

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

Highway Safety Committee Meeting Minutes

May 1st, 2024

9:00 a.m. – 10:15 a.m.

Safety Services Building – 9 Sargent Rd.

Present: Frederick Gallup, *Selectboard Representative*; John Galloway, *Fire Chief*; Neill Cobb, *Police Chief*; Michael Martell, *Highway Director*; Bob Hall, *Resident Representative*, Jim Dutille, *Resident Representative*

Also present: Town Manager Shannon Martinez; Jennifer McClaine, *Highway Business Manager*; Allyson Traeger, *Land Use Administrator*; Michael Marquise, *Town Planner*

1. CALL MEETING TO ORDER

Director Martell called the meeting to order at 9:03 a.m.

2. REVIEW & APPROVE MINUTES

Chief Cobb noted a correction needed for the misspelling of his name.

MOTION to approve the minutes with this correction made by Select Board Member Gallup and seconded by Resident Representative Dutille.

A vote was taken. Motion carried unanimously.

3. REVIST OF THE PROPOSED PARKING ORDINANCE RED LINE

Discussion

Chief Cobb discussed the revised draft, incorporating suggestions from the previous meeting, and confirmed that jet ski trailers would be considered within the classification of "boat" trailers, addressing the question raised by Director Martell. Chief Cobb also readdressed Tara Hall Lane question raised by Resident Representative Dutille.

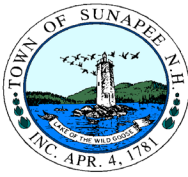
Director Martell added in correction of Section 1:2 (B) after "or main-traveled..." seems to be missing part of the sentence and Section 1:2 (I) is missing a start time.

Resident Representative Dutille would like to see a section added under Section 1:1 (D) that states that vehicles should be parked on the side of road with direction of travel and noted the issues of vehicles parked on the wrong side of the road on Lake Ave/Indian Cave.

Action

Chief Cobb to make the following revisions:

Mirror Section 1:1 (B) "...portion of any highway, road or street" add to Section 1:2 (B), add start time of 8 a.m. to Section 1:2 (I), and to add in parking in the direction of travel under Section 1:1(D).



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MOTION to move this ordinance, after revisions, to the Select Board for review made by Chief Galloway and seconded by Select Board Representative Gallup. A vote was taken. Motion carried unanimously.

Additional Discussion

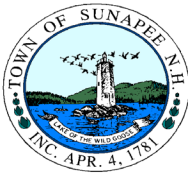
Town Planner Marquise, representing the Planning Board, reviewed the 2007 Charrette and also the recent 2024 Charrette in regard to parking in the harbor. The 2007 proposal for a one-way loop around the Harbor was tested twice but ultimately rejected. The 2024 Charrette explored alternatives, emphasizing the limited parking and suggesting potential one-way segments on Main St and River Road rather than a loop. River Road (between High and Maple St) was identified as a promising starting point due to its minimal impact, with the potential to create 10 to 15 additional parking spaces. While the Planning Board favors this idea, they seek input on the direction of one-way travel for safety considerations and welcome other suggestions. The Planning Board will present and discuss the final Charrette results to the Select Board on May 20th.

Selectboard Representative Gallup stated that the Board of Selectmen has not yet discussed the results from Charrette in detail, having only received a preliminary report. They await the final report to consider the overall recommendations. The Select Board input remains neutral for now, but views this information as valuable for the Highway Safety Committee for future discussions and potential implementation of Charette recommendations in regards to parking.

Chief Galloway raised concerns about the feasibility of making River Road one-way, particularly regarding access for boat trailers to the High St blue stone lot. Maneuvering with a trailer around the corner near the insurance company on Main St poses challenges, going in either direction. Unless they are to go all the way up to the post office and back around.

Chief Cobb supports the idea of a one-way route into the harbor, noting that previously it was done in the opposite direction. He concurs that there are valid concerns regarding boat trailers after further discussion.

Director Martell acknowledges the ongoing challenge regarding accommodating boat trailers regardless of the chosen direction for the one-way section on River Road. He highlights visibility concerns around the corner near the insurance company, whether it's looking uphill or when cars in the parking lot obstruct the view downhill.



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Action

Tabled further discussion regarding Charette recommendation of one-way segments until The Select Board reviews and discusses final results of Charrette.

