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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 100
Concord, New Hampshire 03301

Charles M. Arlinghaus
Commissioner
(603) 271-3201

Joseph B. Bouchard
Assistant Commissioner
(603) 271-3204

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Deputy Commissioner
(603) 271-2059

November 19, 2021

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court and

His Excellency, Governor Christopher T. Sununu
And the Honorable Council
State House
Concord, New Hampshire 03301

INFORMATIONAL ITEM

Pursuant to RSA 21-I: 19 - h, IV, Disposal of State-Owned Vehicles Based on Non-business Use, and as adjusted by Fiscal item number 11-335 (December 2, 2011) the Department of Administrative Services (DAS) is submitting the report of all vehicles which have non-business use (NBU) exceeding 20% for Fiscal Year 2021.

RSA 21-I: 19 - h, Disposal of State-Owned Vehicles Based on Non-business Use requires each agency to report any NBU on their vehicles quarterly and annually. It also requires the Commissioner of Administrative Services to report annually to the Fiscal Committee and Governor and Council regarding any vehicles which exceed 20% NBU. These vehicles are eligible for redistribution by the Director of Procurement and Support Services unless the agency submits and receives a waiver from the Vehicle Utilization Committee (VUC). The VUC has the authority to grant a waiver for a vehicle exceeding 20% NBU if it is deemed to be in the best interest of the state.

This informational item details the following:

1. Non-business Use Report Fiscal Year 2021 - all vehicles which exceeded 20% NBU in FY2021.
2. Voting Matrix - the VUC's voting results for each waiver requested.

3. Agency waivers requested.

Vehicle information referenced and contained in the attachments is supported by each agency's FY2021 Motor Vehicle Record Reports.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C. Arlinghaus", written in a cursive style.

Charles M. Arlinghaus
Commissioner

Non-business Use Report Fiscal Year 2021

AgencyName	Fleet Unit	Plate Agency	Model			Total	Total NBU	Total NBU	
	ID	ID	Year	Make	Model	Odometer Miles	Miles	Pcnt	
Natural and Cultural Resources	5413	D2	2016	Ford	Explorer	52,991.00	5,140.00	1,187.00	23.09
Natural and Cultural Resources	867	D11	2014	Ford	Explorer	121,928.00	13,823.00	5,408.00	39.12
Natural and Cultural Resources	10093	D28	2019	Chevrolet	2500 Silverado	53,919.00	22,808.00	6,129.00	26.87
Natural and Cultural Resources	10637	D80	2019	Chevrolet	Equinox LS	74,312.00	34,849.00	30,206.00	86.68
Natural and Cultural Resources	6308	D173	2018	Ram	1500 ST	60,700.00	22,195.00	5,053.00	22.77
Natural and Cultural Resources	936	D292	2013	Ford	F150 XL	113,743.00	12,475.00	6,016.00	48.22
Safety Department	5079	4924	2013	JEEP	PATRIOT	119,887.00	3,043.00	1,232.00	40.49
Safety Department	6128	5312	2018	DODGE	JOURNEY	89,344.00	12,739.00	5,143.00	40.37
Safety Department	2088	4925	2013	JEEP	PATRIOT	108,628.00	12,306.00	4,238.00	34.44
Safety Department	5785	5168	2017	JEEP	CHEROKEE	52,444.00	7,755.00	2,964.00	38.22
Safety Department	10571	5466	2019	CHEVROLET	EQUINOX	40,446.00	16,263.00	5,878.00	36.14
Safety Department	11900	5488	2019	JEEP	CHEROKEE	22,608.00	7,566.00	1,622.00	21.44
Safety Department	11899	5498	2020	CHEVY	TRAVERSE	33,103.00	18,855.00	14,598.00	77.42
Safety Department	12072	5566	2020	CHEVROLET	TRAVERSE	15,669.00	15,646.00	7,848.00	50.16
Transportation Department	10470	H1925	2019	RAM	WS1500	15,315.00	4,437.00	1,098.00	25.00
Transportation Department	5450	H1331	2016	FORD	F250 X-CAB	155,127.00	27,176.00	5,964.00	22.93
Transportation Department	12204	H1535	2021	CHEVROLET	2500 DBL CAB	8,505.00	8,505.00	3,390.00	39.86
Transportation Department	5556	H1545	2016	FORD	F250 X-CAB	113,991.00	24,480.00	6,403.00	26.07
Transportation Department	5604	H0180	2016	FORD	FOCUS	121,446.00	22,421.00	6,893.00	30.74
Transportation Department	12209	H1568	2021	FORD	F450 SERVICE	250.00	250.00	60.00	24.00
Transportation Department	10599	H1337	2019	RAM	2500 CREWCAB	30,060.00	18,400.00	4,816.00	26.17
Transportation Department	6323	H0215	2018	CHEVROLET	MALIBU	51,808.00	23,747.00	8,068.00	33.97
Transportation Department	5553	H0317	2016	FORD	F250 X-CAB	125,061.00	19,111.00	5,185.00	27.13
Transportation Department	5798	H0130	2017	FORD	FUSION	66,001.00	10,497.00	3,898.00	37.00

FY2021 Vehicle Utilization Committee NBU Voting Matrix

Note: 1 is for Approval; 0 is for denial

Line #	Agency Name	Plate or ID	C. Arlinghaus	G. Lunetta	V. Sheehan	R. Quinn	R. Scott	Total
1	Natural and Cultural Resources	D2	1	1	1	1	1	5
2	Natural and Cultural Resources	D11	1	1	1	1	1	5
3	Natural and Cultural Resources	D28	1	1	1	1	1	5
4	Natural and Cultural Resources	D80	1	1	1	1	1	5
5	Natural and Cultural Resources	D173	1	1	1	1	1	5
6	Natural and Cultural Resources	D292	1	1	1	1	1	5
7	Safety Department	4924	1	1	1	1	1	5
8	Safety Department	5312	1	1	1	1	1	5
9	Safety Department	4925	1	1	1	1	1	5
10	Safety Department	5168	1	1	1	1	1	5
11	Safety Department	5466	1	1	1	1	1	5
12	Safety Department	5488	1	1	1	1	1	5
13	Safety Department	5498	1	1	1	1	1	5
14	Safety Department	5566	1	1	1	1	1	5
15	Transportation Department	H1925	1	1	1	1	1	5
16	Transportation Department	H1331	1	1	1	1	1	5
17	Transportation Department	H1535	1	1	1	1	1	5
18	Transportation Department	H1545	1	1	1	1	1	5
19	Transportation Department	H0180	1	1	1	1	1	5
20	Transportation Department	H1568	1	1	1	1	1	5
21	Transportation Department	H1337	1	1	1	1	1	5
22	Transportation Department	H0215	1	1	1	1	1	5
23	Transportation Department	H0317	1	1	1	1	1	5
24	Transportation Department	H0130	1	1	1	1	1	5

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STATE OF NEW HAMPSHIRE
 DEPARTMENT of NATURAL and CULTURAL RESOURCES
 OFFICE OF THE COMMISSIONER

172 Pembroke Road Concord, New Hampshire 03301
 Phone: 271-2411 Fax: 271-2629

August 12, 2021

Charles M. Arlinghaus, Commissioner
 Department of Administrative Services
 25 Capital Street
 Concord, New Hampshire 03301

Re: *Vehicle Utilization Committee – Waiver Request*

Pursuant to RSA 21-I:19-h, authorization is requested for the Department of Natural and Cultural Resources, Division of Parks and Recreation to retain vehicle D2 which exceeded the 20% non-business use threshold during Fiscal Year 2021.

EXPLANATION

D2, a 2016 Ford Explorer, assigned to the Director of the Division of Parks and Recreation, was driven 5,140 total miles, of which 1,187 miles were non-business use. The percentage of non-business miles for FY 2021 was 23.09%.

