

SUNAPEE SELECTBOARD

MEETING AGENDA

Monday, July 7, 2025

6:30 PM - TOWN OFFICE MEETING ROOM

Join us on Zoom: <https://us06web.zoom.us/j/86066395397>

1. CALL SELECTBOARD MEETING TO ORDER

2. REVIEW & APPROVE JUNE 16th MINUTES

3. REVIEW OF ITEMS FOR SIGNATURE:

REPORT OF CUT

- Parcel ID: 0211-0014-0000 – Route 11 – Evergreen Ridge LLC
- Parcel ID: 0233-0062-0000 – 150 Bradford Road – Katrina & Michael Spear

USE OF FACILITIES

- Use of Safety Services Building – Sunapee Harbor West Club – August 9, 8:00-11:00 a.m.
- Use of Dewey Field – Daniel Whitmoyer – Summer Baseball Doubleheader – June 29, 11:00 a.m.-7:00 p.m. (after the fact)

CHECK MANIFESTS & INVOICE BATCHES

- General Fund – \$2,777,577.42
- General Fund – \$47,578.08
- Conservation Commission – \$500.00

Town Manager Martinez has reviewed and certified that the listed manifests, totaling \$2,777,577.42, \$47,578.08, and \$500.00, 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:

- **6:45 PM** – Public Hearing: Acceptance and Expenditure of Unanticipated Revenue – \$215,854.60 – Federal Emergency Management Agency (FEMA)
- **7:00 PM** – Acceptance of new meeting room chairs, Sunapee Advocacy Group for Engagement (SAGE), Lisa Hoekstra
- **7:15 PM** – Steve Bourque, Recreation Department
- **7:30 PM** – Burkehaven Parking Discussion, Leslie Ludtke

5. PUBLIC COMMENT:

6. SELECTBOARD ACTION:

- Sign Certificate of Appointment – Lela Emery, Crowther Chapel Committee, 3-Year Term

- Petition and Pole License – NH Electric Co-op and Consolidated Communications of Northern New England Company, LLC.
- Sign Comcast Cable Television Renewal Franchise
- Sign letter to Commissioner Stewart in response to her support for collaboratively finding a sustainable, proactive solution to the issue of wastewater at Mt. Sunapee.

7. TOWN MANAGER REPORT:

- **Northern Border Regional Commission – Timber for Transit Grant Update:** The Town of Sunapee has been awarded \$740,000 through the Northern Border Regional Commission’s Timber for Transit Program, which is being used to help support the replacement of the Sargent Road bridge
- **NHDOT Road Safety Audit Update:** The Road Safety Audit Application for the intersection at NH Route 11, Springfield Road, and Cooper Street was accepted by the NHDOT and will be funded. Depending on the fiscal year from which the funds come will determine when the actual audit will be done.
- **Health Insurance RFP Update:** The Town received 8 proposal submissions and are currently being reviewed by the technical evaluation team. The Selectboard is welcome to sit in on the vendor presentations.
- **Mount Sunapee Lagoons Update:** The NH Department of Natural and Cultural Resources (DNCR) has conditionally approved Mount Sunapee Resort’s 2025–2026 Operating Plan, confirming its compliance with the 1998 Lease and relevant management plans. Approval comes with conditions related to permits, environmental protections, traffic, and equipment updates. A key concern is the outdated but compliant wastewater system; the DNCR is initiating a study and planning for its long-term upgrade. The full letter from Commissioner Sarah Stewart to Mount Sunapee Resort is included in the agenda packet.
- **Electronics Recycling Day at the Transfer Station – July 19th**

8. SELECTBOARD MEMBERS’ REPORT:

9. OUTSTANDING ITEMS:

10. UPCOMING MEETINGS:

- July 9: Energy Aggregation Committee – 5:30 p.m.
- July 10: Planning Board Meeting – 6:30 p.m.
- July 10: Water & Sewer Commission Meeting – 5:30 p.m.
- July 16: Recreation Committee Meeting – 7:00 p.m.
- July 17: Planning Board Meeting – 6:30 p.m.
- July 21: Selectboard Meeting – 6:30 p.m.
- July 23: Crowther Chapel Committee Meeting – 4:00 p.m.
- July 24: Board of Firewards Meeting – 6:30 p.m.

