

Annual Report

New Hampshire Local Technical Assistance Program

January 1, 2015
through
December 31, 2015



New Hampshire
Technology Transfer Center



Annual Report

Table of Contents

- ◊ Advisory Board *(during 2015)*
- ◊ Staff *(during 2015)*
- ◊ 2015 Accomplishments
- ◊ 2015 Spring Session Calendar
- ◊ 2015 Fall Session Calendar
- ◊ List of Staff Activities
- ◊ 2016 PAR *(as filed with FHWA)*
- ◊ 2016 CAR *(as filed with FHWA)*



NH Local Technical Assistance Program

Advisory Board

- NHDOT Representatives
 - **Glenn Davison** - Civil Engineer VI, Division of Project Development
 - **Nancy Mayville** - Municipal Highways Engineer, Division of Project Development
- FHWA Representative
 - **Christopher Tilley** - Area Engineer, New Hampshire Division
- Municipal Representatives (*changed by the Board on 3/10/15*)
 - NH Public Works Association
 - (1) **Martha Drukker** - Associate Engineer, City of Concord
 - (2) *Vacant*
 - 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, 2015:

Charlie Goodspeed Executive Director and Principle Investigator

Amy Begnoche LTAP Director

Stephanie Cottrell Training Coordinator

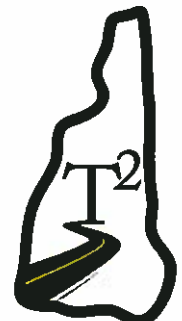
George "Butch" Leel Senior Training Instructor

Robert Goodrich Training Instructor

Luke Davison Student Worker

Staff that departed NH LTAP during the year:

Alanna Gerton Project Assistant (1/1/15 - 1/23/15)



New Hampshire
Technology Transfer Center

2015 Accomplishments

NH Local Technical Assistance Program *January 1, 2015 – December 31, 2015*

The following are some of the key activities of the NH Local Technical Assistance Program during 2015 (referred to as “LTAP”).

❖ Training

- Delivered **100 training sessions** (workshop days) on **41 different topics**. In these training sessions, the LTAP delivered **463 training hours**, with each workshop day usually lasting 5 training hours.
- Developed **7 new workshops**:
 - Culvert Maintainer Recertification Training
 - Excavator Operation
 - Fundamentals of Leadership
 - Listening & Effective Communication
 - Public Works & Emergency Management
 - Roadside Mowing Safety
 - Treating Pavement Beyond Preservation
- **1,763 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 **8,256 hours** of training.
 - The total number of participants is further broken down as follows:
 - **1,078** from local municipalities
 - **18** from Federal agencies
 - **315** from private or commercial companies
 - **352** from the NHDOT (*all districts participated*)
- The LTAP conducted **19 private trainings**
 - **12 workshops** for the NHDOT
 - **5 workshops** for the PLT
 - **2 Advanced Grader workshops** (two towns)



❖ Roads Scholar Program

- There are currently **695 active Roads Scholars** in our program, all of whom have participated in a workshop in the past three years.
 - **415** – Level 1 Roads Scholars
 - **44** – Level 2 Roads Scholars
 - **72** – Senior Roads Scholars
 - **145** – Master Roads Scholars
 - **18** – Master Roads Scholars II (*added by Board 3/10/15*)
 - **1** – Advanced Master Roads Scholar (*added by Board 3/10/15*)
 - **142** – Safety Champions (*added by Board 3/10/15*)

- Master Roads Scholars
 - During 2015:
 - **26** individuals became Master Roads Scholars
 - **18** individuals became Master Roads Scholars II
 - **1** individual became an Advanced Master Roads Scholar

 - Two Master Roads Scholar Luncheons were held to honor their achievements:
 - On June 24, 16 of the 18 invited were able to attend.
 - On December 3, 5 of the 8 invited were able to attend.

- Since the NH LTAP opened in 1986, **6,326 individuals** have attended at least one workshop, with **1,430 individuals** being recognized during this time as Roads Scholars, having completed at least Level 1.

❖ Newsletter – *Road Business*

- **3** issues were published with a total of **17** articles.

- The newsletter is published and distributed as follows:
 - Mailed to each community and any interested person who requests it by mail (the mailing list is comprised of 262 mailing addresses)
 - Electronically sent to the public works listserv, PW.net
 - 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 4 active GoogleGroups. In 2015, 3 googlegroups were disabled due to inactivity (NH Public Works Members; NH Public Works Mutual Aid Members; and UNH T² staff).

❖ **Affiliate Groups and Partnerships**

- The LTAP Personnel serve on 8 Boards, Committees and Workgroups:
 - NH Public Works Association
 - Amy Begnoche serves on the Board
 - 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
 - Amy Begnoche serves on the Board.
 - The LTAP does the following for the Association:
 - ◆ hosts their website
 - ◆ hosts their database
 - ◆ updates and maintains the flyer
 - State Transportation Innovation Council (STIC):
 - Amy Begnoche serves as a member of the Council

- 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
 - Annual Conference Workgroup - Amy Begnoche serves as a member
 - Professional Development Joint Program – Amy Begnoche serves as a member
 - NH Salt Symposium: Amy Begnoche serves as a member of the Planning Committee
 - NH Construction Career Days: Amy Begnoche, Stephanie Cottrell and George “Butch” 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 and promotion of the 1st and 2nd Annual NH Salt Symposiums (2014 and 2015)

❖ Management

- Prepared and distributed information regarding *Build a Better Mousetrap* to all municipalities in NH, both through mail and electronically to the listserv.
 - In 2015, 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 2016 contest, requests for entries was sent out at the end of 2015, with the deadline for entry being April 30, 2016.
- 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 8,124 users in our database
 - Update and maintain the T² flyer and promotional materials
-