The Director is required to travel to State Park events around the State, he meets with various committees like the Mt. Washington Commission on top of the highest peak in the Northeast, or travel to the seacoast to work with town officials regarding security at Hampton Beach plus as a member of the National Association of State Park Directors there may be a need to travel out of state to attend an annual meeting. During last Fiscal Year however, the Director rarely traveled outside the Concord area due to the COVID-19 Pandemic and was able to participate in meetings held virtually. There have been times when the Director is called upon to travel at a moment's notice due to a natural disaster in a State Park or region to assess damages that occurred.

We are requesting to retain the 2016 Ford Explorer, because of the greater need for the Director to be available to travel in the State of New Hampshire when required to or it would be a significant increase in cost to reimburse the Director at the IRS mileage rate in order to fulfill the position's job duties.

Respectfully submitted,

Sarah L. Stewart
 Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER

172 Pembroke Road Concord, New Hampshire 03301
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August 17, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capital Street
Concord, New Hampshire 03301

Re: ***Vehicle Utilization Committee – Waiver Request***

Pursuant to RSA 21-I:19-h, authorization is requested for the Department of Natural and Cultural Resources, Division of Parks and Recreation to retain vehicle D11 which exceeded the 20% non-business use threshold during Fiscal Year 2021.

EXPLANATION

D11, a 2014 Ford Explorer, assigned to the Supervisor of Park Operations, was driven 13,823 total miles, of which 5,408 miles were non-business use. The percentage of non-business miles for FY 2021 was 39.12%.

The Supervisor administers the statewide Parks program with an extensive amount of responsibility managing the program throughout the entire State. If there is a Park emergency anywhere in the State, he is required to be available 24/7 for any unforeseen Park situation such as a natural disaster or any other emergency plus deal with the day to day operational needs

We are requesting to retain the 2014 Ford Explorer, because of the great need to be available to travel in the State of New Hampshire when required to or it would be a significant increase in cost to reimburse the Supervisor at the IRS mileage rate in order for him to fulfill his job duties.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sarah L. Stewart".

Sarah L. Stewart
Commissioner



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Charles M. Arlinghaus, Commissioner
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 25 Capital Street
 Concord, New Hampshire 03301

Re: **Vehicle Utilization Committee – Waiver Request**

Pursuant to RSA 21-I:19-h, authorization is requested for the Department of Natural and Cultural Resources, Bureau of Trails to retain vehicle D28 which exceeded the 20% non-business use threshold during Fiscal Year 2021.

EXPLANATION

D28, a 2019 Chevrolet 2500 Silverado, assigned to a Trails Bureau Equipment Operator, was driven 22,808 total miles, of which 6,129 miles were non-business use. The percentage of non-business miles for FY 2021 was 26.87%.

The Equipment Operator is required to travel in the Northwest area of the State of New Hampshire maintaining ATV trails and snowmobile trails. At any time, this position can be called to repair a snowmobile bridge in Franconia or travel to Berlin where Jericho Mountain State Park is located with miles of ATV and snowmobile trails maintained by the Bureau of Trails. During the winter, this position travels frequently to Franconia Notch State Park and grooms the trails for the many avid snowmobilers that ride the trails through the Notch. There are times when this position is called to drive to a trail location where a tree has fallen across a trail and must be removed so riders can continue on the trail. This position also transports tools and equipment in the State truck so he is able to service a groomer or other vehicles plus transport fuel to an excavator that is in an off-site location from a trail.

We are requesting to retain the 2019 Chevrolet 2500 Silverado or it would be a significant increase in cost to reimburse this position at the IRS mileage rate in order to fulfill the position's job duties.

Respectfully submitted,

Sarah L. Stewart
 Commissioner



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Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capital Street
Concord, New Hampshire 03301

Re: *Vehicle Utilization Committee – Waiver Request*

Pursuant to RSA 21-I:19-h, authorization is requested for the Department of Natural and Cultural Resources, Division of Parks and Recreation to retain vehicle D80 which exceeded the 20% non-business use threshold during Fiscal Year 2021.

EXPLANATION

D80, a 2019 Chevrolet Equinox LS, assigned to the General Manager at Franconia Notch State Park/Cannon Mt Ski Area, was driven 34,849 total miles, of which 30,206 miles were non-business use. The percentage of non-business miles for FY 2021 was 86.68%.

The General Manager's position is required to be available 24/7 on a year-round basis managing the ski area and Franconia Notch State Park which includes The Flume Gorge, Lafayette Campground and Echo Lake Beach where RV campers come to enjoy the pristine lake and mountain views. Issues or emergencies can happen at any time outside the typical business hours and the General Manager must be able to react to these situations at any given time.

We are requesting to retain the 2019 Chevrolet Equinox LS, because of the crucial need for the General Manager to travel in order to oversee the outstanding resources within Franconia Notch or it would be a significant increase in cost to reimburse this position at the IRS mileage rate so that he may fulfill his job duties.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sarah Stewart".

Sarah L. Stewart
Commissioner



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OFFICE OF THE COMMISSIONER

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Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capital Street
Concord, New Hampshire 03301

Re: *Vehicle Utilization Committee – Waiver Request*

Pursuant to RSA 21-I:19-h, authorization is requested for the Department of Natural and Cultural Resources, Division of Parks and Recreation to retain vehicle D173 which exceeded the 20% non-business use threshold during Fiscal Year 2021.

EXPLANATION

D173, a 2018 Ram 1500 Tradesman, assigned to the Central Regional Parks Supervisor, was driven 22,195 total miles, of which 5,053 miles were non-business use. The percentage of non-business miles for FY 2021 was 22.77%.

The Regional Supervisor is responsible for all State Parks in the Central Region of the State of New Hampshire from as far north as the Eisenhower Memorial Wayside area in the White Mountains to the State Parks located in the Lakes Region and the Lake Sunapee Region. This Regional Supervisor manages 14 State Parks and 4 State Wayside areas in that region. This past year has been a challenge with new restrictions and the training required for new managers due to the COVID-19 Pandemic making it necessary for this position to respond quickly to keep the State Parks operating and safely open to the public.

We are requesting to retain the 2018 Ram 1500 pickup, because there would be a significant increase in cost to reimburse this position at the IRS mileage rate in order to fulfill the job duties.

Respectfully submitted,

A handwritten signature in black ink that reads "Sarah L. Stewart".

Sarah L. Stewart
Commissioner



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August 17, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capital Street
Concord, New Hampshire 03301

Re: **Vehicle Utilization Committee – Waiver Request**

Pursuant to RSA 21-I:19-h, authorization is requested for the Department of Natural and Cultural Resources, Division of Parks and Recreation to retain vehicle D292 which exceeded the 20% non-business use threshold during Fiscal Year 2021.

EXPLANATION

D292, a 2013 Ford F150 XL, assigned to the South Region Maintenance Mechanic, was driven 12,475 total miles, of which 6,016 miles were non-business use. The percentage of non-business miles for FY 2021 was 48.22%.

The Maintenance Mechanic who specializes in carpentry and plumbing, travels to State Parks in the Merrimack Valley and Monadnock Regions to restore or renovate Park buildings. He will also respond to a Park emergency such as no hot water at a Park campground or a pipe burst within the State Park.

We are requesting to retain the 2013 Ford F150 XL, because of the increasing building projects within the Parks so that he may be able to travel in the Southern Region of the State in order to fulfill his job duties or it would be a significant increase in cost to reimburse him at the IRS mileage rate.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sarah L. Stewart".

Sarah L. Stewart
Commissioner



ROBERT L. QUINN
COMMISSIONER OF
SAFETY

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
03) 271-2791

August 13, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capital Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee -- Waiver Request

Pursuant to RSA 21-1:19-h, authorization is requested for the NH Department of Safety, Division of Homeland Security & Emergency Management (HSEM) to retain EQ #4924, which exceeded the 20% non-business use threshold during the fiscal year 2021.

EXPLANATION

EQ#4924, a 2013 Jeep Patriot, was used for the purpose of a pool vehicle for HSEM staff from July 1, 2020 to June 30, 2021. The vehicle was driven 3,043 total miles, of which 1,232 were non-business use. The percentage of non-business miles for FY21 was 40.49%.

