



NETC Advisory Committee Meeting Minutes

Tuesday, July 9, 2024, 1:00–2:00pm ET

Attendees:

Ulrich Amoussou-Guenou, MaineDOT	Kirsten Seeber, CTC & Associates
Matt Mann, UMTC	Nicolas Zavolas, MassDOT
Emily Parkany, VT AOT	Melanie Zimyieski, CT DOT
Jeff Pulver, ME	

Open Project Review (July 2024)

Project # and Title	PI, Organization AC Liaison CTC Project Manager TC Chair	Update	End Date Budget
21-3: Initiating Seed Production for Effective Establishment of Native Plants on Roadsides in New England	Julia Kuzovkina, UConn D. Nash K. Seeber Arin Mills, NH DOT	The contract extension to 8/20/24 is close to being finalized. The TC received the draft final report on 7/3/24. The TC is meeting to discuss the draft deliverables on 7/17/24. Kirsten sent a poll to the TC and Research Team to schedule the project webinar in late August or September.	6/30/24 \$200,000

Implementation/Tech Transfer

- TAAC members to report on any implementation activities for recently closed projects.
- Check in on the implementation of the last project, 21-3: Initiating Seed Production for Effective Establishment of Native Plants on Roadsides in New England.
 - ~ Emily will talk with Bonnie about the draft final report and potential implementation.

Topical Discussion Events

- A series of virtual in-depth Topical Discussions designed to bring together SMEs from the New England transportation agencies around specific topics.
 - ~ Animal Vehicle Collision Avoidance

- ~ Advanced Air Mobility Regional Plan
- ~ Geotech
- **Action item: Kirsten is working on posting the materials on the NETC website.**
- Time has run out to plan an additional Topical Discussion.

Other Business

- 508-compliance for final reports from this phase of the pooled fund
 - ~ CTC remediated the final reports for the following research projects: 18-1 (report only), 18-2, 18-3, 19-1 (report and guidelines), 19-2, 19-3, 20-1, 20-2, 20-3, 20-4 and 21-1.
 - ~ Kirsten sent the remediated final reports to ROSA P on 7/8/24. Three are too large for email and will be uploaded using an FTP site.
 - ~ Kirsten will submit the remediated reports to TRID, on 7/9 or 7/10. Matt Mann provided a list of other places to submit the reports including the FHWA Library, National Technical Information Services and FHWA.
 - Who at FHWA should receive the reports? Jill Stark is no longer with Turner-Fairbanks.
 - ~ TPF Program Report Distribution Guidelines
 - Relevant AASHTO standing committees
 - Relevant TRB standing and subcommittees
 - TRIS
 - TPF website and linked to TRIS
 - The same distribution policies used for routine SPR-B final reports apply to the TPF studies, which includes ensuring that the key depository libraries receive copies of the reports.
 - ~ CT's final report distribution list:
 - Federal Highway Administration Research Librarian (fhwalibrary@dot.gov)
 - Turner Fairbank Highway Research Center (Jill.Stark@dot.gov) – Jill no longer there.
 - National Transportation Library (NTL) (NTLDigitalSubmissions@dot.gov)
 - National Technical Information Service (NTIS) (input@ntis.gov)
 - Transportation Research Board Library (TRID) (tris-trb@nas.edu)
- Website
 - ~ Description of what was on the NETC site as of 9/13/23.

○ The site is built on WordPress	○ 47 published Posts
○ Total installation size: 7.72GB	○ 31 published Projects (custom post type)
○ Database size: 64.70MB	○ 425 published Downloads (custom post type)
○ 35 published Pages	
 - ~ Options for the website at the end of the pooled fund:
 - CTC to continue hosting for three years for a total cost of \$2,700.
 - FYI, the domain name renews in August. CTC will renew it and put it on the August 2023 invoice at \$23.17. The secure certificate (SSL) renews in mid-November for \$200. CTC will only renew the SSL if CTC continues to host the website.
 - CTC would back up the website and put it on a hard drive, flash drive or upload it to its new location, free of charge. The website is currently on a MAC-based server so if it needs to be translated to Word, CTC would either charge for that work or the IT staff on the receiving end would do the work.

- Nicholas talked to his IT staff and MA can host it. NETC needs to decide the final option.
 - Emily would like to keep it where it is for the three years and then move it after that. She likes the continuity.
 - Nicholas – MA would host the data but not sure if they could do it three years from now. He will ask the IT staff if it makes a difference.
 - Nicholas – Would the links stay the same? Or would they change to new links?
 - If someone searches for NETC on the internet, will still get to the website
 - **Action item: Everyone will send their questions to Nicholas on the website in the next week, by 7/15/24 and copy Kirsten.**
 - Nicholas will share the answers with the Advisory Committee so they can decide at the 8/6/24 meeting.
 - If MA will host the site, there IS staff would meet with CTC regarding the handover.
- NETC Budget Review
 - ~ Details of the pooled fund budget are on the next page.
 - ~ Two contracts left.
 - ~ They paid the first \$100,000 on the UConn contract for NETC 21-3. The contract will be extended to 8/20/24.
 - ~ Jeff will begin the TPF closeout procedures.
 - ~ The attending AC members would rather wait until the end and have only funds transfer back to the members.
 - ~ Jeff should know the final amount being transferred back to members in mid-October, after he receives CTC's final invoice. He thinks the transfers would take place in November 2024.

