



TOWN OF NEWMARKET, NEW HAMPSHIRE
Town Council
Agenda

Wednesday, July 20, 2022, 7:00 PM
Town Council Chambers

6:45 PM Non-public Session Pursuant to RSA 91-A:3,II(d) Consideration of the acquisition, sale or lease of real or personal property.

REGULAR SESSION

- 1. Pledge of Allegiance**
- 2. Public Forum**
- 3. Town Council to Consider Acceptance of Minutes**
 - a. June 1, 2022 Non-public Meeting Minutes
 - [b.](#) June 15, 2022 Meeting Minutes
 - c. June 15, 2022 Non-public Meeting Minutes
- 4. Report of the Town Manager**
 - [a.](#) Town Manager's Report
 - [b.](#) Department Reports June 2022
- 5. Committee Reports**
- 6. Old Business**
- 7. Resolutions/Ordinances in the 2nd Reading**
 - [a.](#) Resolution 2021/2022-36 - Request funds from Library CRF for Roof Repair
 - [b.](#) Resolution 2021/2022-37 - Sustainable Energy Goals for the Town of Newmarket
- 8. Town Council to Consider Nominations, Appointments, and Elections**
 - [a.](#) Pam Myers-Morgan - Arts & Tourism Ad hoc Commission - Term Expiration April 2023
 - [b.](#) Julianna Tyson - Conservation Commission - Term Expiration April 2025
 - [c.](#) Cris Blackstone - Racial Equity, Inclusion and Human Rights Advisory Committee - Term Expiration April 2025

- [d.](#) Ruth Kane - Energy & Environment Committee - Term Expiration April 2023
- [e.](#) William Raley - Energy & Environment Committee - Term Expiration April 2025.
- [f.](#) Carol Grulla - Racial Equity, Inclusion and Human Rights Advisory Committee - Term Expiration April 2024
- [g.](#) Emily Jones - Energy & Environment Advisory Committee - Term Expiration April 2023
- [h.](#) Sean Moran - Energy & Environment Committee - Term Expiration April 2025
- [i.](#) Morgan Santos - Arts & Tourism Commission - Term Expiration April 2025
- [j.](#) Stacy Brown - Racial Equity, Inclusion and Human Rights Advisory Committee - Term Expiration April 2025

9. Resolutions/Ordinances in the 1st Reading

- [a.](#) Resolution # 2022/2023 - 01 New Road Watermain & Drainage Improvements Project.

10. New Business/Correspondence

- a. Correspondence to the Town Council
- b. Closing Comments by Town Councilors
- c. Next Meeting August 17, 2022

11. Adjournment

Visitor Orientation to the Town Council Meeting

Welcome to this evening’s Council meeting. Please note that the purpose of the meeting is for the Council to accomplish its work within a qualitative time frame. Meetings are open to the public, but public participation is limited. If you wish to be heard by the Council, please not the “Public Forum” at the beginning of the meeting to speak on items on a meeting agenda and/or matters pertaining to the business of the Council. In addition, public hearings may be scheduled for public comment on specific matters.

Speakers must be residents of the Town of Newmarket, property owners in the Town of Newmarket, and/or designated representatives of a recognized civic organization of business located in the Town of Newmarket. When they are at the podium, speakers first need to recite their name and address for the record. Visitors should address their comments to the presiding officer and the Council as a body and not to any individual member.

Each speaker shall be provided a single opportunity for comment, limited to three (3) minutes. Public forum shall be limited to fifteen (15) minutes. Visitors should not expect a response to their comments or questions since the Council may not have discussed or taken a position on a matter. Public Forum is not a two-way dialogue between speaker(s), Councilors, and/or the Town Manager. The Chair will preserve a strict order and decorum at all Town Council meetings. Outbursts from the public are not permitted.

TOWN OF NEWMARKET, NEW HAMPSHIRE

TOWN COUNCIL REGULAR MEETING

June 15, 2022 7:00 PM

Council Chambers

Draft Minutes

Councilors Present: Council Chair Toni Weinstein, Council Vice-chair Katanna Conley, Councilor Megan Brabec, Councilor Scott Blackstone, Councilor Brian Ward, Councilor Joe Lamattina and Councilor Colin White, Sr.

Staff Present: Finance Director William Tappan (seated for Town Manager Fournier), Environmental Services Director Sean Greig, and Wendy Chase, Recording Secretary.

Staff Excused: Town Manager Stephen Fournier.

Chair Weinstein convened the meeting at 7:00 PM and led the Pledge of Allegiance.

Councilor Ward made a motion *to seal the minutes of the June 15, 2022, non-public meeting*, which was seconded by Councilor White.

Motion was Passed by a vote of 7-0.

AGENDA

PUBLIC FORUM

Chair Weinstein opened the Public Forum at 7:02 PM.

Representative Ellen Read, 283 Lita Lane spoke in favor of Resolution #2021/2022-37 – Sustainable Energy Goals for the Town of Newmarket. She explained that Hanover and Concord, NH have passed similar resolutions and would like to do a presentation for the Town Council at the July 20, 2022 Council meeting.

Jane Sanders spoke in support of Resolution #2021/2022-37.

Bill Reilly, 25 Packers Falls Road spoke in support of Resolution #2021/2022-37.

Sara Stinson, 9 Maplecrest spoke in support of Resolution #2021/2022-37.

Anthony Read, 283 Lita Lane spoke in support of Resolution #2021/2022-37

Joan DeYoreo, spoke in support of Resolution #2021/2022-37.

44 Emily Jones, 631 Bennett Way, spoke in support of Resolution #2021/2022-37.

45

46 Chair Weinstein closed the Public Forum at 7:11 PM.

47

48 **PUBLIC HEARING**

49

50 Ordinance No. 1 – 2021/2022 – Amending Chapter 1 of the Code of the Town of Newmarket, NH;
51 Clarifying the Authority of the Town Manager

52

53 Chair Weinstein opened the Public Hearing at 7:12 PM.

54

55 Chair Weinstein closed the Public Hearing at 7:12 PM without public comment.

56

57 **TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**

58

59 **May 25, 2022 Goal Setting Session Minutes**

60

61 Councilor Conley made a motion to approve *the May 25, 2022 Goal Setting Session Minutes*,
62 which was seconded by Councilor White.

63

64 Motion was Passed by a vote of 6-0-1. Councilor Brabec abstained.

65

66 **June 1, 2022**

67

68 Vice-chair Conley made a motion to approve *the June 1, 2022 meeting minutes*, which was
69 seconded by Councilor LaMattina.

70

71 Motion was Passed by a vote of 6-0-1. Councilor White abstained.

72

73 **REPORT OF THE TOWN MANAGER**

74

75 Finance Director Tappan commented that the Councilors were in receipt of the Town Manager's
76 June 15th report and if there were questions, he would be happy to answer them.

77

78 Councilor LaMattina questioned the Newmarket Housing Authority Community Development
79 Block grant contract signed by the Town Manager. It was determined that it was for the piping
80 work at Great Hill Terrace.

81

82 Councilor LaMattina commented on fuel and salt being over budget.

83

84 Finance Director Tappan said that they are looking at ways to mitigate that and explained that it's
85 a "bottom line" budget.

86

87 Councilor Weinstein commented that she liked the additional information in the Town Manager's
88 report regarding contracts signed by the Town Manager.

89

90 Councilor Brabec said she appreciates the time and effort the Department Heads put into their
 91 monthly Department Reports. She voiced concerns over the Recreation Department's difficulty
 92 in hiring camp counselors and the Welfare Department's report of homelessness and the rental
 93 challenges in town.

94
 95 Councilor Blackstone thanked the Police Department for their bravery and protection. He
 96 commented that he likes the late-night police patrols in the downtown area.

97
 98 Councilor Conley echoed Councilor Brabec's concerns on the financial issues community
 99 members are facing. She congratulated Officer Aaron Hurlburt for finishing his field training with
 100 the Police Department and congratulated Officer Matthew Pefine for successfully graduating from
 101 the Police Academy in May.

102
 103 Chair Weinstein wondered if Chief Jordan was making any progress on the regional mental health
 104 taskforce he spoke about starting. Finance Director Tappan said he will let the Chief know of the
 105 inquiry.

106

107 **COMMITTEE REPORTS**

108

109 Councilor LaMattina reported on the Riverfront Advisory Committee Meeting. The Lamprey
 110 River Advisory Committee gave a presentation at their last meeting. There may be grant money
 111 available to them. The Committee discussed projects regarding Heron Point, the town dock and
 112 expanding Schanda Park toward the Wastewater Treatment Plant. There will be a Resilient
 113 Shoreline Tour scheduled on June 22, 2022, 1:00 PM - 4:30 PM. Planning Director Bart
 114 McDonough has been making connections and is a great resource for the Town.

115
 116 Councilor LaMattina reported on the Energy & Environment Committee Meeting. The Committee
 117 met with a representative from the Community Power Coalition. The Coalition is working on
 118 getting renewable energy available in 19 municipalities. The next step for Newmarket it to develop
 119 an energy plan. There is a free webinar available on how to save energy. Councilor LaMattina
 120 asked if the Council would be willing to co-sponsor the webinar. The only thing it would entail is
 121 to add the Town of Newmarket to the title as the co-sponsor. There was no objection from the
 122 Council to co-sponsor the webinar.

123
 124 Councilor Blackstone reported on the Planning Board meeting. The site plan for the depot at
 125 Rockingham Junction was approved. The building will be relocated onto a new foundation and
 126 oved further from the rail line. They plan to begin renovations and moving the building in
 127 November. The owner of 3 Railroad Ave (old depot station) presented a site plan review
 128 application to tear down part of the old depot and put in an 8-unit residential building where some
 129 of the units will qualify as workforce housing units. The Planning Board gave the applicant
 130 permission to move forward. The Planning Board expects to have the report on accessory dwelling
 131 units complete in August.

132

133 **RESOLUTIONS IN THE 2ND READING**

134

135 **Ordinance No. 1 – 2021/2022 – Amending Chapter 1 of the Code of the Town of Newmarket,**

136 **NH - Clarifying the Authority of the Town Manager.**

137

138 Vice Chair Conley made a motion to approve *Ordinance No. 1 – 2021/2022 – Amending Chapter*
 139 *1 of the Code of the Town of Newmarket, NH; Clarifying the Authority of the Town Manager,*
 140 which was seconded by Councilor White.

141

142 Finance Director Tappan explained that the purpose of the ordinance is to allow the Town Manager
 143 to create rules and policies for the conduct of departments, negating the necessity to bring town
 144 policies to the Council for 2 readings and approval. He gave an example of a work from home
 145 policy. With the ordinance change the Town Manager would be allowed to approve it right away
 146 instead of going through the resolution process of two readings which leads to weeks waiting for
 147 approval.

148

149 Councilor Brabec said that she was under the impression that that was the normal procedure and
 150 questioned why there needed to be a change to the Code.

151

152 Finance Director Tappan said that as it stands any policies would have to be approved by the Town
 153 Council. He mentioned that the Council has not had many policies presented to them recently for
 154 approval.

155

156 Councilor Blackstone asked if the Council could approve the policies in one meeting rather than
 157 two readings.

158

159 Chair Weinstein said that is possible if the Council approves to amend the Council's Rules of
 160 Procedure and allow a resolution to be passed with one reading in one meeting.

161

162 Motion was Passed by a vote of 7-0.

163

164 **Resolution #2021/2022-34 – Water & Sewer Rate Increases 2023.**

165

166 Vice-chair Conley made a motion to approve *Resolution #2021/2022-34 – Water & Sewer Rate*
 167 *Increases 2023,* which was seconded by Councilor Brabec.

168

169 Director Greig explained that they will not be increasing the sewer rates, just the water rates. He
 170 did advise that if the state aid and grants we've been receiving comes to an end we will have to
 171 revisit increasing the sewer rates. The water rate will increase from \$6.25 to \$6.75. A gallon of tap
 172 water is less than 1 cent.

173

174 Councilors voiced appreciation to Director Greig for all the hard work that he does.

175

176 Motion was Passed by a vote of 7-0.

177

178 **Resolution #2021/2022-35 – To select a vendor to conduct a Salary Survey and Compensation**
 179 **Study for the Municipal Government.**

180

181 Councilor Ward made a motion to approve *Resolution #2021/2022-35 – To select a vendor to*

182 *conduct a Salary Survey and Compensation Study for the Municipal Government, which was*
183 *seconded by Councilor Conley.*

184
185 Finance Director Tappan explained that it is customary to conduct a survey study every 3 years.
186 He said that the intent is to have the survey completed to use in the 2023/2024 budget.

187
188 Motion was Passed by a vote of 7-0.

189
190 **RESOLUTIONS IN THE 1ST READING**

191
192 **Resolution #2021/2022-36 – Request funds from Library Capital Reserve Fund for Roof**
193 **Repair.**

194
195 Chair Weinstein read Resolution #2021/2022-36 into the record.

196
197 **Resolution #20212022-37 – Sustainable Energy Goals for the Town of Newmarket.**

198
199 Chair Weinstein read Resolution #2021/2022-37 into the record.

200
201 **CORRESPONDENCE TO THE COUNCIL**

202
203 A letter from the Town Manager to the Historical Society inviting them to attend a work session
204 meeting on July 20th at 6:00 PM in the Council Chambers to discuss Historic District.

205
206 **CLOSING COMMENTS BY THE TOWN COUNCILORS**

207
208 **NEXT MEETING**

209
210 July 20, 2022

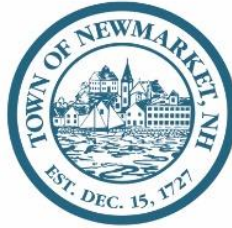
211
212 **ADJOURNMENT**

213
214 Chair Weinstein adjourned the meeting at 8:03 PM without objection.

215
216 Respectfully submitted,

217
218 Wendy V. Chase
219 Recording Secretary

220
221
222
223
224



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN MANAGER

REPORT OF THE TOWN MANAGER

July 20, 2022

Wildcat Transit: On June 15, I received a letter from UNH Transportation Services regarding Wildcat Transit in Newmarket informing us of planned changes in Wildcat Transit service to our community.

In spring 2021, the University gave one year notice to the UNH community and Town of Newmarket of its intention to terminate Wildcat Route 5 service in May 2022. Following two public hearings, the University agreed to continue service for two years - increasing frequency to five-weekday roundtrips: enhancing ridership promotion and outreach, and actively monitoring patronage. Unfortunately, the ridership results of this past academic year have shown further deterioration in the average number of riders per round-trip.

Based on this year's observed ridership and subsequent April 2022 Transportation Policy Committee discussion and consensus, the University is announcing its decision to end Wildcat Transit Newmarket service after the spring 2023 academic session.

They did not arrive at this decision lightly. UNH has provided Wildcat Transit Route 5 service to Newmarket via NH 108 for over 35 years. Ridership peaked in the early 2010s before the recent student housing boom in Durham, during which over 2,500 near campus beds were added. This student housing increase in Durham, along with the changing demographics and housing prices of Newmarket, has resulted in a steady and steep decline in transit ridership between Newmarket and Durham over the past ten years.

In the academic year 2011-12, over 70,000 trips were made on the route. By 2019-20 (pre-COVID), ridership had declined to just above 15,000. During the current academic year – with increased service, outreach, and promotion, ridership is projected to finish below 4,000.

Their Transportation Policy Committee closely monitors ridership and established a target benchmark of fourteen passengers per roundtrip run. Route 5, even with recent year adjustments, real-time information services, and route efficiency improvements, has declined to an average of fewer than six passengers/run (from peaks well above the mid-20s/run in the early 2010s). Operating costs for this route are funded exclusively by the University community through fee support and are estimated at \$50,000 in the current fiscal year.

This ridership and operational realities are neither fiscally nor environmentally sustainable. The University must focus its limited transit resources (rolling stock, drivers, and locally funded operating costs) on

boosting the reliability of the highly utilized Campus Connector system and reinforcing existing Wildcat service to Portsmouth and Dover.

Newmarket service will continue next academic year (2022-2023) at the current service level of 5 round-trips daily Monday – Friday (including serving Bennett Way/Cherry Hill apartments upon request) until May 17, 2023.

Town Engineer: I am pleased to announce that I have appointed Lyndsay Butler as the Town Engineer. Ms. Butler is currently serving as a town engineer in Salem NH, where she manages the MS4 program, capital projects and assists departments with capital planning. Previously, she worked for Wright Pierce of Portsmouth, where she worked with numerous municipalities on projects, including Newmarket. She is currently a resident of Stratham. Lyndsay will begin in late August.

Tucker Well Easement: I am happy to say that the Board of Tax and Land Appeals determined that the easement we are taking from Mr. McClellan for the Tucker Well development was far less than the \$285,000 that he was looking for. The Board determined it would be \$20,000 for the cost. This is more than the \$3,100 that the independent appraiser determined the value when we began the taking process, it is less than the \$25,000 we initially offered before.

Cable Franchise Agreement: I have received a proposed renewal agreement for our franchise agreement with Comcast. This agreement allows Comcast to provide cable television service to the community for a period of ten years. I have asked our telecommunications attorney to look at it and we will have more information in the near future.

ONGOING PROJECTS

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

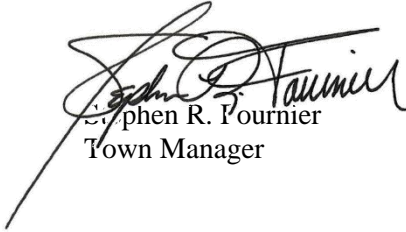
New Road: The project is underway.

Contracts Signed on Behalf of the Town Since Last Meeting:

- Employment Agreement – L. Butler, Town Engineer
- Newmarket Community Center & Leo Landroche Recreation Complex restricted campus policy June 1st, 2022
- Newmarket NHA CDBG Request - \$21,562.50
- Payroll Register for the pay period of 5/29/22-6/11/22, in the amount of \$128,331.54
- AP Check Run DATE: 06/16/2022 CHECK RUN: 061622-1 AMOUNT: \$ 153,281.35
- AP ACH Payments: 0615/2022 – \$38,497.07
- AP Check Run DATE: 06/08/2022 Check RUN: 060822-1 AMOUNT: \$ 59,389.94
- AP Check Run DATE: 06/23/2022 CHECK RUN: 062322-1 AMOUNT: \$ 152,409.50
- Payroll Register for 6/30/22 in the amount of \$126,873.25 (ACH \$118,277.99 and checks \$8,595.26) for the weeks of 6/12/22-6/25/22.
- AP Check Run DATE: 06/30/2022 CHECK RUN: 063022-1 AMOUNT: \$ 377,185.94
- AP ACH Payments: 06/30/2022 – \$38,285.62
- AP Check Run DATE: 07/01/2022 RUN: 070122-1 AMOUNT: \$ 3,218,910.08
- AP Check Run DATE: 07/07/2022 CHECK RUN: 070722-1 AMOUNT: \$ 1,600,555.43
- Engineering Services Request Railroad Ave Residences Review

- Ambulance Fund Transfer - \$75,000
- Grant Applications for Police for \$33,550 for 50% of cost of Body Cameras
- Agreement for Salary Survey and Compensation Study
- Newmarket CDBG-CV June Request \$17,537.02 Community Church Project
- Contract with Civic Plus for Civic Clerk Meeting Software
- Policy And Procedure Order Subject: Bring Your Own Device Policy 6/30/22
- Policy And Procedure Order Subject: Emergency Management of Information Technology Policy 6/30/22
- Policy And Procedure Order Subject: Information Technology Security Policy 6/30/22
- Policy And Procedure Order Subject: Information Technology Administration Policy 6/30/22
- Policy And Procedure Order Subject: It Service Agreements Policy 6/30/22
- Policy And Procedure Order Subject: Software Purchasing Policy 6/30/22
- Policy And Procedure Order Subject: Software Usage Policy 6/30/22
- Policy And Procedure Order Subject: Technology Purchasing Policy 6/30/22
- Policy And Procedure Order Subject: Website Policy 6/30/22

Respectfully Submitted,



Stephen R. Fournier
Town Manager

STEPHEN R. FOURNIER
TOWN MANAGER

FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN MANAGER

POLICY AND PROCEDURE ORDER

SUBJECT: BRING YOUR OWN DEVICE POLICY
FROM: STEPHEN R. FOURNIER, TOWN MANAGER
DATE: 6/30/2022

Bring Your Own Device Policy

The policy for Bring Your Own Device should be read and carried out by all staff.

The Town acknowledges the importance of mobile technologies in improving municipal communication and productivity. In addition to the increased use of mobile devices, staff members have requested the option of connecting their own mobile devices to the Town’s network and equipment. We encourage you to read this document in full and to act upon the recommendations.

Purpose of the Policy

This policy provides guidelines for the use of personally owned notebooks, smart phones, tablets and computers for municipal purposes. All staff who use or access the Town’s technology equipment and/or services are bound by the conditions of this Policy as well as those of the municipal Personnel Policy related to Information Technology and usage, specifically Appendices A and B.

STEPHEN R. FOURNIER
TOWN MANAGER



FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN MANAGER

POLICY AND PROCEDURE ORDER

SUBJECT: EMERGENCY MANAGEMENT OF INFORMATION TECHNOLOGY POLICY

FROM: STEPHEN R. FOURNIER, TOWN MANAGER

DATE: 6/30/2022

Emergency Management of Information Technology Policy

The policy for Emergency Management of Information Technology should be read and carried out by all staff

Purpose of the Policy

This policy provides guidelines for emergency management of all information technology within the business.

Procedures

IT Hardware Failure

Where there is failure of any of the business’s hardware, this must be referred to the Town’s IT department immediately.

It is the responsibility of the IT department to

- Capture data at the time of failure
- Contain the damage and minimize risks in the event of IT hardware failure.

STEPHEN R. FOURNIER
TOWN MANAGER



FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN MANAGER

POLICY AND PROCEDURE ORDER

SUBJECT: INFORMATION TECHNOLOGY SECURITY POLICY
FROM: STEPHEN R. FOURNIER, TOWN MANAGER
DATE: 6/30/2022

Information Technology Security Policy

The policy for Information Technology Security should be read and carried out by all staff.

Purpose of the Policy

This policy provides guidelines for the protection and use of information technology assets and resources within the municipality to ensure integrity, confidentiality and availability of data and assets.

Procedures

Physical Security

For all servers, mainframes and other network assets, the area must be secured with adequate ventilation and appropriate access through locks, coded access, and keypads.

It will be the responsibility of the Director of Finance & Administration to ensure that this requirement is followed at all times. Any employee becoming aware of a breach to this security requirement is obliged to notify the Director of Finance & Administration immediately.

All security and safety of all portable technology, such as laptop, notepads, iPad, tablets etc. will be the responsibility of the employee who has been issued with the laptop, notepads, iPad, tablets etc. Each employee is required to use secure and complex passwords

STEPHEN R. FOURNIER
TOWN MANAGER



FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN MANAGER

POLICY AND PROCEDURE ORDER

SUBJECT: INFORMATION TECHNOLOGY ADMINISTRATION POLICY
FROM: STEPHEN R. FOURNIER, TOWN MANAGER
DATE: 6/30/2022

Information Technology Administration Policy

The policy for Information Technology Administration should be read and carried out by all staff.

