



TOWN OF NEWMARKET, NEW HAMPSHIRE TOWN COUNCIL AGENDA

REGULAR MEETING, WEDNESDAY, JANUARY 20, 2016 7PM NEWMARKET TOWN HALL COUNCIL CHAMBERS

- 1) **Pledge of Allegiance**
- 2) **Public Forum** ***Public Forum is an opportunity for the public to address the Town Council. All comments should be addressed to the Chair of the Council. No person will be allowed to speak longer than 5 minutes***
- 3) **Public Hearing:** Ordinance #2015/2016-02 Regulating disposal of solid waste, including curbside pickup of domestic or household waste and recyclables.
- 4) **Town Council to Consider Acceptance of Minutes**
 - a) January 6, 2016
- 5) **Report of the Town Administrator**
 - a) Town Moderator
- 6) **Committee Reports**
- 7) **Old Business**
 - a) Resolutions/Ordinances in the 2nd Reading
 - i. Ordinance #2015/2016-02 Regulating disposal of solid waste, including curbside pickup of domestic or household waste and recyclables.
 - ii. Resolution #2015/2016-30 Authorizing the Town Administrator to enter into a one year agreement with Casella Waste Systems for Waste and Recycling Services.
 - iii. Resolution #2015/2016-31 Authorizing the Town Administrator to enter into an agreement with MRI to conduct an Organizational Structure, and Efficiency Study for All Town Departments for an amount not to exceed \$40,000.
 - b) Ordinances and Resolutions in the 3rd Reading
 - c) Items Laid on the Table – NONE (Items will remain on the table unless a member of the Town Council moves to remove the item.)
- 8) **New Business/Correspondence**
 - a) Town Council to Consider Nominations, Appointments and Elections - None
 - b) Ordinance and Resolutions in the 1st Reading
 - i. Resolution #2015/2016-32 Amending Transfer Station Collection Fees
 - c) Correspondence to the Town Council
 - d) Closing Comments by Town Councilors

9) Adjournment



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

**NOTICE OF PUBLIC HEARING
NEWMARKET TOWN COUNCIL**

Notice is hereby given that the Town Council will be holding a Public Hearing on Wednesday, January 20, 2016 at 7PM at the Newmarket Town Hall, in the Town Council Chambers, located at 186 Main Street, Newmarket, NH to receive input on Ordinance #2015/2016-02: Adopting and Enacting a New Municipal Code known as Part II, Chapter 20 Section 20-8 of the Municipal Code for the Town of Newmarket, New Hampshire governing general waste management and the curbside pickup of household waste and recyclable materials generated within the geographic boundaries of the Town of Newmarket.

The purpose of this Ordinance is to provide proper management of curbside pickup of household waste and recyclable materials.

Respectfully submitted,
Stephen R. Fournier
Town Administrator

Posted: Friday, January 8, 2016
Portsmouth Herald
Post Office
Town Hall
Community Center
www.newmarketnh.gov

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

January 6, 2016 7:00 PM

PRESENT: Council Chairman Phil Nazzaro, Council Vice Chairman Gary Levy, Councilor Dale Pike, Councilor Amy Thompson, Councilor Toni Weinstein, Councilor Larry Pickering

EXCUSED: Councilor Amy Burns

ALSO PRESENT: Town Administrator Steve Fournier

AGENDA

Chairman Phil Nazzaro welcomed everyone to the January 6, 2016 Newmarket Town Council Meeting and called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.

Chairman Nazzaro announced that Councilor Amy Burns was an excused absence.

PUBLIC FORUM

Chairman Nazzaro opened the Public Forum at 7:01 pm and asked if anyone from the public wished to speak.

As no one from the public came forward, Chairman Nazzaro closed the Public Forum at 7:01 pm.

PUBLIC HEARING – None

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

Acceptance of the Minutes of the Regular Meeting of December 16, 2015

Councilor Thompson made a motion to approve the minutes of the regular meeting of December 16, 2015, which was seconded by Vice Chair Levy.

Changes/Corrections: Councilor Thompson noted an error on page 3 of the minutes in the second paragraph under Committee Reports, and corrected the beginning of the second sentence to read: "She said that last Monday..." Councilor Pike also made a correction to the first paragraph under Committee Reports, adding that the proposals were well-reported "by Town Planner Diane Hardy".

Town Administrator Fournier polled the Council and the motion to accept the minutes of December 16, 2015 was approved, as amended, by a vote of 6-0.

REPORT OF THE TOWN ADMINSTRATOR

Town Administrator Steve Fournier stated that the Secretary of State had scheduled the **Presidential Primary** for February 9, 2016, and that the polls would be open 7:00 am-7:00 pm at the High School. He said that due to the volume of voters expected, he would need two (2) councilors on every shift, with a majority needed at the closing to certify the ballots and sign the box. He next provided an update on the **Road Management Survey** which was being conducted by UNH and the Strafford Regional Planning Commission. He said the data collection had been completed by Strafford Regional Planning and that all the roads had been reviewed, photographed, and categorized by condition. He said that UNH would then be compiling a report with forecasting and recommendations, after which they would make a presentation to the Town Council. He said the report should be completed by the end of February.

Town Administrator Fournier stated that on the agenda for a first reading was a resolution to enter into a consulting agreement with Municipal Resources Inc. (MRI) to conduct the **Organizational Study** requested by the Town Council. He said he had met with MRI earlier in the day and had received the contract late this afternoon. He explained that the rather than include the clause "not to exceed \$40,000", they had specified a flat rate of \$38,000. He said the contract would be included in the next packet and the amount of the resolution would need to be amended at the next meeting. Town Administrator Fournier next addressed **Waste Collection**, stating that the Town, along with Stratham and Newfield, had negotiated a one-year extension with Casella Waste Management (formerly Best Way) to continue collection of recycling and waste. He said they would see an increase in rates for in both recycling and waste, and would also see a change in the commodity rate as there was currently no market for recyclables. He said that a first reading of the extension of the contract with Casella was on the agenda, and that more back-up information would be included in the next packet. He said this one-year deal would allow the three (3) communities to solicit proposals from other companies for next year for a longer term.

Town Administrator Fournier stated that he had received notification from the New Hampshire Department of Transportation that they would be holding a meeting next Thursday at 7:00 pm in the Auditorium to inform people on the **Route 108 Widening Project** from North Main Street to Durham. He said that they wanted to solicit input from officials as well as from the public and provide an update of the project. He explained that a lawsuit/appeal regarding an environmental permit on the Durham side had caused delays.

Discussion: Vice Chair Levy asked if there were entities other than UNH available to provide advice on how to approach the roads. Town Administrator Fournier said they had gone with UNH due to price, as an engineering firm would have cost three times the amount. He said UNH also received funding from DOT as well as the Federal Highway Administration for their Transportation/Technology Center. Vice Chair Levy felt the original UNH study had lacked a practical aspect, and that due to the amount of money involved, it was in their best interest to have someone else evaluate the report and provide a second opinion. Town Administrator Fournier explained that the study from UNH was not an engineering study, but was an estimate of how they needed to prioritize the roads. He said he had asked them not to specify a set amount to be done annually, but to allow the Town to decide what they could do within a certain amount of available funding. He added that any time a project of this magnitude actually went out to bid, they would absolutely want a second opinion before going forward. Vice Chair Levy felt the practical side involved taking the road traffic into consideration, and Town Administrator Fournier replied that UNH did not do traffic counts and were prioritizing the roads by condition rather than volume. Chairman Nazzaro said that he felt road conditions should be one criteria and road use should be another. Town Administrator Fournier stressed that this was a "road condition" study and said Strafford Regional Planning could possibly provide the road usage information.

Vice Chair Levy asked how the fee for Waste Collection was calculated, and Town Administrator Fournier replied that it was calculated by tonnage for the Town. He explained that they had funds from the pay-per-bag system, but as that did not cover the entire cost, the program was subsidized through tax dollars. Vice Chair Levy asked for an approximate ratio, and Town Administrator Fournier replied that it was around 60%/40% as they did not want to over-price the bags and lose all their revenue. Chairman Nazzaro mentioned using a private company, but Town Administrator Fournier said a private company might only take waste and not recyclables, which they would still have to collect without making a profit. He said he felt Newmarket's policy was fairer than most communities.

COMMITTEE REPORTS

Vice Chair Levy said that he did not have a Committee Report but that he had spoken with a member of the Planning Board with regard to taking some action on the Economic Development situation by the end of this fiscal year. He said they felt this was a reasonable time period to shoot for so that another year did not go by without any action.

Chairman Nazzaro reported on the *Land-Use Subcommittee of the Town Council*, saying they had met before the meeting. He said they had gone through and confirmed what they decided at the last meeting, and had come up with a list of parcels they felt were right to sell. He said that Town Administrator Fournier had been instructed to contact a real estate firm for assessment of the parcels and report back to the Subcommittee, after which they would present their recommendations to the Council.

OLD BUSINESS

ORDINANCES AND RESOLUTIONS IN THE 2ND READING

Resolution #2015/2016-29 Authorizing the Town Administrator to Enter into a Lease Agreement with Newmarket Community Church to House the Newmarket Town Clock

Councilor Weinstein made a motion to approve *Resolution #2015/2016-29 Authorizing the Town Administrator to Enter into a Lease Agreement with Newmarket Community Church to House the Newmarket Town Clock*, which was seconded by Councilor Thompson.

Town Administrator Fournier explained that this had come about after earlier discussions with regard to rights to the steeple versus the clock at the Newmarket Community Church. He said they thought this agreement would be good for two reasons: 1) they would outline their responsibilities exactly with the lease, and 2) their part of assisting with the housing of the clock would be their lease payment on an annual basis. He said he had spoken with the Chairman of the Trustees of the Church and they had agreed on an original lease amount of \$2,500, with provisions included for growth as this was a 20-year lease. He said they decided on a minimum yearly increase of 1% with a maximum of 4%, which would be based on the CPI Index for Boston-Urban annually. He said the amount would be paid per fiscal year on September 1st, but for this year a payment would be made before that and again in September for the new budget. He said he provided a small spreadsheet of what the rate could be, and that the minimum (1%) after 20 years would be \$3,050, and the maximum (4%) would be \$5,477 in the fiscal year ending 2036.

Discussion: Councilor Thompson had a question on *Section 3* of the lease under *Rent*, and asked why they could not just use the CPI rate rather than specify a minimum or maximum percentage. Town Administrator Fournier explained that a maximum was specified in case the CPI was too high (7-8), and a minimum in the event of a negative CPI as they did not want to have a year that went below the previous year. Councilor Thompson also had a question on *Section 6—Use of Leased Spaces*, asking if this covered the Lessor handling regular maintenance of the steeple so that it did not fall into disrepair. Town Administrator Fournier said that was the intention, but that he could not tie the hands of another Council, and they could not tie the hands of another Board of Trustees. He stated that their Town Attorney had written the lease to make sure their interests were covered, and that the attorney for the Church had reviewed and approved it.

Vice Chair Levy asked if this was the first time this had ever been done, and Town Administrator Fournier said this was the first time a written agreement had been made between the Church and the Town for the clock. He explained that the Town was paying a lease to host their mechanism and the agreement clarified that they understood the need of a revenue source for the Church. Vice Chair Levy felt it was a diplomatic way to address the situation but that he preferred it be done on an as-needed basis. Chairman Nazzaro felt that this formalized the relationship between the Town and the Church, as there had been nothing legally binding so far except that they owned the clock. Vice Chair Levy asked how the figure of \$2,500 had been decided on and Town Administrator Fournier replied that they were trying to find an amount that seemed fair as an annual payment. Councilor Pike felt the agreement was a reasonable resolution of something most of the citizenry would like to see as part of the Town appearance.

Vice Chair Levy pointed out that the yearly fee would be paid in addition to the continued clock maintenance. Town Administrator Fournier said the cost to wind the clock amounted to only \$100 to \$1,000 in annual maintenance, and that there was a Capital Reserve Fund to cover that. Chairman Nazzaro

reiterated that he liked having the agreement formally written to specify whose obligation was what. Councilor Weinstein said she was happy to see the issue resolved, and Councilor Pickering felt they were legally "cleaning up" the agreement made in 1872 when the Town purchased the clock. Vice Chair Levy asked what would happen if the tower needed a major renovation, and Town Administrator Fournier said it would be the obligation of the Church to address that. He reiterated that they were simply renting space in the steeple for the Town clock, and would withdraw the mechanism if the steeple fell into disrepair.

Town Administrator polled the Council and the motion to approve *Resolution #2015/2016-29 Authorizing the Town Administrator to Enter into a Lease Agreement with Newmarket Community Church to House the Newmarket Town Clock* passed by a vote of 6-0.

ITEMS LAID ON THE TABLE - None

NEW BUSINESS/CORRESPONDENCE

TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS - None

ORDINANCES AND RESOLUTIONS IN THE 1ST READING

Ordinance #2015/2016-02 Regulating Disposal of Solid Waste, including Curbside Pickup of Domestic or Household Waste and Recyclables

Chairman Nazzaro asked the Council if there would be any objection to his reading *Ordinance #2015/2016-02* in title only due to its length.

As there were no objections, Chairman Nazzaro read *Ordinance #2015/2016-02 Regulating Disposal of Solid Waste, including Curbside Pickup of Domestic or Household Waste and Recyclables* in title only. He also encouraged the public go online and read the Ordinance in full.

Town Administrator Fournier stated that there would also be a Public Hearing at the next meeting and that the Health Officer and the Public Works Director would be there to make a presentation.

Resolution #2015/2016-30 Authorizing the Town Administrator to enter into a One-Year Agreement with Casella Waste Systems for Waste and Recycling Services

Chairman Nazzaro read *Resolution #2015/2016-30 Authorizing the Town Administrator to enter into a One-Year Agreement with Casella Waste Systems for Waste and Recycling Services* in full.

Resolution #2015/2016-31 Authorizing the Town Administrator to enter into an Agreement with MRI to Conduct an Organizational Structure and Efficiency Study for All Town Departments for an Amount not to Exceed \$40,000

Chairman Nazzaro read *Resolution #2015/2016-31 Authorizing the Town Administrator to enter into an Agreement with MRI to Conduct an Organizational Structure and Efficiency Study for All Town*

Departments for an Amount not to Exceed \$40,000 in full, adding that the Council would be amending that amount.

Vice Chair Levy questioned the statement that MRI was the "most qualified" to do the study, saying several firms were qualified but MRI was the best fit. Chairman Nazzaro felt that the words "this study" quantified the statement.

CORRESPONDENCE/CLOSING COMMENTS

Vice Chair Levy said he wanted to compliment the police officer, who responded to a call on Sunday evening regarding a person on foot in the New Road area, saying he was very professional. He said that he had also called Police Chief Cyr to thank him.

Councilor Pike referred to *Resolution #2015/2016-30* regarding the extension of the agreement with Casella Waste Management. He said he liked the idea of recycling but he was concerned that it cost more to collect and was no longer paying for itself. He felt rather than just renew for another year, it might be important for them to reassess their assumptions with regard to recycling. Town Administrator Fournier said the facilities needed to say they were trying to recycle a portion of their collections. He said they could look at eliminating curbside pickup and have a Transfer Station instead where they could stockpile things until the market improved, but that this would not be convenient for the customer. Councilor Pickering asked if Casella was the only firm currently available and Town Administrator Fournier replied there were fewer firms than previously. Vice Chair Levy asked if the service so far had been commensurate, and Town Administrator Fournier said they had not seen any widespread issues.

NEXT MEETING

Chairman Nazzaro announced that the next Town Council meeting would be held January 20, 2016.

ADJOURNMENT

Vice Chair Levy made a motion to adjourn the meeting, which was seconded by Councilor Weinstein. The meeting was adjourned at 7:48 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN ADMINISTRATOR

REPORT OF THE TOWN ADMINISTRATOR
January 20, 2016

Wage and Classification Study: We have revised the Wage and Classification Study that was previously distributed to the Town Council. The Finance Director has found that over all, our compensation is in line with other communities. There are some notable exceptions of some positions higher and some lower. The Finance Director will be at the next meeting to review this with the Town Council. I am attaching it to this report for informational purposes at this time.

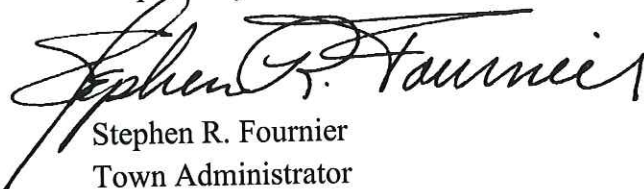
FY2016 Budget Analysis: At the end of December, and half way through the fiscal year, we are on track with our expenses for the FY2016 operating budget. We have expended 49% of the budget, with general fund 50% expended. Revenues are continuing to be higher than we estimated. We have collected 69% of the estimated revenues at this point. The complete report is attached.

Deliberative Session and the Presidential Primary: Deliberative Session is January 30 at 9AM at the High School. We have one warrant article, the Town Budget. I have the warrant for the Town Council's signatures tonight.

As of the writing of this report, I have heard from most councilors and have a schedule for the Presidential Primary on February 9. Again, a majority of the Town Council will have to be present at the closing of the polls.

The Town Moderator will be in as part of my report to discuss the presidential primary.

Respectfully Submitted,


Stephen R. Fournier
Town Administrator

Salary Study/Wage Scales

This report attempts to establish wage scales for all non-represented positions which are designed to attract and retain well qualified and experienced employees. Wage scales are also helpful to assure that employees are compensated appropriately as compared to peer groups, and assists with the allocation of compensation adjustments between merit increases to base salary and bonus considerations outside of base.

In an attempt to have a comprehensive survey of New Hampshire municipal jobs, we sent our salary surveys to 30 communities, who met the criteria outlined below. We received a respectable 14 responses.

The salary study was segmented into numerous steps to ensure that the data used was the most appropriate and relevant for the Town of Newmarket. The process was as follows:

1) Comparable communities – The selection of comparable communities is difficult for a community like Newmarket, where its small administrative staff completes multiple functions which are typically individually managed by a number of employees in larger communities. Also, Newmarket is unique as a smaller community which employs career staff to provide fire/EMS services on a 24/7 basis.

To identify comparable communities, statistical data of NH towns was reviewed based upon the following:

- a) Proximity to Newmarket – Area communities with similar services were considered, as those communities seek to fill similar positions under the same market conditions.
- b) Service Delivery – The relationship between communities and budget effort for police, fire, highway, general and total budgets was considered.
- c) Population Size – Provides an indicator of the complexity of services provided by a similarly sized organization.
- d) Town Tax Commitment – Provides a comparison of labor force efficiency.
- e) Total FT Salaries – Provides an indicator of the complexity of services provided by an organization.
- f) Assessed Valuation and Tax Rates – Similarly, provides a context of tax effort and development of the towns and cities under consideration.

The above factors were then categorized as being with 25% of Newmarket's budget and taxing efforts; additional relevance parameters, population and net town tax commitment, were established at 50% and 35%, respectively. The following communities were considered, with those communities possessing all of the selection criteria, above.

Community	Assessed Valuation	Net Town Tax Commitment (appropriation less revenues)	Population	Similarities (out of 6)
Claremont	\$689,783,208	\$10,443,318	13,224	3
Durham	\$916,456,045	\$7,643,243	14,949	3
Epping	\$672,995,200	\$3,385,166	6,503	3
Franklin	\$518,253,005	\$6,695,829	8,479	3
Greenland	\$671,075,232	\$2,281,656	3,616	2
Hampstead	\$1,008,191,126	\$3,145,556	8,538	4
Hampton	\$2,781,983,500	\$20,141,561	15,120	1
Hanover	\$1,964,944,600	\$8,920,848	11,287	2
New Castle	\$641,438,424	\$1,462,480	930	2
Rye	\$1,786,611,900	\$6,574,732	5,318	3
Somersworth	\$833,520,920	\$8,626,942	11,780	5
Stratham	\$1,225,837,216	\$4,425,272	7,285	3
Weare	\$819,615,914	\$3,163,717	8,828	3
Windham	\$2,091,975,160	\$8,095,944	13,777	1

2) Comparative Data – As stated earlier, a challenge exists attempting to identify comparable positions in smaller communities, as multiple responsibilities oftentimes result in varying job titles. Additionally, service levels between smaller communities vary greatly, also resulting in a small number of comparable job titles. As illustrated below, of the fourteen surveyed communities, Newmarket positions compared against the following similar positions:

Police Chief	13	Town Clerk/Tax Collector	13
Police Lieutenant	12	Town Planner	9
Police Admin. Asst.	11	Code Enforcement Officer	14
Director of Public Works	5	Water/Sewer Superintendent	4
Recreation Director	10	Welfare Director	7

As demonstrated, the lack of positions for comparison may present comparability issues.

3) Internal Ranking – One strategy which is used to compensate for the lack of comparable positions in the survey group is to identify the internal ranking of positions in a more cohesive group; for this part of the study, our survey was used to develop an internal ranking system among Newmarket positions.

The following is a summary of those positions, the number in the survey group, and the compensation relationship between the chief administrative officer (Town Manager/Administrator) and other Newmarket positions:

<i>Position</i>	<i>#</i>	<i>Average Compared to TA</i>	<i>Median Compared to TA</i>
Town Admin/Manager	20	100.0%	100.0%
Police Chief	19	79.4%	76.1%
Police Lieutenant	18	70.6%	66.6%
Director of Public Works	17	73.4%	70.2%
Water and Sewer Superintendent	14	56.6%	48.1%
Parks & Rec Director	12	57.3%	51.8%
Building Inspector	10	53.5%	53%
Staff Accountant	10	53.4%	49.5%
Town Clerk/Tax Collector	9	52.9%	50.3%
Secty./Asst. to T.A.	6	44.7%	45.2%
Police Secretary	5	41.0%	39.6%
Deputy TC/TX	5	39.2%	37.2%

The internal ranking between job titles calculated from the aggregate group is then applied to Newmarket's survey group. As stated previously, job title comparability is most difficult with smaller communities; in order to provide the most accurate comparisons possible, the rank of Police Chief has been identified as the position in the survey group as the most consistent in terms of job responsibilities. Accordingly, the Police Chief's max salary in the survey group, \$104,125, is used as the anchor wage to establish the Town Administrator / Manager's range, with all town positions then anchored off the Administrator's range:

<i>Position</i>	<i>Maximum</i>
Police Chief	\$ 104,208
Director of Public Works	\$ 88,941
Parks & Rec Director	\$ 68,307
Building Inspector (.74 FTE)	\$ 48,582
Town Clerk/Tax Collector	\$ 63,419
Staff Accountant	\$ 65,874
Secty./Asst. to T.A.	\$ 53,144
Police Secretary	\$ 50,232
Deputy TC/TX	\$ 50,232

3) Minimum and Maximum Salary Spread – One of the challenges is to determine a minimum and maximum salary spread for each position that is consistent with other comparable communities. Three survey responses provided no data to determine a minimum and maximum pay range. Two responses had ranges that varied between positions. The remaining six communities had ranges that were an exact percentage or had few exceptions. When viewing all of the communities together, the average spread appeared to fall within a 30% range, which was used for our wage plan.

From their data, we determined the respective communities' minimum and maximum salary range spread.

<i>Community</i>	<i>Salary Range Spread Between Min. and Max</i>
Claremont	52%
Durham	Approximately 20%
Epping	103%
Franklin	31%
Greenland	No range provided

Hampstead	50%
Hampton	Varies between 17% and 107%
Hanover	52%
New Castle	No range provided
Rye	23%
Somersworth	Varies between 12% and 32%
Stratham	No range provided
Weare	No range provided
Windham	Varies between 13% and 34 %

4) **Individual Positions** – This section will examine each non-represented position; the current compensation for that position; highlight any differences in role description between the Town’s information and the survey information; any resulting impacts on the wage scale; and makes preliminary recommendations on wage ranges.

a) **Police Chief** – This position typically is the most consistent in terms of duties and complexities; accordingly, under the internal ranking process, the position was used as the baseline from which all other town positions were ranked.

Police Chief – Works independently as prescribed by State law (RSA 105). Serves as chief administrator of the Police Department; manages the policy, development, control, supervision, direction and program implementation of the Department; is accountable for the effective delivery of police services to the community. May perform regular and difficult law enforcement duties.

Recommended Wage Range:	\$ 80,163 - 104,208
Current Incumbent:	\$ 92,717
Relationship to Town Administrator:	96.6%

b) **Director of Public Works** – Many smaller communities employ a Highway/Road Agent, with only a small number employ a Director, whose responsibilities expand to include town properties, parks and buildings. Still other positions have enhanced responsibilities including utilities.

Director of Public Works – Performs highly-responsible administrative and technical work in directing the operations of the Public Works

Department, including highway, and (if delegated pursuant to State law) solid waste, and building and cemeteries maintenance departments as prescribed by State law (RSA 231). Supervises activities of work crew engaged in a variety of public works projects.

Highway Superintendent/Road Agent – Works under administrative direction of the Board of Selectmen pursuant to State law (RSA 231). Performs administrative and technical work in directing the operations of the Highway Department; supervises and coordinates activities of employees engaged in a variety of public works projects, including the construction, maintenance and repair of streets, sidewalks and bridges, and the operations of solid waste and recycling facilities.

Recommended Wage Range:	\$68,411 - \$88,941
Current Incumbent:	\$ 86,736
Relationship to Town Administrator:	90.4%

c) **Recreation Director** – The Town employs a full-time Recreation Director who organizes all activities, coordinates with independent contractors who deliver services, supervises seasonal employees and manages the Recreation Revolving Fund.

Parks/Recreation Director – Directs and administers the Town's recreation programs and oversees the Recreation Department under the supervision and direction of either the Board of Selectmen or Recreation Commission, as prescribed by State law (RSA 35-B). Develops recreation programs and facilities; establishes and interprets policies; and develops short and long range plans.

Recommended Wage Range:	\$52,540 – 68,307
Current Incumbent:	\$65,564
Relationship to Town Administrator:	68.3%

d) **Building Inspector/Code Enforcement Officer** – A number of communities (like Newmarket) staff one position for both roles. Additionally, this position is a part-time position in Newmarket.

Building Inspector – Inspects all construction for compliance with building codes; processes and issues building permits; investigates complaints and prepares hearings, pursuant to State law (RSA 674).

Code Enforcement Officer – Administers zoning ordinances; investigates complaints; prepares hearings; represents municipality before and as advisor to the Zoning Board of Adjustment.