New Hampshire

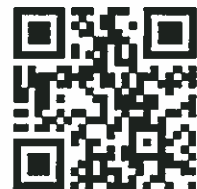
Roads
Scholar

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TRAINING CALENDAR SPRING, 2015

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)
3/19	NHPWA Technical Meeting		Holiday Inn 172 North Main Street Concord, NH	\$40 / \$50
3/30	Green SnowPro Training	5 Environmental	Real Green 470 Daniel Webster Highway Meredith, NH	\$100 / \$100
3/31	Excavation Safety for the Competent Person	5 Safety	Manchester Community College 1066 Front Street Manchester, NH	\$60 / \$120
4/8	Flagger Certification	5 Safety	Holiday Inn 172 North Main Street Concord, NH	\$100 / \$200
4/14	Project Planning	5 Technical	Common Man Restaurant 25 Water Street Concord, NH	\$60 / \$120

Date	Workshop Title	Credits	Location (Municipal/Private)	Cost
4/15	Green SnowPro Training	5 Environmental	Municipal Center 14 Manning Street Derry, NH	\$100 / \$100
4/23	Pavement Preservation	5 Technical	Town Hall Banquet Room 1 Union Street Milford, NH	\$60 / \$120
4/28	First Aid, CPR & AED	5 Safety	NH CPR Safety Services 679 Mast Road Manchester, NH	\$100 / \$200
4/29	Installation & Maintenance of Culverts	5 Technical	Municipal Center 14 Manning Street Derry, NH	\$60 / \$120
4/29 4/30	OSHA Roadway Construction Training - 2 Days	10 Safety	Audubon Society 84 Silk Farm Road Concord, NH	\$100 / \$200
5/6	Green SnowPro Refresher for Recertification	2 Environmental	NH DES 222 International Drive, Suite 175 Portsmouth, NH	\$25 / \$25
5/12	NHPWA Annual Meeting		Derryfield Country Club 625 Mammoth Road Manchester, NH	\$50 / \$60
5/19	Culvert Maintainer Certification Training	5 Environmental	Holiday Inn 172 North Main Street Concord, NH	\$100 / \$200
5/27	Roadside Mowing Safety	5 Safety	Audubon Society 84 Silk Farm Road Concord, NH	\$60 / \$120
6/1	Backhoe Operation & Safety - Day 1 of 2	5 Safety	NHDOT - 206 Patrol Shed 84 Ayers Island Road Bristol, NH	\$75 / \$150
6/2 6/3 6/4 6/5	Backhoe Operation & Safety - Day 2 of 2	5 Safety	NHDOT - 206 Patrol Shed 84 Ayers Island Road Bristol, NH	\$75 / \$150

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Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
6/2	Culvert Maintainer Certification Training	5 Environmental	Town Hall 148 Main Street Lincoln, NH	\$100 / \$200
6/3	NH Road Law for Municipalities	5 Supervisory	Center at Eastman 6 Clubhouse Lane Grantham, NH	\$60 / \$120
6/9	Lines, Levels & Layouts	5 Technical	Safety Complex 144 North Stark Highway Weare, NH	\$60 / \$120
6/12	Green SnowPro Refresher for Recertification	2 Environmental	NH DES 29 Hazen Drive Concord, NH	\$25 / \$25
6/16	Bucket Truck Operation & Safety	5 Technical	Safety Building 1 Scribner Road Raymond, NH	\$60 / \$120
6/16	Project Planning	5 Technical	Common Man Inn 148 Main Street Plymouth, NH	\$60 / \$120
6/16 6/17	Excavator Operation Hands On Only - ** One Day Workshop	5 Technical	DPW 224 Merrill Road Weare, NH	\$75 / \$150
6/17	Green SnowPro Training	5 Environmental	Center at Eastman 6 Clubhouse Lane Grantham, NH	\$100 / \$100
6/18	Chainsaw Safety & Maintenance	5 Technical	Safety Complex 1035 Whittier Highway Moultonborough, NH	\$60 / \$120
6/25	EDC: Data-Driven Safety Analysis	2 Supervisory	NHDOT - Incident Planning & Operations Center 110 Smokey Bear Boulevard Concord, NH	Free

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Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
7/13	Grader Operation & Safety - Day 1 of 2	5 Safety	Freight House 1 Moultonville Road Ossipee, NH	\$75 / \$150
7/14	Grader Operation & Safety - Day 2 of 2	5 Technical	Highway Garage 55 Main Street Ossipee, NH	\$75 / \$150
7/15				
7/16				
7/17				
7/15	Listening & Effective Communication	5 Supervisory	Audubon Society 84 Silk Farm Road Concord, NH	\$60/ \$120
7/21	Grader Operation Hands On Only - ** One Day Workshop	5 Technical	DPW 224 Merrill Road Weare, NH	\$75 / \$150
7/22				
7/23				
7/24				

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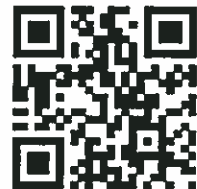
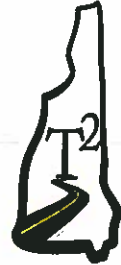


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TRAINING CALENDAR FALL 2015

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Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
8/12	Chainsaw Safety & Maintenance	5 Technical	Highway Garage 14 Pine Hill Road Croydon, NH	\$60 / \$120
8/18	Invasive Plants Training	5 Environmental	Audubon Society 84 Silk Farm Road Concord, NH	\$60 / \$120
8/20	Public Works & Emergency Management	5 Supervisory	Public Works Dept. 350 Marlboro Street Keene, NH	\$60 / \$120
8/25	Chainsaw Safety & Maintenance	5 Technical	Safety Building 1 Scribner Road Raymond, NH	\$60 / \$120
9/10	Culvert Maintainer Certification Training	5 Environmental	Municipal Center 14 Manning Street, 3rd Floor Derry, NH	\$100 / \$200

Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
9/16	10th Annual Ken Ward Memorial Plow Rally		Hillsborough County 4-H Youth Center Route 13 New Boston, NH	<i>Free</i>
9/25	Laying the Foundation for Complete Streets	5 Supervisory	Heberton Hall 76 Winter Street Keene, NH	<i>Free</i>
<i>**Please use separate registration through http://completestreetsevent.eventbrite.com</i>				
9/28	NH Road Law for Municipalities	5 Supervisory	Hampton Inn 59 Portsmouth Ave. Exeter, NH	\$60 / \$120
9/30	Green SnowPro Training	5 Environmental	Black Water Grill 43 Pelham Road Salem, NH	\$100/\$100
9/30	Culvert Maintainer Certification Training	5 Environmental	Center at Eastman 6 Clubhouse Lane Grantham, NH	\$100 / \$200
10/5	Green SnowPro Training	5 Environmental	Pease Golf Course Clubhouse 200 Grafton Drive Portsmouth, NH	\$100/\$100
10/6	Pavement Preservation	5 Technical	Community Center 152 South Street Claremont, NH	\$60 / \$120
10/7	Pavement Preservation	5 Technical	Common Man Inn 231 Main Street Plymouth, NH	\$60 / \$120
10/8	Land Use Planning & Highway Departments	5 Supervisory	Holiday Inn 172 North Main Street Concord, NH	\$60 / \$120
10/13	Fundamentals of Leadership	5 Supervisory	Municipal Center 14 Manning Street, 3rd Floor Derry, NH	\$60 / \$120

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Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
10/13	Culvert Maintainer Recertification Program <i>AM Session</i>	2 Environmental	Audubon Society 84 Silk Farm Road Concord, NH	\$25 / \$25
10/13	Culvert Maintainer Recertification Program <i>PM Session</i>	2 Environmental	Audubon Society 84 Silk Farm Road Concord, NH	\$25 / \$25
10/14	Flagger Certification	5 Safety	Common Man Inn 231 Main Street Plymouth, NH	\$100 / \$200
10/15	Winter Maintenance Fundamentals	5 Technical	Common Man Inn 231 Main Street Plymouth, NH	\$60 / \$120
10/19	Backhoe Operation & Safety - Day 1 of 2	5 Safety	Safety Building 1 Scribner Road Raymond, NH	\$75 / \$150
10/20 10/21 10/22 10/23	Backhoe Operation & Safety - Day 2 of 2	5 Technical	Safety Building 1 Scribner Road Raymond, NH	\$75 / \$150
10/21	2nd Annual NH Salt Symposium	5 Environmental	Castleton Conference Center 92 Indian Brook Road Windham, NH	\$125 / \$125
10/22	NHPWMA Emergency Response Seminar	5 Supervisory	Wolfeboro Public Library 259 South Main Street Wolfeboro, NH	<i>Free</i>
<i>**Please use Separate registration through https://www.eventbrite.com/e/free-emergency-response-seminar-and-nhpwma-program-tabletop-exercise-tickets-16945699042</i>				
10/26	Green SnowPro Training	5 Environmental	RealGreen 2470 Daniel Webster Highway Meredith, NH	\$100/\$100
10/27	Municipal Garages & Safety	5 Safety	Safety Building 1 Scribner Road Raymond, NH	\$60 / \$120

Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
10/27	Culvert Maintainer Recertification Program <i>AM Session</i>	2 Environmental	Audubon Society 84 Silk Farm Road Concord, NH	\$25 / \$25
10/27	Culvert Maintainer Recertification Program <i>PM Session</i>	2 Environmental	Audubon Society 84 Silk Farm Road Concord, NH	\$25 / \$25
10/28	Treating Pavement Beyond Preservation	5 Technical	Town Hall 1 Union Street Milford, NH	\$60 / \$120
10/29	Employee Safety for Public Works	5 Safety	Municipal Center 14 Manning Street, 3rd Floor Derry, NH	\$60 / \$120
11/4	Drainage, Drainage Drainage	5 Technical	Hampton Inn 59 Portsmouth Avenue Exeter, NH	\$60 / \$120
11/5	Basics of a Good Road	5 Technical	Holiday Inn 172 North Main Street Concord, NH	\$60 / \$120
11/18	Flagger Certification	5 Safety	Fireside Inn 25 Airport Road West Lebanon, NH	\$100 / \$200
11/24	Green SnowPro Refresher	2 Environmental	Municipal Center 14 Manning Street Derry, NH	\$25 / \$25
12/1	Green SnowPro Training	5 Environmental	Municipal Center 14 Manning Street Derry, NH	\$100 / \$100
12/1	Culvert Maintainer Recertification Program <i>AM Session</i>	2 Environmental	DES Auditorium 29 Hazen Drive Concord, NH	\$25 / \$25

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Date	Workshop Title	Credits	Location	Cost (Municipal/Private)
12/8	Culvert Maintainer Recertification Program <i>AM Session</i>	2 Environmental	DES Auditorium 29 Hazen Drive Concord, NH	\$25 / \$25
12/11	Green SnowPro Training	5 Environmental	Common Man Restaurant 88 Range Road Windham, NH	\$100 / \$100

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List of Staff Activities

(Excluding NH LTAP Workshops)

January 1, 2015 – December 31, 2015

Acronyms:

