



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

**WEDNESDAY, DECEMBER 21, 2016 at 7:00PM
NEWMARKET TOWN HALL COUNCIL CHAMBERS**

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

1. Pledge of Allegiance
2. Public Forum (*Public Forum is an opportunity for the public to address the Town Council. All comments should be addressed to the Chair of the Council. No person will be allowed to speak longer than five (5) minutes.*)
3. Public Hearing – None
4. Town Council to Consider Acceptance of Minutes
 - a. 11/30/2016 Meeting Minutes
 - b. 11/30/2016 Non-Public Meeting Minutes
 - c. 12/7/2016 Meeting Minutes
5. Report of the Town Administrator
6. Committee Reports
7. Old Business
 - a. Resolutions/Ordinances in the 2nd Reading
 - i. Resolution 2016/2017- 14 – Relocation of Water & Sewer Utilities as part of NHDOT Bike Lane Project
 - ii. Resolution 2016/2017-15 – Water & Wastewater System Buildout Analysis
 - iii. Resolution 2016/2017-16 – Amending the Administrative Code: Creation of the Department of Buildings & Grounds
 - iv. Resolution 2016/2017-17 – Replacement of Windows at the Community Center
 - b. Resolutions/Ordinances in the 3rd Reading – None
 - c. * Items Laid on the Table –
 - i. Resolution #2015/2016-52 – Resolution Authorizing the Designation of a portion of Rt. 152 as an Economic Recovery Zone (This Resolution is tabled from the June 15, 2016 Council Meeting pending Planning Board action).

8. New Business/Correspondence

- a. Letter from the Planning Board – Future Land Use Chapter recommendations regarding *Junk Yard* Regulations.
- b. Town Council to Consider Nominations, Appointments and Elections - **None**
- c. **Resolutions/Ordinances in the 1st Reading - None**
- d. Correspondence to the Town Council
- e. Closing Comments by Town Councilors
- f. Next Council Meeting – January 4, 2017

9. Adjournment

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

November 30, 2016 7:00 PM

TOWN COUNCIL CHAMBERS

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

ALSO PRESENT: Town Administrator Steve Fournier, Mr. Rick Alpers and Ms. Shelley Walts of Primex

AGENDA

Chairman Gary Levy called the meeting to order at 7:16 pm.

TOWN OF NEWMARKET GOAL SETTING SESSION

Town Administrator Steve Fournier stated that the purpose of the Workshop Session was to set longer-term goals for the Town, and said he had discussed with the Council having Primex (Public Risk Management Exchange) come in and facilitate a goal-setting session to develop Council goals. He said Primex was an insurance carrier for New Hampshire Risk Management based in Concord, and said Primex Consultants Mr. Rick Alpers and Ms. Shelly Walts were present to assist with the goal-setting session.

Introduction/Agenda Review

Mr. Rick Alpers said they were pleased to be there to talk about Council goals that could be achieved over the next year or so and put dates around them. He reviewed the brief agenda and said these sessions helped to keep communities organized and on-task and helped reduce risk management. He said the Seacoast was vibrant and there was a lot of competition among surrounding communities to attract residents and economic development.

Things Going Well in Newmarket

Mr. Alpers asked the councilors what was going well in Newmarket now and where they were succeeding:

Councilor Thompson said the Town had a team of staff, administrators, and department heads with phenomenal integrity. Councilor Weinstein said they had a vibrant Downtown with diverse businesses and the successful renovation of the Mills. Vice-Chair Nazzaro said the Town had a good reputation in the local area. Councilor Burns said they had a great Recreation Center with lots of programming for all ages, and Councilor Weinstein said they had a lot of Natural Resources with the river and the bay.

Councilor Bowden mentioned Public Safety and their dedication to the Town. Chairman Levy said currently the Town was affordable and felt their location between Exeter and Durham and nearness to Portsmouth had helped Newmarket grow. He said though pricing on property was currently affordable, the tax rate was higher than most communities around and would probably be going up.

Councilor Thompson mentioned the small-town character of the community which had a lot of long-time families, and said the Town was close-knit and had a lot of pride. Councilor Pike said he felt there was a nice spectrum of philosophies on the boards, and said the range had increased for both the School Board and the Town Council. Councilor Bowden felt Newmarket was a great town community for new families with a lot to offer, and said it was continuing to grow.

Things in Newmarket Needing Work

Mr. Alpers asked the councilors what things in Newmarket they thought needed more work and attention:

Councilor Pike said that School Facilities was a big issue now and there was excellent work being done to come up with a proposal. He said if it passed it would add to the tax burden, and that if it did not pass a lot of people would be really discouraged. Vice-Chair Nazzaro said that Downtown parking was an issue for businesses and it was getting worse. Chairman Levy said the Town roads were not in great shape.

Councilor Weinstein mentioned limited Public Transportation to and from the Town. Vice-Chair Nazzaro felt it was a lot for the size of the community, and Town Administrator Fournier said the Town had 2 bus services, the University and Coach. Councilor Pike mentioned the traffic issue with Route 108, which was very busy. Chairman Levy stated that Planning needed to be cognizant of what things needed to be improved and the impact they would have on the traffic. He said he also wanted to mention infrastructure needs like Water & Sewer which would mean increases for rate-payers. Town Administrator Fournier said that money had already been set aside for Water, but there would be an increase in Sewer rates.

Councilor Pike said there were a lot of agency regulations tied in with Water & Sewer, and said they needed to have smart growth in both urban and rural areas. He felt it was difficult to take all that information and implement it into good planning practices. Vice-Chair Nazzaro said the Town lacked a cohesive, unified, vision for the future across all government boards that they were working together towards. Chairman Levy said they also did not have any design standards which they might want to develop.

Mr. Alpers stated that Exeter had forced planning, zoning, historic and town selectmen together in one room to have a frank conversation. Chairman Levy said that another strength of Newmarket was the proximity to UNH and the potential for the Town to have some start-up businesses because of the

affordability of space along the Route 108 corridor. He felt the Town was limited as to how much it could diversify its tax base. Town Administrator Fournier said another difficulty in attracting businesses was that every community in the area was competing with a State-owned Industrial Park.

Vice-Chair Nazzaro questioned how the development of more Student Housing in Durham might impact Newmarket, and Town Administrator Fournier said the Town was currently attracting more college grads. Chairman Levy felt the amount of multi-family housing was high, and Councilor Pike said it was the highest in the area. Councilor Thompson said they did have a large transient population, and she felt overbuilding and density were real threats to the Town. Vice-Chair Nazzaro pointed out that they had a lot of land in Conservation, and Town Administrator Fournier said they had a total of 12 square miles.

Vice-Chair Nazzaro felt they needed to think creatively about how they were going to deliver services of the same quality in the future. Chairman Levy stated that prioritization would be very important to the Town. Councilor Burns said they needed prioritization and a balance, as they could not just stop. Councilor Thompson said the tax rate was approaching \$30 and that a lot of people would not be able to afford to stay in the Town. Vice-Chair Nazzaro added that another positive thing was that they had a very low debt ratio as a community.

Mr. Alpers asked that each councilor and the Town Administrator take some time to write down 2 or 3 goals they wanted to see succeed over the next year or so, and then take a 5-6 minute break while they consolidated the goals to come up with a list.

Top 3 Goals per Councilor and Administrator

Councilor Pike: (1) Capital Improvement plan and better long-term planning at the Council level, (2) Increase Town Council engagement with the Planning Board and other boards in on-going discussions, (3) Work on how the Council sets agendas for meetings.

Councilor Thompson: (1) Regionalization and partnering with other communities or the School on education services, (2) Manage growth with associated costs of services to keep the Town affordable, (3) Maintain the character of their small town in choosing development wisely.

Chairman Levy: (1) Set a number for the Budget which they could spend to rather than back into, (2) Prioritization addressing imperatives first, (3) See zero-based budgeting for the Town, to start and plan a budget from zero.

Town Administrator Fournier: (1) Address the parking issues, (2) Invest in infrastructure and roads, (3) Implement a long-range plan for development in the community.

Councilor Burns: (1) Decide what to implement for possible efficiencies based on the MRI Report, (2) Continue to seek places where the School and Town could work together to find efficiencies, (3) Continue to plan for the future and look at funding.

Councilor Bowden: (1) CIP long-term planning, (2) Continue to work with the School Board for more efficiencies, (3) Detail and implement a Technology Plan for the long term and look at monopolies like Comcast.

Councilor Weinstein: (1) Continue to find efficiencies with the School and with other communities, (2) Increase parking, (3) Continue to invest in our Natural Resources and Recreational activities as a way to attract businesses to our community.

Vice-Chair Nazzaro: (1) A unified, integrated, cross-department, community-wide Capital Improvement Plan, (2) A 5-year Budget Plan built on best current knowledge, priorities, and planned work, (3) An expanded Downtown on North and South Main Street that includes plans to address the parking situation.

Discussion: Chairman Levy said they had spent a lot of time on a charrette with Strafford Regional Planning and felt there was a disconnect between Planning and Zoning rules and regulations and what people wanted, and recommended that the Planning Board and the Council hold a meeting to have that kind of discussion. Councilor Weinstein said it was there in the Master Plan and it was just a matter of implementing it and revisiting it on a regular basis. Vice-Chair Nazzaro said people should go through elected officials, and said it was on the Planning Board as an elected office to write what the zoning should look like and on the Council to approve it. Chairman Levy said the Council had to wait for the Planning Board and things did fall through the cracks. Councilor Weinstein said there was a provision in the Town Charter that the Chairman of the Town Council and the Planning Board meet annually.

The Council went into recess at 8:29 pm, and the meeting was resumed at 8:36 pm.

Final Goals with Timelines

Mr. Alpers stated that he would provide a brief synopsis of four (4) goals the Council could set, get their general approval, put some deliverable dates around them, and determine the path they were going to take to address the problems.

[1] A Unified, Town-Wide Capital Improvement Plan.

Mr. Alpers asked when they wanted the plan to be implemented and when delivered. Councilor Pike stated that the implementation of a CIP process was a goal already assigned to Town Administrator Fournier. The Council discussed dates and agreed to have the process for a CIP Plan completed by June 2017 with the deliverable by October 2017. Town Administrator Fournier felt he could meet those deadlines.

[2] Increased Parking in Downtown.

Mr. Alpers asked how the Council wanted to address the parking problem and the possible expansion of the Downtown area to increase its vitality. Chairman Levy said they had discussed the issue and there were possible areas to the south of the Town Hall, some parking by the tracks, and a third area off Bay Road. Councilor Burns felt the issue should be looked at and figured out by one date and the

implementation started by another date. Town Administrator Fournier stated that there was a private entity looking at the issue.

Vice-Chair Nazzaro felt it should not be limited to a public/private partnership, as it could be a government or a private solution. He said he would like to see a viable option for long-term parking by the end of the 2017 calendar year. Town Administrator Fournier recommended the option be identified by the end of 2017 with implementation beginning 2018. Vice-Chair Nazzaro said that an option could mean setting up a partnership for creating a parking area. Town Administrator Fournier said that on top of these goals the Council had already assigned additional goals, and he wanted to make sure he could implement both.

Chairman Levy felt they first needed to evaluate how much parking they needed and determine the proximity of the parking location to the Downtown, and felt that this information should be obtainable by the end of 2017. Mr. Alpers suggested that the Planning Board could do some of those steps for the Council.

[3] Continuing Relations with the School Board to Find Efficiencies.

Mr. Alpers said they needed to finish the deals for Finance and Facilities and continue to have conversations with the School about working together in other areas.

[4] Set up a Council Meeting with the Planning Board.

Mr. Alpers said they needed to meet with the Planning Board to discuss zoning and plans that had been implemented over the years and also discuss sustainable growth. Chairman Levy asked that the information from the charrette with Strafford Regional be aggregated with the studies. Councilor Pike stated that it was incorporated into the Future Land Use Chapter, which had been agreed upon by the Planning Board. He said the Sub-Committee had laid out a sequence and prioritized the next steps, and they would like to meet with the Council to work on that.

Vice-Chair Nazzaro said he had an issue with the way the goal was written, in that the Planning Board was a stand-alone elected committee. He felt that the Planning Board and the Town Council should meet at the beginning of each year to align goals and determine together what the work plan would be. He felt the verbiage of the goal should be changed to "Meet with the Planning Board to work together to set up long-term goals for 2017." The Council agreed to the change and Mr. Alpers set the deliverable date to be the first or second quarter of 2017.

ADJOURNMENT

The Workshop Meeting was concluded at 8:56 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary

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

9 **December 7, 2016 7:00 PM**

10 **TOWN COUNCIL CHAMBERS**
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12

13 **PRESENT:** Council Chairman Gary Levy, Council Vice Chairman Phil Nazzaro, Councilor Dale Pike,
14 Councilor Amy Thompson, Councilor Toni Weinstein, Councilor Amy Burns
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16 **EXCUSED:** Councilor Kyle Bowden
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18 **ALSO PRESENT:** Interim Finance Director Matt Angell
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20 **AGENDA**
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22 Chairman Gary Levy welcomed everyone to the December 7, 2016 Newmarket Town Council Meeting and
23 called the meeting to order at 7:02 pm, followed by the Pledge of Allegiance.
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25 **PUBLIC FORUM**
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27 Chairman Levy opened the Public Forum at 7:03 pm.
28

29 As no one from the public came forward, Chairman Levy closed the Public Forum at 7:03 pm.
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31 **PUBLIC HEARING - None**
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33 **TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**
34

35 **Acceptance of the Minutes of the Regular Meeting of November 16, 2016**
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37 Vice-Chair Nazzaro made a motion to approve the minutes of the Regular Meeting of November 16, 2016,
38 which was seconded by Councilor Weinstein.
39

Town Administrator Fournier polled the Council and the minutes of the Regular Meeting of November 16, 2016 were approved by a vote of 5-0, with 1 abstention

Acceptance of the Minutes of the Non-Public Meeting of November 16, 2016

Vice-Chair Nazzaro made a motion to approve the minutes of the Non-Public Meeting of November 16, 2016 which was seconded by Councilor Weinstein

Chairman Levy requested that the start time of the meeting at the top be corrected to 5:30 pm.

Town Administrator Fournier polled the Council and the corrected minutes of the Non-Public Meeting of November 16, 2016 were approved by a vote of 5-0, with 1 abstention.

REPORT OF THE TOWN ADMINSTRATOR

Town Administrator Fournier first addressed the **Downtown Project** and stated that the painting of the lines on the crosswalks was completed on Friday, but the signage was just completed today. He said that along with the Town Attorney, they were continuing to monitor the cost of liquidated damages which was currently at \$60,000. Chairman Levy asked for an explanation of liquidated damages. Town Administrator Fournier stated that since the date of substantial completion, which was supposed to be September, they were adding \$750/day as a penalty which was listed in the contract. He said at this point they had not yet reached substantial completion, where the Engineers, the Town Administrator, and the State all signed off on the project. He said the penalty would go down to \$500/day when only small things were left to be done but they were not yet at that point. Chairman Levy asked what the Town would get, and Town Administrator Fournier said they would get 20% of the \$60,000 with the rest going to the State. He said he would provide a legal update at the next meeting

Vice-Chair Nazzaro asked if the penalty went to the contractor or DOT. Town Administrator Fournier said that at first DOT had delayed the project 1 ½ months, but that now it was the contractor Target Construction. Vice-Chair Nazzaro asked if references had been obtained before the contract with Target Construction was signed, and Town Administrator Fournier said the references had checked out. He said arbitration was covered by the Town's legal contract and said he had already spoken with DTC. Councilor Weinstein questioned the workmanship and said she observed that some of the bricks were already broken. Town Administrator Fournier said that was one of the reasons they had not yet signed off on the project, and said Target Construction had been notified that this was unacceptable. He stated that every part of the project was reviewed by Town and State Engineers, the concrete mix under the bricks had been regularly tested, and he said they were addressing the situation weekly to get an exact timeline. Vice-Chair Nazzaro asked the Town Administrator whether he would step back and address how to fix the process with contractors to allow some controls in the future. Town Administrator Fournier said some of the problems were due to State regulations, and said they would make sure they were prepared when working on State projects in the future.

Town Administrator Fournier stated that on Wednesday and Thursday of last week, the Public Works Director was flagged down by DOT and notified that **Pan Am Railways** would be making an **Emergency**

84 **Repair** at the railroad crossing on Route 108. He said he had been immediately informed, and as they
85 found no notification had been put out at that time, and had started notification through emails, press
86 releases, and Reverse 911 to get the information out and had alerted surrounding communities. He said
87 he met with Pan Am on Monday as they were having issues getting signage from the State, and he had
88 worked with them to get a sign package in place. He said that Amtrak would reimburse the Town for any
89 costs, and said the repair was still scheduled to be finished late tomorrow.

90
91 Town Administrator Fournier stated that he had a final copy of the **MRI Efficiency Study** which was posted
92 on the website. He said he had reached out to MRI to schedule a presentation of their findings to the
93 Council, and that it could possibly be the first meeting in January after the holidays.

94
95 Town Administrator Fournier said he had received a statement from **Town Moderator Chris Hawkins**,
96 with information he wished to share with the Town Council and the public regarding possible voter fraud
97 in New Hampshire. Mr. Hawkins said in his statement that news reports suggesting the New Hampshire
98 vote was tainted by widespread voter fraud had no basis in fact or reality. He said they were audited by
99 an official from the Attorney General's Office who reported no problems whatsoever with the Newmarket
100 election process, and said there were no unusual occurrences at the polling place. He stated that the
101 Council and the residents of Newmarket should feel confident that the election process was open and fair
102 and there was no voter fraud

103
104 Town Administrator Fournier lastly provided an update on the **MacIntosh Well**, and said the blending
105 facility had started pumping water into the system at the beginning of November. He said that since
106 November 15th the well and the blending facility had been pumping 24 hours/day, and said that as of
107 December 1st the MacIntosh Well was online and pumping 1.984 million gallons of water into the water
108 system. He said the Water Department had performed water sampling and testing, and that all tests had
109 passed the All-Safe drinking water standards. Vice-Chair Nazzaro asked how that was impacting the water
110 situation, and Town Administrator Fournier said he was waiting to hear from the Water Department and
111 said he would also provide the recharge rate. Chairman Levy asked if the testing met all standards, and
112 Town Administrator Fournier said it had but that there would always be some deviation due to
113 contaminants. He said the chemicals were added at the pump house and then went out to blend with the
114 other water in the system.

115 116 **COMMITTEE REPORTS**

117
118 Councilor Weinstein stated that there had been two meetings of the *Budget Committee* on November
119 28th and December 5th, and said no significant concerns had been discussed at either meeting, and no
120 changes had been made to the budgets. She said the Town Public Hearing would be held on December
121 12th at 7:00 pm, and there would be another meeting on December 19th at 8:00 pm to review the School
122 Warrant Articles and any other questions on the School Budget. She said the School Public Hearing was
123 scheduled for January 12, 2017, which was a Thursday, and was different from their usual Monday night
124 meetings.

125 126 **OLD BUSINESS**

ORDINANCES AND RESOLUTIONS IN THE 2ND READING

Resolution #2016/2017-13 Approval of the Memorandum of Understanding between the Town and the School for Finance Director Services

Councilor Pike made a motion to approve *Resolution #2016/2017-13 Approval of the Memorandum of Understanding between the Town and the School for Finance Director Services*, which was seconded by Councilor Weinstein.

Town Administrator Fournier reviewed the Memorandum of Understanding (MOU) between the Town and the School for Finance Director Services. He said he had met with the School Board and the Joint Subcommittee, and they had come up with a job description for the position and the draft of the Memorandum of Understanding. He explained that the position would be an employee of the School in consultation with the Town Administrator. He said the School Finance Office and the Town Finance Department would remain independent, supervised by a single Finance Director who would fulfill the duties of both offices. He said in the event the Administrators were unable to come to an agreement, the School Board Chair and the Town Council Chair would discuss the matter, with any further disagreements to be resolved by a joint meeting of both boards. He stated that the position would be effective March 1, 2017 and the termination would be no later than 6 months prior to the intended termination date of June 30th of the year following written notice.

Town Administrator Fournier said the School and the Town had agreed to share all costs, and that the School would be 64% of the gross budget and the Town 36%. He said the total salary and benefits were \$117,006, with the Town Share \$42,668, and the School Share at \$74,338, and said the Town currently budgeted \$80,000 for contracted services. He explained that this was a first step, and anything they found that did not work could be changed. He said both departments, as well as the individual, were getting ready and a proper transition time had been observed. He said this was a huge step not just for Newmarket but Statewide, and said this would be a model and they wanted to get it as right as possible.

Discussion:

Councilor Thompson referred to section 6 of the MOU with regard to disagreements, and felt it was a good idea to bring that back to the boards. She referred to section 9 regarding termination and said she still felt 6 months was a lot. Town Administrator Fournier said that the parties in this case were the School and the Town, and they could terminate before the 6 months if both agreed. Chairman Levy asked what was left on the Bond Limit. Town Administrator Fournier said each of the bond limits were separate, with a limit of \$23,738,184 for the Town, \$55,389,097 for the School, \$79,127,282 for Water and no limit for Sewer.

Vice-Chair Nazzaro also questioned section 6 with regard to disputes, and said they should be solved by the Town Council and the School Board rather than the Chairs. He referred to section 5 which listed the duties of the position and said that he could find nothing that clearly stated managing the personnel of the Finance Department. Town Administrator said that was covered under "oversees the day-to-day operations of the Finance Department". Vice Chair Nazzaro said he thought that 6 months was too long, and said there was also no duration to the contract. Town Administrator Fournier said they wanted to

keep the agreement open, as they were hiring contracted services for an individual, and they could review it at any time. Vice-Chair Nazzaro felt there should be a limit to the contract as the method of deriving the salary was not necessarily fair. He said there was a fixed cost to Finance Department work which did not vary linearly according to budgets of administrators. He felt they should time-track the process for a year and then establish the salary based on the ratio of time spent in each department. Councilor Pike felt the 6-month time period was acceptable as it would allow time for transition and time for the budget to adjust for both parties. He stated that this was a move toward a unification of government and felt the percentage breakdown of time would matter more if there were two different sets of payers, but that this was all the same tax base.

Vice-Chair Nazzaro said he felt it was absolutely essential they find ways to collaborate with the School, but felt this was a pilot for a partnership and should be done right. Councilor Pike pointed out that there would be a great deal of variability and fluctuation in sharing the position. Councilor Weinstein said it was a fundamental shift in how they were looking at their governments and providing services to the community. Vice-Chair Nazzaro felt there should be some level of testing out the system. Councilor Burns asked how the 6-month term was decided on, and Town Administrator Fournier said it was due to the Fiscal Year ending on June 30th, which would be the termination date. He said this would still leave time to impact the budget and amend it if something came up, and he felt there would be a bigger impact with a shorter time period.

Chairman Levy said he understood how the apportionment of time was crafted, but he felt they should do this right and felt the formula was not lined up logically. He said the Town would be sharing the position with the School and the Superintendent would ultimately be the boss. He felt there might be issues if either party could not get something they needed, and there should be some understanding as to how those things would get done. He questioned the job responsibilities and wanted to make sure there was no overlap between the Town Purchasing Agent and the role of the Facilities hire. Town Administrator Fournier said there was no overlap, and said that currently the Finance Director was the Purchasing Agent for the Town and he provided for every department. He said the purchasing role for Facilities would be no different from other departments soliciting bids, and said every department had a level of purchasing by submitting the bids and the Purchasing Agent provided the final review.

Chairman Levy brought up the employee reviews, which were to be done by the Superintendent in writing with input from the Town Administrator, and suggested that it would be appropriate for the Town Administrator to also provide written comments for the review process. Town Administrator Fournier said that in any contractual relationship things would be put in writing so that there would ultimately be a record. He said any issues he had or any complaints would become part of the personnel file in writing. Chairman Levy felt that should be in writing in the contract. Vice-Chair Nazzaro said he also felt that what was written in the job description should be included in the MOU, so that how the evaluation was done was contractually agreed upon.

Chairman Levy said he supported this resolution totally, but felt that 6 months was unacceptable as a time period and it should be 90 days. He said that on page 13 under Reports To: the Supervisor should be listed and pointed out that no working conditions, including mental, physical, and environmental demands, were listed in the Job Description and needed to be added. Town Administrator Fournier said the School

District was writing the job description but he would let them know. Chairman Levy asked if under Performance Responsibilities on page 14, the Town should also be listed with regard to assistance with the preparation and negotiation with various departments, and Town Administrator Fournier said the Town should also be listed.

Councilor Thompson said this was a contract and they did not get to write the specifications for the position. She said approving the MOU was to her approving a contract to hire financial services with the School, not necessarily the whole job description. She said she did not have a problem with the MOU and felt that the 6-months term or prior was fine with her. Vice-Chair Nazzaro pointed out that if the Town or School did not agree on wanting to terminate the agreement, they could not get out of it for 6 months. Chairman Levy felt it was important as it was a contract that they clarify as much as possible up front. Vice-Chair Nazzaro said he felt the issue was that if something egregious happened they would be tied for 6 months with no ability to get out of the contract.

Councilor Thompson asked if this was the only sticking point and asked what they needed to do to get this done. Town Administrator Fournier said he would have to meet with the School Board to renegotiate and the Council would not act on it this evening. Councilor Weinstein said she understood the concerns raised, but felt if something so concerning to the Town occurred, the person would be terminated in a reasonable amount of time if the Town and The School agreed. Councilor Burns said she hoped that if it were a termination situation both parties would agree. She said she did not want to have to go back and renegotiate if it was unnecessary, and hoped they could come to some conclusion. Vice-Chair Nazzaro said he would also prefer they not have to go back and renegotiate. He said he was concerned that there was no end date to this contract, and that if a future Supervisor decided they needed a Business Administrator 90% of the time, the Town would be hamstrung. He said they needed to do this right as protection from a worst-case scenario, and said he did not see the downside to waiting 2 weeks to change the 6 months to 90 days. Councilor Burns said she thought the wording of the termination of the agreement was confusing, especially the "6 months prior to termination which shall be June 30th". Town Administrator Fournier said firstly that the contract was negotiated and not binding on the Superintendent, and secondly he needed guidance from the Council as to how to proceed, and asked if they wanted him to go back and renegotiate.

Councilor Pike said there were essentially 6 votes here, and that 4 of the Councilors were okay with the contract as it was written and 2 of the Councilors were not. He said if the majority of the people present thought the contract was satisfactory as written, and everyone agreed they should move forward, he was not sure they should have to go back and renegotiate. He said he preferred to vote tonight though he would have preferred the vote to be unanimous. Chairman Levy said he did not think 2 weeks would make any difference, and asked about the June 30th date that Councilor Burns had brought up. Town Administrator Fournier explained that if they decided they did not want the service any longer, the latest they could tell them was 6 months prior to June 30, 2017.

Vice-Chair Nazzaro said he was even more against the June 30th deadline, and said it would not be a bad thing to take 2 weeks to go back the School Board and have a conversation. He said if they were going to continue working with the School, then they would have to get used to things taking a little longer as they were 2 independent bodies. Councilor Thompson pointed out that if something egregious happened with

the employee, it would come under the Employee Agreement. She said she thought some people were getting confused between what was an employee agreement and what was a contract agreement with the School. Councilor Burns said her point had been that if this was something that most agreed upon, she did not see the point of going back to the School Board. She said on the other hand, if they were going to continue to align services with the School, part of the process might be for both boards to have more joint meetings or have representatives of the School Board present to answer questions.

Town Administrator Fournier said that the Council did appoint 2 representatives to participate in the negotiations, and Vice-Chair Nazzaro pointed out that this was the Council conversation. Councilor Pike said he would like that the whole atmosphere moving forward not be any more divisive than it needed to be, and preferred it not be divisive at all. He said he would like this to be a unifying experience and he was willing to have a conversation with the School Board about the time period, but he did not want the 6 months versus 3 months to deep-six the whole thing. Vice-Chair Nazzaro stated that he wanted to vote for this, and felt if they could take a few more weeks so everyone could get to a point to vote yes, it would be a more unifying experience. Chairman Levy said they had also addressed whether disagreements should go to the Chairs or the Boards. Councilor Pike said his understanding was that the Chairs were there as a sort of preliminary discussion. Councilor Weinstein said she appreciated Councilor Pike's diplomacy, and felt they could either present their concerns to the School Board or they could amend it this evening.

Town Administrator Fournier said if they changed 6 months to 90 days and took out "Chairs", he felt it would be acceptable to say they were amending it in this way and passing it on to the School Board, but felt if there were more issues they would need to send a letter. Vice-Chair Levy reiterated that the issues were the Boards rather than Chairs and 90 days rather than 6 months, but said he did not know about "June 30th". He said the only other thing was to include that written reviews be added by the Town Administrator. Councilor Pike said he agreed there should be written reviews from both parties, but he still thought that it was more practical for the Chairs to meet first. He said he was okay with talking to the School Board about the timing to see if they could get to a unanimous Council vote.