This vehicle was scarcely used for the remainder of the 2020 calendar year as few employees needed to use a vehicle for trips or meetings due to COVID-19 turning these events virtual. All non-business use miles were accumulated during the first three months of the 2021 calendar year period when this vehicle was extensively used by one employee, as his position required him to provide customer service to numerous communities throughout the State and be in the field at a moment's notice, responding to emergency scenes, and call-backs (including emergency response call-backs) to the State's Emergency Operations Center, which often occurred during the COVID-19 response.

This vehicle is equipped with essential communications equipment as well as crucial information that would be needed immediately in the event of a man-made or natural disaster. Therefore, the vehicle needed to remain with this employee at all times during those three months. Additionally, there were a significant amount of after-hours meetings, exercises, and planning sessions that the employee was required to attend in order to support the Division's business functions.

The use of these vehicles is necessary so that DOS staff can meet obligations efficiently and effectively. If the waiver is not granted, the Department will be severely limited in its ability to provide needed service to the citizens of New Hampshire.

Respectfully submitted,

Robert L. Quinn
Commissioner



ROBERT L. QUINN
COMMISSIONER OF
SAFETY

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

August 13, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capital Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-1:19-h, authorization is requested for the NH Department of Safety, Division of Homeland Security & Emergency Management (HSEM) to retain EQ #5312, which exceeded the 20% non-business use threshold during the fiscal year 2021.

EXPLANATION

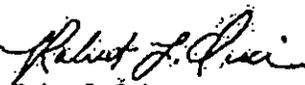
EQ#5312, a 2018 Dodge Journey, was assigned to a field-based employee from July 1, 2020 to June 30, 2021. The vehicle was driven 12,204 total miles, of which 5,143 were non-business use. The percentage of non-business miles for FY21 was 40.37%.

The majority of the non-business use miles were accumulated during the period this vehicle was assigned to this employee, as this position requires them to provide customer service to numerous communities throughout the State. This vehicle is also used when this employee is reviewing disaster damage, responding to emergency scenes, and attending meetings, drills, exercises, and trainings. In addition to this, the vehicle is used for call-backs (including emergency response call-backs) to the State's Emergency Operations Center. Additionally, this position was vacant for approximately 4 months before the division was able to hire a replacement.

This vehicle is equipped with essential communications equipment as well as crucial information that would be needed immediately in the event of a man-made or natural disaster. Therefore, the vehicle needed to remain with this employee at all times. Additionally, there were a significant amount of after-hours meetings, exercises, and planning sessions that the employee was required to attend in order to support the Division's business functions.

The use of this vehicle is necessary so that this field-based employee can meet agency obligations efficiently and effectively. If the waiver is not granted, the Division will be severely limited in its ability to provide needed services to the citizens of New Hampshire.

Respectfully submitted,


Robert L. Quinn
Commissioner



ROBERT L. QUINN
COMMISSIONER OF
SAFETY

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

August 13, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capital Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-1:19-h, authorization is requested for the NH Department of Safety, Division of Homeland Security & Emergency Management (HSEM) to retain EQ #4925, which exceeded the 20% non-business use threshold during the fiscal year 2021.

EXPLANATION

EQ#4925, a 2013 Jeep Patriot, was assigned to an employee from July 1, 2020 to December 2020, and then reassigned for the purpose of a pool vehicle for HSEM staff from January 1, 2021 to June 30, 2021. The vehicle was driven 12,306 total miles, of which 4,238 were non-business use. The percentage of non-business miles for FY21 was 34.44%.

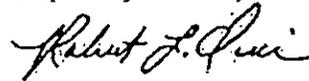
The majority of the non-business use miles were accumulated during the period this vehicle was assigned to this employee, as his position requires him to provide customer service to numerous communities throughout the State. This vehicle is also used when this employee is reviewing disaster damage, responding to emergency scenes, and attending meetings, drills, exercises, and trainings. In addition to this, the vehicle is used for call-backs (including emergency response call-backs) to the State's Emergency Operations Center, which often occurred during the COVID-19 response.

This vehicle was later used for HSEM employees to complete their tasks, ranging from logistical needs of transporting PPE or other mission-critical items to stakeholders and communities, to meeting with critical stakeholders, or supporting vaccination sites. Additionally, this vehicle was often used by another employee working on COVID-19 response efforts, and needed to be in the field at a moment's notice. This carried on for about three months, which contributed about half of the non-business mileage. Unfortunately for the entire month of June, the vehicle was at the garage getting numerous repairs done, so it was unable to be used by HSEM employees to reduce the non-business mileage threshold.

This vehicle is equipped with essential communications equipment as well as crucial information that would be needed immediately in the event of a man-made or natural disaster. Therefore, the vehicle needed to remain with this employee at all times during those three months. Additionally, there were a significant amount of after-hours meetings, exercises, and planning sessions that the employee was required to attend in order to support the Division's business functions.

The use of these vehicles is necessary so that DOS staff can meet obligations efficiently and effectively. If the waiver is not granted, the Department will be severely limited in its ability to provide needed service to the citizens of New Hampshire.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Robert L. Quinn".

Robert L. Quinn
Commissioner



ROBERT L. QUINN
COMMISSIONER OF
SAFETY

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

August 13, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capital Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-1:19-h, authorization is requested for the NH Department of Safety, Division of Homeland Security & Emergency Management (HSEM) to retain EQ #5168, which exceeded the 20% non-business use threshold during the fiscal year 2021.

EXPLANATION

EQ#5168, a 2017 Jeep Cherokee Sport, was used as a field-based pool vehicle from July 1, 2020 to June 30, 2021. The vehicle was driven 7,755 total miles, of which 2,964 were non-business use. The percentage of non-business miles for FY21 was 38.22%.

The majority of the non-business use miles were accumulated during the period this vehicle was used by field-based employees, as this position requires them to provide customer service to numerous communities throughout the State. This vehicle is also used when these employees are reviewing disaster damage, responding to emergency scenes, and attending meetings, drills, exercises, and trainings. In addition to this, the vehicle is used for call-backs (including emergency response call-backs) to the State's Emergency Operations Center.

This vehicle is equipped with essential communications equipment as well as crucial information that would be needed immediately in the event of a man-made or natural disaster. Therefore, the vehicle needed to remain with this field-based section at all times. Additionally, there were a significant amount of after-hours meetings, exercises, and planning sessions that some employees were required to attend in order to support the Division's business functions.

The use of this vehicle is necessary so that this field-based section can meet agency obligations efficiently and effectively. If the waiver is not granted, the Division will be severely limited in its ability to provide needed services to the citizens of New Hampshire.

Respectfully submitted,

Robert L. Quinn
Commissioner



ROBERT L. QUINN
COMMISSIONER OF
SAFETY

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
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(603) 271-2791

August 5, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capital Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-I: 19-h, authorization is requested for the Department of Safety, Division of Fire Standards & Training and Emergency Medical Services, to retain vehicle EQ#5466 which exceeded the 20% non-business use threshold during fiscal year 2021.

EXPLANATION

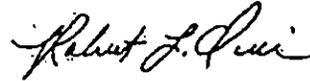
EQ#5466, a 2019 Chevrolet Equinox, assigned to the Director of Fire Standards & Training and Emergency Medical Services was driven 16,263 total miles, of which 5,878 miles were non-business use. The percentage of non-business miles for FY21 was 36.14%.

The Director's current role requires him to attend formal and informal meetings throughout the State on a regular basis. These include, but are not limited to, meetings with Fire Chiefs, training officers, mutual aid districts, and fire and emergency medical services (EMS) organizations, along with interacting with directors and commissioners in many other State agencies. Other duties required of the Director include attending committee meetings, attending Legislative hearings, and conducting other State business. Many of these occur after normal work hours, either in the evening or early morning, making it necessary for the Director to leave directly from his residence to travel to the meeting prior to driving to the Academy or returning to his residence very late in the evening after the meeting. Approximately ten to fifteen times per month, the Director is required to attend these obligations outside the regular work week.

