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STATE OF NEW HAMPSHIRE
DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES

BUSINESS ADMINISTRATION
STATE MILITARY RESERVATION
4 PEMBROKE ROAD
CONCORD, NEW HAMPSHIRE 03301-5652

David J. Mikolaities, Major General
The Adjutant General

Phone: 603-225-1360
TDD Access: 1-800-735-2964

Nicole Desilets-Bixler
Deputy Adjutant General

October 16, 2025

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

REQUESTED ACTION

Authorize the Department of Military Affairs and Veterans Services, Division of Community Based Military Programs to hold an organized meeting on December 4, 2025, at the Easterseals NH Military and Veteran Campus (vendor code #177204), Franklin, NH in the amount not to exceed \$5,960.00 for the purpose of sponsoring a conference entitled "2025 New Hampshire Veteran-Friendly Business Network Annual Symposium" effective upon Governor & Council approval through December 31, 2025. **100% General Funds.**

Funds are available in the following account for Fiscal Year 2026, with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

02-12-12-120010-32520000, Veteran Services Mental Health and Social Isolation:

067-500557- Contracts for Program Services

FY 2026
\$5,960.00

EXPLANATION

The purpose of this event is to convene representatives from NH Veteran-Friendly Businesses for high-level presentations and panel discussions that will provide essential information related to supporting the mental health and wellness of veteran employees in the workplace and effectively recruiting and retaining veteran employees in the workforce. Attendees will hear business success stories and learn about innovative and best practices that not only benefit the businesses but their veteran employees as well.

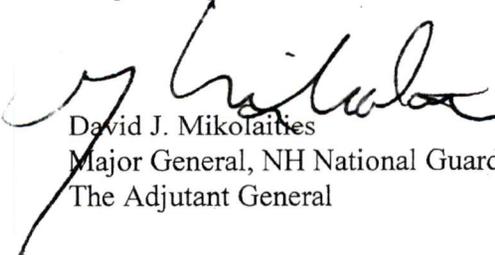
The event will be hosted and catered by the Easterseals NH Military and Veteran Campus in Franklin, NH. The price of the contract is based on event space capacity, audio/visual package to include LCD Projector (with Remote Slide Advancer), Screen, Three Wireless Microphones and Podium, and catered buffet for a maximum of 75 attendees. The Department solicited for these services by contacting six vendors in the Concord, Manchester, Nashua and Portsmouth areas with the capability to host and cater the event. Easterseals NH provided the lowest quoted price for the requested services.

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Should the Governor and Executive Council not approve this request, the Department will not be able to provide our community partners with the resources needed to support the mental health and wellness of our veteran community.

The Department of Military Affairs and Veterans services has determined that the vendor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract.

Respectfully submitted,



David J. Mikolaitis
Major General, NH National Guard
The Adjutant General

Name of Project: 2025 NH Veteran Friendly Business Symposium

Number of Responses to RFQ: Six (6)

Vendor	Quote Amount	Rank
ESNH Military and Veteran Campus - Franklin	\$5,960.00	A
Grappone Conference Center	\$6,580.54	B
Sheraton Portsmouth	\$8,298.33	C
The Venue at Portwalk Place	\$9,755.92	D
AC Hotel Portsmouth Downtown/Waterfront	\$10,312.93	E
Nashua Marriott	No Quote Provided	F

These six (6) vendors were contacted due to their ability to provide adequate space and catering for the event in combination with their proximity to the State Military Reservation (SMR). The resulting contract was awarded to Easterseals NH as they offered the requisite services at the lowest price within 60 miles of the SMR.

COST BREAKDOWN

Food & Beverage	\$3,600.00
Audio Visual Equipment	\$0.00
Rental Space	\$2,360.00
Service Charges	\$0.00
Taxes	\$0.00
Total	\$5,960.00



MILITARY & VETERANS CAMPUS

Event Proposal

Organization: Department of Military Affairs and Veteran Services

Requested Date(s): December 4, 2025

Available Facilities: 1500 sq ft Conference Room, 1200 sq ft Function Hall

Facility Rental Fee:

Conference Room

Function Hall

Facility Rental Fee: \$2,360.00

Audio/Visual Package:

One (1) 90" Monitor

(2) Wireless Microphones

(1) Sound System

(1) Podium

AV Rental Fee: \$0.00

Catering:

All-day coffee and tea service will be provided, along with continental breakfast and a hot lunch buffet for guests at a rate of \$48 per person for 75 people. Menu customization and dietary accommodation are available upon request.

Continental Breakfast - (Buffet)

Assorted Chilled Fruit Juices

Coffee and Tea

Assorted Danish Pastries

Assorted Muffins

Coffee Cake

Hot lunch Buffet would include an entrée, potatoes, pasta, vegetables, salad, rolls, cookies, and brownies

Entrée Options: Baked Stuffed Chicken, Meatloaf, Shepherd Pie, Baked Ham, Roast Pork, Roast Turkey.

Pasta Option: Baked Ziti, Mushroom Tortellini Alfredo, Stuffed Shells

Potato Options: Oven Roasted Potato, Mashed, Rice Pilaf

Catering: \$3,600

Total Event Costs: \$5,960.00



MILITARY & VETERANS CAMPUS

Insurance Requirement:

The event host must provide proof of general liability insurance with minimum coverage of \$1,000,000 per incident and \$2,000,000 aggregate. The venue must be listed as an additional insured. Documentation must be submitted before the event date.