Purpose of the Policy

This policy provides guidelines for the administration of information technology assets and resources within the business.

Procedures

It is the responsibility of the IT department to ensure that all software installed and license information are kept secured and maintained. It must record the following information:

- What software is installed on every machine.
- What license agreements are in place for each software package.
- Renewal dates if applicable.

The Director of Finance & Administration is responsible for the maintenance and management of all service agreements for the business technology who must approve any service requirements.



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN MANAGER

POLICY AND PROCEDURE ORDER

SUBJECT: IT SERVICE AGREEMENTS POLICY
FROM: STEPHEN R. FOURNIER, TOWN MANAGER
DATE: 6/30/2022

IT Service Agreements Policy

The policy for IT Service Agreements should be read and carried out by all staff.

Purpose of the Policy

This policy provides guidelines for all IT service agreements entered into on behalf of the business.

Procedures

The following IT service agreements can be entered into on behalf of the business:

- Provision of general IT services
- Provision of network hardware and software
- Repairs and maintenance of IT equipment
- Provision of business software
- Website design, maintenance etc.

All IT service agreements or repairs must be reviewed by the Director of Finance & Administration before the agreement is entered into. Please refer to the town’s purchasing

STEPHEN R. FOURNIER
TOWN MANAGER



FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN MANAGER

POLICY AND PROCEDURE ORDER

SUBJECT: SOFTWARE PURCHASING POLICY
FROM: STEPHEN R. FOURNIER, TOWN MANAGER
DATE: 6/30/2022

Software Purchasing Policy

The policy for purchasing software should be read and carried out by all staff.

Purpose of the Policy

This policy provides guidelines for the purchase of software for the municipality to ensure that all software used by the municipality is appropriate, value for money, and where applicable, integrates with other technology for the municipality. This policy applies to software obtained as part of hardware bundle or pre-loaded software.

Procedures

Request for Software

After receiving department head approval, all software, including types of non-commercial software (e.g., open source, freeware, etc.) must be approved by the Information Technology Department (or its designee) prior to the purchase, installation or download and use of such software.

Purchase of software

The purchase of all software must adhere to this policy and the town’s purchasing policy.



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN MANAGER

POLICY AND PROCEDURE ORDER

SUBJECT: SOFTWARE USAGE POLICY
FROM: STEPHEN R. FOURNIER, TOWN MANAGER
DATE: 6/30/2022

Software Usage Policy

The policy for Use of Software should be read and carried out by all staff.

Purpose of the Policy

This policy provides guidelines for the use of software for all employees within the municipality to ensure that all software use is appropriate. Under this policy, the use of all open source and freeware software will be conducted under the same procedures outlined for commercial software.

Procedures

Software Licensing

All computer software copyrights and terms of all software licenses will be followed by all employees of the municipality.

Where licensing states limited usage (i.e., number of computers or users etc.), then it is the responsibility of the Director of Finance & Administration to ensure these terms are followed.

The IT department is responsible for completing a software audit of all hardware periodically (annually or biannually) to ensure that software copyrights and license agreements are adhered to.

STEPHEN R. FOURNIER
TOWN MANAGER



FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN MANAGER

POLICY AND PROCEDURE ORDER

SUBJECT: TECHNOLOGY PURCHASING POLICY
FROM: STEPHEN R. FOURNIER, TOWN MANAGER
DATE: 6/30/2022

Technology Purchasing Policy

The policy for Technology Hardware Purchasing should be read and carried out by all staff. Nothing in this policy is meant to conflict with the Town’s purchasing policy which supersedes this policy as it is the general purchasing policy.

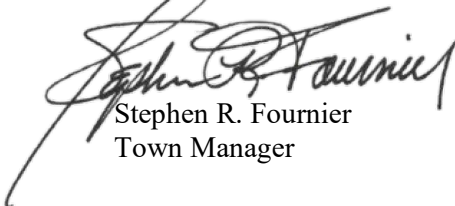
Purpose of the Policy

This policy provides guidelines for the purchase of hardware for the municipality to ensure that all hardware technology for the municipality is appropriate, value for money, and where applicable, integrates with other technology for the municipality. The objective of this policy is to ensure that there is minimum diversity of hardware within the municipality.

Purchase of Hardware

The purchase of all municipal desktops, laptops, mobile devices, servers, network, and computer peripherals must adhere to this policy. All computer hardware, software, and mobile device related purchases MUST be approved by or done through the Town’s IT department, unless approved by the Town Manager.

Ordered



Stephen R. Fournier
Town Manager

STEPHEN R. FOURNIER
TOWN MANAGER

FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN MANAGER

POLICY AND PROCEDURE ORDER

SUBJECT: WEBISTE POLICY
FROM: STEPHEN R. FOURNIER, TOWN MANAGER
DATE: 6/30/2022

Website Policy

The policy for the Town of Newmarket’s Website should be read and carried out by all staff.

Purpose of the Policy

This policy provides guidelines for the maintenance of all relevant technology issues related to the business website.

Procedures

Website Register

The website register must record the following details:

- List of domain names registered to the business
- Dates of renewal for domain names
- List of hosting service providers
- Expiry dates of hosting

Keeping the register up to date will be the responsibility of the IT Department.

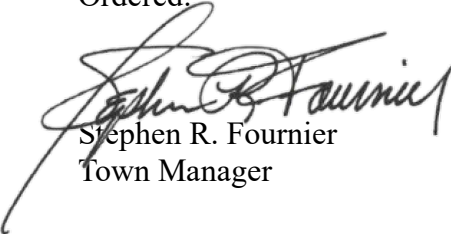
The Director of Finance & Administration will be responsible for any renewal of items listed in the register.

Website Content

- All content on the business website is to be accurate, appropriate and current. This will be the responsibility of appropriate content manager.
- All content on the website must follow business or content plan objectives.
- The content of the website is to be reviewed annually.
- The following persons are authorized to make changes to the business website:
 - Town Manager
 - Executive Assistant to the Town Manager
 - Multimedia Manager

Basic branding guidelines, approved by the Town Manager must be followed on websites to ensure a consistent and cohesive image for the business.

Ordered:



Stephen R. Fournier
Town Manager

Software Installation

All software must be appropriately registered with the supplier where this is a requirement. The Town is to be the registered owner of all software.

Only software obtained in accordance with the Software Purchasing policy is to be installed on the municipality's computers.

All software installation is to be carried out by the IT department.

A software upgrade shall not be installed on a computer that does not already have a copy of the original version of the software loaded on it.

Software Usage

Only software purchased in accordance with the Purchasing Software policy is to be used within the municipality.

All employees must receive training for all new software. This includes new employees to be trained to use existing software appropriately. This will be the responsibility of the Department Head, the Human Resources Manager or the Director of Finance & Administration.

Employees are prohibited from bringing software from home and loading it onto the municipality's computer hardware.

Unless express approval from the Information Technology Department is obtained, software cannot be taken home and loaded on an employee's home computer

Where an employee is required to use software at home, an evaluation of providing the employee with a portable computer should be undertaken in the first instance. Where it is found that software can be used on the employee's home computer, authorization from the IT Department is required to purchase separate software if licensing or copyright restrictions apply. Where software is purchased in this circumstance, it remains the property of the municipality and must be recorded on the software register by the IT department.

Unauthorized software is prohibited from being used in the municipality. This includes the use of software owned by an employee and used within the municipality.

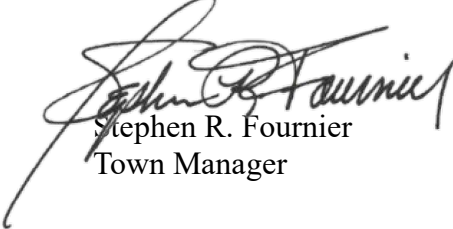
The unauthorized duplicating, acquiring or use of software copies is prohibited. Any employee who makes, acquires, or uses unauthorized copies of software will be referred to the Human Resource Manager, for further consultation, reprimand action, etc.

Breach of Policy

Where there is a breach of this policy by an employee, that employee will be referred to the Human Resources Manager, for further consultation, reprimand action, etc. Where an

employee is aware of a breach of the use of software in accordance with this policy, they are obliged to notify the Director of Finance & Administration immediately. In the event that the breach is not reported, and it is determined that an employee failed to report the breach, then that employee will be referred to the Human Resource Manager, for further consultation, reprimand action, etc.

Ordered:



Stephen R. Fournier
Town Manager

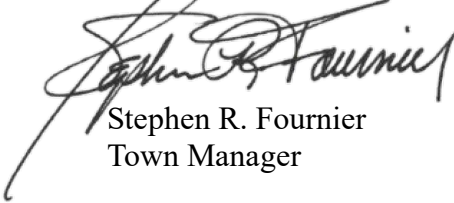
All purchased software must be purchased or approved by the Information Technology Department (or its designee).

All purchased software must be purchased from reputable software vendors.

All purchases of software must be supported by basic 1-year warranty and be compatible with town servers and/or hardware system.

Any changes from the above requirements must be authorized by the Information Technology Department.

Ordered:



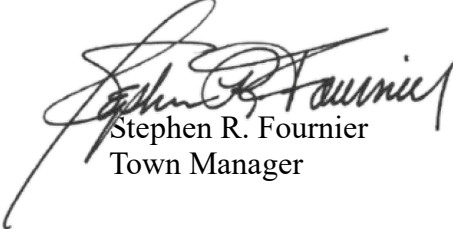
Stephen R. Fournier
Town Manager

policy for purchasing guidelines. The town purchasing policy must be followed when procuring IT services and equipment.

Where an IT service agreement renewal is required, in the event that the agreement is substantially unchanged from the previous agreement, then this agreement renewal can be authorized by the Director of Finance & Administration.

Where an IT service agreement renewal is required, in the event that the agreement has substantially changed from the previous agreement, the Director of Finance & Administration should review before the renewal is entered into. The renewal process must adhere to the guidelines of the town's purchasing policy.

Ordered:

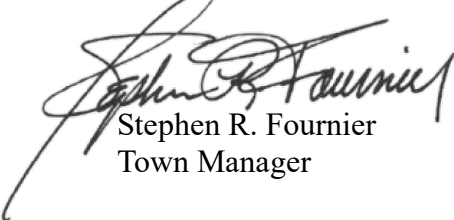


Stephen R. Fournier
Town Manager

The IT department is responsible for maintaining adequate technology spare parts and other requirements including laptop chargers, mice, keyboards, batteries, video cables, and others as approved by the Director of Information Technology.

A technology audit is to be conducted periodically (annually or biannually) by the IT department to ensure that all information technology policies are being adhered to.

Ordered:



Stephen R. Fournier
Town Manager

and to ensure the asset is kept safely at all times to protect the security of the asset issued to them.

Information Security

All sensitive, valuable, or critical business data are to be backed-up.

It is the responsibility of the IT department to ensure that data back-ups are conducted daily and the backed up data is kept secured in the Town's datacenter onsite or offsite.

All technology that has internet access must have anti-virus software installed. It is the responsibility of IT Department to install all anti-virus software and ensure that this software remains up to date on all technology used by the business.

All information used within the business is to adhere to the privacy laws and the business's confidentiality requirements. Any employee breaching this will be, include but not limited to disciplinary action or termination of employment.

Technology Access

Every employee will be issued with a unique identification code or password to access the business technology and will be required to create a new complex password or passphrase.

Each password must meet the following minimum requirements:

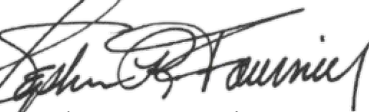
- Uppercase character
- Lowercase character
- Numbers 0-9
- Non-alphanumeric characters such as (~!@#\$%^&* _+=`\|(){}[]:;'"<>.,?/) and is not to be shared with any employee within the business.

The IT Department is responsible for the issuing of the initial password for all employees.

Where an employee forgets the password or is 'locked out' after five attempts, the IT department is authorized to reissue a new initial password that will be required to be changed when the employee logs in using the new initial password.

It is the responsibility of the Director of Finance & Administration to keep all procedures for this policy up to date.

Ordered:



Stephen R. Fournier
Town Manager

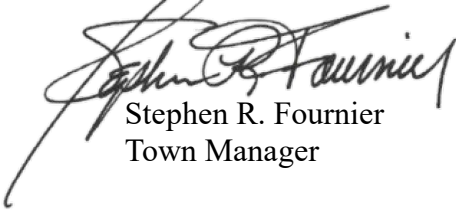
It is the responsibility of the IT department to undertake tests on planned emergency procedures annually to ensure that all planned emergency procedures are appropriate and minimize disruption to business operations.

Virus or other security breach

In the event that the business's information technology is compromised by software virus, malware, ransomware, etc., such breaches are to be reported to IT Support immediately.

The IT Department is responsible for ensuring that any security breach is dealt with within 2 hours to minimize disruption to business operations.

Ordered:



Stephen R. Fournier
Town Manager

Procedures

Current mobile devices approved for municipal use

The following personally owned mobile devices are approved to be used for municipal purposes:

- Apple products such as iPhones and iPads
- Android devices
- Netbooks, Notebooks and Laptops

Mobile devices for municipal use

Personal mobile devices can only be used for the following municipal purposes:

- Accessing company email
- Business internet access
- Business telephone calls
- Each employee who utilizes personal mobile devices agrees: Not to download or transfer business sensitive information to the device. Sensitive information includes for example intellectual property, personnel records, employee details, or other sensitive information, etc.
- Not to use the registered mobile device as the sole repository for the Town's information.
- To make every reasonable effort to ensure that the Town's information is not compromised through the use of mobile equipment in a public place. Screens displaying sensitive or critical information should not be seen by unauthorized persons and all devices should be password protected.
- Not to share the device with other individuals to protect the business data access through the device.
- To abide by the Town's internet policy for appropriate use and access of internet sites etc.
- To notify Town immediately in the event of loss or theft of intellectual property, personnel records, employee details or other sensitive information on the device

- Not to connect USB memory sticks from an untrusted or unknown source to the Town's equipment.
- *Keeping mobile devices secure*
- The following must be observed when handling mobile computing devices (such as notebooks and iPads):
 - Mobile computer devices must never be left unattended in a public place, or in an unlocked house, or in a motor vehicle, even if it is locked. Wherever possible they should be kept on the person or securely locked away
 - Cable locking devices should also be considered for use with laptop computers in public places, e.g. in a seminar or conference, even when the laptop is attended
 - Mobile devices should be carried as hand luggage when travelling.

Exemptions

This policy is mandatory unless the Town's IT department grants an exemption. Any requests for exemptions from any of these directives, should be referred to the IT department.

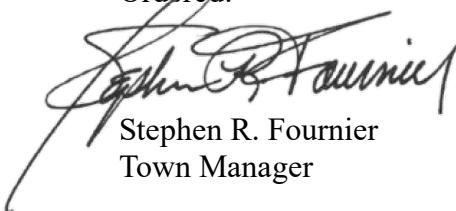
Breach of this policy

Any breach of this policy will be referred to the Human Resources Manager, who will review the breach and determine adequate consequences, which can include but not limited to disciplinary action or termination of employment.

Indemnity

The Town bears no responsibility whatsoever for any legal action threatened or started due to conduct and activities of staff in accessing or using these resources or facilities. All staff indemnify the Town of Newmarket against any and all damages, costs and expenses suffered by the Town arising out of any unlawful or improper conduct and activity, and in respect of any action, settlement or compromise, or any statutory infringement. Legal prosecution following a breach of these conditions may result independently from any action by the Town.

Ordered:



Stephen R. Fournier
Town Manager

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Monthly Department Report

June 2022



POLICE

Activity

Newmarket Police 3-year comparable statistics for the month of June 2022.

	<u>2022</u>	<u>2021</u>	<u>2020</u>
<i>Total calls for service</i>	1592	1484	1729
<i>Motor vehicle stops</i>	302	152	108
<i>Arrests</i>	12	19	3
<i>Offense reports</i>	31	49	34
<i>M/V accidents</i>	13	8	5
<i>Parking tickets</i>	65	43	24
<i>Drug overdoses</i>	0	0	0
<i>Alarms</i>	13	17	8
<i>Death investigations</i>	0	1	0
<i>Mental health related</i>	41	9	1
	(b)(7)	(b)(7)	(b)(7)

During the month of June, the Newmarket Police Dispatch Center documented 1592 calls for service. We investigated thirty-one criminal complaints that required investigations into all of them. The cases involved Harassment, Disturbances, Robbery, Theft Fraud, Identity Theft, Burglary, Sexual Assault, Criminal Mischief and Child Abuse. We continue to respond to numerous civil disputes which include landlord/tenant issues, child custody exchanges and property ownership.

We responded to numerous Mental Health related calls along with 9 reports of subjects who were reported to be suicidal. 30 Times we responded to conduct welfare checks on citizens.

We responded to numerous calls involving animals including dogs locked in vehicles, bear sightings, chickens and roosters running loose, a dog bite and a report of an alligator in the river. We did not locate the alligator and the reporting party was not sure it was actually an alligator. We did take the report seriously, however, due to the fact a few years ago an alligator was located by Lt. Stevens in the river behind the mills.



As the warmer weather has arrived, we have had a noticeable increase in motor vehicle complaints. As of this writing we have responded to 15 specific reports of reckless operation of motor vehicles in town. We also received numerous speeding complaints, complaints of loud vehicles, car stereos and noise related to mufflers. We had several arrests for Driving Under the Influence of Alcohol or Drugs this month.

Some of the calls we handled this month:

- A caller reported a neighbor dispute. The caller reported that her neighbor was upset due to the fact the caller's rooster and chickens had been in the neighbor's yard. The officer provided some options to the caller on ways to contain her chickens.

- An elderly woman wandered into the elementary school while it was open. The woman appeared to be lost and confused. Officer Gott was able to make contact with her and see she was returned to a home in the area.
- Officers responded to the Irving Gas Station for a report of an attempted Robbery. A man had come into the Irving demanding the clerk open the register. The man threatened the clerk with a large glass bottle. A struggle ensued over the register and the clerk was injured in the process. The man was apprehended a short time later outside the Irving.
- Officers responded to the library for a report of a male subject laying on the floor of the bathroom. The caller reported the subject was not alert. Officers responded and located the male as he was leaving the library. Officers offered assistance in many ways including medical assistance or transportation to a nearby shelter. The male subject refused any assistance offered by the officers.
- The same male subject kept officers busy over a week-long period. The male subject was experiencing homelessness and was the subject of numerous complaints relative to trespassing and theft. He was located in several buildings sleeping. Numerous businesses called to report theft of goods and several restaurants reported the subject had come in to eat and drink only to walk out on the bill without paying. Any effort to provide assistance to the man from our department was declined. After several theft reports the man was arrested and transported to the jail to await court proceedings.
- A caller reported several of his trees had been damaged. The caller further reported that someone had sprayed his cherry trees with a substance that damaged them. The case is currently under investigation.
- A caller reported a scam via facebook. The caller provided personal information to an unknown subject on facebook in an attempt to rent an apartment in another town. Shortly after providing this information several unauthorized accounts were opened using her information. Officers were able to help provide information to assist the subject with securing her identity.
- Officers were dispatched to a reported domestic disturbance. One involved party left the location prior to the arrival of officers. It was reported an assault had occurred and the party had been drinking. Officers located the subject a short time later and placed him under arrest for Driving Under the Influence.
- We received a report of a dog that had killed multiple chickens and injured a turkey. The dog killed chickens at two different residences. The owners of the dog indicated the animal had somehow slipped an electronic fence collar and had gone to the neighbor's house. The owner of the dog was issued a summons for the dog's behavior. The owner of the dog could be held civilly responsible for the damages to the chickens.

- We have over the past several years received numerous complaints of flowers being stolen from Calvary Cemetery on Exeter Road. On June 28th we received two complaints of stolen flowers that had been placed at gravesites. An investigation that morning revealed a suspect and a vehicle leaving the cemetery at the time of the thefts. Officers responded to Exeter and located the suspect and missing flowers. The flowers have been returned to the cemetery and the investigation is ongoing.

Motor Vehicle Accidents

Motor vehicle crashes were up this month with a total of thirteen.

On June 1st we responded to the area of the railroad bridge at the Newmarket/Newfields town line. Traffic was slowed in the area due to the traffic lights in Newfields. A white SMART car was stopped in traffic when it was struck from behind by a red Toyota pickup. The operator of the Toyota said he did not see traffic stopped and could not stop in time.



On June 5th 2022 at about 8:15 p.m. we responded to the area of 57 Ash Swamp for a report of a single motor vehicle into a tree with entrapment. Upon our arrival we discovered the operator and sole occupant was out of the car with minor injuries. After the operator was checked and cleared by medical staff, he was taken into custody and charged with DUI.



On June 27th at approximately 11:28 a.m. officers responded to a report of a motor vehicle into a building at 33 Exeter Street. The operator of the vehicle was traveling on Gerry Ave and reported she had not been feeling well. The operator told us she blacked out at the bottom. The next thing she remembered was the car striking the building.

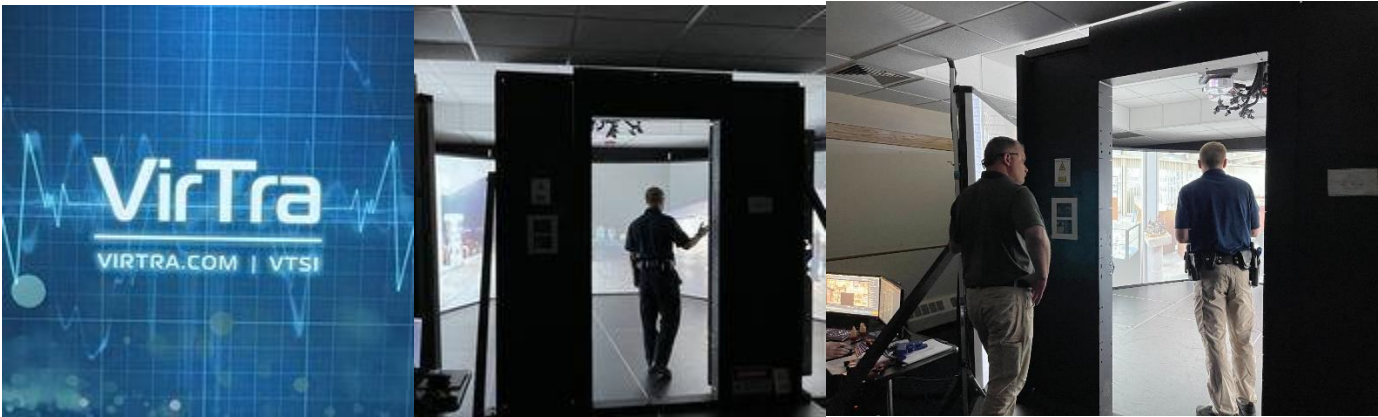


Personnel

We currently have an open position for police officer and dispatcher that we are trying to fill. Officer Pefine is currently in the Field Training Program. Officer Hurlburt who is a recent graduate of the police academy has been cleared for his solo assignment.

