



NETC Advisory Committee Meeting Agenda

Tuesday, May 28 , 2024, 11:00am–12:00pm ET

Attendees:

Ulrich Amoussou-Guenou, MaineDOT	Jeff Pulver, MaineDOT
Devon Kleebatt, CT DOT	Kirsten Seeber, CTC & Associates
Matt Mann, UMTC	Hao Yin, MassDOT
Ashlie Mercado, VT AOT	Nicolas Zavolas, MassDOT
Emily Parkany, VT AOT	Melanie Zimyeski, CT DOT

Devon Kleebatt, Ct DOT – Materials science engineering degree and worked with municipal governments. He is new to the DOT.

Open Project Review (May 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 PI requested a NCTE until 8/20/24. The TC met on 5/1/24 to discuss Task 2. The TC was unhappy with the Task 2 draft report and provided specifics on what they are looking for from the report. The research team sent a revised Task 2 report on 5/20/24 with comments due on 6/7/24. The draft deliverables will be sent to the TC on 7/3/24. The TC is meeting to discuss the draft deliverables on 7/17/24.</p> <p>Kirsten will reach out to the Research Team and the TC about the date for the project webinar.</p> <p>Emily – John and Julia talking to VT, CT and ? about an FHWA Pollinator Grant Have they been in contact with other states about this? Kirsten suggested everyone talk to their TC members before they work</p>	6/30/24 \$200,000

		with them.	
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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.
 - ~ Emily hopes the TC members are thinking about implementation of this project, especially if the research team is putting together information on mowing. Emily will follow up with her TC member.

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 will post all materials to the NETC website.**
- Cindy Dionne, ME, is considering a Topical Discussion on stormwater management and road salt chloride mitigation. She will bring it up to her New England group and get back to Jeff and Kirsten.
- Time is running out to plan another Topical Discussion.

Other Business

- 508-compliance for final reports from this phase of the pooled fund
 - ~ CTC remediated the final reports for the following research projects: 18-1 (report only), 18-2, 18-3, 19-1 (report and guidelines), 19-2, 19-3, 20-1, 20-2, 20-3, 20-4 and 21-1.
 - ~ **Action item: Kirsten will send/upload the remediated reports to TRID and Rosa-P.**
- Website
 - ~ Description of what was on the NETC site as of 9/13/24.
 - The site is built on WordPress
 - Total installation size: 7.72GB
 - Database size: 64.70MB
 - 35 published Pages
 - 47 published Posts
 - 31 published Projects (custom post type)
 - 425 published Downloads (custom post type)
 - ~ Options for the website at the end of the pooled fund:
 - CTC to continue hosting for three years for a total cost of \$2,700.
 - CTC would back up the website and put it on a hard drive, flash drive or upload it to its new location, free of charge. The website is currently on a MAC-based server so if it needs to be translated to Word, CTC would either charge for that work or the IT staff on the receiving end would do the work.
 - Digital Repository, such as ScholarWorks - Someone would have to upload everything to the selected platform. CTC would charge if NETC wants us to do the uploading.
 - DOT takes on the website – A DOT could host the final reports, materials, recordings, etc. on their website but doesn't have to replicate the website. A DOT could also replicate and host the website.

- Nicholas will provide an update regarding if the MassDOT IT staff would host the NETC website.
- Emily – Nicholas has not talked to UMass about hosting. Matt will follow up with Nicholas about this.
- Emily would like to get this topic wrapped up.
- NETC Budget Review
 - ~ After the April Advisory Committee meeting, Jeff investigated the funding status for the pooled fund. See details on the next page:.

