DRAFT
MINUTES
NETC ADVISORY COMMITTEE MEETING

DATE: February 24, 2015
TIME: 11 AM – 12 PM
LOCATION: Conference Call (605) 781-1000, Participant Access Code: 867375#

ITEMS

1. **Call to Order:** Amanda Hanaway-Corrente, NETC Coordinator, called the meeting to order at 11:05AM. The following people were in attendance:

   Advisory Committee:
   Bill Ahearn, VTrans
   Colin Franco, RIDOT
   Ann Scholz on behalf of Glenn Roberts, NHDOT
   Patrick McMahon on behalf of Stephen Pepin, MassDOT
   Chris Jolly, FHWA – VT

   University Representatives:
   Per Garder, UMaine

   NETC Coordinator:
   Amanda Hanaway-Corrente, UVM

   Others:
   George Colgrove, VTrans
   Kevin Mahoney, ConnDOT
   Michael Sock, RIDOT

2. **Oct 28, Nov 18, Dec 16, and Jan 27 Meeting Minutes:** In an effort to move past these archived meeting minutes, MA and NH provided proxy votes that will be confirmed after the meeting.

   Motion: To approve the meeting minutes from Oct 28, Nov 18, Dec 16, and Jan 27.
   By: Patrick McMahon
   Second: Bill Ahearn
   Discussion: None
   In Favor: All
   Opposed: None

3. **Open Project Summary Table:** The Open Projects Summary Table was presented and reviewed, see attached. The following table and notes summarize the open action items for the projects:

	Open Ballots				
	06-4	14-1	14-2	14-3	14-4
VT	In favor			In favor	In favor
NH	In favor	In favor	In favor	In favor	In favor
ME	In favor	In favor	In favor	In favor	In favor
CT	Opposed	In favor	In favor	In favor	In favor
MA				In favor	
RI	In favor	In favor	Opposed	In favor	Abstain

   Note: MA and VT provided their ballot responses and are in favor of all ballots listed in the table above. With that, we have a quorum in favor of all the open ballots.

   a. NCE request for NETC 06-4. Officially Approved. Amanda will work with UVM's contract department to process the NCE for NETC 06-4.

b. NCE requests for NETC 13-1, 13-2. Bill Ahearn submitted the No Cost Extension letter to UVM. The Coordinator's contract end date will be 4/1/2018. Amanda will work with UVM's contract department to process the NCE for NETC 13-1 and 13-2.

c. NETC 14-1, Technical Committee Recommends UMass Proposal be funded. Officially Approved. Amanda to begin the contract execution process with UMass.

d. NETC 14-2, Technical Committee Recommends UMass Proposal be funded. Officially Approved. Amanda to begin the contract execution process with UMass. Also, Bill noted that VTrans is developing a new research problem statement with respect to retrofitting ledge cuts for bat habitats.

e. NETC 14-3, Recommendation from the Technical Committee to drop the project. Officially Approved. Amanda to take this project off the books.

f. NETC 14-4, Scope of Work document for review and approval. Officially Approved. Amanda to solicit the Request for Proposals.

Action Item: Amanda to work with UVM Contracts department to process NCE for 06-4, 13-1, and 13-2.
Action Item: Amanda to begin the contract execution process with UMass for NETC 14-1 and 14-2.
Action Item: Amanda to take NETC 14-3 off the books.
Action Item: Amanda to solicit the NETC 14-4 Request for Proposals.

4. **Peer Review of Dr. Azari's research.** Amanda contacted Dr. Azari and the list of peer reviewers with the list of questions that were developed by the subcommittee. The following have already agreed to perform a peer review: Walaa Mogawer, Jo Sias Daniel, Jim Mahoney, and Rajib Mallick. The Advisory Committee requested that Amanda check in with Thomas Bennert to see if he is interested in participating in the peer review. Also, they requested that Amanda determine when the peer reviews will be available.

   It was also noted that the AASHTO Advanced Pavement Research Laboratory (AAPRL) is closing soon. All work at that lab will discontinue soon. It looks like the equipment will go to Turner Fairbanks. Dr. Azari is trying to work with the University of Maryland to lead a pooled-fund to carry out some of the research to completion. She is requesting $100K for 2 years. The NETC Advisory Committee generally supports funding this effort, but they want to wait until the results of the peer review are available. Additionally, Chris Jolly noted that the NETC could transfer funds to another pooled-fund, but it would need to have an established lead organization first. Therefore, we must also wait to see if the University of Maryland will lead the pooled fund. Bill Ahearn offered to try and find out what the urgency is for making a decision on funding.

   Action Item: Amanda to check in with Thomas Bennert to see if he is interested in participating in the peer review.
   Action Item: Amanda to determine when the peer reviews will be available.
   Action Item: Bill Ahearn offered to try and find out what the urgency is for making a decision on funding the work from AAPRL that may continue at the University of Maryland.

