

**MINUTES**  
**NETC ADVISORY COMMITTEE MEETING**

**DATE:** October 28, 2014  
**TIME:** 11 AM – 12 PM  
**LOCATION:** Conference Call (605) 781-1000, Participant Access Code: 867375#

**ITEMS**

1. **Call to Order:** Amanda Hanaway-Corrente, NETC Coordinator, called the meeting to order at 11:05AM. The following people were in attendance:

State Transportation Agencies:

Dale Peabody, MaineDOT  
Glenn Roberts, NHDOT  
Stephen Pepin, MassDOT  
Bill Ahearn, VTrans

Others:

Ann Scholz, NHDOT  
Brian H. Y. Lee, UVM  
John Collura, UMass  
Eric Jackson, UConn

NETC Coordinator:

Amanda Hanaway-Corrente, UVM

2. **Minutes of September 23, 2014 Meeting:** A. Hanaway presented the minutes. Final meeting minutes attached to the draft 10/28/14 meeting minutes.

**Motion:** To accept the minutes of the September 23, 2014 Meeting as presented.

**By:** B. Ahearn

**Second:** D. Peabody

**Discussion:** None

**In Favor:** All

**Opposed:** None

3. **Open Project Summary Table:** A. Hanaway presented the Open Projects Summary table, which is attached to these meeting minutes.
- a. No Cost Extension Requests for NETC 06-4, 10-3. The Principal Investigator, Dr. Walaa Mogawer, has requested NCEs for his two projects. The No Cost Extension (NCE) will be reviewed and approved by the Technical Committee, then sent to Advisory Committee (AC) for final approval. The AC asked Amanda to ask the PI to clarify how the TC and/or AC can get involved to speed up the process.
  - b. No Cost Extension Requests for NETC 13-1, 13-2. Both of these projects will require a NCE once we have the extension processed for the NETC Coordinator's contract, which is currently set to end on 4/1/16. The NETC 13-1 and 13-2 proposals listed project end dates beyond 4/1/16, but cannot be processed as such until the Coordinator's contract is extended. Bill reported that it had been a while since he checked in with VTrans admin on processing the NETC Coordinator's NCE. He will be checking in with them this week.

**Action Item:** For No Cost Extension Requests, the AC asked Amanda to ask the PI to clarify how the TC and/or AC can get involved to speed up the process.

4. **Peer Review of Dr. Azari's research:** Amanda reported that 10+ people joined the conference call to discuss questions for Peer Review of Dr. Azari's iRLPD procedures. The meeting notes were summarized and are attached. The notes include the list of questions and recommendations for who the reviewers should be. Amanda will forward the notes to the Advisory Committee for review and approval before reaching out to the recommended reviewers.

**Action Item:** Amanda will forward the notes summarizing the questions related do the iRLPD testing procedures to the Advisory Committee for review and approval before reaching out to the recommended reviewers.

5. **New Coordinator RFP:** Amanda presented an update from Jim that he will be scheduling a conference call soon. Bill reminded everyone that they sent out the previous RFP with some notes and asked the other AC members to review and provide additional notes.
6. **Fund Balance and Transfers:** The NETC Coordinator reminded states to make FY14 commitments and to transfer the SPR-3(089) funds. Also, the fund balance summary, included at the end of these meeting notes, was revised to reflect some transfers that were received lately.
  - a. Transfers for FY14 have been received from: CT, MA, RI, VT
  - b. Transfers from SPR-3(089) have been received from: CT, MA, VT
  - c. Transfers can now be processed: ME, NH, and RI contributions and transfers needed
  - d. Carry balance forward to 2015 or approve more projects in 2014? Amanda reviewed the three notes above, but this question was tabled until a future meeting.
7. **General Updates and Reminders:**
  - a. Update on Action Items Amanda just reminded everyone that a summary spreadsheet of archived action items is attached with every meeting agenda email.
  - b. Update on close out of TPF-5(201). Amanda updated the group that Eloise and Erik Shortell are actively working on this.
  - c. Reminder to send Amanda any implementation of NETC research. Same reminder as always...
  - d. Did everyone meet with Policy Committee members using Memo and Ballot? Amanda noted that she reviewed the NETC Policies and Procedures and we do in fact need Policy Committee approval. VT and MA are still working on this, but the group was comfortable moving forward with a quorum (RI, ME, NH, CT).
8. **Other (if time permits):**
  - a. Next NETC Retreat Amanda asked the group if they minded that she plan this in Vermont. No one had an issue with that idea, but they wondered what the format would be. Dale was hesitant to agree to any more face-to-face meetings for NETC, as he did not deem them totally necessary. Amanda said she would plan the event as one of our regular monthly meetings. Everyone will have the option to call in. We will use the morning to do a poster session and concurrent closed-door business session, with webinar or conference call availability. The afternoon could be presentations from NETC Project PIs. It was discussed that this be called the NETC Showcase, as the most important objective is raising visibility and awareness of the research program. The business meeting is a part of the event, but could essentially be held any time, any where via conference call, if not for the posters and presentations. This showcase will rotate to a new state every year to promote awareness.

