



TOWN OF
NEWMARKET
NEW HAMPSHIRE



Monthly Department Report

February 2024

POLICE

Activity

Newmarket Police 3-year comparable statistics for the month of February 2024.

	<u>2024</u>	<u>2023</u>	<u>2022</u>
<i>Total calls for service</i>	1684	1572	1685
<i>Motor vehicle stops</i>	448	392	358
<i>Arrests</i>	3	7	15
<i>Offense reports</i>	27	26	39
<i>M/V accidents</i>	6	6	13
<i>Parking tickets</i>	61	87	71
<i>Drug overdoses</i>	1	0	1
<i>Alarms</i>	19	11	20
<i>Death investigations</i>	2	0	1
<i>Mental health related</i>	29	28	29
	(OBJ)	(OBJ)	(OBJ)

During the month of February, the Newmarket Police Dispatch Center documented 1684 calls for service. We investigated 27 reported criminal incidents that required full investigations into 25 of them. Those cases involved Domestic Violence, Assault, Online Fraud/Scams, Violation of a Restraining Order, Criminal Mischief, Trespass, Harassment, Prostitution, and Violation of several Town Ordinances. Below are a few of the incidents we investigated this month:

- An officer took a report of damage to a bicycle. The calling party said while his brother was giving him a ride home the brother became angry with him and ripped the mirror off the bicycle. While making this report the caller changed his mind and

did not want to see his brother get in trouble. He told the officer he no longer wanted to report the incident.

- The Dispatch Center received a call from a subject who reported being threatened by a former co-worker. The officer spoke with the caller and learned that a co-worker had been fired and was now leaving threatening messages on her Facebook account. The caller was also worried as the ex-co-worker previously had a drug problem and her concern was that they may have relapsed. The officer conducted a welfare check on the subject and found them to be in good health. The officer spoke with the subject about the messages on Facebook and learned that the messages were not threatening, however she did leave a bad review. The officer asked that she have no further contact with the original caller.
- An officer took a report of theft of a mailbox and Pride Flag. The caller reported placing a Pride Flag on his mailbox. He said he had numerous issues and now someone had stolen the mailbox and flag. As of this report's time, we have not identified any suspects.

It was a busy month for motor vehicle offenses/activity. During the month of February, we conducted 448 motor vehicle stops. We continue to receive numerous complaints about aggressive driving and speeding vehicles. We have added several targeted grant funded patrols focused on Distracted Driving and Speeding. Below is a list of some the violations observed this month.

- Reckless Operation of a Motor Vehicle, Negligent Operation of a Motor Vehicle, Speed, Failure to Display, Stop Sign, Unregistered, Conduct After an Accident, Failure to Yield at the Railroad Crossing, Tinted Windows, Motor Vehicle Inspection Violations and Defective Equipment.

- Motor Vehicle Crashes

Motor vehicle crashes were low this month with only six reportable accidents. All the accidents were minor. Below are some pictures from two of the crashes we had reported to us.

- On February 22, 2024, officers responded to a minor crash in the parking lot near Kume Restaurant. A white sedan was backing from a parking spot and did not see a truck traveling through the lot. The sedan backed into the truck as it passed. The truck was virtually unscathed, the car did not make out as well.



- On February 29, 2024, an officer came upon a white van off the road on Piscassic Street. The operator of the van reported brake failure as a reason for not being able to stay in the roadway. The van struck a portion of fence. The van was later removed by a tow truck.



Civil Disputes

We continue to respond to numerous Civil Disputes which include Landlord/Tenant Issues, Child Custody Issues and Property Ownership. Below are a few examples of Civil Issues we dealt with this month:

- We received numerous reports of a woman pushing a boy up against a car in a local business parking lot. Callers said the woman forced the boy into the vehicle and left. We issued a "be on the lookout" for the vehicle and its occupants. The vehicle was located in a neighboring town. All the occupants appeared to be in good health and spirits. The woman explained to the officers that her twin teenage sons were physically fighting as she drove down the road. She stopped to separate them both in the parking lot. Officers determined there were no signs of abuse and sent the subjects on their way.
- A resident called to report he had two unwanted subjects in his home. Officers responded and found the unwanted subjects had already left. The caller reported they had been staying with him for a few weeks, but they left after an argument. The caller would not identify the two subjects to the officers.
- An officer spoke with a subject on the phone who had questions about parking at her apartment building. The caller reported the new tenants have repeatedly blocked her vehicle in. We offered for the caller to call us when and if her car is blocked in and we would try and facilitate getting the car moved. We told her also to speak with her landlord about what can be done moving forward to prevent this issue.
- We received a call from a man staying in the Hotel 6 in Portsmouth. The caller wanted us to bring a friend from Newmarket to visit him at Motel 6. We told him that we would not do that, so he asked us to come pick him up and bring him to his friend's house. We explained that we did not have any staff available to give him a ride and that he should try a taxi or Uber.
- We received a call from a resident who had questions about his neighbor's new vent for Radon Mitigation. The new vent was very close to where the caller has an outside deck. The caller felt the vent was unreasonable and wanted us to act based on the town noise

ordinance. We encouraged the caller to speak with his neighbor and see if they could find a resolution to have the vent moved.

Mental Health

We responded to numerous mental health related calls (29) along with several welfare checks. Below are some examples of Mental Health or Welfare Checks we responded to:

- Officers responded to a residence at the request of a doctor. The doctor called to report that her client had been drinking and often falls when he drinks. Officers checked on the subject who was found to be intoxicated but had not fallen on this day. He refused any medical treatment. An officer called the doctor to update her on the patient.
- The Dispatch Center took a report of a suicidal subject making threats via social media. The reporter said the subject claimed after he had his dinner, he would shoot himself with a gun. We issued a "be on the lookout" for the subject. He was located by the Dover Police Department and transported to the hospital.
- Officers assisted The Bureau of Elderly and Adult Services at a residence in Newmarket. BEAS escorted a resident to a treatment facility for substance issues and self-neglect.

Animal Calls

We responded to numerous calls involving animals this month. The calls involved lost or found dogs, lost or found cats, a report of abuse of a dog,

- An officer spoke with a subject who had concerns about dogs defecating on his lawn. The caller reported the dog owner was removing the waste however he did not want the dog on his lawn at all. The caller was directed to speak with the dog owner and see if they could resolve the issue.
- A caller had questions about animal abuse. He wanted to report his mother was abusing her dog due to the fact the dog is 15 years old and she has failed to have it euthanized.

We explained to the caller that his mother as the dog owner had the right to make decisions regarding the health of the dog.

- We received a report of a child stabbing the family dog. The dog had been seen by a vet and was in good health at this point. The family had taken steps to address the situation with the dog and the child.

Below are a few examples of the different calls our department responded to over the month of February:

- We responded to The Recreation Center in reference to a possible conflict between parents. The parent of a child who was injured was looking for answers about the incident. The incident was resolved before our officers became involved directly.

- We responded to a residence for a reported domestic assault. Upon our arrival we made contact with two adult males that are related. One of the males was arrested for striking the other and removed from the home. The next day the family called and asked that we drop all charges. We directed them to speak with our prosecutor about the pending court case.

- . We received a call about a person making suicidal threats. The subject making the threats reportedly had knives and a shotgun in the room with them. We made contact with the suicidal subject and verified they had no weapons and that they had no intention of harming themselves. The subject told the officers they made the threat out of frustration.

- Officers responded to a medical emergency involving an infant that was not breathing. Officers and medical personnel performed life saving measures on the child including CPR and use of a defibrillator. The child was transported to the hospital but passed a short time later.

- At 12:18 a.m. Officers responded to a report that the railroad crossing gates were stuck down. We contacted the railroad company who told us they could not get a crew together sooner than 2 hours. An officer directed traffic around the gates for the next few hours until the railroad company could fix the issue. A large crack in the rail was located and determined to be the problem.

- Officers responded to a report of an unresponsive female in a vehicle in a parking lot. When the officers arrived, they found the female on the ground not breathing. Officers administered two rounds of Narcan to the subject. The subject was revived and later transported to the hospital.

- An officer responded to a residence after the homeowner found a camp site on his property. Someone had brought several saws and axes, a folding camp chair and other camping equipment to a wooded area on the property. The items were seized, and the land was posted "no trespassing".
- Officers responded to a residence in Newmarket after they discovered a vehicle belonging to a wanted subject was parked in the area. Officers made contact with the subject of an arrest warrant and placed her under arrest. The subject had an active court warrant for failure to appear in court on an original charge of Possession of a Controlled Drug. The subject was later transported to the county jail to await arraignment.
- After an investigation a subject was taken into custody and charged with several counts of Possession of Child Sex Abuse Images. The subject was released on Personal Recognizance Bail with specific conditions of his release.
- The Dispatch Center participated in a drill for the Seabrook Nuclear Power Plant.

Personnel

Officer Gregory Ruby has been cleared for his solo assignment after completing requirements with the New Hampshire Police Standards and Training Council.

Officer Joseph Ferland has returned from military deployment in Jordan. He is being prepared to attend the police academy over the summer.

We currently have an open position for police officer.

Our custodian **Flavia Soares Fonseca Duarte (Flavia)** passed her United States Citizenship Test this month. Below is a picture of several town employees celebrating her achievement.

(Pictured below: Flavia Duarte, Dispatcher Alisaha McGee, Buildings and Grounds Manager Karen Bloom, Detective Zachary Wedgeworth, Administrative Assistant Lisa Simes, Accreditation Manager Brenda Bounphakhom, and Lieutenant Steven O'Brien)



Training

During the month of February Administrative Assistant Lisa Simes and I attended a Right-to-Know training for law enforcement.

Sergeant Schmidt attended Field Force Operations training in Atlanta, GA. This training is sponsored and paid for by FEMA. This training will prepare Sgt. Schmidt to train additional officers at our department and across the seacoast on Field Force Operations. This training is geared towards developing a mobile field force to deal with groups such as large-scale protests, sports celebrations, or civil unrest. Recently officers have responded to both Hampton and Durham for large crowds.

Officer Matthew Pefine recently attended training for Trauma Informed First Responder.

Parking Violations

In February, the department issued 61 parking tickets. We continue to be active in parking enforcement in the downtown area.

Vehicle Fleet

No updates at this time.

Police Station Maintenance

The retaining wall in the rear of the station has partially collapsed. The Public Works Department has already found a solution and started working on it.



Drug Related Issues

The month of February saw a slight increase in drug-related activity. We had one reported drug overdose this month.