LTAP - Local Technical Assistance Program
NAWIC – National Association of Women in Construction
NE TWC – Northeast Transportation Workforce Center
NHDOT - New Hampshire Department of Transportation
NHMA - New Hampshire Mutual Association
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 15 in Newbury, NH
2. Emergency Management Conference on June 11 in Manchester, NH
3. Ken Ward Plow Rally on September 17 in New Boston, NH
4. NHMA Conference on November 12-13 in Manchester, NH

Conferences / Meetings / Conference Calls

January:

1. Begnoche & Leel attended NLTAPA Business Meeting in Arlington, VA
2. Begnoche participated in a conference call for the NE TWC
3. Begnoche attended CEPS Admin meeting at UNH
4. Begnoche participated in a PAR/CAR Overview webinar
5. Begnoche & Cottrell attended employee orientation at UNH

February:

6. Begnoche participated in conference call for NLTAPA Conference Planning Workgroup
7. Begnoche attended NHPWA Board meeting in Concord, NH
8. Begnoche attended business lunch with instructor in Concord, NH
9. Begnoche attended NHPWMA Board meeting in Concord, NH

March:

10. Begnoche, Cottrell and Leel attended Advisory Board meeting in Concord, NH
11. Begnoche attended meeting with Maine LTAP Director in Kittery, ME
12. Begnoche & Cottrell attended NHPWA Technical meeting in Concord, NH

13. Begnoche attended NHPWA Board Meeting in Concord, NH
14. Begnoche attended CEPS Admin meeting at UNH
15. Leel attended meeting with co-Instructor to update workshop

April:

16. Begnoche attended NHPWMA Board meeting in Concord, NH
17. Begnoche, Cottrell & Leel attended ACEC Technical Conference in Concord, NH
18. Begnoche participated in conference call for NHPWMA Training
19. Leel attended meeting for NHDOT District 1 Supervisors
20. Begnoche attended NHPWA Board meeting in Concord, NH
21. Begnoche attended STIC meeting in Concord, NH

May:

22. Begnoche, Cottrell & Leel attended NLTAPA Regional Meeting in Mystic, CT
23. Begnoche, Cottrell & Leel attended NHPWA Annual Meeting in Manchester, NH
24. Cottrell & Leel attended NHDOT Plow Rally in Swanzey, NH
25. Begnoche, Cottrell & Leel attended Mountain of Demonstrations in Newbury, NH

June:

26. Begnoche attended NHPWMA Board meeting in Manchester, NH
27. Begnoche, Cottrell & Leel attended Emergency Preparedness Conference in Manchester, NH
28. Begnoche, Cottrell & Leel attended the Master Roads Scholar Luncheon in Concord, NH
29. Begnoche attended the NHPWA Board meeting in Concord, NH
30. Begnoche attended NHPWMA Board meeting in Concord, NH

July:

31. Begnoche attended meeting regarding Salt Grant in Concord, NH
32. Begnoche participated in conference call for NHPWMA Training
33. Begnoche & Cottrell attended Advisory Board Meeting in Concord, NH
34. Begnoche & Cottrell attended NLTAPA Annual Meeting in Savannah, GA
35. Begnoche attended Construction Career Days meeting in Manchester, NH

August:

36. Leel attended meeting with NHDOT - District 2
37. Begnoche attended meeting for NH Salt Symposium
38. Begnoche participated in conference call for NLTAPA Professional Development group
39. Begnoche attended NHPWA Board meeting in Concord, NH
40. Begnoche attended meeting for NH Salt Symposium
41. Begnoche attended meeting for Construction Career Days

September:

42. Begnoche participated in conference call for NLTAPA Conference Planning Workgroup
43. Begnoche attended NHPWMA Board meeting in Concord, NH
44. Begnoche attended CEPS Admin meeting at UNH
45. Begnoche participated in conference call for NHPWMA Training

46. Begnoche & Cottrell attended Ken Ward Plow Rally in New Boston, NH
47. Begnoche & Cottrell attended Construction Career Days in New Boston, NH
48. Begnoche attended NHPWA Board meeting in Concord, NH

October:

49. Begnoche attended STIC Meeting in Concord, NH
50. Begnoche participated in conference call for NH Salt Symposium
51. Begnoche participated in conference call for NLTAPA Conference Planning Workgroup
52. Goodspeed & Begnoche attended meeting with NHDOT & SADES at UNH
53. Cottrell attended CEPS Admin meeting at UNH
54. Begnoche participated in conference call for NH Salt Symposium
55. Begnoche, Cottrell & Goodrich attended NH Salt Symposium in Windham, NH
56. Begnoche attended NHPWA Board meeting in Concord, NH
57. Begnoche attended business lunch with instructor in Concord, NH
58. Begnoche participated in conference call for NLTAPA Professional Development group

November:

59. Begnoche participated in conference call for NH Salt Symposium
60. Begnoche attended NHPWMA Board meeting in Concord, NH
61. Begnoche, Leel & Goodrich attended Advisory Board Meeting in Concord, NH
62. Begnoche participated in conference call for NLTAPA Conference Planning Workgroup
63. Begnoche attended Green SnowPro informational meeting in Portland, ME
64. Begnoche, Cottrell, Leel & Goodrich attended NHMA Conference in Manchester, NH
65. Begnoche attended NHPWA Board meeting in Manchester, NH

December:

66. Leel attended meeting with NHDOT – District 2
67. Begnoche, Cottrell, Leel & Goodrich attended the MRS Luncheon in Concord, NH
68. Begnoche, Cottrell, Leel & Goodrich attended meeting with VT & ME LTAP in Conway NH
69. Begnoche participated in conference call for NH Salt Symposium
70. Begnoche participated in conference call for NLTAPA Conference Planning Workgroup
71. Begnoche participated in conference call for Salt Grant
72. Begnoche attended meeting with Cornerstone for NHPWMA in Concord, NH

