



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

**WEDNESDAY, NOVEMBER 16, 2016, 7:00PM
NEWMARKET TOWN HALL COUNCIL CHAMBERS**

5:30PM NON-PUBLIC, PURSUANT TO RSA 91:A.3.II(a) - PERSONNEL

1. Pledge of Allegiance
2. Public Forum *(Public Forum is an opportunity for the public to address the Town Council. All comments should be addressed to the Chair of the Council. No person will be allowed to speak longer than five (5) minutes.)*
3. Public Hearing – None
4. Town Council to Consider Acceptance of Minutes
 - a. October 22, 2016 Budget Workshop Session I Meeting Minutes
 - b. October 26, 2016 Budget Workshop Non-Public Session II Meeting Minutes
 - c. November 2, 2016 Regular Meeting Minutes
 - d. November 2, 2016 Non-Public Minutes
5. Report of the Town Administrator
6. Committee Reports
7. Old Business
 - a. Resolutions/Ordinances in the 2nd Reading - None
 - b. Resolutions/Ordinances in the 3rd Reading – None
 - c. * Items Laid on the Table –
 - i. Resolution #2015/2016-52 – Resolution Authorizing the Designation of a portion of Rt. 152 as an Economic Recovery Zone (This Resolution is tabled from the June 15, 2016 Council Meeting pending Planning Board action).
8. New Business/Correspondence
 - a. Town Council to Consider Nominations, Appointments and Elections - **None**
 - b. Resolutions/Ordinances in the 1st Reading
 - i. Resolution 2016/2017-12 – Default Budget FY 2018 – Approval of the Fiscal Year 2018 Default Budget (TA Requests the Suspension of Rules)
 - ii. Resolution 2016/2017-13 – MOU – Memorandum of Understanding Between the Town and School for Finance Director Services

- c. Correspondence to the Town Council
- d. Closing Comments by Town Councilors
- e. Next Council Meeting – December 7, 2016

9. Adjournment

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

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8 **TOWN OF NEWMARKET, NEW HAMPSHIRE**
9 **TOWN COUNCIL BUDGET WORKSHOP SESSION I**
10 **OCTOBER 22, 2016 9:00 AM**
11 **TOWN COUNCIL CHAMBERS**
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15 PRESENT: Council Chairman Gary Levy, Council Vice Chairman Phil Nazzaro, Councilor Dale Pike,
16 Councilor Amy Thompson, Councilor Toni Weinstein, Councilor Kyle Bowden, Councilor Amy Burns
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18 ALSO PRESENT: Town Administrator Steve Fournier, Interim Finance Director Matt Angell, Recreation
19 Assistant Director Aimee Gigandet, Police Chief Kyle True, Library Director Cary Gadbois, Library
20 Trustees Mary Mahoney and Rod Crepeau, Town Clerk/Tax Collector Terri Littlefield, Water & Waste
21 Water Superintendent Sean Greig, Town Planner Diane Hardy, CIP Committee Vice-Chair Russell Simon
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23 **AGENDA**
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25 Chairman Levy welcomed everyone to the meeting of October 22, 2016 and called the meeting to order
26 at 9:07 am, followed by the Pledge of Allegiance.
27

28 **RECREATION GENERAL/ RECREATION REVOLVING**

29 Town Administrator Steve Fournier stated that the Recreation General Fund was up 1.91%. He said the
30 increase was mainly in Salaries, with an increase in General Supplies of approximately \$100. Vice-Chair
31 Nazzaro asked why salaries were going up, and Town Administrator Fournier said the increase was
32 because of the merit pool distribution and not due to a pay increase. Vice-Chair Nazzaro asked why the
33 salary would not be less since they would be hiring a replacement, and Town Administrator Fournier said
34 they did not know who they would be hiring yet. Chairman Levy asked for the salary of the Recreation
35 Director and Interim Finance Director Matt Angell said it was \$66,876. Councilor Bowden asked if cost-of-
36 living was included in the salary and Town Administrator Fournier said that any increase was distributed
37 through the merit pool.
38

39 Chairman Levy questioned why they again budgeted \$1,500 for Postage when only \$337 was spent in
40 FY2016. Recreation Assistant Director Aimee Gigandet said they did not use the postage for one fiscal year

41 but had already put the money into the Postal Account. Chairman Levy asked why Part-Time Salaries was
42 listed in both Recreation Department accounts, and Town Administrator Fournier said the listing in the
43 Recreation General Fund was for a full year and Recreation Revolving was for summer salaries. Chairman
44 Levy felt that Recreation Revolving was budgeting up and Town Administrator Fournier said they were
45 increasing programming but everything in that fund was offset 100% by revenue. Councilor Thompson
46 said postage was listed in both Recreation accounts and asked if they could trim it in the General Fund.
47 Recreation Assistant Director Gigandet said she could trim it by \$800.

48
49 Chairman Levy asked about budgeted versus actuals for Equipment and Bus Trips, and Interim Finance
50 Director Angell said that in general Recreation Revolving was bringing in more revenue than they were
51 actually spending out. Chairman Levy asked where the \$100,000 increase was reflected in Recreation
52 Revolving, and Town Administrator Fournier explained that they had to do gross-based budgeting and had
53 to show everything they were going to expend and offset it in the revenue on the other side. Vice-Chair
54 Nazzaro felt all Recreation expenses should be covered by Revolving as the eventual goal was to make the
55 department tax neutral. Town Administrator Fournier said they did not have enough revenue at this point
56 to cover Administrative or the Senior Center which were the only things on taxes.

57
58 Vice-Chair Nazzaro said at some point they should start looking into decreasing what was being pulled
59 from the General Fund versus what went into Recreation Revolving and that there should be some
60 strategy. Interim Finance Director Angell said discussions were going on and half of the Senior Center was
61 now paid out of the Recreation Revolving Fund. Town Administrator Fournier said they were also looking
62 at a percentage of salaries coming from that fund. Recreation Assistant Director Gigandet said some of
63 the profits were helping to subsidize CIP projects and some community events in the General Fund.
64 Councilor Burns asked about the timing of the Splash Pad. Recreation Assistant Director Gigandet said
65 they put \$5,000 in the year before which was included in Recreation Revolving for CIP of \$25,000, and the
66 cost depended on certain grants that might be applied to reduce the amount and they were planning it
67 for 2 years hence. Town Administrator Fournier said that another consideration had been the Town water
68 situation.

69
70 Chairman Levy asked how they dealt with projects and events that were not profitable. Interim Director
71 Angell said they were investing in new programs but did not expect they would all be successful.
72 Recreation Assistant Director Gigandet said that new programs took time to build and they tried to keep
73 them level-funded until they were built up. Town Administrator Fournier said they were not asking for tax
74 dollars as money was put aside for improvements in the Capital Reserve. He said part of the money would
75 come from Recreation Revolving and a usage fee would be charged to offset expenses. He said they just
76 wanted to see what the operational costs would be.

77
78 Vice-Chair Nazzaro said that Recreation requests from CIP added up to \$36,000 and that \$530,000 was
79 already going to be used to purchase a vehicle. He wanted to know which projects would be included in
80 the \$18,666 budgeted for FY2018. Interim Finance Director Angell said a lot of the money would start
81 coming from Recreation Revolving for a lot of those programs. Town Administrator Fournier said ideally
82 there should be 2 different budgets, General and Capital Improvement which would include withdrawals
83 from Capital Reserve Funds, bonding, and all sources of funding. Vice-Chair Nazzaro felt the plan should
84 reflect what was budgeted and reflect the actual plan of the departments. Town Administrator Fournier

85 said that it would not, as the plan was the recommendation from the CIP Committee and the Budget was
86 what the he recommended they could afford. Councilor Bowden asked why the money for the fields was
87 coming out of Recreation if the School was using them, and Town Administrator Fournier replied that it
88 was the Town's field. Chairman Levy said he hoped the Town would eventually get to a place where it was
89 budgeting accurately for services provided.

90
91 **POLICE DEPARTMENT**

92 Police Chief Kyle True stated that the Police budget increased by 1.19%, with the majority of the increase
93 due to salaries and contractual increases by union members. He said the biggest increase was in Overtime
94 and that last year they had under-budgeted by \$16,802. He said they were down 2 officers and there were
95 changes in the legislature which required them to do more. He said the DWI and Domestic Violence laws
96 now required that they offer the next available court date, which could be the next day. As a result, the
97 officer on the case had to work overtime to get the report finished in preparation for court. He said
98 another change in the court listed the officer as either primary, 1st alternate, or 2nd alternate, and overtime
99 pay was required for the officer for that day whether he testified or not. He said this could happen several
100 times before their case was finally heard, and said it seemed the cost was being burdened on the taxpayer.

101
102 Police Chief True stated that another reason for overtime was the opioid epidemic as every heroin
103 overdose was treated as a crime scene, and any death that resulted it would be treated as a homicide
104 requiring a detective to process the scene. He said that for FY2016 overtime for court costs came in just
105 under \$5,000, over \$46,000 was spent to cover vacation costs, and \$25,000 for sick time. He stated for
106 holiday time they spent just under \$20,000, just under \$7,000 to offset training, and just under \$3,500 for
107 extended coverage which would dramatically increase due to new court regulations. He said they were
108 also a member of the Seacoast Emergency Response Team and calls could take 1-24 hours. Police Chief
109 True said the biggest decrease was in gasoline which was cut from \$34,000 to \$22,000, and the actual
110 spent last year was approximately \$16,000.

111
112 Councilor Weinstein asked where Newmarket was trending for crime and for overtime for DWI and heroin.
113 Police Chief True said that as far as the heroin epidemic, they had just under 50 cases of using Narcan last
114 year, and that violent crimes seemed to be staying the same. Councilor Bowden asked the cost of Narcan
115 and Police Chief True said it was approximately \$50 for each dose. He said Newmarket was one of the
116 highest in the County for using the Child Advocacy Center in Portsmouth for interviewing children involved
117 in domestic violence and sexual assault. He said that one thing that was alarming now was traffic accidents
118 and they already had 2 fatal crashed this year. Councilor Thompson asked if overall he was confident he
119 had what he needed with this budget, and said she appreciated his getting together with other police
120 chiefs to put pressure on the courts for lost time.

121
122 Vice-Chair Nazzaro said he had a question on Overtime and Capital Reserves. He said the numbers he gave
123 for overtime were 76% vacation, sick time, and holiday time, and he asked for the overtime figures for
124 2014 and 2015. Police Chief True said they were contractual obligations and as officers got raises, the
125 overtime amount increased. He said for FY2015 overtime costs for vacation time were \$30,000-\$50,000,
126 just under \$26,000 for holiday time, and just over \$7,000 for court costs. Interim Finance Director Angell
127 said the total overtime costs for 2015 were \$105,000 and were \$92,229 for 2014. Vice-Chair Nazzaro asked
128 if there was some kind of issue there as it was continuing to go up, and Town Administrator Fournier said

at some point would become less expensive to hire a new officer than to pay for overtime. Vice-Chair Nazzaro asked what the starting salary was for an officer and Town Administrator Fournier said it was \$42,000. Police Chief True said the officers were well-trained and salaries were becoming competitive with other Seacoast communities.

Vice-Chair Nazzaro questioned the format of the department's spreadsheet as far as their Capital Improvement Plan, and said contracts were fluctuating annually as a result. He said this was contrary to the purpose of Capital Reserves which was to keep everything flat. Chairman Levy said that Uniforms was budgeted at \$8,800 for FY 2016 and only \$4,230 spent and he asked if the figure needed to be kept flat. Interim Finance Director Angell stated that it had been \$6,200 in 2015, and it was \$7,400 the year before and \$9,235 the year before that. Police Chief True explained that it was lower as they did not have any turnover and said it cost \$2,500 to outfit one officer. Interim Finance Director Angell said as they were currently down an officer and they could have 2 positions open next year due to retirement.

Chairman Levy said Criminal Investigation was budgeted at \$2,000 with \$862 spent, and Youth/Public Relations spent 75% less. Police Chief True said was hard to predict what would come up in 2018 for Criminal Investigation, or what other regulations might be place on the department. Interim Finance Director Angell stated that \$1,252 was spend last year for Criminal Investigation and \$732 for Youth/Public Relations. Police Chief True said they received a grant to purchase publications for their School Resource Officer his year but he did not want to reduce the line item. Vice-Chair Nazzaro asked for the cost of the body armor that needed to be replaced every 5 years, and Police Chief True said it was \$800-\$1,000 depending on the officer's physique. He said he tried to buy 2 per year and sometimes a grant could be found to pay for half.

PUBLIC LIBRARY

Town Administrator Fournier reminded the Council that they only had authority over the bottom line of the Library Budget and that line-items were governed by the independent Board of Trustees.

Library Director Carrie Gadbois stated that Mary Mahoney and Rod Crepeau of the Library Board of Trustees were with her to present the Library Budget for FY2018. She stated that in the last year circulation had increased 6.88%, they added 474 new borrowers, and 1,468 had renewed their Library memberships. She said the Library was definitely used as a community center and computers were in constant use. She said they also had a lot of programming available and cultural events, and said they applied for grants from the New Hampshire Department of Humanities. She stated that they were asking for an increase of 1.8% basically for books and materials to increase programming. Councilor Weinstein asked what the plans were for Programs and Library Director Gadbois said they were planning more quality programs, more Christmas events, and perhaps a program for young adults. She said they had moved the young adult books to their own area and had seen an increase of 100% already.

Councilor Thompson questioned the Health Insurance line-item and asked why they were budgeting so high against actuals if they were not spending it. Interim Finance Director Angell said there was a potential for 2 people to get on the health insurance, and said there was a budget-to-the-max risk potential here due to the small budget. Councilor Thompson asked if it could be reduced and Library Director Gadbois said she would need the \$15,000 to get health insurance. Councilor Thompson asked if people could opt

for Affordable Care, and Interim Finance Director Angell said it was more expensive at this point to put employees on the marketplace than to buy the insurance outright. He stated that all the health insurances in the budget were based on actuals.

Vice-Chair Nazzaro asked for the amount in the Library Trust at this time. Town Administrator Fournier said the Library had a Capital Reserve Fund and a Trust Fund. Library Trustee Crepeau stated that there was approximately \$100,000 currently in the Library Trust Fund. Vice-Chair Nazzaro questioned Part-Time Salaries for FY2015 as it seemed to be under-expended. Interim Finance Director Angell said \$102,468 was expended in FY2015. Library Director Gadbois explained that they had been understaffed in 2015 and they were going to move some of Part-Time Salaries to Building Maintenance because they had hired someone fulltime to do the cleaning. Vice-Chair Nazzaro said that Building Maintenance was way overspent in FY2016, and Library Director Gadbois stated that \$11,000 never got moved into the line-item from Part-Time Salaries. Councilor Bowden asked if the increase in Building Maintenance included HVAC and the boiler. Library Director Gadbois said it was for unexpected items such as the 5-year elevator inspection and the replacement of the security system and alarm. Interim Finance Director Angell said some of the heating system was paid in FY2016 but that the bulk would be in this current year.

Councilor Bowden asked about Heating Oil which was budgeted in FY2016 at \$13,800 with actuals at \$7,802. Interim Finance Director Angell said last year they paid \$2.25/gal and for this heating season they were locked in at \$1.729/gal. Chairman Levy asked what the cost was for FY2015 and Interim Finance Director Angell said it was \$11,329. Chairman Levy asked if part of Building Maintenance was covered by CIP, and Town Administrator Fournier said it covered normal wear and tear of the building as CIP was for large projects. He said he would need a clear reason if the Council wanted to reduce the amount. Chairman Levy questioned Unemployment and Training and said he thought to reduce the budget by \$4,000. Town Administrator Fournier polled the Council and the \$4,000 reduction was not approved. Councilor Pike said it was most of the \$5,000 increase they were requesting. Councilor Bowden recommended cutting a total of \$2,000 which was approved by the Council.

Vice-Chair Nazzaro asked what fund was used to replace the heating system, and Interim Finance Director Angell explained that appropriations were made to the Library Capital Reserve Fund and they could spend the money the year it was put in the fund or any year in the future. He said they had basically paid for the heating system out of the accumulation of unspent funds. Vice-Chair Nazzaro asked how much cash was on-hand now and Interim Director Angell said approximately \$20,000-\$30,000 which would be going back into Building Maintenance. Vice-Chair Nazzaro asked if hiring a Facilities person would help the Library, and Town Administrator said there would be somebody overseeing the projects.

TOWN COUNCIL

Town Administrator Fournier stated that the Town Council budget was level-funded at \$19,300. Vice-Chair Nazzaro asked about the \$49 spent under General Supplies which was budgeted at \$250. Town Administrator Fournier recommended reducing General Supplies to \$150, which was approved by the Council.

TOWN ADMINISTRATOR

Town Administrator Fournier stated that the Town Administrator budget increased by 1.97%. He said the two biggest increases were from reflecting actual costs for Training/Staff Development and increases to salaries through the merit pool distribution. Chairman Levy asked about Advertising, and Town Administrator Fournier said that advertising costs were skyrocketing as there was no competition now. He said they were still required to post notices in a physical newspaper. Chairman Levy asked about Part-Time Salaries and Town Administrator Fournier said he reduced that to zero as it was for a substitute administrative assistant who had retired and not been replaced. Councilor Burns asked what Dues & Subscriptions covered and Town Administrator Fournier said it was for the New Hampshire Municipal Association and he was anticipating a 4% increase. Chairman Levy asked about Communication Services, and Interim Finance Director Angell said that covered telephone costs for the Town allocated by use. Town Administrator Fournier said his budget was also the catchall, and pointed out that Communication Services was budgeted at \$2,500 for FY2016 with \$38,154 spent, and that line-item covered any study requested by the Council.

TOWN CLERK/TAX COLLECTOR

Town Administrator Fournier stated that the Town Clerk/Tax Collector budget saw a reduction of 4.49%, and added that there was no presidential or State election for the next year.

Town Clerk/Tax Collector Terri Littlefield said they would be back at full staff over the next week or two. Chairman Levy said they were showing a reduction, but the budget for FY2016 was approximately 2.5% less, and Town Clerk/Tax Collector Littlefield said this was due to the election. Councilor Pike pointed out that what they were proposing for FY2018 was almost exactly what was spent in FY2016. Chairman Levy said that Deed Research was \$1,842 but \$2,600 was budgeted, and this year they only spent \$172. Town Clerk/Tax Collector Littlefield said that in 2016 they had a different research company and prices were much higher. She said the majority of the costs were for Liens, and said the money for this year would not get spent until April or May 2017. Chairman Levy asked about the Equipment Purchase of \$2,500 and Town Clerk/Tax Collector Littlefield said they were replacing voting booths out of that line-item.

BUILDING SAFETY

Town Administrator Fournier said Building Safety saw an increase of 1.4% which was mainly due to Part-Time Salaries from the merit pool distribution. Vice-Chair Nazzaro asked why it was called Building Safety when it was Code Enforcement, and Town Administrator Fournier said it was technically Building Safety & Code Enforcement rolled together into one department. Chairman Levy asked who the fulltime employee was and Town Administrator Fournier said it was Sue Jordan and it was divided between two departments.

ASSESSOR

Town Administrator Fournier stated that Assessing showed a reduction of 8.64% and was a contracted service. Vice-Chair Nazzaro asked what Dues & Subscriptions were for if they were contracting out, and Town Administrator Fournier said State Law required every municipality to be a member of the New Hampshire Association of Assessing Officials. Vice-Chair Nazzaro asked what Postage was being used for and Town Administrator Fournier said it was for mailing abatement denials and approvals. He said the line-item could be reduced from \$500 to \$250. Vice-Chair Nazzaro questioned General Supplies as there was no office for the contracted service. Town Administrator Fournier said they contracted the Assessors

but not the Department. Vice-Chair Nazzaro asked if the budget could be cut by \$1,000, taking \$500 each from Postage and General Supplies.

Interim Finance Director Angell said he saw a mistake in the budget for Software Maintenance and said there should be an addition of \$7,900 for FY2018, a 2% increase over last year. Town Administrator Fournier asked Interim Finance Director Angell to print an expense report for the Council for that line item. Councilor Burns questioned keeping Dues & Subscriptions at \$350 when only \$150 was budgeted for FY2017. Town Administrator Fournier said it could be cut to \$150 for a \$200 savings. He said with all the changes and reductions, Assessing would see an increase of 1.03% or \$70,037 for FY2018.

WELFARE

Town Administrator Fournier stated that Welfare saw a reduction of 13.94% and was consistently going down. Chairman Levy asked what Rent was for FY2015, and Town Administrator Fournier said \$11,000 was budgeted and \$12,355 was spent. Chairman Levy asked about Heat and Electricity for FY2015 and Town Administrator Fournier said they were zero. Chairman Levy said they spent \$27,802 total out of \$48,220 for FY2016, the Food budget was \$1,500 with zero spent, and Rent was budgeted at \$15,000 with \$6,825 spent. Town Administrator Fournier said that Rent for FY2016 was an anomaly and he would keep it at the \$10,000 proposed. He explained that Welfare was a department they had to fund no matter what. Chairman Levy asked about Heat and Town Administrator Fournier said he felt they should leave it level-funded at the proposed \$1,000.

Councilor Weinstein said that from her experience in the community, needs had increased not decreased. She said that the Town fortunately had organizations that picked up some of the slack and said she would not feel comfortable reducing Welfare. Councilor Thompson said that Welfare was set up to refer people to other agencies and there were many other procedures in Town to help people.

LEGAL

Town Administrator Fournier stated that there was no increase in Legal as the Town Attorney did not increase his retainer. Councilor Pike said he felt having the retainer was a great thing and Town Administrator Fournier said he advocated this for other communities as it had saved a lot of money and was a great relationship.

WATER & SEWER

WATER: Water & Waste Water Superintendent Sean Greig stated that with this budget the new MacIntosh Well Blending Facility would be going online. He said one of the challenges would be how they operated the existing wells with the blending facility, and said this could change the way these costs happened. He said the Facility would take the water coming from the Bennett and Sewell Wells and blend it with the MacIntosh Well, and that pumping more distributed water would require the water to be double-pumped. He said currently the State had approved pumping the MacIntosh Well at a 30% level into distributed water, at a higher electrical cost. He said the biggest increases were in Fulltime Salaries, Retirement, and increases in Chemicals due to a new phosphate being added to the water system. Chairman Levy asked if this related to the blending and Water & Waste Water Director Greig replied that it did because it was a corrosive water source. He said they used a combination of pH Control to make it less corrosive and polyphosphate to line and protect the pipes.

Water & Waste Water Superintendent Greig said Contracted Services was going up as they would need substantially more testing for the MacIntosh Well, and there were also major increases in Bonds & Notes. Councilor Pike asked if the increased sodium and chloride in the MacIntosh Well was a result of saltwater intrusion, and Water & Waste Water Superintendent Greig said it absolutely was not and could go away after pumping for a long time. Vice-Chair Nazzaro said that they had allocated a portion of their Capital Reserves to those projects to show where the balance was going, but that now some of the funds were unallocated against projects. Water and Waste Water Superintendent Greig said that exactly \$130,000 was not allocated. Vice-Chair Nazzaro said they had a CIP request for \$364,000 and asked why it a portion of it was not allocated. Water and Waste Water Superintendent Greig said one of the biggest projects that would be coming out of CIP was the Water Demand Study. He felt not all of the money should be allocated as things for Water & Sewer would come up and they needed to be able to react to changing conditions. He said some of the money was from projects that came in under budget.

Vice-Chair Nazzaro said he was concerned that everything seemed to be happening in FY2018 and FY2019, and asked if it could be spread out. Water and Waste Water Superintendent Greig said they tried to spread out the projects but they hit all at once, and said they were at a point where they were going to have to stop and reevaluate where they were going. He said the bulk was on the Water side, and the next thing was to get the Bennett-Sewell Well completed which was already actually designed. Councilor Pike said he did not understand the request to delay the projects, and said the projects had to happen in a reasonable timeframe. Vice-Chair Nazzaro said a lot of money was concentrated for CIP in the next year and then nothing for 3 years down the road. Water and Waste Water Superintendent Greig said they should be looking at a 5-year plan versus a 1-year plan and felt progress was being made in CIP planning.

SEWER: Water & Waste Water Superintendent Greig said the bottom line was they were starting a new Waste Water Treatment Facility. He said it would be much more complex, have a lot more equipment, and they would have to start payments on bonds and notes. He said the electricity costs would go up and it would cost more to haul away solids. Town Administrator Fournier said he wanted to explain about Bonds & Notes on the payment schedule. He said that for the 1st year they would pay interest only, and the big impact would be in the 2nd year with a bond payment plus interest. Councilor Weinstein asked why Chemicals were down and Water & Waste Water Superintendent Greig said the water they were putting out was actually cleaner and needed less sulfate, and said the money put in last year was to run 2 facilities. Councilor Pike asked if April was still the date for the new plant to come online and Water & Waste Water Superintendent Greig said it was scheduled for April.

Vice Chair Nazzaro said they had \$1.6 million in their Capital Reserve Fund with only \$320,000 allocated and \$200,000 unallocated. Town Administrator Fournier said it might not include the North Main Street Project for which the money was already set aside. Vice-Chair Nazzaro said they were asking for \$275,000 but had \$200,000 in unallocated funds and asked why they were putting in the money. Town Administrator Fournier said they were looking to renovate the plant they already had for \$150,000 and that the money could go to something else. Vice-Chair Nazzaro reiterated that they needed to plan for more than 2 years and that every dollar in the fund should be allocated for a project.

Chairman Levy questioned Fulltime Salaries and Interim Finance Director Angell said they added a position in FY2016. Town Administrator Fournier said that they had been unable to fill the position until FY2017. Chairman Levy asked about the FY2018 salary increase, and Interim Finance Director Angell said that in FY2017 they added the merit pool for Water & Sewer into their own budgets and that it was previously comingled with the General Fund. He said the same position was being carried over to FY2108 and also included salary increases from the merit pool distribution. Town Administrator Fournier stated that they were two different things, the previous year's increases plus the replenishing of it the following year, and said they should be listed on a separate line. Chairman Levy asked if all the merit pool was usually spent. Interim Finance Director Angell said it was and added that with the new plant there would be higher levels of certification resulting in higher merit. Chairman Levy questioned the Health Insurance increase. Town Administrator Fournier said he had just received the guaranteed maximum rate increase of 10.9% and he had only budgeted for 10% and would need to find money in the budget.

Chairman Levy said Heat & Oil was budgeted at \$30,000 for FY2016 and only \$12,801 was spent. He said they had increased the budget for FY2017 to \$35,000 and questioned the \$12,801 already spent this year. Water & Waste Water Superintendent Greig replied that it was part of the biological process. He explained that they pumped solid waste from the first and secondary clarifiers into the digester and heated it up to reduce the total amount of solid by 40%. He said they continued to re-pump and reduce the solids to get them as dry as possible so they did not have to pay to haul the water, and said the dried solids were then hauled off to landfill.

PLANNING

Town Administrator Fournier stated that he proposed a Planning budget of \$126,215 which was a 2.88% increase. He said increases were 4.86% for Fulltime Salaries (2 individuals), an increase of 25% in General Supplies, and a 50% increase in advertising. Town Planner Diane Hardy said her department proposed a budget of \$136,215 but that the figure of 11.04% was incorrect. She said it failed to include \$10,000 for Contracted Services from her last year's budget and said the increase should be 2.6%. Interim Finance Director Angell said it was the budget approved at the Town Meeting and that the 2.88% increase proposed by the Town Administrator was correct. Town Administrator Fournier said the budget proposed to the Town Council was his budget, and said the Council reduced the \$10,000 because they increased contributions to the Master Plan Capital Reserve Fund by that amount.

