



March 2026

NHRTAP Advisory Committee

NHRTAP Advisory Committee Meeting Notes

Date: March 26, 2026

Time: 11:00 am- 12:00 pm EST. Meeting adjourned at 12:15 PM EST

Attendees

NHDOT: Fred Butler, Cathy Cormier, Sarah Colon

5311 Agencies & Partners:

- Terri Paige (CAPBM)
- Advance Transit – Teri Palmer, Ashley Manning
- Southwestern Community Services – James Bergquist
- Tri-County Transit – Jeanene McDonald

RLS Consultant Team: Julie Schafer, Tammy Buttweiler

1. Program Update

- Fred confirmed the **Advisory Committee will meet on the fourth Thursday of each month**
- Purpose:
 - Continue shaping the NHRTAP program
 - Ensure alignment with **5311 agency needs and priorities**

2. Budget Overview & Discussion

Fred reviewed the **budget worksheet** and status.

Key Discussion Points

- **Task 5 – Specialized Training**
 - Recent focus on **Reasonable Modification**
 - Items identified as a **priority / hot topic area**
- **Task 6 – Specialized Technical Assistance**
 - Questions raised regarding **remaining budget availability**

Clarifications

- Budget reflects **actual expenditures through January**
- Some tasks include **multi-year funding considerations**
- Cathy confirmed:
 - **Most of Task 6 funding has already been expended**
- Julie asked for confirmation:
 - **Additional funding anticipated in SFY 2027 for Task 2 (Driver Training)**

IT Implementation Clarification

- Concern raised regarding remaining funds tied to IT work with Carol Schweiger
- Clarified:
 - Major cost was for **RFP development and templates**
 - Future work expected to be **lower cost (updates only)**

Key Question

- Can funds be reallocated mid-year if excess exists?

Response:

- Potentially, but depends on:
 - Timing of expenditures
 - Funding structure across fiscal years
 - Requires an amendment process

3. Training Program Discussion

Training Availability

- Question raised regarding **Title VI training for drivers**
- Clarified:
 - Training exists as **Diversity & Sensitivity training (virtual)**
 - Has been **highly utilized in other states (e.g., Massachusetts)**

4. Training Policy – Key Discussion

Trainer Types & Responsibilities

Clear distinction established between trainer categories:

- **RLS Employees**
 - Covered under RLS insurance and liability protections
- **Independent Contractors (IC Trainers)**
 - Trained by RLS
 - Paid through NHRTAP under Task 2 funding
 - Must:
 - Maintain their own insurance
 - Issue certificates through their organization
 - Report training completions and certification to RLS
- **In-House Trainers**
 - Employees of the agency

- Paid by the agency
- Responsible for internal onboarding training
- Not covered under RLS liability protections

Key Differentiator:

Who employs/pays the trainer

Liability & Insurance Considerations

- RLS provides **legal support and liability coverage** for:
 - RLS employees
 - RLS-certified trainers (within scope)
- IC trainers:
 - Must carry their **own insurance**
 - Coverage applies only to the policy holder
- In-house trainers:
 - Operate under **agency responsibility**

Open Item:

- Additional legal clarification may be needed regarding:
 - IC trainer liability coverage
 - Insurance applicability across training scenarios

Training Certification Requirements

- **In-Person Training (PAT):**
 - Valid for **3 years**
- **Virtual Training:**
 - Valid for **1 year**
- **Best Practice Identified:**
 - Virtual training can serve as a **temporary solution**
 - Should be followed by **in-person training**
- **Expectation:**
 - Drivers should complete **in-person PAT within 90 days (aligns w/quarterly training)**

Peer State Practices

- **Massachusetts:**
 - Primarily uses:
 - RLS staff or IC trainers
 - No in-house trainers
 - Frequent training offerings
 - 3-year renewal (in-person), 1-year (virtual)

- **Discussion:**
 - Potential to review practices in **Vermont**

5. Training Needs – SFY 2027

- Agencies encouraged to identify **future training needs**

Action Item: Submit training needs for SFY 2027 to **Terri Paige**

6. Capacity & Logistics

- Both Teri Palmer and Terri Paige indicated:
 - Capacity to host **more than 12 participants per training**

7. Next Meeting Focus

- Finalize:
 - **Training Policy decisions**
 - **SFY 2027 Training Schedule**
- Additional topic (time permitting):
 - **Website updates and discussion**

Action Items

Action	Responsible	Timeline
Submit SFY 2027 training needs	All agencies → Terri Paige	Prior to next meeting
Prepare final training policy revisions	Project Team	Next meeting
Develop SFY 2027 training schedule	Project Team + Advisory	Next meeting