Training

All officers attended Virtra training at the New Hampshire Police Academy this month.



VirTra is a training simulator. The training helps officers make critical decisions in tense, uncertain and rapidly evolving situations. Officers work on De-escalation techniques as well as use of force in a simulated environment that is life like.

Parking Violations

In June patrol officers issued 65 parking tickets. We continue to be active in parking enforcement in the downtown area. We have noticed a change in parking behavior as our patrols have become more consistent. The public parking areas around downtown are being utilized more often by vehicles that remain for the day. This has cleared up some of the parking issues downtown.

Fleet

Currently our fleet is in good working condition.

Police Station Maintenance

Most of the police station is up to date and in good working order. We recently made preparations to have our camera system updated. Allied Universal will replace some of the cameras that are not working and add cameras to a few areas that are not currently covered by the cameras we have.

Drug Related Issues

The month of June was relatively quiet when it came to drug related issues for us. We have not had any reported opiate overdoses this month. Alcohol continues to be a significant problem for us. We had many incidents related to alcohol including domestic disturbances, people driving impaired, and people being so intoxicated we had to take them into custody to protect their welfare.

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- 4 Overdoses with one death resulting

2022 - 3 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

On June 7th members of the community came to the Newmarket Police Station and provided lunch to the department employees. These community members brought the food, the grills, the desserts, even the table and chairs so the department could just enjoy lunch. Below is a picture of the community members and police department members in attendance. The community members wanted to show their gratitude to the police department employees. The same group

provided dinner for the fire department members later in the day. We can't thank them enough for their support, and the food was pretty good too.



Our trading card program has been a tremendous success. Numerous young citizens have collected the entire set and come to the station to show us. Below are some pictures of officers with some of the young citizens. In the first picture you can see Detective Wedgeworth having an ice cream with a young man who decided "Ice Cream with an Officer" would be his prize.





School Resource Officer Gott was able to provide a "Ride to School in a Police Cruiser" for this young lady as her prize for collecting all the cards.

On June 2⁰h, 2022 our department received a call from E911 in Concord. They reported a male subject who had made numerous calls about his wife dying in Nottingham. E911 could not understand what the man wanted or how to help him. Officer Sheehan responded to his location to see if he could help. Officer Sheehan learned from the man that he had a medical condition that made his speech hard to understand. Officer Sheehan made phone calls for the man to his daughter and other friends and explained the situation. Officer Sheehan was able to help the man make arrangements to meet with his daughter who was going to bring him to see his wife. The man was grateful for the help.

We have started to conduct patrols in the evening in the downtown area beyond our normal patrols. We refer to these as "community policing patrols" and are geared towards officers getting out of the cruisers and making contact with people around town. This is an extra patrol officer that can dedicate his/her time to this task. Officers have been checking in with local businesses, addressing parking issues, helping with pedestrian traffic and making contact with people around the downtown.

Fiscal Year 2021/2022 Budget

Fuel consumption continues to be a concern as we move forward. We have spent our entire fuel budget for the year. The budget appears to be on track otherwise. The finance office is still calculating the end of the year numbers, but I am confident we stayed within our budget.

Respectfully submitted,

Greg Jordan

Police Chief

FIRE AND RESCUE

In June the Department responded to 106 calls for service; 70 of which were medical calls, transporting 49 patients to area hospitals. The ambulance responded to Newfields for nine medicals transporting four patients. Mutual aid was requested to Dover, Lee, Durham and Newburyport, MA for building fires and a drowning/recovery of two subjects in the Merrimack River. It was an extremely busy month for the department overall.



We congratulated Haley Frechette and Kaitlyn Pidgeon on successfully obtaining their Firefighter 1 and Firefighter 2 certifications. This is a very long rigorous program and we look forward to working with them.



The American Legion Club 67 recently provided the department with dinner, a donation and raffle before training. Several local businesses made generous donations to make this happen. As always the support is very well appreciated.

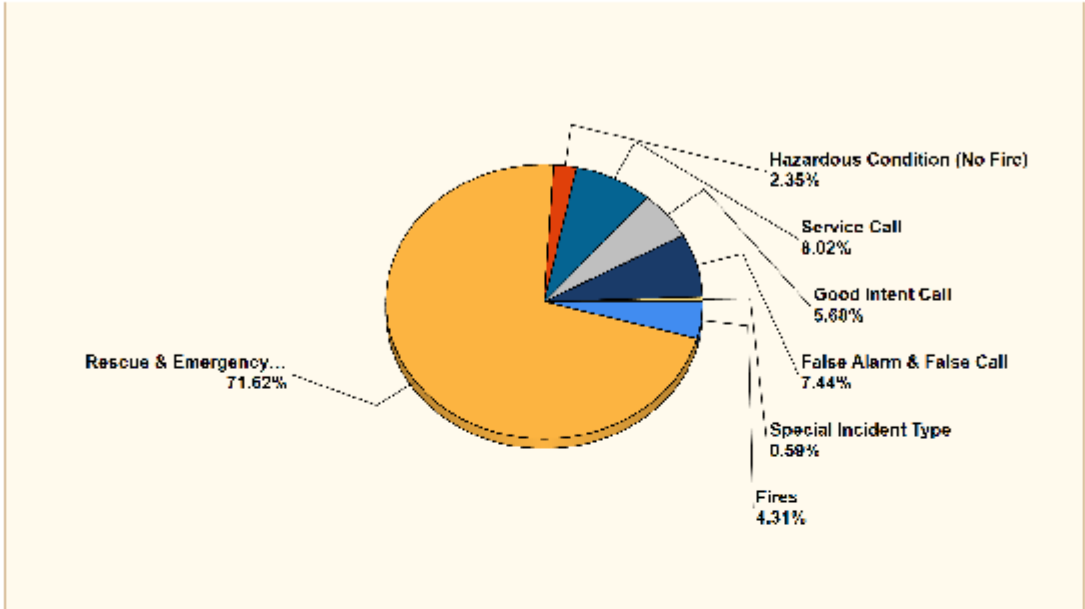


I have attached charts with activity reports for the month of June.

Newmarket Fire & Rescue

Newmarket, NH
 This report was generated on 7/13/2022 7:18:50 AM

Breakdown by Major Incident Types for Date Range
 Zone(s): All Zones | Start Date: 01/01/2021 | End Date: 06/30/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	22	4.31%
Rescue & Emergency Medical Service	366	71.62%
Hazardous Condition (No Fire)	12	2.35%
Service Call	41	8.02%
Good Intent Call	29	5.68%
False Alarm & False Call	38	7.44%
Special Incident Type	3	0.59%
TOTAL	511	100%

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



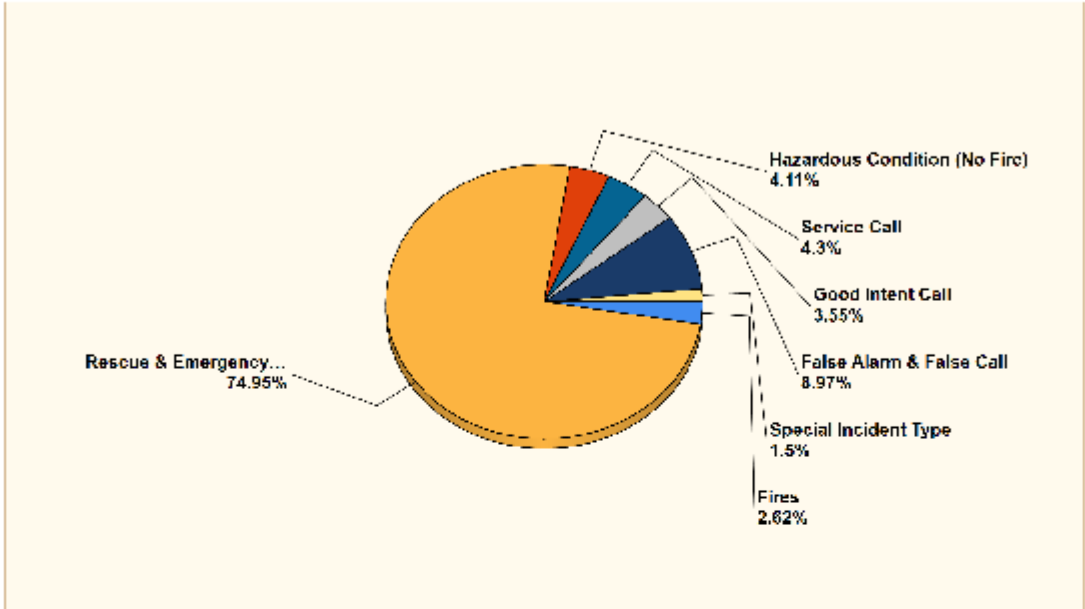
Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.2%
111 - Building fire	7	1.37%
116 - Fuel burner/boller malfunction, fire confined	1	0.2%
138 - Off-road vehicle or heavy equipment fire	1	0.2%
140 - Natural vegetation fire, other	1	0.2%
141 - Forest, woods or wildland fire	2	0.39%
142 - Brush or brush-and-grass mixture fire	8	1.57%
143 - Grass fire	1	0.2%
311 - Medical assist, assist EMS crew	6	1.17%
320 - Emergency medical service, other	3	0.59%
321 - EMS call, excluding vehicle accident with injury	340	68.54%
322 - Motor vehicle accident with injuries	7	1.37%
324 - Motor vehicle accident with no injuries	4	0.78%
350 - Extrication, rescue, other	1	0.2%
353 - Removal of victim(s) from stalled elevator	2	0.39%
361 - Swimming/recreational water areas rescue	1	0.2%
365 - Watercraft rescue	2	0.39%
412 - Gas leak (natural gas or LPG)	1	0.2%
413 - Oil or other combustible liquid spill	1	0.2%
424 - Carbon monoxide incident	6	1.17%
440 - Electrical wiring/equipment problem, other	2	0.39%
441 - Heat from short circuit (wiring), defect w/worr	2	0.39%
500 - Service Call, other	2	0.39%
510 - Person in distress, other	1	0.2%
511 - Lock-out	6	1.17%
520 - Water problem, other	3	0.59%
522 - Water or steam leak	1	0.2%
531 - Smoke or odor removal	1	0.2%
551 - Assist police or other governmental agency	3	0.59%
552 - Police matter	1	0.2%
553 - Public service	2	0.39%
561 - Unauthorized burning	4	0.78%
571 - Cover assignment, standby, mowup	17	3.33%
600 - Good intent call, other	7	1.37%
611 - Dispatches & cancelled en route	18	3.52%
622 - No incident found on arrival at dispatch address	2	0.39%
631 - Smoke scare, odor of smoke	2	0.39%
700 - False alarm or false call, other	1	0.2%
714 - Central station, malicious false alarm	2	0.39%
730 - System malfunction, other	1	0.2%
733 - Smoke detector activation due to malfunction	5	0.98%
734 - Heat detector activation due to malfunction	1	0.2%
735 - Alarm system sounded due to malfunction	6	1.17%
736 - CO detector activation due to malfunction	2	0.39%
740 - Unintentional transmission of alarm, other	2	0.39%
740 - Smoke detector activation, no fire - unintentional	6	1.17%
741 - Detector activation, no fire - unintentional	2	0.39%
745 - Alarm system activation, no fire - unintentional	6	1.17%
746 - Carbon monoxide detector activation, no CO	4	0.78%
900 - Special type of incident, other	3	0.59%
TOTAL INCIDENTS:	511	100%

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

Newmarket Fire & Rescue

Newmarket, NH
 This report was generated on 7/13/2022 7:19:51 AM

Breakdown by Major Incident Types for Date Range
 Zone(s): All Zones | Start Date: 01/01/2022 | End Date: 06/30/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	14	2.62%
Rescue & Emergency Medical Service	401	74.95%
Hazardous Condition (No Fire)	22	4.11%
Service Call	23	4.3%
Good Intent Call	19	3.55%
False Alarm & False Call	48	8.97%
Special Incident Type	8	1.5%
TOTAL	535	100%

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



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	7	1.31%
113 - Cooking fire, confined to container	3	0.56%
114 - Chimney or flue fire, confined to chimney or flue	2	0.37%
140 - Natural vegetation fire, other	2	0.37%
311 - Medical assist, assist EMS crew	1	0.19%
321 - FWS call, excluding vehicle accident with injury	379	70.84%
322 - Motor vehicle accident with injuries	8	1.3%
324 - Motor vehicle accident with no injuries	11	2.08%
331 - Lock-in (if lock out, use 511)	1	0.19%
360 - Water & ice-related rescue, other	1	0.19%
400 - Hazardous condition, other	1	0.19%
410 - Combustible/flamable gas/liquid condition, other	1	0.19%
411 - Gasoline or other flammable liquid spill	5	0.93%
412 - Gas leak (natural gas or LPG)	3	0.56%
424 - Carbon monoxide incident	7	1.31%
440 - Electrical wiring/equipment problem, other	2	0.37%
444 - Power line down	1	0.19%
445 - Arcing, shorted electrical equipment	2	0.37%
500 - Service Call, other	4	0.75%
511 - Lock-out	3	0.56%
520 - Water problem, other	3	0.56%
521 - Water evacuation	1	0.19%
522 - Water or steam leak	3	0.56%
531 - Smoke or odor removal	2	0.37%
550 - Public service assistance, other	3	0.56%
551 - Assist police or other governmental agency	2	0.37%
552 - Police matter	1	0.19%
561 - Unauthorized burning	1	0.19%
600 - Good Intent call, other	1	0.19%
611 - Dispatched & cancelled en route	14	2.62%
622 - No incident found on arrival at dispatch address	1	0.19%
652 - Steam, vapor, fog or dust thought to be smoke	2	0.37%
671 - HazMat release investigation w/no HazMat	1	0.19%
700 - False alarm or false call, other	5	0.93%
730 - System malfunction, other	2	0.37%
733 - Smoke detector activation due to malfunction	7	1.31%
734 - Heat detector activation due to malfunction	2	0.37%
735 - Alarm system sounded due to malfunction	7	1.31%
738 - CO detector activation due to malfunction	5	0.93%
740 - Unintentional transmission of alarm, other	2	0.37%
741 - Sprinkler activation, no fire - unintentional	1	0.19%
743 - Smoke detector activation, no fire - unintentional	6	1.12%
745 - Alarm system activation, no fire - unintentional	9	1.68%
748 - Carbon monoxide detector activation, no CO	2	0.37%
900 - Special type of incident, other	8	1.5%
TOTAL INCIDENTS:	535	100%

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

Newmarket Fire & Rescue

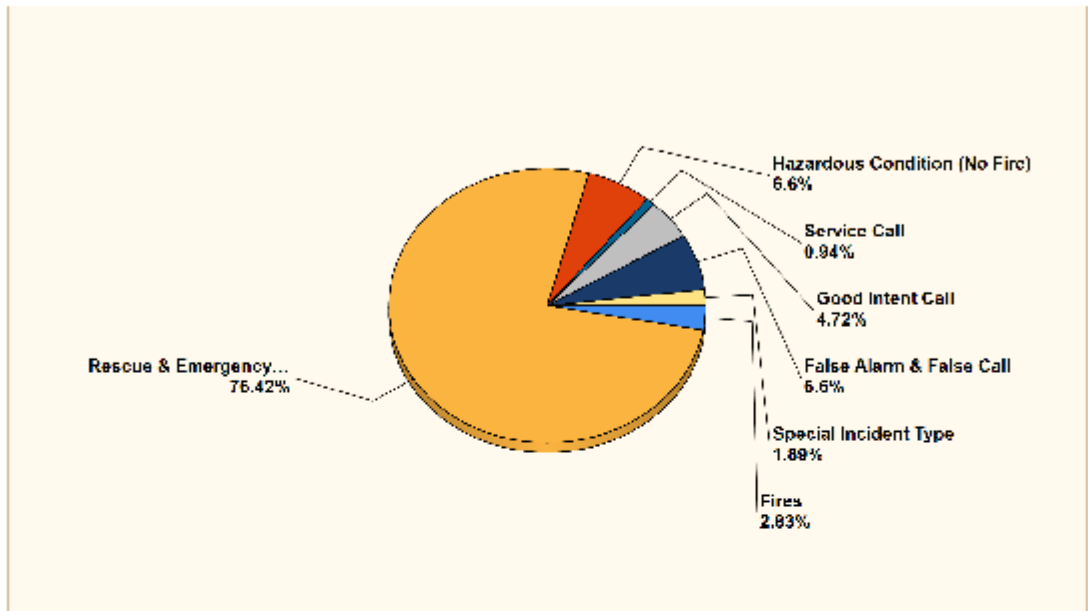
Newmarket, NH

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/01/2022 | End Date: 06/30/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	2.83%
Rescue & Emergency Medical Service	81	76.42%
Hazardous Condition (No Fire)	7	6.6%
Service Call	1	0.94%
Good Intent Call	5	4.72%
False Alarm & False Call	7	6.6%
Special Incident Type	2	1.89%
TOTAL	106	100%

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



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	1.89%
143 - Natural vegetation fire, other	1	0.94%
321 - EMS call, excluding vehicle accident with injury	74	69.81%
322 - Motor vehicle accident with injuries	3	2.83%
324 - Motor vehicle accident with no injuries	4	3.77%
412 - Gas leak (natural gas or LPG)	1	0.94%
424 - Carbon monoxide incident	1	0.94%
440 - Electrical wiring/equipment problem, other	2	1.89%
441 - Power line down	1	0.94%
445 - Arcing, shorted electrical equipment	2	1.89%
511 - Lock-out	1	0.94%
600 - Good intent call, other	1	0.94%
611 - Dispatched & cancelled en route	3	2.83%
622 - No incident found on arrival at dispatch address	1	0.94%
700 - False alarm or false call, other	1	0.94%
734 - Heat detector activation due to malfunction	1	0.94%
735 - Alarm system sounded due to malfunction	1	0.94%
736 - CO detector activation due to malfunction	1	0.94%
741 - Sprinkler activation, no fire - unintentional	1	0.94%
743 - Smoke detector activation, no fire - unintentional	1	0.94%
745 - Carbon monoxide detector activation, no CO	1	0.94%
900 - Special type of incident, other	2	1.89%
TOTAL INCIDENTS:	106	100%

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



Newmarket Fire & Rescue

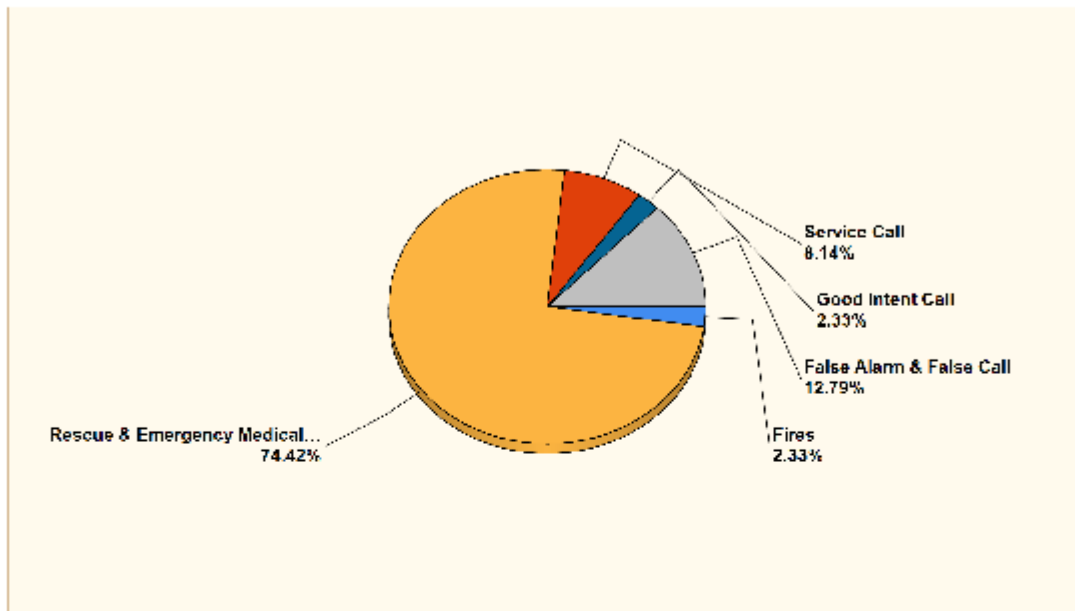
Newmarket, NH

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/01/2021 | End Date: 06/30/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.33%
Rescue & Emergency Medical Service	64	74.42%
Service Call	7	8.14%
Good Intent Call	2	2.33%
False Alarm & False Call	11	12.79%
TOTAL	86	100%

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



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.16%
142 - Bush or brush-and-grass mixture fire	1	1.16%
320 - Emergency medical service, other	2	2.33%
321 - EMS call, excluding vehicle accident with injury	59	68.6%
322 - Motor vehicle accident with injuries	2	2.33%
350 - Extrication, rescue, other	1	1.16%
511 - Lock out	1	1.16%
522 - Police matter	1	1.16%
561 - Unauthorized burning	1	1.16%
571 - Cover assignment, standby, moveup	4	4.65%
600 - Good intent call, other	1	1.16%
611 - Dispatched & cancelled en route	1	1.16%
734 - Heat detector activation due to malfunction	1	1.16%
735 - Alarm system sounded due to malfunction	3	3.49%
736 - CO detector activation due to malfunction	2	2.33%
740 - Unintentional transmission of alarm, other	1	1.16%
743 - Smoke detector activation, no fire - Unintentional	2	2.33%
745 - Alarm system activation, no fire - unintentional	1	1.16%
746 - Carbon monoxide detector activation, no CO	1	1.16%
TOTAL INCIDENTS:	86	100%

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



Newmarket Fire & Rescue

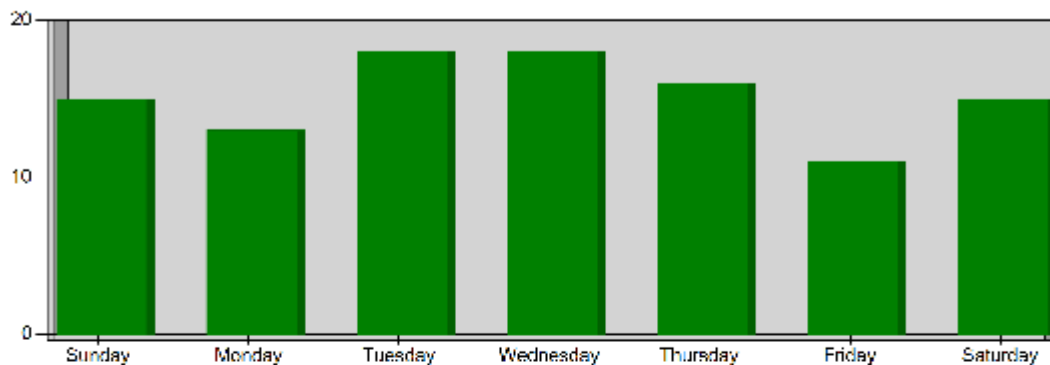
Newmarket, NH

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Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 06/01/2022 | End Date: 06/30/2022



DAY OF THE WEEK	# INCIDENTS
Sunday	15
Monday	13
Tuesday	18
Wednesday	18
Thursday	16
Friday	11
Saturday	15
TOTAL	106

Only Reviewed incidents included.



