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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street
Concord, New Hampshire 03301
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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

September 13, 2024

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 2023.

RSA 21-I: 19 – h, Disposal of State-Owned Vehicles Based on NBU 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. There are five vehicles that did not receive the approval of the VUC, refer to page four for details. In accordance with RSA 21-I:19-h "The director of the division of procurement and support services of the department of administrative services either shall declare the vehicle surplus and transfer or otherwise dispose of the vehicle or shall reassign the vehicle within the agency".

This informational item details the following:

1. Non-Business Use Report Fiscal Year 2023 – all vehicles which exceeded 20% NBU in FY2023.

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 FY2023 Motor Vehicle Record Reports.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner

Non-business Use Report Fiscal Year 2023

Agency Name	Fleet Unit ID	Plate Agency ID	Model Year	Make	Model	Odometer	Total Miles	Total NBU Miles	Total NBU Percent
Environmental Services Department	1254	ES129	2015	Ford	F250	161,490.00	15,679.00	3,630.00	23.15
Environmental Services Department	12011	ES119	2020	DODGE	RAM 3500	73,634.00	27,358.00	11,287.00	41.26
Natural and Cultural Resources	867	D11	2014	Ford	Explorer	144,932.00	9,094.00	2,573.00	28.29
Natural and Cultural Resources	936	D292	2013	Ford	F150 XL	135,947.00	8,975.00	3,040.00	33.87
Natural and Cultural Resources	5268	D10	2016	Ford	F250 XLT	91,086.00	7,516.00	2,402.00	31.96
Natural and Cultural Resources	5320	D297	2016	Ford	F150 XL	57,972.00	19,365.00	7,635.00	39.43
Natural and Cultural Resources	5764	FL800	2017	Ford	F250 XL	51,537.00	4,029.00	865.00	21.47
Natural and Cultural Resources	14553	D309	2015	FORD	F250	119,145.00	3,309.00	1,637.00	49.47
Natural and Cultural Resources	14574	D80	2014	Ford	Explorer	150,569.00	20,090.00	16,813.00	83.69
Safety Department	6133	EQ 5318	2018	CHEVROLET	TRAVERSE	79,276.00	14,425.00	11,929.00	82.70
Safety Department	10571	EQ 5466	2019	CHEVROLET	EQUINOX	86,010.00	23,073.00	6,918.00	29.98
Safety Department	11899	EQ 5498	2020	CHEVY	TRAVERSE	70,383.00	19,185.00	12,327.00	64.25
Transportation Department	3914	H0328	2015	FORD	F250 X-CAB	229,478.00	25,536.00	5,535.00	21.68
Transportation Department	4372	H0318	2015	FORD	F250 X-CAB	264,070.00	27,610.00	9,470.00	34.30
Transportation Department	5447	H1542	2016	FORD	F250 X-CAB	241,313.00	19,367.00	6,685.00	34.52
Transportation Department	5450	H1331	2016	FORD	F250 X-CAB	193,955.00	13,855.00	4,048.00	29.22
Transportation Department	5468	H0339	2016	FORD	F250 X-CAB	208,081.00	19,176.00	4,228.00	22.05
Transportation Department	5556	H1545	2016	FORD	F250 X-CAB	171,040.00	28,239.00	7,866.00	27.86
Transportation Department	5604	H0180	2016	FORD	FOCUS	169,118.00	24,024.00	6,448.00	26.84
Transportation Department	5798	H0130	2017	FORD	FUSION	98,225.00	15,989.00	6,248.00	39.08
Transportation Department	6319	H0227	2018	CHEVROLET	MALIBU	134,289.00	25,769.00	5,218.00	20.25
Transportation Department	10470	H1925	2019	RAM	WS1500	53,672.00	20,854.00	8,540.00	40.95
Transportation Department	10599	H1337	2019	RAM	2500 CREWCAB	78,680.00	22,050.00	10,025.00	45.46
Transportation Department	10673	H0302	2019	RAM	2500 CREWCAB	83,126.00	28,632.00	8,316.00	29.04
Transportation Department	11858	H0152	2020	CHEVROLET	EQUINOX 2WD	68,700.00	17,850.00	4,365.00	24.45
Transportation Department	12205	H1928	2021	CHEVROLET	2500 DBL CAB	36,686.00	20,126.00	4,859.00	24.14

