

**SUNAPEE SELECTBOARD
MEETING MINUTES
TOWN OFFICE MEETING ROOM
NOVEMBER 3, 2025, 6:30 p.m.**

Present: Chair Suzanne Gottling; Vice Chair Jeremy Hathorn; Selectboard Members Aaron Whipple, Anthony Dolan, Fred Gallup

Absent: None

Also present: Shannon Martinez, Town Manager

1. CALL 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 October 20, 2025, Selectboard meeting as presented made by Selectboard Member Whipple, seconded by Selectboard Member Dolan. Motion carried 4-0-1, with Selectboard Member Gallup abstaining.

3. REVIEW OF ITEMS FOR SIGNATURE

USE OF TOWN FACILITY

- Use of Safety Services Building – NH Alma Connect Users Group – October 24, 2025 – 8:00 to 11:00 a.m.

NOTICE OF INTENT TO CUT

- Parcel ID: 0119-0006-0000 – 18 Cary Farm Road – Garrett Tilton

APPROVED LAND USE PERMITS

Since the last Selectboard meeting, 5 permits were approved, including 1 Land Disturbance Applications, 2 General CZC Applications, 1 Sign Permit, and 1 Alternative Energy System CZC.

CHECK MANIFEST & INVOICE BATCHES

- | | |
|---------------------------|----------------|
| • General Fund | \$1,289,215.28 |
| • Hydro Fund | \$ 1,736.96 |
| • Water Department | \$ 804.37 |
| • Special Recreation Fund | \$ 778.20 |
| • Grants | \$ 1,995.35 |

Town Manager Martinez has reviewed and certified that the listed manifests, totaling \$1,294,132.93, 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 Items for Signature made by Selectboard Member Gallup, seconded by Vice Chair Hathorn. Motion carried 4-0-0.

4. APPOINTMENTS

6:35 p.m. – Quarterly Appointment for Recreation Revolving Fund Expenditure Approval and Recreation Programming Updates

Recreation Director Steve Bourque presented the third quarter 2025 recap for the Recreation Department, including revenues and expenditures. He noted the costs of fireworks and the pickleball courts were offset by donations.

Summer programming was successful. Soccer season was completed in October. There are plans to hold tournaments and create leagues for pickleball. The pickleball court near the library needs nets. Pickleball equipment can be checked out at the Town Offices.

MOTION that the Selectboard approve the expenditure of \$90,609.30, which is \$55,854.94 for summer camp, swim, and soccer and \$34,613.75 for fireworks and pickleball made by Selectboard Member Dolan, seconded by Vice Chair Hathorn. Motion carried 5-0-0.

Mr. Bourque presented the anticipated fourth quarter expenses for basketball, the purchase and upgrading of a Toolcat, the cost of which will be shared with the Highway and Buildings and Grounds Departments, and a Harley rake. They are waiting for the posting of a transfer between funds to pay costs that were incurred for the pickleball court, walking path, and repairs to the baseball diamond.

7:05 p.m. – Programming Recap and Future Planning

Chair Jamie Bourassa and Vice Chair Dan Whitmoyer presented the Recreation Committee's vision for Veterans Field, noting they took into account public input. Themes include upgrading the existing facility and offering more opportunities for diverse age groups. They reviewed plans, barriers, and projected costs for a playground area, scoreboard, skate park, and bathrooms/concession stand. They discussed how these would be paid for and who would maintain them. They also discussed challenges with specific sites, including the need to obtain a small corner on a lot for the scoreboard.

In response to questions from the Selectboard, they reviewed the results of monitoring of the pickleball and basketball court use.

After discussion, the Selectboard agreed to hold a public hearing to move forward with the playground and scoreboard projects. They asked the Rec Committee to provide more information on the playground and bathroom/concession stand.

MOTION to move forward with the play structure area with \$15,000 from the Veterans Field Capital Reserve Fund made by Selectboard Member Dolan, seconded by Selectboard Member Whipple. Motion carried 5-0-0.

