



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

**WEDNESDAY, March 16, 2016
NEWMARKET TOWN HALL COUNCIL CHAMBERS**

The Town Council will meet at 5:30PM in Non-Public Session Pursuant to RSA 91-A:3 II (a, c)

1. Pledge of Allegiance
2. Election of Officers and Adoption of Town Council Rules
 - a. *Chair*
 - b. *Vice Chair*
 - c. *Adoption of Town Council Rules for 2016-2017*
 - d. *Town Council Committee Assignments*
3. **Public Forum** (*Public Forum is an opportunity for the public to address the Town Council. All comments should be addressed to the Chair of the Council. No person will be allowed to speak longer than five (5) minutes.*)
4. **Public Hearing – None**
5. **Town Council to Consider Acceptance of Minutes**
 - a. March 2, 2016 Regular Meeting Minutes
6. **Report of the Town Administrator**
 - a. Presentation by D. Hardy and P. MacDonald on South Rt. 106 Bike Path Project.
7. **Committee Reports**
8. **Old Business**
 - a. **Resolutions/Ordinances in the 2nd Reading**
 - i. **Resolution #2015/2016-35** – *Amend the Town Personnel Plan to include Salary Schedule*
 - b. **Resolutions/Ordinances in the 3rd Reading – None**

*Items will remain on the table unless an unanimous vote of the Council removes said item.

- i. **Resolution #2015/16-34** - *Authorize the Town Administrator to enter into a General Services Agreement with Underwood Engineers for general engineering services*

c. * Items Laid on the Table – None

9. New Business/Correspondence

a. Town Council to Consider Nominations, Appointments and Elections

i. *Zoning Board of Adjustment – Wayne Rosa – 3 year term to expire 2019*

ii. *Cemetery Trustee – Michael A. Provost – 3 year term to expire 2019*

b. **Resolutions/Ordinances in the 1st Reading**

i. **Resolution #2015/2016-36** – *Resolution Relating to the Purchase of a 2016 Ford F-550 1-Ton Dump*

ii. **Resolution #2015/2016-37** - *Resolution Relating to the Purchase of a 2016 Ford F-550 4x4 Type 1 Ambulance*

iii. **Resolution #2015/2016 – 38** - *Resolution Relating to the Lease Purchase of 24 Scott Air-Paks*

c. Correspondence to the Town Council - *None*

d. Closing Comments by Town Councilors

e. Next Council Meeting – Wednesday, April 6, 2016.

10. Adjournment



TOWN *of* NEWMARKET, NEW HAMPSHIRE

2015-2016 **TOWN COUNCIL RULES FOR PROCEEDINGS**

1. **Council Meetings**

All meetings of the Town Council shall be public as required by RSA 91-A.

Business meetings shall be held on the first and third Wednesday of each month at 7:00 p.m., unless otherwise provided by ordinance or resolution. When Wednesday is a holiday, the regular meeting shall be held on a Wednesday following at the same hour unless otherwise provided by motion. The public portions of Council meetings shall end by 10:00 p.m., unless a majority of the Council present determines that continuing the meeting shall allow the necessary business of the meeting to be completed. In order to proceed beyond 10:00 p.m., a motion to do so shall be made and a vote shall be taken. The motion shall pass to the extent two-thirds (2/3) of the votes cast. Notwithstanding the foregoing, non-public sessions of the Council may continue after 10:00 p.m.

Business Meetings are for the purpose of deliberating and voting upon Town business. Agendas will generally follow the order of business established in Section 5 below and shall include on the agenda an opportunity for citizen comment related to the matter(s) included on the agenda and/or pertaining to the business of the Town Council.

Special Meetings are for the purpose of deliberating and voting upon Town business at times other than during a regularly scheduled Business Meeting. Such meetings are "special" because the Chair, or upon request of the Town Administrator, or five (5) Council Members by written request submitted to the Chair, can call them on a minimum of 24 hours' notice. Agendas will generally follow the order of business established in Section 5 limited to one or more items requiring Council action and shall include on the agenda an opportunity for citizen comment specifically related to the matter(s) included on the agenda.

Special Meetings may be scheduled for any day provided sufficient notice is afforded in accordance with provisions of State law.

Workshop Meetings are for the purpose of the Council receiving information about Town business in an informal setting during which no formal action can be taken. The workshop agenda format is intended to encourage in-depth presentations by Town Boards, Commissions, Committees and/or staff (including consultants engaged for purposes of advising the Council), and detailed questioning and brainstorming by Council Members. The Council may discuss the material freely without following formal rules of parliamentary procedure, subject to the direction of the presiding officer. Although formal action may not be taken during Workshop Meetings, the presiding officer may poll Council Members during the meeting to determine the general consensus of the Council in order to bring matters back for consideration at future meetings. Non-Public Meetings are held to discuss only certain items specified in State law during which the public cannot attend. Non-Public Meetings shall be properly noticed and State law pertaining to the appropriateness and necessity of holding such meetings shall be strictly adhered to in all cases.

Non-Public meetings are typically scheduled as necessary, before or after other Council meetings.

Consultation with Legal Counsel/Collective Bargaining Strategy or Negotiation meetings are held solely for purposes of receiving legal counsel and/or for collective bargaining matters relating to strategy or negotiations during which the public cannot attend. These sessions are typically scheduled as necessary, before or after other Council meetings.

The place of the meetings shall be the Council Chambers at the Town Hall.

A quorum of the Council for the transaction of any business shall be four (4) of the members currently in office. A majority of those members present may adjourn the meeting to another time or date.

2. **Presiding Officer**

The Chairman shall be the presiding officer at all Council meetings. He/She shall take the chair precisely at the hour appointed for the meeting and call the members to order. In the absence or disability of the Chairman, the Vice-chairman shall preside and act as Chairman during such absence or disability.

3. **Chairman Pro Tem**

In case of the absence of both the Chairman and the Vice Chairman, the Recording Secretary shall call the Council to order and call the roll of the members. If a quorum is found to be present, the Council shall choose one of its members to act as Chairman *pro tem* by a plurality of votes until the Chairman or Vice-Chairman appears.

4. **Recording Secretary**

The Recording Secretary shall be ex-officio Recording Secretary of the Council and shall keep minutes of the meetings and perform such other and further duties, as may be ordered by the presiding officer or Council. The Recording Secretary shall record the names of the members present and coming in after the call to order. It shall be sufficient for the Recording Secretary to record special and non-public meetings by written form. Not more than 5 business days, excluding weekends and national and state holidays, the Recording Secretary shall make available a copy of the minutes of the previous meetings to include regular, special and non-sealed non-public meetings. In the absence of the Recording Secretary, the presiding officer shall appoint an acting recording secretary during such absence that shall tape record the meeting and take minutes.

5. **Order of Business**

The business of all business meetings and workshops of the Council shall be transacted in the following order unless the Council, by a vote of at least two-thirds (2/3) of the votes cast, shall suspend the rules and change the order.

Business Meetings:

1. Pledge of Allegiance
2. Public Forum
3. Public Hearing
4. Town Council to Consider Acceptance of Minutes
5. Report of the Town Administrator
 - a. Monthly Department Heads Report
6. Committee Reports
7. Old Business
 - a. Ordinances and Resolutions in the 2nd Reading
 - b. Ordinances and Resolutions in the 3rd Reading
 - c. Items Laid on the Table
8. New Business/Correspondence
 - a. Town Council to Consider Nominations, Appointments and Elections
 - b. Ordinances and Resolutions in the 1st Reading
 - c. Correspondence to the Town Council
 - d. Closing Comments by Town Councilors
9. Adjournment

6. **Ordinances and Resolutions**

- a. Ordinances - Any Ordinance to be considered by the Council other than those to be enacted for purposes of addressing emergency circumstances as specified in the Town Charter shall be initiated and acted upon in accordance with the requirements established herein.

- i. A proposed Ordinance shall appear on a meeting agenda for a first reading after which it may be referred to a Workshop Meeting, if deemed necessary, and/or a future Public Hearing date shall be set.
 - ii. After a Public Hearing relating to a proposed Ordinance has been held and testimony allowed in accordance with these rules, the proposed Ordinance shall be brought before the Council for a second reading during the same meeting, together with any and all recommendations for passage, rejection, referral to a workshop, or to a third reading.
 - iii. Any proposed Ordinance submitted for consideration by the Council, may be amended and/or enacted by a majority roll call vote in conjunction with the second and/or subsequent readings.
 - iv. If a proposed Ordinance is extensively amended following the second reading and the Council wishes further review, or additional time is needed for the public to express its opinion on the issue, it may be held for a third reading, on a simple majority vote of Council Members present.
 - v. Unless otherwise provided, each Ordinance approved by the Council shall become effective upon its passage, after it has been duly advertised within 7 business days of the Council meeting at which time the ordinance was adopted.
 - vi. The Town Clerk shall certify that the amendments are incorporated into the original ordinance with the proper reference to the amended ordinance number and date.
- b. Resolutions - Any Resolution to be considered by the Council shall typically be initiated and acted upon in accordance with these rules above. Resolutions subject to public hearings will also be subject to the following:
 - i. A proposed Resolution shall appear on a meeting agenda for a first reading after which it may be referred to a Workshop Meeting, if deemed necessary, and/or a future Public Hearing date shall be set, if necessary. If no workshop or Public Hearing is necessary, than the Resolution will be referred to the next regular business meeting.
 - ii. After the proposed Resolution has been presented at the required public hearing, if necessary, it shall then be brought before the Council for a second reading the same meeting, together with any and all recommendations, for passage, rejection, referral to a workshop or other meeting.
 - iii. If a proposed Resolution requiring a public hearing is extensively amended following the public hearing and the Council wishes further review, or additional time is needed for the public to express its opinion on the issue, it may be held and referred for action at a future meeting, on a simple majority vote of Council Members present.

7. **Meeting Protocol**

No person will be allowed to speak unless and until recognized by the Chair.

No Councilor will be allowed to address an agenda item twice before each Councilor wishing to be recognized has been recognized once.

No person will be allowed to respond out of order to any statement by any other person.

All comments will be addressed to the Chair.

The Chair reserves the right to rule persons, including Councilors, out of order for violating this Resolution, as well as any other applicable statute, ordinance, resolution, or Charter provision.

Any person ruled out of order three times at one meeting will be asked to leave the meeting.

Motions will be entertained at workshops only under extraordinary circumstances. Motions will only be entertained under new business only under extraordinary circumstances. Any matter discussed under new business that the Council wishes to consider further will be referred to the next available workshop.

8. **Filing with the Town Clerk**

Per Section 3.8.A of the Town Charter any ordinance or resolution may be introduced by any member at any regular or special meeting of the Council. Upon introduction of any ordinance, the Town Clerk shall distribute a copy to each Councilor and to the Town Administrator shall file a reasonable number of copies in the office of the Town Clerk, and post a copy in such other public places as the Council may designate.

In addition, copies of ordinances, resolutions and documents to come before the Council for consideration will be given to the Town Administrator's office by noon three (3) working days preceding the day on which the Council meets. All Town Council packets shall be made available for pick up on the Friday before the scheduled business meeting and workshop at the Town Hall.

9. **Motion to be Stated by the Recording Secretary**

Any Council member may ask the Recording Secretary to state the motion before the vote. The mover without the consent of the member seconding it may not withdraw a motion.

10. **Voting**

Each member present when a question is put shall vote either aye or nay by voice vote. If a member abstains, he/she shall give the reason for abstaining. All voting shall be by roll call vote except votes on procedural matters.

11. **Conflict of Interest**

Any member who has a financial interest, direct or indirectly, in any planning or existing contract, job, work or service to be performed by the Town or voluntary sale to the Town of any land, materials, supplies, equipment or other property shall make full disclosure of such interest to the Council prior to deliberating any such matter or transaction.

The member, or if a member's family member, as defined by Section 7.3 (B) of the Town Charter is financially interested in such matters or transactions shall not vote nor advise on nor otherwise participate in the Council's consideration of such matter or transaction.

12. **Anonymous Communications**

Unsigned communications shall not be introduced in Council meetings nor shall the Council entertain any review, discussion or action upon unsigned communications.

13. **Permission to Address the Council**

To encourage and allow ongoing input and feedback from citizens, Regular, Special and Workshop meetings shall include on the agenda an opportunity for citizens to address the Council. In addition to public hearings that may be scheduled for public comment on specific matters, the Public Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the Council.

- i. Speakers shall be residents of the Town of Newmarket, property owners in the Town of Newmarket, and/or designated representatives of recognized civic organizations or businesses located in the Town of Newmarket. Any other individuals wishing to address the Council shall require suspension of the rules.
- ii. Speakers shall address their comments to the presiding officer and the Council as a body and not to any individual member.
- iii. Speakers shall first recite their name and address for the record.
- iv. Each speaker shall be provided a single opportunity for comment, limited to five (5) minutes with the five (5) minutes beginning after the obligatory statement of named and address by the speaker.
- v. Citizen Forum shall not be a two-way dialogue between speaker(s), Council Member(s), and/or the Town Administrator. Any deviation of this rule shall require a suspension of the rules.

The presiding officer shall preserve strict order and decorum for and by all speakers appearing before the Council.

14. **To Suspend the Rules**

These rules may be temporarily suspended by a vote of two-third (2/3) of the votes cast.

15. **To Amend Rules**

These rules may be amended, or new rules adopted, by a majority vote of all members of the Council present. Any proposed amendments to these rules shall be submitted in writing at a business meeting, and shall be placed on the agenda under the order of "New Business". This requirement shall be waived only by unanimous consent with a recorded vote of all members.

16. **Roberts Rules of Order**

Roberts Rules of Order shall be used to decide all parliamentary questions not specifically provided for in these rules.

17. **Committees**

Budget Committee: As provided for in RSA 32:15, I(b) *Budget Committee Membership*, "One member of the governing body of the municipality...shall be appointed by their respective board to serve for a term of one year and until their successor are qualified. Each such member may be represented by an alternate member designated by their respective board, who shall, when sitting, have the same authority as the regular member."

Planning Board: As provided for in RSA 637:2, I-b(a) *Planning Board*, The council shall appoint "A member of the town council...of the town selected by the town council."

The Council shall have the power to appoint such advisory committees, as he/she deems necessary to serve him/her in an advisory capacity. The first-named person on each advisory committee shall serve as its chairman.

17. **Councilor Development**

All newly elected Council members shall, within the first year of their election, attend at least one workshop or educational seminar for local officials offered by the New Hampshire Municipal Association, Local Government Center, or comparable local agency.

All other Councilors are also encouraged to attend at least one workshop/seminar during each remaining term year with particular emphasis upon the Right-To-Know Law, municipal budgeting, and/or other matters pertaining to local government.

18. **Annual Review and Adoption**

Consistent with Section 3.2 of the Town Charter, this Resolution shall be in effect until the next organizational meeting of the Council, at which time, the Council shall renew, amend, and re-adopt or otherwise act on this Resolution.

19. **Councilor Stipend**

Consistent with Resolution #2009/2010-08, Pertaining to the Disbursement of Town Council Member's Annual Stipend, Councilors stipend shall begin with the start of the Town's fiscal year with payment made in July, September, December and March.

TOWN COUNCIL COMMITTEE REPRESENTATIVES

Macallen Dam Committee

Dale Pike

Highway Safety

Larry Pickering
Philip Nazzaro Alternate

Budget Committee

Amy Thompson
Toni Weinstein, Alternate

Cable Franchise Renegotiations

Gary Levy

CIP Committee

Toni Weinstein

Conservation Commission

Amy Burns

Economic Development Committee (2)

Amy Thompson
Gary Levy

Planning Board

Dale Pike
Gary Levy, Alternate

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

March 2, 2016 7:00 PM

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

EXCUSED: Councilor Amy Thompson

ALSO PRESENT: Town Administrator Steve Fournier, Interim Finance Director Matt Angell

AGENDA

Chairman Phil Nazzaro welcomed everyone to the March 2, 2016 Newmarket Town Council Meeting and called the meeting to order at 7:05 pm, followed by the Pledge of Allegiance.

Chairman Nazzaro stated that Councilor Thompson was excused, and said they would start the meeting with a few presentations.

COUNCIL PRESENTATIONS:

Chairman Nazzaro announced that this would be the last sitting Town Council meeting for **Councilor Larry Pickering**. He said Councilor Pickering had served the Town for 22 years in different capacities, with 9 years on the Town Council, 10 years with the Budget Committee, 2 years on the Efficiency Committee, and 1 year as a Moderator. He said he had also been a member of the Historical Society since 1971. Chairman Nazzaro said he was impressed by Councilor Pickering's wealth of knowledge of the Town and his commitment through his years of service. He thanked Councilor Pickering for his dedicated service and said the Council would not be the same without him. Councilor Pike said it had been an inspiring run.

Chairman Nazzaro announced that the Town of Newmarket wanted to congratulate **Kathy Castle** on her retirement. He said she had dedicated 15 years to the Town of Newmarket and she had been an invaluable resource. He said the Town had lost a very committed, loyal, and to-the-core coworker with a ready smile

and a friendly demeanor. He said she worked tirelessly for the benefit of Newmarket and her office was the main artery of the Town. He thanked her for her service and said she would be missed. He wished her the best in her retirement.

Chairman Nazzaro said he would put a hold on the third presentation as the recipient was not present.

PUBLIC FORUM

Chairman Nazzaro opened the Public Forum at 7:11 pm.

As no one from the public came forward, Chairman Nazzaro closed the Public Forum at 7:11 pm.

PUBLIC HEARING – None

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

Acceptance of the Minutes of the Non-Public Meeting of February 17 2016

Vice Chair Levy made a motion to accept the minutes of the Non-Public Meeting of February 17, 2016, which was seconded by Councilor Burns.

As there were no corrections or changes, Town Administrator Fournier polled the Council and the minutes of the Non-Public Meeting of February 17, 2016 were approved by a vote of 6-0.

Acceptance of the Minutes of the Regular Meeting of February 17, 2016

Vice Chair Levy made a motion to accept the minutes of the Regular Meeting of February 17, 2016, which was seconded by Councilor Pickering.

Councilor Pike requested a correction to page 4 of the minutes under the *Macallen Dam Study Committee*. The last sentence of the paragraph was rewritten to read: "Councilor Pike said the bridge restricted flow and even if the dam were taken out it would not prevent flooding at high water."

Town Administrator Fournier polled the Council and the minutes of the Regular Meeting of February 17, 2016 were approved as amended by a vote of 6-0.

REPORT OF THE TOWN ADMINSTRATOR

Town Administrator Steve Fournier reminded everyone that the **Town and School Election** would be held on March 8, 2016 from 7:00 am to 7:00 pm at the Town Hall. He said Councilors would be needed to work that day and that a majority needed to be on hand at the end of the night to certify the vote. He said he would get the schedule out by tomorrow. He next addressed the **Eagles vs the Town**, saying that it had been the intention of the Town to take possession of 41 Exeter Road on February 23, 2016 but that the

judge had granted the Eagles a rehearing on February 22nd. He said that the sale of alcohol would be prohibited in the interim, and the rehearing was scheduled for tomorrow morning at 9:00 am.

Town Administrator Fournier said that Councilor Pickering had asked for a comparison of Newmarket **Solid Waste Operations** to those of Epping. He stated that Newmarket had curbside collection as well as bulky waste collection at their Transfer Station 3 days per week, and said that the town of Epping operated a pure transfer station system. He said the Town of Epping Transfer Station was open 3 days per week and residents were required to deliver their solid waste and recyclables to the station. He stated that he had looked at actual expenditures for the two systems, and said that Newmarket with a population of 9,149 spent \$48.24 per person, while Epping with a population of 6,736 spend \$52.26 per person. He said that fees for bags in Newmarket also offset expenses. He said that though Newmarket had a more robust system with curbside pickup, they had spent less money than Epping with their transfer station. He said his concerns with having a transfer station were that people would have to bring their waste to the site and that there would be a loss of revenue from the pay-per-bag system.

Town Administrator Fournier said that Vice Chair Levy had asked if they would receive an **Elderly Housing Amendment** to the Zoning Ordinance by the end of the fiscal year. He said that he had spoken with the Town Planner and that it was the intention of the Planning Board to have it ready by the end of the fiscal year. He said the *Future Land Use Subcommittee* had met last night and were still meeting to finalize the chapter. Vice Chair Levy said he felt the issue was with Strafford Regional with regard to writing and working on the chapter. Councilor Pike said that they had met yesterday and a representative of Strafford Regional had been present. He explained that there were quite a few edits on the chapter, which would be rewritten and brought back to the *Planning Board* in April. Vice Chair Levy asked about the edits, and Councilor Pike said the changes recommended were mostly stylistic. He said the chapter draft referred to assisted living facilities and reflected the changes from the Economic Development Committee in the document. Town Administrator Fournier explained that they wanted to vote on the Land Use Chapter first and would vote on any changes made and then submit a proposal it to the Council.

Chairman Nazzaro asked Town Administrator Fournier if he had forwarded a letter of support to the Mills Scenic Byway Committee, and he replied he had sent it out yesterday.

COMMITTEE REPORTS – See *Future Land Use Subcommittee* and *Planning Board* above.

OLD BUSINESS

ORDINANCES AND RESOLUTIONS IN THE 2ND READING

Resolution #2015/2016-34 Authorize the Town Administrator to Enter into a General Services Agreement with Underwood Engineers for General Engineering Services

Councilor Weinstein made a motion to approve *Resolution #2015-2016-34 Authorize the Town Administrator to Enter into a General Services Agreement with Underwood Engineers for General Engineering Services*, which was seconded by Councilor Pike.

Interim Finance Director Matt Angell stated that they had conducted a Request for Proposal (RFP) looking for an engineering firm to act as the Town Engineer. He said the engineer could be consulted to provide engineering reviews for projects and also review contracts for the Town. He said the RFP had been issued and they had received six (6) different responses and interviewed 2 firms. He said they selected Underwood Engineers as they had done a majority of work in the past and felt they would be efficient going forward. Town Administrator Fournier said they were recommending a 1-year agreement on a trial basis, which they would then review and come back to the Council to extend or go out for RFP and try another firm. He said both firms interviewed had been excellent and the decision had been difficult. He said that though a big factor was that Underwood Engineers had done previous work, they had also felt it was important to get someone at a senior level, and that the relationship would be similar to that with the Town Attorney.

Discussion: Vice Chair Levy asked if they were just going to pay for what the engineering firm did, and Interim Finance Director Angell said they would just be paid for the work they performed. Vice Chair Levy asked if there was any reason backup had not been provided as to the rate they were paying, and Interim Finance Director Angell said the rates between the two firms were comparable and could be provided. Councilor Weinstein said she wanted to clarify that they were doing this for efficiency and to save money. Town Administrator Fournier agreed and said they would also be able to make sure projects were being done correctly, and the Town would have one firm of record. He said that currently staff members were acting as project managers, which a Town Engineer would then be in charge of. Chairman Nazzaro said he would like to see how much the Town had spent annually on engineers over the last 5 years and compare the data, and felt there was a lot of information they could get to enable them to base their decision on facts. Interim Finance Director Angell said that the two firms interviewed had been comparable, but that with Tighe & Bond they would have to go out of state for a lot of the expertise. Chairman Nazzaro said he was less concerned about comparing the two firms and more concerned about the comparison of what they had been doing up to this point and how this had impacted the Town. Town Administrator Fournier said they would do a third reading and provide a complete packet. Vice Chair Levy said that Tighe & Bond had a litany of highly qualified engineers and were a well-respected engineering firm in the State. Interim Finance Director Angell explained that Tighe & Bond had only one municipal engineer for the State of New Hampshire and people would need to be brought in from one of their satellite offices.

Chairman Nazzaro said they would push the resolution to a third reading and asked if the Councilors had any specific questions. Town Administrator Fournier said he would need these by Tuesday March 8, 2016. Councilor Pike said that from his experience on the Dam Committee, he felt that having an engineer to go to would be valuable as it would encourage the use of a professional engineer more regularly up front. He felt they first needed to discuss whether they wanted to have this kind of engineer, and if they decided that they did want this kind of relationship, they could then choose between the two firms. Chairman Nazzaro said he would like to see some historical data as to where the lack of one had been a damage to their community, and also if it was going to cost more, he wanted to see where the value was added. Vice Chair Levy asked if having one engineer might preclude the Town from using another firm. Town Administrator Fournier explained that there were cases that the Town Attorney could not handle which had to be contracted out, and it would be the same thing here. He said he was looking for a situation where they would need a quick review of a project, and said he felt the Town should have a firm of record. Councilor Weinstein asked whether they would still be going out to bid to different firms, and Town

Administrator Fournier replied that this was more for the expertise of an engineer for small projects, to help with the design and review and to make sure they were done right. Interim Finance Director Angell felt they needed a structural engineer to make sure that what contractors were saying was truly in the best interest of the Town and they were not overspending for contract services.

Chairman Nazzaro asked the Councilors to get their questions to the Town Administrator by close of business on Tuesday or request data they would like to see in the backup material.

ITEMS LAID ON THE TABLE - None

NEW BUSINESS/CORRESPONDENCE

TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS

Macallen Dam Study Committee

Candidate: *Peter Wellenberger - Term Expires March 2017*

Vice Chair Levy made a motion to approve the nomination of *Peter Wellenberger - Term Expires March 2017* as a member of the *Macallen Dam Study Committee*, which was seconded by Councilor Pike.

Town Administrator Fournier polled the council and the nomination of *Peter Wellenberger* to the *Macallen Dam Study Committee* was approved unanimously, 6-0.

Macallen Dam Study Committee

Candidate: *John Deziel – Term Expires March 2017*

Councilor Pickering made a motion to approve the nomination of *John Deziel – Term Expires March 2017* as a member of the *Macallen Dam Study Committee*, which was seconded by Councilor Burns.

Town Administrator Fournier polled the council and the nomination of *John Deziel* to the *Macallen Dam Study Committee* was approved unanimously, 6-0.

Zoning Board of Adjustments

Candidate: *Chris Hawkins – Term Expires March 2019*

Councilor Weinstein made a motion to approve the nomination of *Chris Hawkins – Term Expires March 2019* to the *Zoning Board of Adjustments*, which was seconded by Councilor Burns.

Town Administrator Fournier polled the council and the nomination of *Chris Hawkins* to the *Zoning Board of Adjustments* was approved unanimously, 6-0.

ORDINANCES AND RESOLUTIONS IN THE 1ST READING

Resolution #2015/2016-35 Amend the Town Personnel Plan to Include Salary Schedule

Chairman Nazzaro read *Resolution #2015/2016-35 Amend the Town Personnel Plan to Include Salary Schedule* by title only. He encouraged people at home to read the resolution on the website.

Discussion: Chairman Nazzaro said he would like to see the current ordinance provided as backup. Vice Chair Levy asked if the hours for all the positions could also be provided, and the positions for which overtime would be applicable be designated. He also asked that the number of hours of overtime for each group per year be provided.

NEXT MEETING

Chairman Nazzaro announced that the next Town Council meeting was their organizational meeting and swearing-in of Councilors, which would be held Monday, March 14, 2016 at 6:00 pm. He said that the next regular Town Council meeting would be held on March 2, 2016 at 7:00 pm.

CORRESPONDENCE/CLOSING COMMENTS - None

ADJOURNMENT

Vice Chair Levy made a motion to adjourn the meeting, which was seconded by Councilor Pickering. 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

March 16, 2016

2016 – 2017 Schedule: The following is the Town Council Schedule for 2016/2017.

Last year, we schedule only one meeting in each of the months of July and August so people can go on vacations. I would suggest canceling July 6 and August 3. Cancelling one meeting in each month in the summer for councils in the area.

In addition, I have scheduled a budget workshop for Saturday October 22, 2016.

Monday, March 14, 2016	Wednesday, September 21, 2016
Wednesday, March 16, 2016	Wednesday, October 05, 2016
Wednesday, April 06, 2016	Wednesday, October 19, 2016
Wednesday, April 20, 2016	Saturday, October 22, 2016 – Budget Workshop
Wednesday, May 04, 2016	Wednesday, November 02, 2016
Wednesday, May 18, 2016	Wednesday, November 16, 2016
Wednesday, June 01, 2016	Wednesday, December 07, 2016
Wednesday, June 16, 2106	Wednesday, December 21, 2016
<i>Wednesday, July 06, 2016 - Tentative</i>	Wednesday, January 04, 2017
Wednesday, July 20, 2016	Wednesday, January 18, 2017
<i>Wednesday, August 03, 2016 - Tentative</i>	Wednesday, February 01, 2017
Wednesday, August 17, 2016	Wednesday, February 15, 2017
Wednesday, September 07, 2016	Wednesday, March 01, 2017

Spring Clean Up: This year's spring clean-up will be April 2, 6, and 9. Residents may bring items to the items to the Transfer Station. Residents are limited to 1 pickup load of bulky waste. Additional loads will require a coupon which may be purchased using a check or money order at the Transfer Station. Brush, leaves, and scrap metal do not count as bulky waste and are not limited.

The only residents eligible for curbside pickup are those who are handicapped or are senior citizens at least age 62. These residents must call the Public Works office prior to the start date to be put on the schedule for pick up.

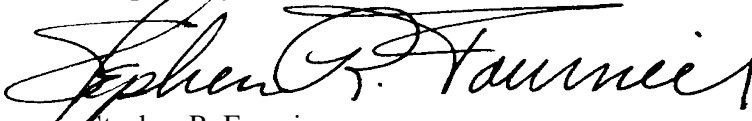
FY16 Operating Budget: I have reviewed the FY16 operating budget and at this point, the budget is

currently under expended. With 66% of the year complete, we have expended 64% of the budget. As for revenues, we are right on target.

I have asked the Finance Director to provide me with a report on the estimated year-end figures. We are estimating that the year-end expenses will be tight, this is due mainly to tighter budgeting, but also due to some unbudgeted expenses. We are estimating higher than anticipated revenues as well. We have asked Departments to monitor their expenses and try to limit unbudgeted projects.

South Rt. 108 Bike Path: I have asked the Town Planner and Phil MacDonald, the town's contracted engineer for this project to come in with an update as to costs and to seek the Town Council's opinion on the best path forward with this project.

Respectfully Submitted,




Stephen R. Fournier
Town Administrator



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN ADMINISTRATOR

INTEROFFICE MEMORANDUM

TO: TOWN COUNCIL
FROM: STEVE FOURNIER, TOWN ADMINISTRATOR 
SUBJECT: SOUTH ROUTE 108 BIKE PATH PROJECT
DATE: 3/9/2016
CC: TOWN PLANNER

We have received the cost estimate for the Rt. 108 Bike Path project. We were approved for funding of the project 100% up to \$809,000. The cost estimates are \$1.2m from Irving Gas to the Town line. We have two options:

1. They would support just a project up to the amount that NHDOT and FHWA that has been committed, i.e. up to \$809,000, which would allow the project to extend from Irving South approximately 4,000 feet to Hersey Lane, or as far as the money will go.
2. Whether they would support building it all for a cost of \$1.2 M, with the understanding that the Town would provide match of 20% above and beyond the \$809,000.

\$ 1,200,000.00	Total Cost
\$ 809,000.00	100% Funding
<hr/>	
\$ 391,000.00	Difference
\$ 312,800.00	State Share
\$ 78,200.00	Town Share

We could take the Town Share from the Road Fee Capital Reserve fund. We are looking to the Town Council for guidance.



Department Heads Monthly Reports to the Town Council and Town Administrator

Police Department

Year to Date Activity:

Our agency has been very busy with investigations and court prosecutions thus far this year. Within the last month we began an investigation of an armed robbery, (a knife was shown) at the L&M Variety on Elm Street. This robbery occurred during the late morning hours. We are still actively working the case but have not made an arrest at this time. Within the last two weeks we have made an arrest in an aggravated felonious sexual assault case against an adult female, which occurred in an apartment in the downtown area. John Edward Beatham is being held on cash bail and is awaiting trial.

Last year at this time I reported that we had investigated a very serious case of child abuse, and filed charges against the child's father Jose Orta-Santana. Recently Mr. Orta-Santana entered a plea in Rockingham Superior Court to numerous felony charges. Sentencing will be held later this months but I expect his sentence will involve decades of State Prison time.

On March 7th, David Schneider entered a plea in Rockingham Superior Court which will involve a 10-20 year sentence for aggravated felonious sexual assault of a minor female and for possession of child pornography. This investigation initiated with the Newmarket Police Department but also involved members of the Internet Crimes Against Children Task Force, and our partners at the Dover and Portsmouth Police Departments.

Requests for police services continue to be steady. Reports of criminal activity, and calls for service for the first two calendar months of the year are up, while reportable motor vehicle accidents are down significantly from the same period last year.

	<u>YTD 2015</u>	<u>YTD 2016</u>
Calls for Service	2768	2945
Criminal Investigations	25	55
Custodial Arrests	37	38
Motor Vehicle Accidents	32	18

Personnel:

I am happy to report that we continue to be fully staffed, although we do have an officer out on medical leave for another week or two. Officer Zach Wedgeworth has completed his training and has been assigned his own working patrol shift. This helps to stabilize the workload distribution and minimize overtime expenditures. Our new dispatcher Chelsey Burnham is progressing well in her training and should be ready to work a solo shift within the next few weeks.

MRI Operational Study:

I have met with Bruce MacDougall from MRI who is reviewing the Police Department's operations as part of the town-wide study. He has been very thorough and has requested information in all areas of our operation.

Great Bay Half Marathon:

Just a reminder, that the Great Bay Half Marathon has been scheduled for Sunday April 10th. The road closures and Main Street detours will be between the hours of 9AM and 3PM. The race course will be the same as last year with the race start and finish occurring in the downtown in front of the post office. We look forward to another successful event!

Police Cruiser Purchase:

I have begun seeking bids for the purchase and outfitting costs of a new police cruiser to replace an aging 2010 police vehicle with over 100,000 miles on it. This vehicle is scheduled to be replaced this year in the CIP and is beginning to rack up repair bills. When the bids are received I will submit them to the Council for the purchase approval process.

Dispatch Power Converters:

Last year we expended some funds from the Dispatch CIP to repair one of our Uninterrupted Power Supply units that was failing in dispatch. There are two of these units that provide constant power and electrical surge protection to the entire dispatch center, including radios, telephones, computers, and audio and video recording capabilities. Both of these units are nearly fifteen years old and we've been budgeting for their replacement in the Dispatch CIP. Last spring we repaired one of these units. At that time I priced out replacing the units and was given a price of \$ 14,000.00 to replace both units.

This year we had one of the units fail and we brought in an electrical contractor to look our wiring make up. We discovered that by rewiring several circuits within the building and adding some others we could replace the two larger units with four smaller UPS units and save significantly on the replacement and repair costs of maintaining the larger systems. The price to completely replace the both units including the necessary wiring was less than \$ 5,000.00. Since we were facing some immediate repairs, I spoke with Town Administrator Fournier and he authorized me to begin the replacement project.

Current Year Operating Budget:

At beyond the fiscal year half way point time the Police Department's budget is fifty-eight percent (58%) expended and is operating within expected expenses. At this time I anticipate that we will finish the fiscal year within budget.

POLICE

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,308,012.00	91,215.16	757,886.56	550,125.44	58%

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,264,752.00	92,509.71	763,613.30	501,138.70	60%

Fire and Rescue Department

- For the month of February the department responded to 100 calls for service of those 56 were medical calls transporting 46 patients to area hospitals. The ambulance responded to Newfields for seven medical calls transporting four patients. The ambulance also responded to Durham and Stratham transporting two patients. The ladder responded to Durham for station coverage three times. There was a small kitchen fire in one of Cherry Hill Apartments on Bennett Way. Damage was contained to the unit and no residents were displaced. The state is concerned and predicting a busy spring for wild land fires due to the lack of snowfall this winter.
- The lack of cold weather has forced us to cancel the practical portion of ice water rescue training this year. This is a first in my career with the department.
- I have been getting proposals to replace Ambulance 1 and the SCBAs. I should have all of them back this month to move the process forward.
- I have attached charts with activity reports for the month of February.
- 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	26,990.48	238,549.59	95,635.41	71%	

		<u>FISCAL YEAR 2015</u>			
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
335,785.00	34,084.16	229,265.80	106,519.20	68%	

Newmarket Fire & Rescue

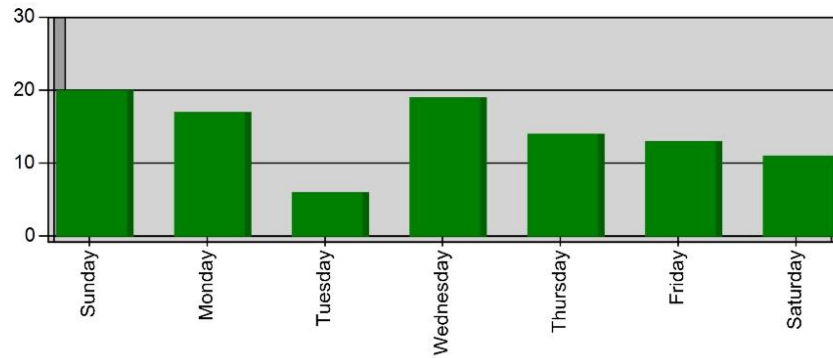
Newmarket, NH

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Incidents by Day of the Week for Date Range

Incident Range: 100 | Start Date: 02/01/2016 | End Date: 02/29/2016



DAY OF THE WEEK	# INCIDENTS
Sunday	20
Monday	17
Tuesday	6
Wednesday	19
Thursday	14
Friday	13
Saturday	11
TOTAL	100

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
113 - Cooking fire, confined to container	2	2.00%
140 - Natural vegetation fire, other	1	1.00%
320 - Emergency medical service, other	3	3.00%
321 - EMS call, excluding vehicle accident with injury	58	58.00%
322 - Motor vehicle accident with injuries	1	1.00%
324 - Motor vehicle accident with no injuries.	2	2.00%
353 - Removal of victim(s) from stalled elevator	1	1.00%
381 - Rescue or EMS standby	1	1.00%
441 - Heat from short circuit (wiring), defective/worn	1	1.00%
444 - Power line down	2	2.00%
445 - Arcing, shorted electrical equipment	1	1.00%
500 - Service Call, other	1	1.00%
520 - Water problem, other	1	1.00%
522 - Water or steam leak	2	2.00%
551 - Assist police or other governmental agency	1	1.00%
554 - Assist invalid	3	3.00%
571 - Cover assignment, standby, moveup	2	2.00%
600 - Good intent call, other	2	2.00%
611 - Dispatched & cancelled en route	4	4.00%
651 - Smoke scare, odor of smoke	1	1.00%
700 - False alarm or false call, other	1	1.00%
733 - Smoke detector activation due to malfunction	1	1.00%
736 - CO detector activation due to malfunction	2	2.00%
745 - Alarm system activation, no fire - unintentional	5	5.00%
746 - Carbon monoxide detector activation, no CO	1	1.00%
TOTAL INCIDENTS:	100	100.00%

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

Newmarket Fire & Rescue

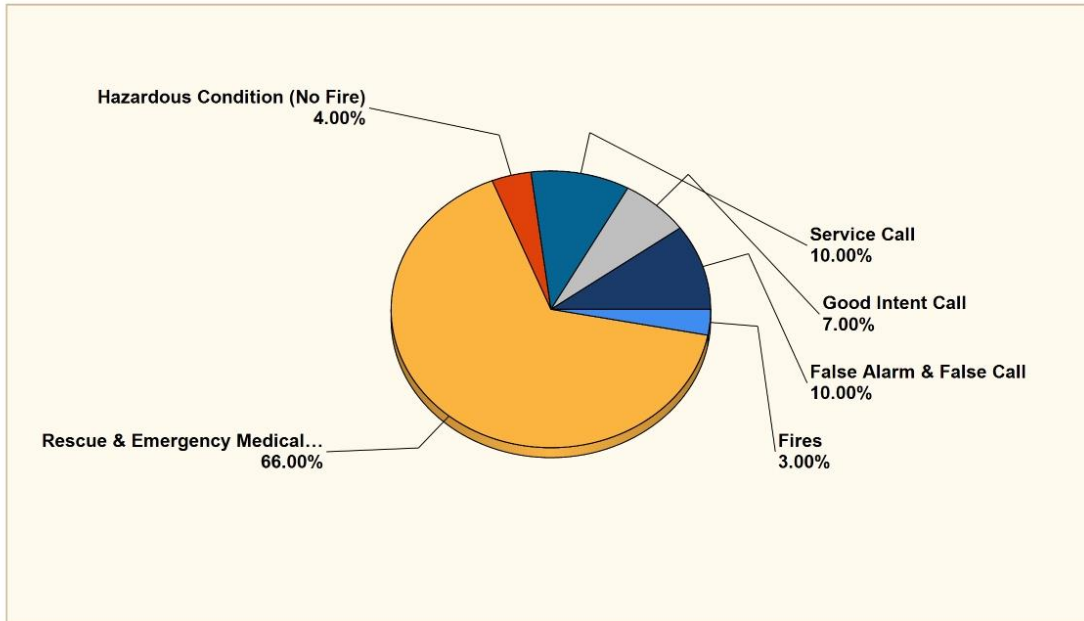
Newmarket, NH

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2016 | End Date: 02/29/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	3.00%
Rescue & Emergency Medical Service	66	66.00%
Hazardous Condition (No Fire)	4	4.00%
Service Call	10	10.00%
Good Intent Call	7	7.00%
False Alarm & False Call	10	10.00%
TOTAL	100	100.00%

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

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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: 02/01/2016 | EndDate: 02/29/2016


INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Mutual aid given				
02/06/2016	2016-108	2 Brook WAY	611 - Dispatched & cancelled en route	1 - Station 1
02/17/2016	2016-140	51 College RD	571 - Cover assignment, standby, moveup	1 - Station 1
02/17/2016	2016-141	45 Depot RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
02/21/2016	2016-157	90 Saratoga CIR	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
02/25/2016	2016-176	51 College RD	571 - Cover assignment, standby, moveup	1 - Station 1

Percentage of Total Incidents: 5.00%

AID TYPE: Mutual aid received				
02/03/2016	2016-091	141 Main ST	441 - Heat from short circuit (wiring), defective/worn	1 - Station 1
02/22/2016	2016-170	2F Salmon ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1

Percentage of Total Incidents: 2.00%

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

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Page # 1

HOURL	# of CALLS
20:00 - 20:59	3
21:00 - 21:59	3
23:00 - 23:59	5
TOTAL:	100

Only REVIEWED incidents included.

Newmarket Fire & Rescue

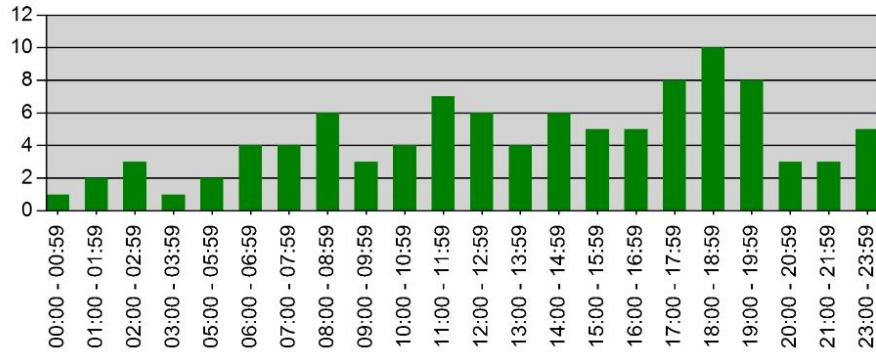
Newmarket, NH

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Incidents per Hour for Incident Type Range for Date Range

Incident Range: 100 | Start Date: 02/01/2016 | End Date: 02/29/2016



Hour	# of CALLS
00:00 - 00:59	1
01:00 - 01:59	2
02:00 - 02:59	3
03:00 - 03:59	1
05:00 - 05:59	2
06:00 - 06:59	4
07:00 - 07:59	4
08:00 - 08:59	6
09:00 - 09:59	3
10:00 - 10:59	4
11:00 - 11:59	7
12:00 - 12:59	6
13:00 - 13:59	4
14:00 - 14:59	6
15:00 - 15:59	5
16:00 - 16:59	5
17:00 - 17:59	8
18:00 - 18:59	10
19:00 - 19:59	8

Only REVIEWED incidents included.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.54%
113 - Cooking fire, confined to container	2	1.08%
140 - Natural vegetation fire, other	1	0.54%
320 - Emergency medical service, other	7	3.76%
321 - EMS call, excluding vehicle accident with injury	101	54.30%
322 - Motor vehicle accident with injuries	4	2.15%
324 - Motor vehicle accident with no injuries.	4	2.15%
353 - Removal of victim(s) from stalled elevator	1	0.54%
381 - Rescue or EMS standby	1	0.54%
411 - Gasoline or other flammable liquid spill	1	0.54%
412 - Gas leak (natural gas or LPG)	1	0.54%
424 - Carbon monoxide incident	2	1.08%
441 - Heat from short circuit (wiring), defective/worn	1	0.54%
444 - Power line down	2	1.08%
445 - Arcing, shorted electrical equipment	1	0.54%
500 - Service Call, other	1	0.54%
520 - Water problem, other	3	1.61%
522 - Water or steam leak	2	1.08%
531 - Smoke or odor removal	1	0.54%
551 - Assist police or other governmental agency	2	1.08%
554 - Assist invalid	4	2.15%
561 - Unauthorized burning	1	0.54%
571 - Cover assignment, standby, moveup	6	3.23%
600 - Good intent call, other	4	2.15%
611 - Dispatched & cancelled en route	11	5.91%
632 - Prescribed fire	1	0.54%
651 - Smoke scare, odor of smoke	1	0.54%
700 - False alarm or false call, other	2	1.08%
731 - Sprinkler activation due to malfunction	1	0.54%
733 - Smoke detector activation due to malfunction	1	0.54%
735 - Alarm system sounded due to malfunction	1	0.54%
736 - CO detector activation due to malfunction	3	1.61%
745 - Alarm system activation, no fire - unintentional	10	5.38%
746 - Carbon monoxide detector activation, no CO	1	0.54%
TOTAL INCIDENTS:	186	100.00%

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

Newmarket Fire & Rescue

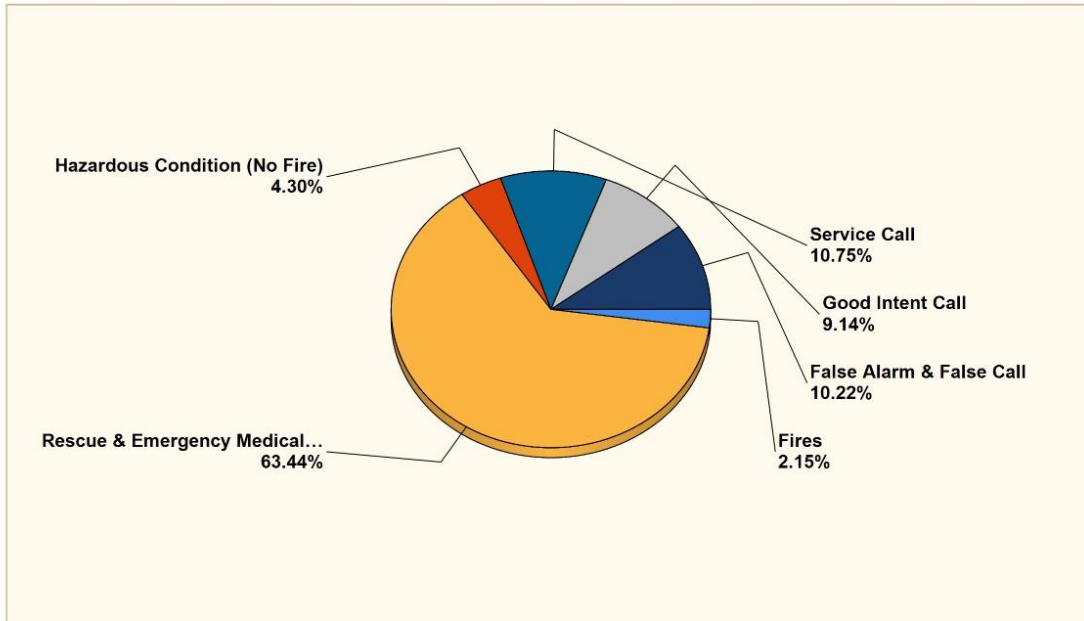
Newmarket, NH

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2016 | End Date: 02/29/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	2.15%
Rescue & Emergency Medical Service	118	63.44%
Hazardous Condition (No Fire)	8	4.30%
Service Call	20	10.75%
Good Intent Call	17	9.14%
False Alarm & False Call	19	10.22%
TOTAL	186	100.00%

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

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Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.16%
311 - Medical assist, assist EMS crew	1	1.16%
320 - Emergency medical service, other	2	2.33%
321 - EMS call, excluding vehicle accident with injury	46	53.49%
322 - Motor vehicle accident with injuries	1	1.16%
324 - Motor vehicle accident with no injuries.	3	3.49%
350 - Extrication, rescue, other	1	1.16%
412 - Gas leak (natural gas or LPG)	3	3.49%
424 - Carbon monoxide incident	1	1.16%
440 - Electrical wiring/equipment problem, other	1	1.16%
461 - Building or structure weakened or collapsed	1	1.16%
500 - Service Call, other	1	1.16%
511 - Lock-out	2	2.33%
520 - Water problem, other	1	1.16%
522 - Water or steam leak	1	1.16%
600 - Good intent call, other	2	2.33%
611 - Dispatched & cancelled en route	4	4.65%
671 - HazMat release investigation w/no HazMat	1	1.16%
700 - False alarm or false call, other	2	2.33%
730 - System malfunction, other	3	3.49%
733 - Smoke detector activation due to malfunction	1	1.16%
735 - Alarm system sounded due to malfunction	3	3.49%
736 - CO detector activation due to malfunction	2	2.33%
744 - Detector activation, no fire - unintentional	1	1.16%
745 - Alarm system activation, no fire - unintentional	1	1.16%
TOTAL INCIDENTS:	86	100.00%

