



## NETC Advisory Committee – Minutes

Tuesday, August 26, 2025, 11:00 a.m. – 12:00 p.m. ET

### Attendees:

Ulrich Amoussou-Guenou, MaineDOT	Emily Parkany, VT AOT
Brian Hirt, CTC & Associates	Jeff Pulver, MaineDOT
Matt Mann, UMTC	Kirsten Seeber, CTC & Associates
Ashlie Mercado, VT AOT	

### Identified efforts to use the remaining funds in CTC contract (ends 9/30/2025)

- Remaining funds through 7/31/25 = \$24,300 (after August-September expenses for web hosting and Constant Contact subtracted) This equates to roughly 203 hours remaining at CTC's highest rate.
- The selected efforts and key NETC people CTC will work with on each effort are listed below, in the order CTC will work on them. The full Advisory Committee will review and approve the key deliverables.

#### ~ Catalog website materials

- CTC will name and organize the website materials to make it easy for others to locate documents. CTC will produce a table of contents for the materials. CTC will provide a folder of materials with subfolders. The materials will be uploaded to a flash drive to be sent to all state members and put on a SharePoint site (TBD).
- Dee will look at Rosa P to see if the final report from previous phases on NETC are in the database.
- Confirm where to send the website materials flash drives to the member states.
  - Emily provided VT's mailing address.
  - Biran will confirm mailing addresses for CT, MA, ME, NH and RI.

#### ~ NETC At-A-Glance – Emily and Ashlie

- The AAG is finished and posted on the NETC website.
- Jeff will upload the AAG to the TPF study page as we get closer to the end of the pooled fund. Emily will send to the RAC distribution list. We will not send the AAG to TRID or Rosa P.
  - The committee wanted to know the reason for not sending the AAG to TRID or Rosa P, but

Jeff was not at the July meeting.

- Some states do send tech transfer materials, and some don't. Pooled funds don't create as many communications products so there is not as much precedent. The At-A-Glance is 508-compliant so it's good to go. **Action item:** Kirsten will send the AAG to both Rosa P and TRICD. Jeff is fine with this.
- Emily sent the AAG to RAC.
- Matt – If project final report pdfs have the metadata filled in then no matter where they are posted people can access them. CTC is not intending to fill in the metadata on old final reports because the Advisory Committee hasn't requested this.
- Emily was going to reach out to Khyle Clute (IA) and Brian to ask about the distribution strategy for the new Collaboration At Work pooled fund briefs.
  - Khyle is working with Tricia Sergeson, TPF Program Manager, to see what they can do with TPF site and to see if the TPF program can provide a distribution list so the briefs can reach a wide audience. If Khyle goes a different, or additional, route outside of the TPF website, Brian may or may not know about, or be involved with this.
- Collaboration at Work briefs template – There are five types of briefs depending on where the pooled fund is at: kickoff, in progress, specific project within the pooled fund, end of the pooled fund and special event or project, such as the upcoming Aurora and Clear Roads joint meeting. Khyle doesn't want to share the brief templates widely until they are all finalized. He plans to share the templates through RPPM and will release them at January 2026 RAC meeting in Washington, DC. Further questions should be directed to Khyle.
- Brian – There could be a closeout brief on NETC, but this could be overkill because the At-A-Glance covers similar material. Emily agrees.

~ **Research success videos key contacts** – Jeff and Ulrich

- MASH projects: [18-1: Development of MASH Computer Simulated Rail/Transition Details/20-1: In-Service Performance Evaluation of NETC Bridge Rails](#)
  - The draft video has been reviewed and approved by Jeff and Ulrich.
  - Katie sent the video to the interviewees (Christine Carrigan, Jeff Folsom and Bob Landry) on August 20 for their feedback.
    - Bob Landry – no changes
    - Christine Carrigan – no response yet
    - Jeff Folsom – no response yet
  - Does the full Advisory Committee need to review the video? Emily is fine with Jeff and Ulrich only.
  - Distribution – Two different emails to CC list and then to RAC.
    - Create a separate email for each video so they can be sent to different SME groups.
    - Remind AC members to forward the email to the SMEs and whomever.
    - Jeff will forward to RAC as lead state.
  - Second video – Refer to the first video in that one. Follow same distribution process.
  - The videos will be posted on the individual project pages, Webinars page, and the Research Success Videos [page](#). The videos will be published on Vimeo. They will be included on the flash drive of web materials.
- UAS projects: [18-3 Integration of Unmanned Aircraft Systems \(UAS\) into Operations](#)

Conducted by State Departments of Transportation/20-3 Investigating Thermal Imaging Technologies and Unmanned Aerial Vehicles to Improve Bridge Inspections

- The draft script has been reviewed and approved by the technical panel.
- Katie sent the draft script on August 18 to the interviewees (Carol Niewola, Kevin Ahearn and Sam Maxim) for their feedback. She hasn't heard from any of them yet.
- ~ **SME recognition synthesis** – Dee and Jeff
  - o 31 states and DC responded.
  - o All but one have SME recognition activities.
  - o Brian will include a spreadsheet of all answers so the members can see everything.
  - o What version can Emily share with AASHTO RAC? She would like an anonymous version and an attributed answers version.
  - o Emily and Jeff don't feel an executive summary is needed for the report since it's short. Brian will identify opportunities and gaps for NETC. Brian will send a draft for review to the Advisory Committee by 9/5/25.

- The table below shows the selected efforts with CTC's hours and cost through 7/31/25.

Effort	Notes	Est. Hours	Actual Hours	Cost Estimate	Costs to Date
<b>Selected</b>					
<b>Website Hosting for three years</b> <ul style="list-style-type: none"> <li>• \$900/year for three years - \$2,700 (<b>Not from CTC's contract, but extra funds.</b>)</li> <li>• 15-20 hours to organize website materials - \$1,792</li> </ul>		15		\$1,792	\$926
<b>NETC At-A-Glance brochure</b> – Four designed pages; featuring overall program stats and specific project highlights		90	52	\$10,755	\$7,766
<b>Two videos on selected research success</b> – 3-4 minute narrated videos, with SME or PI interviews intercut with stills and footage. Cost for two videos.		120	19.75	\$14,340	\$2,360
<b>Methods for SME recognition</b> – Synthesis and summary of national practices. Include a very short RAC survey.		85	4.25	\$10,158	\$508
<b>Section 508 remediation of key reports</b>					
	<b>Total</b>	<b>310</b>	<b>76</b>	<b>\$37,045</b>	<b>\$10,634</b> Web hosting not included

#### Other Business

- A suggestion was made for the NETC states to get together once a year to coordinate and talk.

#### Adjourn

Last(!) meeting: September 23, 2025 at 11:00 a.m. ET.