

Annual Report

New Hampshire Local Technical Assistance Program

January 1, 2016
through
December 31, 2016



New Hampshire
Technology Transfer Center



Local & Tribal Technical
Assistance Program



University of
New Hampshire



Annual Report

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NH Local Technical Assistance Program

Advisory Board

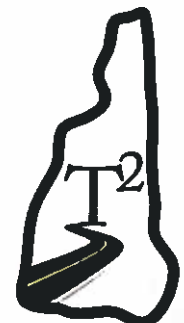
- NHDOT Representatives
 - **Glenn Davison** - Supervisor of Systems Planning, Civil Engineer VI, Bureau of Planning & Community Assistance
 - **Nancy Mayville** - Municipal Highways Engineer, Bureau of Planning & Community Assistance
- FHWA Representative
 - **January - September: Christopher Tilley** - Area Engineer, New Hampshire Division
 - **October - December: Yamilee Voley** - Engineering & Operations Supervisor, New Hampshire Division
- Municipal Representatives
 - NH Public Works Association
 - (1) **Martha Drukker** - Associate Engineer, City of Concord
 - (2) **Dave Danielson**, NH State Representative, Foresee Advocacy
 - NH Road Agents Association
 - Richard Lee** - Director of Public Works, Town of New London
 - NH Public Works Mutual Aid
 - Vacant*
 - NH Regional Planning Commission
 - Vacant*
 - NH Municipal Association
 - Vacant*

NH Local Technical Assistance Program

Staff

Current Staff as of December 31, 2016:

Charlie Goodspeed	Executive Director and Principle Investigator
Amy Begnoche	LTAP Director
Stephanie Cottrell	Training Coordinator
George "Butch" Leel	Senior Training Instructor
Robert Goodrich	Training Instructor
Luke Davison	Student Worker



New Hampshire
Technology Transfer Center

2016 Accomplishments

NH Local Technical Assistance Program *January 1, 2016 – December 31, 2016*

It should be noted that the Grant Proposal for January 1, 2016 through December 31, 2017 was not approved and signed by the Governor & Council until their meeting on April 20, 2016. Therefore, most “normal” activities for the LTAP were on hold until April 20. During this down time, we did keep the office open and worked on projects.

The following are some of the key activities of the NH Local Technical Assistance Program during 2016 (referred to as “LTAP”).

❖ Training

- Delivered **87 training sessions** (workshop days) on **29 different topics**. In these training sessions, the LTAP delivered **411 training hours**, with each workshop day usually lasting 5 training hours.
- Developed **2 new workshops**:
 - Municipal Tree Workers
 - Trench Safety
- **1,237 total participants** attended workshops. It should be noted that “participants” are not individuals, as some individuals went to more than one workshop.
 - Overall, these participants attended **5,861 hours** of training. If this number seems low compared to other years, it should be noted that for the first time this year we have split the Conferences we hosted instead of lumping them in with workshops.
 - The total number of participants is further broken down as follows:
 - **861** from local municipalities
 - **137** from the NHDOT (*all districts participated*)
 - **13** consultants
 - **224** contractors
 - **1** from FHWA
 - **1** from another organization not listed above



- The LTAP conducted **10** private trainings
 - **3** workshops for the NHDOT
 - **1** Advanced Grader workshop
 - **1** 3-day Backhoe workshop
 - **2** workshops for UNH Grounds & Events

❖ **Roads Scholar Program**

- There are currently **687 active Roads Scholars** in our program, all of whom have participated in a workshop in the past three years.
 - **393** – Level 1 Roads Scholars
 - **51** – Level 2 Roads Scholars
 - **68** – Senior Roads Scholars
 - **142** – Master Roads Scholars
 - **32** – Master Roads Scholars II
 - **1** – Advanced Master Roads Scholar
 - **230** – Safety Champions
- Master Roads Scholars
 - During 2016:
 - **11** individuals became Master Roads Scholars
 - **12** individuals became Master Roads Scholars II
 - A Master Roads Scholar Luncheon was held on December 8 to honor their achievements:
 - **9** Master Roads Scholars were able to attend and be honored
- Since the NH LTAP opened in 1986, **7,160 individuals** have attended at least one workshop, with **1,537 individuals** being recognized during this time as Roads Scholars, having completed at least Level 1.