2015 LTAP/TTAP Program Assessment Report

UNH - Technology Transfer Center - 2015 Program Assessment Report (PAR)

2015 PAR

January 1 to December 31, 2015

Program Dashboard

Total number of participants:	1,763
Total number of participant hours:	8,256.00
Total number of LTAP/TTAP FTEs:	2.12
Total number of training sessions:	100
Total number of training hours:	463

Training Data

Roadway Safety

Session Name	Session Length [hours]	Total # of Sessions	Total # of Participants				Training Type	Total # of Participants	Total Participant Hours	Total Training Hours
			Local	Tribal	State	Federal				
No data entered										

Worker Safety

Session Name	Session Length [hours]	Total # of Sessions	Total # of Participants					Training Type	Total # of Participants	Total Participant Hours	Total Training Hours
			Local	Tribal	State	Federal	Other				
Backhoe Operation & Safety - Day 1	5.00	2	29	0	5	1	0	Instructor-led in classroom	35	175.00	10
Backhoe Operation & Safety - Day 2	5.00	8	29	0	4	1	0	Instructor-led in classroom	34	170.00	40
Basics of a Good Road	5.00	1	29	0	1	0	0	Instructor-led in classroom	30	150.00	5
Bucket Truck Operation & Safety	5.00	1	19	0	7	0	0	Instructor-led in classroom	26	130.00	5
Chainsaw Safety & Maintenance	5.00	3	38	0	1	1	0	Instructor-led in classroom	40	200.00	15
Employee Safety for Public Works	5.00	1	23	0	0	0	0	Instructor-led in classroom	23	115.00	5
Excavation Safety for Competent Person Training	5.00	1	11	0	0	0	0	Instructor-led in classroom	11	55.00	5
Excavator Operation - Hands On Only	5.00	2	7	0	1	0	0	Instructor-led in classroom	8	40.00	10
First Aid, CPR & AED	4.00	1	15	0	0	0	1	Instructor-led in classroom	16	64.00	4
Grader Operation - Hands On Only	5.00	4	15	0	1	0	0	Instructor-led in classroom	16	80.00	20
Grader Operation & Safety - Day 1	5.00	1	13	0	4	0	0	Instructor-led in classroom	17	85.00	5
Grader Operation & Safety - Day 2	5.00	4	13	0	4	0	0	Instructor-led in classroom	17	85.00	20

Session Name	Session Length [hours]	Total # of Sessions	Total # of Participants				Training Type	Total # of Participants	Total Participant Hours	Total Training Hours
			Local	Tribal	State	Federal				
Municipal Garages & Safety	5.00	1	25	0	0	0	0	125.00	5	
Worker Safety Total	64.00	30	266	0	28	3	1	1,474.00	149	

Work Zone Safety

Session Name	Session Length [hours]	Total # of Sessions	Total # of Participants				Training Type	Total # of Participants	Total Participant Hours	Total Training Hours
			Local	Tribal	State	Federal				
Flagger Certification	5.00	20	144	0	230	0	4	1,890.00	100	
OSHA Roadway Construction Training - Day 1	6.00	1	17	0	2	0	0	114.00	6	
OSHA Roadway Construction Training - Day 2	4.00	1	17	0	2	0	0	76.00	4	
Work Zone Safety Total	15.00	22	178	0	234	0	4	2,080.00	110	

Infrastructure Management

Session Name	Session Length [hours]	Total # of Sessions	Total # of Participants				Training Type	Total # of Participants	Total Participant Hours	Total Training Hours
			Local	Tribal	State	Federal				
Advanced Grader Operations	5.00	2	4	0	0	0	0	4	20.00	10
Culvert Maintainer Certification Training	5.00	4	61	0	7	1	1	70	350.00	20
Culvert Maintainer Recertification Training	2.00	6	112	0	5	0	1	118	236.00	12
Drainage, Drainage, Drainage	5.00	1	22	0	6	0	0	28	140.00	5
EDC-3: National Usage of GRS IBS	2.00	1	0	0	8	1	17	26	52.00	2
Green SnowPro Refresher for Recertification	2.00	3	14	0	0	2	6	22	44.00	6
Green SnowPro Training	5.00	8	49	0	1	0	163	213	1,065.00	40
Installation & Maintenance of Culverts	5.00	1	26	0	0	0	0	26	130.00	5
Invasive Plants	5.00	1	14	0	3	0	0	17	85.00	5
Lines, Levels & Layouts	5.00	2	18	0	32	0	0	50	250.00	10
NH Salt Symposium	5.00	1	22	0	7	0	96	125	625.00	5
Pavement Preservation	5.00	3	77	0	5	0	6	88	440.00	15
Planning & Predicting for Winter Maintenance	5.00	1	27	0	0	0	4	31	155.00	5
Project Planning	5.00	2	31	0	3	0	3	37	185.00	10
Roadside Mowing Safety	5.00	1	13	0	1	0	0	14	70.00	5

Session Name	Session Length [hours]	Total # of Sessions	Total # of Participants				Training Type	Total # of Participants	Total Participant Hours	Total Training Hours
			Local	Tribal	State	Federal				
Treating Pavement Beyond Preservation	5.00	1	16	0	0	0	0	16	80.00	5
Infrastructure Management Total	71.00	38	506	0	78	4	301	885	3,927.00	160

