



ACEC-NH/NHDOT Highway Design Sub-Committee



Hybrid Meeting – JOM & Zoom Virtual
June 14, 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
Jonathan Hebert, NHDOT

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

These meeting minutes are from the June 14, 2022, ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Ben volunteered to be the scribe for the meeting.

2. Review and Approve Minutes – May 10, 2022, Meeting

The minutes from the May 10, 2022, meeting were formally accepted as final.

3. Project Submission Checklists (Brian & Jon)

Brian and Jon are targeting a meeting in June or early July to begin work on developing a draft Pre-Hearing checklist to bring back to the Committee for review at the August Meeting. Jim noted the challenge of developing a checklist for a deliverable where the level of detail and design development can vary greatly depending on the project. The goal of this checklist was to better define what is required and use it as a tool in the scoping process.

Ben asked about the scope template that's being developed the NHDOT ACEC CQI Committee – the checklist(s) should be consistent with that effort. Jim agreed that the documents need to dovetail. CQI is focusing on a final design scope template now. The final design process tends to be better defined, but the end goal is the scope template and checklists are consistent. Jim mentioned that the Pre-Hearing scope template may use an a-la-carte format where the team can select from a list of possible deliverables and design outcomes as the scope is developed.

Corey noted he has a couple projects approaching PS&E and would like to get that checklist updated as well, particularly important as projects transition to OpenRoads Designer (ORD). Phil and Ben offered to assist, Ben noted that VHB just completed PS&E plans in ORD, and the old checklist needed a lot of updates. Tobey asked if the ORD plan 'look' had been finalized. Corey is going to check with NHDOT CADD and Construction to see the status of ORD plans and set up a meeting to kickoff updating that checklist.

Leah noted that she developed and distributed (internally) a checklist for shoreland permit plans, and noted it would be good to formalize that checklist and distribute to consultants for their use.

Tobey noted some NHDOT staffing changes. Kendra Anthony is taking Bill Hardiman's position. Terry Place will now be assisting Kendra with consultant agreements, and assisting Lysa Bennett Crouch with proposals.

Jim noted several conflicts with the upcoming July meeting, and the committee agreed to cancel that meeting and convene again in August.

The committee has been meeting virtually for the last couple years, and this was the first hybrid (in person with a remote option) meeting. Future meetings will continue with a hybrid format.

Next Meeting – August 9, 2022, 8-9:30am.