FY 2023 Vehicle Utilization Committee NBU Voting Matrix

Note: 1 is for Approval; 0 is for denial

Line #	Agency Name	Fleet Unit ID	Total NBU Percent	C. Arlinghaus	G. Lunetta	S. Carlson	R. Quinn	W. Cass	Total
1	Environmental Services Department	1254	23.15	1	1	1	1	1	5
2	Environmental Services Department	12011	41.26	0	0	1	1	0	2
3	Natural and Cultural Resources	867	28.29	1	1	1	1	1	5
4	Natural and Cultural Resources	936	33.87	1	0	1	1	1	4
5	Natural and Cultural Resources	5268	31.96	1	0	1	1	1	4
6	Natural and Cultural Resources	5320	39.43	0	0	1	1	1	3
7	Natural and Cultural Resources	5764	21.47	1	1	1	1	1	5
8	Natural and Cultural Resources	14553	49.47	0	0	1	1	0	2
9	Natural and Cultural Resources	14574	83.69	0	0	1	1	0	2
10	Safety Department	6133	82.70	0	0	1	1	0	2
11	Safety Department	10571	29.98	1	1	1	1	1	5
12	Safety Department	11899	64.25	0	0	1	1	1	3
13	Transportation Department	3914	21.68	1	1	1	1	1	5
14	Transportation Department	4372	34.30	1	0	1	1	1	4
15	Transportation Department	5447	34.52	1	0	1	1	1	4
16	Transportation Department	5450	29.22	1	1	1	1	1	5
17	Transportation Department	5468	22.05	1	1	1	1	1	5
18	Transportation Department	5556	27.86	1	1	1	1	1	5
19	Transportation Department	5604	26.84	1	1	1	1	1	5
20	Transportation Department	5798	39.08	0	0	1	1	1	3
21	Transportation Department	6319	20.25	1	1	1	1	1	5
22	Transportation Department	10470	40.95	0	0	1	1	0	2
23	Transportation Department	10599	45.46	0	0	1	1	1	3
24	Transportation Department	10673	29.04	1	1	1	1	1	5
25	Transportation Department	11858	24.45	1	1	1	1	1	5
26	Transportation Department	12205	24.14	1	1	1	1	1	5

Any VUC vote which totals less than 3 did not receive approval to retain vehicle. There are a total of 5 vehicles that the VUC has voted to surplus which is highlighted in red above. In accordance with RSA 21-I:19-h. "The director of the division of procurement and support services of the department of administrative services either shall declare the vehicle surplus and transfer or otherwise dispose of the vehicle or shall reassign the vehicle within the agency".

The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner

July 27, 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 ES129 which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

ES129, a 2015 Ford F250, assigned to Dam Construction Superintendent Robert Gordon, Jr. (Field Based) was driven 15,679 total miles, of which 3,630 miles were non-business use. The percentage of non-business miles for FY2023 was 23.15%.

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.

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.

Robert R. Scott
Commissioner

The State of New Hampshire
NHDES Department of Environmental Services

Robert R. Scott, Commissioner

July 27, 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 Department of Environmental Services, Water Division, Dam Bureau to retain vehicle ES119 which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

ES119, a 2020 Dodge Ram 3500, assigned to Samuel Comeau/Dam Operator II (Office Based), was driven 27,358 total miles, of which 11,287 miles were non-business use. The percentage of non-business miles for FY2023 was 41.26%.

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

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
TDD ACCESS: Relay NH 1-800-735-2964

September 20, 2023

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 2023.

EXPLANATION

Vehicle D11*, a 2022 Bronco Sport, assigned to Michael Housman, Supervisor of Park Operations (Office Based), was driven 16,190 total miles of which 3,777 were non-business use. The percentage of non-business miles for FY23 was 23.32%.

This office based position is responsible for overseeing 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, this position is required to be available for any unforeseen situations such as a natural disaster or any other emergency plus deal with the day-to-day operational needs. The frequency of the use is daily.

We are requesting to retain the 2022 Ford Bronco due to the need of the Supervisor to be available and ready to respond anywhere throughout the State of New Hampshire when required. Otherwise, it would be a significant increase in costs to reimburse the Supervisor at the IRS mileage rate.

Respectfully submitted,

Brian J. Wilson
Director – Division of Parks and Recreation

Approved by:

Sarah L. Stewart
Commissioner

** Vehicle D11 was replaced during the course of the FY. For the purposes of this request, we have combined the total miles and the total non-business miles driven by both vehicles.*

STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER

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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 2023.