- July 29: Abbott Library Trustees Meeting – 6:30 p.m.



LAND USE PERMITS APPROVED SINCE LAST APPROVAL DATE

Record #	Record Type	Owner Name	Address	Approval Dates	Project Description	Permit Status
ATF-25-6	After-the-Fact Permit	BRIAN R. HOULE HOULE ASHLEY A. TRUSTEE	48 GARNET ST, NH 03782	7/7/2025	RELOCATE EXISTING SEWER LINE AND NEW CONNECTION IN STREET.	Granted
CZC-25-4489	Certificate of Zoning Compliance (CZC) Application	TYO, STACY J	113 SARGENT RD, NH 03782	6/30/2025	CONSTRUCTION OF A NEW 1,500 SF +/- SINGLE-FAMILY DWELLING UNIT WITH AN ATTACHED 544 SF +/- DECK.	Granted
CZC-25-4490	Certificate of Zoning Compliance (CZC) Application	KONTOES FAMILY IRREVOC TRUST NICHOLAS	14 WINN HILL RD, NH 03782	7/7/2025	CONSTRUCTION OF A NEW 12X24 SHED.	Granted
CZC-25-4492	Certificate of Zoning Compliance (CZC) Application	GROVES REVOC TRUST, CHRISTOPHER L GROVES REVOC TRUST, MARTHA F	55 UPPER BAY RD, NH 03782	7/7/2025	REMOVAL OF EXISTING DECK AND CONSTRUCTION OF A NEW 445 SF +/- ATTACHED DECK.	Granted
CZC-25-4493	Certificate of Zoning Compliance (CZC) Application	DENISH FAMILY REVOC TRUST MELVIN A & KAREN L DENISH, TRUSTEES	38 OAK RIDGE RD, NH 03782	7/7/2025	CONSTRUCTION OF A NEW 1,700 SF +/- SINGLE-FAMILY DWELLING UNIT, CONVERTING PAVED DRIVEWAY INTO PERVIOUS DRIVEWAY AND MISCELLANEOUS SITE WORK. LOT COVERAGE IN ACCORDANCE WITH DES APPROVED PERMIT.	Granted
DE-25-14	Demolition Permit Application	GROVES REVOC TRUST, CHRISTOPHER L GROVES REVOC TRUST, MARTHA F	55 UPPER BAY RD, NH 03782	7/7/2025	DEMOLITION OF EXISTING 240 SF DECK.	Granted
LD-25-656	Land Disturbance Application	BRIAN R. HOULE HOULE ASHLEY A. TRUSTEE	48 GARNET ST, NH 03782	7/7/2025	TEMPORARY IMPACT OF 100 SF TO RELOCATE SEWER LINE.	Granted
LD-25-657	Land Disturbance Application	GEARAN, MICHAEL D & ELIZABETH N	72 BURMA RD, NH 03782	7/7/2025	TEMPORARY IMPACT OF 6,700 SF +/- FOR CONSTRUCTION OF NEW SINGLE-FAMILY DWELLING UNIT.	Granted
LD-25-658	Land Disturbance Application	DENISH FAMILY REVOC TRUST MELVIN A & KAREN L DENISH, TRUSTEES	38 OAK RIDGE RD, NH 03782	7/7/2025	TEMPORARY IMPACT OF 4,500 SF +/- FOR CONSTRUCTION OF A NEW SINGLE-FAMILY DWELLING, PERVIOUS DRIVEWAY, AND MISCELLANEOUS SITE WORK.	Granted
SGN-25-11	Sign Permit Application	RAYMOND, JARED S & LAURA A	60 ROUTE 103, NH 03782	7/7/2025	INSTALLATION OF A POST-MOUNTED, NON-ILLUMINATED DOUBLE-SIDED SIGN.	Granted
STR-24-58	Short-Term Rental Registration Applica	MARGOSSIAN REVOC TRUST CHARLES S & BARBARA G MARGOSSIAN, TRUSTE	60 SKIJOR STEPPE LOWER, Sunapee, NH 03782	7/7/2025		Renewed
STR-24-62	Short-Term Rental Registration Applica	SHERWIN, BRIDGET M WILLSE, LIAM	8 BRADFORD RD, Sunapee, NH 03782	7/7/2025		Renewed



