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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

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

March 23, 2023

The Honorable Ken Weyler, 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 2022.

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 2022 – all vehicles which exceeded 20% NBU in FY2022.
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 FY2022 Motor Vehicle Record Reports.

Respectfully submitted,



Charles M. Arlinghaus  
Commissioner

Non-Business Use Report Fiscal Year 2022

AgencyName	Fleet Unit ID	Plate Agency ID	Model Year	Make	Model	Odometer	Total Miles	Total NBU Miles	Total NBU Pcnt
Environmental Services Department	1254	ES129	2015	Ford	F250	145,811.00	16,594.00	5,160.00	31.10
Environmental Services Department	12011	ES119	2020	DODGE	RAM 3500	46,276.00	31,833.00	8,446.00	26.53
Cultural and Cultural Resources	867	350706	2014	Ford	Explorer	135,838.00	13,910.00	4,420.00	31.78
Cultural and Cultural Resources	936	D292	2013	Ford	F150 XL	126,972.00	13,229.00	4,833.00	36.53
Cultural and Cultural Resources	5320	D297	2016	Ford	F150 XL	38,607.00	7,995.00	3,978.00	49.76
Cultural and Cultural Resources	6308	D173	2018	Ram	1500 ST	70,110.00	9,410.00	2,735.00	29.06
Cultural and Cultural Resources	10637	D80	2019	Chevrolet	Equinox LS	108,313.00	34,001.00	26,293.00	77.33
Cultural and Cultural Resources	11851	D334	2019	Chevrolet	Trax	23,538.00	11,768.00	3,150.00	26.77
Police Standards and Training Council	7416	unmarked1	2018	Unmarked	Unmarked	25,840.00	12,941.00	9,180.00	70.94
Police Department	6133	5318	2018	CHEVROLET	TRAVERSE	64,851.00	16,296.00	4,588.00	28.15
Police Department	11899	5498	2020	CHEVY	TRAVERSE	51,198.00	18,095.00	10,333.00	57.10
Police Department	11900	5488	2019	JEEP	CHEROKEE	33,228.00	10,620.00	3,744.00	35.25
Police Department	12072	5566	2020	CHEVROLET	TRAVERSE	32,915.00	17,246.00	4,767.00	27.64
Transportation Department	3730	H0200	2013	FORD	FUSION	90,793.00	14,356.00	3,099.00	21.59
Transportation Department	4372	H0318	2015	FORD	F250 X-CAB	236,460.00	30,835.00	9,915.00	32.16
Transportation Department	5447	H1542	2016	FORD	F250 X-CAB	221,946.00	35,632.00	8,876.00	24.91
Transportation Department	5450	H1331	2016	FORD	F250 X-CAB	180,100.00	23,807.00	5,047.00	21.20
Transportation Department	5468	H0339	2016	FORD	F250 X-CAB	188,905.00	30,213.00	7,104.00	23.51
Transportation Department	5553	H0317	2016	FORD	F250 X-CAB	152,365.00	27,304.00	10,024.00	36.71
Transportation Department	5556	H1545	2016	FORD	F250 X-CAB	142,801.00	28,891.00	7,580.00	26.24
Transportation Department	5604	H0180	2016	FORD	FOCUS	145,094.00	23,648.00	6,745.00	28.52
Transportation Department	5798	H0130	2017	FORD	FUSION	82,236.00	17,705.00	5,399.00	30.49
Transportation Department	6220	H0399	2018	RAM	WS1500	71,430.00	13,731.00	3,339.00	24.32
Transportation Department	6323	H0215	2018	CHEVROLET	MALIBU	71,963.00	20,155.00	8,668.00	43.01
Transportation Department	10470	H1925	2019	RAM	WS1500	32,818.00	17,503.00	5,699.00	32.56
Transportation Department	10599	H1337	2019	RAM	2500 CREWCAB	56,630.00	26,570.00	9,890.00	37.22
Transportation Department	12204	H1535	2021	CHEVROLET	2500 DBL CAB	36,637.00	28,132.00	8,440.00	30.00

