



ACEC-NH/NHDOT Highway Design Sub-Committee



**Zoom Virtual Meeting
July 14, 2020
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 (absent)
Ron Grandmaison, NHDOT

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

These meeting minutes are from the July 14, 2020 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Ben volunteered to be the scribe for the meeting.

2. Review and approve minutes – June 9, 2020 meeting

The meeting minutes from the June 9, 2020 meeting were formally accepted as final. All final meeting minutes will be posted to the website by Corey.

3. Design Report Group Update

Leah gave an update on the Design Report Group's progress, noting that they have met twice since forming in early June. They have begun to look at examples from other states and are beginning to pull together a framework. She noted they are organizing redundant processes and forms and are looking to streamline where possible. She confirmed that the objective of the group was to prioritize getting a design report template developed. Standardizing the appendices would be a separate later task. Leah noted that there may be a preliminary draft report for the Committee to review by the September Meeting.

4. Update Design Criteria Form

Maggie distributed the revised Design Criteria Form on 6/15/2020 via email and the group concurred that it was in good shape to start using. Additional minor revisions might be needed, but that will be determined by using it on projects. Maggie had requested in her distribution email that the references were verified, and Jen volunteered to check all the references.

5. Line & Grade Checklist Update

Brian presented a draft version of the Line and Grade Submission checklist (which Jim clarified is the submission prior to Slope and Drain, it was renamed from 'Preliminary' as that implied it was prior to the Hearing). The following items were discussed:

Tobey noted that the intent was to create generic checklists that can be customized for each project during scoping. Ron noted the checklists would also be very helpful in training new staff.

Tobey ask what, if any, of the annotation work is 'throwaway'? Brian noted that most of the labels are automatically generated by InRoads, but there would be text conflicts (which should be considered acceptable at this stage). But the intent of this submission is to cut and include every section needed for contract plans. The Line and Grade submission would provide the first detailed analysis of traffic control, and Brian noted the big change here would be to provide full traffic control cross sections. Tobey noted that they may not be necessary for every project, but the checklist would be customized during scoping. This will also help clarify expectations and level of effort.

The group discussed edge line profiles and superelevation transitions (an item on the old checklist). Jim noted that the intent is to identify flat spots, which a contour plan makes evident relatively quickly. The group discussed the deliverable and generally agreed a contour plan would work with a supplemental terrain model provided if more detail was desired.

At the Line and Grade submission, all turning movements (side roads and commercial driveways) would be completed.

The level of drainage design for this submission would include pre & post flow at all outlet locations. Rough drainage layout but with limited analysis (no spread or pipe sizing at this point, just looking at global watershed issues). BMP type selected and preliminary sizing completed including the worksheet. Also includes large culvert analysis (where large is defined as Tier 2 and Tier 3 crossings).

Brian will begin working on the 'guidance' part of the submission spreadsheet and distribute to the group for input.

Tobey asked how NHDOT would begin rolling out these checklists and other documents being developed. The consensus was to begin releasing information via the website in order to get things out and in use. It should be posted on the website only with the caveat that it may be updated frequently. Everything will need to be dated so version control can be maintained. Tobey noted that the checklist should be included as part of the scope documents to memorialize what was decided in the form of a project specific checklist, as an attachment to the scope. Jim noted that checklists shouldn't be put in the HDM, they can be referenced by name, but should be standalone guidance documents so they can be kept current and updated without FHWA review.

6. Other Updates

Tobey noted that the preliminary estimate template is almost complete. It has received OK from the Front Office and should be released soon.

Jim reported that the HDM Chapter 8 is going to Policy and Records and then to FHWA. Hope to have that soon for release.

Brian asked that the guardrail design checklist is posted as well. Group concurred.

7. Other issues or concerns. Round Table Discussion

Clint gave an update on continuing education for PE renewals, noting that due to COVID, those renewing in 2020 were credited 30 PDH's. Those renewing in 2021 (Ron) might be out of luck.

Tobey discussed virtual public meetings, noting that it's still a struggle. NHDOT had a virtual hearing for a project that was poorly attended. The commission was there so it was possible to go to finding of necessity, but there was little interaction from the public. NHDOT has purchased a webinar version of zoom to do public information meetings. Brian had a different experience in Claremont where it was well attended (about 40) and questions were asked. The challenge then became answering those questions and getting a printout of the Q&A. The Chat option appeared to be more cumbersome than the Q&A option as it didn't link the response to the question, nor does it provide a printout. Ben asked if there was concern that public process will be contested, particularly on controversial projects? Tobey noted that the AG's office has determined that these meetings are allowable, but the Commissioner must determine that the meeting is an emergency. What constitutes an emergency wasn't well defined, potentially increasing risk that it gets contested.

Jim gave an update on NHDOT staffing. NHDOT is on a hiring freeze but have a few positions requesting waivers (PM, Bike/Ped coordinator, CE1-3, and a Tech). Those waivers will not be considered until a revised 2021 budget is approved (due to loss of revenue). Jim noted that Highway Design is down about 15 people.

No updates on the OpenRoads release. Jim will follow up after the meeting and report to the group.

Jim noted he was hoping to have the presentation for the new Preliminary Estimate format in September or October.

8. Action Items & Follow up

- Jen is going to verify the references in the Design Criteria Form.
- Brian will begin working on the 'guidance' part of the Line and Grade Submission spreadsheet and distribute to the group for input.
- Jim is going to follow up on the status of the HDM Chapter 8 Updates.
- Jim is going to report on status of InRoads/OpenRoads conversion.
- Jim is going to see about estimate presentation for the group.

Meeting Adjourned - 9:30am

Next Meeting – September 8, 2020 (August 11, 2020 meeting was cancelled). *Anticipated to be held virtually through Zoom.*