

NHDOT

Pavement Workgroup Charter

Approved: September 9, 2015

Purpose

Develop a long term strategy to manage the roadway network utilizing the most cost effective methods and treatments. Guide the implementation of this strategy to achieve the Department's pavement condition goals.

Scope

The Pavement Workgroup was established by the Steering Committee and is charged with the development and implementation of the long term pavement resurfacing strategy for the Department.

Responsibilities

1. Compile and maintain detailed life cycle cost information for the various pavement treatments.
2. Develop the Department's overall pavement strategy and periodically review the strategy to ensure its applicability.
3. Establish condition goals, targets, and forecasts for the various Tiered roadways and review the annual/bi-annual pavement condition data to determine if the goals are being achieved.
4. Develop communication tools to be used to promote the Department's strategy and report the performance to both internal and external stakeholders.

Authority

The Pavement Workgroup derives authority from the NHDOT Senior Management Committee. The Workgroup may make recommendations to the Steering and Senior Management Committees regarding any aspect of the Department's resurfacing strategies, performance goals, and reporting. Documents and recommendations created by the Pavement Workgroup will be available on its webpage. The Workgroup will operate in accordance with the TAM Governance policy document.

Meetings

The Pavement Workgroup will generally meet every 2-3 weeks and/or at the discretion of the Chairperson. An agenda will be provided prior to each meeting. Any formal recommendations produced or action items identified at the meetings will be recorded for communication and distribution as meeting minutes. The meeting minutes shall serve as the official transcript for the meetings. Between meetings, information will be shared, discussions will be held, and routine decisions will be made via email.

Pavement Workgroup Chairperson

The Chairperson for the group will be the Chief of Pavement Management. The responsibilities of the Chairperson include but are not limited to:

1. Propose times and locations for the workgroup to meet.
2. Determine agenda items to be addressed at, and outside of, the workgroup meetings.
3. Facilitate the meeting discussion and the decision process for making recommendations by the workgroup.
4. Develop and circulate minutes for each of the meetings.

Standing Members

The Pavement Workgroup will consist of twelve (12) members from across the Department. Members are to be designated by the Directors of their respective divisions. Membership durations will vary and depend on the tasks under evaluation by the workgroup. Guests may also attend meetings to be determined as the subject matter dictates.

Current Standing Members:

- Pavement Management – Section Chief (Chairperson) & Pavement Data Management Engineer
- Operations – Assistant Director of Operations & (2) District Engineers
- Project Development – Assistant Director of Project Development
- Highway Design – Chief of Final Design
- Construction – District Construction Engineer & Paving Specialist
- AMPS – Asset Systems Resource Engineer & Asset Information Resource Engineer
- Turnpikes – Assistant Administrator
- Planning – Supervisor of Systems Planning
- Other guests may attend meetings as deemed necessary.

Member Expectations

The overall time commitment of workgroup members is up to 6 hours per month. Workgroup members are expected to attend meetings and to come prepared to those meetings. As a workgroup, members may have assignments that require independent or collaborative work between meetings.

Decision Making

Decision making of the group will be by consensus whether at a meeting or by email polling. If a member has a concern regarding an email decision, the decision will be postponed until the next workgroup meeting. If consensus cannot be reached within the workgroup the issue may be elevated to the Steering and/or Senior Management Committee(s).