**FY22 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	W. Cass	R. Quinn	S. Carlson	Total
1	Environmental Services Department	1254	1	1	1	1	1	5
2	Environmental Services Department	12011	1	1	1	1	1	5
3	Natural and Cultural Resources	867	1	1	1	1	1	5
4	Natural and Cultural Resources	936	1	1	1	1	1	5
5	Natural and Cultural Resources	5320	0	1	1	1	1	4
6	Natural and Cultural Resources	6308	1	1	1	1	1	5
7	Natural and Cultural Resources	10637	0	1	1	1	1	4
8	Natural and Cultural Resources	11851	1	1	1	1	1	5
9	Police Standards and Training Council	7416	1	1	1	1	1	5
10	Safety Department	6133	1	1	1	1	1	5
11	Safety Department	11899	0	1	1	1	1	4
12	Safety Department	11900	1	1	1	1	1	5
13	Safety Department	12072	0	1	1	1	1	4
14	Transportation Department	3730	1	1	1	1	1	5
15	Transportation Department	4372	1	1	1	1	1	5
16	Transportation Department	5447	1	1	1	1	1	5
17	Transportation Department	5450	1	1	1	1	1	5
18	Transportation Department	5468	1	1	1	1	1	5
19	Transportation Department	5553	1	1	1	1	1	5
20	Transportation Department	5556	1	1	1	1	1	5
21	Transportation Department	5604	1	1	1	1	1	5
22	Transportation Department	5798	1	1	1	1	1	5
23	Transportation Department	6220	1	1	1	1	1	5
24	Transportation Department	6323	1	1	1	1	1	5
25	Transportation Department	10470	1	1	1	1	1	5
26	Transportation Department	10599	1	1	1	1	1	5
27	Transportation Department	12204	1	1	1	1	1	5
			23	27	27	27	27	



**Robert R. Scott, Commissioner**

December 9, 2022

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 Environmental Services, Water Division, Dam Bureau to retain vehicle ES119 which exceeded the 20% non-business use threshold during fiscal year 2022.

**EXPLANATION**

ES119, a 2020 Dodge Ram 3500, assigned to Samuel Comeau/Dam Operator II (Office Based), was driven 31,833 total miles, of which 8,446 miles were non-business use. The percentage of non-business miles for FY2022 was 26.53%.

This vehicle is used for maintenance and emergency response to dam operations. The outlets of each of these dams must be constantly managed so as not to cause flooding in the lakes and downstream, and to ensure that the recreation and other public benefits provided by the lakes are maintained. Delays in conducting operations at any of the dams can cause flooding within the lakes and damage to shoreline structures during rain or ice events or could cause loss of recreation benefits due to low lake levels during dry times. Delays can also cause downstream flooding – if the spillway discharge is not increased in a timely manner, the increased lake elevations can trip flashboards, resulting in sudden increases in downstream flows. Ultimately, delays can also lead to dam failures, which could carry with them a significant loss of state-owned property and the associated threat to lives, property, and the environment both upstream and downstream. Because of the threat posed by the failure of dams, the state's Dam Safety Regulations (Env-Wr 505.17(b)(4)) require that operators of all dams in the state be capable of being at their dam sites within a period of 2 hours during periods of heavy precipitation, flooding or unusual hydrologic events and potentially dangerous structural conditions. This requirement applies to all 2,600 dams in the state, not just those owned by the state.

Based on past experience of the Dam Operators crew, the vehicle is used to perform approximately 150 site visits and dam operations outside regular working hours. Given the large number of dams that need to be operated during a flood event, the importance of minimizing response time, the frequency with which we have had to dispatch the operator during non-working hours and the need to comply with New Hampshire's Dam Safety Regulations, the dam operator that operates ES119 needs to have the vehicle and the associated equipment required to operate the dams on a 24-hour, 7 days per week basis.

While the Nature of the Position is designated as Office Based, the Dam Operator only periodically reports to the DES Headquarters Office in Concord, primarily to update the database of dam operations and the levels of

the lakes at the state-owned dams and to discuss with his supervisor the proposed operations at and the conditions of the state-owned dams. More often, the Dam Operator is dispatched to go directly from his residence in Hebron to one of the 216 state-owned dams scattered across the state to perform needed operations or maintenance and then proceed directly to other state-owned dams to perform operations or maintenance at them. At the end of the workday, or when all required operations and maintenance is performed, whichever is longer, the Dam Operator returns directly to his residence from the last dam visited. The number of non-business use miles is the result of the long distance from the Dam Operator's residence in Hebron to DES Headquarters Office in Concord or most of the state-owned dams.

If the waiver is not granted, the alternative would be to station the dam operations and emergency response vehicle in Concord, approximately 48 miles south of the Dam Owner's residence. This would also add significantly to the response time for the Operator to reach dams, particularly those are located north of his residence and may result in flooding and related downstream damage that could have been prevented with a quicker response time.

We respectfully request your approval.



Robert R. Scott  
Commissioner



The State of New Hampshire  
**Department of Environmental Services**



**Robert R. Scott, Commissioner**

December 9, 2022

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-l: 19-h, authorization is requested for the Department of Environmental Services, Water Division, Dam Bureau to retain vehicle ES129 which exceeded the 20% non-business use threshold during fiscal year 2022.

