



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

Bureau of Turnpikes  
September 21, 2023

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

**REQUESTED ACTION**

Authorize the Department of Transportation, Bureau of Turnpikes, to hold an organized meetings for the purpose of training and recognizing Department of Transportation employees. The meeting will be held on October 26, 2023, at the Turnpike Hooksett Maintenance Shed location. Food and other costs are estimated to be \$4,940, effective upon Governor and Council approval. 100% Turnpike Funds.

Funding is available in State Fiscal Year 2024 as follows:

04-96-96-961017-70220000	<u>FY 2024</u>
Administration - Support	
020-500200 Current Supplies	\$4,940

**EXPLANATION**

The Department of Transportation's Division of Operations supports and encourages the Bureau of Turnpikes to hold annual safety/training days to train and recognize safety achievements with their staff. This provides an opportunity to gather the staff to disseminate safety and training information, provides field personnel access to state services and a platform to present initiatives that Districts are focusing on. It also provides a forum for the Commissioners and Directors to address the field staff and respond to questions.

Staff are appreciative of these annual events that are held during the fall season. In addition, dispersing 150+/- employees and vendors locally for lunch significantly reduces the available training time at these events. Therefore, in order to maximize the effectiveness of the day's events, the Department has historically funded a light breakfast and lunch for attendees.

Total cost for food and other expenses is estimated to be \$4,940 per event due to inflation of these items despite increasing vacancy rates in these positions. By utilizing catering services, it enables all attending staff to participate in the training versus some staff being diverted to food preparation and distribution, thereby missing the training.

The Department therefore requests permission to hold an organized meetings to train the DOT's Bureau of Turnpike's staff.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink that reads "William Cass". The signature is written in a cursive style with a large, sweeping initial "W".

William J. Cass, P.E.  
Commissioner

Attachments

Safety Training Day Food Expenses for NHDOT Bureau of Turnpikes  
Recent Quotes Received for Food and Miscellaneous Items

Food Vendor Cost

Vendor	Quote Date	Cost Per Person	Food Quote	Additional Fees	Total Cost	Description
Lemay & Sons Beef	9/11/2023	\$25.90	\$ 3,885.00	\$-	\$ 3,885.00	BBQ Service, Equipment and Rental. Catered Items for October 26th: 150 people Food: Sausage, Chicken, and Burgers Sides: Potato Salad, Mac & Cheese, Beans and Corn Bread
604 Smok'n Que	3/31/2023	\$26.00	\$ 3,900.00	\$585.00	\$ 4,485.00	marinated grilled chicken, marinated grilled steak tips and pulled pork. The sides will be garden salad, potato egg salad and macaroni & cheese. Comes with homemade sauces, salad dressing, pickle & peppers and buns.
Red Blazer	10/26/2023	\$25.00	\$ 3,750.00	\$1,500.00	\$ 5,250.00	Red Fox BBQ, pasta salad, potato salad, hamburgers and buns, hot dogs and buns, grilled chicken breast, potato chips, corn on the cob, watermelon, all condiments.
<b>Average Cost</b>					<b>\$ 4,540.00</b>	

Additional Items NOT provided by Food Service Vendor

Items	Quote	Cost per person	Fees	Total Cost	Description
Beverages		\$ 0.67		\$ 100.00	An assortment of beverages estimated for 150. Cola, water, coffee, orange juice. This estimate is based off purchase in 10/2022 purchase order 194929
Market Basket Fresh Bakery		\$ 1.00		\$ 150.00	An assortment of donuts, danishes, cookies, cupcakes, fruit and other food items estimated for people purchased  This estimate is based off a recent purchase in 10/2022 purchase order 194929
<b>Estimated Total Cost of Food</b>				<b>\$ 4,790.00</b>	

Miscellaneous Items		\$ 1.00		\$ 150.00	Training material duplication, paper products, cutlery for coffee and donuts, honorariums, grilling fuel, trash bags, and briquettes, and/or items not included by caterer. This estimate is based off a recent purchase in 10/2022 purchase order 194929
<b>Estimated Total Cost for Turnpike's Safety Day</b>				<b>\$ 4,940.00</b>	

Estimated Attendees for Turnpike's Safety Day

Active State Employees Per the NH First Active  
Employees Report:

Administration	43
Nashua Maintenance	5
Hooksett Maintenance	8
Merrimack Maintenance	8
Dover Maintenance	7
Hampton Maintenance	8
Rochester Maintenance	8
Hooksett Main Toll	19
Bedford Main Toll	6
Hampton Main Toll	14
Hampton Ramp Toll	11
<b>FT Employees</b>	<b>137</b>

Other Participants

Outside Presenters	4
Vendors	10
JOMB	7
	<u>21</u>

**Total Estimated Participants 158**

\*Turnpikes estimates approximately 150 attendees will attend.

Lemay & Sons Beef

116 DANIEL PLUMMER RD  
NH 03045

# Estimate

Date	Estimate #
9/11/2023	21

Name / Address
Turnpike, D.O.T 36 Hackett Rd Hooksett, NH 03106

Project

Description	Qty	Rate	Total
BBQ Service, Equip & Rental Catered Items for October 26th: ***150 People*** -Sausage, Chicken & Burgers -Sides: Potato Salad, Mac & Cheese, Beans, Corn Bread	1	3,885.00	3,885.00
		<b>Subtotal</b>	\$3,885.00
		<b>Sales Tax (8.5%)</b>	\$0.00
		<b>Total</b>	\$3,885.00

# 603 Smok'n Que

Pitmaster and Owner: Josh Hilyard

# Quotation

DATE Oct 26 2023

Merrimack NH  
603-860-5812

GUEST COUNT 150

Clients name: Kevin Conway NHDOT

Quotation valid until: N/A  
Prepared by: Joshua Hilyard

Comments or special instructions: smoker onsite with buffet set up.

