



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

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

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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. November 16, 2016 Regular Meeting Minutes
  - b. November 16, 2016 Non-Public Meeting Minutes
5. **Report of the Town Administrator**
6. **Committee Reports**
7. **Old Business**
  - a. **Resolutions/Ordinances in the 2<sup>nd</sup> Reading –**
    - i. **Resolution 2016/2017-13 – MOU** – *Memorandum of Understanding Between the Town and School for Finance Director Services*
  - b. **Resolutions/Ordinances in the 3<sup>rd</sup> Reading – None**
  - c. **\* Items Laid on the Table –**
    - i. **Resolution #2015/2016-52** – *Resolution Authorizing the Designation of a portion of Rt. 152 as an Economic Recovery Zone* (This Resolution is tabled from the June 15, 2016 Council Meeting pending Planning Board action).
  - d. **New Business/Correspondence**
    - a. Town Council to Consider Nominations, Appointments and Elections
      - i. **Lisa Henderson** – *Commissioner, Strafford Regional Planning Commission – Term Expires December 7, 2020.*
      - ii. **Elizabeth Dudley** – *Lamprey River Advisory Committee – No Term Expiration*
  - b. **Resolutions/Ordinances in the 1<sup>st</sup> Reading**

- ii. **Resolution 2016/2017- 14** – Relocation of Water & Sewer Utilities as part of NHDOT Bike Lane Project
  - iii. **Resolution 2016/2017-15** – Water & Wastewater System Buildout Analysis
  - iv. **Resolution 2016/2017-16** – Amending the Administrative Code: Creation of the Department of Buildings
  - v. **Resolution 2016/2017-17** – Replacement of Windows at the Community Center
- c. Correspondence to the Town Council
  - d. Closing Comments by Town Councilors
  - e. Next Council Meeting – December 21, 2016
  - e. Adjournment

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

9 **November 16, 2016 7:00 PM**

10 **TOWN COUNCIL CHAMBERS**  
11

12  
13 **PRESENT:** Council Chairman Gary Levy, Council Vice Chairman Phil Nazzaro, Councilor Dale Pike,  
14 Councilor Amy Thompson, Councilor Toni Weinstein, Councilor Kyle Bowden

15  
16 **EXCUSED:** Councilor Amy Burns

17  
18 **ALSO PRESENT:** Interim Finance Director Matt Angell

19  
20 **AGENDA**  
21

22 Chairman Gary Levy welcomed everyone to the November 16, 2016 Newmarket Town Council Meeting  
23 and called the meeting to order at 7:08 pm, followed by the Pledge of Allegiance.  
24

25 Vice-Chair Nazzaro made a motion to seal the minutes of the Non-Public Session of November 16, 2016  
26 which was seconded by Councilor Thompson.

27  
28 Interim Finance Director Matt Angell polled the Council and the motion to seal the Non-Public minutes of  
29 November 16, 2016 was approved by a vote 6-0.  
30

31 Chairman Levy stated that Councilor Burns was excused.  
32

33 **PUBLIC FORUM**  
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35 Chairman Levy opened the Public Forum at 7:08 pm.  
36

37 As no one from the public came forward, Chairman Levy closed the Public Forum at 7:08 pm.  
38

39 **PUBLIC HEARING** - None  
40

**TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**

**Acceptance of the Minutes of Budget Workshop Session I of October 22, 2016**

Vice-Chair Nazzaro made a motion to approve the minutes of Budget Workshop Session I of October 22, 2016 which was seconded by Councilor Bowden.

Interim Finance Director Angell polled the Council and the minutes of Budget Workshop Session I of October 22, 2016 were approved by a vote of 6-0.

**Acceptance of the Minutes of Budget Workshop Session II of October 26, 2016**

Councilor Thompson made a motion to approve the minutes of Budget Workshop Session II of October 26, 2016 which was seconded by Councilor Pike.

Interim Finance Director Angell polled the Council and the minutes of Budget Workshop Session II of October 26, 2016 were approved by a vote of 5-0, with 1 abstention.