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

Newmarket Fire & Rescue

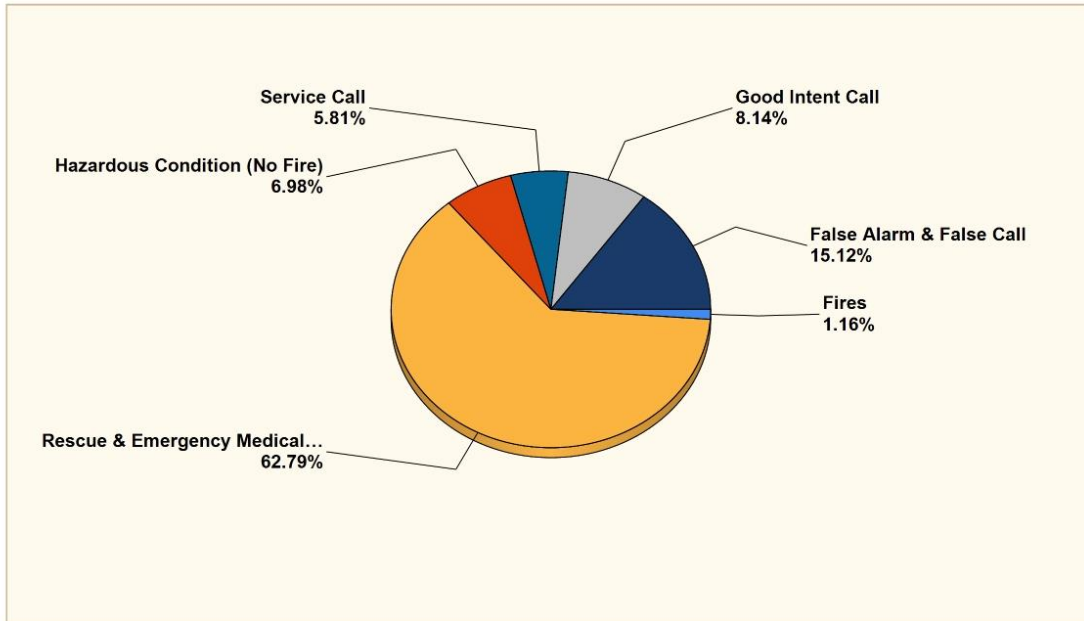
Newmarket, NH

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2015 | End Date: 02/28/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.16%
Rescue & Emergency Medical Service	54	62.79%
Hazardous Condition (No Fire)	6	6.98%
Service Call	5	5.81%
Good Intent Call	7	8.14%
False Alarm & False Call	13	15.12%
TOTAL	86	100.00%

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

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Public Works Department

- It appears winter is pretty much over for this year, not that it ever really showed up. Crews will be getting the street sweeper out earlier than usual and start the clean up process once again. We will also be getting the benches and trash receptacles back out on Main Street. The long range forecast is looking very promising for a earlier spring. The winter maintenance budget is in excellence shape at this point.
- The Eversource project for updating the distribution system along South Main Street and Route 152 will begin this week. This project is expected to take several months to complete. The work area for this will be from Grant Road to Gerry Ave. This will also encompass work on all the side streets between these two locations.
- Work on the new RSMS (paving plan) is ongoing we hope to have a draft version available in March. As soon as it is complete, it will be made available to everyone.
- Spring Clean Up dates have been set for April 2nd, 6th, and 9th. The Saturday hours will be from 7:30 am to 4:00 pm and Wednesday will be from 7:30 am to 6:00 pm. The program will be the same as last year's, residents will be limited to one free load of bulky waste. The senior citizens eligible for curbside pickup must call the Public Works office prior to the start date of clean up to be scheduled for a pick up.
- Work will begin in April on the new sidewalks for Bennett Way. This project will take about 8 weeks to complete.
- 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	37,158.01	247,108.94	170,238.06	59%

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
417,247.00	57,582.54	289,961.50	127,285.50	69%

ROADS & SIDEWALKS

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
386,570.00	52,028.63	239,472.21	147,097.79	62%

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
384,070.00	64,462.28	352,916.96	31,153.04	92%

STREET LIGHTS

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
---------------	-------------------------	-------------------------	---------------------	----------------

46,250.00	5,211.75	29,947.33	16,302.67	65%
<u>FISCAL YEAR 2015</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
46,250.00	4,425.78	28,792.29	17,457.71	62%

**BUILDINGS
& GROUNDS**

<u>FISCAL YEAR 2016</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
468,202.00	42,184.37	307,619.81	160,582.19	66%

CEMETERIES

<u>FISCAL YEAR 2015</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
449,362.00	45,500.63	329,069.98	120,292.02	73%

<u>FISCAL YEAR 2016</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
36,963.00	1,480.71	17,126.62	19,836.38	46%

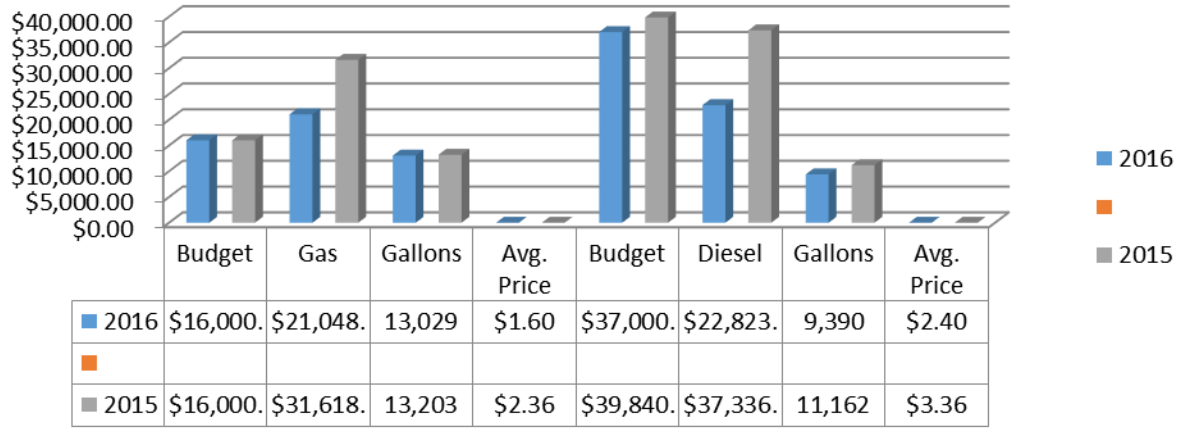
<u>FISCAL YEAR 2015</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
36,963.00	1,445.78	16,903.81	20,059.19	46%

BUILDINGS

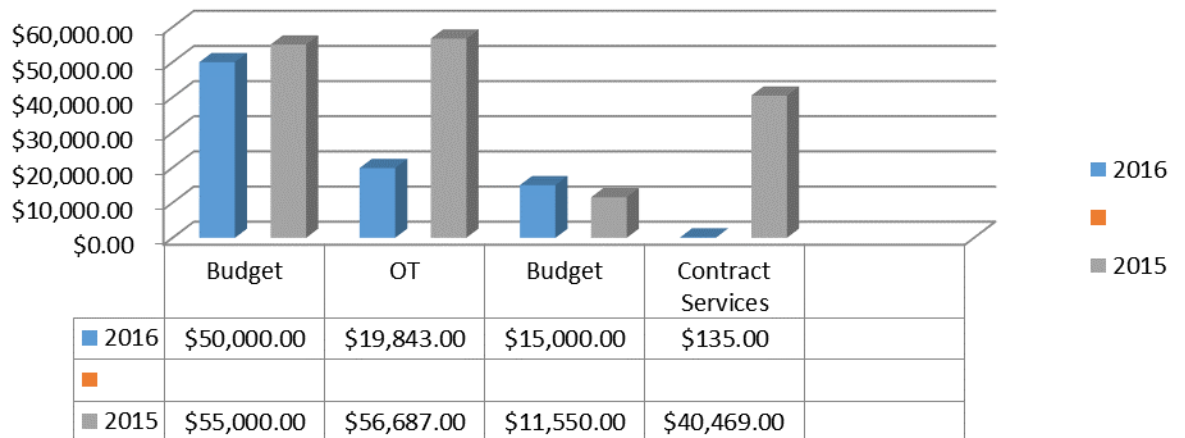
<u>FISCAL YEAR 2016</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
468,202.00	42,184.37	307,619.81	160,582.19	66%

<u>FISCAL YEAR 2015</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
449,362.00	45,500.63	329,069.98	120,292.02	73%

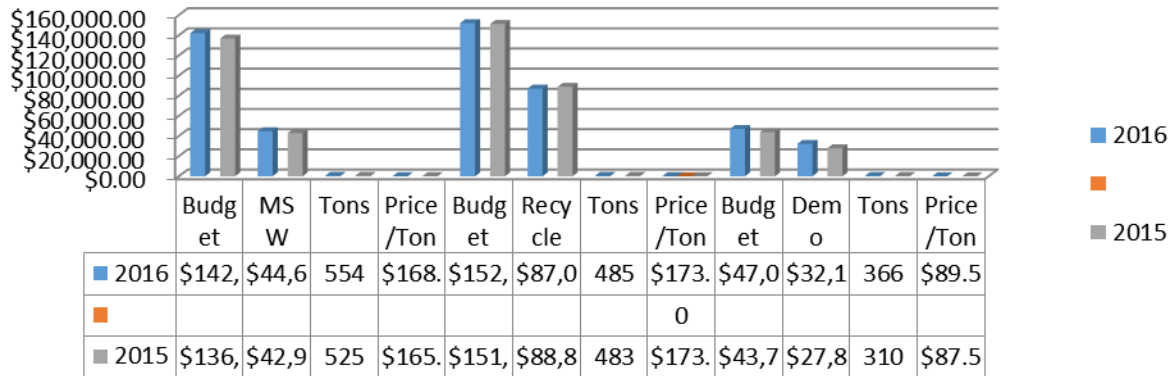
Public Works Department YTD Gas/Diesel



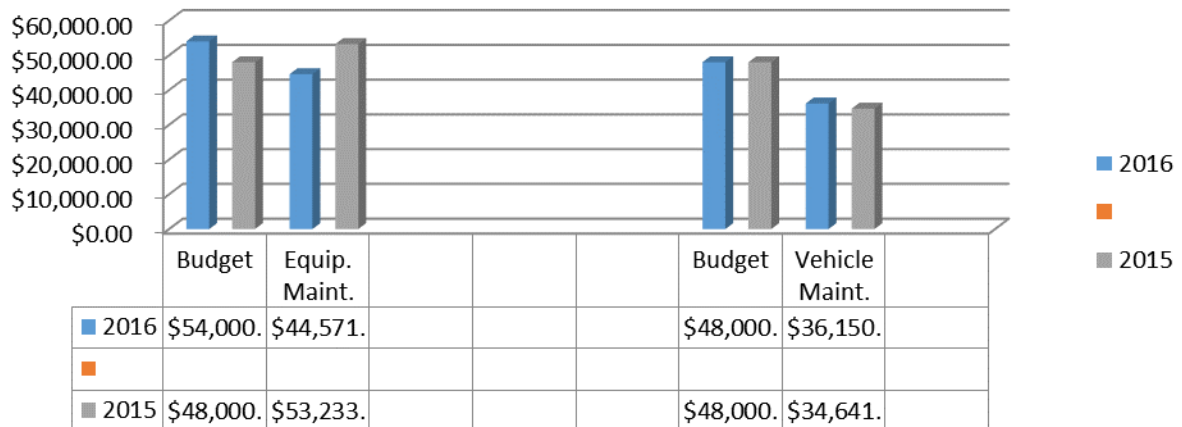
Public Works Department YTD Overtime/Contract Services



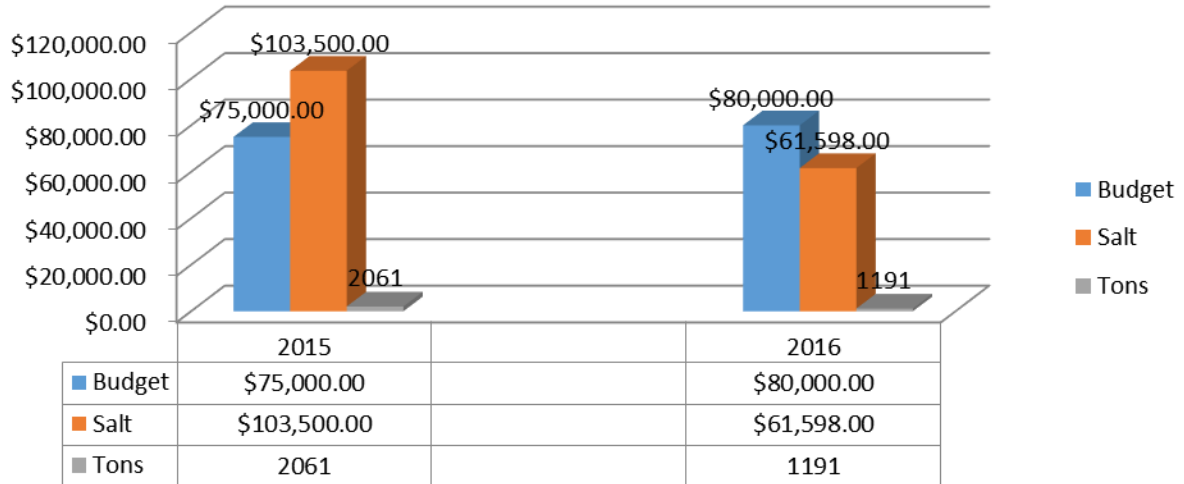
Public Works Department YTD Solid Waste



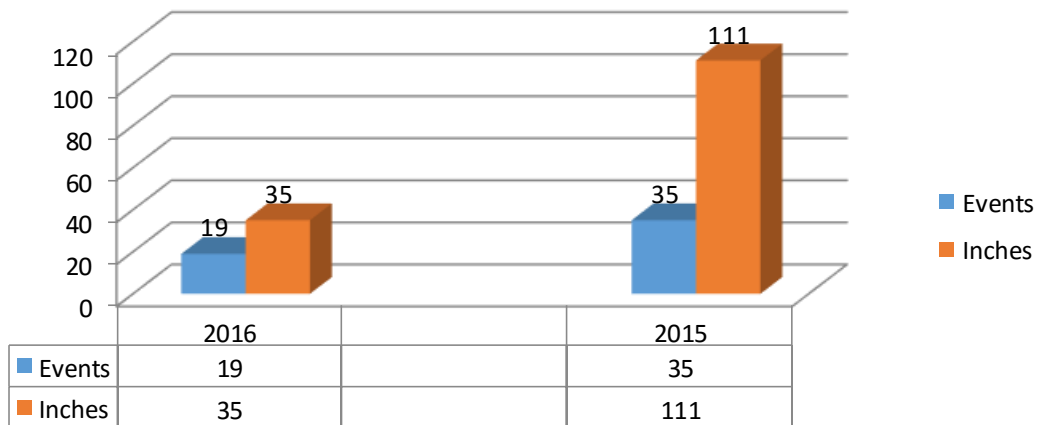
Public Works Department YTD Equipment/Vehicle Maintenance



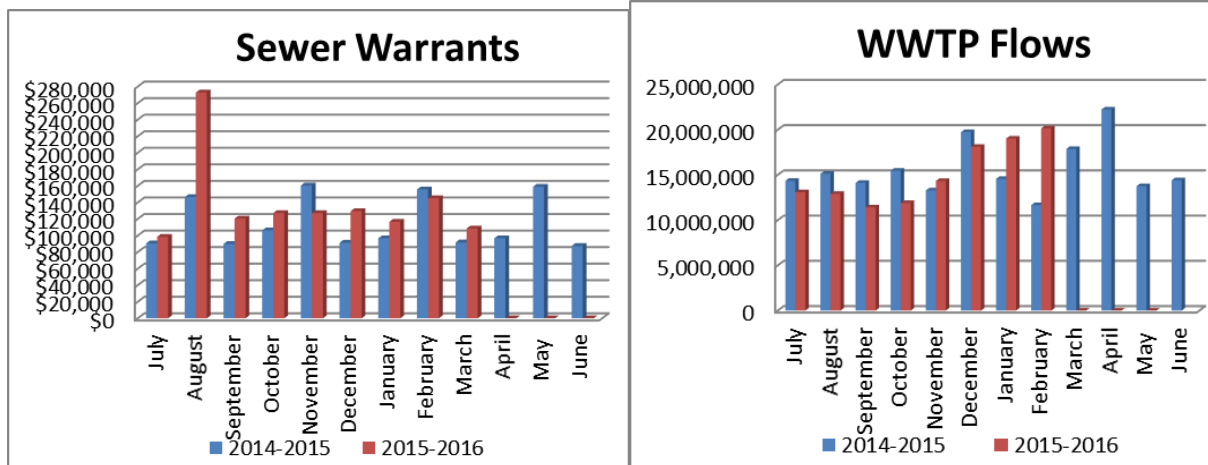
Public Works Department YTD Salt



Public Works Department YTD Snow Events



Environmental Services Department System Report



Wastewater Treatment Facility Construction

Apex continues to work on the aeration basins, control building, chemical room, parshall flume, and the Creighton Street pumping station.



Aeration Basin Concrete Pour



Aeration Basin Wall Construction



Frost Wall for Control Building Slab



Chemical Room Construction

Monthly Operations Report

Newmarket WPCF

Permit # NH00100196

February-2016

	Inf. Flow	Eff. Flow MGD			BOD		TSS		Nitrogen	PH		Fecal	Enter	Chlorine	
	MGD	Min	Max	Total	Inf.	Eff.	Inf.	Eff.		Inf.	Eff.	Colif.	Ococi	Residual	
1	.4440	.13	1.3	.6400						8.0	7.2	4	98.7	0.33	0.00
2	.4350	.17	1.3	.6190	267	25.5	238	26.8	42.0	7.9	7.2	1	161.6	0.00	0.00
3	.5440	.30	1.3	.6960		22.9		24.0	41.0	7.7	7.3	3	137.4	0.00	0.00
4	.5220	.09	1.2	.7210						7.8	7.1	9	74.9	0.00	0.00
5	.5230	.31	1.2	.7260						7.8	7.3	2	23.8	0.09	0.00
6	.5430	.28	1.4	.7510						7.8	7.1	2	21.8	0.00	0.00
7	.5750	.29	1.5	.8060						7.7	7.1	1	14.8	0.00	0.00
8	.5190	.20	1.3	.6480						7.8	7.2	<2	7.5	2.11	0.00
9	.4800	.22	1.1	.5620		26.1		24.6	41.0	7.8	7.2	2	1413.6	0.00	0.00
10	.4770	.18	1.0	.5670		19.1		25.8	41.0	8.0	7.3	9	1732.9	0.00	0.00
11	.4770	.20	1.1	.5600						8.0	7.3	<2	686.7	0.00	0.00
12	.4490	.20	1.2	.5270						7.9	7.3	<2	154.1	0.00	0.00
13	.4690	.20	1.2	.5450						7.7	7.3	1	101.2	0.00	0.00
14	.4650	.20	1.2	.5320						7.9	7.3	5	101.7	0.00	0.00
15	.4640	.21	1.1	.5360						7.9	7.3	1	42.9	0.00	0.00
16	.6500	.36	2.8	.8190		26.7		29.4	32.0	8.0	7.3	2	103.9	0.00	0.00
17	.6150	.29	1.5	.7710	256	26.7	342	28.0	33.0	8.3	7.1	1	648.8	0.00	0.00
18	.5580	.26	1.4	.6740						7.8	7.2	<2	410.6	0.00	0.00
19	.5340	.25	1.2	.6510						8.0	7.3	1	410.6	0.06	0.00
20	.5720	.30	1.4	.7230						7.7	7.3	3	26.5	0.00	0.00
21	.6180	.31	1.5	.7780						7.7	7.2	1	34.5	0.00	0.00
22	.5630	.29	1.3	.6950						7.7	7.2	<2	143.9	0.00	0.00
23	.5270	.29	1.3	.6970						7.9	7.3	4	579.4	0.00	0.00
24	.7490	.54	1.7	.9110		24.5		26.8	35.0	7.9	7.3	<2	118.2	0.00	0.00

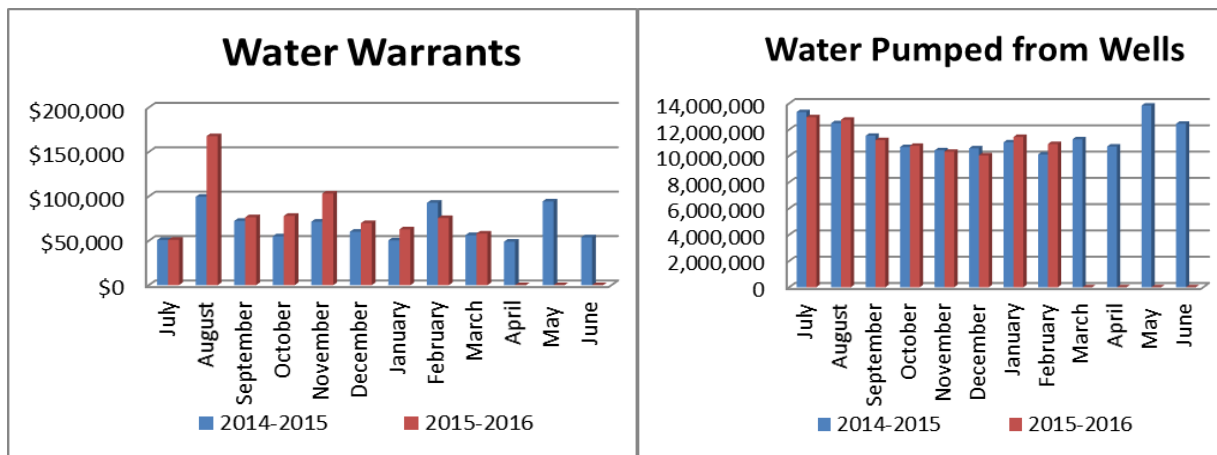
25	.8220	.49	1.5	.9500		20.9		23.4	23.0	7.4	7.1	1	98.7	0.00	0.00
26	.7130	.36	1.5	.7910						7.7	7.1	<2	68.3	0.00	0.00
27	.6740	.35	1.5	.7640						7.8	7.3	<2	98.0	0.06	0.00
28	.6380	.29	1.5	.7660						7.8	7.2	2	218.7	0.00	0.00
29	.5990	.26	1.4	.7240						7.8	7.2	3	162.4	0.00	0.00

Average Wastewater Flow Discharged: 0.6500 Million Gallons/Day

Biochemical Oxygen Demand (BOD) Removal: 91%

Total Suspended Solids (TSS) Removal: 91%

Total Nitrogen (TN) Average Discharge: 36.0 mg/L



MacIntosh Well Project

Waterline Industries continues to work on the blending facility, and has begun the staging to begin construction on the pump house site. Waterline is on track to meet substantial completion by July 1, 2016.



Blending Facility



Pump House Site

MacIntosh Well – Flint Michigan

I met with Rick Skarinka from the New Hampshire Department of Environmental Services to discuss the MacIntosh Well coming on line and the impact it will have on the Newmarket water system. Mr. Skarinka indicated that there will be many changes coming down the line due to the lead problems with Flint Michigan's water supply. He stated that NHDES is concerned about the MacIntosh well water quality and the effect that it will have on the Town of Newmarket's water system. I informed Mr. Skarinka that the Town has already had discussions with Hazen and Sawyer to have them take a closer look at the effect the MacIntosh Well water will have on the Newmarket water system. Mr. Skarinka said once the MacIntosh well is put on line the Town will be required to increase its lead and copper sampling from twenty residences every three years to forty residences every six months. The additional testing will increase lead and copper sampling cost from \$600.00 every three years to \$2,400.00 per year. Mr. Skarinka indicated that NHDES may require a pipe study and additional requirements. I asked Mr. Skarinka to send the Town a letter with the requirements as soon as possible so the Town could review, plan, and implement the requirements within the required time schedule.

WATER	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	583,051.00	26,313.73	314,957.97	268,093.03	54%
	<u>FISCAL YEAR 2015</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	469,062.00	28,553.44	303,162.14	165,899.86	65%
SEWER	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	937,237.00	71,836.82	545,772.71	391,464.29	58%
	<u>FISCAL YEAR 2015</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	847,896.00	155,091.94	530,232.63	317,663.37	63%

Information Technology

1. After another power supply failure on our battery backups at the Police Department, Chief Cyr and I decided it was time for something better. We were able to swap out two very old units with four smaller new ones that will far better serve the Department. I expect this move will literally save more than a thousand dollars a year every year for the foreseeable future. While we were doing this work we also cleaned up a lot of old wiring in Dispatch and consolidated equipment into racks so it is much cleaner and a lot easier to troubleshoot.
2. I have been installing several updates to the Accounting server to better facilitate the Affordable Care Act and all of its reporting requirements. With this last update, it looks like Munismart is well on its way to getting it right.
3. Few things are as unpleasant as showing up for a meeting in Council Chambers and finding the room is a balmy 50 degrees. After some research and testing, I have installed a wireless temperature monitor that will alert us when the temperature either gets too high or too low in this room. This should save us from cold meetings, frozen air handlers, and the results of other unpleasant temperature extremes. If this works well, Finance has been another temperature problem area, and we could install one in that area as well.
4. Some years ago, due to a lack of use and a difficult to use software program, we walked away from our vendor of electronic document management deciding I would take on the tech support role solely. This has worked well enough for years, but recently we found ourselves locked out of key areas of the system and unable to let anyone else login. I have been exploring other options and currently have this whittled down to two or three programs. Any of these programs can import the almost 200,000 documents already in the system, and will give us a web presence so citizens can search online through a selected repository of Town documents.
5. Our email database has become so large and unruly that it is impacting how we work. To that end, I am working on beefing up the email server, and restricting people to just two years' worth of email on the server. Anything older than that will be in a local copy for them to peruse. We would maintain a backup of the entire server, so we can still search the whole database if needed.
6. The Recreation Department completed a successful transition to a new software package, and Dee McCarthy deserves huge credit for the incredible amount of work and oversight she put into this. The new software looks super, can accept credit card transactions online and at the Rec Center, and is very user friendly.
7. The Public Library was having several glitches with their PCs over the last few weeks. I was able to spend half a day with them and get everything humming along again! We scheduled some other time for me to come and fine tune some stuff.
8. I am planning to update some hardware at the Senior Center to allow that building to better serve its clientele.

IT

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
131,752.00	7,284.99	91,245.24	40,506.76	69%

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
140,152.00	5,657.16	89,638.55	50,513.45	64%

Building Inspector/Code Enforcement Officer

Previous Month Activities

Permits Issued

7	Building	\$	690	
13	Electrical	\$	738	3 paid with building permit
7	Plumbing	\$	223	*4 paid with building permit
11	Mechanical	\$	400	*1 paid with building permit
Total	38		\$ 2,051	

- Conducted 36 regular mechanical, electrical, plumbing and building inspections.
- February tends to be a slower month. We used the extra time to draft a local ordinance citation for land use violations. This will be used for everything from trash accumulation to sign violations. The intent of the citation is twofold. One is efficiency; it will be quicker than drafting a letter of violation. Secondly, it will clearly illustrate the enforcement path, whereby the hope is increased compliance. The path moves from warning, to a first violation of \$100, to a second violation of \$250 and finally a mandatory court appearance. We are consulting with legal counsel on implementation.
- Consulted on bathroom renovation project at the town offices.

BUILDING INSPECTION

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
67,253.00	5,259.13	44,319.36	22,933.64	66%

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
66,723.00	4,798.08	43,894.40	22,828.60	66%

Town Clerk - Tax Collector

TAXES

Total Committed 2015	\$17,862,459	Tax 1 & Tax 2
Total Collected thru 2/29/16	\$17,477,052	Principal & Interest

TAX LIENS

	2014 Liens (<u>Deed 2017</u>)	2013 Liens (<u>Deed 2016</u>)
Property Tax Amount Liened	209,291.	245,781.
W/S Amount Liened	71,925.	67,890.
# Properties Liened	111	125
Uncollected thru 2/29/16	172,013.	98,372

WATER & SEWER (1/1 THRU 2/29/2016)

	<u>2016</u>	<u>2015</u>
Water Billed	138,578.	143,171.
Sewer Billed	261,912.	252,309.
Uncollected thru 2/29/16	79,537.	210,282.

TOWN CLERK REVENUE (7/1/15 thru 2/29/16)

	<u>Year End 6/30/16</u>	<u>Year End 6/30/15</u>	
Motor Vehicle (MV)	915,836.	829,178.	10.45% increase
Town "non-MV"	82,508.	83,506.	1.20% decrease
State NH (MV, Vitals, Boats, Dogs)	331,330.	314,575.	5.33% increase

- Motor vehicles still on the upswing
- Daily activity steady; revenues continue to show steady increase
- Proofed, ordered, counted and tested ballots
- Preparing for March Election; processing absentee ballot requests
- Mailed 2015 Delinquent Notices
- 2015 Lien Date: May 12, 2016
- 2013 Deed Date: June 9, 2016

TOWN CLERK

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
162,270.00	12,200.31	97,651.94	64,618.06	60%

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
166,544.00	10,955.11	96,567.36	69,976.64	58%

Planning Department

Planning Board Activities

Applications before the Board

Grant Road, LLC, Tax Map R6, Lot 27, Zone R1- There will be a public hearing on the application for a two lot subdivision located at 216 Grant Road on March 15, 2016. The proposal involves subdividing a 8.936 acre tract into two lots, one being 4.035 acres and the other being 4.901 acres.

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 application has been reviewed by the Town's engineer and is scheduled for a final Technical Review Committee meeting on March 10, 2016. The application has been continued until the March 15, 2016 Planning Board meeting at which conditional approval is anticipated.

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. A draft of the Future Land Use Chapter has been reviewed by the appointed subcommittee of the Planning Board. The chapter is currently being modified and will be scheduled for a Planning Board work session in April.

Zoning Board of Adjustment:

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

decision to the Rockingham County Superior Court. Newmarket's legal counsel has filed a response to the courts and the Court has scheduled a hearing date of April 4, 2016 to consider the case.

Kyle and Maury Barnett – The ZBA has received an application for a Variance from Section 3.03 (B) of the Newmarket Zoning Ordinance to permit the conversion of an existing single-family home into a duplex where the lot size is .7 acres and the zoning ordinance requires an allowable density in the R-3 Zone of 2 units per acre. The property is located at 48 Elm Street, Tax Map U2, Lot 207, R-3 Zone. This application has been continued to the Monday, March 28, 2016 Zoning Board meeting at 7:00 p.m.

Rachel and Per Lorentzen – The ZBA has received an application for a variance to permit an accessory apartment in excess of 800 square feet in a single family home located at 213 Bay Road, Tax Map R1, Lot 4-2 in the R-1 zoning district. This application was heard on Monday, February 29, 2016 and was approved by the Zoning Board of Adjustment.

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. Zoning ordinances prepared by other communities which address Continuing Care Retirement communities and options for assisted living are being researched.

Special Projects

Route 108 Pedestrian Crossings: The project was initially 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. The bids were opened on Friday, March 4, 2016.

Two bidders responded: Target Construction of Salem, NH and G.W. Brooks and Son, Inc. of Freedom, NH. The Town's engineering consultant is currently reviewing the bid tabulations with the State Department of Transportation. A recommendation to enter into a contract with the lowest bidder is expected to be forthcoming and presented to the Town Council at an upcoming meeting. A copy of the engineering report and the most recent plans can be viewed electronically on the Town's website at www.newmarketnh.gov. Construction is expected to start this spring and be completed during the summer 2016.

Macallen Dam Feasibility Study: At the 2015 Town Meeting, funding in the amount of \$50,000, was approved for the Macallen Dam Capital Reserve Fund. The Town issued a Request for Proposal (RFP) for engineering services which will look at the current stability of the dam as well as the option of raising the abutments in order to meet requirements to pass the 100 year flood. Engineering proposals from three (3) firms were received on October 1, 2015. The committee conducted interviews on October 8. Awarding the contract for the stability analysis has been placed on hold. Meanwhile, the Town has entered into a contract with Gomez and Sullivan to follow up on some of the hydraulic calculations that were previously done, which could result in lower costs for bringing the dam into compliance with the Letter of Deficiency and the NH Department of Environmental Services (NH DES) requirements. The Macallen Dam Study Committee met on January 29 with Gomez and Sullivan to discuss the data, methodology, and model that was used to determine the 100 year flood flows that were previously agreed by NH DES. The Macallen Dam Study Committee met with NH DES on Thursday, February 11, 2016 to discuss this re- evaluation further. The Town's consultant is putting together a technical memorandum for review by the NH DES.

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

Administrator to enter into a design contract with Underwood Engineers to prepare a feasibility study related to the project.

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

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

The NH DOT provided written comments to Town for its consideration on February 1. Prior to moving forward with the project, there will be an opportunity to review the revised plans and cost estimates with the Town Council. A meeting has been scheduled with the Town Council and engineering consultant for March 16, 2016.

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 was 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 staff continues to monitor progress with respect to the MS4 program by attending the Seacoast Stormwater Coalition Meetings. The group has been discussing the feasibility of a coordination program involving a regional approach to assist communities with meeting the minimum NPDES permit requirements to help to minimize costs and prevent the duplication of services at the local level for work tasks such as outreach, the bulk purchase of water quality monitoring equipment and shared contracting for laboratory work.

PLANNING	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	129,153.00	8,465.22	72,017.22	57,135.78	56%
	<u>FISCAL YEAR 2015</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	128,153.00	10,183.69	67,094.82	61,058.18	52%

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.
- Water/Sewer shutoffs.

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)	% Increase/ (decrease)	FY 14	Increase/ (decrease)	% 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	16	5	11	220.00%	9	(4)	-44.44%
February	10	7	3	42.86%	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	102	119	31	26.05%	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 \$9,414,123 in its operating bank accounts. Most of this balance, \$950,690 and \$2,075,781 are attributable to the water and sewer funds, respectively. We continue to expect having 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 above projections (roughly 7%).
- Building permit revenues have flattened off, even though we still issue permits.
- Revenue from the State is at expected levels. We are expecting one more payment from NH DOT for the Highway Block Grant, which should fill out or revenue budget for State revenue.
- Ambulance revenue has begun to meet its targeted revenues. It has come to our attention that area communities also have experienced difficulties with their ambulance billing. We are watching the bidding result for one community, which should close next week.
- 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 –

- Our budget v. actual is stable, however, I anticipate future upward pressure in the Fire Department, as they have seen recent fire calls. Fire’s upward pressure may be offset by a reduced snow removal season, hopefully.
- I expect to see budget pressures as a result of funding the organization study.
- Projects – We are currently showing a deficit of \$(3,036) and \$(3,958) for the bike path and Moonlight Brook projects, respectively. At the beginning of the following month, we request reimbursement for all of our grants. To date, we have spent \$636,190 for the Macintosh Well

Development, \$841,984 for the Great Hill Water Main Replacement, and \$2,388,379 for the Wastewater Treatment Facility Upgrade.

FINANCE

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
200,975.00	12,496.92	115,969.10	85,005.90	58%

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
199,175.00	7,212.18	90,485.49	108,689.51	45%

**HUMAN
RESOURCES**

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,371,879.00	92,330.75	992,742.08	379,136.92	72%

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,385,709.00	87,914.58	877,301.07	508,407.93	63%

Recreation

Recreation Fiscal Business Report: Total Recreation Revolving Account revenue comparison up to the first week of March 7th fiscal year 2015-16 is \$105,287.35. This is an 18% increase compared to the 2014-2015 revenue numbers which totaled \$87,818.15 last fiscal year. Day Camp registration began on March 4th 2015 with online registration being available to sign up over the weekend. When the office opened its doors this Monday, April 7th 10% of the total day camp enrollment was signed up online. This past Friday on March 4th the 2016 Day Camp prices were released through the school to parents and also posted on the Web and Face Book. By March 11th it is expected that over 20% of the total day camp slots will be sold in one week which is 10% more than last year. In Addition, the preschool play group, preschool sports, increases in winter program enrollment and marketing continue to boost this revenue increase. It is the Recreation Department projection that by the time the April 2016 Report from Recreation Department is due to the Town Council and Town Administrator; revenue will soar ahead of last year revenue projections.

The expenditure of the Revolving Account as of March 7, 2015 is \$145,396.47 for this fiscal year is and is right on track for the department's next 4 monthly projections. The General Fund expenditures as of March 7, 2016 was \$139,679.08 are also right on track with 4 months left of this fiscal year. The revenue generated from rentals and the Sunrise Sunset 55+ Activity Center in the General fund is \$6,426.00 which is \$3,518.00 more at the same time last fiscal year 2014-2015.

On February 11th, the 21th Annual Daddy- Daughter Date Night took place at the Rockingham Ballroom. Over 178 girls attended the event with their escorts from 6:30-8:30 PM. Over 420 participants attended this event which outnumbered last year's event becoming the largest turnout to date. The theme was Spin, Sparkle Be Dazzled. The Rockingham Ballroom was transformed into a Dazzling, Sparkling World. Girls of all ages danced the night away and made a jewelry box as their craft project. The girls were given a necklace as they entered the ballroom and a balloon when they left the ballroom for the evening. The event was a huge hit again.

On March 4th, 2015 the department opened up registration for Wanna Iguana Summer Camp. By the end of the weekend, 10% of the available day camp slots were taken in just 48 hours. By the end of this week it is projected that over 20% of the 2015 Newmarket summer camp slots taken. It is possible that summer camp could sell out by the end of April if this trend continues.

The spring edition of the Sunrise Sunset Breeze came out in mid-February with new listings for upcoming trips, programs, events and activities for March, April & May. The Recreation Department used a combination of email, postal mail and hand deliveries to distribute over 200 newsletters around town. The Sun Rise Sunset Center posts all trips and activities on the Website, Face Book, the bulletin board at The Center and posters placed around town. In addition, newsletters are also included in Newbie Packets, senior housing foyers and the Newmarket Library. The Recreation Department also has an ongoing press release in the Seacoast Newspapers. For further outreach in our community, Kim Tilton attended a meeting in the Moody Point neighborhood to talk about all that we are doing at The Center. There are several people from that neighborhood who participate in our exercise program but they didn't realize

how much more the Sunrise Sunset Activity Center has to offer our mature adult population. It is the Recreation Department's hope to see more of them in the near future.

When planning our February Lunch Bunch trips last fall the Sunrise Center decided to choose local destinations in preparation for the possibility of bad weather. Trip offerings include a Movie & Lunch, Julia's Restaurant at the Seacoast School of Technology Culinary Department and The Silver Fountain Inn & Tea Parlor in Dover. A bus went to the UNH Johnson Theatre to see The Crucible on a Sunday afternoon and Fast Eddie's in Hampton with the Breakfast Club. Since the weather turned out to be mild there has been a very good turn-out for all trip offerings. The movie day was especially rewarding as many in the group had not been to the movies in over 20 years!

Thirty people signed up for the June trip to Canada which will include Montreal, Quebec City and Ottawa. We have several Newmarket residents on board but we also have people coming from as far away as Florida to join us on this excursion. Many of these people have traveled with Diamond Tours in the past and know to look on their website for upcoming trips. The Sunrise Sunset Activity Center is looking forward to the mixed group and a fun-filled itinerary.

The Silver Stars Acting Troupe resumed in February and discussed what type of production was to be performed this year. It was agreed by the acting troupe a Murder Mystery would draw interest. And the troupe will be working for the next few months to present our production to the public in May. There are 7 actors participating this year.

The Sunrise Sunset Activity Center hosted The Alliance for Substance Abuse Prevention for the topic on February Tuesday Talk. Tori Jennison from the Public Health Network provided seniors with a detailed presentation on how and why Newmarket is in this situation and where we fit into the whole big picture. She answered questions and gave clear explanations on everyone's concerns about drug use in our community. Everyone that attended left more educated and equipped with good information on opioid abuse. Regular programming and activities including Bingo, Wii Bowling, Art Group, Bone Builders, Whist Club and Book Group were all well attended for February.

Rec –Connect has been working with Lisa Kumph of the Newmarket Junior/Senior High School to organize on April 23, 2016 a Wellness day for students that will conclude the day with an afternoon team building Leo Landroche Recreation Complex, the Newmarket Community Center, and the Sunrise Sunset 55+ Activity Center. Respectfully Submitted,

RECREATION		<u>FISCAL YEAR 2016</u>			
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	210,407.00	15,735.05	139,679.08	70,727.92	66%
		<u>FISCAL YEAR 2015</u>			
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	204,114.00	16,267.99	120,212.91	83,901.09	59%
RECREATION REVOLVING		<u>FISCAL YEAR 2016</u>			
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent

199,670.00	5,154.84	145,396.47	54,273.53	73%	
<u>FISCAL YEAR 2015</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
191,172.00	4,838.74	123,962.76	67,209.24	65%	

Town of Newmarket, New Hampshire
Expense Report ^{a, b}
For the Period Ended February 29, 2016

Fiscal Year 2016								Fiscal Year 2015				
							Percent of Budget Spent					Percent of Budget Spent
Department	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year		Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	
Town Council			19,300.00	3,653.75	17,416.25	1,883.75	90%	19,050.00	982.50	13,835.49	5,214.51	73%
Town Administrator			176,994.00	23,194.90	133,719.48	43,274.52	76%	176,144.00	12,896.22	114,906.53	61,237.47	65%
Finance			200,975.00	12,496.92	115,969.10	85,005.90	58%	199,175.00	7,212.18	90,485.49	108,689.51	45%
Human Resource			1,371,879.00	92,330.75	992,742.08	379,136.92	72%	1,385,709.00	87,914.58	877,301.07	508,407.93	63%
Town Clerk/Tax Collector			162,270.00	12,200.31	97,651.94	64,618.06	60%	166,544.00	10,955.11	96,567.36	69,976.64	58%
Recreation			210,407.00	15,735.05	139,679.08	70,727.92	66%	204,114.00	16,267.99	120,212.91	83,901.09	59%
Code Enforcement			67,253.00	5,259.13	44,319.36	22,933.64	66%	66,723.00	4,798.08	43,894.40	22,828.60	66%
Direct Assistance			48,220.00	1,473.10	18,628.13	29,591.87	39%	64,720.00	2,458.89	20,160.25	44,559.75	31%
Assessing			63,900.00	4,926.38	44,543.09	19,356.91	70%	66,723.00	2,114.39	26,273.41	40,449.59	39%
Legal			80,000.00	8,230.08	53,165.10	26,834.90	66%	75,000.00	13,729.96	55,429.41	19,570.59	74%
Planning			129,153.00	8,465.22	72,017.22	57,135.78	56%	128,153.00	10,183.69	67,094.82	61,058.18	52%
Conservation			1,941.00	139.24	1,736.87	204.13	89%	1,941.00	221.25	1,278.75	662.25	66%
Economic Development			1,000.00	0.00	0.00	1,000.00	0%	1,000.00	7,000.00	7,000.00	-6,000.00	700%
Debt Service			131,959.00	0.00	134,158.32	-2,199.32	102%	141,550.00	0.00	138,458.32	3,091.68	98%
Information Technology			131,752.00	7,284.99	91,245.24	40,506.76	69%	140,152.00	5,657.16	89,638.55	50,513.45	64%
Channel 13			30,387.00	2,005.84	17,502.24	12,884.76	58%	29,387.00	1,687.40	18,732.11	10,654.89	64%
Police			1,308,012.00	91,215.16	757,886.56	550,125.44	58%	1,264,752.00	92,509.71	763,613.30	501,138.70	60%
Public Work Administration			417,347.00	37,158.01	247,108.94	170,238.06	59%	417,247.00	57,582.54	289,961.50	127,285.50	69%
Roadways & Sidewalks			386,570.00	52,028.63	239,472.21	147,097.79	62%	384,070.00	64,462.28	352,916.96	31,153.04	92%
Street Lights			46,250.00	5,211.75	29,947.33	16,302.67	65%	46,250.00	4,425.78	28,792.29	17,457.71	62%
Building & Grounds			468,202.00	42,184.37	307,619.81	160,582.19	66%	449,362.00	45,500.63	329,069.98	120,292.02	73%
Cemetery			36,963.00	1,480.71	17,126.62	19,836.38	46%	36,963.00	1,445.78	16,903.81	20,059.19	46%
Vehicle			197,700.00	26,753.08	132,225.33	65,474.67	67%	174,810.00	24,796.04	146,438.19	28,371.81	84%
Fire & Rescue			334,185.00	26,990.48	238,549.59	95,635.41	71%	335,785.00	34,084.16	229,265.80	106,519.20	68%
Emergency Management			1,950.00	0.00	1,742.00	208.00	89%	1,950.00	0.00	0.00	1,950.00	0%
Grants			69,300.00	0.00	30,770.00	38,530.00	44%	67,048.00	0.00	53,325.00	13,723.00	80%
Social Service Grant			43,429.00	0.00	36,429.00	7,000.00	84%	45,023.00	0.00	37,323.00	7,700.00	83%
General Fund			6,137,298.00	480,417.85	4,013,370.89	2,123,927.11	65%	6,089,345.00	508,886.32	4,028,878.70	2,060,466.30	66%
Library			314,033.00	21,902.38	199,694.50	114,338.50	64%	303,736.00	16,763.61	174,706.01	129,029.99	58%
Recreation			199,670.00	5,154.84	145,396.47	54,273.53	73%	191,172.00	4,838.74	123,962.76	67,209.24	65%
Solid Waste			443,981.00	34,133.95	259,977.81	184,003.19	59%	449,611.00	19,292.26	248,797.53	200,813.47	55%
Water			583,051.00	26,313.73	314,957.97	268,093.03	54%	469,062.00	28,553.44	303,162.14	165,899.86	65%
Sewer			937,237.00	71,836.82	545,772.71	391,464.29	58%	847,896.00	155,091.94	530,232.63	317,663.37	63%
Total Operating Budget			8,615,270.00	639,759.57	5,479,170.35	3,136,099.65	64%	8,350,822.00	733,426.31	5,409,739.77	2,941,082.23	65%

^aDoes not include Capital Reserve Transfers

Town of Newmarket, New Hampshire
Expense Report ^{a b}
For the Period Ended February 29, 2016

