

**SUNAPEE SELECTBOARD
MEETING MINUTES
TOWN OFFICE MEETING ROOM
SEPTEMBER 22, 2025, 6:30 PM**

Present: Chair Suzanne Gottling; Vice Chair Jeremy Hathorn; Selectboard Members Fred Gallup, Aaron Whipple (joined at 6:32 PM), Anthony Dolan

Absent: None

Also present: Shannon Martinez, Town Manager

1. CALL SELECTBOARD MEETING TO ORDER

Chair Gottling called the meeting to order at 6:30 p.m.

2. REVIEW OF MINUTES

MOTION to approve the minutes of the September 8, 2025, Selectboard meeting as presented made by Vice Chair Hathorn, seconded by Selectboard Member Gallup. Motion carried unanimously.

3. REVIEW OF ITEMS FOR SIGNATURE

NOTICE OF INTENT TO CUT

- Parcel ID: 0215-0020-0000 – North Road – Richard & Ralph Leone, Et Al.

CHECK MANIFEST & INVOICE BATCHES

• General Fund	\$ 1,007,531.67
• General Fund	\$ 164,778.01
• Hydro Fund	\$ 2,192.61
• Water Department	\$ 17,691.92
• Special Recreation Fund	\$ 3,419.02
• Land Disturbance Escrow Account	\$ 210,309.78
• Conservation Commission Fund	\$ 300.00
• Grants	\$ 2,795.00

Town Manager Martinez has reviewed and certified that the above listed manifests, totaling \$1,409,018.01 represent valid and properly processed charges for goods and/or services received by the Town of Sunapee. These charges have been verified as appropriate prior to submission to the Selectboard.

MOTION to approve the Notice of Intent to Cut and Check Manifest & Invoice Batches made by Selectboard Member Gallup, seconded by Selectboard Member Dolan. Motion carried unanimously.

USE OF FACILITIES

- Sunapee Harbor – Sunapee Middle High School – Annual Homecoming Bonfire – September 27, 2025 – 6:00 PM – 9:00 PM

MOTION to approve the Use of Facilities made by Selectboard Member Gallup, seconded by Selectboard Member Whipple, noting that the Fire Chief will decide if the bonfire can occur based on the status of the statewide burning ban. Motion carried unanimously.

APPROVED LAND USE PERMITS

Since the last Selectboard meeting, 13 permits were approved, including 4 Land Disturbance Applications, 6 General CZC Applications, 1 Interior Renovation CZC, 1 Demolition Permit, and 1 Alternative Energy System CZC.

2025 MS-535

Ms. Martinez noted the 2024 audit is almost complete.

MOTION to approve the 2025 MS-535 made by Vice Chair Hathorn, seconded by Selectboard Member Gallup. Motion carried unanimously.

4. APPOINTMENTS

There were no appointments scheduled.

5. PUBLIC COMMENT

Chair Gottling opened public comment.

Kirk Bishop, 162 Jobs Creek Road, resident and vice president of the LSPA Board, spoke in support of hiring a full-time code enforcement officer.

Chris Whitehouse disagreed with the need for a full-time code enforcement officer, saying the budget for the planning and zoning has been overspent. He spoke against holding public government meetings in non-public buildings and noted the implied correlation between Town government and non-profit organizations.

Stu Greer, 84 Oak Ridge Road, resident and co-chair of the LSPA Watershed Committee, spoke in support of hiring a full-time code enforcement officer.

Patricia Collins, Springfield Road, Georges Mills, thanked Chief Cobb for placing a digital speed sign on Springfield Road and recommended more officers to control speeding. She suggested Town vacancies could be filled by volunteers.

Tim Eliassen, 95 Trow Hill Road, said waterfront property in Sunapee is half of the total value of the properties. He stressed the need to protect the value of those properties and noted the benefit to the Town of protecting the lake.

Patrick Fine, Burkehaven Hill Road, urged the Selectboard to set a top-line figure for the budget to create fiscal discipline, and to give Town management direction to help set priorities. This would create a more effective budget process.

Lisa Hoekstra asked about the cost of no-through trucking signs. She urged the Board to continue to have the hard conversations that result in decisions. She complimented Ms. Martinez on requesting direction and urged the Board to provide this.

Chair Gottling closed public comment.

6. SELECTBOARD ACTION

Motion to allow the Town Manager to claim abandoned property on behalf of the Town of Sunapee.

MOTION to allow the Town Manager to claim abandoned property on behalf of the Town of Sunapee made by Selectboard Member Gallup, seconded by Vice Chair Hathorn.

Discussion: Ms. Martinez explained that the state has given the Town checks that Town departments never cashed. She needs the Board's permission to claim the revenue on behalf of the Town.

Motion carried unanimously.

Motion to sign Easement Resolution Letter.

Chair Gottling explained the Conservation Commission questioned whether the Town has an easement across the property of Debbie Samalis on West Court Road. A letter has been composed to Ms. Samalis that explains that after conducting research and consulting with Town counsel, the Town does not have an easement, right-of-way, or other legal or equitable interest in the property.

MOTION to sign and deliver the Easement Resolution Letter made by Selectboard Member Gallup, seconded by Selectboard Member Dolan. Motion carried unanimously.

Tri-Town Meeting, September 30, 2025, New London Town Office, 8:30-9:30.

Chair Gottling reported the Board has been invited to attend the Tri-Town meeting on September 30th, which will be a meeting of the Selectboards of New London, Sunapee, and Newbury to discuss the role of the Committee in the communities. Ms. Martinez described the Tri-Town Committee and the benefits it provides.

7. TOWN MANAGER REPORT

Ms. Martinez reviewed the Town Manager report, adding:

- The MS-1 was submitted, so all DRA documents are in. The tax rate will be coming out soon.
- The trial for the short-term rental case will be held on September 30, 2026.
- The Tri-Town Board has selected a deputy assessor, who will be starting October 3rd.

Ms. Martinez asked the Board what they decided the next steps would be regarding parking at Burkehaven. The Board agreed they decided to see how the current adjustments are working before addressing the issue again.

8. SELECTBOARD MEMBERS' REPORTS

Selectboard Member Dolan did not see the need for no-through trucking signs past Elm, but he agreed on the need from Beech to Elm.

Selectboard Member Whipple said the Board members do not want the quality of the lake to decline, and are not turning a blind eye. He noted the declining infrastructure, and the Town not having enough money to address everything that needs to be done. He referenced the residents not passing the budget, and agreed assigning a top limit for the budget was a good idea. He agreed the Board needs to give Town management direction in terms of priorities for the budget process.

9. OUTSTANDING ITEMS

There were no outstanding items to discuss.

10. NON-PUBLIC SESSION

A non-public session was held per RSA 91-A:3, II(a,b): (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted; and (b) The hiring of any person as a public employee.

