

**MEETING MINUTES  
STEERING COMMITTEE  
MASSACHUSETTS EOTC  
JANUARY 30, 1997**

**ATTENDEES:** See attached list

**AGENDA:** See attached

**1. Welcome, Introductions and Goals for the Day**

Dennis Keck opened the meeting and thanked Steve Pepin from the Massachusetts Executive Office of Transportation and Construction for hosting the meeting. He welcomed several people who had never attended a Coalition Steering Committee meeting including: Michelle Boucher and Steve Chandler from Massachusetts Highway Dept. and Rich Bider from the USDOT Office of Intermodalism. Self introductions were made.

Special presentations were made to previous agency volunteers who served in various leadership roles for the Coalition. Certificates of appreciation were given to the following: Steve Kuciemba for his service as Steering Committee Vice Chair from 1991-1994 and Steering Committee Co-Chair from 1995 to 1996; Bernie Wagenblast for his role as HOGs co-chair from 1992 to 1996; and Lt. C.D. Tyler for his service as HOGs Co-chair from 1995-1997. A special "Thank You" was given to each one for their tremendous achievements for the Coalition.

Using the attached overhead, Mr. Keck went over the goals for the meeting.

**2. Project #25: Long Term Financing Presentation**

Bill Stoeckert introduced the consultants for Project #25, John Cameron and Dave Davis from TransManagement. The TRC for this project was the Budget and Policy Working Group so member input was received throughout the project. Using the attached overheads, the consultant team went over the purpose, key issues and the results of the project.

Based on their research, TransManagement indicated that the Coalition's financing objectives are to reduce dependence on public sector funding, increase user fee revenues, and to satisfy public policy objectives. They presented two different scenarios that could accomplish these goals. Scenario 1 provided a variety of funding sources including Federal funding, member equity contributions, and revenues from an infrastructure bank, CVO operations, SmartCards and other services. Scenario 2 offered a more limited number of funding sources including Federal funding, member equity contributions and revenues from CVO operations and other services. For both of these options, there are institutional issues that would need to be addressed. These issues include: the education/outreach effort to maintain some Federal funding, what's fair for

member equity contributions, strategic issues surrounding the sale of services, legal/strategic issues of public/private partnerships, SmartCard technology, and the legal issues of infrastructure banks.

Comments that were received after the presentation included the following:

Bob Pritchard indicated that ATA Foundation would be in favor of any ATIS products that are "value added," but he does not agree with paying more for automated credentialing. He indicated that they already pay for the current credentialing process and does not feel they should have to pay additional money for a more efficient process.

Dennis Lebo indicated that this issue cannot be discussed or decided upon in a vacuum. It is directly related to the Strategic Plan which is currently in process.

Several people indicated that they did not feel comfortable discussing equity contributions without knowing what the amount of the contribution might be. This issue was addressed...see the next paragraph.

The Steering Committee was asked to discuss within their agency the major financing options that were presented. It should be noted that the presentation by TransManagement was only a summary of the Final Report that was distributed to each Steering Committee contact for deliverables. Attached is a worksheet that describes each of the concepts that was identified in the project and also indicates references of where the options are discussed in the Final Report. This worksheet has been designed to help you discuss these concepts with others within your agency. At the next Steering Committee meeting, your feedback regarding which concepts would likely be best for the Coalition from your agency's point of view would be greatly appreciated. If you have any questions about what is being asked from each agency, please contact Chris Cox at (609) 530-4278.

