



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

**WEDNESDAY, JANUARY 18, 2017, 7:00PM
NEWMARKET TOWN HALL COUNCIL CHAMBERS**

Non-Public Meeting 6:30PM – Pursuant to RSA 91-A:3,II(d) – Consideration of the acquisition, sale or lease of real or personal property.

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** – Resolution 2016/2017-18 – Authorizing the Town Administrator to submit an Application for a Community Development Block Grant for Housing Upgrades at Great Hill Terrace and to Sign the Town Housing and Community Development Plan and Residential and Anti-displacement and Relocation Plan.
4. **Town Council to Consider Acceptance of Minutes**
 - a. January 4, 2017 Regular Meeting Minutes
5. **Report of the Town Administrator**
6. **Committee Reports**
7. **Old Business**
 - a. **Resolutions/Ordinances in the 2nd Reading**
 1. Resolution 2016/2017-18 – Authorizing the TA to submit an Application for a Community Development Block Grant for Housing Upgrades at Great Hill Terrace and to Sign the Town Housing and Community Development Plan and Residential and Anti-displacement and Relocation Plan.
 2. **Resolutions/Ordinances in the 3rd Reading – None**
 3. * Items Laid on the Table –
 - i. Resolution #2015/2016-52 – Resolution Authorizing the Designation of a portion of Rt. 152 as an Economic Recovery Zone (This Resolution is tabled from the June 15, 2016 Council Meeting pending Planning Board action).
8. **New Business/Correspondence**
 - a. Town Council to Consider Nominations, Appointments and Elections - None

b. Resolutions/Ordinances in the 1st Reading

- i. **Resolution 2016/2017-19** – *Approval of Memorandum of Understanding Between the Town and School for Facilities Director Services.*
- ii. **Resolution 2016/2017-20** – *Approval of Director of Facilities Job Description.*
- iii. **Resolution 2016/2017-21** – *Resolution Regarding 12-Month Extension of Current Cable Television Franchise with Comcast.*

c. Correspondence to the Town Council

d. Closing Comments by Town Councilors

e. Next Council Meeting – February 1, 2017

9. Adjournment



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2016/17 - 18

Authorizing the Town Administrator to submit an Application for a Community Development Block Grant for Housing Upgrades at Great Hill Terrace and to Sign the Town Housing and Community Development Plan and Residential and Anti-displacement and Relocation Plan

WHEREAS: The Newmarket Housing Authority is seeking a Community Development Block Grant through the Community Development Finance Authority to rehabilitate existing low to moderate income in Great Hill Terrace, and

WHEREAS: The Town of Newmarket is required to apply for these funds on the Housing Authority's behalf, and

WHEREAS: A public hearing will be held on January 18, 2017.

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

The Town Council authorizes the Town Administrator to sign an application for a community development block grant application to rehabilitate housing at Great Hill Terrace. The estimated cost is \$500,000 and the Town Council authorizes the following:

1. Authorizes the Newmarket Housing Authority to continue as authorized agent of the Town of Newmarket in all matters relating to community development for this project until it is completed.
2. Authorizes the Town Administrator to enter into an agreement with the Newmarket Housing Authority for the administration and supervision of this project until it is completed.
3. Authorizes the Town Administrator to execute any and all other documents with the State of New Hampshire, Office of Community Development Finance Authority (CDFA), which will be necessary to effectuate the purposes of this resolution.

BE IT FURTHER RESOLVED BY THE NEWMARKET TOWN COUNCIL THAT:

The Town Council hereby adopts the Housing and Community Development Plan and the Residential Anti-Displacement and Relocation Plan.

First Reading: *January 4, 2017*

Second Reading: *January 18, 2017*

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: January 12, 2017

TITLE: Resolution #20162017-18 Authorizing the Town Administrator to an Application for a Community Development Block Grant for Housing Upgrades at Great Hill Terrace and to Sign the Town Housing and Community Development Plan and Residential and Anti-displacement and Relocation Plan

PREPARED BY: Steve Fournier, Town Administrator on behalf of the Newmarket Housing Authority

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

I recommend passage of this resolution. *SPF*

BACKGROUND: The Newmarket Housing authority, a governmental entity in the Town approached the town to assist with applying with a CDBG with the NH Community Development Finance Authority for \$500,000 to upgrade Great Hill Terrace Public Housing.

DISCUSSION:

Proposed Improvements to Great Hill Terrace Apartments CDBG Application

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for public facility and housing projects, up to \$500,000 for economic development projects and up to \$350,000 for emergency activities. All projects must directly benefit low and moderate income persons. Up to \$12,000 per study is available for Planning Grants.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The town will retain up to \$25,000 for administrative expenses and the remainder will be used for upgrades to 50 residential units at Great Hill Terrace, Newmarket's low income public housing project (NH13-01), operated by the Newmarket Housing Authority, 34 Gordon Avenue, Newmarket, New Hampshire.

This project conforms with Newmarket's Housing and Community Development Plan's Goal of: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Public Hearing on Housing and Community Development Plan

STAFF REPORT

Discussion of the proposed updated Housing and Community Development Plan that outlines short and long term goals for the Newmarket.

Public Hearing on Residential Antidisplacement and Relocation Assistance Plan

Although this project does not involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

FISCAL IMPACT: There is no fiscal impact to the Town

RECOMMENDATION: It is recommended that the Town Council approve the resolution and authorize the Town Administrator to sign the necessary documents.

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

**TOWN OF NEWMARKET
HOUSING AND COMMUNITY DEVELOPMENT PLAN
Adopted: 01/18/2017**

The Town of Newmarket commits to the following goals to meet its Housing and Community Development needs:

Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Goal: Encourage economic development activities to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for residents. (Short-term and Long-term goal).

Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

Goal: Preserve and promote the town's historically and culturally significant structures. (Short-term and Long-term goal).

Goal: Encourage improved social services which provide assistance to low and moderate income persons. (Short-term and Long-term goal).

Goal: Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goal).

As a matter of policy, Newmarket will minimize the involuntary displacement of households from their neighborhoods.

These goals are consistent with Newmarket's Master Plan and Ordinances.

Any federal CDBG grant funds awarded to address any of these goals shall be expended consistent with national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, be used for public facility projects, employment opportunities, or feasibility studies. All CDBG funded projects, shall primarily benefit low and moderate income persons or households, and shall not benefit moderate income persons to the exclusion of low income persons.

Adopted by the Town Council on January 18, 2017.

NAME: Steve Fournier

TITLE: Town Administrator

SIGNATURE: _____

DATE: January 18, 2017

DISPLACEMENT AND RELOCATION CERTIFICATION

Town of Newmarket

RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Every effort will be made to avoid temporary or permanent displacement of an individual due to a CDBG project undertaken by the Town.

However, if the situation should arise, the Town of Newmarket will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:

1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or:

2. A lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above or a Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.

- i. The right to elect, as an alternative to the benefits in subparagraph 2. above, to received benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; and
- j. The right of appeal to the director of CDFA where a claim for assistance under subparagraph 2. above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious.
- k. Subparagraph (2) a. through g. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

CERTIFICATION OF COMPLIANCE

The Town of Newmarket anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the Town certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

NAME: __Steve Fournier_____

TITLE: _ Town Administrator_____

SIGNATURE: _____

DATE: January 18, 2017

MUNICIPAL CERTIFICATION

To the best of my knowledge, the data in this application is true and correct, and this application submittal has been authorized by the Town of Newmarket, New Hampshire. The Town of Newmarket will comply with all federal and state laws, rules, regulations and requirements, including those in PART Cdfa 300 - CDBG Administrative Rules.

Furthermore, I certify that:

- The municipality affirmatively furthers fair and affordable housing;
- Where applicable, the proposed project is consistent with the municipal master plan, the Housing and Community Development Plan (HCDP), the Residential Antidisplacement & Relocation Assistance (RARA) Plan and that all planning and zoning requirements have been, or will be, met;
- Where applicable, the municipality shall provide adequate funds to operate and maintain the public facility or improvement after the completion of the project. Not Applicable.

Steve Fournier
Name of Designated CEO:

Town Administrator
Title:

Signature

January 18, 2017
Date

NOTARY SECTION

State of New Hampshire

County of Rockingham

On this 18th day of January, 2017 before me _____, the undersigned officer, personally appeared Steve Fournier, who acknowledged him/herself to be the Town Administrator of the Town of Newmarket, and that he, as such, being authorized so to do, executed the foregoing certification for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Seal

Notary Public/Justice of the Peace

My Commission expires: _____

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-00

Instructions (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report ☐ or an Update Report ☐

1. Applicant/Recipient Name, Address, and Phone (include area code)

Town of Newmarket
186 Main Street
Newmarket, New Hampshire 03857
(603) 659-8501

2. Social Security Number or
Employer ID Number:

3. HUD Program Name

CDBG

4. Amount of HUD Assistance
Requested/Received
Up to \$500,000

5. State the name and location (street address, City and State) of the project or activity:

Improvements to Great Hill Terrace, Newmarket, NH

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

X Yes ☐ No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9

X Yes ☐ No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds. Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds
NH CDFA	CDBG	Up to \$500,000	Improvements to Housing

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)
The work will be bid out to at least 2 bidders			

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:

X

Steve Fournier, Town Administrator

Date: (mm/dd/yyyy)

January 18, 2017



CDFA

Community Development Finance Authority

Strengthening New Hampshire's Communities

FORM 3-A
Environmental Review for Activity/Project that is
Exempt
Pursuant to 24 CFR Part 58.34(a)

Project Name: Improvements to Great Hill Terrace, Newmarket, NH
 Responsible Entity (Municipality): Newmarket
 Sub-Recipient (if different than Responsible Entity): Newmarket Housing Authority
 Preparer: Donna Lane
 Certifying Officer Name and Title: Steve Fournier, Town Administrator
 Project Address: Great Hill Terrace, Newmarket, NH

Total CDBG Grant Amount: Up to \$500,000
 Exempt CDBG Activity Estimated Amount: Up to \$500,000
 Description of the Proposed Project: Improvements to Great Hill Terrace, Newmarket, NH

Level of Environmental Review Determination (please pick one or both from below):

X Activity/Project is Exempt per 24 CFR 58.34(a)

As Chief Certifying Official of the Applicant, I hereby certify that the activities from the above mentioned project have been reviewed and determined to be Exempt activity(ies) per 24 CFR 58.34 as follows (check those that apply):

<input checked="" type="checkbox"/>	58.34(a) (1). Environmental & other studies, resource identification & the development of plans & strategies;
<input checked="" type="checkbox"/>	58.34(a) (2) Information and financial services;
<input checked="" type="checkbox"/>	58.34(a) (3) Administrative and management activities;
<input type="checkbox"/>	58.34(a) (4) Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
<input checked="" type="checkbox"/>	58.34(a) (5) Inspections and testing of properties for hazards or defects;
<input type="checkbox"/>	58.34(a) (6) Purchase of insurance;
<input type="checkbox"/>	58.34(a) (7) Purchase of tools;
<input checked="" type="checkbox"/>	58.34(a) (8) Engineering or design costs;
<input type="checkbox"/>	58.34(a) (9) Technical assistance and training;
<input type="checkbox"/>	58.34(a) (10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;
<input type="checkbox"/>	58.34(a) (11) Payment of principal and interest on loans made or obligations guaranteed by HUD;
<input type="checkbox"/>	Other _____

X	58.34(a) (1). Environmental & other studies, resource identification & the development of plans & strategies;
	Requires CDFA approval

The responsible entity must also complete and attach the **58.6 Compliance Checklist**.

With reference to the above Program activity(ies)/Project, I, the undersigned officer of the grantee, accept responsibility under the National Environmental Policy Act for environmental reviews, decisions and actions. By my signature below, I certify that I am authorized to, and do personally accept the jurisdiction of the Federal Court for enforcement of the aforesaid responsibilities. In addition, we request that the environmental conditions attendant to the above referenced grant activities be released so that, upon Governor and Council approval (where applicable), funds may be drawn down for Exempt (§58.34), Categorical Excluded Not Subject to §58.5[§58.35(b)]. I understand that any activities not listed above are subject to all rules applicable to 24CFR58 and that funds may be not be obligated without a notice of removal of environmental conditions from CDFA

Responsible Entity Agency Official Signature:

Name/Title/Organization: Town of Newmarket
Authorized Certifying Officer Signature _____ Date: January 18, 2017
Name/Title: Steve Fournier, Town Administrator
Preparer Name: Donna Lane
Preparer Signature: Donna Lane Date: January 3, 2017

Any costs incurred prior to contract approval by the Governor and Executive Council (if applicable) of the State of New Hampshire will be at the risk of the applicant. You may not incur any cost except for those authorized by CDFA prior to release of funds notification. All applicable State and Federal regulations including but not limited to procurement and debarment apply to the activities stated above.

CDBG Environmental Review Compliance Checklist for 24 CFR §58.6

Other Requirements

Complete for all projects, including Exempt (§58.34), Categorically Excluded Subject to §58.5 [§58.35(a)], Categorically Excluded Not Subject to §58.5 [§58.35(b)], and Projects Requiring Environmental Assessments (§58.36). Must be completed for each individual property address included within the project.

Project Name: Improvements to Great Hill Terrace, Newmarket, NH

Project Number: Proposed 17-192-CDPF

§58.6(a) and (b) Flood Disaster Protection Act of 1973, as amended; National Flood Insurance Reform Act of 1994

Does the project involve: Formula grants made to states, State-owned property, small loans (\$5,000 or less), assisted leasing that is not used for repairs, improvements, or acquisition?

☐ Yes ☒ No

If Yes, compliance with this section is complete.

If No, continue.

Is the project located in a FEMA identified Special Flood Hazard Area?

☐ Yes ☒ No

If No, compliance with this section is complete.

If Yes, continue.

Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

☐ Yes ☐ No

If Yes, Flood Insurance under the National Flood Insurance Program must be obtained. If HUD assistance is provided as a grant, insurance must be maintained for the economic life of the project and in the amount of the total project cost (or up to the maximum allowable coverage, whichever is less). If HUD assistance is provided as a loan, insurance must be maintained for the term of the loan and in the amount of the loan (or up to maximum allowable coverage, whichever is less). A copy of the flood insurance policy declaration must be kept on file in the ERR.

If No, Federal assistance may not be used in the Special Flood Hazards Area.

Cite and attach source documentation: (Documentation should include a FEMA Flood Map showing project location in reference to flood zone designation. If flood map is not available, use best available information.)

For additional information see:

FEMA Map Service Center: <http://www.msc.fema.gov>

§58.6(c) Coastal Barrier Improvement Act, as amended by the Coastal Barriers Improvement Act of 1990 (16 U.S.C. 3501) Not Applicable *Please Move on to the next section CDFA 11/13/14.*

Per FEMA's and the US Fish & Wildlife Service's web sites; New Hampshire does not have designated Coastal Barrier Resource System areas/communities. (Per Federal Consistency Coordinator, New Hampshire Coastal Program DES 11/13/2014).

§58.6(d) Runway Clear Zones and Clear Zones [24 CFR §51.303(a) (3)]

Is your project located near Concord, Manchester or Portsmouth Airports?

Yes ☐ No ☒

If No, compliance with this section is complete.

If Yes, continue below.

Does the project involve the sale or purchase of existing property?

Yes ☐ No ☐

If No, compliance with this section is complete.

If Yes, continue below.

Is the project located within 2,500 feet of the end of a civil airport runway (Civil Airport's Runway Clear Zone) or within 15,000 feet of the end of a military runway (Military Airfield's Clear Zone)?

Yes ☐ No ☐

If No, compliance with this section is complete.

If Yes, Notice must be provided to buyer. The notice must advise the buyer that the property is in a Runway Clear Zone or Clear Zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date, be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information, and a copy of the signed notice must be maintained in this ERR.

To determine if your project falls in the Clear zone please use the following link. Radius Tool: <http://www.freemaptools.com/radius-around-point.htm> input your address on top, go below the map and fill in the feet space, click on map and the radius will be shown. If you have questions please call CDFA.

Cite and attach source document (Map indicating project site in proximity to end of runway):

For more information see:

Airport Information: <https://www.hudexchange.info/environmental-review/airport-hazards/>

<http://www.airnav.com/airports/>

HUD Airport Hazards Guidance: <https://www.onecpd.info/environmental-review/airport-hazards/>

Notice to Prospective Buyers: <https://www.onecpd.info/resource/2758/notice-prospective-buyers-properties-in-runway-clear-zones/>

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

January 4, 2017 7:00 PM

TOWN COUNCIL CHAMBERS

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

EXCUSED: Council Vice Chairman Phil Nazzaro

ALSO PRESENT: Town Administrator Steve Fournier, Superintendent Meredith Nadeau, Finance Director Lisa Ambrosio; Alan Gould, Stephen Daly, George Klauber and Bruce MacDougall of Municipal Resources Inc. (MRI)

AGENDA

Chairman Gary Levy welcomed everyone to the January 4, 2017 Newmarket Town Council Meeting and called the meeting to order at 7:02 pm, followed by the Pledge of Allegiance.

Chairman Levy stated that Councilor Nazzaro was away on business.

PUBLIC FORUM

Chairman Levy opened the Public Forum at 7:02 pm.

Charlotte DiLorenzo introduced herself as the new State Representative for District 17, the Newmarket-Newfields area. She said they were looking forward to an exciting legislative year and she would come back when she received her contact information from the State.

Chairman Levy closed the Public Forum at 7:03 pm.

PUBLIC HEARING - None

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

Acceptance of the Minutes of the Regular Meeting of December 21, 2016

Councilor Thompson made a motion to approve the minutes of the Regular Meeting of December 21, 2016, which was seconded by Councilor Burns.

As there were no changes or corrections, Town Administrator Fournier polled the Council and the minutes of the Regular Meeting of December 21, 2016 were approved by a vote of 6-0.

Acceptance of the Minutes of the Non-Public Meeting of December 21, 2016

Councilor Thompson made a motion to approve the minutes of the Non-Public Meeting of December 21, 2016, which was seconded by Councilor Bowden.

As there were no changes or corrections, Town Administrator Fournier polled the Council and the minutes of the Non-Public Meeting of December 21, 2016 were approved by a vote of 6-0.

REPORT OF THE TOWN ADMINSTRATOR

Town Administrator Steve Fournier informed the Council that Police Chief Kyle True had announced two **Police Department Promotions**. He stated that Detective Sergeant Rich Beaudet had been promoted to the position of Lieutenant, and had been working with the Newmarket Police Department for approximately 23 years. He said he also worked as a liaison with the Circuit Court handling criminal arraignments and grand jury processes, and would serve as Department spokesperson in the Chief's absence. Town Administrator Fournier stated that Greg Jordan was promoted as well to the position of Sergeant. He said had worked as a field training officer and recently graduated from a mid-management Command Training course at Roger Williams University.

Town Administrator Fournier stated that a new **House Bill to Allow Charter Towns to Appoint Town Clerk** was introduced which would allow the 7 towns that operate under a Town Council form of government to be able to determine if they would prefer to have their Town Clerk appointed or elected. He said the State adopted Home Rule for cities and towns that allowed them to determine which form of government suited their community, and this bill would clarify how towns operate under RSA 49-D. He said this was enabling legislation and any change would have to go before voters in the form of a Charter Amendment.

Town Administrator Fournier said tonight would be a first reading of **Resolution #2016/2017-18 Application for a Community Development Block Grant**. He stated that the Newmarket Housing Authority had requested they submit an application to the New Hampshire Development Finance Authority for \$500,000 to upgrade the facilities on Grayhill Terrace. He said there would be no financial impact to the Town, and they would secure the services of a Grant Writer to be paid through proceeds of the grant at the meeting on January 1, 2017. He said the Council would have to hold a Public Hearing and accept input on the Community Development Bond Grant, as well as some other Housing Regulations. He

said the Council would then be voting on whether or not to apply for the Grant. Councilor Thompson asked about the ownership of Grayhill Terrace and Town Administrator Fournier said it was owned by the Newmarket Housing Authority.

NEW FINANCE DIRECTOR

Town Administrator Fournier said he was pleased to introduce *Lisa Ambrosio*, who was the new *Business Administrator for the School* and would be *Finance Director of the Town* starting on March 1, 2017.

Finance Director Lisa Ambrosio said she was looking forward to working with the team on the Town side and working for both groups. Councilor Pike asked about what she was currently focusing on, and Finance Director Ambrosio said in the short term she was getting through the budget for the School and had dabbled in some things on the Town side. She said she was working out the logistics and mapping out her transition over to integrate both into her workday. Town Administrator Fournier added that the current Interim Finance Director had been meeting with her regularly.

Chairman Levy said he assumed she had done both town and school before, and Finance Director Ambrosio replied that she had, but not both together. She said she was used to taking on new initiatives, and had done a consolidation of new financial software in Amherst. She said she felt the key would be communication to make sure expectations were in line and everyone was working together. Chairman Levy asked how she would be working to combine the software for the School and the Town. She said she would need to look at what packages were available, but that two separate sets of books would need to be maintained as they were different financials for the Town and the School.

Town Administrator Fournier said they were looking to replace their current Financial Software system and then make sure it also met the needs of the School. Chairman Levy asked about cost savings, and Finance Director Ambrosio said that the software system would need to work for both and would basically involve a maintenance fee from the software company for the future. She said she felt the savings would not come from the cost of the software but in her consolidated position.

