

SUNAPEE BOARD OF SELECTMEN
MEETING
6:30PM Town Office Meeting Room
Monday, October 31, 2022

Present: Vice-Chairman Suzanne Gottling, Chairman Josh Trow, Selectman Jeremy Hathorn, Selectman Fred Gallup, Selectmen Carol Wallace, Shannon Martinez-Town Manager, Allyson Traeger-Executive Assistant.

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

PARCEL ID: 0125-0018-0000 44 White Shutters, Joseph & Amy Thomas

Motion to approve CZC's by Selectman Hathorn seconded by Selectman Gallup. All voted in favor.

LAND DISTURBANCE BOND:

PARCEL ID: 0125-0018-0000 44 White Shutters, Joseph & Amy Thomas

PARCEL ID: 0112-0005-0000 39 Tilson Point Road, Sue Campbell

Motion to approve LAND DISTURBANCE BOND by Selectman Gallup seconded by Selectman Wallace. All voted in favor.

Selectman Wallace asked if they have approved the CZC for PARCEL ID: 0112-0005-0000 39 Tilson Point Road, Sue Campbell already and is the order normally to have a CZC approved first and then a Land Disturbance Bond approved.

Chairman Trow said that he does not think that there is a hard requirement on the order.

Mr. Hazelton said that they have their CZC but are waiting for additional documentation.

DRIVEWAY PERMIT:

PARCEL ID: 0238-0077-0000 77 Upper Bay Road, James Woodley

Motion to approve DRIVEWAY PERMIT by Selectman Wallace seconded by Vice-Chairman Gottling. All voted in favor.

PROPERTY TAX REFUNDS:

PARCEL ID: 0148-0001-0000 Edgemont Road, Heath Revocable Trust.

Motion to approve PROPERTY TAX REFUNDS by Vice-Chairman Gottling seconded by Selectman Hathorn. All voted in favor.

2. APPOINTMENTS

7:00PM-Jackie Smith-Presentation of Citizen Concern

Jackie Smith submitted the photos to Town Manager Martinez and the board.

Chairman Trow explained that the concern here is that this is a residential property used as a business location and that there is a concern about what is on the site and then the traffic and visually other things, explained shortly.

Ms. Smith said that people are concerned because it is a commercial business and whether it is allowed in that residential property, and they are concerned if there is any usage of oil and gas. She had read that a quart of oil dripped in the ground can affect 250,000 gallons of water and if it

is gasoline, it can affect millions of gallons of water. Then there is fire concern because the mobile home is full of wood, so it is just a fire waiting for a match and there are pieces of equipment around with oil and gas in them. One of the resident's concerns was the noise, another was upset about the piles of snow from the plow left on the side of the road and the cars do not have space for parking, so other cars were forced to drive on the wrong side of the road. They are concerned about the animals being there, critters, germs on the ground. The directions from her attorney for Sullivan County were that this is a "zoning and land use regulation issue" and that Sunapee's town manager and selectmen should seek out advice from Sunapee's town lawyer. In 2006 there were some issues on Lake Sunapee and section 114 regarding "junk yard" was applied. They think if that is good enough for the lake, it is good enough for their houses on North Road or any house in this town.

The Town Manager Martinez said that they have looked into the questions about this business, and it is grandfathered in 1993, and all the paperwork has been done. They have talked to Michael Marquise about the precedents and what they have done before. They have also had a kind and deliberate conversation with the owner who has been very collaborative and willing to work together. He has dumpsters and is cleaning things up.

Ms. Smith said that the dumpsters have been there this week and the past week too, trying to clean the mess up and she is appreciative of that, and he is trying to redeem himself. That never should have happened in the first place, to be completely in disregard of your neighbors, the neighborhood is not a good thing, and to think that people are just going to sit back and take it. Nobody in this room would want that in their neighborhood or next to them.

Selectmen Wallace asked if they have reviewed all of the zoning requirements of the business, whether it is allowable there.

Chairman Trow said that is the point of being grandfathered, predated to the zoning restrictions, and this property has a document of being grandfathered in 1993.

Ms. Smith said that on Google Earth there are pictures from thirteen years ago and it does not show that there was any business there back then. She said that she would like the town lawyer to get involved and get this ironed out.

Chairman Trow argued that a physical status of it is different from being a business.

Vice-Chairman Gottling asked if she knows that anybody lives in that property and Ms. Smith replied that she had not seen anybody there at night when she would pass by the place.

Robin Saunders from the audience added that the property is within Perkins Pond water shed, so they have concerns about the pollutants that might be coming in because of what is being put in that property. She asked for the property to be assessed for pollutants.

Selectmen Wallace asked if they had any department that would do an environmental review.

Chairman Trow said that a health officer could technically do that, but he does not know if that is the concern for this case. He does not know if anything had been dumped there, it is not his property. Town Manager Martinez said that to be fair Ms. Smith had a complaint, she had been talking about it for quite some time, she has done research, and they will consider that. However, there is also another person and other people involved in this and they have to be fair and rational, reasonable and to understand what their ordinances are saying about what they allow and do not allow; what they say is that it is grandfathered. Ms. Smith has a right to be concerned but the individual in question had put forth a dumpster and understood that it went bit too far and he is making an effort to make it right, so they continue to move forward. If they get to a place

where people are not doing what they need to do or they find out that something has happened, then they will react.

Ms. Smith replied that she had tried to get attention about a fire that could happen there two years ago, and nothing was done and that is not a way to manage a town.

Mr. Leavitt, the owner of the property, said that the equipment parked next to the building is stuff that is new. His brother has lived in that building back when his father was alive. The trailer was going to be removed but, on his documents, it says that it is a storage building and that is what he pays taxes on that trailer, for storage, so it can be used for storage. For the runoff on Perkins Pond, he said that he can take her there right now, there is another landscape business that has lawn mowers, trailers, trucks right on the pond, so maybe she could be going after them. About the water contamination, he said that anybody in this town that has a tractor, a truck, and lawn mower, better be assessed also. This is not the only yard that looks like this; there are a lot like it in town. He has a dumpster there and was in contact with the Town Manager. He said that nobody talked to him personally and nobody had sent him a letter. He was not even there when it had happened, and he was lucky to find out from a friend and that is how he had come to this meeting. He had come to the town office and then got a dumpster and started cleaning. He would like somebody to prove that he is dumping oil and gas on the ground just because the equipment is there. It is a \$300,000 worth of equipment, and he hopes there is no leaking of oil and gas, or it is going to go back. There is a 2020 Ford F-150, a brand-new skid steer, a tractor and it better not be leaking. For employees parking on the road, he showed a report from the Town Police Department from 2005 that there was not one report of a vehicle blocking the road. In addition, for people blocking the road in the winter, he said that right now he has two employees there; one takes the work truck at home, so it is not even there and the other one is his stepson, who is a seasonal worker. He also has one part-time employee and that is it. They take care of the cleaning up.

Ms. Smith asked him if someone lived there and that on the deed it says three years of resident.

Mr. Leavitt replied that he just said that his brother Tim is living there, he had been living there, and if you look at the deed, it actually says it is from 1996, his father had died in 2013.

Chairman Trow said that they are not going to get at the bottom of anything tonight and one thing that is somewhat evidentially clear is that there was probably some lack of communication. At the end of the day nobody is going to be 100% happy with the end result, because that is how the compromise works. He thinks that they all can get to a point where they will feel better, and they can agree that nothing illegal is going on and the owner can keep the property however he feels like, as long as it is not a health hazard.

7:10PM-Cariann Zandell-HR, Personnel 2023 Changes

Town Manager Martinez gave a brief introduction that overall, they will revamp their HR manual between 2023-2024 and right now since they are going into the budget season, they would like to introduce some changes to the board and give them something to consider, because it impacts the budget.

