



NETC Advisory Committee Meeting Minutes

Attendees:

Brian Hirt, CTC & Associates	Kirsten Seeber, CTC & Associates
Matt Mann, UMTC	Nicholas Zavalas, MassDOT
Dee Nash, NHDOT	Melanie Zimyeski, CT DOT
Emily Parkany, VT AOT	

Open Project Review (October 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	<p>The grad student is making Kirsten's changes to the final report. All project materials (Poster, Fact Sheet, webinar recording and webinar slides) are posted on the project page. Once the final report has been remediated, Kirsten will post it to the project page and send an email to the mailing list that the webinar and final report are available.</p> <p>The contract extension was signed by UConn and MaineDOT. Kirsten notified the research team to send their final invoice to MaineDOT.</p> <p>The TAC members, research team and members of the Northeast Seed Network met on 10/24/24 to discuss how the groups can work together. The group discussed shared goals and will continue to meet.</p>	8/20/24 \$200,000

Idea Prioritization for using remaining funds in CTC contract

- The CTC contract has been extended to 9/30/25 to allow for additional time to use the remaining funds.
- Remaining funds through 9/30/24 = \$53,751.
- Four states (CT, MA, ME and VT) completed a survey ranking the suggested ideas for CTC to work on for the group.

Top six projects

Project Idea	Group Ranking	Notes	Individual Rankings				Weighted Average
			MA DOT	E. Parkany VT AOT	D. Kleeblatt CT DOT	J. Pulver ME DOT	
TOOL: Methods for SME recognition	1		2	5	11	1	4.75
PROJECT: Educational videos for the public (suggested: yellow flashing lights; roundabouts)	2	(tie)	4	9	2	5	5.00
PROJECT: Section 508 remediation of key reports (suggested: traffic safety toolbox; Smart Growth)	2	(tie)	3	4	7	6	5.00
PROGRAM: NETC At-A-Glance brochure	4		8	1	4	8	5.25
PROJECT: Videos on selected research success (suggested: pedestrian crossings)	5	(tie)	6	10	1	7	6.00
TOOL: Negotiating service agreements with colleges and universities	5	(tie)	1	11	9	3	6.00

- Not everyone got a first or second choice in the top four projects.
- The suggested examples aren't necessarily what would be done. A state could like the general idea but not the specific application.
- Project 1 is small; Project 3 could be small; Project 5 is too specific among states to be useful regionally.
- Project 2 – Educational videos are the most time intensive option as they involve creating new content, more original writing, potentially creating graphics that are not in the vinal report, etc. Of all of the top projects, this will take up all of the hours and might not provide the biggest bang for the buck.
- Project 2 – CTC will review reports that need remediated to show how much it would cost.
 - ~ Some states may not need 508 remediation, but others might. Remediation is happening so the reports can be posted on the national websites like TRID or Rosa-P, and thus available to more people.
 - ~ **Action item:** Kirsten will send an email requesting final reports to be remediated. These should be sent as Word docs or source files.
- Project 4 – CTC will price a four page At-A-Glance.
- Project 5b – Brian suggests talking to another vendor with expertise in the area. This could be a topic for the new Northeast pooled fund peer exchange.
- CTC will think about how much each of the top five projects would cost providing estimates on hours and timeframe

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.
 - ~ **Action item:** Kirsten will listen to the project webinar recording and add the members' implementation activities to the project page.

- Emily suggested an implementation meeting among the DOTs for a few specific NETC projects. It would be a chance to get everyone in the room to discuss the next steps for projects.
 - ~ **Action item:** Kirsten will review the implementation spreadsheet to identify potential projects. Kirsten will send the implementation spreadsheet to the Advisory Committee so they can also identify potential projects.
 - ~ Emily feels this would be of good value for the Advisory Committee and could be considered a group project. We first need determine what project(s) we would possibly have a meeting about. If no projects rises to the top we should drop the idea.

NETC Website

- The pages to be migrated to the MA website are listed below. The pages will consist of tables that will have links to documents and recordings.
 - ~ [Complete Research Reports](#)
 - ~ Events (Symposiums, Topical Discussions, Research Peer Exchange)
 - ~ About NETC (Links, Accomplishments pages) – Suggested by Nicholas
- MA IT will meet with CTC about transferring the site towards the end of the contract. Kirsten will determine who needs to be at this meeting from CTC.
- CTC will determine what they will have to do to prepare for the transfer, so it can be determined how many hours/funds this will consume. Kirsten will come up with an estimate.
- Nicholas – Will show MA IT the website content that will be kept and find out what questions they have.
 - ~ MA IT may provide additional help in reformulating what CTC sends them.
- Emily would like to know what is needed to prepare the website for MA and a cost estimate from CTC sooner than later. Brian is hopeful that the transfer won't be time intensive for CTC.
- Emily would like to know how the NETC pages on the MassDOT site be accessed in the future. Nicholas hopes a browser search on NETC will point people to the MassDOT pages. He will check with the IT staff.
- CTC is still open to keeping the domain name and point to the new setting. If MA wants to buy the domain name, that's fine too.

NETC Research Peer Exchange (CT, ME, NH)

- The final report is available on the [NETC Research Peer Exchange page](#). Final report [link](#).
- **Action item:** Kirsten will send a link to the final report to all participants.
- **Action item:** Kirsten will get the final report posted to the AASHTO RAC database.

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 editing the presentation videos and posting the materials on the NETC website.

Pooled fund final report

Final Report and Summary (from TPF website)

A final report of work processes, findings, and recommendations will be required for each project. An executive summary will accompany each final report. The summary may be in a format that the lead agency proposes (e.g., a short multipage report, or flyer), should provide concise and useful information on the study, and should provide direction on how readers may easily gain access to the full report and to information on other individual deliverables. When appropriate, the final report should include the following:

- A discussion of the problem that was researched.
 - A review of current practices.
 - An in-depth review of the procedures and processes used to conduct the project.
 - Conclusions and recommendations.
 - References.
 - A bibliography.
 - Acknowledgments with a listing of TAC members for the project.
 - The lead agency and TAC members, consistent with the project plan of work, may request additional elements.
- Brian – What the TPF program requests for a final report is more for a study that focusses on a single research project, not a consortium. He feels the list above isn't valuable, especially if the NETC website is continuing after the study ends.
 - ~ The At-A-Glance, if selected as a project, could function as the final report.
 - ~ If ME requires a final report or if the Advisory Committee decides they want one, then CTC will complete a final report for the pooled fund.
 - **Action item:** Kirsten will ask Jeff if ME, as the lead state, requires a final report.

Adjourn

Next meetings: Kirsten will send a scheduling poll for the first week in December.