Town Administrator Fournier said he did not have a majority for 90 days versus 6 months, and said he had 90 days with and without June 30th. Vice-Chair Nazzaro said there should also be a section in the MOU about the evaluation, taken exactly from the Job Description, with written reviews added. He said he also did not want to be tied down by the June 30th date, and Chairman Levy agreed. Vice-Chair Nazzaro felt that 90 days was immaterial if June 30th was still in there, and said he would rather have 6 months with no June 30th than 90 days with June 30th. Councilor Pike asked if they could agree on 6 months with no June 30th. Chairman Levy said he would not agree but the Council had the vote.

Town Administrator Fournier asked if at this point the Council was amending or going back to the School. Vice-Chair Nazzaro said he would rather they send the School something that the Council had voted on. Councilor Pike said he did not want this to be the Town Council insisting on these changes, as that did not represent their position. Vice-Chair Nazzaro said he would agree to 6 months no June 30th as a compromise. Councilor Pike said there was a collaborative enterprise here, which was about respecting each other's budget processes, and said he felt it was a reasonable compromise. Town Administrator Fournier again asked if the Council wanted to amend the agreement or send it as a communication to the

School. Councilor Thompson said she would like to amend it tonight, vote on it, and send it out. She said she assumed Town Administrator Fournier would speak with the Superintendent.

Town Administrator Fournier asked that someone make a motion to amend the Memorandum of Understanding to include the following: (1) to have the Chairs discuss the matter with the 2 Administrators, (2) to include a written review of the Finance Director by the Town Administrator, and (3) to amend the last paragraph to read 6 months and to strike out June 30th.

Vice-Chair Nazzaro made the motion to amend the Memorandum of Understanding as stated above, which was seconded by Councilor Pike.

Town Administrator Fournier polled the Council and the motion to amend the Memorandum of Understanding passed by a vote of 5-1.

Town Administrator Fournier again polled the Council and *Resolution #2016/2017-13 Approval of the Memorandum of Understanding between the Town and the School for Finance Director Services* was approved, as amended above, by a vote of 5-1.

Chairman Levy stated that for the record he voted no because the term was not 90 days.

ORDINANCES AND RESOLUTIONS IN THE 3RD 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

Strafford Regional Planning Commission, Commissioner

Candidate: *Lisa Henderson – Term Expires December 7, 2020*

Vice-Chair Nazzaro made a motion to approve the nomination of *Lisa Henderson* as a *Commissioner to Strafford Regional Planning Commission - Term to Expire December 2020*, which was seconded by Councilor Burns.

Town Administrator Fournier polled the Council and the nomination of *Lisa Henderson* as a *Strafford Regional Planning Commissioner* was approved by a vote of 6-0.

Lamprey River Advisory Committee

Candidate: *Elizabeth Dudley – No Term Expiration*

Councilor Weinstein made a motion to approve the nomination of *Elizabeth Dudley - No Term Expiration*, to the *Lamprey River Advisory Committee*, which was seconded by Councilor Pike.

Chairman Levy asked why there was no term limitation, and Town Administrator Fournier said the committee was advisory rather than statutory.

Town Administrator Fournier polled the Council and the nomination of *Elizabeth Dudley* to the *Lamprey River Advisory Committee* was approved by a vote of 6-0.

ORDINANCES AND RESOLUTIONS IN THE 1ST READING

Resolution #2016/2017-14 Relocation of Water & Sewer Utilities as Part of NHDOT Bike Lane Project

Chairman Levy read *Resolution #2016/2017-14 Relocation of Water & Sewer Utilities as Part of NHDOT Bike Lane Project* without reading the breakdown of the Water & Sewer Capital Reserve figures.

Resolution #2016/2017-15 Water & Wastewater System Buildout Analysis

Chairman Levy read *Resolution #2016/2017-15 Water & Wastewater System Buildout Analysis* in full.

Resolution #2016/2017-16 Amending the Administrative Code: Creation of the Department of Buildings

Chairman Levy read *Resolution #2016/2017-16 Amending the Administrative Code: Creation of the Department of Buildings* in title only.

Resolution #2016/2017-17 Replacement of Windows at the Community Center

Chairman Levy read *Resolution #2016/2017-17 Replacement of Windows at the Community Center* in full.

CORRESPONDENCE/CLOSING COMMENTS

Councilor Thompson said she wanted to thank the Newmarket Elves for the decorations, and say Happy Holidays to everyone. Councilor Burns echoed the statement.

Councilor Weinstein said she had spoken with the Town Moderator Chris Hawkins and Town Administrator Fournier about the Civics students who assisted with the election, and the idea was brought up to formally recognize those students during the School day. Town Administrator Fournier said they were thinking of a certificate of appreciation which would be presented to the students in class.

NEXT MEETING: The next regular meeting of the Town Council is scheduled for December 21, 2016.

ADJOURNMENT

Town Council Regular Meeting
December 7, 2016

390 Councilor Burns made a motion to adjourn the meeting, which was seconded by Councilor Weinstein. The
391 meeting was adjourned at 9:07 pm.

392

393 Respectfully submitted,

394 Patricia Denmark, Recording Secretary

DRAFT



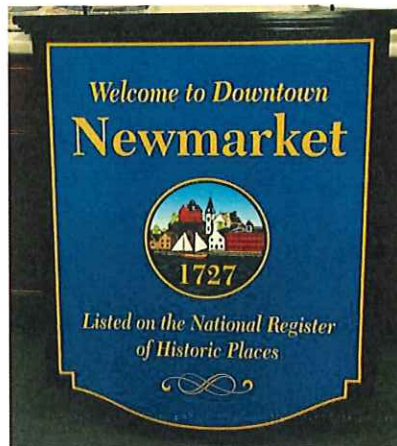
TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE *of the* TOWN ADMINISTRATOR

REPORT OF THE TOWN ADMINISTRATOR
December 21, 2016

Downtown Project: Target has closed up the project for the winter, with the exception of any emergency repairs. This was decided in order to allow for paving and weather conditions are deteriorating.

They have met substantial completion, but have a number of items to address in the spring. Bricks that have cracked will be replaced, with was determined that we should leave them for the winter in case of any damage from plows. The crosswalks will need to be sealed and lines repainted to include an epoxy for a longer life.

As part of this, we have been asked for some time now that we put signage welcoming people to downtown Newmarket. Three signs have been delivered and will hang in the area of the Library, Town Hall and the Intersection of Gerry Ave. and Exeter St. They will be hung on an arm as soon as the hardware arrives and weather allows. Here is a photo of the sign.



Bennett and Sewall Well Levels: While the Macintosh Well has come online, the Bennett and Sewall well water levels are still 7 to 9 feet below normal. The Bennett and Sewall wells will not recharge until the ground thaws and we have some spring precipitation.

FY18 Budget: The Municipal Budget Committee adopted the FY18 budget at the December 12 public hearing. This will now go on to Deliberative Session.

As in years past, we are scheduling Deliberative Session with the School District. We are looking at

Saturday February 4 at 9AM for the Town at the Junior – Senior High School.

FY17 Budget: At the end of November, 48% of the total operating budget has been expended. While this is higher than where, there are no large areas of concern. The Library has expended 67% of their operating budget at this time, while at the same period last year, they had spent 37%. All other departments are on track.

On the revenue side, we are running higher than anticipated. At this period last year, we collected about \$21M in revenues, while right now we are at \$21.5M. We have seen an increase in the motor vehicle registrations of about \$20,000 and Building Permits are also approximately \$20,000 higher.

Eagles: We sold the former Eagles property on December 15.

ONGOING PROJECTS

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


Water and Sewer Capacity: Town Council will see a resolution for a first reading this evening.

Efficiency Study: Municipal Resources Inc. (MRI) will be in on January 4 to report to the Town Council.

Macintosh Well: We are operating the facility, but as with any new project, there will be bugs. They have to replace some items, but this is covered in the contracts.

Additional Wells: We are currently surveying a potential property.

Respectfully Submitted,


Stephen R. Fournier
Town Administrator

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended November 30, 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	1,350.00	8,590.00	10,710.00	45%	19,300.00	1,293.75	8,987.50	10,312.50	47%
Town Administrator			189,139.00	19,700.52	80,535.34	108,603.66	43%	176,994.00	19,772.96	73,297.49	103,696.51	41%
Finance			206,844.00	15,459.57	72,692.05	134,151.95	35%	200,975.00	7,797.61	66,607.05	134,367.95	33%
Human Resource			1,515,143.00	92,890.04	746,520.28	768,622.72	49%	1,371,879.00	128,401.88	696,675.23	675,203.77	51%
Town Clerk/Tax Collector			176,442.00	14,435.16	69,385.90	107,056.10	39%	162,270.00	14,212.34	62,124.18	100,145.82	38%
Recreation			200,322.00	14,807.68	81,971.29	118,350.71	41%	210,407.00	17,462.69	85,539.35	124,867.65	41%
Code Enforcement			69,755.00	5,541.96	27,868.60	41,886.40	40%	67,253.00	5,287.71	28,044.47	39,208.53	42%
Direct Assistance			41,343.00	3,647.05	11,521.80	29,821.20	28%	48,220.00	3,222.57	12,085.32	36,134.68	25%
Assessing			69,325.00	5,339.21	28,401.20	40,923.80	41%	63,900.00	4,988.62	29,719.62	34,180.38	47%
Legal			80,000.00	8,208.52	29,135.23	50,864.77	36%	80,000.00	6,823.87	27,953.43	52,046.57	35%
Planning			122,676.00	8,449.26	50,681.14	71,994.86	41%	129,153.00	8,374.49	44,426.16	84,726.84	34%
Conservation			2,941.00	160.05	990.05	1,950.95	34%	1,941.00	187.50	1,178.00	763.00	61%
Economic Development			2,500.00	0.00	1,200.00	1,300.00	48%	1,000.00	0.00	0.00	1,000.00	0%
Debt Services			129,759.00	106,438.57	129,758.32	0.68	100%	131,959.00	0.00	27,169.75	104,789.25	21%
Information Technology			135,558.00	7,000.95	73,527.94	62,030.06	54%	131,752.00	7,057.10	45,148.26	86,603.74	34%
Channel 13			31,586.00	329.99	9,807.84	21,778.16	31%	30,387.00	2,005.84	9,548.73	20,838.27	31%
Police			1,322,707.00	90,862.07	507,646.19	815,060.81	38%	1,308,012.00	92,424.26	488,361.64	819,650.36	37%
Public Works			427,516.00	32,343.08	160,498.49	267,017.51	38%	417,347.00	29,658.54	142,881.98	274,465.02	34%
Roadways & Sidewalks			330,970.00	62,893.69	89,871.11	241,098.89	27%	386,570.00	27,164.82	40,586.65	345,983.35	10%
Street Lights			49,000.00	4,307.21	15,957.61	33,042.39	33%	46,250.00	4,585.93	15,729.58	30,520.42	34%
Building & Grounds			482,233.00	43,089.38	171,552.59	310,680.41	36%	468,202.00	45,504.29	197,646.10	270,555.90	42%
Cemetery			37,253.00	2,500.46	13,950.17	23,302.83	37%	36,963.00	2,502.22	12,658.21	24,304.79	34%
Vehicle			206,500.00	16,815.80	60,317.86	146,182.14	29%	197,700.00	11,784.67	48,121.45	149,578.55	24%
Fire & Rescue			358,762.00	25,498.91	141,961.00	216,801.00	40%	334,185.00	21,850.67	148,013.76	186,171.24	44%
Emergency Management			1,950.00	0.00	750.00	1,200.00	38%	1,950.00	0.00	992.00	958.00	51%
Grants			53,000.00	0.00	44,505.00	8,495.00	84%	69,300.00	23,290.00	24,490.00	44,810.00	35%
Social Service Grant			43,029.00	0.00	27,126.00	15,903.00	63%	43,429.00	0.00	28,229.00	15,200.00	65%
Capital Reserve			575,115.00	0.00	575,115.00	0.00	100%	512,949.00	0.00	512,949.00	0.00	100%
General Fund			6,880,668.00	582,069.13	3,231,838.00	3,648,830.00	47%	6,650,247.00	485,654.33	2,879,163.91	3,771,083.09	43%
Library			314,704.00	67,620.66	211,590.85	103,113.15	67%	314,033.00	19,853.66	116,112.28	197,920.72	37%
Recreation			243,433.00	8,201.66	134,619.59	108,813.41	55%	199,670.00	8,829.60	123,922.63	75,747.37	62%
Solid Waste			447,356.00	39,971.27	158,682.00	288,674.00	35%	443,981.00	25,506.62	122,951.33	321,029.67	28%
Water			932,813.00	45,747.94	539,099.68	393,713.32	58%	947,051.00	53,290.91	533,462.97	413,588.03	56%
Sewer			1,177,968.00	53,848.12	476,353.15	701,614.85	40%	1,101,437.00	53,020.37	443,080.53	658,356.47	40%
Total Operating Budget			9,996,942.00	797,458.78	4,752,183.27	5,244,758.73	48%	9,656,419.00	646,155.49	4,218,693.65	5,437,725.35	44%

Town of Newmarket, New Hampshire
Revenue Report ^{a b}
For the Period Ended November 30, 2016

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017					Fiscal Year 2016				
			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
Taxes (Real estate), land use, PILOT, interest on taxes			18,717,368.00	-4,039.36	18,479,249.02	238,118.98	99%	17,915,011.00	8,659,240.90	17,927,311.53	-12,300.53	100%
Licenses, permit and fees			1,556,300.00	193,810.39	790,084.31	766,215.69	51%	1,556,300.00	163,647.86	721,965.84	834,334.16	46%
From State			659,414.00	51,198.29	131,893.51	527,520.49	20%	657,223.00	0.00	128,490.82	528,732.18	20%
Charges for Services			148,348.00	11,525.14	58,475.12	89,872.88	39%	134,750.00	35,406.94	103,248.69	31,501.31	77%
Misc.Rev.Includes Int. Rev.			74,601.00	1,620.59	14,075.74	60,525.26	19%	14,701.00	1,922.35	12,128.37	2,572.63	83%
Fund Balance			500,000.00	0.00	500,000.00	0.00	100%	575,000.00	0.00	575,000.00	0.00	100%
Recreation			243,433.00	7,765.01	75,833.48	167,599.52	31%	199,670.00	5,189.04	54,958.01	144,711.99	28%
Solid Waste			230,000.00	19,676.84	108,770.81	121,229.19	47%	244,450.00	17,559.50	102,361.73	142,088.27	42%
Water			932,813.00	233,298.87	484,397.12	448,415.88	52%	947,051.00	77,215.79	520,467.23	426,583.77	55%
Sewer			1,159,007.00	404,784.81	799,160.08	359,846.92	69%	1,080,753.00	128,498.08	755,885.02	324,867.98	70%
Total Revenues			24,221,284.00	919,640.58	21,441,939.19	2,779,344.81	89%	23,324,909.00	9,088,680.46	20,901,817.24	2,423,091.76	90%

Town of Newmarket, New Hampshire
Revenue Report^{a,b}
For the Period Ended November 30, 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	18,605,938.00	0.00	18,458,884.00	147,054.00	99%	17,858,168.00	8,639,999.68	17,877,132.68	-18,964.68	100%
	01-310-000-1003	LAND USE CHANGE TAX	3,755.00	0.00	13,210.00	-9,455.00	352%	3,755.00	4,550.00	8,305.00	-4,550.00	221%
	01-310-000-1004	YIELD TAXES	1,500.00	0.00	0.00	1,500.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	01-310-000-1005	PAYMENTS IN LIEU OF TAXES	19,175.00	10,487.77	10,487.77	8,687.23	55%	23,601.00	10,901.59	24,246.59	-645.59	103%
	01-310-000-1006	INTEREST & PENALTIES ON CURRENT PROF	27,000.00	1,176.23	5,782.92	21,217.08	21%	27,000.00	2,403.04	5,770.22	21,229.78	21%
	01-310-000-1007	REDEMPTION INTEREST	60,000.00	3,898.71	10,385.81	49,614.19	17%	79,000.00	1,386.59	11,838.54	67,161.46	15%
	01-310-000-1010	OVERLAY	0.00	-24,574.00	-24,574.00	24,574.00	0%	-78,013.00	0.00	0.00	-78,013.00	0%
	01-310-001-1006	INTEREST & PENALTIES ON OTHER TAXES	0.00	4,971.93	5,054.52	-5,054.52	0%	0.00	0.00	0.00	0.00	0%
	01-310-002-1011	LIEN COST RECOVERY UTILITIES	0.00	0.00	18.00	-18.00	0%	0.00	0.00	18.50	-18.50	0%
Taxes (Real estate), land use, PILOT, interest on taxes			18,717,368.00	-4,039.36	18,479,249.02	238,118.98	99%	17,915,011.00	8,659,240.90	17,927,311.53	-12,300.53	100%
	01-330-000-1013	MV MAIL-IN FEES	0.00	571.00	3,010.00	-3,010.00	0%	0.00	585.00	3,028.00	-3,028.00	0%
	01-330-000-1014	MV PERMIT, LOCAL CLERK & TRANSFER FE	1,258,000.00	120,106.00	609,080.40	648,919.60	48%	1,258,000.00	112,629.00	582,537.01	675,462.99	46%
	01-330-000-1015	MOTOR VEHICLE STICKERS	26,000.00	2,364.00	12,861.00	13,139.00	49%	26,000.00	2,382.00	12,849.00	13,151.00	49%
	01-330-000-1016	BOAT REGISTRATIONS	3,000.00	22.00	340.80	2,659.20	11%	3,000.00	0.00	643.56	2,356.44	21%
	01-330-000-1017	MV TITLE FEES	3,000.00	336.00	1,868.00	1,132.00	62%	3,000.00	278.00	1,764.00	1,236.00	59%
	01-330-000-1018	DOG LICENSES	0.00	47.50	1,592.50	-1,592.50	0%	0.00	105.00	1,936.00	-1,936.00	0%
	01-330-000-1019	VITAL STATISTICS	0.00	543.00	2,667.00	-2,667.00	0%	0.00	440.00	2,341.00	-2,341.00	0%
	01-330-000-1020	UCC'S	0.00	0.00	270.00	-270.00	0%	0.00	0.00	90.00	-90.00	0%
	01-330-000-1022	POLICE - DOG ORDINANCE FINES	0.00	100.00	225.00	-225.00	0%	0.00	25.00	80.00	-80.00	0%
	01-330-000-1023	Finger Prints Receipts	0.00	20.00	30.00	-30.00	0%	0.00	0.00	0.00	0.00	0%
	01-330-000-1024	BUILDING PERMITS	66,000.00	5,400.00	46,666.00	19,334.00	71%	66,000.00	1,525.00	25,681.00	40,319.00	39%
	01-330-000-1025	MISC LICENSES, PERMITS & Fees	50,300.00	97.47	448.85	49,851.15	1%	50,300.00	404.32	922.87	49,377.13	2%
	01-330-000-1026	FRANCHISE RENEWAL AGREEMENT	150,000.00	64,203.42	111,024.76	38,975.24	74%	150,000.00	45,274.54	90,093.40	59,906.60	60%
Licenses, permit and fees			1,556,300.00	193,810.39	790,084.31	766,215.69	51%	1,556,300.00	163,647.86	721,965.84	834,334.16	46%
	01-320-000-1012	HIGHWAY BLOCK GRANT	173,078.00	51,198.29	106,511.02	66,566.98	62%	173,078.00	0.00	103,847.06	69,230.94	60%
	01-320-000-1014	MISC. GRANTS	25,137.00	0.00	28,443.00	-3,306.00	113%	23,414.00	0.00	0.00	23,414.00	0%
	01-320-000-1015	MEALS AND ROOM TAX DISTRIBUTION	442,238.00	0.00	0.00	442,238.00	0%	439,966.00	0.00	0.00	439,966.00	0%
	01-320-000-1042	RAILROAD TAX	0.00	0.00	1,393.49	-1,393.49	0%	655.00	0.00	654.76	0.24	100%
	30-320-000-1073	WASTEWATER - STATE REVENUE	18,961.00	0.00	-4,454.00	23,415.00	-23%	20,110.00	0.00	23,989.00	-3,879.00	119%
From State			659,414.00	51,198.29	131,893.51	527,520.49	20%	657,223.00	0.00	128,490.82	528,732.18	20%
	01-340-000-1025	POLICE SEX OFFENDER RECEIPTS	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%
	01-340-000-1027	PLANNING/ZONING RECEIPTS	2,000.00	758.00	3,715.00	-1,715.00	186%	2,000.00	0.00	4,117.00	-2,117.00	206%
	01-340-000-1028	POLICE REPORT FEES	1,200.00	90.00	543.00	657.00	45%	1,200.00	270.00	806.50	393.50	67%
	01-340-000-1031	AMBULANCE RECEIPTS	138,598.00	9,700.13	52,240.10	86,357.90	38%	125,000.00	34,489.85	53,339.92	71,660.08	43%
	01-340-000-1034	FIRE DEPARTMENT RECEIPTS	5,000.00	452.50	680.00	4,320.00	14%	5,000.00	350.00	480.00	4,520.00	10%
	01-340-000-1036	COURT RECEIPTS	1,500.00	167.51	403.46	1,096.54	27%	1,500.00	279.44	1,559.44	-59.44	104%
	01-340-000-1038	MISC. RECEIPTS	0.00	357.00	654.32	-654.32	0%	0.00	17.65	42,945.83	-42,945.83	0%
	01-340-000-1039	POLICE - DRUG TASK FORCE	0.00	0.00	239.24	-239.24	0%	0.00	0.00	0.00	0.00	0%
Charges for Services			148,348.00	11,525.14	58,475.12	89,872.88	39%	134,750.00	35,406.94	103,248.69	31,501.31	77%
	01-340-000-1037	COPIER REVENUE	0.00	0.00	12.00	-12.00	0%	0.00	18.50	51.50	-51.50	0%
	01-340-000-1043	PARKING TICKETS	0.00	1,145.00	4,210.00	-4,210.00	0%	0.00	535.00	2,270.00	-2,270.00	0%
	01-340-000-1045	PARKING PERMITS	5,000.00	660.00	1,790.00	3,210.00	36%	5,100.00	0.00	610.00	4,490.00	12%
	01-340-051-1047	RECREATION FACILITY RENTAL	0.00	0.00	150.00	-150.00	0%	0.00	375.00	2,885.00	-2,885.00	0%
	01-340-052-0000	SUNRISE SUNSET REVENUE	0.00	-1,384.00	0.00	0.00	0%	0.00	607.00	2,526.00	-2,526.00	0%
	01-345-000-1044	HOUSING AUTHORITY	0.00	0.00	0.00	0.00	0%	0.00	0.00	9.97	-9.97	0%
	01-350-000-1047	RENT OF MUNICIPAL PROPERTY	3,600.00	275.00	1,100.33	2,499.67	31%	3,600.00	275.00	1,375.00	2,225.00	38%
	01-350-000-1048	INTEREST ON INVESTMENTS	6,000.00	820.87	4,057.59	1,942.41	68%	6,000.00	90.85	2,430.43	3,569.57	41%
	01-350-001-1105	TC/TC OVER AND UNDER	0.00	-32.00	35.10	-35.10	0%	0.00	20.00	-30.53	30.53	0%
	01-360-000-0000	GF - MISCELLANEOUS REVENUE	60,001.00	135.72	2,720.72	57,280.28	5%	1.00	1.00	1.00	0.00	100%
Misc.Rev.Includes Int. Rev.			74,601.00	1,620.59	14,075.74	60,525.26	19%	14,701.00	1,922.35	12,128.37	2,572.63	83%
	01-360-000-1054	FUND BALANCE USED	500,000.00	0.00	500,000.00	0.00	100%	575,000.00	0.00	575,000.00	0.00	100%
Fund Balance			500,000.00	0.00	500,000.00	0.00	100%	575,000.00	0.00	575,000.00	0.00	100%

Town of Newmarket, New Hampshire
Revenue Report ^{a b}
For the Period Ended November 30, 2016