We continue to have contact with people struggling with substance related issues. We have continued with our efforts to provide services and guidance where we can and assist those looking for help. We have learned that the services available in New Hampshire are very limited. We are working with local partners to explore new ways to help and acquire resources.

Below are the following statistics for Heroin/Opiate related overdoses and deaths since the inception of the Newmarket Alliance for Substance Abuse Prevention (N-ASAP).

2015- 45 Overdoses with four deaths resulting

2016- 22 Overdoses with two deaths resulting

2017- 15 Overdoses with two deaths resulting

2018- 6 Overdoses with two deaths resulting

2019- 3 Overdoses with one death resulting

2020- 8 Overdoses with two deaths resulting

2021- 5 Overdoses with one death resulting

2022 - 11 Overdoses with one death resulting

2023 – 10 Overdoses

2024 – 1 Overdoses

*The police department's culture with regards to the opiate epidemic has evolved from "arrest and incarcerate" to "intervene and assist with recovery" when it comes to individuals who are addicted to opiates. It is my personal and professional belief that we cannot arrest our way out of this epidemic. Even if we tried that route, the cost to the taxpayers would be astronomical. Furthermore, the county jails and the state prison could not house all arrested "users." With that being said, we will **NOT** tolerate anyone who*

sells, distributes, or dispenses any of this poison that is in our community. If anyone is caught selling, distributing, or dispensing narcotics we will fully prosecute them.

Community Policing

Below are a few examples of our community outreach:

On February 9th Sgt. Schmidt and Gadget spent a day at the Newmarket Elementary School reading with the students. Gadget also showed the students how he can read. The students provided cards they made to thank ACTS (Assistance Canine Training Services). ACTS is the company that trained and continues to train Gadget. ACTS is a non-profit training team that trains service dogs and facility dogs for professionals that work with adults or children who may benefit from animal assisted therapy.



On February 16th Sgt. Schmidt met with Girl Scout Troop 58501. Sgt. Schmidt spoke about internet safety and cyberbullying. Sgt. Schmidt provided information on what to do if someone is the target of bullying.

Fiscal Year 2023/2024 Budget

We are just over halfway through the budget, but everything appears to be on track.

Respectfully Submitted,

Greg Jordan

Police Chief

FIRE AND RESCUE

In February the Department responded to 110 calls for service; 80 of which were medical calls, transporting 54 patients to area hospitals. The ambulance responded to Newfields for 12 medicals transporting six patients. The ladder responded to Newfields for smoke in a building, there were no other requests for mutual aid.

Lieutenant Ryan Jarosz has resigned from full time status with us to part time. Ryan has accepted a full-time position with Rye Fire & Rescue. His position has been advertised and we are working on filling the vacancy. Peter King was promoted to EMS Lieutenant. Peter has been the department's paramedic coordinator for the past two years.



Ryan Jarosz



Peter King

The department has been training new recruits in pump operator and aerial operations. This takes several hours of hands-on training for each individual on each apparatus.



The department recently hosted a CPR and First Aid class at the station. Eight members of the community took the time to learn these life-saving skills. The department will typically host two of these classes per year.



I have attached charts with activity reports for the month of February. We are using new software for our reports so the charts and data will look slightly different from what has been previously submitted.



All Fire Incident Count by Type - Final

Basic Incident Type Code And Description (FD1.21)	Fire Incident Type Count
113 - Cooking fire, confined to container	1
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	84
324 - Motor vehicle accident with no injuries	1
413 - Oil or other combustible liquid spill	1
424 - Carbon monoxide incident	2
531 - Assist police or other governmental agency	1
554 - Assist invalid	1
600 - Good intent call, other	1
611 - Dispatched and cancelled en route	5
6112 - Dispatched and cancelled en route - EMS Call	1
651 - Smoke smell, odor of smoke	1
735 - Alarm system sounded due to malfunction	2
740 - Unintentional transmission of alarm, other	1
744 - Detector activation, no fire - unintentional	5
745 - Alarm system activation, no fire - unintentional	1
8131 - Tree limb burning/smoldering on wire	1
Total: 110	

Report Filters

Incident Date Range: Is equal to 1 yr / Month
 Agency Name: Is in Newmarket Fire and Rescue

Report Criteria

Agency in Data Selection: Is Equal To 0



All Fire Incident Count by Type - Final

Basic Incident Type Code And Description (FD1.21)	Fire Incident Type Count
113 - Cooking fire, confined to container	1
323 - Emergency medical services, other	1
521 - EMS call, excluding vehicle accident with injury	64
524 - Motor vehicle accident with no injuries	1
413 - Oil or other combustible liquid spill	1
424 - Carbon monoxide incident	2
631 - Assist police or other governmental agency	1
554 - Assist invalid	1
603 - Good Intent call, other	1
611 - Dispatched and cancelled on route	5
6112 - Dispatched and cancelled on route - EMS Call	1
651 - Smoke scars, odor of smoke	1
735 - Alarm system sounded due to malfunction	2
740 - Unintentional transmission of alarm, other	1
744 - Detector activation, no fire - unintentional	5
745 - Alarm system activation, no fire - unintentional	1
8131 - Tree limb burning/smoldering on wire	1
Total: 110	

Report Filters

Incident Date Range: is equal to Last Month
 Agency Name: is in (Mainstreet Fire and Rescue)

Report Criteria

Agency is User Service: is Equal To 0



Monthly Alarm Analysis by District - Day of Week

Basic Incident Day Name (FD1.3)	Number of Incidents
Sunday	14
Monday	14
Tuesday	10
Wednesday	21
Thursday	17
Friday	25
Saturday	9
Total: 110	

Report Filters:

Basic Incident Date - District (FD1.3): Is equal to: Last Month

Agency Name: contains: Newmarket



Monthly NFIRS Run Data Report - Hour of Day

00:00:00 - 00:59:59	5
01:00:00 - 01:59:59	2
02:00:00 - 02:59:59	3
03:00:00 - 03:59:59	3
04:00:00 - 04:59:59	2
05:00:00 - 05:59:59	4
06:00:00 - 06:59:59	4
07:00:00 - 07:59:59	4
08:00:00 - 08:59:59	5
09:00:00 - 09:59:59	3
10:00:00 - 10:59:59	9
11:00:00 - 11:59:59	12
12:00:00 - 12:59:59	5
13:00:00 - 13:59:59	4
14:00:00 - 14:59:59	7
15:00:00 - 15:59:59	6
16:00:00 - 16:59:59	7
17:00:00 - 17:59:59	4
18:00:00 - 18:59:59	3
19:00:00 - 19:59:59	4
20:00:00 - 20:59:59	3
21:00:00 - 21:59:59	3
22:00:00 - 22:59:59	5
23:00:00 - 23:59:59	3

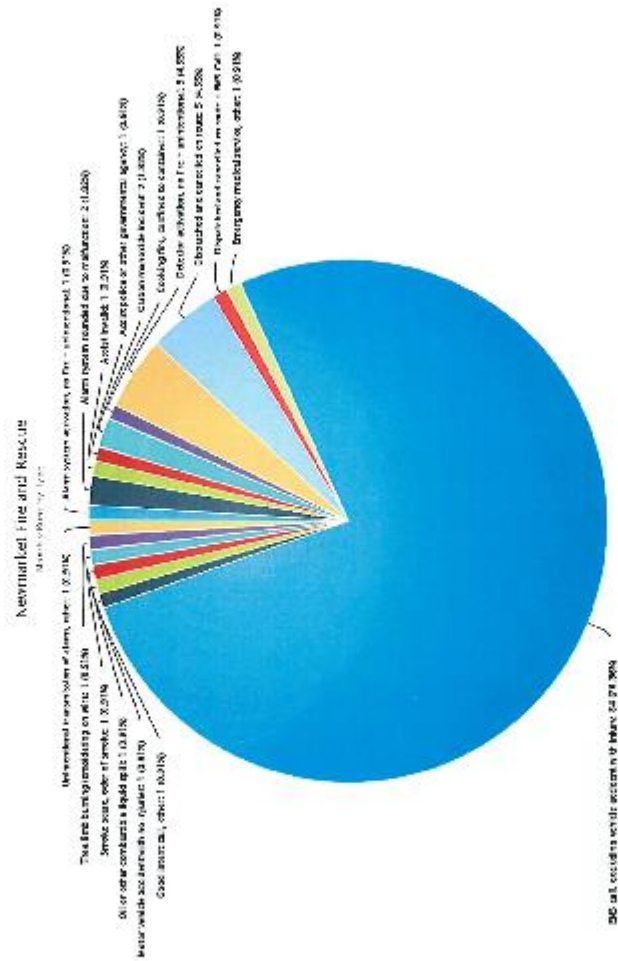
Description

MUSKIEGAMMACTEXP



Mutual Aid Given/Received

Basic Incident Number (FD1)	Basic Incident Alarm Date Time (FD1.28)	Basic Incident Type Code And Description (FD1.21)	Basic Apparatus Call Sign List	Basic Incident City Name (FD1.16)	Basic Aid Given Their Fire Department Name (FD1.23)	Basic Aid Received Their Fire Department Name List (FD1.30)	Agency Name
Basic Aid Given Or Received (FD1.22): Mutual aid given							
24-204	02/23/2024 11:02:00	011 - Dispatched and cancelled en route	34A2, 34L2	Newfields	Newfields Fire & Rescue		Newmarket Fire and Rescue
Count: 1							
Basic Aid Given Or Received (FD1.22): Mutual aid received							
24-132	02/05/2024 10:26:00	324 - Motor vehicle accident with no injuries	34A1, 34A2	Newmarket			Newmarket Fire and Rescue
24-133	02/05/2024 17:36:00	321 - EMS call, excluding vehicle accident with injury	34A1	Newmarket			Newmarket Fire and Rescue
24-139	02/07/2024 21:51:00	321 - EMS call, excluding vehicle accident with injury	34A1	Newmarket			Newmarket Fire and Rescue
24-140	02/07/2024 22:02:00	321 - EMS call, excluding vehicle accident with injury	34A1	Newmarket		Exeter Fire Department	Newmarket Fire and Rescue
24-145	02/09/2024 02:12:00	321 - EMS call, excluding vehicle accident with injury	34A1, 34A2	Newmarket			Newmarket Fire and Rescue
24-166	02/12/2024 18:54:00	735 - Alarm system sounded due to malfunction	34L2	Newmarket		Newfields Fire & Rescue	Newmarket Fire and Rescue
24-168	02/16/2024 09:32:00	321 - EMS call, excluding vehicle accident with injury	POV, 34A2	Newmarket			Newmarket Fire and Rescue
24-172	02/16/2024 18:06:00	321 - EMS call, excluding vehicle accident with injury	34A2	Newmarket			Newmarket Fire and Rescue
24-182	02/19/2024 10:16:00	115 - Cooking fire, confined to container	34L2	Newmarket			Newmarket Fire and Rescue
24-183	02/19/2024 22:23:00	321 - EMS call, excluding vehicle accident with injury	STATION	Newmarket			Newmarket Fire and Rescue
24-184	02/19/2024 22:57:00	321 - EMS call, excluding vehicle accident with injury	STATION	Newmarket			Newmarket Fire and Rescue
24-195	02/20/2024 04:11:00	0112 - Dispatched and cancelled en route - EMS Call	STATION	Newmarket			Newmarket Fire and Rescue
24-197	02/22/2024 11:52:00	744 - Detector activation, no fire - unintentional	POV, 34A2	Newmarket			Newmarket Fire and Rescue
24-216	02/25/2024 00:48:00	321 - EMS call, excluding vehicle accident with injury	34A2, POV	Newmarket			Newmarket Fire and Rescue
24-225	02/28/2024 05:30:00	600 - Good intent call, other	34P1, 34T4, 34CAR1, 34A1	Newmarket		Newfields Fire & Rescue	Newmarket Fire and Rescue
Count: 15							
Count: 16							



