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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street – Room 100
Concord, New Hampshire 03301
(603) 271-3201 | Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

March 1, 2023

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

REQUESTED ACTION

Pursuant to RSA 99-E: 7, Suggestion and Extraordinary Service Award Program, the State Suggestion and Extraordinary Service Award Evaluation Committee respectfully requests approval to award a net sum of one thousand dollars (\$1,000.00) to Douglas Burnham from the Department of Administrative Services, effective upon Governor and Council approval.

EXPLANATION

The Suggestion and Extraordinary Service Award Program provides for monetary and non-monetary recognition to classified executive branch employees who perform extraordinary services or who provide original suggestions of substantial value to the State. RSA 99-E integrates each Department into the process of reviewing employee suggestions and services by incorporating the input of Departmental Award Evaluation Committees who are authorized to forward suggestions to the State Committee.

The State Committee received a written submission from the Department of Administrative Services nominating Douglas Burnham, Plant Maintenance Engineer III, for monetary recognition. Douglas has made two (2) suggestions that will save the State time, money, and disruption on State Office Park South (SOPS) and campus infrastructure projects currently underway and in the future. The first was the installation of insertion valves on two (2) of the water mains serving the campus which will allow work to proceed on the lines without having to shut off water to several buildings served by those lines. Without these valves, work would have

to be scheduled for weekends and off-hours which is considerably more disruptive and costly. Secondly, was to repurpose relatively new but abandoned water main pipes that were installed as a temporary measure while the Concord Steam Plant was being decommissioned. Due to the Covid pandemic and supply chain disruptions, the required pipe for the project had a delivery lead time of up to a year. Doug's suggestion was to excavate and use this abandoned water pipe to save money and getting this project completed timely.

Under RSA 99-E, a fund of ten thousand dollars (\$10,000.00) has been established in the Governor's Office for the implementation of this program. Maximum award amounts and a suggested table of monetary awards appear in the statute at RSA 99-E:7. In this case, the Committee has decided to recommend an award of a net sum of one thousand dollars (\$1,000.00) to Mr. Burnham for extraordinary service outside of, or beyond the scope of, his regular job responsibilities.

Whether or not to issue any monetary award is a matter that is solely at the discretion of the Governor and Council. The Committee believes that this nomination presents an example of the type of extraordinary service that merits recognition under RSA 99-E. It therefore respectfully requests approval of the award contemplated herein.

Respectfully submitted,



Lorrie A. Rudis
Committee Chair
Director, Division of Personnel



Charles Arlinghaus
Commissioner, Department of Administrative Services

**RSA 99-E SUGGESTION AND EXTRAORDINARY
SERVICE AWARD PROGRAM**

Departmental Award Evaluation Committee Recommendation Form

1. Please state:

A. The name of the department to which the committee making this submission is attached:

Department of Administrative Services, Plant and Property

B. Names of the members of the Departmental Award Evaluation Committee making this submission:

C. The name, work address, telephone and e-mail of the person preparing this form:

Heidi Acevedo
25 Capitol Street, Concord NH.
Heidi.acevedo@das.nh.gov 603-271-2260

D. If different from the person preparing this form, the name, work address, telephone and e-mail of the Departmental Award Evaluation Committee member to be contacted regarding questions about this submission:

2. To which of the following does this matter relate? (Please put "X" on a selection check box below)

A suggestion made by an employee; or

B. Extraordinary service by an employee

3. What is/are the name(s) of the employee(s) under consideration for award?

[Employees eligible for award are classified executive branch employees.

See RSA 99-E: 3]:

Douglas Burnham

4. Please provide a short descriptive title for the suggestion or service under consideration (e.g. "suggestion for savings of funds spent on XYZ," "service on ABC project", etc.):

Suggestions for savings on water mains.

5. Please provide a brief description of the suggestion made or the service rendered. Additional pages may be attached, if needed.