A few examples of required use outside the regular working hours are monthly NH Association of Fire Chiefs meetings, delivery of training material and equipment to fire departments and EMS units, travel to field (leased) EMS offices, recall for Emergency Operations Center (EOC) activations representing NH EMS and on-site logistics, Regional Council EMS meetings, District EMS meetings, special presentations and lectures, periodic mutual aid meetings in the evenings, Oral Boards for fire departments around the State of New Hampshire, and teaching classes around the State.

It is also important that the Director is in the field meeting with user groups, stopping by FSTEMS field offices, and traveling throughout the State as well as traveling to and from Concord. Not having this vehicle would require him to spend a lot of time picking up and dropping off a vehicle. Using his personal vehicle and being reimbursed for mileage would become extremely expensive and would not be the most efficient use of time and/or money.

Respectfully submitted,



Robert L. Quinn
Commissioner of Safety

Approved by:

Charles M. Arlinghaus,
Commissioner of Administrative Services



ROBERT L. QUINN
COMMISSIONER OF
SAFETY

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
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August 13, 2021

Charles M. Arlinghaus, Commissioner
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25 Capital Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-1:19-h, authorization is requested for the NH Department of Safety, Division of Homeland Security & Emergency Management (HSEM) to retain EQ #5488, which exceeded the 20% non-business use threshold during the fiscal year 2021.

EXPLANATION

EQ#5488, a 2019 Jeep Grand Cherokee, was used for the purpose of a pool vehicle for HSEM staff from July 1, 2020 to June 30, 2021. The vehicle was driven 7,566 total miles, of which 1,622 were non-business use. The percentage of non-business miles for FY21 was 21.44%.

This vehicle is used for employees to complete their tasks, ranging from participation in trainings and exercises to meeting with critical stakeholders, and many tasks in-between. Additionally, this vehicle was often used by an employee working on COVID-19 response efforts, and needed to be in the field at a moment's notice. This carried on for about three months, which contributed vastly to the non-business mileage. This vehicle is equipped with essential communications equipment as well as crucial information that would be needed immediately in the event of a man-made or natural disaster. Therefore, the vehicle needed to remain with this employee at all times during those three months. Additionally, there were a significant amount of after-hours meetings, exercises, and planning sessions that the employee was required to attend in order to support the Division's business functions.

The use of these vehicles is necessary so that DOS staff can meet obligations efficiently and effectively. If the waiver is not granted, the Department will be severely limited in its ability to provide needed service to the citizens of New Hampshire.

Respectfully submitted,

Robert L. Quinn
Commissioner



ROBERT L. QUINN
COMMISSIONER OF
SAFETY

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

August 13, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capital Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-1:19-h, authorization is requested for the NH Department of Safety, Division of Homeland Security & Emergency Management (HSEM) to retain EQ #5498, which exceeded the 20% non-business use threshold during the fiscal year 2021.

EXPLANATION

EQ# 5498, a 2020 Chevy Traverse, was assigned to the Director of the Division of Emergency Services and Communications from July 01, 2020 to June 30, 2021. The vehicle was driven a total of 18,855 total miles, of which 14,598 were non-business use. Most of these miles are the result of a 65-mile per day round trip to and from his home in Merrimack, NH. The percentage of non-business miles for SFY 2021 was 77.42%.

This vehicle is used by the Director for responding to emergencies relating to the statewide E911 system and the statewide radio communications network. He is on call 24 hours a day, seven days a week, 365 days a year. The vehicle is also used by the Director to visit emergency scenes and attend meetings relating to the operation of the State's emergency communications systems.

The vehicle is equipped with essential communications and emergency equipment that would be needed immediately in the event of an emergency response. Therefore, while assigned to him, the vehicle needs to remain with the Director at all times. The use of this vehicle is necessary so that he can meet Division obligations efficiently and effectively. If this waiver is not granted, the Division will be severely limited in its ability to provide needed public safety services to the citizens of New Hampshire.

Respectfully submitted;

Robert L. Quinn
Commissioner



ROBERT L. QUINN
COMMISSIONER OF
SAFETY

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

August 13, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capital Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-1:19-h, authorization is requested for the NH Department of Safety, Division of Homeland Security & Emergency Management (HSEM) to retain EQ #5566, which exceeded the 20% non-business use threshold during the fiscal year 2021.

EXPLANATION

EQ#5566, a 2020 Chevrolet Traverse, was assigned to a field-based employee from July 1, 2020 to June 30, 2021. The vehicle was driven 15,646 total miles, of which 7,848 were non-business use. The percentage of non-business miles for FY21 was 50.16%.

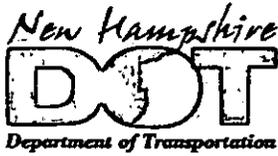
The majority of the non-business use miles were accumulated during the period this vehicle was assigned to this employee, as his position requires him to provide customer service to numerous communities throughout the State. This vehicle is also used when this employee is reviewing disaster damage, responding to emergency scenes, and attending meetings, drills, exercises, and trainings. In addition to this, the vehicle is used for call-backs (including emergency response call-backs) to the State's Emergency Operations Center.

This vehicle is equipped with essential communications equipment as well as crucial information that would be needed immediately in the event of a man-made or natural disaster. Therefore, the vehicle needed to remain with this employee at all times. Additionally, there were a significant amount of after-hours meetings, exercises, and planning sessions that the employee was required to attend in order to support the Division's business functions.

The use of this vehicle is necessary so that this field-based employee can meet agency obligations efficiently and effectively. If the waiver is not granted, the Division will be severely limited in its ability to provide needed services to the citizens of New Hampshire.

Respectfully submitted,

Robert L. Quinn
Commissioner



Victoria F. Sheehan
Commissioner

RECORDED BY 140
THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

August 25, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Requests

Dear Commissioner Arlinghaus:

Enclosed please find the vehicle waivers for the Department of Transportation's vehicles that have exceeded the 20% non-business use for fiscal year 2021.

Please feel free to contact me (271-1484) if you have any questions or if more information is required. Thank you for your review.

Sincerely,

A handwritten signature in black ink, appearing to read "David Rodrigue", with a long horizontal flourish extending to the right.

David Rodrigue
Director of Operations

cc: Bill Cass
Andre Briere



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

August 25, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-I: 19-h, authorization is requested for the Department of Transportation, **Rail and Transit** to retain vehicle **H1925** which exceeded the 20% non-business use threshold during fiscal year 2021.

EXPLANATION

H1925, a 2019, RAM WS1500, assigned to John Robinson, Railroad Safety Inspector/Investigator was driven **4437** total miles, of which **1098** miles were non-business use. The percentage of non-business miles for FY 2021 was **25%**.

Existing Classification: Class IV, Permanent
Proposed Classification: Retain

The Railroad Safety Inspector/Investigator is assigned a state-owned vehicle to help perform his duties associated with railroad safety and oversight of railroad maintenance and standards. Work is mainly in the field with administrative responsibilities in Concord as necessary. The Railroad Inspector carries survey, track testing, personal protection and other equipment in this vehicle required for his work. The Railroad Inspector is responsible for addressing railroad safety issues and inspection of all railroad trackage in the state, both private and state-owned.

Railroad Inspectors must be able to get to any of the railroads in the state during non-work hours to provide rapid response to railroad emergencies such as a derailment, grade crossing or pedestrian (trespass) incidents, investigate accident damage on or to railroads, report railroad situation to Department Headquarters and Transportation Management Center for incidents on both state and privately owned railroads. His vehicle carries tools and equipment necessary to respond to emergencies and has radio communication equipment that allows him to coordinate railroad emergency response with the Railroads, NHDOT dispatchers (TMC) and other state agencies.