PUBLIC WORKS

We only had three winter weather events in the month of February and 3 inches of snow. This has been by far the warmest winter and least amount of snow I've personally experienced in my career with the town. We typically have between 40 and 50 events in a normal season, and even with lack of snow the crew is usually out treating for black ice and flash freezes after weather events but not this year. We have only had 18 events for the entire season so far. The long-range outlook is for above normal temperatures and no snow. This is great news for the department's operational budget. There will be significant funds available in many line items. I'm working on a list of projects that we could potentially do that we haven't previously had the funds available for to present to the Town Manager.

The new sidewalk plow was delivered and has been put into service.



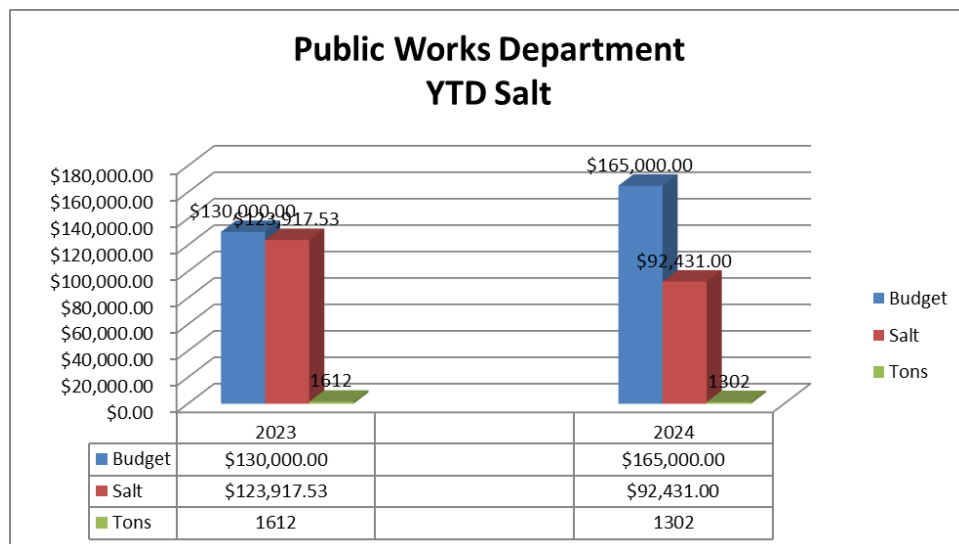
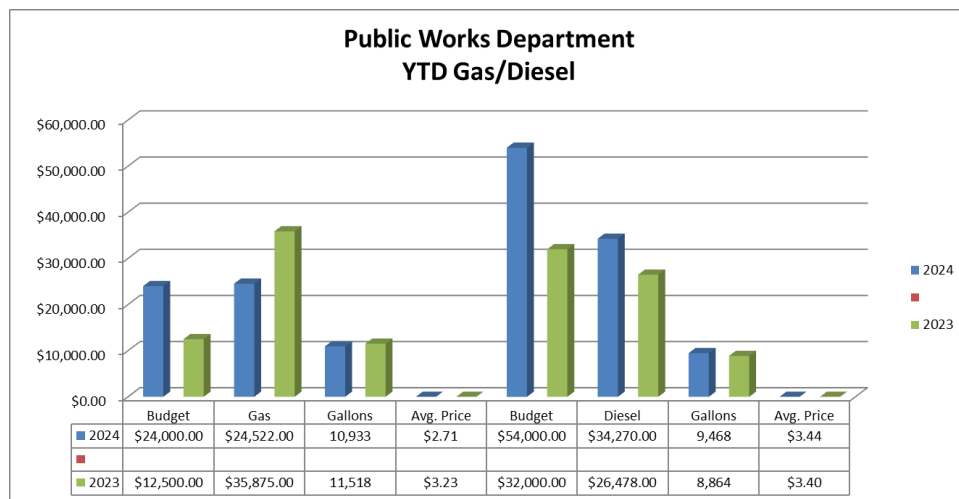
The proposals for the annual Household Hazardous Waste Collection Day are due back March 29th. The date will most likely be in the fall with a September/October time frame. We will have the official date in April and it will be well advertised.

ClearSpan Structures will begin the roof repair on the salt shed the last week in March. This work will take about a week to complete.

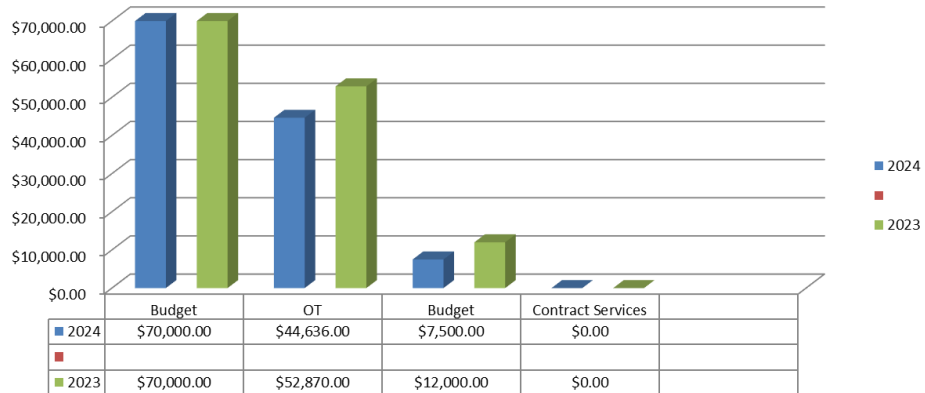
Due to the nice weather the street sweeper will be out weeks earlier than it ever has before.

The department is in the process of hiring seasonal positions. These positions start in early April and work through early December.

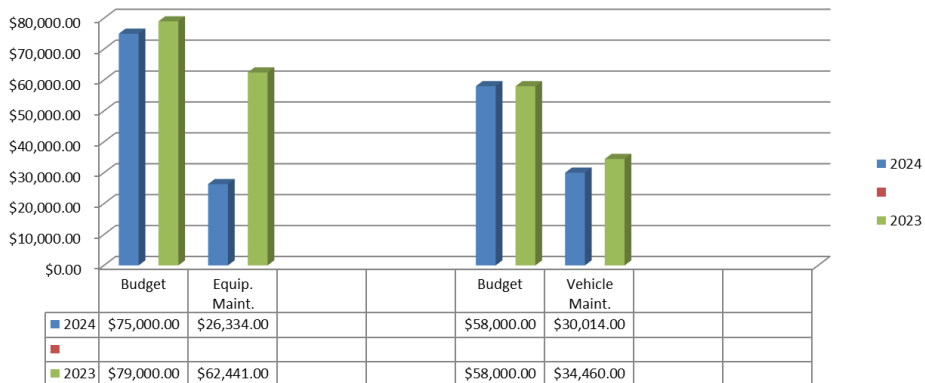
I have attached charts with activity reports for the month of February.



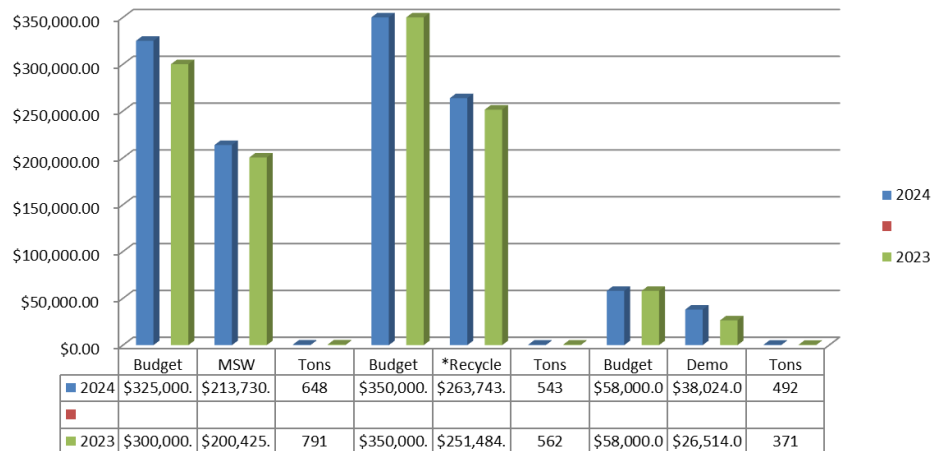
Public Works Department YTD Overtime/Contract Services



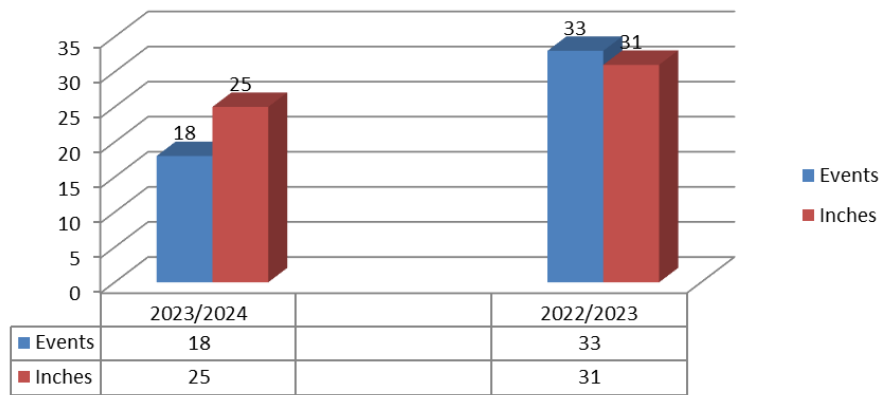
Public Works Department YTD Equipment/Vehicle Maintenance



Public Works Department YTD Solid Waste



Public Works Department YTD Snow Events



ENGINEERING

In February I continued working on GIS data collection and management and transferred some of our paper records into GIS data formats. I've been concentrating time and effort on this work recently so that our system inventory is reasonably complete and ready for use in the condition and criticality assessments to be done in development of our Stormwater Asset Management Program.

