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**TOWN OF SUNAPEE
RECREATION COMMITTEE
MARCH 19, 2026, 7:00 p.m.
TOWN MEETING ROOM, 23 EDMONT ROAD
DRAFT MINUTES**

Members present:

Jamie Bourassa, Chair
Brenda Balenger
Ian Kirk
Nick Grant (joined at 7:11 p.m.)

Members absent:

Dan Whitmoyer, Vice Chair
Scott MacNamee
Nicole Cassidy

Others present:

Steve Bourque, Recreation Director
Neil Cobb, Police Chief

I. Call to Order

Mr. Bourassa called the meeting to order at 7:07 p.m.

II. Roll Call

III. Community Comments

Coach Chris said the process of deciding to implement late fees was not effectively communicated, as required by State law. Although he is in support of charging late fees, he noted the negative impact on Rec programming and stressed the need to better communicate such decisions and policies. He also questioned whether this was the right thing to do for the community, and suggested sending out reminders.

Mr. Bourque reviewed the discussions and decisions that were made around charging late fees, noting that the Selectboard sets fees, not the Rec Committee. He stressed that he is not in favor of charging late fees, but they were instituted as a means of curbing late registrations.

Mr. Bourassa suggested discussing the legal requirements for communication with the Town Manager and legal counsel to obtain clear guidance. The Committee discussed communication strategies and how to implement them.

45 Chris also noted a problem with the spreadsheet regarding scheduling facility use. Mr.
46 Bourque explained the need for coaches to work together and to utilize the spreadsheet
47 correctly. A discussion followed as to how to address/resolve these issues.
48

49 **IV. Approval of Minutes**

50
51 ***Mr. Grant moved to approve the minutes from the February 18, 2026, meeting as***
52 ***written. There was no second. The vote was 3-0-1, which did not constitute a quorum, so***
53 ***the minutes were not approved.***
54

55 **V. Current Initiatives**

56 **A. Budget Update**

57 Mr. Bourque reported he does not have access to reports from the new system. He
58 noted the \$25,000 for Veterans Field was passed by the voters. He reported that
59 spending is currently light. He updated the Committee on the status of hiring.
60

61 **B. Ordinance Brief and Recommendation**

62 The Committee discussed suggested changes to the Rec ordinance, including:

- 63 • eliminating contradictory statements regarding the use of space for events and
64 activities in which there is a transfer of goods and money
- 65 • identifying the designee to approve use of facilities permits
- 66 • clarifying which activities and locations need a use of facilities permit
- 67 • clarifying whether a specific crowd size should be established that would require
68 a use of facilities permit
- 69 • the need to address alcohol distribution and consumption on recreation
70 property.

71
72 They discussed the function and benefits of obtaining a use of facilities permit, and
73 the legality of requiring one. They agreed the Rec ordinance should point to other
74 Town ordinances; exceptions should be addressed by the Rec ordinance.
75

76 As a result of this discussion, the Committee agreed to review the suggested changes
77 to the Rec ordinance at the April meeting, and it will be discussed with the
78 Selectboard at their April 20th meeting.
79

80 **C. One Town Rec**

81 The Committee discussed the need for better communication between all
82 organizations regarding recreation in Town. They also discussed the adequacy of the
83 current level of communication regarding recreation activities, and the inherent
84 challenges. Mr. Bourque explained the level of communication does not affect the
85 number of late signups. The Committee discussed the definition of adequate
86 communication.
87

88 Mr. Bourassa stressed the need to research State law addressing posting of
89 information regarding late fees to determine if the Town is not in compliance. He
90 suggested reviewing the associated correspondence to determine whether it was
91 sufficient.
92

93 **VI. Open Items**

94 **A. Skate Park**

95 Mr. Kirk asked for help finding a location for the skate park. He said Police Chief Cobb
96 was not supportive of using the area near the Safety Services They discussed who has
97 the authority to decide on usage of this property.
98

99 Mr. Bourassa noted the Committee agreed to hold a planning discussion for Tilton in
100 August.
101

102 Chief Cobb joined the meeting and clarified that he did not have an issue with the
103 skate park being located near the Safety Services building, but noted competing
104 parking concerns. He was willing to be involved in planning for the skate park. He
105 provided historic information on earlier locations of the skate park.
106

107 **B. Veterans Field**

108 Mr. Bourque reported on the meetings scheduled with Peer Review and the Planning
109 Board to discuss plans at Veteran Field.
110

111 **VII. Next Meeting – April 15, 2026**
112

113 **VIII. Adjournment**
114

115 ***Mr. Grant made a motion to adjourn the meeting. Ms. Balenger seconded the motion.***
116 ***The motion carried unanimously.***
117

118 Meeting was adjourned at 8:29 p.m.
119

120 Respectfully submitted,
121 Beth Hanggeli, Recording Secretary