❖ **Conferences**

- The LTAP hosted the following the Conferences throughout the year:
 - **3rd Annual NH Salt Symposium – September 12, 2016 – 185 attendees**
 - **Road Managers & Supervisors Meeting – December 20, 2016 – 8 attendees**

- The LTAP was not an official host, but was instrumental in coordinating the following Conferences throughout the year:

- NHPWA Technical Meeting – *March 30, 2016 – 71 attendees*
- NHPWA Annual Meeting – *May 5, 2016 – 40 attendees*
- Municipal Plow Rally – *September 21, 2016 – 136 attendees*

❖ **Newsletter – Road Business**

- 4 issues were published with a total of **18** articles.
- The newsletter is published and distributed as follows:
 - Mailed to each community and any interested person who requests it by mail (*the current mailing list totals 271 addresses*)
 - Electronically sent to the public works listserv, PW.net (*currently 510 subscribers*)
 - Published on the website
- Coordinated with UNH staff and faculty to provide articles related to public works interests

❖ **Social Media**

- Website – updated frequently with new information
- Facebook – updated frequently, at least once a week
- Twitter – updated occasionally
- Youtube channel – updated as new videos are received

❖ **Listserves and Googlegroups**

- The LTAP hosts **3** listservs:
 - The PW.NET Listserv has over **500** subscribers, and is used regularly
 - The Nh.roadmanagers and nhpama.members listservs are used infrequently
- The LTAP hosts **5** active GoogleGroups:
 - NH LTAP Advisory Committee
 - NH Public Works Association Board
 - NH Public Works Association Members
 - NH Public Works Mutual Aid
 - NH Salt Symposium

❖ **Affiliate Groups and Partnerships**

- The LTAP Personnel serve on **8** Boards, Committees and Workgroups:
 - **NH Public Works Association**
 - Begnoche serves on the Board of Directors
 - The LTAP does the following for the Association:
 - ◆ assists with coordination and promotion of all events and seminars
 - ◆ hosts their website
 - ◆ publishes the newsletter
 - ◆ updates and maintains the flyer
 - **NH Public Works Mutual Aid Program**
 - Begnoche serves on the Board of Directors
 - The LTAP does the following for the Association:
 - ◆ hosts their website
 - ◆ hosts their database
 - ◆ updates and maintains the flyer
 - **State Transportation Innovation Council (STIC):**
 - Begnoche serves as a member of the Council
 - The LTAP assists with coordination and promotion of all programs under Every Day Counts, and decides where STIC money should be spent within the State
 - **National LTAP Association**
 - Begnoche serves as the Vice Treasurer
 - Begnoche serves as the Northeast Regional Representative, a member of the Executive Council
 - Communications Workshop – Cottrell serves as the Co-Chair
 - Annual Conference Workgroup – Begnoche serves as a member
 - Professional Development Joint Program – Begnoche serves as a member
 - **NH Salt Symposium:** Begnoche serves as a member of the Planning Committee
 - **NH Construction Career Days:** Begnoche, Cottrell and Leel serve as members of the committee
 - **T² Advisory Board:** All staff participated in the Advisory Board meetings.
- **Partnership with NHDES:**
 - **NH LTAP** was instrumental in developing and was the first organization approved to instruct the following workshops, and continues to do so on a regular basis:
 - **Green SnowPro Training**

- ◆ *associated:* Green SnowPro Refresher for Recertification
 - Culvert Maintainer Certification
 - ◆ *associated:* Culvert Maintainer Recertification Training
- Assisted with coordination, planning and promotion of the 3rd Annual NH Salt Symposiums

❖ Management

- Prepared and distributed information regarding *Build a Better Mousetrap* to all municipalities in NH, both through mail and electronically to the listserv.
 - In 2016, one entry was received by the deadline. It was forwarded to ARTBA for inclusion in their national competition. It did not win, but it was included in the printed materials distributed nationwide.
 - For the 2017 contest, requests for entries was sent out at the end of 2016, with the deadline for entry being April 30, 2017.
- Retroreflectometer: coordinated program to lend Retroreflectometer to NH municipalities
- Coordinated with UNH staff as needed, both in regard to budgetary matters, personnel, space issues, and other miscellaneous matters.
- Database
 - Update with new information on a daily basis, including new courses, workshops, registrations, and users
 - Working with UNH to update and improve the functionality of the database in an effort to smooth work flow
 - T² currently has **8,665** users in our database
- Update and maintain the T² flyer and promotional materials