I coordinated with members of the Conservation Commission to learn about recent wildlife monitoring efforts at a few culvert crossings in Town; to clarify property boundaries at the Heron Point Sanctuary and assess some of the trees on that property; and learn more about some of the Town properties that are currently managed by the Conservation Commission.

The Town Manager, DPW Director and I continue to coordinate with representatives from SRPC and NHDOT to discuss reclassifying a portion of State and Federal highways, specifically NH108 through downtown.

Projects

- MS4 General Permit Compliance
 - I collected/tracked information regarding public education and outreach efforts related to stormwater management.
 - I used information from our Salt Use Forms that DPW Staff use during winter maintenance activities to populate and test the tracking form developed by UNH T2. Data collected this winter will be used to establish a baseline for winter salt use so we can determine if/how to reduce salt use in the future.
- Stormwater Asset Management Program (AMP)
 - We developed a vision statement and set of draft LOS goals for operating/managing our municipal storm drain system based DPW and Environmental Services staff feedback.
 - I continued to work on GIS data input/updates to our system inventory.
- Moody Point Stormwater Management
 - We held a Basis of Design Workshop with Town Staff, NHDES and Moody Point HOA representatives in February.
 - Underwood Engineers are working to analyze existing stormwater flow patterns and management through the site. We reviewed the preliminary subcatchment delineation for that analysis and discussed alternatives for stormwater management/treatment.
- Ash Swamp Road Bridge Rehabilitation
 - Wright-Pierce is working on final design and bidding documents for rehabilitation of the bridge. We will have a set of plans and specifications for Town review very soon.
- Pedestrian Bridge Evaluation

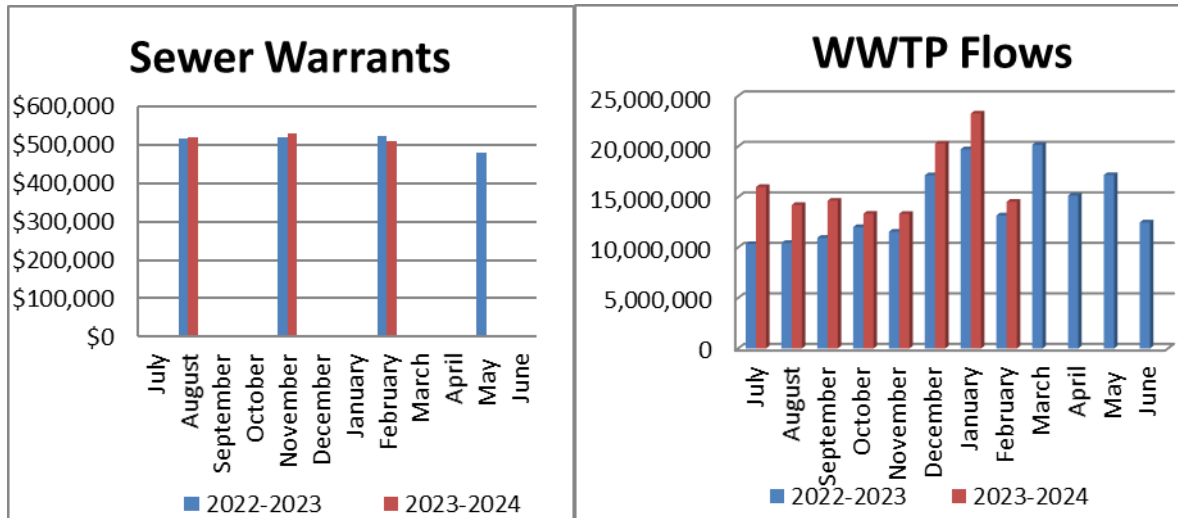
- The structural evaluation and report are complete. We are working to develop a rehab/replacement strategy.
- Downtown Parking Study
 - SRPC is preparing to conduct a parking study focused on downtown. Town Manager, Police Chief, Director of Planning & Community Development and I met with SRPC staff to discuss the scope of work for this study and begin to compile information about existing parking lots/spaces.
- Intersection Improvements at NH108/NH152
 - Bart and I continue to work with SRPC to develop this project. We will work with SRPC to develop a pilot/demonstration project to trial potential changes in traffic patterns in the area around the intersection.

Regional Collaboration / Community Coordination

- I attended the Seacoast Stormwater Coalition meeting in February.
- I attended the MAAM meeting in February.
- I attended the Riverfront Advisory Committee meeting in February. I will continue to attend committee meetings as needed and work with the committee to progress initiatives and projects.
- I attended the Energy & Environment Advisory Committee meeting in February. I will continue to attend committee meetings as needed and work with the committee to progress initiatives and projects.
- I attended the Master Plan Update Subcommittee meeting in February. I will continue to attend subcommittee meetings and work with Bart and SRPC to advance the Master Plan Update project.

ENVIRONMENTAL SERVICES DEPARTMENT

Wastewater Department



Wastewater Plant

The wastewater treatment facility treated 14,532,000 million gallons of water for February 2024. The facility removed 99% of the Biochemical Oxygen Demand and 96% of the total suspended solids. The facility discharges on average 3.4 mg/L of total nitrogen per day for a total of 412 total pounds of total nitrogen discharged for the month of February.

The Wastewater Department received 148,550 gallons of septage for a total revenue of \$14,855 in revenue from septage for the month of February 2024. The Wastewater Department has received 2,936,336 gallons of septage for a total revenue of \$293,634 so far for fiscal year 2024.

The septage equipment for the new septage receiving station that will be installed at the wastewater treatment plant has been ordered. We expect the equipment to be delivered in June of 2024. Wright-Pierce is working on the final design.

The Wastewater Department has been informed by the EPA that the Newmarket Wastewater Department will begin quarterly PFAS sampling this Fall on the Wastewater Plant Influent and effluent, waste solids, and the collection system.

Septage			
	2022-2023	2023-2024	
July	249,716	571,980	\$57,198
August	293,188	597,050	\$59,705
September	451,939	673,690	\$67,369
October	439,510	676,866	\$67,687
November	520,112	135,650	\$13,565
December	521,175	0	\$0
January	150,350	132,550	\$13,255
February	148,050	148,550	\$14,855
March	254,000		\$0
April	530,740		\$0
May	767,800		\$0
June	711,750		\$0
	\$5,038,330	2,936,336	\$293,634

Solids Dewatering Report

Disc Thickener Report

Operating Time	9	Days
Total Run Hours	64	Hours
Total Gallons Pumped	258,511	Gallons
Average Feed Sludge %	0.81	%
Average Feed Sludge Temp.	14.1	Celsius
Average Filtrate %	0.13	%
Average Filtrate Temp.	13.4	Celsius
Average Capture Rate	84	%
Average Sludge Solids %	6.18	%

Screw Press Report

Operating Time	13	Days
Total Run Hours	155	Hours
Total Gallons Pumped	242,247	Gallons
Average Feed Sludge %	1.22	%
Average Feed Sludge Temp.	15.5	Celsius
Average Filtrate %	0.10	%
Average Filtrate Temp.	14,2	Celsius
Average Capture Rate	91	%
Average Sludge Solids %	20.15	%
Total Sludge Tonnage	49.53	Tons

Monthly Operations Report														
Newmarket WPCF														
Permit # NHG580013														
February-2024														
Primary Operator Sean Greig														
	Inf. Flow	Eff. Flow MGD			BOD		TSS		Nitrogen	PH		Fecal	Enter	Chlorine
	MGD	Min	Max	Total	Inf.	Eff.	Inf.	Eff.		Inf.	Eff.	Colif.	ococci	Residual
1	.5999	.20	1.6	.6460						7.8	7.2	10.8	18.3	0.00
2	.5829	.25	1.5	.6240						7.9	7.1	4.1	30.1	0.00
3	.5807	.22	1.5	.5990						7.7	7.2	<1	27.2	0.00
4	.5950	.20	1.6	.6100						7.9	7.1	1	20.1	0.05
5	.5450	.00	1.8	.5970						7.6	7.2	<1	14.4	0.00
6	.5246	.20	1.5	.5430	338	5.3	319	5.4	2.4	8.0	7.2	2	17.5	0.00
7	.5064	.15	1.4	.5430		5.5		6.4		7.9	7.2	3.1	35.9	0.00
8	.5117	.18	1.3	.5430						7.5	7.3	7.5	17.3	0.00
9	.4958	.09	1.4	.5250						7.5	7.1	<1	37.0	0.00
10	.4829	.11	1.2	.5000						7.7	7.2	1	10.2	0.07
11	.5073	.13	1.3	.5280						7.6	7.2	<1	3.1	0.08
12	.4782	.14	1.2	.5130						7.9	7.2	2	25.3	0.00
13	.4751	.12	1.3	.5130	404	4.8		6.4	2.7	7.6	7.2	3	20.1	0.00
14	.4625	.12	1.3	.4870		4.7		6.8		7.6	7.3	2	34.1	0.00
15	.4602	.15	1.2	.4650						7.7	7.3	2	13.4	0.00
16	.4406	.12	1.1	.4650						7.9	7.3	8.6	12.2	0.00
17	.4544	.12	1.1	.4650						7.8	7.3	2	21.8	0.00
18	.4624	.09	1.3	.5000						7.9	7.1	1	4.1	0.06
19	.4914	.08	1.1	.4460						8.0	7.3	<1	10.8	0.00
20	.4361	.07	1.8	.4580		8.1		6.7	3.4	7.6	7.2	3.1	40.8	0.00
21	.4222	.07	1.4	.4580		7.7		6.1		8.0	7.3	3.1	19.9	0.00
22	.4095	.13	1.1	.4440						8.1	7.3	5.2	54.5	0.00
23	.4278	.11	1.1	.4440						7.7	7.3	<1	7.5	0.00
24	.4200	.09	1.1	.4300						8.1	7.4	<1	5.2	0.07
25	.4296	.04	1.1	.4300						8.2	7.3	<1	3.1	0.12
26	.3842	.08	1.1	.4180						7.2	7.3	1	5.2	0.06
27	.3973	.09	1.2	.4340		3.5		7.0	5.1	7.3	7.3	2	31.1	0.06
28	.4086	.10	1.1	.4520		4.5		7.4		7.4	7.2	<1	49.6	0.00
29	.4064	.15	1.1	.4520						7.9	7.3	3.1	13.4	0.05

