

Location:
NHDOT- Bureau of Bridge Design

Time:
11:00 AM to 12:00 PM

Purpose of Meeting:
Initial Planning Subgroup Meeting

Attendees:

- | | |
|---|--|
| <input type="checkbox"/> Bob Landry, NHDOT | <input type="checkbox"/> Tom Kendrick, MJ (Note Taker) |
| <input type="checkbox"/> Joe Adams, NHDOT | <input type="checkbox"/> Steve Hodgdon, VHB |
| <input type="checkbox"/> David Scott, NHDOT | |

This planning subgroup was formed to establish the general parameters of the newly reconstituted NHDOT / ACEC Bridge Subcommittee.

1. Introduction

- One of the primary NHDOT goals for this subcommittee is to improve the dissemination of information to consultants, especially for standard design and detail changes made by the In-House Design Section.
- Another goal is for consultant members to inform the NHDOT of regional or national bridge design practices, including experience with new materials or systems.

2. Develop the Overall Mission/Goals of this Subcommittee

- The planning subgroup decided it would be best to establish the overall mission/goals of the subcommittee with the full subcommittee membership present. This agenda item will be added to the first full subcommittee meeting.

3. Select Meeting Frequency

- The planning subgroup determined that subcommittee meetings would be scheduled on a quarterly basis for the foreseeable future.

4. Determine the Optimum Size of the Subcommittee (NHDOT and Consultants)

- The planning subgroup discussed the overall size of the subcommittee as well as the ratio of NHDOT to Consultant members.
- It was noted that a larger subcommittee membership would allow more people to participate, but too large of a group could also slow down the meetings resulting in fewer topics discussed in the time allotted.
- Steve Hodgdon and Tom Kendrick suggested the subcommittee membership should be evenly split (or as near as practical) between NHDOT and Consultant members based on their experience from the MaineDOT/ACEC Bridge Subcommittee.
- Bob Landry stated his plan was to invite 5 or 6 NHDOT staff to participate on the subcommittee, with the specific individuals changing over time.

- The consensus of the planning subgroup was that 6 consultant members should be included on the subcommittee initially. It was discussed that the consultant membership could be expanded in the future if a larger group were deemed to be beneficial at that point in time. Bob will select the initial 6 consultants invited to the subcommittee.

5. Determine Consultant Membership Term Limits and Rotation Schedule

- The planning subgroup discussed the benefit of having new members rotate onto the subcommittee to allow different viewpoints and experiences to be exchanged.
- There was also a recognition that it may take a few meetings for the subcommittee to gain momentum and any rotation schedule should be staggered to avoid having too many members rotate on/off at any one point in time.
- In recognition of the above, Bob Landry suggested the following Consultant member rotation schedule:
 - Maintain the initial consultant subcommittee membership (6 assumed) for the first two years, and then rotate two (2) members out with new members. The following year; rotate (2) additional members out with new members; and so forth.
 - In general, each member will serve three (3) years except that the last members to rotate off from the initial membership will have served for four (4) years and the first members to rotate off from the committee will have served for two (2) years.
- If there is more than a six (6) consultant committee membership, more than two (2) members may need to be rotated to keep general term limit to 3 years for all.

6. Select the Initial NHDOT and Consultant Co-Chairs

- The planning subgroup decided it would be best to establish the NHDOT and Consultant Co-Chairs of the subcommittee with the full subcommittee membership present. This agenda item will be added to the first full subcommittee meeting.

7. Establish the Typical Meeting Agenda Outline

- The planning subgroup discussed this topic briefly but thought it best to finalize the agenda outline with the full subcommittee present.
- However, it was generally agreed the following agenda topics should be considered for every subcommittee meeting:
 - Department Staff Changes (promotions, new-hires, retirements, etc.).
 - Summary of In-House Design Section staff meetings.
 - Bridge Bureau workload and anticipated consultant support needs.
 - Potential NHDOT and Consultant bridge training opportunities.

8. Discuss Subcommittee Responsibilities (NHDOT and Consultants)

- This topic was briefly discussed by the planning subgroup. It was agreed that Consultant members would have the primary responsibility for developing and distributing the meeting agendas and subsequent meeting minutes. The NHDOT would be responsible for reserving conference room space in the JOM building and sending out meeting invitations to all subcommittee members.

9. Determine the Upcoming Meeting Dates

- In recognition of popular vacation and holiday schedules, it was decided the best times for quarterly meetings would be early to mid September, December, March, and June.
- Joe Adams agreed to review the conference room availability and select/reserve space for the next four quarterly meetings beginning in September 2017.

The meeting adjourned at approximately 12:00 PM.

I have attempted to summarize discussions held during this meeting as accurately as possible. If there are any items discussed herein that are misrepresented in any way, please contact me within ten working days. In the absence of any corrections or clarifications, it will be understood these minutes accurately summarize the discussions at the meeting.

Respectfully Submitted,

Tom Kendrick, P.E.