



**AASHTO RAC 1 Conference call MINUTES - Final**  
**September 3, 2015**  
**1:30-2:30 PM**

**1. Roll Call**

STATE	NAME		STATE	NAME	
Connecticut	Michael Connors, <b>Admin</b>	<input checked="" type="checkbox"/>	Rhode Island	Colin Franco, <b>C&amp;C</b>	<input type="checkbox"/>
	Dionysia Oliveira	<input type="checkbox"/>		Mike Sock	<input type="checkbox"/>
	Bradley Overturf	<input checked="" type="checkbox"/>		Debra Monroe	<input checked="" type="checkbox"/>
Delaware	Michael Strange	<input type="checkbox"/>	Vermont	Bill Ahearn	<input type="checkbox"/>
District of Columbia	Soumya Dey, <b>VoR</b>	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Massachusetts	Stephanie Dock	<input checked="" type="checkbox"/>		<b>Associate Members</b>	
	Steve Woelfel	<input type="checkbox"/>			
Maine	Curtis Bradley, <b>TKN</b>	<input checked="" type="checkbox"/>	FHWA Vermont	Chris Jolly, <b>Secretary</b>	<input type="checkbox"/>
	Dale Peabody	<input checked="" type="checkbox"/>	<b>Affiliate Members, Canada</b>		
Maryland	Allison Hardt, <b>Admin, C&amp;C</b>	<input type="checkbox"/>	Newfoundland & Labrador	Cluney Mercer	<input type="checkbox"/>
	Richard Woo, <b>SCOR Rep</b>	<input type="checkbox"/>	Quebec	Caroline Chabot	<input type="checkbox"/>
New Hampshire	Hua Xiang	<input checked="" type="checkbox"/>	Nova Scotia	Peter Hackett	<input type="checkbox"/>
	Ann Scholz, <b>Region 1 Chair, VoR</b>	<input checked="" type="checkbox"/>	Prince Edward Island	Steven Yeo	<input type="checkbox"/>
New Jersey	Beth Klemann	<input checked="" type="checkbox"/>	<b>Visitors</b>		
	Camille Crichton-Sumners, <b>TKN</b>	<input checked="" type="checkbox"/>			
New York	Gary Frederick	<input checked="" type="checkbox"/>			
	Debra Nelson	<input type="checkbox"/>			
Pennsylvania	Robert Sack	<input type="checkbox"/>			
	Andrea Bahoric	<input type="checkbox"/>			
	Laine Heltebride, <b>PMQ</b>	<input type="checkbox"/>			
	Lisa Parson	<input checked="" type="checkbox"/>			

**2. Adoption of Agenda**

**3. Approval of Minutes** (attachment in RPPM) – No comments. Dale Peabody moved to approve , CT seconded.

**4. Old Business/Announcements**

a. Region 1 Vacancy – Vice Chair

Ann is taking the chair for two years rather than spending a year as vice chair and then a year as chair given both positions are vacant. Looking for volunteers for the Vice Chair. Dale added that the VC position is invited to participate in the leadership calls once a month. He described the position as a good learning opportunity.

b. Survey Responses for National RAC Meeting 2015 – Portland, OR

Stephanie has received 47 responses so far to the “couple hundred” sent out. She has not yet dug into the data, but a quick scan showed that most said the sessions were on the right topics. She is interested to see which sessions were least and most valuable. Most respondents had been to at least 2 meetings, but several had only one, and a couple have not attended one.

PLEASE DO THE SURVEY IF YOU HAVEN'T ALREADY.

A suggestion – do the survey earlier (perhaps on the third day of the meeting) while folks memories are still fresh.

c. National RAC Meeting 2016 – Providence, RI

The planning call is the 3<sup>rd</sup> Thursday of each month at 1:30. There is no chair for the event. District DOT is handling the agenda spreadsheet. The meeting is on the RPPM calendar. RI is planning to attend the calls – they have passed information on locations to the planners. The save the date flyer is in process.



## 5. Topic Presentation - MassDOT Peer Exchange – November 18-20, 2014

Curtis Bradley did a GoToMeeting presentation of their peer exchange last fall. They had 7 states (3 in Region 1), FHWA, and Michael Nodler of UMass participate. MassDOT used their LTAP at UMass Amherst to facilitate the meeting. Their report was written in real time – notes were put on a screen and a facilitator helped the group agree to the edits so that the report was 95% completed when the group adjourned.

The participants were chosen for similar budgets and program sizes. They would have included someone with more multi-modal research experience as that is becoming a big topic for MassDOT.

Regarding implementation, Ann asked if other states use a survey. MassDOT uses one from their LTAP, but they have found that it works better for some projects. They have also found value to starting the implementation before the end of the project.

States planning a peer exchange asked about costs – the following reported the costs of their recent peer exchanges

NJ - \$24,000 – they used LTAP to facilitate and write the report

DC - \$30,000 – facilitated, arranged, food, travel, lodging (2 folks came distance)

MA - \$24,800 – was held in Boston at the Park Plaza, which is across the street from their office

## 6. New Business

- a. Roll Call list and Region1 ListServ (attachment in RPPM)  
Please provide updates to the list. An email (Sept 1 from Adrienne Blackwell) contains an excel file with names.
- b. RPPM Alerts  
We now have a login for Region 1  
Use this to post documents to the calendar meetings. If you set up your account, go to the event and set up an alert for when documents are uploaded – may be possible to have it forward alerts to the ListServ.  
RPPM calendar has both the monthly meeting (first Thursday) and the RAC planning meeting (third Thursday).
- c. Use of SPR for travel – Ann asked the group how they handle the use of SPR money for travel expenses, including for things like the AASHTO-RAC meeting. The FHWA guidance is gray. Debra Monroe said they have a line in the work plan for things like AASHTO-RAC and NESMEA. Camille said that NJ has an allocation plan (developed by NJDOT finance) and travel can no longer be funded by SPR funds. They must use state funds.  
MD has nothing formal, but they do use their technology transfer line for staff to travel for active participation in committees – they get FHWA approval to use the technology transfer money.
- d. Topic assignment for October Regional meeting  
October – CT on project mapping  
November – NJ on research showcase
- e. Issues for September 10<sup>th</sup> RAC Leadership Call  
No items were raised – let Ann or Dale know if have something for the call

*No new items were raised*

## 7. Adjournment - Next meeting: October 1, 2015 1:30 pm VT moved, Curtis seconded