

TOWN OF SUNAPEE

23 Edgemont Road Sunapee NH 03782

Phone: (603) 763-2212

Highway Safety Committee Meeting Agenda

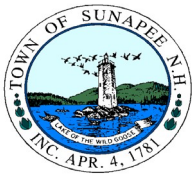
Date: December 4th, 2025

Time: 9:00am to 10:00am

Location: Safety Services Building – 9 Sargent Road

1. Review & Approve Minutes
 - September 3rd, 2025
2. Double Yellow Centerline Markings on Rural Roads (Jim Dutille)
 - Review and discussion of inconsistent centerline markings on rural roads throughout town.
3. 4-Way Stop at Bradford Rd (Chief Cobb)
 - Discussion on proposing a 4-way stop to slow and reduce traffic.
4. Updates
 - *Road Safety Audit – Georges Mills*
 - On October 29th, we participated in a Road Safety Audit (RSA) with DOT for the Springfield Rd/Route 11/Cooper St. The audit included a pre-audit review of crash history and site conditions, a field audit to observe roadway use and safety concerns, and a post-audit discussion to summarize findings. We are now awaiting DOT's draft RSA report, which will outline recommended short-, intermediate-, and long-term improvements. The meeting handout and slides are included in the agenda for reference.
 - *Trees – Trow Hill*
 - Reviewed with Mike and Nick. They identified a pine tree that is located outside the town/state right-of-way but does not appear to be hazardous. No other concerning trees were observed.
 - *Fenton's Landing Cross Walk*
 - Tabled to March 2026
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

September 3, 2025

9:00 a.m. – 10:00 a.m.

Safety Services Building – 9 Sargent Rd.

Present: Neill Cobb, *Police Chief*; Theodore Tillson, *Fire Chief* (left at 9:27 a.m.); Russ Holden, *School District Superintendent* (joined at 9:04 a.m., left at 10:12 a.m.); Jim Dutille, *Resident Representative*; Bob Hall, *Resident Representative*

Absent: Michael Martell, *Highway Director*; Brenda Thomas, *School District Transportation Director*

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

1. CALL MEETING TO ORDER

Chief Cobb called the meeting to order at 9:01 a.m. and introduced Fire Chief Ted Tillson.

2. REVIEW & APPROVE MINUTES

Add that during Public Comment, Linda Tanner commented on the need for tip-downs into the Fenton's Landing crosswalk to be ADA compliant.

Change the spelling of Rupe to Ruopp.

MOTION to approve the minutes of the June 4, 2025, meeting as amended made by Mr. Dutille, seconded by Chief Cobb. Motion carried unanimously.

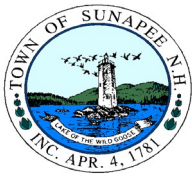
3. ROUTE 11 / MAIN STREET INTERSECTION

Follow-up discussion on traffic light on Route 11/Main Street intersection

Discussion

Peter Hoekstra offered a presentation on behalf of the Route 11 Connectivity Committee that focused on safety, accessibility, and connectivity as it relates to Route 11.

Bill Lambert of NHDOT reviewed how they can improve highways with limited capital resources. He explained the NHDOT's Safe System Approach and the impact of reduced revenues on the ten-year plan. He suggested an all-way stop control as a viable solution for this intersection, reviewing the benefits and challenges. He stressed the importance of local support in implementing such a project.



TOWN OF SUNAPEE

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

Chief Cobb asked about the impact of an all-way stop on nearby businesses. Mr. Lambert explained no traffic study had been done that would determine this.

Kathy Meyer, Ryder Corner Road, questioned the number of accidents occurring at this intersection and challenged that it is dangerous. She offered suggestions to reduce speed on Route 11, such as redefining lanes and pedestrian walkways.

Steve McGrath, Ryder Corner Road, echoed Ms. Meyer's comments and challenged the number of cars listed as traveling through that intersection.

Peter Hoekstra stressed the desire to take preemptive action before there is a problem. He highlighted the economic development component of slowing drivers so that they would be more aware of the businesses at the harbor.

Carol Wallace asked for a definition of gateway features and asked how to obtain permission to encroach on the right-of-way to create an entrance to the town.

Chris Turgeon of NHDOT discussed traffic-calming features and how they could be implemented.

Linda Schultz said there is no safe ADA pedestrian access to the harbor.

Tim Josephson of UVLSRPC described how a demonstration of the all-way stop could be done and the timing of this.

Mr. Lambert and Mr. Josephson agreed to meet with the Route 11 Connectivity Committee and discuss plans for a demonstration that could be presented to the Selectboard.

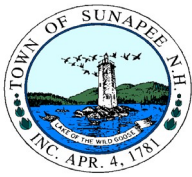
4. **FENTON'S LANDING CROSSWALK - continued from June 4th meeting** *Continued discussion regarding removable fencing and crosswalk painting options*

Discussion

Chief Cobb suggested tabling this issue, due to timing and budgetary concerns.

Deb Pasculano asked why it is being tabled. Ms. McClaine noted that more information is needed before decisions can be made.

Mr. McGrath said the Revitalization Committee is discussing creating a pedestrian zone, which could impact this project.



TOWN OF SUNAPEE

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

Lisa Hoekstra complemented the Highway Safety Committee on the success of the one-way section on River Road. Chief Cobb recognized Ms. Traeger and other Town employees for their work on this as well.

MOTION to table the Fenton's Landing crosswalk discussion made by Chief Cobb, seconded by Mr. Dutile. Motion carried unanimously.

5. UPDATES

Road Safety Audit - Georges Mills

- Corey Spetelunas of NHDOT reported they are working with a consultant to manage the audit and identify stakeholders. He believes the audit should be completed before winter.

Lynn Arnold questioned the timing of the audit in terms of the absence of seasonal traffic. Mr. Spetelunas said this will be taken into consideration.

State Road Projects

- Mr. Turgeon gave an update on the status of current road projects in Town.

Long Garden Wall – Garnet/Main St.

- Ms. McClaine reported this was completed before the deadline. A backflow preventer will be installed in the future.

Dead Trees – Trow Rico Cabins Route 11

- Ms. McClaine noted that if no change is seen by March 2026, the Committee has agreed to draft another letter to the NHDOT.

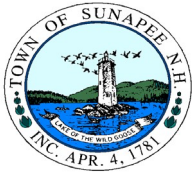
Mr. Dutile reported five trees have been cut down. There are trees near Trow Hill that need to be dealt with.

Mr. Hall reported the trees by Trow Rico have been taken care of and described other problem trees that need to be addressed. Ms. McClaine will discuss this with Director Martell and Nick Moote to determine if these trees are in the Town's right-of-way.

6. AOB

Mr. Dutile said the double yellow lines on rural residential roads are not consistent throughout the Town and asked that this be discussed. Ms. McClaine said research is needed on this.

Chief Cobb noted a four-way stop might impact traffic issues at the Bradford Road/Nutting Road intersection and this should be discussed.



TOWN OF SUNAPEE

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

Chief Cobb reported that paving of Jobs Creek Road and Granliden Road will begin this week.

7. PUBLIC COMMENT

There were no members of the public wishing to speak.

Ms. Traeger said the Master Plan public hearing will be held at the Livery on September 18, 2025, at 6:30 p.m.

8. SUMMARIZE KEY ACTION ITEMS/ASSIGNMENTS

Ms. McClaine summarized the key action items and assignments.

9. NEXT MEETING DATE/TIME

The next meeting will be held on Thursday, December 4, 2025, at 9:00 a.m. at the Safety Services Building.

MOTION to adjourn at 10:32 a.m. made by Mr. Dutile, seconded by Mr. Hall. Motion carried unanimously.

Respectfully submitted,

*Beth Haggeli
Recording Secretary*

ROAD SAFETY AUDIT INFORMATIONAL HANDOUT



WHAT:

A [Road Safety Audit \(RSA\)](#) is a formal, systematic evaluation of the safety performance of an intersection, roadway segment, or project. It is conducted to identify potential hazards, assess risks, and propose safety improvements.

WHEN:

Road Safety Audits can be conducted at any time, from Planning to Post-Construction, ensuring that safety is prioritized at every stage.

WHY:

Road safety audits play a crucial role in improving road safety by identifying and addressing issues before they become problems. These audits aim to:

- **Risk Reduction:** Early identification of potential hazards and safety issues.
- **Save lives and prevent serious injuries** by reducing the likelihood of crashes occurring.
- **Improve Accessibility:** Recognize that roads should be **safe for all users**.
- **Cost Savings:** Addressing safety issues early can reduce the cost of accidents and emergency responses in the long run.
- **Ensure Compliance** with safety standards and regulations.
- **Promote a Proactive Safety Culture** inclusive of all stakeholders.