EXPLANATION

Vehicle D292, a 2013 Ford F150 XL Pickup, assigned to Tom Davenport, South Region Maintenance Mechanic (Field Based), was driven 8,975 total miles of which 3,040 miles were non-business use. The percentage of non-business miles for FY 23 was 33.87%.

The field based position is responsible for the carpentry and plumbing in State Parks throughout the Merrimack Valley and Monadnock Regions with a specific focus on repairing buildings and facilities. The position is also required to be available to respond to emergencies such as no hot water at a fully occupied campground. The frequency of the use is daily.

We are requesting to retain the 2013 Ford F150 XL Pickup due to the need to respond to emergencies at any given time at our 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,

Brian J. Wilson
Director – Division of Parks and Recreation

Approved by:

Sarah L. Stewart
Commissioner

STATE OF NEW HAMPSHIRE
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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 D10 which exceeded the 20% non-business use threshold during Fiscal Year 2023.

EXPLANATION

Vehicle D10, a 2016 Ford F250 XLT Pickup, assigned to Alexis Rudko, Deputy Chief of Trails Bureau (Office Based) was driven 7,516 total miles of which 2,402 miles were non-business use. The percentage of non-business miles for FY 23 was 31.96%.

This office based position is responsible for overseeing the statewide trails system with an extensive amount of responsibility managing their operations throughout the entire State of New Hampshire. If there is an emergency anywhere in the State, this position is required to be available for any unforeseen situations such as a natural disaster or any other emergency plus deal with the day to day operational needs. This vehicle is used for attending in person meetings required by the duties of the Deputy Chief as well as used to review field work by partner organizations for compliance. The frequency of use is daily.

We are requesting to retain the 2016 Ford F250 XLT Pickup 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,

Brian J. Wilson
Director – Division of Parks and Recreation

Approved by:

Sarah L. Stewart
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER
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September 20, 2023

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 2023

EXPLANATION

Vehicle D297, a 2016 Ford F150 XL Pickup, assigned to Logan Thorner, Central Region Asst. Regional Supervisor (Field Based), was driven 19,365 total miles of which 7,635 miles were non-business use. The percentage of non-business miles for FY 23 was 39.43%.

This field based position is responsible for overseeing the Central Region State Parks with an extensive amount of responsibility managing their operations throughout the entire Central Region of New Hampshire. If there is an emergency at a park in this region, this position is required to be available for any unforeseen situations such as a natural disaster or any other emergency plus deal with the day-to-day operational needs. The frequency of the use is daily.

We are requesting to retain the 2016 Ford F150 XL Pickup due to the need of the Assistant Regional Supervisor to be available and ready to respond when required to. Otherwise it would be a significant increase in costs to reimburse the Assistant Regional Supervisor at the IRS mileage rate.

Respectfully submitted,

Brian J. Wilson
Director – Division of Parks and Recreation

Approved by:

Sarah L. Stewart
Commissioner

STATE OF NEW HAMPSHIRE
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September 20, 2023

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 Forests and Lands to retain vehicle FL800 which exceeded the 20% non-business use threshold during Fiscal Year 2023.

EXPLANATION

Vehicle FL800, a 2017 Ford F250 XL Pickup, assigned to Ben Eosue, Communications Specialist (Office Based), was driven 4,029 total miles of which 865 miles were non-business use. The percentage of non-business miles for FY 23 was 21.47%.

This office based position is responsible for the management of the Department's offsite radio communications sites throughout the state as well as the radio communications systems used by the Division of Forests and Lands, Forest Protection Bureau and the Division of Parks and Recreation. This position is required to be available to assist with restoring services at any of these locations and self-dispatches from home to remote DNCR sites at least two days per week.

We are requesting to retain the 2017 Ford F250 XL Pickup due to the need of this position to respond to radio infrastructure emergencies throughout the State of New Hampshire as it would be a significant increase in costs to reimburse the Communications Specialist at the IRS mileage rate to fulfill these required job duties.

Respectfully submitted,

Patrick D. Hackley

Patrick D. Hackley
Director – Division of Forests and Lands

Approved by:

Sarah Stewart

Sarah L. Stewart
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER
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September 20, 2023

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 D309 which exceeded the 20% non-business use threshold during Fiscal Year 2023

EXPLANATION

Vehicle D309*, a 2015 Ford F250 Pickup, assigned to Tom Davenport, South Region Maintenance Mechanic (Field Based), was driven 5,837 total miles of which 1,905 miles were non-business use. The percentage of non-business miles for FY 23 was 32.63%.

