

CSG



## New Hampshire Liquor Commission

50 Storrs Street  
Concord, N.H. 03301  
(603) 230-7015

Joseph W. Mollica  
Chairman

Nicole Brassard Jordan  
Deputy Commissioner

63

Christopher T. Sununu  
Governor

January 29, 2024

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

### REQUESTED ACTION

Authorize the New Hampshire Liquor Commission’s Division of Enforcement and Licensing (“Division”), in accordance with Administrative Rule Adm 611.08 (g), to increase the Division’s motor vehicle fleet (“fleet”) size by five vehicles. There is no funding needed to increase the fleet size because the Division would retain the vehicles allocated for surplus. This authorization shall be effective upon Governor and Executive Council approval.

### EXPLANATION

The Division recently added five new Liquor Investigator I positions. One of the investigator positions is primarily responsible for enforcing Title XIII laws, specifically case development and violations reported by the public. The Investigator I is required to travel throughout the state to conduct licensee inspections and provide educational and preventative programs.

The four other Investigator I positions are primarily responsible for loss prevention. On a regular basis, they are expected to travel across the state to have a presence at each of the 65 Liquor and Wine Outlet locations.

The Division is requesting to increase the fleet by adding five Dodge Charger police cruisers or equivalent sedans. As noted above, there is no additional funding needed to increase the fleet because the Division would retain the vehicles designated for surplus. Using the State’s Break-Even Mileage formula of 8,653 miles per year, retaining the vehicles is less costly than paying reimbursement for use of personal vehicles because the annual average mileage for the Division vehicles is 12,240 miles per year/per person.

The Department of Administrative Services Fleet Management was consulted and has conditionally approved this request pending Governor and Executive Council approval, as noted in the attached letter.

Based on the foregoing, pursuant to Administrative Adm 611.08 (g), I am respectfully requesting approval to increase the fleet by retaining vehicles allocated for surplus.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'J. Mollica', written in a cursive style.

Joseph W. Mollica  
Chairman



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant  
Commissioner

February 5, 2024

Attn:  
Joseph Mollica, Chairman  
NH Liquor Commission  
50 Storrs St.  
Concord, NH 03301

SUBJECT: Response to Fleet Increase Request 2/1/2024

Chairman Mollica,

Please accept this as a receipt of your request to increase the NH Liquor Commission fleet size by five (5) vehicles prior to submission to the Governor and Executive Council for formal consideration.

It is the position of the DAS Division of Procurement and Support Services Fleet Management that the NH Liquor Commission fleet be increased by five (5) vehicles. This will be achieved by retaining five (5) vehicles that were originally intended to go to surplus for the following purchases and no additional expenditures will be required for this fleet increase:

- PO 2001238 issued 11/23/2022 for two (2) Dodge Chargers
- PO 2001283 issued 8/1/23 for three (3) Dodge Chargers

The request to increase the fleet by five (5) vehicles to accommodate the addition of five (5) new enforcement positions at the NH Liquor Commission is reasonably justified and compelling enough to merit consideration by the Governor and Executive Council in a near future meeting. This will bring the NH Liquor Commission enforcement vehicle count to a total of 42.

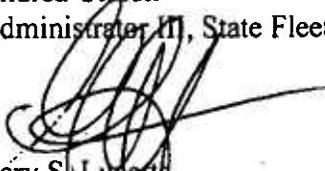
Thank you for your proactive request to involve us in your fleet review in support of statewide efforts to maintain fleet efficiency.

Respectfully submitted,

*Andrea Olsson*

Andrea Olsson

Administrator III, State Fleet Administrator, DAS Division of Procurement and Support Services

  
Gary S. Lunetti

Director, DAS Division of Procurement and Support Services