**EXPLANATION**

ES129, a 2015 Ford F250, assigned to Dam Construction Superintendent Robert Gordon, Jr. (Field Based) was driven 16,594 total miles, of which 5,160 miles were non-business use. The percentage of non-business miles for FY2022 was 31.10%.

This vehicle is used by the Dam Construction Superintendent who is responsible for construction projects occurring at various state-owned dams located across the entire state. The vehicle is a heavy-duty pick-up truck with specialized, permanently mounted equipment necessary for the repair and reconstruction of state-owned dams. The vehicle is also used for emergency response activities during flood events or dam failures. Because of this, the Governor and Executive Council approved the vehicle to be assigned to the operator on a 24-Hour, 7 days per week basis, under the provisions of Administrative Rule, ADM 305.02(c)(4).

During flood events or dam failures, the Dam Construction Superintendent is mobilized to assist the Dam Operators with dam operations and safety concerns. The outlets of each of these dams must be managed so as not to cause flooding in the lakes and downstream. Delays in conducting operations at any of the dams can cause flooding within the lakes and damage to shoreline structures. Delays can also cause downstream flooding – if the spillway discharge is not increased in a timely manner, the increased lake elevations can trip flashboards, resulting in sudden increases in downstream flows. Ultimately, delays can also lead to dam failures, which could carry with them a significant loss of state-owned property and the associated threat to lives, property, and the environment both upstream and downstream. Because of the threat posed by the failure of dams, the state's Dam Safety Regulations (Env-Wr 505.17(b)(4)) require that operators of all dams in the state be capable of being at their dam sites within a period of 2 hours during periods of heavy precipitation, flooding or unusual hydrologic events and potentially dangerous structural conditions. This requirement applies to all 2,600 dams in the state, not just those owned by the state.

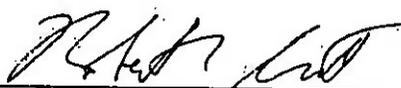
[www.des.nh.gov](http://www.des.nh.gov)

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095  
(603) 271-3503 • Fax: 271-2867 TDD Access: Relay NH 1-800-735-2964

Based on past experience, the Dam Construction Superintendent's vehicle is used to perform approximately 35 site visits and dam operations annually outside regular working hours. Given the large number of dams that need to be operated during a flood event, the importance of minimizing response time, the frequency with which we have had to dispatch the Dam Construction Superintendent during non-working hours and the need to comply with New Hampshire's Dam Safety Regulations, the Dam Construction Superintendent that operates ES129 needs to have the vehicle and the associated equipment required to operate the dams on a 24-hour, 7 days per week basis. The number of non-business miles is the result of the distance from the Dam Construction Superintendent's residence in Weare to the dam on which the operator is working, which varies greatly depending on the dam's location.

If the waiver is not granted, the alternative would be to station the vehicle in Concord, approximately 15 miles east of the Dam Construction Superintendent's residence, or at a closer secured, state-owned location like a Department of Transportation Shed. However, this could create a risk of not being able to reach the truck and the emergency response equipment during flood events because of washed-out roads. This would also add significantly to the response time for the Superintendent to reach dams, particularly those are located north and east of his residence and may result in flooding and related downstream damage that could have been prevented with a quicker response time.

We respectfully request your approval.



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Robert R. Scott  
Commissioner



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

December 19, 2022

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 2022.

**EXPLANATION**

D11, a 2014 Ford Explorer, assigned to the Supervisor of Park Operations (Supervisor), was driven 13,910 total miles, of which 4,420 miles were non-business use. The percentage of non-business miles for FY 2022 was 31.78%.

The Supervisor oversees the statewide Parks System with an extensive amount of responsibility managing their operations throughout the entire State of New Hampshire. If there is an emergency at a park anywhere in the State, he is required to be available 24/7 for any unforeseen situations 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 costs to reimburse the Supervisor at the IRS mileage rate to fulfill their job duties.

Respectfully submitted,

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

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  
Phone: 271-2411 Fax: 271-2629

December 19, 2022

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 2022.

**EXPLANATION**

D292, a 2013 Ford F150 XL Pickup, assigned to the South Region Maintenance Mechanic was driven 13,229 total miles of which 4,833 miles were non-business use. The percentage of non-business miles for FY 2022 was 36.53%.

The Maintenance Mechanic who specializes in carpentry and plumbing travels to State Parks in the Merrimack Valley and Monadnock Regions to repair buildings and facilities. The position is also required to be on-call to respond to emergencies such as no hot water at a fully occupied campground.

We are requesting to retain the 2013 Ford F150 XL Pickup due to the need to cover the repairs and respond to emergencies at the State Parks within the south region of the State of New Hampshire. It would be a significant increase in costs to reimburse the Maintenance Mechanic at the IRS mileage rate to fulfill their job duties.

