
NHDOT Natural Resource Agency Coordination Meeting

Frequently Asked Questions

What is the purpose of the meeting?

The meeting provides an opportunity for early coordination and problem solving on natural resource concerns that arise in the development of transportation projects, thereby streamlining State and Federal permitting and National Environmental Policy Act (NEPA) approvals.

When and where is the meeting held?

The coordination meeting is held on the 3rd Wednesday of every month beginning at 9am in the Bureau of Environment Conference Room (Room 161) in the JO Morton Building (7 Hazen Drive). The meeting is occasionally canceled due to a lack of agenda items, and the cancellation notice is distributed via email and posted on the meeting website:

<http://www.nh.gov/dot/org/projectdevelopment/environment/units/project-management/nracmeetings.htm>

Which agencies attend the meeting?

The coordination meeting is facilitated by NHDOT Bureau of Environment staff, and regularly attended by the NH Department of Environmental Services Wetlands Bureau; NH Natural Heritage Bureau; NH Fish & Game Department; US Army Corps of Engineers; US Environmental Protection Agency; and Federal Highway Administration.

Other State and Federal agencies and local organizations are notified of meetings and attend for specific projects of interest, including the National Marine Fisheries Service; US Fish & Wildlife Service; NH Coastal Program; NH Office of Energy & Planning Floodplain Management Program, NHDES Watershed Management Bureau; and local River Advisory Committees.

Should all projects be reviewed at the meeting?

Project sponsors and applicants that utilize the meeting include the Bureaus of Highway Design, Bridge Design, Bridge Maintenance, Planning, Highway Maintenance, Aeronautics, Rail & Transit, and Turnpikes, as well as Consultants for project sponsors. In addition, town officials and their Consultants attend for Local Public Agency projects.

Projects originating in Bridge Maintenance, Highway Maintenance, and Rail & Transit typically do not need to be reviewed at the meeting unless a major impact wetland permit is anticipated or there are other unique issues or resources to discuss.

All other projects should be reviewed when there will be impacts to wetlands or other natural resources. Projects that usually warrant review at the meeting may involve roadway or bridge widening, roadway reconfiguration or realignment, stream crossing replacement, and/or scour protection. Examples of projects that typically do NOT warrant review at the meeting include building demolitions or restorations; paving projects; signage projects; guardrail projects; and bridge rehabilitation projects that result in no wetland or surface water impacts.

While attendance at the coordination meeting is encouraged to help streamline permitting and NEPA approvals, attendance is not a requirement of either process.

Please note that this meeting is for discussion of natural resource issues. Projects may *also* require attendance at a monthly **NHDOT Cultural Resource Agency Coordination Meeting** to discuss

potential historic and archaeological resources (contact the NHDOT [Cultural Resources Manager](#) or [Cultural Resources Assistant](#), 271-3226).

What is typically discussed at the meeting?

A range of natural resource issues have been discussed at the coordination meeting. Specific issues of concern for each project include wetland impacts; wetland mitigation; water quality and stormwater treatment; stream crossings and aquatic organism passage; floodplain impacts; and rare species.

How do I get a project on the Agenda?

To get on the agenda for the coordination meeting, an Agenda Item Request (AIR) form must be submitted to the meeting facilitator through the project's Environmental Manager or project sponsor. The facilitator sends an email requesting agenda items approximately 2 weeks prior to the meeting date. The AIR form and contact information can be found on the meeting [website](#).

What should a presentation at the meeting include?

The goal for the meeting should be clearly stated on the AIR form, and the project presentation should be prepared with that goal in mind. For example, if the goal is to get concurrence on proposed wetland mitigation, the presentation will need to include a summary of wetland impacts, the mitigation alternatives that were researched, and justification for the proposed mitigation plan.

Project information may be presented using PowerPoint (a laptop and projector are provided at each meeting) or printed engineering plans. Other items to bring include a location map and photographs of the project area and resources of concern. It is often helpful to provide copies of these items as handouts for meeting attendees. Google Earth is available at each meeting.

Please see the [Presentation Outline](#) for additional suggestions on how to organize your presentation and what information to include.

How are meetings documented?

Minutes from the coordination meeting are posted on the meeting [website](#) by date and by project. Meetings are also recorded. If needed for preparation of minutes, recordings for specific projects can be requested from the meeting facilitator.

Who is responsible for meeting minutes?

The project's Environmental Manager or Consultant typically prepares minutes for their project. The meeting facilitator also takes notes for each project to assist the minutes preparer. Minutes should be sent to the meeting facilitator within one week following the meeting date, and the facilitator compiles minutes from each project into a conference report. The draft conference report is distributed to attendees for comment, suggested changes are incorporated, and draft minutes are discussed and approved at the following meeting.

Who should I contact about the meeting?

Meeting Facilitator:

Matt Urban, Wetlands Program Manager, murban@dot.state.nh.us, 271-7969

Alternative Contact:

Ron Crickard, Project Management Section Chief, Bureau of Environment, rcrickard@dot.state.nh.us, 271-3226