



# ACEC-NH/NHDOT Highway Design Sub-Committee



**Zoom Virtual Meeting  
December 14, 2021  
8:00 am – 9:30 am**

## Meeting Minutes

### Attendees:

Jim Marshall, NHDOT (Chair)  
Tobey Reynolds, NHDOT  
Leah Savage, NHDOT  
Corey Spetelunas, NHDOT  
Maggie Baldwin, NHDOT  
Ron Grandmaison, NHDOT

Brian Colburn, MJ (Vice Chair)  
Ben Martin, VHB  
Jen Mercer, GM2  
Travis Wolfel, Kleinfelder  
Clinton Mercer, Jacobs (Scribe)  
Linda Greer, Fuss & O'Neill

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These meeting minutes are from the December 14, 2021 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

### **1. Introductory Remarks**

Clint volunteered to be the scribe for the meeting.

### **2. Review and approve minutes – October 12, 2021 meeting**

The meeting minutes from the October 12, 2021 meeting were formally accepted as final. November meeting was not held.

### **3. Committee Member Terms**

Jim noted the committee term ends on December 31, 2021 for Jen Mercer, Linda Greer, Maggie Baldwin and Ron Grandmaison. Jim thanked them for the time invested in this committee. Jim will reach out to Alex Koutroubas to replace Jen and Linda.

### **4. Status of OpenRoads Rollout**

Jim opened the meeting with updates to the rollout of OpenRoads Designer (ORD). ORD recently received a version update, which fixed some issues but doesn't appear to improve the speed of the software. The discussion continued from a previous meeting about adding drainage to the cross sections. Tobey mentioned waiting for construction feedback on using drainage profiles.

### **5. Checklist Discussion**

As a follow up from the previous meeting, Jim noted it would be a good idea to update/review the checklists on an annual basis in January as new members are appointed. Maggie mentioned that the Pre-

Hearing Checklist is advancing slowly. Leah and Linda said the Traffic Analysis Memorandum has been reviewed and comments are being incorporated. Leah will get it out to the group once it's ready.

Brian had solicited comments from the group on the Slope and Drain checklist. Ben commented that a note could be added to the checklist stating the design software, InRoads or ORD, may not require all items in the checklist and coordination with DOT project manager is needed on a project specific basis. A draft of S&D checklist should be sent to Ron for posting on DOT website.

It was discussed that the checklists are hard to find and should be moved to the Design Manual.

Brian will move on to the PPS&E checklist.

It was noted that the Wetlands checklist needs review for content, including Erosion Control Plans and Shoreland Protection Plans.

## **6. Bluebeam**

Corey asked if Bluebeam reviews are standardized. Tobey mentioned procedures are in place internally. Electronic reviews are done on a project-by-project basis with a limited number of DOT reviewers wanting electronic reviews. Is it time to bring in someone to discuss? Maggie noted there has been some training for DOT staff. DOT sets up review session for consultants.

## **7. Design Report/Design Criteria Form Practicality**

Maggie said minor changes to the Design Criteria Form have been incorporated. Final comments should be forwarded to Maggie for final version and posting.

## **8. Estimating**

Corey inquired about updates to the interim estimate guidelines. Jim mentioned the guidelines were with the Front Office waiting for review/approval.

## **9. Roundtable – All**

Linda asked on the status of Chapter 8 of the Highway Design Manual. Jim shared that Chapter 8 was reviewed internally and is waiting for FHWA final approval before posting.

Linda updated the committee on ITE changes. ITE is planning on possibly combining NH, VT, and ME chapters into one and asked for feedback.

Ben asked about a CADD coordination group for DOT and consultant staff. Consultants would benefit if the meetings are virtual and would have the opportunity to learn how DOT staff is dealing with ORD issues. Coordination with Bill Caswell is needed.

Brian asked about the Drainage Design Manual update. Jim noted the need to discuss with Tim Mallette and the required review by FHWA.

Jen, Linda, Maggie and Ron thanked the committee and offered assistance in the future if needed.

**Next Meeting – February 8, 2022.** *Anticipated to be held virtually through Zoom.*

*Anticipated future topics from this meeting: Checklists, Preliminary Design Process, BlueBeam Standards for Reviews, Design Document locations online, and Estimating Information.*