Respectfully submitted,

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

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  
Phone: 271-2411 Fax: 271-2629

December 21, 2022

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 D297 which exceeded the 20% non-business use threshold during Fiscal Year 2022.

**EXPLANATION**

D297, a 2016 Ford F150 XL Pickup, assigned to Franconia Notch State Park/Cannon Mt Ski Area, was driven 7,995 total miles, of which 3,978 miles were non-business use. The percentage of non-business miles for FY 2022 was 49.76%.

Vehicle D297, was driven by the General Manager for a short period of time while their assigned vehicle was in the shop for maintenance. The General Manager's position is an unclassified position that is required to be on-call 24/7, year-round regardless of where they reside to effectively manage the ski area and Franconia Notch State Park which includes The Flume Gorge, Lafayette Campground, and Echo Lake Beach. Issues or emergencies can happen at any time outside the typical business hours and the General Manager must be available to react to these situations at any given time. This vehicle is routinely used within the park itself or for local trips to pick-up materials and/or parts, and is not typically driven by the General Manager. However, due to the need for our General Manager to be available to travel to oversee the outstanding resources within Franconia Notch, it was temporarily assigned to this position. The costs associated with utilizing a State-assigned vehicle for this travel is covered under our State Parks operating budget which is funded by agency income and not a taxpayer burden. It would be a significant increase in costs to reimburse the General Manager at the IRS mileage rate to fulfill their job duties.

Respectfully submitted,

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

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  
Phone: 271-2411 Fax: 271-2629

December 19, 2022

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 (Department) to retain vehicle D173 which exceeded the 20% non-business use threshold during Fiscal Year 2022.

**EXPLANATION**

D173, a 2018 Ram 1500 Tradesman Pickup, assigned to the Central Region Parks Supervisor, was driven 9,410 total miles of which 2,735 miles were non-business use. The percentage of non-business miles for FY 2022 was 29.06%.

The Central Region Parks 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. The position oversees the management of 14 State Parks and 4 State Wayside Areas in total. Fiscal Year 2022 was a challenge due to restrictions and the training required for new managers working during the pandemic making it necessary to respond quickly to keep the State Parks operating and safely open to the public.

The Department is requesting to retain the 2018 Ram 1500 Pickup as it would be a significant increase in costs to reimburse the Central Region Parks Supervisor at the IRS mileage rate to fulfill their job duties.

Respectfully submitted,

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

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  
Phone: 271-2411 Fax: 271-2629

December 19 2022

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 (Department) to retain vehicle D80 which exceeded the 20% non-business use threshold during Fiscal Year 2022.

**EXPLANATION**

D80, a 2019 Chevrolet Equinox LS, assigned to the General Manager at Franconia Notch State Park/Cannon Mt Ski Area was driven 34,001 total miles of which 26,293 miles were non-business use. The percentage of non-business miles for FY 2022 was 77.33%.

The General Manager's position is an unclassified position that is required to be on-call 24/7, year-round regardless of where they reside to effectively manage the ski area and Franconia Notch State Park which includes The Flume Gorge, Lafayette Campground, and Echo Lake Beach. Issues or emergencies can happen at any time outside the typical business hours and the General Manager must be available to react to these situations at any given time.

Vehicle D80, described above, was involved in a collision with a moose and confirmed a total loss in November 2022. The Department is currently in the process of purchasing a replacement vehicle from the State's White Farm Surplus Program. For this reason, we are not requesting to retain the 2019 Chevrolet Equinox LS but instead we are seeking to retain a 2014 Ford Explorer. This request to retain this vehicle is due to the crucial need for the General Manager to travel to oversee the outstanding resources within Franconia Notch. The costs associated with utilizing a State-assigned vehicle for this travel is covered under our State Parks operating budget which is funded by agency income and not a taxpayer burden. It would be a significant increase in costs to reimburse the General Manager at the IRS mileage rate to fulfill their job duties.

Respectfully submitted,

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

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  
Phone: 271-2411 Fax: 271-2629

December 21, 2022

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 D334 which exceeded the 20% non-business use threshold during Fiscal Year 2022.

**EXPLANATION**

D334, a 2019 Chevy Trax, assigned to Cannon Mountain was driven 11,768 total miles of which 3,150 miles were non-business use. The percentage of non-business miles for FY 2022 was 26.77%.

