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

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

*David Rodrigue, P.E.*  
*Assistant Commissioner*

*Andre Briere, Colonel, USAF (RET)*  
*Deputy Commissioner*

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

Bureau of Finance & Contracts  
June 30, 2023

**REQUESTED ACTION**

The Department of Transportation requests approval of Governor and Council to pay small claims for the next fiscal year, July 1, 2023 through June 30, 2024. At the conclusion of the State fiscal year, the Department will submit a report identifying the small claims activity.

**EXPLANATION**

RSA 228:29 authorizes the Commissioner to use funds accruing to the Department of Transportation for the payment of small claims occasioned by accidents due to the activities of the Department of Transportation. Any person claiming damage due to the activities of the Department of Transportation may seek payment of the small claim if the amount is less than \$2,000 for FY 2024.

To improve efficiency in processing these small claims, and to be more responsive to those claimants' awaiting payment for a small claim, the Department of Transportation initiated a blanket approval process at the beginning of Fiscal Year 1996. The revised process was approved by Governor and Council on July 19, 1995 as Item #171 (see attached). The process requires the Department of Transportation to seek approval from Governor and Council prior to each Fiscal Year and to submit the claims paid in the previous Fiscal Year.

Each claim is investigated and thoroughly reviewed before approval (or denial) by the Assistant Commissioner. The investigations can take some time and when a decision is reached, claimants are often anxious to receive timely compensation. The annual reporting affords the Council an overall summary of the claim activity and provides transparency. This process has proven to be a long time efficient and practical means of administering these small claims.

Your consideration of this request is respectfully requested.

Sincerely,

William Cass  
Commissioner

Attachment



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION

JUL 19 1995

171

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CHARLES P. O'LEARY, JR.  
COMMISSIONER

2-1

Bureau of Administration/Contracts  
June 28, 1995

His Excellency, Stephen Merrill, Governor  
and The Honorable Council  
State House  
Concord, New Hampshire 03301

Re: **Blanket Approval to Pay Small Claims**

REQUESTED RESOLUTION

Resolved that the Commissioner of the Department of Transportation, or his designee be authorized to pay Small Claims submitted under the provisions of RSA 228:29 for the period of August and September 1995.

EXPLANATION

Small claims submitted to the Department in an amount of less than \$600.00 may be investigated by the Commissioner for payment thereof. At the conclusion of the investigation, if the Commissioner is of the opinion that the damage was caused because of activities of the Department, he submits his recommendation to the Governor and Council for approval.

Past practice has had individual claims submitted for approval on a one to one basis for amounts as low as \$50.00. Beginning in October, 1995 blanket approvals will be requested on a quarterly basis. At the conclusion of each blanket period an activities report will be supplied. The grouping of claims submitted on a quarterly basis would expedite the payment of claims, and reduce the amount of Department requests for approval to the Governor and Executive Council.

Your approval of this resolution is respectfully requested.

Sincerely,

*Charles P. O'Leary, Jr.*  
for Charles P. O'Leary, Jr.  
Commissioner