



ACEC-NH/NHDOT Highway Design Sub-Committee



NHDOT
7 Hazen Drive Concord NH
February 11, 2020
Room 112/113 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

Ron Grandmaison, NHDOT (Scribe)

Brian Colburn, MJ (Vice Chair)

Ben Martin, VHB

Jen Mercer, GM2

Travis Wolfel, Kleinfelder

Clinton Mercer, Jacobs

Linda Greer, Fuss & O'Neill

These meeting minutes are from the February 11, 2020 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Ron volunteered to be the scribe for the meeting.

2. Review and approve minutes – January 14, 2020 meeting

The meeting minutes from the January 14, 2020 meeting were formally accepted as final with one minor addition of an end parenthesis following “15%” under Item 3a, bullet 2. All final meeting minutes will be posted by Corey.

3. Review of Design Criteria Form (Maggie)

- a. This Excel Design Criteria form was developed internally to assist the teams (Plaistow sample provided by Jennifer);
- b. Intended to be an appendix to the Engineering Report and/or the Design Report (the Department still needs to determine if the Engineering Report will no longer be developed);
- c. “Sample” to be developed to assist in completing the form;
- d. Includes “non-printed” page/cells listing references;
- e. Expected as part of submissions;
- f. Design Report should be memorialized following the Public Hearing/Finding of Necessity but then amended through the Design process, as appropriate;

- g. Discussion about who “approves” the Design Criteria form – group decided that John Butler (NHDOT Geometrics SME) should review and signoff on ALL projects;
 - i. Consultants would submit completed “Draft” Design Criteria form for Department comment and final approval.
- h. Any deviations from this form would be captured in the Engineering/Design Report – some discussion if the criteria form should list AASHTO AND also selected criteria (i.e. Design Speed and Shoulder Width) so it was in one location – discussion to continue following additional review of Design Criteria Form by the group.

4. Review of Post-Hearing Design Review Checklist (Brian)

- a. Group agreed that the checklist provided captured discussions/review comments;
- b. Placement of the staple is terrible... LOL;
- c. Minor additional suggestions included a longer line for Project Name and Number Header, and possible renaming Engineering Report to Design Report;
- d. PHDR – 4 may reference the actual Design Report with a link to the document – these lines may go way;
- e. Suggestion to “test drive” this checklist with an actual project currently at the Post-Hearing stage.

5. Next Steps:

- a. This is our last scheduled meeting – upcoming year to be scheduled (**Jim**)
- b. Provide a copy of the Design Criteria Form developed by internal DOT staff for review and comment by the group - discussion at the next meeting (**Jim**)
- c. Development of a Design Report (*making the Engineering Report obsolete*) by a group TBD — NHDOT to discuss make-up of the group (**Maggie/Jim**)
- d. Review Maine DOT’s *Design Submittal Form, Preliminary Design Report, and Highway Design Report, etc...* to get ideas (**All**)
- e. Set up Line & Grade Checklist using a similar format to the *Post Hearing Checklist* (**Brian**)
- f. “Test Drive” Post-Hearing Design Review Checklist – (**Tobey**)

Meeting Adjourned - 9:20am

Attachments: Design Criteria Form
Post-Hearing Design Review Checklist

Next Meeting – March 10, 2020