

## ACEC-NH/NHDOT Highway Design Sub-Committee

**Teams/JOM Hybrid Meeting  
February 6, 2024  
8:00 am – 9:00 am**

### Meeting Minutes

**Attendees:**

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

These meeting minutes are from the February 6, 2024, ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

**1. Introductory Remarks**

- a. Cassandra volunteered to be the scribe for the meeting.
- b. The January 9, 2024, committee meeting minutes were reviewed and approved. They will be added to the website.

**2. Review Comments on Pre-Hearing Checklist**

- a. Developed based on spreadsheet from Jon Hebert.
- b. Discussion on how to show checklists on the NHDOT website. The options discussed were:
  - i. All in one package
  - ii. Separate Checklist files (currently what is posted on the NHDOT website)
  - iii. Two packages, to mimic Design Phases (Part B and Part C)
    1. Preliminary Design Package (project inception to Hearing/Slope and Drain)
    2. Final Design Package (Slope and Drain to Advertisement)
- c. Discussion on the Pre-Hearing Checklist review
  - i. Brian noted that the level of detail for the Hearing is not captured in the Pre-Hearing Checklist, especially Right-Of-Way (ROW) impacts
  - ii. Designs need to be developed further along to show full anticipated impacts to properties
    1. At Hearings, the ROW impacts should be as close to final as possible

- a. Can change the size of impact slightly (~5ft)
  - b. Cannot change if impact is much greater and cannot change the type of impact (i.e. slope easement to drainage easement)
    - i. Eminent Domain rule by Federal Highway
- iii. The group discussed what other States are presenting for Hearing plans and how New Hampshire evolved from having conceptual layouts shown to Slope and Drain phase design details shown, with the Bureau of ROW wanting more final impacts.
- iv. Brian suggested renaming the “Pre-Hearing Checklist” to “Alternatives Review Checklist” so that the phases match better with the Bureau of ROW’s request to have final impacts shown on Hearing Plans.
- v. Jim noted that if the current “Pre-Hearing Checklist” were to be renamed the “Alternatives Review Checklist”, that the Traffic Control Plans portion would have to be put on another checklist (currently not on the current “Pre-Hearing Checklist”) so that Traffic Control impacts are shown on the Hearing Plan.
- vi. Brian suggested renaming the current “Post-Hearing Checklist” to the “Pre-Hearing Checklist”.
- vii. The group discussed where Alternative Analysis Review fits under the design process and whether it would be under Part A or Part B; overall, it depends on what type of project it is.
- viii. Jim reviewed the project development flow chart noting that the current “Pre-Hearing Checklist” is more of the early development, while the current “Post-Hearing” does not include drainage other than preliminary drainage layout, which may be needed for ROW impacts
  - 1. Brian noted that the intent was to not have the closed drainage system or any BMPs developed yet.
- ix. Phil suggested bringing the Bureau of ROW into the discussion so the group can get their perspective on impacts and Hearing Plans.
- x. The group believed that renaming the current “Post-Hearing Checklist” to “Pre-Hearing Checklist” does make sense, as well as changing the current “Pre-Hearing Checklist” to “Alternative Analysis Checklist”. Traffic Control layout (not necessarily plans) should be added to the new “Alternative Analysis Checklist”. For projects with tight ROW, Traffic Control layout will be more critical to ensure that the project is constructable.
- xi. Overall, the group discussed the project development process regarding which checklist should be inclusive of each phase:
  - 1. Alternative Analysis Checklist: Preliminary Design – Developing and evaluating each alternative
  - 2. Pre-Hearing Checklist: Plan considerations and design elements to prepare for a Hearing, including ROW impacts
  - 3. Post-Hearing Checklist: Design considerations after the Hearing and to further refine the design before Slope and Drain

- xii. Corey noted that by renaming the current checklists, some items on the checklists will have to be moved around to other checklists to follow the design process
  - 1. Corey will update the current “Post-Hearing Checklist” to become the new “Pre-Hearing Checklist”
  - 2. Brian will update the current “Pre-Hearing Checklist” to become the new “Alternative Analysis Checklist”.
- xiii. The group discussed what items would need to be added to the new checklists including drainage design (to be added to the new “Pre-Hearing Checklist”).
- xiv. Brian suggested getting the Bureau of ROWs input on the updated and new checklists.
- xv. The group discussed the “Line and Grade Checklist” and whether the information contained in the document could be merged with another Checklist or kept as its own document.

### **3. Discussion on NHDOT CADD / ORD Standards**

- a. Jim noted that there have been discussions in the Bureau on how we can make ORD better and what needs to be developed so that we can use it as intended and make it easier and more efficient.
- b. Will discuss further at next meeting and possibly bring others who use ORD to get their input.

**Next Meeting – March 5, 2024, 8:00-10:00 am.** This meeting will be face-to-face with a virtual option.  
**NHDOT Highway Design Conference Room 211**