Ms. Zandell said that going through recruitment of the last three new hires, they had been turned down frequently and they had to look at their Time Off policies where they have suggested some changes. Currently their vacation policy is for employees that are hired this year are accruing time for next year, so they are proposing to move into a typical accrual schedule where the employees accrue hours weekly and can use them right away. They are not changing the number

of vacation hours, just the ones available to the employees. Currently part-timers that work 20 hours a week regularly are qualified for vacation based on accrued hours. Next, they would like to revise the holiday policy and mirror the federal holidays and that way they can increase them by three per year for each employee and would have 11 instead of 8 holidays that they have currently. Town Managed had proposed the longevity bonus for 5, 10, 15 years, and all employees would be eligible for it. Currently, every December 1, full-time employees have 80 sick hours and if it is not used by the end of the year, it is paid out with the first pay of December. They are trying to balance that out, and proposing to do away with the pay out, if it is not used, it can accrue every year, up to 240 hours and if never paid out in a lump sum upon termination, it is not paid out anymore. Next, the overtime proposal is to go towards a standard overtime policy that only adds hours worked over 40, per Department of Labor. The board discussed the proposed changes and generally, they did not have any objections over the proposed changes except the proposed changes of accrued sick hours and longevity pay. They agreed to look at more proposals at the next budget meeting regarding these changes.

7:30PM- Fire Department

Chief Galloway and John Paris started the presentation explaining how the firefighters were paid \$1 per hour and then \$1 per call, which then changed for them to be paid \$10 per point and one point was equivalent to an hour of work. Then they moved up to where they are today where they are paid based on hourly rate of what certification they have. They currently have 28 active people on the roster, one part-time chief. 16 of them have EMT certificate, 16 certified firefighters and a handful that are not certified, they are entry level. He continued that they need to work on their ability to respond to calls and said that in the past three years they have been gone through three different data entry systems which causes issues in all call numbers and ability to show reports. The number of unanswered calls so far this year is 32 and could be up to 40 by the end of the year, because of the lack of staff. They have mutual agreements with other neighboring towns for different emergencies when they cannot make it to a specific call. The current response time averages over 10 minutes. Chief Galloway continued to speak on the other duties required of the fire department not typically reported in the town report, including permitting, legal requirements, and inspections.

They are proposing 24/7 full-time coverage with staff including a full-time Fire Chief, which is proposed to cost \$723,009 in the total budget. Mr. Paris explained about the ISO rating that would affect the homeowner insurance with a full-time fire department and reporting.

Joan Puchtler from the audience said that people from the town need to get more information on how the Fire Department is going to get full-time and how much that is going to cost to the town budget before they vote for the changes.

Chairman Trow explained that this is the first presentation and is about proposed changes from the Fire Department. They need to be approved by the Board of Selectmen before they move forward and inform the public and noted that everything is done transparently.

John Augustine (via ZOOM) said that when you see numbers on a page so different from one town to another, it raises the question if those are apples to apples comparisons. Because of the notable change in the Fire Ward structure and Fire Chief's position, since the Fire Wards are appointed by the Board of Selectmen, is there any performance review process or evaluation process? He added that if the board goes forward with this proposal and the voters approve of it, would there be comprehensive job search for the new full-time Chief similar to the Police Chief.

On a separate point, he said that on the default it seems as if to ask the tax payers for more money when there are alternative sources of funding. His understanding is that there is a Fire Fighter's Association, very dedicated non-profit group that supports the organization and it receives an annual amount of donations and contributes and if there is any opportunity to increase that private source of funding. He added that one way to fund this would be to increase employee contribution to the health insurance, which is currently 10% and if that goes to 11% or 12% could create a significant amount of additional money.

Chairman Trow replied that the appointment is the same as other cases where the Board of Selectmen appoints and there is no evaluation process. The Fire Chief appointment is for 18 months the first time and 2 years after that, the chief is at six months currently. They do expect that the Town Manager and the Fire Chief will work together and have conversations about their abilities to do whatever they need to do. About the comprehensive job search for the new full-time Chief, he said that there has not been a full discussion on the topic, and it is to be determined. On the Fire Association, he said that it entirely depends on the year, and they can ask the Fire Fighter's Association but last year and this year there are items that had been purchased for the department that would not have been feasible if not for the association. He mentioned the CPR device, blankets for car fires, safety items, and the replacement boat. Selectmen Wallace added that they would need to develop some metrics in order to compare the numbers of missed calls and response time versus those numbers with the fully staffed department.

Chief Galloway said that a lot of people do not understand that when he had become Chief, he did a full process and presentation to three boards before he got picked and then he had an 18-month probationary period. He also spoke about the number of grants that they have applied for and received.

Chris Whitehouse said that the \$350,000 is not 12 cents from the tax rate; it is probably 20-25 cents. He added that larger towns have larger budgets and many more people than Sunapee. They also do not have equal amounts of fires. He suggested that they also have equipment that could be eliminated to help pay for full-time employment. He said that 50 plus percent of calls are emergencies like car crashes, medical emergencies, so they need an ambulance and emergency response vehicle. Those calls assert that they as a Fire Department need to prepare for that not just have the status quo and create positions but not actually back up those needs. He commented that the Chief of Police went to a rigorous process, and he thinks that was ethical, but he also believes that if they are going to elect a full-time Fire Chief, the most qualified person needs to get that job. He asked the board if they think it is important to have a full-time Fire Department that they would risk not allowing people who work for the town as full time employees to get a raise based on that.

Mr. Paris said that what they are looking to do is to have staff 24 hours a day that are medically trained. What they do not have is the extra piece of equipment to transport them that is currently contracted.

Chairman Trow said that department's per diems are trained and skilled enough to respond to the calls, because they are not just hiring firefighters but safety services personnel. They do have other vehicles besides two engines and a rescue truck, a pumper, and a tanker.

Chief Galloway said that he does not think that they have too much equipment; they actually have not enough if certain things happen, and they can go back and forth about if they need it or not need it.

Joan Puchtler said that she finds it hard to believe that they have 32 unanswered 911 phone calls because those calls go through dispatch in New London and the Police Department answers them. She was confused that 911 would not pick up these calls in New London. She felt that they should have a separate article and vote for full-time Fire Department.

Chief Galloway replied that they do not always get the same calls that the Fire Department does. Dispatch does pick up the calls and redirect the ones that they cannot respond to the Fire Department.

Chairman Trow said that the Fire Department and the EMS personnel under the guidance of the Chief Galloway are trying to make sure that this town has an adequate response to any call that comes in.

Mindy Atwood asked when this specific decision about the budget would be made.

Chairman Trow said that on the next meeting, the Town Manager will present the budget as a rough guide and then the Selectmen will define the details. The final decision will be made on January 10.

3. PUBLIC COMMENTS:

- Chris Whitehouse said that the budget season is coming and as he had dug through reports, had seen increases in the water department's budget. The school was better and at 27%. He had heard that the Fire Department would possibly be full time. He said that from all the calls in the Fire Department, only 3.5% are actually fires. They have many emergency services like medical emergencies, and he would suggest that if they put anything together, that should be a full-time ambulance service. His last comment was in reference to inflation. He said that his water bill had gone up 35%, groceries probably 20-25%, his electricity is almost doubled. So, while going into the budget season when the employees are going to say what they need, the board of selectmen should ask them do they really need it this year. He thinks that many people are going to struggle to keep up and large increases of taxes are not what they need.

- Lisa Hoekstra asked if there is a time for the public to ask about the budget and the answer was at the deliberative session on the first Tuesday of February. They can also allocate the first hour at the Selectmen's meetings for public input. She said that the town had voted for the Code Enforcement Officer and agreed to that, they wanted that, and now they are changing that. Town Manager Martinez responded that they did not change that and if they find a person to fill the position and actually take the job, it will be filled.

4. SELECTMEN ACTION

- Advisory Budget Reappointment- Linda Tanner

Motion to reappoint Linda Tanner to the Advisory Budget Committee by Selectman Gallup seconded by Vice-Chairman Gottling. All voted in favor.

- Recreation Reappointments-Jesse Socci, Daniel Whitmoyer & Samantha Heino

Motion to reappoint Jesse Socci, Daniel Whitmoyer & Samantha Heino to Recreation by Selectman Hathorn seconded by Selectman Wallace. All voted in favor.

