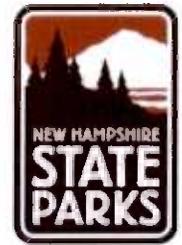




State of New Hampshire  
 DEPARTMENT OF NATURAL & CULTURAL RESOURCES  
 DIVISION OF PARKS & RECREATION

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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May 27, 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 Park Operations respectfully requests permission to increase their fleet size by one (1) vehicle effective upon Governor and Executive Council Approval.

**EXPLANATION**

Over the past several years, the Division of Parks and Recreation (Division) has expanded its Marketing Program to support statewide initiatives promoting visitation, public engagement, and interpretive services across New Hampshire’s park system. The Marketing Program is responsible for critical functions including, but not limited to, brand development, media coordination, content creation, public outreach, promotional campaigns, and support for major Division events. This work is essential to enhancing the visibility and financial sustainability of the park system.

Currently, the Marketing Director operates out of North Conway and is required to travel frequently to various park locations statewide, including to the Division headquarters in Concord. However, they are not assigned a dedicated vehicle for this work. At present, staff must either travel to Concord to pick up a state vehicle—resulting in a round-trip of over 170 miles—or utilize aging and inefficient park maintenance vehicles (such as plow trucks) from White Lake State Park in Tamworth. This results in a significant and unnecessary drain on staff time, fuel, and operational resources, impeding the efficient execution of Marketing Program responsibilities.

To address this inefficiency, the Division is requesting to increase their fleet size by one (1) vehicle, a plate that would be assigned to a compact or midsize sport utility vehicle (SUV), to be stationed at White Lake State Park for use by the Bureau of Park Operations and Marketing Program staff. A small SUV is well-suited to the needs of the Marketing team, providing the necessary mobility, fuel efficiency, and cargo space to transport promotional materials, digital media equipment, and staff to diverse locations across the state, including remote and mountainous parks.

This dedicated vehicle would dramatically reduce travel-related inefficiencies, allowing Marketing staff to respond more quickly to operational needs, spend more time in the field, participate in outreach events, and support Division-wide initiatives without disrupting park operations or relying on inappropriate

equipment. The requested vehicle would be a shared resource primarily utilized by the Marketing Program but would remain available for general operational use as needed.

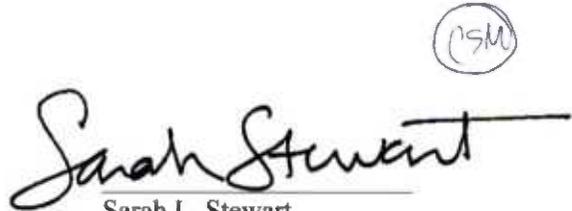
Funding for the procurement of this vehicle is available in the Park Operations Account (#03-035-035-351510-3720000-030).

Respectfully Submitted

Concurred,



Colin Capelle  
Interim Director, Parks and Recreation



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

May 27, 2025

Attn:  
Interim Director Colin Capelle  
New Hampshire Department of Natural and Cultural Resources  
Division of Parks and Recreation

SUBJECT: Response to Fleet Increase Request

Interim Director Colin Capelle:

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 Park Operations 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 Park Operations fleet, be increased by one (1) SUV under the LDT1 category,

As the Bureau of Park Operations Marketing Director has no dedicated vehicle currently, 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*

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

DN: cn=Gary Lunetta, ou=State of  
New Hampshire, ou=Division of  
Procurement and Support Services,  
email=Gary.Lunetta@das.nh.gov,  
c=US  
Date: 2025.05.27 12:59:01 -0400

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