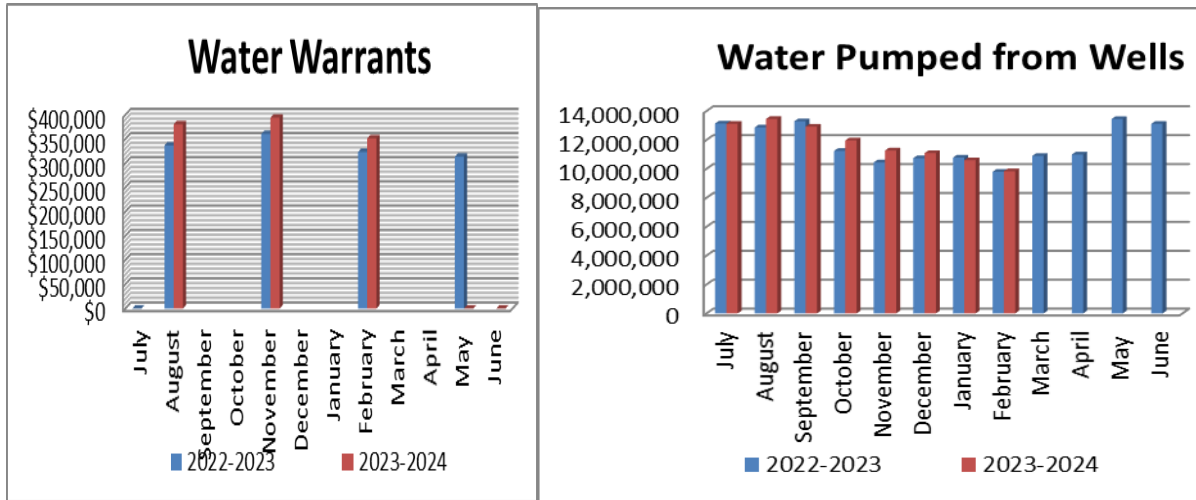
Average Wastewater Flow Discharged: 0.6511 million Gallons/Day; Total gallons discharged 14,532,000

Biochemical Oxygen Demand (BOD) Removal: 99%, Average Discharge per day: 5.5 mg/L; Permit Limit 30mg/L

Total Suspended Solids (TSS) Removal: 96%, Average Discharge per day: 6.5 mg/L; Permit Limit 30 mg/L

Total Nitrogen (TN) Average Discharge per day: 3.4 mg/L, 14.2 lbs.; Permit Limit 30 lbs./day

Water Department



The Water Department is required to perform lead and copper testing in the Spring of 2024. The samples will be collected from 40 Newmarket homes. The Town is required to do this sampling because the Tucker Well was put into service in 2023. In addition, the Water Department will need to sample again in the Spring of 2025 due to the new Lead and Copper Rule.

The Water Department has begun working on the Water Master Plan. The Department is in the process of compiling data and records for the system evaluation and plan development.

The Sewall Well generator has been installed. The generator is the final piece of the Sewall Well Project.

PWS 1731010 - Newmarket Water Works						
Water Quality Monitoring						
Sampled By BMT						
Monthly Monitoring For Feb-24						
Location	Date/Time	PH	Temp 'C	PO4 mg/L	Free Cl2 mg/L	Total Coliform
Lamprey	2/6/2024. 0910	7.63	12.2	0.61	0.38	Absent
Racquet Club	2/6/2024. 0935	7.9	9.4	0.41	0.2	Absent
L+M	2/6/2024. 1130	7.58	7.7	0.43	0.14	Absent
Aubuchon	2/13/2024. 0855	7.77	10.5	1.23	0.28	Absent
Public Works	2/13/2024. 0830	7.7	18.1	1.62	0.36	Absent
Town Hall	2/13/2024. 0810	7.64	14.9	1.28	0.57	Absent
Well Site	Date/Time	PH	Temp 'C	PO4 mg/L	Free Cl2 mg/L	
Bennett	2/7/2024. 0935	7.3	9.5	0.33	0.36	
Sewall	2/7/2024. 1000	7.59	12	0.69	0.26	
MTWTP	2/7/2024. 1030	7.14	12.5	0.72	0.32	
Bennett	2/13/2024. 0955	7.3	10.5	0.42	0.25	
Sewall	2/13/2024. 1003	7.56	11	0.73	0.3	
MTWTP	2/13/2024. 0950	7.3	10.5	0.68	0.25	

Water system bacteria testing for February 2024 passed.

FEBRUARY WATER TOTALS 2024										
Date	Bennett	150 gpm	Sewall	230 gpm	Mac	300 gpm	Tucker	275 gpm		WTP
	Hrs	Gallons	Hrs	Gallons	Hrs	Gallons	Hrs	Gallons	Total	Gallons
1	9.5	114,031	7.6	104,980	0.0	0	6.1	98,200	317,211	99,700
2	7.8	92,985	7.7	105,790	0.0	0	7.9	128,360	327,135	133,900
3	6.9	82,967	6.9	94,970	0.0	0	11.9	194,510	372,447	192,000
4	7.0	83,856	7.6	104,930	0.0	0	12.0	195,230	384,016	197,200
5	8.7	103,722	9.3	128,140	0.0	0	7.5	122,450	354,312	118,100
6	9.3	11,056	8.7	120,000	0.0	0	5.9	95,760	226,816	100,400
7	9.7	115,878	8.5	116,920	0.0	0	6.9	112,840	345,638	113,900
8	9.0	107,399	9.3	128,740	0.0	0	6.7	108,720	344,859	104,800
9	8.8	105,469	8.6	119,160	0.0	0	6.7	108,720	333,349	110,000
10	8.2	97,872	9.3	128,870	5.4	97,600	1.2	18,740	343,082	119,200
11	10.5	125,000	9.1	126,130	6.2	109,400	0.0	0	360,530	109,800
12	9.3	111,522	8.7	119,520	6.4	113,900	0.0	0	344,942	115,700
13	8.2	97,859	8.1	111,370	5.7	100,500	1.6	24,910	334,639	122,900
14	6.2	73,638	6.1	83,840	3.9	68,700	7.0	112,490	338,668	191,100
15	6.1	72,665	6.0	82,940	1.4	24,700	10.6	173,580	353,885	196,100
16	6.3	75,608	7.6	86,050	0.0	0	10.6	171,400	333,058	173,000
17	7.1	84,895	4.6	98,250	0.0	0	11.2	183,100	366,245	178,200
18	3.4	40,692	4.9	67,580	0.0	0	16.3	265,990	374,262	268,710
19	10.0	120,120	8.2	113,620	0.0	0	6.2	100,640	334,380	104,600
20	8.5	101,063	9.3	114,920	0.0	0	8.1	132,440	348,423	125,400
21	0.0	0	0.0	0	0.0	0	21.6	352,810	352,810	359,810
22	6.5	77,842	6.4	88,530	0.0	0	9.4	153,000	319,372	150,400
23	4.2	49,848	4.1	57,010	0.0	0	14.2	232,570	339,428	235,010
24	0.1	258	0.0	0	0.0	0	20.6	336,430	336,688	394,110
25	7.0	84,223	7.3	100,340	0.0	0	11.2	181,890	366,453	172,800
26	6.0	71,914	5.6	77,290	0.0	0	10.0	163,730	312,934	165,700
27	0.0	0	0.0	0	0.0	0	19.5	317,860	317,860	319,410
28	4.2	49,995	4.2	57,580	0.0	0	13.2	215,710	323,285	213,900
29	0.1	553	0.0	0	0.0	0	19.9	325,700	326,253	333,010
30									0	
31									0	
Total	188.6	2,152,930	183.7	2,537,470	29.0	514,800	284.0	4,627,780	9,832,980	5,218,860
AVG. Day	6.5	74,239	6.3	87,500	1.0	17,751	9.8	159,578	339,068	179,960
Max Day	10.5	125,000	9.3	128,870	6.4	113,900	21.6	352,810	384,016	394,110

BUILDING SAFETY, ZONING ENFORCEMENT AND HEALTH

This month was bittersweet. While we made progress on several items, we also said goodbye to Sue Jordan. Sue retired on February 29th following a career with the town that exceeded three decades. Her knowledge of the town and of the workings of the department is irreplaceable and she will be greatly missed. I wish her nothing but the best as she embarks on this new chapter of her life.

In February, we were able to fully implement the online application for permits. We are no longer accepting paper permit applications. We were able to add a public computer in the office for people to apply for permits should they come into the office and need assistance. We also overhauled the way we track complaints and it is working better than envisioned.

I am also working with a committee of other local health officers to help the state develop and implement a data collection and tracking tool. To date, we have held several meetings and plan to test the tool in May. I am also working with various other building officials in the state to provide funding for those looking to pursue educational opportunities in either the construction trades or in code enforcement and was recently elected to the board of the New Hampshire Building Officials Education Foundation. I mention these activities because it not only helps bolster the profession across the state, but also puts Newmarket in a positive light and strengthens its reputation.

For the month of February, this office issued 74 permits, conducted 84 inspections, and closed out 80 permits.

The breakdown of building related permits issued in February 2024:

Permit Type	Number of Permits Issued	Estimated Costs	Permit Fees Collected
Single Family Dwelling and Duplex			
Mobile Home			
Multi-Family Dwelling			
ADU			

Residential Addition/Renovation	6	\$ 273,281.00	\$ 2,306.00
Residential Maintenance	5	\$ 143,663.00	\$ 1,410.00
New Commercial			
Commercial Addition/Renovation	2	\$ 100,000.00	\$ 1,100.00
Commercial Maintenance	1	\$ 15,000.00	\$ 200.00
New Municipal			
Municipal Addition/Renovation			
Municipal Maintenance			
Porch/Deck			
Garage			
Shed	1	\$ 16,000.00	\$ 178.00
Other Accessory Building			
Residential Plumbing	11	\$ 46,983.00	\$ 944.00
Commercial Plumbing	1	\$ 11,000.00	\$ 160.00
Residential Electric	23	\$ 120,438.00	\$ 2,060.00
Commercial Electric	2	\$ 5,000.00	\$ 140.00
Residential Gas	6	\$ 31,940.00	\$ 598.00
Commercial Gas			

Residential Mechanical	7	\$ 54,633.00	\$ 806.00
Commercial Mechanical			
Pool/Spa			
Solar	5	\$ 463,350.00	\$ 960.00
Telecommunications			
Dock			
Demolition			
Total	70	\$ 1,281,288.00	\$ 10,862.00

Zoning Board of Adjustment

The Newmarket Zoning Board of Adjustment had two applications at the February 12, 2024 meeting. The first application was a continuance from the January meeting for an Equitable Waiver of Dimensional Requirements, and the second application was for a Special Exception for the horizontal expansion of a non-conforming structure.