- Review and Sign Representation Letter for 2021 Audit

Motion to authorize the Chairman and the Town Manager to sign the Representation Letter for 2021 Audit by Selectman Gallup seconded by Selectman Wallace. All voted in favor.

5. TOWN MANAGER REPORTS

- December 26th Meeting (possibly rescheduled)

Chairman Trow said that this meeting is scheduled on the day after Christmas, and it will be either cancelled or pushed.

The Town Manager Martinez said that they recommend being rescheduled for December 27 because they have many things coming thereafter, the Budget public hearing will be on January 10.

The board agreed to tentatively have the meeting rescheduled for December 27, 2022. November 8 is the election day, and their presence is requested, so she asked the selectmen if for whatever reason they cannot be there, to let her know in advance. They all confirmed their presence for that day. That morning they checked the ballot machine, and everything had gone well, and they said that she appreciated the citizen's present and participation in that process. She thanked Chairman Trow for his help. They have not received the tax rate yet, but she said it is not just them. She thanked Craig and the Highway Department for the work on the shed that they had done at the library.

Town Manager Martinez asked for direction about the draft budget in terms of Fire Department and ARPA Funds.

Chairman Trow suggested that at least for starting point, the Fire Department proposal would be a warrant article. It almost does not matter how it is presented initially, as long as it is a clear dollar value of change and Selectmen can decide if they roll it into the budget or keep it separate. He said that the simplest thing is to put the costs into the budget and have a sheet as an amendment.

6. CHAIRMAN'S REPORT

Chairman Trow said they need to think timing wise about for Town Manager's year review and schedule an in-person meeting.

The Sunapee Selectmen will be holding a non-public session under RSA 91-A:3II(b)--The hiring of any person.

The Sunapee Selectmen will be holding a non-public session under RSA 91-A:3II(a)--The dismissal, promotion, or compensation of any employee.

7. UPCOMING MEETINGS:

11/2-7:00PM-Conservation Committee, Town Meeting Room

11/3-6:30PM-Zoning Board Meeting, Town Meeting Room

11/4-8:00AM-All Day Town Budget Meeting, Town Meeting Room

11/8-5:30PM-Recreation Committee Meeting, Town Meeting Room

11/9-5:00PM-Energy Committee Meeting, Town Meeting Room

11/10-7:00PM-Planning Board Meeting, Town Meeting Room

11/11-Town Office Closed for Veteran's Day

Meeting Adjourned 10:10PM
Respectfully submitted,
Rajmonda Selimi

October 31, 2022

To the Sunapee Town Manager and Selectmen,

This is a letter of concern regarding the property at 546 North Road, owned by Mr. William E. Leavitt of 8 Soonipi Circle, Unit #C. Prior address, Georges Mills, NH.

Concerns are:

1. North Road is zoned as Rural Residential
2. Land use of 546 North Road is classified as “one family residential”
3. Mr. Leavitt is operating a commercial Property Maintenance business at this location named Leavitt Property Maintenance LLC
4. Mr. Leavitt obtained the home and property at 546 North Road from his father Harold Leavitt upon his death in 2013, via a quitclaim deed signed off by his step brother Mr. Timothy Leavitt. The new deed to this property states that “property shall be used for residential purposes only.”
5. Information regarding rural residential properties as understood:

- a. Opportunity for an in home, low impact commercial business is allowed if an exemption is granted by the Town of Sunapee.
 - b. An exemption to commercial business conducted on this property requires a town record of such.
 - c. The in home commercial business on the property is conducted by the inhabitant/s of this property. They must live at this address. Mr. Leavitt's home address is listed as 8 Soonipi Circle #C. The small house located at 546 North Road commercial business site appears unoccupied.
6. Mr. Leavitt currently employs several people in his commercial property maintenance business. Trucks and large maintenance equipment are housed at 546 North Road and come and go from this site. **This business site presents a danger and risk on several levels:** Some vehicles are old and decaying and possibly dripping oil and gas onto the ground. There are various falling down low structures on site. There is an old, dilapidated and crumbling vacant mobile home with copious litter and trash strewn about it. This poses issues of mice, rats and other critters probably living there. Curious Children who might

wander onto this property are at risk of harm. Home owner's wells around said property are threatened if gas and oil are leaking onto the ground and into the ground water system. One gallon of leaked gasoline into the soil puts one million gallons of ground water at risk. Fire is also a major concern with an unoccupied house surrounded by trucks and equipment containing gas and oil. Another issue is there are often multiple cars parked fully on the road surface in front of this property forcing drivers coming up the hill to drive on the wrong side of the road.

7. The existence of this dangerous, monumental eye sore located on North Road brings down the property values for those of us who take great pride in our homes and properties and treasure their existence. It is an embarrassment to the North Road community and to the town of Sunapee. No pragmatic property maintenance business owner would allow this situation to exist and continue because the words "Property Maintenance" are simply incongruent with this business property site.

8. There were rules and regulations enacted in 1965 by the State of NH to prevent occurrence of this type of land/home condition that threatens neighbors and communities. They are found under RSA 236, sections 111 to 129. Section 114 regarding “junky yard” was used by the Town of Sunapee in 2006 to protect the shoreline of Lake Sunapee and houses situated around it. Owners of homes there spoke out loud and clear that they wanted to keep both the lake and their homes pristine and safe from all of the above concerns. With previous use of RSA 236 section 114 we believe a legal precedent exist to further support our concerns at 546 North Road.

I have been trying to call attention to the problems at 546 North Road since February, 2021. I recently spoke with Mark Hathaway, Attorney for Sullivan County, for some clear direction. He informed me that this is a “zoning and land use regulation issue” and that Sunapee’s town manager and selectmen should seek out advice from Sunapee’s town lawyer. “Is Mr. Leavitt’s commercial property maintenance business located at

546 North Road violating Sunapee's municipal rules and regulations and does RSA section 114 apply here?"

In closing, we ask our new Town Manager and Town Selectmen to thoroughly investigate the property at 546 North Road and the commercial business located there to insure that our cherished homes and properties on North Road are kept as safe and pristine as those around Lake Sunapee.

We further ask that some movement on the resolution of this problem transpires within the next thirty days and that we receive written notice of all details and developments.

Thank you,

Signatures here

Jackie Smith 494 North Rd.

Ellen M. Sney 516 North Road

Alan J. Sney 516 North Road

M C [Signature] 559 North Road

Bing [Signature] 537 North Road

[Signature] 556 N. RD. ANNA MINER

[Signature] 556 N. RD CHRIS MINER

Nancy R. Chamberlain 455 North Rd.

Nike Moran, 493 North Road

Jay D. Zabel
16 Longfellow Rd



TOWN OF SUNAPEE
Post Office Box 717
23 Edgemont Road
Sunapee, New Hampshire 03782-0717
Phone: (603) 763-2212 Fax: (603) 763-4925

CERTIFICATE OF APPOINTMENT
TOWN OF SUNAPEE, NEW HAMPSHIRE

To, **Linda Tanner** of Sunapee, NH in the
County of Sullivan

Whereas, there is a vacancy on the **Advisory Budget Committee** in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you **Linda Tanner** as a member of the **Advisory Budget Committee** of said town; and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the town clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead. This term expires April 15, 2023

Given under our hands this the 31th day of October 2022

I, **Linda Tanner**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **Advisory Budget Committee** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So, Help Me God.

STATE OF NEW HAMPSHIRE, ss.
SULLIVAN COUNTY

Personally, appeared the above-named **Linda Tanner** who took and subscribed the foregoing oath.
Before me,

Date _____ 20
Received and Recorded _____

Town Clerk



TOWN OF SUNAPEE

Post Office Box 717
23 Edgemont Road
Sunapee, New Hampshire 03782-0717
Phone: (603) 763-2212 Fax: (603) 763-4925

CERTIFICATE OF APPOINTMENT TOWN OF SUNAPEE, NEW HAMPSHIRE

To, **Samantha Heino**, of Sunapee, NH in the
County of Sullivan

Whereas, there is a vacancy on the **Recreation Committee** in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you **Samantha Heino** as a member of the **Recreation Committee** of said town; and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the town clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead. This term expires April 15, 2025

Given under our hands this the 31st day of October 2022

I, **Samantha Heino**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **Recreation Committee** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So Help Me God.

