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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*HAMPSTEAD HOSPITAL & RESIDENTIAL TREATMENT FACILITY*

Lori A. Weaver  
Commissioner  
  
Justin M. Looser  
Chief Executive Officer

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September 6, 2024

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

**REQUESTED ACTION**

Pursuant to Administrative Rule Adm 611.08(g), authorize the Department of Health and Human Services, Hampstead Hospital & Residential Treatment Facility to increase the motor vehicle fleet ("Fleet") size by two vehicles. There is no funding needed to increase the fleet size because the vehicles became state assets at the end of the contract with the vendor that purchased the vehicles. This authorization shall be effective upon Governor and Executive Council approval.

**EXPLANATION**

The Department of Health and Human Services, Hampstead Hospital & Residential Treatment Facility (HHRTF) added two passenger vans that will remain onsite at HHRTF to provide rides for patients and residents to medical appointments, social outings, and when transportation is difficult for families at discharge. Dedicated staff that have undergone the State Driving Program will ensure that our patients and residents make it to appointments on time. This will prevent unnecessary stress when having to rely on outside agencies or employees driving to Concord to pick up and drop off Department vehicles. Having vehicles onsite at HHRTF will ensure timely visits to healthcare providers and provide options to support their social and emotional development through outings.

As noted above, no additional funding is needed to increase the fleet. HHRTF's previous contractor, Wellpath, operated and maintained the vehicles during their contract period. Wellpath obtained the vehicles on a lease to purchase basis, with the understanding that if the contract ended the vehicles would then become state assets. The contract with Wellpath ceased on June 30, 2024, and this requested action is the result. The Department of Administrative Services Fleet Management was consulted and has conditionally approved this request pending Governor and Executive Council approval as noted in the attached letter.

Respectfully Submitted,

for:

Lori A. Weaver  
Commissioner



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Concord, New Hampshire 03301

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Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

July 22, 2024

Attn:  
Shaun Qualter  
NH Department of Health and Human Services  
218 East Road  
Hampstead, NH 03841

SUBJECT: Response to Fleet Increase Request 7/17/24

Shaun Qualter:

Please accept this as receipt of your request to increase the NH Department of Health and Human Services fleet size by two (2) vans prior to submission to the Governor and Executive Council for formal consideration.

It is the position of the DAS Division of Procurement and Support Services Fleet Management that the NH Department of Health and Human Services fleet be increased by two (2) vans.

The request to increase the fleet by two (2) vans is reasonably justified and compelling enough to merit consideration by the Governor and Executive Council in a near future meeting.

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

Respectfully submitted,

Andrew Bennett  
Administrator III, DAS Division of Procurement and Support Services

Digitally signed by Gary S. Lunetta  
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Administrative Services, ou=Div  
Procurement & Support Services,  
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Date: 2024.07.29 08:37:14 -0400

Gary S. Lunetta