



The State of New Hampshire  
**Department of Environmental Services**



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**Robert R. Scott, Commissioner**

September 9, 2025

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

**REQUESTED ACTION**

Authorize the Department of Environmental Services (NHDES) to enter into a Memorandum of Understanding (MOU) with the Department of Safety (NHDOS) (VC# 177878-B001) totaling \$149,906 for the replacement of one (1) NHDOS tow truck, effective upon Governor and Council approval through December 31, 2026. 100% New Hampshire Volkswagen Environmental Mitigation Trust (Trust) funds.

**EXPLANATION**

The New Hampshire Volkswagen Beneficiary Mitigation Plan provides that 20 percent of New Hampshire's allocation of the Volkswagen Mitigation Trust (VW Trust) funds will be utilized to replace state-owned vehicles. During an open solicitation from July 7 to August 12, 2025, NHDES received nine (9) eligible vehicle replacement proposals from five (5) public entities. All proposals were selected for funding, with one (1) proposal subsequently withdrawn. Please see Attachment A for the list of proposals selected for funding.

NHDES requests approval to enter into an MOU with NHDOS in an amount not to exceed \$149,906 for the replacement of the engine model year (EMY) 2009 tow truck. The truck has been in active use for 16 years, has accumulated over 85,000 miles, and rust and corrosion is starting to degrade the frame. Maintenance and repair costs are increasing with each passing year and in the last few years alone have exceeded \$15,000. Major repairs have included replacing the tilt piston on the flatbed, the backup alarm, winch and lock lever, tires, and fuel sending units. Additionally, some needed repairs are unable to be performed as the parts are no longer available. NHDOS is prioritizing this replacement with a new tow truck that will lower operating costs, increase fuel efficiency, and reduce maintenance and repair expenses. Further, the longer bed will allow for towing of newer trucks in the fleet which currently cannot be towed with the existing truck.

The MOU specifies that the funds will be used to fully fund the replacement of one (1) EMY 2009 tow truck and additionally clarifies the tasks to be completed to ensure funds are used in compliance with the terms of the VW Trust. NHDES will not be holding VW Trust funds in its accounts; all funds will be transferred directly from the trustee, Wilmington Trust, to NHDOS, who will administer the project.

This MOU has been approved as to form, substance, and execution by the Office of the Attorney General. In the event that VW Trust funds become no longer available, general funds will not be requested to support this program.

We respectfully request your approval.

Robert R. Scott  
Commissioner

# State of New Hampshire

## Interagency Memorandum of Understanding

**Whereas**, the New Hampshire Department of Environmental Services [“AGENCY 1”] is a duly constituted agency or branch of government of the State of New Hampshire;

**Whereas**, the New Hampshire Department of Safety [“AGENCY 2”] is a duly constituted agency or branch of government of the State of New Hampshire;

**Whereas**, pursuant to Chapter 21-O [insert, for example, RSA or Chapter Law number] **AGENCY 1** is responsible for: Achieving and maintaining air quality in New Hampshire that is protective of public health and our natural environment.

**Whereas**, **AGENCY 1** desires to: Fund the replacement of diesel-powered vehicles, engines and equipment to reduce diesel emissions and improve air quality in New Hampshire using New Hampshire Volkswagen Environmental Mitigation Trust funds.

**Whereas**, pursuant to Chapter 21-P [insert, for example, RSA or Chapter Law number]

**AGENCY 2** is responsible for: Assuring the security and physical safety of the citizens of New Hampshire.

**Whereas**, **AGENCY 2** desires to: Obtain New Hampshire Volkswagen Environmental Mitigation Trust funds to replace one (1) diesel-powered tow truck to help assure the security and physical safety of the citizens of New Hampshire.

**NOW, THEREFORE**, the parties enter into this Memorandum of Understanding to their mutual benefit, the benefit of the State and in furtherance of constitutional or statutory authority and objectives.

1. The New Hampshire Department of Environmental Services [AGENCY 1] agrees to [*check all that apply*]:

- A. Pay **AGENCY 2** the amount of \$149,906 for the services described in the attached MOU Exhibit A, which is hereby incorporated by reference.  
*Execute the following if Box 1., A is checked:* Payment shall be provided from [*IDENTIFY FUND*]:  
The New Hampshire Volkswagen Environmental Mitigation Trust

B. Perform the services described in the attached MOU Exhibit A, which is hereby incorporated by reference.

2. The New Hampshire Department of Safety  
[AGENCY 2] agrees to [check all that apply]:

A. Pay AGENCY I the amount of \$\_\_\_\_\_ for the services described in the attached MOU Exhibit A, which is hereby incorporated by reference.

