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I. History, Background, General Operations

In 1982, the United States Congress established the Rural Technical Assistance Program (“RTAP”). In 1991 the name was changed to the Local Technical Assistance Program (“LTAP”), as the Intermodal Surface Transportation Efficiency Act widened the program’s scope to include urban areas with populations over 50,000. At that time, the Tribal Technical Assistance Program (“TTAP”) was also created.

Together, these programs help local agencies build, maintain, and operate America’s transportation system by delivering targeted training and technical assistance to local and tribal governments. Currently there are 51 LTAP’s with one in every state and Puerto Rico. There are several Centers in transition, but every state has a program in place. In 2017, the 7 regional TTAPs were closed and 1 Nationwide Center was started to provide support to all Tribes in the United States.

The New Hampshire LTAP center was officially created in 1986 at the University of New Hampshire, one of the university sites selected to house this program in the fifth year of the RTAP program. Support for the program is provided by the Federal Highway Administration (“FHWA”), the New Hampshire Department of Transportation (“NHDOT”), and the University of New Hampshire (“UNH”).

A. Mission: To foster a safe, efficient, and environmentally sound surface transportation system by improving skills and increasing knowledge of the transportation workforce and decision makers

B. Vision: Improve the quality and safety of the surface transportation system through collaborative partnerships, training and information exchange

The New Hampshire LTAP center (NH-LTAP) has a proven track record of over 30 years as an outreach program for the transportation workforce and has become a trusted resource for local agencies seeking training and technical assistance. Its ability to efficiently and effectively transfer technology and information through courses and relationships to the rural and urban partners and customers is its primary measure of success.

The NH-LTAP provides education and technical assistance on transportation-related matters to a wide variety of entities, including city and town street/highway departments, public works departments, elected and appointed public officials, private individuals, corporations, and other stakeholders. By sharing and improving the distribution of this information, the program promotes efficient use of local transportation agencies’ scarce resources.

NH-LTAP’s vision is to improve the quality and safety of the surface transportation system through interactive relationships and information exchange. The NH-LTAP builds on long-standing relationships among partners including the FHWA, NHDOT, New Hampshire Public Works Association (“NHPWA”), New Hampshire Public Works Mutual Aid (“NHPWMA”), New Hampshire Road Agents Association, NH Good Roads Association, NH Construction Career Days, National LTAP Association (“NLTAPA”), American Public Works Association, and FHWA Every Day Counts trainings.

The overarching methodology of NH-LTAP is to:
- integrate services and resources into a centralized location;
- coordinate with all the stakeholders; and
- accelerate distribution of transportation related technology by moving FHWA and NHDOT mandates, new transportation resources, and other information into the hands of the NH-LTAP constituents.
II. NH-LTAP Program Focus Areas

There are four focus areas that are vital to the success of NH-LTAP’s mission of fostering a safe, efficient, and environmentally sound surface transportation system:

- Safety
- Infrastructure Management
- Workforce Development
- Organizational Excellence

These focus areas are addressed by improving the skills and increasing the knowledge of the local and tribal transportation workforce. NH-LTAP achieves its objectives by providing seminars and training sessions, information sharing, on-site technical assistance, quarterly newsletters, transfer of technology materials, external communication, and evaluation.

Over the next decade, there will be a continual need for training, technology transfer, and implementation of best practices throughout the transportation community. Partnerships with NHDOT, FHWA, and other national transportation groups will enable NH-LTAP to better address these needs.

The NH-LTAP Program Management Plan has been developed with consideration input provided by clients, constituents and funding organizations, through:

- Federal initiatives presented at workshops,
- Stakeholders’ input through the Advisory Board and other direct requests,
- Clients and constituents provide input through needs assessments.