Workforce Development

Session Name	Session Length [hours]	Total # of Sessions	Total # of Participants					Training Type	Total # of Participants	Total Participant Hours	Total Training Hours
			Local	Tribal	State	Federal	Other				
EDC-3: Data-Driven Safety Analysis	2.00	1	2	0	2	3	1	8	16.00	2	
EDC-3: Locally Administered Federal-Aid Projects	2.00	1	0	0	2	4	1	7	14.00	2	
Fundamentals of Leadership	5.00	1	24	0	0	0	0	24	120.00	5	
Land Use Planning & Highway Departments	5.00	1	12	0	0	0	0	12	60.00	5	
Laying the Foundation for Complete Streets	5.00	1	13	0	1	0	7	21	105.00	5	
Listening & Effective Communication	5.00	1	15	0	2	0	1	18	90.00	5	
NH Road Law for Municipalities	5.00	2	33	0	2	0	0	35	175.00	10	
NHPWMA Program Seminar & Tabletop Exercise	5.00	1	21	0	3	4	3	31	155.00	5	
Public Works & Emergency Management	5.00	1	8	0	0	0	0	8	40.00	5	
Workforce Development Total	39.00	10	128	0	12	11	13	164	775.00	44	

Communications

Do you publish a newsletter?
yes

How do you currently publish your newsletter?
A mix of both media

How often do you publish your newsletter?
Quarterly

--If other, please list them

No data entered

How often do you transmit this other form of communication?

No data entered

If other, please list them

No data entered

Have you replaced or supplemented the traditional newsletter with another type of communication?
Other

If other, please list them
No, we still produce a traditional newsletter.

Check all communications channels that your Center now employs:

- Newsletter
- email
- Facebook
- Twitter
- LinkedIn

If other, please list them

No data entered

Technical Assistance Data

Estimate the total percentage of time spent by your Center staff providing technical assistance during the past years:
6%

Center Budget Data

Please select the range that represents the budget of your Center for the most current operating year:
\$300,000 or less

The fiscal year your Center operates under for your budget is:
the calendar year (January 1 - December 31)

If other, please explain

No data entered

Additional Operational Data

Center Safety Activities

Center Safety Activities Technical Assistance: From the choices you selected in the Technical Assistance section, which one was the most successful and why? **"Perform site visits to define and solve local safety problems." As I discussed last year, in NH we have quite a few "computer challenged" Road Agents and/or PW Directors, and so an in-person visit can be invaluable.**

Center Safety Activities Technical Assistance: From the choices you did not select in the Technical Assistance section, which one was something you wanted to do? What would you need to make that happen in 2016?

"Facilitate and/or coordinate roadway safety summits or similar events" While there are many events in the NH and New England area, this is one area in which we are lacking. Unfortunately, due to time and money constraints, we aren't able to help as much as we would like.

Center Safety Activities Communications & Marketing: From the choices you selected in the Communications and Marketing section, which one was the most successful and why?

"Connect locals to existing training opportunities in your state or tribal area." We talk to locals all the time, whether it be at workshops, conferences, conventions, etc., and we use our state-wide email list to promote our workshops, trainings from our affiliated partners and many other things appropriate for public works.

Center Safety Activities Communications & Marketing: From the choices you did not select in the Communications and Marketing section, which one was something you wanted to do? What would you need to make that happen?

We would love to be able to do it all, but due to time, money and limited staff that just isn't possible. We do believe that Communication and Marketing is key to getting the word out about all of the things we promote.

Center Safety Activities Training & Education: What specific technical topics represent the greatest area of need for customers of your Center in roadway safety training and education?

The greatest area of need in NH this past year has been in Flagger Training, with the State requesting many trainings and locals filling the trainings held for everyone.

Select all activities that your Center completed during calendar year 2015 from the broad groups that represent the functional areas of LTAP/TTAP Center work. For each of these, a short-answer box is provided with specific questions for that area to capture more specific information on how your Center is addressing local and tribal safety needs.

Training and Education

- Identify gaps in available road safety training in your state and at your Center
- Develop new training with your FHWA Division and/or state DOT:
 - Developed with outside source: **Treating Pavement Beyond Preservation**
- Coordinate training opportunities with other LTAP and TTAP Centers
- Deliver relevant training in conjunction with local roadway partners
 - State DOT
 - Other (e.g. AASHTO, ITE, regional agencies, MPOs, law enforcement)

Technical Assistance

- Connect locals to sources of roadway safety data
 - Access your state and local roadway safety data for your local customers
- Perform site visits to help your customers define and solve local roadway safety problems

Communication and Marketing

- Connect locals to existing training opportunities in your state or tribal area
- Include messages on roadway safety in any Center communications and marketing strategies
 - Develop newsletter articles on roadway safety for your state or tribal area
 - Include road safety messages in LTAP/TTAP training events
- Promote webinars hosted by FHWA Office of Safety, Resource Center or others
- Promote the value of LTAP/TTAP in roadway safety
- Connect locals to information on state-based roadway safety campaigns (such as Click It or Ticket, impaired driving, teen driving, Toward Zero Deaths, child passenger safety etc.)

Local Liaison and Participation

- Meet with your FHWA Division safety staff and state DOT safety offices
- Include state DOT and/or FHWA Division safety staff on Center advisory boards
- Represent and/or liaise with local agencies on local, regional, state and federal safety efforts

Technology Transfer

Center Safety Activities Liaison & Participation: How would you assess the progress of your Center in increasing your roadway safety activities and working to advance the safety culture within your state or tribal area?

We promote safety whenever possible and work with state, local and federal officials to spread the word as far as possible. In 2015 we started promoting those who had taken 4 or more Safety workshops as a "Safety Champion," and this has spread like wildfire, spurring on individuals to get the award and become safer at the same time.

Center Safety Activities Training & Education: What specific technical topics represent the greatest area of need for customers of your Center in roadway safety training and education?