**Acceptance of the Minutes of the Regular Meeting of November 2, 2016**

Councilor Thompson made a motion to approve the minutes of the Regular Meeting of November 2, 2016 which was seconded by Councilor Bowden.

Interim Finance Director Angell polled the Council and the minutes of the Regular Meeting of November 2, 2016 were approved by a vote of 5-0, with 1 abstention.

**Acceptance of the Minutes of the Non-Public Meeting of November 2, 2016**

Councilor Bowden made a motion to approve the minutes of the Non-Public Meeting of November 2, 2016 which was seconded by Councilor Thompson.

Interim Finance Director Angell polled the Council and the minutes of the Non-Public Meeting of November 2, 2016 were approved by a vote of 5-0, with 1 abstention.

**REPORT OF THE TOWN ADMINSTRATOR**

Interim Finance Director Angell presented the Town Administrator Report, as Town Administrator Fournier was out-of-town attending the annual NHMA conference. He first addressed the **Downtown Project**, and stated that it was wrapping up and the grinding and paving were scheduled to be done on Monday, November 14, 2016. He said the crosswalk signs were also being installed.

Interim Finance Director Angell next addressed the **Debt Limit** for the Town and the School, and said that per State Law towns could not issue debt exceeding 3% of the town's base valuation, except for School projects and Water & Sewer projects. He stated that schools may issue debt to 7% of the base valuation,



water to 10%, and for sewer there was no limit. This allowed a debt limit of \$23,738,184 for the General Fund at 3%, a debt limit of \$79,127,282 for the Water Fund at 10%, a School District debt limit of \$55,389,097 at 7%, and no debt limit for the Wastewater Fund. The current outstanding debt amount for each fund was also provided.

Interim Finance Director Angell next addressed **Dispatch**, and stated that on October 31, 2016 Town Administrator Fournier, along with Police Chief True, Dispatch Supervisor Pelczar, and Mr. McDougal of MRI, met with Sheriff Hureau and staff to discuss Newmarket joining Rockingham County Dispatch. They were informed that it would not be feasible to join at this point for several reasons. Firstly, Rockingham County did not currently have the equipment or staff capacity to handle the volume of calls that would be added to their system. Also, if Newmarket were to switch they would have to hand over their radio frequency to the County, but would still need a radio frequency for Public Works and other non-emergency agencies. Sheriff Hureau stated that they were trying to build a new county complex large enough for all Rockingham County in case of emergency, but that any proposal to the County Delegation was at least 3-4 years out. He reiterated that they were an emergency dispatch only and did not provide any other non-emergency services.

Interim Finance Director Angell said that with regard to **Goal Setting**, Town Administrator Fournier had spoken with Primex and wanted to schedule a meeting with the Council for November 30, 2016. Vice-Chair Nazzaro pointed out that the meeting had already been scheduled.

Discussion: Councilor Weinstein stated that 2 signs for motorcycle parking had been put up in Downtown and there were complaints on social media. She said she had spoken with Town Administrator Fournier and wanted to let people know these were regular parking spaces for now. She said the State was concerned about line-of-sight issues, and that an ordinance would be needed to make those changes. Councilor Weinstein also asked if it would be possible to get some statistics charted for the Police Department to map changes over the years.

## COMMITTEE REPORTS

Vice-Chair Nazzaro stated that the *Conservation Commission* met on November 10<sup>th</sup>. He said that the Commission intended to move forward with accepting donations for Schoppmeyer Park, and to move forward with the Charlie Dearborn property, both of which had Council approval. He said that Underwood Engineers had discussed the MS4 work out by Youngs Lane and this had also been approved by the Conservation Commission.

Councilor Pike stated that the *Planning Board* had met last night and had conditionally approved two projects. The first was the new 11-unit subdivision between Dame Road and Bay Road, and the second was the project in Industrial Park. He said the Sub-Committee for the Future Land Use Chapter of the Master Plan had also discussed moving forward, which was basically a continuation of the work done by the EDC. He stated that after approval they would put together a prioritization of next steps and that a letter would be coming to the Council. He said they would first need to draft an ordinance with regard to the Zoning changes suggested by the EDC for the Continuing Care/Retirement Community district.