List of Staff Activities

(Excluding NH LTAP Workshops)

January 1, 2016 – December 31, 2016

Acronyms:

LTAP - Local Technical Assistance Program
NHDOT - New Hampshire Department of Transportation
NHPWA - New Hampshire Public Works Association
NHPWMA - New Hampshire Public Works Mutual Aid
NLTAPA - National Local Technical Assistance Program Association
STIC - State Transportation Innovation Council

Booths / Exhibits

1. Mountain of Demonstrations on May 26 in Newbury, NH
2. Emergency Management Conference on June 9 in Manchester, NH
3. Ken Ward Plow Rally on September 21 in New Boston, NH
4. NHMA Conference on November 16-17 in Manchester, NH

Conferences / Meetings / Conference Calls

January:

1. Begnoche participated in conference call for NH Salt Symposium
2. Begnoche & Cottrell attended NLTAPA Business Meeting in Arlington, VA
3. Begnoche participated in conference call for NLTAPA Conference Planning Workgroup
4. Begnoche participated in conference call for NLTAPA Professional Development
5. Begnoche attended NHPWA Board Meeting in Concord, NH
6. Begnoche participated in conference call for Salt Grant

February:

7. Begnoche participated in conference call for NH Salt Symposium
8. Begnoche attended NHPWMA Board meeting in Concord, NH
9. Begnoche participated in conference call for NLTAPA Conference Planning Workgroup
10. Begnoche participated in conference call for NHPWMA Training
11. Begnoche participated in conference call for Green SnowPro Trainings
12. Cottrell attended CEPS Admin meeting at UNH

March:

13. Begnoche participated in conference call for NLTAPA Regional Meeting
14. Begnoche participated in conference call for NH Salt Symposium

15. Begnoche attended Construction Career Days meeting in Manchester, NH
16. Begnoche participated in conference call for NLTAPA Conference Planning Workgroup
17. Begnoche participated in conference call for NLTAPA Professional Development
18. Begnoche attended lunch with contractor regarding NH Salt Symposium
19. Begnoche & Leel attended meeting at NHDOT regarding workshop policies in Concord, NH
20. Begnoche attended Capital Budget Overview Committee Meeting in Concord, NH
21. Begnoche, Cottrell, & Leel attended NHPWA Technical meeting in Concord, NH
22. Begnoche attended NHPWA Board Meeting in Concord, NH

April:

23. Begnoche participated in conference call for NH Salt Symposium
24. Begnoche, Cottrell, Leel & Goodrich attended ACEC Technical Conference in Concord, NH
25. Begnoche, Cottrell, & Leel attended Advisory Board Meeting in Concord, NH
26. Begnoche attended STIC meeting in Concord, NH
27. Begnoche & Cottrell attended Governor and Council Meeting in Concord, NH

May:

28. Begnoche participated in conference call for NH Salt Symposium
29. Begnoche, Cottrell & Leel attended NHPWA Annual Meeting in Manchester, NH
30. Begnoche attended NHDOT Operations Meeting in Concord, NH
31. Begnoche, Cottrell, Leel, & Goodrich attended NLTAPA Regional Meeting in Portland, ME
32. Leel attended NHDOT Plow Rally in Rochester, NH
33. Begnoche participated in conference call for NLTAPA Conference Planning Workgroup
34. Begnoche participated in conference call for NLTAPA Executive Committee
35. Begnoche, Cottrell, & Leel attended APWA North American Snow Conf. in Hartford, CT
36. Begnoche, Cottrell & Leel attended Mountain of Demonstrations in Newbury, NH

June:

37. Begnoche attended meeting between T2 and SPA at UNH
38. Begnoche attended STIC Meeting in Concord, NH
39. Begnoche participated in conference call for NH Salt Symposium
40. Begnoche attended Northeast Transportation Safety Conference in Worcester, MA
41. Begnoche attended NHPWMA Board meeting in Manchester, NH
42. Begnoche, Cottrell, Leel & Goodrich attended Emergency Preparedness Conference in Manchester, NH
43. Begnoche & Cottrell attended the NHPWA Cruise in Portsmouth, NH
44. Begnoche & Cottrell attended a professional development seminar in Portsmouth, NH
45. Begnoche attended the NHPWA Board meeting in Concord, NH

July:

46. Begnoche participated in conference call for NH Salt Symposium
47. Begnoche & Cottrell attended Advisory Board Meeting in Concord, NH
48. Begnoche & Cottrell attended Executive Committee meeting in Madison, WI
49. Begnoche & Cottrell attended NLTAPA Annual Meeting in Madison, WI

August:

50. Begnoche participated in conference call for NH Salt Symposium
51. Begnoche attended the NHPWA Board meeting in Concord, NH
52. Begnoche attended meeting for NH Salt Symposium in Concord, NH
53. Begnoche participated in conference call for NH Salt Symposium

September:

54. Begnoche participated in conference call for NH Salt Symposium
55. Begnoche participated in conference call for NLTAPA Regional Representatives
56. Begnoche attended meeting for NH Salt Symposium in Concord, NH
57. Begnoche, Cottrell, & Leel attended NH Salt Symposium in Concord, NH
58. Begnoche participated in conference call for NLTAPA Executive Committee
59. Begnoche, Cottrell, & Leel attended Municipal Plow Rally in New Boston, NH
60. Begnoche, Cottrell, & Leel attended Construction Career Days in New Boston, NH
61. Begnoche attended meeting regarding new workshop in Exeter, NH

October:

62. Begnoche participated in conference call for NH Salt Symposium
63. Cottrell attended CEPS Admin meeting at UNH
64. Cottrell participated in conference call for NLTAPA Communications Workgroup
65. Begnoche participated in conference call for NLTAPA Executive Committee
66. Begnoche attended STIC meeting in Concord, NH
67. Begnoche participated in conference call for NLTAPA Conference Planning Workgroup
68. Begnoche participated in conference call for NH Salt Symposium Fiscal Agent
69. Begnoche attended NHPWA Board meeting in Concord, NH
70. Begnoche attended meeting with Cornerstone regarding NHPWA in Concord, NH

November:

71. Begnoche attended EDC-4 Summit in Albany, NY
72. Cottrell attended professional development conference in Portsmouth, NH
73. Begnoche attended NLTAPA Executive Committee Meeting in Arlington, VA
74. Begnoche, Leel & Goodrich attended Advisory Board Meeting in Concord, NH
75. Begnoche, Cottrell, Leel & Goodrich attended NHMA Conference in Manchester, NH
76. Begnoche attended NHPWA Board meeting in Manchester, NH
77. Begnoche participated in conference call for NLTAPA Professional Development

December:

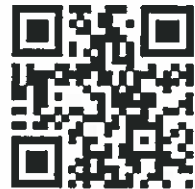
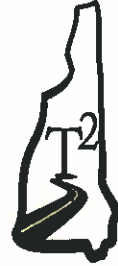
78. Begnoche attended NHPWMA Board meeting in Concord, NH
79. Begnoche, Cottrell, Leel & Goodrich attended the MRS Luncheon in Concord, NH
80. Cottrell participated in conference call for NLTAPA Communications Workgroup



UNH - Technology Transfer Center

TRAINING CALENDAR

SPRING, 2016



Please be aware that new and additional workshops are being added to this Calendar as they are confirmed. Please go to our website at www.t2.unh.edu/training-calendar for the most up-to-date version of this calendar:

To register for any workshop, please complete the form at www.t2.unh.edu/workshop-registration-form, email t2.center@unh.edu, or call (603) 862-2826 or (800) 423-0060.

Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
3/24	Green SnowPro Training	5 Environmental	Municipal Center 14 Manning Road Derry, NH	\$100 / \$100
4/6	Green SnowPro Refresher for Recertification <i>AM Session</i>	2 Environmental	Municipal Center 14 Manning Road Derry, NH	\$25 / \$25
5/16 5/17 5/18 5/19 5/20	Advanced Grader	5 Technical	NHDOT-District 1 Shed 500 Route 302 Twin Mountain, NH	\$100 / \$200
5/17	Pavement Preservation	5 Technical	Barrington Town Shed 226 Smoke Street Barrington, NH	\$60 / \$120

Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
5/18	Green SnowPro Training	5 Environmental	DPW Training Room 74 Lockehaven Road Enfield, NH	\$100 / \$100
6/1	Flagger Certification	5 Safety	Safety Building 1 Scribner Road Raymond, NH	\$100 / \$200
6/2	Culvert Maintainer Certification Training	5 Environmental	NHDOT - District 2 Office 8 Eastman Hill Road Enfield, NH	\$100 / \$200
6/2	Road Safety 365	5 Safety	Grappone Center 70 Constitution Ave Concord, NH	\$60 / \$120
6/8	Chainsaw Safety & Maintenance	5 Technical	Landfill Facility 370 Plainfield Road Lebanon, NH	\$60 / \$120
6/13	Backhoe Operation & Safety - Day 1 of 2	5 Safety	NHDOT - 206 Patrol Shed 84 Ayers Island Road Bristol, NH	\$75 / \$150
6/14 6/15 6/16	Backhoe Operation & Safety - Day 2 of 2	5 Technical	NHDOT - 206 Patrol Shed 84 Ayers Island Road Bristol, NH	\$75 / \$150
6/14	Culvert Maintainer Certification Training	5 Environmental	Common Man Inn 231 Main Street Plymouth, NH	\$100 / \$200
6/21	Gravel Roads Maintenance	5 Technical	Holiday Inn 172 North Main Street Concord, NH	\$60 / \$120
6/21	Chainsaw Safety & Maintenance	5 Technical	Safety Building 1 Scribner Road Raymond, NH	\$60 / \$120
6/22	Flagger Certification	5 Safety	Fireside Inn 25 Airport Road Lebanon, NH	\$100 / \$200

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Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
6/22	Culvert Maintainer Recertification Program <i>AM Session</i>	2 Environmental	Audubon Society 84 Silk Farm Road Concord, NH	\$25 / \$25
6/23	EDC-3: Smarter Work Zones	2 Supervisory	NHDOT - Materials & Research Building 7 Hazen Drive Concord, NH	Free
6/24	Green SnowPro Refresher for Recertification <i>AM Session</i>	2 Environmental	NH DES 29 Hazen Drive Concord, NH	\$25 / \$25
6/27	Grader Operation & Safety - Day 1 of 2	5 Safety	Safety Complex 144 North Stark Highway Weare, NH	\$75 / \$150
6/28 6/29 6/30 7/1	Grader Operation & Safety - Day 2 of 2	5 Technical	Safety Complex 144 North Stark Highway Weare, NH	\$75 / \$150
6/28	Green SnowPro Training	5 Environmental	McConnel Center 61 Locust Street, Room 305 <i>Use Door #7</i> Dover, NH	\$100 / \$100
7/13	I'm the Boss... Now What?	5 Supervisory	Audubon Society 84 Silk Farm Road Concord, NH	\$60 / \$120
7/13	A Hard Road to Travel	5 Supervisory	NHMA 25 Triangle Park Drive Concord, NH	\$100 / \$200 <i>with book</i>
7/14	Green SnowPro Training	5 Environmental	VFW 600 Cottage Street Littleton, NH	\$100 / \$100

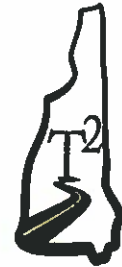
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UNH - Technology Transfer Center TRAINING CALENDAR FALL, 2016

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Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
8/25	Flagger Certification	5 Safety	Holiday Inn 172 North Main Street Concord, NH	\$100 / \$200
8/31	Drainage, Drainage, Drainage	5 Technical	Common Man Inn 21 Water Street Claremont, NH	\$60 / \$120
9/1	Culvert Maintainer Certification Training	5 Environmental	DPW Training Room 350 Marlboro Street Keene, NH	\$100 / \$200
9/1	Municipal Garages & Safety	5 Safety	Safety Building 1 Scribner Road Raymond, NH	\$60 / \$120
9/7	Basics of a Good Road	5 Technical	Town Hall 1 Union Street Milford, NH	\$60 / \$120

Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
9/7	First Aid, CPR & AED 5 Safety		NHCPR Safety Services 9 Cedarwood Dr., #9 Bedford, NH	\$100 / \$200
9/8	Bucket Truck Operation & Safety	5 Technical	Municipal Center 14 Manning Street Derry, NH	\$60 / \$120
9/27	Chainsaw Safety & Maintenance	5 Technical	Safety Complex 144 North Stark Highway Weare, NH	\$60 / \$120
9/28 9/29	OSHA Roadway Construction Training - 2 Days	10 Safety	Common Man Inn 231 Main Street Plymouth, NH	\$100 / \$200
9/29	Road Safety 365	5 Safety	Audubon Society 84 Silk Farm Road Concord, NH	\$60 / \$120
10/4	Culvert Maintainer Certification Training	5 Environmental	Audubon Society 84 Silk Farm Road Concord, NH	\$100 / \$200
10/6	A Hard Road to Travel	5 Supervisory	NHMA 25 Triangle Park Drive Concord, NH	\$100 / \$200 <i>with book</i>
10/6	Trench Safety	5 Safety	Common Man Inn 231 Main Street Plymouth, NH	\$60 / \$120
10/11	Culvert Maintainer Recertification Program AM Session	2 Environmental	Holiday Inn 172 North Main Street Concord, NH	\$25 / \$25
10/11 10/12 10/13 10/14	Grader Operation - Hands On ONLY	5 Technical	NHDOT - District 1 Patrol Shed 500 Route 302 Whitefield, NH	\$75 / \$150

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Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
10/17	Backhoe Operation & Safety - Day 1 of 2	5 Safety	NHDOT - 206 Patrol Shed 84 Ayers Island Road Bristol, NH	\$75 / \$150
10/18	Backhoe Operation & Safety - Day 2 of 2	5 Technical	NHDOT - 206 Patrol Shed 84 Ayers Island Road Bristol, NH	\$75 / \$150
10/19				
10/20				
10/21				
10/18	Green SnowPro Training	5 Environmental	Dept. of Public Works 13 Newfields Road Exeter, NH	\$100 / \$200
10/24	Green SnowPro Refresher for Recertification	2 Environmental	NH DES 29 Hazen Drive Concord, NH	\$25 / \$50
10/25	Pavement Preservation	5 Technical	Center at Eastman 6 Club House Lane Grantham, NH	\$60 / \$120
10/26	Green SnowPro Training	5 Environmental	Common Man Inn 231 Main Street Plymouth, NH	\$100 / \$200
10/26	Traffic Incident Management Training	5 Safety	Audubon Society 84 Silk Farm Road Concord, NH	\$60 / \$120
10/27	Municipal Tree Workers Workshop	5 Safety	DPW 13 Newfields Road Exeter, NH	\$60 / \$120
10/31	Excavator Operation - Hands On ONLY	5 Technical	Safety Complex 144 North Stark Highway Weare, NH	\$75 / \$150
11/1				
11/2				
11/3				
11/4				
11/2	Culvert Maintainer	2 Environmental	Audubon Society	\$25 / \$25

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Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
	Recertification Program <i>AM Session</i>		84 Silk Farm Road Concord, NH	
11/3	Treating Pavement Beyond Preservation	5 Technical	Dept. of Public Works 350 Marlboro Street Keene, NH	\$60 / \$120
11/9	Flagger Certification	5 Safety	Dept. of Public Works 226 Smoke Street Barrington, NH	\$100 / \$200
11/10	Municipal Tree Workers Workshop	5 Safety	Municipal Center 14 Manning Road Derry, NH	\$60 / \$120
11/15	Green SnowPro Training	5 Environmental	Common Man Inn 21 Water Street Claremont, NH	\$100 / \$200
11/15	Planning & Predicting For Winter Maintenance	5 Technical	Fireside Inn 25 Airport Road West Lebanon, NH	\$60 / \$120
11/22	I'm the Boss... Now What?	5 Supervisory	Municipal Center 14 Manning Road Derry, NH	\$60 / \$120

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