MOTION to move forward with the scoreboard, with a request that the Selectboard see the design of the scoreboard, made by Vice Chair Hathorn, seconded by Selectboard Member Dolan. Motion carried 5-0-0.

7:35 p.m. – 2026 Budget Discussion - Town of Sunapee Board of Firewards

Josh Trow, Matt Gross, and Jason Paris appeared before the Selectboard. Mr. Trow noted that the statewide fire ban has been lifted, the new fire truck has been inspected, and hopefully the Lakes Region truck will arrive next year. He explained that oil/gas-burning furnace permits and inspections are required by the state.

Mr. Trow reported on the success of adding per diem firefighters to ensure calls were responded to by Sunapee Fire and EMS. However, it is not uncommon for only one person to respond, which is a significant safety risk. Call volumes continue to increase, with 533 calls this year between Fire and EMS.

The Firewards will be requesting a full-time chief position via warrant article, for which a job search will be conducted. The cost at a minimum would be \$36,000, although the current salary for a full-time fire chief is in the mid-\$50,000s. Past fire chiefs and Chief Tillson have worked full-time hours and the pay is not commensurate. He reviewed the requirements of the position, noting the Fire Chief is a department head without being paid as one.

There has been discussion about eliminating the Firewards and making the Fire Department a department of the Town, which would take at least a year to accomplish.

The Firewards continue to push for training and education of the members of the Fire Department. They also continue to review and refine equipment plans, and are tracking equipment use to help drive replacement plans.

Mr. Trow reviewed the accomplishments of the department and items left to address.

They discussed funding the Capital Reserve Fund.

Chief Tillson introduced the members of the Fire Department in attendance.

5. PUBLIC COMMENT

Chair Gottling opened public comment.

Deb Pasculano reviewed HB467 regarding establishing social districts. Representatives from Hoptimystic and Fenton's Landing have spoken with Police Chief Cobb, and he expressed support. She has also met with Chief Tillson. A petition warrant article will most likely be presented to bring the issue before the voters. The Liquor Commission said Fenton's Landing can apply for an extension of their liquor license to serve on a nearby property.

Lisa Hoekstra thanked Selectboard Member Gallup for suggesting a public hearing be held for input on the plans for Veterans Field. She asked the Selectboard to reconsider their vote for an authorized officer for the Community Power launch, suggesting it should be an employee or elected official instead of an appointed official. She spoke to the need to keep Sunapee affordable and how that could be done.

Chair Gottling closed public comment.

6. SELECTBOARD ACTION

There were no Selectboard actions.

7. TOWN MANAGER REPORT

Ms. Martinez offered updates to the Town Manager report:

- A road safety audit was conducted on October 29th, with a focus placed on the intersection of Cooper Street and Springfield Road.
- After going through the RFP process, it was determined that it would not be cost-effective to change health insurance providers.
- All completed audits, and expenditure and revenue reports, are available on the Town website.

8. SELECTBOARD MEMBERS' REPORTS

Vice Chair Hathorn asked if the watering ban had been lifted in Georges Mills and was told it had not been lifted.

Selectboard Member Dolan reported the Rye Selectboard instituted a way for individuals to make donations to the town, and passed out envelopes that have been created to do this. He noted the authorized officer for Community Power would report to the Selectboard, who would make the decision whether to move forward with this project.

9. OUTSTANDING ITEMS

There were no outstanding items.

10. UPCOMING MEETINGS

- November 05, 2025: Conservation Commission Meeting — 7:00 p.m.
- November 12, 2025: Entergy Aggregation Committee Meeting — 5:30 p.m.
- November 13, 2025: Planning Board Meeting — 6:30 p.m.
- November 17, 2025: Selectboard Board Meeting — 6:30 p.m.

11. ADJOURN MEETING

By the power of the Chair, the meeting was adjourned at 8:42 p.m.