MOTION to enter a non-public session made by Vice Chair Hathorn, seconded by Selectboard Member Gallup. A roll call vote was taken. Gottling - aye, Hathorn - aye, Gallup - aye, Dolan - aye, Whipple - aye. Motion carried unanimously.

Town Manager Shannon Martinez was present during the non-public session.

The recording was stopped at 7:16 p.m.

The Board re-entered the public meeting at 8:59 p.m.

MOTION to leave the non-public session made by Selectboard Member Gallup, seconded by Selectboard Member Dolan. A roll call vote was taken. Gottling - aye, Hathorn - aye, Gallup - aye, Dolan - aye, Whipple - aye. Motion carried unanimously.

MOTION to seal the minutes made by Selectboard Member Gallup, seconded by Selectboard Member Dolan. A roll call vote was taken. Gottling - aye, Hathorn - aye, Gallup - aye, Dolan - aye, Whipple - aye. Motion carried unanimously.

11. UPCOMING MEETINGS

- September 24, 2025 – Crowther Chapel Committee – 4:00 PM
- September 25, 2025 – Water and Sewer Commission Meeting – 5:30 PM
- September 30, 2025 – Abbott Library Trustees Meeting – 5:00 PM
- October 1, 2025 – Conservation Commission Meeting – 7:00 PM
- October 2, 2025 – Zoning Board of Adjustments – 6:30 PM

12. ADJOURNMENT

MOTION made and seconded to adjourn the meeting. The motion carried unanimously.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,
Beth Hanggeli, Recording Secretary

SUNAPEE SELECTBOARD
MEETING AGENDA
Monday, September 22, 2025
6:30 PM - TOWN OFFICE MEETING ROOM

1. CALL SELECTBOARD MEETING TO ORDER
2. REVIEW & APPROVE SEPTEMBER 8th MINUTES

NOTICE OF INTENT TO CUT

- Parcel ID: 0215-0020-0000 – North Road – Richard & Ralph Leone, Et Al.

USE OF FACILITIES:

- Sunapee Harbor – Sunapee Middle High School – Annual Homecoming Bonfire – September 27, 2025 – 6:00 PM – 9:00 PM

CHECK MANIFESTS & INVOICE BATCHES:

• General Fund	\$1,007,531.67
• General Fund	\$164,778.01
• General Fund	\$4,779.57
• General Fund	\$325,585.30
• Hydro Fund	\$2,192.61
• Hydro Fund	\$1,861.84
• Water Department	\$17,691.92
• Special Recreation Fund	\$3,419.02
• Land Disturbance Escrow Account	\$210,309.78
• Conservation Commission Fund	\$300.00
• Grants	\$2,795.00

Town Manager Martinez has reviewed and certified that the above listed manifests, totaling \$ 1,741,217.72 represent valid and properly processed charges for goods and/or services received by the Town of Sunapee. These charges have been verified as appropriate prior to submission to the Selectboard.

APPROVED LAND USE PERMITS: Since the last Selectboard meeting, 13 permits were approved, including 4 Land Disturbance Applications, 6 General CZC Applications, 1 Interior Renovation CZC, 1 Demolition Permit, and 1 Alternative Energy System CZC.

3. REVIEW OF ITEMS FOR SIGNATURE:
 - 2025 MS-535
4. APPOINTMENTS:

5. PUBLIC COMMENT:

6. SELECTBOARD ACTION:

- Motion to allow the Town Manager to claim abandoned property on behalf of the Town of Sunapee.
- Motion to sign Easement Resolution Letter.
- Tri-Town Meeting, September 30, 2025, New London Town Office, 8:30-9:30.

7. TOWN MANAGER REPORT:

- Wastewater Treatment Plant: The Town of Sunapee is moving forward with proposed solar installation at the town wastewater treatment plant. The project is ranked to receive a NHDES CWSRF loan. The Town has been approved for \$1,086,000, which includes a solar array, plus energy efficiency improvements at the WWTP.
- Conservation Commission annual appointment with Selectboard is scheduled for October 6, 2025.
- The Energy Aggregation Committee will appear before the Selectboard on October 20, 2025.
- Overwatch Grant Update/Transition to .gov domain: Both the Town and the Sunapee Police Department have received their Assessment Readiness Reports detailing critical steps to strengthen our cyber posture. The Town has been issued the following domain: sunapeenh.gov. Shortly, Sunapee PD should be issued the sunapeenhd.gov domain.

8. SELECTBOARD MEMBERS' REPORT:

9. OUTSTANDING ITEMS:

10. NON-PUBLIC SESSION:

- (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The hiring of any person as a public employee.

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- October 1, 2025 – Conservation Commission Meeting – 7:00 PM
- October 2, 2025 – Zoning Board of Adjustments – 6:30 PM

