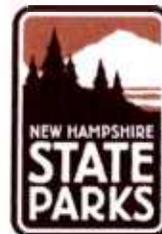




State of New Hampshire
 DEPARTMENT OF NATURAL & CULTURAL RESOURCES
 DIVISION OF PARKS & RECREATION

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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April 4, 2025

Her Excellency, Governor Kelly A. Ayotte
 and the Honorable 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 Community Recreation respectfully requests permission to increase their fleet size by one (1) vehicle effective upon Governor and Executive Council Approval.

EXPLANATION

Over the course of 58 years, the Division of Parks and Recreation (Division) has managed the Land and Water Conservation Fund (LWCF) for the State of New Hampshire as the liaisons for the National Parks Service. The LWCF program help support acquisition and development of outdoor recreation opportunities statewide. The Division manages all aspects of the program including, but not limited to, coordination grant rounds, determine project eligibility, distributing grant reimbursements, and compliance monitoring of previously funded project sites. Since the creation of the LWCF program in 1964 the State has allocated close to \$54,000,000.00 in federal funds to support over 750 projects. With recent federal legislation permanently and fully funding the LWCF program we are seeing an increase in workload requiring vehicle usage.

In early 2023, a new LWCF Compliance Coordinator was developed within the Bureau of Community Recreation using allocated administrative funds through an LWCF grant. The LWCF Compliance Coordinator was developed to manage, coordinate and provide guidance and assistance handling all post-completion responsibilities of LWCF projects. Ensure compliance in accordance with the Federal Land and Water Conservation Fund, as well as State and Local Assistance Program (LWCF) within the state consistent with the LWCF Act of 1965. The compliance coordinator position requires use of a vehicle to conduct post completion inspections of individual state and local project sites and area on 5-year rotations.

For the purpose of this position, the Division has determined that a large sport utility/crossover with 4-wheel drive would best fit its operation's needs. A large SUV is essential for the LWCF compliance coordinator to efficiently conduct post-completion and stewardship inspections, given its capability to navigate diverse terrains and access remote sites often encountered in such duties. The vehicle's ample storage space ensures the coordinator can carry necessary equipment, staff and documentation without constraints.

The Division is requesting one (1) new SUV. This vehicle is a necessity for the additional position to fulfil their job requirements. Funding for the vehicles is available in the LWCF Account (#03-035-035-351510-3717000-030). 100% Federal Funds.

Respectfully submitted,

Brian J. Wilson
 Director

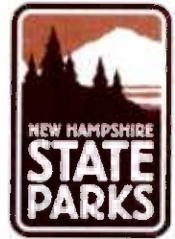
Concurred,

Sarah L. Stewart
 Commissioner



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DIVISION OF PARKS & RECREATION

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February 27, 2025

Attn: Lincoln Adams, Department of Administrative Services, State Fleet Manager

Cc: Gary Lunetta, Director, Division of procurement and Support Services, Department of Administrative Services

Re: Fleet Increase Request

In accordance with Administrative Rule Adm 611.08 (g), the Department of Natural and Cultural Resources, Division of Parks and Recreation, Bureau of Community Recreation respectfully requests permission to increase their fleet size by one (1) vehicle effective upon Governor and Executive Council Approval and is submitting this request for a letter of support from the Department of Administrative Services to include in its submission at a near-term meeting.

The Division of Parks and Recreation (Division) has managed the Land and Water Conservation Fund (LWCF) for the State of New Hampshire as the liaisons for the National Parks Service for the past 58 years. The LWCF program helps support acquisitions and development of outdoor recreation opportunities statewide. The Division manages all aspects of the program including, but not limited to, coordination grant rounds, determine project eligibility, distributing grant reimbursements, and compliance monitoring of previously funded project sites. Since the creation of the LWCF program in 1964 the State has allocated close to \$54,000,000 in federal funds to support over 750 projects. With recent federal legislation permanently and fully funding the LWCF program we are seeing an increase in workload requiring vehicle usage.

In early 2023, a new LWCF Compliance Coordinator position was established within the Bureau of Community Recreation using allocated administrative funds through an LWCF grant. The LWCF Compliance Coordinator was developed to manage, coordinate and provide guidance and assistance handling all post-completion responsibilities of LWCF projects. The position requires use of a vehicle to conduct post completion field inspections of individual state and local project sites and areas on 5-year rotations per site. Currently, we have over 750 project sites statewide and this number is growing each year.

Upon an internal assessment of the DNCR's fleet composition and size, the Division has determined that a sport utility-crossover-large all-wheel drive would best fit the Division's needs and is consistent with the DNCR's overall fleet composition. A large SUV is essential for the LWCF compliance coordinator to efficiently conduct post-completion and stewardship inspections, given its capability to navigate diverse terrain and access remote sites often encountered in such duties. The vehicle's ample storage space ensures the coordinator can carry necessary equipment, staff and documentation without constraints. Over recent years, it has been proven best to utilize an SUV rather than one of the few sedans in the DNCR's pooled fleet for this purpose and has resulted in this request.

Upon receipt of DAS support, we intend to submit a requisition for the above listed vehicle based on the statewide vehicle contract available at the time. It is our desire to obtain the approval of the Governor and Executive Council in a near-term meeting, to include this DAS letter of support.

Respectfully submitted,

Christopher Marino
Chief of Administration
Department of Natural and Cultural Resources

Brian Wilson
Director
Division of Parks and Recreation



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street - Room 100
Concord, New Hampshire 03301
(603) 271-3201 Office@dass.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

March 21, 2025

Attn:
Director Brian Wilson
New Hampshire Department of Natural and Cultural Resources
Division of Parks and Recreation

SUBJECT: Response to Fleet Increase Request 3/18/25

Director Wilson:

Please accept this as receipt of your request to increase the NH Department of Natural and Cultural Resources, Division of Parks and Recreation, Bureau of Community Recreation fleet size by one (1) SUV under the Light Duty Truck 1 (LDT1) category, 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, Division of Parks and Recreation, Bureau of Community Recreation fleet be increased by one (1) SUV under the LDT1 category, to bring your total Division of Parks and Recreation, Bureau of Community Recreation LDT1 fleet size to one (1) Light Duty Truck 1.

As the Bureau of Community Recreation currently has no vehicles in their fleet, the request to increase the fleet by one (1) LDT1 is reasonably justified and compelling enough to merit consideration by the Governor and Executive Council in a near future meeting.

Should Governor and Executive Council approve, you will have one (1) year from the G&C approval date to purchase the vehicle. Purchases will not be approved if longer than one (1) year from G&C approval date. A non-contract vehicle purchase will not be approved. Only a vehicle purchase from a statewide contract will be approved. Should a statewide vehicle contract not be in place, the purchase would wait until the next contract is in place.

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

Gary Lunetta

Digitally signed by Gary
Lunetta
Date: 2025.03.26 10:20:01
-0400

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