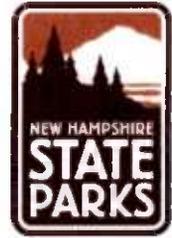




State of New Hampshire  
DEPARTMENT OF NATURAL & CULTURAL RESOURCES  
DIVISION OF PARKS & RECREATION

172 Pembroke Road Concord, New Hampshire 03301  
Phone: 603-271-3556 Fax: 603-271-3553  
TDD Access: Relay NH 1-800-735-2964  
nhstateparks.org

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YH

November 13, 2024

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

**REQUESTED ACTION**

In accordance with Administrative Rule Adm 611.08 (g), the Department of Natural and Cultural Resources, Division of Parks and Recreation, Bureau of Historic Sites respectfully requests permission to increase their fleet size by one (1) unit effective upon Governor and Executive Council approval.

**EXPLANATION**

The Bureau of Historic Sites (Bureau), as part of ARPA funding dedicated to the Bureau, received a \$60,000 appropriation for equipment and would like to purchase a utility task vehicle (UTV) under this appropriation upon approval of this request. This requested fleet increase will assist park maintenance operations at Weeks State Park as well as ancillary support for multiple other Historic Sites. The Bureau oversees 16 properties statewide, totaling over 900 acres of land to maintain.

The Bureau has relied on renting a UTV for several seasons at Weeks State Park. The current location where the rental is sourced is planning to increase the price next season from \$526/month to \$1,000/month and the Bureau believes that the park would be better served by purchasing a UTV.

In furtherance of this request, the Bureau has obtained a letter of support from the Department of Administrative Services (DAS) Statewide Fleet Management Program, and while the DAS Division of Procurement and Support Services would ultimately source the final product through competitive bidding, the Bureau requests that the UTV chosen would contain the following:

- At least four seats for passengers and a cargo bed on the back
- A winch on the front and ball trailer hitch in the back will help support maintenance and ground activities
- Tires that are meant for off roading to support trail work and are good for work on slopes due to the site being at the top of a north country mountain
- 82 HP Engine
- 2,500 Lb. Towing Capacity & 1,000 Lb. Box Capacity
- 13" Ground Clearance
- 11" Suspension Travel
- 27" 8-ply Pro Armor X-Terrain tires & 14" wheels
- 3-Mode Throttle Control
- LED Headlights

Upon approval, this addition to the Bureau's fleet will support operational efforts in the most cost-effective manner feasible, allowing for continued enjoyment of the state's renowned Historic Sites.

Funding for the UTV is available in account 03-035-035-351510-26660000-030-500300. Source of funds is 100% Federal Funds.

Respectfully submitted,

Concurred,



Brian J. Wilson  
Director



Sarah L. Stewart  
Commissioner



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

October 17, 2024

Attn:  
Director Brian Wilson  
NH Department of Natural and Cultural Resources  
172 Pembroke Road  
Concord, NH 03301

SUBJECT: Response to Fleet Increase Request 10/7/24

Director Wilson:

Please accept this as receipt of your request to increase the NH Department of Natural and Cultural Resources fleet size by one (1) UTV 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 Natural and Cultural Resources fleet be increased by one (1) UTV to bring your total Division of Parks and Recreation, Historic Sites fleet size to three (3) vehicles.

The request to increase the fleet by one (1) UTV 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,



Lincoln Adams  
Administrator II, State Fleet Manager, DAS Division of Procurement and Support Services



DN: cn=Gary S Lunetta, o=Dept  
Administrative Services, ou=Div  
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Date: 2024.10.21 09:31:15 -0400

Gary S. Lunetta  
Director, DAS Division of Procurement & Support Services