Town Planner Hardy said they would like to see the \$10,000 reinstated in the Budget Proposal. She said the Planning Board was working on some important special projects including zoning changes and they might need to bring in a consultant. She said the Planning Board was also interested in developing some design guidelines, and said the budget was level-funded with the exception of a major increase in advertising costs and an increase in General Supplies. Councilor Thompson asked Town Administrator Fournier if he would have a way to cover that \$10,000 line-item, and he said if it was for zoning he could probably find funds in the Economic Development line. Chairman Levy suggested they might want to hire an attorney that specialized in Real Estate. Town Planner Hardy said as planner she wrote the ordinances and submitted them to the Town Administrator for review.

Vice-Chair Nazzaro questioned using the \$10,000 to develop design guidelines. Town Planner Hardy said design guidelines were a high priority for the Planning Board and that design should continue to reflect

the architectural and historical character of the area. Vice-Chair Nazzaro asked if the Town Council would have a say in that, and Town Planner Hardy said it was the purview of the Planning Board to develop design guidelines as part of Site Planning. She said the Future Land Use Chapter recommended focusing on guidelines for the Route 108 corridor as well as the Industrial Park. Town Administrator Fournier explained the benefit of having a guideline versus an ordinance. He said with an ordinance you could not change the law and would have to go to the Zoning Board to get a variance, but with a guideline you could go to the Planning Board for approval. Councilor Burns said the design guidelines were at a discussion stage with Planning and nothing had yet been brought forward.

Councilor Burns questioned the increase of Dues & Subscriptions to \$8,500, as \$8,345 was allocated in FY2016 and \$490 spent, and \$400 spent in FY2017. Town Administrator Fournier stated that \$8,500 was the correct amount for Strafford Regional Planning expenses. Chairman Levy asked what was spent in FY2014 and FY2013, and Interim Finance Director Angell said the figures were \$8,631 for FY2014 and just under \$8,000 for FY2015.

CONTRIBUTIONS TO CAPITAL RESERVES

Town Administrator Fournier said he was recommending a budget of \$590,115 for Capital Reserves which was an increase of 15.04%. He said the total increase for Compensated Absences was \$15,000 and the fund was used for retirements. He said they had roughly \$330,000 of liability on the books and had a number of individuals currently eligible for retirement. He stated that everything else was level-funded, which was not the CIP Committee recommendation, but he said he planned CIP needs to what he felt they could afford. Interim finance Director Angell stated the CIP Plan was not yet out when he made his budget.

Chairman Levy said that there was almost an almost \$80,000 difference between actual budgeted and actual spent for 2016. Interim Finance Director Angell said \$50,000 was added for Building Improvements in FY2107 and carried forward into FY2018. Town Administrator Fournier said that \$18,666 was carried forward for Recreation Facilities from FY2017 to FY2018, and Stormwater Management and the Macallen Dam both increased from \$50,000-\$75,000. He explained that Capital Reserve was automatic and was not based on budgeted versus actuals as everything appropriated had to go into the fund. Vice-Chair Nazzaro asked why the Macallen Dam went from \$50,000 to \$75,000, when their CIP plan requested \$50,000 across the board. Town Planner Hardy said that was the amount being recommended. Town Administrator Fournier said he would rather keep it level-funded but they could reduce it. He pointed out that the dates of the CIP did not match the dates of the budget.

Councilor Pike said that as soon as they had their 100-year flow numbers for the Macallen Dam, it would have to go out for engineering for the abutments and for stability analysis and said he wanted to make sure they would not be constrained. CIP Committee Vice-Chair Russell Simon said he disagreed that everything in CIP had to have a specific behind it just for this reason. He said they were putting away seed money for the dam because they did not really know the costs and wanted to make sure they had enough money for the first 3-5 years. He said an emergency contribution could not be made to Capital Reserves after the budget was approved. Vice-Chair Nazzaro said that not every CIP plan was urgent and they were all marked with different priorities.

Vice-Chair Nazzaro pointed out that they were putting \$50,000 into Building Improvement Capital Reserves but there was no CIP plan for Building Improvement. Town Planner Hardy said that 3 projects came in under Public Works: the completion of the 2nd floor of the Fire Station, the completion of the roof at the Public Works Facility, and upgrades to the HVAC system, and that they were all listed in pages 7-9 of the CIP Report. Town Administrator Fournier stated that Building Improvements was a sub-division of the Public Works Department, and that the Division of Buildings & Grounds also fell under Public Works. Vice-Chair Nazzaro asked what the \$80,000 in Public Works was to be used for and Town Administrator Fournier said Public Works was used for vehicles. Councilor Bowden asked what the priority status was for these projects, and Town Planner Hardy said the Departments had indicated priorities on the forms.

Councilor Weinstein asked what the budgeted and actual numbers should be for FY2017 and Town Administrator Fournier said the \$575,115 budgeted amount should match actuals spent. He said the \$50,000 spent for the Macallen Dam for FY2017 was an error. Councilor Weinstein asked what projects were anticipated for Building Improvement. Interim Finance Director Angell said they needed to start saving for the HVAC improvements to the Town Hall, the Police Department, and the Recreation Facility. Vice-Chair Nazzaro asked why the HVAC upgrades were a priority and not the repair of the leaking roof in the Department of Public Works. Town Administrator Fournier said that was the CIP priority but that his priority went into the budget. He said they were looking at different alternatives to fix the roof than Public Works recommended.

Vice-Chair Nazzaro stated that \$80,000 was being put in for Public Works Vehicles but it was not clear what they wanted to purchase out of Capital Reserves. Town Administrator Fournier said that \$219,000 was requested by Public Works for CIP but he felt level-funding of \$80,000 would be fine. Councilor Thompson said she proposed reducing the Macallen Dam and Stormwater Management to \$50,000 each and adding the \$50,000 to Roadway Improvement. She said she also recommended dropping Public Works from \$80,000 to \$50,000 for a net decrease of \$30,000 there. Town Administrator Fournier asked Interim Finance Director Angell if they could decrease Compensated Absences, and he replied that if someone retired they might have to delay re-hiring.

Town Administrator Fournier polled the Council and they approved taking \$25,000 from the Macallen Dam and \$25,000 from Stormwater Management to put \$50,000 into Roads, and to reduce Public Works by \$30,000 to \$50,000. He also bumped Compensated Absences down from \$15,000 to \$10,000. Councilor Weinstein asked about costs for the Stormwater Management Study, and Town Planner Hardy said that the mapping all of their Stormwater Facilities would be approximately \$200,000. Town Planner Hardy said she had a few questions from the CIP Committee Chairman, and asked what the \$18,666 for Recreation represented. Town Administrator Fournier said it was for replacement of equipment and was level-funded. Town Planner Hardy also asked why the Library CIP recommendation of \$27,000 for funding was reduced to zero. Town Administrator Fournier explained that the Library had their own Capital Reserve Fund and a Trust Fund.

Town Administrator Fournier said that moving \$25,000 each from Stormwater Management and the Macallen Dam to increase Roads by \$50,000, decreasing Public Works by \$30,000, and reducing Compensated Absences to \$10,000 brought the total proposed budget to \$555,115, or a reduction to Capital Reserves of \$20,000 over the previous year.

Vice-Chair Nazzaro said he wanted to make the point that every Capital Reserve Fund should show what the plans were against what was being requested, and said he would like to see the prioritizations of the Town Administrator actually included in the plans.

CONSERVATION COMMISSION

Town Administrator Fournier stated that the Conservation Commission budget was level-funded at \$2,941 with no changes.

ECONOMIC DEVELOPMENT

Town Administrator Fournier stated that the budget for Economic Development was level-funded at \$2,500 with no changes.

DEBT SERVICE

Town Administrator Fournier stated that Debt Service was budgeted at \$125,259 which was a 3.47% reduction, and that no changes could be made.

INFORMATION TECHNOLOGY

Town Administrator Fournier stated that there was a 2.59% increase to Information Technology (IT) for a proposed budget of \$171,465. Interim Finance Director Angell said the largest jump was in the Software Maintenance line-item. He said the Department Head proposed maintaining 2 systems at the same time but the Town Administrator proposed to maintain only 1 system. He said they were looking to purchase a new Financial System that could offer more services to taxpayers and the departments. He said the proposal was for maintaining the new system but that they might be on the old system for another 6 months. Town Administrator Fournier said they needed to get off the old MuniSmart system as it was no longer supported or being maintained. He said they were putting the money in to start the new system in 2018.

Councilor Bowden asked how many persons were covered under Fulltime Salaries and Town Administrator Fournier said 1.5. Councilor Pike asked what the impact would be when they started to integrate more with the School. Town Administrator Fournier said they would still need to keep staffing at the same level and there probably would be no savings as they were currently understaffed.

FINANCE

Town Administrator Fournier said if they were to contract Finance with the School, which was not yet approved by the Town Council, there would be a major savings and a reduction in Fulltime Salaries. He said additional money was the first payment of the lease for the Financial Systems Software estimated at \$54,000, for which the Department requested \$84,000. He said he wanted to get the basics of what they needed and add on later.

HUMAN RESOURCES

Town Administrator Fournier stated that Human Resources was seeing a 7.78% increase to \$1,633,044. He said a major portion of it was the Health Insurance increase at 12.69%. He said the guaranteed maximum of 10.9% was higher because of changes in plans people might take. He said Workers

Compensation took a 10% increase in rates, and there were new Retirement rates as well which changed every 2 years. Vice-Chair Nazzaro asked why Property Liability was going up, and Interim Finance Director Angell said he did not have an actual and had estimated the increase at 8%. Town Administrator Fournier said it was also due to the Market situation, as it was the first year with no competition. Vice-Chair Nazzaro said that the 8% was calculated on the budgeted amount and not the actuals, and felt it should be 8% of \$93,000 or \$101,000 instead of \$110,000. Interim Finance Director Angell said he could do that but the total would be \$101,253. Town Administrator Fournier polled the Council and the reduction of \$9,000 was approved.

NEXT WORKSHOP MEETING

Town Administrator Fournier asked the Council when they wanted to hold the second Budget Workshop to wrap up and approve the budget. The Council agreed to hold the second Budget Workshop on October 26, 2016 as only Chairman Levy could not attend. The meeting was scheduled for 7:00 pm.

ADJOURNMENT

Vice Chair Nazzaro made a motion to adjourn the meeting which was seconded by Councilor Bowden.

The Town Budget Workshop Session was adjourned at 12:48 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary

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8 **TOWN OF NEWMARKET, NEW HAMPSHIRE**
9 **TOWN COUNCIL BUDGET WORKSHOP SESSION II**
10 **OCTOBER 26, 2016 7:00 PM**
11 **TOWN COUNCIL CHAMBERS**
12
13

14 PRESENT: Council Vice Chairman Phil Nazzaro, Councilor Dale Pike, Councilor Toni Weinstein, Councilor
15 Kyle Bowden, Councilor Amy Burns
16

17 EXCUSED: Council Chairman Gary Levy, Councilor Amy Thompson
18

19 ALSO PRESENT: Town Administrator Steve Fournier, Interim Finance Director Matt Angell, Public Works
20 Director/Fire Chief Rick Malasky
21

22 **AGENDA**
23

24 Vice Chairman Phil Nazzaro welcomed everyone to the second Budget Workshop Session of October 26,
25 2016 and called the meeting to order at 9:07 pm, followed by the Pledge of Allegiance.
26

27 Vice-Chair Nazzaro stated that there were 2 excused absences. Town Administrator Steve Fournier said
28 he had questions from Councilor Thompson which he would read as they came up.
29

30 **PUBLIC WORKS ADMINISTRATION**

31 Public Works Director Rick Malasky stated that there were no big increases for Public Works
32 Administration and he had budgeted for a normal winter, proposing an increase of 4.95%. He said some
33 things had been pushed off to help with budget issues in other departments. Town Administrator Fournier
34 said that Councilor Thompson had asked for a possible reduction of \$10,000 for Overtime, as \$47,000 was
35 spent in FY2013, \$58,000 in FY2014, and \$75,000 in FY2015. Public Works Director Malasky said he usually
36 spent pretty close to the \$50,000. Councilor Pike asked if doing more paving would drive overtime, and
37 Public Works Director Malasky said that overtime for longer hours could be made up at the end. Town
38 Administrator Fournier explained that the policy had changed from straight overtime to flex-time.

Councilor Weinstein said that with the overtime figures presented she would not feel comfortable reducing the line-item.

Town Administrator Fournier said Councilor Thompson had also requested possibly reducing General Supplies to \$7,000 from \$8,000. He said they had budgeted \$8,000 last year and spend \$980, and for FY2016 they budgeted \$6,500 and spent \$5,528. Interim Finance Director Matt Angell said they spent \$8,854 in 2015 and \$8,400 in 2014, but spent only \$4,244 in 2013. Public Works Director Malasky recommended a \$500 cut in General Supplies to \$7,500, which was approved by the Council.

ROADWAY & SIDEWALK

Public Works Director Malasky said the increase in Roadway & Sidewalk from \$155,000 to \$175,000 was for asphalt for paving. He said he was also looking for more in Equipment Lease, which was used for hiring outside equipment for the summer months. He said the \$3,000 in Curbside Weed Control was for the granite curbing throughout Town, and Town Administrator Fournier said he had cut this as only \$950 had been spent the past 2 years. He explained that the Sidewalk Construction line-item had been zeroed out last year and he had reduced the department request of \$90,000 to \$45,000 mostly for Bennett Way. Public Works Director Malasky said he had been looking to extend the project all the way up to finish that circle.

Councilor Weinstein asked what other sidewalk projects were planned, and Public Works Director Malasky said he had some requests for a sidewalk on Grant Road but there was an issue there. Town Administrator Fournier explained that Grant Road residents had petitioned to not have their sidewalks maintained in winter. Vice Chair Nazzaro asked if there was a liability issue. Town Administrator Fournier said he had just become aware of the situation and had recommended the Public Works Department to plow them next year.

Councilor Pike asked if the cost of a project was increased if it was done in pieces. Public Works Director Malasky felt there would only be a cost savings with granite curbing. Councilor Burns asked if there was any concern with cutting Asphalt to \$155,000, and Town Administrator Fournier said the Road Plan stipulated that they only fund at \$155,000 each year and they already had a Road Capital Reserve Fund which was increased by \$50,000. Councilor Pike brought up the point that they did not know how long oil prices would last and that anything they could do for the roads now made sense. Town Administrator Fournier said another way would be to increase the Capital Reserve Fund contribution and offset it with Fund Balance. Public Works Director Malasky said he also had the Municipal Transportation Fund for paving, and Interim Finance Director Angell said there was approximately \$230,000 currently in the fund.

STREET LIGHTING

Town Administrator Fournier stated that there was no change to the Street Lighting budget.

BRIDGES & GUARDRAILS

Public Works Director Malasky stated that he had requested \$8,000 to do some guardrail repairs on Ash Swamp Road and Langs Lane, which was reduced to \$4,000. He said there was a large culvert on Langs Lane which had no guardrail and there had been a serious accident there last year. Councilor Bowden

asked where the repairs would be on Ash Swamp Road and Public Works Director Malasky said at the bridge near Prices Garage.

BUILDINGS & GROUNDS

Town Administrator Fournier stated that Buildings and Grounds saw an increase of 14.67% with the largest under Fulltime Salaries. He said he was proposing a new position for a Director of Facilities and that the Council should have received a memo outlining the reasoning. He said logistically they would probably get a draft of an understanding with the School similar to the one for the financial position. He said he did not know what the hours would be or what it would be on an annual basis. He said they were looking at a personnel cost for an individual of \$110,000, with \$65,000 for salary and the rest benefits. He said the School would reimburse the Town in accordance with a formula at approximately 64% of that or \$70,000. He said that the remaining 36% or \$39,000 would be the responsibility of the Town. He explained that in FY2018 there would be a 95% savings from hiring a shared Finance Director, and the remaining 5% would come from other areas of the budget. He said there would also be a \$70,000 revenue from the School contribution.

Town Administrator Fournier stated that he had done a quick estimate of the buildings in the Town and School according to assessed value. He said the Town had approximately \$25-\$26 million in facilities with no one person dedicated to supervising them. He said it was currently a hodgepodge of the Public Works Director, the Building & Grounds Director, the Finance Director, and the Building Inspector. He said there needed to be one person to come up with RFPs, which the Finance Director was currently doing. Councilor Pike said he supported having a Facilities person and he felt it would result in a higher quality of services. Town Administrator Fournier said Councilor Thompson had asked about the increase in Heat for the Senior Center, and Public Works Director Malasky said that was a new one that they had taken on.

Vice-Chair Nazzaro said the fulltime equivalent for Buildings & Grounds was 2,000 hours but that some of the work was not occurring. He asked what they were reducing in terms of positions elsewhere when work was being repurposed. Town Administrator Fournier said the Finance Director spent a significant amount of his time issuing bids and doing bid documents. He said the Building Inspector did a lot of Buildings & Grounds reviewing and needed to spend more time on inspections and code enforcement. Vice-Chair Nazzaro said he wanted to make sure they were adding labor in terms of tasks. Councilor Weinstein pointed out that they were not looking for a fulltime position but only one-third. Councilor Pike said they were looking for a certain level of analysis for projects and they needed to have someone looking more comprehensively. Vice-Chair Nazzaro felt it would benefit the community if they looked at a more scientific approach to how they staffed their organizations. Councilor Pike said he felt there was some urgency around this position, and Councilor Weinstein said they needed to put something in place now and put it in the budget in order to fully form the plan. Councilor Burns said it was also recommended in the MRI report, and she felt the opportunity was in place and it was the right time to do it.

Town Administrator Fournier questioned Heat & Oil for Youngs Lane with \$39,000 budgeted and \$27,000 spent, and for the Town Hall with \$26,000 budgeted and \$21,000 spent and asked about bid prices. Interim Finance Director Angell said that bid prices for this year were less but that they might go back up to last year's levels. Town Administrator Fournier recommended reducing Heat & Oil for the Town Hall from \$24,000 to \$22,000, and for Youngs Lane from \$35,000 to \$30,000, for a total \$7,000 savings which

was approved by the Council. Councilor Weinstein asked about the increase for Elevator Maintenance, and Interim Finance Director Angell said the contract had gone up. Town Administrator Fournier explained that Town Clock Maintenance was for the lease from the church to house their clock.

Councilor Pike asked about the timeline for the Facilities Person, and Town Administrator Fournier said he would like to have the Budget for it approved first so the funds were there. He said the Budget would be approved in March, but the School had already funded the position at \$50,000 for this year. He said it would be a Town position and the hiring committee would be set up in accordance with the Town Charter. Vice-Chair Nazzaro pointed out that this would be a change in their structural organization which the Council would have to approve, and Town Administrator Fournier said they would need an ordinance to amend the Administrative Code. Councilor Pike asked if they could proceed with the ordinance process, and Town Administrator Fournier said he was looking to have the first reading of the ordinance by the November 16th meeting to be adopted at the first meeting in December, but he needed to create the department first. He said his hiring priority right now was to fill the vacancy in the Recreation Department by January 1st.

CEMETERY

Town Administrator Fournier said that Councilor Thompson had questioned the big increase in Part-Time Salaries. Interim Finance Director Angell said the \$14,321 was to have a position at 26-week seasonal as the department needed additional time to get their work done. He said they would start earlier in the spring and work later in the fall. Vice-Chair Nazzaro pointed out that they only spent \$7,592 in FY2016. Town Administrator Fournier suggested reducing it back to the FY2017 amount of \$11,050 which was approved by the Council. Vice-Chair Nazzaro asked about Contracted Services and Town Administrator Fournier said it was to replace a gate. Vice-Chair Nazzaro asked about using the trust fund, and Public Works Director Malasky said new items had to be in the operating budget. Town Administrator Fournier asked how much was in the Trust Fund for this cemetery, and Interim Finance Director Angell said he could not match the Trust to a cemetery name. Town Administrator Fournier questioned adding \$5,000 to this line item without knowing the amount in the Trust Fund.

VEHICLE MAINTENANCE

Town Administrator Fournier said there was a decrease in Vehicle Maintenance of 1.69%, and Public Works Director Malasky said this was from savings in fuel and gasoline. Councilor Pike asked about Gas and Diesel Fuel which were both were driven by oil prices, and said that the combined total for FY2016 was approximately \$30,000 but they were budgeting \$49,000 in FY2018. Town Administrator Fournier suggested reducing Gasoline from \$14,000 to \$10,000 and Diesel Fuel from \$35,000 to \$30,000 for a total cut of \$9,000, which was approved by the Council.

FIRE & RESCUE

Town Administrator Fournier said there was an increase of 5.09% for Fire & Rescue and that the Fire Chief had requested a 21.38% increase. Fire Chief Malasky said the biggest change in the Fire Department was that the call volume increase continued to rise. He said he was looking to increase Per Diem shifts for weekends in Part-Time Salaries from summer months only to year-round. He said he had staffing issues with calls for services and training was up in order to keep people certified for EMS licenses. He said the Fire Department budget was tough to maintain as the costs were driven by calls.

Town Administrator Fournier pointed out that there were also revenues from ambulance calls. Fire Chief Malasky stated that they were still covering the Town with just 2 fulltime people and the rest were all on-call volunteers and the numbers were dwindling.

Councilor Weinstein questioned Equipment Maintenance as they had gone over the budget in FY2016. Fire Chief Malasky said this was for portables, radios, pagers, etc., but that they had purchased new Air-Paks. Councilor Weinstein asked if the \$15,000 would be sufficient for Equipment Purchases and Fire Chief Malasky said they did not spend in FY2016 as he was asked to hold the line. Town Administrator Fournier said there was also a Capital Reserve Fund and that a \$50,000 contribution was already approved.

Councilor Pike asked what the next step would be if they felt they were asking too much of their volunteers in the Fire Department and said he wanted to make sure they did not overstress the system. Vice-Chair Nazzaro said that was part of why he supported adding money to Part-Time Salaries. Fire Chief Malasky said they were really busy over the last few months but were doing a pretty good job of covering the calls. He stated that they had also just put a new ambulance in service.

EMERGENCY MANAGEMENT

Town Administrator Fournier said the Emergency Management budget was up 53.85%. He said they were including \$1,500 in General Supplies to try to get a grant to start updating their Emergency Management Plan, which had not been updated for at least 5 years.

SOLID WASTE

Town Administrator Fournier said that Solid Waste saw an increase of 4.61%. He said the Council did approve the new contract for Recycling and MSW, with a 5.26% increase for Recycling and 1.23% for MSW. He said the rest was Post Closure Landfill Tests which needed to be done yearly. He questioned the \$25,000 jump in supplies, and Public Works Director Malasky said it was for purchasing new trash bags and recycle bins which were offset by revenue.

GRANTS

Town Administrator Fournier stated that there was an increase in Grants of 16.04%. He said Festival Support had been cut in years past and the Recreation Department requested that it be put back in as they were trying to spearhead a festival run by the community.

SOCIAL SERVICES GRANTS

Town Administrator Fournier stated that there was a 0.64% increase in Social Services Grants, adding \$1,000 for a Child Advocacy Center, \$1,000 for a grant for the Cross Roads House in Portsmouth, and \$4,000 for Richie McFarland. He stated that is was a thorough process and that organizations needed to apply to the Town for funding and provide financial statements. He said that Linked-Together did not apply for funds this year as they were solvent and did not need assistance. Councilor Weinstein commented that Richie McFarland was a huge benefit to children under the age of 3 in the community who needed special services, and Town Administrator Fournier explained that he had reduced the line-item for what the Town could afford.

TOWN BUDGET FY2018

Town Administrator Fournier said that all the reductions made brought the General Fund Budget to \$7,128,151, Special Revenues to \$1,060,520, and the Enterprise Fund to \$3,323,206. He said the General Budget was reduced from \$11,581,761 to \$11,508,877 and the \$0.09 tax impact would be a 1.44% increase on the tax rate using this year's net assessed valuation. He said that the next step would be a resolution to adopt the FY2018 Budget with this number at the next meeting. He said the Town Budget would go to the Budget Committee on November 28, 2106, and it looked like December 12th for the Town Public Hearing.

Vice-Chair Nazzaro said he would not be at the next meeting and the resolution would go on the ballot as being adopted by the Town Council with a vote of 6-0. Town Administrator Fournier said the budget had to be submitted by November 15th and that an amendment to the resolution could be requested later. He said they also had to come up with a Default Budget for the Council, which would be last year's budget minus any new expenditures.

Councilor Weinstein stated that November 1st was Candidates Night at 7:00 pm in the Auditorium for local political candidates.

NEXT MEETING: The next regular Town Council meeting would be held on November 16, 2016.

ADJOURNMENT

Councilor Weinstein made a motion to adjourn the meeting which was seconded by Vice-Chair Nazzaro.

The second Town Budget Workshop was adjourned at 8:25 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary

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

9 **November 2, 2016 7:00 PM**

10 **TOWN COUNCIL CHAMBERS**
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12

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

15
16 **EXCUSED:** Council Vice Chairman Phil Nazzaro
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18 **ALSO PRESENT:** Town Administrator Steve Fournier, Town Moderator Chris Hawkins, Town-Clerk/Tax
19 Collector Terri Littlefield, Interim Finance Director Matt Angell, Library Director Carrie Gadbois
20

21 **AGENDA**
22

23 Chairman Gary Levy welcomed everyone to the November 2, 2016 Newmarket Town Council Meeting and
24 called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.
25

26 Chairman Levy stated that Vice-Chair Nazzaro was excused.
27

28 **PUBLIC FORUM**
29

30 Chairman Levy opened the Public Forum at 7:02 pm.
31

32 Town Moderator Chris Hawkins said he was there to review election procedures. He said they expected a
33 heavy turnout of around 5,000 people and that they already had a significant number of absentee ballots.
34 He said there would be 5 check-in tables rather than the usual 3 and they had a lot of same-day
35 registrations. He stated that Ms. McGilvery's Civics students would be there to help out he would
36 appreciate patience with the lines. He said there would be a designated greeter to help direct people and
37 voter affidavit tables manned by the councilors. He said the polling place at the High School would be in
38 the gym and the foyer and people would not be allowed in rest of the School building. He reminded people
39 that by State Law no campaigning was allowed at the polling place.
40

Town Moderator Hawkins requested the councilors try to reserve parking for voters and said that Town Clerk/Tax Collector Terri Littlefield would make sure there were enough handicapped spaces. He stated that all absentee ballots would be counted just like regular ballots starting at 9:00 pm. He said the whole process was open for public observation but no interference or disruptions were allowed. He said he planned to have people sign in and out this time due to the crowds expected. He said that picture IDs were not strictly required by law and that people could sign an affidavit and have their picture taken.

The Town Council Meeting was recessed at 7:14 pm due technical difficulties with the sound. The issue was resolved and the meeting resumed at 7:26 pm.

Town Moderator Hawkins gave a recap of his statements and said they expected a busy day. He stated that peak times were 7:00-8:00 am and 4:00-7:00 pm and long lines could be expected at these times, but there would be a lot of volunteers to help keep the process moving along as quickly as possible. He asked people to be patient and to address any questions or concerns to an election official.