Doug has made two suggestions that will save the state time, money, and disruption

on SOPS campus infrastructure projects currently underway and in the future. The first was the installation of i

the installation of insertion valves on two of the water mains serving the campus which will allow

allow work to proceed on the lines without have to shut off water to several buildings served by

by those lines. Without these valves, work would have to be scheduled for weekends and off-hours

hours which is considerably more disruptive and costly.

The second suggestion was to repurpose relatively new but abandoned water main pipes that were in

were installed as a temporary measure while the Concord Steam Plant was being decommissioned

decommissioned. Due to Covid supply chain disruptions, the required pipe for a current project

has a delivery lead time of up to a year. Doug's suggestion to excavate and use this abandoned

water pipe will save money and precious time in getting the project completed.

6. Do you recommend this matter for award or recognition?

Yes No

[Note: For "Suggestion Awards," eligibility criteria and standards are set forth in RSA 99-E: 5; For "Extraordinary Service Awards," eligibility criteria and standards are set forth in RSA 99-E: 6].

7. Please describe the committee's reasons for the conclusion set forth in question 6 above. If additional space is needed for your answer, please attach additional pages.

8. If the committee recommends that an award or recognition be given, please put "X" on the following check box below ("A.," "B.," or both) that you recommend be issued:

A. Non-monetary recognition. See RSA 99-E: 8.

If you recommend non-monetary recognition, please state (a) whether you recommend that this recognition be issued by the State Suggestion and Extraordinary Service Award Evaluation Committee; by the Governor and Council, or by some other entity, identify that entity; and (b) describe the format that you recommend the recognition take (certificate [including content]; announcement, etc).

B. Monetary Award. See RSA 99-E: 7.

If you recommend monetary award, please state: (a) the dollar amount of the monetary award that you recommend [See RSA 99-E: 7, IX. for suggested amounts]; and (b) the basis for your conclusion as to the amount recommended, including any calculations as to savings or revenue, or other information which your committee believes may be of assistance in determining the appropriate amount of the award. If additional space is needed, please attach additional pages.

?

9. If this submission relates to a **suggestion** made by an employee:

A. Is this suggestion original to the employee who is under consideration for award?

Yes No

B. Has the suggestion been implemented? [*See* RSA 99-E: 5, III]:

Yes No

C. If the suggestion has been implemented, please describe the results of the implementation, including the savings or revenue generated and the method of calculation thereof. If additional space is needed for your answer, please attach additional pages.

Insertion valves installed and work will be scheduled.

D. If the suggestion has been implemented, does your committee believe that implementation of the suggestion on a wider scale (such as in other offices, departments, etc.) would result in additional benefit to the State?

Yes No

E. If your committee believes that implementation of the suggestion on a wider scale

would result in additional benefit to the State, please describe the reason or reasons for this conclusion. If additional space is needed for your answer, please attach additional pages.

This applied to the SOPS campus to fix infrastructure projects.

10. Is a complete copy of your award nomination file attached hereto?

Yes No

[*Note:* RSA 99-E: 4, VI. requires that, upon reaching a conclusion as to an award submission, your committee submit to the State Award Evaluation Committee a complete copy of all documents contained in your award nomination file]

11. Date Submitted:

Please Note

A departmental award evaluation committee must, within 60 days of receiving a suggestion or nomination, inform the person making the submission whether or not it recommends award or recognition; or that it requires additional, specified time and/or information in order to reach a determination. See RSA 99-E: 4, V. This form ["SESAP-2"] is to be completed by the Departmental Evaluation Committee and submitted to the State Suggestion and Extraordinary Service Award Evaluation Committee for each determination made.

PLEASE FORWARD THIS FORM, TOGETHER WITH A FULL COPY OF YOUR FILE, TO:

**State Suggestion and Extraordinary Service Award Evaluation Committee
c/o Chairperson,
Division of Personnel
25 Capitol Street
Concord, NH 03301-6313**

**RSA 99-E SUGGESTION AND EXTRAORDINARY
SERVICE AWARD PROGRAM**

The procedures and standards for Suggestion and Extraordinary Service Awards are set forth in RSA 99-E. Employees potentially eligible for award are classified executive branch employees.