Record #	Record Type	Owner Name	Address	Approval Dates	Project Description	Permit Status
AES-25-6	Alternative Energy Systems CZC	Mark Glidden	86 LOWER MAIN ST, NH 03782	9/22/2025	INSTALLATION OF 11.34 KW ROOF-MOUNTED SOLAR SYSTEM. TOTAL 28 PANELS.	Granted
CZC-25-4514	Certificate of Zoning Compliance (CZC) Application	DOLAN, JESSICA & ANTHONY	18 SUNAPEE HEIGHTS CT, NH 03782	9/22/2025	CONSTRUCTION OF A 10 X 12 SHED	Granted
CZC-25-4515	Certificate of Zoning Compliance (CZC) Application	GARDINER, REBEKAH L LORD TRUST GARDINER, REBEKAH L LORD	0 PROSPECT HILL RD, NH 03782	9/22/2025	CONSTRUCTION OF NEW 6-BEDROOM SINGLE-FAMILY DWELLING WITH ATTACHED GARAGE. MAXIMUM HEIGHT OF 32' AND 7516 SQ FT.	Granted
CZC-25-4516	Certificate of Zoning Compliance (CZC) Application	VESEY, JACLYN	461 EDMONT RD, NH 03782	9/22/2025	CONSTRUCTION OF 12'X32' SHED, MAXIMUM HEIGHT OF 12'.	Granted
CZC-25-4517	Certificate of Zoning Compliance (CZC) Application	OAKLEDGE ASSOCIATION	205 WATER LOT RD, NH 03782	9/22/2025	DEMO AND REBUILD OF EXISTING TENNIS COURT AND FENCING	Granted
CZC-25-4521	Certificate of Zoning Compliance (CZC) Application	FRANZEN, PAUL SAMUEL	31 WESTWOOD RD, NH 03782	9/22/2025	ADDITION OF 124 SQ FT OF WOOD DECK TO EXISTING SINGLE FAMILY HOME	Granted
CZC-25-4522	Certificate of Zoning Compliance (CZC) Application	SKARIN REVOC TRUST, JOANNE C. SKARIN, JOANNE C.	168 YOUNGS HILL RD, NH 03782	9/22/2025	CONSTRUCTION OF 2-BEDROOM SINGLE-FAMILY DWELLING ON SLAB AND 30' X 50' GARAGE, MAXIMUM HEIGHT OF BOTH STRUCTURES TO BE 30'	Granted
DE-25-19	Demolition Permit Application	OAKLEDGE ASSOCIATION	205 WATER LOT RD, NH 03782	9/22/2025	REMOVAL AND REPLACEMENT OF EXISTING TENNIS COURT SURFACE AND FENCING.	Granted
ICZC-25-16	Certificate of Zoning Compliance - Interior Renovation	Kelly Harrington	477 EDMONT RD, NH 03782	9/22/2025	INTERIOR RENOVATION OF SINGLE-FAMILY DWELLING	Granted
LD-25-644	Land Disturbance Application	TOWNSEND REVOC TRUST, CAROL M CAROL M & JAMES P TOWNSEND, TRUSTEES	157 LAKE AVE, Sunapee, NH 03782	9/12/2025	CONSTRUCT 4-FOOT-WIDE PERMEABLE PATH AND REBUILD EXISTING RETAINING WALLS. REPLACE THE WALL AT THE SHORELINE IN KIND. TEMPORARY MECHANICAL ACCESS FOR DOCK AND BOATHOUSE REPAIRS UNDER WETLANDS PERMIT #2024-03314. THE TEMPORARY ACCESS WILL BE RESTORED WITH 4-FOOT-WIDE PERVIOUS STONE STEPS LOCATED OUTSIDE THE 50-FOOT SETBACK FROM THE WATER.	Granted
LD-25-671	Land Disturbance Application	OAKLEDGE ASSOCIATION	205 WATER LOT RD, NH 03782	9/22/2025	TEMPORARY DISTURBANCE OF 8000 SQUARE FEET FOR THE REPLACEMENT OF EXISTING TENNIS COURT SURFACE AND FENCING	Granted
LD-25-672	Land Disturbance Application	FRANZEN, PAUL SAMUEL	31 WESTWOOD RD, NH 03782	9/22/2025	TEMPORARY DISTURBANCE FOR THE BUILDING OF 124 SQ FT DECK AND 308 SQ FT OF PERVIOUS WALKWAYS AND PATIO	Granted
LD-25-673	Land Disturbance Application	BRENNAN REVOC TRUST, JILL L BRENNAN REVOC TRUST, KENNETH D	16 SPRINGFIELD RD, NH 03782	9/22/2025	TEMPORARY DISTURBANCE FOR THE REPLACEMENT OF THE EXISTING PATIO AND ADDITION TO PATIO	Granted



**2025
MS-535**

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
General Government			
4130	Executive	\$393,758	\$360,831
4140	Election, Registration, and Vital Statistics	\$291,042	\$275,329
4150	Financial Administration	\$485,406	\$391,000
<i>Explanation: Accounting department was understaffed</i>			
4152	Property Assessment	\$110,000	\$110,036
4153	Legal Expense	\$55,000	\$52,408
4155	Personnel Administration	\$15,000	\$19,102
4191	Planning and Zoning	\$425,649	\$444,811
4194	General Government Buildings	\$460,356	\$455,561
4195	Cemeteries	\$15,364	\$9,995
4196	Insurance Not Otherwise Allocated	\$12,847	\$12,847
4197	Advertising and Regional Associations	\$17,015	\$16,756
4198	Contingency	\$0	\$0
4199	Other General Government	\$32,004	\$31,942
General Government Subtotal		\$2,313,441	\$2,180,618
Public Safety			
4210	Police	\$1,088,426	\$1,097,668
4215	Ambulances	\$67,000	\$67,000
4220	Fire	\$464,769	\$424,445
4240	Building Inspection	\$0	\$0
4290	Emergency Management	\$510	\$147
4299	Other Public Safety	\$155,652	\$155,557
Public Safety Subtotal		\$1,776,357	\$1,744,817
Airport/Aviation Center			
4301	Airport Administration	\$0	\$0
4302	Airport Operations	\$0	\$0
4309	Other Airport	\$0	\$0
Airport/Aviation Center Subtotal		\$0	\$0
Highways and Streets			
4311	Highway Administration	\$2,135,387	\$2,035,280
<i>Explanation: \$142,056 was encumbered into 2025</i>			
4312	Highways and Streets	\$0	\$0
4313	Bridges	\$0	\$0
4316	Street Lighting	\$16,500	\$12,174
4319	Other Highway, Streets, and Bridges	\$0	\$0
Highways and Streets Subtotal		\$2,151,887	\$2,047,454



**2025
MS-535**

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Sanitation			
4321	Sanitation Administration	\$0	\$0
4323	Solid Waste Collection	\$0	\$0
4324	Solid Waste Disposal	\$669,752	\$683,027
4325	Solid Waste Facilities Clean-Up	\$0	\$0
4326	Sewage Collection and Disposal	\$0	\$0
4329	Other Sanitation	\$0	\$0
Sanitation Subtotal		\$669,752	\$683,027
Water Distribution and Treatment			
4331	Water Administration	\$0	\$0
4332	Water Services	\$0	\$0
4335	Water Treatment	\$0	\$0
4338	Water Conservation	\$0	\$0
Water Distribution and Treatment Subtotal		\$0	\$0
Electric			
4351	Electric Administration	\$0	\$0
4352	Generation	\$0	\$0
4353	Purchase Costs	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0
4359	Other Electric Costs	\$0	\$0
Electric Subtotal		\$0	\$0
Health			
4411	Health Administration	\$10,092	\$4,585
4414	Pest Control	\$500	\$0
4415	Health Agencies and Hospitals	\$20,800	\$15,024
4419	Other Health	\$0	\$0
Health Subtotal		\$31,392	\$19,609
Welfare			
4441	Welfare Administration	\$0	\$0
4442	Direct Assistance	\$44,012	\$31,943
4444	Intergovernmental Welfare Payments	\$0	\$0
4445	Vendor Payments	\$0	\$0
4449	Other Welfare	\$0	\$0
Welfare Subtotal		\$44,012	\$31,943