**OLD BUSINESS**

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

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

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

**NEW BUSINESS/CORRESPONDENCE**

**TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS – None**

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

**Resolution #2016/2017-12 Approval of the Fiscal Year 2018 Default Budget** (*Town Administrator Requests Suspension of Rules.*)

Chairman Levy read *Resolution #2016/2017-12 Approval of the Fiscal Year 2018 Default Budget* in full. He said that Town Administrator Fournier had asked that the rules be suspended and the vote taken tonight. Vice-Chair Nazzaro stated that he would not vote for suspension of the rules as it was no surprise to the Council that a Default Budget needed to be approved.

Councilor Thompson made a motion to suspend the rules which was seconded by Councilor Pike.

Interim Finance Director Angell polled the Council and the motion to suspend the rules was approved by a vote of 5-1.

Councilor Weinstein made a motion to approve *Resolution #2016/2017-12 Approval of the Fiscal Year 2018 Default Budget* which was seconded by Councilor Bowden.

Interim Finance Director Angell polled the Council and *Resolution #2016/2017-12 Approval of the Fiscal Year 2018 Default Budget* was approved by a vote of 6-0.

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

Chairman Levy read *Resolution #2016/2017-13 Approval of the Memorandum of Understanding between the Town and the School for Finance Director Services* in full.

**CORRESPONDENCE**



Councilor Weinstein said that several residents had approached her with regard to the Fairpoint telephone books that were littered around Town. She felt they were obsolete and not needed or wanted by the Town, and said that a lifetime "opt-out" was available. Vice-Chair Nazzaro pointed out that some of the people in town would only use the phonebooks.

Chairman Levy said that he had received correspondence with regard to some political signs that were taken down by the Department of Public Works, and that Town Administrator had assured him it would not happen again in the future. He also commended the Department of Public Works for efficiently taking care of the culvert on New Road and completing the job.

#### **COMMENTS**

Interim Finance Director Angell stated that the Town had a buyer for 41 Exeter Road, and they were hoping to close on December 15<sup>th</sup>. He said they intended to re-vamp the property but he had no other specifics at this time. He said the Town would get \$92,000 for the property, which he interpreted as mixed use with office space and apartments.

**NEXT MEETING:** The next regular meeting of the Town Council is scheduled for December 7, 2016. A Council Workshop meeting is scheduled for November 30, 2016.

#### **ADJOURNMENT**

Vice-Chair Nazzaro made a motion to adjourn the meeting, which was seconded by Councilor Bowden. The meeting was adjourned at 7:34 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary



TOWN OF NEWMARKET, NEW HAMPSHIRE  
OFFICE of the TOWN ADMINISTRATOR

**REPORT OF THE TOWN ADMINISTRATOR**  
**December 7, 2016**

**Downtown Project:** We met with Target Construction, and painting of the lines and final installation of signage will be done Friday December 2.

The Town Attorney has been monitoring this with me. Currently, we are estimating \$60,000 in liquidated damages against the company.

**Efficiency Study:** Municipal Resources Inc. (MRI) has released the final efficiency study. I have posted it on the Town website for the public's review. The Town Council has received a copy digitally with changes highlighted in it. Hard copies are in your boxes.

I have reached out to MRI to schedule a presentation on their findings.

