



## NETC Advisory Committee Meeting Minutes

Tuesday, September 24, 2024, 11:00am –12:00pm ET

### Attendees:

Ulrich Amoussou-Guenou, MaineDOT	Emily Parkany, VT AOT
Devon Kleeblatt, CT DOT	Jeff Pulver, MaineDOT
Matt Mann, UMTC	Kirsten Seeber, CTC & Associates
Dee Nash, NHDOT	Melanie Zimyeski, CT DOT
Dinny Oliveira, CT DOT	Nicholas Zavalas, MassDOT

### Open Project Review (September 2024)

Project # and Title	PI, Organization AC Liaison CTC Project Manager TC Chair	Update	End Date Budget
<a href="#">21-3: Initiating Seed Production for Effective Establishment of Native Plants on Roadsides in New England</a>	Julia Kuzovkina, UConn D. Nash K. Seeber Arin Mills, NH DOT	<p>All TC comments on the draft final report, fact sheet and poster have been incorporated. Kirsten will finish her review this week.</p> <p>The project webinar is scheduled for Wednesday, 9/25/24 at 10:00am. As of 9/23/24, there are 32 registrations.</p> <p>The TAC members, research team and members of the Northeast Seed Network are scheduled to meet on 10/24/24 to discuss how the groups can work together.</p> <p>The contract extension still hasn't been signed. Kirsten will reach out the PI to see if we can figure out the status of the contract amendment.</p>	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.
  - ~ We should have more information after both the project webinar and the meeting with the Northeast Seed Network.
- Emily – Do we want to have an implementation meeting among the DOTs for a few specific projects? It would be a chance to get everyone in the room to discuss the next steps for projects. Review the projects to identify those with enthusiastic TAC members. Reach out to those TAC members to see if there is interest in a multi-state conversation. Thoughts from other states?
  - ~ Nicholas – Would this fall under the using CTC funds? Emily – It is an idea. Probably not a lot of work for CTC. Three-hour total hour effort. The things on the list are larger projects than Kirsten’s day-to-day support. Nicholas – Design a short webinar using a project that had a good result. Implementation never goes away and is always discussed. Everyone struggles with what to do with a project when it’s done. Look at 2-3 projects that had interesting or good success with implementation. Talk about their implementation. Jeff – Talked about his project a lot at the PE.
  - ~ It may be difficult to get staff to come together to discuss why a project was not implemented.
  - ~ For the successful projects, such as [NETC 20-4: Coordinating State Policies, Laws and Regulations for Automated Driving Systems Across New England](#), get the TAC members together to ask them what happened after the project ended. Have there been additional interstate discussions? New or changes to policies or laws?
  - ~ The hard part is getting the right people in the room. Some have left their positions or agencies.
  - ~ **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.

### 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

- Website
  - ~ MA GIS staff informally provided the information below. Nicholas will get official answers to all questions 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.

- ~ Nicholas showed a copy of MA's GIS website. This is the format that IT uses at MA for everything. The link to get to the NETC pages would lead to something like this. The page will be labeled as NETC with some introductory language.
- ~ Five of the states approve migrating a few NETC pages to the MassDOT site.
- ~ Pages that will be transferred to MA's site – Completed Research Project Reports and Symposiums/Topical Discussions/Peer Exchange.
- ~ **Action item:** Kirsten will send MA a complete list as we get closer to the end of NETC.
- ~ CTC needs to put everything in the table format and then transfer to MA. MA GIS will not redesign anything and will only take what we give them.
- NETC Research Peer Exchange (CT, ME, NH)
  - ~ CTC received feedback from all participants and is finalizing the final report.
  - ~ Brian sent reimbursement checks on 9/17/24.
- 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.
  - ~ Kirsten sent an email to the Advisory Committee state members on 9/5/24, 9/12/24 and 9/23/24 requesting their ideas for using remaining funds for individual or group ideas.
  - ~ Ideas received as of 9/23/24 begin on the next page.
  - ~ ME's ideas may have appeal beyond ME and other states can use their ideas.
  - ~ Emily is fine with using RI funds for group projects if we don't hear from Christos.
    - **Action item:** Kirsten will email Christos to determine if he wants to use RI's portion of the funds or add those funds to the group funds.
  - ~ **Action item:** Nicholas will send Kirsten MA's list of projects.
  - ~ States would be able to use up to \$10,000 for their own projects without Advisory Committee approval. The Advisory Committee would prioritize the group ideas. Individual states would prioritize their own ideas.
    - Jeff agrees with the prioritization idea.
  - ~ Dee is fine with using NH funds for the group ideas.
  - ~ ME's ideas came from the peer exchange discussions and should appeal to the group.
  - ~ If CTC is okay with supporting the selected ideas, then they will begin the work once the decision on projects is made.
  - ~ **Action item:** Kirsten will create a survey with all ideas for the states to review and rank ideas for the group projects.
  - ~ The members are interested in 508 compliance. CTC recently conducted a webinar on this topic for the Transportation Connectivity pooled fund and will be conducting a second webinar. **Action item:** Kirsten will send everyone the link to the webinar.