Vehicle D334, was driven by the General Manager for a short period of time while their assigned vehicle was in the shop for maintenance. The General Manager's position is an unclassified position that is required to be on-call 24/7, year-round regardless of where they reside to effectively manage the ski area and Franconia Notch State Park which includes The Flume Gorge, Lafayette Campground, and Echo Lake Beach. Issues or emergencies can happen at any time outside the typical business hours and the General Manager must be available to react to these situations at any given time. This vehicle is routinely used within the park itself or for local trips to pick-up materials and/or parts, and is not typically driven by the General Manager. However, due to the need for our General Manager to be available to travel to oversee the outstanding resources within Franconia Notch, it was temporarily assigned to this position. The costs associated with utilizing a State-assigned vehicle for this travel is covered under our State Parks operating budget which is funded by agency income and not a taxpayer burden. It would be a significant increase in costs to reimburse the General Manager at the IRS mileage rate to fulfill their job duties.

Respectfully submitted,

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

Sarah L. Stewart  
Commissioner



Sheriff Christopher D. Connelly  
Chairman

# State of New Hampshire

## POLICE STANDARDS & TRAINING COUNCIL

Arthur D. Kehas  
Law Enforcement Training Facility & Campus  
17 Institute Drive, Concord, N.H. 03301-7413  
603-271-2133 – Fax: 603-271-1785  
TDD Access: Relay NH 1-800-735-2964



John V. Scippa  
Director

January 9, 2023

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 NH Police Standards and Training to retain vehicle unmarked1, which exceeded the 20% non-business use threshold during fiscal year 2022

### EXPLANATION

Unmarked1, a 2018, Dodge Charger, assigned to Director John Scippa, (office based) was driven 12,941 total miles, of which 9,180 miles were non-business use. The percentage of non-business miles for FY22 was 70.94.

This vehicle is used mostly by the Director to attend meetings that are held at state-wide locations and commuting as expected and allowed by the NH Police Standards and Training Council. Often, the Director will leave directly from his home to drive directly to such meeting obligations. The vehicle is also needed for auditing compliance and officer conduct investigations as well as a backup for training recruits in police vehicle usage. If a waiver is not granted, PSTC would have to use a recruit training vehicle which may not be available.

Respectfully submitted,

Maxim F. Schultz, Major  
On Behalf of  
John V. Scippa, Director  
NH Police Standards and Training



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, N.H. 03305  
603-271-2791

ROBERT L. QUINN  
COMMISSIONER OF SAFETY

September 14, 2022

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 Homeland Security and Emergency Management to retain vehicle S300 (EQ #5488) which exceeded the 20% non-business use threshold during fiscal year 2022

## EXPLANATION

EQ#5488, a 2019 Jeep Grand Cherokee, assigned to the Office of the Director, and was driven 10,160 total miles, of which 3,744 miles were non-business use. The percentage of non-business miles for FY22 was 35.25%.

The non-business use miles were accumulated during the period this vehicle was assigned to the Director, as her position requires her to attend meetings outside the office on a regular basis, both during the normal work day and after hours (many of which end late in the evening or early in the morning). This vehicle is also used when she is reviewing disaster damage, responding to emergency scenes, and attending 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, while assigned to her, the vehicle needed to remain with the Director at all times. In the past fiscal year, HSEM was required and/or requested to activate the State Emergency Operations Center for multiple incidents, exercises, and special events. Additionally, there were a significant amount of after-hours meetings, exercises, and planning sessions that the Director 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



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, N.H. 03305  
603-271-2791

ROBERT L. QUINN  
COMMISSIONER OF SAFETY

September 14, 2022

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 Homeland Security and Emergency Management to retain vehicle S306 (EQ #5566) which exceeded the 20% non-business use threshold during fiscal year 2022

## EXPLANATION

EQ#5566 a 2020, Chevrolet, Traverse, assigned to Field Representative Paul Hatch, and was driven 17,246 total miles, of which 4,7246 miles were non-business use. The percentage of non-business miles for FY22 was 27.64%.

The majority of the non-business use miles were accumulated during the period as this vehicle was assigned to this employee, and 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,

A handwritten signature in black ink, appearing to read "Robert L. Quinn".

Robert L. Quinn  
Commissioner



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, N.H. 03305  
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ROBERT L. QUINN  
COMMISSIONER OF SAFETY

September 14, 2022

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 Emergency Services and Communications to retain EQ #5498, which exceeded the 20% non-business use threshold during the fiscal year 2022.

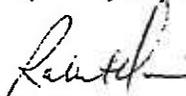
## EXPLANATION

EQ# 5498, a 2020 Chevy Traverse, (S500) was assigned to the Director of the Division of Emergency Services and Communications from July 01, 2021 to June 30, 2022. The vehicle was driven a total of 18,095 total miles, of which 10,333 were non-business use. Most of these mile 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 2022 was 57.10%.