SCHOOL FACILITIES UPDATE – Superintendent Meredith Nadeau

Superintendent Meredith Nadeau stated that the Bond Proposal from the School District was just under \$39 million, and that the Budget Committee would be reviewing the proposal on Monday evening at 7:00 pm. She said there would be an Information Session this Saturday at 10:00 am at the Junior-Senior High School, with a Public Hearing on January 12, 2017 at 7:00 pm also at the High School. She said there would be a few more Information Sessions scheduled for Thursday January 26th at 7:00 pm at the Elementary School and on February 15th at 9:00 am in the Town Hall. She stated that the Deliberative Session would be held on February 4, 2017, with the Town at 9:00 am and the School at 10:00 am.

Superintendent Nadeau stated that the estimated tax impact information, which was included, would mean a first year interest-only payment of \$1.33/1,000 projected. She said the School Board was at this time contemplating a 30-year Bond Proposal, which would mean a \$3.15/1,000 tax impact for subsequent years above and beyond the current taxes. She said additional information could be found on the

Newmarket School Project Website link, or by emailing her, the School Board, or the Facilities Committee with questions. She said she wanted to make sure people had the information they needed to make an informed decision.

Chairman Levy asked how they had arrived at a 30-year bond. Superintendent Nadeau said they it came largely from Public Information Sessions and feedback from the people. She said it involved an additional interest payment over 30 years, but she felt it was a long-lived asset that they expected to be around for 30 to 50 years, and input had been to spread the dollars out over that time period. Chairman Levy asked what the difference between a 20-year and a 30-year bond would be. Superintendent Nadeau said she recalled that it was approximately a \$200/year difference. Chairman Levy asked what percentage of the construction costs were for architecture and engineering fees, and Superintendent Nadeau said they represented approximately 7.5%. Chairman Levy asked about contingencies in the event they went over the bond amount, and Superintendent Nadeau said they would then have to find savings in the project as they did not have license to exceed the Bond amount.

Councilor Thompson pointed out that though they would paying \$200/year more for the bond over a 20-year period, they would be paying for 10 years less with a savings of approximately \$7 million, and said the New Hampshire Bond Bank typically did 20-year loans. Chairman Levy asked if there had been any kind of anticipated budget increases for the School. Superintendent Nadeau said they did not anticipate fuel cost increases and pointed out that the new systems would be much more efficient than currently. She said electrical costs were projected to increase due to increased use of technology, and said they would probably be paying for the custodial position through energy savings. Chairman Levy asked about staffing and Superintendent Nadeau said a second Custodian might be needed in 2021 when the project reached completion, but that otherwise staffing was based on enrollment.

Superintendent Nadeau stated that at the Elementary School they were basically trading in Modulares for square footage and that it was not really an increase in space. She said they were adding a Kitchen and a Cafeteria at the Junior-Senior High School which would also provide some savings in their Food Service Program. Councilor Weinstein thanked Superintendent Nadeau for coming, and asked whether they had considered adding Solar or another type of renewable energy. Superintendent Nadeau said not for this piece, but that other opportunities could be looked at outside the Construction process. Chairman Levy thanked Superintendent Nadeau for coming in to present the information to the Council.

MRI EFFICIENCY STUDY – Final Report

Town Administrator Fournier stated that MRI had completed their efficiency study and were here to present a summary of their findings.

Mr. Alan Gould stated that he was the president of **Municipal Resources Inc. (MRI)** and served as the Project Manager on this project. He introduced Mr. Steve Daly who was the Team Leader and handled internal Town Hall functions, Mr. Bruce MacDougall who handled Police, and Mr. George Klauber who did Fire. He suggested they first run through the slides, make some comments, and then get into questions in more detail after the review.

Mr. Gould first provided an **Analysis of Services** starting with the Project Purpose, which was to provide an independent and objective evaluation and list opportunities to improve effectiveness, reduce duplication, maximize services, contain or reduce future costs, and enhance sustainability. He explained that in their approach they had used in-service subject experts and technical reviews and assessments through document review, site visits, interviews and researching alternatives. He said that the **Departments Reviewed** included the Town Administrator, Finance, Town Clerk/Tax Collector, Planning & Code Enforcement, Police, Fire & Emergency Services, Public Works & Environmental Services, IT, Recreation, and Human Services.

Mr. Gould next presented an **Overall Assessment** of the Town of Newmarket. He stated that operations functioned quite effectively and efficiently and the Town had a pretty traditional structure and a conservative approach to staffing. He said the staff was competent and dedicated but that staffing levels were marginal. He said it was both good news and bad news that the Town was a very lean organization, and said there would be marginal savings from their recommendations. He said anything they could do down the road, such as regional partnerships, would be helpful.

Mr. Gould said that for the **Future** they saw incremental staffing increases due to demand for services and/or collaboration with the School District. He said in the **Near Term** he saw the shared Finance Director and Human Resources Director and the shared Facilities Manager. He said the **Shared Finance Director** would be a consolidation of the primary functions associated with the School Business Administrator and the Town Finance Director which was already underway, and felt the crucial piece would be the software used to integrate those services. As far as the **Shared Facilities Manager**, the position would oversee Buildings, Grounds, and mechanical systems of the School District and the Town with the addition of Custodial Services for the School. He stated that the focus of the Facilities Manager should include Capital Planning, commodities purchasing and procurement, coordination of Maintenance Contracts, Buildings/Facilities-related Capital budgeting and planning and sequencing of Capital repairs, modifications/replacements, and oversight of major building projects.

Mr. Gould said that in the **Long Term** the Town should monitor opportunities for inter-local partnerships including regionalization or providing Regional Fire/Rescue and EMS Services, purchasing, and Public Safety Dispatch Services to neighboring communities. He said other suggestions were to work on the Council-Administration interface, update software applications, and explore partnering with the School District for mutual IT backup. As far as **Community Development**, Mr. Gould said they recommended considering the separation of Planning & Zoning from Code Enforcement, updating technology, looking into cloud-based GIS, and looking to the future in support of growth.

Police Department: Mr. Gould said that recommendations for the Police Department included making more use of media, considering a fire-suppression system for Police Headquarters, expanding departmental capacity and training for community emergencies, monitor personnel turnover to maintain a trained workforce, and implement an Alarm Ordinance.

Mr. Bruce MacDougall provided a review and recommended that a Police Communication Interaction Survey (PCI) be conducted to evaluate the interaction of the public with the Police Department. He stated that there were two issues with Community Emergencies, the first being that the Police Department and

the Fire Department do mutual drills on disasters. The second recommendation was to change the current emergency protocol so that the communications and the leaders were in the same place. As far as Personnel Turnover, Mr. MacDougall said that Newmarket saw a loss of about 1 officer per year, and pointed out the costs to replace a trained, experienced Police Officer. Chairman Levy asked if this was significantly higher than other Towns and Mr. MacDougall said it was higher by approximately 50%.

Mr. MacDougall said that the Cruiser Fee of \$10 on details was considerably lower than the actual cost, and said they needed to make sure the detail rate included all costs assumed by the Town so they would not be working at a loss. He stated that the cruiser fee in the FEMA Equipment Chart for 2016 was \$19.75, and recommended they bump up the current fee. Town Administrator Fournier pointed out that sometimes they could lose an outside detail to another community if their fee was too high, and that they needed to make sure the fees were all similar.

Fire/Rescue and Emergency Services: Mr. Gould reviewed Fire/Rescue and Emergency Services and said the recommendations included establishing mutual aid partnerships, nurturing the call and volunteer forces to maintain current staffing levels, seek grant funding, invest in software that supports efficiency, keep EMS fees up to date and revue their current collection rates, and to implement an Alarm Ordinance.

Mr. George Klauber said that Newmarket had a very good Fire Chief and Fire Department, with a Monday-Friday call staff available, and said they had created a culture where people wanted to belong. He said those systems were fragile and needed to be monitored closely by the Fire Chief and staff. He suggested strongly that the Town apply for a Safer Grant from the Federal Government which would allow them to work on recruiting and retention, and it could also be done in conjunction with other communities. He said it could also provide fire equipment for new people coming on and would allow them to expand their department with minimal impact to the community.

Mr. Klauber also suggested the Town look at enhancing their EMS revenues and investigate other billing companies that might take a more aggressive stance on collections. He said he would expect a community like this to be at a minimum of 80% collection or higher. Chairman Levy asked how Newmarket compared with other communities, and Mr. Klauber said they were at approximately 78-80%, but that data related to how much was written off was not available. He recommended issuing an RFP to look at other billing companies and include incentives to make sure fees are collected. Town Administrator Fournier asked about the live-in Firefighter Program, and Mr. Klauber said that communities where it had been successful went through a program from the Technical College which provided 1 first-year student and 1 second-year student. He said the students worked closely with the college and many times ended up returning to the department.

Mr. Klauber said it was imperative to continue to maintain a good call force, and pointed out that the Fire Chief who created the system was also their Public Works Director which posed real concerns for the future. He said they needed to work on a succession plan with the Fire Chief to insure someone would be ready to step into that position. He suggested that billing for Ambulance Services could also be bundled with emergency response, and said that because of the quality of the Town's Fire Department, they could be the core for a Regional Fire Department in the future.

Department of Public Works: Mr. Gould said the Public Works Department needed to find a comprehensive Capital Investment Plan. He felt they should also consider adding mechanic qualifications to their workforce. He said annual Highway & Infrastructure funding needed to be stabilized, and recommended the Town participate in collective purchasing groups.

Environmental Services: Mr. Gould said the new Wastewater Plant would require one new operator, and they should share an Administrative position with the Department of Public Works. He also recommended that they commit adequate funding to training and retention in the department.

Recreation: Mr. Gould recommended they continue to grow the Recreation Department and possibly expand partnering with neighboring towns. He also felt a Recreation Operations Manual needed to be established, and that a Recreation Master Plan should be developed for the future.

Mr. Gould said that as far as **Taking Action**, it was suggested that recommendations to be implemented be selected and revenue generators be identified. He said prioritization was key, and that the results should be prioritized and then scheduled and funded. He said as far as **Goals**, they provided a compilation of recommendations which were numbered and indexed back to pages in the document. He suggested that they put all this information into an Excel spreadsheet to be used as a Master Index. He recommended that the Town Administrator then meet with each Department Head to discuss the goals within their departments. He said they should then decide if the goal could be done, and if not why not. He said they would also need to determine whether there were fiscal or time regulations, and note who would be responsible, what the deadlines were, and develop a timeframe which could be continually updated. He recommended they meet quarterly with the administration to make sure milestones were achieved, and that in the end they should try to complete and implement as many goals as possible.

Town Administrator Fournier said he had already started breaking down the recommendations further, and said he intended to start scheduling meetings next week with department heads and staff. He said he would be breaking it down for each Department Head to go over their portions. He said he would provide the first update on March 1, 2017, followed by quarterly updates and where they stood with all of the projects. Mr. Gould recommended that programs involving revenues be implemented first, and they could then move through the stages of the others. Town Administrator Fournier stated that the Department Heads were already working on many of the recommendations.

Councilor Pike asked if they could identify any pitfalls communities went through with follow-up and implementation of the recommendations. Mr. Gould stated that it came down to commitment, and said he strongly encouraged the development of a Work Plan. He said the recommendations needed to be fully developed with a well-thought-out commitment in advance. Councilor Thompson stated that a difference here was that they had invested funds and personnel to provide a phenomenal Dispatch Center and said she felt the timing was right. Mr. Gould agreed that having a viable option provided an opportunity with other communities. Chairman Levy said it would be a good thing for the Council to stay on it quarterly and keep it a living document. Councilor Thompson said she felt this would not only go towards this Town Council but also to future Town Councils, and would give some consistency and make things smoother.

OLD BUSINESS

ORDINANCES AND RESOLUTIONS IN THE 2ND READING - None

ORDINANCES AND RESOLUTIONS IN THE 3RD READING

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

Chairman Levy said that the Council had been discussing the Facilities position at their last meeting, and said he had spoken with Mr. Gould briefly about the intentions of MRI.

Town Administrator Fournier explained that this resolution would amend the Administrative Code and take the Department of Buildings & Grounds out of the Department of Public Works to create a separate department. He said that department would be headed by a Director of Facilities/Director of Buildings & Grounds and would ultimately be a shared position with the School District. He said that a councilor had discussed with MRI that the Facilities Director would an independent position with Buildings & Grounds still under the Department of Public Works. Chairman Levy clarified that he had questioned what the recommendation from MRI had been and said creating a separate department did not seem consistent with their original intent.

Town Administrator Fournier stated that his reasoning for separating the departments was two-fold. He said currently the Department of Public Works had 4 divisions which were General Administration, Highways, Solid Waste, and Buildings & Grounds, and said Environmental Services had been taken out a few years ago. He said he felt the Facilities Director would then have a staff to address projects without first having to go through the Department of Public Works. He said there would still be a Supervisor of Buildings & Grounds who would answer to the Facilities Director, and said the Facilities Director would still do long-range planning, purchasing, work with Finance on contracts but would have someone to go to for day-to-day operations.

Mr. Gould of MRI stated that was not the intent of their report, and said they had envisioned this as a high-level position to oversee facilities-related commodities purchasing, coordinate maintenance contracts, write specifications for purchases, and oversee projects. He said they did not see the Facilities Manager supervising people or doing supervisory tasks, and said that general managers tended to get dragged down into low-oriented task functions. He said they also did not want to create a silo, but to create a sole position with a clearly defined role. He said they envisioned the Facilities Manager taking some things from the Town Administrator, the School Business Administrator or Finance Director, and some things which currently fell to the Department of Public Works. He felt that higher-level things tended to get lost in day-to-day operations, and they needed to identify commonalities across all the departments and build a really good job description. He said he did not see a problem with Facilities coordinating work with other departments, and recommended they work through channels that were already there.

Town Administrator Fournier said it was the intention of the Superintendent and himself to have a high-level position and not a working foreman. He said that in his position he saw the day-to-day operations,

and there were issues when staff members report they were being pulled in two different directions. He felt that someone overseeing this could make sure scheduling was correct there were no conflicts. He said he did want to create a silo in order to have a direct chain of command, and felt it was just a disagreement of philosophy.

Mr. Gould said that his recommendation would be to create the position and made sure they knew the qualifications that should be listed in the job description. He said he felt that the first year would entail a lot of work to become familiar with all the systems, the capital budget for this, and the long-range goals. He said that if the position was sustaining itself it would not prevent them from moving some staff over at that time. He said he saw potential issues that did not need to be there if the position was implemented correctly. Councilor Thompson said she agreed that a silo would be created, and said she felt a whole new department would be the opposite of what they were trying to do with finding efficiencies. She said a Facilities Director was not synonymous with a Department Head, and felt it should be part of the Administrative Office. Mr. Gould said they agreed with that.

Councilor Pike said they had unanimous agreement that the position should be a high level person who would bring more analytics to the facilities of the Town and to share the position with the School District, and felt it was important to move forward. He said he could see the merits of both arguments but was inclined to approve the plan as the Town Administrator proposed it. He said having a phased process of Buildings & Grounds reporting to the Facilities Director might have some merit, and said they had someone there who actually managed such a person who worked on both the Town and the School, and invited Superintendent Nadeau to make a comment.

Superintendent Nadeau stated that she oversaw the Facilities Director in Cape Elizabeth for 5 years and said this person also oversaw School Transportation. She said the Facilities Director was a high-level person writing RFPs, doing bidding for all School projects, and doing everything on the list of duties provided by MRI. She said the director supervised a School Maintenance staff and a Buildings & Grounds staff and said it had worked well for them. She said she also felt there would be insufficiencies on the School side in not being able to direct their concerns to the Facilities Director. She pointed out that 2/3 of the budget would be coming from the School and there was a shared wish for a Facilities Director. She said it was currently spread out across a lot of people which was not efficient and was costing money in the long run.

Town Administrator Fournier said he did not see a problem with a phased approach, but first he wanted the position, and if this would kill it he would ask the Council to withdraw it. He felt they were basically creating a deputy for him who would be overseeing all projects. He said he now had 5 people overseeing Buildings & Grounds: the Finance Director, the Code Enforcement officer, the Public Works Director, and the Buildings & Grounds Supervisor. He said he felt it was important to have someone who had the authority to ask someone to do something, and that creating a silo would provide a chain of command.

Councilor Pike said he would vote for the resolution as proposed, and said he was inclined to allow the Town Administrator to organize this as he proposed. Councilor Weinstein said she was happy that the Council was able to have this conversation with the representatives of MRI. She said she personally felt they were on the right track with the proposal as presented by the Town Administrator, and felt they

should give him leeway to make this decision. She said she had confidence in the Town Administrator and the Department Heads to make this work and said she supported the resolution as proposed.

Chairman Levy explained that he had brought this up at the last meeting because MRI was being quoted as advocating something he did not think was consistent, and said he was very glad they all got an opportunity to speak with MRI. He said his other issue went to thoroughness, and said the job description was basically taken from Cape Elizabeth. He said he would have preferred having the job description applied to Newmarket as they did not have the same socio-economic situation, as Cape Elizabeth had an electrician and plumber on their staff. Superintendent Nadeau clarified that they had a mechanical staff for basic repairs, but they did contract out for electric and plumbing services.

Town Administrator Fournier said that if they did not create the Facilities Director position, he was going to propose removing Buildings & Grounds from the Department of Public Works anyway and have the supervisor be the head of the department. Chairman Levy said he liked to see a plan vetted and annotated before going into something, and felt they should first create a job description and know how it was going to work. He said he was supportive of the job but not the way they were going about doing it. Mr. Gould said he was trying to look at this independently, and felt it could be done sequentially in a very well thought-out process. Town Administrator Fournier pointed out that hiring a Facilities Director as MRI recommended was not the same job description as what he was recommending.

Councilor Thompson said they had hired MRI as the experts, and as they were not recommending a separate department at this time, she would follow their advice. Councilor Bowden said he felt the position was needed and necessary. He said they already had a Department of Buildings & Grounds and this would free up the Public Works Director. He said he also felt it would help other departments get away from their minutiae and he was in support of the resolution.

Councilor Weinstein made a motion to approve *Resolution #2016/2017-16 Amending the Administrative Code: Creation of the Department of Buildings & Grounds*, which was seconded by Councilor Burns.

Town Administrator Fournier polled the Council and *Resolution #2016/2017-16 Amending the Administrative Code: Creation of the Department of Buildings & Grounds* was approved by a vote of 4-2.

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.)

COMMITTEE REPORTS

Councilor Pike said the *Planning Board Sub-Committee* had met and discussed a possible date for the Joint Planning Board/Town Council meeting. He stated that both he and Valerie Shelton would not be available the 2nd week of February. Councilor Weinstein asked if there were any other possible dates. Chairman Levy asked if there was any reason they could not meet at one of their regular meetings. Councilor Pike said the Planning Board had a Workshop meeting next week and then a regular meeting. He said

everything would be available in draft form by the first week of February. The Council agreed to schedule the Joint Meeting to be held at their regular meeting on February 1, 2017.

NEW BUSINESS/CORRESPONDENCE

TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS – None

ORDINANCES AND RESOLUTIONS IN THE 1ST READING

Resolution #2016/2017-18 Authorizing the TA to Submit an Application for a Community Development Block Grant for Housing Upgrades at Great Hill Terrace and to Sign the Town Housing and Community Development Plan and Residential and Anti-Displacement and Relocation Plan

Chairman Levy read Resolution #2016/2017-18 *Authorizing the TA to Submit an Application for a Community Development Block Grant for Housing Upgrades at Great Hill Terrace and to Sign the Town Housing and Community Development Plan and Residential and Anti-Displacement and Relocation Plan*, in full.

CLOSING COMMENTS/CORRESPONDENCE

Councilor Weinstein said that a date had been nailed down to honor Ms. McGilvery's High School Civics class for their help with the election. She said that on January 10, 2017 at 12:30 pm, an award would be formally presented the Civics class for its election services, and councilors were invited to attend.

NEXT MEETING: The next regular meeting of the Town Council is scheduled for January 18, 2016.

ADJOURNMENT

Councilor Thompson made a motion to adjourn the meeting, which was seconded by Councilor Pike. The meeting was adjourned at 9:12 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN ADMINISTRATOR

REPORT OF THE TOWN ADMINISTRATOR
January 18, 2017

Town Meeting – Deliberative Session: Tonight, I have the Town Warrant for the Council's signature. We will be holding Deliberative Session on Saturday February 4 at 9AM at the Newmarket Junior/Senior High School.

Election Day will be March 14 from 7AM to 7PM at the High School as well. We will need Councilors or Acting Councilors to be present that day.

Meeting with the Planning Board: I have extended the invitation of the Town Council to the Planning Board to attend the February 1 meeting to discuss various issues. They will be in attendance.

Director of Facilities: On the agenda this evening for a first reading are the job description for the Director of Facilities and the Memorandum of understanding between the Town and the School for the Town to provide the services of a facilities director to the School.

The job description was reviewed by the joint committee a few months back. The Superintendent and I revised it to reflect a higher level position, looking at similar positions in the City of Manchester and the University of New Hampshire.

The memorandum of understanding is very similar to the previous agreement between the Town and School for finance director services. This agreement just has the Town as the party providing the service, instead of the school. All other areas are the same.

FY17 Budget: We have completed half of FY17. At this point in time, we have expended 55% of the total operating budget and 54% of the General Fund Budget. We are right on target to where we were last year at this point in time. There is nothing out of the ordinary for expenses, except the Library. I have talked with the Librarian and there are expenses that will be offset by withdrawals from capital reserve funds.

