

**SUNAPEE SELECTBOARD  
MEETING MINUTES  
TOWN OFFICE MEETING ROOM  
MARCH 2, 2026, 6:30 p.m.**

**Present:** Chair Suzanne Gottling; Vice Chair Jeremy Hathorn; Selectboard Members Anthony Dolan, Frederick Gallup, and Aaron Whipple (joined at 6:34 p.m.)

**Also present:** Shannon Martinez, Town Manager

**1. CALL SELECTBOARD MEETING TO ORDER**

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

**2. REVIEW OF MINUTES**

**MOTION to approve the minutes of the February 23, 2026, Selectboard meeting as presented made by Selectboard Member Gallup, seconded by Chair Gottling. Motion carried 2-0-2.**

**3. REVIEW OF ITEMS FOR SIGNATURE**

**USE OF FACILITIES**

- Use of Safety Services Building – April 8, 2026 – 7:00 AM – 1:00 PM – New Hampshire Strategic Highway Safety Plan Region 2 Summit, VHB/NHDOT

**CHECK MANIFESTS & INVOICE BATCHES**

- General Fund – \$1,210,226.77
- Hydro Fund – \$1,478.00
- Water Department – \$10,762.22
- Special Recreation Fund – \$11,365.00
- Grants Fund – \$2,459.29

Town Manager Martinez has reviewed and certified that the listed manifests, totaling \$1,236,291.28, 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 Vice Chair Hathorn, seconded by Selectboard Member Dolan. Motion carried 4-0-0.**

**APPROVED LAND USE PERMITS**

Since the last Selectboard meeting, four (4) permits were approved, including 2 General CZCs and 2 Short-Term Registrations.

Selectboard Member Whipple joined the meeting.

#### 4. APPOINTMENTS

##### **6:35 PM – Recreation Department**

Recreation Director Steve Bourque thanked Chair Gottling for her years of service. He offered a recap on fourth-quarter programs, noting a collaboration with the elementary school. He reported on fundraising activities and how funds from the donation account were spent. He also shared information on revenues and expenses.

He requested \$58,800.04 for fourth-quarter expenditures.

**MOTION to allow \$58,800.04 from Fund 07 to be used for fourth-quarter expenditures made by Selectboard Member Dolan, seconded by Vice Chair Hathorn. Motion carried 5-0-0.**

Mr. Bourque reported anticipated expenses and revenue for the first quarter of 2026. He noted revenues for spring/summer programs are anticipated to be ahead of last year.

#### 5. PUBLIC COMMENT

Chair Gottling opened public comment.

**Lisa Hoekstra** thanked Chair Gottling for her years of service. She spoke to the need for the CIP and noted she would not vote for capital reserve funds until that work is done. She asked that public comment be allowed during the discussion on housing and parking in the harbor.

**Chris Whitehouse, Catherine Bushueff, and David Andrews** thanked Chair Gottling for her years of service.

Town Manager Martinez read a letter from **Stu Greer** thanking Chair Gottling for her years of service.

#### 6. SELECTBOARD ACTION

##### **Discuss SB538 Support Letter**

Chair Gottling explained the letter supports SB538, which will extend the eligibility period for net metering of solar, and the importance of receiving energy credits. She expressed her support of this Bill and the other Board members concurred.

**MOTION that the Selectboard sign the SB538 Support Letter made by Selectboard Member Gallup, seconded by Selectboard Member Whipple. Motion carried 5-0-0.**

**MOTION that Chair Gottling serve as the agent for the Selectboard to sign the SB538 Support Letter made by Selectboard Member Gallup, seconded by Selectboard Member Dolan. Motion carried 5-0-0.**

##### **Acceptance and Expenditure of Unanticipated Revenue**

**MOTION to accept and expend \$20 in unanticipated revenue for the Town of Sunapee Food Bank in the form of gift cards made by Selectboard Member Dolan, seconded by Selectboard Member Whipple.**

**Discussion:** Selectboard Member Gallup stressed the importance of donating to the Food Pantry. Selectboard Member Whipple concurred.