WHO:

A Facilitator identifies a multidisciplinary team of stakeholders with a variety of perspectives to assess safety conditions for all road users, including drivers, cyclists, pedestrians, and vulnerable road users. This team typically includes, but is not limited to:

- Town Officials
- Emergency Services
- Engineers
- Planners
- Residents
- Advocacy Groups
- Local Business Owners
- Users of the Facility
- Consultant with road safety expertise

It is imperative that local stakeholders are **actively engaged** during the audit, as they have the most first-hand knowledge and experience of the local issues to support any proposed safety improvements that result from this process.

ROAD SAFETY AUDIT INFORMATIONAL HANDOUT



HOW:

Depending on the location or safety concerns, there may be value to conduct the audit during a time that allows a particular issue to be highlighted.

Planning-level Road Safety Audits typically take three hours, which are allocated as follows:

- **Pre-Audit:** Stakeholders meet at designated meeting space, typically off-site, to become familiar with the history and existing conditions, such as crash trends and sight distance. It is vital to promote safe field behaviors for the field review at this point.
- **Audit:** Field review of the site. Stakeholders will note how users navigate the road, behavior trends, and infrastructure condition. It is important to observe both opportunities for improvement and things that are working well. A [Road Safety Audit Review List](#) is available to prompt discussion and assist stakeholders with their observations.
- **Post-Audit:** Stakeholders reconvene at the meeting space to review the observations from the audit that will be used to generate potential safety improvements.

The Facilitator compiles a report including all known information about the subject location, as well as all identified safety concerns. The draft report shall recommend appropriate improvements, typically denoted on an aerial plan, while also identifying the party responsible for implementation. It is at this stage that the respective improvements are evaluated for their Benefit/Cost Ratio and eligibility for HSIP Funding. The improvements are broken into the following categories:

- **Short-term:** Often implemented through normal maintenance or operations, these typically include vegetation clearing, reestablishing pavement markings, or relocating signage.
- **Intermediate-Term:** Recommendations that have more significant improvements but have reasonable budgets and impact area. These can consist of pavement reallocation or minor roadwork.
- **Long-term:** These are significant improvements that have right-of-way impacts or substantial construction implications, such as roadway widenings or roundabouts, that require long-range planning and inclusion in a transportation improvement program. Previous implementation of short-term and/or intermediate-term improvements is considered to justify the need for the additional investment.

NEXT STEPS:

Once a final report is approved, the improvements will be reviewed at several levels, including with the municipality, to approve and plan future safety improvements. Refer to the [Road Safety Audit Flowchart](#) for additional information.

Sunapee 45234

NH 11 at Springfield
Road & Cooper Street

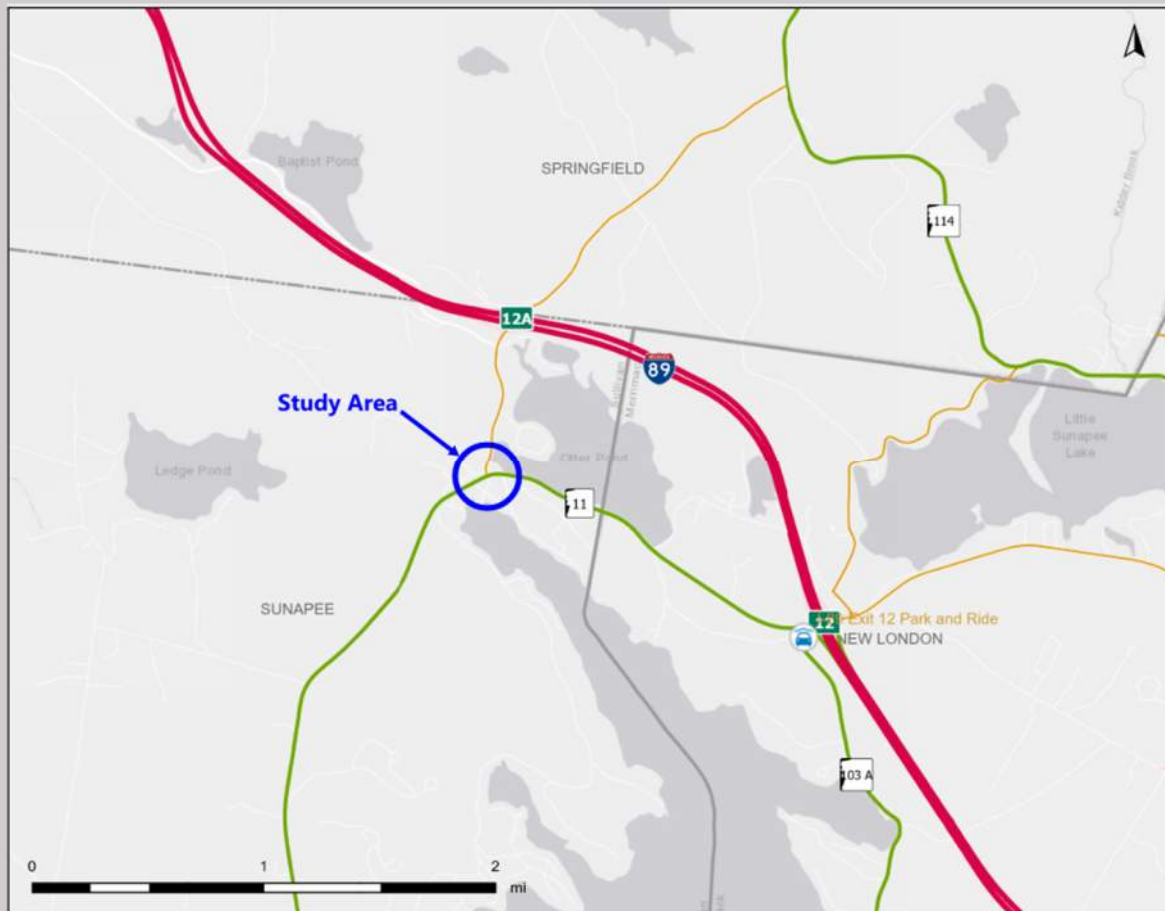
Road Safety Audit
(RSA) Meeting

October 29, 2025

9:00 AM



Study Area



Legend

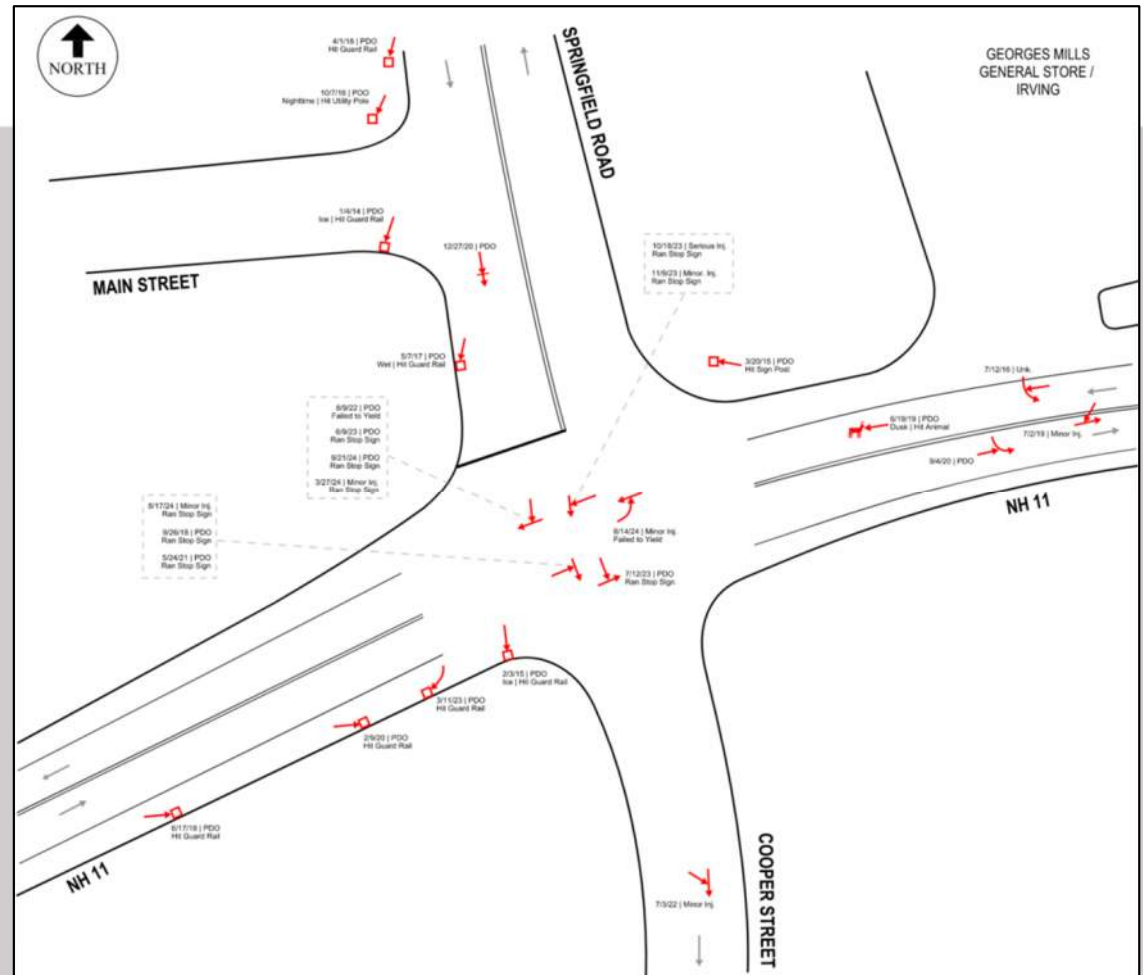
- Interstates
- Numbered NH Routes
- Non-Numbered State Routes
- County Boundary
- Town Boundary
- Exits
- Park & Ride

