

8/29/24



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



56

William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

Division of Finance
August 29, 2024

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

REQUESTED ACTION

Authorize the Department of Transportation, Bureau of Highway Maintenance, to hold six organized meetings for the purpose of training and recognizing Department of Transportation employees in Calendar Year 2024. Six meetings will occur during the Fall of 2024 at the six NHDOT Highway Maintenance District locations. Food and other costs are estimated to total of approximately \$20,215, effective upon Governor and Council approval. 100% Highway Funds.

Funding is available in State Fiscal Year 2025 as follows:

04-96-96-960515-3007	<u>FY 2025</u>
Highway Maintenance	
020-500200 Current Expense	\$20,215

EXPLANATION

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

Staff are appreciative of these annual events. Travel to event locations at each of the six districts across the state can be a significant distance for staff. In addition, dispersing 100+ employees locally for lunch significantly reduces the available training time at these events. Therefore, in order to maximize the effectiveness of the day's events, the Department has historically funded a light breakfast and lunch for attendees. Total cost for food and other expenses is estimated to be approximately \$30.00 per attendee. By utilizing catering services, it enables all attending staff to participate in the training versus some staff being diverted to food preparation and distribution, thereby missing the training.

The Department therefore requests permission to hold six organized meetings to train the Department's Highway Maintenance staff responsible for all plowing and for all spring, summer and fall maintenance operations as follows in the table below:

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in cursive script that reads "William Cass".

William J. Cass, P.E.
Commissioner

Attachments

Attachment 1

District	Estimated Safety Day Attendance	Miscellaneous Expenses	Approximate Lunch Cost	Food Prep
1	125	\$250.00	\$3,000	Crews
2	100	\$250.00	\$3,675	Vendor
3	125	\$250.00	\$3,120	Vendor
4	90	\$250.00	\$2,970	Vendor
5	110	\$250.00	\$3,150	Vendor
6	90	\$250.00	\$2,800	Vendor
Total	640			
	Sub-Total	\$1,500.00	\$18,715.00	
	Total		\$20,215	

D2

Bright Side Brewing

5 Airpark Rd. (Ste. 5)
West Lebanon, NH 03784

INVOICE



Department of transportation
Event Date: October 10, 2024

Invoice No: 00028
Invoice Date: 08/29/2024
Due Date: 10/16/2024

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Potato Salad	110		
Pasta Salad	110		
Brisket	35		
Pulled Pork	15		
Condiments and toppings	110		
Rolls			
Mac & Cheese	2		
Slaw	110		
Dessert	110		
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

SUBTOTAL
 DISCOUNT \$ -
 SUBTOTAL LESS DISCOUNT #VALUE!
 TAX RATE 8.50%
 TOTAL TAX #VALUE!
 ROOM CHARGE

Thank you for your business!

Balance Due \$ 3,675.10

Lisa Albright - 303-667-7670 C
(603) 790-8373-work
brightsidebrewing@gmail.com

Hanscom, Alan

From: Yip, Sheila
Sent: Thursday, August 29, 2024 10:48 AM
To: Hanscom, Alan; Spaulding, Nancy
Subject: FW: Department of Transportation District Three Safety Day

Alan

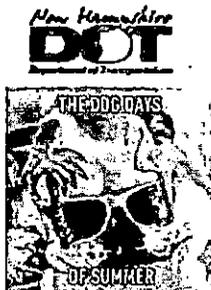
Here is the email with Shrubby's it includes the menu and the pricing.

Thank you,

Sheila Yip
Administrative Secretary
NHDOT District 3
2 Sawmill Road
Gilford NH 03249

Tel 603-528-9383

Fax 603-524-8027



From: Jon Bushway <shrubbys.smokeshack@gmail.com>
Sent: Tuesday, August 06, 2024 5:38 PM
To: Yip, Sheila <Sheila.M.Yip@dot.nh.gov>
Subject: Re: Department of Transportation District Three Safety Day

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

Sheila:

Per our catering pricing--it would be \$28pp. however we will set the pricing to \$26pp.

The cost would be \$3,120 for 120 persons.

We will include our two homemade slaws and four choices of sauces to suit the meals.

Let us know if you have any questions, or want us to set aside the date.

D4

Estimate

Lemay & Sons Beef
116 DANIEL PLUMMER RD
NH 03045

Date	Estimate #
7/26/2024	35

Name / Address
Tom, Mansfield D.O.T District 4 603-486-8867

Project

Description	Qty	Rate	Total
BBQ Service, Equip & Rental 110 People Pig Roast, Sausage, Pulled Pork, Mac Salad, Potato Salad, Corn Bread, Baked Beans, Coleslaw	110	27.00	2,970.00

Subtotal	\$2,970.00
Sales Tax (8.5%)	\$0.00
Total	\$2,970.00



DS

Smokeshow Barbeque LLC
231 S. Main St Concord, NH 03301
Smokeshowg@gmail.com
603.227.6399

Full Service Catering - Texas Spread

Shelley Roy
Patrol Section 511
6 East Point Drive
Bedford, NH 03110

Arrival Time: TBD 11:30
Eat Time: TBD 12:00

Meats

Brisket, Pulled Pork, Chicken

Sides

Mac N Cheese, Baked Beans, Potato Salad, and *Green Salad* Coleslaw

Sauces, Sliders, Pickles, Onions, and Jalapenos
Plates, Meal Kits, Serving utensils, Buffet Attendants

100 ppl @ \$24 per person	\$2,400.00
Tax	\$.00
Full Service Catering Fee	\$750.00
Total	\$3,150.00

Lemay & Sons Beef

116 DANIEL PLUMMER RD
NH 03045

DC
Estimate

Date	Estimate #
7/26/2024	36

Name / Address
6, D.O.T District 603-234-2266 6005 Pinkham Road Lee, NH

			Project
Description	Qty	Rate	Total
100 People Steak Tips, Chicken, Pulled Pork Mac & Cheese, Potato Salad, Baked beans, Coleslaw, Corn Bread	100	28.00	2,800.00
		Subtotal	\$2,800.00
		Sales Tax (8.5%)	\$0.00
		Total	\$2,800.00