

**DRAFT MINUTES
NETC ADVISORY COMMITTEE MEETING**

DATE: October 27, 2015
TIME: 11:00 a.m. – 12:00 p.m.
LOCATION: Conference Call 1-866-906-7447, Participant Access Code 8626283

AGENDA ITEM

1. **Call to Order:**, NETC Coordination Team, called the meeting to order at 11:05 a.m. The following people were in attendance:

State Transportation Agencies				A = Attended X = Absent			
Michael Connors – CT	X	Stephen Pepin – MA	X	Dale Peabody – ME	A	Ann Scholz – NH	A
Colin Franco – RI	A	Bill Ahearn - VT	X				
Others				A = Attended X = Absent			
Michael Sock #– RI	A	Dionysia Oliveira - CT	X	Bradley Overturf - CT	A	Patrick McMahon – MA	X
Elizabeth (Beth) Klemann- NH	A			Eloise Powell	X	Erik Shortell	X
Christopher Jolly - FHWA	A						
University Representatives				A = Attended X = Absent			
Eric Jackson – UCONN	X	Per Garder - Maine	X	John Collura - UMASS	A	Jo Daniel - UNH	X
Deborah Rosen – URI	X	Eric Hernandez - UVM	X				

NETC Coordinators				A = Attended, X = Absent			
Laurie Eddy	A	Jacob Leopold	A				

Voting Authority on file to act on behalf of state Advisory Committee Member

Discussion:

2. Approval of minutes, August 25, 2015, September 22, 2015

Motion to approve: Colin Franco

Seconded: Dale Peabody

In-Favor: All

Opposed: None

3. NETC No-Cost Extension for UVM Coordinators Contract

Discussion:

UVM has received No Cost Extension to April 2, 2018. No Cost Extensions to all research projects are being processed.

4. NETC Coordinator RFP

Discussion from September meeting: Bill Ahearn reported that the RFP is expected to be released in the next two weeks. Appendices were added to the RFP including a more detailed description of the NETC Coordinator duties, a decision-making flow chart and task list. Bill reported that the RFP would be sent to only Land Grant Universities. This decision was made after researching documents related to the formation of the NETC. The RFP will be mailed directly to the administrative officer in each Land Grant University's Contracts Administration Office.

Once proposals for the NETC Coordinator are received, the NETC Lead State office in VT will be looking for two Advisory Committee members from other states to travel to VT and participate in the selection process. This is a process that VTRANS does in house, so they must meet in VT. The process is usually a 2-3 hour discussion with the contracts administration office about the merits of the proposals received. A date has not yet been set.

Connecticut and New Hampshire (can provide two) are willing to participate.

Bill Ahearn was not in attendance at the October meeting, and an update on the RFP progress was not provided.

Action Items:

- 1) NETC Coordination Team will reach out to Bill Ahearn to ask for an update on the RFP as well confirm that CT and NH are available to participate in the RFP review.

5. NETC Fund Balance, Transfers and 2015 Contributions

Discussion:

- **Update on SPR-3(089)** –Chris Jolly reported that the ME transfer is in the works. The funds had not been received in VT as of 10/27, but the transfer is in process. Will look for it in November. Dale Peabody to follow up with ME Finance.
- **Update on TPF-5(201)** – As per the last meeting's information, the close out of TPF-5(201) would require the release of funds back to the five states that contributed. Chris stated that the total to be transferred is a little over \$496,000. States should be on the lookout for the funds to be returned to them in the coming two weeks (first two weeks of November). They will need to be obligated to the current TPF-5(222).
- **2015 Contributions** – CT and VT have made their transfers, NH's transfer is partially completed and they are aware of the issue. Contributions are still needed from MA, ME & RI.
- Chris reported that NH is aware that they have to send another \$5k, Ann is aware of it, it is with NH Finance Office.

Action Items: None

6. Open Ballots:

	CT	MA	ME	NH	RI	VT
2015 Research Program	X		X	X		

Discussion: None

7. Open Project Summary 8-24-15

NETC 06-4, 10-3, 13-2 – A producer for two types of mixes has been secured and it is expected that the projects will move forward on projects 06-4 and 13-2.

NETC 10-3 – With the producer found the end date for the project was extended to 6/30/2016.

8. Peer Review of Dr. Azari's research

Discussion: Per Bill Ahearn's suggestion that absent action prior to the Oct. meeting, the NETC AC should drop this issue. There has been no inquiry from Dr. Azari, nor Bill Ahearn, so the committee moved to drop this item from the agenda.

Motion to remove: Colin Franco

Seconded: Dale Peabody

In-Favor: All

Opposed: None

9. Other Business

• PI Performance Evaluation Form Draft

Discussion:

The Process for the PI Performance Evaluation has been provided as part of the agenda. The Advisory Committee will review the draft process and provide feedback to the Coordination Team. The coordination team will collect feedback and provide a second draft prior to the next meeting. As well as include it in the next meeting's agenda. The Coordination team will issue the current RFPs (15-1 and 15-3). The PI Performance Evaluation will not be included in the 2015 Research Program.

Action Items:

- 1) Continue with the PI Performance Evaluation Form Process Draft – it will be included in the 2016 Research Program, do not hold the 2015 RFPs which are ready to be issued
- 2) The NETC AC will review the process and provide feedback
- 3) NETC Coordination Team to collect feedback and reissue second draft to the Advisory Committee

• NETC Lead State and Chair

- It was noted that these are two separate issues, both being presented at this time due to Bill Ahearn's retirement
- Chair: NH and CT are passing, RI will review and make a determination as to whether they would act as Chair. After RI, MA is next, John Collura will follow up with Patrick McMahon and Curtis and ask them to contact the NEC Coordination Team
- Lead State: Need VT to make confirmation whether or not they will be the lead-state. Colin recommends ME. Dale will reach out to Bill about the lead-state status for VT.

• Scheduling of the next Advisory Committee Call

- Move from Nov. 24th, 2015 to Dec. 1st, 2015

10. General updates and reminders:

- There is no update on the 05-2 Reimbursement.
- 15-2 TAC is meeting, the naturalist driving study is a slightly larger topic than was expected, but they are making headway.
- Should the NETC start thinking about new teams for the new round, should we develop a NETC Traffic Panel to be a technical resource for NETC Research Problem Statements.
 - ITS and Connected Driving Panel, possibly a separate one-day meeting for the New England States, possible meeting in Concord or Manchester.
 - NETC Traffic Management Meeting

Action Items:

- 1) Jacob to follow up with Bill Ahearn on the 05-2 Reimbursement
- 2) NETC Coordination Team will add an agenda item for the 'NETC Traffic Management Meeting' to further the discussion of a one-day meeting and possible development of an ITS and Connected Driving Panel

11. Adjourn

Motion to approve: Colin Franco

Seconded: Dale Peabody

In-Favor: All

Opposed: None

Next Meeting – Tuesday, December 1, 2015 Conference Call 11:00 AM – 12:00 PM