



ACEC-NH/NHDOT Highway Design Sub-Committee



**Teams/JOM Hybrid Meeting
December 5, 2023
8:00 am – 9:00 am**

Meeting Minutes

Attendees:

Jim Marshall, NHDOT (Chair)	Brian Colburn, McFarland Johnson (Vice Chair)
Corey Spetelunas, NHDOT (scribe)	Mark Debowski, GPI
Jonathan Hebert, NHDOT	Benjamin Martin, VHB
Cassandra Burns, NHDOT	Phil Kendall, HNTB
Ronald Grandmaison, NHDOT	Bill Ashford, Kleinfelder
Curtis Morrill, NHDOT (absent)	Clint Mercer, Jacobs (absent)

These meeting minutes are from the December 5, 2023, ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

- a. Corey volunteered to be the scribe for the meeting.

2. Review and Approve Minutes

- a. The September 5, 2023, committee meeting minutes were reviewed and approved. They have been added to the website.

3. Standard Plan Updates

- a. Ron shared with the group that there are efforts to generate updated Standard Plans and make the design checklists available in the same location as the Highway Design Manual online. This is to make the checklists available in a more intuitive location, as well as due to the addition of referral to the checklists in the revised Standard Plans.
 - i. The current links on the NHDOT/ACEC-NH Highway Design Subcommittee will remain and link to the same document as the new links.

4. Standardized Scopes

- a. Standard scopes are nearing a completion, with some trial projects utilizing the standardized format.
- b. There was discussion of including checklists as part of the Scope documentation. The base checklists should be void of too many specifics and function as a prompt for the scope generation and be customized to be project specific, with a new scope section

titled "Clarifications to the Checklist" (or similar) to include checklist items that require extra clarification of explanation.

5. Updating Checklists

- a. Preliminary Checklist: Mark noted that efforts were halted due to overlap with the CQI Committee
 - i. Jim to follow up with Tobey on CQI status.
- b. Pre-Hearing Checklist: Brian discussed the latest version of this document, stating that this checklist should provide enough detail and confidence in the design prior to going to Public Hearing. Traffic Control detail was discussed, with the general consensus that the impacts should be shown and available.
 - i. Likely a project specific discussion, but it will need to be decided how far to design a project before a Public Hearing. (Some projects may be fine with a conceptual preferred alternative while others may require substantial slope and drain evaluation.)
 - ii. Corey asked if there was a checklist/sample plan for the Hearing Plan, in addition to the Pre-Hearing Checklist which would list elements that should be engineered or investigated prior to the Public Hearing. Jon volunteered that he had previously tossed together a rough outline of what a Hearing Plan should include and will share with the group.
- c. Submission Checklists: Mark asked if there were any checklists and supporting narratives specific to particular submissions, such as Utility Plans or Wetland Plans. There was support for creating narratives to create a consistent expectancy between projects. Phil provided an excel sheet with many checklists, including submission checklists, although he was unsure where he had acquired the document or how accurate it may be. There is nothing online that currently provides this information.
- d. PPS&E, PPS&E, and Construction Plans Checklists:
 - i. Minor comments already provided. Some members were unable to get access, so Ben will send out a new link to see if that fixes the issue.
 - ii. Intention is to combine the PPS&E Checklist and the Construction Plans Checklist into one document.

Next Meeting – January 9, 2024, 8:00-10:00 am. This meeting will be face-to-face with a virtual option.
NHDOT Highway Design Conference Room 211