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017					Fiscal Year 2016				
			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
	05-340-000-1058	RECREATION - REVENUE	243,433.00	5,524.00	71,493.70	171,939.30	29%	199,670.00	4,568.00	52,834.01	146,835.99	26%
	05-340-000-1059	RECREATION - LIGHT USAGE	0.00	451.50	2,460.15	-2,460.15	0%	0.00	617.40	1,274.70	-1,274.70	0%
	05-340-052-0000	REC-SUNRISE SUNSET REVENUE	0.00	1,768.00	1,768.00	-1,768.00	0%	0.00	0.00	0.00	0.00	0%
	05-350-000-1048	RECREATION - INTEREST	0.00	21.51	111.63	-111.63	0%	0.00	3.64	49.30	-49.30	0%
	05-350-000-1049	REC - ADVERTISING RECEIPTS	0.00	0.00	0.00	0.00	0%	0.00	0.00	800.00	-800.00	0%
Recreation			243,433.00	7,765.01	75,833.48	167,599.52	31%	199,670.00	5,189.04	54,958.01	144,711.99	28%
	07-340-000-1067	SW - LANDFILL RECEIPTS	230,000.00	5,165.00	33,910.87	196,089.13	15%	244,450.00	5,009.00	30,789.13	213,660.87	13%
	07-340-000-1068	SW - GARBAGE BAGS	0.00	14,386.90	73,377.60	-73,377.60	0%	0.00	12,424.00	70,330.15	-70,330.15	0%
	07-340-000-1069	SW - RECYCLING BINS	0.00	90.00	600.00	-600.00	0%	0.00	120.00	780.00	-780.00	0%
	07-340-000-1070	SW - UNITED TECHNOLOGIES	0.00	0.00	702.81	-702.81	0%	0.00	0.00	372.14	-372.14	0%
	07-350-000-1048	SW - INTEREST	0.00	34.94	131.41	-131.41	0%	0.00	6.50	90.31	-90.31	0%
	07-360-001-0000	SW - MISC. REVENUES	0.00	0.00	48.12	-48.12	0%	0.00	0.00	0.00	0.00	0%
Solid Waste			230,000.00	19,676.84	108,770.81	121,229.19	47%	244,450.00	17,559.50	102,361.73	142,088.27	42%
	20-310-000-1001	WATER - TAX REVENUE	932,813.00	220,720.00	434,970.50	497,842.50	47%	947,051.00	72,057.65	447,447.41	499,603.59	47%
	20-310-000-1006	WATER - INTEREST AND PENALTIES ON DEI	0.00	102.07	1,114.35	-1,114.35	0%	0.00	273.72	1,284.17	-1,284.17	0%
	20-330-000-1071	WATER - ENTRANCE FEES	0.00	2,000.00	9,000.00	-9,000.00	0%	0.00	0.00	3,000.00	-3,000.00	0%
	20-340-000-1072	WATER - JOB WORK	0.00	0.00	143.50	-143.50	0%	0.00	0.00	0.00	0.00	0%
	20-350-000-1047	WATER - RENT OF MUNICIPAL PROPERTY	0.00	10,148.42	37,242.28	-37,242.28	0%	0.00	4,859.84	30,431.57	-30,431.57	0%
	20-350-000-1048	WATER - INTEREST	0.00	66.38	354.49	-354.49	0%	0.00	24.58	314.58	-314.58	0%
	20-350-021-1073	WATER - DEDUCT METER	0.00	262.00	1,572.00	-1,572.00	0%	0.00	0.00	1,048.00	-1,048.00	0%
	20-392-000-4032	WA IMPACT FEES-14/15-33 12 WTR MAIN-	0.00	0.00	0.00	0.00	0%	0.00	0.00	36,941.50	-36,941.50	0%
Water			932,813.00	233,298.87	484,397.12	448,415.88	52%	947,051.00	77,215.79	520,467.23	426,583.77	55%
	30-310-000-1001	WASTEWATER - TAX REVENUE	1,159,007.00	402,309.88	786,039.24	372,967.76	68%	1,080,753.00	127,888.27	747,030.22	333,722.78	69%
	30-310-000-1006	WASTEWATER - INTEREST ON DELIQUENT	0.00	171.52	2,177.22	-2,177.22	0%	0.00	551.83	2,259.48	-2,259.48	0%
	30-330-000-1071	WASTEWATER - ENTRANCE FEES	0.00	2,000.00	10,000.00	-10,000.00	0%	0.00	0.00	6,000.00	-6,000.00	0%
	30-350-000-1048	WASTEWATER - INTEREST	0.00	303.41	943.62	-943.62	0%	0.00	57.98	595.32	-595.32	0%
Sewer			1,159,007.00	404,784.81	799,160.08	359,846.92	69%	1,080,753.00	128,498.08	755,885.02	324,867.98	70%
Total Revenues			24,221,284.00	919,640.58	21,441,939.19	2,779,344.81	89%	23,324,909.00	9,088,680.46	20,901,817.24	2,423,091.76	90%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended November 30, 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	0.00	5,500.00	5,500.00	50%	11,000.00	0.00	5,500.00	5,500.00	50%
	01-401-103-0000	TC - PART-TIME	7,800.00	1,350.00	3,090.00	4,710.00	40%	7,800.00	1,293.75	3,487.50	4,312.50	45%
	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	1,350.00	8,590.00	10,710.00	45%	19,300.00	1,293.75	8,987.50	10,312.50	47%
	01-402-101-0000	TA - FULL TIME SALARIES	135,095.00	10,347.06	56,838.47	78,256.53	42%	129,394.00	9,856.48	50,674.18	78,719.82	39%
	01-402-103-0000	TA - PART TIME SALARIES	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	2,065.39	1,934.61	52%
	01-402-190-0000	TA - TRAINING/STAFF DEV	3,500.00	50.00	1,754.98	1,745.02	50%	3,000.00	460.00	2,758.72	241.28	92%
	01-402-201-0000	TA - POSTAGE	3,000.00	156.71	814.17	2,185.83	27%	3,000.00	514.14	1,282.02	1,717.98	43%
	01-402-202-0000	TA - GENERAL SUPPLIES	11,500.00	627.19	3,197.04	8,302.96	28%	11,000.00	674.02	4,032.54	6,967.46	37%
Town Administrator	01-402-301-0000	TA - COMMUNICATION SERVICES	4,200.00	324.78	1,421.50	2,778.50	34%	4,100.00	329.20	1,423.35	2,676.65	35%
	01-402-310-0002	TA - DUES/SUBSCRIPTIONS	10,500.00	7,523.00	8,455.00	2,045.00	81%	9,000.00	7,117.00	7,475.32	1,524.68	83%
	01-402-310-0003	TA - ADVERTISING	2,500.00	425.79	1,977.88	522.12	79%	2,500.00	586.12	1,358.28	1,141.72	54%
	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 MAINTENA	8,344.00	236.00	4,753.13	3,590.87	57%	5,000.00	236.00	2,207.20	2,792.80	44%
	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	9.99	1,323.17	1,176.83	53%	2,500.00	0.00	20.49	2,479.51	1%
			189,139.00	19,700.52	80,535.34	108,603.66	43%	176,994.00	19,772.96	73,297.49	103,696.51	41%
	01-403-100-0000	FINANCE - ELECTED OFFICIALS	900.00	0.00	900.00	0.00	100%	900.00	-1,666.68	0.00	900.00	0%
	01-403-101-0000	FINANCE - FULL TIME SALARIES	167,544.00	13,459.51	64,067.96	103,476.04	38%	163,725.00	6,662.51	50,597.39	113,127.61	31%
Finance	01-403-103-0000	FINANCE - PART TIME SALARIES'	5,000.00	416.67	2,083.35	2,916.65	42%	5,000.00	2,083.35	2,083.35	2,916.65	42%
	01-403-190-0000	FINANCE-TRAINING/STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0%	0.00	57.95	99.12	-99.12	0%
	01-403-202-0000	FINANCE - GENERAL SUPPLIES	5,000.00	189.67	1,411.39	3,588.61	28%	5,000.00	344.99	1,976.53	3,023.47	40%
	01-403-301-0000	FINANCE - COMMUNICATIONS SERVICES	2,400.00	93.79	655.13	1,744.87	27%	2,400.00	315.49	1,063.37	1,336.63	44%
	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	177.93	987.52	-487.52	198%	1,000.00	0.00	0.00	1,000.00	0%
	01-403-402-0000	FINANCE - EQUIPMENT MAINTENANCE	900.00	0.00	267.50	632.50	30%	600.00	0.00	446.29	153.71	74%
	01-403-460-0000	FINANCE - BANK FEES	0.00	-19.00	87.20	-87.20	0%	0.00	0.00	0.00	0.00	0%
	01-403-703-0000	FINANCE - AUDIT	24,000.00	1,141.00	2,232.00	21,768.00	9%	21,450.00	0.00	10,341.00	11,109.00	48%
		206,844.00	15,459.57	72,692.05	134,151.95	35%	200,975.00	7,797.61	66,607.05	134,367.95	33%	
Human Resource	01-404-150-0000	EMP BEN - FICA	124,089.00	8,608.61	43,963.61	80,125.39	35%	111,000.00	8,215.87	44,903.19	66,096.81	40%
	01-404-151-0000	EMP BEN - MEDICARE	45,134.00	3,051.27	16,274.77	28,859.23	36%	43,407.00	3,025.73	16,059.50	27,347.50	37%
	01-404-152-0000	EMP BEN - PRE-EMPLOYMENT TESTING	2,740.00	94.00	194.00	2,546.00	7%	750.00	0.00	507.50	242.50	68%
	01-404-155-0000	EMP BEN - HEALTH INSURANCE	585,734.00	46,375.31	276,002.48	309,731.52	47%	526,976.00	84,025.50	250,535.15	276,440.85	48%
	01-404-156-0000	EMP BEN - NH RETIREMENT	426,379.00	31,348.70	168,465.09	257,913.91	40%	397,313.00	31,493.92	163,717.11	233,595.89	41%
	01-404-159-0000	EMP BEN - LIFE/DISABILITY BENE	27,660.00	2,581.67	11,808.18	15,851.82	43%	25,575.00	1,994.86	7,697.70	17,877.30	30%
	01-404-160-0000	EMP BEN - WORKERS COMPENSATION	125,389.00	-269.52	125,681.03	-292.03	100%	113,990.00	-354.00	116,768.00	-2,778.00	102%
	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	185.25	414.75	31%	600.00	0.00	0.00	600.00	0%
	01-404-190-0000	HR - TRAINING STAFF DEVELOPMENT	2,500.00	1,100.00	2,766.87	-266.87	111%	2,500.00	0.00	1,612.08	887.92	64%
Town Clerk/Tax Collector	01-404-197-0000	EMP BEN - MERIT INCREASE POOL	45,000.00	0.00	0.00	45,000.00	0%	35,000.00	0.00	0.00	35,000.00	0%
	01-404-198-0000	EMP BEN - LONGEVITY	22,275.00	0.00	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 INSURANC	103,230.00	0.00	101,179.00	2,051.00	98%	89,570.00	0.00	93,845.00	-4,275.00	105%
	01-404-504-0007	EMP BEN - INSURANCE DEDUCTIBLES	0.00	0.00	0.00	0.00	0%	0.00	0.00	1,030.00	-1,030.00	0%
			1,515,143.00	92,890.04	746,520.28	768,622.72	49%	1,371,879.00	128,401.88	696,675.23	675,203.77	51%
	01-405-101-0000	TC/TC - FULL TIME SALARIES	105,904.00	8,331.07	41,733.78	64,170.22	39%	101,548.00	8,146.36	41,799.91	59,748.09	41%
	01-405-103-0000	TC/TC - PART TIME SALARIES	27,919.00	2,164.46	8,932.30	18,986.70	32%	27,410.00	2,225.34	12,282.72	15,127.28	45%
	01-405-103-0070	TC/TC PT - ELECTION OFFICIALS	8,925.00	2,400.00	4,125.00	4,800.00	46%	5,106.00	0.00	0.00	5,106.00	0%
	01-405-190-0000	TC/TC - TRAINING STAFF DEVELOPMENT	2,600.00	86.29	1,308.39	1,291.61	50%	2,600.00	147.21	546.62	2,053.38	21%
	01-405-201-0000	TC/TC - POSTAGE	10,167.00	359.89	3,430.94	6,736.06	34%	8,966.00	1,783.27	3,341.96	5,624.04	37%
Recreation	01-405-202-0000	TC/TC - GENERAL SUPPLIES	3,300.00	175.11	1,214.34	2,085.66	37%	3,300.00	158.49	1,133.85	2,166.15	34%
	01-405-301-0000	TC/TC - COMMUNICATION SERVICES	1,600.00	119.93	489.21	1,110.79	31%	1,600.00	121.68	489.51	1,110.49	31%
	01-405-310-0002	TC/TC - DUES/SUBSCRIPTIONS	489.00	0.00	87.95	401.05	18%	360.00	0.00	36.00	324.00	10%
	01-405-310-0003	TC/TC - ADVERTISING	0.00	0.00	0.00	0.00	0%	0.00	0.00	231.33	-231.33	0%
	01-405-310-0070	TC/TC - ELECTION/REGISTRATION	8,113.00	761.00	3,275.51	4,837.49	40%	4,380.00	104.87	179.87	4,200.13	4%
	01-405-402-0000	TC/TC - EQUIPMENT MAINTENANCE	1,400.00	0.00	397.50	1,002.50	28%	1,400.00	130.00	497.00	903.00	36%
	01-405-702-0000	TC/TC - DEED RESEARCH	2,575.00	37.41	163.23	2,411.77	6%	2,600.00	2.49	192.78	2,407.22	7%
	01-405-702-1000	TC/TC - CODIFICATION	950.00	0.00	1,727.75	-777.75	182%	500.00	1,392.63	1,392.63	-892.63	279%
	01-405-800-0000	TC/TC - EQUIPMENT PURCHASE	2,500.00	0.00	2,500.00	0.00	100%	2,500.00	0.00	0.00	2,500.00	0%
			176,442.00	14,435.16	69,385.90	107,056.10	39%	162,270.00	14,212.34	62,124.18	100,145.82	38%
Recreation	01-406-101-0000	RECREATION-FULL TIME SALARIES	154,229.00	12,100.24	61,177.88	93,051.12	40%	146,666.00	11,863.58	61,211.72	85,454.28	42%
	01-406-103-0000	RECREATION-PART TIME SALARIES	25,486.00	2,018.28	15,824.61	9,661.39	62%	43,434.00	3,245.82	16,738.53	26,695.47	39%
	01-406-190-0000	RECREATION-TRAINING/STAFF DEVELOP.	2,000.00	0.00	20.00	1,980.00	1%	2,000.00	963.27	2,122.88	-122.88	106%
	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	122.64	177.36	41%	300.00	78.95	78.95	221.05	26%
	01-406-201-0000	RECREATION-POSTAGE	1,500.00	0.00	0.00	1,500.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	01-406-202-0000	RECREATION-GENERAL SUPPLIES	1,650.00	0.00	1,155.82	494.18	70%	1,650.00	20.24	404.98	1,245.02	25%
	01-406-301-0000	RECREATION-COMMUNICATION SERVICE	3,288.00	279.76	1,255.77	2,032.23	38%	3,288.00	281.89	1,042.55	2,245.45	32%
	01-406-310-0002	RECREATION-DUES/SUBSCRIPTIONS	1,233.00	0.00	99.98	1,133.02	8%	1,233.00	217.99	367.96	865.04	30%
	01-406-402-0000	RECREATION-EQUIP. MAINTENANCE	6,636.00	369.88	1,790.37	4,845.63	27%	6,636.00	460.99	1,346.38	5,289.62	20%
Recreation	01-406-800-0000	RECREATION-EQUIP. PURCHASE	1,200.00	0.00	399.98	800.02	33%	1,200.00	329.96	985.44	214.56	82%
	01-406-904-0000	RECREATION-SUNRISE SUNSET SR CTR	2,500.00	39.52	124.24	2,375.76	5%	2,200.00	0.00	1,239.96	960.04	56%
		200,322.00	14,807.68	81,971.29	118,350.71	41%	210,407.00	17,462.69	85,539.35	124,867.65	41%	

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended November 30, 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	1,950.40	10,784.17	14,571.83	43%	25,355.00	1,950.41	10,614.37	14,740.63	42%
	01-407-103-0000	CODE - PART TIME SALARIES	38,919.00	2,918.10	15,517.70	23,401.30	40%	37,318.00	2,953.67	15,619.70	21,698.30	42%
	01-407-190-0000	CODE - TRAINING	1,000.00	0.00	110.00	890.00	11%	1,000.00	0.00	75.00	925.00	8%
	01-407-201-0000	CODE - POSTAGE	130.00	14.58	32.73	97.27	25%	130.00	2.43	28.68	101.32	22%
	01-407-202-0000	CODE - GENERAL SUPPLIES	2,700.00	69.58	455.65	2,244.35	17%	2,700.00	0.00	1,003.56	1,696.44	37%
	01-407-301-0000	CODE - TELEPHONE	1,000.00	85.30	359.40	640.60	36%	500.00	86.20	396.16	103.84	79%
	01-407-310-0002	CODE - DUES/SUBSCRIPTIONS	400.00	504.00	608.95	-208.95	152%	0.00	295.00	307.00	-307.00	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	5,541.96	27,868.60	41,886.40	40%	67,253.00	5,287.71	28,044.47	39,208.53	42%
	01-408-103-0000	DIR ASSIST - PART-TIME SALARIES	23,943.00	1,296.03	6,667.64	17,275.36	28%	22,320.00	1,516.63	8,285.12	14,034.88	37%
	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	31.02	124.16	75.84	62%	200.00	30.94	125.20	74.80	63%
	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	2,320.00	3,980.00	6,020.00	40%	15,000.00	1,675.00	2,925.00	12,075.00	20%
	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	0.00	750.00	750.00	50%	3,000.00	0.00	750.00	2,250.00	25%
Direct Assistance			41,343.00	3,647.05	11,521.80	29,821.20	28%	48,220.00	3,222.57	12,085.32	36,134.68	25%
	01-409-130-0000	ASSESS - CONTRACTED SERVICES	60,475.00	5,100.06	20,385.66	40,089.34	34%	55,000.00	4,984.52	29,711.63	25,288.37	54%
	01-409-201-0000	ASSESS - POSTAGE	500.00	5.15	21.54	478.46	4%	500.00	4.10	7.99	492.01	2%
	01-409-202-0000	ASSESS - GENERAL SUPPLIES	500.00	234.00	234.00	266.00	47%	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	0.00	7,760.00	-60.00	101%	7,550.00	0.00	0.00	7,550.00	0%
Assessing			69,325.00	5,339.21	28,401.20	40,923.80	41%	63,900.00	4,988.62	29,719.62	34,180.38	47%
Legal	01-410-602-0000	LEGAL - LEGAL EXPENSES	80,000.00	8,208.52	29,135.23	50,864.77	36%	80,000.00	6,823.87	27,953.43	52,046.57	35%
			80,000.00	8,208.52	29,135.23	50,864.77	36%	80,000.00	6,823.87	27,953.43	52,046.57	35%
	01-411-101-0000	PLAN - FULL TIME SALARIES	98,731.00	7,735.66	40,214.04	58,516.96	41%	95,708.00	7,594.56	39,290.91	56,417.09	41%
	01-411-103-0000	PLAN - PART TIME SALARIES	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	1,345.90	654.10	67%
	01-411-190-0000	PLAN - TRAINING/STAFF DEVELOPMENT	1,500.00	0.00	32.40	1,467.60	2%	1,500.00	0.00	465.00	1,035.00	31%
	01-411-201-0000	PLAN - POSTAGE	2,500.00	141.98	451.24	2,048.76	18%	2,000.00	138.41	483.77	1,516.23	24%
	01-411-202-0000	PLAN - GENERAL SUPPLIES	2,000.00	490.59	999.61	1,000.39	50%	2,000.00	0.00	501.37	1,498.63	25%
	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	81.03	275.52	324.48	46%	600.00	53.80	217.23	382.77	36%
	01-411-310-0002	PLAN - DUES/SUBSCRIPTIONS	8,345.00	0.00	8,357.19	-12.19	100%	8,345.00	0.00	400.00	7,945.00	5%
	01-411-310-0003	PLAN - ADVERTISING	2,000.00	0.00	351.14	1,648.86	18%	2,000.00	587.72	714.48	1,285.52	36%
	01-411-702-0000	PLAN - TAX MAPS	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	1,007.50	-7.50	101%
	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	8,449.26	50,681.14	71,994.86	41%	129,153.00	8,374.49	44,426.16	84,726.84	34%
	01-413-103-0000	CON COMM - PT RECORDING SECRETARY	2,000.00	150.00	585.00	1,415.00	29%	1,000.00	187.50	615.00	385.00	62%
	01-413-201-0000	CON COMM - POSTAGE	60.00	10.05	10.05	49.95	17%	60.00	0.00	0.00	60.00	0%
	01-413-202-0000	CON COMM - GENERAL SUPPLI	200.00	0.00	75.00	125.00	38%	200.00	0.00	563.00	-363.00	282%
	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	320.00	-29.00	110%	291.00	0.00	0.00	291.00	0%
Conservation			2,941.00	160.05	990.05	1,950.95	34%	1,941.00	187.50	1,178.00	763.00	61%
Economic Development	01-414-310-0000	ECON DEV - OPERATING EXPENSE	2,500.00	0.00	1,200.00	1,300.00	48%	1,000.00	0.00	0.00	1,000.00	0%
			2,500.00	0.00	1,200.00	1,300.00	48%	1,000.00	0.00	0.00	1,000.00	0%
Debt Services	01-418-950-0000	DEBT SER - PRINCIPLE	100,000.00	100,000.00	100,000.00	0.00	100%	100,000.00	0.00	0.00	100,000.00	0%
	01-418-951-0000	DEBT SER - INTEREST	29,759.00	6,438.57	29,758.32	0.68	100%	31,959.00	0.00	27,169.75	4,789.25	85%
			129,759.00	106,438.57	129,758.32	0.68	100%	131,959.00	0.00	27,169.75	104,789.25	21%
	01-420-101-0000	MIS - FULL TIME SALARIES	68,183.00	5,349.74	27,017.27	41,165.73	40%	65,377.00	5,244.84	27,041.00	38,336.00	41%
	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	102.72	505.10	1,994.90	20%	2,500.00	0.00	1,010.23	1,489.77	40%
	01-420-301-0000	MIS - COMMUNICATION SERVICE	600.00	50.46	451.94	148.06	75%	600.00	52.49	203.29	396.71	34%
	01-420-310-0002	MIS - DUES SUBSCRIPTIONS	275.00	0.00	125.00	150.00	45%	275.00	0.00	0.00	275.00	0%
	01-420-407-0000	MIS - SOFTWARE MAINT	42,500.00	0.00	36,857.99	5,642.01	87%	40,000.00	918.60	13,009.35	26,990.65	33%
	01-420-409-0000	MIS - REPAIRS/MAINT	4,500.00	485.88	2,180.04	2,319.96	48%	4,500.00	39.98	259.98	4,240.02	6%
	01-420-414-0000	MIS - SOFTWARE LICENSES	4,500.00	0.00	1,421.40	3,078.60	32%	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	1,012.15	4,969.20	5,030.80	50%	12,000.00	801.19	3,624.41	8,375.59	30%
Information Technology			135,558.00	7,000.95	73,527.94	62,030.06	54%	131,752.00	7,057.10	45,148.26	86,603.74	34%
Channel 13	01-421-103-0000	CHANNEL 13 PART TIME SALARIES	23,086.00	300.00	7,617.89	15,468.11	33%	21,887.00	1,755.84	9,048.73	12,838.27	41%
	01-421-202-0000	CHANNEL 13 MISC EQUIPMENTS	6,000.00	29.99	1,189.95	4,810.05	20%	6,000.00	0.00	250.00	5,750.00	4%
	01-421-310-0000	CHANNEL 13 - OPERATING EXPENSES	2,500.00	0.00	1,000.00	1,500.00	40%	2,500.00	250.00	250.00	2,250.00	10%
			31,586.00	329.99	9,807.84	21,778.16	31%	30,387.00	2,005.84	9,548.73	20,838.27	31%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended November 30, 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	74,451.40	416,217.97	621,219.03	40%	1,013,622.00	73,158.69	384,356.41	629,265.59	38%
	01-438-102-0000	POLICE - OVERTIME	107,010.00	10,021.55	50,431.36	56,578.64	47%	105,140.00	12,976.86	61,466.48	43,673.52	58%
	01-438-103-0000	POLICE - PART-TIME SALARIES	35,000.00	2,093.95	10,656.01	24,343.99	30%	35,000.00	2,391.95	12,047.69	22,952.31	34%
	01-438-162-0000	POLICE - MEDICAL	2,500.00	32.38	190.08	2,309.92	8%	2,500.00	36.78	814.78	1,685.22	33%
	01-438-190-0000	POLICE - TRAINING/STAFF DEVELOPMENT	10,000.00	1,060.79	2,944.07	7,055.93	29%	10,000.00	121.75	146.78	9,853.22	1%
	01-438-191-0000	POLICE - TRAVEL/MILEAGE	600.00	10.00	19.00	581.00	3%	600.00	80.00	108.90	491.10	18%
	01-438-193-0000	POLICE - UNIFORMS	8,800.00	175.40	2,332.31	6,467.69	27%	8,800.00	0.00	2,441.68	6,358.32	28%
	01-438-194-0000	POLICE - EDUCATIONAL INCENTIVE	5,000.00	0.00	4,800.00	200.00	96%	5,000.00	0.00	4,100.00	900.00	82%
	01-438-195-0000	POLICE - CLEANING ALLOWANCE	2,500.00	0.00	2,500.00	0.00	100%	2,500.00	0.00	2,250.00	250.00	90%
	01-438-199-0000	POLICE- CRIMINAL INVESTIGATION	2,000.00	32.05	139.70	1,860.30	7%	2,000.00	0.00	264.97	1,735.03	13%
	01-438-200-0000	POLICE - YOUTH/PUBLIC RELATIONS	2,500.00	259.65	357.53	2,142.47	14%	2,500.00	49.15	49.15	2,450.85	2%
	01-438-201-0000	POLICE - POSTAGE	450.00	23.61	157.13	292.87	35%	450.00	21.82	169.72	280.28	38%
	01-438-202-0000	POLICE - OFFICE SUPPLIES	5,500.00	90.76	1,322.97	4,177.03	24%	5,500.00	258.00	1,782.73	3,717.27	32%
	01-438-202-0438	POLICE-GENERAL SUPPLIES	400.00	20.50	102.50	297.50	26%	400.00	20.00	100.00	300.00	25%
	01-438-209-0000	POLICE - GASOLINE	34,000.00	1,313.66	7,089.63	26,910.37	21%	34,000.00	1,248.00	7,255.84	26,744.16	21%
	01-438-301-0000	POLICE - COMMUNICATION SERVICES	16,500.00	704.03	4,090.07	12,409.93	25%	16,500.00	1,100.79	4,878.24	11,621.76	30%
	01-438-310-0002	POLICE - DUES/MEMBERSHIPS	4,210.00	0.00	0.00	4,210.00	0%	3,200.00	0.00	100.00	3,100.00	3%
	01-438-310-0005	POLICE - BOOKS/PUBLICATIONS	2,800.00	0.00	80.95	2,719.05	3%	2,800.00	0.00	0.00	2,800.00	0%
	01-438-310-0044	POLICE - EQUIPMENT/FIELD SUPPLIES	6,000.00	0.00	518.00	5,482.00	9%	18,000.00	202.30	812.16	17,187.84	5%
	01-438-310-0045	POLICE - PRISONER EXPENSES	1,200.00	0.00	187.00	1,013.00	16%	1,200.00	189.55	197.16	1,002.84	16%
	01-438-402-0000	POLICE - EQUIP MAINTENANCE	5,000.00	95.58	642.82	4,357.18	13%	5,000.00	55.00	847.89	4,152.11	17%
	01-438-410-0000	POLICE - EQUIPMENT LEASE	26,900.00	476.76	2,162.09	24,737.91	8%	26,900.00	476.76	3,442.65	23,457.35	13%
	01-438-501-0000	POLICE - PRINTING/PUBLISHING	2,800.00	0.00	705.00	2,095.00	25%	2,800.00	36.86	479.86	2,320.14	17%
	01-438-521-0000	POLICE - ANIMAL CONTROL	3,600.00	0.00	0.00	3,600.00	0%	3,600.00	0.00	248.55	3,351.45	7%
Police			1,322,707.00	90,862.07	507,646.19	815,060.81	38%	1,308,012.00	92,424.26	488,361.64	819,650.36	37%
Public Works	01-441-101-0000	PW ADMIN. - FULL TIME SALARIES	119,085.00	9,210.24	47,837.47	71,247.53	40%	118,136.00	9,160.32	47,184.16	70,951.84	40%
	01-441-102-0000	PW ADMIN. - OVERTIME	50,000.00	3,392.02	10,806.28	39,193.72	22%	50,000.00	857.65	3,142.92	46,857.08	6%
	01-441-106-0000	PW ADMIN. - LABOR SALARIES	231,131.00	18,381.86	92,013.00	139,118.00	40%	220,711.00	17,572.01	83,396.71	137,314.29	38%
	01-441-190-0000	PW ADMIN. - TRAINING/STAFF DEVELOPM	1,000.00	0.00	1,200.00	-200.00	120%	500.00	0.00	90.00	410.00	18%
	01-441-193-0000	PW ADMIN. - UNIFORMS	10,000.00	668.17	3,517.33	6,482.67	35%	14,000.00	1,418.34	3,735.13	10,264.87	27%
	01-441-201-0000	PW ADMIN. - POSTAGE	100.00	0.68	26.33	73.67	26%	100.00	0.49	46.05	53.95	46%
	01-441-202-0000	PW ADMIN. - GENERAL SUPPLIES	8,000.00	152.50	1,899.32	6,100.68	24%	6,500.00	267.27	1,697.67	4,802.33	26%
	01-441-301-0000	PW ADMIN. - COMMUNICATION SERVICE	6,000.00	537.61	3,173.76	2,826.24	53%	6,000.00	382.46	2,329.56	3,670.44	39%
	01-441-310-0002	PW ADMIN. - DUES/MEMBERSHIPS	1,000.00	0.00	25.00	975.00	3%	200.00	0.00	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	267.78	932.22	22%
Public Works			427,516.00	32,343.08	160,498.49	267,017.51	38%	417,347.00	29,658.54	142,881.98	274,465.02	34%
Roadways & Sidewalks	01-442-202-0000	RDWY/SWK - GENERAL SUPPLIES	16,000.00	2,167.18	10,432.97	5,567.03	65%	15,000.00	156.25	4,584.45	10,415.55	31%
	01-442-205-0000	RDWY/SWK - WINTER SALT	80,000.00	15,555.73	15,555.73	64,444.27	19%	80,000.00	15,086.02	15,086.02	64,913.98	19%
	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	15.96	15.96	3,484.04	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-442-250-0000	RDWY/SWK - COLD MIX	3,000.00	0.00	287.55	2,712.45	10%	2,800.00	0.00	0.00	2,800.00	0%
	01-442-251-0000	RDWY/SWK - HOT TOP	155,000.00	38,351.38	41,787.96	113,212.04	27%	125,000.00	0.00	0.00	125,000.00	0%
	01-442-402-0000	RDWY/SWK - EQUIPMENT LEASE	13,200.00	805.00	13,892.50	-692.50	105%	12,500.00	8,000.00	8,000.00	4,500.00	64%
	01-442-514-0000	RDWY/SWK - CONTRACT STREET MAR	6,000.00	5,998.44	5,998.44	1.56	100%	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	0.00	1,900.00	1,100.00	63%	3,000.00	0.00	950.00	2,050.00	32%
	01-442-528-0000	RDWY/SWK - TREE SERVICE	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	0.00	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	2,050.00	2,050.00	20.00	99%
	01-442-704-0000	RDWY/SWK - ENGINEERING	25,000.00	0.00	0.00	25,000.00	0%	25,000.00	882.55	882.55	24,117.45	4%
	01-442-705-0000	RDWY/SWK CONSTRUCTION	0.00	0.00	0.00	0.00	0%	88,000.00	990.00	9,033.63	78,966.37	10%
Roadways & Sidewalks			330,970.00	62,893.69	89,871.11	241,098.89	27%	386,570.00	27,164.82	40,586.65	345,983.35	10%
Street Lights	01-446-202-0000	STREET LIGHT - FIXTURES	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	308.65	3,843.49	-1,843.49	192%
	01-446-302-0000	STREET LIGHT - ELECTRICITY	47,000.00	4,307.21	15,957.61	31,042.39	34%	44,250.00	4,277.28	11,886.09	32,363.91	27%
Street Lights			49,000.00	4,307.21	15,957.61	33,042.39	33%	46,250.00	4,585.93	15,729.58	30,520.42	34%