If the vehicle was parked at the Concord headquarters instead of at their residence, response time to emergencies would be increased since the Railroad Safety Inspector/Investigator would need to travel to headquarters to pick up his vehicle. The overtime for each call out would also be increased since the union

contract requires that time outside normal hours to be paid portal-to-portal and the travel time to and from Concord would be added to each call out. Personal vehicle mileage would also increase for call outs (currently there is none) because he would be reimbursed for personal vehicle mileage from his residence to Concord and back.

Overtime costs would be increased since the Railroad Inspector's time would be paid from Concord to the railroad line being inspected or the site of an incident (possibly two hours or more away from Concord). In this case the travel time will increase if our current practices change. This would increase the cost to the state to compensate the Railroad Inspector for the additional time.

The business hardship if this waiver is not granted includes increased personnel costs, increased in-state travel costs, decreased emergency response time and decreased production due to additional employee travel time during regular work hours.

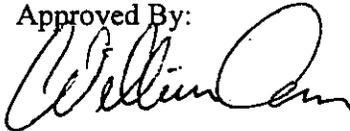
We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The Railroad Safety Inspector/Investigator is more efficient, better prepared, better informed, better equipped and provides a higher level of service through the use of a state vehicle. Efficiencies and cost savings are gained by combining work efforts with commuting time.

Respectfully submitted,



David Rodrigue, PE
Director of Operations

Approved By:



William Cass, PE
Assistant Commissioner



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

August 25, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-I: 19-h, authorization is requested for the Department of Transportation, **Highway Maintenance** to retain vehicle **H1331** which exceeded the 20% non-business use threshold during fiscal year 2021.

EXPLANATION

H1331, a 2016, Ford, F250 X-CAB, assigned to Margaret Smith, Bedford Highway Patrol Foreman was driven 27,176 total miles, of which 5,964 miles were non-business use. The percentage of non-business miles for FY 2021 was 22%.

Existing Classification: Class II, Employee Home Location
Proposed Classification: Retain

Highway Patrol Foremen are front-line leaders responsible for day-to-day operations in 86 Highway Maintenance Patrol Sections statewide. They are collectively responsible for winter and summer maintenance of more than 3900 centerline miles of roadway, 680 employees, 86 patrol sections and \$80,000,000 worth of work. Each Patrol Foreman manages a patrol section facility with 4-15 Highway Maintainers that maintain up to 60 centerline miles of state highway in their area.

Highway Patrol Foremen are required to respond immediately to perform winter maintenance and other traffic emergency activities, as needed, 24 hours per day, 7 days a week throughout the year. They are assigned a pickup truck, in this case a ¾ - ton pickup truck, that carries official NHDOT identity markings and personal protective equipment (safety vest, hard hat, gloves, eye and ear protection, rain gear, chain saw chaps, etc.), emergency flashing strobe lights, a two-way radio, cell phone and highway warning signs.

During winter maintenance operations, many of their pickup trucks carry a salt spreader that can dispense rock salt as needed on the highway. Depending on the nature of the emergency, the

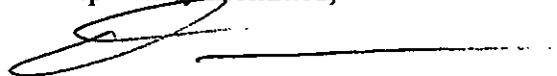
Highway Patrol Foreman will respond directly to the location to begin corrective actions, such as removing an obstruction or assisting at a vehicle crash scene, or they may first respond to the patrol facility for additional equipment or manpower to remove a fallen tree or fix a washout. The foreman may utilize the two-way radio or cellular telephone to direct other members of the patrol crew in their response to the scene with proper materials and equipment. The ability to report directly to an emergency scene in a properly equipped vehicle can reduce response time up to an hour or more in certain circumstances. It would be unsafe to expect a foreman to respond directly to an emergency scene in their private vehicle that is not so equipped. Doing so places the employee and the motoring public at risk of serious injury or death.

Highway Patrol Foremen are able to respond to emergency situations more quickly and safely through the use of State vehicles parked at their home. As frontline leaders in the Department's emergency response, the State vehicle provides them with the proper safety and communication equipment for a rapid assessment and correction of a given highway hazard such as an obstruction or winter condition. Requiring a foreman to report to a central location to pick up an official vehicle before responding to an emergency scene will delay the response time by an hour or more, exposing motorists and the environment to unnecessary additional exposure to the hazard while increasing personnel costs for that additional time. Parking an official vehicle at the employee's home ensures a safer highway system and a more organized and efficient emergency response.

The business hardship if this waiver is not granted includes increased personnel costs, increased in-state travel costs, increased emergency response time and decreased production due to additional employee travel time during regular work hours.

We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The Highway Patrol Foremen are more efficient, better prepared, better informed, better equipped and provides a higher level of service through the use of a state vehicle. Efficiencies and cost savings are gained by combining work efforts with commuting time.

Respectfully submitted,



David Rodrigue
Director of Operations

Approved by:



William Cass
Assistant Commissioner



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

August 25, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-I: 19-h, authorization is requested for the Department of Transportation, **Highway Maintenance** to retain vehicle **H1535** which exceeded the 20% non-business use threshold during fiscal year 2021.

EXPLANATION

H1535, a 2021, Chevy 2500, DBL CAB, assigned to **Marshall Bennett, Davisville Highway Patrol Foreman** was driven 8,505 total miles, of which 3,390 miles were non-business use. The percentage of non-business miles for FY 2021 was 40%.

Existing Classification: Class II, Employee Home Location
Proposed Classification: Retain

Highway Patrol Foremen are front-line leaders responsible for day-to-day operations in 86 Highway Maintenance Patrol Sections statewide. They are collectively responsible for winter and summer maintenance of more than 3900 centerline miles of roadway, 680 employees, 86 patrol sections and \$80,000,000 worth of work. Each Patrol Foreman manages a patrol section facility with 4-15 Highway Maintainers that maintain up to 60 centerline miles of state highway in their area.

Highway Patrol Foremen are required to respond immediately to perform winter maintenance and other traffic emergency activities, as needed, 24 hours per day, 7 days a week throughout the year. They are assigned a pickup truck, in this case a ¾ - ton pickup truck, that carries official NHDOT identity markings and personal protective equipment (safety vest, hard hat, gloves, eye and ear protection, rain gear, chain saw chaps, etc.), emergency flashing strobe lights, a two-way radio, cell phone and highway warning signs.

During winter maintenance operations, many of their pickup trucks carry a salt spreader that can dispense rock salt as needed on the highway. Depending on the nature of the emergency, the

Highway Patrol Foreman will respond directly to the location to begin corrective actions, such as removing an obstruction or assisting at a vehicle crash scene, or they may first respond to the patrol facility for additional equipment or manpower to remove a fallen tree or fix a washout. The foreman may utilize the two-way radio or cellular telephone to direct other members of the patrol crew in their response to the scene with proper materials and equipment. The ability to report directly to an emergency scene in a properly equipped vehicle can reduce response time up to an hour or more in certain circumstances. It would be unsafe to expect a foreman to respond directly to an emergency scene in their private vehicle that is not so equipped. Doing so places the employee and the motoring public at risk of serious injury or death.

Highway Patrol Foremen are able to respond to emergency situations more quickly and safely through the use of State vehicles parked at their home. As frontline leaders in the Department's emergency response, the State vehicle provides them with the proper safety and communication equipment for a rapid assessment and correction of a given highway hazard such as an obstruction or winter condition. Requiring a foreman to report to a central location to pick up an official vehicle before responding to an emergency scene will delay the response time by an hour or more, exposing motorists and the environment to unnecessary additional exposure to the hazard while increasing personnel costs for that additional time. Parking an official vehicle at the employee's home ensures a safer highway system and a more organized and efficient emergency response.

The business hardship if this waiver is not granted includes increased personnel costs, increased in-state travel costs, increased emergency response time and decreased production due to additional employee travel time during regular work hours.

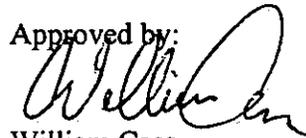
We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The Highway Patrol Foremen are more efficient, better prepared, better informed, better equipped and provides a higher level of service through the use of a state vehicle. Efficiencies and cost savings are gained by combining work efforts with commuting time.