Chairman Levy closed the Public Forum at 7:32 pm.

PUBLIC HEARING - None

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

Acceptance of the Minutes of the Regular Meeting of October 19, 2016

Councilor Pike made a motion to approve the minutes of the Regular Meeting of October 19, 2016 which was seconded by Councilor Thompson.

Town Administrator Fournier polled the Council and the minutes of the Regular Meeting of October 19, 2016 were approved by a vote of 6-0.

REPORT OF THE TOWN ADMINSTRATOR

Town Administrator Steve Fournier presented an update on the **Downtown Project** stating that 2-way traffic had been restored on October 26h at 4:30 pm. He said that he along with the NHDOT, the Engineering firm, the Public Works Director, and the Town Planner had walked the project to do a quick inspection and that there were issues that needed to be corrected. He said they were putting a list together and would have the contractor address them as soon as possible. He said the next step would be grinding and paving the crosswalks to make them flat and install signage beacons. He said that a bump-out would also be installed on North Main Street on the eastern side and filled in with landscaping.

Town Administrator Fournier stated that **Election Day** would be Tuesday, November 8th with polls open 7:00 am to 7:00 pm at the Newmarket Junior-Senior High School. He said he needed to make sure they had a quorum of councilors at the close to certify the vote.

Town Administrator Fournier next addressed **Goal Setting** saying that he had spoken with Primex and they were available to facilitate a goal-setting session for the Town Council, which he had tentatively scheduled for November 30, 2016. Councilor Pike stated that the MRI recommendation had been for the Council to set more long-term (5 year) goals. He said the Town Administrator Goals were half completed and would be pretty much short-term goals for the rest of the year. He suggested they meet in Non-Public before the next meeting to set those goals and meet with Primex in November or January to set longer-term goals. He said he wanted to discuss the 5-year goals while the current Council was still in place.

Chairman Levy asked if they would have the MRI Report by the November 30th meeting. Town Administrator Fournier said they would not but that the changes being made by MRI were minor. He said they would meet in Non-Public before the next meeting to set the Town Administrator goals and set the longer-term goals with Primex. He reminded the Council that he would not be at the November 16th meeting, and Councilor Burns stated that she would also be out of town.

Discussion: Councilor Weinstein asked a question about the Downtown Project, specifically if there would be any painting in the crosswalks after the grinding was completed. Town Administrator Fournier said they would definitely be re-painting the stripes in the crosswalks.

COMMITTEE REPORTS

Councilor Thompson said that the *Budget Committee* had met on October 24th but that she was unable to view the meeting as there was no sound. Town Administrator Fournier said it was a brief session and they had reviewed where they were for the end of FY2017 and for the current fiscal year of 2018, and gone over the Budget Committee schedule. He said the Town Budget presentation was scheduled for November 28th, and that only key Department Heads would be present. He said the Budget Committee intended to hold the Town Public Hearing on December 12th and wrap things up at that time.

OLD BUSINESS

ORDINANCES AND RESOLUTIONS IN THE 2ND READING

Resolution #2016-2017-09 Resolution Relating to Generator Maintenance

Councilor Thompson made a motion to approve *Resolution #2016-2017-09 Resolution Relating to Generator Maintenance*, which was seconded by Councilor Burns.

Interim Finance Director Matt Angell stated that the Town had 14 generators, some as old as 1969. He said they had been getting some emergency repairs on some of them and they needed to go out bid for a Generator Maintenance company of record. He said they had 5 respondents and that the lowest bidder was TriState Generator, who currently provided generator service to the Town and they were pleased with their services.

Discussion: Councilor Thompson asked if this would be in addition to what they were already servicing for the Town. Interim Finance Director Angell said they currently serviced generators for the Water &

Sewer system but not for the Department of Public Works, and said they were seeking professional maintenance on the generators.

Town Administrator Fournier polled the Council and *Resolution #2016-2017-09 Resolution Relating to Generator Maintenance* was approved by a vote of 6-0.

Resolution #2016-2017-10 Resolution Relating to HVAC Services

Councilor Thompson made a motion to approve *Resolution #2016-2017-10 Resolution Relating to HVAC Services*, which was seconded by Councilor Burns.

Interim Finance Director Angell stated that they typically went out every 2 years for HVAC maintenance services. He said he had again received 5 bids, but they had asked for only a 1-year contract this year to see if they could get it in line with the School contract which would be expiring in one year. He stated that Thermo-Dynamics was the low-cost bidder and had been the Town's primary service provider for the last 6 years.

Discussion: Councilor Thompson commented on the huge price discrepancy between the 5 bids. Interim Finance Director Angell explained that Thermo-Dynamics was basically doing it for cost, and said all the bidders had gone through their systems and looked at every piece of equipment. Councilor Pike asked if there would be a savings, and Interim Finance Director Angell said it would be a little higher than what they paid last year. Town Administrator Fournier said that if everything went as planned, they would go out for one bid next year for the Town and the School combined.

Town Administrator Fournier polled the Council and *Resolution #2016-2017-10 Resolution Relating to HVAC Services* was approved by a vote of 6-0.

Resolution #2016-2017-11 Approval of the Fiscal Year 2018 Budget

Councilor Thompson made a motion to approve *Resolution #2016-2017-11 Approval of the Fiscal Year 2018 Budget*, which was seconded by Councilor Burns.

Town Administrator Fournier requested that the Council first amend the resolution to the following figures: *General Fund \$1,128,151, Special Funds \$1,060,520, and Enterprise Funds \$3,323,206, for a total budget of \$11,508,877.* Councilor Weinstein made a motion to amend *Resolution #2016-2017-11 Approval of the Fiscal Year 2018 Budget* to reflect the figures that were reduced, which was seconded by Councilor Burns.

Town Administrator Fournier polled the Council and the amendment to *Resolution #2016-2017-11 Approval of the Fiscal Year 2018 Budget* was approved by a vote of 6-0.

Town Administrator Fournier again polled the Council and *Resolution #2016-2017-11 Approval of the Fiscal Year 2018 Budget* was approved as amended by a vote of 6-0.

ORDINANCES AND RESOLUTIONS IN THE 3RD READING

Resolution #2016/2017-06 Relating to Reroofing Three Sections of the Library Building

Councilor Bowden made a motion to approve *Resolution #2016/2017-06 Relating to Reroofing Three Sections of the Library Building*, which was seconded by Councilor Burns.

Library Director Carrie Gadbois stated that she had taken the suggestions proposed by the Chairman's roofing contractor at the last meeting and sent them to the Engineer. She said the Engineer felt they were excellent suggestions and should be included in the proposals, especially the 6-foot copper edging at the eaves. She said she had asked both companies to resubmit their bids and Silver Brothers had declined, but Twin Metals had come in at \$63,900 with all the additional items.

Discussion: Chairman Levy asked what the change in price had been and Town Administrator Fournier said Silver Brothers was originally \$63,650. Councilor Pike felt the heat tape would help prevent having to manually remove the ice from the roof. Councilor Thompson pointed out that they were installing an ice and water shield over new plywood and said she did not think the extra 6 feet of copper was necessary. Library Director Gadbois clarified that the leak was underneath where the copper would be installed and was part of the problem area of the roof. Councilor Pike felt they needed to make the decision tonight and said he was comfortable moving forward. Councilor Bowden questioned a statement in the packet from Twin Metals that the copper would be "6 feet in length" rather than height or width. Town Administrator Fournier said he would make sure that change was made before he signed the contract.

Town Administrator Fournier said that procedurally he needed to move forward with this proposal and he needed a motion to amend the resolution and strike out "Silver Brothers" and replace it with: Twin Metals for an amount not to exceed \$63,900. Councilor Thompson made a motion to amend *Resolution #2016/2017-06* and replace Silver Brothers with *Twin Metals for an amount not to exceed \$63,900*, which was seconded by Councilor Weinstein.

Town Administrator Fournier polled the Council and the motion to amend *Resolution #2016/2017-06* was approved by a vote of 5-1.

Town Administrator Fournier again polled the Council and *Resolution #2016/2017-06 Relating to Reroofing Three Sections of the Library Building* was approved as amended by a vote of 5-1.

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

NEW BUSINESS/CORRESPONDENCE

TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS – None

ORDINANCES AND RESOLUTIONS IN THE 1ST READING – None

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CORRESPONDENCE – None

COMMENTS

Councilor Bowden said he had been at the Recreation Center and noted that there was a lot of stripping and rot on the windows. Town Administrator Fournier said this should have been brought to his attention first, and said he and the Public Works Director had been discussing the matter and were asking for proposals.

Councilor Pike asked when the Public Meeting would be held to present the MRI Report and asked if Dispatch would be included. Town Administrator Fournier said he would inform the Council as soon as the report was finished, and that Dispatch was part of the report.

NEXT MEETING: The next regular meeting of the Town Council is scheduled for November 16, 2016.

ADJOURNMENT

Councilor Weinstein made a motion to adjourn the meeting, which was seconded by Councilor Bowden. The meeting was adjourned at 8:02 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN ADMINISTRATOR

REPORT OF THE TOWN ADMINISTRATOR
November 16, 2016

Just a reminder that I will not be attending the meeting. The finance director will be filling in.

Downtown Project: This project is wrapping up. The grinding and paving of Main Street is scheduled to be done Monday November 14.

The crosswalk signs are being installed as well.

Debt Limit: I was asked to determine the debt limit for the Town and the School. State law states that towns cannot issue debt exceeding 3% of the town's base valuation, except for school projects and water and sewer projects. Schools may issue debt to 7% of the base valuation and Water can be 10% and Sewer there is no limit.

<u>GENERAL FUND</u>	RSA 33:4-a & b	JUNE 30, 2016 OUTSTANDING DEBT AMOUNT
2015 BASE VALUATION FOR DEBT LIMITS (RSA 33:4)	3% OF VALUATION	
\$791,272,816	\$23,738,184	\$1,225,000 5%

<u>WATER FUND</u>	RSA 33:5-a	JUNE 30, 2015 OUTSTANDING DEBT AMOUNT
2015 BASE VALUATION FOR DEBT LIMITS (RSA 33:4)	10% OF VALUATION	
\$791,272,816	\$79,127,282	\$3,137,188 4%

<u>WASTEWATER FUND</u>	RSA 33:5	JUNE 30, 2015 OUTSTANDING DEBT AMOUNT
NO LIMIT		\$6,265,090

<u>School District</u>	RSA 33:4-a & b
2015 BASE VALUATION FOR DEBT LIMITS (RSA 33:4)	7% OF VALUATION
\$791,272,816	\$55,389,097

Dispatch: On October 31, 2016, Chief Kyle True, Dispatch Supervisor Mark Pelczar, Bruce McDougal from MRI and I met with Sheriff Mike Hureau and two members of his staff. We met to discuss Newmarket joining Rockingham dispatch.

The Sheriff and his staff stated that it would not be feasible for Newmarket to join Rockingham dispatch at this point in time. The reasons are as follows:

- They currently do not have the equipment and staff capacity to handle the volume of calls we would add to their system. On average, Rockingham dispatch receives 150,000 calls annually. Newmarket receives about 21,000 fire and police calls for service. Newmarket would be the largest portion of their call volume. They do not currently have the equipment or staff to handle that.
- If we were to switch, we would have to hand over our radio frequency to the County, as they do not have one that can handle us, and they cannot get anymore. We would not be able to use this frequency for any other uses, such as Department of Public Works. We would still need a radio frequency for Public Works and other non-emergency departments.

The Sheriff and his staff also reiterated that they are an emergency dispatch unit only. They would not provide service to Public Works, Water and Sewer or any other non-emergency agencies.

The Sheriff indicated that they are trying to build a new county complex. Their intention is to build a dispatch large enough for the entire county, in case of an emergency. However, any proposal that would go before the County Delegation is at least 3 to 4 years out.

Goal Setting: I have talked with Primex, and they are available to facilitate a goal setting session for the Town Council. I would like to schedule that for November 30, which is an off week for the Town Council meeting.

ONGOING PROJECTS

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

Water and Sewer Capacity: RFP has been issued.

Macintosh Well: We have been running the facility for testing purposes. We have been trying to work out all the startup and computer programming problems. Once we iron out all the problems, we will be operating the Mac well just like the other wells.

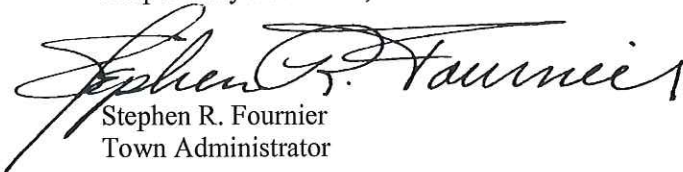
Additional Wells: We are currently surveying a potential property.

Recreation Director Recruitment: The application period has closed. We are reviewing resumes currently.

Out of Office: I will be attending the NHMA annual conference November 16 and 17. I will miss the Town Council meeting that evening.

I will be on vacation November 18 – November 25.

Respectfully Submitted,



Stephen R. Fournier
Town Administrator

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

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017					Fiscal Year 2016				
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Town Council			19,300.00	615.00	7,240.00	12,060.00	38%	19,300.00	956.25	7,693.75	11,606.25	40%
Town Administrator			189,139.00	13,575.02	60,834.82	128,304.18	32%	176,994.00	17,452.22	53,524.53	123,469.47	30%
Finance			206,844.00	16,420.38	57,232.48	149,611.52	28%	200,975.00	17,526.36	58,809.44	142,165.56	29%
Human Resource			1,515,143.00	131,859.09	653,630.24	861,512.76	43%	1,371,879.00	106,467.57	568,273.35	803,605.65	41%
Town Clerk/Tax Collector			176,442.00	13,403.50	54,950.74	121,491.26	31%	162,270.00	16,751.55	47,911.84	114,358.16	30%
Recreation			200,322.00	17,014.41	67,163.61	133,158.39	34%	210,407.00	23,773.51	68,076.66	142,330.34	32%
Code Enforcement			69,755.00	5,415.31	22,326.64	47,428.36	32%	67,253.00	7,778.86	22,756.76	44,496.24	34%
Direct Assistance			41,343.00	1,299.47	7,874.75	33,468.25	19%	48,220.00	2,369.56	8,862.75	39,357.25	18%
Assessing			69,325.00	5,084.70	23,061.99	46,263.01	33%	63,900.00	4,987.79	24,731.00	39,169.00	39%
Legal			80,000.00	13,582.25	20,926.71	59,073.29	26%	80,000.00	6,977.06	21,129.56	58,870.44	26%
Planning			122,676.00	8,033.10	42,231.88	80,444.12	34%	129,153.00	11,762.25	36,051.67	93,101.33	28%
Conservation			2,941.00	71.25	830.00	2,111.00	28%	1,941.00	116.25	990.50	950.50	51%
Economic Development			2,500.00	1,200.00	1,200.00	1,300.00	48%	1,000.00	0.00	0.00	1,000.00	0%
Debt Services			129,759.00	0.00	23,319.75	106,439.25	18%	131,959.00	0.00	27,169.75	104,789.25	21%
Information Technology			135,558.00	16,612.41	66,526.99	69,031.01	49%	131,752.00	11,211.98	38,091.16	93,660.84	29%
Channel 13			31,586.00	2,647.73	9,477.85	22,108.15	30%	30,387.00	2,633.76	7,542.89	22,844.11	25%
Police			1,322,707.00	92,258.48	416,784.12	905,922.88	32%	1,308,012.00	135,187.38	395,937.38	912,074.62	30%
Public Works			427,516.00	33,544.31	128,155.41	299,360.59	30%	417,347.00	42,386.56	113,223.44	304,123.56	27%
Roadways & Sidewalks			330,970.00	9,634.01	26,977.42	303,992.58	8%	386,570.00	1,399.89	13,421.83	373,148.17	3%
Street Lights			49,000.00	4,077.77	11,650.40	37,349.60	24%	46,250.00	4,004.06	11,143.65	35,106.35	24%
Building & Grounds			482,233.00	37,824.76	128,463.21	353,769.79	27%	468,202.00	71,012.44	152,141.81	316,060.19	32%
Cemetery			37,253.00	2,636.92	11,449.71	25,803.29	31%	36,963.00	3,533.96	10,155.99	26,807.01	27%
Vehicle			206,500.00	19,855.78	43,502.06	162,997.94	21%	197,700.00	17,360.74	36,336.78	161,363.22	18%

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

			Fiscal Year 2017					Fiscal Year 2016				
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Fire & Rescue			358,762.00	32,491.59	116,462.09	242,299.91	32%	334,185.00	37,214.37	126,163.09	208,021.91	38%
Emergency Management			1,950.00	0.00	750.00	1,200.00	38%	1,950.00	0.00	992.00	958.00	51%
Grants			53,000.00	42,505.00	44,505.00	8,495.00	84%	69,300.00	0.00	1,200.00	68,100.00	2%
Social Service Grant			43,029.00	1,500.00	27,126.00	15,903.00	63%	43,429.00	0.00	28,229.00	15,200.00	65%
Capital Reserve			575,115.00	0.00	575,115.00	0.00	100%	512,949.00	0.00	512,949.00	0.00	100%
	General Fund		6,880,668.00	523,162.24	2,649,768.87	4,230,899.13	39%	6,650,247.00	542,864.37	2,393,509.58	4,256,737.42	36%
Library			314,704.00	28,139.24	143,970.19	170,733.81	46%	314,033.00	26,013.87	96,258.62	217,774.38	31%
Recreation			243,433.00	10,999.95	126,417.93	117,015.07	52%	199,670.00	5,909.39	115,093.03	84,576.97	58%
Solid Waste			447,356.00	41,391.47	118,710.73	328,645.27	27%	443,981.00	36,085.61	97,444.71	346,536.29	22%
Water			932,813.00	47,708.65	493,351.74	439,461.26	53%	947,051.00	32,022.54	480,172.06	466,878.94	51%
Sewer			1,177,968.00	60,376.51	422,505.03	755,462.97	36%	1,101,437.00	62,894.29	390,060.16	711,376.84	35%
	Total Operating Budget		9,996,942.00	711,778.06	3,954,724.49	6,042,217.51	40%	9,656,419.00	705,790.07	3,572,538.16	6,083,880.84	37%

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

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Town Council	01-401-100-0000	TC - ELECTED SALARIES	11,000.00	0.00	5,500.00	5,500.00	50%	11,000.00	0.00	5,500.00	5,500.00	50%
	01-401-103-0000	TC - PART-TIME	7,800.00	615.00	1,740.00	6,060.00	22%	7,800.00	956.25	2,193.75	5,606.25	28%
	01-401-190-0000	TC - TRAINING	250.00	0.00	0.00	250.00	0%	250.00	0.00	0.00	250.00	0%
	01-401-202-0000	TC - GENERAL SUPPLIES	250.00	0.00	0.00	250.00	0%	250.00	0.00	0.00	250.00	0%
			19,300.00	615.00	7,240.00	12,060.00	38%	19,300.00	956.25	7,693.75	11,606.25	40%
Town Administrator	01-402-101-0000	TA - FULL TIME SALARIES	135,095.00	10,347.08	46,491.41	88,603.59	34%	129,394.00	14,784.72	40,817.70	88,576.30	32%
	01-402-103-0000	TA - PART TIME SALARIES	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	432.49	2,065.39	1,934.61	52%
	01-402-190-0000	TA - TRAINING/STAFF DEV	3,500.00	1,355.97	1,704.98	1,795.02	49%	3,000.00	789.72	2,298.72	701.28	77%
	01-402-201-0000	TA - POSTAGE	3,000.00	138.62	657.46	2,342.54	22%	3,000.00	124.59	767.88	2,232.12	26%
	01-402-202-0000	TA - GENERAL SUPPLIES	11,500.00	591.44	2,569.85	8,930.15	22%	11,000.00	215.31	3,358.52	7,641.48	31%
	01-402-301-0000	TA - COMMUNICATION SERVICES	4,200.00	328.72	1,096.72	3,103.28	26%	4,100.00	333.23	1,094.15	3,005.85	27%
	01-402-310-0002	TA - DUES/SUBSCRIPTIONS	10,500.00	0.00	932.00	9,568.00	9%	9,000.00	0.00	358.32	8,641.68	4%
	01-402-310-0003	TA - ADVERTISING	2,500.00	331.20	1,552.09	947.91	62%	2,500.00	772.16	772.16	1,727.84	31%
	01-402-310-0005	TA - BOOKS	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%
	01-402-402-0000	TA - EQUIPMENT MAINTENA	8,344.00	472.00	4,517.13	3,826.87	54%	5,000.00	0.00	1,971.20	3,028.80	39%
	01-402-501-0000	TA - PRINTING/PUBLISHING	3,500.00	0.00	0.00	3,500.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-402-702-0000	TA - CONTRACTED SERVICE	2,500.00	9.99	1,313.18	1,186.82	53%	2,500.00	0.00	20.49	2,479.51	1%
			189,139.00	13,575.02	60,834.82	128,304.18	32%	176,994.00	17,452.22	53,524.53	123,469.47	30%
Finance	01-403-100-0000	FINANCE - ELECTED OFFICIALS	900.00	0.00	900.00	0.00	100%	900.00	416.67	1,666.68	-766.68	185%
	01-403-101-0000	FINANCE - FULL TIME SALARIES	167,544.00	15,407.01	50,608.45	116,935.55	30%	163,725.00	16,283.76	43,934.88	119,790.12	27%
	01-403-103-0000	FINANCE - PART TIME SALARIES	5,000.00	416.67	1,666.68	3,333.32	33%	5,000.00	0.00	0.00	5,000.00	0%
	01-403-190-0000	FINANCE - TRAINING/STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0%	0.00	0.00	41.17	-41.17	0%
	01-403-202-0000	FINANCE - GENERAL SUPPLIES	5,000.00	354.60	1,221.72	3,778.28	24%	5,000.00	619.56	1,631.54	3,368.46	33%
	01-403-301-0000	FINANCE - COMMUNICATIONS SERVICES	2,400.00	98.44	561.34	1,838.66	23%	2,400.00	206.37	747.88	1,652.12	31%
	01-403-310-0001	FINANCE - BUDGET COMMITTEE EXPENSE	600.00	0.00	0.00	600.00	0%	600.00	0.00	0.00	600.00	0%
	01-403-310-0002	FINANCE - DUES/SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0%	300.00	0.00	0.00	300.00	0%
	01-403-310-0003	FINANCE - ADVERTISING	500.00	103.66	809.59	-309.59	162%	1,000.00	0.00	0.00	1,000.00	0%
	01-403-402-0000	FINANCE - EQUIPMENT MAINTENANCE	900.00	0.00	267.50	632.50	30%	600.00	0.00	446.29	153.71	74%
	01-403-460-0000	FINANCE - BANK FEES	0.00	40.00	106.20	-106.20	0%	0.00	0.00	0.00	0.00	0%
	01-403-703-0000	FINANCE - AUDIT	24,000.00	0.00	1,091.00	22,909.00	5%	21,450.00	0.00	10,341.00	11,109.00	48%
			206,844.00	16,420.38	57,232.48	149,611.52	28%	200,975.00	17,526.36	58,809.44	142,165.56	29%

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

Fiscal Year 2017							Fiscal Year 2016						
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	
Human Resource	01-404-150-0000	EMP BEN - FICA	124,089.00	8,675.59	35,355.00	88,734.00	28%	111,000.00	12,398.54	36,687.32	74,312.68	33%	
	01-404-151-0000	EMP BEN - MEDICARE	45,134.00	3,040.74	13,223.50	31,910.50	29%	43,407.00	4,587.15	13,033.77	30,373.23	30%	
	01-404-152-0000	EMP BEN - PRE-EMPLOYMENT TESTING	2,740.00	50.00	100.00	2,640.00	4%	750.00	358.00	507.50	242.50	68%	
	01-404-155-0000	EMP BEN - HEALTH INSURANCE	585,734.00	87,554.20	229,627.17	356,106.83	39%	526,976.00	41,595.35	166,509.65	360,466.35	32%	
	01-404-156-0000	EMP BEN - NH RETIREMENT	426,379.00	30,597.57	137,116.39	289,262.61	32%	397,313.00	47,529.28	132,223.19	265,089.81	33%	
	01-404-159-0000	EMP BEN - LIFE/DISABILITY BENE	27,660.00	2,163.80	9,226.51	18,433.49	33%	25,575.00	298.25	5,702.84	19,872.16	22%	
	01-404-160-0000	EMP BEN - WORKERS COMPENSATION	125,389.00	-408.06	125,950.55	-561.55	100%	113,990.00	-329.00	117,122.00	-3,132.00	103%	
	01-404-161-0000	EMP BEN - UNEMPLOYMENT	4,413.00	0.00	0.00	4,413.00	0%	6,523.00	0.00	0.00	6,523.00	0%	
	01-404-162-0000	EMP BEN - EMPLOYEE TESTING	600.00	185.25	185.25	414.75	31%	600.00	0.00	0.00	600.00	0%	
	01-404-190-0000	HR - TRAINING STAFF DEVELOPMENT	2,500.00	0.00	1,666.87	833.13	67%	2,500.00	0.00	1,612.08	887.92	64%	
	01-404-197-0000	EMP BEN - MERIT INCREASE POOL	45,000.00	0.00	0.00	45,000.00	0%	35,000.00	0.00	0.00	35,000.00	0%	
	01-404-198-0000	EMP BEN - LONGEVITY	22,275.00	0.00	0.00	22,275.00	0%	18,675.00	0.00	0.00	18,675.00	0%	
	01-404-504-0006	EMP BEN - PROPERTY LIABILITY INSURANCE	103,230.00	0.00	101,179.00	2,051.00	98%	89,570.00	0.00	93,845.00	-4,275.00	105%	
	01-404-504-0007	EMP BEN - INSURANCE DEDUCTIBLES	0.00	0.00	0.00	0.00	0%	0.00	30.00	1,030.00	-1,030.00	0%	
				1,515,143.00	131,859.09	653,630.24	861,512.76	43%	1,371,879.00	106,467.57	568,273.35	803,605.65	41%
	Town Clerk/Tax Collector	01-405-101-0000	TC/TC - FULL TIME SALARIES	105,904.00	8,331.06	33,402.71	72,501.29	32%	101,548.00	12,219.54	33,653.55	67,894.45	33%
		01-405-103-0000	TC/TC - PART TIME SALARIES	27,919.00	410.78	6,767.84	21,151.16	24%	27,410.00	3,696.43	10,057.38	17,352.62	37%
01-405-103-0070		TC/TC PT - ELECTION OFFICIALS	8,925.00	0.00	1,725.00	7,200.00	19%	5,106.00	0.00	0.00	5,106.00	0%	
01-405-190-0000		TC/TC - TRAINING STAFF DEVELOPMENT	2,600.00	85.43	1,222.10	1,377.90	47%	2,600.00	48.06	399.41	2,200.59	15%	
01-405-201-0000		TC/TC - POSTAGE	10,167.00	1,871.93	3,071.05	7,095.95	30%	8,966.00	339.33	1,558.69	7,407.31	17%	
01-405-202-0000		TC/TC - GENERAL SUPPLIES	3,300.00	60.96	1,039.23	2,260.77	31%	3,300.00	270.45	975.36	2,324.64	30%	
01-405-301-0000		TC/TC - COMMUNICATION SERVICES	1,600.00	121.77	369.28	1,230.72	23%	1,600.00	123.25	367.83	1,232.17	23%	
01-405-310-0002		TC/TC - DUES/SUBSCRIPTIONS	489.00	0.00	87.95	401.05	18%	360.00	36.00	36.00	324.00	10%	
01-405-310-0003		TC/TC - ADVERTISING	0.00	0.00	0.00	0.00	0%	0.00	0.00	231.33	-231.33	0%	
01-405-310-0070		TC/TC - ELECTION/REGISTRATION	8,113.00	1,586.88	2,514.51	5,598.49	31%	4,380.00	0.00	75.00	4,305.00	2%	
01-405-402-0000		TC/TC - EQUIPMENT MAINTENANCE	1,400.00	130.00	397.50	1,002.50	28%	1,400.00	0.00	367.00	1,033.00	26%	
01-405-702-0000		TC/TC - DEED RESEARCH	2,575.00	26.94	125.82	2,449.18	5%	2,600.00	18.49	190.29	2,409.71	7%	
01-405-702-1000		TC/TC - CODIFICATION	950.00	777.75	1,727.75	-777.75	182%	500.00	0.00	0.00	500.00	0%	
01-405-800-0000		TC/TC - EQUIPMENT PURCHASE	2,500.00	0.00	2,500.00	0.00	100%	2,500.00	0.00	0.00	2,500.00	0%	
			176,442.00	13,403.50	54,950.74	121,491.26	31%	162,270.00	16,751.55	47,911.84	114,358.16	30%	
Recreation		01-406-101-0000	RECREATION-FULL TIME SALARIES	154,229.00	12,100.24	49,077.64	105,151.36	32%	146,666.00	17,795.37	49,348.14	97,317.86	34%
		01-406-103-0000	RECREATION-PART TIME SALARIES	25,486.00	3,772.11	13,806.33	11,679.67	54%	43,434.00	4,868.73	13,492.71	29,941.29	31%
	01-406-190-0000	RECREATION-TRAINING/STAFF DEVELOP.	2,000.00	0.00	20.00	1,980.00	1%	2,000.00	0.00	1,159.61	840.39	58%	
	01-406-191-0000	RECREATION-TRAVEL EXPENSE	300.00	0.00	0.00	300.00	0%	300.00	0.00	0.00	300.00	0%	
	01-406-192-0000	RECREATION-MEAL ALLOWANCE	300.00	0.00	122.64	177.36	41%	300.00	0.00	0.00	300.00	0%	
	01-406-201-0000	RECREATION-POSTAGE	1,500.00	0.00	0.00	1,500.00	0%	1,500.00	0.00	0.00	1,500.00	0%	
	01-406-202-0000	RECREATION-GENERAL SUPPLIES	1,650.00	398.16	1,155.82	494.18	70%	1,650.00	294.81	384.74	1,265.26	23%	
	01-406-301-0000	RECREATION-COMMUNICATION SERVICE	3,288.00	282.09	976.01	2,311.99	30%	3,288.00	284.23	760.66	2,527.34	23%	
	01-406-310-0002	RECREATION-DUES/SUBSCRIPTIONS	1,233.00	0.00	99.98	1,133.02	8%	1,233.00	49.99	149.97	1,083.03	12%	
	01-406-402-0000	RECREATION-EQUIP. MAINTENANCE	6,636.00	419.87	1,420.49	5,215.51	21%	6,636.00	163.00	885.39	5,750.61	13%	
	01-406-800-0000	RECREATION-EQUIP. PURCHASE	1,200.00	0.00	399.98	800.02	33%	1,200.00	116.63	655.48	544.52	55%	
	01-406-904-0000	RECREATION-SUNRISE SUNSET SR CTR	2,500.00	41.94	84.72	2,415.28	3%	2,200.00	200.75	1,239.96	960.04	56%	
				200,322.00	17,014.41	67,163.61	133,158.39	34%	210,407.00	23,773.51	68,076.66	142,330.34	32%

