



# ACEC-NH/NHDOT Highway Design Sub-Committee



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

## Draft Meeting Minutes

### Attendees:

X	Jim Marshall, NHDOT (Chair, Dec. 2022)		Clint Mercer, Jacobs (Dec. 2022)
	Tobey Reynolds, NHDOT (Dec. 2022)	X	Bill Ashford, Kleinfelder (Dec. 2022)
	Leah Savage, NHDOT (Dec. 2023)	X	Brian Colburn, McFarland Johnson (Dec. 2023)
	Corey Spetelunas, NHDOT (Dec. 2023)	X	Benjamin Martin, VHB (Dec. 2023)
X	Cassandra Burns, NHDOT (Dec. 2024)	X	Phil Kendall, HNTB (Dec. 2024)
X	Jonathan Hebert, NHDOT (Dec. 2024)	X	Mark Debowski, GPI (Dec. 2024) - Scribe

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

### 1. Introductions

Each person introduced themselves.

Mark volunteered to be the scribe for the meeting.

### 2. Review and Approve Minutes – February 08, 2022, Meeting

The meeting minutes from the **February 08, 2022**, meeting were formally accepted as final with no changes proposed.

### 3. ACEC Technology Transfer Conference on April 21 at the Grappone Center (Jim)

The committee will present the latest processes and checklists, discuss the survey, and explain why they chose the checklists. **Jim will likely be doing the presentation with Leah.** Brian mentioned that it will be important to point out that there is a name linked to an email address next to each checklist for people to provide feedback.

NHDOT is starting to use the design report in-house. It is a valuable document with a lot of information to fill out. The committee agreed that it gets easier to updated once all the information is in it. It is to be a living document that will be updated through the life of the project. It will replace the engineering report.

Website updates have been completed to the subcommittee webpage including the addition of the checklists. Chapters 8 and 11 of the highway design manual should be posted on the site before the April 21 conference. The website changes have not happened as the committee members hoped, and the documents are not easy to find. The NHDOT website will be redone at some time in the future.

#### **4. Pre-Hearing Checklist Update (Brian)**

Brian sought feedback within his office about design review experiences with NHDOT. He heard that there have been varied levels of detail required related to property impacts and when the hearing happens during the design process. There are marked differences between highway and bridge projects. **Jim will request feedback from Loretta about when the bridge group would like to do the hearing.** It would be nice to have a checklist that applies to both types of projects.

There was a discussion about what level of certainty is required for property impacts with a conclusion that much depends on the context. Drainage should show outlet locations, what treatment is needed, and if there is enough room for the treatment; the entire drainage system does not need to be designed at this point.

Jim raised the issue that traffic control sometimes gets missed at this stage, and it has been an issue on a few projects as it can affect drainage. The team discussed that traffic control plans are needed for widening, bridge projects, and deep pipes. Also, median crossovers can create issues with wetlands. Jon made the point that traffic control plans also help ensure that there are the proper easements and ROW for the traffic control needed.

The group discussed how much geotechnical information is required at this stage of design. It could be obtained earlier if it is a stormwater treatment situation with suspicious subsurface conditions or for a wall design, but it is typically not initiated at this point in the design process. Jim stated that a longer-term discussion is needed on this subject.

The team suggested removing the design report categories from the checklist so that if the design report format changes the checklist does not need to change.

Brian raised the questions about whether the level of detail in the checklist is appropriate, and the team concurred that extra detail is needed today compared to decades ago, and the checklist reflects that. Ben mentioned that the checklist can be used as a scoping tool, and we want to be sure not to overly complicate it.

Brian mentioned that traffic control can be a complicating issue on interstate projects, depending on the pavement treatment. The team agreed that there should be a preliminary pavement recommendation prior to the hearing. Jim pointed out that this is more about the process and does not directly pertain to the checklist.

**Brian will include changes based upon the discussion above in the checklist, including adding a “Read Me” file to the checklist. He will send out the changes prior to the next meeting.**

## **5. Traffic Memo Update**

It is published on the webpage.

## **6. Slope and Drain Checklist Update**

It is published on the webpage.

## **7. Updates to Design Process - Notification**

The group discussed how we should let people know that the committee has posted new things. The team concluded that they prefer an email sent to the ACEC-NH list. The document will be marked as updated on the website.

## **8. Issues or Concerns. Roundtable Discussion.**

**Jim will send the conference presentation for the committee to look at.**

Brian raised the question of why quantity match lines are required on the slope and drain checklist. After discussion, the team agreed that "If needed at this stage" will be added to the checklist item. **Brian will make a note but not make the change yet since there may be other comments that come after the conference.** There is no "Read Me" yet for the slope and drain checklist.

**Next Meeting – May 10, 2022, 8-9:30am.** There will be no April meeting. The May meeting will be face-to-face in Room 112/113 with a virtual option. **Jim will arrange for the room.**