
Location: NHDOT, Profile Conference Room 161

Time: 2:00 PM to 3:30 PM

Attended by:

NHDOT

David Smith (Co-chair)
Mike Mozer
Brett Rusnock

Consultants

Jennifer Reczek (Co-chair)
Jason Beaudet (scribe)
Roch Larochelle

Previous Meeting Minutes Approval

- The December 10, 2025 minutes were reviewed and approved with minor revisions.

Standard Scope of Work (Final Design)

- 2.0 Slope & Drain Submission
 - 2.2
 - Need to follow up on this section when Mark Hemmerlein is available
 - 2.3 Traffic Control Plans
 - Reviewed and no revisions required
 - 2.4 Hydraulics and Scour
 - Scope removed
 - Note added that if additional efforts needed the language from preliminary design if note complete
 - 2.5 Estimate
 - Drainage quantities were noted to be itemized
 - Deliverables
 - Reviewed and no revisions required
- 3.0 Utility Submission
 - Opening Statement
 - Design services better defined
 - 3.1 Utility Coordination
 - Reviewed and no revisions required
 - 3.2 Utility Plan Submission
 - Submission shall be in the same format as Slope & Drain Submission
 - State that a draft and final submission required
 - List of plans removed and department utility plan checklist requirements referenced
 - Deliverables
 - Revised for clarity to
 - (Draft and Final) Utility Plans
 - Utility Pole Relocations Sheet
- 7.0 Preliminary PS&E Submission
 - Opening Statement
 - Elimination of listed specific element

Action Items

- NHDOT
 - David to invite Mark Hemmerlein and Jon Evans to February 2026 meeting to discuss Water Quality
 - Invite David Kammer to future meeting to discuss Limited Reuse Soil (LRS)
 - Brett to discuss with Ron Grandmason to add guardrail calculations and superelevation calculations to Slope & Drain Submission checklist
 - Brett to reach out to Bureau of ROW to have an internal meeting with NHDOT CQI Cont. members prior to the committee reviewing the ROW section

Next Steps

- Final Design Standard Scope of Work (SSOW) continued

Next Meeting

- February 11, 2026 @ 2:00 PM

Submitted by: Jason J. Beaudet, PE