Northern Border Regional Commission

June 23, 2025

Shannon Martinez
23 Edgemont Rd
Sunapee NH 03782

RE: AP-NBRC-313—Town of Sunapee’s Application to the Timber for Transit Program Spring 2025

Dear Shannon Martinez:

On behalf of Governor Kelly Ayotte and the Northern Border Regional Commission (NBRC), we congratulate you and your organization for receiving a Timber for Transit Program Spring 2025 grant award! You have been awarded \$740,000.00.

Please read this letter carefully for required actions and information to secure this award, with detailed instructions beginning on page 2.

- Register for mandatory new grantee training session
- Confirm your organization’s SAM.gov account and banking information
- Complete required document revisions

This award of grant shall constitute an obligation to make such grant. Such obligation may be terminated without further cause, however, if the grantee shall fail to respond, provide requested information, or miss deadlines.

By submitting your revisions and completing the Negotiations within NBRC’s Grants Management System (GMS), you are acknowledging the requirements of the NBRC award as identified in this award letter and that you have verified your organization’s banking information on file with SAM.gov is accurate.

While you have been awarded a grant, these funds are **not available** until you have received a **Notice to Proceed (NTP)** or **Partial Notice to Proceed (PNTTP)** from NBRC. Award and matching funds spent or committed before receiving a NTP or PNTTP are not eligible for reimbursement or to be counted as matching funds. Additionally, spending funds before receiving a NTP or PNTTP could result in NBRC reducing or rescinding your award. Failure to timely respond to NBRC’s requests may result in the award being rescinded. Please refer to NBRC’s Grant Administration and Compliance Manual on the [Grant Administration](#) page of our website for details on required information to secure a NTP.

We wish you great success with your project and look forward to working with you,

Chris Saunders, Federal Co-Chair, NBRC

Here is a list of required next steps:

STEP 1: Register for the mandatory new grantee training sessions (virtual)

New grantee trainings are intended to provide you with information on the life cycle of your award. Live sessions will be recorded in the event you are not able to attend. Please visit <https://www.nbrc.gov/content/events> to register and for more detailed session information.

STEP 2: SAM.gov Registration and Banking Information – Complete within 2 weeks from date of award notification

Review your organization's SAM.gov account to ensure it is up to date with the correct bank account information. An active SAM.gov registration is required for NBRC to **disburse** the funds for your award. **Failure to respond by this date or notify NBRC of the need for additional time to complete this step may result in the award being rescinded.**

The following link addresses common questions about managing your SAM.gov account:

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0039526

STEP 3: Application Revisions – Complete within 1 month from date of award notification

Within 2 business days from date of award notification, each project contact listed in the application's Contacts will receive an email from NBRC containing required revisions or "Negotiations". This email will also be viewable on the 'Collab' tab of the application record within the GMS. This email may contain any or all of the following:

- Basic corrections to budget discrepancies, document signatures
- Project-specific notes that will be important for you to understand
- Other notes from NBRC's Program Managers

Complete the required revisions to your application, forms, and/or supporting documents in the GMS within 1 month from date of award notification. Failure to respond by this date or notify NBRC of the need for additional time to complete this step may result in the award being rescinded. Any of your organization's active GMS users will be able to log in, navigate to the application, and reference the required changes, but only the Authorized Official will be able to submit the completed revisions back to NBRC. The GMS Grantee Toolkit (<https://www.nbrc.gov/content/administration>) provides step-by-step instructions to complete the required revisions in the GMS. Please do not send documents to NBRC outside of the GMS.

Please note that if you or NBRC determines that more substantial project budget or scope changes will be required during the revisions process, you may be asked to sign a provisional grant agreement and work through NBRC's standard amendment procedure. This is to ensure efficient administration and support for your project.

By submitting your revisions and completing the Negotiations within the GMS, you are acknowledging the requirements of the NBRC award as identified in this award letter and that you have verified your organization's banking information on file with SAM.gov is accurate.



