

**SUNAPEE SELECTBOARD
MEETING AGENDA
Monday, February 23, 2026
6:30 PM - TOWN OFFICE MEETING ROOM**

1. **CALL SELECTBOARD MEETING TO ORDER**
2. **REVIEW & APPROVE FEBRUARY 9, 2026 MEETING MINUTES**
3. **REVIEW OF ITEMS FOR SIGNATURE:**

RAFFLE PERMIT APPLICATION

- Friends of the Abbott Library – July 4, 2026, Sunapee Safety Services

USE OF FACILITIES

- Use of Safety Services Building – Division of State Police/Marine Patrol – Boating Education Class – May 2, 2026 – 8:00 AM – 5:00 PM
- Use of Safety Services Building – Division of State Police/Marine Patrol – Boating Education Class – June 6, 2026 – 8:00 AM – 5:00 PM
- Use of Safety Services Building – Sunapee Gardeners – 2026 Monthly Meetings – April 14, May 12, June 9, July 14, August 11, September 8, October 13 – 3:00 – 5:00 PM
- Use of Safety Services Building – Sunapee Fire Department Association – 2026 Monthly Meetings – April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 8 – 8:00 – 10:00 PM

CHECK MANIFESTS & INVOICE BATCHES

- General Fund – \$283,604.45
- Hydro Fund – \$1,997.16
- Water Department – \$783.91
- Special Recreation Fund – \$2,642.00

Town Manager Martinez has reviewed and certified that the listed manifests, totaling \$289,027.52, 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, permits were approved, including 1 Alternative Energy System CZC and 4 Short-Term Registrations.

4. **APPOINTMENTS:**

- **6:35 PM** – Public Hearing: Fee Schedule Amendments
- **6:50 PM** – Public Hearing: Acceptance and Expenditure of Unanticipated Revenue – Local Hazard Mitigation Plan Grant

Note: Appointment times listed on this agenda are approximate. Start and end times may vary. Participants and attendees are advised to plan accordingly.

5. **PUBLIC COMMENT:**

6. **SELECTBOARD ACTION:**

- **New London Hospital Partnership:** Authorize the Town Manager to Sign the 2026 NLH Ambulance Parking Lease Agreement
- **Deputy Town Clerk/Tax Collector Appointment (Temporary Appointment):** Appoint Deputy Town Clerk/Tax Collector to assist with Town Meeting.
- **Request to Approve the Donate Life flag to be flown in Sunapee Harbor:** For the last 13 years, the Town of Sunapee has supported Donate Life by flying a Donate Life flag in the Harbor during April, which is National Donate Life Month.

7. **TOWN MANAGER REPORT:**

- **2026 Sample Ballot Mailing:** The 2026 Sample Ballot will be mailed to residents shortly. This is a courtesy mailing intended to help facilitate a smooth and efficient voting process on Election Day. Residents are encouraged to review the sample ballot in advance and bring it with them as a reference when casting their official ballot.
- **Sign Lease and Financing Agreement – Police Cruiser:** The Town will execute the lease and financing agreement for the purchase of a new police cruiser (Chevrolet Tahoe) in the amount of \$55,712. The proposed annual financing payment is \$19,746.31 at an interest rate of 6.47%. This item reflects previously approved capital planning and ensures the continued reliability and safety of the Town's police fleet.
- **NH DES Shoreland Exemption:** We have revised the Urbanized Shoreland Exemption application and updated the maps in response to NHDES' request for clarification. The proposed exemption area has been reduced from the original request along Lower Main Street to focus on the section from the Harbor to the Route 11 bridge.
- **Town Report:** Printed copies are expected to arrive soon, and the digital version is now available on the Town website.

