

NHRTAP Advisory Committee Meeting Minutes

Date: June 25, 2026

Attendees: Jason Bilby, Terri Paige, James Bergquist, Cathy Cormier (NHDOT), Fred Butler (NHDOT), Julie Schafer (RLS), Tammy Buttweiler (RLS)

Meeting Summary

The committee finalized several key decisions related to the SFY27 NHRTAP Training Program, including host agency registration procedures, scholarship funding, and updates to the draft Training Policy. Discussion focused on ensuring equitable access to training for 5311 providers while maintaining flexibility for future discretionary training needs.

1. SFY27 Training Calendar & Registration

Tammy shared that Dawn Tennant was waiting to publish the SFY27 Training Calendar until the committee finalized the host agency registration process.

Decisions

- Host agencies will have **five (5) seats reserved** for each hosted training.
- Host agencies must provide the names of their attendees **30 days prior** to the training date.
- Responsibility for submitting participant names rests with the host agency.
- If a host agency requires training for significantly more employees, a separate training may be more appropriate (Jason Bilby).
- **5311 agencies receive priority registration.**
- **5310 agencies may register at any time** but will remain on a waitlist until space becomes available.
- Dawn will monitor registrations and manage the waitlist.

Status: Confirmed June 25, 2026.

2. Training Policy Updates

The committee reviewed several proposed revisions to the NHRTAP Training Policy.

Decisions

- Remove the previous **90-day training requirement**.
- Remove the waiver language from the policy.
- These requirements are not mandated by NHDOT and should remain local agency onboarding decisions.
- Other Independent Contractor (IC) trainers may conduct training at Advance Transit provided all parties agree and coordination occurs in advance.

3. SFY27 Scholarship Program

The committee reviewed the scholarship program and funding approach.

Decisions

- Remove references to **5310 agencies** from the scholarship program for SFY27.
- Each **5311 agency** will receive an annual scholarship allocation.
- Remaining scholarship funds will be reserved for discretionary requests.
- Agencies should evaluate their anticipated training needs early each year.
- Mobility Manager training should generally be funded through Mobility Management program budgets.
- A 5311 agency may choose to use its allocated scholarship funds for Mobility Manager training at its discretion.
- Coast Bus Service has opted out of participating in the training program but remains eligible should they choose to participate in the future.

Terri Paige discussed the previous funding model in which 5310 agencies received a \$500 allocation. The committee agreed this approach will not continue in SFY27.

Cathy encouraged agencies to proactively assess staff training needs to maximize use of available scholarship funding.

4. Website Updates

The committee discussed updates needed to align the website with SFY27 policy changes.

Website Updates Needed

- Publish the SFY27 Training Calendar.
- Update scholarship information.
- Remove references to 5310 scholarship eligibility.

5. Upcoming Tri-State Conference Planning

The committee discussed the upcoming planning meeting for the Tri-State Conference.

- **Meeting Date:** July 21, 2026
- The committee will discuss RLS's future role.
- RLS staff will not attend to allow for an open discussion among committee members.

Decisions Made

- Five host agency seats reserved for each hosted training.
- Host agencies must submit attendee names 30 days before training.
- 5311 agencies retain registration priority.
- 5310 agencies remain eligible to register but will be waitlisted until seats become available.
- Remove the 90-day training requirement from the policy.
- Remove waiver language from the policy.

- Other approved IC trainers may conduct training at Advance Transit.
- Scholarship funding will be limited to 5311 agencies in SFY27.
- Remaining scholarship funds will be available through discretionary requests.
- Mobility Managers should primarily utilize their own program funding for training.

Action Items

Action	Owner	Status
Notify Dawn to publish the SFY27 Training Calendar.	Tammy/RLS	Completed 6/25/26
Send reminder email emphasizing the importance of advance registration.	Cathy	Pending
Remove the 90-day requirement and waiver language from the Training Policy.	RLS	Completed
Update the NHRTAP website with SFY27 scholarship information and remove references to 5310 scholarship eligibility.	Tammy	Pending
Publish the SFY27 Training Calendar on the website.	Dawn/RLS	Completed
Schedule and conduct Tri-State Conference planning discussion without RLS participation.	Advisory Committee	Pending