

**SUNAPEE SELECTBOARD
WORKSHOP MINUTES
TOWN OFFICE MEETING ROOM
JULY 9, 2026, 9:00 a.m.**

Present: Chair Anthony Dolan; Vice Chair Jeremy Hathorn; Selectboard Members Aaron Whipple and David Andrews

Absent: Selectboard Member Frederick Gallup

Also present: Shannon Martinez, Town Manager

1. CALL SELECTBOARD MEETING TO ORDER

Chair Dolan called the Selectboard meeting to order at 9:11 a.m.

2. SELECTBOARD DISCUSSION

A. Mission & Priorities Workshop

Courtney Dickinson introduced herself as a volunteer, with extensive experience in workshop facilitation. She reviewed the overall goal of the workshop, which was to establish a foundation for the Board's work and create a strategic plan. She also reviewed outcomes of the first part of the workshop, and the agenda for the second half of the workshop.

The Board reviewed the mission statement created in the first half of the workshop, which was, "To conduct the business of Sunapee in collaboration with the community, promoting high levels of Town service." They identified important values and noted the need to model them for the community.

The Board broke into small groups and discussed priority areas of economic development, housing, public service, organization, environmental concerns, and community engagement. They discussed their vision for the future in each of these areas and what is needed to achieve it, including staffing, funding, and infrastructure requirements. They agreed on the importance of meeting with other Town Boards and department heads to obtain their input before finalizing the draft of the strategic plan. They reviewed how this process will help create the proposed budget. They also discussed the best ways to communicate this plan with residents.

The Board discussed the timeline, agreeing that a draft of the mission, values, and strategic priorities would be available for their review by July 25th, with a discussion to follow at the August 3rd meeting. The Board will aspire to get into feedback to the Town Manager before the August 3rd meeting. The department heads, boards and committees, and community would be invited to provide input at the August 17th meeting. The Board stressed that the Advisory Budget Committee would be included in the design of the implementation process. The Board will endeavor to have a final draft by September 21st.

3. TOWN CLERK/TAX COLLECTOR APPOINTMENT

The Select Board voted to appoint Alyssa Parssinen as the Town of Sunapee's Town Clerk/Tax Collector following the resignation of Joshua Boone, effective July 10, 2026. In accordance with New Hampshire law, the appointment will remain in effect until the March 2027 Town Meeting, at which time the position will be filled by election. Should Ms. Parssinen choose to do so, she may seek election to continue serving in the role. Please join us in congratulating Alyssa on her appointment and welcoming her to her new position.

MOTION to approve Alyssa Parssinen as the Town of Sunapee's Town Clerk/Tax Collector made by Chair Dolan, seconded by Selectboard Member Andrews. Motion carried 4-0-0.

4. ADJOURN MEETING

The meeting was adjourned.

Respectfully submitted,

Beth Hanggeli
Recording Secretary

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9:00-9:30	Opening, Mission Ratification & Values
9:30-10:55	Translate Priority Areas Into Goals and Interdependencies Introducing the crosswalk & the model area Success Horizon 10 Year Vision, 5 Year Outcomes, 1 &3 Year Markers
11:55- 12:25 PM	Harvest
12:25	Communication, Adoption Calendar & Close

Sunapee Selectboard — Proposed Core Values

A value earns its place only if it can cost us something — if it can say no to an otherwise attractive option.

1. Integrity

We do the town's business honestly and transparently, even when the news is unwelcome.

Value demonstrates: publish the unflattering number.

2. Collaboration & civility

We work with the community and each other respectfully, and we seek buy-in before we build.

Value demonstrates: gavel down an ally, not just an opponent — and bring the neighbors in early.

3. Stewardship

We care for what Sunapee already has, prioritize deliberately, and finish what we start.

Value demonstrates: the building maintenance plan gets funded before the new initiative does.

4. Forward thinking

We invest today for tomorrow's Sunapee, accepting near-term costs for long-term benefit.

Value demonstrates: fund the planner and the water infrastructure now, so housing is possible later.

proposed Core Values

We approach our mission with: ↓ ↓ ↓ ↓

✓ integrity

We do the Town's business honestly & transparently, even when the news is unwelcome.

* ✓ Collaboration & Civility

We work with the community & each other respectfully, & we seek buy-in before we build.

* ✓ Stewardship

We care for what Sunapee already has, prioritize deliberately, & finish what we start.