**2025
MS-535**

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Culture and Recreation			
4520	Parks and Recreation	\$266,512	\$273,684
4550	Library	\$576,713	\$547,994
4583	Patriotic Purposes	\$300	\$300
4589	Other Culture and Recreation	\$6,800	\$6,800
Culture and Recreation Subtotal		\$850,325	\$828,778
Conservation and Development			
4611	Conservation Administration	\$5,300	\$5,300
4612	Purchase of Natural Resources	\$0	\$0
4619	Other Conservation	\$0	\$0
4631	Redevelopment and Housing Administration	\$0	\$0
4632	Other Redevelopment and Housing	\$0	\$0
4651	Economic Development Administration	\$0	\$0
4652	Economic Development	\$0	\$0
4659	Other Economic Development	\$0	\$0
Conservation and Development Subtotal		\$5,300	\$5,300
Debt Service			
4711	Principal - Long Term Bonds, Notes, and Other Debt	\$96,900	\$257,105
<i>Explanation: Debt payments budgeted in water and sewer transfer lines</i>			
4721	Interest - Long Term Bonds, Notes, and Other Debt	\$39,472	\$105,684
<i>Explanation: Debt payments budgeted in water and sewer transfer lines</i>			
4723	Interest on Tax and Revenue Anticipation Notes	\$1,000	\$0
4790	Other Debt Service Charges	\$0	\$0
Debt Service Subtotal		\$137,372	\$362,789
Capital Outlay			
4901	Land	\$0	\$0
4902	Machinery, Vehicles, and Equipment	\$325,000	\$0
<i>Explanation: \$243,923 encumbered into 2025</i>			
4903	Buildings	\$0	\$0
4909	Improvements Other than Buildings	\$1,400,000	\$988,085
<i>Explanation: \$988,085 spent as agents to expend, project was not started in CY</i>			
Capital Outlay Subtotal		\$1,725,000	\$988,085



**2025
MS-535**

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Operating Transfers Out			
4911	To Revolving Funds	\$0	\$0
4912	To Special Revenue Funds	\$0	\$0
4913	To Capital Projects Funds	\$0	\$0
4914A	To Airport Proprietary Fund	\$0	\$0
4914E	To Electric Proprietary Fund	\$273,482	\$142,364
4914O	To Other Proprietary Fund	\$0	\$0
4914S	To Sewer Proprietary Fund	\$1,379,996	\$1,364,391
4914W	To Water Proprietary Fund	\$610,898	\$573,894
4915	To Capital Reserve Funds	\$593,700	\$593,700
4916	To Expendable Trusts	\$12,200	\$12,200
4917	To Health Maintenance Trust Funds	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0
4919	To Fiduciary Funds	\$10,000	\$10,000
Operating Transfers Out Subtotal		\$2,880,276	\$2,696,549
Payments to Other Governments			
4931	Taxes Assessed for County	\$0	\$5,263,294
4932	Taxes Assessed for Village District	\$0	\$0
4933	Taxes Assessed for Local Education	\$0	\$9,764,964
4934	Taxes Assessed for State Education	\$0	\$3,229,674
4939	Payments to Other Governments	\$0	\$0
Payments to Other Governments Subtotal			\$18,257,932
Total Before Payments to Other Governments		\$12,585,114	\$11,588,969
Plus Payments to Other Governments			\$18,257,932
Plus Commitments to Other Governments from Tax Rate		\$18,257,932	
Less Proprietary/Special Funds		\$3,789,376	\$2,310,867
Total General Fund Expenditures		\$27,053,670	\$27,536,034



**2025
MS-535**

Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Taxes			
3110	Property Taxes	\$0	\$24,078,124
3120	Land Use Change Taxes for General Fund	\$39,350	\$41,448
3121	Land Use Change Taxes for Conservation Fund	\$0	\$0
3180	Resident Taxes	\$0	\$0
3185	Yield Taxes	\$3,225	\$3,683
3186	Payment in Lieu of Taxes	\$0	\$0
3187	Excavation Tax	\$0	\$0
3189	Other Taxes	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	\$38,000	\$41,981
Taxes Subtotal		\$80,575	\$24,165,236
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	\$900	\$1,260
3220	Motor Vehicle Permit Fees	\$1,260,000	\$1,215,695
3230	Building Permits	\$77,000	\$30,326
3290	Other Licenses, Permits, and Fees	\$20,000	\$91,612
Licenses, Permits, and Fees Subtotal		\$1,357,900	\$1,338,893
From Federal Government			
3311	Housing and Urban Development	\$0	\$0
3312	Environmental Protection	\$0	\$0
3313	Federal Emergency	\$0	\$866
3314	Federal Drug Enforcement	\$0	\$0
3319	Other Federal Grants and Reimbursements	\$0	\$0
From Federal Government Subtotal		\$0	\$866
State Sources			
3351	Shared Revenues - Block Grant	\$0	\$0
3352	Meals and Rooms Tax Distribution	\$328,015	\$329,280
3353	Highway Block Grant	\$122,507	\$122,507
3354	Water Pollution Grant	\$14,805	\$7,230
3355	Housing and Community Development	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$0	\$0
3357	Flood Control Reimbursement	\$0	\$0
3359	Railroad Tax Distribution	\$0	\$0
3360	Water Filtration Grants	\$21,921	\$24,849
3361	Landfill Closure Grants	\$0	\$0
3369	Other Intergovernmental Revenue from State of NH	\$0	\$0
3379	Intergovernmental Revenues - Other	\$140,000	\$193,989
State Sources Subtotal		\$627,248	\$677,855



Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Charges for Services			
3401	Income from Departments	\$40,000	\$103,058
3402	Water Supply System Charges	\$0	\$0
3403	Sewer User Charges	\$0	\$0
3404	Garbage-Refuse Charges	\$50,000	\$50,354
3405	Electric User Charges	\$0	\$0
3406	Airport Fees	\$0	\$0
3409	Other Charges	\$3,850	\$5,050
Charges for Services Subtotal		\$93,850	\$158,462
Miscellaneous Revenues			
3500	Special Assessments	\$0	\$0
3501	Sale of Municipal Property	\$0	\$0
3502	Interest on Investments	\$65,000	\$48,375
3503	Rents of Property	\$0	\$0
3504	Fines and Forfeits	\$0	\$0
3506	Insurance Dividends and Reimbursements	\$2,000	\$0
3508	Contributions and Donations	\$10,000	\$0
3509	Revenue from Misc Sources Not Otherwise Classified	\$3,000	\$7,423
Miscellaneous Revenues Subtotal		\$80,000	\$55,798
Interfund Operating Transfers In			
3911	From Revolving Funds	\$0	\$0
3912	From Special Revenue Funds	\$0	\$0
3913	From Capital Projects Funds	\$0	\$0
3914A	From Airport Proprietary Fund	\$0	\$0
3914E	From Electric Proprietary Fund	\$273,482	\$405,667
3914O	From Other Proprietary Fund	\$0	\$0
3914S	From Sewer Proprietary Fund	\$1,379,996	\$1,503,084
3914W	From Water Proprietary Fund	\$588,977	\$732,810
3915	From Capital Reserve Funds	\$575,000	\$1,008,680
<i>Explanation: Transfer in from trust funds as agents to expend</i>			
3916	From Trust and Fiduciary Funds	\$0	\$0
3917	From Conservation Funds	\$0	\$0
Interfund Operating Transfers In Subtotal		\$2,817,455	\$3,650,241
Other Financing Sources			
3934	Proceeds from Long-Term Notes/Bonds/Other Sources	\$1,150,000	\$0
<i>Explanation: Project was not started in the current year</i>			
Other Financing Sources Subtotal		\$1,150,000	\$0
Less Proprietary/Special Funds		\$3,826,469	\$2,701,916
Plus Property Tax Commitment from Tax Rate		\$24,168,742	
Total General Fund Revenues		\$26,549,301	\$27,345,435



Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	\$7,374,063	\$8,820,950
1030	Investments	\$0	\$0
1080	Tax Receivable	\$773,873	\$646,733
1110	Tax Liens Receivable	\$81,509	\$142,321
	<i>Explanation: \$9,982 allowance included</i>		
1150	Accounts Receivable	\$0	\$19,944
1260	Due from Other Governments	\$42,244	\$75,346
1310	Due from Other Funds	\$606,197	\$344,895
1400	Other Current Assets	\$0	\$0
1670	Tax Deeded Property (Subject to Resale)	\$6,361	\$11,394
	Current Assets Subtotal	\$8,884,247	\$10,061,583
Current Liabilities			
2020	Warrants and Accounts Payable	\$278,864	\$385,051
	<i>Explanation: Restated for audit adjustments made after completion of MS 535</i>		
2030	Compensated Absences Payable	\$143,144	\$55,636
2050	Contracts Payable	\$0	\$0
2070	Due to Other Governments	\$30,107	\$0
2075	Due to School Districts	\$5,327,815	\$6,294,972
2080	Due to Other Funds	\$3,676	\$411,722
2220	Deferred Revenue	\$46,524	\$50,684
2230	Notes Payable - Current	\$0	\$0
2270	Other Payables	\$12,225	\$12,225
	Current Liabilities Subtotal	\$5,842,355	\$7,210,290
Fund Equity			
2440	Non-spendable Fund Balance	\$6,361	\$11,394
2450	Restricted Fund Balance	\$152	\$0
2460	Committed Fund Balance	\$0	\$0
2490	Assigned Fund Balance	\$343,779	\$433,475
2530	Unassigned Fund Balance	\$2,691,600	\$2,406,424
	<i>Explanation: Restated for audit adjustments made after completion of MS 535</i>		
	Fund Equity Subtotal	\$3,041,892	\$2,851,293



**2025
 MS-535**

Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	\$5,263,294	\$0	\$9,764,964	\$3,229,674	\$0	\$24,078,124
Commitment	\$5,263,294	\$0	\$9,764,964	\$3,229,674		\$24,168,742
Difference	\$0	\$0	\$0	\$0		(\$90,618)

General Fund Balance Sheet Reconciliation

Total Revenues	\$27,345,435
Total Expenditures	\$27,536,034
Change	(\$190,599)
<hr/>	
Ending Fund Equity	\$2,851,293
Beginning Fund Equity	\$3,041,892
Change	(\$190,599)



**2025
MS-535**

Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
Drinking water SRF (Water)	\$236,000	\$0	1.256	2041	\$216,897	\$0	\$10,814	\$206,083
Lake Ave (Water)	\$706,741	\$45,000	2.60	2024	\$9,241	\$0	\$9,241	\$0
Library (Library)	\$975,000	\$48,750	2.76	2034	\$536,250	\$0	\$48,750	\$487,500
Perkins Pond - Refunded (Spilt between General & Sewer)	\$1,068,525	\$0	2.46	2042	\$1,024,300	\$0	\$47,300	\$977,000
Water Filtration (Water)	\$1,248,260	\$0	5.00	2027	\$366,000	\$0	\$101,000	\$265,000
WWTP - Refunded (Sewer)	\$1,174,400	\$0	2.46	2042	\$1,136,400	\$0	\$40,000	\$1,096,400
	\$5,408,926				\$3,289,088	\$0	\$257,105	\$3,031,983

LETTER OF INTENT FOR SOLAR PROJECT DEVELOPMENT

THIS LETTER OF INTENT & EXCLUSIVITY AGREEMENT (“Agreement”) is entered into effective the 8th day of September, 2025 (“Effective Date”), by and between ReVision Energy Inc. (“ReVision”), a Maine corporation, and the Town of Sunapee (“Town of Sunapee”) a New Hampshire municipality located in Sunapee, New Hampshire (collectively as the “Parties”, or, singly, as a “Party”).

RECITALS

WHEREAS, ReVision is a renewable energy system development, design, and installation company that has delivered a Preliminary Proposal dated September 2, 2025 (“Proposal”) to install a solar energy generation project (“System”) that shall provide energy to the Sunapee Waste Water Treatment Facility at 50 Treatment Plant Road, New Hampshire (the “Facility”) pursuant to a turnkey or third-party financing contract to be entered into between Town of Sunapee and ReVision.

WHEREAS, the Parties intend to finalize a definitive Engineering, Procurement, and Construction (EPC) contract (“Contract”) setting forth the terms under which Town of Sunapee shall purchase and/or utilize the System upon installation by ReVision;

WHEREAS, the Parties mutually agree that in order to allow for the effective development of the System prior to entering into of the Contract, both Parties wish to set forth their respective commitments to one another during the twenty-four months of this exclusive Agreement;

NOW THEREFORE, based upon the foregoing and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

AGREEMENT

1. System. Subject to any modifications the parties may ultimately agree to in the Contract and any other definitive agreements, and as may be further modified through the design and permitting processes, the System shall consist of a solar electric generation system, including all necessary component parts, substantially as described in the Proposal (attached).
2. Actions by the Parties. In order to allow for development of the proposed System and subject to this Agreement, the Parties will make commercially-reasonable efforts to complete the development activities shown in Exhibit A in a timely manner.
3. Contract Finalization. The Parties understand that the Contract is yet to be finalized and that Contract negotiations will be conducted in good faith.
4. Exclusivity. ReVision shall have twenty-four months from the Effective Date of this Agreement, or such later date as may be mutually agreed in writing by the Parties, to develop the System and to facilitate the finalization of the definitive Contract to be entered into between ReVision or its Financing Party and Town of Sunapee (the “exclusivity period”). In

consideration of the time and resources ReVision is devoting to such efforts, for the duration of the exclusivity period, Town of Sunapee shall not enter into or continue any discussions or negotiations with, consider any other offers from, or enter into any other agreement or arrangement with any other person or entity other than ReVision regarding the development of a distributed energy generation system serving the Facility.