State	Ideas	Individual or Group
Connecticut	<ul style="list-style-type: none"> <li>• Educational videos for the public <ul style="list-style-type: none"> <li>○ <a href="#">Flashing yellow lights are being introduced in CT</a></li> <li>○ Roundabout information, how to use them safely, their benefits to the public</li> </ul> </li> <li>• Highlighting research successes <ul style="list-style-type: none"> <li>○ John Ivan produced a brochure about concurrent pedestrian crossings for his project, maybe we can expand on that and make a video (for the public and internal communications).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Individual</li> <li>• Individual</li> </ul>
Maine	<ul style="list-style-type: none"> <li>• Development of a project webinar <ul style="list-style-type: none"> <li>○ This would include sharing previous knowledge, helping us select the right tools for video collection, editing, and sharing, reviewing proposed content such as an agenda or plan. If CTC can help MaineDOT determine the best way to make these project webinars or training videos available on-demand that would be helpful as well.</li> <li>○ As part of this effort, MaineDOT is interested in being able to provide continuing education credits or professional development hours to attendees. Helping us determine the feasibility of this would be a huge added benefit.</li> </ul> </li> <li>• Develop a few sample templates for knowledge management and standard operating procedures. Assist in developing a process to make this information available to others at MaineDOT. A small success would be documenting some important or confusing processes in our office. This would be a massive success if we can lay the groundwork for a knowledge management process that others at MaineDOT can access and contribute.</li> <li>• Video to engage SME's and teach them about how to work with our, including work involving projects managed outside our office such as NCHRP and Transportation Pooled Funds. This work would include help developing an outline and script for the video along with ideas for visuals to be included. If this works better as multiple short videos, we would want to develop a plan for how to make this available, such as in an organized portion of our MaineDOT SharePoint site. CTC's experience working with other states, working with national programs, and developing tech transfer materials would be a major help. The video could likely be captured by MaineDOT Creative Services. They may not be available over the next year to complete the video, but we could lay the groundwork to prepare and approach them with a thorough plan.</li> <li>• Brainstorm ways MaineDOT can recognize subject matter experts. How can we thank the SME's who help the most and promote better SME engagement through positive reinforcement of our most helpful employees? This work could include brainstorming session meetings and assisting with the first recognition outreach. If the recognition is done via a tech transfer visual, CTC may help develop a template for this recognition.</li> </ul>	<ul style="list-style-type: none"> <li>• Individual</li> <li>• Individual</li> <li>• Individual</li> <li>• Individual</li> </ul>
Vermont	<ul style="list-style-type: none"> <li>• Final report 508 compliance <ul style="list-style-type: none"> <li>○ Traffic Safety Toolbox</li> <li>○ Smart Growth</li> </ul> </li> <li>• NETC At a Glance/a glitzy final report (would supplement TPF final report).</li> </ul>	<ul style="list-style-type: none"> <li>• Individual</li> <li>• Group</li> </ul>

State	Ideas	Individual or Group
	<ul style="list-style-type: none"> <li>• Brochure that features all of the NETC Symposiums and links to the materials. (This could then go into the NETC At a Glance “book.”)</li> <li>• Once a month mailings to the NETC list featuring a project a month—describe the project, describe available resources, describe how it’s been used in one or more NETC states. Forward to the RAC mailing list.</li> </ul>	<ul style="list-style-type: none"> <li>• Group</li> <li>• Group</li> </ul>

- Pooled fund final report
  - ~ Kirsten will draft the final report for the pooled fund when we get closer to the end of the contract.

**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.
  
- Select Advisory Committee meeting dates for the rest of 2024.

**Adjourn**

**Next meeting:** October 29, 2024 from 11:00 a.m. – noon ET.