Crash Data Trends

Study Period
11 years
2014-2024

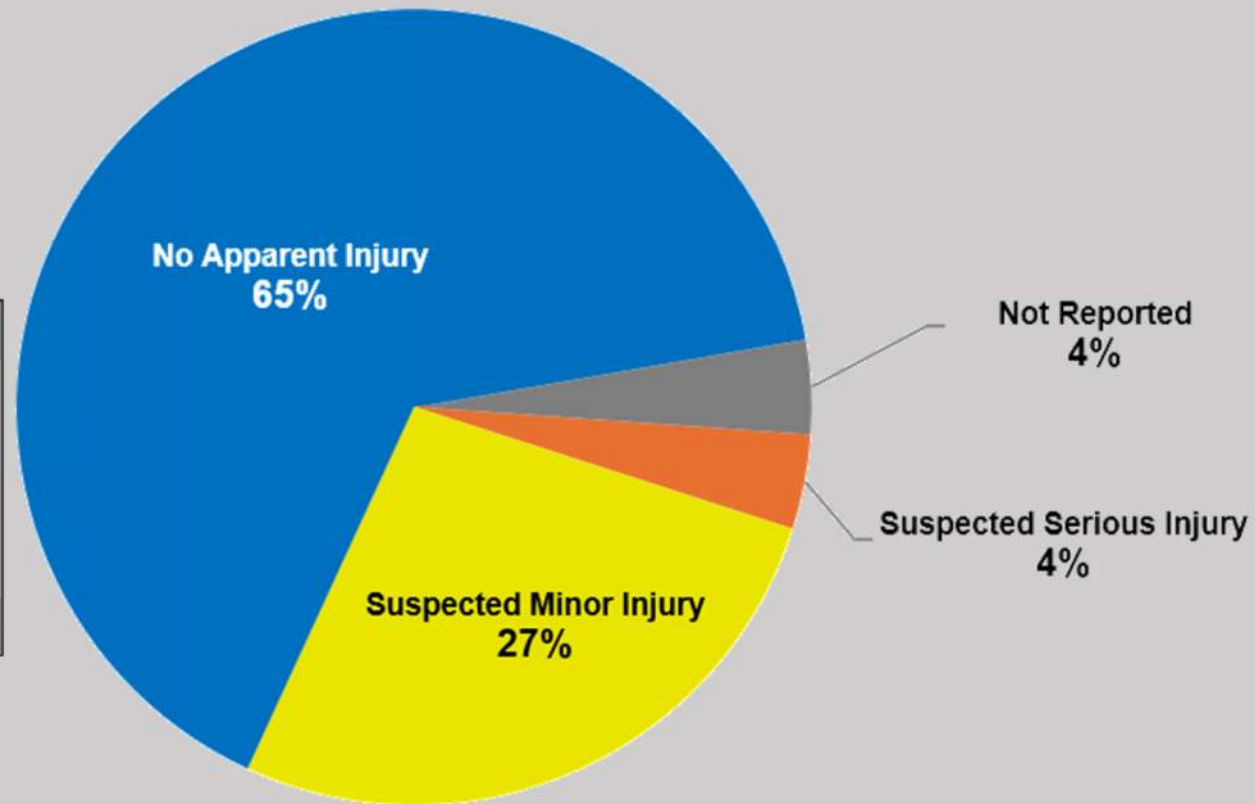
Reported Crashes
26 total
2.4/year

| TYPES OF COLLISIONS | SYMBOLS |
|---------------------|-----------------|
| REAR END | MOVING VEHICLE |
| HEAD ON | BACKING VEHICLE |
| SIDE SWIPE | PEDESTRIAN |
| OUT OF CONTROL | BICYCLE |
| LEFT TURN | ANIMAL |
| RIGHT ANGLE | PARKED VEHICLE |
| | FIXED OBJECT |



Crash Data Trends

| SEVERITY | CRASHES | %CRASHES |
|--------------------------|-----------|----------|
| Suspected Serious Injury | 1 | 4% |
| Suspected Minor Injury | 7 | 27% |
| No Apparent Injury | 17 | 65% |
| Not Reported | 1 | 4% |
| TOTAL | 26 | |



