



ACEC-NH/NHDOT Highway Design Sub-Committee



NHDOT
7 Hazen Drive Concord NH
March 10, 2020
Room 112/113 8:00 am – 9:30 am

Meeting Minutes

Attendees:

Jim Marshall, NHDOT (Chair)
Tobey Reynolds, NHDOT
Leah Savage, NHDOT
Corey Spetelunas, NHDOT
Maggie Baldwin, NHDOT
Ron Grandmaison, NHDOT

Brian Colburn, MJ (Vice Chair)
Ben Martin, VHB
Jen Mercer, GM2 (Scribe)
Travis Wolfel, Kleinfelder
Clinton Mercer, Jacobs
Linda Greer, Fuss & O'Neill

These meeting minutes are from the March 10, 2020 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Jen volunteered to be the scribe for the meeting.

2. Review and approve minutes – February 11, 2020 meeting

The meeting minutes from the February 11, 2020 meeting were formally accepted as final. All final meeting minutes will be posted by Corey.

3. Design Criteria Form Discussion

- a. Brian made a few updates to the document such as making it landscape, adding the limits so you can have multiple sheets, and adding cross slopes and % runoff for superelevation.
- b. A Design Report Group needs to be formed and the Department will work on that.
- c. It was noted that a Design Report will be necessary at each submission.
- d. It was suggested that the formatting for Item 6 should be similar to Item 11 (put everything on the next line and pull out the “Note” from the Description Box and put on top of it instead).
- e. The Intersection Sight Distance section needs to have more information including its own number and tabs with a table.
- f. There was much discussion on whether or not the Form should be for just the Standards or the Design or a combination. It was decided that the intent is for it to be for the Standards and any deviation will be described in the “Notes” boxes. Most descriptions

will direct the reviewer to the Engineering Report and/or the Design Report for more information.

- g. There was much discussion on who at the Department should be reviewing and approving the Form. It was decided that John Butler would need to review and sign off on the Form for all projects. A line for his initials and a date needs to be added to the top of the Form. It was also noted that the DOT Project Manager will need to sign off as well, but more decision is needed as to when this happens.

4. Review MaineDOT Design Submittal Form

- a. Maggie reported that Steph Micucci tried to use the forms on some of their projects, but she didn't feel they were very helpful/efficient. It appears they may be just a good resource for designers. Linda confirmed that they can be redundant/tedious to work with.

5. Line & Grade Checklist

- a. Brian hasn't had a chance to convert these to Excel yet. The subgroup will meet once it's formatted.

6. Review of Post-Hearing Design Review (PHDR) Checklist

- a. The PHDR needs the Design Report samples to go with it before posting for use. Jim will send it out to Alex for the consultants' early feedback.
- b. Tobey will come up with a project to test drive this on. He's thinking North Hampton 24457, but will check with Jon Hebert as to the status of the revisions first.
- c. Brian has a Post-Hearing project that he will test drive this on as well, Route 108.

7. Highway Design Manual Update:

- a. Chapters 3 and 8 are going to the Policy & Records group to be reviewed. Then the DRAFT form will be posted and will go to FHWA for review at the same time.
- b. Chapter 11 is going to ACEC for review.
- c. Chapter 9 is final and can be posted to the website after Jim verifies with Melody.
- d. Chapters 2, 4, and 5 are left to update. The, Chapter 13 will be revisited and Chapter 14 added.
- e. Typical Sections and Sample Layouts have been posted in DRAFT form on the website, but still need to go to ACEC for review.

8. Estimate Committee Group Update:

- a. The group hasn't met in a while, so Dan Prehemo and Wayne Brooks have looked at the old format and updated it. They have used the revised format with a few projects and while it's not perfect, it appears to work well on reconstruction projects. Tobey's group is vetting the revised format and will bring to this group when it is ready.

- b. Dan Prehemo has done extensive research on estimates and the hope is to get him into one of these meetings to discuss his findings with the group.

9. OpenRoads Designer (ORD) Update:

- a. Bill Caswell will show the drawing space at the Tech Transfer.
- b. Corey has a project they are converting from InRoads to ORD and are having some issue that they need to work through.

10. Next Steps:

- a. Update the Design Criteria Form developed by internal DOT staff and send to the group for discussion at the next meeting (**Maggie**)
- b. Update the Intersection Sight Distance tabs of the Design Criteria Form (**Brian**)
- c. Set up Line & Grade Checklist using a similar format to the Post Hearing Checklist (**Brian**)
- d. "Test Drive" Post-Hearing Design Review Checklist (**Tobey & Brian**)
- e. Send the guardrail spreadsheet that they use in-house to everyone. (**Maggie**)

Meeting Adjourned - 9:30am

Next Meeting – April 14, 2020 Room 112/113 – {Subsequent to the meeting, an Emergency Order was issued by the Governor due to COVID-19 prohibiting scheduled gatherings of 10 or more, so the next meeting will now be June 9, 2020.}