Recommended Wage Range:	\$24.36/hour - \$31.67/hour
Current Incumbent:	\$26.73/hour
Relationship to Town Administrator:	57.9%

f) ***Town Planner*** – The Town’s Planner is similar to Towns and Cities of a similar or larger size, who provides guidance to the public, Planning Board, Conservation Commission, and other Town Boards.

Planning/Zoning/Code Enforcement Secretary – Provides technical support regarding land use and development issues, state statutes, case law and current planning practices; ensures that local planning regulations and zoning ordinances are in conformance with state law; serves as a liaison between Town and State agencies; writes grants; and provides support to the Code Enforcement Officer on matters of enforcement.

Recommended Wage Range	\$61,651 - \$80,143
Current Incumbent:	\$73,374
Relationship to Town Administrator:	52.8%

g) ***Secretary to Planning/Zoning Boards/Code Enforcement*** – The Town’s Planning and Zoning Secretary assumes additional duties than those customarily found in larger land use offices, where it is common that the secretary works under closer direction of a Planner or Department manager. The requirement to exercise more independent judgment brings value to the organization, and ought to be recognized.

Planning/Zoning/Code Enforcement Secretary – Performs a full-range of complex secretarial and administrative support duties for the Planning Board, Zoning Board of Adjustment and Code Enforcement, including research, preparation and maintenance of materials related to land use meetings and hearings; transcribe meeting and hearing minutes; assists public with applications and building permits.

Recommended Wage Range	\$38,646 - \$50,232
Current Incumbent:	\$50,710
Relationship to Town Administrator:	76.4%

h) ***Police Administrative Assistant*** – This position is also one of the most populated in the survey, primarily attributable to stringent record-keeping requirements promulgated by the legal system and complex personnel work rules, regulations and schedules.

Secretary to Police Chief/Police Department – Works under the supervision of the Police Chief. Performs complex and confidential

secretarial and administrative support duties; receives calls and visitors to the Chief; types correspondence; schedules officers for outside details; documents hours for payroll and billing purposes; tracks and documents sick, vacation and swap time for Department; compiles Department statistics; maintains personnel files and assures confidentiality; assures proper maintenance of office equipment.

Recommended Wage Range:	\$38,646 - \$50,232
Current Incumbent:	\$47,694
Relationship to Town Administrator:	49.7%

i) **Staff Accountant** – The position of Staff Accountant is not very common in many of the survey groupings, as communities opt to hire a full time Finance Director or only maintain subsidiary positions such as bookkeeper or payroll clerk. Newmarket's financial services administration is very efficient by employing a Finance Director three days per week to supervise operations and provide high-level accounting, reconciliation and auditing functions.

Staff Accountant – Works under general supervision. Performs professional accounting work, including preparing and analyzing financial reports; maintaining cost accounting records on equipment and projects; and monitoring expenditure patterns for investment purposes.

Recommended Wage Range:	\$50,669 - \$65,874
Current Incumbent:	\$59,925
Relationship to Town Administrator:	62.4%

j) **Town Clerk/Tax Collector** – Many New Hampshire towns have recognized the value of combining the positions of Town Clerk and Tax Collector which results in an array of services being provided with a cross trained staff. Most of the duties of the TC/TX are statutory in nature; some offices also function as the central cash center where all monetary transactions are completed, although this is not in effect in Newmarket.

Combined City/Town Clerk/Tax Collector – As City/Town Clerk is responsible for keeping all City/Town records, certifying the actions of the Town Council and other city/town officials, making official reports, collecting fees and serving as an election official. As Tax Collector is responsible for collection of all taxes including but not limited to: property tax bills, sewer usage bills, sewer betterments, current use valuation penalties and yield taxes. Serves as City/Town Clerk and Tax Collector of the City/Town as prescribed by State law (RSA 41 and/or RSA 49-C). Performs duties independently.

Recommended Wage Range:	\$48,776 - \$63,419
Current Incumbent:	\$55,275
Relationship to Town Administrator:	57.6%

- k) **Deputy TC/TX** – Similar to the Town Clerk/Tax Collector.

Combined Deputy City/Town Clerk/Deputy Tax Collector – Works under the supervision of the City/Town Clerk and Tax Collector as prescribed by State law (RSA 41 and/or RSA 49-C). Assists City/Town Clerk in the planning and organization of City/Town record-keeping activities. Maintains official records and vital statistics of the City/Town; assists in preparation of official reports; makes bank deposits; collects licensing fees. Receives and posts tax payments; issues delinquency notices; answers miscellaneous questions regarding taxes.

Recommended Wage Range:	\$38,646 - \$50,232
Current Incumbent:	\$50,628
Relationship to Town Administrator:	52.7%
Relationship to TC/TX:	91.6%

5) **Other Considerations** – A significant degree of subjective evaluation is necessary to tailor a program to fit an organization. Issues such as employee experience and longevity, employee morale, efficiency of administration and other factors must be considered. The Select Board is encouraged to consider the following as the final design of the Merit Pool Administration Plan takes form:

a) **Wage Ranges** – Wage Ranges vary significantly among survey participants; for purposes of this project, a 30% range between minimum and maximum was established. Realistically, market conditions and internal compression relegate the minimum end of the range as a compensation floor, as employees customarily enter organization at a salary well above minimum. Additionally, an additional 10% supervision factor was included in the minimum wage determination for supervisors/department heads.

b) **Mitigating Factors** – There are certain mitigating factors which need to be more closely analyzed. For example, it is a valid compensation practice whereby the Deputy Town Clerk and Tax Collector was determined using only two communities. All other communities did not have comparable data by FTE and experience. Water and sewer positions differed slightly as compared to other communities. This is due to the complexity of the systems at Newmarket as compared to other communities.

c) **Current Compensation vs. Proposed Ranges** - It appears that many positions are within their respective market range. While this information is an accurate representation of data provided by the 14 communities, it may create employee morale concerns when the information is viewed within a formal policy (although this status does not preclude the award of lump sum merit compensation).

d) **Combining Ranges** – Most of the recommended wage ranges set the minimum at

the current salary, except noted in the mitigating factors above. Within each grade, the minimum salaries were averaged together to determine the minimum for that grade. This process naturally results in a large number of wage ranges similar to our current pay structure. The wage plan provides the combined ranges by grade.

These ranges would produce several unintended consequences which should merit special attention:

Below Minimum	Within 10% of Minimum	At or Within 5% of Maximum	Over Maximum
Channel 13 Technician, Welfare Director, Firefighter 1, Firefighter 2, Foreman, Solid Waste Laborer, Library Director, Children's Librarian, and one Police Lieutenant	Recreation Office Manager, Equipment Operator, Wastewater Maintenance Supervisor, Systems Technician, Buildings and Grounds Supervisor, Code Enforcement Officer, Police Prosecutor, Fire Administrative Assistant, Water Operator, and Information Systems Tech.	Water and Sewer Superintendent	Library Aide II, Planning/Code Secretary, and A/P P/R W/S Billing accountant

Note: Increasing positions that are below the minimum to the minimum results in an increase of approximately \$24,526 for salary, FICA, and Medicare only.

e) **Pay Administration** – It is recommended that the Town continue to compensate employees who are over their wage band as determined by the Town Council to continue at their current compensation; it would be appropriate for the Town Administrator to consider bonus awards not in base for these employees.

f) **Band Adjustments** – It is fairly common for wage bands to be adjusted annually based upon some objective measure, such as the change in the Boston Consumer Price Index. This practice would ensure that the Town's wage bands remain competitive in the marketplace, and would also allow for "head room" in which employees may grow. Over time, it would also allow longer term employees to fall back within the wage band range.

Town of Newmarket
Wage Plan
As of 11/18/2015

Grade	Classification	Wage Range		Status	
		Minimum	Maximum	Exempt	Non-Exempt
1	Library Aide II	13.96	18.15		X
	Building/Cemetery Laborer	15.39	20.01		X
2	Solid Waste Laborer				X
	Office Manager				X
	Fire - Administrative Assist.				X
	Library Aide I	16.50	21.45		X
3	PT Town Clerk/Tax Collector				X
	Equipment Operator				X
	DPW - Admin. Secretary				X
4	Firefighter #2	17.76	23.09		X
	Truck Driver/Laborer	18.58	24.15		X
	Deputy Town Clerk/Tax Collector				X
	Children's Librarian				X
5	Planning/Code Secretery				X
	Channel 13 Technician				X
	A/P P/R W/S Billing Accountant				X
	Police - Executive Secretery				X
	Firefighter #1	19.65	25.55		X
6	Executive Secretary				X
	Water Operator				X
7	Buildings and Grounds Supervisor	20.89	27.16		X
	Foreman	21.76	28.29		X
	Wastewater Maintenance Supervisor				X
8	Systems Technician				X
	Laboratory Technician				X
	Assistant Recreation Director			X	
	Welfare Director				X
9	Town Clerk/Tax Collector	23.45	30.49	X	
	Assistant Library Director				X
10	Code Enforcement Officer	24.36	31.67		X
	Staff Accountant				X
12	Recreation Director	25.26	32.84	X	
13	Police Prosecutor	26.86	34.92		x
14	Library Director	27.39	35.61	X	
15	Town Planner	29.64	38.53	X	
16	Information Systems Tech	31.34	40.74	X	
	Water and Sewer Superintendent			X	
	Finance Director	32.89	42.76	X	
17	Fire Chief			X	
	Public Works Director			X	
18	Police lieutenant	35.04	45.55	X	
	Assessor			X	
19	Police Chief	38.54	50.10	X	
20	Town Administrator		Exempt	X	

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December, 2015

		Fiscal Year 2016					Fiscal Year 2015				
Department	Account Number	ACCOUNT DESCRIPTION			Month to Date		Year to Date		Percent of Budget Spent		
		Budget	Transactions	Balance Year	Transactions	Balance Year	Transactions	Balance Year	Spent	Spent	
Town Council		19,300.00	4,111.25	13,098.75	6,201.25	68%	19,050.00	1,023.75	9,156.25	9,893.75	48%
Town Administrator		176,994.00	34,220.78	107,518.27	69,475.73	61%	176,144.00	14,962.90	86,974.83	89,169.17	49%
Finance		200,975.00	15,142.11	81,749.16	119,225.84	41%	199,175.00	18,099.48	75,604.40	123,570.60	38%
Human Resource		1,371,879.00	112,636.60	809,311.83	562,567.17	84%	1,385,703.00	137,591.03	702,284.71	683,424.29	51%
Town Clerk/Tax Collector		162,270.00	11,032.25	73,156.43	89,113.57	45%	166,544.00	10,915.69	74,674.96	91,869.04	45%
Recreation		210,407.00	18,209.55	103,748.90	106,658.10	45%	204,114.00	14,856.77	87,712.57	116,401.43	43%
Code Enforcement		67,253.00	5,192.36	33,236.83	34,016.17	49%	66,723.00	5,888.49	33,305.92	33,417.08	50%
Direct Assistance		48,220.00	3,768.88	15,854.20	32,365.80	33%	64,720.00	1,472.18	14,772.82	49,947.18	23%
Assessing		63,900.00	4,949.62	34,669.24	29,230.76	54%	66,723.00	2,101.75	20,326.23	46,396.77	30%
Legal		80,000.00	6,768.02	34,721.45	45,278.55	43%	75,000.00	6,517.33	39,404.57	35,595.43	53%
Planning		129,153.00	11,098.18	55,524.34	73,628.66	43%	128,153.00	7,773.02	48,691.65	79,461.35	38%
Conservation		1,941.00	288.38	1,466.38	474.62	76%	1,941.00	78.75	997.50	943.50	51%
Economic Development		1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
Debt Service		131,959.00	106,988.57	134,158.32	-2,199.32	102%	141,550.00	120,775.00	138,458.32	3,091.68	98%
Information Technology		131,752.00	16,519.04	61,667.30	70,084.70	47%	140,152.00	9,847.40	76,515.53	63,636.47	55%
Channel 13		30,387.00	2,255.83	11,804.56	18,582.44	39%	29,387.00	6,345.40	15,357.31	14,029.69	52%
Police		1,308,012.00	89,649.01	578,010.65	730,001.35	44%	1,264,752.00	92,325.39	582,192.18	682,559.82	46%
Public Work Administration		417,347.00	30,381.58	173,263.56	244,083.44	42%	417,247.00	37,358.91	195,545.87	221,701.13	47%
Roadways & Sidewalks		386,570.00	125,150.85	165,737.50	220,832.50	43%	384,070.00	21,996.37	281,775.68	102,294.32	73%
Street Lights		46,250.00	5,407.56	21,137.14	25,112.86	46%	46,250.00	9,092.04	20,324.26	25,925.74	44%
Buildings & Grounds		468,202.00	39,709.45	237,355.55	230,846.45	51%	449,362.00	84,332.65	245,661.49	203,700.51	55%
Cemetery		36,963.00	1,522.10	14,180.31	22,782.69	38%	36,963.00	2,267.99	13,606.84	23,356.16	37%
Vehicle		197,700.00	33,884.76	82,006.21	115,693.79	41%	174,810.00	34,100.96	93,396.41	81,413.59	53%
Fire & Rescue		334,185.00	31,458.70	179,472.46	154,712.54	54%	335,785.00	34,766.67	170,042.03	165,742.97	51%

Town of Newmarket, New Hampshire
Expense Report *b
For the Period Ended December, 2015

Fiscal Year 2016							Fiscal Year 2015						
Department	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent of Budget Spent	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent of Budget Spent	
Emergency Management			1,950.00	750.00	1,742.00	208.00	89%	1,950.00	0.00	0.00	1,950.00	0%	
Grants			69,300.00	4,280.00	28,770.00	40,530.00	42%	67,048.00	0.00	53,325.00	13,723.00	80%	
Social Service Grant			43,429.00	8,200.00	36,429.00	7,000.00	84%	45,023.00	0.00	27,223.00	17,800.00	60%	
		General Fund	6,137,298.00	723,575.43	3,089,790.34	3,047,507.66	50%	6,089,345.00	674,489.92	3,107,330.33	2,982,014.67	51%	
Library	Library		314,033.00	40,669.40	156,781.68	157,251.32	50%	303,736.00	22,887.38	137,686.56	166,049.44	45%	
Recreation	Recreation		199,670.00	5,002.91	128,925.54	70,744.46	65%	191,172.00	3,242.39	115,697.51	75,474.49	61%	
Solid Waste	Solid Waste		443,981.00	63,722.88	186,674.21	257,306.79	42%	449,611.00	36,485.04	192,111.37	257,499.63	43%	
Water	Water		583,051.00	87,746.49	257,209.46	325,841.54	44%	469,062.00	48,809.43	234,101.89	234,960.11	50%	
Sewer	Sewer		937,237.00	155,637.29	434,517.82	502,719.18	46%	847,896.00	46,376.26	285,063.98	562,832.02	34%	
Total Operating Budget			8,615,270.00	1,076,354.40	4,253,899.05	4,361,370.95	49%	8,350,822.00	832,290.42	4,071,991.64	4,278,830.36	49%	

* Does not include Capital Reserve Transfers

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent	Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		
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	0.00	5,500.00	50%	50%
	01-401-103-0000	TC - PART-TIME	7,800.00	1,361.25	4,848.75	2,951.25	63%	7,800.00	1,023.75	3,656.25	47%	47%
	01-401-190-0000	TC - TRAINING	250.00	0.00	0.00	250.00	0%	250.00	0.00	0.00	0%	0%
	01-401-202-0000	TC - GENERAL SUPPLIES	250.00	0.00	0.00	250.00	0%	0.00	0.00	0.00	0%	0%
			19,300.00	4,111.25	13,098.75	6,201.25	68%	19,050.00	1,023.75	9,156.25	48%	48%
	01-402-101-0000	TA - FULL TIME SALARIES	129,394.00	20,900.36	71,574.54	57,819.46	55%	129,394.00	9,510.31	61,310.36	47%	47%
	01-402-103-0000	TA - PART TIME SALARIES	4,000.00	0.00	2,065.39	1,934.61	52%	4,000.00	983.35	2,426.49	61%	61%
	01-402-190-0000	TA - TRAINING/STAFF DEV	3,000.00	313.72	3,072.44	-72.44	102%	3,000.00	50.40	1,493.58	50%	50%
	01-402-201-0000	TA - POSTAGE	3,000.00	414.42	1,696.44	1,303.56	57%	3,000.00	382.91	1,176.01	39%	39%
	01-402-202-0000	TA - GENERAL SUPPLIES	11,000.00	635.46	4,668.00	6,332.00	42%	11,000.00	1,583.62	5,109.65	46%	46%
Town Administrator	01-402-301-0000	TA - COMMUNICATION SERVICES	4,100.00	517.54	1,940.89	2,159.11	47%	4,000.00	325.52	1,981.53	50%	50%
	01-402-310-0002	TA - DUES/SUBSCRIPTIONS	9,000.00	1,163.35	8,638.67	361.33	95%	8,000.00	864.49	9,503.14	119%	119%
	01-402-310-0003	TA - ADVERTISING	2,500.00	0.00	1,358.28	1,141.72	54%	2,500.00	528.87	1,256.43	50%	50%
	01-402-310-0005	TA - BOOKS	500.00	0.00	0.00	500.00	0%	750.00	0.00	300.00	40%	40%
	01-402-402-0000	TA - EQUIPMENT MAINTENANCE	5,000.00	1,791.43	3,998.63	1,001.37	80%	5,000.00	598.00	2,282.21	46%	46%
	01-402-501-0000	TA - PRINTING/PUBLISHING	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	135.43	135.43	5%	5%
	01-402-702-0000	TA - CONTRACTED SERVICE	2,500.00	8,484.50	8,504.99	-6,004.99	340%	2,500.00	0.00	0.00	0%	0%
			176,994.00	34,220.78	107,518.27	69,475.73	61%	176,144.00	14,962.90	86,974.83	49%	49%
	01-403-100-0000	FINANCE - ELECTED OFFICIALS	900.00	0.00	0.00	900.00	0%	5,900.00	416.67	2,500.02	42%	42%
	01-403-101-0000	FINANCE - FULL TIME SALARIES	163,725.00	14,373.03	64,970.42	98,754.58	40%	158,725.00	16,769.91	67,642.31	43%	43%
Finance	01-403-103-0000	FINANCE - PART TIME SALARIES	5,000.00	416.67	2,500.02	2,499.98	50%	0.00	0.00	0.00	0%	0%
	01-403-190-0000	FINANCE- TRAINING/STAFF DEVELOPMENT	0.00	0.00	99.12	-99.12	0%	1,000.00	0.00	0.00	0%	0%
	01-403-201-0000	FINANCE - GENERAL SUPPLIES	5,000.00	167.97	2,144.50	2,855.50	43%	5,600.00	556.41	3,958.70	71%	71%
	01-403-301-0000	FINANCE - COMMUNICATIONS SERVICES	2,400.00	184.44	1,247.81	1,152.19	52%	2,300.00	203.54	1,010.76	44%	44%
	01-403-310-0001	FINANCE - BUDGET COMMITTEE EXPENSE	600.00	0.00	0.00	600.00	0%	200.00	0.00	0.00	0%	0%
	01-403-310-0002	FINANCE - DUES/SUBSCRIPTIONS	300.00	0.00	0.00	300.00	0%	300.00	0.00	0.00	0%	0%
	01-403-310-0003	FINANCE - ADVERTISING	1,000.00	0.00	0.00	1,000.00	0%	2,000.00	152.95	1,847.05	8%	8%
	01-403-402-0000	FINANCE - EQUIPMENT MAINTENANCE	600.00	0.00	446.29	153.71	74%	2,600.00	0.00	339.66	13%	13%
			21,450.00	0.00	10,341.00	11,109.00	48%	20,550.00	0.00	20,550.00	0%	0%
	01-403-703-0000	FINANCE - AUDIT	200,975.00	15,142.11	81,749.16	119,225.84	41%	199,175.00	18,099.48	75,604.40	38%	38%
Human Resource	01-404-150-0000	EMP BEN - FICA	111,000.00	8,562.99	53,566.18	57,433.82	48%	172,772.00	9,958.08	56,662.64	33%	33%
	01-404-151-0000	EMP BEN - MEDICARE	43,407.00	3,361.08	19,420.58	23,986.42	45%	40,407.00	3,483.65	19,590.58	48%	48%
	01-404-152-0000	EMP BEN - PRE-EMPLOYMENT TESTING	750.00	144.00	651.50	98.50	87%	1,000.00	144.00	353.00	35%	35%
	01-404-155-0000	EMP BEN - HEALTH INSURANCE	526,976.00	45,691.57	296,226.72	230,749.28	58%	518,565.00	74,764.94	276,890.43	53%	53%
	01-404-156-0000	EMP BEN - NH RETIREMENT	397,313.00	35,154.98	198,872.09	198,440.91	50%	397,313.00	32,746.45	188,817.32	48%	48%
	01-404-159-0000	EMP BEN - LIFE/DISABILITY BENE	25,575.00	4,025.65	11,723.35	13,851.65	46%	28,639.00	2,401.36	12,023.70	42%	42%
	01-404-160-0000	EMP BEN - WORKERS COMPENSATION	113,990.00	-215.00	116,553.00	-2,563.00	102%	53,965.00	-546.34	46,095.19	85%	85%
	01-404-161-0000	EMP BEN - UNEMPLOYMENT	6,523.00	0.00	0.00	6,523.00	0%	6,212.00	0.00	0.00	0%	0%
	01-404-162-0000	EMP BEN - EMPLOYEE TESTING	600.00	0.00	0.00	600.00	0%	600.00	0.00	144.00	24%	24%
	01-404-190-0000	HR - TRAINING STAFF DEVELOPMENT	2,500.00	61.33	1,673.41	826.59	67%	0.00	13.89	777.85	0%	0%
Human Resource	01-404-197-0000	EMP BEN - MERIT INCREASE POOL	35,000.00	0.00	0.00	35,000.00	0%	50,000.00	0.00	0.00	0%	0%
	01-404-198-0000	EMP BEN - LONGEVITY	18,675.00	15,750.00	15,750.00	2,925.00	84%	17,325.00	14,625.00	14,625.00	84%	84%
	01-404-504-0006	EMP BEN - PROPERTY LIABILITY INSURANCE	89,570.00	0.00	93,845.00	-4,275.00	105%	98,911.00	0.00	85,305.00	86%	86%
	01-404-504-0007	EMP BEN - INSURANCE DEDUCTIBLES	0.00	0.00	1,030.00	-1,030.00	0%	0.00	0.00	1,000.00	0%	0%
			1,371,879.00	112,636.60	809,311.83	562,567.17	84%	1,385,709.00	137,591.03	702,284.71	51%	51%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December, 2015