The greatest area of need in NH this past year has been in Flagger Training, with the State requesting many trainings and locals filling the trainings held for everyone.

Center Safety Activities: Reflecting on your entire safety program, discuss how your efforts are making a difference in your state or tribal area.

We provide quite a few safety workshops, and we honor those who take many of the workshops as a Safety Champion. We know that this is making a difference, because we hear from individuals how much they have learned and how they have gone on to teach others.

Other Activities Related to Center Operations Information Sharing

Describe a topic your Center would like to learn more about in 2016.

We are very interested in finding out more information regarding online and distance learning, and how best to implement that in an area. We are also interested in finding out if there have been successful Ipad or computer lending programs that enable municipalities and state sheds to access these online materials.

Indicate whether your Center completed any of the following tasks for 2015.

Did you obtain training resources from another LTAP/TTAP Center? If so, check any/all focus areas that apply

No data entered

Did your Center utilize any of the following distance-learning tools this report year?
We did not utilize distance-learning tools

Describe any process improvement that made a positive impact on Center operations.

We continue to update and upgrade our University designed and built custom database for our workshops. We have taken what they did as a base, and have worked with them to add new functions, better reporting and easier access to information.

Did you do anything differently to specifically improve the quality of course content and/or course delivery?

We didn't implement any new processes for course content and/or delivery. We continued to use the processes we have in place, since they work well and our local and state participants seem very pleased with the workshops that they are able to attend.

Program Communication/Transportation Climate

Are you seeing any change in the number of requests you are receiving for the LTAP/TTAP Center services?
About the same number of requests

Are you seeing any change in the level of interest in LTAP/TTAP from your state DOT or primary program partner?
About the same level of interest

Program Management/Use of Resources

How many people does your Center use as instructors?
25

Of this number, how many are LTAP/TTAP staff:
1

Of this number, how many are Consultant / contractor:
9

Of this number, how many are DOT personnel:

1

Of this number, how many are FHWA Personnel:

0

Of this number, how many are Other:

14

If you answered "other", please describe the relationship:

We have individuals from municipalities and other state department offer their services at no charge. Therefore, we did not count them as Consultants or Contractors, who we would pay.

Does your Center regularly convene an advisory committee, board or other such entity to obtain feedback on management and operations?

Yes

How many people serve on this entity?

6

How frequently does your Advisory Committee meet?

Other

If other, please explain

We meet three times a year, in March, July and November.

Briefly describe how you use your advisory body to support the operation of your Center.

The Advisory Board supports us by helping us keep the pulse of the local, state and federal agencies that support and aid us. They also help us by promoting our workshops within their agency / municipality and/or statewide group. They are a very level-headed group of individuals who answer questions when asked, and push and prod us to do better within the limited amount of time and resources that we have available.

How often do you have substantive, in-person contact with your FHWA Division representative (LTAP Centers) or key program partners (TTAP Centers)?
Occasionally (bi-monthly to quarterly contact)

How often do you have substantive, in-person contact with your state DOT point of contact (DOT Centers - this means your primary point of contact within the DOT)?

Frequently (daily to monthly contact)

Briefly describe how your Center interacts with your FHWA Division and state DOT points of contact to support your program

Our FHWA Division and state DOT points of contact are on our Advisory Board, and support us in that capacity. Additionally, the FHWA and DOT contacts we have beyond those on our Advisory Board are also helpful in promoting our workshops, and pushing us to do more with less.

Briefly describe how your Center interacts with national transportation associations and/or their local chapters, and how these activities, if any, support the goals you have identified for your Center

We are a member of the APWA, but we are not active with the local New England Chapter. This is due to time and money, not for a lack of wanting to be a part of the organization.

How frequently do you interact with national associations and/or their local chapters?
Once a year

If other, please explain
Rarely.

Briefly describe how your national association and/or chapter activities support the operation of your Center

We rarely have done anything with national transportation associations. We would like to be more active, however, time and money are an impediment to this.

Activities Related to National Initiatives

Briefly describe how your national association and/or chapter activities support the operation of your Center. **We rarely have done anything with national transportation associations. We would like to be more active, however, time and money are an impediment to this.**

How did your Center participate in Local Public Agency (LPA) program administration activities in 2015?
We were not asked to participate in any LPA-related activities

Briefly describe these activities:

No data entered

Of the technologies highlighted in the FHWA Every Day Counts (EDC) initiative, identify those that your Center has actively worked to support implementation in your state through one or more of the core LTAP/TTAP Center activities (e.g. training and education, technical assistance, communications and marketing, technology transfer, liaison and participation):

First Responder Training

If other, please explain

No data entered

Is your Center a member of the State Transportation Innovation Council (STIC)?

Yes

If yes, please describe how this experience has impacted your program:

By being a part of the STIC, we have been able to work directly with the Federal, State and Local officials who implement the EDC Innovations. Instead of many different groups working for the same goal, sometimes at cross purposes, we have been able to come together and work as a while. In NH, our Council works well together and in doing so, we are able to accomplish more than we could have alone.

2015 LTAP/TTAP Center Assessment Report

Center Name: **UNH - Technology Transfer Center**
Reporting Period: **January 1 to December 31, 2015**

Section One: Center Operations

Does your Center have an up-to-date succession plan? Provide examples of what you are doing in this area that others may learn from. These could include: creating and/or implementing a strategic plan; identifying the capabilities of your Center and its staff through a skills inventory or resource mapping exercise; and making better use of your advisory board or similar body. If you do not have a succession plan, what training and/or technical assistance do you need from the national program to help you meet this challenge? How can we best connect you to succession planning efforts in other Centers?

No, we don't have a succession plan.