Respectfully submitted,
Beth Hanggeli, Recording Secretary

November 3rd, 2025

Town of Sunapee Recreation

3rd Quarter Recreation 2025

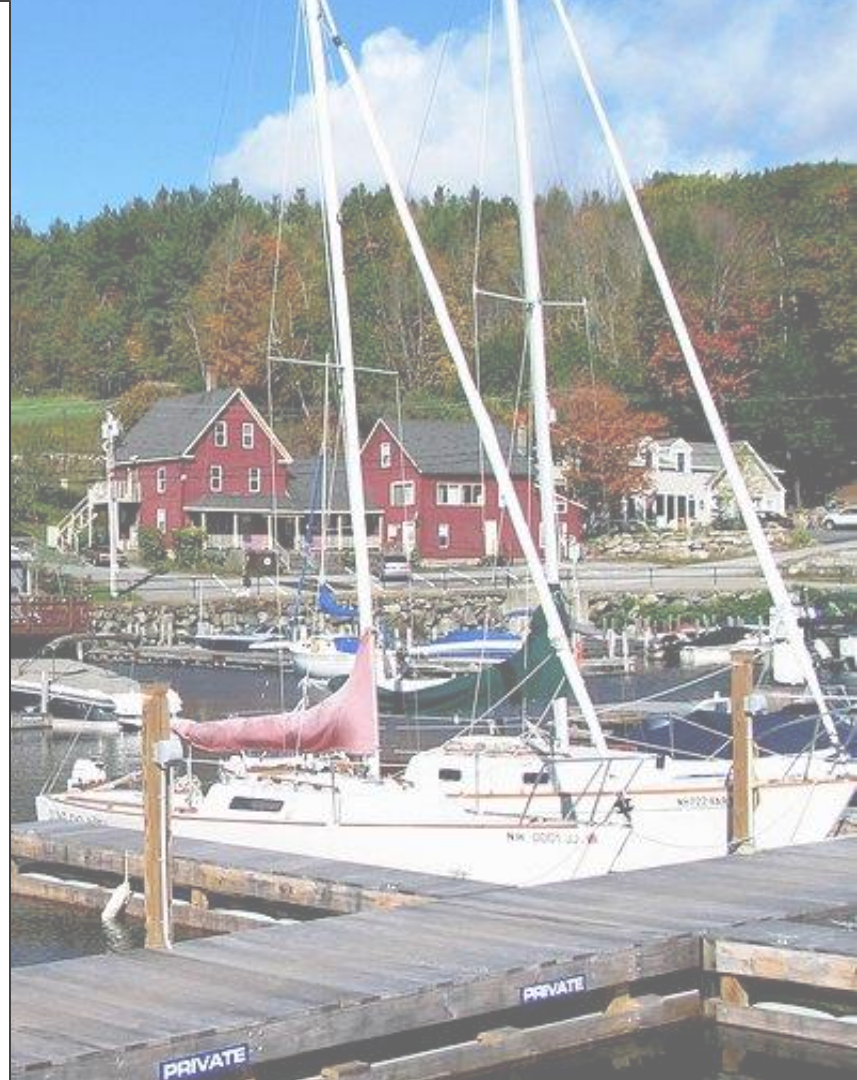
Steve Bourque, Recreation Director



3rd Quarter Special Rec – Recap

- Another successful Summer Camp
- Swim Lessons were 99% filled
- Soccer season completed in October
 - Post season tournaments were lively and competitive
- Fireworks and Pickleball court were offset by donation revenue (~\$38,600)

Request approval from the Selectboard for 3rd Quarter expenditures in the amount of \$90,609.30. This amount is comprised of \$55,854.95 (Summer Camp, Swim and Soccer), and \$34,613.75 (Fireworks and Pickleball).



4th Q - 2025 Special Rec – Anticipated expenses

- Soccer expenses: payroll ~\$1,600
- Basketball: Estimated \$4,000 in uniforms, wages and supplies.
- Rec Rev Fund expenses: \$20k for ToolCat-cost-sharing with Highway and GGB&G.
- Fund 07, Rec Revolving Retained Earnings balance is \$68,674.65



Questions?