Applicant	Address	Request	Outcome
Chinburg Development LLC	Green Road	Equitable Waiver of Dimensional Requirement to permit the current buildings to remain at 40 feet instead of reconstructing the buildings to a height of 35 feet. 35 feet is the maximum	Continued to the March meeting due to a lack of members available to vote. One member had to recuse themselves resulting in only 2 voting members. 3 like votes are needed for a motion

		building height allowed by zoning.	to pass per NH State Law.
Laura A. Dion Revocable Trust	23 Exeter Road	Special Exception for the horizontal expansion of the barn located on the property. The barn is non-conforming due to its proximity to the property line.	Applicant withdrew the application.

Respectfully submitted,

David Evans
Code Enforcement Officer and Zoning Administrator
Local Health Officer

COMMUNITY DEVELOPMENT

Month in Review

Planning Board

The month of February saw no new development application filings to the Planning Board (“Board”) for their consideration. At the February 13, 2024, meeting, the Board reviewed the latest revisions to a set of proposed amendments to the site plan and subdivision regulation and determined that they are ready for a public hearing. The proposed amendment seek to achieve the following: (1) establish a Technical Review Committee to review all major site plan / subdivision applications prior to an official filing with the Board, (2) streamline administrative actions and processes related to post-approval actions, and (3) to add regulations to require all approved plans to file as-built plans for the purposes of ascertaining the exact location of structure and utility placement. The Planning Board is seeking to hold the public hearing either on their March or April meeting.

Also at the February 13, 2024, meeting, the Planning Board continued its public hearing for a proposed major site plan, boundary line adjustment and special use permit application proposing a mixed-use 41-unit apartment building with 2,500-sf of commercial space located on property with an address of 3 and 5 Railroad Street. The purpose of the meeting was to hold a discussion with the applicant regarding the outstanding issues with the proposed development with the intent of understanding all the concerns of the Planning Board prior to finalizing the revisions to the application. The Board reviewed the special use permit criteria and the comments made by the Planning Board consultants with the applicant. The Board expressed to the applicant that the majority of their concerns were identified in prior review letters from their consultants and no new issues were ascertained. Considering a revised plan set was not filed for review, the applicant and the Planning Board agreed to continue the public hearing to the Planning Board’s March 19, 2024, meeting.

Community Development

Conservation and Environmental Planning Efforts

The Planning Department, in collaboration with the Conservation Commission (“Commission”) and Strafford Regional Planning Commission (“SRPC”), continued their work on refining the Land and Water Conservation Chapter of the master plan. SRPC attended the Commission’s February meeting to facilitate the development. Specifically, SRPC reviewed with the Commission the draft goals and strategies for the updated chapter. The Commission was tasked to review that document and prepare to comment on them for their March meeting.

The Commission also held a discussion with Lynn Vaccaro of Great Bay Nation Estuarine Research Reserve and Emma Tutein of University of New Hampshire Cooperative Extension to help the Commission update their conservation land prioritization evaluation sheet. The update’s purpose was to ensure that the Commission is targeting land that meets its current and future goals while avoiding expending limited resources on land or resources that fail to meet the conservation objectives set out by the Commission.

Planning Department continued its work with members of the Riverfront Advisory Committee and the Conservation Commission to develop new signage for Schanda Park related to advising visitors of the water quality issues at the confluence of Moonlight Brook and the Lamprey River and the efforts currently undertaken by the Town to improve those conditions. Further, the Town is looking to improve signage messaging and researching other community outreach techniques that discourage the feeding of wildlife at Schanda Park, as the unnatural feeding is one of the leading contributors to the poor water quality in that area.

Planning staff continued its collaboration with Lyndsay Butler, Town Engineer and Sean Greig, Director of Environmental Services and consultant David McDougal to develop a plan to incorporate more solar energy systems onto municipal owned properties and structures.

Master Plan Process

The Planning Department and Stafford Regional Planning Commission continued its planning for the Master Plan Visioning Workshop, now scheduled for Saturday, March 16, 2024. This event's goal is to set a common vision and foundation for how the Town should proceed in developing in the next 10 years. The event is to take place at the high school from 8:30 am to 12:00 pm. With the understanding that a majority of the town will not be able to attend the March 16th workshop, staff is organizing a visioning week starting on April 8, 2024. The idea is to host a visioning sessions during different board and commission meetings schedule for that week. Please contact Bart McDonough, Director of the Planning and Community Development for more information.

Staff and Strafford Regional Planning Commission met with the Art, Culture, and Tourism Commission ("ACT") to start efforts on developing the Arts, Culture and Historical Resources Chapter. A presentation was given to ACT about the master plan process and a discussion relative to the content that could potentially be incorporated into the chapter was held. ACT was requested to review other communities' master plan art chapters to get a sense of what to include in Newmarket's chapter.

The Master Plan Subcommittee ("MPS") held their fourth meeting on February 5, 2024, and discussed with Strafford Regional Planning Commission preliminary results from the housing and open space survey that was conducted from December through the end of January. Further, the MPS discussed content, logistics and outreach efforts for the planned visioning workshop in March.

Financials

Fiscal Year	Budget (\$)	MTD Transactions (\$)	YTD Transactions (\$)	Balance (\$)	Spent (%)
2024	158,086.00	13,461.32	90,878.07	68,407.55	57.32
2023	155,496.00	9,784.89	93,536.45	62,959.55	59.76

FINANCE

This report will briefly explain the departments' activities for the month of February.

1. In fiscal period 8, 94% of the budgeted revenues were accrued, translating to \$36,825,364. This is one percent below, yet \$2,995,330 above the prior year. In terms of expenditures, the General Fund spend was 64% of budget (prior year was 64%) at \$6,255,909. Total operating budget spending was at 66% or \$10,585,337 (prior year was 65%).
2. The town's cash position remained strong, with the General Fund account balance at \$16.7 million at the end of the month. Interest earned on the Town's General Funds deposits, calendar year to date, was \$107,189.72. The average collected balance in February was \$18,485,045.15.
3. The Finance & Administration team gained a new member, Brenda Bounphakhom. She comes to us from the private sector and earned her accounting and finance bachelors (with honors) from Franklin Pierce University. She is an accountant, and her immediate focus is training in the Munis system for processing both payroll and accounts payables. Her immediate primary function is handling accounts payable, and her secondary function is backing up the HR Manager (Tonya Cougler) for payroll processing. Tonya has been training Brenda for the past few weeks, and she is coming up to speed quickly. We are pleased to have her on board. Brenda is a shared resource with the Police Department where she is the Accreditation Manager.
4. The NH Retirement reporting situation has been resolved and we are now up to date, according to the Human Resources Manager. This is the result of months of diligent effort on Tonya Cougler's part and her perseverance is much appreciated.

Financials:

	Budget	MTD Transactions	YTD Transactions	Balance	% Spent
FY2024	\$297,016	\$14,128.42	\$198,333.93	\$97,332.07	67.2
FY2023	\$296,564	\$23,074.52	\$205,693.49	\$90,870.99	69.4

INFORMATION TECHNOLOGY

This report outlines the department's activities for the month of February.

Information Technology:

The IT support team received 31 user support requests totaling 13.48 hours of service time, which was a slight decrease from the prior month. The support requests seemed to be fairly evenly distributed among departments (no issue clustering) and they were relatively pedestrian end user requests. This is good because it means the systems are running well, on average, and there are no particularly weak end users needing retraining.

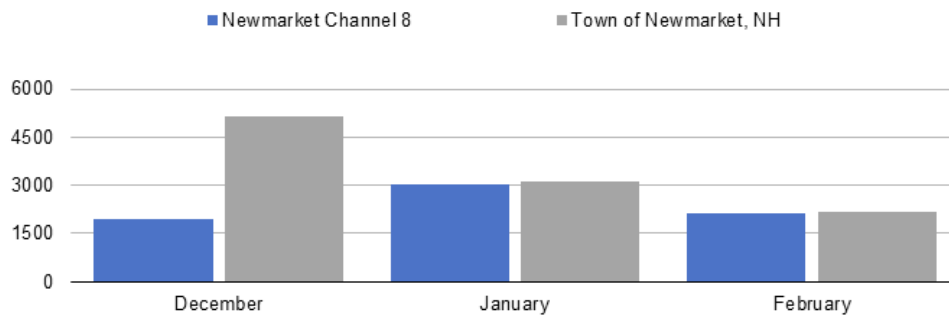
The ERP/Fund Accounting system review team has begun reviewing systems via a first round of high-level system demonstrations. This part of the process is intended to weed out vendors who seem viable on 'paper', but that are in fact lacking in basic capabilities. The first system reviewed was Gworks (they acquired BMSI) on 2/17/24. The next review was scheduled for 3/7 and there are more to come. The team is getting a good sense of the Public Administration/Fund Accounting solutions market and the current dynamics at play such as acquisitions of long-time vendors and Venture Capital and PE involvement. Our goal is to find a reliable partner in space that will provide a full-service SaaS solution with a strong SLA, implementation expertise and best practice-based training at the same or lower cost than our current vendor. If that is unattainable, we will stay the course with Munis/Tyler Technologies.

During the course of this fiscal year, due to the persistent and increasing threat of cyberattacks on municipal governments (even small ones), we invested in various layers of security to mitigate those threats. Those investments were not planned and budgeted for but were deemed essential due to information provided by our cybersecurity partners (e.g., CIS, MS-ISAC, Atom Group, Primex, etc.) and attacks seen from our system logs. While we do not publicize our cybersecurity profile (for security reasons), the investments are noted here due to the impact on this year's IT budget. Although not the only reason, it is an important reason for the IT expenditures anticipated to go above what was budgeted. While this will not have a significant material impact on the overall General Fund budget, it is being noted so that the overage is not understood to be a lack of budgetary management discipline. On the contrary, due to the size of potential financial risk of not making such relatively minor investments, we decided it would be penny wise and pound foolish to fail to make the minimal expenditure required to enhance the town's security profile. The budget for the coming fiscal year anticipates those ongoing costs, so this will not be an ongoing budgetary concern.