State of New Hampshire
DEPARTMENT OF NATURAL & CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER

172 Pembroke Road Concord, New Hampshire 03301
Phone: 603-271-2411 Fax: 603-271-2629
TDD Access: Relay NH 1-800-735-2964
dnrc.nh.gov



June 30, 2025

Susan Donnelly, General Manager
Mount Sunapee Resort
PO Box 2021
Newbury, NH 03255

RE: Mount Sunapee Resort Annual Operating Plan 2025-2026

Dear Ms. Donnelly,

Pursuant to the Lease and Operating Agreement under Part 5, Mount Sunapee Resort's (MSR) proposed schedule for operation shall be reviewed by the Department of Natural and Cultural Resources (DNCR) and either approved as proposed, or revised for resubmission; and, the DNCR is required to notify the Operator in writing of a final schedule of operations no later than June 30th of each year. The purpose of this letter is to provide you with conditional approval of the MSR's Annual Operating Plan 2025-2026 (AOP), dated May 15, 2025.

The Lease and Operating Agreement of 1998 (Lease 1998) enables the Operator, d/b/a MSR, "to manage and operate the Leased Premises as a public ski area and summer recreational facility to provide year-round outdoor recreational opportunities for the general public" and "shall entitle the Operator to the right to operate a commercial recreational (*sic*) facility (including all of its support activities) on Mount Sunapee in the Towns of Newbury and Goshen" (Lease 1998, Part 4, Ski Area Operations, p. 4).

The Annual Operating Plan. Pursuant to the Lease 1998, Part 5, Annual Operating Plan, p. 4 "[o]n or before the 15th day of May during each year of this Agreement, the Operator shall submit to the DNCR an annual operating plan, including a schedule of the proposed days and hours of operation for the ski area, and a description of the types of recreational activities available to the public. The proposed schedule of operation shall be reviewed by the DNCR and either approved as proposed or revised for resubmission. The DNCR shall notify the Operator in writing of a final schedule of operations no later than June 30th of each year." The AOP 2025-2026 was delivered to the DNCR on May 15, 2025. The DNCR distributed the AOP to the Mount Sunapee Advisory Commission and posted a copy on the MSAC website.

The Mount Sunapee Advisory Commission (MSAC). The MSAC operates under the Public Involvement and Oversight Policy for Mt. Sunapee Ski Area (PIOP), dated August 31, 1998, and revised on December 3, 2018. The Lease Amendment approved by the Governor and Executive Council on December 19, 2018, codified the requirement that the Operator meet with the MSAC at the call of the Commissioner.

I called a meeting of the MSAC held on June 3, 2025, at Sunapee Lodge, Mount Sunapee State Park. At the meeting, MSR provided an update of its prior year operations and presented its AOP 2025-2026. Comments on the AOP were received from the MSAC and the public. The deadline for additional public comment on the AOP was June 10, 2025.

Conditional approval of the AOP. The DNCR has completed its review of MSR's AOP 2025-2026. The activities in the AOP are consistent with the 1998 Lease and Lease Amendments, and the Master Development Plan (MDP) and Environmental Management Plan (EMP) 2020-2025, that was approved by the DNCR on June 1, 2021. Comments received from the public, the MSAC, and the DNCR technical staff were considered. I am providing MSR with written approval of the AOP 2025-2026, on the following basis and subject to the conditions herein.