STATE OF NEW HAMPSHIRE, ss.
SULLIVAN COUNTY

Personally appeared the above named **Samantha Heino** who took and subscribed the foregoing oath.
Before me,

Date _____ 20
Received and Recorded

Town Clerk



TOWN OF SUNAPEE

Post Office Box 717
23 Edgemont Road
Sunapee, New Hampshire 03782-0717
Phone: (603) 763-2212 Fax: (603) 763-4925

CERTIFICATE OF APPOINTMENT TOWN OF SUNAPEE, NEW HAMPSHIRE

To, **Jesse Socci**, of Sunapee, NH in the
County of Sullivan

Whereas, there is a vacancy on the **Recreation Committee** in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you **Jesse Socci** as a member of the **Recreation Committee** of said town; and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the town clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead. This term expires **April 15, 2026**.

Given under our hands this the 31st of October 2022

I, **Jesse Socci**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the Recreation Committee according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So, Help Me God.

STATE OF NEW HAMPSHIRE, ss.
SULLIVAN COUNTY

Personally, appeared the above-named **Jesse Socci** who took and subscribed the foregoing oath.
Before me,

Date _____ 20

Received and Recorded _____

Town Clerk



TOWN OF SUNAPEE

Post Office Box 717

23 Edgemont Road

Sunapee, New Hampshire 03782-0717

Phone: (603) 763-2212 Fax: (603) 763-4925

CERTIFICATE OF APPOINTMENT

TOWN OF SUNAPEE, NEW HAMPSHIRE

To, **Daniel Whitmoyer**, of Sunapee, NH in the
County of Sullivan

Whereas, there is a vacancy on the **Recreation Committee** in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you **Daniel Whitmoyer** as a member of the **Recreation Committee** of said town; and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the town clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead. This term expires **April 15, 2023**

Given under our hands this the 31st of October 2022

I, **Daniel Whitmoyer**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **Recreation Committee** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So, Help Me God.

STATE OF NEW HAMPSHIRE, ss.
SULLIVAN COUNTY

Personally, appeared the above-named **Daniel Whitmoyer** who took and subscribed the foregoing oath. Before me,

Date _____ 20

Received and recorded _____

Town Clerk

**Town of Sunapee: Recreation Committee
Meeting Minutes for September 13, 2022**

- **In Attendance:** Steve Bourque, Charleen Osborne, Samantha Heino, Dan Whitmoyer, Tim Berube
 - **Guests:** Shannon Martinez: Sunapee Town Manager
- **Meeting called to order by Charleen at 5:34PM**
- **Meeting Ended: 7:19PM Motion made by Tim, Seconded by Charleen**
- **Two votes and no policy updates took place. The votes are highlighted below.**
- **See meeting minute attachments for handouts.**

Topic 1: Minute Approval

- The July 2022 minutes were unanimously approved. No August minutes to approve as no meeting was held.

Topic 2: Summer Events and Fireworks Recap

- Steve stated that Summerfest went well in its first season. Daytime was very successful, not as many participants in the evening. Could improve upon advertising.
- Shannon stated that there was a lot of positive feedback from the vendors that participated. Possibly have something in place for next year for people to cross Rt. 11 in a more safe manor. Community members stated that it was a great event, but possibly include more food trucks next year.
- Also – need to pay a little more attention to the date of the event as there was a few conflicts with other town events.
- The general consensus is that the committee would like to see the event continue – Charleen stated that as long as a sub-committee was formed to help take on the task of planning the event as the committee cannot take it on by itself.
- The fireworks weekend went well, great turnout at watermelon race. Charleen asked if we wanted to move Summerfest the 4th of July weekend. Steve stated that it is possible, and maybe we have it as a part of a whole week of events leading up to the fireworks.
- Charleen shared a little bit about the events that her hometown puts on the week leading up to the 4th, to help provide some ideas for a possible week of events leading up to the fireworks for Sunapee.
- Steve stated that there was some discussion with Bill about hosting it in the Harbor vs. Veterans Field. Charleen stated that we originally wanted to do it on Veterans Field because we wanted it to be more for the locals rather than vacationers, although all are welcome to attend. Sam and Tim stated that it is definitely more visible and will attract more people on Veterans Field.
- The beaches are now closed for the season, they all had great summers. Dewy Beach had a few weeks were they were slammed, but otherwise they were not super busy. No

major or new issues. Charleen asked if we will have repeat staff. Steve believes that some will return and some won't. He is guessing about 60% will return, including the person that led the swimming lessons.

- Georges Mills Beach was supposed to be used for camp, but they ultimately decided to continue to use Dewy. Part of the reason was because it needed to get cleaned up. While Steve was there working to help clean it up, he received about how nice that beach was.
- Summer camp went well. Steve said that all of the hard work to plan it all out certainly paid off. They made small adjustments as needed to the plan along the way. Overall it was a great structure. There were a few weeks that were challenging, but they were able to get through it.
- Steve stated that he would like to get the themes for the camp weeks rolled out ASAP before sign up so that families can ensure that they are signing up for themes that they are interested in.
- There was a question about numbers / staffing. Steve stated that they may play with the numbers a little bit and adjust the amount of kids by age to make it flow smoother, but overall it was okay. Steve also stated that there needs to be slightly better budgeting for camp. Shannon added to that and stated that we would like to have a better cutoff date for refunds due to the fact there were some folks that cancelled late, however at the time of the cancellation they had already planned for that child to be there, leading to unnecessary expenditures. Steve stated that during certain weeks they went through the whole waiting list.
- Town CPAs are still working through some of the numbers for camp to see exactly where we ended up. Steve has also been researching other camps in the area to make sure that we are competitive but also making sure that we can cover our bases.
- Charleen stated that if part of the funds for camp comes from taxpayers then Sunapee residents should have first opportunity to sign up for camp.
- Dan stated that there also may not be as many last minute drop outs next year because there won't be a possibility that camp will not occur as it was a possibility at the start of this summer.
- Steve stated that the scholarships worked well for summer camp.

After School Program

- Shannon stated that they did a rough budget and light advertising to see if the program was feasible.
- She stated that the Board of Selectmen would have to approve this program.
- Staff has been a large issue – there has not been enough viable applicants.
- It may be possible in the future to link a summer day camp director and an after school program director into one full time position.
- Various pay rates and other things were discussed to see if there would be a way to make the position attract more viable candidates.
- Steve stated that program content should be a breeze as there is plenty of activities from camp that can be incorporated.

- Steve also stated that he is also concerned about facility space and storage for an after school program.
- Tim made a motion to create and support a full time, year round position for the Summer Camp Director and the After School Program Director. Dan Seconded. Passed unanimously. (This probably will not be the case until next year).

Roles and Responsibilities + Membership

- There was brief discussion about terms. It is listed as 3 – 1 year terms, 2 – 2 year terms and 2 – 3 year terms. We currently only have 5 full times members and no one is on a 1 year term at the moment.
- There was a question as to if the alternates of Sam and Dan were officially brought to full time positions. It is believed that they were. Currently, there is no one in the alternate positions.
- Shannon briefly spoke about roles on the committee and what the committee is responsible for. It was decided to possibly table this longer discussion and have a longer meeting on November 8th.
- Shannon stated that we should create an updated spreadsheet to keep track of terms.
- The committee renewed Jesse's term that is up next month. Motion made by Charleen, seconded by Dan. Vote passed unanimously.
- Charleen stated in the past there was a sub-committee that was coming up with written roles and responsibilities, but it has not going anywhere. She stated that there is also some question and concern about what exactly Recreation is responsible for.