This vehicle 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



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, N.H. 03305  
603-271-2791

ROBERT L. QUINN  
COMMISSIONER OF SAFETY

September 14, 2022

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 Emergency Services and Communications (DESC) to retain EQ #5318, which exceeded the 20% non-business use threshold during the fiscal year 2022.

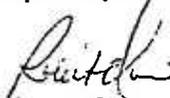
## EXPLANATION

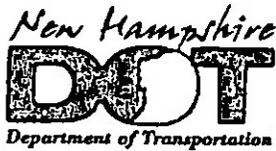
EQ# 5318, a 2020 Chevy Traverse, (S501) was assigned to the Assistant Director of the Division of Emergency Services and Communications from July 01, 2021, to June 30, 2022. The vehicle was driven a total of 16,296 total miles, of which 4,588 were non-business use. Most of these miles are the result of a 74-mile per day round trip to and from his home in Nashua, NH. The percentage of non-business miles for SFY 2022 was 28.15%.

This vehicle used by the Assistant 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 Assistant 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 Assistant 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



*Victoria F. Sheehan*  
Commissioner

**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*William Cass, P.E.*  
Assistant Commissioner

September 7, 2022

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 2022.

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,

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*

September 7, 2022

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 Turnpikes** to retain vehicle H200 which exceeded the 20% non-business use threshold during fiscal year 2022.

**EXPLANATION**

H200, a 2013, Ford, Fusion, assigned to Colby Powelson, Facilities Engineer was driven 14,356 total miles, of which 3,099 miles were non-business use. The percentage of non-business miles for FY 2022 was 22%.

Existing Classification: Class I, General Use (POOL)

Proposed Classification: Retain

Facilities Engineers are required to respond immediately to any major crashes at toll booths or facility emergencies, as needed, 24 hours per day, 7 days a week throughout the year. They are assigned a sedan, 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, a two-way radio, and cell phone.

Facilities Engineers 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 Bureau of Turnpikes' emergency response, the State vehicle provides them with the proper safety and communication equipment for a rapid assessment and correction of crashes at toll plazas or facility emergencies. Requiring a Facilities Engineer 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, assets 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 Turnpike 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 Facilities Engineers 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,



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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

September 7, 2022

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-b, authorization is requested for the Department of Transportation, **Highway Maintenance** to retain vehicle **H0318** which exceeded the 20% non-business use threshold during fiscal year 2022.

**EXPLANATION**

**H0318**, a 2015, Ford, F250 X-CAB, assigned to Robert Neveu, Highway Patrol Foreman was driven 30,835 total miles, of which 9,915 miles were non-business use. The percentage of non-business miles for FY 2022 was 32%.

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 strobc 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

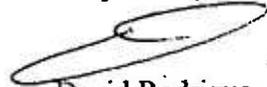
Highway Patrol Foreman will respond directly to the location to begin corrective actions, such as removing an obstruction or assisting at a vehicle crash scene, or they may first respond to the patrol facility for additional equipment or manpower to remove a fallen tree or fix a washout. The foreman 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.

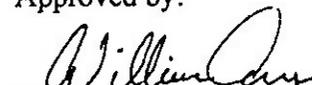
We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The Highway Patrol Foremen are more efficient, better prepared, better informed, better equipped and provides a higher level of service through the use 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

September 7, 2022

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 **H1542** which exceeded the 20% non-business use threshold during fiscal year 2022

**EXPLANATION**

**H1542**, a 2016, Ford F250 X-CAB, assigned to **Mark Merrill, Highway Patrol Foreman** was driven 35,632 total miles, of which 8,876 miles were non-business use. The percentage of non-business miles for FY 2022 was 25%.

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,

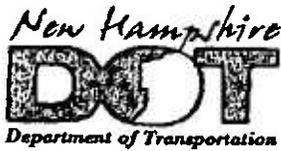


David Rodrigue  
Director of Operations

Approved by:



William Cass  
Assistant Commissioner



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*Victoria F. Sheehan*  
*Commissioner*

*William Cass, P.E.*  
*Assistant Commissioner*

September 7, 2022

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 2022.

**EXPLANATION**

**H1331**, a 2016, Ford, F250 X-CAB, assigned to **Margaret Smith, Bedford Highway Patrol Foreman** was driven 23,807 total miles, of which 5,047 miles were non-business use. The percentage of non-business miles for FY 2022 was 21%.

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

September 7, 2022

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 **H0339** which exceeded the 20% non-business use threshold during fiscal year 2022.

EXPLANATION

H0339, a 2016, Ford, F250 X-CAB, assigned to Paul Hodgman, Highway Patrol Foreman was driven 30,213 total miles, of which 7,104 miles were non-business use. The percentage of non-business miles for FY 2022 was 24%.

