



MAINE DEPARTMENT OF TRANSPORTATION
American Council of Engineering Companies (ACEC-
Maine)
CAD & Highway Subcommittees
2026-08-14 Meeting Notes



MEMBERS & ATTENDEES	Devan Eaton, MaineDOT (<i>not present</i>)	Shane Kelly, Sebago Technics
	Dana Cloutier, MaineDOT	Joe Howe, Stantec (<i>not present</i>)
	Lindsey Merrifield, MaineDOT (<i>not present</i>)	Tony Grande, VHB
	Chris Helstrom, MaineDOT	Lori Zacchini, HNTB
	Jonathan French, MaineDOT	Don Ettinger, LJB / Gorrill Palmer
	Paul Pottle, Stantec	James Davis, VHB (<i>not present</i>)
	Rich Tarantino, McFarland Johnson	David Munro, Fuss & O'Neill (<i>np</i>)
	Jeff Collins, Hoyle Tanner (<i>not present</i>)	

Summary of meeting notes:

- 1) Prior meeting notes from 7/24/2026 were reviewed.
- 2) Chris provided an update on the HVAC submittal form revisions and the associated review committee. The committee has not yet met, but it is envisioned that these forms will become more user-friendly and be in a non-Word format. The Department may be pushing to utilize Bluebeam sessions more for submittals and submittal forms.
- 3) It was noted that there are still problems with consultants not using the proper file naming and folder structure for transferring files on the SharePoint site. This topic should be added to the training session that this group is currently working on together.
- 4) The event details for the first lunch and learn are as follows, and subject to change: targeting October 22 from 12 noon to 2 pm, will be a hybrid format with presentation in-person at the MaineDOT Headquarters in the main conference room, with consultant attendees participating virtually via Zoom.
- 5) The draft agenda and initial slides for the upcoming lunch & learn were reviewed. It was agreed that a follow-up meeting was needed to continue the discussion on the slides and agenda. Once the slides and presentation content are further fine-tuned, this committee will be looking for volunteers to assist with finishing the slides and presenting on specific topics.
- 6) The next meeting is scheduled for August 21, 2026, at 9 am.
- 7) End.