*Execute the following if Box 2. A is checked:* Payment shall be provided from [IDENTIFY FUND]: The New Hampshire Volkswagen Environmental Mitigation Trust

B. Perform the services described in the attached MOU Exhibit A, which is hereby incorporated by reference.

3. The method of payment and payment amount for the above-referenced services, if any is required, is described in the attached MOU Exhibit B, such exhibit being hereby incorporated by reference.
4. All obligations hereunder are contingent upon the availability and continued appropriation of funds. The agencies shall not be required to transfer funds from any other account in the event that funds are reduced or unavailable.
5. The Memorandum of Understanding is effective until December 31, 2026.
6. This Memorandum of Understanding may be amended by an instrument in writing signed by both parties. Either party may terminate this agreement by providing written notice to the other party at least 30 days prior to termination.
7. The Parties agree that the obligations, agreements and promises made under this Memorandum of Understanding are not intended to be legally binding on the Parties and are not legally enforceable.
8. Disputes arising under this Memorandum of Understanding which cannot be resolved between the agencies shall be referred to the New Hampshire Department of Justice for review and resolution.
9. This Agreement shall be construed in accordance with the laws of the State of New Hampshire.
10. The parties hereto do not intend to benefit any third parties and this Memorandum of

Understanding shall not be construed to confer any such benefit.

- 11. In the event any of the provisions of this Memorandum of Understanding are held to be contrary to any state or federal law, the remaining provisions of this Memorandum of Understanding will remain in full force and effect.
- 12. This Memorandum of Understanding, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Memorandum of Understanding and understandings between the parties, and supersedes all prior Memoranda of Understanding and understandings relating hereto.
- 13. Nothing herein shall be construed as a waiver of sovereign immunity, such immunity being hereby specifically preserved.

14. **FOR AGENCY 1** [Name of Agency]: New Hampshire Department of Environmental Services

  
\_\_\_\_\_  
[Agency Commissioner signature]

9/11/25  
\_\_\_\_\_  
Date

Robert R. Scott  
\_\_\_\_\_  
[Agency Commissioner name in print]

15. **FOR AGENCY 2** [Name of Agency]: New Hampshire Department of Safety

  
\_\_\_\_\_  
[Agency Commissioner signature]

8/25/25  
\_\_\_\_\_  
Date

Robert L. Quinn  
\_\_\_\_\_  
[Agency Commissioner name in print]

Approved by the New Hampshire Department of Justice for form, substance, and execution.

By: 

On: 9/12/2025

[Name of Assistant Attorney General] Joshua C. Harrison

Approved by the Governor and Executive Council:

By: \_\_\_\_\_

On: \_\_\_\_\_

## EXHIBIT A

### SCOPE OF SERVICES

This Scope of Services describes activities that have been agreed to between the New Hampshire Department of Environmental Services (hereinafter NHDES) and the New Hampshire Department of Safety (hereinafter NHDOS) regarding the use of Volkswagen Mitigation Trust Funds to replace one (1) NHDOS vehicle.

The purpose of this MOU is to fully fund the replacement of one (1) NHDOS diesel vehicle to reduce air pollution. Funds are available via New Hampshire's Volkswagen Mitigation Trust Agreement for State Beneficiaries (VW Trust). Total funding shall not exceed \$149,906 or 100 percent of the project cost, whichever is less. Funds shall be available to NHDOS upon approval by the Governor and Executive Council through December 31, 2026.

For the purposes of this MOU, NHDES and NHDOS agree to the following:

1. NHDES shall assign the appropriate staff to coordinate this project with NHDOS.
2. The Scope of Services consists of the replacement of one (1) EMY 2009 Chevrolet C550 tow truck ("existing vehicle") with one (1) EMY 2025 Hino L6 tow truck ("replacement vehicle"), or, with the prior written approval of NHDES, the existing vehicle may be replaced with a comparable make/model.
3. VW Trust shall reimburse NHDOS up to 100 percent of eligible expenses, or \$149,906, whichever is less.
4. Eligible expenses shall include:
  - a. Cost of replacement vehicle (including cab, chassis and body);
  - b. Cost of the direct replacement of vehicle accessories that are necessary for the function of the vehicle for its intended use and that existed on the vehicle being replaced (e.g., plow frames, wings and blades on a plow truck, hydraulic systems, load cover).
5. Ineligible expenses shall include, but are not limited to:
  - a. Optional vehicle components or add-ons (e.g., racks, lights, toolboxes, etc.);
  - b. Vehicle registration;
  - c. Scrappage of existing vehicle, engineering or project management; and
  - d. Personnel costs.
6. NHDOS shall provide the following information on the existing vehicle to be replaced to NHDES:
  - a. Annual miles driven
  - b. Annual fuel use and fuel type
  - c. Annual idling hours
  - d. Vehicle Identification Number (VIN)
  - e. Vehicle Class
  - f. Engine Manufacturer
  - g. Engine Model
  - h. Engine Serial Number

