



July 27, 2021

City Council  
C/o the City Clerk  
41 Green Street  
Concord, NH 03301

Dear Mayor Jim Bouley & City Council Members,

With Market Days a few weeks away the Intown Concord staff and board members are working furiously to prepare for what will hopefully be one of the most well attended years in the event's 47-year history. Many have expressed excitement that the event is returning after the shutdown and are looking forward to coming together again and enjoying all the festival offers including:

- Three stages of live entertainment all three days
- 110 + vendors and the Concord Arts Market
- KidZone with Touch a Truck
- Free Family Fun on the State House Lawn
- Outdoor Movie

Although there is much excitement surrounding Market Days there have been several challenges that have impacted Intown Concord's expected revenue from the event. As you may know, Intown Concord is a small non-profit and the police detail is one of the largest expenses paid when planning Market Days. For this reason, we are requesting that the city waive the cost of the required police detail at the event. It is my understanding this has been done in previous years in support of the event and all that it brings to the community. The anticipated cost of this expense is \$6,789.00. Please see the attached invoice from the Concord Police Department.

Our gross income at this point for Market Days is projected to be \$95,540.83, with a net income of \$52,453.52. This is approximately \$33,000 short of our budgeted amount due to challenges recruiting vendors primarily due to labor shortages, health concerns, and a compressed festival and event schedule this summer as a result of COVID-19. Lower than budgeted income from Market Days, paired with the city's \$10,000 funding decrease to the organization, will present challenges to Intown Concord to host the free community events we host throughout the year that benefits community members and businesses.

We thank you for your consideration and continued support!

Sincerely,

A handwritten signature in black ink that reads "Jessica Martin".

Jessica Martin  
Executive Director

**RE: Police Detail**

Lankhorst, Matthew <MLankhorst@concordpolice.com>

Wed 7/28/2021 7:49 AM

To: Jessica Martin <director@intownconcord.org>

Ok this is 2019 Market Days and I do not think we will be far off from this. Check my math but I got 93 hours total.

\$6,789.00.

I hope this helps. I do not think we said we needed more

6/20/19 (Thurs)

<b>PEO (0400-0800)</b>	<u>4</u>	
Extra-Duty Officer	<u>8</u>	(0800-1600) <u>Post #1</u>
Extra-Duty Officer	<u>8</u>	(1600-2400) <u>Post #1</u>
Extra-Duty Officer	<u>7</u>	(1600-2300) <u>Post #2</u>
Extra-Duty Officer	<u>4</u>	(1800-2200) <u>Post #4</u>

6/21/19 (Friday)

Extra-Duty Officer	<u>4</u>	(0001-0400) <u>Post #3</u>
Extra-Duty Officer	<u>8</u>	(0800-1600) <u>Post #1</u>
Extra-Duty Officer	<u>8</u>	(1600-2400) <u>Post #1</u>
Extra-Duty Officer	<u>7</u>	(1600-2300) <u>Post #2</u>
Extra-Duty Officer	<u>4</u>	(1800-2200) <u>Post #4</u>

6/22/19 (Saturday)

Extra-Duty Officer	<u>4</u>	(0001-0400) <u>Post #3</u>
Extra-Duty Officer	<u>8</u>	(0800-1600) <u>Post #1</u>
Extra-Duty Officer	<u>8</u>	(1600-2400) <u>Post #1</u>
Extra-Duty Officer	<u>7</u>	(1600-2300) <u>Post #2</u>
Extra-Duty Officer	<u>4</u>	(1800-2200) <u>Post #4</u>

Sgt. Matthew Lankhorst #19  
Concord Police Department  
Community Resources Unit  
35 Green Street  
Concord, NH 03301  
603-230-3737  
mlankhorst@concordpolice.com

From: Jessica Martin <director@intownconcord.org>  
Sent: Tuesday, July 27, 2021 7:27 PM  
To: Lankhorst, Matthew <MLankhorst@concordpolice.com>  
Subject: Re: Police Detail

**[CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe]**

Sgt. Matthew Lankhorst,

Thanks for sending this! Do you have the ability to plug this hourly in using the hours from previous years to generate a total amount estimated?

Thank you,  
Jess

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**From:** Lankhorst, Matthew <[MLankhorst@concordpolice.com](mailto:MLankhorst@concordpolice.com)>  
**Sent:** Monday, July 26, 2021 12:52 PM  
**To:** Jessica Martin <[director@intownconcord.org](mailto:director@intownconcord.org)>  
**Subject:** Police Detail

Good Afternoon,  
Just wanted to give you police detail info.

Officer = \$73 per hour  
Cruiser = \$17 per hour

Officer for 8 hours \$584

Let me know if you have any questions. I included the cruiser just in case you were looking for one.  
Thanks,  
Matt

Sgt. Matthew Lankhorst  
Concord Police Department  
Community Resources Unit  
35 Green Street  
Concord, NH 03301  
603-230-3737  
[mlankhorst@concordpolice.com](mailto:mlankhorst@concordpolice.com)