



## ACEC-NH/NHDOT Highway Design Sub-Committee



Zoom Virtual Meeting  
April 6, 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 (absent)

Brian Colburn, MJ (Vice Chair)

Ben Martin, VHB

Jen Mercer, GM2

Travis Wolfel, Kleinfelder (Scribe)

Clinton Mercer, Jacobs

Linda Greer, Fuss & O'Neill

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These meeting minutes are from the April 6, 2021 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

#### **1. Introductory Remarks**

Travis Wolfel volunteered to be the scribe for the meeting.

#### **2. Review and approve minutes – for February 9, 2021 meeting**

The meeting minutes from the February 9, 2021 meeting were formally accepted as final. Corey Spetelunas will post the minutes to the Committee website.

#### **3. Review Draft Design Report**

- Leah Savage presented to the group the draft Design Report.
- Leah has received mostly formatting and spelling/grammar comments and will incorporate into the report.
- Tobey Reynolds has heard from some consultants that they may not be able to fill in some of the information. NHDOT will work through which information will be responsibility of consultant and which will be the responsibility of NHDOT.
- Leah has heard some concerns about the length of the report (20 pages) but feels that it is not too long if all the information is useful.
- Linda Greer has used the Design Report on a New Hampshire LPA project, but struggled with who signed off on some information and who was responsible for other information.
- Maggie Baldwin said that other groups are currently not using the report but it could be helpful if all NHDOT uses it eventually.
- The goal is to post the draft Design Report to the NHDOT website by May 5<sup>th</sup>.

#### **4. Status of the Design Criteria Form**

- Maggie Baldwin presented to the group the status of the Design Criteria Form.
- Some NHDOT project managers would like to use the form soon.
- There was discussion within NHDOT if the highway supplemental form should be shared with consultants. It was agreed that it should because it gives guidance on where to find standards/design values. Leah Savage is reviewing the supplemental form.
- Going forward Maggie will take ownership of the form (updates, revisions, etc.). She will run changes by the ACEC-NH/NHDOT Highway Design Sub-Committee.
- Both the Design Report and the Design Criteria Form will be posted online for public use by May 5<sup>th</sup>. The Design Report and Design Criteria Form will also be pushed out with an email blast.
- The Design Report and Design Criteria Form will be posted to the NHDOT Highway Design Manual website.

#### **5. Website Update**

- Ron Grandmaison was not able to attend the meeting and present an update on the website due to technical issues.

#### **6. Issues or Concerns (Round Table Discussion)**

- NHDOT Staffing update:
  - Five new entry level positions have been filled in Highway Design.
  - Tobey Reynolds is the new Chief Project Manager.
  - Leah Savage a Design Group Leader.
  - CE I-III and CE IV positions have been posted.
  - Nick Sanders (from Traffic Bureau) has filled the Active Transportation Engineer position.
  - Hiring people then updating the design update manual are priorities for Jim Marshall.
- Not much progress has been made on Bluebeam since the February meeting; however, some projects are already using Bluebeam. Tobey Reynolds suggested that consultants ask during scoping if Bluebeam will be used for reviews on a project.
- A committee is working on estimate guidance. Tobey will provide an update next month on estimate review committee progress.
- Tobey shared the results of the survey that committee sent to consultants; he suggested we send out an updated survey this summer.
- Jim Marshall would like to send out an update of committee progress soon.
- Linda Greer mentioned an upcoming NHITE virtual meeting that will be on May 12<sup>th</sup>. It will include a presentation from Bill Lambert (Traffic Bureau) on changes to the MUTCD. Mike Servetas will be discussing the Drive Permit process.
- Linda Greer asked about the status of requiring 3D modeling. Jim Marshall mentioned that NHDOT was waiting on the full transition to ORD. Tobey mentioned that NHDOT is reviewing 3D models and letting contractors know how accurate a model it is so the

contractor can plan accordingly. Models are supposed to be provided to NHDOT Highway 30 days prior to advertising to allow for review.

- Maggie Baldwin said additional stormwater treatment training/guidance may be required due to recent changes in the MS4 requirements. These are being discussed on a project-by-project basis.

**7. Next Meeting is May 11, 2021**