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

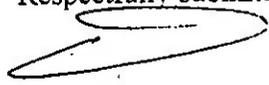
Highway Patrol Foreman will respond directly to the location to begin corrective actions, such as removing an obstruction or assisting at a vehicle crash scene, or they may first respond to the patrol facility for additional equipment or manpower to remove a fallen tree or fix a washout. The foreman 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*

September 7, 2022

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 2022.

**EXPLANATION**

H0317, a 2016, Ford, F250 X-CAB, assigned to Shannon Skidmore, Chichester Highway Patrol Foreman was driven 27,304 total miles, of which 10,024 miles were non-business use. The percentage of non-business miles for FY 2022 was 37%.

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 car 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

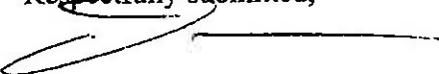
Highway Patrol Foreman will respond directly to the location to begin corrective actions, such as removing an obstruction or assisting at a vehicle crash scene, or they may first respond to the patrol facility for additional equipment or manpower to remove a fallen tree or fix a washout. The foreman 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,

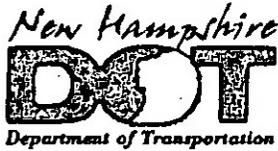


David Rodrigue  
Director of Operations

Approved by:



William Cass  
Assistant Commissioner



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*Victoria F. Sheehan*  
*Commissioner*

*William Cass, P.E.*  
*Assistant Commissioner*

September 7, 2022

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 2022.

**EXPLANATION**

**H1545**, a 2016, Ford, F250 X-CAB, assigned to **Leon Gadwah IV, Hooksett Highway Patrol Foreman** was driven 28,891 total miles, of which 7,580 miles were non-business use. The percentage of non-business miles for FY 2022 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**



*Victoria F. Sheehan*  
**Commissioner**

*William Cass, P.E.*  
**Assistant Commissioner**

September 7, 2022

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 2022.

**EXPLANATION**

**H0180**, a 2016, Ford, Focus, assigned to **John Kallfelz, District 4 Engineer** was driven **23,648** total miles, of which **6,745** miles were non-business use. The percentage of non-business miles for FY 2022 was **29%**.

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

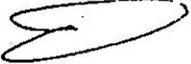
and all other NHDOT workers in vehicles equipped with a radio. The NHDOT has invested millions of dollars in a statewide radio network to provide near constant communication through areas without cell phone coverage. The radio system has saved the lives of NHDOT employees and the public by enabling them 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,

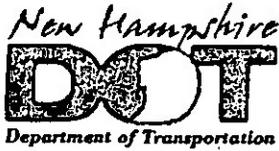


David Rodrigue, PE  
Director of Operations

Approved By:



William Cass, PE  
Assistant Commissioner



Victoria F. Sheehan  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.  
Assistant Commissioner

September 7, 2022

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 2022.

EXPLANATION

**H0130**, a 2017, Ford, Fusion, assigned to **Ken Morrison, Chief Bridge Inspector** was driven 17,705 total miles, of which 5,399 miles were non-business use. The percentage of non-business miles for FY 2022 was 30%.

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.

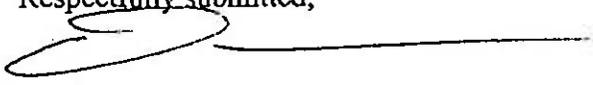
- Immediate response to other emergencies involving non-bridge structures, such as overhead sign structures, highway high mast light poles, etc.

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.

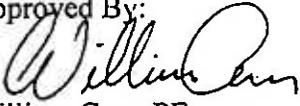
We respectfully submit this waiver for the above reasons to continue the efficient use of this vehicle for the Department of Transportation.

Respectfully submitted,

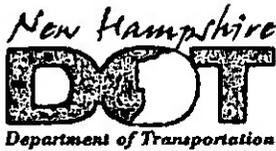


David Rodrigue  
Director of Operations

Approved By:



William Cass, PE  
Acting Commissioner



Victoria F. Sheehan  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.  
Assistant Commissioner

September 7, 2022

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, Division of Project Development, Bureau of Environment to retain vehicle H399, a qualified non-personal use vehicle, which has been assigned to an employee for use in his area of construction oversight, and requires the employee to travel between his place of residence and the construction oversight area for bona fide business reasons. In order to fulfill the duties of this position, this vehicle has exceeded the 20% threshold during fiscal year 2022.

**EXPLANATION**

H399, a 2018 Ram WS1500, assigned to Darrel Elliott for the business purposes of an Environmental Coordinator for construction, performing environmental compliance oversight of project development construction projects in the Bureau of Environment, was driven 13,731 total miles, of which 3,339 miles included travel between his place of residence and to and from the area of construction oversight to meet the legitimate business needs of the State and thus exceeded the travel on the job site with a rate of 24%.