**Motion carried 5-0-0.**

**Sign Lessee Resolution (Exhibit E) for 2026 Chevrolet Tahoe Police Vehicle**

Town Manager Martinez explained this leasing process has been in effect for ten years and the cost is built into the Police Department budget. The Town signed a master agreement with the leasing agency in 2023.

**MOTION that the Governing Body of Lessee has determined that the Agreement, substantially in the form presented to this meeting, is in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement by the Lessee and hereby designates and authorizes the following person, Shannon Martinez, to execute and deliver the Agreement on Lessee's behalf with such changes thereto as such person deems appropriate, and any related documents, including any Payment Request Form requesting funds from the Vendor Payable Account, necessary to the consummation of the transaction contemplated by the Agreement made by Selectboard Member Whipple, seconded by Vice Chair Hathorn. Motion carried 5-0-0.**

**7. TOWN MANAGER REPORT**

Town Manager Martinez noted the following:

- She has received requests to display flags in anticipation of the 250th celebration. The Board agreed to do so and to set up a donation fund. The Board discussed the flags that could be displayed.
- She asked the Board to review information regarding rehabilitating the Sunapee Harbor dock and urged it be one of the first topics addressed by the new Board.
- She updated the Board on the status of the Georges Mills boat launch project.
- She reviewed the Selectboard meeting calendar, including orientation for the new Board members , highlighting issues that need to be addressed.
- The roads will be posted on March 10th. Permits can be obtained through OpenGov.
- She asked the Board to review the RFP for communications and branding

**8. SELECTBOARD MEMBERS' REPORTS**

Selectboard Member Whipple suggested setting up a committee of various stakeholders to discuss development and the need for affordable/senior housing, and what is viable.

Selectboard Member Whipple opened the conversation regarding whether there is a parking or a walking issue in the harbor. The Board discussed possible solutions, acknowledging that this is also an issue in other lakefront towns and that it will not be resolved overnight.

Town Manager Martinez asked the Board to keep in mind the manageable scope of work that can be accomplished by Town staff when discussing projects, in light of the staffing shortage caused in part by a compensation problem and the inability to fill positions.

#### **9. 7:30 PM – HONOR & RECOGNIZE CHAIR GOTTLING FOR 15+ YEARS OF SERVICE**

Selectboard Member Gallup presented Chair Gottling with a Certificate of Appreciation for her 15+ years of service to the Town.

Chair Gottling offered remarks about her service on the Selectboard and as a representative in the House. She urged individuals to serve and stressed the importance of voting.

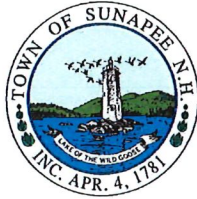
#### **10. UPCOMING MEETINGS**

- March 3: Energy Aggregation Committee Informational Session – 4:30 PM
- March 4: Conservation Commission Meeting – 7:00 PM
- March 5: Highway Safety Committee Meeting – 9:00 AM
- March 7: Energy Aggregation Committee Informational Session – 1:00 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 Meeting – 6:30 PM
- March 24: Abbott Library Trustees Meeting – 5:00 PM

#### **11. ADJOURN MEETING**

The meeting concluded at 7:36 p.m.

Respectfully submitted,  
Beth Hanggeli, Recording Secretary



## Application for Use of Town of Sunapee Selectboard Signature Page

**Permit No.:** UOF-26-8

**Permitted Use of:** Safety Services Building

**Name:** Catherine Saine, VHB/NHDOT

**Event Details:** Coordinated with Tim Josephson who noted that Chief Cobb in Sunapee agreed to host this stakeholder summit to update the Strategic Highway Safety Plan.