Department	Account Number	Account Description	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
Town Clerk/Tax Collector	01-405-101-0000	TC/TC - FULL TIME SALARIES	101,548.00	8,146.36	49,946.27	51,601.73	99,362.00	7,811.32	46,976.43	52,385.57	47%
	01-405-103-0000	TC/TC - PART TIME SALARIES	27,410.00	2,020.10	14,302.82	13,107.18	26,581.00	2,267.25	15,195.62	11,385.38	57%
	01-405-103-0070	TC/TC PT - ELECTION OFFICIALS	5,106.00	0.00	0.00	5,106.00	6,540.00	0.00	2,700.00	3,840.00	41%
	01-405-190-0000	TC/TC - TRAINING STAFF DEVELOPMENT	2,600.00	0.00	546.62	2,053.38	3,570.00	0.00	1,112.80	2,457.20	31%
	01-405-201-0000	TC/TC - POSTAGE	8,966.00	378.02	3,719.98	5,246.02	6,966.00	337.34	3,583.00	3,383.00	51%
	01-405-201-1000	TC/TC - SPECIAL POSTAGE	0.00	0.00	0.00	0.00	5,600.00	0.00	0.00	5,600.00	0%
	01-405-202-0000	TC/TC - GENERAL SUPPLIES	3,300.00	316.18	1,450.03	1,849.97	3,300.00	173.90	1,062.32	2,237.68	32%
	01-405-301-0000	TC/TC - COMMUNICATION SERVICES	1,600.00	121.18	610.69	989.31	1,600.00	120.62	736.45	863.55	46%
	01-405-310-0002	TC/TC - DUES/SUBSCRIPTIONS	360.00	20.00	56.00	304.00	650.00	29.00	162.95	487.05	25%
	01-405-310-0003	TC/TC - ADVERTISING	0.00	0.00	231.33	-231.33	200.00	0.00	64.40	135.60	32%
	01-405-310-0070	TC/TC - ELECTION/REGISTRATION	4,380.00	21.92	201.79	4,178.21	4,975.00	169.77	2,344.39	2,630.61	47%
	01-405-402-0000	TC/TC - EQUIPMENT MAINTENANCE	1,400.00	0.00	497.00	903.00	1,400.00	0.00	599.66	800.34	43%
	01-405-702-0000	TC/TC - DEED RESEARCH	2,600.00	8.49	201.27	2,398.73	2,600.00	6.49	136.94	2,463.06	5%
	01-405-702-1000	TC/TC - CODIFICATION	500.00	0.00	1,392.63	-892.63	700.00	0.00	0.00	700.00	0%
	01-405-800-0000	TC/TC - EQUIPMENT PURCHASE	2,500.00	0.00	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0%
Town Clerk/Tax Collector			162,270.00	11,032.25	73,156.43	89,113.57	166,544.00	10,915.69	74,674.96	91,869.04	45%
Recreation	01-406-101-0000	RECREATION-FULL TIME SALARIES	146,666.00	11,863.59	73,075.31	73,590.69	146,666.00	11,374.22	69,720.91	76,945.09	48%
	01-406-103-0000	RECREATION-PART TIME SALARIES	43,434.00	3,245.82	19,984.35	23,449.65	35,006.00	3,235.20	9,736.64	25,269.36	28%
	01-406-190-0000	RECREATION-TRAINING/STAFF DEVELOP.	2,000.00	146.25	2,269.13	-269.13	2,000.00	185.00	355.00	1,645.00	18%
	01-406-191-0000	RECREATION-TRAVEL EXPENSE	300.00	0.00	0.00	300.00	300.00	0.00	0.00	300.00	0%
	01-406-192-0000	RECREATION-MEAL ALLOWANCE	300.00	0.00	78.95	221.05	300.00	0.00	28.03	271.97	9%
	01-406-201-0000	RECREATION-POSTAGE	1,500.00	661.75	661.75	838.25	1,500.00	0.00	817.33	682.67	54%
	01-406-202-0000	RECREATION-GENERAL SUPPLIES	1,650.00	225.37	630.35	1,019.65	1,650.00	62.97	89.54	1,560.46	5%
	01-406-301-0000	RECREATION-COMMUNICATION SERVICE	3,288.00	280.99	1,323.54	1,964.46	3,159.00	278.82	1,683.10	1,475.90	53%
	01-406-310-0002	RECREATION-DUES/SUBSCRIPTIONS	1,233.00	378.00	745.96	487.04	645.00	94.99	432.94	212.06	57%
	01-406-402-0000	RECREATION-EQUIP. MAINTENANCE	6,636.00	472.31	1,818.69	4,817.31	7,188.00	378.00	4,188.96	2,999.04	58%
	01-406-800-0000	RECREATION-EQUIP. PURCHASE	1,200.00	0.00	985.44	214.56	1,200.00	0.00	0.00	1,200.00	0%
	01-406-904-0000	RECREATION-SUNRISE SUNSET SR CTR	2,200.00	935.47	2,175.43	24.57	4,500.00	-752.43	660.12	3,839.88	15%
			210,407.00	18,209.55	103,748.90	106,658.10	204,114.00	14,856.77	87,712.57	116,401.43	43%
Code Enforcement	01-407-101-0000	CODE - FULL-TIME SALARIES	25,355.00	1,950.41	12,564.78	12,790.22	25,355.00	1,950.41	12,677.67	12,677.33	50%
	01-407-103-0000	CODE - PART TIME SALARIES	37,318.00	2,913.58	18,533.28	18,784.72	37,318.00	3,255.28	18,801.59	18,516.41	50%
	01-407-190-0000	CODE - TRAINING	1,000.00	130.00	205.00	795.00	500.00	35.00	115.00	385.00	23%
	01-407-201-0000	CODE - POSTAGE	130.00	1.94	30.62	99.38	300.00	7.92	68.39	231.61	23%
	01-407-202-0000	CODE - GENERAL SUPPLIES	2,700.00	85.56	1,089.12	1,610.88	1,500.00	364.44	1,020.41	479.59	68%
	01-407-301-0000	CODE - TELEPHONE	500.00	85.87	482.03	17.97	1,000.00	85.44	367.91	632.09	37%
	01-407-310-0002	CODE - DUES/SUBSCRIPTIONS	0.00	25.00	332.00	-332.00	500.00	190.00	254.05	245.05	51%
	01-407-402-0000	CODE - EQUIPMENT MAINTENANCE	200.00	0.00	0.00	200.00	200.00	0.00	0.00	200.00	0%
	01-407-702-0000	CODE - LAB TESTING	50.00	0.00	0.00	50.00	50.00	0.00	0.00	50.00	0%
			67,253.00	5,192.36	33,236.83	34,016.17	66,723.00	5,888.49	33,305.92	33,417.08	50%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
Direct Assistance	01-408-103-0000	DIR ASSIST - PART-TIME SALARIES	22,320.00	1,262.94	9,548.06	12,771.94	21,320.00	1,440.13	8,596.67	12,723.33	40%
	01-408-190-0000	DIR ASSIST - TRAINING/STAFF DEVEL	150.00	0.00	0.00	150.00	150.00	0.00	0.00	150.00	0%
	01-408-202-0000	DIR ASSIST - GENERAL SUPPLIES	200.00	30.94	156.14	43.86	200.00	32.05	396.15	-196.15	198%
	01-408-310-0002	DIR ASSIST - DUES/SUBSCRIPTIONS	50.00	0.00	0.00	50.00	50.00	0.00	0.00	50.00	0%
	01-408-315-0038	DIR ASSIST - FOOD	1,500.00	0.00	0.00	1,500.00	2,000.00	0.00	60.00	1,940.00	3%
	01-408-315-0039	DIR ASSIST - RENT	15,000.00	1,975.00	4,900.00	10,100.00	30,000.00	0.00	5,720.00	24,280.00	19%
	01-408-315-0040	DIR ASSIST - ELECTRICITY	1,500.00	500.00	500.00	1,000.00	3,000.00	0.00	0.00	3,000.00	0%
	01-408-315-0041	DIR ASSIST - HEAT	2,500.00	0.00	0.00	2,500.00	3,000.00	0.00	0.00	3,000.00	0%
	01-408-315-0042	DIR ASSIST - MEDICAL	2,000.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0%
	01-408-315-0043	DIR ASSIST - MISCELLANEOUS	3,000.00	0.00	750.00	2,250.00	3,000.00	0.00	0.00	3,000.00	0%
Assessing	01-409-101-0000	ASSESS - FULL TIME SALARIES	0.00	0.00	0.00	0.00	64,720.00	1,472.18	14,772.82	49,947.18	23%
	01-409-130-0000	ASSESS - CONTRACTED SERVICES	55,000.00	4,943.70	34,655.33	20,344.67	16,973.00	0.00	0.00	16,973.00	0%
	01-409-190-0000	ASSESS - TRAINING	0.00	0.00	0.00	0.00	40,000.00	2,067.50	12,582.50	27,417.50	31%
	01-409-191-0000	ASSESS - MILEAGE	0.00	0.00	0.00	0.00	200.00	0.00	212.75	-12.75	106%
	01-409-201-0000	ASSESS - POSTAGE	500.00	5.92	13.91	486.09	500.00	12.96	36.45	463.55	7%
	01-409-202-0000	ASSESS - GENERAL SUPPLIES	500.00	0.00	0.00	500.00	500.00	21.29	94.53	405.47	19%
	01-409-310-0002	ASSESS - DUES/SUBSCRIPTIONS	350.00	0.00	0.00	350.00	900.00	0.00	0.00	900.00	0%
	01-409-407-0000	ASSESS - SOFTWARE	7,550.00	0.00	0.00	7,550.00	7,400.00	0.00	7,400.00	0.00	100%
			63,900.00	4,949.62	34,669.24	29,230.76	66,723.00	2,101.75	20,326.23	46,396.77	30%
	01-410-602-0000	LEGAL - LEGAL EXPENSES	80,000.00	6,768.02	34,721.45	45,278.55	75,000.00	6,517.33	39,404.57	35,595.43	53%
Legal			80,000.00	6,768.02	34,721.45	45,278.55	75,000.00	6,517.33	39,404.57	35,595.43	53%
	01-411-101-0000	PLAN - FULL TIME SALARIES	95,708.00	7,594.57	46,885.48	48,822.52	95,708.00	7,362.19	45,636.63	50,071.37	48%
	01-411-103-0000	PLAN - PART TIME SALARIES	2,000.00	0.00	1,345.90	654.10	2,000.00	0.00	750.99	1,249.01	38%
	01-411-190-0000	PLAN - TRAINING/STAFF DEVELOPMENT	1,500.00	17.25	482.25	1,017.75	1,500.00	0.00	51.80	1,448.20	3%
	01-411-201-0000	PLAN - POSTAGE	2,000.00	19.30	503.07	1,496.93	2,000.00	35.73	601.34	1,398.66	30%
	01-411-202-0000	PLAN - GENERAL SUPPLIES	2,000.00	140.20	641.57	1,358.43	2,000.00	8.49	699.11	1,300.89	35%
	01-411-202-0054	PLAN - MAPPING SUPPLIES	4,000.00	3,000.00	3,000.00	1,000.00	4,000.00	0.00	0.00	4,000.00	0%
	01-411-301-0000	PLAN - COMMUNICATIONS SERVICES	600.00	53.31	270.54	329.46	600.00	52.66	323.88	276.12	54%
	01-411-310-0002	PLAN - DUES/SUBSCRIPTIONS	8,345.00	65.00	465.00	7,880.00	8,345.00	0.00	0.00	8,345.00	0%
	01-411-310-0003	PLAN - ADVERTISING	2,000.00	208.55	923.03	1,076.97	2,000.00	313.95	627.90	1,372.10	31%
Planning	01-411-702-0000	PLAN - TAX MAPS	1,000.00	0.00	1,007.50	-7.50	0.00	0.00	0.00	0.00	0%
	01-411-703-0000	PLAN - CONTRACTED SERVICES	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0%
			129,153.00	11,098.18	55,524.34	73,628.66	128,153.00	7,773.02	48,691.65	79,461.35	38%
	01-413-103-0000	CON COMM - PT RECORDING SECRETARY	1,000.00	131.25	746.25	253.75	1,000.00	78.75	997.50	2.50	100%
	01-413-201-0000	CON COMM - POSTAGE	60.00	6.96	6.96	53.04	60.00	0.00	0.00	60.00	0%
	01-413-202-0000	CON COMM - GENERAL SUPPLI	200.00	-363.00	200.00	0.00	200.00	0.00	0.00	200.00	0%
	01-413-310-0002	CON COMM - DUES/SUBSCRIPT	390.00	363.00	363.00	27.00	390.00	0.00	0.00	390.00	0%
	01-413-702-0000	CON COMM - CONTRACTED SERVICES	291.00	150.17	150.17	140.83	291.00	0.00	0.00	291.00	0%
			1,941.00	288.38	1,466.38	474.62	1,941.00	78.75	997.50	943.50	51%
	01-414-310-0000	ECON DEV - OPERATING EXPENSE	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
Economic Development			1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
Conservation											

Town of Newmarket, New Hampshire
Expense Report *b
For the Period Ended December, 2015

Department	Account Number	Account Description	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent			
			Budget	Month to Date	Transactions	Year to Date	Balance Year	Budget	Month to Date	Transactions	Year to Date	Balance Year	Budget	Spent
Debt Service	01-418-950-0000	DEBT SER - PRINCIPLE	100,000.00	100,000.00	100,000.00	100,000.00	0.00	100,000.00	100,000.00	100,000.00	100,000.00	0.00	100%	100%
	01-418-951-0000	DEBT SER - INTEREST	31,959.00	6,988.57	34,158.32	34,158.32	-2,199.32	41,550.00	20,775.00	38,458.32	38,458.32	3,091.68	93%	93%
			131,959.00	106,988.57	134,158.32	134,158.32	-2,199.32	141,550.00	120,775.00	138,458.32	138,458.32	3,091.68	98%	98%
	01-420-101-0000	MIS - FULL TIME SALARIES	65,377.00	5,244.84	32,285.84	33,091.16	33,091.16	65,377.00	5,028.92	31,179.30	31,179.30	34,197.70	48%	48%
	01-420-103-0000	MIS - PART TIME SALARIES	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0%	0%
	01-420-190-0000	MIS - TRAINING	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0%	0%
	01-420-202-0000	MIS - GENERAL SUPPLIES	2,500.00	918.60	1,928.83	571.17	571.17	2,500.00	287.81	1,256.37	1,256.37	1,243.63	50%	50%
	01-420-301-0000	MIS - COMMUNICATION SERVICE	600.00	50.37	253.66	346.34	346.34	500.00	100.12	352.07	352.07	147.93	70%	70%
	01-420-310-0002	MIS - DUES SUBSCRIPTIONS	275.00	0.00	0.00	275.00	0.00	275.00	0.00	0.00	0.00	275.00	0%	0%
	01-420-407-0000	MIS - SOFTWARE MAINT	40,000.00	4,281.63	17,290.98	22,709.02	22,709.02	47,500.00	3,993.00	33,874.58	33,874.58	13,625.42	71%	71%
Information Technology	01-420-409-0000	MIS - REPAIRS/MAINT	4,500.00	2,175.22	2,435.20	2,064.80	2,064.80	4,000.00	437.55	3,393.62	3,393.62	606.38	85%	85%
	01-420-414-0000	MIS - SOFTWARE LICENSES	4,500.00	364.49	364.49	4,135.51	4,135.51	4,500.00	0.00	338.25	338.25	4,161.75	8%	8%
	01-420-702-0000	MIS - VENDOR SUPPORT	1,000.00	0.00	0.00	1,000.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0%	0%
	01-420-800-0000	MIS - NEW EQUIPMENT	12,000.00	3,483.89	7,108.30	4,891.70	4,891.70	10,000.00	0.00	6,121.34	6,121.34	3,878.66	61%	61%
			131,752.00	16,513.04	61,667.30	70,084.70	70,084.70	140,152.00	9,847.40	76,515.53	76,515.53	63,636.47	55%	55%
	01-421-103-0000	CHANNEL 13 PART TIME SALARIES	21,887.00	1,755.83	10,804.56	11,082.44	11,082.44	21,887.00	1,687.40	10,689.02	10,689.02	11,197.98	49%	49%
	01-421-202-0000	CHANNEL 13 MISC EQUIPMENTS	6,000.00	0.00	250.00	5,750.00	5,750.00	5,000.00	4,658.00	4,668.29	4,668.29	331.71	93%	93%
	01-421-310-0000	CHANNEL 13 - OPERATING EXPENSES	2,500.00	500.00	750.00	1,750.00	1,750.00	2,500.00	0.00	0.00	0.00	2,500.00	0%	0%
			30,387.00	2,255.83	11,804.56	18,582.44	18,582.44	29,387.00	6,345.40	15,357.31	15,357.31	14,028.69	52%	52%
	01-438-101-0000	POLICE - FULL TIME SALARIES	1,013,622.00	73,753.50	458,109.91	555,512.09	555,512.09	988,382.00	75,875.24	467,960.29	467,960.29	520,421.71	47%	47%
Channel 13	01-438-102-0000	POLICE - OVERTIME	105,140.00	9,374.07	70,840.55	34,299.45	34,299.45	105,140.00	6,405.51	53,992.33	53,992.33	51,147.67	51%	51%
	01-438-103-0000	POLICE - PART-TIME SALARIES	35,000.00	2,148.28	14,195.97	20,804.03	20,804.03	35,000.00	2,213.44	16,650.67	16,650.67	18,349.33	48%	48%
	01-438-162-0000	POLICE - MEDICAL	2,500.00	0.00	814.78	1,685.22	1,685.22	2,500.00	0.00	335.15	335.15	1,708.85	32%	32%
	01-438-190-0000	POLICE - TRAINING/STAFF DEVELOPMENT	10,000.00	0.00	146.78	9,853.22	9,853.22	10,000.00	595.00	2,378.41	2,378.41	7,621.59	24%	24%
	01-438-191-0000	POLICE - TRAVEL/MILEAGE	600.00	0.00	108.90	491.10	491.10	250.00	0.00	69.35	69.35	180.65	28%	28%
	01-438-193-0000	POLICE - UNIFORMS	8,800.00	0.00	2,441.68	6,358.32	6,358.32	8,800.00	1,851.27	1,851.27	1,851.27	6,948.73	21%	21%
	01-438-194-0000	POLICE - EDUCATIONAL INCENTIVE	5,000.00	0.00	4,100.00	900.00	900.00	5,000.00	0.00	4,500.00	4,500.00	500.00	90%	90%
	01-438-195-0000	POLICE - CLEANING ALLOWANCE	2,500.00	0.00	2,250.00	250.00	250.00	2,500.00	0.00	2,500.00	2,500.00	0.00	100%	100%
	01-438-199-0000	POLICE - CRIMINAL INVESTIGATION	2,000.00	0.00	264.97	1,735.03	1,735.03	2,000.00	20.97	260.56	260.56	1,739.44	13%	13%
	01-438-200-0000	POLICE - YOUTH/PUBLIC RELATIONS	2,500.00	0.00	49.15	2,450.85	2,450.85	2,500.00	179.91	266.83	266.83	2,233.17	11%	11%
	01-438-201-0000	POLICE - POSTAGE	450.00	57.15	226.87	223.13	223.13	450.00	57.58	285.52	285.52	164.48	53%	53%
	01-438-202-0000	POLICE - OFFICE SUPPLIES	5,500.00	687.09	2,469.82	3,030.18	3,030.18	5,500.00	49.96	1,757.01	1,757.01	3,742.99	32%	32%
	01-438-202-0438	POLICE-GENERAL SUPPLIES	400.00	20.00	120.00	280.00	280.00	400.00	0.00	134.70	134.70	265.30	34%	34%
	01-438-209-0000	POLICE - GASOLINE	34,000.00	1,215.81	8,471.65	25,528.35	25,528.35	30,320.00	2,078.77	12,753.52	12,753.52	17,566.48	42%	42%
	01-438-310-0000	POLICE - COMMUNICATION SERVICES	16,500.00	1,394.74	6,272.98	10,227.02	10,227.02	16,500.00	1,664.39	6,461.83	6,461.83	10,038.17	39%	39%
	01-438-310-0002	POLICE - DUES/MEMBERSHIPS	3,200.00	25.00	125.00	3,075.00	3,075.00	4,210.00	0.00	50.00	50.00	4,160.00	1%	1%
	01-438-310-0045	POLICE - BOOKS/PUBLICATIONS	2,800.00	0.00	0.00	2,800.00	2,800.00	2,800.00	0.00	494.89	494.89	2,305.11	18%	18%
	01-438-310-0044	POLICE - EQUIPMENT/FIELD SUPPLIES	18,000.00	233.76	1,045.92	16,954.08	16,954.08	6,000.00	2.40	2,201.57	2,201.57	3,798.43	37%	37%
	01-438-402-0000	POLICE - PRISONER EXPENSES	1,200.00	43.82	240.98	959.02	959.02	1,200.00	0.00	-15.65	-15.65	1,215.65	-1%	-1%
	01-438-402-0000	POLICE - EQUIP MAINTENANCE	5,000.00	100.00	947.89	4,052.11	4,052.11	5,000.00	0.00	947.69	947.69	4,052.31	19%	19%
	01-438-410-0000	POLICE - EQUIPMENT LEASE	26,900.00	595.79	4,038.44	22,861.56	22,861.56	26,900.00	1,330.95	5,201.01	5,201.01	21,698.99	19%	19%
	01-438-501-0000	POLICE - PRINTING/PUBLISHING	2,800.00	0.00	479.86	2,320.14	2,320.14	2,800.00	0.00	699.23	699.23	2,100.77	25%	25%
	01-438-521-0000	POLICE - ANIMAL CONTROL	3,600.00	0.00	248.55	3,351.45	3,351.45	600.00	0.00	0.00	0.00	600.00	0%	0%
			1,308,012.00	89,649.01	578,010.65	730,001.35	730,001.35	1,264,752.00	92,325.39	582,192.18	582,192.18	682,559.82	46%	46%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December, 2015

Department	Account Number	Account Description	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent			
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year
Public Work Administration	01-441-101-0000	PW ADMIN. - FULL TIME SALARIES	118,136.00	9,160.32	56,344.48	61,791.52	48%	118,136.00	9,087.36	56,341.63	61,794.37	48%	48%	48%
	01-441-102-0000	PW ADMIN. - OVERTIME	50,000.00	500.94	3,643.86	46,356.14	7%	50,000.00	9,419.24	21,797.82	28,202.18	44%	44%	44%
	01-441-106-0000	PW ADMIN. - LABOR SALARIES	220,711.00	17,930.88	101,327.59	119,383.41	46%	220,711.00	16,977.12	104,070.19	116,640.81	47%	47%	47%
	01-441-190-0000	PW ADMIN. - TRAINING/STAFF DEVELOPMENT	500.00	0.00	90.00	410.00	18%	500.00	0.00	0.00	500.00	0%	0%	0%
	01-441-193-0000	PW ADMIN. - UNIFORMS	14,000.00	927.12	4,662.25	9,337.75	33%	13,500.00	808.30	3,943.52	9,556.48	29%	29%	29%
	01-441-201-0000	PW ADMIN. - POSTAGE	100.00	3.10	49.15	50.85	49%	100.00	1.92	20.73	79.27	21%	21%	21%
	01-441-202-0000	PW ADMIN. - GENERAL SUPPLIES	6,500.00	789.01	2,486.68	4,013.32	38%	5,800.00	502.03	2,889.22	2,910.78	50%	50%	50%
	01-441-301-0000	PW ADMIN. - COMMUNICATION SERVICE	6,000.00	758.95	3,088.51	2,911.49	51%	7,000.00	562.94	4,167.18	2,832.82	60%	60%	60%
	01-441-310-0002	PW ADMIN. - DUES/MEMBERSHIPS	200.00	25.00	1,017.00	-817.00	509%	300.00	0.00	50.00	250.00	17%	17%	17%
	01-441-310-0003	PW ADMIN. - ADVERTISING	1,200.00	286.26	554.04	645.96	45%	1,200.00	0.00	2,265.58	-1,065.58	189%	189%	189%
			417,347.00	30,381.58	173,263.56	244,083.44	42%	417,247.00	37,358.91	195,545.87	221,701.13	47%	47%	47%
Roadways & Sidewalks	01-442-202-0000	RDWY/SWK - GENERAL SUPPLIES	15,000.00	491.55	5,076.00	9,924.00	34%	10,500.00	69.28	5,572.84	4,927.16	53%	53%	53%
	01-442-205-0000	RDWY/SWK - WINTER SALT	80,000.00	0.00	15,086.02	64,913.98	19%	80,000.00	18,588.74	38,032.67	41,967.33	48%	48%	48%
	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%	0%	0%
	01-442-213-0000	RDWY/SWK - PAVEMENT MARKING	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	0.00	0.00	2,956.20	1%	1%	1%
	01-442-250-0000	RDWY/SWK - COLD MIX	2,800.00	851.85	851.85	1,948.15	30%	2,800.00	568.35	714.61	2,085.39	26%	26%	26%
	01-442-251-0000	RDWY/SWK - HOT TOP	125,000.00	115,786.25	115,786.25	9,213.75	93%	125,000.00	0.00	126,741.00	-1,741.00	101%	101%	101%
	01-442-402-0000	RDWY/SWK - EQUIPMENT LEASE	12,500.00	0.00	8,000.00	4,500.00	64%	12,500.00	0.00	9,787.14	2,712.86	78%	78%	78%
	01-442-514-0000	RDWY/SWK - CONTRACT STREET MAR	6,000.00	5,855.62	5,855.62	144.38	98%	6,000.00	0.00	5,728.29	271.71	95%	95%	95%
	01-442-516-0000	RDWY/SWK - CONTRACT WINTER EQU	15,000.00	0.00	0.00	15,000.00	0%	12,000.00	0.00	0.00	12,000.00	0%	0%	0%
	01-442-527-0000	RDWY/SWK - CURBSIDE WEED CONTR	3,000.00	0.00	950.00	2,050.00	32%	3,000.00	0.00	1,900.00	1,100.00	63%	63%	63%
	01-442-528-0000	RDWY/SWK - TREE SERVICE	3,000.00	841.10	841.10	2,158.90	28%	3,000.00	700.00	700.00	2,300.00	23%	23%	23%
	01-442-531-0000	RDWY/SWK - WEATHER SERVICE	2,070.00	0.00	2,050.00	20.00	99%	2,070.00	2,070.00	2,070.00	0.00	100%	100%	100%
	01-442-704-0000	RDWY/SWK - ENGINEERING	25,000.00	1,324.48	2,207.03	22,792.97	9%	30,000.00	0.00	0.00	30,000.00	0%	0%	0%
	01-442-705-0000	RDWY/SWK CONSTRUCTION	88,000.00	0.00	9,033.63	78,966.37	10%	88,000.00	0.00	90,485.33	-2,485.33	103%	103%	103%
Street Lights			386,570.00	125,150.85	165,737.50	220,832.50	43%	384,070.00	21,996.37	281,775.68	102,294.32	73%	73%	73%
	01-446-202-0000	STREET LIGHT - FIXTURES	2,000.00	190.00	4,033.49	-2,033.49	202%	2,000.00	2,343.00	2,343.00	-343.00	117%	117%	117%
	01-446-302-0000	STREET LIGHT - ELECTRICITY	44,250.00	5,217.56	17,103.65	27,146.35	39%	44,250.00	6,749.04	17,981.26	26,268.74	41%	41%	41%
			46,250.00	5,407.56	21,137.14	25,112.86	48%	46,250.00	9,092.04	20,324.26	25,925.74	44%	44%	44%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December, 2015

