

NHRTAP Advisory Committee Meeting Notes

Date: April 30, 2026

Time: 11 AM- 12 PM EST

Location: Online

Attendees:

NHDOT: Cathy Cormier

5311 Agencies: Terri Paige-CAPBM, Teri Palmer-Advance Transit, Ashley Manning-Advance Transit, James Bergquist-Southwestern Community Services (SCS) Transportation

RLS & Associates, Inc.: Tammy Buttweiler

1. Budget & SFY26 Closeout

- Updated budget was sent to Cathy (**Completed 4/30/2026**)
- Ongoing coordination between:
 - **Terri Paige (CAPBM)** and Tammy on **projected SFY27 budget**

2. SFY27 Training Calendar

- **Terri Paige (CAPBM)** to finalize SFY27 Training Calendar
 - **Deadline: Next Tuesday** (sent for review 4.30.26)

Training Structure

- **3 classes per quarter (confirmed)**
- Emphasis on **geographic distribution** to improve access

Training Delivery Approach

- Strong consensus for:
 - **Primarily in-person training for SFY27**

Agency Input:

- **Ashley Manning (Advance Transit):** prefers in-person
- **James Bergquist (SCS Transportation):** prefers in-person
- **Teri Palmer (Advance Transit)** (sharing feedback from Jeanene McDonald): in-person is most helpful
- **Terri Paige (CAPBM):** prefers in-person but noted virtual is convenient

Conclusion:

- SFY27 will be planned as **primarily in-person**
- Virtual training may be added **if budget allows**

3. Virtual Training (DD & EP)

- Question raised regarding continuation of webinars
- **Terri Paige (CAPBM)** noted:
 - Virtual training was cancelled due to **budget constraints**
 - **National RTAP** offers:
 - Defensive Driving (DD)
 - Emergency Procedures (EP)
 - Certificates are provided

4. PAT Training for 5310 Subrecipients

Participation Approach

- 5310 agencies may attend NHRTAP trainings:
 - **On a space-available basis**
 - **5311 agencies receive priority**

Proposed Policy Direction

- 5310 participants:
 - Placed on **waitlist**
 - Notified **7 days prior** if space is available

Capacity Outlook

- Following the recent certification push:
 - Classes are **not expected to consistently reach capacity**
- Geographic locations are considered **accessible for 5310 participation**

Agency Status

- **Terri Paige (CAPBM)** and **James Bergquist (SCS Transportation)**: expect to be caught up by early May
- **Teri Palmer (Advance Transit)**: expects Advance Transit to be caught up by end of May

5. Training Policy Discussion

Key Themes

- Policy should:
 - Support **compliance requirements**
 - Provide **clear, practical guidance**
 - Be **formally posted on the NHRTAP website**

Topics Raised

- Certification timelines:
 - RLS webinars → 1 year
 - In-person PAT → 3 years
 - National RTAP → **requires confirmation for consistency and consensus**
- New hire expectations:
 - Consider inclusion of a **90-day training requirement**

5310 Considerations

- Policy should clarify:
 - Participation rules (waitlist approach)
 - Coordination with 5311 agencies

Coordination Example

- If an agency (e.g., COAST) has an established training program:
 - Training should be **recognized as valid/certified**
- 5310 agencies may attend NHRTAP training:
 - **If space is available**
- COAST identified as a potential **training hub (receives 5311 funding)**

6. Scholarship Policy Discussion

Key Points

- Mobility Managers (MM):
 - Are part of the 5311 program
 - Should include a **training line in their budgets**
- Need to:
 - Better align training opportunities with MM needs
 - Ensure funding supports appropriate training

Training Considerations

- **CTAA:**
 - Not always aligned with Mobility Manager needs
 - Does not consistently offer MM-specific sessions
- **National RTAP:**
 - Previously planned MM training track (cancelled)

Approach Moving Forward

- **Tammy and Fred to:**
 - Guide Mobility Managers toward appropriate training opportunities
- **5311 agencies to:**

- Provide input on **SFY27 scholarship needs**

7. Action Items

Action	Responsible	Timeline
Finalize SFY27 Training Calendar	Terri Paige (CAPBM)	Next Tuesday
Coordinate projected SFY27 budget	Terri Paige (CAPBM) & Tammy	Ongoing. (Received for review 4.30.26)
Reach out to COAST regarding training participation	Terri Paige (CAPBM)	TBD
Review and provide comments on Training Policy	Teri Palmer (Advance Transit), Terri Paige (CAPBM)	ASAP (to be formalized and posted on website)
Confirm National RTAP certification timelines	NHDOT / Project Team	TBD
Send updated Training Policy	Tammy	Completed
Submit SFY27 scholarship needs	5311 Agencies	TBD

Next meeting: May 28, 2026