- e. Engine Model Year
  - f. Gross Vehicle Weight Rating (GVWR)
  - k. Description of routes or typical use
7. NHDOS shall not take delivery of the replacement vehicle prior to written approval from NHDES that the proposed vehicle replacement is eligible under the terms of this MOU and the terms of the VW Trust requirements.
  8. The existing vehicle shall be taken out of service no later than 30 days from the replacement vehicle being placed into service.
  9. NHDOS shall use the replacement vehicle in normal service for a period of no less than five (5) years. In the event that NHDOS sells or surpluses the replacement vehicle within five years of the effective date of this MOU, NHDOS shall follow the guidelines set forth in Title 2 Code of Federal Regulations, Subtitle A, Section 200.313, and shall reimburse NHDES in accordance with the depreciation table below.

**Project: NHDOS Vehicle Replacement**

	Percent Value Remaining	Value to be Returned to NHDES
Year 1 value	20	\$29,981
Year 2 value	16	\$23,985
Year 3 value	12.8	\$19,188
Year 4 value	10.2	\$15,290
Year 5 value	7.6	\$11,393

*Note: calculation is based on a maximum reimbursement value of \$149,906 for one (1) vehicle. If the total reimbursement is less than \$149,906, the value to be returned to NHDES will be reduced proportionately.*

This section shall not apply in the case of a total loss due to collision, fire or other accident.

10. NHDOS shall:
  - a. Register the replacement vehicle in accordance with New Hampshire law;
  - b. Maintain the replacement vehicle in accordance with manufacturer recommendations;
  - c. Make no modifications to the emission controls systems on the replacement vehicle or engine; and
  - d. Make the vehicle and any operation and service documents (including maintenance records) available for follow-up inspection for five years from date of its placement in service, if requested by NHDES.
11. The replaced vehicle shall be scrapped as defined in Attachment 1 to this MOU within 90 days from the date the replacement is put into service. Scrappage may be completed by NHDOS or by a salvage yard or similar service, provided all scrappage requirements have been met and all necessary NHDOS documentation provided. NHDES shall be allowed the opportunity to witness the destruction of the vehicle engine and chassis by NHDOS providing a two-week (minimum) advance notice of the event to NHDES.
12. NHDOS shall submit to NHDES documentation confirming the scrappage requirements have been met including:
  - a. The date the vehicle was disabled/scrapped;

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- b. Confirmation of the engine model year, engine family name, engine serial number, and VIN;
  - c. The name and contact information for the entity that scrapped the vehicle, if other than NHDOS; and
  - d. Photographic images of the following:
    - 1. Side profile of the vehicle;
    - 2. VIN;
    - 3. The engine tag that includes the engine serial number and engine family number (if available);
    - 4. Chassis rails cut in half;
    - 5. Engine block prior to 3” hole being made; and
    - 6. Engine block after 3” hole has been made.
13. NHDOS shall submit **Quarterly Project Status Reports** to NHDES within 15 days after the end of each calendar quarter, beginning from the Effective Date of the MOU for a period of two years following vehicle acquisition. Quarterly Reports are due January 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup>, and October 15<sup>th</sup> (e.g., if the Effective Date were in August, then the first report would cover activities through September, as part of the July-September calendar quarter, and would be due October 15<sup>th</sup>). Quarterly Reports shall be made utilizing a template provided by NHDES, and include sufficient information for NHDES to know the status of the vehicle replacement and destruction of the existing vehicle, to know if the replacement vehicle is in service, and to estimate the emissions reductions attributable to the project, including:
- a. The status of the replacement vehicle’s order and delivery, with estimates of delivery and in-use dates of the replacement vehicle not yet procured and put in service;
  - b. A description of each vehicle’s (existing and replacement, as applicable) service status and maintenance (scheduled and unscheduled) during the preceding calendar quarter;
  - c. The amount of fuel (diesel gallons) used by each vehicle (existing and replacement, as applicable) during the preceding calendar quarter;
  - d. The number of hours each vehicle (existing and replacement, as applicable) was used in the preceding calendar quarter; and
  - e. The estimated amount of idling experienced by each vehicle in the preceding calendar quarter.
14. NHDOS shall submit **Annual Project Status Reports** to NHDES by January 15th of each year, beginning one year from the last quarterly report, for a period of three years including, but not limited to, the following:
- a. A description of the vehicle’s service status and maintenance (scheduled and unscheduled) during the preceding year;
  - b. The amount of fuel used during the preceding calendar year;
  - c. The number of miles or hours the vehicle was used in the preceding calendar year; and
  - d. The estimated hours of idling the vehicle experienced in the preceding calendar year.
15. NHDOS shall not use grant funds for any costs not specified in this scope of services. NHDOS shall complete all activities, reports, and work products specified herein.

