



ACEC-NH/NHDOT Highway Design Sub-Committee



NHDOT
7 Hazen Drive Concord NH
December 10, 2019
Room 112/113 8:00 am – 9:30 am

Meeting Minutes

Attendees:

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

These meeting minutes are from the December 10, 2019 ACEC-NH/NHDOT Highway Design Sub-Committee Meeting.

1. Introductory Remarks

Tobey volunteered to be the scribe for the meeting.

2. Review and approve minutes – for September 10, 2019 meeting

The meeting minutes from the November 12, 2019 meeting were formally accepted as final. All final meeting minutes will be posted and Corey volunteered to get these posted in the future.

3. Reporting Back

a. Bluebeam Submission Checklists

The Working Group (WG) has not met since the last Committee meeting because of the checklist formatting homework that was given to the group at last month's Committee meeting. Since the last meeting, many of the committee members have provided examples of checklists from other states. Maine, Tennessee, Mississippi, and Massachusetts were some of the states that were reviewed by the committee. These submission checklists varied from design related documentation to construction plan set presentation requirements.

After much discussion the group agreed that the format of the current checklists from NH are a good starting point, but they should be in excel format and they should contain sections for: Submission Items, Design Items, and Plan Presentation Items. It was noted that the reference/ID # on the left of MassHighway's list seemed like a good idea and we should look at incorporating that into the revised checklists.

Brian offered to have one of the checklists converted to excel and will break it out in the general categories discussed for the next meeting in January. This will give us something to consider for discussion and

comment prior to converting all the checklists. The group also agreed to keep the checklists at a size of 8 ½ x 11.

b. Bluebeam Club

There was no update given.

c. OpenRoads Designer (ORD)

An update on the transition to ORD has been posted to NHDOT's CAD/D website. It was noted that FHWA has not released the STIC grant money yet.

4. Next Steps:

- a. Begin making samples of reports and design criteria forms.
- b. Continued coordination with the NHDOT Estimating Task Force to arrange for an informational session and potential partnering to establish project estimating protocols.
(Jim)
- c. Brian will develop an excel checklist for the January 2020 meeting.
- d. Tobey to continue checklist development meetings and report back to the committee.
- e. **Next Meeting – January 14, 2020**