

**DRAFT MINUTES
NETC ADVISORY COMMITTEE MEETING**

DATE: August 25, 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 11:05 a.m. The following people were in attendance:

State Transportation Agencies				A = Attended X = Absent			
Michael Connors – CT	A	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	A	Bradley Overturf - CT	A	Patrick McMahon – MA	x
Elizabeth (Beth) Klemann- NH	A	George Colgrove - VT	x	Eloise Powell	x	Erik Shortell	x
Christopher Jolly - FHWA	x						
University Representatives				A = Attended X = Absent			
Eric Jackson - UCONN	A	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

Mention to Brad Overturf that we should have a designate letter on file for him and we can provide a template

2. **Approval of minutes, July 21, 2015**

Motion: To approve the minutes from July 21, 2015.

By: Ann Scholz
 Second: Dale Peabody
 Discussion: None
 In Favor: All
 Opposed: None

3. **NETC No-Cost Extension for UVM Coordinators Contract**

Discussion:

UVM has provided the two necessary insurance statements and they have been provided to VTrans Contracts. There have been no additional requests since that communication.

4. NETC Coordinator RFP

Discussion: This is a time sensitive issue which is resting with VTrans as they are host/lead state for the NETC at this time. There are no updates to the Coordination contract RFP at this time.

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.
- **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.
- **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.

Action Items:

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

6. Open Project Summary Table and Quarterly Reports June 30, 2015

- NETC 06-4, 10-3, 13-2 – Bill Ahearn to follow-up with PI regarding progress delays
- Technical Committee Names for RI needed for 15-2

Discussion:

Action Item:

7. 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	X		X	X	X	
14-2 No Cost Extension	X		X	X	X	

Discussion: One week minimum should be given for review of the Scopes of Work by the NETC Advisory Board.

Action Item:

- 1) NETC Coordination Team will forward the 15-3 Scope of Work will ballot to the NETC Advisory Board for their review. Request for ballot will be set for September 2nd, 2015.

Motion: To approve the 10-3 No Cost Extension

By: Ann Scholz
Second: Dale Peabody
Discussion: None
In Favor: All
Opposed: None

Motion: To approve the 14-2 No Cost Extension

By: Ann Scholz
Second: Michael Connors
Discussion: None
In Favor: All
Opposed: None

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.

Action Item:

- 1) NETC Coordination Team will follow up with Bill Ahearn to discuss further discussions with Materials Engineers and best next steps.

9. Other Business

PI Performance Evaluation Form Draft

Discussion: Who will complete the PI Performance Evaluation? Technical Committee members with input from NETC Coordination Team. Will be used for 2015 Research Program.

Action Item:

- 1) The draft PI Performance Evaluation will be circulated to the University Representatives to ask for feedback (to allow new University representatives opportunity for feedback).

10. General updates and reminders:

Action Items list – any priorities?

- Prioritization of the NETC Coordinator RFP. If the coordinator contract isn't selected when current funds are depleted in Spring 2016, coordinator duties at UVM will need to cease. The coordinator RFP is with VTrans at this time.
- NETC 05-2 reimbursement – Bill Ahearn will check to confirm with the finance folks that the check has been sent to the PI.
- University representatives request that the due date for Research Problem Statements be set to avoid TRB Week for the 2016 Research Program.

Action Item:

- 1) Jacob Leopold will follow up with Bill Ahearn regarding the NETC Coordinator's RFP to reiterate the time sensitive nature.
- 2) NETC Coordination Team will keep that calendar in mind when recommending due dates to the NETC Advisory Board.

11. Adjourn

Motion: to adjourn the meeting
By: Colin Franco
Second: Ann Scholz
Discussion: None
In Favor: All
Opposed: None

Next Meeting – Tuesday, September 22, 2015 Conference Call 11:00 AM – 12:00 PM