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
Town Council	01-401-100-0000	TC - ELECTED SALARIES	11,000.00	2,750.00	11,000.00	0.00	100%	11,000.00	0.00	8,250.00	2,750.00	75%
	01-401-103-0000	TC - PART-TIME	7,800.00	903.75	6,416.25	1,383.75	82%	7,800.00	982.50	5,565.00	2,235.00	71%
	01-401-190-0000	TC - TRAINING	250.00	0.00	0.00	250.00	0%	250.00	0.00	0.00	250.00	0%
	01-401-202-0000	TC - GENERAL SUPPLIES	250.00	0.00	0.00	250.00	0%	0.00	0.00	20.49	-20.49	0%
			19,300.00	3,653.75	17,416.25	1,883.75	90%	19,050.00	982.50	13,835.49	5,214.51	73%
	01-402-101-0000	TA - FULL TIME SALARIES	129,394.00	10,138.08	91,850.70	37,543.30	71%	129,394.00	9,510.30	80,330.96	49,063.04	62%
	01-402-103-0000	TA - PART TIME SALARIES	4,000.00	0.00	2,065.39	1,934.61	52%	4,000.00	0.00	2,426.49	1,573.51	61%
	01-402-190-0000	TA - TRAINING/STAFF DEV	3,000.00	0.00	3,110.73	-110.73	104%	3,000.00	86.31	2,046.88	953.12	68%
	01-402-201-0000	TA - POSTAGE	3,000.00	564.53	2,490.08	509.92	83%	3,000.00	178.10	1,567.19	1,432.81	52%
	01-402-202-0000	TA - GENERAL SUPPLIES	11,000.00	421.97	5,468.40	5,531.60	50%	11,000.00	496.64	9,175.76	1,824.24	83%
Town Administrator	01-402-301-0000	TA - COMMUNICATION SERVICES	4,100.00	333.04	2,604.41	1,495.59	64%	4,000.00	332.59	2,636.89	1,363.11	66%
	01-402-310-0002	TA - DUES/SUBSCRIPTIONS	9,000.00	0.00	8,698.67	301.33	97%	8,000.00	0.00	9,563.14	-1,563.14	120%
	01-402-310-0003	TA - ADVERTISING	2,500.00	157.45	1,596.15	903.85	64%	2,500.00	836.28	2,543.08	-43.08	102%
	01-402-310-0005	TA - BOOKS	500.00	0.00	0.00	500.00	0%	750.00	0.00	300.00	450.00	40%
	01-402-402-0000	TA - EQUIPMENT MAINTENANCE	5,000.00	674.83	4,909.46	90.54	98%	5,000.00	236.00	2,960.71	2,039.29	59%
	01-402-501-0000	TA - PRINTING/PUBLISHING	3,000.00	1,155.00	1,155.00	1,845.00	39%	3,000.00	1,220.00	1,355.43	1,644.57	45%
	01-402-702-0000	TA - CONTRACTED SERVICE	2,500.00	9,750.00	9,770.49	-7,270.49	391%	2,500.00	0.00	0.00	2,500.00	0%
			176,994.00	23,194.90	133,719.48	43,274.52	76%	176,144.00	12,896.22	114,906.53	61,237.47	65%
	01-403-100-0000	FINANCE - ELECTED OFFICIALS	900.00	0.00	0.00	900.00	0%	5,900.00	416.67	3,333.36	2,566.64	56%
	01-403-101-0000	FINANCE - FULL TIME SALARIES	163,725.00	11,805.02	97,481.23	66,243.77	60%	158,725.00	6,387.52	80,636.25	78,088.75	51%
Finance	01-403-103-0000	FINANCE - PART TIME SALARIES*	5,000.00	416.67	3,333.36	1,666.64	67%	0.00	0.00	0.00	0.00	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	1,000.00	0%
	01-403-202-0000	FINANCE - GENERAL SUPPLIES	5,000.00	69.10	2,629.66	2,370.34	53%	5,600.00	-51.76	4,349.94	1,250.06	78%
	01-403-301-0000	FINANCE - COMMUNICATIONS SERVICES	2,400.00	206.13	1,638.44	761.56	68%	2,300.00	205.77	1,419.35	880.65	62%
	01-403-310-0001	FINANCE - BUDGET COMMITTEE EXPENSE	600.00	0.00	0.00	600.00	0%	200.00	0.00	0.00	200.00	0%
	01-403-310-0002	FINANCE - DUES/SUBSCRIPTIONS	300.00	0.00	0.00	300.00	0%	300.00	0.00	0.00	300.00	0%
	01-403-310-0003	FINANCE - ADVERTISING	1,000.00	0.00	0.00	1,000.00	0%	2,000.00	0.00	152.95	1,847.05	8%
	01-403-402-0000	FINANCE - EQUIPMENT MAINTENANCE	600.00	0.00	446.29	153.71	74%	2,600.00	253.98	593.64	2,006.36	23%
	01-403-703-0000	FINANCE - AUDIT	21,450.00	0.00	10,341.00	11,109.00	48%	20,550.00	0.00	0.00	20,550.00	0%
			200,975.00	12,496.92	115,969.10	85,005.90	58%	199,175.00	7,212.18	90,485.49	108,689.51	45%
Human Resource	01-404-150-0000	EMP BEN - FICA	111,000.00	8,962.55	71,141.04	39,858.96	64%	172,772.00	9,699.64	74,676.64	98,095.36	43%
	01-404-151-0000	EMP BEN - MEDICARE	43,407.00	4,287.71	26,787.53	16,619.47	62%	40,407.00	3,375.53	25,955.54	14,451.46	64%
	01-404-152-0000	EMP BEN - PRE-EMPLOYMENT TESTING	750.00	0.00	671.50	78.50	90%	1,000.00	0.00	393.00	607.00	39%
	01-404-155-0000	EMP BEN - HEALTH INSURANCE	526,976.00	44,546.68	383,830.54	143,145.46	73%	518,565.00	40,040.05	357,098.78	161,466.22	69%
	01-404-156-0000	EMP BEN - NH RETIREMENT	397,313.00	32,346.96	262,828.51	134,484.49	66%	397,313.00	32,871.97	251,284.65	146,028.35	63%
	01-404-159-0000	EMP BEN - LIFE/DISABILITY BENE	25,575.00	2,402.85	16,070.27	9,504.73	63%	28,639.00	1,978.36	15,575.42	13,063.58	54%
	01-404-160-0000	EMP BEN - WORKERS COMPENSATION	113,990.00	-216.00	116,260.00	-2,270.00	102%	53,965.00	-61.39	45,952.46	8,012.54	85%
	01-404-161-0000	EMP BEN - UNEMPLOYMENT	6,523.00	0.00	2,797.28	3,725.72	43%	6,212.00	0.00	4,202.31	2,009.69	68%
	01-404-162-0000	EMP BEN - EMPLOYEE TESTING	600.00	0.00	57.00	543.00	10%	600.00	0.00	444.00	156.00	74%
	01-404-190-0000	HR - TRAINING STAFF DEVELOPMENT	2,500.00	0.00	1,673.41	826.59	67%	0.00	10.42	788.27	-788.27	0%
Town Clerk/Tax Collector	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	50,000.00	0%
	01-404-198-0000	EMP BEN - LONGEVITY	18,675.00	0.00	15,750.00	2,925.00	84%	17,325.00	0.00	14,625.00	2,700.00	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	13,606.00	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	-1,000.00	0%
			1,371,879.00	92,330.75	992,742.08	379,136.92	72%	1,385,709.00	87,914.58	877,301.07	508,407.93	63%
	01-405-101-0000	TC/TC - FULL TIME SALARIES	101,548.00	8,146.36	66,239.96	35,308.04	65%	99,362.00	7,811.32	62,605.33	36,756.67	63%
	01-405-103-0000	TC/TC - PART TIME SALARIES	27,410.00	2,375.33	18,652.39	8,757.61	68%	26,581.00	2,108.44	19,471.48	7,109.52	73%
	01-405-103-0070	TC/TC PT - ELECTION OFFICIALS	5,106.00	600.00	1,170.00	3,936.00	23%	6,540.00	0.00	2,780.25	3,759.75	43%
	01-405-190-0000	TC/TC - TRAINING STAFF DEVELOPMENT	2,600.00	0.00	653.50	1,946.50	25%	3,570.00	0.00	1,112.80	2,457.20	31%
	01-405-201-0000	TC/TC - POSTAGE	8,966.00	396.95	4,513.84	4,452.16	50%	6,966.00	644.00	4,601.69	2,364.31	66%
Recreation	01-405-201-1000	TC/TC - SPECIAL POSTAGE	0.00	0.00	0.00	0.00	0%	5,600.00	0.00	0.00	5,600.00	0%
	01-405-202-0000	TC/TC - GENERAL SUPPLIES	3,300.00	10.00	1,746.20	1,553.80	53%	3,300.00	66.77	1,305.17	1,994.83	40%
	01-405-301-0000	TC/TC - COMMUNICATION SERVICES	1,600.00	124.04	857.17	742.83	54%	1,600.00	123.74	980.07	619.93	61%
	01-405-310-0002	TC/TC - DUES/SUBSCRIPTIONS	360.00	0.00	65.00	295.00	18%	650.00	0.00	187.95	462.05	29%
	01-405-310-0003	TC/TC - ADVERTISING	0.00	0.00	231.33	-231.33	0%	200.00	0.00	64.40	135.60	32%
	01-405-310-0070	TC/TC - ELECTION/REGISTRATION	4,380.00	413.14	1,288.18	3,091.82	29%	4,975.00	56.35	2,400.74	2,574.26	48%
	01-405-402-0000	TC/TC - EQUIPMENT MAINTENANCE	1,400.00	130.00	627.00	773.00	45%	1,400.00	130.00	729.66	670.34	52%
	01-405-702-0000	TC/TC - DEED RESEARCH	2,600.00	4.49	214.74	2,385.26	8%	2,600.00	14.49	157.92	2,442.08	6%
	01-405-702-1000	TC/TC - CODIFICATION	500.00	0.00	1,392.63	-892.63	279%	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	0%	2,500.00	0.00	169.90	2,330.10	7%
Code Enforcement			162,270.00	12,200.31	97,651.94	64,618.06	60%	166,544.00	10,955.11	96,567.36	69,976.64	58%
	01-406-101-0000	RECREATION-FULL TIME SALARIES	146,666.00	11,863.59	96,802.49	49,863.51	66%	146,666.00	11,374.22	92,469.35	54,196.65	63%
	01-406-103-0000	RECREATION-PART TIME SALARIES	43,434.00	3,245.82	26,470.58	16,963.42	61%	35,006.00	2,760.72	15,793.60	19,212.40	45%
	01-406-190-0000	RECREATION-TRAINING/STAFF DEVELOP.	2,000.00	0.00	2,543.13	-543.13	127%	2,000.00	699.83	1,524.83	475.17	76%
	01-406-191-0000	RECREATION-TRAVEL EXPENSE	300.00	0.00	0.00	300.00	0%	300.00	0.00	0.00	300.00	0%
	01-406-192-0000	RECREATION-MEAL ALLOWANCE	300.00	0.00	78.95	221.05	26%	300.00	0.00	28.03	271.97	9%
	01-406-201-0000	RECREATION-POSTAGE	1,500.00	-324.51	337.24	1,162.76	22%	1,500.00	0.00	817.33	682.67	54%
	01-406-202-0000	RECREATION-GENERAL SUPPLIES	1,650.00	59.07	764.69	885.31	46%	1,650.00	61.90	204.60	1,445.40	12%
	01-406-301-0000	RECREATION-COMMUNICATION SERVICE	3,288.00	284.26	1,890.58	1,397.42	57%	3,159.00	369.55	2,330.11	828.89	74%
	01-406-310-0002	RECREATION-DUES/SUBSCRIPTIONS	1,233.00	114.99	925.95	307.05	75%	645.00	29.99	462.93	182.07	72%

Town of Newmarket, New Hampshire
Expense Report ^{a b}
For the Period Ended February 29, 2016

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
Direct Assistance	01-408-103-0000	DIR ASSIST - PART-TIME SALARIES	22,320.00	1,439.42	12,255.93	10,064.07	55%	21,320.00	1,537.50	11,476.92	9,843.08	54%
	01-408-190-0000	DIR ASSIST - TRAINING/STAFF DEVEL	150.00	0.00	0.00	150.00	0%	150.00	0.00	0.00	150.00	0%
	01-408-202-0000	DIR ASSIST - GENERAL SUPPLIES	200.00	33.68	222.20	-22.20	111%	200.00	31.39	458.33	-258.33	229%
	01-408-310-0002	DIR ASSIST - DUES/SUBSCRIPTIONS	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%
	01-408-315-0038	DIR ASSIST - FOOD	1,500.00	0.00	0.00	1,500.00	0%	2,000.00	0.00	60.00	1,940.00	3%
	01-408-315-0039	DIR ASSIST - RENT	15,000.00	0.00	4,900.00	10,100.00	33%	30,000.00	890.00	8,165.00	21,835.00	27%
	01-408-315-0040	DIR ASSIST - ELECTRICITY	1,500.00	0.00	500.00	1,000.00	33%	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	0%	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	0%	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	25%	3,000.00	0.00	0.00	3,000.00	0%
		48,220.00	1,473.10	18,628.13	29,591.87	39%	64,720.00	2,458.89	20,160.25	44,559.75	31%	
Assessing	01-409-101-0000	ASSESS - FULL TIME SALARIES	0.00	0.00	0.00	0.00	0%	16,973.00	0.00	0.00	16,973.00	0%
	01-409-130-0000	ASSESS - COTNRACED SERVICES	55,000.00	4,921.53	44,522.87	10,477.13	81%	40,000.00	2,088.75	18,493.75	21,506.25	46%
	01-409-190-0000	ASSESS - TRAINING	0.00	0.00	0.00	0.00	0%	200.00	0.00	212.75	-12.75	106%
	01-409-191-0000	ASSESS - MILEAGE	0.00	0.00	0.00	0.00	0%	250.00	0.00	0.00	250.00	0%
	01-409-201-0000	ASSESS - POSTAGE	500.00	4.85	20.22	479.78	4%	500.00	5.64	52.38	447.62	10%
	01-409-202-0000	ASSESS - GENERAL SUPPLIES	500.00	0.00	0.00	500.00	0%	500.00	0.00	94.53	405.47	19%
	01-409-310-0002	ASSESS - DUES/SUBSCRIPTIONS	350.00	0.00	0.00	350.00	0%	900.00	20.00	20.00	880.00	2%
	01-409-407-0000	ASSESS - SOFTWARE	7,550.00	0.00	0.00	7,550.00	0%	7,400.00	0.00	7,400.00	0.00	100%
		63,900.00	4,926.38	44,543.09	19,356.91	70%	66,723.00	2,114.39	26,273.41	40,449.59	39%	
Legal	01-410-602-0000	LEGAL - LEGAL EXPENSES	80,000.00	8,230.08	53,165.10	26,834.90	66%	75,000.00	13,729.96	55,429.41	19,570.59	74%
			80,000.00	8,230.08	53,165.10	26,834.90	66%	75,000.00	13,729.96	55,429.41	19,570.59	74%
Planning	01-411-101-0000	PLAN - FULL TIME SALARIES	95,708.00	7,594.56	62,078.04	33,629.96	65%	95,708.00	7,292.21	60,361.55	35,346.45	63%
	01-411-103-0000	PLAN - PART TIME SALARIES	2,000.00	0.00	1,345.90	654.10	67%	2,000.00	0.00	1,240.47	759.53	62%
	01-411-190-0000	PLAN - TRAINING/STAFF DEVELOPMENT	1,500.00	16.20	515.70	984.30	34%	1,500.00	16.80	68.60	1,431.40	5%
	01-411-201-0000	PLAN - POSTAGE	2,000.00	145.56	760.09	1,239.91	38%	2,000.00	7.38	610.97	1,389.03	31%
	01-411-202-0000	PLAN - GENERAL SUPPLIES	2,000.00	424.89	1,353.28	646.72	68%	2,000.00	133.73	1,026.06	973.94	51%
	01-411-202-0054	PLAN - MAPPING SUPPLIES	4,000.00	0.00	3,000.00	1,000.00	75%	4,000.00	332.50	332.50	3,667.50	8%
	01-411-301-0000	PLAN - COMMUNICATIONS SERVICES	600.00	55.01	379.68	220.32	63%	600.00	54.82	430.52	169.48	72%
	01-411-310-0002	PLAN - DUES/SUBSCRIPTIONS	8,345.00	65.00	490.00	7,855.00	6%	8,345.00	0.00	50.00	8,295.00	1%
	01-411-310-0003	PLAN - ADVERTISING	2,000.00	164.00	1,087.03	912.97	54%	2,000.00	0.00	627.90	1,372.10	31%
	01-411-702-0000	PLAN - TAX MAPS	1,000.00	0.00	0.00	1,000.00	0%	0.00	0.00	0.00	0.00	0%
	01-411-703-0000	PLAN - CONTRACTED SERVICES	10,000.00	0.00	1,007.50	8,992.50	10%	10,000.00	2,346.25	2,346.25	7,653.75	23%
			129,153.00	8,465.22	72,017.22	57,135.78	56%	128,153.00	10,183.69	67,094.82	61,058.18	52%
Conservation	01-413-103-0000	CON COMM - PT RECORDING SECRETARY	1,000.00	138.75	1,016.25	-16.25	102%	1,000.00	221.25	1,278.75	-278.75	128%
	01-413-201-0000	CON COMM - POSTAGE	60.00	0.49	7.45	52.55	12%	60.00	0.00	0.00	60.00	0%
	01-413-202-0000	CON COMM - GENERAL SUPPLI	200.00	0.00	200.00	0.00	100%	200.00	0.00	0.00	200.00	0%
	01-413-310-0002	CON COMM - DUES/SUBSCRIPT	390.00	0.00	363.00	27.00	93%	390.00	0.00	0.00	390.00	0%
	01-413-702-0000	CON COMM - CONTRACTED SERVICES	291.00	0.00	150.17	140.83	52%	291.00	0.00	0.00	291.00	0%
		1,941.00	139.24	1,736.87	204.13	89%	1,941.00	221.25	1,278.75	662.25	66%	
Economic Development	01-414-310-0000	ECON DEV - OPERATING EXPENSE	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	7,000.00	7,000.00	-6,000.00	700%
			1,000.00	0.00	0.00	1,000.00	0%	1,000.00	7,000.00	7,000.00	-6,000.00	700%
Debt Service	01-418-950-0000	DEBT SER - PRINCIPLE	100,000.00	0.00	100,000.00	0.00	100%	100,000.00	0.00	100,000.00	0.00	100%
	01-418-951-0000	DEBT SER - INTEREST	31,959.00	0.00	34,158.32	-2,199.32	107%	41,550.00	0.00	38,458.32	3,091.68	93%
		131,959.00	0.00	134,158.32	-2,199.32	102%	141,550.00	0.00	138,458.32	3,091.68	98%	
Information Technology	01-420-101-0000	MIS - FULL TIME SALARIES	65,377.00	5,244.84	42,775.52	22,601.48	65%	65,377.00	5,028.92	41,237.14	24,139.86	63%
	01-420-103-0000	MIS - PART TIME SALARIES	0.00	0.00	0.00	0.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-420-190-0000	MIS - TRAINING	1,000.00	0.00	996.00	4.00	100%	1,000.00	0.00	0.00	1,000.00	0%
	01-420-202-0000	MIS - GENERAL SUPPLIES	2,500.00	676.14	2,710.16	-210.16	108%	2,500.00	45.21	1,613.08	886.92	65%
	01-420-301-0000	MIS - COMMUNICATION SERVICE	600.00	50.50	354.66	245.34	59%	500.00	50.20	453.40	46.60	91%
	01-420-310-0002	MIS - DUES SUBSCRIPTIONS	275.00	0.00	0.00	275.00	0%	275.00	0.00	0.00	275.00	0%
	01-420-407-0000	MIS - SOFTWARE MAINT	40,000.00	0.00	30,130.01	9,869.99	75%	47,500.00	0.00	34,244.53	13,255.47	72%
	01-420-409-0000	MIS - REPAIRS/MAINT	4,500.00	347.84	3,715.13	784.87	83%	4,000.00	0.00	4,109.44	-109.44	103%
	01-420-414-0000	MIS - SOFTWARE LICENSES	4,500.00	0.00	364.49	4,135.51	8%	4,500.00	0.00	338.25	4,161.75	8%
	01-420-702-0000	MIS - VENDOR SUPPORT	1,000.00	0.00	960.00	40.00	96%	1,500.00	0.00	0.00	1,500.00	0%
	01-420-800-0000	MIS - NEW EQUIPMENT	12,000.00	965.67	9,239.27	2,760.73	77%	10,000.00	532.83	7,642.71	2,357.29	76%
			131,752.00	7,284.99	91,245.24	40,506.76	69%	140,152.00	5,657.16	89,638.55	50,513.45	64%
Channel 13	01-421-103-0000	CHANNEL 13 PART TIME SALARIES	21,887.00	1,755.84	14,316.24	7,570.76	65%	21,887.00	1,687.40	14,063.82	7,823.18	64%
	01-421-202-0000	CHANNEL 13 MISC EQUIPMENTS	6,000.00	0.00	1,936.00	4,064.00	32%	5,000.00	0.00	4,668.29	331.71	93%
	01-421-310-0000	CHANNEL 13 - OPERATING EXPENSES	2,500.00	250.00	1,250.00	1,250.00	50%	2,500.00	0.00	0.00	2,500.00	0%
		30,387.00	2,005.84	17,502.24	12,884.76	58%	29,387.00	1,687.40	18,732.11	10,654.89	64%	
Police	01-438-101-0000	POLICE - FULL TIME SALARIES	1,013,622.00	74,368.20	605,931.84	407,690.16	60%	988,382.00	76,118.60	620,355.13	368,026.87	63%
	01-438-102-0000	POLICE - OVERTIME	105,140.00	8,122.50	87,568.12	17,571.88	83%	105,140.00	10,473.04	69,481.57	35,658.43	66%
	01-438-103-0000	POLICE - PART-TIME SALARIES	35,000.00	2,099.77	18,446.43	16,553.57	53%	35,000.00	1,994.24	20,934.83	14,065.17	60%
	01-438-162-0000	POLICE - MEDICAL	2,500.00	0.00	1,064.78	1,435.22	43%	2,500.00	0.00	791.15	1,708.85	32%
	01-438-190-0000	POLICE - TRAINING/STAFF DEVELOPMENT	10,000.00	0.00	491.78	9,508.22	5%	10,000.00	0.00	2,378.41	7,621.59	24%
	01-438-191-0000	POLICE - TRAVEL/MILEAGE	600.00	0.00	108.90	491.10	18%	250.00	0.00	69.35	180.65	28%
	01-438-193-0000	POLICE - UNIFORMS	8,800.00	431.29	3,004.87	5,795.13	34%	8,800.00	90.91	2,841.67	5,958.33	32%
	01-438-194-0000	POLICE - EDUCATIONAL INCENTIVE	5,000.00	0.00	4,100.00	900.00	82%	5,000.00	0.00	4,500.00	500.00	90%
	01-438-195-0000	POLICE - CLEANING ALLOWANCE	2,500.00	0.00	2,250.00	250.00	90%	2,500.00	0.00	2,500.00	0.00	100%
	01-438-199-0000	POLICE - CRIMINAL INVESTIGATION	2,000.00	0.00	264.97	1,735.03	13%	2,000.00	0.00	260.56	1,739.44	13%
	01-438-200-0000	POLICE - YOUTH/PUBLIC RELATIONS	2,500.00	0.00	49.15	2,450.85	2%	2,500.00	0.00	266.83	2,233.17	11%
	01-438-201-0000	POLICE - POSTAGE	450.00	48.97	305.47	144.53	68%	450.00	62.57	389.24	60.76	86%
	01-438-202-0000	POLICE - OFFICE SUPPLIES	5,500.00	746.16	3,687.12	1,812.88	67%	5,500.00	7.53	2,191.69	3,308.31	40%
	01-438-202-0438	POLICE-GENERAL SUPPLIES	400.00	20.50	161.							

Town of Newmarket, New Hampshire
Expense Report ^{a b}
For the Period Ended February 29, 2016

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	
Public Work Administration	01-441-101-0000	PW ADMIN. - FULL TIME SALARIES	118,136.00	9,160.32	74,665.12	43,470.88	63%	118,136.00	9,087.36	74,516.35	43,619.65	63%	
	01-441-102-0000	PW ADMIN. - OVERTIME	50,000.00	8,225.96	19,843.29	30,156.71	40%	50,000.00	27,240.21	56,638.85	-6,638.85	113%	
	01-441-106-0000	PW ADMIN. - LABOR SALARIES	220,711.00	18,079.21	137,486.01	83,224.99	62%	220,711.00	18,232.62	139,945.27	80,765.73	63%	
	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%	
	01-441-193-0000	PW ADMIN. - UNIFORMS	14,000.00	673.15	5,739.29	8,260.71	41%	13,500.00	665.02	5,173.56	8,326.44	38%	
	01-441-201-0000	PW ADMIN. - POSTAGE	100.00	11.07	61.68	38.32	62%	100.00	0.00	22.17	77.83	22%	
	01-441-202-0000	PW ADMIN. - GENERAL SUPPLIES	6,500.00	427.35	3,085.26	3,414.74	47%	5,800.00	1,598.30	5,188.51	611.49	89%	
	01-441-301-0000	PW ADMIN. - COMMUNICATION SERVICE	6,000.00	540.95	4,137.88	1,862.12	69%	7,000.00	719.03	5,423.56	1,576.44	77%	
	01-441-310-0002	PW ADMIN. - DUES/MEMBERSHIPS	200.00	40.00	1,097.00	-897.00	549%	300.00	40.00	787.65	-487.65	263%	
	01-441-310-0003	PW ADMIN. - ADVERTISING	1,200.00	0.00	903.41	296.59	75%	1,200.00	0.00	2,265.58	-1,065.58	189%	
			417,347.00	37,158.01	247,108.94	170,238.06	59%	417,247.00	57,582.54	289,961.50	127,285.50	69%	
Roadways & Sidewalks	01-442-202-0000	RDWY/SWK - GENERAL SUPPLIES	15,000.00	2,440.37	8,449.85	6,550.15	56%	10,500.00	205.04	6,147.17	4,352.83	59%	
	01-442-205-0000	RDWY/SWK - WINTER SALT	80,000.00	46,512.01	61,598.03	18,401.97	77%	80,000.00	42,633.81	85,494.94	-5,494.94	107%	
	01-442-208-0000	RDWY/SWK - WINTER SAND	6,200.00	0.00	0.00	6,200.00	0%	6,200.00	4,078.93	4,078.93	2,121.07	66%	
	01-442-213-0000	RDWY/SWK - PAVEMENT MARKING	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	0.00	43.80	2,956.20	1%	
	01-442-250-0000	RDWY/SWK - COLD MIX	2,800.00	641.25	1,493.10	1,306.90	53%	2,800.00	0.00	1,922.86	877.14	69%	
	01-442-251-0000	RDWY/SWK - HOT TOP	125,000.00	2,300.00	118,086.25	6,913.75	94%	125,000.00	0.00	126,741.00	-1,741.00	101%	
	01-442-402-0000	RDWY/SWK - EQUIPMENT LEASE	12,500.00	0.00	13,000.00	-500.00	104%	12,500.00	0.00	9,787.14	2,712.86	78%	
	01-442-514-0000	RDWY/SWK - CONTRACT STREET MAR	6,000.00	0.00	5,855.62	144.38	98%	6,000.00	0.00	5,728.29	271.71	95%	
	01-442-516-0000	RDWY/SWK - CONTRACT WINTER EQU	15,000.00	135.00	135.00	14,865.00	1%	12,000.00	15,683.50	15,956.50	-3,956.50	133%	
	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%	
	01-442-528-0000	RDWY/SWK - TREE SERVICE	3,000.00	0.00	841.10	2,158.90	28%	3,000.00	995.00	1,695.00	1,305.00	57%	
	01-442-531-0000	RDWY/SWK - WEATHER SERVICE	2,070.00	0.00	2,050.00	20.00	99%	2,070.00	0.00	2,070.00	0.00	100%	
	01-442-704-0000	RDWY/SWK - ENGINEERING	25,000.00	0.00	3,763.98	21,236.02	15%	30,000.00	866.00	866.00	29,134.00	3%	
	01-442-705-0000	RDWY/SWK CONSTRUCTION	88,000.00	0.00	23,249.28	64,750.72	26%	88,000.00	0.00	90,485.33	-2,485.33	103%	
			386,570.00	52,028.63	239,472.21	147,097.79	62%	384,070.00	64,462.28	352,916.96	31,153.04	92%	
	Street Lights	01-446-202-0000	STREET LIGHT - FIXTURES	2,000.00	670.00	4,703.49	-2,703.49	235%	2,000.00	0.00	2,343.00	-343.00	117%
		01-446-302-0000	STREET LIGHT - ELECTRICITY	44,250.00	4,541.75	25,243.84	19,006.16	57%	44,250.00	4,425.78	26,449.29	17,800.71	60%
			46,250.00	5,211.75	29,947.33	16,302.67	65%	46,250.00	4,425.78	28,792.29	17,457.71	62%	
Building & Grounds	01-448-101-0000	BLD/GRNDS - FULL-TIME SALARIES	61,382.00	4,981.60	40,062.19	21,319.81	65%	89,462.00	4,721.60	38,420.94	51,041.06	43%	
	01-448-102-0000	BLD/GRNDS - OVERTIME	3,000.00	892.26	3,472.83	-472.83	116%	3,000.00	-26.34	1,627.78	1,372.22	54%	
	01-448-103-0000	BLD/GRNDS - PART TIME SALARIES	88,420.00	3,058.26	48,395.01	40,024.99	55%	60,340.00	2,428.13	49,124.43	11,215.57	81%	
	01-448-202-0000	BLD/GRNDS - GENERAL SUPPLIES	10,000.00	1,447.91	5,678.78	4,321.22	57%	10,000.00	111.50	5,870.39	4,129.61	59%	
	01-448-302-0000	BLD/GRNDS - ELECTRICITY-TOWN HALL	10,900.00	980.69	7,460.94	3,439.06	68%	10,500.00	878.16	6,406.27	4,093.73	61%	
	01-448-302-0406	BLD/GRNDS - ELECTRICITY - PARKS	1,300.00	131.45	708.55	591.45	55%	1,000.00	138.13	727.81	272.19	73%	
	01-448-302-0438	BLD/GRNDS - ELECTRICITY POLICE	11,800.00	945.50	8,076.46	3,723.54	68%	11,000.00	1,080.99	7,227.22	3,772.78	66%	
	01-448-302-0441	BLD/GRNDS - ELECTRICITY YOUNGS LANE	24,000.00	2,458.12	15,481.09	8,518.91	65%	23,000.00	2,449.49	13,474.21	9,525.79	59%	
	01-448-303-0000	BLD/GRNDS - HEAT & OIL - TOWN HALL	26,000.00	3,312.90	10,835.33	15,164.67	42%	20,085.00	3,828.92	15,939.26	4,145.74	79%	
	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%	
	01-448-303-0438	BLD/GRNDS - HEAT & OIL - POLICE	3,000.00	572.30	1,297.27	1,702.73	43%	2,873.00	1,113.19	2,234.48	638.52	78%	
	01-448-303-0441	BLD/GRNDS - HEAT & OIL - YOUNGS LANE	39,000.00	6,684.44	16,249.19	22,750.81	42%	33,462.00	10,148.33	23,634.55	9,827.45	71%	
	01-448-304-0000	BLD/GRNDS - WATER/SEWER TOWN HALL	4,000.00	1,335.00	8,259.80	-4,259.80	206%	3,500.00	3,440.31	7,657.28	-4,157.28	219%	
	01-448-304-0438	BLD/GRNDS - WATER/SEWER - POLICE	800.00	109.84	627.86	172.14	78%	450.00	124.23	377.56	72.44	84%	
	01-448-304-0441	BLD/GRNDS - WATER/SEWER - YOUNGS LANE	1,800.00	221.45	1,353.48	446.52	75%	1,600.00	322.65	1,492.03	107.97	93%	
	01-448-401-0110	BLD/GRNDS - YOUNGS LANE MAINT	14,000.00	5,143.72	14,568.01	-568.01	104%	12,000.00	2,418.18	9,512.20	2,487.80	79%	
	01-448-401-0120	BLD/GRNDS - TOWN HALL MAINTENANC	13,000.00	493.39	14,285.34	-1,285.34	110%	12,000.00	6,246.19	23,391.50	-11,391.50	195%	
	01-448-401-0125	BLD/GRNDS - ELEVATOR MAINTENANCE	2,400.00	589.69	1,709.47	690.53	71%	2,000.00	0.00	1,080.00	920.00	54%	
	01-448-401-0140	BLD/GRNDS - PARKS MAINTENANCE	8,000.00	39.13	5,002.54	2,997.46	63%	6,000.00	111.09	5,104.56	895.44	85%	
	01-448-401-0150	BLD/GRNDS - COMMUNITY CENTER MAI	7,500.00	3,556.74	16,439.96	-8,939.96	219%	10,000.00	3.48	8,163.46	1,836.54	82%	
	01-448-401-0151	BLD/GRNDS - COMM CTR ELECTRICITY	12,000.00	811.01	7,391.49	4,608.51	62%	12,000.00	787.05	6,265.23	5,734.77	52%	
	01-448-401-0152	BLD/GRNDS - COMM CTR HEAT OIL	14,000.00	2,762.61	6,489.27	7,510.73	46%	10,140.00	2,381.35	7,742.63	2,397.37	76%	
	01-448-401-0153	BLD/GRNDS - SENIOR CENTER ELECTRICITY	0.00	251.55	2,198.49	-2,198.49	0%	0.00	286.40	1,789.77	-1,789.77	0%	
	01-448-401-0154	BLD/GRNDS - SENIOR CTR HEAT	0.00	0.00	440.29	-440.29	0%	0.00	585.92	1,226.25	-1,226.25	0%	
	01-448-401-0160	BLD/GRNDS - BANDSTAND MAINTENANC	100.00	0.00	850.00	-750.00	850%	50.00	0.00	0.00	50.00	0%	
	01-448-401-0170	BLD/GRNDS - HAND TUB MAINTENANCE	300.00	19.11	157.58	142.42	53%	300.00	31.60	228.55	71.45	76%	
	01-448-401-0175	BLD/GRNDS - DAM MAINTENANCE	3,000.00	15.11	1,703.40	1,296.60	57%	3,000.00	14.64	1,715.17	1,284.83	57%	
	01-448-401-0180	BLD/GRNDS - TOWN CLOCK MAINTENAN	2,000.00	0.00	227.50	1,772.50	11%	2,000.00	0.00	0.00	2,000.00	0%	
	01-448-401-0438	BLD/GRNDS - POLICE BUILDING MAINTENANCE	10,000.00	226.09	2,367.92	7,632.08	24%	5,000.00	1,875.44	6,279.15	-1,279.15	126%	
	01-448-402-0000	BLD/GRNDS - EQUIPMENT MAINTENANC	2,500.00	0.00	1,042.13	1,457.87	42%	2,500.00	0.00	907.14	1,592.86	36%	
	01-448-405-0000	BLD/GRNDS - GROUNDS MAINTENANCE	32,000.00	1,149.00	25,287.64	6,712.36	79%	32,000.00	0.00	23,806.86	8,193.14	74%	
	01-448-533-0000	BLD/GRNDS - MOSQUITO CONTROL	55,000.00	0.00	33,000.00	22,000.00	60%	60,000.00	0.00	47,915.00	12,085.00	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%	
		468,202.00	42,184.37	307,619.81	160,582.19	66%	449,362.00	45,500.63	329,069.98	120,292.02	73%		
Cemetery	01-449-101-0000	CEM - FULL TIME SALARIES	18,263.00	1,465.60	11,765.01	6,497.99	64%	18,263.00	1,431.14	11,495.21	6,767.79	63%	
	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%	
	01-449-202-0000	CEM - GENERAL SUPPLIES	1,000.00	0.00	138.16	861.84	14%	1,000.00	0.00	45.25	954.75	5%	
	01-449-302-0000	CEM - ELECTRICITY	250.00	15.11	107.81	142.19	43%	250.00	14.64	111.20	138.80	44%	
	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%	
	01-449-702-0000	CEM - CONTRACTED SERVICES	5,000.00	0.00	0.00	5,000.00	0%	5,000.00	0.00	875.00	4,125.00	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%	
			36,963.00	1,480.71	17,126.62	19,8,83							

Town of Newmarket, New Hampshire
Expense Report ^{a b}
For the Period Ended February 29, 2016

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	
Fire & Rescue	01-461-101-0000	FIRE/RES - FULL TIME SALARIES	82,298.00	6,681.25	53,876.25	28,421.75	65%	82,298.00	6,269.40	51,491.67	30,806.33	63%	
	01-461-102-0000	FIRE/RES - OVERTIME	14,000.00	2,747.62	13,775.01	224.99	98%	12,000.00	1,940.71	14,362.10	-2,362.10	120%	
	01-461-103-0000	FIRE/RES - PART TIME SALARIES	119,012.00	11,523.57	91,425.74	27,586.26	77%	118,412.00	11,416.97	84,268.16	34,143.84	71%	
	01-461-190-0000	FIRE/RES - TRAINING/STAFF DEVELOPMENT	12,500.00	2,880.00	18,061.69	-5,561.69	144%	14,000.00	561.63	10,123.44	3,876.56	72%	
	01-461-193-0000	FIRE/RES - UNIFORMS	10,000.00	480.00	7,338.26	2,661.74	73%	10,000.00	2,876.02	8,852.30	1,147.70	89%	
	01-461-201-0000	FIRE/RES - POSTAGE	75.00	0.00	76.51	-1.51	102%	75.00	0.96	30.47	44.53	41%	
	01-461-202-0000	FIRE/RES - GENERAL SUPPLIES	6,500.00	328.45	5,164.29	1,335.71	79%	6,500.00	910.68	3,677.44	2,822.56	57%	
	01-461-202-0046	FIRE/RES - MEDICAL SUPPLIES	12,500.00	868.68	8,158.26	4,341.74	65%	12,500.00	1,080.59	6,364.12	6,135.88	51%	
	01-461-209-0000	FIRE/RES - GASOLINE	1,200.00	67.34	445.24	754.76	37%	1,600.00	61.34	577.43	1,022.57	36%	
	01-461-210-0000	FIRE/RES - DIESEL FUEL	8,700.00	699.60	4,944.43	3,755.57	57%	8,700.00	717.70	4,555.20	4,144.80	52%	
	01-461-220-0000	FIRE/RES - AMBULANCE EXPENSES	16,000.00	70.29	3,634.11	12,365.89	23%	16,000.00	1,317.33	5,296.34	10,703.66	33%	
	01-461-301-0000	FIRE/RES - COMMUNICATION SERVICES	6,000.00	361.04	2,653.05	3,346.95	44%	7,900.00	415.90	3,738.80	4,161.20	47%	
	01-461-310-0002	FIRE/RES - DUES/SUBSCRIPTIONS	4,200.00	0.00	4,587.90	-387.90	109%	4,000.00	0.00	4,146.10	-146.10	104%	
	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	282.64	12,318.84	181.16	99%	12,500.00	700.71	13,074.54	-574.54	105%	
	01-461-518-0000	FIRE/RES - HAZMAT	2,200.00	0.00	2,098.14	101.86	95%	2,200.00	0.00	2,098.14	101.86	95%	
	01-461-530-0000	FIRE/RES - MUTUAL AID CONTRACT	600.00	0.00	290.00	310.00	48%	1,200.00	0.00	450.00	750.00	38%	
	01-461-800-0000	FIRE/RES - EQUIP PURCHASE	25,000.00	0.00	8,799.79	16,200.21	35%	25,000.00	5,814.22	16,159.55	8,840.45	65%	
			334,185.00	26,990.48	238,549.59	95,635.41	71%	335,785.00	34,084.16	229,265.80	106,519.20	68%	
	Emergency Management	01-463-103-0000	EM - PART TIME SALARIE	750.00	0.00	750.00	0.00	100%	750.00	0.00	0.00	750.00	0%
01-463-190-0000		EM - TRAINING/STAFF DE	750.00	0.00	0.00	750.00	0%	750.00	0.00	0.00	750.00	0%	
01-463-202-0000		EM - GENERAL SUPPLIES	450.00	0.00	992.00	-542.00	220%	450.00	0.00	0.00	450.00	0%	
		1,950.00	0.00	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	0.00	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	2,000.00	0.00	100%	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%	
	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	0.00	30,770.00	38,530.00	44%	67,048.00	0.00	53,325.00	13,723.00	80%	
Social Service Grant	01-481-910-0000	SS GRANTS - RICHIE MCFARLAND	2,000.00	0.00	2,000.00	0.00	100%	2,000.00	0.00	2,000.00	0.00	100%	
	01-481-913-0000	SS GRANTS - LAMPREY HEALTH CENTER	10,403.00	0.00	10,403.00	0.00	100%	10,100.00	0.00	10,100.00	0.00	100%	
	01-481-914-0000	SS GRANTS - AREA HOMEMAKERS	0.00	0.00	5,000.00	-5,000.00	0%	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	0%	3,000.00	0.00	3,000.00	0.00	100%	
	01-481-916-0000	SS GRANTS - R.C.C.A.P.	9,000.00	0.00	9,000.00	0.00	100%	9,000.00	0.00	9,000.00	0.00	100%	
	01-481-917-0000	SS GRANTS - R.S.V.P.	0.00	0.00	0.00	0.00	0%	600.00	0.00	600.00	0.00	100%	
	01-481-918-0000	SS GRANTS - A SAFE PLACE	1,200.00	0.00	1,200.00	0.00	100%	1,200.00	0.00	0.00	1,200.00	0%	
	01-481-919-0000	SS GRANTS - BIG BROTHER/BIG SISTER	1,000.00	0.00	1,000.00	0.00	100%	1,000.00	0.00	0.00	1,000.00	0%	
	01-481-920-0000	SS GRANTS - SEACOAST MENTAL HEALTH	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	2,000.00	0.00	100%	
	01-481-923-0000	SS GRANTS - LINKED TOGETHER	4,000.00	0.00	0.00	4,000.00	0%	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	100%	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	0%	500.00	0.00	0.00	500.00	0%	
	01-481-926-0000	SS GRANTS - AMERICAN RED CROSS	1,000.00	0.00	1,000.00	0.00	100%	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	100%	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%	0.00	0.00	0.00	0.00	0%	
			43,429.00	0.00	36,429.00	7,000.00	84%	45,023.00	0.00	37,323.00	7,700.00	83%	
		General Fund	6,137,298.00	480,417.85	4,013,370.89	2,123,927.11	65%	6,089,345.00	508,886.32	4,028,878.70	2,060,466.30	66%	
Library	02-480-101-0000	LIBRARY - SALARIES	54,100.00	3,923.06	31,972.94	22,127.06	59%	55,904.00	3,923.06	32,169.09	23,734.91	58%	
	02-480-103-0000	LIBRARY - PART TIME SALARIES	114,235.00	7,172.22	56,707.54	57,527.46	50%	113,335.00	7,496.41	66,959.63	46,375.37	59%	
	02-480-150-0000	LIBRARY - FICA	10,712.00	711.51	5,687.56	5,024.44	53%	10,493.00	718.91	6,233.13	4,259.87	59%	
	02-480-151-0000	LIBRARY - MEDICARE	2,506.00	166.39	1,330.05	1,175.95	53%	2,454.00	168.16	1,457.76	996.24	59%	
	02-480-155-0000	LIBRARY - HEALTH INSURANCE	15,000.00	481.91	3,940.61	11,059.39	26%	16,397.00	276.81	2,299.81	14,097.19	14%	
	02-480-156-0000	LIBRARY - RETIREMENT	6,032.00	438.20	3,576.82	2,455.18	59%	5,493.00	422.52	3,464.67	2,028.33	63%	
	02-480-159-0000	LIBRARY - LIFE & DISABILITY	633.00	97.37	976.72	-343.72	154%	723.00	51.61	403.88	319.12	56%	
	02-480-160-0000	LIBRARY-WORKERS COMPENSATION	2,352.00	0.00	2,352.00	0.00	100%	1,683.00	0.00	1,459.43	223.57	87%	
	02-480-161-0000	LIBRARY - UNEMPLOYMENT	2,816.00	0.00	1,207.65	1,608.35	43%	0.00	0.00	0.00	0.00	0%	
	02-480-190-0000	LIBRARY - TRAINING/STAFF DEVELOPMENT	2,000.00	50.00	605.00	1,395.00	30%	1,180.00	95.00	318.37	861.63	27%	
	02-480-202-0000	LIBRARY - GENERAL SUPPLIES	5,000.00	271.57	3,078.39	1,921.61	62%	5,000.00	160.03	2,803.31	2,196.69	56%	
	02-480-301-0000	LIBRARY - TELEPHONE	1,800.00	130.74	935.81	864.19	52%	1,800.00	122.62	1,220.06	579.94	68%	
	02-480-302-0000	LIBRARY - ELECTRICITY	10,000.00	815.11	6,165.35	3,834.65	62%	10,000.00	720.92	7,128.07	2,871.93	71%	
	02-480-303-0000	LIBRARY - HEAT & OIL	13,800.00	1,871.93	4,702.60	9,097.40	34%	13,000.00	1,058.49	5,813.29	7,186.71	45%	
	02-480-304-0000	LIBRARY - WATER	700.00	0.00	340.60	359.40	49%	870.00	0.00	425.16	444.84	49%	
	02-480-310-0005	LIBRARY - BOOKS/SUBSCRIPTIONS	38,247.00	3,402.53	24,795.65	13,451.35	65%	37,645.00	475.00	15,094.12	22,550.88	40%	
	02-480-330-0000	LIBRARY - ELECTRONIC INFO - OTHER	9,500.00	0.00	9,423.36	76.64	99%	9,741.00	0.00	9,741.00	0.00	100%	
	02-480-340-0000	LIBRARY - ARCHIVES/PRESERVATION	0.00	0.00	0.00	0.00	0%	250.00	0.00	0.00	250.00	0%	
	02-480-350-0000	LIBRARY - PROGRAMS	2,000.00	421.05	2,527.04	-527.04	126%	2,000.00	0.00	1,431.81	568.19	72%	
	02-480-401-0000	LIBRARY - BUILDING MAINTENANCE	15,000.00	1,817.59	33,462.44	-18,462.44	223%	8,000.00	1,031.07	9,973.01	-1,973.01	125%	
	02-480-402-0000	LIBRARY - EQUIPMENT MAINTENANCE/LEASE	600.00	43.00	215.00	385.00	36%	2,000.00	43.00	303.01	1,696.99	15%	
	02-480-504-0000	LIBRARY-PROPERTY LIABILITY INS	5,000.00	0.00	5,000.00	0.00	100%	4,588.00	0.00	4,588.00	0.00	100%	
	02-480-800-0000	LIBRARY - EQUIPMENT PURCHASE	2,000.00	88.20	691.37	1,308.63	35%	1,180.00	0.00	1,419.40	-239.40	120%	
			314,033.00	21,902.38	199,694.50	114,338.50	64%	303,736.00	16,763.61	174,706.01	129,029.99	58%	

Town of Newmarket, New Hampshire
Expense Report ^{a, b}
For the Period Ended February 29, 2016

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
Recreation	05-406-103-0000	RECREATION - PART TIME SALARIES	100,440.00	2,205.25	74,175.56	26,264.44	74%	103,455.00	2,182.00	71,910.04	31,544.96	70%
	05-406-150-0000	RECREATION - FICA	6,227.00	136.74	4,276.83	1,950.17	69%	0.00	0.00	0.00	0.00	0%
	05-406-151-0000	RECREATION - MEDI	1,456.00	31.99	1,000.26	455.74	69%	0.00	0.00	0.00	0.00	0%
	05-406-190-0000	RECREATION - TRAINING/STAFF DEVELOPMENT	1,400.00	292.50	563.60	836.40	40%	1,400.00	0.00	85.00	1,315.00	6%
	05-406-191-0000	RECREATION - TRAVEL EXPENSE	0.00	0.00	0.00	0.00	0%	0.00	102.94	102.94	-102.94	0%
	05-406-192-0000	RECREATION - MEAL ALLOWANCE	350.00	0.00	208.11	141.89	59%	350.00	0.00	176.91	173.09	51%
	05-406-201-0000	RECREATION - POSTAGE	400.00	70.08	185.63	214.37	46%	400.00	0.69	54.85	345.15	14%
	05-406-202-0000	RECREATION - GENERAL SUPPLIES	1,650.00	111.45	1,534.14	115.86	93%	1,650.00	86.58	2,016.31	-366.31	122%
	05-406-202-0034	RECREATION - ATHLETIC SUPPLIES	7,830.00	0.00	2,187.46	5,642.54	28%	2,154.00	0.00	1,068.62	1,085.38	50%
	05-406-202-0036	RECREATION - CLASS SUPPLIES	2,154.00	306.50	3,532.26	-1,378.26	164%	7,000.00	511.75	2,351.12	4,648.88	34%
	05-406-302-0000	RECREATION - ELECTRICITY	0.00	0.00	88.33	-88.33	0%	0.00	3.36	155.01	-155.01	0%
	05-406-302-0001	RECREATION - FIELD LIGHTS	5,000.00	80.16	3,003.41	1,996.59	60%	5,000.00	151.65	2,712.73	2,287.27	54%
	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	5.10	150.10	649.90	19%	800.00	0.00	40.00	760.00	5%
	05-406-402-0000	RECREATION - EQUIPMENT MAINTENANCE/LEASE	1,000.00	90.00	1,037.08	-37.08	104%	1,000.00	0.00	351.06	648.94	35%
	05-406-501-0000	RECREATION - PRINTING & PUBLISHING	8,163.00	0.00	4,707.52	3,455.48	58%	8,163.00	0.00	4,414.79	3,748.21	54%
	05-406-508-0000	RECREATION - BUS TRIPS	36,000.00	473.56	30,360.84	5,639.16	84%	36,000.00	160.76	23,672.00	12,328.00	66%
	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	39.43	8,321.67	678.33	92%	9,000.00	720.00	9,368.42	-368.42	104%
	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	34.94	1,562.67	1,437.33	52%	0.00	0.00	0.00	0.00	0%
	05-406-906-0000	RECREATION - SPECIAL EVENTS	10,150.00	1,277.14	7,388.97	2,761.03	73%	10,150.00	919.01	5,386.81	4,763.19	53%
			199,670.00	5,154.84	145,396.47	54,273.53	73%	191,172.00	4,838.74	123,962.76	67,209.24	65%
Solid Waste	07-450-103-0000	SW - PART TIME	10,881.00	871.10	6,979.09	3,901.91	64%	10,881.00	749.25	6,696.00	4,185.00	62%
	07-450-202-0000	SW - GENERAL SUPPLIES	20,000.00	554.01	20,560.05	-560.05	103%	15,000.00	83.52	10,872.00	4,128.00	72%
	07-450-310-0002	SW - DUES/SUBSCRIPTIONS	800.00	675.52	675.52	124.48	84%	800.00	0.00	625.52	174.48	78%
	07-450-402-0000	SW - EQUIPMENT LEASE	1,200.00	50.00	982.00	218.00	82%	1,200.00	47.00	970.00	230.00	81%
	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	397.11	397.11	102.89	79%	500.00	0.00	0.00	500.00	0%
	07-450-532-0000	SW - FREON REMOVAL	1,000.00	0.00	704.00	296.00	70%	1,500.00	0.00	696.00	804.00	46%
	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	11,675.82	92,717.18	49,282.82	65%	130,350.00	5,421.73	84,592.12	45,757.88	65%
	07-450-702-0049	SW - RECYCLING CONTRACT	152,000.00	13,773.66	90,378.92	61,621.08	59%	150,280.00	11,514.66	91,997.63	58,282.37	61%
	07-450-702-0050	SW - CONSTRUCTION DEBRIS	47,000.00	2,870.05	31,240.67	15,759.33	66%	47,000.00	1,476.10	27,859.29	19,140.71	59%
	07-450-702-0051	SW - POST CLOSURE LANDFILL TEST	30,000.00	3,266.68	15,343.27	14,656.73	51%	30,000.00	0.00	9,797.20	20,202.80	33%
	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%
			443,981.00	34,133.95	259,977.81	184,003.19	59%	449,611.00	19,292.26	248,797.53	200,813.47	55%

Town of Newmarket, New Hampshire
Expense Report ^{a b}
For the Period Ended February 29, 2016

