



ACEC-NH/NHDOT Highway Design Sub-Committee



**Zoom Virtual Meeting
February 9, 2021
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 9, 2021 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 – December 8, 2020 meeting

The meeting minutes from the December 8, 2020 meeting were formally accepted as final. No January meeting was held. Corey will ensure the minutes are posted.

3. Highway Design Manual by Chapter - Jim

Jim mentioned that he was advised by the Front Office that the Highway Design Manual would NOT have to be converted to SOS format as previously discussed. This means the rewrite effort can continue on a chapter by chapter basis which will reduce the rewrite effort significantly. Jim will ask if the Chief Engineer will retain the responsibility of signing the Manual and if it will be on a chapter by chapter basis or if there is another intent.

Chapters 2, 3, 4, 5, 8, and 11 still require rewrite from the 1999 Version but the heavy lifting for 2, 3, 8 and 11 has been completed and should be available for review with minimal effort.

Jim also asked if the ACEC chapter review should be completed by the firms on this Committee or if it should continue to be determined by Alex. The group agreed that this would be the appropriate review forum, with a courtesy copy to Alex. Jim will provide the group with any chapters ready for ACEC review by the next meeting.

Jim would like any draft chapters to be posted on the website prior to FHWA approval/concurrence. Ron will post these to the website under the Current Highway Design Manual, Vol. 1 list and will be marked as DRAFT.

4. Review Draft Design Report - Leah

Leah discussed the first draft of the Design Report document that she shared via email prior to the meeting. Some items noted:

- Moving away from Part A/Part B terminology so they should be removed from this document
- Subject Matter Experts (SMEs) were consulted on the section regarding the Traffic Report/Memo
- Change “executive summary” to “brief summary” for each section in the document

Please review the document and provide comment. Consultant representatives are asked to check “links” contained with the document to make sure they work for external users.

The intent of the Design Report is to replace the Engineering Report. There was some discussion regarding the best way to accomplish the roll out of the report and receive buy-in from the project managers and leads. Jim proposed to bring it to Pete Stamnas and Bill Oldenburg and then present it at the Program Management meeting held every other Monday.

5. Webpage Update - Ron

The new layout for the Committee webpage was shared with the group. No comments were received. Ron asked if the review checklists currently posted on the site were shared with staff. Jim mentioned that they were shared with the Consultant community however internal staff were not yet notified of their availability.

6. Roundtable – All

Maggie mentioned she would like to roll out the Design Criteria Form at the same time the Design Report is rolled out for use. The sooner we begin to use the documents the sooner we can see if things are working as intended. Adjustments can still be made as users make comments.

Linda is the NH ITE chapter president and is soliciting topics for a virtual meeting. A couple topics were suggested to include safety data from the Safety Section, use of modelling software, and Big Data Methods such as Streetlight and WEJO.

Leah offered a NHDOT BlueBeam Club update - Highway Design is moving forward with the process of submission reviews. Jim suggested a presentation to the group at the March 9 meeting.

Meeting Adjourned - 9:36am

Next Meeting – April 6, 2021. *Anticipated to be held virtually through Zoom.*