



NETC Advisory Committee Meeting Minutes

Tuesday, August 27 , 2024, 10:00–11:00am ET

Attendees:

Ulrich Amoussou-Guenou, MaineDOT
Dinny Oliveira, CT DOT
Emily Parkany, VT AOT
Kirsten Seeber, CTC & Associates
Nicolas Zavalas, MassDOT

Open Project Review (August 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	All TC comments on the draft final report, fact sheet and poster have been incorporated. Kirsten will finish her review this week. The project webinar is scheduled for Wednesday, 9/25/24 at 9:00am. Kirsten sent an invitation to the full NETC mailing list on 8/21/24. As of 8/26/24, there are 19 registrations.	8/20/24 \$200,000

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.

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 working on posting the materials on the NETC website.**
- Time has run out to plan an additional 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.
 - ~ The remediated final reports have been submitted to RosaP, TRID, FHWA Library, National Technical Information Services (NTIS) and the Turner-Fairbanks Highway Research Center.
 - ~ Once the 21-3 report is finalized, CTC will remediate and submit to the above organizations.
- Website
 - ~ Nicholas summarized the notes from the 8/7/24 Advisory Committee meeting and submitted the additional information and questions to MA GIS.
 - Potential additional costs
 - Labor on MA and CTC sides.
 - Long-term costs – Continuing the domain name and website maintenance.
 - Questions for MA
 - Can MA replicate on the MA website platform the [Complete Research Project Reports](#) page? (Table format)
 - Can MA support a page similar to the [Complete Research Project Reports](#) if CTC provides the files?
 - Additional sections for Symposiums and Topical Discussions will be added.
 - Can current links that work now on the NETC site live on the MA site? MA GIS hasn't said if there is a deadline for how long the links will be active. Can someone be forwarded to the MA page when they go to newenglandconsortium.com?
 - ~ Nicholas took all questions and information to MA GIS staff.
 - GIS staff informally provided the information below. Nicholas will get official answers from GIS.
 - There should be no additional costs for MA.
 - They should be able to accommodate how the AC wants the page(s) to look like.
 - GIS 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.
 - Nicholas wants to make sure that if someone types in the current website address, they get to the page on the MA site.
 - CTC will determine what they will have to do to prepare the site for transfer so it can be determined how many hours/funds this will consume. Kirsten should come up with an estimate.
 - Add Symposiums and Topical Discussions to its own table or on one page.
 - Keep the Project QPRs out of the Completed Research Project Reports [page](#). Add the Implementation spreadsheet to this page.
- NETC Research Peer Exchange (CT, ME, NH)
 - ~ The draft final report was sent to the host state participants. CT has returned their feedback. We are waiting for Jeff's feedback from ME. Dee returns to the office on 8/27/24. She will be included in the next round of reviews.
 - ~ The remaining participants will receive the draft report after host state comments are incorporated.

- ~ CTC submitted the June invoice to ME on 8/23/24. Once CTC has approval from ME, Brian will send reimbursement checks to all attendees.
- Suggested ways to use the remaining funds in the CTC contract to assist the NETC states before the pooled fund ends:
 - ~ The CTC contract has been extended to 9/30/25 to allow for additional time to use the remaining funds.
 - ~ Remaining funds through 6/30/24 = \$76,000.
 - ~ At the 8/6/24 Advisory Committee meeting, the committee decided to send an email to the members to ask:
 - What activities would you like CTC to assist your state with? Examples include final report remediation.
 - What group activities, that would benefit all NETC members, would you like CTC to assist with? Examples include written or video brief. The Advisory Board would approve a group activity.
 - ~ Request responses by 9/15 and extend to 10/15, if necessary.
 - ~ Jeff will let each state know how much is left after the remaining core work still being done by CTC is complete. That number will be divided by six to get the amount each state will have available to spend on activities for their state. This eliminates the need for group approval on spending the remaining funds, unless a group activity is approved.
 - There is not a lot of money remaining.
 - ~ One question is what if a state, such as RI or NH, doesn't use its funds?
 - ~ Emily – If some states need individual help, then use CTC (remediation, project video). Are there enough NETC things for CTC to do? It won't take a year to use the funds.
 - ~ Emily suggested a NETC Research AAG (similar to MnDOT's Research AAC). Feature a couple of projects. This would be a final report for NETC.
 - ~ Emily suggested an effort consisting of a series of five or so mailings that can go out to RAC and NETC mailing list to highlight NETC projects/activities.
 - Nicholas – Take this concept but put it in a broadcast message of NETC sunsetting and advertise the available materials on MA site. Remind people of great things NETC did and link to available materials.
 - ~ **Action item:** Kirsten will and send email to the Advisory Committee to request a list of activities they would like CTC to do for them individually and/or for the full group.
 - CTC will estimate the hours/costs for the efforts and report back for the Advisory Committee to discuss in October.
 - Deadline will be 9/16/24. The Advisory Committee would like the list finalized in October so CTC can begin the activities.
- Pooled fund final report
 - ~ Kirsten will draft the final report for the pooled fund. A description of what the report should entail, per the TPF Program, is below.

Final Report and Summary

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.

- Reschedule the October meeting to 10/15 or 10/29 at 11:00am.
- Switch the meetings to Teams beginning with the September meeting.

Adjourn

Next meeting: Tuesday, September 24 from 11:00am – noon ET.