

## TOWN OF SUNAPEE

23 Edgemont Road Sunapee NH 03782

Phone: (603) 763-2212

### Highway Safety Committee Meeting Agenda

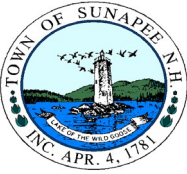
**Date: September 3<sup>rd</sup>, 2025**

**Time: 9:00am to 10:00am**

**Location: Safety Services Building – 9 Sargent Road**

1. Review & Approve Minutes
  - June 4<sup>th</sup>, 2025
2. Rt. 11/Main Street Intersection
  - Follow-up discussion on traffic light on RT 11/Main Street intersection.
  - Carol Wallace – Forward Sunapee, Bill Lambert, State Highway Safety Administrator – NHDOT & Tim Josephson, Associate Planner - UVLSRPC
3. Fenton's Landing Cross Walk – Continued from June 4<sup>th</sup> meeting.
  - Continued discussion regarding removable fencing and crosswalk painting options.
  - See attached Current Layout, Proposed New Layout, and Removable Fencing Concept (from March 5<sup>th</sup>, 2025 meeting).
4. Updates
  - *Road Safety Audit – Georges Mills*
    - Funding approved by HSIP Committee for NH 11/Springfield Rd & Cooper St audit; scheduling pending fiscal year confirmation. (see attached)
  - *Long Garden Wall – Garnet/Main St*
    - The contractor completed the lower wall ahead of schedule on June 9, 2025. A dripline was installed, and the Sunapee Gardeners are now maintaining the flowers. The Water & Sewer Department installed a new water line and removed the yard hydrant. A backflow preventer will be installed in the future by GGB.
  - *Dead Trees – Trow Rico Cabins Rout 11*
    - As decided in the June 2025 meeting, a follow-up letter will be sent in March 2026 if the trees remain unaddressed, pending review and approval of the draft by the committee.
5. AOB
  - Opportunity for members to raise any additional topics or concerns not already on the agenda.
6. Public Comment
7. Summarize Key Action Items and Assignments
  - Highlight key decisions made during the meeting.
  - Assign tasks and responsibilities to committee members.
8. Confirm Date, Time, and Location of the Next Meeting
  - Confirm the details for the next meeting.

Please come prepared to actively participate in the discussion and decision-making process. If you have any additional agenda items, please notify Jenn McClaine, Highway Business Manager, before the meeting. Thank you for your commitment to improving highway safety in our community.



# TOWN OF SUNAPEE

23 Edgemont Road  
Sunapee, New Hampshire 03782  
Phone: (603) 763-2212

## Highway Safety Committee Meeting Minutes

June 4, 2025

9:00 a.m. – 10:00 a.m.

Safety Services Building – 9 Sargent Rd.

**Present:** Michael Martell, *Highway Director*; Neill Cobb, *Police Chief*; Russ Holden, *School District Superintendent*; Jim Dutille, *Resident Representative*; Bob Hall, *Resident Representative* (joined at 9:20 a.m.)

**Also present:** Jennifer McClaine, *Highway Business Manager*; Allyson Traeger, *Land Use Coordinator*

### 1. CALL MEETING TO ORDER

Director Martell called the meeting to order at 9:06 a.m.

### 2. REVIEW & APPROVE MINUTES

**MOTION to approve the minutes of the March 5, 2025, meeting as written made by Mr. Dutille, seconded by Director Martell. Motion carried unanimously.**

### 3. FENTON'S LANDING CROSSWALK

*Continue discussion regarding removable fencing and crosswalk painting options*

#### Discussion

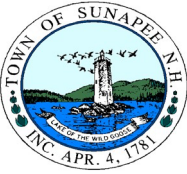
Director Martell said this project will need to be pushed to next year, due to financial constraints. More planning is also needed. Mr. Dutille said Town Manager Martinez mentioned the possibility of hydro funds being available for this area, but Director Martell is unaware of this. They discussed the design of the Town crosswalks matching those of the State.

The Committee agreed to table this issue until the September HSC meeting.