Respectfully submitted,



David Rodrigue
Director of Operations

Approved by:



William Cass
Assistant Commissioner



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

August 25, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-I: 19-h, authorization is requested for the Department of Transportation, **Highway Maintenance** to retain vehicle **H1545** which exceeded the 20% non-business use threshold during fiscal year 2021.

EXPLANATION

H1545, a 2016, Ford, F250 X-CAB, assigned to **Leon Gadwah IV**, **Hooksett Highway Patrol Foreman** was driven 24,480 total miles, of which 6,403 miles were non-business use. The percentage of non-business miles for FY 2021 was 26%.

Existing Classification: Class II, Employee Home Location
Proposed Classification: Retain

Highway Patrol Foremen are front-line leaders responsible for day-to-day operations in 86 Highway Maintenance Patrol Sections statewide. They are collectively responsible for winter and summer maintenance of more than 3900 centerline miles of roadway, 680 employees, 86 patrol sections and \$80,000,000 worth of work. Each Patrol Foreman manages a patrol section facility with 4-15 Highway Maintainers that maintain up to 60 centerline miles of state highway in their area.

Highway Patrol Foremen are required to respond immediately to perform winter maintenance and other traffic emergency activities, as needed, 24 hours per day, 7 days a week throughout the year. They are assigned a pickup truck, in this case a ¾ - ton pickup truck, that carries official NHDOT identity markings and personal protective equipment (safety vest, hard hat, gloves, eye and ear protection, rain gear, chain saw chaps, etc.), emergency flashing strobe lights, a two-way radio, cell phone and highway warning signs.

During winter maintenance operations, many of their pickup trucks carry a salt spreader that can dispense rock salt as needed on the highway. Depending on the nature of the emergency, the

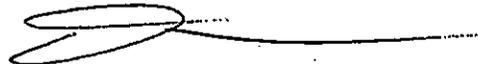
Highway Patrol Foreman will respond directly to the location to begin corrective actions, such as removing an obstruction or assisting at a vehicle crash scene, or they may first respond to the patrol facility for additional equipment or manpower to remove a fallen tree or fix a washout. The foreman may utilize the two-way radio or cellular telephone to direct other members of the patrol crew in their response to the scene with proper materials and equipment. The ability to report directly to an emergency scene in a properly equipped vehicle can reduce response time up to an hour or more in certain circumstances. It would be unsafe to expect a foreman to respond directly to an emergency scene in their private vehicle that is not so equipped. Doing so places the employee and the motoring public at risk of serious injury or death.

Highway Patrol Foremen are able to respond to emergency situations more quickly and safely through the use of State vehicles parked at their home. As frontline leaders in the Department's emergency response, the State vehicle provides them with the proper safety and communication equipment for a rapid assessment and correction of a given highway hazard such as an obstruction or winter condition. Requiring a foreman to report to a central location to pick up an official vehicle before responding to an emergency scene will delay the response time by an hour or more, exposing motorists and the environment to unnecessary additional exposure to the hazard while increasing personnel costs for that additional time. Parking an official vehicle at the employee's home ensures a safer highway system and a more organized and efficient emergency response.

The business hardship if this waiver is not granted includes increased personnel costs, increased in-state travel costs, increased emergency response time and decreased production due to additional employee travel time during regular work hours.

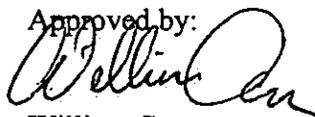
We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The Highway Patrol Foremen are more efficient, better prepared, better informed, better equipped and provides a higher level of service through the use of a state vehicle. Efficiencies and cost savings are gained by combining work efforts with commuting time.

Respectfully submitted,



David Rodrigue
Director of Operations

Approved by:



William Cass
Assistant Commissioner



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

August 25, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-I: 19-h, authorization is requested for the Department of Transportation, **Highway Maintenance** to retain vehicle **H0180** which exceeded the 20% non-business use threshold during fiscal year 2021.

EXPLANATION

H0180, a 2016, Ford, Focus, assigned to **John Kalfelz, District 4 Engineer** was driven 22,421 total miles, of which 6,893 miles were non-business use. The percentage of non-business miles for FY 2021 was 31%.

Existing Classification: Class IV, Permanent
Proposed Classification: Retain

The six District Engineers are collectively responsible for winter and summer maintenance of more than 3900 centerline miles of roadways, 680 employees, 86 patrol sections and \$80,000,000 worth of work. They each have a central office within their District, however they often report directly to, or travel home at the end of the day directly from, one of their patrol sections, a specific roadway project, a mobile maintenance operation, an area of maintenance concern, a safety concern, the Concord office, a meeting with the public or public officials. District Engineers are also responsible for overseeing the winter maintenance of the roadways, for responding to emergency damage to our roads and bridges and to respond to personnel issues 24 hours a day, 7 days a week. Time is critical when responding to emergencies along the roadway, as well as having all the necessary personal protective equipment, tools, two-way radios, strobe lights, and information.

Reporting directly to, or home from, an area of interest gains efficiency. This allows travel on the employee's time off the clock instead of ending the work day in time to travel back to the home office to get a personal vehicle. Because emergencies are impossible to predict they cannot simply take the vehicle home only when they have a nighttime or morning meeting. Vehicles are equipped with strobe lights allowing them to safely stop on busy roadways to investigate a situation or even to remove some debris. Vehicles are also equipped with two-way radios allowing communication with local and statewide dispatch

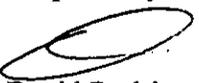
and all other NHDOT workers in vehicles equipped with a radio. The NHDOT has invested millions of dollars in a statewide radio network to provide near constant communication through areas without cell phone coverage. The radio system has saved the lives of NHDOT employees and the public by enabling them to readily communicate emergencies and coordinate responses to accidents and roadway incidents. District Engineers monitor and participate in critical radio communication even during this "commuting" time. Some events require an immediate response to a particular location and which can be done from a state vehicle during the commute.

Some vehicles are also equipped with air and surface temperature probes allowing them to monitor conditions and insure patrol crews are prepared and providing the proper winter maintenance for the conditions as well as being equipped with electronic distance meters allowing them to measure sight distance, guardrail length, speed limit sign locations, lengths of drainage, ditching, roadway damage etc. State vehicles are also equipped with all the necessary personal protective equipment such as vests, gloves, hard hats, etc. that are required by policy. They also carry tools including tape measures, measuring wheels, levels, etc., and all documents including radio call lists, emergency phone numbers, drug and alcohol policy, engineering standards, policies and procedures. NHDOT protocol requires District Engineers to be available 24 hours a day, 7 days a week to respond to emergency situations and to provide for public safety and convenience. Examples of these situations include vehicle accidents that damage our infrastructure, accidents that close our roads for extended periods, accidents involving employees, natural disasters, and personnel issues.

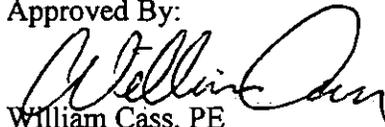
The business hardship if this waiver is not granted includes increased personnel costs, increased in-state travel costs, increased emergency response time and decreased production due to additional employee travel time during regular work hours.

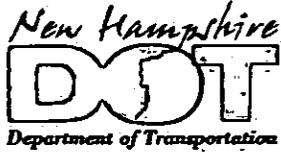
We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The District Engineers are more efficient, better prepared, better informed, better equipped and provide a higher level of service through the use of a state vehicle. Efficiencies and cost savings are gained by combining work efforts with commuting time.

Respectfully submitted,


David Rodrigue, PE
Director of Operations

Approved By:


William Cass, PE
Assistant Commissioner



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

August 25, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-I: 19-h, authorization is requested for the Department of Transportation, **Mechanical Services** to retain vehicle **H1568** which exceeded the 20% non-business use threshold during fiscal year 2021.