		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		
Water	20-451-101-0000	WATER - FULL TIME SALARIES	121,009.00		9,428.06	74,267.65	46,741.35	61%	121,009.00		8,600.06	70,607.82	50,401.18	58%
	20-451-102-0000	WATER - OVERTIME	8,500.00		701.33	4,602.28	3,897.72	54%	8,000.00		684.27	5,330.28	2,669.72	67%
	20-451-103-0000	WATER - PART TIME SALARIES	0.00		663.00	5,878.05	-5,878.05	0%	0.00		688.10	5,927.49	-5,927.49	0%
	20-451-150-0000	WATER - FICA	8,150.00		613.61	4,942.20	3,207.80	61%	7,999.00		620.77	4,852.82	3,146.18	61%
	20-451-151-0000	WATER - MEDICARE	1,906.00		143.52	1,153.53	752.47	61%	1,871.00		145.14	1,134.80	736.20	61%
	20-451-155-0000	WATER - HEALTH INSURANCE	31,783.00		3,388.61	25,879.44	5,903.56	81%	31,160.00		2,069.32	18,615.03	12,544.97	60%
	20-451-156-0000	WATER - RETIREMENT	14,157.00		1,114.70	8,786.01	5,370.99	62%	13,685.00		1,044.34	8,128.73	5,556.27	59%
	20-451-159-0000	WATER - LIFE/DISABILITY INSURANCE	1,542.00		99.89	709.12	832.88	46%	1,542.00		87.89	685.12	856.88	44%
	20-451-160-0000	WATER - WORKERS COMPENSATION	4,939.00		0.00	4,939.00	0.00	100%	4,939.00		0.00	4,378.28	560.72	89%
	20-451-161-0000	WATER - UNEMPLOYMENT	2,201.00		0.00	944.19	1,256.81	43%	2,201.00		0.00	1,488.70	712.30	68%
	20-451-190-0000	WATER - TRAINING/STAFF DEVELOPMENT	1,500.00		0.00	750.00	750.00	50%	1,500.00		0.00	750.00	750.00	50%
	20-451-193-0000	WATER - UNIFORMS	2,700.00		410.80	1,325.25	1,374.75	49%	3,000.00		54.35	776.73	2,223.27	26%
	20-451-198-0000	WATER - LONGEVITY	1,013.00		0.00	1,012.50	0.50	100%	1,013.00		562.50	787.50	225.50	78%
	20-451-201-0000	WATER - POSTAGE	6,000.00		256.08	3,863.32	2,136.68	64%	2,800.00		154.80	1,188.62	1,611.38	42%
	20-451-202-0000	WATER - GENERAL SUPPLIES	3,000.00		25.95	2,167.49	832.51	72%	2,500.00		517.44	3,233.07	-733.07	129%
	20-451-202-0002	WATER - DUES/SUBSCRIPTIONS	1,050.00		0.00	340.00	710.00	32%	1,050.00		0.00	769.33	280.67	73%
	20-451-202-0003	WATER - ADVERTISING	1,600.00		0.00	0.00	1,600.00	0%	1,600.00		241.50	2,687.89	-1,087.89	168%
	20-451-204-0000	WATER - TAXES	0.00		0.00	0.00	0.00	0%	300.00		0.00	0.00	300.00	0%
	20-451-209-0000	WATER - GASOLINE	5,200.00		155.25	1,630.17	3,569.83	31%	5,200.00		343.49	1,896.53	3,303.47	36%
	20-451-211-0000	WATER - LP GAS	20,000.00		1,218.52	4,749.98	15,250.02	24%	15,000.00		2,108.42	7,118.21	7,881.79	47%
	20-451-217-0000	WATER - CHEMICALS	22,000.00		0.00	5,708.13	16,291.87	26%	20,000.00		0.00	4,815.42	15,184.58	24%
	20-451-301-0000	WATER - COMMUNICATION SERVICES	3,800.00		285.11	2,085.34	1,714.66	55%	3,800.00		275.38	2,360.27	1,439.73	62%
	20-451-302-0000	WATER - ELECTRICITY	47,000.00		4,550.33	25,171.32	21,828.68	54%	40,000.00		4,358.29	23,208.76	16,791.24	58%
	20-451-401-0000	WATER - BUILDING MAINTENANCE	7,000.00		3,123.97	7,915.18	-915.18	113%	7,000.00		60.50	3,893.38	3,106.62	56%
	20-451-402-0000	WATER - EQUIPMENT MAINTENANCE/LEASE	4,000.00		0.00	0.00	4,000.00	0%	4,000.00		0.00	0.00	4,000.00	0%
	20-451-403-0000	WATER - VEHICLE MAINTENANCE	5,000.00		0.00	5,673.28	-673.28	113%	5,000.00		0.00	1,476.82	3,523.18	30%
	20-451-406-0000	WATER - SYSTEM MAINTENANCE	45,000.00		0.00	31,918.35	13,081.65	71%	45,000.00		4,146.88	29,918.35	15,081.65	66%
	20-451-504-0000	WATER - PROPERTY-LIABILITY INSURANCE	4,280.00		0.00	4,280.00	0.00	100%	4,280.00		0.00	4,280.00	0.00	100%
	20-451-702-0000	WATER - CONTRACTED SERVICES	15,000.00		135.00	5,594.10	9,405.90	37%	10,000.00		90.00	3,238.84	6,761.16	32%
	20-451-703-0000	WATER - AUDIT	3,484.00		0.00	3,484.00	0.00	100%	3,425.00		0.00	0.00	3,425.00	0%
	20-451-704-0000	WATER - ENGINEERING	22,500.00		0.00	0.00	22,500.00	0%	25,000.00		1,700.00	14,425.59	10,574.41	58%
	20-451-950-0000	WATER - BONDS & NOTES PRINCIPLE	107,449.00		0.00	54,698.54	52,750.46	51%	54,213.00		0.00	54,213.00	0.00	100%
	20-451-951-0000	WATER - BONDS & NOTES INTEREST	40,288.00		0.00	489.55	39,798.45	1%	975.00		0.00	974.76	0.24	100%
	20-451-954-0000	WATER - LAND ACQUISITION	20,000.00		0.00	20,000.00	0.00	100%	20,000.00		0.00	20,000.00	0.00	100%
Water			583,051.00	26,313.73	314,957.97	268,093.03	54%	469,062.00	28,553.44	303,162.14	165,899.86	65%		
Sewer	30-471-101-0000	WW - FULL TIME SALARIES	209,313.00		13,283.26	108,449.26	100,863.74	52%	174,313.00		12,688.86	104,073.16	70,239.84	60%
	30-471-102-0000	WASTEWATER - OVERTIME	17,000.00		1,084.85	9,781.83	7,218.17	58%	17,000.00		1,292.17	11,040.18	5,959.82	65%
	30-471-103-0000	WASTEWATER PART TIME SALARIES	0.00		663.00	5,878.25	-5,878.25	0%	16,562.00		688.10	5,819.36	10,742.64	35%
	30-471-150-0000	WASTEWATER - FICA	14,204.00		842.09	7,146.28	7,057.72	50%	12,889.00		802.73	7,091.91	5,797.09	55%
	30-471-151-0000	WASTEWATER - MEDICARE	3,322.00		196.91	1,671.12	1,650.88	50%	3,015.00		187.77	1,658.62	1,356.38	55%
	30-471-155-0000	WASTEWATER - HEALTH INSURANCE	87,510.00		5,206.32	46,856.95	40,653.05	54%	64,618.00		4,825.10	43,417.05	21,200.95	67%
	30-471-156-0000	WASTEWATER - RETIREMENT	24,674.00		1,576.99	13,144.87	11,529.13	53%	20,254.00		1,418.26	12,334.48	7,919.52	61%
	30-471-159-0000	WASTEWATER - LIFE/DISABILITY INSURANCE	2,195.00		156.08	1,173.94	1,021.06	53%	2,195.00		148.13	1,158.04	1,036.96	53%
	30-471-160-0000	WASTEWATER - WORKERS COMPENSATION	5,899.00		0.00	5,899.00	0.00	100%	5,899.00		0.00	4,670.17	1,228.83	79%
	30-471-161-0000	WASTEWATER - UNEMPLOYMENT INSURANCE	3,157.00		0.00	1,353.88	1,803.12	43%	3,157.00		0.00	2,135.99	1,021.01	68%
	30-471-162-0000	WASTEWATER - EMPLOYEE TESTING	750.00		0.00	0.00	750.00	0%	750.00		0.00	0.00	750.00	0%
	30-471-190-0000	WASTEWATER - TRAINING/STAFF DEVELOPMENT	3,500.00		867.82	2,430.92	1,069.08	69%	3,500.00		0.00	1,415.44	2,084.56	40%
	30-471-193-0000	WASTEWATER - UNIFORMS	3,600.00		479.15	1,656.34	1,943.66	46%	4,700.00		556.51	1,781.17	2,918.83	38%
	30-471-198-0000	SEWER - LONGEVITY	1,913.00		0.00	1,687.50	225.50	88%	1,688.00		-562.50	1,462.50	225.50	87%
	30-471-201-0000	WASTEWATER - POSTAGE	6,000.00		256.08	3,851.89	2,148.11	64%	2,500.00		330.80	1,944.59	555.41	78%
	30-471-202-0000	WASTEWATER - GENERAL SUPPLIES	3,000.00		815.42	3,822.73	-822.73	127%	2,500.00		537.44	3,405.98	-905.98	136%
	30-471-202-0002	WASTEWATER - DUES/SUBSCRIPTIONS	800.00		0.00	701.00	99.00	88%	800.00		0.00	739.32	60.68	92%
	30-471-202-0003	WASTEWATER - ADVERTISING	1,500.00		0.00	311.14	1,188.86	21%	1,500.00		310.86	310.86	1,189.14	21%
	30-471-209-0000	WASTEWATER - GASOLINE	5,000.00		146.61	1,377.57	3,622.43	28%	5,000.00		284.41	1,798.83	3,201.17	36%
	30-471-215-0000	WASTEWATER - LAB SUPPLIES	20,000.00		11,530.53	20,655.38	-655.38	103%	20,000.00		455.84	13,483.67	6,516.33	67%
	30-471-217-0000	WASTEWATER - CHEMICALS	40,000.00		4,017.90	16,560.80	23,439.20	41%	38,000.00		301.73	23,468.00	14,532.00	62%
	30-471-301-0000	WASTEWATER - COMMUNICATION SERVICES	6,800.00		511.05	4,528.36	2,271.64	67%	6,800.00		492.31	3,700.98	3,099.02	54%
	30-471-302-0000	WASTEWATER - ELECTRICITY	84,000.00		11,605.55	53,393.01	30,606.99	64%	84,000.00		11,045.01	47,726.03	36,273.97	57%
	30-471-303-0000	WASTEWATER - HEAT & OIL	30,000.00		0.00	4,950.00	25,050.00	17%	30,000.00		9,419.68	14,512.76	15,487.24	48%
	30-471-401-0000	WASTEWATER - BUILDING MAINTENANCE	23,000.00		11,492.71	20,578.23	2,421.77	89%	23,000.00		5,942.52	17,822.52	5,177.48	77%
	30-471-403-0000	WASTEWATER - VEHICLE MAINTENANCE	5,000.00		776.40	1,714.60	3,285.40	34%	5,000.00		0.00	1,536.06	3,463.94	31%
	30-471-406-0000	WASTEWATER - SYSTEM MAINTENANCE	50,000.00		1,507.06	21,088.82	28,911.18	42%	50,000.00		1,465.00	20,360.67	29,639.33	41%
	30-471-504-0000	WASTEWATER - PROPERTY/LIABILITY INSURANC	8,740.00		0.00	8,740.00	0.00	100%	8,740.00		0.00	8,740.00	0.00	100%
	30-471-538-0000	WASTEWATER - SLUDGE DISPOSAL	30,000.00		4,306.04	25,272.24	4,727.76	84%	30,000.00		0.00	7,575.00	22,425.00	25%
	30-471-702-0000	WASTEWATER - CONTRACT SERVICES	17,500.00		515.00	9,607.87	7,892.13	55%	17,000.00		0.00	6,005.29	10,994.71	35%
	30-471-703-0000	WASTEWATER - AUDIT	3,425.00		0.00	3,425.00	0.00	100%	3,425.00		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	9%	30,000.00		0.00	14,668.38	15,331.62	49%
	30-471-804-0000	WASTEWATER - NPDES PERMITS	60,000.00		0.00	0.00	60,000.00	0%	20,000.00		0.00	5,284.49	14,715.51	26%
	30-471-950-0000	WW - BONDS & NOTES PRINCIPLE	102,540.00		0.00	102,540.06	-0.06	100%	102,540.00		79,040.06	102,540.06	-0.06	100%
30-471-951-0000	WW - BONDS & NOTES INTEREST	32,895.00		0.00	32,893.99	1.01	100%	36,551.00		23,421.15	36,551.07	-0.07	100%	
Sewer			937,237.00	71,836.82	545,772.71	391,464.29	58%	847,896.00	155,091.94	530,232.63	317,663.37	63%		
Total Operating Budget			8,615,270.00	639,759.57	5,479,170.35	3,136,099.65	64%	8,350,822.00	733,426.31	5,409,739.77	2,941,082.23	65%		

^a Does not include Capital Reserve Transfers

Town of Newmarket, New Hampshire
Revenue Report ^{a b}
For the Period Ended February 29, 2016

Fiscal Year 2016							Fiscal Year 2015					
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Function	Account Number	ACCOUNT DESCRIPTION										
Taxes(Real estate), land use, PILOT, interest on taxes			17,915,011.00	24,224.41	17,961,566.32	-46,555.32	100%	18,033,024.00	6,815.58	18,139,005.68	-105,981.68	101%
Licenses, permit and fees			1,556,300.00	174,931.74	1,128,767.82	427,532.18	73%	1,315,300.00	141,942.63	1,040,965.50	274,334.50	79%
State Revenue			657,223.00	19,535.00	622,607.39	34,615.61	95%	570,767.00	51,186.27	610,641.01	-39,874.01	107%
Charges for Services			139,850.00	4,573.61	105,537.97	34,312.03	75%	139,850.00	-4,454.08	84,516.17	55,333.83	60%
Misc. Rev. includes Int. Rev.			9,601.00	1,160.83	55,296.60	-45,695.60	576%	74,601.00	1,660.07	172,843.53	-98,242.53	232%
Fund Balance			575,000.00	0.00	575,000.00	0.00	100%	404,460.00	0.00	404,460.00	0.00	100%
Recreation			199,670.00	15,806.99	86,434.60	113,235.40	43%	191,172.00	8,832.38	87,818.15	103,353.85	46%
Solid Waste			244,450.00	15,957.00	159,113.24	85,336.76	65%	244,450.00	7,143.90	143,882.87	100,567.13	59%
Water			947,051.00	83,241.24	669,675.94	277,375.06	71%	890,203.00	98,687.56	647,429.64	242,773.36	73%
Sewer			1,080,753.00	146,487.05	1,063,409.98	17,343.02	98%	973,837.00	158,994.72	954,088.46	19,748.54	98%
Total Revenues			23,324,909.00	485,917.87	22,427,409.86	897,499.14	96%	22,837,664.00	470,809.03	22,285,651.01	552,012.99	98%

Town of Newmarket, New Hampshire
Revenue Report ^{a,b}
For the Period Ended February 29, 2016

Fiscal Year 2016							Fiscal Year 2015					
			Month to Date	Year to Date		Percent		Month to Date	Year to Date		Percent	
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Transactions	Transactions	Balance Year	Collected	Budget	Transactions	Transactions	Balance Year	Collected
	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	0.00	18,174,843.00	-150,319.00	101%
	01-310-000-1003	LAND USE CHANGE TAX	3,755.00	17,750.00	26,067.50	-22,312.50	694%	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	1,507.38	12,299.00	14,701.00	46%	27,000.00	2,589.48	15,644.44	11,355.56	58%
	01-310-000-1007	REDEMPTION INTEREST	79,000.00	4,965.33	21,707.14	57,292.86	27%	60,000.00	4,226.10	26,068.98	33,931.02	43%
	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%
	01-310-001-1006	INTEREST & PENALTIES ON OTHER TAXES	0.00	1.70	94.91	-94.91	0%	0.00	0.00	0.00	0.00	0%
	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	24,224.41	17,961,566.32	-46,555.32	100%	18,033,024.00	6,815.58	18,139,005.68	-105,981.68	101%
	01-330-000-1013	MV MAIL-IN FEES	0.00	654.00	4,745.00	-4,745.00	0%	7,000.00	555.00	4,632.00	2,368.00	66%
	01-330-000-1014	MV PERMIT, LOCAL CLERK & TRANSFER FEE	1,258,000.00	118,181.00	913,209.31	344,790.69	73%	1,095,000.00	90,356.00	827,439.98	267,560.02	76%
	01-330-000-1015	MOTOR VEHICLE STICKERS	26,000.00	2,541.00	19,738.85	6,261.15	76%	26,000.00	2,151.00	19,309.00	6,691.00	74%
	01-330-000-1016	BOAT REGISTRATIONS	3,000.00	270.72	2,000.16	999.84	67%	3,000.00	98.44	2,095.88	904.12	70%
	01-330-000-1017	MV TITLE FEES	3,000.00	276.00	2,600.00	400.00	87%	3,000.00	224.00	2,516.00	484.00	84%
	01-330-000-1018	DOG LICENSES	0.00	203.50	2,391.00	-2,391.00	0%	5,000.00	295.00	2,301.00	2,699.00	46%
	01-330-000-1019	VITAL STATISTICS	0.00	673.00	4,104.00	-4,104.00	0%	3,000.00	428.00	4,037.00	-1,037.00	135%
	01-330-000-1020	UCC'S	0.00	210.00	300.00	-300.00	0%	500.00	225.00	555.00	-55.00	111%
	01-330-000-1022	POLICE - DOG ORDINANCE FINES	0.00	0.00	130.00	-130.00	0%	400.00	50.00	425.00	-25.00	106%
	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	4,665.00	41,111.00	24,889.00	62%	20,000.00	2,124.50	44,240.00	-24,240.00	221%
	01-330-000-1025	MISC LICENSES, PERMITS & Fees	50,300.00	38.00	1,125.58	49,174.42	2%	2,400.00	110.48	930.54	1,469.46	39%
	01-330-000-1026	FRANCHISE RENEWAL AGREEMENT	150,000.00	47,219.52	137,312.92	12,687.08	92%	150,000.00	45,325.21	132,469.10	17,530.90	88%
Licenses, permit and fees			1,556,300.00	174,931.74	1,128,767.82	427,532.18	73%	1,315,300.00	141,942.63	1,040,965.50	274,334.50	79%
	01-320-000-1012	HIGHWAY BLOCK GRANT	173,078.00	0.00	138,462.74	34,615.26	80%	151,260.00	31,076.27	124,305.07	26,954.93	82%
	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	0.00	439,965.89	0.11	100%	399,321.00	0.00	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	19,535.00	43,524.00	-23,414.00	216%	20,110.00	20,110.00	20,110.00	0.00	100%
State Revenue			657,223.00	19,535.00	622,607.39	34,615.61	95%	570,767.00	51,186.27	610,641.01	-39,874.01	107%
	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	1,891.00	7,633.00	-5,633.00	382%	2,000.00	194.00	1,715.00	285.00	86%
	01-340-000-1028	POLICE REPORT FEES	1,200.00	215.00	1,301.50	-101.50	108%	1,200.00	285.00	1,148.00	52.00	96%
	01-340-000-1031	AMBULANCE RECEIPTS	125,000.00	2,092.61	88,025.43	36,974.57	70%	125,000.00	-7,897.10	70,565.02	54,434.98	56%
	01-340-000-1034	FIRE DEPARTMENT RECEIPTS	5,000.00	0.00	630.00	4,370.00	13%	5,000.00	77.00	930.00	4,070.00	19%
	01-340-000-1035	WELFARE REIMBURSEMENTS	0.00	0.00	0.00	0.00	0%	0.00	0.00	726.91	-726.91	0%
	01-340-000-1036	COURT RECEIPTS	1,500.00	0.00	1,653.04	-153.04	110%	1,500.00	322.02	2,366.24	-866.24	158%
	01-340-000-1043	PARKING TICKETS	0.00	370.00	5,195.00	-5,195.00	0%	0.00	2,480.00	5,580.00	-5,580.00	0%
	01-340-000-1045	PARKING PERMITS	5,100.00	5.00	1,100.00	4,000.00	22%	5,100.00	85.00	1,395.00	3,705.00	27%
Charges for Services			139,850.00	4,573.61	105,537.97	34,312.03	75%	139,850.00	-4,454.08	84,516.17	55,333.83	60%
	01-340-000-1037	COPIER REVENUE	0.00	5.00	75.50	-75.50	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	0.00	52,865.61	-52,865.61	0%
	01-340-001-1034	FIRE DEPT. X-DETAIL RECEIPTS	0.00	232.00	232.00	-232.00	0%	0.00	0.00	1,369.50	-1,369.50	0%
	01-340-002-1034	DPW DEPT. X-DETAIL RECEIPTS	0.00	0.00	232.00	-232.00	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	239.00	1,984.00	-1,984.00	0%
	01-340-052-0000	SUNRISE SUNSET REVENUE	0.00	180.00	3,541.00	-3,541.00	0%	0.00	157.00	924.00	-924.00	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	350.00	2,275.00	1,325.00	63%	3,600.00	275.00	2,275.00	1,325.00	63%
	01-350-000-1048	INTEREST ON INVESTMENTS	6,000.00	511.10	3,139.66	2,860.34	52%	6,000.00	989.07	6,008.98	-8.98	100%
	01-350-001-1105	TC/TC OVER AND UNDER	0.00	-117.27	-40.36	40.36	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%
Misc. Rev. includes Int. Rev.			9,601.00	1,160.83	55,296.60	-45,695.60	576%	74,601.00	1,660.07	172,843.53	-98,242.53	232%
	01-360-000-1054	FUND BALANCE USED	575,000.00	0.00	575,000.00	0.00	100%	404,460.00	0.00	404,460.00	0.00	100%
Fund Balance			575,000.00	0.00	575,000.00	0.00	100%	404,460.00	0.00	404,460.00	0.00	100%
	05-340-000-1058	RECREATION - REVENUE	199,670.00	15,439.30	83,940.26	115,729.74	42%	191,172.00	8,826.50	80,477.63	110,694.37	42%
	05-340-000-1059	RECREATION - LIGHT USAGE	0.00	0.00	1,274.70	-1,274.70	0%	0.00	0.00	3,736.66	-3,736.66	0%
	05-350-000-1048	RECREATION - INTEREST	0.00	7.69	59.64	-59.64	0%	0.00	5.88	33.86	-33.86	0%
	05-350-000-1049	REC - ADVERTISING RECEIPTS	0.00	360.00	1,160.00	-1,160.00	0%	0.00	0.00	3,570.00	-3,570.00	0%
Recreation			199,670.00	15,806.99	86,434.60	113,235.40	43%	191,172.00	8,832.38	87,818.15	103,353.85	46%
	07-340-000-1067	SW - LANDFILL RECEIPTS	244,450.00	3,360.00	41,308.01	203,141.99	17%	0.00	1,439.00	41,742.31	-41,742.31	0%
	07-340-000-1068	SW - GARBAGE BAGS	0.00	12,344.80	110,195.70	-110,195.70	0%	244,450.00	5,493.40	100,843.50	143,606.50	41%
	07-340-000-1069	SW - RECYCLING BINS	0.00	200.00	1,190.00	-1,190.00	0%	0.00	170.00	940.00	-940.00	0%
	07-340-000-1070	SW - UNITED TECHNOLOGIES	0.00	0.00	6,182.96	-6,182.96	0%	0.00	0.00	0.00	0.00	0%
	07-350-000-1048	SW - INTEREST	0.00	8.88	102.65	-102.65	0%	0.00	41.50	268.62	-268.62	0%
	07-360-001-0000	SW - MISC. REVENUES	0.00	43.32	133.92	-133.92	0%	0.00	0.00	88.44	-88.44	0%
Solid Waste			244,450.00	15,957.00	159,113.24	85,336.76	65%	244,450.00	7,143.90	143,882.87	100,567.13	59%

Town of Newmarket, New Hampshire
Revenue Report ^{a,b}
For the Period Ended February 29, 2016

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
Water	20-310-000-1001	WATER - TAX REVENUE	947,051.00	75,833.41	606,275.43	340,775.57	64%	890,203.00	93,113.90	583,753.15	306,449.85	66%
	20-310-000-1006	WATER - INTEREST AND PENALTIES ON DEL	0.00	484.12	2,443.08	-2,443.08	0%	0.00	595.22	2,302.26	-2,302.26	0%
	20-330-000-1071	WATER - ENTRANCE FEES	0.00	0.00	7,000.00	-7,000.00	0%	0.00	0.00	10,000.00	-10,000.00	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	245.00	245.00	-245.00	0%	0.00	0.00	160.00	-160.00	0%
	20-350-000-1047	WATER - RENT OF MUNICIPAL PROPERTY	0.00	6,633.43	52,020.51	-52,020.51	0%	0.00	4,859.83	48,813.38	-48,813.38	0%
	20-350-000-1048	WATER - INTEREST	0.00	45.28	381.92	-381.92	0%	0.00	118.61	736.93	-736.93	0%
	20-350-021-1073	WATER - DEDUCT METER	0.00	0.00	1,310.00	-1,310.00	0%	0.00	0.00	217.00	-217.00	0%
			947,051.00	83,241.24	669,675.94	277,375.06	71%	890,203.00	98,687.56	647,429.64	242,773.36	73%
Sewer	30-310-000-1001	WASTEWATER - TAX REVENUE	1,080,753.00	143,388.50	1,042,967.86	37,785.14	97%	973,837.00	156,296.76	936,528.62	37,308.38	96%
	30-310-000-1006	WASTEWATER - INTEREST ON DELINQUENT	0.00	982.37	4,482.25	-4,482.25	0%	0.00	892.62	3,842.02	-3,842.02	0%
	30-330-000-1071	WASTEWATER - ENTRANCE FEES	0.00	2,000.00	12,000.00	-12,000.00	0%	0.00	0.00	10,000.00	-10,000.00	0%
	30-340-000-1038	WASTEWATER - OTHER MISC. REVENUE	0.00	0.00	0.00	0.00	0%	0.00	1,695.98	3,142.90	-3,142.90	0%
	30-345-000-1038	WASTEWATER - MISC. GRANTS	0.00	0.00	3,213.00	-3,213.00	0%	0.00	0.00	0.00	0.00	0%
	30-350-000-1048	WASTEWATER - INTEREST	0.00	116.18	746.87	-746.87	0%	0.00	109.36	574.92	-574.92	0%
		1,080,753.00	146,487.05	1,063,409.98	17,343.02	98%	973,837.00	158,994.72	954,088.46	19,748.54	98%	
Total Revenues			23,324,909.00	485,917.87	22,427,409.86	897,499.14	96%	22,837,664.00	470,809.03	22,285,651.01	552,012.99	98%

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2015/2016 - 35

Amending the Town Personnel Plan to Include Salary Schedule

WHEREAS: In accordance with Sections 6.2 of the Town Charter and 3.01 (b) (i) of the Town Personnel Plan, the Town Administrator shall update the pay and classification of town employees every three years, and

WHEREAS: The Town Administrator has proposed a pay and classification schedule, and

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

The Town Council amends the Personnel Plan by adding the following:

Appendix D Wage and Classification Schedule:

Grade	Classification	Wage Range		Status	
		Minimum	Maximum	Exempt	Non-Exempt
1	Library Aide II	13.96	18.15		X
2	Building/Cemetery Laborer	15.39	20.01		X
	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
	Truck Driver/Laborer				X
	DPW - Admin. Secretary				X
4	Firefighter #2	17.76	23.09		X
5	Equipment Operator	18.58	24.15		X

	Deputy Town Clerk/Tax Collector				X
	Children's Librarian				X
	Planning/Code Secretary				X
	Channel 13 Technician				X
	A/P P/R W/S Billing Accountant				X
	Police - Executive Secretary				X
6	Firefighter #1	19.65	25.55		X
	Executive Secretary				X
	Water Operator				X
7	Buildings and Grounds Supervisor	20.89	27.16		X
8	Foreman	21.76	28.29		X
	Wastewater Maintenance Supervisor				X
	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	
17	Finance Director	32.89	42.76	X	
	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

LET IT FURTHER BE RESOLVED THAT:

Adoption of this amendment does not impact or change employees' current compensation.

First Reading: March 2, 2016
Second Reading: March 16, 2016
Approval: March 16, 2016

Approved: _____
Philip J. Nazzaro, Town Council Chairman

A True Copy Attest _____
Terri Littlefield, Town Clerk

Town of Newmarket Wage Plan



**PRESENTED BY MATTHEW ANGELL,
INTERIM FINANCE DIRECTOR**

Authority to Conduct the Wage Plan

- Pursuant to Section 3.01(b)(i), “[t]he Town Administrator, or designee, shall conduct a study of salary levels and shall make adjustment recommendations to the Town Council at least every three (3) years. Implementations of adjustments are subject to the availability of funds.”

How did we conduct our study?

- Select comparable communities and request data from their wage plan.
- Compare the resulting data for service delivery (high comparability v. low comparability).
- Calculate a reasonable spread between the lowest and highest wage rate by reviewing the spread from other communities.
- Determine the average lowest wage rate among the communities and apply a reasonable spread to determine the highest wage rate.

Comparable Communities

- Proximity to Newmarket
- Service Delivery
- Population Size
- Town Tax Commitment
- Total Full-time Salaries
- Assessed Valuation and Tax Rates

Communities Requested

Comm	Assessed Val	% of Newmar	Tax Ra	% of N	Town Budg	% of Newm	Total Commitmen	% of Newmarket	Popula	% of N
Franklin	518,253,005	73%	12.92	208%	6,695,829	151%	12,722,153	70%	8,479	95%
Newport	420,680,350	59%	11.55	186%	4,858,858	110%	13,120,458	72%	6,452	72%
Claremon	689,783,208	97%	15.14	243%	10,443,318	236%	28,344,410	156%	13,224	148%
Lebanon	1,864,131,631	262%	9.70	156%	18,082,077	408%	48,689,160	268%	13,367	150%
Portsmou	4,182,368,805	587%	8.80	141%	36,804,845	831%	74,735,217	412%	21,237	238%
Hampton	2,781,983,500	391%	7.24	116%	20,141,561	455%	50,555,032	278%	15,120	169%
Durham	916,456,045	129%	8.34	134%	7,643,243	173%	27,853,037	153%	14,949	167%
Exeter	1,609,946,983	226%	7.77	125%	12,509,288	282%	41,548,087	229%	14,387	161%
Windham	2,091,975,160	294%	3.87	62%	8,095,944	183%	49,934,576	275%	13,777	154%
Hooksett	1,573,447,531	221%	6.49	104%	10,211,674	231%	38,707,342	213%	13,591	152%
Pelham	1,426,315,550	200%	6.91	111%	9,855,840	223%	32,273,713	178%	12,960	145%
Somerswc	833,520,920	117%	10.35	166%	8,626,942	195%	25,652,196	141%	11,780	132%
Hanover	1,964,944,600	276%	4.54	73%	8,920,848	201%	39,089,066	215%	11,287	126%
Amherst	1,572,808,150	221%	5.20	84%	8,178,602	185%	41,536,403	229%	11,234	126%
Raymond	841,213,970	118%	6.52	105%	5,484,715	124%	20,104,825	111%	10,177	114%
Weare	819,615,914	115%	3.86	62%	3,163,717	71%	17,957,818	99%	8,828	99%
Seabrook	2,666,527,600	375%	6.37	102%	16,985,781	384%	37,103,286	204%	8,711	98%
Barrington	893,385,939	125%	4.72	76%	4,216,782	95%	21,186,910	117%	8,633	97%
Hampstea	1,008,191,126	142%	3.12	50%	3,145,556	71%	22,327,528	123%	8,538	96%
Litchfield	823,685,848	116%	3.74	60%	3,080,585	70%	16,867,236	93%	8,299	93%
Hollis	1,189,860,465	167%	6.15	99%	7,317,642	165%	27,292,002	150%	7,700	86%
Plaistow	849,982,037	119%	5.98	96%	5,082,893	115%	21,125,088	116%	7,614	85%
Bow	1,054,318,690	148%	7.04	113%	7,422,404	168%	30,529,663	168%	7,573	85%
Stratham	1,225,837,216	172%	3.61	58%	4,425,272	100%	24,132,747	133%	7,285	82%
North Har	1,011,191,900	142%	5.25	84%	5,308,757	120%	17,062,231	94%	4,328	48%
Greenlanc	671,075,232	94%	3.40	55%	2,281,656	52%	10,515,933	58%	3,616	41%
Dover	2,746,031,820	386%	10.09	162%	27,707,461	626%	70,647,707	389%	30,207	338%
New Castl	641,438,424	90%	2.28	37%	1,462,480	33%	4,196,606	23%	930	10%
Rye	1,786,611,900	251%	3.68	59%	6,574,732	148%	21,239,259	117%	5,318	60%
Epping	672,995,200	95%	5.03	81%	3,385,166	76%	16,231,302	89%	6,503	73%
Newmark	711,970,612		6.22		4,428,457		18,153,215		8,925	
	Replied									

Communities that Responded

- 14 Communities responded:

- Franklin
- Claremont
- Hampton
- Durham
- Windham
- Somersworth
- Hanover
- Weare
- Hampstead
- Stratham
- Greenland
- New Castle
- Rye
- Epping

Comparative Data

- Below is an example of comparative data:
 - Police Chief – 13 Communities
 - Police Lieutenant – 12 Communities
 - Police Admin. Asst. – 11 Communities
 - Director of Public Works – 5 Communities
 - Recreation Director – 10 Communities
 - Town Clerk/Tax Collector – 13 Communities
 - Town Planner – 9 Communities
 - Code Enforcement Officer – 14 Communities
 - Water/Sewer Superintendent – 4 Communities
 - Welfare Director – 7 Communities

Selected Positions

- **Police Chief (13 Comparable Communities)**
 - Recommended wage range \$80,163 – 104,208
 - Current incumbent - \$92,717
 - Relationship to the TA – 96.6%
- **Director of Public Works (5 Comparable Communities)**
 - Recommended wage range \$68,411 – 88,941
 - Current incumbent - \$86,736
 - Relationship to the TA – 90.4%
- **Recreation Director (10 Comparable Communities)**
 - Recommended wage range \$52,540 – 68,307
 - Current incumbent - \$65,564
 - Relationship to the TA – 68.3%

Positions that warrant attention

- **Below Minimum:**
 - Channel 13 Technician
 - Welfare Director
 - Firefighter 1 and 2
 - Foreman
 - Solid Waste Laborer
 - A Police Lieutenant
- Increasing positions below the minimum to the minimum will result an additional cost of \$24,526 for salary, FICA, and Medicare.

Next Steps

- Approve a resolution accepting the wage plan.
- Recommend adjustments to the Town Administrator according to the plan.
- Revise job descriptions.

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

Resolution #2015/2016-34

**To Authorize the Town Administrator to Enter into a General Services Agreement
with Underwood Engineers for General Engineering Services**

WHEREAS, the Town of Newmarket historically has contracted with multiple engineering firms for its operational needs, and

WHEREAS, the Town desires to have a "Town Engineer" that will provide general engineering services, and

WHEREAS, a formal request for proposals was issued and six firms responded, and

WHEREAS, through a selection and interview process, Underwood Engineers was selected.

NOW THEREFORE BE IT RESOLVED that the Newmarket Town Council does hereby authorize the Town Administrator to enter into contract with Underwood Engineers for general engineering services.

First Reading: February 17, 2016
Second Reading: March 2, 2016
Third Reading: March 16, 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* FINANCE DEPARTMENT

Date: March 8, 2016
To: Steve Fournier, Town Administrator
From: Matt Angell, Interim Finance Director
Re: Engineer RFP

Steve,

The Town has embarked on filling the need of a Town Engineer by way of contracting the service with a qualified engineering firm. We accomplished this task by issuing an RFP, reviewing proposals, and conducting interviews. Ultimately, the Town selected Underwood Engineers for a one-year contract.

Proposals:

We received proposals from the following engineering firms:

- CMA
- Dubois & King
- KNA, Inc.
- KV Partners
- Tighe & Bond
- Underwood Engineers

While all of these firms perform Civil Engineering, not all firms perform other practice areas such as structural engineering. From the list above, Tighe & Bond and Underwood Engineers have the breadth of experience that we were looking for. As a result, we interviewed both firms.

We conducted the interviews of Tighe & Bond and Underwood Engineers over a two day period. At that point, no firm had a clear advantage. Tighe & Bond have an engineer with experience within this position while Underwood Engineers have the institutional knowledge of the Town.

The cost proposals for the two firms selected for interview are fairly comparable. The cost difference is so very close for professional engineers. Underwood Engineers was \$5 more expensive in its RPR position, while Tighe & Bond were \$10, \$10, and \$27 more expensive in its Senior RPR, CAD Technician, and Administrative Assistant positions. However, all other positions were comparable.

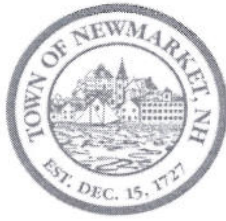
Clearly, the choice comes down to one engineer v. institutional knowledge of the community. We chose institutional knowledge.

Regards,
Matt

Town of Newmarket
Engineering RFP

Vendor	Principal	Technical Advisor	Project Manager	Senior RPR	RPR	Project Engineer	CAD Tech	Admin Asst
CMA			135	100 - 185				
Dubois & King			95 - 120			75 - 120	65	55
KNA, Inc.	135		115			90 - 135		45
KV Partners	130		95		80		80	
Tighe & Bond	170		135	110	85		90	72
Underwood	170	170	105 - 135	100	75 - 95	65 - 85	80	45

= Selected for interview.



TOWN OF NEWMARKET, NEW HAMPSHIRE

REQUEST FOR PROPOSAL GENERAL MUNICIPAL ENGINEERING SERVICES

The Town of Newmarket, New Hampshire is requesting proposals from qualified engineers to perform general engineering services of a municipal nature. The contracted engineer will provide on-going support for the Town through the Department of Public Works.

All proposal packages must be submitted with the attached proposal certificate in a sealed envelope, plainly marked, "PROPOSAL FOR MUNICIPAL ENGINEERING SERVICES," addressed as follows:

**Newmarket Town Hall
Attn: Matt Angell, Director of Finance
186 Main Street Newmarket, NH 03857**

All proposal packages must be received by OCTOBER 29, 2015 AT 2:00PM. No late submittals will be accepted.

I. Introduction

The Town of Newmarket, New Hampshire (herein referred to as "The Town") is soliciting proposals from qualified engineers/engineering firms in support of the Town of Newmarket in performing engineering services of a municipal nature. Specific tasks are summarized in Section III.

The selected sole proprietor/professionally licensed engineer or firm will provide a primary point of contact for municipal engineering services. The contracted engineer should anticipate the need to schedule office hours in Newmarket Town Hall in order to be available to meet with and advise staff on critical issues, meet with the public on issues such as right-of-way permits, driveway permits, infrastructure design issues, constructability issues, etc. Office hours are flexible and may be performed on an as-needed basis or at times mutually agreed upon by the assigned contracted engineer and the Town Administrator.

Engineers/engineering firms responding to provide municipal engineer services will be expected to submit a proposal that explains their qualifications and experience in road design and improvements, sidewalk and drainage design and improvements, utility evaluation and design for water, wastewater, and storm-water conveyance systems, and capital improvement planning.

II. Background

The Town of Newmarket is approximately 14 square miles; with a population of 9,000. Newmarket is a former mill town, and is the sixteenth most densely populated community in the state and therefore one of the most urbanized. The Town has a mix of urban and suburban residential development and robust downtown area. It also has several industrial zones that contain a range of industrial properties that are

significant centers of employment. As a result, the selected engineer or engineering firm will have an opportunity to advise the Town on a range of development issues and management of its supporting infrastructure.

Newmarket maintains a total of 53 miles of roadway, 20 miles of drain lines and appurtenances, operation and maintenance of 22 miles of gravity sewer main, 2 miles of sewer force main, 6 public sewer pumping stations, and a wastewater treatment facility, operation and maintenance of a network of 30 miles of water pipe (much of it dating back to the early 20th century), valves, one water storage tank, one water booster station, two gravel packed wells, and approximately 225 public and 12 private hydrants.

The municipal engineering function is managed out of the Department of Public Works and the Department of Water and Sewer, but provides significant input and support to the Town's Planning and Code Enforcement functions. This position also maintains the Town's storehouse of plans and as-built plans for infrastructure improvements and aids in the management of the asset management and tracking system. Finally, the engineer also performs basic design and permitting functions for things like culvert replacements and utility re-routings or replacements.

III. Scope of Services:

Municipal Engineering Services:

The selected engineer or engineering firm would be required to function as "the Town Engineer" who should expect to provide a periodic presence in Newmarket Town Hall. If office hours are necessary they will be flexible, on an as-needed basis, and will be coordinated with the Town Administrator and/or the Director of Public Works and Utilities in advance. This individual should also be available to respond to phone calls, e-mails, and other communication with Town Officials.

Tasks that might be expected to perform include:

- Inspections of public development;
- Review, issuance, and tracking of Town mandated permits such as trench opening permits, driveway permits, and encroachment permits;
- Design and preparation of proposal specifications for Town projects such as road maintenance, paving, culvert replacement, sidewalk replacement, drainage, utility improvements, etc.;
- Preparation and submittal of environmental permit applications including, but not limited to wetlands, alteration of terrain, shore land protection, etc.;
- Management of the Town's Municipally Separate Storm Sewer System (MS4) Program, including annual report preparation.
- Make recommendations on funding for infrastructure improvements as part of the Town's capital improvement program in concert with the Town Planner and other Department Heads.
- Manage and keep current the Town's Road Pavement Management Program.
- Draft design schematics as necessary using AutoCAD tools to aid in developing presentations to senior staff and Town Council and for permitting or grant writing purposes.
- Interface with other consultants as necessary in the preparation and/or review of design and/or construction level plans and specifications for publicly and/or privately funded development.

- Prepare grant applications and supporting documentation for grants and/or loans sponsored by a range of entities such as, but not limited to NHDES State Revolving Loan Funds, NHDES sponsored grants from various programs; NH Office of Emergency Management, NH Public Utilities Commission, etc.

IV. Experience and References for Section III

The prospective engineer/firm shall provide a summary of experience that pertains to the disciplines described in Section III. The engineer/firm shall provide summaries of the location and scope of similar type work performed in either a consultative status (e.g. Town or Town Engineer on a contract basis) or while in the direct employ of a municipality. Provide a list of the routine tasks performed as well as a summary providing an overview of three projects that were important to the municipality during your tenure at that location.

V. Compensation Proposal

All prospective engineers/firms shall include a sheet showing the proposed hourly rate that will be charged to the Town for the primary engineer, as well as any other persons within the firm who could be lending support from time-to-time.

VI. Use of This Information and Selection Process

The Town of Newmarket will use the information provided to develop a shortlist of candidates/firms from which to contact and conduct interviews. A panel of Town officials will review the proposals and select those firms/individuals who appear to be the most qualified to meet the Town's needs/objectives to meet with the panel to discuss a range of topics including the firm's/engineer's experience, qualifications, and objectives. Following the interview process the selection team will review the information received and impressions generated by the interview and select the leading candidate(s) for a follow up interview.

Town Officials will meet with the final candidate to discuss expectations and negotiate compensation, work parameters, and related topics.

VII. Independent Contractor

A. The selected firm(s)/engineer(s) will be an independent contractor and will at no time be considered an employee of the Town of Newmarket. The selected firm/engineer is expected to carry and maintain insurance as stipulated below:

- The engineer shall provide his/her own transportation.
- It is anticipated that the Town will have a relationship with the primary selected consultant beginning in late November 2015 and continuing through October 2018. The Town will evaluate the effectiveness of the contractual relationship for engineering services annually during the budget development process. The Town has the right to terminate the contractual relationship at any time with 15 days written notice.

VIII. Insurance

The firm shall include evidence of insurance including but not limited to general liability, property and casualty, errors and omissions, and worker's compensation insurance in the amount specified in the

general contract/terms and conditions attached herein. This evidence shall be shown on a certificate of insurance issued by the firm's insurance carrier(s).

Prior to commencing work, engineer(s)/engineering firm(s) shall furnish to the Town a Certificate of Insurance and an endorsement demonstrating that the Town, its officials, agents, volunteers, and employees are named as additional insured on the general liability and automobile liability insurance coverage.

IX. Proposal Evaluation

This will be a quality based proposal evaluation process. The evaluation team will evaluate all submittals focusing on the following criteria:

- Experience with performing general engineering functions for communities of similar size to Newmarket, where all engineering is performed by an independent contractor (no municipal staff engineer present).
- Experience with municipal engineering services in the area of roads, sidewalks, water, wastewater, storm water, and traffic.
- Experience with street design, construction, and maintenance.
- Experience and familiarity with the site planning and subdivision design process (e.g. elements of good design, low impact development, land yield, etc.) and construction inspection and management.
- Experience with interfacing with and obtaining permits from state and federal regulatory entities.
- Experience with applying for, obtaining, and managing funding resources from grants and loans.
- Knowledge and experience with AutoCAD, VUEWorks, and ArcGIS 10

Based on the information contained in the RFP submittal, the Town of Newmarket will select "finalists" and interview key member(s) of each engineer/firm applicant to assess the quality of the qualifications presented above as well as to assess the ability of the Town to develop and maintain a working relationship with the person who will be "working in Town Hall" for the Town.

Following the interviews, the Town of Newmarket will select a consultant that will provide the

Town with competent and cost-effective engineering services. The Town reserves the right to reject any and all submittals if it is determined to be in its best interest and to waive any deficiencies in proposals.

X. Proposal Preparation and Submission Requirements

General Requirements

1. **Sealed proposals must be received by the Finance Office, Town of Newmarket, 186 Main Street, Newmarket, NH 03857 no later than October 29, 2015 AT 2:00PM.**
2. Questions and requests for clarification must be in writing and received by the Finance Director, at 186 Main Street, Newmarket, NH 03857 or mangell@newmarketnh.gov by October 22, 2015. All responses will be e-mailed or faxed by October 26, 2015 to each consultant who has obtained a copy of the RFP and has provided an e-mail address or fax number.

3. The proposal should be mailed or delivered directly to:
 - a. Town of Newmarket Attn: Matt Angell 186 Main Street Newmarket, NH 03857
4. Five (5) hard copies and one (1) electronic copy of the proposal shall be submitted by placing them in a suitably sized envelope or shipping box and labeling with the words: "Town of Newmarket – Request for Proposal– Municipal Engineering Services."
5. The Town requests that no Town officials be contacted during the process. The Finance Director may be contacted only to clarify questions concerning the RFP.
6. The Town reserves the right to reject any or all proposals if there is good cause; to cancel the solicitation, waive technicalities; request clarification or additional information and be the sole judge of suitability of the services for its intended use and further specifically reserves the right to make the award and negotiate the final contract in the best interest of the Town considering cost effectiveness. Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the proposal. The Town reserves the right to retain all submitted proposals.
7. In order to standardize the review process, the engineer/firm's Technical and Cost proposals must be presented in the following format and include the designated information. Engineers/Firms are cautioned that any deviation from this format may result in the disqualification of their submission.

XI. Technical Proposal

A. Title Page

1. Project title
2. Name of consultant and if applicable consultant's firm
3. Address and telephone number of consultant and/or firm
4. Name of contact person
5. Date of submission

B. A Letter of Transmittal (limit to one or two pages)

1. Briefly state the consultant's understanding of the work to be done and make a positive commitment to perform the work within the required time frame.
2. This letter should be signed by the individual authorized to negotiate for and contractually bind the firm.

C. Table of Contents

1. Include a clear identification of the material by section and by page number. Such sections will be those identified below.

D. Professional Experience and Qualifications

1. Indicate the location of the office and the number of people, including specific expertise of each if applicable, that may provide engineering services to the Town.
2. Indicate whether or not the firm is licensed to practice in the State of New Hampshire.
3. Provide a list of the office's most significant engagements (maximum of 5) performed in the last two years that are similar to the engagement described in the RFP. Indicate the type(s) of services performed and the number of years served for each. For each engagement listed, provide names, addresses, and telephone numbers of personnel of current and prior municipal engineering clients who may be contacted by the Town for reference.
4. Indicate the experience of the local office in providing additional services to the municipal clients by listing the name of each municipality, the type(s) of services performed, and the number of years of engagement.
5. Provide a resume for each individual who may be assigned to engineering services for the Town which describes his/her professional qualifications, licenses, and experience in providing engineering services for municipalities. Additional information should include any specialized skills, training, or background in engineering. This may include participation in State or national professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles or books.

E. Other Information

1. Describe liability insurance coverage arrangements to assure that it is sufficient to cover claims.
2. Describe any regulatory action taken by any oversight body against the proposing engineering firm or local office, if any.
3. Identify any potential difficulties, along with the firm's proposed resolution and any additional assistance expected from Town staff.
4. Provide any other information you believe relevant to the decision of selection of the best engineering firm for the Town.

XII. Compensation Proposal

The Compensation Proposal should address the requested information in Section V of this request.

XIII. General Terms and Conditions

Preparation of Proposals

Proposals shall be submitted on the forms provided and must be signed by the consultant or the consultant's authorized representative. The person signing the proposal shall initial any corrections to entries made on the proposal form.

Unless otherwise stated in the Request for Proposal, the consultant agrees that the proposal shall be open for acceptance for sixty (60) calendar days from the date of submittal to the Town of Newmarket.

Acceptance or Rejection of Proposals

The Town of Newmarket reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that is determined to be in the best interest of the Town.

The Town of Newmarket also reserves the right to reject the proposal of a consultant that has failed to perform properly or complete on time contracts of a similar nature.

Delivery of Proposals

Proposals must be submitted in a sealed envelope, and shall be addressed to the Town at the address and to the attention of the official as outlined in the proposal documents. All proposals must be submitted prior to the specified date and time. Any proposals received after the specified date and time will not be considered and will not be opened. Proposals delivered via facsimile, e-mail, or any format other than within a sealed envelope shall not be considered.

Withdrawal of Proposals

A consultant will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposal.

Public Opening of Proposal/Proposals

Proposals will be publicly opened and read aloud at the time and place as indicated in the proposal documents. Any consultant, authorized agent, or other interested party may be present.

Proposal Ownership and Costs

Upon submission, Proposals become the property of the Town of Newmarket. The cost of preparing and submitting a proposal is the sole responsibility of the consultant and shall not be chargeable in any manner to the Town. The Town will not reimburse any consultant for any costs associated with the preparation and submission of a proposal.

Examination of Proposed Materials

The submission of a proposal shall be deemed a representation and warranty by the consultant that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the proposal shall be considered after its submission on the grounds that the consultant was not fully informed as to any fact or condition. Statistical information, which is contained within a RFP or any addendum thereto, is for informational purposes only. The Town disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate.

Insurance Requirements

The successful consultant shall procure and maintain insurance, in the amounts and coverage detailed by the proposal documents at the consultant's sole expense. The successful consultant shall be required to present to the Town of Newmarket a certificate of insurance in the amounts required naming the Town of Newmarket as an additional insured.

Results

After the proposals are opened and read, the results will be available for the public. Consultants that desire a comprehensive list of the results may do so by attending the opening, or requesting such, in writing, to the Director of Finance and Administration.

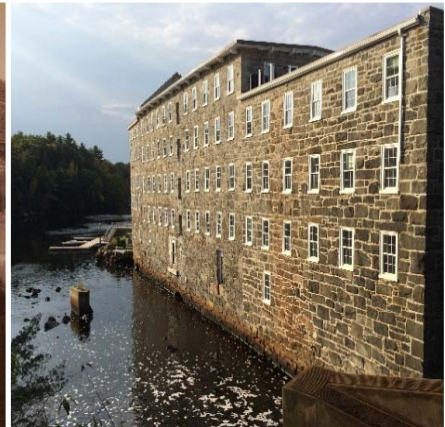
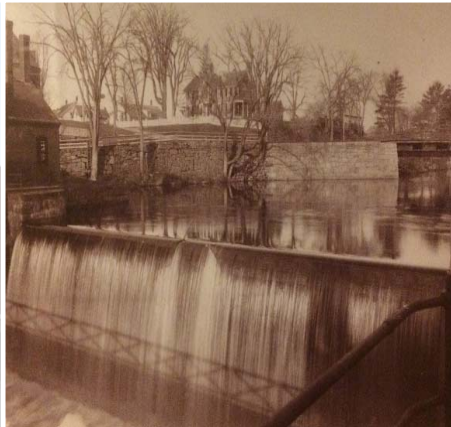
The award of a contract shall not be considered official until such time that a Purchase Order, fully executed contract, or an award letter has been issued by the Town of Newmarket. No presumption of award shall be made by any consultant until such documents have been executed and are in hand. Verbal notification of award is not considered official. Any action by the consultant to assume otherwise is done so at their own risk and the Town will not be held liable for any expense incurred by a consultant that has not received an official award.

Proposal & Qualifications

General Municipal Engineering Services

Submitted to:

**Town of Newmarket, New Hampshire
Finance Department
186 Main Street, Newmarket, NH 03857**



October 29, 2015

Contact: **David Cedarholm, P.E.**

**177 Corporate Drive
Portsmouth, NH 03801
603.433.8818**

Tighe&Bond

Town Council March 16, 2016
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N-1167-035
October 29, 2015

Mr. Matt Angell, Director of Finance
Newmarket Town Hall
186 Main Street
Newmarket, NH 03857

RE: General Municipal Engineering Services Proposal, Town of Newmarket

Dear Mr. Angell and Selection Committee:

Tighe & Bond is pleased to submit our proposal to provide general engineering services to the Town of Newmarket and offer a comprehensive and cost-effective approach to provide a contract Town Engineer coverage on the wide range of tasks outlined in the Request for Proposal. We have thoroughly read and understand the RFP, and if selected Tighe & Bond commits to performing the work to be done within the required time frame and defined budget. We also appreciate you sharing the 2106 CIP in response to the questions we submitted on October 22nd. The CIP and other documents we obtained from the Town's website helped us gain a clear picture of the Town's asset management program and where it is headed over the next 10 years.