4. REVIST OF THE PROPOSED POSTED ROADS ORDINANCE

Discussion

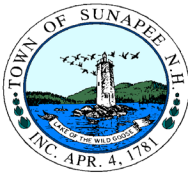
Director Martell reviewed the updated draft and responded to public feedback, aiming to address recurring comments and concerns regarding posted road closure dates, the impact on local businesses' operations, and private/emergency lane roads. Director Martell discussed the simplified process of acquiring permits through the new online system and the process of how decisions are made to approve permits for certain roads vs lifting restrictions on some roads before others, addressing questions raised by Resident Representative Dutille. Director Martell sought feedback from the committee regarding the a fine or fee schedule. Also discussed updating the wording in Section 1 to clarify empty vehicles and dates and removing the list of specified roads, rephrasing Section 2, number 6 to emphasize that vehicles must be empty, clarifying number 2 to encompass all heating fuel sources and proposed adding two additional exemptions. Director Martell also recommended a rewrite of Section 3, which covers enforcement.

Select Board Representative Gallup suggests refining the language in Section 1 to explicitly grant the Highway director discretion to post and unpost roads within a specified timeframe. Additionally, noted that there is a RSA that would enable the Board of Selectmen to maintain road postings outside of this timeframe if necessary. He agreed that the fine should be significant, and would like to see implementing a price per ton after the flat fee first offense.

Chief Cobb would like clarity in section 1 that authority is given to Highway Director to post the roads during a specific time frame, not necessarily the roads to be posted on a set date and end on a set date. Notes ease of posted road permit and communication from this past season. Noted that State Statue there is no fine without going to court and can be up to \$1,000.00 violation. Proposed Gross Vehicle Weight Rating (GVWR) exceeding 6 tons is suggested as an alternative to Gross Vehicle Weight (GVW) for enforcement purposes, eliminating the need to weigh vehicles in order to issue tickets.

Resident Representative Dutille noted a suggestion to set the fee at a significant level to detour people. Also inquired about how officers would determine if a vehicle is overweight without using a scale.

Resident Representative Hall believes that the Highway Director should have complete discretion regarding what weight limit a road can accommodate.



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Action

Director Martell to make the following revisions:

- Update Section 1 by removing list of town roads and update to read “Unless specifically permitted, in writing, by the Highway Director or their designee, it shall be unlawful for any person, or any employee of any business organized in any form (e.g., partnership, sole proprietorship, or corporation) to operate, haul, transport, or cause to be transported any vehicle with a gross vehicle weight (GVW) over six (6) tons and/or gross vehicle weight rating (GVWR) over eighteen thousand (18,000) pounds, whether empty or loaded, on any town owned road as determined by the Highway Director or their designee between February 1st and May 1st. The Highway Director or their designee may designate roads subject to this restriction and post notices accordingly.”
- Update Section 2, number 2 to read “Delivery of home heating fuel on the regulated road. Update number 6 to “Residents whose only access to their residence or place of business is across a posted road and who are not carrying any load.” Also, add “7. Medical Oxygen Delivery” and “8. Emergency Tow Vehicles during emergency tow operations”.
- Update Section 3 to “The Highway Director or their designee, as well as any law enforcement officer or code enforcement officer, shall have the responsibility to enforce this ordinance.”
- Update Section 4 to “Any person, or any employee of any business organized in any form (e.g., partnership, sole proprietorship, or corporation) who violates this ordinance shall be subject to a violation and result in a fine of \$250 for a first offense, \$500 for a second offense, \$1,000 for a third offense and summons to court for all subsequent offenses within a calendar year. Payment shall be made within 30 days of violation.”

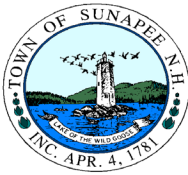
MOTION to move this ordinance, after revisions, to the Select Board for review made by Select Board Representative Gallup and seconded by Resident Representative Dutille.

A vote was taken. Motion carried unanimously.

5. DISCUSSION & REVIEW OF THE PROPOSED NO THRU TRUCKING RED LINE

Discussion

Chief Cobb reviewed the proposed draft with additions of High Street, Beech Street and Maple Street to Section 5. No changes in actual ordinance, still allowing deliveries. Also suggested adding “except High St between River Rd and Edgemont”.



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Director Martell agreed with additions of the streets mentioned and addition of the exception for section between River Rd and Edgemont.

Select Board Representative Gallup voiced concern that the No Thru Trucking request appears to cater primarily to neighborhood convenience, raising worries about a potential ripple effect if similar requests are entertained elsewhere. While he acknowledges the reasoning behind the request for Maple Street, he reluctantly consents to the inclusion of additional streets on the list, albeit with reservations.

Chief Galloway suggested aligning the penalty for this with the 6-ton limit to the 30 days, instead of the current 72 hours, for consistency.

Action

Chief Cobb to make the following revisions:

Section 5 add in “except High St between River Rd and Edgemont Rd” and update to 30 days for fine to be paid.