* ✓ Forward Thinking

We invest today for tomorrow's Sunapee, accepting near-term costs for long-term benefit.

* Other

What's missing?

ENVIRONMENTAL
LAKE RESOURCES
RURAL CHARACTER

Town of Sunapee — Priorities Crosswalk Workbook
Session 1 output (June 30) — consolidate & confirm

1. Infrastructure Improvements

Community data: #1 common theme in the Strategic Priorities Survey (98 responses). Charette flagged walkability, traffic management, offsite parking. Recreation Survey seeks improved amenities and facilities.

Facilities & assets:

- Building maintenance plan updated, complete, and feeding budget planning
- Fire suppression for the highway garage
- Agreed-upon level-of-care standards with a budget to match
- Town property deferred maintenance (AD)
- Bridge repair: funding exists, but no bandwidth to manage the project
- Beautiful updated harbor with more parking (drives growth)
- Plan for expansion to serve housing and commercial growth

Water & sewer:

- Failing water infrastructure — repair and replacement
- Expansion of wastewater capacity (AD)
- Water and sewer improvements and replacements
- Wastewater management (AD)

Roads & stormwater:

- Roads stormwater management and erosion control
- Repaving program; continued road and bridge repairs
- Pave all dirt roads (AD)
- Lake Ave stormwater plan, paving, and water/sewer

Working grid — complete in session

10-year success definition (record verbatim — vision material)	5-year mission-driven outcomes	1-year goals (2027 budget)	Interdependencies (what must be true first)	Evidence of progress (“what would we point to in two years?”)
<i>What is possible in 10 years?</i>	<i>On-track looks like...</i>	<i>3–5 guardrail goals</i>	<i>Staffing, funding, infrastructure, other areas</i>	<i>Seeds Part 3 success measures</i>

- Increase permit costs to cover staffing and operations costs
- Tax relief — save money
- Tri-town collaboration to optimize service cost
- Forward Sunapee: meets with Town Manager to make proposals; donors tapped for shovel-ready projects; embrace Forward Sunapee — give direction on planning and private funding

Working grid — complete in session

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4. Housing Needs

Community data: affordable housing a common theme in the Strategic Priorities Survey; “address housing concerns” a Master Plan growth opportunity; Charette flagged affordable & workforce housing.

Add options:

- Grow supply of rental units; need more housing (DSA)
- Improved housing becomes viable with improved water and sewer
- Get state money to upgrade infrastructure; developer pays for infrastructure needed
- High-density zone makes this viable; include ~\$300k options
- Learn from the Prospect Hill Road template
- Decrease regulation for housing

Build the roadmap:

- Current and high-density zoning work
- New infrastructure needed (PO)
- Add a Planner who stages a 5–10 year plan to fund housing and infrastructure
- Build the roadmap

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5. Public Services Enhancements

Community data: public services (fire, EMS, police) named as a strength to preserve and staffing support (fire) a growth opportunity in the Strategic Priorities Survey; safety a top Charette interest.

- EMS full time — move away from the volunteer approach
- Model EMS plan — be ready; define budget with a contingency plan if New London changes approach
- Town planning for EMS services (AD)
- Public service enhancements — safety (JH)
- Move forward with fire and police advances — dispatch, ambulance services (FG)

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6. Community Engagement

Community data: budget-process knowledge averaged 5.83/10 among survey respondents; 61% attended a public meeting. Growth opportunity: greater cohesion between seasonal and year-round residents.

- More engagement from all community members, in a civil manner (AD)
- Always look for buy-in to projects (DSA)
- Community engagement communication (JH)
- Strategic plan is future-oriented — use it to communicate needs
- New business case and plan to WMM needs (clarify in session)

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7. Organization / Staffing

Context: Town Manager Martinez cautioned June 30 that staff is already at capacity — making this area an interdependency for every other priority. Nothing else in the plan executes without it.

Organizational design:

- Better collaboration across town departments, e.g., water & sewer and highway (AD)
- Reimagine the land use office with a consultant or FTE
- Make a business case for more cross-department organization (start with land use)
- Raise the bar on qualifications (AD)
- Evaluate organizational design and structure

Staffing fit to purpose:

- Person to write and manage grants for infrastructure improvement
- Full-time planner; evaluate needs for housing growth
- HR manager for the town?
- Priority to staff open positions (DSA, JH); bring Town Office staff back to full strength (FG)
- Foster growth for the future (JH)

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