Our project team includes a former Town Engineer and Selectman, Planning Board, Zoning Board, Conservation Commission members, and CIP and budget committee members, and has the knowledge and first-hand municipal experience to understand the engineering challenges that the Newmarket staff are currently covering on a shared basis. The Tighe & Bond Portsmouth office has provided New Hampshire municipalities with similar Contract Town Engineer services for the past 30 years including communities of similar size as Newmarket who do not have in-house engineering staff. Our staff has extensive experience in providing trusted engineering services to Public Works and Highway Departments, Planning Departments, and Town Administrators across the region. Tighe & Bond takes great pride in our ability to work with both our public and private clients in developing cost-effective solutions while seeking the appropriate balance of overlapping public and private sectors goals. The project team members have facilitated hundreds of municipal informational sessions, workshops, and public hearings, and we offer an exceptional level of professional service to every task.

Key reasons for selecting Tighe & Bond include:

1. **Qualifications of those directly involved on this project.** Gregg Mikolaities, P.E. will serve as the Principal-in-Charge, and David Cedarholm, P.E. as Project Manager and the contract Town Engineer. As founder of Appledore Engineering, now Tighe & Bond, Gregg has over 30 years of municipal and private engineering and managerial experience. Dave brings 27 years of engineering experience focused on working with municipalities, which includes nine years as the Town Engineer in Durham, New Hampshire and second in command of the Town's Public Works Department. His municipal credentials includes volunteering on the Board of Selectmen, Planning Board, CIP and Budget Committees, and other committees/commissions where he lives in neighboring Lee.
2. **Local firm and commitment to quality.** The Tighe & Bond Portsmouth office is located just 15 minutes from Newmarket and our staff are exceptionally familiar with the layout of the Town and the many local/regional issues facing the Town. Dave Cedarholm, whose primary responsibility would be to serve as Newmarket's contract Town Engineer, lives only minutes away and is available to attend off-hour meetings when needed on a pro bono basis. Being a local firm with staff who are intimately familiar with Newmarket and the immediate area, we understand the challenges facing the Town, its residents and



businesses, and commit to performing the work outlined in the RFP in a manner that best suits the Town's needs and budget, and within the time frame required.

3. **Multi-disciplined firm.** Tighe & Bond is full service engineering company made up of 260 professionals, and has been in business for over 100 years. Our engineers, scientists, and technicians are experienced and proficient in all facets of civil and environmental engineering, and Newmarket can be assured that our team has the proper manpower and commitment to complete any engineering or public works assignment in an efficient, cost-conscious, and timely manner.
4. **Unequalled NPDES wastewater & MS4 stormwater management experience.** Assisting municipalities negotiate and manage their wastewater and stormwater NPDES permits is a particular strength of our team. Since the small MS4 permit program began in 2003 coupled with EPA's march toward stricter wastewater discharge limits, Tighe & Bond has worked with numerous municipalities assisting them in the management of their combined wastewater/MS4 NPDES Permit compliance. Tighe & Bond has developed and implemented watershed management plans, updated stormwater ordinances/regulations, and is a leader in cutting edge best management practices required to address the ever changing regulatory atmosphere.

Mr. Cedarholm was Durham's NPDES wastewater and MS4 stormwater manager during his tenure there. He represented Durham in the Great Bay Municipal Coalition, spearheaded the development of Durham's non-point source pollution control program, managed all aspects of the Town's water-wastewater-stormwater improvement projects, and was the Chair of the New Hampshire Stormwater Study Commission under HB1295. Mr. Cedarholm also helped to initiate the Pollution Tracking & Accounting Pilot Project (PTAPP) and continues to participate.

5. **Understanding the Assignment:** Our approach to this and any engineering assignment is to first listen to the community's interests and specific concerns whether it is a critical town project, a regional water quality initiative, or an application before the Planning Board, and second to work with Town Officials and community members to develop a solution that best meets the Town's goals and objectives in the most efficient and cost effective way.

We appreciate the opportunity to submit this proposal, and are confident our team has the experience and the qualifications to meet the Town's needs. We welcome the opportunity to meet with the selection committee and address any questions or comments. If you have any questions or require any additional information please call us at 603-433-8818.

This proposal is signed by Vice President, Gregg Mikolaities, who has the authority to bind the company to the terms contained within the proposal for ninety (90) days.

Sincerely,

TIGHE & BOND, INC.



Gregg M. Mikolaities, P.E.
Vice President
gmmikolaities@tighebond.com



David Cedarholm, P.E.
Senior Project Manager
dcedarholm@tighebond.com

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Letter of Transmittal

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SECTION 1

Section 1 Professional Experience & Qualifications

1.1 A Century of Providing Engineering Solutions

Founded in 1911, Tighe & Bond is one of the most experienced engineering firms in New England. Our seven offices are strategically located throughout the Northeast. In addition to our Portsmouth, New Hampshire office, we have offices in Westfield, Worcester, Westwood, and Pocasset, Massachusetts, as well as two Connecticut offices located in Middletown and Shelton.

This assignment will be serviced from our Portsmouth office which maintains a staff of 30 professionals (see Section 1.4 for project team specifics). Tighe & Bond is licensed to practice engineering in all the New England states including New Hampshire.

We take pride in providing engineering and environmental services for clients in government, education, healthcare, industry, real estate development, renewable energy, power utilities and water/wastewater utility markets. *Engineering News-Record* annually ranks Tighe & Bond among the top design and environmental engineering firms nationally.

One of the oldest continuously operating engineering firms in the Northeast, Tighe & Bond has built a reputation upon the technical knowledge, experience, and capabilities we bring to each project we undertake, as well as the service we provide. Seasoned project managers, supported by project directors (principals of the firm), experienced engineers, and scientists on each and every project assure continuity, accountability, and a high quality service.

Tighe & Bond is a full service engineering firm and our Portsmouth office, which was formerly Appledore Engineering, has been involved with the planning, design, and engineering for the infrastructure of municipalities throughout New Hampshire for over 30 years. ***We are prequalified by the NH Department of Environmental Services and are on the NHDOT Eligible Consultant List as a Full Service Engineering Firm.***

The above information is provided in accordance with Section XI.D1 of the RFP.

Tighe & Bond is staffed by 260 seasoned professionals, including professional engineers, environmental scientists, hydrogeologists, and asset management professional. Working in teams, they share diverse expertise to benefit our clients. Professional registrations cover a wide range of



Tighe&Bond
Offices

**177 Corporate Drive
Portsmouth, NH 03801
603.433.8818**

**53 Southampton Road
Westfield, MA 01085
413.562.1600**

**One University Avenue
Suite 104
Westwood, MA 02090
781.708.9820**

**446 Main Street
Worcester, MA 01608
508.754.2201**

**4 Barlows Landing Road
Unit #15
Pocasset, MA 02559
508.564.7285**

**213 Court Street, Suite 1100
Middletown, CT 06457
860.704.4760**

**1000 Bridgeport Avenue
Suite 320
Shelton, CT 06484
203.712.1100**

PROFESSIONAL EXPERIENCE & QUALIFICATIONS

disciplines and Tighe & Bond personnel specialize all the following areas that a Town Engineer typically deals with:

- Civil Engineering
- Environmental Engineering
- Water & Wastewater Treatment
- Sewer Collection Systems
- Water Storage & Distribution System
- Water Resources Engineering
- Stormwater Management
- Dam Engineering
- Structural Engineering
- Geotechnical Engineering
- Traffic Engineering
- Transportation Planning
- Parking Consultancy
- Construction Observation
- Brownfield Site Restoration
- Regulatory Compliance & Permitting
- Remediation
- Site Assessment
- Site Development
- Solid Waste Management
- Demolition Specifications
- Health & Safety
- Instrumentation & Control
- Landscape Architecture
- Electrical Engineering
- Mechanical/HVAC
- Plan Preparation (AutoCAD)
- Asset Management (VUEWorks)
- Geographic Information Systems (ESRI ArcGIS)

1.2 Highlighted Projects

As requested in Section IV of the RFP, Tighe & Bond provides the following highlights of three projects that were important to the municipality in which our staff provided engineering services.

Route 11 Off-Site Improvements (2014-2015)

As part of Tighe & Bond's on-call engineering contract with the City of Rochester, NH we are currently providing design and construction phase engineering services (contract administration and field observation) for off-site improvements associated with a multi-phase 480,000 square foot commercial development on Route 11 in Rochester. The off-site improvements include the design and construction of a water supply booster pump station, underground utilities, an access road with two entrances and a round-a-bout, a state-of-the-art LID stormwater management system, lighting, sidewalks, landscaping, and widening a section of Route 11. Tighe & Bond has been involved in the project from the onset initially as the engineer of record for the private developer, and now as the City's construction oversight engineering for all the off-site improvement. The City of Rochester recognized that hiring Tighe & Bond would be a significant cost-savings as well as a practical approach to fostering a cooperative team effort between the City, the developer, and NHDOT. The project is progressing on schedule and on budget and highlights the multiple benefits of maintaining continuity with the design engineer.

Oyster River Integrated Watershed Management Plan (2012-2014)

Durham, NH is among more than a dozen communities in the seacoast region of New Hampshire who are regulated by the EPA for NPDES discharge permits associated with wastewater treatment plants and stormwater management systems. While serving as Durham's Town Engineer David Cedarholm sought to economize on the community's approach to satisfying the EPA's regulations by integrating the overlapping requirements of the Town's NPDES Wastewater Discharge Permit, the Town's MS4 General Stormwater Permit, and the University of New Hampshire's MS4 Stormwater Permit. The economy in this approach stemmed from eliminating redundant efforts, and an innovative nutrient trading program involving tracking and accounting of annual non-point source (NPS) nutrient pollution reduction initiatives in the Oyster River watershed (i.e. stormwater improvements, fertilizer reduction programs, etc.) and subtracting the NPS reductions as nutrient credits against the annual nutrient load from the wastewater treatment plant. Mr. Cedarholm facilitated a partnership between the Town of Durham and UNH to evaluate various trading opportunities, develop a written Integrated Watershed Plan, draft an Integrated Permit that combined the EPA's requirements of the Town's wastewater discharge permit with the two MS4 stormwater permits, and

develop a schedule and CIP to implement the approach. The EPA was initially very supportive of developing an Integrated Permit and encouraged moving forward with the approach, however they eventually withdrew their support due mostly to the complexity of working across separate regulatory divisions within EPA. Durham currently has the Plan on hold until the MS4 permit is better defined and released, and the Town has updated results from the wastewater treatment plant upgrade that was just completed. The Oyster River Integrated Watershed Management Plan provided the region with a well thought out example of how a community with redundant water quality compliance requirements might reduce their overall capital and operational costs by implementing a watershed based nutrient trading program. The Plan is available electronically on the Town of Durham's website: <https://www.ci.durham.nh.us/publicworks/engineering-division>

Wiswall Fish Ladder & Dam Improvement (2006-2011):

While employed as Town Engineer with Durham, NH, David Cedarholm managed the contracts for the engineering studies, design and permitting, secured a \$1M grant through the USDA NRCS for the construction phase. One stipulation of the grant was that the project needed to be completed within a specific time frame or the funds would no longer be available. When it was determined that the Town was short on funds to hire a consultant to perform the construction phase engineering and the delay associated with appropriating more funds would jeopardize making use of the grant funds, Mr. Cedarholm formulated a plan to perform the bidding and construction engineering with in-house resources. To complicate matters, since the project used federal funds and involved a historic dam and former mill site, the project plans needed to satisfy Section 106 of the federal historic preservation act before it could be bid. A local retired dam engineer and Town resident was hired as a part-time Town employee to perform the construction observation, and after many months of coordination and creative facilitation with numerous state and federal agencies the project was completed within budget and within the timeframe stipulated by the grant. In the Spring of 2011 the project was deemed complete when more than 30,000 river herring negotiated the new fish ladder and migrated upstream of Wiswall Falls for the first time in 100 years.

1.3 Selected Projects

In accordance with Section XI.D.3 of the RFP, Tighe & Bond has selected five significant engagements in which over the past two years Tighe & Bond has performed contract engineering services similar to the services described in the General Municipal Engineering Services RFP. These include the following communities:

- **Town of Durham, NH – 5 years**
- **Town of Epping, NH – 6 years**
- **Town of Londonderry, NH – 3 years**
- **City of Rochester, NH – 2 year**
- **Town of Wolfeboro, NH – 5 years**

The following pages provides a description of each of the engagements listed above with contact information of the Town Official who may be contacted for reference. We encourage the Town to contact these individuals for more information about our range of services and the quality of Tighe & Bond's work.



PROJECT SCHEDULE

Ongoing (5 years)

REFERENCE

Michael Lynch
Director of Public Works
Town of Durham
100 Stone Quarry Drive
Durham, NH 03824
(603) 868-5578

Client

Town of Durham

Description

Tighe & Bond provides on-call engineering and technical review services for the Town of Durham. Services range from reviews site plans from applications before the Planning Board to construction observation of utility installations and site design for municipal buildings. The projects involved LID stormwater designs including porous pavers and porous pavement, ledge removal in close proximity to existing buildings, sewer extensions, stream restoration, pedestrian bridges, construction management planning in an urban setting, and state permitting including Wetlands and Alteration of Terrain Bureaus. To help facilitate the review, draft copies of our comments are typically provided to the Town Planner, Town Engineer, and project team. Tighe & Bond provides field observation services on behalf of the Town, and recently prepared the site design for the new Durham Town Hall which included stormwater bioretention structures.



PROJECT SCHEDULE

Ongoing (5 years)

REFERENCE

Town of Epping
Britney Howard, Town Planner
157 Main Street
Epping, NH 03042
(603) 679-5441

Client

Town of Epping

Description

Tighe & Bond is providing on-call engineering services to the town of Epping which has so far included site plan review, traffic studies, and construction observations. In the past few years, we have reviewed several residential and commercial projects for conformity with the local regulations and ordinances. In addition, our review services point out potential engineering issues, utility conflicts, and a thorough drainage review. The Town of Epping utilizes our construction experience to perform a Quality Control check on all bond values, pay requisitions, and release of project retainage. We work closely with the Planning Board, Town Planner, and the Road Agent to insure that the Town of Epping receives a quality project built to the standards approved by the local boards.

The Town of Epping does not currently have a Town Engineer on staff or an Engineering Division



PROJECT SCHEDULE

1 year (recently renewed for 2 additional years)

REFERENCE

**Cynthia May
Town Planner
Town of Londonderry
268B Mammoth Road
Londonderry, NH 03053
(603) 432-1100 x103**

Client

Town of Londonderry

Description

Tighe & Bond was selected to provide on-call engineering including technical reviews of site plans and construction observation services in support of the Londonderry Planning Board for a wide-range of residential, commercial, and industrial development. As part of the review process, Tighe & Bond provides a review of project submissions with reference to the Town Subdivision Rules and Regulations, Zoning Bylaws, and standard engineering practice. Submissions reviewed include stormwater management plans, traffic impact reports, and sedimentation control plans.



PROJECT SCHEDULE

Ongoing (2014-present)

REFERENCE

John Storer
Director of City Services
City of Rochester
45 Old Dover Road
Rochester, NH 03867
(603) 335-7500

Client

City of Rochester

Description

Tighe & Bond has an on-call engineering contract with the City of Rochester to provide engineering services associated with various assignments including highways/bridges, stormwater management, water supply development, wastewater collection and dam repair/rehabilitation. Projects to date include:

- Preliminary design, permitting, development of construction documents, bidding and construction administration services for Chesley Hill Road water, sewer, drainage and roadway improvements (3,200 linear feet)
- Milton Road (Route 125) Corridor Study and Conceptual Plan
- Preliminary design of Wakefield Street water, sewer, drainage, roadway and streetscape improvements, including water and sewer capacity assessments and a traffic analysis
- Design for NHDES and NHDOT permitting, construction documents, bidding, construction administration services and construction oversight for the Route 11 and Loop/Frontage Road public infrastructure improvements to support Developer's project; also included design of public water infrastructure improvements

Tighe & Bond is also providing temporary in-house engineer services until the Town fills the vacant City Construction Engineer position. This role involves interacting with various City Staff members including the Public Works, Planning and Economic Development Departments. Responsibilities include issuing permits/licenses, serving as developer liaison, managing city improvement projects, and overseeing street acceptance.



PROJECT SCHEDULE

Ongoing (5 years)

REFERENCE

Robert Houseman
Director of Planning
Town of Wolfeboro
PO Box 629
9 Union Street
Wolfeboro, NH 03894
(603) 569-5970

Client

Town of Wolfeboro

Description

Tighe & Bond has been providing on-call engineering services including site plan review and construction observation to the Wolfeboro Planning Department for projects pending before the Planning Board. Work scope includes reviewing Planning Board submission packages for conformance to the Town's zoning and site plan review regulations. Tighe & Bond has all been contracted by the Town to implement a watershed management plan for Lake Wentworth and Crescent Lake. This project funded by a 319 Watershed Assistance Grant and involves the developing engineering plans and contract documents, pollution reduction assessments, public outreach, and construction engineering of selected stormwater best management practices at priority locations. We coordinate with Town staff and the applicant's engineer (in regard to site plan reviews) through the process. Once project plans are approved, Tighe & Bond's field engineer's conduct construction observations on behalf of the town to insure construction is proceeding in accordance with the approved plans. We are also involved with the review of site construction bonds and the release of funds as site work construction is completed.

The Town of Wolfeboro does not currently have a Town Engineer on staff or an Engineering Division

PROFESSIONAL EXPERIENCE & QUALIFICATIONS



1.4 Our Focus on Municipalities in New Hampshire

The Portsmouth Tighe & Bond office has a lengthy history of providing municipal engineering services to Public Works Departments and Planning Departments for the towns of Durham, Wolfeboro, Epping and Londonderry. In 2013, we provided engineering consulting services to 14 communities throughout New Hampshire.

TABLE 1
New Hampshire Municipal Experience (1987 – Present)

Municipality	Years of Engagement	Type of Services Provided
Barrington	12	Site design services for drainage improvements to town hall; design and permitting for new middle school and athletic facilities
Brentwood	8	Review of Planning Board submissions and conducted construction inspections.
Concord	3	Design construction admin/observation services for chemical process improvements at water treatment plant.
Dover	5	Site design for new fire station and new middle school; assisted with revisions to the Master Plan.
Durham	5	Review of Planning Board submissions, permitting and construction observation services for DPW, involving a variety of site development and underground utility projects. Prepared site design for new town hall.
Epping	6	On-call engineering services including review of Planning Board submissions, and periodic construction observation for new subdivision roadway construction.
Exeter	22	MS4 Stormwater permit compliance audit, site design and permitting for various school and athletic field projects.

PROFESSIONAL EXPERIENCE & QUALIFICATIONS

TABLE 1
New Hampshire Municipal Experience (1987 – Present)

Municipality	Years of Engagement	Type of Services Provided
Farmington	7	Site design and permitting for 2 new industrial parks and new high school.
Gilford	1	On-call engineering, survey and construction assistance in support of the Town's capital improvement goals in the areas of highway, bridge, stormwater, wastewater collection, site engineering, and municipal solid waste/recycling.
Greenland	4	Review of Planning Board submissions and conducted construction observations.
Hooksett	7	Site design and permitting for school projects and athletic fields.
Jaffrey	10	Engineering design services for a variety of projects including water supply and distribution system, dam repair, brownfields remediation and sewer system inflow/infiltration.
Kensington	4	Review of Planning Board submissions and conducted construction inspections.
Londonderry	3	On-call engineering services, review of Planning Board submissions, permitting and engineering services for DPW involving a variety of site development, utility, and road projects.
Newmarket	12	Site design and permitting for various school projects; reconstruction of roadways.
North Hampton	7	Site design and permitting for school projects and athletic fields; analysis of subsurface disposal systems.
Nottingham	3	Site design and permitting for fire station.
Manchester	1	Engineering design and construction phase engineering for the construction of two 6.5 Million gallon water storage tanks and inspection services of the city's primary water supply reservoir.
Portsmouth	22	Various projects including master planning, streetscape improvements, roadway design, schools, and drainage improvements.
Raymond	7	Various projects including roadway and streetscape improvements; and traffic and circulation improvements to the elementary school.
Rochester	2	On-call engineering services including interim Assistant City Engineer, roadway, traffic and utility evaluation and design, contract administration and construction observation, budget estimating, and Master Plan updates.

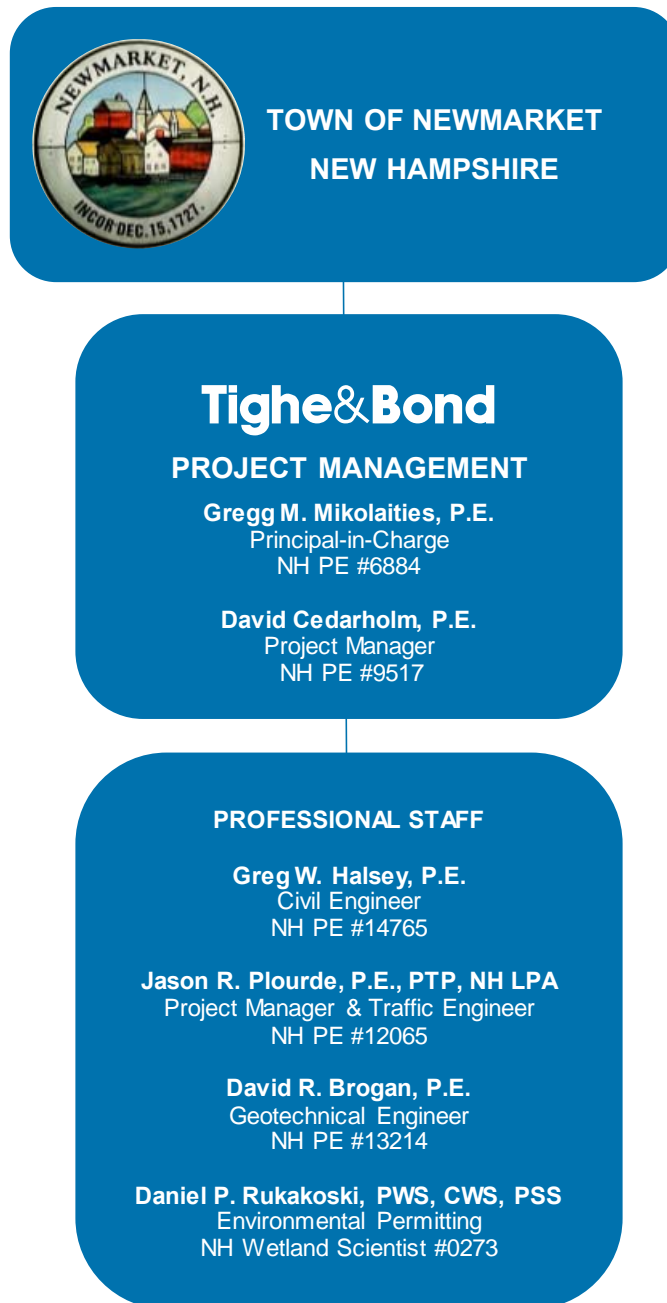
PROFESSIONAL EXPERIENCE & QUALIFICATIONS

TABLE 1
New Hampshire Municipal Experience (1987 – Present)

Municipality	Years of Engagement	Type of Services Provided
Sandwich	4	Provided wastewater engineering services evaluating and designing improvements to the Town's wastewater collection system and community septic system. Also provided construction engineering, contract administration and field observation during construction.
Seabrook	4	Worked with Conservation Commission on water quality upgrades.
Somersworth	4	Site design and permitting for various school projects.
Windham	10	Site and roadway design and permitting for new high school and upgrades to the elementary school.
Wolfeboro	5	On-call engineering services including site and roadway design, permitting for a new high school and upgrades to the elementary school. Also implementation of a watershed management plan funded through an EPA 319 Watershed Assistance Grant.

1.5 Project Team/Resumes

Tighe & Bond has assembled a team for the General Municipal Engineering Services for the Town of Newmarket that consists of experienced, highly qualified professionals that have been working in New Hampshire for over 30 years and are committed to deliver efficient contract Town Engineer services that best suits the Town's needs. Resumes are provided at the end of this section.



PROFESSIONAL EXPERIENCE & QUALIFICATIONS



Gregg M. Mikolaities, P.E. - Principal-in-Charge: Gregg is a Vice President with more than 30 years of experience in the management of a wide variety of public and private civil engineering projects. He regularly supervises the planning, design and permitting of redevelopment projects aimed at revitalizing urban areas. Gregg will serve as the Principal-in-Charge and be responsible for insuring the appropriate staff are available for any assignment. Gregg is a licensed civil engineer in eight states and a graduate of UNH, Leadership New Hampshire and Leadership Seacoast. He has also been recognized by Business New Hampshire Magazine as one of the Leaders for the 21st Century in the Architect/Engineering Category. *Civil - NH (#6884)*



David Cedarholm, P.E. – Project Manager: Dave has 27 years of civil engineering experience, focusing on municipal infrastructure/asset management, water resources and wastewater, stormwater management, and state and federal regulatory compliance. His municipal engineering experience includes nine years as the Town Engineer in Durham, New Hampshire and second in command of the Town's Public Works Department. In Durham, he was responsible for the asset management of all the Town's infrastructure and dozens of regulatory compliance, utility and roadway projects. Dave's extensive construction experience and relationship building with NHDES and USEPA has given him a solid understanding of the wide range of infrastructure and compliance challenges facing NH municipalities. As a Planning Board member and former Selectman Board in Lee, and former Town official in Durham, Dave offers a keen perspective on public works issues, municipal governance, budgeting, planning. *Civil - NH (#9517)*



Greg W. Halsey – Project Engineer: Greg is a staff engineer who has experience in various site/civil and solid waste design projects, as well as review of site plans for Planning Board applications. He has been involved in the design, permitting, and construction of several commercial, educational, and private real estate projects throughout New England. Greg has experience providing erosion control inspections for projects under construction as well as providing construction observation when necessary. *Civil - NH (#14765)*



Jason R. Plourde, P.E., PTP – Traffic Engineer: Jason is a certified Professional Transportation Planner (PTP) with 18 years of experience in the permitting of a variety of projects through the preparation of transportation engineering and environmental impact studies. He has extensive knowledge in the procedures and politics of governmental permitting throughout New England, and is well-versed in the approval of development projects and transportation improvements. He has provided representation before municipal, state, and federal agencies, as well as neighborhood groups and public forums. Jason currently provides traffic peer review services of private development projects on behalf of Londonderry, NH and Quincy, MA. *Civil - NH (#12065)*

PROFESSIONAL EXPERIENCE & QUALIFICATIONS



David R. Brogan, P.E. – Senior Geotechnical Engineer: David brings 14 years of experience in geotechnical consulting and research to meet a broad variety of client needs, across a wide spectrum of construction and redevelopment projects. This includes urban development, public utilities and infrastructure, as well as commercial, industrial, and residential structures. His areas of expertise consist of pavement design, slope stability and landslides, behavior of soft, sensitive marine clays, and techniques for ground improvement. He is skilled at development and oversight of subsurface exploration programs, analysis and design of foundations, evaluation of ground improvement methods, stability assessment and design of soil and bedrock slopes, asphalt and concrete pavements, evaluation and design of earth retaining structures, and instrumentation installation, monitoring and data analysis. *Civil - NH (#13214)*



Daniel P. Rukakoski, PWS, CWS, PSS - Environmental Permitting: Dan has 20 years of experience in environmental and energy permitting, wetland delineation, regulatory negotiations, construction observation, and remedial investigations. He is the principal environmental scientist and manager of the Wetlands and Ecological Services Group at Tighe & Bond. Dan regularly leads the environmental permitting efforts for municipal, commercial and public utility projects throughout the Northeast. *NH Wetland Scientist (#0273)*



YEARS OF EXPERIENCE

32

SPECIALTIES

Site/Civil Design

Master Planning

Peer Review

Permitting

Construction Administration

Public Presentations

LICENSES/REGISTRATIONS

Professional Engineer–NH (#6884)

Professional Engineer–MA (#33651)

Professional Engineer–CT (#24095)

Professional Engineer–RI (#8027)

Professional Engineer–ME (#5890)

Professional Engineer–VT (#5449)

Professional Engineer –FL (#65181)

Professional Engineer –NJ

(#24GE04658800)

EDUCATION

Bachelor of Science

Civil Engineering

University of New Hampshire

Leadership New Hampshire –

Class of 2010

Leadership Seacoast –

Class of 2001

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers

National Society of
Professional Engineers

American Council of
Engineering Companies

International Council of
Shopping Centers

Gregg Mikolaities is Tighe & Bond's business leader for the firm's municipal services in New Hampshire, Maine and Vermont. Gregg has more than 30 years of civil engineering experience, with much of this time spent as Principal in Charge. He has experience with a wide range of projects – municipal, institutional, commercial, residential and educational – and oversees planning, design, permitting and construction administration services. He has participated in hundreds of presentations before municipal, state and federal agencies, as well as neighborhood meetings, public forums and charrettes. He is a graduate of Leadership New Hampshire and Seacoast Leadership, and has been recognized by Business New Hampshire Magazine as one of the Leaders for the 21st Century in the Architect/Engineering Category.

Gregg also has been active in local government for the Town of Rye over the past 20 years, serving in various capacities such as Zoning Board member, Chairman of the Recreation Commission, and on multiple town building committees.

Professional Experience

Municipal

- **Municipal Peer Review Services:** Supervise the review of Planning Board application packages for municipal clients. This includes reviewing for conformance to a municipality's zoning and site review regulations, and best management practices. Meet regularly with applicants and their consultants to discuss reviews, and attend Planning Board meetings as requested. Also have conducted hundreds of site observations on behalf of municipalities to ensure that work is progressing per approved plans.
- **Greenland Sewer Master Plan:** Served as Principal-in-Charge for a master plan to extend the city of Portsmouth's municipal sewer system into the town of Greenland. Work involved development of a phasing plan and cost estimates so the town can phase the improvements as funding becomes available.
- **Sandwich Master Plan:** Served as Principal-in-Charge for the review of the existing sewer system that services the central business district in Sandwich, NH. Work included review of the past five years of sewage flows to determine system capacity and potential room for expansion of the system.
- **Wolfeboro Planning Board Support Services:** Served as Principal-in-Charge for the peer review of applications before the Planning Board of Wolfeboro, NH. Work includes the review of documents for conformance to the town's site plan and zoning regulations. Work also includes periodic site observations to insure construction is in conformance to the approved plans.
- **Londonderry Peer Review Services:** Supervise the review of Planning Board application packages. This includes reviewing for conformance to a municipality's zoning and site review regulations, and best management practices. Meet regularly with applicants and their consultants to discuss reviews, and attend Planning Board meetings as requested.
- **Rye Recreation Area Parking Expansion:** Served as Principal-in-Charge for the design and approvals for an expansion to the recreation area parking area in Rye, NH. The expansion area will be a gravel,

seasonal lot, open for overflow parking, to solve an existing parking shortage. Work involved meeting with the Conservation Commission and Selectmen to obtain Town meeting approval for the funding

- **Dover Fire & Rescue Headquarters:** Served as Principal-in-Charge of site/civil design, permitting and construction administration for a new 14,850 square foot fire and rescue station in the City of Dover, NH.
- **Nottingham Fire & Rescue Headquarters:** Served as Principal-in-Charge for the site/civil design, permitting and construction administration for a new 8,000 square foot fire and rescue station for the Town of Nottingham, NH. The site was designed to accommodate future expansion of the facility, which will double the size of the fire and rescue headquarters when complete.
- **Durham Town Offices:** Served as Principal-in-Charge for civil/site planning associated with renovations at a site that will soon become the home of new town offices for Durham, NH. The Town of Durham purchased a former bank building, with the intent of renovating it, to create a new and expanded area for its offices.
- **Exeter High School:** Managed the site design and permitting for the new 330,000 square foot Exeter High School in Exeter, NH. The site program included the design of 9 athletic fields, tennis courts, track, and stadium with a multipurpose synthetic field.
- **Portsmouth Water & System Master Plan Update:** Served as Principal-in-Charge for the capital improvements plan update to the 10-year old water system master plan for Portsmouth, NH. Included assessments for general system and water quality, margin of safety, facility, and the distribution system. Also included capital budget review and improvement recommendations.
- **Portsmouth Water & Sewer Rate Study:** Served as Principal-in-Charge for a comprehensive water and sewer rate study in Portsmouth, NH. This involved working collaboratively with Municipal & Financial Services Group.

Other Site/Civil

- **Portwalk Redevelopment:** Serving as Principal-in-Charge for the planning, design and permitting for a \$140M LEED certified project on four acres in downtown Portsmouth, NH. Work was completed in three phases over a six year period. Work involved underground parking, and construction of a new pedestrian friendly street with wide sidewalks, landscaping and sitting areas. Required close coordination with city staff to connect utilities to existing city system.
- **Commerce Way Roadway Improvements:** Serving as Principal-in-Charge for master planning for the Portsmouth Office Park redevelopment (formerly known as Commerce Center). This includes Commerce Way roadway improvements to convert an existing private roadway into a city accepted street. Work also included parking lot rehabilitation, and a proposed 80,000 square foot office building that includes a parking lot, sidewalk, stormwater management, utilities, and landscaping.
- **Pease Golf Course Parking Upgrades:** Served as Principal-in-Charge for design and permitting of a porous pavement parking lot with a low impact development design that limits the impacts of site disturbance, and manages stormwater runoff in a sustainable manner. Project also included lighting and landscaping improvements, as well as engineering services for the reconstruction of Country Club Lane in Portsmouth, NH.
- **Southgate Plaza Redevelopment:** Served as Principal-in-Charge for civil engineering and permitting services related to a \$24 million redevelopment project in Portsmouth, NH. The 165,000 square foot plaza located on Route 1 has been expanded to include a movie theater, an additional 20,000 square feet of new retail space, and the redevelopment of a 12,600 square foot highly visible end-cap space.
- **Great Bay Community College LID Improvements:** Oversaw design and permitting for site improvements at this community college in Portsmouth, NH. As part of the project, implemented sustainable design practices that included porous pavement and rain gardens.
- **Rye Recreation Capital Improvement Plan:** Provided engineering services for various capital improvements in the past 15 years, developing budgets for septic system upgrades, paved parking, gravel overflow parking, field reconstruction, and drainage reconstruction. Completed a pavement and drainage assessment project for Robie properties (5 sites) to budget and prioritize the reconstruction of their properties over a multiyear period.



YEARS OF EXPERIENCE

26

SPECIALTIES

Water Resources & System Improvements
Watershed Planning & Permitting
Wastewater & Stormwater Infrastructure Upgrades
Environmental & Geotechnical Investigations
Dam Rehabilitation & Stream Restoration
Asset Management
Permitting

LICENSES/REGISTRATIONS

Professional Engineer–NH (#9517)
Licensed Subsurface Disposal System Designer - NH (#1422)
40-Hour OSHA HAZWOPER Training

EDUCATION

Bachelor of Science
Geology
SUNY, New Paltz

Master of Science
Civil Engineering/Water Resources
University of New Hampshire

PROFESSIONAL AFFILIATIONS

Board of Selectmen
Lee, New Hampshire, Current Chair and Planning Board Rep

New Hampshire Public Works, Water Works, and Water Pollution Control Associations

New England Water Environment Association

David Cedarholm has 26 years of civil engineering experience, focusing on water resources and wastewater, municipal infrastructure/asset management, stormwater management, and state and federal regulatory compliance. His expertise working with municipalities includes nine years as the town engineer in Durham, New Hampshire and second in command of the Town's Public Works Department. His 32 years of construction experience and relationship building with NHDES and USEPA has given him a solid understanding of the wide range of infrastructure and environmental compliance challenges that the region faces. In addition, as the Chairman of the Board of Selectman in Lee, New Hampshire, and as the Board's representative on Lee's Planning Board and other Committees, he offers a valuable perspective of municipal governance, budgeting, and planning.

Professional Experience

Municipal Infrastructure Management

- **Public Utility & Critical Infrastructure Management:** Served as manager of the municipal water, wastewater, and stormwater systems for the Town of Durham, NH for nine years. This included: operations and maintenance plans, capital improvement plans, design and construction, regulatory compliance and permitting, and GIS mapping. Also managed and facilitated permit compliance with EPA and NHDES Wetlands, Wastewater Engineering, and Drinking Water & Groundwater Bureaus, SRF/SAG/ARRA funding coordination, and countless public outreach campaigns, listening session and public hearings, and public participation projects.
- **Capital Improvement Plans/Asset Management:** Developed and implemented capital improvements plans and asset management programs and schedules for the Towns of Durham and Lee, NH, and facilitated adoption with Town Boards.
- **Bridge & Road Construction:** Performed subsurface exploration, geotechnical evaluations, Phase I and II site assessments for the design and construction of bridges, roadways, and railroads in NH, MA, CT VT, PA, including state and federal environmental compliance.
- **Wiswall Bridge Replacement:** Served as manager and project administrator for the design replacement of this flood damaged two span historic bridge with a single span reinforced concrete structure. Incorporated Section 601 Historic Preservation Act mitigation components.
- **Landfills:** Provided design, permitting, contract administrator, construction management, and third party technical review for more than a dozen solid waste landfills in NH, VT, and NY. Involved predesign investigations, expansions, leachate collection and treatment, gas extraction systems, and closure compliance facilitation with NHDES Waste Management Division.
- **Solid Waste Transfer Stations:** Served as design engineer and project manager for complete redesign and construction of the solid waste transfer station facilities in Durham, NH.
- **Stormwater Management Systems & Bioretention Structures:** Designed, constructed, and managed the installation of dozens of stormwater management systems and innovative bioretention structures. Also provided design reviews in support of Land Planning and Zoning

Boards in New Hampshire and Maine, and facilitated compliance with NHDES Wetlands and Watershed Management Bureaus.

- **NPDES/MSGP & MS4 Permit Management:** Managed all permit compliance related activities for the Town of Durham's MS4 Stormwater Discharge Permit and Multi-Sector General Permit. This included: BMP design and installations, public participation-outreach-education programs, housekeeping and training, illicit discharge and detection, annual reporting, and facilitated permit compliance with EPA and NHDES Wetlands, Wastewater Engineering, and Watershed Management Bureaus.
- **HB1295 Stormwater Study Commission:** Served as Chairman for this diverse NH legislated commission that produced a comprehensive report in 2010 with recommendations on how the State of New Hampshire might address the growing list of evolving stormwater runoff issues.
- **Stormwater Site Plan/Subdivision Regulations:** Developed and implemented new innovative site plan and subdivision stormwater regulations in Durham, NH, encouraging low impact development design elements and redevelopment incentives, and facilitated the adoption through the Planning Board and Town Council.
- **Culvert Improvement Projects:** Served as design engineer, project manager, and contract administrator for numerous culverts ranging from 12 to 72-inch diameters and large box culverts including permit compliance facilitation with the NHDES Wetlands Bureau.

Dams

- **Dam Rehabilitation:** Served as manager and project administrator of dam deficiency investigations, condition assessments, permitting and design development for rehabilitation of the Oyster River Mill Dam and Wiswall Dam in Durham NH, including permit compliance facilitation with NHDES Wetlands and Dam Bureaus.
- **Dam Removal Studies:** Managed the preliminary dam removal study of the Oyster River Mill Dam in Durham, NH including bathymetric surveys, stream restoration, predictive habitat reestablishment, and coordinated funding through NOAA and the NHDES Watershed Management Bureau.
- **Wiswall Dam Improvements and Fish Ladder:** Served as manager, project administrator, and construction management for the replacement of the gate structure and release mechanisms of the Wiswall Dam in Durham NH. Installed a new Denil fish ladder and downstream fish migration notch, permit compliance facilitation with NHDES Wetlands and Dam Bureaus, funding coordination with USDA NRCS, and incorporation of Section 601 Historic Preservation Act mitigation components.

Water / Wastewater

- **Water Tank Rehabilitation:** Served as manager and project administrator for the rehabilitation of the 3 million gallon Foss Farm Road water tank and 0.3 million gallon Beech Hill water tanks for the Town of Durham's water distribution system, including compliance facilitation with the NHDES Drinking Water & Groundwater Bureau.
- **Highland Village Water District System Improvements:** Served as lead engineer and project manager for the well permitting, design and construction of new water system components in Northfield, NH. This included two new supply wells, control building including a 10,000 gallon static and hydropneumatic water storage tanks, water distribution lines, and facilitating NHDES Water Division approvals and funding with USDA Rural Development.
- **Integrated Watershed Planning & Permit Integration:** Coordinated and managed the development of the Oyster River Integrated Watershed Plan for the Town of Durham, NH and the University of New Hampshire. This innovative first in the nation plan integrated the Town's NPDES wastewater permit with separate MS4 stormwater permits for the Town and UNH through a point/non-point source nutrient trading program, and involved extensive facilitation with NHDES Water Division and USEPA.
- **Sewer System Rehabilitations and Extensions:** Served as design engineer, manager, and project administrator for more than 20 miles of sewer rehabilitation, replacements, and sewer extension projects. Included infiltration/inflow investigations, cast in place slip lining, complete reinstalls, manhole rehabilitations, gravity sewer and force main installations, and SRF/SAG funding and compliance facilitation with NHDES Wastewater Engineering and Wetlands Bureaus.



YEARS OF EXPERIENCE

4

SPECIALTIES

Site/Civil Design

Erosion Controls Inspection

Solid Waste

Water/Wastewater

Construction Observation

LICENSES/REGISTRATIONS

Professional Engineer – NH (#14765)

EDUCATION

Bachelor of Science

Civil Engineering

University of New Hampshire

Bachelor of Science

Business Administration

University of New Hampshire

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

Greg Halsey is a staff engineer who has had experience in various site/civil and solid waste design projects. He has been involved in the design, permitting, and construction of several commercial, educational, and private real estate projects throughout New England. Greg has experience providing erosion control inspections for projects under construction as well as providing construction observation when necessary.

Professional Experience

Site/Civil Engineering

- **Chestnut Hill Shopping Center:** Prepared design and construction documents for the ongoing redevelopment of the Chestnut Hill Shopping Center. The project is made up of four separate building projects located at 55/49/33/27 Boylston Street all owned by the same client. Scope of work included building, parking, site lighting and drainage improvements. Stormwater BMP's including pervious pavers were used to mitigate new impervious area created by the project.
- **Newton Wellesley Ambulatory Center:** Prepared permits, design, and construction documents for the redevelopment of an existing site in Newton, Massachusetts. The stormwater design integrated rain gardens, tree box filters, and infiltration basins to mitigate runoff.
- **Dollar General:** Prepared construction documents for two locations in Tilton and Hillsborough New Hampshire. Projects included site parking, lighting and stormwater management.
- **Pease Development Authority Golf Course Parking Lot:** Prepared site plan, construction documents and provided construction administration services associated with new parking lot for approximately 455 cars.
- **White City East Shopping Center:** Provided site design, construction documents and construction administration services for the relocation of the Firestone business at the White City East Shopping Center in Shrewsbury, Massachusetts.

Water/Wastewater

- **Subsurface Disposal System:** Prepared permits and construction documents for a 10,000 GPD subsurface disposal system for a restaurant/butcher shop in Raymond, New Hampshire. The system included (2) 2,500 LF Enviro Septic fields and a pump station to send effluent approximately 400 LF to the subsurface disposal fields.
- **University of New Hampshire:** Prepared wetland permits and construction documents for 1,800 LF water main replacement project in Durham, New Hampshire.

Solid Waste

- **Peabody Monofil Associates Phases 1&2:** Prepared construction documents for the Corrective Action Design of the Phase 1 Closure. Prepared permit drawings for the Phase 2 Major Modification Permit needed to expand the landfill, which includes blasting bedrock in order to create the proper landfill liner subgrades.
- **Bondi Island Landfill:** Prepared construction documents for the Cell 2 Expansion of Subcells 2A & 2B. The subcells are part of the larger Cell 2, which is comprised of 4 separate subcells.

Tighe & Bond



YEARS OF EXPERIENCE

19

SPECIALTIES

Traffic Engineering
Transportation Planning
Technical Peer Review

LICENSES/REGISTRATIONS

Professional Engineer – NH (#12065)
Professional Engineer – MA (#49397)
Professional Engineer – ME (#13057)
Professional Engineer – RI (#9719)
Professional Transportation
Planner Certification (#347)
New Hampshire Local Public
Agency Certification (#1400)

EDUCATION

Bachelor of Science
Civil Engineering
Florida Institute of Technology

PROFESSIONAL AFFILIATIONS

Institute of Transportation Engineers

Safe Routes to School
National Partnership

New Hampshire
Planners Association

Plan New Hampshire

International Council
of Shopping Centers

Milford, NH Economic
Development Advisory Council

Milford, NH Traffic Safety
Advisory Committee

Jason Plourde is a project manager, and 1 of 12 certified Professional Transportation Planners (PTPs) in New England, who has more than 18 years of experience in the permitting of land development and planning projects. He has prepared traffic studies involving transportation planning and traffic engineering expertise for site access, off-site roadway improvements, traffic calming measures, access management, and complete streets design projects.

Jason has extensive knowledge in the procedures and politics of governmental permitting throughout New England for land developments, planning studies, transportation improvements, parking evaluations, and municipal reviews. He is experienced in transportation data collection, transportation projections, and intersection capacity analyses and their utilization in developing and implementing design measures to improve safety, accessibility, and mobility for motorists, pedestrians, and cyclists. Jason has prepared numerous traffic studies, planning evaluations, and Environmental Impact Reports for a wide variety of projects. He has provided representation before municipal, state, and federal agencies, as well as neighborhood groups and other public forums. Jason has also provided technical and transportation peer review services to a number of local municipalities.

Professional Experience

Traffic Impact Studies

- **Stoneham Crossing:** Provided traffic engineering services for the redevelopment of the A.W. Chesterton Company headquarters with a 298-unit apartment community in Stoneham, MA. These services included conducting traffic counts, evaluating crash history, projecting future traffic volumes, analyzing intersection operations, determining project traffic impacts, assessing site access, recommending measures to improve multi-modal mobility and connectivity, and coordinating with MassDOT, DCR, MEPA, MAPC, MassRIDES, and local officials.
- **New Hampshire Bureau of Public Works:** Provided traffic engineering services for the New Hampshire Bureau of Public Works to be located on Tobey Road in Concord, NH. These services included conducting traffic counts and field inventories, measuring sight distances, projecting future traffic volumes, estimating site-generated traffic volumes, analyzing intersection operations, determining project traffic impacts, recommending improvement measures, and coordinating with City of Concord, CNHRPC, and NHDOT officials.
- **Manomet Transfer Station:** Provided traffic engineering services for the consolidation of existing transfer stations and the redesign of an existing transfer station in Plymouth, MA to optimize the current layout and traffic flow. These services included evaluating existing on-site and off-site vehicular operations at the existing transfer stations, projecting the anticipated vehicular operations with a new waste management program implemented, and recommending measures to maximize internal traffic queuing and optimize waste handling operations.
- **Stratham, NH Mixed-Use Redevelopment:** Provided traffic engineering services for the redevelopment of an existing mixed-use retail development in Stratham, NH. These services included conducting field inventories, estimating site-generated traffic volumes, evaluating crash history, assessing vehicular and pedestrian site access and internal circulation, and coordinating with Town of Stratham and NHDOT officials.

- **Cumberland Farms and CVS/pharmacies:** Provided traffic engineering services for numerous Cumberland Farms and CVS/pharmacies throughout New England. These services included collecting multi-modal traffic counts, inventorying intersections and roadways, establishing existing traffic volumes, researching and evaluating crash history, measuring sight distances, projecting future traffic volumes, estimating site-generated traffic volumes, analyzing intersection operations, and recommending measures to improve multi-modal mobility and connectivity.

Transportation Planning Studies

- **Ocean Boulevard Parking Study:** Evaluated the current parking demands of the Ocean Boulevard area in Rye, NH by identifying areas of operational and safety concern, balancing the parking needs of residents and visitors with parking recommendations, and producing a financial analysis for the recommended parking alternative measures. The results of the Parking Study provided a parking management plan to provide a parking system to service the residents, employees, and patrons who live in, work in, and visit the Ocean Boulevard area.
- **Milton Road Corridor Study:** Conducted traffic engineering and transportation planning services in preparing a comprehensive Corridor Study for a section of Milton Road (Route 125) between Norway Plains Road and Cross Road. The goal was to develop a Corridor Study to serve as a holistic conceptual plan for roadway, traffic, and multi-modal improvements to address existing deficiencies and accommodate newly proposed developments, new zoning changes, and a recently designated Economic Revitalization District.
- **Nashoba Valley Technical High School Track and Field Facility:** Evaluated the vehicular, pedestrian, and parking impacts for a proposed track and field facility to be constructed at Nashoba Valley Technical High School in Westford, MA. Responsibilities included conducting a field inventory of the existing parking and on-site activity centers, evaluating pedestrian crossings and amenities, estimating the additional vehicular traffic generation, determining the projected parking impacts, and developing recommendations to improve multi-modal mobility and connectivity.
- **Greenwich, CT Parking Demand Evaluation:** Evaluated the existing parking supply and demand within a parking garage and surface lot associated with an office building in Greenwich, CT to determine the parking availability for a future office space expansion. Responsibilities involved conducting a field inventory of the existing parking spaces, performing a parking accumulation survey to record the number of parked vehicles and to identify any observed parking concerns, determining parking demand rates based on the size of the office building and the number of employees, and developing recommendations to address potential future parking demands.
- **New Castle, NH Traffic Calming Evaluation:** Evaluated potential traffic calming measures to be implemented along a residential roadway in New Castle, NH. Responsibilities involved coordinating with neighborhood residents, conducting field inventories to identify existing deficiencies and constraints, and evaluating the type and location of physical and non-physical traffic calming measures to be considered in reducing vehicular speeds.
- **University of New Hampshire – Bus Pullouts and Pathways:** Developed and modified designs for bus pullouts and pedestrian pathways along Main Street West for the University of New Hampshire utilizing FTA Bus-Livable Communities grant funding. Responsibilities included incorporating a midblock crosswalk and posting signs in accordance with AASHTO and MUTCD guidelines and in compliance with FTA requirements.

