



# ACEC/NHDOT Highway Design Sub-Committee



**NHDOT**  
**7 Hazen Drive Concord NH**  
**February 12, 2019**  
**Room 112/113 8:00 am – 9:30 am**  
**Kick-Off Meeting**

## Meeting Minutes

**Attendees:**

Margarete Baldwin, NHDOT	Brian Colburn, MJ (Vice Chair)
Ron Grandmaison, NHDOT	Linda Greer, Fuss & O'Neill
Jim Marshall, NHDOT (Chair)	Roger Krahn, Kleinfelder
Tobey Reynolds, NHDOT	Ben Martin, VHB
Leah Savage, NHDOT	Clint Mercer, Jacobs
Corey Spetelunas, NHDOT	Jen Mercer, GM2 (Scribe)

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This was the first meeting of the newly formed Highway Design Sub-Committee. These meeting notes follow along with the attached Agenda.

1. Introductory Remarks:

Group introductions were made and the purpose of the group was discussed including the Mission Statement. The draft Mission Statement is:

“To promote consistency and communicate issues of common concern between NHDOT and the Consulting Community, with a focus on the Roadway Design Process, Specific Technical Design Elements, Innovation, and Contract Delivery Methods.”

It was noted that the intent of this group is to discuss more of the technical aspect rather than the contractual aspect as there are currently other sub-committees for those issues/concerns.

It was determined that the Scribe task will alternate between NHDOT and the Consultant members with Jen Mercer writing this month's minutes. It was noted that neither the Chair or the Vice Chair will scribe.

2. Develop/Finalize Mission Statement and Goals of this Sub-Committee  
a. Create a Charter

It was agreed that overall the Mission Statement is good as originally written, with slight grammatical modifications (see above). There was a concern that it was too broad and would therefore illicit too many issues/concerns for this group to cover. However, after some discussion, it was determined that it was better to keep it broad, then the group would prioritize the issues/concerns once they are received. There will be a list of issues that will be waiting in the queue for once the higher priorities are resolved.

Jim and Brian will work on a draft Charter which will include the parameters established at this meeting. It will be forwarded to the group for discussion at the next meeting.

## 2. Set Meeting Frequency

It was agreed that monthly meetings for the first several months would best fit the purpose of the sub-committee with quarterly meetings following that. It was the general consensus that there will be more work in the beginning as we get the topics and ideas set and prioritized, then we can change to quarterly as we move along.

## 3. Discuss Term Limits for the Subcommittee and subsequent Selection Process

It was agreed that 3-year term limits would best fit the purpose of the sub-committee from a consistency standpoint, as well as to allow additional consultants a turn to be on the sub-committee. It was also decided that the group would not all change at once, instead members will be cycled out. The first term will be two (2) years for two (2) consultants and two (2) NHDOT members. After year three (3), two (2) more consultants and two (2) more NHDOT members will be cycled out. Then at year four (4), the final two (2) original consultants and one (1) NHDOT member will be cycled out. The Chair, who is the Administrator of Highway Design (currently Jim Marshall), will continue to be a member of the group.

The Vice Chair will be a Consultant member and will be nominated every year. The roll of the Vice Chair is to work with the Chair on the agenda and to run the meeting if the Chair is unavailable. Brian Colburn will be this year's Vice Chair.

There was some discussion on what would happen to the company's "seat" should a Consultant member change position or company. It was agreed that the seat would stay with the Consultant company and the member could decide if his/her role was no longer a fit for the group, then appoint another employee to take his/her spot for the remainder of the term. It was also decided that the seat would stay with the individual (in the event he/she changed firms) with the caveat that all seats must be ACEC-NH member firms, and a firm may not have more than one seat on the committee. If this happens on NHDOT's side, then they will discuss internally how to proceed.

## 4. Determine how Items will be added to the Agenda

The Chair and Vice-Chair will be responsible to collect the data and for setting the Agenda. The Agenda will be sent to the group one (1) week prior to the next meeting. Agenda items will be gathered through a web portal (i.e. Survey Monkey). For the next several meetings this survey will be sent to the members of the sub-committee to gather topics and test the process. It is envisioned that the possible list of agenda items will be sent to the NHDOT and Consultant Community (from Alex Koutroubas's ACEC NH email contact list) for voting on level of importance (scale of 1-5 for example) which would allow the sub-committee to prioritize topics.

#### 5. Determine how Information will be communicated out to the Consulting Community

It was discussed that having the information available on NHDOT's website would be a great way to get the information out there. Ron will work with NHDOT's staff to figure out how to best do this and make it user friendly as well.

#### 6. Other Items

The date of this year's ACEC-NHDOT Technical Transfer Conference is April 18, 2019. This group will be mentioned at that event.

The Highway Design Manual is currently being updated. Chapter 8 was just completed internally and is awaiting review. The intent is not for that review to fall on the shoulders of this group, but more discussion is needed to determine this committee's role.

One annual meeting with the Bridge Sub-Committee is envisioned and Jim will discuss with Bob Landry to work out the details.

#### 7. Next Meeting

It was agreed that Tuesday morning meetings worked well for everyone, so Jim will send out a meeting request for the second Tuesday of the month for the next several months.

**Next Meeting: Tuesday, March 12, 2019 from 8:00 – 9:30**



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## Meeting Agenda

1. Introductory Remarks
2. Develop/Finalize Mission Statement and Goals of this Sub-Committee
  - a. Create a Charter
3. Set Meeting Frequency
4. Discuss Term Limits for the Subcommittee and subsequent Selection Process
5. Determine how Items will be added to the Agenda
6. Determine how Information will be communicated out to the Consulting Community
7. Other Items
8. Next Meeting

### **Upcoming Topics:**

- ACEC-NHDOT Technical Transfer Conference April 18, 2019
- Highway Design Manual Update