



ACEC-NH/NHDOT Highway Design Sub-Committee



In-Person Meeting with Zoom Virtual Option
September 10, 2024
8:00 am – 9:30 am

Meeting Notes

Attendees:

X	Jim Marshall, NHDOT, Chair	X	Clint Mercer, Jacobs
X	Ronald Grandmaison, NHDOT		Bill Ashford, Kleinfelder
	Curtis Morrill, NHDOT	X	Brian Colburn, McFarland Johnson - Scribe
X	Corey Spetelunas, NHDOT	X	Benjamin Martin, VHB
X	Cassandra Burns, NHDOT	X	Phil Kendall, HNTB - Remote
X	Jonathan Hebert, NHDOT	X	Mark Debowski, GPI

After the minutes from the previous meeting were approved, Jim noted that ACEC-NH would like to publish the minutes from the ACEC-NH Highway Subcommittee meetings to their website as well. Jim will have ACEC-NH provide a link to the NHDOT Highway Design website to access the meeting minutes.

Ben provided update on the CADD user group that occurred on August 2, 2024. 60 people attended the virtual meeting where Bill Caswell provided a CADD update, VHB provided a demo of iTwins, and Eric Milliken gave a presentation on cross sections. Due to some concerns with how ORD would operate in a live meeting environment, the presentations were prerecorded. The consensus (which was confirmed by a survey of participants) after the meeting was to have more live demonstrations at the next meeting. The next meeting is scheduled for January 24, 2025. Bill Caswell is managing a specific e-mail list for CADD notifications. A survey will be sent out to develop topics for the next meeting.

Jim noted that they need to find a home on the NHDOT website for the CADD update information. NHDOT training videos are now posted on the Bentley training site ([link](#)). Previously, people outside of NHDOT did not have access to these videos.

The Pre-Hearing Checklist was reviewed. Below are items that were discussed.

- Change Title to Pre-Hearing Design Checklist
- Change guidance for sections at every driveway. Project Managers can change frequency during the scoping process.
- The number of critical sections should be defined at project scoping.
- The level of detail to include in the “Conceptual” TCP should also be defined at project scoping.
- Diversion sections should be added to the checklist.

NHDOT will post the Pre-Hearing checklist to the website once changes have been made.

Ron provided an update on developing right-of-way impacts prior to the Public Hearing based on discussions with the Bureau of Right-of-Way. Impacts shown on the Hearing Plans should be conservative since NHDOT can not condemn on impacts not shown on the Hearing Plans. This guidance will be added to the narrative of the pre-hearing checklist. This guidance should also be provided separately to the design community in a stand-alone announcement.

NHDOT will now be requiring the Engineer of Record to stamp the Design Report at the time of the Public Hearing. This guidance should also be provided separately to the design community in a stand-alone announcement.

The color plan checklist was also reviewed. Below are items that were discussed.

- The color plan checklist is not the Hearing Plan checklist. The Hearing Plan checklist is still under development and needs to be coordinated with the Bureau of ROW.
- The checklist should be reformatted to use labels and not superscript, so it is consistent with the other checklists.
- The use of an aerial image background was discussed as the standard. More discussion is needed.
- Add language in the narrative to discourage copying black & white design information for use in the color plan and recommend referencing files and applying different symbology.
- The narrative should set expectations on the effort expected to clean up notation that shows on plan cut sheets as well as the color plan as the two sets could be at different scales and orientation.

Jim noted at the next meeting he would like to discuss improvements to the Highway Design webpage and the utility checklist.

Ron indicated that the Bureau of Environment has selected sample wetland impact plans which will be posted to the website soon.

Summary of Action Items:

1. Announcement to Design Community for EOR stamping of Design Report Pre-Hearing
2. Announcement to Design Community for level of impact for ROW during Hearing process
3. Color/Hearing Plan Checklist development
4. Post plan development checklist updates to website

Next Meeting – October 8, 2024, 8-9am

Distribution: Committee Members