Traffic Reviews

- **Various Municipalities:** Conducted multiple reviews of traffic studies prepared by other traffic engineering consultants. Such reviews are typically at the request of municipalities or by developers for internal evaluation that often require third-party reviews of development applications for accuracy, completeness, and compliance with local and state regulations as well as with standard traffic engineering practice. Examples include reviews in Dartmouth, Lenox, Medway, Milford, Millbury, and Quincy, MA; as well as Hampstead, Londonderry, and Portsmouth, NH.

Traffic Feasibility and Site Sizing Studies

- **Various Locations:** Conducted numerous preliminary evaluation studies for potential land development projects to identify expected transportation impacts and potential improvement measures during the initial stages of the development process. The feasibility studies often take the form of site sizing studies at locations where transportation impacts and vehicular capacity are the constraining factors. The site sizing studies identify the maximum level of site development within the constraints of the surrounding roadway infrastructure.



YEARS OF EXPERIENCE

14

SPECIALTIES

Development of Subsurface
Exploration & Laboratory Testing
Programs

Foundation Analysis

Slope Stability & Landslides

Reinforced Soil Slope Design

Behavior of Soft, Sensitive Marine
Clays

Ground Improvement Techniques

Pavement Design

Instrumentation Installation,
Monitoring & Data Analysis

LICENSES/REGISTRATIONS

Professional Engineer-NH (#13214)

Professional Engineer-ME (#10022)

Professional Engineer-MA (#49742)

Professional Engineer-CT (#28142)

Professional Engineer-NY (#089232)

EDUCATION

Bachelor of Science

Civil Engineering

University of New Hampshire

Master of Science

Ocean Engineering

University of Rhode Island

40-Hour OSHA HASWOPER Training

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers
and the Geo-Institute

International Society of Soil
Mechanics and Geotechnical
Engineering

Association of State Dam
Safety Officials

Engineers without Borders

David Brogan is a senior engineer in Tighe & Bond's geotechnical and dam engineering group. He combines his consulting experience on projects from Maine to New Jersey with his university research experience to meet a broad variety of client needs, across a wide spectrum of projects. He has developed and performed subsurface exploration and laboratory testing programs – as well as provided geotechnical analysis – for a broad range of structures, slopes, retaining walls, and pavements. He also has provided construction oversight and project management for infrastructure, development and redevelopment projects for private and municipal clients.

Professional Experience

Infrastructure

- **Water & Wastewater:** Developed and conducted subsurface exploration programs and performed geotechnical evaluations to support design and construction of water, stormwater and wastewater infrastructure projects. This has included piping and structures, pump stations, water towers, and storm drain and sewage outfalls. A North Conway, NH improvement project consisted of approximately 9,600 linear feet of gravity sewer, 2,500 linear feet of force main sewer, 17,000 linear feet of water lines, and two pump stations with wet wells extending 17 to 25 feet below floor level. Geotechnical engineering evaluations included: soil and bedrock excavation considerations, trench and slope stability, protection of nearby utilities, dewatering methods, backfilling and compaction, and associated earthwork construction.
- **Power Generation Facilities:** Developed preliminary and final phase subsurface exploration and laboratory testing programs and performed geotechnical evaluations to support design and construction of power generation facilities. This includes upgrades to substations owned by Central Maine Power and the Public Service of New Hampshire. A peak power generation facility in Billerica, MA included: gas-combustion turbine generators, selective catalytic reduction systems, fuel gas compressors, substation structures, a transmission tower, liquid bulk storage tanks, buildings, paved and unpaved roadways, retaining walls, and a noise barrier wall. Potential settlements of foundations and/or floors supporting dynamic load imparting equipment, and soil liquefaction during earthquake were the primary geotechnical concerns.
- **Bridges:** Performed subsurface exploration and geotechnical evaluations to support design and construction of several bridges. Evaluated steel H-pile and spread-footing foundation alternatives, and temporary lateral earth support options, for an overpass project in Saco, ME. Monitored the installation of coated steel H-piles driven to support the Genesee & Wyoming Railroad Bridge which spans a tributary of the Genesee River in Mt. Morris, NY.
- **Dams:** Performed Phase I dam safety inspections for the Mill Pond Dam in Littleton, MA and the Cushing Pond Dam in Hingham, MA. Assessed and reported the apparent condition and deficiencies of embankments, spillways, training walls, gate facilities, and outlet control works.
- **Communication Towers:** Provided geotechnical analyses for design of mat foundations, concrete dead men and rock anchors, and provided construction observation for monopole, lattice and guyed communication towers and their associated buildings across Maine, New Hampshire and

Massachusetts. Reviewed the structural foundation design submittal and calculated rock anchor pull-out capacities, observed bedrock drilling, anchor placement and grouting, and performed anchor proof testing and post tensioning for a 330 foot-tall guyed tower in Hebron, ME which was anchored to bedrock using 1¾-inch diameter all-thread bars, 34 feet long.

Slope Analysis & Stabilization

- **South Portland Site Development:** Provided geotechnical engineering services for multiple retail buildings to be constructed over large fills above thick deposits of soft, sensitive marine clays in South Portland, ME. Analyzed data from a multi-phased geotechnical investigation, and performed global stability analyses of preload areas. Collected and evaluated settlement platform and vibrating-wire piezometer data. After contractor activities contributed to a landslide during preload construction, oversaw data analyses of a post-slide subsurface investigation program. Conducted global stability analyses for forensic studies, a stability berm at the toe of the slide area, and future preload areas.
- **Norridgewock Elementary School:** Provided geotechnical engineering services for proposed development in Norridgewock, ME that included a fill embankment supporting a paved school-bus loop with a stormwater detention pond at its center, as well as other fill slopes on site. The detention pond incorporated internal and external gabion walls to serve as water-quality filters and drainage structures, respectively. The proposed pond and slopes were underlain by thick deposits of soft, sensitive, marine clay. Evaluated the global stability of the detention pond/bus loop and other permanent fill slopes. Designed the slopes incorporating lightweight fill and/or multiple layers of geogrid reinforcement.

Development

- **Commercial:** Provided geotechnical recommendations for design and construction of foundations, temporary and permanent earth support systems, pavements and slopes for apartments, hospitals, hotels, office buildings and retail developments across New England, New York and New Jersey. In Milford, CT ground improvement via Rammed Aggregate Piers (RAP) was used to support conventional shallow foundations and mitigate risks associated with contaminated urban fills, very loose native soils and shallow groundwater. Designed a geogrid reinforced soil pad to mitigate potential settlement and support retail building foundations on loose alluvial deposits in Berlin, VT- which was based on subsurface data collected from test borings and cone penetrometer testing.
- **Industrial:** Evaluated subsurface conditions and provided recommendations for design and construction of new facilities for Tom's of Maine and Kate's Butter as well as additions to IDEXX Laboratories, Floatation Technologies, Lonza Biologics and Lindt Chocolate. The Kate's Butter facility included construction of two-story office and process buildings, paved and unpaved drives and roads, loading docks, parking areas and detention ponds on a site with nearly 70 feet of topographic change, shallow bedrock and compressible soils.

Marine/Shoreline

- **Redevelopment of Former Webster Mill:** Performed global stability analyses and evaluated options to stabilize riverbank slopes while achieving the goals for a contaminated soil cover system previously approved for a condominium development in Orono, ME. Design included flattening existing slopes and constructing new reinforced soil slopes as steep as 1.5V:1H. Cover systems included rip rap up to 100 year flood level and geoweb above flood level.
- **Seawall Reconstruction:** Performed a geotechnical investigation to support the design of a new seawall and sidewalk approximately 920 feet long, in Kennebunk, ME. Test borings along the wall alignment encountered areas of peat, sand, and silty clay deposits over glacial till. Evaluated appropriate sheet-pile sections and lengths and provided recommendations for the sheeting section, backfill material, and drainage features.
- **Landslide and Shoreline Protection:** Developed and performed a geotechnical investigation to understand the physical geometry, the soil profile, and the nature of slope movement in Rockland, ME. Erosion along the shoreline had resulted in local slope instability and movements along a steep bluff approximately 50 feet high, with potential impacts to an existing structure. Assessed the potential for a landslide and evaluated methods to improve the global stability and reduce the potential for erosion at the toe. Provided recommendations for shoreline protection and slope stabilization.



Daniel Rukakoski is the principal environmental scientist and manager of the Wetlands and Ecological Services Group at Tighe & Bond. He has over 20 years of experience in wetland delineation, environmental and energy permitting, regulatory negotiations and construction observation. He is an expert in linear permitting efforts, and has successfully completed several projects which have required expedited or emergency permitting due to failing infrastructure. Dan regularly leads the environmental permitting efforts for municipal, commercial and public utility projects throughout the Northeast.

Professional Experience

Environmental and Energy Permitting

- **Town of Jaffrey, New Hampshire:** Completed annual wetland monitoring to comply with a NHDES Large Groundwater Withdrawal Permit. Completed monthly water level monitoring within a piezometer/staff gage network to monitor the effects of long term pumping on wetland and surface water hydrology. Completed routine site visits throughout the growing season to monitor changes in wetland species prevalence and vernal pool activity. Submitted annual reports to NHDES.
- **Municipal/Water Company Projects:** Completed wetland delineations and municipal, state and Federal permitting for municipal and water company infrastructure projects throughout the Northeast. Projects included new and replacement water lines and sewer lines, wastewater treatment plants, water treatment plants, facility expansions, water storage tanks, sewer pumping stations, drinking water supply wells, dam repair/reconstruction, stormwater improvements, roadway repair/reconstruction, bridge construction and culvert replacement. Presented projects to municipal conservation/wetland commissions and state/Federal regulators.
- **Algonquin Gas:** Conducted wetland delineations, permitting, and construction monitoring for gas pipeline repair projects throughout Connecticut as required by the U.S Department of Transportation (Chapter 49 of the Code of Federal Regulations, Section 192 Department of Transportation Regulations for "Transportation of Natural and Other Gas by Pipeline). Completed GPS surveys, wetlands functions and values assessments and inland wetland permit applications. Represented client at inland wetland hearings.
- **Islander East Pipeline:** Conducted wetland delineations along a proposed natural gas pipeline route from Connecticut to New York. Completed environmental studies which explored the impacts of a pipeline crossing to coastal resources of Long Island Sound. Prepared permit applications under the Connecticut Office of Long Island Sound Program (OLISP).
- **Center Point Energy:** Conducted wetland delineation and above ground utility mapping for a gas pipeline abandonment project in Louisiana, Arkansas and Missouri. Assisted in the preparation of FERC Resource Reports.
- **Williams Communications:** Completed wetland and environmental permitting for proposed fiber optic lines from Albany, NY to Boston, MA and New York, NY to Boston, MA. Responsibilities included project and staff management, route analysis, wetland delineations, GPS surveys,

YEARS OF EXPERIENCE

20

SPECIALTIES

Environmental & Energy Permitting

Environmental Assessment &
Environmental Impact Oversight

Emergency Permitting

Remediation

LICENSES/REGISTRATIONS

Registered Professional Soil
Scientist, Soil Scientist Society of
Southern New England

Certified Professional Wetland
Scientist, Society of Wetland
Scientists

State of NH Certified Wetland
Scientist NH Joint Board of
Licensure

EDUCATION

Bachelor of Science
Natural Resources Management and
Engineering
University of Connecticut

Graduate Coursework, Soils
University of Massachusetts

Army Corps of Engineers 48-Hour
Federal Wetland Delineation
Training

Federal Energy Regulatory
Commission Environmental Review
and Compliance for Natural Gas
Facilities

U.S. Fish and Wildlife Service Fish
Passage Training Course

40-Hour OSHA
HAZWOPER Training

OSHA 510 Construction
Safety Training

Tighe & Bond

local, state and Federal permitting in New York, Massachusetts, Connecticut and Rhode Island, and construction monitoring.

- **Electrical Utility Projects:** Conducted wetland delineations, rare species surveys, environmental permitting and construction monitoring for electrical utility companies in the Northeast. Permitted the complete reconstruction of three separate transmission lines and one distribution line totaling over 70 miles. Permitted the construction of a new electrical substation in New Hampshire. Managed distribution and transmission line maintenance/upgrade projects in Connecticut, Massachusetts, and New Hampshire. Provided construction observation on transmission line and substation construction projects. Completed GPS surveys of transmission line corridors. Completed rare plant surveys for wild lupine (*Lupinus perennis*) and grassleaf goldenrod (*Euthamia tenifolia*). Coordinated individual projects with municipal, state, and federal agencies, including the New Hampshire Department of Environmental Services, New Hampshire Fish and Game, New Hampshire Division of Historical Resources, New Hampshire Natural Heritage Bureau, Massachusetts Department of Environmental Protection (MADEP), Massachusetts Division of Fisheries and Wildlife, U.S. Army Corps of local Engineers (Corps), U.S. Fish and Wildlife Service, and Federal Aviation Administration. Developed Best Management Practices manuals for utility companies. Subcontracted and managed archaeological investigations on several transmission line construction projects.
- **Moretown Landfill:** Conducted wetland delineations and GPS surveys to support a proposed landfill expansion in Moretown, Vermont. Completed wetlands functions and values assessments and developed a wetland mitigation plan for the loss of approximately 3 acres of wetlands and watercourses. Developed and secured an Individual Permit for project under Sections 401 and 404 of the Clean Water Act.
- **May Brook Dam Removal:** Completed resource area delineations and stream investigations for the removal of May Brook Dam in Windsor, Massachusetts. Coordinated with the Massachusetts Department of Environmental Protection, U.S. Army Corps of Engineers and Massachusetts Division of Fisheries and Wildlife, and developed a dam removal and restoration plan which incorporated the use of low-impact equipment. Oversaw environmental compliance monitoring activities during construction.

Emergency Permitting

- **Hoosac Water Quality District:** Completed three emergency bank stabilization projects in Williamstown and North Adams MA to prevent existing sewer lines from failing. Delineated wetlands and filed permits for emergency authorization under the Massachusetts Wetlands Protection Act, Endangered Species Act, Chapter 91 Waterways Program, and Sections 401 and 404 of the Clean Water Act. Conducted daily construction and rare species monitoring and provided weekly electronic reports to the MADEP and Corps.
- **Department of Conservation and Recreation:** Completed an emergency slope stabilization project in Clinton, MA to repair a washed out road and slope. Coordinated with regulatory officials and obtained emergency authorization under the Wetlands Protection Act and Sections 401 and 404 of the Clean Water Act.
- **Agawam Force Main Repair:** Completed an emergency repair project in Agawam, MA to repair a failing sewer line in the Westfield River. Delineated wetlands and filed permits for emergency authorization under the Wetlands Protection Act, Endangered Species Act and Section 404 of the Clean Water Act.

Remediation

- **Federal Aviation Administration:** Participated in remedial investigation/feasibility studies and a site-wide ecological risk assessment of a 5,000-acre federal property. Performed soil and groundwater investigations, conducted hydrogeologic pump tests, and performed extensive sediment sampling within on-site wetlands, watercourses, and reservoirs. Conducted quarterly groundwater sampling throughout facility.
- **Shieldalloy Metallurgical Corp:** Conducted soil and groundwater investigations and sediment sampling at a National Priorities List site in New Jersey to determine extent of chromium, trichloroethylene and perchlorate contamination. Performed vertical groundwater profiling to determine variability of contamination with depth within the aquifer. Conducted hydrogeologic pump tests to determine how local groundwater systems affect nearby surface water bodies. Participated in the closure of several former chromium sludge lagoons on site. Completed an environmental report in accordance with FERC guidelines for the on-site closure of a radioactive slag pile. Served as project manager for monthly, quarterly, and annual groundwater sampling assignments.

SECTION 2

OTHER INFORMATION

Section 2 Other Information

2.1 Sample Insurance Certificates

This section is provided in accordance with Section XI.E.1 of the RFP. On the following pages we have provided our sample insurance certificates that describe coverage arrangements to assure the Town we have sufficient insurance to cover claims.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: AD

DATE (MM/DD/YYYY)

04/15/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poole Professional Ltd.-TM 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Thomas M. Mullard		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: TIGHE-1	
INSURED Tighe & Bond, Inc. Engineering Services in NY provided by T&B Engineering, P.C. 53 Southampton Road Westfield, MA 01085		INSURER(S) AFFORDING COVERAGE INSURER A: XL Specialty Insurance Co. NAIC # 37885 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
	<input type="checkbox"/> HIRED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N <input type="checkbox"/> N/A						WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Prof., Environ.			DPR9722853	04/14/2015	04/14/2016	Per Claim 3,000,000
A	& Pollution Liab.			RETRO4/1/1984 DED 100,000			Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

For professional liability coverage, the aggregate limit is the total insurance available for all covered claims presented within the policy period. The limit will be reduced by payments of indemnity and expense.

CERTIFICATE HOLDER**CANCELLATION**

For Proposal Use Only	PROPO-1
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE 	

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CERTIFICATE OF LIABILITY INSURANCE

OP ID: AD

DATE (MM/DD/YYYY)

09/25/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poole Professional Ltd.-TM 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Thomas M. Mullard		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: TIGHE-1	
INSURED Tighe & Bond, Inc. Engineering Services in NY provided by T&B Engineering, P.C. 53 Southampton Road Westfield, MA 01085		INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Indemnity Co. NAIC # 25658 INSURER B: Charter Oak Fire Ins. Co. 25615 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> GENERAL LIABILITY		680-5310L272 INSURANCE IS PRIMARY	10/01/2015	10/01/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000				
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	MED EXP (Any one person) \$ 10,000				
	<input checked="" type="checkbox"/> Business Owners	PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY		BA6D975982 MA BA6D980470 CT, NH	10/01/2015	10/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO	BODILY INJURY (Per person) \$				
	<input type="checkbox"/> ALL OWNED AUTOS	BODILY INJURY (Per accident) \$				
	<input checked="" type="checkbox"/> SCHEDULED AUTOS	PROPERTY DAMAGE (PER ACCIDENT) \$				
A	<input checked="" type="checkbox"/> HIRED AUTOS					\$
A	<input checked="" type="checkbox"/> NON-OWNED AUTOS					\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		UP-7323Y492	10/01/2015	10/01/2016	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	AGGREGATE \$ 5,000,000				
	<input type="checkbox"/> DEDUCTIBLE	Follow \$				
	<input type="checkbox"/> RETENTION \$	Form \$				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	UB5884Y644 CT, MA, NH UB5884Y644	05/01/2015	05/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Business Owners		680-5310L272	10/01/2015	10/01/2016	Valuable Papers 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SAMPL-1

For Proposal Use Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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2.2 Regulatory Action

This section is provided in accordance with Section XI.E.2 of the RFP. Tighe & Bond is proud to report that there is no history of any regulatory action taken against the firm. This is a testimony to the high standards in which Tighe & Bond conducts its business in striving to provide quality engineering services to both public and private sectors, and the trust our clients have in Tighe & Bond's ability to provide an exceptional value, be responsive, and adhere to the principles of NH's code of ethical engineering standards.

2.3 Involvement with Town Staff

This section is provided in accordance with Section XI.E.3 of the RFP.

Resolution approach – Tighe & Bond does not anticipate any potential difficulties that cannot be resolved with respectful and timely communication. If selected, we are dedicated to developing a concise scope of services and contract that works best for both the Town and Tighe & Bond and outlines a resolution approach.

Assistance from Town Staff - Because a Town Engineer provides support to Public Works, Planning and Zoning, Code Enforcement, and the Town Administrator on a wide range of complex projects and technical issues, there will be times where involvement/assistance from these departments is needed. It is assumed that the respective department heads will be available to develop and refine work scopes and project details when it directly involves the particular department.

2.4 Range of Municipal Engineering Services

The following is provided in response to Section XI.E.4 of the RFP.

2.4.1 Civil Engineering and Planning

Tighe & Bond's in house staff includes 63 civil engineers and 4 urban planners. We understand municipal engineering, site development, and construction and are current with the latest stormwater initiatives being used throughout New England. We work with many MS4 communities.

Our Portsmouth staff has been involved in the planning, site design, permitting and construction administration of some of the largest private development projects in New Hampshire over the past 25 years. Each one of these projects has a significant municipal component whether it is connecting to the public utilities, or being sensitive to and addressing impact on neighbors and the host community.

We are experienced with all types of state and local permitting and our staff has been involved with some of the most innovative LID stormwater solutions. We have been involved with many planned unit developments and urban design projects. The planning, design and permitting experience of our staff will be a tremendous benefit to Newmarket when reviewing projects before the Planning Board. We have been involved with large multi-year projects for industrial/manufacturing clients such as Lonza Biologics and Lindt & Sprungli Chocolate. We are currently working on the site design and permitting for a 350,000 sf mixed-use shopping center in Rochester. A recent innovative urban design residential project we worked on was a 140 unit/650 bed student housing project on 20 acres in Durham. Innovative stormwater solutions were included to treat stormwater due to the proximity of a protected river.



UNH West Edge Parking lot

OTHER INFORMATION

We believe our staff's experience in the planning, design and permitting of all types of projects of various sizes will be extremely beneficial to Newmarket. This full service experience, not held by many firms in New Hampshire, will assist the town staff in reviewing, the layout, engineering and permitting requirements for projects before the Planning Board.

2.4.2 Roadway and Traffic Engineering

Our team of roadway and traffic engineers/planners provide full service transportation and traffic engineering design/review and construction observation services to municipalities throughout New England, including pavement design and roadway geometry, traffic signals, traffic impacts and traffic mitigation. The vast majority of our municipal and site design projects include significant roadway and parking components and Tighe & Bond is unrivaled in its application of time-tested NHDOT Standards and innovative pavement designs. Recent traffic peer review services for municipalities include review of multiple casino projects proposed in Massachusetts. Our traffic engineering team regularly works with municipal, corporate, institutional and commercial developers. Our traffic impact studies include traffic generation estimates, approach distribution and street assignment, selection of entrance and exit locations and traffic operations requirements. We regularly design traffic control improvements that include signal and roundabout configurations to improve the movement of vehicular traffic. We serve as public agency liaisons, and are frequently called upon to provide expert testimony.



For Yale University New Haven, CT.

2.4.3 Infrastructure and Utilities

Our team of environmental engineers have experience with the review, planning and design for all types of infrastructure including water, sewer, stormwater, medium and high voltage distribution and steam systems. We have extensive experience in pump station design, tank designs, water and wastewater treatment.



2.4.4 Geotechnical/Structural Services

To complement our civil engineering services, Tighe & Bond maintains geotechnical and structural engineering capabilities in-house. The geotechnical and structural teams routinely design foundations for a wide array of buildings, and other structures in essentially all soil conditions. We have the necessary expertise to handle every aspect of the design process from on-site supervision of the subsurface exploratory work to the preparation of biddable construction documents and construction observation. We are fully proficient in the design of geotextile reinforcement for improving slope stability, and for subgrade strength.



2.4.5 Wetlands

Tighe & Bond has in-house wetland scientists, biologists and scientists that are involved with all forms of permitting at the federal, state, or local levels. Tighe & Bond staff complete field work, preparing and obtaining all types of wetlands permits



OTHER INFORMATION

including Notice of Intents, Water Quality Certifications, Chapter 91 Waterways Licenses, and U.S. Army Corp of Engineers permits. We also work extensively with Natural Heritage and Endangered Species to assure that clients can meet their project goals while protecting the environment and complying with the regulations.

2.4.6 Environmental, Health and Safety Services

Tighe & Bond's environmental expertise spans many disciplines. With environmental engineers and scientists, Licensed Site Professionals, Licensed Environmental Professionals, certified industrial hygienists and certified safety professionals on staff, we provide expert advice to help clients comply with complex, changing federal and state regulations and avoid costly penalties and fines.



With significant expertise in all aspects of demolition engineering, we have efficiently and cost-effectively completed many projects where demolition requirements were complicated by existing conditions and/or desired end-uses of a site. Our demolition engineering efforts consider all issues associated with preparing a site for redevelopment, including cost control, material salvage, public relations, permitting, environmental issues, structural issues, protection of historic structures, selective and complete demolition, and logistical constraints.

2.4.7 Sustainable Design

Sustainable design, also referred to as green engineering, represents an approach to projects that has moved beyond a passing fad to a fundamental part of engineering design. Tighe & Bond has twelve (12) Leadership in Energy and Environmental Design Accredited Professionals (LEED APs) on staff with varying backgrounds. We have site/civil, structural, electrical, and transportation engineers that specialize in developing and evaluating green and energy efficient project designs.



Our staff recently completed two large innovative stormwater projects at the University of New Hampshire in collaboration with the UNH Stormwater Center. The 140 car Alumni Center parking lot was reconstructed with porous pavement and stormwater monitoring devices so UNH could monitor the quality of stormwater being treated with the porous pavement. We also were involved with the design of a new permeable paver roadway and parking lot for Hood House. This is the first large scale use of permeable pavers in the northeast and was done in collaboration with the Permeable Paver Institute and the Stormwater Center. This project also involved the installation of stormwater monitoring structures so stormwater quality can be tested.

Our multi-disciplined firm of planners, engineers and scientists has the knowledge and experience to evaluate projects and develop sustainable designs and strategies that meet the goals of the users. We implement low impact development (LID) techniques to limit the impacts of site disturbance and stormwater and have provided building commissioning and LEED administration for clients.

2.4.8 MS4 Permit Programs

Tighe & Bond has been working with communities to develop and implement Stormwater Management Programs since the small MS4 permit program began in 2003. Since that time, we have worked with

municipalities to develop best management practices (BMPs) that addressed USEPA's six minimum control measures:

1. Public Education/Outreach
2. Public Involvement/Participation
3. Illicit Discharge Detection and Elimination (IDDE) Program
4. Construction Site Stormwater Runoff Control
5. Stormwater Management for New Development and Redevelopment
6. Good Housekeeping and Pollution for Permittee-Owned Operations

Our goal in developing a Stormwater Management Program is to balance permit compliance and costs while meeting related municipal needs. Our approach is to work with community stakeholders to first identify BMPs that are already established and modify those BMPs as needed to meet the MS4 requirements. Where new BMPs need to be instituted, we can help identify responsible parties, and work to define a BMP that has concrete actions and measurable goals, and fits within the manpower and budget limits of the municipality.

2.4.9 Planning Board Review Services

Many New Hampshire communities and more than 20 Massachusetts communities have selected Tighe & Bond to perform consultant review services. This is due to our depth and breadth of experience, responsive client service, reputation, and cost effective approach to assignments.

Tighe & Bond's municipal experience covers both ends of the consulting spectrum. We have substantial direct experience in providing municipal review services for a number of towns, as well as completing site designs for private clients that are in turn reviewed by municipal authorities. This balance of work gives us a good perspective of the review service requirements.

Our past municipal experience includes:

- **Comprehensive Peer Reviews**
- **Public Meetings with Boards, Commissions and Concerned Citizens**
- **Construction Observations**
 - Review of performance guarantees and bond reductions.
- **Regulation/Ordinance Writing Assistance**

Our staff have updated stormwater regulations for the towns of Durham, New Durham and Somersworth.
- **Assistance with:**
 - Roadway, Drainage, Utility Design
 - Natural Resource Inventory and Assessment
 - Land Planning
 - Construction Administration
 - Definitive Subdivisions
 - Site Plan and Special Permits
 - Water Resource Protection Districts

We provide professional, cost effective thorough reviews of submitted materials to determine compliance with local regulations and checklists, federal, state and local regulations. Specific items reviewed include review of site plans, grading drainage and setbacks, roadway layout, traffic impacts and impacts on existing infrastructure.

SECTION 3

COMPENSATION PROPOSAL

Section 3 Compensation Proposal

Tighe & Bond is keenly aware of the economic strain on municipalities today and the challenges associated with funding particularly new positions. In response, we submit the following reduced hourly rates offered exclusively for the purpose of this project and provided in accordance with Section XII of the RFP:

Proposed Hourly Rate Schedule – Tighe & Bond, Portsmouth, NH

Technical Professional

Principal	\$170.00
Senior Project Manager (Primary Engineer)	\$135.00
Project Engineer	\$110.00
Staff Engineer	\$85.00

GIS Professionals

Senior Development Engineer	\$130.00
GIS Analyst	\$110.00
GIS Technician	\$77.00

Support Staff

Designer/Drafter	\$90.00
Administrative Support	\$72.00

Expenses

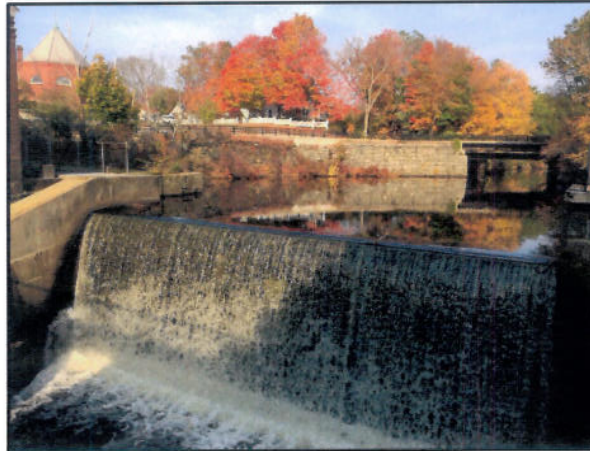
1. Automobile transportation expense for employee travel directly related to the project shall be invoiced at the prevailing Federal rate per vehicle mile. Travel expenses will not be billed if the employee travels to the project site and the daily mileage is less than his or her usual daily commuting distance.
2. Outside reimbursable expenses and services, which are rendered to Tighe & Bond by other than direct employees, and any permitting fees paid by Tighe & Bond on behalf of the Client, shall be invoiced at Tighe & Bond's direct cost plus 15% administrative fee.
3. Reimbursable expenses such as in-house field supplies and equipment rental, tolls and parking, overnight mailings and bulk notification mailings, and in-house printing shall be invoiced at cost or unit costs as applicable.
4. Costs for items such as regular mailings of project documents, telephone or fax communications, computer usage charges, and miscellaneous in-house printing are included in the hourly rates shown above.

Provisions

Rates are effective until January 1, 2017 at which time rates will be increased based on annual salary review.

Town of Newmarket, New Hampshire

General Municipal Engineering Services



Gregg M. Mikolaities, P.E.
David Cedarholm, P.E.
Greg W. Halsey, P.E.

December 10, 2015

Tighe&Bond

Introduction / Background

Key Personnel



Gregg Mikolaities, P.E.
Principal-in-Charge



David Cedarholm, P.E.
Project Manager



Greg W. Halsey, P.E.
Project Engineer



Jason Plourde, P.E., PTP
Transportation Engineer



David Brogan, P.E.
Geotechnical Engineer



Dan Rukakoski, PWS, CWS, PSS
Environmental Scientist

Quick Facts

- Founded in 1911
- Employee Owned
- 260 Employees
- 7 Offices
- Full Service Consulting Firm

Differentiators

In-House Resources/Full Service

- Cost effective and timely

Fresh Perspective

- We've worked with Towns and Cities throughout New England

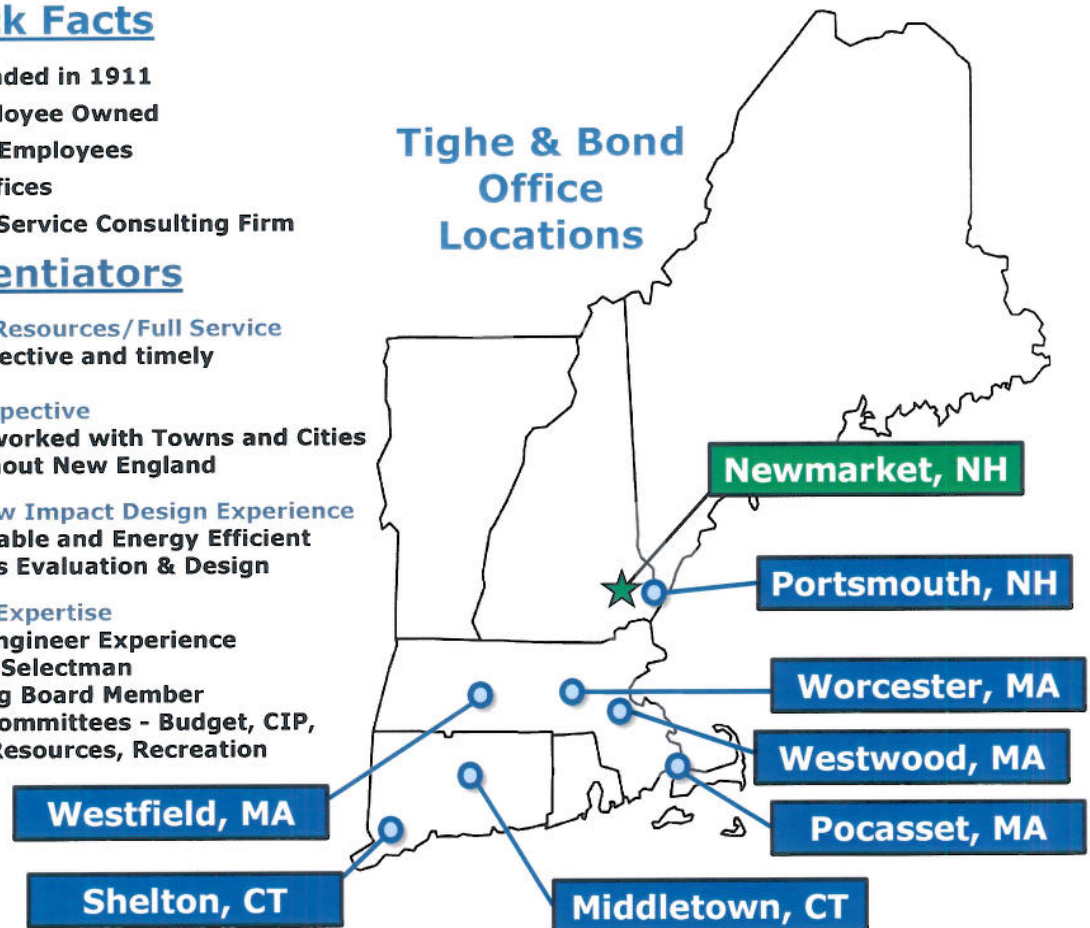
LEED & Low Impact Design Experience

- Sustainable and Energy Efficient Systems Evaluation & Design

Municipal Expertise

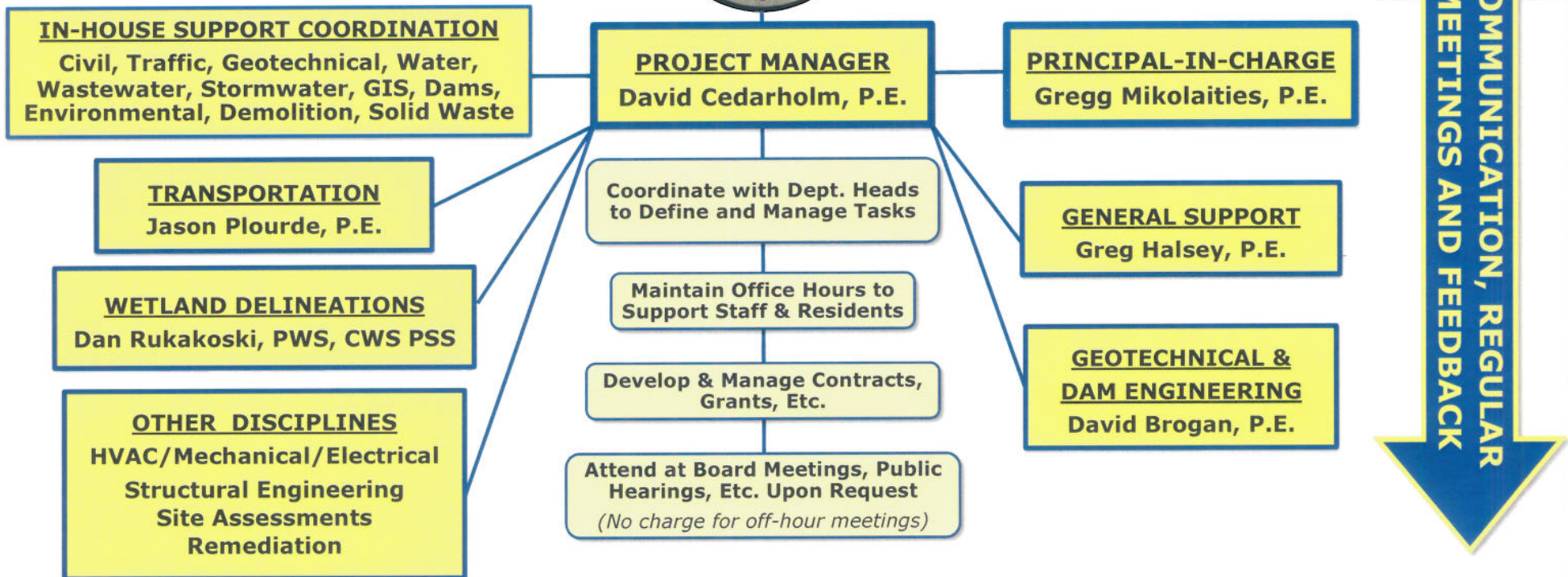
- Town Engineer Experience
- Former Selectman
- Planning Board Member
- Other Committees - Budget, CIP, Water Resources, Recreation

Tighe & Bond Office Locations



Tighe&Bond

Organizational Chart



Tighe&Bond

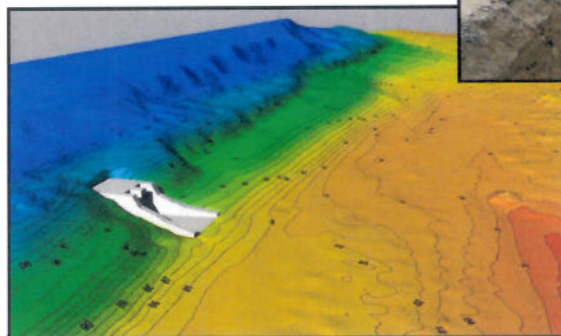
Relevant Experience

Tighe & Bond Introduction

- 100+ Years of Engineering Consulting Experience
- Municipal services for 20 clients in NH
- Consulting services in NH since 1985
- State Permitting experience
- Public meeting experience
- ArcGIS, AutoCAD, VUEWorks experience

Current NH On-Call Municipal Clients

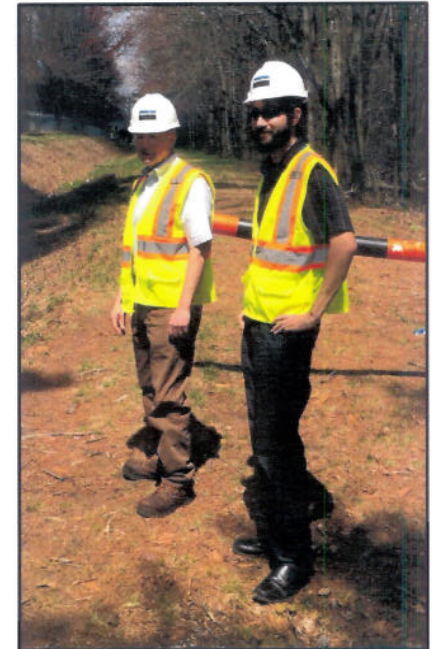
- Durham – 4 years
- Epping – 5 years
- Gilford – < 1year
- Londonderry – 2 years
- Rochester – 1 year
- Wolfeboro – 4 years



Tighe&Bond

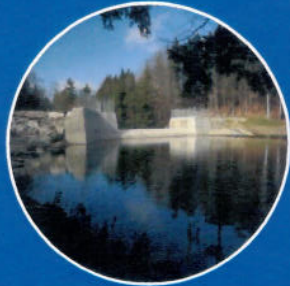
Typical Top 10 Town Engineer Duties

10. Driveway, Excavation, Utility Connection Permits
9. GIS Mapping of Town Infrastructure and Properties
8. Ordinance & Regulation Updates
7. Prepare Applications and Manage Grants and Loans
6. Road Management Program
5. Troubleshoot and Solve General Infrastructure Problems
4. Bridge and Dam Management
3. NHDES and EPA Permit Management/Compliance
2. Developing and Managing Engineering & Construction Contracts



1. A Town Engineer is a Liaison between Town Officials, Developers, Businesses, Residents on Many Technical Matters.

Our Services



Civil Engineering

- Land Use Planning
- Low Impact Design
- Parking & Circulation
- Site Planning & Design
- Transportation
- Dams & Levees
- Geotechnical Engineering
- Ocean Engineering
- Contract Administration
- Field Observation



Environmental Consulting

- Wetlands & Ecological Services
- Brownfields
- Demolition & Asbestos/Hazardous Materials
- Environmental Permitting & Planning
- Fuel Storage
- Health & Safety
- Regulatory Compliance
- Site Assessment & Remediation



Environmental Engineering

- Drinking Water
- Solid Waste
- Stormwater
- Wastewater
- Integrated Watershed Planning
- NPDES Wastewater & MS4 Stormwater Permitting



Building Services

- Electrical & Mechanical Engineering
- LEED Green Design
- Owner's Project Manuals
- Structural Engineering
- Foundation Assessments



Technology

- GIS
- 3D Modeling

Sustainability

- Asset Management
- Solar Services
- Energy & Resource Conservation
- LEED Green Design
- Renewable Energy

Tighe&Bond

Drinking Water

- Treatment & Distribution System Evaluation and Design
- Master Plans & Asset Management
- Water Storage Tanks
- Hydraulic Modelling
- Booster Stations
- Source Protection
- Contract Administration
- Construction Phase Services
- Ordinance Updates
- Workshops & Training

Manchester Water Works
Manchester, NH



New Hobbs Hill Tank, Portsmouth, NH



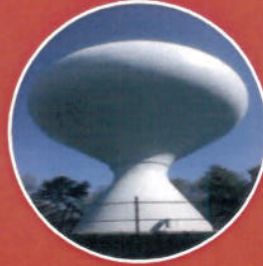
Tighe&Bond

Water Services



Supply

- Dams & Reservoirs
- Safe Yield Analysis
- Groundwater Development
- Surface Water Hydrology
- Treatability Studies
- Water Management Act Permitting
- Watershed and Wellhead Protection
- Well House Design
- Well Rehabilitation



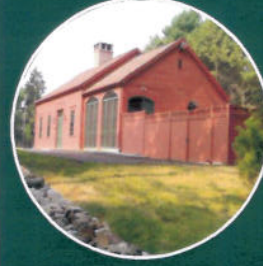
Storage, Distribution & Pumping

- Hydraulic / Water Quality Modeling
- Pipeline Rehabilitation
- Master Planning
- Metering / Billing
- New Pumping Stations
- New Storage Tanks
- New Transmission and Distribution Mains
- Pumping Station Improvements
- Tank Painting and Rehabilitation



Treatment

- Air Stripping
- Chemical Feed Systems
- Corrosion Control
- Disinfection
- Disinfection By-Products Control
- Dissolved Air Flotation
- Filtration
- Carbon Adsorption
- Iron / Manganese
- Membrane Filtration
- Ozonation
- Slow Sand Filtration
- UV Disinfection



Other Services

- Asset Management
- Capital Improvement Plans
- Condition Assessments/Audits
- Construction Phase
- Health & Safety
- SCADA
- O&M Manuals
- Rate Studies
- Regulatory Compliance
- Training
- Vulnerability Assessments and Security



Representative Clients

- Manchester, NH
- Pennichuck Water Works
- Portsmouth, NH
- Aquarion Water Co.
- The Metropolitan District – Hartford, CT
- South Central CT Regional Water Authority
- Springfield Water & Sewer Commission
- City of Waterbury, CT
- MA Water Resources Authority

Tighe&Bond

MS4 Stormwater Compliance Support

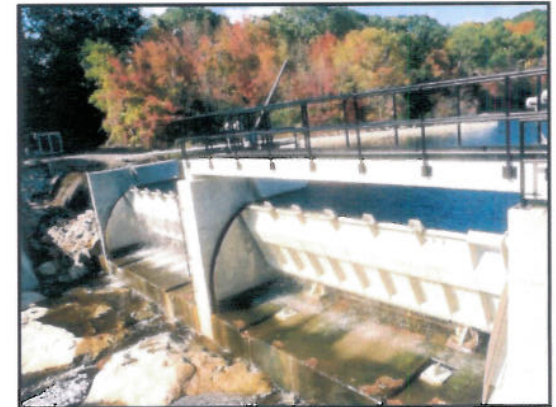
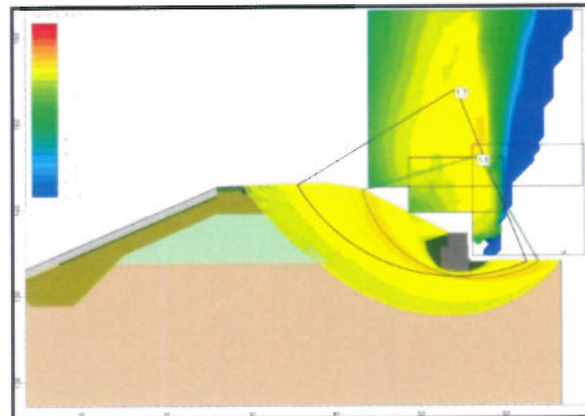
- On-Staff MS4 Stormwater System Managers
- MS4 Program Compliance Assessments
- Stormwater Management Plans (SWMP)
- Non-Point Source Pollution Management Plans
- Low Impact Development (LED) BMP Designs
- Annual Report Preparation
- Stormwater Utility Studies
- Regulations & Bylaws
- Workshops & Training
- Outfall Monitoring
- GIS System Mapping
- Construction Site SWPPPs



Tighe&Bond

Dam Engineering

- Seepage & Stability Analysis
- Comprehensive Hydrologic & Hydraulic Analysis (H&H)
- Dam Break Modeling and Emergency Action Plans (EAPs)
- Rehabilitation Design
- Dam Removal
- Permitting
- Bidding & Construction Administration
- Dam Safety Training & Inspections



Tighe&Bond

Wetlands & Ecological Services

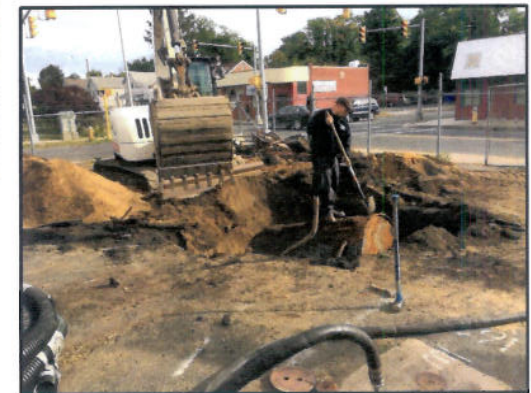
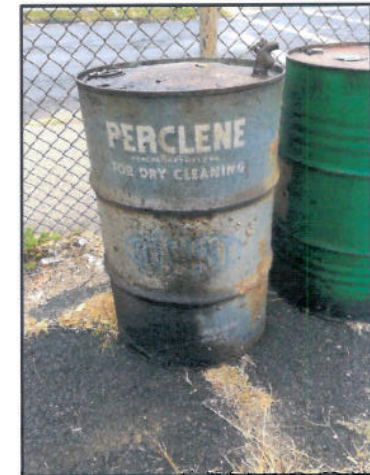
- Inland and coastal wetlands delineation
- GPS surveying
- Alternatives analyses
- Permitting
- Consultation and negotiation with regulators
- Compliance Monitoring/
Environmental Inspections
- Wetlands mitigation
- Wildlife habitat evaluations
- Public hearing representation



Tighe&Bond

Environmental Site Assessment & Remediation

- **Professional Geologists & Engineers (NH)**
- **Soil & Water Quality Standards:**
 - Contaminated Site Management (Env-OR 600)
 - Groundwater & Surface Water Quality Standards (Env-Wq 300 - 400)
- **Risk-Based Cleanup Standards:**
 - The Risk Characterization and Management Policy (RCMP)
- **Key services:**
 - Brownfield Site Redevelopment
 - Soil Pre-Characterization
 - Environmental Site Assessment
 - Emergency Response
 - Due Diligence
 - Remediation systems: design, construction, maintenance and monitoring



Tighe&Bond

Cultural Resources

Section 106 of the National Historic Preservation Act (36 CFR 800), implemented by State Historic Preservation Officers (SHPOs):

- New Hampshire Division of Historical Resources
- Massachusetts Historical Commission (also MGL c. 9 § 26-27C, 950 CMR 71 – only for state funded)



HVAC & Mechanical Services

Heating, Ventilation, and Air Conditioning Systems

- High Performance Systems & Sustainable Design
 - Energy Recovery Systems
 - Dedicated Outdoor Air Systems
 - Chilled Beam and Radiant Technologies
 - Variable Refrigerant Flow Systems
 - Combined Heat & Power
- Specialty Ventilation Systems
- Boiler and Chilled Water Plants

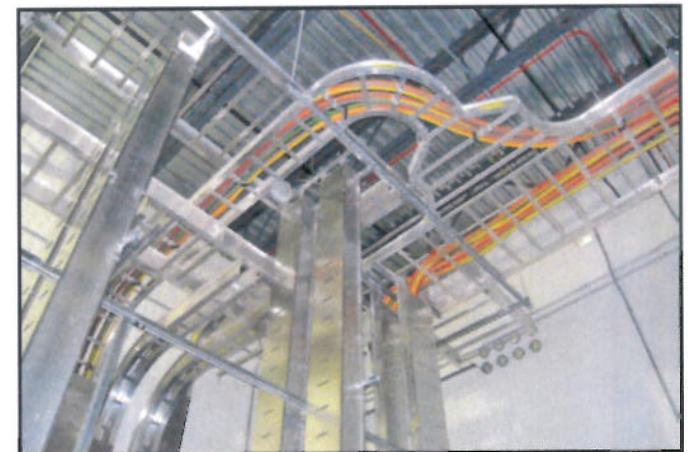


Tighe&Bond

Electrical Engineering Services

Electrical

- Medium and Low Voltage Distribution
- Low Voltage Systems: Fire Alarm, Security, Telecommunications
- Generator Design (Standby and Emergency)
- Lighting Design and Control Systems
- Combined Heat & Power
- Short Circuit, Coordination / Arc Flash Studies
- NFPA 70E Compliance
- Electrical Safety Training



Tighe&Bond

Plumbing & Fire Protection

Plumbing

- Domestic Water Systems
- Sanitary Waste Systems
- Grey Water
- Storm Water Systems
- Compressed Air and Gas Systems
- Emergency Eyewash and Shower Stations



Fire Protection

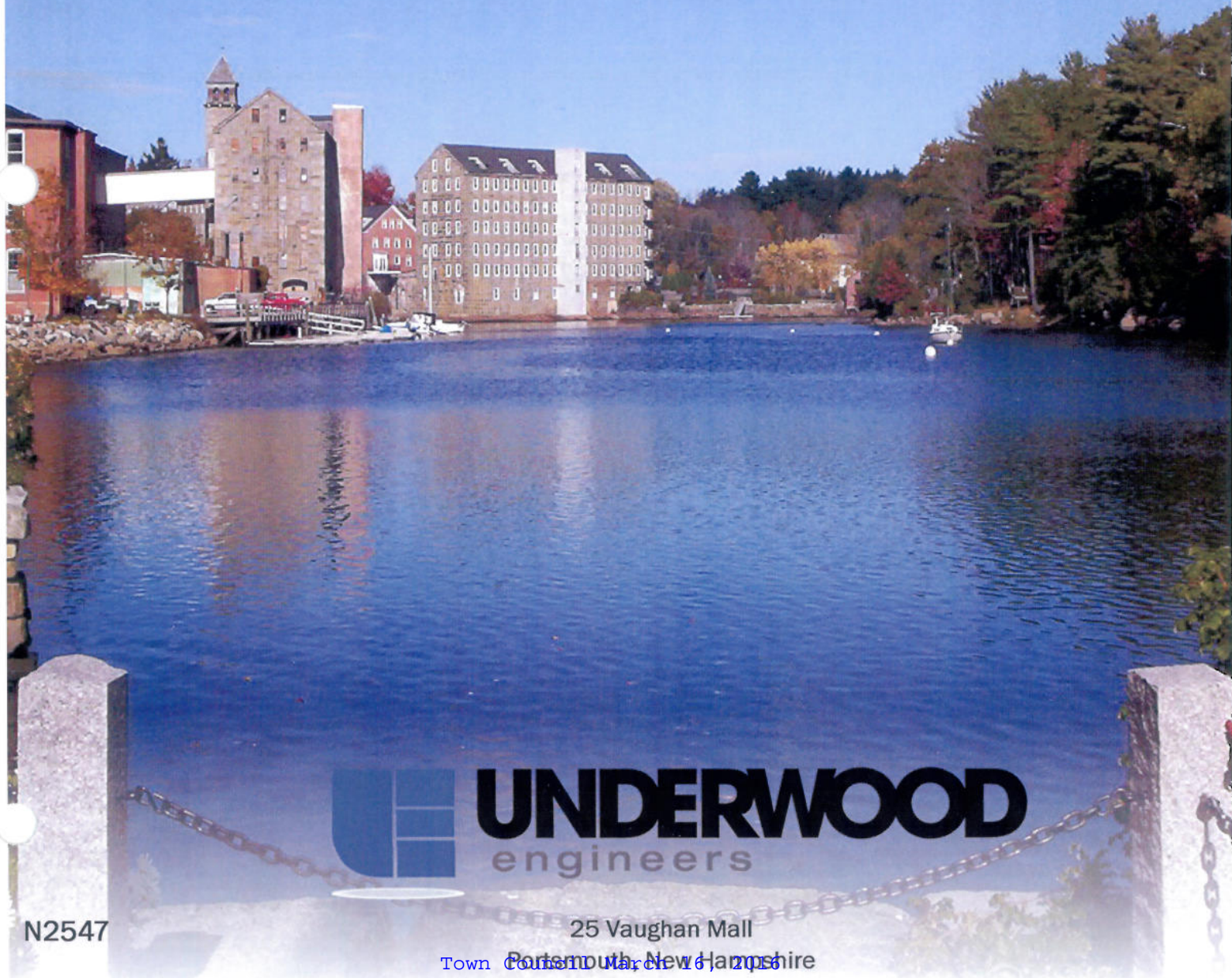
- Sprinkler Service Entrance Design
- Wet and Dry Pipe Sprinkler System
- Sprinkler Head Layout Plans
- Performance Specification for Fire Protection Systems



Tighe&Bond

Town of Newmarket, New Hampshire Request for Proposal

***General Municipal Engineering Services
October 29, 2015***



UNDERWOOD
engineers

N2547

25 Vaughan Mall

Town of Newmarket, New Hampshire
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TITLE PAGE

- | | | |
|------------------------------------|---|---|
| 1. Project Title | - | General Municipal Engineering Services |
| 2. Name of Firm | - | Underwood Engineers, Inc. |
| 3. Contact Person (Name and Title) | - | Benjamin T. Dreyer, P.E., Project Manager |
| 4. Address | - | 25 Vaughan Mall, Portsmouth, NH 03801 |
| 5. Date of Submittal | - | October 29, 2015 at 2:00 PM |
| 6. Telephone Number | - | (603) 436-6192 |
| 7. Fax Number | - | (603) 431-4733 |
| 8. Email Address | - | bdreyer@underwoodengineers.com |
| 9. Website | - | www.underwoodengineers.com |



N2547

October 29, 2015

Attn: Matt Angell Director of Finance
Newmarket Town Hall
186 Main Street
Newmarket, NH 03857

Re: Request for Proposal
General Municipal Engineering Services
Newmarket, New Hampshire

Dear Mr. Angell:

Underwood Engineers is pleased to provide five (5) copies and one (1) electronic version of our proposal for General Municipal Engineering Services. The UE project team provides a balance of technical expertise, experience and creativity to serve the Town of Newmarket with competent and cost effective engineering services that match the Town's needs.