In our very small center we have a full-time Director and a three-quarter time Training Coordinator who are on staff. We also have a Senior Training Instructor, a Training Instructor and a Student Worker who work on a per diem basis when requested.

For the past ten years, the person in the seat of the Training Coordinator (or Program Assistant as it was known) has stepped up into the Director's spot when the Director has chosen to leave the LTAP. Due to this, it has never seemed important to have something formal in place, and so there is nothing the national Association needs to provide in this area.

We are working on having "back-up" Instructors for many of our courses, in the event that our "regular" instructor is not available (or is hit by a bus). But this is a long process that we just started this past summer. We are also working with a few Centers to share instructors, including members of their staff. It seems like this will be an ongoing process that should be beneficial to many Centers.

Have you identified the knowledge, skills and/or abilities that your staff requires for your Center to be successful? What is your Center doing to provide ongoing professional development opportunities that attract, retain and retrain a quality workforce? What training and/or technical assistance from the national program would help you in those areas?

We are always pushing ourselves to learn more, whether that be a new computer program, a new topic, or a new way of doing things. Therefore, we attend as many conferences and conventions as time and money permit, with a focus on attending the seminars that interest us and/or teach us new things and/or provide more information.

Section Two: Center Financial Planning

The national program is considering a significant effort to commission the LTAP/TTAP Clearinghouse team to build a national virtual library function on behalf of the 58 Centers. The purpose of the proposed national virtual library would reduce the administrative burden faced by Centers, and provide more up-to-date resources and content in a way that continues to promote the Centers themselves as the service provider.

Would your Center use this capability? If so, to what extent would you find this valuable? What would be the impact of this effort on operations within your Center? If not, what are your concerns regarding the library, and what features and functionality would you need for a virtual library to be more attractive to your Center?

Yes our Center would use a national virtual library. I'm not sure what could be available as a feature or functionality, so I'm not sure what we would like to see or like to have there to use.

However, the rest of the questions are pretty moot until we see how the library functions, what it can provide, what drawbacks do we find, etc.

Currently, the Clearinghouse operates a resource database on LTAP.org. Designed to be the comprehensive set of LTAP/TTAP materials, the goal was to facilitate center-to-center sharing of training courses, instructors, and marketing materials across LTAP/TTAP while avoiding the need to "reinvent the wheel." However, this tool is underutilized by Centers, in part because Centers do not populate it with their resources.

What are the major issues or concerns you may have with the resource database? Do you have any suggestions to improve the resource database or its functionality, including changes to its design, content and accessibility? What types of things would be most valuable to you if they were available in the database? Finally, are you currently sharing course material from your Center in the database? If not, why not?

To be totally honest, I had forgotten it was there. I know I heard about do remember hearing about it and investigating it a little, but that was it.

Now that I spent some time investigating it (again), I would say that appears to be easy to find things, but I can't figure out how I would upload things. I also clicked on 4-5 things, and for two of them I got "404 errors." One of the others I opened was dated 2011, and I can't be sure that this is the most current version. Lastly, if you search for something, then go into one of the documents, you can't get back to your list - you have to go back to the initial screen and run it again. This is annoying and a waste of time.

I think this is part of the reason I never fully investigated the Database. If I can't be sure something is the most current, and/or the link doesn't work, then I've wasted my time, which is a precious resource.

I would suggest that things be updated periodically, links checked, dates put on things to show they're current (i.e., "Doc dated 2011; most current version used as of 2015). As for submitting things to be used, clear and concise instructions would be helpful, whether I'm submitting something myself or emailing it to someone. Right now I would have to send an email to ask to get the directions.

I really like the idea of a Database, and hope that it can be made into something that many can use. But right now, after being reminded of it and playing a little, it won't be on my list of places to go for information.

Section Three: Overall Program and Center Assessment

Provide a qualitative assessment of your overall efforts to improve and expand the work of your Center over the past year. Address the overall "state of the program" from the perspective of your Center. Include your perceptions of how your Center performed during the year, the impact your work may have had on both LTAP/TTAP and its customers, and the extent to which the level of attention towards and/or interest in LTAP/TTAP changed in your state or tribal area. Include as much specific information as possible, and share both challenges as well as successes.

I stepped up as the LTAP Director in November of 2014, so 2015 was my first full year "in charge" of the program. We had hiccups, challenges, accomplishments and most importantly, a lot of fun.

Our biggest accomplishment was we finally hit a goal that has been in place for a long time: we put on and/or participated in *100* training sessions! This has been our magic number since the day I started, and I'm delighted that we were able to get to this point. Now onto 105!

We had a new Training Coordinator start in January, and she jumped in with both feet. Stephanie's energy is infectious, and we wouldn't have been able to accomplish everything we did without it. She has also streamlined processes, rearranged the newsletter to make it more user friendly, and remembers to update Facebook and Twitter.

Butch did more workshops than ever, stepping up to the plate when the State requested more private trainings than ever. He did present a challenge when he went out on a personal matter, and couldn't return for six weeks. But he returned better than before and with renewed energy!

This Fall, we also welcomed a new Training Instructor and Student Worker, and have high hopes for both of them.

During the course of the year, the biggest issue I worked on addressing was having more than one instructor at a time for each workshop. Butch going out for an extended period of time brought this issue up and made us realize it's an important thing to address.

Another issue we have been dealing with is having our Grant renewed for another two years. We put

in our initial proposal in June, and started working on it in earnest in October. As of today (1/29/16), we do not have a finalized Agreement, and are hopeful it will be done and fully approved by mid-February.

Lastly, as always there is never enough time or money to do all the things that we want to do. But we make it work, and do our best to fill the office with laughter and fun amongst the piles of work.