Newmarket Fire & Rescue

Newmarket, NH

This report was generated on 7/13/2022 7:12:58 AM



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

Incident Type Range: 100 - 911 | StartDate: 06/01/2022 | EndDate: 06/30/2022

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Mutual aid given				
06/05/2022	2022-452	17 Woodman RD	611 - Dispatched & cancelled en route	1 - Station 1
06/09/2022	2022-462	Merrill ST	900 - Special type of incident, other	1 - Station 1
06/26/2022	2022-518	1 Durgin DR	111 - Building fire	1 - Station 1
06/28/2022	2022-524	25 Durham RD	111 - Building fire	1 - Station 1

Percentage of Total Incidents: 3.77%

AID TYPE: Mutual aid received				
06/19/2022	2022-493	66 RT 108	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
06/21/2022	2022-500	9 Grant RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
06/21/2022	2022-501	220 New RD	322 - Motor vehicle accident with injuries	1 - Station 1
06/22/2022	2022-503	9 Grant RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
06/25/2022	2022-513	6 Bay RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
06/28/2022	2022-522	5 Spring ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
06/29/2022	2022-531	31 RT 108	324 - Motor vehicle accident with no injuries.	1 - Station 1
06/30/2022	2022-534	9E River ST	321 - EMS call, excluding vehicle accident with injury	1 - Station 1

Percentage of Total Incidents: 7.55%

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

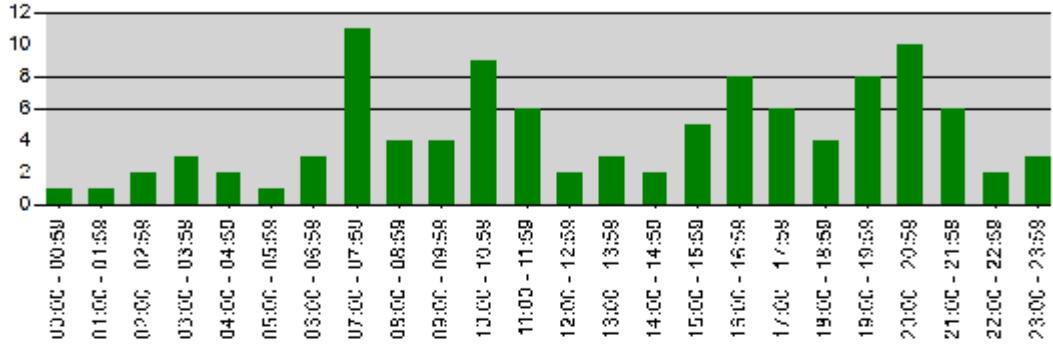
 **EMERGENCY REPORTING**
 emergencyreporting.com
 Doc Id: 952
 Page # 1 of 1

Newmarket Fire & Rescue

Newmarket, NH
 This report was generated on 7/13/2022 7:14:24 AM



Incidents per Hour for Incident Type Range for Date Range
 Start Incident Type: 100 | End Incident Type: 911 | Start Date: 06/01/2022 | End Date: 06/30/2022



Hour	# of Calls
00:00 - 00:59	1
01:00 - 01:59	1
02:00 - 02:59	2
03:00 - 03:59	3
04:00 - 04:59	2
05:00 - 05:59	1
06:00 - 06:59	3
07:00 - 07:59	11
08:00 - 08:59	4
09:00 - 09:59	4
10:00 - 10:59	9
11:00 - 11:59	6
12:00 - 12:59	2
13:00 - 13:59	3
14:00 - 14:59	2
15:00 - 15:59	5
16:00 - 16:59	8
17:00 - 17:59	6
18:00 - 18:59	4
19:00 - 19:59	8
20:00 - 20:59	10
21:00 - 21:59	6
22:00 - 22:59	2
23:00 - 23:59	3
TOTAL:	106

Only REVIEWED incidents included.



PUBLIC WORKS

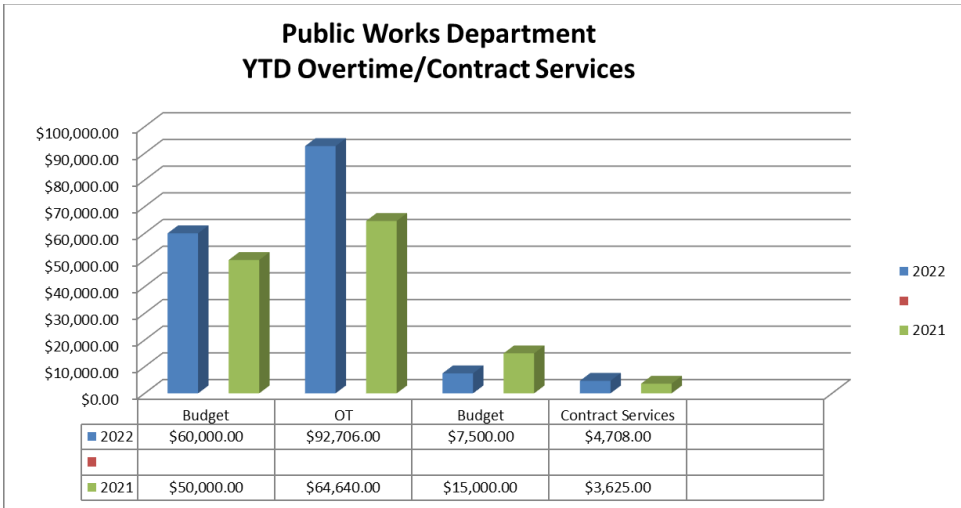
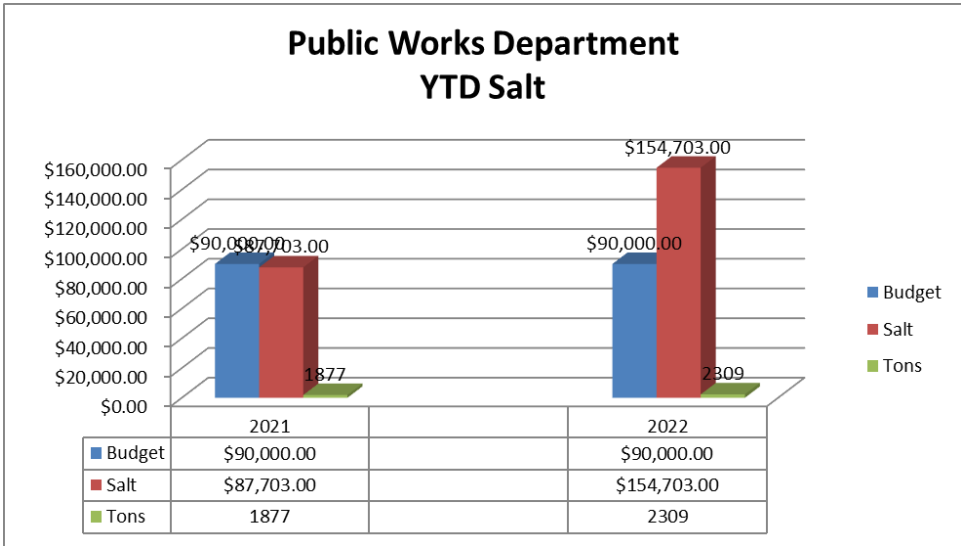
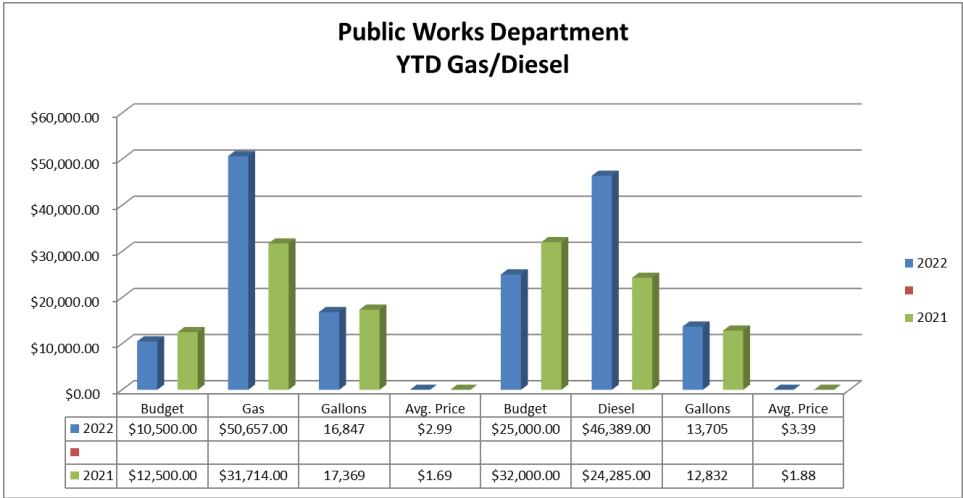
For the last two months the crew has been cleaning catch basins, finishing all of the street markings, and crack sealing 20 miles of town roads. Crack sealing is a very important part of protecting our roads that have been resurfaced over the past ten years.

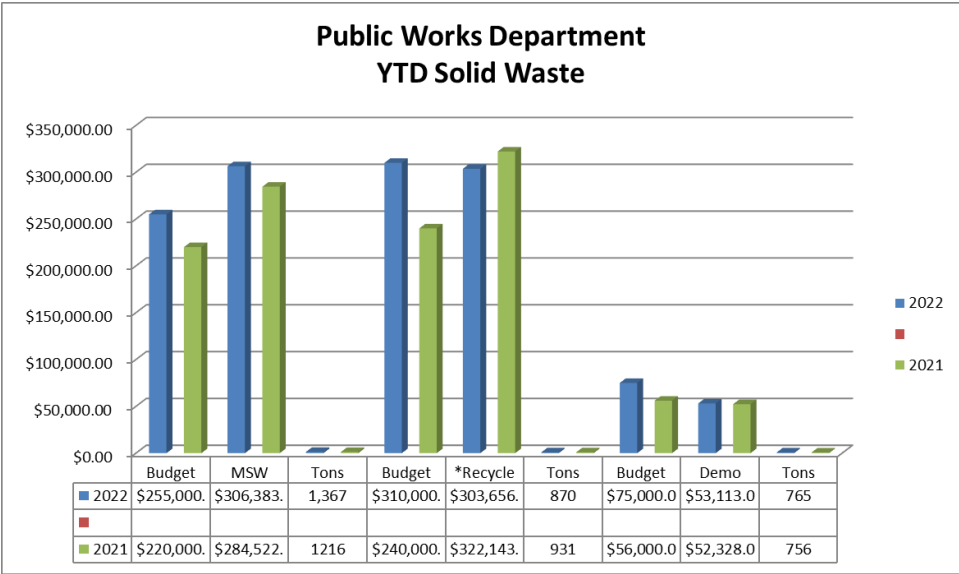
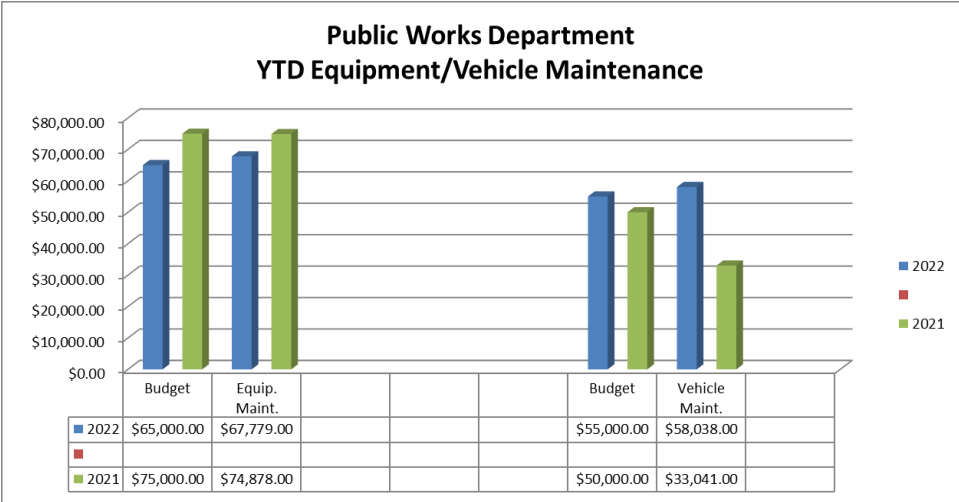


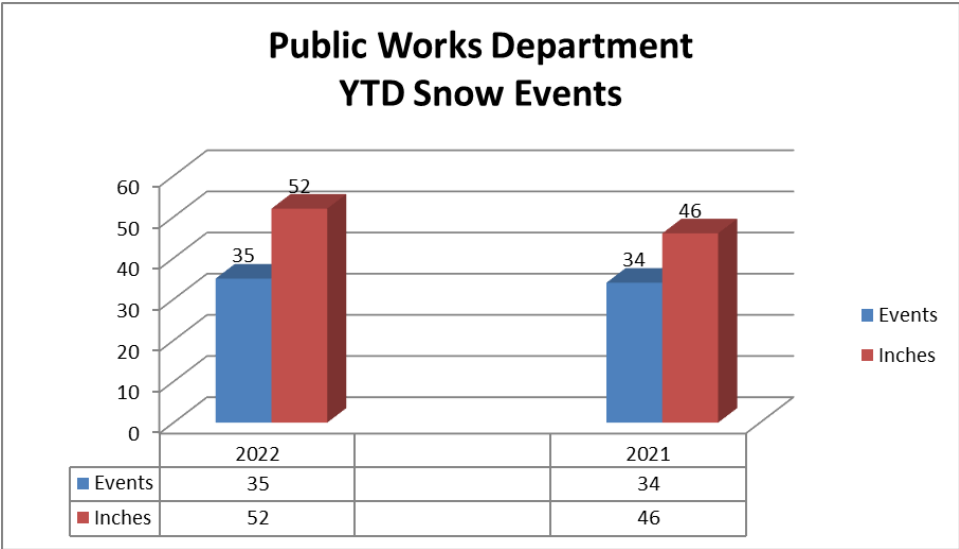
The New Road drainage project is progressing well. The water main has been completed and Granese is in the process of installing all the water services at this time. The drainage line and new outfall have been completed on Young Lane. Work will begin on the New Road drainage line once the water services are completed.

The milling and paving of South Main Street will be completed in July.

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

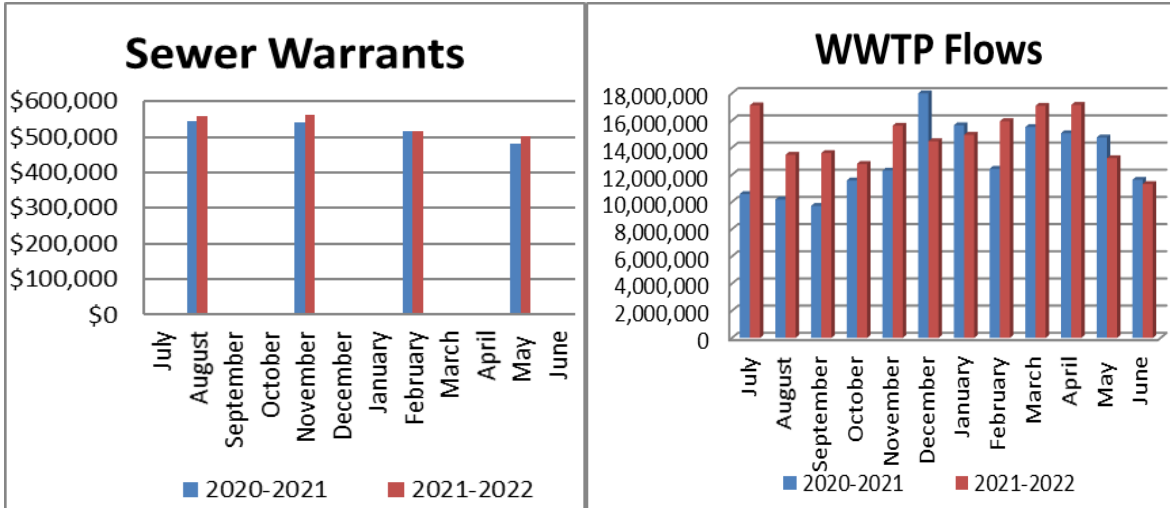






ENVIRONMENTAL SERVICES DEPARTMENT

Wastewater Department



The wastewater treatment facility treated 11.3 million gallons of water for June 2022. The facility removed 99% of the Biochemical Oxygen Demand and 99% of the total suspended solids. The facility discharged on average 1.8 mg/L of total nitrogen per day for a total of 198 total pounds of total nitrogen discharged for the month of June 2022.

The chart below illustrates how much the Town has reduced its total nitrogen discharge to the Lamprey River. The new treatment process has reduced the Town’s total nitrogen discharge by at least 92% over the last two fiscal years.

	Wastewater Treatment Facility				
	Old Process	New Process			
	Trickling Filters	4-stage Bardenpho Process			
Fiscal Year	Historical Average	2019	2020	2021	2022
Total Nitrogen Pounds Discharge to Lamprey River	62,123	10,128	6,239	4,123	4,911

The Wastewater Department received 246,222 gallons of septage during the month of June. The past trickling filter treatment process that Newmarket had could not handle septage very well. Newmarket’s current wastewater treatment plant process does very well with processing septage. The Department received \$24,222 in revenue from septage for the month of June 2022.

Huber Press and Sludge Report

Press ran for - 24 days

Total run hours – 389.30 hrs

Total gallons pumped – 567,695 gal

Average feed sludge percentage - 0.68%

Average feed sludge temp – 18.9^oc

Average filtrate percentage - 0.09%

Average filtrate temp – 17.7^oc

Average capture rate - 87%

Average sludge solids percentage – 19.60%

Total monthly sludge tonnage – 72.39 tons

Monthly Operations Report															
Newmarket WPCF															
Permit # NHG580013/NHG58A008															
June-2022															
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	.3780	.06	1.1	.4130		4.0		1.7		7.9	7.3	2	3	0.00	0.00
2	.3921	.12	1.3	.4700						7.4	7.2	2	6	0.00	0.00
3	.3936	.12	1.3	.4450						7.7	7.2	2	5	0.00	0.00
4	.3801	.34	0.1	.3790						7.9	7.3	<2	<2	0.27	0.00
5	.4054	.08	1.0	.4000						7.9	7.3	<2	<1	0.00	0.00
6	.3837	.06	1.2	.4010						7.8	7.3	10	5	0.00	0.00
7	.3593	.08	1.0	.3810		3.4		1.1	1.7	7.8	7.3	<2	3	0.00	0.05
8	.3774	.06	1.1	.3850		6.6		1.9		7.2	7.2	<2	1	0.00	0.00
9	.4455	.06	1.4	.4780						7.4	7.1	11	8	0.00	0.00
10	.3911	.07	1.1	.3910						7.9	7.3	<1	1	0.00	0.00
11	.3624	.07	0.9	.3510						7.7	7.4	<2	<1	0.06	0.00
12	.3923	.04	1.0	.3810						7.6	7.3	5	<1	0.00	0.05
13	.3900	.06	1.2	.4230						7.6	7.1	<2	6	0.00	0.00
14	.3843	.11	1.2	.4190		5.1		2.0	1.9	7.0	7.3	2	7	0.00	0.00
15	.3608	.04	0.8	.3470	434	5.7	397	3.1		7.6	7.3	<2	6	0.00	0.00
16	.3526	.60	0.9	.3590						7.8	7.3	<2	17	0.00	0.00
17	.3443	.06	1.0	.3420						7.6	7.2	<2	19	0.00	0.00
18	.3647	.05	0.9	.3670						7.6	7.3	2	1	0.89	0.00
19	.3461	.08	0.9	.3461						7.7	7.3	<1	<1	0.00	0.00
20	.3498	.06	0.9	.3680						7.9	7.1	<1	1	0.00	0.00
21	.3519	.05	1.1	.3590		4.6		2.1	1.9	7.3	7.3	8	5	0.00	0.00
22	.3386	.04	0.9	.3490		5.7		3.2		7.6	7.3	4	3	0.00	0.00
23	.3433	.07	1.1	.3600						6.9	7.2	2	2	0.00	0.00
24	.3334	.06	1.0	.3390						7.2	7.2	2	4	0.00	0.00
25	.3258	.07	0.8	.3200						7.7	7.2	2	1	0.00	0.00
26	.3576	.04	0.9	.3460						7.6	7.3	<2	<1	0.36	0.00
27	.3521	.04	1.1	.3630						7.5	7.3	2	2	0.00	0.00
28	.3523	.05	1.0	.3720		2.5		1.3	1.5	7.3	7.3	4	<1	0.00	0.00
29	.3382	.04	1.2	.3270	440	2.8	477	1.0		7.6	7.3	2	2	0.00	0.00
30	.3471	.04		.3440						7.5	7.3	<2	2	0.00	0.00

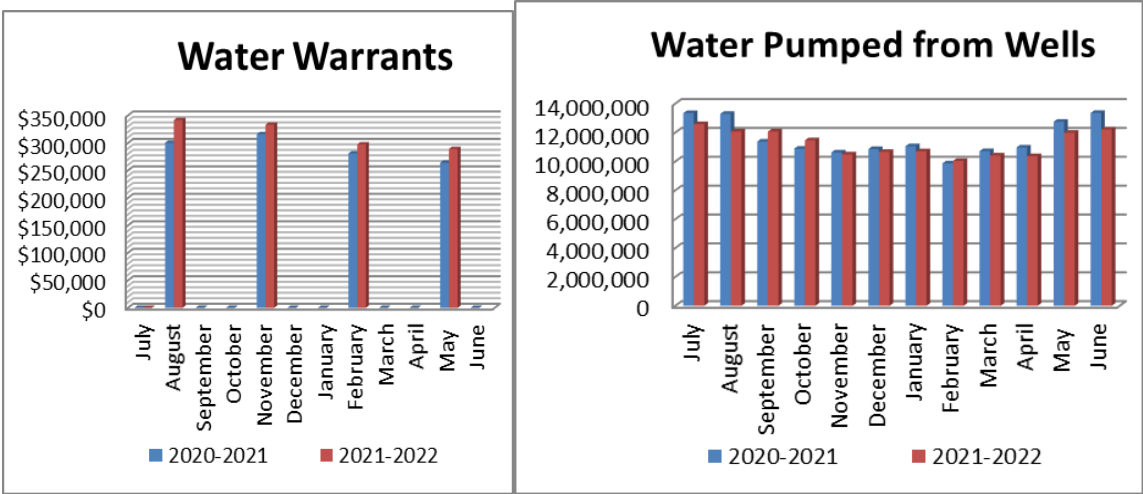
Average Wastewater Flow Discharged: 0.3775 Million Gallons/Day; Total gallons discharged 11,325,000

Biochemical Oxygen Demand Removal: 99%, Average Discharge per day: 4.5 mg/L; Permit Limit 30mg/L

Total Suspended Solids Removal: 99%, Average Discharge per day: 1.9 mg/L; Permit Limit 30 mg/L

Total Nitrogen Average Discharge per day: 1.8 mg/L, 5.7 lbs.; Permit Limit 30 lbs/day

Water Department



South Main Street Project: the contractor will be milling the road the week of July 4, 2022. The final pavement will be put down the week of July 11, 2022.