Safety: We will improve awareness and increase the implementation of best practices in roadway and worker safety. Safety is a primary concern of every part of the surface transportation system. LTAP/TTAP efforts are focused on delivering training and technical assistance in the core areas of roadway, worker and work zone safety. This is a particular priority for LTAP/TTAP, as rural roads account for approximately 33 percent of the vehicle miles traveled in the US, but they account for 55 percent of fatalities, and the fatality rate for rural crashes is more than twice the fatality rate in urban crashes. (LTAP/TTAP Strategic Plan, p. 5)

The goal of improving safety is being met by the NH-LTAP through training, technical assistance, and information dissemination. Specific goals related to safety to be addressed during 2019 include:

- **Training**: To offer a variety of training courses on various safety topics, including topics from all three categories: Roadway Safety, Worker Safety and Work Zone Safety.
- **NH Public Works Mutual Aid**: To increase participation in the NHPWMA by continuing involvement with the Board of Directors, by attending board meetings and conferences, maintaining program website, and coordinating program educational workshops and events.
- **Safety Awareness**: To increase awareness in safety by offering related workshops, publishing newsletter articles, adding relevant articles to the website, and participating in the conferences bringing the information directly to the employees.
- **MUTCD Requirements**: To increase knowledge and awareness of the MUTCD requirements as published by FHWA by offering relevant workshops.
- **Safe Flagging Operations**: To increase safety and awareness during flagging operations by offering a Flagger Certification workshop in which participants earn a flagger certification card, which is valid for four years through the American Traffic Safety Services Association and distributing safe flagger operation fact sheets.
- **Publications and Videos**: To increase knowledge on safety-related issues and awareness by adding safety-related publications and videos to our YouTube Library.
- **Tailgate Talks**: To increase knowledge on safety-related issues and awareness by creating and collecting, including in conjunction with NLTAPA, a library of ready-to-go safety talks that can be distributed or utilized by managers and others at team meetings, as well as that are presented monthly via Facebook GoLive by UNH T² staff.

- **Safety Tips**: To increase employee safety awareness by disseminating safety tips on various topics at every training session we hold.

**Infrastructure Management**: We will hasten the implementation of best practices in planning, design, construction, maintenance, management and operations of the surface transportation system.

*Infrastructure Management is a core activity of local and tribal transportation agencies. This requires solutions that maximize infrastructure performance while minimizing negative financial, human, and environmental effects. Local and rural road agencies are increasingly focused on the bottom-line financial management of transportation systems, a trend codified in the MAP-21 legislation. They are responsible for a multitude of upgrade, maintenance and repair activities, and must make decisions and carry out activities to support their local road system with very limited resources.*

(LTAP/TTAP Strategic Plan, p. 5)

The goal of improving infrastructure management is being met at the NH-LTAP through training, technical assistance, and information dissemination. Specific goals related to infrastructure management during 2019 include:

- **Training**: To offer a variety of training courses on various infrastructure management topics.
- **Technical Assistance**: To provide more technical assistance to municipalities via on-site visits, phone, or email.
- **Technical Articles**: To write and publish technical articles on a variety of infrastructure management issues.

**Workforce Development**: We help our stakeholders attract, retain and retrain a knowledgeable and skilled transportation workforce.

*The LTAP/TTAP Centers are located in academic institutions as well as State DOTs, linking us to both the pipeline into the transportation workforce as well as the front-line, managerial, administrative and elected workforce already in that pipeline. As educators and information sharers, the program is an important element in the Workforce Development cycle as the transportation sector works to attract, retain and retrain present and future workers.*

(LTAP/TTAP Strategic Plan, p. 5)

The goal of improving workforce development for local transportation agencies is being met at the NH-LTAP through training, technical assistance and information dissemination. Specific goals addressed during 2019 include:

- **Training**: Offered a variety of training courses on various workforce development topics, as well as offering awareness of other training and educational opportunities such as AASHTO TC3, FHWA webinars, and more.
- **Roads Scholar Program**: To continue to offer and administer the Roads Scholar Program, which categorizes all workshops in one of these four categories: Technical, Environmental, Safety and Supervisory. The Program sets forth Levels that can be attained, with hours counted in each category, and a “typical” workshop consisting of 5 hours.