**EXHIBIT B**  
**PAYMENT SCHEDULE**

1. Requests for payment shall be submitted on NHDOS letterhead to NHDES and shall include:
  - a. The following information for both the existing and replacement vehicles:
    - i. VINs;
    - ii. Engine and vehicle model years;
    - iii. Engine and vehicle manufacturers;
    - iv. Engine serial numbers;
    - v. Vehicle classes; and
    - vi. Fuel types;
  - b. A copy of all vendor invoices;
  - c. Documentation verifying payment to the vendor;
  - d. Contact information for any questions related to reimbursement requests.
2. A copy of the replacement vehicle's registration and proof of scrappage of the existing vehicle shall be submitted to NHDES within 90 days of the replacement vehicle being put into service.
3. NHDES will submit appropriate forms to the Trustee of the VW Trust requesting release of funds to NHDOS within 45 days of receiving a request for payment, provided NHDOS is in compliance with all recordkeeping and reporting requirements in the Scope of Services.
4. All obligations of NHDES and the State of New Hampshire are contingent upon availability and continued appropriation of funds for the services.
5. This MOU may be terminated for good cause, or by agreement of the parties, with the provision for orderly termination of the project. Termination of the MOU shall not occur until thirty (30) days after a "notice of termination" has been received by the other party. Said notice shall specify the cause for termination.

This MOU will become effective upon approval by Governor and Executive Council through December 31, 2026, with reporting requirements to continue as specified herein.

## ATTACHMENT 1

Projects shall conform to all relevant requirements of the VW Trust including the following:

“Class 4-7 Local Freight Trucks (Medium Trucks)” shall mean trucks, including commercial trucks, used to deliver cargo and freight (e.g., courier services, delivery trucks, box trucks moving freight, waste haulers, dump trucks, concrete mixers) with a GVWR between 14,001 and 33,000 lbs.

“Class 8 Local Freight, and Port Drayage Trucks (Eligible Large Trucks)” shall mean trucks with a GVWR greater than 33,000 lbs. used for port drayage and/or freight/cargo delivery (including waste haulers, dump trucks, concrete mixers).

“Scrapped” shall mean to render inoperable and available for recycle, and, at a minimum, to specifically cut a 3-inch hole in the engine block for all engines. If any eligible vehicle will be replaced as part of an eligible project, scrapped shall also include the disabling of the chassis by cutting the vehicle’s frame rails completely in half.

Eligible Large Trucks include 1992-2009 engine model year Class 8 Local Freight or Drayage.

Eligible Medium Trucks include 1992-2009 engine model year class 4-7 Local Freight trucks

All replaced trucks must be scrapped.

Eligible Medium and Large Trucks may be Repowered with any new diesel or Alternate Fueled or All-Electric engine, or may be replaced with any new diesel or Alternate Fueled or All-Electric vehicle, with the engine model year in which the Eligible Mitigation Action occurs or one engine model year prior.

The replacement trucks must be of the same vehicle class as the original trucks and operate in the same manner over similar routes as the replaced trucks.

**ATTACHMENT A**

**New Hampshire Volkswagen Environmental Mitigation Trust  
Summer 2025 State Vehicles Replacement Program**

**List and Funding Amounts of Eligible Proposals**

<b>Public Entity</b>	<b>Project Description</b>	<b>Funding Amount</b>
NH Department of Safety	Replace one (1) tow truck	\$149,906
NH Fish & Game Department	Replace one (1) dump truck and three (3) stocking trucks	\$558,134
NH Judicial Branch	Replace one (1) box truck	\$117,000
NH Department of Environmental Services	Replace one (1) dump truck	\$219,031
White Mountains Community College	Replace one (1) CDL training truck	\$123,574
NH Department of Safety	Replace one (1) mobile command center	Withdrawn