### 4. CAROL WALLACE - FORWARD SUNAPEE - RT. 11

*Discussion on traffic light on Route 11/Main Street intersection*

Carol Wallace reviewed the work being done by the subcommittee formed as a result of the charrette to address traffic calming on Route 11 and connectivity to Lower Main Street. They have discussed utilizing the right-of-way to delineate that drivers are entering Town, including adding sidewalks, bike paths, and a median. They have also discussed installing a four-way stop at the intersection of Route 11 and Main Street. She recommended the Committee invite Mr. Lambert from NHDOT to attend a meeting to discuss conducting a road safety audit.



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### Discussion

Chief Cobb supported inviting Mr. Lambert to the September HSC meeting. He noted the cost of maintaining a median. The Town could apply for a road safety audit next year and include the ideas from the charrette. The safety audit could address whether the proximity of turns to the intersection would be of concern if a four-way stop were installed and whether a traffic light would be preferable.

## 5. UPDATES

### *River Road Design*

- Ms. Traeger reported the River Road design has been implemented. Chief Cobb said overall, it is going well. He noted concerns regarding the flow of traffic, including traffic going the wrong direction, and traffic being routed into the parking lot instead of down River Road. He feels these issues will correct themselves. He expressed concern that there was no parking available at the Harbor on Friday evening during the event. They discussed alternate locations for parking near the Harbor. He reviewed concerns about boat traffic on High, Maple, and Elm Streets.

### *Road Safety Audit*

- Ms. McClaine reported the application has been received and is under review.

### *Long Garden Wall – Garnet/Main St.*

- Director Martell met with LSPA to discuss their plan for the upper part of the wall. The work should be done by the end of June. The next section of the wall needs to be replaced, which might need to go to a warrant article next year.

### *Cooper Street – One Way*

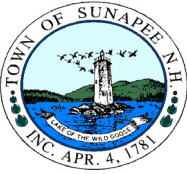
- Director Martell reported the plan has been fully implemented. Chief Cobb said there have been no complaints so far.

### *Dead Trees – Trow Rico Cabins Route 11*

- Director Martell said letters have been sent to DOS and DOT. At least one tree has been removed. Mr. Hall spoke with a supervisor from Eversource regarding the five trees at Trow Rico, who said he was going to look into it and possibly add these trees to their cut list. Chief Cobb suggested writing another letter in a year, if no corrective action has been taken. Ms. McClaine made a note to add this to the March 2026 meeting agenda.

## 6. AOB

Mr. Holden said they put in an application a year ago regarding the solar-powered School speed zone sign near the Smoky Bear sign. They are waiting for confirmation from the State that it has been approved. The Highway Department is prepared to install the sign.



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Director Martell reported on the status of adding flashing lights and arrows to the crosswalk sign on Route 11.

Chief Cobb said the Police Department has applied for Highway Safety Patrol funding, which they have done for the past two years. This is a 75/25 percent match that would allow for extra patrols for specific enforcement.

Chief Cobb noted the new electronic message board is being utilized where needed.

Chief Cobb reported a water main project will be starting soon on Lower Main Street that will reduce traffic to one lane. This project will continue into the fall.

Director Martell reported there will be road closures and detours on Jobs Creek Road during the culvert replacement and paving project.

### 7. PUBLIC COMMENT

**Regina McCalmont**, 3 White Shutters Road, spoke to the speed of traffic on Route 11 at Jobs Creek Road and suggested solutions. She asked if an ordinance could be added to restrict jake braking. Director Martell explained that jake brakes are a safety issue for truck drivers. Ms. McCalmont asked for more signs warning of a speed zone ahead. Chief Cobb said the State says the speed limit is appropriate, but this could be addressed during a road safety audit. Ms. McClaine noted speeds could be increased as the result of an audit.

**Bob Rupe** (sp?) spoke to concerns about parking on Elm Street near the Post Office. He also expressed concern about the entrance into the Post Office. He noted signs that are being blocked by bushes. Ms. McClaine said residents calling the State can be helpful.

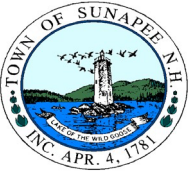
**Linda Schultz**, 15 Pleasant Place, asked if residents can leave their cars overnight in the Sherburne Gym parking lot due to the disruption on Lower Main Street. Mr. Holden said School ends on June 17<sup>th</sup>, so the lot is typically empty. For the most part, it should be open for parking. Ms. Schultz noted a problem with dump trucks double-clutching when dead-heading.

