

DRAFT – Minutes for April 16
MINUTES
NETC ADVISORY COMMITTEE MEETING

DATE: April 16, 2015
TIME: 8:30 AM – 9:30 AM
LOCATION: Conference Call 1-866-906-7447, Participant Access Code: 8626283

ITEMS

1. **Call to Order:** Laurie Eddy called the meeting to order at 8:40AM. The following people were in attendance

Advisory Committee:

Ann Scholz, NHDOT

Patrick McMahon on behalf of Stephen Pepin, MassDOT

Dale Peabody, MaineDOT

Chris Jolly, FHWA – VT

University Representatives:

Brian Lee, UVM

John Collura, UMass

NETC Coordinator:

Laurie Eddy, UVM

2. **April 2nd Meeting Minutes:** We did not have enough voting Advisory Committee members to make any business decisions at this meeting. We will table the approval of the minutes from 4/2/15 until the May meeting.
3. **Open Project Summary Table and Quarterly Reports:** The Open Projects Summary Table and quarterly reports for 3/31/15 were presented and reviewed. The following are open action items for the projects:
 - a. NCE for the NETC has been executed.
 - b. NETC 05-2 expenditures were approved – letter sent from Chris Jolly to Bill Ahern. Bill to process payment to UMASS through VTrans.
 - c. NETC 06-4 NCE in process. PI reported that the research team is awaiting completed surveys from state DOTs before moving on to Tasks 5&6. Laurie will let the PI know that the Advisory Committee can be called upon to help encourage the DOT employees in their state to complete the survey.
 - d. NETC 13-1, 13-2 NCEs in process
 - e. NETC 13-3, Kick-off meeting being scheduled
 - f. NETC 14-1, 14-2, Contact Execution in process – both have been sent to UMASS for signatures
 - g. NETC 14-4 RFP distributed – proposals due by 4/17/15

Action Item: Bill Ahern to coordinate payment for NETC 05-2 expenditures.

Action Item: Laurie will let the 06-4 PI know that the Advisory Committee can be called upon to help encourage the DOT employees in their state to complete the survey.

Action Item: Laurie will continue to shepherd the NCE for 06-4, 13-1, 13-2, as well as the final execution of contracts for 14-1, 14-2

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

- Dr. Mogawer provided response – added to those of Dr. Azari and Rajib Mallick's 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".

- Jo Sias Daniel, responded that things had come up in the department, and she had not had a chance to spend time on it. – But would complete the review prior to the May 18 meeting.
- 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 May 18 NETC meeting, the AC will discuss providing a letter of support/resolution

5. New Coordinator RFP. Bill Ahern was not present to provide an update.

6. Fund Balance and Transfers: No new information was presented. The following action items are carried forward:

- a. Update on SPR-3(089) – ME and RI funds still need to be transferred.
- 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: Laurie changed the heading “obligation date” to “projected commitment date”.

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 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 the meeting would most likely be held in Concord. Denis Boisvert is coordinating the collection of questions, and will send out a Doodle poll soon with dates to include the last two Wednesdays in May and the first two Wednesdays in June. NETC will sponsor the meeting with funding for the venue, breakfast and lunch.
- b. Policy Committee members: There have been several changes. Each state that has a change will send Laurie an email with the new information. Received from MA & RI. Ann reported that NH's Assistant Commissioner is currently the acting commissioner, and will send the name to Laurie.
- c. 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. The AC will look over the draft, and send comments to Laurie.
- d. 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. – Ballots received from Bill Ahern, Brian Lee and Dale Peabody, all in favor with comments to update contacts or place in separate document.

- e. Tech Transfer Toolbox – samples available on website – will need final approval from AC before we start using the templates (Technical Summary, Open Project Summary, Fact Sheet, Video and Poster)

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

Action Item: Ballot to approve the revisions to the NETC Policies and Procedures

General Updates and Reminders:

- a. Update on Action Items. This is a general reminder that Laurie tracks all action items in case someone is curious about a particular one. A new “2015” tab was created on the spreadsheet to include ongoing Action Items from the “2013-2014” list, as well as new Action Items.
- b. 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/>
- c. 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).

Action Item: Bill will attempt to meet with Secretary in the next week 1/2 .

Action Item: Stephen has new secretary and will work in a meeting time to talk about NETC.

8. Next Steps in the NETC Process:

- a. Literature Searches available: <http://netc.w3.uvm.edu/file-transfer/>
- b. May 18th Ranking Meeting at NH DOT

9. Adjourn:

- a. Next Meeting – May 18th Face to Face Meeting, NH DOT, Concord, NH.

Motion: To adjourn the April 16th meeting. 9:07 a.m.

By: Dale Peabody

Second: Ann Scholz

Discussion: None

In Favor: All

Opposed: None