



MAINE DEPARTMENT OF TRANSPORTATION
American Council of Engineering Companies (ACEC-
Maine)
Highway Subcommittee
2026-06-24 Meeting Notes



MEMBERS & ATTENDEES	Devan Eaton, MaineDOT Dana Cloutier, MaineDOT Lindsey Merrifield, MaineDOT Jonathan French, MaineDOT Chris Helmstrom, MaineDOT	Shane Kelly, Sebago Technics Joe Howe, Stantec Lori Zacchini, HNTB Tony Grande, VHB Don Ettinger, LJB / Gorrill Palmer

Summary of meeting notes:

- 1) The purpose of this meeting was to discuss the framework for a possible ORD lesson learned training session for highway designers. The specific training topics were discussed at a high level on this call and in detail in prior calls.
- 2) Three options have been considered for this training session, including in-person, remote/virtual, and hybrid. The hybrid option would be similar to the WTS meetings, where the training occurs in person, with some attendees in person and the rest virtual. The Teams platform has been used successfully for those meetings. The Teams platform will be able to control presenters and provide additional security measures. The hybrid option is preferred.
- 3) We are thinking a lunchtime session might be best for the first training session. We should plan for a 1-hour duration. While there will be a limit to the number of in-person attendees, there will be no limit to the number of virtual attendees. The target audience will be ORD users who work on highway projects for the MaineDOT highway program, both consultant and DOT designers. Consider bridge designers in the future.
- 4) This subcommittee will consider a series of training sessions, focused on ORD relating to milestone submittals of HVAC, PDR, PIC, and PSE. The first session will focus on the HVAC submittal, specific ORD requirements and challenges, and plan production requirements for each submittal. All acknowledged that the ORD tool is not designed for PDF deliverables, making PDF document preparation for submittals challenging. Also, the ORD lessons-learned session for HVAC may require multiple lunch-and-learn sessions, while other milestone submittals may require fewer or can be combined into one lunch-and-learn session. Target a session once a quarter, up to one a month.
- 5) The timing for this first training session will be the fall of 2026, either September or October. Sessions would be recorded for later viewing, similar to prior lesson-learned events. ORD 2026 rollout is planned for September.
- 6) Collaboration with the ACEC CAD subcommittee is needed, and a meeting will be scheduled.
- 7) End.