



SUNAPEE HIGHWAY DEPARTMENT

621 Route 11

Sunapee, New Hampshire 03782

Phone: (603) 763-5060 Fax: (603) 763-4337

FREQUENTLY ASKED QUESTIONS

- 1. WHO SHOULD I CONTACT ABOUT A PROBLEM AND/OR AN IDEA THAT I HAVE PERTAINING TO THE TOWN'S ROADWAYS, PARKING AREAS, SIDEWALKS, DRAINAGE SYSTEMS, HIGHWAY BUDGET OR ITS' VEHICLES AND EQUIPMENT?**
Please contact Scott Hazelton at the Highway Department at (603)763-5060 or e-mail him at scotth@town.sunapee.nh.us Residents are encouraged to schedule an appointment to meet with Scott in his office or at their residence within the Town of Sunapee.
- 2. WHERE DO I REPORT AN ISSUE WITH A SIDEWALK OR ROADWAY?**
Please contact the Highway Department at (603)763-5060. If we are not in the office please leave a voicemail message for Scott Hazelton, Highway Director or Duane Abbott, Foreman, with your name, telephone number and location of the issue. You may also e-mail the Highway Director at scotth@town.sunapee.nh.us
- 3. WHERE DO I REPORT AN ISSUE WITH A DRAINAGE CULVERT OR CATCH BASIN?**
Please contact the Highway Department at (603)763-5060. If we are not in the office please leave a voicemail message for Scott Hazelton, Highway Director or Duane Abbott, Foreman, with your name, telephone number and location of the issue. You may also e-mail the Highway Director at scotth@town.sunapee.nh.us
- 4. WHERE DO I REPORT AN ISSUE WITH A TREE OR LIMB THAT HAS FALLEN?**
Please contact the Highway Department at (603)763-5060. If we are not in the office please leave a voicemail message for Scott Hazelton, Highway Director or Duane Abbott, Foreman, with your name, telephone number and location of the issue. You may also contact the Police Department at (603)763-5555. If the tree or limb has severed a utility wire (i.e. electric or telephone) or is resting on a utility wire **DO NOT ATTEMPT TO REMOVE** the tree or limb, and stay away from all downed wires. Contact your local utility company, PSNH or NHEC.
- 5. DOES THE TOWN HAVE A ROADWAY MANAGEMENT PLAN FOR ITS' PAVED ROADS?** The Board of Selectmen adopted a 15-year Roadway Management Plan in the spring of 2014 that provides a detailed plan of proposed annual roadway paving and maintenance projects. The plan is located on the Highway Department's web page on the Town's website. The plan was developed based on roadway conditions that were observed in 2013/2014, and from existing traffic data (if available) for each road. The plan is a living document, and the conditions of all roadways are reviewed each fall and spring by the Highway Director. Roadway conditions often change as a result of significant weather events and/or severe winter conditions. The Roadway Management Plan may be modified by the Highway Director as changing roadway conditions warrant.
- 6. WHEN IS MY GRAVEL ROAD (A.K.A. DIRT ROAD) GOING TO BE GRADED?** Gravel roads are graded in the spring as soon as the frost is out of the ground and when the roadway shoulders are no longer saturated. Subsequent roadway grading is conducted approximately every

SUMMER OFFICE HOURS: Monday thru Thursday 6:00 A.M. to 4:30 P.M.

3-4 weeks thereafter and/or as roadway conditions warrant. Conditions that warrant grading of a gravel road are the presence of potholes within the roadway section, the presence of washboard areas along a roadway, and when erosion of the roadway is present due to significant rain events.

- 7. WHAT IS THE HIGHWAY DEPARTMENT'S PLAN FOR REPLACING FLEET VEHICLES, AND/OR FOR REPLACING its HEAVY EQUIPMENT?** The Town has a Vehicle & Equipment Capital Reserve Fund for the Highway Department that was established in 1989 which details a proposed schedule and the estimated cost for the replacement of its' fleet vehicles and heavy equipment. The capital reserve fund is a living document, and it has been updated annually based on resident's approval, or not, to replace existing fleet vehicles and/or pieces of equipment. The plan may also be updated periodically to reflect the status of the Highway Department's fleet vehicles and/or equipment. A copy of the capital reserve fund can be obtained from the Town Office, and will be available on the Highway Department's web page on the Town's website in the near future.
- 8. DOES THE HIGHWAY DEPARTMENT HAVE A PLAN FOR THE MAINTENANCE OF ITS EXISTING BUILDINGS & GROUNDS?** The Highway Director, in conjunction with building maintenance staff and other department heads, are in the process of developing a comprehensive plan for the maintenance of all of its buildings and grounds. The plan will be presented at a future Board of Selectmen's meeting during the summer of 2014 for their review.
- 9. DOES THE TOWN HAVE A WINTER ROADWAY MAINTENANCE POLICY?** Yes, the Town has a policy that was developed and adopted on or about 1991. A copy of the policy can be obtained at the Town Office. The policy is currently being updated by the Highway Director for review by the Town Manager, and then will be discussed with the Board of Selectmen.
- 10. WHERE SHOULD I PARK MY VEHICLE OR MY VEHICLE WITH A BOAT TRAILER WHEN VISITING THE TOWN OF SUNAPEE?** The Town has designated PUBLIC PARKING lots, and parking spaces along certain streets for its residents and visitors. Please visit the Sunapee Police Department's web page on the Town's website for detailed parking information.
- 11. WHY DO YOU USE SAND VS. SALT, OR A COMBINATION OF BOTH, DURING WINTER STORM EVENTS?** Rock salt is used as a deicing agent on the Town's roadways, parking areas and sidewalks. Rock salt is most effective when the ambient air temperature is 20°Fahrenheit or above. Rock salt is typically applied in the early stages of a winter storm event for the purpose of breaking the bond that snow and ice form with asphalt and concrete surfaces. Rock salt is applied at an approximate rate of 250lbs per lane mile, but may vary depending on winter conditions. Rock salt is applied throughout a storm event as necessary to keep the bond from forming on asphalt or concrete surfaces, and aids in the melting process to help clear the those surfaces. Sand is used to aid vehicular traffic with traction on the Town's roadways and parking areas, and for pedestrians on sidewalks. Sand is not a deicing agent. Salt and sand mixtures are often applied to break the bond that snow and ice may form with asphalt and concrete surfaces, and to provide traction for vehicular traffic during winter storm events. NOTE: In 2013/2014, the Highway Department began applying 3/8" chip stone to the Town's gravel roads during winter storm events for improved traction on the gravel roads. This technique will also improve the condition of the Town's gravel roads during the spring thaw, and for the future maintenance of the Town's gravel roads.