**Number of People:** 15

**Number of Vehicles:** 10

**Date of Event:** April 8, 2026

**Starting:** 7:00am and **Ending:** 1:00pm

**Conditions (if applicable):** PD will open/close the room

**Expiration Date:** April 8, 2026

**Approved by the Selectboard on:** March 2, 2026

**Signature of the Chair of the Selectboard:**

*Suzanne Gottling*

March 2<sup>nd</sup>, 2026

# Town of Sunapee Recreation

4th Quarter Recreation 2025

Steve Bourque, Recreation Director



# 4th Quarter Special Rec – Recap

- Soccer season completed in October

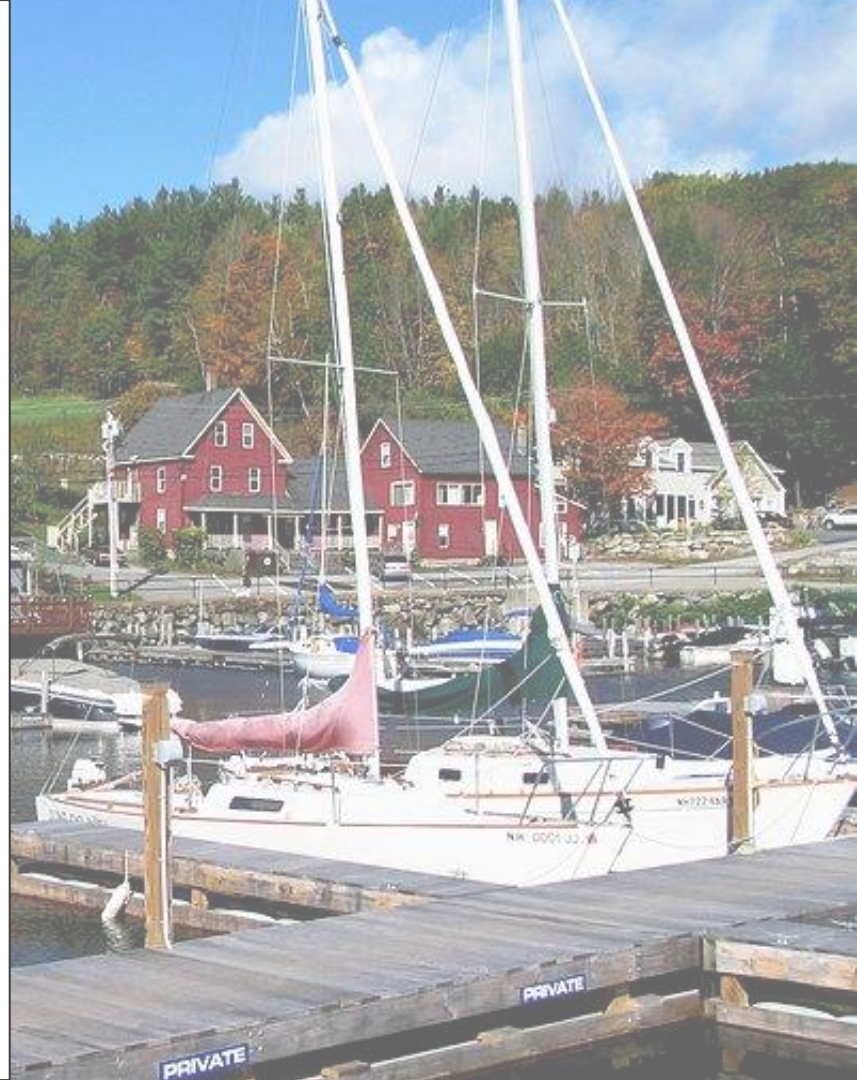
## Basketball season

- Fielded 5 total teams for 3rd – 6th graders.
- Kinder and 1st & 2nd grade program had 42 participants.