**Allyson Traeger** invited the community to attend and participate in the Master Plan workshops. The current Master Plan draft is on the Planning Board page on the Town website. She urged anyone with questions to contact her.

### 8. SUMMARIZE KEY ACTION ITEMS/ASSIGNMENTS

Ms. McClaine summarized the key action items and assignments.

### 9. NEXT MEETING DATE/TIME



## TOWN OF SUNAPEE

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The next meeting will be held on Wednesday, September 3, 2025, at 9:00 a.m. at the Safety Services Building.

By the power of the Chair, the meeting was adjourned at 10:07 a.m.

*Respectfully submitted,*

*Beth Haggeli*  
*Recording Secretary*

DRAFT



Route 11 Connectivity Committee

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# Our Mission

Review Rt 11 from Sargent Rd to 103B, prioritizing:

Safety



Accessibility



And Connectivity



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# Safety

- Traffic calming
- Excess state ROW landscaping
- Increased and noticeable signage
- Additional parking along Rt 11
- Four-way stop at Main/Lower Main and Rt 11



- Sidewalks
- Identifiable walking/biking lanes
- Median strips





# Accessibility

- Clear walkways with appropriate signage
- Priority for handicap accessible parking and walkways

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# Connectivity

- Path for students connecting Abbott Library and Lower Main
- Additional crosswalks connecting Lower Village
- Summer shuttle bus from Lower Main to the Harbor



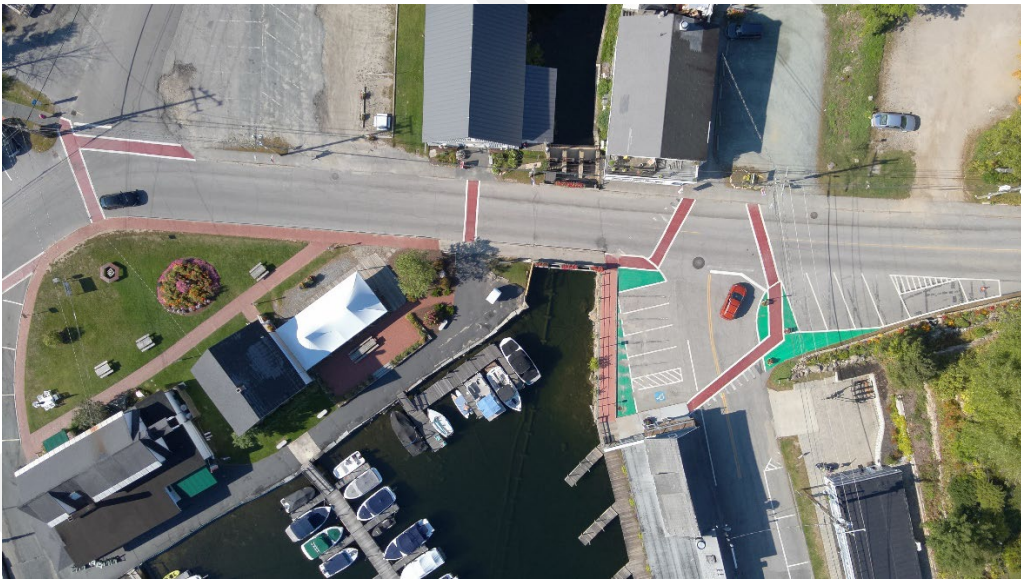
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# Actions to Date