Revenues continue to remain strong. We are approximately \$500,000 higher in revenues than we were last year at this point in time. We have seen about \$40,000 more in motor vehicle registrations, and \$21,000 in building permits.

ONGOING PROJECTS

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

MRI Efficiency Study: I have met with all department heads and the Superintendent to review the findings of MRI. I have informed department heads that they need to review their findings and work on a plan to either implement them or determine why they cannot be. I will be meeting with department heads individually at least monthly for updates on the projects, and as a group monthly as well. I will be using these findings and their implementation as a part of their annual review.

Channel 13 Producer: We are in the process of interviewing a new producer for Channel 13. I hope to have someone on board shortly.

Water and Sewer Capacity: We have signed these documents and will begin work shortly.

Additional Wells: I am requesting a non-public session about the acquisition of land for an additional well.

Respectfully Submitted,



Stephen R. Fournier
Town Administrator

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December 31, 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
Town Council			19,300.00	4,062.50	12,652.50	6,647.50	66%	19,300.00	4,111.25	13,098.75	6,201.25	68%
Town Administrator			189,139.00	22,799.42	103,334.76	85,804.24	55%	176,994.00	34,220.78	107,518.27	69,475.73	61%
Finance			206,844.00	14,575.39	87,345.44	119,498.56	42%	200,975.00	15,142.11	81,749.16	119,225.84	41%
Human Resource			1,515,143.00	110,075.44	856,595.72	658,547.28	57%	1,371,879.00	112,636.60	809,311.83	562,567.17	59%
Town Clerk/Tax Collector			176,442.00	12,006.82	81,392.72	95,049.28	46%	162,270.00	11,032.25	73,156.43	89,113.57	45%
Recreation			200,322.00	15,451.92	97,423.21	102,898.79	49%	210,407.00	18,209.55	103,748.90	106,658.10	49%
Code Enforcement			69,755.00	5,257.70	33,126.30	36,628.70	47%	67,253.00	5,192.36	33,236.83	34,016.17	49%
Direct Assistance			41,343.00	1,349.11	12,870.91	28,472.09	31%	48,220.00	3,768.88	15,854.20	32,365.80	33%
Assessing			69,325.00	0.93	28,402.13	40,922.87	41%	63,900.00	4,949.62	34,669.24	29,230.76	54%
Legal			80,000.00	12,559.10	41,694.33	38,305.67	52%	80,000.00	6,768.02	34,721.45	45,278.55	43%
Planning			122,676.00	7,902.80	58,583.94	64,092.06	48%	129,153.00	11,098.18	55,524.34	73,628.66	43%
Conservation			2,941.00	150.46	1,140.51	1,800.49	39%	1,941.00	288.38	1,466.38	474.62	76%
Economic Development			2,500.00	84.95	1,284.95	1,215.05	51%	1,000.00	0.00	0.00	1,000.00	0%
Debt Services			129,759.00	0.00	129,758.32	0.68	100%	131,959.00	106,988.57	134,158.32	-2,199.32	102%
Information Technology			135,558.00	6,030.20	79,558.14	55,999.86	59%	131,752.00	16,519.04	61,667.30	70,084.70	47%
Channel 13			31,586.00	874.96	10,682.80	20,903.20	34%	30,387.00	2,255.83	11,804.56	18,582.44	39%
Police			1,322,707.00	84,640.76	592,286.95	730,420.05	45%	1,308,012.00	89,649.01	578,010.65	730,001.35	44%
Public Works			427,516.00	37,808.07	198,306.56	229,209.44	46%	417,347.00	30,381.58	173,263.56	244,083.44	42%
Roadways & Sidewalks			330,970.00	39,416.45	129,287.56	201,682.44	39%	386,570.00	125,150.85	165,737.50	220,832.50	43%
Street Lights			49,000.00	6,168.27	22,125.88	26,874.12	45%	46,250.00	5,407.56	21,137.14	25,112.86	46%
Building & Grounds			482,233.00	58,854.77	230,407.36	251,825.64	48%	468,202.00	39,709.45	237,355.55	230,846.45	51%
Cemetery			37,253.00	1,534.61	15,484.78	21,768.22	42%	36,963.00	1,522.10	14,180.31	22,782.69	38%
Vehicle			206,500.00	22,466.12	82,783.98	123,716.02	40%	197,700.00	33,884.76	82,006.21	115,693.79	41%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December 31, 2016

			Fiscal Year 2017					Fiscal Year 2016				
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Fire & Rescue			358,762.00	22,301.91	164,262.91	194,499.09	46%	334,185.00	31,458.70	179,472.46	154,712.54	54%
emergency Management			1,950.00	0.00	750.00	1,200.00	38%	1,950.00	750.00	1,742.00	208.00	89%
Grants			53,000.00	2,000.00	46,505.00	6,495.00	88%	69,300.00	4,280.00	28,770.00	40,530.00	42%
Social Service Grant			43,029.00	0.00	27,126.00	15,903.00	63%	43,429.00	8,200.00	36,429.00	7,000.00	84%
Capital Reserve			575,115.00	0.00	575,115.00	0.00	100%	512,949.00	0.00	512,949.00	0.00	100%
		General Fund	6,880,668.00	488,372.66	3,720,288.66	3,160,379.34	54%	6,650,247.00	723,575.43	3,602,739.34	3,047,507.66	54%
Library			314,704.00	22,956.98	234,547.83	80,156.17	75%	314,033.00	40,669.40	156,781.68	157,251.32	50%
Recreation			243,433.00	5,963.88	140,583.47	102,849.53	58%	199,670.00	5,002.91	128,925.54	70,744.46	65%
Solid Waste			447,356.00	57,619.67	216,301.67	231,054.33	48%	443,981.00	63,722.88	186,674.21	257,306.79	42%
Water			932,813.00	40,569.67	579,669.35	353,143.65	62%	947,051.00	87,746.49	621,209.46	325,841.54	66%
Sewer			1,177,968.00	149,456.55	625,809.70	552,158.30	53%	1,101,437.00	155,637.29	598,717.82	502,719.18	54%
		Total Operating Budget	9,996,942.00	764,939.41	5,517,200.68	4,479,741.32	55%	9,656,419.00	1,076,354.40	5,295,048.05	4,361,370.95	55%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December 31, 2016

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Town Council	01-401-100-0000	TC - ELECTED SALARIES	11,000.00	2,750.00	8,250.00	2,750.00	75%	11,000.00	2,750.00	8,250.00	2,750.00	75%
	01-401-103-0000	TC - PART-TIME	7,800.00	1,312.50	4,402.50	3,397.50	56%	7,800.00	1,361.25	4,848.75	2,951.25	62%
	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	4,062.50	12,652.50	6,647.50	66%	19,300.00	4,111.25	13,098.75	6,201.25	68%
	01-402-101-0000	TA - FULL TIME SALARIES	135,095.00	10,347.06	67,185.53	67,909.47	50%	129,394.00	20,900.36	71,574.54	57,819.46	55%
	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	60.00	1,814.98	1,685.02	52%	3,000.00	313.72	3,072.44	-72.44	102%
	01-402-201-0000	TA - POSTAGE	3,000.00	162.90	977.07	2,022.93	33%	3,000.00	414.42	1,696.44	1,303.56	57%
	01-402-202-0000	TA - GENERAL SUPPLIES	11,500.00	538.85	3,735.89	7,764.11	32%	11,000.00	635.46	4,668.00	6,332.00	42%
Town Administrator	01-402-301-0000	TA - COMMUNICATION SERVICES	4,200.00	322.79	1,744.29	2,455.71	42%	4,100.00	517.54	1,940.89	2,159.11	47%
	01-402-310-0002	TA - DUES/SUBSCRIPTIONS	10,500.00	90.00	8,545.00	1,955.00	81%	9,000.00	1,163.35	8,638.67	361.33	96%
	01-402-310-0003	TA - ADVERTISING	2,500.00	230.00	2,207.88	292.12	88%	2,500.00	0.00	1,358.28	1,141.72	54%
	01-402-310-0005	TA - BOOKS	500.00	957.32	957.32	-457.32	191%	500.00	0.00	0.00	500.00	0%
	01-402-402-0000	TA - EQUIPMENT MAINTENA	8,344.00	1,340.50	6,093.63	2,250.37	73%	5,000.00	1,791.43	3,998.63	1,001.37	80%
	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	8,750.00	10,073.17	-7,573.17	403%	2,500.00	8,484.50	8,504.99	-6,004.99	340%
			189,139.00	22,799.42	103,334.76	85,804.24	55%	176,994.00	34,220.78	107,518.27	69,475.73	61%
	01-403-100-0000	FINANCE - ELECTED OFFICIALS	900.00	0.00	900.00	0.00	100%	900.00	0.00	0.00	900.00	0%
	01-403-101-0000	FINANCE - FULL TIME SALARIES	167,544.00	13,815.77	77,883.73	89,660.27	46%	163,725.00	14,373.03	64,970.42	98,754.58	40%
Finance	01-403-103-0000	FINANCE - PART TIME SALARIES	5,000.00	416.67	2,500.02	2,499.98	50%	5,000.00	416.67	2,500.02	2,499.98	50%
	01-403-190-0000	FINANCE- TRAINING/STAFF DEVELOPMENT	0.00	40.72	40.72	-40.72	0%	0.00	0.00	99.12	-99.12	0%
	01-403-202-0000	FINANCE - GENERAL SUPPLIES	5,000.00	130.45	1,541.84	3,458.16	31%	5,000.00	167.97	2,144.50	2,855.50	43%
	01-403-301-0000	FINANCE - COMMUNICATIONS SERVICES	2,400.00	121.78	776.91	1,623.09	32%	2,400.00	184.44	1,247.81	1,152.19	52%
	01-403-310-0001	FINANCE - BUDGET COMMITTEE EXPENSE	600.00	0.00	0.00	600.00	0%	600.00	0.00	0.00	600.00	0%
	01-403-310-0002	FINANCE - DUES/SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0%	300.00	0.00	0.00	300.00	0%
	01-403-310-0003	FINANCE - ADVERTISING	500.00	0.00	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	50.00	215.20	-215.20	0%	0.00	0.00	0.00	0.00	0%
	01-403-703-0000	FINANCE - AUDIT	24,000.00	0.00	2,232.00	21,768.00	9%	21,450.00	0.00	10,341.00	11,109.00	48%
		206,844.00	14,575.39	87,345.44	119,498.56	42%	200,975.00	15,142.11	81,749.16	119,225.84	41%	

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December 31, 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
	01-404-150-0000	EMP BEN - FICA	124,089.00	9,095.53	53,059.14	71,029.86	43%	111,000.00	8,662.99	53,566.18	57,433.82	48%
	01-404-151-0000	EMP BEN - MEDICARE	45,134.00	3,218.35	19,493.12	25,640.88	43%	43,407.00	3,361.08	19,420.58	23,986.42	45%
	01-404-152-0000	EMP BEN - PRE-EMPLOYMENT TESTING	2,740.00	0.00	194.00	2,546.00	7%	750.00	144.00	651.50	98.50	87%
	01-404-155-0000	EMP BEN - HEALTH INSURANCE	585,734.00	44,503.32	320,505.80	265,228.20	55%	526,976.00	45,691.57	296,226.72	230,749.28	56%
	01-404-156-0000	EMP BEN - NH RETIREMENT	426,379.00	33,294.50	201,759.59	224,619.41	47%	397,313.00	35,154.98	198,872.09	198,440.91	50%
	01-404-159-0000	EMP BEN - LIFE/DISABILITY BENE	27,660.00	2,323.87	14,132.05	13,527.95	51%	25,575.00	4,025.65	11,723.35	13,851.65	46%
	01-404-160-0000	EMP BEN - WORKERS COMPENSATION	125,389.00	-118.36	125,562.67	-173.67	100%	113,990.00	-215.00	116,553.00	-2,563.00	102%
	01-404-161-0000	EMP BEN - UNEMPLOYMENT	4,413.00	1,621.23	1,621.23	2,791.77	37%	6,523.00	0.00	0.00	6,523.00	0%
	01-404-162-0000	EMP BEN - EMPLOYEE TESTING	600.00	387.00	572.25	27.75	95%	600.00	0.00	0.00	600.00	0%
	01-404-190-0000	HR - TRAINING STAFF DEVELOPMENT	2,500.00	0.00	2,766.87	-266.87	111%	2,500.00	61.33	1,673.41	826.59	67%
	01-404-197-0000	EMP BEN - MERIT INCREASE POOL	45,000.00	0.00	0.00	45,000.00	0%	35,000.00	0.00	0.00	35,000.00	0%
	01-404-198-0000	EMP BEN - LONGEVITY	22,275.00	15,750.00	15,750.00	6,525.00	71%	18,675.00	15,750.00	15,750.00	2,925.00	84%
	01-404-504-0006	EMP BEN - PROPERTY LIABILITY INSURANCE	103,230.00	0.00	101,179.00	2,051.00	98%	89,570.00	0.00	93,845.00	-4,275.00	105%
	01-404-504-0007	EMP BEN - INSURANCE DEDUCTIBLES	0.00	0.00	0.00	0.00	0%	0.00	0.00	1,030.00	-1,030.00	0%
Human Resource			1,515,143.00	110,075.44	856,595.72	658,547.28	57%	1,371,879.00	112,636.60	809,311.83	562,567.17	59%
	01-405-101-0000	TC/TC - FULL TIME SALARIES	105,904.00	8,331.06	50,064.84	55,839.16	47%	101,548.00	8,146.36	49,946.27	51,601.73	49%
	01-405-103-0000	TC/TC - PART TIME SALARIES	27,919.00	2,103.03	11,035.33	16,883.67	40%	27,410.00	2,020.10	14,302.82	13,107.18	52%
	01-405-103-0070	TC/TC PT - ELECTION OFFICIALS	8,925.00	225.00	4,350.00	4,575.00	49%	5,106.00	0.00	0.00	5,106.00	0%
	01-405-190-0000	TC/TC - TRAINING STAFF DEVELOPMENT	2,600.00	0.00	1,308.39	1,291.61	50%	2,600.00	0.00	546.62	2,053.38	21%
	01-405-201-0000	TC/TC - POSTAGE	10,167.00	373.60	3,804.54	6,362.46	37%	8,966.00	378.02	3,719.98	5,246.02	41%
	01-405-202-0000	TC/TC - GENERAL SUPPLIES	3,300.00	524.95	1,739.29	1,560.71	53%	3,300.00	316.18	1,450.03	1,849.97	44%
	01-405-301-0000	TC/TC - COMMUNICATION SERVICES	1,600.00	119.38	608.59	991.41	38%	1,600.00	121.18	610.69	989.31	38%
	01-405-310-0002	TC/TC - DUES/SUBSCRIPTIONS	489.00	20.00	107.95	381.05	22%	360.00	20.00	56.00	304.00	16%
	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	303.33	3,578.84	4,534.16	44%	4,380.00	21.92	201.79	4,178.21	5%
	01-405-402-0000	TC/TC - EQUIPMENT MAINTENANCE	1,400.00	0.00	397.50	1,002.50	28%	1,400.00	0.00	497.00	903.00	36%
	01-405-702-0000	TC/TC - DEED RESEARCH	2,575.00	6.47	169.70	2,405.30	7%	2,600.00	8.49	201.27	2,398.73	8%
	01-405-702-1000	TC/TC - CODIFICATION	950.00	0.00	1,727.75	-777.75	182%	500.00	0.00	1,392.63	-892.63	279%
	01-405-800-0000	TC/TC - EQUIPMENT PURCHASE	2,500.00	0.00	2,500.00	0.00	100%	2,500.00	0.00	0.00	2,500.00	0%
Town Clerk/Tax Collector			176,442.00	12,006.82	81,392.72	95,049.28	46%	162,270.00	11,032.25	73,156.43	89,113.57	45%
	01-406-101-0000	RECREATION-FULL TIME SALARIES	154,229.00	12,100.25	73,278.13	80,950.87	48%	146,666.00	11,863.59	73,075.31	73,590.69	50%
	01-406-103-0000	RECREATION-PART TIME SALARIES	25,486.00	2,018.28	17,842.89	7,643.11	70%	43,434.00	3,245.82	19,984.35	23,449.65	46%
	01-406-190-0000	RECREATION-TRAINING/STAFF DEVELOP.	2,000.00	493.38	513.38	1,486.62	26%	2,000.00	146.25	2,269.13	-269.13	113%
	01-406-191-0000	RECREATION-TRAVEL EXPENSE	300.00	52.38	52.38	247.62	17%	300.00	0.00	0.00	300.00	0%
	01-406-192-0000	RECREATION-MEAL ALLOWANCE	300.00	19.34	141.98	158.02	47%	300.00	0.00	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	661.75	661.75	838.25	44%
	01-406-202-0000	RECREATION-GENERAL SUPPLIES	1,650.00	279.88	1,435.70	214.30	87%	1,650.00	225.37	630.35	1,019.65	38%
	01-406-301-0000	RECREATION-COMMUNICATION SERVICE	3,288.00	191.28	1,447.05	1,840.95	44%	3,288.00	280.99	1,323.54	1,964.46	40%
	01-406-310-0002	RECREATION-DUES/SUBSCRIPTIONS	1,233.00	87.28	187.26	1,045.74	15%	1,233.00	378.00	745.96	487.04	60%
	01-406-402-0000	RECREATION-EQUIP. MAINTENANCE	6,636.00	90.00	1,880.37	4,755.63	28%	6,636.00	472.31	1,818.69	4,817.31	27%
	01-406-800-0000	RECREATION-EQUIP. PURCHASE	1,200.00	0.00	399.98	800.02	33%	1,200.00	0.00	985.44	214.56	82%
	01-406-904-0000	RECREATION-SUNRISE SUNSET SR CTR	2,500.00	119.85	244.09	2,255.91	10%	2,200.00	935.47	2,175.43	24.57	99%
Recreation			200,322.00	15,451.92	97,423.21	102,898.79	49%	210,407.00	18,209.55	103,748.90	106,658.10	49%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December 31, 2016

			Fiscal Year 2017					Fiscal Year 2016				
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	01-407-101-0000	CODE - FULL-TIME SALARIES	25,356.00	1,950.17	12,734.34	12,621.66	50%	25,355.00	1,950.41	12,564.78	12,790.22	50%
	01-407-103-0000	CODE - PART TIME SALARIES	38,919.00	3,197.58	18,715.28	20,203.72	48%	37,318.00	2,913.58	18,533.28	18,784.72	50%
	01-407-190-0000	CODE - TRAINING	1,000.00	0.00	110.00	890.00	11%	1,000.00	130.00	205.00	795.00	21%
	01-407-201-0000	CODE - POSTAGE	130.00	11.58	44.31	85.69	34%	130.00	1.94	30.62	99.38	24%
	01-407-202-0000	CODE - GENERAL SUPPLIES	2,700.00	13.49	469.14	2,230.86	17%	2,700.00	85.56	1,089.12	1,610.88	40%
	01-407-301-0000	CODE - TELEPHONE	1,000.00	84.88	444.28	555.72	44%	500.00	85.87	482.03	17.97	96%
	01-407-310-0002	CODE - DUES/SUBSCRIPTIONS	400.00	0.00	608.95	-208.95	152%	0.00	25.00	332.00	-332.00	0%
	01-407-402-0000	CODE - EQUIPMENT MAINTENANCE	200.00	0.00	0.00	200.00	0%	200.00	0.00	0.00	200.00	0%
	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	5,257.70	33,126.30	36,628.70	47%	67,253.00	5,192.36	33,236.83	34,016.17	49%
	01-408-103-0000	DIR ASSIST - PART-TIME SALARIES	23,943.00	1,318.09	7,985.73	15,957.27	33%	22,320.00	1,262.94	9,548.06	12,771.94	43%
	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	155.18	44.82	78%	200.00	30.94	156.14	43.86	78%
	01-408-310-0002	DIR ASSIST - DUES/SUBSCRIPTIONS	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%
	01-408-315-0038	DIR ASSIST - FOOD	1,000.00	0.00	0.00	1,000.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	01-408-315-0039	DIR ASSIST - RENT	10,000.00	0.00	3,980.00	6,020.00	40%	15,000.00	1,975.00	4,900.00	10,100.00	33%
	01-408-315-0040	DIR ASSIST - ELECTRICITY	1,000.00	0.00	0.00	1,000.00	0%	1,500.00	500.00	500.00	1,000.00	33%
	01-408-315-0041	DIR ASSIST - HEAT	2,000.00	0.00	0.00	2,000.00	0%	2,500.00	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	1,349.11	12,870.91	28,472.09	31%	48,220.00	3,768.88	15,854.20	32,365.80	33%
	01-409-130-0000	ASSESS - CONTRACTED SERVICES	60,475.00	0.00	20,385.66	40,089.34	34%	55,000.00	4,943.70	34,655.33	20,344.67	63%
	01-409-201-0000	ASSESS - POSTAGE	500.00	0.93	22.47	477.53	4%	500.00	5.92	13.91	486.09	3%
	01-409-202-0000	ASSESS - GENERAL SUPPLIES	500.00	0.00	234.00	266.00	47%	500.00	0.00	0.00	500.00	0%
	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	0.93	28,402.13	40,922.87	41%	63,900.00	4,949.62	34,669.24	29,230.76	54%
	01-410-602-0000	LEGAL - LEGAL EXPENSES	80,000.00	12,559.10	41,694.33	38,305.67	52%	80,000.00	6,768.02	34,721.45	45,278.55	43%
Legal			80,000.00	12,559.10	41,694.33	38,305.67	52%	80,000.00	6,768.02	34,721.45	45,278.55	43%
	01-411-101-0000	PLAN - FULL TIME SALARIES	98,731.00	7,735.91	47,949.95	50,781.05	49%	95,708.00	7,594.57	46,885.48	48,822.52	49%
	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	26.00	58.40	1,441.60	4%	1,500.00	17.25	482.25	1,017.75	32%
	01-411-201-0000	PLAN - POSTAGE	2,500.00	67.57	518.81	1,981.19	21%	2,000.00	19.30	503.07	1,496.93	25%
	01-411-202-0000	PLAN - GENERAL SUPPLIES	2,000.00	21.49	1,021.10	978.90	51%	2,000.00	140.20	641.57	1,358.43	32%
	01-411-202-0054	PLAN - MAPPING SUPPLIES	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	3,000.00	3,000.00	1,000.00	75%
	01-411-301-0000	PLAN - COMMUNICATIONS SERVICES	600.00	51.83	327.35	272.65	55%	600.00	53.31	270.54	329.46	45%
	01-411-310-0002	PLAN - DUES/SUBSCRIPTIONS	8,345.00	0.00	8,357.19	-12.19	100%	8,345.00	65.00	465.00	7,880.00	6%
	01-411-310-0003	PLAN - ADVERTISING	2,000.00	0.00	351.14	1,648.86	18%	2,000.00	208.55	923.03	1,076.97	46%
	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	7,902.80	58,583.94	64,092.06	48%	129,153.00	11,098.18	55,524.34	73,628.66	43%