## Turkey Trot

- 19th year; over 800 runners competed.
- Event raised over \$22k.
- Fund 11 Transfers completed for the Veterans Field improvements (\$48,120)
- Revenue raised in 4th Q : \$42,658

**Request approval from the Selectboard for 4th Quarter expenditures in the amount of \$58,800.04. This amount is comprised of expenses for Turkey Trot, Basketball, Soccer, Senior Luncheon trip, Boot Camp & a portion of new ToolCat.**



# 1st Q - 2026 Special Rec

## Anticipated expenses

- Basketball expenses: payroll ~\$1,365
- Boot Camp wages : est ~\$350
- Fireworks Deposit \$10k

## Anticipated Revenue

- Summer Camp
- Baseball/Softball
- Track
- Swim Lessons
  - Est total through 2/20 \$15,570



Questions?



Special Recreation Budgeting

2025

Revenue	\$	219,329.04	\$	184,100.89
Cost	\$	-	\$	27,354.56

1 Dewey Field Banner Revenue	Revenue	\$	4,750.00		
1 Dewey Field Improvements	Cost	\$	3,641.02	Supplies	
1		\$	1,050.00	Advertising	
1		\$	2,544.95	Uniforms & Safety	
1				Wages	\$ (2,485.97)

2 Merchandise for Sale	Revenue	\$	316.00		
2	Cost			Supplies	\$ 316.00

3 Dewey Beach store	Revenue	\$	941.22		
3	Cost			Uniforms	
3				Supplies	
3		\$	78.47	Resale COGS	\$ 862.75
3					

4 Basketball '25	Revenue	\$	8,545.00		
4	Cost	\$	78.08	Supplies	
4		\$	3,800.00	Uniforms	
4		\$	2,005.00	Wages	
4					\$ 2,661.92

5 Soccer	Revenue	\$	6,715.00		
5	Cost	\$	904.04	Supplies	
5		\$	2,556.25	Uniforms & Safety	
5		\$	2,320.00	Wages	\$ 934.71

6 Special Events	Revenue	\$	3,770.00		See Vets Supplies for Skat
6 Livery event costs	Cost	\$	1,817.70	Supplies	
6		\$	400.00	Rentals	
6					\$ 1,952.30

7 Boat Launch permit Fee	Revenue	\$	2,500.00		
7	Cost			Supplies	\$ 2,500.00
7					

8 Swim Lessons	Revenue	\$	7,585.00		
8	Cost	\$	624.13	Supplies	\$ 6,960.87
8				Wages	

9 Baseball/Softball	Revenue	\$	10,625.00		
9	Cost	\$	3,060.97	Supplies	
9		\$	6,479.25	Uniforms & Safety	
9		\$	2,035.00	Wages	
9					\$ (950.22)

10 Waterfront	Revenue	\$	-		
10 (for the docks)	Cost			Supplies	
10 KayakRental space	Revenue	\$	875.00	Uniforms & Safety	
10				Wages	\$ -

11 Fireworks Donations	Revenue	\$	27,958.36		
11	Cost	\$	20,260.00	Supplies	
11		\$	10,920.00	Prof. Services	
11					\$ (3,221.64)

12 Turkey Trot 2025	Revenue	\$	30,413.46		
12	Cost	\$	2,119.01	Supplies	
12		\$	819.20	Advertising	
12		\$	892.50	Rentals	
12		\$	5,424.00	T-Shirts	
12				wages	
12					\$ 21,158.75

13 Special Trips	Revenue	\$	1,675.00		
13 Senior Cruise	Cost	\$	1,463.38	Trips	
13					
13					\$ 211.62

15 Track	Revenue	\$	245.00		
15	Cost			Supplies	
15				Uniforms & Safety E	\$ 245.00

16 Summer Camp 2025	Revenue	\$	61,575.00	\$ 1,853.95	supplies
16	Cost	\$	8,529.40	\$ 8,529.40	trips
16		\$	2,009.80	\$ 2,009.80	Uniforms & Safety Equipment
16		\$	32,598.73	\$ 32,598.73	Wages
16					\$ 16,583.12