The field based position is responsible for the carpentry and plumbing in State Parks throughout the Merrimack Valley and Monadnock Regions with a specific focus on repairing buildings and facilities. The position is also required to be available to respond to emergencies such as no hot water at a fully occupied campground. The frequency of the use is daily.

We are requesting to retain the 2015 Ford F250 Pickup due to the need to respond to emergencies at any given time at our 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,

Brian J. Wilson
Director – Division of Parks and Recreation

Approved by:

Sarah L. Stewart
Commissioner

** Vehicle D309 was replaced during the course of the FY. For the purposes of this request, we have combined the total miles and the total non-business miles driven by both vehicles.*

STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER

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September 20, 2023

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 D80 which exceeded the 20% non-business use threshold during Fiscal Year 2023.

EXPLANATION

Vehicle D80*, a 2014 Ford Explorer, assigned to John DeVivo, General Manager at Franconia Notch State Park/Cannon Mountain Ski Area (Office Based), was driven 29,975 total miles of which 20,412 miles were non-business use. The percentage of non-business miles for FY 23 was 68.09%.

The office based unclassified position is responsible management of Cannon Mountain ski area and Franconia Notch State Park which includes The Flume Gorge, Lafayette Campground, and Echo Lake Beach. If there is an emergency within Cannon Mountain or Franconia Notch State Park, he is required to be available for any unforeseen situations such as a natural disaster or any other emergency plus deal with the day-to-day operational needs. The frequency of the use is daily.

We are requesting to retain the 2014 Ford Explorer due to the need for this position to be available and ready to respond to emergencies when required to. Otherwise, it would be a significant increase in costs to reimburse the General Manager at the IRS mileage rate.

Respectfully submitted,

Brian J. Wilson
Director – Division of Parks and Recreation

Approved by:

Sarah L. Stewart
Commissioner

** Vehicle D80 was replaced during the course of the FY. For the purposes of this request, we have combined the total miles and the total non-business miles driven by both vehicles.*

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

ROBERT L. QUINN
COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

August 15, 2023

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 #5318, which exceeded the 20% non-business use threshold during the state fiscal year 2023.

EXPLANATION

EQ# 5318, a 2018 Chevy Traverse, (8501) was assigned to the Assistant Director of the Division of Emergency Services and Communications, from July 01, 2022 to June 30, 2023. The vehicle was driven a total of 14,425 miles, of which 11,929 miles were for non-business use. The percentage of non-business miles for SFY 2023 was 82.70%.

This vehicle is used by the Assistant Director to respond to emergencies related 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 related to operations of the State's emergency communications systems.

The vehicle is equipped with essential communications and emergency equipment that is crucial in the event of an emergency response, therefore, while assigned to him, the vehicle must remain with the Assistant Director at all times. The use of this vehicle is necessary to 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 of Safety

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

ROBERT L. QUINN
COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

August 14, 2023

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 Fire Standards & Training and Emergency Medical Services, to retain vehicle EQ#5466 which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

EQ#5466, a 2019 Chevrolet Equinox, assigned to the Director of Fire Standards & Training and Emergency Medical Services was driven 23,073 total miles, of which 6,918 miles were non-business use. The percentage of non-business miles for FY23 was 29.98%.

The Director's current role requires him to attend formal and informal meetings throughout the State on a regular basis. These include, but are not limited to, meetings with Fire Chiefs, training officers, mutual aid districts, and fire and emergency medical services (EMS) organizations, along with interacting with directors and commissioners in many other State agencies. Other duties required of the Director include attending committee meetings, attending Legislative hearings, and conducting other State business. Many of these occur after normal work hours, either in the evenings or early mornings, making it necessary for the Director to leave directly from his residence to travel to the meetings prior to driving to the Academy or returning to his residence very late in the evening after the meeting. Approximately ten to fifteen times per month, the Director is required to attend these obligations outside the regular work week.

A few examples of required use outside the regular working hours are monthly NH Association of Fire Chiefs meetings, delivery of training material and equipment to fire departments and EMS units, travel throughout the state, recall for Emergency Operations Center (EOC) activations representing NH EMS and on-site logistics, Regional Council EMS meetings, District EMS meetings, special presentations and lectures, periodic mutual aid meetings in the evenings, Oral Boards for fire departments around the State of New Hampshire, and teaching classes around the State.

It is also important that the Director attends field meetings with stakeholder groups, and travels throughout the State, and to and from Concord. Not having this vehicle would require the Director unnecessary time picking up and dropping off a vehicle. Using his personal vehicle and being reimbursed for mileage would become extremely expensive and would not be the most efficient use of time and/or state fiscal resources .