5. Costs and Expenses. In consideration of the Development Activities performed by ReVision listed in Exhibit A of this Agreement, if at any time during the exclusivity period Town of Sunapee decides not to move forward with the development of the System, Town of Sunapee shall notify ReVision immediately. Upon such notification, ReVision shall invoice Town of Sunapee development overhead costs incurred to date, not to exceed \$10,000, and Town of Sunapee agrees to remit payment for such overhead development expenses within 30 days of receipt. Supplemental Development Activities listed in Exhibit A shall be billed monthly as they are completed, in accordance with the attached Project Requisition Form. Otherwise, each Party shall be responsible for covering its own costs and expenses relating to the development of the project and the negotiation of the Contract, including without limitation, the cost of its own attorneys, consultants and advisors.
6. Confidentiality. The provisions of this Agreement and all information related to this Agreement, the Facility, or the System that is shared between the Parties shall be treated as confidential for a term of no less than two years from the Effective Date. These confidentiality provisions shall not apply to any information (a) previously known to either Party free of any obligation to keep it confidential; (b) that has been or which becomes publicly known, through no wrongful act of either Party; (c) which is rightfully received from a third party who is under no obligation of confidence to either Party; (d) which is independently developed by the receiving Party without resort to the Information that has been disclosed pursuant to this Agreement; or (e) is required to be disclosed in order to comply with applicable law or regulation or with any requirement imposed by judicial or administrative process or any governmental or court order.
7. No Joint Venture. Nothing contained in this Agreement shall be construed as creating or establishing a joint venture or partnership between ReVision and Town of Sunapee.
8. Limitations of Liability. In no event shall either Party be liable to the other Party or its representatives or customers for special, indirect, non-compensatory, consequential, punitive, or exemplary damages of any type, including lost profits, loss of business opportunity or business interruptions, whether arising in contract or tort (including negligence, whether sole, joint, or concurrent or strict liability), or otherwise, arising out of this Agreement.
9. Availability of Equitable Relief. Each Party understands and agrees that its breach or threatened breach of this Agreement will cause irreparable injury to the other Party and that money damages will not provide an adequate remedy for such breach or threatened breach, and both Parties hereby agree that, in the event of such a breach or threatened breach, the non-breaching Party will also be entitled, without the requirement of posting a bond or other security, to equitable relief, including injunctive relief and specific performance. The Parties' rights under this Agreement are cumulative, and a Party's exercise of one right shall not waive the Party's right to assert any other legal remedy.

- 10. Applicable Law. This Agreement will be governed by the law of the State of New Hampshire without regard to conflicts of law principles.
- 11. Binding Provisions. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.
- 12. Severability. If any provision of this Agreement is found to be illegal or unenforceable, the other provisions shall remain effective and enforceable to the greatest extent permitted by law.
- 13. Counterparts. This Agreement may be executed electronically and in counterparts, each of which shall have the effect of and be considered as an original of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the Effective Date.

ReVision Energy Inc.

By: _____

Print Name: Heather Deese

Title: Director of Commercial Sales

Town of Sunapee

Signed by:
By: Shannon Martinez
ACF030F065DE453...

Print Name: Shannon Martinez

Title: Town Manager

[rev. 20220413]

Town of Sunapee, NH Solar

For Contract Proposal for Sunapee WWTP

For Contract Proposal Date
September 2, 2025

Solar Design Summary

Project Size (DC)	480 Panels	285.60 kW
Project Size (AC)	5 Inverters	250.00 kW
Annual Generation (kWh)		370,692

Investment Summary

Turnkey System Cost (incl. Allowances)	\$1,024,995
Permitting & Site Preparation Allowance	\$137,843
Utility Applications & Upgrades Allowance	\$8,000
Average Annual O&M cost (Recommended)	\$2,901
Investment Tax Credit	\$0
Depreciation Benefits	\$0
Rebate/Grant (Estimate)	\$0
Net investment	\$1,027,896

Pricing guaranteed for 15 days

Engineer's Rendering



50 Treatment Plant Rd Sunapee (Satellite Data)

Project Savings/Revenue

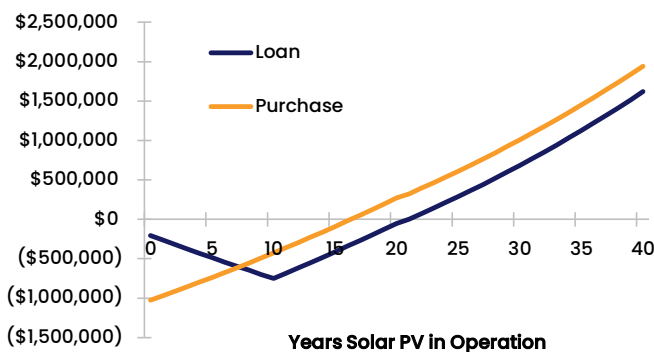
Energy Savings (Year 1)	\$46,722
Renewable Energy Credits (Year 1)	\$12,604
Simple Payback (Years)*	16
Purchase 25-Year Internal Rate of Return*	3.80%
25-Year Net Savings (Warranty Period)	\$611,906
40-Year Net Savings (Commercial Lifespan)	\$1,943,543

*Analysis assumes energy savings invested back into company (untaxed)

Environmental Benefits

Annual CO2e Offset (pounds)	359,571
<i>Equivalent To...</i>	
Gallons of Gasoline Not Burned	18,353
Passenger Cars Removed From the Road	35
Pounds of Coal Not Burned	179,704
Tons of Waste Recycled	55

Solar Savings vs. Utility



Levelized Cost of Energy (\$/kWh, 40 Yr.)

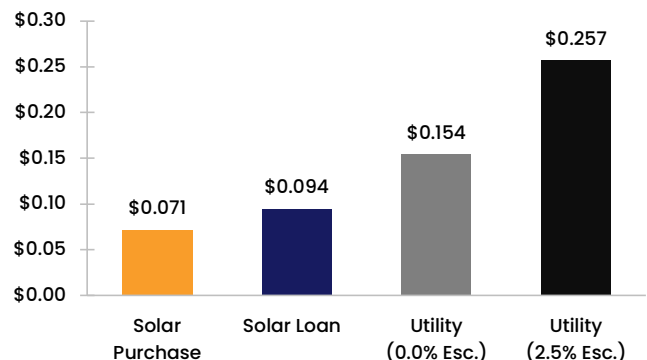


Exhibit A:

Development Activities	Responsible Party	Supplemental Development Activity	Timeline after Effective Date
Provide copy of property deed, site plan, civil engineering surveys, and/or building structural/electrical plans for Facility, as available	Town of Sunapee	No	2 weeks
Analyze Customer-provided documentation and GIS information, environmental resource maps, tax map, etc. for Facility, as available, to inform System layout/design	ReVision	No	2-4 weeks
Prepare and file Interconnection Pre-Application with Eversource to identify potential utility upgrade costs prior to full Application	ReVision	Yes	2-4 weeks
Complete Technical Site Visit with ReVision Electrician/Designer to inspect Facility utility electrical infrastructure for System design	ReVision	Yes	4-8 weeks
Prepare Interconnection Plan Set stamped by ReVision Professional Engineer	ReVision	Yes	6-10 weeks
Prepare and file full Interconnection Application with Eversource to determine System Impact Study (SIS) cost and terms	ReVision	Yes	8-10 weeks
Initiate System Impact Study (SIS) with Eversource to ascertain utility upgrade and interconnection costs; review SIS results with Town of Sunapee	ReVision	Yes	16-24 weeks
Provide final System Engineering Design and Production Report for Contract	ReVision	No	24 weeks
Provide turnkey System Proposal and Financial Model for Contract, if applicable	ReVision	No	24 weeks
Provide fully populated EPC or PPA Contract, as applicable	ReVision	No	24-26 weeks
Review and execute EPC Contract	Town of Sunapee	No	26 weeks

Please refer to attached Project Requisition Form for itemized cost of Supplemental Development Activities

ATTACHMENTS:

1. Project Requisition Form



REVISION ENERGY

Project Requisition Form: Town of Sunapee

Sunapee WWTP PV Solar						Payment Application Number:			
<i>Page 1 of 1</i>						Period to:			
A	B		C	D	E	F	G	H	I
Spec Section	Description of Work	Field Type	Scheduled Value	Previously Approved	Completed This Period	Materials Stored Not in D or E	Total Completed and Stored D+E+F	%	Balance to Finish
	Interconnection Pre-Application	Fixed, billed on completion	\$ 500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 500.00
	Interconnection Plan Set	Fixed, billed on completion	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,000.00
	Full Interconnection Application	Estimate, actual billed on submission	\$ 500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 500.00
	Utility System Impact Study	Estimate, actual billed on submission	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 10,000.00
	Technical Site Visit	Fixed, billed on completion	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,000.00
Total Values			\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 14,000.00

<i>Branch Locations:</i>	825 Acadia Highway Montville, ME 04941 (207) 589-4171	758 Westbrook St South Portland, ME 04103 (207) 221-6342	7 Commercial Dr Brentwood, NH 03833 (603) 679-1777	78 Main Street Enfield, NH 03748 (603) 632-1263	1980 Turnpike St N.Andover, MA 01845 (978) 308-9041
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Certificate Of Completion

Envelope Id: 5800C534-F1AE-4CC6-B57E-C3942B7D5824	Status: Sent
Subject: Complete with Docusign: RE_Sunapee WWTP_Development LOI_Execution Copy_2025.09.08.pdf	
Source Envelope:	
Document Pages: 7	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jodi Satin
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	758 Westbrook Street
	South Portland, ME 04106
	jsatin@revisionenergy.com
	IP Address: 64.135.140.238

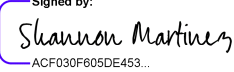
Record Tracking

Status: Original	Holder: Jodi Satin	Location: DocuSign
9/8/2025 12:18:01 PM	jsatin@revisionenergy.com	

Signer Events

Shannon Martinez
 manager@town.sunapee.nh.us
 Town Manager
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

ACF030F605DE453...
 Signature Adoption: Pre-selected Style
 Using IP Address: 50.212.85.141

Timestamp

Sent: 9/8/2025 12:21:00 PM
 Resent: 9/10/2025 1:38:05 PM
 Viewed: 9/10/2025 1:38:50 PM
 Signed: 9/10/2025 1:52:44 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Heather Deese hdeese@revisionenergy.com Director of Commercial Sales Security Level: Email, Account Authentication (None)	Sent: 9/10/2025 1:52:45 PM
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Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Dave Bailey sunws@town.sunapee.nh.us Security Level: Email, Account Authentication (None)	COPIED	Sent: 9/8/2025 12:21:00 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	9/9/2025 10:06:40 AM
Envelope Updated	Security Checked	9/9/2025 10:06:40 AM
Envelope Updated	Security Checked	9/9/2025 10:06:40 AM

Payment Events	Status	Timestamps
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**THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
SUPERIOR COURT**

Sullivan Superior Court
22 Main St.
Newport NH 03773

Telephone: 1-855-212-1234
TTY/TDD Relay: (800) 735-2964
<http://www.courts.state.nh.us>

NOTICE OF BENCH TRIAL

FILE COPY

Case Name: **Above Board LLC, et al v Town of Sunapee**
Case Number: **220-2025-CV-00003**

The court will conduct the following events in this case at Sullivan Superior Court, 22 Main St. Newport NH 03773.

<u>Event:</u>	<u>Date:</u>	<u>Time:</u>
Final Management Conference	September 23, 2026	9:00 AM
Bench Trial	September 30, 2026	9AM

Trial counsel, or parties if unrepresented, shall appear at the Trial Management Conference; clients shall appear at the conference or be available for contact by telephone. Counsel and clients shall be prepared to discuss conduct of the trial and settlement.

All pre-trial motions, including motions in limine, shall be electronically filed at least fourteen days prior to the Trial Management Conference.

All witness lists and exhibit lists shall be electronically filed at the Trial Management Conference.

All pending motions shall be heard at a time set by the court.

If you will need an interpreter or other accommodations for this hearing, please contact the court immediately.

Please be advised (and/or advise clients, witnesses, and others) that it is a Class B felony to carry a firearm or other deadly weapon as defined in RSA 625.11, V in a courtroom or area used by a court.

BY ORDER OF THE COURT

September 16, 2025

Brendon C. Thurston
Clerk of Court

(550)

C: Barry Charles Schuster, ESQ; Michael A. Delaney, ESQ; Rachel A. Hampe, ESQ; Steven J. Dutton, ESQ

THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
<https://www.courts.nh.gov>

Court Name: Sullivan Superior Court
Case Name: Above Board, LLC, et al. v. Town of Sunapee
Case Number: 220-2025-CV-00003
(if known)

CASE STRUCTURING AND ADR ORDER
(See Superior Court Civil Rules 5 and 32)