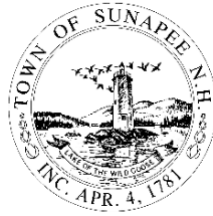
8. SELECTBOARD MEMBERS' REPORT:

9. OUTSTANDING ITEMS:

10. UPCOMING MEETINGS:

- February 24: Abbott Library Trustees Meeting – 5:00 PM
- February 25: Energy Aggregation Committee Meeting – 5:30 PM
- February 26: Water and Sewer Commission Meeting – 5:30 PM
- March 2: Selectboard Meeting – 6:30 PM
- March 4: Conservation Commission Meeting – 7:00 PM
- March 10: Town Meeting Voting – 8:00 AM – 7:00 PM
- March 12: Planning Board Meeting – 6:30 PM
- March 16: Selectboard Meeting – 6:30 PM
- March 18: Recreation Committee Meeting – 7:00 PM
- March 19: Board of Firewards – 6:30 PM

Record #	Record Type	Owner Name	Address	Approval Dates	Project Description	Permit Status
AES-26-1	Alternative Energy Systems CZC	Sharon Miller	7 SUNNY KNOLL RD, NH 03782	2/23/2026	INSTALLATION OF ROOF MOUNTED SOLAR - 14 PANELS - 6.16 KW	Granted
STR-24-86	Short-Term Rental Registration Application	SUNAPEE REALTY LLC	21 SPRINGFIELD RD, NH 03782	2/23/2026		Renewed
STR-24-81	Short-Term Rental Registration Application	Hallie Wells	232 BURKEHAVEN HILL RD, NH 03782	2/23/2026		Renewed
STR-24-22	Short-Term Rental Registration Application	VANACORE, TODD A & LAUREN E	14 HAMEL RD, Sunapee, NH 03782	2/18/2026		Renewed
STR-25-4	Short-Term Rental Registration Application	SNOW TRUST, HARRY C	15 DEWEY BEACH RD, NH 03782	2/23/2026		Renewed



**NOTICE OF PUBLIC HEARING
TOWN OF SUNAPEE, NH**

THE SUNAPEE SELECTBOARD WILL
HOLD A PUBLIC HEARING ON
MONDAY, FEBRUARY 23, 2026, AT 6:35 PM
IN THE TOWN OFFICE MEETING ROOM
23 EDGEMONT ROAD, SUNAPEE NH.

Town of Sunapee Fee Schedule Amendments

Pursuant to RSA 41:9-a, the Town of Sunapee Selectboard will hold a public hearing on **Monday, February 23, 2026, in the Town Office Meeting Room**, 23 Edgemont Road, Sunapee, NH to amend the town's fee schedule. Any persons wishing to be heard on this matter are invited to attend the hearing and make their opinions known.

An aerial photograph of a town, likely Sunapee, Vermont, featuring a marina with several boats docked in the foreground. The town includes a large parking lot with many cars, a white building with a porch, and a white tent. The background is filled with dense green trees. A large, semi-transparent green rectangle is overlaid on the left side of the image, containing white text.

Town of Sunapee

Public Hearing: Fee Schedule Amendments

February 23, 2026

Allyson Traeger, Land Use Administrator

Overview of Changes

Purpose of this update:

- Promote transparency by consolidating all Town fees into a single, publicly accessible schedule
- Ensure fees are organized, easy to locate, and regularly maintained

Key updates Include:

- Recreation fees consolidated into one location and standardized schedule
- Transfer Station fees updated
- General Government
- Police Department
- Land Use Department
- Fire Department
- Library





Latest News



Upcoming Events



Selectboard

Public Meeting Videos

RFQ & RFP

Town Manager

Town Ordinances

Town Reports

Agenda & Minutes

Online Payments

Online Applications

Appointment Scheduling



Selectboard

Policies and Documents

Town Reports

Town Ordinances

FAQ's

Upcoming Events

Selectboard Meeting
Mon, Feb 23 2026, 6:30 - 10pm

Selectboard Meeting

Town Ordinances

2025 Boat Launch Authorization Approvals



Town Fee Schedule (Updated 08/18/2025)

1.33 MB



Alarm Ordinance

160.64 KB



Boat Launch and Town Dock Ordinance

279.04 KB



Bridge Jumping Ordinance

Contact Information

Office Hours

The Selectboard meets on the **first and third Mondays of the month.**

Suzanne Gottling, Chair -
sgottling@town.sunapee.nh.us

Jeremy Hathorn, Vice Chair -
jhathorn@town.sunapee.nh.us

Frederick Gallup -
fgallup@town.sunapee.nh.us

Anthony Dolan -
adolan@town.sunapee.nh.us

Aaron Whipple -
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TOWN OF SUNAPEE FEE SCHEDULE