Department	Account Number	Account Description	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent			
			Budget	Month to Date	Transactions	Year to Date	Balance Year	Budget	Month to Date	Transactions	Year to Date	Balance Year	Budget	Percent of Budget Spent
Buildings & Grounds	01-448-101-0000	BLD/GRNDS - FULL-TIME SALARIES	61,382.00	4,381.60	30,098.99	31,283.01	49%	89,462.00	4,695.26	29,027.00	60,435.00	32%	32%	
	01-448-102-0000	BLD/GRNDS - OVERTIME	3,000.00	123.66	1,853.43	1,146.57	62%	3,000.00	52.68	1,807.45	1,192.55	60%	60%	
	01-448-103-0000	BLD/GRNDS - PART TIME SALARIES	88,420.00	3,809.58	43,318.88	45,101.12	49%	60,340.00	4,270.63	44,366.05	15,973.95	74%	74%	
	01-448-202-0000	BLD/GRNDS - GENERAL SUPPLIES	10,000.00	1,372.60	3,336.93	6,663.07	33%	10,000.00	1,605.75	5,733.72	4,266.28	57%	57%	
	01-448-302-0000	BLD/GRNDS - ELECTRICITY-TOWN HALL	10,900.00	887.32	5,553.59	5,346.41	51%	10,500.00	669.87	4,579.80	5,920.20	44%	44%	
	01-448-302-0406	BLD/GRNDS - ELECTRICITY - PARKS	1,300.00	210.77	556.90	743.10	43%	1,000.00	87.75	424.43	575.57	42%	42%	
	01-448-302-0438	BLD/GRNDS - ELECTRICITY POLICE	11,800.00	1,082.46	6,045.32	5,754.68	51%	11,000.00	862.46	5,066.38	5,933.62	46%	46%	
	01-448-302-0441	BLD/GRNDS - ELECTRICITY YOUNGS LANE	24,000.00	2,005.44	10,979.33	13,020.67	46%	23,000.00	1,636.41	9,055.21	13,944.79	39%	39%	
	01-448-303-0000	BLD/GRNDS - HEAT & OIL - TOWN HALL	26,000.00	2,587.28	5,384.93	20,615.07	21%	20,085.00	4,077.29	7,632.08	12,452.92	38%	38%	
	01-448-303-0170	BLD/GRNDS - HEAT & OIL - HAND TUB	0.00	0.00	0.00	0.00	0%	100.00	0.00	0.00	100.00	0%	0%	
	01-448-303-0438	BLD/GRNDS - HEAT & OIL - POLICE	3,000.00	424.50	724.97	2,275.03	24%	2,873.00	0.00	425.53	2,447.47	15%	15%	
	01-448-303-0441	BLD/GRNDS - HEAT & OIL - YOUNGS LANE	39,000.00	4,763.53	5,259.25	33,740.75	13%	33,462.00	5,726.33	7,290.07	26,171.93	22%	22%	
	01-448-304-0000	BLD/GRNDS - WATER/SEWER TOWN HALL	4,000.00	529.97	6,529.13	-2,529.13	163%	3,500.00	0.00	4,216.97	-716.97	120%	120%	
	01-448-304-0438	BLD/GRNDS - WATER/SEWER - POLICE	800.00	70.15	434.64	365.36	54%	450.00	0.00	253.33	196.67	56%	56%	
	01-448-304-0441	BLD/GRNDS - WATER/SEWER - YOUNGS LANE	1,800.00	115.61	1,008.40	791.60	58%	1,500.00	0.00	1,169.38	430.62	73%	73%	
	01-448-401-0110	BLD/GRNDS - YOUNGS LANE MAINT	14,000.00	500.03	6,547.12	7,452.88	47%	12,000.00	1,150.00	5,501.80	6,498.20	46%	46%	
	01-448-401-0120	BLD/GRNDS - TOWN HALL MAINTENANCE	13,000.00	6,730.11	12,547.62	452.38	97%	12,000.00	2,346.27	7,701.02	4,298.98	54%	54%	
	01-448-401-0125	BLD/GRNDS - ELEVATOR MAINTENANCE	2,400.00	0.00	1,124.28	1,275.72	47%	2,000.00	0.00	1,080.00	920.00	54%	54%	
	01-448-401-0140	BLD/GRNDS - PARKS MAINTENANCE	8,000.00	1,747.53	4,929.64	3,070.36	62%	6,000.00	1,360.18	4,858.47	1,141.53	81%	81%	
	01-448-401-0150	BLD/GRNDS - COMMUNITY CENTER MAINT	7,500.00	1,975.90	11,949.60	-4,449.60	159%	10,000.00	382.51	7,701.25	2,298.75	77%	77%	
	01-448-401-0151	BLD/GRNDS - COMM CTR ELECTRICITY	12,000.00	840.08	5,692.22	6,307.78	47%	12,000.00	661.54	4,626.60	7,373.40	39%	39%	
	01-448-401-0152	BLD/GRNDS - COMM CTR HEAT OIL	14,000.00	1,754.03	2,597.39	11,402.61	19%	10,140.00	2,230.93	3,140.65	6,999.35	31%	31%	
	01-448-401-0153	BLD/GRNDS - SENIOR CENTER ELECTRICITY	0.00	252.31	1,678.29	-1,678.29	0%	0.00	1,229.25	1,229.25	-1,229.25	0%	0%	
	01-448-401-0154	BLD/GRNDS - SENIOR CTR HEAT	0.00	243.76	440.29	-440.29	0%	0.00	293.55	293.55	-293.55	0%	0%	
	01-448-401-0160	BLD/GRNDS - BANDSTAND MAINTENANCE	100.00	0.00	850.00	-750.00	850%	50.00	0.00	0.00	50.00	0%	0%	
	01-448-401-0170	BLD/GRNDS - HAND TUB MAINTENANCE	300.00	33.92	134.47	165.53	45%	300.00	14.53	182.42	117.58	61%	61%	
	01-448-401-0175	BLD/GRNDS - DAM MAINTENANCE	3,000.00	29.92	1,688.29	1,311.71	56%	3,000.00	14.53	1,686.00	1,314.00	56%	56%	
	01-448-401-0180	BLD/GRNDS - TOWN CLOCK MAINTENANCE	2,000.00	0.00	227.50	1,772.50	11%	2,000.00	0.00	0.00	2,000.00	0%	0%	
	01-448-401-0438	BLD/GRNDS - POLICE BUILDING MAINTENANCE	10,000.00	13.28	1,548.45	8,451.55	15%	5,000.00	89.35	4,359.53	640.47	87%	87%	
	01-448-402-0000	BLD/GRNDS - EQUIPMENT MAINTENANCE	2,500.00	131.13	1,042.13	1,457.87	42%	2,500.00	88.64	907.14	1,592.86	36%	36%	
	01-448-402-0000	BLD/GRNDS - GROUNDS MAINTENANCE	32,000.00	2,492.98	23,773.57	8,226.43	74%	32,000.00	2,871.94	23,703.11	8,296.89	74%	74%	
	01-448-533-0000	BLD/GRNDS - MOSQUITO CONTROL	55,000.00	0.00	33,000.00	22,000.00	60%	60,000.00	47,915.00	47,915.00	12,085.00	80%	80%	
	01-448-800-0000	BLD/GRNDS - EQUIPMENT PURCHASE	7,000.00	0.00	6,500.00	500.00	93%	10,000.00	0.00	9,728.30	271.70	97%	97%	
			468,202.00	39,709.45	237,355.55	230,846.45	51%	449,362.00	84,332.65	245,661.49	203,700.51	55%	55%	
Cemetery	01-449-101-0000	CEM - FULL TIME SALARIES	18,263.00	1,465.60	8,833.81	9,429.19	48%	18,263.00	1,378.46	8,237.83	10,025.17	45%	45%	
	01-449-103-0000	CEM - PART TIME SALARIES	11,050.00	0.00	4,816.64	6,233.36	44%	11,050.00	0.00	4,312.50	6,737.50	39%	39%	
	01-449-202-0000	CEM - GENERAL SUPPLIES	1,000.00	25.78	138.16	861.84	14%	1,000.00	0.00	35.00	965.00	4%	4%	
	01-449-302-0000	CEM - ELECTRICITY	250.00	30.72	92.70	157.30	37%	250.00	14.53	81.86	168.14	33%	33%	
	01-449-402-0000	CEM - EQUIPMENT MAINT	800.00	0.00	0.00	800.00	0%	800.00	0.00	64.65	735.35	8%	8%	
	01-449-702-0000	CEM - CONTRACTED SERVICES	5,000.00	0.00	0.00	5,000.00	0%	5,000.00	875.00	875.00	4,125.00	18%	18%	
	01-449-800-0000	CEM - EQUIPMENT PURCHASE	600.00	0.00	299.00	301.00	50%	600.00	0.00	0.00	600.00	0%	0%	
			36,963.00	1,522.10	14,180.31	22,782.69	38%	36,963.00	2,267.99	13,606.84	23,356.16	37%	37%	

Town of Newmarket, New Hampshire
Expense Report - a
For the Period Ended December, 2015

Fiscal Year 2016												Fiscal Year 2015											
Department	Account Number	ACCOUNT DESCRIPTION	Percent of Budget Spent				Percent of Budget Spent																
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year													
Vehicle	01-452-202-0000	VEHICLE - GENERAL SUPPLIES	5,000.00	1,263.22	1,919.50	3,080.50	38%	2,500.00	592.84	1,314.41	1,185.59	53%											
	01-452-209-0000	VEHICLE - GASOLINE	16,000.00	701.07	2,104.35	13,895.65	13%	16,960.00	3,045.13	6,344.80	10,615.20	37%											
	01-452-210-0000	VEHICLE - DIESEL FUEL	37,000.00	2,952.00	9,619.73	27,380.27	26%	34,650.00	4,698.98	15,925.79	18,724.21	46%											
	01-452-214-0000	VEHICLE - OIL	1,500.00	0.00	0.00	1,500.00	0%	1,000.00	0.00	0.00	1,000.00	0%											
	01-452-402-0000	VEHICLE - EQUIP MAINT	54,000.00	15,887.75	22,075.55	31,924.45	41%	52,000.00	9,623.43	26,081.01	25,918.99	50%											
	01-452-403-0000	VEHICLE - VEHICLE MAINT PUBLIC WORKS	48,000.00	3,549.95	25,165.56	22,834.44	52%	20,000.00	8,021.92	21,041.18	-1,041.18	105%											
	01-452-403-0406	VEHICLE - VEHICLE MAINT REC	2,000.00	0.00	847.18	1,152.82	42%	2,000.00	0.00	674.20	1,325.80	34%											
	01-452-403-0438	VEHICLE- VEHICLE MAINT POLICE	14,000.00	3,197.89	7,992.83	6,007.17	57%	14,000.00	1,945.46	8,674.55	5,325.45	62%											
	01-452-403-0461	VEHICLE - VEHICLE MAINT FIRE	16,000.00	6,332.88	12,082.51	3,917.49	76%	14,000.00	3,602.95	10,226.35	3,773.65	73%											
	01-452-404-0000	VEHICLE - RADIO MAINT	1,200.00	0.00	0.00	1,200.00	0%	1,200.00	0.00	303.87	896.13	25%											
	01-452-800-0000	VEHICLE - EQUIP PURCHASE	3,000.00	0.00	199.00	2,801.00	7%	16,500.00	2,570.25	2,810.25	13,689.75	17%											
			197,700.00	33,884.76	82,006.21	115,693.79	41%	174,810.00	34,100.96	93,396.41	81,413.59	53%											
Fire & Rescue	01-461-101-0000	FIRE/RES - FULL TIME SALARIES	82,298.00	6,521.40	40,299.85	41,998.15	49%	82,298.00	6,233.88	38,799.24	43,498.76	47%											
	01-461-102-0000	FIRE/RES - OVERTIME	14,000.00	1,495.03	10,150.41	3,849.59	73%	12,000.00	1,771.44	11,530.12	469.88	96%											
	01-461-103-0000	FIRE/RES - PART TIME SALARIES	119,012.00	9,489.43	64,164.74	54,847.26	54%	118,412.00	15,779.32	65,338.07	53,073.93	55%											
	01-461-190-0000	FIRE/RES - TRAINING/STAFF DEVELOPMENT	12,500.00	3,906.57	14,531.69	-2,031.69	116%	14,000.00	742.60	7,670.43	6,329.57	55%											
	01-461-193-0000	FIRE/RES - UNIFORMS	10,000.00	-5,275.87	5,997.97	4,002.03	60%	10,000.00	1,956.17	4,301.48	5,698.52	43%											
	01-461-201-0000	FIRE/RES - POSTAGE	75.00	0.49	73.60	1.40	98%	75.00	7.14	29.51	45.49	39%											
	01-461-202-0000	FIRE/RES - GENERAL SUPPLIES	6,500.00	1,074.69	3,806.36	2,693.64	59%	6,500.00	174.95	2,184.94	4,315.06	34%											
	01-461-202-0046	FIRE/RES - MEDICAL SUPPLIES	12,500.00	2,698.74	6,307.73	6,192.27	50%	12,500.00	1,550.53	4,120.04	8,379.96	33%											
	01-461-209-0000	FIRE/RES - GASOLINE	1,200.00	15.54	339.55	860.45	28%	1,600.00	66.22	494.98	1,105.02	31%											
	01-461-210-0000	FIRE/RES - DIESEL FUEL	8,700.00	575.76	3,763.87	4,936.13	43%	8,700.00	580.90	3,253.87	5,446.13	37%											
	01-461-220-0000	FIRE/RES - AMBULANCE EXPENSES	16,000.00	764.52	2,799.30	13,200.70	17%	16,000.00	1,718.47	3,633.01	12,366.99	23%											
	01-461-301-0000	FIRE/RES - COMMUNICATION SERVICES	6,000.00	467.48	2,036.86	3,963.14	34%	7,900.00	606.67	2,903.87	4,996.13	37%											
Emergency Management	01-461-310-0002	FIRE/RES - DUES/SUBSCRIPTIONS	4,200.00	1,372.90	4,544.90	-344.90	108%	4,000.00	80.00	4,353.64	-353.64	109%											
	01-461-310-0055	FIRE/RES - FIRE PREVENTION	900.00	0.00	902.08	-2.08	100%	900.00	0.00	0.00	900.00	0%											
	01-461-402-0000	FIRE/RES - EQUIP MAINT	12,500.00	847.41	8,823.52	3,676.48	71%	12,500.00	1,972.56	11,615.33	884.67	93%											
	01-461-518-0000	FIRE/RES - HAZMAT	2,200.00	0.00	2,098.14	101.86	95%	2,200.00	0.00	0.00	2,200.00	0%											
	01-461-530-0000	FIRE/RES - MUTUAL AID CONTRACT	600.00	90.00	90.00	510.00	15%	1,200.00	0.00	220.00	980.00	18%											
	01-461-800-0000	FIRE/RES - EQUIP PURCHASE	25,000.00	7,414.61	8,741.89	16,258.11	35%	25,000.00	1,525.82	9,593.50	15,406.50	38%											
			334,185.00	31,458.70	179,472.46	154,712.54	54%	335,785.00	34,766.67	170,042.03	165,742.97	51%											
	01-463-103-0000	EM - PART TIME SALARIE	750.00	750.00	750.00	0.00	100%	750.00	0.00	0.00	750.00	0%											
	01-463-190-0000	EM - TRAINING/STAFF DE	750.00	0.00	0.00	750.00	0%	750.00	0.00	0.00	750.00	0%											
	01-463-202-0000	EM - GENERAL SUPPLIES	450.00	0.00	992.00	-542.00	220%	450.00	0.00	0.00	450.00	0%											
			1,950.00	750.00	1,742.00	208.00	89%	1,950.00	0.00	0.00	1,950.00	0%											
	Grants	01-480-812-0000	GRANTS - MEM DAY PARADE	2,000.00	0.00	1,315.00	685.00	66%	2,000.00	0.00	577.00	1,423.00	29%										
01-480-813-0000		GRANTS - FESTIVAL SUPPORT	15,500.00	4,280.00	4,280.00	11,220.00	28%	15,500.00	0.00	8,500.00	7,000.00	55%											
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	1,200.00	0.00	1,200.00	0.00	100%	1,200.00	0.00	0.00	1,200.00	0%											
01-480-816-0000		GRANTS - NWMKT HISTORICAL SOCIETY	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	2,000.00	0.00	100%											
01-480-817-0000		GRANTS - C.O.A.S.T.	23,000.00	0.00	0.00	23,000.00	0%	20,748.00	0.00	20,748.00	0.00	100%											
Grants	01-480-818-0000	GRANTS - VETERANS MEMORIAL	2,100.00	0.00	475.00	1,625.00	23%	2,100.00	0.00	0.00	2,100.00	0%											
	01-480-819-0000	GRANTS - NWMKT HANDTUB ASSOC.	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%											
		69,300.00	4,280.00	28,770.00	40,530.00	42%	67,048.00	0.00	53,325.00	13,723.00	80%												

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
Social Service Grant	01-481-910-0000	SS GRANTS - RICHIE MCFARLAND	2,000.00	0.00	2,000.00	0.00	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	10,100.00	0.00	0.00	10,100.00	0%
	01-481-914-0000	SS GRANTS - AREA HOMEOWNERS	0.00	5,000.00	5,000.00	-5,000.00	5,000.00	0.00	0.00	5,000.00	0%
	01-481-915-0000	SS GRANTS - CHILD & FAMILY SERVICE	4,000.00	0.00	0.00	4,000.00	3,000.00	0.00	0.00	3,000.00	100%
	01-481-916-0000	SS GRANTS - R.C.C.A.P.	9,000.00	0.00	9,000.00	0.00	9,000.00	0.00	9,000.00	0.00	100%
	01-481-917-0000	SS GRANTS - R.S.V.P.	0.00	0.00	0.00	0.00	600.00	0.00	600.00	0.00	100%
	01-481-918-0000	SS GRANTS - A SAFE PLACE	1,200.00	1,200.00	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00	0%
	01-481-919-0000	SS GRANTS - BIG BROTHER/BIG SISTER	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0%
	01-481-920-0000	SS GRANTS - SEACOAST MENTAL HEALTH	2,000.00	0.00	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00	100%
	01-481-923-0000	SS GRANTS - LINKED TOGETHER	4,000.00	0.00	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00	100%
	01-481-924-0000	SS GRANTS - ROCKINGHAM COUNTY NUTR	5,326.00	0.00	5,326.00	0.00	5,623.00	0.00	5,623.00	0.00	100%
	01-481-925-0000	SS GRANTS - AIDS RESPONSE	500.00	0.00	0.00	500.00	500.00	0.00	0.00	500.00	0%
	01-481-926-0000	SS GRANTS - AMERICAN RED CROSS	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	100%
	01-481-927-0000	SS GRANTS - READY RIDES	1,500.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0%
	01-481-929-0000	OTHER GRANTS - CHILD ADVOCACY CENTER	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0%
			43,429.00	8,200.00	36,429.00	7,000.00	45,023.00	0.00	27,223.00	17,800.00	60%
Library		General Fund	6,137,298.00	723,575.43	3,089,790.34	3,047,507.66	6,089,345.00	674,489.92	3,107,330.33	2,982,014.67	51%
	02-480-101-0000	LIBRARY - SALARIES	54,100.00	3,923.06	24,126.82	29,973.18	55,904.00	3,923.06	24,322.97	31,581.03	44%
	02-480-103-0000	LIBRARY - PART TIME SALARIES	114,235.00	7,107.18	42,494.80	71,740.20	113,335.00	8,541.96	51,303.62	62,031.38	45%
	02-480-150-0000	LIBRARY - FICA	10,712.00	707.48	4,272.71	6,439.29	10,493.00	784.19	4,754.20	5,738.80	45%
	02-480-151-0000	LIBRARY - MEDICARE	2,506.00	165.43	999.19	1,506.81	2,454.00	183.40	1,111.86	1,342.14	45%
	02-480-155-0000	LIBRARY - HEALTH INSURANCE	15,000.00	481.91	2,976.79	12,023.21	15,397.00	362.14	1,746.19	14,650.81	11%
	02-480-156-0000	LIBRARY - RETIREMENT	6,032.00	438.20	2,700.42	3,331.58	5,493.00	422.52	2,619.63	2,873.37	48%
	02-480-159-0000	LIBRARY - LIFE & DISABILITY	633.00	266.66	799.98	-166.98	723.00	60.61	309.66	413.34	43%
	02-480-160-0000	LIBRARY-WORKERS COMPENSATION	2,352.00	0.00	2,352.00	0.00	1,683.00	0.00	1,459.43	223.57	87%
	02-480-161-0000	LIBRARY - UNEMPLOYMENT	2,816.00	0.00	0.00	2,816.00	0.00	0.00	0.00	0.00	0%
	02-480-190-0000	LIBRARY - TRAINING/STAFF DEVELOPMENT	2,000.00	75.00	485.00	1,515.00	1,180.00	0.00	223.37	956.63	19%
	02-480-202-0000	LIBRARY - GENERAL SUPPLIES	5,000.00	707.22	2,306.01	2,693.99	5,000.00	502.89	2,196.07	2,803.93	44%
	02-480-301-0000	LIBRARY - TELEPHONE	1,800.00	185.12	675.52	1,124.48	1,800.00	121.34	712.66	1,087.34	40%
	02-480-302-0000	LIBRARY - ELECTRICITY	10,000.00	1,261.83	5,320.24	4,679.76	10,000.00	633.79	5,771.09	4,228.91	58%
	02-480-303-0000	LIBRARY - HEAT & OIL	13,800.00	1,280.93	1,357.43	12,442.57	13,000.00	2,456.74	3,208.67	9,791.33	25%
	02-480-304-0000	LIBRARY - WATER	700.00	43.69	310.14	389.86	870.00	0.00	313.40	556.60	36%
	02-480-310-0005	LIBRARY - BOOKS/SUBSCRIPTIONS	38,247.00	3,849.90	18,867.94	19,379.06	37,645.00	2,361.24	11,974.58	25,670.42	32%
Library	02-480-330-0000	LIBRARY - ELECTRONIC INFO - OTHER	9,500.00	15.99	8,902.99	597.01	9,741.00	1,190.50	9,741.00	0.00	100%
	02-480-340-0000	LIBRARY - ARCHIVES/PRESERVATION	0.00	0.00	0.00	0.00	250.00	0.00	0.00	250.00	0%
	02-480-350-0000	LIBRARY - PROGRAMS	2,000.00	433.00	1,916.19	83.81	2,000.00	-100.00	1,431.81	568.19	72%
	02-480-401-0000	LIBRARY - BUILDING MAINTENANCE	15,000.00	19,683.14	30,744.85	-15,744.85	8,000.00	1,400.00	8,261.94	-261.94	103%
	02-480-402-0000	LIBRARY - EQUIPMENT MAINTENANCE/LEASE	600.00	0.00	129.00	471.00	2,000.00	43.00	217.01	1,782.99	11%
	02-480-504-0000	LIBRARY-PROPERTY LIABILITY INS	5,000.00	0.00	5,000.00	0.00	4,588.00	0.00	4,588.00	0.00	100%
	02-480-800-0000	LIBRARY - EQUIPMENT PURCHASE	2,000.00	43.66	43.66	1,956.34	1,180.00	0.00	1,419.40	-239.40	120%
			314,033.00	40,669.40	156,781.68	157,251.32	303,736.00	22,887.38	137,686.56	166,049.44	45%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent				
			Budget	Month to Date		Year to Date	Balance Year	Percent of Budget Spent	Budget	Month to Date		Year to Date	Balance Year	Percent of Budget Spent	
				Transactions	Transactions					Transactions					Transactions
Recreation	05-406-103-0000	RECREATION - PART TIME SALARIES	100,440.00	1,989.39	70,545.81	29,894.19	70%	103,455.00	1,776.75	68,459.04	34,995.96	66%			
	05-406-150-0000	RECREATION - FICA	6,227.00	123.34	4,051.75	2,175.25	65%	0.00	0.00	0.00	0.00	0%			
	05-406-151-0000	RECREATION - MEDI	1,456.00	28.85	947.61	508.39	65%	0.00	0.00	0.00	0.00	0%			
	05-406-190-0000	RECREATION - TRAINING/STAFF DEVELOPMENT	1,400.00	20.00	124.85	1,275.15	9%	1,400.00	0.00	85.00	1,315.00	6%			
	05-406-192-0000	RECREATION - MEAL ALLOWANCE	350.00	0.00	208.11	141.89	59%	350.00	18.72	176.91	173.09	51%			
	05-406-201-0000	RECREATION - POSTAGE	400.00	51.90	113.61	286.39	28%	400.00	3.36	54.16	345.84	14%			
	05-406-202-0000	RECREATION - GENERAL SUPPLIES	1,650.00	76.27	1,297.34	352.66	79%	1,650.00	117.18	1,763.82	-113.82	107%			
	05-406-202-0034	RECREATION - ATHLETIC SUPPLIES	7,830.00	0.00	2,127.46	5,702.54	27%	2,154.00	0.00	1,068.62	1,085.38	50%			
	05-406-202-0036	RECREATION - CLASS SUPPLIES	2,154.00	0.70	2,380.81	-226.81	111%	7,000.00	215.21	1,114.25	5,885.75	16%			
	05-406-302-0000	RECREATION - ELECTRICITY	0.00	0.00	0.00	0.00	0%	0.00	73.32	73.32	-73.32	0%			
	05-406-302-0001	RECREATION - FIELD LIGHTS	5,000.00	1,049.96	2,923.25	2,076.75	58%	5,000.00	0.00	2,561.08	2,438.92	51%			
	05-406-310-0002	RECREATION - DUES/SUBSCRIPTIONS	150.00	0.00	0.00	150.00	0%	150.00	0.00	80.00	70.00	53%			
	05-406-310-0003	RECREATION - ADVERTISING	800.00	0.00	145.00	655.00	18%	800.00	40.00	40.00	760.00	5%			
	05-406-402-0000	RECREATION - EQUIPMENT MAINTENANCE/LEASE	1,000.00	0.00	947.08	52.92	95%	1,000.00	0.00	351.06	648.94	35%			
	05-406-501-0000	RECREATION - PRINTING & PUBLISHING	8,163.00	103.98	103.98	8,059.02	1%	8,163.00	0.00	4,414.79	3,748.21	54%			
	05-406-508-0000	RECREATION - BUS TRIPS	36,000.00	203.59	27,380.79	8,619.21	76%	36,000.00	41.15	23,049.22	12,950.78	64%			
	05-406-800-0000	RECREATION - EQUIPMENT PURCHASE	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%			
	05-406-902-0000	RECREATION - SUMMER CAMP	9,000.00	0.00	8,282.24	717.76	92%	9,000.00	0.00	8,648.42	351.58	96%			
	05-406-902-0037	RECREATION - TEEN CAMP	2,500.00	0.00	1,112.03	1,387.97	44%	2,500.00	0.00	16.15	2,483.85	1%			
	05-406-904-0000	RECREATION - SUNRISE SUNSET SR CTR	3,000.00	317.70	1,457.99	1,542.01	49%	0.00	0.00	0.00	0.00	0%			
	05-406-906-0000	RECREATION - SPECIAL EVENTS	10,150.00	1,037.23	4,775.83	5,374.17	47%	10,150.00	956.70	3,741.67	6,408.33	37%			
Recreation		199,670.00	5,002.91	128,925.54	70,744.46	65%	191,172.00	3,242.39	115,697.51	75,474.49	61%				
Solid Waste	07-450-103-0000	SW - PART TIME	10,881.00	871.10	5,236.89	5,644.11	48%	10,881.00	837.00	5,109.75	5,771.25	47%			
	07-450-202-0000	SW - GENERAL SUPPLIES	20,000.00	4,350.59	19,954.55	45.45	100%	15,000.00	77.78	10,734.04	4,265.96	72%			
	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	647.00	835.00	365.00	70%	1,200.00	694.00	876.00	324.00	73%			
	07-450-403-0000	SW - VEHICLE MAINTENANCE	1,500.00	0.00	0.00	1,500.00	0%	5,000.00	0.00	6,347.12	-1,347.12	127%			
	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	1,000.00	704.00	704.00	296.00	70%	1,500.00	0.00	0.00	1,500.00	0%			
	07-450-536-0000	SW - HOUSEHOLD HAZARDOUS	0.00	0.00	0.00	0.00	0%	10,000.00	0.00	8,344.65	1,655.35	83%			
	07-450-537-0000	SW - SPRING CLEAN-UP	35,000.00	0.00	0.00	35,000.00	0%	40,000.00	0.00	0.00	40,000.00	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	142,000.00	19,223.16	65,440.18	76,559.82	46%	130,350.00	13,263.08	64,819.73	65,530.27	50%			
	07-450-702-0049	SW - RECYCLING CONTRACT	152,000.00	24,038.40	61,072.92	90,927.08	40%	150,280.00	12,067.23	64,880.85	85,399.15	43%			
	07-450-702-0050	SW - CONSTRUCTION DEBRIS	47,000.00	8,648.17	24,312.68	22,687.32	52%	47,000.00	3,875.86	22,784.01	24,215.99	48%			
	07-450-702-0051	SW - POST CLOSURE LANDFILL TEST	30,000.00	5,240.46	9,117.99	20,882.01	30%	30,000.00	5,670.09	8,215.22	21,784.78	27%			
	07-450-800-0000	SW - EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0%	5,000.00	0.00	0.00	5,000.00	0%			
	Solid Waste		443,981.00	63,722.88	186,674.21	257,306.79	42%	449,611.00	36,485.04	192,111.37	257,499.63	43%			