Crash Data Trends

Study Period

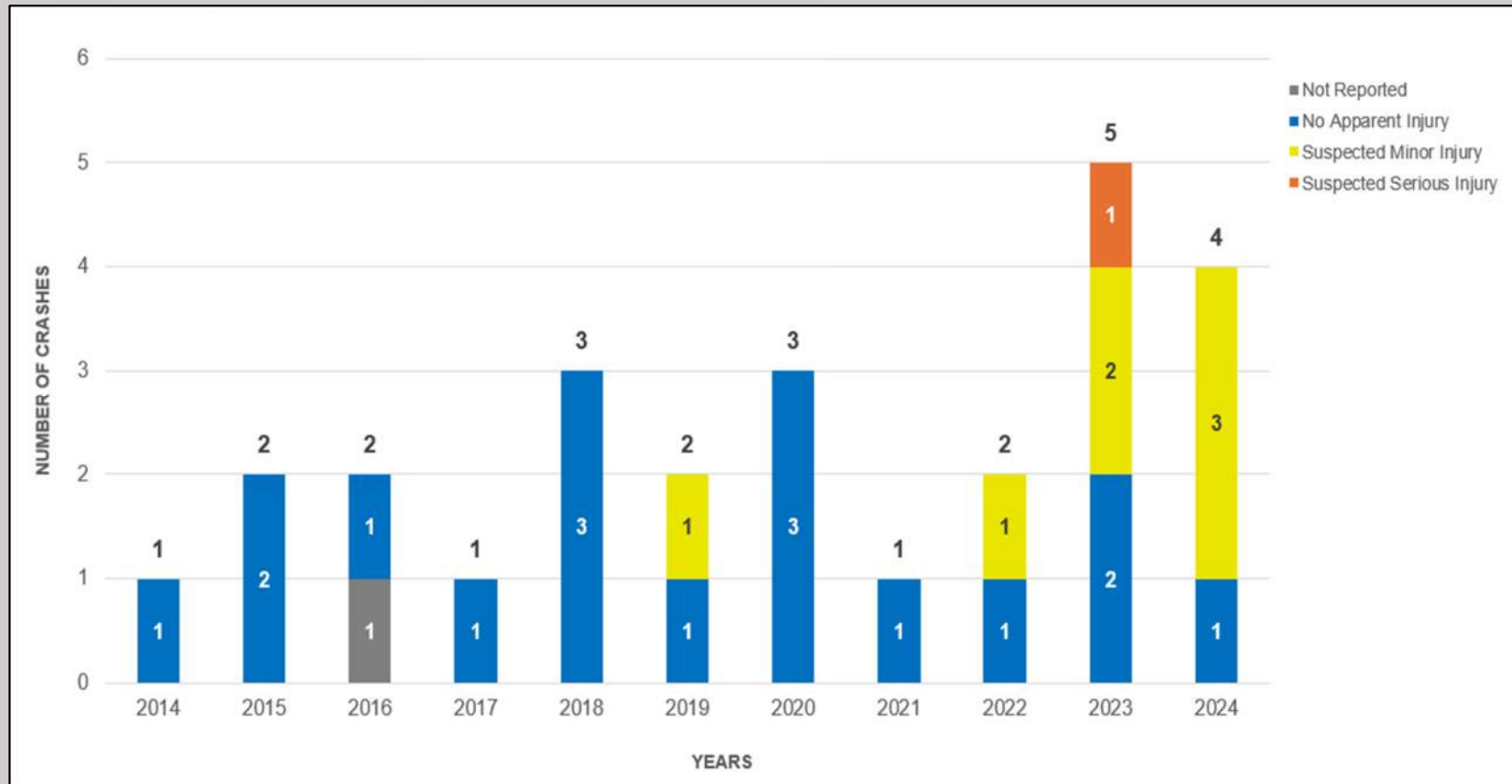
11 years
2014-2024

Total

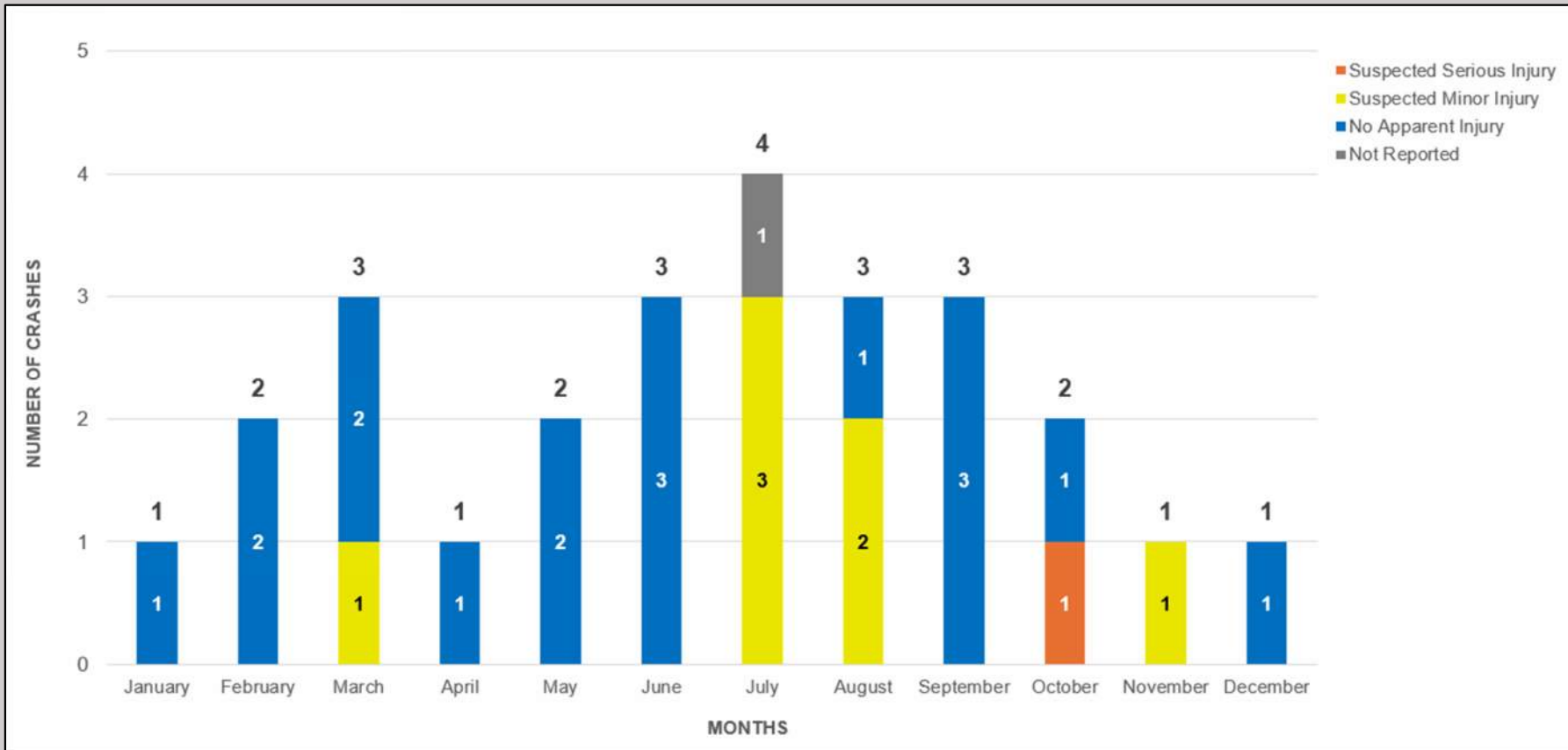
26 crashes

Frequency

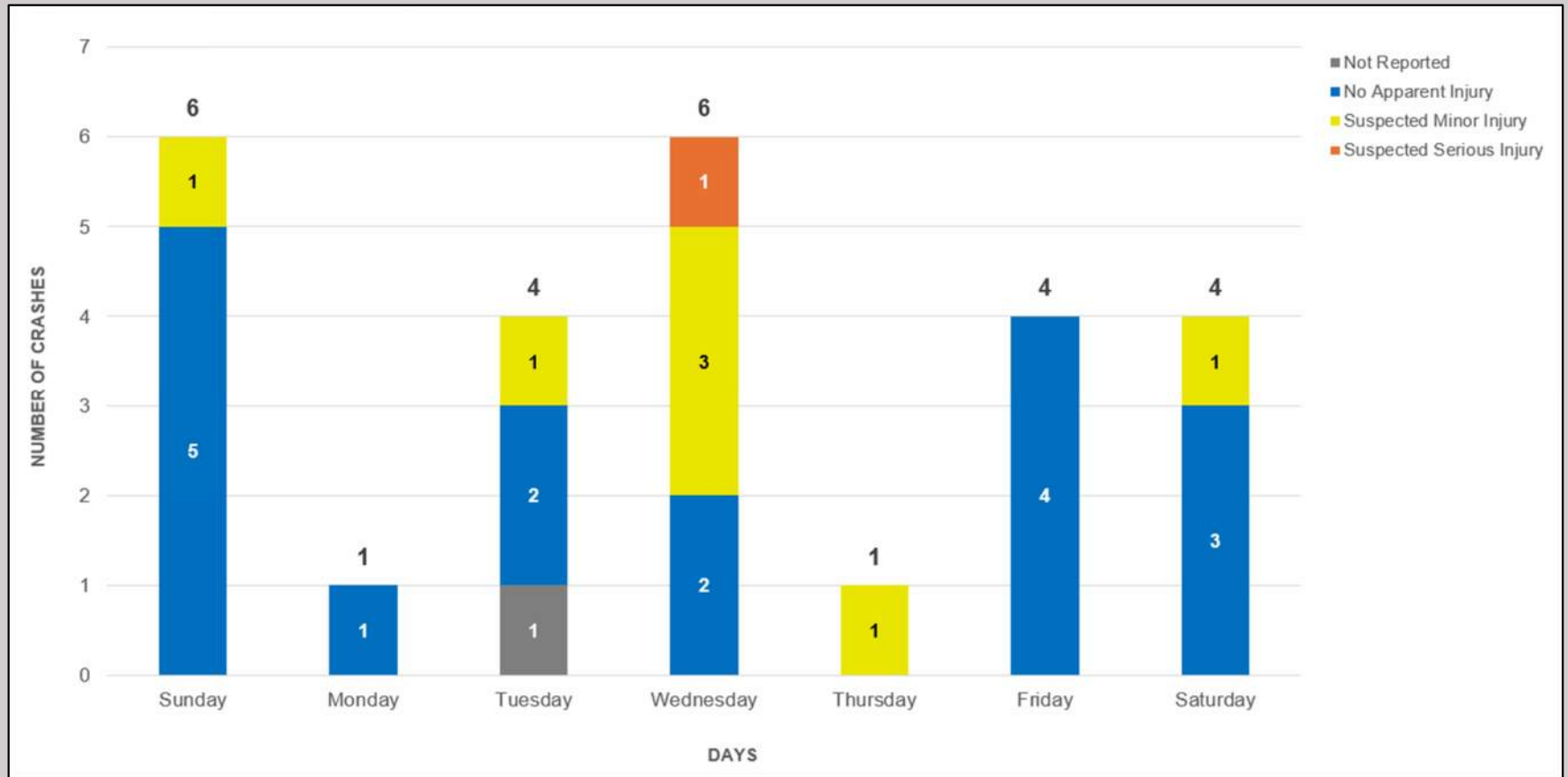
2.4 crashes/year



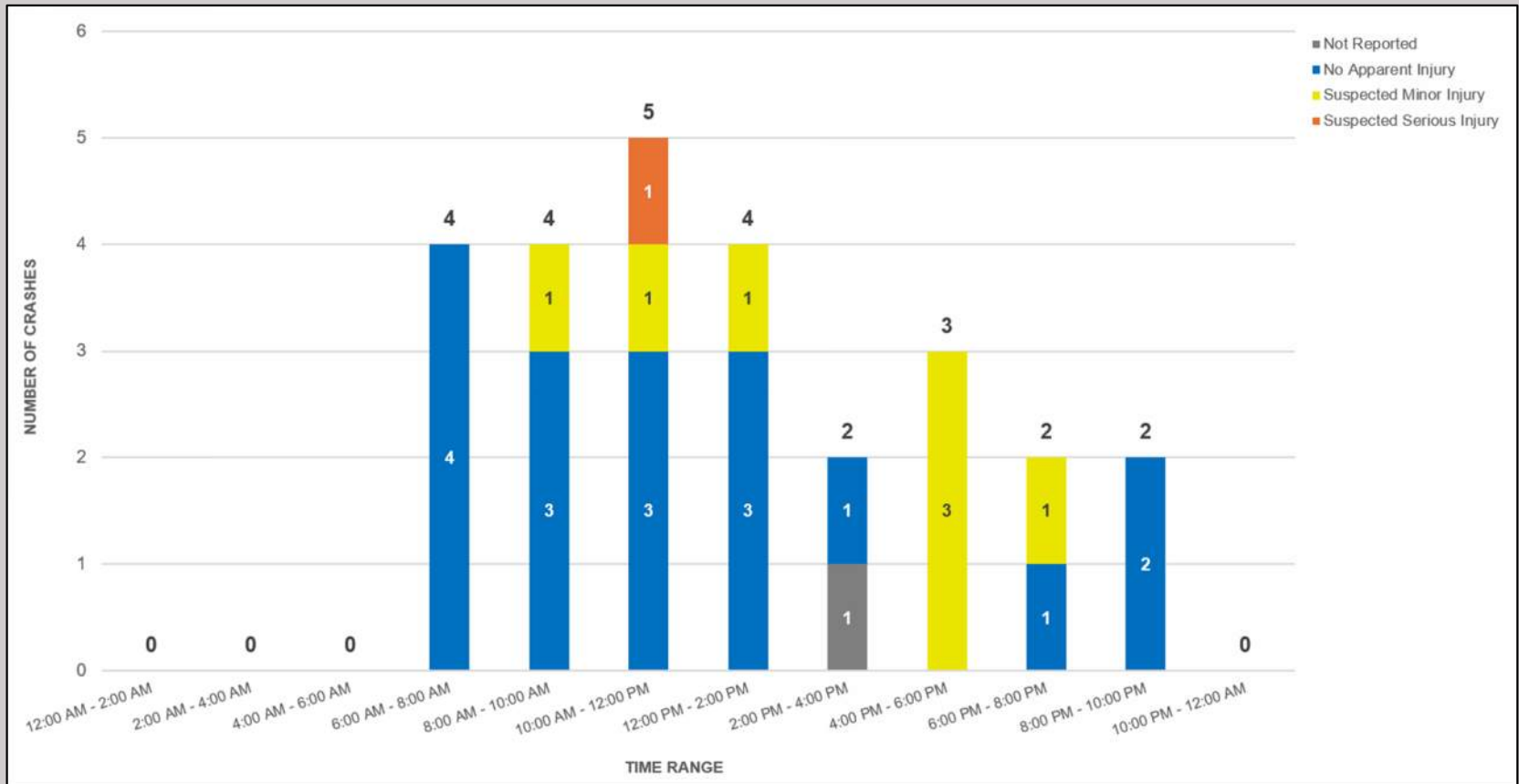
Crash Data Trends



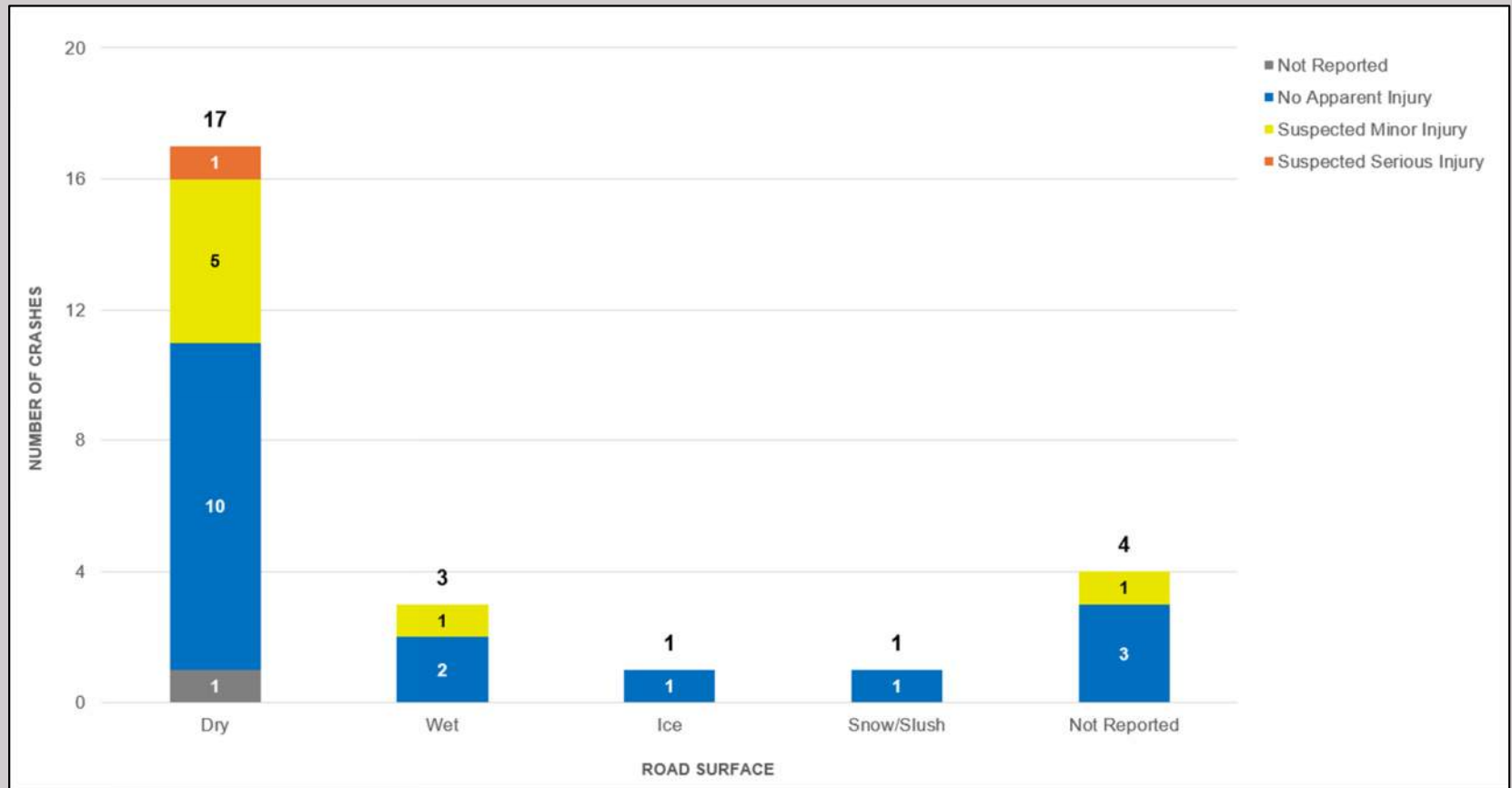