EXPLANATION

H1568, a 2021, Ford, F450 Service Truck, assigned to Cody Knight, Heavy Equipment Mechanic was driven **250** total miles, of which **60** miles were non-business use. The percentage of non-business miles for FY 2021 was **24%**.

Existing Classification: Class I, General Use
Proposed Classification: Retain

Heavy Equipment Mechanics are front-line leaders responsible for day-to-day maintenance and repair of the Department's fleet. Swanzey is one of seven garages, all of which act as direct support to the Department's fleet and they provide statewide coverage. Much of the fleet can be utilized 24 hour/ 7 days a week throughout the year responding to accidents, storm events or construction projects. In the event a unit in the fleet breaks down or is involved in a collision, our heavy equipment mechanics will respond in order to perform a repair or assist in getting the vehicle towed to a safe location.

Heavy Equipment Mechanics are required to respond immediately to repairs for vehicles and construction equipment performing winter maintenance and other traffic emergency activities, as needed. They are assigned a road mechanics truck, in this case a 1 1/2 - ton truck, that carries official NHDOT identity markings and personal protective equipment (safety vest, hard hat, gloves, eye and ear protection, rain gear, etc.), emergency flashing strobe lights and cell phone. The truck is also outfitted with a full range of mechanic tools, air compressor, hydraulic fluid, jacks, parts, etc.

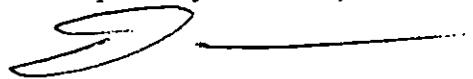
The Heavy Equipment Mechanics may utilize the two-way radio or cellular telephone to direct other members to gain proper materials and equipment to perform the repair or call a tow truck. The ability to report directly to an emergency scene in a properly equipped vehicle can reduce response time up to an hour or more in certain circumstances. It would be unsafe to expect a Heavy Equipment Mechanics to respond directly to an emergency scene in their private vehicle that is not so equipped. Doing so places the employee and the motoring public at risk of serious injury or death.

Heavy Equipment Mechanics are able to respond to emergency situations more quickly and safely through the use of State vehicles parked at their home. As frontline leaders, the State vehicle provides them with the proper safety and communication equipment for a rapid assessment and correction of a given highway hazard such as a stranded plow truck, loader, or types of vehicles. Requiring a Heavy Equipment Mechanics to report to a central location to pick up an official vehicle before responding to an emergency scene will delay the response time by an hour or more, exposing motorists and the environment to unnecessary additional exposure to the hazard while increasing personnel costs for that additional time. Parking an official vehicle at the employee's home ensures a safer highway system and a more organized and efficient emergency response.

The business hardship if this waiver is not granted includes increased personnel costs, increased in-state travel costs, increased emergency response time and decreased production due to additional employee travel time.

We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The Heavy Equipment Mechanics are more efficient, better prepared, better informed, better equipped and provide a higher level of service through the use of a state vehicle. Efficiencies and cost savings are gained by combining work efforts with commuting time.

Respectfully submitted,



David Rodrigue
Director of Operations

Approved by:



William Cass
Assistant Commissioner

During winter maintenance operations, many of their pickup trucks carry a salt spreader that can dispense rock salt as needed on the highway. Depending on the nature of the emergency, the

Highway Patrol Foremen are required to respond immediately to perform winter maintenance and other traffic emergency activities, as needed, 24 hours per day, 7 days a week throughout the year. They are assigned a pickup truck, in this case a ¾ - ton pickup truck, that carries official NHDOT identity markings and personal protective equipment (safety vest, hard hat, gloves, eye and ear protection, rain gear, chain saw chaps, etc.), emergency flashing strobe lights, a two-way radio, cell phone and highway warning signs.

Highway Patrol Foremen are front-line leaders responsible for day-to-day operations in 86 patrol sections and summer maintenance of more than 3900 centerline miles of roadway, 680 employees, 86 patrol sections and \$80,000,000 worth of work. Each Patrol Foreman manages a patrol section facility with 4-15 Highway Maintainers that maintain up to 60 centerline miles of state highway in their area.

Existing Classification: Class II, Employee Home Location
Proposed Classification: Retain

Highway Patrol Foremen are front-line leaders responsible for day-to-day operations in 86 patrol sections and summer maintenance of more than 3900 centerline miles of roadway, 680 employees, 86 patrol sections and \$80,000,000 worth of work. Each Patrol Foreman manages a patrol section facility with 4-15 Highway Maintainers that maintain up to 60 centerline miles of state highway in their area.

EXPLANATION

Pursuant to RSA 21-I: 19-h, authorization is requested for the Department of Transportation, Highway Maintenance to retain vehicle H1337 which exceeded the 20% non-business use threshold during fiscal year 2021.

Re: Vehicle Utilization Committee – Waiver Request

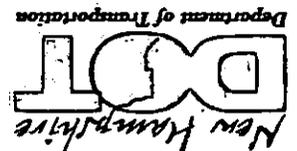
Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

August 25, 2021

William Cass, P.E.
Assistant Commissioner



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

Department of Transportation

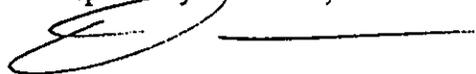
Highway Patrol Foreman will respond directly to the location to begin corrective actions, such as removing an obstruction or assisting at a vehicle crash scene, or they may first respond to the patrol facility for additional equipment or manpower to remove a fallen tree or fix a washout. The foreman may utilize the two-way radio or cellular telephone to direct other members of the patrol crew in their response to the scene with proper materials and equipment. The ability to report directly to an emergency scene in a properly equipped vehicle can reduce response time up to an hour or more in certain circumstances. It would be unsafe to expect a foreman to respond directly to an emergency scene in their private vehicle that is not so equipped. Doing so places the employee and the motoring public at risk of serious injury or death.

Highway Patrol Foremen are able to respond to emergency situations more quickly and safely through the use of State vehicles parked at their home. As frontline leaders in the Department's emergency response, the State vehicle provides them with the proper safety and communication equipment for a rapid assessment and correction of a given highway hazard such as an obstruction or winter condition. Requiring a foreman to report to a central location to pick up an official vehicle before responding to an emergency scene will delay the response time by an hour or more, exposing motorists and the environment to unnecessary additional exposure to the hazard while increasing personnel costs for that additional time. Parking an official vehicle at the employee's home ensures a safer highway system and a more organized and efficient emergency response.

The business hardship if this waiver is not granted includes increased personnel costs, increased in-state travel costs, increased emergency response time and decreased production due to additional employee travel time during regular work hours.

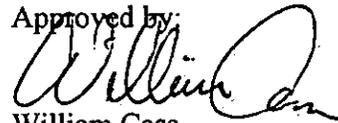
We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The Highway Patrol Foremen are more efficient, better prepared, better informed, better equipped and provides a higher level of service through the use of a state vehicle. Efficiencies and cost savings are gained by combining work efforts with commuting time.

Respectfully submitted,



David Rodrigue
Director of Operations

Approved by:



William Cass
Assistant Commissioner





THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

August 25, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-I: 19-h, authorization is requested for the Department of Transportation, **Bureau of Environment** to retain vehicle **H0215** which exceeded the 20% non-business use threshold during fiscal year 2021.

EXPLANATION

H0215, a 2018, Chevy Malibu, assigned to **Heidi Stortz**, Environmental Coordinator was driven 23,747 total miles, of which 8068 miles were non-business use. The percentage of non-business miles for FY 2021 was 34%.

Existing Classification: Class I, General Use.
Proposed Classification: Retain

The Environmental Coordinator position for the Division of Operations preforms field reviews of Operations activities, including review of construction projects for implementation of environmental commitments, permit conditions, and Storm Water Pollution Prevention Plans. These type of project and maintenance reviews occur throughout the State. This position works with Operations field staff to ensure that environmental requirements of Department procedures are carried out in the field, including attendance at project-related meetings onsite regarding environmental administration to ensure field inspections, operations and maintenance are compliant with environmental permits and commitments. In addition, this position responds to natural disasters, storm events and emergencies such as vehicular hazardous materials spills. The position is centrally located out of the J.O. Morton Building in Concord, however often reports directly to (including travel home at the end of the day) and from home. Because she is regularly required to be on site during construction operations, Ms. Stortz requires all the necessary personal protective equipment, including the strobe lights offered by her vehicle.

