

**TOWN OF NEWMARKET, NEW HAMPSHIRE
MUNICIPAL BUDGET COMMITTEE MEETING**

September 22, 2025

TOWN HALL AUDITORIUM

Approved November 17, 2025

MEMBERS PRESENT: Chairman Brian Rowley, Justin Looser, Carl Blackstone, Scott Foster

MEMBERS EXCUSED: Cris Blackstone

MEMBERS ABSENT: Danielle Honan, Town Council Rep Brian Ward, School Board Rep Geoff Boyd

ALSO PRESENT: Director of Finance and Administration Willam Tappan

Chairman Brian Rowley welcomed everyone to the September 22, 2025 Municipal Budget Committee Meeting and called the meeting to order at 6:31 pm followed by the Pledge of Allegiance.

PUBLIC FORUM

Chairman Rowley opened the Public Forum at 6:32 pm; seeing no members of public present he closed the Public Forum.

NEW BUSINESS

Town Budget Financials

Director of Finance and Administration Willam Tappan said they are looking at August, Period II, for FY2026. Total Revenues collected across all fronts reached \$18.2 Mil or 63% of budget revenues compared to \$17.3 Mil or 69% at same time last year. Expenses totaling \$4.35 Mil or 25% of the Budget is consistent with last year's pace. Overall town finances remain stable with revenues tracking close to expectations and expenditures well within appropriations; Town's financial position is stable, revenues align with previous trends, and expenditures remain within budget limits; charges for services and permitting revenues will be monitored; no adjustments currently necessary

Expense Highlights: General Fund \$2.4 Mil spent or 23%; most departments are within expected range; IT Department is high at 47% due to contracted software licenses paid upfront; Assessing at 41% also due to frontloading; Insurance P&O also paid upfront, as well as some debt. Transfers to Capital Reserves always done at beginning of year and generally at 100%.

Revenue Highlights: General Fund collected \$16.8 Mil or 82% of budget primarily driven by property taxes and fund balance transfers, last year at 83%. Licenses, permits, and fees at 18% collected trending slightly behind last year's 23%; drain believed to be from reduced building permit activity. Charges for Services is

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currently negative due to timing of ambulance receipts; Water/Wastewater funds both on pace at 22%/24%, consistent with FY2025. Schedule for Town Budgeting included.

Mr. Foster asked whether numbers for anticipated revenue from Building Permits will continue to remain low. Mr. Tappan said the hope is it will stay as anticipated; he will go over planned development with the Building Safety Officer and determine X% increase or decrease or whether it will remain the same. He said the Town is well into the budget which has been sent to the Town Manager for review; changes made to interest on investment are going well.

Elect Vice Chairman of Budget Committee

Carl Blackstone expressed interest in the position; Chairman Rowley asked that he be approved tonight for the October meeting, with a more formal approval by the committee at a later date.

MEETING MINUTES

Approve Meeting Minutes of June 23, 2025

Chairman Rowley said there were not enough members present that attended the meeting and postponed the decision.

Approve Meeting Minutes of August 25, 2025

Mr. Foster questioned a paragraph related to the new School Finance Officer, line 35; paragraph was later deleted.

Motion: Justin Looser made a motion to approve Carl Blackstone as Vice Chair for the October meeting; Seconded by Scott Foster; Vote: Motion approved 4-0.

OTHER BUSINESS

Next Meeting: October 27, 2025

ADJOURNMENT

Scott Foster moved to adjourn the Municipal Budget Committee Meeting; Seconded by Justin Looser; Vote: all in favor 4-0.

Chairman Rowley adjourned the meeting at 6:48 pm.

Respectfully Submitted,

Patricia Denmark, Recording Secretary