1. Plaintiff's Counsel: Trial Barry C. Schuster, Esq.
At conference Barry C. Schuster, Esq.
2. Defendant's Counsel: Trial Michael A. Delaney, Esq. & Rachel A. Hampe, Esq.
At conference Michael A. Delaney, Esq. & Rachel A. Hampe, Esq.
3. Causes(s) of action: Declaratory Judgment
Counterclaims N/A
4. Insurance carrier: N/A Disclosure of policy limits by: _____
5. The parties consent to this case being transferred to the Business and Commercial Dispute Docket. A motion requesting this transfer shall be filed with the Court within 30 days. Upon receipt, the Clerk will submit the motion to the Merrimack Superior Court for ruling.
6. If defendant claims that unnamed parties are at fault (see DeBenedetto v. CLD Consulting Engineers Inc., 153 N.H. 793 (2006)), defendant shall disclose the identity of every such party and the basis of the allegation of fault no later than _____. Plaintiff shall then have 30 days from the date of disclosure to amend the initiating pleading.
7. Is there an agreement to waive statutory expert disclosure requirements under RSA 516:29-b?
 Yes No
8. The parties have exchanged e-mail addresses and agree that the e-mail service of pleadings between the parties shall be considered in compliance with Superior Court Administrative Order 46.
9. Plaintiff's disclosure of experts and reports due: 02/27/2026
Defendant's disclosure of experts and reports due: 04/30/2026
10. The following deadlines apply:
All interrogatories propounded by 03/13/2026
All depositions to be completed by 05/15/2026
All dispositive motions to be filed: no later than 120 days prior to the trial
Completion of all discovery: 07/31/2026
Deadline for filing all other pre-trial motions: 14 days prior to trial management conference
Deadline for filing of witness and exhibit lists: 14 days prior to trial management conference
11. Jury trial requested? Yes No
12. If jury trial previously demanded, is it now being waived? Yes No
13. Requested trial date: 09/14/2026 Estimated trial length: _____
14. Jury trial assignment: Trial Mgt Conf.: _____ Jury Selection: _____
15. Bench trial assignment: Trial Mgt Conf: 09/07/2026 Week of: _____

Case Name: Above Board, LLC, et al. v. Town of Sunapee

Case Number: 220-2025-CV-00003

CASE STRUCTURING AND ADR ORDER

16. Trial counsel and self-represented parties shall appear at the trial management conference and be prepared to address settlement potential. Parties represented by counsel shall be available for contact by telephone during the trial management conference. All pending pretrial motions shall be heard at the trial management conference, or as scheduled by the court. Failure to appear at the trial management conference or trial may result in dismissal, default or other sanctions.

ADR (Alternative Dispute Resolution)

Superior Court Civil Rule 32 requires the Court to assign all civil cases to ADR unless the parties represent by joint motion they have engaged in formal ADR before a neutral third party before filing suit or the Court exempts the parties by motion for good cause shown.

17. ADR Order:

- The parties stipulate and agree to an ADR process. **OR**
- The parties do not agree to an ADR process and request the Court complete this section.

A. Type of ADR

- Mediation
- Neutral Case Evaluation
- Arbitration

Other Neutral Third Party Process: _____

Name of person chosen to conduct ADR: R. Peter Taylor Paid Volunteer

Address: 127 Parrott Avenue, Portsmouth, NH 03801

Phone: (603) 436-0666 Email: ptaylor@hpgrlaw.com

Names of alternates: 1. Melinda Gehris 2. Jim Tenn

B. Scheduling your ADR Session: Date ADR shall be completed by 07/01/2026

You and the other side must contact the person selected to schedule the ADR session. Please contact the neutral *as soon as possible* after the ADR Order is approved. If the parties and counsel decide to use an alternate, see court-approved here:

[Civil Cases | New Hampshire Judicial Branch \(nh.gov\)](#)

C. ADR Reporting: The Plaintiff shall file a copy of the ADR report with the court within 30 days of the ADR session. If the ADR report is not timely filed, the court may schedule a show-cause hearing to determine the status of the ADR process and to impose sanctions appropriate to the circumstances, if necessary.

18. The Court has determined the parties are exempt from Rule 32 ADR.

19. Other orders:

Rachel A. Hampe, Esq.

Name of Filer

/s/ Rachel A. Hampe

Signature of Filer

09/11/2025

Date

McLane Middleton, PA 12867

Law Firm, if applicable Bar ID # of attorney

(603) 226-0400

Telephone

11 South Main Street, Suite 500

Address

rachel.hampe@mclane.com

E-mail

Concord NH 03301

City State Zip code

Case Name: Above Board, LLC, et al. v. Town of Sunapee

Case Number: 220-2025-CV-00003

CASE STRUCTURING AND ADR ORDER

Barry C. Schuster

Name of Filer

/s/ Barry C. Schuster

Signature of Filer

09/11/2025

Date

Schuster, Buttrey & Wing, PA 2280

Law Firm, if applicable Bar ID # of attorney

(603) 448-4780

Telephone

79 Hanover Street, PO Box 388

Address

barry@ivylegal.com

E-mail

Lebanon NH 03766

City State Zip code

Name of Filer

Signature of Filer

Date

Law Firm, if applicable Bar ID # of attorney

Telephone

Address

E-mail

City State Zip code

Name of Filer

Signature of Filer

Date

Law Firm, if applicable Bar ID # of attorney

Telephone

Address

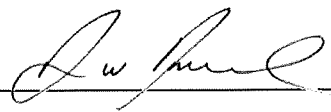
E-mail

City State Zip code

SO ORDERED:

September 15, 2025

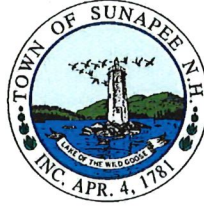
Date



Presiding Justice

Honorable James W. Kennedy

Clerk's Notice of Decision
Document Sent to Parties
on 09/16/2025



Application for Use of Town of Sunapee Selectboard Signature Page

Permit No.: UOF-25-28

Permitted Use of: BenMere/Bandstand

Name: Kristen Lombard - student council advisor, Sean Moynihan - Principal, Sunapee Middle High School Student Council

Event Details: Students would set up the bonfire on Friday morning. The homecoming bonfire would happen behind the band stand on Saturday evening in cooperation with the fire department to celebrate the Sunapee Middle High School homecoming games. The fire department would light the fire at 7 pm, and extinguish it at 8 pm. The fire department has confirmed its help with the event.

Number of People: 75

Number of Vehicles: 40

Date of Event: September 27, 2025

Starting: 7:00pm and **Ending:** 8:00pm

Conditions (if applicable): Clean up required after event

Expiration Date: September 27, 2025

Approved by the Selectboard on:

Signature of the Chair of the Selectboard:

Suzanne Gattling

Subject to state & town approval in light of no-burning regs.

*Cancelled due to statewide
RTR ban*

Certificate for Use of Town of Sunapee Facilities



Permit No.: UOF-25-28

Permit Use of: BenMere/Bandstand

Name: Kristen Lombard - student council advisor, Sean Moynihan - Principal,
Sunapee Middle High School Student Council

Date of Event: September 27, 2025

Event Details: Students would set up the bonfire on Friday morning. The homecoming bonfire would happen behind the band stand on Saturday evening in cooperation with the fire department to celebrate the Sunapee Middle High School homecoming games. The fire department would light the fire at 7 pm, and extinguish it at 8 pm. The fire department has confirmed its help with the event.

Number of People: 75
Number of Vehicles: 40

Starting: 7:00pm

Ending: 8:00pm

Expiration Date: September 27, 2025 **Conditions:** Clean up required after event

Date of Selectboard Approval: September 22, 2025

(This form is to be available throughout use.)