to be sure I reel them in on this initial visit or we may never see them again. These initial tours can last from 15 minutes to an hour depending on how much they want to know about the center.

Answering the phone, tracking volunteer hours, setting up/tearing down the function room for programming, updating the bulletin boards, scheduling guest speakers for Tuesday Talks, updating the website, collecting money for various programming & events, tracking payments and turning them in to Dee at the Rec Center, taking pictures for promotional materials and Facebook, producing various forms, passing around sign-up sheets for special events, writing monthly briefings and the overall interaction with the members of the center keep my days full and fulfilling.

#### RECREATION

#### FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
200,322.00	8,409.45	8,409.45	191,912.55	4%

#### FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
210,407.00	10,240.94	10,240.94	200,166.06	5%

#### RECREATION REVOLVING

#### FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
243,433.00	27,690.41	27,690.41	215,742.59	11%

#### FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
199,670.00	34,209.06	34,209.06	165,460.94	17%

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

**Resolution #2016/2017-01**  
**Relating to Hazardous Household Waste Collection**

WHEREAS, The Town of Newmarket solicited proposals for Hazardous Household Waste Collection, and

WHEREAS, the two companies submitted proposals, and

WHEREAS, MXI Environmental, LLC was the low-cost per unit bidder.

NOW THEREFORE BE IT RESOLVED that the Newmarket Town Council does authorize the Town Administrator to enter into an agreement with MXI Environmental, LLC, for Hazardous Household Waste Collection.

First Reading: July 20, 2016  
Second Reading: August 17, 2016  
Approval:

Approved: \_\_\_\_\_  
Gary Levy, Town Council Chairman

A True Copy Attest \_\_\_\_\_  
Terri J. 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:** July 13, 2016

**TITLE:** Household Hazardous Waste Collection – Resolution #2016/2017-1

**PREPARED BY:** Matthew Angell, Interim Finance Director

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

I recommend passage of this resolution. The Town has held household hazardous waste days in the past and the residents have come to rely on them to dispose of materials. While the Tradebe proposal would have more days, I cannot see many people driving over to Newington to dispose of the materials. *MP*

**BACKGROUND:** Annually, the Town issued an RFP to find and award a vendor to perform the Town's Household Hazardous Waste Collection.

**Process:**

All vendors (Care Environmental Corp. and MXI Environment Services) received a copy of the RFP via e-mail. Also, a public notice was issued in the local newspaper, as well as posted on the Town's website.

**Results:**

We received two proposals from MXI Environmental Services, LLC and Tradebe Environmental Services, LLC. Each proposal was evaluated for qualifications, references, and cost.

**Qualifications –**

	MXI Environmental Services, LLC	Tradebe Environmental Services, LLC
On-site waste management years of experience	Over 20 years	23 years
Volume experience	320 events ranging from 20 participants to over 3,000.	40 events exceeding 300 cars and 6 events exceeding 1,000 cars.

STAFF REPORT

Service location	10 day transfer facility in Newington, NH	Newmarket Transfer Station
------------------	--	----------------------------------

References – Only MXI was investigated, as their cost proposal was the least. MXI listed under experience the City of Dover. I called the City and they responded they are satisfied with MXI's service

Cost – MXI's total unit price was less expensive as Tradebe's by approximately \$143. However, when we apply prior year actual units to unit costs, MXI is approximately \$1,016 less expensive than Tradebe. See attached analysis of unit costs for more detail.

**DISCUSSION:** The Town has two options. 1) Tradebe Environmental Services – Offer a 10-day drop off period in a facility located in a separate Town. This option has the convenience of service days with the inconvenience of traveling to another Town. The financial trade-off is an additional estimated cost of \$1,016 over option 2. 2) MXI Environmental Services – Offer a 1-day drop off period at the Town's facility, similar to the service provided in prior years. This option is the lowest-cost option and it provides continuity to the service provided in prior years. Additionally, the lowest-cost option allows for a larger financial cushion between estimate and budget (discussed in financial impact, below).

**FISCAL IMPACT:** Based upon prior year's actual units, MXI Environmental Services, LLC's cost is estimated at \$8,825. The Town budgeted \$10,000 towards this expenditure. The difference between estimated cost and budget is \$1,175. Since we can only estimate results based upon prior year's actuals, the lower-cost option allows for a cushion to absorb a higher than estimated results.

