

ACEC-NH/NHDOT
Highway Design Sub-Committee

Zoom Virtual Meeting
May 10, 2022
8:00 am – 9:30 am

Meeting Minutes

Attendees:

Jim Marshall, NHDOT (Chair)
Tobey Reynolds, NHDOT
Leah Savage, NHDOT
Corey Spetelunas, NHDOT
Cassandra Burns, NHDOT (scribe)
Jonathan Hebert, NHDOT

Clint Mercer, Jacobs
Bill Ashford, Kleinfelder
Brian Colburn, McFarland Johnson
Benjamin Martin, VHB (absent)
Phil Kendall, HNTB (absent)
Mark Debowski, GPI

These meeting minutes are from the May 10, 2022, ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Cassandra volunteered to be the scribe for the meeting.

2. Review and Approve Minutes – March 08, 2022, Meeting

The minutes from the **March 08, 2022**, meeting were formally accepted as final with one minor change noting that today's meeting changed to virtual.

3. ACEC Technology Transfer Conference Review (Jim)

Jim and Leah presented the Committee's latest processes and checklists at the ACEC Conference held on April 21st at the Grappone Center. Jim asked if any feedback or comments have been received from the presentation. One comment Leah received was regarding consistency with naming conventions for submissions between the checklists, Consultant scopes and other processes. Some of the recent scopes developed for Consultant projects included old wordage (Pre-Preliminary Phase, Preliminary Phase, etc.), which has led to confusion with the introduction of the new checklists. Jim suggested that the Committee present the processes and checklists to the Consultant Committee to ensure they are consistent with the development of the Consultant Contracts. He suggested inviting project leads and project managers since they carry the projects beyond the scoping process. **Jim will add the Committees Checklist and Processes Update presentation to an upcoming Consultant Committee agenda as an effort to standardize scope formats with the updated ACEC-NHDOT Committee's documents.**

Based on other comments received after the ACEC Conference presentation, Leah asked the group if including the Submission Checklists should be required as part of the Submission. Brian stated that they have been including them, assuming they were already required. He added that if they were not required, they may not have been including them. Tobey added that including the checklist makes reviewing the submission easier, the checklist includes useful information, and the reviewer can see what has been checked. Bill added that the checklist is a great tool when creating Scopes and its easy to follow the checklist and easy to include it with the submission. Leah noted that the "Remarks" column helps with additional communication as the submission is being reviewed and creates less back and forth between the NHDOT design team and the Consultant. All were in agreement that the Checklists should be required as part of Submissions. These checklists were not communicated as a requirement at the ACEC Conference. The webpage will be updated to communicate the intent for this requirement.

Leah noted one final comment received was regarding the Intersection Sight Distance worksheet and calculations and where to keep that documentation. Maggie Baldwin and John Butler are working on updates to this form and determination of the appropriate location for this document. It will likely become an appendix to the Design Report, currently it is part of the Design Criteria form package. Brian added, for a recent project, he included the calculations in an Appendix within the Design Criteria form. Leah noted that one issue with including it in the Design Criteria form is that it's often intersection specific and the calculations could be of a theoretical alternative design and not necessarily applicable to the entire project. Jim asked if a link to the Intersection Sight Distance worksheet template will be included on the Design Criteria form. Leah said that the plan is to include the file location within the "How To" document for all the processes being developed. The plan is to add the "How To" document to the Intranet site in pieces since due the size of the document.

4. Pre-Hearing Checklist Update (Brian)

Brian noted that there are no updates right now but will continue where the Committee left off at the next meeting.

5. Issues or Concerns. Roundtable Discussion.

Tobey mentioned that there will be an internal roundabout training on June 7th and asked if Consultant's should be invited. The intent of this training is to summarize NHDOT approach to designing roundabouts and will be presented by Mike Dugas. There was also conversation regarding needing to update the NHDOT Roundabout webpage. Mark asked if anyone from NHDOT is attending the Roundabout Conference, which will be held May 15-18 in California, Jim noted that no one from NHDOT will be attending.

Brian noted that there have been some questions regarding how much detail to show on Hearing plans. Some projects show information that is included on the Pre-Hearing checklist while others contain Slope and Drain level detail. Brian suggested potentially having multiple checklists for level of detail intended for this stage (15% and 30%) that would include the level of detail needed for the Hearing Plan. Jim noted that depending on size and breath of project, the details shown would be to a different level and it should be discussed during the scoping process. Tobey agreed that the Hearing plan detail should be dependent on the project context. **Brian and Jon will continue to work on the Pre-Hearing Checklist and provided a**

checklist on how to approach projects of different contexts. Jon noted that it would be beneficial to make the Pre-Hearing plan process simpler. Bill added that getting to the Hearing takes a lot of work and having the discussion on what is to be included on the Hearing plan upfront would be beneficial.

Leah noted that the Drainage Report discussion should be added to a future discussion topic list.

Mark added that the ACEC Conference was helpful, in particular the diverging diamond technical design informational session. He added that it was great to see “lessons learned” and similar presentations would be helpful for other topics.

Corey mentioned that the top five topics discussed at the first ACEC Subcommittee meeting either have been completed or are currently being worked on.

Clint asked if OpenRoads will be required for all new projects. Jim said that as of May ORD will be a requirement, however, to also check with the Project Manager to make sure as there are some exceptions.

Next Meeting – June 14, 2022, 8-9:30am. The June meeting will be face-to-face with a virtual option. **Jim will arrange for a room.**