Tucker Well Project: the contractor has begun installing waterpipe at the Tucker Well.



New Road Project: the new watermain has been installed. The contractor will be hooking up the water services during the first couple of weeks of July. The contractor will move to the New Road drainage work at the end of July. Below is a valve and a piece of the old New Road watermain.



The Bennett and Sewall Well Project: the Sewall Well Project has begun. The contractor has level the existing building and has poured the new foundation.



MacIntosh/Tucker Water Treatment Facility: the water treatment facility has had a problem with acid fumes in the acid room. It was finally found that the acid fumes have been escaping from the acid tank manway cover. A new gasket was installed by the contractor back in March. It appears that the gasket may not have been installed properly, or there could be a defect in the tank or cover threads. The water treatment plant is under warranty, and we have enough contingency money from the contractor to make sure the problem gets corrected.

PWS 1731010 - Newmarket Water Works						
Water Quality Monitoring						
Sampled By_ BMT						
Monthly Monitoring For Jun-22						
Location	Date/Time	PH	Temp 'C	PO4 mg/L	Free Cl2 mg/L	Total Coliform
Lamprey	6/6/2022. 0915	8.15	15.3	1.68	0.17	Absent
Racquet Club	6/6/2022. 0940	8.09	18.4	1.14	0.39	Absent
L+M	6/6/2022. 1005	7.98	17.3	0.96	0.09	Absent
Aubuchon	6/15/2022. 0940	8.12	17.7	0.87	0.1	Absent
Public Works	6/15/2022. 0900	8.2	15.9	1.01	0.06	Absent
Town Hall	6/15/2022. 0920	8.18	16.8	1.12	0.11	Absent
Well Site	Date/Time	PH	Temp 'C	PO4 mg/L	Free Cl2 mg/L	
Bennett	6/6/2022. 1438	7.98	13.1	1.16	0.28	
Sewall	6/6/2022. 1410	7.83	11.9	0.86	0.22	
MTWTP	6/6/2022. 1315	7.43	12.8	1.16	0.25	
Bennett	6/15/2022. 1332	8.08	12.9	0.98	0.36	
Sewall	Off	Line	6/7/2022			
MTWTP	6/15/2022.	8.61	12.9	1.08	0.6	

Water system bacteria testing for the month of June passed.

JUNE PUMPING TOTALS 2022							
Date	Bennett	185/210 gpm	Sewall	265 gpm	Mac Well	300 gpm	
	Hrs	Gallons	Hrs	Gallons	Hrs	Gallons	Total
1	7.8	86,162	8.9	140,515	9.3	167,900	394,577
2	8.9	98,731	8.5	134,341	7.5	135,300	368,372
3	7.8	86,500	8.2	131,100	8.8	157,800	375,400
4	8.0	88,548	8.0	126,902	7.8	140,200	355,650
5	10.5	115,826	10.5	166,237	10.2	183,500	465,563
6	9.3	102,635	9.2	145,397	10.9	195,700	443,732
7	11.0	129,768	5.7	91,725	8.9	161,000	382,493
8	12.9	161,832			11.5	206,300	368,132
9	11.8	148,139			12.6	227,200	375,339
10	4.8	149,094			10.2	183,500	332,594
11	12.6	158,359			12.4	222,800	381,159
12	15.1	189,277			14.7	264,810	454,087
13	13.6	170,192			13.2	238,310	408,502
14	13.7	172,440			13.4	240,810	413,250
15	14.2	178,117			13.5	242,710	420,827
16	13.2	167,028			11.5	206,700	373,728
17	12.5	156,621			12.2	219,200	375,821
18	12.8	161,178			12.5	225,700	386,878
19	13.0	164,233			12.4	223,200	387,433
20	16.3	205,326			9.4	168,900	374,226
21	24.0	302,742			5.3	96,700	399,442
22	14.9	187,492			14.6	263,210	450,702
23	16.6	209,271			6.4	115,200	324,471
24	20.9	264,106			12.9	233,710	497,816
25	13.5	170,236			14.3	257,910	428,146
26	16.3	205,270			15.9	286,010	491,280
27	18.5	233,873			5.5	99,600	333,473
28	20.4	257,341			15.3	274,910	532,251
29	14.5	182,953			14.2	255,010	437,963
30	15.9	200,089			15.2	273,510	473,599
31							0
Total	405.3	5,103,379	59.0	936,217	342.5	6,167,310	12,206,906
AVG. Day	11.3	170,113	8.4	133,745	11.4	205,577	406,897
Max Day	24.0	302,742	10.5	166,237	15.9	286,010	532,251

BUILDING SAFETY, ZONING ENFORCEMENT AND HEALTH

June 2022 Permits

Permits	Number of Permits	Revenue Collected
Residential Addition/Alteration	8	\$2,145.00
New Dwelling	3	\$5,800.00
Electrical	6	\$380.00
Sign	1	\$50.00
Mechanical	8	\$905.00
Solar	1	\$280.00
Misc	7	\$815.00
Pool	2	\$375.00
Commercial Demolition	1	\$100.00
Residential Demolition	1	\$50.00
Plumbing	2	\$140.00
Total	40	\$ 11,040.00

COMMUNITY DEVELOPMENT

Planning Board Applications and Activities

The Planning Board acted on and discussed the following applications and items during the month of June:

1. Development Applications

a. Address & Tax Map: 3 Rockingham Junction, Tax Map R3-13A

Zoning district: B-1

Permitting phase: Application Acceptance / Major Site Plan Review

Proposed use: Commercial / Office

Permit sought: Site Plan Approval

Applicant: Shawn McGowan

The Planning Board unanimously approved major site plan application for a mixed-use commercial development proposing to relocate an existing structure (train station) and expand upon its footprint by 994-sf. The proposed building is to be an office with the ability to convert into another use, such as a coffee shop, if the applicant were to sell the property. In addition, the proposed development was approved to construct a 960-sf barn to be used by the property owner. Appurtenant infrastructure included water line upgrades, a new septic system, pedestrian walkways, parking spaces and fences. Said parking spaces are planned to be shared with people using the rail trail until the State finalizes an agreement with the applicant to building a parking lot on the Newfields side of the property. During the review, the applicant received the following waivers from the site plan regulations, as it the waivers satisfied the standards under §5.01 *Waivers and Substitutions*:

1. §3.02(b)(6)—standard requires parking aisles to be paved.
2. §3.02(c)—standard prohibits parking within the front yard setbacks.
3. §3.07 *Stormwater Management*—standard requires a stormwater management plan.

b. Address & Tax Map: 3 Railroad Street Tax Map U3 - 138A

Zoning district: M2-A

Proposed use: Multi-family redevelopment

Permit sought: Design Review—Site Plan Review and Special Permit

Applicant: CC 5 Railroad Street

The applicant introduced the project which intended to redevelop a legally nonconforming building on a legally nonconforming lot to host an 8-unit multi-family structure with appurtenant infrastructure. The Planning Board and the applicant discussed items to pay extra attention to, such as snow storage, erosion control, landscaping, lighting plan, parking and confirmation of lot lines abutting the railroad land. The applicant is seeking funding from the InvestNH Program, which was recently enacted into law this summer. The Board closed the design review application and the applicant planned to apply for site plan review and special use permit for the July meeting.

2. Impact Fee Waiver Request:

a. Address & Tax Map: 86 Main Street, Tax Map U2 - 53

Zoning district: M2

Proposed use: Multi-family redevelopment

Permit sought: Waiver from water and sewer connection fees.

Applicant: CC 86 Main Street

Planning Board unanimously approved the request to waive the water and sewer connection fees due to the fact the applicant made significant capital improvements to the town's water/sewer infrastructure to accommodate the use that was in excess of the price of the connection fees of the building with the following conditions:

1. The Planning Board has the legal authority to waive water and sewer tie-in fees.

3. Subdivision and Site Plan Regulation Amendments

- a. The Board held a public hearing to review proposed amendments to the subdivision and site plan review regulations as it related to stormwater management. The intent is to come into compliance with the Town's MS4 (municipal separate storm sewer system) permit as well as to create a more readable format for those referencing the regulations. The Planning Board unanimously approved the amendments.

Zoning Board of Adjustment Applications / Petitions

Zoning Board of Adjustment reviewed the following cases:

1. Reconsideration Appeal for Administrative Decision—86 Main Street, CC 86 Main, LLC.

- a. *Purpose:* A reconsideration by the ZBA of an appeal from administrative decision for a determination by the Code Enforcement Officer concerning the imposition of impact fees to be paid to the Town of Newmarket prior to the issuance of a certificate of occupancies for 6 new dwelling units.
- b. *Outcome:* To reject the Building Inspector's decision to assess impact fees in the amount of \$13,728, plus applicable interest, per the invoice, dated March 31st, 2022.
- c. *Vote:* 4-0-0

2. Variance Request: 9 Creighton Street, Bradley Curth

- a. *Purpose:* A variance request seeking dimensional relief from Section 32-87(2) Setbacks of the Municipal Town Code of the Town of Newmarket to build a deck staircase 4.5-ft. from the property line where 10-ft. is allowed.
- b. *Outcome:* To grant a variance request from Bradley Curth, petitioning the Zoning Board of Adjustment for relief from Section 32-87(2) Setbacks of the Municipal Town Code of the Town of Newmarket to build a deck staircase 4.5-ft. from the property line where 10-ft. is allowed on real property with an address of 9 Creighton Street (Tax Map U2, Lot 3) within the R4 zoning district, as the petition satisfies the 5 part test of the variance statute, pursuant to RSA 674:33.
- c. *Vote:* 5-0-0

3. Variance and Special Exception Request: 28 Dame Road, Paul Mario

- a. *Purpose:* A variance request seeking dimensional relief from §32-89 Dimensional Table and §32-155(d)(4) of the Municipal Code of the Town of Newmarket, New Hampshire, to allow for the encroachment of the

side setback of the property line within 2.8-ft. and to permit to be 20.8-ft. from a wetland consisting of poorly drained soils where 25-ft. is required.

- b. *Purpose:* A special exception request seeking approval for the horizontal expansion of a nonconforming structure with the addition of a 12' x 16' carport, pursuant to 32-5 Nonconformity of the Municipal Code of the Town of Newmarket
- c. *Outcome:* To approve a special exception application from Paul Marino to permit the expansion of a nonconforming structure by constructing a 12' x 16' carport attached to a single-family dwelling unit that encroaches into the side setback within 2.8-ft. from the property line, where 15-ft is required, and within 20.8-ft. of a wetland consisting of poorly drained soils, where 25-ft. is required, on real property located at 28 Dame Road (Tax Map U2 Lot 298) within R2 zoning district, as the application, together with the granted variance relief that accompanied this application, satisfies the enumerated standards, pursuant to Sec. 32-5(2)(a) of the Municipal Code of the Town of Newmarket, New Hampshire.
 - i. *Vote:* 5-0-0
- d. *Outcome:* To grant a variance request from Paul Marino petitioning the Zoning Board of Adjustment for relief from Sec. 32-89 Dimensional Table and 32-155(d)(4) of the Municipal Code of the Town of Newmarket, New Hampshire for the expansion of a nonconforming structure by constructing a 12' x 16' carport attached to a single-family dwelling unit that encroaches into the side setback within 2.8-ft. from the property line, where 15-ft is required, and within 20.8-ft. of a wetland consisting of poorly drained soils, where 25-ft. is required, on real property located at 28 Dame Road (Tax Map U2 Lot 298) within R2 zoning district, as the petition satisfies the 5 part test of the variance statute, pursuant to RSA 674:33.
 - i. *Vote:* 5-0-0

4. Variance and Special Exception Request: 3 Railroad Street. CC Railroad Street Newmarket LLC

- a. *Purpose:* A variance request seeking relief from §32-46A(b)(2)(d) of the Municipal Code of the Town of Newmarket, New Hampshire, to allow eight (8) dwelling units in one building, where two buildings are required;
- b. *Purpose:* A variance request seeking relief from §32-46A(b)(2)(c) of the Municipal Code of the Town of Newmarket, New Hampshire, to permit 12 parking spaces on a lot, where 16 are required.
- c. *Outcome:* To grant a variance request from CC Railroad Street Newmarket LLC petitioning the Zoning Board of Adjustment for relief from §32-46A(b)(2)(d) of the Municipal Code of the Town of Newmarket, New Hampshire, to allow eight (8) dwelling units in one building, where two buildings are required, on real property with an address of 3 Railroad Street, Tax Map U3, Lot 138A in the M-2A zoning district, as the petition satisfies the 5 part test of the variance statute, pursuant to RSA 674:33.
 - i. *Vote:* 4-0-0
- d. *Outcome:* To grant a variance request from CC Railroad Street Newmarket LLC petitioning the Zoning Board of Adjustment for relief from §32-46A(b)(2)(c) of the Municipal Code of the Town of Newmarket, New Hampshire, to permit 12 parking spaces on a lot, where 16 are required on real property with an address of 3 Railroad Street, Tax Map U3, Lot 138A in the M-2A zoning district, as the petition satisfies the 5 part test of the variance statute, pursuant to RSA 674:33 with the following conditions:
 - i. Petitioner shall provide a written agreement, subject to review and approval by the Planning Department of the Town of Newmarket, between Tax Map U3-138A and Tax Map U4-16 demonstrating the availability of extra parking spaces for residences living at Tax Map U3-138A to utilize for overflow parking.

ii. *Vote:* 4-0-0

Other Projects and Noteworthy Items

1. The Planning and Community Development Department applied for the Flood Smart Seacoast Project Grant offered by NH DES. The grant's funds would go towards assistance in applying for federal funding (FEMA Building Resilient Infrastructure and Communities) to conduct a preliminary Hydraulic and Hydrology analysis for the culvert system located in Moonlight Brook near Schanda Park. Unfortunately, the Town was not selected during this grant round. Nevertheless, guidance on other grant funding opportunities from the State was given and the Town plans on diversifying its opportunities to obtain funding to move forward with the project.

Financials

Fiscal Year	Budget(\$)	MTD Transactions (\$)	YTD Transactions (\$)	Balance (\$)	Spent (%)
2022	154,864.87	15,627.25	153,071.38	3,066.49	98.0
2021	139,801.30	15,906.18	136,343.72	1,184.58	99.2

FINANCE

This report will briefly explain the department's activities for the month of June.

1. In June, on the whole, the town maintained a reasonable rate of expenditure with total General Fund spending at 91%, compared with last year's 92%. The condition was similar for the total operating budget which includes the Enterprise and Special Revenue Funds (Library, Recreation, Solid Waste, Water and Sewer) and ended at 91% expended for the period. This was slightly lower than the prior year at 93%. One important caveat to this information is that there are 4 days in the first payroll of July that will be accrued to June, which will increase the percent spent. Additionally, as it is year end and there are still invoices and adjustments to be made which are likely to increase the expenditure percentages up to last year's level.

2. The department began work on the GASB 75 OPEB audit (done every two years) and preparations for the annual audit near the end of the month. It also began the year end closing processes. Supporting the caveat in the paragraph above, the numbers are preliminary as there are still some invoices coming in from the departments as well as other financial data/statements. The formal cutoff is July 13 at noon for all invoices to be processed by the departments. In terms of the audit, the auditors make their first onsite visit July 12 and 13th. This is when we provide them with the preliminary data prior to the more detailed onsite fieldwork. That is currently scheduled for the week of August 29th.

3. In the Human Resources area, we have thus far held steady with personnel and not experienced a labor exodus. In fact, we gained a new employee: David Evans, our new Code Enforcement Officer/Zoning Administrator in the Community Development and Planning Department. To be sure, similar to all employers in the area, we are facing challenges filling some positions (e.g., recreation camp staff, public works). That said, a salary survey will begin in July with the goals of gathering and analyzing employment data for the area and similar employers/employees, educating us on the employment compensation conditions regionally and providing recommendations and tools for insuring our employees are treated equitably and enabling us to maintain the high levels of service the town expects.

Financials:

	Budget	MTD Transactions	YTD Transactions	Balance	% Spent
FY2022	\$290,886	\$17,134.00	\$255,561.59	\$35,323.92	87.9
FY2021	\$303,719	\$22,502.94	\$273,558.91	\$33,039.63	89.2

INFORMATION TECHNOLOGY

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

Information Technology:

1. June was a normal month with 15 support tickets equaling 1.55 hours of service time. The service requests were for request ranging from email creation, fixing printing problems, loading software on PCs, and troubleshooting an aging laptop. As has been noted in recent reports, our support numbers have become routinely low and even when the number of support requests increase slightly, the resolution times are generally short. This is an indicator of the significant work done to invest in new equipment and software as well as continuously monitoring the systems and, at the same time, enhancing our perimeter and internal security. Nothing is invincible, but we have continued to enhance the municipalities IT capabilities at all levels and it is making a measurable difference.

2. Interestingly enough, this year the town depleted its IT equipment purchasing budget due to the number of desktop system failures (whole systems or hard drives). That was the purpose of the budget line, but the expectation was to have another year or two on a few of the systems that failed. In the next fiscal year, we will phase out the last of the aging systems.

3. A project anticipated to be undertaken in FY2023 is to correct and reorganize the network cabling in those municipal buildings where the cable is old, untraced, untagged and disorganized. The building most in need of this work is the Town Hall, then the Public Works building and Police Departments, and finally the Recreation Center/Community Center. Correcting the current cable condition will resolve a few problems with trouble shooting, system management and it will allow the removal of some potential failure points, such as local network switch boxes in offices used because there isn't adequate Ethernet cable run for printers and other devices. The best example of that is the Town Clerk's office. The condition is similar in the Police Department, and the cable management conditions in the Town Hall IDF and Public Works MDF make working on the servers and switches unnecessarily time consuming.

Channel 13:

In the month of June, Newmarket Channel 13 covered 12 events. These events included town and school meetings, as well as the Newmarket High School Graduation. These events were covered live on Comcast Channel 13 as well as simulcast to Facebook, YouTube, and live streamed to our on-demand channel. Newmarket Channel 13 all created and distributed the Newmarket Newsletter each Friday, that was sent out to the town's email contacts and posted on social media. This was done to continue our commitment to reach out to the community and keep everyone informed.

Channel 13 posted on our Facebook page 27 times, this included the Newmarket Newsletter, simulcast on Channel 13 meetings and events, as well the rebranding of Channel 13 to better represent the town. As a possible result of that we reached 3,072 unique accounts and gained 5 new followers. Our posts had 669 engagements in the month, which resulted in 123 unique reactions from members of the community. This provided our page with 957 followers.

Our YouTube Channel reached 5,100 unique accounts and had 935 views of our videos for 46.6 hours of total watch time. In the month of June, Newmarket Channel 13 reached 579 new viewers. This was the result of 12 new posts, 11 that were

done live and 1 which was uploaded after the meeting. That video was posted after the fact due to the Newmarket Zoning Board of Adjustments and Newmarket Budget Advisory Committee having meetings with in 30 minutes of each other on the same day. They were both on Channel 13 at different start times and both meetings were on our social media, but could not both on YouTube simultaneously. This presented a unique challenge that we were able to overcome and both meetings ended up being able to be rebroadcast within 24hrs of being presented live.

During the month, Channel 13 also changed its logo and the color scheme of its title pages to better match Town of Newmarket’s website. Additionally, we worked with the Newmarket Historical Society to present its “Manufacturing In Newmarket” and covered the Newmarket High School Graduation. In the coming months we look forward to continuing our outreach efforts, and making positive changes to better serve the community.

Financials:

Budget	MTD Transactions	YTD Transactions	Balance	% Spent	
FY2022	\$219,150	\$12,647.97	\$187,067.27	\$32,083.09	85.4
FY2021	\$215,254	\$14,381.85	\$189,988.60	\$26,465.74	87.8

Note: the numbers are the MIS and CH.13 budgets combined.

TOWN CLERK – TAX COLLECTOR

<u>TAXES</u>			
Total Committed 2022		\$13,122,113	
Total Uncollected 6/30/22		\$3,095,852	
<u>TAX LIENS</u>			
	2021 Liens	2020 Liens	2019 Liens
	<i>(Deed 2024)</i>	<i>(Deed 2023)</i>	<i>(Deed 2022)</i>
Property Tax Amount Liened	169,236	146,227	178,934
# Properties Liened	33	34	33
Uncollected 06/30/2022	114,740	54,573	31,605
<u>WATER&SEWE 1/1 THRU 6/30</u>			
	2022	2021	
Uncollected	312,780	128,896	
<u>TOWN CLERK REVENUE (7/1/21 THRU 6/30/22)</u>			
	Year End	Year End	
	6/30/22	6/30/21	
Motor Vehicle (MV)	1,709,310	1,740,444	1.79% decrease
Town “non-MV”	164,926	160,996	2.44% increase
State NH (MV, Vitals, Boats, Dogs)	593,313	598,799	0.92% decrease

- Daily Activity Steady
- 2022 First Issue Property Tax Bills were issued
 - Mailing Date: 5-23-2022
 - Due Date: 7-6-2022
- Dog Licenses due April 30th
 - 1253 dogs licensed as of June 30th; Approx. 1,400 dogs total
- 2019 Deed Date: August 25, 2022
 - 7 parcels unpaid as of June 30th

RECREATION

Financial

We have decided to wait for the reporting of the end of year's financials as many items bought in the month of June for summer camp may not have been recorded for the end of year as of yet. June is traditionally our busiest purchasing month. We would also like to wait for the reporting of our end-of-year revenue figures as we were collecting revenue up and on the last day of June due to summer camp field trips just opening up for purchase. We hope to have the preliminary end of year numbers and bar graph in the July Report. Again, we do feel confident that we will be making a significant profit this year when comparing revenue against expenses. It is believed that we will also be under in the General Fund as well.

Personnel

Staffing came down to the wire, but with a few last-minute additions we were able to fill the summer roles needed to keep up with ratios. Since finding qualified lead counselors was a major issue in our logistics, we will look to revisit this and make changes to the process for future summers. As mentioned in the last report we did lose a number of potential hires and those that we had already hired in the spring to higher hourly rates at different camps as well as other local employment. Due to needing to run continued ads on indeed, we went over our estimated budget for hiring, we saw the most success with this toward the end of our hiring window. Unfortunately, if this trend continues, we will need to raise our rates for programs and special events. Lastly, as much as we put the word out there, we still have only been able to hire one Aqua Land attendant for the summer. This position is responsible for running the Remy Café on the weekends, Test chemicals, and host any the Gazebo rentals that purchase Party Packages. We are subsidizing the additional staff we need from our summer camp staff. Thankfully, several counselors are willing to work beyond the 40-hour work week that they are already working during the week.