Specifically, we offer the following:

- **Experience and Familiarity:** Underwood Engineers has been providing professional engineering services to NH municipalities for the past 30 years. *Newmarket has been one of those communities going back to 1982!* Our team is familiar with Newmarket's infrastructure, community, identity and Town Staff.
- **Proven Leaders:** We recognize the challenges facing Planning Boards today and have worked with several NH communities to update ordinances, establish procedures and define protocols for the construction phase of development projects. In fact, we recently presented our work at the 2014 NHMA Annual Conference in Manchester.
- **Full-Service Firm:** The UE team has the depth of staff that is skilled and experienced in the requested civil engineering and land use disciplines. We currently have 35 employees including over 20 licensed professionals.
- **Practical Experience:** UE works with Town staff to find "right fit" solutions that balance project scale with Town resources and best interest. For example, we helped the Town of Belmont develop a realistic plan outlining a 20-year approach to Roadway Capital Improvements. The report inventoried all roadways with repair recommendations, O&M costs, and capitals costs. UE remains involved annually with the design and construction of the road projects; most recently on Ladd Hill Road.

ph 603.436.6192

fx 603.431.4733

25 Vaughan Mall

Portsmouth, NH 03801

underwoodengineers.com

Page 2 of 2
Director of Finance
Town of Newmarket, NH
October 29, 2015

- **Outstanding Value:** Our passion for our work motivates us to deliver *Exceptional Client Service* and *Quality Solutions* with *Professional Integrity*. We take pride in cultivating client relationships based on exceeding expectations and mutual trust. Our mission is to solve engineering challenges with a commitment to outstanding value, exceptional service and quality results.

We look forward to meeting with the selection committee to discuss our qualifications in greater detail. Please call if you have any questions.

Very truly yours,

UNDERWOOD ENGINEERS, INC.

A blue ink signature of Benjamin T. Dreyer, consisting of stylized initials and a surname.

Benjamin T. Dreyer, P.E.
Project Manager

A blue ink signature of Keith A. Pratt, featuring a stylized first name and a surname.

Keith A. Pratt, P.E.
President

Enclosures (5 Copies of Proposal and CD)



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TOWN OF NEWMARKET, NEW HAMPSHIRE

General Municipal Engineering Services
October 29, 2015

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Section Three.....Project Understanding and Scope of Services

Section Four.....Project Team and Resumes

Section Five.....Corporate Performance & Business Practices

Section Six.....Compensation

Our continuing commitment to sustainability

Underwood Engineers has undertaken an effort to improve the sustainability of our corporate endeavors, in our community and beyond. This binder is made from recycled materials carrying the Forest Stewardship Council approval and is printed using soy-based inks. It is, itself fully recyclable. The metal parts may be unscrewed and recycled separately from the paper parts.



section one

firm information

INTRODUCTION TO UNDERWOOD ENGINEERS

Underwood Engineers (UE) is a full-service civil and environmental engineering firm that has been providing professional services for over thirty years. Founder Frank G. Underwood, P.E., assumed the helm as the owner in June of 1982. In 2006, the company ownership expanded to include Keith Pratt, P.E., W. Steven Clifton, P.E., and Colleen A. Morrow. In 2011, Frank Underwood transitioned to a Business Development role, allowing Keith Pratt and Steve Clifton to assume the President and Vice President roles, respectively. Areas of the firm's expertise include infrastructure systems, municipal planning, funding, water management, wastewater management, user rate studies, roadway reconstruction and maintenance programs, downtown revitalization, site planning and engineering, construction services, and solid waste.



SERVING NEW ENGLAND COMMUNITIES

As a dedicated and highly professional organization, we have maintained long-term relationships with numerous New England municipalities. From our offices in Portsmouth and Concord, New Hampshire, we serve clients throughout New Hampshire, Maine, Massachusetts and Vermont. Approximately 95% of our workload is for municipalities and municipal districts. Most of our staff are registered Professional Engineers and many of our staff engineers are members of municipal boards in their home communities. Our experience and community service provides us with excellent hands-on understanding of community values and local Government.

In fact, we have Newmarket residents on staff and some have participated in local government for the Town.

PROJECT DELIVERY PHILOSOPHY

Our President and Vice President are responsible for and set continuous goals of quality assurance and client satisfaction. Mr. Pratt and Mr. Clifton oversee all projects and maintain constant communication with Project Managers. As our client, you always have direct access to these two individuals.

We are firmly committed to a project management system ensuring our goals for quality assurance and client satisfaction are met. A Project Manager with a Professional Engineer license is assigned to each project and has the overall responsibility for project delivery (i.e. schedule, budget, technical coordination, and communication). The Project Manager remains as your primary contact from project initiation through construction and to satisfactory completion.

Newmarket is already familiar with the UE Team assigned to this work.

The Project Engineer is designated as the secondary client contact to assure that assistance will always be available when requested.



section one

firm information

PROFESSIONAL STANDARDS

Underwood Engineers' staff maintains memberships to several industry specific professional organizations which advocate high standards and ethics for Professional Engineers. As Members, we recognize our obligation to protect the environment and community's population through the conscientious application of the best design techniques available. Many of our employees are also active in the state and regional associations such as NHWPCA, MWWPF, NEWEA, NHWWA and NEWWA. Underwood Engineers is also qualified as Category 4 on the NHDES Roster of Prequalified Consulting Engineers.

RECOGNITION FOR YANKEE INGENUITY

Our engineers are recognized as innovative problem solvers. With inherent Yankee ingenuity, we have constantly achieved long-term, affordable solutions for the complex problems municipalities face. Our proven expertise in obtaining funding, State & Federal grant procedures, negotiation, permitting procedures, design solutions, project delivery, value engineering, budgets and cost sharing demonstrates our reputation for excellence and service.

THE UNDERWOOD TEAM

Currently, UE has 35 employees including engineers, technicians, and support staff comprised of the following:

Licensed Professional Engineers	20*	* Licenses cover NH, VT, ME, MA
Professional Support Staff	8	
Technical Support	3	
Administrative	<u>4</u>	
Total Staff	35	



section one

firm information

VALUES, VISION AND MISSION

Underwood Engineers completed a companywide strategic plan to articulate our core vision, mission and values. The following represents our beliefs.

UNDERWOOD ENGINEERS, INC. **VISION, MISSION, AND VALUES**

Values

- Exceptional Client Service
- Quality Solutions
- Professional Integrity

Vision

Underwood Engineers' vision is to be the civil and environmental firm of choice in New England recognized for technical expertise, exceptional client service, and collegial teamwork. We take pride in cultivating client relationships based on exceeding expectations and mutual trust.

Mission

Underwood Engineers' mission is to solve our clients' civil and environmental engineering challenges with a commitment to outstanding value, exceptional service, and quality results.



section one

firm information

PROFESSIONAL SERVICE PROFILE

Stormwater Management

- Structural analysis and evaluation of highway culverts
- Computer modeling and master planning
- Culvert rehabilitation
- Stream flow assessment
- Permitting and regulatory compliance
- Stormwater treatment, LID and remediation

Funding and Financing

- Grant Applications
- Environmental Assessment
- Public information meetings
- Warrant Article preparation
- Accounting coordination

Environmental Permitting

- Wetlands
- ACOE Dredge & Fill
- NPDES
- Site Specific
- Solid Waste
- Local development permits

Wastewater Collection and Treatment

- Intermunicipal Agreements
- Sewer System Evaluation Studies and I/I Evaluation
- Regulation compliance assistance
- Funding option analysis and assistance
- Industrial pretreatment programs & facilities
- Treatment plant analysis, permitting, design and operations assistance
- Collection system analysis and computer modeling
- Rate structure analysis
- Toxicity reduction evaluation studies
- Septage treatability studies
- National Pollution Discharge Elimination System (NPDES) permits
- Outfall/Diffuser design

Construction Services

- Bidding services
- Contract administration
- Resident project representative (Resident Inspector)
- Record drawing information
- Project start up
- Project close out

Water Distribution and Treatment

- Intermunicipal Agreements
- Water supply and management analysis
- Distribution system analysis, computer modeling, permitting and design
- Water treatment facilities design and permitting
- Regulation compliance assistance
- Rate structure analysis
- Well and storage facility design
- Fire suppression system design

Site Engineering

- Surveying
- Planning
- Site layout and design
- Permitting and regulatory compliance

Solid Waste

- Solid waste management planning
- Waste characterization study
- Hydrogeological studies
- Landfill design and permitting
- Solid waste facilities permitting and design

Municipal Roadways

- Road surface management systems
- Repair and rehabilitation strategies
- Roadway design
- Drainage facilities



section two

professional experience and qualifications

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

Underwood Engineers has broad experience serving NH communities of diverse character and identity ranging from densely settled historic villages to sprawling rural landscapes with residential, commercial and industrial uses. Each community's own balance of development and land use pose unique infrastructure challenges for Town staff and leadership. Our understanding of the related infrastructure challenges with specific environmental and social contexts makes Underwood suitably qualified to provide the right fit solutions that match Newmarket's needs. In fact, we have already demonstrated our ability to serve Newmarket by our involvement in the following:

- Rte 108 Bike Lanes (Design Phase)
- Water Storage Tank (Construction Phase)
- Main Street Reconstruction (Complete)
- Non-Point Source Nitrogen Tracking and Accounting (Ongoing)
- Engineering Review and Oversight for Private Development (Ongoing)

Underwood has served
Newmarket for over 30 years!

MUNICIPAL ENGINEERING SERVICES

Underwood Engineers has been involved in numerous civil engineering design and construction projects. In the last few years Underwood Engineers has provided design and construction services for over \$50M of constructed infrastructure improvements consisting of the following elements:

- Sewer: ~ 80,000 LF
- Water: ~ 40,000 LF
- Drain: ~ 19,000 LF
- Roadway: ~ 62,000 LF
- Sidewalk: ~ 22,000 LF

Our experience demonstrates that
coordinating CIP projects can result in
cost savings following the "dig the hole
once" philosophy whenever possible.

Underwood Engineers typically coordinates with our clients to review other utility capital improvements plans to determine if there are projects that can be completed simultaneously with proposed improvements to work towards the "dig the hole once" philosophy.



section two

professional experience and qualifications

PLANNING BOARD ASSISTANCE

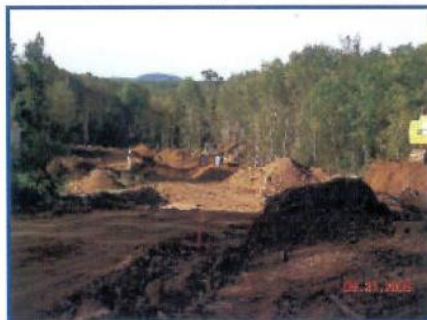
Underwood has equipped local Planning Boards with practical resources in support of their efforts to improve the development review process. In many cases, our involvement has resulted in a more streamlined process with a standard of excellence realized by the Town and even the local development community. Underwood's approach to the design review process balances the challenges of differing expectations between the Town and Developer with the mutual benefits of good planning and effective Town regulations that result in improved property value and community identity.

Underwood has provided third party review services to over a dozen communities.

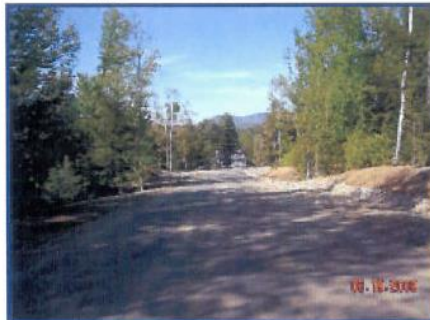
Underwood Engineers has performed Planning Board Review Services and Construction Services similar to those requested by the Town of Newmarket for the following communities:

DESIGN REVIEW SERVICES	CONSTRUCTION OBSERVATION SERVICES
<p>North Berwick, ME</p> <p>Berwick Sewer District, ME</p> <p>Antrim, NH</p> <p>Belmont, NH</p> <p>Boscawen, NH</p> <p>---</p> <p>Exeter, NH</p> <p>Hinsdale, NH</p> <p>Merrimack Village District, NH</p> <p>Newmarket, NH</p> <p>Northwood, NH</p> <p>Portsmouth, NH</p> <p>Plaistow, NH</p> <p>Swanzey, NH</p>	<p>North Berwick, ME</p> <p>Berwick Sewer District, ME</p> <p>Antrim, NH</p> <p>Belmont, NH</p> <p>Boscawen, NH</p> <p>Dover, NH</p> <p>Exeter, NH</p> <p>Hinsdale, NH</p> <p>Merrimack Village District, NH</p> <p>Newmarket, NH</p> <p>Northwood, NH</p> <p>Portsmouth, NH</p> <p>Plaistow, NH</p> <p>Swanzey, NH</p>

Masten Estates, Northwood NH



Badger Brook, Belmont NH



Walmart, Hinsdale NH



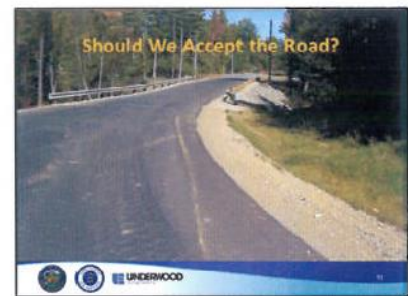
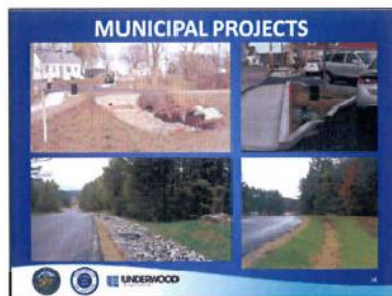
section two

professional experience and qualifications

A list showing some of our recent Planning Board assistance projects is provided below:

UNDERWOOD ENGINEERS PLANNING BOARD ASSISTANCE	Design Review	Construction Services
Newmarket Mills, Newmarket, NH	✓	✓
Spinney Road, Portsmouth, NH	✓	✓
Walmart, Hinsdale, NH	✓	✓
Merrimack Commerce Park, Merrimack Village District	✓	✓
Avaloch Farm Institute, Boscawen, NH	✓	✓
High School Redevelopment, Berwick Sewer Dist., ME	✓	✓
Penny Pond Subdivision, Berwick Sewer District, ME	✓	✓
Rockingham Country Club, Newmarket, NH	✓	✓
Maple Hill Acres Condos, Belmont, NH	✓	✓
Brook Hollow Acres Condos, Belmont, NH	✓	✓
Gistis Realty Trust Subdivision, Belmont, NH	✓	✓
Hannaford Brothers, North Berwick, ME	✓	
Dollar General, North Berwick, ME	✓	
138 Portsmouth Ave Site Plan, Exeter, NH	✓	
Columbus Avenue Commons, Exeter, NH	✓	
Parallox Partners Hotel, Exeter, NH	✓	
Linden Commons, Exeter, NH	✓	✓
Meeting Place Phase III, Exeter, NH		✓
Southern District YMCA, Exeter, NH	✓	✓
Great Bay Kids Co., Exeter, NH	✓	✓

Underwood is recognized as a leader in municipal planning procedures and Planning Board Reviews. We have presented our recommendations and experience to local Town Boards and at professional conferences.



Underwood recently partnered with staff from Keene DPW and Exeter Planning Department for a presentation at the 73rd Annual NHMA Conference "Getting Your Planning Board on Board and Low Impact Design in Municipal Infrastructure"

section two

professional experience and qualifications

PROJECT RELATED EXPERIENCE

The following table provides a general overview of our general municipal services highlighting five (5) communities similar to Newmarket where Underwood has successfully provided the services requested in the RFP.

	Newmarket	Exeter	Durham	Portsmouth	Belmont	Wolfeboro
Residents	9,000	14,300	15,000	21,600	7,300	6,300
Miles of Road	53	66.5			65	68
Miles of Water	30	43	30	150	12	57
Miles of Sewer	24	45	20	120		14
MS4 Permit	Y	Y	Y	Y	N	N
WWTF	0.86 MGD	4.6 MGD	2.5 MGD	4.7 MGD		0.6 MGD
PB Review	Y	Y	Y	Y	Y	Y

Our professional service profile offers the disciplines Newmarket is requesting (also see full listing in Section One - Page Four):

- Stormwater (treatment, permitting, MS4)
- Wastewater Collection and Treatment
- Water Distribution and Treatment
- Environmental Permitting (NHDES, EPA)
- Roadways and Sidewalks
- Site and Construction Engineering
- Roadway Management Programs
- Asset Management

Underwood has provided Municipal Engineering and Planning Board Services to the following communities that do not have a professional engineer on staff:

- Newmarket
- Belmont
- Greenland
- Swanzey
- Milton
- Hinsdale
- Northfield

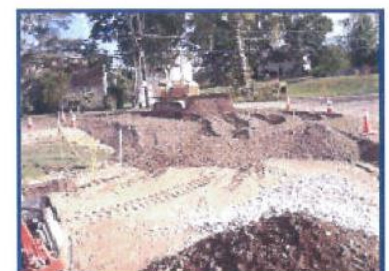
See the end of this section for project highlights on a few of our recent civil engineering projects.



Horne Road, Belmont NH



Monument Road, Hinsdale NH



Portsmouth Ave., Greenland NH

Underwood Projects: Civil-Stormwater



Great Bay Estuary - Newmarket in Background to Right

Non-Point Pollution Tracking and Accounting

Newmarket, New Hampshire

The Town of Newmarket entered into an Administrative Order of Consent (AOC) with EPA for nitrogen tracking and accounting from non-point sources. Underwood Engineers is assisting the Town with tracking and accounting measures that will position Newmarket to comply with the AOC requirements using information readily available to Town staff. The focus of initial work tasks assessed Town work flow processes which control or influence nitrogen loading (e.g. Planning Department, Code Enforcement, Public Works) to pinpoint potential data tracking tools and mechanisms. This effort revealed the following:

- How and when data showing changes to nitrogen loading conditions is submitted to the Town
- Existing processes that can be applied to nitrogen tracking
- Technical maintenance operations employed by the Public Works Department that may provide nitrogen credits
- Existing software applications and/or databases that can be used as a tracking tool

Underwood Engineers is continuing this work in collaboration with the Town and regional Great Bay Stakeholders (municipalities, NHDES/EPA Regulators, Consultants, Professional Associations and Researchers) to develop an accounting system that will quantify changes in pollution loading to Great Bay based on tracking databases from each contributing watershed community. The collaborative program known as the Pollution Tracking and Accounting Pilot Project (PTAPP) launched in the Spring of 2015 and will conclude with a trial tracking and accounting system in the Fall/Winter of 2015.

Project Highlights:

- AOC Compliance
- Nitrogen Control Plan
- Pilot Program for Pollution Tracking and Accounting
- Regional Collaboration
- MS4 Considerations
- Public Outreach and Training

Visit underwoodengineers.com for latest projects & our corporate portfolio



Underwood Projects: Planning Board



Exeter Woods at 2 Hampton Road, Exeter, NH

Design Review and Construction Services

Local New Hampshire and Maine Communities

Underwood has been involved with over a dozen Planning Boards to provide assistance on land use and development projects.

Our design review services typically include evaluating subdivision and site design plans for compliance with Town Regulations and standard engineering practice with a focus on internal layout, stormwater design and management, erosion and sedimentation, lighting, landscaping, fire protection, water supply, parking and constructability. A stormwater management report is typically included and reviewed with emphasis on methodology of HydroCad analysis, assumptions for curve numbers, defining boundaries of subcatchments, modeling drainage elements (i.e. ponds, culverts, swales, etc.) and proposed methods of stormwater treatment. Traffic analysis reports, hydrogeologic studies and geotechnical reports may also be required for review if the site warrants.

We are a leader in construction services and provide the documentation necessary for the Town to make informed decisions on accepting new infrastructure as part of development. Underwood provides practical tools that Town's can use to the benefit of all parties involved in the development process. Our best example is the "Construction Procedures Manual" which outlines the Town's expectations for development and provides a clear path for Developers to meet Town requirements for a smoother transition to roadway and infrastructure acceptance. We work with Planning Boards and relevant Town Staff (e.g. DPW, Town Administrator, Selectmen) to keep the responsibility of delivering sound infrastructure with the Developer.

Project Highlights:

- Site Plan and Subdivision Design Review
- Construction Documentation and Conformance Review
- Road Acceptance Policy Assistance
- Preparation of Standard Details for stronger Regulations
- Regulation review for construction procedures and policy
- Regulation updates for new stormwater practices and Low Impact Development (LID)



Underwood Projects: Roadway Evaluation



Main Street

Road Evaluation, Design, and Construction

Belmont, New Hampshire

Approximately 66 miles of roadway in the Town of Belmont, NH are local Class V roads. Underwood Engineers (UE) was hired to evaluate all of the town roads, and provide recommendations for budgeting capital projects, maintenance and repair.

All roads were first inventoried and conditions were assessed. DVD videos of each road were prepared by UE and provided to the Town. Probable costs for recommended maintenance and repairs to each road were prepared.

A suggested schedule of repair and reconstruction was created in conjunction with recommended short-term (5-year) and long-term (20-year) capital costs. The costs provided were evaluated against the current Town budget in order to determine feasibility of future road repair funding, as well as to determine the impact to the tax rate.

The evaluation report was used by the Town of Belmont as a tool to prepare budgets as well as to obtain funding for several road reconstruction projects in the Town over future years.

The Town implemented the plan and UE provided design and construction phase engineering services for several roads including Union, Horne, Cotton Hill, Bean Hill, Ladd Hill, among others.

Project Highlights:

- 66 miles of local roads assessed
- Recommended maintenance and repairs for all roads
- Established short-term (5-year) and long-term (20-year) schedule and funding plan
- Design and construction engineering services for annually funded projects



Underwood Projects: Infrastructure



Middleton Road

Middleton Road Reconstruction

Wolfeboro, New Hampshire

Middleton Road serves as one of Wolfeboro's main arterial roads connecting the central downtown area (NH Route 28) to southern communities including the Towns of New Durham, Middleton and Farmington. NHDOT ownership of Middleton Road was transferred to the Town of Wolfeboro during this project as part of the State Aid Reconstruction Program. As part of the process, the NHDOT is participating in road reconstruction prior to transferring ownership.

The existing roadway was in a state of failure with significant rutting, heaving and potholes that created safety hazards for the travelling public. The road reconstruction project included full width road reclamation, closed drainage, open drainage and cross culvert replacements as summarized below:

- 8,300 LF of roadway reconstruction 22' (typical) width
- 1,100 LF closed drainage (12" - 18" diameter piping)
- 7,400 LF open drainage system (2' swale depth)
- Cross culvert replacements (15" - 36" diameter)

In addition to the road reconstruction work, NHDOT Highway Plans for Route 28 were found dating back to 1929. The Division of Historical Resources identified this as a significant historical finding for the project corridor since road reconstruction work was completed under the U.S. Works Recovery Program following the Great Depression. Existing culvert headwall construction was documented and the stone elements were incorporated into the new work.

Project Highlights:

- Municipally managed NHDOT State Aid Reconstruction Project
- Full depth reconstruction
- Roadway centerline and profile adjustments
- Drainage improvements including paved and stone lined ditches, cross pipe replacements and underdrain piping.
- NH DHR coordination and approval for historic culvert documentation

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Underwood Projects: Infrastructure



Safford Drive Enterprise Zone

Safford Drive Improvements

Swansey, New Hampshire

The Town of Swansey has been working to encourage economic development in their TIF District since 1999. The TIF District is zoned for light industrial and small commercial business entities. In 2005 Underwood assisted with design and construction of approximately 1,900 LF of industrial highway known as Safford Drive. Underwood assisted with the second phase of the work consisting of a 2,700 LF extension of Safford Drive completed in 2015. This project provides for industrial/commercial traffic access to the Town's TIF District and connects NH Route 12 to NH Route 32. The improvements summarized below will support commercial development in the TIF:

- 4,600 LF roadway improvements - 30' paved width and 60' ROW
- 3,000 LF of 8" PVC sewer system
- 3,000 LF of 8" DI water system
- Open and closed drainage system with infiltration and treatment

Work also included intersection improvements at Route 12. The new Safford Drive intersection at Route 12 was constructed within an existing driveway cut previously serving the Cheshire Fairgrounds. Traffic lanes on Route 12 were expanded at the intersection of Safford Drive as follows:

- 800 LF of northbound left turn lane from Route 12 onto Safford
- 800 LF of northbound lane on Route 12 is maintained
- 400 LF of southbound right turn lane from Route 12 onto Safford

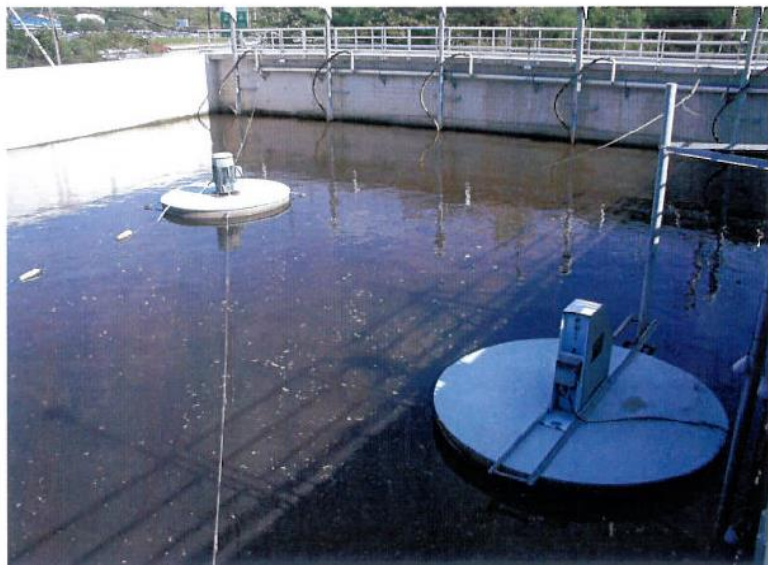
Project Highlights:

- New Industrial Road
- Construction in TIF District
- Intermunicipal Utility Extension
- Low Impact Development Roadway Cross Section
- NHDOT Permitting for Intersection Improvements at Route 12
- Business Owner Negotiations Including Offsite Improvements

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Underwood Projects: Wastewater



WWTF Sequencing Batch Reactors

Pease International Tradeport WWTF Upgrade

Portsmouth, New Hampshire

The Pease Development Authority (PDA) selected Underwood Engineers to provide planning, design and construction services for their wastewater treatment facility upgrade.

Several tasks were accomplished in a six (6) month period that assured that the PDA matched the project milestones of a large industrial client, Redhook Brewery.

The following technologies were evaluated prior to choosing SBR's:

1. Conventional Activated Sludge
2. Sequential Batch Reactors (SBR)
3. Carousel Process
4. Trickling Filter/Activated Sludge
5. Evaluated sludge handling needs

The final design for the complete facility included:

- Headworks upgrade including grit handling and pumping.
- Upgrade primary clarifier mechanisms and cover effluent launders.
- New SBR secondary treatment process.
- Convert existing secondary clarifiers into flow equalization tanks.
- Upgrade disinfection system to liquid hypochlorite.
- Retrofit digesters into sludge storage tanks.
- New belt filter press and dewatering building.
- Extensive recirculating counter-current packed bed scrubber and collection of odorous air from headworks, primary effluent
- Administration of SRF and SAG programs.

Project Highlights:

- First large scale SBR in NH
- Extensive odor control for all major unit processes
- Design and construction schedule met in order to allow major brewery to connect within their schedule
- Multiple stakeholders included in the process including the City of Portsmouth, Pease Development Authority, NHDES, Redhook Brewery and EPA
- Process achieves low nitrogen effluent

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Underwood Projects:

Water

UNH Water System Model

UNH Water System Model

Durham, New Hampshire

The University of New Hampshire (UNH) / Durham water system wanted to plan for the Stage 2 Disinfectants/Disinfection Byproducts Rule (D/DBP). Underwood Engineers completed a hydraulic model review to prepare for the Initial Distribution System Evaluation (IDSE) required by Stage 2.

The existing water system model (WaterCad) was updated by Underwood Engineers. The model includes two water sources (Lee Well and the UNH surface water treatment plant), 3 storage tanks, 2 pressure zones, pipes of various ages and friction factors, and variable water demands.

The model was used to identify recommended sample sites for the IDSE based on:

- Residence time (water age).
- Water source (traced from water plant).

A water age analysis was performed using an extended period simulation of operation. A comparison to existing TTHM and HAA5 data showed higher levels of disinfection products corresponded to areas with longer residence time in the distribution system. Additional areas with higher ages were identified for future sampling.

A simulated trace analysis was also performed using an extended period simulation. A comparison to existing data showed higher levels of disinfection by-products corresponded to areas receiving water predominantly from the surface water treatment plant, as opposed to the Lee Well. Additional areas influenced by the Water Treatment Plant were identified for future sampling.

The model will allow the water system to potentially meet the requirements of the IDSE by doing a System Specific Study (SSS). This will save considerable monitoring and sampling costs compared to the Standard Monitoring Plan (SMP).



Project Highlights:

- Computer Modeling
- Federal Regulation
- Option Evaluation



section two



professional experience and qualifications

PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
WASTEWATER – PUMPING STATIONS		
Town of Belmont Pumping Station Improvements CMOM Assistance Contact: Jeanne Beaudin, Town Administrator (603) 267-8300	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance</p> <p>Team Members: Page, Unger, Pratt</p>	Major Components <ul style="list-style-type: none"> ■ Design of suction lift station to replace aging dry pit station (1) ■ Design of submersible stations to replace aging air ejection stations (4) ■ Easement, permitting, and funding coordination
Town of Exeter, NH Belmonte/Front Street Pumping Station Contact: Jennifer Perry, P.E. Public Works Director (603) 773-6157	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance (NHDES SAG & SRF)</p> <p>Team Members: Giguere, Pratt</p>	Major Upgrade Components: <ul style="list-style-type: none"> ■ New above ground pumping station ■ Self-priming wastewater pumps ■ New generator ■ SCADA integration ■ Variable frequency drives ■ Odor control ■ Flow measurement



section two



professional experience and qualifications

PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
<p>Town of Exeter, NH Langdon Avenue Pumping Station</p> <p>Contact: Jennifer Perry, P.E. Public Works Director (603) 773-6157</p>	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance (NHDES SAG & SRF)</p> <p>Team Members: Pratt, Unger</p>	<p>Major Upgrade Components:</p> <ul style="list-style-type: none"> ■ New above ground pumping station ■ Self-priming wastewater pumps ■ New generator ■ SCADA integration ■ Odor control ■ Flow measurement
<p>City of Portsmouth, NH Deer Street Pumping Station</p> <p>Contact: Peter H. Rice, P.E., Public Works Director (603) 427-1530</p>	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance (NHDES SAG & SRF)</p> <p>Team Members: Clifton, Rushbrook</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Replace existing pumps with three 200 hp pumps ■ Variable Frequency Drives ■ Odor Control ■ Upgrade HVAC Systems ■ SCADA Integration ■ Upgrade Standby Power ■ Mechanical Screening ■ Architectural Improvements (Historic District) ■ Bypass pumping



section two


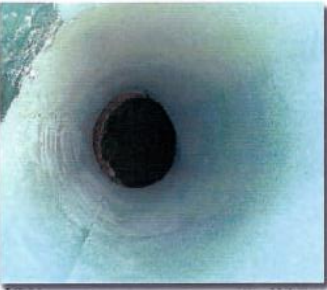

professional experience and qualifications

PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
WASTEWATER - INFILTRATION AND INFLOW		
Town of Belmont Inflow/Infiltration Evaluation-Phase I Contact: Jeanne Beaudin, Town Administrator (603) 267-8300	 <p>Engineering Services: Study, Preliminary Engineering, Funding Assistance</p> <p>Team Members: Pratt, Melendy</p>	Major Components: <ul style="list-style-type: none"> ■ Wastewater collection system mapping ■ Continuous flow monitoring and flow isolation ■ Pumping station flow records evaluation ■ Infiltration and Inflow analysis
Town of Exeter, NH Infiltration and Inflow Study Contact: Jennifer Perry, P.E. Public Works Director (603) 336-5710	 <p>Engineering Services: Infiltration/Inflow Study, Funding Assistance</p> <p>Team Members: Pratt, Melendy</p>	Major Components: <ul style="list-style-type: none"> ■ Baseline flow monitoring ■ Flow isolation and manhole inspection ■ House to house inspections ■ Drainage system design ■ Evaluation of data collected ■ Cost effective project identification and prioritization ■ Capital Improvements Plan phasing and budgeting ■ Preliminary Engineering Report ■ Funding and financing ■ Rate impacts and optional charge methods ■ Determined cost effectiveness of removing I/I






section two

professional experience and qualifications

PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
<p>Town of Newmarket, NH Infiltration and Inflow Study</p> <p>Contact: Sean Greig, Water & Wastewater Superintendent (603) 659-8810</p>	 <p>Engineering Services: Infiltration/Inflow Study</p> <p>Team Members: Underwood, Clifton</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ 35,000 LF Smoke Testing, Dyed Water Studies, 40,000LF Flow Isolation, 150 MH Inspections ■ Identified sewer system deficiencies through field investigation ■ Provided strategies for removing infiltration and inflow ■ Recommended repairs or replacement of sewers and manholes ■ Provided a prioritized list of projects to remove I/I with implementation schedule
<p>City of Portsmouth, NH Pannaway Manor Infiltration/Inflow Study and Improvements</p> <p>Contact: Peter H. Rice, P.E., Public Works Director (603) 427-1530</p>	 <p>Engineering Services: Infiltration/Inflow Study and Improvements.</p> <p>Team Members: Pratt, MacDonald</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Video inspection of existing sewer system ■ Rehabilitation and reconstruction of portions of the existing system, including chemical root treatment, mechanical root removal ■ Sewer line cleaning ■ Construction of separate storm water system ■ Piping and structure modifications necessary to tie into or abandon existing systems.
<p>City of Portsmouth, NH Long Term Control Plan for Combined Sewer Overflows</p> <p>Contact: Peter H. Rice, P.E., Public Works Director (603) 427-1530</p>	 <p>Engineering Services: Mapping for sanitary and storm sewers, storm water modeling (SWMM), investigation of sewers, master drainage planning, opinions of cost, I/I evaluation.</p> <p>Team Members: Pratt, Clifton, Rochette</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Prepared a Master Plan for removing combined sewer overflows ■ Inventoried 65,000 LF of water, sewer and drains ■ 65,000 LF sewer TV & Cleaned ■ 76,000 LF Roadway conditions inventoried ■ 118,000 LF Sidewalk and curb conditions inventoried

section two



professional experience and qualifications

PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
WASTEWATER TREATMENT		
Town of Durham, NH Route 108 - TIF Contact: April L. Talon, P.E., Town Engineer (603) 868-5578	 <p>Engineering Services: Preliminary Engineering Study</p> <p>Team Members: MacDonald</p>	Major Components: <ul style="list-style-type: none"> ■ Prepare concept plan(s) for providing water, sewer ■ Prepare base plans for TIF build-out ■ Evaluate and rank infrastructure options for extension of existing municipal systems to provide water and sewer service. ■ Prepare letter report with findings and opinion of costs and present to Town for review.
Town of Newmarket, NH Wastewater Treatment Facility Upgrade Contact: Steve Fournier, Town Administrator (603) 659-3617 Sean Greig, Water & Wastewater Superintendent (603) 659-8810	 <p>Engineering Services: Preliminary Engineering, Design, Construction Services, Funding Assistance (NHDES SAG, SRF, STAG)</p> <p>Team Members: Clifton, Underwood</p>	Major Upgrade Components: <ul style="list-style-type: none"> ■ Wastewater facilities plan update ■ Sludge dewatering facilities ■ Primary and secondary waste gravity thickener ■ Headworks ■ Primary clarifier mechanism replacement ■ Disinfection facilities & odor control ■ New laboratory building
City of Portsmouth, NH Pierce Island WWTF Upgrade Contact: Peter H. Rice, P.E., Public Works Director (603) 427-1530	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance (NHDES SAG and SRF)</p> <p>Team Members: Clifton</p>	Major Upgrade Components: <ul style="list-style-type: none"> ■ Chemically enhanced primary treatment ■ Septage handling and sludge storage modifications ■ Chlorine system upgrade ■ Chlorine contact tank modifications for dechlorination addition ■ Sludge pumping upgrades ■ SCADA system implementation



section two



professional experience and qualifications

PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
<p>City of Portsmouth, NH Pease International Tradeport WWTF Upgrade</p> <p>Contact: Peter H. Rice, P.E., Public Works Director (603) 427-1530</p>	 <p>Engineering Services: Preliminary Engineering, Design, Construction, User Rate Analysis, Funding Assistance (NHDES SAG and SRF)</p> <p>Team Members: Clifton, Pratt</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Septage receiving ■ Belt filter press and dewatering building ■ Sequencing batch reactors ■ Headworks ■ Upgrade primary clarifiers ■ Convert secondary clarifiers to flow equalization ■ Upgrade disinfection facilities ■ Odor control ■ New lab/admin building
CIVIL INFRASTRUCTURE		
<p>Town of Belmont Cotton Hill and Union Road Reconstruction</p> <p>Contact: Jeanne Beaudin, Town Administrator (603) 267-8300</p>	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance</p> <p>Team Members: MacDonald, Dreyer</p>	<p>Major Components</p> <ul style="list-style-type: none"> ■ Drainage improvements, including paved and stone lined ditches, cross pipe replacements and the extensive use of underdrain piping ■ Full depth excavation, reclamation, reclamation and re-handle, and shim/overlay ■ Adjustments to the road profile and cross-sections to improve ride-ability and drainage ■ Reconstruction/realignment of an accident prone intersection to improve line of sight and traffic flow patterns ■ Wetlands permitting



section two

professional experience and qualifications

PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
<p>Town of Boscawen, NH Gage Street Area Improvements</p> <p>Contact: Alan Hardy, Planning & Community Development Director (603) 753-9188, ext. 305</p>	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance</p> <p>Team Members: Pratt, Giguere, MacDonald, Gerard</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ I/I Evaluations ■ 9,000 LF of sewers ■ 8,500 LF of drain ■ 8,000 LF of DI water main ■ 6,400 LF of roadway reconstruction ■ Two (2) new Storm Water Outfalls & Easements across private property ■ Wetland permitting/ Drainage analysis ■ Coordination with Stakeholders ■ Intermunicipal Agreement
<p>Town of Boscawen, NH Jamie Welch Park Canoe Ramp Improvements</p> <p>Contact: Alan Hardy, Planning & Community Development Director (603) 753-9188, ext. 305</p>	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance (NHDES SRF, CDBG, NHDOT TE)</p> <p>Team Members: Pratt, MacDonald</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Car top canoe ramp facility (NHFG access site) ■ Merrimack River experienced erosion and stormwater pollution due to existing ramp conditions ■ Resulting sand bar impacted river dynamics ■ Ramp improvements incorporated low impact development (LID) vegetated paver system ■ River bank and sand bar were restored to natural conditions



section two




professional experience and qualifications

PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
<p>Town of Boscawen, NH Boscawen Sidewalk Improvements</p> <p>Contact: Mr. Michael Wright, Town Administrator (603) 753-9188</p>	 <p>Engineering Services: Design, bidding, construction</p> <p>Project Team: MacDonald, Pratt,</p>	<p>Major Components</p> <ul style="list-style-type: none"> ■ Design and construction of 7000 LF of sidewalks and curbing to improve sidewalks within school area, town facilities and residential neighborhoods. ■ Value Engineering, review of sidewalk locations and alternatives to identify design parameters, constraints and cost, and to maximize benefit.
<p>Town of Exeter Portsmouth Avenue Roadway Improvements</p> <p>Contact: Jennifer Perry P.E. Public Works Director (603) 267-8300</p> <p>Project Status: Preliminary Design completed Final Design: 2011 Construction: 2013 (anticipated)</p>	 <p>Engineering Services: Traffic Operations and System Controls Study, Traffic Engineering, ROW Delineation Survey, Preliminary Design, Final Design, Construction (pending)</p> <p>Project Team: MacDonald, Dreyer, Bobay (VHB)</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Designed 2,800 LF of geometric traffic improvements to improve traffic flow from the Commercial District into the Downtown corridor ■ Completed traffic operations assessment and developed recommended signalization sequences to optimize levels of service and reduce queuing volumes at major intersections ■ Conceptualized preliminary design alternatives for public presentations to community citizens ■ Developed turn lane configurations to limit illegal turns to increase travel safety within the project corridor ■ Coordinated intersection design at major shared business entrances ■ Traffic volumes within the project corridor at 20,000 vehicles per day



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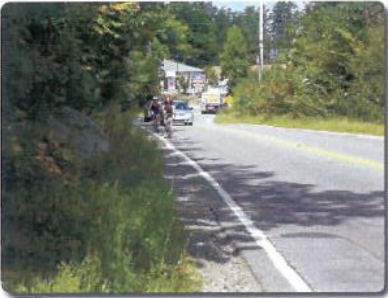

professional experience and qualifications

PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
<p>Town of Exeter Epping Road Improvements</p> <p>Contact: Jennifer Perry, Public Works Director (603) 267-8300</p>	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance</p> <p>Team Members: MacDonald, Pratt, Rochette</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ 1,400 LF of Drain ■ 6,400 LF of DI water main ■ 6,400 LF of roadway reconstruction including recycling of the existing concrete ■ 6,300 LF of new curb and sidewalk ■ Coordination with Stakeholders
<p>Town of Exeter Main Street and Epping Road Improvements</p> <p>Contact: Jennifer Perry, Public Works Director (603) 267-8300</p>	 <p>Engineering Services: Preliminary Engineering Design Construction Funding Assistance</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Roadway reconstruction ■ Sidewalk replacement ■ Utility pole relocations
<p>Town of Newmarket, NH Main Street Reconstruction</p> <p>Contacts: Steve Fournier, Town Administrator (603) 659-3617 Rick Malasky, DPW Director (603) 659-3093</p>	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance (NHDES SRF, CDBG, NHDOT TE)</p> <p>Team Members: MacDonald, Dreyer, Jeff Clifton</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ 7,000 LF Sidewalk ■ 5,000 LF Roadway Reconstruction ■ 3,900 LF Sewer ■ 5,200 LF Water ■ Road geometry to facilitate sidewalks and parking ■ Landscaping and lighting to blend with existing properties ■ Intersection improvements at Bennett Way and Terrace Drive ■ Emergency pre-emption lights at rail crossing



section two



professional experience and qualifications

PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
<p>Town of Newmarket, NH NH Rt. 108 Bike Path and Shoulder Widening</p> <p>Contact: Diane Hardy, Town Planner (603) 659-8501 ext. 1315</p>	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance (NHDOT CMAQ)</p> <p>Team Members: Pratt, MacDonald, Dreyer</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Engineering Study ■ Preliminary and Final Design ■ Right of Way (ROW) Assessment ■ Public Meetings ■ Coordination (Town Planning Dept., Public Works, NH Division of Historic Resources, NHDOT, NHDES) ■ Bidding, construction and construction observation services
<p>City of Portsmouth, NH Bartlett Street Improvements</p> <p>Contact: Peter H. Rice, P.E., Public Works Director (603) 427-1530</p>	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance</p> <p>Team Members: Pratt, Melendy, Rochette</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Jack and Bore 2-100' of 48" Steel Sleeve ■ Railroad permitting and coordination for Jack and Bore ■ EPA mandated consent decree for work completion ■ Provided support for easement preparation ■ 2,700 LF of new water main and appurtenances (8" to 16" dia) ■ 3,200 LF of new sewer (8" to 36" dia) ■ 2,800 LF of new storm drain (12" to 42" of CPE and RCP pipe) ■ Roadway reclamation and reconstruction ■ Reconstruction of curb and sidewalks



section two



professional experience and qualifications

PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
<p>City of Portsmouth, NH Lincoln Area Projects</p> <p>Contact: Peter H. Rice, P.E., Public Works Director (603) 427-1530</p>	 <p>Engineering Services: Preliminary Engineering, Design, Construction, Funding Assistance</p> <p>Team Members: Pratt, MacDonald, Rochette, Dreyer</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Drainage Study/Analysis ■ 30,600 LF of PVC Sewers ■ 30,000 LF of DI water main ■ 29,000 LF of 12" to 24" CPE drain ■ 27,000 LF of roadway ■ 40,000 LF of curb and sidewalk ■ NHDES SRF & STAG Funding ■ Coordination with Stakeholders
DRAINAGE AND STORMWATER		
<p>Town of Newmarket, NH Route 108 Drainage Study</p> <p>Contact: Steve Fournier, Town Administrator (603) 659-3617</p>	 <p>Engineering Services: Preliminary Engineering, Funding Assistance</p> <p>Team Members: MacDonald, Melendy</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ FEMA and State OEP funding and coordination of program requirements ■ Flood Plain Modeling ■ Drain System Inventory & Modeling



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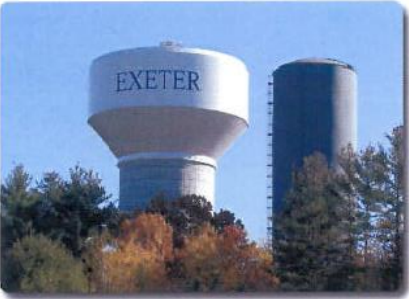


professional experience and qualifications

PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
WATER STORAGE, DISTRIBUTION AND TREATMENT		
Town of Durham, NH Madbury Road Booster Pump Station Contact: April Talon, P.E. Town Engineer (603) 868-5578	 <p>Engineering Services: Evaluation of low pressure problem in one residential area of the system, Study, Design, Construction, and Start-Up Technical Service</p> <p>Team Members: Metcalf</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Hydraulic modeling ■ Creation of new pressure zone ■ New below ground booster pump station to fit in residential area ■ Hydropneumatic storage to maintain pressure in boosted zone ■ Water main and valving to isolate new zone from the rest of the system ■ Check valves to accommodate fire flow
Town of Durham Foss Farm & Beech Hill Storage Tanks Contact: April Talon, P.E. Town Engineer 603-868-5578	 <p>Engineering Services: Preliminary Engineering, Design, Construction</p> <p>Team Members: Metcalf, Page</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Recoating of Existing 3.0 MG Foss Farm Tank and 0.6 MGD Beech Hill Tank.



section two

professional experience and qualifications

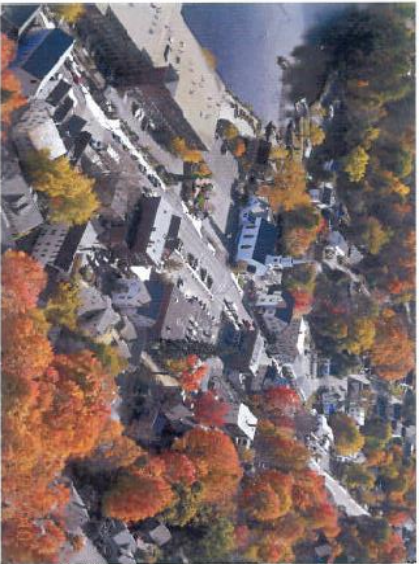
PROJECT AND CONTACT INFORMATION	ENGINEERING SERVICES/TEAM MEMBERS	PROJECT DESCRIPTION
<p>Town of Exeter Water Distribution System Improvements Program</p> <p>Contact: Jennifer Perry Public Works Director (603) 267-8300</p>	 <p>Engineering Services: Hydraulic Verification Study, Design, Construction, Start-Up Technical Assistance, Funding Assistance</p> <p>Team Members: Pratt, Unger, Page</p>	<p>Major Components:</p> <ul style="list-style-type: none"> ■ Increased hydraulic gradeline (HGL) of Main Zone 30 ft. ■ Hydraulic verification study and modeling ■ New water storage tank – 1.5 MG composite elevated ■ 2 new booster pump stations, 1 high service (fire) pump ■ New control valves to manage tank levels ■ WTP finished water pump modifications ■ 5,200 LF of DI water main to improve hydraulic connection between tank and system ■ SCADA improvements
<p>Town of Newmarket, NH Great Hill Tank & Water Main</p> <p>Contact: Steve Fournier, Town Administrator (603) 659-3617</p> <p>Sean Greig, Water & Wastewater Superintendent 603-659-8810</p>	 <p>Engineering Services: Preliminary Engineering, Design</p> <p>Team Members: Metcalf, Pitsas</p>	<p>Major Components</p> <ul style="list-style-type: none"> ■ Preliminary engineering evaluation ■ New water storage tank – 0.75 MG precast/pre-stressed concrete ■ 950 LF connecting main 16-inch
<h3>ASSET MANAGEMENT PLANS</h3>		
<p>Town of Belmont Asset Management Plan</p> <p>Contact: Jeanne Beaudin, Town Administrator (603) 267-8300</p>	 <p>Engineering Services: Preliminary Engineering, Funding Assistance (in progress)</p> <p>Team Members: Page, Unger, Pratt</p>	<p>Major Components</p> <ul style="list-style-type: none"> ■ Inventory and Assessment ■ Distribution mapping ■ Level of Service and Criticality ■ Life cycle costs and financial plan ■ 2014/2015 Asset Management Planning Grant



section three

project understanding and scope of services

OVERVIEW AND BACKGROUND



engineering services, guidance and assistance with the Town's municipal projects and land use development activities.

