

New Hampshire Department of Transportation
BUREAU OF BRIDGE DESIGN
 Office Meeting Minutes – January 19, 2022

In Attendance (X):

	<u>Administration</u>			<u>Design Section</u>			<u>Design Section</u>	
X	Loretta Girard Doughty	LGD	X	Jennifer Reczek	JCA	X	David Scott	DLS
			X	Bob Juliano	RAJ	X	Bill Saffian	WPS
			X	John Stockton	JGS	X	Jason Tremblay	JAT
	<u>Existing Br Section</u>		X	Angela Hubbard	ABH		Kevin Daigle	KFD
X	Nick Goulas	NBG				X	Tony Weatherbee	ANW
X	John Poisson	JTP				X	John Sargent	JAS
	Aaron Janssen	ACJ					Chelsea Noyes	CKN
X	Dzijeme Ntumi	DAN				X	Paul Lovely	PML
	Ken Morrison	KLM	X	Sue Guptill	SMG			
X	Adrian Husemoller	AKH	X	Gary Clark	GMC			
						X	Jerry Zoller	JSZ
	<u>Trainees</u>							
X	Kaylyn Dion	KRD						

Discussion:

- 1) 01/06/22 January Major Staff Meeting Updates
 - Dave Rodrigue and Marie recognized the WOFI implementation team
 - Patrick Bauer mentioned new FHWA Administrator and recognized Nick’s team for compliance
 - Jeff Harpring discussed SharePoint implementation
 - Richard and Eileen discussed TrackIt – link on intranet
 - New Deputy Commissioner Andre Briere has a military background and is introducing NHDOT to the Skilled Bridge Program (SBP)
 - SBP helps military personnel transition to civilian life
 - SBP opens up the possibility for 6 month internships within BOBD
 - Paula Nash will keep BOBD updated
 - 2024/2025 budget was discussed. Please think of what you need for training and supplies and let Loretta know before it’s too late.
 - The Department has a lot (+-240) of vacancies, especially Highway Maintenance
 - In-person public hearings are now required as we are no longer in a state of emergency. For Public Informational Meetings, please coordinate with the Town to determine their preference on in-person or hybrid meetings. Keep good records (Title VI) on file.
 - Dave Rodrigue recognized those who helped with the ice storms.
- 2) Please check Bureau windows to insure they remain closed
- 3) Meetings & Presentations
 - Meeting etiquette – Be mindful of who may be meeting/presenting at their desk
 - Pete Stannas, Bill Cass, & Andre Briere will be joining BOBD staff meeting on 02/16/22
 - ABC-UTC webinars – 1 project per State, Jennifer presenting Ossipee Bridge Slide 01/20/22

- SENH meeting 1/26/22 – LGD to present status of bridges
 - Construction school coming up
 - Talk to your supervisors about what presentations you want to attend
 - Jerry is conducting 3 presentations. These could be helpful as a form of training considering his upcoming retirement.
 - Jerry noted DTI bolt presentation is worth attending
 - Jerry is retiring at the end of June
 - Jerry to set up field trip(s) to steel fabrication shops
 - Jerry to provide potential presentations/lunch & learns to train relevant bureau staff in preparation of his retirement.
- 4) Staffing Update
- Welcome Adrian
 - Jared Petersen (CE III) is starting on Jennifer's team 01/28/22
 - IJJA permitted 3 new positions: CE IV, CE V, & Project Manager. These start as temporary positions and become permanent in the future.
 - Administrative Secretary position has been posted externally
 - BOBD needs to figure out seating chart for new positions
- 5) Training
- NHI Bridge Inspection Training is scheduled for February
 - Prior 2-week comprehensive training is a prerequisite
 - Nick recommends inviting Maine & VTrans before opening up to consultants
- 6) Misc
- Please keep Outlook calendars updated with telework and general information
 - Keep the board updated
 - Phones (Construction is Covering)/Bills/Payroll/Supplies – Start a list and coordinate with Loretta
- 7) Angie
- Angie is looking for Bridges being constructed this summer for trial uses of fibers in curbs/sidewalks – let her know
 - Let Angie know issues & concerns regarding constructability for Bridge Issues of Common Concern meeting in March
 - There is a need for 2 new members for ACEC-NH/NHDOT Bridge Subcommittee
 - Consultants can now use IPD to view weighted averages. They only need a password to access.
- 8) David
- Details & Notes regarding finger joints and troughs could be better – anticipate more details.
 - Possibility for checklist of how to review shop drawings
 - DoIT is not recommending the use of .pst files to archive your Outlook messages. Instead, they recommend using the Online Archive.

9) Nick

- The existing bridge section is very happy to welcome Adrian Husemoller. He started with NHDOT on 1/14/2022.
- 21 Metrics in full FHWA compliance, 1 in conditional compliance (Metric 13 – Load Rating of Bridges). 1 in substantial compliance (Metric 7 – Inspection Frequency).
- COVID only caused a few minor inspection frequency violations (exceeding 24-month interval) during the 2020 inspection season.
- Working on updating inspectors laptops to BrM 6.4 and also updating BIPR for inspection information/photos
- Physical paper inspection files are not being updated as regularly as they used to (secretarial staffing shortage). Therefore, encourage using digital files through BIPR.
- The existing bridge section is working to identify all Fracture Critical Members fabricated from AASHTO M244 Grade 100 (ASTM A514/A517) Steel in response to a recent FHWA call-to-action. The FHWA memorandum requires state DOTs to report specific related information from their bridge inventories by March 31, 2022. A more comprehensive report of NHDOT's findings will be provided in future meeting minutes

10) Jennifer

- “Half-Staffed” due to Emily/Jackie vacancies & Kevin out
- Jared Petersen starting soon
- Jennifer is catching up on inherited work. She received 27 Notice to Proceeds from May-Dec, and things have slowed down since.

11) Sue

- MicroStation Connect is the new default when opening a dgn from file explorer
(Do not open in Connect)
- Set default to open in SS4.
- Do not open dgn's from file explorer. It is better to open the dgn's using the desktop icons for the correct program. Make sure to select the project you are working on so you have the correct project parameters. SS4 and open your project from SS4. Opening in Connect will update the project to Connect, and you can't go backwards without limited functionality.
- InRoads is no longer being supported. For any projects involving roadwork and Highway Design, you need to check if project has been moved into Connect. You cannot have the project in both the old and new versions (Bridge working in SS4 and Highway working in Open Roads Designer).
- Project Managers need to decide which projects are to be done in Connect based on Ad dates and type of work involved.