VETERANS FIELD VISION



Jamie Bourassa
– Chair



Dan Whitmoyer
– Vice Chair



PHASE PLANNING/ IMPLEMENTATION

- The recreation survey launched in September of 2023, and responses were collected until February of 2024.
- The survey collected 367 responses.
- Following the survey responses, a public forum was held to discuss the questions being examined in the project. Subsequent meetings were held online and in person with the Sunapee Recreation Director, Town Administrator, and members of the Recreation Committee.

SURVEY THEMES – PERTAINING TO VETS

Upgrade existing facility



Increasing access and programs to more diverse ages



Strategic planning should occur in intervals

2025 DEVELOPMENTS

An approximate .20-mile walking path around the perimeter of the established fields in July of 2025.

- The Sunapee Recreation Committee will continue to evaluate how this walking path is being used. Resealing the path based on use will be evaluated in 2026.

Three pickleball courts and a half-court basketball court in July of 2025.

- The Sunapee Recreation Committee will continue to monitor this new area. The pickleball courts have been a popular addition.

2026 AND BEYOND

Identified Priorities

- 1) Playground Area
- 2) Scoreboard
- 3) Skatepark
- 4) Bathroom and Concession Stand

PLAYGROUND AREA

Playground Area – will provide an additional needed play structure for toddler and youth age children. While other areas, including Tilton Park and Dewey Field, have playground structures, an additional playground structure at this facility will be helpful to families with children engaged in different activities.

Location – the proposed location would be behind the soccer goals at the bottom of where the ski jumping hill was previously located.

Barriers – the proposed location would need removal of older unused items and tree clearing. This location would avoid any wetland issues and would not require leveling of land. This location is likely the most cost-effective and safest option.

Projected Costs – Asking the selectboard for up to \$15,000.



SCOREBOARD UPGRADE

Electronic Scoreboard - will be used for advertising and keeping score purposes for events. Those events will include but are not limited to soccer, softball, and baseball. This update may include removal of the current kickback wall that is used for soccer practice and is the current signage for Veterans Field.

Location – the proposed location would be visible from Route 11.

Barriers – state land may need to be obtained by the town of Sunapee prior to installation depending on the proposed location.

Projected Costs – Asking the selectboard for up to \$15,000.



SKATEPARK AREA

Skatepark Area – the previous skatepark area was removed based on the updated pickleball courts and half-court basketball court in the 80x80 foot area. The town currently lacks a skatepark, which would be beneficial to residents. The park will include updated features that are more useful to those who skate, which has been outsourced to a private designer by the Sunapee Recreation Board.

Location – the proposed location would be near the Safety Services Building.

Barriers – the Police and Fire Department would need to help facilitate a final skatepark location that would ensure ample use and not interfere with other operations.

Projected Costs – TBD based on location and design.



BATHROOM AND CONCESSION STANDS

Bathroom and Concession Stands – there is currently no permanent bathroom fixture or concessions stands at Veterans Field. A permanent bathroom facility would make the area more desirable for families to use as opposed to a porta-a-potty rental system. Concession stands would allow for additional revenue and convenience during events held at Veterans Field.

Location – the proposed location would be in the current location of the storage shed near Route 11.

Barriers – state land may need to be obtained by the town of Sunapee prior to installation depending on the proposed location. The maintaining of facilities for both the bathrooms and convenience stands would come at additional costs and implementing a way to pay for those incurred costs would be necessary prior to installation.

Projected Costs – TBD based on size.