17 Boot Camp	Revenue	\$	3,355.00		
17	Cost	\$	275.55	Supplies	

17			\$ 1,237.22	Wages		
17					\$	1,842.23
18	Veterans Field Improvements	Revenue	\$ 48,120.00			
18		Cost	\$ 22,058.29	Supplies		
18	Skate Park design					
18			\$ 35,550.00	Professional Fees		
18				Wages	\$	(9,488.29)
19	GM Bathroom Cleaning	Revenue				
19		Cost	\$ 4,250.00	Cleaning		
19						
19					\$	(4,250.00)
20	Scholarship Reserve Fund	Revenue	\$ (635.00)			
20		Cost	\$ 445.00	Cleaning		
20						
20					\$	(1,080.00)

## TRIAL BALANCE DETAIL BY ACCOUNT TYPE

Fund: SPECIAL RECREATION FUND Periods: 2025-10 (Oct 25) thru 2025-12 (Dec 25) [100% of Year] Include: Balance Sheet - Revenues - Expenditures -

Account #	Account Title	Beginning Bal	Debit	Credit	Ending Bal
<b><u>07 - SPECIAL RECREATION FUND</u></b>					
<b><u>1-CURRENT ASSETS</u></b>					
07-1010-99-841	Petty Cash	(200.00)	200.00	0.00	0.00
07-1310-00-011	Due from Special Donation Fund	43,100.00	0.00	0.00	43,100.00
07-1310-99-452	DUE FROM FUND #1 (GENERAL FUND)	168,564.19	108,411.00	2,393.00	274,582.19
07-1310-99-453	DUE FROM FUND #3	2,393.00	0.00	2,393.00	0.00
1-CURRENT ASSETS		<b>213,857.19</b>	<b>108,611.00</b>	<b>4,786.00</b>	<b>317,682.19</b>
<b><u>2-CURRENT LIABILITIES</u></b>					
07-2080-10-001	DUE TO FUND #1 (GENERAL FUND)	(147,498.04)	0.00	58,800.04	(206,298.08)
07-2240-00-003	Scholarship donations	70.50	3,180.00	0.00	3,250.50
2-CURRENT LIABILITIES		<b>(147,427.54)</b>	<b>3,180.00</b>	<b>58,800.04</b>	<b>(203,047.58)</b>
<b><u>2-FUND EQUITY</u></b>					
07-2490-99-000	Scholarship Fund Balance	(3,275.00)	0.00	0.00	(3,275.00)
07-2530-99-000	SPEC REC UNDESIGNATED FUND BALANCE	(76,131.46)	0.00	0.00	(76,131.46)
2-FUND EQUITY		<b>(79,406.46)</b>	<b>0.00</b>	<b>0.00</b>	<b>(79,406.46)</b>
<b><u>3-REVENUES</u></b>					
07-3401-01-004	SPEC REC - DEWEY FIELD BANNER REVENUE	(4,750.00)	0.00	0.00	(4,750.00)
07-3401-07-149	SPEC REC - MERCHANDISE ITEMS FOR SALE	(316.00)	0.00	0.00	(316.00)
07-3401-07-150	SPEC REC - Dewey Beach Store	(941.22)	0.00	0.00	(941.22)
07-3401-07-151	SPEC REC - Basketball	(4,625.00)	0.00	3,920.00	(8,545.00)
07-3401-07-154	SPEC REC - Soccer	(6,575.00)	0.00	140.00	(6,715.00)
07-3401-07-800	SPEC REC - VETERANS FIELD REVENUE	0.00	0.00	48,120.00	(48,120.00)
07-3401-07-901	SPEC REC - Special Events	(92.00)	0.00	3,678.00	(3,770.00)
07-3401-15-001	SPEC REC - Boat Launch Permit Fee	(2,125.00)	0.00	375.00	(2,500.00)
07-3401-99-699	SPEC REC - KAYAK RENTAL	(875.00)	0.00	0.00	(875.00)
07-3401-99-700	SPEC REC - Baseball, Softball, Babe Ruth	(10,475.00)	0.00	150.00	(10,625.00)
07-3401-99-701	SPEC REC WATERFRONT	(1,680.00)	1,680.00	0.00	0.00
07-3401-99-702	SPEC REC FIREWORKS REVENUE	(30,351.36)	2,393.00	0.00	(27,958.36)
07-3401-99-703	SPEC REC - Turkey Trot	(1,028.46)	0.00	29,385.00	(30,413.46)
07-3401-99-705	SPEC REC SPECIAL TRIPS	(1,475.00)	0.00	200.00	(1,675.00)
07-3401-99-707	SPEC REC - Swim lessons	(5,905.00)	0.00	1,680.00	(7,585.00)
07-3401-99-708	SPEC REC - Track & Field	(245.00)	0.00	0.00	(245.00)
07-3401-99-717	SPEC REC - SUMMER CAMP	(59,100.00)	0.00	2,475.00	(61,575.00)
07-3401-99-902	SPEC REC - Boot Camp	(2,700.00)	0.00	655.00	(3,355.00)
07-3508-00-002	SPEC REC - SCHOLARSHIP RESERVE FUND	635.00	0.00	0.00	635.00
3-REVENUES		<b>(132,624.04)</b>	<b>4,073.00</b>	<b>90,778.00</b>	<b>(219,329.04)</b>
<b><u>4-EXPENDITURES</u></b>					
07-4520-01-001	SPEC REC - 4th of July - Supplies	20,260.00	0.00	0.00	20,260.00