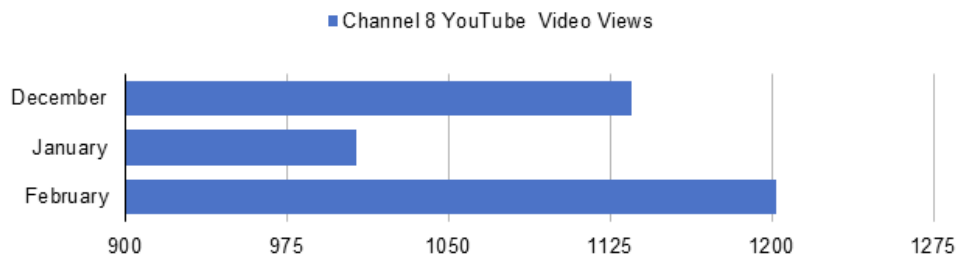
Multi-Media Services:

In February, Newmarket Media Services posted to social media 38 times on the Newmarket Channel 8 and the Town of Newmarket Facebook pages. The posts consisted of events and meetings live streams, the Newmarket Newsletter, and notices to the community. This resulted in reaching 2,164 people on the Town of Newmarket page and 2,115 on the Newmarket

Channel 8 page. The Newmarket Channel 8 Facebook page received 153 visits and 1 new page follower. The Town of Newmarket Facebook page received 514 visits and 11 new likes.



On the Newmarket Channel 8 YouTube channel, 15 new videos were added and reaching 5,593 people, which resulted in 1,202 views to our channel from 860 viewers. In February, people watched 47.3 hours of our content and we gained 3 new subscribers. The videos included Town of Newmarket and Newmarket School District Meetings, as well as Newmarket School Events, such as a 2023 Newmarket Elementary Playground Renovation and the grand opening of Donut Love.



Finally, the Newmarket Newsletter was distributed 4 times in the month and had an open rate of 48%. This was 4% higher than the industry average. Taking a more detailed look, the Newmarket Newsletter was sent out to an average of 2,590 email addresses each week and was opened an average of 1,118 times.

Financials:

	Budget	MTD Transactions	YTD Transactions	Balance	% Spent
FY2024	\$266,075	\$13,449.61	\$188,405.74	\$59,468.90	77.6
FY2023	\$247,422	\$18,316.83	\$176,709.10	\$56,913.34	77.1

Note: the numbers are the MIS and CH.8 budgets combined and preliminary as finance is currently engaged in year-end processing as of this writing.

TOWN CLERK – TAX COLLECTOR

TAXES		
Total Committed 2023	\$29,490,548	
Total Uncollected 02/29/24	\$293,715	

TAX LIENS	2022	2021
	Deed 2025	Deed 2024
Property Tax	117,896	169,701
# Properties Liened	26	34
Uncollected 02/29/24	45,515	19,753

TOWN CLERK REVENUE (07/01/23 thru 02/29/24)

	Year End 6/30/24	Year End 6/30/23	
Motor Vehicle	1,126,442	1,072,305	5.05% increase
Town Non-MV	100,262	100,361	0.10% decrease
State	387,879	367,744	5.48% increase

- Daily activity steady
- 2024 Town Filing Period; January 24, 2024 – February 2, 2024
- Preparing for Town/School Election on March 12, 2024
- New Office Hours beginning Monday, March 4, 2024
 - Monday, Tuesday, Thursday 7am – 4:15pm
 - Wednesday 7 am – 6 pm
 - Friday Closed

RECREATION

Financial Overview:

General Fund Expenditures: According to Munis, the Recreation Department's General Fund has expended \$173,954 (68%), compared to 65% of the budget at this same time last year.

Rec Revolving Fiscal Year 22/23 Expenditures: Munis reports that the Recreation Department's Revolving Account has spent \$284,780, compared to \$272,099 last year, resulting in a (\$12,681) difference. This variance is attributed to factors such as increased seasonal payroll adjustments aimed at retaining part-time staff.

Rec Revolving Fiscal Year 23/24 Revenue: Munis data for the Recreation Department's Revolving Revenue Account indicates that \$209,900 has been collected year-to-date, compared to \$232,367 collected last year. Factors contributing to this variance include slightly decreased participation numbers in the afterschool program and reduced grant and sponsorship funds. However, with the opening of summer camp registration on March 4th, we anticipate a positive turnaround in next month's report.

Personnel Report

FT Personnel: The Recreation Department maintains full staffing across all five full-time positions.

Summer Camp Hiring: Recruitment for seasonal summer staff commenced earlier this year, with efforts aligned with other Recreation Departments in the Seacoast area. Anticipating challenges in securing staffing, we have increased hourly pay rates and implemented alternative recruitment strategies, including guerrilla marketing and offering incentives funded by the Friends of Newmarket Recreation.

UNH Practicum Recruitment: Rec staff Alyssa and Sam made their way back to their alma mater this month to be on a panel for Recreation Management Policy practicum students. Each semester we get the privilege to speak to students about completing their practicum or internship with us at the Recreation Department. We thoroughly enjoy getting to know these students, training them and occasionally hiring them to work part time with us. This spring we

have 2 students on board, Marissa and Riley, and they will complete their 45-hour practicum experience by working on our programs and events.

Meetings Recreation Director attended February

- **Newmarket Business Association (NBA)** – Recreation Director has discussed the upcoming Rec Connect May Mixer with the NBA to confirm they are still on board to be a co-host.
- **NH Economic Forecast Meeting** hosted by the Exeter Chamber of Commerce
- **Wiley Park Meeting** – discussed the parameters of the mural contest
- **Newmarket Community Support** hosted by NJSHS - Discussed community youth need in particular summer camp scholarship needs and free programming opportunities for middle school aged children.
- **Newmarket Master Plan Check-in:** This was our first meeting to discuss Recreation Master Plan Process.
- **Newmarket Visioning** – Discussed March 16th Master Plan Community Workshop Vision Discussion event.

Training and Development

No training in February, however we have several training sessions booked for in the next few months, including:

- **ACA American Camp Training** will be attended by both Sam and Mike
- **Ian Hill Leadership Training** hosted by NHRPA will be attended by Aimee & Alyssa
- **NHRPA Summer Camp Summit Training** and Awards Banquet to be held at Primex and will be attended by 4 Rec staff.

Sponsorships and Donations



Donut Love Grand Opening & Ribbon Cutting Ceremony with the NBA: Donut Love contacted the Rec in early February to let us know that they had decided to give 10% of their grand opening proceeds to the Recreation Department. Obviously, we were thrilled with this idea and enthusiastically advertised this on all our social media outlets. Ironically, the date of their Grand Opening coincided with our vacation week camp with the kids, so of course, we brought all the (26) kids over to help have a donut and to help celebrate during their ribbon cutting ceremony hosted by the NBA. We heard later that week that we will be receiving a \$300 check from Donut Love. The grand opening was quite busy, and they ran out of Donuts 3x! They were very happy with all the social media we gave them prior to their event.



REC Community Events

Backyard Bash Planning Meeting: We held our first kick-off planning meeting for Backyard Bash on February 7th. Henceforth, all meetings will be held on the first Wednesday of each month. It was discussed that some meetings will be held in person and others will be held via Zoom for convenience. An agenda was handed out that included an outline of agenda topics for the next 6 months. We had 7 community members, and 5 Rec Staff attended the first meeting. Agenda items and topics discussed at the first meeting were as follows. Financial Review: We outlined all the event expenses and any revenue generated from 2023, this included what funds we had left from our 2022 event. Obviously, with the BUNT we explained how forecasted revenue fell short and how it affected the entire finance aspect of the event. Our goal this year is to solicit more sponsors to help cover costs rather than rely solely on entrance donations. JPI Fireworks held onto our \$650 deposit and so we are all set for this year's deposit. 2023 Event Evaluation: The Good, the Bad, the Ugly of last year and where we can make improvements. We also discussed getting rain cancelation insurance.

Next up for the next couple of Months – SAVE THE DATE:

- Annual Easter Hunt Extravaganza: Saturday, March 30th
- Somewhere Over the Rainbow Date Night Dance: Friday Night April 12th
- Rec Connect Annual May Mixer: Thursday, May 23rd

Projects, Equipment, Facility Use, and Rentals

Newmarket Recreation Complex Sign: We are estimating installation of this large directional sign will occur sometime in the late spring. Timberline signs has not yet given us a date.



Preschool Room gets an updated look!

During February vacation week we updated and painted the Preschool Room so it would have a whole new look and feel for when kids came back for our spring session. A big shout out to PWD and Erin, our new Playgroup Instructor, for putting so many hours into this much needed project.

Upcoming Projects: Once we realized we did not get the CCIP grant, we have already started to discuss projects that had been put on the back burner until we heard and these projects include: repairing the outdoor volleyball court, new floors for the dance room and possibly a new floor for the Beech Street Center, and updating play equipment in the Fit & Fun Room.

Any larger project we will put on hold until we receive feedback from the town during the Master Plan.

Rentals: February brought in 3 Beech Street rentals for family parties and functions. The Girl Scouts have continued to use the facility for their meetings every other Friday as well as Piscassic Jiu Jitsu who have been consistently teaching Brazilian Jiu Jitsu programs on Mondays and Tuesdays. March is booked up already, with 5 rentals already on the calendar. A local theatre company, RCG theatre, has been renting the Community Center for rehearsals as well this winter.

Grants, Donations & Sponsorships

Community Center Investment Plan (CCIP) Forgivable Loan: We heard back from NH Community Development Finance Authority in regard to our Community Center Investment Program Application that was submitted this past fall. We unfortunately will not be awarded the funding to pursue an indoor gymnasium. This second round of the program saw more applications and had less funding to be awarded. We now will pivot focus to other projects that will enhance recreational programming within the community.

LRAC Grant for a new Kayak Launch system at Schoppmeyer Park: Now that we know the docks will be repaired after the storm, we are in contact with EZ Dock Northeast to get a quote on adding a new kayak launch for Schoppmeyer Park. The addition would be an extension of our current dock that would make loading and unloading kayaks much easier and more accessible for the general public.

