



ACEC-NH/NHDOT Highway Design Sub-Committee



NHDOT Room 211 / Zoom Hybrid Meeting
May 2, 2023
8:00 am – 9:00 am

Meeting Minutes

Attendees:

Jim Marshall, NHDOT (Chair)
Tobey Reynolds, NHDOT
Curtis Morrill, NHDOT (scribe)
Corey Spetelunas, NHDOT
Cassandra Burns, NHDOT
Jonathan Hebert, NHDOT
Ron Grandmaison, NHDOT

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

These meeting minutes are from the May 2, 2023 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Curtis volunteered to be the scribe for the meeting. It was noted that the last meeting was November 8, 2022, and minutes are outstanding. Brian to complete minutes. Jim noted that this group will be meeting more regularly. (See below for more discussion).

2. Update of Development of Preliminary Design Scope / Checklists

Mark and Tobey provided an update on their progress with the development of a Preliminary Design Checklist. Mark highlighted that initial discussions led to a variability of courses this checklist could take. Part of the review included reviewing other state's procedures, checklist vs memo, overlap with other documentation being produced (Design Report and Design Criteria Form), and overlap with ongoing standardized scoping progress in the CQI committee. Tobey noted the CQI committee currently is progressing an outline for standard scope language for preliminary design that will have an Alternatives Analysis section highlighting considerations. There was general discussion on how a preliminary design checklist and the standard scope wording should be intertwined. Brian noted that consistent expectations between projects should be prioritized.

There was general discussion on the variables at hand in preliminary design and alternatives analysis and to what level of documentation the Department is expecting at this design stage. Corey noted that the Engineer Of Record policy also needs to be considered. It was noted that the deliverable package at the end of preliminary design will need to be considered. Mark proposed putting the Preliminary Design Checklist on hold until the CQI committee progresses the preliminary design standard scope.

Phil noted that draft updates to the PPSE and PSE checklists are available. Ben to distribute via sharepoint. *(Subsequent to meeting, Ben sent out links to the checklists to the committee)*

3. Discussion on Charter Changes

Jim provided a copy of the existing charter to the group (attached to these minutes). Jim noted that the group will be scheduled to meet more regularly with a focus to completing submission checklists. The group decided to keep a monthly meeting and would be able to cancel if needed depending on agenda items. Meetings will remain at 8 am with a virtual component provided.

Jim discussed his proposal for Department membership. The current charter and membership will need to be updated. Jim noted a proposed charter change to have the Department membership be noted by position rather than individuals, comprised of Highway Design Administrator, Chief Project Manager, Roadway Section Chief, and 2-3 floating members (CE IV/V to provide a good cross section of personnel).

Brian noted Consultant membership is designated by the Chair and Executive Director of NH-ACEC. The group confirmed the term length of 3 years is appropriate.

Jim proposed that all membership terms for both the Department and the Consultant side be extended 1 year based on the impact of COVID preventing regular meetings over the last couple years. All agreed.

Jim to update charter and post to website.

4. Future Meeting Topics

The group provided the following topics for future meetings. Jim and Brian to work on future meeting agendas.

- Drainage display on cross sections based on Openroads capabilities.
- Design Services existing utility display for utility submission. Include DOT CADD staff.
- Erosion control plan guidance. BOE expected to release updated guidance shortly.
- Sample plans.

5. Others

None.

6. Roundtable Discussion

Corey noted that updated Design Report and Alignment Report templates have been added to the NHDOT website. An update email will need to be sent to the Consultant community and NHDOT staff.

Next Meeting – June 6, 2023, 8:00-9:00 am. This meeting will be face-to-face with a virtual option. **Jim will arrange for a room.**

ACEC/NHDOT Highway Design Sub-Committee

Mission:

To Promote Consistency, & Communicate Issues of Common Concern between the DOT and the Consulting Community, with a focus on the **Roadway Design Process, Specific Technical Design Elements, Innovations, and Contract Delivery Methods.**

Sub-Committee Responsibilities:

1. To solicit the NH Highway Design community for items/issues of concern. (Items to be added to the agenda.)
2. To Resolve issues and effectively disseminate the information to the NH Highway Design community.
3. To provide meeting minutes on web page
4. Sub-Committee members are expected to attend meetings and to come prepared to those meetings. Members will have assignments that require independent or collaborative work between meetings.
5. Foster mutually beneficial training opportunities

MEETINGS

- The Highway Design Sub-Committee will meet at the very least quarterly and more frequently as needed. Minutes will be posted on the sub-committee's web page.
- A scribe will be chosen at the beginning of each meeting
 - Consulting firm on odd months
 - NHDOT on even months

CHAIR & VICE CHAIR

- The Sub-Committee Chairperson will be the Administrator of Highway Design.
- The Sub-Committee Vice Chairperson will be a member from a consulting firm and chosen at the first meeting of the New Year, with a term of 1 year.
- The Chairperson will be responsible for setting agenda items and facilitating the meeting.
- The Vice Chairperson shall assume the responsibilities of the chairperson should the chairperson not be in attendance at one of the meetings.

STANDING MEMBERS

This sub-committee will consist of 12 regular members.

- 6 members will be NHDOT Highway Design employees to be appointed by the Administrator of Highway Design.
 - Members will serve a 3 year term.
- 6 members will be NH member consulting firms to be appointed by Executive Director of NH-ACEC
 - Members will serve a 3 year term.
- Should a committee member change positions or firms, a replacement committee member , if needed, shall be designated by the Chair and Executive Director of NH-ACEC

Inaugural Members:

NHDOT

- Jim Marshall, Administrator Highway Design (Chair)
- Margarete Baldwin, NHDOT Term Expiration: December, 2021
- Ronald Grandmaison, NHDOT Term Expiration: December, 2021
- Tobey Reynolds, NHDOT Term Expiration: December, 2022
- Leah Savage, NHDOT Term Expiration: December, 2023
- Corey Spetelunas, NHDOT Term Expiration: December, 2023

NH Consulting Engineering member firm

- Brian Colburn, McFarland Johnson Term Expiration: December, 2023
- Linda Greer, Fuss & O’Neill Term Expiration: December, 2021
- Roger Krahn, Kleinfelder Term Expiration: December, 2022
- Benjamin Martin, VHB Term Expiration: December. 2023
- Clint Mercer, Jacobs Term Expiration: December, 2022
- Jenifer Mercer, GM2 Term Expiration: December, 2021