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

Two (2) Environmental Coordinators are collectively responsible for ensuring construction projects are in compliance with environmental permits and regulations, as well as with commitments made during project design. They are both centrally located out of the J.O. Morton Building in Concord, however, they often report directly to, or travel home at the end of the day directly from, their area of construction oversight. Because they are regularly required to be on site during construction operations, they require all the necessary personal protective equipment, including the strobe lights offered by their vehicles.

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 home 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 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 production due to additional employee travel time during regular work hours.

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Charles M. Arlinghaus, Commissioner  
August 14, 2018  
Page -2-

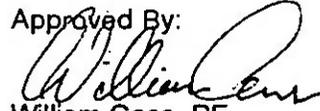
We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The Environmental Coordinators are more efficient, better prepared, better informed, and better equipped to provide a higher level of service through the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

Respectfully submitted,

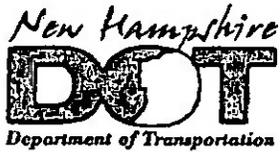


David Rodrigue, PE  
Director of Operations

Approved By:



William Cass, PE  
Assistant Commissioner



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*Victoria F. Sheehan*  
*Commissioner*

*William Cass, P.E.*  
*Assistant Commissioner*

September 7, 2022

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 2022.

**EXPLANATION**

**H0215**, a 2018, Chevy Malibu, assigned to **Heidi Stortz, Environmental Coordinator** and **Kevin Nyhan, as the Bureau Administrator** was driven **20,155** total miles, of which **8,668** miles were non-business use. The percentage of non-business miles for FY 2022 was **43%**.

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

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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,

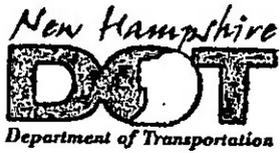


David Rodrigue, PE  
Director of Operations

Approved By:



William Cass, PE  
Assistant Commissioner



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

William Cass, P.E.  
Assistant Commissioner

September 7, 2022

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 2022.

EXPLANATION

**H1925**, a 2019, RAM WS1500, assigned to **Anthony Murphy, Railroad Safety Inspector/Investigator** was driven 17,503 total miles, of which 5,699 miles were non-business use. The percentage of non-business miles for FY 2022 was 33%.

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.

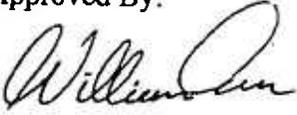
We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The Railroad Safety Inspector/Investigator is more efficient, better prepared, better informed, better equipped and provides a higher level of service 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

September 7, 2022

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 **H1337** which exceeded the 20% non-business use threshold during fiscal year 2022.

**EXPLANATION**

**H1337**, a 2019, Dodge, RAM 2500 Crew Cab, assigned to **Robert Lambert, Allenstown Highway Patrol Foreman** was driven 26,570 total miles, of which 9,890 miles were non-business use. The percentage of non-business miles for FY 2022 was 37.22%.

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.

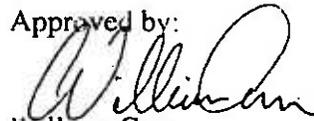
We respectfully submit this waiver for the above reasons in order to continue the efficient use of this vehicle for the Department of Transportation. The Highway Patrol Foremen are more efficient, better prepared, better informed, better equipped and provides a higher level of service through the use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

Respectfully submitted,

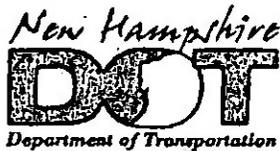


David Rodrigue  
Director of Operations

Approved by:



William Cass  
Assistant Commissioner



*Victoria F. Sheehan*  
*Commissioner*

**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*William Cass, P.E.*  
*Assistant Commissioner*

September 7, 2022

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 2022

**EXPLANATION**

**H1535**, a 2021, Chevy 2500, DBL CAB, assigned to **Marshall Bennett, Highway Patrol Foreman** was driven 28,132 total miles, of which 8,440 miles were non-business use. The percentage of non-business miles for FY 2022 was 30%.

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

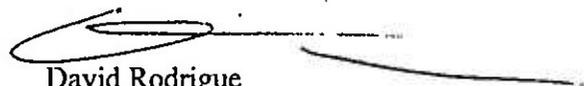
Highway Patrol Foreman will respond directly to the location to begin corrective actions, such as removing an obstruction or assisting at a vehicle crash scene, or they may first respond to the patrol facility for additional equipment or manpower to remove a fallen tree or fix a washout. The foreman 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