**Statement from the Town Moderator on Town Elections:** I received the following statement from the Town Moderator and he asked me to share this with the Town Council and public:

*I won't be able to make the next Council meeting, but I wanted to provide the Council some information regarding the last Presidential election. I would appreciate it if you could pass this along to the Council.*

*News reports have appeared recently suggesting the New Hampshire vote was tainted by widespread voter fraud. These reports have no basis in fact or reality. The election officials in Newmarket work very hard to provide an open, fair, and efficient process. We had three assistant moderators observing the process, and approximately 20 volunteers in addition to our normal compliment of election officials. These volunteers were trained and encouraged to report any potential violation of State law, and otherwise to report anything unusual. We scrupulously observed all legal requirements, and received no significant complaints from voters, observers, political parties, or candidates. In fact, the outside observers of both parties reported Newmarket's polling place was exceptionally well run. We were audited by an official from the Attorney General's office, who reported no problems whatsoever with our election process. Finally, registrations and turnout were consistent with prior Presidential elections, and there were no unusual occurrences on Election Day.*

*The Council and the residents of Newmarket should feel confident the election process in Newmarket was open and fair, and there was no "voter fraud". Anyone who has specific information election fraud might have occurred should immediately contact the Secretary*



*of State's office or the Attorney General's office. In the meantime, vague and unsubstantiated reports of voter fraud in Newmarket should be viewed skeptically.*

*Thank you for your attention.*

## **ONGOING PROJECTS**

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**\*\*\*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. \*\*\***

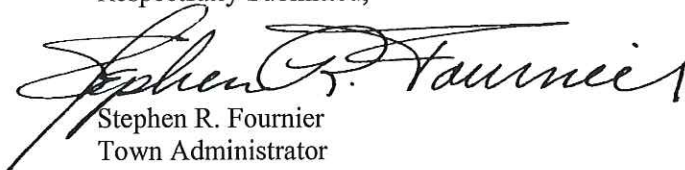
**Water and Sewer Capacity:** Town Council will see a resolution for a first reading this evening.

**Macintosh Well:** We are continuing to test the water at this facility to have it in compliance with our drinking water standards.

**Additional Wells:** We are currently surveying a potential property.

**FY18 Budget:** The Municipal Budget Committee will be holding a public hearing on the budget on December 12 at 7PM. I anticipate that they will adopt it immediately following the hearing.

Respectfully Submitted,



Stephen R. Fournier  
Town Administrator

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

**Resolution 2016/17 - 13**

**Approval of Memorandum of Understanding Between the Town and School for Finance**  
**Director Services**

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 contract Finance Director Services from the School, and

WHEREAS: the Town Administrator and Superintendent of School have negotiated a memorandum of understanding to achieve this.

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

The Newmarket Town Council approves the memorandum of understanding outlining the finance director services that will be provided by the School Administrative Unit 31.

First Reading: November 16, 2016

Second Reading: December 7, 2016

Approval:

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

Gary Levy, Chairman Newmarket Town Council

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

Terri Littlefield, Town Clerk

**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**THE TOWN OF NEWMARKET, NH**  
**AND**  
**NEWMARKET SCHOOL DISTRICT – SAU 21**  
**FOR SHARED SUPERVISION OF FINANCIAL SERVICES**

This Memorandum of Understanding sets forth the purpose, nature and operational aspects of the relationship between the Town of Newmarket (“the Town”) and the Newmarket School District (“the Schools”), as it relates to the responsibility of the supervision financial services within the Town of Newmarket. This memorandum shall be administered by and between the Town Administrator, hereby authorized by the Town Council, and the Superintendent of Schools, hereby authorized by the School Board. In particular, it shall apply to the supervision of the Town and School financial services and accounting practices. It may, however, be amended to extended to other property of common interest.