Town of Newmarket, New Hampshire
Expense Report ^{ab}
For the Period Ended November 30, 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	4,921.86	25,040.23	38,420.77	39%	61,382.00	4,675.96	25,117.39	36,264.61	41%
	01-448-102-0000	BLD/GRNDS - OVERTIME	3,000.00	196.02	990.05	2,009.95	33%	3,000.00	474.35	1,729.77	1,270.23	58%
	01-448-103-0000	BLD/GRNDS - PART TIME SALARIES	86,247.00	6,362.47	35,824.21	50,422.79	42%	88,420.00	6,989.17	39,509.30	48,910.70	45%
	01-448-202-0000	BLD/GRNDS - GENERAL SUPPLIES	10,000.00	1,119.94	3,552.08	6,447.92	36%	10,000.00	567.00	1,964.33	8,035.67	20%
	01-448-302-0000	BLD/GRNDS - ELECTRICITY-TOWN HALL	12,000.00	1,002.46	4,636.18	7,363.82	39%	10,900.00	935.78	4,666.27	6,233.73	43%
	01-448-302-0406	BLD/GRNDS - ELECTRICITY - PARKS	1,300.00	85.75	366.04	933.96	28%	1,300.00	83.98	346.13	953.87	27%
	01-448-302-0438	BLD/GRNDS - ELECTRICITY POLICE	13,500.00	921.55	4,292.84	9,207.16	32%	11,800.00	1,039.87	4,962.86	6,837.14	42%
	01-448-302-0441	BLD/GRNDS - ELECTRICITY YOUNGS LANE	25,000.00	1,771.17	8,521.05	16,478.95	34%	24,000.00	1,859.17	8,973.89	15,026.11	37%
	01-448-303-0000	BLD/GRNDS - HEAT & OIL - TOWN HALL	23,000.00	1,032.00	2,064.00	20,936.00	9%	26,000.00	1,340.55	2,797.65	23,202.35	11%
	01-448-303-0438	BLD/GRNDS - HEAT & OIL - POLICE	4,100.00	0.00	0.00	4,100.00	0%	3,000.00	140.81	300.47	2,699.53	10%
	01-448-303-0441	BLD/GRNDS - HEAT & OIL - YOUNGS LANE	39,000.00	1,278.43	1,901.15	37,098.85	5%	39,000.00	495.72	495.72	38,504.28	1%
	01-448-304-0000	BLD/GRNDS - WATER/SEWER TOWN HALL	4,000.00	1,411.00	2,626.93	1,373.07	66%	4,000.00	764.11	5,999.16	-1,999.16	150%
	01-448-304-0150	BLD/GRNDS-WATER/SEWER COMMUNITY	0.00	2,066.54	2,421.29	-2,421.29	0%	0.00	0.00	0.00	0.00	0%
	01-448-304-0438	BLD/GRNDS - WATER/SEWER - POLICE	525.00	137.91	282.21	242.79	54%	800.00	70.15	364.49	435.51	46%
	01-448-304-0441	BLD/GRNDS - WATER/SEWER - YOUNGS LA	1,950.00	429.02	1,028.52	921.48	53%	1,800.00	162.84	892.79	907.21	50%
	01-448-401-0110	BLD/GRNDS - YOUNGS LANE MAINT	14,000.00	552.34	2,665.60	11,334.40	19%	14,000.00	3,049.85	6,047.09	7,952.91	43%
	01-448-401-0120	BLD/GRNDS - TOWN HALL MAINTENANC	13,000.00	781.62	7,303.76	5,696.24	56%	13,000.00	1,667.65	5,817.51	7,182.49	45%
	01-448-401-0125	BLD/GRNDS - ELEVATOR MAINTENANCE	2,500.00	0.00	585.19	1,914.81	23%	2,400.00	562.14	1,124.28	1,275.72	47%
	01-448-401-0140	BLD/GRNDS - PARKS MAINTENANCE	8,000.00	367.50	578.16	7,421.84	7%	8,000.00	1,821.89	3,182.11	4,817.89	40%
	01-448-401-0150	BLD/GRNDS - COMMUNITY CENTER MAI	7,500.00	4,016.70	5,609.34	1,890.66	75%	7,500.00	2,018.92	9,973.70	-2,473.70	133%
	01-448-401-0151	BLD/GRNDS - COMM CTR ELECTRICITY	12,000.00	903.26	4,944.54	7,055.46	41%	12,000.00	794.17	4,852.14	7,147.86	40%
	01-448-401-0152	BLD/GRNDS - COMM CENTR HEAT OIL	14,000.00	574.07	2,041.49	11,958.51	15%	14,000.00	596.30	843.36	13,156.64	6%
	01-448-401-0153	BLD/GRNDS - SENIOR CENTER ELECTRICITY	7,000.00	292.55	1,262.02	5,737.98	18%	0.00	267.57	1,425.98	-1,425.98	0%
	01-448-401-0154	BLD/GRNDS - SENIOR CTR HEAT	5,000.00	0.00	206.55	4,793.45	4%	0.00	196.53	196.53	-196.53	0%
	01-448-401-0160	BLD/GRNDS - BANDSTAND MAINTENANC	100.00	0.00	0.00	100.00	0%	100.00	0.00	850.00	-750.00	850%
	01-448-401-0170	BLD/GRNDS - HAND TUB MAINTENANCE	300.00	27.27	84.79	215.21	28%	300.00	18.96	100.55	199.45	34%
	01-448-401-0175	BLD/GRNDS - DAM MAINTENANCE	3,000.00	1,543.59	1,786.99	1,213.01	60%	3,000.00	1,522.45	1,658.37	1,341.63	55%
	01-448-401-0180	BLD/GRNDS - TOWN CLOCK MAINTENAN	250.00	0.00	0.00	250.00	0%	2,000.00	0.00	227.50	1,772.50	11%
	01-448-401-0438	BLD/GRNDS - POLICE BUILDING MAINTEN	11,500.00	0.00	10,462.38	1,037.62	91%	10,000.00	413.17	1,535.17	8,464.83	15%
	01-448-402-0000	BLD/GRNDS - EQUIPMENT MAINTENANC	2,500.00	214.08	1,102.08	1,397.92	44%	2,500.00	216.00	911.00	1,589.00	36%
	01-448-405-0000	BLD/GRNDS - GROUNDS MAINTENANCE	32,000.00	11,080.28	19,372.92	12,627.08	61%	32,000.00	6,259.23	21,280.59	10,719.41	67%
	01-448-533-0000	BLD/GRNDS - MOSQUITO CONTROL	60,000.00	0.00	20,000.00	40,000.00	33%	55,000.00	0.00	33,000.00	22,000.00	60%
	01-448-800-0000	BLD/GRNDS - EQUIPMENT PURCHASE	2,500.00	0.00	0.00	2,500.00	0%	7,000.00	6,500.00	6,500.00	500.00	93%
Building & Grounds			482,233.00	43,089.38	171,552.59	310,680.41	36%	468,202.00	45,504.29	197,646.10	270,555.90	42%
	01-449-101-0000	CEM - FULL TIME SALARIES	19,053.00	1,502.40	7,920.88	11,132.12	42%	18,263.00	1,465.60	7,368.21	10,894.79	40%
	01-449-103-0000	CEM - PART TIME SALARIES	11,050.00	952.95	5,658.95	5,391.05	51%	11,050.00	962.43	4,816.64	6,233.36	44%
	01-449-202-0000	CEM - GENERAL SUPPLIES	500.00	45.11	370.34	129.66	74%	1,000.00	58.63	112.38	887.62	11%
	01-449-302-0000	CEM - ELECTRICITY	250.00	0.00	0.00	250.00	0%	250.00	15.56	61.98	188.02	25%
	01-449-402-0000	CEM - EQUIPMENT MAINT	800.00	0.00	0.00	800.00	0%	800.00	0.00	0.00	800.00	0%
	01-449-702-0000	CEM - CONTRACTED SERVICES	5,000.00	0.00	0.00	5,000.00	0%	5,000.00	0.00	0.00	5,000.00	0%
	01-449-800-0000	CEM - EQUIPMENT PURCHASE	600.00	0.00	0.00	600.00	0%	600.00	0.00	299.00	301.00	50%
Cemetery			37,253.00	2,500.46	13,950.17	23,302.83	37%	36,963.00	2,502.22	12,658.21	24,304.79	34%
	01-452-202-0000	VEHICLE - GENERAL SUPPLIES	3,000.00	117.98	657.60	2,342.40	22%	5,000.00	127.96	656.28	4,343.72	13%
	01-452-209-0000	VEHICLE - GASOLINE	16,000.00	910.49	2,869.81	13,130.19	18%	16,000.00	365.43	1,403.28	14,596.72	9%
	01-452-210-0000	VEHICLE - DIESEL FUEL	38,000.00	1,096.87	6,693.56	31,306.44	18%	37,000.00	2,510.16	6,667.73	30,332.27	18%
	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	7,180.27	20,151.56	39,848.44	34%	54,000.00	457.51	6,187.80	47,812.20	11%
	01-452-403-0000	VEHICLE - VEHICLE MAINT PUBLIC WORKS	48,000.00	5,999.05	18,724.80	29,275.20	39%	48,000.00	6,893.63	21,615.61	26,384.39	45%
	01-452-403-0406	VEHICLE - VEHICLE MAINT REC	2,000.00	0.00	265.07	1,734.93	13%	2,000.00	0.00	847.18	1,152.82	42%
	01-452-403-0438	VEHICLE - VEHICLE MAINT POLICE	15,000.00	739.64	6,183.87	8,816.13	41%	14,000.00	780.60	4,794.94	9,205.06	34%
	01-452-403-0461	VEHICLE - VEHICLE MAINT FIRE	20,000.00	271.50	3,421.59	16,578.41	17%	16,000.00	649.38	5,749.63	10,250.37	36%
	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	500.00	1,350.00	1,650.00	45%	3,000.00	0.00	199.00	2,801.00	7%
Vehicle			206,500.00	16,815.80	60,317.86	146,182.14	29%	197,700.00	11,784.67	48,121.45	149,578.55	24%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended November 30, 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	6,652.80	33,624.31	51,154.69	40%	82,298.00	6,521.40	33,778.45	48,519.55	41%
	01-461-102-0000	FIRE/RES - OVERTIME	14,000.00	1,297.35	6,262.58	7,737.42	45%	14,000.00	610.05	8,655.38	5,344.62	62%
	01-461-103-0000	FIRE/RES - PART TIME SALARIES	134,808.00	12,039.43	59,081.10	75,726.90	44%	119,012.00	9,654.43	54,675.31	64,336.69	46%
	01-461-190-0000	FIRE/RES - TRAINING/STAFF DEVELOPMEN	18,000.00	677.00	2,740.79	15,259.21	15%	12,500.00	1,278.82	10,625.12	1,874.88	85%
	01-461-193-0000	FIRE/RES - UNIFORMS	12,000.00	81.86	3,289.88	8,710.12	27%	10,000.00	2,275.00	11,273.84	-1,273.84	113%
	01-461-201-0000	FIRE/RES - POSTAGE	75.00	0.47	9.60	65.40	13%	75.00	0.00	73.11	1.89	97%
	01-461-202-0000	FIRE/RES - GENERAL SUPPLIES	6,500.00	788.08	2,993.34	3,506.66	46%	6,500.00	142.94	2,731.67	3,768.33	42%
	01-461-202-0046	FIRE/RES - MEDICAL SUPPLIES	13,500.00	913.88	6,367.07	7,132.93	47%	12,500.00	495.84	3,608.99	8,891.01	29%
	01-461-209-0000	FIRE/RES - GASOLINE	1,200.00	40.18	168.55	1,031.45	14%	1,200.00	28.32	324.01	875.99	27%
	01-461-210-0000	FIRE/RES - DIESEL FUEL	8,700.00	545.18	2,569.01	6,130.99	30%	8,700.00	433.92	3,188.11	5,511.89	37%
	01-461-220-0000	FIRE/RES - AMBULANCE EXPENSES	10,000.00	550.60	2,928.74	7,071.26	29%	16,000.00	0.00	2,034.78	13,965.22	13%
	01-461-301-0000	FIRE/RES - COMMUNICATION SERVICES	6,500.00	332.56	1,945.91	4,554.09	30%	6,000.00	350.97	1,569.38	4,430.62	26%
	01-461-310-0002	FIRE/RES - DUES/SUBSCRIPTIONS	4,200.00	0.00	2,245.00	1,955.00	53%	4,200.00	0.00	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	902.08	-2.08	100%
	01-461-402-0000	FIRE/RES - EQUIP MAINT	15,000.00	1,107.58	9,711.12	5,288.88	65%	12,500.00	58.98	7,976.11	4,523.89	64%
	01-461-518-0000	FIRE/RES - HAZMAT	2,400.00	0.00	1,946.00	454.00	81%	2,200.00	0.00	2,098.14	101.86	95%
	01-461-530-0000	FIRE/RES - MUTUAL AID CONTRACT	1,200.00	390.00	390.00	810.00	33%	600.00	0.00	0.00	600.00	0%
	01-461-800-0000	FIRE/RES - EQUIP PURCHASE	25,000.00	81.94	5,688.00	19,312.00	23%	25,000.00	0.00	1,327.28	23,672.72	5%
Fire & Rescue			358,762.00	25,498.91	141,961.00	216,801.00	40%	334,185.00	21,850.67	148,013.76	186,171.24	44%
Emergency Management	01-463-103-0000	EM - PART TIME SALARIE	750.00	0.00	750.00	0.00	100%	750.00	0.00	0.00	750.00	0%
	01-463-190-0000	EM - TRAINING/STAFF DE	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	0.00	992.00	-542.00	220%
Emergency Management			1,950.00	0.00	750.00	1,200.00	38%	1,950.00	0.00	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	1,315.00	1,315.00	685.00	66%
	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	21,500.00	0.00	100%	21,500.00	21,500.00	21,500.00	0.00	100%
	01-480-815-0000	GRANTS - NWMKT SENIOR CITIZENS	2,000.00	0.00	2,000.00	0.00	100%	1,200.00	0.00	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	21,005.00	1,995.00	91%	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	475.00	475.00	1,625.00	23%
	01-480-819-0000	GRANTS - NWMKT HANDTUB ASSOC.	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
Grants			53,000.00	0.00	44,505.00	8,495.00	84%	69,300.00	23,290.00	24,490.00	44,810.00	35%
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	0.00	2,000.00	0.00	100%
	01-481-913-0000	SS GRANTS - LAMPREY HEALTH CENTER	10,403.00	0.00	10,403.00	0.00	100%	10,403.00	0.00	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	0.00	9,000.00	0.00	100%	9,000.00	0.00	9,000.00	0.00	100%
	01-481-917-0000	SS GRANTS - R.S.V.P.	600.00	0.00	600.00	0.00	100%	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	0.00	5,623.00	-297.00	106%	5,326.00	0.00	5,326.00	0.00	100%
	01-481-925-0000	SS GRANTS - AIDS RESPONSE	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%
	01-481-926-0000	SS GRANTS - AMERICAN RED CROSS	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-481-927-0000	SS GRANTS - READY RIDES	1,500.00	0.00	1,500.00	0.00	100%	1,500.00	0.00	1,500.00	0.00	100%
	01-481-929-0000	OTHER GRANTS - CHILD ADVOCACY 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	0.00	27,126.00	15,903.00	63%	43,429.00	0.00	28,229.00	15,200.00	65%
Capital Reserve	01-490-900-0011	CAP RES - REVALUATION	10,000.00	0.00	10,000.00	0.00	100%	10,000.00	0.00	10,000.00	0.00	100%
	01-490-900-0012	CAP RES - FIRE DEPARTMENT	50,000.00	0.00	50,000.00	0.00	100%	50,000.00	0.00	50,000.00	0.00	100%
	01-490-900-0013	CAP RES - ROADWAY IMPROVEMENTS	125,000.00	0.00	125,000.00	0.00	100%	125,000.00	0.00	125,000.00	0.00	100%
	01-490-900-0016	CAP RES - PUBLIC WORKS	80,000.00	0.00	80,000.00	0.00	100%	130,000.00	0.00	130,000.00	0.00	100%
	01-490-900-0017	CAP RES - POLICE VEHICLES	48,000.00	0.00	48,000.00	0.00	100%	46,500.00	0.00	46,500.00	0.00	100%
	01-490-900-0019	CAP RES - BUILDING IMPROVEMENT	50,000.00	0.00	50,000.00	0.00	100%	0.00	0.00	0.00	0.00	0%
	01-490-900-0021	CAP RES - RECREATION FACILITIES	18,666.00	0.00	18,666.00	0.00	100%	0.00	0.00	0.00	0.00	0%
	01-490-900-0028	CAP RES - MASTER PLAN	10,000.00	0.00	10,000.00	0.00	100%	10,000.00	0.00	10,000.00	0.00	100%
	01-490-900-0036	CAP RES - VETERANS MEMORIAL	2,000.00	0.00	2,000.00	0.00	100%	0.00	0.00	0.00	0.00	0%
	01-490-900-0074	CAPITAL RESERVE POLICE DISPATCH EQUIF	29,449.00	0.00	29,449.00	0.00	100%	29,449.00	0.00	29,449.00	0.00	100%
	01-490-900-0079	CAP RES - MACALLEN DAM	75,000.00	0.00	75,000.00	0.00	100%	50,000.00	0.00	50,000.00	0.00	100%
	01-490-900-0085	CAP RES - STORM WATER MANAGEMENT	75,000.00	0.00	75,000.00	0.00	100%	50,000.00	0.00	50,000.00	0.00	100%
	01-490-900-0086	CAP RES - 300TH ANNIV.CELEBRATION EXP	2,000.00	0.00	2,000.00	0.00	100%	2,000.00	0.00	2,000.00	0.00	100%
	01-490-900-0087	CAP RES - COMPENSATED ABSENCE EXP.TF	0.00	0.00	0.00	0.00	0%	10,000.00	0.00	10,000.00	0.00	100%
Capital Reserve			575,115.00	0.00	575,115.00	0.00	100%	512,949.00	0.00	512,949.00	0.00	100%
General Fund			6,880,668.00	582,069.13	3,231,838.00	3,648,830.00	47%	6,650,247.00	485,654.33	2,879,163.91	3,771,083.09	43%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended November 30, 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
	02-480-101-0000	LIBRARY - SALARIES	54,100.00	3,923.06	19,811.45	34,288.55	37%	54,100.00	3,923.06	20,203.76	33,896.24	37%
	02-480-103-0000	LIBRARY - PART TIME SALARIES	108,013.00	8,638.78	37,878.24	70,134.76	35%	114,235.00	7,376.68	35,387.62	78,847.38	31%
	02-480-150-0000	LIBRARY - FICA	9,571.00	798.38	3,686.22	5,884.78	39%	10,712.00	724.20	3,565.23	7,146.77	33%
	02-480-151-0000	LIBRARY - MEDICARE	2,238.00	186.71	862.08	1,375.92	39%	2,506.00	169.36	833.76	1,672.24	33%
	02-480-155-0000	LIBRARY - HEALTH INSURANCE	15,000.00	481.91	2,494.88	12,505.12	17%	15,000.00	567.24	2,494.88	12,505.12	17%
	02-480-156-0000	LIBRARY - RETIREMENT	6,043.00	438.20	2,202.31	3,840.69	36%	6,032.00	438.20	2,262.22	3,769.78	38%
	02-480-159-0000	LIBRARY - LIFE & DISABILITY	750.00	110.04	460.20	289.80	61%	633.00	133.33	533.32	99.68	84%
	02-480-160-0000	LIBRARY-WORKERS COMPENSATION	1,500.00	0.00	1,500.00	0.00	100%	2,352.00	0.00	2,352.00	0.00	100%
	02-480-161-0000	LIBRARY - UNEMPLOYMENT	2,495.00	0.00	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	540.00	1,460.00	27%	2,000.00	20.00	410.00	1,590.00	21%
	02-480-202-0000	LIBRARY - GENERAL SUPPLIES	5,000.00	46.60	2,404.15	2,595.85	48%	5,000.00	226.73	1,598.79	3,401.21	32%
	02-480-301-0000	LIBRARY - TELEPHONE	1,800.00	126.18	622.43	1,177.57	35%	1,800.00	123.26	490.40	1,309.60	27%
	02-480-302-0000	LIBRARY - ELECTRICITY	12,000.00	0.00	4,000.17	7,999.83	33%	10,000.00	779.72	4,058.41	5,941.59	41%
	02-480-303-0000	LIBRARY - HEAT & OIL	12,000.00	0.00	0.00	12,000.00	0%	13,800.00	76.50	76.50	13,723.50	1%
	02-480-304-0000	LIBRARY - WATER	700.00	165.89	376.34	323.66	54%	700.00	30.46	266.45	433.55	38%
	02-480-310-0005	LIBRARY - BOOKS/SUBSCRIPTIONS	39,394.00	2,723.98	19,200.45	20,193.55	49%	38,247.00	3,469.64	15,018.04	23,228.96	39%
	02-480-330-0000	LIBRARY - ELECTRONIC INFO - OTHER	9,500.00	525.00	9,541.00	-41.00	100%	9,500.00	0.00	8,887.00	613.00	94%
	02-480-350-0000	LIBRARY - PROGRAMS	2,000.00	0.00	364.19	1,635.81	18%	2,000.00	24.28	1,483.19	516.81	74%
	02-480-401-0000	LIBRARY - BUILDING MAINTENANCE	23,000.00	49,412.93	100,362.52	-77,362.52	436%	15,000.00	1,771.00	11,061.71	3,938.29	74%
	02-480-402-0000	LIBRARY - EQUIPMENT MAINTENANCE/LEA	600.00	0.00	176.22	423.78	29%	600.00	0.00	129.00	471.00	22%
	02-480-504-0000	LIBRARY-PROPERTY LIABILITY INS	5,000.00	0.00	5,000.00	0.00	100%	5,000.00	0.00	5,000.00	0.00	100%
	02-480-800-0000	LIBRARY - EQUIPMENT PURCHASE	2,000.00	43.00	108.00	1,892.00	5%	2,000.00	0.00	0.00	2,000.00	0%
Library			314,704.00	67,620.66	211,590.85	103,113.15	67%	314,033.00	19,853.66	116,112.28	197,920.72	37%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended November 30, 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
	05-406-103-0000	RECREATION - PART TIME SALARIES	124,440.00	3,783.77	72,529.38	51,910.62	58%	100,440.00	2,275.01	68,556.42	31,883.58	68%
	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	234.62	4,573.68	3,141.32	59%	6,227.00	141.05	3,928.41	2,298.59	63%
	05-406-151-0000	RECREATION - MEDI	1,804.00	54.88	1,069.75	734.25	59%	1,456.00	33.00	918.76	537.24	63%
	05-406-190-0000	RECREATION - TRAINING/STAFF DEVELOPM	2,000.00	0.00	785.00	1,215.00	39%	1,400.00	0.00	104.85	1,295.15	7%
	05-406-192-0000	RECREATION - MEAL ALLOWANCE	350.00	96.39	121.48	228.52	35%	350.00	0.00	208.11	141.89	59%
	05-406-201-0000	RECREATION - POSTAGE	1,000.00	15.80	30.86	969.14	3%	400.00	2.43	61.71	338.29	15%
	05-406-202-0000	RECREATION - GENERAL SUPPLIES	1,650.00	27.87	411.82	1,238.18	25%	1,650.00	90.42	1,221.07	428.93	74%
	05-406-202-0034	RECREATION - ATHLETIC SUPPLIES	8,830.00	0.00	2,482.41	6,347.59	28%	7,830.00	0.00	2,127.46	5,702.54	27%
	05-406-202-0036	RECREATION - CLASS SUPPLIES	2,954.00	1,251.60	4,115.00	-1,161.00	139%	2,154.00	811.58	2,380.11	-226.11	110%
	05-406-302-0000	RECREATION - ELECTRICITY	0.00	0.00	115.93	-115.93	0%	0.00	0.00	0.00	0.00	0%
	05-406-302-0001	RECREATION - FIELD LIGHTS	5,000.00	1,063.82	2,416.18	2,583.82	48%	5,000.00	1,214.80	1,873.29	3,126.71	37%
	05-406-310-0002	RECREATION - DUES/SUBSCRIPTIONS	150.00	199.99	170.02	-20.02	113%	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	120.00	145.00	655.00	18%
	05-406-402-0000	RECREATION - EQUIPMENT MAINTENANCE	2,000.00	46.42	1,384.62	615.38	69%	1,000.00	0.00	947.08	52.92	95%
	05-406-460-0000	RECREATION - BANK FEES	0.00	155.88	1,891.36	-1,891.36	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	824.06	21,083.46	14,916.54	59%	36,000.00	1,774.91	27,177.20	8,822.80	75%
	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	455.95	2,544.05	15%	2,000.00	0.00	0.00	2,000.00	0%
	05-406-902-0000	RECREATION - SUMMER CAMP	9,000.00	0.00	13,236.34	-4,236.34	147%	9,000.00	0.00	8,282.24	717.76	92%
	05-406-902-0037	RECREATION - TEEN CAMP	2,500.00	0.00	1,343.94	1,156.06	54%	2,500.00	0.00	1,112.03	1,387.97	44%
	05-406-904-0000	RECREATION - SUNRISE SUNSET SR CTR	3,927.00	210.00	1,507.75	2,419.25	38%	3,000.00	201.79	1,140.29	1,859.71	38%
	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	236.56	4,894.66	5,255.34	48%	10,150.00	2,164.61	3,738.60	6,411.40	37%
Recreation			243,433.00	8,201.66	134,619.59	108,813.41	55%	199,670.00	8,829.60	123,922.63	75,747.37	62%
	07-450-103-0000	SW - PART TIME	11,156.00	888.46	4,671.15	6,484.85	42%	10,881.00	779.78	4,365.79	6,515.21	40%
	07-450-202-0000	SW - GENERAL SUPPLIES	15,000.00	22.41	12,474.64	2,525.36	83%	20,000.00	15,538.92	15,603.96	4,396.04	78%
	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	250.00	950.00	21%	1,200.00	47.00	188.00	1,012.00	16%
	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	1,179.00	1,121.00	51%	1,000.00	0.00	0.00	1,000.00	0%
	07-450-536-0000	SW - HOUSEHOLD HAZARDOUS	10,000.00	29.12	639.07	9,360.93	6%	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	12,983.08	54,106.26	108,893.74	33%	142,000.00	5,835.92	46,217.02	95,782.98	33%
	07-450-702-0049	SW - RECYCLING CONTRACT	152,000.00	13,293.96	55,632.04	96,367.96	37%	152,000.00	0.00	37,034.52	114,965.48	24%
	07-450-702-0050	SW - CONSTRUCTION DEBRIS	47,000.00	4,106.75	19,281.92	27,718.08	41%	47,000.00	0.00	15,664.51	31,335.49	33%
	07-450-702-0051	SW - POST CLOSURE LANDFILL TEST	30,000.00	8,597.49	10,447.92	19,552.08	35%	30,000.00	3,305.00	3,877.53	26,122.47	13%
	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	39,971.27	158,682.00	288,674.00	35%	443,981.00	25,506.62	122,951.33	321,029.67	28%