Crash Data Trends



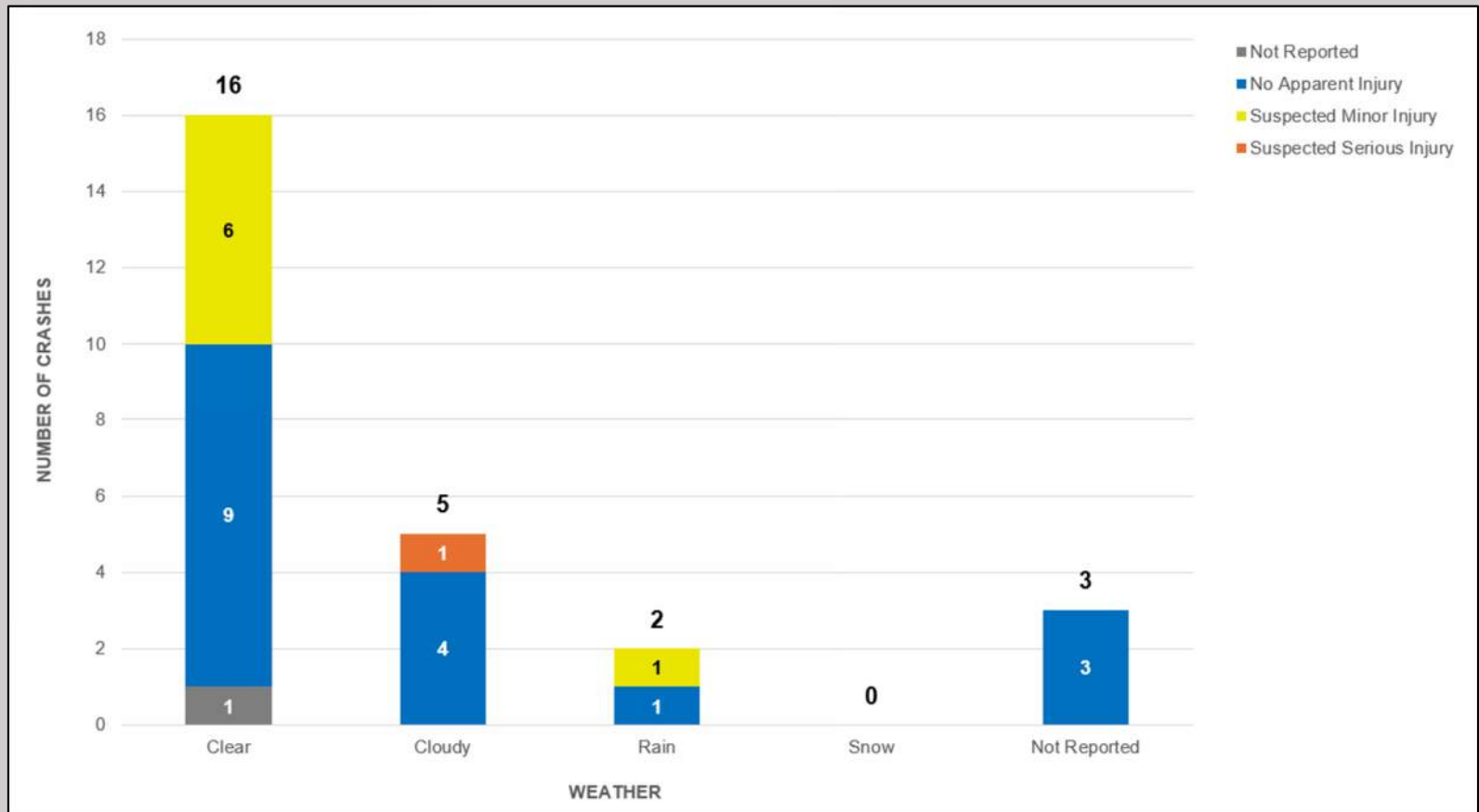
Crash Data Trends



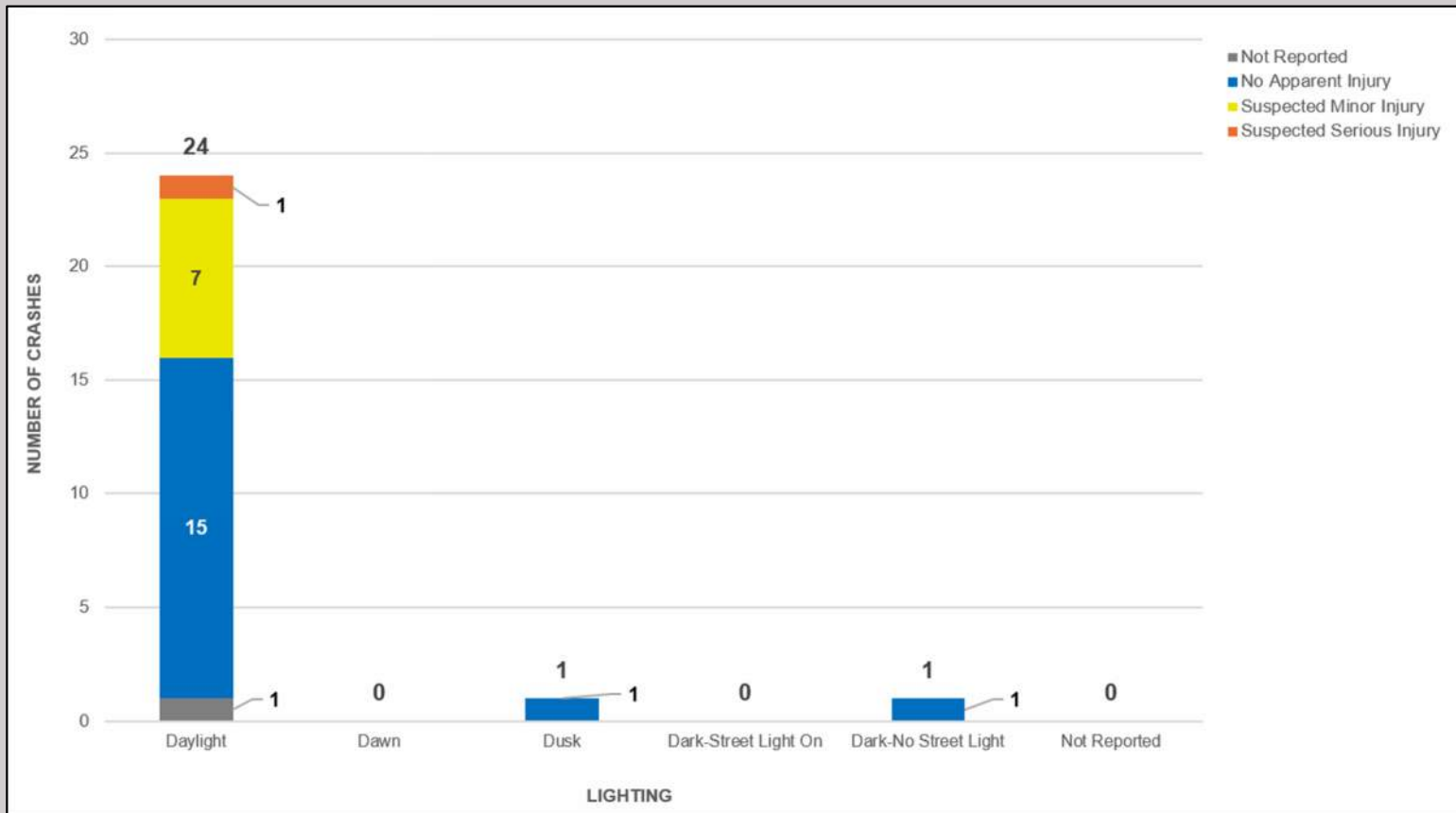
Crash Data Trends



Crash Data Trends

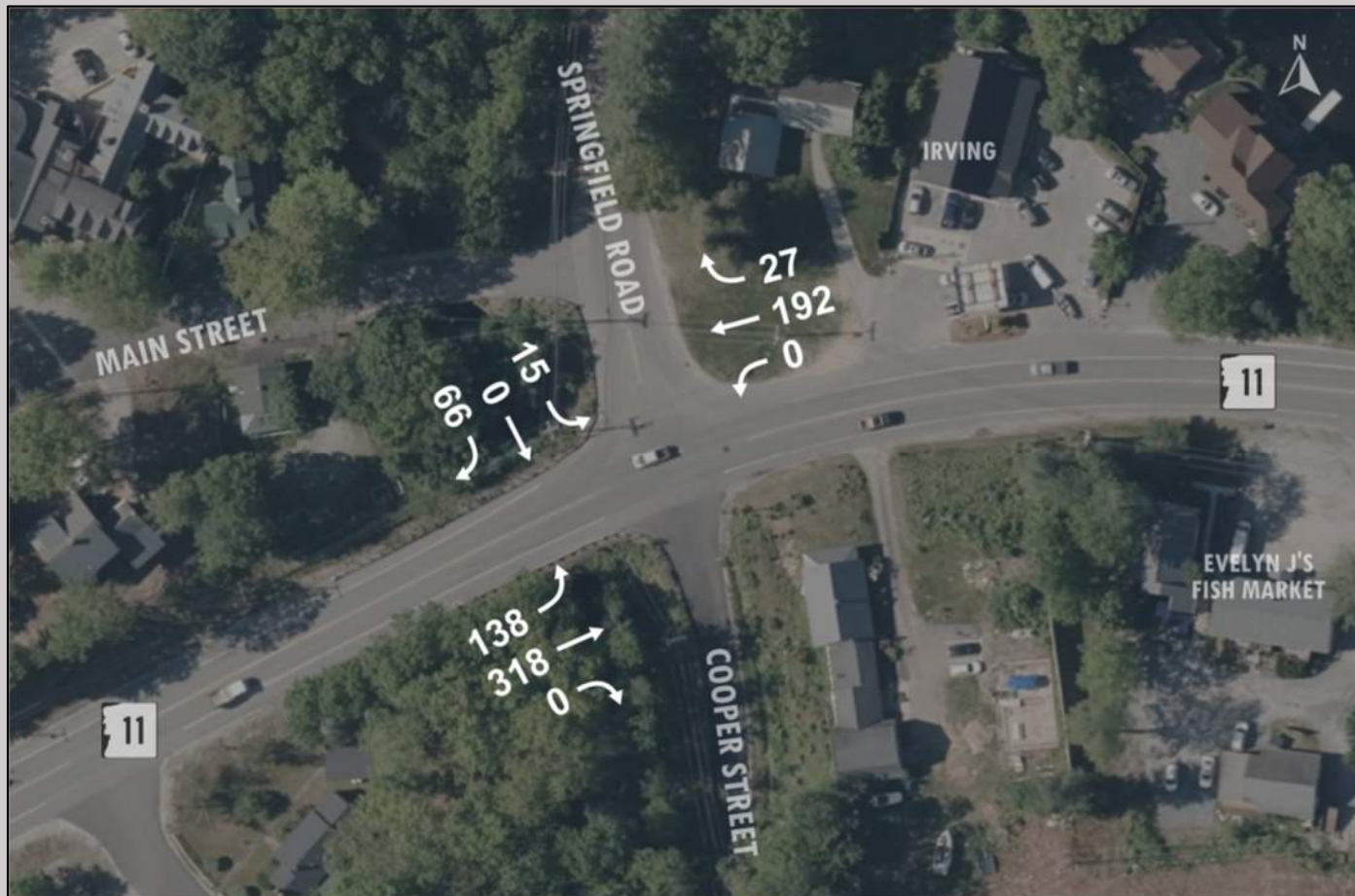


Crash Data Trends



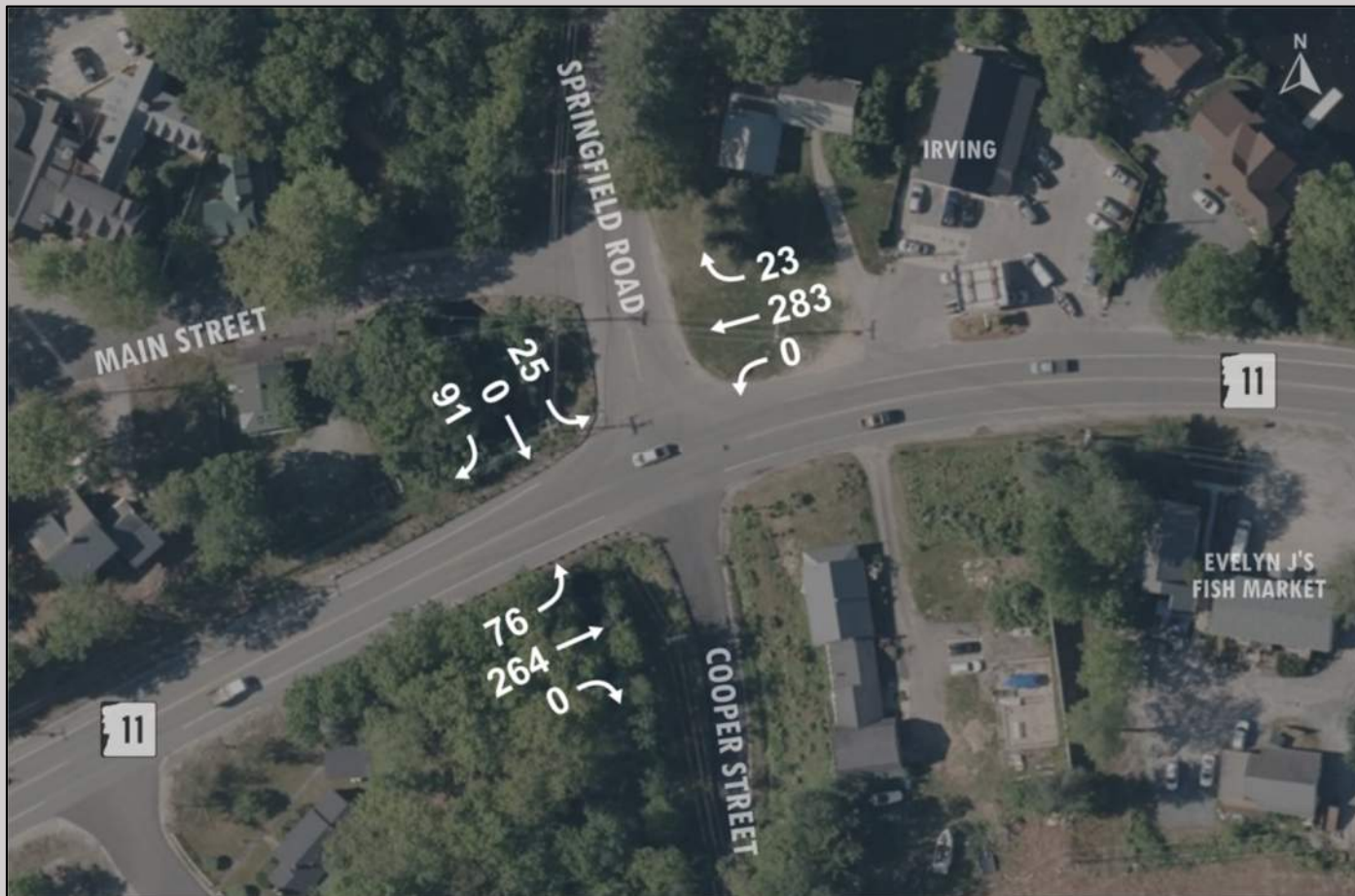
Traffic Data Trends