### **3. Action Items**

a) Booth Program - Mike Eadicicco stated that a memo was included in the pre-meeting package outlining the proposed program. The first venue that the Coalition would participate is at ITS Maryland which is on March 10-11. It was suggested that instead of producing a video, a slide show on PowerPoint could be developed. PowerPoint presentations can be continuously updated and are easily edited. **DECISION:** The Steering Committee approved the booth program with a funding level of \$70,000.

b) ATIS Operational Test - This is actually a status report item. Chris Cox indicated that a total of ten proposals were received. FHWA reviewed the proposals and shortlisted and ranked three of them. Orals were held with all three proposers. Delaware DOT is the procurement agency and they are currently in contracted negotiations with the #1 ranked firm. Cynthia Leveque from Rhode Island DOT asked if they were allowed to see the other proposals

that were submitted. They submitted a proposal but were not selected as one of the top three. They are new to this and would like to learn from viewing the other proposals. Chris Cox indicated that she will work with Ms. Leveque in any way she can. For the Open Ended Operational Test, eight proposals were received. They are currently in the review process and a selection will hopefully be made by the end of February.

c) Project #19: Rural Mayday/800 Call In System - Using the attached overheads, Jeff Laster from the Virginia Technology Institute presented items that have been discussed during the TRC meetings for the project. These items included: the original project goal, the change of emphasis for the project based on findings and a potential mayday operational test for consideration by the Steering Committee. This item is not an action item at this time. The TRC for this project would like the Steering Committee to consider funding a mayday operational test while discussing the Year 5 Program later in the day. New York State DOT indicated that there is a significant Mayday project in New York and feel that many of the same institutional issues would be addressed in a Coalition operational test. Mr. Lester indicated that there is a representative from New York who is working on that study at the TRC meetings for Project #19. He also indicated that the TRC has taken into consideration other operational tests around the country. Jim Robinson stated that the TRC is changing its focus based on what is happening throughout the country and feels that this is a success story.

d) New HOGs co-chair - As indicated earlier in the day, Lt. C.D. Tyler is stepping down after two years as HOGs co-chair. HOGs feels that it is important that one of the co-chairs is a representative from the state police and they are recommending Lt. Steve Cumoletti from New York State Police. **DECISION:** The Steering Committee approved the recommendation of Lt. Steve Cumoletti as HOGs co-chair.

e) Leadership of the CVO Working Group - The first meeting of the CVO Working Group was held on December 3rd in Newington, CT. At that time several individuals indicated an interest in leadership of the group. As current champion of the CVO Program, Dennis Keck is recommending Nick Owens from Maryland DOT and David Lewis from the Massachusetts Department of Registry as the two co-chairs. A question was raised as to why there was no representation from the private sector or the state police. Mr. Keck indicated that having more than two leaders of the group would be too cumbersome. The private sector and state police will be able to take a leadership role in the sub groups that are formed. Mr. Keck also stated that either one of those groups could become a co-chair in the future. **DECISION:** The Steering Committee approved the recommendation of Nick Owens and David Lewis as co-chair of the CVO Working Group.

#### **4. Coalition Web Page Demonstration**

Mike Eadicicco explained that the Coalition has been under contract with the Volpe

Transportation Center to develop a world wide web home page for the Coalition. There are three audiences for the page: member agencies, the private sector, anyone in the ITS field, and the general public. The page is almost complete and Volpe would like to get feedback from the Steering Committee before it is released to the public. Mr. Eadicicco introduced Cynthia Mitchell and Santo LaTores from Volpe to give a presentation showing the home page in its current condition. It was noted that an executive summary of each Coalition deliverable that is available for distribution is included on the page. Full copies of those reports are available for purchase through the ITS America bookstore. There is a link from the Coalition's page directly to the ITS America bookstore where anyone can order the product on-line. The Steering Committee approved of the web page in its current condition.

## **5. Presentation on Dedicated Short Range Communications**

Using the attached overheads, Larry Yermack from PB/Farradyne, Inc. presented a status of discussions to date on Dedicated Short Range Communications (DSRC). He indicated that an Executive Roundtable was being held on February 6th to discuss the issue. If you would like to receive a copy of the minutes from that meeting, please contact Kathleen Frankle of the NEC.