Fall Soccer and Activities

- Steve stated that he wants to look deeper into some of the reasons why there is not much participation at the younger grade levels for girls. Some may think that it is because they are only doing skills and drills rather than playing actual games.
- There was brief discussion about how fall soccer is going. Everyone seems to be enjoying it, however he stated that there has been some challenges dealing with the current contracted company. He stated that he is looking into a company out of Concord for a possible addition or replacement.
- The Pumpkin People contest will continue this fall
- The Carving contest should continue – going to have people reserve pumpkins
- Turkey Trot – Harding Hill is going to sponsor for the Maple Syrup again. The fee is going to slightly raise this season. We are planning to order less shirts this year because we have a lot of excess.

Facilities

- Dewy field is looking great, the lines have been cut and the infield growth is being maintained
- Steve is hoping to get Veterans done as well for the start of next season
- Still looking like Veterans is still the good location for the movable mound and bases
- Steve is also hoping to move the sheds to a better location as well as get conduit run for lights.
- There are multiple contractors that are willing to donate their services and time to make the above happen.

- There was some discussion about the fence and as to if it can be saved or repurposed – possibly even turn it into a fence for a dog park. Steve was going to look into possible grants and donations for this.
- Steve mentioned that the HS woodshop class was looking into a project that they could make new wooden signs for the fields and beaches.
- Veterans Field:
 - Steve made the recommendation that we move the skate park to Tilton Park to get more parking and space down at Veterans Field.
 - There was some more discussion about Phase 1 and what exactly can be done and what will be impacted.
 - Charleen stated that a warrant article would need to be written.
 - Charleen stated that we should really be pushing Veterans Field more and getting information out there. She stated that she was asked about it by someone in the community looking for information but there is nothing up on the webpage.























2022 Paid Time Off
Revision Requests

10.31.2022
Board of
Selectman
Meeting



Vacation Policy: Current vs Proposed

*Currently vacation is accrued this year and available for use next year

We are asking to move to a typical accrual schedule where Vacation is earned and available as soon as it is earned.

321 Vacation

Regular full-time and regular part-time employees are entitled to vacation with pay. Rate of pay will be based upon the employee's pay for a regularly scheduled workweek.

Example:

A regular full-time employee who regularly works 40 hours per week will be paid for 40 hours for each week of vacation he/she is entitled to receive.

A regular part-time employee who regularly works 20 hours per week will be paid for 20 hours for each week of vacation he is entitled to receive.

Each employee must give his/her department head adequate notice prior to the time he/she wishes to take vacation time. Final authorization to grant leave is vested in the department head. No leave will be granted if doing so affects the services of the department. Length of employment from last date of employment will determine the sequence in which an employee may select his/her vacation within his/her department.

Vacation time is earned as of January 1 of each year in accordance with the table below. For new employees, ten days of vacation will be prorated based on the portion of the year completed as of January 1; e.g.: if hired July 1, 2004, an employee would have 5 days of vacation earned and available to take during the 2005 calendar year. Similarly, if an employee was hired October 1, 2004, two and one-half days would be available for use in 2005 (one quarter of ten).

321 Vacation

Regular full-time and regular part-time employees scheduled to work 20-34 hours a week are entitled to vacation with pay. Vacation accruals will be based upon the employee's standard hours for a regularly scheduled workweek.

Example:

A regular full-time employee who regularly works 40 hours per week will be paid for 40 hours for each week of vacation he/she is entitled to receive.

A regular part-time employee who regularly works 20 hours per week will be paid for 20 hours for each week of vacation he is entitled to receive.

Each employee must give his/her department head adequate notice prior to the time he/she wishes to take vacation time. Final authorization to grant leave is vested in the department head. No leave will be granted if doing so affects the services of the department. Length of employment from last date of employment will determine the sequence in which an employee may select his/her vacation within his/her department.

Vacation time is accrued each pay cycle in accordance with the table below. Vacation time is available for use as soon as it is accrued. For new employees, accrued vacation time is available to use after the first 90 days of employment. When an employee's anniversary completes a year of employment entitling him/her to an additional day of vacation, the vacation accrual changes on January 1 following the anniversary.

Vacation Policy: Current vs Proposed

*The vacation amounts earned each year are the same, only the time of availability is changing.

YEARS OF SERVICE COMPLETED AS OF 12/31	VACATION DAYS AVAILABLE THE FOLLOWING YEAR
0 - 1	Accrue .83 days for each month completed to be available the following year.
1 - 5	10
6	11
7	12
8	13
9	14
10	15
Adopted effective May 18, 2015	
Page 20 of 39	
11	16
12	17
13	18
14	19
15	20

YEARS OF SERVICE VACATION DAYS

Full Time Vacation Accrual		
Years of Service	Accrual per Pay Cycle	Hours Per Year
0-5	1.54	80
6	1.69	88
7	1.85	96
8	2.00	104
9	2.15	112
10	2.31	120
11	2.46	128
12	2.62	136
13	2.77	144
14	2.92	152
15	3.08	160

Part Time example for regularly scheduled 20 hours

Part Time Vacation Accrual			
Years of Service	Accrual per Pay Cycle	Hours Per Year	Max Accrual Balance
0-5	0.77	40	80
6	0.85	44	84
7	0.92	48	88
8	1.00	52	92
9	1.08	56	96
10	1.15	60	100
11	1.23	64	104
12	1.31	68	108
13	1.38	72	112
14	1.46	76	116
15	1.54	80	120

Holiday Policy: Current vs Proposed

*We are asking to add three holidays and mirror the Federal Holiday schedule

323 Holidays & Personal Days

Regular full-time employees are currently entitled to the following holidays plus four (4) personal days, with pay, during the calendar year. For new employees, the number of personal days granted shall be the same number of complete quarters left on the year at the time of hire.

Example: An employee hired August 1 will have 1 personal day to use prior to December 31 of that year.

Personal days cannot be carried over from the previous year. Upon termination of employment, the employee will be paid for any unused personal days earned during the current year.

Example: an employee who leaves July 15th, will be paid for up to two unused personal days. Should an employee have used all 4 personal days for the year and leave on April 1st, three (3) days will be deducted from any unused vacation days or subtracted from their final pay.

Currently, the Town of Sunapee observes the following holidays:

New Year's Day	(January 1)
Memorial Day	(last Monday in May)
Independence Day	(July 4)
Labor Day	(first Monday in September)
Veterans Day	(November 11)
Thanksgiving	(fourth Thursday in November)
Day after Thanksgiving	(the Friday after Thanksgiving)
Christmas	(December 25)

323 Holidays & Personal Days

Regular full-time employees are currently entitled to the following holidays plus four (4) personal days, with pay, during the calendar year. For new employees, the number of personal days granted shall be the same number of complete quarters left on the year at the time of hire.

Example: An employee hired August 1 will have 1 personal day to use prior to December 31 of that year.

Personal days cannot be carried over from the previous year. Upon termination of employment, the employee will not be paid for any unused personal days earned during the current year.

The Town of Sunapee observes 11 federal holidays:

New Year's Day (January 1)
Martin Luther King, Jr (Third Monday in January)
President's Day (Third Monday in February)
Memorial Day (last Monday in May)
Juneteenth National Independence Day (June 19)
Independence Day (July 4)
Labor Day (first Monday in September)
Columbus Day (Second Monday in October)
Veterans Day (November 11)
Thanksgiving (fourth Thursday in November)
Christmas (December 25)

Bereavement Policy: Current vs Proposed

*We are asking to extend Bereavement to Regular Part-Time employees

327 Bereavement Leave

If a regular full-time employee wishes to take time off due to the death of an immediate family member, the employee should notify his supervisor immediately.

Up to three days of paid bereavement leave will be provided to regular full-time employees for the death of an immediate family member.

The Town of Sunapee defines "immediate family" as the employee's spouse, parent, child, or sibling; and the employee's spouse's parent, child or sibling. Other requests for Bereavement Leave and number of days shall be granted at the discretion of the Town Manager.

327 Bereavement Leave

If a regular full-time or regular part-time employee wishes to take time off due to the death of an immediate family member, the employee should notify his supervisor immediately.

