



ACEC-NH/NHDOT Highway Design Sub-Committee



NHDOT
Virtual
October 13, 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	Jen Mercer, GM2 (absent)
Corey Spetelunas, NHDOT	Travis Wolfel, Kleinfelder
Maggie Baldwin, NHDOT	Clinton Mercer, Jacobs (Scribe)
Ron Grandmaison, NHDOT	Linda Greer, Fuss & O'Neill

These meeting minutes are from the October 13, 2020 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Clint volunteered to be the scribe for the meeting.

2. Review and approve minutes – for September 8, 2020 meeting

The meeting minutes from the September 8, 2020 meeting were formally accepted as final.

3. Draft Design Report

Leah updated the committee on the progress with the design report from the Design Report Group. Leah sent a draft report to the team on Oct. 9 for review and comment during this meeting. The Design Report Group is looking for feedback from this committee before sharing with others. The intent is for this design report to fit any project. The layout of design report is to use appendices for supplemental information.

Report Review:

Project Background: Need comments on project history, original intent of project. Add information regarding programmatic, 10 year plan, originated from town, safety concerns?

Design Directives: Use 10 year plan information and update at each submission.

Existing Features: Use appendix for plans. Deficiency descriptions only, if no deficiency check no.

Traffic: Do not duplicate information, use appendix. Criteria needed for when a memo or report is needed. Maggie's concern was a completed report may be copied from other projects. The name "Traffic" was questioned. The intent of this section is not to contact bureau of traffic, but to summarize as projects vary greatly.

Design Alt: Summarize executive summary and use appendix. Is the intent of this document to capture changes? Should the reader look to Design Directive section for changes?

Environmental: This will be future standard practice for environmental manager with description of findings on right side.

ROW, Selected Alternatives and Utilities were covered with no comments.

Pavement Design: The question of how to specify high strength or inlay areas was raised. The appendix could be used and should be submitted with each submission. A pavement table summarizing special features would be useful on most projects.

4. Roundtable

- a. When/where should Line and Grade checklist and Design Report be posted? Jim mentioned we should be getting these out soon. Maggie to add revision dates to avoid using old versions.
- b. Should we set up an area on website for “Working Checklists” and “Coming Soon”?
- c. Who approves checklists before posting and should these checklists be part of the Design Manual? These should not be part of the design manual as this would require FHWA approval and take time.
- d. Ron to work on posting location and procedure.

5. Next Steps:

- a. Continue development of design criteria forms.
- b. Provide comments to Leah on the Design Report.
- c. **Next Meeting – November 10, 2020**