Town of Newmarket, New Hampshire
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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	9,746.34	50,189.43	80,814.57	38%	121,009.00	8,910.47	46,427.39	74,581.61	38%
	20-451-102-0000	WATER - OVERTIME	10,000.00	1,330.67	4,294.63	5,705.37	43%	8,500.00	311.59	2,377.07	6,122.93	28%
	20-451-103-0000	WATER - PART TIME SALARIES	8,487.00	203.81	643.11	7,843.89	8%	0.00	663.00	3,889.05	-3,889.05	0%
	20-451-150-0000	WATER - FICA	8,150.00	641.64	3,098.84	5,051.16	38%	8,150.00	565.61	3,053.49	5,096.51	37%
	20-451-151-0000	WATER - MEDICARE	1,906.00	150.06	718.23	1,187.77	38%	1,906.00	132.29	711.79	1,194.21	37%
	20-451-155-0000	WATER - HEALTH INSURANCE	47,153.00	3,416.64	20,499.84	26,653.16	43%	31,783.00	6,777.21	15,713.61	16,069.39	49%
	20-451-156-0000	WATER - RETIREMENT	14,157.00	1,214.96	5,989.06	8,167.94	42%	14,157.00	1,024.52	5,380.25	8,776.75	38%
	20-451-159-0000	WATER - LIFE/DISABILITY INSURANCE	1,542.00	135.19	589.83	952.17	38%	1,542.00	87.89	351.56	1,190.44	23%
	20-451-160-0000	WATER - WORKERS COMPENSATION	4,939.00	0.00	4,939.00	0.00	100%	4,939.00	0.00	4,939.00	0.00	100%
	20-451-161-0000	WATER - UNEMPLOYMENT	2,201.00	0.00	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	750.00	750.00	50%
	20-451-193-0000	WATER - UNIFORMS	2,500.00	96.57	756.73	1,743.27	30%	2,700.00	61.68	567.75	2,132.25	21%
	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	477.99	1,002.56	5,497.44	15%	6,000.00	492.04	2,596.17	3,403.83	43%
	20-451-202-0000	WATER - GENERAL SUPPLIES	3,000.00	94.38	316.16	2,683.84	11%	3,000.00	98.03	1,069.19	1,930.81	36%
	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	208.41	1,062.34	2,637.66	29%	5,200.00	167.28	1,080.12	4,119.88	21%
	20-451-211-0000	WATER - LP GAS	20,000.00	329.29	1,790.46	18,209.54	9%	20,000.00	855.26	999.35	19,000.65	5%
	20-451-217-0000	WATER - CHEMICALS	18,000.00	900.00	7,294.49	10,705.51	41%	22,000.00	0.00	3,801.12	18,198.88	17%
	20-451-301-0000	WATER - COMMUNICATION SERVICES	3,800.00	284.62	1,242.82	2,557.18	33%	3,800.00	221.57	1,150.63	2,649.37	30%
	20-451-302-0000	WATER - ELECTRICITY	53,000.00	4,268.82	15,339.34	37,660.66	29%	47,000.00	3,384.67	13,144.29	33,855.71	28%
	20-451-401-0000	WATER - BUILDING MAINTENANCE	7,000.00	890.40	3,349.85	3,650.15	48%	7,000.00	699.40	3,727.73	3,272.27	53%
	20-451-402-0000	WATER - EQUIPMENT MAINTENANCE/LEASE	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	4,000.00	0%
	20-451-403-0000	WATER - VEHICLE MAINTENANCE	5,000.00	0.00	609.22	4,390.78	12%	5,000.00	0.00	693.88	4,306.12	14%
	20-451-406-0000	WATER - SYSTEM MAINTENANCE	50,000.00	391.30	19,616.39	30,383.61	39%	45,000.00	8,698.40	27,053.31	17,946.69	60%
	20-451-504-0000	WATER - PROPERTY-LIABILITY INSURANCE	5,179.00	0.00	5,179.00	0.00	100%	4,280.00	0.00	4,280.00	0.00	100%
	20-451-702-0000	WATER - CONTRACTED SERVICES	10,000.00	966.85	3,094.35	6,905.65	31%	15,000.00	140.00	2,222.22	12,777.78	15%
	20-451-703-0000	WATER - AUDIT	3,484.00	0.00	3,484.00	0.00	100%	3,484.00	0.00	3,484.00	0.00	100%
	20-451-704-0000	WATER - ENGINEERING	25,000.00	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	364,000.00	0.00	100%	364,000.00	0.00	364,000.00	0.00	100%
	20-451-950-0000	WATER - BONDS & NOTES PRINCIPLE	52,750.00	0.00	0.00	52,750.00	0%	107,449.00	0.00	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	20,000.00	20,000.00	0.00	100%	20,000.00	20,000.00	20,000.00	0.00	100%
			932,813.00	45,747.94	539,099.68	393,713.32	58%	947,051.00	53,290.91	533,462.97	413,588.03	56%
Sewer	30-471-101-0000	WW - FULL TIME SALARIES	230,469.00	16,792.77	86,802.47	143,666.53	38%	209,313.00	13,383.27	68,746.43	140,566.57	33%
	30-471-102-0000	WASTEWATER - OVERTIME	19,000.00	1,189.60	5,025.64	13,974.36	26%	17,000.00	1,497.34	6,270.90	10,729.10	37%
	30-471-103-0000	WASTEWATER PART TIME SALARIES	8,487.00	203.98	643.28	7,843.72	8%	0.00	663.00	3,889.25	-3,889.25	0%
	30-471-150-0000	WASTEWATER - FICA	14,204.00	1,024.66	5,377.32	8,826.68	38%	14,204.00	873.89	4,503.59	9,700.41	32%
	30-471-151-0000	WASTEWATER - MEDICARE	3,322.00	239.64	1,257.65	2,064.35	38%	3,322.00	204.35	1,053.11	2,268.89	32%
	30-471-155-0000	WASTEWATER - HEALTH INSURANCE	71,120.00	5,918.11	35,508.62	35,611.38	50%	87,510.00	10,412.66	31,237.98	56,272.02	36%
	30-471-156-0000	WASTEWATER - RETIREMENT	24,674.00	1,986.29	10,477.03	14,196.97	42%	24,674.00	1,623.07	8,225.56	16,448.44	33%
	30-471-159-0000	WASTEWATER - LIFE/DISABILITY INSURANCE	2,195.00	257.54	999.90	1,195.10	46%	2,195.00	148.13	592.52	1,602.48	27%
	30-471-160-0000	WASTEWATER - WORKERS COMPENSATION	5,899.00	0.00	5,899.00	0.00	100%	5,899.00	0.00	5,899.00	0.00	100%
	30-471-161-0000	WASTEWATER - UNEMPLOYMENT INSURANCE	3,157.00	0.00	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	360.00	1,798.39	3,201.61	36%	3,500.00	180.00	480.00	3,020.00	14%
	30-471-193-0000	WASTEWATER - UNIFORMS	3,700.00	184.75	1,618.35	2,081.65	44%	3,600.00	98.37	815.95	2,784.05	23%
	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	477.98	1,738.72	4,761.28	27%	6,000.00	492.03	2,596.13	3,403.87	43%
	30-471-202-0000	WASTEWATER - GENERAL SUPPLIES	3,000.00	197.15	2,251.27	748.73	75%	3,000.00	584.99	1,643.75	1,356.25	55%
	30-471-202-0002	WASTEWATER - DUES/SUBSCRIPTIONS	800.00	0.00	0.00	800.00	0%	800.00	175.00	250.00	550.00	31%
	30-471-202-0003	WASTEWATER - ADVERTISING	2,000.00	0.00	0.00	2,000.00	0%	1,500.00	0.00	311.14	1,188.86	21%
	30-471-209-0000	WASTEWATER - GASOLINE	5,000.00	101.01	554.78	4,445.22	11%	5,000.00	114.96	947.03	4,052.97	19%
	30-471-215-0000	WASTEWATER - LAB SUPPLIES	30,000.00	0.00	8,360.36	21,639.64	28%	20,000.00	1,674.31	6,579.19	13,420.81	33%
	30-471-217-0000	WASTEWATER - CHEMICALS	53,000.00	4,367.00	10,269.35	42,730.65	19%	40,000.00	2,280.00	7,336.40	32,663.60	18%
	30-471-301-0000	WASTEWATER - COMMUNICATION SERVICES	6,800.00	478.49	2,121.70	4,678.30	31%	6,800.00	311.05	1,921.67	4,878.33	28%
	30-471-302-0000	WASTEWATER - ELECTRICITY	144,000.00	6,348.70	27,135.70	116,864.30	19%	84,000.00	5,890.21	24,936.25	59,063.75	30%
	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	1,720.33	7,857.77	17,142.23	31%	23,000.00	2,862.90	7,757.07	15,242.93	34%
	30-471-403-0000	WASTEWATER - VEHICLE MAINTENANCE	5,000.00	0.00	1,643.03	3,356.97	33%	5,000.00	0.00	938.20	4,061.80	19%
	30-471-406-0000	WASTEWATER - SYSTEM MAINTENANCE	50,000.00	1,973.79	10,876.61	39,123.39	22%	50,000.00	5,245.00	17,438.22	32,561.78	35%
	30-471-504-0000	WASTEWATER - PROPERTY-LIABILITY INSURANCE	10,575.00	0.00	10,575.00	0.00	100%	8,740.00	0.00	8,740.00	0.00	100%
	30-471-538-0000	WASTEWATER - SLUDGE DISPOSAL	55,000.00	2,247.87	7,436.65	47,563.35	14%	30,000.00	4,201.84	17,821.83	12,178.17	59%
	30-471-702-0000	WASTEWATER - CONTRACT SERVICES	13,000.00	1,710.00	2,792.50	10,207.50	21%	17,500.00	104.00	5,994.00	11,506.00	34%
	30-471-703-0000	WASTEWATER - AUDIT	3,425.00	0.00	3,425.00	0.00	100%	3,425.00	0.00	3,425.00	0.00	100%
	30-471-704-0000	WASTEWATER - ENGINEERING	30,000.00	6,068.46	14,536.02	15,463.98	48%	30,000.00	0.00	2,629.88	27,370.12	9%
	30-471-804-0000	WASTEWATER - NPDES PERMITS	0.00	0.00	0.00	0.00	0%	60,000.00	0.00	0.00	60,000.00	0%
	30-471-900-0000	WASTEWATER - TRANSFER TO CAPITAL RESERVE	174,200.00	0.00	174,200.00	0.00	100%	164,200.00	0.00	164,200.00	0.00	100%
	30-471-950-0000	WW - BONDS & NOTES PRINCIPLE	102,540.00	0.00	23,500.00	79,040.00	23%	102,540.00	0.00	23,500.00	79,040.00	23%
	30-471-951-0000	WW - BONDS & NOTES INTEREST	29,238.00	0.00	11,671.04	17,566.96	40%	32,895.00	0.00	12,400.48	20,494.52	38%
			1,177,968.00	53,848.12	476,353.15	701,614.85	40%	1,101,437.00	53,020.37	443,080.53	658,356.47	40%
Total Operating Budget			9,996,942.00	797,458.78	4,752,183.27	5,244,758.73	48%	9				



Department Heads Monthly Reports to the Town Council and Town Administrator

Police Department

Activity:

During the month of November, we documented 1,505 calls for service. We have investigated 32 criminal complaints that require active investigations. These criminal complaints include offenses to include Aggravated Assault, Simple Assaults, Burglary, Theft from a Motor Vehicle, Larceny, Credit Card Fraud, Criminal Mischief, and several drug related offenses. In November, patrol officers conducted 386 motor vehicle stops and made 19 custodial arrests. During the month of November we responded to only 1 Heroin/Opiate related overdose. Fortunately, the victim of the overdose was brought back to life by the Newmarket Ambulance Corp after being treated with Narcan. Patrol officers also responded to approximately 25 alarm activation calls, investigated 9 traffic accidents, responded to 9 domestic dispute, investigated 13 reports of suspicious activity, 5 juvenile incidents, 8 reports of reckless operation, 12 general public disturbances/fights, investigated 6 cases of identity/credit card fraud, conducted 46 welfare checks as well as numerous other daily calls for service. Patrol Officers have been enforcing the winter parking ban to ensure that the Public Works department can do snow removal without delay and in an efficient manner. During the month of November, the patrol division issued 115 parking tickets.

Personnel:

There are no staff changes to report at this time. A promotional process is currently underway to backfill a command position. Once the process has been completed, I will be forwarding my promotional recommendations to the Town Administrator for approval by January 1st.

Training:

Several officers attend training during the month of November. Topics included; Law enforcement response to the mentally ill, post-traumatic stress disorder recognition, peer support groups for officers dealing with traumatic events. Dispatch Supervisor Mark Pelczar attended an Information Management training course update. I have completed a Police Chief Development training which was hosted by the Town's Insurance carrier, Primex.

Downtown Pedestrian Improvements Project:

The downtown pedestrian safety project is finally over. I am happy to report that no major complaints, issues or serious injuries occurred during the downtown pedestrian safety project. I have commended the officers here for addressing the concerns of the businesses and residents that were affected by the downtown project.

Parking Violations

I have begun researching the “fine schedule’s” used by surrounding town’s relative to their respective parking ordinances. This research will hopefully bring to light the need to update Newmarket’s fine schedule. This was also a recommendation made in the MRI report.

Motor Vehicle Accidents

During the month of November, we responded to 9 motor vehicle accidents. Only 1 of the 9 crashes was alcohol or drug related.

Fleet Maintenance:

All cars in the fleet are in good working order and are continuously maintained by the Officers as well as Auto Excellence. During the month of November, the Ford SUV all-wheel drive vehicles were brought to McFarland Ford for a standard Ford recall. The vehicles were only off-line for a short period of time and all recall work was covered by Ford at no additional cost to the town.

Police Station Maintenance:

The Police station is in good shape and nothing new to report. The Department of Buildings and Ground have done a fantastic job placing holiday decorations on the building. We have received several compliments from citizens regarding the look of the Police Station.

Drug Take Back:

We continue to receive un-used medications from persons no longer needing them. This is a positive and important piece to curbing the ongoing opiate epidemic that we are seeing in NH. Statistically, Newmarket is doing extremely well reducing the amount of Heroin/Opiate related overdoses and overdose deaths. In 2015, Newmarket had approximately 45 overdoses and 4 confirmed deaths related to Heroin/Opiates. In 2016 we have had less than 20 overdoses and 2 deaths. We will continue to work with our community partners to reduce this number even further.

Fiscal Year 2017 Budget:

We are five months into the fiscal year, expenditures for the FY 2016-2017 budget are expected to be in line with the projected budget. We have used 38.4% of the 2016-2017 operating budget.

POLICE

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
1,322,707.00	90,862.07	507,646.19	815,060.81	38%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
1,308,012.00	92,424.26	488,361.64	819,650.36	37%	

Fire and Rescue Department

- For the month of November the department responded to 72 calls for service of those 40 were medical calls, transporting 30 patients to area hospitals. The ambulance responded to Newfields for seven medical calls, transporting three patients. The ambulance also responded to Durham twice, transporting one patient. The ladder responded to Durham five times for station coverage. There was a building fire on Bayview Drive that caused extensive damage to the interior of a small home. There were no injuries and the fire was accidental.
- Crews did auto extrication at Al's Automotive in Exeter this month. The owner, Michael Lampert, was very generous to provide several vehicles and equipment to the department at no charge for this training.
- We are still looking for new recruits. Every month we see some new faces which is a positive thing for us. We will continue seeking new people to increase the staffing levels within the department. We have also seen some people leave because they cannot make the commitment to the department that is required.

FIRE

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
358,762.00	25,498.91	141,961.00	216,801.00	40%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
334,185.00	21,850.67	148,013.76	186,171.24	44%	

Newmarket Fire & Rescue

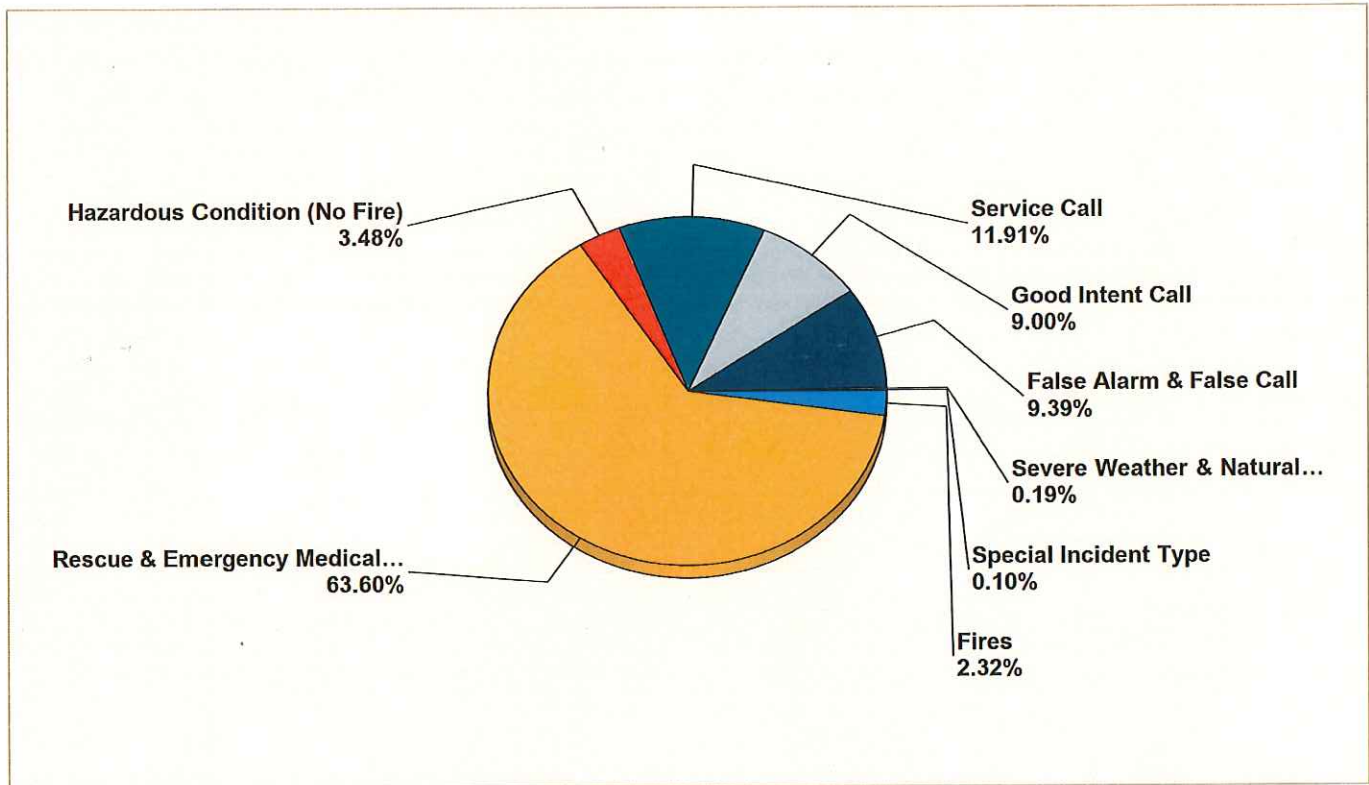
Newmarket, NH

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2016 | End Date: 11/30/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	24	2.32%
Rescue & Emergency Medical Service	657	63.60%
Hazardous Condition (No Fire)	36	3.48%
Service Call	123	11.91%
Good Intent Call	93	9.00%
False Alarm & False Call	97	9.39%
Severe Weather & Natural Disaster	2	0.19%
Special Incident Type	1	0.10%
TOTAL	1033	100.00%

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

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	7	0.68%
113 - Cooking fire, confined to container	2	0.19%
114 - Chimney or flue fire, confined to chimney or flue	2	0.19%
140 - Natural vegetation fire, other	5	0.48%
141 - Forest, woods or wildland fire	1	0.10%
142 - Brush or brush-and-grass mixture fire	2	0.19%
151 - Outside rubbish, trash or waste fire	1	0.10%
154 - Dumpster or other outside trash receptacle fire	2	0.19%
160 - Special outside fire, other	1	0.10%
162 - Outside equipment fire	1	0.10%
300 - Rescue, EMS incident, other	1	0.10%
311 - Medical assist, assist EMS crew	3	0.29%
320 - Emergency medical service, other	17	1.65%
321 - EMS call, excluding vehicle accident with injury	587	56.82%
322 - Motor vehicle accident with injuries	29	2.81%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.10%
324 - Motor vehicle accident with no injuries.	16	1.55%
350 - Extrication, rescue, other	1	0.10%
353 - Removal of victim(s) from stalled elevator	1	0.10%
381 - Rescue or EMS standby	1	0.10%
400 - Hazardous condition, other	2	0.19%
410 - Combustible/flammable gas/liquid condition, other	4	0.39%
411 - Gasoline or other flammable liquid spill	4	0.39%
412 - Gas leak (natural gas or LPG)	4	0.39%
413 - Oil or other combustible liquid spill	2	0.19%
424 - Carbon monoxide incident	5	0.48%
440 - Electrical wiring/equipment problem, other	2	0.19%
441 - Heat from short circuit (wiring), defective/worn	1	0.10%
443 - Breakdown of light ballast	1	0.10%
444 - Power line down	8	0.77%
445 - Arcing, shorted electrical equipment	3	0.29%
500 - Service Call, other	3	0.29%
511 - Lock-out	11	1.06%
512 - Ring or jewelry removal	1	0.10%
520 - Water problem, other	6	0.58%
522 - Water or steam leak	2	0.19%
531 - Smoke or odor removal	3	0.29%
542 - Animal rescue	1	0.10%
550 - Public service assistance, other	2	0.19%
551 - Assist police or other governmental agency	21	2.03%
553 - Public service	2	0.19%
554 - Assist invalid	32	3.10%
561 - Unauthorized burning	10	0.97%
571 - Cover assignment, standby, moveup	29	2.81%
600 - Good intent call, other	13	1.26%
611 - Dispatched & cancelled en route	70	6.78%
622 - No incident found on arrival at dispatch address	4	0.39%
631 - Authorized controlled burning	1	0.10%
632 - Prescribed fire	1	0.10%
651 - Smoke scare, odor of smoke	2	0.19%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.10%
671 - HazMat release investigation w/no HazMat	1	0.10%
700 - False alarm or false call, other	14	1.36%
715 - Local alarm system, malicious false alarm	1	0.10%
730 - System malfunction, other	4	0.39%

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
731 - Sprinkler activation due to malfunction	1	0.10%
733 - Smoke detector activation due to malfunction	11	1.06%
734 - Heat detector activation due to malfunction	1	0.10%
735 - Alarm system sounded due to malfunction	10	0.97%
736 - CO detector activation due to malfunction	10	0.97%
740 - Unintentional transmission of alarm, other	6	0.58%
743 - Smoke detector activation, no fire - unintentional	7	0.68%
745 - Alarm system activation, no fire - unintentional	30	2.90%
746 - Carbon monoxide detector activation, no CO	2	0.19%
800 - Severe weather or natural disaster, other	2	0.19%
911 - Citizen complaint	1	0.10%
TOTAL INCIDENTS:	1033	100.00%

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

Newmarket Fire & Rescue

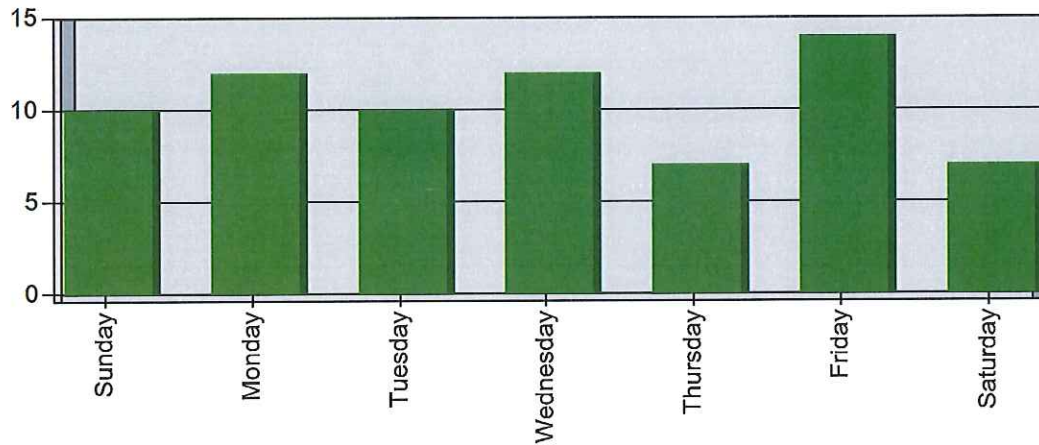
Newmarket, NH

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Incidents by Day of the Week for Date Range

Incident Range: 100 | Start Date: 11/01/2016 | End Date: 11/30/2016



DAY OF THE WEEK	# INCIDENTS
Sunday	10
Monday	12
Tuesday	10
Wednesday	12
Thursday	7
Friday	14
Saturday	7
TOTAL	72



Newmarket Fire & Rescue

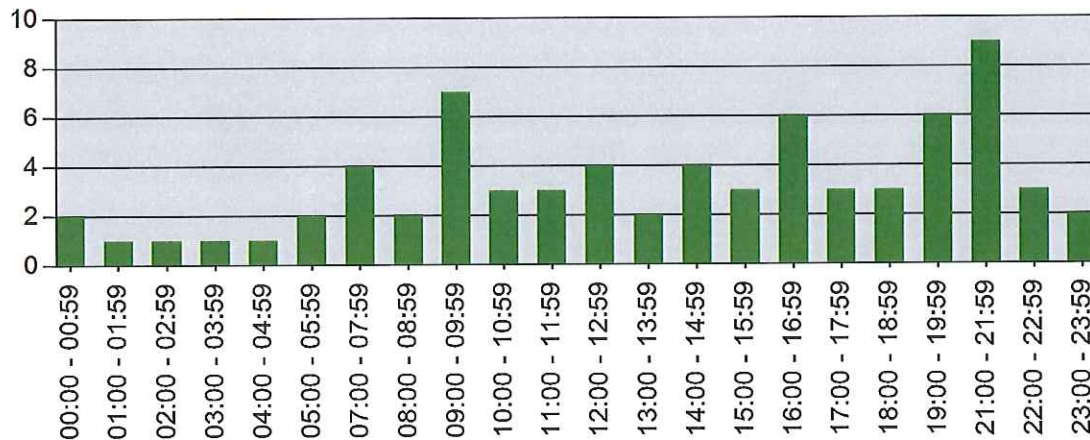
Newmarket, NH

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Incidents per Hour for Incident Type Range for Date Range

Incident Range: 100 | Start Date: 11/01/2016 | End Date: 11/30/2016



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

Only REVIEWED incidents included.



EMERGENCY REPORTING

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hour	# of calls
21:00 - 21:59	9
22:00 - 22:59	3
23:00 - 23:59	2
TOTAL:	72

Only REVIEWED incidents included.

Newmarket Fire & Rescue

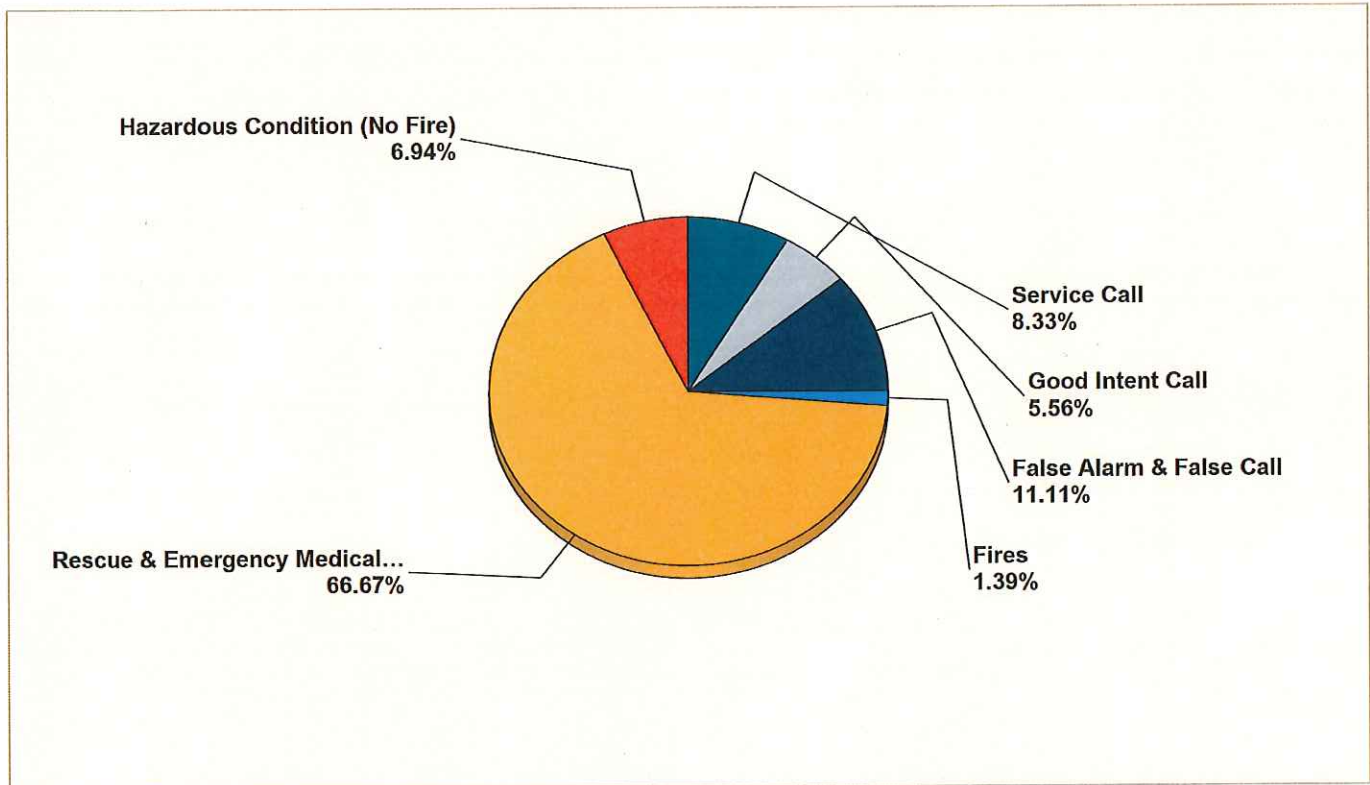
Newmarket, NH

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2016 | End Date: 11/30/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.39%
Rescue & Emergency Medical Service	48	66.67%
Hazardous Condition (No Fire)	5	6.94%
Service Call	6	8.33%
Good Intent Call	4	5.56%
False Alarm & False Call	8	11.11%
TOTAL	72	100.00%

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.39%
300 - Rescue, EMS incident, other	1	1.39%
311 - Medical assist, assist EMS crew	1	1.39%
321 - EMS call, excluding vehicle accident with injury	41	56.94%
322 - Motor vehicle accident with injuries	3	4.17%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1.39%
324 - Motor vehicle accident with no injuries.	1	1.39%
400 - Hazardous condition, other	1	1.39%
410 - Combustible/flammable gas/liquid condition, other	2	2.78%
412 - Gas leak (natural gas or LPG)	1	1.39%
444 - Power line down	1	1.39%
511 - Lock-out	1	1.39%
551 - Assist police or other governmental agency	2	2.78%
571 - Cover assignment, standby, moveup	3	4.17%
611 - Dispatched & cancelled en route	4	5.56%
733 - Smoke detector activation due to malfunction	1	1.39%
734 - Heat detector activation due to malfunction	1	1.39%
743 - Smoke detector activation, no fire - unintentional	5	6.94%
745 - Alarm system activation, no fire - unintentional	1	1.39%
TOTAL INCIDENTS:	72	100.00%

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

Newmarket Fire & Rescue

Newmarket, NH

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

Incident Type Range: 100 - 911 | StartDate: 11/01/2016 | EndDate: 11/30/2016

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Automatic aid received				
11/07/2016	2016-974	22 Bayview DR	111 - Building fire	1 - Station 1

Percentage of Total Incidents:

1.39%

AID TYPE: Mutual aid given				
11/10/2016	2016-983	51 College RD	571 - Cover assignment, standby, moveup	1 - Station 1
11/11/2016	2016-986	50 Newmarket RD	571 - Cover assignment, standby, moveup	1 - Station 1
11/13/2016	2016-993	14 Stagecoach RD	611 - Dispatched & cancelled en route	1 - Station 1
11/19/2016	2016-1005	128 Main ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
11/21/2016	2016-1010	51 College RD	571 - Cover assignment, standby, moveup	1 - Station 1

Percentage of Total Incidents:

6.94%

AID TYPE: Mutual aid received				
11/07/2016	2016-973	274 Lita LN	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
11/08/2016	2016-977	606 Piscassic ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1

Percentage of Total Incidents:

2.78%

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.