Description	AMOUNT
Grillmaster - Comes with marinated grilled chicken, marinated grilled steak tips and pulled pork. The sides will be garden salad, potato egg salad and macaroni & cheese. Comes with homemade sauces, salad dressing, pickle & peppers and buns.	\$26
Appetizer -	N/A
Extra side -	N/A
For onsite catering with smoker - I provide disposable plates, utensils and napkins. I keep food warm in chaffing dishes. I need you to supply tents for the buffet station. Only if the food will not be inside. I bring black table clothes. I take care of my own trash only. I need proper space for my smoker and grills.	N/A
For food truck service - I serve everything from the takeout window. I provide disposable plates, utensils and napkins. Some condiments are outside for customers to use. I'm responsible for my trash only. Need proper space for a 20ft trailer and truck to park. Easy access in and out of property.	N/A
Gratuity 15%	\$585
Food tax 8.5%	\$331
<b>TOTAL</b>	<b>\$4,816.00</b>
drop off price	\$4,075

THANK YOU FOR YOUR BUSINESS!



**Event Contract**

**72 Manchester Street  
 Concord, NH 03301  
 Tel. 603-224-4101  
 www.theredblazer.com**

Client/Organization State of NH	Event Date 10/26/2023 (Thu)	Site Contact Kevin Conway	Site Tel (603) 419-0295	Event# E19422
Address , , NH		Site Email kevin.j.conway@dot.nh	Site Tel (603) 419-0295	Gtd Guests 150
Party Name Department Luncheon	Theme Office Party	Event Planner Tamra Burke	Category Off Premises Catered Ever	

**Site Locations**

Site Name	Site Address	Site Telephone
<b>BBQ - Thursday, October 26, 2023 - 12:00 pm</b>		
STATE OF NH - NEED OFFICIAL ADDRESS	HACKETT HILL ROAD, HOOKSETT, NH ( ) -	
<u>Directions</u>		

**LEAVE RESTAURANT AT 9:30am  
 20 minute drive**

**Venue**

Arrival	Description	Serving	End
12:00 pm	BBQ	12:00 pm	3:00 pm
<u>Setup Notes</u>			
<b>Red Blazer to cook at location</b>			
12:00 pm	EQUIPMENT	NA	3:00 pm

**Food/Service Items**

Food/Service Items	Price	Qty	Total
<b>BBQ - Thursday, October 26, 2023 - 12:00 pm</b>			
<u>12:00 pm</u>			
Red Fox BBQ	\$25.00	150	\$3,750.00
Pasta Salad			
Potato Salad			
Hamburgers & Buns			
Hot Dogs & Buns			
Grilled Chicken Breast			
Potato Chips			
Corn on the Cob			
Watermelon			
All Condiments - Tomato Slices, Lettuce Cheese, Sliced Onions & Chopped Onions Ketchup, Mustard & Relish			

**EQUIPMENT - Thursday, October 26, 2023 - 12:00 pm**

Offsite Fee	\$1,500.00	1	\$1,500.00
Includes Premium Paper Products - plates, plastic flatware & napkins			
PAPER NAPKIN ROLLUPS ON BUFFET			

**Notes**

This event taking place in Hooksett, NH

Our offsite fee includes travel and mileage expenses, 8' tables with skirts and linens for Red Blazer food display, setup, maintenance and cleanup of food displays, chafing dishes and serving utensils and paper products  
 minimum gratuity requirements; chef and 3 servers included

**LOGISTIC DETAILS**

site location has drinkable running water and electricity?  
 client is required to provide coverage for Red Blazer kitchen setup; garage, ez-ups, catering tent, etc.  
 Red Blazer to provide (3) 8' tables with skirts and linens for buffet setup \*double sided buffet  
 Red Blazer to provide paper plates, plastic flatware and paper napkins

**TIMELINE**

Red Blazer arrives at restaurant to pack 7:30am  
 RB staff leaves restaurant at 9:30am  
 RB cooking at location  
 serve buffet for 12pm

Subtotal	\$5,250.00	Paid	\$0.00	Pay Method	Card Number
Tax	\$318.75	Balance	\$6,968.75	Card Type	Expires
Service Chg	\$1,400.00	Due Date		Card Holder	Card Number
Total Value	\$6,968.75	Signature			

**Fill in the code on the back of the card for processing  
 3-digit Code for Visa, Mastercard & Discover \_\_\_\_\_**

**Terms & Conditions**

**A non-refundable deposit of the offsite fee is required at the time of contract signing to guarantee your booking. Cancellation will result in forfeiture of the deposit paid unless a new date is agreed upon.**

**Final guaranteed guest count for your event is due 3 weeks prior to the event date. Guaranteed guest count cannot be reduced thereafter. If attendance falls below the guaranteed count, the host is responsible for the guaranteed count. Final payment is due 2 weeks prior to the event date.**

**All food, beverage and equipment costs are subject to service charge. Food and beverage are subject to a 8.5% NH Meals Tax. Prices are subject to change without notice.**

**Please advise us of any special dietary restrictions and arrangements will be made to accommodate them.**

**I have read the above contract and agree to the terms and conditions.**

**Client:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sales Rep:** \_\_\_\_\_

**Date:** \_\_\_\_\_