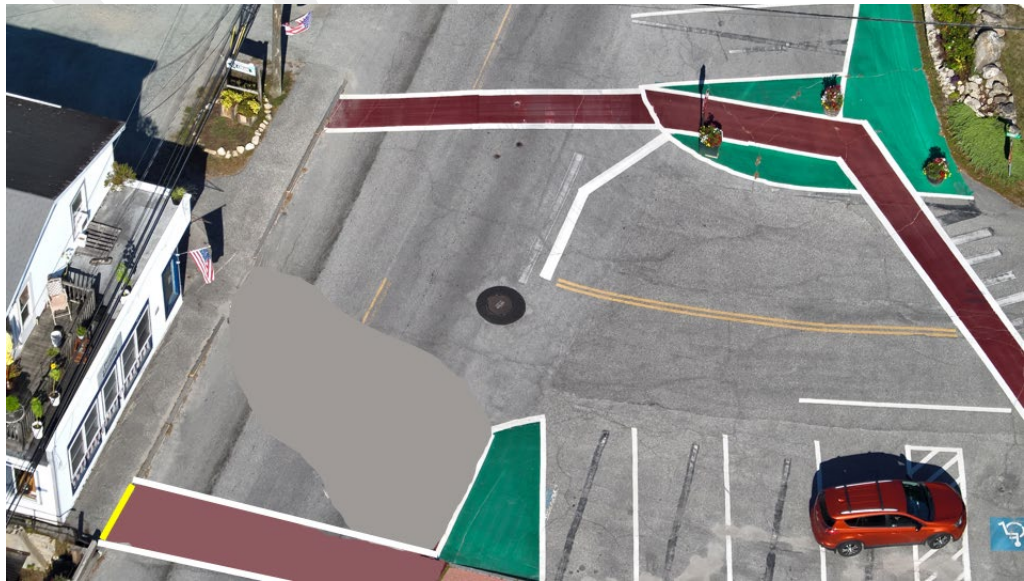
- Conducting monthly meetings
- Met with UVLSRPC
- Met with State DoT
- Meeting with Town Highway Safety Committee and State DoT Safety Section
- Discussing funding opportunities with the NHDOT Transportation Alternatives Program
- And more



# CURRENT LAYOUT



# PROPOSED NEW LAYOUT



# REMOVABLE FENCING IDEA - BOB HALL





FENTON'S  
LANDING  
RESTAURANT & BAR

RESTAURANT & BAR  
RESTAURANT & BAR  
RESTAURANT & BAR  
RESTAURANT & BAR

CELEBRATION



**From:** [Town Manager](#)  
**To:** [Spetelunas, Corey](#)  
**Cc:** [DOT: Highway Safety-Active Transportation](#); [Turgeon, Christopher](#); [Skylar Hathorn](#); [Michael Martell](#); [Lambert, William](#); [Neil Cobb](#); [Allyson Traeger](#); [Jennifer McClaine](#)  
**Subject:** Re: [EXTERNAL]RE: [EXTERNAL]RE: [EXTERNAL]RE: Sunapee RSA application -- Georges Mills NH 11/Springfield Rd  
**Date:** Monday, June 23, 2025 10:06:40 AM

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Corey,

Thank you for the great news and for keeping me informed. I'm pleased to hear that the application was accepted and will be funded — this is an important step forward.

I understand the timing will depend on the funding source, and I appreciate you circling back once there's more clarity on the fiscal year. In the meantime, please don't hesitate to reach out if anything is needed on our end to help move things along.

Looking forward to working together on this.

Best,

Shannon

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**From:** Spetelunas, Corey <Corey.R.Spetelunas@dot.nh.gov>  
**Sent:** Monday, June 23, 2025 9:43 AM  
**To:** Town Manager <manager@town.sunapee.nh.us>  
**Cc:** DOT: Highway Safety-Active Transportation <DOT.HighwaySafety@dot.nh.gov>; Turgeon, Christopher <Christopher.L.Turgeon@dot.nh.gov>; Skylar Hathorn <skylar@town.sunapee.nh.us>; Michael Martell <MichaelM@town.sunapee.nh.us>; Lambert, William <William.R.Lambert@dot.nh.gov>; Neil Cobb <e.neill.cobb@sunapeepd.com>; Allyson Traeger <allyson@town.sunapee.nh.us>; Jennifer McClaine <Jenn@town.sunapee.nh.us>  
**Subject:** [EXTERNAL]RE: [EXTERNAL]RE: [EXTERNAL]RE: Sunapee RSA application -- Georges Mills NH 11/Springfield Rd

Some people who received this message don't often get email from corey.r.spetelunas@dot.nh.gov. [Learn why this is important](#)

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Good morning, Shannon.

This application for a Road Safety Audit on NH 11 at Springfield Road and Cooper Street was accepted by the HSIP Committee and will be funded. I am still figuring out which fiscal year the funds will come from (this year or next year), so that will affect the date of the actual audit.

Once I have some more clarity in that regard, I will reach back out to coordinate scheduling to kick this off.

Please reach out with anything you need in the meantime.