RECREATION FEES

Type	Residents	Non-Residents	Late Resident	Late Non-Resident
SPORTS				
Baseball/Softball - Majors	\$ 95.00	\$ 145.00	\$ 145.00	\$ 195.00
Baseball/Softball - Minors	\$ 95.00	\$ 145.00	\$ 145.00	\$ 195.00
Baseball/Softball - Rookie	\$ 75.00	\$ 110.00	\$ 125.00	\$ 160.00
Baseball/Softball - Tee Ball	\$ 35.00	\$ 50.00	\$ 85.00	\$ 100.00
Baseball/Softball - Softball 10U	\$ 85.00	\$ 125.00	\$ 135.00	\$ 175.00
Baseball/Softball - Softball 12U	\$ 85.00	\$ 125.00	\$ 135.00	\$ 175.00
Track & Field - Track	\$ 35.00	\$ 50.00	\$ 85.00	\$ 100.00
Soccer - PreK-Kinder Co-Ed	\$ 30.00	\$ 60.00	\$ 80.00	\$ 110.00
Soccer - 1st/2nd Co-Ed	\$ 30.00	\$ 60.00	\$ 80.00	\$ 110.00
Soccer - 3rd/4th Girls	\$ 50.00	\$ 100.00	\$ 100.00	\$ 150.00
Soccer - 3rd/4th Boys	\$ 50.00	\$ 100.00	\$ 100.00	\$ 150.00
Soccer - 5th/6th Girls	\$ 60.00	\$ 120.00	\$ 110.00	\$ 170.00
Soccer - 5th/6th Boys	\$ 60.00	\$ 120.00	\$ 110.00	\$ 170.00
Basketball - PreK-Kinder Co-Ed	\$ 25.00	\$ 50.00	\$ 75.00	\$ 100.00
Basketball - 1st/2nd Co-Ed	\$ 25.00	\$ 50.00	\$ 75.00	\$ 100.00
Basketball - 3rd/4th Girls	\$ 50.00	\$ 100.00	\$ 100.00	\$ 150.00
Basketball - 3rd/4th Boys	\$ 50.00	\$ 100.00	\$ 100.00	\$ 150.00
Basketball - 5th/6th Girls	\$ 50.00	\$ 100.00	\$ 100.00	\$ 150.00
Basketball - 5th/6th Boys	\$ 50.00	\$ 100.00	\$ 100.00	\$ 150.00
OTHER				
Georges Mills Kayak Rack Rental	\$ 120.00	\$ 130.00		
Swim Lessons (2 Week Class) - Level 1	\$ 65.00	\$ 85.00		
Swim Lessons (2 Week Class) - Level 2	\$ 65.00	\$ 85.00		
Swim Lessons (2 Week Class) - Level 3	\$ 65.00	\$ 85.00		
Swim Lessons (2 Week Class) - Level 4	\$ 65.00	\$ 85.00		
Swim Lessons (2 Week Class) - Level 5/6	\$ 65.00	\$ 85.00		
Swim Lessons (1 Week Class) - Level 1	\$ 40.00	\$ 60.00		
Swim Lessons (1 Week Class) - Level 2	\$ 40.00	\$ 60.00		
Swim Lessons (1 Week Class) - Level 3	\$ 40.00	\$ 60.00		
Swim Lessons (1 Week Class) - Level 4	\$ 40.00	\$ 60.00		
Swim Lessons (1 Week Class) - Level 5/6	\$ 40.00	\$ 60.00		
Beach Pass for Swim Lessons (Non-Residents)		\$ 10.00		
Summer Camp (1 Week)	\$ 275.00	\$ 350.00	\$ 325.00	\$ 400.00
Parking Pass for Employees	FREE	FREE		

* All fees are subject to a 10% yearly increase at the discretion of the Sunapee Selectboard