Town of Newmarket, New Hampshire
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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
	01-413-103-0000	CON COMM - PT RECORDING SECRETARY	2,000.00	150.00	735.00	1,265.00	37%	1,000.00	131.25	746.25	253.75	75%
	01-413-201-0000	CON COMM - POSTAGE	60.00	0.46	10.51	49.49	18%	60.00	6.96	6.96	53.04	12%
	01-413-202-0000	CON COMM - GENERAL SUPPLI	200.00	0.00	75.00	125.00	38%	200.00	-363.00	200.00	0.00	100%
	01-413-310-0002	CON COMM - DUES/SUBSCRIPT	390.00	0.00	0.00	390.00	0%	390.00	363.00	363.00	27.00	93%
	01-413-702-0000	CON COMM - CONTRACTED SERVICES	291.00	0.00	320.00	-29.00	110%	291.00	150.17	150.17	140.83	52%
Conservation			2,941.00	150.46	1,140.51	1,800.49	39%	1,941.00	288.38	1,466.38	474.62	76%
	01-414-310-0000	ECON DEV - OPERATING EXPENSE	2,500.00	84.95	1,284.95	1,215.05	51%	1,000.00	0.00	0.00	1,000.00	0%
Economic Development			2,500.00	84.95	1,284.95	1,215.05	51%	1,000.00	0.00	0.00	1,000.00	0%
	01-418-950-0000	DEBT SER - PRINCIPLE	100,000.00	0.00	100,000.00	0.00	100%	100,000.00	100,000.00	100,000.00	0.00	100%
	01-418-951-0000	DEBT SER - INTEREST	29,759.00	0.00	29,758.32	0.68	100%	31,959.00	6,988.57	34,158.32	-2,199.32	107%
Debt Services			129,759.00	0.00	129,758.32	0.68	100%	131,959.00	106,988.57	134,158.32	-2,199.32	102%
	01-420-101-0000	MIS - FULL TIME SALARIES	68,183.00	5,349.74	32,367.01	35,815.99	47%	65,377.00	5,244.84	32,285.84	33,091.16	49%
	01-420-190-0000	MIS - TRAINING	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-420-202-0000	MIS - GENERAL SUPPLIES	2,500.00	0.00	505.10	1,994.90	20%	2,500.00	918.60	1,928.83	571.17	77%
	01-420-301-0000	MIS - COMMUNICATION SERVICE	600.00	50.46	502.40	97.60	84%	600.00	50.37	253.66	346.34	42%
	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	4,281.63	17,290.98	22,709.02	43%
	01-420-409-0000	MIS - REPAIRS/MAINT	4,500.00	0.00	2,180.04	2,319.96	48%	4,500.00	2,175.22	2,435.20	2,064.80	54%
	01-420-414-0000	MIS - SOFTWARE LICENSES	4,500.00	0.00	1,421.40	3,078.60	32%	4,500.00	364.49	364.49	4,135.51	8%
	01-420-702-0000	MIS - VENDOR SUPPORT	1,500.00	0.00	0.00	1,500.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-420-800-0000	MIS - NEW EQUIPMENT	10,000.00	630.00	5,599.20	4,400.80	56%	12,000.00	3,483.89	7,108.30	4,891.70	59%
Information Technology			135,558.00	6,030.20	79,558.14	55,999.86	59%	131,752.00	16,519.04	61,667.30	70,084.70	47%
	01-421-103-0000	CHANNEL 13 PART TIME SALARIES	23,086.00	594.97	8,212.86	14,873.14	36%	21,887.00	1,755.83	10,804.56	11,082.44	49%
	01-421-202-0000	CHANNEL 13 MISC EQUIPMENTS	6,000.00	29.99	1,219.94	4,780.06	20%	6,000.00	0.00	250.00	5,750.00	4%
	01-421-310-0000	CHANNEL 13 - OPERATING EXPENSES	2,500.00	250.00	1,250.00	1,250.00	50%	2,500.00	500.00	750.00	1,750.00	30%
Channel 13			31,586.00	874.96	10,682.80	20,903.20	34%	30,387.00	2,255.83	11,804.56	18,582.44	39%

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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
Police	01-438-101-0000	POLICE - FULL TIME SALARIES	1,037,437.00	74,098.81	490,316.78	547,120.22	47%	1,013,622.00	73,753.50	458,109.91	555,512.09	45%
	01-438-102-0000	POLICE - OVERTIME	107,010.00	4,138.04	54,569.40	52,440.60	51%	105,140.00	9,374.07	70,840.55	34,299.45	67%
	01-438-103-0000	POLICE - PART-TIME SALARIES	35,000.00	2,018.10	12,674.11	22,325.89	36%	35,000.00	2,148.28	14,195.97	20,804.03	41%
	01-438-162-0000	POLICE - MEDICAL	2,500.00	0.00	190.08	2,309.92	8%	2,500.00	0.00	814.78	1,685.22	33%
	01-438-190-0000	POLICE - TRAINING/STAFF DEVELOPMENT	10,000.00	861.39	3,805.46	6,194.54	38%	10,000.00	0.00	146.78	9,853.22	1%
	01-438-191-0000	POLICE - TRAVEL/MILEAGE	600.00	0.00	19.00	581.00	3%	600.00	0.00	108.90	491.10	18%
	01-438-193-0000	POLICE - UNIFORMS	8,800.00	0.00	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	0.00	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	0.00	357.53	2,142.47	14%	2,500.00	0.00	49.15	2,450.85	2%
	01-438-201-0000	POLICE - POSTAGE	450.00	38.79	195.92	254.08	44%	450.00	57.15	226.87	223.13	50%
	01-438-202-0000	POLICE - OFFICE SUPPLIES	5,500.00	410.96	1,733.93	3,766.07	32%	5,500.00	687.09	2,469.82	3,030.18	45%
	01-438-202-0438	POLICE-GENERAL SUPPLIES	400.00	20.50	123.00	277.00	31%	400.00	20.00	120.00	280.00	30%
	01-438-209-0000	POLICE - GASOLINE	34,000.00	1,310.90	8,400.53	25,599.47	25%	34,000.00	1,215.81	8,471.65	25,528.35	25%
	01-438-301-0000	POLICE - COMMUNICATION SERVICES	16,500.00	1,045.71	5,135.78	11,364.22	31%	16,500.00	1,394.74	6,272.98	10,227.02	38%
	01-438-310-0002	POLICE - DUES/MEMBERSHIPS	4,210.00	0.00	0.00	4,210.00	0%	3,200.00	25.00	125.00	3,075.00	4%
	01-438-310-0005	POLICE - BOOKS/PUBLICATIONS	2,800.00	44.95	125.90	2,674.10	4%	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	233.76	1,045.92	16,954.08	6%
	01-438-310-0045	POLICE - PRISONER EXPENSES	1,200.00	60.98	247.98	952.02	21%	1,200.00	43.82	240.98	959.02	20%
	01-438-402-0000	POLICE - EQUIP MAINTENANCE	5,000.00	0.00	642.82	4,357.18	13%	5,000.00	100.00	947.89	4,052.11	19%
	01-438-410-0000	POLICE - EQUIPMENT LEASE	26,900.00	591.63	2,753.72	24,146.28	10%	26,900.00	595.79	4,038.44	22,861.56	15%
	01-438-501-0000	POLICE - PRINTING/PUBLISHING	2,800.00	0.00	705.00	2,095.00	25%	2,800.00	0.00	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%
			1,322,707.00	84,640.76	592,286.95	730,420.05	45%	1,308,012.00	89,649.01	578,010.65	730,001.35	44%
Public Works	01-441-101-0000	PW ADMIN. - FULL TIME SALARIES	119,085.00	9,210.24	57,047.71	62,037.29	48%	118,136.00	9,160.32	56,344.48	61,791.52	48%
	01-441-102-0000	PW ADMIN. - OVERTIME	50,000.00	6,840.02	17,646.30	32,353.70	35%	50,000.00	500.94	3,643.86	46,356.14	7%
	01-441-106-0000	PW ADMIN. - LABOR SALARIES	231,131.00	18,253.59	110,266.59	120,864.41	48%	220,711.00	17,930.88	101,327.59	119,383.41	46%
	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	841.55	4,358.88	5,641.12	44%	14,000.00	927.12	4,662.25	9,337.75	33%
	01-441-201-0000	PW ADMIN. - POSTAGE	100.00	0.93	27.26	72.74	27%	100.00	3.10	49.15	50.85	49%
	01-441-202-0000	PW ADMIN. - GENERAL SUPPLIES	8,000.00	2,063.94	3,963.26	4,036.74	50%	6,500.00	789.01	2,486.68	4,013.32	38%
	01-441-301-0000	PW ADMIN. - COMMUNICATION SERVICE	6,000.00	597.80	3,771.56	2,228.44	63%	6,000.00	758.95	3,088.51	2,911.49	51%
	01-441-310-0002	PW ADMIN. - DUES/MEMBERSHIPS	1,000.00	0.00	25.00	975.00	3%	200.00	25.00	1,017.00	-817.00	509%
	01-441-310-0003	PW ADMIN. - ADVERTISING	1,200.00	0.00	0.00	1,200.00	0%	1,200.00	286.26	554.04	645.96	46%
			427,516.00	37,808.07	198,306.56	229,209.44	46%	417,347.00	30,381.58	173,263.56	244,083.44	42%

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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
	01-442-202-0000	RDWY/SWK - GENERAL SUPPLIES	16,000.00	4,101.70	14,534.67	1,465.33	91%	15,000.00	491.55	5,076.00	9,924.00	34%
	01-442-205-0000	RDWY/SWK - WINTER SALT	80,000.00	14,812.91	30,368.64	49,631.36	38%	80,000.00	0.00	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	0.00	15.96	3,484.04	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-442-250-0000	RDWY/SWK - COLD MIX	3,000.00	580.50	868.05	2,131.95	29%	2,800.00	851.85	851.85	1,948.15	30%
	01-442-251-0000	RDWY/SWK - HOT TOP	155,000.00	19,238.00	61,025.96	93,974.04	39%	125,000.00	115,786.25	115,786.25	9,213.75	93%
	01-442-402-0000	RDWY/SWK - EQUIPMENT LEASE	13,200.00	0.00	13,892.50	-692.50	105%	12,500.00	0.00	8,000.00	4,500.00	64%
	01-442-514-0000	RDWY/SWK - CONTRACT STREET MAR	6,000.00	0.00	5,998.44	1.56	100%	6,000.00	5,855.62	5,855.62	144.38	98%
	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	841.10	841.10	2,158.90	28%
	01-442-531-0000	RDWY/SWK - WEATHER SERVICE	2,070.00	683.34	683.34	1,386.66	33%	2,070.00	0.00	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	1,324.48	2,207.03	22,792.97	9%
	01-442-705-0000	RDWY/SWK CONSTRUCTION	0.00	0.00	0.00	0.00	0%	88,000.00	0.00	9,033.63	78,966.37	10%
Roadways & Sidewalks			330,970.00	39,416.45	129,287.56	201,682.44	39%	386,570.00	125,150.85	165,737.50	220,832.50	43%
	01-446-202-0000	STREET LIGHT - FIXTURES	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	190.00	4,033.49	-2,033.49	202%
	01-446-302-0000	STREET LIGHT - ELECTRICITY	47,000.00	6,168.27	22,125.88	24,874.12	47%	44,250.00	5,217.56	17,103.65	27,146.35	39%
Street Lights			49,000.00	6,168.27	22,125.88	26,874.12	45%	46,250.00	5,407.56	21,137.14	25,112.86	46%

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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
	01-448-101-0000	BLD/GRNDS - FULL-TIME SALARIES	63,461.00	5,021.86	30,062.09	33,398.91	47%	61,382.00	4,981.60	30,098.99	31,283.01	49%
	01-448-102-0000	BLD/GRNDS - OVERTIME	3,000.00	1,094.45	2,084.50	915.50	69%	3,000.00	123.66	1,853.43	1,146.57	62%
	01-448-103-0000	BLD/GRNDS - PART TIME SALARIES	86,247.00	2,679.00	38,503.21	47,743.79	45%	88,420.00	3,809.58	43,318.88	45,101.12	49%
	01-448-202-0000	BLD/GRNDS - GENERAL SUPPLIES	10,000.00	-734.95	2,817.13	7,182.87	28%	10,000.00	1,372.60	3,336.93	6,663.07	33%
	01-448-302-0000	BLD/GRNDS - ELECTRICITY-TOWN HALL	12,000.00	1,449.37	6,085.55	5,914.45	51%	10,900.00	887.32	5,553.59	5,346.41	51%
	01-448-302-0406	BLD/GRNDS - ELECTRICITY - PARKS	1,300.00	207.85	573.89	726.11	44%	1,300.00	210.77	556.90	743.10	43%
	01-448-302-0438	BLD/GRNDS - ELECTRICITY POLICE	13,500.00	1,462.17	5,755.01	7,744.99	43%	11,800.00	1,082.46	6,045.32	5,754.68	51%
	01-448-302-0441	BLD/GRNDS - ELECTRICITY YOUNGS LANE	25,000.00	3,481.91	12,002.96	12,997.04	48%	24,000.00	2,005.44	10,979.33	13,020.67	46%
	01-448-303-0000	BLD/GRNDS - HEAT & OIL - TOWN HALL	23,000.00	2,408.51	4,472.51	18,527.49	19%	26,000.00	2,587.28	5,384.93	20,615.07	21%
	01-448-303-0438	BLD/GRNDS - HEAT & OIL - POLICE	4,100.00	449.94	449.94	3,650.06	11%	3,000.00	424.50	724.97	2,275.03	24%
	01-448-303-0441	BLD/GRNDS - HEAT & OIL - YOUNGS LANE	39,000.00	5,675.76	7,576.91	31,423.09	19%	39,000.00	4,763.53	5,259.25	33,740.75	13%
	01-448-304-0000	BLD/GRNDS - WATER/SEWER TOWN HALL	4,000.00	0.00	2,626.93	1,373.07	66%	4,000.00	529.97	6,529.13	-2,529.13	163%
	01-448-304-0150	BLD/GRNDS-WATER/SEWER COMMUNITY	0.00	0.00	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	0.00	282.21	242.79	54%	800.00	70.15	434.64	365.36	54%
	01-448-304-0441	BLD/GRNDS - WATER/SEWER - YOUNGS LA	1,950.00	0.00	1,028.52	921.48	53%	1,800.00	115.61	1,008.40	791.60	56%
	01-448-401-0110	BLD/GRNDS - YOUNGS LANE MAINT	14,000.00	8,379.48	11,045.08	2,954.92	79%	14,000.00	500.03	6,547.12	7,452.88	47%
	01-448-401-0120	BLD/GRNDS - TOWN HALL MAINTENANC	13,000.00	1,289.37	8,593.13	4,406.87	66%	13,000.00	6,730.11	12,547.62	452.38	97%
	01-448-401-0125	BLD/GRNDS - ELEVATOR MAINTENANCE	2,500.00	0.00	585.19	1,914.81	23%	2,400.00	0.00	1,124.28	1,275.72	47%
	01-448-401-0140	BLD/GRNDS - PARKS MAINTENANCE	8,000.00	0.00	578.16	7,421.84	7%	8,000.00	1,747.53	4,929.64	3,070.36	62%
	01-448-401-0150	BLD/GRNDS - COMMUNITY CENTER MAINT	7,500.00	0.00	5,609.34	1,890.66	75%	7,500.00	1,975.90	11,949.60	-4,449.60	159%
	01-448-401-0151	BLD/GRNDS - COMM CTR ELECTRICITY	12,000.00	1,493.47	6,438.01	5,561.99	54%	12,000.00	840.08	5,692.22	6,307.78	47%
	01-448-401-0152	BLD/GRNDS - COMM CTR HEAT OIL	14,000.00	2,674.23	4,715.72	9,284.28	34%	14,000.00	1,754.03	2,597.39	11,402.61	19%
	01-448-401-0153	BLD/GRNDS - SENIOR CENTER ELECTRICITY	7,000.00	486.04	1,748.06	5,251.94	25%	0.00	252.31	1,678.29	-1,678.29	0%
	01-448-401-0154	BLD/GRNDS - SENIOR CTR HEAT	5,000.00	307.61	514.16	4,485.84	10%	0.00	243.76	440.29	-440.29	0%
	01-448-401-0155	BLD/GRNDS - SENIOR CTR MAINT.	0.00	175.50	175.50	-175.50	0%	0.00	0.00	0.00	0.00	0%
	01-448-401-0160	BLD/GRNDS - BANDSTAND MAINTENANCE	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	30.95	115.74	184.26	39%	300.00	33.92	134.47	165.53	45%
	01-448-401-0175	BLD/GRNDS - DAM MAINTENANCE	3,000.00	30.67	1,817.66	1,182.34	61%	3,000.00	29.92	1,688.29	1,311.71	56%
	01-448-401-0180	BLD/GRNDS - TOWN CLOCK MAINTENANCE	250.00	36.66	36.66	213.34	15%	2,000.00	0.00	227.50	1,772.50	11%
	01-448-401-0438	BLD/GRNDS - POLICE BUILDING MAINTENANCE	11,500.00	375.00	10,837.38	662.62	94%	10,000.00	13.28	1,548.45	8,451.55	15%
	01-448-402-0000	BLD/GRNDS - EQUIPMENT MAINTENANCE	2,500.00	0.00	1,102.08	1,397.92	44%	2,500.00	131.13	1,042.13	1,457.87	42%
	01-448-405-0000	BLD/GRNDS - GROUNDS MAINTENANCE	32,000.00	379.92	19,752.84	12,247.16	62%	32,000.00	2,492.98	23,773.57	8,226.43	74%
	01-448-533-0000	BLD/GRNDS - MOSQUITO CONTROL	60,000.00	20,000.00	40,000.00	20,000.00	67%	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	0.00	6,500.00	500.00	93%
Building & Grounds			482,233.00	58,854.77	230,407.36	251,825.64	48%	468,202.00	39,709.45	237,355.55	230,846.45	51%
	01-449-101-0000	CEM - FULL TIME SALARIES	19,053.00	1,502.40	9,423.28	9,629.72	49%	18,263.00	1,465.60	8,833.81	9,429.19	48%
	01-449-103-0000	CEM - PART TIME SALARIES	11,050.00	0.00	5,658.95	5,391.05	51%	11,050.00	0.00	4,816.64	6,233.36	44%
	01-449-202-0000	CEM - GENERAL SUPPLIES	500.00	32.21	402.55	97.45	81%	1,000.00	25.78	138.16	861.84	14%
	01-449-302-0000	CEM - ELECTRICITY	250.00	0.00	0.00	250.00	0%	250.00	30.72	92.70	157.30	37%
	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	1,534.61	15,484.78	21,768.22	42%	36,963.00	1,522.10	14,180.31	22,782.69	38%