MOTION to move this ordinance, after revisions, to the Select Board for review made by Chief Cobb and seconded by Director Martell.

Chief Galloway, Resident Representatives Hall & Dutille said “aye”.

Select Board Representative Gallup abstained.

6. UPDATES

No Thru Trucking Bradford Rd –

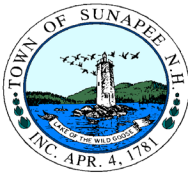
Director Martell reported that he has contacted Newport to request their assistance in urging Google to adjust its routing algorithms for commercial vehicles and noted that there has been no response from Google so far from the one we submitted.

Select Board Representative Gallup believes that increasing the number of requests to Google about this issue could be beneficial and noted that the current volume of commercial vehicles is still high enough to be concerned about.

Chief Cobb shared that the new traffic counter is designed to differentiate between vehicle sizes but is unsure exactly how it is done. In its initial days, the counter recorded 8,500 vehicles, with about 0.5% being commercial vehicles, approximately 40 commercial sized vehicles. More data is needed to provide more accurate statistics.

Retaining Wall on Main St –

Director Martell advised that the property owner has received the certified letter but has not yet responded regarding their plans to address the retaining wall.



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Select Board Representative Gallup suggested that if there is no reply from the property owner by the May 20th Select Board meeting, the Select Board should add a discussion item to the continued part of the agenda regarding sending another certified letter to the owner requesting an update and emphasizing the urgency of their response.

7. RESIDENT EMAILS/LETTERS

Director Martell discussed emails received from the Jepson's regarding Route 11 and Lake Ave, Georges Mills intersections. Director Martell also discussed an email from Doug Hanson about a letter Mr. Hanson wishes to send to the state, and he provided information about a State Representative who is ready to assist in ensuring it reaches the appropriate officials.

Select Board Representative Gallup acknowledged that this matter falls outside our jurisdiction but emphasized that continuing to send letters could still be beneficial. He suggested that letters should be cc'd to the state highway committee, state representatives, etc. He also recommended requesting that Jake's Market join in by sending a letter as well.

Chief Cobb has a draft letter that includes the accident statistics and is seeking clarification on who should send it.

Action

Police and Fire departments will collaborate on a joint letter that includes accident statistics.

Highway Business Manager McClaine will prepare a draft letter from the Highway Safety Committee for review at the next meeting and will contact Doug Hanson and the Jepsons, encouraging them to also write/send letters to the state.

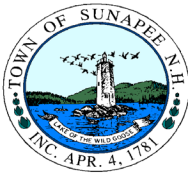
Additionally, the Highway Safety Committee will ask the Select Board to draft a letter addressing the safety concerns on that section of Route 11 as well.

8. AOB

Discussion

Chief Galloway asked about the issue of the crosswalk near Fenton's, which has been discussed in over two meetings. He suggested moving the crosswalk to the edge of the sidewalk, noting that people often loiter at the corner of the existing crosswalk without intending to cross.

Director Martell noted that relocating the crosswalk would require a tip down at the new suggested location, which is feasible but involves considerable effort.



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Chief Cobb added that there has also been a request to install a crosswalk at the intersection of High St and Central.

Select Board Representative Gallup proposed that the entire Harbor area be designated as a crosswalk.

Resident Representative Dutille expressed concerns about the confusion caused by having multiple crosswalks close together. He recommended removing the crosswalk outside of Fenton's and focusing on distributing educational materials about using sidewalks throughout the harbor.

Action

Discussion and decision-making regarding the crosswalk at Fenton's and the request for crosswalk at intersection of High St and Central to be put on next meeting agenda.

9. KEY ACTION ITEMS/ASSIGNMENTS

1. Chief Cobb and Director Martell to make agreed upon revisions to Parking, No Thru Trucking and Posted Road Ordinances to present to The Select Board on May 6th, 2024.
2. The Select Board to include a discussion item on the May 20th agenda concerning the need for an update on the Main Street retaining wall from the owner, should no response be received prior to that meeting.
3. Police and Fire departments to send a joint letter to the State addressing safety concerns and accident data on Route 11 in Georges Mills. Highway Business Manager McClaine will draft a letter from the Highway Safety Committee for review at the June 5th meeting and will also encourage Doug Hanson and the Jepsons to send letters to the state regarding the same. Highway Safety Committee will request that the Select Board draft a letter addressing safety concerns on that section of Route 11 as well.

10. NEXT MEETING DATE/TIME

The next meeting will be Wednesday, June 5th, 2024 at 9 a.m. at the Safety Services Building.