- 1) The proposed schedule of operations for the ski area and the types of recreational activities available to the public are approved as proposed. I acknowledge that MSR may not open certain areas and facilities or implement certain programs for the general public in response to health and safety reasons, compliance with government order, or for circumstances outside of MSR's control, such as weather.
- 2) The DNCR acknowledges that MSR's summer and skier visitation data are a part of its accounting and financial reporting that is provided to and audited by the DNCR each year. In accordance with RSA 91-A:5, such confidential, commercial, and financial information is exempt from public release.
- 3) As required under the Lease, MSR will comply with LWCF requirements, as it pertains to Item 3, Waffle Cabin and Item 4, Resort Real Estate Sales (p. 18) and Section K, Signage (p. 27) of the AOP.
- 4) The DNCR recognizes MSR's commitment to maintain water quality by complying with all permit conditions and reporting; and by utilizing the guidelines provided in the NH Stormwater Manuals, DOT Best Management Practices, and DES Best Management Practices (AOP, p. 27).
- 5) In its fourth year of operation, the DNCR commends MSR's efforts to reduce its solid waste by expanding its waste sorting to two new locations and achieving an additional 51% reduction of waste to landfill year-over-year (AOP, p. 22).
- 6) The DNCR acknowledges MSR's responsive and collaborative action with local and state agencies to address the vehicle traffic challenges that occurred during the 2021-2022 winter season. The DNCR supports MSR's traffic congestion mitigation strategies outlined in the AOP on pp. 22-24 and pp. 32-34.
 - a) During the design and permitting process for the Parking Lot #4 project, MSR further refined its design of Lot #4 and proposed the expansion of Parking Lot #2. MSR was granted a Wetlands Standard Dredge and Fill Permit on May 10, 2024. The Alternation of Terrain (AOT) permit was approved by DES on July 18, 2024. The DNCR acknowledges that MSR does not plan to implement this project during the AOP 2025-2026 timeframe.
- 7) The DNCR recognizes MSR's ongoing coordination with the NHB on a mowing schedule to protect the greater fringed-gentian population, the Loesel's wide-lipped orchid population, and the northern tubercled bog-orchid population (AOP, pp. 25-26).
- 8) The DNCR appreciates MSR's commitment to protect the Lake Sunapee watershed through its ongoing drainage, erosion, and water quality work (AOP, p. 21) and collaboration and partnerships with state agencies and community organizations, including:
 - a) Working with DES Watershed Assistance Section staff on developing a sub-watershed management plan for Beck Brook;

- b) Collaborating with the Lake Sunapee Protective Association (LSPA) in the overall management of the Lake Sunapee Watershed; and
 - c) Completing the University of New Hampshire (UNH) Green SnowPro program (AOP, p. 21).
- 9) MSR renewed its Groundwater Discharge Permit from DES for its wastewater lagoon and sprayfield system on February 1, 2024 (AOP, p. 19). The Permit contained several conditions that MSR is obligated to fulfill. MSR has provided its improvement plan timeline for the wastewater lagoon and sprayfield system to DES (AOP, p. 19).
- a) MSR will provide copies of the associated plans and assessments to the DNCR for departmental review. The DNCR will facilitate information sharing of the plans, timelines and assessments, including, but not limited to, calling a meeting of the MSAC.
 - b) MSR will continue to provide details of its wastewater lagoon and sprayfield system in future Annual Operating Plans that shall include the details of and updates on these permit obligations and reporting.
 - c) MSR's wastewater lagoon and sprayfield system plans will be reflected in MSR's Master Development Plan & Environmental Management Plan 2026-2030.
- 10) The maintenance and improvement projects planned under the AOP 2025-2026 timeframe (AOP, p. 29) meet the requirements of the Lease (see 1998 Lease, Part 16 Maintenance, p. 8) and are approved contingent upon:
- a) Clarification of updates to ACC equipment, and
 - b) Clarification of purchase of new winter and summer gear equipment.
- 11) MSR will obtain any and all required federal, state and local permits and approvals as may be required for its projects.
- 12) The DNCR acknowledges that projects that were approved by the DNCR in previous AOP's and listed on page 29-30, will not be undertaken by MSR in the 2025-2026 AOP timeframe.
- 13) The conditions for approval of projects proposed in previous AOPs, MDPs and EMPs shall remain in effect.
- 14) The approval of this AOP does not supersede any conditions of the 1998 Lease, the Lease Amendments (approved by Governor and Executive Council on December 19, 2018, Items #A, #B, and #C), and/or the MDP, all of which shall prevail.

As required under the 1998 Lease, the DNCR will conduct its annual inspection of the leased premises (Lease 1998, Part 16, Maintenance, p. 8).