Corey

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**From:** Town Manager <manager@town.sunapee.nh.us>  
**Sent:** Monday, June 09, 2025 9:23 AM  
**To:** Spetelunas, Corey <Corey.R.Spetelunas@dot.nh.gov>  
**Cc:** DOT: Highway Safety-Active Transportation <DOT.HighwaySafety@dot.nh.gov>; Turgeon, Christopher <Christopher.L.Turgeon@dot.nh.gov>; Skylar Hathorn <skylar@town.sunapee.nh.us>; Michael Martell <MichaelM@town.sunapee.nh.us>; Lambert, William <william.r.lambert@dot.nh.gov>; Neil Cobb <e.neill.cobb@sunapeepd.com>; Traeger, Allyson <allyson@town.sunapee.nh.us>; Jennifer McClaine <Jenn@town.sunapee.nh.us>  
**Subject:** Re: [EXTERNAL]RE: [EXTERNAL]RE: Sunapee RSA application -- Georges Mills NH 11/Springfield Rd

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Corey,

Thank you so much for the update. We appreciate it.

We look forward to hearing from you after the 19th.

All the Best,  
Shannon

On Jun 6, 2025, at 5:00 PM, Spetelunas, Corey  
<[Corey.R.Spetelunas@dot.nh.gov](mailto:Corey.R.Spetelunas@dot.nh.gov)> wrote:

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Good afternoon, Shannon.

We are a bit behind in evaluating and prioritizing the Road Safety Applications we have received in the first quarter of 2025, so I apologize.

I have started the process, and it appears that all the information we need is present and in a good format, so we should be all set there!

The next step is to finish reviewing all the applicants and bring the results to our Highway Safety Improvement Committee (which Tim Josephson from UVLSRPC sits on). We will then discuss which applications will be accepted, which will be kept on record for future consideration, and which will be rejected. There is no limit to the number of audits we can conduct (so long as resources are available). This meeting occurs on the 19<sup>th</sup>, so I will plan on letting you know the status shortly thereafter.

If you have any other questions, or any additional information that could aid in the original application (such as crashes since the end of 2024), please reach out.

Have a great weekend.

*Corey Spetelunas, P.E.*  
*Safety Section Project Manager*

**New Hampshire Department of Transportation**

Bureau of Highway Design - Safety and Active Transportation Section  
7 Hazen Drive, Concord, NH 03301  
(603)-271-6504  
[Corey.R.Spetelunas@dot.nh.gov](mailto:Corey.R.Spetelunas@dot.nh.gov)

<image001.jpg>

[Highway Safety Improvement Program \(HSIP\) | Department of Transportation \(nh.gov\)](#)  
[NH Driving Toward Zero | Department of Transportation](#)

*Perfect is the Enemy of Good – Voltaire (1770)*

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**From:** Town Manager <[manager@town.sunapee.nh.us](mailto:manager@town.sunapee.nh.us)>

**Sent:** Wednesday, June 04, 2025 5:54 PM

**To:** DOT: Highway Safety-Active Transportation <[DOT.HighwaySafety@dot.nh.gov](mailto:DOT.HighwaySafety@dot.nh.gov)>

**Cc:** Spetelunas, Corey <[Corey.R.Spetelunas@dot.nh.gov](mailto:Corey.R.Spetelunas@dot.nh.gov)>; Turgeon, Christopher <[Christopher.L.Turgeon@dot.nh.gov](mailto:Christopher.L.Turgeon@dot.nh.gov)>; Skylar Hathorn <[skylar@town.sunapee.nh.us](mailto:skylar@town.sunapee.nh.us)>; Michael Martell <[MichaelM@town.sunapee.nh.us](mailto:MichaelM@town.sunapee.nh.us)>; Lambert, William <[William.R.Lambert@dot.nh.gov](mailto:William.R.Lambert@dot.nh.gov)>; Neil Cobb <[e.neill.cobb@sunapeepd.com](mailto:e.neill.cobb@sunapeepd.com)>; Traeger,

Allyson <[allyson@town.sunapee.nh.us](mailto:allyson@town.sunapee.nh.us)>; Jennifer McClaine

<[Jenn@town.sunapee.nh.us](mailto:Jenn@town.sunapee.nh.us)>

**Subject:** Re: [EXTERNAL]RE: Sunapee RSA application -- Georges Mills NH 11/Springfield Rd

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Hello Corey,

I hope this message finds you well. I'm reaching out on behalf of the Town of Sunapee to inquire about the status of our application for the Road Safety Audit (RSA) Program.