NETC Transfers		
ME (Carry over)	\$	30,485.66
NH	\$	461,201.66
RI	\$	428,196.00
VT	\$	502,637.98
MA	\$	475,205.45
CT	\$	436,532.00
Total Transfers	\$	2,334,258.75
Current Project WIN Funding	\$	2,600,000.00
Communicated Project Funding	\$	2,734,258.75
Maine contribution (not including carry over)	\$	265,741.25
Maine owed	\$	134,258.75
Maine contribution after transfers	\$	430,485.66
NETC Contract Obligations	\$	2,668,453.54
Predicted Remaining Funds After Contracts	\$	65,805.21
State	Percent of Project Contribution	Estimates Remaining Funds Returned to Each State
ME	15.7%	\$ 10,360.47
NH	16.9%	\$ 11,099.71
RI	15.7%	\$ 10,305.36
VT	18.4%	\$ 12,096.95
MA	17.4%	\$ 11,436.74
CT	16.0%	\$ 10,505.98

- ~ Emily wants to wait until fall to talk about distributions until know how much will be left from the CTC contract is over.
- ~ Jeff will begin working on the closeout checklist but wait until closer to the end of the pooled fund. Emily – VT sent two checks at the end of the last phase but the amount each state would be getting back isn't enough to get the transfer at this point.
- ~ Leave budget on the agenda? – Yes.
- NETC Research Peer Exchange (CT, ME, NH)
 - ~ The peer exchange is scheduled for Tuesday, 6/25/24 (full day); Wednesday, 6/26/24 (full day); and Thursday, 6/27/24 (AM only).
 - ~ Non-NETC attendees:
 - Cindy Smith, Mississippi DOT
 - Pragna Shah, New Jersey DOT
 - Lucy Koury, Nevada DOT
 - Cameron Kergaye, Utah DOT
 - ~ CT – Devon Kleebatt has been approved to attend. Tyson Byrne, the new Planning Director, will be

- attending.
 - The Advisory Committee approved using NETC funds for all host state attendee expenses.
- ~ ME – Jeff and Ulrich will be attending. He can check if any executives could attend the report out.
- ~ NH – Kirsten will follow up with Dee regarding any executives attending the report out.
- ~ Jeff question if the number of attendees is getting too large for productive conversation. Executives attending the report out is fine but additional attendees during the rest of the peer exchange could be an issue.
- ~ Selected topics:
 - Research Program Overviews
 - Engaging Subject Matter Experts – Shortage of SMEs throughout the agency, recruitment, engagement, reducing SME burnout, best practices and tools to canvass ideas from agency staff despite SME shortage.
 - Optimizing the Research Budget and Staff – Working effectively with a small budget and few staff.
 - Technology Transfer - Effective tools and processes to share research results within and beyond the agency.
 - Options for NETC transportation agency members to move forward once the pooled fund ends. Add this topic to the last day of the agenda.
- ~ Two research staff from each NETC transportation agency are invited to attend. Expenses will be paid for with NETC funds.
- ~ Each participating state selected one of the three main topics to present on during the peer exchange. Kirsten sent presenter guidance to each agency on 5/26/24.
 - Christos is still considering the topic he will present on.
- ~ Logistical information will be sent to all attendees the week of 6/27/24.
 - GSA rates for meals, incidentals.
- ~ The next planning team meeting is scheduled for 6/11/24.
- Additional ways to use the remaining funds in the CTC contract to assist the NETC state before the pooled fund ends
 - ~ As of 4/30/24 the CTC contract has \$120,631.01 remaining in the contract.
 - The CTC contract has been extended until 9/30/24.
 - ~ Emily asked if CTC doing final report compliance work on state research reports is an appropriate use of NETC funds. Jeff will check into this.
 - ~ This raised the question of if there are other activities CTC could do to assist the states that that fit within the scope of the CTC contract.
 - ~ Suggestions included an additional Topical Discussion, compliance work or an idea that might come from the peer exchange.
 - ~ Jeff – Contract specialists review invoice items. If something is on the invoice that is not in the contract tasks, then he can talk with them. If new activities can loosely fit into the contract tasks, that might work.

Adjourn

Next meeting: NETC Research Peer Exchange, June 25-27, 2024.

Kirsten will remove the June Advisory Committee meeting from everyone's calendars. July meeting - Tuesday July 9 at 1:00pm ET. August meeting Tuesday, August 6 at 11am ET. Keep the September meeting on the calendars.