The Town of Newmarket is a seacoast area community located within the upper reaches of the Great Bay Estuary. The Town is experiencing economic and population growth spurred by recent improvements to the downtown area. In addition to vibrant economic conditions, Newmarket offers many recreational activities and civic opportunities that enrich the quality of life and local culture that Newmarket is recognized for. As such, Town staff have an important role of providing quality services and managing the public infrastructure needed for balanced community growth. The Town is seeking a professional consultant to provide

MUNICIPAL ENGINEERING SERVICES

Infrastructure Improvements

Newmarket's primary public infrastructure assets consist of the following:

- Water – 30 miles
- Sewer – 24 miles
- Road – 53 miles
- Drain – 20 miles

The Town's water and sewer infrastructure is managed by the Water and Sewer Superintendent including the following:

- CIP budget planning for capital projects
- Infrastructure replacement, upgrades and/or extension (collection system, transmission system, pump facilities, unit processes and mechanical equipment)
- Regulatory compliance (EPA and NHDES)
- WWTf operation and performance
- User rates and billing
- New connections/approvals

The Town replaces approximately 1,000 LF of sewer line every other year based on a Long Term Master Plan for priority projects.



section three

project understanding and scope of services

The Town Department of Public Works employs a 7 person Highway Staff to conduct and manage the following operations:

- Pavement maintenance programs
- Street sweeping
- Catch basin cleaning
- Storm drain and culvert replacement
- Transfer station
- Driveway permits
- Equipment maintenance and support for emergency response conditions

A closely related aspect of road maintenance for extended roadway service life involves managing stormwater drainage and roadway runoff.

Underwood is familiar with the Town budget process and works outside of the box to bring creative solutions that stretch Town infrastructure dollars:

- We can provide Layout Work Plans for project construction by Town Forces in lieu of Bid Documents
- Our CIP Plans identify short term priority maintenance operations to optimize roadway service life
- We facilitate multiple funding sources for publically bid projects
- Collaborative warrant article packages

We understand that the Town plans to implement CIP plans for sidewalk construction on Bennett Way to provide pedestrian connectivity within the downtown area.

Stormwater – Federal Regulations and Compliance

As a seacoast community connected to the Great Bay Estuary, Newmarket is one of the first municipalities facing the new NPDES permit limits for nitrogen under Administrative Order of Consent. In addition to lower nitrogen limits at the WWTf outfall, the AOC specifies a Town wide Nitrogen Control Plan to address non-point sources like stormwater. Underwood is assisting the Town with navigating the regulatory requirements for nitrogen control and has just completed the first step of the process for a regional nitrogen tracking program (“PTAPP”). Established Town work flow processes will be used to capture land use changes that influence nitrogen pollutant loading to Great Bay. Underwood will continue to assist the Town with the next steps of developing an accounting system and implementing the Nitrogen Control Plan.

In addition to the new AOC requirements, Newmarket will now be regulated under the pending EPA MS4 Permit for separate storm sewer systems. The Town will need assistance to comply with the new regulations which will include:

- **Filing a Notice of Intent (NOI)** including listings for endangered species, historic properties and best management practices.
- **Developing a Stormwater Management Plan (SWMP)** including a written approach to EPA compliance, stormwater system maps, performance status/evaluation and annual EPA reporting.



section three

project understanding and scope of services

• **Implement EPA's Six Minimum Measures:**

1. Public Education
2. Public Involvement
3. Illicit Discharges
4. Construction Runoff
5. Stormwater Management
6. Pollution Prevention

Underwood is already engaged in these MS4 activities as a company and in Newmarket through our previous and current project work.

Other Town Projects

Underwood can provide other services based on the Towns needs such as:

- Retaining Walls
- Municipal Site Planning (Town properties, park facilities, etc.)
- Economic Development
- Asset Management/GIS
- User Rates

PLANNING BOARD ASSISTANCE

Design Review

The Town's desirable location and buildable land area has resulted in steady development activity for private site construction and residential subdivisions. The Town Planner works with the Planning

The Town has seen increased Low Impact Development (LID) practices since adding new regulations for stormwater treatment. Underwood is a leader in implementing and applying LID.

Board to regulate development and ensure Town standards are met. The Town has comprehensive regulations to guide applicants in preparing design plans for development projects. Third party engineering reviews and construction services are an important part of a well rounded development process and works in the interests of all parties involved. The Town currently employs an engineering consultant for technical design review on certain development applications. The Town can see between 10 and 20 applications for subdivision and/or site plan each year. The Town is best served by an efficient process that allows big picture technical items to be resolved early on at the Staff level with review comments in advance of the Planning Board meeting so members can be prepared and decide on issues in a timely manner.

Underwood assists Planning Boards develop standard construction details that can streamline the technical review process.



section three

project understanding and scope of services

Construction Phase

As part of Planning Board approval, the Town may require third party construction observation for subdivisions and many of the site plan developments. This work currently includes the following tasks:

- Review bond estimates provided by the Applicant
- Make recommendations on bond releases as the construction progresses toward completion
- Facilitate a Pre-Construction Meeting
- Site Visits at project milestones and interim visits
- Field reports are provided for each site visit



The Public Works Department Staff are also involved with the Town's Engineer during the construction process.

Underwood has provided planning assistance, peer review and construction observation for over \$50M worth of development projects in the last 10 years.



Road Acceptance

After construction of subdivision roads and related infrastructure, it is common for the Developer to petition the Town for road acceptance. Newmarket presently has certain roads that may be candidates for acceptance such as:

- Bald Hill
- Rockingham Country Club

As a result of development activity, the Town is currently increasing its roadway maintenance miles at a rate as high as 1 mile of road each year.

Underwood has assisted local Planning Boards in developing a Road Acceptance Policy which clearly outlines Developer responsibilities and Town assets so that all parties are informed when undertaking this decision prior to completion of the work.



section three

project understanding and scope of services

We have provided detailed information for the items identified by the Town in Section III of the request for proposal. A table comparing the requested scope of services and our unique approach to the work is provided below:

REQUESTED WORK TAKEN FROM RFP	UE RESPONSE AND/OR APPROACH
Inspections of public development	<p>Underwood Engineers excels at working alongside our clients to develop/update Town regulations and standards to help maintain the Town's assets. Newmarket is familiar with Underwood's construction observation approach and our ability to tailor construction monitoring to fit the Town's needs. However, the Town may not be aware that:</p> <ul style="list-style-type: none"> • UE has 12 experienced field engineers allowing flexibility and availability • Underwood can assist with developing a construction procedures manual that aligns the key steps of the Town's development process with Town decision makers for a clear road map to success for all parties. • UE provides third party construction services to over a dozen communities. • UE avoids conflict of interest by focusing on Municipal Clients (we do not pursue private development work)
Review, issuance and tracking of Town mandated permits such as trench opening permits, driveway permits, and encroachment permits	<p>Underwood is accustomed to reviewing and tracking regulatory compliance items. In fact, we have assisted some municipalities in developing permit processes:</p> <ul style="list-style-type: none"> • Hinsdale • Belmont • Boscawen • Swanzy



section three

project understanding and scope of services

Design and preparation of proposal specifications for Town road maintenance and paving projects	Underwood Engineers has designed dozens of roadway paving and maintenance projects on both rural and NHDOT roadways. We also use abbreviated construction documents for simplicity when appropriate. <i>As part of our road management program work in Belmont, we combined regular maintenance overlays with road reconstruction bid documents to optimize pricing (due to the volume of asphalt) while facilitating participation by local contractors.</i>
Design and preparation of proposal specifications for Town culvert replacement projects	Underwood is familiar with design and construction for culverts of all sizes including: <ul style="list-style-type: none"> • Pre-cast bridge structures • NHDES Tiered Stream Crossings • NHDES Culvert Maintenance Certification
Design and preparation of proposal specifications for Town sidewalk replacement projects	Underwood provides design and construction services for pedestrian access as part of full scale comprehensive infrastructure projects and specialized sidewalk improvements including ADA compliance. Recent projects include: <ul style="list-style-type: none"> • Silver Street, Dover NH • Town Hall, Wolfeboro NH • Portsmouth Ave, Greenland NH • Sheafe & Chapel Street, Portsmouth NH
Design and preparation of proposal specifications for Town drainage improvements projects	Stormwater management is one of Underwood Engineers' specialty service areas. We excel at implementing state recommended BMPs and working to improve deteriorating rural roadways due to drainage issues.
Design and preparation of proposal specification for Town utility improvement projects	Underwood draws on a depth of experience from simple utility line replacements in rural settings to complex multiple utility systems in urban historic neighborhoods to approach each project.
Preparation and submittal of environmental applications including but not limited to wetlands, alteration of terrain, shore land protection, etc.	Underwood has an excellent track record with the permitting staff at NHDES. Some of our permit applications have even been accepted without further information requested.



section three


project understanding and scope of services

Management of the Town's Municipally Separate Storm Sewer System (MS4) Program, including annual report preparation	Underwood has been tracking the new MS4 requirements for the upcoming permit with specific understanding on how this will impact Newmarket. Our long history of negotiating with EPA permit writers and current involvement with the Town's nitrogen tracking position Underwood to provide unmatched service in this area. <i>We can also provide GIS services to assist with MS4 mapping requirements.</i>
Make recommendations on funding for infrastructure improvements as part of the Town's capital improvement program in concert with the Town Planner and other Department Heads.	Underwood takes pride in our track record of accurate cost estimates and sound advice in capital planning. We specialize in funding including NHDES, CDBG, Rural Development, NHDOT and many others.
Manage and keep current the Town's Road Pavement Management Program.	Underwood recognizes the importance of investing in RMP and the long term benefits the Town will recognize from its implementation. We have developed Road Management Programs in area communities including: <ul style="list-style-type: none"> • Meredith (current contract) • Belmont • Northwood • Northfield <i>Our road management programs identify short and long term maintenance items including budget planning costs.</i>
Draft design schematics as necessary using AutoCAD tools to aid in developing presentations to senior staff and Town Council and for permitting or grant writing purposes.	Underwood specializes in public presentations using graphics to simply convey the important facts on technically complex concepts. In addition to AutoCad graphics UE can provide graphics using GIS services and other software tools.



section three

project understanding and scope of services

<p>Interface with other consultants as necessary in the preparation and/or review of design and/or construction level plans and specifications for publicly and/or privately funded development.</p>	<p>Although Underwood does not practice in the private development field to avoid conflict of interest, we are accustomed to coordinating public projects with private development components. In some communities we have assisted with the design of public infrastructure intended to encourage private development. <i>In fact, we just finished the construction phase of Safford Drive and the Town of Swanzev has branded this corridor as the “Southwest NH Enterprise Zone”. See Section Two for a one page description of project highlights.</i></p> 
<p>Prepare grant applications and supporting documentation for grants and/or loans sponsored by a range of entities such as, but not limited to NHDES State Revolving Funds, NHDES sponsored grants from various programs, NH Office of Emergency Management, NH Public Utilities Commission, etc.</p>	<p>Underwood Engineers has assisted multiple communities in gaining funding and we are familiar with program requirements for NHDES (SRF & SAG), NHDOT (CMAQ, TE, SAR, etc.)’ FEMA/OEM, US RD, CDBG, etc.</p>
<p>Office hours at Newmarket Town Hall</p>	<p>Underwood’s offices are in close proximity to Newmarket allowing us to provide a regular staff presence when requested.</p>

Underwood Engineers has worked with many communities to establish a construction procedures manual that provides procedural clarifications that are not often defined in local regulations.



section four

project team - meet the team



Underwood Engineers has assigned **Keith Pratt, P.E.** as **Principal-in-Charge** of this project. Keith's primary role will be to coordinate all team members and facilitate all the public and stakeholder meetings. As an owner of the company, and with over 27 years of civil engineering experience, Mr. Pratt can make decisions quickly and effectively on project-related issues, and always remains accessible to City officials. Keith is familiar with City staff and understands the level of service the City expects.



Steve Clifton, P.E. will serve as a **Technical Advisor** for this project. Steve has over 30 years of experience in the evaluation, design and construction of all aspects of wastewater collection, treatment and disposal. Mr. Clifton brings to the Underwood Team, a strong background in advanced wastewater treatment processes, industrial pretreatment programs, outfall design, wastewater process modeling and sludge handling and disposal. His most recent WWTF projects provide high levels of phosphorus removal (Somersworth, NH) and nitrogen removal (Lebanon and Newmarket, NH).



Mr. Philip MacDonald P.E. will serve as **Project Manager for Civil Infrastructure** related projects. His specific responsibilities will include assistance with project conception and in-house design review. Mr. MacDonald has 25 years of civil and environmental engineering experience serving as the lead engineer/project manager for municipal projects that included roadway, sewer, water, drainage and pedestrian improvements for the communities of Portsmouth, Newmarket, Exeter, Milton, and Plaistow, New Hampshire. Most notably Phil was the project manager for the Town of Newmarket's Main Street Improvements project that included reconstructing the sidewalk and parking areas; transferring electric, cable, and telephone lines underground; replacing water and drainage lines, utility coordination at bridge crossings, and reconstructing and realigning the roadway along Main Street and Exeter Road (NH Route 108). This project was one of the largest downtown revitalization projects in New Hampshire.

Mr. Ben Dreyer, P.E. will serve as the **Project Manager for Civil Stormwater** related projects. Mr. Dreyer has over 11 years' experience providing engineering services to clients in New Hampshire. Mr. Dreyer is a strong public speaker and makes technical presentations at various professional conferences in addition to project related presentations. Ben has been involved in a broad variety of general civil engineering projects such as closed drainage systems, large drainage culvert replacements, site development, roadway design, utility infrastructure design and rehabilitation, canoe and boat ramps, permit



section four

project team - meet the team

applications (NHDES Wetlands and Alteration of Terrain and FEMA mitigation), construction administration, surveying, funding grant applications, sewer collection systems, and water distribution systems. Ben is currently the Project Manager for the design and construction phases of infrastructure projects in Portsmouth, Boscawen, Swanzeay and Wolfeboro, NH. Other communities that Ben has served as the Project Manager for civil engineering design and construction services include Belmont, Exeter, Northwood, and Hinsdale.

Ben has also been involved with assisting local Planning Boards with the review of subdivision/site plans and drainage calculations as Project Manager for Planning Board Reviews and Construction Services in Belmont, Berwick (ME), Boscawen, Exeter, Northwood, Hinsdale and Swanzeay.

Mr. Peter Pitsas, P.E. will serve as the **Project Manager and Lead Engineer for Water related projects**. Mr. Pitsas has over 27 years of experience providing engineering services to clients in New Hampshire. Most recently Peter served as project manager for five large infrastructure projects in the downtown area of Keene and two infrastructure projects bordering Route 16 in Conway.



Peter has been involved in the design and construction of many underground utility and infrastructure projects. Utility projects have included trenchless technologies such as directional drilling and jack/bore in State and locally controlled roads. Roadway projects included pavement reclamation, full-depth reconstruction, intersection modifications, and traffic signalization. Additionally, he is certified through the NHDOT Local Public Agency (LAP) program to work on transportation projects that are funded by the NHDOT.

Mr. Daniel Rochette, P.E. will be a **Project Engineer** assisting with project design tasks, permitting and roadway maintenance projects. Dan has over 8 years of experience at UE as a civil/environmental engineer focusing primarily on municipal utilities and civil projects. Dan has contributed to multiple complex infrastructure designs, evaluations and improvements including supplemental home inspections, video inspection review, drainage analysis and development of improvement strategies.



section four

project team - meet the team

We have provided a team organization chart and team resumes in this section. The project team is identified below:

Principal-in-Charge:

Keith A. Pratt, P.E.

Technical Advisor:

W. Steven Clifton, P.E.

Project Manager:

Philip D. MacDonald, P.E.
Benjamin T. Dreyer, P.E.
Peter J. Pitsas, P.E.

The project manager assignments are flexible and can be tailored to meet project specific requirements.

Project Engineers:

Daniel J. Rochette, P.E.
Jeffrey M. Clifton, E.I.T.
Ryan P. Houle, E.I.T.

Technician:

Roxanne A. Gerard, S.I.T.

Underwood Engineers partners with a select team of dedicated subconsultants to provide specialized services to our clients when requested. These special services may include the following:

Project Team Consultants:

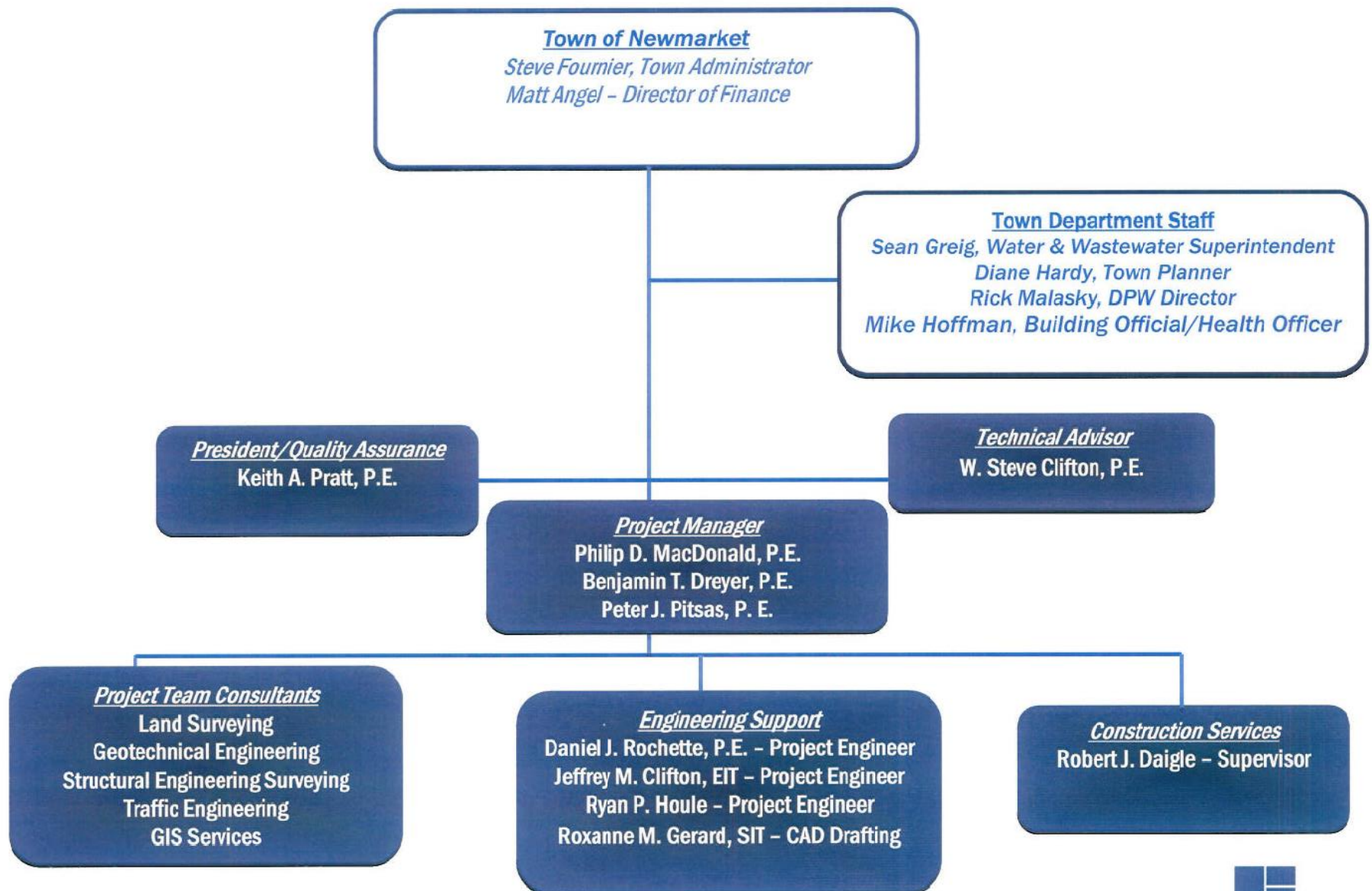
Land Surveying
Geotechnical Engineering
Structural Engineering
Traffic Engineering
GIS Services

Underwood maintains a staff of 12 resident project representatives for our onsite construction engineering services. These field personnel are experienced, local and most are licensed Professional Engineers.



When we team with other project consultants, Underwood passes on Subconsultant costs to the Town with no mark-up.



section four
project team – organizational chart



section four project team

TEAM MEMBER	PROJECT ROLE/QUALIFICATIONS	SELECTED PROJECT EXPERIENCE
<p>Mr. Keith A. Pratt, P.E. <i>Principal in Charge</i> Portsmouth, NH Office</p> <p>EDUCATION MS/1995/Civil and Environmental Engineering; University of New Hampshire</p> <p>BS/1988/Civil Engineering; University of Maine</p> <p>PROFESSIONAL REGISTRATIONS Professional Engineer: New Hampshire Massachusetts</p> <p>Subsurface Disposal System Designer License: New Hampshire</p> <p>EXPERIENCE: 25 Years</p> <p>TECHNICAL EXPERTISE</p> <ul style="list-style-type: none"> • Project master planning and CIP budgeting • Intermunicipal agreements • Regulatory and funding negotiations • Public presentations 	<p>Mr. Pratt is President of the company and has over 25 years' experience in civil/environmental engineering (19 years at UE). He will work closely with the project team to ensure that the Town's needs are met and the project deliverables meet our highest professional standards.</p> <p>Keith has managed municipal services contracts for more than 25 NH communities.</p>   <p>Keith has extensive experience with municipal infrastructure design and construction services contracts including roadway, sewer, water, sidewalk and drainage. Municipal work in Cities of Portsmouth and Keene included phased infrastructure improvement program averaging over \$2M in construction each year.</p> <p>Keith has broad experience in executing projects with multiple state and federal funding loans and grants and keeps abreast of the latest changes in program requirements. Keith pioneered the first blended funding contracts in NH which required concurrent negotiations with NHDES (SRF/SAG), Rural Development, and Community Development Block Grants to adopt contract provisions, project specifications and front end documents satisfying all three agencies.</p>	<ul style="list-style-type: none"> ■ Current Municipal Services Contracts Exeter, NH Belmont, NH Boscawen, NH Dover, NH Gilford, NH Keene, NH Merrimack Village District, NH Meredith, NH Portsmouth, NH Rochester, NH Swanzey, NH Wolfeboro, NH ■ Sewer Separation, Road, Drainage and Sidewalk Improvements, Portsmouth, NH (\$42M) ■ Infrastructure Improvements, Keene, NH (\$11.3M) ■ Epping Road & Portsmouth Ave., Drainage and Sidewalks, Exeter NH (\$2.2M)





section four

project team

TEAM MEMBER	PROJECT ROLE/QUALIFICATIONS	SELECTED PROJECT EXPERIENCE
<p>Mr. W. Steven Clifton, P.E. <i>Technical Advisor</i> Portsmouth, NH Office</p> <p>EDUCATION 1985/Sanitary Engineering Master level courses; University of Lowell, MA</p> <p>BS/1981/Civil Engineering; University of Lowell, MA</p> <p>PROFESSIONAL REGISTRATIONS Professional Engineer: New Hampshire</p> <p>EXPERIENCE: 33 Years</p> <p>TECHNICAL EXPERTISE</p> <ul style="list-style-type: none"> • Treatment process evaluations / upgrades • Municipal design and construction administration • Outfall evaluation / design • Industrial pretreatment / establishment of local discharge limits • Water and wastewater project funding 	<p>Mr. Clifton will serve as Technical Advisor Newmarket's Wastewater Treatment Projects.</p> <p>Mr. Clifton is a Vice-President of Underwood Engineers and has 33 years' experience in all aspects of civil, water and wastewater collection, treatment and disposal. Specialized expertise includes Biological Nutrient Removal designs, wastewater outfall designs, solids treatment and disposal, and water and user rate studies to support various funding options.</p> <p>Steve has worked on several projects for the Town of Newmarket, starting with the upgrade of the wastewater facility to secondary treatment utilizing trickling filters in 1985. These projects include:</p> <ul style="list-style-type: none"> • Newmarket Facility Plan Update for Nutrient Removal • 2014 Sewer Buildout Study using Town GIS data • Sewer User Ordinance Update • WWTF Anaerobic Digester Mixer Upgrade • Water Plant General Permit Application • NPDES Permit Renewal • WWTF Outfall Maintenance Permit Application • Sewer System Infiltration and Inflow Study • EPA 308 Letter Assistance • EPA Quarterly Reports for Administrative Order • EPA Administrative Order Assistance • WWTF Outfall Report, Design and Construction • WWTF Sludge Dewatering Building • Creighton Street Pumping Station Improvements 	<ul style="list-style-type: none"> ■ Sewer Clean and TV Program – Somersworth, NH ■ Sewer Buildout Study - Somersworth, NH ■ City of Somersworth WWTF Improvements Program ■ West High Street Pumping Station Replacement – Somersworth, NH ■ WWTP Upgrade for Biological Nutrient Removal, Somersworth, NH ■ Pease WWTP Upgrade to Sequencing Batch Reactors, Portsmouth, NH ■ Activated Sludge Nitrification Upgrade Design, Berwick Sewer District, Berwick, ME ■ Wastewater Treatment Facility Comprehensive Evaluation - Merrimack, NH ■ Souhegan and Thornton's Ferry Pumping Station Evaluations, Merrimack, NH ■ 1991 Sewer Buildout Study and Hydraulic Modeling - Merrimack, NH ■ Wastewater Master Plan –Berwick Sewer District, ME



section four project team

TEAM MEMBER	PROJECT ROLE/QUALIFICATIONS	SELECTED PROJECT EXPERIENCE
<p>Mr. Philip D. MacDonald, P.E. <i>Project Manager</i> Portsmouth, NH Office</p> <p>EDUCATION BS/1984/Civil Engineering; University of Lowell, MA</p> <p>TECHNICAL EXPERTISE</p> <ul style="list-style-type: none"> ▪ Sanitary and storm sewer design and construction ▪ Master drainage and hydrology studies ▪ Site development and planning ▪ Highway improvements / Traffic studies <p>PROFESSIONAL REGISTRATIONS Professional Engineer: New Hampshire Maine</p> <p>EXPERIENCE: 25 Years</p>	<p>Mr. MacDonald will be a Technical Advisor for design implementation. His specific responsibilities will include project conception and in-house design review. Phil has 30 years of civil and environmental engineering experience serving as the lead engineer/project manager for municipal projects that included roadway, sewer, water, drainage and pedestrian improvements in Portsmouth, Dover, Newmarket, Exeter, Salem, and Greenland, New Hampshire.</p> <p>Phil is currently the project manager for the City of Dover's Gateway Improvements project on Silver Street which includes reconstructing the sidewalk and parking areas; street scape improvements, bicycle lanes and public transit, replacing water and drainage lines, utility coordination, and reconstructing and realigning the roadway.</p> <div data-bbox="655 984 1018 1299">  </div> <p><i>Silver Street, Dover NH</i></p> <div data-bbox="1041 984 1409 1299">  </div> <p><i>Lincoln Area, Portsmouth NH</i></p>	<ul style="list-style-type: none"> ■ Lincoln Area Sewer Separation Projects, Portsmouth, NH ■ Main Street Reconstruction (Phase 1 and 2), Newmarket ■ Sewer Separation Evaluation, Portsmouth NH ■ Long Term Control Plan, Portsmouth NH ■ Epping Road Water Main, Roadway and Drainage Improvements, Exeter, NH ■ Portsmouth Avenue Re-Construction - Exeter, NH ■ Reeds Ferry Infrastructure Improvements - Merrimack, NH ■ Canobie Lake Area Sewer & Water Improvements - Salem, NH ■ Bartlett Area Imp., Portsmouth, NH



section four



project team

TEAM MEMBER	PROJECT ROLE/QUALIFICATIONS	SELECTED PROJECT EXPERIENCE
<p>Benjamin T. Dreyer, P.E. <i>Project Manager</i> Portsmouth, NH Office</p> <p>EDUCATION B.S. Civil Engineering, University of New Hampshire, 2004.</p> <p>PROFESSIONAL REGISTRATIONS Professional Engineer (NH)</p> <p>Certified Professional in Erosion and Sediment Control (CPESC)</p> <p>NH DOT LPA</p> <p>EXPERIENCE: 11 Years</p> <p>TECHNICAL EXPERTISE</p> <ul style="list-style-type: none"> ▪ Civil engineering studies, design and construction ▪ Low impact development and sustainable infrastructure designs ▪ Regulatory permitting ▪ Planning Board reviews 	<p>Mr. Dreyer has a background in civil and environmental engineering, providing project engineering evaluations and designs with a developed focus on implementing leading technical practices for sewer rehabilitation, drainage and roadway design. His other project experience includes large culvert replacement projects, site design and development, roadway design, utility infrastructure design and rehabilitation, permit applications (NHDES Wetlands and Alteration of Terrain), construction administration, surveying, funding grant applications, and water systems.</p> <p>Ben is currently working with Newmarket on the Route 108 Bike Lanes and Non-Point Source Nitrogen Tracking/Accounting projects.</p> <div data-bbox="632 922 987 1198" data-label="Image"> </div> <p><i>Portsmouth Ave., Greenland NH</i></p> <div data-bbox="1031 911 1417 1192" data-label="Image"> </div> <p><i>Aldrich Road, Portsmouth NH</i></p> <p>Ben has also worked as the project manager for design and construction phases of road reconstruction and utility infrastructure projects in Greenland, Boscawen, Portsmouth, Swanzey and Wolfeboro, NH.</p>	<ul style="list-style-type: none"> ■ Middleton Road Reconstruction, Wolfeboro, NH ■ Cass Street Improvements, Portsmouth, NH ■ Hoadley Road Culvert, Belmont, NH ■ 2010 Infrastructure Project, Keene, NH ■ Main Street Reconstruction Phase 2, Newmarket NH ■ Safford Drive Improvements, Swanzey, NH ■ Project Manager for Civil Engineering Design and Construction Services <ul style="list-style-type: none"> <input type="checkbox"/> Belmont, NH <input type="checkbox"/> Boscawen, NH <input type="checkbox"/> Exeter, NH <input type="checkbox"/> Northwood, NH <input type="checkbox"/> Hinsdale, NH <input type="checkbox"/> Swanzey, NH <input type="checkbox"/> Wolfeboro, NH



section four

project team

TEAM MEMBER	PROJECT ROLE/QUALIFICATIONS	SELECTED PROJECT EXPERIENCE
<p>Mr. Peter J. Pitsas, P.E. Project Manager Concord, NH Office</p> <p>EDUCATION BS/1988/Civil Engineering; University of New Hampshire</p> <p>AA/1985/Architectural Engineering; New Hampshire Technical Institute</p> <p>EXPERIENCE: 23 Years</p> <p>TECHNICAL EXPERTISE</p> <ul style="list-style-type: none"> ▪ Project planning and funding resources. ▪ Design and construction management. ▪ Practical experiences through years of construction related work. <p>Attention to client satisfaction</p>	<p>Mr. Pitsas was the project manager and lead designer for the 2008, 2009 and 2010 Keene infrastructure projects which have been successfully designed and constructed over the past several years for the City. Mr. Pitsas has over 22 years of experience in water, wastewater, roadway, sidewalk, landfill, and civil design and construction. His experience includes water distribution, wastewater collection, roadway and sidewalk reconstruction, water main and sanitary sewer replacement, sanitary landfill closure, general civil design and construction, surface water and groundwater treatment, water system planning and analysis and water storage.</p> <p>Mr. Pitsas has been involved in the design and construction of 28 utility and roadway improvement projects totaling over 104,000 linear feet of utility main. Projects have included work on state or town roads, complete roadway reconstruction, utility portion on large NHDOT projects, crossings of rivers, brooks, railroads, highways and bridges. Peter has also supported the planning boards in the Towns of Antrim and Boscawen by providing third party plan review, long term planning assistance and construction services.</p> <div data-bbox="638 1192 991 1463">  </div> <div data-bbox="1026 1192 1402 1463">  </div>	<ul style="list-style-type: none"> ■ Keene, NH (\$12.2M) ■ Infrastructure Improvements, Newport, NH ■ Water min extensions in Claremont, Colebrook, Concord, Durham, New London, Springfield, Sunapee, and Tilton, NH ■ Water main replacements in Ashland, Bristol, Claremont, Durham, Hillsborough, Hooksett, Jaffrey, Newmarket, New London, Springfield, Newport, and Tilton, NH ■ Sewer replacements in Hillsborough, Exeter, Hooksett, Milford, Newport, and Pittsburg, NH and Maynard, MA ■ Road and drainage improvements, Antrim, NH ■ West Main Street water and road improvements, CVFD, NH ■ Booster pumping station improvements, Bristol, NH ■ Water transmission main extension, Raymond, NH



section four

project team

TEAM MEMBER	PROJECT ROLE/QUALIFICATIONS	SELECTED PROJECT EXPERIENCE
<p>Daniel J. Rochette, P.E. <i>Project Engineer</i> Portsmouth, NH Office</p> <p>EDUCATION BS/2006/Civil Engineering, Norwich University</p> <p>EXPERIENCE: 8 Years</p>	<p>Mr. Rochette will be a project engineer assisting with engineering design and project support tasks.</p> <p>Dan has over 5 years of experience (all at UE) as a civil/environmental engineer focusing primarily on municipal utilities and civil projects. Dan has contributed to multiple complex infrastructure designs, evaluations and improvements including supplemental home inspections, video inspection review, drainage analysis and development of improvement strategies.</p>	<ul style="list-style-type: none"> ■ Lincoln Area Sewer Separation - Contract 3, Portsmouth, NH ■ Epping Road Improvements, Exeter, NH ■ 2008, 2009, and 2010 Infrastructure Projects, Keene, NH ■ Cass Street Area Improvements, Portsmouth, NH ■ Water System Improvements, Greenville Estates Village District, NH
<p>Mr. Jeffrey Clifton, EIT <i>Project Engineer</i> Portsmouth, NH Office</p> <p>EDUCATION BS/2009/Civil Engineering, University of New Hampshire.</p> <p>EXPERIENCE: 2 Years</p>	<p>Mr. Clifton will serve as a project engineer for this project. Jeff has been with Underwood Engineers for 6 years. His experience includes providing project engineering evaluations and design support for a variety of engineering projects, including water, sewer, drain and roadway work design. Jeff has experience in construction oversight and has been providing resident engineering assistance in the field on projects including several infrastructure improvements in the communities of Newmarket and Portsmouth. Jeff will assist Mr. Dreyer with the project design components.</p>	<ul style="list-style-type: none"> ■ Roadway Capital Improvements Plan Study, Belmont, NH ■ Bean Hill Road NHDOT Permitting, Belmont, NH ■ Shaker Road Pumping Station, Belmont, NH ■ Main Street Reconstruction, Newmarket, NH ■ Main Street Sewer Improvements, Hinsdale, NH ■ Continental Boulevard Water System Improvements, Merrimack, NH ■ Lincoln Area Sewer Separation Project (Contract 3) -Portsmouth, NH



section five

corporate performance and business practices

LIABILITY INSURANCE COVERAGE

Underwood carries commercial, auto and worker's compensation policies to protect against loss while executing project work tasks. We also carry a \$1M/\$2M professional liability and general liability policies to cover potential claims or suits related to our services provided to the Town. The general liability policy limits are supplemented with a \$5M excess umbrella endorsement (copies attached). In addition to carrying the right policy limits, Underwood implements proactive measures to limit claims such as an annual loss prevention workshop based on case studies of actual claims from other professional engineering firms.

Underwood has not been named in a claim or suit arising from our professional services in the last 5 years.

REGULATORY ACTIONS

Underwood has not experienced any regulatory actions taken by an oversight body since the beginning of the firm's practice in 1982.

CONFLICT OF INTEREST

We rarely encounter conflicts of interest since we primarily serve municipal clients, and we do not prepare commercial site plans or subdivisions for developers. On the occasion that UE has encountered a situation where a conflict of interest could be perceived we have chosen to put the best interest of our municipal clients before our corporate business opportunities.

Because we do work with other consultants on our project team, we have the flexibility to change our team if necessary due to a potential conflict of interest. Additionally, the consultants we elect to team with on our projects have consistently demonstrated integrity by openly disclosing their corporate endeavors and in some cases have declined our request for services due to prior commitments with a conflicting interest.



Underwood Engineers

Testimonials

Underwood Engineers has a long and successful history and wide network of satisfied clients. Below are comments from just a few.

"Underwood Engineers provides engineering services and solutions based on what is in the best interest of the MVD. This becomes very apparent when multi-million dollar capital projects are presented to the voters and passed with unanimous support. Their out-of-the-box thinking and approach will provide long term benefits to the District and the users far into the future."

Merrimack Village District, Merrimack, NH



"I believe that Underwood Engineers provided the Town Merrimack with a cost effective and high level of service second to none."

Town of Merrimack, NH



"Overall, UEI has provided services to KSD better than all other consulting engineers that we have engaged."

Kennebunk Sewer District

"I must say the experience that I have had with your firm, Underwood Engineers, Inc. and your staff far exceeds that of which I have dealt with over the past several years."

Bristol, NH



"UEI has an understanding of regulatory hurdles and procurement of state and federal funding opportunities that enables them to provide a level of service that other consultants don't."

Lebanon, NH



Visit underwoodengineers.com for latest projects & our corporate portfolio

Town Council March 16, 2016

Page 204 of 212

Underwood Engineers

Testimonials (continued)

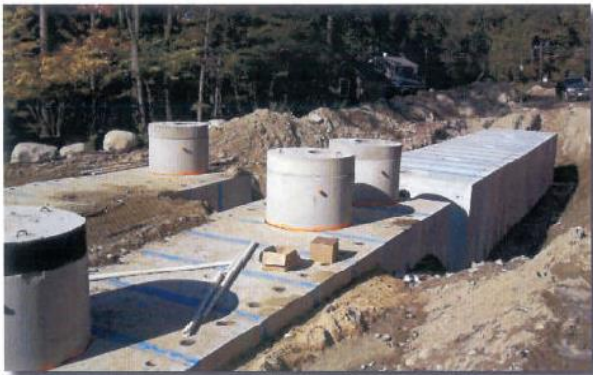
"We have an amazing wastewater system. Underwood came up with a terrific solution for a very difficult site and did so in a way that is highly environmentally responsible. We do not believe such a well-designed and managed project or the financing support of the project could have been accomplished by any other engineering firm. Thank you very much for all of the extra efforts and the great skill you bring to your work."

Crotched Mountain, NH



"Our wastewater treatment plant is critical to our future. We have been working on improving the system and processing in order to better handle spike loads and your engineering input and guidance has made all the difference. Our treatment plant has operated flawlessly during those spike timeframes and has kept us in compliance with our permit and eliminated management headaches and anxiety."

Jiminy Peak Resort, MA



"We sincerely thank you for the job that you've done and continue to do for us. Your firm has responded to every need in a quick and professional manner."

Sterling Camp Meeting Assoc., MA

"It has been a pleasure to have an engineer who gives straight answers and who can justify those answers with facts. I respect you and the work you have done."

Greenville, NH



section six

compensation

COMPENSATION

Current fees for Underwood project team personnel applicable for the initial three year contract period (i.e. through October 2018) are attached. Our office in Portsmouth is in close proximity to Newmarket and therefore travel times will be minimal.

Underwood bills project team consultant (subs) costs directly without markup. Subconsultant fees can be provided upon request.

UE Team Member	Title/Role	CY-2015*	
Keith Pratt	Principal	\$170	
W. Steven Clifton	Technical Advisor	\$170	
Philip D. MacDonald	Project Manager	\$135	
Peter J. Pitsas	Project Manager	\$135	
Ben Dreyer	Project Manager	\$105	
TBD	Senior RPR	\$100	The majority of the project work will be completed by the team members highlighted in blue (also see foot note).
TBD	RPR	\$75 -95	
Daniel Rochette	Project Engineer	\$ 85	
Jeff Clifton	Project Engineer	\$ 75	
Ryan Houle	Project Engineer	\$ 65	
Roxanne Gerard	CAD Tech.	\$ 80	
Raoul Maltais	Admin. Assist.	\$ 45	

** Annual increases are based on individual labor rates and will not exceed 3% per year.*

Reimbursable fees will be billed at cost including, subconsultant invoices, transportation expenses (on a per mile basis at the current Federal Rate), out-of-pocket travel expenses (tolls), prints, telephone calls and miscellaneous materials that may be required to complete the wo

Underwood's unique office culture attracts strong employees that are some of the best in their field and are therefore compensated competitively. Our rates may differ from other firms but the value of our work stands apart.



UNDERWOOD ENGINEERS, INC.
Portsmouth & Concord, New Hampshire
STANDARD BILLING RATES
Effective through December 31, 2015

Labor Rates:

Principal-in-Charge	\$160 to	\$200 per hour
Senior Project Manager	\$130 to	\$180 per hour
Project Manager	\$100 to	\$150 per hour
Senior Project Engineer	\$90 to	\$125 per hour
Project Engineer	\$70 to	\$110 per hour
Resident Engineer	\$70 to	\$110 per hour
Resident Engineer II	\$50 to	\$90 per hour
Technician	\$50 to	\$90 per hour
Clerical	\$50 to	\$70 per hour

Reimbursables

Mileage	IRS Reimbursable Rate
Prints	\$1.50 each
Copies	\$0.10 each
Telephone	\$1.85 per call
Fax	\$1.00 per call
Field Supplies	At Cost
Postage	At Cost
Food & Lodging	At Cost
Subcontractors	At Cost
Miscellaneous Job Related Expenses	At Cost

Approved by Board of Directors:

Date: 5/4/15

KAP
WSC
CAM





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

Applicant's Name: WAYNE ROSA

Address: 340 WADLEIGH FALLS RD Phone/Cell 659-5398

RSA 669:19 Newmarket Registered Voter: Yes No # of Years as Resident: 50
RSA 91:2 Are you an American Citizen? Yes No

Email address: JANRANDYE@COMCAST.NET

Full membership (3 year term) position applying for ZBA

State what the new term expiration date is: 2019

Alternate position (3 year term) position applying for _____

State what the new term expiration date is: _____

I feel the following experience and background qualifies me for this position: _____

HAVE SERVED IN ZBA FOR PAST 6 YEARS

(need more room, please use the back)

[Signature]
Signature

3-1-16
Date

You are welcome to submit a letter or resume with this form. Applicants are requested to attend the Council meeting to address the Town Council prior to the decision making process. Applicants will be notified of the time and date of this meeting in advance. Thank you for your application and interest in the Town of Newmarket.



RECEIVED MAR X3 2016
gm

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

Applicant's Name: Michael A. Provost

Address: 16 Beech Street Phone/Cell 603 781 7116

RSA 669:19 Newmarket Registered Voter: Yes No # of Years as Resident: 44
RSA 91:2 Are you an American Citizen? Yes No

Email address: MAPRO75@COMCAST.NET

Full membership (3 year term) position applying for Cemetery Trustee

State what the new term expiration date is: ~~2017~~ 2019

Alternate position (3 year term) position applying for N/A

State what the new term expiration date is: N/A

I feel the following experience and background qualifies me for this position:

I HAVE SERVED ON THE BOARD OF TRUSTEES
SINCE IT WAS FORMED. ATTENDED NH GRAVEYARD
SEMINAR ON CLEANING & CARE OF STONES

(need more room, please use the back)

Michael A. Provost
Signature

3/1/16
Date

You are welcome to submit a letter or resume with this form. Applicants are requested to attend the Council meeting to address the Town Council prior to the decision making process. Applicants will be notified of the time and date of this meeting in advance. Thank you for your application and interest in the Town of Newmarket.

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2015/2016 - 36

Resolution Relating to the Purchase of a 2016 Ford F-550 1-Ton Dump

WHEREAS, the Highway Department needs to replace its 2002 Ford F-450 truck, and

WHEREAS, the Department obtained a quotes for a 2016 Ford F-550 1-Ton Dump under the State's procurement contract as follows:

Vendor	Amount
Hillsboro Ford	\$ 44,492
H. P. Fairfield, LLC	27,875
Total Cost	<u>\$ 72,367</u>

WHEREAS, the Public Works Capital Reserve Fund has a balance of \$486,605, as of January 31, 2015.

NOW, THEREFORE BE IT RESOLVED that the Newmarket Town Council does hereby authorize the Town Administrator to purchase a 2016 Ford F-550 1-Ton Dump and enter into any related contracts, for a price not to exceed \$72,367.

First Reading: March 16, 2016

Second Reading:

Approval:

Approved: _____

Philip J. Nazzaro, Town Council Chairman

A True Copy Attest _____

Terri Littlefield, Town Clerk

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2015/2016 - 37

Resolution Relating to the Purchase of a 2016 Ford F-550 4x4 Type 1 Ambulance

WHEREAS, the Fire Department needs to replace its 2006 Ford F-450 Type 1 Ambulance, and

WHEREAS, the Department obtained a quotes for a 2016 Ford F-550 4x4 Type 1 Ambulance from three vendors and the radios from the State's procurement contract as follows:

Vendor	Amount
PVC (Prof. Vehicle Corp.) not including trade-in	\$188,777
Motorola Solutions	9,425
Motorola Solutions	4,548
Total Cost	<u>\$202,750</u>

WHEREAS, the Ambulance Revolving Fund has a balance of \$226,365, as of February 29, 2016.

NOW, THEREFORE BE IT RESOLVED that the Newmarket Town Council does hereby authorize the Town Administrator to purchase a 2016 Ford F-450 Type 1 Ambulance and related radios, and enter into any related contracts, for a price not to exceed \$202,750.

First Reading: March 16, 2016

Second Reading:

Approval:

Approved: _____
Philip J. Nazzaro, Town Council Chairman

A True Copy Attest _____
Terri Littlefield, Town Clerk

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2015/2016 - 38

Resolution Relating to the Lease Purchase of 24 Scott Air-Paks

WHEREAS, the Fire Department uses self-contained breathing apparatus (SCBA) respirator that protects a firefighter when entering oxygen deficient or toxic atmosphere, and

WHEREAS, the existing SCBA respirators are at end of life and can no longer be pressurized after May 2017, and

WHEREAS, the Fire Department obtained a quote of \$213,940 for 24 Scott Air-Pak 75's from Industrial Protection Services, and

WHEREAS, the most advantageous lease financing of the equipment is through Tax-Exempt Leasing Corp., for a term of 5 years, 2.79% interest rate, and an annual lease payment of \$46,435.03, and

WHEREAS, the Fire Capital Reserve Fund has a balance of \$328,094, as of January 31, 2016.

NOW, THEREFORE BE IT RESOLVED that the Newmarket Town Council does hereby authorize the Town Administrator to purchase a 24 Scott Air-Pak 75's and entering into a lease agreement with Tax Exempt Leasing Corp. and enter into any related contracts.

First Reading: March 16, 2016

Second Reading:

Approval:

Approved: _____

Philip J. Nazzaro, Town Council Chairman

A True Copy Attest _____

Terri Littlefield, Town Clerk