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
Vehicle	01-452-202-0000	VEHICLE - GENERAL SUPPLIES	3,000.00	547.40	1,205.00	1,795.00	40%	5,000.00	1,263.22	1,919.50	3,080.50	38%
	01-452-209-0000	VEHICLE - GASOLINE	16,000.00	665.32	3,535.13	12,464.87	22%	16,000.00	701.07	2,104.35	13,895.65	13%
	01-452-210-0000	VEHICLE - DIESEL FUEL	38,000.00	3,536.54	10,230.10	27,769.90	27%	37,000.00	2,952.00	9,619.73	27,380.27	26%
	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	4,870.89	25,022.45	34,977.55	42%	54,000.00	15,887.75	22,075.55	31,924.45	41%
	01-452-403-0000	VEHICLE - VEHICLE MAINT PUBLIC WORKS	48,000.00	8,098.14	26,822.94	21,177.06	56%	48,000.00	3,549.95	25,165.56	22,834.44	52%
	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	90.00	6,273.87	8,726.13	42%	14,000.00	3,197.89	7,992.83	6,007.17	57%
	01-452-403-0461	VEHICLE - VEHICLE MAINT FIRE	20,000.00	4,657.83	8,079.42	11,920.58	40%	16,000.00	6,332.88	12,082.51	3,917.49	76%
	01-452-404-0000	VEHICLE - RADIO MAINT	1,500.00	0.00	0.00	1,500.00	0%	1,200.00	0.00	0.00	1,200.00	0%
	01-452-800-0000	VEHICLE - EQUIP PURCHASE	3,000.00	0.00	1,350.00	1,650.00	45%	3,000.00	0.00	199.00	2,801.00	7%
		206,500.00	22,466.12	82,783.98	123,716.02	40%	197,700.00	33,884.76	82,006.21	115,693.79	41%	
Fire & Rescue	01-461-101-0000	FIRE/RES - FULL TIME SALARIES	84,779.00	6,326.64	39,950.95	44,828.05	47%	82,298.00	6,521.40	40,299.85	41,998.15	49%
	01-461-102-0000	FIRE/RES - OVERTIME	14,000.00	991.44	7,254.02	6,745.98	52%	14,000.00	1,495.03	10,150.41	3,849.59	73%
	01-461-103-0000	FIRE/RES - PART TIME SALARIES	134,808.00	8,934.43	68,015.53	66,792.47	50%	119,012.00	9,489.43	64,164.74	54,847.26	54%
	01-461-190-0000	FIRE/RES - TRAINING/STAFF DEVELOPMENT	18,000.00	330.00	3,070.79	14,929.21	17%	12,500.00	3,906.57	14,531.69	-2,031.69	116%
	01-461-193-0000	FIRE/RES - UNIFORMS	12,000.00	1,297.54	4,587.42	7,412.58	38%	10,000.00	-5,275.87	5,997.97	4,002.03	60%
	01-461-201-0000	FIRE/RES - POSTAGE	75.00	1.35	10.95	64.05	15%	75.00	0.49	73.60	1.40	98%
	01-461-202-0000	FIRE/RES - GENERAL SUPPLIES	6,500.00	119.13	3,112.47	3,387.53	48%	6,500.00	1,074.69	3,806.36	2,693.64	59%
	01-461-202-0046	FIRE/RES - MEDICAL SUPPLIES	13,500.00	491.93	6,859.00	6,641.00	51%	12,500.00	2,698.74	6,307.73	6,192.27	50%
	01-461-209-0000	FIRE/RES - GASOLINE	1,200.00	6.14	174.69	1,025.31	15%	1,200.00	15.54	339.55	860.45	28%
	01-461-210-0000	FIRE/RES - DIESEL FUEL	8,700.00	455.63	3,024.64	5,675.36	35%	8,700.00	575.76	3,763.87	4,936.13	43%
	01-461-220-0000	FIRE/RES - AMBULANCE EXPENSES	10,000.00	562.32	3,491.06	6,508.94	35%	16,000.00	764.52	2,799.30	13,200.70	17%
	01-461-301-0000	FIRE/RES - COMMUNICATION SERVICES	6,500.00	1,413.57	3,359.48	3,140.52	52%	6,000.00	467.48	2,036.86	3,963.14	34%
	01-461-310-0002	FIRE/RES - DUES/SUBSCRIPTIONS	4,200.00	157.99	2,402.99	1,797.01	57%	4,200.00	1,372.90	4,544.90	-344.90	108%
	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	1,153.80	10,864.92	4,135.08	72%	12,500.00	847.41	8,823.52	3,676.48	71%
	01-461-518-0000	FIRE/RES - HAZMAT	2,400.00	60.00	2,006.00	394.00	84%	2,200.00	0.00	2,098.14	101.86	95%
01-461-530-0000	FIRE/RES - MUTUAL AID CONTRACT	1,200.00	0.00	390.00	810.00	33%	600.00	90.00	90.00	510.00	15%	
01-461-800-0000	FIRE/RES - EQUIP PURCHASE	25,000.00	0.00	5,688.00	19,312.00	23%	25,000.00	7,414.61	8,741.89	16,258.11	35%	
		358,762.00	22,301.91	164,262.91	194,499.09	46%	334,185.00	31,458.70	179,472.46	154,712.54	54%	
emergency Management	01-463-103-0000	EM - PART TIME SALARIE	750.00	0.00	750.00	0.00	100%	750.00	750.00	750.00	0.00	100%
	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%
		1,950.00	0.00	750.00	1,200.00	38%	1,950.00	750.00	1,742.00	208.00	89%	

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
Grants	01-480-812-0000	GRANTS - MEM DAY PARADE	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	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	4,280.00	4,280.00	11,220.00	28%
	01-480-814-0000	GRANTS - NWMKT ATHLETIC ASSOC	21,500.00	0.00	21,500.00	0.00	100%	21,500.00	0.00	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	2,000.00	2,000.00	0.00	100%	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	0.00	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%
			53,000.00	2,000.00	46,505.00	6,495.00	88%	69,300.00	4,280.00	28,770.00	40,530.00	42%
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%
	01-481-914-0000	SS GRANTS - AREA HOMEMAKERS	0.00	0.00	0.00	0.00	0%	0.00	5,000.00	5,000.00	-5,000.00	0%
	01-481-915-0000	SS GRANTS - CHILD & FAMILY SERVICE	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	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	1,200.00	1,200.00	0.00	100%
	01-481-919-0000	SS GRANTS - BIG BROTHER/BIG SISTER	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	1,000.00	1,000.00	0.00	100%
	01-481-920-0000	SS GRANTS - SEACOAST MENTAL HEALTH	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	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	1,000.00	1,000.00	0.00	100%
	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%
			43,029.00	0.00	27,126.00	15,903.00	63%	43,429.00	8,200.00	36,429.00	7,000.00	84%
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 EQUIP	29,449.00	0.00	29,449.00	0.00	100%	29,449.00	0.00	29,449.00	0.00	100%
	01-490-900-0079	CAP RES - MACALLEN DAM	75,000.00	0.00	75,000.00	0.00	100%	50,000.00	0.00	50,000.00	0.00	100%
	01-490-900-0085	CAP RES - STORM WATER MANAGEMENT	75,000.00	0.00	75,000.00	0.00	100%	50,000.00	0.00	50,000.00	0.00	100%
	01-490-900-0086	CAP RES - 300TH ANNIV.CELEBRATION EXP	2,000.00	0.00	2,000.00	0.00	100%	2,000.00	0.00	2,000.00	0.00	100%
	01-490-900-0087	CAP RES - COMPENSATED ABSENCE EXP.TR	0.00	0.00	0.00	0.00	0%	10,000.00	0.00	10,000.00	0.00	100%
		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	488,372.66	3,720,288.66	3,160,379.34	54%	6,650,247.00	723,575.43	3,602,739.34	3,047,507.66	54%

Town of Newmarket, New Hampshire
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Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017				Percent Collected	Fiscal Year 2016				
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		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	23,734.51	30,365.49	44%	54,100.00	3,923.06	24,126.82	29,973.18	45%
	02-480-103-0000	LIBRARY - PART TIME SALARIES	108,013.00	11,737.32	49,615.56	58,397.44	46%	114,235.00	7,107.18	42,494.80	71,740.20	37%
	02-480-150-0000	LIBRARY - FICA	9,571.00	994.54	4,680.76	4,890.24	49%	10,712.00	707.48	4,272.71	6,439.29	40%
	02-480-151-0000	LIBRARY - MEDICARE	2,238.00	232.60	1,094.68	1,143.32	49%	2,506.00	165.43	999.19	1,506.81	40%
	02-480-155-0000	LIBRARY - HEALTH INSURANCE	15,000.00	481.91	2,976.79	12,023.21	20%	15,000.00	481.91	2,976.79	12,023.21	20%
	02-480-156-0000	LIBRARY - RETIREMENT	6,043.00	438.20	2,640.51	3,402.49	44%	6,032.00	438.20	2,700.42	3,331.58	45%
	02-480-159-0000	LIBRARY - LIFE & DISABILITY	750.00	92.04	552.24	197.76	74%	633.00	266.66	799.98	-166.98	126%
	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	918.76	918.76	1,576.24	37%	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	75.00	485.00	1,515.00	24%
	02-480-202-0000	LIBRARY - GENERAL SUPPLIES	5,000.00	209.15	2,613.30	2,386.70	52%	5,000.00	707.22	2,306.01	2,693.99	46%
	02-480-301-0000	LIBRARY - TELEPHONE	1,800.00	146.62	769.05	1,030.95	43%	1,800.00	185.12	675.52	1,124.48	38%
	02-480-302-0000	LIBRARY - ELECTRICITY	12,000.00	764.99	4,765.16	7,234.84	40%	10,000.00	1,261.83	5,320.24	4,679.76	53%
	02-480-303-0000	LIBRARY - HEAT & OIL	12,000.00	532.88	532.88	11,467.12	4%	13,800.00	1,280.93	1,357.43	12,442.57	10%
	02-480-304-0000	LIBRARY - WATER	700.00	0.00	376.34	323.66	54%	700.00	43.69	310.14	389.86	44%
	02-480-310-0005	LIBRARY - BOOKS/SUBSCRIPTIONS	39,394.00	2,244.18	21,444.63	17,949.37	54%	38,247.00	3,849.90	18,867.94	19,379.06	49%
	02-480-330-0000	LIBRARY - ELECTRONIC INFO - OTHER	9,500.00	0.00	9,541.00	-41.00	100%	9,500.00	15.99	8,902.99	597.01	94%
	02-480-350-0000	LIBRARY - PROGRAMS	2,000.00	76.23	440.42	1,559.58	22%	2,000.00	433.00	1,916.19	83.81	96%
	02-480-401-0000	LIBRARY - BUILDING MAINTENANCE	23,000.00	121.50	100,484.02	-77,484.02	437%	15,000.00	19,683.14	30,744.85	-15,744.85	205%
	02-480-402-0000	LIBRARY - EQUIPMENT MAINTENANCE/LEA	600.00	43.00	219.22	380.78	37%	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	0.00	108.00	1,892.00	5%	2,000.00	43.66	43.66	1,956.34	2%
Library			314,704.00	22,956.98	234,547.83	80,156.17	75%	314,033.00	40,669.40	156,781.68	157,251.32	50%

Town of Newmarket, New Hampshire
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For the Period Ended December 31, 2016

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	05-406-103-0000	RECREATION - PART TIME SALARIES	124,440.00	2,371.17	74,900.55	49,539.45	60%	100,440.00	1,989.39	70,545.81	29,894.19	70%
	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	147.01	4,720.69	2,994.31	61%	6,227.00	123.34	4,051.75	2,175.25	65%
	05-406-151-0000	RECREATION - MEDI	1,804.00	34.40	1,104.15	699.85	61%	1,456.00	28.85	947.61	508.39	65%
	05-406-190-0000	RECREATION - TRAINING/STAFF DEVELOPN	2,000.00	0.00	785.00	1,215.00	39%	1,400.00	20.00	124.85	1,275.15	9%
	05-406-192-0000	RECREATION - MEAL ALLOWANCE	350.00	20.42	141.90	208.10	41%	350.00	0.00	208.11	141.89	59%
	05-406-201-0000	RECREATION - POSTAGE	1,000.00	14.53	45.39	954.61	5%	400.00	51.90	113.61	286.39	28%
	05-406-202-0000	RECREATION - GENERAL SUPPLIES	1,650.00	98.93	510.75	1,139.25	31%	1,650.00	76.27	1,297.34	352.66	79%
	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	659.20	4,774.20	-1,820.20	162%	2,154.00	0.70	2,380.81	-226.81	111%
	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	81.16	2,497.34	2,502.66	50%	5,000.00	1,049.96	2,923.25	2,076.75	58%
	05-406-310-0002	RECREATION - DUES/SUBSCRIPTIONS	150.00	0.00	170.02	-20.02	113%	150.00	0.00	0.00	150.00	0%
	05-406-310-0003	RECREATION - ADVERTISING	800.00	0.00	0.00	800.00	0%	800.00	0.00	145.00	655.00	18%
	05-406-402-0000	RECREATION - EQUIPMENT MAINTENANCE	2,000.00	0.00	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	0.00	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	103.98	103.98	8,059.02	1%
	05-406-508-0000	RECREATION - BUS TRIPS	36,000.00	988.34	22,071.80	13,928.20	61%	36,000.00	203.59	27,380.79	8,619.21	76%
	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	45.00	1,552.75	2,374.25	40%	3,000.00	317.70	1,457.99	1,542.01	49%
	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	1,503.72	6,398.38	3,751.62	63%	10,150.00	1,037.23	4,775.83	5,374.17	47%
Recreation			243,433.00	5,963.88	140,583.47	102,849.53	58%	199,670.00	5,002.91	128,925.54	70,744.46	65%
	07-450-103-0000	SW - PART TIME	11,156.00	892.04	5,563.19	5,592.81	50%	10,881.00	871.10	5,236.89	5,644.11	48%
	07-450-202-0000	SW - GENERAL SUPPLIES	15,000.00	131.70	12,606.34	2,393.66	84%	20,000.00	4,350.59	19,954.55	45.45	100%
	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	650.00	900.00	300.00	75%	1,200.00	647.00	835.00	365.00	70%
	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	704.00	704.00	296.00	70%
	07-450-536-0000	SW - HOUSEHOLD HAZARDOUS	10,000.00	10,904.00	11,543.07	-1,543.07	115%	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	15,530.74	69,637.00	93,363.00	43%	142,000.00	19,223.16	65,440.18	76,559.82	46%
	07-450-702-0049	SW - RECYCLING CONTRACT	152,000.00	14,128.79	69,760.83	82,239.17	46%	152,000.00	24,038.40	61,072.92	90,927.08	40%
	07-450-702-0050	SW - CONSTRUCTION DEBRIS	47,000.00	6,211.17	25,493.09	21,506.91	54%	47,000.00	8,648.17	24,312.68	22,687.32	52%
	07-450-702-0051	SW - POST CLOSURE LANDFILL TEST	30,000.00	9,171.23	19,619.15	10,380.85	65%	30,000.00	5,240.46	9,117.99	20,882.01	30%
	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	57,619.67	216,301.67	231,054.33	48%	443,981.00	63,722.88	186,674.21	257,306.79	42%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December 31, 2016

			Fiscal Year 2017					Fiscal Year 2016				
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Water	20-451-101-0000	WATER - FULL TIME SALARIES	131,004.00	9,596.34	59,785.77	71,218.23	46%	121,009.00	9,319.27	55,746.66	65,262.34	46%
	20-451-102-0000	WATER - OVERTIME	10,000.00	484.59	4,779.22	5,220.78	48%	8,500.00	813.23	3,190.30	5,309.70	38%
	20-451-103-0000	WATER - PART TIME SALARIES	8,487.00	252.00	895.11	7,591.89	11%	0.00	663.00	4,552.05	-4,552.05	0%
	20-451-150-0000	WATER - FICA	8,150.00	645.66	3,744.50	4,405.50	46%	8,150.00	676.56	3,730.05	4,419.95	46%
	20-451-151-0000	WATER - MEDICARE	1,906.00	150.99	869.22	1,036.78	46%	1,906.00	158.24	870.03	1,035.97	46%
	20-451-155-0000	WATER - HEALTH INSURANCE	47,153.00	3,416.64	23,916.48	23,236.52	51%	31,783.00	3,388.61	19,102.22	12,680.78	60%
	20-451-156-0000	WATER - RETIREMENT	14,157.00	1,233.54	7,222.60	6,934.40	51%	14,157.00	1,216.95	6,597.20	7,559.80	47%
	20-451-159-0000	WATER - LIFE/DISABILITY INSURANCE	1,542.00	117.19	707.02	834.98	46%	1,542.00	175.78	527.34	1,014.66	34%
	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	810.35	810.35	1,390.65	37%	2,201.00	0.00	0.00	2,201.00	0%
	20-451-190-0000	WATER - TRAINING/STAFF DEVELOPMENT	2,000.00	85.64	85.64	1,914.36	4%	1,500.00	0.00	750.00	750.00	50%
	20-451-193-0000	WATER - UNIFORMS	2,500.00	96.56	853.29	1,646.71	34%	2,700.00	143.92	711.67	1,988.33	26%
	20-451-198-0000	WATER - LONGEVITY	1,013.00	1,012.50	1,012.50	0.50	100%	1,013.00	1,012.50	1,012.50	0.50	100%
	20-451-201-0000	WATER - POSTAGE	6,500.00	6.93	1,009.49	5,490.51	16%	6,000.00	508.79	3,104.96	2,895.04	52%
	20-451-202-0000	WATER - GENERAL SUPPLIES	3,000.00	365.89	682.05	2,317.95	23%	3,000.00	170.40	1,239.59	1,760.41	41%
	20-451-202-0002	WATER - DUES/SUBSCRIPTIONS	1,050.00	93.00	93.00	957.00	9%	1,050.00	235.00	235.00	815.00	22%
	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	119.35	1,181.69	2,518.31	32%	5,200.00	250.10	1,330.22	3,869.78	26%
	20-451-211-0000	WATER - LP GAS	20,000.00	556.70	2,347.16	17,652.84	12%	20,000.00	1,356.79	2,356.14	17,643.86	12%
	20-451-217-0000	WATER - CHEMICALS	18,000.00	1,716.00	9,010.49	8,989.51	50%	22,000.00	1,907.01	5,708.13	16,291.87	26%
	20-451-301-0000	WATER - COMMUNICATION SERVICES	3,800.00	368.52	1,611.34	2,188.66	42%	3,800.00	364.55	1,515.18	2,284.82	40%
	20-451-302-0000	WATER - ELECTRICITY	53,000.00	9,604.81	24,944.15	28,055.85	47%	47,000.00	4,059.97	17,204.26	29,795.74	37%
	20-451-401-0000	WATER - BUILDING MAINTENANCE	7,000.00	37.83	3,387.68	3,612.32	48%	7,000.00	786.25	4,513.98	2,486.02	64%
	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	1,459.40	2,153.28	2,846.72	43%
	20-451-406-0000	WATER - SYSTEM MAINTENANCE	50,000.00	2,668.23	22,284.62	27,715.38	45%	45,000.00	3,014.20	30,067.51	14,932.49	67%
	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	3,766.00	6,860.35	3,139.65	69%	15,000.00	877.88	3,100.10	11,899.90	21%
	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	3,364.41	3,364.41	21,635.59	13%	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	54,698.54	54,698.54	52,750.46	51%
	20-451-951-0000	WATER - BONDS & NOTES INTEREST	39,798.00	0.00	0.00	39,798.00	0%	40,288.00	489.55	489.55	39,798.45	1%
	20-451-954-0000	WATER - LAND ACQUISITION	20,000.00	0.00	20,000.00	0.00	100%	20,000.00	0.00	20,000.00	0.00	100%
Water			932,813.00	40,569.67	579,669.35	353,143.65	62%	947,051.00	87,746.49	621,209.46	325,841.54	66%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December 31, 2016