**New Hampshire Roads Scholar Program - Achievement Levels**

- **Safety Champion**: requires 20 hours in Safety
- **Roads Scholar - Level 1**: requires 25 contact hours
- **Roads Scholar - Level 2**: requires 50 contact hours in the specific subject areas:
  - 20 hours of Technical
  - 10 hours of Safety
  - 5 hours of Environmental
  - 5 hours of Supervisory
  - 10 additional hours of any category (or electives)
- **Senior Roads Scholar** (Level 3): requires 75 contact hours and achievement of Level 2
- **Master Roads Scholar** (Level 4): requires 100 contact hours and achievement of Level 3
- **Master Roads Scholar II** (Level 5): requires 150 contact hours, be a Safety Champion and Level 4
- **Advanced Master Roads Scholar** (Level 6): requires 200 contact hours, achievement of Level 5 and completion of capstone project as agreed upon with NH LTAP Advisory Board
- Letters of achievement mailed to elected officials, leadership, and in some cases Human Resources
- Invitation to present award for Master Roads Scholar I and II, and Advanced Master Roads Scholar, at town select board meeting
- Press release noting Senior, Master I, Master II, and Advanced Master Roads Scholar achievements from past year
- **Master Roads Scholar Program Celebration**: To hold at least one recognition luncheon or event to recognize individuals who have recently achieved Master Roads Scholars level.
  - Press release with luncheon write up and photo to be released in January following year
- **Annual Roads Scholar Directory**: Published 2/14/2019 electronically and available by print as requested
  - Includes all active Roads Scholars (those who participated in a UNH T² workshop in past three years) at every level as of the end of the prior year.

- **Newsletter Articles**: To publish newsletter articles providing guidance on a variety of issues relating to public works, including workforce development and communicating and marketing Public Works.
- **Website Resources**: To offer a variety of transportation resources on our website and in our library, as well as providing links to other organizations to share their resources.
- **Championing Innovation** Through Build a Better Mousetrap and sharing of Every Day Counts and other innovative opportunities, UNH T² seeks to create a culture of collaboration and innovation amongst public works.

**Organizational Excellence**: We endeavor to deliver efficient services to our stakeholders through the effective management of our organizational resources, and we will strive for continuous improvement.

The concept of Organizational Excellence is central to our program. The ability to provide value-added services to our customers through training, technical assistance and knowledge sharing – whether they are local or tribal governments, state DOTs, or private concerns – is the success factor for the program. To do so effectively, Centers seek to continuously improve through both the gathering and sharing of notable practices and resources as well as ongoing peer-to-peer sharing of knowledge and experience through local and national conferences and professional meetings. Measurement and analysis of program performance data helps FHWA assess the current state of these efforts, share those useful practices among the Center community, and guide current and future initiatives and work efforts. (LTAP/TTAP Strategic Plan, p. 6)

The goal of organizational excellence is being met by NH-LTAP as follows:

- **Organizations, Boards, Committees and other Positions**: To continue to serve on local, state and national Boards and committees to support the NH-LTAP’s mission. These will include, but are not limited to, those already stated in the Management Plan. It is the intention to add others as time and funds allow.
- **Attendance at Conferences, Meetings and other Events**: To continue to attend and/or exhibit at local, state, regional and national NLTAPA meetings.
- **Staff professional development**
- **Supporting meaningful communication and outreach** amongst public works in New Hampshire through social media, email, web, and efficient and effective mailing lists.
- **Operating efficiently and effectively** through the collection and analysis of meaningful data and metrics, development of SOPs and SOGs (Standard Operating Procedures and Guidance), and partnership with NH LTAP Advisory Board, UNH T² consistently seeks opportunities to be efficient and cost-effective in its operations. Through Build a Better Mousetrap and sharing of Every Day Counts and other innovative opportunities, UNH T² seeks to create a culture of collaboration and innovation amongst public works, to encourage those we support to identify time- and cost-savings that can contribute to safer, more effective agencies and roadways.
III. Advisory Board

