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**TOWN OF SUNAPEE  
RECREATION COMMITTEE  
MAY 20, 2026, 7:00 p.m.  
TOWN MEETING ROOM, 23 EDMONT ROAD  
MEETING MINUTES**

**Members present:**

Jamie Bourassa, Chair  
Brenda Balenger (left at 7:30 p.m.)  
Scott MacNamee  
Ian Kirk

**Members absent:**

Dan Whitmoyer, Vice Chair  
Nicole Cassidy  
Nick Grant

**Others present:**

Steve Bourque, Recreation Director

**I. Call to Order**

Mr. Bourassa called the meeting to order at 7:06 p.m.

**II. Roll Call**

**III. Community Comments**

There were no members of the community present.

**IV. Approval of Minutes**

*Mr. Kirk moved to approve the minutes from the April 21, 2026, meeting as written. Seconded by Ms. Balenger. The motion carried 4-0-0.*

*Mr. MacNamee moved to approve the minutes from the February 18, 2026, meeting as written. Seconded by Mr. Kirk. The vote was 3-0-1, which did not represent a quorum, so the minutes were not approved.*

**V. Current Initiatives**

**A. Budget Update**

Mr. Bourque offered an update on the Rec budget. He said the Committee will need to approve moving funds from the Sugar River account more often, due to donations that will be arriving.

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**B. Brief on Selectboard Meeting and Ordinance Update**

Mr. Bourassa reported revised versions of the Recreation, Peddling and Vending, Alcohol, and Grilling ordinances were presented to the Selectboard and were approved.

**C. Communication of Activity and Late Fee Communications**

Mr. Bourassa noted a member of the community appeared before the Committee in February to discuss effective communication of when activities start and end, and when fees are assessed. Mr. Bourassa presented a draft of communication guidelines for major activities for the Committee to review. Mr. Bourque spoke to the benefit of having such guidelines.

Mr. Bourque said that major events are included in the newsletter, which is available on the website. He noted that signups for sports occur far in advance of the sport actually commencing. He asked for input as to how this can be advertised. Mr. Bourassa suggested following the communication guidelines. Mr. Bourque said the School will not hand out physical brochures any longer and would only include them in their electronic newsletter; he noticed that attendance at camp was down.

Mr. Bourque is researching a subscription to a software that would solve ticketing issues. Mr. Bourassa suggested continuing to research options and determine goals.

Mr. Bourque said late fees are included in the Selectboard fee structure. He noted summer camp will be the first time late fees will be charged and expressed concern that it will reduce the number of signups, as many people typically sign up late.

**D. Veterans Field Update**

Mr. Bourque reported trees will be cut in June to clear for the playground. He said installation has been pushed to August. He reported having problems obtaining quotes for the scoreboard. He has obtained donations for the post and the electricity work is pending.

Mr. Bourassa stressed the need to show that the skate park and bathroom are in process/completed, as they are included in Phase 2 of the Master Plan, before asking the Selectboard to fund the next phase.

Mr. Bourque said he did not have quotes for the scoreboard to present to the Selectboard earlier, so will need to return to them for approval. He will be requesting sealed bids for a minimum of \$5,000 for sponsors, four of which will be needed to pay for the message board. He asked the Committee if they wanted to pursue installing the message board if there are no sponsors, as this will add \$20,000 to the \$14,000 already approved by the Selectboard. They discussed where these funds should come from.

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90 Mr. Bourassa reviewed the timeline set by the Committee in January to achieve  
91 specific goals. Mr. Bourque noted changes that might need to be made.  
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93 Mr. Kirk will continue to work on skate park design. Mr. Bourque noted the need for a  
94 plan when presenting to the Conservation Commission.

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96 **E. Grills**

97 Mr. Bourque reported all grills have been inspected and are ready for the season.

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99 Mr. Bourassa noted during public comment at the Selectboard meeting, a question  
100 was asked as to whether the Town-owned grills were safe, due to being located near  
101 brush and trees. Trees and brush were trimmed and cleared, and the Fire Department  
102 inspected and approved the work.

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104 **F. Turkey Trot Allocation**

105 Mr. Bourque reported the 2024 and 2025 Turkey Trot funds were moved into the  
106 Sugar River account and were allocated evenly between the three designations: Tilton  
107 Park, Dewey Field, and Veterans Field. He noted Tilton Park needs stormwater  
108 mitigation above the playground.

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110 **G. Open Items**

111 None

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113 **VI. Adjournment**

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115 ***Mr. MacNamee made a motion to adjourn the meeting. Mr. Kirk seconded the motion.***  
116 ***The motion carried unanimously.***

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118 Meeting was adjourned at 7:47 p.m.

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120 Respectfully submitted,  
121 Beth Haggeli, Recording Secretary