		Fiscal Year 2017					Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Sewer	30-471-101-0000	WW - FULL TIME SALARIES	230,469.00	16,942.74	103,745.21	126,723.79	45%	209,313.00	13,183.26	81,929.69	127,383.31	39%
	30-471-102-0000	WASTEWATER - OVERTIME	19,000.00	1,800.57	6,826.21	12,173.79	36%	17,000.00	784.61	7,055.51	9,944.49	42%
	30-471-103-0000	WASTEWATER PART TIME SALARIES	8,487.00	252.00	895.28	7,591.72	11%	0.00	663.00	4,552.25	-4,552.25	0%
	30-471-150-0000	WASTEWATER - FICA	14,204.00	1,179.42	6,556.74	7,647.26	46%	14,204.00	921.91	5,425.50	8,778.50	38%
	30-471-151-0000	WASTEWATER - MEDICARE	3,322.00	275.86	1,533.51	1,788.49	46%	3,322.00	215.61	1,268.72	2,053.28	38%
	30-471-155-0000	WASTEWATER - HEALTH INSURANCE	71,120.00	5,918.10	41,426.72	29,693.28	58%	87,510.00	5,206.32	36,444.30	51,065.70	42%
	30-471-156-0000	WASTEWATER - RETIREMENT	24,674.00	2,243.04	12,720.07	11,953.93	52%	24,674.00	1,731.98	9,957.54	14,716.46	40%
	30-471-159-0000	WASTEWATER - LIFE/DISABILITY INSURANCE	2,195.00	221.54	1,221.44	973.56	56%	2,195.00	296.26	888.78	1,306.22	40%
	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	1,162.68	1,162.68	1,994.32	37%	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	355.00	2,153.39	2,846.61	43%	3,500.00	1,083.10	1,563.10	1,936.90	45%
	30-471-193-0000	WASTEWATER - UNIFORMS	3,700.00	545.41	2,163.76	1,536.24	58%	3,600.00	230.08	1,046.03	2,553.97	29%
	30-471-198-0000	SEWER - LONGEVITY	1,913.00	1,687.50	1,687.50	225.50	88%	1,913.00	1,687.50	1,687.50	225.50	88%
	30-471-201-0000	WASTEWATER - POSTAGE	6,500.00	6.93	1,745.65	4,754.35	27%	6,000.00	497.40	3,093.53	2,906.47	52%
	30-471-202-0000	WASTEWATER - GENERAL SUPPLIES	3,000.00	419.66	2,670.93	329.07	89%	3,000.00	274.24	1,917.99	1,082.01	64%
	30-471-202-0002	WASTEWATER - DUES/SUBSCRIPTIONS	800.00	210.00	210.00	590.00	26%	800.00	196.00	446.00	354.00	56%
	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	101.92	656.70	4,343.30	13%	5,000.00	182.75	1,129.78	3,870.22	23%
	30-471-215-0000	WASTEWATER - LAB SUPPLIES	30,000.00	786.28	9,146.64	20,853.36	30%	20,000.00	1,976.44	8,555.63	11,444.37	43%
	30-471-217-0000	WASTEWATER - CHEMICALS	53,000.00	1,193.00	11,462.35	41,537.65	22%	40,000.00	4,306.50	11,642.90	28,357.10	29%
	30-471-301-0000	WASTEWATER - COMMUNICATION SERVICE	6,800.00	542.43	2,664.13	4,135.87	39%	6,800.00	1,621.81	3,543.48	3,256.52	52%
	30-471-302-0000	WASTEWATER - ELECTRICITY	144,000.00	11,048.93	38,184.63	105,815.37	27%	84,000.00	8,802.27	33,738.52	50,261.48	40%
	30-471-303-0000	WASTEWATER - HEAT & OIL	35,000.00	0.00	0.00	35,000.00	0%	30,000.00	4,950.00	4,950.00	25,050.00	17%
	30-471-401-0000	WASTEWATER - BUILDING MAINTENANCE	25,000.00	263.14	8,120.91	16,879.09	32%	23,000.00	785.86	8,542.93	14,457.07	37%
	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	2,526.52	13,403.13	36,596.87	27%	50,000.00	1,341.08	18,779.30	31,220.70	38%
	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	2,627.66	10,064.31	44,935.69	18%	30,000.00	2,816.87	20,638.70	9,361.30	69%
	30-471-702-0000	WASTEWATER - CONTRACT SERVICES	13,000.00	0.00	2,792.50	10,207.50	21%	17,500.00	2,348.87	8,342.87	9,157.13	48%
	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	540.29	15,076.31	14,923.69	50%	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	79,040.06	102,540.06	-0.06	100%	102,540.00	79,040.06	102,540.06	-0.06	100%
	30-471-951-0000	WW - BONDS & NOTES INTEREST	29,238.00	17,565.87	29,236.91	1.09	100%	32,895.00	20,493.51	32,893.99	1.01	100%
			1,177,968.00	149,456.55	625,809.70	552,158.30	53%	1,101,437.00	155,637.29	598,717.82	502,719.18	54%
Total Operating Budget			9,996,942.00	764,939.41	5,517,200.68	4,479,741.32	55%	9,656,419.00	1,076,354.40	5,295,048.05	4,361,370.95	55%

Town of Newmarket, New Hampshire
Revenue Report ^{a b}
For the Period Ended December 31, 2016

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
Function	Account Number	ACCOUNT DESCRIPTION										
Taxes (Real estate), land use, PILOT, interest on taxes			18,717,368.00	6,750.30	18,485,999.32	231,368.68	99%	17,915,011.00	5,436.24	17,932,747.77	-17,736.77	100%
Licenses, permit and fees			1,556,300.00	124,570.04	914,654.35	641,645.65	59%	1,556,300.00	115,547.08	837,512.92	718,787.08	54%
From State			659,414.00	493,137.06	625,030.57	34,383.43	95%	657,223.00	439,965.89	568,456.71	88,766.29	86%
Charges for Services			148,348.00	11,891.67	70,366.79	77,981.21	47%	134,750.00	-2,275.37	100,973.32	33,776.68	75%
Misc. Rev. Includes Int. Rev.			74,601.00	59,519.01	73,594.97	1,006.03	99%	14,701.00	1,452.22	13,570.62	1,130.38	92%
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	7,487.18	83,320.66	160,112.34	34%	199,670.00	5,348.56	60,306.57	139,363.43	30%
Solid Waste			230,000.00	31,533.43	140,304.24	89,695.76	61%	244,450.00	26,643.96	129,005.69	115,444.31	53%
Water			932,813.00	7,676.90	492,074.02	440,738.98	53%	947,051.00	81,542.58	565,068.31	381,982.69	60%
Sewer			1,159,007.00	3,086.43	802,246.51	356,760.49	69%	1,080,753.00	136,911.47	892,796.49	187,956.51	83%
Total Revenues			24,221,284.00	745,652.02	22,187,591.43	2,033,692.57	92%	23,324,909.00	810,572.63	21,675,438.40	1,649,470.60	93%

Town of Newmarket, New Hampshire
Revenue Report^{a b}
For the Period Ended December 31, 2016

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017					Fiscal Year 2016				
			Budget	Month to	Year to Date	Balance Year	Percent Collected	Budget	Month to	Year to Date	Balance Year	Percent Collected
				Date Transaction ns					Date Transaction ns			
	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	0.00	17,877,132.68	-18,964.68	100%
	01-310-000-1003	LAND USE CHANGE TAX	3,755.00	2,847.50	16,057.50	-12,302.50	428%	3,755.00	0.00	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	-6,797.11	3,690.66	15,484.34	19%	23,601.00	0.00	24,246.59	-645.59	103%
	01-310-000-1006	INTEREST & PENALTIES ON CURRENT PROP	27,000.00	2,297.80	8,080.72	18,919.28	30%	27,000.00	3,182.98	8,953.20	18,046.80	33%
	01-310-000-1007	REDEMPTION INTEREST	60,000.00	8,401.49	18,787.30	41,212.70	31%	79,000.00	2,253.26	14,091.80	64,908.20	18%
	01-310-000-1010	OVERLAY	0.00	0.00	-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	0.62	5,055.14	-5,055.14	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	6,750.30	18,485,999.32	231,368.68	99%	17,915,011.00	5,436.24	17,932,747.77	-17,736.77	100%
	01-330-000-1013	MV MAIL-IN FEES	0.00	528.00	3,538.00	-3,538.00	0%	0.00	559.00	3,587.00	-3,587.00	0%
	01-330-000-1014	MV PERMIT, LOCAL CLERK & TRANSFER FEI	1,258,000.00	115,945.00	725,025.40	532,974.60	58%	1,258,000.00	106,081.30	688,618.31	569,381.69	55%
	01-330-000-1015	MOTOR VEHICLE STICKERS	26,000.00	2,184.00	15,045.00	10,955.00	58%	26,000.00	2,322.00	15,171.00	10,829.00	58%
	01-330-000-1016	BOAT REGISTRATIONS	3,000.00	298.04	638.84	2,361.16	21%	3,000.00	675.28	1,318.84	1,681.16	44%
	01-330-000-1017	MV TITLE FEES	3,000.00	302.00	2,170.00	830.00	72%	3,000.00	300.00	2,064.00	936.00	69%
	01-330-000-1018	DOG LICENSES	0.00	5.00	1,597.50	-1,597.50	0%	0.00	24.00	1,960.00	-1,960.00	0%
	01-330-000-1019	VITAL STATISTICS	0.00	382.00	3,049.00	-3,049.00	0%	0.00	655.00	2,996.00	-2,996.00	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	25.00	250.00	-250.00	0%	0.00	25.00	105.00	-105.00	0%
	01-330-000-1023	Finger Prints Receipts	0.00	0.00	30.00	-30.00	0%	0.00	0.00	0.00	0.00	0%
	01-330-000-1024	BUILDING PERMITS	66,000.00	4,885.00	51,551.00	14,449.00	78%	66,000.00	4,830.00	30,511.00	35,489.00	46%
	01-330-000-1025	MISC LICENSES, PERMITS & Fees	50,300.00	16.00	464.85	49,835.15	1%	50,300.00	75.50	998.37	49,301.63	2%
	01-330-000-1026	FRANCHISE RENEWAL AGREEMENT	150,000.00	0.00	111,024.76	38,975.24	74%	150,000.00	0.00	90,093.40	59,906.60	60%
Licenses, permit and fees			1,556,300.00	124,570.04	914,654.35	641,645.65	59%	1,556,300.00	115,547.08	837,512.92	718,787.08	54%
	01-320-000-1012	HIGHWAY BLOCK GRANT	173,078.00	0.00	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	474,176.06	474,176.06	-31,938.06	107%	439,966.00	439,965.89	439,965.89	0.11	100%
	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	18,961.00	14,507.00	4,454.00	77%	20,110.00	0.00	23,989.00	-3,879.00	119%
From State			659,414.00	493,137.06	625,030.57	34,383.43	95%	657,223.00	439,965.89	568,456.71	88,766.29	86%
	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	198.00	3,913.00	-1,913.00	196%	2,000.00	1,625.00	5,742.00	-3,742.00	287%
	01-340-000-1028	POLICE REPORT FEES	1,200.00	105.00	648.00	552.00	54%	1,200.00	75.00	881.50	318.50	73%
	01-340-000-1031	AMBULANCE RECEIPTS	138,598.00	-24,009.11	28,230.99	110,367.01	20%	125,000.00	-4,000.37	49,339.55	75,660.45	39%
	01-340-000-1034	FIRE DEPARTMENT RECEIPTS	5,000.00	50.00	730.00	4,270.00	15%	5,000.00	25.00	505.00	4,495.00	10%
	01-340-000-1036	COURT RECEIPTS	1,500.00	0.00	403.46	1,096.54	27%	1,500.00	0.00	1,559.44	-59.44	104%

01-340-000-1038	MISC. RECEIPTS	0.00	35,547.78	36,202.10	-36,202.10	0%	0.00	0.00	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	11,891.67	70,366.79	77,981.21	47%	134,750.00	-2,275.37	100,973.32	33,776.68	75%
01-340-000-1037	COPIER REVENUE	0.00	0.00	12.00	-12.00	0%	0.00	19.00	70.50	-70.50	0%
01-340-000-1043	PARKING TICKETS	0.00	1,535.00	5,745.00	-5,745.00	0%	0.00	765.00	3,035.00	-3,035.00	0%
01-340-000-1045	PARKING PERMITS	5,000.00	10.00	1,800.00	3,200.00	36%	5,100.00	160.00	770.00	4,330.00	15%
01-340-051-1047	RECREATION FACILITY RENTAL	0.00	0.00	150.00	-150.00	0%	0.00	0.00	2,885.00	-2,885.00	0%
01-340-052-0000	SUNRISE SUNSET REVENUE	0.00	0.00	0.00	0.00	0%	0.00	259.00	2,785.00	-2,785.00	0%
01-350-000-1046	SALE OF MUNICIPAL PROPERTY	0.00	55,941.13	55,941.13	-55,941.13	0%	0.00	0.00	0.00	0.00	0%
01-350-000-1047	RENT OF MUNICIPAL PROPERTY	3,600.00	550.00	1,650.33	1,949.67	46%	3,600.00	275.00	1,650.00	1,950.00	46%
01-350-000-1048	INTEREST ON INVESTMENTS	6,000.00	1,482.88	5,540.69	459.31	92%	6,000.00	-25.18	2,405.25	3,594.75	40%
01-350-001-1105	TC/TC OVER AND UNDER	0.00	0.00	35.10	-35.10	0%	0.00	-0.60	-31.13	31.13	0%
01-360-000-0000	GF - MISCELLANEOUS REVENUE	60,001.00	0.00	2,720.72	57,280.28	5%	1.00	0.00	1.00	0.00	100%
Misc. Rev. Includes Int. Rev.		74,601.00	59,519.01	73,594.97	1,006.03	99%	14,701.00	1,452.22	13,570.62	1,130.38	92%
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%
05-340-000-1058	RECREATION - REVENUE	243,433.00	7,285.95	78,779.65	164,653.35	32%	199,670.00	5,349.00	58,183.01	141,486.99	29%
05-340-000-1059	RECREATION - LIGHT USAGE	0.00	0.00	2,460.15	-2,460.15	0%	0.00	0.00	1,274.70	-1,274.70	0%
05-340-052-0000	REC-SUNRISE SUNSET REVENUE	0.00	173.00	1,941.00	-1,941.00	0%	0.00	0.00	0.00	0.00	0%
05-350-000-1048	RECREATION - INTEREST	0.00	28.23	139.86	-139.86	0%	0.00	-0.44	48.86	-48.86	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	7,487.18	83,320.66	160,112.34	34%	199,670.00	5,348.56	60,306.57	139,363.43	30%
07-340-000-1067	SW - LANDFILL RECEIPTS	230,000.00	3,320.00	37,230.87	192,769.13	16%	244,450.00	10,280.82	41,069.95	203,380.05	17%
07-340-000-1068	SW - GARBAGE BAGS	0.00	15,977.50	89,355.10	-89,355.10	0%	0.00	16,143.25	86,473.40	-86,473.40	0%
07-340-000-1069	SW - RECYCLING BINS	0.00	130.00	730.00	-730.00	0%	0.00	130.00	910.00	-910.00	0%
07-340-000-1070	SW - UNITED TECHNOLOGIES	0.00	12,049.64	12,752.45	-12,752.45	0%	0.00	0.00	372.14	-372.14	0%
07-350-000-1048	SW - INTEREST	0.00	56.29	187.70	-187.70	0%	0.00	-0.71	89.60	-89.60	0%
07-360-001-0000	SW - MISC. REVENUES	0.00	0.00	48.12	-48.12	0%	0.00	90.60	90.60	-90.60	0%
Solid Waste		230,000.00	31,533.43	140,304.24	89,695.76	61%	244,450.00	26,643.96	129,005.69	115,444.31	53%
20-310-000-1001	WATER - TAX REVENUE	932,813.00	235.50	435,206.00	497,607.00	47%	947,051.00	70,585.62	518,033.03	429,017.97	55%
20-310-000-1006	WATER - INTEREST AND PENALTIES ON DEL	0.00	129.30	1,243.65	-1,243.65	0%	0.00	371.93	1,656.10	-1,656.10	0%
20-330-000-1071	WATER - ENTRANCE FEES	0.00	1,000.00	10,000.00	-10,000.00	0%	0.00	2,000.00	5,000.00	-5,000.00	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	6,221.71	43,463.99	-43,463.99	0%	0.00	8,326.00	38,757.57	-38,757.57	0%
20-350-000-1048	WATER - INTEREST	0.00	90.39	444.88	-444.88	0%	0.00	-2.97	311.61	-311.61	0%
20-350-021-1073	WATER - DEDUCT METER	0.00	0.00	1,572.00	-1,572.00	0%	0.00	262.00	1,310.00	-1,310.00	0%
Water		932,813.00	7,676.90	492,074.02	440,738.98	53%	947,051.00	81,542.58	565,068.31	381,982.69	60%
30-310-000-1001	WASTEWATER - TAX REVENUE	1,159,007.00	321.42	786,360.66	372,646.34	68%	1,080,753.00	131,053.08	878,083.30	202,669.70	81%
30-310-000-1006	WASTEWATER - INTEREST ON DELINQUENT	0.00	305.03	2,482.25	-2,482.25	0%	0.00	652.31	2,911.79	-2,911.79	0%
30-330-000-1071	WASTEWATER - ENTRANCE FEES	0.00	2,000.00	12,000.00	-12,000.00	0%	0.00	2,000.00	8,000.00	-8,000.00	0%
30-345-000-1038	WASTEWATER - MISC. GRANTS	0.00	0.00	0.00	0.00	0%	0.00	3,213.00	3,213.00	-3,213.00	0%
30-350-000-1048	WASTEWATER - INTEREST	0.00	459.98	1,403.60	-1,403.60	0%	0.00	-6.92	588.40	-588.40	0%

Sewer	1,159,007.00	3,086.43	802,246.51	356,760.49	69%	1,080,753.00	136,911.47	892,796.49	187,956.51	83%
Total Revenues	24,221,284.00	745,652.02	22,187,591.43	2,033,692.57	92%	23,324,909.00	810,572.63	21,675,438.40	1,649,470.60	93%



Department Heads Monthly Reports to the Town Council and Town Administrator

Police Department

Activity:

During the month of December, the Newmarket Police Dispatch Center documented 1,324 calls for service. We have investigated 41 criminal complaints that require active investigations in 20 of the complaints. These criminal complaints include offenses such as Aggravated Assault, Simple Assaults, Theft, Larceny, Credit Card Fraud, Criminal Mischief, Criminal Threatening; Drug Violations and several motor vehicle complaints. In December, patrol officers conducted 294 motor vehicle stops and made 19 custodial arrests. During the month of December we responded to 2 overdoses to which neither were Heroin related. One was an overdose of MDMA commonly known as "Ecstasy" or "XTC" the other was an overdose of prescription pain pills. Both individuals survived their overdose. Patrol officers also responded to approximately 30 alarm activation calls, investigated 18 traffic accidents, responded to 12 domestic disputes, conducted 113 security checks, investigated 13 reports of suspicious activity, 5 juvenile incidents, 14 reports of reckless operation, 19 animal incidents, 12 general public disturbances/fights, conducted 46 welfare checks as well as 1 untimely death. Patrol Officers continue to enforce 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 December, the patrol division issued 69 parking tickets.

Personnel:

I am pleased to inform the Council that the command staff is now at full staff. On December 7th, Newmarket Police Officers participated in a written examination as part of the promotional process. On December 21st, Officers participated in an oral examination that consisted of three command officers from outside agencies coming to Newmarket to assist in the promotional process. On December 22nd, I met with the Town Administrator and provided him my recommendation to promote Sergeant Richard Beaudet to the rank of Lieutenant and Officer Gregory Jordan to the rank of Sergeant. The Town Administrator approved the promotions which took effect January 1st of this year. In conjunction with the recommendation made during the MRI study regarding supervision, Sergeant Jordan will remain in the patrol division as a supervisor thus giving the department another 40 hours of supervision during the work week. I am also pleased to announce that Annaliese Schmidt has signed a conditional offer of employment with the Department. Annaliese is scheduled to graduate from Plymouth State University in May and will begin her field training shortly after graduation. Annaliese was born and raised in Newmarket and knows the community very well. She is already certified as a part-time police officer and we are excited about her joining our department.

Training:

Several officers attend training during the month of December. Topics included; dealing with mentally disturbed individuals and physical fitness testing requirements. Detective Kukesh continues to provide training to the NH Police Standards and Training recruit classes relative to critical incidents, officer survival and emergency first aid for first responders. Earlier in December, the Police Department and Newmarket school district participated in a lock down drill at the high school. We conduct approximately 4 or 5 lockdown drills per school year. It is our belief that repetitive training leads to faculty and students relying on the training if and when an active incident takes place in the school.

Downtown Pedestrian Improvements Project:

The downtown pedestrian safety project is over. I have asked the patrol officers to keep a close eye on the crosswalks and to strictly enforce the laws relative to giving pedestrians the right of way.

Parking Violations

We are in the process of researching the fine schedules for the seacoast area. Early information is showing that Town's fine schedule needs to be updated. I intend to report my findings when completed to the Town Administrator and recommend that certain Town Ordinances be changed so that we may enforce the new fine schedule.

Motor Vehicle Accidents

During the month of December, we responded to 19 motor vehicle accidents. Two (2) of the accidents resulted in personal injury to the operators or passengers.

Fleet Maintenance:

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

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 keeping up with the floors and overall image of the facility.

Drug related issues

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. Although we did experience two drug related overdoses during the month of December, we did not experience any Heroin/Opiate related overdoses. We will continue down the path of educating the public, reducing the stigma of those who are fighting addiction, provide guidance and assistance to those who are seeking recovery as well as targeting those who choose to sell or dispense illegal drugs or narcotics.

POLICE**FISCAL YEAR 2017**

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,322,707.00	84,640.76	592,286.95	730,420.05	45%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,308,012.00	89,649.01	578,010.65	730,001.35	44%

Fire and Rescue Department

- For the month of December the department responded to 84 calls for service, of those 45 were medical calls, transporting 36 patients to area hospitals. The ambulance responded to Newfields for ten medical calls, transporting three patients. The ambulance also responded to Durham five times, transporting one patient. The ladder responded to Newington for station coverage and Nottingham for a structure fire that turned out to be a fatal fire for one occupant. We ended the year with 1,119 calls for service. This is 30 calls more than a year ago.
- The department hosted the Annual Senior Citizens Christmas party at the elementary school. The department has been doing this event for over 40 years now! We served 150 seniors this year and the number continues to grow each year. This event wouldn't be a success if we didn't have the support of all the local business that contribute to this year after year.
- 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.

FIRE

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
358,762.00	22,301.91	164,262.91	194,499.09	46%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
334,185.00	31,458.70	179,472.46	154,712.54	54%	

Public Works Department

- December has been a busy month for snow and ice events compared to one year ago. We have had a lot of prolonged ice events this year. These types of events cause us to use more product than usual because of the flash freezing. You end up having to treat three times for one event. These types of storms happen from time to time every year, but this month every storm has been almost identical to the last one with a prolonged ice event.
- The weather conditions have been the perfect storm for potholes this early in the season. We have been doing our best to keep up them.
- When the weather breaks crews will be doing some tree removal on several roads throughout town. There are several dead or near dead trees that have been identified and need to be removed.
- We assisted the water department with a water break at the high school.
- The paving bids will go out next month. New Road and Beech Street Extension are on the schedule for the new budget cycle in July.
- I have attached charts to show more detail on budget expenditures.