REC Connect & Community Outreach



Newmarket Rec Department Garners National Rec and Park Assoc. (NRPA) attention: Once again Newmarket Rec has been recognized on a national level and we couldn't be more excited! With a background in public school policies and administration, the amazing Cris Blackstone thought of the significant ways recreation professionals handle situations every day, similar to those educator's face. She thought the connections were significant, and motivational. Cris has become involved researching the National Rec and Park magazine and other membership benefits available to us as a municipal member. Putting it all together, she wrote the editor of the magazine and shared her impressions of how day camp planning goes – one conversation led to another, and we're proud to see our recreation department triggered the national attention that Blackstone's article kindled. The photos included in the article are of previous summer camp scenes, and our membership in the national organization paid off with the publicity for our facility. Newmarket's Rec Dept. is also a member of NH Rec and Park Association, with Aimee Gigandet, Department Director, serving on its Board of Directors and Alyssa Porto, Assistant Director, now serving on the regional Conference Committee. Our membership fees and volunteer spirit pay off with this type of activity and recognition. Whoo Hoo Newmarket Rec!

Social Media presence increases outreach and collaborations: With the addition of our Community Collaborations Coordinator, we have outlined a media approach which connects us in a predictable way with professional colleagues, program participants and potential program participants. Our media approach is one which aims to include all community members who want to keep in touch with the Recreation Department. The Rec Director is the primary contributor to our Face Book pages; Camp Staff has rekindled our Instagram site (#campwannaiгуana) and our Community Collaborations Coordinator has more than doubled followers for the #newmarketrec Instagram site since December 20, 2021. We are active with Tim Cremen for the town wide electronic newsletter and are continually building our contact base with other media outlets outside of town. Locally, we still find posters prominently displayed in business windows, the library counter, and town hall bulletin boards and handouts are all popular ways to begin our media campaigns. We are using Constant Contact e-mail on a regular basis now, as we include a weekly email newsletter format to our Camp Wanna Iгуana families each Friday for updates and reviewing highlights of the week and any notes for the coming week to help them plan their children's week effectively.

Community Events

Fishing Derby: The 32nd Fishing Derby was another success. The Committee raised over \$3,000 in donations, put together great kid prize packages as well as offered 4 tickets to the patriots for the adult raffle. We had 116 participants preregistered and eclipsed 120 with same day registrations. The committee will meet again soon to recap and discuss future plans.

How Your Garden Grow Does – Garden Tour: Our first Garden Tour was deemed a success, evidenced by our rough estimate of at least sixty people visited one or more of the gardens on the tour. Additionally, feedback is positive for us to hold this event early next summer, 2023. Requests for a repeat of the event, along with many helpful suggestions are being collated along with a survey sent to all garden hosts. We'll begin planning this in February, 2023, adding more financial support in return for media recognition. We also plan a small-scale tour in advance of the "real tour" allowing the garden hosts to meet each other, socialize and tour each other's gardens. Sixteen gardens were included this year. Collaboration partners included the Newmarket Community Church, town library, NH Fish and Game, Newmarket Community Garden and the New Market Historical Society.

UPCOMING: The Backyard Bash: We are happy to report that this new event, now called *The Backyard Bash*, had 3 planning meetings in the month of June with all the organizations involved. To date we have over 20 different organizations involved in one way or another. It truly has been incredible to see so many eager faces at these meetings ready to make this event the best ever! Our only hiccups have been logistic issues in regards to the Beer Tent and recruiting additional volunteers to handle many logistic needs. We have also decided to book Food Trucks vendors as we just don't think the local restaurants are going to be able to pull off getting away from their restaurants on Friday night to also serve the general public at this event. Both bands have been booked to decide who will play on the stage, plus a whole lot more has been planned. For more info on all the details of this event, the Rec FB page now has an event page called the Backyard Bash and our website also has all the details to date. We are currently soliciting more sponsors and trying to get the word out via social media and posters around town.

Spring Daily & Specialty Rec Programs

High 5 T-Ball: Our very popular High 5 t-ball program concluded our High 5 sports sessions for the year this month. In total we had 45 t-ball participants join us this spring to learn and have fun while playing t-ball. It always amazes the Rec Department how engaged the parents are in sports at this age, we

even had a few parents helping coach in the field. At our last session we had our ceremony where a number of participants received their medals and trophies for participating in either 4 or 8 sports. Parents are already looking forward to September when we begin our High 5 Soccer session.

Rec Dance Recital: This spring after our Ballet and Tap and Creative Movement classes finished up, the Rec hosted the Dance Recital at the Community Center. This was the first recital we hosted since COVID and it was a huge success. The Ballet and Tap classes performed first, and then the Creative Movement classes performed as well as our dance instructors. We had decorated the multipurpose room with fun lights and balloons and had about 70 families show up to support their little dancer. We are going to try to move the recital to the Town Hall again as the dance programs keep growing and we have outgrown our multipurpose room.

Playgroup Graduation: Our preschool playgroup children finished up their spring session of Playgroup with instructor Miss Heather. Each spring we host a graduation ceremony for our playgroup kids who will be going to kindergarten in the fall. On Thursday, June 16th we set up a ceremony where we had 6 children graduating from our program, and invited all 17 of our preschool playgroup families to come and celebrate the end of the school year. Miss Heather hung up their art work, gave out picture frames of the kids and took them on a tour of the garden where they released ladybugs. We are thrilled that most of our families are coming back in a few short weeks for our preschool Kiddie Camp with Miss Heather this summer.

Before/After Care: The Recreation Department's before and after school program ended on a high note. We capped off the year with a fun filled half day program on the last day of school. The department has continually fielded inquiries from parents about what will be offered next year and when they can sign up. We will look to meet with the school department to establish programming and logistics for the upcoming year over the summer. Issues we look to address moving forward include busing and transportation to and from school. Frequently the busing company had issues around staffing causing students to be late to school or there was no bus available to bring students from school to the Rec Center. Staffing for morning care was difficult to fill when we had last minute call outs and when we had our team lead (who covered Monday-

Friday) move on. We often found ourselves rotating the full-time staff, taking a shift in the morning at the last minute and causing for a long day. Spacing became a challenge when the weather kept us inside the Rec Center. Depending on the day, we had Dance and or High-5 sports taking up rooms, drastically limiting the areas the Aftercare was able utilize. With upwards of 60 kids this can make for some crowded areas. We are still looking for a site supervisor to help manage staff/kids and the program in general.

Soccer Camp: For the second year in a row, we put on a weeklong soccer camp out on the Rec fields. The camp was run by one of our staff; Mike Boakye, a former Collegiate soccer player. Mike was assisted by a combination of counselors and Newmarket High school soccer players. We had 34 players ranging from 6-11 attend the program. Campers and parents were thrilled with another fun week of skill building and coaching from “Soccer Mike.”

Ju-Jitsu: Jarrod Millar was able to offer a free drop-in Ju-Jitsu class to kick start the program and gain interest. The Rec Department will continue to market the program in hopes the numbers continue to grow. Jarrod is now offering drop-in classes for both kids and adults throughout the summer.

Kahoot: We were able to utilize Kahoot for another successful game of trivia. After two days of covering the staff training packet, we put together a catchall trivia testing staff retention and how well they know the camp. It was a successful training option that once again lightened the room and garnered full engagement.

Pickle ball: Pickle ball participation has remained steady on Wednesday evenings and Saturday mornings. The group’s numbers fluctuate given the summer months, but a core of at least one court is playing each session. We have continued to let players know we have additional availability for weekday mornings or on Sundays. Players have requested additional evening nights for play, but with camp taking over the basketball courts the majority of the day, we are working to leave some time for local kids to play basketball as well.

Summer Camp:

We held our summer camp staff training the week of the 20th-24th. The first day kicked off with two sessions of CPR/ First aid put on by the Fire Department. By having the Fire Department run the classes, we were able to save the town quite a bit of money then had to pay a private company to handle our 1st Aid and CPR Training. We continued the next few days teaching the ins and outs of camp. As a majority of staff are new to their assigned positions, there was a lot to cover in a short amount of time. We put our Kahoot package to use once again by putting on a trivia covering the days of training. Camp Wanna Iguana kicked off in June on Monday, June 27th with our 303 campers. The breakdown of the campers in each group are as follows; Rec 1 has 79 campers, Rec 2 has 70 campers, Rec 3 has 65 campers, Teen Turf has 49 campers and our Kiddie Camp half day program ran by preschool playgroup teacher Miss Heather has a total of 40 campers. Unfortunately, a total of 16 children remained on the waitlist. We just were unable to hire enough staff to allow any more campers into either program without jeopardizing our staff to camper ratios. Our specialized camps run by Heather have filled up as well with 14 signed up for Forest Fridays, 15 signed up for Back to Nature camp and 16 signed up for Art Camp, with 5 on the wait list. We have continued to receive phone calls from families asking if there is more room and camp, and have since made some additions to our Rec 3 groups.

Capital Projects, Facilities and Rentals:

Aqua Land: We are happy to report that the valve issue that we had issues last summer and again for the beginning of the Splash Pad season this year was finally resolved. We do have another issue with potential cracked pipes under the service which is causing some leakage on three of the omni-pods on the pad. Due to the nature of the investigation to see why they might be leaking really cannot be addressed until the summer season is over. Despite all this, we had Aqua Land up and running for most of June every day. However, once camp starts it will only

be open on the weekends to the general public and then again open in the afternoon's - after our Summer Camp program each day. The PUBLIC NOTICE restricted schedule is posted at both entrances to the park as well as on our website and the town's public notice page. Hours are also listed on our Aqua Land Facebook page and on our Rec Website. Again, we have made the decision to only operate our REXY Café on the weekends due to lack of staffing during the mid-week.

Gazebo: Rentals: Rentals: During the month of June we had 18 Gazebo rentals for birthday parties, which is just about 2 to 3 parties each weekend day and our inquiries have continued to increase. Our July and August schedule is already filling up with most weekends being booked up completely. Again, the revenue generated from these gazebo rentals offset the payroll for staff we need to hire to test the chemicals every 4 hours on the weekend, in addition to all the other costs associated with operating this facility.

Beech Street Facility: The upgrades planned for the Beech Street Facility to turn it into an affordable location for a variety of health and wellness programs have been put on hold, until after the new facilities feasibility study. In the meantime, we are continuing to rent the facility for private parties and offering the Ju-Jitsu as mentioned above. It is also being used regularly for our new Brazilian Jujitsu Classes.

Skateboard Park Location: We have had no further development in this space since our last report in May. Right now, it is now being used as a back-up parking location for in and around the Community Center, including our summer staff. Again, once the dust has settled from summer camp, we will start the process of researching this new space to build an enclosed gymnasium next to the Community Center.

Van Rental Agreement with the School: We are happy to report that the Rec Department generated approx. \$1400 in the month of June from the school for allowing the school to use our new transit van for athletic sports team travel as mentioned in last month's report.

Kayak Rentals: Kayak rentals for the summer season are underway. During the month of June rentals started to pick up once the warm weather became more consistent. We had many inquiries about the rentals and rented a total of 10 kayaks. We are still trying to work it out for "Day of" Kayak Rentals to be handled at REXY Rainbow Café where calls will be answered by the mobile phone we have in the facility. Packages include day rental, weekend rentals and tandem option for a slightly higher rate. Kayaks can be rented through the Rec Center and are available for rent at Schoppmeyer, Piscassic and Schanda Parks.

Sunrise Sunset Activity Center



Random Acts of Art: The Random Acts of Art participants were offered several classes in May and June for those wanting to partake in creative projects or learn a new skill. We've continued to work with the Arts for Angel's program, which provides us with boxes containing a variety of fun projects for

our group. This month our classes focused on techniques using Pastels and a second-class making Sun-catchers with shells and sea glass producing colorful pieces of art to hang in a window. We had local artist Gerry Bresnahan join us to teach a popular class on botanical scarf dyeing using all-natural dyes found in our own flower and herb gardens. Flower petals, leaves, dried spices, fresh herbs, fruit & vegetable pieces were placed randomly on the scarves which were then rolled and steamed for an hour and a half. The outcome stunned us all as we unfolded and revealed beautiful abstract pieces of art. We also invited Carol Whalen, a Hampton artist, to instruct the group on how to produce one-of-a-kind Watercolor notecards. The class was well received, and we plan to offer more painting classes in the future. Several craft group members also helped to make small Posy Bouquets as party favors for the ladies who attended the Mother's Day Luncheon. Terra cotta pot painting and Mandala Dotting on beach stones also kept the group busy and the creative juices flowing during craft time this month.

Beyond the Last Page: The center's 'Beyond the Last Page' book group had the great pleasure of participating in a Community Read this spring, which culminated in May, with book-themed activities in our local area. The chosen book, *Hotel on the Corner of Bitter and Sweet* by Jamie Ford, was read all over the state by high schools, library groups and book clubs. Covering several topics, including WWII Japanese Internment, the history of jazz music, and Chinese & Japanese culture, this book was a perfect choice for the wide age range of readers. To complete our participation in the group read we attended the author presentation at the Timberlane High School in Plaistow. The Timberlane HS Jazz Band performed musical pieces for the audience from the WWII era including those specifically mentioned in the book which further enhanced the evening. Attendees were grateful for the opportunity to participate and gather with other communities and take part in the author's presentation.



Trail Blazers: Our adventurous, outdoor enthusiasts had several different options for group outings during May & June. We embarked on another trail walk at the Lee Town Forest with Naturalist Catherine Fisher. Leading our group with her expertise, Catherine provided an interesting hike identifying dozens of native plants and flowers on well-worn paths behind the Mast Way School in Lee. We once again hit the SELT trails in Newmarket, this time walking the Otis Hill Trail off of Neal Mill Road. This trial was challenging for some in our group

but they persevered and felt accomplished upon completing it. We had a large crowd of Newmarket residents for the newly introduced New Market Historical Society Walking Tour. With Kris and John Carmichael at the helm, our group was invited to experience this new offering and to provide feedback, input, and share stories of old Newmarket. Due to the extensive content of the tour, it was divided into three parts, two days of walking tours and one day of touring the Stone School Museum. What a fantastic opportunity for our group to be part of this grand undertaking with Kris and John. We had another great outing with Cris Blackstone and the Flower Power Club at the Great Bay Community Garden in Newfields. Utilizing the new Rec van, we transported the group to the garden for a walking tour where Cris led the group through the small but well-planned garden space, which proved to be a perfect size for many in our group. Not only was Cris able to point out and identify all of the early spring blooms such as yellow Celandine flowers and Eastern Blue Star, but she also introduced the group to a flower app that can be used to identify plants & flowers with an easy snapshot using their phones. Our participants were very intrigued by this new technology. To complete our Flower Power Day, we returned to the center where Cris continued the class with a demonstration on flower arranging and a lucky raffle winner took home the beautiful arrangement. The popular Flower Power Club is a quarterly offering for all those interested in learning more about flowers and plants with the opportunity to have a hands-on experience.

On the Road Again – Day Bus Trips: We were able to provide our members with several day trips this spring. The Bird Brain Club went on an outing to Rochester where they were joined by Conservationist Dick Lutz for a morning of birding and hiking around the Pickering Ponds trails that loop along the Cocheco River. This location is a well-known hot spot for birding and it didn't disappoint our group as they spotted a total of 28 different birds throughout the morning along with a few turtles and beavers. Our Annual Nifty Thrifty Shopping trip was a big hit as we traveled to Hooksett, Derry, and Plaistow in search of thrifty treasures. After a full day of shopping, we unanimously voted to stop for ice cream at Memories in Kingston, which topped off the day. The trip to Pickity Place in Mason, NH is always a popular destination featuring a 5-course gourmet luncheon, lush gardens, and two specialty gift stores for the shoppers. We had 24 members join us for our Mystery Supper Club at the Galley Hatch Restaurant in Hampton where we were seated altogether at one large table enjoying good food and friendship. Ice cream outings are always in demand and the Beach Plum was the perfect stop offering an extensive list of flavors and plentiful seating for this busy favorite on the seacoast.

Misc. Special Events & Happenings: We often offer special events to our activity calendar to accommodate the large variety of interests at the center. The Pontine Theatre recently provided our members with entertaining stories of the Isles of Shoals woven with the writings of Celia Thaxter and Nathaniel Hawthorne. Our group enjoyed the production and they were impressed with the two actors and their unique storytelling using just a small handmade stage and caricatures. The Sunrise Ukulele Band offered a free breakfast event with the Strummers on a recent Friday morning. The buffet breakfast and sing-along proved to be well worth our time and effort with the full house singing along to each tune and asking for more. It was a heartwarming moment when 98-year-old Eleanor Marsden asked us to play 'Home on the Range', which we gladly did, and she sang along word for word. The Sunrise Strummers also enjoyed entertaining the Rec Preschool with a repertoire of children's songs before their summer break, having a fun time singing and dancing to the music.

Adopt-A-Flower Box: Early in the summer, we put the call out for the 'Adopt a Flower Box' program at the Sunrise Center. Within days each of the 9 empty flower boxes were magically filled with colorful annual flowers to brighten our space around the Sunrise Center for all to enjoy.

Respectfully submitted by

Aimee Gigandet and the Rec Staff

WELFARE

In June Newmarket Town Welfare Department supported clients in need with assistance and referrals to appropriate resources, and for their household and emergency needs. In June we processed 12 (twelve) completed welfare applications, resulting in determinations of eligibility. We have continued to vet the scholarship applications for the Newmarket recreation programs summer camp, this year much longer than in previous years. As we continue to point out, the vast majority of calls to this office are just calls asking for referrals to human service resources- “What is the name of the Dental Program locally or when can we apply for fuel assistance in Newmarket?” Do you know where I can get SNAP (food stamps/WIC Benefits/Infant formula, what are shelters that accept pets etc.)?” Additionally- we again continue to have several inquiries from out of the country, state, from individuals looking to relocate to Newmarket and who would need Assistance- programs or aid.

As I have mentioned in previous reports, considerable time and effort are spent on those cases that do not need or qualify for Town general assistance, or who in the end refuse to provide the documentation required to determine eligibility. These cases are labor intensive and frequently we find that the potential applicant has then applied or inquired in several other Towns in the case of homeless individuals, or with other agencies for help. We have people who we know are sleeping in the woods in tents. They are refusing services and when offered help they do not want to accept help. This is very unfortunate. In June we again encourage able bodied applicants to seek employment as there are many opportunities for full time work in the Newmarket Community. As the month closed, we saw an uptick in inquiries but not necessarily applications, as individuals are getting nervous about increased utility costs that will add to the burden of increased gas and food costs on limited household budgets. June was a busy month in terms of calls from those who are anxious about food, housing, and basic needs insecurity- residents seeking to identify resources for financial assistance.

As June began, we had a call or two from people interested in Camp Scholarships for non-town Camp Scholarship recommendation letters to support financial eligibility. As previously explained this office reviews all the financial aspects of all the Town Recreation camp scholarship applications for the recreations camp program- the new inquiries were from new residents and families who were too late to get into Town Camp programs. We have found that families who apply for scholarships are known to this office or are referred to this program to support working parents. In the summer months when school is out it is paramount that the parents or grandparents continue to work and achieve economic self-sufficiency. This is part of the long-standing partnership or process in place to vet and fairly review all applications equitably for financial eligibility. Collaborative teamwork between the school, recreation or human services agencies meets the needs of the families in this community to provide for a safe, enriching summer, ensuring that the parent or caregiver can continue to work to meet their financial obligations. This summer we have had many new families apply for assistance.

We directly collaborated with or advocated for clients with community partners to provide appropriate support/or direction for twenty-one (21) families or individuals. Town General Assistance or Welfare is a fund of last resort and to be utilized after all other resources have been exhausted. Many families or the elderly are too proud to ask for help, we find that the initial inquiries come from social workers, or advocates, ministers or concerned neighbors. As I always share, this office can minimize the financial costs to the taxpayer and provide assistance to support the life and health of Newmarket residents as governed by NHRSA through caring dignified respect and collaboration. Escalating transportation and food prices are something we are anecdotally hearing as the cause for first time applications being filed in this Town Office. Another factor that the Town notes during June and summer months is that a spike in electricity bills for those who are teetering on the economic margins and who require air conditioning due to breathing problems. This office and the Town benefits by the

incredible support of Newmarket Community Church, The Town Hall Staff, The Police Department and finally their effort or programs of support to those in need.

Respectfully Submitted,

Heather Thibodeau

Welfare Director

LIBRARY

June 2022

During the month of June Children’s Librarian Maryjo Siergiej visited ten classes at the Newmarket Elementary School to promote the “Oceans of Possibilities” Summer Reading Program. The program officially launched on 6/27. The UNH Marine Docents offered a popular program on Whales and Seals as a kick-off event on 6/28. We have craft programs, discussion groups and several upcoming special events planned which are outlined below. All ages are welcome to participate to earn tickets toward fun raffle prizes. To date, 263 people have registered (197 children, 24 teens, and 42 adults). Participation by children has increased by 77% over last summer’s totals. Please be sure to stop by the Newmarket Public Library this summer to enjoy our programs, collections, play space and more!



Pre-readers enjoying NPL's flannel story board

- Tuesday, July 19th at 3pm: Aquatic Creatures hosted by Squam Lake Natural Science Center
- Tuesday, August 2nd at 10:30am: Lindsay’s Puppet Pals
- Thursday, August 11th at 3pm: Summer Reading Party

Registration for “Oceans of Possibilities” is ongoing. For more information, call the library at 603-659-5311 or visit our website, newmarketlibrary.org. All programs are free of charge.

After securing approval from the Newmarket Recreation Commission, we installed a new StoryWalk® of the book Henry Hikes to Fitchburg by DB Johnson at the Piscassic River – Loiselle Conservation Area, which will be available for families to enjoy from July 10 -16. The following week we will install the StoryWalk® of Rainbow Stew by Cathryn Falwell at the Newmarket Public Library, which patrons will be able to enjoy until 7/25. The Newmarket Recreation Department is currently hosting the StoryWalk® From Seed to Pumpkin by Wendy Pfeffer in their garden, which can be enjoyed on an ongoing basis.



Henry Hikes to Fitchburg StoryWalk® inspired by the Life of Henry David Thoreau

We continue to add new collections such as Wonderbooks, which are picture books and beginning readers with an audiobook feature that enables children to read along and educational toys as part of the ARPA early literacy grant. Grant funds need to be expended in full by the end of July and a final report issued in August. Preschool Storytime continues weekly on Wednesdays at 10:30am followed by Mother Goose on the Loose at 11:15am. We will now be offering a Saturday storytime on the first Saturday of the month at 10:30am (8/6, 9/3, and 10/1).

Our children's librarian conducted storytimes at the Recreation Department on 6/2 and 6/9 as part of our ongoing collaboration. We look forward to hosting camp groups at the Newmarket Public Library on 7/25, 8/1, and 8/8. The Library was also pleased to participate in the Rec Connect event, "How Does Your Garden Grow?" by hosting a pop-up library (including our seed lending library) at the Newmarket Community Church Thrift Store / Community Garden on 6/25.



NPL Pop-Up Library at Newmarket Community Garden

The Newmarket Public Library is continuing to work with a marketing firm to improve communications about all the valuable resources available to residents. We are so fortunate to be able to participate in this grant-funded initiative that has been spearheaded by the Durham Public Library.

As part of Alzheimer's Awareness Month, we hosted an informational display with books and pamphlets on the topic and two virtual programs on *Understanding Alzheimer's* and *Dementia* and *Dementia Conversations* sponsored by the NH Alzheimer's Association.