Town of Newmarket, New Hampshire
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			Fiscal Year 2017					Fiscal Year 2016				
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	01-407-101-0000	CODE - FULL-TIME SALARIES	25,356.00	1,852.40	8,833.77	16,522.23	35%	25,355.00	3,138.93	8,663.96	16,691.04	34%
	01-407-103-0000	CODE - PART TIME SALARIES	38,919.00	3,181.14	12,599.60	26,319.40	32%	37,318.00	4,274.15	12,666.03	24,651.97	34%
	01-407-190-0000	CODE - TRAINING	1,000.00	35.00	110.00	890.00	11%	1,000.00	0.00	75.00	925.00	8%
	01-407-201-0000	CODE - POSTAGE	130.00	6.05	18.15	111.85	14%	130.00	6.04	26.25	103.75	20%
	01-407-202-0000	CODE - GENERAL SUPPLIES	2,700.00	254.63	386.07	2,313.93	14%	2,700.00	272.70	1,003.56	1,696.44	37%
	01-407-301-0000	CODE - TELEPHONE	1,000.00	86.09	274.10	725.90	27%	500.00	87.04	309.96	190.04	62%
	01-407-310-0002	CODE - DUES/SUBSCRIPTIONS	400.00	0.00	104.95	295.05	26%	0.00	0.00	12.00	-12.00	0%
	01-407-402-0000	CODE - EQUIPMENT MAINTENANCE	200.00	0.00	0.00	200.00	0%	200.00	0.00	0.00	200.00	0%
	01-407-702-0000	CODE - LAB TESTING	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%
Code Enforcement			69,755.00	5,415.31	22,326.64	47,428.36	32%	67,253.00	7,778.86	22,756.76	44,496.24	34%
	01-408-103-0000	DIR ASSIST - PART-TIME SALARIES	23,943.00	1,268.45	5,371.61	18,571.39	22%	22,320.00	2,338.37	6,768.49	15,551.51	30%
	01-408-190-0000	DIR ASSIST - TRAINING/STAFF DEVEL	150.00	0.00	0.00	150.00	0%	150.00	0.00	0.00	150.00	0%
	01-408-202-0000	DIR ASSIST - GENERAL SUPPLIES	200.00	31.02	93.14	106.86	47%	200.00	31.19	94.26	105.74	47%
	01-408-310-0002	DIR ASSIST - DUES/SUBSCRIPTIONS	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%
	01-408-315-0038	DIR ASSIST - FOOD	1,000.00	0.00	0.00	1,000.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	01-408-315-0039	DIR ASSIST - RENT	10,000.00	0.00	1,660.00	8,340.00	17%	15,000.00	0.00	1,250.00	13,750.00	8%
	01-408-315-0040	DIR ASSIST - ELECTRICITY	1,000.00	0.00	0.00	1,000.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	01-408-315-0041	DIR ASSIST - HEAT	2,000.00	0.00	0.00	2,000.00	0%	2,500.00	0.00	0.00	2,500.00	0%
	01-408-315-0042	DIR ASSIST - MEDICAL	1,500.00	0.00	0.00	1,500.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-408-315-0043	DIR ASSIST - MISCELLANEOUS	1,500.00	0.00	750.00	750.00	50%	3,000.00	0.00	750.00	2,250.00	25%
Direct Assistance			41,343.00	1,299.47	7,874.75	33,468.25	19%	48,220.00	2,369.56	8,862.75	39,357.25	18%
	01-409-130-0000	ASSESS - CONTRACTED SERVICES	60,475.00	5,081.70	15,285.60	45,189.40	25%	55,000.00	4,986.82	24,727.11	30,272.89	45%
	01-409-201-0000	ASSESS - POSTAGE	500.00	3.00	16.39	483.61	3%	500.00	0.97	3.89	496.11	1%
	01-409-202-0000	ASSESS - GENERAL SUPPLIES	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%
	01-409-310-0002	ASSESS - DUES/SUBSCRIPTIONS	150.00	0.00	0.00	150.00	0%	350.00	0.00	0.00	350.00	0%
	01-409-407-0000	ASSESS - SOFTWARE	7,700.00	0.00	7,760.00	-60.00	101%	7,550.00	0.00	0.00	7,550.00	0%
Assessing			69,325.00	5,084.70	23,061.99	46,263.01	33%	63,900.00	4,987.79	24,731.00	39,169.00	39%
	01-410-602-0000	LEGAL - LEGAL EXPENSES	80,000.00	13,582.25	20,926.71	59,073.29	26%	80,000.00	6,977.06	21,129.56	58,870.44	26%
Legal			80,000.00	13,582.25	20,926.71	59,073.29	26%	80,000.00	6,977.06	21,129.56	58,870.44	26%

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
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			Fiscal Year 2017					Fiscal Year 2016				
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Planning	01-411-101-0000	PLAN - FULL TIME SALARIES	98,731.00	7,833.66	32,478.38	66,252.62	33%	95,708.00	11,178.53	31,696.35	64,011.65	33%
	01-411-103-0000	PLAN - PART TIME SALARIES	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	291.36	1,345.90	654.10	67%
	01-411-190-0000	PLAN - TRAINING/STAFF DEVELOPMENT	1,500.00	0.00	32.40	1,467.60	2%	1,500.00	70.00	465.00	1,035.00	31%
	01-411-201-0000	PLAN - POSTAGE	2,500.00	0.00	309.26	2,190.74	12%	2,000.00	146.70	345.36	1,654.64	17%
	01-411-202-0000	PLAN - GENERAL SUPPLIES	2,000.00	145.80	509.02	1,490.98	25%	2,000.00	20.60	501.37	1,498.63	25%
	01-411-202-0054	PLAN - MAPPING SUPPLIES	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	4,000.00	0%
	01-411-301-0000	PLAN - COMMUNICATIONS SERVICES	600.00	53.64	194.49	405.51	32%	600.00	55.06	163.43	436.57	27%
	01-411-310-0002	PLAN - DUES/SUBSCRIPTIONS	8,345.00	0.00	8,357.19	-12.19	100%	8,345.00	0.00	400.00	7,945.00	5%
	01-411-310-0003	PLAN - ADVERTISING	2,000.00	0.00	351.14	1,648.86	18%	2,000.00	0.00	126.76	1,873.24	6%
	01-411-702-0000	PLAN - TAX MAPS	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	1,007.50	-7.50	101%
	01-411-703-0000	PLAN - CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0%	10,000.00	0.00	0.00	10,000.00	0%
			122,676.00	8,033.10	42,231.88	80,444.12	34%	129,153.00	11,762.25	36,051.67	93,101.33	28%
Conservation	01-413-103-0000	CON COMM - PT RECORDING SECRETARY	2,000.00	71.25	435.00	1,565.00	22%	1,000.00	116.25	427.50	572.50	43%
	01-413-201-0000	CON COMM - POSTAGE	60.00	0.00	0.00	60.00	0%	60.00	0.00	0.00	60.00	0%
	01-413-202-0000	CON COMM - GENERAL SUPPLI	200.00	0.00	75.00	125.00	38%	200.00	0.00	563.00	-363.00	282%
	01-413-310-0002	CON COMM - DUES/SUBSCRIPT	390.00	0.00	0.00	390.00	0%	390.00	0.00	0.00	390.00	0%
	01-413-702-0000	CON COMM - CONTRACTED SERVICES	291.00	0.00	320.00	-29.00	110%	291.00	0.00	0.00	291.00	0%
		2,941.00	71.25	830.00	2,111.00	28%	1,941.00	116.25	990.50	950.50	51%	
Economic Development	01-414-310-0000	ECON DEV - OPERATING EXPENSE	2,500.00	1,200.00	1,200.00	1,300.00	48%	1,000.00	0.00	0.00	1,000.00	0%
			2,500.00	1,200.00	1,200.00	1,300.00	48%	1,000.00	0.00	0.00	1,000.00	0%
Debt Services	01-418-950-0000	DEBT SER - PRINCIPLE	100,000.00	0.00	0.00	100,000.00	0%	100,000.00	0.00	0.00	100,000.00	0%
	01-418-951-0000	DEBT SER - INTEREST	29,759.00	0.00	23,319.75	6,439.25	78%	31,959.00	0.00	27,169.75	4,789.25	85%
			129,759.00	0.00	23,319.75	106,439.25	18%	131,959.00	0.00	27,169.75	104,789.25	21%
Information Technology	01-420-101-0000	MIS - FULL TIME SALARIES	68,183.00	5,349.74	21,667.53	46,515.47	32%	65,377.00	7,867.26	21,796.16	43,580.84	33%
	01-420-190-0000	MIS - TRAINING	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-420-202-0000	MIS - GENERAL SUPPLIES	2,500.00	84.98	402.38	2,097.62	16%	2,500.00	0.00	1,010.23	1,489.77	40%
	01-420-301-0000	MIS - COMMUNICATION SERVICE	600.00	300.46	401.48	198.52	67%	600.00	50.37	150.80	449.20	25%
	01-420-310-0002	MIS - DUES SUBSCRIPTIONS	275.00	125.00	125.00	150.00	45%	275.00	0.00	0.00	275.00	0%
	01-420-407-0000	MIS - SOFTWARE MAINT	42,500.00	6,782.72	36,857.99	5,642.01	87%	40,000.00	1,995.00	12,090.75	27,909.25	30%
	01-420-409-0000	MIS - REPAIRS/MAINT	4,500.00	507.07	1,694.16	2,805.84	38%	4,500.00	0.00	220.00	4,280.00	5%
	01-420-414-0000	MIS - SOFTWARE LICENSES	4,500.00	1,421.40	1,421.40	3,078.60	32%	4,500.00	0.00	0.00	4,500.00	0%
	01-420-702-0000	MIS - VENDOR SUPPORT	1,500.00	0.00	0.00	1,500.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-420-800-0000	MIS - NEW EQUIPMENT	10,000.00	2,041.04	3,957.05	6,042.95	40%	12,000.00	1,299.35	2,823.22	9,176.78	24%
			135,558.00	16,612.41	66,526.99	69,031.01	49%	131,752.00	11,211.98	38,091.16	93,660.84	29%
Channel 13	01-421-103-0000	CHANNEL 13 PART TIME SALARIES	23,086.00	1,822.74	7,317.89	15,768.11	32%	21,887.00	2,633.76	7,292.89	14,594.11	33%
	01-421-202-0000	CHANNEL 13 MISC EQUIPMENTS	6,000.00	574.99	1,159.96	4,840.04	19%	6,000.00	0.00	250.00	5,750.00	4%
	01-421-310-0000	CHANNEL 13 - OPERATING EXPENSES	2,500.00	250.00	1,000.00	1,500.00	40%	2,500.00	0.00	0.00	2,500.00	0%
			31,586.00	2,647.73	9,477.85	22,108.15	30%	30,387.00	2,633.76	7,542.89	22,844.11	25%

Town of Newmarket, New Hampshire
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Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	01-438-101-0000	POLICE - FULL TIME SALARIES	1,037,437.00	73,008.07	341,766.57	695,670.43	33%	1,013,622.00	110,227.17	311,197.72	702,424.28	31%
	01-438-102-0000	POLICE - OVERTIME	107,010.00	9,361.14	40,409.81	66,600.19	38%	105,140.00	17,243.70	48,489.62	56,650.38	46%
	01-438-103-0000	POLICE - PART-TIME SALARIES	35,000.00	2,272.14	8,562.06	26,437.94	24%	35,000.00	3,251.89	9,655.74	25,344.26	28%
	01-438-162-0000	POLICE - MEDICAL	2,500.00	157.70	157.70	2,342.30	6%	2,500.00	0.00	778.00	1,722.00	31%
	01-438-190-0000	POLICE - TRAINING/STAFF DEVELOPMENT	10,000.00	786.03	1,883.28	8,116.72	19%	10,000.00	25.03	25.03	9,974.97	0%
	01-438-191-0000	POLICE - TRAVEL/MILEAGE	600.00	19.00	9.00	591.00	2%	600.00	8.90	28.90	571.10	5%
	01-438-193-0000	POLICE - UNIFORMS	8,800.00	1,132.29	2,156.91	6,643.09	25%	8,800.00	170.99	2,441.68	6,358.32	28%
	01-438-194-0000	POLICE - EDUCATIONAL INCENTIVE	5,000.00	0.00	4,800.00	200.00	96%	5,000.00	0.00	4,100.00	900.00	82%
	01-438-195-0000	POLICE - CLEANING ALLOWANCE	2,500.00	0.00	2,500.00	0.00	100%	2,500.00	0.00	2,250.00	250.00	90%
	01-438-199-0000	POLICE - CRIMINAL INVESTIGATION	2,000.00	107.65	107.65	1,892.35	5%	2,000.00	39.98	264.97	1,735.03	13%
	01-438-200-0000	POLICE - YOUTH/PUBLIC RELATIONS	2,500.00	0.00	97.88	2,402.12	4%	2,500.00	0.00	0.00	2,500.00	0%
	01-438-201-0000	POLICE - POSTAGE	450.00	40.84	133.52	316.48	30%	450.00	52.44	147.90	302.10	33%
	01-438-202-0000	POLICE - OFFICE SUPPLIES	5,500.00	453.13	1,232.21	4,267.79	22%	5,500.00	498.97	1,524.73	3,975.27	28%
	01-438-202-0438	POLICE-GENERAL SUPPLIES	400.00	20.50	82.00	318.00	21%	400.00	20.00	80.00	320.00	20%
	01-438-209-0000	POLICE - GASOLINE	34,000.00	1,408.65	5,775.97	28,224.03	17%	34,000.00	1,212.97	6,007.84	27,992.16	18%
	01-438-301-0000	POLICE - COMMUNICATION SERVICES	16,500.00	1,351.53	3,386.04	13,113.96	21%	16,500.00	1,145.96	3,777.45	12,722.55	23%
	01-438-310-0002	POLICE - DUES/MEMBERSHIPS	4,210.00	0.00	0.00	4,210.00	0%	3,200.00	0.00	100.00	3,100.00	3%
	01-438-310-0005	POLICE - BOOKS/PUBLICATIONS	2,800.00	0.00	80.95	2,719.05	3%	2,800.00	0.00	0.00	2,800.00	0%
	01-438-310-0044	POLICE - EQUIPMENT/FIELD SUPPLIES	6,000.00	518.00	518.00	5,482.00	9%	18,000.00	189.79	609.86	17,390.14	3%
	01-438-310-0045	POLICE - PRISONER EXPENSES	1,200.00	75.00	187.00	1,013.00	16%	1,200.00	0.00	7.61	1,192.39	1%
	01-438-402-0000	POLICE - EQUIP MAINTENANCE	5,000.00	110.00	547.24	4,452.76	11%	5,000.00	0.00	792.89	4,207.11	16%
	01-438-410-0000	POLICE - EQUIPMENT LEASE	26,900.00	731.81	1,685.33	25,214.67	6%	26,900.00	656.59	2,965.89	23,934.11	11%
	01-438-501-0000	POLICE - PRINTING/PUBLISHING	2,800.00	705.00	705.00	2,095.00	25%	2,800.00	443.00	443.00	2,357.00	16%
	01-438-521-0000	POLICE - ANIMAL CONTROL	3,600.00	0.00	0.00	3,600.00	0%	3,600.00	0.00	248.55	3,351.45	7%
Police			1,322,707.00	92,258.48	416,784.12	905,922.88	32%	1,308,012.00	135,187.38	395,937.38	912,074.62	30%

Town of Newmarket, New Hampshire
Expense Report^{1b}
For the Period Ended October 31, 2016

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	01-441-101-0000	PW ADMIN. - FULL TIME SALARIES	119,085.00	9,210.24	38,627.23	80,457.77	32%	118,136.00	13,740.48	38,023.84	80,112.16	32%
	01-441-102-0000	PW ADMIN. - OVERTIME	50,000.00	3,568.34	7,414.26	42,585.74	15%	50,000.00	457.96	2,285.27	47,714.73	5%
	01-441-106-0000	PW ADMIN. - LABOR SALARIES	231,131.00	17,832.30	73,631.14	157,499.86	32%	220,711.00	26,339.20	65,824.70	154,886.30	30%
	01-441-190-0000	PW ADMIN. - TRAINING/STAFF DEVELOPM	1,000.00	0.00	1,200.00	-200.00	120%	500.00	90.00	90.00	410.00	18%
	01-441-193-0000	PW ADMIN. - UNIFORMS	10,000.00	1,027.92	2,849.16	7,150.84	28%	14,000.00	740.15	2,316.79	11,683.21	17%
	01-441-201-0000	PW ADMIN. - POSTAGE	100.00	0.00	25.65	74.35	26%	100.00	27.91	45.56	54.44	46%
	01-441-202-0000	PW ADMIN. - GENERAL SUPPLIES	8,000.00	794.60	1,746.82	6,253.18	22%	6,500.00	450.59	1,430.40	5,069.60	22%
	01-441-301-0000	PW ADMIN. - COMMUNICATION SERVICE	6,000.00	1,110.91	2,636.15	3,363.85	44%	6,000.00	540.27	1,947.10	4,052.90	32%
	01-441-310-0002	PW ADMIN. - DUES/MEMBERSHIPS	1,000.00	0.00	25.00	975.00	3%	200.00	0.00	992.00	-792.00	496%
	01-441-310-0003	PW ADMIN. - ADVERTISING	1,200.00	0.00	0.00	1,200.00	0%	1,200.00	0.00	267.78	932.22	22%
Public Works			427,516.00	33,544.31	128,155.41	299,360.59	30%	417,347.00	42,386.56	113,223.44	304,123.56	27%
	01-442-202-0000	RDWY/SWK - GENERAL SUPPLIES	16,000.00	3,549.88	8,265.79	7,734.21	52%	15,000.00	519.89	4,428.20	10,571.80	30%
	01-442-205-0000	RDWY/SWK - WINTER SALT	80,000.00	0.00	0.00	80,000.00	0%	80,000.00	0.00	0.00	80,000.00	0%
	01-442-208-0000	RDWY/SWK - WINTER SAND	6,200.00	0.00	0.00	6,200.00	0%	6,200.00	0.00	0.00	6,200.00	0%
	01-442-213-0000	RDWY/SWK - PAVEMENT MARKING	3,500.00	0.00	0.00	3,500.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-442-250-0000	RDWY/SWK - COLD MIX	3,000.00	287.55	287.55	2,712.45	10%	2,800.00	0.00	0.00	2,800.00	0%
	01-442-251-0000	RDWY/SWK - HOT TOP	155,000.00	3,436.58	3,436.58	151,563.42	2%	125,000.00	0.00	0.00	125,000.00	0%
	01-442-402-0000	RDWY/SWK - EQUIPMENT LEASE	13,200.00	2,360.00	13,087.50	112.50	99%	12,500.00	0.00	0.00	12,500.00	0%
	01-442-514-0000	RDWY/SWK - CONTRACT STREET MAR	6,000.00	0.00	0.00	6,000.00	0%	6,000.00	0.00	0.00	6,000.00	0%
	01-442-516-0000	RDWY/SWK - CONTRACT WINTER EQU	15,000.00	0.00	0.00	15,000.00	0%	15,000.00	0.00	0.00	15,000.00	0%
	01-442-527-0000	RDWY/SWK - CURBSIDE WEED CONTR	3,000.00	0.00	1,900.00	1,100.00	63%	3,000.00	0.00	950.00	2,050.00	32%
	01-442-528-0000	RDWY/SWK - TREE SERVICE	3,000.00	0.00	0.00	3,000.00	0%	3,000.00	0.00	0.00	3,000.00	0%
	01-442-531-0000	RDWY/SWK - WEATHER SERVICE	2,070.00	0.00	0.00	2,070.00	0%	2,070.00	0.00	0.00	2,070.00	0%
	01-442-704-0000	RDWY/SWK - ENGINEERING	25,000.00	0.00	0.00	25,000.00	0%	25,000.00	0.00	0.00	25,000.00	0%
	01-442-705-0000	RDWY/SWK CONSTRUCTION	0.00	0.00	0.00	0.00	0%	88,000.00	880.00	8,043.63	79,956.37	9%
Roadways & Sidewalks			330,970.00	9,634.01	26,977.42	303,992.58	8%	386,570.00	1,399.89	13,421.83	373,148.17	3%
	01-446-202-0000	STREET LIGHT - FIXTURES	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	3,137.79	3,534.84	-1,534.84	177%
	01-446-302-0000	STREET LIGHT - ELECTRICITY	47,000.00	4,077.77	11,650.40	35,349.60	25%	44,250.00	866.27	7,608.81	36,641.19	17%
Street Lights			49,000.00	4,077.77	11,650.40	37,349.60	24%	46,250.00	4,004.06	11,143.65	35,106.35	24%

