

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY DESIGN
CONFERENCE REPORT**

PROJECT: ACEC-NHDOT Contracts Subcommittee Meeting

DATE OF CONFERENCE: November 12, 2025

LOCATION OF CONFERENCE: NHDOT, Profile Conference Room 161

ATTENDED BY:	<u>NHDOT</u>	<u>CONSULTANTS</u>
	David Smith (co-chair)	Jennifer Reczek (co-chair)
	Mike Mozer	Jason Beaudet (scribe)
	Brett Rusnock	Roch Larochelle

Previous Meeting Minutes Approval

- The October 8, 2025 minutes were reviewed and approved as presented.

Committee Member Changes

- Darren Blood has retired
- Jennifer Reczek is the new consultant co-chair
- Brian Colburn will be the new consultant member starting in January 2026
 - Brian will be the CQI representative for the contracts subcommittee

Contracts Subcommittee Document Storage

- Information currently stored on GM2 site
- All data has been transferred to new CDM Smith site
 - Link distributed to all members on 11/12/2025

Standard Scope of Work (Final Design)

- Environmental
 - Review is ongoing and progressing, should have update for next meeting
- Slope & Drain
 - List of plans will not be included, the scope will reference the Department's checklist
 - Impacts outside the ROW need to be added into checklists
 - Additional elements should be added to checklists
 - LRS needs to be looked into further related to the division between the environmental and engineering efforts
- ROW
 - 4.2
 - To remain unchanged
 - 4.3
 - Eliminate reference to Section 2.2 and 2.4 of Preliminary SSOW
 - 4.4
 - Identify what the Impact Summary Memo is and revisit
 - 4.7
 - To be reviewed and updated internally by NHDOT, and revisited

Action Items

- NHDOT
 - Clarification of the needs of the Impact Summary Memo (ROW)
 - Meeting with ROW group to review Final Design SSOW ROW section
 - Clarification of stormwater memo versus the drainage report

Next Steps

- Final Standard Scope of Work (SSOW) continued

Next Meeting

- December 10, 2025 @ 2:00 PM