

DRAFT
MINUTES
NETC ADVISORY COMMITTEE MEETING

DATE: April 2, 2015
TIME: 8:30 AM – 10 AM
LOCATION: Conference Call 1-866-906-7447, Participant Access Code: 8626283

ITEMS

1. **Call to Order:** Bill Ahearn called the meeting to order at 8:35AM. The following people were in attendance

Advisory Committee:

Bill Ahearn, VTrans
Colin Franco, RIDOT
Ann Scholz, NHDOT
Stephen Pepin, MassDOT
Kevin Mahoney on behalf of James Fallon, ConnDOT
Dale Peabody, MaineDOT
Chris Jolly, FHWA – VT

University Representatives:

Per Garder, UMaine
Brian Lee, UVM

NETC Coordinator:

Laurie Eddy, UVM
Glenn McRae, UVM
Amanda Hanaway-Corrente

Others:

George Colgrove, VTrans
Michael Sock, RIDOT
Patrick McMahan, MassDOT

2. **February 24th Meeting Minutes:**

Motion: To approve the meeting minutes from Feb 24

By: Stephen Pepin

Second: Ann Scholz

Discussion: None

In Favor: All

Opposed: None

3. **Open Project Summary Table:** The Open Projects Summary Table was presented and reviewed, see attached.

- a. NETC 13-3, contract executed with PI. Laurie contacted PI to offer assistance with kick-off meeting.
- b. NETC 14-1, 14-2, Contact Execution in process.
- c. NETC 14-4 RFP distributed – proposals due by 4/17/15

Action Item: Bill to secure signature for approval of PI change from Amanda Hanaway-Corrente to Glenn McRae, and forward to UVM Sponsored Programs Administration to finalize the NCE for NETC.

Action Item: Laurie will work with UVM's contract department to finalize the NCE for NETC 06-4, 13-1 and 13-2.

Action Item: Laurie to continue the contract execution process with UMass for NETC 14-1 and 14-2.

Action Item: Laurie will update the Open Project Summary Table to include the drop of 14-3, as well as the information from the new batch of quarterly reports that are anticipated the first week of April.

Action Item: Chris Jolly will respond to the request for approval of expenditures for NETC 05-2, *Enhancing the Reflectivity of Concrete Barriers*. He anticipates there will be a positive response next week. Amanda reported that this is good news because the funds paid to the PI may be used for future NETC projects

4. Peer Review of Dr. Azari's research. .

- Dr. Azari and Rajib Mallick have provided responses to the bulleted questions, and their responses are available on the NETC website: <http://netc.w3.uvm.edu/file-transfer/>. The website is password protected with "netcac", all lowercase. Scroll down to the section entitled, "Peer Review of Dr. Haleh Azari's iRLPD Pavement Testing Procedures". As the other responses come in from Jim Mahoney, Walaa Mogawer, and Jo Sias Daniel, we will let you know and link the response to the website.
- Jim Mahoney would like to participate, but will not have time until late May/early June. The AC would like to complete the review by their April meeting.
- Walaa Mogawer reported that he has completed the review and will send it soon. Jo Sias Daniel agreed to perform the peer review.
- Amanda had emailed Thomas Bennert, but we have not heard back from him.
- Bill Ahearn met with Dr. Azari, there is interest in continuing the work, but there is no urgency for making a decision on funding the work. Dr. Azari is interested in sooner rather than later, but 6 months would be acceptable.
- The AC agreed that a letter of support from NETC for continuing the work may be useful. Once we have received 3 or 4 reviews, the AC will share the reviews with Dr. Azari, and then with our subject matter experts
- At the next NETC meeting, the AC will discuss providing a letter of support/resolution

Action Item: Laurie will follow up with Dr. Mogawer, and Dr. Daniel to send reviews by before our April 16 meeting.

5. New Coordinator RFP. Bill has not moved this forward

6. Fund Balance and Transfers:

- a.** Update on SPR-3(089) – ME and RI funds still needed to be transferred. Colin discussed difficulty with the transfer, and questions about the dollar amount. Bill clarified that the fund should be closed out and de-obligated, and then transferred and re-obligated (Colin will talk with Bill) Chris Jolly stated that there was a memo from the Washington office detailing the process, and that he should be contacted if there is a question regarding the dollar amount to be transferred. The request goes to the division office
- b.** Update on TPF=5(201) ConnDOT met with FHWA-CT to review the close out report. ConnDOT requested a more succinct close out report. FHWA-CT is still working on it. Jim Fallon was not in attendance to report on the progress made.
- c.** 2015 Contributions - none reported.

- d. Fund Projections: Amanda prepared a forward looking funding report. The report projects the timing of contributions and transfers to we can see the worst case scenario for available funding. The projection showed that the NETC should be able to ramp the program up in future years. Chris Jolly asked to change the heading “obligation date” to “projected commitment”.

Action Item: Colin will talk with Bill and/or Chris regarding the process and dollar amount of the fund transfer from SPR-3(089).

Action Item: Laurie will change the heading “obligation date” to “projected commitment” on the Fund Projection worksheet.

Action Item: Laurie will follow-up with Jim Fallon regarding the TPF-5(201) close out report.