Our application pertains to the intersection of NH Route 11, Springfield Road, and Cooper Street, which has been an area of concern for both traffic flow and public safety. We are eager to understand where things stand in the review process and whether any additional information is needed from the Town at this time.

Thank you for your attention to this request. We appreciate the Department's efforts in supporting local communities through the RSA program, and we look forward to working with you on this important safety review.

Shannon

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**From:** DOT: Highway Safety-Active Transportation <[DOT.HighwaySafety@dot.nh.gov](mailto:DOT.HighwaySafety@dot.nh.gov)>

**Sent:** Tuesday, December 31, 2024 1:46 PM

**To:** Town Manager <[manager@town.sunapee.nh.us](mailto:manager@town.sunapee.nh.us)>

**Cc:** Meghan Butts <[mbutts@uvlsrpc.org](mailto:mbutts@uvlsrpc.org)>; Tim Josephson <[tjosephson@uvlsrpc.org](mailto:tjosephson@uvlsrpc.org)>; Spetelunas, Corey <[Corey.R.Spetelunas@dot.nh.gov](mailto:Corey.R.Spetelunas@dot.nh.gov)>; Turgeon, Christopher <[Christopher.L.Turgeon@dot.nh.gov](mailto:Christopher.L.Turgeon@dot.nh.gov)>; Skylar Hathorn <[skylar@town.sunapee.nh.us](mailto:skylar@town.sunapee.nh.us)>; Lambert, William <[William.R.Lambert@dot.nh.gov](mailto:William.R.Lambert@dot.nh.gov)>

**Subject:** [EXTERNAL]RE: Sunapee RSA application -- Georges Mills NH 11/Springfield Rd

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Good afternoon.

Please find a confirmation of the receipt of the subject RSA application.

We will pursue the missing crash data you noted below for inclusion in this application.

Have a great New Years!

*Corey Spetelunas, P.E.*  
*Safety Section Project Manager*

**New Hampshire Department of Transportation**

Bureau of Highway Design - Safety and Active Transportation Section  
7 Hazen Drive, Concord, NH 03301  
(603)-271-6504  
[Corey.R.Spetelunas@dot.nh.gov](mailto:Corey.R.Spetelunas@dot.nh.gov)

<image001.jpg>

[Highway Safety Improvement Program \(HSIP\) | Department of Transportation \(nh.gov\)](#)  
[NH Driving Toward Zero | Department of Transportation](#)

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**From:** Tim Josephson <[tjosephson@uvlsrpc.org](mailto:tjosephson@uvlsrpc.org)>  
**Sent:** Saturday, December 28, 2024 10:52 AM  
**To:** DOT: Highway Safety-Active Transportation <[dot.highwaysafety@dot.nh.gov](mailto:dot.highwaysafety@dot.nh.gov)>  
**Cc:** Meghan Butts <[mbutts@uvlsrpc.org](mailto:mbutts@uvlsrpc.org)>  
**Subject:** Sunapee RSA application -- Georges Mills NH 11/Springfield Rd

**EXTERNAL:** Do not open attachments or click on links unless you recognize and trust the sender.

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Hello,

Please find the attached file for Sunapee's application for the Road Safety Audit program. This is for the intersection of NH 11, Springfield Rd, and Cooper St. I received crash data from Sunapee PD after I had the application signed, so I could not add those totals to the application.

There are records of 13 crashes submitted with the application, but these are mostly from 2022-present with no fatalities. I submitted a request for crash data from NH DOT in early December for all data since 2015 and I have not yet received this data but will send it along as soon as I receive it. Sunapee PD provided what is

attached here. There are also attached letters of support from the town FD, the PD, and the Selectboard regarding the issues at the intersection, including that many accidents at this intersection go unreported as they are "local fender benders."

If anything else is needed, please let me know. Thank you!

Tim

**Tim Josephson** (he/him)

Planner

<image002.jpg>

Upper Valley Lake Sunapee Regional Planning Commission

10 Water Street, Suite 225 // Lebanon, NH 03766

p: 603.448.1680 // e: [tjosephson@uvlsrpc.org](mailto:tjosephson@uvlsrpc.org) // w: [www.uvlsrpc.org](http://www.uvlsrpc.org)

*The UVLSRPC office is hybrid and staff may be working remotely. Please call or email and we will respond as soon as possible. Thank you.*

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