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

ROBERT L. QUINN
COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

August 15, 2023

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 state fiscal year 2023.

EXPLANATION

EQ# 5498, a 2020 Chevy Traverse, (S500) was assigned to the Director of the Division of Emergency Services and Communications, from July 01, 2022 to June 30, 2023. The vehicle was driven a total of 19,185 miles, of which 12,327 miles were for non-business use. The percentage of non-business miles for SFY 2023 was 64.25%.

This vehicle is used by the Director to respond to emergencies related 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 related to operations of the State's emergency communications systems.

The vehicle is equipped with essential communications and emergency equipment is crucial in the event of an emergency response, therefore, while assigned to him, the vehicle must remain with the Director at all times. The use of this vehicle is necessary to 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 Of Safety

New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

September 11, 2023

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 2023.

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,

Michael Servetas, PE
Director of Operations

cc: Bill Cass
Andre Briere
David Rodrigue

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New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

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Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

September 11, 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 Department of Transportation, **Highway Maintenance** to retain vehicle **H0328** which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H0328, a **2015, Ford, F250 X-CAB**, assigned to **Troy Comeau, Bristol Highway Patrol Foreman** was driven **25,536** total miles, of which **5,535** miles were non-business use. The percentage of non-business miles for FY 2023 was **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,

Michael Servetas, PE
Director of Operations

Approved by:

For William Cass, PE
Commissioner

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New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

William Cass, P.E.
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David Rodrigue, P.E.
Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

September 11, 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 Department of Transportation, **Highway Maintenance** to retain vehicle **H0318** which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H0318, a **2015, Ford, F250 X-CAB**, assigned to **Robert Neveu, Highway Patrol Foreman** was driven **27,610** total miles, of which **9,470** miles were non-business use. The percentage of non-business miles for FY 2023 was **34%**.

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,

Michael Servetas, PE
Director of Operations

Approved by:

For William Cass, PE
Commissioner

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New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

William Cass, P.E.
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David Rodrigue, P.E.
Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

September 11, 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 Department of Transportation, **Highway Maintenance** to retain vehicle **H1542** which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H1542, a **2016, Ford, F250 X-CAB**, assigned to **Kevin King, Highway Maintenance District 5 Maintenance Supervisor** was driven **19,367** total miles, of which **6,685** miles were non-business use. The percentage of non-business miles for FY 2023 was **34%**.

Existing Classification: Class II, Employee Home Location
Proposed Classification: Retain

Maintenance Supervisors 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 Maintenance Supervisor manages several patrol sections.

Maintenance Supervisors 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.

Depending on the nature of the emergency, the Maintenance Supervisors 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 supervisor 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 supervisor 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.

Maintenance Supervisors 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 supervisor 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 Maintenance Supervisors 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,

Michael Servetas, PE
Director of Operations

Approved by:

William Cass, PE
Commissioner

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THE STATE OF NEW HAMPSHIRE
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William Cass, P.E.
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David Rodrigue, P.E.
Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

September 11, 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 Department of Transportation, **Highway Maintenance** to retain vehicle **H1331**which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H1331, a **2016, Ford, F250 X-CAB**, assigned to **Margaret Smith, Bedford Highway Patrol Foreman** was driven **13,855** total miles, of which **4,048** miles were non-business use. The percentage of non-business miles for FY 2023 was **29%**.

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,

Michael Servetas, PE
Director of Operations

Approved by:

William Cass, PE
Commissioner

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Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

September 11, 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 Department of Transportation, **Highway Maintenance** to retain vehicle **H0339** which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H0339, a **2016, Ford, F250 X-CAB**, assigned to **Paul Hodgman, Highway Patrol Foreman** was driven **19,176** total miles, of which **4,228** miles were non-business use. The percentage of non-business miles for FY 2023 was **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,

Michael Servetas, PE
Director of Operations

Approved by:

William Cass, PE
Commissioner

New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
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Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

September 11, 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 Department of Transportation, **Highway Maintenance** to retain vehicle **H1545** which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H1545, a 2016, Ford, F250 X-CAB, assigned to **Leon Gadwah IV, Hooksett Highway Patrol Foreman** was driven **28,239** total miles, of which **7,866** miles were non-business use. The percentage of non-business miles for FY 2023 was **28%.**

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,

Michael Servetas, PE
Director of Operations

Approved by:

William Cass, PE
Commissioner

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Deputy Commissioner

September 11, 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 Department of Transportation, **Highway Maintenance** to retain vehicle **H0180** which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H0180, a **2016, Ford, Focus**, assigned to **John Kalifelz, District 4 Engineer** was driven **24,024** total miles, of which **6,448** miles were non-business use. The percentage of non-business miles for FY 2023 was **27%**.

