



New Hampshire Fish and Game Department

js

HEADQUARTERS: 11 Hazen Drive, Concord, NH 03301-6500
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www.WildNH.com
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February 10, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department, to hold an organized meeting on May 31, 2025 at Owl Brook Hunter Education Center in Holderness NH for a total conference cost not to exceed \$11,664.72 for the purpose of recognizing and training Hunter Education Volunteer Instructors effective upon Governor and Council approval through June 30, 2025. Funding is 100% Federal.

Funds to support this request are available in the following account:

03-75-75-751020-21210000 Public Information and Conservation Education – Hunter Education

20-07500-21210000-020-500252 Current Expense

FY2025
\$11,664.72

EXPLANATION

The purpose of this event is to provide training and recognition for volunteer instructors in the Department’s Hunter and Trapper Education Programs. It gives the instructors an opportunity to gather with their peers from across the State and to receive necessary training. In addition, these volunteer instructors are recognized for their donation of time to the Department in delivering the mandatory Hunter Education Program courses to students across New Hampshire. Each year these volunteers donate more than 14,000 hours of volunteer time used to match over \$430,000.00 for the Hunter Education Program. Without their services, providing these mandatory programs to the public would be far more costly, if not impossible.

The New Hampshire Hunter Education Program is an approved U.S. Fish and Wildlife Service Federal Aid Project and 100% of the costs associated with this function are reimbursed to the Fish and Game Fund.

Respectfully Submitted,

Stephanie L. Simek, Ph.D.
Executive Director

Kathy Ann LaBonte, Chief
Business Division



Menu

Staff Invoice

The BACKWOODS BBQ

Item	price	number	total
Food Charges			
The Backwoods BBQ	\$24.99	165	\$4123.35
Dessert (choice of 2)	\$1.00	165	\$165.00
Beverages		165	
off-site fee	\$4.00	165	\$660.00
Food Totals		\$4,948.35	
Staffing	25%		\$1,237.09
Equipment and Delivery Fees			
Heavy-weight disposable plates and flatware	free	165	\$0
Delivery Fee	\$100/hr	3	\$300
Your total			\$6,485.44

Tossed Garden Salad

Cole Slaw

New England Potato Salad

Sliced Watermelon

Potato Chips

Corn Muffins & Butter

Green Beans Almondine

Molasses Baked Beans

Three-cheese Mac'n'Cheese

Hot Honey Chicken Thighs

Apple Cranberry Barbeque-Smothered Pork Shanks

DESSERT

Spiced Carrot Cake with Cream Cheese Frosting

Warm Apple Crisp with Whipped Cream

BEVERAGES

Chilled, Assorted Soda

Chilled, Bottled Water

Special Events of New England LLC

P.O. Box 5203
 Manchester, NH 03108
 P: 603-624-8389
 www.SpecialEventsofNE.com

Showroom:
 320 Rockingham Road, Unit 2
 Auburn, NH 03032

Quote 120248

Bill NH Fish and Game Department Delivery
 11 Hazen Drive Work 603-536-1290
 Concord, NH 03301 FAX
 Home
 Cell

At 1/23/25 9:37 AM

For NH Fish and Game Department
 11 Hazen Drive Contact Eric
 Concord, NH 03301 Contact
 Contact

Needed 5/31/25
 Due Out 5/30/25
 Alt. Day
 Due In 6/2/25

Ordered by Tom Flynn Time Used Charged
 Taken by Bob Soucy Mo
 Referred by Wk
 Client of 1 Da
 EMail thomas.r.flynn@wildlife.nh.gov Hr

Out
 In
 P. O. No:
 Deposit

Out	Qty	In	Description	Min	Hrs	Ea/Hr.	Day	Week	Month	Item Total
NK	1		Tent, 40' x 100' White Century (T2)•				3650.00			3650.00
NK	1		Canopy, 20' x 30' Elite•				440.00			440.00
NK	1		Asphalt Installation•				0.00			0.00
n	32		Plug Holes in Asphalt•				4.00			128.00
n	140		Window Sidewalls - linear feet•				0.80			112.00
!			for 40' end and 100' side of the 40x100							
N	180		Chair, Charcoal•				1.70			306.00
n	30		Table, 8' Rect. x 30" Wide•				12.00			360.00
NK	180		Charcoal Chair Set up/Take down Fee•				0.68			122.40
N	30		Table, 8' Set Up / Take Down Fee•				4.80			144.00

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Auburn, NH 03032

Quote: 120248

Deliver Tuesday 5/27/25 to Friday 5/30/25
Using Saturday 5/31/25 for Instructor Training and Recognition Event from 7AM-4PM
Remove between Sunday 6/1/25 and Wednesday 6/4/25

Terms: Net 30 days.

This reservation is subject to a 30% cancellation fee should the reservation be cancelled at anytime 60 days or less prior to event date.

Customer is responsible for permits. Permitting regulations vary by location.
Please contact your local fire department and or building department for information.

Customer needs to have any underground obstructions or utilities (both public & private) that could be damaged by a tent stake being driving into the ground 36" marked off for us. Public utilities need to be marked by contacting dig safe (www.digsafe.com) by calling 811. They require 72 business hours notice prior to the installation of the tent.

**install at the Owl Brook Hunter Education Center, 387 Perch Pond Road, Holderness, NH - contact Tom Flynn at 603-536-1290 or thomas.flynn@wildlife.nh.gov
Directions: 93 north to exit 24, right off exit onto route 3, follow approx. 3-4 miles and make left onto route 175, approx. 1.5 miles make right onto Hard Hack Road then immediate right onto Perch Pond Road, approx. 1 mile to NH Fish and Game facility on left - pull in to parking lot area

Install/Delivery Notes:

- previous installs done as site
- DTA
- 40' x 100' tent is installed on asphalt
- customer to provide layout for table set up arrangement under tent

Rental Fee includes:

- installation & removal of the tents
- sidewalls hung or left at site at customer's discretion
- delivery & pick up of the tables & chairs

Ttl Sale	
- 5 % discount	
Ttl Rent	5262.40
- 5 % discount	263.12
Ttl Service	
- % discount	
0 % Waiver	0.00
Delivery	180.00
Installation	0.00
0 % WCSC	0.00
0 % Tax	0.00
Total	<u>5179.28</u>
Paid	
Balance	<u>5179.28</u>