Weekday AM Peak Volumes
7:15 AM - 8:15 AM



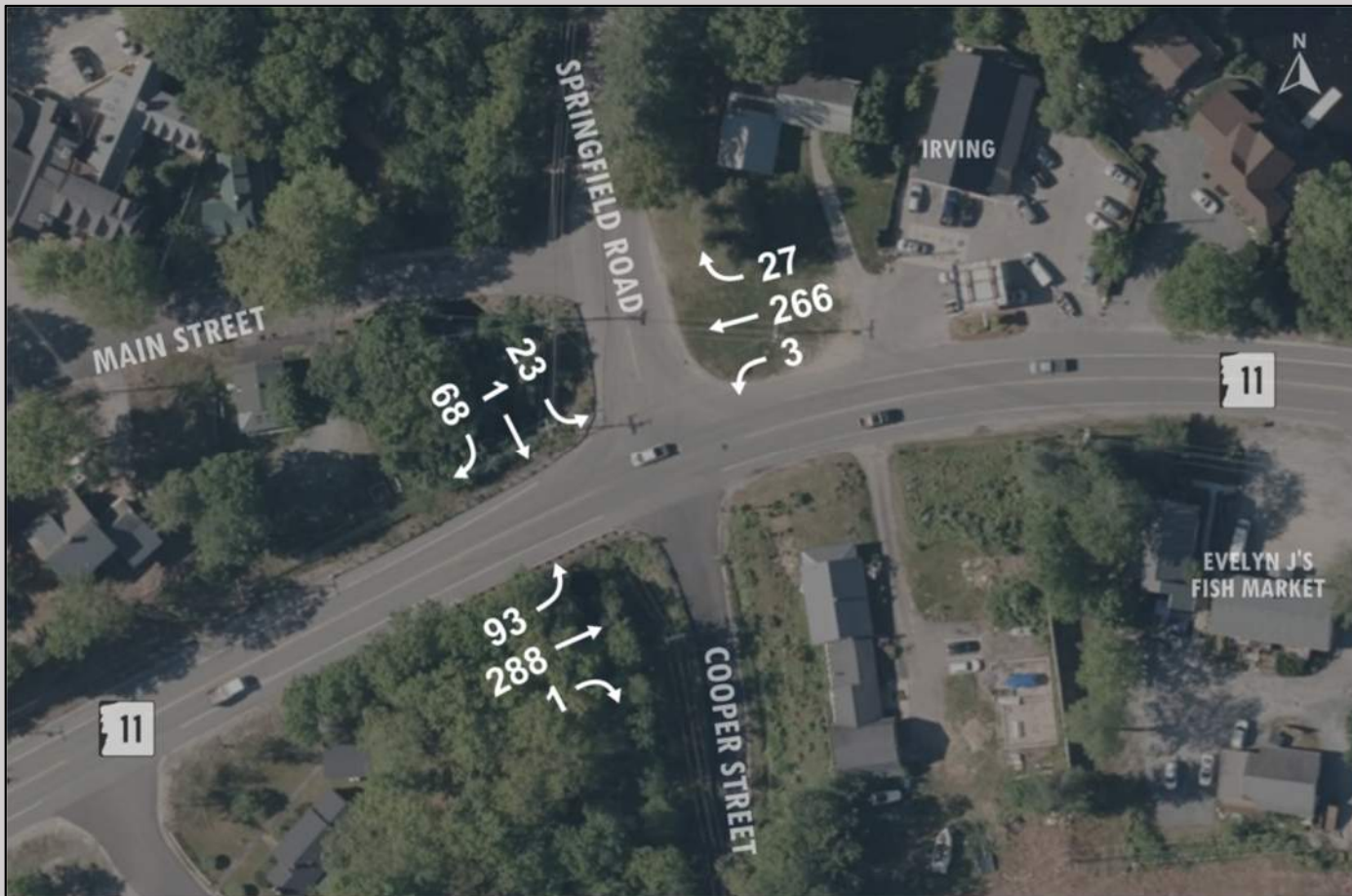
Traffic Data Trends

Weekday PM Peak Volumes
2:45 PM - 3:45 PM



Traffic Data Trends

Weekend Midday Peak Volumes
11:30 AM - 12:30 PM



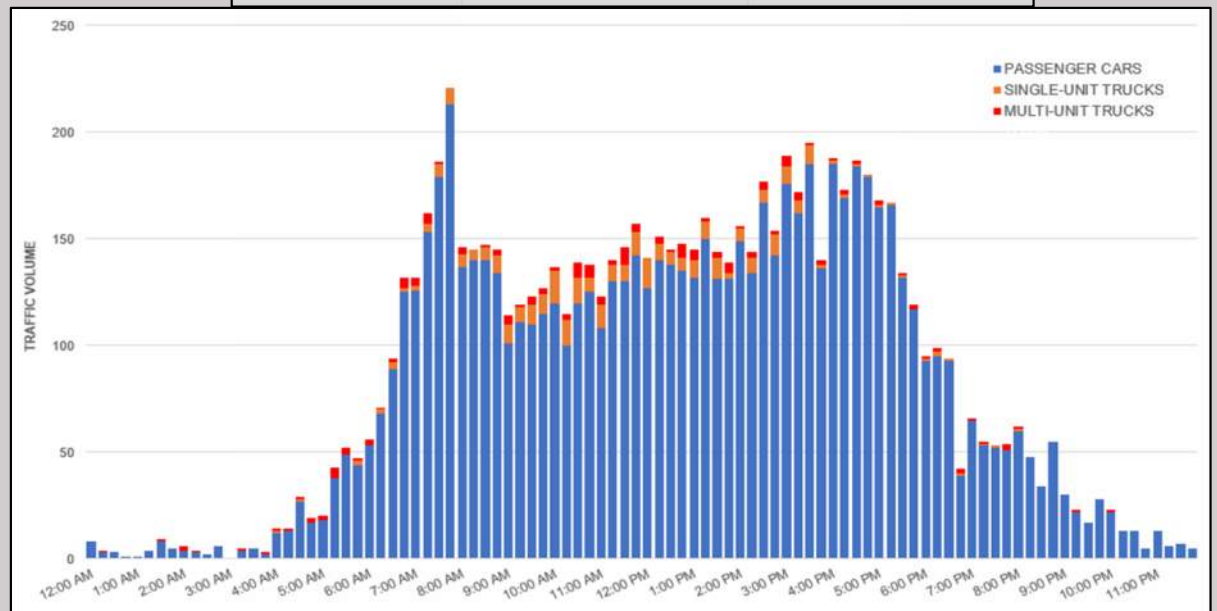
Traffic Data Trends

Daily (Weekday)
Traffic Volumes & Classifications