Also, in June we were able to install an automatic door opener at the entrance to improve building accessibility.

The Seacoast Public Health Network has generously donated N95 masks and COVID-19 antigen home tests. Residents can pick-up at the Newmarket Public Library during regular library hours.

Respectfully submitted,

Kerry Cronin
Librarian



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: June 8, 2022

TITLE: Withdrawal from the Library Capital Reserve Fund – Resolution # 2021/2022-36

PREPARED BY: Kerry Cronin, Library Director

TOWN ADMINISTRATOR’S COMMENTS – RECOMMENDATION:

BACKGROUND:

The Newmarket Public Library’s slate roof has documented deficiencies due to age and wear and is in need of immediate repair. Despite recent patching by one roofing contractor, water continues to enter the building. Evidence of these leaks is visible in the basement and on the stairs to the upper non-public area. The more extensive repairs outlined in the attached scope of work are needed at this time to prevent any further water damage.

DISCUSSION:

With the assistance of Facilities Manager, David Reilly we requested quotes from five roofing contractors, two of which provided quotes.

The table below provides the vendor comparisons.

Vendor	Price
Al Johnson & Sons Roofing	Declined to bid.
Academy Roofing Corp.	Declined to bid.
A & M Roofing	Declined to bid.
TectaAmerica	\$9,575
Top Roofers, LLC	\$7,450

RECOMMENDATION:

I recommend the Town Council approve the quotation from Top Roofers, LLC. as it is the lowest price for the designated scope of work.

DOCUMENTS ATTACHED:

Quotations from TectaAmerica, Top Roofers, LLC, scope of work and related photos of the roof areas in need of repair.

STAFF REPORT

**Roof Service Work Proposal For:
Public Library – Slate to Brick Flashing Repair**

Scope of Work:

- Set up Safety Zone in front of work area, this may impact the ADA access ramp and close it for short periods.
- Remove and preserve (some may break on removal and will be replaced as needed) slate shingles
- Remove existing brick surface mounted lead coated copper counter flashing
- Furnish and Install Grace Ultra High Temp Ice/Watershield as a waterproof Selfsealing underlayment for the shingles and brick counter flashing.
- Furnish and install New Lead Coated Copper Step Flashing in too the brick and under slate
- Replace original Slate and replace any slate damaged during the removal process.
- Remove all safety zone set up

Date: _____



Untitled Map

Write a description for your map.

1) Area of Brick to Slate flashing to be repaired

Open down through the roof

Google Earth
Version 4.2.0.1088

Item a.

Top Roofers
18 No. Main St.
Newmarket, NH 03857 US
603-292-5906
donna@toproofersllc.com
http://www.toproofersllc.com



ADDRESS
Newmarket Town Library
1 Elm St
Newmarket, NH 03857 USA

Estimate 1583

DATE 03/22/2022

ACTIVITY	QTY	RATE	AMOUNT
Commercial slate roof repairs: 1 Elm St, Newmarket, NH			
Mobilization.			
Remove slate tiles going up along brick wall where flashing needs to be replaced.			
Grind out mortar around existing lead flashing.			
Install ice and water shield from roof decking up to brick wall.			
Install new lead flashing with proper overlap to allow proper water drainage from underneath slate tiles.			
Install new slate tiles over flashing.			
Install new slate tiles if any were broken during repairs			
Labor, materials, clean-up.			
Sales			7,450.00
Total cost of repairs:			

TOTAL \$7,450.00

Accepted By

Accepted Date



Date: 2/17/2022

From: Ethan Owens – Service Manager Tecta America – Portland, ME

Attn: David Riley – Director of Facilities

**Roof Service Work Proposal For:
Public Library – Slate to Brick Flashing Repair**

Scope of Work:

Tecta America New England Service Department will: *Please see attached site plan*

- Set up Safety Zone in front of work area, this may impact the ADA access ramp and close it for short periods.
- Remove and preserve (some may break on removal and will be replaced as needed) slate shingles
- Remove existing brick surface mounted lead coated copper counter flashing
- Furnish and Install Grace Ultra High Temp Ice/Watershield as a waterproof Selfsealing underlayment for the shingles and brick counter flashing.
- Furnish and install New Lead Coated Copper Step Flashing in too the brick and under slate
- Replace original Slate and replace any slate damaged during the removal process.
- Remove all safety zone set up

TOTAL LABOR & MATERIALS: \$9,575.00

Customer Approval: _____

Date: _____

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

Resolution #2021/2022 - 36

**Resolution Appropriating \$7,450 from the Library Capital Reserve Fund for Roof Repairs
at the Newmarket Public Library**

WHEREAS: Article 16 of the 1989 municipal election established a Capital Reserve Fund, pursuant to RSA Chapter 35, for the future expansion and related renovations to the Newmarket Public Library; and

WHEREAS: Deterioration to the slate shingles and roof flashing has resulted in leaks causing damage to the building’s interior; and

WHEREAS: The Trustees of the Newmarket Public Library are proposing that the Council consider authorizing funds for the repair of the slate roof.

WHEREAS: The Library Capital Reserve Fund has a balance of \$108,112.81 as of July 31, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE NEWMARKET TOWN COUNCIL THAT: the Newmarket Town Council does hereby approve the expenditure of not more than \$7,450 from the Library Capital Reserve Fund for the repair of the slate roof.

First Reading: June 15, 2022

Second Reading: July 20, 2022

Approval: July 20, 2022

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor White			
Councilor Ward			
Councilor LaMattina			
Councilor Blackstone			
Councilor Brabec			
Vice Chair Conley			
Chair Weinstein			
Total Votes:			
Resolution: Does Does Not pass.			

Approved: _____
Toni Weinstein, Chair Town Council

A True Copy Attest: _____
Terri Littlefield, Town Clerk

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

Resolution #2021/2022-37

Relating to Sustainable Energy Goals for the Town of Newmarket

WHEREAS: The Town of Newmarket acknowledges the existential threat that climate change poses to the diversity of all life on our planet; and

WHEREAS: The Town of Newmarket understands that it is imperative to take immediate, bold, and systematic action to combat climate change; and

WHEREAS: The Town of Newmarket is aware of a movement of municipalities that have committed to transitioning to one hundred percent renewable energy, as well the many technological options that have become available for reducing its carbon footprint, but has yet to take the necessary step of formulating a comprehensive plan to that end; and

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

The Town of Newmarket shall commit to achieving one hundred percent reliance on renewable and carbon neutral sources of electricity by the year 2030; and one hundred percent reliance on renewable and carbon neutral sources of fuel for heating and transportation by the year 2050.

FURTHER BE IT RESOLVED THAT:

This commitment applies to all town facilities, and to the town’s leadership in initiatives designed to transition all businesses, institutions, and residences within the town’s boundaries to one hundred percent renewable and carbon neutral energy.

FURTHER BE IT RESOLVED THAT:

The Town of Newmarket shall, with the advice of the Town Environment and Energy Committee and any other resources it deems necessary, formulate a comprehensive plan determining the best methods and timetables to maximize energy efficiency and transition to alternative energy sources, in order to achieve this goal.

INTRODUCED BY:

Councilor Joe LaMattina

First Reading: June 15, 2022

Second Reading: July 20, 2022

Approval: July 20, 2022

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Conley			
Councilor Ward			
Councilor Blackstone			
Councilor Brabec			
Councilor LaMattina			
Councilor White			
Chair Weinstein			
Total Votes:			
Resolution: Does Does Not pass.			

Approved: _____
 Toni Weinstein, Chair 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: July 12, 2022

TITLE: Resolution #2021/2022-37 Relating to Sustainable Energy Goals for the Town of Newmarket

PREPARED BY: Steve Fournier, Town Manager

TOWN MANAGER'S COMMENTS – RECOMMENDATION:

I cannot recommend passage of this resolution as written. The term “commit” is too strict. We are not sure what financial impacts this may have in the future. After reviewing other municipal resolutions, I would suggest we “aspire” or “set a goal.”

BACKGROUND: The Sierra Club started a program that asked communities across the country to 100 percent clean by 2030 for electricity and for heating and vehicles by 2050.

DISCUSSION: The Energy and Environment Committee submitted the proposed resolution. The resolution is similar to a number that other municipalities across the state have passed.

FISCAL IMPACT: We cannot determine the financial impact of this resolution, but it will have a significant impact on the town.

RECOMMENDATION: Please see my previous recommendation

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

STAFF REPORT

PAM MYERS-MORGAN

6 Beech St Ext
Newmarket, NH 03857
(214) 923-6235

June 2022

Myers-Morgan is a founding partner of Echo Theatre in Dallas, TX, a non-profit professional company producing 3 stage shows and 6 readings a year, where she served as Producing Partner in charge of Artistic Direction as well as Treasurer of the Board . She recently served as Adjunct Professor of Drama and Humanities at El Centro College in Dallas, TX and was also an active touring docent at the Dallas Museum of Art. She is currently working as a freelance theatre professional. Prior to the Covid outbreak, Myers-Morgan was a Substitute Teacher for the Newmarket school district in Newmarket, NH, covering preschool through high school, and was an active volunteer at the Newmarket Food Pantry.

- EDUCATION** M.F.A. in Directing, University of Virginia, May, 1991
 * Thesis production: *Jacques and His Master* by Milan Kundera
 * Sam Pettway Award for Distinguished Service to the Department of Drama
 B.A. in English, summa cum laude, College of Charleston, 1980
 * English Department Outstanding Student Award
 * Katherine Walsh Award in English
- TEACHING** Adjunct Professor, El Centro College, 2011 – Spring 2018
 * Fine Arts Appreciation
 * Introduction to Cinema
 Adjunct Professor, Mountain View College 2008 - 12
 * Film Appreciation
 * Introduction to Theatre
 * Acting I
 * Voice and Articulation
 * Fine Arts Appreciation
 Adjunct Professor, Southern Methodist University 2001
 * Special Studies in Directing II
 Private Acting Coaching, 1994 - present
 Successful Monologues - S.T.A.G.E., Dallas, TX, 1994
 Audition Techniques - Dallas Theater Center, 1993
 * Workshops for teenagers and adults
 Introduction to Acting and Directing - University of Virginia, 1989-91
 * Served as inter-departmental liaison for teaching assistants
 Children's Theatre Project - University of Virginia, 1990-91
 * Developed and implemented new undergraduate course focusing on preparation and touring of Participation Plays for grades K-5
- EMPLOYMENT HISTORY** Substitute Teacher, Newmarket SAU, Newmarket, NH, 2018 – present
 Adjunct Professor, Dallas County Community College District, 2008-2018
 Artistic Administrator/Assistant to the Artistic Director, Dallas Theater Center, Dallas, TX, 1992-93
 Directing Intern, Portland Stage Company, Portland, ME, 1991-92
 Teaching Assistant, University of Virginia, Charlottesville, VA, 1989-91
 Manager, Customer Services, Equicor, Charleston, SC, 1987-88
 Manager, Claims Processing, Companion Health Care, Charleston, SC, 1986-87
 Physician Recruiter, Companion Health Care, Charleston, SC, 1985-86
 CHAMPUS Field Representative, Blue Cross/Blue Shield of South Carolina, Annapolis, MD, 1981-85

HONORS AND AWARDS

Top Ten Best of the Year, RUINED (Director), Theatre Jones (four separate lists) 2018
 Top Ten Best of the Year, WELL (Director), Dallas Morning News 2010
 Best Director, LAST TRAIN TO NIBROC, D-FW Critics Forum Awards, 2009
 Best Director, LADIES OF THE CAMELLIAS, D-FW Critics Forum Awards, 2008
 Rabin Nomination, Best Supporting Actress, OFF THE MAP, 2004
 Rabin Nomination, Best Direction of a Musical, GOBLIN MARKET, 2000
 Rabin Nomination, Best Direction of a Play, ALICE IN BED, 1998
 Graduate Assistantship, University of Virginia, 1989-91
 Irene Ryan Award Nominee, *Hecuba* in The Trojan Women, 1988
 Outstanding Set Design Award, Colonial Players, Annapolis, MD, 1985
 Best Supporting Actress, Source Theatre's Washington Festival, 1984
 Best Overall Tournament Performance, DC Arts Council One Act Play Festival, 1984
 Special Contribution Award, Colonial Players, 1983

DIRECTING (SELECTED)

ADA AND THE ENGINE (Staged Reading), Ventura College, Ventura, CA 2021
 HIGH DIVE, Echo Theatre, Dallas, TX 2019
 RUINED, Echo Theatre, Dallas, TX 2017
 HER SONG (Director):
 Echo Theatre, Dallas, TX 2016 - 18
 THESE SHINING LIVES (Director):
 El Centro College, Dallas, TX 2015
 NYC COYOTE EXISTENTIAL (Director):
 Echo Theatre, Dallas, TX 2012
 THE EARLY EDUCATION OF CONRAD EPPLER (Director):
 Echo Theatre, Dallas, TX 2012
 WELL (Director):
 Echo Theatre, Dallas, TX 2010
 BIBLE WOMEN (Director)
 Echo Theatre, Dallas, TX 2010
 THE NIBROC TRILOGY (Co-Director): LAST TRAIN TO NIBROC, SEE ROCK CITY and GULF VIEW DRIVE
 Echo Theatre, Dallas, TX 2009
 THE LAND (Director)
 Education for Conservation, Dallas, TX 2006 – present (touring show, ongoing)
 AMERICAN CASSANDRA: DÉJÀ VU (Director) World Premiere
 Echo Theatre, Dallas, TX 2008
 COCO & GIGI (Director) World Premiere * D-FW Critics Forum Award, Best New Play, Best Ensemble
 Echo Theatre, Dallas, TX 2008
 OIL! (Director) * Staged Reading featuring Tyne Daly
 Echo Theatre, Dallas, TX 2008
 THE LADIES OF THE CAMELLIAS (Director) *D-FW Critics Forum Award, Best Director
 Echo Theatre, Dallas, TX 2007
 WOMEN AND HORSES AND A SHOT STRAIGHT FROM THE BOTTLE (Director) World Premiere
 Echo Theatre, Dallas, TX 2006
 GOING TO ST. IVES (Director)
 Theatre Three, Dallas, TX 2005
 ANTIGONE NOW (Director) World Premiere * cited by the Dallas Morning News as one of the
 10 Most Important Arts Events of 2003
 Dallas Theatre Center, Dallas, TX 2003 & 2004
 DREAMING AMERICA: IN THE BUNKER WITH GEORGE (Director) World Premiere
 Echo Theatre, Dallas, TX 2004
 CRIMES OF THE HEART (Director)
 Southern Methodist University, Dallas, TX 2002
 VITA AND VIRGINIA (Director)
 Festival of Independent Theatres, 2002
 AMERICAN BURKA (Director)

Echo Theatre, Dallas, TX 2002
 BROWNIES: A TALE OF TEXIAN WOMEN (Director) World Premiere
 Echo Theatre, Dallas, TX 2000

SOUND DESIGN (SELECTED) VCC Fright Fest 2021, Ventura College, Ventura, CA 2021 (also served as Acting Coach)
 HOLD ME, Ventura College, Ventura, CA, March, 2019
 THE CRUCIBLE, Ventura College, 2018
 A THOUSAND YEARS, Ventura College, 2018
 THE WATCH THE ENDS THE NIGHT, Ventura College, 2017
 THE MOUNTAINTOP, El Centro College, 2017
 MATT & BEN, Echo Theatre, 2013
 THE LUCKY CHANCE, Echo Theatre, 2013
 THE WATCH THAT ENDS THE NIGHT, Mountain View College 2013
 COMIC POTENTIAL, Mountain View College, 2013
 OR, Echo Theatre, 2012
 DEFYING GRAVITY, Mountain View College, 2011
 THE GOVERNMENT INSPECTOR, Ursuline Academy, 2011
 A MOST DANGEROUS WOMAN, Echo Theatre, 2011
 CHECK PLEASE!, Mountain View College, 2010
 END DAYS, Echo Theatre, 2010

PUBLICATIONS/ PRESENTATIONS "Yes, ... and" Improvisation for Training for Museum Docents, Dallas Museum of Art, 2016
 Contributor to THE DICTIONARY OF STAGE DIRECTORS, published by Greenwood Press, 1994; articles on Philip Moeller and Albert Marre
 "Developing the Creative Self," workshop facilitator, University of Virginia, 1990
 "Philip Moeller and the Theatre Guild," paper presented at the Southeastern Theatre Conference, 1990

SELECTED ACTING ROLES Conscience, *Trace of Arc*, Festival of Independent Theatres, 2018
 Clara, *Shiloh Rules*, 1:30 Productions, 2012
 Laura Lee, *Wedding Belles*, 1:30 Productions, 2008
 Arlene, *Off the Map*, Echo Theatre, 2004 *Rabin Nomination, Best Supporting Actress
 Paula, *Fefu and Her Friends*, Echo Theatre, 1999
 Puppeteer, *A New World Order*, Bread & Puppet Theatre, 1991
 Woman with Gavel, *Chamber Music*, UVA, 1991
 Hubert Page, *The Singular Life of Albert Nobs*, UVA, 1989
 Hecuba, *The Trojan Women*, UVA, 1988
 Tansy, *The Nerd*, Charleston Theatreworks, 1988

References Available Upon Request



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

Applicant's Name: Pam Myers-Morgan

Address: 6 Beech St., Ext Phone/Cell 214-923-6235

RSA 669:19 Newmarket Registered Voter: Yes No # of years as a resident: 4
RSA 91:2 Are you an American Citizen Yes No
(You must be an American Citizen and registered voter to Serve)

Email address: pmyersmorgan@sbcglobal.net

State desired Position and indicated Term Expiration Date: Arts & Tourism Commission memb.

The following experience and background qualify me for this position: April 2023

- (see attached CV for complete info)
- ran a small, professional theatre company for 15+ years
 - taught numerous related college courses including Fine Arts Appreciation & Intro to Film
 - served as a museum docent at the Dallas Museum of Art

Pamela Myers-Morgan Signature 6-8-2022 Date

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



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

Applicant's Name: Julianna Tyson

Address: 13 Tuckers Way, Newmarket NH Phone/Cell (978) 994-0482

RSA 669:19 Newmarket Registered Voter: Yes No # of years as a resident: 1

RSA 91:2 Are you an American Citizen Yes No

(You must be an American Citizen and registered voter to Serve)

Email address: jstyson17@gmail.com

State desired Position and indicated Term Expiration Date: Conservation Commission Board Member

The following experience and background qualify me for this position:

I am currently an alternate member and am seeking to become a full member as one of the members stepped down

at our meeting on Thursday, June 9th. I have a bachelors degree in environmental studies and

have worked for and volunteered for multiple environmental organizations. I would like

to continue to support and be a part of the Newmarket Conservation Commission as a member.

Julianna Tyson
Signature

06/12/2022
Date

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



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

Applicant's Name: CRIS BLACKSTONE

Address: 40 SPRING ST. Phone/Cell 603.738.2195

RSA 669:19 Newmarket Registered Voter: Yes No # of years as a resident: 5 1/2

RSA 91:2 Are you an American Citizen Yes No

(You must be an American Citizen and registered voter to Serve)

Email address: crisblackstone@gmail.com

State desired Position and indicated Term Expiration Date: Member of Racial Equity, Inclusion and Human Rights Advisory Committee
3 year term 4/2025

The following experience and background qualify me for this position:

- I've lived long periods of time in different countries so am aware of different viewpoints, backgrounds & experiences;
- I was in the five month long D.E.I. pilot course offered by UNH last year, learning a lot about gender language - through that class, I met many experts in those fields who we can call on for additional meeting ->

CRIS BLACKSTONE
Signature

JUNE 10, 2022
Date

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



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

Applicant's Name: Ruth Kane

Address: 501 Cushing Rd. Phone/Cell 603-659-1043

RSA 669:19 Newmarket Registered Voter: Yes No # of years as a resident: 18

RSA 91:2 Are you an American Citizen Yes No

(You must be an American Citizen and registered voter to Serve)

Email address: RKS318@comcast.net

State desired Position and indicated Term Expiration Date: Environment + Energy Co.
1 Year term EXPIRE April 2023

The following experience and background qualify me for this position:

Served on Community Church of Parkers Environmental
Committee for 3 years

Served on Environmental Committee for The Moody
Park Community for 2 years

Ruth Kane
Signature

June 15, 2022
Date

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



RECEIVED
JUN 21 2022
TOWN OF NEWMARKET
MANAGERS OFFICE

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

Applicant's Name: William F. Raley

Address: 25 Packer Falls Rd, Newmarket Phone/Cell 207 613 7759

RSA 669:19 Newmarket Registered Voter: Yes No # of years as a resident: 22

RSA 91:2 Are you an American Citizen Yes No

(You must be an American Citizen and registered voter to Serve)

Email address: bilral@gmail.com

State desired Position and indicated Term Expiration Date: 100% renewable energy, dates unknown
Energy + Environment Committee April 2025

The following experience and background qualify me for this position:

Although I am a retired psychologist,
I have a fairly strong background
in science, engineering and math. I
have been concerned about CO2 emissions
and the resultant global warming/climate
change since the eighties.

W F Raley 6/19/2022
Signature Date

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



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

Applicant's Name: Carol Gulla

Address: 1211 Bennett Way, Newmarket, NH 03857 Phone/Cell 603-793-2646

RSA 669:19 Newmarket Registered Voter: Yes No # of years as a resident: 12

RSA 91:2 Are you an American Citizen Yes No

(You must be an American Citizen and registered voter to Serve)

Email address: crgulla@gmail.com

State desired Position and indicated Term Expiration Date: Advisory Committee on Racial Equity, Inclusion, & Human Rights , term exp. TBD by random selection

2 yr Term EXP April 2024

The following experience and background qualify me for this position:

The attached bio briefly describes my background and the experience I can bring to this position but my interest in this committee stems from my personal exploration into systemic and structural discrimination. I have read numerous books and articles on the topic. I've attended lectures and discussion groups. Most importantly, I've listened as friends from different racial backgrounds have explained how they experience everyday life in southern NH. I am only beginning to understand the complexities involved in systemic discrimination. Being part of this committee will allow me to continue to learn while collaborating with others on a long-term plan for the town of Newmarket.

Carol Gulla
Signature

June 20, 2022
Date

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



Making a difference one ride at a time!

"TASC's mission is to help people maintain their health, independence, and dignity by mobilizing volunteer drivers to provide rides to eligible residents of the NH seacoast communities we serve."

Carol Gulla

Executive Director 2006

I have been the Executive Director of Transportation Assistance for Seacoast Citizens (TASC) since 2006. After graduating from the University of New Hampshire, I taught in NH public schools. I became an active member of the Seacoast New Hampshire community, serving as a Library Trustee for 12 years and Supervisor of the Voters' checklist for 10 years. Over the years, I saw many friends lose their ability to drive due to age or disability and saw them struggle to maintain an active and fulfilling life in a region with limited public transportation. I was drawn to TASC at its inception, inspired by the idea of collaborating with volunteers to provide a deeply needed service to the community.