NETC Transfers		
ME (Carry over)	\$	30,485.66
NH	\$	461,201.66
RI	\$	428,196.00
VT	\$	502,637.98
MA	\$	475,205.45
CT	\$	436,532.00
Total Transfers	\$	2,334,258.75
Current Project WIN Funding	\$	2,600,000.00
Communicated Project Funding	\$	2,734,258.75
Maine contribution (not including carry over)	\$	265,741.25
Maine owed	\$	134,258.75
Maine contribution after transfers	\$	430,485.66
NETC Contract Obligations	\$	2,668,453.54
Predicted Remaining Funds After Contracts	\$	65,805.21
State	Percent of Project Contribution	Estimates Remaining Funds Returned to Each State
ME	15.7%	\$ 10,360.47
NH	16.9%	\$ 11,099.71
RI	15.7%	\$ 10,305.36
VT	18.4%	\$ 12,096.95
MA	17.4%	\$ 11,436.74
CT	16.0%	\$ 10,505.98

- NETC Research Peer Exchange (CT, ME, NH)
 - ~ The peer exchange was held from 6/25/24 – 6/27/24 in Concord, NH with 19 in attendance from nine states and FHWA.
 - ~ Colleen is drafting the final report. The host states should have the draft report for review by the end of July. The remaining attendees should get the report for review in mid-August.
 - ~ Kirsten is processing reimbursements. CTC will put them on the June invoice for MaineDOT’s review and approval and then send checks to attendees.
 - ~ The one topic that did not get addressed is options for NETC transportation agency members to move forward once the pooled fund ends.
 - Emily – Spend August or September on next steps. Prime it up. Set of questions to send all six states. Dee will be back. Who will represent CT, now that Melanie will be gone? Could it be David Elder?
 - Questions for the conversation
 - Jeff – They can make a survey. His intern can do it. Brian is interested in a similar conversation at RAC.
 - Jeff – Likes what the Region 2 (SE) is doing with their small, quick projects.
 - Emily – NH is tricky and RI not prioritizing research right now.
 - Jeff and Emily will talk at the RAC meeting. Region 1 will be meeting to discuss their activities.

They will let Kirsten know what is going on and what she needs to do to prep and prime people.

- Additional ways to use the remaining funds in the CTC contract to assist the NETC state before the pooled fund ends
 - ~ As of 5/31/24 the CTC contract, which ends 9/30/24, has \$113,861 in remaining funds.
 - ~ Jeff will check to see if CTC doing remediation work for individual members would fit in the contract tasks.
 - ~ Are there other activities CTC could do to assist the states that fit within the scope of the contract?
 - Jeff – Lunch N Leans that turn into webinars on research topics. Tips, tricks and tools that CTC can put together. A short manual for the states to use.
 - Matt – UMTC helps MassDOT do a monthly webinar series on research reports. One hour at the most. Matt could talk to Jeff about that.
 - Emily – CTC could work with Matt to document the webinar process. UMTC experience, NETC experience, Clear Roads, interview someone from WashDOT on their lessons learned. CTC could do this in 15 hours or so. This should not be a 40-hour job.
 - UMTC webinars can be accessed at “Events” on their website. They post the presentation and a summary.
 - Emily likes to review the slides rather than listening to a webinar.
 - Matt – Stump the instructor webinars. Similar vibe and they are well attended.
 - Remediation projects for individual states? Jeff will ask his contracting person if this is okay.
 - Emily – Fact sheet or Poster templates. Share those with NETC states?
 - NETC could help with a sharing system. – Post NETC templates and the states could share their own templates. Folder system. Can we use the NETC website for this?
 - Emily – Sharing stories on a few NETC projects and their impact on people. Also write an article with these stories.
 - Look at the implementation information we have. Pick those that have the warmest response.
 - 18-1 and 20-1 – MASH projects. We could talk about changing the railings and also the stories on improving safety and saving lives by limiting the impact of crashes. Also, these are two research projects that build on each other.
 - Impact of sharing stories – This will be discussed at the RIIM meeting on Sunday. This is part of a new research paradigms discussion. Explain the impact of research on people.
- Follow ups to NETC peer exchange.
 - ~ Include implementation plans into the work plans. Could states share their examples? Would like to see implementation plans that states request. Hopefully this in the final report. What are people sharing with us for the final report.
 - ~ List of what states said they are taking back to change, or that will impact, their program. Want to see this in the report. ME had a bunch of them.
- Pooled fund final report
 - ~ CTC will start working on this.

Adjourn

Next meeting: Tuesday, August 6 from 11:00am – noon ET.