1. The Parties agree to work together cooperatively and through their respective administrators to uphold and perform according to the terms of this agreement.
2. The School Business Administrator/Town Finance Director shall be an employee of the Schools under the direct supervision of the Superintendent of Schools, in consultation with Town Administrator.
3. The School Finance Office and the Town Finance Department shall remain independent departments supervised by a single School Business Administrator/Town Finance Director.
4. The Business Administrator/Town Finance Director shall be chosen solely on the basis of applicable education, skill and experience by the Superintendent of Schools in consultation with the Town Administrator.
5. As it relates to the Town, the Business Administrator/Town Finance Director:
  - a. Oversees the day-to-day financial operations of the Finance Department including such areas as accounts payable, personnel management, payroll and accounting procedures.
  - b. Works to establish a collaborative management approach.
  - c. Assumes a leadership role along with Town Administrator in the preparation, implementation, monitoring and presentation of the Town budgets.
  - d. Provides the necessary financial data to promote accurate and responsible planning.
  - e. Keeps the Town Council and the Town Administrator apprised of all pertinent financial issues in a timely fashion, including the development of appropriate forms, summary statements, and monthly reports.
  - f. Demonstrates expertise in computerized record keeping including the ability to advise the administrations as to changes that will facilitate building level record keeping.
  - g. Works with department heads regarding the proper implementation of system policies in record keeping, budget development, and expenditure of funds.
  - h. Complies with all Town purchasing ordinance including serving as Town Purchasing Agent.
  - i. Assists the administrators with all necessary bidding, contracted services, and record keeping.
  - j. Assists the administrators in preparing for and conducting negotiations with various groups.
  - k. Assumes a leadership role in assisting finance department personnel to develop a team approach with regard to all necessary routines resulting in an efficient and effective business climate.



- l. Maintains a thorough data reporting system for the completion of financial reports required by Federal and State Agencies. Coordinates the municipal/school financial software including planning of system enhancements, arrangement of personnel training, accounting control functions, and system maintenance.
  - m. Supervises municipal accounting practices including the establishment of the chart of accounts, preparation of required financial reports to outside agencies, drafting of the annual financial statement and account reconciliation. Provides assistance to the Town's independent auditors.
  - n. Organizes and maintains records for financial investment, borrowing and planning.
6. In the event the Administrators are unable to come to agreement within a reasonable period of time with respect to any of their joint oversight or management responsibilities, the matter in dispute or lacking agreement shall be resolved by a joint meeting of the Town Council Chair and School Board Chair. Any further disagreements shall be resolved by the entire Town Council and School Board in a joint meeting.
  7. The Town and School shall share all costs associated with this position based on each entity's percentage share of the total gross Town and School budgets from the previous fiscal year. This formula shall be determined no later than July 31.
    - a. *Example:* For the fiscal year ending June 30, 2017, the total gross appropriation for the school district was \$17,416,795 and the town was \$9,996,942 for a total of \$27,413,737. The Town is 36% of that number and the School is 64%
  8. This agreement shall take effect on March 1, 2017.
  9. This agreement may be terminated for convenience by either Party by giving written notice to the other no later than six (6) months prior to the intended termination date, which shall be June 30 of the year following the written notice. This agreement may be terminated sooner if agreeable by both parties.

FOR THE TOWN COUNCIL

FOR THE SCHOOL BOARD

\_\_\_\_\_  
Gary Levy, Town Council Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nate Lunney, School Board Chair

\_\_\_\_\_  
Date

TOWN ADMINISTRATOR

SUPERINTENDENT OF SCHOOLS

\_\_\_\_\_  
Stephen R. Fournier,  
Town Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Meredith Nadeau,  
Superintendent of Schools

\_\_\_\_\_  
Date



Town of Newmarket  
Job Description

**TITLE:** Business Manager/Town Finance Director

**QUALIFICATIONS:**

**Education /Certification:**

- Bachelor's degree in Business Administration, Accounting, or related field
- Hold a valid State of New Hampshire Criminal History Records Check Approval

**Special Knowledge/Skills:**

- Proficiency in both school and municipal financial accounting practices
- Proficiency in applicable federal, state and local funding requirements and financial reporting
- Successful experience working in a leadership role in schools, municipal, or private sector
- Proficiency with municipal accounting software, computerized record keeping and related procedures

**REPORTS TO:** XXXXXX

**SUPERVISES:** Town and School Business Office staff

**JOB GOAL:** To provide leadership in the financial area of school and municipal day-to-day activities.

**PERFORMANCE RESPONSIBILITIES:**

- Oversees the day-to-day financial operations of the business office including such areas as accounts payable, personnel management, payroll and accounting procedures.
- Works to establish a collaborative management approach.
- Assumes a leadership role along with the Superintendent and Town Administrator in the preparation, implementation, monitoring and presentation of the School and Town budgets.
- Provides the necessary financial data to promote accurate and responsible planning.
- Coordinates administrative support services including transportation, and cafeteria services.