<table>
<thead>
<tr>
<th>Stakeholder Group</th>
<th>Name</th>
<th>Position/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHDOT</td>
<td>Glenn Davison</td>
<td>Civil Engineer – Project Development</td>
</tr>
<tr>
<td>NHDOT</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>NHDOT</td>
<td>Ann Scholz</td>
<td>Research Engineer- Bureau of Materials and Research</td>
</tr>
<tr>
<td>FHWA</td>
<td>Michelle Marshall</td>
<td>Area and Safety Engineer- FHWA NH</td>
</tr>
<tr>
<td>NH Public Works Association</td>
<td>Martha Drukker</td>
<td>Associate Engineer- City of Concord</td>
</tr>
<tr>
<td>NH Public Works Association</td>
<td>Scott Kinmond</td>
<td>Town Administrator- Town of New Durham</td>
</tr>
<tr>
<td>NH Road Agents Association</td>
<td>Rick Riendeau</td>
<td>Director of Public Works- Town of Milford</td>
</tr>
<tr>
<td>NH Public Works Mutual Aid</td>
<td>Caleb Dobbins</td>
<td>NH DOT Highway Maintenance</td>
</tr>
<tr>
<td>Research or UNH</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>At Large or RPC</td>
<td>Dave Danielson</td>
<td>President, Foresee Advocacy- NH State Rep</td>
</tr>
</tbody>
</table>

IV. Staff

- UNH T² Manager: Marilee LaFond (ML)
- LTAP Coordinator: Stephanie Cottrell (SC)
- Program Assistant: Bettina Sietz (BLS)
- Senior Training Instructor: George “Butch” Leel (BL)
- SADES Manager: Chris Dowd (CD)
- Student Workers:
  - Haley Langton (HL) and Sabrina Patterson (SP)- Office Assistants
  - Logan Stevens (LS) – Local Bridge Preservation project assistant
- Faculty
  - Erin Bell (EB), Principal Investigator
  - Robert Henry (RH), Co-Investigator

V. Training

- 35 unique workshop titles offered
- 84 workshops offered (102 workshop days)
  - 71 public workshops
  - 13 NHDOT workshops
- Revised workshops:
  - Employee Performance Evaluations & Employment Law Boot Camp
  - Erosion Control (added field visit)
  - Trench & Trench Box safety (content updates)
  - Drainage, Drainage, Drainage (content updates)
- New workshops:
  - Dynamics of Communication (pilot Dec 2019)
  - Hard Road Series 201 and 301 (enhanced to provide further relevant content by adding two workshops for a new series of three workshops)
  - Salt Calibration Demo
- Utilized 3 facilities at cost ($485 in fees)
- Training held in 52 host towns and cities throughout NH at no cost
- Certification programs
o Trained 176 flaggers through ATSSA  
  ▪ 162 certifications  
  ▪ 14 renewals  
o Trained 263 people for Green SnowPro certification  
  ▪ 231 full Green SnowPro  
  ▪ 32 recertifications (GSP Brine or GSP Refresher)  
o Trained 202 people for Culvert Maintainer  
  ▪ 104 certifications  
  ▪ 98 recertifications

VI. Attendance
- 1450 registrations to all public and private DOT workshops UNH T² hosted in 2019
- 1016 individuals received training from UNH T2 in 2019