SUNAPEE TRANSFER STATION

RECYCLABLE ITEMS & DISPOSABLE ITEMS

RECYCLABLES

ITEMS SHOULD BE CLEAN; NO COST FOR DISPOSAL

Glass Bottles & Jars	Rinse & Remove All Caps
HDPE & PET Plastic	Rinse & Remove All Caps
Aluminum Cans	Empty & Rinse Cans
Tin Cans	Empty & Rinse Cans
Computer / Office Paper	Must be Clean & Dry
Magazines (Glossy Paper)	Must be Clean & Dry
Mixed Paper (Junk Mail)	Must be Clean & Dry
Newspapers	Must be Clean & Dry
Scrap Metal	See attendant for disposal area
Leaves	Clean w/o Brush or Gravel Debris
Non-glossy Corrugated Cardboard	Clean, Dry & Flattened
Clothing	Must be clean; See attendant for disposal area
Auto & Boat Batteries	See attendant for disposal area
Waste Oil	Must be free of any other fluids; See attendant for disposal area

BRUSH

\$5/pickup bed OR \$10/trailer

TRANSFER STATION STICKERS

You must have a valid Transfer Station sticker to dispose of household trash or any of the items above. Per the Sunapee Transfer/Recycling Ordinance, fines may be issued for unauthorized disposal. Stickers and guest passes may be requested on the Town's website and picked up at Town Hall. **See back for more information.**

TRANSFER STATION TICKETS

We will be discontinuing the paper tickets previously used to dispose of the items listed. The Transfer Station will now accept credit cards and checks for all items with a disposal fee.

CONSTRUCTION & DEMOLITION DEBRIS

COST FOR DISPOSAL IS AS LISTED

NOTE: No construction & demolition debris containing lead or asbestos will be accepted at the Transfer Station. See attendant prior to disposal of C&D material for inspection

Shingles; Sheetrock; Plaster/ Lath; Wood (Treated/ Painted, Stained); T-111

Full Car Trunk or SUV Storage Area	\$44
Full Mid-Size Truck Bed (6')	\$138
Full Full-Size Truck Bed (8')	\$170
Contractor Loads (/cu Yd.)	\$70

Clean Wood (i.e. KD 2"x4") Rough-Cut Lumber (non-treated, painted, stained), Insulation, PVC, Electrical Conduits

Full Car Trunk or SUV Storage Area	\$40
Full Mid-Size Truck Bed (6')	\$95
Full Full-Size Truck Bed (8')	\$110
Contractor Loads (/cu Yd.)	\$55

PROPANE TANKS & FIRE EXTINGUISHERS

PLEASE SEE ATTENDANT PRIOR TO DISPOSAL

Propane Tanks (1lb)	\$5.50
Propane Tanks (20lb)	\$5.50
Fire Extinguishers	\$5.50

ANIMAL REFUSE: Must be in sealed container and disposed of in the MSW compactor

MEDICAL WASTE (SHARPS ONLY): Must be in a red, clearly labeled container that is designed for sharps containment & disposal. ***Notify attendant prior to disposal**

BIOHAZARDS (human bodily fluids, fecal matter, tissue that may carry human pathogens)

NOT ACCEPTED

BULKY ITEMS

COST FOR DISPOSAL IS AS LISTED

Couch or Loveseat	\$33
Stuffed Chairs or Recliners	\$30
Television (up to 36"")	\$33
Television (over 36"")	\$44
Computer Monitors & Laptops	\$33
Computer Towers	\$33
Microwaves	\$22
Toilets & Sinks	\$22
Boats up to 16' in Length (\$10 per each additional foot)	\$100
Carpets up to 10'x10' (See attendant for larger carpets)	\$28

WHITE GOODS & OTHER ITEMS

COST FOR DISPOSAL IS AS LISTED

Fridges & Freezers	\$28
Air Conditioners & Dehumidifiers	\$28
Tires - Automobile & Light Truck	\$11
Tires - Heavy & Commercial Truck	\$22
Tires - Heavy Equipment	\$88
Printers, Scanners, Fax Machines, Fluorescent Lightbulbs	NO CHARGE

HAZARDOUS WASTE

Hazardous wastes including (but not limited to) paints, paint thinner, stains, antifreeze, gasoline, parts cleaner, lubricants, commercial cleaning products, and materials containing asbestos are **NOT ACCEPTED** at the Transfer Station. Please ask an attendant if you are unsure whether an item you are disposing is hazardous waste.