DPW ADMIN

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
427,516.00	37,808.07	198,306.56	229,209.44	46%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
417,347.00	30,381.58	173,263.56	244,083.44	42%	

ROADS & SIDEWALKS

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
330,970.00	39,416.45	129,287.56	201,682.44	39%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
386,570.00	125,150.85	165,737.50	220,832.50	43%	

STREET LIGHTS

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
49,000.00	6,168.27	22,125.88	26,874.12	45%	

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
46,250.00	5,407.56	21,137.14	25,112.86	46%

**BUILDINGS
& GROUNDS**

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
482,233.00	58,854.77	230,407.36	251,825.64	48%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
468,202.00	39,709.45	237,355.55	230,846.45	51%

CEMETERIES

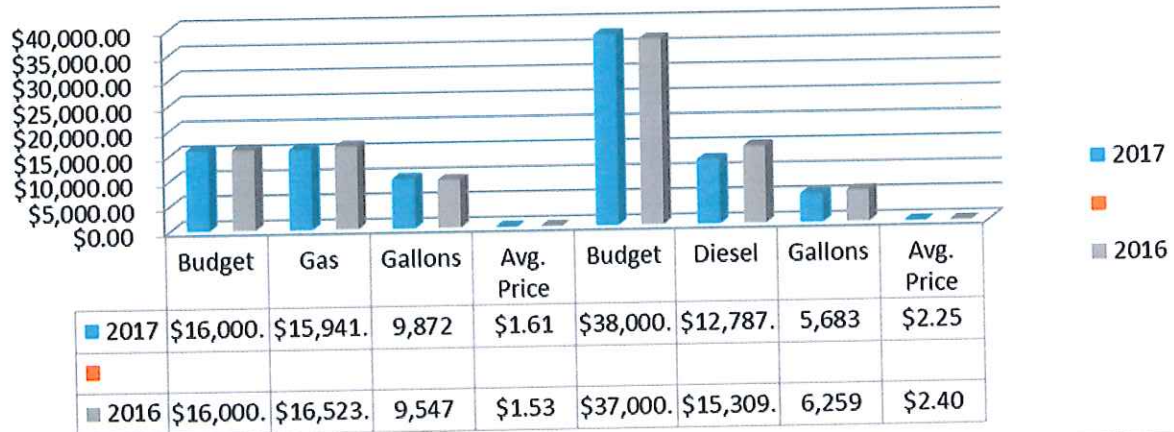
FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
37,253.00	1,534.61	15,484.78	21,768.22	42%

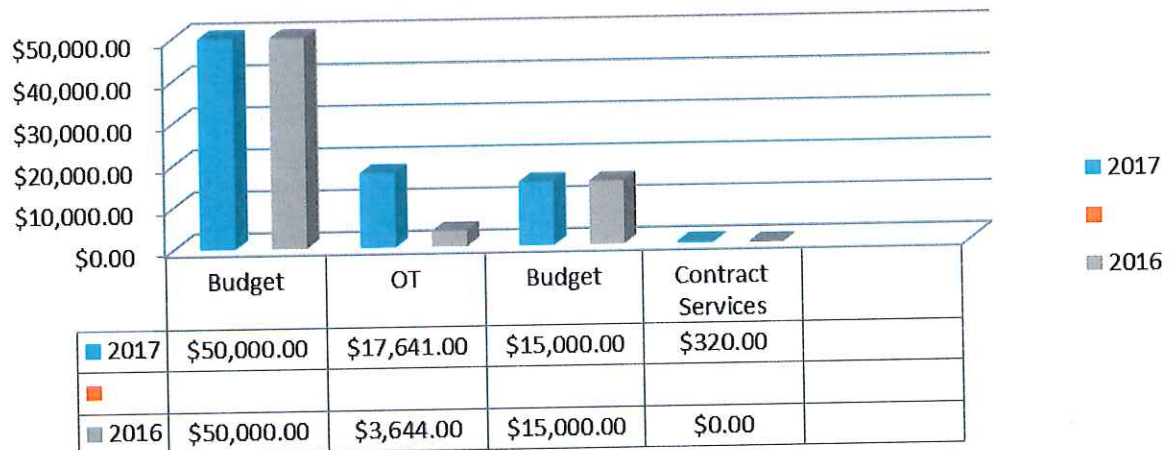
FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
36,963.00	1,522.10	14,180.31	22,782.69	38%

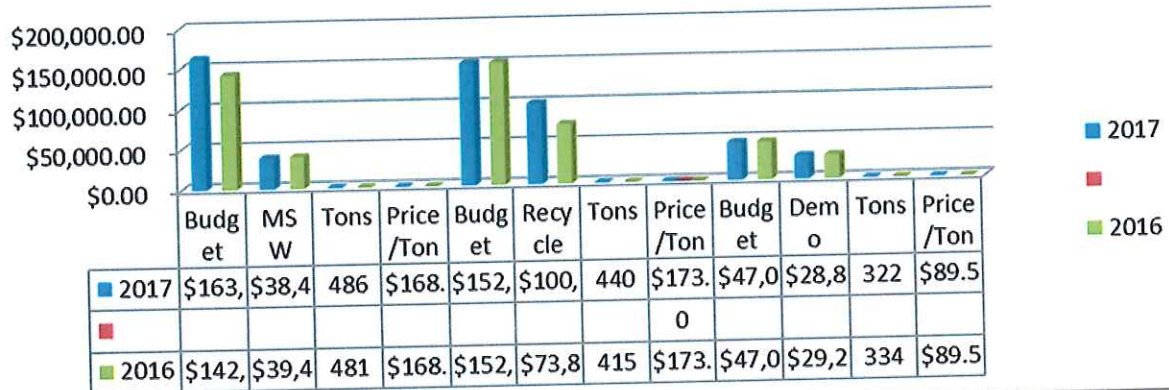
Public Works Department YTD Gas/Diesel



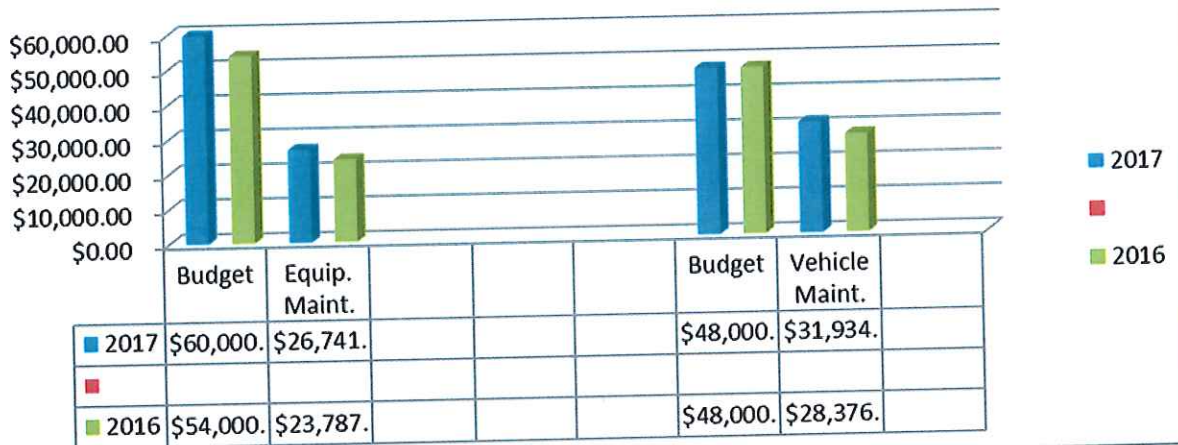
Public Works Department YTD Overtime/Contract Services



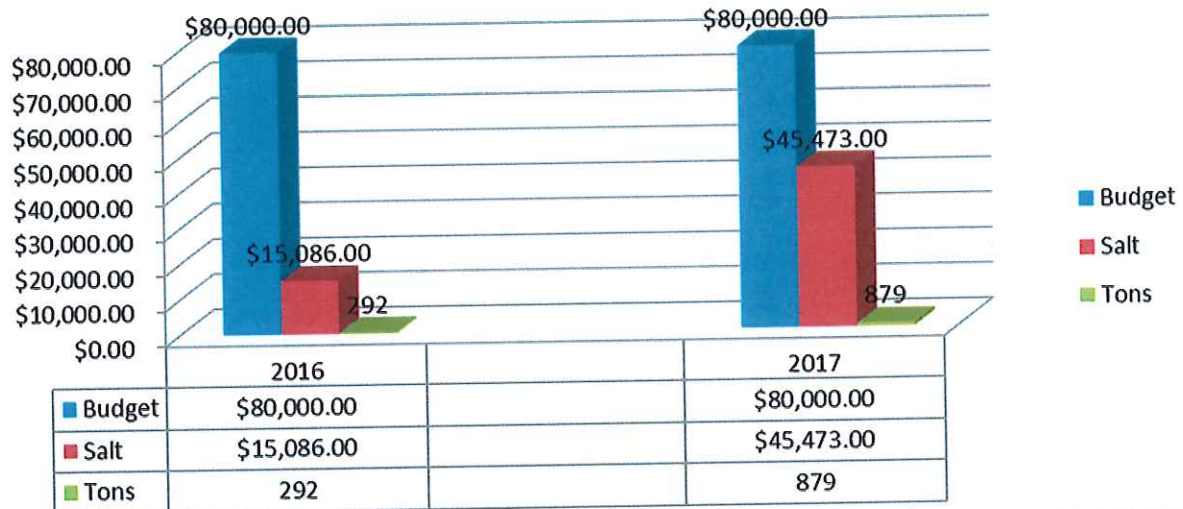
Public Works Department YTD Solid Waste



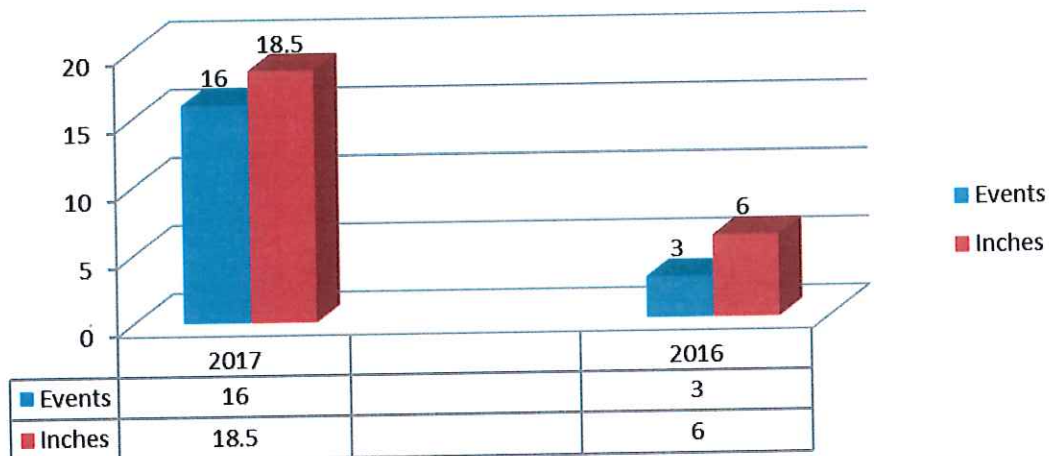
Public Works Department YTD Equipment/Vehicle Maintenance



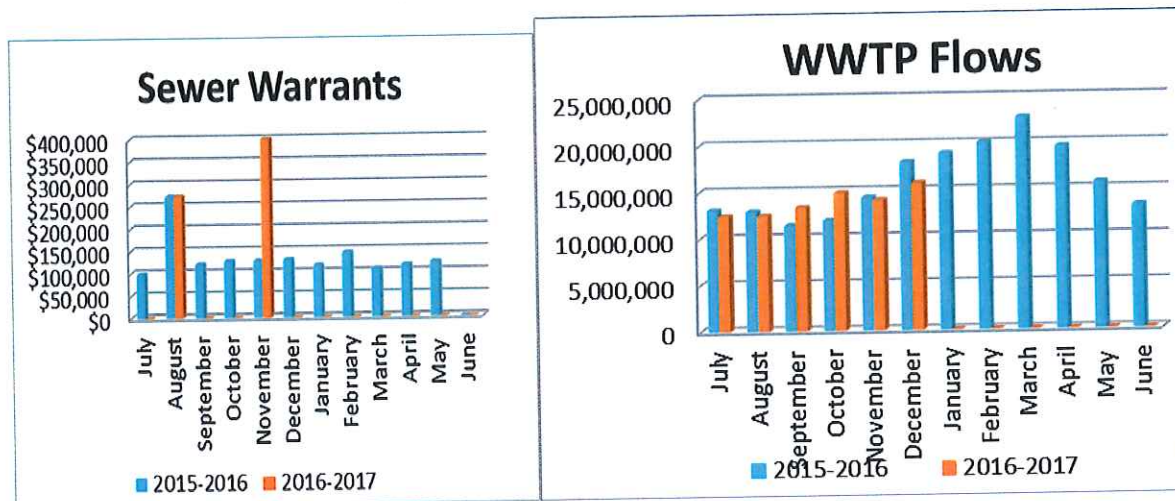
Public Works Department YTD Salt



Public Works Department YTD Snow Events



Environmental Services Department System Report



The Water and Sewer Departments have gone to quarterly billing. The next warrant will be posted in February.

Wastewater Treatment Facility Construction

Operations Building:

The Contractor has finished the plumbing in the operations building. Apex continues to working on the electrical in the building.

Aeration Basins:

The concrete for the walkways have been completed. Apex will be installing the hardware for the pumps.

Secondary Clarifiers:

Patten has completed the rebar and pouring the concrete for the clarifiers base slab. They have begun working on the rebar and walls of the secondary clarifiers.

Dewatering Building:

Apex has not completed the dewatering building. They have pulled new wire for the electrical service. They have installed the new electrical panels and sludge conveyor system. Town staff has received training on the mechanical portion of the sludge conveyors. The Town staff will receive the computer operation of the sludge conveyors when the programing is complete.

Primary and Secondary Digesters:

The Town staff has completed the installation of an inline grinder. The grinder will hopefully eliminate the plugging and fouling issues that we have had trying to process the wasted liquid sludge. We will begin processing when the dewatering building is complete. It is expected to be complete the week of January 9, 2017.

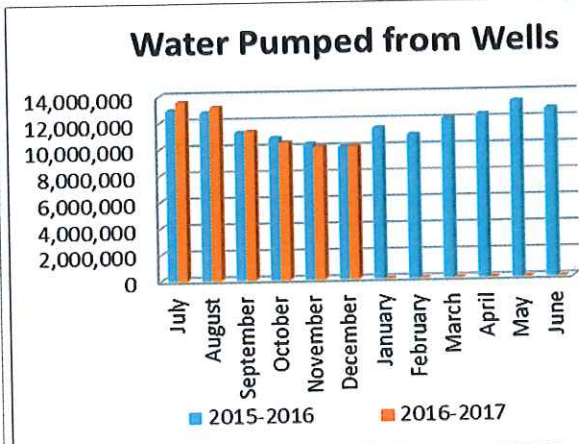
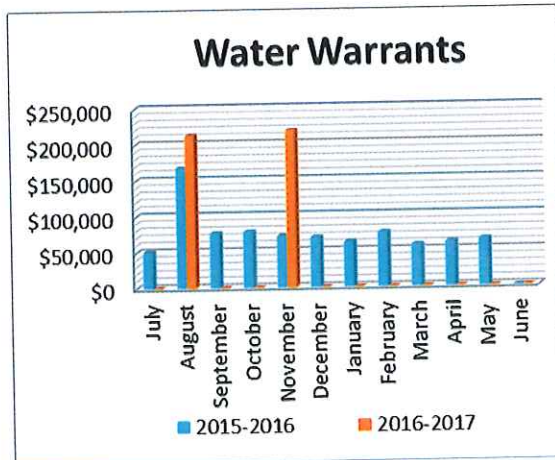
Monthly Operations Report															
Newmarket WPCF															
Permit # NH00100196															
December-2016															
	Inf. Flow	Eff. Flow MGD			BOD		TSS		Total	PH		Fecal	Enter	Chlorine	
	MGD	Min	Max	Total	Inf.	Eff.	Inf.	Eff.	Nitrogen	Inf.	Eff.	Colif.	ococci	Residual	
1	.6380	.02	3.0	.7060						7.5	7.2	14	163	0.00	0.00
2	.4940	.09	2.9	.5830						7.9	7.2	12	65	0.00	0.00
3	.4930	.17	3.0	.5440						7.9	7.4	<2	19	0.00	0.00
4	.5120	.10	3.0	.5490						7.7	7.3	8	16	0.00	0.00
5	.4510	.10	3.0	.4910		32		24	42	7.8	7.4	13	14	0.00	0.00
6	.4340	.13	2.4	.5060		33		25	47	7.4	7.5	<2	104	0.00	0.00
7	.4260	.15	3.0	.4740						7.9	7.4	8	72	0.00	0.00
8	.4220	.10	1.7	.4730						8.0	7.3	<2	42	0.00	0.00
9	.4250	.00	1.8	.4500						7.8	7.0	4	55	0.00	0.00
10	.4260	.07	1.8	.4350						8.0	7.4	<2	28	0.00	0.00
11	.4200	.10	2.0	.4430						7.9	7.3	<2	26	0.00	0.00
12	.4290	.10	1.9	.4660		30		24	37	7.9	7.3	22	10	0.00	0.00
13	.4110	.10	2.4	.4710	297	27	259	23	33	7.8	7.3	31	46	0.00	0.00
14	.4130	.10	2.0	.4620						8.0	7.3	8	78	1.54	0.00
15	.4020	.10	1.7	.4210						8.0	7.3	10	206	0.00	0.00
16	.4050	.09	1.6	.4180						7.8	7.3	12	345	0.00	0.00
17	.4080	.08	1.7	.8470						8.0	7.4	20	153	0.00	0.00
18	.5070	.10	3.0	.5600						7.9	7.3	66	148	0.00	0.00
19	.4230	.08	1.6	.4500						8.0	7.3	6	59	0.00	0.00
20	.4110	.10	1.7	.4580	271	28	269	25	26	8.0	7.0	4	210	0.00	0.00
21	.4060	.07	3.0	.4830		36		34	49	7.9	7.3	9	461	0.00	0.00
22	.3780	.04	2.3	.4330						7.9	7.4	8	273	0.00	0.00
23	.3980	.04	2.0	.4640						8.0	7.6	<2	9	0.00	0.00
24	.4080	.04	3.1	.4610						7.8	7.6	10	5	0.00	0.00
25	.3670	.05	1.6	.4520						8.1	7.6	1	8	0.00	0.00
26	.4100	.10	1.9	.5120						7.9	7.2	<2	21	0.00	0.00
27	.4470	.10	3.0	.5430		37		27	33	7.8	7.2	10	39	0.00	0.00
28	.4310	.08	1.7	.4800		33		24	31	7.8	7.3	6	37	0.00	0.00
29	.5740	.18	2.3	.6320						7.5	7.2	5	54	0.00	0.00
30	.5390	.10	1.9	.5860						7.7	7.2	1	34	0.00	0.00
31	.5310	.15	2.0	.5730						7.6	7.1	<2	51	0.00	0.00

Average Wastewater Flow Discharged: 0.5105 Million Gallons/Day

Biochemical Oxygen Demand (BOD) Removal: 89%

Total Suspended Solids (TSS) Removal: 90%

Total Nitrogen (TN) Average Discharge: 37.3 mg/L



The Water and Sewer Departments have gone to quarterly billing. The next warrant will be posted in February.

Bennett and Sewall Well Levels

We have not seen any recovery in the groundwater level at the 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

On Friday December 1st, the flow meter that regulates the flow from the distribution system to the blending facility failed. Due to the broken flow meter, town staff was only able to operate the MacIntosh Well and Blending Facility manually during regular operating hours. The contractor ordered a new flow meter and installed it on January 6, 2017. Town staff will resume normal operation of the MacIntosh Well and Blending Facility on January 8, 2017. The Department will be performing lead and copper testing at 5 private residences in the beginning of January. If the sampling program continues to produce clean results, the MacIntosh Well Blending Facility will increase the blend from 30% MacIntosh Well water to 45% on February 1, 2017. 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:

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

WATER	<u>FISCAL YEAR 2017</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	932,813.00	40,569.67	579,669.35	353,143.65	62%
	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	947,051.00	87,746.49	621,209.46	325,841.54	66%

SEWER**FISCAL YEAR 2017**

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,177,968.00	149,456.55	625,809.70	552,158.30	53%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,101,437.00	155,637.29	598,717.82	502,719.18	54%

Information Technology

As part of my review of phone bills, I began to investigate in earnest what phone lines we had that were probably no longer being used. Even if we cancel a line that we do need, we can get it back in short order. I am also looking at consolidating our bills from phone and data companies and simplifying them. I also continue to explore what our options would be for a new phone system as the current one in the Town is ten years old and has had some issues lately.

The Police Department lost a PC to hardware failure that was used for undercover work. I was able to get it going again, but it should get replaced in the new fiscal year (since it is lightly used, it can be a cast off of one of the older machines being swapped out).

The Recreation Department has a need to redo its camera system and now is a good time to approach this, since the siding is off the building and makes adding cameras much easier. I am working with Norris (our current town-wide security vendor) and Aimee (current acting Recreation Director) to come up with a solution that is better than what we have at a price we can live with. Comin up with a better solution is the easy part.

Pictometry has been more fully rolled-out. Pictometry provides pictures of the entire town, and lets us rotate pictures and do real time distance measurements. Most of Pictometry was funded by a grant acquired by the Police Department. It should be a real asset to Assessing, Zoning, Fire and Rescue, and the Police Department. Time will be required to keep the Pictometry database current.

