ACEC-NH/NHDOT
Highway Design Sub-Committee

In-Person Meeting with Zoom Virtual Option
April 14, 2026
8:00 am – 9:00 am

Meeting Notes

Attendees:

☒	Curtis Morrill	NHDOT, Chair	☒	Nicole Fox	F&O
☐	Ronald Grandmaison	NHDOT	☒	Seth Hill	GM2
☒	Corey Spetelunas	NHDOT	☒	Andrew Sweet	HNTB
☒	Cassandra Burns	NHDOT (scribe)	☒	Jordan Pike	HEB
☒	Jonathan Hebert	NHDOT	☒	Phil Kendall	H&H
			☒	Kyle Higgins	GPI

Introductory Remarks

Curtis Morrill opened the meeting at 8:00 am asking if anyone has comments on the meeting minutes from the January 13th meeting. The minutes were accepted and will be posted.

Introductions were made by everyone in the group.

ADA Accessible Postings

- The Federal deadline is April 24, 2026.
- A presentation was held during the ACEC-NHDOT Winter Conference (March 6, 2026 at NHDOT)
- Curtis noted there have been some internal setbacks with the new ADA guidelines but it is progressing. He asked if the Consultants had any issues.
    - Nicole Fox added that there were early issues and the Project Managers have been rolling out the transitions early and discovering issues along the way, which were also discussed during the ACEC-NHDOT Winter Conference
    - Overall, the Project Managers have been running the checkers and will let the Consultants know what needs to be updated.
- Seth Hill added that Adobe (Pro) and Bluebeam have different tools for the ADA Accessibility Checker and he will look into the differences
- Jon Hebert asked if we are limiting what we post or if there is a specific way we want to post items to the external website. Typically, everything from the hearing gets posted to the project specific site, but are we going to include plans? Is there a streamlined posting process?
- Curtis noted that an effort is underway to look at (Department wide) what we are posting. Considerations are being made to who the end user is for this information, who needs this information and do we need to post it.
- Phil Kendall asked if the information posted for projects will be limited

    - Curtis noted that there is already a variation of information for each project, so deciding on what is to be posted, Department wide, will help with consistency
- Seth added that once Hearings are completed, we will have more feedback
- Phil asked what the Department has seen as challenges
    - Curtis mentioned that plans will be a challenge and, for now, a disclaimer will be put together that explains what the plans entail. He also sees PowerPoints and reading order as a challenge and that is being worked on.
- Curtis noted that anything posted to the website is to be ADA Compliant – items posted on there now do not have to meet the deadline

Past Action Items

- Curtis added that there have been several action items from previous meetings that he is going through now. Target speed VS Design speed (from the October meeting) has been discussed internally

Complete Streets – Target VS Design Speed

- This is to steer us to conform with Complete Streets and a procedure is being developed for "target speed"
- Corey Spetelunas added that the Complete Street group discussed Target VS Design speed but he was not sure what the outcome was

Drainage Profiles

- Curtis mentioned that the last meeting (January), drainage profiles were discussed
- An update to the Final Design Checklist is being worked on to include Drainage Profiles – these have not been posted to the external website yet
- It was noted that once the group finalizes what we want to include, we will ask Construction for feedback

Digital Delivery

- Curtis said that the Department received a Grant to help with the Digital Delivery process; a kick off meeting was recently held

Design Report

- Corey reviewed the Design Report in September and was waiting on the Complete Streets speed discussion to add to the report as well as a section for Safety.
- ***Action Item: Corey will follow up with Bill Lambert***

Roundtable

- Corey noted that the Strategic Highway Safety Plan (SHSP) is happening today at JOMB which discusses redeveloping the plan (which happens every 5 years) and where we want to focus on safety improvements and safety related outreach
- Jon mentioned that ROW is backlogged for Hearings and to be aware the target dates are more than likely not going to be met; Project Managers are aware and ROW is doing the best they can.
    - ***Action Item: Jon will work with Ron Grandmaison to get the Hearing Checklist together***

- Phil added that the checklists are great, but they should be re-evaluated every 6 months to see if they are still being used as intended, if anything is missing, etc. He also mentioned that we should meet with the CQI group to go over the Standard Scope of Work and Checklist together before its posted externally
    - Curtis asked if the group finds items are incorrect on the checklist, email the group so we can discuss it at an upcoming meeting
        - Seth noted curb numbers are missing from the Checklist, as an example
    - Nicole added that the group should look at the specialty type of projects (resurfacing and 4Rs) and how the checklists and Standard Scopes of Work are used for those
        - ***Action Item: Curtis and Cassie will discuss this***
- Jordan Pike discussed his background (Safety, Roundabouts)
- Kyle Higgins noted that the CADD Subcommittee had come to this meeting about a year ago and once the checklists are set, we should have them meet with us again so we can discuss what we want to see on the plans is feasible

Next meeting: June 9, 2026

Distribution: Committee Members.