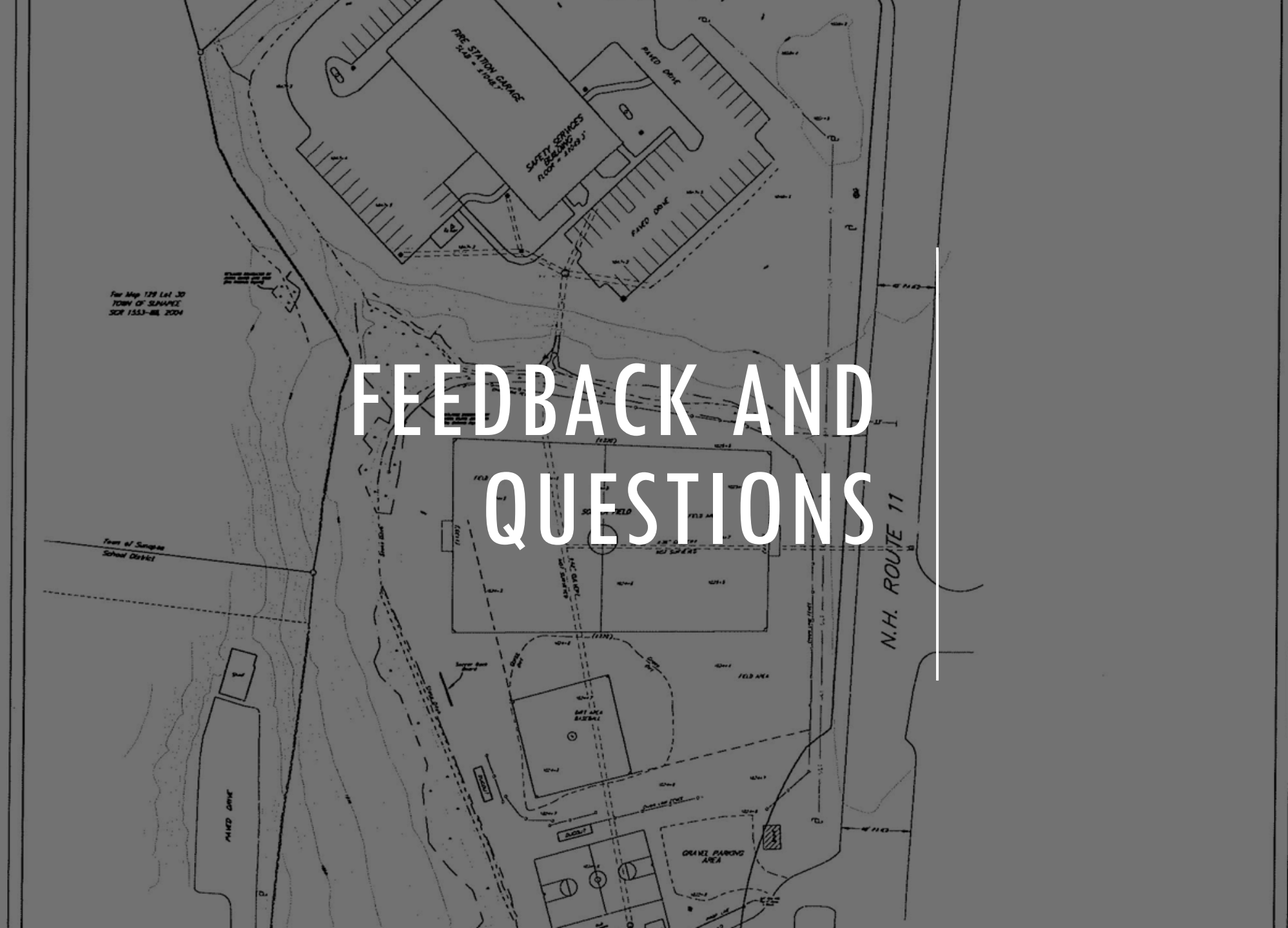


For Map 129 Lot 30
TOWN OF SUGARHILL
SCR 1553-BL 2004

Town of Sugarhill
School District

FEEDBACK AND QUESTIONS

N.H. ROUTE 11





Sunapee Fire & EMS

NOVEMBER 3RD, 2025

Quick Hits

- Statewide burn ban has been lifted
- New truck is nearly complete at manufacturer
 - Will be soon over to Lakes Region to get final details
- No “missed” calls this year, to date
 - However – no calls should be answered by 1 person, it is unsafe
- Call volume continues to rise, but still roughly split between EMS and Fire (533 so far this year, slightly up over last year)
- Recent "oil" issue in Sunapee Harbor exemplifies the unknown scope of calls we handle (with mutual aid!), with minimal/no full time staff
 - DES report is that SFD did all the right steps