Our antivirus vendor recently released a major update of software to better protect the network and all PCs. It is a large and involved update that I am still testing to make sure it won't break any of our existing processes.

I have been working with Planning to post updated Tax Maps and updated GIS data. This should be a very noticeable update with a lot of new features.

With recent changes in Channel 13 we have been struggling to record all the meetings we are committed to and produce decent product. The complexity of the current studio is daunting, and I am moving quickly to simplify where we can. I have had numerous requests to add music to the slideshow portion of Channel 13 and we are almost there using "royalty free" music. We will be doing a live broadcast from the School on Thursday for the school warrant hearing, something we have only done a few times.

Water and Wastewater have added tablets to their arsenal so when they are outside the building, they still have up to the minute access to their systems. I hope to expand this to other departments.

The amount and size of email continues to increase in Town and I need to set a policy to restrict how much email employees can have as it impacts the whole system after a while.

People have been requesting ergonomic keyboards to make work more comfortable and I have rolled some of those out.

IT

Budget	MTD Transactions	<u>FISCAL YEAR 2017</u>		Balance Year	% Spent
		YTD Transactions			
135,558.00	6,030.20	79,558.14		55,999.86	59%
Budget	MTD Transactions	<u>FISCAL YEAR 2016</u>		Balance Year	% Spent
		YTD Transactions			
131,752.00	16,519.04	61,667.30		70,084.70	47%

Building Inspector/Code Enforcement Officer
Previous Month Activities

Permits Issued					
7	Building	\$ 5,955			
9	Electrical	\$ 275	*5	paid with building permit	
4	Plumbing	\$ 175	*2	paid with building permit	
7	Mechanical	\$ 415	*1	paid with building permit	

Total 27 Revenue **\$ 6,820**

- Conducted 42 regular construction inspections
- Assisted new property owner with re-development of vested property on Creighton Street
- Met with Newmarket Business Association regarding sign regulations and marketing the businesses
- Researched and drafted edits for sign our regulations (contained in our Zoning Ordinance) that will serve to enhance business yet safeguard aesthetic desires of the community

**BUILDING
INSPECTION**

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
69,755.00	5,257.70	33,126.30	36,628.70	47%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
67,253.00	5,192.36	33,236.83	34,016.17	49%

Town Clerk - Tax Collector

TAXES

Total Committed 2016	\$18,454,468	Tax 1 & Tax 2
Total Collected thru 12/31/16	\$17,915,503	Principal & Interest

TAX LIENS

	2015 Liens	2014 Liens	2013 Liens
	<u>(Deed 2018)</u>	<u>(Deed 2017)</u>	<u>(Deed 2016)</u>
Property Tax Amount Liened	196,946.	209,291	245,781.
W/S Amount Liened	66,195.	71,925	67,890.
# Properties Liened	93	111	125
Uncollected thru 12/31/16	178,525.	85,800.	4080.

WATER & SEWER (1/1 THRU 12/31/16)

	<u>2016</u>	<u>2015</u>
Water Billed	762,303.	919,697.
Sewer Billed	1,401,367.	1,574,362.
Uncollected thru 12/31/16	107,576.	234,269.

TOWN CLERK REVENUE (7/1/16 thru 12/31/16)

	<u>Year End</u> <u>6/30/17</u>	<u>Year End</u> <u>6/30/16</u>	
Motor Vehicle (MV)	725,604.	690,736.	5.05% increase
Town "non-MV"	61,980.	66,930.	7.40% decrease
State NH (MV, Vitals, Boats, Dogs)	242,459.	253,508.	4.36% decrease

- Daily activity steady
- Motor Vehicles on the upswing
- Tax bills due 12-1-2016
- Preparing for Town filing period (1/25/17 – 2/3/17)

TOWN CLERK

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
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176,442.00	12,006.82	81,392.72	95,049.28	46%
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FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
162,270.00	11,032.25	73,156.43	89,113.57	45%

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	7,902.80	58,583.94	64,092.06	48%
	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	129,153.00	11,098.18	55,524.34	73,628.66	43%

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.
- 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	FY 16 % Increase/ (decrease) (e)		FY 15	FY 15 % Increase/ (decrease) (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	6	8	(2)	-25.00%	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	72	148	(4)	-2.70%	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 \$12,222,761 as of December 31st. Significant balances within this amount are \$944,112 relates to water, \$2,413,327 relates to sewer, \$240,105 relates to conservation commission, and \$355,696 relates to solid waste.

Income Statement –

- Revenues:

- Interest and Penalties – We are seeing a significant reduction late interest and penalties. To date, we collected \$41,213. Through the same period last year, we received \$64,908. This is a clear indication of the positive fiscal health of our taxpayers.
- 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 3% better than last year.
- Building permits continue to be strong, where we are within 22% of our budgeted goal. We are also roughly \$20,000 ahead of last year.
- Ambulance collections are now ahead of last year and are showing strenght.
- from the State in December. Rooms and meals may appear to be down, however, we historically receive these funds
- The sale of 41 Exeter Road was recorded in December 2016, which only \$55,941 was recorded in the current period. The remainder was recorded as revenue in prior years when the tax bills were issued.

- Expenditures:

- Expenditures are at expected levels.
- However, health insurance still concerns me, 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:

- Projects are at expectations. Currently, there are a deficits in the WWTF upgrade and Pedestrian Sidewalk projects totaling roughly \$1,649,104. 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	14,575.39	87,345.44	119,498.56	42%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
200,975.00	15,142.11	81,749.16	119,225.84	41%	

HUMAN RESOURCES

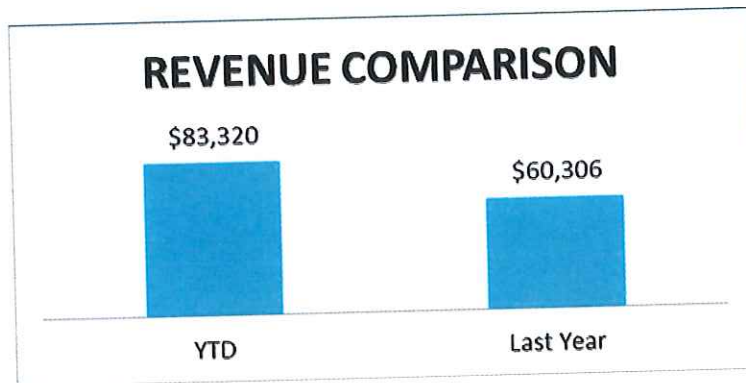
<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
1,515,143.00	110,075.44	856,595.72	658,547.28	57%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
1,371,879.00	112,636.60	809,311.83	562,567.17	59%	

Recreation

Recreation Fiscal Business Report:

To date our revolving account revenues is at \$83,320 collected which equates to 34% of our forecasted revenue budget. We are ahead of last year in revenue by \$23,014 which was only at 30% collected of last year's budget at this same time last year. We feel good that this number will continue to rise once summer camp registration begins in March.



YTD we have currently expended 58% of our \$243,433 budget, as compared to 65% spent of last year's budget of \$199,670. Our general fund expenses are lower at this same time as compared to last year by \$6,325.

Program Report

After Jim Hilton's Retirement Roast it was time to get back to work and think about the New Year! Thank you all who helped make this event a surprise for him. He was truly surprised.

Due to the holiday season the tail end of December was spent revving up for the New Year. We did, however, run 2 out of our 3 Vacation Field Trips after the Christmas. The 3rd field trip to Funworld was cancelled due to inclement weather. Programming for the Winter season will start after the first of the year. Our program coordinator, Britney Redlick (former UNH Women's Ice Hockey player) developed a new program called Blades of Glory (ice skating with instruction) to start in mid-January. We are very excited to report that this program has already sold out. We also have several other programs and many after-school programs running during the winter months and we are currently running several marketing campaigns in order to increase overall enrollment.

Our Annual 2017 Brochure which provides not only recreation programming information, as well as community information through our Rec Connect Community Collaboration program, was put on a slight publishing and printing hold until the end of January. There are still a few items that we wanted to include that are being finalized. We are very happy to report that social media marketing via Facebook hit the 1000 "likes" (all organic) followers this past week! We did a little celebration post on our Facebook page announcing and thanking all of our FB followers. We have also noticed an increase in FB traffic on our summer Camp Wanna Iguana FB page which gives us a good indication that we are going to sell out earlier than we did last year. We plan to post on our website all 2017 information and pricing for summer camp by mid February and have registration begin on March 1st.

Sunrise Sunset 55+ Activity Center

We started the month off with a mystery, holiday shopping trip to Amesbury and Newburyport. The large group enjoyed the element of surprise as we had different stops throughout the day. Our Breakfast Club took a short

trip over to North Hampton to try the new and popular, Urban Farmhouse Eatery. The week before Christmas we took a group to the festive 'Home for the Holidays' show at the Star Theater in Kittery. Although it was a bitter cold evening everyone loved this holiday extravaganza show which included dinner at Robert's Maine Grill before the performance.

The Random Acts of Art group spread their goodwill during the holidays in many different ways. The group made 18 Christmas trees out of old books which are folded to form a tree shape and then decorated and donated to The Pines of Newmarket to adorn their facility. We wanted to thank them for their support of the Sunrise Sunset Center throughout the year by sponsoring Tuesday Trivia nights and also by donating gift baskets for special events.

Again this year, the art group made centerpieces for the Fezziwig Ball held at the Newmarket MillSpace. Other art projects included tea-light snowmen, beaded star ornaments, sea glass snowman pins and Christmas cards.

We had two holiday parties at the center during the month of December. The holiday luncheon was well attended and the group enjoyed music by the Sunrise Singers and the Sunrise Marimba band. The Bingo Christmas party was a big hit with over 40 attendees and they were delighted to have Jim Hilton, our surprise guest, join them for Bingo. Jim's generosity didn't go unnoticed as he supplied 10 rolls of dimes for our guests to win randomly as Jim drew names throughout the afternoon. Immediately following the party the NHS chorus and their director, Emily Lauer, joined us for a Christmas Carol sing along.

Our cookbook project is taking shape with several recipe submissions along with three sponsorships thus far. We will continue to gather recipes throughout the next two months and send it off for printing in March. Our goal is to release the cookbook just before Mother's Day in May.

RECREATION

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
200,322.00	15,451.92	97,423.21	102,898.79	49%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
210,407.00	18,209.55	103,748.90	106,658.10	49%

RECREATION REVOLVING

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
243,433.00	5,963.88	140,583.47	102,849.53	58%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
199,670.00	5,002.91	128,925.54	70,744.46	65%

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2015/2016-52

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

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

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

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

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

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

First Reading: June 1, 2016

Second Reading:

Approval:

Approved: _____
Gary Levy, Town Council Chairman

A True Copy Attest _____
Terri J. Littlefield, Town Clerk

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2016/17 – 19

Approval of Memorandum of Understanding Between the Town and School for Facilities
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 School contract Facility Director Services from the Town, 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 facility director services that will be provided to the School Administrative Unit 31.

First Reading: January 18, 2017

Second Reading:

Approval:

Approved: _____

Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: _____

Terri Littlefield, Town Clerk

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2016/17 - 20

Approval of Director of Facilities Job Description

WHEREAS: the Town Council has approved the creation of a Department of Buildings and Grounds, and

WHEREAS: the Town Administrator is recommending the creation of a Director of Facilities to head this department.

WHEREAS: in accordance with the Newmarket Town Charter the Town Administrator has proposed a job description for the position.

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

The Newmarket Town Council approves the job description for the Director of Facilities.

First Reading: January 18, 2017

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: January 12, 2017

TITLE: Resolution #20162017-20 – Creation of Facilities Director Position

PREPARED BY: Steve Fournier, Town Administrator

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

I recommend approving this job description

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 Facilities 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.

On January 4 the Town Council created the Department of Buildings and Grounds. The Department Head supervising this department would be a Director of Facilities. The position would be funded in a similar fashion as the proposed Director of Finance.

The job description was reviewed by the joint committee a few months back. The Superintendent and I revised it to reflect a higher level position, looking at similar positions in the City of Manchester and the University of New Hampshire.

The Director of Facilities would have a college degree or post-secondary training in facilities maintenance field. A degree in civil, mechanical or electrical engineering would be preferred. Education requirements may be waived based on advanced experience.

FISCAL IMPACT: The position would be budgeted at \$65,000 for salary. Much like the agreement with the School for the Finance Director, the position would be funded by each entity based on their gross budgets, as such the Town would pay 36% of this salary or \$23,400.

RECOMMENDATION: I recommend the adoption of this job description.

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

Town of Newmarket, NH
Job Description

TITLE: Director of Facilities

SUMMARY: This is an administrative position managing the facilities of both the Town and Schools.

QUALIFICATIONS:

1. **Education/Certification:** Graduation from an accredited college or university with a college degree or post-secondary training in facilities maintenance field. A degree in civil, mechanical or electrical engineering preferred. Education requirements may be waived based on advanced experience. Hold a valid State of New Hampshire Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
 - a. Demonstrated knowledge of the basic principles of construction, maintenance, safety and security.
 - b. Demonstrated aptitude or competence in electrical, plumbing, heating and mechanical systems.
 - c. Demonstrated aptitude or competence in supervision and training of maintenance and custodial employees.
 - d. Identifies outsourcing needs, administers and supervises all contracts for consultant services to include architects, mechanical, civil, electrical and environmental engineers
 - e. Develops plans for future projects and continued improvements in facility operations
 - f. Sets goals and establishes policies and procedures to protect the Town and School's capital assets
 - g. Knowledge and experience in energy conservation and utility management.
 - h. Thorough knowledge of the proper handling of hazardous materials, including asbestos management, and maintaining of Safety and Material Safety Data Sheets.
 - i. Thorough knowledge of cleaning programs that encourage the use of green products and practices in public buildings.
 - j. Considerable knowledge of environmental regulations.
 - k. Must possess strong organizational skills.
 - l. Ability to write specifications and to write reports to other officials.

Job Description
Director of Facilities (continued)

- m. Ability to communicate effectively.
- n. Experience in preparing and administering Facilities budget.
- o. Computer Literacy.
- p. Strong interpersonal skills in a team environment.
- q. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below
- r. Such alternatives to the above qualifications as the Town Administrator may find appropriate and acceptable.

3. Experience:

- a. At least three years of experience in a supervisory capacity in either business, industry, or a governmental agency.
- b. At least three years of experience in the area of planning and maintaining physical facilities.
- c. Experience as a facility manager in an educational facility desired.
- d. Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: The Town Administrator with input from the Superintendent of Schools.

SUPERVISES AND EVALUATES: Buildings and Grounds Supervisor and Head Custodian.

JOB GOAL: To provide students, employees and the community at large, with a safe, secure, clean, attractive, comfortable and efficient environment in which to work, learn, play, and engage in personal growth and development.

PERFORMANCE RESPONSIBILITIES:

- 1. Selects and recommends persons to be hired, disciplined, discharged, or promoted.
- 2. Establishes and administers schedules and procedures for the regular, ongoing custodial and maintenance care of all buildings.
- 3. Examines all buildings on a regular basis for needed repairs and maintenance, organizes, documents and implements a program of preventive maintenance for all buildings.

Job Description
Director of Facilities (continued)

4. Inspects all buildings on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
5. Establishes and recommends priorities on repair projects and writes contracts.
6. Establishes an on-going six-year capital plan.
7. Responsible for planning of ADA compliance for all buildings.
8. Coordinates the ordering of requested materials, equipment and supplies as needed and for inventory needs following the purchase order procedures.
9. Tracks all work orders and log expenses.
10. Manage expense accounts with the supervision of the Town Administrator and Superintendent of Schools.
11. Maintain monthly account expense sheets for town and school review.
12. Consults with the Town Administrator and Superintendent of Schools as to the need for services and/or repairs by outside contractors.
13. Maintains a system for effective energy efficiency and recycling in all buildings.
14. Consults with town department heads and building principals regarding the establishment of regular preventive maintenance programs.
15. Advises on the hiring of contractors, architects and engineers and assigns work orders.
16. Has thorough knowledge of operation and maintenance of all of the heating and cooling systems.
17. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
18. Complies with all state laws and regulations, submits all reports and maintains records as required by the state.
19. Prepares and administers the custodial and maintenance budgets, works with administrators and department heads to be sure that all facility needs are identified.
20. Arranges for and insures that all custodial and maintenance staff participate in all required trainings.

Job Description
Director of Facilities (continued)

21. Monitors the time records of all maintenance and custodial staff and certifies them for salary payments.
22. Maintains a positive relationship with staff and citizens at all times and strives constantly to promote the safety, health and comfort of employees and community members.
23. Performs other tasks as may be assigned by the Town Administrator.
24. Respond to emergency calls pertaining to buildings.
25. Attend meetings in the evenings and make presentations.

TERMS OF EMPLOYMENT: Compensation and work hours in accordance with recommendation established by the Town Administrator.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds.

Environmental Conditions: outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy. 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.

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

Resolution # 2016/2017 - 21

**Resolution Regarding 12-Month Extension of Current Cable Television Franchise with
Comcast**

WHEREAS, Comcast of Maine/New Hampshire, Inc. (hereinafter "Comcast"), is the duly authorized holder of a Renewal Cable Television Franchise (hereinafter "Franchise") to operate a cable television system in the Town of Newmarket, New Hampshire (hereinafter the "Town") pursuant to NH RSA 53-C, as amended, said Franchise having commenced on November 4th, 2009; and

WHEREAS, Comcast has timely requested renewal of the Franchise, by means of a letter to the Town Administrator, dated March 20, 2014, pursuant to 47 US Code Section 546; and

WHEREAS, the Town has timely commenced renewal negotiations with Comcast, including propounding a set of audit questions on Comcast, the answers to which were received on or about November 10, 2016,

WHEREAS, the Franchise was set to expire on November 3, 2016, at midnight; and

WHEREAS, the Town requires more time to complete the negotiations with Comcast to renew the Franchise,

NOW, THEREFORE, BE IT RESOLVED, that the Newmarket Town Council, as the franchising authority for the Town, does hereby extend the Franchise for a **period of twelve (12) months**, until **midnight on November 3, 2017**, or until such time as the Franchise is renewed for a longer term, whichever occurs sooner, and authorizes the Town Administrator to sign such and extension, as duly authorized.

First Reading: *January 18, 2017*

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: January 11, 2017

TITLE: Resolution #2016/2017-21 - 12-Month Extension of Current Cable Television Franchise with Comcast

PREPARED BY: Steve Fournier, Town Administrator

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

I recommend adoption of this resolution and extend the current cable franchise agreement in order to finalize negotiations.

BACKGROUND: The Town of Newmarket is in a Franchise Agreement with Comcast to provide cable services in the community. We began renegotiating the franchise agreement two years ago. That agreement expired on November 3, 2016. We just received audit responses from Comcast, and there do not appear to be any areas of non-compliance with the current franchise agreement.

DISCUSSION: In order to finalize negotiations, the Town's cable attorney recommends extending the current agreement one year to November 3, 2017.

FISCAL IMPACT: None

RECOMMENDATION: We recommend the extension of the current cable franchise agreement by one year to finalize negotiations.

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

STAFF REPORT

**EXTENSION OF THE CABLE TELEVISION
FRANCHISE AGREEMENT
BETWEEN
THE TOWN OF NEWMARKET, NEW HAMPSHIRE, AND COMCAST**

In its statutory role as Franchising Authority, pursuant to the laws of the State of New Hampshire, the Town of Newmarket (the "Town") hereby **extends** the current Renewal Cable Television Franchise Agreement (the "Franchise Agreement"), granted to Comcast of Maine/New Hampshire, Inc. ("Comcast") said Franchise Agreement originally set to expire at midnight on November 3, 2016, **by mutual agreement, upon the same terms and conditions contained therein, from 12:01 AM on November 4, 2016 until midnight on November 3, 2017** ("Extension"), or until such time as the Franchise is renewed for a longer term, whichever occurs sooner.

This Extension shall under no circumstances be construed or deemed to be a renewal of the Franchise Agreement under either state or federal law(s) or the terms of said Franchise Agreement. The Town and Comcast reserve all of their lawful rights pursuant to all applicable state and federal law(s).

This Extension is subject to the terms and conditions contained in the regulations of the FCC; the Cable Communications Policy Act of 1984 (the "1984 Cable Act"); the Cable Television Consumer Protection and Competition Act of 1992 (the "1992 Cable Act") and all Town, State and Federal statutes and by-laws of general application.

Nothing herein shall be construed in any manner whatsoever as a waiver, release or surrender of any right that the Town and/or Comcast may have under Section 626 and Section 635 of the 1984 Cable Act with respect to this Extension. The Town expressly reserves all of its rights under applicable provisions of the 1984 Cable Act, including Section 626. Comcast expressly reserves all of its rights under applicable provisions of the 1984 Cable Act – including Section 626 and Section 635.

The Franchising Authority and Comcast agree to negotiate diligently and in good faith during the Extension period to finalize a longer term agreement.

In Witness Whereof, this ____ day of January, 2017, this Extension is hereby issued by the Town Council of the Town of Newmarket, New Hampshire as Franchising Authority, and all terms and conditions are hereby agreed to by Comcast.

Town of Newmarket

Comcast of Maine/New Hampshire, Inc.

By:

By:

Stephen Fournier, Town Administrator,
Duly Authorized

Name:

Title: _____