5. **New Coordinator RFP.** Bill provided an update on this process: The draft RFP has been reviewed by VTrans contracts department. Bill expects to issue the RFP within the next few weeks.

6. **Fund Balance and Transfers:** The NETC Coordinator reminded states to transfer the SPR-3(089) funds. The Advisory Committee asked Amanda to put together a report for the next meeting. The report should project the timing of contributions and transfers to we can see the worst case scenario for available funding.
   - **a.** Transfers for FY14 – Complete!
   - **b.** Transfers from SPR-3(089) - ME and RI still needed

   Action Item: RI to check on the status of their SPR-3(089) transfer.
   Action Item: Amanda prepare forward looking funding report.

	Contributions to TPF-5(222)	
	2014	Transfer from SPR-3(089)
VT	Submitted	Submitted
NH	Submitted	Submitted
ME	Submitted	In process
CT	Submitted	Submitted
MA	Submitted	Submitted
RI	Submitted	Submitted?

7. **General Updates and Reminders**:
   - **a.** Update on Action Items. This is a general reminder that Amanda tracks all action items in case someone is curious about a particular one.
   - **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. Amanda to follow-up with Jim Fallon.
   - **c.** Reminder to send Amanda any implementation of NETC research. This is a general reminder that Amanda 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/
   - **d.** Did everyone meet with Policy Committee members using Memo and Ballot? VT and MA are still working on this, but the group was comfortable moving forward with a quorum (RI, ME, NH, CT).

     Action Item: Amanda to follow-up with Jim Fallon regarding the TPF-5(201) close out report.

8. **Other (if time permits):**
   - **a.** New NETC Logo (better resolution). No one on the call had a problem with using the new logo, but it was recommended that we wait until after the next AC meeting given the low number of people on the call. For now, RI, MA, and VT have approved the new logo.
   - **b.** RPS due date – currently Jan. 30th. The last few submissions will be from MassDOT, who plans to send the RPSs later this week.
   - **c.** Outlook meeting invites. The Outlook meeting invites have been well received. Amanda will continue to use the Outlook meeting invites for future meetings.
   - **d.** Chairperson. Looking at the spreadsheet of previous chairpeople, it appears that NH might be next on the list. However, NH is transitioning the Advisory Committee member

role. It was decided that RI, MA, and VT would have a side conversation to try and determine who should be the next Chairperson.

Action Item: RI, MA, and VT to have a side conversation to try and determine who should be the next Chairperson.

9. **Adjourn:** Next Meeting – March 24th, 2015

Motion: To adjourn the February meeting.
By: Colin Franco
Second: Pat McMahon
Discussion: None
In Favor: All
Opposed: None

For Fund Balance and Transfer Discussion:

		Project	Travel
a.	TPF-5(222)	1,471,619.55	25,000
i.	Plus ConnDOT 2014 contributions	100,000.00	5,000
ii.	Plus MassDOT 2014 contributions	100,000.00	
iii.	Plus RI DOT 2014 contributions	100,000.00	10,000
iv.	Plus VTrans 2014 contributions	100,000.00	
v.	Plus ConnDOT Transfer (from SPR-3(089)	88,771.38	
vi.	Plus MassDOT Transfer (from SPR-3(089)	101,453.00	
vii.	Plus VTrans Transfer (from SPR-3(089)	101,453.01	
viii.	Minus some travel reimbursements		- 1,365.87
			- 1,638.70
ix.	Minus 2012 NETC Coordinator Fee	- 179,344.49	
x.	Minus 2013 NETC Coordinator Fee	- 179,344.49	
xi.	Minus 2014 NETC Coordinator Fee	- 179,344.49	
		1,625,263.47	**36,995.43**
		(1,662,258.90 combined)	
b.	TPF-5(201)	650,000	15,000
xii.	Minus Project Expenses and Travel Expense	- 204,881.44	-12,689.01
		445,118.56	**2,310.99**
		(447,429.56 combined)	
c.	SPR-3(089)	4,906,551.38	10,000
xiii.	Minus Project Expenses and Travel Expense	- 4,286,392.27	- 11,564.37
xiv.	Minus Transfers to TPF-5(222)	- 291,677.39	
		328,481.72	**- 1,564.37**
		(326,917.35 combined)	
d.	**BALANCE/TOTALS from all three pooled funds**	**2,398,863.75**	
	37,742.05		
xv.	Minus Cost for 06-4,07-1,09-2,09-3,10-3	- 836,221.00	
xvi.	Minus Cost for 13-1, 13-2, 13-3	- 524,708.00	
		1,037,934.75	
xvii.	Minus 2015 NETC Coordinator Fee	-179,344.49	
		858,590.26	
e.	With 2014 contributions:		
xviii.	ME, NH, to be obligated	*+200,000.00*	
		1,058,590.26	**37,742.05**

Note 1: The entire four-year NETC Coordinator contract fees are represented above in a-ix., a-x., a-xi., and d-xvii.