Organizational Overview

- Firewards
 - Josh Trow (Chair)
 - Jake Paris
 - Matt Gross
- Chief Ted Tillson
- Assistant Chief Matt Pollari
- Captain Steve Marshall
- Lieutenants
 - Keith Ricci
 - Joe Hampson
 - Tim White
- Safety Officer John Gosselin
- Overall, 26 members total currently
 - 3 additional applications in flight
- As all departments, working under effectively the 2024 budget
 - This did “drop” the 24/7 warrant article money approved in 2024

The Ask

- We are asking to have a warrant article of full-time chief
 - Cost – minimum 36k, depending on finalized details
- Conversation is happening about disbanding firewards
 - Nothing set yet
 - Move the department directly under town manager
 - Just like Police, Highway, others
 - Consideration for an “advisory” group for chief?
- Continuing to push training/education for members
- Review and refine equipment plans
 - We now have per-vehicle tracking of call-usage
 - Can help drive replacement/upgrades
 - For example, 35% of calls involve "car 1" (the former police explorer)

Why Now?

- It has been “necessary” for years
 - We have skated by on goodwill, frankly
 - Ruggles effectively only got paid for call responses
 - Galloway was the start of recognizing that's not the whole job
 - Tillson continues to reflect that reality
- Job requirements continue to expand
 - Increased public interaction (“office hours”)
 - Furnace inspections were historically a “miss”
 - Required by state statute
 - State & town regs require action
- Unable to guarantee participation in town/department head actions
 - Reduces ability to effectively collaborate
- Not paying for the time and effort we are getting

Chief's Responsibilities

- Respond to calls ($\geq 15\%$)
- 30 emails daily
- Calls with public, members, town, dispatch
- Inspections & permits (life safety, three schools)
- Payroll approval, weekly
- Managing per-diem staffing/scheduling
- Reviews & interviews
- Policy upkeep and application
- Meetings (Town/team & external, hospital, mutual aid)
- Investigations
- PR & Social Media – the Chief is the “face of the department”
- Ensure equipment is maintained/repaired/inspected
- Ensure training is happening (certs & elective)
- Continuing education for self

Minutiae

- We are aware the department budget will likely NOT include all the hours afforded by the warrant article last year (8670) for per-diem
 - Halving that would still over double the amount currently staffed (one daytime, weekday per-diem)
- Not planning for 2026 to have an article or budget for full-time personnel, aside from Chief
- As noted, conversation is ongoing about Firewards
 - Would be a year-delay implementation, per RSA 154 like last time
- ▶ Expectation is to open a search, not just "change Ted's job"
 - Feedback from last time indicated unhappiness with that not being the plan
- ▶ Could look at exploring where Health/Emergency Services live if we have the expanded coverage/support – EOD, Health officer, etc

2022 MRI Report

- ▶ Many items accomplished
 - Replaced Rescue 7 (with a "pickup-type truck")
 - Boat replaced (via donation)
 - Continued new member enrollment
 - Many pre-plans have been put in place
 - Moved to CSI for call tracking from Firehouse (common local option)
 - Continue improvement/adoption of SOP/SOGs
- ▶ Big items not accomplished
 - Full-time Chief
 - Junior program re-start
 - SAFER/AFG grant

Questions/Discussion

**SUNAPEE SELECTBOARD
MEETING AGENDA
Monday, November 3, 2025
6:30 PM - TOWN OFFICE MEETING ROOM**

- 1. CALL SELECTBOARD MEETING TO ORDER**
- 2. REVIEW & APPROVE OCTOBER 20th MINUTES**
- 3. REVIEW OF ITEMS FOR SIGNATURE:**

