

**DRAFT MINUTES
NETC ADVISORY COMMITTEE MEETING**

DATE: January 26, 2016
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:**, NETC Coordination Team, called the meeting to order at 11:10 a.m. The following people were in attendance:

State Transportation Agencies				A = Attended X = Absent			
Michael Connors – CT	X	Curtis Bradley – MA	A	Dale Peabody – ME	A	Ann Scholz – NH	X
Colin Franco – RI	A	Bill Ahearn - VT	A				
Others				A = Attended X = Absent			
Michael Sock #– RI	A	Dionysia Oliveira - CT	X	Bradley Overturf # - CT	A	Steve Woelfel – MA	X
Elizabeth (Beth) Klemann- NH	A			Eloise Powell	X	Erik Shortell	A
Christopher Jolly - FHWA	X						
University Representatives				A = Attended X = Absent			
Eric Jackson – UCONN	A	Per Garder - Maine	X	Mike Knodler - UMASS	A	Jo Daniel - UNH	A
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

2. **Approval of minutes, December 1, 2015**

Motion to approve: Colin Franco
 Seconded: Dale Peabody
 In-Favor: All
 Opposed: None

3. **NETC Fund Balance**

Discussion: Current balance per Chris Jolly on 1/12/2016 is \$2.9M. This includes half of the 2015 Contributions, please continue to make those contributions as discussed last year. ME transfer to SPR-3(089) is still pending. This to our knowledge has not yet been completed. TPF-F(201) transfers should have been completed.

Action Items:

- 1) None.

4. Policy Committee Approval for 2015 Research Program

Discussion: Please work to obtain the Policy Committee Approvals for the 2015 Research Program.

Action Items:

- 1) None.

5. Open Projects

- a. Project updates: Summary of active projects and specific updates, two NCEs going to Technical Committee for review, will be forwarded to NETC Advisory Committee when approval is recommended. 07-1, the need for an NCE was discussed by Jo Daniel, PI. Due to issues with the software used for the backfill calculations there will be a delay with the final report. 13-2, the need for an NCE was presented by Jacob Leopold. Due to late delivery of the mixtures from the producers the project will not be able to continue on time, but it will be able to continue as previously discussed. The NCE was deferred by the TC until the plant mixes were obtained and initial analyses completed. As those tasks have been started, the PI would like to move forward with the NCE request.
- b. Discussion of 2015 Research Program:
 - i. 15-3 is ready for contract selection. The TC has reviewed the proposals and is ready to recommend a team to conduct the work. Given the upcoming discussions on Feb. 29th and the fact that this project will end 12 months past the current, longest running NETC project, should the Advisory Committee delay selection and execution of a contract for the work under 15-3. Should the Advisory Committee delay further than to just February, will it not be better to delay 3 or 4 months to determine whether there will be a new Coordinator Contract. It was determined at this time it is difficult to say whether a deferral of one month or three months is better, this plan and a discussion of the 2015 Research Program will be readdressed in one month on February 29th.
 - ii. 15-1 no proposals received should it be extended or should the pool be broadened? Should the scope of work be revised based on input from faculty partners? At this time it's best to defer further action, but solicit input from faculty partners regarding their lack of response.

Motion to delay 15-3 until February 29th: Colin Franco

Seconded: Beth Klemann

In-Favor: All

Opposed: None

Motion to delay 15-1 until February 29th: Colin Franco

Seconded: Brad Overturf

In-Favor: All

Opposed:

Action Items:

- 1) NETC Coordination Team to reach out to University Reps, request feedback as to why possible research teams didn't submit proposals, the feedback will provided back to TC for their review and comment to provide guidance on the discussion on February 29th.

6. Open Ballots

NETC Policies and Procedures Revisions (ballots needed from MA)

Action Items:

- 1) NETC Coordination Team to provide original ballot materials to new MA representatives.

7. Other Business

- NETC Advisory Meeting, February 29th
 - Venue
 - Agenda Items (full agenda to follow at a later date)
 - Discussion: Should fact sheets or an introduction be provided on the day of the meeting to catch everyone up. It was discussed that it might help to have fact sheets provided not to specifically provide metrics of our success, but an overall picture of the NETC by agenda item. Possible fact sheets could include (project delivery timeline, NCEs by Fiscal Year, Project expenditures by Fiscal Year, and Project Delivery by Fiscal Year). It was also suggested that the discussion will be more existential rather than metric based and the fact sheets might be unnecessary for that type of conversation. Could the fact sheets be used to creating a common frame of reference for all discussants, to better shape the agenda. Could the fact sheets be framed as strengths/weakness, what's working and what isn't working for the NETC per agenda item. Perhaps the fact sheets should be part of an introduction to be provide more historical recap, rather than a performance based view of each vision/mission item of the NETC. The performance/metrics could then be covered in another meeting.
 - Facilitator (contract to follow at a later date)
 - Waiting on contract from Leadership Strategies, once drafted will be sent to Advisory Committee for their vote
 - Agenda will be drafted first two weeks of February, will be sent out for comment second week of February, and finalized third week of February
- NETC Advisory Committee Chair
 - Nomination of Mike Sock as NETC Committee Chair for period not to exceed 2 years 5 months. This motion will be superseded only by Mike Sock, not accepting the nomination. Mike was at the time, out of the room.
 - As incoming Chair, Mike Sock will be involved in development of Feb. 29th retreat.

Motion: Dale Peabody

Seconded: Brad Overturf

In-Favor: All

Opposed: None

- NETC Lead State
 - Discussion:
 - On-boarding of Jonathan Razinger to take over duties as lead-state for 4-6 months
 - No replacement plans for VTrans Research Manager at this time for at least 2 months, meaning Jonathan Razinger and Joe Segale will be fulfilling Research Manager duties.
 - At this time, it is not proposed that lead state be transferred to FHWA-Vermont

- Joe Segale will be assuming Vermont's NETC Advisory Committee Seat.

Action Items:

- 1) As part of the agenda, provide as an introduction, a review of the NETC, to include its strengths and weaknesses, and if possible implementation of the research to shape the conversation.

8. General Updates and Reminders

Action Items 2015

Reminder to send any implementation of NETC research to NETC@uvm.edu

9. Adjourn

Motion to approve: Bill Ahearn

Seconded: Seconded

In-Favor: All

Opposed: None

~~Next Meeting February 23rd, 2016, 11 AM - 12 PM~~

Next Meeting February 29th, 2016 830AM