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

Fiscal Year 2017								Fiscal Year 2016				
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	01-448-101-0000	BLD/GRNDS - FULL-TIME SALARIES	63,461.00	4,912.97	20,118.37	43,342.63	32%	61,382.00	7,422.40	20,441.43	40,940.57	33%
	01-448-102-0000	BLD/GRNDS - OVERTIME	3,000.00	174.24	794.03	2,205.97	26%	3,000.00	256.48	1,255.42	1,744.58	42%
	01-448-103-0000	BLD/GRNDS - PART TIME SALARIES	86,247.00	7,021.23	29,461.74	56,785.26	34%	88,420.00	10,495.68	32,520.13	55,899.87	37%
	01-448-202-0000	BLD/GRNDS - GENERAL SUPPLIES	10,000.00	979.71	2,432.14	7,567.86	24%	10,000.00	11.69	1,397.33	8,602.67	14%
	01-448-302-0000	BLD/GRNDS - ELECTRICITY-TOWN HALL	12,000.00	1,240.50	3,633.72	8,366.28	30%	10,900.00	1,265.20	3,730.49	7,169.51	34%
	01-448-302-0406	BLD/GRNDS - ELECTRICITY - PARKS	1,300.00	86.51	280.29	1,019.71	22%	1,300.00	83.97	262.15	1,037.85	20%
	01-448-302-0438	BLD/GRNDS - ELECTRICITY POLICE	13,500.00	1,094.48	3,371.29	10,128.71	25%	11,800.00	1,333.46	3,922.99	7,877.01	33%
	01-448-302-0441	BLD/GRNDS - ELECTRICITY YOUNGS LANE	25,000.00	2,195.13	6,749.88	18,250.12	27%	24,000.00	2,222.68	7,114.72	16,885.28	30%
	01-448-303-0000	BLD/GRNDS - HEAT & OIL - TOWN HALL	23,000.00	1,032.00	1,032.00	21,968.00	4%	26,000.00	1,457.10	1,457.10	24,542.90	6%
	01-448-303-0438	BLD/GRNDS - HEAT & OIL - POLICE	4,100.00	0.00	0.00	4,100.00	0%	3,000.00	50.66	159.66	2,840.34	5%
	01-448-303-0441	BLD/GRNDS - HEAT & OIL - YOUNGS LANE	39,000.00	622.72	622.72	38,377.28	2%	39,000.00	0.00	0.00	39,000.00	0%
	01-448-304-0000	BLD/GRNDS - WATER/SEWER TOWN HALL	4,000.00	0.00	1,215.93	2,784.07	30%	4,000.00	835.02	5,235.05	-1,235.05	131%
	01-448-304-0150	BLD/GRNDS-WATER/SEWER COMMUNITY	0.00	0.00	354.75	-354.75	0%	0.00	0.00	0.00	0.00	0%
	01-448-304-0438	BLD/GRNDS - WATER/SEWER - POLICE	525.00	0.00	144.30	380.70	27%	800.00	66.35	294.34	505.66	37%
	01-448-304-0441	BLD/GRNDS - WATER/SEWER - YOUNGS LA	1,950.00	0.00	599.50	1,350.50	31%	1,800.00	114.82	729.95	1,070.05	41%
	01-448-401-0110	BLD/GRNDS - YOUNGS LANE MAINT	14,000.00	1,177.89	2,113.26	11,886.74	15%	14,000.00	1,099.46	2,997.24	11,002.76	21%
	01-448-401-0120	BLD/GRNDS - TOWN HALL MAINTENANC	13,000.00	5,900.29	6,522.14	6,477.86	50%	13,000.00	152.31	4,149.86	8,850.14	32%
	01-448-401-0125	BLD/GRNDS - ELEVATOR MAINTENANCE	2,500.00	0.00	585.19	1,914.81	23%	2,400.00	0.00	562.14	1,837.86	23%
	01-448-401-0140	BLD/GRNDS - PARKS MAINTENANCE	8,000.00	61.56	210.66	7,789.34	3%	8,000.00	247.75	1,360.22	6,639.78	17%
	01-448-401-0150	BLD/GRNDS - COMMUNITY CENTER MAI	7,500.00	285.39	1,592.64	5,907.36	21%	7,500.00	5,261.83	7,954.78	-454.78	106%
	01-448-401-0151	BLD/GRNDS - COMM CTR ELECTRICITY	12,000.00	1,158.57	4,041.28	7,958.72	34%	12,000.00	1,187.06	4,057.97	7,942.03	34%
	01-448-401-0152	BLD/GRNDS - COMM CENTR HEAT OIL	14,000.00	221.98	1,467.42	12,532.58	10%	14,000.00	120.54	247.06	13,752.94	2%
	01-448-401-0153	BLD/GRNDS - SENIOR CENTER ELECTRICITY	7,000.00	325.60	969.47	6,030.53	14%	0.00	389.66	1,158.41	-1,158.41	0%
	01-448-401-0154	BLD/GRNDS - SENIOR CTR HEAT	5,000.00	0.00	206.55	4,793.45	4%	0.00	0.00	0.00	0.00	0%
	01-448-401-0160	BLD/GRNDS - BANDSTAND MAINTENANC	100.00	0.00	0.00	100.00	0%	100.00	0.00	850.00	-750.00	850%
	01-448-401-0170	BLD/GRNDS - HAND TUB MAINTENANCE	300.00	15.12	57.52	242.48	19%	300.00	19.16	81.59	218.41	27%
	01-448-401-0175	BLD/GRNDS - DAM MAINTENANCE	3,000.00	54.85	243.40	2,756.60	8%	3,000.00	42.10	135.92	2,864.08	5%
	01-448-401-0180	BLD/GRNDS - TOWN CLOCK MAINTENAN	250.00	0.00	0.00	250.00	0%	2,000.00	0.00	227.50	1,772.50	11%
	01-448-401-0438	BLD/GRNDS - POLICE BUILDING MAINTENA	11,500.00	5,849.18	10,462.38	1,037.62	91%	10,000.00	0.00	1,122.00	8,878.00	11%
	01-448-402-0000	BLD/GRNDS - EQUIPMENT MAINTENANCE	2,500.00	444.00	888.00	1,612.00	36%	2,500.00	216.00	695.00	1,805.00	28%
	01-448-405-0000	BLD/GRNDS - GROUNDS MAINTENANCE	32,000.00	2,970.84	8,292.64	23,707.36	26%	32,000.00	3,661.06	15,021.36	16,978.64	47%
	01-448-533-0000	BLD/GRNDS - MOSQUITO CONTROL	60,000.00	0.00	20,000.00	40,000.00	33%	55,000.00	33,000.00	33,000.00	22,000.00	60%
	01-448-800-0000	BLD/GRNDS - EQUIPMENT PURCHASE	2,500.00	0.00	0.00	2,500.00	0%	7,000.00	0.00	0.00	7,000.00	0%
Building & Grounds			482,233.00	37,824.76	128,463.21	353,769.79	27%	468,202.00	71,012.44	152,141.81	316,060.19	32%
	01-449-101-0000	CEM - FULL TIME SALARIES	19,053.00	1,502.41	6,418.48	12,634.52	34%	18,263.00	2,189.24	5,902.61	12,360.39	32%
	01-449-103-0000	CEM - PART TIME SALARIES	11,050.00	1,117.74	4,706.00	6,344.00	43%	11,050.00	1,320.71	3,854.21	7,195.79	35%
	01-449-202-0000	CEM - GENERAL SUPPLIES	500.00	16.77	325.23	174.77	65%	1,000.00	8.25	53.75	946.25	5%
	01-449-302-0000	CEM - ELECTRICITY	250.00	0.00	0.00	250.00	0%	250.00	15.76	46.42	203.58	19%
	01-449-402-0000	CEM - EQUIPMENT MAINT	800.00	0.00	0.00	800.00	0%	800.00	0.00	0.00	800.00	0%
	01-449-702-0000	CEM - CONTRACTED SERVICES	5,000.00	0.00	0.00	5,000.00	0%	5,000.00	0.00	0.00	5,000.00	0%
	01-449-800-0000	CEM - EQUIPMENT PURCHASE	600.00	0.00	0.00	600.00	0%	600.00	0.00	299.00	301.00	50%
Cemetery			37,253.00	2,636.92	11,449.71	25,803.29	31%	36,963.00	3,533.96	10,155.99	26,807.01	27%

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

Fiscal Year 2017							Fiscal Year 2016						
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	
Vehicle	01-452-202-0000	VEHICLE - GENERAL SUPPLIES	3,000.00	116.08	539.62	2,460.38	18%	5,000.00	113.40	528.32	4,471.68	11%	
	01-452-209-0000	VEHICLE - GASOLINE	16,000.00	1,650.87	1,959.32	14,040.68	12%	16,000.00	1,224.51	1,037.85	14,962.15	6%	
	01-452-210-0000	VEHICLE - DIESEL FUEL	38,000.00	2,855.02	5,596.69	32,403.31	15%	37,000.00	1,770.72	4,157.57	32,842.43	11%	
	01-452-214-0000	VEHICLE - OIL	0.00	0.00	0.00	0.00	0%	1,500.00	0.00	0.00	1,500.00	0%	
	01-452-402-0000	VEHICLE - EQUIP MAINT	60,000.00	2,752.85	12,971.29	47,028.71	22%	54,000.00	4,348.38	5,730.29	48,269.71	11%	
	01-452-403-0000	VEHICLE - VEHICLE MAINT PUBLIC WORKS	48,000.00	5,745.07	12,725.75	35,274.25	27%	48,000.00	7,309.21	14,721.98	33,278.02	31%	
	01-452-403-0406	VEHICLE - VEHICLE MAINT REC	2,000.00	265.07	265.07	1,734.93	13%	2,000.00	0.00	847.18	1,152.82	42%	
	01-452-403-0438	VEHICLE - VEHICLE MAINT POLICE	15,000.00	4,020.90	5,444.23	9,555.77	36%	14,000.00	1,423.37	4,014.34	9,985.66	29%	
	01-452-403-0461	VEHICLE - VEHICLE MAINT FIRE	20,000.00	2,449.92	3,150.09	16,849.91	16%	16,000.00	1,171.15	5,100.25	10,899.75	32%	
	01-452-404-0000	VEHICLE - RADIO MAINT	1,500.00	0.00	0.00	1,500.00	0%	1,200.00	0.00	0.00	1,200.00	0%	
	01-452-800-0000	VEHICLE - EQUIP PURCHASE	3,000.00	0.00	850.00	2,150.00	28%	3,000.00	0.00	199.00	2,801.00	7%	
			206,500.00	19,855.78	43,502.06	162,997.94	21%	197,700.00	17,360.74	36,336.78	161,363.22	18%	
	Fire & Rescue	01-461-101-0000	FIRE/RES - FULL TIME SALARIES	84,779.00	6,652.80	26,971.51	57,807.49	32%	82,298.00	9,782.11	27,257.05	55,040.95	33%
		01-461-102-0000	FIRE/RES - OVERTIME	14,000.00	661.96	4,965.23	9,034.77	35%	14,000.00	3,127.49	8,045.33	5,954.67	57%
		01-461-103-0000	FIRE/RES - PART TIME SALARIES	134,808.00	11,968.53	47,041.67	87,766.33	35%	119,012.00	13,186.63	45,020.88	73,991.12	38%
01-461-190-0000		FIRE/RES - TRAINING/STAFF DEVELOPMENT	18,000.00	78.50	2,063.79	15,936.21	11%	12,500.00	5,256.61	9,346.30	3,153.70	75%	
01-461-193-0000		FIRE/RES - UNIFORMS	12,000.00	0.00	3,208.02	8,791.98	27%	10,000.00	1,297.21	8,998.84	1,001.16	90%	
01-461-201-0000		FIRE/RES - POSTAGE	75.00	4.02	9.13	65.87	12%	75.00	33.01	73.11	1.89	97%	
01-461-202-0000		FIRE/RES - GENERAL SUPPLIES	6,500.00	1,070.31	2,205.26	4,294.74	34%	6,500.00	1,766.65	2,588.73	3,911.27	40%	
01-461-202-0046		FIRE/RES - MEDICAL SUPPLIES	13,500.00	2,886.76	5,453.19	8,046.81	40%	12,500.00	475.48	3,113.15	9,386.85	25%	
01-461-209-0000		FIRE/RES - GASOLINE	1,200.00	18.91	128.37	1,071.63	11%	1,200.00	41.22	295.69	904.31	25%	
01-461-210-0000		FIRE/RES - DIESEL FUEL	8,700.00	481.50	2,023.83	6,676.17	23%	8,700.00	516.24	2,754.19	5,945.81	32%	
01-461-220-0000		FIRE/RES - AMBULANCE EXPENSES	10,000.00	702.90	2,378.14	7,621.86	24%	16,000.00	1,199.69	2,034.78	13,965.22	13%	
01-461-301-0000		FIRE/RES - COMMUNICATION SERVICES	6,500.00	471.08	1,613.35	4,886.65	25%	6,000.00	424.08	1,218.41	4,781.59	20%	
01-461-310-0002		FIRE/RES - DUES/SUBSCRIPTIONS	4,200.00	0.00	2,245.00	1,955.00	53%	4,200.00	0.00	3,172.00	1,028.00	76%	
01-461-310-0055		FIRE/RES - FIRE PREVENTION	900.00	0.00	0.00	900.00	0%	900.00	51.75	902.08	-2.08	100%	
01-461-402-0000		FIRE/RES - EQUIP MAINT	15,000.00	2,607.70	8,603.54	6,396.46	57%	12,500.00	56.20	7,917.13	4,582.87	63%	
01-461-518-0000	FIRE/RES - HAZMAT	2,400.00	0.00	1,946.00	454.00	81%	2,200.00	0.00	2,098.14	101.86	95%		
Emergency Management	01-461-530-0000	FIRE/RES - MUTUAL AID CONTRACT	1,200.00	0.00	0.00	1,200.00	0%	600.00	0.00	0.00	600.00	0%	
	01-461-800-0000	FIRE/RES - EQUIP PURCHASE	25,000.00	4,886.62	5,606.06	19,393.94	22%	25,000.00	0.00	1,327.28	23,672.72	5%	
			358,762.00	32,491.59	116,462.09	242,299.91	32%	334,185.00	37,214.37	126,163.09	208,021.91	38%	
	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%	
Emergency Management	01-463-190-0000	EM - TRAINING/STAFF DE	750.00	0.00	0.00	750.00	0%	750.00	0.00	0.00	750.00	0%	
	01-463-202-0000	EM - GENERAL SUPPLIES	450.00	0.00	0.00	450.00	0%	450.00	0.00	992.00	-542.00	220%	
			1,950.00	0.00	750.00	1,200.00	38%	1,950.00	0.00	992.00	958.00	51%	

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

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Grants	01-480-812-0000	GRANTS - MEM DAY PARADE	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-480-813-0000	GRANTS - FESTIVAL SUPPORT	0.00	0.00	0.00	0.00	0%	15,500.00	0.00	0.00	15,500.00	0%
	01-480-814-0000	GRANTS - NWMKT ATHLETIC ASSOC	21,500.00	21,500.00	21,500.00	0.00	100%	21,500.00	0.00	0.00	21,500.00	0%
	01-480-815-0000	GRANTS - NWMKT SENIOR CITIZENS	2,000.00	0.00	2,000.00	0.00	100%	1,200.00	0.00	1,200.00	0.00	100%
	01-480-816-0000	GRANTS - NWMKT HISTORICAL SOCIETY	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-480-817-0000	GRANTS - C.O.A.S.T.	23,000.00	21,005.00	21,005.00	1,995.00	91%	23,000.00	0.00	0.00	23,000.00	0%
	01-480-818-0000	GRANTS - VETERANS MEMORIAL	500.00	0.00	0.00	500.00	0%	2,100.00	0.00	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%
			53,000.00	42,505.00	44,505.00	8,495.00	84%	69,300.00	0.00	1,200.00	68,100.00	2%
Social Service Grant	01-481-910-0000	SS GRANTS - RICHIE MCFARLAND	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	2,000.00	0.00	100%
	01-481-913-0000	SS GRANTS - LAMPREY HEALTH CENTER	10,403.00	0.00	10,403.00	0.00	100%	10,403.00	0.00	10,403.00	0.00	100%
	01-481-915-0000	SS GRANTS - CHILD & FAMILY SERVICE	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	4,000.00	0%
	01-481-916-0000	SS GRANTS - R.C.C.A.P.	9,000.00	0.00	9,000.00	0.00	100%	9,000.00	0.00	9,000.00	0.00	100%
	01-481-917-0000	SS GRANTS - R.S.V.P.	600.00	0.00	600.00	0.00	100%	0.00	0.00	0.00	0.00	0%
	01-481-918-0000	SS GRANTS - A SAFE PLACE	1,200.00	0.00	0.00	1,200.00	0%	1,200.00	0.00	0.00	1,200.00	0%
	01-481-919-0000	SS GRANTS - BIG BROTHER/BIG SISTER	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-481-920-0000	SS GRANTS - SEACOAST MENTAL HEALTH	2,000.00	0.00	0.00	2,000.00	0%	2,000.00	0.00	0.00	2,000.00	0%
	01-481-923-0000	SS GRANTS - LINKED TOGETHER	4,000.00	0.00	0.00	4,000.00	0%	4,000.00	0.00	0.00	4,000.00	0%
	01-481-924-0000	SS GRANTS - ROCKINGHAM COUNTY NUTR	5,326.00	0.00	5,623.00	-297.00	106%	5,326.00	0.00	5,326.00	0.00	100%
	01-481-925-0000	SS GRANTS - AIDS RESPONSE	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%
	01-481-926-0000	SS GRANTS - AMERICAN RED CROSS	1,000.00	0.00	0.00	1,000.00	0%	1,000.00	0.00	0.00	1,000.00	0%
	01-481-927-0000	SS GRANTS - READY RIDES	1,500.00	1,500.00	1,500.00	0.00	100%	1,500.00	0.00	1,500.00	0.00	100%
	01-481-929-0000	OTHER GRANTS - CHILD ADVOCACY CENTE	500.00	0.00	0.00	500.00	0%	1,500.00	0.00	0.00	1,500.00	0%
			43,029.00	1,500.00	27,126.00	15,903.00	63%	43,429.00	0.00	28,229.00	15,200.00	65%
Capital Reserve	01-490-900-0011	CAP RES - REVALUATION	10,000.00	0.00	10,000.00	0.00	100%	10,000.00	0.00	10,000.00	0.00	100%
	01-490-900-0012	CAP RES - FIRE DEPARTMENT	50,000.00	0.00	50,000.00	0.00	100%	50,000.00	0.00	50,000.00	0.00	100%
	01-490-900-0013	CAP RES - ROADWAY IMPROVEMENTS	125,000.00	0.00	125,000.00	0.00	100%	125,000.00	0.00	125,000.00	0.00	100%
	01-490-900-0016	CAP RES - PUBLIC WORKS	80,000.00	0.00	80,000.00	0.00	100%	130,000.00	0.00	130,000.00	0.00	100%
	01-490-900-0017	CAP RES - POLICE VEHICLES	48,000.00	0.00	48,000.00	0.00	100%	46,500.00	0.00	46,500.00	0.00	100%
	01-490-900-0019	CAP RES - BUILDING IMPROVEMENT	50,000.00	0.00	50,000.00	0.00	100%	0.00	0.00	0.00	0.00	0%
	01-490-900-0021	CAP RES - RECREATION FACILITIES	18,666.00	0.00	18,666.00	0.00	100%	0.00	0.00	0.00	0.00	0%
	01-490-900-0028	CAP RES - MASTER PLAN	10,000.00	0.00	10,000.00	0.00	100%	10,000.00	0.00	10,000.00	0.00	100%
	01-490-900-0036	CAP RES - VETERANS MEMORIAL	2,000.00	0.00	2,000.00	0.00	100%	0.00	0.00	0.00	0.00	0%
	01-490-900-0074	CAPITAL RESERVE POLICE DISPATCH EQUIP	29,449.00	0.00	29,449.00	0.00	100%	29,449.00	0.00	29,449.00	0.00	100%
	01-490-900-0079	CAP RES - MACALLEN DAM	75,000.00	0.00	75,000.00	0.00	100%	50,000.00	0.00	50,000.00	0.00	100%
	01-490-900-0085	CAP RES - STORM WATER MANAGEMENT	75,000.00	0.00	75,000.00	0.00	100%	50,000.00	0.00	50,000.00	0.00	100%
	01-490-900-0086	CAP RES - 300TH ANNIV.CELEBRATION EXP	2,000.00	0.00	2,000.00	0.00	100%	2,000.00	0.00	2,000.00	0.00	100%
	01-490-900-0087	CAP RES - COMPENSATED ABSENCE EXP.TR	0.00	0.00	0.00	0.00	0%	10,000.00	0.00	10,000.00	0.00	100%
			575,115.00	0.00	575,115.00	0.00	100%	512,949.00	0.00	512,949.00	0.00	100%
General Fund			6,880,668.00	523,162.24	2,649,768.87	4,230,899.13	39%	6,650,247.00	542,864.37	2,393,509.58	4,256,737.42	36%

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

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017					Fiscal Year 2016				
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	02-480-101-0000	LIBRARY - SALARIES	54,100.00	3,923.06	15,888.39	38,211.61	29%	54,100.00	5,884.59	16,280.70	37,819.30	30%
	02-480-103-0000	LIBRARY - PART TIME SALARIES	108,013.00	7,428.08	29,239.46	78,773.54	27%	114,235.00	10,532.64	28,010.94	86,224.06	25%
	02-480-150-0000	LIBRARY - FICA	9,571.00	727.37	2,887.84	6,683.16	30%	10,712.00	1,041.93	2,841.03	7,870.97	27%
	02-480-151-0000	LIBRARY - MEDICARE	2,238.00	170.11	675.37	1,562.63	30%	2,506.00	243.66	664.40	1,841.60	27%
	02-480-155-0000	LIBRARY - HEALTH INSURANCE	15,000.00	567.24	2,012.97	12,987.03	13%	15,000.00	481.91	1,927.64	13,072.36	13%
	02-480-156-0000	LIBRARY - RETIREMENT	6,043.00	438.20	1,764.11	4,278.89	29%	6,032.00	657.30	1,824.02	4,207.98	30%
	02-480-159-0000	LIBRARY - LIFE & DISABILITY	750.00	92.04	350.16	399.84	47%	633.00	18.00	399.99	233.01	63%
	02-480-160-0000	LIBRARY-WORKERS COMPENSATION	1,500.00	0.00	1,500.00	0.00	100%	2,352.00	0.00	2,352.00	0.00	100%
	02-480-161-0000	LIBRARY - UNEMPLOYMENT	2,495.00	0.00	0.00	2,495.00	0%	2,816.00	0.00	0.00	2,816.00	0%
	02-480-190-0000	LIBRARY - TRAINING/STAFF DEVELOPMENT	2,000.00	540.00	540.00	1,460.00	27%	2,000.00	390.00	390.00	1,610.00	20%
	02-480-202-0000	LIBRARY - GENERAL SUPPLIES	5,000.00	1,323.37	2,357.55	2,642.45	47%	5,000.00	902.27	1,372.06	3,627.94	27%
	02-480-301-0000	LIBRARY - TELEPHONE	1,800.00	129.37	496.25	1,303.75	28%	1,800.00	123.27	367.14	1,432.86	20%
	02-480-302-0000	LIBRARY - ELECTRICITY	12,000.00	1,981.64	4,000.17	7,999.83	33%	10,000.00	962.74	3,278.69	6,721.31	33%
	02-480-303-0000	LIBRARY - HEAT & OIL	12,000.00	0.00	0.00	12,000.00	0%	13,800.00	0.00	0.00	13,800.00	0%
	02-480-304-0000	LIBRARY - WATER	700.00	0.00	210.45	489.55	30%	700.00	41.41	235.99	464.01	34%
	02-480-310-0005	LIBRARY - BOOKS/SUBSCRIPTIONS	39,394.00	5,272.57	16,476.47	22,917.53	42%	38,247.00	3,320.35	11,548.40	26,698.60	30%
	02-480-330-0000	LIBRARY - ELECTRONIC INFO - OTHER	9,500.00	1,639.00	9,016.00	484.00	95%	9,500.00	0.00	8,887.00	613.00	94%
	02-480-350-0000	LIBRARY - PROGRAMS	2,000.00	164.19	364.19	1,635.81	18%	2,000.00	163.66	1,458.91	541.09	73%
	02-480-401-0000	LIBRARY - BUILDING MAINTENANCE	23,000.00	3,700.00	50,949.59	-27,949.59	222%	15,000.00	1,207.14	9,290.71	5,709.29	62%
	02-480-402-0000	LIBRARY - EQUIPMENT MAINTENANCE/LEA	600.00	43.00	176.22	423.78	29%	600.00	43.00	129.00	471.00	22%
	02-480-504-0000	LIBRARY-PROPERTY LIABILITY INS	5,000.00	0.00	5,000.00	0.00	100%	5,000.00	0.00	5,000.00	0.00	100%
	02-480-800-0000	LIBRARY - EQUIPMENT PURCHASE	2,000.00	0.00	65.00	1,935.00	3%	2,000.00	0.00	0.00	2,000.00	0%
Library			314,704.00	28,139.24	143,970.19	170,733.81	46%	314,033.00	26,013.87	96,258.62	217,774.38	31%

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

Fiscal Year 2017								Fiscal Year 2016							
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected			
	05-406-103-0000	RECREATION - PART TIME SALARIES	124,440.00	4,177.00	68,745.61	55,694.39	55%	100,440.00	2,717.38	66,281.41	34,158.59	66%			
	05-406-111-0000	RECREATION - WORK STUDY	2,000.00	0.00	0.00	2,000.00	0%	0.00	0.00	0.00	0.00	0%			
	05-406-150-0000	RECREATION - FICA	7,715.00	259.00	4,339.06	3,375.94	56%	6,227.00	168.49	3,787.36	2,439.64	61%			
	05-406-151-0000	RECREATION - MEDI	1,804.00	60.57	1,014.87	789.13	56%	1,456.00	39.42	885.76	570.24	61%			
	05-406-190-0000	RECREATION - TRAINING/STAFF DEVELOPM	2,000.00	70.00	785.00	1,215.00	39%	1,400.00	104.85	104.85	1,295.15	7%			
	05-406-192-0000	RECREATION - MEAL ALLOWANCE	350.00	15.49	25.09	324.91	7%	350.00	0.00	208.11	141.89	59%			
	05-406-201-0000	RECREATION - POSTAGE	1,000.00	0.00	15.06	984.94	2%	400.00	4.37	59.28	340.72	15%			
	05-406-202-0000	RECREATION - GENERAL SUPPLIES	1,650.00	93.95	383.95	1,266.05	23%	1,650.00	395.38	1,130.65	519.35	69%			
	05-406-202-0034	RECREATION - ATHLETIC SUPPLIES	8,830.00	0.00	2,482.41	6,347.59	28%	7,830.00	647.39	2,127.46	5,702.54	27%			
	05-406-202-0036	RECREATION - CLASS SUPPLIES	2,954.00	1,720.92	2,863.40	90.60	97%	2,154.00	523.71	1,568.53	585.47	73%			
	05-406-302-0000	RECREATION - ELECTRICITY	0.00	0.00	115.93	-115.93	0%	0.00	0.00	0.00	0.00	0%			
	05-406-302-0001	RECREATION - FIELD LIGHTS	5,000.00	1,181.63	1,352.36	3,647.64	27%	5,000.00	194.06	658.49	4,341.51	13%			
	05-406-310-0002	RECREATION - DUES/SUBSCRIPTIONS	150.00	0.00	-29.97	179.97	-20%	150.00	0.00	0.00	150.00	0%			
	05-406-310-0003	RECREATION - ADVERTISING	800.00	0.00	0.00	800.00	0%	800.00	0.00	25.00	775.00	3%			
	05-406-402-0000	RECREATION - EQUIPMENT MAINTENANCE	2,000.00	0.00	1,338.20	661.80	67%	1,000.00	767.08	947.08	52.92	95%			
	05-406-460-0000	RECREATION - BANK FEES	0.00	306.55	1,735.48	-1,735.48	0%	0.00	0.00	0.00	0.00	0%			
	05-406-501-0000	RECREATION - PRINTING & PUBLISHING	8,163.00	0.00	0.00	8,163.00	0%	8,163.00	0.00	0.00	8,163.00	0%			
	05-406-508-0000	RECREATION - BUS TRIPS	36,000.00	838.96	20,259.40	15,740.60	56%	36,000.00	84.00	25,402.29	10,597.71	71%			
	05-406-702-0000	RECREATION - CONTRACTUAL SERVICES	5,000.00	0.00	0.00	5,000.00	0%	0.00	0.00	0.00	0.00	0%			
	05-406-800-0000	RECREATION - EQUIPMENT PURCHASE	3,000.00	265.87	455.95	2,544.05	15%	2,000.00	0.00	0.00	2,000.00	0%			
	05-406-902-0000	RECREATION - SUMMER CAMP	9,000.00	26.13	13,236.34	-4,236.34	147%	9,000.00	18.00	8,282.24	717.76	92%			
	05-406-902-0037	RECREATION - TEEN CAMP	2,500.00	0.00	1,343.94	1,156.06	54%	2,500.00	12.76	1,112.03	1,387.97	44%			
	05-406-904-0000	RECREATION - SUNRISE SUNSET SR CTR	3,927.00	1,094.35	1,297.75	2,629.25	33%	3,000.00	232.50	938.50	2,061.50	31%			
	05-406-905-0000	RECREATION - SPLASH PAD	5,000.00	0.00	0.00	5,000.00	0%	0.00	0.00	0.00	0.00	0%			
	05-406-906-0000	RECREATION - SPECIAL EVENTS	10,150.00	889.53	4,658.10	5,491.90	46%	10,150.00	0.00	1,573.99	8,576.01	16%			
Recreation			243,433.00	10,999.95	126,417.93	117,015.07	52%	199,670.00	5,909.39	115,093.03	84,576.97	58%			
	07-450-103-0000	SW - PART TIME	11,156.00	888.46	3,782.69	7,373.31	34%	10,881.00	1,313.68	3,586.01	7,294.99	33%			
	07-450-202-0000	SW - GENERAL SUPPLIES	15,000.00	50.32	12,452.23	2,547.77	83%	20,000.00	21.19	65.04	19,934.96	0%			
	07-450-310-0002	SW - DUES/SUBSCRIPTIONS	800.00	0.00	0.00	800.00	0%	800.00	0.00	0.00	800.00	0%			
	07-450-402-0000	SW - EQUIPMENT LEASE	1,200.00	100.00	200.00	1,000.00	17%	1,200.00	47.00	141.00	1,059.00	12%			
	07-450-403-0000	SW - VEHICLE MAINTENANCE	6,500.00	0.00	0.00	6,500.00	0%	1,500.00	0.00	0.00	1,500.00	0%			
	07-450-501-0000	SW - PRINTING & PUBLICATION	500.00	0.00	0.00	500.00	0%	500.00	0.00	0.00	500.00	0%			
	07-450-532-0000	SW - FREON REMOVAL	2,300.00	1,179.00	1,179.00	1,121.00	51%	1,000.00	0.00	0.00	1,000.00	0%			
	07-450-536-0000	SW - HOUSEHOLD HAZARDOUS	10,000.00	609.95	609.95	9,390.05	6%	0.00	0.00	0.00	0.00	0%			
	07-450-537-0000	SW - SPRING CLEAN-UP	0.00	0.00	0.00	0.00	0%	35,000.00	0.00	0.00	35,000.00	0%			
	07-450-702-0047	SW - LAMPREY REG. CO-OP	2,100.00	0.00	0.00	2,100.00	0%	2,100.00	0.00	0.00	2,100.00	0%			
	07-450-702-0048	SW - MSW CONTRACT	163,000.00	19,506.42	41,123.18	121,876.82	25%	142,000.00	14,161.57	40,381.10	101,618.90	28%			
	07-450-702-0049	SW - RECYCLING CONTRACT	152,000.00	13,874.20	42,338.08	109,661.92	28%	152,000.00	13,593.31	37,034.52	114,965.48	24%			
	07-450-702-0050	SW - CONSTRUCTION DEBRIS	47,000.00	4,413.94	15,175.17	31,824.83	32%	47,000.00	6,948.86	15,664.51	31,335.49	33%			
	07-450-702-0051	SW - POST CLOSURE LANDFILL TEST	30,000.00	769.18	1,850.43	28,149.57	6%	30,000.00	0.00	572.53	29,427.47	2%			
	07-450-800-0000	SW - EQUIPMENT PURCHASE	5,800.00	0.00	0.00	5,800.00	0%	0.00	0.00	0.00	0.00	0%			
Solid Waste			447,356.00	41,391.47	118,710.73	328,645.27	27%	443,981.00	36,085.61	97,444.71	346,536.29	22%			