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December, 2015

Department	Account Number	Account Description	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent			
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent of Budget Spent	Percent of Budget Spent	Percent of Budget Spent	Percent of Budget Spent
Water	20-451-101-0000	WATER - FULL TIME SALARIES	121,009.00	9,319.27	55,746.66	65,262.34	121,009.00	8,600.06	53,407.69	67,601.31	44%	44%	44%	44%
	20-451-102-0000	WATER - OVERTIME	8,500.00	813.23	3,130.30	5,309.70	8,000.00	662.24	3,863.40	4,136.60	48%	48%	48%	48%
	20-451-103-0000	WATER - PART TIME SALARIES	0.00	663.00	4,552.05	-4,552.05	0.00	688.10	4,580.78	-4,580.78	0%	0%	0%	0%
	20-451-150-0000	WATER - FICA	8,150.00	676.56	3,730.05	4,419.95	7,999.00	608.35	3,641.90	4,357.10	46%	46%	46%	46%
	20-451-151-0000	WATER - MEDICARE	1,906.00	158.24	870.03	1,035.97	1,871.00	142.25	851.66	1,019.34	46%	46%	46%	46%
	20-451-155-0000	WATER - HEALTH INSURANCE	31,783.00	3,388.61	19,102.22	12,680.78	31,160.00	4,138.64	14,476.39	16,683.61	46%	46%	46%	46%
	20-451-156-0000	WATER - RETIREMENT	14,157.00	1,216.95	6,597.20	7,559.80	13,685.00	1,005.62	6,090.03	7,594.97	45%	45%	45%	45%
	20-451-159-0000	WATER - LIFE/DISABILITY INSURANCE	1,542.00	175.78	527.34	1,014.66	1,542.00	105.89	527.34	1,014.66	34%	34%	34%	34%
	20-451-160-0000	WATER - WORKERS COMPENSATION	4,939.00	0.00	4,939.00	0.00	4,939.00	0.00	4,378.28	560.72	89%	89%	89%	89%
	20-451-161-0000	WATER - UNEMPLOYMENT	2,201.00	0.00	0.00	2,201.00	2,201.00	0.00	0.00	2,201.00	0%	0%	0%	0%
	20-451-190-0000	WATER - TRAINING/STAFF DEVELOPMENT	1,500.00	0.00	750.00	750.00	1,500.00	90.00	750.00	750.00	50%	50%	50%	50%
	20-451-193-0000	WATER - UNIFORMS	2,700.00	143.92	711.67	1,988.33	3,000.00	171.96	631.76	2,368.24	21%	21%	21%	21%
	20-451-198-0000	WATER - LONGEVITY	1,013.00	1,012.50	1,012.50	0.50	1,013.00	225.00	225.00	788.00	22%	22%	22%	22%
	20-451-201-0000	WATER - POSTAGE	6,000.00	508.79	3,104.96	2,895.04	2,800.00	163.68	859.17	1,940.83	31%	31%	31%	31%
	20-451-202-0000	WATER - GENERAL SUPPLIES	3,000.00	170.40	1,239.59	1,760.41	2,500.00	25.95	2,162.70	337.30	87%	87%	87%	87%
	20-451-202-0002	WATER - DUES/SUBSCRIPTIONS	1,050.00	235.00	235.00	815.00	1,050.00	433.00	433.00	617.00	41%	41%	41%	41%
	20-451-202-0003	WATER - ADVERTISING	1,600.00	0.00	0.00	1,600.00	1,600.00	0.00	2,446.39	-846.39	153%	153%	153%	153%
	20-451-204-0000	WATER - TAXES	0.00	0.00	0.00	0.00	300.00	0.00	0.00	300.00	0%	0%	0%	0%
	20-451-209-0000	WATER - GASOLINE	5,200.00	250.10	1,330.22	3,869.78	5,200.00	194.93	1,365.42	3,834.58	26%	26%	26%	26%
	20-451-211-0000	WATER - LP GAS	20,000.00	1,356.79	2,356.14	17,643.86	15,000.00	3,101.12	3,545.26	11,454.74	24%	24%	24%	24%
	20-451-217-0000	WATER - CHEMICALS	22,000.00	1,907.01	5,708.13	16,291.87	20,000.00	0.00	3,267.15	16,732.85	16%	16%	16%	16%
	20-451-301-0000	WATER - COMMUNICATION SERVICES	3,800.00	364.55	1,515.18	2,284.82	3,800.00	352.55	1,810.01	1,989.99	48%	48%	48%	48%
	20-451-302-0000	WATER - ELECTRICITY	47,000.00	4,059.97	17,204.26	29,795.74	40,000.00	3,126.74	14,825.83	25,174.17	37%	37%	37%	37%
	20-451-401-0000	WATER - BUILDING MAINTENANCE	7,000.00	786.25	4,513.98	2,486.02	7,000.00	841.51	3,653.29	3,346.71	52%	52%	52%	52%
	20-451-402-0000	WATER - EQUIPMENT MAINTENANCE/LEASE	4,000.00	0.00	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0%	0%	0%	0%
	20-451-403-0000	WATER - VEHICLE MAINTENANCE	5,000.00	1,459.40	2,153.28	2,846.72	5,000.00	704.40	1,476.82	3,523.18	30%	30%	30%	30%
	20-451-406-0000	WATER - SYSTEM MAINTENANCE	45,000.00	3,014.20	30,067.51	14,932.49	45,000.00	350.00	15,175.38	29,824.62	34%	34%	34%	34%
	20-451-504-0000	WATER - PROPERTY-LIABILITY INSURANCE	4,280.00	0.00	4,280.00	0.00	4,280.00	0.00	4,280.00	0.00	100%	100%	100%	100%
	20-451-702-0000	WATER - CONTRACTED SERVICES	15,000.00	877.88	3,100.10	11,899.90	10,000.00	2,094.00	3,103.84	6,896.16	31%	31%	31%	31%
	20-451-703-0000	WATER - AUDIT	3,484.00	0.00	3,484.00	0.00	3,425.00	0.00	0.00	3,425.00	0%	0%	0%	0%
	20-451-704-0000	WATER - ENGINEERING	22,500.00	0.00	0.00	22,500.00	25,000.00	983.44	7,085.64	17,914.36	28%	28%	28%	28%
	20-451-950-0000	WATER - BONDS & NOTES PRINCIPLE	107,449.00	54,698.54	54,698.54	52,750.46	54,213.00	0.00	54,213.00	0.00	100%	100%	100%	100%
	20-451-951-0000	WATER - BONDS & NOTES INTEREST	40,288.00	489.55	489.55	39,798.45	975.00	0.00	974.76	0.24	100%	100%	100%	100%
	20-451-954-0000	WATER - LAND ACQUISITION	20,000.00	0.00	20,000.00	0.00	20,000.00	20,000.00	20,000.00	0.00	100%	100%	100%	100%
	Water		583,051.00	87,746.49	257,209.46	325,841.54	469,062.00	48,809.43	234,101.89	234,960.11	50%	50%	50%	50%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
For the Period Ended December, 2015

Department	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				Percent of Budget Spent
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
	30-471-101-0000	WW - FULL TIME SALARIES	209,313.00	13,183.26	81,929.69	127,383.31	174,313.00	12,688.87	78,695.43	95,617.57	45%
	30-471-102-0000	WASTEWATER - OVERTIME	17,000.00	784.61	7,055.51	9,944.49	17,000.00	1,726.80	7,920.35	9,079.65	47%
	30-471-103-0000	WASTEWATER PART TIME SALARIES	0.00	663.00	4,552.25	-4,552.25	16,562.00	688.10	4,472.65	12,089.35	27%
	30-471-150-0000	WASTEWATER - FICA	14,204.00	921.91	5,425.50	8,778.50	12,889.00	1,098.28	5,420.18	7,468.82	42%
	30-471-151-0000	WASTEWATER - MEDICARE	3,322.00	215.61	1,268.72	2,053.28	3,015.00	256.87	1,267.61	1,747.39	42%
	30-471-155-0000	WASTEWATER - HEALTH INSURANCE	87,510.00	5,206.32	36,444.30	51,065.70	64,618.00	9,650.20	33,766.85	30,851.15	52%
	30-471-156-0000	WASTEWATER - RETIREMENT	24,674.00	1,731.98	9,957.54	14,716.46	20,254.00	1,743.76	9,379.72	10,874.28	46%
	30-471-159-0000	WASTEWATER - LIFE/DISABILITY INSURANCE	2,195.00	296.26	888.78	1,306.22	2,195.00	175.13	888.78	1,306.22	40%
	30-471-160-0000	WASTEWATER - WORKERS COMPENSATION	5,899.00	0.00	5,899.00	0.00	5,899.00	0.00	4,670.17	1,228.83	79%
	30-471-161-0000	WASTEWATER - UNEMPLOYMENT INSURANCE	3,157.00	0.00	0.00	3,157.00	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	750.00	0.00	0.00	750.00	0%
	30-471-190-0000	WASTEWATER - TRAINING/STAFF DEVELOPMENT	3,500.00	1,083.10	1,563.10	1,936.90	3,500.00	0.00	1,415.44	2,084.56	40%
	30-471-193-0000	WASTEWATER - UNIFORMS	3,600.00	230.08	1,046.03	2,553.97	4,700.00	107.10	640.10	4,059.90	14%
	30-471-198-0000	SEWER - LONGEVITY	1,913.00	1,687.50	1,687.50	225.50	1,688.00	2,025.00	2,025.00	-337.00	120%
	30-471-201-0000	WASTEWATER - POSTAGE	6,000.00	497.40	3,093.53	2,906.47	2,500.00	547.68	1,243.14	1,256.86	50%
	30-471-202-0000	WASTEWATER - DUES/SUBSCRIPTIONS	3,000.00	274.24	1,917.99	1,082.01	2,500.00	25.95	2,389.25	110.75	96%
	30-471-202-0002	WASTEWATER - DUES/SUBSCRIPTIONS	800.00	196.00	446.00	354.00	800.00	96.00	246.00	554.00	31%
	30-471-202-0003	WASTEWATER - ADVERTISING	1,500.00	0.00	311.14	1,188.86	1,500.00	0.00	0.00	1,500.00	0%
	30-471-209-0000	WASTEWATER - GASOLINE	5,000.00	182.75	1,129.78	3,870.22	5,000.00	217.75	1,356.38	3,643.62	27%
	30-471-215-0000	WASTEWATER - LAB SUPPLIES	20,000.00	1,976.44	8,555.63	11,444.37	20,000.00	2,215.51	12,461.97	7,538.03	62%
	30-471-217-0000	WASTEWATER - CHEMICALS	40,000.00	4,306.50	11,642.90	28,357.10	38,000.00	1,380.00	19,724.67	18,275.33	52%
	30-471-301-0000	WASTEWATER - COMMUNICATION SERVICES	6,800.00	1,621.81	3,543.48	3,256.52	6,800.00	485.23	2,722.37	4,077.63	40%
	30-471-302-0000	WASTEWATER - ELECTRICITY	84,000.00	8,802.27	33,738.52	50,261.48	84,000.00	6,673.52	27,087.88	56,912.12	32%
	30-471-303-0000	WASTEWATER - HEAT & OIL	30,000.00	4,950.00	4,950.00	25,050.00	30,000.00	0.00	5,093.08	24,906.92	17%
	30-471-401-0000	WASTEWATER - BUILDING MAINTENANCE	23,000.00	785.86	8,542.93	14,457.07	23,000.00	1,808.40	11,518.77	11,481.23	50%
	30-471-403-0000	WASTEWATER - VEHICLE MAINTENANCE	5,000.00	0.00	938.20	4,061.80	5,000.00	0.00	1,536.06	3,463.94	31%
	30-471-406-0000	WASTEWATER - SYSTEM MAINTENANCE	50,000.00	1,341.08	18,779.30	31,220.70	50,000.00	1,588.66	18,790.37	31,209.63	38%
	30-471-504-0000	WASTEWATER - PROPERTY/LIABILITY INSURANCE	8,740.00	0.00	8,740.00	0.00	8,740.00	0.00	8,740.00	0.00	100%
	30-471-538-0000	WASTEWATER - SLUDGE DISPOSAL	30,000.00	2,816.87	20,638.70	9,361.30	30,000.00	0.00	5,559.00	24,441.00	19%
	30-471-702-0000	WASTEWATER - CONTRACT SERVICES	17,500.00	2,348.87	8,342.87	9,157.13	17,000.00	1,177.45	3,775.29	13,224.71	22%
	30-471-703-0000	WASTEWATER - AUDIT	3,425.00	0.00	3,425.00	0.00	17,000.00	0.00	0.00	3,425.00	0%
	30-471-704-0000	WASTEWATER - ENGINEERING	30,000.00	0.00	2,629.88	27,370.12	30,000.00	0.00	6,972.98	23,027.02	23%
	30-471-804-0000	WASTEWATER - NPDES PERMITS	60,000.00	0.00	0.00	60,000.00	20,000.00	0.00	5,284.49	14,715.51	26%
	30-471-950-0000	WW - BONDS & NOTES PRINCIPLE	102,540.00	79,040.06	102,540.06	-0.06	102,540.00	0.00	0.00	102,540.00	0%
	30-471-951-0000	WW - BONDS & NOTES INTEREST	32,895.00	20,493.51	32,893.99	1.01	36,551.00	0.00	0.00	36,551.00	0%
Sewer			937,237.00	155,637.29	434,517.82	502,719.18	847,896.00	46,376.26	285,063.98	562,832.02	34%
Total Operating Budget			8,615,270.00	1,076,354.40	4,253,899.05	4,361,370.95	8,350,822.00	832,290.42	4,071,991.64	4,278,830.36	49%

* Does not include Capital Reserve Transfers

Town of Newmarket, New Hampshire
Revenue Report ^{a,b}
For the Period Ended December 31, 2015

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015			
			Month to Date		Year to Date		Month to Date		Year to Date	
			Budget	Transactions	Balance Year	Percent Collected	Budget	Transactions	Balance Year	Percent Collected
Taxes(Real estate), land use, PILOT, interest on taxes			17,915,011.00	5,436.24	17,932,747.77	100%	18,033,024.00	6,702.75	18,122,220.50	100%
Licenses, permit and fees			1,556,300.00	115,547.08	837,512.92	54%	1,315,300.00	110,669.68	779,106.44	59%
From State			657,223.00	439,965.89	568,456.71	86%	570,767.00	442,237.94	559,454.74	98%
Charges for Services			139,850.00	-1,350.37	61,832.49	44%	139,850.00	10,062.08	60,687.94	43%
Misc. Rev. includes Int. Rev			9,601.00	552.40	52,746.60	549%	74,601.00	49,560.22	169,343.55	227%
Fund Balance			575,000.00	0.00	575,000.00	100%	435,950.00	0.00	435,960.00	100%
Recreation			199,670.00	5,349.00	60,307.01	30%	191,172.00	8,359.66	72,512.18	38%
Solid Waste			244,450.00	26,644.67	129,006.40	53%	244,450.00	23,887.10	326,704.08	134%
Water			947,051.00	81,501.45	565,027.18	60%	890,203.00	69,421.68	491,521.68	55%
Sewer			1,080,753.00	136,826.19	892,711.21	83%	973,837.00	92,899.30	697,438.28	72%
Total Revenues			5,409,898.00	805,036.31	3,742,600.52	69%	4,836,140.00	807,097.66	3,592,728.89	74%

Town of Newmarket, New Hampshire
Revenue Report ^{a,b}
For the Period Ended December 31, 2015

Fiscal Year 2016												Fiscal Year 2015											
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											
Taxes(Real estate), land use, PILOT, interest on taxes	01-310-000-1001	REAL ESTATE TAXES	17,858,168.00	0.00	17,877,132.68	-18,964.68	100%	18,024,524.00	158.00	18,174,843.00	-150,319.00	101%											
	01-310-000-1003	LAND USE CHANGE TAX	3,755.00	0.00	8,305.00	-4,550.00	221%	0.00	0.00	0.00	0.00	0%											
	01-310-000-1004	YIELD TAXES	1,500.00	0.00	0.00	1,500.00	0%	1,500.00	0.00	292.28	1,207.72	19%											
	01-310-000-1005	PAYMENTS IN LIEU OF TAXES	23,601.00	0.00	24,246.59	-645.59	103%	20,000.00	0.00	20,527.98	-527.98	103%											
	01-310-000-1006	INTEREST & PENALTIES ON CURRENT PROP	27,000.00	3,182.98	8,953.20	18,046.80	33%	27,000.00	4,124.25	10,578.73	16,421.27	39%											
	01-310-000-1007	REDEMPTION INTEREST	79,000.00	2,253.26	14,091.80	64,908.20	18%	60,000.00	2,420.50	14,349.51	45,650.49	24%											
	01-310-000-1010	OVERLAY	-78,013.00	0.00	0.00	-78,013.00	0%	-100,000.00	0.00	-98,371.00	-1,629.00	98%											
	01-310-002-1011	LIEN COST RECOVERY UTILITIES	0.00	0.00	18.50	-18.50	0%	0.00	0.00	0.00	0.00	0%											
	Taxes(Real estate), land use, PILOT, interest on taxes		17,915,011.00	5,436.24	17,932,747.77	-17,736.77	100%	18,033,024.00	6,702.75	18,122,220.50	-89,196.50	100%											
	01-330-000-1013	MV MAIL-IN FEES	0.00	559.00	3,587.00	-3,587.00	0%	7,000.00	553.00	3,498.00	3,502.00	50%											
Licenses, permit and fees	01-330-000-1014	MV PERMIT, LOCAL CLERK & TRANSFER FEE	1,258,000.00	106,081.30	688,618.31	569,381.69	55%	1,095,000.00	98,820.00	627,782.98	467,217.02	57%											
	01-330-000-1015	MOTOR VEHICLE STICKERS	26,000.00	2,322.00	15,171.00	10,829.00	58%	26,000.00	2,220.00	14,887.00	11,113.00	57%											
	01-330-000-1016	BOAT REGISTRATIONS	3,000.00	675.28	1,318.84	1,681.16	44%	3,000.00	5.00	1,176.68	1,823.32	39%											
	01-330-000-1017	MV TITLE FEES	3,000.00	300.00	2,064.00	936.00	69%	3,000.00	254.00	2,010.00	990.00	67%											
	01-330-000-1018	DOG LICENSES	0.00	24.00	1,960.00	-1,960.00	0%	5,000.00	22.50	1,836.00	3,164.00	37%											
	01-330-000-1019	VITAL STATISTICS	0.00	655.00	2,996.00	-2,996.00	0%	3,000.00	634.00	3,024.00	-24.00	101%											
	01-330-000-1020	UCC'S	0.00	0.00	90.00	-90.00	0%	500.00	0.00	330.00	170.00	66%											
	01-330-000-1022	POLICE - DOG ORDINANCE FINES	0.00	25.00	105.00	-105.00	0%	400.00	0.00	375.00	25.00	94%											
	01-330-000-1023	Finger Prints Receipts	0.00	0.00	0.00	0.00	0%	0.00	0.00	15.00	-15.00	0%											
	01-330-000-1024	BUILDING PERMITS	66,000.00	4,830.00	30,511.00	35,489.00	46%	20,000.00	8,055.00	36,300.50	-16,300.50	182%											
From State	01-330-000-1025	MISC LICENSES, PERMITS & Fees	50,300.00	75.50	998.37	49,301.63	2%	2,400.00	106.18	727.39	1,672.61	30%											
	01-330-000-1026	FRANCHISE RENEWAL AGREEMENT	150,000.00	0.00	90,093.40	59,906.60	60%	150,000.00	0.00	87,143.89	62,856.11	58%											
	Licenses, permit and fees		1,556,300.00	115,547.08	837,512.92	718,787.08	54%	1,315,300.00	110,669.68	779,106.44	536,193.56	59%											
	01-320-000-1012	HIGHWAY BLOCK GRANT	173,078.00	0.00	103,847.06	69,230.94	60%	151,260.00	0.00	93,228.80	58,031.20	62%											
	01-320-000-1014	MISC. GRANTS	23,414.00	0.00	0.00	23,414.00	0%	0.00	0.00	23,988.00	-23,988.00	0%											
	01-320-000-1015	MEALS AND ROOM TAX DISTRIBUTION	439,966.00	439,965.89	439,965.89	0.11	100%	399,321.00	442,237.94	442,237.94	-42,916.94	111%											
	01-320-000-1042	RAILROAD TAX	655.00	0.00	654.76	0.24	100%	76.00	0.00	0.00	76.00	0%											
	30-320-000-1073	WASTEWATER - STATE REVENUE	20,110.00	0.00	23,989.00	-3,879.00	119%	20,110.00	0.00	0.00	20,110.00	0%											
	From State		657,223.00	439,965.89	568,456.71	88,766.29	86%	570,767.00	442,237.94	559,454.74	11,312.26	98%											
	Charges for Services	01-340-000-1025	POLICE SEX OFFENDER RECEIPTS	50.00	0.00	0.00	50.00	0%	50.00	0.00	90.00	-40.00	180%										
01-340-000-1027		PLANNING/ZONING RECEIPTS	2,000.00	1,625.00	5,742.00	-3,742.00	287%	2,000.00	254.00	1,521.00	479.00	76%											
01-340-000-1028		POLICE REPORT FEES	1,200.00	75.00	881.50	318.50	73%	1,200.00	270.00	728.00	472.00	61%											
01-340-000-1031		AMBULANCE RECEIPTS	125,000.00	-4,000.37	49,339.55	75,660.45	39%	125,000.00	7,781.17	51,900.45	73,099.55	42%											
01-340-000-1034		FIRE DEPARTMENT RECEIPTS	5,000.00	25.00	505.00	4,495.00	10%	5,000.00	120.00	828.00	4,172.00	17%											
01-340-000-1035		WELFARE REIMBURSEMENTS	0.00	0.00	0.00	0.00	0%	0.00	726.91	726.91	-726.91	0%											
01-340-000-1036		COURT RECEIPTS	1,500.00	0.00	1,559.44	-59.44	104%	1,500.00	0.00	1,413.58	86.42	94%											
01-340-000-1043		PARKING TICKETS	0.00	765.00	3,035.00	-3,035.00	0%	0.00	830.00	2,650.00	-2,650.00	0%											
01-340-000-1045		PARKING PERMITS	5,100.00	160.00	770.00	4,330.00	15%	5,100.00	80.00	830.00	4,270.00	16%											
Charges for Services		139,850.00	-1,350.37	61,832.49	78,017.51	44%	139,850.00	10,062.08	60,687.94	79,162.06	43%												
01-340-000-1037	COPIER REVENUE	0.00	19.00	70.50	-70.50	0%	0.00	0.00	88.00	-88.00	0%												
01-340-000-1038	MISC. RECEIPTS	0.00	0.00	42,945.83	-42,945.83	0%	0.00	48,410.65	52,865.61	-52,865.61	0%												
01-340-001-1034	FIRE DEPT. X-DETAIL RECEIPTS	0.00	0.00	0.00	0.00	0%	0.00	0.00	1,137.50	-1,137.50	0%												

Town of Newmarket, New Hampshire
Revenue Report ^{a,b}
For the Period Ended December 31, 2015