## **6. Break-out Discussions on the Year 5 Program**

A copy of the recommended Year 5 Program was distributed to the group. Chris Cox indicated that the program was developed using the priorities that were approved by the Executive Board in November. The Budget and Policy Working group discussed and approved the program at their last meeting on January 22nd. It should be noted that there are three new programs that have been added to the program: Intermodal, Agency Support, and ITS Standards. A description of each of the new programs was also distributed.

In order to make sure that each breakout group received the same background, Chris Cox went through the recommended program line by line. The purpose of the breakout groups is to receive Steering Committee feedback on the three new programs and the allocation of funds for the entire program. The meeting attendees were then divided into three predetermined breakout groups. Each group was lead by a facilitator who provided questions to stimulate the discussion. Each group was given one hour for brain storming before the group reconvened.

## **7. Status Reports**

Chris Cox asked if there were any comments on the status reports that were distributed in the pre-meeting package. There were none.

Other topics that were discussed include:

Information Exchange Forum - The forum is scheduled for March 19-20 at the Holiday Inn in Old own Alexandria in Virginia. Invitation letters and a preliminary agenda will be distributed the first week of February.

Sale and Possible Use of Coalition Information - The Budget and Policy Working Group discussed this topic in detail at their meeting on January 22nd. Their recommendation was that "private sector requests to use information from the IEN will be handled by the individual agency and their own internal information policies." John Baniak suggested that this issue should be a topic at the Information Exchange Forum.

New HOGs Working Group Structure - The HOGs group has decided to meet regionally throughout most of the Year and have one annual meeting of the entire group. The regions were developed through Project #2: Incident Management and include New England, New York Metropolitan, Delaware Valley and Potomac. Each of the regions has two co-champions overseeing it. For continuity, one of the HOGs co-chairs will be in attendance at every regional meeting.

FOT-11: IEN Expansion to Intermodal - Chris Cox indicated that the \$250,00 from Year 3 will be used for IEN workstations for New Jersey Transit and MTA/New York through the system architecture portion of the model deployment initiative (MDI) being lead by New York State DOT. She asked if there was anyone who felt that it was not a proper use of Coalition funds. No one opposed it.

## **8. Summary of Breakout Groups**

During status reports, the breakout leaders and recorders took the feedback receive during the breakout groups and put together the following summary of feedback:

### **Intermodal**

- Separate freight and passenger
- Do concept development then take action
- Take advantage of what's been done
- IEN must include transit
- Link regional ATIS projects

### **Agency Support**

- An essential function that must continue
- Need peer to peer support
- Maximize internet use
- IEN issues after year five

### **Standards**

- Participate in national efforts
- Be a "test bed"
- Move assistance and training tasks to agency support

### **Allocation of Funds**

- Small mayday op test, if affordable
- Pursue other public & private funds
- Program based on need and ability to deliver

Attached is a copy of the comments that were received from each of the individual breakout groups. Susan Duncan from the USDOT Office of Intermodalism strongly recommended consideration be given to increasing the allocation to the Intermodal Program if the concepts that are developed from the workshop warrant it.

## **9. Next Meeting**

The next meeting will be held on Thursday, May 15th in New Jersey. It is being hosted by the New Jersey DOT. The subsequent meeting will be held on September 18th at a location to be determined.

## **10. Other Business**

Automated Highway System (AHS) Case Studies - Jim Robinson from Virginia DOT wanted Steering Committee feedback on whether the Coalition should become involved with an AHS case study. It is being called a case study, but it is really an evaluation. There is an RFI out right now and proposals are due by March 21st. Mr. Robinson will develop a plan and submit it to the Core Team for review.

### Attachments

- Agenda
- Attendance List
- Goals for the Day Overhead
- Project #25: Long Term Financing Overheads
- Project #25 Worksheet
- Project #19: Rural Mayday/800 Call In System Overheads
- Overheads from Dedicated Short Range Communications (DSRC) Presentation
- Comments on the Year 5 Program Received from Each Breakout Group