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,

Michael Servetas, PE
Director of Operations

Approved By:

for William Cass, PE
Commissioner

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New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

September 11, 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 Department of Transportation, **Bridge Design** to retain vehicle **H0130** which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H0130, a **2017, Ford, Fusion**, assigned to **Ken Morrison, Chief Bridge Inspector** was driven **15,989** total miles, of which **6,248** miles were non-business use. The percentage of non-business miles for FY 2023 was **39%**.

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,

Michael Servetas, PE
Director of Operations

Approved By:

For William Cass, PE
Commissioner

New Hampshire DOT
Department of Transportation

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Deputy Commissioner

September 11, 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 Department of Transportation, **Project Development** to retain vehicle **H0227** which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H0227, a **2018, Chevrolet, Malibu**, assigned to **Deidra Benjamin, Bureau of Environment** was driven **25,769** total miles, of which **5,218** miles were non-business use. The percentage of non-business miles for FY 2023 was **21%**.

Existing Classification: Class I, General Use

Proposed Classification: Retain

The Environmental Coordinator position for the Division of Project Development preforms field reviews 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 Project Development 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, and overall construction projects 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 construction sites (including travel home at the end of the day). Because she is regularly required to be on site during construction operations, this position 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

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,

Michael Servetas, PE
Director of Operations

Approved by:

William Cass, PE
Commissioner

New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

William Cass, P.E.
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Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

September 11, 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 Department of Transportation, **Rail and Transit** to retain vehicle **H1925** which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H1925, a **2019, RAM WS1500**, assigned to **Anthony Murphy, Railroad Safety Inspector/Investigator** was driven **20,854** total miles, of which **8,540** miles were non-business use. The percentage of non-business miles for FY 2023 was **41%**.

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,

Michael Servetas, PE
Director of Operations

Approved By:

William Cass, PE
Commissioner

New Hampshire DOT
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Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

September 11, 2023

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 2023.

EXPLANATION

H1337, a **2019, Dodge, RAM 2500 Crew Cab**, assigned to **Robert Lambert, Allenstown Highway Patrol Foreman** was driven **22,050** total miles, of which **10,025** miles were non-business use. The percentage of non-business miles for FY 2023 was **45%.**

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,

Michael Servetas, PE
Director of Operations

Approved by:

For William Cass, PE
Commissioner

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Charles M. Arlinghaus, Commissioner
Department of Administrative Services
25 Capitol Street
Concord, New Hampshire 03301

September 11, 2023

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 **H0302** which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H0302, a **2019, Ram, 2500 crewcab**, assigned to **Raymond Beaudoin, Highway Patrol Foreman** was driven **28,632** total miles, of which **8316** miles were non-business use. The percentage of non-business miles for FY 2023 was **29%.**

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,

Michael Servetas, PE
Director of Operations

Approved by:

William Cass, PE
Commissioner

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Deputy Commissioner

September 11, 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 Department of Transportation, **Highway Maintenance District 4** to retain vehicle **H0152** which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H0152, a **2020, Chevrolet, Equinox**, assigned to **Kevin Belanger, Assistant District Engineer** was driven **17,850** total miles, of which **4,365** miles were non-business use. The percentage of non-business miles for FY 2023 was **24%**.

Existing Classification: Class II, Employee Home Location
Proposed Classification: Retain

The six Assistant 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. Assistant 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. Assistant 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 ensure 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 Assistant 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 Assistant 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,

Michael Servetas, PE
Director of Operations

Approved By:

William Cass, PE
Commissioner

New Hampshire DOT
Department of Transportation

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William Cass, P.E.
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Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

September 11, 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 Department of Transportation, **Highway Maintenance** to retain vehicle **H1928** which exceeded the 20% non-business use threshold during fiscal year 2023.

EXPLANATION

H1928, a 2021, Chevrolet, 2500 DB Cab, assigned to **Jonathan Vincent, Henniker Highway Patrol Foreman** was driven **20,126** total miles, of which **4,859** miles were non-business use. The percentage of non-business miles for FY 2023 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,

Michael Servetas, PE
Director of Operations

Approved by:

For William Cass, PE
Commissioner

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