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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



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William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Bureau of Construction
November 6, 2023

REQUESTED ACTION

Authorize the New Hampshire Department of Transportation to hold an organized meeting from January 23, 2024 through January 26, 2024, at the New Hampshire Department of Transportation John O. Morton Building large conference room in Concord, NH, for a total conference cost not to exceed \$3,800 for the purpose of recognizing and training Department of Transportation employees, effective upon Governor and Council approval.

Funds to support this request are available in the following accounts:

04-096-096-962015-3035	<u>FY 2024</u>
Bureau of Construction	
020-500207 Food for Meetings	\$3,800

EXPLANATION

The Bureau of Construction, under the Division of Project Development, has over 100 employees. Employees are assigned at different locations all over the State. The Department is committed to providing basic safety, environmental and task-oriented training to all our employees. For more than 20 years, the Bureau of Construction has been bringing employees together for annual "Construction School" training. These training days provide a necessary, efficient, and effective opportunity for all employees to hear the same information from topics taught by DOT, other State Agencies, and private sector partners. The Bureau will typically provide pastries and coffee each morning, and a lunch on Friday, as employees are travelling from around the State. By providing these amenities, we keep everyone together longer, allowing efficient use of time and encouraging networking, discussion, and information sharing among the attendees and presenters.

In addition to food, the Bureau will typically recognize a small group of outstanding employees who have performed above and beyond expectations with the quality of their Contract Records submissions. These exemplary employees are awarded an embroidered shirt and/or a commemorative coffee mug. The scoring of project records quality and recognition at Construction School has proven to be an effective motivator.

Food and beverage will be procured locally. Commemorative items will be procured through the Department of Administrative Services' approved contracted vendor. All purchases will be in accordance with standard purchasing rules.

Description	Budget
Pizza Lunch	\$ 700.00
Breakfast Items	\$ 2,600.00
Commemorative Items	\$ 500.00
Total	\$ 3,800.00

Your approval of this resolution is respectfully requested.

Respectfully submitted,



William J. Cass, P.E.
Commissioner

Attachments

TIME	TOPIC	SPEAKER	REPRESENTING
8:00	Registration and Coffee		
8:15			
8:30	Introductions	Tim Chapman/Nickie Hunter	Construction Bureau
8:45	Tool Box Training	Amy McPhee	OFC
9:00			
9:15			
9:30	EEO Supervisory Training	Janet Leavitt	OFC
9:45			
10:00	Break		
10:15			
10:30			
10:45			
11:00	Railroad Topics	Chuck Corliss	Rail and Transit
11:15			
11:30			
11:45			
12:00	Lunch		
12:15			
12:30			
12:45			
1:00	EV	Mike Mozer	Design Services
1:15			
1:30	Engineering Professionals in Transportation (EPT)	Hans Weber/Emily Kulig/ Kaylin Dion/Kyle Hammel	NHDOT
1:45			
2:00	Guardrail Topics	Kirk Medgett	Highway Design
2:15			
2:30	Break		
2:45	Project Presentation	Various	Bureau of Construction
3:00			
3:15			
3:30			
3:45			

TIME	TOPIC	SPEAKER	REPRESENTING
8:00	Registration and Coffee		
8:15			
8:30	Engineer of Record	Jim Marshall	Highway Design
8:45			
9:00			
9:15	Bridge Topic of Common Concern	Jennifer Reczek/ Angela Hubbard	Bridge Design
9:30			
9:45			
10:00	Break		
10:15	Porta-Dams	Mike Ferrari	EVROKS Corp.
10:30			
10:45			
11:00	Work Zone Safety	Paul Metcalf/Greg Tedeschi	Bureau of Construction
11:15			
11:30	Drone Use in Construction	Jason Leavitt	Bureau of Aeronautics
11:45			
12:00	Lunch		
12:15			
12:30			
12:45			
1:00	Haul Hub Training	??	Haul Hub
1:15			
1:30			
1:45			
2:00	Change Order Procedures and Approvals	Patrick Colburn	Construction Services
2:15			
2:30	Break		
2:45	Highway Safety-New Position	Bill Lambert	NHDOT
3:00			
3:15	Compliance Issues	Meredith Wilson	OAOC
3:30			
3:45			

TIME	TOPIC	SPEAKER	REPRESENTING
8:00	Registration and Coffee		
8:15			
8:30	Materials & Research - Non-Conforming Materials/	Joe Blair	Materials & Research
8:45	IA-FHWA Process Review Updates		
9:00			
9:15	New Procedure & Environmental Updates/	Kevin Nyhan	Bureau of Environment
9:30	Certified Culvert Maintainers		
9:45			
10:00	Break		
10:15	Paving Contracts	Ron Grandmaison	Bureau of Highway Design
10:30			
10:45			
11:00			
11:15	Paving Best Practices	Mark Charbonneau	Continental Paving, Inc.
11:30			
11:45			
12:00	Lunch		
12:15			
12:30			
12:45			
1:00	Culvert Lining		
1:15			
1:30			
1:45	Reflective Sheeting/Traffic Marking Updates	Mike Allen	3M
2:00			
2:15			
2:30	Break		
2:45	Project Presentation	Various	Bureau of Construction
3:00			
3:15			
3:30			
3:45			

TIME	TOPIC	SPEAKER	REPRESENTING
8:00	Registration and Coffee		
8:15			
8:30	Front Office-Commissioners/Directors/Administrators	Various	NHDOT
8:45			
9:00			
9:15			
9:30	Federal Highway Administration Updates	Yamilee Volcy	FHWA
9:45			
10:00	Break		
10:15	Construction Office Updates	Melissa Willis	Construction Bureau
10:30	Record Documentation/Best Practices	Roger Demers?	Engineering Services
10:45			
11:00	Record Quality Score Awards	Patrick Colburn	Engineering Services
11:15			
11:30	Specification Updates	Dean Wilson	Construction Bureau
11:45			
12:00	Lunch		
12:15			
12:30			
12:45			
1:00	Construction Bureau-Year in Review/What's Next	Nickie Hunter	Construction Bureau
1:15			
1:30			
1:45			
2:00			
2:15			
2:30			
2:45			
3:00			
3:15			
3:30			
3:45			