

**DRAFT MINUTES
NETC ADVISORY COMMITTEE MEETING**

DATE: June 23, 2015
TIME: 11:00 a.m. – 12:00 p.m.
LOCATION: Conference Call 1-866-906-7447, Participant Access Code 8626283

Call to Order: William Ahearn, Chairman, called the meeting to order at 11:05 a.m. The following people were in attendance:

| State Transportation Agencies | | | | A = Attended X = Absent | | | |
|-------------------------------|---|------------------------|---|-------------------------|---|----------------------|---|
| Jim Fallon – CT | x | Stephen Pepin – MA | x | Dale Peabody – ME | A | Ann Scholz – NH | A |
| Colin Franco – RI | x | Bill Ahearn - VT | A | | | | |
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| Others | | | | A = Attended X = Absent | | | |
| Kevin Mahoney – CT | x | Dionysia Oliveira - CT | x | Bradley Overturf - CT | A | Patrick McMahon – MA | A |
| Michael Sock – RI | A | George Colgrove - VT | A | Eloise Powell | x | Erik Shortell | x |
| Christopher Jolly - FHWA | A | Michael Connors - CT | A | | | | |
| University Representatives | | | | A = Attended X = Absent | | | |
| Eric Jackson - UCONN | x | Per Garder - Maine | A | John Collura - UMASS | x | Jo Daniel - UNH | A |
| Deborah Rosen - URI | x | Eric Hernandez - UVM | A | | | | |
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| NETC Coordinators | | | | A = Attended X = Absent | | | |
| Laurie Eddy | A | Jacob Leopold | A | | | | |
| | | | | | | | |

AGENDA ITEM

1. Approval of minutes, May 18, 2015

Motion: To approve the minutes from May 18, 2015.

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

2. NETC No-Cost Extension for UVM Coordinators Contract

Discussion: Bill Ahearn reported that there has been no movement on this from the State. However, UVM will have a new certificate of insurance soon. Once a new insurance certificate is received, the NCE will be able to be approved.

3. NETC Coordinator RFP

Bill Ahearn reported that the contract administration unit staffing continues to be down, so things are not traveling through. Time will become critical by August, and Bill will try to get a commitment from the contract administration manager to move this forward before then.

4. Technical Committee Names for the 2015 Research Projects

TC names have been received from ME, NH, RI and VT. CT reported two names and will forward the others soon. MA will have names to forward next week or the following week.

5. Policy Committee Approval for 2015 Research Program

The Policy Committee memo and ballot are available on the NETC website for the 2015 program. We are still missing the ballots from MA & VT for the 2014 program. Bill Ahearn will try to set time with the Secretary to get both ballots approved for VT.

6. Open Project Summary Table

xOpen Project Summary Table is available on the NETC website – updated 6/22/15.

- a. NETC 06-4 , 10-3, 13-2- Bill Ahearn will follow-up with the PI regarding the progress delays for these three projects.
- b. NETC 07-1 – The PI sabbatical plans will not impact the project schedule.
- c. NETC 09-3- NCE request – new End Date 12/31/15 was approved by the Technical Committee. A vote is needed from the Advisory Committee.
- d. NETC 14-1 Contract has been fully executed.
- e. NETC 14-4 Contract execution is in progress.

f. Discussion Notes:

- 1) Six projects have NCE pending the approval of the NETC Coordinator NCE
 - 2) The redistribution of project budgets will require Advisory Committee review and approval (by vote or ballot) when the budget change is 10% or more of the total project budget. Project budget redistribution requests in amounts less than 10% of the total project budget will only require the approval of the project Technical Committee.
- g. **Motion:** To approve the No Cost Extension for NETC 09-3 to new End Date of 12/31/15
- a. By: Ann Scholz
 - b. Second: Bill Ahearn
 - c. Discussion: None
 - d. In Favor: All
 - e. Opposed: None
- h. **Action Item:** Bill Ahearn will contact Walaa Mogawer to discuss the progress delays on his three projects (06-4, 10-3 and 13-2)

7. Fund Balance and Transfers

- a. SPR-3(089) - Chris Jolly provided a worksheet reflecting the receipt of the transfer of \$124,011.22 from RI on 5/21/15. We are waiting for the completion of the transfer from ME, which is in the works.
- b. TPF-5(201) The CT Division is working on the close-out, and trying to determine how much of the \$496,000 to send to each state, which will then need to be transferred from the individual states to the NETC. This will be a long process. Mike Connors reported that Jim Fallon was moving forward with the transfers and will forward a memo dated June to Chris Jolly so he can track it.
- c. There have been no 2015 contributions made. The AC discussed the possibility of skipping the 2015 contributions. Jacob will send the AC a report of the fund balance reflecting the commitments made against the balance.

- d. **Action Item:** Jacob will send an updated balance sheet with the 2015 commitments in order for the AC members to determine the 2015 contributions required.

8. Open Ballots – Policies and Procedures Revision

- a. Ballots are needed from CT and MA.

9. Peer Review of Dr. Azari's research

Advisory Committee members will share a document (provided by Laurie) that will include the review criteria and the three peer reviews with their materials folks. Based on the feedback from the materials folks, the AC will determine the next steps.

Action Item: Laurie will remove the reviewer names and combine the reviews into one document that will include the review criteria at the top.

Action Item: AC members will share the reviews with their materials engineers.

10. Other Business

- a. **Action Item:** PI Performance Evaluation Draft – AC members will look at it and send comments.
- b. **Action Item:** NETC 05-2 Reimbursement - Bill Ahearn will check to see if this has been paid.

11. Adjourn

Motion: To Adjourn
By: Ann Scholz
Second: Dale Peabody
Disussion: None
In Favor: All
Opposed: None

Next Meeting – July 21, 2015 Conference Call 11:00 AM – 12:00 PM

The meeting date has been moved to the third Tuesday of the month due to a conflict with the National RAC meeting.