**School Department Business Manager/Town Finance Director**  
Job Description

- Keeps the Town Council and the Town Administrator apprised of all pertinent financial issues in a timely fashion, including the development of appropriate forms, summary statements, and monthly reports.
- Keeps the school board and the superintendent apprised of all pertinent financial issues in a timely fashion, including the development of appropriate forms, summary statements, and monthly reports.
- Demonstrates expertise in computerized record keeping including the ability to advise the administrations as to changes that will facilitate building level record keeping.
- Works with building administrators and department heads regarding the proper implementation of system policies in record keeping, budget development, and expenditure of funds.
- Approves all school purchase orders authorizing the expenditures of moneys.
- Complies with all Town purchasing ordinance including serving as Town Purchasing Agent.
- Assists the administrators and facilities director with all necessary bidding, contracted services, and record keeping.
- Assists the administrators in preparing for and conducting negotiations with various school department groups.
- Assumes a leadership role in assisting business office personnel to develop a team approach with regard to all necessary routines resulting in an efficient and effective business climate.
- Maintains a thorough data reporting system for the completion of financial reports required by Federal and State Agencies. Coordinates the municipal/school financial software including planning of system enhancements, arrangement of personnel training, accounting control functions, and system maintenance.
- Supervises municipal/school accounting practices including the establishment of the chart of accounts, preparation of required financial reports to outside agencies, drafting of the annual financial statement and account reconciliation. Provides assistance to the Town's independent auditors.
- Organizes and maintains records for financial investment, borrowing and planning.

**TERMS OF EMPLOYMENT:** Twelve months per year. Salary and benefits to be established by the XXXXXXXX.

**School Department Business Manager/Town Finance Director**  
Job Description

**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly action plans and job goals are met. The Superintendent of Schools, with input from the Town Administrator, will perform the evaluation.

The Town of Newmarket expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.





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 10, 2016

**TITLE:** Resolution 2016/2017-13 –Memorandum of Understanding Between the Town and School for Finance Director Services

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

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

I recommend approving this memorandum of understanding.

**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 of the first items to discuss sharing would be a Finance Director. At the time, the School District was hiring (and has since hired) a business administrator and the Town has been using the services of a contracted Finance Director.

**DISCUSSION:** The Joint Committee came up with a job description and this attached memorandum of understanding. The following items were agreed to:

- The position would be an employee of the School, with direct supervision by the Superintendent in consultation with the Town Administrator.
- The School Finance Office and the Town Finance Department shall remain independent departments supervised by a single School Business Administrator/Town Finance Director
- Perform the duties of both the School Business Administrator and the Town Finance Director
- In the event the Administrators are unable to come to agreement, the matter in dispute or would be resolved by the Town Council Chair and School Board Chair. Any further disagreements shall be resolved by the entire Town Council and School Board in a joint meeting.
- This agreement shall take effect on March 1, 2017.
- This agreement may be terminated no later than six (6) months prior to the intended termination date June 30 of the year following the written notice. It may be terminated sooner if agreeable by both parties.
- The Town and School shall share all costs associated with this position based on each entity's percentage share of the total gross Town and School budgets from the previous fiscal year.



**FISCAL IMPACT:** It is estimated that the Town would save approximately \$38,000 with this agreement. The following is a breakdown of cost:

Total Salary and Benefits	\$ 117,006.85
Town 36% Share	\$ 42,668.78
School Share 64%	\$ 74,338.07

Currently, we budget \$80,000 for contracted services.