**RECOMMENDATION:** I recommend the lowest cost option by awarding the proposal to MXI Environmental Services, LLC.

**DOCUMENTS ATTACHED:** Schedule of proposed unit costs compared to prior year actual units collected (1 page). Proposals from Tradebe Environmental Services, LLC (36 pages) and MXI Environmental Services, LLC (192 pages).





TOWN OF NEWMARKET, NEW HAMPSHIRE  
OFFICE of the FINANCE DEPARTMENT

Date: July 13, 2016  
To: Town Council  
Cc: Steve Fournier, Town Administrator  
From: Matt Angell, Interim Finance Director *MA*  
Re: Hazardous Household Waste Collection Proposals

Everyone,

The proposals for the Hazardous Household Waste Collection RFP are too voluminous to attach to the Town Council packet. While I have provided a summary for the packet, ~~attached is a~~ photocopy of all proposals. *are available at the Town office.*

Thanks,

Matt

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, 50-5, 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
Second Reading:	July 20, 2016
Approval:	August 17, 2016

Approved: \_\_\_\_\_  
Gary Levy, Town Council Chairman

A True Copy Attest \_\_\_\_\_  
Terri J. Littlefield, Town Clerk





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

Applicant's Name: Amy Nicholson

Address: 40 N. Main St Phone/Cell 603-674-5659

RSA 669:19 Newmarket Registered Voter: ☒ Yes No # of Years as Resident: 14  
RSA 91:2 Are you an American Citizen? ☒ Yes No

Email address: Nicholamy@comcast.net

Full membership (3 year term) position applying for Newmarket Public Library Trustee

State what the new term expiration date is: March 2019

New trustee is fulfilling Sandy Allen's term expiring March 2019. Sandy Allen has resigned.  
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: I am an avid reader and supporter of our library. I have run the story time program on a voluntary basis in the past and have experience working in a library as a former employee of the Dover Public Library.  
(need more room, please use the back)

Amy Nichols 8/9/16  
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.

August 8, 2016

Newmarket Town Council  
Newmarket, NH 03857

Dear Councilors:

I am writing this letter of recommendation for Amy Nicholson for your consideration for the open seat on the library Board of Trustees.

I've known Amy for approximately 13 years in several capacities. First she was our petsitter, then later a fellow Newmarket Elementary School parent. During this time, I've known her to be loyal, generous, thoughtful and intelligent. In addition to volunteering her time to the library for storytime, she also has devoted countless hours volunteering at NES. She's dedicated to giving of herself to the community that we call home.

I feel Amy would make a wonderful addition to the library board of trustees, complementing the existing members. She can be found at least once a week in the library, sharing her love of reading with her children.

Thank you for your consideration,

  
Lisa Tetrault-Zhe

Newmarket Library Trustee since 2011



June 24, 2016

To: Board of Trustees, Newmarket Public Library  
Carrie Gadbois, Director, Newmarket Public Library

From: Sandra Allen

As much as I have enjoyed my time on the Board and working with all of you, I must regretfully resign in order to work part time at the Library. I've been hoping for this opportunity for quite some time and do not want to pass it up. It's been great, guys!

A handwritten signature in cursive script that reads "Sandy". The signature is written in dark ink and is positioned centrally below the main body of text.

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

**Resolution #2016/2017-02**  
**Increase of Sewer Rates**

**WHEREAS**, the Newmarket Town Council has adopted a rate structure which is reviewed yearly in order to assure adequate funds to operate and maintain the systems and fund future projects, and

**WHEREAS**, the Newmarket Town Council has committed to level yearly sewer rate increases to cover the costs associated with the design, construction, and operation of the new wastewater treatment facility, and

**WHEREAS**, the Sewer Department has entered into agreement with the EPA to design, construct and operate a new wastewater treatment facility to low nitrogen limits

**NOW, THEREFORE, LET IT BE RESOLVED**, the Town Council does hereby approve the following sewer rates to be effective November 1, 2016:

Sewer users will be billed \$9.74 per 100 cubic feet of water consumed. The water and sewer system charge will remain have no increase, but will be billed quarterly \$6.00 for each water and sewer per unit.