Town of Newmarket, New Hampshire
Expense Report ^{a,b}
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			Fiscal Year 2017				Fiscal Year 2016					
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	20-451-101-0000	WATER - FULL TIME SALARIES	131,004.00	9,596.34	40,443.09	90,560.91	31%	121,009.00	13,590.70	37,516.92	83,492.08	31%
	20-451-102-0000	WATER - OVERTIME	10,000.00	1,109.65	2,963.96	7,036.04	30%	8,500.00	837.78	2,065.48	6,434.52	24%
	20-451-103-0000	WATER - PART TIME SALARIES	8,487.00	0.00	439.30	8,047.70	5%	0.00	1,488.13	3,226.05	-3,226.05	0%
	20-451-150-0000	WATER - FICA	8,150.00	606.00	2,457.20	5,692.80	30%	8,150.00	938.24	2,487.88	5,662.12	31%
	20-451-151-0000	WATER - MEDICARE	1,906.00	141.72	568.17	1,337.83	30%	1,906.00	219.45	579.50	1,326.50	30%
	20-451-155-0000	WATER - HEALTH INSURANCE	47,153.00	6,833.28	17,083.20	30,069.80	36%	31,783.00	2,234.10	8,936.40	22,846.60	28%
	20-451-156-0000	WATER - RETIREMENT	14,157.00	1,190.27	4,774.10	9,382.90	34%	14,157.00	1,578.16	4,355.73	9,801.27	31%
	20-451-159-0000	WATER - LIFE/DISABILITY INSURANCE	1,542.00	117.19	454.64	1,087.36	29%	1,542.00	18.00	263.67	1,278.33	17%
	20-451-160-0000	WATER - WORKERS COMPENSATION	4,939.00	0.00	4,939.00	0.00	100%	4,939.00	0.00	4,939.00	0.00	100%
	20-451-161-0000	WATER - UNEMPLOYMENT	2,201.00	0.00	0.00	2,201.00	0%	2,201.00	0.00	0.00	2,201.00	0%
	20-451-190-0000	WATER - TRAINING/STAFF DEVELOPMENT	2,000.00	0.00	0.00	2,000.00	0%	1,500.00	570.00	750.00	750.00	50%
	20-451-193-0000	WATER - UNIFORMS	2,500.00	175.99	660.16	1,839.84	26%	2,700.00	300.57	506.07	2,193.93	19%
	20-451-198-0000	WATER - LONGEVITY	1,013.00	0.00	0.00	1,013.00	0%	1,013.00	0.00	0.00	1,013.00	0%
	20-451-201-0000	WATER - POSTAGE	6,500.00	35.34	524.57	5,975.43	8%	6,000.00	509.09	2,104.13	3,895.87	35%
	20-451-202-0000	WATER - GENERAL SUPPLIES	3,000.00	117.87	221.78	2,778.22	7%	3,000.00	41.95	971.16	2,028.84	32%
	20-451-202-0002	WATER - DUES/SUBSCRIPTIONS	1,050.00	0.00	0.00	1,050.00	0%	1,050.00	0.00	0.00	1,050.00	0%
	20-451-202-0003	WATER - ADVERTISING	2,500.00	0.00	0.00	2,500.00	0%	1,600.00	0.00	0.00	1,600.00	0%
	20-451-209-0000	WATER - GASOLINE	3,700.00	235.78	853.93	2,846.07	23%	5,200.00	190.14	912.84	4,287.16	18%
	20-451-211-0000	WATER - LP GAS	20,000.00	1,461.17	1,461.17	18,538.83	7%	20,000.00	54.39	144.09	19,855.91	1%
	20-451-217-0000	WATER - CHEMICALS	18,000.00	4,636.14	6,394.49	11,605.51	36%	22,000.00	1,978.94	3,801.12	18,198.88	17%
	20-451-301-0000	WATER - COMMUNICATION SERVICES	3,800.00	284.82	958.20	2,841.80	25%	3,800.00	276.40	929.06	2,870.94	24%
	20-451-302-0000	WATER - ELECTRICITY	53,000.00	3,807.51	11,070.52	41,929.48	21%	47,000.00	3,137.28	9,759.62	37,240.38	21%
	20-451-401-0000	WATER - BUILDING MAINTENANCE	7,000.00	1,159.83	2,459.45	4,540.55	35%	7,000.00	1,332.88	3,028.33	3,971.67	43%
	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	454.03	609.22	4,390.78	12%	5,000.00	9.88	693.88	4,306.12	14%
	20-451-406-0000	WATER - SYSTEM MAINTENANCE	50,000.00	14,495.72	19,225.09	30,774.91	38%	45,000.00	2,401.46	18,354.91	26,645.09	41%
	20-451-504-0000	WATER - PROPERTY-LIABILITY INSURANCE	5,179.00	0.00	5,179.00	0.00	100%	4,280.00	0.00	4,280.00	0.00	100%
	20-451-702-0000	WATER - CONTRACTED SERVICES	10,000.00	1,250.00	2,127.50	7,872.50	21%	15,000.00	315.00	2,082.22	12,917.78	14%
	20-451-703-0000	WATER - AUDIT	3,484.00	0.00	3,484.00	0.00	100%	3,484.00	0.00	3,484.00	0.00	100%
	20-451-704-0000	WATER - ENGINEERING	25,000.00	0.00	0.00	25,000.00	0%	22,500.00	0.00	0.00	22,500.00	0%
	20-451-900-0000	WATER - TRANSFER TO CAPITAL RESERVE	364,000.00	0.00	364,000.00	0.00	100%	364,000.00	0.00	364,000.00	0.00	100%
	20-451-950-0000	WATER - BONDS & NOTES PRINCIPLE	52,750.00	0.00	0.00	52,750.00	0%	107,449.00	0.00	0.00	107,449.00	0%
	20-451-951-0000	WATER - BONDS & NOTES INTEREST	39,798.00	0.00	0.00	39,798.00	0%	40,288.00	0.00	0.00	40,288.00	0%
	20-451-954-0000	WATER - LAND ACQUISITION	20,000.00	0.00	0.00	20,000.00	0%	20,000.00	0.00	0.00	20,000.00	0%
Water			932,813.00	47,708.65	493,351.74	439,461.26	53%	947,051.00	32,022.54	480,172.06	466,878.94	51%

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

Fiscal Year 2017								Fiscal Year 2016				
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
Sewer	30-471-101-0000	WW - FULL TIME SALARIES	230,469.00	16,842.74	70,009.70	160,459.30	30%	209,313.00	19,849.90	55,363.16	153,949.84	26%
	30-471-102-0000	WASTEWATER - OVERTIME	19,000.00	1,144.03	3,836.04	15,163.96	20%	17,000.00	1,870.26	4,773.56	12,226.44	28%
	30-471-103-0000	WASTEWATER PART TIME SALARIES	8,487.00	0.00	439.30	8,047.70	5%	0.00	1,488.33	3,226.25	-3,226.25	0%
	30-471-150-0000	WASTEWATER - FICA	14,204.00	1,012.29	4,352.66	9,851.34	31%	14,204.00	1,406.47	3,629.70	10,574.30	26%
	30-471-151-0000	WASTEWATER - MEDICARE	3,322.00	236.75	1,018.01	2,303.99	31%	3,322.00	328.86	848.76	2,473.24	26%
	30-471-155-0000	WASTEWATER - HEALTH INSURANCE	71,120.00	11,836.20	29,590.51	41,529.49	42%	87,510.00	5,206.33	20,825.32	66,684.68	24%
	30-471-156-0000	WASTEWATER - RETIREMENT	24,674.00	1,981.20	8,490.74	16,183.26	34%	24,674.00	2,392.63	6,602.49	18,071.51	27%
	30-471-159-0000	WASTEWATER - LIFE/DISABILITY INSURANCE	2,195.00	221.54	742.36	1,452.64	34%	2,195.00	27.00	444.39	1,750.61	20%
	30-471-160-0000	WASTEWATER - WORKERS COMPENSATION	5,899.00	0.00	5,899.00	0.00	100%	5,899.00	0.00	5,899.00	0.00	100%
	30-471-161-0000	WASTEWATER - UNEMPLOYMENT INSURANCE	3,157.00	0.00	0.00	3,157.00	0%	3,157.00	0.00	0.00	3,157.00	0%
	30-471-162-0000	WASTEWATER - EMPLOYEE TESTING	750.00	0.00	0.00	750.00	0%	750.00	0.00	0.00	750.00	0%
	30-471-190-0000	WASTEWATER - TRAINING/STAFF DEVELOPMENT	5,000.00	930.39	1,438.39	3,561.61	29%	3,500.00	60.00	300.00	3,200.00	9%
	30-471-193-0000	WASTEWATER - UNIFORMS	3,700.00	245.70	1,433.60	2,266.40	39%	3,600.00	361.71	717.58	2,882.42	20%
	30-471-198-0000	SEWER - LONGEVITY	1,913.00	0.00	0.00	1,913.00	0%	1,913.00	0.00	0.00	1,913.00	0%
	30-471-201-0000	WASTEWATER - POSTAGE	6,500.00	760.00	1,260.74	5,239.26	19%	6,000.00	509.08	2,104.10	3,895.90	35%
	30-471-202-0000	WASTEWATER - GENERAL SUPPLIES	3,000.00	443.14	2,054.12	945.88	68%	3,000.00	53.45	1,058.76	1,941.24	35%
	30-471-202-0002	WASTEWATER - DUES/SUBSCRIPTIONS	800.00	0.00	0.00	800.00	0%	800.00	0.00	75.00	725.00	9%
	30-471-202-0003	WASTEWATER - ADVERTISING	2,000.00	0.00	0.00	2,000.00	0%	1,500.00	0.00	311.14	1,188.86	21%
	30-471-209-0000	WASTEWATER - GASOLINE	5,000.00	118.91	453.77	4,546.23	9%	5,000.00	193.04	832.07	4,167.93	17%
	30-471-215-0000	WASTEWATER - LAB SUPPLIES	30,000.00	2,943.64	8,360.36	21,639.64	28%	20,000.00	898.82	4,904.88	15,095.12	25%
	30-471-217-0000	WASTEWATER - CHEMICALS	53,000.00	1,221.00	5,902.35	47,097.65	11%	40,000.00	900.00	5,056.40	34,943.60	13%
	30-471-301-0000	WASTEWATER - COMMUNICATION SERVICES	6,800.00	734.73	1,643.21	5,156.79	24%	6,800.00	560.51	1,610.62	5,189.38	24%
	30-471-302-0000	WASTEWATER - ELECTRICITY	144,000.00	11,816.52	20,787.00	123,213.00	14%	84,000.00	6,201.02	19,046.04	64,953.96	23%
	30-471-303-0000	WASTEWATER - HEAT & OIL	35,000.00	0.00	0.00	35,000.00	0%	30,000.00	0.00	0.00	30,000.00	0%
	30-471-401-0000	WASTEWATER - BUILDING MAINTENANCE	25,000.00	806.47	6,137.44	18,862.56	25%	23,000.00	3,650.01	4,894.17	18,105.83	21%
	30-471-403-0000	WASTEWATER - VEHICLE MAINTENANCE	5,000.00	451.04	1,643.03	3,356.97	33%	5,000.00	40.00	938.20	4,061.80	19%
	30-471-406-0000	WASTEWATER - SYSTEM MAINTENANCE	50,000.00	150.00	8,902.82	41,097.18	18%	50,000.00	9,404.60	12,193.22	37,806.78	24%
	30-471-504-0000	WASTEWATER - PROPERTY/LIABILITY INSURANCE	10,575.00	0.00	10,575.00	0.00	100%	8,740.00	0.00	8,740.00	0.00	100%
	30-471-538-0000	WASTEWATER - SLUDGE DISPOSAL	55,000.00	2,724.53	5,188.78	49,811.22	9%	30,000.00	2,262.87	13,619.99	16,380.01	45%
	30-471-702-0000	WASTEWATER - CONTRACT SERVICES	13,000.00	0.00	1,082.50	11,917.50	8%	17,500.00	2,603.00	5,890.00	11,610.00	34%
	30-471-703-0000	WASTEWATER - AUDIT	3,425.00	0.00	3,425.00	0.00	100%	3,425.00	0.00	3,425.00	0.00	100%
	30-471-704-0000	WASTEWATER - ENGINEERING	30,000.00	3,755.69	8,467.56	21,532.44	28%	30,000.00	2,626.40	2,629.88	27,370.12	9%
	30-471-804-0000	WASTEWATER - NPDES PERMITS	0.00	0.00	0.00	0.00	0%	60,000.00	0.00	0.00	60,000.00	0%
	30-471-900-0000	WASTEWATER - TRANSFER TO CAPITAL RESERVE	174,200.00	0.00	174,200.00	0.00	100%	164,200.00	0.00	164,200.00	0.00	100%
	30-471-950-0000	WW - BONDS & NOTES PRINCIPLE	102,540.00	0.00	23,500.00	79,040.00	23%	102,540.00	0.00	23,500.00	79,040.00	23%
	30-471-951-0000	WW - BONDS & NOTES INTEREST	29,238.00	0.00	11,671.04	17,566.96	40%	32,895.00	0.00	12,400.48	20,494.52	38%
			1,177,968.00	60,376.51	422,505.03	755,462.97	36%	1,101,437.00	62,894.29	390,060.16	711,376.84	35%
		Total Operating Budget	9,996,942.00	711,778.06	3,954,724.49	6,042,217.51	40%	9,656,419.00	705,790.07	3,572,538.16	6,083,880.84	37%

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

Fiscal Year 2017							Fiscal Year 2016					
				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
Taxes (Real estate), land use, PILOT, interest on taxes			18,570,314.00	9,392,383.45	18,483,288.38	87,025.62	100%	17,915,011.00	1,286.64	9,268,070.63	8,646,940.37	52%
Licenses, permit and fees			1,556,300.00	136,639.80	596,273.92	960,026.08	38%	1,556,300.00	120,948.67	558,317.98	997,982.02	36%
From State			659,414.00	0.00	80,695.22	578,718.78	12%	657,223.00	51,923.53	128,490.82	528,732.18	20%
Charges for Services			148,348.00	54,155.44	46,949.98	101,398.02	32%	134,750.00	24,461.07	67,841.75	66,908.25	50%
Misc.Rev.Includes Int. Rev.			74,601.00	1,876.42	12,454.93	62,146.07	17%	14,701.00	3,323.11	10,206.02	4,494.98	69%
Fund Balance			500,000.00	0.00	500,000.00	0.00	100%	575,000.00	0.00	575,000.00	0.00	100%
Recreation			243,433.00	6,941.78	68,068.47	175,364.53	28%	199,670.00	7,452.08	49,768.97	149,901.03	25%
Solid Waste			230,000.00	28,049.43	89,093.97	140,906.03	39%	244,450.00	25,839.60	84,802.23	159,647.77	35%
Water			932,813.00	9,937.18	251,098.25	681,714.75	27%	947,051.00	87,959.99	406,309.94	540,741.06	43%
Sewer			1,159,007.00	3,612.70	394,375.27	764,631.73	34%	1,080,753.00	131,953.63	627,386.94	453,366.06	58%
Total Revenues			24,074,230.00	9,633,596.20	20,522,298.39	3,551,931.61	85%	23,324,909.00	455,148.32	11,776,195.28	11,548,713.72	50%

Town of Newmarket, New Hampshire
Revenue Report * b
For the Period Ended October 31, 2016

Fiscal Year 2017							Fiscal Year 2016					
Function	Account Number	ACCOUNT DESCRIPTION	Month to				Month to					
			Budget	Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	01-310-000-1001	REAL ESTATE TAXES	18,458,884.00	9,388,328.00	18,458,884.00	0.00	100%	17,858,168.00	0.00	9,237,133.00	8,621,035.00	52%
	01-310-000-1003	LAND USE CHANGE TAX	3,755.00	-12.50	13,210.00	-9,455.00	352%	3,755.00	0.00	3,755.00	0.00	100%
	01-310-000-1004	YIELD TAXES	1,500.00	0.00	0.00	1,500.00	0%	1,500.00	0.00	0.00	1,500.00	0%
	01-310-000-1005	PAYMENTS IN LIEU OF TAXES	19,175.00	0.00	0.00	19,175.00	0%	23,601.00	0.00	13,345.00	10,256.00	57%
	01-310-000-1006	INTEREST & PENALTIES ON CURRENT PROP	27,000.00	1,568.35	4,606.69	22,393.31	17%	27,000.00	902.23	3,367.18	23,632.82	12%
	01-310-000-1007	REDEMPTION INTEREST	60,000.00	2,442.41	6,487.10	53,512.90	11%	79,000.00	384.41	10,451.95	68,548.05	13%
	01-310-000-1010	OVERLAY	0.00	0.00	0.00	0.00	0%	-78,013.00	0.00	0.00	-78,013.00	0%
	01-310-001-1006	INTEREST & PENALTIES ON OTHER TAXES	0.00	39.19	82.59	-82.59	0%	0.00	0.00	0.00	0.00	0%
	01-310-002-1011	LIEN COST RECOVERY UTILITIES	0.00	18.00	18.00	-18.00	0%	0.00	0.00	18.50	-18.50	0%
Taxes (Real estate), land use, PILOT, interest on taxes			18,570,314.00	9,392,383.45	18,483,288.38	87,025.62	100%	17,915,011.00	1,286.64	9,268,070.63	8,646,940.37	52%
	01-330-000-1013	MV MAIL-IN FEES	0.00	606.00	2,439.00	-2,439.00	0%	0.00	547.00	2,443.00	-2,443.00	0%
	01-330-000-1014	MV PERMIT, LOCAL CLERK & TRANSFER FEE	1,258,000.00	125,906.80	488,974.40	769,025.60	39%	1,258,000.00	105,167.01	469,908.01	788,091.99	37%
	01-330-000-1015	MOTOR VEHICLE STICKERS	26,000.00	2,601.00	10,497.00	15,503.00	40%	26,000.00	2,316.00	10,467.00	15,533.00	40%
	01-330-000-1016	BOAT REGISTRATIONS	3,000.00	0.00	318.80	2,681.20	11%	3,000.00	43.44	643.56	2,356.44	21%
	01-330-000-1017	MV TITLE FEES	3,000.00	378.00	1,532.00	1,468.00	51%	3,000.00	336.00	1,486.00	1,514.00	50%
	01-330-000-1018	DOG LICENSES	0.00	115.50	1,545.00	-1,545.00	0%	0.00	124.50	1,831.00	-1,831.00	0%
	01-330-000-1019	VITAL STATISTICS	0.00	610.00	2,124.00	-2,124.00	0%	0.00	396.00	1,901.00	-1,901.00	0%
	01-330-000-1020	UCC'S	0.00	0.00	270.00	-270.00	0%	0.00	0.00	90.00	-90.00	0%
	01-330-000-1022	POLICE - DOG ORDINANCE FINES	0.00	0.00	125.00	-125.00	0%	0.00	25.00	55.00	-55.00	0%
	01-330-000-1023	Finger Prints Receipts	0.00	10.00	10.00	-10.00	0%	0.00	0.00	0.00	0.00	0%
	01-330-000-1024	BUILDING PERMITS	66,000.00	6,375.00	41,266.00	24,734.00	63%	66,000.00	11,849.00	24,156.00	41,844.00	37%
	01-330-000-1025	MISC LICENSES, PERMITS & Fees	50,300.00	37.50	351.38	49,948.62	1%	50,300.00	144.72	518.55	49,781.45	1%
	01-330-000-1026	FRANCHISE RENEWAL AGREEMENT	150,000.00	0.00	46,821.34	103,178.66	31%	150,000.00	0.00	44,818.86	105,181.14	30%
Licenses, permit and fees			1,556,300.00	136,639.80	596,273.92	960,026.08	38%	1,556,300.00	120,948.67	558,317.98	997,982.02	36%
	01-320-000-1012	HIGHWAY BLOCK GRANT	173,078.00	0.00	55,312.73	117,765.27	32%	173,078.00	51,923.53	103,847.06	69,230.94	60%
	01-320-000-1014	MISC. GRANTS	25,137.00	28,443.00	28,443.00	-3,306.00	113%	23,414.00	0.00	0.00	23,414.00	0%
	01-320-000-1015	MEALS AND ROOM TAX DISTRIBUTION	442,238.00	0.00	0.00	442,238.00	0%	439,966.00	0.00	0.00	439,966.00	0%
	01-320-000-1042	RAILROAD TAX	0.00	0.00	1,393.49	-1,393.49	0%	655.00	0.00	654.76	0.24	100%
	30-320-000-1073	WASTEWATER - STATE REVENUE	18,961.00	-28,443.00	-4,454.00	23,415.00	-23%	20,110.00	0.00	23,989.00	-3,879.00	119%
From State			659,414.00	0.00	80,695.22	578,718.78	12%	657,223.00	51,923.53	128,490.82	528,732.18	20%
	01-340-000-1025	POLICE SEX OFFENDER RECEIPTS	50.00	0.00	0.00	50.00	0%	50.00	0.00	0.00	50.00	0%
	01-340-000-1027	PLANNING/ZONING RECEIPTS	2,000.00	0.00	2,957.00	-957.00	148%	2,000.00	3,986.00	4,117.00	-2,117.00	206%
	01-340-000-1028	POLICE REPORT FEES	1,200.00	165.00	453.00	747.00	38%	1,200.00	90.00	536.50	663.50	45%
	01-340-000-1031	AMBULANCE RECEIPTS	138,598.00	53,681.20	42,539.97	96,058.03	31%	125,000.00	21,422.79	18,850.07	106,149.93	15%
	01-340-000-1034	FIRE DEPARTMENT RECEIPTS	5,000.00	70.00	227.50	4,772.50	5%	5,000.00	130.00	130.00	4,870.00	3%
	01-340-000-1036	COURT RECEIPTS	1,500.00	0.00	235.95	1,264.05	16%	1,500.00	0.00	1,280.00	220.00	85%
	01-340-000-1038	MISC. RECEIPTS	0.00	0.00	297.32	-297.32	0%	0.00	-1,167.72	42,928.18	-42,928.18	0%
	01-340-000-1039	POLICE - DRUG TASK FORCE	0.00	239.24	239.24	-239.24	0%	0.00	0.00	0.00	0.00	0%
Charges for Services			148,348.00	54,155.44	46,949.98	101,398.02	32%	134,750.00	24,461.07	67,841.75	66,908.25	50%

Town of Newmarket, New Hampshire
Revenue Report - a
For the Period Ended October 31, 2016