Youth Programs & Highlights



Play and Stay: Play and Stay had a great month in February. We started implementing weekly karaoke parties where kids are invited to sing their favorite songs in front of their peers. This has been great for building confidence and encouraging kids to step out of their comfort zones. On days they weren't singing their hearts out, we were playing gaga ball, competing in Lego building challenges, putt putt mini golf or some Valentine's Day crafts! We are also gearing up to begin a Pen Pal partnership with Farmington Parks and Rec and their Afterschool Program. We are excited to have our kids exchange letters, connect and maybe meet up in the future to make new friends!

Pre-K Gymnastics: After a long hiatus, gymnastics will be coming back to the Recreation Departments program lineup next month. In February the team sat down with a new local gymnastics company called Wee Flip Mobile Gym, who consists of two local former gymnasts who have a passion for introducing gymnastics to their community. Together, we are offering a program on Wednesday afternoons for preschoolers, and the program is already sold out. Both instructors Molly and Mandi, are interested in providing more programs for not only this age group, but expanding if the program is successful. We predict we will be opening many more gymnastics programs with Wee Flip Mobile Gym in the coming months.

Chess Tournament: Once again partnering with Jacob Holden and the NH Chess Club, were able to host our 2nd USCF ranked chess tournament in February. The tournament continues to build upon the NH Chess Club success in Newmarket. The event was held on Saturday February 17th and featured players from Newmarket as well as 5 of the surrounding towns on the seacoast! We are thrilled to play a part of the growing youth chess community in NH!

Update on our Afterschool Arts & Dance Programs. All dance programs are underway for the winter/spring months with programs like Global Grooves, Kids Art Academy, and Youth

Cartooning. As well as our 15-week (about 3 and a half months) dance programs which include Hopes Contemporary, Creative Movement, Twinkle Toes and Blooming Ballerinas. We are already making plans for an end of year dance recital.

Update on our NEW Dance Program: We are excited to announce that our So You Want to be a Pop Star (Dance) is going great and they will now be doing a surprise performance at our annual Easter Extravaganza Hunt! Once again, we are thrilled that Miss Erin is teaching this new program, which allows participants to pretend they are in a music video, singing and dancing along to their favorite tunes. This program has inspired the creation of a new Music Video specialty camp this year, tune in to see a star's shine.

Vacation Camps



Vacation Camp: The Rec's "Let's get wild" Vacation camp was a great success. The camp ran Tuesday, Wednesday and Thursday with a total of 43 kids attending over the course of the three days. Tuesday was our day at the Rec, where we spent a lot of time singing karaoke, playing gagaball and spending some time

outside on the playground. Wednesday was our most exciting day with our highly anticipated field trip to Pinz where everybody enjoyed the pizza, bowling and arcade. We ended the camp on Thursday with a visit from Wildlife Encounters, an organization that traveled to the Rec to give an educational show about wildlife. Everybody was introduced to a variety of animals including an African Giant Bullfrog, a Blue and Yellow Macaw, and a Chinchilla that they were allowed to pet. It was a great addition to the vacation camp, and we are looking forward to working with them in the future. Next up will be our April Vacation Camp (not yet themed) which will also run for three days Tues, Wed, & Thurs. of vacation week and will include full day care with a couple of field trips.

7 Week Camp Wanna Iguana and ½ Day (1 Week) Camps: February is the time where we begin marketing our Summer Camp programs and announce the new summer camp theme. Once again, this year's theme is The Rec's Amazing Race – which means we will be "pretend" traveling around the world playing imaginary games and activities in world famous locations! We are still planning to open registration for the residents on Monday, March 4th and open

registration for non-residents on Monday, March 11th. Once again, we will be hosting our popular half day specialty camps, this year utilizing instructor Erin Schroeder-Craft's special skill set of art and dance by offering 3 ½ day camps called: Art Camp, Music Video, and Fidgets & Gadgets Camp, along with chess instructor, Jacob Holden hosting two Chess Tactic Camps this summer.

Adult Programming

NEW - Pound Fitness Classes: We have continued to expand upon the Adult Fitness classes being offered at the Rec. Recently, we were connected with Kim Davis: a certified Pound instructor who was looking to expand into other communities. Pound is described as a "cardio jam session," an exercise program integrating ripstix (similar to drumsticks) into the workout. Kim will be offering a free intro class on March 21st with a 4-week program to follow!

Sunrise Sunset Activity Center

Bus Trips: This month was an exciting one as we put out the new Sunrise Sunset Breeze quarterly newsletter and opened registration for all of our spring trips. Sign-ups are a busy time, and many members were quick to reserve their spots! We had an excellent group for our day trip this month visiting the local Johnson Theater over at UNH, where we were thrilled with their Magic of Bugs dance showcase and the Don Quixote Ballet followed by a delicious lunch at Panzanella's. And then we also had a good turnout to celebrate Donut Love's grand opening right here in Newmarket!

Programs: There have been many great activities happening at the Sunrise Sunset Center during the winter season, with February starting off with a full house for Trivia on February 2nd. We also enjoyed other Friday Fun programs such as corn hole and cribbage. Many of our classes have had great learning opportunities this month, with a group from the Art Club traveling to The Pines of Newmarket for a watercolor painting class and the Sunrise Strummers watching play-along videos to learn new songs.

Munch N Learn: This month we had a Munch N Learn with At Home Hearing, with two tables of folks coming out to learn about the connection between hearing loss and dementia. A great educational program along with free hearing loss tests and resources provided- along with a wonderful lunch for all to enjoy!



Respectfully submitted by
Aimee Gigandet – Recreation Director and the Rec Staff.

Events: We had an acoustic concert on Valentine's Day with many members of the community coming out to hear Bethany share original songs on guitar. And then we had a full house and an abundance of amazing food for our Annual Chili and Chowder Cook Off on February 23rd! Participants had such a good time they are already discussing ideas for a similar cook-off event in the summer months. Definitely a fun and delicious time for all! Winners of both cook offs received the Gold Medals (haha)

Next up for the next couple of Months – SAVE THE DATE:

- Spring Fling on Friday, April 5th
- Red Socks Opening Day on Tuesday, April 9th - feel free to stop by

WELFARE

Newmarket Welfare Office- February 2024

Since the beginning of 2024, the Town of Newmarket Welfare Department has had an increase in inquiries and applications from individuals and families concerned about evictions or housing issues. This trend is predictable from reports in other towns, yet it is still slightly concerning. As I continue to share, the cost of housing in Newmarket has increased and is increasing for rental units. Shelter is expensive on the Seacoast or in our Community. Our rental assistance vouchers to maintain housing for those deemed eligible for general assistance reflect the increase in market rents. Two years ago, a typical two-bedroom rental voucher would have been written for a maximum monthly amount of \$800. Now, we are looking at least \$1200. This impacts not only this department's budget but also the budget of the applicants and families living on the economic margins. When properties sell or turn over frequently, longstanding tenants are forced to find new units and are priced out because prior leases are no longer honored with new landlords or renovations are made to units to command higher rents- this is unfortunate and creates a hardship for many longtime families in Newmarket who were working class and struggling.

The Town Welfare Department continues to aid, guide, and support clients or applicants in addressing their individual shelter needs, with assistance or referrals to appropriate resources for their basic household requirements that support life and health. In February, we processed twelve completed welfare applications and seven incomplete applications, which resulted in requests for additional information or documentation to support their application to determine eligibility for assistance. We had more than fifteen inquiries regarding referrals to other resources to prevent evictions or requests from agencies to partner with them to assist those in the community in avoiding homelessness. We continue to hear from people who have either relocated from other states or, during the pandemic, dealt with the COVID protections and did not have to provide detailed information to qualify for financial assistance. A recent example is the one individual who fervently argued that the Town did not have the right to see bank statements. I had to explain that to document eligibility for general assistance; they clearly had to document a financial need.

I shared the State RSAs and attempted to educate them on the process of Town General Assistance. It was only after numerous discussions that they then decided not to apply. They still have a right to apply at any point, provided they submit all documents to determine eligibility.

In February, the case situation above and others like it were the situations that required the majority of staff and labor time. Suppose an applicant provides a fully completed

application- it is normally a straightforward opportunity to discuss how the Town can assist. In that case, we then provide other referrals and wish them the best!

This office routinely discusses the difference between wants and needs with clients, which can be a difficult discussion; however, when local taxpayer dollars are required to support requests, and the Town must follow the RSAs, it is a conversation that we are mandated to have.

In working in town or municipal general assistance as a fund of last resort, it is common to find that some applicants are savvy in “welfare shopping” and seeking out communities that they feel will have a sympathetic ear to their plight. That is why we have to be consistent with the State law, follow our guidelines, and only have one voice respond to inquiries. When someone is desperate, they are looking for a way to survive, this is a normal human response- this office job is to support them in getting on their feet while remaining compliant with our procedures and protocols and ensuring that Town welfare is fund of last resort after all other resources have been exhausted.

A consistent voice is key in sharing the message of how Town Welfare works is key. Another example we have run into recently is when the town issues a voucher to the client. The Client is then responsible for signing it (Town welfare is technically a loan) and delivering it to their landlord, who then signs the voucher and returns it to the Welfare drop box for payment. The responsibility is placed upon the client similar to how they are responsible for paying the rent; in the past month, we have had two cases where the client, despite being instructed both verbally and in writing to sign the voucher and deliver it to the landlord for signature- did not do so. Then, it was not returned to the Town. When this happens, the client calls the Town upset to inquire why their shelter payment has not been paid. We then have to remind them to look at their paperwork and ask them if they signed the voucher and if they turned it into the landlord. This office requires that the client take responsibility for their expenses whenever possible. This standard practice for Welfare offices, however other social service agencies or charities may not follow these types of protocols and it becomes a reminder or re-education to the clients.

A wonderful program this department works on annually is the Newmarket Camp Scholarship program- and calls are already coming in about dropping off applications for this outstanding program. The camp benefits families and youth. The scholarship for camp gives families who need to work when school is out the opportunity to continue to work and is not a burden on the tax dollar. This department is grateful for departmental collaboration within the Town and with local partner resources that reduce the burden on the local Newmarket taxpayers.

In closing, Sue Jordan's help, guidance, insight, and historical knowledge over the years cannot be adequately reflected in words or a simple report. She has been an outstanding resource to the Human Services Department/ Town Welfare- and will be missed. She innately knew, understood, and had the wisdom to assist, direct deflect, and diffuse even the most challenging of situations. As many are aware, she was the welfare director previously and had immense knowledge about this role and many others. She was a true asset to the Town and this department with her calm, pleasant demeanor.

Respectfully Submitted,
Heather Thibodeau

LIBRARY

A report was not submitted.