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Public Works Department

- All roadway paving projects have been completed. Ash Swamp Road will receive the finish top course in June after the section that was reclaimed goes through a freeze and thaw cycle. Grant Road was shimmed and all shoulders have been completed.
- The Pedestrian Project for Main Street is completed for the winter season. Target will be back in the spring to fix some outstanding items on the punch list such as painting some of the lines and fixing some broken paver blocks.
- Crews had to close New Road for one day to replace an old culvert that had failed and became a hazard to motorists in the area of house # 150.
- The beavers have become a big problem this fall in several areas around town. I worked with a local trapper to resolve the problem and we no longer have any issues.
- We have been experiencing a more than usual number of water breaks for the time of the year we are in. Crews repaired three last month.
- All equipment is prepared and ready for the upcoming plowing season. I don't foresee us experiencing a winter like last year, but we are ready for whatever Mother Nature has in store for us.

DPW ADMIN

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
427,516.00	32,343.08	160,498.49	267,017.51	38%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
417,347.00	29,658.54	142,881.98	274,465.02	34%

ROADS & SIDEWALKS

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
330,970.00	62,893.69	89,871.11	241,098.89	27%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
386,570.00	27,164.82	40,586.65	345,983.35	10%

STREET LIGHTS

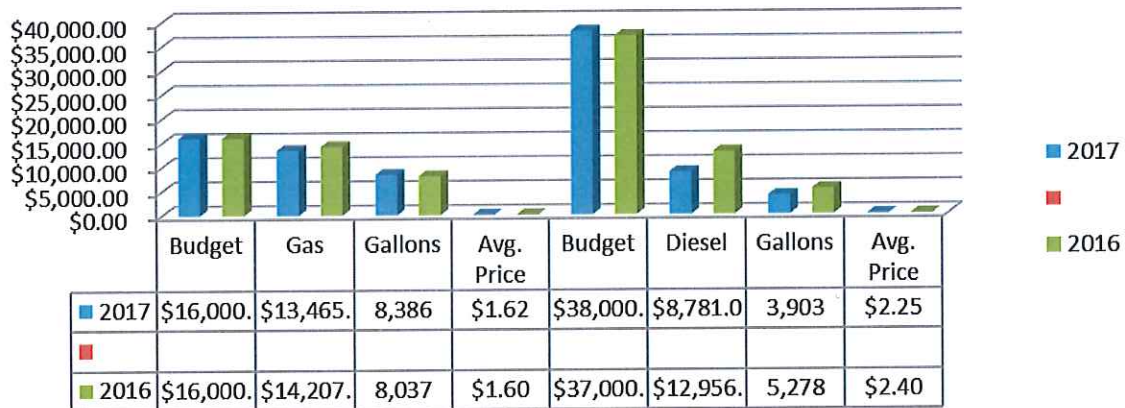
FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
49,000.00	4,307.21	15,957.61	33,042.39	33%

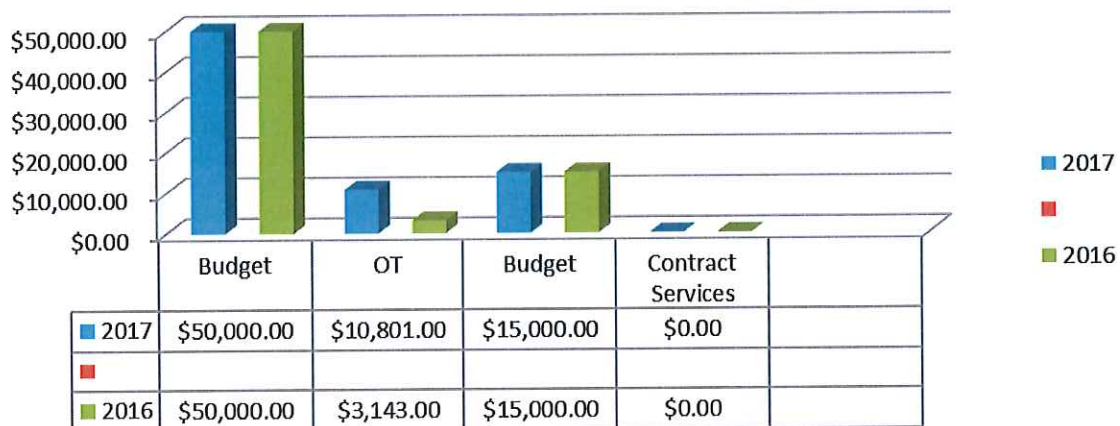
FISCAL YEAR 2016

	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	46,250.00	4,585.93	15,729.58	30,520.42	34%
BUILDINGS & GROUNDS	<u>FISCAL YEAR 2017</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	482,233.00	43,089.38	171,552.59	310,680.41	36%
	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	468,202.00	45,504.29	197,646.10	270,555.90	42%
CEMETERIES	<u>FISCAL YEAR 2017</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	37,253.00	2,500.46	13,950.17	23,302.83	37%
	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	36,963.00	2,502.22	12,658.21	24,304.79	34%

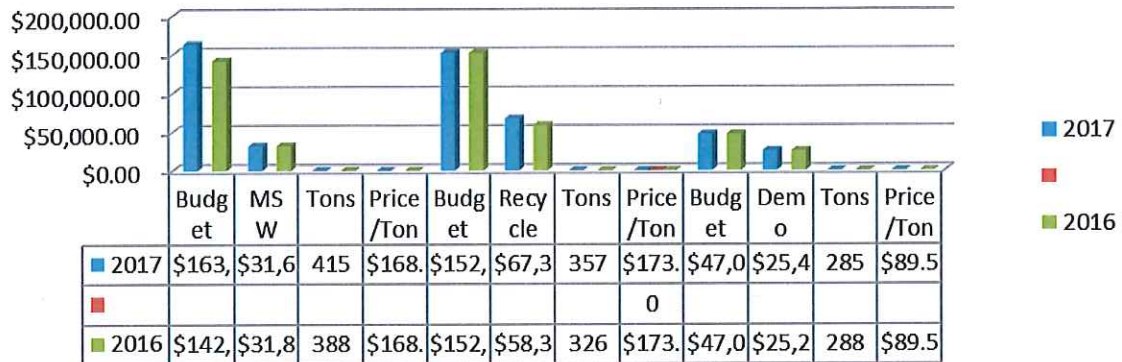
Public Works Department YTD Gas/Diesel



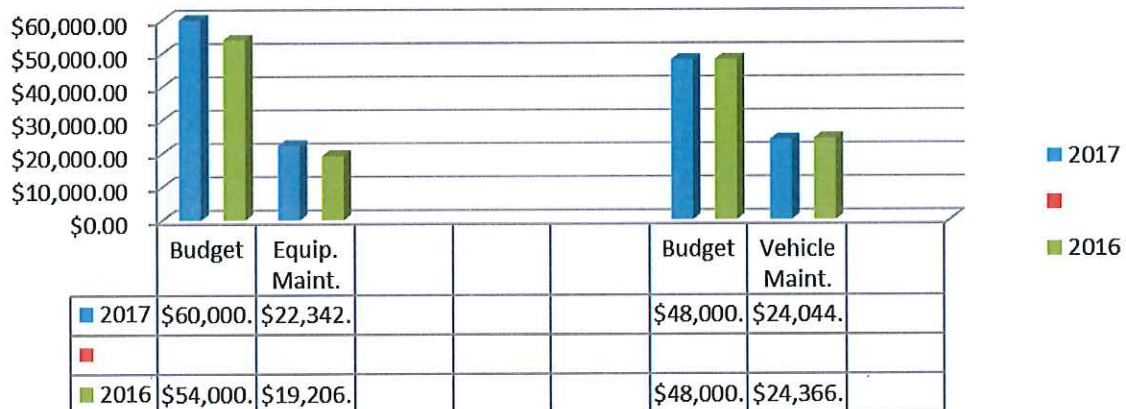
Public Works Department YTD Overtime/Contract Services



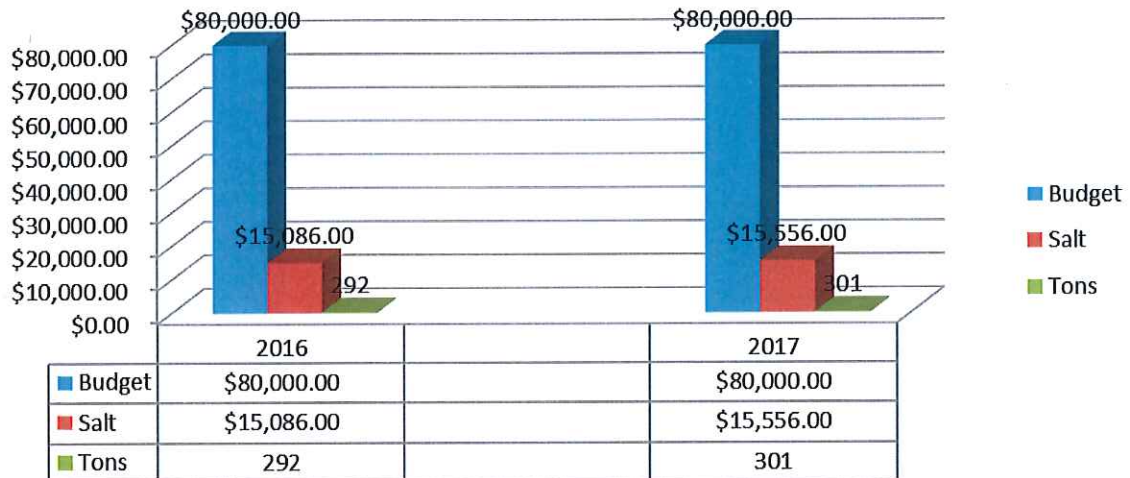
Public Works Department YTD Solid Waste



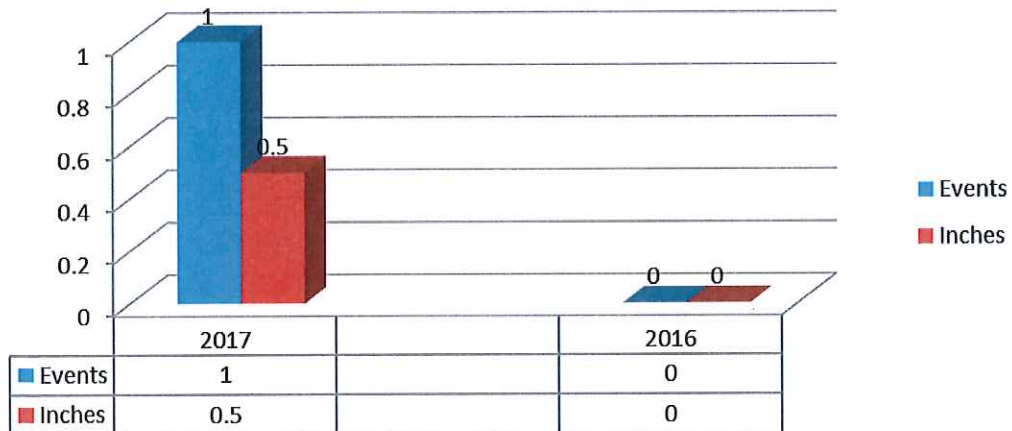
Public Works Department YTD Equipment/Vehicle Maintenance



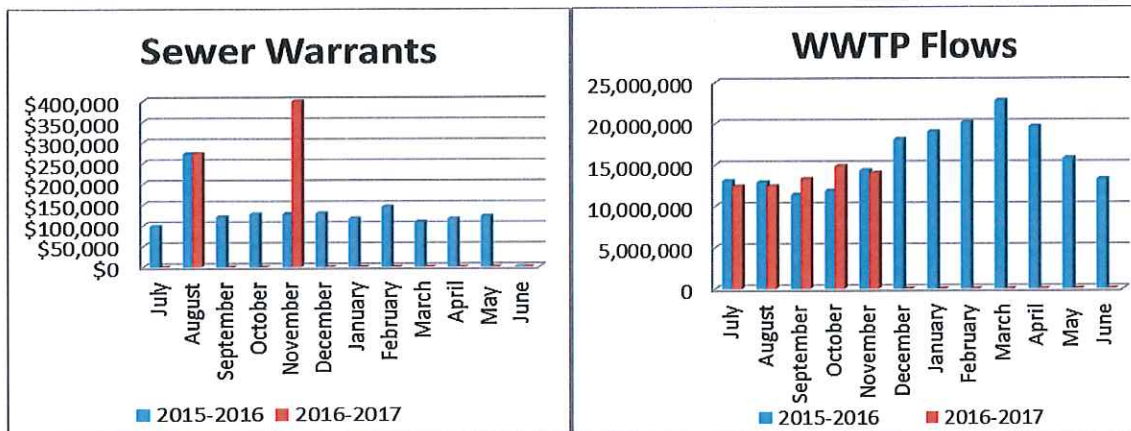
Public Works Department YTD Salt



Public Works Department YTD Snow Events



Environmental Services Department System Report



Wastewater Treatment Facility Construction

Operations Building:

The Lab benches and cabinets have been installed. Power and generator lines have been run to the building. Electrical Instalations are installing the electrical panels and building wiring. The plumbers are in the process of installing the boiler and heating systems. Apex has installed the waste and return pumps for the treatment process.

Aeration Basins:

The piping and diffusers have been installed in the basins. Apex is working on the foam spray piping and nozzles. Patten is finishing the concrete walkways.

Secondary Clarifiers:

The load transfer platform is complete. Patten will be working on forming up the base slab and installing rebar for the secondary clarifiers. Cold temperatures and snow will slow the constuction of the secondary clarifiers.

Dewatering Building:

Apex is working on completing the dewatering building by January 1, 2017. So that plant staff can operate the press to remove wasted solids from the treatment process. Apex is removing old equipment and installing new equipment. Electrical Insallations is installing electrical and control panels. The plumbers are working on the new boiler and heating system.

Primary and Secondary Digesters:

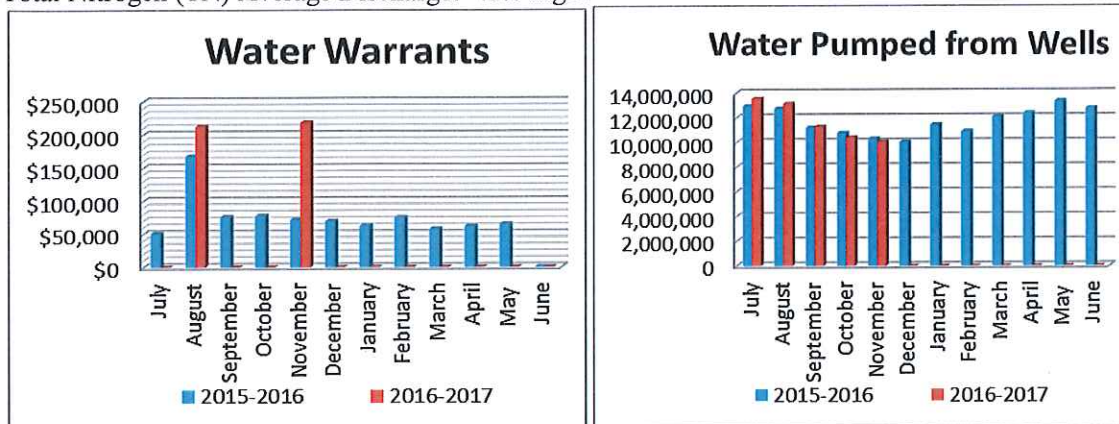
The digesters will be converted to sludge holding tanks. The digesters hold approximately 100,000 gallons of 4% to 8% solids each. Town staff is required to empty the digesters so they can be converted to sludge holding tanks. Materials that have entered the sewer system that cause clogging and have found there way to the digester have made it very difficult to empty. We have installed a screening unit at the Creighton Street Pump Station so the clogging material is removed and does not make it to the wastewater treatment plant. We processed approximately 50,000 gallons of sludge from the secondary digester before the material began plugging up the sludge dewatering lines and dewatering press. We have received quotes of \$93,000 and \$137,000 from We Care Organics and PH Senesac to empty both

digesters. We have decided to install a inline grinder to grind up the materials before they reach the dewatering presss. Hopefully the grinder will solve the problem and the Town will not need to hire a contractor to empty the digesters.

Monthly Operations Report														
Newmarket Water Reclamation Recovery Facility														
Permit # NH00100196														
November-2016														
	Inf. Flow	Eff. Flow MGD			BOD		TSS		Total	PH		Fecal	Enter	Chlorine
	MGD	Min	Max	Total	Inf.	Eff.	Inf.	Eff.	Nitrogen	Inf.	Eff.	Colif.	ococci	Residual
1	.3690	.08	3.0	.4690						8.0	7.2	76	10	0.00
2	.3850	.10	2.4	.4700		28		26	35	7.9	7.2	42	11	0.00
3	.3860	.08	1.6	.4760		27		24	34	7.8	7.1	42	12	0.00
4	.3660	.03	3.0	.4430						8.1	7.2	38	15	0.00
5	.3870	.05	1.7	.4670						7.2	7.2	10	12	0.00
6	.4130	.02	1.8	.4890						7.8	7.1	68	<1	0.00
7	.3550	.08	1.8	.4630		4		23	38	8.0	7.2	48	9	0.00
8	.3610	.01	2.8	.4710		22		29	42	8.0	6.8	11	3	0.00
9	.3340	.00	3.0	.4470						7.5	7.2	12	78	0.00
10	.3860	.05	1.8	.4960						8.0	7.2	26	102	0.00
11	.3340	.01	2.3	.4210						7.4	7.2	12	79	0.00
12	.3600	.00	2.3	.4590						8.0	7.1	15	102	0.00
13	.3520	.02	2.4	.4500						7.6	7.1	27	132	0.00
14	.3460	.00	2.0	.4140						8.0	7.3	19	51	0.00
15	.5050	.00	3.0	.5770		29		34	76	8.0	7.3	52	115	0.00
16	.4530	.08	3.0	.5040	269	21	288		42	7.5	7.2	60	78	0.00
17	.4120	.05	2.8	.4840						8.0	7.1	93	93	0.00
18	.3860	.07	1.8	.4160						7.9	7.2	12	64	0.00
19	.4020	.10	1.8	.4830						7.9	7.3	1	21	0.07
20	.4450	.10	3.0	.5310						7.7	7.3	3	5	0.00
21	.4010	.08	1.8	.4620		24		20	28	7.9	7.1	64	158	0.00
22	.3770	.10	1.9	.4390		23		20	33	7.9	7.3	11	40	0.00
23	.3910	.10	1.7	.4400						8.0	7.3	13	75	0.00
24	.3950	.10	1.8	.4350						7.7	7.4	<2	31	0.00
25	.3620	.10	1.6	.4070						7.7	7.3	5	42	0.00
26	.3740	.10	2.7	.4200						7.8	7.4	6	59	0.00
27	.4290	.08	1.8	.4730						7.8	7.4	8	17	0.00
28	.3750	.00	2.5	.4130	283	31	249	23	39	8.0	7.4	128	124	0.00
29	.4380	.00	3.0	.4970		32		29	43	8.0	7.5	4	35	0.00
30	.5880	.20	3.0	.6730						7.9	7.3	7	32	0.00

Average Wastewater Flow Discharged: 0.4696 Million Gallons/Day

Biochemical Oxygen Demand (BOD) Removal: 91%
 Total Suspended Solids (TSS) Removal: 92%
 Total Nitrogen (TN) Average Discharge: 41.0 mg/L



Bennett and Sewall Well Levels

The Bennett and Sewall well water levels are still 7 to 9 feet below normal. The Bennett and Sewall wells will not recharge until the ground thaws and we have some spring precipitation.

MacIntosh Well

Water Department Personnel received training from the manufacturers for the equipment that was installed at the MacIntosh Well and Blending Facility. Electrical Installations trained Department staff on how to operate the control panels to operate the well and blending facility. The MacIntosh Well and Blending Facility started pumping water into the water system at the beginning of November. The first two weeks of November the well and blending facility were operated Monday thru Friday during normal operating hours so staff could monitor the facilities operation. On November 15th the well and blending facility began overnight operation controlled by the Water Department SCADA (Supervisory Control and Data Acquisition) System. As of December 1, the MacIntosh Well has pumped 1.984 million gallons of water into the water system. The Water Department has performed water sampling and testing at the well, blending facility, and in the distribution system. The test results have met all safe drinking water standards. The Water Department has sampled and tested for the following:

COMBINED RADIUM (-226 AND -228)
 COMPLIANCE GROSS ALPHA
 INORGANIC CHEMICALS (IOC)
 VOLATILE ORGANIC COMPOUNDS (VOC)
 URANIUM /(MASS units in ug/L)
 SYNTHETIC ORGANIC COMPOUNDS (SOC)
 NITRATE, NITRITES
 PH, Temp, Specific Conductance, Alkalinity, Total Iron
 Total Manganese, Free Chlorine, Heterotrophic Plate Count, Total Coliform
 Orthophosphate, E.Coli Bacteria, Lead and Copper
 Fluoride, Chloride, Hardness, Sodium, Arsenic

The water meter that monitors flow on south Main Street for the MacIntosh Well Blending Facility stopped working on Friday December 1, 2016. It was determined that it needs to be replaced. The contractor has ordered a new flow meter and will install it when it comes in.

WATER

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
932,813.00	45,747.94	539,099.68	393,713.32	58%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
947,051.00	53,290.91	533,462.97	413,588.03	56%

SEWER

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,177,968.00	53,848.12	476,353.15	701,614.85	40%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,101,437.00	53,020.37	443,080.53	658,356.47	40%

Information Technology

1. I continue to deal with an issue that affects connectivity between the Public Library and the rest of the Town. Once we get this resolved, we will take over maintenance of the Library's main computer server and give the Library onsite access to Accounting.
2. I continue to see equipment failing after power surges in town. For some reason, the Town gets a lot of these spikes, and sometimes the equipment is damaged permanently. For this reason, I am going around to each building and making sure everything (within reason) is protected by surge protection.
3. I am deep in the process of updating Newmarket's Tax Map data and integrating it into the Assessing data. This is quite a process but should yield some nice benefits.
4. I need to work with Concord on why when our default internet link fails, the backup link will not let us connect to State services. I expect this is a firewall or security rule on their end, but either way, this needs to be resolved before the next internet failure.
5. Speaking of internet failures, they seem to be happening with more frequency. Yesterday at one point all Google services were down, and many popular websites were also unreachable. After a ten or twenty minute window, everything went back to normal!
6. On the email front, we are now storing an unusual amount of email, the most we have ever stored. It is causing email to occasionally slow way down, and backups sometimes cannot finish in the timeframe assigned. I am looking at moving the email to a virtual server and restricting how much email each person can keep on the server.
7. We need to finalize a plan for the server at the Police Dept. It is getting old and is our most heavily utilized server. We can't wait for a failure to do a replacement.
9. We are also behind on a major update to the Police software. I had been striving to do two major upgrades a year, but the upgrades are so complex that when we finally get it all sorted out and smoothed down, it is time for that next upgrade. It may make sense to instead increase the window to one update every nine months.
1. 10. I am finalizing printing in the Town and simplifying it wherever possible. Some of our printers have some great features we are not making full use of, I plan to make sure we utilize all of the functionality we pay for!

IT

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
135,558.00	7,000.95	73,527.94	62,030.06	54%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
131,752.00	7,057.10	45,148.26	86,603.74	34%	

Building Inspector/Code Enforcement Officer
Previous Month Activities

Permits Issued					
7	Building	\$ 5,355			
15	Electrical	\$ 840	*4 paid with building permit		
7	Plumbing	\$ 125	*5 paid with building permit		
14	Mechanical	\$ 350	*9 paid with building permit		

Total 43 Revenue **\$ 6,670**

- Conducted 38 regular construction inspections
- Assisted private property owner with sub-division questions
- Drafted suggested sign ordinance modifications to merge intent with recent US Supreme Court ruling. This document has been shared with the Town Planner, who will be bringing the recommendations to the Planning Board.
- Issued two written warnings for 'bandit signs' (plastic disposable style) in the public way.
- In cooperation with Newmarket PD, issued a letter of warning to local repair garage for obstructing sidewalk and roadway
- Attended 'Common Gas Piping Deficiencies' class sponsored by the NH Chief Mechanical Inspector.
- In conjunction with Newmarket FD, investigated possible fire road easement encroachment at Moody Point, final determination indicates there is no encroachment.
- Attended New Hampshire Seacoast Code Officials "International Building Code – Commercial Mixed-Use Code Compliance" class

**BUILDING
INSPECTION**

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
69,755.00	5,541.96	27,868.60	41,886.40	40%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
67,253.00	5,287.71	28,044.47	39,208.53	42%

Town Clerk - Tax Collector

TAXES

Total Committed 2016	\$18,454,468	Tax 1 & Tax 2
Total Collected thru 11/30/16	\$17,055,426	Principal & Interest

TAX LIENS

	2015 Liens	2014 Liens	2013 Liens
	(Deed 2018)	(Deed 2017)	(Deed 2016)
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 11/30/16	192,638.	105,784.	4080.

WATER & SEWER (1/1 THRU 11/30/2016)

	2016	2015
Water Billed	762,068.	849,029.
Sewer Billed	1,401,045.	1,443,392.
Uncollected thru 11/30/16	205,710.	220,576.

TOWN CLERK REVENUE (7/1/16 thru 11/30/16)

	Year End 6/30/17	Year End 6/30/16	
Motor Vehicle (MV)	609,598.	583,368.	4.5% increase
Town "non-MV"	53,416.	57,055.	6.38% decrease
State NH (MV, Vitals, Boats, Dogs)	208,179.	214,966.	3.16% decrease

- Daily activity steady
- Motor Vehicles on the upswing
- Tax bills mailed 10-19-2016; Due 12-1-2016
- Presidential Election – 5523 Ballots Cast, 67% voter turnout

TOWN CLERK

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
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176,442.00	14,435.16	69,385.90	107,056.10	39%
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FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
162,270.00	14,212.34	62,124.18	100,145.82	38%

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 development, "Rockingham Green", envisions the existing golf course, to remain open to the public, and the adjacent wetlands to be preserved as open space. Construction activity has moved along expeditiously at the site. Road construction is nearly complete with only the overlay to be completed. A performance guarantee has been posted in the amount of \$106,000 to assure final completion of the road and all related infrastructure improvements. The developer has received Certificates of Occupancy (COs) for twenty seven (27) homes in the development. Seven (7) homes have building permits open and are currently under construction. The subdivision is slightly over 50% built-out.

Newmarket Industrial Park Lot 6, LLC/Shearwater Investment Corporation –The owners of the Industrial Park have recently purchased parcels which front on Route 108 in order to create two new industrial sites. The conceptual plan includes a revision to the site plan 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 project is still under review by the NH DOT. The project received conditional approval at the November 15, 2016 Planning Board meeting.