7. Other Business

- a. New England Materials and Engineers May Meeting. Ann Scholz reported that she has received great response from a poll of the states. A change in venue is being considered to provide more room. Locations in Concord or Manchester are being considered. Ann will look into a date in late May on a Wednesday, and send a doodle poll. The NETC Coordinator will attend & NETC will sponsor the event, with funding for the venue and the food. The approved budget is up to \$2,000. Laurie will coordinate with Ann.
- b. Chairperson (RI, MA, or VT?): Bill Ahearn stated that he would like RI or MA to agree to take over as Chair, and pick a start date. Ann Scholz stated that although she is not ready to take over as Chairperson now, she would be willing to be a trainee, with the goal of taking over the Chair next year. Ann’s suggestion was enthusiastically received.
- c. Policy Committee members: There have been several changes. Each state that has a change will send Laurie an email with the new information.
- d. New NETC Logo (approved by RI, MA, VT): The NETC logo with better resolution has been approved and accepted.
- e. PI Performance Evaluation Form Draft: The Advisory Committee requested that the NETC Coordinator draft a PI Evaluation Form for review. The AC provided sample consultant evaluation forms from their states, and the NETC Coordinator attempted to include all the relevant and essential review questions and categories. Once approved by the AC, we will begin to use this evaluation form. This item was not discussed, and will be held over to the April 16 meeting.
- f. NETC Policies and Procedures Revisions: During the 2013 NETC Retreat, the AC discussed a handful of revisions to the NETC Policies and Procedures document. Those revisions are completed and ready for Advisory Committee review and approval. This document includes the revisions using tracked changes, for your convenience. Bill proposed that a ballot be emailed and the revisions either be accepted or reviewed at the April 16th meeting.

Action Item: Ann Scholz will determine a location and date for the New England Materials and Engineers meeting, and coordinate with Laurie for funding.

Action Item: Bill Ahearn will work with Ann Scholz to provide training with the intent that Ann will transition to Chairperson next year.

Action Item: Policy Committee member changes will be sent to Laurie

Action Item: Laurie will send a ballot to approve the revisions to the NETC Policies and Procedures

General Updates and Reminders:

- g.** Update on Action Items. This is a general reminder that the NETC Coordinator tracks all action items in case someone is curious about a particular one. Stephen asked Amanda if there was anything of substance that she had not been able to complete. Amanda reported that the Action Item – Communicating with the Policy Committee still needed to be addressed.
- h.** Reminder to send Laurie any implementation of NETC research. This is a general reminder that Laurie tracks all the implementation success stories from all NETC projects. NH submitted a list of their in-house implementation efforts for NETC projects. The format was very well done and all other states are encouraged to use that format, which is linked from: <http://netc.w3.uvm.edu/file-transfer/february-24-2015-netc-advisory-committee-meeting/>
- i.** Did everyone meet with Policy Committee members using Memo and Ballot?: Still waiting on MA and VT Ballots to approve the 2014 Research Program 14-1,14-2,14-3,14-4. VT and MA are still working on this, but the group was comfortable moving forward with a quorum (RI, ME, NH, CT). Bill stated that he would attempt to meet with the VT Secretary in the next week or so. Stephen stated that he would attempt to meet with the new MA Secretary to talk about NETC.

Action Item: Bill and Stephen will attempt to meet with Secretary regarding NETC.

8. Next Steps in the NETC Process:

- a.** Literature Searches available on the NETC website
- b.** April Ranking Meeting at NH DOT – May 8th was discussed as the date for the face-to-face ranking meeting. Ann has held the meeting room at NH DOT. Bill, Ann, Dale, and Per are available. Colin is not available, but will check with Mike Sock. Stephen will check his schedule. Laurie will send out a doodle poll regarding May 8th availability, as well as a link to the completed literature searches and ranking sheet.

Action Item: Laurie will send out doodle poll for May 8th, with link to ranking sheet and literature search documents

9. New Business

- a.** Evaluation of work performance for UVM – Bill reported that the NETC Policies and Procedures for Administrative Management states that at the end of the NETC Coordinator’s four-year term, a performance review shall be conducted. Due to the current changes, Bill and Glenn McRae have determined that the timing is right for a procedural assessment of performance of UVM as the coordinating agency. Bill will provide an evaluation of work performance to UVM in the next 45-60 days.

Action Item: Bill will provide an evaluation of work performance to UVM in the next 45-60 days

- b.** Clarification of UVM’s Coordination of NETC – Glenn McRae ensured that although Amanda has accepted another position, the NETC Coordination would continue to be managed by the UVM TRC. The contract has been managed by a team of people, and there continue to be two principal roles and support roles. Operations will not change. Glenn has been supervisory and support role for Amanda. The 1% allocation of Glenn’s effort is to provide oversight and other support. Laurie has worked with Amanda for the

past year, and will now manage the daily NETC work. In the background, the UVM TRC continues to have Business Manager, Jacob Leopold, and communications manager, Zachary Borst, to provide support for the NETC. Dale stated that he is comfortable with the arrangements and changes. Colin voiced appreciation for Amanda's efforts, and requested that the research travel funds continue to be tracked separately from project funds.

Action Item: Laurie will continue Amanda's system for tracking of travel funds separately from project funds.

Action Item: Bill Ahearn will submit the approval for the PI change from Amanda Hanaway-Corrente to Glenn McRae. UVM will approve the NCE as soon as PI approval is received.

10. Adjourn:

- a. Next Meeting – April 16 conference call. Time to be determined by doodle poll.
- b. Face-to-face Ranking meeting at NH DOT – May 8th

Next meeting: April 16th

Motion: To adjourn the April 2nd meeting.

By: Stephen Pepin

Second: Colin Franco

Discussion: None

In Favor: All

Opposed: None