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
October 30, 2024

REQUESTED ACTION

Authorize the New Hampshire Department of Transportation to hold an organized meeting from January 28, 2025 through January 31, 2025, 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 $3,900 for the purpose of recognizing and training Department of Transportation employees, effective upon Governor and Council approval. 100% Highway Funds

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

	FY 2025
04-096-096-962015-3035 Bureau of Construction 020-500207 Food for Meetings	$3,900

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 or hat 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	$2,700.00
Commemorative Items	$500.00
Total	$3,900.00

Your approval of this resolution is respectfully requested.

Respectfully submitted,

William J. Cass, P.E.
Commissioner

Attachments

CONSTRUCTION SCHOOL | Tuesday, Jaunuary 28, 2025 | DAY 1

TIME	TOPIC	SPEAKER	REPRESENTING
8:00	Registration and Coffee		
8:15			
8:30	Introductions	Dean Wilson	Construction Bureau
8:45	Safety Toolbox Training	Amy Mcphee	Compliance Office
9:00			
9:15			
9:30			
9:45			
10:00	Break		
10:15	Non-Discrimination/Anti-Harassment/EEO	Janet Leavitt	Compliance Office
10:30			
10:45			
11:00			
11:15			
11:30	Office of Federal Compliance Updates	Meridith Wilson	Compliance Office
11:45			
12:00	Lunch		
12:15			
12:30			
12:45			
1:00	OIG	Tanya Chavez	OIG
1:15			
1:30			
1:45	Wilton Railroad Crossing Project	Steve Piper	Construction Bureau
2:00			
2:15			
2:30	Break		
2:45	Town Hall Meeting	Commissioners and Directors	Commissioner's Office
3:00			
3:15			
3:30			
3:45			

CONSTRUCTION SCHOOL | Wednesday, Jaunuary 29, 2025 | DAY 2

TIME	TOPIC	SPEAKER	REPRESENTING
8:00	Registration and Coffee		
8:15			
8:30	Self-Vehicle Testing	Bill Taylor	Construction Bureau
8:45			
9:00			
9:15	Work Zone Safety Training	Paul Matbat/Craig Teoasch	Construction Bureau
9:30		Mike Smith	
9:45	Break		
10:00	Paving Best Practices	Mike Smith	Construction Bureau
10:15			
10:30			
10:45			
11:00	Newington-Dover General Sullivan Bridge	Landry Macpherson	VHB
11:15	Design Challenges	Goodrich	
11:30			
11:45			
12:00	Lunch		
12:15			
12:30			
12:45			
1:00	Bridge Maintenance Updates	Levi Byers	Bridge Maintenance
1:15			
1:30			
1:45	Hinsdale-Brattleboro Bridge Project	Jarrett Hansen	Construction Bureau
2:00			
2:15			
2:30	Break		
2:45	Seabrook-Hampton Bridge Replacement Design	Jennifer Ruzzak	Bridge Design
3:00			
3:15			
3:30			
3:45			

CONSTRUCTION SCHOOL Thursday, Jaunuary 30, 2025 DAY 3

TIME	TOPIC	SPEAKER	REPRESENTING
8:00	Registration and Coffee		
8:15			
8:30	BABA Update	Kathryn Wallner (Kat)	FHWA
8:45			
9:00			
9:15			
9:30			
9:45			
10:00	Break		
10:15	BABA Update - Continued		
10:30			
10:45			
11:00			
11:15			
11:30			
11:45			
12:00	Lunch		
12:15			
12:30			
12:45			
1:00	3M Saftey Product Review - Tape and Pavement	Mike Allen	3M
1:15	Markings		
1:30			
1:45	Hydro Demolition	TBD	TBD
2:00			
2:15			
2:30	Break		
2:45	PCI Bridge Units	TBD	PCI
3:00			
3:15			
3:30			
3:45			

CONSTRUCTION SCHOOL | Friday, Jaunuary 31, 2025 | DAY 4

TIME	TOPIC	SPEAKER	REPRESENTING
8:00	Registration and Coffee		
8:15			
8:30	Front Office - Commissioners, Directors	Various	Commissioner's Office
8:45			
9:00			
9:15			
9:30	FHWA Updates	Jennifer Paull	FHWA NH Office
9:45			
10:00	Break		
10:15	HaulHub Preview and Training	TBD	HaulHub
10:30			
10:45			
11:00			
11:15			
11:30			
11:45			
12:00	Lunch		
12:15			
12:30			
12:45			
1:00	Record Quality Score Awards	Patrick Colburn	
1:15			
1:30	SharePoint Training	Chris Koumelas	Construction Services
1:45			
2:00			
2:15	Break		
2:30	Construction Bureau - Year in Review	Nickie Hunter	
2:45			
3:00			
3:15			
3:30			
3:45			