Up to three days of paid bereavement leave will be provided to regular full-time and regular part-time employees for the death of an immediate family member. Regular part-time employees will receive pro-rated bereavement days at the same rate of hours they would normally be scheduled to work.

The Town of Sunapee defines "immediate family" as the employee's spouse, parent, child, or sibling; and the employee's spouse's parent, child or sibling. Other requests for Bereavement Leave and number of days shall be granted at the discretion of the Town Manager.

Longevity Pay **Proposed**

*We are asking to add Longevity Pay for all employees

LONGEVITY BONUS

All permanent full-time, and permanent part-time employees may be eligible to receive annually a stipend payment in recognition of their continuous service to the Town. The Board of Selectmen annually issue on the first pay period in December a lump sum payment less deductions in accordance with the following table:

Years of continuous service	Permanent Full-time	Permanent Part-time
5yrs, but less than 10yrs	\$250	\$175
10yrs, but less than 15yrs	\$500	\$350
15yrs, or more	\$750	\$500

Department	Total Longevity Bonus
Cemeteries	500
Elections	500
Executive	500
Finance	0
Fire	4875
General Govt	1250
Highway	1250
Hydro	1350
Library	600
Planning / Zoning	500
Police	3275
Recreation	0
Town Clerk	0
Transfer Station	1750
W & S	2750
Welfare	350
Grand Total	19450

Sick Policy: Current vs Proposed

*To Offset the “asks”, we propose to end the sick buyout

325 Sick Leave

Sick leave is provided to cover an employee during illness. As such it is a privilege and not a right. Abuse of sick leave may lead to its being withheld pending further review and medical documentation by the employee.

All regular full-time employees are allowed up to a maximum of ten (10) days of paid sick leave each year. Sick time will be calculated from December 1st thru November 30th. In the case of new employees or employees whose service with the Town terminates, sick time will be pro-rated. Unused sick time may not be carried over to the next year.

An employee will be reimbursed for sixty (60) percent of his/her unused sick time remaining at the end of the sick leave year. This will be paid the second week of December, following commencement of the new sick leave year.

325 Sick Leave

Sick leave is provided to cover an employee during illness. As such it is a privilege and not a right. Abuse of sick leave may lead to its being withheld pending further review and medical documentation by the employee.

All regular full-time employees are granted ten (10) days of paid sick leave each year. Sick time will be calculated from January 1 to December 31. In the case of new employees or employees whose service with the Town terminates, sick time will be pro-rated. Unused sick time will be carried over to the next year with a maximum balance of 240 hours. Unused sick time is not eligible to be paid out. Upon termination, sick time is not paid out.

Sick Payout Totals by Department	
Department	2022 Budget Approved
Executive	4,072.32
Finance	2,250.00
Fire	
General Govt	2,417.28
Highway	11,766.72
Library	3,889.44
Planning / Zoning	1,419.12
Police	10,059.36
Town Clerk	3,071.52
Transfer Station	4,767.84
W & S	
Grand Total	43,713.60

Overtime Policy: Current vs Proposed

*To Offset the “asks”, we propose to calculate Overtime on only actual hours worked

225 Overtime

All employees, except those designated as exempt from the provisions of the Fair Labor Standards Act, shall be paid overtime for all hours beyond forty (40) hours during a regular work-week and if required to work on a paid holiday. The workweek will commence at 12:01 am Thursday and end at 12:00 Midnight Wednesday. Overtime will be paid at one and one-half (1-1/2) times the employee's regular hourly rate. **Overtime shall be based on the number of hours compensated including sick time, vacation time, personal time, and holidays.**

Example:

Thursday was a paid holiday.

Friday, Monday, and Tuesday, employee worked 8 hours each day. Wednesday the employee worked 12 hours.

Employee is paid for 40 hours at regular rate of pay, plus 4 hours at one and one-half (1-1/2) times the employee's regular hourly rate.

225 Overtime

All employees, except those designated as exempt from the provisions of the Fair Labor Standards Act, shall be paid overtime **for all hours worked** beyond forty (40) hours during a regular workweek and if required to work on a paid holiday. The workweek will commence at 12:01am Thursday and end at 12:00 Midnight Wednesday.

Overtime will be paid at one and one-half (1-1/2) times the employee's regular hourly rate.

Overtime shall be based on the number of hours worked in the pay period. Overtime shall be worked only when authorized in advance by a department head. The department head must approve the employee's timesheet when overtime is worked.

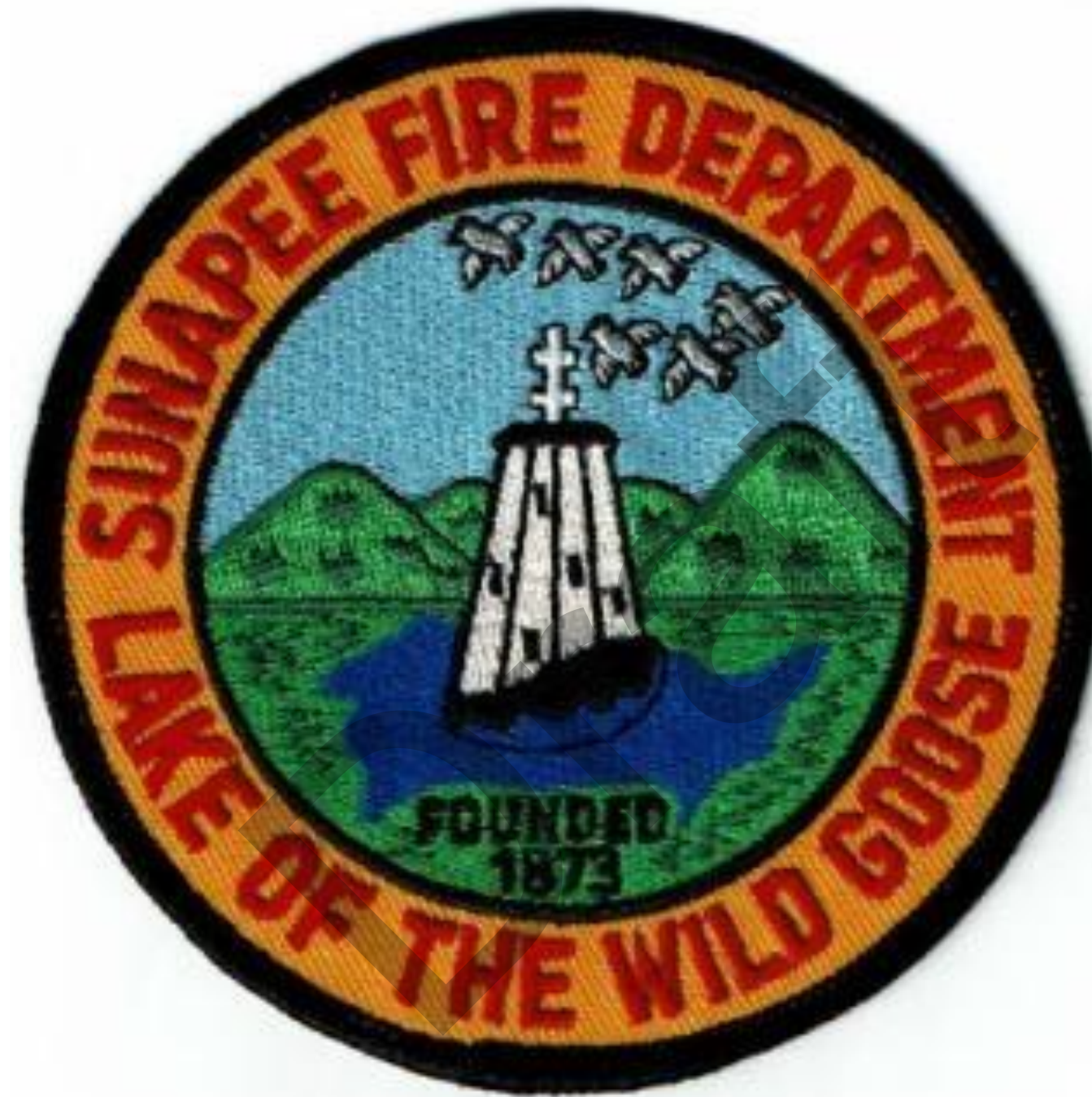
Overtime by Department

Historical Overtime Hours by Department				
Department	2022	2021	2020	2019
Executive	37.0	11.3	32.8	46.1
Finance	75.3	17.9	101.6	3.7
Fire			1.5	
GGBG	183.0	272.5	243.5	252.0
Highway	950.8	1,287.0	1,106.3	1,684.0
Library	7.3		1.0	1.0
Police	468.3	501.0	369.0	379.8
Recreation	28.5		9.5	25.8
Spec Rec		1.5		
TCTC	22.8	5.8	36.3	15.3
Transfer station	136.3	163.5	239.5	221.5
Water Sewer	432.0	462.5	601.5	509.5
Grand Total	2,341.0	2,723.0	2,742.4	3,138.6
*Partial Year as of October				