Function	Account Number	ACCOUNT DESCRIPTION	Fiscal Year 2017					Fiscal Year 2016				
			Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	01-340-000-1037	COPIER REVENUE	0.00	0.00	12.00	-12.00	0%	0.00	17.00	33.00	-33.00	0%
	01-340-000-1043	PARKING TICKETS	0.00	265.00	3,065.00	-3,065.00	0%	0.00	150.00	1,735.00	-1,735.00	0%
	01-340-000-1045	PARKING PERMITS	5,000.00	230.00	1,130.00	3,870.00	23%	5,100.00	0.00	610.00	4,490.00	12%
	01-340-051-1047	RECREATION FACILITY RENTAL	0.00	0.00	150.00	-150.00	0%	0.00	2,295.00	2,510.00	-2,510.00	0%
	01-340-052-0000	SUNRISE SUNSET REVENUE	0.00	243.00	1,384.00	-1,384.00	0%	0.00	217.00	1,919.00	-1,919.00	0%
	01-345-000-1044	HOUSING AUTHORITY	0.00	0.00	0.00	0.00	0%	0.00	0.00	9.97	-9.97	0%
	01-350-000-1047	RENT OF MUNICIPAL PROPERTY	3,600.00	275.00	825.33	2,774.67	23%	3,600.00	275.00	1,100.00	2,500.00	31%
	01-350-000-1048	INTEREST ON INVESTMENTS	6,000.00	863.42	3,236.50	2,763.50	54%	6,000.00	369.11	2,339.58	3,660.42	39%
	01-350-001-1105	TC/TC OVER AND UNDER	0.00	0.00	67.10	-67.10	0%	0.00	0.00	-50.53	50.53	0%
	01-360-000-0000	GF - MISCELLANEOUS REVENUE	60,001.00	0.00	2,585.00	57,416.00	4%	1.00	0.00	0.00	1.00	0%
Misc.Rev.Includes Int. Rev.			74,601.00	1,876.42	12,454.93	62,146.07	17%	14,701.00	3,323.11	10,206.02	4,494.98	69%
	01-360-000-1054	FUND BALANCE USED	500,000.00	0.00	500,000.00	0.00	100%	575,000.00	0.00	575,000.00	0.00	100%
Fund Balance			500,000.00	0.00	500,000.00	0.00	100%	575,000.00	0.00	575,000.00	0.00	100%
	05-340-000-1058	RECREATION - REVENUE	243,433.00	4,903.05	65,969.70	177,463.30	27%	199,670.00	7,436.75	48,266.01	151,403.99	24%
	05-340-000-1059	RECREATION - LIGHT USAGE	0.00	2,008.65	2,008.65	-2,008.65	0%	0.00	0.00	657.30	-657.30	0%
	05-350-000-1048	RECREATION - INTEREST	0.00	30.08	90.12	-90.12	0%	0.00	15.33	45.66	-45.66	0%
	05-350-000-1049	REC - ADVERTISING RECEIPTS	0.00	0.00	0.00	0.00	0%	0.00	0.00	800.00	-800.00	0%
Recreation			243,433.00	6,941.78	68,068.47	175,364.53	28%	199,670.00	7,452.08	49,768.97	149,901.03	25%
	07-340-000-1067	SW - LANDFILL RECEIPTS	230,000.00	9,833.68	28,745.87	201,254.13	12%	244,450.00	8,436.61	25,780.13	218,669.87	11%
	07-340-000-1068	SW - GARBAGE BAGS	0.00	18,112.20	58,990.70	-58,990.70	0%	0.00	17,244.50	57,906.15	-57,906.15	0%
	07-340-000-1069	SW - RECYCLING BINS	0.00	70.00	510.00	-510.00	0%	0.00	130.00	660.00	-660.00	0%
	07-340-000-1070	SW - UNITED TECHNOLOGIES	0.00	0.00	702.81	-702.81	0%	0.00	0.00	372.14	-372.14	0%
	07-350-000-1048	SW - INTEREST	0.00	33.55	96.47	-96.47	0%	0.00	28.49	83.81	-83.81	0%
	07-360-001-0000	SW - MISC. REVENUES	0.00	0.00	48.12	-48.12	0%	0.00	0.00	0.00	0.00	0%
Solid Waste			230,000.00	28,049.43	89,093.97	140,906.03	39%	244,450.00	25,839.60	84,802.23	159,647.77	35%
	20-310-000-1001	WATER - TAX REVENUE	932,813.00	1,176.75	214,250.50	718,562.50	23%	947,051.00	78,043.17	375,389.76	571,661.24	40%
	20-310-000-1006	WATER - INTEREST AND PENALTIES ON DEL	0.00	594.07	1,012.28	-1,012.28	0%	0.00	369.10	1,010.45	-1,010.45	0%
	20-330-000-1071	WATER - ENTRANCE FEES	0.00	0.00	7,000.00	-7,000.00	0%	0.00	2,000.00	3,000.00	-3,000.00	0%
	20-340-000-1072	WATER - JOB WORK	0.00	0.00	143.50	-143.50	0%	0.00	0.00	0.00	0.00	0%
	20-350-000-1047	WATER - RENT OF MUNICIPAL PROPERTY	0.00	8,065.42	27,093.86	-27,093.86	0%	0.00	7,173.00	25,571.73	-25,571.73	0%
	20-350-000-1048	WATER - INTEREST	0.00	100.94	288.11	-288.11	0%	0.00	112.72	290.00	-290.00	0%
	20-350-021-1073	WATER - DEDUCT METER	0.00	0.00	1,310.00	-1,310.00	0%	0.00	262.00	1,048.00	-1,048.00	0%
Water			932,813.00	9,937.18	251,098.25	681,714.75	27%	947,051.00	87,959.99	406,309.94	540,741.06	43%
	30-310-000-1001	WASTEWATER - TAX REVENUE	1,159,007.00	1,237.72	383,729.36	775,277.64	33%	1,080,753.00	126,146.24	619,141.95	461,611.05	57%
	30-310-000-1006	WASTEWATER - INTEREST ON DELINQUENT T	0.00	1,101.51	2,005.70	-2,005.70	0%	0.00	556.60	1,707.65	-1,707.65	0%
	30-330-000-1071	WASTEWATER - ENTRANCE FEES	0.00	1,000.00	8,000.00	-8,000.00	0%	0.00	5,000.00	6,000.00	-6,000.00	0%

Town of Newmarket, New Hampshire

Revenue Report ^{a b}

For the Period Ended October 31, 2016

			Fiscal Year 2017					Fiscal Year 2016				
Function	Account Number	ACCOUNT DESCRIPTION	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Percent Collected
	30-350-000-1048	WASTEWATER - INTEREST	0.00	273.47	640.21	-640.21	0%	0.00	250.79	537.34	-537.34	0%
Sewer			1,159,007.00	3,612.70	394,375.27	764,631.73	34%	1,080,753.00	131,953.63	627,386.94	453,366.06	58%
Total Revenues			24,074,230.00	9,633,596.20	20,522,298.39	3,551,931.61	85%	23,324,909.00	455,148.32	11,776,195.28	11,548,713.72	50%



Department Heads Monthly Reports to the Town Council and Town Administrator

Police Department

Activity:

During the month of October, we documented 1,472 calls for service. We have investigated 53 criminal complaints in which 16 required incident reports. These criminal complaints include assaults, theft, narcotic violations, DWI, disorderly subjects, credit card fraud and criminal threatening complaints. In October patrol officers conducted 269 motor vehicle stops and made 18 custodial arrests. I am happy to report that ZERO drug overdoses were reported in October.

Personnel:

There are no staff changes to report at this time. We are continuing our search process to fill the vacancy left by Chief Cyr. Our goal is to not simply fill the position just because we have an opening but rather to fill this vacancy with the RIGHT candidate who shares the same vision of community policing and will serve the community for a long time.

Training:

Several officers and one dispatcher were sent to training during the month of October. Officer Greg Jordan attended an Executive Development school. Sergeant Jeremy Hankin attended an Incident Command System training course. Dispatch Supervisor Mark Pelczar attended an Information Management training course and Patrol Officer Steve O'Brien attended a firearms tactical training course at Sig Sauer.

Downtown Pedestrian Improvements Project:

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

Motor Vehicle Accidents

We are starting to see an uptick in motor vehicle accidents in 2016. During the first 9 months of this year, we have responded to 82 motor vehicle crashes. During the first 9 months of 2015 we responded to 72 accidents. In 2014, we responded to 68 accidents. In 2013, we responded to 70 accidents. In the first 9 months we have covered 2 fatal motor vehicle accidents.

During the month of October, we responded to 12 motor vehicle accidents. It should be noted that 2 of the reported accidents involved the same individual. This individual was arrested after each accident and charged with DWI. This individual is being held at the Rockingham County Jail pending trial.

Fleet Maintenance:

All cars in the fleet are in good working order and are continuously maintained by the Officers as well as Auto Excellence. During the last week in October, snow tires were placed on all vehicles except the Expedition and the Chiefs Taurus.

Police Station Maintenance:

The Police station is in good shape and nothing new to report. We did have on two occasions in October what's referred to as a "power bump". This usually happens during inclement weather or accident causing an outage. I am happy to report that on both occasions, the department's generator turned on immediately and emergency services were never interrupted.

Drug Take Back:

For the first time, Newmarket participated in NH's "Drug Take Back Day". During this day, community members are asked to turn in old, unused or unwanted prescription medications that have been stored in their homes to the police department. During this event, we collected an estimated 40 pounds of unused prescription drugs. The drugs have been turned over the Drug Enforcement Administration for destruction.

Fiscal Year 2017 Budget:

We are four months into the fiscal year, expenditures for the FY 2016-2017 budget are expected to be in line with the projected budget. We have used 31.5% of the 2016-2017 operating budget.

POLICE

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
1,322,707.00	92,258.48	416,784.12	905,922.88	32%	
<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
1,308,012.00	135,187.38	395,937.38	912,074.62	30%	

Fire and Rescue Department

FIRE

			<u>FISCAL YEAR 2017</u>		
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	358,762.00	32,491.59	116,462.09	242,299.91	32%

			<u>FISCAL YEAR 2016</u>		
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	334,185.00	37,214.37	126,163.09	208,021.91	38%

Public Works Department

DPW ADMIN

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
427,516.00	48,450.41	94,611.10	332,904.90	22%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
417,347.00	26,676.41	70,836.88	346,510.12	17%

ROADS & SIDEWALKS

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
427,516.00	33,544.31	128,155.41	299,360.59	30%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
417,347.00	42,386.56	113,223.44	304,123.56	27%

STREET LIGHTS

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
49,000.00	4,077.77	11,650.40	37,349.60	24%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
46,250.00	4,004.06	11,143.65	35,106.35	24%

BUILDINGS & GROUNDS

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
482,233.00	37,824.76	128,463.21	353,769.79	27%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
468,202.00	71,012.44	152,141.81	316,060.19	32%

CEMETERIES

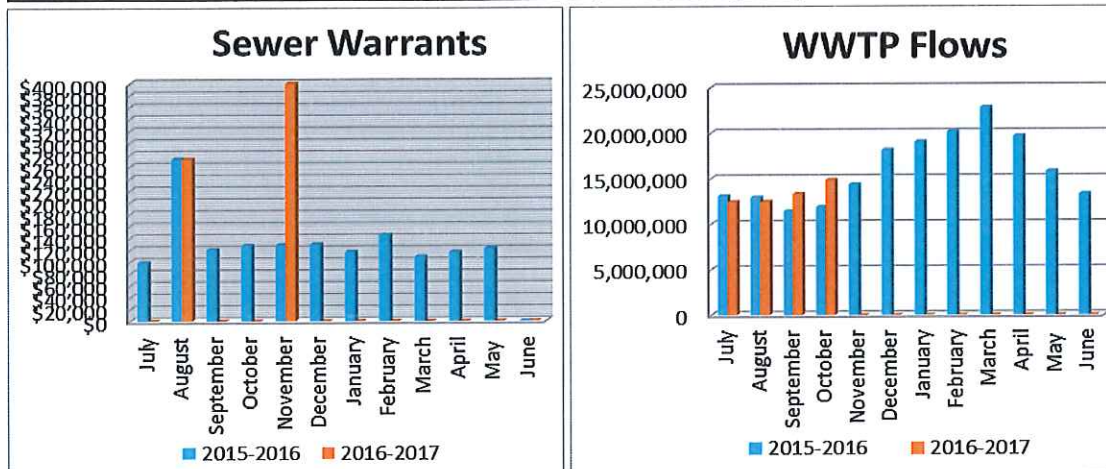
FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
37,253.00	2,636.92	11,449.71	25,803.29	31%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
36,963.00	3,533.96	10,155.99	26,807.01	27%

Environmental Services Department System Report



Wastewater Treatment Facility Construction

Apex has completed driving the 800 hundred piles that are to support the aeration tanks, control building, and secondary clarifiers. Apex will begin constructing the load transfer platform for the secondary clarifiers. Apex continues to work on the control building. They have installed the boilers and duct work. Electrical Installations is installing the electrical. Apex has installed the process pumps and piping.

Town personnel have been working on getting the secondary digester empty. So it can be converted to a waste solids holding tank. The Tank holds approximately 100,000 gallons of digested solids. Personnel have removed approximately 55,000 gallons during the month of October. We are currently trying to solve some plugging and pumping issues that are making it difficult for personnel to process the digested solids. We have changed out the mixing valve, and are currently taking the transfer pump apart to evaluate why it is not pumping consistently.

Secondary Clarifier Pump

We have received the parts for the secondary clarifier pump. We are in the process of putting the pump back together so we can get the secondary clarifier back into service.

Request for Proposals

The Department has sent out a Request for Proposals for a capacity study for the Wastewater Department and a Water Demand Study for the Water Department. The Department direct mailed 30 engineering firms with the request. The proposals are due on November 9th.

The block heater and hose failed on the Bay Road Pumping Station generator. The parts were ordered and the repair was completed.

Packers Falls Pumping Station variable frequency Drive failed on pump 2. We are in the process of figuring out if the drive can be fixed or if we need to replace it.

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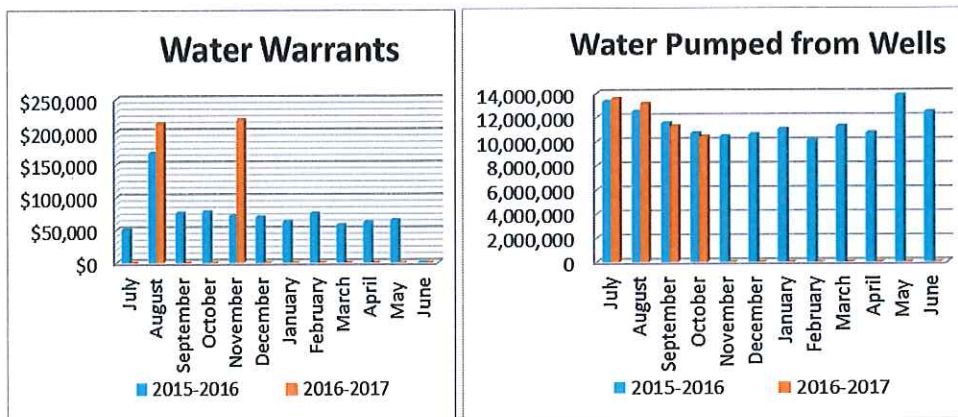
Monthly Operations Report															
Newmarket WRRF															
Permit # NH00100196															
October-2016															
	Inf. Flow	Eff. Flow MGD			BOD		TSS		Nitrogen	PH		Fecal	Enter	Chlorine Residual	
	MGD	Min	Max	Total	Inf.	Eff.	Inf.	Eff.		Inf.	Eff.	Colif.	ococci	Max	/ Min
1	.3390	.01	1.6	.4700						7.5	7.2	22	4	0.07	0.00
2	.3480	.01	2.3	.4320						7.9	7.2	11	1	0.00	0.00
3	.3150	.00	1.7	.4440						7.7	7.2	275	23	0.00	0.00
4	.3040	.02	1.5	.3930		22		17	39	7.8	7.1	117	25	0.00	0.00
5	.3110	.00	3.0	.4280		24		23	42	7.7	7.3	235	11	0.00	0.00
6	.3070	.02	2.3	.4290						7.8	7.3	24	10	0.00	0.00
7	.3040	.00	3.0	.4230						8.0	7.3	59	16	0.00	0.00
8	.3040	.01	2.1	.4030						8.0	7.2	6	4	0.00	0.00
9	.3810	.02	1.7	.4730						7.8	7.2	22	2	0.37	0.00
10	.3590	.00	2.4	.4450						8.1	7.3	6	<1	0.00	0.00
11	.3270	.00	3.0	.4260		28		32	45	7.9	7.3	8	5	0.00	0.00
12	.3180	.03	3.0	.4220		24		24	46	7.9	7.2	8	9	0.00	0.00
13	.3080	.00	3.0	.4140						8.1	7.3	40	10	1.67	0.00
14	.2900	.01	2.1	.3760						8.0	7.1	18	15	0.00	0.00
15	.3070	.02	1.4	.4010						7.9	7.4	13	3	0.00	0.00
16	.3640	.03	2.8	.4730						7.8	7.4	2	<1	0.00	0.00
17	.3270	.01	3.0	.4320		29		31	44	7.9	7.0	9	5	0.00	0.00
18	.3070	.07	3.0	.4290	362	30	332	25	47	7.9	7.1	10	22	4.09	0.00
19	.3050	.02	3.0	.4090						7.9	7.0	76	37	0.00	0.00
20	.3080	.03	3.0	.4200						8.0	7.1	28	31	0.00	0.00
21	.7990	.15	3.2	.9880						7.9	7.2	28	10	0.00	0.00
22	.5010	.10	2.8	.5950						7.7	7.0	7	57	0.00	0.00
23	.4080	.08	1.7	.4820						7.7	7.2	5	15	0.00	0.00
24	.4550	.10	1.5	.5240		31		34	39	7.7	7.2	39	9	0.00	0.00
25	.3340	.00	1.6	.4280	311	24	197	24	49	8.0	7.3	11	16	0.00	0.00
26	.4210	.04	1.5	.4460						7.8	7.0	36	49	0.00	0.00
27	.3970	.12	1.5	.4920						7.8	7.2	23	32	0.00	0.00
28	.6700	.16	2.6	.7850						7.6	7.2	237	63	0.00	0.00
29	.4730	.11	1.9	.5630						7.8	7.0	<2	1	0.00	0.00
30	.4540	.03	2.8	.5410						7.8	7.1	21	11	0.00	0.00
31	.3960	.07	1.7	.4730						7.8	7.1	25	29	0.00	0.00

Average Wastewater Flow Discharged: 0.3787 Million Gallons/Day

Biochemical Oxygen Demand (BOD) Removal: 92%

Total Suspended Solids (TSS) Removal: 90%

Total Nitrogen (TN) Average Discharge: 43.9 mg/L



MacIntosh Well

The New Hampshire Department of Environmental Services (NHDES) has established the following conditions for startup of the MacIntosh Well and Blending Facility:

- 1.) Installation and startup of orthophosphate corrosion inhibitor as recommended by consultant, until residual total phosphate levels of 0.5 to 0.7 mg/L are achieved prior to startup of the MacIntosh Well and Blending Facility. Newmarket Water Department has achieved this requirement.
- 2.) Implementation and resolution of any flow direction changes to accommodate the new Blending Facility before startup of the MacIntosh Well. The Department has completed this requirement.
- 3.) Review and update of current lead and copper sampling locations to establish current "Tier 1" residual sampling locations with any known or suspected lead components. The plan is being reviewed and updated.
- 4.) **STARTUP TO SIX MONTHS:** Monthly monitoring of pH, temperature, specific conductance, alkalinity, orthophosphate, total iron, total manganese, free chlorine residual, and Heterotrophic plate counts (HPC) at a minimum of 7 distribution monitoring locations. The first set of water quality shall be collected PRIOR to introduction of the MacIntosh Well water. Monitoring locations may be the same as the bacteria monitoring locations provided they are representative of areas that are at highest risk of lead corrosion.

MONTH 7 TO 24 MONTHS: Quarterly monitoring of pH, alkalinity, and orthophosphate at a minimum of 3 locations.

- 5.) Biweekly monitoring of pH, temperature, specific conductance, alkalinity, and orthophosphate at the Blending Facility entry point for the first 2 years of operation of the MacIntosh Well, and monthly monitoring of pH, alkalinity, and orthophosphate thereafter for the life of the blending facility.
- 6.) Quarterly monitoring of stagnant lead at 5 or more "Tier 1" sampling locations, beginning immediately and extending through the first year of operation of the MacIntosh Well. These

samples will be used as part of the compliance sampling pool for their respective sampling periods.

- 7.) Quarterly reporting to NHDES by the 10th day of the following quarter of all water quality monitoring required above for the first 2 years of operation of the MacIntosh Well, and maintenance of water quality operating logs for the life of the Blending Facility.
- 8.) Gradual startup of the MacIntosh Well in increments not to exceed 30% of the total blend for the first quarter of operation, 45% for the second quarter of operation, and a maximum of 60% from 6 months forward.
- 9.) Sampling of 2 new semi-annual rounds of 1 and 2 for lead and copper and all other compliance sampling in accordance with the water system Master Sampling Schedule.
- 10.) Sampling RAW water E. coli investigative monitoring the MacIntosh Well source for six consecutive months.

The Water Department has been receiving training and operating the MacIntosh Well during working hours. The staff will receive its final training and begin full operation of the new well and facility the week of November 6th.

The Water Department Replaced a failed gate valve at the intersection of Grant Road and Wadleigh Falls Road.

WATER	<u>FISCAL YEAR 2017</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	932,813.00	47,708.65	493,351.74	439,461.26	53%
	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	947,051.00	32,022.54	480,172.06	466,878.94	51%
SEWER	<u>FISCAL YEAR 2017</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	1,177,968.00	60,376.51	422,505.03	755,462.97	36%
	<u>FISCAL YEAR 2016</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	1,101,437.00	62,894.29	390,060.16	711,376.84	35%

Information Technology

1. We had three hacking incidents very close by last month:
 - a. A service called DynDNS was the victim of a Distributed Denial of Service (DDOS) attack. Many popular websites were unreachable for a period of time.
 - b. Exeter Town Hall claimed they were the victim of a DDOS attack early in October. On the same day, many Comcast accounts were unreachable or very slow, which led me to believe that it was more likely Comcast was under a DDOS attack. Comcast services both the Town of Exeter and Newmarket.
 - c. On that same day our network was very slow, and by looking at our network firewall, I could see we possibly were also sustaining a DDOS attack. The firewall did its job, but was bogged down trying to refuse all the DDOS traffic.

I expect we will see more of these in the future so it will be important that we stay up to date on our security infrastructure as much as possible.

2. We finalized the new video recording system at the Police Station which should make it easier to retrieve recordings and increase the dependability of the system.
3. I have started looking at a camera upgrade for the Rec Dept which could use some better services. I hope to have that up and installed in short order..
4. I am also in the process of reassessing who has panic buttons and where they may be needed. We installed two new ones at locations where employees are often alone during much of the day.
5. Upon reviewing some of the tasks for the taping person for Channel 13, I felt the YouTube portion of our offering was overly complex and added too much time to the overall recording process. We are going to re-commit to Town Hall Streams and re-examine the whole YouTube service.
6. A new update to the current accounting system lets us email employees their paystubs, something that I have been hoping to have for a while now. Good things come to those who wait, I guess.
7. I am installing a new network management system in my office that can monitor all devices on the network and give me insight before things get too crazy. The software is fairly complex but is coming along quickly.
8. We finished testing and deploying a new system to print employee badges.

IT

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
135,558.00	16,612.41	66,526.99	69,031.01	49%	
<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	

131,752.00	11,211.98	38,091.16	93,660.84	29%
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Building Inspector/Code Enforcement Officer

Previous Month Activities

Permits Issued					
15	Building	\$ 4,360			
11	Electrical	\$ 590	*4	paid with building permit	
4	Plumbing	\$ 190	*2	paid with building permit	
8	Mechanical	\$ 130	*6	paid with building permit	

Total 38 **\$ 5,270**

- Conducted 40 regular construction inspections
- Assisted Newmarket Business Association with Support Newmarket Businesses promotional campaign.
- Assisted with vehicle crash into American Legion building and with mitigation planning to reduce the risk of future events causing personal injury. This is the second such crash in 20 years, leading one to be concerned a similar accident is likely in the future.
- Attended Life Safety Code update training sponsored by the State Fire Marshal's Office.
- Worked with a number of local businesses who's signs did not meet the Town's sign ordinance.
- Assisted with flooding response in Exeter Road 'Bowl' area.
- Worked on proposal to develop small parcel of land east of the Macallen Dam into a public space.

BUILDING INSPECTION

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
69,755.00	5,415.31	22,326.64	47,428.36	32%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
67,253.00	7,778.86	22,756.76	44,496.24	34%

Town Clerk - Tax Collector

TAXES

Total Committed 2016	\$18,454,468	Tax 1 & Tax 2
Total Collected thru 10/31/16	\$9,449,911	Principal & Interest

TAX LIENS

	2015 Liens	2014 Liens	2013
Liens			
	<u>(Deed 2018)</u>	<u>(Deed 2017)</u>	<u>(Deed 2016)</u>
Property Tax Amount Liened	196,946.	209,291	245,781.
W/S Amount Liened	66,195.	71,925	67,890.
# Properties Liened	93	111	125
Uncollected thru 10/31/16	200,207.	114,651.	4,232.

WATER & SEWER (1/1 THRU 10/31/2016)

	<u>2016</u>	<u>2015</u>
Water Billed	542,558.	776,971.
Sewer Billed	999,893.	1,315,497.
Uncollected thru 10/31/16	50,733.	241,857.

TOWN CLERK REVENUE (7/1/16 thru 10/31/16)

	<u>Year End</u> <u>6/30/17</u>	<u>Year End</u> <u>6/30/16</u>	
Motor Vehicle (MV)	489,480.	470,794.	3.97% increase
Town "non-MV"	44,146.	43,838.	0.70% increase
State NH (MV, Vitals, Boats, Dogs)	170,421.	176,985.	3.71% decrease

- Daily activity steady
- All dogs are licensed for 2016
- Tax bills mailed 10-19-2016; Due date 12-1-2016
- Town Clerk-Tax Collector attended NH City and Town Clerk Annual Conference
- Preparing for Presidential/General Election – November 8, 2016
 - Fielding numerous phone calls and absentee ballot requests

**TOWN
CLERK**

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
176,442.00	13,403.50	54,950.74	121,491.26	31%

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
162,270.00	16,751.55	47,911.84	114,358.16	30%

Planning Department

Planning Board Activities

Applications

Status of approved applications of the Planning Board:

Rockingham Golf, LLC (a.k.a. Chinburg Builders, Inc.) is developing a residential open space design subdivision, involving 52 house lots, at the site of the Rockingham Country Club at 200 Exeter Road. The development, "Rockingham Green", envisions the existing golf course, to remain open to the public, and the adjacent wetlands to be preserved as open space. Construction activity has moved along expeditiously at the site. Road construction is nearly complete with only the overlay to be completed. A performance guarantee has been posted in the amount of \$106,000 to assure final completion of the road and all related infrastructure improvements. The developer has received Certificates of Occupancy (COs) for twenty five (25) homes in the development. Eight (8) homes have building permits open and are currently under construction. The subdivision is at nearly 50% build-out.

Newmarket Industrial Park Lot 6, LLC/Shearwater Investment Corporation –The owners of the Industrial Park have recently purchased parcels which front on Route 108 in order to create two new industrial sites. The conceptual plan includes a revision to the site plan which was recently approved by the Planning Board at 2 Forbes Road. Instead of a 24,000 square foot addition, they are proposing a 12,000 square foot expansion. Also, the plan involves the development of two new industrial buildings and associated parking. As part of this project, the intersection of Forbes Road and Route 108 will be improved with a right turn lane and larger turning radii which will be coordinated with the NH Department of Transportation (DOT). The project is still under review by the NH DOT. A technical review meeting was held on October 6 to review the project status. At the October 11, 2016 Planning Board meeting, 3 D architectural renderings and revised cross sections for the project were reviewed. At that meeting, the application was continued to the November 15 meeting at the request of the applicant. The applicant is working on revised landscaping plans to buffer the site from Route 108 and awaiting commentary from the New Hampshire DOT.

Hayden Place - Residential Open Space Development at 74 Bald Hill Road being developed by Chinburg Builders, Inc. The Planning Board approved a special use permit for this project in 2014. The project involves the construction of ten (10) single family homes and 650 feet of roadway at the foot of Bald Hill with the adjacent lands preserved in perpetuity as open space. The twenty-one (21) acre open space tract has been conveyed to the South East Land Trust (SELT) which will maintain and act as stewards of the conservation land. Road construction has proceeded expeditiously with only the final overlay to be completed. A performance guarantee has been posted to assure the completion of road work to allow the issuance of building permits for the remaining houses. Certificates of occupancy for the first two homes have been issued and building permits have been issued for another four (4) homes in the development which are under construction.

Applications before the Board

Jarib M. Sanderson – Robin Realty Newmarket Trust/Tuck Realty Corporation an application for a Special Use Permit for a residential open space design subdivision involving 11 lots at 36 Dame Road, Tax Map U2, Lot 297, and Bay Road, Tax Map U2, Lot 320, both in the R1 Zone. The special use permit was conditionally approved by the Planning Board at its July 12, 2016 meeting following a site walk and review by the Technical Review Committee (TRC) of the Planning Board. A more detailed subdivision application was submitted at the August 9, 2016 meeting including two waiver requests related to wetland impacts. The Planning Board accepted the application and forwarded it to the Technical Review Committee for review. The Town hired Mark West, Environmental Consultant, for a review of the wetland issues. He recommended some changes to the plan to mitigate any potential impacts. At the October 11 meeting of the Planning Board, the application was continued to the November 15, 2016 meeting in order for the Board to receive further comments and recommendations from the Conservation Commission on the special use permit involving a direct wetland impact and a waiver to 100 foot wetland buffer requirements. The Conservation Commission reviewed the application at its meeting on October 13, 2016 and is in support of granting the special use permit and direct wetland impact due to the mitigation measures proposed by the applicant. It is expected that the application will receive conditional approval at the Planning Board meeting on November 15, 2016.