			Fiscal Year 2016					Fiscal Year 2015				
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
Misc. Rev. includes Int. Rev	01-340-002-1034	DPW DEPT. X-DETAIL RECEIPTS	0.00	0.00	0.00	0.00	0%	0.00	0.00	1,360.00	-1,360.00	0%
	01-340-051-1047	RECREATION FACILITY RENTAL	0.00	0.00	2,885.00	-2,885.00	0%	0.00	190.00	1,555.00	-1,555.00	0%
	01-340-052-0000	SUNRISE SUNSET REVENUE	0.00	259.00	2,785.00	-2,785.00	0%	0.00	251.00	743.00	-743.00	0%
	01-345-000-1044	HOUSING AUTHORITY	0.00	0.00	9.97	-9.97	0%	0.00	0.00	15.13	-15.13	0%
	01-350-000-1046	SALE OF MUNICIPAL PROPERTY	0.00	0.00	0.00	0.00	0%	65,000.00	0.00	105,973.91	-40,973.91	163%
	01-350-000-1047	RENT OF MUNICIPAL PROPERTY	3,600.00	275.00	1,650.00	1,950.00	46%	3,600.00	275.00	1,650.00	1,950.00	46%
	01-350-000-1048	INTEREST ON INVESTMENTS	6,000.00	0.00	2,430.43	3,569.57	41%	6,000.00	433.57	3,976.00	2,024.00	66%
	01-350-001-1105	TC/TC OVER AND UNDER	0.00	-0.60	-31.13	31.13	0%	0.00	0.00	-20.60	20.60	0%
	01-360-000-0000	GF - MISCELLANEOUS REVENUE	1.00	0.00	1.00	0.00	100%	1.00	0.00	0.00	1.00	0%
			9,601.00	552.40	52,746.60	-43,145.60	549%	74,601.00	49,560.22	169,343.55	-94,742.55	227%
Fund Balance	01-360-000-1054	FUND BALANCE USED	575,000.00	0.00	575,000.00	0.00	100%	435,960.00	0.00	435,960.00	0.00	100%
Recreation	05-340-000-1058	RECREATION - REVENUE	199,670.00	5,349.00	59,183.01	141,486.99	29%	191,172.00	6,074.00	65,362.63	125,809.37	34%
	05-340-000-1059	RECREATION - LIGHT USAGE	0.00	0.00	1,274.70	-1,274.70	0%	0.00	1,603.66	3,736.66	-3,736.66	0%
	05-350-000-1048	RECREATION - INTEREST	0.00	0.00	49.30	-49.30	0%	0.00	2.00	22.89	-22.89	0%
	05-350-000-1049	REC - ADVERTISING RECEIPTS	0.00	0.00	800.00	-800.00	0%	0.00	680.00	3,390.00	-3,390.00	0%
			199,670.00	5,349.00	60,307.01	139,362.99	30%	191,172.00	8,359.66	72,512.18	118,659.82	38%
Solid Waste	07-340-000-1055	SW - TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0%	0.00	0.00	205,775.00	-205,775.00	0%
	07-340-000-1067	SW - LANDFILL RECEIPTS	244,450.00	10,280.82	41,069.95	203,380.05	17%	0.00	10,007.03	36,957.23	-36,957.23	0%
	07-340-000-1068	SW - GARBAGE BAGS	0.00	16,143.25	86,473.40	-86,473.40	0%	244,450.00	13,729.75	83,064.60	161,385.40	34%
	07-340-000-1069	SW - RECYCLING BINS	0.00	130.00	910.00	-910.00	0%	0.00	130.00	720.00	-720.00	0%
	07-340-000-1070	SW - UNITED TECHNOLOGIES	0.00	0.00	372.14	-372.14	0%	0.00	0.00	0.00	0.00	0%
Water	07-350-000-1048	SW - INTEREST	0.00	0.00	90.31	-90.31	0%	0.00	20.32	187.25	-187.25	0%
	07-360-001-0000	SW - MISC. REVENUES	0.00	90.60	90.60	-90.60	0%	0.00	0.00	0.00	0.00	0%
			244,450.00	26,644.67	129,006.40	115,443.60	53%	244,450.00	23,887.10	326,704.08	-82,254.08	134%
	20-310-000-1001	WATER - TAX REVENUE	947,051.00	70,540.72	517,988.13	429,062.87	55%	890,203.00	60,104.25	441,745.00	448,458.00	50%
	20-310-000-1006	WATER - INTEREST AND PENALTIES ON DEL	0.00	371.93	1,656.10	-1,656.10	0%	0.00	295.28	1,350.34	-1,350.34	0%
Sewer	20-330-000-1071	WATER - ENTRANCE FEES	0.00	2,000.00	5,000.00	-5,000.00	0%	0.00	1,000.00	9,000.00	-9,000.00	0%
	20-340-000-1038	WATER - OTHER MISC. REVENUE	0.00	0.00	0.00	0.00	0%	0.00	0.00	1,446.92	-1,446.92	0%
	20-340-000-1072	WATER - JOB WORK	0.00	0.00	0.00	0.00	0%	0.00	0.00	55.00	-55.00	0%
	20-350-000-1047	WATER - RENT OF MUNICIPAL PROPERTY	0.00	8,326.80	38,758.37	-38,758.37	0%	0.00	7,970.68	37,414.93	-37,414.93	0%
	20-350-000-1048	WATER - INTEREST	0.00	0.00	314.58	-314.58	0%	0.00	51.47	509.49	-509.49	0%
Sewer	20-350-021-1073	WATER - DEDUCT METER	0.00	262.00	1,310.00	-1,310.00	0%	0.00	0.00	0.00	0.00	0%
			947,051.00	81,501.45	565,027.18	382,023.82	60%	890,203.00	69,421.68	491,521.68	398,681.32	55%
	30-310-000-1001	WASTEWATER - TAX REVENUE	1,080,753.00	130,960.88	877,991.10	202,761.90	81%	973,837.00	91,395.06	684,276.92	289,560.08	70%
	30-310-000-1006	WASTEWATER - INTEREST ON DELINQUENT	0.00	652.31	2,911.79	-2,911.79	0%	0.00	465.05	2,330.49	-2,330.49	0%
	30-330-000-1071	WASTEWATER - ENTRANCE FEES	0.00	2,000.00	8,000.00	-8,000.00	0%	0.00	1,000.00	9,000.00	-9,000.00	0%
Sewer	30-340-000-1038	WASTEWATER - OTHER MISC. REVENUE	0.00	0.00	0.00	0.00	0%	0.00	0.00	1,446.92	-1,446.92	0%
	30-345-000-1038	WASTEWATER - MISC. GRANTS	0.00	3,213.00	3,213.00	-3,213.00	0%	0.00	0.00	0.00	0.00	0%
	30-350-000-1048	WASTEWATER - INTEREST	0.00	0.00	595.32	-595.32	0%	0.00	39.19	383.95	-383.95	0%
		1,080,753.00	136,826.19	892,711.21	188,041.79	83%	973,837.00	92,899.30	697,438.28	276,398.72	72%	

Town of Newmarket, New Hampshire
Revenue Report ^{a, b}
For the Period Ended December 31, 2015

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2016				Fiscal Year 2015				
			Month to Date		Year to Date		Month to Date		Year to Date		
			Budget	Transactions	Transactions	Balance Year	Budget	Transactions	Transactions	Balance Year	
Total Revenues			5,409,898.00	805,036.31	3,742,600.52	1,667,297.48	4,836,140.00	807,097.66	3,592,728.89	1,243,411.11	74%



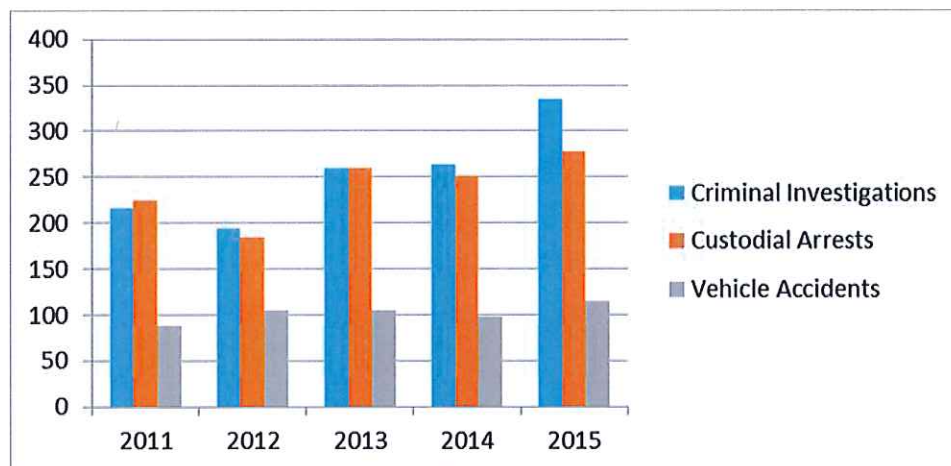
Department Heads Monthly Reports to the Town Council and Town Administrator

Police Department

Year End Activity:

Dispatch closed out 2015 with 17,446 calls for service down from 19,637 from 2014. This represents about a ten percent decrease. This is the second year in a row that total calls for service have decreased after ten years of constant increases. While this could be considered good news I'm somewhat hesitant to say our department activity spike has stabilized since officer initiated activity has decreased over the last twelve months. This can be attributed to the patrol division working two officers short for six months of the calendar year. One of the vacancies was attributed to a resignation and the other was attributed to a medical absence.

Other than calls for service, the other numbers we look at are Criminal Investigations, Custodial Arrests, and Reportable Traffic Accidents. In 2015 we conducted 335 Criminal Investigations up from 263 in 2014. Custodial Arrests were down slightly totaling 277 in 2015 compared to 251 during 2014. Reportable motor vehicle accident totals were down slightly with 115 reported accidents in 2015 compared to 98 in 2014.



Personnel:

I am happy to report that we are now fully staffed. We recently hired Chelsey Burnham to fill the vacancy in the full-time dispatch staff. This vacancy was created when we promoted Zach Wedgeworth to full-time police officer. Chelsey starts with us on January 24th and will begin our in-house training on

that date. Officer Wedgeworth is currently completing his field training and will be ready for a solo assignment in February. Being fully staffed helps to stabilize the workload distribution and minimize overtime expenditures.



School Safety & Security:

Recently School Resource Officer Wayne Stevens and I met with the school board to outline some security improvement recommendations for the Junior Senior High School and the Elementary School. We discussed some joint mock training exercises to be held later this spring involving police and school personnel working together. We remain committed to the safety of our students and staff and to our residents.

Current Year Operating Budget:

At the fiscal year half way point time the Police Department's budget is forty-four percent (44 %) expended and is operating within expected expenses. Even though I anticipate that the overtime will be very close to the budgeted figures, the drop in gasoline prices has helped us remain to target. At this time I anticipate at this time that we will finish the fiscal year within budget.

POLICE	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	1,308,012.00	89,649.01	578,010.65	730,001.35	44%
	<u>FISCAL YEAR 2015</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	1,264,752.00	92,325.39	582,192.18	682,559.82	46%

Fire and Rescue Department

- For the month of December the department responded to 107 calls for service of those 70 were medical calls transporting 54 patients to area hospitals. The ambulance responded to Newfields for four medical calls transporting three patients. The ambulance also responded to Durham twice for coverage. The ladder responded to Durham for station coverage once and to Newington twice for station coverage.
- The department responded to 1,089 calls for service in 2015. This was the busiest year the department has ever recorded. Last year we finished the year with 995 calls for service. Staffing levels have maintained the same since a year ago with two fulltime and 42 call personal.
- There were two building fires this month. The first one was at 88 Grant Road and the home had extensive heat and smoke damage throughout which made it not habitable for the holidays. The department did a toy drive that very day and the support from the community was overwhelming. Not only was there support from our community but several surrounding communities came to the rescue also. No one was home at the time of the fire and one family dog did perish. The second fire was on Christmas Day at 61 Magnolia Lane and was very minor. No residents were displaced or injured.
- I have attached charts with activity reports for the month of December.
- No concerns at this point with my budget expenditures

FIRE

<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%
<u>FISCAL YEAR 2015</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
335,785.00	34,766.67	170,042.03	165,742.97	51%

Newmarket Fire & Rescue

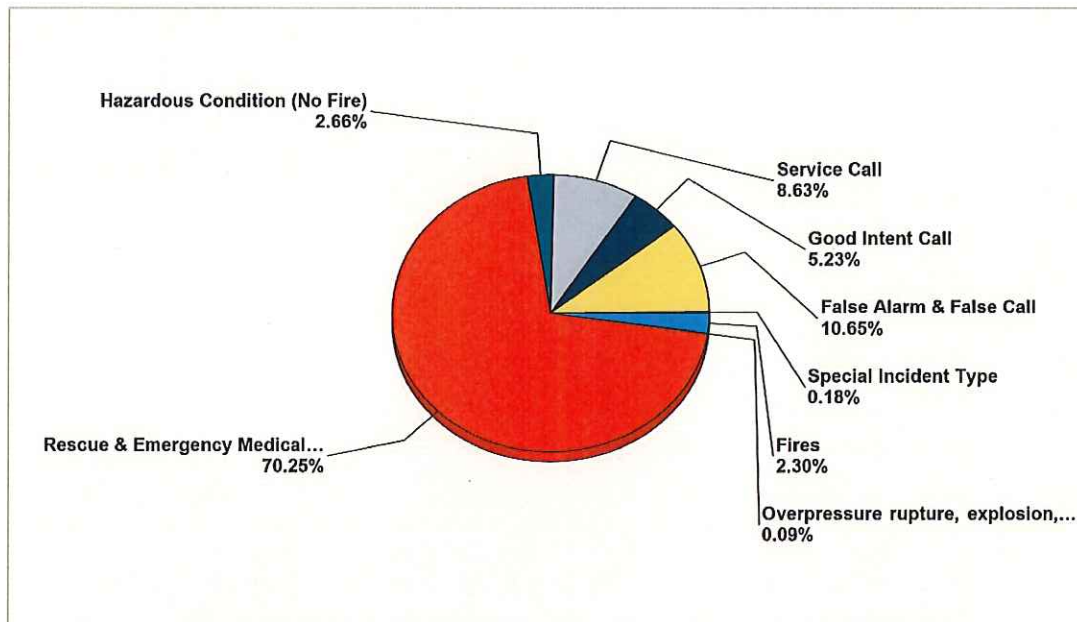
Newmarket, NH

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2015 | End Date: 12/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	25	2.30%
Overpressure rupture, explosion, overhear - no fire	1	0.09%
Rescue & Emergency Medical Service	765	70.25%
Hazardous Condition (No Fire)	29	2.66%
Service Call	94	8.63%
Good Intent Call	57	5.23%
False Alarm & False Call	116	10.65%
Special Incident Type	2	0.18%
TOTAL	1089	100.00%

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

EMERGENCY REPORTING
 emergencyreporting.com
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 Page # 1 of 3

Newmarket Fire & Rescue

Newmarket, NH

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

Incident Type Range: 100 - 911 | StartDate: 12/01/2015 | EndDate: 12/31/2015

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Mutual aid given				
12/03/2015	2015-1004	51 College RD	571 - Cover assignment, standby, moveup	1 - Station 1
12/04/2015	2015-1006	80 Fox Point RD	571 - Cover assignment, standby, moveup	1 - Station 1
12/04/2015	2015-1008	Spaulding TPKE	324 - Motor vehicle accident with no injuries.	1 - Station 1
12/09/2015	2015-1023	80 Fox Point RD	571 - Cover assignment, standby, moveup	1 - Station 1
12/11/2015	2015-1026	29 Main ST	611 - Dispatched & cancelled en route	1 - Station 1
12/12/2015	2015-1030	18 Waterworks RD	611 - Dispatched & cancelled en route	1 - Station 1

Percentage of Total Incidents: 5.61%

AID TYPE: Mutual aid received				
12/15/2015	2015-1042	2J Salmon ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
12/22/2015	2015-1057	88 Grant RD	111 - Building fire	1 - Station 1
12/22/2015	2015-1058	26 Birch DR	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
12/25/2015	2015-1071	61 Magnolia LN	111 - Building fire	1 - Station 1
12/29/2015	2015-1082	100 Main ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
12/29/2015	2015-1083	30 Langs LN	321 - EMS call, excluding vehicle accident with injury	1 - Station 1

Percentage of Total Incidents: 5.61%

Displays all incidents with aid given or received, and excludes incidents with neither. Percentages calculated from total number of incidents for parameters provided. Only REVIEWED incidents included.

EMERGENCY REPORTING
 emergencyreporting.com
 Doc Id: 952
 Page # 1

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	8	0.73%
113 - Cooking fire, confined to container	5	0.46%
116 - Fuel burner/boiler malfunction, fire confined	2	0.18%
140 - Natural vegetation fire, other	2	0.18%
141 - Forest, woods or wildland fire	1	0.09%
142 - Brush or brush-and-grass mixture fire	3	0.28%
143 - Grass fire	2	0.18%
154 - Dumpster or other outside trash receptacle fire	1	0.09%
160 - Special outside fire, other	1	0.09%
251 - Excessive heat, scorch burns with no ignition	1	0.09%
300 - Rescue, EMS incident, other	7	0.64%
311 - Medical assist, assist EMS crew	3	0.28%
320 - Emergency medical service, other	43	3.95%
321 - EMS call, excluding vehicle accident with injury	664	60.97%
322 - Motor vehicle accident with injuries	20	1.84%
323 - Motor vehicle/pedestrian accident (MV Ped)	6	0.55%
324 - Motor vehicle accident with no injuries.	16	1.47%
350 - Extrication, rescue, other	1	0.09%
362 - Ice rescue	1	0.09%
365 - Watercraft rescue	1	0.09%
381 - Rescue or EMS standby	3	0.28%
400 - Hazardous condition, other	1	0.09%
410 - Combustible/flammable gas/liquid condition, other	1	0.09%
411 - Gasoline or other flammable liquid spill	4	0.37%
412 - Gas leak (natural gas or LPG)	12	1.10%
413 - Oil or other combustible liquid spill	1	0.09%
424 - Carbon monoxide incident	4	0.37%
440 - Electrical wiring/equipment problem, other	2	0.18%
441 - Heat from short circuit (wiring), defective/worn	1	0.09%
444 - Power line down	1	0.09%
461 - Building or structure weakened or collapsed	2	0.18%
500 - Service Call, other	11	1.01%
511 - Lock-out	15	1.38%
520 - Water problem, other	6	0.55%
521 - Water evacuation	1	0.09%
522 - Water or steam leak	2	0.18%
531 - Smoke or odor removal	3	0.28%
550 - Public service assistance, other	2	0.18%
551 - Assist police or other governmental agency	6	0.55%
552 - Police matter	1	0.09%
553 - Public service	1	0.09%
554 - Assist invalid	18	1.65%
561 - Unauthorized burning	6	0.55%
571 - Cover assignment, standby, moveup	22	2.02%
600 - Good intent call, other	10	0.92%
611 - Dispatched & cancelled en route	38	3.49%
621 - Wrong location	1	0.09%
651 - Smoke scare, odor of smoke	4	0.37%
652 - Steam, vapor, fog or dust thought to be smoke	2	0.18%
653 - Smoke from barbecue, tar kettle	1	0.09%
671 - HazMat release investigation w/no HazMat	1	0.09%
700 - False alarm or false call, other	25	2.30%
711 - Municipal alarm system, malicious false alarm	1	0.09%
715 - Local alarm system, malicious false alarm	1	0.09%
730 - System malfunction, other	7	0.64%

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.41%
113 - Cooking fire, confined to container	1	1.41%
114 - Chimney or flue fire, confined to chimney or flue	1	1.41%
300 - Rescue, EMS incident, other	1	1.41%
311 - Medical assist, assist EMS crew	2	2.82%
321 - EMS call, excluding vehicle accident with injury	45	63.38%
322 - Motor vehicle accident with injuries	1	1.41%
511 - Lock-out	4	5.63%
531 - Smoke or odor removal	1	1.41%
553 - Public service	1	1.41%
554 - Assist invalid	2	2.82%
600 - Good intent call, other	2	2.82%
611 - Dispatched & cancelled en route	3	4.23%
651 - Smoke scare, odor of smoke	1	1.41%
733 - Smoke detector activation due to malfunction	1	1.41%
735 - Alarm system sounded due to malfunction	1	1.41%
744 - Detector activation, no fire - unintentional	1	1.41%
745 - Alarm system activation, no fire - unintentional	2	2.82%
TOTAL INCIDENTS:	71	100.00%

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

Newmarket Fire & Rescue

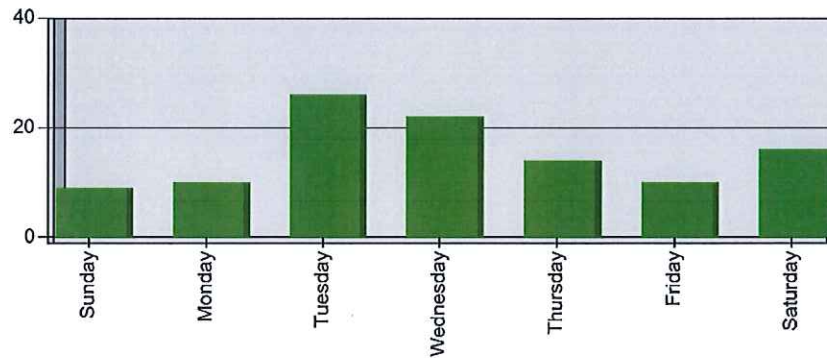
Newmarket, NH

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Incidents by Day of the Week for Date Range

Incident Range: 100 - 911 | Start Date: 12/01/2015 | End Date: 12/31/2015



DAY OF THE WEEK	# INCIDENTS
Sunday	9
Monday	10
Tuesday	26
Wednesday	22
Thursday	14
Friday	10
Saturday	16

TOTAL 107

Newmarket Fire & Rescue

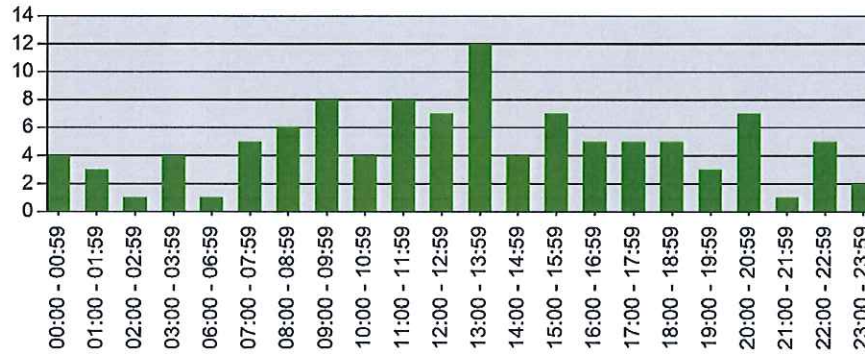
Newmarket, NH

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Incidents per Hour for Incident Type Range for Date Range

Incident Range: 100 - 911 | Start Date: 12/01/2015 | End Date: 12/31/2015



Hour	# of CALLS
00:00 - 00:59	4
01:00 - 01:59	3
02:00 - 02:59	1
03:00 - 03:59	4
06:00 - 06:59	1
07:00 - 07:59	5
08:00 - 08:59	6
09:00 - 09:59	8
10:00 - 10:59	4
11:00 - 11:59	8
12:00 - 12:59	7
13:00 - 13:59	12
14:00 - 14:59	4
15:00 - 15:59	7
16:00 - 16:59	5
17:00 - 17:59	5
18:00 - 18:59	5
19:00 - 19:59	3
20:00 - 20:59	7

Only REVIEWED incidents included.

Public Works Department

- With the lack of cold and snowy weather crews have been working with Eversource's tree trimming crews removing several hazardous trees throughout town. These trees were all full removal and at no cost to the town other than to supply flaggers and haul away the large wood that doesn't fit into the chippers. Ten trees in all were removed and all the stumps were ground up.
- Crews have also been working in the pit cleaning up the asphalt pile. It has been several years since we last removed some and the pile was getting quite large.
- Work on the new RSMS (paving plan) is ongoing with nothing new to report. As soon as it is complete, it will be made available to everyone.
- With all the wet weather lately potholes have been popping up more frequently. We have been doing our best to keep up with them.
- I have attached charts to show more detail on budget expenditures

DPW ADMIN

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
417,347.00	30,381.58	173,263.56	244,083.44	42%

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
417,247.00	37,358.91	195,545.87	221,701.13	47%

ROADS & SIDEWALKS

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
386,570.00	125,150.85	165,737.50	220,832.50	43%

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
384,070.00	21,996.37	281,775.68	102,294.32	73%

STREET LIGHTS

FISCAL YEAR 2016

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

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
46,250.00	9,092.04	20,324.26	25,925.74	44%

BUILDINGS & GROUNDS

FISCAL YEAR 2016

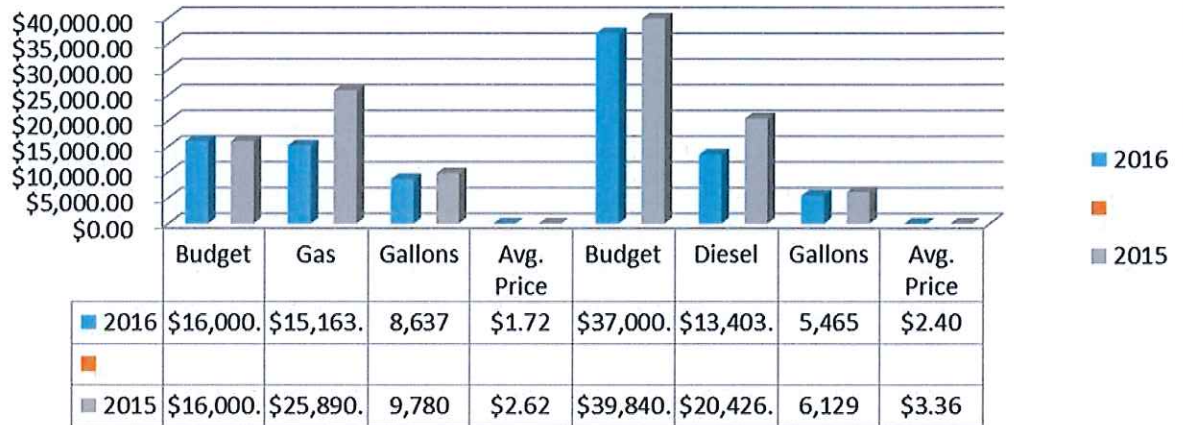
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
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468,202.00	39,709.45	237,355.55	230,846.45	51%
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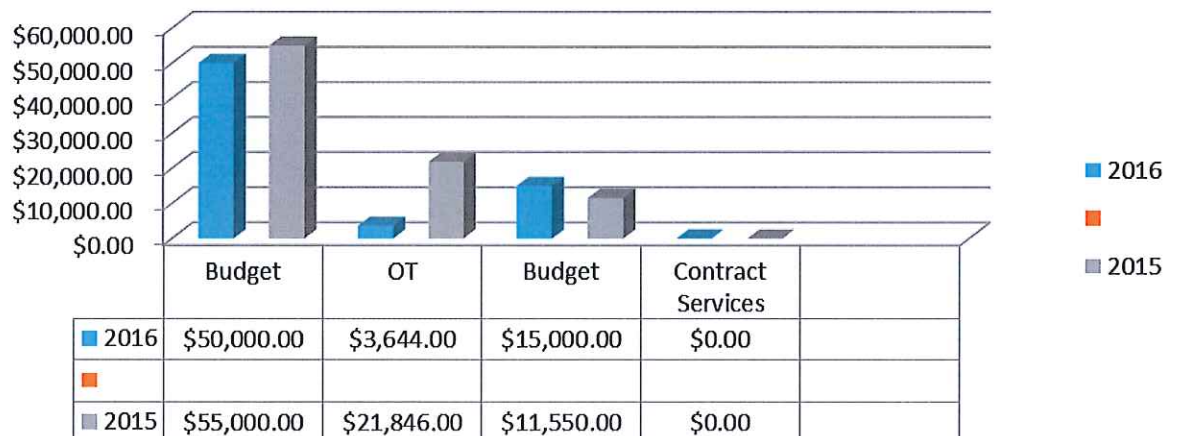
FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
449,362.00	84,332.65	245,661.49	203,700.51	55%

