



ACEC-NH/NHDOT Highway Design Sub-Committee



Zoom Virtual Meeting
June 9, 2020
8:00 am – 9:30 am

Meeting Minutes

Attendees:

Jim Marshall, NHDOT (Chair)	Brian Colburn, MJ (Vice Chair)
Tobey Reynolds, NHDOT	Ben Martin, VHB
Leah Savage, NHDOT (Scribe)	Jen Mercer, GM2
Corey Spetelunas, NHDOT (Absent)	Travis Wolfel, Kleinfelder
Maggie Baldwin, NHDOT	Clinton Mercer, Jacobs
Ron Grandmaison, NHDOT	Linda Greer, Fuss & O'Neill

These meeting minutes are from the June 9, 2020 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Leah volunteered to be the scribe for the meeting.

2. Review and approve minutes – March 10, 2020 meeting

The meeting minutes from the March 10, 2020 meeting were formally accepted as final. All final meeting minutes will be posted by Corey.

3. Design Report Group Update

Jim and Tobey will meet to discuss the Design Report Group and who should be involved. Individuals will be contacted in the next week or two to formally kick-off this group; Maggie will be a member of the Group.

4. Review Maine DOT Design Submittal Form

There was a brief recap as to what was discussed at March's Meeting regarding Maine's Design Submittal Form. It was agreed that Maine's form is tedious and redundant, but it also contains helpful information. Jim stated that we want NHDOT's Design Submittal Form to be an easy and useful tool to help the designer effectively document and organize design decisions.

It will be a task of the Design Report Group to review the Maine Form, and other forms that may already exist, to help aid in creating NH's Form.

5. Line & Grade Checklist

Brian will work to update the Line and Grade Checklist and circulate to the Group prior to our next meeting.

6. Post Hearing Design Review Checklist “Test Drive”

There has not yet been an opportunity to use the checklist on a project. There are two projects that are planning to test drive the checklist shortly.

- a. Brian is planning to use the checklist as a Pre-Hearing Checklist on an upcoming project. The Pre and Post Hearing checklists essentially contain all of the same information so will be a good test for both checklists.
- b. Tobey is planning to use the checklist for GM2’s North Hampton Project’s upcoming Post Hearing Submittal.

7. Training:

Due to Covid-19 and the resulting remote working environment it was discussed how this will effect continuing education, specifically PDH credits. Since there is uncertainty on when in-person group classes and conferences will be able to resume safely, Jim asked the group if they were aware of any virtual options.

- a. Several consultants mentioned that they use Red Vector, a subscription service, which provides online training for PDHs. Several also stated that their firms hold virtual internal trainings for their team and lunch and learns.

Jim suggested that internal trainings, led by either NHDOT or consultants, could potentially be made available for both internal and external staff to access as a way to provide additional training opportunities.

Ron mentioned that his section had plans to record an upcoming Zoom Meeting and that hopefully these recordings could be a tool to train staff.

- b. Linda mentioned the American Public Works Association (APWA) provides virtual trainings. She also mentioned the upcoming National Institute of Transportation Engineers (ITE) Annual Meeting will be virtual. These trainings are available to both members and non-members at a cost (higher for non-members).

The next NH Chapter ITE Meeting is currently scheduled for October. This meeting too may be held virtually. Linda is looking for Green Book Training to be a topic for the upcoming ITE Meeting.

- c. Transportation Research Board (TRB) Webinars were also mentioned as being an option for PDHs. There are a lot of pre-recorded webinars that could be beneficial. It was discussed if these were available free or at a cost. More information regarding TRB trainings can be found here: <https://webinar.mytrb.org/Webinars>

- d. There are also NHI Online Courses, Wendy Johnson is looking into this possibility.

- e. There was also discussion on the PE Board issuing a waiver for continuing education credits. More information can be found here:

<https://www.governor.nh.gov/sites/g/files/ehbemt336/files/files/inline-documents/emergency-order-29-ex-h.pdf>

<https://www.oplc.nh.gov/covid-19/index.htm>

While working remotely the NHDOT has started utilizing Zoom for most of their meetings. Consultants are primarily using Microsoft Teams to communicate with their groups. All seemed to think Teams was

an effective communication tool. Jim mentioned that there is some movement towards the NHDOT utilizing Microsoft Teams in the future.

- a. Clint mentioned that he is not able to download Zoom software at work due to the limits in product security. He is still able to attend meetings hosted by NHDOT through the online version. However online access does not provide the user with all functions that are available when you download the application.

8. Other Items:

- a. Estimate Informational Session: Dan Prehemo and Wayne Brooks are still looking at old projects to update the way we are completing project estimates. They still plan to attend one of our upcoming meetings to discuss their findings with this group.
- b. Open Roads Designer Update: Bill Caswell had planned to present an update on how NHDOT is using Open Roads Designer and showing the drawing space at the March ACEC Tech Conference. With the postponement of this event, how to present these updates will need to be revisited. It is possible that this could be a virtual presentation.

The DOT did receive Grant money from Bentley. Bentley had been scheduled to come to NHDOT in early April to begin these trainings. This has been postponed due to COVID-19.

- c. Bluebeam Club: The NHDOT group is still meeting and working towards guidelines. The group last met in March.

9. Next Steps:

- a. Assign members and setup the new Design Report Group (**Jim & Tobey**)
- b. Update the Design Criteria Form and coordinate with Brian regarding the Form's Intersection Sight Distance Tabs. Send to the group for discussion at the next meeting (**Maggie**).
- c. Setup Line & Grade Checklist using a similar format to the Post Hearing Checklist (**Brian**)
- d. "Test Drive" Post-Hearing Design Review Checklist (**Tobey & Brian**)

Meeting Adjourned - 9:00am

Next Meeting – July 14, 2020. *Anticipated to be held virtually through Zoom.*