



ACEC-NH/NHDOT Highway Design Sub-Committee



Teams/JOM Hybrid Meeting
January 9, 2024
8:00 am – 9:00 am

Meeting Minutes

Attendees:

Jim Marshall, NHDOT (Chair)	Brian Colburn, McFarland Johnson (Vice Chair)
Corey Spetelunas, NHDOT (absent)	Mark Debowski, GPI (absent)
Jonathan Hebert, NHDOT	Benjamin Martin, VHB (scribe)
Cassandra Burns, NHDOT (absent)	Phil Kendall, HNTB
Ronald Grandmaison, NHDOT	Bill Ashford, Kleinfelder (absent)
Curtis Morrill, NHDOT	Clint Mercer, Jacobs (absent)

These meeting minutes are from the January 9, 2024, ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

- a. Ben volunteered to be scribe.

2. Review and Approve Minutes

- a. The December 5, 2023, committee meeting minutes were discussed and will be accepted at the next (February 6) meeting pending resolution of one item.

3. Updating Checklists

- a. The purpose of this meeting was to focus on the submission checklists so they can be finalized and released to the consultant community for use. Prior to the meeting, a shared checklist was reviewed and commented on by the committee.
- b. Phil asked how close the new sample plans were to being released. Ron noted that they are close and will have NHDOT staff verify that they correlate with the updated PS&E/Construction submission checklist.
- c. Curtis noted that the most important part of the checklist was the remarks column, it saves NHDOT staff from digging into things that may not have been included. Also noted that larger action items should be described as part of the design report narrative, again it saves reviewers time to have a summary of items for consideration.
- d. The following checklist review comments were discussed, and the group concurred to revise the draft checklist as follows:

- i. Checklist is expected to be a living document, and version control is important. Each checklist will include a revised date, as well as a log of version updates when revisions are released.
- ii. Drainage and Utility Plan checklist will be included starting at the Slope and Drain submission.
- iii. Fences was added to the existing detail required on cross sections.
- iv. Revised *ORD note to: *“Typically, information shown back and ahead of stations is not required using OpenRoads, new standards are under development, coordinate with NHDOT PM on approach.”*
- e. Ben will incorporate all revisions and send the checklist back to Jim for distribution.

Next Meeting – February 6, 2024, 8:00-9:00 am. This meeting will be face-to-face with a virtual option.
NHDOT Highway Design Conference Room 211