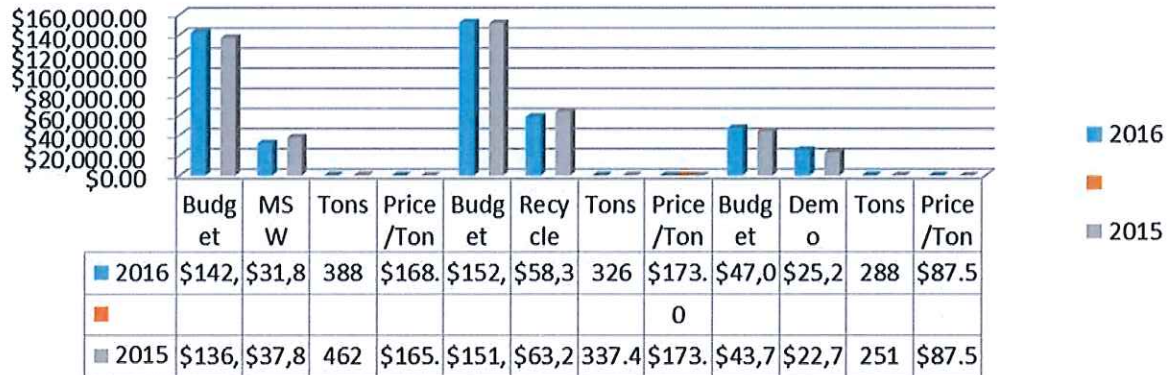
Public Works Department YTD Gas/Diesel



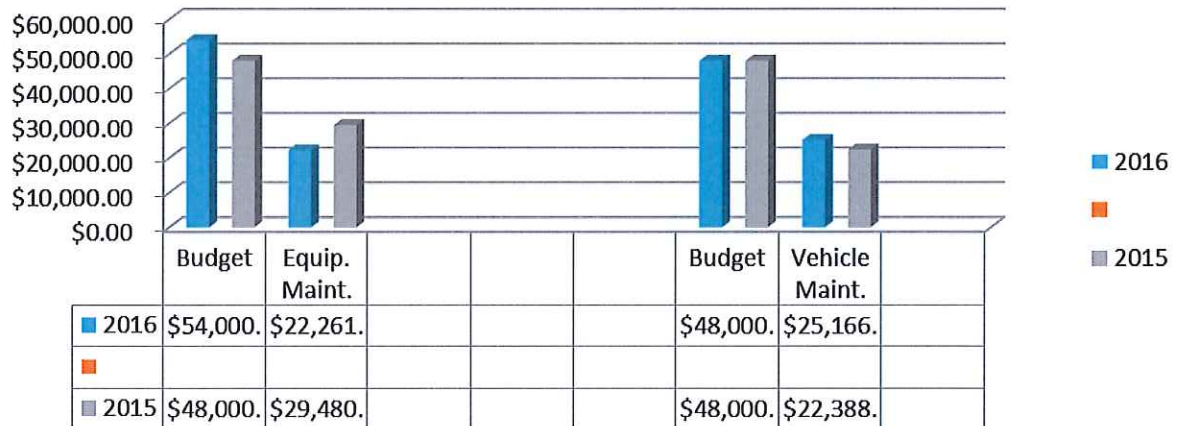
Public Works Department YTD Overtime/Contract Services



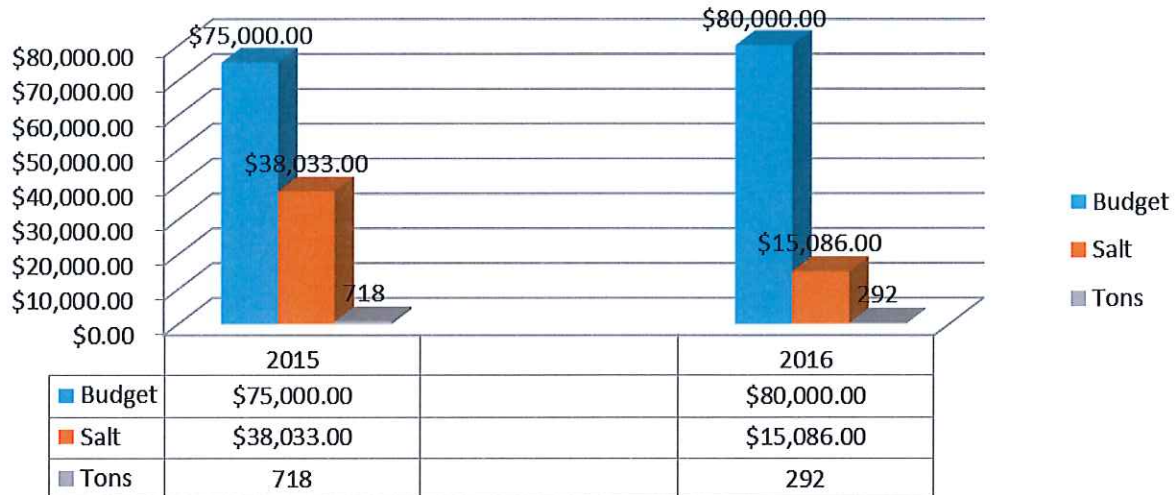
Public Works Department YTD Solid Waste



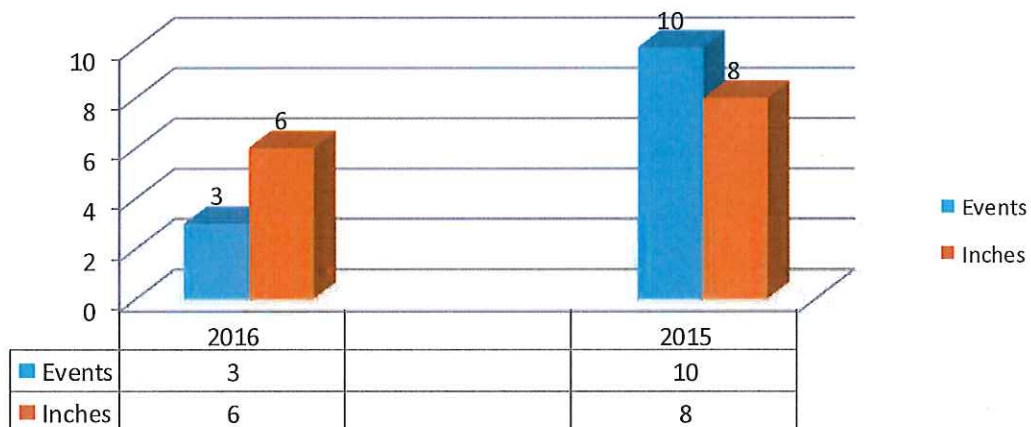
Public Works Department YTD Equipment/Vehicle Maintenance



Public Works Department YTD Salt



Public Works Department YTD Snow Events



Environmental Services Department System Report

Due to a death in the director's family, there will be no report this month.

WATER

			<u>FISCAL YEAR 2016</u>		
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
583,051.00	87,746.49	257,209.46	325,841.54	44%	

			<u>FISCAL YEAR 2015</u>		
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
469,062.00	48,809.43	234,101.89	234,960.11	50%	

SEWER

			<u>FISCAL YEAR 2016</u>		
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
937,237.00	155,637.29	434,517.82	502,719.18	46%	

			<u>FISCAL YEAR 2015</u>		
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
847,896.00	46,376.26	285,063.98	562,832.02	34%	

Information Technology

1. I am excited that we are in the early planning stages to move the Recreation Dept to new software! There are some software packages that should be taken out back of the barn and shot. The current Recreation software deserves nothing so kind and is some of the worst crud I have ever had the misfortune to support. As we lay out the plan to convert to new software with new features, we are all trying to temper our enthusiasm and do the conversion correctly!
2. We had a large battery backup/power conditioner fail at Police, and we have been limping along for some time. I was finally able to locate replacement parts and we hope to finalize the install this week. Replacing the current unit would have cost ten times as much, so spending the extra time and effort to find replacement parts paid off.
3. We now have so much new equipment for broadcasting meetings, and new equipment in Chambers, that we have scheduled some training that Chris will provide to myself and the Schools. If everyone knows the best ways to utilize the equipment, we can all do top notch work.
4. We continue to work on rolling out newer versions of Microsoft Office as our current installed base is largely Office 2007. While the 2013 version we are rolling out has some new features, it is quite different in appearance and use, causing a fair amount of consternation among some people. I have looked at the subscription model, but it is far more expensive than I had originally thought.
5. I have started offering more technical phone features to our end users. Some, like voicemail to email, can be a big gain for employees. We also want to find an integrated way for Wendy to see who is on the phone so she can properly transfer calls. The solution I am looking at would give her the opportunity to monitor almost every phone in Town.
6. As our servers get a little older, I am in the process of cleaning up old software off them, adding more memory, and replacing drives that are starting to fail. I also continue to age out the oldest PCs we have and bring in new ones where applicable!
7. Our bandwidth lately seems to be very congested which is prompting me to throttle down more services that are not truly important. Some that don't appear important apparently are, as I am usually called shortly after making a change that something is broken!
8. With the Presidential Primary coming up, and voting at the High School, we need to do our usual plan of moving the necessary voter registration lines, voting counting machine, handicap voting booth wiring, and NH Voter Registration devices and supporting equipment. We will get in a few tests before the big day!

IT

<u>FISCAL YEAR 2016</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
131,752.00	16,519.04	61,667.30	70,084.70	47%

<u>FISCAL YEAR 2015</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
140,152.00	9,847.40	76,515.53	63,636.47	55%

Building Inspector/Code Enforcement Officer

Previous Month Activities

- Issued:
 - 9 Building Permits \$ 3805
 - 9 Electrical Permits \$ 405 *3 waived for Town projects
 - 5 Plumbing Permits \$ 350 *1 paid with building permit
 - 8 Mechanical Permits \$ 355 *1 paid with building permit
- Revenues collected \$2362**
- Conducted 29 regular mechanical, electrical, plumbing and building inspections
- Meet with Exeter Events and Tents, the potential buyers and users of the industrial building at 12 Forbes Road
- Consulted with a number of property owners on renovations and re-construction projects
- Assisted on selection committee for Town engineering services
- Investigated three trash complaints

2015 Synopsis of Building Permits

Type	Number Issued
Single Family	25
Garages/sheds/Miscellaneous	60
Additions/Alterations	36
Commercial/additions & alterations	6
Demolitions	6

Year-to-Year Comparison				
	Building Permits	Single Family	Fees	Value (Building permits only)
2015	134	25	45,991	9,645,108
2014	129	10	38,847	7,442,055
2013	128	1	24,173	4,174,822
2012	157	6	43,921	7,864,411
2011	173	5	40,193	6,847,033
2010	175	2	19,895	2,686,741
2009	163	0	14,692	1,877,796

255 Electrical, Plumbing & Mechanical Permits Fees

13,246

BUILDING INSPECTION

FISCAL YEAR 2016

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

<u>FISCAL YEAR 2015</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
66,723.00	5,888.49	33,305.92	33,417.08	50%

Town Clerk - Tax Collector**TAXES**

Total Committed 2015	\$17,862,459	Tax 1 & Tax 2
Total Collected thru 12/31/15	\$17,303,834	Principal & Interest

TAX LIENS

	2014 Liens (Deed 2017)	2013 Liens (Deed 2016)
Property Tax Amount Liened	209,291.	245,781.
W/S Amount Liened	71,925.	67,890.
# Properties Liened	111	125
Uncollected thru 12/31/15	184,889.	101,058.

WATER & SEWER (1/1 THRU 12/31/15)

	2015	2014
Water Billed	919,697.	840,375.
Sewer Billed	1,574,362.	1,316,378.
Uncollected thru 12/31/15	234,269.	277,355.

TOWN CLERK REVENUE (7/1/15 thru 12/31/15)

	Year End 6/30/16	Year End 6/30/15	
Motor Vehicle (MV)	690,736.	628,863.	9.84% increase
Town "non-MV"	66,930.	65,689.	1.89% increase
State NH (MV, Vitals, Boats, Dogs)	253,508.	239,059.	6.04% increase

- Motor vehicles still on the upswing
- Daily activity steady; revenues continue to show steady increase
- Tax bills were due 12/15/15; 97% collected as of 12/31/15
- Preparing for Presidential Primary on 2/9/16
- Preparing for Town/School filing period (1/20/16 – 1/29/16)

**TOWN
CLERK****FISCAL YEAR 2016**

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

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
166,544.00	10,915.69	74,674.96	91,869.04	45%

Planning Department

Planning Board Activities

Applications

Status of approved applications of the Planning Board:

Newmarket Industrial Park Lot 6, LLC/Shearwater Investment Corporation – This project involves a 24,000 square foot expansion of an existing industrial building located on Forbes Road (Tax Map R-3, Lot 8 and Tax Map R3, Lot 9-6.) The site plan includes associated parking, drainage and landscaping improvements. All the conditions of approval have been met including the signing of a developer's agreement and the posting of a performance guarantee to assure that all construction proceeds in accordance with the approved plans. Site clearing has been completed for the project and excavation related to site work has started. The Planning Board will be reviewing a lot merger, which was a condition of the approval, at its meeting on January 19, 2016.

Applications before the Board

Cheney Property Management Corp. has filed an application for a Site Plan and Special Use Permit at 52, 54, and 56 Exeter Road, Tax Map U4, Lots 12, 13, and 14. The proposal involves removing three (3) existing building and constructing a two-story 27000 square foot mixed-use building with commercial on the first floor and residential on the second floor. The Planning Board accepted the Special Use Permit at the December 8 Planning Board meeting. A consultant has been hired to prepare a fiscal impact and market study pursuant to the new requirements of the M2-A zoning. A technical review meeting was held on for November 19, 2015. A second technical review meeting was scheduled for December 21, 2015. Revised plans in response to the TRC's comments were received in the Planning Board office on January 12, 2016. A fiscal impact study has been prepared which concludes that the project will result in a positive fiscal impact of \$56,800 per year. The application has been continued until the January 19, 2016 Planning Board meeting.

Real Estate Advisors, Inc. – Continuation of a public hearing for an application for site plan review at 1R Grape Street. The proposal involves adding a four unit condominium building with related parking to the property. The Planning Board accepted the application for technical review and formed a Technical Review Committee (TRC) its December 8, 2015 meeting. The TRC met to review the application on December 21, 2015. The applicant has requested a continuation of the application to the February 16, 2016 meeting.

Other Business

FEMA Flood Plain Maps and Ordinances:

The Federal Emergency Management Agency (FEMA) has sent the Town new Flood Insurance Rate Maps (FIRM). Whenever new maps are produced, communities, such as Newmarket, which are participating in the National Flood Insurance Program, are required to have ordinances in place which are

compliant with federal regulations. The NH Office of Energy and Planning (OEP) has conducted a compliance review of our regulations and forwarded recommendations for updating our regulations. The Planning Board will need to make amendments to the zoning, subdivision and site review regulations to assure Newmarket's continued eligibility in the program. We have received word from the NH OEP that there has been an appeal regarding the new flood plain maps. The deadline for adopting new maps and revising ordinances has been postponed until the fall of 2016. Copies of the new flood plain maps are available for public viewing in the Planning Office and have been posted on the Town's website. The Planning Board set up a subcommittee to work with the Town Planner on these amendments for consideration at a future Planning Board meeting.

Update of Newmarket Master Plan:

Future Land Use Chapter – Using feedback from the visioning process, the Future Land Use Chapter of the Master Plan will be updated with assistance from the Strafford Regional Planning Commission. The chapter will look at different development scenarios using the build-out analysis that was completed in the Existing Land Use Chapter and various computer software applications. The Future Land Use Committee met on December 16 2015 for a kick-off meeting. A draft of the Future Land Use Chapter is being reviewed by committee.

Zoning Board of Adjustment:

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

Capital Improvement Program (CIP): The CIP Committee met with the Newmarket School administration to review their CIP requests on December 17, 2015. The staff has amended the CIP booklet to include the School District's CIP proposals.

Recommendations of the Economic Development Committee and Planning Board Action: At its meeting on November 10, the Planning Board set up a subcommittee of members to review the recommendations of the Economic Development Committee (EDC) and come up with some specific

zoning changes for the full Board to consider with respect to the various concepts that were suggested at the August 3 joint meeting. The Town Planner has been researching zoning ordinances prepared by other communities which address Continuing Care Retirement Communities and options for Assisted Living.

Special Projects

Route 108 Pedestrian Crossings: The project was advertised for bids on May 18, 2015, following FHWA approval of the final plans. Unfortunately, the Town did not receive any bids for the project due to the busy construction season and the unavailability of most contractors. The Town has received approval from the NHDOT/FWHA for additional funding to allow the re-bidding of the project during February 2016, with a spring 2016 construction start. A copy of the engineering report and the most recent plans can be viewed electronically on the Town's website at www.newmarketnh.gov on the Planning Department web page.

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

Route 108 Shoulder Widening and Bike Path Construction Project: In 2010, the Town Meeting approved a warrant article to raise and appropriate the sum of \$ 809,292 to allow the Town to construct a shoulder widening and bicycle lane project from the Irving Gas Station to the Newmarket/Newfields town line. The NH DOT and Federal Highway Administration (FHWA) proposed providing full funding for this project through the Federal Congestion Mitigation and Air Quality (CMAQ) Program and State tolls program. A resolution was approved by the Town Council at its meeting on May 21, 2014 to authorize the Town Administrator to enter into a design contract with Underwood Engineers to prepare a feasibility study related to the project. The consultant prepared two alternative concepts for the bikeway and a preliminary opinion of cost for the two alternatives. The first alternative involved the construction of 5 foot wide paved shoulders extending from the Rockingham Country Club to the southerly limits of the Phase: Newmarket Main Street Project, which was completed in 2005. It included drainage improvements to facilitate shoulder widening and road-widening to accommodate a center through lane in the vicinity of Forbes Road. A second alternative involved separating vehicle traffic from bike traffic adjacent to Route 108 by having a bike path on one side of the road. As cost estimates have come in higher than the budget allows, the staff has met with NH DOT and discussed the possibility of scaling back the project. The NH DOT is reviewing the plans currently and will be getting back to Town with review comments. Prior to moving forward with the project, there will be an opportunity to review the revised plans and cost estimates with the Town Council.

Coastal Resilience Technical Assistance Project: The Planning Department received a \$57,793 NH Coastal Program grant from the NH Department of flooding and climate change in the Moonlight Brook Watershed. This project will update an existing watershed model to characterize the conditions in the projections, identify potential flooding risks in the watershed and recommend measures to reduce storm water flows and restore ecosystem functions through the design of a green infrastructure project. Following the compilation of background data, and survey work to collect elevation data in the watershed, a complete watershed base model has been created. The next step will be to refine the model by updating cross-sectional data, importing hourly weather data, and completing a build-out analysis. This project will augment work that is currently underway related to establishing a tracking/accounting system for Total Nitrogen, under the PTTAP program, in response to the Town's EPA Administrative Order and will provide credit to the Town under the MS4 program for non-point source pollution abatement once the Town's new Stormwater Management Program is underway. PTAPP is a cooperative forum of watershed communities within the Great Bay region which are working together toward identifying a consistent, effective tracking system and accounting system for monitoring pollutant loads, including Nitrogen, into the Great Bay. Newmarket is required to monitor and track nitrogen loading from point and nonpoint sources as part of its Administrative Order on Consent that has been issued by the Environmental Protection Agency (EPA).

PLANNING

	<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%

	<u>FISCAL YEAR 2015</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	128,153.00	7,773.02	48,691.65	79,461.35	38%

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

- Finish financial statement audit. The field work has been completed. The financial statements are nearing completion.
- Dispose of tax deeded property.
- Transition financial institutions.
- Review ambulance billing revenue to call volume.
- Review health insurance options.
- Finalize accounting system selection. This project also includes performance measurement and citizen’s portal.
- Affordable Care Act reporting.

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 16	FY 15	% Increase/ (decrease)		FY 14	% Increase/ (decrease)	
July	22	15	7	46.67%	11	4	36.36%
August	11	10	1	10.00%	26	(16)	-61.54%
September	12	12	-	0.00%	7	5	71.43%
October	11	10	1	10.00%	8	2	25.00%
November	12	3	9	300.00%	9	(6)	-66.67%
December	8	9	(1)	-11.11%	5	4	80.00%
January		5			9	(4)	-44.44%
February		7			5	2	40.00%
March		7			14	(7)	-50.00%
April		8			10	(2)	-20.00%
May		14			11	3	27.27%
June		19			12	7	58.33%
Total	76	119	17	14.29%	127	(8)	-6.30%

Financial Highlights:

Balance Sheet – The Town's fiscal health overall is stable. As of the end of November, the Town had \$11,544,491 in its operating bank account. Most of this balance, \$844,675 and \$1,887,069 are attributable to the water and sewer funds, respectively. We have enough funds for normal operations through fiscal year-end.

We have seen an increase in cash outflows in December, which is primarily due to the wastewater treatment facility construction.

Revenues –

- Now that we have increased our motor vehicle estimated budget, our actual revenues are slightly above projections (roughly 5%).
- Building permit revenues have stabilized, where we are at or just slightly below our budgeted projections.
- Revenue from the State is at expected levels. We received our meals and room tax distribution of \$439,966 in December. We have one more expected receipt before we have collected all funds, which relates to a debt service grant.
- Ambulance revenue is below forecast. We are continuing to follow this trend.
- As previously reported, miscellaneous revenues reported a one-time receipt for the health insurance refund, which was approximately \$44,000. Without the one-time receipt, we are at targeted revenues.

Expenditures –

- Finance Department is below expectations, which is because we have not paid our audit costs in full.

- As previously reported, human Resources are showing higher than expected expenditures, which is due to large annual invoices that come due at the beginning of the year. I expect these expenditures to come into line as the year progresses.
 - o Property Liability Insurance is an annual invoice that came in 5% higher than budget. We budgeted a 5% increase over the prior year invoice; however, actual current year costs came in at 10% over prior year actual.
 - o Workers Compensation is also an annual invoice that came in 3% higher than expected.
 - o Staff Training is also a yearly invoice; however, I expect this amount to increase as we add PCI compliance training for 8 individuals. (PCI compliance relates to security and storage of credit card information.)
 - o Health Insurance – We have begun our analysis as to where we will end the year. My estimate places us just barely under budget. We expect to have continued pressure on this line-item going forward, due to a few employees come onto the health insurance.
- Many of the departments, such as Public Works and Roadways, are showing lower expenditure levels; however, we are at the beginning of our snow removal season. Other departments, such as Tax Collector, are showing lower than expected expenditures; however, I anticipate their spending to come into line when the Presidential Primary occurs.
- Projects – We are currently showing a deficit of \$21,223 for the Moonlight Brook project, which is due to reimbursement timing. Since this is a reimbursement based grant, we must expend funds prior to reimbursement. This results in deficits at the end of each month. At the beginning of the following month, we request reimbursement for all of our grants. More importantly, all expenditures have been reimbursed (or requested) for the wastewater treatment facility, Macintosh well development, and Great Hill water main replacement.

I want to commend the Finance Department staff for a smooth December.

FINANCE

<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%	

<u>FISCAL YEAR 2015</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
199,175.00	18,099.48	75,604.40	123,570.60	38%	

HUMAN RESOURCES

<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	84%	

<u>FISCAL YEAR 2015</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
1,385,709.00	137,591.03	702,284.71	683,424.29	51%	

Recreation

Recreation Fiscal Business Report: Total Recreation revolving account revenue comparison up to the first week of January fiscal year 2015-16 is \$62,133.57 that leaves 60% more to be collected by June 30, 2016. Compared to last year 2014-2015 the Recreation Department collected \$18,885.00 less. The kindergarten program expanding to a full day this fiscal year has really hurt the department's preschool program(s) attendance and lost revenue. The department has become more proactive in expanding preschool classes in other areas with 3 to 4 year old age group. The preschool playgroup and preschool sports, increases winter program enrollment. Marketing in a larger footprint with Newfields, Lee, and Madbury is helping to boost this revenue stream; it's just takes more time and effort to do so. We also have not billed for our new brochure that just went out 2 weeks ago. That will be roughly around a \$5,000.00 revenue generators of ads and sponsorships. The Recreation Department will only be publishing one brochure instead of two, which will decrease our expenses by \$4,000.00 this fiscal year. We are currently streamlining our offerings and have added another cost center to the department called "The Learning Center". This will encompass, 3 to 4 year old preschoolers during the school day, elementary school age students in the afternoon, a couple of Jr/Senior high school classes that will be sponsored, and adult classes will run in the evening hours. The Recreation Department has also begun to work jointly with Durham Parks and Recreation and Stratham Parks and Recreation to provide Premier Seating (tickets sold by season ticket holders who cannot attend that particular game/event) which will include all Professional Sports venues in the Boston area and musicals and plays at some of the top theaters like the Wang Theatre as one example. Each department will receive 5 tickets each to spread out the territory of interested patrons in their town/ mailing reach. Newmarket will be in charge of transportation, booking etc and will receive checks or credit cards from the other two departments in full and then will issue a check which will be 20% of each the 5 tickets sold by the other two departments. In determining the cost of the trip a 20% surcharge was included to cover this cost., The first trip will be on March 16 with the Celtics vs. the Oklahoma Thunder. The cost of this trip is \$160.00 per person. This new venue may not only close the gap of the Revolving account revenue or even surpass last year's great success. Only time will tell.

The expenditure of the Revolving Account as of December 31, 2015 for this fiscal year is \$70,744.00 which is 65% of the total budget and is right on track for the 6 month projections. The General Fund expenditures as of December 31, 2015 are \$106,658.00 which is 48% of the total budget. Expenditure projections are right on track at the half-way point of this fiscal year taking into account that camp expenses are the upfront and the largest amounts spent for the 2015-2016 fiscal budget. The General Fund has captured \$5,843.00 in revenue which is a \$3,331.00 increase from the same time last fiscal year. This is due to Kim Tilton's tremendous efforts of providing new programs and increasing participation at the Sunrise Sunset Center. A rental of rooms has resulted in \$1,745.00 of revenue for the general fund.

Program Report: The Recreation Department continues to expand its revenue capability by offering multiple disciplines of dance lessons in the new Flex and Focus Dance Studio. Winter offerings include Teen and youth Hip Hop Dance, and three classes of Ballet and Tap. The classes span from preschool, up to teen audiences and have excellent instructors to teach each dance style.

Preschool Play Group continues to be popular with 9 children coming regularly every Monday-Wednesday and Friday mornings. This is a younger group of preschooler 3-4 years old with 9 children signed up to date. Preschool sports has begun again in January with Silly Sports followed by Soft Hockey.

Wanna Iguana Mondays began again last week with Ceramics and pottery for next 4 weeks. There are 12 children already signed up for the class. The drop in preschool play room is beginning to get traffic with the cold weather finally here.