Summary of Proposed Changes

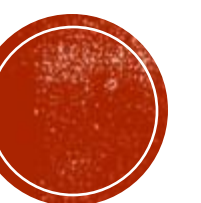
	Current Policy	Proposed Policy
Vacation	Work this year to earn time for next year	Vacation is earned each pay cycle and available as soon as earned.
Holiday	Observes 8 Holidays	Observe 11 Federal Holidays
Bereavement	Available only to full time employees	Available to full time and regular part time employees
Sick	Unused Sick time paid out at 60% in December	No Sick time will be paid out, but balance can accrue to 240 hours
Longevity Pay	None	All permanent employees are eligible for Longevity Pay
Overtime	Overtime is paid on all hours compensated, Including time off	Overtime is paid on all hours <i>worked</i> over 40 in a pay week.

SUNAPEE FIRE DEPARTMENT



Chief John Galloway, October 31, 2022

in transition to a safer service



A PROUD HISTORY

- Fire fighting and emergency medical assistance have a long and distinguished history in Sunapee.
- They have evolved from private provision, through volunteer operation to the present system of part-time personnel employed by the town
- Throughout history, the service has been characterized by dedication and commitment to public service.
- Current members of the Fire Department stand proudly in that long tradition



CURRENT SUNAPEE ROLL-CALL AND BUDGET

- 1 part-time stipend Chief
- 28 Members
 - This includes certified firefighters, medically trained firefighters, and non-certified members
- On-call members paid by the hour, \$11.44-\$19.76/hr depending on qualifications
- FY22 Approved budget: \$373,948.96





THE PUBLIC PERCEPTION

- We are very grateful for all the positive feedback we get for our work...
- ...but we would like everyone to have a complete picture of what is actually happening
- And that includes some areas where we need to improve the service



AREAS WHERE IMPROVEMENTS ARE NEEDED

Our ability to respond to calls

The speed of the response

The non-urgent but still vital responsibilities of the service

The insurance rating for the town



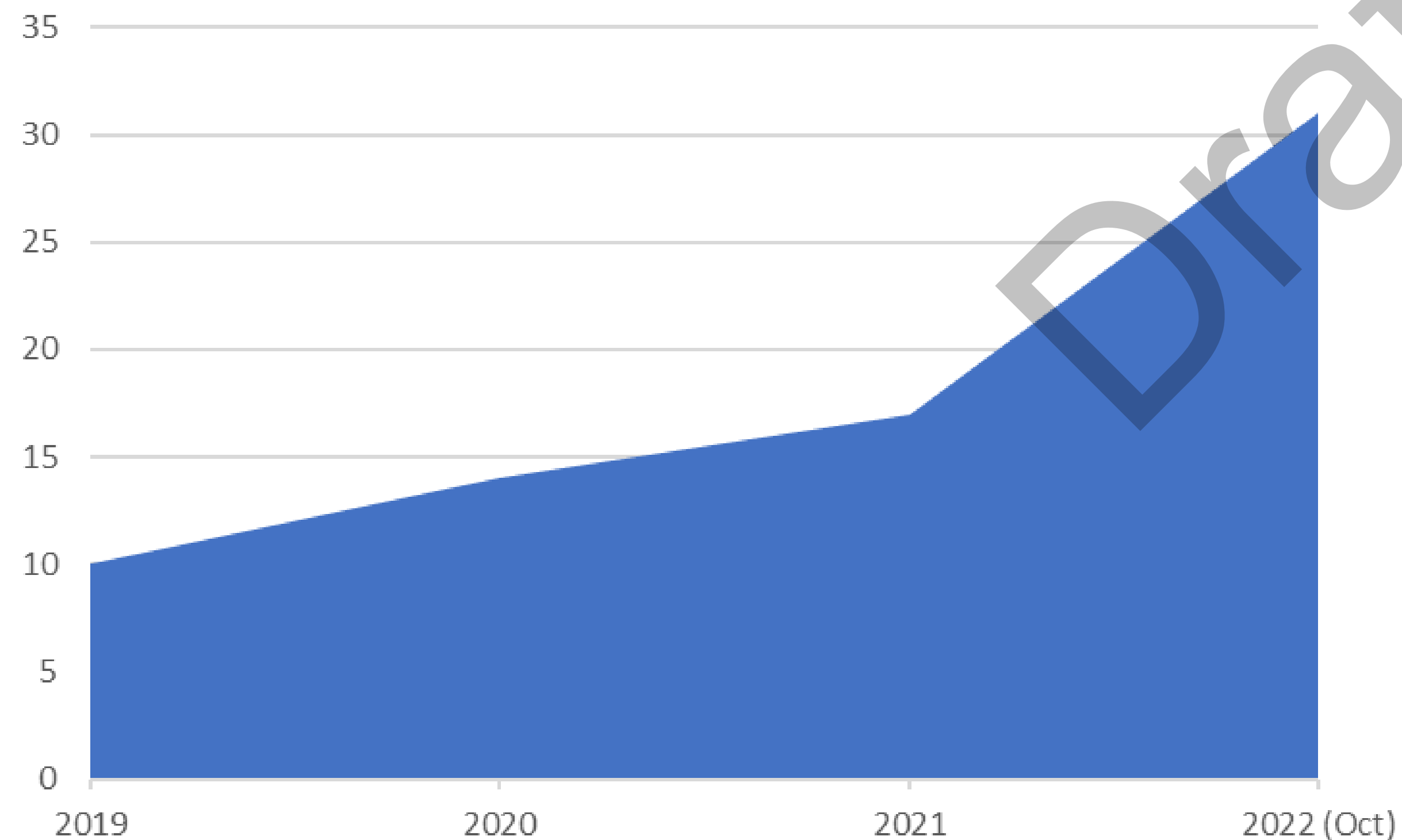


I have data to support the points I am making,
but:

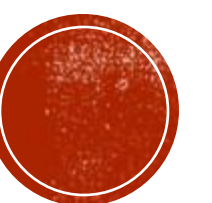
- One of the non-urgent tasks that needs improvement is record-keeping
- I have been able to digitize some of it, since I started two-and-a-half years ago...
- ...but records are still incomplete and must be treated as indicators rather than strictly accurate individual numbers
- If they are inaccurate, they err on the low side - the real numbers will be higher
- What they DO show, beyond doubt, is where problems exist with our service

CALLS ARE GOING UNANSWERED

Number of Calls Not Responded



- We do not answer all calls
- In 2021, 17 calls went unanswered
- As of October, of this year, we were unable to answer 32 calls:
 - The number of calls going unanswered is nearly doubling each year.



UNDERSTAFFING ON CALLS

- Year-to-date, there were 78 calls (15%), with only one person responding
- “Two-In, Two-Out” The standard is found in the: Code of Federal Regulation (29 CFR 1910.134) California Code of Regulation (CCR, Title 8, section 5144) The standard is also referred to in: **NFPA 1710** – Having four persons assigned to an engine company which would allow two firefighters to enter a burning structure with two still outside.