Suggestion/Nomination Form

1. Department to which suggestion or nomination is being made:
Plant and Property, Department of Administrative Services,

2. Name of the person or persons making the suggestion or nominated for extraordinary service (*Note: If this is a nomination of, or suggestion made by, more than one person, please be sure to list ALL persons under consideration for award*):
Douglas Burnham

3. Is/Are the person(s) who made the suggestion or who performed the service being recommended for a monetary award, for non-monetary recognition or for both?
Both

4. Job title or position of person(s) nominated or making the suggestion:
Plant Maintenance Engineer III

5. Name of department, division, section and office, if any, in which the person(s) making the suggestion or performing the service is/are employed:
Bureau of Facilities & Assets Management

6. Name of the immediate supervisor of the person(s) making the suggestion or performing the service:
Lawrence Adams

7. Please provide a detailed description of the suggestion or of the extraordinary service performed. If more space is needed, please attach additional pages.

Doug has made two suggestions that will save the state time, money, and disruption on SOPS campus infrastructure projects currently underway and in the future. The first was the installation of insertion valves on two of the water mains serving the campus which will allow work to proceed on the lines without have to shut off water to several buildings served by those lines. Without these valves, work would have to be scheduled for weekends and off-hours which is considerably more disruptive and costly.

The second suggestion was to repurpose relatively new but abandoned water main pipes that were installed as a temporary measure while the Concord Steam Plant was being decommissioned. Due to Covid supply chain disruptions, the required pipe for a current project has a delivery lead time of up to a year. Doug's suggestion to excavate and use this abandoned water pipe will save money and precious time in getting the project completed.

8. Has/Have the employee(s) who made the suggestion or performed the service received any other form of monetary award or non-monetary recognition for the suggestion or service? Yes: / No: / Don't Know:

If so, what form of recognition or award was received and when?

9. Is the person being nominated for award, or who made the suggestion, aware of the existence of this nomination? Yes: / No: / Don't Know:

10. What is the date on which this suggestion was first made or on which the extraordinary service took place?

September and October, 2022

11. If this submission relates to a **suggestion**:

A. Has the suggestion been implemented at this time? Yes / No

B. If implemented, what were the results of the implementation (including any savings realized, revenue generated and method of calculation). If additional space is needed, you may attach additional pages.

The insertion valves have been installed and the work will be scheduled for normal business hours

The suggestion to excavate of the abandoned water pipe has not been implemented yet.

12. Please state the date and time of the filing of this submission or nomination:

A. Date: October 21, 2022

B. Time: 9:00 AM

13. Please provide any additional information that you believe would be of assistance in the committee's consideration of this suggestion or nomination. You may attach additional pages if needed:

14. Please provide the following:

- A. Name and work address, telephone and e-mail of any person or person(s) that you recommend be contacted for additional information about this submission:

David Goulet
Division of Public Works & Design
David.W.Goulet@das.nh.gov 271-1639

- B. If this submission has been made by a person other than the employee who made the suggestion or performed extraordinary service, the name and work address, telephone number and e-mail of the person or persons making this submission:

Joseph Shields, Superintendant, Buildings & Grounds
joseph.e.shields@dhhs.nh.gov
271-9508

Please Note

This form is to be submitted to the Departmental Award Evaluation Committee in which the employee who made the suggestion or performed the service is employed.

Submission may be made directly to the State Suggestion and Extraordinary Service Award Evaluation Committee if there exists good cause for not submitting to a Departmental Committee. See RSA 99-E: 4, XI. Please also note that the whether or not to recommend a particular matter for award is solely within the discretion of the Committee. There exists no right or entitlement to the issuance of any award or recognition. See RSA 99-E: 9.

SESA's Departmental Committee Members