As of December 2024, the State has received \$5,368,263 in cumulative base fee payments and \$9,431,481 in cumulative commission payments in accordance with the 1998 Lease, Part 3, Rent, p. 3. The 2024 base fee payment was \$287,009, based upon the prior years' Base Lease payment and adding the 3.18% CPI inflation rate on June 30, 2024. The 3% commission payment for Fiscal Year 2024 was \$606,777 and is

based on annual gross revenue. As provided in the 1998 Lease, Part 19, Inspection of Operator's Records, p. 9, the State requested and audited the accounting records of MSR in 2012, 2014, 2017, 2019, and annually thereafter. The records and figures for Vail's allocation of revenue from its Epic Pass sales was also inspected by the auditor. The DNCR has determined that MSR is in compliance with the payment terms and conditions of the Lease agreement.

I now want to speak directly to the concerns that have been raised regarding the wastewater treatment facility. As Commissioner of the DNCR, I am listening – closely and carefully – to the many voices that care deeply about the future of this treasured place.

Let me begin with what we know. The current wastewater facility at Mount Sunapee is an aging system, built in the early 1970s. It has served the resort and the region for more than five decades, using an unlined lagoon and spray irrigation method that was state-of-the-art at the time. Today, this system is permitted, monitored, and regularly tested by the New Hampshire Department of Environmental Services (DES), which has consistently found that it is operating within the limits of those permits.

I have great respect for the work and expertise of my colleagues at DES. They take their monitoring responsibilities seriously, and I trust their commitment to protecting our environment and public health. I also recognize that under current law and regulation, DES cannot mandate the replacement of a system that is functioning as permitted.

And yet—what I hear from many people is something I feel in my own role as a steward of New Hampshire's public lands: we cannot afford to be reactive when it comes to protecting Lake Sunapee. We must think in decades, not in inspection cycles. Public trust in the system is weakening not because of a specific violation, but because the infrastructure itself is from a different era.

This is where strong, cooperative collaboration can be most valuable.

Vail Resorts, which operates Mount Sunapee under lease with the State of New Hampshire, has been told by regulators that their wastewater facility is compliant—and I respect that Vail is working within those expectations. But I also believe that with the privilege of operating on public land comes the responsibility to invest in long-term stewardship. Modernizing the wastewater system is not simply a regulatory obligation—it is a moral one.

We must begin the work—together—of designing a future-ready solution that protects Lake Sunapee and reflects the values of this community.

To start that work, the DNCR has already applied for grant funding under the Clean Water SRF to help pay an independent contractor to fulfill an agreed upon scope of work. In conjunction with that work, the DNCR is beginning the process of preparing a request for proposals designed to secure an independent study of the existing wastewater facility as well as specific recommendations for wastewater infrastructure improvement or replacement. When DNCR completes drafting the request for proposals, I will share the request with you and the MSAC and call an MSAC meeting for the specific purpose of asking for advice and input from all stakeholders with respect to the request for proposals prior to posting it for response.

This is not a punitive process—it is a collaborative one, grounded in urgency and shared responsibility.

June 30, 2025
Susan Donnelly, Mount Sunapee Resort
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I want to thank the many citizens, conservation groups, and public servants who have helped elevate this issue thoughtfully and constructively. I also want to acknowledge the employees of DES and Vail who are working hard and in good faith. No one wants to see harm come to Lake Sunapee—and with clear leadership, I believe we can come together to ensure it never does.

On behalf of the State of New Hampshire, I wish to thank General Manager Sue Donnelly and the MSR staff for the time and attention they have given to the AOP 2025-2026, their commitment to the operation of ski area, and their involvement in the community. As was reported at the MSAC meeting, MSR hosted the 91st League of NH Craftsmen's Fair, and raised over \$593K for community-based programs, such as the NH Boys & Girls Club, Youth Enrichment Services, and NH Food Bank. MSR hosts the Boston Ski Party event that promotes urban youth access to skiing and is the host site for the New England Healing Sports Association's adaptive ski programs.

The partnership between the State of New Hampshire and MSR has contributed to the success of Mount Sunapee State Park as a premier year-round recreational venue to the citizens and visitors of New Hampshire. I look forward to our continued collaboration.

Sincerely,

A handwritten signature in black ink that reads "Sarah Stewart". The signature is written in a cursive, flowing style.

Sarah L. Stewart
Commissioner

cc: Mount Sunapee Advisory Commission

SLS/ttl-062325