Hayden Place - Residential Open Space Development at 74 Bald Hill Road being developed by Chinburg Builders, Inc. The Planning Board approved a special use permit for this project in 2014. The project involves the construction of ten (10) single family homes and 650 feet of roadway at the foot of Bald Hill with the adjacent lands preserved in perpetuity as open space. The twenty-one (21) acre open space tract has been conveyed to the South East Land Trust (SELT) which will maintain and act as stewards of the conservation land. Road construction has proceeded expeditiously with only the final overlay to be completed. A performance guarantee has been posted to assure the completion of road work to allow the issuance of building permits for the remaining houses. Certificates of occupancy for the first three (3) homes have 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 special use permit was conditionally approved by the Planning Board at its July 12, 2016 meeting following a site walk and review by the Technical Review Committee (TRC) of the Planning Board. A more detailed subdivision application was submitted at the August 9, 2016 meeting including two waiver requests related to wetland impacts.

The Conservation Commission reviewed the application at its meeting on October 13, 2016 and stated in support of granting the special use permit and direct wetland impact due to the mitigation measures proposed by the applicant. The application was conditionally approved at the November 15, 2016 Planning Board meeting.

Jane Rosa and Jonathan Harrington/ Paul and Sally Rosa – Application for a limited Subdivision at 342 Wadleigh Falls Road, Tax Map R5, Lot 81, R1 Zone. The proposal is to subdivide one 3.01 acre lot out of a 43.83 acre lot located in Newmarket and Durham. The new lot falls entirely in Newmarket. At the December 13, 2016, the Planning Board conditionally approved the subdivision.

Other Business

Capital Improvements Plan (CIP) – The CIP committee completed its work on the Town's Fiscal Year 2017-2022 plan and forwarded its recommendations to the Town Administrator on September 30. The CIP Committee received 39 requests for projects from Town Departments and recommended requests in the amount of \$2,084,610. The CIP committee expects to receive CIP requests from the School District following the December 15 School Board meeting. A presentation from the school will be made at a CIP meeting scheduled on Tuesday, December 20, at which the committee expects to conclude the CIP process for the 2017-2022 Fiscal Years.

Future Land Use Plan and Zoning Changes – At the November 15 Planning Board meeting, the Board prioritized action items for implementing the recommendations of the Future Land Use Chapter. The top priority is to bring forward zoning changes for both the Continuing Care Retirement Community (CCRC) and Assisted Living Overlay District (ALOD) that have been recommended by the Economic Development Committee (EDC). The Planning Board subcommittee met on December 7 to review reference materials related these housing concepts, as well as several examples of zoning ordinances from other communities, including Concord and Hanover, NH as well as several communities from out of state. The subcommittee is working on preparing draft zoning amendments for distribution to the full Board in mid-January. At its December 13 meeting, the Planning Board received copies of two (2) draft zoning ordinances on Accessory Apartments and Signage. The Planning Board scheduled those for a workshop discussion to be held on January 10, 2017 at 4:30 p.m. The Planning Board has tentatively scheduled a public hearing on those changes for the January 24, 2016 meeting. A workshop meeting on the CCRC and Assisted Living Overlay District (ALOD) will be scheduled for the same meeting. A letter has been sent to the Town Council from Chairman Eric Botterman

regarding the recommendations regarding the Property Maintenance Code and Junkyard licensing procedures under RSA 236.

Real Estate Advisors, Inc. v. Town of Newmarket – Town of Newmarket received word from the Rockingham County Superior Court that it has upheld the Planning Board's decision to deny a site review application concerning the construction of a four unit townhouse development at 1 Grape Street. The Planning Board had denied the application at its April 12, 2016 meeting as the new building failed to blend in with the architectural and historic character of the New Village neighborhood and was not aesthetically pleasing, through a vote 5 to 1.

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 has set up a subcommittee to work with the Town Planner on these amendments for consideration at a future Planning Board meeting.

Special Projects

Route 108 Pedestrian Crossings: At its May 4, 2016 meeting the Town Council authorized the Town Administrator to enter into a contract with Target Construction to complete the Downtown Pedestrian Crossing Improvement project. A copy of the engineering report and the most recent plans can be viewed electronically on the Town's website at www.newmarketnh.gov. The RRFB (Rapid Reflecting Flashing Beacons) at the crosswalks for improved pedestrian safety have been installed. Milling and paving work is complete and other pedestrian signs have been installed. As of December 9, 2016 the project is "substantially complete". There is a final checklist of items, which will be addressed during the Spring of 2017. Remaining items include the placement of 12 inch permanent pavement markers along the crosswalks and the replacement of epoxy for pavers, where necessary,

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 2015. Awarding the

contract for the stability analysis was placed on hold, while follow-up work on the hydraulic calculations was completed. The Town's consultant, Gomez and Sullivan (G&S), put together a technical memorandum regarding the design flows associated with increasing the capacity of the dam, which is one of the outstanding items in the NH DES Letter of Deficiency. The Town now has a more refined model in place to evaluate various dam modifications and repairs including increasing the height of the abutment walls to meet the required design flows. With the new model, the 100 year design flow is 9,744 cfs, with a water surface elevation of 33.61 feet at the dam with the gates closed.

At a June meeting with NH DES, it was clarified that if the Town just focuses on improvements to the abutment walls, a stability analysis would only have to be completed on that aspect of the dam and not the entire dam structure which would result in reduced costs for the Town. 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 in July and has been approved by the New Hampshire Department of Environmental Services.

The Committee met on November 18, 2016 with representatives of Durham to discuss how that Town's proposed hazard mitigation project on Longmarsh Road would impact the 100 year design flows and future improvements at the Macallen Dam. There was a follow-up meeting at the NH Department of Environmental Services, which Newmarket, attended on November 29 with representatives of FEMA, NH Department of Safety, and Homeland Security and Emergency Management. At this meeting, it became clear that the NH Wetlands Bureau is not likely to approve the current construction plans for Longmarsh Road without notable modifications, which could favorably impact Newmarket in the future. The New Hampshire Dam Bureau will be clarifying its position in a memo with respect to Longmarsh Road project and its impact on the Macallen Dam by the end of the year.

The Macallen Dam Study Committee wishes to clarify these issues before issuing a new Request for Proposals (RFP) for engineering services. The new RFP will have a more narrow focus than what was originally proposed to address raising the abutment walls adjacent to the Dam, as potential solution to the design capacity issue.

MS4 Program

Planning staff continues to monitor progress with respect to the MS4 program by attending the Seacoast Stormwater Coalition Meetings. The Coalition has organized a program to assist communities in the region with meeting the minimum NPDES permit requirements to help minimize costs and prevent the duplication of services at the local level for work tasks such as outreach, the bulk purchase of water quality monitoring equipment and shared contracting for laboratory work. Newmarket will be participating in this effort to help prepare the Town for the MS4 program. Due to pending appeal of the Massachusetts National Pollution Discharge Elimination (NHDES) permit, the expected timeframe for the issuance of New Hampshire's permit by EPA, which marks the start of the program for Newmarket, has been delayed until a future date in 2017.

PLANNING

			<u>FISCAL YEAR 2017</u>		
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	122,676.00	8,449.26	50,681.14	71,994.86	41%

			<u>FISCAL YEAR 2016</u>		
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	129,153.00	8,374.49	44,426.16	84,726.84	34%

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 to new Finance Director

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)		e)	e)
July	17	22	(5)	-22.73%	15	7	46.67%
August	10	11	(1)	-9.09%	10	1	10.00%
September	8	12	(4)	-33.33%	12	-	0.00%
October	17	11	6	54.55%	10	1	10.00%
November	14	12	2	16.67%	3	9	300.00%
December		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	66	148	(2)	-1.35%	119	29	24.37%

Financial Highlights:

Balance Sheet – We are now at the end of a cash-flow cycle with a cash on hand balance of \$10,102,080 as of November 30th. Significant balances within this amount are \$951,690 relates to water, \$2,479,501 relates to sewer, \$240,068 relates to conservation commission, and \$393,524 relates to solid waste. The most notable positive trend is the collection rate of the most recent real estate tax. Last year, outstanding

real estate tax represented \$6.7M, while the current year is \$1.4M. This is mainly due to the tax bills being due 15 days earlier.

Income Statement –

- Revenues:
 - o Motor vehicle revenues continue to be strong against our budget. Last month, we saw a decline in revenues over the prior year. However, this month, we saw an increase over prior year. Overall, we are 4.55% better than last year.
 - o Building permits continue to be strong, where we are within 30% of our budgeted goal.
 - o Ambulance collections is slightly below expectations, which it will need some further monitoring.
 - o Rooms and meals may appear to be down, however, we historically receive these funds from the State in December.
 - o Investment income has increased over the prior year (roughly \$2,000). This is mainly due to moving a large majority of our funds to a new financial institution.
- Expenditures:
 - o Expenditures are at expected levels.
 - o Health insurance is an area that I am paying particular attention to, where it is just slightly above expectations. I expect to see continued pressure in this line-item throughout the remainder of the fiscal year. The pressure was caused by an unexpected increase (2 plans) in the number of insured.
- Projects:
 - o Projects are at expectations. Currently, there are a deficits in the WWTF upgrade and Pedestrian Sidewalk projects totaling roughly \$784,666. These deficits are a normal course of business and I expect them to be reversed with revenue during the next month.

FINANCE

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
206,844.00	15,459.57	72,692.05	134,151.95	35%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
200,975.00	7,797.61	66,607.05	134,367.95	33%	

**HUMAN
RESOURCES**

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
1,515,143.00	92,890.04	746,520.28	768,622.72	49%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
1,371,879.00	128,401.88	696,675.23	675,203.77	51%	

Recreation

I would like to take this opportunity as this will be my last written report to the Town Council and Town Administrator before I retire to thank all of you for the opportunity to work as your Recreation Director for the past 27 ½ years. It has been a wild ride and we all got a whole lot done for the people of Newmarket by providing them quality facilities, programs and opportunities to recreate and helped create a true community spirit in Town. I thank you for that and wish you all well in the coming years.

Recreation Fiscal Business Report: Total Recreation revenue comparison up to the 5th of December Fiscal Year Revolving Account 2016-17 is \$77,857.38. In Fiscal Year 2015-16 revenue collected was \$55,000.00. This is a \$22,857.48 increase from last year. But the encouraging point this increase does not include any ads from the one annual brochure which have not yet been collected as of this report. Strategic tweaks of existing programs, advertising, sponsorships of Community Events and direct marketing will exponentially boost this year's revenue even higher and it is still forecasted that the revolving account will exceed last year's growth. Recreation revenue numbers in the General Fund and currently total \$150 which is a decrease as the Sunrise Sunset Revenue is now strategically being moved into the revolving account to further reduce tax payer support. The expenditure report as of December 5, 2016 for this fiscal year 2016-17 in the Recreation General Fund is \$93,983.37 of the total General Fund budget. The balance left in the General Fund Account in 2015-16 is \$81,971.29 which is a decrease of 21,777.61 at the same time period in 2015-16 which was \$103,748.90. The expenditure report as of December 5, 2016-17 for this fiscal year in the Revolving Account is \$134,619.59, leaving a balance of \$108,813.41 of the total Recreation Revolving Account budget. The 2015-2016 recreation expenses on December 5, 2015 had a balance of \$70,774.46. The Revolving Account is tracking right on track of the forecasted target the Recreation Department's projected for its expenditures.

Program Report

The Holiday Spirit came alive at Newmarket's fourth Very Merry Main Street Celebration and the Holiday Party this past Saturday December 3rd. It was a beautiful day Saturday and over 350 children and their parents to attend the event in the Newmarket at the New Cultural Center at "The Mills." The 26th Annual Giving Tree was to be lit by Newmarket Town Council Chair Phil Nazzaro but he asked Jim Hilton to do the honors as it was his first event in Newmarket and now 28 years later the last special event as he is retiring at the end of December this year. The Giving Tree Ceremony was moderately attended by town residents and some Town and State dignitaries. The Giving Tree marks the beginning of the Holiday Season and kicked off Operation Santa Claus. The Community Center as of this date looks like Santa's workshop with all the donated gifts being put together in bags for over 75 Newmarket families for 250 children and teens for Operation Santa Claus. Newmarket is truly a town that is a giver when the need arises. Thanks to all for making a difference.

Sunrise Sunset 55+ Activity Center

The center introduced Cornhole to the seniors this month and everyone is enjoying this popular, interactive game. We had as many as 10 people playing at once on the two teams. Due to the number of seniors interested we aren't playing by the usual regulation rules. To accommodate everyone we've devised a simple scoring system that is senior friendly. They are hooked!

We welcomed Pastor Patty Marsden from the Newmarket Community Church to the center for our Thanksgiving Luncheon. Pastor Patty spoke on the timely topic of living our lives through the lens of gratitude. Many attendees participated in the somewhat uncomfortable activity of writing kind words about the people at their table. Most understood the importance of acceptance and being more mindful of all there is to be grateful for which included our friends at the center.

Due to a stormy evening we had just a few people show up for Tuesday Trivia this month. Although the teams were small we still had a fun, competitive game. The group decided to forgo the December game as it's very close to Christmas and we'll resume in January.

November's Tuesday Talk guest speaker was Police Chief Kyle True. We gathered round-table style for a casual conversation about senior scams, Newmarket happenings and the state of the art dispatch system at the Newmarket Police Dept. We had a group of 15 senior citizens in attendance and the talk flowed with stories and questions about the topics being discussed. The seniors found Kyle to be an approachable and caring chief that is concerned with their needs. He invited us to take a trip over to the station to witness the dispatch system in action.

Students from Newmarket High School assisted three of our people with their iPads and Smartphones this month. Our seniors really appreciate this help and always leave the building feeling a bit more knowledge about their devices.

The day-trippers enjoyed the production of 'It's a Wonderful Life' at the Leddy Center this month with dinner after the show at Telly's Restaurant in Epping. Our gamblers in the group tried their luck once again at Oxford Casino where there might have been one or two that went home with a bit more than they came with. We turned our Breakfast Club into a little road trip to Wells, Maine to savor a delicious meal at Congdon's and then shopping at Reny's and Stonewall Kitchen in York, Maine. Our shopping trips have become more popular and we'll be adding a shopping/lunch trip to the quarterly offerings in the future. We also met with a representative this month from Globus Travel to discuss the possibility of offering international travel at the Recreation Department. There will be more to come on that.

Our Memorial Garden is finally underway. This month we ordered and installed an engraved granite bench which will be the focal point of the garden. Through generous donations from families & friends of three past members, we were able to purchase this everlasting piece. In the spring we will continue to plan the layout with a walkway of bricks that could be engraved along with plantings to enhance this small space. Through continued donations from loved ones our intent is to honor members of the center that are no longer with us.

RECREATION

<u>FISCAL YEAR 2017</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
200,322.00	14,807.68	81,971.29	118,350.71	41%

<u>FISCAL YEAR 2016</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
210,407.00	17,462.69	85,539.35	124,867.65	41%

RECREATION REVOLVING

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
243,433.00	8,201.66	134,619.59	108,813.41	55%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
199,670.00	8,829.60	123,922.63	75,747.37	62%

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

Resolution #2016/2017-14

**Relating to the Relocation of Water and Sewer Utilities within the State Right of Way as Part of the
NHDOT Bike Lane Project**

WHEREAS; the State of New Hampshire Department of Transportation is installing 4 foot bike lanes and new drainage on North Main Street as part of their project numbered 13080-B, and

WHEREAS; The NHDOT will relocate the water and sewer facilities in the project area at the same time, and

WHEREAS; The Town has been planning for this project, naming it high priority and currently has \$600,000 and \$40,000 in the sewer and water capital reserve funds for this project, and

WHEREAS; The funds needed to perform the utility work plus contingency and engineering are \$333,402.50 for sewer and \$34,210.78, and

	Sewer Capital Reserve	Water Capital Reserve
Project Bid	\$256,402.50	\$26,210.78
Contingency	\$38,500.00	\$4,000.00
Engineering	\$38,500.00	\$4,000.00
Total	\$333,402.50	\$34,210.78

WHEREAS; The Town Council has approved the Town Administrator to enter into an utility agreement with the NHDOT for this project.

NOW THEREFORE BE IT RESOLVED, that the Newmarket Town Council does authorize \$333,402.50 and \$34,210.78 from the sewer and water capital reserve funds for the North Main Street Utility NHDOT Project.

First Reading: *December 7, 2016*

Second Reading: *December 21, 2016*

Approval:

Approved: _____

Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: _____

Terri Littlefield, Town Clerk



TOWN HALL
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FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE

STAFF REPORT

DATE: November 28, 2016

TITLE: Resolution #14-2016/~~14~~ Relocation of Water and Sewer Utilities as Part of the NHDOT Bike Lane Project

PREPARED BY: Sean Greig, Supt. Water/Sewer

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

I have reviewed this resolution and recommend its passage. *[Signature]*

BACKGROUND: A couple of years ago the Town was informed that the NHDOT would be making improvements to Route 108 on North Main Street. The improvements include the widening of the shoulders, sidewalks, drainage, and full road reconstruction. The Town was informed that it needed to relocate its water and sewer mains to make room for the drainage improvements. The Town Council approved Wright-Pierce to engineer the new water and sewer mains. The water main was replaced in 2015 with a larger water main that meets current and future water demands. The Town does need to move the water main that connects the North Main Street water main to Pulaski Drive water main to allow for the new drainage improvements. The Town has videoed the sewer lines and found that they are in poor condition. Wright-Pierce has completed the engineering work and cost estimates. The Town has set aside \$600,000.00 in Capital Reserves to complete this sewer project.

DISCUSSION: The Town Council authorized the Town Administrator to enter into agreement with the New Hampshire Department of Transportation to relocate Newmarket utilities on North Main Street from the Durham/Newmarket town line to Dame Road area. The purpose of this resolution is appropriate the funds from capital reserves for the project.

FISCAL IMPACT: The Sewer Capital Improvement Plan has \$600,000.00 for the relocation and replacement of the North Main Street Sewer. The North Main Street Water Main Project had a remaining balance of \$40,000.00 that was returned to the Water Capital Reserve Fund. The total budget cost estimate before the bidding process is \$527,047. The budget cost estimate after bidding is \$367,613.28.

North Main Street Sewer Budget Estimate	
Construction Costs	\$283,080.00
NHDOT Construction Admin. Estimate 6%	\$16,984.80
NHDOT Overhead 10%	\$30,006.48
Subtotal	\$330,071.28

STAFF REPORT

Trench and Backfill Credit	\$47,458.00
Contingency 15%	\$42,500.00
Engineering 15%	\$42,500.00
Total Budget	\$367,613.28

Sewer Capital Reserve Fund	
Sewer Capital Reserve Balance	\$1,167,990
North Main Street Sewer	\$600,000
Pump Station Improvements High Priority	\$320,400
Sewer Trucks Replacement	\$157,000
Undedicated Capital Reserve	\$90,590

RECOMMENDATION: The sewer main is in poor condition. The Town has planned for this project. The Town Council has authorized the Town Administrator to enter into an agreement for this project with NHDOT. I recommend that the Town Council approve the passage of this resolution.

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution #2016/2017 - 15

Relating to the Conducting of a Water and Wastewater System Buildout Analysis.

WHEREAS; the Town Council has requested the Environmental Services Department to conduct a build out analysis, and

WHEREAS, the Environmental Services Department solicited proposals and Wright – Pierce was the most advantageous proposal, and

WHEREAS, the Town has been planning for this project, naming it a high priority and currently has \$600,000 in the sewer capital reserve fund to address this, and

WHEREAS; the State of New Hampshire Department of Transportation wishes to enter into a utility agreement with the Town to conduct this project.

NOW THEREFORE BE IT RESOLVED, that the Newmarket Town Council does authorize the Town Administrator to enter into an agreement with Wright – Pierce to perform the Water Demand and Wastewater Capacity Buildout Analysis.

AND FURTHER BE RESOLVED to withdraw \$9,992.00 from the sewer capital reserve fund, and withdraw \$20,468.00 from the water capital reserve fund be used for this project.

First Reading: December 7, 2016

Second Reading: December 21, 2016

Approval:

Approved: _____

Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: _____

Terri Littlefield, Town Clerk



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FOUNDED DECEMBER 15, 1727
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TOWN OF NEWMARKET, NEW HAMPSHIRE

STAFF REPORT

DATE: November 28, 2016

TITLE: Resolution #2016/2017 – 15: Relating to the Conducting of a Water and Wastewater System Buildout Analysis

PREPARED BY: Sean Greig, Superintendent Water/Sewer

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

I have reviewed this proposal and recommend its passage. *[Signature]*

BACKGROUND: The Town Council directed the Town Administrator to have the Environmental Services Department have engineering firms submit proposals to perform a 20-year buildout analysis on the Town's drinking water supply and its wastewater capacity. The Department sent out a Request for Proposals to thirty qualified engineering firms. A couple firms informed the Town that they were too busy and would not be submitting a proposal. The Town received one proposal from Wright Pierce Engineering. Wright Pierce submitted a project cost of \$20,468 for water and \$9,992 for wastewater for a total cost of \$30,060.

DISCUSSION: The Town has not performed a Water Demand Buildout Analysis since 2004, and a Wastewater Capacity Buildout Analysis since 2010. The Town is currently in a drought situation that has had a major impact on the Water Department's water supply. This has resulted in the Water Department going to stage 4 of its water management plan (Mandatory No Outside Watering). It is important that the Town identify the actual safe yield for the Bennett and Sewall Wells, and determine the Town's next 20-year water demands. This information will allow the Water Department to create a plan to meet its future 20-year water needs.

The Wastewater Treatment Plant (WWTP) is currently under construction to meet its Administrative Order by Consent temporary effluent permit limit of 8mg/L of total nitrogen. It is anticipated that the new WWTP will be online in May of 2017. The capacity of the WWTP is 0.85 million gallons per day (MGD), and the current average daily flow is 0.5 MGD. So the Town is currently using approximately 58% of its capacity. The 2010 Wastewater Capacity Analysis has the WWTP reaching its design by 2030.

FISCAL IMPACT: The Water and Wastewater Department would be using Capital Improvement Fund.

RECOMMENDATION: I recommend that the Town Council authorize the Town Administrator to enter into an agreement with Wright-Pierce to perform the Water Demand and Wastewater Capacity Buildout Analysis. I recommend that the Town Council authorize \$9,992.00 from the sewer capital reserve fund, and \$20,468.00 from the water capital reserve fund be used for this project.

STAFF REPORT

Section 2

PROJECT UNDERSTANDING AND APPROACH

The Town of Newmarket is requesting proposals from engineers to assist the Town to understand whether the Town has adequate water supply and wastewater treatment plant capacity to accommodate community growth.

The Town of Newmarket completed a build-out analyses in 2010 but that information needs to be updated because zoning has changed in some areas and there are potential zoning changes in a handful of other areas, all of which could impact build-out scenarios for the Town.

Past water studies have documented the safe yield and safe pumping capacities of the Town's water supply wells. More recent drought conditions have revealed the need to reassess previous estimates of the safe yield, particularly of the Bennet and Sewall Wells.

For the above reasons the Town wants to update the last build-out analysis and capacity assessments to ensure that the Town manages growth consistent with the water supply and wastewater treatment infrastructure limitations and investment needs.

The Town's RFP identifies a very comprehensive scope of work to accomplish the water and wastewater build-out analyses and capacity review. We concur with this approach and will follow the tasks outlined by the Town. We touch on a few of the key issues associated with each task below.

1. Identify the flow and pollutant load capacity of the Town's wastewater treatment plant which is currently being upgraded;

- a. This is information we obviously have first-hand knowledge of as the designer of the new plant.
- b. In addition to the design capacity, we will review the permitted capacity as the permit is currently written, i.e., on a monthly average basis, and as we hope to get the permit modified to an annual average basis, which will provide the Town more growth flexibility.



2. Estimate the safe yield and safe pumping capacity of the Town's water supply wells;

- a. The Town has extensive documentation and data on the Bennett and Sewall wells and this data shows that the safe yield estimates have come down over time.

Section 2

PROJECT UNDERSTANDING AND APPROACH

- b. The recent drought conditions have revealed even more recent estimates are likely still too high and it will be important to review the most recent data and make a revised estimate of the safe yield of these two wells.
- c. The new Macintosh Well and the proposed Tucker Wells were recently permitted based on best available safe yield estimates.
- d. The safe pumping capacity of these wells may be impacted by blending considerations and that will need to be considered in assessing the safe pumping capacity of these two wells.



3. **Document the Town's current (based on past five years) annual average and maximum day demands on the water supply system;**
 - a. We will also review the per capita flows and understand how that compares with industry standard data.
 - b. Most likely the per capita usage is less than industry standard metrics as a result of water conservation measures and we will use this information to inform our projections of increased water demands due to growth.
4. **Review ten years of wastewater treatment flow and precipitation data and estimate the range of sewer system infiltration/inflow;**
 - a. This task is important as the recent dry conditions have resulted in less infiltration and inflow (I/I) than may be expected in a wet year and in assessing remaining treatment capacity to accommodate growth, the Town needs to consider the additional capacity that will be consumed by wet-year I/I.
 - b. We will use our sophisticated I/I analysis software to take stock of this issue.
5. **Assess whether the sewer system infiltration/inflow levels appear excessive by industry standards;**
 - a. Based on the analysis performed in the above task, we will be able to provide some judgment as to the severity of the Town's I/I issues and whether additional I/I mitigation measures might be worthwhile to mine more capacity for growth.
6. **Document the Town's current demands on the wastewater treatment, considering the normal variation in sewer system infiltration/inflow;**
 - a. This task is very straight forward once the range of I/I has been defined in the above tasks.

7. Define the magnitude of remaining wastewater treatment capacity;

- a. We will do this for two scenarios-- as the permit is written currently and how we hope to have the permit modified.

8. Define the magnitude of the remaining safe yield and safe pumping capacity of the water supply wells;

- a. We will make these estimates with and without the Tucker Well being brought on-line to define the importance of this well.



9. Coordinate with the Town's Planning Department

and perform a build-out analysis of developed and undeveloped land in Town that is or will likely be served by public water and/or sewer service considering current and potential future zoning, geography, natural resources and proximity to existing infrastructure systems;

- a. This is one of the most important steps in this evaluation. To provide decision makers with the most valuable information, this build-out analysis has to consider not only how the Town is currently zoned but also consider how zoning might zone change in the future.
- b. Since the Town completed the last build-out analysis, the Town has considered zoning and development changes in a number of areas that could impact demand on the water and wastewater infrastructure such as:
 - i. There has been talk about rezoning the industrial land off Route 152 to allow Continuing Care Community development.
 - ii. There has been some rezoning downtown that will allow higher density development than was assumed in previous build-out analyses.
 - iii. The recent water main project out North Main Street has created some renewed interest by developers to develop the B2 Zone in this area.
 - iv. There has been some discussion about rezoning the land between New Road and Route 108 from B2 to residential.
 - v. There has been some talk about protective zoning in the coastal areas to protect Great Bay.
- c. It will be important to understand the range of future zoning possibilities by engaging the Planning Department and possibly the Economic Development Committee.
- d. It will also be important to consider development that has already been approved but not built and where there are infill opportunities.

Section 2

PROJECT UNDERSTANDING AND APPROACH

- 10. Project the future water supply and wastewater treatment capacity needs as a result of the projected build-out of the Town under current and possible future zoning scenarios;**
 - a. This is a straight forward exercise once the range of future development scenarios has been developed.
 - b. This analysis will be informed by Newmarket specific per capita flow data.
- 11. Determine if the Town has adequate water supply and wastewater treatment capacity to meet the long term build-out of the Town;**
 - a. This is another straight forward tasks once the preceding tasks are completed.
- 12. Determine if the Town has capacity to accept sewage from neighboring communities;**
 - a. Even if we conclude the Town has capacity to accept sewage from a neighboring community, like Newfields, it would be our advice to only do it to the extent EPA grants a permit increase, as it will be very difficult in the future to obtain expanded permitted capacity.
- 13. Identify management and monitoring strategies to optimize the Town's existing water supply system and wastewater treatment system;**
 - a. This is particularly important for the water supply wells that can be very impacted by drought conditions and it is important to have a monitoring program in place and an operational strategy informed by the data to optimize the water supply resources.
 - b. In both water and wastewater, it would be appropriate to develop some metrics that can be tracked to give the Council and Planning Board information above capacity remaining for growth.
- 14. If it is determined that the Town does not have adequate water and wastewater systems capacities available, determine how much growth the Town can accommodate before capacities are exceeded, so the Town knows how much time is available to either increase capacity of Town infrastructure systems or modify the Town's growth planning agenda;**
 - a. This will be useful information for community decision makers making decisions about growth.