The Town of Sunapee has an annual Hazardous Waste Collection Day for the disposal of these items. That date will be posted at the TS.



TOWN OF SUNAPEE FEE SCHEDULE

GENERAL GOVERNMENT FEES

Type	Fee
General Photocopies (8.5" x 11")	\$0.25 / page
Photocopies, GIS Maps (11" x 17")	\$1.00 / page
Master Plan	\$30.00
Zoning Ordinance with Map	\$20.00
Natural Resource Inventory	\$20.00
Zoning Map (11" x 17")	\$3.00
Subdivision Regulations	\$10.00
Site Plan Review Regulations	\$10.00
Property Data List Order	\$25.00
Returned Check Fee	\$25.00
Electronic Files from Town Databases - on flashdrive	\$10.00
Boat Launch Authorization Permit	\$125.00
Use of Facilities*	\$50.00 *non-resident fee
Use of Facilities - Cleaning Fee **	\$100.00 **if necessary
Visitor Beach Parking Pass*	\$10.00
*Recreation Swim Lessons ONLY	

* All fees are subject to a 10% yearly increase at the discretion of the Sunapee Selectboard

*Amended by the Sunapee Selectboard on August 18, 2025



TOWN OF SUNAPEE FEE SCHEDULE

Police Department Fees

Type	Fee
Pistol Permits	\$10.00
Special Services Detail - Police Personnel (per hour)	\$82.46 / hour*
Special Services Detail - With Cruiser Fee (per hour)	\$97.46 / hour*
	*minimum 4 hours
Copies of Police Reports (for 3rd Party Request)	\$15.00
Digital Images from Police Reports (e.g., photos on USB of Cruiser Video) by 3rd party	\$25.00
Police Service in response to False Alarm - Residential (after 3rd false alarm)	\$25.00
Nuisance Dog Fine (per RSA 466:31)	\$25.00
Menance Dog Fine (per RSA 466:31)	\$50.00
Vicious Dog Fine (per RSA 466:31)	\$100.00
Parking Ticket Administrative Fee for Late Payments	\$15.00

*Amended by the Sunapee Selectboard on August 18, 2025

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TOWN OF SUNAPEE FEE SCHEDULE

RESIDENTIAL BUILDING PROJECTS

Application Type	Fee
New Home - up to 2000 sq. ft	\$220 + \$0.30/sq. ft
New Home - 2001 - 5000 sq. ft	\$440 + \$0.30/sq. ft
New Home - 5001+ sq. ft	\$660 + \$0.30/sq. ft
Residential Additions or Alterations up to 500 sq. ft	\$100 + \$0.30/sq. ft
Residential Additions or Alterations 501+ sq. ft	\$180 + \$0.30/sq. ft
Sheds / Decks / Porches / Permanent Pools / Generators / Fences over 5 ft	\$50 + \$0.15/sq.ft
Garages	\$220 + \$0.20/sq. ft
After-the-Fact Zoning Compliance Permit (Residential or other non-commercial projects)	*Double the relevant application fees (minimum \$400)
Interior renovation (Not including the addition of bedrooms, kitchens, or dwelling units)*	NO FEE

*See VIII § 21 of the Sunapee Zoning Ordinance

COMMERCIAL BUILDING PROJECTS

Application Type	Fee
New Structures, Accessory Structures and Additions or Alterations that involve a change of footprint	\$330 + \$0.60 S/F
Alterations that do not involve a change of footprint (sq. ft will only apply to any additional floor area created by or occupied as a result of the alteration)	\$165 + \$0.60 S/F
After-the-Fact Zoning Compliance Permit (Commercial Projects)	*Double the relevant application fees