TASC has grown from an idea to an invaluable commodity, earning notable awards including The Spirit of the Seacoast, the Beverly Foundation STAR Award, Spirit of NH Volunteer Service award and, most recently, 2022 Small Nonprofit of the Year for the Exeter Area Chamber of Commerce.



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

Applicant's Name: Emily Jones

Address: 631 Bennett Way, Newmarket, NH 03857 Phone/Cell: 928-607-8738

RSA 669:19 Newmarket Registered Voter: Yes No # of years as a resident: 3
RSA 91:2 Are you an American Citizen Yes No
(You must be an American Citizen and registered voter to Serve)

Email address: emilyannejones.4@gmail.com

State desired Position and indicated Term Expiration Date: Committee Member, Newmarket

Environment and Energy Committee 1 Year Term Expiration April 2023

The following experience and background qualify me for this position: I've volunteered with an environmental group in the past, and I stay up-to-date on developments in the environmental and energy space. I've also worked at two early stage startup companies, which has provided me with a diverse skillset that will likely be useful in an setting like this.

- Emily Jones
Signature

Date 06/24/2022

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



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

Applicant's Name: Sean Moran

Address: 30 Folsom Dr, Newmarket, NH, 03857 Phone/Cell 781-439-9287

RSA 669:19 Newmarket Registered Voter: **Yes** No # of years as a resident: 1

RSA 91:2 Are you an American Citizen **Yes** No
(You must be an American Citizen and registered voter to Serve)

Email address: smoran34@gmail.com

State desired Position and indicated Term Expiration Date: EE Committee Member 3-yr term

The following experience and background qualify me for this position: April 2025

I am currently pursuing an MBA in Energy and Sustainability at Franklin Pierce University, with two courses left. When I was an undergraduate at UMASS Amherst I started the Sustainability Chair position at my fraternity and began a recycling program throughout the chapter to help raise money while also making connections with the campus sustainable organizations/green building coalition. The chapter now has a house on campus that is LEED certified. I also travelled to Nicaragua as a volunteer to assist in a sustainable building initiative, where we lived with host families and worked on different homes to install bio-fuel tanks fueled by methane gas from cow manure to heat stoves for cooking. I currently work in the insurance industry, however it is my dream to eventually work in the EE industry as a consultant or analyst; and I believe this committee is a great steppingstone to build onto that experience while also making a difference to the town's energy portfolio. I have also been a resident of Newmarket for a little over a year now and I am looking to get more involved in the community overall. My fiancé and I also just recently installed solar onto our home.

[Signature]
Signature

7/5/22
Date

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

Morgan Kanis Santos (She/Her)

145 Main St., Unit 5
 Newmarket, NH, 03857
 (401) 824-4137
santos.morgan@gmail.com

Overview

Creative, analytical, empathetic and discerning thinker. Extensive backgrounds in education, entrepreneurship, project management, team management, corporate and small business sales, inbound and outbound sales, corporate team supervising, community engagement, talent acquisition, and product marketing. I am uniquely skilled in building and maintaining relationships in manners that drive sales and lead to client allegiance and retention. I have user proficiency in G-Suite and Outlook technologies and am a coachable individual who is self-motivated and team oriented.

May 2022-Present

ALTR, Austin, TX (remote) - *Digital Marketing Coordinator*

- Workdirectly with Head of Marketing and Social Media Manager to ensure consistent messaging across all digital channels.
- Work with the full marketing, sales, and product team to enhance lead and demand gen
- Curate all partner content on our digital channels
- Research and engage partners and competitors for weekly, monthly, and quarterly content updates

February 2022-April 2022

ALTR, Austin, TX (remote) - *Business Development Representative*

- Research and engage qualified leads
- Maintain daily, weekly, monthly, and quarterly metrics
- Cold call prospects daily
- Engage prospects through email and LinkedIn
- Attend live events and engage prospects, partners, and competitors

June 2018 - PRESENT

PARMA Recordings, North Hampton, NH - *A&R Representative*

- Key member of the team that generates all revenue for the company.
- Follow and complete the full sales order cycle from lead generation to close.
- Skilled in account management for 200+ artists
- Engage in international and domestic project management and planning, as well as artist cultivation.
- Act as liaison between the artist and other departments within the company including Finance, Design, Publicity, Marketing and Distribution.
- Build custom budgets for projects.
- Work directly with Marketing and Publicity Teams in a variety of internal and outward-facing manners to drive sales for the company.

- Regularly create new opportunities for existing artists to ensure artist retention.
- Generated over \$600,000 in contracts and revenue in 2021
- Collaborate with Upper Management to onboard new hires.

March 2020 - PRESENT

RITE AID CORPORATION – Front End Supervisor

- Oversee Front End Staff and ensuring staff satisfaction as well as ensuring proper protocol is followed at all times.
- Interact with customers to ensure they are satisfied with their experience in-store on all accounts.
- Build relationships with customers in-line with RAC's core values to drive sales to our store.
- Oversee various customer, sales, and internal needs and approvals on a day-to-day basis
- Handle till reconciliation, overseeing Pharmacy transactions and staff/patient needs, providing and executing daily business reports and documents as needed.
- Work with vendors, store leaders, district managers, and other corporate- level personnel to help run a Fortune 500 business on a day-to-day basis.
- Fill in for staff where necessary, assisting with the development of schedules, assisting the store leader and district manager in various tasks to have an efficient and high-performing store and district.
- Work with Store Leaders to recruit, interview, and onboard new talent.

December 2018 - March 2020

RITE AID CORPORATION – Front End Associate

July 2007 - October 2018

La Bella Musica – Cellist and Co-Manager

- Responsible for contracting clients and performing at their weddings, celebrations, corporate parties, and more
- Oversaw the hiring of personnel as well as event management prior to, and the day of, the event
- Selected appropriate personnel for each event based on event location, level, needs, and music/repertoire preference
- Shared responsibilities in Publicity, Marketing and Outreach with other Co-Manager
- Assessed business and musician and managerial compensation on a yearly basis based on profit/loss, demand, and outreach success.
- Contracted and performed at roughly 150-200 events annually.

January 2007 - June 2018

Santos Cello Studio – Instructor, Performer, and Owner

- Instructed students of all ages (primarily 7 y/o-80 y/o), beginner through advanced.
- Prepared students for festivals, concerts, college and festival auditions.
- Maintained all business functions including scheduling, marketing, and billing.
- Maintained an open and welcoming studio, focusing on their musical and artistic development and critical thinking skills, as well as their mental and emotional well-being.
- Worked in various private schools as an independent contractor including the Moses Brown School, St. George's School, and the Meadowbrook Waldorf School.

- 150 + performances per annum as ensemble and singular freelance cellist including studio sessions with the writer for New Kids On The Block, tour performance with Kanye West (Golddigger Tour, 2005), and studio sessions with the educational platform Music Plus One (Michael Tarro, 2012, 2014).

Education

August 2004 - May 2009

Rhode Island College, Providence, RI - *B.M. Music Performance, Cello*

Alumnus of a rigorous, accredited music program. Maintained a 3.7 GPA as part of a demanding liberal arts education and maintained a full-time work schedule 2006-2009.



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

Applicant's Name: Morgan Santos

Address: 145 Main St Apt 5 Newmarket NH Phone/Cell 401-824-4137

RSA 669:19 Newmarket Registered Voter: Yes No # of years as a resident: 4

RSA 91:2 Are you an American Citizen Yes No

(You must be an American Citizen and registered voter to Serve)

Email address: santos.morgan@gmail.com

State desired Position and indicated Term Expiration Date: Member of Newmarket Arts and Tourism Committee. Expiration TBD

3 yr term April 2025

The following experience and background qualify me for this position:

I have been active in the arts (and through the wedding and event industry active in tourism) for much of my life. I received my Bachelor of Music in cello performance from Rhode Island College in 2009 and was very active in the RI arts scene for many years. In 2016-2018 I was on the board of an arts program. Since relocating to Newmarket I have found a community that excites and inspires me and I have been eager to be involved in this capacity! In my current professional role I work in digital marketing for a tech start-up and also have experience in sales in both music and tech.

Signature

June 23, 2022

Date

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



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

Applicant's Name: Stacy Taylor Brown

Address: 34 Packers Falls Rd Newmarket, NH Phone/Cell 603.969.8646

RSA 669:19 Newmarket Registered Voter: Yes No # of years as a resident: 12

RSA 91:2 Are you an American Citizen Yes No

(You must be an American Citizen and registered voter to Serve)

Email address: stayltime@gmail.com

Racial Equity, Inclusion and Human Rights Advisory Committee

State desired Position and indicated Term Expiration Date: - 3 year term

The following experience and background qualify me for this position:

I am a Social Studies teacher focusing on culturally responsive teaching. I founded the equity committee at the school where

I work (Winnacunnet High School). I have also been deeply engaged with a project to remove Indigenous imagery and symbols from the

school as well as indigenizing our land stewardship practices and curriculum. I teach two classes based on examining global issues through the use of the Universal Declaration of Human Rights, in addition to Sociology, in which we examine issues of racial equity, inclusion, and human rights. Finally, I was the co-advisor to Winnacunnet's Human Rights Club for 10 years. This club was dedicated to educating our school community about human rights issues and fundraising for a variety of organization in order to improve everyone's access to fundamental human rights.

Stacy Brown
Signature

7/11/22
Date

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



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: July 13, 2022

TITLE: New Road Water & Drainage Improvements Request for additional Funds
Resolution # 2022/2023 - 01

PREPARED BY: Sean Greig, Director of Environmental Services

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

[The Town Administrator will review the proposal and comment on the resolution]

BACKGROUND: The Town received bids for the New Road Watermain and Drainage Improvements Project on February 2, 2022 from Granese and Sons and North East Earth Mechanics. The project consists of improving the New Road drainage collection system in the area of Center Street and Young Lane, and creating a new discharge to the Lamprey River. A new watermain will be installed at the same time. The Newmarket Town Council approved \$834,962.00 for water and \$1,396,176.50 for drainage for construction and engineering services for the New Road Project. It has been determined that there are not enough funds in the budget for traffic control and pavement costs. The increase in traffic control is due to more police are required to make sure emergency vehicles have access from Young Lane at all times. The increase in pavement is due to the increase in petroleum products. The estimated increase is \$29,700.00 for traffic control and \$12,900.00 for asphalt escalation for a total increase of \$42,600.00. The \$42,600.00 would be split \$21,300.00 to water and \$21,300.00 to drainage. The water budget has enough funds in contingency to cover the additional \$21,300.00 cost. The drainage does not have enough funds in contingency to cover the \$21,300.00 cost. The drainage portion of the project used up its contingency on Young Lane due to excavation and installation conflicts. I am requesting that the Newmarket Town Council approve \$21,300.00 in ARPA Funds to cover the traffic control and asphalt additional costs for the New Road Project.

DISCUSSION: Does the Town Council want to authorize \$21,300.00 in ARPA funds to cover the traffic control and asphalt additional costs for the New Road Project.

FISCAL IMPACT: The watermain portion of the project will be funded by a \$500,000 CDBG grant and Rural Development funds. The New Road drainage improvements will be funded by an SRF \$1,000,000 loan with 10% loan forgiveness and ARPA grant funds. The SRF loan is a 20-year loan that will be a yearly payment that will be budgeted in the Town budget.

RECOMMENDATION: I recommend that the Town Council authorize \$21,300.00 in ARPA funds to cover the traffic control and asphalt additional costs for the New Road Project.

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

DRAFT

Date of Issuance: July __, 2022	Effective Date: July __, 2022
Owner: Town of Newmarket, NH	Owner's Contract No.: CWSRF #CS-330162-08
Contractor: N. Granese & Sons, Inc.	Contractor's Project No.:
Engineer: Underwood Engineers, Inc.	Engineer's Project No.: 2045
Project: New Road Water and Drainage Improvements	Contract Name: New Road Water and Drainage Improvements

The Contract is modified as follows upon execution of this Change Order:

Description: Estimated overruns for police and asphalt.

Purpose: 1. Police details were requested on New Road and will continue to be used from Route 108 to Young Lane. Use of police instead of flaggers requires a change in budget amount for traffic control.
2. An increase in asphalt cement allowance cost is necessary for paving the roadway, based on the rising cost of asphalt.

Attachments: "A" – Estimated Costs - Police & Flagger Details. "B" – Police & Flagger Estimates with project schedule. "C" – Asphalt Cement Adjustment Estimates. "D" – NH Monthly Fuel & Asphalt Prices

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>1,898,738.50</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ <div style="text-align: right;">days or dates</div>
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>2</u> : \$ <u>67,200.00</u>	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___ : Substantial Completion: _____ Ready for Final Payment: _____ <div style="text-align: right;">days</div>
Contract Price prior to this Change Order: \$ <u>1,965,938.50</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ <div style="text-align: right;">days or dates</div>
[Increase] [Decrease] of this Change Order: \$ <u>42,600 (CWSRF/ARRA = \$21,300 RD/CDBG = \$21,300)</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ <div style="text-align: right;">days or dates</div>
Contract Price incorporating this Change Order: \$ <u>2,008,538.50</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ <div style="text-align: right;">days or dates</div>

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Philip MacDonald	By: _____ Steven Fournier	By: _____ Stephen G. Granese
Title: _____ Senior Project Manager	Title: _____ Town Manager	Title: _____ Vice President
Date: _____	Date: _____	Date: _____

Approved by Funding Agency:

By: _____	By: _____	By: _____
Title: <u>USDA RD State Engineer</u>	Title: <u>NHDES Const. Mngmt. Engineer</u>	Title: _____
Date: _____	Date: _____	Date: _____

CO #2 - Attachment "A"
Estimated Cost - Police & Flagger Details

CO Item 2.1 - Adjustment for Additional Police Details

Project: New Road Water and Drainage Improvements
Newmarket, NH

Item 618.6 **Estimated Cost for Police Detail (See Attach. "B")**

	Work Days	Hours	\$/Hr	Total
June	-	263	85	\$22,355
July	15	255	85	\$21,675
August/Sept	15	255	85	\$21,675

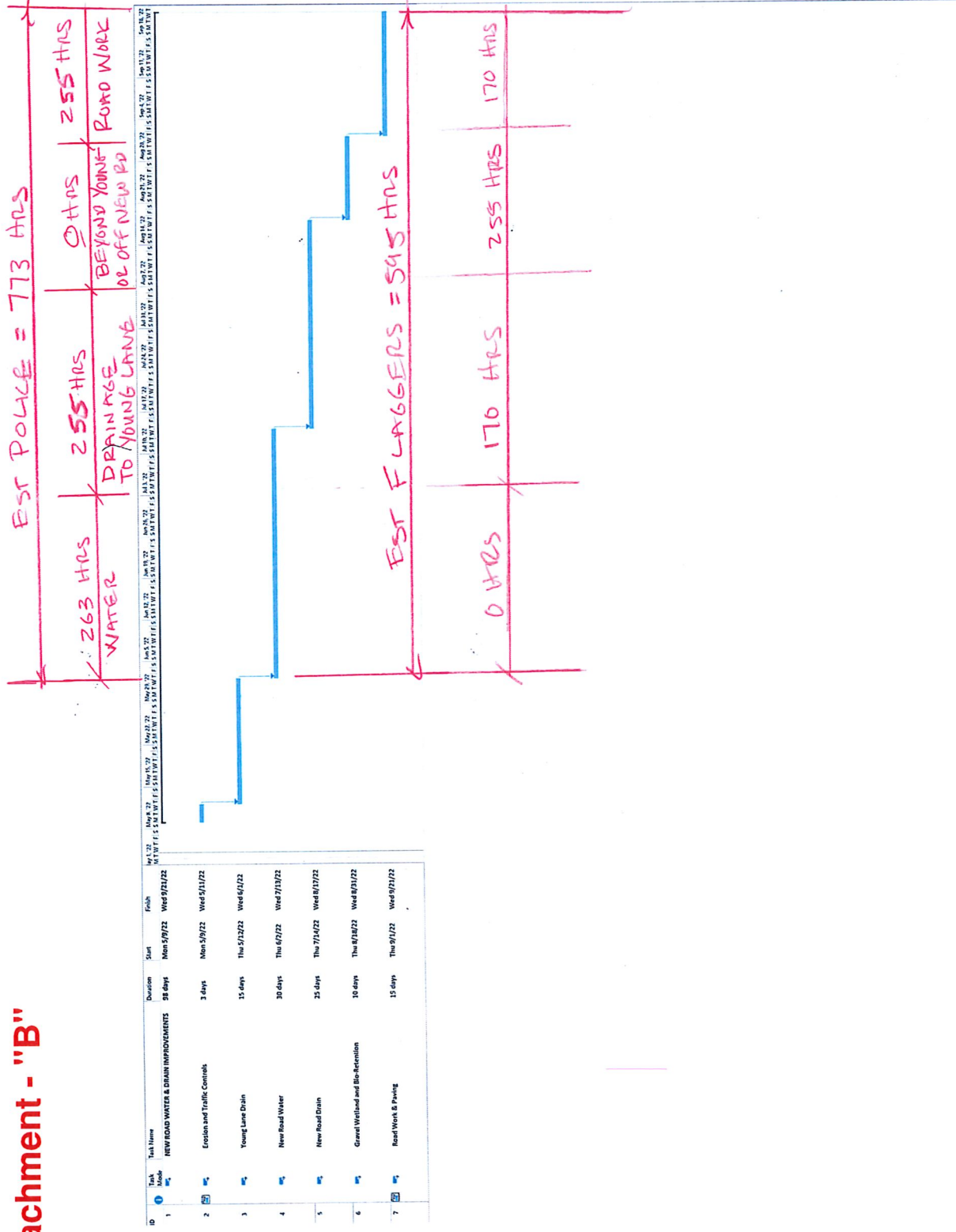
Total Estimated at Completion	\$65,705.00
Existing Budget (Police)	\$10,000.00
Estimated Shortfall - Police	\$55,705.00

Item 618.7 **Estimated Cost for Flaggers (See Attach. "B")**

	Work Days	Hours	\$/Hr	Total
June	-	-	43	\$0
July	20	170	43	\$7,310
August/Sept	20	425	43	\$18,275

Total Estimated at Completion	\$25,585.00
Existing Budget (Flaggers)	\$51,600.00
Estimated Balance - Flaggers	(\$26,015.00)
Est. Increase for Traffic Control	\$29,700.00

Attachment - "B"



ID	Task Name	Start	Finish	Duration	Task Mark
1	NEW ROAD WATER & DRAIN IMPROVEMENTS	Mon 5/9/22	Wed 9/21/22	98 days	
2	Erosion and Traffic Controls	Mon 5/9/22	Wed 5/11/22	3 days	
3	Young Lane Drain	Thu 5/12/22	Wed 6/1/22	15 days	
4	New Road Water	Thu 6/2/22	Wed 7/13/22	30 days	
5	New Road Drain	Thu 7/14/22	Wed 8/17/22	25 days	
6	Gravel Wetland and Bio-Retention	Thu 8/18/22	Wed 8/31/22	10 days	
7	Road Work & Paving	Thu 9/1/22	Wed 9/21/22	15 days	

Project Schedule - Hemet, NC
Date Used 8/16/22

Task: Milestone, Summary, Project Summary, Summary, Task, Milestone

Summary: Milestone Summary, Milestone Task

Duration only: Milestone Summary, Milestone Task

Start only: Milestone Summary, Milestone Task

End of Milestone: Milestone

Milestones: Milestone

Page 1

CO#2 - Attachment "C"

CO Item 2.2 - Estimated Asphalt Cement Adjustment

Project: New Road Water & Drainage Improvements
Newmarket NH

ITEM 1010.2 - ASPHALT CEMENT ADJUSTMENT

Contract Base Price	\$562.50
Contract Base Price minus 10%	\$506.25
Contract Base Price plus 10%	\$618.75

SUMMARY OF ASPHALT TO BE PLACED

Date: Sep-22

Estimated Asphalt Index	\$900.00
Outside 10%	yes
Delta	\$281.25
Estimated Tons to be placed	870
% virgin Asphalt	4.9%
Est. Amount (September 2022)	\$11,989.69

Date: Jun-23

Est. Asphalt Index	\$950.00
Outside 10%	yes
Delta	\$331.25
Estimated Tons to be placed	580
% virgin Asphalt	5.7%
Est. Amount (June 2023)	\$10,951.13

Estimated Total Adjustment Amount **\$22,900.00**

Existing Amount (Allowance) \$10,000.00

Estimated Increase for Asphalt Escalation **\$12,900.00**

Attachment "D"

Item a.

New Hampshire Monthly Fuel and Asphalt Prices

ULS starting 11/1/2009

NE Average Starting 1/1/2012

CMS Month	iPDweb Month	Diesel Price	Asphalt Price
	July 2022	\$4.9410	\$800.00
	June 2022	\$4.7673	\$735.00
	May 2022	\$4.6360	\$692.50
	April 2022	\$4.3175	\$665.00
	March 2022	\$3.3480	\$650.00
	February 2022	\$3.2610	\$625.00
	January 2022	\$2.8775	\$625.00
	December 2021	\$2.8280	\$587.50
	November 2021	\$3.0641	\$562.50
	October 2021	\$2.7720	\$562.50
August 2021	September 2021	\$2.4150	\$562.50
July 2021	August 2021	\$2.6385	\$562.50
June 2021	July 2021	\$2.6045	\$555.00
May 2021	June 2021	\$2.5100	\$542.50
April 2021	May 2021	\$2.4010	\$527.50
March 2021	April 2021	\$2.3635	\$522.50
February 2021	March 2021	\$2.3695	\$512.50
January 2021	February 2021	\$2.1110	\$507.50
December 2020	January 2021	\$2.0030	\$495.00
November 2020	December 2020	\$1.8155	\$495.00
October 2020	November 2020	\$1.6760	\$495.00
September 2020	October 2020	\$1.6780	\$500.00
August 2020	September 2020	\$1.6990	\$492.50
July 2020	August 2020	\$1.7755	\$492.50
June 2020	July 2020	\$1.7360	\$487.50
May 2020	June 2020	\$1.4915	\$530.00
April 2020	May 2020	\$1.1670	\$540.00
March 2020	April 2020	\$1.5510	\$552.50

USE \$ 900

\$ + 135

BASE PRICE @ BID

July → Oct = 3 MONTHS = \$135/MONTH

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



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

Resolution #2022/2023-01
New Road Watermain and Drainage Improvements Project

WHEREAS The Town is improving the drainage system and installing a new watermain on New Road; and

WHEREAS The New Road project needs an additional \$21,300.00 to cover additional police details and increasing asphalt costs for the drainage portion of the project

NOW THEREFORE LET IT BE RESOLVED BY THE NEWMARKET TOWN COUNCIL,

First Reading: July 20, 2022

Second Reading: August 17, 2022

Approval: August 17, 2022

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Conley			
Councilor Ward			
Councilor Blackstone			
Councilor Brabec			
Councilor LaMattina			
Councilor White			
Chair Weinstein			
	Total Votes:		
Resolution: Does Does Not pass.			

Approved: _____
Toni Weinstein, Chair Town Council

A True Copy Attest: _____
Terri Littlefield, Town Clerk