**RECOMMENDATION:** I recommend passage of this resolution and memorandum of understanding.

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



RECEIVED

NOV 15 2016

NEWMARKET, NH  
PLANNING BOARD

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

Applicant's Name: Lisa Henderson

Address: 6 Maplecrest, Newmarket NH 03857 Phone/Cell 603-978-1436

RSA 669:19 Newmarket Registered Voter: Yes No # of Years as Resident: 11  
RSA 91:2 Are you an American Citizen? Yes No

Email address: lisafhenderson@gmail.com

Full membership (3 year term) position applying for Strafford Regional Planning Commission – Commissioner


State what the new term expiration date is: 12/7/2020

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

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

I feel the following experience and background qualifies me for this position: My undergraduate degree is in Community Development, and I have had a life-long interest in planning issues. I worked for 15 years in the field of affordable housing, including efforts to assist towns in planning for their housing needs. I worked alongside SRPC staff, and especially Cynthia Copeland, to develop educational programming for communities in the Seacoast region. I currently work in the field of aging services as Executive Director of a trade association for not-for-profit providers of long-term services and supports. I have begun to get involved with local initiatives to make towns more age-friendly. I am also interested in transportation planning, including creating inter-connected trail networks.

(need more room, please use the back)

  
Signature

11/15/16  
Date



# NEW HAMPSHIRE RIVERS MANAGEMENT AND PROTECTION PROGRAM



## Nominee Questionnaire

Name: Elizabeth Dudley

Municipality Representing: Newmarket, NH

River: Lamprey

Please state your interest(s) in serving on the Local Advisory Committee:

To help preserve the ecological health  
of the River and its collective wildlife

Please include a short description of your relevant background knowledge of local river-related issues or general river management and protection:

Understanding of general ecological and recreational issues  
connected with my education and practice as a Landscape Architect  
What types of activities might you be interested in assisting the local advisory committee in completing (check all that apply):

- ☐ Management Plan Preparation/Implementation
- ☐ Event Organization
- ☐ Public Education
- ☐ Grant Writing
- ☐ Public Relations
- ☐ Committee Administration
- ☐ Other Planning / Landscape Architecture / Outreach / Recreation

Most Local Advisory Committees meet monthly. In some cases they may meet more frequently to complete specific tasks, while in other cases your attendance may not be required at all meetings. Please check one of the boxes below to indicate your availability to attend regularly scheduled meetings.

- ☒ I can attend monthly meetings on most weeknights
- ☐ I can attend monthly meetings only if scheduled on a specific weeknight
- ☐ I could only attend a limited number of monthly meetings
- ☐ I could only attend monthly meetings in a substitute capacity when the regular town representative(s) was unavailable.
- ☐ I could not attend monthly meetings, but am willing to complete tasks on behalf of the Local Advisory Committee.



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:*

*Approval:*

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

Gary Levy, Chairman Newmarket Town Council

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



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 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. *SPD*

**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:*

*Approval:*

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

Gary Levy, Chairman Newmarket Town Council

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



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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 #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. 

**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.



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

- (i) Records and Collections
- (ii) Assessing
- (B) Recreation
- (C) Welfare
- (D) Code Enforcement
- (E) Planning and Zoning

(2) Public Works

Public Works Director

Divisions:

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

(3) *Buildings and Grounds*

*Director of Buildings and Grounds*

Divisions:

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

(4) Police

Police Chief

Divisions:

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

(4) Emergency Services

Town Administrator

Divisions:

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

*First Reading:*                      *December 7, 2016*

*Second Reading:*

*Approval:*

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

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





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## TOWN OF NEWMARKET, NEW HAMPSHIRE

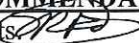
# STAFF REPORT

**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 item 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.

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



- (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:*

*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 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.

**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





Chris Bickford, Owner



Getting it done since '01

csb construction

603.944.3582

8A Garfield Court, Exeter, NH 03833  
www.csb-construction.com

Proposed

## 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 Hurco New Construction windows and the following process would be taken,

- 1- Remove Existing windows
- 2- Apply new Hurco windows
- 3- Take 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

39 of 40

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