- b. Evaluating PI's Performance – States need to send copies of their consultant evaluations Amanda has a few really good samples and will send out a draft for review before the next meeting. We don't have any projects closing in the near future, so Amanda has been slow to get the draft out.
- c. Using SHRP2 Safety Data for NETC RPSs Dale and Amanda are working with the New England Safety Group to generate some good ideas for Research Problem Statements.
- d. USDOT UAV Project Demo in VT This Demo won't be until late next spring anyway, so Amanda has been slow to get the information out.
- e. No Cost Extension for NETC Coordinator's contract Bill reported that it had been a while since he checked in with VTrans admin on processing the NETC Coordinator's NCE. He will be checking in with them this week.
- f. New NETC Logo (better resolution) The UVM TRC Outreach Professional asked if we could use a better resolution logo for outreach. See attached for a comparison of the old to the new. Further discussion planned for the next meeting.
- g. NETC Coordinator's Evaluation The AC filled out a survey monkey evaluation of the NETC Coordinator's performance. The results are summarized in the attached. The AC wondered who was asked to fill out the evaluation. Amanda will figure it out and inform the group.
- h. OTHER BUSINESS:
  - 2014 Research Program. J. Collura asked when the 14-3 and 14-4 RFPs would be issued. Amanda answered that the RFP would likely be solicited before the end of 2014. J. Collura also asked how many proposals were received for 14-1 and 14-2. Amanda responded that 2 proposals were submitted for each project.
  - Indirect Costs. J. Collura asked what other universities were changing for indirect costs. He noted that UMass and MassDOT have an agreement of 30% Indirect Costs for research projects. Amanda noted that the NETC does not have any Indirect Cost agreement, and that the other universities all have Indirect Cost rates in the 50% range.

**Action Item:** A. Hanaway to start planning the next NETC Showcase.

**Action Item:** A. Hanaway to send a draft PI Performance Evaluation for review.

**Action Item:** A. Hanaway to send the UAV project webinar and fact sheet to the entire Advisory Committee to start the discussion on a demo.

**Action Item:** A. Hanaway to send out the list of people who received the Coordinator's Evaluation invitation.

## 9. **Adjourn:** Next Meeting – November 18<sup>th</sup>, 2014

**Motion:** To adjourn the meeting.

**By:** B. Ahearn

**Second:** D. Peabody

**Discussion:** None

**In Favor:** All

**Opposed:** None

**Action Item:** Amanda to send out a reminder that the next two Advisory Committee meetings are 11/18 and 12/16, to avoid holiday conflicts.

**For Fund Balance and Transfer Discussion:**

	<b>Project</b>	<b>Travel</b>
a. TPF-5(222)	1,471,619.55	25,000
i. Plus ConnDOT 2014 contributions	100,000.00	5,000
ii. Plus MassDOT 2014 contributions	100,000.00	
iii. Plus RI DOT 2014 contributions	100,000.00	10,000
iv. Plus VTrans 2014 contributions	100,000.00	
v. Plus ConnDOT Transfer (from SPR-3(089))	88,771.38	
vi. Plus MassDOT Transfer (from SPR-3(089))	101,453.00	
vii. Plus VTrans Transfer (from SPR-3(089))	101,453.01	
viii. Minus some travel reimbursements		- 1,365.87
		- 1,638.70
ix. Minus 2012 NETC Coordinator Fee	- 179,344.49	
x. Minus 2013 NETC Coordinator Fee	- 179,344.49	
xi. Minus 2014 NETC Coordinator Fee	- 179,344.49	
	<b>1,625,263.47</b>	<b>36,995.43</b>
		(1,662,258.90 combined)
b. TPF-5(201)	650,000	15,000
xiii. Minus Project Expenses and Travel Expense	- 204,881.44	-12,689.01
	<b>445,118.56</b>	<b>2,310.99</b>
		(447,429.56 combined)
c. SPR-3(089)	4,906,551.38	10,000
xiii. Minus Project Expenses and Travel Expense	- 4,286,392.27	- 11,564.37
xiv. Minus Transfers to TPF-5(222)	- 291,677.39	
	<b>328,481.72</b>	<b>- 1,564.37</b>
		(326,917.35 combined)
d. <b>BALANCE/TOTALS from all three pooled funds</b>	<b>2,398,863.75</b>	
<b>37,742.05</b>		
xv. Minus Cost for 06-4,07-1,09-2,09-3,10-3	- 836,221.00	
xvi. Minus Cost for 13-1, 13-2, 13-3	- 524,708.00	
	<b>1,037,934.75</b>	
xvii. Minus 2015 NETC Coordinator Fee	-179,344.49	
	<b>858,590.26</b>	
e. With 2014 contributions:		
xviii. ME, NH, to be obligated	+200,000.00	
	<b>1,058,590.26</b>	<b>37,742.05</b>

*Note 1: The entire four-year NETC Coordinator contract fees are represented above in a-ix., a-x., a-xi., and d-xvii.*