

***New Hampshire Transit Association (NHTA)***

**September 30, 2011**

**MINUTES**

**Present:** Van Chesnut, Jim Sudak, Ken Hazeltine, Bev Raymond, Karen Jennison, Beverly Raymond, Chris Andreasson

- I. **Minutes of September 1, 2011 Meeting** - Ken made a motion to approve the minutes as written, Jim 2<sup>nd</sup> the motion, minutes approved.
- II. **RTAP Meeting & DOT update;** The RTAP segment was the primary focus of the NHTA meeting. ( Only a few members present )

Karen from DOT distributed handouts along with the agenda for the meeting. (attached) Her minutes from the meeting are attached. There was discussion on a 2 day “train the trainer” workshop titled “Advanced Mobility Device Securement Skills Development Workshop”, presented by NTI. Karen will be looking into dates and possible locations to hold this workshop. Manchester was mentioned as a possible location. This may happen in early spring or possibly sooner.

Karen stated that contract amendments will be going out. Regarding 5310 vehicles, they have to go before G & C first before the vehicle procurements can go out.

There were 6 findings by FTA during the DOT review; DOT has not received the final report yet. The DOT will be conducting reviews at North Country and CTS next month.

- III. **Legislative update:** There will be a conference call conducted with Senator Shaheen’s staff, on October 5<sup>th</sup>. Ken comprise a list of talking points for the call:
  - Urban area impact with the new census and the Boston UZA expansion into NH and the potential impact to public transit if current population thresholds are not increased (200,000 pop.)
  - The need for a capital program that states can depend on for replacement of existing capital and capital for expansion of services.
  - Combining New Freedom, JARC and Sec. 5310 but still not lose sight of capital needs to support the elderly and disabled.
  - Requires states to improve support transit associations with RTAP funding.
  - Streamline FTA reporting and oversight to reduce administrative burden for all FTA programs.
  - Require states to participate in the transportation coordination process in a meaningful way, not just funding.
  - Relook at coordination efforts when other Federal agencies (DHHS) are not requiring their programs to be part of the coordination process.
  - Streamline the federal procurement process. Current process is too burdensome.

IV. **Other Business:** The Tri-State Transit Conference will be a monthly agenda item , planning will begin.

V. **Next Meeting:** November 3, 2011

**Meeting adjourned**

**Recorder:** Harry Costick, Secretary

**RTAP Advisory Committee Meeting  
(Held at the Tri-State Conference in Portland, Maine)  
September 30, 2011**

**Attendees:** Van Chesnut, Chris Andreason, Beverly Raymond, Harry Costick, Ken Hazeltine, Jim Sudak, Karen Jennison

**Updates:**

**RFP for RTAP Program.** Karen Jennison provided an update on the status of the RTAP RFP. National RTAP is hosting a webinar on 11/2/11 on the subject "Outsourcing Your State RTAP Program". NHDOT will be participating in the webinar and will take any pertinent information addressed in the webinar and incorporate into the RFP before releasing the RFP. RFP anticipated in Spring 2012.

**Training Platforms.** NHDOT has approved the purchase of training platforms for RTAP instructors or 5311 subrecipients to utilize for training purposes. The original cost per platform was quoted at \$1,495 plus shipping. We are able to obtain the platforms through Northern Bus at \$1,300 with shipping if the platforms are procured by the end of October 2011. Each 5311 agency will need to purchase their own training platform and submit the invoice to RTAP for reimbursement. Karen will send out an e-mail notice to all 5311's with procurement information.

**NTI Advanced Mobility Device Securement Skills Development Workshop.** The RTAP Advisory Committee is interested in having NHDOT host a two-day Advanced Mobility Device Securement Skills Development Workshop through NTI and open it up to urbans and other States. A recommendation from Advisory Committee members was made to hold the class at Manchester Transit because they have a maintenance facility. Possible backup facility could be Horseshoe Pond Place if Manchester Transit is not available. Karen will follow-up with Mike Whitten at Manchester Transit to see if they would allow us to use their facility to host the training class. Scooters and wheelchairs could be rented through REM, Keene medical or REI. Ken Hazeltine may be able to obtain a wheelchair from his agency. The Advisory Committee agreed that Spring 2012 would be the best time to schedule the class. Karen will follow-up with NTI on available dates and a maximum number of participants.

**Tri-State Conference 2012.** NH will definitely host the 2012 Tri-State Conference. The Advisory Committee proposed to have NHTA coordinate the Tri-State Conference and the consensus was to hold the conference in Portsmouth. Karen will follow-up with Kit Morgan and Shelley Winters for approval to have NHTA take the lead to put on the conference. If NHTA receives approval, it will secure a location in Portsmouth for a date in mid to late September 2012 and will start pursuing speakers. It was agreed that it would be beneficial to continue to have speakers like Michael Noel and to have the NHDOT Commissioner speak regarding his commitment to transit. It was noted that Trish from Maine DOT would be available to facilitate in the same capacity that she did for 2011 Tri-State Conference (agendas, pictures, audio, etc.). The committee was in agreement to try to receive material from the presenters ahead of time to put on flash drives to hand out to participants versus providing paper copies of material.

**SFY 2011 Year End Reporting.** Reviewed printout copies of RTAP FY2011 year-end reporting.

The Advisory Committee proposed to increase the amount of RTAP Scholarships due to increased costs for travel (hotel, air flights). It was proposed to increase 5311 subrecipients to \$5,000 and 5310 agencies to \$4,000. Karen will follow-up with Shelley and Kit for approval.

Suggestions for possible sessions at the next 2012 Tri-State Conference will be discussed at the next NHTA meeting. A few ideas mentioned at the Advisory Committee meeting include:

- Title VI to incorporate new changes
- Safety & Security Training (Ream Lazaro)
- Emergency Preparedness Training
- People First Language
- National Association of Trainers

It was also suggested to have PAT and Evac courses updated on regular basis to stay current with changes to ADA and FTA regulations.

### **RTAP budgeting in TEAM**

The Advisory Committee requested to keep the current level budgeted for non-scholarship funding (technical assistance).

The Advisory Committee requested that NHDOT remain flexible in the way they review and approve technical assistance projects and not require specific guidelines for usage.

The Advisory Committee requested NHDOT remain open to submitting requests for technical assistance projects on an as-needed basis and not require projects be requested through an application on a deadline basis.

If agencies have a special request for use of RTAP funds they need to submit a written request to NHDOT for review and NHDOT will review them on a case-by-case basis.

### **Other:**

NHTA needs to find ways to get administration funds and is looking to NHDOT for ways to get funding. How are other State DOTs assisting their Transit Associations?

**Next Meeting Date:** Next meeting date is scheduled for January 5, 2011 before the NHTA meeting.