OTHER FEES

Application Type	Fee
Alternative Energy Systems (e.g. solar collectors, roof mounted energy producing systems, etc.)	\$120
Alternative Energy Systems (e.g. Tower Mounted Systems)	\$200 + \$0.25 sq/ft
Demolition Permit	\$100
Driveway Permit	\$75
Land Disturbance Permit	\$100 (plus Letter of Credit or Bond)
Meteorological Tower	\$225
Excavation Permit	\$100
Sign Permit	\$50
Accessory Structures for Telecommunications Use	\$500 / antenna + \$20 / ft to highest antenna
Telecommunications Towers	\$500 / antenna + \$20 / ft to highest antenna
Mobile Structures (e.g. trailers, container boxes used for storage or construction offices for use more than 90 days)	\$150
Tree Cutting Permit	\$100
Short-Term Rental Registration	\$300 RENEWAL: \$150
6-year Septic Pumping Compliance Waiver	\$10

*Amended by the Sunapee Selectboard on August 18, 2015

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TOWN OF SUNAPEE FEE SCHEDULE

ZONING BOARD FEES

Application Type	Fee
Variance	\$150 + \$15/per abutter + \$80 notice
Special Exception	\$150 + \$15/per abutter + \$80 notice
Motions for Rehearing*	\$150 + \$15/per abutter + \$80 notice <u>*IF GRANTED</u>
Appeals	\$150 + \$15/per abutter + \$80 notice
Equitable Waivers	\$150 + \$15/per abutter + \$80 notice

PLANNING BOARD FEES

Application Type	Fee
Subdivision:	\$150 + \$15/per abutter + \$80 notice
Major Subdivision	+ \$500 / per lot
Minor Subdivision	+ \$250/per lot
Subdivision Annexation	\$150 + \$15/per abutter + \$80 notice
Lot Line Adjustment	\$75*
	*Depending on Adjustment May Include Abutters & Notice Fee
Voluntary Mergers	\$75
Site Plan Review:	\$150 + \$15/per abutter + \$80 notice
Commercial Building sq. ft Over 2000 sq. ft	+ \$100 / per 1000 sq. ft
5000 sq. ft additional and disturbed (outside of building footprint)	+ \$100 / per 5000 sq. ft
Additional units after 2	\$200 / per unit

* All fees are subject to a 10% yearly increase at the discretion of the Sunapee Selectboard

*Amended by the Sunapee Selectboard on August 5, 2024



TOWN OF SUNAPEE FEE SCHEDULE

Fire Department Fees

Type	Fee
Oil-Burning Equipment Permits	\$25.00
Gas Equipment Permits	\$25.00
Fireworks Permit	
Class B Permit	\$100.00
Class C Permit	\$20.00
Fire Detail - Firefighter (per hour)	\$65.00 / hour*
Fire Detail - With Apparatus	Fee contingent on type
Large Aparatus	\$25.00 / hour*
Small Aparatus	\$15.00 / hour*
	*minimum 4 hours
Copies of Reports (for 3rd Party Request)	\$15.00

* All fees are subject to a 10% yearly increase at the discretion of the Sunapee Selectboard



TOWN OF SUNAPEE FEE SCHEDULE

LIBRARY FEES

Type	Fee
Printing and Photocopying	\$0.15/page (first five are free)
Non-resident library card	\$40/year
Temporary library card	\$50 refundable deposit (period of no more than 3 months, no more than 10 items loaned at a time, certain library items not permitted to be loaned on a temporary card)
Coffee/hot drinks	\$1.00/cup
Lost/damaged items	Varies depending on age of item, condition, circulation history, purchase price, and whether a replacement item is required



Next Steps

- Fees to be subject to a 10% yearly increase at the discretion of the Sunapee Selectboard

Questions?

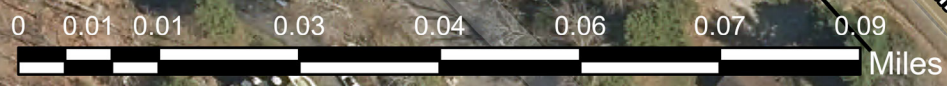


Town of Sunapee Shoreland Exemption Map



Legend

- Property Lines
- Lots
- Requested for Exemption



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community