Percent of calls with One Person Responding	2019	2020	2021	2022(Oct)
	18%	18%	18%	15%

WHY IS THIS HAPPENING?

- In the past, members tended to live and work in the town.
- Their employers were happy to let them leave work to answer calls
- Today, most members live or work outside town
- Employers today are less willing to give time off to answer calls
- Annual certification requirements, limits the additional number of hours team members have to dedicate to SFD
- So, when pagers go off, there are times when no-one is available to respond



SPEED OF RESPONSE

- National Fire Protection Association (NFPA) Standard 1710 establishes a 6-minute guideline for fire department response time to a fire emergency.
- In 2018, a Boston Globe Study focused on how response time can relate to the cost of property damage
 - The results show that by 9 minutes \$61,000 of damage will occur

RESPONSE TIME:	PROPERTY LOSS:
3 minutes	\$27,000
5 minutes	\$34,000
7 minutes	\$41,000
9 minutes	\$61,000

** Based on 2018 Boston Globe Study **

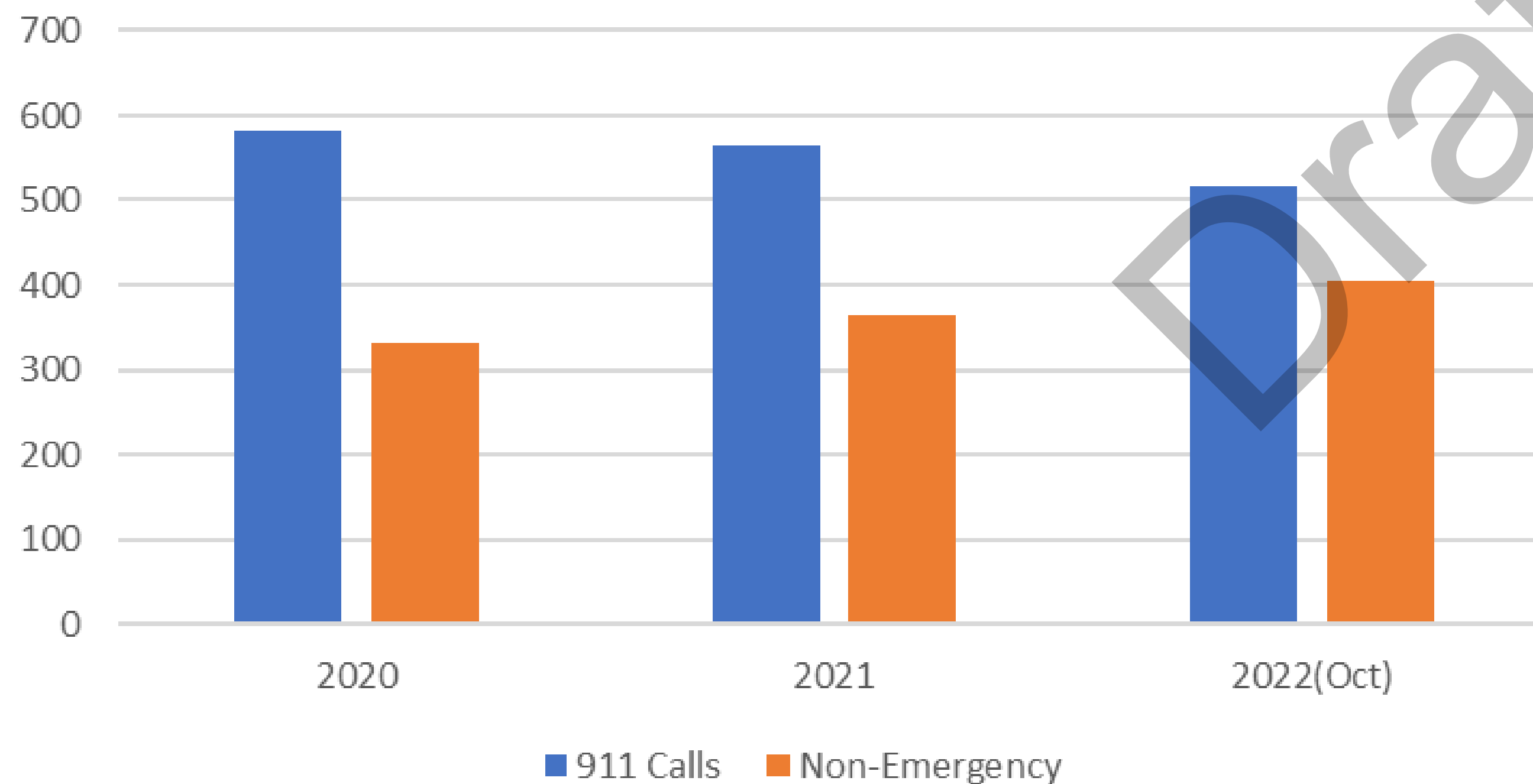
CONTINUED: SPEED OF RESPONSE

- In 2021 our average response time was over **10.0 minutes**
- At the same time, the need to respond quickly to medical and fire emergencies gets more urgent for every type of call
- Modern firefighting and medical emergency equipment gives us the opportunity save more lives - as long as we can get there quickly

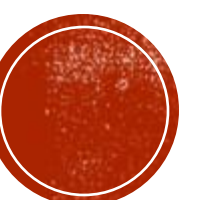
Month	Average of Response Time (Minutes)
Jan	9.82
Feb	10.65
Mar	9.39
Apr	9.73
May	10.06
Jun	11.13
Jul	9.57
Aug	9.55
Oct	11.21
Nov	11.56
Dec	9.29
Overall Average	10.18

NON-URGENT BUT STILL VITAL RESPONSIBILITIES

911 Calls Vs Other Non-Emergency Duties



- As Covid-19 cases have reduced, people are doing more which requires an increase of non-emergencies for our department
- Almost half of our annual work included non-emergency services
- Apart from record-keeping which I have already mentioned, the Department does not have resources to keep pace with:
 - The demand for inspections of homes and businesses
 - Burn Permits
 - Fire prevention work
 - Legally-required documentation





ARE WE AT RISK FROM UNDER-INVESTMENT?

- The present level of provision creates some element of risk for the town
- So far that risk has not been exposed - there have been no major incidents
- The Firewards share my belief that this is no longer prudent
- We are pushing our luck

BUILDING FOR THE FUTURE

Fire Chief becomes full time

Extra per diem shifts are created at \$19 per hour

Provide two people at the Fire House, 24/7

Total budget: \$723,009

Increase: \$349,060

**Cost per household: \$0.12 per thousand; Median Annually
\$35.28**



PROPOSAL DELIVERS:



The Fire House is
staffed round the
clock



All calls are
answered by
certified firefighters
and EMTs



Calls are answered
by at least two
personnel



All response
times will be under
5 min

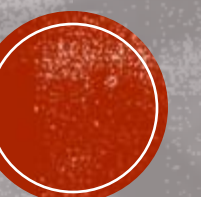


Non-urgent tasks are
handled in a timely
manner



Insurance rating
improves

**On Your Very Worst Day
Your Fire Dept is Coming Quickly**



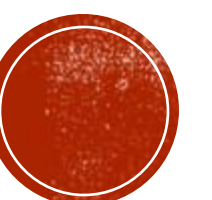
HOW DO WE COMPARE

	Numbers of full-time Fire Department personnel	Approved Fire Department Budgets
New London	3	594,000
Newport	7 (2 per diem)	627,000
Bristol	9	1,172,000
Moultonborough	4	1,086,000
Sanbornton	3 (7 per diem)	640,000
Sunapee	0 (per diem)	374,000



INSURANCE RATING

- An ISO rating is a measurement insurance companies use to assess a Fire Department's ability to protect the community.
- It is marked on a scale of one to ten. The lower number the better.
- Sunapee FD's rating is 5/5x - somewhere around the mid-point
- A better ISO rating helps keep insurance costs down
- If we could achieve a better rating, for example by better staffing, it would save money on homeowner's insurance across the whole town





An ounce of
prevention is worth a
pound of cure

*Benjamin Franklin,
1706-1790*