Measured along NH 11
~450' west of intersection

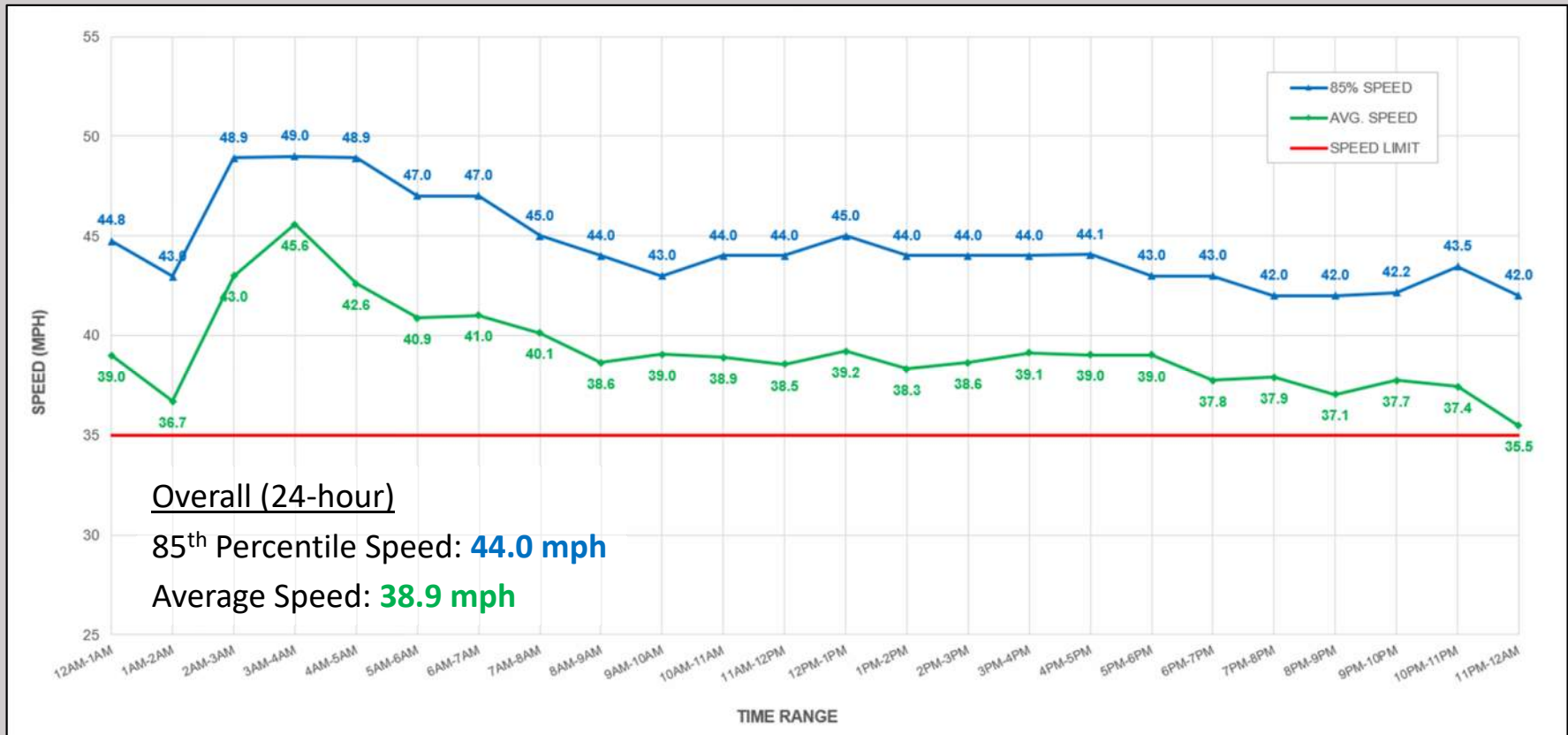


| CLASSIFICATION | EASTBOUND | WESTBOUND | BOTH DIRECTIONS | |
|--------------------|--------------|--------------|-----------------|-------|
| Passenger Cars | 3,919 | 3,878 | 7,797 | 94.2% |
| Single-Unit Trucks | 153 | 155 | 308 | 3.7% |
| Multi-Unit Trucks | 86 | 84 | 170 | 2.1% |
| Total | 4,158 | 4,117 | 8,275 | |



Traffic Data Trends

Speeds along NH 11, west of Springfield Rd
Eastbound, towards intersection



Traffic Data Trends

Speeds along NH 11, west of Springfield Rd
Westbound, departing intersection