USE OF TOWN FACILITY

- Use of Safety Services Building – NH Alma Connect Users Group – October 24, 2025 – 8:00 AM-11:00 AM

NOTICE OF INTENT TO CUT:

- Parcel ID: 0119-0006-0000 – 18 Cary Farm Road – Garrett Tilton

APPROVED LAND USE PERMITS: Since the last Selectboard meeting, 5 permits were approved, including 1 Land Disturbance Applications, 2 General CZC Applications, 1 Sign Permit, and 1 Alternative Energy System CZC.

CHECK MANIFEST – \$1,294,530.16

- General Fund – \$1,289,215.28
- Hydro Fund - \$1,736.96
- Water Department – \$804.37
- Special Recreation Fund – \$778.20
- Grants- \$1, 995.35

Town Manager Martinez has reviewed and certified that the listed manifests, totaling \$1,294,132.93, 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.

4. APPOINTMENTS:

- **6:35 PM: Quarterly Appointment for Recreation Revolving Fund Expenditure Approval and Recreation Programming Updates:** Steve Bourque, Recreation Director
- **7:05 PM:2025 Programming Recap and Future Planning:** Town of Sunapee Recreation Committee Chair Jamie Bourassa and Vice Chair Dan Whitmoyer

- **7:35 PM: 2026 Budget Discussion:** Town of Sunapee Board of Firewards
- **Note:** Appointment times listed on this agenda are approximate. Each appointment has been allocated approximately 30 minutes; however, discussions may extend beyond the allotted time as needed. Start and end times may therefore vary. Participants and attendees are advised to plan accordingly.

5. PUBLIC COMMENT:

6. SELECTBOARD ACTION:

7. TOWN MANAGER REPORT:

8. SELECTBOARD MEMBERS' REPORT:

9. OUTSTANDING ITEMS:

10. UPCOMING MEETINGS:

- November 05, 2025: Conservation Commission Meeting — 7:00 PM
- November 12, 2025: Energy Aggregation Committee Meeting — 5:30 PM
- November 13, 2025: Planning Board Meeting — 6:30 PM
- November 17, 2025: Selectboard Board Meeting — 6:30 PM

Record #	Record Type	Owner Name	Address	Approval Dates	Project Description	Permit Status
CZC-25-4542	Certificate of Zoning Compliance (CZC) Application	TILTON, GARRETT GALLIEN, MADISON	18 CARY FARM RD, NH 03782	11/3/2025	CONSTRUCTION OF A 2000 SQ FT WORKSHOP, MAXIMUM HEIGHT OF 21 FT	Granted
CZC-25-4539	Certificate of Zoning Compliance (CZC) Application	TILTON, GARRETT GALLIEN, MADISON	18 CARY FARM RD, NH 03782	11/3/2025	CONSTRUCTION OF 720 ST FT HORSE BARN	Granted
SGN-25-12	Sign Permit Application	SUNAPEE NH HISTORICAL SOCIETY	74 MAIN ST, NH 03782	11/3/2025	PLACEMENT OF A 4 SQ FT SIGN ON THE PROPERTY FOR LAKE SUNAPEE TROUT	Granted
AES-25-9	Alternative Energy Systems CZC	Pesek, Steve and Harrington, Kelly	477 EDGEMONT RD, NH 03782	11/3/2025	ROOF-MOUNTED SOLAR PANELS; TOTAL OF 19 PANELS, 8.36 KW	Granted
LD-25-678	Land Disturbance Application	SCANLON, SCOTT HUNT, CHRISTOPHER W.	169 LAKE AVE, NH 03782	11/3/2025	TEMPORARY DISTURBANCE OF 195 SQ FT FOR THE PLACEMENT OF A SHED ON SONO TUBES AND REMOVAL OF STUMPS	Granted