Reporting directly to/from home, to/from a construction site, gains efficiency. This allows travel on the employee's time off the clock instead of ending the work day in time to travel back to the Concord office to get a personal vehicle. Vehicles are equipped with strobe lights allowing them to safely stop on busy roadways to investigate a situation. State vehicles are also equipped with all the necessary personal

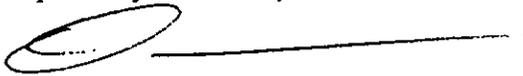
JOHN O. MORTON BUILDING • 7 HAZEN DRIVE • P.O. BOX 483 • CONCORD, NEW HAMPSHIRE 03302-0483
TELEPHONE: 603-271-3734 • FAX: 603-271-3914 • TDD: RELAY NH 1-800-735-2964 • INTERNET: WWW.NHDOT.COM

protective equipment such as vests, gloves, hard hats, etc. that are required by policy. They also carry tools including tape measures, measuring wheels, levels, etc., emergency phone numbers, construction plans, and Storm Water Pollution Prevention Plans.

The business hardship if this waiver is not granted includes increased personnel costs, increased in-state travel costs, and decreased productivity due to additional employee travel time during regular work hours.

We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The Environmental Coordinators are more efficient, better prepared, better informed, and better equipped to provide a higher level of service through the use of a state vehicle. Efficiencies and cost savings are gained by combining work efforts with commuting time.

Respectfully submitted,



David Rodrigue, PE
Director of Operations

Approved By:



William Cass, PE
Assistant Commissioner



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

August 25, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-I: 19-h, authorization is requested for the Department of Transportation, **Highway Maintenance** to retain vehicle **H0317** which exceeded the 20% non-business use threshold during fiscal year 2021.

EXPLANATION

H0317, a 2016, Ford, F250 X-CAB, assigned to **Christopher Clark, Chichester Highway Patrol Foreman** was driven 19,111 total miles, of which 5,185 miles were non-business use. The percentage of non-business miles for FY 2021 was 27%.

Existing Classification: Class II, Employee Home Location
Proposed Classification: Retain

Highway Patrol Foremen are front-line leaders responsible for day-to-day operations in 86 Highway Maintenance Patrol Sections statewide. They are collectively responsible for winter and summer maintenance of more than 3900 centerline miles of roadway, 680 employees, 86 patrol sections and \$80,000,000 worth of work. Each Patrol Foreman manages a patrol section facility with 4-15 Highway Maintainers that maintain up to 60 centerline miles of state highway in their area.

Highway Patrol Foremen are required to respond immediately to perform winter maintenance and other traffic emergency activities, as needed, 24 hours per day, 7 days a week throughout the year. They are assigned a pickup truck, in this case a ¾ - ton pickup truck, that carries official NHDOT identity markings and personal protective equipment (safety vest, hard hat, gloves, eye and ear protection, rain gear, chain saw chaps, etc.), emergency flashing strobe lights, a two-way radio, cell phone and highway warning signs.

During winter maintenance operations, many of their pickup trucks carry a salt spreader that can dispense rock salt as needed on the highway. Depending on the nature of the emergency, the

Highway Patrol Foreman will respond directly to the location to begin corrective actions, such as removing an obstruction or assisting at a vehicle crash scene, or they may first respond to the patrol facility for additional equipment or manpower to remove a fallen tree or fix a washout. The foreman may utilize the two-way radio or cellular telephone to direct other members of the patrol crew in their response to the scene with proper materials and equipment. The ability to report directly to an emergency scene in a properly equipped vehicle can reduce response time up to an hour or more in certain circumstances. It would be unsafe to expect a foreman to respond directly to an emergency scene in their private vehicle that is not so equipped. Doing so places the employee and the motoring public at risk of serious injury or death.

Highway Patrol Foremen are able to respond to emergency situations more quickly and safely through the use of State vehicles parked at their home. As frontline leaders in the Department's emergency response, the State vehicle provides them with the proper safety and communication equipment for a rapid assessment and correction of a given highway hazard such as an obstruction or winter condition. Requiring a foreman to report to a central location to pick up an official vehicle before responding to an emergency scene will delay the response time by an hour or more, exposing motorists and the environment to unnecessary additional exposure to the hazard while increasing personnel costs for that additional time. Parking an official vehicle at the employee's home ensures a safer highway system and a more organized and efficient emergency response.

The business hardship if this waiver is not granted includes increased personnel costs, increased in-state travel costs, increased emergency response time and decreased production due to additional employee travel time during regular work hours.

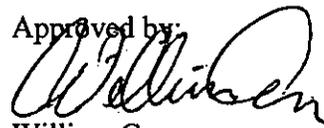
We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The Highway Patrol Foremen are more efficient, better prepared, better informed, better equipped and provides a higher level of service through the use of a state vehicle. Efficiencies and cost savings are gained by combining work efforts with commuting time.

Respectfully submitted,



David Rodrigue
Director of Operations

Approved by:



William Cass
Assistant Commissioner



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

August 25, 2021

Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

Re: Vehicle Utilization Committee – Waiver Request

Pursuant to RSA 21-I: 19-h, authorization is requested for the Department of Transportation, **Bridge Design** to retain vehicle **H0130** which exceeded the 20% non-business use threshold during fiscal year 2021.

EXPLANATION

H0130, a 2017, Ford, Fusion, assigned to **Ken Morrison, Chief Bridge Inspector** was driven 10,497 total miles, of which 3,898 miles were non-business use. The percentage of non-business miles for FY 2021 was 37%.

Existing Classification: Class II, Employee Home Location
Proposed Classification: Retain

The Chief Bridge Inspector is assigned a state-owned car throughout the year to perform duties related to bridge inspection activities and for emergency response for incidents involving state and local bridges. This vehicle is used to travel to bridge sites throughout the state and to the NHDOT Bridge Design office in Concord as needed to perform assigned duties and responsibilities. These tasks may include, but not necessarily be limited to, the following:

- Coordinate with the four Bridge Inspection Teams, each of which is assigned a specific region of the state, to deliver/retrieve bridge inspection data, review inspection schedules and assignments, deliver needed supplies and safety equipment, and address any personnel issues that may have developed.
- Immediately respond to any bridge related emergency or incident, as appropriate, resulting from an extreme weather event/flood, vehicle impact damage, structural/load capacity concerns regarding newly identified structural deterioration of critical components, or similar types of bridge issues.
- Accompany Federal Highway Administration (FHWA) staff and other public/elected officials as needed for evaluation and oversight of the Department's bridge inspection program.

- Immediate response to other emergencies involving non-bridge structures, such as overhead sign structures, highway high mast light poles, etc.

As noted above, having the vehicle assigned full time allows the Chief Bridge Inspector to immediately respond during non-work hours to emergency situations anywhere in the state. To ensure public safety, immediate response with the appropriate vehicle is important. This vehicle is properly identified with a state emblem and an emergency strobe light bar, and includes the required equipment to perform the duties of the position.

The Chief Bridge Inspector may live anywhere in the state and be required to travel to bridge locations throughout the state with little or no advance notice. This person typically does not charge time when traveling between their home and office location. The state vehicle is required for the Chief Bridge Inspector to fulfill the work duties in a safe and efficient manner. The business hardship if the waiver is not granted includes increased personnel costs, increased in-state travel costs and decreased production due to additional employee travel time during regular work hours.

We respectfully submit this waiver for the above reasons to continue the efficient use of this vehicle for the Department of Transportation.

Respectfully submitted,



David Rodrigue
Director of Operations

Approved By:



William Cass, PE
Acting Commissioner