



ACEC-NH/NHDOT Highway Design Sub-Committee



Zoom Virtual Meeting
February 08, 2022
8:00 am – 9:30 am

Meeting Minutes

Attendees:

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

Brian Colburn, MJ (Vice Chair)
Ben Martin, VHB
Travis Wolfel, Kleinfelder
Clinton Mercer, Jacobs

These meeting minutes are from the February 08, 2022 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Tobey volunteered to be the scribe for the meeting.

2. Review and approve minutes – December 14, 2021 meeting

The meeting minutes from the **December 14, 2021** meeting were formally accepted as final with changes proposed by Jen Mercer. A January 2022 meeting was not held.

3. Committee Member Terms

Jim noted the committee term ended on December 31, 2021 for Jen Mercer, Linda Greer, Maggie Baldwin and Ron Grandmaison. Jim has reached out to Alex Koutroubas to replace Jen and Linda and **Jim will recruit two new NHDOT members before the next meeting.**

4. ACEC Spring Conference

Jim suggested this committee present at ACEC to highlight the documents that have been generated based on the survey conducted in 2019. This would include a review of where they can be found on the website, other documents that will be coming soon and other topics the committee has been discussing.

5. Checklist Discussion

Changes to the slope and drain checklist have been completed. **Brian will send this completed checklist to Corey for posting on the ACEC website.** This was completed.

Ben shared the priorities developed from the 2019 survey to see if we were still on the right track.

Brian volunteered to draft the pre-hearing checklist. Maggie will forward the current version to Brian to use as a starting point.

Maggie will continue working on the Preliminary Design Checklist.

Clint suggested a 3D model deliverable checklist may be helpful.

6. Website

There was discussion regarding the location of the templates and checklists that the committee has updated/created. Currently these documents are contained within the committee's website. The committee does not think that this location is the most accessible for users and we should consider links within the Highway Design Manual site or within the document center for Highway Design. **Jim will work with LJ Place to modify the website.**

7. Design updates

Maggie asked if there was a procedure for updating design staff and consultant of changes to process? Should we establish a process to distribute new data?

Jim mentioned the use of the Consultant email list to push documents or links out. The group agreed that this has been a good addition, but there is no way for a new person to get all the old distributions.

Brian shared the format that MaineDOT uses to post design guidance and directives.

Jim suggested we keep this on the agenda to continue to discuss and perhaps create a focus group to develop something that is more organized. **Jim will discuss this with Vickie Meyer to see if she could lead this effort.**

8. Roundtable – All

Leah is finalizing the Traffic Technical Memorandum Outline and request final comments. **This has been posted on the ACEC website.**

Maggie updated the group on the Drainage Manual. The draft 2015 manual has been re-written and is in the checking stages.

Tobey updated the group on what the Department is discussing relative to Sea Level Rise (SLR). Working on project level guidance on how to apply the latest information.

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

Anticipated future topics from this meeting: Checklists, Preliminary Design Process, Design Document locations online, and Estimating Information.