## TRIAL BALANCE DETAIL BY ACCOUNT TYPE

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Account #	Account Title	Beginning Bal	Debit	Credit	Ending Bal
07-4520-01-390	SPEC REC. 4TH OF JULY - PROFESSIONAL SERVICES	10,920.00	0.00	0.00	10,920.00
07-4520-02-001	SPEC REC - Summer Camp - Supplies	1,812.02	41.93	0.00	1,853.95
07-4520-02-002	SPEC REC - Summer Camp - Trips	8,529.40	0.00	0.00	8,529.40
07-4520-02-005	SPEC REC - Summer Camp - Uniforms & Safety Equipment	1,496.30	0.00	0.00	1,496.30
07-4520-02-120	SPEC REC - Summer Camp - Wages	8,498.72	0.00	0.00	8,498.72
07-4520-02-220	SPEC REC - Summer Camp - FICA	168.15	0.00	0.00	168.15
07-4520-02-225	SPEC REC - Summer Camp - MEDI	482.03	0.00	0.00	482.03
07-4520-03-005	SPEC REC - SummerFest - Uniforms & Safety Equipment	0.00	513.50	0.00	513.50
07-4520-04-001	SPEC REC - Turkey Trot - Supplies	0.00	2,119.01	0.00	2,119.01
07-4520-04-003	SPEC REC - Turkey Trot - Advertising	0.00	819.20	0.00	819.20
07-4520-04-004	SPEC REC - Turkey Trot - Rentals	0.00	892.50	0.00	892.50
07-4520-04-006	SPEC REC - Turkey Trot - T-Shirts	0.00	5,424.00	0.00	5,424.00
07-4520-05-001	SPEC REC - Special Events - Supplies	2,089.95	27.75	300.00	1,817.70
07-4520-05-004	SPEC REC - Special Events - Rentals	0.00	400.00	0.00	400.00
07-4520-06-001	SPEC REC - Baseball, Softball, Babe Ruth - Supplies	3,060.97	0.00	0.00	3,060.97
07-4520-06-005	SPEC REC - Baseball, Softball, Babe Ruth - Uniforms & Safety	6,479.25	0.00	0.00	6,479.25
07-4520-06-120	SPEC REC - Baseball, Softball, Babe Ruth - Wages	2,035.00	0.00	0.00	2,035.00
07-4520-08-001	SPEC REC - Swim Lessons - Supplies	624.13	0.00	0.00	624.13
07-4520-09-001	SPEC REC - Soccer - Supplies	754.04	150.00	0.00	904.04
07-4520-09-005	SPEC REC - Soccer - Uniforms & Safety Equipment	2,556.25	0.00	0.00	2,556.25
07-4520-09-120	SPEC REC - Soccer - Wages	720.00	1,600.00	0.00	2,320.00
07-4520-10-001	SPEC REC - Basketball - Supplies	0.00	78.08	0.00	78.08
07-4520-10-005	SPEC REC - Basketball - Uniforms & Safety Equipment	0.00	3,800.00	0.00	3,800.00