				Start Date		End Date		Most Recent Quarterly Report Date =	12/31/2014	Spent Burdget (as of most recent		Progress (as of most recent		
Project Number	Project Name	PI	Contract Execution Date	Anticipated	Actual	Anticipated	Actual	Reasons for variations	Total Budget	Anticipated	Actual	Anticipated	Actual	Progress Broken Down by Task
05-5	Measurement of Adhesion Properties Between Topcoat Paint and Metalized/Galvanized Steel with Surface Energy Measurement Equipment	Sze Yang, URI	9/11/2008	3/1/2008	9/11/2008	8/31/2009	TBD	1. ConnDOT transitioned contractual obligations to FHWA-CT. 2. The 400+ page appedix underwent significant reorganization at the completion of the project due to Technical Committee feedback on the draft final report.	$ 125,000.00	$ 125,000.00	$ 124,895.54	100%	100%	Project officially closed on 9/23/14 at AC Meeting. See meeting minutes for details.
06-4	Preventative Maintenance and Timing of Applications	Walaa S. Mogawer, Umass	8/21/2013	9/16/2013	9/16/2013	9/15/2015	TBD	NOTE: No Cost Extension has been requested, and is currently being reviewed by the Technical Committee.	$ 242,909.00	$ 156,941.21	$ 5,247.26	65%	15%	Task 1: Kick-Off Meeting (100%) Task 2: Literature Review (30%) Task 3: Internet Survey (10%) Task 4: Assess Current Preventive Maintenance (PM) Practices in New England States (0%) Task 5: Development of Pavement Preventive Maintenance Procedures for New England (0%) Task 6: Laboratory and Field Testing (10%) Task 7: Determination of Feedback Mechanism (0%) Task 8: Development of Pavement Preventive Maintenance (PPM) Manual (0%) Task 9: Training (0%) Task 10: Preparation of the Final Report (0%)
07-1	In-Place Response Mechanisms of Recycled Layers Due to Temperature and Moisture Variations	Jo Sias Daniel, UNH	7/23/2013	7/1/2013	7/23/2013	3/31/2016	TBD	1. The PI originally listed a Project End Date beyond 4/2/16, which is the end date of UVM's contract to Coordinate NETC. The contract and proposal had to be revised accordingly.	$ 198,154.00	$ 106,139.52	$ 91,823.87	54%	45%	Task 1: Conduct Survey and Identify Potential Test Sites (100%) Task 2: Select Test Sites and Develop Work Plan (100%) Task 3: Execution of Work Plan (60%) Task 4: Data Analysis (20%) Task 5: Final Report (0%)
09-2	Effective Establishment of Native Grasses on Roadsides	Julia Kuzovkina, Uconn	10/16/2013	9/1/2013	10/16/2013	2/28/2016	TBD	1. Uconn requested some revisions to the contractual language with respect to final financial reporting and insurance requirements.	$ 80,000.00	$ 40,786.13	$ 17,295.14	51%	45%	Task1: Literature Review (30%) Task 2: Interviews (60%) Task 3: Field Inspections/Testing (50%) a. Select a suite of native grasses with the most potential for roadside establishment in New England b. Develop effective establishment protocols through modification of existing approaches Refinement of previously developed protocols Establishments of the demonstration plots c. Evaluate native grass tolerances and potential for degradation of roadside contaminants Final Task: Publication of a Manual
09-3	Advanced Composite Materials: Prototype Development and Demonstration	Roberto Lopez-Anido, UMaine	10/14/2013	9/1/2013	9/25/2013	8/31/2015	TBD	1. Umaine requested some revisions to the contractual language with respect to insurance requirements (and some other minor requests)	$ 165,000.00	$ 108,127.66	$ 76,869.00	66%	73%	Task 1: Conduct review of typical bridge drain details that are representative in New England. (97%) Task 2: Develop standard drain requirements for new and rehabilitation projects (97%) Task 3: Identify and contact FRP composite manufacturers (97%) Task 4: Identify two or three bridges being constructed within New England where the FRP standard drains can be used. (65%) Task 5: Coordinate with field personnel at each of the bridge sites selected and document the installation (0%) Task 6: Document the FRP drain initial condition after installation (35%) Task 7: Prepare a final project report highlighting the outcomes of the research (45%)
10-3	Low Temperature and Moisture Susceptibility of RAP Mixtures with Warm Mix Technology	Walaa S. Mogawer, UmassD	8/21/2013	9/16/2013	9/16/2013	9/15/2015	TBD	NOTE: No Cost Extension has been requested, and is currently being reviewed by the Technical Committee.	$ 150,158.00	$ 97,015.66	$ 13,611.77	65%	30%	Task 1: Literature Review (55%) Task 2: Determine Critical Information (50%) Task 3: WMA Technologies Selection Process (25%) Task 4: Identify Moisture Susceptibility Test (0%) Task 5: Development of a Testing Matrix (60%) Task 6: Obtain Plant Produced Samples (15%) Task 7: Laboratory Testing of Plant Produced Samples (0%) Task 8: Prepare a Final Report (0%) Task 9: Execute Implementation Plan (0%)
