

**DRAFT MINUTES
NETC ADVISORY COMMITTEE MEETING**

DATE: September 22, 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:** Laurie Eddy, NETC Coordination Team, called the meeting to order at 11:15 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	x	Ann Scholz – NH	x
Colin Franco – RI	A	Bill Ahearn - VT	A				
Others				A = Attended X = Absent			
Michael Sock #– RI	A	Dionysia Oliveira - CT	A	Bradley Overturf - CT	A	Patrick McMahon – MA	
Elizabeth (Beth) Klemann- NH	A			Eloise Powell	x	Erik Shortell	x
Christopher Jolly - FHWA	A						
University Representatives				A = Attended X = Absent			
Eric Jackson – UCONN		Per Garder - Maine		John Collura - UMASS		Jo Daniel - UNH	
Deborah Rosen – URI		Eric Hernandez - UVM					
NETC Coordinators				A = Attended, X = Absent			
Laurie Eddy	A	Jacob Leopold	X				

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

Discussion:

- There were not enough voting Advisory Committee members in attendance to form a quorum. All business decisions requiring a vote will be tabled until the October meeting.
- Brad Overturf will talk with Michael Connors about securing a proxy for voting on his behalf. Laurie will provide a template letter.
- Bill Ahearn will follow up with Patrick McMahon and Curtis Bradley regarding the appointment of a State Representative for MA upon the retirement of Steven Pepin.

2. **Approval of minutes, August 25, 2015 – Tabled until the October meeting.**

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: 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 is willing to participate.

Action Items: States will contact Bill Ahearn regarding interest in participating 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 8/24, but the transfer is in process. As of Sept 2nd had not received the contribution – had used the wrong form originally so had to be resubmitted. It will probably show up in October.
- **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. There may be some disagreement on the amount, but there is no additional information at this time. Chris spoke with financial person in CT, and thought they had the numbers squared, but had to confirm with Jim Fallon to determine the amount going back to each state. Chris will follow-up to find out the status.
- **2015 Contributions** – Per the last meeting the Advisory Committee decided to make full contributions for the FY 2015. VT has made their transfer, NH's transfer is partially completed and they are aware of the issue, CT has initiated their transfer, but it has not taken place yet. ME transfer from SPR 3(089) is still in process. There is no update on RI and MA regarding FY15.
- CT Reissued their 2015 Contribution transfer 8/12/2015 after having it returned by the FHWA regional office.
- Chris reported that NH is aware that they have to send another \$5k. Contributions are still needed from MA, ME & RI. RI tried to put it through in August, but didn't make the cutoff at end of the fiscal years, so will resend in October.

Action Items:

- 1) NETC Coordination Team will follow up with Chris Jolly regarding the CT transfer.

6. Open Ballots:

	CT	MA	ME	NH	RI	VT
2014 Research Program	X		X	X	X	
2015 Research Program	X		X	X		
NETC Policies and Procedures Revisions	X		X	X	X	X

15-3 Scope of Work

10-3 No Cost Extension

14-2 No Cost Extension

X	X	X	X
X	X	X	X

Discussion:

Bill Ahearn reported that VTrans has a new Secretary. Chris Cole has recently replaced Sue Minter, who is running for Governor of VT.

7. Open Project Summary 8-24-15

NETC 06-4, 10-3, 13-2 – Bill Ahearn reported that he spoke with Dr. Mogower regarding the progress delays. The difficulty in finding commercial producers for the mixes needed for the project created significant delays. 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 – The end date for the project was 9/15/15, with 40% of work completed. The Technical Committee did not approve a NCE. Bill Ahearn asked that all AC members reach out to their TC members to discuss. This project may need to be terminated.

NETC 15-2 – Colin reported that a TC member would not be named from RI.

Action Item: AC members should reach out to their TC members for the NETC 10-3 project to determine if the difficulties can be resolved and a NCE requested, or if the project should be terminated.

8. Peer Review of Dr. Azari's research

Discussion: No other feedback from AC members was provided. Is there any further action at this time, nothing at this time to move forward (outcome was to possibly send a letter of support, a NETC problem statement will be drafted to further the work). Not sure if there have been additional discussions at this time. Dr. Azari has requested an update from Bill Ahearn on several occasions.

Bill Ahearn suggested that absent action prior to the next meeting, the NETC AC should drop this issue. Discussion continued regarding potential support for the work being done in Maryland. Bill reported that the materials folks in New England have not been supportive, and are more interested in the Hamburg test. It was suggested that Bill bring it up at the upcoming roundtable.

9. Other Business

PI Performance Evaluation Form Draft

Discussion: The inquiry from the University Representatives was in regards to how will the evaluation form be provided to the PI? When will it be provided?

Action Item:

1) Bill asks that the NETC Coordinator provide a recommendation for the PI Performance Evaluation Process prior to the next AC meeting. The AC will review, discuss and vote on the recommendation at the October meeting.

10. General updates and reminders:

- Bill Ahearn reported that the 05-2 reimbursement has not happened. The Division learned there were unpaid invoices up to 4 months old that were held in the business office. They are now clarifying roles and addressing prompt pay issues. The 05-2 reimbursement should be addressed in the next 30 days.

11. New Business:

Bill Ahearn announced that he will be retiring after 35.83 years of service. Bill will remain on the job until February 28, 2016. He is committed to completing the NETC RFP process, and training a member of the research staff to keep the NETC going in VT. Bill will be contacting AC members from the other states to have conversations about the chairmanship for the NETC. Ann Scholz was slated to take the reins in July 2016. Bill is hoping to encourage another state to assume the role in January or February. Colin Franco stated that members not so near to retirement should consider picking up the reins. Bill also reported that there is not a great deal of support for VT to remain the lead state without Bill's leadership. It is important for other states to consider becoming the lead state for the NETC.

12. Adjourn

Next Meeting – Tuesday, October 27, 2015 Conference Call 11:00 AM – 12:00 PM