07-4520-10-120	SPEC REC - Basketball - Wages	1,375.00	630.00	0.00	2,005.00
07-4520-11-001	SPEC REC - Boot Camp - Supplies	0.00	275.55	0.00	275.55
07-4520-11-120	SPEC REC - Boot Camp - Wages	1,149.33	0.00	0.00	1,149.33
07-4520-11-220	SPEC REC - Boot Camp - FICA	15.32	0.00	0.00	15.32
07-4520-11-225	SPEC REC - Boot Camp - MEDI	72.57	0.00	0.00	72.57
07-4520-12-007	SPEC REC - Dewey Beach - Resale Purchases - Food & Beverage	78.47	0.00	0.00	78.47
07-4520-13-101	SPEC REC. - VETERANS FIELD IMPORVEMENTS - SUPPLIES	1,493.15	40,565.14	20,000.00	22,058.29
07-4520-13-390	SPEC REC - VETERANS FIELD IMPORVEMENTS - PROFESSIONAL SER	35,550.00	0.00	0.00	35,550.00
07-4520-14-101	SPEC REC - Dewey Field Improvements - Supplies	3,641.02	0.00	0.00	3,641.02
07-4520-14-103	SPEC REC - Dewey Field Improvements - Advertising	1,050.00	0.00	0.00	1,050.00
07-4520-14-105	SPEC REC - Dewey Field Improvements - Uniforms & Safety Equi	2,544.95	0.00	0.00	2,544.95
07-4520-15-002	SPEC REC. - SPECIAL TRIPS - TRIPS	0.00	1,463.38	0.00	1,463.38
07-4520-15-395	SPEC REC. - BATHROOM CLEANING AT GM AND HARBOR	4,250.00	0.00	0.00	4,250.00
07-4520-99-000	Recreation Scholarship Expenditures	445.00	0.00	0.00	445.00
07-4520-99-120	SPEC REC PART TIME	21,708.82	0.00	0.00	21,708.82
07-4520-99-140	SPEC REC - OVERTIME	74.57	0.00	0.00	74.57
07-4520-99-220	SPEC REC MEDI	315.86	0.00	0.00	315.86

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Account #	Account Title	Beginning Bal	Debit	Credit	Ending Bal
07-4520-99-221	SPEC REC FICA	1,350.58	0.00	0.00	1,350.58
4-EXPENDITURES		<b>145,600.85</b>	<b>58,800.04</b>	<b>20,300.00</b>	<b>184,100.89</b>
07 - SPECIAL RECREATION FUND		<b>0.00</b>	<b>174,664.04</b>	<b>174,664.04</b>	<b>0.00</b>
		<b>0.00</b>	<b>174,664.04</b>	<b>174,664.04</b>	<b>0.00</b>

SUNAPEE SELECTBOARD

SIGN-IN SHEET

Date: 3/2/2026

NAME

SUNAPEE ADDRESS

PETER WHITE.

6A STAGECOACH

SALLY GOTTING

70 Pine Ridge Rd

Cherokee Bushnell

12 Ridgewood Rd

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