December Briefing – Sunrise Sunset Center: The holiday season was busy and full of fun trips & events at the Sunrise Sunset Center. We started with a holiday shopping trip to Newburyport in early December. The lunch bunch group enjoyed shopping and their lunch at The Grog restaurant. Our next trip in keeping with the season was The Leddy Center's performance of A Christmas Carol which we all loved and an added bonus was to meet and greet the cast and crew after the show where we had pictures taken with Scrooge himself. Lunch was at Tuckaway Tavern in Raymond before the show, where we sang a festive Happy Birthday (accompanied by the staff), to someone in our group. She was taken by surprise and brought to tears that we would know it was her birthday since it was her first trip with us. Our final Lunch Bunch trip of the month was to the Victoria Mansion in Portland where we toured an 1870's mansion that is on the National Register of Historic Places. The mansion was decorated by several local floral businesses with Victorian-style arrangements, swags and an elaborate, 10 foot rose-covered Christmas tree. The mansion also boasts that 90% of it's furnishings are original period pieces from one of the first families that lived there. We had lunch in Scarborough on the way back along with a surprise stop at Len Libby Candy Company where there was a life-size chocolate moose and bear cub.

The highlight of our month was our trip to Pease Tradeport where we were part of a Pease Greeter group which was a send-off for 225 military troops to Turkey. Our group of 20 Newmarket residents joined over 100 Pease Greeters that day as we welcomed these troops for their last stop on U.S. soil. From the Hero's Walk to the Farewell Ceremony this was a day to remember for each of us, but especially for the 5 Veterans in our group. During the ceremony our veterans were recognized for their years of service which included two gentlemen from WWII. It was a heartwarming excursion and everyone in the group is looking forward to doing it again. One veteran in our group has since gone back on his own to volunteer.

We had three holiday parties at the center during December, two for Christmas and one for New Year's Eve.

Our Bingo Christmas party on 12/10 was attended by 40 members and it included a small gift for every participant along with a lively Bingo game. The day ended with a private holiday performance by the Newmarket High School band at the Sunrise Center. Throughout the day staff from the High School delivered instruments and music stands and at 3pm the 18 band students along with Director Jamie Rae, arrived to entertain the group. Most of the seniors aren't able to attend the Holiday Concert at the school so this was a special treat for them and we'll certainly carry on this meaningful tradition. The Meals on Wheels Christmas Luncheon on 12/17 was attended by 60 people and this group was entertained by the Sunrise Chorus and the Sunrise Marimba Band, both which practiced for months to be ready for this performance. Our New Year's Eve party on Thursday 12/31 at 12 noon, as opposed to 12 midnight, consisted of a countdown and a Ball Drop along with a faux champagne toast, noisemakers and homemade poppers. It was a smaller group but still a festive celebration.

Tuesday Trivia took place on 12/15 where we had 3 teams competing. The Pines of Newmarket is our prize sponsor and Jeremy's Pizza gives us half off on our pizza order for that night. The Breakfast Club continues to be full with 14 participants and sometimes people join us on their own when there isn't space on the bus. Our small walking group has ended for the season but we expect to start again in the Spring and add more walkers to the group. The Bone Builders group is still going strong and is such an important addition to the Sunrise Sunset Center. It's the fitness piece that we were missing. We're researching other ways to expand the health & wellness aspect of the center. The Random Acts of Art Club and Beyond the Last Page Book Club continue to be well attended. Chorus is also on a short hiatus but will be recruiting more members to start in March.

RECREATION

		<u>FISCAL YEAR 2016</u>			
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	210,407.00	18,209.55	103,748.90	106,658.10	49%
		<u>FISCAL YEAR 2015</u>			
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	204,114.00	14,856.77	87,712.57	116,401.43	43%

RECREATION REVOLVING

		<u>FISCAL YEAR 2016</u>			
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	199,670.00	5,002.91	128,925.54	70,744.46	65%
		<u>FISCAL YEAR 2015</u>			
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	191,172.00	3,242.39	115,697.51	75,474.49	61%

TOWN OF NEWMARKET, NEW HAMPSHIRE

By the Newmarket Town Council

Ordinance No. 2015/2016-2

**AN ORDINANCE REGULATING DISPOSAL OF SOLID WASTE GENERATED
WITHIN THE TOWN OF NEWMARKET TO INCLUDE THE CURBSIDE PICKUP OF
DOMESTIC OR HOUSEHOLD WASTE AND RECYCLABLES**

The Town of Newmarket through its Town Council ordains that:

WHEREAS, the Town of Newmarket has previously adopted regulations governing curbside collection of household solid waste;

WHEREAS, the previously adopted regulations were not included in the Municipal Code;

WHEREAS, the existing regulations require updating; and

WHEREAS, RSA 147:1, RSA 149-M:17, and RSA 231:63 authorizes the Town of Newmarket to adopt regulations relating to the public health, safety, and welfare, including public sanitation and solid waste disposal.

NOW, THEREFORE BE IT RESOLVED that this Ordinance shall be effective upon passage and shall be known as Part II, Chapter 20 Section 20-8 of the Municipal Code of the Town of Newmarket and shall govern waste management and the curbside pickup of household waste and recyclable materials generated within the geographic boundaries of the Town of Newmarket as follows:

SECTION 20-8.

A. GENERAL

- 1) PURPOSE AND INTENT. The proper management of waste is in the public welfare of the community. Poorly managed trash, rubbish and waste can attract rodents, diminish aesthetic qualities, become a public nuisance, and adversely affect the public, health, safety, and welfare.
- 2) LIMITATIONS. The Town of Newmarket shall only pick-up and dispose of those household and domestic solid waste materials and recyclables generated within the geographic boundaries of the Town of Newmarket. Disposal of such waste shall be at a site designated and authorized by the Town Council.
- 3) AUTHORITY TO ESTABLISH RULES & REGULATIONS. The Town Council shall be solely authorized and responsible for establishing, amending, and revising such rules, regulations and procedures as are necessary for the implementation and execution of the purpose and intent of this Ordinance and the effective operation of the curbside pickup and

recyclables program, unless said authority has otherwise been delegated to an agent of the Town Council.

B. DEFINITIONS

- 1) DOMESTIC OR HOUSEHOLD WASTE. Solid waste comprised of garbage and rubbish normally associated with residential household use and originating in residential households.
- 2) COMMERCIAL WASTE. All solid waste emanating from business establishments including, but not limited to, solid waste originating in stores, markets, office buildings, industrial complexes, restaurants, theaters, landscapes, automotive service centers, service businesses, and shopping centers.
- 3) WASTE. All domestic, household, and commercial waste, as those terms are defined herein.
- 4) RECYCLABLES. Materials to be collected as part of the Town's recycling program shall be defined by the Health Officer and approved by the Town Council.
- 5) OFFICIAL PLASTIC BAGS. Specially marked trash bags as made available by the Town of Newmarket for purchase by Newmarket residents. Only such bags shall be utilized to dispose of all permitted waste (excluding recyclables) at curbside.
- 6) BLUE BOX. Receptacles provided by the Town to Newmarket residents to be used for the placement of recyclables within the public right-of-way. The Town shall provide one blue box to each resident. If additional blue boxes are requested, they may be purchased from the Town at cost. Blue boxes shall constitute the property of the Town of Newmarket

C. PROHIBITED COLLECTION MATERIALS

The following materials shall not be placed in the official plastic bags, nor will such materials be picked up as recyclables:

Acids and alkalis	Animal carcasses, manure and meats
Container with liquid contents	Tires
Flammable liquids	Mercury vapor lamps
Pesticides	Paints
Solvents, oils and thinners	Asbestos materials

Mercury Thermostats and Switches	Ammunition and Explosives
Medical/Dental wastes	Septage
Textile Waste	Wood
Nuclear related waste	Roofing cement
Hazardous waste as defined by State & Federal agencies	
Chlorine cleaners, swimming pool disinfectants	
Bulky items, such as furniture, televisions, bicycles, bedsprings, washers, etc., as determined by the Public Works Director	
Lawn cuttings, trees and shrub limbs, garden waste	
Any waste deemed to be inappropriate by the Public Works Director	

D. GENERAL PROVISIONS

- 1) No person shall deposit or cause to be deposited any refuse or waste, upon the rights-of-way of accepted roadways within the Town of Newmarket, except that refuse or waste which may be deposited for collection under this ordinance within the Town right-of-way and confined within a closed official plastic bag or Town issued blue box.
- 2) Official plastic bags and Town issued blue boxes shall be placed on the outside of the sidewalk and/or near as practicable to the street edge, no more than 12 hours prior to collection day. Persons placing official plastic bags and Town issued blue boxes at the curbside more than 12 hours prior to collection day may be issued a summons for littering pursuant to RSA chapter 163-B. Empty blue boxes shall be removed from the public right-of-way no later than 6:00 p.m. on the day of collection. Waste, official plastic bags, Town issued blue boxes, and other waste containers and recycling materials shall be screened from public view until no more than 12 hours prior to collection day. Screening shall be complete with no portion of the Waste, official plastic bags, Town issued blue boxes, and other waste containers and recycling materials visible from a public way.
- 3) The Town shall pickup no more than three (3), 33-gallon official plastic bags per address per pick-up. Residents shall only place household waste in official plastic bags. The Town shall only pick up household waste contained in official plastic bags. All bags must be closed and tied. No bag shall have a gross weight of more than thirty (30) pounds. Official plastic bags can be purchased at the Newmarket Town Hall or at the local retail stores. The price of each official plastic bag will be set by the Newmarket Town Council based upon collection and disposal costs.
- 4) Recyclables. The Town Council, with the suggestion of the Health Officer, shall determine the household waste that shall constitute recyclables suitable for pick up by the Town. The Town shall inform residents of household waste that constitute recyclables and that will be

accepted by the Town. Recyclables will be picked up on the regular household waste pick-up days for each residential unit. If unauthorized materials are found in the blue boxes, either the entire contents of the blue box or the unauthorized material, at the contractor's option, may be left at curbside.

- 5) All recyclables may be placed in a blue box at curbside next to any official plastic bag on the day of collection, for collection.
- 6) Regular collections start at 7:00 a.m. each day, in each collection zone.
- 7) There will be no return trips for pick-up service.
- 8) Upon placement at the curbside of Town issued blue boxes, all materials placed and contained in such blue boxes shall become Town property and shall not be removed by any person, except by persons authorized by the Town or the person(s) responsible for placing the recyclables in the blue box.

E. DUMPSTER USERS

For those multi-family and commercial properties which have private trash removal, recyclables may be placed in a blue box container at the curbside.

F. COMMERCIAL WASTE DISPOSAL PERMIT

Pursuant to RSA 149-M:17, II(a), the Town Council hereby authorized the Town Administrator to establish bylaws for the registration of haulers of commercial waste who haul solid commercial waste generated and collected within the geographic boundaries of the Town of Newmarket. Said registration shall be evidenced by a commercial waste disposal permit issued by the Town.

G. PENALTY

- 1) The Town of Newmarket, or its agent, reserves the right to refuse to collect garbage, rubbish, recyclables or other refuse which does not comply with the requirements of this ordinance.
- 2) Any person who violates any provision of this ordinance shall be guilty of a violation and shall be subject to a fine of not more than \$1,000 pursuant to RSA 147:1, RSA 625:9, V-a, and RSA 651:2, IV. Each day that a violation of this ordinance exists shall constitute a separate violation.
- 3) The Health Officer, Chief of Police and/or the Director of Public Works, or their designees, are hereby authorized to order the removal of any materials deposited in violation of this ordinance, and any person who shall fail to comply with such order shall be responsible for reimbursing the Town for any and all costs associated with said removal and subject to a fine as specified herein.

H. IMPROPER WASTE DISPOSAL; ENFORCEMENT; PENALTY

- 1) Notwithstanding any provision of this ordinance to the contrary, waste not enclosed by an official plastic bag or deposited in a blue box shall be subjected to the following penalty/corrective action:
 - a) For an initial violation, the owner or resident shall be notified in writing of the violation and the Town may, in its sole discretion, refuse to accept the waste. In

the event that the Town refused the waste, the owner or resident shall take corrective action(s), which shall include, but not limited to, removal of said waste from the rights-of-way or curb within six hours of receipt of said notice.

- b) For a second violation, the Town shall refuse to collect the waste and the owner or resident shall be notified that all the material not in the official plastic bag shall be removed within six hours or receipt of said notice. The owner or resident may place appropriate household waste in an official plastic bag and put said official plastic bag out for collection on the next scheduled collection day in full compliance with this ordinance.
- c) For the third and subsequent violations within a twelve (12) month period, the owner or resident shall be notified of the violation, and the Town shall assess an administrative penalty of \$150 to the property owner or resident. The Director of Public Works, who is hereby authorized by the Town Council, may inform the owner or resident that collection service shall be discontinued until such time as corrective actions are taken and until such time as the owner or resident pays said penalty assessment to the Town.

I. SEVERABILITY

The validity of any provisions of this Ordinance shall not affect the validity of any other provision or the validity of the Ordinance as a whole.

J. REPEAL

This Ordinance shall automatically repeal all other policies of the Town that relate to the collection of dumpsters and household waste and recyclables.

First Reading: January 6, 2016

Second Reading: January 20, 2016

Public Hearing: January 20, 2016

Council Approval:

Approved: _____

Philip Nazzaro, Chairman Newmarket Town Council

A True Copy Attest: _____

Terri Littlefield, Newmarket Town Clerk



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2015/16-30

Authorizing the Town Administrator to enter into a one year agreement with Casella Waste Systems for Waste and Recycling Services.

- WHEREAS:** Casella Waste Systems currently provides the Town with waste and recycling collection services, and
- WHEREAS:** in order to solicit proposals from other companies with our partnering communities Stratham and Newfields, the Town is seeking a one year extension, and
- WHEREAS:** Casella has agreed to a one year extension.

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

The Town Council authorizes the Town Administrator to enter into an agreement with Casella for solid waste and recycling collections at the following rates:

Collection Services:

- MSW - \$95 per ton
- Recycling - \$186 per ton

Recycling Processing/Marketing Services:

- Stratham, Newmarket and Newfields will be charged/rebated an amount per ton equal to each month's Average Commodity Revenue (ACR) minus \$75.00 per ton. For example:
 - If the ACR for January 2016 is \$50 per ton, each town will be charged \$25.00 per ton of recyclables collected during that month.
 - If the ACR for February is \$80 per ton, each town will be rebated \$5.00 per ton of recyclables collected during that month.
 - Casella will report the ACR rebate/charge calculation monthly. However, the towns will not be responsible for payment or be rebated until 30 days after the end of the twelve month extension period (on or about February 1, 2017).

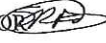
First Reading: January 6, 2016
 Second Reading: January 20, 2016
 Approval:

Approved: _____ A True Copy Attest _____
 Philip Nazzaro, Chair, Town Council Terri Littlefield, Town Clerk



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN ADMINISTRATOR

INTEROFFICE MEMORANDUM

TO: TOWN COUNCIL
FROM: STEVE FOURNIER, TOWN ADMINISTRATOR 
SUBJECT: RESOLUTION 2015/2016 – 30 ENTER INTO A ONE YEAR AGREEMENT WITH CASELLA WASTE SYSTEM
DATE: 1/11/2016
CC:

On the agenda for the January 20th meeting is the second reading authorizing me to enter into a one year agreement with Casella Waste Systems to collect our solid waste and recyclables.

We enter into a solid waste agreement as a consortium with Stratham and Newfields. This allows us to increase our volume and decrease our fees. We have done this for many years. Any agreements that we enter into would require all towns to agree. As of the writing of this memo, both Newfields and Stratham have agreed to the contract.

Currently the solid waste collection rate is \$86.82 per ton. This contract would increase that rate to \$95.00 per ton. The recycling is currently \$173.44 per ton and this contract would increase that to \$186.00 per ton.

In addition, instead of a flat recycling processing fee, we would have a sliding fee. We would be charged or rebated an amount equal to each month's Average Commodity Revenue minus \$75 per ton. For example:

- If the ACR for January 2016 is \$50 per ton, each town will be charged \$25.00 per ton of recyclables collected during that month.
- If the ACR for February is \$80 per ton, each town will be rebated \$5.00 per ton of recyclables collected during that month.

- Casella will report the ACR rebate/charge calculation monthly. However, the towns will not be responsible for payment or be rebated until 30 days after the end of the twelve month extension period (on or about February 1, 2017).

The reason for this scale is due to the fact that the commodity market for recyclables is not profitable at this point in time. Originally, they were proposing a much higher recycling collection fee, but we agreed to this scale.

There were questions as to whether or not recycling is profitable for the Town. As of today, the answer is no. It was in the early 2000s, but after the crash of 2008 and the weakening Chinese and overseas economies, the market just isn't there.

However, there are very few options to consider. We could just not separate recyclables from MSW, but I would not suggest that. Second, we could store recyclables and sell them when the markets return. However, currently we do not have large enough a facility to do this nor the equipment. Any significant changes would require additional time.

Northeast Resource and Recovery Association, a non-profit organization that provides technical assistance to municipalities in solid waste and recycling reviewed the costs of the agreement and did not see any issues with the rates. They actually have seen higher rates. They recommended to solicit proposals as soon as possible for a longer term contract. We will be doing so as soon as the one year agreement is entered into.

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2015/2016- 31

Authorizing the Town Administrator to enter into an agreement with Municipal Resources Inc. to conduct an Organizational Structure, and Efficiency Study for All Town Departments

WHEREAS: the Town Council adopted Resolution 2014/15 – 45 soliciting proposals to conduct an Organizational Structure, and Efficiency Study for All Town Departments, and

WHEREAS: the Town Council appointed a subcommittee to review all proposals received, and

WHEREAS: the Town Council subcommittee and the Town Administrator believe Municipal Resources Inc. of Meredith, NH is the most qualified firm to conduct this study.

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

The Town Council authorizes the Town Administrator to enter into an agreement with Municipal Resources Inc. for an amount not to exceed \$40,000.

First Reading: January 6, 2016

Second Reading: January 20, 2016

Approval:


Approved: _____
Philip J. Nazzaro, Town Council Chairman

A True Copy Attest _____
Terri Littlefield, Town Clerk



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN ADMINISTRATOR

INTEROFFICE MEMORANDUM

TO: TOWN COUNCIL
FROM: STEVE FOURNIER, TOWN ADMINISTRATOR 
SUBJECT: RESOLUTION 2015/2016-31 ORGANIZATIONAL STUDY
DATE: 1/11/2016
CC: DEPT. HEADS

Before you at the January 20 Town Council meeting will be Resolution 2015/2016-31 authorizing the Town Administrator to enter into an agreement with Municipal Resources Inc. to conduct an organizational study for the Town. As you are aware, this is a project the Town Council has requested, and after reviewing a number of proposals, MRI was determined to best fit the town's needs.

Attached is a copy of the contract. I am going to ask the Town Council to amend the current resolution to read:

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

The Town Council authorizes the Town Administrator to enter into an agreement with Municipal Resources Inc. to conduct a town organizational study for the amount of \$38,000

Thank you.



PROFESSIONAL SERVICES AGREEMENT

I. PARTIES TO THE AGREEMENT

This Agreement, dated _____, is to retain professional consulting services for the **Town of Newmarket, New Hampshire (the Client)**, to be provided by **Municipal Resources, Inc. (MRI)**, and is lawfully entered into between the Client, by its authorized representative, Steve Fournier, Town Administrator, and MRI, by its authorized representative, Alan S. Gould, President.

II. SCOPE OF WORK

MRI will provide an objective review of Town Departments from a perspective of effectiveness and efficiency in the delivery of services. The MRI team will focus its efforts on identifying opportunities to reduce or eliminate duplication and redundancy and to maximize utilization of human and financial resources along with facilities and equipment. These opportunities may include organizational, operational and service delivery models that include public/public partnerships, public/private partnerships, regionalization, outsourcing and contracted service delivery. MRI will also review and comment on any opportunities for revenue enhancement.

Our work plan will incorporate on-site visits to meet with department and unit managers and staff, observe operations, telephone and web conferencing, off-site research/data analysis, and meetings between the consultant team to develop and refine conclusions and recommendations.

In consultation with municipal officials we will identify five (5) comparable communities in order to compare and contrast organizational and operational approaches, expenses, and staffing levels.

The MRI team will analyze the information and data generated by the study and prepare a written report of the findings and recommendations. Upon acceptance of the final report, the MRI team will be available for a public meeting in order to answer questions from the Town Council and expound on the findings and recommendations of the study.

Our goal is to help solve problems and provide sustainable solutions for future success.

ASSISTANCE FROM TOWN STAFF AND ELECTED OFFICIALS

We will request that the municipality appoint a contact person to help coordinate on-site activities and expedite communication. We will require access to relevant documents and information such as:

- Demographic information on the municipality, including information about the population, school census, tax rate, unemployment rate, etc.
- Copies of past studies or reports relevant to this assessment.
- Copies of the last three (3) audit reports.
- A copy of the Master Plan.
- Roster of names, job title, current assignments, and contact information for municipal employees.
- Maps of police patrol areas, highway plow routes, utility precincts, and any special service districts.
- A sampling of citizen complaints received by the municipality regarding any of the various operations of the City during the past two (2) years.
- A copy of the Emergency Response Plan.
- Records showing calls for service, work activity logs, and workload projection.
- Copies of departmental work schedules.

DELIVERABLES

MRI will provide one (1) copy of the draft report, eight (8) copies of the final report, together with one (1) copy of the final report in pdf version on disk.

A presentation of the final report shall be made to the Council at a time and location to be determined. This presentation will allow for questions and answers of the final report and its conclusions, and if desired will incorporate a PowerPoint presentation which will be suitable for use by the municipality for subsequent discussions of the report.

III. TIMETABLE

A project of this magnitude for a community the size of Newmarket will generally take three to four months to complete.

IV. FEES AND CHARGES

Our services will be provided on a lump sum fee basis that is intended to cover all professional time and expenses. The process will be completed for a lump sum fee of **\$38,000**; payments to be made as follows:

1. **\$9,750.00** to be invoiced upon conducting the "kick-off" meeting with the client;
2. **\$9,750.00** to be invoiced upon completion of MRI's review of information and meetings;
3. **\$9,750.00** to be invoiced upon submission of the draft report to the Town; and
4. **\$8,750.00** to be invoiced upon submission of the final report to the Town.

Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed. Invoices not paid within thirty (30) days will accrue interest at the rate of 1.5% per month.

V. MRI PERSONNEL IN CHARGE

Alan S. Gould, President, will serve as Principal-In-Charge of this engagement, coordinating activities of the MRI consulting team and participating throughout the engagement as required. Additional Senior Consultants will be assigned as needed.

Communications or correspondence related to any problems, issues, or changes required for this project shall be directed to the Client at the following address:

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

VI. TERM

This agreement shall remain in force and effect through completion of the assignment.

THIS AGREEMENT IS SUBJECT TO THE PROVISIONS CONTAINED IN ADDENDUM I, ATTACHED HERETO AND INCORPORATED HEREWITH.

ACCEPTED AND AGREED

THE TOWN OF NEWMARKET
BY ITS TOWN ADMINISTRATOR

MUNICIPAL RESOURCES, INC.

Steve Fournier, Town Administrator
Date: _____

Alan S. Gould, President
Date: _____

ADDENDUM I

A. MUTUAL REPRESENTATIONS

MRI represents to the Client it is a duly constituted corporation under the laws of the State of New Hampshire and is authorized to do business within this State as a professional services corporation.

MRI has in force and effect general commercial liability and errors and omissions insurance coverage to protect the Client from accidents which MRI or its authorized representatives may cause to persons or property or from professional errors or omissions when performing under this agreement.

MRI has no liens or encumbrances which would adversely affect the ability of MRI to perform as stipulated under this agreement, its terms, and conditions.

The Client represents to MRI that sufficient funds have been appropriated so it may retain and compensate MRI for the services provided for herein.

The Client's representative is authorized to enter into this agreement on behalf of the Client.

The Client is aware of no action, contemplated action, liability or other encumbrance which would limit or otherwise preclude the Client from freely entering into this agreement and compensating MRI for the services provided.

B. NOTICE OF CHANGE OF PERSONNEL

Except as otherwise provided below, the MRI consultants assigned to any scope of work or project will remain throughout the duration of that specific scope of work or project. MRI retains the right, upon 30 days written notice, to remove from the project any of its consultants whom it believes can no longer suitably perform under its obligations to this agreement or any Supplement to it.

The Client, upon 30 days written notice, may request MRI to replace any of its consultants with another qualified representative.

C. ADMINISTRATION OF AGREEMENT MODIFICATIONS

In all cases where this agreement is modified or expanded a written Supplemental Scope of Work (Supplement) must be prepared which clearly defines the services to be provided and details the billing rates or amounts to be charged by MRI and paid by the Client. Supplements must be executed by the authorized representatives of the respective parties prior to any billable work being undertaken. The Supplement(s) shall identify:

- The MRI officer or principal responsible for the successful delivery of services and/or project completion and the client's contracting official(s) or officer(s);
- The specific details of the work to be performed;
- The MRI personnel to be assigned;
- The basis upon which MRI services are being retained, including the normal hourly rate(s), cost reduction considerations or the agreed upon fee(s) for the personnel assigned and/or the services provided;
- The Client's contact person responsible for administering the Supplement, activities or project and the associated reporting requirements; and
- Any special or other conditions such as time deadlines, special reporting requirements, budget limitations, or other similar constraints.

D. NON-SOLICITATION

The Client agrees that, for a period of one-year following the completion of the terms of this Agreement, they shall not, directly or indirectly, hire, solicit, or otherwise encourage any MRI personnel or affiliates assigned to this Agreement, to leave MRI's employment.

In the alternative, if the client should wish to hire any MRI personnel or affiliate assigned to this Agreement it agrees to compensate MRI with payment in the amount of 25% of that person's first year's total compensation package.

Initialed for Client: _____
Date: _____

Initialed for MRI: _____
Date: _____

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2015/2016-32
Amending Transfer Station Collection Fees

- WHEREAS: The Director of Public Works reviews the fees collected at the Transfer Station, and
- WHEREAS: in order to ensure that the fees collected are covering the cost of the service provided, and
- WHEREAS: The Director of Public Works is recommending changing the rates for collecting appliances, computer monitors, electronic equipment and adding categories for a non-commercial utility trailers.

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

The Town Council amends the Transfer Station Fee Schedule as follows:

Appliances (each).....	\$10.00
Computer Monitors.....	\$10.00
Misc. Electronic Equipment.....	\$10.00
Non-commercial Utility Trailer – leveled.....	\$75.00
Non-commercial Utility Trailer – rounded	\$100.00

First Reading: January 20, 2016

Second Reading:

Approval:

Approved: _____
Philip J. Nazzaro, Town Council Chairman

A True Copy Attest _____
Terri Littlefield, Town Clerk