VII. NHDOT Training
- Private DOT Workshops offered

<table>
<thead>
<tr>
<th>Title of Workshop</th>
<th>Instructor</th>
<th>Date</th>
<th>Location (Facility/Address)</th>
<th>Attendees Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHDOT - A Hard Road to Travel</td>
<td></td>
<td>7/24/2019</td>
<td>NHMA, Concord</td>
<td>30</td>
</tr>
<tr>
<td>NHDOT - Chainsaw Safety and Maintenance</td>
<td>Brent Beebe</td>
<td>10/3/2019</td>
<td>Patrol Shed 603, Gonic</td>
<td>23</td>
</tr>
<tr>
<td>NHDOT - Chainsaw Safety and Maintenance</td>
<td>Brent Beebe</td>
<td>11/22/2019</td>
<td>Turnpike Shed, Merrimack</td>
<td>14</td>
</tr>
<tr>
<td>NHDOT - Drainage, Drainage, Drainage</td>
<td>George (Butch) Leel</td>
<td>5/7/2019</td>
<td>Patrol Shed 408, Hancock</td>
<td>25</td>
</tr>
<tr>
<td>NHDOT - Excavating &amp; Trenching Competent Person Training</td>
<td>George (Butch) Leel</td>
<td>4/17/2019</td>
<td>Patrol Shed 508, Hooksett</td>
<td>29</td>
</tr>
<tr>
<td>NHDOT - Excavating &amp; Trenching Competent Person Training</td>
<td>George (Butch) Leel</td>
<td>5/21/2019</td>
<td>Patrol Shed 508, Hooksett</td>
<td>22</td>
</tr>
<tr>
<td>NHDOT - Flagger Certification (ATSSA)</td>
<td>George (Butch) Leel</td>
<td>3/14/2019</td>
<td>Mechanical Services Bldg, Concord</td>
<td>22</td>
</tr>
<tr>
<td>NHDOT - Flagger Certification (ATSSA)</td>
<td>George (Butch) Leel</td>
<td>4/4/2019</td>
<td>Materials &amp; Research, Concord</td>
<td>20</td>
</tr>
<tr>
<td>NHDOT - Flagger Certification (ATSSA)</td>
<td>George (Butch) Leel</td>
<td>5/14/2019</td>
<td>District 5, Bedford</td>
<td>25</td>
</tr>
<tr>
<td>NHDOT - Flagger Certification (ATSSA)</td>
<td>George (Butch) Leel</td>
<td>4/11/2019</td>
<td>Fish &amp; Game Office, Lancaster</td>
<td>20</td>
</tr>
<tr>
<td>NHDOT - Flagger Certification (ATSSA)</td>
<td>George (Butch) Leel</td>
<td>8/20/2019</td>
<td>Patrol Shed 305, Moultonborough</td>
<td>16</td>
</tr>
<tr>
<td>NHDOT - Culvert Maintainer Recertification Training - AM Session</td>
<td>Chris Alberts</td>
<td>9/17/2019</td>
<td>District 2, Enfield</td>
<td>26</td>
</tr>
<tr>
<td>Private NHDOT Backhoe &amp; Loader Training Day 1</td>
<td>George (Butch) Leel</td>
<td>11/18/2019</td>
<td>District 6 Office, Durham</td>
<td>14</td>
</tr>
</tbody>
</table>
VIII. Roads Scholar Program

Achievements to Next Level in 2019:

- Roads Scholar I (Level 1) - 86 participants
- Roads Scholar II (Level 2) – 21 participants
- Senior Roads Scholar (Level 3) – 9 participants
- Master Roads Scholar (Level 4) - 8 participants
- Master Roads Scholar II (Level 5) - 3 participants
- Advanced Master Roads Scholar (Level 6) – 1 participant
- Safety Champion – 34 active participants

Additional efforts to enhance Roads Scholar achievement visibility:

- Addition of press releases at Senior level and up (sent twice annually to several NH media outlets)
- Press release and photo following up to Master Roads Scholar luncheon
- Added Human Resources as cc recipient to achievement letters for Senior levels and up
- Presentation of Master Roads Scholar and Advanced Master Roads Scholar achievements at Select Board meetings
  - Attended Raymond select board meeting 12/16/2019 to present Advanced Master Roads Scholar achievement
  - Invited all Master Roads Scholar at 2019 luncheon to participate and coordinate select board presentation with us

IX. Every Day Counts

- Provided EDC updates on local projects in each newsletter and weekly emails
- Shared FHWA e-blasts relative to EDC
- Shared FHWA EDC webinar details via social media and PW.net

X. Build a Better Mousetrap

UNH T² did not receive any submissions for Build a Better Mousetrap in 2019, despite enhanced efforts to market the opportunity. This included implementing strategic communications throughout the nomination period, including email, Facebook, and distributing submission forms at workshops, and outreach to those who said they had created an innovation to encourage submission and offered to assist. We attended the NHDOT Plow Rally and spoke with innovation exhibitors, including taking pictures and distributing submission forms.