- 15. Identify and estimate the cost of strategies to address any identified need for expanded wastewater treatment or water supply;**
 - a. We will develop planning level estimates based on the wealth of information available in past studies and industry guidelines.
- 16. Summarize findings in a draft report;**
 - a. The report will include water supply and wastewater treatment system action items required to accommodate planned growth.
- 17. Meet and review the report with Town staff, Planning Board and Town Council;**
- 18. Incorporate review comments and finalize report.**

SCHEDULE

Given the need for interaction with Town staff and Boards about the planning agenda and possible zoning changes, we have typically found that it makes sense to allow some flexibility in the schedule to complete this sort of work. We suggest a four-month timeframe to complete this evaluation to provide the Town adequate time to provide needed input.

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution #2016/2017 - 16

Amending the Administrative Code: Creation of the Department of Buildings and Grounds.

WHEREAS: the Town Council and School Board has set a goal to find efficiencies and savings by sharing services, and

WHEREAS: the joint Town – School Shared Services Subcommittee has recommended that the Town create a Department of Buildings and Grounds contract services to the School, and

WHEREAS: pursuant to Section 4.12 of the Newmarket Town Charter the Town Administrator recommends the creation of the Department of Buildings and Grounds.

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

The Newmarket Town Council approves the following amendment to the Administrative Code: [Additions are *in italics*; deletions are ~~struck-out~~]

Section 2.8. Legal Basis and Departmental Organization

Subsection 2.8.3 Departments

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

DEPARTMENT

DEPARTMENT HEAD

(1) Administration

Town Administrator

Divisions:

(A) Finance

- (2) Public Works Public Works Director

- (A) Highways
(B) ~~Buildings and Grounds~~
(C) Solid Waste
(D) Vehicle Maintenance
(E) Environmental Services

- (3) *Buildings and Grounds* *Director of Buildings and Grounds*

- (A) *Cemeteries*
- (B) *Buildings*
- (C) *Grounds and Parks*

- (4) Police Police Chief

- (A) Operations
(B) Support Services
(C) Administration

- (4) Emergency Services Town Administrator

- (A) Fire/Ambulance Rescue
(B) Emergency Management

First Reading: *December 7, 2016*

Second Reading: *December 21, 2016*

Approval:

Approved: _____
Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: _____
Terri Littlefield, Town Clerk



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FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE


STAFF REPORT

DATE: November 29, 2016

TITLE: Resolution #20162017-~~16~~ – Amending the Administrative Code: Department of Buildings and Grounds

PREPARED BY: Steve Fournier, Town Administrator

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

I recommend approving this reorganization of departments 

BACKGROUND: The Newmarket Town Council has had a goal for a number of years to find efficiencies and to explore sharing services with other governmental entities, including other municipalities and the Newmarket School District. The Town Council met with the Newmarket School Board in the spring of 2016 to discuss ways to share services. These two entities agreed to appoint a subcommittee made up of two Town Councilors, two School Board Members, the Superintendent of Schools, and the Town Administrator.

One items they discussed sharing would be a Buildings and Grounds Director. The School has no individual in charge of their facilities while the Town has a buildings and grounds department under the Department of Public Works.

DISCUSSION: It was recommended by the Joint Committee that the Department of Buildings and Grounds be a Department of the Town government and not the School. As such, a department would need to be created. Pursuant to Section 4.12 of the Town Charter the Town Administrator may recommend to the Town Council the creation of a new department.

I am recommending the creation of a Department of Buildings and Grounds. This would eliminate the Division of Buildings and Grounds from Department of Public Works. In addition, I would create the following divisions under the Department of Buildings and Grounds: Cemeteries, Buildings and Facilities, Grounds and Parks.

The Department Head supervising this department would be a Director of Buildings and Grounds. The position would be funded in a similar fashion as the proposed Director of Finance.

*****Please Note***** When reviewing the Administrative Code for this amendment it became brutally obvious that it is out of date. It was last amended in 2000. Pursuant to the current administrative code, there are only two department heads, the Director of Public Works and Chief of Police. This is not what is done in practice. My recommendation would be to adopt the creation of the Department of Buildings and Grounds as a resolution and allow me to rewrite the entire code. I am attaching it to this report for your information.

STAFF REPORT

FISCAL IMPACT: There no fiscal impact with the creation of the department. There will be an impact with the hiring of a director.

RECOMMENDATION: I recommend the adoption of this amendment.

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

Section 2.8. Legal Basis and Departmental Organization

Subsection 2.8.1 Reorganization Plans

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

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

Subsection 2.8.2 Proposed Reorganization Plans by the Administrator

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

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

Subsection 2.8.3 Departments

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

<u>DEPARTMENT</u>	<u>DEPARTMENT HEAD</u>
(1) Administration <u>Divisions:</u>	Town Administrator
(A) Finance	
(i) Records and Collections	
(ii) Assessing	
(B) Recreation	
(C) Welfare	
(D) Code Enforcement	
(E) Planning and Zoning	
(2) Public Works <u>Divisions:</u>	Public Works Director

- (A) Highways
- (B) Buildings and Grounds
- (C) Solid Waste
- (D) Vehicle Maintenance
- (E) Environmental Services

- (3) Police Police Chief
Divisions:

- (A) Operations
- (B) Support Services
- (C) Administration

- (4) Emergency Services Town Administrator
Divisions:

- (A) Fire/Ambulance Rescue
- (B) Emergency Management

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

Subsection 2.8.4 **Definitions of Department and Divisions**

- A. A department shall be a legal subdivision of the Town government usually performing a variety of inter-related functions with multiple staff positions.
- B. A departmental division shall have a single primary function performed by limited staff.

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

Subsection 2.8.5 **Powers and Duties of Department Heads**

- A. Each Department Head shall be responsible for the efficient operation of their department. They shall perform all the duties and exercise all the powers conferred upon their office by applicable laws, ordinances and resolutions.
- B. Department Heads may prescribe department rules and regulations not inconsistent with general law, the Town Charter, this Administration Code, the provisions of the Merit Plan and the Personnel Rules and Regulations, for the administration of their various departments, conduct of their employees and the proper performance of the department's business.
- C. Department Heads, with the approval of the Town Administrator, may establish such Departmental Divisions and sub-units as may be deemed desirable in the interest of economy and efficiency, and in accordance with sound administrative principals and practices.

- D. Each Department Head shall be responsible for maintaining the operation of their Department on a close and friendly basis of cooperation with all other Departments.
- E. The Town Administrator shall request from each Department Head to submit an itemized estimate of the expenditures for the next fiscal year for their Department for use in preparation of the proposed budget for said year.
- F. Each Department Head shall be responsible for following the provisions of the Purchasing Policy for his/her Department.
- G. Each Department Head shall be responsible for coordination of divisional functions within that Department.

History:

Effective – Ordinance 2000-09 Effective November 8, 2000

Subsection 2.8.6

Selection, Qualifications, Compensation and Terms of Office of Department Heads and Division Personnel.

- A. All Department Heads shall be appointed, as provided by Sections 4.08 and 4.10 of the Town Charter, for indefinite terms, on the basis of merit and fitness to perform their duties, and may be removed by the Town Administrator for misconduct or inefficiency as provided for in the Personnel Rules and Regulations.
- B. The compensation of all Department Heads and personnel shall be fixed in accordance with the Job Classification and Compensation Plan.

History:

Effective – Ordinance 2000-09 Effective November 8, 2000

Subsection 2.8.7

Department Staffs.

- A. Department Heads may establish subordinate positions; make appointments and removals as necessary within the limitations of the appropriations provided, and subject to the provisions of the Town Charter, the Personnel Rules and Regulations, Job Classification and Compensation Plan, and approval of the Town Administrator.
- B. All employees shall be under the immediate supervision of their respective Department Heads, and all employees in the Town's service shall be compensated on the basis of the Job Classification and Compensation Plan.

History:

Effective – Ordinance 2000-09 Effective November 8, 2000

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution #2016/2017-17

Resolution Relating to Replace Windows at the Community Center

WHEREAS, the windows at the Newmarket Community Center are in need of replacement, and

WHEREAS, three proposals were received as follows:

Building	Amount
Bragdon Construction	\$11,800
CSB Construction	18,500
Nick's Door & Window	12,856

WHEREAS, the Building Improvements Capital Reserve Fund has a balance of \$211,105, as of October 31, 2016.

NOW, THEREFORE BE IT RESOLVED that the Newmarket Town Council does hereby authorize the withdrawal of and amount not to exceed \$11,800 and to authorize the Town Administrator to enter into construction contracts with Bragdon Construction related to this project.

First Reading: December 7, 2016

Second Reading: December 21, 2016

Approval:

Approved: _____
Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: _____
Terri Littlefield, Town Clerk



TOWN HALL
186 MAIN STREET
NEWMARKET, NH 03857

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

FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE

STAFF REPORT

DATE: November 30, 2016

TITLE: Community Center Windows Resolution #2016/2017-17

PREPARED BY: Rick Malasky, Public Works Director

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

I have reviewed the proposal and recommend passage of this resolution. *[Signature]*

BACKGROUND: The windows in the community center were found to be rotten and never insulated when the building was constructed. The rot was not noticeable until all the trim and old siding was removed from the building for the new vinyl siding.

Process: I called three contractors to request proposals.

Results: We received back three proposals for new vinyl energy star rated windows. The lowest bid was Bragdon Construction of Stratham. This is the same contractor that is doing the siding project currently on going at the facility.

DISCUSSION: The community center was built in 1994. The building was constructed with wooden windows. When the siding replacement project started and all the old wooden trim and siding was removed it was discovered that the windows had never been insulated. Under the trim was a good half inch wide gap all the way to the inside of the building. Being a relatively new construction, this was quite a surprise. What was also not noticeable from the outside was the windows were rotting from the inside out. The windows need to be replaced. There is a total of 18 windows in the building. They will all be replaced with a Harvey Energy Star Argon vinyl window. They won't rot and will be maintenance free. All the work that can be completed on the siding project has been done for now. The new windows need to be installed before any more siding can be replaced. The new windows will take 4-6 weeks to come in once ordered. The contractor has secured the existing windows in the meantime.

FISCAL IMPACT: The building improvement capital reserve account currently has \$211,105 available in it. The cost of replacing all the windows is \$11,800.

RECOMMENDATION: I recommend the Town award the contract to Bragdon Construction for the amount of their proposal for \$11,800.

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

10/26/2016

Estimate

Bragdon Construction
23R Bunkerhill Avenue
Stratham, NH 03885
603-778-1013

Sold to:

Town of Newmarket NH

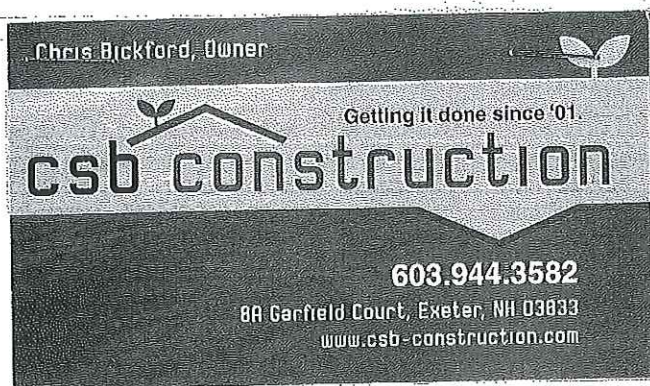
Newmarket Community Center

Materials and labor to remove 18 wooden windows

Install 17 muled double hung Harvey energy star rated
low E Argon vinyl windows

Install 1 single hung Harvey energy star rated
low E Argon vinyl window

11,800.00



Proposal

Contractors Invoice

WORK PERFORMED AT:

New Market Rec Department

DATE

Oct 27 2016

YOUR WORK ORDER NO.

OUR BID NO.

944-3582

DESCRIPTION OF WORK PERFORMED

This is for a estimate for the following work, we would remove Existing windows in Building that are rotted and are poorly Insulated and are ready to fall out of dwelling, This consists of one single Double Hung window and 17 Double windows, we would replace with Hurcoy new construction windows and the following process would be taken,

- 1- remove Existing windows
- 2- Apply new Hurcoy windows
- 3- Tape around nail fin with Flashing Tape

The Price given Includes, Labor, materials and Disposal.

\$ 18,500.00

Thanks
Chris Bickford

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of _____

Dollars (\$ 18,500.00).

This is a ☐ Partial ☐ Full invoice due and payable by: _____

Month

Day

91 of 99

in accordance with our ☐ Agreement ☒ Proposal

No. _____

Dated _____

11/1/2016	Town of Newmarket				
	Capital Reserve Overview				
		Balance	FY 16/17	FY 16/17	Remaining
	Account #	7/1/2016	Additions	Resolutions	Balance
Public Works	01-490-900-0012	414,827	80,463	0	495,290
Fire	01-490-900-0016	253,177	50,276	0	303,453
Library	01-490-900-0017	129,972	109	0	130,081
Police Vehicles	01-490-900-0018	172,893	48,183	0	221,076
Dispatch/Police Equipment	01-490-900-0019	127,642	29,568	0	157,210
Building Improvements	01-490-900-0020	160,877	50,228	0	211,105
Municipal Trans.Fund	01-213-000-3110	174,827	53,409	0	228,236
Town Clock	01-490-900-0022	8,813	7	0	8,820
Recreation Facilities	01-490-900-0021	118,900	18,784	0	137,684
Community Recreation		84,577	71	0	84,648
Technology	01-490-900-0076	37,552	32	0	37,584
Dam Capital Reserve	01-490-900-0078	50,113	200,228	0	250,341
Cemeteries	01-490-900-0079	6,037	7	0	6,044
Veterans Memorial Trust	01-490-900-0080	23,775	2,021	0	25,796
Cable TV	01-490-900-0034	31,554	27	0	31,581
Sidewalk Development		0	0	0	0
Downtown TIF	09-500-825-0181	501,562	503	0	502,065
Revaluation	01-490-900-0011	13,285	10,015	0	23,300
Downtown Infrastructure		34	0	0	34
Health Trust		1,119	1	0	1,120
Storm Wtr Mgt	01-490-900-0085	37,548	75,100	0	112,648
300th Anniv.Celebration	01-490-900-0086	4,013	2,004	0	6,017
Compensated Absence	01-490-900-0087	39,653	33	0	39,686
Master Plan	01-490-900-0028	10,021	10,012	0	20,033
Roadway Improvement	01-490-900-0023	125,260	125,153	(185,505)	64,908
Total General Fund		2,528,032	756,235	(185,505)	3,098,762
Water Capital Reserve		823,076	364,873	39,464	1,227,413
Water Surplus		2	0	0	2
Sewer Capital Reserve		993,790	175,106	0	1,168,896
Total Capital Reserve		4,344,900	1,296,214	(146,041)	5,495,073

OFFICE OF THE
PLANNING BOARD



INCORPORATED
DECEMBER 15, 1727
CHARTER JANUARY 1, 1991

December 13, 2016

Gary Levy, Chairman
Newmarket Town Council
Newmarket Town Hall
186 Main Street
Newmarket, NH 03857

RECEIVED DEC 14 2016
For 12/21/16 AGENDA

Dear Chairman Levy,

As you may know, the Newmarket Planning Board in July of this year, adopted a new "Future Land Use" chapter to the Newmarket Master Plan. This chapter was updated following a visioning process which engaged the community who helped to shape the recommendations to be implemented in the future.

Among the recommendations, are two (2), in particular, which will require action by the Town Council. Those pertain to the adoption of stronger regulations through the Property Maintenance Code and Junkyard licensing procedures under NH RSA 236. Please see attached excerpts from the "Future Land Use" chapter which address these subjects.

While originally it was thought this would be a Planning Board initiative, after much discussion, it appears it is more appropriately the function of the Town Council and Administration, which has broader enforcement authority over building and property maintenance issues. The Future Land Use chapter recommended that a committee be established, which could include the Code Enforcement Officer, a representative of both the Planning Board and Town Council, perhaps, someone representing real estate interest, and a citizen at large, to: (1) study whether the Town should adopt a property maintenance code and embark upon a comprehensive "junkyard" regulation program; and (2) draft regulations to be adopted by the Town Council to implement these concepts, as deemed feasible.

I understand the Town Council, at its goal setting session on December 7, 2016, suggested that the Town Council and Planning Board work together in a more collaborative manner on issues of mutual concern. I, also, understand that there will be a joint meeting of the Planning Board and Town Council to be held some time in February for this purpose. We look forward to the opportunity to discuss this topic as well as other efforts underway by the Planning Board in implementing the Newmarket Master Plan at that time. In the interim, please feel free to contact me if you should have any questions.

Sincerely,

Eric Botterman, Chairman
Newmarket Planning Board

Future Land Use

Town of Newmarket Master Plan

Adopted 07.12.2016



Photo 1: Lamprey River Newmarket, Source: Michael Daugherty (Sea Kayak Stonington)



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Open Space Design and Other Flexible Subdivision Methods

The Planning Board should consider updating the Residential Open Space Design Development provision in Section 6.00 of the Zoning Ordinance. In the past, these developments have offered a flexible method of residential development consistent with the principles of smart growth that is not possible through traditional zoning. These subdivisions have been highly successful in Newmarket in encouraging connected corridors of open land throughout the town for the preservation of wildlife habitat, environmental resources, and public enjoyment. Such developments are permitted as an option to conventional development. The Planning Board may consider making Residential Open Space Design Developments mandatory in some areas within the community, where there are considerable threats to natural, cultural, and historical resources due to environmental constraints. Low-impact uses which are characteristic of high-quality neighborhoods with lower overall densities should be encouraged within these areas of the town. Such uses include, but are not limited to: single-family housing, bed & breakfasts, and family daycare. Increased road frontage, minimum lot size, reduced density, height, and setback standards would also help address protection of the important environmental aspects within these areas.

Property Maintenance Code

Background

Nearly all New Hampshire communities, including Newmarket, administer the Statewide Building Code, which adopts by reference the 2009 International Building Code (IBC) with NH Amendments, the International Residential Code, the International Plumbing Code, the International Mechanical Code, the International Existing Building Code, the International Energy Conservation Code, and a list of model codes adopted under the State Fire Code. Few communities in New Hampshire have adopted the Property Maintenance Code, yet it is another tool to promote quality development in furtherance of the goals of the Master Plan.

Purposes and Benefits

The International Property Maintenance Code strives to ensure community vitality through the regulation of property attributes including exterior building appearance, waste disposal, and general conditions and site appearance. The Code provides standards and minimum requirements for the safeguarding of persons and buildings in order to protect the health and safety of citizens against the hazards of inadequate, defective, or unsafe structures and neighboring property values. While a building code deals primarily with new construction, a property maintenance code deals with the condition of existing housing and non-residential property, including commercial and industrial land uses. The Code addresses subjects such as abandoned factories, vacant buildings and obsolete offices. It addresses property upkeep issues, commonly referred to as "nuisances", by prohibiting the accumulation of trash and debris. The property maintenance code moves the maintenance of existing structures from being an option to a legal requirement for responsible property owners.

Authority

Currently, the International Property Maintenance Code is not part of the statewide adoption, however, RSA 674:51 A states "a municipality may adopt by reference any of the codes promulgated by the International Code Conference which are not included in the state building code." Under New Hampshire RSA 31:39 D, the Town of Newmarket would be authorized to issue citations for non-compliance with the International Maintenance Code. Under this statute, citations and fee disputes are heard at the Circuit Court, rather than Superior Court level.

Recommendations

It is recommended that a committee of the Planning Board be established to consider whether it would be appropriate for the Town to adopt a separate property maintenance code or portions of the International Property Maintenance Code. Provisions of the code need to be reviewed carefully for appropriateness for the community, then tailored and revised, as needed, prior to it being recommended for adoption by the Town Council. It should be noted that the Code would be applicable to all properties including single family homes. The model code contains certain provisions, such as requiring deadbolts on doors and window screens on operable windows, and restrictions on yard maintenance. These requirements may be viewed, by some, as being too stringent and onerous for the Town to enforce. The Town should also be cognizant that enforcement of the International Property Maintenance Code will require additional staff time, which would have staffing and operating cost implications for the Town's Code Enforcement Office.



Shoreland and Water Quality Protection Measures

In 2015, the Piscataqua Region Estuaries Partnership conducted a comprehensive review of municipal regulations in 52 communities in the Piscataqua Region watershed. The assessment concluded that for all communities in the watershed increased priority should be placed on increasing buffers for all waterbodies with additional steps to be taken to increase setbacks for septic systems and structures to insure water quality and shoreland protection.

The Newmarket Planning Board, as part of its Vision, Housing and Demographics, Natural Resources, and Water Resources master plan chapter work has prioritized the protection of water quality in the Great Bay and other water resources. Additionally, risks of coastal flooding as a result of sea level rise necessitate actions that ensure the resiliency of structures that are adjacent to vulnerable areas. The coastal areas of Newmarket are particularly vital to community and economic health as they offer a multitude of scenic and recreational areas that are attractive to residents and visitors.

Currently, Newmarket has several shoreland protection measures in place, including a primary structure setback of 125 feet along the coastal waters, the Great Bay Estuary, tidal rivers, lakes, artificial impoundments and ponds listed on the New Hampshire Department of Environmental Services (NHDES) Official List of Public Waters, and designated fourth order or higher streams under RSA 483:15, including the Lamprey River, the Piscassic River and Follett's Brook. In addition, there is a 50-foot waterfront buffer requirement within which there shall be no vegetation disturbance or fertilizer applications and a 75 foot setback requirement for septic systems. Currently, all 1st, 2nd, and 3rd order portions of the Lamprey River and its tributary rivers are exempt from these shoreland protection requirements, as well as a portion of the downtown mill district, which has an "urban exemption" pursuant to RSA 483-B:12.

The Piscataqua Regional Environmental Planning Assessment (PREPA), recommended that shoreland buffers and setback protections be extended to all 1st, 2nd and 3rd order streams in Newmarket. In addition, it recommended that the no vegetation disturbance and fertilizer application setbacks be extended to 75 feet or greater; the septic system setbacks be extended to 100 feet or greater for all 1st through 4th order streams, lakes and ponds in Newmarket; and building setbacks of 100 feet or greater be imposed for the 1st, 2nd, and 3rd order portions of the Lamprey River.

Regulations should permit land uses which ensure the protection of the environmentally sensitive Great Bay and other critical resources including drinking water aquifers subject to potential salt water intrusion or other negative impacts from large groundwater withdrawals, wetlands, steep slopes, and surface waters. This could be accomplished by limiting commercial/industrial and high-density residential development in certain key areas of the town, adopting/updating ordinances and regulations for protection of groundwater resources and minimizing erosion and other contributors of nutrients to non-point source pollution. Zoning changes would be intended to limit vulnerability of private and municipal infrastructure from both tidal flooding due to increased frequency of major storm events and potential sea level rise scenarios and over development or uses which could negatively impact ground water resources. Additionally, due to increased environmental vulnerabilities, Low Impact Development (LID) and other innovative land use and planning techniques should be strongly encouraged and further explored. Zoning changes for increased road frontage, lot size, and setback standards, together with lower density and height restrictions, would help address protection of the important environmental resources and cultural aspects within high value areas of the Town.

Source: PREPA. Piscataqua Region Estuaries Partnership, 2015.

Stormwater Management Standards

Newmarket should work to continue its protection of undeveloped land as a means of reducing stormwater pollution through modifications to its stormwater management standards.

Recommendations:

- Evaluate the minimum area of soil disturbance requirement that "triggers" the application of the Town's stormwater regulations.
- Modify the regulations to encourage the use of "Low Impact Development" (LID) techniques to the maximum extent possible.
- Consider a maximum effective impervious cover requirement for new development and redevelopment.
- Ensure the regulations reflect the minimum design criteria for water quality volume/flow (WQV/WQF), groundwater recharge volume (GRV), and peak flow control defined as defined in the NH DES Stormwater Manual Volume 2.

Source: PREPA. Piscataqua Region Estuaries Partnership, 2015.



Adoption

if it is recommended that the Town adopt the International Maintenance Code by reference it would be adopted as an amendment to the Zoning Ordinance which follows the adoption procedures of RSA 675:2. The ordinance would reference the International Property Maintenance Code, the version, and then cite any exceptions and amendments. At the state level, committees of State Building Code Review Board are currently reviewing the International Building Codes, with an eye to amending the State Building Code to reference the 2015 International Building code, which would be the appropriate version of International Maintenance Code to adopt in the future.

'Junkyards'

Background

While the term "junk" is colloquial in nature, "junkyards" are defined quite clearly as establishments or places of business which are maintained, operated, or used for storing, keeping, buying, or selling junk (for example: scrap metal and used appliances), or for the maintenance or operation of an automotive recycling yard, and machinery junk yards. The word does not include any motor vehicle dealers registered with the director of motor vehicles under RSA 261:104 and controlled under RSA 236:126. Non-commercial antique motor vehicles more than 25 years old, if owned by the property owner and solid waste facilities, under RSA 149-M, such as landfills, incinerators, and other treatment facilities, and transfer stations, are not considered to be junkyards.

Junkyard Licensing

Under RSA 236: 111-129, municipalities are granted regulatory authority for junkyards. Every person who wishes to operate a junkyard must first obtain a license to operate a junkyard business. Under the same RSA, a junkyard that is unlicensed by the governing body municipality is, therefore, declared to be a nuisance, subject to appropriate code enforcement action. Any accumulation of vehicles or automotive parts equivalent in bulk to two or more vehicles is subject regulation as a junkyard, regardless of registration status (special restrictions are in place for restoration shops and motor vehicle dealers). Furthermore, any accumulation of machinery that is greater than 500 square feet and is within public view is subject to municipal licensing.

All licensing would be subject to a public hearing by the Town Council in Newmarket. All licensed junkyards must be adequately fenced pursuant to RSA 236: 121. As part of the licensing process, the Town Council may impose conditions such as compliance with best management practices, limiting size and capacity of the operation, the hours of operation, the number of employees, and monitoring and reporting requirements.

Local Regulation and Administration

The Town of Newmarket regulates junkyards under Chapter 18, Article III of the Municipal Code, modeled after RSA 236, which is enforced at the local level. The administration of the junk yard ordinance falls under the jurisdiction of the Town's code enforcement officer. Licensing of junkyards requires coordination with several Town Departments. In some instances, the Police Department should be involved in determining whether a potential junkyard licensee has a criminal record that could prevent issuance of a license. The Fire Department personnel should review junkyard licenses to ensure fire risks are mitigated. The Code Enforcement Officer, in his capacity as health officer, ensures that junkyard facilities do not increase risks to public health, safety, and welfare through spread of disease.

Recommendations

- Conduct an inventory of potential locations to determine whether the accumulation of junk qualifies under the statute and document conditions.
- Alert the landowner of the findings and request that the owner voluntarily remove the accumulation. In some instances, the landowner or operator may be unaware of a regulation, or may not realize that a neighbor has been offended, and may be willing to correct the issue within a reasonable timeframe.
- If voluntary compliance is not forthcoming, or is not possible, further enforcement action may be needed. There are a number of enforcement tools in the law. RSA 236:119 provides that any junkyard located or maintained in violation of RSA 236 is a nuisance. The RSA provides a number of enforcement tools including civil penalties, violations, injunctions and enforcement through citizen complaints.



Source: How to regulate Junk and Junkyards, A Guide for Local Officials, New Hampshire Local Government Center, 2007.

Developer's Guide

In the interest of improving Newmarket's zoning ordinance, regulations, and regulatory process, the Planning Board and Planning Department should pursue the development of a Developer's 'Guide'. The Guide would aid project developers in navigating the Town's regulations by clearly defining and laying out the process for and expectations for application submittal, processing, and approval.

Zoning Ordinance Modifications for Economic Development

The Economic Development Committee recommended that the following uses be modified in the B-3, M-2, and M-3 Zoning Districts in order to expand and promote their compatibility, consistent with the purposes of the Zoning Districts and recommendations for changes in those Zoning Districts. The Planning Board should consider the following Zoning Ordinance modifications:

B-3 Zoning District

It is has been recommended that the following uses be removed as permitted:

- Hotel
- Wholesale
- Indoor/Outdoor Recreation
- Warehouse
- Light manufacturing
- Manufacturing
- Flexible Development
- Research and Development

It is recommended that following uses be permitted within the B-3 District:

- Educational Facility
- Office Complex
- Retail
- Health club
- Fraternal organization

M-2 and M-3 Zoning Districts

Modifications to the uses within the M-2 and M-3 zoning district would add the following as permitted:

- Research and Development

B-2 East of Railroad Tracks (Prior Black Bear TIF District)

Revert the existing B-2 zoning to the east of the railroad right-of-way and west of New Road back to residential use. Areas zoned B-2 to the west of the right-of-way could be maintained as industrial/commercial as they match the character of the existing Industrial Park on Forbes Road and have access via Route 108. This change in zoning would also respect the limited capacity of New Road and the limited access railroad bridge connecting it to Route 108 in southern Newmarket.