Other Business

Capital Improvements Plan (CIP) – The CIP committee completed its work on the Town's Fiscal Year 2017-2022 plan and forwarded its recommendations to the Town Administrator on September 30. The CIP Committee received 39 requests for projects from Town Departments and recommended requests in the amount of \$2,084,610. The CIP committee awaits CIP requests from the School District so it can conclude the CIP process for the 2017-2022 Fiscal Years.

Future Land Use Plan and Zoning Changes – The Planning Board subcommittee has met and reviewed the recommendations of the Future Land Use Chapter. It has prioritized action items for implementing those recommendations. The subcommittee will present a report at the November 14th Planning Board meeting and upon endorsement by the full Board will move ahead with the drafting of specific zoning amendments.

Flood Plain Maps and Ordinances: The Federal Emergency Management Agency (FEMA) has sent the Town new Flood Insurance Rate Maps (FIRM). Whenever new maps are produced, communities, such as Newmarket, which are participating in the National Flood Insurance Program, are required to have ordinances in place which are compliant with federal regulations. The NH Office of Energy and Planning (OEP) has conducted a compliance review of our regulations and forwarded recommendations for updating our regulations. The Planning Board will need to make amendments to the zoning, subdivision and site review regulations to assure Newmarket's continued eligibility in the program. We have received word from the NH OEP that there has been an appeal regarding the new flood plain maps. The deadline for adopting new maps and revising ordinances has been postponed until the fall of 2016. Copies of the new flood plain maps are available for public viewing in the Planning Office and have been posted on the Town's website. The Planning Board has set up a subcommittee to work with the Town Planner on these amendments for consideration at a future Planning Board meeting.

Special Projects

Route 108 Pedestrian Crossings: At its May 4, 2016 meeting the Town Council authorized the Town Administrator to enter into a contract with Target Construction to complete the Downtown Pedestrian Crossing Improvement project. A copy of the engineering report and the most recent plans can be viewed electronically on the Town's website at www.newmarketnh.gov. Project construction officially started on Wednesday, July 6, 2016. There were delays in the construction schedule due to unanticipated construction issues which necessitated four (4) changes orders to the project. A site inspection was conducted by the NH DOT on October 27, 2016. There are concerns about the elevations on one of the crosswalks with respect to storm water flow and future snow plowing operations. The contractor has started installing the RRFB (Rapid Reflecting Flashing Beacons) at the crosswalks for improved pedestrian safety. Milling and paving work will take place on November 14. The project is very close to "substantial" completion upon which a final checklist of items will be addressed with a completion of all items by the end of November.

Macallen Dam Feasibility Study: At the 2015 Town Meeting, funding in the amount of \$50,000, was approved for the Macallen Dam Capital Reserve Fund. The Town issued a Request for Proposal (RFP) for engineering services which will look at the current stability of the dam as well as the option of raising the abutments in order to meet requirements to pass the 100 year flood. Engineering proposals from three (3) firms were received on October 2015. Awarding the contract for the stability analysis was placed on hold, while follow-up work on the hydraulic calculations was completed. The Town's consultant, Gomez and Sullivan (G&S), put together a technical memorandum regarding the design flows associated with increasing the capacity of the dam, which is one of the outstanding items in the NH DES Letter of Deficiency. The Town now has a more refined model in place to evaluate various dam modifications and repairs including increasing the height of the abutment walls to meet the required design flows. With the new model, the 100 year design flow is 9,744 cfs, with a water surface elevation of 33.61 feet at the dam with the gates closed. At a June meeting with NH DES, it was clarified that if the Town just focuses on improvements to the abutment walls, a stability analysis would only have to be completed on that aspect of the dam and not the entire dam structure which would result in reduced costs for the Town. Also, the breach analysis would not have to be re-done. The final draft of the summary report was submitted by G & S to the Committee in July and has been approved by the New Hampshire Department of Environmental Services. The Committee will meet again on November 18, 2016 with representatives of Durham to discuss how their proposed hazard mitigation project on Longmarsh Road will impact the 100 year design flows and future improvements at the Macallen Dam. The committee will soon begin to work on a new draft of a Request for Proposals (RFP) for engineering services with a more narrow focus than what was originally proposed to address raising the abutment walls adjacent to the Dam.

MS4 Program

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

issuance of New Hampshire's permit by EPA, which marks the start of the program for Newmarket, has been delayed until a future date in 2017.

PLANNING

		<u>FISCAL YEAR 2017</u>			
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	122,676.00	8,033.10	42,231.88	80,444.12	34%

		<u>FISCAL YEAR 2016</u>			
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	129,153.00	11,762.25	36,051.67	93,101.33	28%

Finance Department

Department's primary function:

- Process accounts payable, payroll, and accounts receivables not under the control of the Tax Collector.
- Monitor human resources, fiscal budget, and financial analysis and forecasting.
- Providing financial assistance and analysis to Town Departments.

Essentially, we are the “fiscal watchdog;” however, we are mindful that we are simply a service organization to other departments and the Town’s elected leaders.

Projects:

Projects have been segregated into two groups, where “major” projects require most of our attention, while “minor” projects does not.

Projects

- Financial statement audit.
- Dispose of tax deeded property.
- Address Annual RFP’s –Equipment rental (snow removal), and begin preparation for next year’s roadway paving projects.

Economic Indicators

Final water and sewer bills are an indicator of real estate sales. The following are final water and sewer bills by month.

Month	FY 17	FY 16	% Increase/ (decrease)		FY 15	% Increase/ (decrease)	
			e)	e)		e)	e)
July	17	22	(5)	-22.73%	15	7	46.67%
August	10	11	(1)	-9.09%	10	1	10.00%
September	8	12	(4)	-33.33%	12	-	0.00%
October	17	11	6	54.55%	10	1	10.00%
November		12			3	9	300.00%
December		8			9	(1)	-11.11%
January		16			5	11	220.00%
February		10			7	3	42.86%
March		10			7	3	42.86%
April		7			8	(1)	-12.50%
May		12			14	(2)	-14.29%
June		17			19	(2)	-10.53%
Total	52	148	(4)	-2.70%	119	29	24.37%

Financial Highlights:

Balance Sheet – We are now mid-way through our cash-flow cycle, which will end mid-December. At the end of September 2016, we had roughly \$7.8 M in cash. Of this amount, approximately \$830,000 relates to water, \$2,244,000 relates to sewer, and \$218,000 relates to conservation commission.

Income Statement –

- Revenues:
 - o Motor vehicle revenues continue to be strong against our budget. However, we are slightly down as compared to the prior year.
 - o Building permit and planning and zoning revenue continues to be strong, where it is significantly greater than the prior year. I am curious to see whether there is a trend from motor vehicle purchases towards home improvements. Home improvements, however, show up as a stronger assessed valuation of the overall town.
 - o Rooms and meals may appear to be down, however, we historically receive these funds from the State in December.
- Expenditures:
 - o Expenditures are at expected levels. Especially since the budget v. actual shows annual payments that occur at the beginning of the fiscal year.
 - o Health insurance is an area that I am paying particular attention to, where it is just slightly above expectations. I expect to see continued pressure in this line-item throughout the remainder of the fiscal year. The pressure was caused by an unexpected increase (2 plans) in the number of insured.
- Projects:
 - o Projects are at expectations. Currently, there are deficits in the WWTF upgrade and Pedestrian Sidewalk projects totaling roughly \$567,000. These deficits are a normal course of business and I expect them to be reversed with revenue during the next month.

FINANCE

<u>FISCAL YEAR 2017</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
206,844.00	16,420.38	57,232.48	149,611.52	28%

<u>FISCAL YEAR 2016</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
200,975.00	17,526.36	58,809.44	142,165.56	29%

HUMAN RESOURCES

<u>FISCAL YEAR 2017</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,515,143.00	131,859.09	653,630.24	861,512.76	43%

<u>FISCAL YEAR 2016</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,371,879.00	106,467.57	568,273.35	803,605.65	41%

Recreation

Recreation Fiscal Business Report: Total Recreation revenue comparison up to the first week of November fiscal year 2016-17 is \$68,068 or 28% of the revenue needed to be raised. This is a 3% increase from Fiscal year 2015-16 which was \$49,768.00 an increase of \$18,300.47 in revenue collected last year at this time. The revolving fund is tracking higher than expected due to an increase of attendees in all programs meeting or exceeding the revenue goal projected. The goal is to meet or exceed the number of participants required to make a profit and at the same time attempt to reduce the program cost of the program by 1%. In this 1st quarter the Recreation Department is achieving its objective.

The expenditure report as of November 1, 2016 for this fiscal year in the FY 2016-17 Recreation Revolving Fund is \$126,417.93 spent to date which is 52% of the total. The Recreation Revolving Fund account is also on track with this current spending level.

The expenditure report as of November 1, 2016 for this fiscal year in the FY 2016-17 Recreation General Fund is \$67,163.61 spent to date which is 34% of the total budget and is right on track.

In Addition, Aimee Gigandet, Assistant Recreation Director, wrote two grants totaling \$10,000.00 that were awarded for 4 Kayak Racks located at Schanda Park and at Piscassic Park that provided the means to store kayaks in order them available for public rental right on the waterfront. She also wrote \$5,000 grant in order to run the Splash and Dash Kayak Race that was held on the Lamprey River to the Great Bay on August 20th. This revenue is not included in the revolving or general fund revenue accounts but are found under the grants section of the monthly budget review.

Program Report: The Halloween Haunt Community Event took place on October 29th, from 2:30 -5:00 PM. The event had over 40 games and activities located Downtown at Schanda Park. The parade occurred at the beginning of the event at 2:30 PM. There were over 1,000 children and parents who attended and participated in the Halloween Haunt regardless of the heavy rain that occurred several times during the event.

The fall recreation soccer season is in its final week with 127 players enrolled on 16 teams. They will be play their last game with a World Cup Tournament that will go on all this coming Saturday. Flag Football finished last Monday on October 31st. The enrollment was 120 participants with 14 teams participating. This 100% increase in total football with the Newmarket Super Bowl was played on the last night of this class for all age groups brought over 400 kids, parents, and grandparents enjoying tailgating and watching the games under the lights at Leo Landroche Fields. Wanna Iguana Mondays is in its third session this fall with 14 participants as little chef's in the kitchen. Preschool play group has 10 participants. The Star Performer Preschool basketball program just begun its second week and has 22 participants in the morning and 20 in the afternoon. Tap Dance and ballet classes are full.

A Very Merry Main Street will take place on December 3, 2016 from 10:00 AM-6:00 PM which will encompass the Recreation Department children's Christmas Party in the Newmarket Mills, the Community Church Craft Fair, activities put on by the New Market Historical Society, and the 28th

Annual Giving Tree from 5:00-6:00 PM which is sponsored by Newmarket Recreation, Operation Santa Claus, Boy Scout Troop 200 and all the Newmarket Girl Scout Troops.

SUNRISE SUNSET 55+ Activity Center

BEYOND THE LAST PAGE BOOK GROUP - The 12 ladies in the book group always enjoy a lively discussion about our latest book. This month we added on a group trip and went to the movies to see a recently released thriller based on a book that we read a few months ago. The 9 members that attended the trip had an interesting *Beyond the Last Page* talk about the movie vs. book after the show at a local restaurant.

WII BOWLING LEAGUE -Our Fall League is in full swing with 3 teams comprised of 12 bowlers. The league continues for 4 random weeks during October & November, with a finale in the 4th week. A celebration of the competition takes place on the last day where we award simple prizes and tokens of recognition.

RANDOM ACTS OF ART – We have 14 active members of the art group and often someone will bring a guest to the class. The group has been busy working on a community service project to benefit the elderly at The Pines Assisted Living Facility. This ‘Giving Back’ project is a holiday decoration made out of an unwanted book which is folded to look like the shape of a Christmas tree and very simply embellished with a tree top star and other small ornaments. The group will deliver the 25 trees to The Pines in early December. Several of the ladies continue to knit or loom hats for The Pease Greeters, too. We have donated over 170 hats to date. The instructed project this month was a snowman ornament made out of an LED tea light candle.

SILVER STARS THEATRE TROUPE - The Silver Stars are anxious to get working on a new production and requested an early meeting to talk about ideas for 2017. It appears that short, comedy skits was the unanimous decision for a spring performance. The actors will begin rehearsing in February 2017.

TRIPS - Our day trippers had perfect “Indian Summer” weather for the Fall foliage trip aboard the Winnepesaukee Railroad. They enjoyed a catered Hart’s Turkey Farm lunch while riding the rails. A memorable day made complete with a stop at Kellerhaus Candies for shopping and ice cream on the way home. We also traveled to Boston and toured the JFK Museum during the month. Both of these trips were early sell-outs with wait lists. Our Friday night out was a dinner and show at Patty B’s in Dover followed by local theater at the Garrison Players to see ‘Little Old Ladies in Tennis Shoes’. This small theater company welcomed the Newmarket group and many in the group toasted to their opening night with champagne after the show.

TUESDAY TRIVIA – We have 19 active members of the Trivia group which we divided into 3 teams this month with the addition of 3 new people. We changed up the food option and purchased wrap sandwiches from Newberry Farms. Some of the players bring food to share such as a delicious apple spice cake for dessert. The Pines continues to sponsor our prizes with gift cards to local businesses and every other month Jeremy’s gives us a generous discount on pizza.

SUNRISE SUNSET SINGERS – Our chorus still has the good fortune of having volunteer, Peg Chaffee, as their director. Peg has been in this volunteer position for over 6 years and continues to provide

professional guidance to our group. They took a road trip this month and entertained the residents of the Assisted Living Community at Langdon Place in Dover. The residents loved the choices of familiar and memorable songs with many in the audience joining in and several asking if they could join the chorus in Newmarket on a regular basis.

TUESDAY TALK WITH RACHEL EAMES – We had 15 people join us for our Tuesday Talk in October with Rachel Eames from the new Eames Insurance Co. in Newmarket. Rachel is a vibrant public speaker and her appropriate topic of ‘Downsizing’ was well received by our younger seniors. She offered several tips on how to stop accumulating and start the process of disbursing our possessions.

RECREATION

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
200,322.00	17,014.41	67,163.61	133,158.39	34%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
210,407.00	23,773.51	68,076.66	142,330.34	32%	

**RECREATION
REVOLVING**

<u>FISCAL YEAR 2017</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
243,433.00	10,999.95	126,417.93	117,015.07	52%	

<u>FISCAL YEAR 2016</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
199,670.00	5,909.39	115,093.03	84,576.97	58%	

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2016/2017-12
Approval of the Fiscal Year 2018 Default Budget

WHEREAS: in accordance with New Hampshire Revised Statutes Annotated 40:13, IX(b) the Town Council must approve a "Default Budget" in case the budget proposed by the Municipal Budget Committee fails at Town Meeting, and

WHEREAS: the "Default Budget" is determined by taking the previous year's approved operating budget, increasing it by any contractual obligations and reduced by any onetime expenditures, and

WHEREAS: the Town Administrator and Finance Director determined this amount to be \$12,183,370.

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

the Default Budget in the amount of \$12,183,370 is adopted.

First Reading: November 16, 2016

Second Reading:

Approval:

Approved: _____

Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: _____

Terri Littlefield, Town Clerk



TOWN HALL
186 MAIN STREET
NEWMARKET, NH 03857

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

FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE

STAFF REPORT

DATE: November 9, 2016

TITLE: Resolution 2016/2017-12 – Default Budget FY 2018 – Approval of the Fiscal Year 2018 Default Budget

PREPARED BY: Steve Fournier, Town Administrator

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:
I recommend approving this resolution.

BACKGROUND: New Hampshire requires the Town Council must approve a Default Budget in case the budget proposed by the Municipal Budget Committee fails at Town Meeting. The Default Budget is determined by taking the previous year's approved operating budget, increasing it by any contractual obligations and reduced by any onetime expenditures

DISCUSSION: After reviewing the proposed FY18 budget and making the necessary adjustments, the default budget proposed for FY18 is \$12,183,370.

FISCAL IMPACT: The proposed FY18 Operating Budget is \$11,508,877, \$674,993 lower than the Default Budget.

RECOMMENDATION: I recommend adopting the proposed Default Budget.

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

STAFF REPORT



DEFAULT BUDGET OF THE TOWN

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

This form was posted with the warrant on:

Instructions

1. Use this form to list the default budget calculation in the appropriate columns.
2. Post this form or any amended version with proposed operating budget (MS-636 or MS-737) and the warrant.
3. Per RSA 40:13, XI, (a), the default budget shall be disclosed at the first budget hearing.

For Assistance Please Contact:

NH DRA Municipal and Property Division
Phone: (603) 230-5090
Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>

ENTITY'S INFORMATION ?

Municipality:

County:

PREPARER'S INFORMATION ?

First Name

Last Name

Street No.

Street Name

Phone Number

Email (optional)



APPROPRIATIONS

GENERAL GOVERNMENT ?					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4130 - 4139	Executive ?	\$208,439	\$6,377		\$214,816
4140 - 4149	Election, Registration & Vital Statistics ?	\$176,442	(\$3,120)		\$173,322
4150 - 4151	Financial Administration ?	\$206,844	\$40,656		\$247,500
4152	Revaluation of Property ?	\$69,325	\$200		\$69,525
4153	Legal Expense ?	\$80,000			\$80,000
4155 - 4159	Personnel Administration ?	\$1,411,913	\$95,715		\$1,507,628
4191 - 4193	Planning & Zoning ?	\$122,676	\$1,834		\$124,510
4194	General Government Buildings ?	\$482,233	(\$67,143)		\$415,090
4195	Cemeteries ?	\$37,253	\$3,750		\$41,003
4196	Insurance ?	\$103,230			\$103,230
4197	Advertising & Regional Association ?				
4199	Other General Government ?	\$167,144	\$1,821		\$168,965
General Government Subtotal		\$3,065,499	\$80,090		\$3,145,589



APPROPRIATIONS

PUBLIC SAFETY ?					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4210-4214	Police ?	\$1,322,707	\$15,429		\$1,338,136
4215-4219	Ambulance ?				
4220-4229	Fire ?	\$358,762	\$1,696		\$360,458
4240-4249	Building Inspection ?	\$69,755			\$69,755
4290-4298	Emergency Management ?	\$1,950			\$1,950
4299	Other (Including Communications) ?				
Public Safety Subtotal		\$1,753,174	\$17,125		\$1,770,299

AIRPORT/AVIATION CENTER ?					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4301 - 4309	Airport Operations ?				
Airport/Aviation Subtotal					

HIGHWAYS AND STREETS ?					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4311	Administration ?	\$427,516	\$5,266		\$432,782
4312	Highways & Streets ?	\$330,970			\$330,970
4313	Bridges ?				
4316	Street Lighting ?	\$49,000			\$49,000
4319	Other ?	\$206,500			\$206,500
Highways and Streets Subtotal		\$1,013,986	\$5,266		\$1,019,252



APPROPRIATIONS

SANITATION ?					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4321	Administration ?	\$447,356			\$447,356
4323	Solid Waste Collection ?				
4324	Solid Waste Disposal ?				
4325	Solid Waste Clean-up ?				
4326-4328	Sewage Collection & Disposal ?				
4329	Other Sanitation ?				
Sanitation Subtotal		\$447,356			\$447,356

WATER DISTRIBUTION AND TREATMENT ?					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4331	Administration ?				
4332	Water Services ?				
4335	Water Treatment ?				
4338 - 4339	Water Conservation & Other ?				
Water Distribution and Treatment Subtotal					



APPROPRIATIONS

ELECTRIC ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations
4351 - 4352	Administration & Generation ?			
4353	Purchase Costs ?			
4354	Electric Equipment Maintenance ?			
4359	Other Electric Costs ?			
Electric Subtotal				

HEALTH ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations
4411	Administration ?			
4414	Pest Control ?			
4415 - 4419	Health Agencies & Hospital & Other ?			
Health Subtotal				

WELFARE ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations
4441 - 4442	Administration & Direct Assistance ?	\$41,343		
4444	Intergovernmental Welfare Payments ?	\$43,029		
4445 - 4449	Vendor Payments & Other ?			
Welfare Subtotal		\$84,372		



APPROPRIATIONS

CULTURE AND RECREATION ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations
4520 - 4529	Parks & Recreation ?	\$443,755	\$3,724	\$447,479
4550 - 4559	Library ?	\$314,704		\$314,704
4583	Patriotic Purposes ?	\$2,000		\$2,000
4589	Other Culture & Recreation ?	\$51,000		\$51,000
Culture and Recreation Subtotal		\$811,459	\$3,724	\$815,183

CONSERVATION & DEVELOPMENT ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations
4611 - 4612	Admin. & Purch. of Natural Resources ?	\$2,941		\$2,941
4619	Other Conservation ?			
4631 - 4632	Redevelopment and Housing ?			
4651 - 4659	Economic Development ?	\$2,500		\$2,500
Conservation & Development Subtotal		\$5,441		\$5,441

DEBT SERVICE ?				
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations
4711	Principal Long Term Bonds & Notes ?	\$100,000		\$100,000
4721	Interest Long Term Bonds & Notes ?	\$29,759	(\$4,500)	\$25,259
4723	Interest on Tax Anticipation Notes ?			
4790 - 4799	Other Debt Service ?			
Debt Service Subtotal		\$129,759	(\$4,500)	\$125,259



APPROPRIATIONS

CAPITAL OUTLAY ?					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4901	Land ?				
4902	Machinery, Vehicles, & Equipment ?				
4903	Buildings ?				
4909	Improvements Other Than Buildings ?				
Capital Outlay Subtotal					
OPERATING TRANSFERS OUT ?					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4912	To Special Revenue Fund ?				
4913	To Capital Projects Fund ?				
4914	To Enterprise Fund ?	\$2,110,781	\$2,084,723		\$4,195,504
	Sewer	\$1,177,968	\$2,080,926		\$3,258,894
	Water	\$932,813	\$3,797		\$936,610
	Electric				
	Airport				
4918	To Nonexpendable Trust Funds ?	\$575,115			\$575,115
4919	To Fiduciary Funds ?				
Operating Transfers Out Subtotal		\$2,685,896	\$2,084,723		\$4,770,619



Operating Budget Total	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
	\$9,996,942	\$2,186,428		\$12,183,370

EXPLANATION FOR INCREASES AND REDUCTIONS

Use this section of the form to explain why any increase of reduction was applied to the estimated appropriation for an account code. Supply an explanation for each individual increase or reduction on its own line. You can use the "Add New Line" button to insert a new line. The "Remove Line" button will remove that line from the form.

Account #	Explanation for Increase or Reduction	Add New Line
4130-4139	\$6,337 - Salary adjustment from prior fiscal year.	Remove Line
4150-4151	\$40,000 - Reinstated full Finance Director's position.	Remove Line
4150-4151	\$2,156 - Salary adjustment from prior fiscal year.	Remove Line
4155-4159	\$5,092 - FICA increase as a result of salary adjustments.	Remove Line
4155-4159	\$1,335 - Medicare increase as a result of salary adjustments.	Remove Line
4155-4159	\$14,937 - Retirement costs increase as a result of contribution rate change and salary adjustments.	Remove Line
4155-4159	\$74,351 - Health insurance rate increased.	Remove Line
4140-4149	\$(3,120) - Salary adjustment from prior fiscal year for \$2,880 less staffing for elections and contractual election costs for \$(6,000)	Remove Line
4152	\$200 - Increase in software maintenance contract for assessing software.	Remove Line
4191-4193	\$1,834 - Salary adjustment from prior fiscal year.	Remove Line
4721	\$(4,500) - Interest payments for bonded debt decrease over time.	Remove Line
4199	\$1,821 - Salary adjustment from prior fiscal year.	Remove Line
4210-4214	\$15,429 - Salary adjustment (an increase) from prior fiscal year net of reductions that were the result of a retirement.	Remove Line
4311	\$5,266 - Salary adjustment from prior fiscal year.	Remove Line
4194	\$(67,143) - Salary adjustment (an increase) from prior fiscal year for \$2,857 less newly created department head position for \$(70,000).	Remove Line
4195	\$3,750 - Salary adjustment from prior fiscal year.	Remove Line
4220-4229	\$1,696 - Salary adjustment for full-time firefighters.	Remove Line



New Hampshire
Department of
Revenue Administration

2016
MS-DT

4520-4529	\$3,724 - Salary adjustment from prior fiscal year.	Remove Line
4914	\$3,797 - Salary adjustment from prior fiscal year.	Remove Line
4914	\$8,705 - Salary adjustment from prior fiscal year.	Remove Line
4150-4151	\$(1,500) - Decrease in audit contract.	Remove Line
4199	\$1,821 - Salary adjustment from prior fiscal year.	Remove Line
4914	\$2,072,221 - Contractual obligation to the EPA to operate two sewer treatment plant during FY 2017.	Remove Line



New Hampshire
Department of
Revenue Administration

2016
MS-DT

NEWMARKET (337)

1. CERTIFY THIS FORM

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Matthew

Preparer's Last Name

Angell

Date

11/03/2016

2. SAVE AND EMAIL THIS FORM

Please save and e-mail the completed PDF form to your Municipal Advisor.

3. PRINT, SIGN, AND UPLOAD THIS FORM

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Bureau Advisor.

GOVERNING BODY CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Governing Body or Committee Member's Signature and Title

Governing Body or Committee Member's Signature and Title

Governing Body or Committee Member's Signature and Title

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CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2016/17 - 13

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

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

WHEREAS: the joint Town – School Shared Services Subcommittee has recommended that the Town contract Finance Director Services from the School, and

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

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

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

First Reading: November 16, 2016

Second Reading:

Approval:

Approved: _____

Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: _____

Terri Littlefield, Town Clerk

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

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

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

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

FOR THE TOWN COUNCIL

FOR THE SCHOOL BOARD

Gary Levy, Town Council Chair

Date

Nate Lunney, School Board Chair

Date

TOWN ADMINISTRATOR

SUPERINTENDENT OF SCHOOLS

Stephen R. Fournier,
Town Administrator

Date

Meredith Nadeau,
Superintendent of Schools

Date

Town of Newmarket
Job Description

TITLE: Business Manager/Town Finance Director

QUALIFICATIONS:

Education /Certification:

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

Special Knowledge/Skills:

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

REPORTS TO: XXXXXX

SUPERVISES: Town and School Business Office staff

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

PERFORMANCE RESPONSIBILITIES:

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

School Department Business Manager/Town Finance Director

Job Description

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

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

School Department Business Manager/Town Finance Director

Job Description

EVALUATION:

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

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

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



TOWN HALL
186 MAIN STREET
NEWMARKET, NH 03857

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

FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE

STAFF REPORT

DATE: November 10, 2016

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

PREPARED BY: Steve Fournier, Town Administrator 

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

I recommend approving this memorandum of understanding.

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

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

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

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

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

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

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

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

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.