We discussed additional ideas with Advisory Board in December and look forward to continuing to enhance and build participation in Innovation in 2020.

XI. Newsletter

Road Business was published five times in 2019. It was printed and mailed to about 425 addresses plus six NHDOT sheds with addressed newsletter for an additional 97 sheds, was emailed to about 600 subscribers on PW.net, and emailed to an additional 150 individuals who have specifically requested the UNH T² Newsletter and Calendar. It was also shared via Facebook and our website.

Winter 2019 issue released 2/22/2019
- Articles:
  - Level of Service for Winter Ops
  - History of Winter Maintenance in NH
  - UNH TRB Showcase (written by EB)
  - Tracking Innovation Across NH (NHDOT Innovation Viewer) (written by SC)
  - Extending Road Service Life (Goal of Study)
  - Funding Resources
  - Butch Says (written by SC)
  - Roads Scholar this quarter
  - Brain Teaser
  - Events Calendar

Spring 2019 issue released 6/19/2019
- Articles:
  - Crushing Glass Cullet Myths – Use of PGA in Road Projects (written by ML)
  - What does 1273 Mean to You?
  - PW Spotlight: Durham DPW Worker is Also a Trained Meteorologist (written by BS)
  - Update on Limited Reuse Soils
  - NHPWMA topic-generator preparation (written by ML)
  - Butch Says
  - Roads Scholar this quarter
  - Brain Teaser
  - Events Calendar

Summer 2019 issues released on 8/30/2019
- Articles:
  - Cyber Security
  - PW Memorial Dedication (written by SC)
  - There are Partners Among Us (written by ML)
  - Resilient Tidal Crossing in NH
  - NHPWA Plow Rally
  - NHMA Hot Topics – Nuisance Trees
  - Emerald Ash Borer
  - PW Spotlight (written by BS)
  - NH PW Week: It Starts Here (written by SC)
  - New Tool to Manage Gravel Roads
  - Butch Says (written by SC)
  - Roads Scholar this quarter
  - Brain Teaser
  - Events Calendar

Fall 2019 issue released 11/14/2019
- Articles:
  - How one small town converted to Brine
  - Developing the Future PW Workforce (written by SC)
  - NHCCD Sets Record
  - NHMA’s Hot Topics – How Will You Fund Next Year’s Emergency Weather Events?
  - EDLT Rule Changes
  - Spectacular Seven
  - RSA’s and HSIP funding
  - Brain Teaser
Butch Says  
Events Calendar

Winter 2019 second issue released 12/24/2019
- Articles
  - Create Some Friction for Safety (HFST) (written by ML)
  - Winter Driving Tips (written by BS)
  - Pilot, Playbook, and Partnership (workforce acquisition)
  - The Six Must-Do's of Media Relations
  - NHMA’s Hot Topic- Stop Plowing That Private Road
  - Primex topic- DPW Garage Fire Safety
  - NHPWMA topic- What’s in Your Toolbox?
  - Roads Scholars this quarter
  - Brain Teaser
  - Events Calendar

XII. Website
Google analytics show top visits to following areas of website (in order of frequency):
  1. Green SnowPro
  2. Training Calendar
  3. Newsletter

XIII. Communication
- 610 PW.net subscribers (+67 prior year)
  o 12% year-over-year increase
  o 22% two-year increase
- 159 Email list participants (-51 prior year, likely a result of effort to cleanup undeliverable email addresses)
- 443 mailing list participants plus 103 NHDOT addresses (prior year 420)
- NHDOT mailing list
  o Began sending newsletters labeled for 97 sheds to 6 NHDOT Districts
- 431 Facebook followers (+67 prior year)
  o 18% year-over-year increase
  o 36% two-year increase
- 274 YouTube subscribers (+21 prior year)
- 130 Twitter followers (+5 prior year)