*First Reading: August 17, 2016*

*Second Reading:*

*Approval:*

Approved: \_\_\_\_\_  
Gary Levy, Chairman

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:** August 10, 2016

**TITLE:** Sewer Rate Increases

**PREPARED BY:** Sean T. Greig Superintendent Water/Sewer

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

In 2013, the Town Council agreed to have a constant and level sewer rates increases to offset the cost of the \$14.1m waste water treatment facility upgrade. The passage of the resolution would result in an 8% increase in the current rate. This resolution would continue that practice. I recommend passage of this resolution.

**BACKGROUND:** The Town Council chose level sewer rate increases in 2013 to meet loan obligations and the increase in operations and maintenance costs due to the construction of the Wastewater Treatment Plant Improvements to meet an 8 mg/L Total Nitrogen Discharge limit.

### **DISCUSSION:**

In a presentation on February 19, 2013, "Town of Newmarket Warrant Article for the Purpose of Upgrading the Wastewater Treatment Facility", I presented a "One Time Rate Increase" and "Yearly Rate Increase" option to meet the loan obligations and the increase in operations and maintenance costs due to the construction of the Wastewater Treatment Plant (WWTP) improvements to meet an 8.0 Total Nitrogen limit. The projected sewer rate slide in the presentation illustrated the "One Time Rate Increase" would need to be \$9.56. The increase would result in a sewer rate of \$16.26 for 750 gallons of water consumed. The "Yearly Increase" option would require \$1.04 increases for eight years, and a couple of smaller increases for the next two years. The Town's people and the Town Council supported the "Yearly Increase" option.

A short time after February 19, 2013 presentation, the Town received grants from New Hampshire Department of Environmental Services State Revolving Loan Program and the United States Rural Development. The grants reduced the yearly increases from \$1.04 to \$0.76. The chart below illustrates the yearly rate changes for the "Yearly Increase" option. The \$0.76 increase will increase the average sewer user's bill by approximately \$44.00 per year.

Year	Sewer Rate
2012	\$6.70
2013	\$7.46
2014	\$8.22
2015	\$8.98
2016	\$9.74
2017	\$10.50

Year	Sewer Rate
2018	\$11.26
2019	\$12.02
2020	\$12.72
2021	\$13.42
2022	\$13.57
2023	\$13.72

The Town Council can continue with the level increase plan that was selected in 2013, or develop a new plan to meet the loan obligations and operation and maintenance costs associated with the Wastewater Treatment Plant improvements.

**FISCAL IMPACT:** The rate would increase 8%. This would increase the average users bill by \$44 annually. The cost of the engineering and construction of the project is \$14.1 million.

**RECOMMENDATION:** I recommend that the Town council approve the resolution and continue with the level sewer rate increase plan to meet its obligations that are associated with the Wastewater Treatment Plant Improvement Project.

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





To: Steve Fournier, Town Administrator  
From: Sean T. Greig, Supt. Water/Sewer  
Date: August 5, 2016  
Re: Sewer Rate Increase

---

Recommend the sewer rate increase from \$8.22 for 750 gallons to \$8.98 for 750 gallons of water consumption.

In a presentation on February 19, 2013, "Town of Newmarket Warrant Article for the Purpose of Upgrading the Wastewater Treatment Facility", I presented a "One Time Rate Increase" and "Yearly Rate Increase" option to meet the loan obligations and the increase in operations and maintenance costs due to the construction of the Wastewater Treatment Plant (WWTP) improvements to meet an 8.0 Total Nitrogen limit. The projected sewer rate slide in the presentation illustrated the "One Time Rate Increase" would need to be \$9.56. The increase would result in a sewer rate of \$16.26 for 750 gallons of water consumed. The "Yearly Increase" option would require \$1.04 increases for eight years, and a couple of smaller increases for the next two years. The Town's people and the Town Council supported the "Yearly Increase" option.

A short time after February 19, 2013 presentation, the Town received grants from New Hampshire Department of Environmental Services State Revolving Loan Program and the United States Rural Development. The grants reduced the yearly increases from \$1.04 to \$0.76. The chart below illustrates the yearly rate changes for the "Yearly Increase" option. The \$0.76 increase will increase the average sewer user's bill by approximately \$44.00 per year.

Year	Sewer Rate
2012	\$6.70
2013	\$7.46
2014	\$8.22
2015	\$8.98
2016	\$9.74
2017	\$10.50

Year	Sewer Rate
2018	\$11.26
2019	\$12.02
2020	\$12.72
2021	\$13.42
2022	\$13.57
2023	\$13.72