



ACEC-NH/NHDOT Highway Design Sub-Committee



NHDOT Room 211
November 8, 2022
8:00 am – 9:00 am

Meeting Minutes

Attendees:

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

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

These meeting minutes are from the November 8, 2022 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Jim noted that this group will be meeting in the large Highway Design conference room moving forward to better facilitate hybrid meetings.

2. Update of Development of Preliminary Design Scope / Checklists

Mark noted that he, Tobey, John Butler, and Mike Dugas had met three times to discuss preliminary design checklists. Tobey had initially envisioned a checklist document similar to other submission checklists while Mark was thinking a workflow document would be more appropriate. The challenge with both approaches is that there is a wide range of issues to cover, and each project offers a unique scope of work.

It was noted that there is a CQI committee also working on a standard scope document. Jim to check with Bill O. on where that committee's work stands.

3. Discussion on Design Report

Jim noted that he had a meeting with Pete S., Bill O., and Maggie B. to discuss the design report. There is a concern with the report not being finalized at the end of the Preliminary Design phase. There was a thought to have the Design Report stamped at the end of the Preliminary Design phase, but that will be difficult since the report spans multiple disciplines. One question that was raised is should the Design Report be memorialized at the Public Hearing stage.

4. PPS&E Checklist

- Ben, Corey, and Phil have been meeting to discuss the PS&E checklist. All of the previous submission checklists will be combined into a single excel file and a new column will be added to each checklist noting which items are new to each checklist from the previous submission. Once a draft is completed, the checklist will be distributed to the group for review.

5. Other Topics

None.

6. Roundtable Discussion

None.