XIV. Listserves
- PW.NET Listserv has 610 subscribed members
- UNH T² also hosts 5 Google Groups
  o NHPWA Board
  o NHPWMA Board
  o NHPWA Membership
  o UNH T² Advisory Board
  o NH Salt Symposium Planning Committee

XV. Affiliate Groups and Partnerships
NH Public Works Association
  - ML serves on the Executive Board
UNH T² hosts website and maintains website
UNH T² publishes newsletter as requested (none in 2019)
UNH T² maintains Board and Member Google Group lists
Assists in coordinating events and education seminars, including marketing materials, developing agendas, and administrative support for both Annual Meeting and Technical Meeting
Provides general assistance
Facilitates purchase of supplies
Takes meeting minutes
Maintains web page
Manages member communications regarding events (design, distribute)
  - NHPWA Annual Meeting
  - NHPWA Golf Tournament
  - NHPWA Technical Meeting
  - Plow Rally
Act as coordination and administrative support at events
  - NHPWA Annual Meeting
  - NHPWA Golf Tournament
  - NHPWA Technical Meeting

NH Public Works Mutual Aid Program
ML serves on the Executive Board
UNH T² hosts website and database
UNH T² maintains a Board Google Group list
  - UNH T² was advised not to create a NHPWMA membership Google Group list in 2018
  - UNH T² was advised to cease maintenance of paper Inventory Lists
UNH T² maintains and distributes an Excel-based 24-7 Contact file to Board and 24-7 Contacts
Provides general assistance
Facilitates purchase of supplies
Takes meeting minutes
Maintains web page
UNH T² updated print materials/collateral (notepads, brochure, and other NHPWMA documents
Manages member communications regarding events (design, distribute) as needed
Assists in coordinating events and education seminars
  - Emergency Preparedness Conference 2019

State Transportation Innovation Council (STIC)
ML serves on the STIC group in NH
2019 meeting dates included three onsite at NHDOT (1/25, 4/11, 10/18) and one via webinar (10/24)

NHDES
Provided Green SnowPro training towards Salt Applicator Certification Program
Culvert Certification Program
NH Salt Symposium
  - SC served on planning committee and provided administrative support for event
  - SC developed Program Book
  - 170 attendees

Additional Partnerships:
NHDOT
FHWA
• NH Municipal Association
• Primex
• USDA Forest Service
• Other LTAP Centers
• Civil Engineering Department at University of New Hampshire
• Stormwater Center at University of New Hampshire
• Cooperative Extension service at University of New Hampshire
• Private road-related companies and organizations.
• Federal Motor Carrier Safety Administration (FMCSA)
  o Contact with NH Division Office regarding Entry Level Driver Training rule (ELDT)
• Regional Planning Commissions
• AASHTO TSP2 Bridge Preservation – Local Agency Outreach Workgroup (ML)

XVI. Technical Assists
• 240% increase in Technical Assistance events year-over-year
  o Responded to 58 Technical Assistance requests in 2019 (versus 24 in 2018)
• Utilized UNH partners including Cooperative Extension, Stormwater Center, and Civil Engineering faculty, as well as partners at NHDES, NHMA, NH LTAP advisory board, NH Regional Planning Commissions, and other affiliates, for guidance and information, as well as partners at NHDES, NHMA, NH LTAP advisory board, NH Regional Planning Commissions, and other affiliates.