13-1	Development of High-Early Strength Concrete for Accelerated Bridge Construction Closure Pour Connections	Sergio F. Breña University of Massachusetts Amherst	8/18/2014	9/1/2014	9/1/2014	4/2/2016	8/31/2016	A no cost extension is expected to be requested to accommodate the current coordination contract that NETC has with the University of Vermont. The proposed project period was for 24 months. Waiting on the No Cost Extension to the NETC Coordinator's Contract so that we can extend the research subawards to their actual end date (24 month project)	$ 174,923.00	$ 36,555.58	$ 17,491.75	21%	15%	Task 1: Literature Search – 80% complete Task 2: Develop Mixture Design Specification – 30% Task 3: Develop Mix Design – Work for this task has not started (0%) Task 4: Test Mixture – Work for this task has not started (0%)
13-2	HMA Mixtures Containing Recycled Asphalt Shingles (RAS): Low Temperature and Fatigue Performance of Plant-Produced Mixtures	Walaa S. Mogawer, UmassD	7/21/2014	6/1/2014	7/21/2014	4/2/2016	5/31/2016	7/21/14 was the date the research contract with the PI was signed. A no cost extension is expected to be requested to accommodate the current coordination contract that NETC has with the University of Vermont. The proposed project period was for 24 months. Waiting on the No Cost Extension to the NETC Coordinator's Contract so that we can extend the research subawards to their actual end date (24 month project)	$ 249,785.00	$ 65,563.53	$ -	26%	0%	Task 1: Kick-Off Meeting (0%) Task 2: Literature Review (0%) Task 3: Determine Critical RAS Information (0%) Task 4: Determine Regional Asphalt Mixture Producers in New England with Capabilities and Willingness to Produce Mixtures Incorporating RAS for this Study (5%) Task 5: Assist Producers in Evaluating the Properties of the RAS and RAP to be used in Production (0%) Task 6: Assist Producers in Developing Laboratory Mixture Designs Utilizing RAS and Determine Actual RAS Binder Contribution to Mixtures (0%) Task 7: Produce and Obtain Plant Produced RAS Mixtures (0%) Task 8: Vary Production Parameters (Temperatures, Silo Storage, etc.) to Obtain Similar Virgin and RAS Mixtures (0%) Task 9: Construct Test Matrix and Evaluate the Performance of the Plant-Produced Mixtures (0%) Task 10: Identify Critical Material Properties and Plant Operations that Yield RAS Mixtures with Performance Properties Equivalent to Typical All-Virgin Material Mixtures (0%) Task 11: Develop a Plant Guideline for the Use of RAS in Virgin and RAP Mixes (0%) Task 12: Prepare a Final Report (0%) Task 13: Execute Implementation Plan (0%)
13-3	Improved Regionalization of Quality Assurance (QA) Functions	Eshan Dave, UNH	New Project	1/15/2015		1/14/2016			$ 100,000.00	$ -				Contract being executed with PI
14-1	Measuring the Effectiveness of Competency Models for Job-Specific Professional Development of Engineers & Engineering Technicians	TBD	New Project						$ 100,000.00	$ -				Umass proposal recommended for funding by TC. Waiting for AC approval
14-2	Investigation of Northern Long-Eared Bat Roosting Sites on Bridges	TBD	New Project						$ 75,000.00	$ -				Umass proposal recommended for funding by TC.
14-3	Bridge Expansion Joint Deterioration and Repair	TBD	New Project						$ 100,000.00	$ -				TC recommended canceling the project for now, due to NCHRP12-100 "Guidelines for Maintenance and Repair of Small Movement Bridge Expansion Joints", which covers the same topic. Recommendation forwarded to AC for review and approval.
14-4	Optimizing future work zones in New England for safety	TBD	New Project						$ 200,000.00	$ -				TC wrote Scope of Work. AC needs to review the Scope of Work for approval.

Note: Highlighted boxes are used to demonstrate which projects are either behind schedule or over budget. Keep in mind that the "Anticipated" columns are calculated by dividing the days the project has been open by the total length of the project. Seeing as some project schedules and budgets are either front loaded or end loaded, these estimates are not always accurate. If a box is highlighted, the PI has been contacted and asked to explain the deviation in more detail to ensure we stay on track.