Proposal Presented by:

Nick Grant
ESNH Military and Veteran Campus
27 Holycross Rd
Franklin, NH 03235
603-341-9060

This proposal is valid for two weeks from the date of delivery. All facility space is subject to availability at the time of booking. Proceeds go to help our Military and Veteran Community



STATE OF NEW HAMPSHIRE
DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES

DIVISION OF COMMUNITY BASED MILITARY PROGRAMS

STATE MILITARY RESERVATION
1 MINUTEMAN WAY
CONCORD, NEW HAMPSHIRE 03301-5652

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Nicole Desilets-Bixler
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Organized Event Title: 2025 NH Veteran-Friendly Business Network Annual Symposium

Date: December 4, 2025 (Pending G&C Approval)

Location: ESNH Military and Veterans Campus Franklin

Hosts: NH Department of Military Affairs & Veterans Services and NH Employment Security

Target Audience: Invitations will be shared with the 91 Veteran-Friendly business network members, speakers, panel members, resource providers and leadership from the community of practice. Seventy-Five (75) estimated attendees.

Purpose of Event: Conduct the annual symposium supporting NH's Veteran-Friendly Business network members:

- Recognizing NH businesses demonstrating a commitment to contributions of Service Members, Veterans, and their Family members
- Contributing to the broader efforts to attract, recruit, and retain transitioning Service Members to NH to match talented and skilled veterans with critical positions in NH businesses / organizations.
- Sharing best practices and lessons learned on:
 - Attracting and recruiting transitioning service members and Veteran employees
 - Creating and maintaining a Veteran friendly work environment
 - Highlighting ways to maximize mental health and the overall wellness of Veteran employees in the workplace

End State: Participants possess a basic understanding of the Veteran demographics, the strategic to tactical operating environments and the best practices and resources available to enable them to attract and recruit transitioning Service Members, Veterans and their Families and implement approaches for creating a positive working environment, to include supporting mental health and

overall wellness while matching skilled Veterans with critical Granite State work force needs and contributing to making the community of practice more cohesive.

Background: Launched in 2020, the NH Veteran-Friendly Business program was established by the Department of Military Affairs & Veterans Services and NH Employment Security to meet the needs of both the Veteran and business communities. The Department of Military Affairs & Veterans Services and NH Employment Security recognize and partner with New Hampshire businesses that support the wellness of Service Members, Veterans and their Families through practice & policies that serve to: honor military experience and sacrifice; fortify military families by meeting their unique needs in innovative ways; empower Veteran employees with opportunities for career growth and financial stability; and impact the broader veteran community through collaborations and partnerships.

Budget: The attached estimate includes all costs associated with the event.



2025 New Hampshire Veteran-Friendly Business Network Annual Symposium

Agenda

December 4, 2025, 8:30am – 2:00pm

- 0830: Registration, Continental Breakfast, and Networking
- 0900: Welcome and Admin
- 0910: Posting of the colors & Invocation
- 0920: Opening remarks by Major General David J. Mikolaities, The Adjutant General, New Hampshire and Commissioner George N. Copadis, NHES
- 0940: **Veteran-Friendly Business Update:**
 - Regularly scheduled lunch and learns
 - Business Spotlight
 - Newsletter
 - Outreach: Live Free, Choose NH, TAP, Veteran Conferences and Expos, Regional Veteran Coalitions
 - Established V-FB network Facebook
 - New road map and application
- 0955: **Recognition:**
 - New Businesses since last symposium – recognize by name
 - Businesses who have supported the network - presentation of certificates

- Highlights of businesses who have honored/recognized Veterans in the workplace and/or contributed to Veteran Service Organizations
- Platinum-Gold-Silver-Bronze – by name/pictures
- 1015: Comfort break
- 1030: **Attracting and Recruiting Panel**
 - National situation and programs available: invite U.S. DoL-VETS' Donna Nobrega.
 - NH situation, programs and initiatives: invite NHES' Sara Morrissey.
 - DoD Skillbridges/Hiring Our Heroes: invite Karen Hrach, U.S. Chamber of Commerce and/or NH DoP's Matt Mavrogeorge.
 - "Recruiting" best practices: invite a Veteran-Friendly Business network member.
- 1130: Transition to Lunch
- 1145: Lunch - Holiday Cards 4 Our Military Challenge
- 1230: Transition to Panel
- 1245: **Retention Panel:**
 - Mental Health: invite DHHS's Katherine Cox for "Granite Strong".
 - Mental Health: invite VA Manchester's new Director, Mental Health or their Chief of Staff.
 - Substance Use Disorder: invite one of the following: Executive Director of Addiction Recovery Coalition of NH; NH DHHS' SUD program coordinator or; Recovery Friendly Workplace.
 - Veteran Service Organization representative: ESNH Veterans Count.
 - Veteran Employee Resource Group: invite Dartmouth Health... WIN Waste... SIG SAUER... Connection.
 - Best Practices: invite a Veteran-Friendly Business.
- 1345: Closing Comments: Attracting and Retaining Veterans to NH initiative, the NH Deputy Adjutant General.
- 1400: Formal Portion of the Symposium complete