XVII. Professional Conferences and Workshops Attended
• NLTAPA Winter Business Meeting 1/13
  o ML, SC
• Environmental Business Council of New England “Update on Management of Limited Reuse Soils- LRS- In New Hampshire 1/18
  o ML, SC
• LRPC Lakes Region Solid Waste Roundtable “Disposal and Uses of Glass in Transportation” 2/6
  o ML
• “Safe Transportation for Every Pedestrian” NHDOT/FHWA workshop 4/10
  o ML
• ACEC-NH Technology Conference 4/18
  o ML
• “See Something, Say Something” FHWA/NHI workshop May 7-8
  o ML
• NHPWA Annual Meeting 5/9
ML

- NH DOT Plow Rally 5/16
  - BL, BS, SC, and ML
- Mountain of Demos 5/23
  - ML, BS, BL, SC
- NLTAPA Regional Conference 5/29-6/1
  - ML
  - SC
- NEAPWA Summer Conference Technical Day 6/13
  - ML
- “Highway Safety Improvement Plan Systemic Approach to Highway Safety” FHWA/NHDOT workshop 6/21
  - ML
- ESRI User Conference in San Diego from 7/8-7/12
  - CD
- NLTAPA Conference 8/12-8/15
  - ML, SC
- NH Salt Symposium 9/10
  - SC
- NH Construction Career Days 9/26-9/27
  - BL, SC
- NHPWA Technical Meeting 10/3
  - ML
- “High Friction Surface Treatment” FHWA/NHDOT workshop 10/18
  - ML
- “Combatting Rural Roadway Departures” CTLTAP/FHWA workshop 10/23
  - ML
- NHMA Conference 11/13-11/14
  - SC, BS, BL, ML

XVIII. Professional Conferences Presented At

- APWA New England chapter summer conference
  - “New England LTAP’s – Growing the Public Works Workforce of the Future”
    - ML co-presented on 6/13 with LTAP colleagues from CT and MA
- NHMA Conference 11/13 and 11/14
  - “The Road Ahead - Attracting Public Works Talent” (SC and ML)
  - “Bridge Preservation at the Local Level” (Logan Stevens and Dr. Bell, with support from Martha Drukker and C.R. Willeke)
  - “In Support of Safety” (BL and ML)

XIX. Other Events, Initiatives and Special Projects

- Since June 2019, distributed TC3 access permissions to 15 individuals across 12 organizations, for access to online learning library
- National Public Works Week
- National Work Zone Awareness Week
- Met with members of MS4 Stormwater Coalitions to discuss resource and training needs, and considered how UNH T² can support public works local road agencies in efforts
- Participated in TSP2 Bridge Preservation Local Agency Workgroup calls to consider how resources on local bridge preservation may align with our efforts in NH and nationally through LTAP

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• Attended NHDOT internal ELDT CDL task force to understand and consider any opportunities to align or leverage efforts to support municipalities based on state approach
• Identified municipal needs around ELDT Entry Level Driver Training rule, and began providing communication and outreach, including contact with NH division of FMCSA
• PW Employee Memorial Wall Dedication
  o Assisted onsite to greet visitors
  o Assisted with marketing, including writing press release
  o Developed and encouraged social media presence and participation, including pictures of PW trucks to be shared and use of hashtags #NHPWMemorial and #NHPublicWorksRemembers
• Supported ATSSA National PW Memorial Wall’s 4/3 stop in NH
  o SC attended
  o SC wrote press release and supported marketing efforts
• DestinyOne- implementation of online registration, and import of all historical data (2020 efforts to import Elective Data and finalize transcript process, as well as enhancements for user experience)
• Standard Operation Procedures (SOPs) created for DestinyOne and other staff procedures
• Implemented Donuts and Brew with T2 for networking and collaboration on PW needs and resources
• Developed and implemented Tailgate Talks Facebook GoLive
• Developed and approved additional Tailgate Talks for NLTAPA library
• Implemented a quarterly “courtesy” reminder email to all CCM participants with email address on file, noting the NHDES CCM reporting requirements and deadline
• Provided research and other administrative support to Mike O’Donnell with NHDOT in preparation of Pedestrian Crossing presentation at NHMA Annual Conference
• Shared NH-sensitive roadway planning communications, such as NHDOT 10 Year Plan messaging and Road Safety Audit information via email and social media, as well as at workshops